



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, June 25, 2019

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Regular Meeting of May 28, 2019, it is recommended that the minutes be approved by the Board and signed by the Chair.

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

4. Presentations

3:35 p.m. 4.1 Friends of 51 Awards

Enclosure 4.1

4.2 ICE Scholarships

Enclosure 4.2

5. Action Items

4:15 p.m. 5.1 Approval of International Trip - LCI

Enclosure 5.1

5.2 Approval of International Trip - Chinook

Enclosure 5.2

5.3 High School Locally Developed Courses

Enclosure 5.3

5.4 Policy Review:

Policy 502.1 Appendix A Student Code of Conduct

Policy 400.3 Whistleblower Protection

Policy 504.2 Wellness in Schools

Policy 602.4 First Nations, Metis and Inuit Education

Policy 602.8 Religious and Patriotic Instruction/Activities

Policy 604.3 Locally Developed Courses

Policy 609.6 Parent-Teacher Interviews

Enclosure 5.4

5.5 Third Quarter Financial Report

Enclosure 5.5

4:45 **6. Public Forum Response**

Enclosure 6

5:00 p.m. Public Forum

5:10 p.m. **7. District Highlights**

8. Information Items

5:15 p.m.	8.1	Board Chair Report	
	8.1.1	Standing Committees	Enclosure 8.1.1
5:20 p.m.	8.2	Associate Superintendent Reports	
	8.2.1	Business Affairs	Enclosure 8.2.1
	8.2.2	Human Resources	Enclosure 8.2.2
	8.2.3	Instructional Services	Enclosure 8.2.3
	8.3	Superintendent Report	
	8.3.1	L.H. Bussard Award Winners	Enclosure 8.3.1
	8.3.2	Board Priorities Report	Enclosure 8.3.2
	8.3.3	Administrative Appointments	Enclosure 8.3.3
	8.3.4	Acknowledgements of Excellence	Enclosure 8.3.4
	8.3.5	Calendar of Events	Enclosure 8.3.5

9. Reports

5:45 p.m.	9.1	A.S.B.A. Spring General Meeting – June 2-4, 2019	Enclosure 9.1
	9.2	District School Council – June 3, 2019	Enclosure 9.2
	9.3	Facilities Committee – June 3, 2019	Enclosure 9.3
	9.4	Community Engagement Committee - June 10, 2019	Enclosure 9.4
	9.5	Board Budget Committee – June 13, 2019	Enclosure 9.5

10. Correspondence - Received

5:55 p.m.	10.1	City of Lethbridge	Enclosure 10.1
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11. Correspondence - Sent

5:57 p.m.	11.1	Minister of Education	Enclosure 11.1
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6:00 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD MAY 28, 2019.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:38 p.m.

1. Approval of Agenda

Trustee Donna Hunt moved:

Add: 5.6 CUPE 2843

5.7 Non-Union Employees

5.8 I.C.E. Scholarship Contribution

"to approve the agenda, as amended." **CARRIED UNANIMOUSLY**

*Approval of Agenda
6860/19*

2. Approval of Minutes

Trustee Jan Foster moved:

"that the minutes of the Regular Meeting of April 30, 2019 be
approved and signed by the Chair." **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6861/19*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 Friends of 51 Awards

Friends of 51 Awards provide formal recognition to individuals
or groups who, as determined by the Board of Trustees, have
provided significant service or contributions to the Lethbridge
School District No. 51. The following were recognized:

Michelle Dimnik, 1D1B

Ron & Joyce Sakamoto, 1D1B

Dr. Carmen Mombourquette, U of L

Dr. Pamela Adams, U of L

Belinda Tomiyama, Canadian Blood Services

Cinnamon Meldrum, Canadian Blood Services

*Presentations
Donations:
Friends of 51 Awards*

4.2 Honouring Spirit: Indigenous Student Awards 2019

The Alberta School Boards Association (ASBA) selected
recipient from across the province for their *Honouring Spirit*:

*Indigenous Student
Awards 2019*

Indigenous Student Awards 2019.

District students receiving honourable mention:

Marley Ashlyn Leona Black Plume

Eva Sweet Grass

Brody Hunt

5. Action Items

5.1 Approval of International Trips – WCHS

Action Items

WCHS requested approval for three international trips.

Salmon, Idaho and Denver, Colorado – Sep 11 to 19, 2019

Ireland, Scotland and English – Apr 9 to 19, 2020

Finland / Alberta International Research – Oct 11 to 18, 2019

Trustee Jan Foster moved:

“that the WCHS football trip to Salmon, Idaho and Denver, Colorado from September 11 to 16, 2019 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

*Approval of
International Trips
WCHS football – Idaho
& Colorado
6862/19*

Trustee Jan Foster moved:

“that the WCHS fine arts tour of Ireland, Scotland and England from April 9 to 19, 2020 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

*WCHS Fine Arts tour of
Ireland, Scotland and
England
6863/19*

Trustee Jan Foster moved:

“that the WCHS trip to Helsinki and Joensuu, Finland from October 4 to 11, 2019 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

*WCHS trip to Helsinki
and Joensuu, Finland
6864/19*

5.2 Approval of International Trips – LCI / District

LCI requested approval for three international trips.

Football - Sandpoint, Idaho – Sep 13-14, 2019

Choir and Band - Anaheim, California – April 2020

District Wrestling Program – Havre, Montana – Dec 6-7, 2019

District Wrestling Program – Cut Bank, Montana – Jan 10-11, 2020

Trustee Donna Hunt moved:

“that the LCI football trip to the northern United States, from September 13 to 14, 2019 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

*Approval of
International Trips
LCI Football – Idaho
6865/19*

Trustee Donna Hunt moved:

“that the LCI choir and band performance tour to Anaheim, California, USA from April 20 to 28, 2020 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

*LCI Choir and Band trip
to Anaheim, California
6866/19*

Trustee Donna Hunt moved:

“that the Lethbridge School District No. 51 Wrestling Program trip to Havre, Montana on December 6 to 7, 2019 and to Cut Bank, Montana from January 10 to 11, 2020 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

*District Wrestling
Program
6867/19*

4.3 Inclusive Education

Director of Inclusive Education, Ann Muldoon provided a presentation to the Board.

*Inclusive Education
Presentation*

Public Forum – Allison Pike requested that the Board consider the wages paid to educational assistants. We have EAs that are .84 of a position. They are being paid below the poverty level in the City of Lethbridge. They work with our most difficult kids and often have need of more than one job. How about we be the first district in Alberta to pay our EAs what they are worth.

Public Forum

Tyler Demers asked where Allison would suggest the funds come from within the budget?

Allison Pike would recommend reinvesting funds that were not used due to lack of positions filled in the past. She feels there has to be other ways to do this.

5.3 Authorization of Locally Developed Courses

Request for Locally Developed Courses for grade 7 to 9 was made.

*Locally Developed
Courses for Grade 7-9
6868/19*

Trustee Doug James moved:

“that the Board of Trustees approve the use of the following locally developed grade 7 to 9 courses in all District middle and high schools from September 1, 2019 to August 31, 2023:

G.S. Lakie

Beginner Hip-Hop

Beginner Tap

Dance Performance (Hip-Hop or Fusion)

Dancing Duos 8

Musical Theatre

Wilson

Babysitting

Broadcasting

Cosmetology

Filmmaking

Popular Culture

WCHS

Dance 9

IB Prep & Math Skills; and

Reading Café.”

CARRIED UNANIMOUSLY

5.4 Authorization of High School Locally Developed Courses

Request for High School Locally Developed Courses was made. The Province approves these courses after our Board approves them.

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high course in all District high schools: Ballet (2019) 15, 25 and 35 for 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Ballet
6869/19*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of senior high courses in all District high schools: Contemporary Dance (2019) 25 and 35 for 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Contemporary Dance
6870/19*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high courses in all District high schools: Dance (2019) 15, 25 and 35 for 3 and 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Dance
6871/19*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high courses in all District high schools: Dance Composition (2019) 35 for 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Dance Composition
6872/19*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high courses in all District high schools: Jazz Dance (2019) 25 and 35

*Locally Developed
Courses
Jazz Dance
6873/19*

for 5 credits all from September 1, 2019 to August 31, 2023.”

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high courses in all District high schools: Advanced Acting/Touring Theatre (2019) 15, 25 and 35 for 3 and 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Advanced
Acting/Touring
Theatre
6874/19*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high courses in all District high schools: Yoga (2019) 15, 25 and 35 for 3 and 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Yoga
6875/19*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of the senior high courses in all District high schools: Portfolio Art (2019) 35 for 3 and 5 credits all from September 1, 2019 to August 31, 2023.”

*Locally Developed
Courses
Portfolio Art
6876/19*

CARRIED UNANIMOUSLY

5.5 Memorandum of Settlement between the Board and CUPE Local #290

The Board Negotiating Committee reached a Memorandum of Settlement with the Negotiating Committee of CUPE 290.

Trustee Tyler Demers moved:

“that the Memorandum of Settlement between the Board of Trustees of Lethbridge School District No. 51 and the Canadian Union of Public Employees No. 290 dated the 13th day of May 2019 be approved.”

*Memorandum of
Settlement between
the Board and CUPE
Local No. 290
6877/19*

CARRIED UNANIMOUSLY

Board Chair, Clark Bosch, declared conflict on Item 5.6 and 5.7.

The Chair was assumed by Vice Chair, Christine Light.

5.6 CUPE 2843

Trustee Tyler Demers moved:

“In recognition of employees of CUPE 2843, and all they do for Lethbridge School District No. 51, a one-time lump sum bonus of 2%, to be paid by June 30th. The lump sum bonus to be paid to all employees of CUPE 2843 as of June 1st, 2019 using Box 14 of the 2018 T4 Supplementary.”

*CUPE 2843
6878/19*

CARRIED UNANIMOUSLY

5.7 Non-Union Employees

Trustee Tyler Demers moved:

“In recognition of Non-Union employees and all they do for Lethbridge School District No. 51 a one-time lump sum bonus of 2%, to be paid by June 30th, 2019. This excludes the Superintendent of Schools who is ineligible. The lump sum bonus to be paid to these Non-Union employees as of June 1st, 2019 using Box 14 of the 2018 T4 Supplementary.”

*Non-Union Employees
6879/19*

CARRIED UNANIMOUSLY

The Vice Chair turned the meeting back over to Chair, Clark Bosch.

5.8 I.C.E. Scholarship Donation

Our longest serving Superintendent Dr. Bob Plaxton passed away in December 2018. After he retired from the District, he took on the position of Executive Director of CASS. He remained involved with education well into retirement. French Immersion and Kindergarten were just two programs that came into our schools during his time as Superintendent. In addition, new schools were opened in West Lethbridge.

Trustee Jan Foster moved:

“that the Board make a donation in the amount of \$100 to the I.C.E. Scholarship Program in memory of Dr. Robert Plaxton and further that we advise his family of this donation.”

*I.C.E. Scholarship
Program donation
6880/19*

CARRIED UNANIMOUSLY

6. District Highlights

- Lola – Distinguished award program at LCI, Arts Alive & Well, District Student Advisory, Edwin Parr Banquet, Joint City of Lethbridge and School Districts, 1D1B toasts in the Lethbridge Herald.
- Tyler – LCI Grad.
- Doug – LCI Grad, FNMI Feather Blessing.
- Donna – Poverty Intervention Lunch, LCI Grad and Grand March.
- Jan – District Teacher Induction Program (TIP), Edwin Parr Banquet, Volunteer Appreciation Lunch.
- Christine Light – Katherine Applegate at Chinook, spoke at DSAC and Lethbridge Christian School, Arts Alive & Well, Poverty Intervention Lunch. Gratitude and humility of students.

District Highlights

- Clark – Edwin Parr Banquet, SAIAC said goodbye to Dave Wells (he ran high school athletics) – shout out to Dave.

7. Information Items

7.1 Board Chair Report

Information Items

7.1.1 Edwin Parr Zone 6 Award

Edwin Parr Zone 6 Award

Edwin Parr Zone 6 Award banquet was held May 15, 2019 in Taber. Wilson teacher Melanie Wasylenko was the District nominee and provided an exceptional address at the banquet. Communications Officer Garrett Simmons created an outstanding video showcasing our nominee.

7.1.2 Budget Open House

Budget Open House

The Board will host a public meeting to provide stakeholders an overview of the preliminary budget on Tuesday, June 18, 2019 at 6:30 pm following the Board Budget briefing for Board members at 5:30 pm. The Board will debate the budget on Tuesday, June 25, 2019 at 1:00 pm.

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 monthly enrolment.

7.2.3 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith presented the Instructional Services report.

7.3 Superintendent Reports

*Superintendent Report
School Liaisons for
2019-2020*

7.3.1 School Liaisons for 2019-2020

School Liaisons for 2019-2020 was included in the agenda.

7.3.2 Donations and Support

Donations and Support

Community Foundation of Lethbridge and Southwestern Alberta grants were awarded to:
LCI - Wellness Centre Update and Improvement Project

(\$5,000)

Ecole Agnes Davidson - Instrument Modernization
Project (\$10,000)

WCHS - Health and Wellness Program (\$10,000)

7.3.3 Board Priorities Report

Board Priorities

2018-19 District Priorities report of actions was shared.

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 Calendar of Events

Calendar of Events

The Calendar of Events was reviewed for the period May 28 to June 28, 2019.

Trustee Jan Foster moved:

“to extend the meeting past 6:00 p.m.”

CARRIED UNANIMOUSLY

*Extend the meeting
6881/19*

8. Reports

*Reports
ATA Local 41*

8.1 ATA Local Council – May 1, 2019

Trustee Jan Foster provided a written report from the ATA Local Council meeting held May 1, 2019.

8.2 FNMI Advisory Committee – May 2, 2019

*FNMI Advisory
Committee*

Trustee Doug James provided a written report for the FNMI Advisory Committee meeting held May 2, 2019.

8.3 District School Council – May 6, 2019

District School Council

Trustee Doug James provided a written report from the District School Council meeting held May 6, 2019.

8.4 Policy Advisory Committee – May 8, 2019

*Policy Advisory
Committee*

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held May 8, 2019.

8.5 District Student Advisory Council – May 14, 2019

*District Student
Advisory Council*

Trustee Doug James provided a written report from the District Student Advisory Council meeting held May 14, 2019.

8.6 ASBA Zone 6 Meeting – May 15, 2019

ASBA Zone 6

Trustee Jan Foster provided a written report from the ASBA Zone 6 meeting held May 15, 2019.

8.7 Joint City of Lethbridge / School Boards – May 22, 2019

*Joint City of Lethbridge
/ School Boards*

Trustee Jan Foster provided a written report from the Joint City of Lethbridge and School Boards meeting held May 22, 2019.

9. Correspondence – Received none

*Correspondence –
Received*

10. Correspondence – Sent none

Correspondence – Sent

The meeting adjourned at 6:12 p.m.

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Friends of 51 Awards

Background

The Friends of 51 Awards provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to Lethbridge School District No. 51.

Recipients in attendance will be:

- Tony Vanden Heuvel, Director of Community Services, City of Lethbridge
- Abby Slovack, Land Development Manager, City of Lethbridge
- Michael Kelly, General Manager of Real Estate & Land Development, City of Lethbridge

- Dr. Jeanine Webber, Dean, Centre for Justice & Human Services, Lethbridge College
- Lorraine Leishman, Educational Assistant Program Instructor, Lethbridge College

- Dave Wells, Southern Alberta Interscholastic Administrative Council (SAIAC)

Recommendation

It is recommended that the Board present the awards to the recipients in attendance.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: ICE Scholarships

Background

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

Winners of the 2019 Canada ICE Scholarships are:

- Linda He (Chinook High School, Grade 10) - *Epistemic Responsibility*
- Kanyon Jarvie & Amy Quan (WCHS, Grade 9) – *Go Nutty*
- Maiya Clapton (WCHS, Grade 11) - *Spatial Awareness*
- Dewuni De Silva & Michelle Wu (WCHS, Grade 11) - *Tailings Ponds*

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

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: Approval of International Trip – LCI

Background

Lethbridge Collegiate Institute is requesting approval to take a group of students to Washington, D.C. and New York City, N.Y., USA from April 13 to April 18, 2020. The trip would be organized through Explorica. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$2,372.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation

That the Lethbridge Collegiate Institute trip to Washington, D.C. and New York City, N.Y., USA from April 13 to April 18, 2020 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,
Morag Asquith

LCI International Travel Application - 2020

Trip Location: Washington, D.C. and New York, N.Y., U.S.A.

Approximate Dates of the Trip: Depart on Monday, April 13, 2020. Return on Saturday, April 18, 2020.
Total length of trip is 6 days.

Educational Benefits: Students would visit two of America's most influential cities. From the White House and Smithsonian Museums in Washington, to Times Square and the Statue of Liberty in New York students will discover the historical and present day significance that these cities hold. Travel opens the eyes of the traveller to new experiences and cultures. Students would gain a level of confidence that can't be achieved without getting onboard a trip like this and immersing themselves in a new and exciting environment.

Tour would be booked through Explorica. Contact would be Justin Gianfrancesco. Phone 1-888-378-8845 Ex. 274

A full-time tour guide will be provided for the length of the tour.

Approximate Total Cost of the Trip:

Explorica fee including flights, airline departure fees, accommodations, motor coach transportation, breakfast and supper each day, tips, sightseeing tours and attractions	\$2192
Additional Meals	\$120
Return Transportation to Calgary Airport	<u>\$60</u>
Approx. Total (not including spending money)	\$2372

The following fundraising opportunities will be presented to the group:

- Safeway and Superstore gift cards can be purchased through LCI with approximately 4% commission to the student.
- Explorica personal fundraising page is available for each traveller.

Supervisor: Leanne Sanderson. Others to be determined.

TOUR ITINERARY:

Day 1 Hello Washington

- › Meet your Tour Director
- › Dinner
- › Washington DC Evening Guided Sightseeing Tour : Lincoln Memorial, Vietnam Veterans Memorial, Korean War Memorial, National Mall, Tidal Basin, Martin Luther King Memorial, FDR Memorial, Jefferson Memorial, Washington Monument, White House

Day 2 Washington DC Landmarks

- › Breakfast
- › Guided Tour of US Capitol
- › Supreme Court visit
- › Mount Vernon excursion
- › Arlington National Cemetery & Marine Corps War Memorial (Iwo Jima)
- › Dinner
- › Optional Ghost Walk \$22

Day 3 Washington DC—New York City

- › Breakfast
- › National Archives visit
- › Smithsonian Museums Visit: Options include the National Air and Space Museum, National Museum of Natural History visit, National Museum of American History, National Portrait Gallery, National Museum of the American Indian, Smithsonian American Art Museum
- › Travel to New York City
- › Midtown Walking Tour: Rockefeller Center, St. Patrick's Cathedral, F.A.O. Schwarz, Trump Tower, Times Square, Grand Central Station
- › Dinner
- › Empire State Building & Observatory visit

Day 4 Downtown New York

- › Breakfast
- › Ferry boat to Ellis Island & Statue of Liberty
- › Lower Manhattan guided sightseeing tour: Trinity Church, Wall Street, 9/11 Memorial visit, Chinatown, Little Italy
- › Dinner
- › Broadway show

Day 5 Start extension in New York City

- › Breakfast
- › Central Park walking tour: Cherry Hill, Strawberry Fields, Belvedere Castle, Delacorte Theater
- › Fifth & Madison Avenues
- › Radio City Music Hall guided visit
- › Metropolitan Museum of Art visit
- › Dinner

Day 6 Goodbye New York!

- › Breakfast
- › United Nations visit
- › Travel home

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: Approval of International Trip – Chinook

Background

Chinook High School is requesting approval to take a group of choral students on a music festival trip to Anaheim, California, USA from April 23 to April 27, 2020. The trip would be organized through Affinity Group Tours. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$1,975.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation

That the Chinook High School music festival trip to Anaheim, California from April 23 to 27, 2020 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,
Morag Asquith

CHS Proposed Anaheim Music Festival Trip (April 23-27, 2020)

I attended this particular festival with 80 Band and Choral students from Chinook in April of 2016. Given that experience, I can vouch for the high quality of this music festival experience. The adjudication was incredibly professional, positive and supportive of curricular outcomes. The connections that adjudicator/clinicians had also linked incredibly well into the professional music industry – which was an outcome that was unexpected. It is an honour for our choral program to be offered a space at this festival. Beyond these music educational benefits, a major excursion like this would also provide a myriad of learning opportunities for our students as they begin to explore their independence in a very safe group travel environment. I have always found that participation in festivals allows for a growth opportunity for students as members of an ensemble (collaborative team) as well as individual musicians within that ensemble. Beyond that, exposure to other high school performing groups, from all across Canada, would certainly be beneficial. Observing performing outcomes and participating in workshops with their peers is often a very empowering experience for students. The complete bonus, with regard to this festival, is that it occurs inside of the Disneyland parks. Clearly, it is most enjoyable to share time with students in this venue and enjoy watching them enjoy themselves engaging in the diverse entertainment opportunities that the parks provide. Feedback from students that attended with the Chinook Music program in 2016 was completely favourable and many students recall this particular festival experience as a highlight of their high school career.

Dave Mikuliak
CHS Music Teacher



PROPOSED ITINERARY FOR CHINOOK HIGH SCHOOL CANADIAN ANAHEIM MUSIC FESTIVAL April 23-27 - 2020

April 23 LETHBRIDGE, AB | CALGARY, AB | ANAHEIM, CA

— Early this meet your coach for your transfer from Chinook High School to the Calgary International Airport in for your flights to Los Angeles

Upon arrival at Los Angeles airport you will be **met by an Affinity Group Tours Representative** who will help you collect your luggage and then escort you to your hotel.

4 nights' moderate accommodation in Anaheim within walking distance of Disneyland.

Tonight, enjoy a group dinner at Ralph Brennan's Jazz Kitchen in Downtown Disney!

April 24 CANADIAN ANAHEIM MUSIC FESTIVAL

— **Breakfast is included.**

After breakfast, students walk to the Main Gate Entrance at Disneyland. Meet your **“Canadian Anaheim Music Festival”** Representative for your scheduled events.

Today, your ensemble will participate in a **90-minute Festival Recording Workshops** along with students from the other schools. Here you will perform pieces of Disney music to the corresponding Disney animated film.

This afternoon, **be an audience member** for another school as they perform for festival and park guests!

