



# AGENDA

Lethbridge School Division  
School Board  
Regular Meeting

Tuesday, January 28, 2020

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Regular Meeting of December 17, 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 Making Connections Update

**5. Action Items**

3:50 p.m. 5.1 Policy Review:

*Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments*

*Policy 904.1 Surplus Space*

*Policy 905.1 Disposition of Property*

*Policy 1002.5 Parent/Guardian Responsibilities*

Enclosure 5.1

5.2 First Quarter Financial Report

Enclosure 5.2

5.3 2020-2021 School Year Calendar

Enclosure 5.3

5.4 Fee Increase for Early Education Programming

Enclosure 5.4

4:20 p.m. **6. Division Highlights**

**7. Information Items**

4:25 p.m. 7.1 Board Chair Report

7.1.1 Breakfast with the Board

Westminster – February 6, 2020

Enclosure 7.1.1

4:30 p.m. 7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Enclosure 7.2.1

7.2.2 Human Resources

Enclosure 7.2.2

7.2.3 Instructional Services

Enclosure 7.2.3

4:45 p.m. 7.3 Superintendent Report

7.3.1	Board Priorities Report	Enclosure 7.3.1
7.3.2	Acknowledgments of Excellence	Enclosure 7.3.2
7.3.3	Snacks with the Superintendents	
	Mike Mountain Horse – February 12, 2020	Enclosure 7.3.3
7.3.4	Donations and Support	Enclosure 7.3.4
7.3.5	Calendar of Events	Enclosure 7.3.5
7.3.6	Transportation	Enclosure 7.3.6
7.3.7	Town Hall	Enclosure 7.3.7

<b>5:00 p.m. Public Forum</b>
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### **8. Reports**

5:10 p.m.	8.1	Policy Advisory Committee – January 8, 2020	Enclosure 8.1
	8.2	ATA Local 41 Council – January 8, 2020	Enclosure 8.2
	8.3	Division School Council – January 13, 2020	Enclosure 8.3
	8.4	Community Engagement Committee – January 14, 2020	Enclosure 8.4
	8.5	Joint City of Lethbridge/School Boards – January 15, 2020	Enclosure 8.5
	8.6	A.S.B.A. Zone 6 General Meeting – January 15, 2020	Enclosure 8.6

### **9. Correspondence - Received**

5:25 p.m.	9.1	Lethbridge Police Service	Enclosure 9.1
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### **10. Correspondence - Sent**

5:28 p.m.	10.1	Minister of Education	Enclosure 10.1
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### **5:30 p.m. Adjournment**

# MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD DECEMBER 17, 2019.

## IN ATTENDANCE:

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

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

Regrets: Lola Major

The Chair called the meeting to order at 3:34 p.m.

1. Approval of Agenda

Trustee Christine Light moved:

“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**

*Approval of Agenda  
6941/19*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of October 22, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
6942/19*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations

4.1 Cross Country Provincial Champions

LCI Cross Country Provincial Champions were presented with certificates.

*Presentations  
Cross Country  
Provincial Champions*

4.2 2A Boys Volleyball Provincial Champions

Immanuel Christian Secondary School 2A Boys Volleyball Provincial Champions were presented with certificates.

*2A Boys Volleyball  
Provincial Champions*

4.3 WCHS Finland Trip

WCHS students and staff who visited Finland schools in the fall presented what they learned to the Board.

*WCHS Finland Trip*

5. Action Items - none

*Action Items*

6. Division Highlights

*Division Highlights*

- Doug attended Christmas market at Park Meadows.

- Donna attended the Lakie concert, Christmas concerts, and Team Lethbridge wrap-up.
- Jan attended the ATA Christmas dinner, attended Christmas concerts, and the Munsch play at Chinook.
- Christine Light attended Breakfast with the Board at Lakie, Seussical the Musical at LCI, delivered chai latte to all front office ladies at her schools, and the Paterson Christmas concert.
- Clark attended Christmas concerts and offered kudos to staff.

## 7. Information Items

*Information Items*

### 7.1 Board Chair Report

#### 7.1.1 Board Donations in Lieu of Christmas Treats

Board donations in lieu of Christmas treats list of charitable organizations was included in the agenda.

*Donations in Lieu of Christmas Treats*

#### 7.1.2 Breakfast with the Board

Breakfast with the Board will be held LCI on Wednesday, January 8, 2020 at 7:30 a.m.

*Breakfast with the Board*

### 7.2 Associate Superintendent Reports

*Associate Superintendent Reports Business Affairs*

#### 7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

#### 7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report.

*Human Resources*

#### 7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

*Instructional Services*

### 7.3 Superintendent Reports

*Superintendent Report Board Priorities*

#### 7.3.1 Board Priorities

2019-20 Division Priorities report of actions was shared.

#### 7.3.2 Acknowledgements of Excellence

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

*Acknowledgements of Excellence*



7.3.3 Snacks with the Superintendents

Snacks with the Superintendents will be held at Immanuel Christian Elementary Schools on Wednesday, January 8, 2020 at 11:45 am.

*Snacks with the Superintendents*

7.3.4 Donations and Support

Lowe's Canada donated \$6,164 to Wilson Middle School outdoor classroom and Daytona Homes Lethbridge donated \$27,567 to Ready, Set, Go school fair.

*Donations and Support*

7.3.5 Calendar of Events

The Calendar of Events was reviewed.

*Calendar of Events*

8. Reports

*Reports*

8.1 Division School Council

*Division School Council*

Trustee Doug James provided a report from the Division School Council meeting held December 2, 2019.

8.2 Poverty Intervention Committee

*Poverty Intervention Committee*

Trustee Christine Light provided a written report from the Poverty Intervention Committee meeting held December 4, 2019.

8.3 Community Engagement Committee

*Community Engagement Committee*

Trustee Christine Light provided a written report from the Community Engagement Committee meeting held December 5, 2019.

9. Correspondence – Received

*Correspondence  
City of Lethbridge  
Lethbridge Police  
Commission*

9.1 City of Lethbridge

9.2 Lethbridge Police Commission

10. Correspondence – Sent - none

**Public Forum** - none

*Public Forum*

*Adjournment*

The meeting adjourned at 4:46 p.m.

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Policy Review**

**Background**

Division 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, Division School Council, each of the employee groups, and Division and school administration. Coordinator of Learning and International Education, Trish Syme coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed in the 2018-2019 school year
- Policy review (including procedures, forms, and exhibits) of the 700, 800, 900, 1000, 100 series
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

Trish Syme 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	Welcoming, Caring, Respectful and Safe Learning Environments	Amended
904.1	Surplus Space	Amended
905.1	Disposition of Property	First reading
1002.5	Parent/Guardian Responsibilities	First reading

Respectfully submitted,  
Cheryl Gilmore



## 502.1 Welcoming, Caring, Respectful and Safe Learning Environments

### Policy

The Board is committed to providing a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Every school community member within the Division has the right to learn and work in schools that promote equality of opportunity, dignity, and respect.

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The Board affirms the rights, as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, of each student enrolled in a school operated by the Board. Students enrolled in the school operated by the Board will not be discriminated against as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

The Board is further committed to protect all students from harassment, discrimination, and violence during the Division's school-related activities. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board does not condone bullying, harassment, discriminatory, or violent behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner.

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### Regulations

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe learning environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the Division Student Code of Conduct (see Appendix A) and schools' codes of conduct.
2. The Board expects all trustees, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behaviour not only at Division schools, but also at any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. This applies whether contact is face-to-face, by phone, fax, e-mail, internet or intranet, or by any other means of communication.

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This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community including aggressive behaviours such as “cyber” hate messaging and websites created in the student’s home, in cyber cafes or other settings.

3. The Board expects reporting to a responsible adult all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender.
4. The Board expects that Violence Threat Risk Assessment (VTRA) Protocol Response and/or Section 27 of the School Act will be activated when warranted.
5. The Student Code of Conduct outlines behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Student Code of Conduct.
6. The procedures will be regularly reviewed to ensure welcoming, caring, respectful and safe learning and working environments.
  - 6.1. Student Safety:  
Each school shall implement procedures designed to provide a safe environment for students while at school or participating in school sponsored activities. See Procedure 502.1.1.
  - 6.2. Supervision:  
The principal shall ensure that students are properly supervised while attending school and/or at school sponsored/authorized activities. See Procedure 502.1.2.
  - 6.3. Conduct on Authorized Transit:  
Students shall comply with Division and school expectations for student conduct while on school authorized transit. See Procedure 502.1.3.
  - 6.4. Use of Physical Restraint:  
Seclusion and physical restraint, should be used only in exceptional circumstances as a safety or crisis management procedure to manage behaviour that is likely to cause injury or harm to self or others. Lethbridge School Division does not allow seclusion rooms in schools, but recognizes that a student engaging in crisis-level behaviour may need to be physically prevented from leaving a room when the behaviour poses an immediate threat to self or others. See Procedure 502.1.4.
  - 6.5. Use of Time-out:  
The well-being, safety and dignity of students should be preserved at all times. Before the use of time-out as a behavioural management strategy, staff should employ every possible positive and pro-active means of engaging the student in learning and in appropriately interacting with others. See Procedure 502.1.5.

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### 6.6. Searches:

From time to time in order to discharge the duty of maintaining a welcoming, caring, respectful and safe learning environment, it is necessary to conduct student searches. Procedure 502.1.6 outlines the process to use when conducting student searches.

### 6.7. Vandalism of School Property:

Individuals or groups causing damage to Division property shall be held responsible for the payment of costs related to repair or replacement of the property. See Procedure 502.1.7.

### 6.8. Possession and/or Misuse of Controlled Substances:

The following are prohibited on school property and at authorized student activities:

- possession and/or use of alcohol;
- possession and/or use of illicit drugs;
- possession and/or use of non-prescription cannabis;
- use of tobacco and/or electronic smoking products;
- inappropriate use of prescription and non-prescription medication; and
- persons under the influence of alcohol, non-prescribed cannabis, or illegal drugs. See Procedure 502.1.8.

### 6.9. Weapons:

All persons, with the exception of police officers, are prohibited from bringing weapons, or having weapons in their possession at the following: schools, school grounds, school busses, and school-sponsored activities. See Procedure 502.1.9.

### 6.10. Threat-making and Worrisome Behaviour:

The principal of each school shall ensure that threat-making and/or worrisome behaviour are addressed with the VTRA Protocol when warranted. See VTRA Protocol.

### 6.10 Student Discipline:

The principal of each school shall ensure that a Student Code of Conduct is developed or reviewed annually and communicated to students and parents. See Procedure 502.1.10.

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

## References

Alberta School Act: Sections 12, 13, 14, 15, 16, 18, 20, 24, 27, 51, 57(1), 60

Division Policies: 500.1 Rights and Responsibilities; 501.1 Attendance at School; 502.1 Appendix A-Student Code of Conduct; 502.1 Procedures; 502.3 Suspensions and Expulsions; 504.8 Involvement with Authorized Agencies; 400.3 Whistleblower Protection; 607.1 Fieldtrips, off-campus activities and Student Travel; 607.4 Responsible Use of Technology;

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

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## LETHBRIDGE SCHOOL DIVISION

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700.6 Emergency Response Planning; 802.2 Student Fees, Fines and Charges; 1003.1 Channels of Communication and Disputes Resolution; 1005.6 School Generated Funds

Other:

Alberta Human Rights Act, Section 4; Criminal Code of Canada, Section 43; Canadian Charter of Rights and Freedoms; Narcotics Control Act; Young Offenders Act; Safety Guidelines for Physical Activity in Alberta Schools. Southwest Regional Collaborative Service Delivery VTRA Protocol



Approved: June 11, 2002  
Amended: May 12, 2009  
Amended: April 29, 2014  
Amended:

## 904.1 Surplus Space

### Policy

Space in schools and other Division buildings not being used for the provision of education in accordance with division programs, shall be declared as surplus. Surplus space shall be made available for Division and/or community use wherever possible. The Division may, at its discretion, lease surplus school space on an annual basis.

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### Regulations

1. Space that is surplus to school needs shall be identified jointly by the Director of Facility Services and the principal. Final authorization shall be made by the Associate Superintendent, Business Affairs.
2. Use of school space for other than Division activities shall be compatible with the Board's educational aims, objectives, and normal school operations. Such use must comply with municipal zoning by-laws and the Joint Use Agreement.
3. Priority in allocating surplus space should be given to uses for which Alberta Education gives an exemption from fixed capacity.
4. In the event that requests for space exceed the available surplus, the following order of priority shall apply:
  - 4.1 Division needs (e.g. Division programs and services);
  - 4.2 those groups providing for general community or public needs (e.g. early education programs, before and after-school care, day care, etc.);
  - 4.3 those groups involved in non-profit educational projects and not necessarily community projects;
  - 4.4 all other groups and/or individuals.
5. Where available, surplus space may be leased on an annual basis in accordance with the provisions of the Education Act on the use of vacant school space.
6. Revenue generated by a lease of space in Division facilities shall accrue to the Division.
7. In the case of leases for commercial uses such as private schools, the Division shall be adequately compensated by rental fees. The rates charged for leasing of surplus space in schools shall reflect market rates and be in accordance with approved fee schedules.

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8. Lease agreements shall be in accordance with Division policy and procedures:

8.1 Leasing of classroom space shall be considered in schools that are occupied by Division students, providing the operation of the school is not disturbed. Such leases shall be for a term of one school year or less and shall be reviewed annually;

8.2 A lease agreement, may be granted, for an initial term of five years, provided the Division retains a termination clause allowing termination of the agreement upon one year's notice;

8.3 All costs shall be recovered;

8.4 If the leasee is profit oriented, a private school, or a government agency, the maximum lease rate shall be obtained;

8.5 All leases are subject to the Joint Use Agreement;

8.6 All tenants in operating schools must abide by Division policies;

8.7 All lease space shall be callable as needed by the school board to be used for educational purposes;

8.8 The Board shall not compete in the provision of property leases for these operations to private day care operators;

8.9 Under special circumstances the Board may lease space on an extended basis during the summer months;

8.10 The leasee shall provide liability insurance for their operations in the amount requested by the Board.

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

## References

Education Act: 193

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**Deleted:** Other: Alberta Education – Policy, Regulations and Forms Manual – Regulation 3.1 .4 School Capital Funding; ¶  
Regulation 3.2.2 Disposition of Property Alberta Infrastructure¶



## 905.1 Disposition of Property

### Policy

The Board may determine whether there is use for a school building, which has been closed pursuant to the *Closure of Schools Regulation* and Board Policy 903.1 School Closure. The Board may also declare for purposes of section 672 of the *Municipal Government Act* that an interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Division's needs. The Board has the authority for the disposition of property derived from the *Education Act* and the *Disposition of Property Regulation*.

### Regulations

1. If a school building has been closed pursuant to the *Closure of Schools Regulation*, the Superintendent of Schools will provide a recommendation to the Board concerning whether there is no use for the school building, and, if so, whether the school building is temporarily surplus to the Board's (Policy 904.1 – Surplus Space) or permanently surplus to the Board's needs.
2. In determining whether a school is temporarily or permanently surplus to the Board, the Board shall consider all of the following criteria:
  - 2.1 demographic factors, including but not limited to:
    - 2.1.1 population and demographic data for the surrounding area;
    - 2.1.2 the former enrolment of the school, and enrolment trends in the foreseeable future;
    - 2.1.3 the location and proximity of other schools, and their potential enrolment in the foreseeable future.
  - 2.2 other potential public educational uses for the building in the foreseeable future;
  - 2.3 the likely cost to staff and operate an educational program at the school in the foreseeable future;
  - 2.4 the cost to maintain the facility in, or restore the facility to, a usable condition, and other costs of ownership;
  - 2.5 such other criteria as the Board may consider necessary.
3. If the Board determines that there is no present use for the school building, but that there may be a need for the school building in the foreseeable future, the Superintendent may investigate the lease of the school building in accordance with the *Disposition of Property Regulation* and Policy 904.1 Surplus Space.
4. If the Board cannot identify a use for school building in the foreseeable future, the Board may attempt to sell the school building in accordance with the *Disposition of Property Regulation*.

5. The Board may determine, for purposes of section 672 of the *Municipal Government Act*, that an interest in a school reserve, municipal and school reserve, or municipal reserve is surplus to the Board's needs. In so doing, the Board shall consider the following criteria:
  - 5.1 enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve;
  - 5.2 student accommodation and transportation issues;
  - 5.3 whether a school on the school reserve, municipal and school reserve or municipal reserve is included in the Board's capital plan;
  - 5.4 the length of time that the school reserve, municipal and school reserve or municipal reserve has existed and has not been needed by the Board;
  - 5.5 such other criteria as the Board may consider necessary.
6. After considering the factors above, the Board determines that the reserve land is surplus to the Board's needs, the Superintendent shall consult with other School Boards operating in the area as to whether those Boards have a need for the reserve lands.
7. If the Board determines that the reserve land is surplus to the Board's needs, the Board shall provide the Minister of Education with a declaration to that effect for Ministerial approval to declare reserve land as surplus.
8. If the Board intends to sell real property with a value of more than \$100,000, then the sale must be conducted in accordance with the Alberta Education Disposition of Property Regulation.

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

### References

Division Policies:	903.1 School Closure, 904.1 Surplus Space
Education Act:	Section 192
Other:	<i>Municipal Government Act</i> , Revised Statutes of Alberta 2000, Chapter M-26, <i>Disposition of Property Regulation</i> , AR 86/2019

## 1002.5 Parent/Guardian Responsibilities

### Policy

The Board believes that the parents/guardians are the primary educators and are partners in the schooling of their children from early education to grade 12.

Parent/Guardians share in the responsibility of maintaining a welcoming, caring, respectful, and safe learning environment.

### Regulations

1. As a partner in education, the Parent/Guardian has the responsibility to:

- 1.1 act as the primary guide and decision maker with respect to the child's education;
- 1.2 take an active role in the child's educational success, including assisting the child in complying with Lethbridge School Division *Policy 500.1 Student Rights and Responsibilities*;
- 1.3 ensure the child attends school regularly;
- 1.4 ensure that the parent's conduct contributes to a welcoming, caring, respectful, and safe learning environment;
- 1.5 co-operate and collaborate with school staff to support the delivery of supports and services to the child;
- 1.6 encourage, foster, and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and;
- 1.7 engage in the child's school community.

### References

Education Act: 32

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**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**Re: First Quarter Financial Report**

**Background**

The 2019/20 First Quarter Financial Report for the Division 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 2019/20 First Quarter Financial Report as presented.

Respectfully submitted,  
Christine Lee

## ***Lethbridge School Division***

# First Quarter Report

November 30th

# 2019

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2019 to November 30, 2019. *This financial information contained herein has not been audited.*

## Report to the Board of Trustees

January 28<sup>th</sup>, 2020



*Lethbridge School Division*  
433 – 15<sup>th</sup> Street South  
Lethbridge, AB T1J 2Z4  
Phone: 403-380-5300  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)



**Lethbridge School Division**  
*First Quarter Report*  
**September 1, 2019 to November 30<sup>th</sup>, 2019**

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## **Executive Summary**

**Lethbridge School Division** has a total budget of \$134.0 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

The School Division was established in 1886 and has proudly served our community for over 130 years. **Lethbridge School Division** serves over 11,750 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-three (23) schools and four (4) institutional programs.

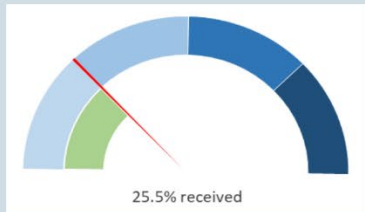
The Division has experienced overall enrolment growth in 2019-2020 of 251 students (2.18 %) over 2018-2019 enrollment.

**Lethbridge School Division** 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 Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2019 until November 30th, 2019 to provide fiscal accountability within the established guidelines.

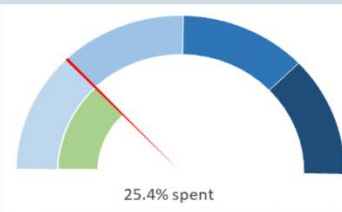


**Education Minister visits Coalbanks Elementary School**





**Total Revenues**



**Total Expenditures**

## Overview:

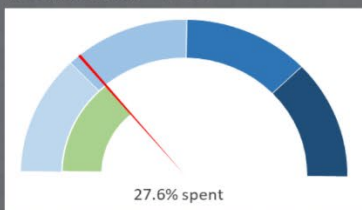
The following is an overview of the yearend reporting on the operations of Lethbridge School Division. This report is the 1st quarter of the year (up to November 30, 2019).

