



# AGENDA

Lethbridge School Division  
School Board  
Regular Meeting

**Tuesday, March 24, 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 February 25, 2020 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**

#### **5. Action Items**

- |           |     |   |               |
|-----------|-----|---|---------------|
| 3:36 p.m. | 5.1 | International Trip Approval                                       | Enclosure 5.1 |
|           | 5.2 | Policy Review:  |               |
|           |     | • Policy 700.3 Workplace Health and Safety – Hazard Control       |               |
|           |     | • Policy 905.1 Disposition of Property                            |               |
|           |     | • Policy 1002.5 Parent/Guardian Responsibilities                  | Enclosure 5.2 |
|           | 5.3 | Second Quarter Financial Report                                   | Enclosure 5.3 |
|           | 5.4 | Board Budget Belief Statements and<br>Budget Development Timeline | Enclosure 5.4 |
|           | 5.5 | Three-Year Capital Plan   | Enclosure 5.5 |

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

**5:00 p.m. Public Forum**

#### **7. Information Items**

- |           |       |   |                 |
|-----------|-------|---|-----------------|
| 5:05 p.m. | 7.1   | Board Chair Report                                  |                 |
|           | 7.1.1 | Breakfast with the Board<br>Attwell – April 8, 2020 | Enclosure 7.1.1 |
|           | 7.2   | Associate Superintendent Reports                    |                 |
|           | 7.2.1 | Business Affairs                                    | Enclosure 7.2.1 |
|           | 7.2.2 | Human Resources                                     | Enclosure 7.2.2 |
|           | 7.2.3 | Instructional Services                              | Enclosure 7.2.3 |

5:20 p.m.	7.3	Superintendent Report	
	7.3.1	Acknowledgements of Excellence	Enclosure 7.3.1
	7.3.2	Calendar of Events	Enclosure 7.3.2

## **8. Reports**

5:30 p.m.	8.1	Division School Council – March 2, 2020	Enclosure 8.1
	8.2	Facilities Committee – March 3, 2020	Enclosure 8.2
	8.3	F.N.M.I. Committee – March 4, 2020	Enclosure 8.3
	8.4	Poverty Intervention Committee – March 4, 2020	Enclosure 8.4
	8.5	ATA Local Council – March 4, 2020	Enclosure 8.5
	8.6	Division Student Advisory Council – March 10, 2020	Enclosure 8.6
	8.7	Policy Advisory Committee –March 11, 2020	Enclosure 8.7

## **9. Correspondence - Received**

5:45 p.m.	None
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## **10. Correspondence - Sent**

None

5:45 p.m.	<b>Adjournment</b>
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## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD FEBRUARY 25, 2020.

### IN ATTENDANCE:

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

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

Regrets: Morag Asquith

The Chair called the meeting to order at 3:30 p.m.

1. Approval of Agenda

Trustee Jan Foster moved:

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

*Approval of Agenda  
6503/20*

2. Approval of Minutes

Trustee Donna Hunt moved:

“that the minutes of the Regular Meeting of January 28, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
6504/20*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations

4.1 Edwin Parr Nomination

Division Edwin Parr nominee Jenelle Macdonald and Principal  
Craig DeJong attended the meeting.

*Presentations  
Edwin Parr  
Nomination*

4.2 Lap-top Project at Senator Joyce Fairbairn Middle School

Principal Bill Bartlett provided an update on the lap-top project  
at Senator Joyce Fairbairn Middle School.

*Lap-top Project at  
Senator Joyce  
Fairbairn Middle  
School*

5. Action Items

5.1 Memorandum of Agreement on Local table matters between  
the Board and ATA Local #41

The Board negotiating committee reached a Memorandum of  
Agreement with the negotiating committee of ATA Local #41  
on December 18, 2019. ATA ratified the agreement on  
February 3, 2020.

*Action Items*

Trustee Jan Foster moved:

“that the Memorandum of Agreement between the Board of Trustees of Lethbridge School Division and the Alberta Teachers Association Local #41 dated the 18<sup>th</sup> day of December 2019 be approved.” **CARRIED UNANIMOUSLY**

*MOA with Local #41  
6505/20*

5.2 Policy Review

*Policy Review*

Trish Syme, Coordinator of Learning and International Education, reviewed the following policies:

Policy 700.1 Workplace Health & Safety – Leadership Commitment”

Policy 700.2 Workplace Health & Safety – Hazard Assessment

Trustee Lola Major moved:

“to approve Policy 700.1 Workplace Health & Safety: Leadership Commitment, as amended.”

**CARRIED UNANIMOUSLY**

*Policy 700.1  
Workplace Health &  
Safety – Leadership  
Committee  
6506/20*

Trustee Lola Major moved:

“to approve Policy 700.2 Workplace Health & Safety: Hazard Assessment, as amended.” **CARRIED UNANIMOUSLY**

*Policy 700.2  
Workplace Health &  
Safety – Hazard  
Assessment  
6507/20*

6. Division Highlights

*Division Highlights*

- Clark attended grade 5 basketball games, ICE Scholarship Breakfast, and Town Hall. Thanks to Christine Light as MC of Scholarship Breakfast.
- Christine enjoyed breakfast at Westminster, ICE Scholarship Breakfast, LCI Khoros presentation, Town Hall, ATA Local meeting, Peter Mansbridge at SWATCA, and Poverty Committee got a huge donation in addition to a neighbours donation to the Poverty fund.
- Jan felt Town Hall was great, Scholarship Breakfast speaker was fabulous, remarkable student displays, and she read to a class at Coalbanks School.
- Doug attended the amazing GS Lakie Luna dance production and met with John Chief Calf.
- Tyler asked about Judy Trinh visiting WCHS and Chinook following her keynote address at the Scholarship Breakfast.
- Lola noted how fortunate we are to have the supportive people in our Education Centre.

7. Information Items

7.1 Board Chair Report

*Information Items*



- 7.1.1 Breakfast with the Board *Breakfast with the Board*  
Breakfast with the Board will be held at Fleetwood Bawden School on Wednesday, March 4, 2020 at 7:45 a.m.
- 7.2 Associate Superintendent Reports *Associate Superintendent Reports*
- 7.2.1 Business Affairs *Business Affairs*  
Associate Superintendent Christine Lee provided a written Business Affairs report.
- 7.2.2 Human Resources *Human Resources*  
Associate Superintendent Rik Jesse provided a written Human Resources report.
- 7.2.3 Instructional Services *Instructional Services*  
Associate Superintendent Morag Asquith provided a written Instructional Services report.
- 7.3 Superintendent Reports *Superintendent Report*
- 7.3.1 Board Priorities *Board Priorities*  
2019-20 Division Priorities report of actions was shared.
- 7.3.2 Acknowledgements of Excellence *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.
- 7.3.3 Donations and Support *Donations and Support*  
Panago Pizza topped up the Galbraith School pizza fundraiser held in January.  
Evangelical Free Church donated \$87,966.16 to the Poverty Intervention Committee.
- 7.3.4 Snacks with the Superintendents *Snacks with the Superintendents*  
Snacks with the Superintendents will be held at Victoria Park School on Thursday, March 12, 2020 at 8:00 a.m.
- 7.3.5 Calendar of Events *Calendar of Events*  
The Calendar of Events was reviewed.  
Date corrections were March 4 Breakfast with the Board and March 5-6 Board Retreat.

8. Reports

*Reports  
Division Wellness  
Committee*

8.1 Division Wellness Committee

Trustee Donna Hunt provided a written report from the Division Wellness Committee meeting held January 30, 2020.

*A.T.A. Local 41 Council*

8.2 A.T.A. Local 41 Council

Trustee Christine Light provided an oral report from the A.T.A. Local 41 Council meeting held February 5, 2020.

8.3 Policy Advisory Committee

*Policy Advisory  
Committee*

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held February 5, 2020.

9. Correspondence – Received

*Correspondence  
Evangelical Free  
Church of Lethbridge  
Minister of Education*

9.1 Evangelical Free Church of Lethbridge

9.2 Alberta Education

10. Correspondence – Sent

None

*Public Forum*

**Public Forum** - none

*Adjournment*

The meeting adjourned at 4:52 p.m.

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: International Trip Approval**

**Background**

Chinook High School (CHS) and Lethbridge Collegiate Institute (LCI) are requesting approval to take a group of students on a War and Remembrance Tour of Europe during Easter break of 2021. The trip would be organized through *EF Tours*, a reputable student travel company. The educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$4,000.00. Fundraising opportunities will be available to offset the cost of the trip.

**Recommendation**

That the combined CHS and LCI War and Remembrance Tour of Europe during Easter break of 2021 be approved, on the condition that all Division policies and procedures are strictly followed.

Respectfully submitted,  
Morag Asquith

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# CHS AND LCI

## War & Remembrance Tour 2021

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### Educational Benefits

On a previous school trip, a tour guide once told us:

*"You guys (in North America) study history, here in Europe, we live it through the constant reminders still present all around us". – Salvatore Stella*

Whereas there are numerous educational components associated with this tour, we believe none are greater than visiting the places where history lives. Immersing ourselves into the stories of those who came before us and celebrating them beyond the superficial can genuinely change lives. Going to Anne Frank's house and/or seeing the Last Post presented in Ypres, reminds us that the stories we learned in the classrooms back home were very real and still impactful as a reminder today. The museums and memorials present in Normandy and how they serve as a constant reminder of the sacrifices an entire generation made to keep the world safe from tyranny and oppression. What it means to be a Canadian in places that still remember and honour the sacrifices our countrymen made to maintain the peace and freedom of people across an ocean. We would delve into this topic by visiting the grave sites and battlefields where the men and women who blazed this trail and left this positive legacy, made the ultimate sacrifice for humanity. Here, at Essex Farm Cemetery, St. Julien Memorial, Tyne Cot Cemetery, and Beny-sur-Mer Cemetery we would see the gravesites of Canadians spanning two world wars who gave their lives in the interests of a free world.

The second educational aspect we would like to mention is the impact that experiencing life within another culture can bring. Guided tours, walking tours, all with the presence of an experienced tour guide creates an atmosphere of learning and appreciation.

Learning to make clogs can be a fun and engaging way for students to learn an aspect of traditional Dutch culture and the reasons for the process becoming what it did. The Arc de Triomphe, Montmartre, Leaning tower of Pisa, Palace of Versailles and numerous other experiential opportunities including night train to Nice, would provide students with tangible memories that will stick with them for many years to come.

Kenny Fuglerud/CHS  
David Fletcher/LCI





## Educational Tours

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# EXPLORING EUROPE

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### INCLUDED ON TOUR:



Round-trip flights on major carriers; full-time Tour Director; weShare, EF's personalized learning experience; hotels with private bathrooms; breakfast and dinner daily (a €15 cash float will be provided on days 4 and 9); lunch on day 11.

Sightseeing: Amsterdam; Fort Breendonk; Versailles; Paris; Florence; Pisa.

Entrances: Canal Cruise; Anne Frank House; Clog and Cheese Farm; Fort Breendonk Memorial Site; "Last Post Ceremony" at the Menin Gate; Memorial Museum Passchendaele; Tyne Cot Cemetery; Essex Farm Cemetery; In Flanders Fields Museum; Vimy Ridge Historic Site; Juno Beach Centre; Beny-sur-Mer Cemetery; La Pointe du Hoc; Versailles; Arc de Triomphe; Pisa Baptistery & Cathedral; Colleverde Farm.

Overnight stays: Amsterdam (2); Central Ypres (2); Caen (2); Paris (1); Night Train Paris-Florence (1); Florence (2).

### NOT INCLUDED ON TOUR:

Optional excursions; Insurance coverage; Beverages and lunches; Transportation to free-time activities; Customary gratuities (for your Tour Director, bus driver and local guide); Portage; Adult supplement (if applicable); Weekend supplement; Any applicable baggage-handling fee imposed by the airlines; High-Season Surcharge; Single Departure Date Request Fee; Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather or other events beyond EF's control; Passports, visa and reciprocity fees.





## Your itinerary

### Day 1: Board your overnight flight to Amsterdam!

### Day 2: Amsterdam

#### Arrive in Amsterdam

Travel through irrigated Dutch landscapes as you make your way to Amsterdam, capital of the Netherlands. Known both as a center of entertainment and as a city of classic design and architecture, Amsterdam is a city of astonishing contrast.

#### Walking Tour of Amsterdam

Stroll along the canal-lined streets of Amsterdam on our EF walking tour. Cross Dam Square, then pass by the Koninklijk Paleis (Royal Palace) and the Nieuwe Kerk (New Church), site of Dutch coronations.

#### Enjoy a Canal Cruise

Cruise the canals on board a glass-topped boat, the perfect way to become acquainted with the city. You will pass some of Amsterdam's most enchanting bridges, including those depicted in some of van Gogh's paintings.

### Overnight in Amsterdam

### Day 3: Amsterdam

#### Guided Sightseeing of Amsterdam

A local guide introduces you to Amsterdam, a city where 1,200 bridges crisscross 160 canals to make it one of Europe's most charming capitals. During your stay you'll see the Westerkerk (West Church), where Rembrandt is buried. You'll also visit Dam Square, which is home to Koninklijk Paleis (the Royal Palace), before seeing the Flower Market and Jewish Quarter.

#### Visit the Anne Frank House

Visit the Anne Frank House, where the young girl hid with her family from 1942 to 1944-and where she penned the poignant diary that has been translated into dozens of languages worldwide (*pending availability*).

#### Exploration Time in Amsterdam

Visit one of Amsterdam's most famous museums, the Vincent van Gogh Museum, whose collection of over 200 Van Gogh paintings and 600 drawings provides a comprehensive view of the artist's works or the Rijksmuseum which houses the world's largest collection of Dutch masters paintings, including Rembrandt's famous painting, *The Night Watch*. Alternatively, enjoy shopping in the city's pedestrian center.

### Overnight in Amsterdam

### Day 4: Amsterdam | Willebroek | Ypres

#### Visit a Clog and Cheese Farm

Stop at an historic farm south of Amsterdam to learn about making cheese and clogs.

### Transfer to Willebroek

#### Guided Tour of the Fort Breendonk Memorial Site

Stop at the Breendonk Memorial in Belgium, which remembers the horrors, and honors the victims, of the Third Reich. Fort Breendonk is one of the best preserved concentration camps in all of Europe. Approximately 3500 prisoners passed through Breendonk between the years of 1940 and 1945. Although smaller than other concentration camps, Breendonk is still a powerful reminder of the barbarity of the Nazi regime.

#### Continue on to Ypres

Arrive in this small Flemish town that saw five bloody battles during World War I. Once situated right between the lines of the allied and German troops, and still surrounded by stones marking the limit of the German offensive, Ypres remains an important pilgrimage site.

### Stop at the St. Julien Memorial

Make a stop at this impressive memorial, which is located at the site where Canadian troops withstood the first German gas attacks in April of 1915. The memorial measures almost 11 metres in height and is topped by a granite carving of a brooding Canadian soldier.

### A €15 Cash Float will be Provided for Dinner

#### Attend the "Last Post Ceremony" at Menin Gate

Experience a unique and moving nightly ceremony to honour the dead of WWI. At exactly 8 pm up to six members of the regular buglers from the local volunteer Fire Brigade step into the roadway under the memorial arch and play the Last Post, followed by a short silence and Reveille. The Last Post Ceremony has become part of daily life in Ieper (Ypres) and the local people are proud of this simple but touching tribute to the courage and self-sacrifice of those who fell in defence of their town.

### Overnight in Central Ypres

### Day 5: Ypres

#### Visit the Memorial Museum Passchendaele

Formerly the "Streekmuseum," this re-opened in 2004 as the "Memorial Museum Passchendaele." It is housed in the old Zonnebeke chateau in the heart of the 1917 Passchendaele battlefield and tells the story of the fighting in this area during the four years of the war. You will see many photos, uniforms and artifacts on display, and a reconstructed trench and WWI dugout.

#### Tyne Cot Cemetery and Memorial

Take some time to reflect on the lives lost during your visit to Tyne Cot, the largest cemetery for Commonwealth forces in the world. Here, you can see the Memorial to the Missing, inscribed with the names of over 34,000 soldiers who went missing during the First World War.

#### Visit Essex Farm Cemetery

This small and sometimes overlooked place remains a moving and important First World War site for Canadians. Essex Farm is the location where Lieutenant Colonel John McCrae penned the famous and haunting war poem 'In Flanders Fields'. The advanced dressing station where McCrae was stationed remains remarkably intact and shares the site with a small commonwealth cemetery.

#### Visit the In Flanders Fields Museum

This award-winning museum is located in the eastern end of the beautiful and grand Cloth Hall in Ypres. Focusing on the horrors of war, this interactive museum invites participants to engage emotionally in the presentation of the past.

### Overnight in Central Ypres

### Day 6: Ypres | Vimy | Rouen | Caen

### Transfer to Vimy

#### Visit the Vimy Ridge Historic Site

Walk along Vimy Ridge, where in 1917, Canadian troops came together to accomplish what larger British and French forces had failed to do, and what would become a defining moment in the first World War. See where these brave soldiers charged over the ridge, marching under continuous, heavy fire and cleverly isolating the German troops in their dugouts. A towering, white marble monument now marks Hill 145, the place where the capture of Vimy Ridge ended in a bayonet charge against machine-gun nests. Learn more about this stunning victory that Brigadier-General A.E. Ross called "the birth of a nation."

### Continue on to Rouen

### Exploration Time in Rouen

### Arrive in Caen

Transfer to Normandy, location of many of the battles that turned the course of World War II. Despite its connection with major military events, Normandy is also a region of scenic beauty with elegant landscapes and patchwork fields as well as the majesty of its two major towns-Caen and Rouen.