Afterwards, spend the evening enjoying the arts and entertainment that Disney is famous for. Tonight, take in the spectacular show **World of Color** in California Adventure Park or **Fantasmic** at Disneyland Park.

April 25 CANADIAN ANAHEIM MUSIC FESTIVAL

Breakfast is included.

Today, each ensemble will enjoy a **20-minute Adjudicated Performance**, followed by a **Disney Mini-Clinic** with a professional Disney Musician on the festival stage inside Stage 17 at California Adventure Park.

During the afternoon **Canadian Anaheim Music Festival** participants will take part in **Mass Band and Choir** with a very **special guest Disney Conductor!**

Enjoy a few hours in the parks before attending this evenings **Closing Ceremonies Dinner!** Tonight, there will be time to return to the parks to take in **World of Color** or **Fantasmic!**

April 26 ANAHEIM (BONUS DAY)

Breakfast is included.

. After breakfast depart for a visit to the **Grammy Museum**, once here you will have hands on learning on the **four** floors of the amazing museum, with its interactive exhibits from music's past.

Afterwards you will meet your **LA step on guide who will escort you to the famous LA Farmers Market and the Grove for lunch** (own expense).

After lunch it's off to **Hollywood BLVD**, with a surprise stop along the way. In Hollywood your guide will take you on a walking tour of famous **Hollywood Boulevard**, with the Walk of Fame, Mans Chinese Theatre and views of the Hollywood Sign.

From Hollywood your motor coach will take you the **Santa Monica Pier** where you will have free time to explore the famous pier and the beach. Tonight have a **group dinner at Bubba Gump Shrimp Co.** (included) on the pier before returning to your Anaheim hotel.

April 27 ANAHEIM, CA | LOS ANGELES, CA | CALGARY, AB | LETHBRIDGE

Breakfast is included. This morning, transfer to the Los Angeles Airport for your flight back to Calgary, arrive back into Calgary collect your luggage and meet your motor coach for your transfer back to Lethbridge.

Welcome Home and Happy Memories

Estimated cost per student - \$1975.00 (CAN\$)

The school offers a terrific individual fundraising opportunity for all students! The “Grocery Card” program provides a percentage monetary “kickback” to individual student school spending accounts that can add up quickly to help subsidize the cost of a major excursion like this. Cards available for pre-purchase (Safeway, Save-On Foods and Superstore) with a 3% – 8% amount of that pre-purchase being rebated into the student account. Parents have been given information as to how to register for this personal fundraising device. In my view, it is the ultimate fundraiser as funds are generated and raised as a result of money that would naturally be spent (purchasing monthly groceries). Many families use this opportunity to purchase cards for other members of their extended family to increase the amount that they can raise to their child’s account. All students have access to this extremely accessible and simple fundraiser. Beyond that, the City of Lethbridge provides some small grants that students and families are welcome to apply for regarding Arts Education opportunities. If parents inquire about fundraising, I always direct them (along with an email that has an attachment that details how to register for the school’s grocery card program) to these excellent opportunities that are available to them. Given the timeline, on this particular proposed trip, families would have 10 months to raise funds through these fundraising initiatives to help defer or completely pay for the cost of this trip.

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: **Locally Developed Courses**

Background

Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. District high schools would like to use the following courses to enhance program offerings to students (course outlines are available on the District Website - [High School Locally Developed Course Outlines](#)):

- **ESL Intro to Canadian Studies (2019) 15 and 25 for 5 credits** acquired from Calgary School District No. 19 from *September 1st, 2019 to August 31st, 2023*;
- **ESL Intro to Science (2019) 15 for 5 credits** acquired from Calgary School District No. 19 from *September 1st, 2019 to August 31st, 2023*; and
- **Leadership in the Arts 35 for 3 and 5 credits** acquired from Calgary School District No. 19 from *September 1st, 2019 to August 31st, 2022*.

Recommendation:

That the Board of Trustees approve the use of locally developed senior high school course **ESL Intro to Canadian Studies (2019) 15 and 25 for 5 credits** acquired from Calgary School District No. 19 from *September 1st, 2019 to August 31st, 2023* to enhance program offerings to students in all District High Schools.

That the Board of Trustees approve the use of locally developed senior high school course **ESL Intro to Science (2019) 15 for 5 credits** acquired from Calgary School District No. 19 from *September 1st, 2019 to August 31st, 2023* to enhance program offerings to students in all District High Schools.

That the Board of Trustees approve the use of locally developed senior high school course **Leadership in the Arts 35 for 3 and 5 credits** acquired from Calgary School District No. 19 from *September 1st, 2019 to August 31st, 2022* to enhance program offerings to students in all District High Schools.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools**RE: Policy Review****Background**

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

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

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

Recommendation

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

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
502.1	Appendix A Student Code of Conduct (<i>note that it is currently a provincial requirement to review the Student code of Conduct by June 30 of each year and confirm the review by a Board resolution</i>).	Reviewed
400.3	Whistleblower Protection	Amended
504.2	Wellness in Schools	1 st reading
602.4	First Nations, Metis and Inuit Education	1 st Reading
602.8	Religious and Patriotic Instruction/Activities	Amended
604.3	Locally Developed Courses	Amended
609.6	Parent-Teacher Interviews	Amended

Respectfully submitted, Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: December 15, 2015

Amended: March 22, 2016

Amended: March 27, 2018

502.1 Appendix A Student Code of Conduct

Purpose

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

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

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

Definitions

1. **Bullying:** The *School Act* defines bullying as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.” Bullying behavior also includes behaviour that targets a student because of the actual or perceived sexual orientation, gender identity or gender expression of parents or other family members.
2. **Discrimination:** The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act* (AHRA). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and citizenship is prohibited.
3. **Harassment:** Any behavior that in effect or intent disparages, humiliates, or harms another person or class of persons. It is behaviour that denies dignity and respect, and is demeaning and/or humiliating to another person or class of persons. Harassment may include, but is not limited to, references related to race, religious beliefs, colour, gender,



LETHBRIDGE SCHOOL DISTRICT NO. 51

502.1 Appendix A Student Code of Conduct, cont'd

gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Sexual harassment is any unwelcome behavior that is sexual in nature. Such behavior may directly or indirectly affect or threaten to affect in an adverse manner a student's well-being and/or learning environment. The behavior does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.

Procedures

1. The District and schools' Student Codes of Conduct, and their enforcement through consequences, shall apply to students
 - 1.1. in school;
 - 1.2. on the school grounds;
 - 1.3. during any recess or lunch periods on or off school property;
 - 1.4. at school sponsored or authorized activities;
 - 1.5. on school busses or other forms of approved transportation; or
 - 1.6. when the student's conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) regardless of where that conduct occurs.
2. Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the school building, during the school day or by electronic means.
3. The Board encourages compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:
 - 3.1. respect yourself and the rights of others in the school;
 - 3.2. make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects yourself, the rights of others, diversity, and fosters a sense of belonging for others in your school;
 - 3.3. refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours, or digitally;



LETHBRIDGE SCHOOL DISTRICT NO. 51

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

- 3.4. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school;
 - 3.5. act in ways that honour and appropriately represent you and your school;
 - 3.6. attend school regularly and punctually;
 - 3.7. be ready to learn and actively engage in, and diligently pursue, your education;
 - 3.8. know and comply with the rules of your school;
 - 3.9. cooperate fully with everyone authorized by the Board to provide education programs and services;
 - 3.10. be accountable for your behaviour to your teachers and other staff;
 - 3.11. contribute positively to your school and community; and
 - 3.12. be responsible digital citizens.
4. Examples of unacceptable behaviours include, but are not limited to:
- 4.1. behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
 - 4.2. acts of bullying, harassment, discrimination, coercion, or intimidation;
 - 4.3. physical violence;
 - 4.4. retribution against any person in the school who has intervened to prevent or report bullying or any other incident of safety concern;
 - 4.5. illegal activity such as:
 - 4.5.1. possession and/or misuse of controlled substances;
 - 4.5.2. possession or use of weapons;
 - 4.5.3. theft or damage to property;
 - 4.6. contravention of District policies and regulations;
 - 4.7. willful disobedience and/or open opposition to authority;
 - 4.8. use or display of improper or profane language;
 - 4.9. interfering with the orderly conduct of class(es) or the school;
 - 4.10. contravention of the Code of Conduct as set out in the *School Act*, Section 12;
 - 4.11. Contravention of the provisions of Section 27 of the *School Act* related to trespassing, loitering, and causing a disturbance;
 - 4.12. Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.



LETHBRIDGE SCHOOL DISTRICT NO. 51

502.1 Appendix A Student Code of Conduct, cont'd

5. Rules governing student conduct while being transported on school busses or other approved transport, shall be developed by the District in consultation with the school administration and/or transit provider.
6. The following consequences of unacceptable behaviour shall apply taking into account the severity and magnitude of the incident(s) and the student's age, maturity, and individual circumstances:
 - 6.1 school-based intervention
 - 6.2 consequences as outlined in the school's Code of Conduct;
 - 6.3 Violence Threat Risk Assessment;
 - 6.4 suspension;
 - 6.5 expulsion;
 - 6.6 involvement of police authorities
7. Parents and guardians play a vital role in developing student behavior and conduct. It is the District's expectation that a parent or guardian has the responsibility to:
 - 7.1. take an active role in the student's educational success, including assisting the student in complying with Regulation 3 of this policy;
 - 7.2. ensure that the parent or guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment;
 - 7.3. co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student;
 - 7.4. encourage, foster and advance collaborative, positive and respectful relationships with students, teachers, principals, other school staff and professionals providing supports and services in the school; and
 - 7.5. engage in the student's school community
 - 7.6. collaborate with the VTRA Protocol.
8. The school shall provide support for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. Schools may consult with the Division of Instructional Services for determining support mechanisms.
9. Complaint Procedures.
 - 9.1. Should a student be subject to or witness of: bullying, harassment, discrimination, unwanted behaviors as described in procedure 4, or conduct that interferes with maintaining a welcoming, caring, respectful, and safe learning environment in the school, that student should contact a classroom teacher, their advisor, school counsellor, or any other staff member with whom they feel comfortable. A parent or guardian may make contact regarding a complaint or concern.
 - 9.2. All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a timely manner.



LETHBRIDGE SCHOOL DISTRICT NO. 51

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

- 9.3. Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.
- 9.4. A complaint or concern may be communicated informally through oral communication or formally in writing with a professional staff member or principal. Where possible, the complaint should clearly outline the cause for complaint or issue, as well as a description of the specific incident or incidents, the dates, and names of any witnesses.
- 9.5. Complaints shall follow the channels of communication as outlined in Policy 1003.1 *Channels of Communication and Dispute Resolution*, Regulation #11 (start with closest source such as teacher or counsellor, to school administrator with principal the highest school level, to Associate Superintendent, to Superintendent, to Board). Policy 505.9 *Appeals* can be followed if a student or parent/guardian is dissatisfied with the decision at the level of the school principal.
- 9.6. The professional staff member or principal will investigate the complaint and apply the appropriate consequences as delineated in number (6) including the School's Student Code of Conduct.
- 9.7. The principal will determine whether the level of seriousness requires an investigation and/or police involvement. If the principal determines that the incident(s) requires police involvement, Policy 504.8 *Involvement with Authorized Agencies* will be followed.
- 9.8. The professional staff member and/or school administrator and/or District administrator will document the investigation and outcome, including any disciplinary action and supports as described in number (8). Policy 609.5 *Student Records* applies for record retention and disposition.
- 9.9. Retaliation. No member of Lethbridge School District No. 51 school community, including students, staff, parents/guardians, and/or volunteers, shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Individuals who retaliate may be subject to discipline and/or legal action.
10. Schools shall have a Student Code of Conduct that aligns with the District Student Code of Conduct. The Student Code of Conduct will include the following elements:
 - 10.1. a statement of purpose that provides a rationale for the Code of Conduct, with a focus on welcoming, caring, respectful and safe learning environments;

Appendix



LETHBRIDGE SCHOOL DISTRICT NO. 51

502.1 Appendix A Student Code of Conduct, cont'd

- 10.2. definitions of bullying, discrimination (including one or more statements that address the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*), and harassment;
 - 10.3. one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day, or by electronic means (see Procedures #3 and #4);
 - 10.4. consequences of unacceptable behaviour which take into account the student's age, maturity, and individual circumstances. On the continuum of consequences, it shall be noted that a student may be suspended or expelled.
 - 10.5. Possible supports that may be provided to students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.
 - 10.6. Fair Notice for VTRA Protocol.
11. The Board shall ensure the following:
- 11.1. Make the policy and Code of Conduct available throughout the year in a prominent location on a publicly accessible website maintained by or on behalf of the Board;
 - 11.2. Display in a place clearly visible to students in each school the Uniform Resource Locator (URL) of the policy and Code of Conduct on the publicly accessible website;
 - 11.3. On request, provide a copy of the policy or Code of Conduct to an individual;
 - 11.4. By June 30 of each year, review the policy and Code of Conduct, confirm the review by a Board resolution, and post or repost the policy and Code of Conduct on the publicly accessible website after review; and
 - 11.5. Comply with any further requirements respecting a policy or Code of Conduct established by the Minister by order.



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: March 25, 2014

Amended: May 22, 2018

400.3 Whistleblower Protection

Policy

The Board believes that employees should feel comfortable in all aspects of their job including when it comes to filing a complaint. The Board expects employees to comply with the District Code of Conduct when making good faith reports of any wrongdoing. Employees making such reports shall do so without fear of retaliation.

Definition of Wrongdoing: gross mismanagement, including an act or omission that is deliberate and shows a reckless or wilful disregard for the proper management of:

- (i) public funds or a public asset,
- (ii) the delivery of a public service, including the management or performance of
 - a. a contract or arrangement identified or described in the Public Interest Disclosure Act (PIDA) Regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and
 - b. the duties and powers resulting from an enactment identified or described in the PIDA Regulations or any funds administered or provided as a result of the enactment,
- (iii) employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation.

Regulations

1. An employee should report any wrongdoing (as defined above) on the part of a co-worker to:
 - 1.1. their own supervisor;
 - 1.2. to the other employee's designated officer namely the ~~District~~ Principal Coordinator of Learning;
 - 1.3. in the case of a complaint against the ~~District Principal~~ Coordinator of Learning, to the Superintendent;
 - 1.4. in the case of a complaint against the Superintendent, to the Board Chair; or
 - 1.5. directly to the Public Interest Commissioner.
2. Employees may seek advise on whether or not to report a perceived wrongdoing from their supervisor or the ~~District Principal~~ Coordinator of Learning, and are protected from reprisal for seeking that advice.
3. All complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances, the District Code of Conduct, and the

Policy



LETHBRIDGE SCHOOL DISTRICT NO. 51

law.

400.3 Whistleblower Protection, cont'd

4. Adverse personnel action or reprisals will not be taken against an employee for the reporting of information in accordance with this policy, provided the reporting employee has acted reasonably and in good faith.
5. This policy does not protect an employee from the consequence of their own actions, if such actions do not constitute reasonable and good faith disclosure in filing their report.
6. Reports of employee violations must be in writing and signed by the individual making the complaint of wrongdoing. Anonymous communications will not be recognized.
7. An employee may be eligible for financial remedies in cases where the Commissioner finds a reprisal occurred. If, following an investigation, the Commissioner finds that a reprisal occurred, the Commissioner is obligated to refer the decision to the Labour Relations Board.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures, as well as the delegation of authority as provided for in Section 61 of the School Act.

References

Alberta School Act:	Sections 92-117, 131-143
Legal reference:	Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
District Policies:	Policy 400.2 Employee Code of Conduct
Other:	ATA Code of Conduct

Policy



Approved:

504.2 Wellness In Schools

Policy

Personal wellness within a system is optimized when there is support for the development of healthy attitudes and actions.

Wellness is a life-long process of personal growth that involves emotional, intellectual, physical, social, and spiritual well-being. Wellness contributes to the ability of individuals to reach their full potential. Optimal wellness incorporates the needs and priorities of learners, nurtures learning experiences, and enables successful transitions through life.

Regulations

The primary vehicle for furthering wellness in the District will be a Comprehensive School Health Framework including the following Five Dimensions of Wellness (Alberta Education, 2015):

1. **Emotional Wellness** is acknowledging, understanding, managing and expressing thoughts and feelings in a constructive manner.
2. **Intellectual Wellness** is the development and the critical and creative use of the mind to its fullest potential.
3. **Physical Wellness** is the ability, motivation, and confidence to move effectively and efficiently in a variety of situations, and the healthy growth, development, nutrition and care of the body.
4. **Social Wellness** is relating positively to others and is influenced by many factors including how individuals communicate, establish and maintain relationships, are treated by others, and interpret that treatment.
5. **Spiritual Wellness** is an understanding of one's own values and beliefs leading to a sense of meaning or purpose and a relationship to the community.

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

References

400.1 Welcoming, Caring, Respectful and Safe Work Environments; 402.8.3 Employee Assistance and Wellness Programs; 502.1 Welcoming, Caring, Respectful and Safe

Learning Environments; 502.1.1 Student Safety; 502.2 Sexual Orientation, Gender Identity and Gender Expression; 502.3 Suspensions and Expulsions; 504.11 Healthy Nutritional Choices; 504.1 Managing Health Issues In Schools; 602.7 Human Sexuality Instruction; 607.4 Responsible Use of Technology; 608.1 Counselling Services; 700.3 Hazard Control; 700.6 Workplace Health and Safety- Emergency Response Planning

Other:

Framework for K-12 Wellness Education, Alberta Education; Alberta Health Services Framework for the Comprehensive School Health Approach (October 2012)



602.4 First Nations, Métis and Inuit Education

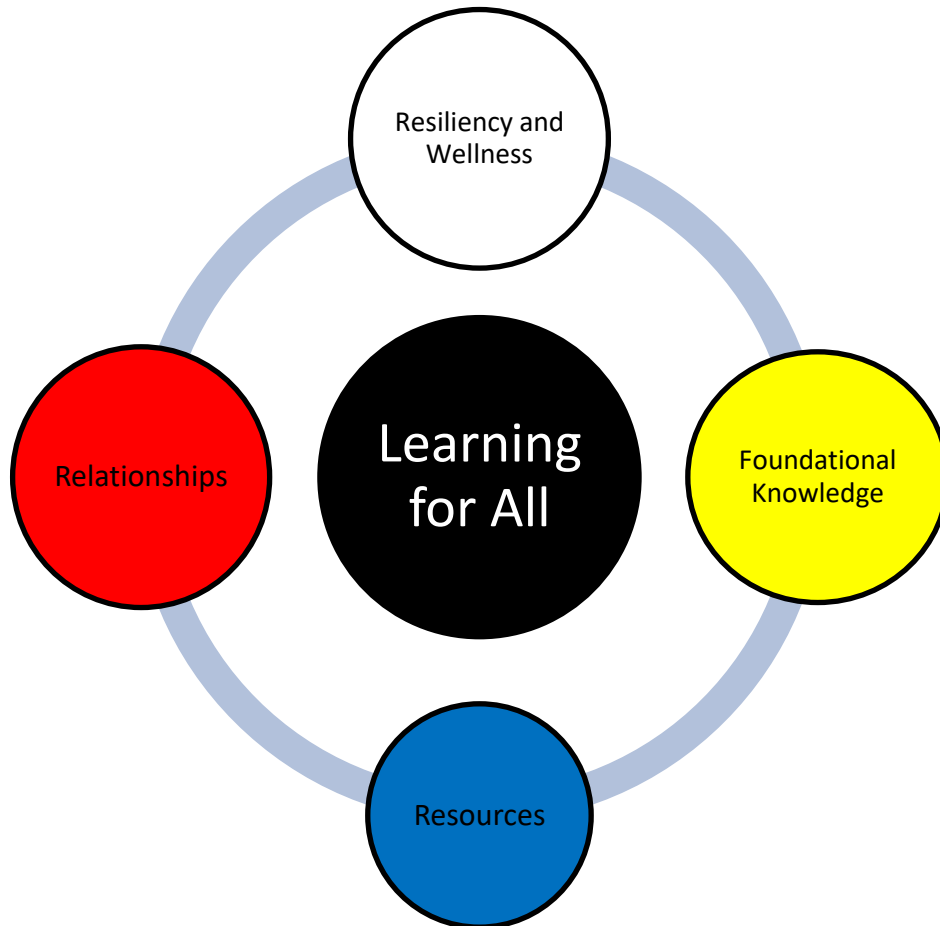
Policy

The District is committed to First Nations, Métis and Inuit (FNMI) student success. System collaboration with key stakeholders will serve as a foundation for strategies that support success.

Regulations:

1. Key stakeholders may include the following:
 - Students and families;
 - First Nations, Métis, and Inuit communities and organizations;
 - Government representatives; and
 - Education authorities.
2. The following four pillars will support strategies and program development initiatives:
 - 2.1 Resiliency and Wellness-** Improved academic achievement will be supported by a focus on identity as well as appropriate programs, services, and resources that facilitate academic growth for First Nations, Métis, and Inuit students;
 - 2.2 Foundational Knowledge** – all students and staff will be provided with opportunities to develop an increased knowledge and understanding of, and respect for, the histories, cultures, languages, contributions, perspectives, experiences, and contemporary contexts of First Nations, Metis, and Inuit.
 - 2.3 Resources** - Resources will provide learning about First Nations, Métis, and Inuit cultures, histories and perspectives among all students, District staff, and Trustees; and
 - 2.4 Relationships** - Strategies will be put in place that will facilitate increased participation by First Nations, Métis, and Inuit families, students and communities.

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



References:

District Policies: Policy 400.1 Welcoming and Caring, Respectful and Safe Work Environments
Policy 605.1 Inclusive Learning supports

Other: Alberta Teacher Quality Standard



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: December 12, 2000

Amended: May 13, 2008

Amended: February 26, 2013

Amended:

602.8 Religious and Patriotic Instruction/Activities

Policy

Religious and Patriotic instruction/activities may occur in the schools at the discretion of the principal.