The graphs/charts compare the year-to-date amounts to the budget for the period. The budget included in this report is the Division's 2019/2020 operating budget (updated fall budget - may differ from legally adopted budget as included in the financial statements)

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

## DEPARTMENTS

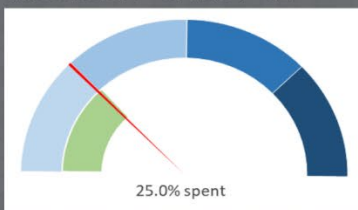
### Instruction - ECS



Budget: \$ 8,677,214  
Forecast: \$ 2,422,457 (27.9%)  
Year-to-date: \$ 2,392,688 (27.6%)



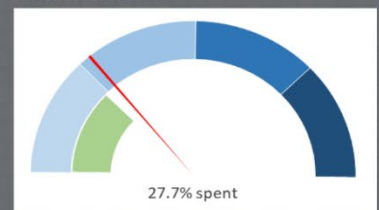
### Instruction - Grade 1 - 12



Budget: \$ 100,040,766  
Forecast: \$ 25,968,681 (26.0%)  
Year-to-date: \$ 24,961,001 (25.0%)



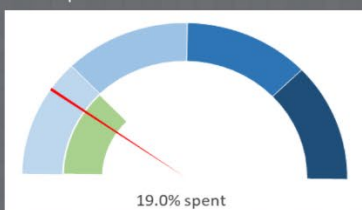
### Plant Operation & Maintenance



Budget: \$ 17,244,276  
Forecast: \$ 4,178,798 (24.2%)  
Year-to-date: \$ 4,783,815 (27.7%)



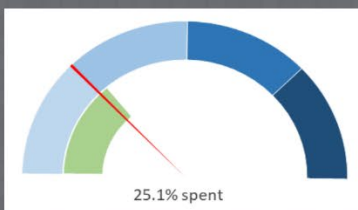
### Transportation



Budget: \$ 2,618,280  
Forecast: \$ 654,570 (25.0%)  
Year-to-date: \$ 497,893 (19.0%)



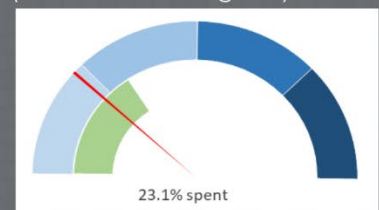
### Board & System Administration



Budget: \$ 4,342,262  
Forecast: \$ 1,193,261 (27.5%)  
Year-to-date: \$ 1,090,291 (25.1%)



### External Services (International Program)

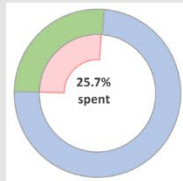


Budget: \$ 315,500  
Forecast: \$ 98,338 (31.2%)  
Year-to-date: \$ 72,837 (23.1%)



## Salaries, Benefits & Professional Development

For all the Departments

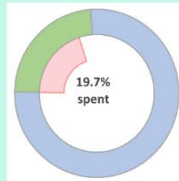


Budget: \$ 102,947,609  
Forecast: \$ 26,797,372 (26.0%)  
Year-to-date: \$ 26,490,562 (25.7%)



## Contracted Services

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

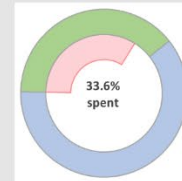


Budget: \$ 7,429,054  
Forecast: \$ 1,748,618 (23.5%)  
Year-to-date: \$ 1,466,390 (19.7%)



## Other Services

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

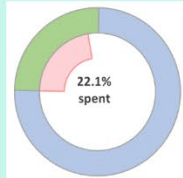


Budget: \$ 1,814,021  
Forecast: \$ 708,211 (39.0%)  
Year-to-date: \$ 608,916 (33.6%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

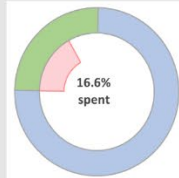


Budget: \$ 4,830,206  
Forecast: \$ 1,207,551 (25.0%)  
Year-to-date: \$ 1,068,064 (22.1%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

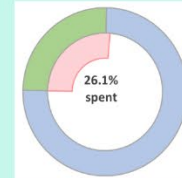


Budget: \$ 767,043  
Forecast: \$ 191,761 (25.0%)  
Year-to-date: \$ 127,279 (16.6%)



## Transfers, SGF, & Capital/IMR

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



Budget: \$ 15,450,365  
Forecast: \$ 3,862,591 (25.0%)  
Year-to-date: \$ 4,037,315 (26.1%)



## TYPES OF EXPENSES



### **Operations Overview**

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for November 30<sup>th</sup>, 2019.



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

- **Salaries, Benefits & Professional Development** are less than the forecasted budget. This reduction is somewhat due to the benefit costs being slightly less than projected; whereas, this typically relates to the timing of benefit contributions (some contributions start in January and can reach the contribution limits during the year). Benefit reductions can also be a result of staff not utilizing certain benefits such as support staff signing up for specific pension plans.
- **Contracted Services** are less than the forecasted budget. This is mostly due to that contracted transportation services being less than forecast in the 1<sup>st</sup> quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period).
- **Other Services** are less than the forecasted budget. This is mostly related to that rentals costs are less than projected and membership costs are still to be received.
- **Supplies** are less than the forecasted budget. This is mostly due to that some of the general school supplies are still to be purchased.
- **Other Expenditures** are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are greater than the forecasted budget. This mostly relates to the Infrastructure, Maintenance and Renewal (IMR) expenditures being more than the forecasted amount (including two large HVAC upgrades at schools). These increases in IMR expenditure are somewhat offset by School Generated Funds (SGF) activity expenditures being less than forecast.

## **Financial Position**

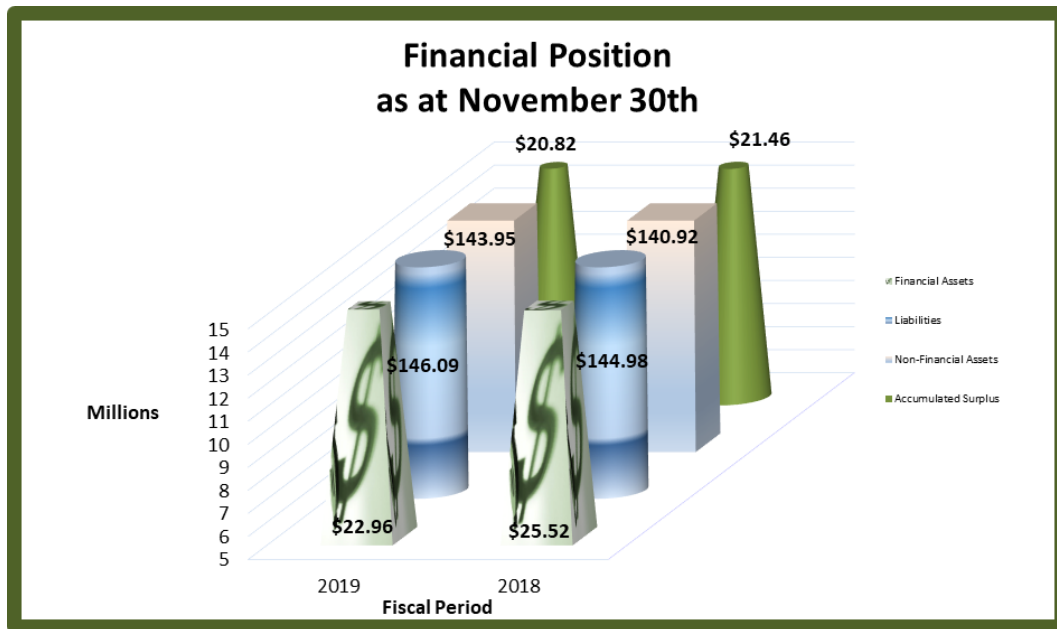
As at November 30, 2019, [Lethbridge School Division](#) has total financial assets of \$22.96 million and liabilities of \$146.09 million for net financial debt of \$123.13 million. A net debt position is not necessarily an indication that a division is in financial difficulty.

Net financial debt includes \$138.0 million of deferred contributions related to the unamortized portion of supported capital assets (referred to as Expended Deferred Capital Contributions), 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 and other external sources.

Before consideration of Expended Deferred Capital Contributions (EDCC), the Division had Net Assets of \$14.9 million. Of this \$14.9 million, \$9.0 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 \$840,500 of unrestricted reserves, \$5.14 million of capital reserves and \$320,000 of endowment funds.

There is \$143.95 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$138.0 million as explained above, the Division's investment in capital assets of \$5.4 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 \$20.8 million. The chart below compares the financial position of November 30th with the prior year.



**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
**As at November 30th, 2019**

	November 30th, 2019	November 30th, 2018
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$18,143,716	\$19,149,677
Accounts receivable (net after allowances)	\$4,723,811	\$6,295,756
Portfolio investments	\$93,469	\$74,540
Other financial assets	\$0	\$0
<b>Total financial assets</b>	<b>\$22,960,996</b>	<b>\$25,519,973</b>
<b>LIABILITIES</b>		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$5,016,023	\$3,777,411
Deferred contributions	\$140,843,219	\$140,987,764
Employee future benefit liabilities	\$230,538	\$217,648
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
<b>Total liabilities</b>	<b>\$146,089,780</b>	<b>\$144,982,823</b>
<b>Net Financial Assets (Net Debt)</b>	<b>(\$123,128,784)</b>	<b>(\$119,462,850)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	\$143,452,265	\$140,666,806
Inventory of supplies	\$181,379	\$149,320
Prepaid expenses	\$320,140	\$106,957
<b>Total non-financial assets</b>	<b>\$143,953,784</b>	<b>\$140,923,083</b>
<b>ACCUMULATED SURPLUS</b>		
Unrestricted surplus	\$840,467	\$1,076,554
Operating reserves	\$9,093,297	\$9,005,250
<b>Accumulated Surplus from Operations</b>	<b>\$9,933,764</b>	<b>\$10,081,804</b>
Investment in capital assets	\$5,424,729	\$5,790,395
Capital reserves	\$5,146,633	\$5,268,160
Endowments	\$319,874	\$319,874
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$20,825,000</b>	<b>\$21,460,233</b>

*The statement above compares the Financial Position of the 1<sup>st</sup> quarter of 2019/2020 to the 1<sup>st</sup> quarter of the prior year for comparative purposes.*

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
*As at November 30th, 2019*

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**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at November 30<sup>th</sup>, 2019 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

**Accounts Receivable**

Accounts receivable at November 30<sup>th</sup>, 2019 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division.

**Portfolio Investments**

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

**Total Financial Assets of the Division at November 30, 2019 are \$22.96 million dollars.**

**Westside Elementary  
Schools participate in  
Terry Fox walk**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable at November 30, 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.

Accounts Payable also includes unearned revenues (with the adoption of accounting standard PS 3430 Restructuring Transactions in the prior year), including prepaid international fees for the following schools year and externally restricted School Generated Funds, such as student travel group deposits or school activity fees. These unearned revenues are classified within accounts payable as these types of transactions require that goods and/or services are to be provided in the future by the Division to the groups/individuals that directly paid these fees.

### **Deferred Revenue**

Included in Deferred Contributions is Unspent Deferred Capital Contributions (UDCC) and Expended Deferred Capital Contributions (EDCC).

Deferred Contributions, excluding capital contributions noted above, is mainly unspent Infrastructure, Maintenance and Renewal (IMR) grant funding and other grant funding requiring eligible expenditures. Contributions are allocated to revenue as funds are expended.

### **Employee Future Benefits**

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

**Total financial liabilities at November 30, 2019 are \$146.09 million.**

### **NET FINANCIAL ASSETS (DEBT):**

Net financial assets (debt), which is the funds available (owing) after discharging the Division's financial obligations, is a **net debt position of \$123.13 million**.

A net debt position does not necessarily mean the Division is in financial difficulty. Net financial debt includes \$138.0 million of deferred contributions related to supported capital from the Province of Alberta. These funds are related to the unamortized portion of supported capital assets (Expended Deferred Capital Contributions), 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 November 30, 2019:**

Total Financial Assets	\$ 22.96 Million
Total Liabilities	146.09 Million
<b>Net Financial Assets (Debt)</b>	<b>\$ (123.13) Million</b>
Non-Financial Asset	143.95 Million
<b>Accumulated Surplus</b>	<b>\$ 20.82 Million</b>

Excluding \$138.0  
Million expended  
Deferred Capital

Results Net Asset  
\$14.9 Million

**Before consideration of Expended Deferred Capital Contributions (EDCC), the Division had  
Net Assets of \$14.9 million as at November 30, 2019.**

**NON-FINANCIAL ASSETS:**

Non-financial assets are tangible assets that are used in the operations of the Division 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 Division. These assets are amortized over their estimated useful lives to arrive at a net value of \$143.45 million as of November 30, 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 and Dr. Gerald Probe Elementary School. Since the beginning of the school year, a total of \$1.50 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the new South East Elementary School.



**New South East Lethbridge  
Elementary School**

**Construction progress  
– starting with the foundation**

**Inventory of Supplies**

Inventory of supplies represent the warehouse and caretaking supplies and materials on hand to be used in a subsequent fiscal period.

**Prepaid Expenses**

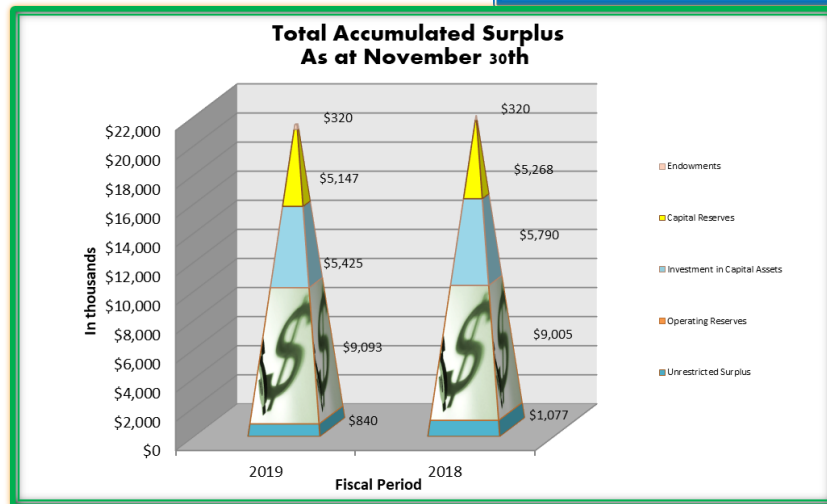
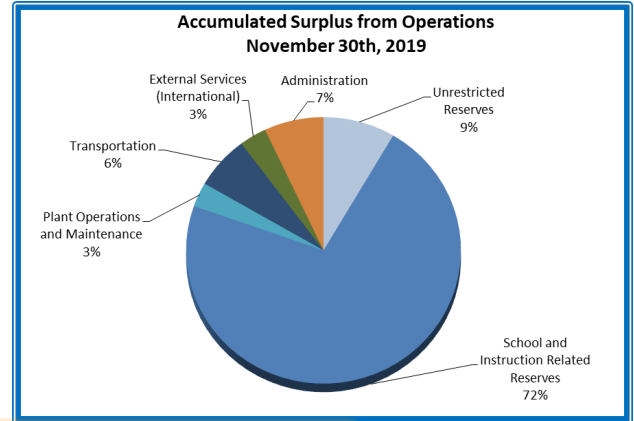
Prepaid expenses represent insurance, licenses, and materials that are for a subsequent fiscal period.

**Total non-financial assets as of November 30, 2019 are \$143.95 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 Division, where the principal must be maintained permanently, called endowments, are also included in accumulated surplus.

The restricted operating reserves consist of 72% 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 Division.

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

Capital reserves are funds that have been set aside for future replacement of Division assets that are not supported by the Province or external contributions. The Division 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 Division which consists of both operating and capital funds is \$20.82 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at November 30, 2019.**



## Operations

### Budget Update as of September 30<sup>th</sup>

The revised budget for the 2019-2020 school year reflects changes to the Division budget as of September 30<sup>th</sup>, 2019, based on the additional information received since the preliminary budget.

With the release of the October 24<sup>th</sup>, 2019, the Provincial Government released the budget and related Provincial Funding Manuals. Student enrolment was funded; however, there were other specific grants that were eliminated to assist in funding enrolment (which was not expected by school boards across the Province) including the Class-size funding which accounted for approximately \$5.0 million in the prior year. The Province did provide a one-time transitional grant of \$2.2 million in the budget year; however, the Division still have an overall reduction of Provincial grant revenues for the 2019-2020 Operating Budget.



Overall revenue, including use of reserves, in the revised budget increased by \$1.38 million over preliminary budget projections developed in June 2019. This majority of increase is due to the utilization of operating reserves to cover the Provincial funding shortfall and some carryforward of school-based and other instructional surpluses. This increase from operating reserves is utilized to cover the \$3.0 million reduction in Provincial funding.

There were 2.0 full time equivalent contingent teacher positions (that were not yet hired) that were removed in the revised budget. There were also an additional 5.0 full time equivalent support staff positions in the revised budget.

In budget 2019-2020, \$4.55 million of one-time reserves will be utilized for the funding shortfall and other division and school-based priorities.

<b>Budget Adjustments:</b>	<b>Revenues</b>	<b>Expenses</b>
Approved Expenses - "September 30th Budget"	129,441,726	133,208,125
Transfers to Reserves		10,000
Total "September 30th" Expenses and Transfers	129,441,726	133,218,125
 <i>Updates from Approved "September 30th Budget":</i>		
Society Contribution	20,173	20,173
<b>Updated Operating Budget</b>	<b>129,461,899</b>	<b>133,238,298</b>
Transfers from Reserves/Capital	4,554,728	778,329
	<u>134,016,627</u>	<u>134,016,627</u>

*The Budget Adjustments is a reconciliation from the approved September 30<sup>th</sup> budget to the Updated 2019/2020 Operating Budget.*



**Lethbridge School Division**  
**STATEMENT OF OPERATIONS**  
For the period ended November 30th, 2019

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget 2019-2020 (June 2019)	Updated "September 30th" budget 2019-2020 (Sept 30th 2019)	Forecasted To November 30th	Actual Year Ended November 30th	% Expended Revised Budget	% Expended Forecast to November 30th	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>								
Government of Alberta	\$123,517,081	\$120,904,897	\$30,226,225	\$30,934,333	25.59%	102.34%	\$120,904,897	\$0
Federal Government and First Nations	\$248,128	\$388,944	\$0	\$0	0.00%	0.00%	\$388,944	\$0
Fees	\$3,762,082	\$4,106,603	\$1,031,693	\$817,702	19.91%	79.26%	\$4,106,603	\$0
Other sales and services	\$1,308,436	\$964,751	\$477,813	\$122,580	12.71%	25.65%	\$964,751	\$0
Investment income	\$193,000	\$193,000	\$48,250	\$97,012	50.27%	201.06%	\$388,048	\$195,048
Gifts and donations	\$363,000	\$408,000	\$102,000	\$184,823	45.30%	181.20%	\$408,000	\$0
Rental of facilities	\$34,704	\$34,704	\$8,676	\$7,176	20.68%	82.71%	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$615,250	\$875,328	35.57%	142.27%	\$2,461,000	\$0
<b>Total Revenues</b>	<b>\$131,887,431</b>	<b>\$129,461,899</b>	<b>\$32,509,907</b>	<b>\$33,038,954</b>	<b>25.52%</b>	<b>101.63%</b>	<b>\$129,656,947</b>	<b>\$195,048</b>
<b>EXPENSES</b>								
Instruction-Early Childhood Services	\$8,896,976	\$8,677,214	\$2,422,457	\$2,392,688	27.57%	98.77%	\$8,677,214	\$0
Instruction - Grades 1-12	\$99,139,082	\$100,040,766	\$25,968,681	\$24,961,001	24.95%	96.12%	\$99,943,626	(\$97,140)
Plant operations and maintenance	\$16,855,126	\$17,244,276	\$4,178,798	\$4,783,815	27.74%	114.48%	\$17,244,276	\$0
Transportation	\$2,468,779	\$2,618,280	\$654,570	\$497,893	19.02%	76.06%	\$2,618,280	\$0
Administration	\$4,253,283	\$4,342,262	\$1,193,261	\$1,090,291	25.11%	91.37%	\$4,342,262	\$0
External services [International Services]	\$315,500	\$315,500	\$98,338	\$72,837	23.09%	74.07%	\$315,500	\$0
<b>Total Expenses</b>	<b>\$131,928,746</b>	<b>\$133,238,298</b>	<b>\$34,516,105</b>	<b>\$33,798,525</b>	<b>25.37%</b>	<b>97.92%</b>	<b>\$133,141,158</b>	<b>(\$97,140)</b>
<b>Operating surplus (deficit)</b>	<b>(\$41,315)</b>	<b>(\$3,776,399)</b>	<b>(\$2,006,198)</b>	<b>(\$759,571)</b>			<b>(\$3,484,211)</b>	
Accumulated Surplus from Operations beginning of Year	\$7,978,192	\$10,593,911	\$10,593,911	\$10,593,911			\$10,593,911	
Transfers to/from capital reserves, endowments, & capital	(\$690,283)	(\$778,329)	(\$778,329)	\$99,424			(\$778,329)	
<b>Accumulated operating surplus (deficit) at end of period</b>	<b>\$7,246,594</b>	<b>\$6,039,183</b>	<b>\$7,809,384</b>	<b>\$9,933,764</b>			<b>\$6,331,371</b>	
<b>AOS as a % of budgeted expenditures</b> (includes SGF accounts)	5.49%	4.53%	5.86%	7.46%			4.76%	

### **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 June 2019. The second column of budget information is the budget that has been revised after September 30<sup>th</sup> 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, leases and international program revenues/expenses are typically paid/received in the 1st quarter.
  - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
- 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 30<sup>th</sup> 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 31<sup>st</sup>, 2020. 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 31<sup>st</sup> projection has changed from the updated budget (if required).