### Overnight in Caen

#### Day 7: Caen | Normandy

##### Visit the Juno Beach Centre

Visit the Juno Beach Centre, the first memorial of its kind for Canadian veterans of WWII. The Centre was conceptualized by Canadian veterans who fought in the June 6, 1944 D-Day invasion of Normandy and stands at Courseulles-sur-Mer, the site of the invasion. The Centre is an educational facility designed to teach Canadians more about Canada's role in the war, whether on land, sea or air.

##### Visit the Beny-sur-Mer Canadian Cemetery

Honour our fallen soldiers and airmen at Beny-sur-Mer Cemetery, which houses the graves of over 2,000 Canadians.

##### Exploration Time in Arromanches

Visit the seaside town of Arromanches, whose coastline hosted some of the D-Day landings in 1944. As part of the designated 'Gold Beach' area, British troops landed here. Arromanches was also important in WWII as one of the chosen sites for the Mulberry Harbours built by the British forces to aid in the allied invasion of Normandy. The massive concrete blocks can still be seen today.

##### See La Pointe du Hoc

The Pointe du Hoc was a vital position on the Atlantic Wall because it contained guns capable of firing on Omaha and Utah Beaches. It was one of the strongholds in the German fortifications. Colonel Rudder's "Rangers" battled the German observation post on the edge of the Point and the monument commemorates their courage on the morning of June 6th.

### Overnight in Caen

#### Day 8: Caen | Paris

##### Transfer to Paris

Welcome to Paris, cosmopolitan City of Light. Over the centuries, Paris has grown to become the undisputed center of France, and one of the world's most important cities both culturally and politically. Equally famed for its high fashion, awe-inspiring museums and elegant cuisine, Paris has also been a center of theater, literature and philosophy throughout the ages.

##### Guided Visit of Versailles

Take an expertly guided tour of Versailles. Nobody does decadence like Louis XIV, and there's no better testament to this than Versailles. Under the direction of the Sun King, the château that began as a modest hunting lodge exploded into one of the largest palaces on Earth. On your excursion to this lavish estate, explore the state apartments of the king and queen and the magnificent Hall of Mirrors. Walk through the meticulously landscaped gardens and marvel at dozens of ornate fountains. Discover why Versailles was more than just a vacation home: Louis XIV hosted his royal court here to rein in their power and prevent their political rise.

##### Evening Walking Tour of Montmartre

This evening you will explore the neighborhood of Montmartre, the highest point in Paris. Once a medieval village, Montmartre is home to the famed Moulin Rouge nightclub. As you stroll along the narrow, cobbled streets, you'll see the many artists who paint the passing scene as visitors drift in and out of inviting cafés and shops. Upon reaching the crest of the hill, you might wish to step inside the grandiose white basilica of Sacré-Coeur.

### Overnight in Paris

### Day 9: Paris

##### Guided Sightseeing of Paris

Discover the city on the Seine during your bus tour. Learn about Paris' origins as a Roman settlement as you pass through the Île de la Cité, where you will also see Notre-Dame Cathedral. Pass by the imposing Arc de Triomphe, and the Place de la Concorde, dedicated to King Louis XV and the site where Louis XVI and Marie Antoinette were executed during the French Revolution. Continue down the elegant Champs-Élysées to the École Militaire, where a promising young Napoleon launched his rise to power. Then, head through the Latin Quarter where you will see the world-renowned Sorbonne University. Drive along the Seine for wonderful views of the Musée d'Orsay, the Louvre, and the Pont Neuf, or "new bridge," which is ironically Paris' oldest. Finally, make a photo stop at the iconic Eiffel Tower, built for the 1889 World's Fair. Learn why this impressive, yet controversial symbol of Paris was spared the wrecking ball in 1909.

##### Ascend the Arc de Triomphe

At the head of the Champs Élysées is the busy Place de l'Etoile, home of the Arc de Triomphe. Plans for the Arc were originally drawn up in 1758, but were revamped into the modern day design by Napoleon Bonaparte. Finished in 1836 during the reign of Louis Philippe, the Arc de Triomphe is decorated with bas reliefs depicting scenes from the revolutionary era. Climb to the top of this, the world's largest triumphal arch, to gain an extraordinary view of Paris.

##### Exploration Time in Paris

Enjoy time for your own explorations of Paris. You might wish to visit the Musée d'Orsay, the Rodin Museum, or the futuristic exhibits of the Centre Pompidou. Alternatively, take a stroll through the Latin Quarter or take part in the timeless Parisian tradition of people-watching over a cup of café au lait at a sidewalk café. Last but not least, for the fashion conscious traveler, a visit to the Rue du Faubourg Saint Honoré is a must and don't forget to drop by and explore the famous Galeries Lafayette which have made fashion come alive for more than a century.

### A €15 Cash Float will be Provided for Dinner

### Travel by Night Train to Florence

#### Overnight on the Night Train

#### Day 10: Florence

##### Arrive in Florence

Set deep in the heart of Tuscany is one of Italy's jewels. The city of Florence has delighted visitors for centuries with its remarkable architecture. Whether sitting by the River Arno, strolling the beautifully housed streets or viewing the renaissance masterpieces that fill the city's churches and museums, one can only be astonished by the feeling of true beauty.

##### Guided Sightseeing of Florence

Fall under the spell of the powerful Medici family on your guided tour. See Giotto's Bell Tower and the imposing marble cathedral in the Piazza del Duomo. Stand before Ghiberti's legendary *Gates of Paradise* (so dubbed by Michelangelo), and pass the classical statues of the Piazza della Signoria. Here you can see where Michelangelo's *David* originally stood.

##### Exploration Time in Florence

You might take a moment to soak in the cobblestone birthplace of the Renaissance with a cup of cappuccino in one of the small cafes throughout the city. Maybe you would prefer to peruse the luxurious shops of the Ponte Vecchio, or take a stroll up through the Boboli Gardens to Forte di Belvedere, where you might chance on a sculpture exhibition as you take in the spectacular panorama of Florence.

### Overnight in Florence

## Day 11: Florence | Pisa

### Stop at Piazzale Michelangelo

Stop at Piazzale Michelangelo for one of the most breath-taking views of Florence.

### Excursion to Pisa

Journey to Pisa and visit the Field of Miracles. Here you will see the six stories of white marble that form the 12th century Leaning Tower of Pisa, and see the adjacent marble cathedral and the neighboring baptistery.

### Guided Sightseeing of Pisa

Here your guide will lead you to the Field of Miracles, where you can see the six stories of white marble that form the 12th-century Leaning Tower of Pisa, along with the adjacent marble cathedral and the neighboring baptistery. The tower was re-opened to the public in 2001.

### Visit the Pisa Baptistery & Cathedral

Italy's largest baptistery, the Battistero di San Giovanni is also slightly taller than the Leaning Tower across the square. As it shares the same unstable ground as the tower, the baptistery also has a slight lean of 0.6 degrees towards the cathedral. The baptistery's pulpit is a masterpiece carved in 1255-60 by Nicola Pisano. Begun in 1093, Pisa Cathedral (Duomo di Pisa) is a masterpiece of Romanesque architecture. Despite its proximity to the eye-catching and tourist-attracting Leaning Tower, the Duomo still dominates the monumental Piazza dei Miracoli.

### Visit Colleverde Farm

Drive through the Tuscan countryside to Colleverde farm and enjoy a tour and olive oil tasting. After the tour of the farm, you will be treated to a traditional Tuscan lunch.

## Overnight in Florence

## Day 12: Depart for home

### Transfer to the airport for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

*Itinerary is subject to change.*

For complete financial and registration details, please refer to the Booking Conditions at [www.eftours.ca/bc](http://www.eftours.ca/bc)

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Toronto, ON M5S 2V1



**MEMORANDUM**

March 24, 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>
700.3	Workplace Health and Safety: Hazard Control	Amended
905.1	Disposition of Property	2 <sup>nd</sup> reading
1002.5	Parent/Guardian Responsibilities	2 <sup>nd</sup> reading

Respectfully submitted,  
Cheryl Gilmore



## LETHBRIDGE SCHOOL DIVISION

### LETHBRIDGE SCHOOL DISTRICT NO. 51

### LETHBRIDGE SCHOOL DISTRICT DIVISION NO. 51

Approved: April 23, 2012

## **700.3 Workplace Health and Safety: Hazard Control**

### **Policy**

Hazard controls shall be ~~developed and~~ implemented for ~~all~~ identified hazards, ~~at District worksites and for all work processes.~~

### **Regulations**

1. Hazard controls ~~shall be developed~~ are in place to reduce or minimize the risk of harm to employees as much as is reasonably practicable.
2. Hazard controls may include some or all of:
  - 2.1. engineering controls
  - 2.2. administrative controls
  - 2.3. personal protective equipment
3. Safe work practices and procedures ~~and practices shall be~~ are in place ~~developed;~~
  - 3.1. for tasks with identified hazards within the District for which hazards have been identified;
  - 3.2. by to addressing the high priority hazards and the highest risk tasks first; ~~3.3. with emphasis on both health and safety; and~~
  - 3.4. ~~with input from employees who perform the tasks.~~
4. Maintenance records ~~shall be~~ are kept to ensure that:
  - 4.1. scheduled maintenance requirements for equipment and vehicles are completed properly and on time;
  - 4.2. completion of scheduled maintenance requirements for equipment and vehicles, as well as other additional maintenance work is documented; and
  - 4.3. defective equipment or vehicles are not used.
5. Hazard controls must be reviewed:
  - 5.1. on a regular basis;
  - 5.2. when job processes, environment or equipment changes; or
  - 5.3. when an incident/accident occurs.
6. Hazard controls ~~should be~~ are included in new staff orientation and training sessions in conjunction with a review of hazard assessments related to the particular ~~role/job~~ job role to which the new employee is assigned.



## LETHBRIDGE SCHOOL DIVISION

### LETHBRIDGE SCHOOL DISTRICT NO. 51

### LETHBRIDGE SCHOOL DISTRICT DIVISION NO. 51

## Policy

7. ~~District~~Division employees shall fully comply with ~~w~~Workplace ~~h~~Health and ~~s~~Safety hazard controls including but not limited to:
  - 7.1. adhering to safe work ~~practices and~~ procedures ~~and practices~~;
  - 7.2. promptly reporting to their immediate supervisor unsafe/unhealthy working conditions or uncontrolled hazards;
  - 7.3. immediately reporting an incident or accident;
  - 7.4. wearing required personal protective equipment;
  - 7.5. adhering to ~~District~~Division working alone procedures; and
  - 7.6. contributing to the review and improvement of policies and procedures relevant to the employee's tasks.
8. Non-compliance with ~~District~~Division ~~w~~Workplace ~~h~~Health and ~~s~~Safety policies and procedures shall:
  - 8.1. be addressed immediately by the employee's supervisor;
  - 8.2. result in disciplinary measures including:
    - 8.2.1. coaching for improvement;
    - 8.2.2. a verbal warning;
    - 8.2.3. a written warning;
    - 8.2.4. suspension; or
    - 8.2.5. termination.
9. Non-compliance of a serious or blatant nature may lead to the immediate termination of employment without prior warning. Provisions outlined in any collective agreement shall apply.
10. ~~District~~Division employees shall exercise their right to refuse to work when:
  - 10.1. ~~there is imminent danger defined as: the worker believes on reasonable grounds that there is a dangerous condition at the worksite, or the work constitutes a danger to the worker's health and safety, or to the health and safety of another worker or person.~~
    - 10.1.1. ~~a danger that is not normal for that occupation; or~~
    - 10.1.2. ~~a danger under which a person engaged in the occupation would not normally carry out the person's work.~~
  - 10.2. asked to perform a task for which they feel they are not qualified to perform.
11. A refusal to work must be:
  - 11.1. reported immediately to a supervisor;
  - 11.2. fully documented, including all efforts to correct the situation; and
  - 11.3. investigated in the same manner as required for all incidents under Policy 700.7 Incident Investigation.
12. All contractors are required to conduct their operations in accordance with health and safety legislation.

The Board delegates to the Superintendent the authority to develop the procedures



## LETHBRIDGE SCHOOL DIVISION

## LETHBRIDGE SCHOOL DISTRICT NO. 51

## LETHBRIDGE SCHOOL DISTRICT DIVISION NO. 51

necessary to implement this policy.

### References

Other \_\_\_\_\_ Alberta Occupational Health and Safety Act, Regulations\*  
and Code

DistrictDivision Policies: Procedure 700.3 Workplace Health and Safety: Hazard Control; Exhibit 700.3.4 Non-Compliance Notification; Form 700.3.3 Visitor Log Book

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## 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 ~~that, in its opinion,~~ 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, and 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. ~~If upon~~After considering the factors above, the Board ~~determines is of the opinion~~ 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 ~~upon considering all of the factors above,~~ the Board ~~is determines of the opinion~~ 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, ~~the~~an 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

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The Board believes that the parents/guardians are the primary educators and are partners in the schooling of their children from early education ~~pre-k~~ to grade 12 ~~completion of high school~~.

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

### Regulations

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

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- (a) 1.1 act as the primary guide and decision maker with respect to the child's education;
- (a) 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*;
- (a) 1.3 ensure the child attends school regularly;
- (a) 1.4 ensure that the parent's conduct contributes to a welcoming, caring, respectful, and safe learning environment;
- (a) 1.5 co-operate and collaborate with school staff to support the delivery of supports and services to the child;
- (a) 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;
- (a) 1.7 engage in the child's school community.

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### References

Education Act: 32

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Second Quarter Financial Report**

**Background**

The 2019-20 Second 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 Second Quarter Financial Report as presented.

Respectfully submitted,  
Christine Lee



## ***Lethbridge School Division***

# Second Quarter Report

February 29th

# 2020

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2019 to February 29, 2020. *This financial information contained herein has not been audited.*

Report to the  
Board of Trustees

March 24<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**  
**Second Quarter Report**  
**September 1, 2019 to February 29<sup>th</sup>, 2020**

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## **Lethbridge School Division**

### Management Discussion and Analysis Report Second Quarter Report

### **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 February 29th, 2020 to provide fiscal accountability within the established guidelines.



**Education Minister visits Coalbanks Elementary School**

## Overview:

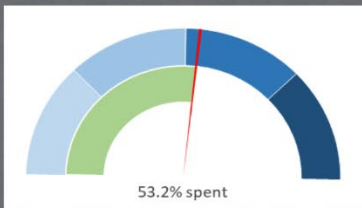
The following is an overview of the yearend reporting on the operations of Lethbridge School Division. This report is the 2nd quarter of the year (up to February 29, 2020).

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

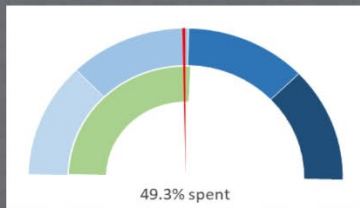
### Instruction - ECS



Budget: \$ 8,724,445  
Forecast: \$ 4,670,433 (53.5%)  
Year-to-date: \$ 4,642,203 (53.2%)



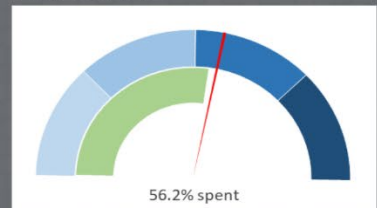
### Instruction - Grade 1 - 12



Budget: \$ 100,040,766  
Forecast: \$ 51,067,349 (51.0%)  
Year-to-date: \$ 49,333,643 (49.3%)



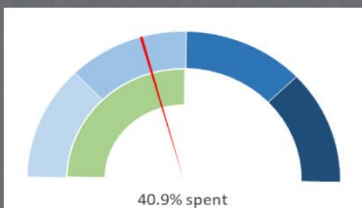
### Plant Operation & Maintenance



Budget: \$ 17,753,858  
Forecast: \$ 9,595,415 (54.0%)  
Year-to-date: \$ 9,977,972 (56.2%)



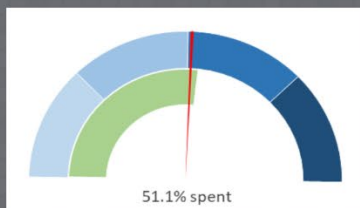
### Transportation



Budget: \$ 2,618,280  
Forecast: \$ 1,309,140 (50.0%)  
Year-to-date: \$ 1,071,717 (40.9%)



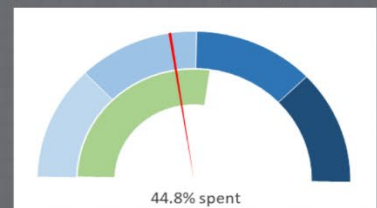
### Board & System Administration



Budget: \$ 4,342,262  
Forecast: \$ 2,306,278 (53.1%)  
Year-to-date: \$ 2,218,941 (51.1%)



### External Services (International Program)

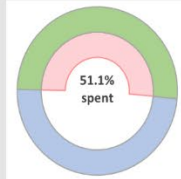


Budget: \$ 315,500  
Forecast: \$ 170,725 (54.1%)  
Year-to-date: \$ 141,395 (44.8%)



## Salaries, Benefits & Professional Development

For all the Departments

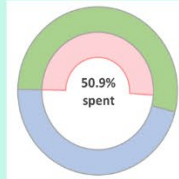


Budget: \$ 102,994,840  
Forecast: \$ 52,739,314 (51.2%)  
Year-to-date: \$ 52,672,258 (51.1%)



## Contracted Services

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

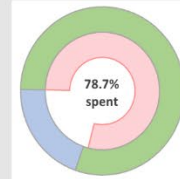


Budget: \$ 7,429,054  
Forecast: \$ 3,994,819 (53.8%)  
Year-to-date: \$ 3,780,065 (50.9%)



## Other Services

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

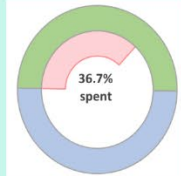


Budget: \$ 2,323,603  
Forecast: \$ 1,861,400 (80.1%)  
Year-to-date: \$ 1,829,412 (78.7%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

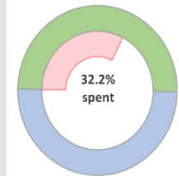


Budget: \$ 4,830,206  
Forecast: \$ 2,415,103 (50.0%)  
Year-to-date: \$ 1,771,540 (36.7%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

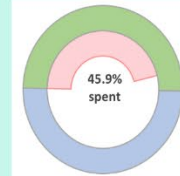


Budget: \$ 767,043  
Forecast: \$ 383,522 (50.0%)  
Year-to-date: \$ 247,203 (32.2%)



## Transfers, SGF, & Capital/IMR

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



Budget: \$ 15,450,365  
Forecast: \$ 7,725,183 (50.0%)  
Year-to-date: \$ 7,085,394 (45.9%)



## 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 February 29<sup>th</sup>, 2020.



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 comparable to the forecasted budget. There is a slight reduction 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 2<sup>nd</sup> quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period). These reductions in transportation costs are somewhat offset by maintenance costs being higher than forecast (based on the timing of projects).
- **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 less than the forecasted budget. This mostly relates to the School Generated Funds (SGF) activity expenditures being less than forecast (offset by reduction in SGF revenues) based on the amount of SGF activities. These decreases in SGF costs are somewhat offset by Infrastructure, Maintenance and Renewal (IMR) expenditures being more than the forecasted amount (including two large HVAC upgrades at schools).