Regulations

1. Students may participate in the following religious instruction/activities at the discretion of the principal, in consultation with School Council, where appropriate:
 - 1.1. recitation of ~~the Lord's a~~ prayer;
 - 1.2. concerts and activities in observance of seasonal ~~Christian~~ events; and
 - 1.3. activities of a religious nature associated with the ~~study~~ celebration of ~~other~~ Canada's diverse cultures.
2. The principal shall ensure that the Canadian flag and the Alberta flag are displayed at the school, according to the recognized protocol.
3. Students may participate in the following patriotic exercises/activities at the discretion of the principal:
 - 3.1. singing or performance of the National Anthem; and/or
 - 3.2. a pledge to the Canadian flag.
4. Schools shall participate in Remembrance Day exercises/events on the last instructional day prior to Remembrance Day, and in accordance with the ~~Alberta~~ Remembrance Day Act.
 - 4.1. The Remembrance Day Ceremony will encompass at least the period surrounding 11:00 a.m. and will include the observance of at least ~~one~~ two minutes s of silence.

Policy



602.8 Religious and Patriotic Instruction/Activities...

5. Parents may choose to exempt their child from religious or patriotic exercises or activities. A written request for non-participation must be signed by the parent ~~or~~ guardian.

5.1. The written request for non-participation will allow the student:

- 5.1.1. to leave the classroom or place where the instruction or exercises are taking place for the duration of the instruction or exercises; or
- 5.1.2. to remain in the classroom or place without taking part in the instruction or exercise.

5.2. Students exempted from participation in academic activities for religious reasons shall be provided with an alternative assignment.

6. Except as permitted in the above regulations, no religious instruction shall be permitted without Board approval.

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

References

School Act:	50
District Policies:	606.1 Alternative Programs, 1003.4 Visiting Lecturers and Performers
Other Statutes:	Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, Alberta Remembrance Day Act, Emblems of Alberta Act
Other:	Canadian Flag Protocol



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: February 24, 1999
Amended: May 13, 2008
Amended: February 26, 2013

604.3 Locally Developed/**Acquired** Courses

Policy

Locally developed/**acquired** courses shall be designed and delivered in accordance with Alberta Education requirements.

Regulations

1. Approval of locally developed/**acquired** courses shall be by Board resolution.

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- 1.1. Requests shall be dealt with on a course by course basis.
- 1.2. A detailed course description and a list of learning resources to be used must accompany requests for approval.
- 1.3. ~~Approval shall be for a maximum of three years, and then is subject to renewal.~~ Each acquired or approved course must be renewed every four years after the original date of development or acquisition, if a school wishes to continue offering the course.

- 1.4. Approval may be withdrawn at the discretion of the Board.

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

References

School Act: 39
District Policies: 600.1 Guiding Principles for Educational Programming in School, 802.2 Student Fees, ~~Fines and Charges~~



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: October 12, 1999
Amended: June 24, 2008
Amended: April 23, 2013
Amended:

609.6 Parent-Teacher Interviews

Policy

Opportunities shall be provided for a minimum of two meetings per year between parents/guardians and teachers of District students for the purpose of reviewing student progress.

Regulations

1. A schedule for school wide parent-teacher interviews shall be included as part of the school year calendar.
2. Where parents/guardians are unable to attend the parent-teacher interviews arranged on a school-wide basis, ~~teachers shall endeavour to make~~ alternative arrangements may be made.

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

References

District Policies: 609.1 Assessment of Student Achievement, 609.3 Placement, Promotion and Retention, 609.2 Report Cards

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

Re: Third Quarter Financial Report

Background:

The 2018-2019 Third Quarter Financial Report for the District is provided for review. Director of Finance, Mark DeBoer, will be in attendance to respond to any questions trustees may have.

Recommendation:

It is recommended that the Board receive the 2018-2019 Third Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School District No. 51

Third Quarter Report

May 31st

2019

This document is Management's Discussion and Analysis of the Third Quarter for the period September 1, 2018 to May 31, 2019. *This financial information contained herein has not been audited.*

Report to the Board of Trustees

June 25th, 2019



Lethbridge
SCHOOL DISTRICT
— NO. 51 —

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



Lethbridge School District No. 51

***Third Quarter Report
September 1, 2018 to May 31st, 2019***

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Executive Summary

Lethbridge School District No. 51 has a total budget of \$136.0 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

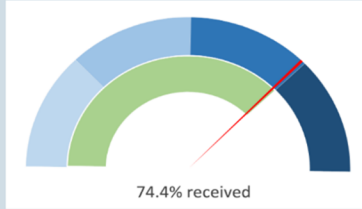
The School District was established in 1886 and has proudly served our community for over 130 years. Lethbridge School District No. 51 serves over 11,502 students from early education (pre-school) to grade twelve. The District provides high quality learning experiences for students through a broad range of educational programs in twenty three (23) schools and four (4) institutional programs.

The District has experienced overall enrolment growth in 2018-2019 of 228 students (2.02 %) over 2017-2018 enrollment.

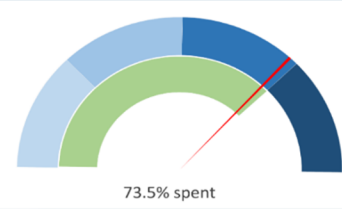
Lethbridge School District No. 51 believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated District or school-based administrator. The executive summary presents highlights of the school district's financial operations for the period September 1, 2018 until May 31st, 2019 to provide fiscal accountability within the established guidelines.



Ecole Agnes Davidson Elementary School
Hockey Day – Winter Carnival



Total Revenues



Total Expenditures

Overview:

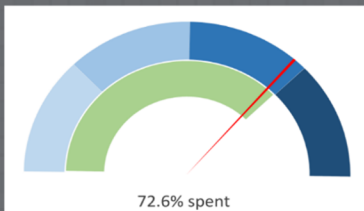
The following is an overview of the yearend reporting on the operations of Lethbridge School District No. 51. This report is the 3rd quarter of the year (up to May 31, 2019).

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

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

DEPARTMENTS

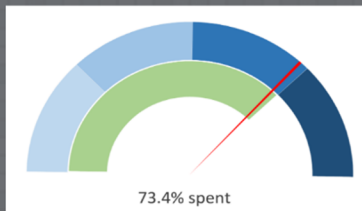
Instruction - ECS



Budget: \$ 9,224,458
Forecast: \$ 6,918,343 (75.0%)
Year-to-date: \$ 6,699,287 (72.6%)



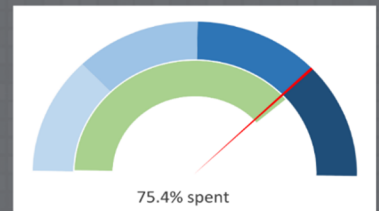
Instruction - Grade 1 - 12



Budget: \$ 102,457,789
Forecast: \$ 76,933,833 (75.1%)
Year-to-date: \$ 75,199,927 (73.4%)



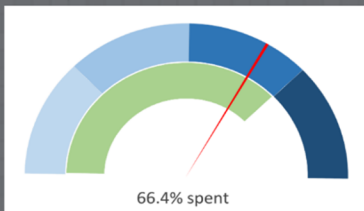
Plant Operation & Maintenance



Budget: \$ 16,855,261
Forecast: \$ 12,971,199 (77.0%)
Year-to-date: \$ 12,711,756 (75.4%)



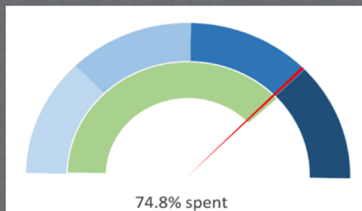
Transportation



Budget: \$ 2,468,779
Forecast: \$ 1,851,584 (75.0%)
Year-to-date: \$ 1,639,752 (66.4%)



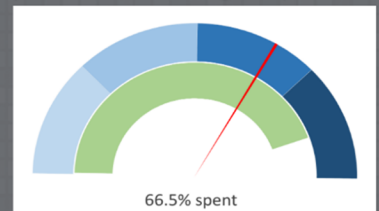
Board & System Administration



Budget: \$ 4,342,263
Forecast: \$ 3,303,997 (76.1%)
Year-to-date: \$ 3,246,781 (74.8%)



External Services (International Program)

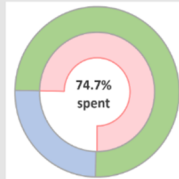


Budget: \$ 575,500
Forecast: \$ 510,987 (88.8%)
Year-to-date: \$ 382,602 (66.5%)



Salaries, Benefits & Professional Development

For all the Departments

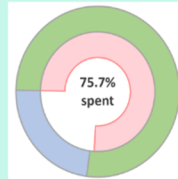


Budget: \$ 103,374,936
Forecast: \$ 77,597,444 (75.1%)
Year-to-date: \$ 77,267,676 (74.7%)



Contracted Services

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

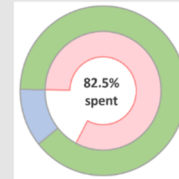


Budget: \$ 7,399,316
Forecast: \$ 5,689,633 (76.9%)
Year-to-date: \$ 5,602,918 (75.7%)



Other Services

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

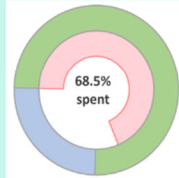


Budget: \$ 2,449,142
Forecast: \$ 2,177,602 (88.9%)
Year-to-date: \$ 2,019,745 (82.5%)



Supplies

General supplies, Technology, Maintenance, Small Equipment

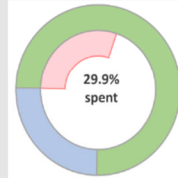


Budget: \$ 6,794,772
Forecast: \$ 5,095,854 (75.0%)
Year-to-date: \$ 4,654,676 (68.5%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

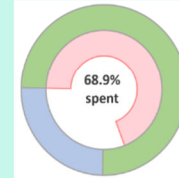


Budget: \$ 1,613,150
Forecast: \$ 1,209,863 (75.0%)
Year-to-date: \$ 482,720 (29.9%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 14,292,732
Forecast: \$ 10,719,549 (75.0%)
Year-to-date: \$ 9,852,370 (68.9%)



TYPES OF EXPENSES

Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School District No. 51](#) is operating financially as anticipated based on the approved budget and the forecasted budget for May 31st, 2019.



As shown in this report, all of the departments have kept their total expenditures within their forecasts. The following is a brief analysis on the types of expenses:

- **Salaries, Benefits & Professional Development** are less than the forecasted budget. This is somewhat due to the actual average costs of teachers being slightly less than the budgeted average teaching costs. Some of these savings on the average costs of teaching has been utilized towards updating technology and literacy resources; whereas, the operating budgets have been adjusted accordingly.
- **Contracted Services** are overall less than the forecasted budget. This is mostly due to that the contracted transportation services being less than forecast in the 3rd quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period). The contracted transportation services were also reduced as the contribution towards capital replacement has been reduced. These reductions are somewhat offset by increases in maintenance costs for schools compared to forecast, based on the timing of the maintenance projects.
- **Other Services** are less than the forecasted budget. These reductions in other services include the costs of the the joint-use maintenance (still to receive invoices), funds are still to be distributed by the Poverty Intervention Committee, memberships, and remaining funds within the International programs.
- **Supplies** are less than the forecasted budget. This is mostly due to that the technology supplies costs include the contribution to the upcoming evergreening cycle (which is transferred at the end of the year to the technology reserve account); whereas, the additional budgeted funds towards the projectors and board have been mostly utilized (purchased of equipment).
- **Other Expenditures** are significantly less than the forecasted budget. This is due to a large portion relates to contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF, & Capital/IMR** are less than the forecasted budget. This mostly relates to the reductions in the SGF expenditures as they are less than projected. The reduced SGF costs also correlates to the reduced SGF revenues (SGF fees are not charged if some of the activities are not done during the year). IMR expenditures are also less than the forecasted amount (due to timing of projects).

Financial Position

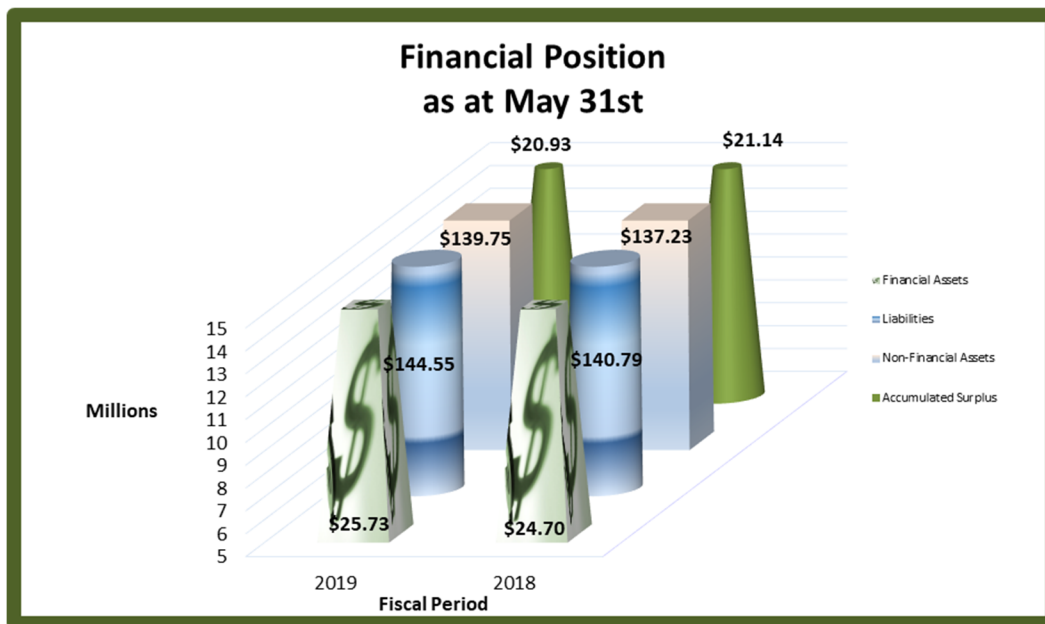
As at May 31, 2019 [Lethbridge School District No. 51](#) has total financial assets of \$25.73 million and liabilities of \$144.55 million for net financial debt of \$118.83 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes \$133.63 million of deferred revenue related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$14.8 million. Of this \$14.8 million, \$8.4 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, \$5.69 million of capital reserves and \$320,000 of endowment funds.

There is \$139.75 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 \$133.63 million as explained above, the District's investment in capital assets of \$5.74 million, prepaid expenses, and other non- financial assets.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of \$20.93 million. The chart below compares the financial position of May 31st with the prior year.



Lethbridge School District No. 51
STATEMENT OF FINANCIAL POSITION
As at May 31st, 2019

	May 31st, 2019	May 31st, 2018
FINANCIAL ASSETS		
Cash and cash equivalents	\$22,819,921	\$21,089,862
Accounts receivable (net after allowances)	\$2,831,969	\$3,527,410
Portfolio investments	\$74,540	\$83,918
Other financial assets		
Total financial assets	\$25,726,430	\$24,701,190
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,123,619	\$5,841,047
Deferred revenue	\$140,205,409	\$134,935,555
Employee future benefit liabilities	\$217,648	\$15,539
Other liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$144,546,676	\$140,792,141
Net Financial Assets (Net Debt)	(\$118,820,246)	(\$116,090,951)
NON-FINANCIAL ASSETS		
Tangible Capital assets		
Land	\$1,715,118	\$1,715,118
Construction in progress	\$589,933	\$52,341,593
Buildings	\$195,100,596	
Less: Accumulated amortization	(\$61,303,250)	\$133,797,346
Equipment	\$7,663,997	
Less: Accumulated amortization	(\$5,188,039)	\$2,475,958
Vehicles	\$1,236,754	
Less: Accumulated amortization	(\$729,025)	\$507,729
Computer Equipment	\$932,444	
Less: Accumulated amortization	(\$647,393)	\$285,051
Total tangible capital assets	\$139,371,135	\$136,795,779
Prepaid Expenses	\$226,029	\$278,147
Other Non-Financial Assets	\$153,861	\$157,521
Total non-financial assets	\$139,751,025	\$137,231,447
ACCUMULATED SURPLUS		
Unrestricted Surplus	\$757,838	\$836,684
Operating reserves	\$8,420,625	\$12,176,502
Accumulated Surplus from Operations	\$9,178,463	\$13,013,186
Investment in capital assets	\$5,743,345	\$5,653,269
Capital reserves	\$5,689,097	\$2,154,167
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$20,930,779	\$21,140,496

The statement above compares the Financial Position of the 3rd quarter of 2018/2019 to the 3rd quarter of the prior year for comparative purposes.

Lethbridge School District No. 51
Notes to the Statement of Financial Position
As at May 31st, 2019

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at May 31st, 2019 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at May 31st, 2019 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the District.

Portfolio Investments

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

Total Financial Assets of the District at May 31st, 2018 are \$25.73 million dollars.

**Senator Joyce Fairbairn
Middle School
Fringe Festival**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at May 31st, 2019 mostly includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

Deferred Revenue

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

Deferred revenue, excluding capital revenue noted above, is mainly unspent Infrastructure Maintenance and Renewal (IMR) grant funding. Funding is allocated to revenue as funds are expended. Deferred revenue also includes externally restricted School Generated Funds, such as student travel group deposits or school activity fees.

Employee Future Benefits

Consists of benefits earned but not utilized that relate to banked time that will be utilized in a future period.

Debt

Debt is debt supported by the Province of Alberta on school facilities. All debenture debt has been fully repaid.

Total financial liabilities at May 31st, 2019 are \$144.55 million.

NET FINANCIAL ASSETS (DEBT):

Net financial assets (debt), which is the funds available (owing) after discharging the District's financial obligations, is a **net debt position of \$118.82 million.**

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes \$133.63 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 May 31, 2019:

Total Financial Assets

\$ 25.73 Million

Total Liabilities

144.55 Million

Net Financial Assets (Debt)

\$ (118.82) Million

Non-Financial Assets

139.75 Million

Accumulated Surplus

\$ 20.93 Million

Excluding \$133.63
Million expended
Deferred Capital

Results Net Asset
\$14.8 Million

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$14.8 million as at May 31st, 2019.



**G.S. Lakie Middle School's
Build 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 \$139.37 million as of May 31, 2019.

Capital activity during the period included construction costs associated with the completion of the Senator Joyce Fairbairn Middle School (West Lethbridge), planning and construction costs of the new South East Elementary School, and installation of modular structures at Coalbanks Elementary School. Since the beginning of the school year a total of \$2.06 million has been capitalized on these projects, the majority of the capital additions relates to the completion of the Senator Joyce Fairbairn Middle School.

**New South East Lethbridge
Elementary School**

**Construction progress
– starting with the foundation**

**Prepaid Expenses**

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

Other Non- Financial Assets

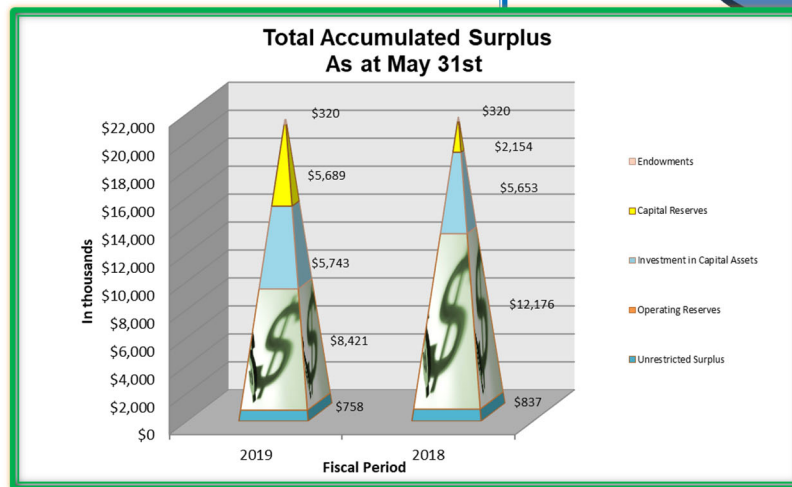
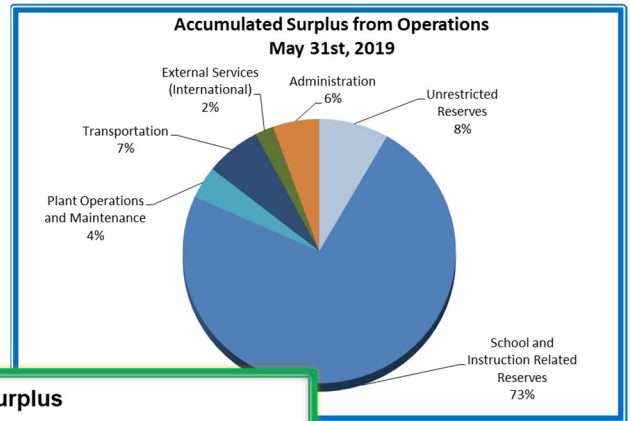
Other financial assets represent inventories of supplies and materials on hand to be used in a subsequent fiscal period.

Total non-financial assets as of May 31st are \$139.75 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 73% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent over the next three years for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.



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

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

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

The total accumulated surplus for the District which consists of both operating and capital funds is \$20.93 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at May 31st, 2019.

Operations

Budget Update as of September 30th

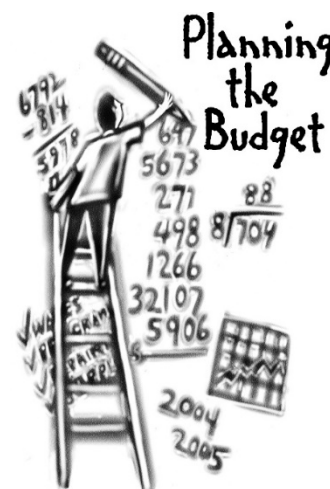
The revised budget for the 2018-2019 school year reflects changes to the district budget as of September 30th, 2018, based on the additional information received since the preliminary budget.

Revenue in the revised budget increased by \$3.2 million over preliminary budget projections developed in May 2018. This majority of increase is due to the utilization of operating reserves for the carryforward of school-based and other instructional surpluses.

Subsequent to the approval of the September budget, it was also determined that the Program Unit Funding (PUF) program grant increased by \$321,520 and the Lease Grant was received for \$509,582; these updates are include in the "September 30th operating budget". The operating budget has been updated for the additional tuition and costs of the Thai group within the international program and the budget has been adjusted to accurately reflect the reallocation of average salary savings (actual costs are less then projected) funding towards much needed technology and literacy resources.