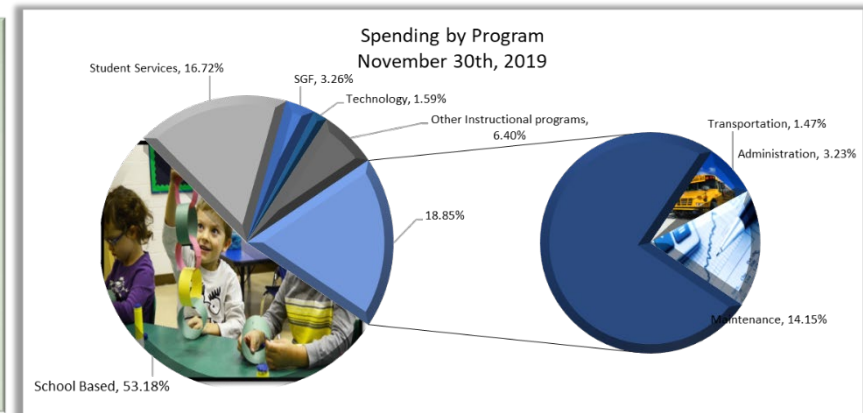
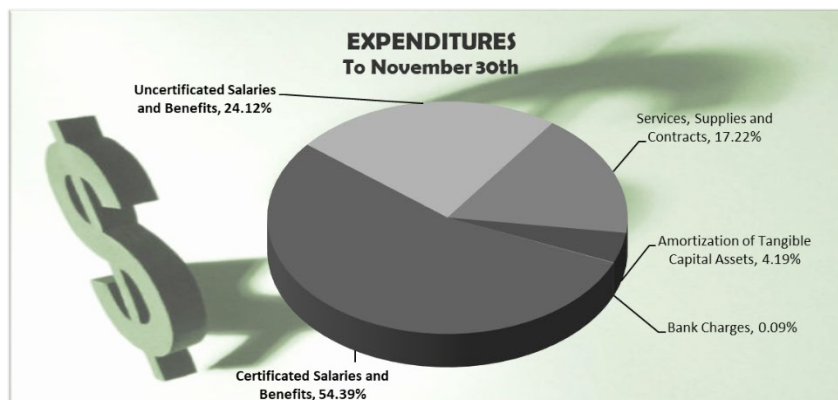
### **OPERATION RESULTS:**

For the three (3) months ended November 30<sup>th</sup>, 2019, \$33.04 million of revenues have been recorded which is 25.52% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$32.51 million would have been received in the reporting period; whereas, the actuals were higher than forecasted, specifically in the funding received from Alberta Education. The increase in Alberta Education funding 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 101.63% of the forecast.

Expenditures are \$33.80 million as of November 30<sup>th</sup>, 2019, which is 25.37% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$34.52 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 97.92% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the division to ensure that the departments are not incurring cost overruns.

**Lethbridge School Division**  
**Schedule of Program Operations**  
For the period ended November 30th, 2019

	Instruction (ECS)	Instruction (Grades 1-12)	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
<b>REVISED BUDGET 2019-2020 (September 30th)</b>	\$8,677,214	\$100,040,766	\$17,244,276	\$2,618,280	\$4,342,262	\$315,500	<b>\$133,238,298</b>		
<b>FORECAST - November 30th</b>	\$2,422,457	\$25,968,681	\$4,178,798	\$654,570	\$1,193,261	\$98,338	<b>\$34,516,105</b>		
<b>EXPENSES</b>									
Certificated salaries and benefits	\$760,329	\$17,394,808	\$0	\$0	\$203,877	\$19,513	<b>\$18,378,527</b>	\$72,897,496	25.21%
Non-certificated salaries and benefits	\$1,539,624	\$4,853,060	\$1,171,762	\$20,853	\$561,491	\$9,934	<b>\$8,156,724</b>	\$28,891,278	28.23%
<b>SUB - TOTAL</b>	\$2,299,953	\$22,247,868	\$1,171,762	\$20,853	\$765,368	\$29,447	<b>\$26,535,251</b>	\$101,788,774	26.07%
Services, contracts and supplies	\$92,735	\$2,488,509	\$2,429,631	\$473,860	\$291,101	\$43,390	<b>\$5,819,226</b>	\$25,790,999	22.56%
Amortization of capital assets	\$0	\$195,209	\$1,182,422	\$3,180	\$33,822	\$0	<b>\$1,414,633</b>	\$5,658,525	25.00%
Interest and charges	\$0	\$29,415	\$0	\$0	\$0	\$0	<b>\$29,415</b>	\$0	100.00%
<b>TOTAL EXPENSES</b>	\$2,392,688	\$24,961,001	\$4,783,815	\$497,893	\$1,090,291	\$72,837	<b>\$33,798,525</b>	\$133,238,298	25.37%
<b>Total unexpended funds period to date</b>	\$6,284,526	\$75,079,765	\$12,460,461	\$2,120,387	\$3,251,971	\$242,663	<b>\$99,439,773</b>	\$133,238,298	74.63%
<b>% Expended of Budget</b>	27.57%	24.95%	27.74%	19.02%	25.11%	23.09%	<b>25.37%</b>		



*Lethbridge School Division*  
**Notes to the Statement of Operations**  
*For the three (3) months ended November 30th, 2019*

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**REVENUES:**

Revenues are reported by type for the Division. 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. 90% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 1<sup>st</sup> quarter, the Division has received 102.34% of the forecasted funds received (or 25.59% of the total budget).

The increase is due to the operating Infrastructure, Maintenance and Renewal (IMR) grant revenues recognized on the two major HVAC upgrades at two schools; whereas, a portion of these IMR grant funds may be subsequently allocated to capital funding if certain IMR projects are capitalized.

**Federal Government and First Nations**

Represents amounts billed for tuition for students living on the Kainai reserve. Funds are as anticipated at the second quarter based on the time of billing.

**Fees**

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

**Other Sales and Services**

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

**Chinook High  
School's  
Howl Fest**



### **Investment Income**

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

### **Gifts and donations**

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

### **Rental of Facilities**

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

### **Fundraising**

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

**Overall, revenues are comparable to the forecasted budget at November 30, 2019.**

### **EXPENDITURES:**

Expenditures are reported as a total for each functional area within the Division. 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 (PUF) for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 27.6% of the total budget (compared to 27.9% forecasted). The expenditures are comparable to the forecast.

#### **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 25.0% of the total budget (compared to 26.0% forecast). See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

### **Fleetwood's Family Outdoor Classroom Project**



### **Plant Operations and Maintenance**

Plant operations and maintenance expenditures represent spending on operating and maintaining the Division'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 27.7% of the total budget (compared to 24.2% forecasted).

The increase is due to the operating Infrastructure, Maintenance and Renewal (IMR) costs incurred, including the two major HVAC upgrades at two schools; whereas, a portion of these costs may be subsequently be capitalized. Increase in costs are offset by the increase in the revenues recognized.

### **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 19.0% of the total budget (compared to 25.0% forecasted).

### **Administration**

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 25.1% of the total budget (compared to 27.5% forecasted).

### **External Services**

An external service represents costs that are outside regular provincially mandated instruction and operations. The International Services program provides programming to students who attend the Division 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 23.1% of the total budget (compared to 31.2% forecasted).

**Overall, expenditures are lower than the forecasted figures at November 30, 2019.**



**Lethbridge School Division**  
**Schedule of Instructional (Grades 1-12) Program Expenditures**  
For the period ended November 30th, 2019

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2019-2020 (Sept 30th 2019)	November 30th	November 30th	Updated Budget	Forecast to November 30th	Projection	Change from Updated Budget
School Based Instruction	\$65,258,730	\$16,470,898	\$16,125,149	24.71%	97.90%	\$65,161,590	(\$97,140)
Inclusive Learning Supports	\$9,405,144	\$2,929,584	\$2,684,354	28.54%	91.63%	\$9,405,144	\$0
Shared Instructional Services	\$10,063,148	\$2,739,763	\$2,895,147	28.77%	105.67%	\$10,063,148	\$0
School Generated Funds Activities	\$6,481,461	\$1,620,365	\$1,103,393	17.02%	68.10%	\$6,481,461	\$0
Technology	\$2,712,360	\$528,090	\$537,581	19.82%	101.80%	\$2,712,360	\$0
Institutional Programs	\$983,999	\$246,000	\$237,099	24.10%	96.38%	\$983,999	\$0
Division of Instructional Services	\$843,474	\$210,869	\$213,901	25.36%	101.44%	\$843,474	\$0
FNMI Programming	\$671,316	\$167,829	\$123,076	18.33%	73.33%	\$671,316	\$0
Counselling Program	\$2,592,213	\$648,053	\$642,429	24.78%	99.13%	\$2,592,213	\$0
Other Instructional Programs	\$1,028,921	\$407,230	\$398,874	38.77%	97.95%	\$1,028,921	\$0
<b>Total Instructional (Grades 1 -12) Program Expenditures</b>	<b>\$100,040,766</b>	<b>\$25,968,681</b>	<b>\$24,961,001</b>	<b>24.95%</b>	<b>96.12%</b>	<b>\$99,943,626</b>	<b>(\$97,140)</b>

**Other Instructional Programs:**

Community Outreach School  
Downtown LA  
High School Off Campus  
Distance Learning Program  
Poverty Committee  
Making Connections

**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 Division**

### **Notes to the Schedule of Instructional (Grade 1-12) Program Expenditures**

*For the three (3) months ended November 30th, 2019*

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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 24.7% of the total budget (compared to 25.2% forecasted). See the *Statement 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. The forecasted budget is increased from the standard 25.0 as the educational assistants are paid over 10 months; therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 28.5% of the total budget (compared to 31.1% forecasted). The expenditures are less than forecast mostly relates to that many of the educational assistant staff are still being hired.

#### **Shared Instructional Services**

Shared Instructional Services includes programs and expenditures that provide support to schools within the Division. 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 1<sup>st</sup> quarter. Shared Instructional Services expenditures are at 28.77% of the total budget (compared to 27.2% forecasted). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



**Lakeview  
Elementary School's  
Feed the Bug  
(25<sup>th</sup> Anniversary)**



### **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 17.0% of the total budget (compared to 25.0% forecasted); whereas, there are many costs that are still to be incurred during the school year for these related SGF activities.

### **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 division for the implementation of information and communication technology. Technology expenditures are at 19.8% of the total budget (compared to 19.5% 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 24.1% of the total budget (compared to 25.0% forecasted).

### **Division of Instructional Services**

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 25.4% of the total budget (compared to 25.0% forecasted). The increase in the expenditure relative the forecast is due to increased contracted services and that more supplies are purchased at the beginning of the year.

### **First Nations Métis and Inuit (FNMI) Program**

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education, and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 18.3% of the total budget (compared to 25.0% forecasted). The expenditures are less than forecast mostly relates to that many of the FNMI Liaisons and other staff are still being hired.



“Rock you Mocs”  
cultural pride  
event

### **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 24.8% of the total budget (compared to 25.0% forecasted).

### **Other Instructional Program**

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, and Making Connections. Other Instructional Program expenditures are at 38.8% of the total budget (compared to 39.6% forecasted).

**Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at November 30, 2019.**



**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**  
For the period ended November 30th, 2019

SCHOOL	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2019-2020 (Sept 30th 2019)	November 30th	November 30th	Updated Budget	Forecast to November 30th	Projection	Change from Updated Budget
<b>High Schools:</b>							
Lethbridge Collegiate Institute	\$4,742,595	\$1,201,876	\$1,253,713	26.44%	104.31%	\$4,742,595	\$0
Winston Churchill High School	\$5,348,518	\$1,353,766	\$1,283,553	24.00%	94.81%	\$5,343,246	(\$5,272)
Chinook High School	\$6,710,439	\$1,681,155	\$1,742,441	25.97%	103.65%	\$6,710,439	\$0
Victoria Park High School	\$1,935,960	\$487,399	\$481,604	24.88%	98.81%	\$1,933,600	(\$2,360)
Immanuel Christian Secondary School	\$1,965,814	\$497,249	\$498,023	25.33%	100.16%	\$1,965,814	\$0
<b>Middle Schools:</b>							
GS Lakie Middle School	\$2,817,367	\$711,951	\$693,909	24.63%	97.47%	\$2,801,603	(\$15,764)
Wilson Middle School	\$4,041,528	\$1,013,109	\$952,450	23.57%	94.01%	\$4,029,220	(\$12,308)
Gilbert Paterson	\$4,369,965	\$1,101,014	\$1,070,973	24.51%	97.27%	\$4,348,681	(\$21,284)
Lethbridge Christian School	\$1,445,328	\$363,718	\$376,531	26.05%	103.52%	\$1,445,328	\$0
Senator Joyce Fairbairn Middle School	\$3,009,720	\$765,044	\$713,561	23.71%	93.27%	\$3,009,596	(\$124)
<b>Elementart Schools:</b>							
Senator Buchanan	\$1,997,654	\$503,675	\$494,624	24.76%	98.20%	\$1,997,654	\$0
Immanuel Christian Elementary School	\$1,724,696	\$438,603	\$437,273	25.35%	99.70%	\$1,724,696	\$0
Ecole Agnes Davidson	\$3,069,385	\$774,164	\$687,646	22.40%	88.82%	\$3,065,937	(\$3,448)
Fleetwood-Bawden	\$2,130,001	\$539,148	\$535,619	25.15%	99.35%	\$2,130,001	\$0
Galbraith	\$2,554,605	\$649,151	\$618,642	24.22%	95.30%	\$2,550,809	(\$3,796)
Lakeview	\$3,105,083	\$785,339	\$782,481	25.20%	99.64%	\$3,105,083	\$0
General Stewart	\$854,875	\$216,555	\$211,015	24.68%	97.44%	\$854,875	\$0
Westminster	\$1,408,976	\$354,971	\$361,994	25.69%	101.98%	\$1,408,976	\$0
Coalbanks Elementary School	\$3,097,143	\$779,433	\$742,811	23.98%	95.30%	\$3,084,279	(\$12,864)
Ecole Nicholas Sheran	\$3,233,484	\$815,496	\$782,943	24.21%	96.01%	\$3,219,476	(\$14,008)
Park Meadows	\$2,052,202	\$516,098	\$509,054	24.81%	98.64%	\$2,048,206	(\$3,996)
Mike Mountain Horse	\$3,290,436	\$827,723	\$809,033	24.59%	97.74%	\$3,290,436	\$0
Dr. Probe Elementary School	\$3,265,286	\$822,342	\$812,857	24.89%	98.85%	\$3,263,370	(\$1,916)
<b>Allocation of ECS Teachers included in Schools</b>	<b>(\$2,912,330)</b>	<b>(\$728,083)</b>	<b>(\$727,601)</b>	<b>24.98%</b>	<b>99.93%</b>	<b>(\$2,912,330)</b>	<b>\$0</b>
<b>Total School Based Instruction Expenditures</b>	<b>\$65,258,730</b>	<b>\$16,470,898</b>	<b>\$16,125,149</b>	<b>24.71%</b>	<b>97.90%</b>	<b>\$65,161,590</b>	<b>(\$97,140)</b>

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**  
For the period ended November 30th, 2019

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to November 30th	Expenses up to November 30th	November 30th	Increase (Decrease)
<b>REVISED BUDGET 2019-2020 (September 30th)</b>	N/A	\$6,481,461	(\$6,481,461)	N/A	N/A
<b>FORECAST - November 30th</b>	N/A	\$1,620,365	(\$1,620,365)	N/A	N/A
<b>High Schools:</b>					
Lethbridge Collegiate Institute	\$113,113	\$290,345	(\$82,731)	\$320,727	\$207,614
Winston Churchill High School	\$373,106	\$227,868	(\$207,471)	\$393,503	\$20,397
Chinook High School	\$284,926	\$282,776	(\$177,136)	\$390,565	\$105,639
Victoria Park High School	\$248,934	\$27,626	(\$38,852)	\$237,708	(\$11,226)
Immanuel Christian Secondary School	\$59,087	\$81,606	(\$70,072)	\$70,621	\$11,534
<b>Middle Schools:</b>					
GS Lakie Middle School	\$228,629	\$104,738	(\$83,783)	\$249,583	\$20,955
Wilson Middle School	\$198,470	\$148,128	(\$81,444)	\$265,155	\$66,684
Gilbert Paterson	\$150,341	\$289,927	(\$127,772)	\$312,496	\$162,155
Lethbridge Christian School	\$27,627	\$11,272	(\$5,978)	\$32,921	\$5,294
Senator Joyce Fairbairn Middle School	\$83,568	\$78,806	(\$10,489)	\$151,886	\$68,318
<b>Elementary Schools:</b>					
Senator Buchanan	\$52,031	\$18,725	(\$42,063)	\$28,693	(\$23,338)
Immanuel Christian Elementary School	\$13,407	\$9,172	(\$5,219)	\$17,360	\$3,953
Ecole Agnes Davidson	\$140,051	\$48,119	(\$41,483)	\$146,687	\$6,636
Fleetwood-Bawden	\$25,326	\$20,609	(\$6,267)	\$39,667	\$14,341
Galbraith	\$63,723	\$7,053	(\$9,531)	\$61,245	(\$2,479)
Lakeview	\$39,456	\$19,490	(\$22,952)	\$35,994	(\$3,461)
General Stewart	\$3,866	\$3,815	(\$1,677)	\$6,003	\$2,138
Westminster	\$67,904	\$8,344	(\$5,634)	\$70,613	\$2,710
Coalbanks Elementary School	\$10,537	\$28,275	(\$23,571)	\$15,241	\$4,704
Ecole Nicholas Sheran	\$50,152	\$26,471	(\$16,120)	\$60,504	\$10,351
Park Meadows	\$53,821	\$15,235	(\$34,547)	\$34,508	(\$19,312)
Mike Mountain Horse	\$29,689	\$7,931	\$1,562	\$39,181	\$9,493
Dr. Probe Elementary School	\$86,774	\$25,338	(\$10,162)	\$101,950	\$15,176
<b>School Generated Funds</b>	<b>\$2,404,537</b>	<b>\$1,781,668</b>	<b>(\$1,103,393)</b>	<b>\$3,082,812</b>	<b>\$678,275</b>
Total SGF investment accounts (GICs)	\$93,469			\$93,469	\$0
<b>Total School Generated Funds</b>	<b>\$2,498,006</b>	<b>\$1,781,668</b>	<b>(\$1,103,393)</b>	<b>\$3,176,281</b>	<b>\$678,275</b>
<b>% Expended of Budget</b>		27.49%	17.02%		
<b>% Expended of projected</b>		109.95%	68.10%		

**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 Division**  
**SCHEDULE OF PROJECTED OPERATIONS**  
For the period ended November 30th, 2019

	Budget Information	Projection	
	Updated "September 30th" budget 2019-2020 (Sept 30th 2019)	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>			
Alberta Education	\$120,904,897	\$120,904,897	\$0
Federal Government and First Nations	\$388,944	\$388,944	\$0
Fees	\$4,106,603	\$4,106,603	\$0
Other sales and services	\$964,751	\$964,751	\$0
Investment income	\$193,000	\$388,048	\$195,048
Gifts and donations	\$408,000	\$408,000	\$0
Rental of facilities	\$34,704	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$0
<b>Total Revenues</b>	\$129,461,899	\$129,656,947	\$195,048
<b>EXPENSES</b>			
Instruction-Early Childhood Services	\$8,677,214	\$8,677,214	\$0
Instruction - Grades 1-12	\$100,040,766	\$99,943,626	(\$97,140)
Plant operations and maintenance	\$17,244,276	\$17,244,276	\$0
Transportation	\$2,618,280	\$2,618,280	\$0
Administration	\$4,342,262	\$4,342,262	\$0
External services <i>[International Services]</i>	\$315,500	\$315,500	\$0
<b>Total Expenses</b>	\$133,238,298	\$133,141,158	(\$97,140)

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

**Projected Revenues:**

- **Investment Income** – increase in projections of \$195,048 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 \$97,140 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 \$97,140 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.

At this time there are no projected savings from average costs of teachers as the budgeted average teaching costs were adjusted in the September 30<sup>th</sup> Operating Budget to align with actual staffing levels and related costs. This will continue to be reviewed throughout the year.

## *Lethbridge School Division*

### **Appendices**

*For the three (3) months ended November 30th, 2019*

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The Appendices include charts and graphs for the revenues and expenditures at November 30<sup>th</sup>, 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.