*Note: All forecasted projections are based on the Division maintaining under normal operations for the school year. These projections do not take into account the uncertainty that a pandemic (COVID-19) may have on the Division's operations.*

## **Financial Position**

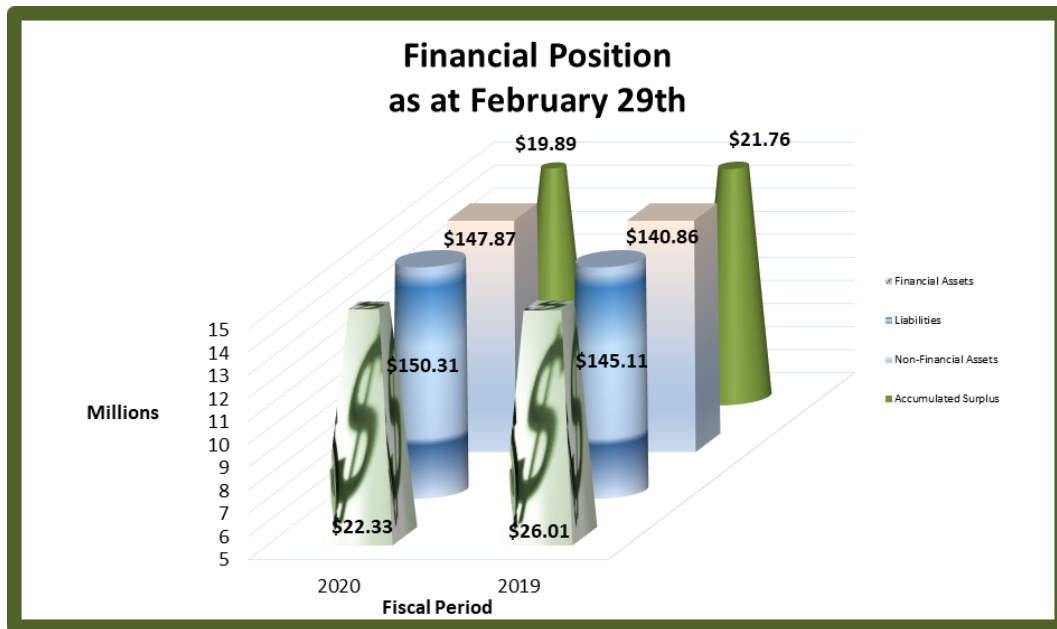
As at February 29, 2020, [Lethbridge School Division](#) has total financial assets of \$22.33 million and liabilities of \$150.31 million for net financial debt of \$127.98 million. A net debt position is not necessarily an indication that a division is in financial difficulty.

Net financial debt includes \$140.4 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 \$12.4 million. Of this \$12.4 million, \$8.2 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$980,800 of unrestricted reserves, \$3.34 million of capital reserves and \$320,000 of endowment funds.

There is \$147.87 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$140.4 million as explained above, the Division's investment in capital assets of \$7.05 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 \$19.89 million. The chart below compares the financial position of February 29th with the prior year.



**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
As at February 29th, 2020

	February 29th, 2020	February 28th, 2019
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$17,049,317	\$20,606,345
Accounts receivable (net after allowances)	\$5,189,310	\$5,330,087
Portfolio investments	\$93,469	\$74,540
Other financial assets	\$0	\$0
<b>Total financial assets</b>	<b>\$22,332,096</b>	<b>\$26,010,972</b>
<b>LIABILITIES</b>		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$5,678,129	\$4,320,990
Deferred contributions	\$144,403,337	\$140,571,254
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>\$150,312,004</b>	<b>\$145,109,892</b>
<b>Net Financial Assets (Net Debt)</b>	<b>(\$127,979,908)</b>	<b>(\$119,098,920)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	\$147,410,502	\$140,529,250
Inventory of supplies	\$201,247	\$149,885
Prepaid expenses	\$257,983	\$183,658
<b>Total non-financial assets</b>	<b>\$147,869,732</b>	<b>\$140,862,793</b>
<b>ACCUMULATED SURPLUS</b>		
Unrestricted surplus	\$980,834	\$1,038,463
Operating reserves	\$8,195,964	\$9,299,307
<b>Accumulated Surplus from Operations</b>	<b>\$9,176,798</b>	<b>\$10,337,770</b>
Investment in capital assets	\$7,048,356	\$5,838,069
Capital reserves	\$3,344,796	\$5,268,160
Endowments	\$319,874	\$319,874
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$19,889,824</b>	<b>\$21,763,873</b>

The statement above compares the Financial Position of the 2<sup>nd</sup> quarter of 2019/2020 to the 2<sup>nd</sup> quarter of the prior year for comparative purposes.

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
*As at February 29th, 2020*

---

**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at February 29<sup>th</sup>, 2020 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

**Accounts Receivable**

Accounts receivable at February 29<sup>th</sup>, 2020 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 February 29, 2020 are \$22.33 million dollars.**

**Ecole Agnes Davidson  
Elementary School's  
Winter Carnival – annual  
floor hockey game**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable at February 29, 2020 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 February 29, 2020 are \$150.31 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 \$127.98 million**.

A net debt position does not necessarily mean the Division is in financial difficulty. Net financial debt includes \$140.4 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 February 29, 2020:**

Total Financial Assets	\$ 22.33 Million
Total Liabilities	150.31 Million
<b>Net Financial Assets (Debt)</b>	<b>\$ (127.98) Million</b>
Non-Financial Asset	147.87 Million
<b>Accumulated Surplus</b>	<b>\$ 19.89 Million</b>

Excluding \$140.4 Million expended Deferred Capital

Results Net Asset \$12.4 Million

**Before consideration of Expended Deferred Capital Contributions (EDCC), the Division had Net Assets of \$12.4 million as at February 29, 2020.**

**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 \$147.41 million as of February 29, 2020.

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, the installation of modular structures at Coalbanks Elementary School and Dr. Gerald Probe Elementary School, and the start of the secondary school technology evergreening phase. Since the beginning of the school year, a total of \$6.9 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**

**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**

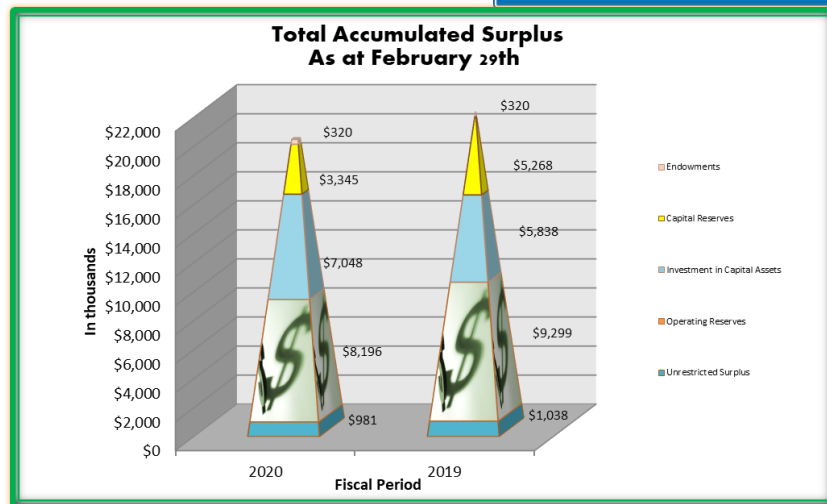
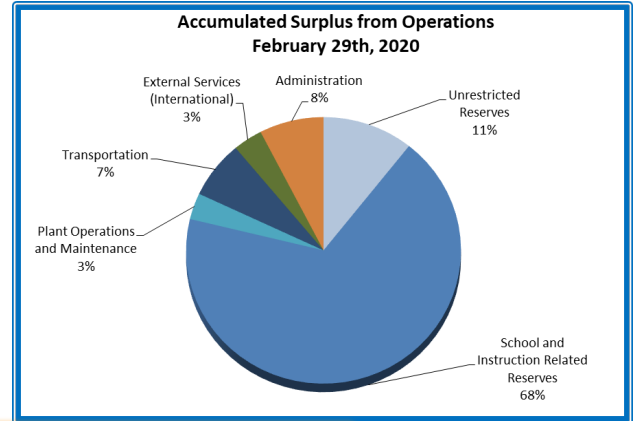
Prepaid expenses represent insurance, licenses, and materials that are for a subsequent fiscal period.

**Total non-financial assets as of February 29, 2020 are \$147.87 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 68% 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 \$19.89 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at February 29, 2020.**

## 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>		
Increased PUF Grant/Expenditures	47,231	47,231
Lease Grant Received	509,582	509,582
Society Contribution	20,173	20,173
<b>Updated Operating Budget</b>	<b>130,018,712</b>	<b>133,795,111</b>
Transfers from Reserves/Capital	4,554,728	778,329
	<b>134,573,440</b>	<b>134,573,440</b>

*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 February 29th, 2020

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget 2019-2020 (June 2019)	Updated "September 30th" budget 2019-2020 (Sept 30th 2019)	Forecasted To February 29th	Actual Year Ended February 29th	% Expended Revised Budget	% Expended Forecast to February 29th	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>								
Government of Alberta	\$123,517,081	\$121,461,710	\$60,962,031	\$61,466,472	50.61%	100.83%	\$121,461,710	\$0
Federal Government and First Nations	\$248,128	\$388,944	\$194,472	\$276,920	71.20%	142.40%	\$388,944	\$0
<b>Fees</b>	\$3,762,082	\$4,106,603	\$2,063,387	\$1,570,279	38.24%	76.10%	\$3,390,830	(\$715,773)
Other sales and services	\$1,308,436	\$964,751	\$640,125	\$424,150	43.96%	66.26%	\$964,751	\$0
Investment income	\$193,000	\$193,000	\$96,500	\$178,781	92.63%	185.27%	\$357,562	\$164,562
Gifts and donations	\$363,000	\$408,000	\$204,000	\$414,290	101.54%	203.08%	\$408,000	\$0
Rental of facilities	\$34,704	\$34,704	\$17,352	\$14,352	41.36%	82.71%	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$1,230,500	\$1,345,880	54.69%	109.38%	\$2,461,000	\$0
<b>Total Revenues</b>	\$131,887,431	\$130,018,712	\$65,408,367	\$65,691,124	50.52%	100.43%	\$129,467,501	(\$551,211)
<b>EXPENSES</b>								
Instruction-Early Childhood Services	\$8,896,976	\$8,724,445	\$4,670,433	\$4,642,203	53.21%	99.40%	\$8,724,445	\$0
Instruction - Grades 1-12	\$99,139,082	\$100,040,766	\$51,067,349	\$49,333,643	49.31%	96.61%	\$98,958,019	(\$1,082,747)
Plant operations and maintenance	\$16,855,126	\$17,753,858	\$9,595,415	\$9,977,972	56.20%	103.99%	\$17,753,858	\$0
Transportation	\$2,468,779	\$2,618,280	\$1,309,140	\$1,071,717	40.93%	81.86%	\$2,618,280	\$0
Administration	\$4,253,283	\$4,342,262	\$2,306,278	\$2,218,941	51.10%	96.21%	\$4,342,262	\$0
External services [International Services]	\$315,500	\$315,500	\$170,725	\$141,395	44.82%	82.82%	\$315,500	\$0
<b>Total Expenses</b>	\$131,928,746	\$133,795,111	\$69,119,340	\$67,385,871	50.36%	97.49%	\$132,712,364	(\$1,082,747)
<b>Operating surplus (deficit)</b>	(\$41,315)	(\$3,776,399)	(\$3,710,973)	(\$1,694,747)			(\$3,244,863)	
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)	\$277,634			(\$778,329)	
<b>Accumulated operating surplus (deficit) at end of period</b>	\$7,246,594	\$6,039,183	\$6,104,609	\$9,176,798			\$6,570,719	
<b>AOS as a % of budgeted expenditures</b> (includes SGF accounts)	5.49%	4.51%	4.56%	6.86%			4.95%	

### **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:**

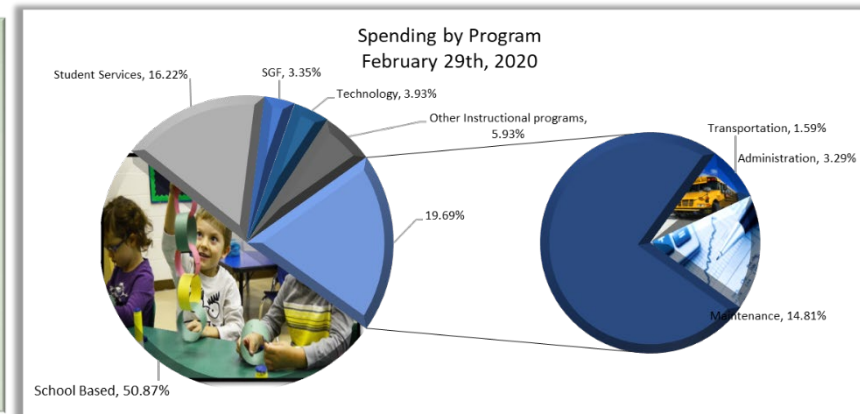
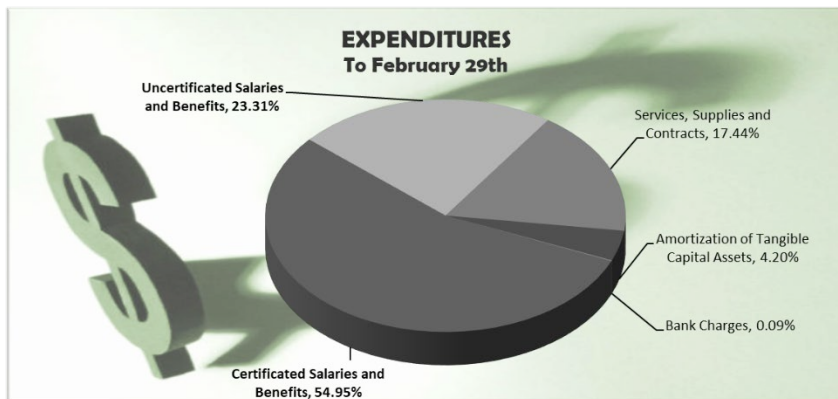
For the six (6) months ended February 29<sup>th</sup>, 2020, \$65.69 million of revenues have been recorded which is 20.52% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$65.41 million would have been received in the reporting period; whereas, 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 100.43% of the forecast.

Expenditures are \$67.39 million as of February 29<sup>th</sup>, 2020, which is 50.36% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$69.12 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 97.49% 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 February 29th, 2020**

	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>	\$8,724,445	\$100,040,766	\$17,753,858	\$2,618,280	\$4,342,262	\$315,500	\$133,795,111		
<b>FORECAST - February 29th</b>	\$4,670,433	\$51,067,349	\$9,595,415	\$1,309,140	\$2,306,278	\$170,725	\$69,119,340		
<b>EXPENSES</b>									
Certificated salaries and benefits	\$1,522,429	\$35,059,651	\$0	\$0	\$438,440	\$42,363	\$37,062,883	\$72,897,496	50.84%
Non-certificated salaries and benefits	\$2,967,354	\$9,227,282	\$2,302,827	\$41,864	\$1,133,601	\$19,899	\$15,692,827	\$28,891,278	54.32%
<b>SUB - TOTAL</b>	\$4,489,783	\$44,286,933	\$2,302,827	\$41,864	\$1,572,041	\$62,262	\$52,755,710	\$101,788,774	51.83%
Services, contracts and supplies	\$152,420	\$4,595,049	\$5,310,306	\$1,023,492	\$579,256	\$79,133	\$11,739,656	\$26,347,812	44.56%
Amortization of capital assets	\$0	\$390,420	\$2,364,839	\$6,361	\$67,644	\$0	\$2,829,264	\$5,658,525	50.00%
Interest and charges	\$0	\$61,241	\$0	\$0	\$0	\$0	\$61,241	\$0	100.00%
<b>TOTAL EXPENSES</b>	\$4,642,203	\$49,333,643	\$9,977,972	\$1,071,717	\$2,218,941	\$141,395	\$67,385,871	\$133,795,111	50.36%
<b>Total unexpended funds period to date</b>	\$4,082,242	\$50,707,123	\$7,775,886	\$1,546,563	\$2,123,321	\$174,105	\$66,409,240	\$133,795,111	49.64%
<b>% Expended of Budget</b>	53.21%	49.31%	56.20%	40.93%	51.10%	44.82%	50.36%		



*Lethbridge School Division*  
**Notes to the Statement of Operations**  
For the six (6) months ended February 29th, 2020

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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 100.8% of the forecasted funds received (or 50.6% 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.