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

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



Budget Adjustments:	Revenues	Expenses
Approved Expenses - "September 30th Budget"	130,813,083	134,742,720
Transfers to Reserves		70,000
Total "September 30th "Expenses and Transfers	130,813,083	134,812,720
<i>Updates from Approved "September 30th Budget":</i>		
Increased PUF Grant/Expenditures	321,520	321,520
Lease Grant Received	509,582	509,582
Society Contribution	20,227	20,227
International Program group	260,000	260,000
Average Salary Savings		(986,300)
Technology & Literacy Resources		986,300
Updated Operating Budget	131,924,412	135,924,049
Transfers from Reserves/Capital	4,104,637	105,000
	136,029,049	136,029,049

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

Lethbridge School District No. 51

STATEMENT OF OPERATIONS

For the nine (9) months ended May 31st, 2019

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget 2018-2019 (May 2018)	Updated "September 30th" budget 2018-2019 (Sept 30th 2018)	Forecasted To May 31st	Actual Year Ended May 31st	% Expended Revised Budget	% Expended Forecast to May 31st	August 31st Projection	Change from Updated Budget
REVENUES								
Alberta Education	\$122,077,467	\$122,772,058	\$92,206,439	\$91,831,081	74.80%	99.59%	\$122,772,058	\$0
Other - Government of Alberta	\$739,201	\$798,367	\$598,775	\$623,149	78.05%	104.07%	\$798,367	\$0
Federal Government and First Nations	\$248,128	\$248,128	\$248,128	\$400,582	161.44%	161.44%	\$400,582	\$152,454
Fees	\$3,445,891	\$3,765,935	\$2,824,452	\$1,889,899	50.18%	66.91%	\$2,908,015	(\$857,920)
Other sales and services	\$1,365,581	\$1,288,219	\$1,110,039	\$688,013	53.41%	61.98%	\$1,288,219	\$0
Investment income	\$193,000	\$193,000	\$144,750	\$305,236	158.15%	210.87%	\$406,981	\$213,981
Gifts and donations	\$390,000	\$363,000	\$272,250	\$581,629	160.23%	213.64%	\$363,000	\$0
Rental of facilities	\$34,704	\$34,704	\$26,028	\$21,528	62.03%	82.71%	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$1,845,750	\$1,876,093	76.23%	101.64%	\$2,461,000	\$0
Total Revenues	\$130,954,972	\$131,924,411	\$99,276,611	\$98,217,210	74.45%	98.93%	\$131,432,926	(\$491,485)
EXPENSES								
Instruction-Early Childhood Services	\$8,678,344	\$9,224,458	\$6,918,343	\$6,699,287	72.63%	96.83%	\$9,224,458	\$0
Instruction - Grades 1-12	\$100,363,953	\$102,457,789	\$76,933,833	\$75,199,927	73.40%	97.75%	\$101,076,345	(\$1,381,444)
Plant operations and maintenance	\$15,600,064	\$16,855,261	\$12,971,199	\$12,711,756	75.42%	98.00%	\$16,855,261	\$0
Transportation	\$2,468,779	\$2,468,779	\$1,851,584	\$1,639,752	66.42%	88.56%	\$2,468,779	\$0
Administration	\$4,259,106	\$4,342,263	\$3,303,997	\$3,246,781	74.77%	98.27%	\$4,342,263	\$0
External services [International Services]	\$315,500	\$575,500	\$510,987	\$382,602	66.48%	74.88%	\$575,500	\$0
Total Expenses	\$131,685,746	\$135,924,050	\$102,489,943	\$99,880,105	73.48%	97.45%	\$134,542,606	(\$1,381,444)
Operating surplus (deficit)	(\$730,774)	(\$3,999,639)	(\$3,213,332)	(\$1,662,895)			(\$3,109,680)	
Accumulated Surplus from Operations beginning of Year	\$11,087,872	\$11,087,872	\$11,087,872	\$11,087,872			\$11,087,872	
Transfers to/from capital reserves, endowments, & capital		\$70,000	\$70,000	\$174,423				
Accumulated operating surplus (deficit) at end of period	\$10,357,098	\$7,158,233	\$7,944,540	\$9,599,400			\$7,978,192	
AOS as a % of budgeted expenditures (includes SGF accounts)	7.87%	5.27%	5.84%	7.06%			5.93%	

About The Statement

The above statement includes four main areas:

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

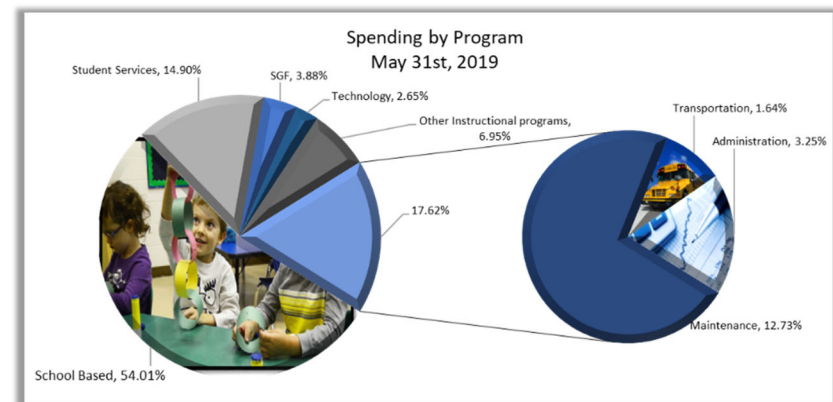
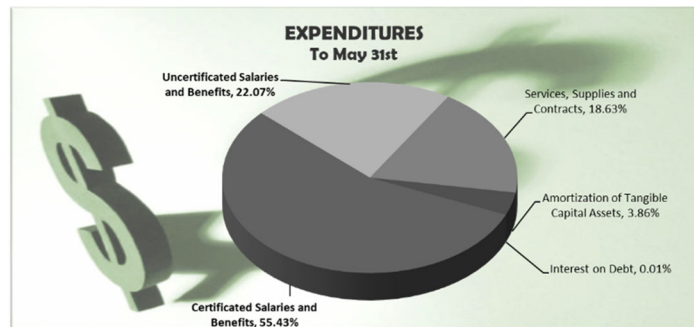
OPERATION RESULTS:

For the nine months ended May 31st, 2019, \$98.22 million of revenues have been recorded which is 74.45% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$99.28 million would have been received in the reporting period; whereas, the actuals were less than forecasted, specifically in the funding received from Alberta Education. The reduction in Alberta Education funding from actual is due to that the forecast are based on 25% per quarter; whereas, the actual funding received can vary between the different types of grants. Overall the revenues recorded are consistent with the forecasted budget as it accounts for 98.93% of the forecast.

Expenditures are \$99.88 million as of May 31st, 2019 which is 73.48% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$102.49 million would have been incurred in the reporting period; whereas, the actuals were less than forecasted. Overall the expenditures recorded are consistent with the forecasted budget as it accounts for 97.45% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the District to ensure that the departments are not incurring cost overruns.

Lethbridge School District No. 51
Schedule of Program Operations
For the nine (9) months ended May 31st, 2019

	Instruction (ECS)	Instruction (Grades 1-12)	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
REVISED BUDGET 2018-2019 (September 30th)	\$9,224,458	\$102,457,789	\$16,855,261	\$2,468,779	\$4,342,263	\$575,500	\$135,924,050		
FORECAST - May 31st	\$6,918,343	\$76,933,833	\$12,971,199	\$1,851,584	\$3,303,997	\$510,987	\$102,489,943		
EXPENSES									
Certificated salaries and benefits	\$2,194,105	\$52,394,437	\$0	\$0	\$670,967	\$79,594	\$55,339,103	\$78,699,760	70.32%
Non-certificated salaries and benefits	\$4,236,863	\$12,635,780	\$3,384,758	\$65,736	\$1,726,427	\$19,068	\$22,068,632	\$24,858,409	88.78%
SUB - TOTAL	\$6,430,968	\$65,030,217	\$3,384,758	\$65,736	\$2,397,394	\$98,662	\$77,407,735	\$103,558,169	74.75%
Services, contracts and supplies	\$268,319	\$9,515,027	\$6,231,320	\$1,564,475	\$745,349	\$283,940	\$18,608,430	\$27,227,697	68.34%
Amortization of capital assets	\$0	\$644,382	\$3,095,678	\$9,541	\$104,038	\$0	\$3,853,639	\$5,138,184	75.00%
Interest and charges	\$0	\$10,301	\$0	\$0	\$0	\$0	\$10,301	\$0	100.00%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$6,699,287	\$75,199,927	\$12,711,756	\$1,639,752	\$3,246,781	\$382,602	\$99,880,105	\$135,924,050	73.48%
Total unexpended funds period to date	\$2,525,171	\$27,257,862	\$4,143,505	\$829,027	\$1,095,482	\$192,898	\$36,043,945	\$135,924,050	26.52%
% Expended of Budget	72.63%	73.40%	75.42%	66.42%	74.77%	66.48%	73.48%		



Lethbridge School District No. 51
Notes to the Statement of Operations
For the nine months ended May 31st, 2019

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents approx. 93% of the District's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 3rd quarter, the District has received 99.59% of the forecasted funds received (or 74.80% of the total budget).

Other Government of Alberta

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

Federal Government and First Nations

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

Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year. Based on the forecasts for the 3rd quarter, the District has received 66.91% of the forecasted funds received (or 50.18% of the total budget). This reduction relates to that many of the SGF activities were not completed during the year (i.e. non-curricular travel); therefore, there are no related costs nor fees for these activities not completed during the year (many were budgeted, should they become available).

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.

**G.S. Lakie Middle
School's**

Mulan



Investment Income

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

Gifts and donations

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

Rental of Facilities

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

Fundraising

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

Overall, revenues are comparable to the forecasted budget at May 31st, 2019.

EXPENDITURES:

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

Instruction - ECS

Instruction ECS, represents expenditures from early education to kindergarten, which includes the early education program, program unit funding for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 72.6% of the total budget (compared to 75.0% forecasted).

Instruction- Grades 1 - 12

Instruction Grades 1 – 12, represent expenditures from grade one to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. Instructional expenditures are at 73.4% of the total budget (compared to 75.1% forecast). See the *Schedule of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

**Chinook High
School's
Fiddler on the
Roof**



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 75.4% of the total budget (compared to 77.0% forecasted). There was an increase in wages that relates to a one-time 2% bonus that was provided to the support positions, including CUPE 290 for caretaking and maintenance staff.



**Senator Joyce
Fairbairn Middle
School**

Grand Opening

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 66.4% of the total budget (compared to 75.0% forecasted).

Administration

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 74.8% of the total budget (compared to 76.1% forecasted). There was an increase in wages that relates to a one-time 2% bonus that was provided to the support positions, including the non-union staff.

External Services

An external service represents costs that are outside regular provincially mandated instruction and operations. For the District, the International Services program provides programming to students who attend District schools from other countries and pay a tuition fee to attend our schools. Costs include costs of homestay providers, student insurance, student recruitment and administration of the program. External (international) expenditures are at 66.5% of the total budget (compared to 88.8% forecasted).

Overall, expenditures are lower than the forecasted figures at May 31st, 2019

Lethbridge School District No. 51
Schedule of Instructional (Grades 1-12) Program Expenditures
For the nine (9) months ended May 31st, 2019

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2018-2019 (Sept 30th 2018)	May 31st	May 31st	Updated Budget	Forecast to May 31st	Projection	Change from Updated Budget
School Based Instruction	\$64,628,435	\$48,489,552	\$47,222,234	73.07%	97.39%	\$64,104,911	(\$523,524)
Inclusive Learning Supports	\$9,311,856	\$6,983,892	\$6,498,818	69.79%	93.05%	\$9,311,856	\$0
Shared Instructional Services	\$10,599,511	\$8,021,899	\$8,955,453	84.49%	111.64%	\$10,599,511	\$0
School Generated Funds Activities	\$6,129,088	\$4,596,816	\$3,873,744	63.20%	84.27%	\$5,271,168	(\$857,920)
Technology	\$3,520,150	\$2,640,112	\$2,644,962	75.14%	100.18%	\$3,520,150	\$0
Institutional Programs	\$998,278	\$748,709	\$705,518	70.67%	94.23%	\$998,278	\$0
Division of Instructional Services	\$944,609	\$708,457	\$643,625	68.14%	90.85%	\$944,609	\$0
FNMI Programming	\$707,164	\$530,373	\$436,835	61.77%	82.36%	\$707,164	\$0
Counselling Program	\$2,595,395	\$1,946,546	\$1,938,191	74.68%	99.57%	\$2,595,395	\$0
Other Instructional Programs	\$3,023,304	\$2,267,478	\$2,280,548	75.43%	100.58%	\$3,023,304	\$0
Total Instructional (Grades 1 -12) Program Expenditures	\$102,457,789	\$76,933,833	\$75,199,927	73.40%	97.75%	\$101,076,345	(\$1,381,444)

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 nine months ended May 31st, 2019

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

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 73.07% of the total budget (compared to 75.0% forecasted). See the *Schedule of School Based Instruction Expenditures* for details of the each of the schools.

Inclusive Learning Supports

Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. Inclusive Learning Supports expenditures are at 69.79% of the total budget (compared to 75.0% forecasted). The expenditures are less than forecasted mostly due to the difficulty hiring many of the educational assistants.

Shared Instructional Services

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

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 1st quarter. Shared Instructional Services expenditures are at 84.49% of the total budget (compared to 75.7% forecasted). The increase in shared services mostly relates to a one-time 2% bonus that was provided to the support positions, including CUPE 2843 for educational assistants and other instructional support positions (teachers wages are currently negotiated on the Provincial level).



Our
Superintendent
reading part of The
Wishing Tree

One District,
One Book
project

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 63.20% of the total budget (compared to 75.0% forecasted). SGF activities are less than forecasted for the third quarter due to a reduction in the amount of activities in the school year. These decreases in expenditure are offset by the decreases in the SGF revenues (no fees are changed if the activity is not done during the year). 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 75.14% of the total budget (compared to 75.0% forecasted).

Institutional Programs

Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 70.67% of the total budget (compared to 75.0% forecasted).

Division of Instructional Services

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 68.14% of the total budget (compared to 75.0% forecasted).

First Nations Métis and Inuit (FNMI) Program

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education, and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 61.77% of the total budget (compared to 75.0% forecasted). The expenditures are less than forecast as it mostly relates to that many of the FNMI Liaison positions were not able to be filled.



FNMI – Feather Ceremony and Metis Sash Celebration

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 74.68% of the total budget (compared to 75.0% forecasted).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the Classroom Improvement Fund (CIF). Other Instructional Program expenditures are at 73.43% of the total budget (compared to 75.0% forecasted).

Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at May 31st, 2019



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

Lethbridge School District No. 51
Schedule of School Based Instruction Expenditures
For the nine (9) months ended May 31st, 2019

SCHOOL	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2018-2019 (Sept 30th 2018)	May 31st	May 31st	Updated Budget	Forecast to May 31st	Projection	Change from Updated Budget
High Schools:							
Lethbridge Collegiate Institute	\$4,853,209	\$3,643,657	\$3,704,054	76.32%	101.66%	\$4,853,209	\$0
Winston Churchill High School	\$5,059,270	\$3,794,452	\$3,649,207	72.13%	96.17%	\$4,948,003	(\$111,267)
Chinook High School	\$7,046,494	\$5,284,871	\$4,808,162	68.23%	90.98%	\$6,941,673	(\$104,821)
Victoria Park High School	\$2,002,133	\$1,501,600	\$1,424,963	71.17%	94.90%	\$1,999,712	(\$2,421)
Immanuel Christian Secondary School	\$2,019,037	\$1,515,528	\$1,512,657	74.92%	99.81%	\$2,019,037	\$0
Middle Schools:							
GS Lakie Middle School	\$2,966,413	\$2,226,210	\$2,139,331	72.12%	96.10%	\$2,895,151	(\$71,263)
Wilson Middle School	\$4,006,241	\$3,004,680	\$2,981,281	74.42%	99.22%	\$3,985,358	(\$20,883)
Gilbert Paterson	\$4,034,920	\$3,026,190	\$2,981,610	73.90%	98.53%	\$4,034,920	\$0
Lethbridge Christian School	\$1,268,675	\$951,506	\$937,257	73.88%	98.50%	\$1,257,260	(\$11,415)
Senator Joyce Fairbairn Middle School	\$2,767,744	\$2,078,308	\$2,041,075	73.75%	98.21%	\$2,765,677	(\$2,067)
Elementart Schools:							
Senator Buchanan	\$1,894,032	\$1,420,524	\$1,426,337	75.31%	100.41%	\$1,894,032	\$0
Immanuel Christian Elementary School	\$1,673,046	\$1,254,785	\$1,257,236	75.15%	100.20%	\$1,673,046	\$0
Ecole Agnes Davidson	\$3,207,171	\$2,405,378	\$2,277,676	71.02%	94.69%	\$3,124,919	(\$82,252)
Fleetwood-Bawden	\$2,187,609	\$1,640,707	\$1,623,560	74.22%	98.95%	\$2,187,609	\$0
Galbraith	\$2,696,690	\$2,025,768	\$1,977,999	73.35%	97.64%	\$2,690,657	(\$6,033)
Lakeview	\$3,141,125	\$2,357,344	\$2,278,534	72.54%	96.66%	\$3,100,068	(\$41,057)
General Stewart	\$873,973	\$656,255	\$654,034	74.83%	99.66%	\$873,973	\$0
Westminster	\$1,504,036	\$1,128,027	\$1,115,928	74.20%	98.93%	\$1,496,053	(\$7,983)
Coalbanks Elementary School	\$2,776,087	\$2,082,190	\$2,070,111	74.57%	99.42%	\$2,764,940	(\$11,147)
Ecole Nicholas Sheran	\$3,267,128	\$2,452,721	\$2,399,392	73.44%	97.83%	\$3,253,704	(\$13,424)
Park Meadows	\$1,987,444	\$1,490,633	\$1,477,803	74.36%	99.14%	\$1,987,444	\$0
Mike Mountain Horse	\$3,136,839	\$2,352,630	\$2,310,353	73.65%	98.20%	\$3,111,109	(\$25,731)
Dr. Probe Elementary School	\$3,213,929	\$2,411,697	\$2,389,781	74.36%	99.09%	\$3,202,168	(\$11,761)
Allocation of ECS Teachers included in Schools	(\$2,954,810)	(\$2,216,108)	(\$2,216,108)	75.00%	100.00%	(\$2,954,810)	\$0
Total School Based Instruction Expenditures	\$64,628,435	\$48,489,552	\$47,222,234	73.07%	97.39%	\$64,104,911	(\$523,524)

Lethbridge School District No. 51
Schedule of School Generated Funds (SGF)
For the nine (9) months ended May 31st, 2019

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to May 31st	Expenses up to May 31st	May 31st	Increase (Decrease)
REVISED BUDGET 2017-2018 (September 30th)	N/A	\$6,129,088	(\$6,129,088)	N/A	N/A
FORECAST - May 31st	N/A	\$4,596,816	(\$4,596,816)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$151,208	\$413,009	(\$395,424)	\$168,793	\$17,585
Winston Churchill High School	\$289,116	\$516,164	(\$436,929)	\$368,351	\$79,235
Chinook High School	\$236,528	\$775,909	(\$681,072)	\$331,365	\$94,838
Victoria Park High School	\$232,297	\$63,938	(\$53,607)	\$242,629	\$10,331
Immanuel Christian Secondary School	\$65,264	\$290,964	(\$282,144)	\$74,085	\$8,820
Middle Schools:					
GS Lakie Middle School	\$255,317	\$210,225	(\$208,858)	\$256,684	\$1,367
Wilson Middle School	\$319,457	\$247,719	(\$400,549)	\$166,627	(\$152,830)
Gilbert Paterson	\$125,405	\$536,349	(\$494,136)	\$167,618	\$42,213
Lethbridge Christian School	\$41,162	\$32,301	(\$46,044)	\$27,420	(\$13,742)
Senator Joyce Fairbairn Middle School	\$0	\$122,123	(\$26,344)	\$95,780	\$95,780
Elementart Schools:					
Senator Buchanan	\$27,079	\$21,424	(\$46,907)	\$1,595	(\$25,483)
Immanuel Christian Elementary School	\$10,074	\$21,398	(\$17,671)	\$13,801	\$3,727
Ecole Agnes Davidson	\$80,814	\$64,078	(\$21,422)	\$123,470	\$42,656
Fleetwood-Bawden	\$17,497	\$27,059	(\$16,640)	\$27,915	\$10,418
Galbraith	\$56,624	\$39,329	(\$33,447)	\$62,507	\$5,882
Lakeview	\$182,764	\$325,373	(\$473,547)	\$34,590	(\$148,174)
General Stewart	\$4,439	\$12,356	(\$14,220)	\$2,575	(\$1,864)
Westminster	\$85,987	\$17,276	(\$34,053)	\$69,210	(\$16,777)
Coalbanks Elementary School	\$8,130	\$59,106	(\$50,749)	\$16,487	\$8,357
Ecole Nicholas Sheran	\$33,156	\$34,849	(\$25,290)	\$42,714	\$9,559
Park Meadows	\$14,723	\$33,821	(\$24,872)	\$23,673	\$8,949
Mike Mountain Horse	\$39,915	\$27,430	(\$35,018)	\$32,328	(\$7,587)
Dr. Probe Elementary School	\$72,980	\$61,174	(\$54,803)	\$79,352	\$6,371
School Generated Funds	\$2,349,937	\$3,953,376	(\$3,873,744)	\$2,429,568	\$79,631
Total SGF investment accounts (GICs)	\$74,541			\$74,541	\$0
Total School Generated Funds	\$2,424,478	\$3,953,376	(\$3,873,744)	\$2,504,109	\$79,631
% Expended of Budget		64.50%	63.20%		
% Expended of projected		86.00%	84.27%		

PROJECTED OPERATIONS:

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

Lethbridge School District No. 51
SCHEDULE OF PROJECTED OPERATIONS
For the nine (9) months ended May 31st, 2019

	Budget Information	Projection	
	Updated "September 30th" budget 2018-2019 (Sept 30th 2018)	August 31st Projection	Change from Updated Budget
REVENUES			
Alberta Education	\$122,772,058	\$122,772,058	\$0
Other - Government of Alberta	\$798,367	\$798,367	\$0
Federal Government and First Nations	\$248,128	\$400,582	\$152,454
Fees	\$3,765,935	\$2,908,015	(\$857,920)
Other sales and services	\$1,288,219	\$1,288,219	\$0
Investment income	\$193,000	\$406,981	\$213,981
Gifts and donations	\$363,000	\$363,000	\$0
Rental of facilities	\$34,704	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$0
Total Revenues	\$131,924,411	\$131,432,926	(\$491,485)
EXPENSES			
Instruction-Early Childhood Services	\$9,224,458	\$9,224,458	\$0
Instruction - Grades 1-12	\$102,457,789	\$101,076,345	(\$1,381,444)
Plant operations and maintenance	\$16,855,261	\$16,855,261	\$0
Transportation	\$2,468,779	\$2,468,779	\$0
Administration	\$4,342,263	\$4,342,263	\$0
External services <i>[International Services]</i>	\$575,500	\$575,500	\$0
Total Expenses	\$135,924,050	\$134,542,606	(\$1,381,444)

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

Projected Revenues:

- **Federal Government and First Nations** - increase in projections of \$152,454 for the billings to Kainai Board of Education students attending our schools. The projection is based on the final billings for the number of students attending our District.
- **Fees** – decrease in projections of \$857,920 for the fees collected through school generated funds (SGF) activities as there has been a reduced number of SGF activities that have been taken during the school year (including non-curricular travel). It is projected that both the revenues and related expenditures will be reduced accordingly.
- **Investment Income** – increase in projections of \$213,981 based on the total investment income received to date. The projection is based on the amount of interest received in the first three quarters of the year should be similar to the expected amount for the last quarter of the year.