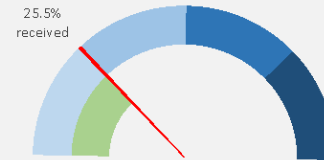


## Lethbridge School Division Summary of Revenues Quarterly Reporting - November 30th, 2019

Financial Data as at January 22, 2020

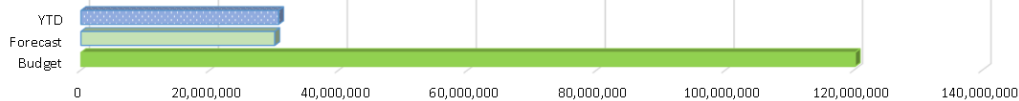
	Budget	Forecast	YTD	Variance	YTD %
Alberta Education	120,175,039	30,043,760	30,644,632	(600,872)	25.5%
Government of Alberta	729,858	182,465	289,756	(107,291)	39.7%
Federal & First Nations	388,944	0	0	0	0.0%
Fees	3,760,475	1,031,693	817,702	213,992	21.7%
Other Sales & Services	1,310,879	477,813	122,580	355,233	9.4%
Investment Income	193,000	48,250	97,012	(48,762)	50.3%
Gifts & Donations	408,000	102,000	184,823	(82,823)	45.3%
Rental of Facilities	34,704	8,676	7,176	1,500	20.7%
Fundraising	2,461,000	615,250	875,328	(260,078)	35.6%
Gain on Disposal	0	0	0	0	0.0%
	<b>129,461,899</b>	<b>32,509,906</b>	<b>33,039,008</b>	<b>(529,102)</b>	<b>25.5%</b>

**Total Revenue Tachometer:**

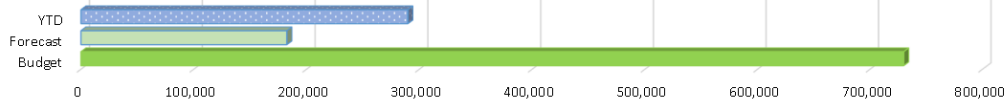


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

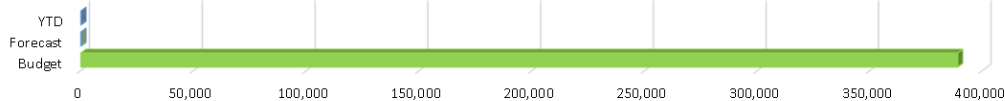
### Alberta Education



### Government of Alberta



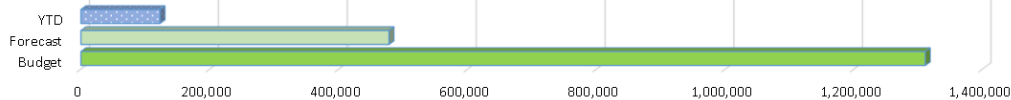
### Federal & First Nations



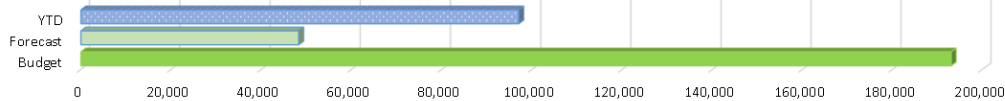
### Fees



### Other Sales & Services



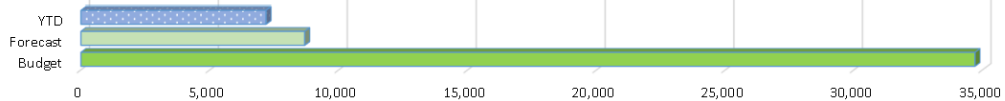
### Investment Income



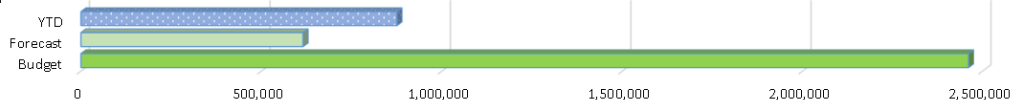
### Gifts & Donations



### Rental of Facilities



### Fundraising





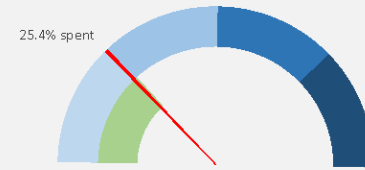


## Lethbridge School Division Summary of Expenses Quarterly Reporting - November 30th, 2019

Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	82,637,926	21,341,109	21,439,491	(98,382)	25.9%
Benefits	19,609,995	5,281,341	4,846,814	434,527	24.7%
Professional Development	699,688	174,922	204,257	(29,336)	29.2%
Contracted Services	7,429,054	1,748,618	1,466,390	282,228	19.7%
Other Services	1,814,021	708,211	608,916	99,296	33.6%
Supplies	4,830,206	1,207,551	1,068,064	139,487	22.1%
Other Expenditures	767,043	191,761	127,279	64,482	16.6%
Capital, Transfer & Projects	15,450,365	3,862,591	4,037,315	(174,724)	26.1%
	<b>133,238,298</b>	<b>34,516,105</b>	<b>33,798,525</b>	<b>717,580</b>	<b>25.4%</b>

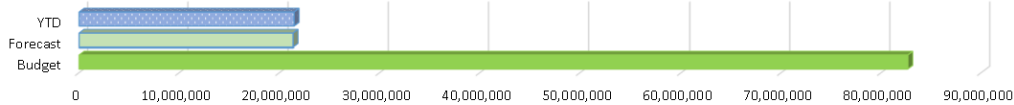
### Total Expense Tachometer:



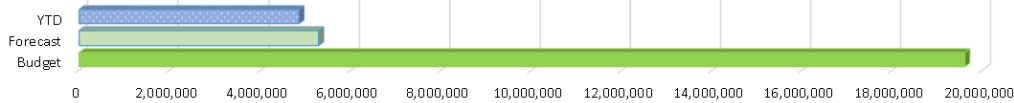
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

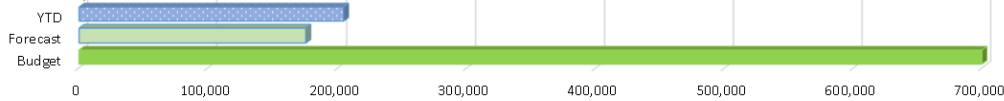
### Salaries



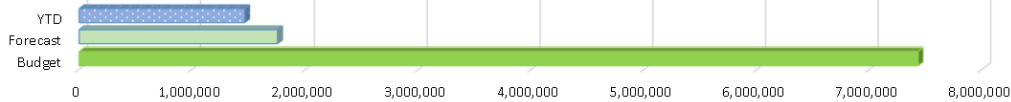
### Benefits



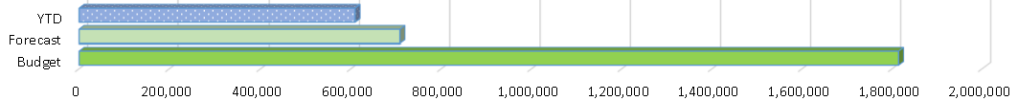
### Professional Development



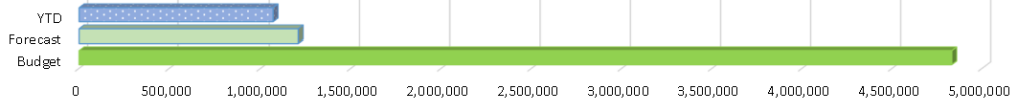
### Contracted Services



### Other Services



### Supplies



### Other Expenditures





## Instruction - ECS Summary Quarterly Reporting - November 30th, 2019

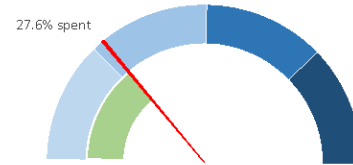
Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	7,272,970	2,013,878	1,997,256	16,622	27.5%
Benefits	1,069,074	324,787	290,519	34,268	27.2%
Professional Development	48,000	12,000	8,609	3,391	17.9%
Contracted Services	80,000	20,000	16,493	3,507	20.6%
Other Services	76,550	19,137	17,812	1,326	23.3%
Supplies	114,620	28,655	58,290	(29,636)	50.9%
Other Expenditures	16,000	4,000	3,709	291	23.2%
Capital, Transfer & Projects	0	0	0	0	0.0%
	8,677,214	2,422,457	2,392,688	29,769	27.6%

27.9%

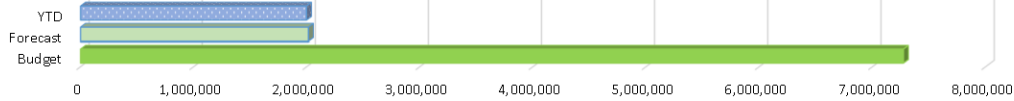
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

### Total Expense Tachometer:

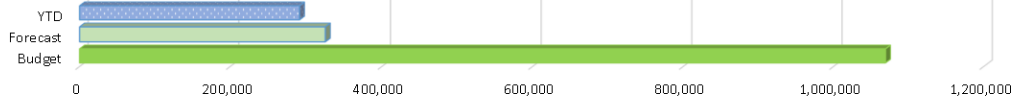


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

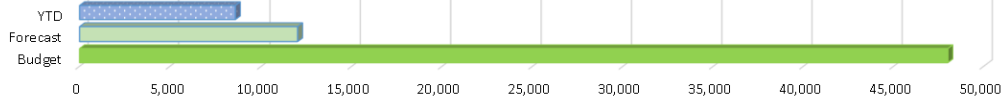
### Salaries



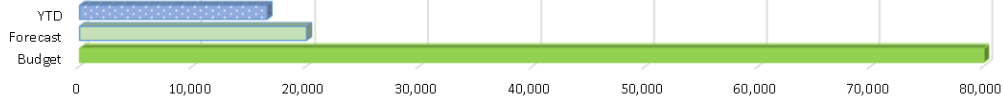
### Benefits



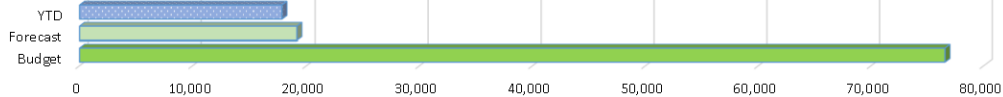
### Professional Development



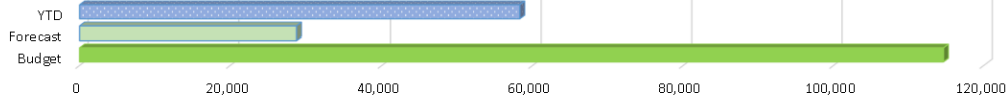
### Contracted Services



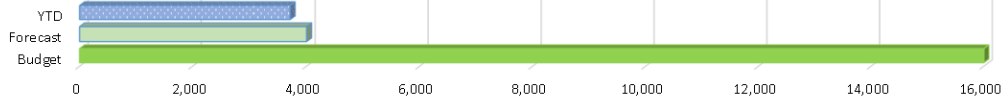
### Other Services



### Supplies



### Other Expenditures



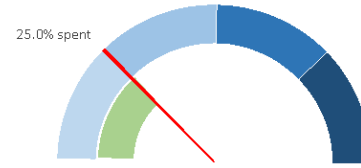


# Instruction - Grades 1-12 Summary Quarterly Reporting - November 30th, 2019

Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	69,063,977	17,751,986	17,842,965	(90,978)	25.8%
Benefits	16,929,930	4,553,807	4,203,413	350,393	24.8%
Professional Development	587,853	146,963	178,416	(31,453)	30.4%
Contracted Services	1,231,671	307,918	226,721	81,196	18.4%
Other Services	687,216	322,977	223,832	99,145	32.6%
Supplies	4,146,502	1,036,625	884,559	152,067	21.3%
Other Expenditures	551,486	137,872	89,850	48,022	16.3%
Capital, Transfer & Projects	6,842,131	1,710,533	1,311,245	399,287	19.2%
	100,040,766	25,968,681	24,961,001	1,007,680	25.0%

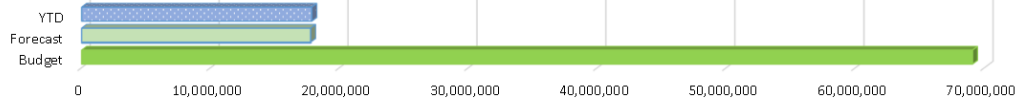
## Total Expense Tachometer:



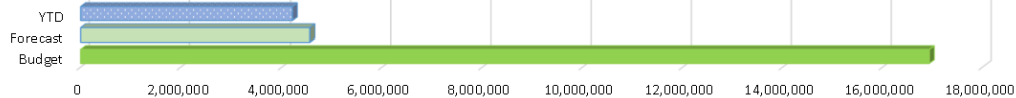
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

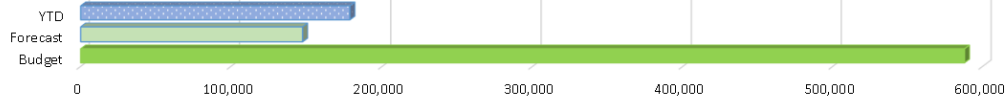
### Salaries



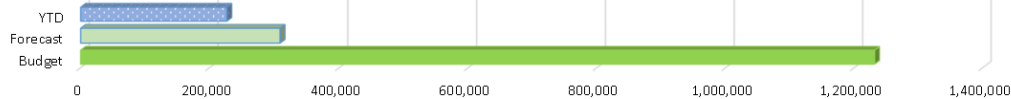
### Benefits



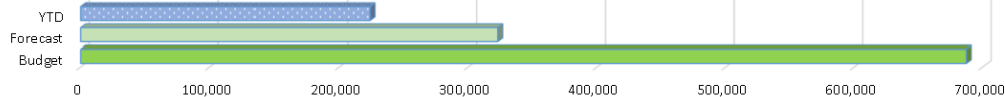
### Professional Development



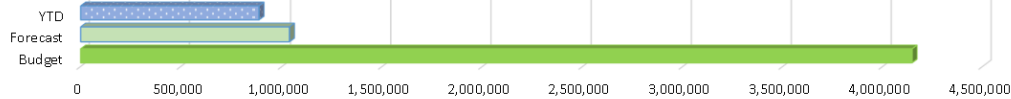
### Contracted Services



### Other Services



### Supplies



### Other Expenditures



## Plant Operations and Maintenance Summary

Quarterly Reporting - November 30th, 2019

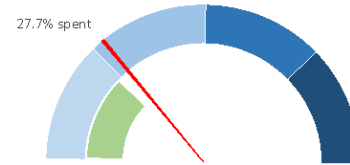
Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	3,553,629	888,407	922,484	(34,077)	26.0%
Benefits	1,001,652	250,413	248,468	1,945	24.8%
Professional Development	15,832	3,958	0	3,958	0.0%
Contracted Services	3,238,739	677,414	696,302	(18,888)	21.5%
Other Services	625,607	156,402	157,669	(1,267)	25.2%
Supplies	364,222	91,055	89,991	1,065	24.7%
Other Expenditures	9,240	2,310	810	1,500	8.8%
Capital, Transfer & Projects	8,435,355	2,108,839	2,668,092	(559,253)	31.6%
	17,244,276	4,178,798	4,783,815	(605,017)	27.7%

24.2%

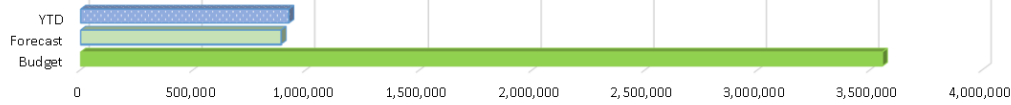
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

### Total Expense Tachometer:

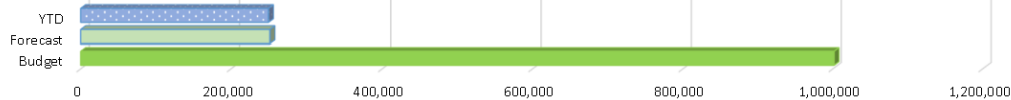


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

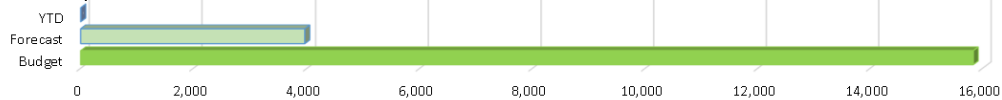
### Salaries



### Benefits



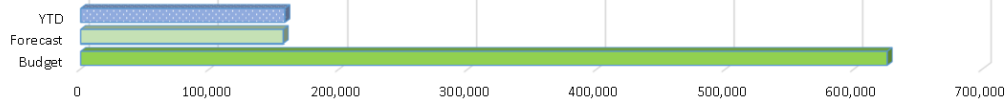
### Professional Development



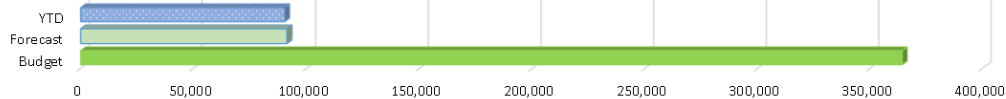
### Contracted Services



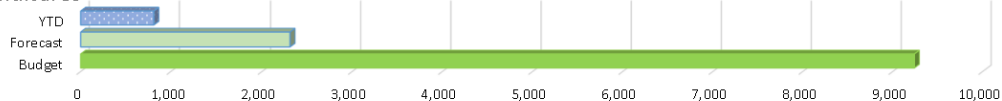
### Other Services



### Supplies



### Other Expenditures



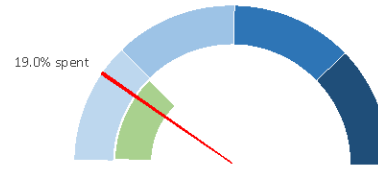
## Transportation Summary

### Quarterly Reporting - November 30th, 2019

Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	16,875	16,875	0	25.0%
Benefits	19,913	4,978	3,978	1,001	20.0%
Professional Development	10,000	2,500	0	2,500	0.0%
Contracted Services	2,456,267	614,067	458,843	155,224	18.7%
Other Services	0	0	28	(28)	N/A
Supplies	10,000	2,500	296	2,204	3.0%
Other Expenditures	2,000	500	1,543	(1,043)	77.2%
Capital, Transfer & Projects	52,600	13,150	16,330	(3,180)	31.0%
	<b>2,618,280</b>	<b>654,570</b>	<b>497,893</b>	<b>156,677</b>	<b>19.0%</b>

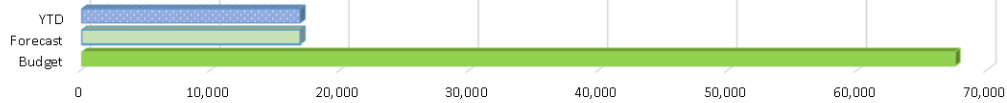
**Total Expense Tachometer:**



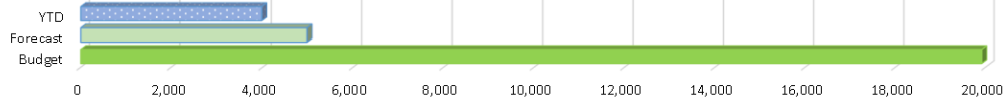
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

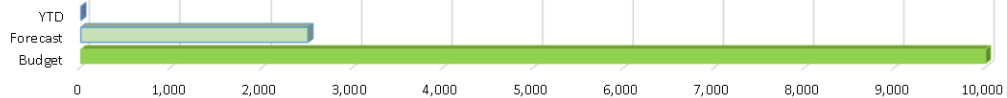
#### Salaries



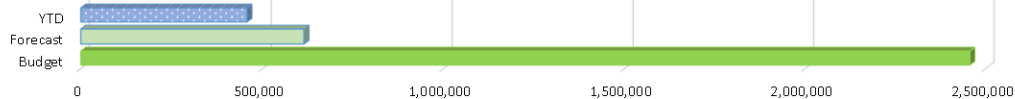
#### Benefits



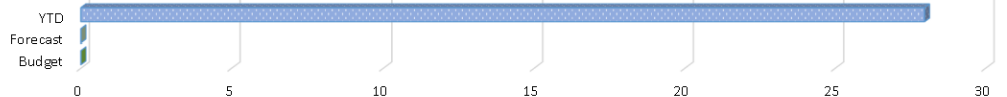
#### Professional Development



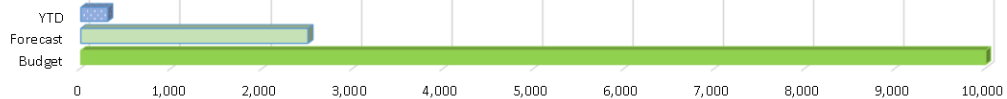
#### Contracted Services



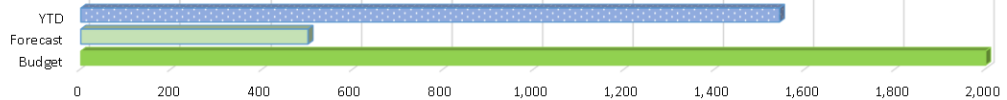
#### Other Services



#### Supplies



#### Other Expenditures



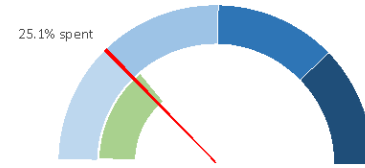


## Board & System Administration Summary Quarterly Reporting - November 30th, 2019

Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,572,078	643,020	634,227	8,793	24.7%
Benefits	575,512	143,878	96,673	47,205	16.8%
Professional Development	38,003	9,501	17,232	(7,732)	45.3%
Contracted Services	422,377	129,219	68,030	61,189	16.1%
Other Services	363,698	174,995	167,003	7,992	45.9%
Supplies	178,175	44,544	34,111	10,433	19.1%
Other Expenditures	72,140	18,035	31,367	(13,332)	43.5%
Capital, Transfer & Projects	120,279	30,070	41,647	(11,578)	34.6%
	4,342,262	1,193,261	1,090,291	102,970	25.1%

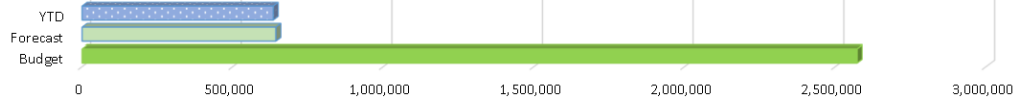
### Total Expense Tachometer:



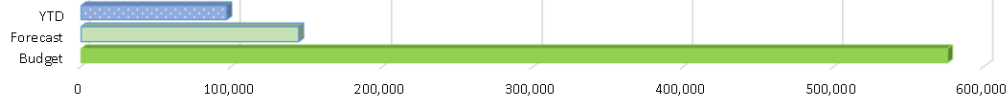
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