**Division High School  
Students participate  
in the annual  
Exploring Possible  
Industry and Careers  
(EPIC) Event**





### **Investment Income**

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

### **Gifts and donations**

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

### **Rental of Facilities**

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

### **Fundraising**

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

**Overall, revenues are comparable to the forecasted budget at February 29, 2020.**

### **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 53.2% of the total budget (compared to 53.5% 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 49.3% of the total budget (compared to 51.0% forecast). See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

**Guests readers  
participate in Coalbanks  
Elementary School's  
World Read Aloud Day**



### **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 56.2% of the total budget (compared to 54.0% 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. Maintenance costs are also higher than forecast, based on the timing of these maintenance projects.

### **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 40.9% of the total budget (compared to 50.0% forecasted).

### **Administration**

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 51.1% of the total budget (compared to 53.1% 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 44.8% of the total budget (compared to 54.1% forecasted).

**Overall, expenditures are lower than the forecasted figures at February 29, 2020.**

**Lethbridge School Division**  
**Schedule of Instructional (Grades 1-12) Program Expenditures**  
For the period ended February 29th, 2020

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2019-2020 (Sept 30th 2019)	February 29th	February 29th	Updated Budget	Forecast to February 29th	Projection	Change from Updated Budget
School Based Instruction	\$65,258,730	\$32,750,317	\$32,090,116	49.17%	97.98%	\$65,101,922	(\$156,808)
Inclusive Learning Supports	\$9,405,144	\$5,450,502	\$5,143,883	54.69%	94.37%	\$9,405,144	\$0
Shared Instructional Services	\$10,063,148	\$5,209,657	\$5,853,065	58.16%	112.35%	\$10,063,148	\$0
School Generated Funds Activities	\$6,481,461	\$3,240,731	\$2,257,148	34.82%	69.65%	\$5,765,688	(\$715,773)
Technology	\$2,712,360	\$1,056,180	\$848,073	31.27%	80.30%	\$2,712,360	\$0
Institutional Programs	\$983,999	\$492,000	\$467,158	47.48%	94.95%	\$983,999	\$0
Division of Instructional Services	\$843,474	\$421,737	\$400,869	47.53%	95.05%	\$843,474	\$0
FNMI Programming	\$671,316	\$335,658	\$230,575	34.35%	68.69%	\$461,151	(\$210,165)
Counselling Program	\$2,592,213	\$1,296,107	\$1,294,326	49.93%	99.86%	\$2,592,213	\$0
Other Instructional Programs	\$1,028,921	\$814,461	\$748,430	72.74%	91.89%	\$1,028,921	\$0
<b>Total Instructional (Grades 1 -12) Program Expenditures</b>	<b>\$100,040,766</b>	<b>\$51,067,349</b>	<b>\$49,333,643</b>	<b>49.31%</b>	<b>96.61%</b>	<b>\$98,958,019</b>	<b>(\$1,082,746)</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 six (6) months ended February 29th, 2020*

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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 49.2% of the total budget (compared to 50.2% 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 54.7% of the total budget (compared to 58.0% 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 58.2% of the total budget (compared to 51.8% forecasted). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



**G.S Lakie Middle  
School's LUNA  
dance production**

### **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 34.8% of the total budget (compared to 50.0% 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 31.3% of the total budget (compared to 38.9% 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 47.5% of the total budget (compared to 50.0% forecasted).

### **Division of Instructional Services**

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 47.53% of the total budget (compared to 50.0% forecasted).

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

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education, and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 34.4% of the total budget (compared to 50.0% forecasted). The expenditures are less than forecast mostly relates to that many of the FNMI Liaisons positions were not able to be hired or retained during the year.



“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 49.9% of the total budget (compared to 50.0% forecasted).

### **Other Instructional Program**

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, and Making Connections. Other Instructional Program expenditures are at 72.7% of the total budget (compared to 79.2% forecasted).

**Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at February 29, 2020.**





**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**  
For the period ended February 29th, 2020

SCHOOL	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecast To	Actual Year Ended	% Expended	% Expended	August 31st	
	2019-2020 (Sept 30th 2019)	February 29th	February 29th	Updated Budget	Forecast to February 29th	Projection	Change from Updated Budget
<b>High Schools:</b>							
Lethbridge Collegiate Institute	\$4,742,595	\$2,392,201	\$2,395,477	50.51%	100.14%	\$4,742,595	\$0
Winston Churchill High School	\$5,348,518	\$2,685,350	\$2,570,832	48.07%	95.74%	\$5,341,416	(\$7,102)
Chinook High School	\$6,710,439	\$3,357,583	\$3,303,744	49.23%	98.40%	\$6,648,969	(\$61,470)
Victoria Park High School	\$1,935,960	\$970,253	\$958,535	49.51%	98.79%	\$1,933,598	(\$2,362)
Immanuel Christian Secondary School	\$1,965,814	\$986,771	\$985,860	50.15%	99.91%	\$1,965,814	\$0
<b>Middle Schools:</b>							
GS Lakie Middle School	\$2,817,367	\$1,413,756	\$1,402,503	49.78%	99.20%	\$2,801,605	(\$15,762)
Wilson Middle School	\$4,041,528	\$2,022,582	\$1,924,455	47.62%	95.15%	\$4,029,218	(\$12,310)
Gilbert Paterson	\$4,369,965	\$2,190,665	\$2,161,989	49.47%	98.69%	\$4,348,681	(\$21,284)
Lethbridge Christian School	\$1,445,328	\$724,255	\$727,974	50.37%	100.51%	\$1,445,328	\$0
Senator Joyce Fairbairn Middle School	\$3,009,720	\$1,513,269	\$1,432,458	47.59%	94.66%	\$3,009,596	(\$124)
<b>Elementary Schools:</b>							
Senator Buchanan	\$1,997,654	\$1,001,668	\$1,014,102	50.76%	101.24%	\$1,997,654	\$0
Immanuel Christian Elementary School	\$1,724,696	\$874,024	\$873,652	50.66%	99.96%	\$1,724,696	\$0
Ecole Agnes Davidson	\$3,069,385	\$1,539,238	\$1,461,698	47.62%	94.96%	\$3,065,937	(\$3,448)
Fleetwood-Bawden	\$2,130,001	\$1,069,432	\$1,079,207	50.67%	100.91%	\$2,130,001	\$0
Galbraith	\$2,554,605	\$1,284,302	\$1,231,206	48.20%	95.87%	\$2,552,847	(\$1,758)
Lakeview	\$3,105,083	\$1,558,587	\$1,543,457	49.71%	99.03%	\$3,105,083	\$0
General Stewart	\$854,875	\$429,329	\$424,470	49.65%	98.87%	\$854,875	\$0
Westminster	\$1,408,976	\$706,306	\$706,116	50.12%	99.97%	\$1,408,976	\$0
Coalbanks Elementary School	\$3,097,143	\$1,552,003	\$1,513,571	48.87%	97.52%	\$3,090,279	(\$6,864)
Ecole Nicholas Sheran	\$3,233,484	\$1,621,492	\$1,574,147	48.68%	97.08%	\$3,219,478	(\$14,006)
Park Meadows	\$2,052,202	\$1,028,133	\$1,018,297	49.62%	99.04%	\$2,048,206	(\$3,996)
Mike Mountain Horse	\$3,290,436	\$1,648,627	\$1,614,247	49.06%	97.91%	\$3,275,492	(\$14,944)
Dr. Probe Elementary School	\$3,265,286	\$1,636,657	\$1,627,800	49.85%	99.46%	\$3,273,908	\$8,622
<b>Allocation of ECS Teachers included in Schools</b>	<b>(\$2,912,330)</b>	<b>(\$1,456,165)</b>	<b>(\$1,455,684)</b>	<b>49.98%</b>	<b>99.97%</b>	<b>(\$2,912,330)</b>	<b>\$0</b>
<b>Total School Based Instruction Expenditures</b>	<b>\$65,258,730</b>	<b>\$32,750,317</b>	<b>\$32,090,116</b>	<b>49.17%</b>	<b>97.98%</b>	<b>\$65,101,922</b>	<b>(\$156,808)</b>

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**  
For the period ended February 29th, 2020

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to February 29th	Expenses up to February 29th	February 29th	Increase (Decrease)
<b>REVISED BUDGET 2019-2020 (September 30th)</b>	N/A	\$6,481,461	(\$6,481,461)	N/A	N/A
<b>FORECAST - February 29th</b>	N/A	\$3,240,731	(\$3,240,731)	N/A	N/A
<b>High Schools:</b>					
Lethbridge Collegiate Institute	\$113,113	\$531,771	(\$296,546)	\$348,338	\$235,225
Winston Churchill High School	\$373,106	\$358,507	(\$338,518)	\$393,096	\$19,990
Chinook High School	\$284,926	\$442,922	(\$439,035)	\$288,813	\$3,887
Victoria Park High School	\$248,934	\$38,728	(\$41,408)	\$246,253	(\$2,680)
Immanuel Christian Secondary School	\$59,087	\$122,642	(\$122,081)	\$59,648	\$561
<b>Middle Schools:</b>					
GS Lakie Middle School	\$228,629	\$211,596	(\$160,102)	\$280,124	\$51,495
Wilson Middle School	\$198,470	\$221,432	(\$132,577)	\$287,325	\$88,855
Gilbert Paterson	\$150,341	\$459,826	(\$348,545)	\$261,622	\$111,281
Lethbridge Christian School	\$27,627	\$21,352	(\$10,443)	\$38,536	\$10,910
Senator Joyce Fairbairn Middle School	\$83,568	\$115,377	(\$31,430)	\$167,514	\$83,946
<b>Elementary Schools:</b>					
Senator Buchanan	\$52,031	\$26,533	(\$56,920)	\$21,643	(\$30,388)
Immanuel Christian Elementary School	\$13,407	\$20,548	(\$28,422)	\$5,534	(\$7,873)
Ecole Agnes Davidson	\$140,051	\$55,447	(\$57,716)	\$137,782	(\$2,269)
Fleetwood-Bawden	\$25,326	\$33,365	(\$15,160)	\$43,531	\$18,205
Galbraith	\$63,723	\$17,471	(\$13,666)	\$67,528	\$3,805
Lakeview	\$39,456	\$24,315	(\$26,809)	\$36,961	(\$2,494)
General Stewart	\$3,866	\$10,024	(\$4,928)	\$8,962	\$5,096
Westminster	\$67,904	\$24,591	(\$20,080)	\$72,414	\$4,511
Coalbanks Elementary School	\$10,537	\$40,870	(\$23,013)	\$28,395	\$17,857
Ecole Nicholas Sheran	\$50,152	\$29,322	(\$22,024)	\$57,450	\$7,298
Park Meadows	\$53,821	\$23,010	(\$47,530)	\$29,301	(\$24,520)
Mike Mountain Horse	\$29,689	\$14,020	(\$2,481)	\$41,227	\$11,538
Dr. Probe Elementary School	\$86,774	\$39,173	(\$17,713)	\$108,234	\$21,460
<b>School Generated Funds</b>	<b>\$2,404,537</b>	<b>\$2,882,844</b>	<b>(\$2,257,148)</b>	<b>\$3,030,232</b>	<b>\$625,696</b>
Total SGF investment accounts (GICs)	\$93,469			\$93,469	\$0
<b>Total School Generated Funds</b>	<b>\$2,498,006</b>	<b>\$2,882,844</b>	<b>(\$2,257,148)</b>	<b>\$3,123,701</b>	<b>\$625,696</b>
% Expended of Budget		44.48%	34.82%		
% Expended of projected		88.96%	69.65%		

**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 February 29th, 2020

	Budget Information	Projection	
	Updated "September 30th" budget 2019-2020 (Sept 30th 2019)	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>			
Alberta Education	\$121,461,710	\$121,461,710	\$0
Federal Government and First Nations	\$388,944	\$388,944	\$0
Fees	\$4,106,603	\$3,390,830	(\$715,773)
Other sales and services	\$964,751	\$964,751	\$0
Investment income	\$193,000	\$357,562	\$164,562
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>	<b>\$130,018,712</b>	<b>\$129,467,501</b>	<b>(\$551,211)</b>
<b>EXPENSES</b>			
Instruction-Early Childhood Services	\$8,724,445	\$8,724,445	\$0
Instruction - Grades 1-12	\$100,040,766	\$98,958,019	(\$1,082,747)
Plant operations and maintenance	\$17,753,858	\$17,753,858	\$0
Transportation	\$2,618,280	\$2,618,280	\$0
Administration	\$4,342,262	\$4,342,262	\$0
External services [International Services]	\$315,500	\$315,500	\$0
<b>Total Expenses</b>	<b>\$133,795,111</b>	<b>\$132,712,364</b>	<b>(\$1,082,747)</b>

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

**Projected Revenues:**

- **Fees** – decrease in projections of \$715,773 for the fees collected throughout the school generated funds (SGF) activities as there has been a reduced number of SGF activities that have been taken during the school year (including non-curricular travel). It is projected that both the revenues and related expenditures will be reduced accordingly.
- **Investment Income** – increase in projections of \$164,562 based on the total investment income received to date. The projection is based on the amount of interest received in the first six quarters of the year should be similar to the expected amount for the last quarter of the year.

## Projected Expenditures:

- **Instruction – Grades 1-12** – decrease in projections of \$1,082,746 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 \$156,808 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.
  - **School Generated Funds Activities** has a projected reduction of \$715,773 for cost reductions based on the number of SGF activities that have been taken during the school year (including non-curricular travel). It is projected that both the revenues and related expenditures will be reduced accordingly.
  - **FNMI Programming** has a projected reduction of \$210,165 as there have been a number of FNMI Liaisons that were not able to be hired or retained during the year; whereas, due to these challenges this is an area to be looked at in the development and planning of the 2020-2021 school 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.

*Note: All forecasted projections are based on the Division maintaining under normal operations for the school year. These projections do not take into account the uncertainty that a pandemic (COVID-19) may have on the Division's operations.*

## *Lethbridge School Division*

### **Appendices**

*For the six (6) months ended February 29th, 2020*

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The Appendices include charts and graphs for the revenues and expenditures at February 29<sup>th</sup>, 2020. 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.

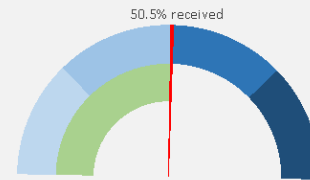


## Lethbridge School Division Summary of Revenues Quarterly Reporting - February 29th, 2020

Financial Data as at March 10, 2020

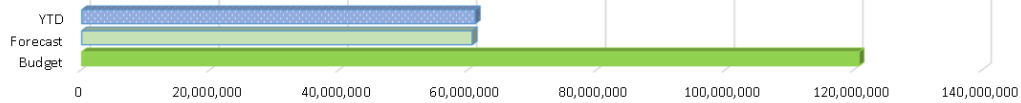
	Budget	Forecast	YTD	Variance	YTD %
Alberta Education	120,731,852	60,597,102	61,054,969	(457,868)	50.6%
Government of Alberta	729,858	364,929	411,502	(46,573)	56.4%
Federal & First Nations	388,944	194,472	276,920	(82,448)	71.2%
Fees	3,760,475	2,063,387	1,570,279	493,107	41.8%
Other Sales & Services	1,310,879	640,125	424,150	215,975	32.4%
Investment Income	193,000	96,500	178,781	(82,281)	92.6%
Gifts & Donations	408,000	204,000	414,290	(210,290)	101.5%
Rental of Facilities	34,704	17,352	14,352	3,000	41.4%
Fundraising	2,461,000	1,230,500	1,345,880	(115,380)	54.7%
Gain on Disposal	0	0	0	0	0.0%
	<b>130,018,712</b>	<b>65,408,367</b>	<b>65,691,124</b>	<b>(282,757)</b>	<b>50.5%</b>