Projected Expenditures:

- **Instruction – Grades 1-12** – decrease in projections of \$1,381,444 due to the following factors (as shown in the Schedule of Instructional (Grades 1-12) Program Expenditures):
 - **School Based Instruction** has a projected reduction of \$523,524 for many of the school contingency accounts that have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency account are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.
 - **Shared Instructional Services** has typically included projections for savings on average salary costs; however, these savings have already been accounted for within the updated operating budget. These savings have been reallocated by the Board toward additional technology and literacy resources through the schools. No projections of future changes at this time.
 - **School Generated Funds Activities** has a projected reduction of \$857,920 for cost reductions based on the number of SGF activities that have been taken during the school year (including non-curricular travel). It is projected that both the revenues and related expenditures will be reduced accordingly.

Lethbridge School District No. 51

Appendices

For the nine months ended May 31st, 2019

The Appendices include charts and graphs for the revenues and expenditures at May 31st, 2019. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

Revenues:

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

Expenditures:

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



Lethbridge School District No.51

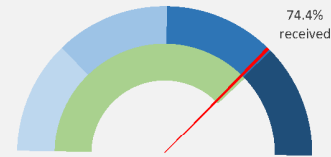
Summary of Revenues

Quarterly Reporting - May 31st, 2019

Financial Data as at June 19th, 2019

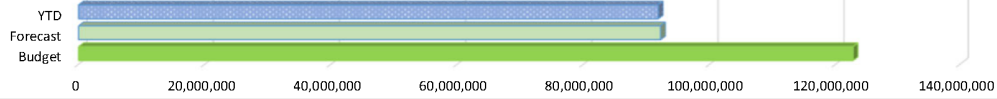
	Budget	Forecast	YTD	Variance	YTD %
Alberta Education	122,772,058	92,206,439	91,831,081	375,358	74.8%
Government of Alberta	798,367	598,775	623,149	(24,374)	78.1%
Federal & First Nations	248,128	248,128	400,582	(152,454)	161.4%
Fees	3,419,807	2,824,452	1,889,899	934,552	55.3%
Other Sales & Services	1,634,347	1,110,039	688,013	422,026	42.1%
Investment Income	193,000	144,750	305,236	(160,486)	158.2%
Gifts & Donations	363,000	272,250	581,629	(309,379)	160.2%
Rental of Facilities	34,704	26,028	21,528	4,500	62.0%
Fundraising	2,461,000	1,845,750	1,876,093	(30,343)	76.2%
	131,924,412	99,276,611	98,217,210	1,059,401	74.4%
		75.3%			

Total Revenue Tachometer:

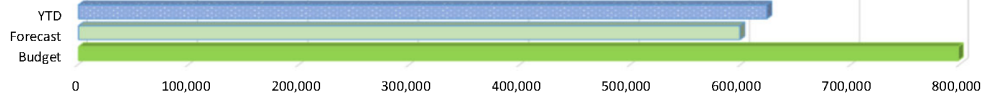


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

Alberta Education



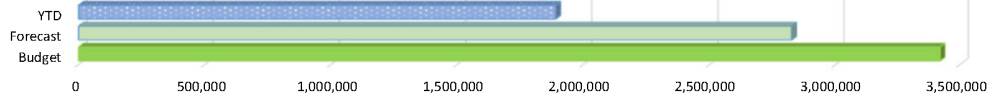
Government of Alberta



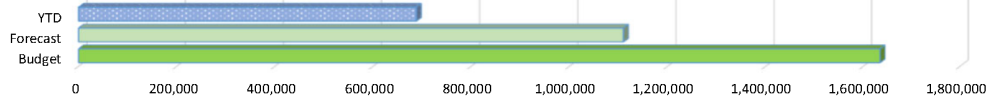
Federal & First Nations



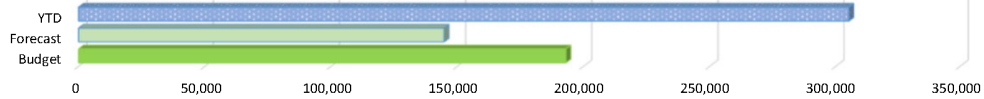
Fees



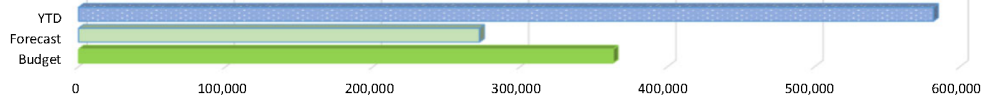
Other Sales & Services



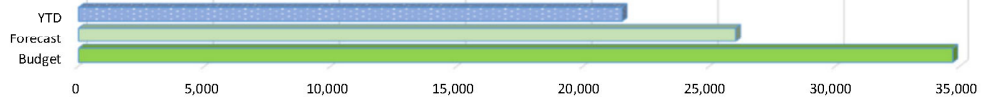
Investment Income



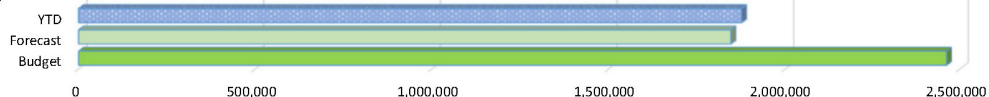
Gifts & Donations



Rental of Facilities



Fundraising





Lethbridge School District No.51

Summary of Expenses

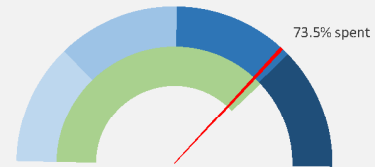
Quarterly Reporting - May 31st, 2019

Financial Data as at June 19th, 2019

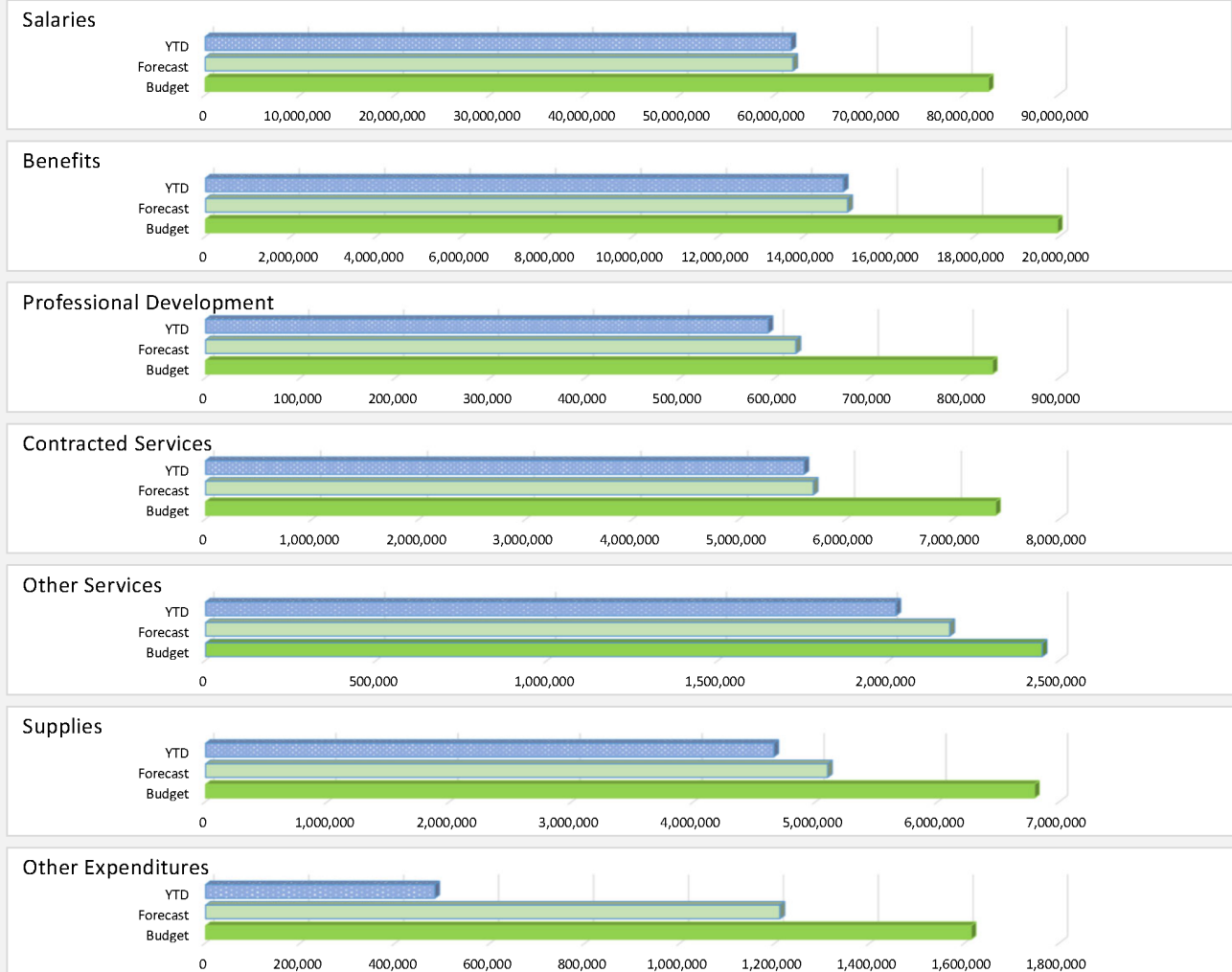
	Budget	Forecast	YTD	Variance	YTD %
Salaries	82,594,407	61,945,805	61,749,538	196,267	74.8%
Benefits	19,951,516	15,029,879	14,925,688	104,191	74.8%
Professional Development	829,013	621,760	592,450	29,310	71.5%
Contracted Services	7,399,316	5,689,633	5,602,918	86,716	75.7%
Other Services	2,449,142	2,177,602	2,019,745	157,857	82.5%
Supplies	6,794,772	5,095,854	4,654,676	441,178	68.5%
Other Expenditures	1,613,150	1,209,863	482,720	727,142	29.9%
Bank Charges and Transfers	14,292,732	10,719,549	9,852,370	867,179	68.9%
	135,924,049	102,489,944	99,880,105	2,609,840	73.5%

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

Total Expense Tachometer:



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





Instruction - ECS Summary Quarterly Reporting - May 31st, 2019

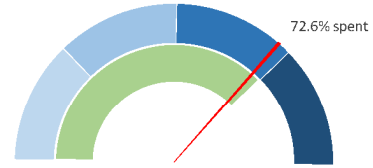
Financial Data as at June 19th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	7,470,981	5,603,236	5,523,092	80,144	73.9%
Benefits	1,172,628	879,471	848,781	30,690	72.4%
Professional Development	75,864	56,898	47,750	9,148	62.9%
Contracted Services	93,973	70,480	56,175	14,305	59.8%
Other Services	74,500	55,875	69,716	(13,841)	93.6%
Supplies	274,294	205,721	139,392	66,329	50.8%
Other Expenditures	62,217	46,663	14,381	32,281	23.1%
Bank Charges and Transfers	0	0	0	0	0.0%
	9,224,458	6,918,343	6,699,287	219,056	72.6%

75.0%

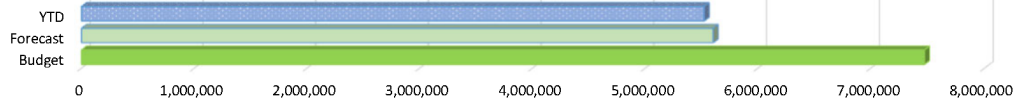
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:



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

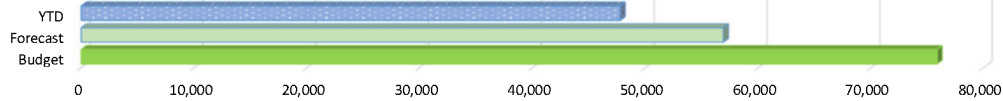
Salaries



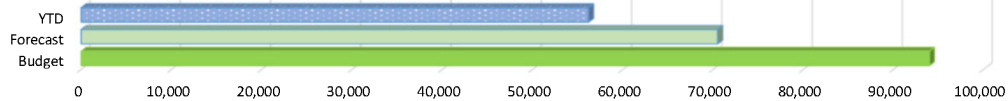
Benefits



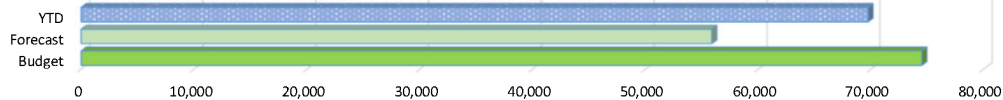
Professional Development



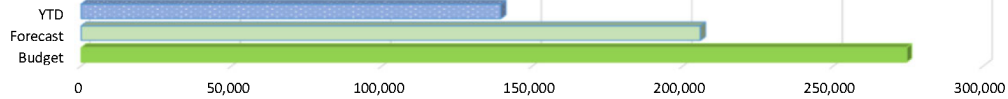
Contracted Services



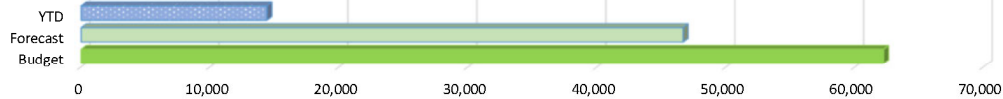
Other Services



Supplies



Other Expenditures





Instruction - Grades 1-12 Summary Quarterly Reporting - May 31st, 2019

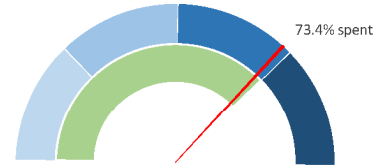
Financial Data as at June 19th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	68,866,460	51,649,845	51,495,739	154,106	74.8%
Benefits	17,183,194	12,953,637	12,964,065	(10,428)	75.4%
Professional Development	688,096	516,072	488,190	27,882	70.9%
Contracted Services	1,198,803	899,102	865,453	33,649	72.2%
Other Services	714,152	560,089	487,308	72,781	68.2%
Supplies	5,982,328	4,486,521	4,013,781	472,740	67.1%
Other Expenditures	1,335,004	1,001,253	382,181	619,072	28.6%
Bank Charges and Transfers	6,489,752	4,867,314	4,503,210	364,104	69.4%
	102,457,789	76,933,833	75,199,927	1,733,906	73.4%

75.1%

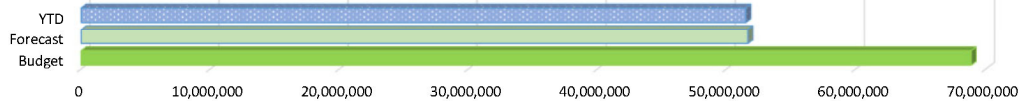
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

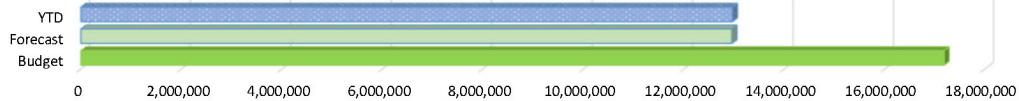


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

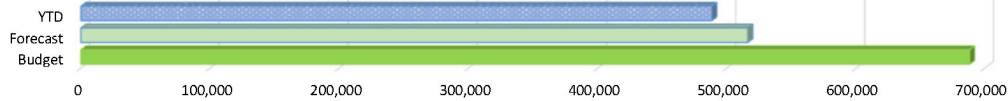
Salaries



Benefits



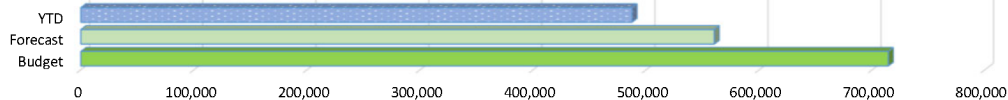
Professional Development



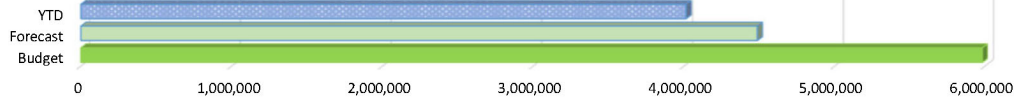
Contracted Services



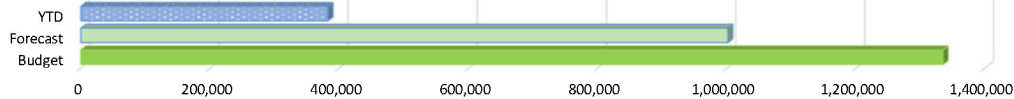
Other Services



Supplies



Other Expenditures





Plant Operations and Maintenance Summary Quarterly Reporting - May 31st, 2019

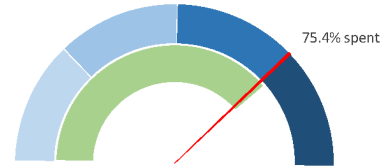
Financial Data as at June 19th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	3,614,231	2,710,673	2,657,784	52,889	73.5%
Benefits	1,011,825	758,869	724,242	34,627	71.6%
Professional Development	22,050	16,538	302	16,236	1.4%
Contracted Services	3,254,489	2,573,138	2,832,620	(259,482)	87.0%
Other Services	992,532	941,882	944,081	(2,199)	95.1%
Supplies	316,933	237,700	363,354	(125,654)	114.6%
Other Expenditures	8,100	6,075	13,066	(6,991)	161.3%
Bank Charges and Transfers	7,635,101	5,726,326	5,176,308	550,018	67.8%
	16,855,261	12,971,199	12,711,756	259,443	75.4%

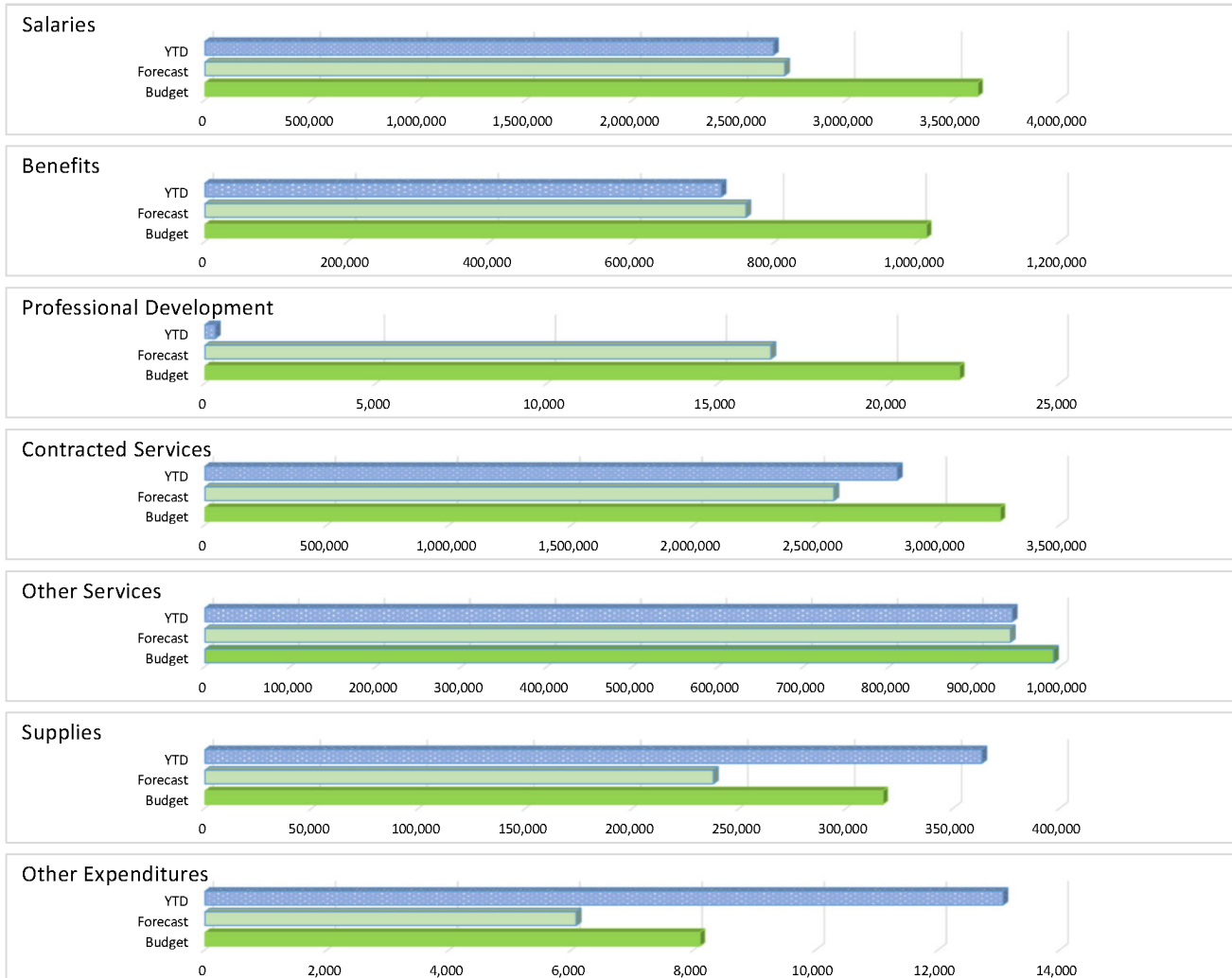
77.0%

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

Total Expense Tachometer:



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



**The Plant Operation and Maintenance year-to-date (YTD) salaries are reduced by \$81,594 of internal wages (as at May 31st, 2019) that were capitalized as part of the one-time funding for capital projects and modular installation (costs reallocated to capital projects).*

Transportation Summary

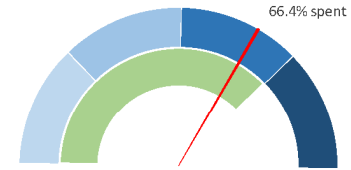
Quarterly Reporting - May 31st, 2019

Financial Data as at June 19th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	50,625	51,276	(651)	76.0%
Benefits	19,913	14,934	8,226	6,708	41.3%
Professional Development	10,000	7,500	6,234	1,266	62.3%
Contracted Services	2,306,766	1,730,075	1,521,065	209,010	65.9%
Other Services	0	0	82	(82)	N/A
Supplies	10,000	7,500	924	6,576	9.2%
Other Expenditures	2,000	1,500	2,955	(1,455)	147.7%
Bank Charges and Transfers	52,600	39,450	48,991	(9,541)	93.1%
	2,468,779	1,851,584	1,639,752	211,832	66.4%
		75.0%			

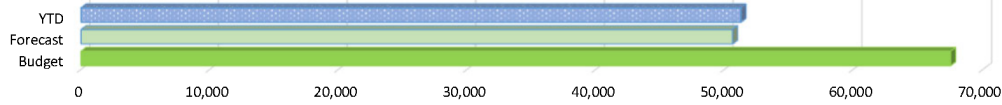
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

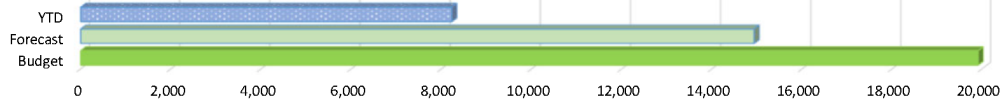


Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

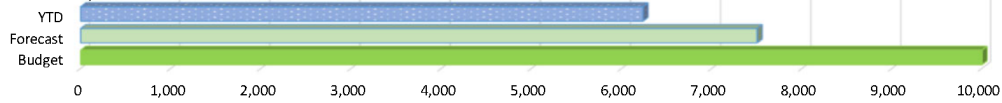
Salaries



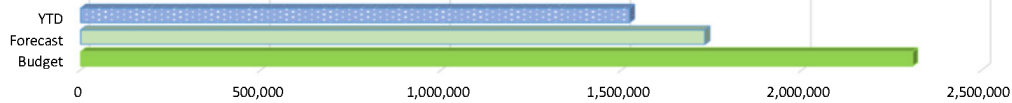
Benefits



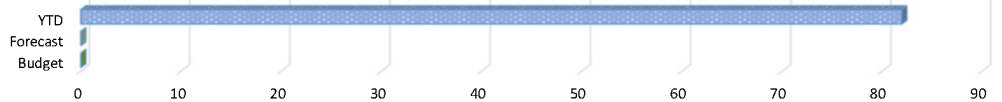
Professional Development



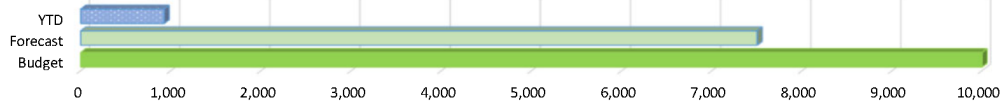
Contracted Services



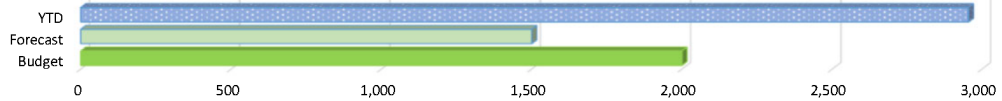
Other Services



Supplies



Other Expenditures





Board & System Administration Summary Quarterly Reporting - May 31st, 2019

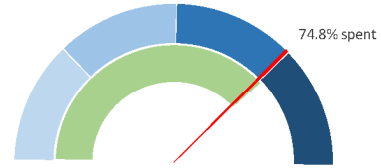
Financial Data as at June 19th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,464,155	1,848,116	1,937,674	(89,558)	78.6%
Benefits	549,654	412,240	365,685	46,555	66.5%
Professional Development	33,003	24,752	49,975	(25,222)	151.4%
Contracted Services	545,285	416,839	327,605	89,233	60.1%
Other Services	347,008	299,681	247,878	51,803	71.4%
Supplies	198,239	148,679	123,964	24,715	62.5%
Other Expenditures	89,640	67,230	70,137	(2,907)	78.2%
Bank Charges and Transfers	115,279	86,459	123,862	(37,403)	107.4%
	4,342,263	3,303,997	3,246,781	57,216	74.8%

76.1%

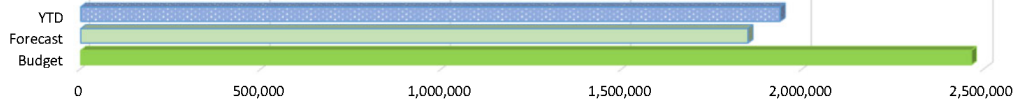
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

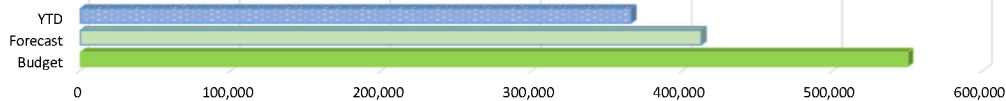


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

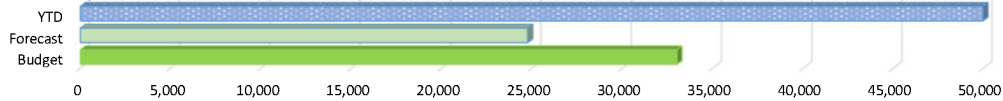
Salaries



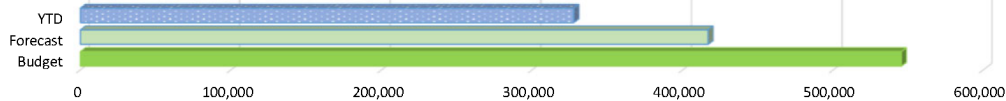
Benefits



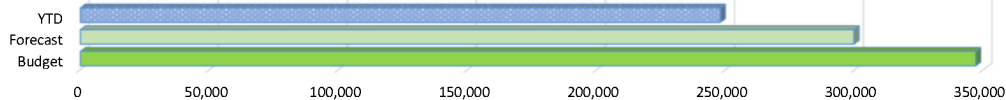
Professional Development



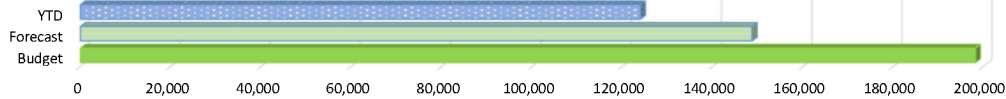
Contracted Services



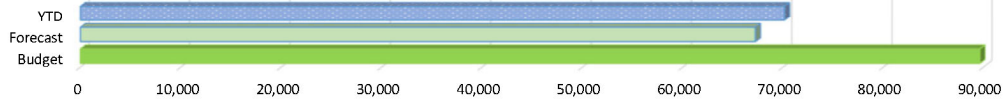
Other Services



Supplies



Other Expenditures



External Services Summary

Quarterly Reporting - May 31st, 2019

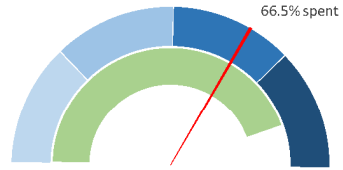
Financial Data as at June 19th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	111,080	83,310	83,973	(663)	75.6%
Benefits	14,303	10,727	14,689	(3,962)	102.7%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	0	0	0.0%
Other Services	320,950	320,075	270,680	49,395	84.3%
Supplies	12,978	9,734	13,261	(3,527)	102.2%
Other Expenditures	116,189	87,142	0	87,142	0.0%
Bank Charges and Transfers	0	0	0	0	0.0%
	575,500	510,987	382,602	128,385	66.5%

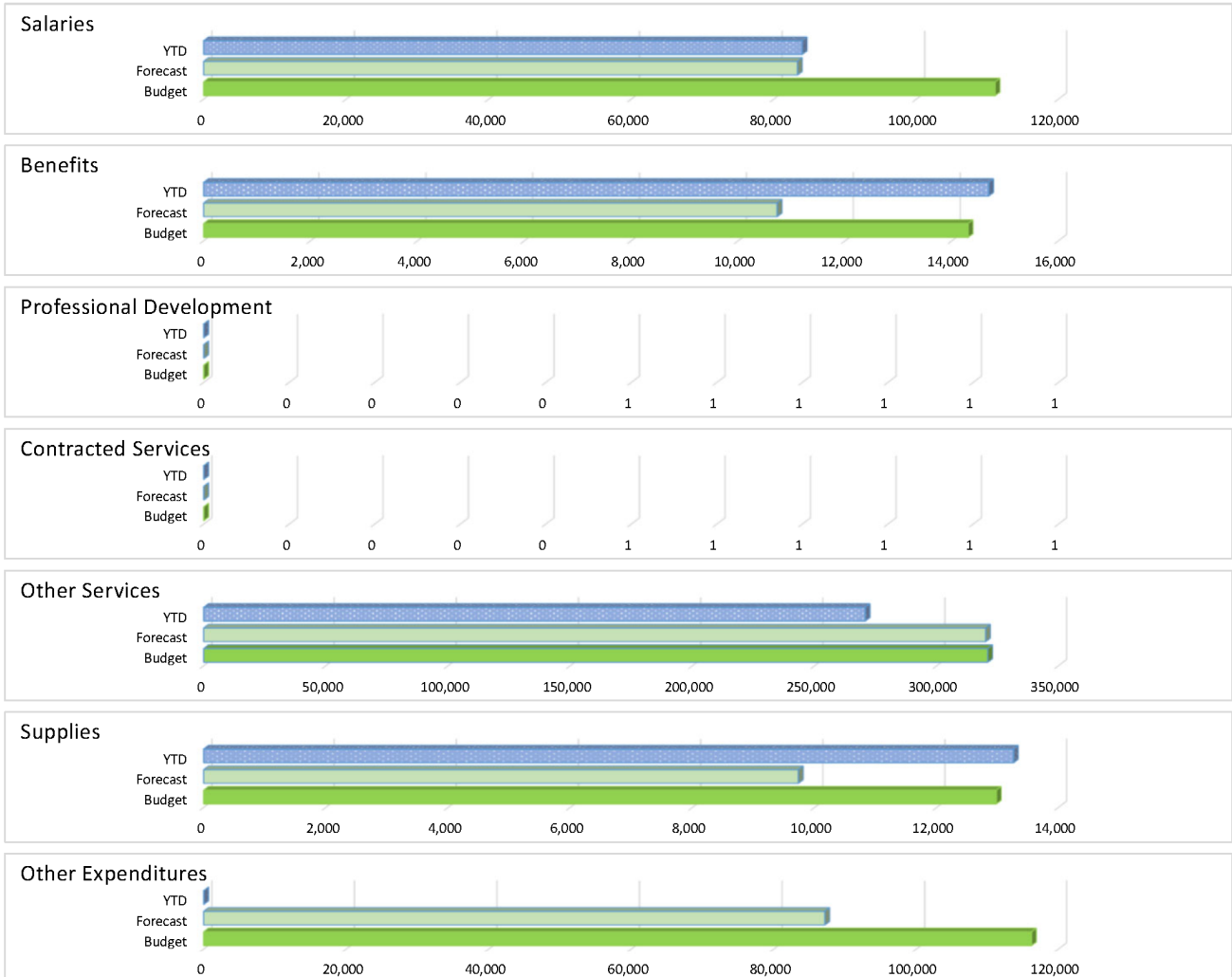
88.8%

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

Total Expense Tachometer:



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



**Other Services includes the international homestay and recruitment costs.*



BOARD OF TRUSTEES
433 - 15 Street South
Lethbridge Alberta T1J 2Z5
Phone: (403) 380-5301
Fax: (403) 327-4387
www.lethsd.ab.ca

MAY BOARD PUBLIC FORUM – RESPONSE

Response to concern brought forward by Allison Pike

Description of concern:

Concern was expressed regarding the level of compensation for Education Assistants in the District. Allison expressed that the turnover of assistants in the District is linked to overall compensation insufficient for supporting oneself or a family. She asked that the Board look at the upcoming budget and consider greater compensation (e.g. more hours or more pay/hour) and/or other benefits such as support for professional learning/ credentialing.

Response to Concern:

Lethbridge School District Board recognizes and appreciates the valuable role that Education Assistants have working with students. They are essential to the well-being and growth of students and the school community. The allocation of resources in the District budget over the past five years does reflect a valuing of this role in our schools with respect to increase in the number of Education Assistant positions. Student enrolment growth of 17% over the past five years was accompanied by a 38.2% increase in the number of Education Assistant positions. Although this does not address what was asked of Allison, it does demonstrate that the budget support for Education Assistants has increased more than the budget revenue over the past five years.

We are always interested in the professional development of our staff, and those who oversee the learning of assistants are always thinking about how to address learning needs in an accessible manner. For example, over the past two years, Friday afternoon sessions (paid) have been offered for assistants across a breadth of topics. Assistants can also apply for additional funds for professional learning through Human Resources. Some of the professional learning opportunities staff have accessed include: Jodi Carrington (author/ speaker – “Kids these Days”); autism workshops; sign language workshops; workshops specific to working with complex students; SIVA; First Aid; Mental Health workshops. This is not an exhaustive list; there are many other examples.

With respect to salary rates, it is a complex matter related to budget, comparative standards, union negotiations, and student instructional time compelling the need to maximize time within those hours. Our Business Affairs and Human Resource Departments oversee tracking comparatives in all job classifications (comparison of the District to Zone 6 and the province). With respect to Education Assistants, the hourly rate is ranked #1 or #2 in the different categories compared to the other 9 Districts in Zone 6. In Lethbridge School

District, Education Assistants have access to the same attractive benefit package as all employees. The Board pays 100% of benefit premiums, an additional cost to the Board of approximately 20% of gross salary. Although the District had a provincial mandate for zero percent wage increases for all public sector staff, the Board chose to recognize support staff including Education Assistants, with a 2% lump sum payment in recognition of their commitment, skill and hard work.

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Clark Bosch
Board Chair

Re: Standing Committees

Background:

Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2019. The Standing Committees are as follows:

- Facilities Committee
- Policy Advisory Committee
- Spirit of 51 Committee
- Board Budget Committee
- Poverty Intervention Committee
- Board Audit Committee
- District Wellness Committee
- Community Engagement Committee
- FNMI Advisory Committee

Annual reports and terms of reference reviews presented in September 2018 can be found on the website or requested through the Superintendent's office for updating.

Recommendation:

It is recommended that the Board accept this as information.

Respectfully submitted,
Clark Bosch

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

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

Recommendation

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

Respectfully submitted,
Christine Lee

Facilities

- South Lethbridge Elementary School: Foundation walls progressing. Started working with a variety of playground designers to generate ideas and determine the potential cost of a school playground for the new Elementary School.



- Senator Buchanan has moved into its second phase of the Ventilation and Electrical upgrade that began on the second floor. Westminster will soon begin its second phase. Both projects are set to have in place by September's return of staff and students full ventilation that includes AC, lighting and electrical power on their second floors. Work will continue on the main floors of the buildings that also have the gymnasiums, libraries and offices. The staff and students of both schools have been very patient and supportive through the construction process.

- Summer Capital and Maintenance projects list revisited to be more fiscally restrained as a safety measure in order to cushion what may be a shift in the funding in IMR and other budgets from the new provincial government. Projects are prioritized based on safety, health, system failure, age and need. All necessities are being taken care of and nice to haves will be placed on hold until such time as we have a clearer map of the funding road ahead. A list of capital projects is included in the Facilities Committee Report to the Board.

Technology

- Work begins on developing a new detailed evergreening plan.
- Preparing for summer projects and continue to work with maintenance to have smartboards replaced. Project completion estimated for the fall of 2019.
- The department has been highlighting the benefits of 3-D printing. From bringing history or literature to life or engaging students in STEM, 3D printing is one of the most immersive technologies tools available. The 3-D printer and information is currently on display in the Education Centre across from the technology office. A full day workshop is being offered, including printer and resources, on November 29th so teachers may learn how to use this 3D technology.



7 BENEFITS OF USING 3D PRINTING TECHNOLOGY IN EDUCATION

1. Creating Inventors

3D

printing technology positions students as creators. Instead of buying or consuming the creations of someone else they become inventors who can identify needs and create solutions.

2. Bringing Art Back

Although art is already making a bit of a comeback with the advent of STEAM education, 3D printing will help catapult it to the top. With 3D printing, students become designers and creators using cutting-edge technology to visualize and create their own imaginations.

3. Making Everything Hands-On

Seriously, everything can be hands-on. Learning about ancient societies? Design and print a model of a mummy or a pyramid. Learning about landforms? Design and print a peninsula or a mountain range. Learning about natural disasters? Design and print tools to protect you from problems arising from natural disasters.

4. Solving Real-World Problems

3D printing is a technology that scientists and engineers are using to change the world. Put that same technology into the hands of your students and introduce them to some of the challenges facing your community. They will learn empathy, teamwork, and problem solving as you set them loose on a real-world problem. Don't be surprised if they come up with solutions you hadn't even imagined.

5. Creating Responsible Digital Citizens

Using 3D printing in the classroom will allow your students to become a part of the growing online community dedicated to 3D printing. Specifically, with Makers Empire students have the ability to like and comment on their peers' designs.

6. Engaging Reluctant Learners

3D printing is still a very new technology that is not readily available to your average consumer. It has a 'wow factor' that can engage students who would otherwise have nothing to do with their learning. Ms Robin McGinnis, a Teacher at North Elementary School in Cincinnati, Ohio, told us,

7. Building School Camaraderie

Build ties between grade levels at your school by partnering up a younger and an older student to work on a 3D printing challenge together. One school used the buddy system to let their older students shine and learn the value of being a good teacher, while another school used it to help develop relationships between students and families within the school community.

Finance

- The draft 2019-2020 Budget was presented to the Board of Trustees and the public on June 18. Budget deadline for submission of the 2019-2020 budget to Alberta Education has been extended to June 30, 2019. The Board will review and approve the Budget on June 25, 2019 at a special meeting of the Board. The 2019-2020 draft budget developed in consultation with the Instructional Budget Committee to address enrolment growth for the 2019-2020 school year that is estimated to be approximately 2.68%.
- Payroll and Human Resources continue work with PowerSchool-Atrieve for the re implementation of HR and Payroll software. Significant work by both departments will continue over the summer.
- The third quarter financial report will be presented to the Board of Trustees on June 25 and is included in the Board package. The District continues to be in a good financial position.

Transportation

- Coordination work is ongoing between the District, Schools and City Transit to accommodate new bell times and estimated transportation arrival and departure times for the 2019-2020 school year.
- Letter sent by the Board to the Ministers of Education and Transportation regarding the cost and driver shortage implications of the Mandatory Entry Level Training (MELT) program for school bus drivers.



Occupational Health and Safety

- Quarterly Joint Workplace Health and Safety meeting held on June 10. Incident reports for the quarter and safety concerns discussed. Occupational Health and Safety Officer, Blaise MacNeil discussed in the meeting results of the annual site inspections. There has been significant work done over the year. Storage still a concern, but he stated that the “The District is a safe District”.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- District served notice to Bargain with ATA Local 41 on June 7, negotiations to commence on a mutually agreeable date in the fall.
- Work with leadership team and schools through generative dialogue process.
- Attended the following events/meetings:
 - Lead Negotiator training, Module 2, May 29
 - Facilities Committee Meeting, June 3
 - ATA Working Conditions year end meeting and dinner, June 4
 - District Joint Workplace Health and Safety Committee, June 10
 - Community Engagement Committee, June 10
 - Board Budget Committee, June 13
 - Presentation of the 2019-2020 Draft Budget, June 18
 - Attended a variety of retirement celebrations



Kids are our Business

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

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

Recommendation

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

Respectfully submitted,
Rik Jesse



Associate Superintendent, Human Resources

Report to the Board of Trustees

June 25, 2019

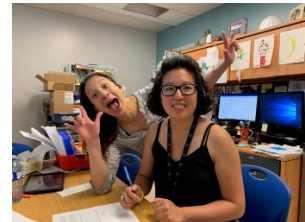
Recruitment: Lethbridge School District No. 51 is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.