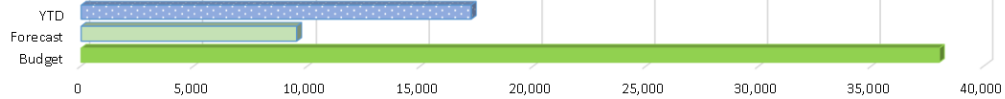
### Salaries



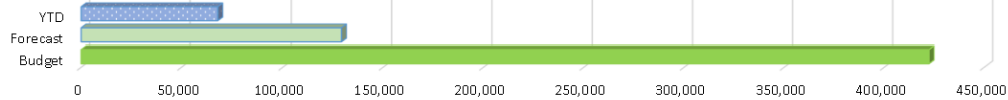
### Benefits



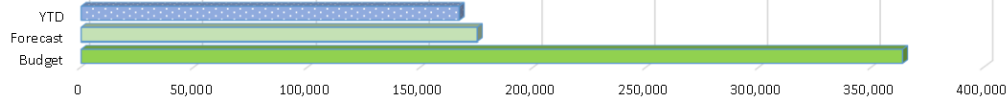
### Professional Development



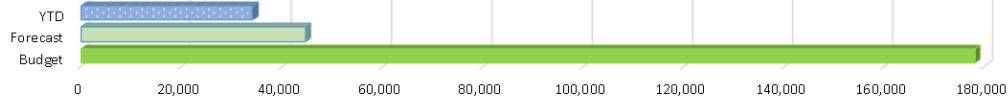
### Contracted Services



### Other Services



### Supplies



### Other Expenditures





## External Services Summary

### Quarterly Reporting - November 30th, 2019

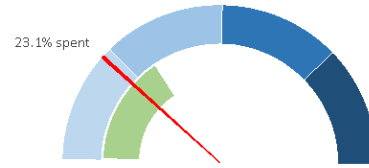
Financial Data as at January 22, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	107,772	26,943	25,684	1,259	23.8%
Benefits	13,914	3,479	3,763	(284)	27.0%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	0	0	0.0%
Other Services	60,950	34,700	42,573	(7,873)	69.8%
Supplies	16,687	4,172	817	3,354	4.9%
Other Expenditures	116,177	29,044	0	29,044	0.0%
Capital, Transfer & Projects	0	0	0	0	0.0%
	315,500	98,338	72,837	25,501	23.1%

31.2%

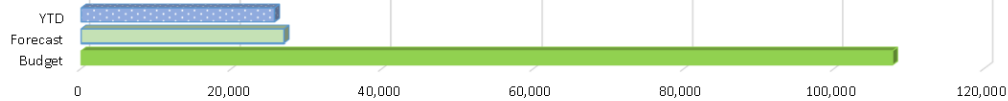
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

#### Total Expense Tachometer:

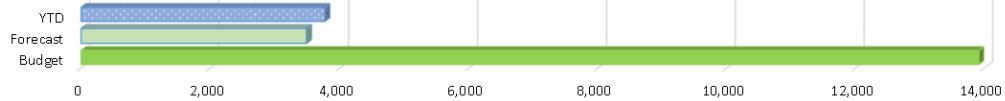


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

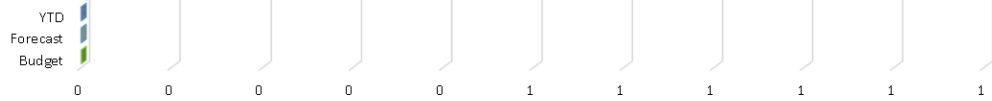
#### Salaries



#### Benefits



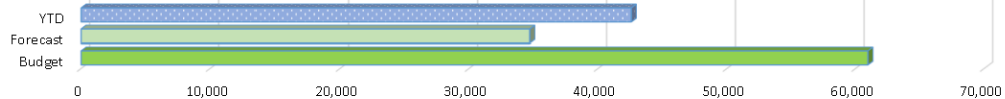
#### Professional Development



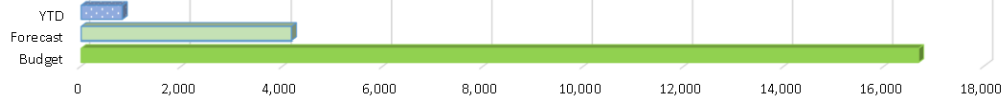
#### Contracted Services



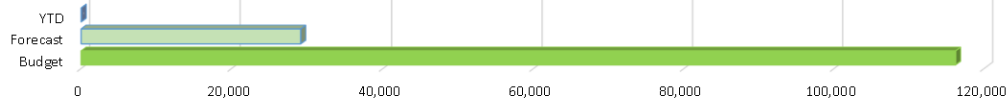
#### Other Services



#### Supplies



#### Other Expenditures





**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: 2020-2021 School Year Calendar**

**Background**

The Draft 2020-2021 school year calendar is included in the agenda for review by the Board of Trustees.

**Recommendation**

It is recommended that the Board review and approve the 2020-2021 school year calendar as presented or with revisions.

Respectfully submitted,  
Cheryl Gilmore

**Lethbridge School Division**  
**2020-2021 DRAFT School Year Calendar**

Jul 1 Canada Day

July						
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Aug 3 Heritage Day

Aug 25 First day teachers

August						
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Sep 1 First day for students

Sep 7 Labour Day

October						
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Oct 12 Thanksgiving

Oct 13 – 16 NO School for students

Oct 13 Division wide PL morning

Oct 13 elementary assessment PM

Oct 14 School based PL

Oct 15 School based PL / PTI

Oct 16 Parent Teacher Interviews

December						
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Nov 11 Remembrance Day

Nov 12-13 Kindergarten Parent Teacher Interviews

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May 24 Victoria Day

May 25 No school for students

May 25 Professional Learning Day

June						
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Jun 25 Last day for students

Elementary / MS

Jun 28 Last day for HS students

Jun 29 Last day for teachers

Student Days			Teacher Days	
	Elem	MS	HS	
Sem 1	91	91	91	Sem 1 101
Sem 2	90	90	91	Sem 2 97
Total	181	181	182	Total 198

	School year starts/ends for teachers		No School for elementary and middle school students
	Statutory holidays		Professional Learning / Parent Teacher Interview Days – no school for students
	School year starts/ends for students		No School
	Teachers' Convention		Division-wide Professional Learning

**Approved by the Board of Trustees on** \_\_\_\_\_

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: Fee Increase for Early Education Programming**

**Background**

Due to the costs accrued and market pricing of Early Education Programming (EEP) throughout the City of Lethbridge, we are requesting the Board consider a \$10.00 monthly increase in EEP fees for all Division EEP programs from the current \$175.00 monthly fee to \$185.00 beginning the 2020-2021 school year.

**Recommendation:**

The Board of Trustees approve a \$10.00 monthly increase in EEP fees for all Division EEP programs from \$175.00 to \$185.00 for the 2020-2021 school year.

Respectfully submitted,  
Morag Asquith

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board – February 6, 2020 – Westminster School**

**Background**

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

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

Breakfast with the Board has been scheduled at Westminster School on Thursday, February 6, 2020 from 7.45 – 8.15 a.m. Following the breakfast, Principal Angela Wilde will provide a tour of the school for trustees.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent Business Affairs

**Re: Business Affairs Report**

**Background**

The January 2020 report of the Associate Superintendent Business Affairs is attached.

**Recommendation**

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

Respectfully submitted,  
Christine Lee

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## Facilities

- Senator Joyce Fairbairn Middle School building has received LEED (Leadership in Energy and Environmental Design) **Gold** status. LEED certification is a certification process aimed at rewarding demonstrations that certain environmental goals have been achieved during the design and construction of the structure or facility that is being certified. To be certified, the building project needs to obtain certain points and meet green building standards that will, later, be validated during the certification process. Certification plaques will be in place in the school within the next few weeks.
- South Lethbridge Elementary School. Outer shell of the school is almost complete and has been hoarded in for the winter and spring to allow work to commence on floor grading and slabs. A few weather delays in schedule, but still progressing as anticipated and on budget.



- Work continues at Senator Buchanan and Westminster Schools on the lower floor of the schools under Phase 2 of the project. Staff and students have been excellent to work with during the renovation.
- The new maintenance work ticket system **eBASE** has now been implemented with all maintenance staff and head caretakers trained in using this new system. Early reports indicate that the system is working well and is an improvement over the simple electronic system used last year. Training will begin with administrators to learn how to review site orders and place request for special school-based projects.

## Transportation

- City of Lethbridge resolution to adopt the recommendation on November 25th of KPMG Operational Review released on November 18<sup>th</sup> to transition busing back to both Lethbridge School Division and Holy Spirit Catholic School Division by the end of the school year.



- Both School Boards presented to City Council on December 2<sup>nd</sup> about the benefits to the community of the over 50-year partnership that is provided on a cost recovery basis. The presentation also highlighted areas of concern raised by the Operational Review that could be addressed through collaborative discussion with both parties. As busing operations are complex, 6 months is not enough time to find a cost-effective partnership which may result in contracting for a for profit provider.

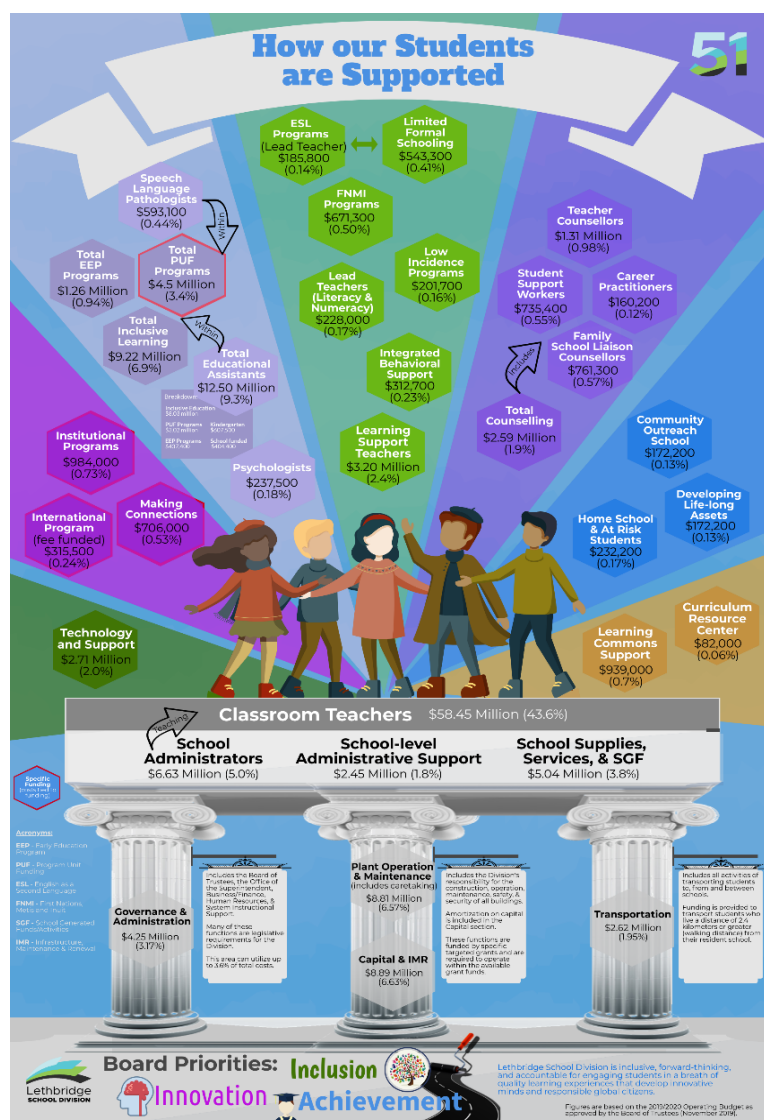
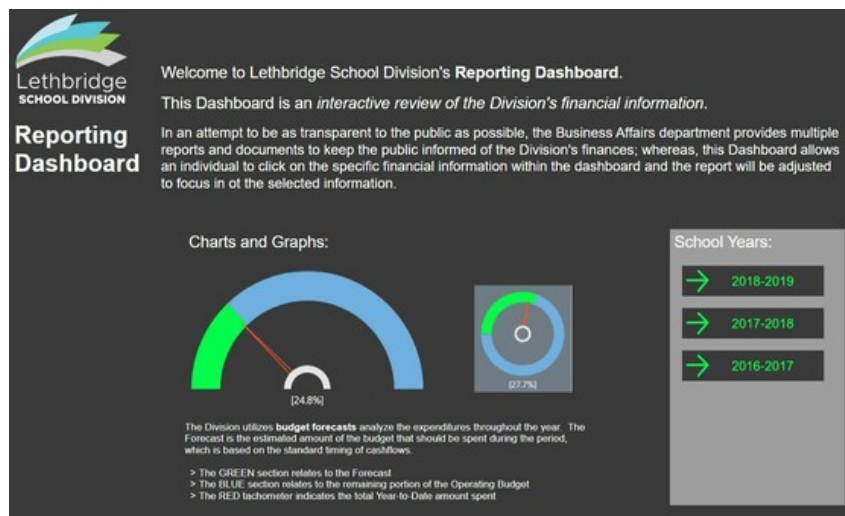
- In December and early January, both school divisions have been working with City of Lethbridge management from City Transit and have discussed what would need to occur to transition the school bussing operation to both school divisions. An RFP process to contract a third-party contractor to provide bussing by September 2020 could be accomplished with the current end date by City Council. A draft RFP has been prepared. To appropriately determine if a third-party contractor or school board managed and operated school bussing would be the best option for meeting the transportation needs of our students, in the most fiscally responsible manner, requires considerably more time. A feasibility study will need to be conducted and evaluated to assess the best option going forward for student transportation.
- School boards have submitted a request to City Council to reconsider the decision to end bussing on June 30<sup>th</sup>, 2020 and extend the time period to July 31, 2021 allowing the school boards more time to assess which structure is optimal for providing school transportation to our students in the most fiscally responsible manner. An extended timeline will allow prudent decisions by the school boards and the time to work with the City of Lethbridge to appropriately transition bussing operations.
- The Division has posted a question and answers document regarding bussing on the Divisions' website. See: [Have questions about school bus transportation? We have answers!](#)





## Finance

- Finance Director Mark DeBoer has provided another means for the Division to provide clear and concise financial information to the public. Through a new Reporting Dashboard on the Division website. See the [Financial Reporting](#) section in the Division website.



- Work begins with engaging stakeholders about understanding our currently funding model and how funds are currently allocated within the division to meet the needs of our students. A presentation was provided to Division School council January 13<sup>th</sup> and to school administrators on January 16<sup>th</sup>.

- The First Quarter Financial Report for the period September 1, 2019 to November 30<sup>th</sup>, 2019 is presented at this board meeting.

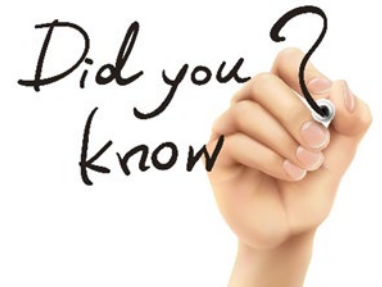
Note: All division financial information and financial information graphics may be found on the [Division website](#).

- Finance department is currently in the process of recruiting a Payroll Support position to replace our current payroll clerk who has taken a new position with another school division. This position provides payroll support in the processing of substitute teacher and casual support employees. The [posting](#) closes on January 29<sup>th</sup>.

- Pay increases for teachers in the 2018-2020 central table negotiations was decided through arbitration. The arbitrator ruled for no pay increases given the current economic circumstances which currently prevail in the province.

## Insurance

Lethbridge School Division has made available two types of insurance for student accident coverage:



### 1) BLANKET STUDENT ACCIDENT INSURANCE

Every student in Lethbridge School Division is provided with basic student accident coverage free of charge. This coverage will support accident claims for any student injured while travelling to/from school, at school, or when involved in a school-based activity. Coverage includes such items as eyeglasses, dental, and ambulance costs. This is supplemental coverage only and only covers beyond provincial health insurance and/or employer family benefit coverage of parents.

### 2) OPTIONAL ENHANCED STUDENT ACCIDENT INSURANCE

Parents have the option to purchase enhance student accident insurance. This insurance is recommended for students who are involved in sports activities outside of school-based activities. **Insure My Kids** plan is as little as \$13 per year to \$33 per year for additional insurance coverage for your child.

See the [Division Website](#) for more information.

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## Technology

- The Technology department will be co-hosting a workshop with SAPDC on STEAM in the classrooms on April 2, 2020. The workshop is designed to provide teachers with the tools to explore STEAM. Participants will learn beginner coding and a hands-on experience introduction to *Micro:bits* and how they are used in the classroom. The *Micro:bits* are a programming board that may be programmed for music, light readings, temperature controls and measuring speed. Attendees receive their own micro bit package of 10 with accessories so they can return to the classroom the next day to incorporate their learning with students.





Beware of Phishing scams. The technology department has been reminding staff to beware of what they open or click on in email. Phishing scams are beginning to become increasingly clever at using organizational information to get staff to provide information. Watch for emails with bad grammar, time of day, unusual requests, highly urgent requests. When in doubt verify from another source before providing information. A mock phishing email was sent out to support educating our staff on what to look for in a phishing email.

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## Community Engagement Committee

- We are pleased to announce that all table sponsors have returned from last year for the 2020 ICE Scholarship Breakfast on February 14<sup>th</sup>, 2020. The ICE Breakfast also has four new sponsors including Xerox as the event sponsor with a sponsorship of \$3000. To date we have collected \$17,775 for the event. **The event is SOLD OUT!**
- 

# YOU'RE INVITED!



I → INNOVATION  
C → CREATIVITY  
E → ENTREPRENEURSHIP



### Guest speaker



**JUDY TRINH**  
CBC NEWS

Judy Trinh, an award winning broadcast journalist, will be this year's keynote speaker. Trinh, a graduate of Winston Churchill High School, has been nominated for two Canadian Screen Awards and a National Magazine Award for feature writing. She aims to tell captivating stories through print, broadcast and social media, and does not shy away from controversial or complex issues. She is committed to giving a voice to people who are marginalized, and strives to be both critical and compassionate in her reporting.



**LETHBRIDGE  
SCHOOL  
DIVISION**

**WHAT**  
**CANADA 150  
ICE AWARDS  
SCHOLARSHIP  
BREAKFAST**

For the Love of Innovation:  
Paying it Forward

**WHERE / WHEN**  
Sandman Signature  
Lethbridge Lodge  
7 a.m., Feb. 14, 2020

## Occupational Health and Safety

- As per legislation, another 8 hours of training will be required for our Division Health and Safety Committee representatives. Training has been planned on hazard identification and conducting workplace inspections that will occur on January 30<sup>th</sup> and February 6<sup>th</sup> for committee members. The training is provided by the Alberta Association for Safety Partnerships.



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## Other matters

- Work related to Insurance, legal, and labour relations matters
- Work with leadership team and schools through generative dialogue process
- South Lethbridge Elementary School construction meetings
- ATA Local #41 local table negotiations concluded December 18<sup>th</sup>, 2019 with a Memorandum of Agreement. ATA Local #41 and the Board of Trustees will vote to ratify the agreement in February.
- ***One District One Book: Uniting a Community*** article published in January 2020 issue of School Business Affairs Magazine, ASBO International, [asbointl.org](http://asbointl.org)
- Various meetings with Holy Spirit School Division related to transportation
- Work on review of demographic data, boundaries, and capital planning
- Attended the following events/meetings:
  - Division School Council presentation on funding sources and allocations, January 13<sup>th</sup>
  - Community Engagement Committee meeting, January 14<sup>th</sup>
  - Joint Committee of City of Lethbridge and Lethbridge School Boards Meeting, January 15<sup>th</sup>
  - Administrators Committee priorities and budget conversation meeting, January 16<sup>th</sup>
  - Public Sector Bargaining Office Lead Negotiator training – Module 5, Edmonton, January 23<sup>rd</sup>

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent Human Resources

**Re: Human Resources Report**

**Background**

The January 2020 report of the Associate Superintendent Human Resources is attached.

**Recommendation**

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

Respectfully submitted,  
Rik Jesse



# Report to the Board of Trustees

*January 27, 2020*



Rik Jesse



Rhonda Aos



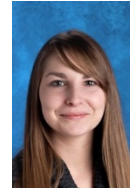
Stacey Wichers



Katie Guccione



Amber Ruest



Jolayne Prus



Carrie Fahl



**Lethbridge School Division ~ Human Resources**



**Recruitment:** Lethbridge School Division 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.

## HR Events – (2019/2020)

### **51-25 Club Banquet - *Date of event: September 25, 2019***

Staff that have reached 25 years of service prior to the end of June are invited to a banquet, hosted by the Board of Trustees. A speech is given in honour of the new inductee and each new employee receives an optical crystal blue apple and a floral centerpiece. Once an employee is inducted into the 51-25 Club, they are invited each year until they retire.

### **Administrators 'Christmas Banquet - *Date of event: November 20, 2019***

Lethbridge School Division administrators are invited to a Christmas banquet, hosted by the Board of Trustees. Each year one school selects a family that will receive a donation in the form of gifts and food for Christmas.

### **First Aid - *Date of event: October 15, 2019 – November 2, 2020***

First Aid Certification and Re-certification Training will be offered to each school through a Division program coordinated through Human Resources. The program offers us the ability to choose the dates and offer the training at a reduced cost.

### **Spirit of 51 – Employee Recognition - *Date of event: March 11, 2020***

This program acknowledges the amazing contributions that our non-teaching staff members make to Lethbridge School Division. Employees are nominated when they have provided extra services beyond the normal parameters of their position or who have gone above and beyond the call of duty in creating a positive work environment. Employees are nominated by other employees or supervisors and then invited to a recognition event. At the event the employee is provided with their nomination, a certificate and a flower.

### **Friends of 51 - *Date of event: May 2020***

This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to Lethbridge School Division. Recognition will take place at the nominating location's assembly where the individual or group will be presented an Apple of Recognition.

### **Years of Service - *Date of event: June 2020***

Employees are recognized in 5-year intervals. Certificates and gifts are organized and prepared by the Human Resources Department for delivery to each school. School administration at each school along with a Trustee and Executive Council member acknowledge the employee and presents the award.

### **Retirement Banquet - *Date of event: June 3, 2020***

All retiring employees are invited to a banquet, hosted by the Board of Trustees thanking them for their service with the School Division. This event takes place in early June. Each employee receives a card with a gift certificate to a restaurant and a floral centerpiece.