**Total Revenue Tachometer:**

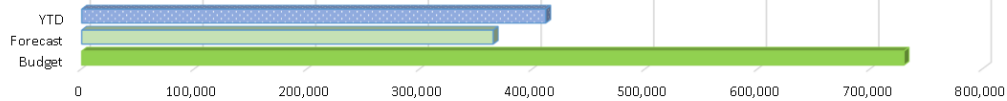


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

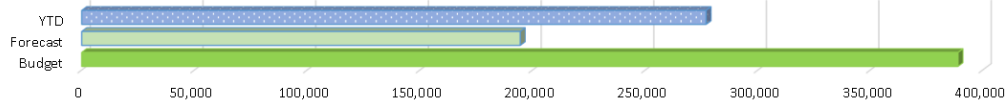
### Alberta Education



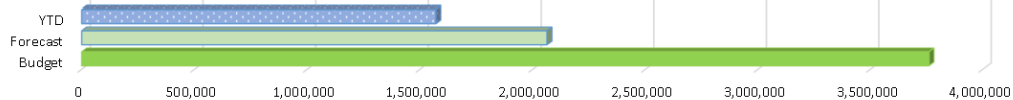
### Government of Alberta



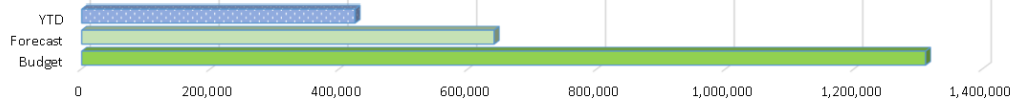
### Federal & First Nations



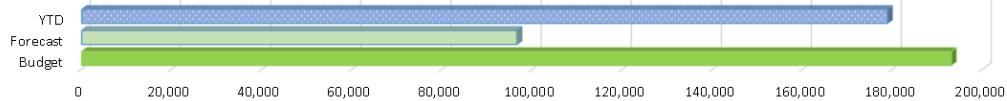
### Fees



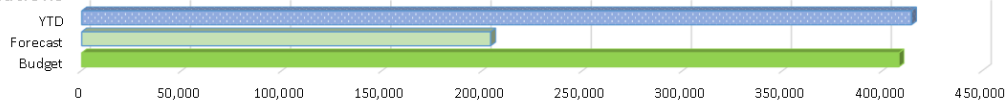
### Other Sales & Services



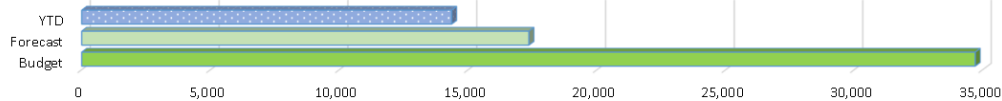
### Investment Income



### Gifts & Donations



### Rental of Facilities



### Fundraising





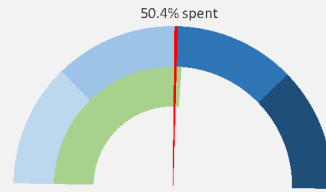


## Lethbridge School Division Summary of Expenses Quarterly Reporting - February 29th, 2020

Financial Data as at March 10, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	82,685,157	42,215,895	42,228,861	(12,967)	51.1%
Benefits	19,609,995	10,173,575	10,084,409	89,166	51.4%
Professional Development	699,688	349,844	358,987	(9,143)	51.3%
Contracted Services	7,429,054	3,994,819	3,780,065	214,754	50.9%
Other Services	2,323,603	1,861,400	1,829,412	31,989	78.7%
Supplies	4,830,206	2,415,103	1,771,540	643,563	36.7%
Other Expenditures	767,043	383,522	247,203	136,318	32.2%
Capital, Transfer & Projects	15,450,365	7,725,183	7,085,394	639,789	45.9%
	<b>133,795,111</b>	<b>69,119,340</b>	<b>67,385,871</b>	<b>1,733,469</b>	<b>50.4%</b>

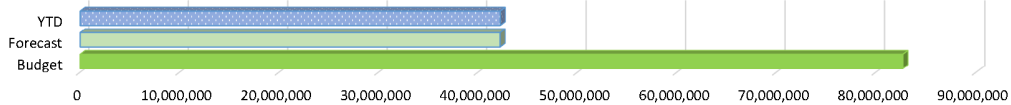
**Total Expense Tachometer:**



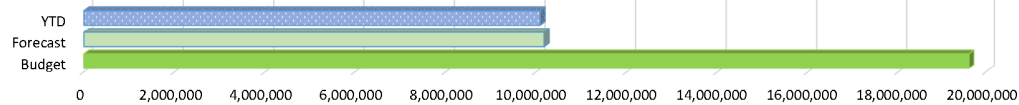
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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 50% of the approved budget).

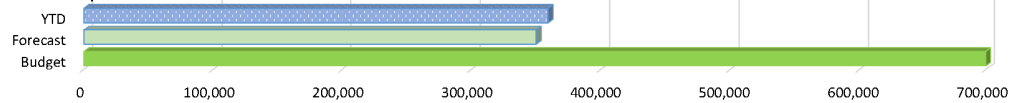
### Salaries



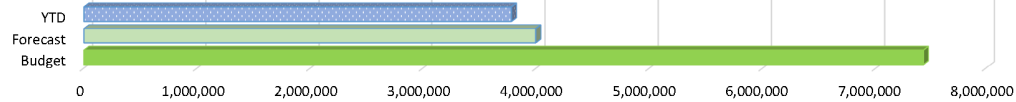
### Benefits



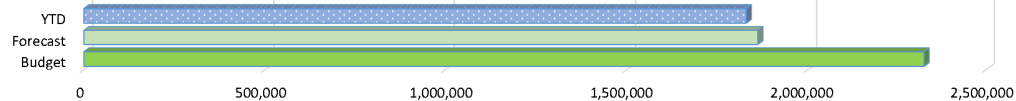
### Professional Development



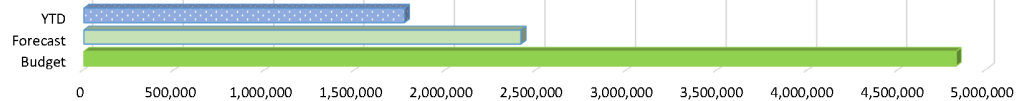
### Contracted Services



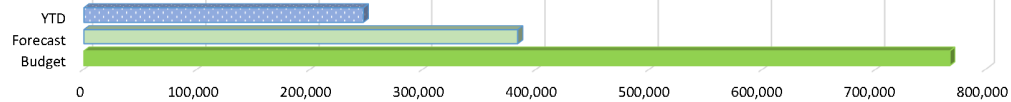
### Other Services



### Supplies



### Other Expenditures





# Instruction - ECS Summary Quarterly Reporting - February 29th, 2020

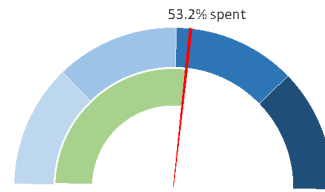
Financial Data as at March 10, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	7,320,201	3,892,918	3,871,595	21,323	52.9%
Benefits	1,069,074	609,930	591,325	18,605	55.3%
Professional Development	48,000	24,000	19,723	4,277	41.1%
Contracted Services	80,000	40,000	34,018	5,982	42.5%
Other Services	76,550	38,275	44,996	(6,721)	58.8%
Supplies	114,620	57,310	72,649	(15,339)	63.4%
Other Expenditures	16,000	8,000	7,896	104	49.4%
Capital, Transfer & Projects	0	0	0	0	0.0%
	8,724,445	4,670,433	4,642,203	28,230	53.2%

53.5%

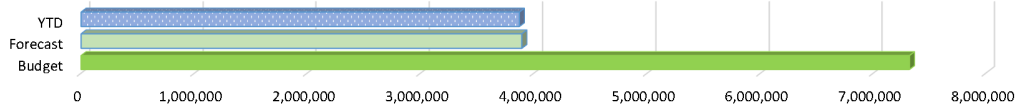
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

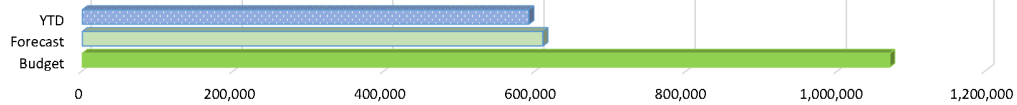


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

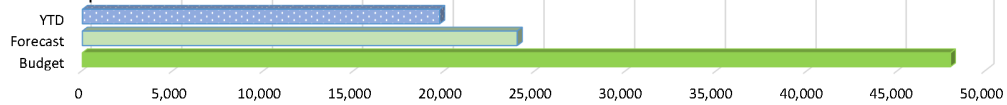
## Salaries



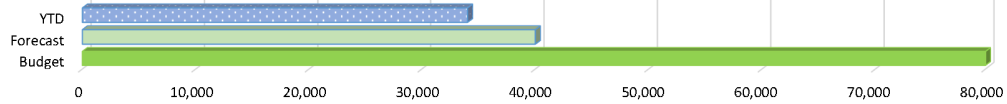
## Benefits



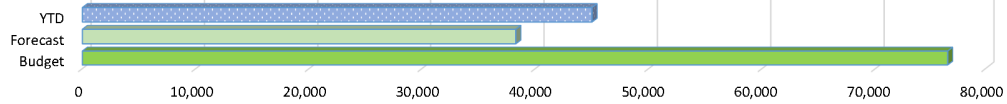
## Professional Development



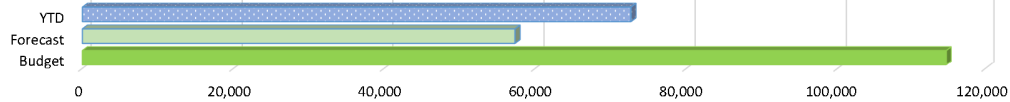
## Contracted Services



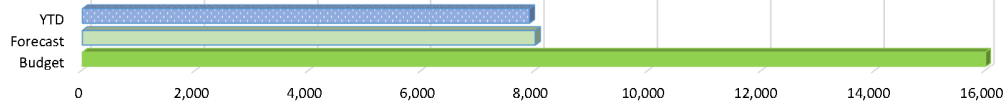
## Other Services



## Supplies



## Other Expenditures





# **Instruction - Grades 1-12** **Summary** **Quarterly Reporting - February 29th, 2020**

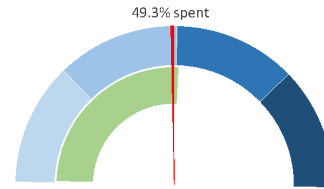
Financial Data as at March 10, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	69,063,977	35,172,488	35,187,301	{14,813}	50.9%
Benefits	16,929,930	8,758,149	8,738,743	19,406	51.6%
Professional Development	587,853	293,927	314,225	(20,298)	53.5%
Contracted Services	1,231,671	615,836	455,482	160,354	37.0%
Other Services	687,216	456,890	330,139	126,751	48.0%
Supplies	4,146,502	2,073,251	1,451,237	622,014	35.0%
Other Expenditures	551,486	275,743	185,454	90,289	33.6%
Capital, Transfer & Projects	6,842,131	3,421,066	2,671,062	750,004	39.0%
	<b>100,040,766</b>	<b>51,067,349</b>	<b>49,333,643</b>	<b>1,733,706</b>	<b>49.3%</b>

51.0%

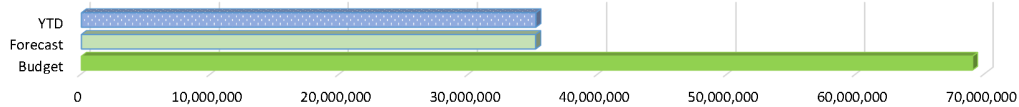
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

## **Total Expense Tachometer:**

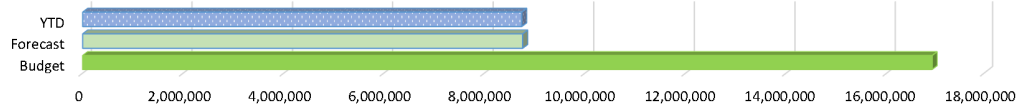


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

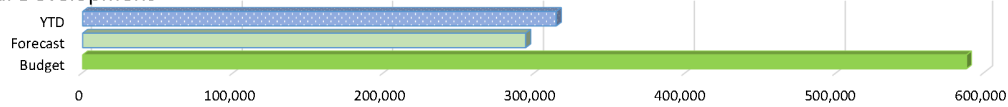
### Salaries



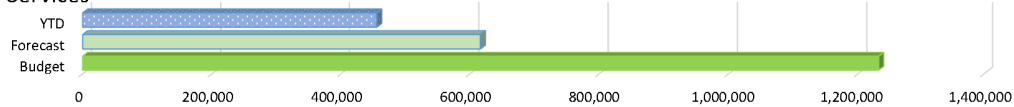
### Benefits



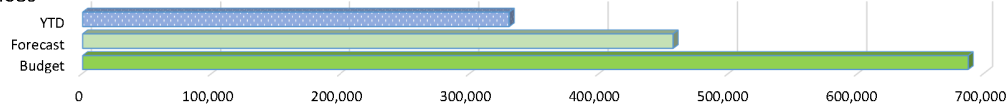
### Professional Development



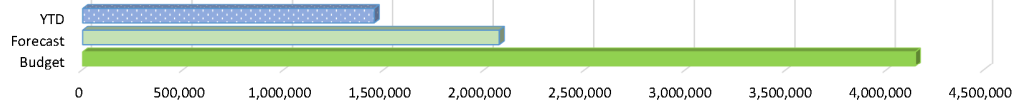
### Contracted Services



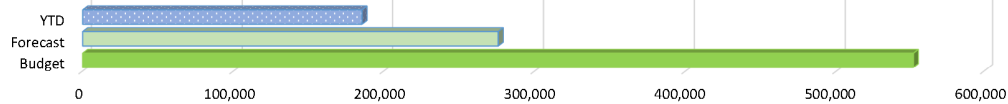
### Other Services



### Supplies



### Other Expenditures



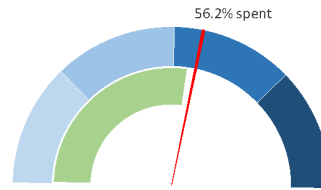


## Plant Operations and Maintenance Summary Quarterly Reporting - February 29th, 2020

Financial Data as at March 10, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	3,553,629	1,776,815	1,809,906	(33,091)	50.9%
Benefits	1,001,652	500,826	491,302	9,524	49.0%
Professional Development	15,832	7,916	0	7,916	0.0%
Contracted Services	3,238,739	1,883,911	2,125,748	(241,837)	65.6%
Other Services	1,135,189	1,021,539	1,070,510	(48,971)	94.3%
Supplies	364,222	182,111	180,510	1,601	49.6%
Other Expenditures	9,240	4,620	1,620	3,000	17.5%
Capital, Transfer & Projects	8,435,355	4,217,678	4,298,377	(80,699)	51.0%
	<b>17,753,858</b>	<b>9,595,415</b>	<b>9,977,972</b>	<b>(382,557)</b>	<b>56.2%</b>

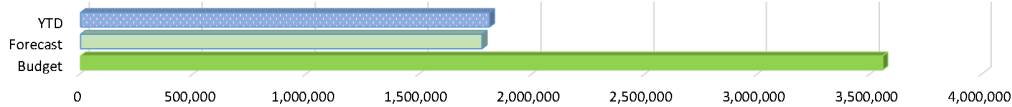
**Total Expense Tachometer:**



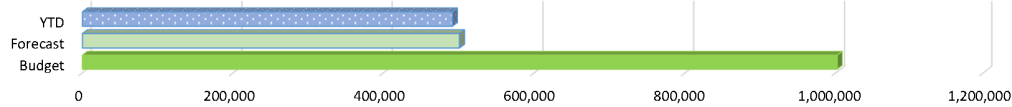
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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 50% of the approved budget).

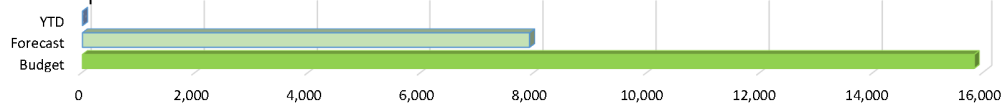
### Salaries



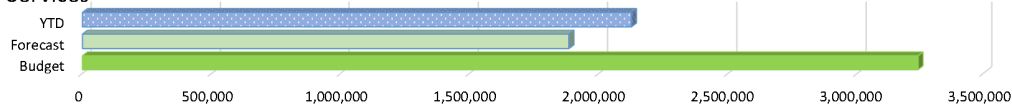
### Benefits



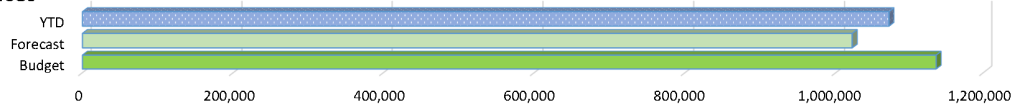
### Professional Development



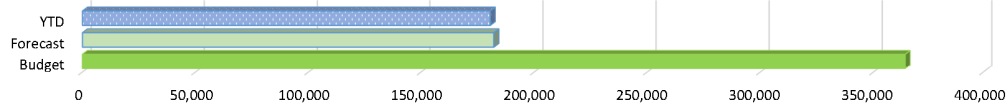
### Contracted Services



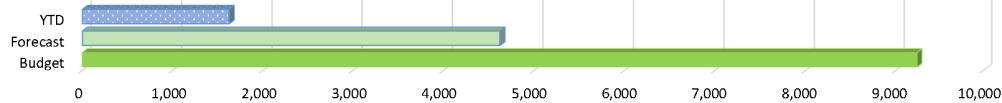
### Other Services



### Supplies



### Other Expenditures





# **Transportation Summary** Quarterly Reporting - February 29th, 2020

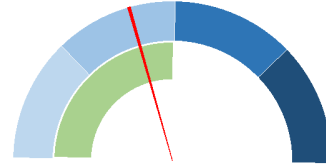
Financial Data as at March 10, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	33,750	33,750	0	50.0%
Benefits	19,913	9,957	8,114	1,843	40.7%
Professional Development	10,000	5,000	0	5,000	0.0%
Contracted Services	2,456,267	1,228,133	994,565	233,568	40.5%
Other Services	0	0	28	(28)	N/A
Supplies	10,000	5,000	585	4,415	5.9%
Other Expenditures	2,000	1,000	2,014	(1,014)	100.7%
Capital, Transfer & Projects	52,600	26,300	32,661	(6,361)	62.1%
	2,618,280	1,309,140	1,071,717	237,423	40.9%

50.0%

## **Total Expense Tachometer:**

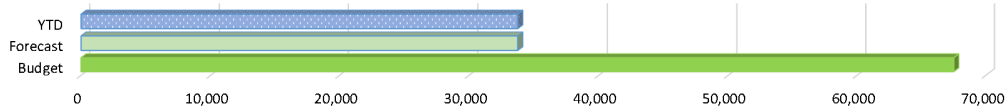
40.9% spent



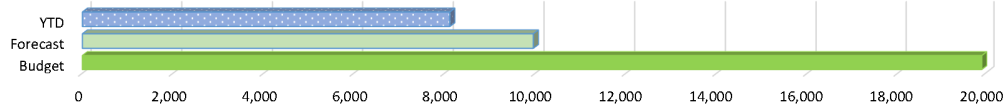
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