ADW Reimplementation Goals & Update:

- Pay actual vs average
- Show details of pay on earning statements (Statement Overlay modification required)
- Eliminate manual calculations for override grids when FTE changes
- Eliminate manual ROE's
- Have Payroll and HR in sync: grids, positions, assignments, function lines
- Automate accurate storage bank adjustments
- Be able to use Staffing Notifications System as designed
- Eliminate am/pm rates for replacement
- Reduction / Revision of Employee calendars
- Streamline and standardize leave management module
- Implement Schedule Entry Web (School Administration)
- Implement Schedule Interface to Payroll
- Implement Timesheet Entry Web for extra time
- Implement Summer Savings Program
- Clean up Databases in Core Products

Hiring at a Glance:



ATA Staffing

T19028 - FNMI Culture and Language Instructor/Teacher - Elementary - Temporary - In Progress

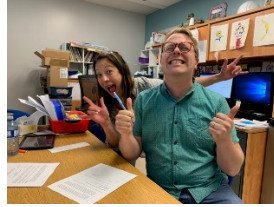
T19029 Coalbanks Elementary Grade Two Spanish Teacher - Temporary – Jacob Hill

T19030 Coalbanks Grade 2/3 Combined Class Teacher - Temporary - Jessica Russell

T19031 Coalbanks Kindergarten Teacher - Temporary - Eryn Grodon Konowalchuk

T19032 Dr. Probe Elementary Music Teacher - Temporary - Megan Fong

T19033 Dr. Probe Elementary Grade One Teacher - Temporary - Heather Judd



T19034 Ecole Agnes Davidson Grade 4/5 Multi-Age Teacher - Jarred Braun

T19035 Fleetwood Bawden Gr. One/Two Multi-Age Teacher - Temporary - Megan Esser

T19036 Fleetwood Elementary Gr. One/Two Multi-Age Teacher - Temporary - Taylor Bourassa

T19037 Galbraith Elementary Grade Five Teacher - Michaela Demers

T19038 Galbraith Elementary Grade Five Teacher - Temporary - Tyler Green

T19039 Galbraith Elementary Grade One Teacher - Temporary - Kaitlyn Gamble-Pirie

T19040 Mike Mountain Horse Elementary Grade Three Teacher - Temporary - Jordan Cardamone

T19041 Mike Mountain Horse Elementary Grade One Teacher - Temporary - Ashley Speakman

T19042 Ecole Nicholas Sheran School Grade One French Immersion Teacher - Kathryn Mombourquette

T19044 Park Meadows Elementary School Grade Four/Five Multi-Age Teacher - James Ellison

T19045 Park Meadows Elementary Grade Two/Three Multi-Age Teacher – Temporary - Melissa Gillam

T19046 Senator Buchanan Kindergarten Teacher - Temporary - Alyssa Andreachuk

T19047 Wilson Middle School Learning Support Teacher - Michelle Loveridge

T19048 Wilson Middle School Band/Choir Teacher - Temporary - Janel Heth

T19049 Wilson Middle School Grade Eight Teacher - Temporary - Jenna Konschuk

T19050 Winston Churchill High School Math Teacher - Temporary - Deanna Sample

T19051 Winston Churchill High School Humanities/PE Teacher - Temporary - Katelyn Nelson

T19052 Lethbridge Collegiate Institute High School French Immersion Teacher - Danielle Gareau

T19053 Lethbridge Collegiate Institute Phys. Ed/Science Teacher - Temporary - Dustin McCubbing

T19054 Teacher/Counsellor - Trena Parkyn

T19055 District Coordinator - FNMI Education - In progress

T19001 Coalbanks Elementary Grade Three Spanish Teacher - Aja Thompson

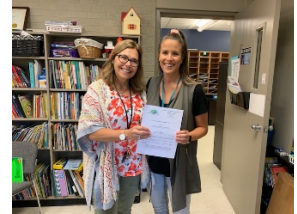
T19002 Dr. Probe Elementary Grade Two Teacher - Jordan Logan

T19003 Ecole Agnes Davidson Learning Support Teacher - Thomas Scott

T19004 Fleetwood Elementary Gr. Two/Three Multi-Age Montessori Teacher - Hailee Brunette

T19005 Fleetwood Elementary Gr. One/Two Multi-Age Montessori Teacher - Esther Awosoga

T19006 Immanuel Christian Elementary 0.5 Grade Three Teacher - Cheryl Winkelaar



T19007 Lakeview Elementary Music Teacher - Shelby Quinn-Ost

T19008 Lethbridge Christian Grade Three Teacher - Beatrice Sheila Matthew

T19009 Lethbridge Christian Grade One-Two Combined Class Teacher - Josh Devine

T19010 Mike Mountain Horse Elementary Grade Three Teacher - Dana Farrell

T19011 Ecole Nicholas Sheran School 0.6 Learning Support Teacher - Jennifer LeGrandeur

T19012 Senator Buchanan Grade 1/2 Multi-Age Teacher - Bailey Thorson

T19013 Gilbert Paterson Grade 7 French Immersion Teacher - Natalie Thompson

T19014 Gilbert Paterson LST/Gr. 8 LA & SS Teacher - Melissa Wall

T19015 Gilbert Paterson 0.75 Grade 7 Teacher - Adam Palmer

T19016 Wilson Middle School Grade Six Teacher - Melanie Wasylenko

T19017 Wilson Middle School Grade Seven Teacher - Raelene Archibald

T19018 Wilson Middle School Grade Eight Teacher - Taylor Mckenchie

T19019 Wilson Middle School Physical Education Teacher - Shaylayne Tonin

T19021 G.S. Lakie Middle School Band/Choir Teacher - Daniel Yaretz

T19022 Chinook High School CTS Teacher - Stefanie Desrochers

T19023 Chinook High School CTS Teacher - Amanda Sequeira

T19024 Chinook High School Spanish and French Teacher - Joshua Maret

T19025 Winston Churchill High School LST - Adedeji Bowade

T19026 Wilson Middle School Knowledge & Employability Teacher - Amy Fisher

T19027 Chinook High School Physical Education Teacher - Sydney Milligan





Support Staff Hiring

CUPE 2843

Round 1 – 140 Positions

Round 2 – 45 Positions

Round 3 – 29 positions

S19001	Business Support	WCHS	1
S19002	Business Support	LCI	1
S19003	Learning Commons/Library Facilitator	Nicholas Sheran	2
S19004	Advanced Educational Support	Fleetwood	4
S19005	Educational Assistant – Secondary Team	Education Centre	27
S19006	Educational Assistant – Elementary Team	Various Schools	42
S19007	Educational Assistant – Immanuel Christian Team	ICSS	5
S19008	Educational Assistant – Early Education Program	ICES	17
S19009	Educational Assistant – Kindergarten	Various Schools	10
S19010	Early Education Program	Education Centre	2
S19011	Educational Assistant - French Team/Kindergarten	Davidson	2
S19012	Educational Assistant – Early Education Program	NSCS	2
S19013	Educational Assistant – Early Education Program	Park Meadows Christian Playschool	5
S19014	Advanced Educational Support	Davidson	1
S19015	Advanced Educational Support	Galbraith	1
S19016	Educational Assistant – Team	LASP	14
S19017	Educational Assistant – Early Education Program	Education Centre	9
S19018	Educational Assistant – Kindergarten	Various Schools	10
S19019	Educational Assistant – French Team/Kindergarten	Agnes Davidson	3
S19020	Student Support Worker	Chinook	1
S19021	Educational Assistant Team	Various Schools	11
S19022	Educational Assistant – Kindergarten/Early Education Program	Various Schools	16
S19500	Educational Assistant – Team/Opportunity/Casual Placement	Various Schools	3
S19501	Educational Assistant – Immanuel Christian Team Opportunity/Casual Placement	ICES	1
S19502	Educational Assistant – Kindergarten Opportunity/Casual Placement	Various Schools	10
S19503	Educational Assistant – French Kindergarten Opportunity/Casual Placement	Davidson	3
		Nicholas Sheran	

<i>S19504</i>	Educational Assistant – Early Education Program Opportunity/Casual Placement	Lethbridge Play N Learn Little Lambs Christian Playschool	2
<i>S19505</i>	Educational Assistant – KG/EEP Opportunity/Casual Placement	Various Schools	7
<i>S19506</i>	Educational Assistant – KG Opportunity/Casual Placement	General Stewart MMH	2
Total Positions			214

Non-Union

<i>N19001</i>	Early Education Program Manager	Various Schools	7
<i>N19002</i>	Early Education Program Manager	Various Schools	1
<i>N19003</i>	First Nations Metis and Inuit Home/School Liaison	Education Centre	6
<i>N19004</i>	Family School Liaison Counsellor	G.S. Lakie Senator Joyce Fairbairn	2
Total			16

CUPE 290

<i>C18029</i>	Caretaker	Multiple Sites	1
<i>C18030</i>	Labourer	Attwell	2
<i>C18031</i>	Caretaker	Senator Fairbairn	1
<i>C18032</i>	Caretaker	Agnes Davidson	1
<i>C18033</i>	Caretaker	Senator Buchanan	1
<i>C18034</i>	Head Caretaker	Senator Fairbairn	1
Total			7



ALL SCHOOLS ENROLLMENT BY GRADE: May 31, 2019

	Early Education			Kindergarten			Grades 1 - 12															Total	Total FTE
SCHOOL	May 31 2019	Sep 30 2018	Diff	May 31 2019	Sep 30 2018	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	May 31 2019 1-12	Sep 30 2018 1-12	Diff	May 31 2019 EE-12	May 31 2019 EE-12
Victoria Park													2	2	10	19	42	63	182	320		230	90
Chinook High															298	269	304	286	1157	1176	-19	1157	1157.0
Immanuel Christian Secondary												41	48	43	42	51	45	54	324	316	8	324	324.0
LCI - Total Students															235	212	208	223	878	902	-24	878	878.0
LCI - French Immersion															36	44	49	42	171	171	0	171	
WCHS															244	185	201	188	818	848	-30	818	818.0
G S Lakie												152	162	153					467	469	-2	467	467.0
Gilbert Paterson - Total Students												254	261	199					714	718	-4	714	714.0
Gilbert Paterson - French Immersion												65	65	54					184	182	2	184	
Lethbridge Christian				30	29	1	29	25	19	25	23	20	20	7					168	163	5	198	183.0
Senator Joyce Fairbairn												200	142	143					485	478	7	485	485.0
Wilson												212	246	202					660	658	2	660	660.0
Coalbanks Elementary	42	43	-1	86	87	-1	108	89	72	73	59								401	398	3	529	401.0
Coalbanks - Spanish				44	45	-1	41	26											67	67	0	111	
Dr. Probe	41	43	-2	81	84	-3	99	88	88	120	94								489	496	-7	611	550.0
École Agnes Davidson - Total Students	60	57	3	66	66	0	90	73	74	87	87								411	406	5	537	474.0
École Agnes Davidson - French Immersion				45	46	-1	66	43	50	54	52								265	267	-2	310	
École Nicholas Sheran - Total Students	39	37	2	77	74	3	96	89	80	103	67								435	439	-4	551	493.0
École Nicholas Sheran - French Immersion				42	42	0	51	43	27	28	28								177	180	-3	219	
Fleetwood Bawden - Total Students	43	41	2	46	49	-3	56	62	62	69	64								313	312	1	402	357.5
Fleetwood Bawden - Montessori							25	29	26	35	23								138	140	-2	138	
Galbraith	43	42	1	68	68	0	67	59	76	94	76								372	375	-3	483	427.5
General Stewart	48	48	0	20	20	0	21	23	20	25	22								111	108	3	179	145.0
Immanuel Christian Elementary	22	22	0	42	40	2	57	26	57	46	45								231	223	8	295	263.0
Lakeview				57	58	-1	100	80	89	90	89								448	436	12	505	476.5
Mike Mountain Horse	77	78	-1	74	75	-1	100	70	82	116	93								461	457	4	612	536.5
Park Meadows	39	42	-3	37	37	0	44	60	50	52	43								249	245	4	325	287.0
Senator Buchanan	25	26	-1	49	49	0	51	41	37	52	43								224	230	-6	298	261.0
Westminster	25	27	-2	33	29	4	37	21	35	29	28								150	150	0	208	195.5
SUB TOTALS	504	506	-2	766	765	1	955	806	841	981	833	881	881	757	838	759	821	933	10286	10233	53	11556	10873.5
Stafford Ridge															1	1	3	2	7	3	4	7	7.0
Harbour House							2		1		1		1						5	0	5	5	5.0
Pitawani													1	1	1	4	2	2	11	10	1	11	11.0
CAMP											2		1	1					4	5	-1	4	4.0
SUB TOTALS																			27	18	9	27	27

TOTAL STUDENTS / FTE ENROLLED AS OF MAY 31, 2019	11583	10900.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018	11522	10901

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,
Morag Asquith



Associate Superintendent – Instructional Services- June 2019

June 6th- Julie Stern SAPDC!!!

June 7th- Questions to Shelley Moore into Morag

June 9th- Wellness Grant applications into Morag for 2019/20

June 11th- Diversity and Inclusion Parent Table planning- Education Centre

June 18th- DIS Bar-b-que- Education Centre

June 20th- Shelley Moore !!! Education Centre

June 21st- National Indigenous Peoples Day- schools doing activities throughout the week

June 22nd- PRIDE parade !!!!

First Nations, Métis and Inuit Education

There are 6 postings that are advertised to secure a full compliment of FNMI Liaisons for the upcoming 2019/20 school year. We are hopeful that we can secure qualified applicants. We will know if we need to move to “Plan B” by the end of June. We are advertising for a 1.0 FTE Elementary Teacher of Language and Culture for the upcoming 2019/20 School Year- this is through funding that was secured through the Urban Indigenous Grant from Alberta Education. We are also posting a Coordinator of FNMI Education position that will be leading the FNMI Education portfolio.

Wellness

Wellness Committee Grant Applications have been allocated to 10 schools in the fall. The primary request for funding is related to promotion of self-regulation and physical activity.

Next year the themes will be as follows:

- September- “Get outside”
- October- “Steps”
- November- “Digital awareness”
- December- “Gratitude”
- January- “Get Moving”
- February- “Hydrate”
- March- Dieticians of Canada Nutrition Month – topic TBD
- April - “Celebrate Diversity”
- May- AHS and CMHA partnership theme to be determined

Diversity and Inclusion Parent Table

There was a second meeting June 11th of District staff and an Administrator rep to discuss how best to support parent voice around diversity and inclusion in the District. The group is working on planning a “Diversity and Inclusion Café” in the fall for parents to attend.

Universal Design for Learning- Shelley Moore visiting

We are excited to host Shelley Moore on June 20th. She will be meeting with school teams individually to discuss their UDL/Inclusion plans moving into next year. The Administrators have been participating in UDL professional learning throughout the year and this is a splendid finale

and wind up for next year's planning process. A planning committee has been struck with an elementary, middle and high school administrative representative as we move into planning for this learning next year.

Professional Learning- Kainai Board of Education Partnership

May 31st Kainai Board of Education visited Lethbridge School District No. 51 for a second time to discuss professional learning sharing that could take place over the next year. This is an exciting partnership that is anticipated to roll out next year in an exchange type experience for staff from both Districts.

Ready, Set, Go

Lethbridge School District are ready and set to go for September !!

Policy Work

The Division of Instructional Services has been reviewing the alignment of practices and policy/procedures related to Field Trips and Supervision. The team has (in tandem with HR) planned a learning activity for Administrators for the upcoming school year.

The District has reviewed policies that have been well received by other Districts and as a result is adopting a "Public Civility" policy that supports the work we aspire to achieving in Welcoming, Caring, Respectful and Safe Learning Environments in our buildings.

Wellness Policy and Wellness Procedures will also be posted and shared for the 2019/20 school year.

Crisis Response Manual

We are in the final edits of the *new and improved* Crisis Response Manual (yellow flip chart) that all schools use and post in times of emergency or crisis. It will be printed through the summer and circulated in the fall.

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

Re: **L. H. Bussard Award Winners**

Background:

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

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

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

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

L. H. Bussard Award Winners for 2019

Ava Dykstra	Coalbanks
Veronica Sanregret	Dr. Probe
Sophie Goth	École Agnes Davidson
Albert Yao	École Nicholas Sheran
Mallory Martin	Fleetwood
Kalion Armstrong	Galbraith
Alexandria Chow	General Stewart
Selina Sun	Lakeview
Analyn Koster	Lethbridge Christian
Kaia Wolsey	Mike Mountain Horse
Rory Heaton	Park Meadows
Ilhan Mohamed	Senator Buchanan
Matea Heninger	Westminster

Recommendation:

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

Respectfully submitted, Cheryl Gilmore

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

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

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



2018-19 DISTRICT PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

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

PRIORITY TWO: Inclusion

OUTCOMES:

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

PRIORITY THREE: Innovation

OUTCOMES:

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

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

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, had a very active year providing support to classroom teachers in Kindergarten through grade 8 in the form of residencies, a presentation to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.
- A new format of Fountas and Pinnell District Data shows students' growth from fall to spring in the form of a bar graph. This new format has been shared with all elementary Principals indicate that it will be very helpful in informing instruction.
- The Ed Tech, Literacy, and Numeracy Lead Teachers met with Karen and every school-based Principal in June regarding each school's successes, challenges, and future plans in all of those areas.

Numeracy

- A number of our schools are choosing to pilot the Mathematics Intervention/Programming Instrument (MIPI) at a variety of grade levels. The feedback we receive from these teachers and administrators will inform possible future use of this instrument across the District.
- Numeracy Lead Teacher, Jenn Giles, is providing support to classroom teachers in Grades 4-9 in the form of residencies, a presentation to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her areas of foci include the use of manipulatives, "Number Talks" and math vocabulary.
- A home-grown Numeracy Summer Institute is being created for August 2019.
- The Ed Tech, Literacy, and Numeracy Lead Teachers met with Karen and every school-based Principal in June regarding each school's successes, challenges and future plans in all of those areas.

Curriculum Implementation

- Because of the election, SAPDC has had to pause their support on sessions pertaining to the current or future curriculum through to the end of June.
- The school-based Curriculum Administrators continue to share consistent, District-based information with their teachers regarding concept-based teaching.
- All Curriculum Administrators (for this year and next) attended Julie Stern's "Teaching for Conceptual Understanding" workshop on June 6th. The workshop content and presentation style was well-received by all of our attendees.

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

- Dual credit courses Liberal Education 1000 and Cinema 1000 were completed first semester. Management 1850, Liberal Education 2020, and Automotive Services are complete as 2nd semester wraps up.
- A new dual credit course, Bioengineering is approved. It will be offered at Churchill second semester in the 2019-2020 school year. The course prepares students for participation in the iGEM (International Genetically Engineered Machine) competition for high school and university students. Lethbridge School District has had students participating in the iGEM competition for a few years.

Middle School Initiatives

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

- A Middle School committee comprised of administrators, Ed Centre representatives, and teachers are planning for the fall Middle School Learning Day. The focus of the day will be on concept-based learning.

Early Learning

- Extensive screening of new incoming children has been taking place over the past two months:
 - 243 new children entering Early Education Programs
 - 109 new children coming into private preschool programs that we partner with
 - 325 new children coming into kindergarten that have not previously attended a District 51 Early Education Program
 - Total of 677 children screened
- The Ages and Stages Questionnaire (ASQ-3) has been used to assess where children are in their development. The screening process provides valuable information to receiving Early Education Program Managers and Kindergarten teachers, which allows them to start programming at the most optimal point that will benefit all children. If there are gaps in development, referrals are made to Children's Allied Health for further assessment so that reports will be available before September start-up. If children require supports as a result of assessments, these can be in place for the beginning of September.

FNMI

- KBE and LSD51 staff have met twice to discuss a Professional Learning exchange next year- we are looking at offering 2 learning opportunities throughout the 2019/20 school year
- Smudging Guidelines are currently being developed and will be ready for the start-up of 2019/20
- We are revisiting the Territorial acknowledgement and tweaking it to be more inclusive
- FNMI Policy will be ready for October 2019
- Staffing for the Urban Indigenous grant, FNMI Liaisons and Coordinator of FNMI Education are all happening in the next week
- FNMI Grad took place at Chinook High School and there were over 30 students in attendance, a total of 50 Grads were celebrated this year, May 16th
- Indigenous Peoples Day is on June 21st and various events in our schools are happening throughout the City of Lethbridge and in our schools
- National Indigenous Peoples Day/Week June 17th- 21st –each school will be participating in their own events and will be on different days depending on schedules throughout the week
- District attendance on the “Reconciliation Lethbridge City Committee” monthly, assisting in developing a Strategic Plan for the City.

Administrator Professional Learning

- We are continuing the “Inquiry-based Professional Learning” project with University of Lethbridge.
- New administrators for the 2019-2020 school year have been matched with mentors and informed about the New Administrator Mentorship Program whose first meeting will be August 22, 2019.

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

- Sixteen Collaborative Communities requested another day to work together in addition to the two District-wide PL days in November and April.
 - Morag, Karen, and Ann are working with a small group of administrators to plan for the Administrators’ Retreat in September and ongoing PL on Universal Design for Learning.
 - Laura Paiement had one last visit to Lethbridge School District No. 51 this year April 29th-May 3 and will be planning to return next year from school-based requests
 - Shelley Moore presented and met with Administrators regarding UDL June 20th
-

- Support Staff PL applications have been approved and funded by HR for a variety of professional learning events for EAs. These events include: SIVA, Students at Risk Conference, Childhood Anxiety Helping Children Heal, Improving Workplace Mental Health
- New Hire Orientations – July and August 2019
- Payroll and HR PowerSchool Reimplementation – several meetings every week until June

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The Year-end wrap up took place May 14th, after school.
- The TIP planning committee met on June 17th to discuss the format for next school year's TIP program. As of June 17th, there were 10 Year 1 protégés and 19 Year 2 protégés enrolled in the TIP for the 2019-2020 school year.

Parent Engagement

- FNMI Parent Advisory has met twice as a new group, open invitation to parents of FNMI ancestry
- Diversity and Inclusion Parent Table- a group of 7 staff have met twice to explore how to enhance opportunities for parents to support their voice and provide an opportunity to learn and listen
- Parents and all members of the public were invited to attend a review of the Draft District Budget for 2019-2020. Director of Finance, Mark DeBoer, provided an excellent presentation. This was followed by a posting of all infographic information on the District website for further feedback from parents and members of the public.

Community and Business/Industry Engagement

- Continue to work with Lethbridge College (LC) on a partnership for EA courses. This is a joint committee with Rhonda/Ann/Isabelle/ Rochelle and LC representatives.

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. No word received to date on the distribution of these funds.
- Lethbridge School District was approved for three modular classrooms on the westside – 2 at Dr. Probe and 1 at Coalbanks.

Other School Improvement Initiatives

- The Student Engagement Consultants for grade 9 students were completed and results collated to review with schools. The data will inform schools regarding student perspectives about engagement, and provide insight into potential strategies to further engage students.

Classroom Improvement Fund Updates

- Staff allocations and expenditures are on track for the year. It is anticipated this fund will not be in place next year.