## **University of Lethbridge - UWORK & UVOLUNTEER Job Fair 2020**



The University of Lethbridge is pleased to invite you to participate in Job Fair 2020. This event will be held at our Lethbridge campus on ***Wednesday, February 5<sup>th</sup>, 2020*** from 10am-3pm.

## **Mental Health in the Workplace, Wednesday Jan 22 - Lethbridge College**



How can you support mental health in your workplace? From the largest corporations, to businesses with only one or two employees, knowing how to navigate mental health in the workplace is key to a vibrant and productive workforce.

This was full day workshop will focus on mental health in the workplace.

## **Calendars, Calendars, Calendars**

1. Administrative Assistant Elementary School
2. Administrative Assistant High School
3. Administrative Support Elementary, Administrative Support Middle, Advanced Educational Support, Career Practitioner, Learning Commons, Student Support Workers
4. Administrative Support High School, Administrative Assistant Middle School
5. Business Support
6. Educational Assistant



7. Mental Health Capacity Building Wellness Coach
8. Family Support Worker
9. Early Education Program Manager
10. First Nations Metis Inuit
11. Speech Language Pathologist, Family School Liaison Counsellor, Psychologist
12. Caretaking and Maintenance
13. Non-Union

### *Hiring at a Glance:*

#### **2020 Administrative Announcements:**



Acting Principal ~ **Candice Vercillo**  
**Dr. Gerald B. Probe Elementary School**



Acting Vice Principal ~ **Matt Brunner**  
**Gilbert Paterson Middle School**



Acting Vice Principal ~ **Sharon Willms-Laing**  
**Dr. Gerald B. Probe Elementary School**



Acting Vice Principal ~ **Cam Hall**  
**Chinook High School**

### **Short-Term Disability Management Pilot Program:**



ASEBP is in the process of designing a Short-Term Disability Management (STDM) Program, with the intent of rolling out a limited pilot during the 2020-21 plan year. Part of this process includes engaging with employer groups to learn more about their experiences managing the first 90 days of sick leave absences, their successes and challenges, and the features they would look for in a managed short-term disability program.

#### **What is a STDM Program?**

- Administrative and case management services for sick leave absences greater than two weeks (14 calendar days) in duration.
- While the EIP program is voluntary, the STDM Program would be a mandatory program for eligible employees within participating employer groups.
- ASEBP would provide members with proactive, holistic case management that includes medical management and return to work or transition planning.
- ASEBP would assess the claim and advise employers if the sick leave absence is medically necessary.
- This is not a traditional sick leave disability benefit, in that sick leave pay remains payable by, and at the discretion of, the employer.

### **Why STDM?**

- Achieve medically supported, holistic case outcomes.
- Provide employers with more and timely insight into a member's status during the first 90 days of sick leave.
- Help reduce absences and recurrent absences overall.
- Lower costs as a result of shorter absences, which also coincides with a reduction in Extended Disability Benefit claim costs.
- Facilitate timely access to medically indicated treatments.

### **How Do You Provide Your Feedback?**

- ASEBP will review and consolidate all responses provided and use them as input for ongoing STDM Program development activities.
- ASEBP is aiming to provide additional information about the pilot program by spring/summer 2020.

## **Public School Works – Update**



**Public School Works** is a Web-based staff training delivery and management system, built to automate school staff OH&S training situation, requirements of the district without human intervention.

### **Required Courses – All Teachers**

1. Health & Safety Orientation (M-309)
2. Working Alone (C-101)
3. Reporting a Hazard (M-143)
4. Hazard Assessments (by occupation)
5. Division Policies & Procedures (C-127)
  - Welcoming, Caring, Respectful and Safe Work Environments (Policy 400.1)
  - Employee Code of Conduct (Policy 400.1 Appendix A)
  - Harassment, Discrimination, and Violence Prevention in the Workplace (Policy 402.8.1)
  - Harassment and Discrimination (Procedure 402.8.1)
  - Whistleblower Protection (Policy 400.3)
  - Whistleblower Protection Procedures (Procedure 400.3)
  - Responsible Use of Technology (Policy/Procedure 607.4)
6. Slips, Trips, and Falls Prevention (M-028)
7. Use of Zoll AED (defibrillator) (M-160)
8. Severe Allergic Reactions Course (C-123)
9. FOIP and Records Management for Employees (C-122)
10. Employee Accident and Exposure Reporting (M-136)
11. SWSP – Safe Work Service Procedure – Supervising Students (C-128)

### **Secondary Art Teachers / Science Teachers / Shop Teachers**

1. WHMIS – Workplace Hazardous Materials Information System (M-239)
2. Noise and Hearing Protection (Work Safe Alberta) (M-172)

3. Hearing Verification Form (C-121)
4. Getting a Safety Data Sheet (M-137)

### **Learning Support Teachers**

1. Proper Lifting of Students (M-352)

### **School / Site Safety Representative (if a Teacher)**

1. Worksite Health and Safety Committees & Representatives (Part A Training) (M-372)
2. Incident Investigation – Work Safe Alberta (M-145)
3. Conducting Worksite Inspections (M-162)

### **Overdue Update:**

- ❖ ATA – 70 overdue courses
- ❖ CUPE 2843/290 & non-Union – 45 overdue courses

**ALL SCHOOLS ENROLLMENT BY GRADE: December 31, 2019**

	Early Education			Kindergarten			Grades 1 - 12														Total	Total FTE	
SCHOOL	Dec 31 2019	Sep 30 2019	Diff	Dec 31 2019	Sep 30 2019	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	Dec 31 2019 1-12	Sep 30 2019 1-12	Diff	Dec 31 2019 EE-12	Dec 31 2019 EE-12
Victoria Park												1	4	4	13	37	59	174	292	258	34	292	292.0
Chinook High															316	279	263	309	1167	1181	-14	1167	1167.0
Immanuel Christian Secondary												45	42	47	42	38	50	44	308	305	3	308	308.0
LCI - Total Students															220	242	200	235	897	894	3	897	897.0
LCI - French Immersion															53	37	43	51	184	185	-1	184	
WCHS															214	249	201	220	884	892	-8	884	884.0
G S Lakie												135	158	161					454	450	4	454	454.0
Gilbert Paterson - Total Students												273	255	251					779	780	-1	779	779.0
Gilbert Paterson - French Immersion												77	64	66					207	199	8	207	
Lethbridge Christian				32	31	1	30	28	28	20	28	23	20	20					197	194	3	229	213.0
Senator Joyce Fairbairn												171	213	150					534	531	3	534	534.0
Wilson												217	212	254					683	684	-1	683	683.0
Coalbanks Elementary	42	40	2	115	115	0	105	108	94	72	81								460	452	8	617	460.0
Coalbanks - Spanish				48	48	0	47	39	24										110	109	1	158	
Dr. Probe	41	41	0	83	86	-3	94	98	101	98	120								511	511	0	635	573.0
École Agnes Davidson - Total Students	58	54	4	92	93	-1	80	98	76	72	83								409	413	-4	559	484.0
École Agnes Davidson - French Immersion				68	68	0	52	65	42	46	51								256	260	-4	324	
École Nicholas Sheran - Total Students	39	38	1	77	78	-1	78	89	77	74	101								419	423	-4	535	477.0
École Nicholas Sheran - French Immersion				41	41	0	49	47	37	26	28								187	188	-1	228	
Fleetwood Bawden - Total Students	24	25	-1	36	36	0	58	56	61	60	71								306	305	1	366	336.0
Fleetwood Bawden - Montessori							33	27	29	23	32								144	146	-2	144	
Galbraith	41	39	2	40	39	1	62	63	64	78	88								355	355	0	436	395.5
General Stewart	51	52	-1	18	18	0	23	22	20	19	23								107	110	-3	176	141.5
Immanuel Christian Elementary	30	30	0	42	44	-2	44	57	28	59	49								237	240	-3	309	273.0
Lakeview				72	72	0	76	97	75	96	89								433	438	-5	505	469.0
Mike Mountain Horse	71	68	3	85	82	3	75	105	68	82	129								459	460	-1	615	537.0
Park Meadows	43	45	-2	53	55	-2	36	48	60	58	52								254	253	1	350	302.0
Senator Buchanan	24	23	1	43	44	-1	63	51	37	41	49								241	242	-1	308	274.5
Westminster	28	25	3	24	23	1	27	36	22	34	32								151	149	2	203	189.0
SUB TOTALS	492	480	12	812	816	-4	851	956	811	863	995	865	904	887	805	845	773	982	10537	10520	17	11841	11122.5
Stafford Ridge																3	3	3	9	6	3	9	9.0
Harbour House									1					1			1		3	1	2	3	3.0
Pitawani													1		2	1	3	1	8	7	1	8	8.0
CAMP												1			1				2	4	-2	2	2.0
SUB TOTALS																			22	18	4	22	22

TOTAL STUDENTS / FTE ENROLLED AS OF DECEMBER 31, 2019	11863	11144.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2019	11834	11197.5

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent Instructional Services

**Re: Instructional Services Report**

**Background**

The January 2020 report of the Associate Superintendent Instructional Services is attached.

**Recommendation**

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

Respectfully submitted,  
Morag Asquith

## Associate Superintendent – Instructional Services- January 2020

### First Nations, Metis and Inuit Work

Highlights of the FNMI teamwork this month has involved:

- Sharing Lethbridge FNMI Strategic Plan 2019/20
- Smudging Guidelines-draft development
- FNMI staffing- hiring of Elementary Teacher FNMI Education
- Staffing challenges –securing FNMI Liaisons, 1 resignation
- Continuing to offer PL and learning opportunities at each school site connecting to level of need

The Box and Circle training is being brought back to our Division in May due to the positive reception it received last year. John Chief Calf continues to meet with Administrators and school teams and tailor learning opportunities around place based learning and developing Indigenous Ways of Knowing through the lens of nature.

### Curriculum and Instruction

Karen Rancier and her team of Lead Teachers have been busy developing learning opportunities for staff for the month of January. The following events are occurring:

- **Literacy Committee Meetings:**
  - Elementary: Wednesday, January 15<sup>th</sup> at 1:00 PM
  - Middle: Thursday, January 30<sup>th</sup> at 1:00 PM
- **Numeracy Committee Meetings:**
  - Elementary: Wednesday, February 5<sup>th</sup> at 1:00 PM
  - Secondary: Tuesday, March 3<sup>rd</sup> at 1:00 PM
- **Concept-Based PL for Teachers:**
  - Grades 4 and 5: Monday, January 13<sup>th</sup> all day
  - Grades 2 and 3: Tuesday, January 21<sup>st</sup> all day
  - Kindergarten and Grade 1: Monday, February 10<sup>th</sup>
- **Literacy PL for Administrators, Kindergarten and Grade 1 Teachers:** Wednesday, January 22 AM (with Kindergarten teacher meeting in PM)

### Early Education

Isabelle Plomp and Rochelle Neville have been working with schools to organize and structure registration process for Kindergarten and intent to register process for Early Education Programming. Because Alberta Education has indicated a possible shift in funding to Program Unit Funding we are waiting to see the new budget and funding model prior to officially taking registrations for Early Education Programming.

**January 20<sup>th</sup>** registration begins for Kindergarten in all Lethbridge School Division elementary schools.

**January 27<sup>th</sup>-31<sup>st</sup>** “intent to register” process for children already in a Lethbridge School Division EEP, who will continue with a second year of EEP in 20/21.

**February 3<sup>rd</sup>**- “intent to register” process for EEP programs in the North and South side.

**February 28-28<sup>th</sup>**- “expression of interest” begins for EEP in west side Lethbridge schools. This will be the same process as last year with a lottery process to determine spaces at schools where we do not have sufficient EEP spaces to meet the demand.

**March 3-6<sup>th</sup>** the lottery for placement of children that have a completed “expression of interest” for west side Early Ed Programs, pending funding announcement.

**March 9<sup>th</sup>-27<sup>th</sup>**- west side families will be contacted regarding EEP placement, then registration can follow.

### **Wellness Work**

The staff “Wellness Throw Down January 2020” is “Get Movin’”. Staff are encouraged and supported to be active after the season of indulgences. Lyndsey Spring created a BINGO card where participants are encouraged to explore at least 12 of the 25 ideas shared. Suggestions with diet, going to the YMCA to discover a class or checking out the top fitness apps for 2020 are a few of the suggestions.

Congratulations to Ecole Agnes Davidson for winning the “Gratitude Challenge” in December.

Health Champ meeting will be occurring Feb 26<sup>th</sup> for school reps who are supporting Wellness work at the school level. The second Wellness Committee meeting is January 30<sup>th</sup>. Two of our Health Champs from Senator Buchanan and Fleetwood Bawden will be attending the EverActive Conference January 30<sup>th</sup>.

Lyndsey Spring and Morag met with Nursing students January 13<sup>th</sup>, who will be at LCI and WCHS this semester in support of their Community Health practicum. We always appreciate and benefit from having nurses in our schools!

Positive Spaces subcommittee met in December and reviewed the best ways to distribute and profile the “Guidelines for attending to Gender Identity, Gender Expression and Sexual Orientation” and discussed upcoming conference opportunities for students that will be hosted at Victoria Park.

### **Diversity and Inclusion**

The Diversity and Inclusion Parent Table work has inspired Shelley Moore, Universal Design for Learning and Inclusion “guru” to come and present to Parents on “What is Inclusion”, February 4<sup>th</sup> we have 70 + parent registrations for the evening that will be hosted at Victoria Park from 6:30 p.m.- 8 p.m. We are excited to host this event as we continue to re-shape our school system and community’s definition of Diversity and Inclusion. We are excited that on the 5<sup>th</sup> of February Shelley will continue to work with Galbraith and WCHS staff on the UDL inquiry work they started last year in June.

Terra Leggat, Inclusive Education Coordinator has been working on Bill 201 that has established guidelines with respect to Anaphylactic Allergies and how schools are to respond. One of the primary pressure point articulates that each school shall ensure that a minimum of one epinephrine auto-injector is maintained at the school site. Parents and students are still encouraged to consult with their physician and carry an epi-pen on their person if they are anaphylactic.

### **English Language Learning**

Some of you may already be aware that our ESL Lead Teacher left the division as of January 6, so we have been considering our options for ESL support for the remainder of the 2019-20 school year.

Recognizing that this position is difficult to fill mid year and that this is an area of work that requires much coordination and support at division and school level, our plan for the rest of the year involves the following:

- Ann Muldoon, Director of Inclusive Education will coordinate supports for immigrant/refugee students and families with Lethbridge Family Services - Immigrant Services, with the help of Naomi DenHaan.

- Ann will liaise with Lethbridge College, the ESL Advisory Committee, Lethbridge Immigration Partnership, and all other partners, with support from Terra and Naomi when required.
- Bev Smith will continue to support ESL intake assessments as she has done since October. She has also agreed to support teachers with ongoing benchmark assessments as much as is feasible, along with her work in the area of literacy. Bev's understanding of language acquisition and her expertise in literacy will be very helpful to our work with English language learners.
- Inclusive Education will continue to provide ongoing PL to support ELLs. We are fortunate to have administrators and teachers with ESL expertise and experience who can help facilitate.



**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Board Priorities**

**Background**

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

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore



## 2019-2020 DIVISION 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 Division 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.

**2019-2020 DIVISION PRIORITIES  
REPORT TO THE BOARD**

**PRIORITY ONE: ACHIEVEMENT**

**Literacy**

- Bev Smith is spearheading the creation of a “Writing Continuum” tool that teachers will be able to refer to in assessing writing. Members of the creation committee include elementary teachers and principals.
- Bev facilitated a follow-up session with teachers who wanted to create a “Toolkit” to assist them in teaching and assessing with the Writer’s Workshop model.
- Bev Smith, Literacy Lead Teacher, continues to support classroom teachers in Kindergarten through grade 8 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.

**Numeracy**

- Jenn Giles facilitated PL with SAPDC that allowed 31 Lethbridge School Division elementary teachers to build their knowledge and skills in teaching mathematics using effective and engaging practices.
- Jenn continues to work with a sub-committee of elementary and middle school teachers to scaffold understanding of the Foundational Skills Interview that teachers use when MIPI data indicates there are larger gaps in comprehension.
- Numeracy Lead Teacher, Jenn Giles, continues to support classroom teachers in Grades 1-9 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her area of focus is effective teaching practices in mathematics.

**Curriculum Implementation**

- Jenn Giles, Bev Smith, Cynthia Parr, and Karen Rancier are in the process of providing four PL sessions (three elementary and one middle school) on what concept-based teaching and learning is while modeling best practices in acquiring this knowledge. The dates for the sessions are as follows: January 13 (grades 4/5), January 21 (grades 2/3), February 10 (Kindergarten/grade 1), and March 16 (grades 6-8).

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

- The Division is in the process of working with the University of Lethbridge regarding delivery of dual credit for the 2020-2021 school year. A variety of dual credit courses are being delivered this year (2019-20): Cinema 1000 and Management 1070 for the first semester; Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850 for the second semester.

**Middle School Initiatives**

- Schools continue to extend learning regarding concept-based teaching/ pedagogy

**Early Learning**

- Preparations for the new school year are well under way. Families of returning EEP children will complete an “Intent to Register” from January 27-31, 2020. New EEP families will complete an “Intent to Register” (South and North Lethbridge) beginning February 3, and the “Expression of Interest” form for our Westside schools will be available for completion February 3-28, 2020. Kindergarten registration began on January 20.
- On January 21, *Lethbridge Plays* is holding Play Summit 2020 at the public library. Isabelle and Rochelle have been involved in organizing this initiative.
- A Kindergarten and Grade 1 Literacy PL session is being held on the morning of January 22 at Senator Buchanan School, to be followed by a kindergarten meeting in the afternoon.

#### FNMI

- Shawnee Big Bull hired as our Elementary Teacher of FNMI Education.
- Staffing model is being revised.
- The FNMI Education Department continues to meet with Administrators and assist them with identifying strategies and activities that will assist staff with moving forward. Three high school teachers who worked closely with John Chief Calf last year will be presenting their learning process and path to Administrators in February.
- Box in Circle Training has been planned for May 2020- offered to Teachers and Administrators.

#### Administrator Professional Learning

- Shelley Moore's time with Lethbridge School Division schools and the parent evening originally scheduled for January 21 and 22 is re-scheduled for February 4<sup>th</sup> and 5<sup>th</sup>. Shelley will be following up with specific Administrative Teams to review their UDL plan and next steps at schools. These Admin Teams will be presenting the work they have done at the school level with respect to Universal Design for Learning to other Administrators in May 2020.
- New administrators for the 2019-2020 school year had their fourth learning session on January 9<sup>th</sup>, focusing on how to support staff, hiring practices and instructional supervision.

#### Division Professional Learning (Collaborative Communities, support staff, teachers)

- Concept-based Professional Learning opportunities are being offered to elementary and middle school teachers and administrators with a focus on using current curriculum. The dates of these sessions are listed above.
- A Literacy PL session was held for all Kindergarten, Grade 1 teachers, and one administrator for each elementary school on January 22.
- The next SIVA session will be held on January 27 and 28.
- Two additional members of the Inclusive Education team completed a Train-the-Trainer session from January 15-17, 2020. On January 20, our existing trainers were recertified.
- Inclusive Education is working with SWRCSD to plan a two-day community of practice for school and community teams working with students with autism. This joint PL will take place on March 10 and 11 at the Italian Canadian Club.
- HR and Payroll Teams continue to learn and have PL sessions for reimplementation.

#### Teacher Induction Support for Quality Teaching and Leading [TIP]

- TIP year 1 participants have already met four times this year. I have visited with them all at their schools with their mentors and admin team. So far, we have certainly received very positive feedback on the timing of our sessions and the quality of our sessions. The protégés have also appreciated time spent with mentors during the sessions. The November 25<sup>th</sup> session focused on FNMI Best Practices, Being Well, Self-Regulation, and Best Practices using Numeracy and Literacy. Next session will be on March 23, 2020.
- TIP Year 2 participants have met twice this year working on our Division Priority 1: Achievement, with Jenn Giles and Bev Smith and Risk Management with Blaise McNeil and a timely conversation on 'Being Well', with Kathy Mundell. Next session is on March 25, 2020.

#### Parent Engagement

- The fourth Division School Council meeting was held January 13. The agenda included a learning session for parents focused on current funding allocations and methods of distribution. Mark DeBoer, Director of Finance.
- The Diversity and Inclusion Parent Table (DIPT) is hosting an Information event for parents on February 4<sup>th</sup> by Shelley Moore, "What is Inclusion?", the DIPT is also looking to plan an event in April/May related to Student Voice as it relates to Inclusion.

Other School Improvement Initiatives

- We continue to support Staff Wellness Throwdowns, January specifically was focusing on “Get Movin’” and February is supporting Drinking Water and building awareness of the health risks of sugary drinks. Lethbridge School Division was fortunate to secure Comprehensive School Health funding. This grant is focused on the promotion of Outdoor Learning in our Middle Schools.
- Monte Wolf Child and his wife Winter have been offering place-based learning opportunities for staff and students at our schools.
- Nutrition Programs continue to support breakfasts, lunches and snacks for students throughout the day.

**PRIORITY TWO: INCLUSION**

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

- The aligned approach our Division of Instructional Services has taken, supports UDL (Universal access or curricular entry for all students), thereby using the inclusive lens with all initiatives- achievement (literacy/numeracy), social emotional supports, nutrition programs, physical activity.