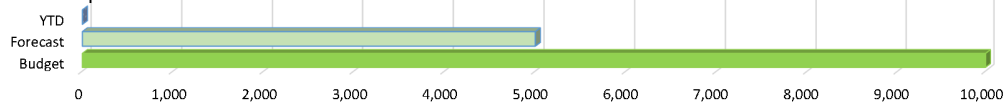
### Salaries



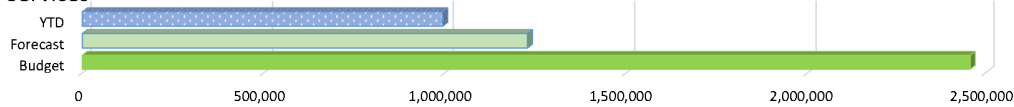
### Benefits



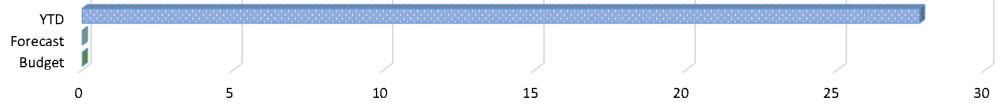
### Professional Development



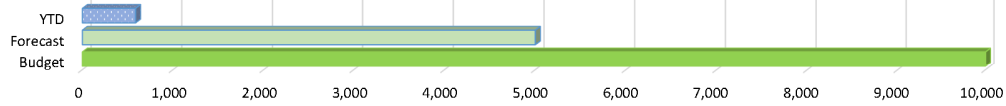
### Contracted Services



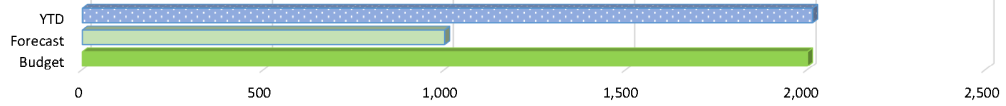
### Other Services



### Supplies



### Other Expenditures



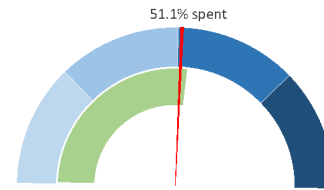


# Board & System Administration Summary Quarterly Reporting - February 29th, 2020

Financial Data as at March 10, 2020

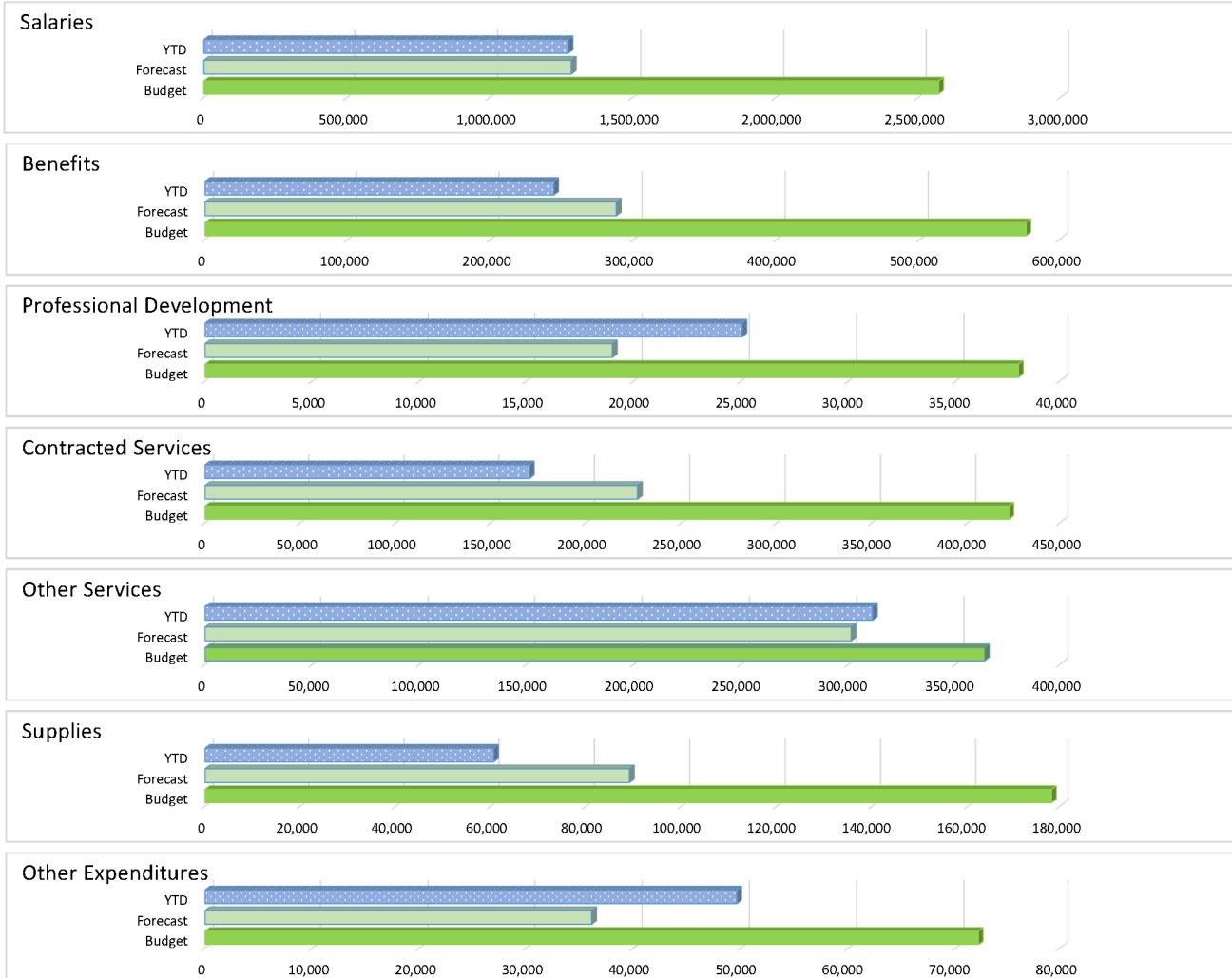
	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,572,078	1,286,039	1,274,942	11,097	49.6%
Benefits	575,512	287,756	244,031	43,725	42.4%
Professional Development	38,003	19,002	25,039	(6,037)	65.9%
Contracted Services	422,377	226,939	170,251	56,687	40.3%
Other Services	363,698	301,246	311,204	(9,958)	85.6%
Supplies	178,175	89,087	60,590	28,497	34.0%
Other Expenditures	72,140	36,070	49,589	(13,519)	68.7%
Capital, Transfer & Projects	120,279	60,140	83,295	(23,155)	69.3%
	<b>4,342,262</b>	<b>2,306,278</b>	<b>2,218,941</b>	<b>87,337</b>	<b>51.1%</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 50% of the approved budget).







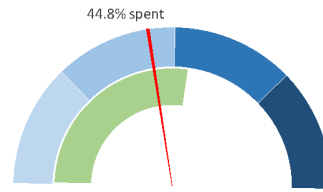
## External Services Summary

### Quarterly Reporting - February 29th, 2020

Financial Data as at March 10, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	107,772	53,886	51,368	2,518	47.7%
Benefits	13,914	6,957	10,894	(3,937)	78.3%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	0	0	0.0%
Other Services	60,950	43,450	72,535	(29,085)	119.0%
Supplies	16,687	8,343	5,968	2,375	35.8%
Other Expenditures	116,177	58,089	630	57,459	0.5%
Capital, Transfer & Projects	0	0	0	0	0.0%
	315,500	170,725	141,395	29,330	44.8%

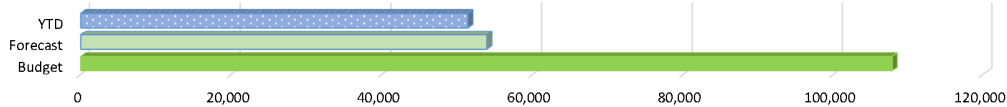
#### Total Expense Tachometer:



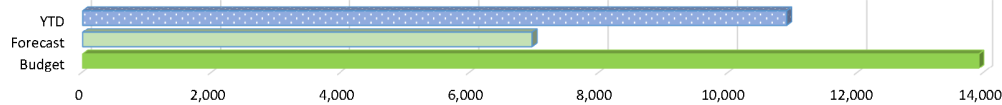
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

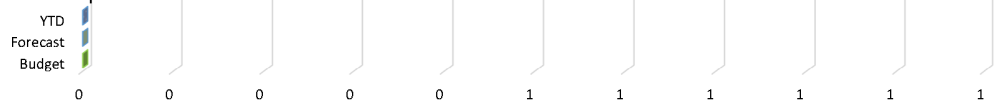
#### Salaries



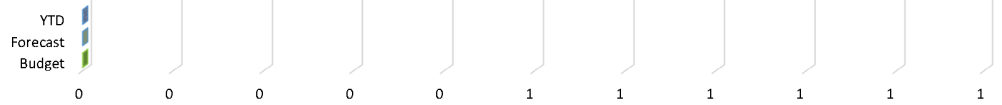
#### Benefits



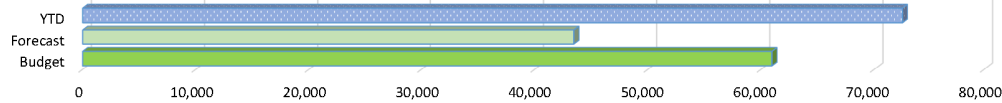
#### Professional Development



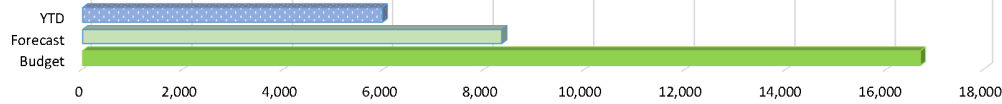
#### Contracted Services



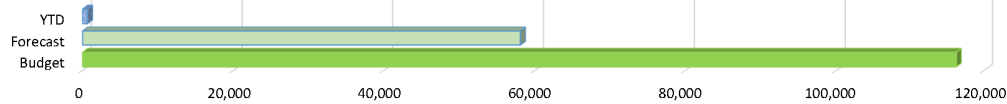
#### Other Services



#### Supplies



#### Other Expenditures



**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Board Budget Belief Statements and Budget Development Timeline**

**Background**

During its 2020 Planning Meeting, the Board reviewed the Budget Belief Statements (attached) that will serve as a guide as the 2020-21 budget is developed.

The Budget Development Timeline is attached for information.

**Recommendation**

It is recommended that the Board adopt the Budget Belief Statements for 2020-21 as presented.

Respectfully submitted,  
Christine Lee

## LETHBRIDGE SCHOOL DIVISION

### BOARD OF TRUSTEES BELIEFS STATEMENT FOR PREPARATION OF THE 2020-2021 BUDGET

**Lethbridge School Division** is primarily funded by Alberta Education. The Board is legally obligated to create and approve the annual division budget and to fiscally manage the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balanced budget, as required by the *Education Act*.

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

**Lethbridge School Division**  
**2020-2021 Budget Development Schedule**

Date	Meeting/Process	Time	Who Attends	Meeting Description
February 11, 2020	Town Hall Meeting	6:00 to 8:30 pm	Trustees/Administration/Staff/Public	The Board hosts a Town Hall meeting to gather input on priorities for the coming school year and beyond. This information will influence planning and priorities for the budget.
March 5th & 6th, 2020	Board Strategic Planning Retreat	All Day both days	Trustees/Executive Council/Director of Finance	Trustees and Executive Council develop priorities for the 2020-2021 school year that will inform the development of the 2020-2021 Budget.
March 10, 2020	Preliminary Budget Estimates	9:00 to 10:30 am	Instructional Budget Committee	The Instructional Budget committee meets to discuss guiding principles for the development of the budget. Discussion of what was heard at the town hall meeting, and process for discussions with other administrators, process for input and feedback. The Instructional Budget Committee meets to review preliminary estimates of grant revenues, salary costs and potential issues with the preliminary information. This meeting is preliminary to consider the information available and start discussion of budget priorities. After this meeting, members of the Instructional Budget Committee should discuss particular areas of concern with their stakeholders.
March 19, 2020	Preliminary Budget Estimates	11:00 am to 12:30 pm	Instructional Budget Committee	
March 26, 2020	Preliminary Budget Estimates	1:00 to 3:30 pm	Instructional Budget Committee	
March 31, 2020	Instructional Budget Review	1:00 to 4:00 pm	Instructional Budget Committee	The Instructional budget committee reviews the draft budget, and with the information gathered makes recommendations for allocations for schools and instructional programs.
April 1, 2020	Board Budget Committee Meeting	2:00 to 3:00 pm	Board Budget Committee	Update Board Budget Committee on progress of budget discussions
April 2, 2020	Instructional Budget Committee Presentation of Budget Recommendations to Admin Committee	12:00 to 1:00 pm	Administrators Committee	The Instructional Budget Committee (IBC) will present the recommendations for the budget allocations. The allocations will be reviewed and questions for clarification will be addressed. Administrators will have an opportunity to discuss the budget recommendations and provide feedback to the IBC.

Lethbridge School Division  
2020-2021 Budget Development Schedule

Date	Meeting/Process	Time	Who Attends	Meeting Description
April 3, 2020 (if required)	Instructional Budget Committee	9:00 to 10:00 am	Instructional Budget Committee	Review of comments from Administrators
April 3, 2020 (if required)	Final Review of Budget Recommendations	Any adjustments made from original presentation will be communicated by email	Administrators Committee	Final recommendations after considering all feedback will be presented to Administrators by email.
April 3rd to 24th, 2020	MyBudgetfile available for Administrators to balance budgets			Budgets should be reviewed and discussed with Staff and School Councils
May 15, 2020	Review of Draft Budget	9:30 to 10:30 am	Board Budget Committee	The Board Budget committee will get a summary review of the Budget highlights and recommendations made by the Instructional Budget Committee.
May 19, 2020	Pre Budget Presentation briefing to the Board	5:30 to 6:30 pm (prior to Public Presentation)	Board and Executive Council	Pre Budget Presentation to the Board to provide information contained in the Draft Budget to be presented to the public
May 19, 2020	Public Presentation of the Draft Budget to the Public	6:30 to 8:00 pm	Trustees/Administration/Staff/Public	The Draft Budget is presented to stakeholders. There will be an opportunity for questions and discussion of the Draft Budget
May 22, 2020	Budget Feedback Due			All stakeholders are invited to comment on the draft budget. This information is provided to the Trustees for consideration during the Board Budget Debate.
May 26, 2020	Board Budget Debate	1:00 to 2:00 pm (prior to Board meeting)	Trustees/Executive Council/Director of Finance (public welcome)	The Board reviews and Debates the Budget. This meeting is open to the public.
On or before May 31th, 2020	Budget Submission to Alberta Education			Per Legislation unless otherwise notified of different submission deadline

**Instructional Budget Committee (IBC)**

**School Representatives:** Kevin Wood (High), Bill Bartlett (Middle) & Joey Gentile (Elementary)  
**Administration:** Cheryl Gilmore, Rik Jesse, Morag Asquith, Christine Lee & Mark DeBoer

**Board Budget Committee**

**Board Representatives:** Donna Hunt (Committee Chair) & Christine Light,  
**Administration:** Cheryl Gilmore, Christine Lee & Mark DeBoer

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Three-Year Capital Plan**

**Background:**

The Executive Summary to the 2020-2021 to 2022-2023 Capital Plan for the Division is provided for review. The detailed Three-Year Capital Plan may be located on the division website.

**Recommendation:**

It is recommended that the Board accept the 2021-2023 Capital Plan as presented.

Respectfully submitted,  
Christine Lee



**SENATOR JOYCE FAIRBAIRN  
MIDDLE SCHOOL**

# **THREE YEAR CAPITAL PLAN**

**2020-2021 TO 2022-2023**

# EXECUTIVE SUMMARY

## THREE YEAR CAPITAL PLAN: 2020-2021 to 2022-2023

### **About this document**

This document is only the Executive Summary  
to the Three-Year Capital Plan,  
2020-2021 to 2022-2023.

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

Prepared by Lethbridge School Division  
Division of Business Affairs  
433 15 Street South  
Lethbridge, Alberta, T1J 2Z4  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)









# EXECUTIVE SUMMARY

## Introduction

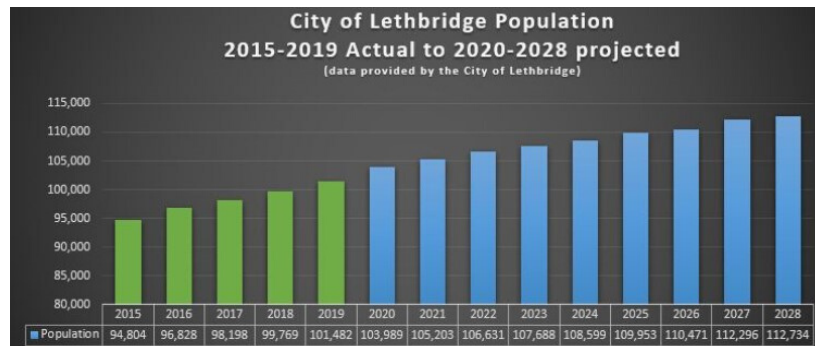
Lethbridge School Division ("LSD") provides public education services to the citizens of the City of Lethbridge, Alberta, Canada. The Division was established in 1886 and has proudly served our community for over 134 years.

LSD serves approximately **11,841** students from early education (pre-school) to grade twelve in 2019-2020. 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. Lethbridge School Division has 629 full time equivalent (FTE) certificated staff and 517 FTE support staff that provide quality teaching and learning for our students.