PRIORITY TWO: INCLUSION

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

- Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use.
- Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr, transitions have been the focus
- 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)

- A second meeting to plan a Diversity and Inclusion Parent Table was held on June 11. The first Parent Table will be held in October.
-

- A small group of elementary, middle and high school administrators will meet on June 19 to make final revisions to the draft district RTI framework.
- Ann is working with district psychologists to review support to schools for the 2019-20 school year.
- Ongoing requests for support in schools are being addressed as new students register.
- Heather Willms, ESL Lead Teacher, has been working with schools to support students in their transitions to Middle and High school.
- We are beginning intakes for refugee students who will be starting school in the fall.
- Heather is currently building a space on the portal for ESL Resources for teachers.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Education Technology Lead teacher, Michael Krokosh, is providing support to teachers in Kindergarten through Grade 8 in the areas of the Office 365 Suite, SharePoint, and various other applications in Microsoft and Google for instructional purposes.
- The Ed Tech, Literacy, and Numeracy Lead Teachers met with Karen and every school-based Principal in June regarding each school's successes, challenges and future plans in all of those areas.

Breadth of Program Options

- A 3D printing workshop has been scheduled with SAPDC for next November. Teachers are encouraged to use personal professional learning funds to attend.
- The zone 6 Film Festival, hosted in Fort Macleod, was a huge success with 6 video entries from Lethbridge School District. Jubei Quesnelle, a grade 9 student from Winston Churchill, submitted a film titled "Marlene Heavysields; Glowing in the Dark Woman" was presented with the Best in Show award at the festival.
- On June 10, 2019, a tech teacher representative from each school attended a professional learning day that focused on some of the new technology Lethbridge School District will be using next year. Teachers also had the opportunity to make suggestions to the Technology Department on how we can better support the learning needs in schools.
- The new school websites are ready including the districts. Teachers will have greater flexibility with these new website's when it comes to posting homework or just communicated with stakeholders.

Technology

- We have 7 schools next year that have chosen to use Permission Click to collect digital signatures for fieldtrip forms. Currently, LCI is using the product and has for the past two years. We are happy with the security of the software and its ease of use. We have also received positive feedback from parents on the ease of use of the product.
 - We have been actively seeking a new software that will allow us to keep all records in a digital format. Currently, we are taking a strong look at a software called Laserfiche that we think may be a viable yet affordable solution for our district.
 - We have been working to make some changes for HR regarding webmail. We have now implemented a change that will give employees a district email address 21 days before their contracts start. The email addresses will also be automatically added to school email lists and appropriate groups. This means for new employees who are hired for September, they will have an email address at the start of September so admin can contact them and have them included on emails that are sent out prior to school starting.
-

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Administration Appointments

Background:

The following administration appointments have been made for the 2019 - 2020 school year:

Aimee Dewacht	Vice Principal	G.S. Lakie School
Cayley King	Principal	Victoria Park
Jamie Bach	Vice Principal	WCHS
Kathy Mundell	Counselling Coordinator	Education Centre
Katrina Hurdle	Vice Principal	LCI
Kerry Taylor	Vice Principal	Mike Mountain Horse
Lisa Gomke-Prawdzik	Vice Principal	Westminster
Matthew Bekkering	Principal	Immanuel Christian Secondary
Megan Cummins	Vice Principal	École Agnes Davidson
Teri Smith	Vice Principal	École Nicholas Sheran
Terra Leggat	Coordinator of Inclusive Education	Education Centre
Tracy Wong	Principal	WCHS
Trish Syme	Coordinator of Learning and International Education	Education Centre

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

Background

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

Lethbridge high school International Genetically Engineered Machine Competition (iGEM) team presented its project as part of the GeekStarter 2019 High School Jamboree in Canmore. Team members (all first year participants) brought home the “best potential” award. Its project will use synthetic biology to help fight the growing threat of antibiotic resistance. The plan is to develop a rapid diagnostic device to help identify bacterial pathogens, which could lead to more specific antibiotic prescriptions. Team members are: **Alice Zhang** (WCHS), **Aroma Pageni** (WCHS), **Dewuni De Silva** (WCHS), **Karen He** (Chinook), **Linda He** (Chinook), **Michelle Wu** (WCHS), **Mina Akbary** (WCHS), **Rachel Avileli** (WCHS), **Rebecca Avileli** (WCHS), **Shada Aborawi** (LCI), **Andy Sun** (WCHS), **David Basil** (WCHS), **Julien Todd** (WCHS), **Mark Lea** (Chinook), and **Thomas Byrne** (WCHS).

Congratulations to **Dianne Violini** on her induction to the first Canadian 5 Pin Bowlers Hall of Fame in June.

Congratulations to Churchill grade 11 student **Alice Zhang** on placing first at the Speech Arts Provincials in Edmonton. Alice will represent Alberta at the National competition.

Congratulations to Churchill grade 12 student **Andy Sun** on placing second at the Provincial Music Festival for piano.

Congratulations to the following Churchill students on being recognised at recent the Music Festival Awards night:

- **Emily Huynh** – Vera Sinclair Memorial Award for a deserving Piano Solo – Late Romantic Class
 - **Ailene McMahon** – Ackroy Percussion Award to a deserving percussion competitor
-

- **David Oler** – Minni H Thrall Award for a deserving competitor in Creative Music Class & the Beatrice Livingstone Foster Scholarship for a deserving pianist 16 & under
- **Andy Sun** – Chopin Trophy for outstanding Chopin/Solo Recital & Royal Canadian Legion Award for outstanding Senior Performance
- **Alice Zhang** – Fran & Earl Bayley Memorial for outstanding Senior Speech Competitor

Senator Joyce Fairbairn staff presented their inaugural Senator Joyce Fairbairn Awards in honour of Senator Fairbairn's dedication to and tireless work in making our world a better place. She was not only a trailblazer for women in the field of communications and politics; she was also a fierce advocate for the underprivileged, a leader in the truest sense of the word and an invested promoter of literacy.

The first student recipients of the Senator Joyce Fairbairn Awards are:

- **Dylan Chartrand** is described as kind and resilient. He is devoted to working hard in order to make himself better each and every day. His determination and positive disposition are contagious.
- **Alex Darby** is described as enthusiastic and giving. She shows determination and perseverance in her studies. She is committed to her school and inclusive by nature. Her willingness to take on new challenges shows her strength of character.
- **Spencer deKock** was described by the staff who nominated him as having an astonishing work ethic. His diligence and dedication to school work along with his leadership qualities are noteworthy. His humility is understated. He truly embodies what it means to be a Falcon.
- **Blessing Diyaolu** is a trailblazer. She owns who she is and shares her passion and character with the world. She radiates joy and passion. Blessing is described by staff as an extraordinary young woman.
- **Summer Fomradas** is always engaged in her academics and cares deeply about being successful in everything she does. Her compassion and intelligence are equally displayed in her academic and athletic pursuits. She is inclusive and quickly supports her peers.
- **Rita Many Shots** is described as a kind and caring person. She thinks deeply and has incredible artistic talent. She is an empathetic young lady who displays a quiet courage that is admirable.
- **Andrea Woods** is described as the epitome of excellence. She is a young lady with a tireless work ethic who is committed to achieving greatness in everything that she encounters. She is determined to be the best version of herself as both student and person each and every day.

Respectfully submitted,

Cheryl Gilmore
Superintendent

Calendar of Events for Board of Trustees

June	26	Last day for Kindergarten students
	27	Student school year ends
	27	Chinook Convocation Chinook High School Gymnasium
	28	Teacher and Educational Assistant school year ends
	28	WCHS Convocation Lethbridge College
	28	ICSS Convocation Trinity Reformed Church
August	21	School offices open to the public
	26	Teacher school year begins
	30	Welcome Back Breakfast @ LCI
September	2	Labour Day Holiday
	3	First day for students
	16	Community Engagement Committee 6:00 p.m., Education Centre
	18	Joint City of Lethbridge / School Boards meeting 9:00 a.m., City Hall
	24	Board Meeting 3:30 p.m., Education Centre



MEMORADUM

June 25, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

Re: Alberta School Boards Association (A.S.B.A.) Spring General Meeting – June 2-4, 2019

The Spring General Meeting of the A.S.B.A. was held in Red Deer Alberta June 2nd and 3rd.

At this meeting the A.S.B.A. 2019-2020 Budget was passed. As well, ten resolutions were passed to give the A.S.B.A. direction as it advocates on behalf of local boards.

Respectfully submitted,
Donna Hunt



MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Tyler Demers, Trustee

Re: District School Council – June 3, 2019

The District School Council meeting minutes are available on the District Website: [District School Council meeting minutes of June 3, 2019](#).

Trustee Tyler Demers will share highlights of the meeting.

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Doug James, Trustee

Re: Facilities Committee – June 3, 2019

See meeting minutes and summer work plan, attached.



Lethbridge School District No. 51

Facilities Committee

Minutes

June 3, 2019

Committee Members:

Doug James, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

1. 2019-2020 Modular Request (update)

- Approval received to reallocate modular allocation to 2 for Coalbanks and 1 for Dr. Probe Elementary School.
- The modular classrooms should arrive this summer and be in place for occupancy by Christmas at the latest.



2. 2018-2019 Summer Maintenance Projects

- The list of summer projects were shared with the committee and is attached.
- The list has been reduced due to funding uncertainty over IMR grant funding.
- First priority is preserving the progress of the Westminster and Buchanan Upgrades.
- Items in red font on list are on hold pending further funding information in fall provincial budget. Blue font items are being investigated for cost and grant funding opportunities.
- Only projects deemed of critical or health and safety related will proceed and a hold placed on other projects until funding confirmed.

3. Other Items

a. S.E. Elementary School update

- Status update on the SE Elementary School provided. Pictures provided of progress (see next page). Footings have now been put into place. Progress as expected.
- Work begins on developing a design concept for the playground to determine cost and seek support for costs over and above the playground grant of \$250,000 from the Province. The vision is to incorporate interactive solar displays and alternative energy education into the design if deemed feasible and cost effective.

b. Westminster and Buchanan update

- Westminster Phase 3 and Buchanan Phase 2 are beginning.
- Project progressing as planned and both schools should have ventilation and air conditioning by the end of August.

4. Other Items

a. Meeting dates 2019-2020, to be held 11:30 am to 1 pm.

- September 17th
- November 5th
- March 3rd
- June 2nd

Progress on South East Elementary School:





LETHBRIDGE SCHOOL DISTRICT No. 51

FACILITY SERVICES

3010 – 18th AVE., N. Lethbridge Alberta, T1H 5B7

PHONE: (403) 329-6564 FAX: (403) 380 – 3297

Facilities Committee Proposed Summer Projects 2019

BLACK - Projects to be completed this Summer

BLUE - Projects in Design Estimate Only

RED - Projects on hold until next year

Elementary Schools

Summer 2019

Design Estimate Only

On Hold

North

Buchanan

Front Yard Landscape (Grounds)

\$0

On-going Ventilation and Lighting Upgrade Project

\$1,000,000

Westminster

On-going Ventilation and Lighting Upgrade Project

\$1,000,000

Galbraith

Shed

\$7000

Stage Flooring - sheet goods

\$10,000

Park Meadows

Asphalt and concrete at picnic tables

\$15,000

Concrete Sidewalks and drainage channel

\$20,000

Paint Hallways

\$4000

South

Agnes Davidson

1972 Wing Demountable Partition Repairs

\$4,000



LETHBRIDGE SCHOOL DISTRICT No. 51

FACILITY SERVICES

3010 – 18th AVE., N. Lethbridge Alberta, T1H 5B7

PHONE: (403) 329-6564 FAX: (403) 380 – 3297

Facilities Committee Proposed Summer Projects 2019

Lakeview

Remove east side playground equipment and patch asphalt (Grounds LA Paving)	\$3,000	
Boiler Review		\$35,000

General Stewart

Shed	\$7000	
Soffit Repairs	\$7000	
Parking Lot drainage enhancement (MPE LA Paving - City to review)		\$35,000

Fleetwood

Boiler Review		\$35,000
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West

Nicholas Sheran

Boiler Review		
Roof Replacement Phase 2		\$150,000
North East Entry Repair		\$4,000
Complete South East planter landscape	\$1500	

Mike Mountain Horse

Washroom Reconfiguration		\$50,000
Concrete sidewalk pavers at modulars	\$5,000	
Lighting Replacement Classrooms from Sodium Vapour Lights (yellow) to LED		\$35,000

Probe

Washroom Reconfiguration		\$50,000
Concrete Sidewalks	\$35,000	
Lighting Retrofit in Classrooms of Fluorescent Lights to LED		\$45,000



LETHBRIDGE SCHOOL DISTRICT No. 51

FACILITY SERVICES

3010 – 18th AVE., N. Lethbridge Alberta, T1H 5B7

PHONE: (403) 329-6564 FAX: (403) 380 – 3297

Facilities Committee Proposed Summer Projects 2019

Coalbanks

Blast Storage Cabinetry (added Breakout room entrance - walls)	\$20,000 +30,000 = \$50,000
Music Room wall	\$35,000

All Elementary Schools

Teaching Wall Upgrades on going	\$150,000
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Sub Total Elementary Schools

Summer 2019

Design Estimate Only

On Hold

\$2,353,500

\$185,000

\$254,000



LETHBRIDGE SCHOOL DISTRICT NO. 51

FACILITY SERVICES

3010 – 18th AVE., N. Lethbridge Alberta, T1H 5B7

PHONE: (403) 329-6564 FAX: (403) 380 – 3297

Facilities Committee Proposed Summer Projects 2019

Middle Schools	Summer 2019	Design Estimate Only	On Hold
North			
Wilson			
<i>South West Wing Upgrade – Heating, Flooring, Painting, white boards</i>			<i>\$120,000</i>
South			
Paterson			
Parking Lot Enhancement (Design, testing and line painting)	\$50,000		
West			
GS Lakie			
Concrete Sidewalks and mow strips		\$60,000	
Concrete Play Surface (CEFIP grant Funding)	\$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
Sub Total Middle School	Summer 2019	Design Estimate Only	On Hold
	\$100,000	\$60,000	\$300,000



Facilities Committee Proposed Summer Projects 2019

LETHBRIDGE SCHOOL DISTRICT No. 51

FACILITY SERVICES

3010 – 18th AVE., N. Lethbridge Alberta, T1H 5B7

PHONE: (403) 329-6564 FAX: (403) 380 – 3297

High Schools

Summer 2019

Design Estimate Only

On Hold

North

Winston Churchill

Main Entrance Sidewalk Barrier Free Access Enhancement
Painting of Exterior Concrete "Vs"

\$75,000

\$30,000

South

LCI

Flooring in Drama Room
Front Entry Stair Hall new flooring
Chiller Tower

\$100,000

\$30,000

\$250,000

Victoria Park/Ed Centre

Re-keying and Hardware Upgrade

\$75,000

West

Chinook

Reallocating Bus storage space to learning space
Gymnasium Exit Doors wind protection
Chiller Plant Piping repair

\$65,000

Sub Total High School

Summer 2019

\$130,000

Design Estimate Only

\$250,000

On Hold

\$245,000



LETHBRIDGE SCHOOL DISTRICT No. 51

FACILITY SERVICES

3010 – 18th AVE., N. Lethbridge Alberta, T1H 5B7

PHONE: (403) 329-6564 FAX: (403) 380 – 3297

Facilities Committee Proposed Summer Projects 2019

Other Buildings	Summer 2019	Design Estimate Only	On Hold
Attwell			
Re-keying			\$7,000
<hr/>			
Sub Total Other Buildings	Summer 2019	Design Estimate Only	On Hold
			\$7,000
<hr/>			
Total ALL Buildings	Summer 2019	Design Estimate Only	On Hold
	\$2,583,500	\$495,000	\$806,000

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Christine Light, Trustee

Re: Community Engagement Committee – June 10, 2019

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Garrett Simmons, Christine Light, Jan Foster, Allison Pike, Amber Johansen

1. ICE Scholarship Breakfast

- Scholarship Application/Selection Committee
 - ICE Presentations were held on May 30. 4 winners were selected:
 - Kanyon Jarvie & Amy Quan (Gr. 9 WCHS) *Go Nutty*
 - Linda He (Gr. 10 CHS) *Epistemic Responsibility*
 - Maiya Clapton (Gr. 11 WCHS) *Spatial Awareness*
 - Dewuni De Silva & Michelle Wu (Gr. 11 WCHS) *Tailings Ponds*
 - Scholarship winners will be presented with their certificates and cheques at the June 25th Board Meeting.
- Speaker
 - Judy Trinh will be contacted to be our keynote for the breakfast. Judy is a Winston Churchill Hall of Fame member. Trinh is an on-air reporter with CBC in Ottawa and received a Gemini Award in 2010 for Best Breaking News Report for her story, Crematorium. (Since the meeting she has confirmed her attendance).
 - Judy's remuneration will be negotiated and a contract will be drawn.
- Event Planning
 - Sandman Signature has been booked
 - Brainstorming ideas for student entertainment. Better communication and assistance with student(s) needed at venue.

2. Priorities for 2019-2020

- Clear and proactive communication in the following areas:
 - Purposeful allocation of resources as well as targeted areas of advocacy working within new government changes
 - District priorities
 - New District web site and App.

Next Meeting: September 16, 2019 @ 6:00 p.m.

Respectfully submitted, Christine Light

MEMORANDUM

June 25, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Board Budget Committee – June 13, 2019

The Budget Committee met on June 13, 2019 to review the budget update and the materials that have been prepared for the Board and Public Budget Presentations.

Respectfully submitted,
Donna Hunt





CITY OF
Lethbridge



COPY

May 27, 2019

Honourable Adriana LaGrange
Minister of Education
Office of the Minister of Education
228 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
Education.minister@gov.ab.ca

Honourable Prasad Panda
Minister of Infrastructure
Office of the Minister Infrastructure
127 Legislature Building
10800 – 97 Avenue
Edmonton AB T5K 2B6
Infrastructure.minister@gov.ab.ca

Dear Ministers LaGrange and Panda:

Re: Joint Advocacy among the City of Lethbridge, Lethbridge School District No. 51 and the Holy Spirit Roman Catholic Separate Regional Division No.4

We are writing this letter in collaboration with Lethbridge School District No. 51 and the Holy Spirit Roman Catholic Separate Regional Division No. 4 as we all have a long standing relationship planning for schools for our growing population as well as in delivering programming that meets the community's evolving needs. Recently, the City of Lethbridge has supported the costs to expand gymnasium space in Coalbanks Elementary School and the new South East Elementary School approved for construction. In addition, the Joint Use Agreement used by the City and the School Districts has been touted as a model for the rest of the Province.

At a recent meeting with City elected officials, School Board trustees, School Board and City administration, challenges such as the requirements of the site readiness checklist for new schools, the prescriptive nature of the funding envelope for new school construction and the inability to be innovative and responsive when applying for and utilizing grant monies between all three entities, were discussed.

A resolution was passed that a letter be written to the respective Provincial Ministers and that an invitation be extended to visit Lethbridge and experience firsthand the strong working relationship and positive community outcomes that have been achieved. We are committed to not only maintaining relationships, but also to exploring new approaches to meet the needs of children and youth in our community.

Please contact The Mayor's office at your convenience to arrange for a suitable meeting time that fits your schedule at 403-320-3823 or mayor@lethbridge.ca.

Yours truly,



Clark Bosch, Board Chair
Lethbridge School District #51



Chris Spearman, Mayor
City of Lethbridge



Judy Lane, Board Chair
Holy Spirit Catholic Schools #4

Cc: Honourable Shannon Phillips, MLA, Lethbridge West
Honourable Nathan Neudorf, MLA, Lethbridge East
Clark Bosch, Board Chair Lethbridge School District No. 51
Cheryl Gilmore, Superintendent, Lethbridge School District No. 51
Judy Lane, Board Chair, Holy Spirit Roman Catholic Separate Regional Division No.4
Chris Smeaton, Superintendent, Holy Spirit Roman Catholic Separate Regional Division No.4



BOARD OF TRUSTEES
433 - 15 Street South
Lethbridge Alberta T1J 2Z5
Phone: (403) 380-5301
Fax: (403) 327-4387
www.lethsd.ab.ca

June 7th, 2019

The Honourable Adriana LaGrange, MLA
Minister of Education
Government of Alberta
228 Legislature Building
10800 – 97 Avenue
Edmonton AB T5K 2B6

Dear Minister LaGrange:

As you may be aware, the Alberta Government introduced Mandatory Entry Level Training (MELT) for school bus drivers in Alberta earlier this year. While the intent of the program itself is commendable, MELT not only duplicates the efforts already undertaken by school boards but also makes a significant impact in terms of both recruitment and costs.

Despite the extension granted to school boards to allow them additional time to prepare, the responsibilities to meet the July 1 deadline remains onerous. The MELT program is 53.5 hours in length, 24 hours of which must be delivered as one-on-one training. Apart from the additional financial burden to school boards, the program's instructor requirements are difficult to attain as the emphasis is on experience rather than education. MELT also makes it more difficult for school boards to retain bus operators – once the course is completed, drivers would be actively recruited by those school boards unable to offer their own training.

In addition to established entry level training provided by our contractor, the City of Lethbridge, the S-Endorsement program already provides 16-18 hours of classroom instruction and a road test, and has contributed to the City of Lethbridge's impeccable safety record. The imposition of MELT – with no funding provided to cover extra costs – provides no discernable benefit and instead burdens the already strained resources of school boards. Inevitably, the level of student transportation service we're able to provide to the community will be negatively impacted, with fewer buses available and longer ride times for children.

We are also concerned that the MELT requirement will create a School Bus Driver shortage as the cost of the MELT Program is \$5000.00 and is only offered at one location in Lethbridge. The School Bus Operator profession is not a full time role, our operators have a guarantee of 3.5 hours per day on school days. The \$5000.00 is approximately a third of a School Bus Operators income for a year. Our contractor does not have the space or any staff that would meet the requirements to become a training school for MELT, however they will continue to deliver S-Endorsement Training.

I would ask that the current government review the impact of the MELT program on school boards, and consider both the financial impact and the impact with respect to driver retention and

attraction. Any review should take into consideration the viability of mandating the classroom hours and using the on-road training requirements as guidelines when training. If after a review, the additional training is still deemed necessary, then funding must be provided to ensure school boards can deliver the program effectively and without an interruption in transportation service to our families.

I thank you for your consideration in this matter and look forward to an opportunity to discuss this important issue.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Clark Bosch', written in a cursive style.

Clark Bosch
Chair, Board of Trustees
Lethbridge School District No. 51

cc: Ric McIver, Minister of Transportation
Shannon Phillips, Lethbridge-West MLA
Nathan Neudorf, Lethbridge-East MLA