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

- Since its inception in early November, the behaviour support team has provided support across division elementary schools, filling a gap in service. To date (January 21)
  - 13 elementary schools have accessed support from the team
  - 37 students have been supported by the team
  - 29 teachers and their teams have had the opportunity to work shoulder to shoulder with the behaviour support teacher and Advanced Education Support
  - 8 schools have/will have the opportunity for presentations by team members to build understanding/capacity at school level
- Since January 6, we have completed additional intakes for newcomer/ESL families, with students mainly placed in mainstream classrooms.
- New procedures for seclusion, physical restraint and time-out, as required by standards set by Alberta Education, are being shared with administrators at the January admin committee meeting.
- The work of looking at core instruction and supports in schools through the lens of the division RTI<sup>2</sup> framework continues.
- ESL lead teacher, Heather Willms, has left the division as of January 5. Given that it would be difficult to find someone midyear who not only has expertise in ESL but can support teachers in the classroom with benchmark assessments, language acquisition, and instructional strategies, we will not be advertising the ESL position at this time. However, recognizing that this is an area of work that requires much coordination and support at division and school level, our plan for the rest of the year involves the following:
  - Ann will coordinate supports for immigrant/refugee students and families with Lethbridge Family Services - Immigrant Services, with the help of Naomi DenHaan, ESL Making Connections Worker.
  - Ann will liaise with Lethbridge College, the ESL Advisory Committee, Lethbridge Immigration Partnership, and all other partners, with support from Terra and Naomi when required.
  - Bev Smith will continue to support ESL intake assessments as she has done since October. She has also agreed to support teachers with ongoing benchmark assessments as much as is

feasible, along with her work in the area of literacy. Bev's understanding of language acquisition and her expertise in literacy will be very helpful to our work with English language learners.

- Inclusive Education will continue to provide ongoing PL to support ELLs. We are fortunate to have administrators and teachers with ESL expertise and experience who can help facilitate.

### **PRIORITY THREE: INNOVATION**

#### **Breadth of Program Options**

- Several dual credit programs being offered as identified above in the high school program section. The Division is working with Career Transitions to offer an Iron Workers program this spring (would be the 3<sup>rd</sup> year of delivery). The first evening information session regarding the program was held October 16<sup>th</sup>.

#### **Technology**

- Evergreening equipment has arrived and we will start to install new desktop computers at Winston Churchill High School at the end of January.
- Currently, LCI is having new projectors and whiteboards installed. The school project is to be completed by mid-February.
- Recently, we have had a few learning opportunities for teachers to learn about STEAM. (Science, Technology, Engineering, Art, Math). We have partnered with SAPDC to offer a full day teacher workshop, on April 2 that focuses on the importance of STEAM in the classroom and how to effectively use STEAM in the classroom.
- We have students from Winston Churchill High School and Wilson Middle School registered for a Hack-a-thon being hosting in Picture Butte, on February 25. A Hack-a-thon is a fun way to teach students about computer coding and a great way for students to show their skills and coding ability.
- The Technology Department has been working with a number of schools and teachers the new translator technology available. Teachers can now use a PowerPoint and Microsoft translator to translate in live time in multiple languages in real time. The Technology Department has purchased demo USB wireless mics so that teachers can use the technology and still be mobile.
- Representatives from the Technology Department will have a booth set up at EPIC 2020. At Epic 2020, we will be talking with students about careers in technology and what a day to day operation looks like in the Technology Department.

## MEMORANDUM

January 28, 2020

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 Division staff and students:

G.S. Lakie students competed in the University of Lethbridge Math Attack where they worked together in groups to complete math questions that are difficult and complex without the help of technology (no calculators). Third place overall winners were **Coen Duda, Kira Anvik, and Ayden Janzen**. Fourth place winners were **Reid Decillia, Malachi Maret, and Maliha Kabir**. Fifth place winners were **Robbie Conrad and Michael Kossuth**.



Volunteer Lethbridge offered special recognition to **CUPE 290** members who assisted in collecting 8300 pairs of socks.

**Bret Jesse** (Westminster teacher) participated in a Division Technology workshop and was able to build a 3D printer for his classroom. Students planned and created Christmas ornaments for their parents.

**Westminster School** collected a number of teddy bears over the years, and as part of the Lethbridge Hurricanes “Teddy Bear and Touque Toss”, the school was able to donate back to the community a substantial number of teddy bears.

The following Chinook High School wrestlers earned Gold medals at the Medicine Hat tournament: **Mason Harris, Angelina Ellis-Toddington, Autumn Carter, and Blessing Diyaolu**.

**Immanuel Christian Elementary School** Grade 5 class under the direction of **Laura Witten** (teacher) partners with a Grade 5 classroom in Nicaragua through the “Write to Hope” program. Local Grade 5 students write one page of a story followed by the class in Nicaragua writing the next page. This process is time consuming with translation and going back and forth but the book has recently been completed. Acknowledgments go to Edu Deo Ministries

<https://edudeo.com/>, the organization that promotes Christian education in the developing world.

**Rick Latham** (Student Support, Victoria Park) is a competitor in the Valley National 8-Ball League Western Canadian Regional Pool Competition in Red Deer this year. This is an elite and high level competition in the Master division which is the last division league before Professional.

Lethbridge School Division is proud to have Early Education Manager, **Lynn Wytrukusz**, nominated for the “Prime Minister’s Awards for Excellence in Early Childhood Education.” The nomination clearly distinguishes Lynn as a leader in innovation and the application of researched pedagogy deriving from neuroscience. It also brings to light her unwavering commitment and the difference she has made to countless children and families at Westminster Elementary School.

Respectfully submitted,  
Cheryl Gilmore



**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Snacks with the Superintendents – February 12, 2020 – Mike Mountain Horse**

**Background**

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

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

All the staff of Mike Mountain Horse School will be invited to have Snacks with the Superintendents on Wednesday, February 12, 2020 beginning at 7:45 a.m.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**Re: Donations and Support**

**Background**

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below are the donations and support received by the Division.

- **Southern Chiropractic** donated services for Toys at Christmas and donated them to Westminster School. Steph Martin (Counsellor) and Kathleen Vink (Making Connections) were able to distribute extra packages to families beyond those organized through other community organizations.
- Winston Churchill High School received \$4,650 from the **Best Buy School Tech Grant** for the purchase of 10 iPads.
- **Save-on-Foods** donated 48 turkeys to the Victoria Park High School Christmas hampers.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

## **Calendar of Events for Board of Trustees**

January	30	Semester 1 Ends
	31	Elementary / High - School-based Professional Learning Day Middle – Parent Teacher Interviews No School for students
February	3	Semester 2 Begins
	5	Education Centre Leadership Team Meeting 9:00 a.m., Education Centre
	5	Policy Advisory Committee 12:15 p.m., Education Centre
	6	Breakfast with the Board 7:45 a.m., Westminster School
	11	Town Hall Meeting 6:30 – 9:00 p.m., Victoria Park Gymnasium
	13	Administrators' Committee Meeting 1:15 p.m., Education Centre
	14	ICE Scholarship Breakfast 7:00 – 9:00 a.m., Sandman Signature Lethbridge Lodge
	17	Family Day – No School
	18-19	No School
	20-21	Teachers' Convention – No School
	25	Board Meeting 3:30 p.m., Education Centre Board Room
	26	Pink Shirt Day

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Transportation**

**Background**

The trustees who are representatives on the joint School Boards / City of Lethbridge Committee, as well as the trustees present at the City of Lethbridge January 27 Council meeting, may have further information regarding the direction of school bus transportation for the 2020-2021 school year.

The Board advocated for extension of timelines for the motion made by the City of Lethbridge Council in November to sever the City of Lethbridge / School Boards agreement at the end of this school year. Both Lethbridge School Division Board of Trustees and Holy Spirit Catholic Board of Trustees desire to explore all options for transition of services and delivery of transportation to students in a manner that is thoughtful, well considered, and sustainable. To be able to explore options, the school boards need time and an extension of one year. This was conveyed in the Joint Committee meeting by Board representatives, and the recommendation for a motion put forth for consideration by City of Lethbridge Councillors January 27, 2020 stated as follows:

“Given the two school division’s desire to proceed with a plan that includes consideration of division operation and our commitment to serve families in the best possible manner into the future, we are requesting that the City of Lethbridge Council extend the timeline of the motion to terminate the current business arrangement for school bus operation between the City of Lethbridge and the two school divisions on or before July 31, 2021.”

The outcome of this motion will determine next steps that will need to be taken by the School Boards.

**Recommendation:**

It is recommended that the Board members provide an oral report of the Tuesday City Council decision and provide some direction regarding next steps.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Town Hall**

**Background**

Lethbridge School Division is hosting the annual Town Hall Meeting on Tuesday, February 11, 2020 from 6:30 - 9:00 p.m. at the Victoria Park High School Gymnasium (1515 - 5 Avenue South).

The purpose of the meeting is to seek feedback to assist the Division and Board of Trustees as they explore Division priorities. The feedback will frame consideration of the 2021-22 Education Plan and budget.

The Superintendent is meeting with Trustees on January 27<sup>th</sup> to determine final questions and processes for the Town Hall. She will provide an oral summary of the finalized plans at this meeting.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Lola Major, Trustee

**RE: Policy Advisory Committee – January 8, 2020**

Policy Advisory Committee met on January 8, 2020 and reviewed the following policies:

- Policy 501.6 Resident Students
- Policy 903.1 School Closure
- Policy 904.1 Surplus Space
- Policy 905.1 Disposition of Property
- Policy 1002.5 Parent/Guardian Responsibilities
- Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments

The next meeting will be held February 5, 2020.

Respectfully submitted,  
Trustee Lola Major

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Doug James, Trustee

**RE: A.T.A. Local 41 Council – January 8, 2020**

Trustee Doug James will provide an oral report.

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Christine Light, Trustee

**RE: Division School Council – January 13, 2020**

Trustee Christine Light will speak to the Division School Council meeting minutes, available on the website: <https://www.lethsd.ab.ca/download/228110>



**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Christine Light, Trustee

**RE: Community Engagement Committee – January 14, 2020**

**Executive Staff, Trustees & Parents Present:** Cheryl Gilmore, Christine Lee, Christine Light, Garrett Simmons, Heather Paul, Allison Pike

**ICE Scholarship Breakfast Progress**

- Speaker – Judy Trinh (Garrett)
  - Garrett spoke with Judy on the phone. Purpose is clear. \$1,000 honorarium for speaking and travel expenses. She will be visiting Chinook students after the breakfast. Idea of Judy also visiting with the high school LFS class at Churchill to be explored.
  - Xerox is scheduled to introduce the guest speaker.

**Sub-committees:**

- Promotion
  - Sold out!
    - 1 – \$3,000 Event sponsor (Xerox)
    - 8 - \$1,000 scholarship sponsors
    - 5 - \$600 table sponsors
    - 8 - \$375 table sponsors
    - 4 individual tickets
    - 48 comp tickets for students, Board members, volunteers
  - Also, a \$1,000 sponsor
  - Some individual tickets that may still come – Holy Spirit Board, Nathan Neudorf, Shannon Phillips, City councillors (Cheryl will follow up)
  - Recognition of individual sponsorship (smaller donations) was discussed. These can be recognized on website
- Scholarship Application/Selection Committee
  - Christine Light will meet with LCI staff meeting to promote scholarship, emphasize the meaning of “Innovation” and the relative ease of application processes.
  - Garrett will send Christine the application dates from last year so timelines can be set.
- Event Planning
  - Meal is planned; decorations and favours organized
  - In-kind sponsors – Flowers on 9th; Sandman Signature (room)
  - Thank-you Cards on tables with space for feedback on the reverse side.

- Entertainment – WCHS – Kade Hogg putting together ensemble. \$100 approved in recognition of their participation. Exploring student to lead us in O Canada
- Can we also get a student to sing O Canada?
- Students will be greeting guests as they arrive
- Table set –up will be encouraged to take place the evening PRIOR to the event and have students arrive at 6:30 (doors open at 6:45 with program to start at 7:15)
- Encourage a Tech Team display to highlight our innovation in the Division (Cheryl to talk to Jesse Sadlowski)
- LeeAnne will send an email for time for volunteers to set up – we will know closer to the date if we have access to the space the afternoon prior to the event.

**NEXT MEETING:** Wednesday, March 25 at 6:00 – Education Centre

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Lola Major, Trustee

**RE: Joint City of Lethbridge / School Boards – January 15, 2020**

Discussion was held regarding the school bus operation transition with Lethbridge School Division and Holy Spirit Catholic School Division.

Respectfully submitted,  
Trustee Lola Major

**MEMORANDUM**

January 28, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

**RE: A.S.B.A. Zone 6 General Meeting – January 15, 2020**

All members present enjoyed two presentations:

- a. FACES – Facilitates Awareness Character Building Experiences for Students. The program is a 12-day Summer School Experience for Grade 9 students going into Grade 10. See online - Faces.com
- b. Advocacy Strategies with this Government by A.S.B.A. Vice President Trina Boymook.

The next General Meeting will be held March 18, 2002 at our Education Centre.

Respectfully submitted,  
Trustee Donna Hunt



January 15, 2020

Clark Bosch, Board Chair  
Lethbridge School Division Board of Trustees  
433 15 Street South  
Lethbridge, AB T1J 2Z4

Clark Bosch,

I am writing to inform you of a temporary change to the School Resource Program. Effective mid-January, the Lethbridge Police Service will be re-deploying one School Resource Officer position – Cst. Rob Thibeau – until the start of the new school year in September. During this time, Cst. Thibeau's assigned schools will be redistributed among the remaining School Resource Officers. Each affected school will be directly notified of the change, including who their new SRO will be.

The SRO position, along with several other officer positions being redeployed from non-frontline units, is part of a comprehensive strategy to target crime, disorder and the negative behaviours impacting the community as a result of the ongoing drug crisis.

These decisions were not made lightly. As an organization we understand the reassignment of personnel will affect our members and community partners as some units temporarily run short, but I am confident our sworn and civilian personnel will step up and do everything they can to help mitigate any impacts.

I assure you that LPS remains committed to the SRO program and our partnership with both school divisions. We will keep you informed as time passes in order to ensure a smooth transition when the position is ultimately returned in the fall.

Sincerely,

Scott Woods  
Chief of Police  
Lethbridge Police Service

SW/ch

c. Lethbridge Police Commission

# Lethbridge School Division

## Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

[www.lethsd.ab.ca](http://www.lethsd.ab.ca)



January 20, 2020

Honourable Adriana LaGrange, Minister of Education  
228 Legislature Building  
10800 – 97 Avenue  
Edmonton AB T5K 2B6  
[Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)

Dear Minister LaGrange,

The Board of Lethbridge School Division recognizes that it is an exceptionally busy time for your office as work continues with the new funding framework and review of potential capital projects. Given your busy schedule, please consider this a brief re-visiting of the emergent need for an elementary school capital project in west Lethbridge.

As was highlighted in previous correspondence dated September 9, 2019 and reviewed as part of our conversation during your visit on September 18<sup>th</sup>, one of our most significant challenges is space for our students in west Lethbridge.

The elementary school that was opened in the fall of 2017 is currently beyond capacity. Ancillary spaces designed for collaborative inquiry and project based learning are now classrooms, as is the music room. Our core capacity in the west side elementary schools is 135% and it is expected to reach 150% by 2021-22.

It is understood that government is approaching budgeting, including capital expenses, with restraint and a focus on priorities and needs. Although we have sent the information previously, we are attaching information again for expediency of review by you. The information substantiates what we see as an extreme situation for elementary school space.

Attached documents:

1. Growth and Utilization Challenges – quick facts
2. West Lethbridge Schools Infograph
3. Areas of Growth in Lethbridge
4. Growth and Utilization (charts)
5. Three Year Capital Plan

Regards,

A handwritten signature in black ink, appearing to read 'Clark Bosch'.

Clark Bosch  
Board Chair

cc: Honourable Prasad Panda, Minister of Infrastructure  
Nathan Neudorf, MLA Lethbridge-East

**Board of Trustees**

**Clark Bosch (Chair), Christine Light (Vice-Chair)**

**Tyler Demers, Jan Foster, Donna Hunt, Doug James, Lola Major**

## Growth and Pressing Need for Elementary Schools on the west side of Lethbridge

### MOST PRESSING NEED



## Lethbridge School Division

### Growth and Utilization Challenges

### West Lethbridge

Lethbridge School Division has requested **two** new Elementary Schools in West Lethbridge.

Here are the quick facts why:

- West Lethbridge is consistently the fastest growing area of the City. *See chart 1.*
- Four out of six areas in Lethbridge with residential development are in West Lethbridge. *See Map 1*
- West Lethbridge school capacity is 80% in 2018-2019 and expected to be 89% by 2021-2022. *See Chart 2*
- Core areas of school facilities (space excluding modulars) are strained with core capacity at 135% in 2018-2019 and expected to reach 150% by 2021-2022. *See Chart 2.*
- Currently there is only land space for 5 more modular classroom additions at elementary schools in West Lethbridge.
- Mike Mountain Horse Elementary School is the only elementary school in the north of West Lethbridge. This is the area where the largest growing subdivisions are under development. Mike Mountain Horse does not have any space for additional modular classrooms and some existing portable classrooms are nearing end of life cycle.
- Subdivision development continues to grow in the areas surrounding schools in the south of West Lethbridge that are over 90% capacity. There is room for four modular classrooms at Coalbanks and one at Dr. Gerald B. Probe Elementary Schools.

See attached infographic on West Lethbridge Schools, Growth and Capacity Challenges for further information.



# West Lethbridge Schools

Growth and Capacity Challenges

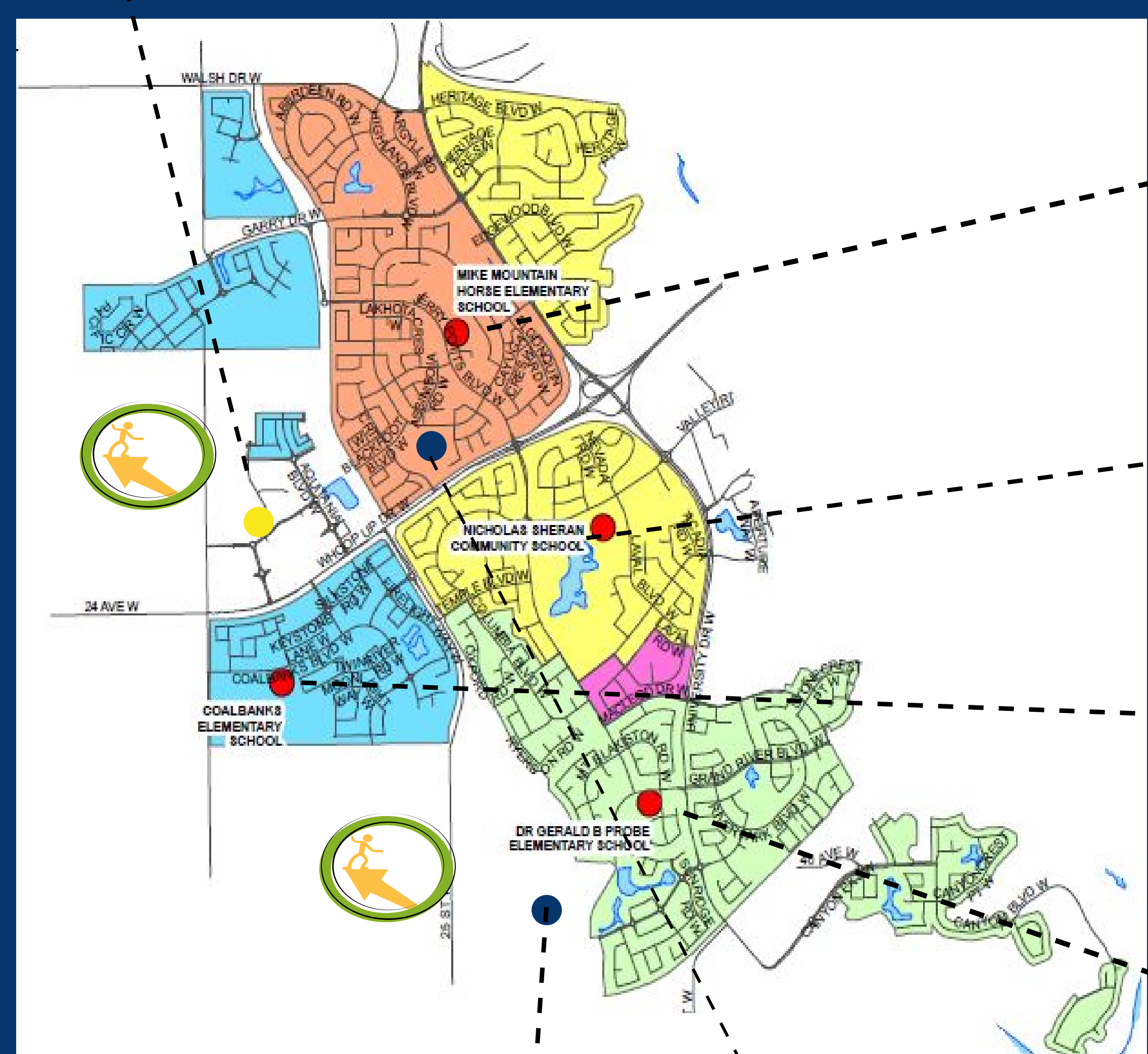


## High School

**88%** Chinook High School  
Total enrollment 1168 students



Chinook High School is the only high school in West Lethbridge. Enrollment is expected to exceed capacity within two years due to significant growth in West Lethbridge. The school has the ability to add several modular classrooms.



Areas of West Lethbridge still under development

**Our High School and Elementary Schools are full and more space is needed for future growth**

**80%**  
Overall Capacity

## Elementary Schools



**79%** 608 students

This school has 21 modular classrooms/relocatables. No more space to add additional moduls. Some of the older moduls (relocatables) are nearing end of life.