The Three-Year Capital Plan for 2020-2021 to 2022-2023 is an analysis of future school capital needs for Lethbridge School Division to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

## City of Lethbridge and Population Growth

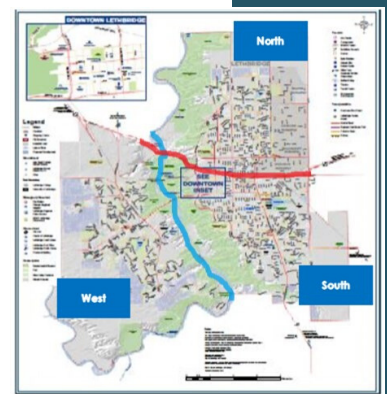
Lethbridge School Division is the public school system for the residents of the City of Lethbridge. Lethbridge is a growing, vibrant city with over **101,482** residents. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment, it's anticipated to boost the population by **11%** from 2019 to 2028 from approximately **101,500** to **112,700**.



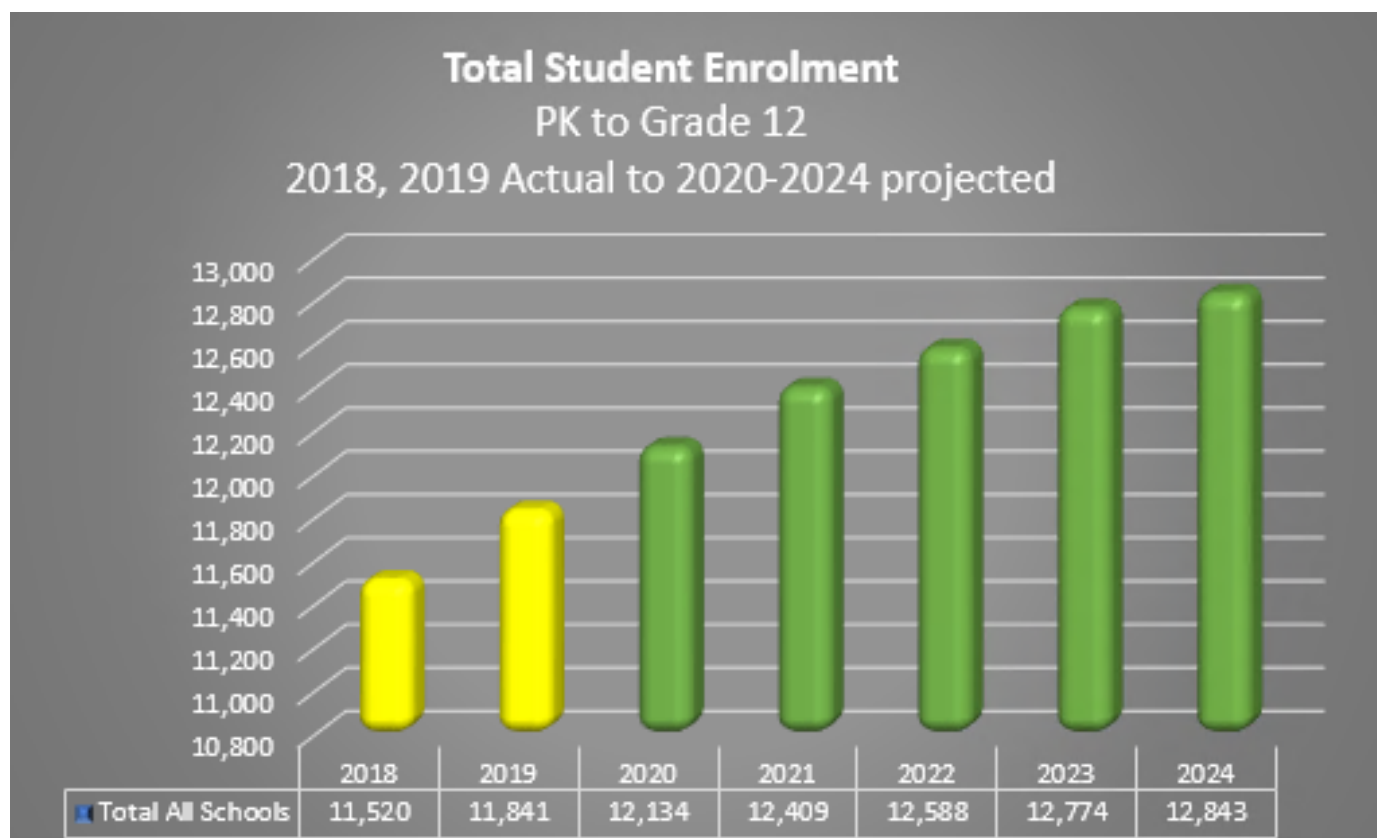
## City of Lethbridge Development

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 neighbourhoods 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 growth of **1,758** students from age 5 to 19 in growth areas of West Lethbridge by 2028.



# STUDENT ENROLMENT GROWTH



The school Division has experienced sustained growth over the last five years. As the chart above illustrates, Lethbridge School Division will continue to see growth each year over the Three-Year Capital Plan period, reaching **12,588** students by 2022-2023. This is a growth of **747** students or **6.31%** from 2019. The Division will see further sustained growth reaching **12,843** students in five years which is an increase of **1,002** students or **8.5%** from 2019.

Over the three-year capital plan period, growth will be greatest in the west side of Lethbridge with an increase of **8.23%**. North Lethbridge will see an increase in student population of **6.27%** and the south **3.90%**. This projected enrolment growth correlates with historical growth in population in these city sectors. Interesting to note is that these enrolment growth factors do not take into account additional enrolment due to city economic development and new community development, such as the Southbrook subdivision that will provide approximately **400** elementary aged students in south east Lethbridge in the next 10 years. With the economic development that has been occurring in Lethbridge it is anticipated that the potential enrolment growth could be greater in every sector of the city.

## THREE-YEAR EDUCATION PLAN

Lethbridge School Division prepares a three-year education plan as required by Alberta Education which is updated annually. The Board of Trustees of Lethbridge School Division approved the 2019-2022 Three Year Plan and Annual Education Results Report for 2018-2019 on November 26th, 2019. This document is a highly collaborative effort and reflects the plans and Annual Education Results Reports of each of the Division's schools, with input from partners, as the Division continues on the journey of innovating and improving practice. You will find Division priorities, trends, issues, opportunities, accomplishments and strategies that will provide Lethbridge School Division students with continued success.

The Division is proud of the tireless efforts of our staff and students. This being said, Lethbridge School Division is continually committed to being better tomorrow than we were today. The 2019-2022 Three Year Plan and Annual Education Results Report may be found on the Division's website.

## FACILITY UTILIZATION

The school division begins to get concerned over space utilization when the utilization rate is over **85%**. When looking at utilization the Division considers not only base utilization but also core utilization. Core utilization takes into account the facility core learning spaces and does not include modular classroom facilities. Modular Classrooms may have been added to address immediate enrolment pressures, however through the facilitation of added enrolment may have exceeded rated core capacity. When this capacity gets very high programming space is impacted such as gymnasiums and learning commons.

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

# 104%

*projected utilization rates by 2022/2023*

# 78%

*current utilization*

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

City Sector	Full Area		Projected Growth in three year period	Core Area Only	
	2019-2020 Actual	2022-2023 Projected		2019-2020 Actual	2022-2023
North	76%	80%	6.27%	83%	85%
South	78%	78%	3.90%	96%	96%
West	82%	88%	8.23%	139%	146%
<b>Total District</b>	<b>78%</b>	<b>104%</b>	6.31%	82%	107%

## CURRENT CAPITAL PROJECTS

The South Lethbridge Elementary School is a K-5, 600 student elementary school in the Southbrook subdivision in south east Lethbridge. The school is identical to Coalbanks Elementary School in west Lethbridge, completed in 2017. The difference between the two schools is that the South Elementary School will have Photovoltaic Solar Panels that will provide energy efficiency and environmental educational opportunities for our students. The school began construction in the spring of 2019 and will be completed in September 2020. The City of Lethbridge planning department predicts that this area will see growth of 620 students aged 5 to 19 years old by 2034.

Current Capital Projects								
Projected Opening/Completion	School/Community	City Sector	Project Type	Grade	Approved Capacity	Approval Date	% Complete as of February 2020	Estimated Cost
2021-2022	Southbrook Subdivision	South	New Construction	Kindergarten to Grade 5	600	Jun-18	In Construction 38 % Complete	\$20.4 million

New School Construction								
Year	Priority	Community/School	City Sector	Site Readiness	Type	Grade	Capacity	2020 Cost (\$)
2020-2021	1	Gary Station Elementary School (West Lethbridge- North)	West	Site Available	New Construction	K-5	900	\$31.1 million
2021-2022	2	West Lethbridge Elementary School ( West Lethbridge - South)	West	Site Not Yet Determined	New Construction	K-5	900	\$31.1 million

## NEW SCHOOL CONSTRUCTION REQUESTS

Lethbridge School Division 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 **11%** in the next 10 years. The chart below provides information on the two new school construction projects requested in the Three-Year Capital Plan.

The two new construction priorities are the Gary Station (West Lethbridge—North) and West Lethbridge Elementary (West Lethbridge-South) Schools. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are six communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, and The Piers. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from **175% to 202%**. Core utilization is high due to the number of modular facilities added for enrolment growth. This impacts instructional programming and puts a strain on core school areas such as gymnasiums and library commons.

The City of Lethbridge projects that in the areas of growth in West Lethbridge that there will be an additional **225** students aged 5 to 19 by 2022, **354** by 2024 and **1,758** by 2034 putting further significant strain on West Lethbridge elementary schools exceeding core utilization and the only High School that is at capacity in West Lethbridge.

## SPECIAL CAPITAL PROJECT

This special capital project is a community initiative that involves multiple stakeholders for a **Science, Technology, Entrepreneurship/Engineering, Arts and Math (STEAM)** school in southern Alberta. The University of Lethbridge, Lethbridge College, Lethbridge School Division and Holy Spirit Roman Catholic Separate School Division are well-positioned to work with the Government of Alberta to implement a STEAM School project. The institutions have a history of collaboration and the capacity to develop a STEAM School that has multiple entry points for students, seamless transitions, and delivery of opportunities across the institutions and sites. Business and industry have demonstrated strong support for the four educational organizations with engagement in a number of projects, RAP, and Work Experience. Business and industry partnerships are critical for a STEAM School to further students' creativity, problem solving and critical thinking skills in real world contexts. Currently the community of southern Alberta is limited in its ability to provide additional STEAM opportunities due to a lack of capital capacity and teaching resources. Youth participants, their guardians and teachers have indicated that youth programming has proven to inspire students to increase learning, draw connections from learning to the real world of employment opportunities, increase confidence and the pursuit of academic goals as students explore and discover that education and research drive creative solutions to real world problems. A STEAM School where southern Alberta educational institutions, industry, and other government agencies are able to pool their specialties would further enhance the applied learning for youth to achieve success in reaching their full potential and contribute to a learning, healthy, prosperous and progressive Province of Alberta. Lethbridge Collegiate Institute with facility utilization under 50% is centrally located and would be the ideal location to house the STEAM school with appropriate modernization. See pages 42 to 51 for further information about this exciting initiative.

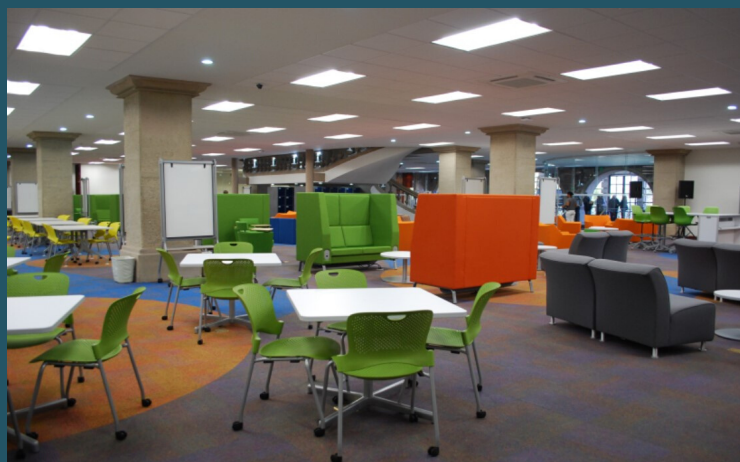


## MODERNIZATION OF SCHOOL FACILITIES REQUEST

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 Division is requesting that seven (7) elementary schools receive approval for modernization.

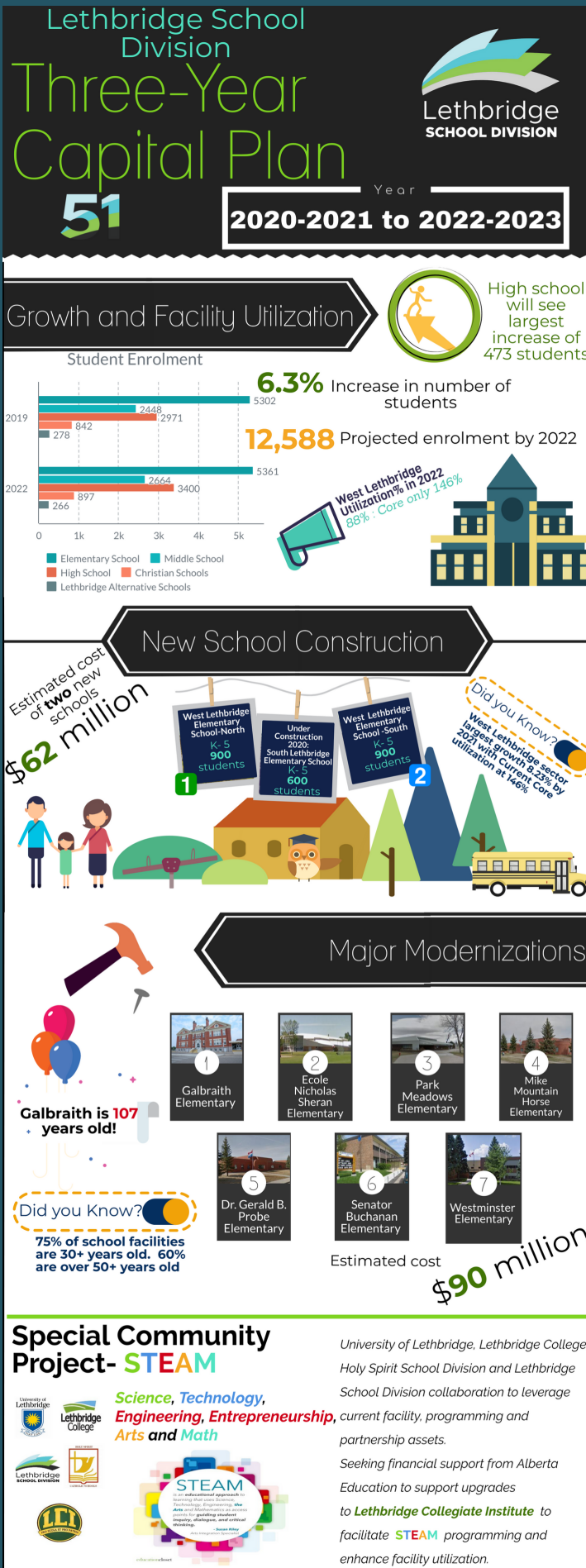
There are four schools in north Lethbridge that require modernization. These elementary schools have core utilization between **54% to 118%**. Student enrolment growth in the north sector of Lethbridge will be **6.27%** over the three-year capital planning period.

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from **175% to 197%**, with anticipated enrolment growth in west Lethbridge of **8.23%** 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	2020 Cost (\$)
2020-2021	1	Galbraith Elementary School	107 years	North	Modernization-Preservation	K-5	\$15 million
	2	Ecole Nicolas Sheran Elementary School	39 years	West	Modernization-Preservation	K-5	\$13.4 million
	3	Park Meadows Elementary School	39 years	North	Modernization-Preservation	K-5	\$11.5 million
2021-2022	4	Mike Mountain Horse Elementary School	33 years	West	Modernization-Preservation	K-5	\$15 million
	5	Dr. Gerald B. Probe Elementary School	28 years	West	Modernization-Preservation	K-5	\$15 million
2022-2023	6	Senator Buchanan Elementary School	65 years	North	Partial Modernization-Preservation	K-5	\$10 million
	7	Westminster Elementary School	66 years	North	Partial Modernization-Preservation	K-5	\$10 million



**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board – Attwell – April 8, 2020**

**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 Attwell Building on Wednesday, April 8, 2020 from 8:00 – 8:30 a.m. Following the breakfast, Facilities Director Daniel Heaton will provide a tour of the Attwell Building for trustees.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

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

**Recommendation**

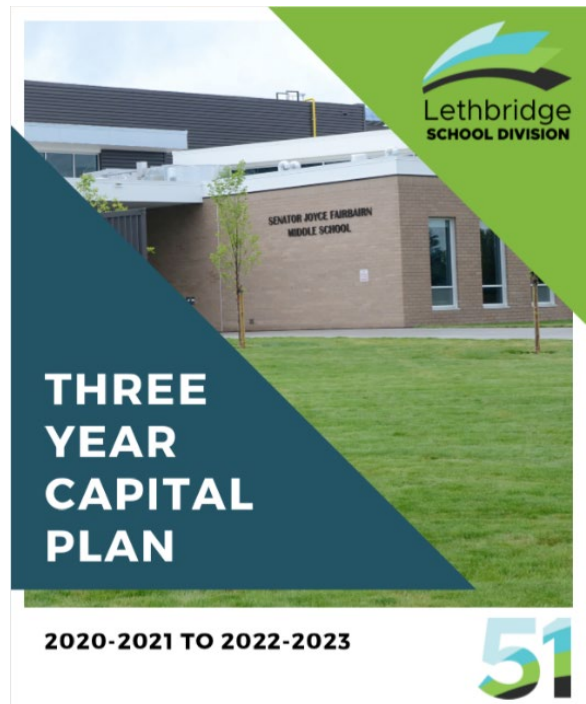
It is recommended that the Board receive this report as information.