**85%** 547 students

This school has 14 modular/relocatable classrooms.



**87%** 526 students

Opened 2017 at 98% capacity. Added 3 moduls in 2018. 2 arriving for 2019. Have room for 4 more modular classrooms.



**96%** 622 students

Probe has 16 modular/relocatable classrooms. One arriving for 2019 and has room for one more.

Total enrollment 2303 students

## Middle Schools

**64%**

Senator Joyce Fairbairn  
476 students



Total enrollment 939 students



**62%**

G.S. Lakie  
463 students

Capacity for 750 students was made available with the opening of SJF Sept 2018. This alleviated enrollment pressure at G.S. Lakie and has allowed for future growth at middle school.

**1000+ students**

Estimated growth in West Lethbridge in next 10 years

## What do we need to address the challenges?

**Not e**

### Immediately

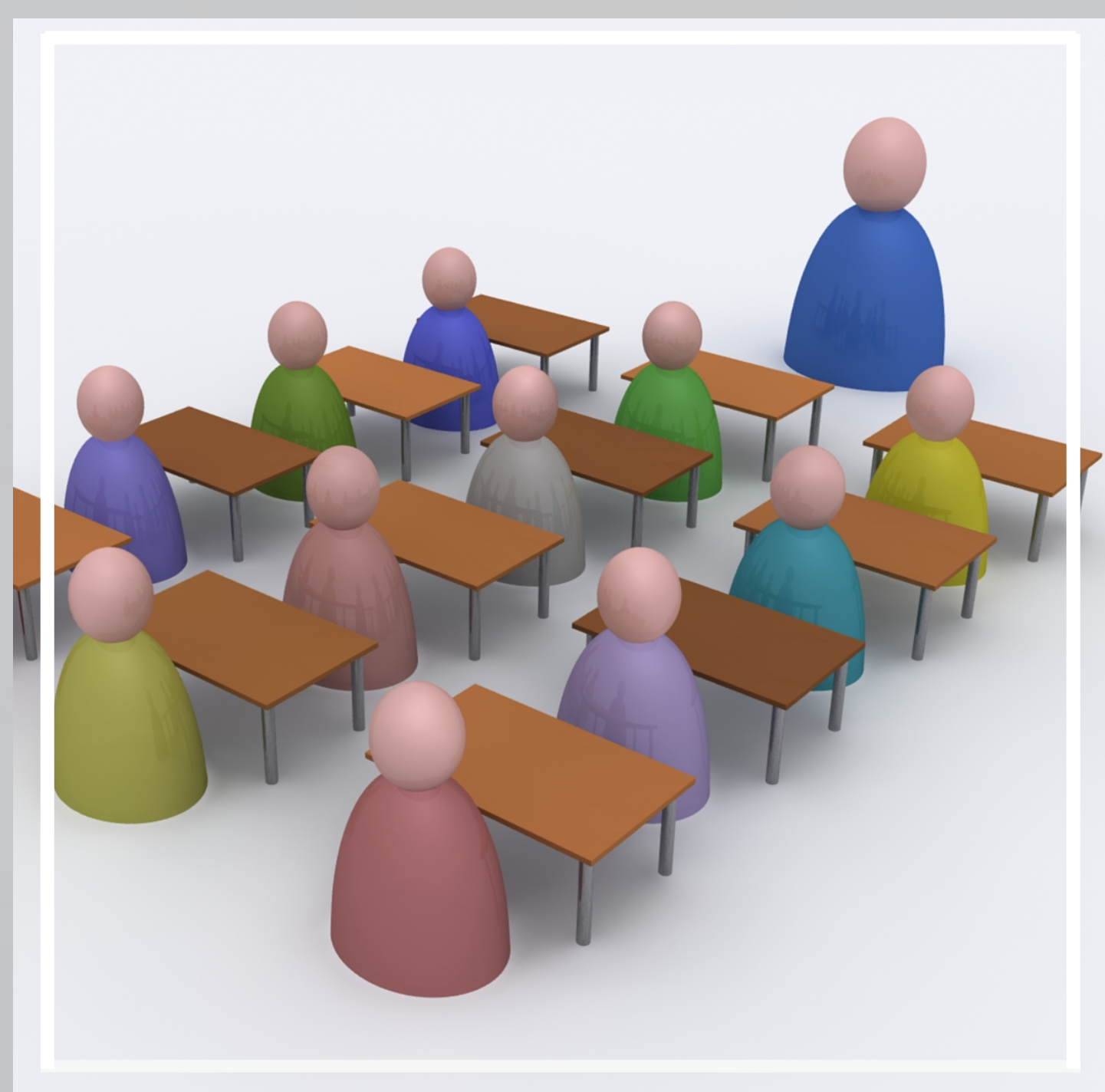
1. Approval for first of two new elementary schools in West Lethbridge
2. Modular classrooms for :
  - Coalbanks Elementary (4)
  - Ecole Nicholas Sheran (1)
  - Dr. G. B. Probe Elementary (2)
  - Chinook High School (4)

All modular classrooms and new school construction are approved and funded by the provincial government

### Next Two Years

1. Approval for the second elementary school in West Lethbridge (provided first received)
2. Any remaining modular classrooms for Coalbanks that have not yet been received.
3. Any remaining modular classrooms for Chinook High School

Adding modular classrooms to accommodate enrollment growth creates capacity concerns for core areas such as gyms and learning commons



Did you Know?

West Lethbridge is fastest growing sector of the City

Growth has been on average 2.86% per year over the last three years

## What is the process and timeline for building a new school?

**01**

City provides a school site

**03**

Three Year Capital Plan to demonstrate need

**05**

Alberta Education grants approval and funding

**07**

School under construction

**02**

Work with City and/or Developer to get a fully serviced school site

**04**

Advocate for need

**06**

Design, project costing, reviews and tender

It may take 6 to 12 months to plan and design a new school. If a serviced site is available and approved for construction has been received it takes approximately another 18 to 24 months to construct a new elementary school.



Approval to construction will not proceed unless step 2 has been completed. Approval for planning and design may be approved until a fully serviced site available.

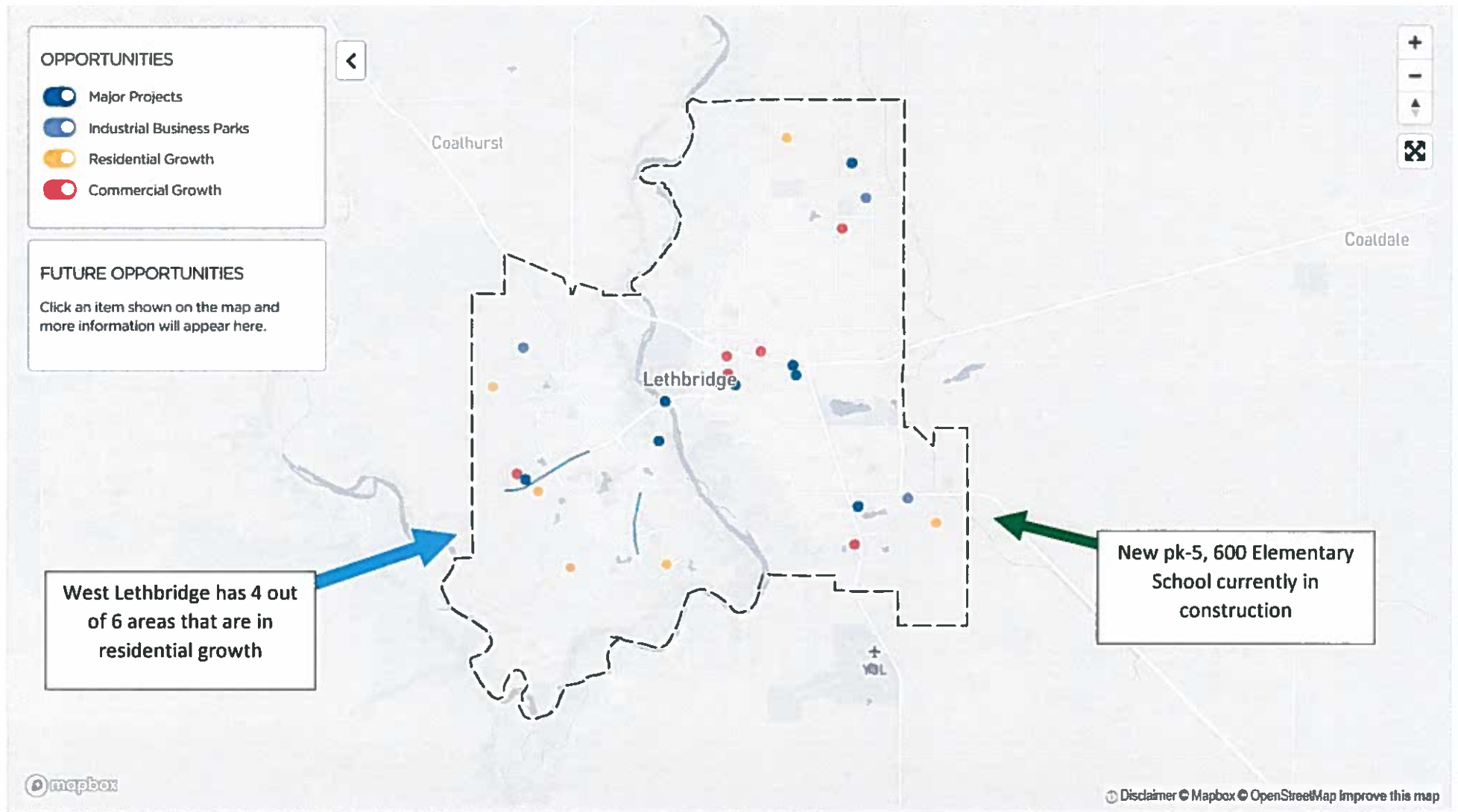
Visit the District's Three Year Capital Plan on our website @ [www.lethsd.ab.ca](http://www.lethsd.ab.ca)



**Map 1:**

## Areas of Growth in Lethbridge

*Chart provided by Economic Development Lethbridge*



## Growth and Utilization

Chart 1: City of Lethbridge Census Data

Quadrant Summary as of April 1, 2018 City of Lethbridge Census									
Quadrant	2014	2015	2016	2017	2018	Change from 2017 in #s	Change from 2017 in %	Change from 2014 in #s	Change from 2014 in %
North Lethbridge - West	9,229	9,437	9,676	9,789	9,951	162	1.65%	722	7.82%
North Lethbridge - East	17,222	17,314	17,503	17,664	17,749	85	0.48%	527	3.06%
South Lethbridge - West	9,243	9,291	9,317	9,341	9,318	-23	-0.25%	75	0.81%
South Lethbridge - East	21,933	22,046	22,403	22,319	22,791	472	2.11%	858	3.91%
West Lethbridge - North	15,068	15,343	15,878	16,541	16,995	454	2.74%	1,927	12.79%
West Lethbridge - South	20,309	21,373	22,051	22,544	22,965	421	1.87%	2,656	13.08%
<b>Totals</b>	<b>93,004</b>	<b>94,804</b>	<b>96,828</b>	<b>98,198</b>	<b>99,769</b>	<b>1,571</b>	<b>1.60%</b>	<b>6,765</b>	<b>7.27%</b>

Source: City of Lethbridge 2018 Census

Chart 2: Lethbridge School Division Utilization

### Area Utilization by City Sector (Actual and Projected)

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



# Three Year Capital Plan

2018-2019  
to  
2020-2021

## Executive Summary

Prepared by Lethbridge School District No. 51  
Division of Business Affairs  
433 15th Street South  
Lethbridge, AB T1J 2Z4  
[www. Lethsd.ab.ca](http://www.Lethsd.ab.ca)





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<b>EXECUTIVE SUMMARY</b>	4	Executive Summary
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This document is only the **Executive Summary to the Three-Year Capital Plan, 2018-2019 to 2020-2021.**

*For more information see the full Three-Year Capital Plan on the District's website:  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)*



# EXECUTIVE SUMMARY

## Introduction

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

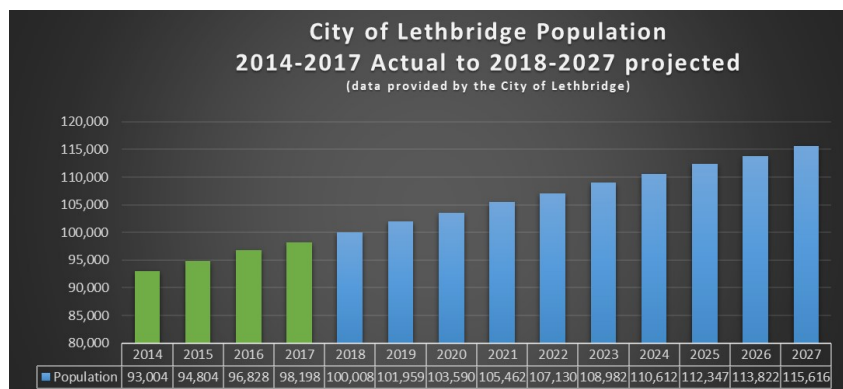
LSD51 serves approximately **11,268 students** from early education (pre-school) to grade twelve in 2017-2018. The District provides high quality learning experiences for students through a broad range of educational programs in twenty two (22) schools and four (4) institutional programs. [Lethbridge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

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

## City of Lethbridge and Population Growth

[Lethbridge School District No. 51](#) is the public school system for the residents of the City of Lethbridge.

Lethbridge is a growing, vibrant city with over **98,200** residents. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge contin-

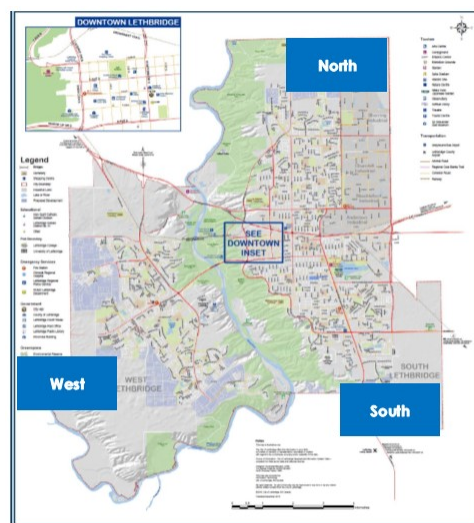


ues to attract new investment, it's anticipated to boost the population by **20%** in the **next 10 years**, from approximately **98,000 to 115,000**.

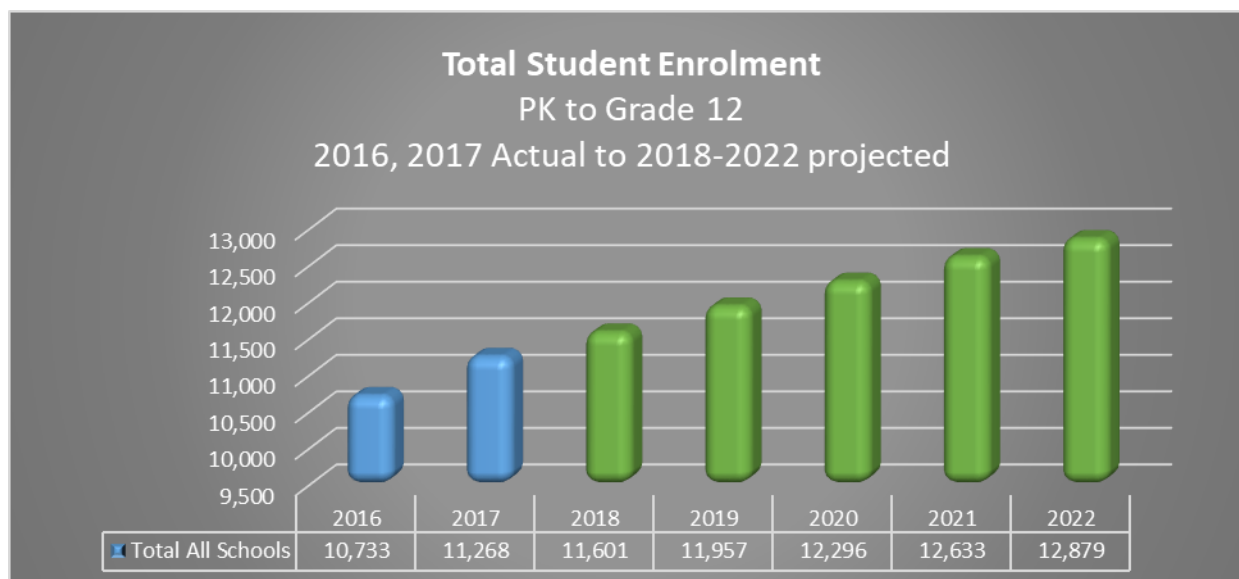
## City of Lethbridge Development

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

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



## Student Enrolment Growth



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

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

## Three-Year Education Plan

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

The District is proud of the tireless efforts of our staff and students. This being said, [Lethbridge School District No. 51](#) is continually committed to being better tomorrow than we were today. The 2017-2020 Three Year Plan and Annual Education Results Report may be found on the district's website.



### Facility Utilization

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

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

Area Utilization by City Sector (Actual and Projected)					
City Sector	Full Area		Projected Growth in 3 year period	Core Area Only	
	2017-2018 Actual	2020-2021 Projected		2017-2018 Actual	2020-2021
North	71%	78%	9.73%	77%	84%
South	81%	86%	5.81%	100%	106%
West	91%	103%	11.28%	158%	176%
<b>Total District</b>	<b>79%</b>	<b>86%</b>	<b>9.12%</b>	<b>94%</b>	<b>103%</b>

### Current Capital Projects

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

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

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

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

Current Capital Projects								
Projected Opening/Completion	School/Community	City Sector	Project Type	Grade	Approved Capacity	Approval Date	% Complete as of February 2018	Estimated Cost
2017-2018	Coalbanks Elementary School	West	New Construction	Kindergarten to Grade 5	600	January 2014	100% (in post construction review)	\$15.3 million
	Wilson Middle School	North	Modernization	Grades 6 to 8	n/a	January 2014	100% (in post construction review)	\$15.6 million
2018-2019	New West Lethbridge Middle School	West	New Construction	Grades 6 to 8	900	January 2015	80%	\$23.9 million
2020-2021	Discovery at Fairmont	South	New Construction	Kindergarten to Grade 5	600	April 2017 (Design only)	80% (design only)	\$17.1 million

## New School Construction Requests

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

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

New School Construction								
Year	Priority	Community/School	City Sector	Site Readiness	Type	Grade	Capacity	2017 Cost (\$)
2018-2019	1	South Lethbridge Elementary School (South Lethbridge - East)	South	Site Ready	New Construction - Requesting approval to proceed to Construction	K-5	600	\$17.1 million
	2	Gary Station Elementary School (West Lethbridge- North)	West	Site Available	New Construction	K-5	600	\$17.1 million
2019-2020	3	West Lethbridge Elementary School ( West Lethbridge - South)	West	Site Not Yet Determined	New Construction	K-5	600	\$17.1 million

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



West Lethbridge Middle School collaboration space under construction

The number two and three new construction priorities are the **Gary Station** (West Lethbridge—North) and **West Lethbridge Elementary** (West Lethbridge-South) Schools. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are six communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, and The Piers. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from **163% to 187%**. Enrolment growth in west Lethbridge elementary schools is expected to increase from 2254 students to 2429 in three years(2020), 2581 in five years (2022), and 2770 in ten years (2027). Over the 10 year period that is an increase of 516 students in schools that are already exceeding core utilization.



## Modernization of School Facilities Request

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



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

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from **172% to 187%**, with anticipated enrolment growth in west Lethbridge of **11.28%** over the three-year capital planning period.

As these schools are necessary for sustained enrolment in west Lethbridge they require modernization to ensure facility standards for optimal educational opportunities of our students.

### Modernization Projects

Year	Priority	Community/School	Facility Age	City Sector	Type	Grade	2017 Cost (\$)
2018-2019	1	Galbraith Elementary School	105 years	North	Modernization-Preservation	K-5	\$15 million
	2	Senator Buchanan Elementary School	63 years	North	Modernization-Preservation	K-5	\$9.3 million
	3	Westminster Elementary School	64 years	North	Modernization-Preservation	K-5	\$9.8 million
2019-2020	4	Ecole Nicolas Sheran Elementary School	37 years	West	Modernization-Preservation	K-5	\$13.4 million
	5	Park Meadows Elementary School	37 years	North	Modernization-Preservation	K-5	\$11.5 million
2020-2021	6	Mike Mountain Horse Elementary School	31 years	West	Modernization-Preservation	K-5	\$15 million
	7	Dr. Gerald B. Probe Elementary School	26 years	West	Modernization-Preservation	K-5	\$15 million

# Lethbridge School District No. 51 Three-Year Capital Plan

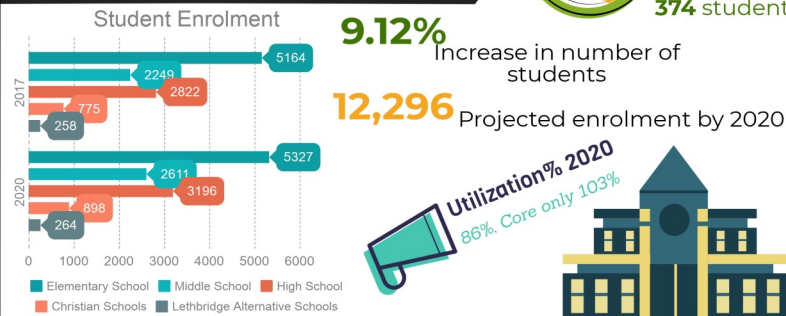


Year  
**2018-2019 to 2020-2021**

## Growth and Facility Utilization



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



## New School Construction



## Major Modernizations



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