Respectfully submitted,  
Christine Lee

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## **Facilities**

- South Lethbridge Elementary School work progresses as best as possible given COVID-19. Currently the project has time for completion for September 2021 opening.
- The Division's Capital Plan for 2020-2023 is now complete. A new elementary school in west Lethbridge is the Division's greatest capital need. The Three-Year Capital Plan Executive Summary is presented in the March 24<sup>th</sup> Board agenda package for approval. Once approved the plan is submitted to Alberta Education and the full plan will be posted on the Division website.
- The Division received news from Alberta Education that they would not receive modular classrooms as requested for the 2020-2021 school year.
- Only two (2) new school capital projects were announced in the Province with Budget 2020, which were all related to health and safety concerns. Unfortunately, Lethbridge School Division, did not receive a new school in the 2020 capital announcements.
- A meeting was held with Head Caretakers to discuss cleaning and safety protocols in schools related to COVID-19 to ensure that everything is cleaned and sanitized to keep everyone safe. Duties have been modified to ensure all "high touch" areas are disinfected on a more frequent basis.



## Transportation

- A consultant has been contracted to conduct a transportation feasibility study on behalf of Lethbridge School Division and Holy Spirit Roman Catholic School Division. The feasibility study will look at the cost and operational implications of starting school division busing operations from the ground up versus contracting a third-party transportation contractor to provide school bus transportation. The study is anticipated to be completed by May 31<sup>st</sup>, 2020.
- Effective for March 15<sup>th</sup>, 2020 all student transportation suspended due to the order from the Alberta Chief Medical Officer of Health to close schools to students.

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## Finance

- The Board of Trustees reviewed and revised Board Budget Beliefs for the development of the 2020-21 Budget at their planning meeting on March 5<sup>th</sup>. The belief statement is included in the board package.



- The school division has started working on the 2020-2021 budget. This work has involved reviewing and understanding the new funding and assurance model that has been provided by the Province. Meetings have begun with senior leadership and the Instructional Budget committee to understand the new funding model and implication for budget allocations. The Instructional Budget Committee will further meet to allocate instructional funding resources based on priorities established by the Board of Trustees. These priorities were established based on feedback provided by administrators, the town hall and online.

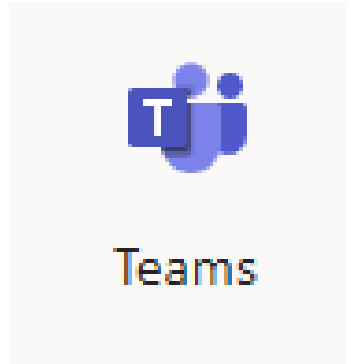
- The finance team has worked with Technology to ensure that vital services such as payroll and vendor payments are able to be processed remotely as per the Division's Pandemic Plan.
- Director of Finance, Mark DeBoer has prepared the second quarter financial report as at February 29<sup>th</sup>, 2020. The report is presented at the March 24<sup>th</sup> Board Meeting.

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



## Technology

- The technology department has been very busy supporting staff and schools during the COVID-19 pandemic. Much of the work has moved from purely an IT (Information Technology) function to include ET (Educational Technology) function for our technicians. Some of these supports include:
  - Access to servers and drives for working remotely
  - Monitoring systems for overload due to increased online access
  - Supporting student password resets for access from home
  - Supporting Finance department for access from home
  - Supporting teachers on Online Learning platforms
  - Supporting staff with upload of files to Office 365 to facilitate remote access
- Evergreening technology at secondary schools as per the Division's established evergreening cycle continues.
- The technology team continues to support work on the digital student records plan, supporting all schools and set up and usage of *Laserfiche* software to facilitate this process.



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## Insurance

- Discussions with insurer related to COVID-19 health crisis and school travel cancellations. Schools have been provided with claim forms and spreadsheet to complete and return to Education Centre for submission to insurers. School divisions are working together with our broker to facilitate claims with the insurance company to see if we can recover some of the non-refundable costs related to the trip cancellations. Some tour providers and airlines have offered credits which helped minimize the financial impact of the cancellations.





## Occupational Health and Safety

- The second quarterly meeting of the Division Health and Safety Committee meeting was held on March 9<sup>th</sup>, 2020.
- To keep our staff and community safe and well informed, messaging has been provided by the Superintendent throughout the COVID-19 pandemic. Messaging has been provided through emails and the Division website to inform staff and parents of health monitoring, isolation requirements, and safety precautions that should be taken during this health crisis. The Division has provided daily [updates](#) and links to Alberta Health Services.

Posted on: Mar 18, 2020

### Lethbridge School Division continues to monitor COVID-19 situation

#### March 17 UPDATE:

Alberta declared a state of emergency under the Public Health Act. Learn more here: [EMERGENCY](#)

#### Previous updates:

For a link to previous updates, please click here: [UPDATES](#)

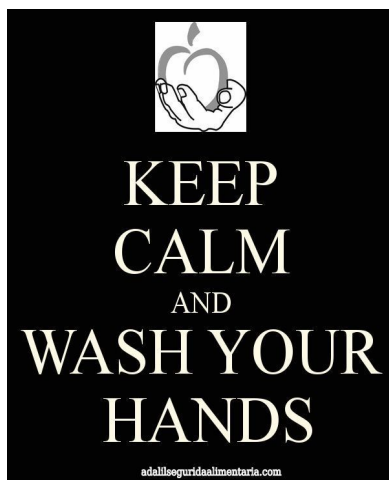
Letters to parents and Lethbridge School Division staff:



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## Other matters

- Work related to Insurance, legal, and labour relations matters
- Budget Development meetings and Instructional Budget Committee
- Generative Dialogue meetings with school administrators
- South Lethbridge Elementary School construction meetings
- Work on review of demographic data, boundaries, and capital planning
- Attended the following events/meetings:
  - Transportation transition meeting with City of Lethbridge, Feb 26<sup>th</sup>
  - Alberta Education new Funding and Assurance Model Meeting, Edmonton, Feb 28<sup>th</sup>
  - Facilities Committee Meeting, March 3<sup>rd</sup>
  - Board Planning Meeting, March 5<sup>th</sup> and 6<sup>th</sup>
  - VC meeting Alberta Education re Funding Profile, March 6<sup>th</sup>
  - Division Workplace Health and Safety Meeting, March 9<sup>th</sup>
  - Spirit of 51 celebration, March 11<sup>th</sup>
  - Urban Schools Insurance Consortium quarterly meeting, Edmonton, March 13<sup>th</sup>
  - Alberta Education and Medical Officer of Health call re COVID-19 with school boards, March 14<sup>th</sup>
  - Leadership team meeting re COVID-19 and school closure, March 15<sup>th</sup>
  - Head Caretaker meeting re COVID-19, March 16<sup>th</sup>



**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,  
Rik Jesse

# Report to the Board of Trustees

*March 24, 2020*



Rik Jesse



Rhonda Aos



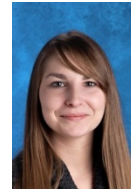
Stacey Wichers



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)

### **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 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.

## 2020 Edwin Parr Nominee ~ Lethbridge School Division



*As I was preparing for my career in education, I always wondered what kind of school would accept me for the teacher that I am. I knew that I needed to be in an environment that prioritized teamwork, innovation and exploration. I am happy to say that I have found that community at Fleetwood Bawden Elementary. Having the support and acceptance of my colleagues and administrators has allowed me to navigate my first year of teaching. I would not be able to be the teacher that I am today without them.*

*As a Grade 3/ 4 teacher, I am passionate about inclusive, concept-based education that promotes collaboration, inquiry and engagement in the classroom. I try to make sure that I teach with different modalities so that all students can feel success and celebrate their diverse learning needs. At the beginning of this year, building a respectful and accepting classroom community was a priority and I have been able to witness the positive impact that this has had. My students are so welcoming to everyone and I love watching them develop and grow into leaders.*

~ Jenelle



[Video Link](#)

# ALL SCHOOLS ENROLLMENT BY GRADE: February 29, 2020

SCHOOL	Early Education			Kindergarten			Grades 1 - 12															Total	Total FTE
	Feb 28	Sep 30	Diff	Feb 28	Sep 30	Diff	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Feb 28	Sep 30	Diff	Feb 28	Feb 28
	2020	2019		2020	2019														2020	2019		2020	2020
Victoria Park												1	5	4	16	42	66	212	346	258	88	346	346.0
Chinook High															317	277	263	301	1158	1181	-23	1158	1158.0
Immanuel Christian Secondary												46	42	48	44	39	49	44	312	305	7	312	312.0
LCI - Total Students															219	246	198	240	903	894	9	903	903.0
LCI - French Immersion															53	37	42	51	183	185	-2	183	
WCHS															217	245	200	216	878	892	-14	878	878.0
G S Lakie												138	157	162					457	450	7	457	457.0
Gilbert Paterson - Total Students												270	254	249					773	780	-7	773	773.0
Gilbert Paterson - French Immersion												76	64	66					206	199	7	206	
Lethbridge Christian				31	31	0	29	28	27	20	27	23	20	21					195	194	1	226	210.5
Senator Joyce Fairbairn												174	216	148					538	531	7	538	538.0
Wilson												215	213	251					679	684	-5	679	679.0
Coalbanks Elementary	44	40	4	118	115	3	106	109	94	74	83								466	452	14	628	466.0
Coalbanks - Spanish				48	48	0	47	39	24										110	109	1	158	
Dr. Probe	42	41	1	83	86	-3	96	95	100	99	118								508	511	-3	633	570.5
École Agnes Davidson - Total Students	60	54	6	94	93	1	80	98	77	73	85								413	413	0	567	490.0
École Agnes Davidson - French Immersion				70	68	2	51	65	42	46	51								255	260	-5	325	
École Nicholas Sheran - Total Students	41	38	3	78	78	0	80	89	79	74	99								421	423	-2	540	460.0
École Nicholas Sheran - French Immersion				38	41	-3	49	47	37	26	28								187	188	-1	225	
Fleetwood Bawden - Total Students	26	25	1	33	36	-3	58	57	60	61	69								305	305	0	364	334.5
Fleetwood Bawden - Montessori							26	28	25	35	24								138	146	-8	138	
Galbraith	41	39	2	40	39	1	62	61	63	78	91								355	355	0	436	395.5
General Stewart	53	52	1	18	18	0	23	20	21	19	21								104	110	-6	175	139.5
Immanuel Christian Elementary	31	30	1	42	44	-2	44	57	28	60	49								238	240	-2	311	259.0
Lakeview				71	72	-1	78	97	76	99	90								440	438	2	511	475.5
Mike Mountain Horse	77	68	9	86	82	4	77	105	69	83	131								465	460	5	628	508.0
Park Meadows	44	45	-1	53	55	-2	36	47	59	56	52								250	253	-3	347	298.5
Senator Buchanan	25	23	2	45	44	1	61	51	37	40	50								239	242	-3	309	274.0
Westminster	29	25	4	25	23	2	28	37	22	34	33								154	149	5	208	193.5
SUB TOTALS	513	480	33	817	816	1	858	951	812	870	998	867	907	883	813	849	776	1013	10410	10520	77	11927	11119.0
Stafford Ridge																2	2	2	6	6	0	6	6.0
Harbour House										1	1		1	1			1		5	1	4	5	5.0
Pitawani													1		1	1	3	1	7	7	0	7	7.0
CAMP													1			1		1	3	4	-1	3	3.0
SUB TOTALS																			21	18	3	21	21

TOTAL STUDENTS / FTE ENROLLED AS OF FEBRUARY 29, 2020	11948	11140.0
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2019	11834	11197.5

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

The March 2020 report of the Associate Superintendent Instructional Services will be shared at the meeting.

**Recommendation**

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

Respectfully submitted,  
Morag Asquith

**MEMORANDUM**

March 24, 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:

**Zara Orr**, Grade 5 student at École Nicholas Sheran, works every nutrition break with students in Nikki's Den. She is an amazing addition to the educational assistants and LST teacher in that program. She has become such a part of the team that she and her mother made a baby quilt for Crystal Heitman (EA) who is expecting soon.

Park Meadows student, **Aliya Hegland**, is part of a cheer team that qualified for a competition in Florida.

Victoria Park student, **Carter Eli** has been challenged by significant environmental factors in his life and has not been successful in engaging in school on a regular basis. Since coming to Victoria Park for the grade 9 alternate program, Carter has made tremendous gains in attendance and overall school engagement and is thriving in his success. Today, we celebrated his 100 days of consecutive attendance. It's amazing.

Associate Superintendent, **Christine Lee** has been named a *Fellow of the Chartered Professional Accountants (FCPA)* by CPA Alberta. The Fellow of Chartered Professional Accountants (FCPA) will be granted to those members who have rendered exceptional service to the profession or whose achievements in their careers, the community, or in the profession have earned them distinction and brought honour to the profession.

Chinook High School Provincial Wrestling Championship winners:

- **Mens and Women's Team** – Silver (4A)
- **Mason Harris** – Gold
- **Brantley Saar** – Gold
- **Angelina Ellis-Toddington** – Gold
- **Justin Bennett** – Silver
- **Autumn Carter** - Silver



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

<b>Alysse Stacey</b>	<b>Anouschka Van Schaik</b>	<b>Charlene Drader</b>	<b>Darli MacAulay</b>
<b>Carrie Mann</b>	<b>Kay Allison</b>	<b>Tracy VanSon</b>	<b>Ashley Stolte</b>
<b>Isabelle Crombez</b>	<b>Krystal Kranzler-Bochan</b>	<b>Christine Bishoff</b>	<b>Paige Veurink</b>
<b>Cathy Fischbuch</b>	<b>Melanie Van Eck</b>	<b>Cheryl Regier</b>	<b>Brittany Steacy</b>
<b>Don Marois</b>	<b>Jane (Bonnie) Cameron</b>	<b>James Onwukwe</b>	<b>Garrett Simmons</b>
<b>Anna Ell</b>	<b>Deb Bosch-Friedrick</b>	<b>Kathy Knelsen</b>	<b>Brenda Solberg</b>
<b>Sherri Thompson</b>	<b>Kim Luchanski</b>	<b>Brenda Miller</b>	<b>Jennifer Schroeder</b>
<b>Kevin Gordon</b>			

Respectfully submitted,  
Cheryl Gilmore

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

March	25	Community Engagement Committee 6:00 p.m., Education Centre
April	1	Board Budget Committee 2:00 p.m., Education Centre
	6	Division School Council 6:00 p.m., Education Centre
	10-17	Easter/Spring break
	20	No School for students Division Wide Professional Learning Day
	21	Board Committee of the Whole 3:00 p.m., Education Centre
	27	Education Week begins
	28	Board Meeting 3:30 p.m., Board Room
	30	Administrators' Committee Meeting & Strategic Planning Signature Sandman, Lethbridge Lodge

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Doug James, Trustee

**RE: Division School Council – March 2, 2020**

John Chief Calf, Coordinator of First Nations Metis and Inuit Education (FNMI) and Morag Asquith, Associate Superintendent provided an overview of the scope and purpose of FNMI Education in Lethbridge School Division.

Brooke Culley (chairperson) welcomed members and introductions were given by all attending.

Doug James gave the Trustee Report which included highlights from the February Board Meeting. The report highlighted the progress that has been made on the southeast Lethbridge elementary school capital project. In addition, he explained the process and procedure for submission for naming the school. Mr. James also highlighted the success of the ICE (Innovation/Creativity/Entrepreneurship) Scholarship Breakfast hosted by the trustees on February 14<sup>th</sup> noting that it was sold out and over \$8,000 was raised for the scholarship fund.

The ASCA Conference and AGM information was presented by Brooke and the deadline for registration was mentioned. The resolutions for review were noted on the ASCA website.

Shannon Pratt explained and reviewed the newly drafted “Parent Responsibility” Policy which is presently being developed. School Councils are encouraged to look at the policy and provide feedback.

Cheryl gave the Superintendent’s Report which highlighted the Scholarship Breakfast, the Town Hall themes and then outlined the next steps, then finished off with presenting the Boundary review timelines.

Respectfully submitted,  
Doug James

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Doug James, Trustee

**RE: Facilities Committee – March 3, 2020**

**Committee Members:**

Doug James, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services (Via phone)

Chris Chapman, Coordinator, Maintenance



**1. 2020-2021 Modular Request (update)**

The Division did not receive any modular classrooms for 2020-21. Only 17 were provided across the province. Facility usage after the modulares needed to be in excess of 100%.

**2. 2020-2021 to 2022-2023 Capital Plan**

- a. Executive Summary for Board Meeting, March 24th
- b. Full Plan document for website

The Committee was provided the Capital Plan in advance and the board will receive a copy for the planning meeting on March 5<sup>th</sup>. The Committee approved the plan to be presented to the Board for approval at the meeting March 24<sup>th</sup>.

**3. 2020-2021 Budget Announcement**

- a. PO&M Grant Funding model changes
- b. IMR Grant

PO&M grant funding increased in the new funding model. The model now recognizes square footage as well as student enrolment. IMR grant funding will see a small increase for 2020-21.

**4. Other Items**

- a. S.E. Elementary School, project is progressing, radon mitigation system is complicated and has slowed work down, delaying the pouring of the slab floors by a few weeks.
- b. Westminster and Buchanan upgrades are at 80%.
- c. 2019-2020 Facility Services Project status.
- d. 2020-2021 Facility Services Project Plan (preliminary) – Preliminary plans shared with the committee and are still being reviewed and finalized now that funding has been announced.

Respectfully submitted,  
Doug James

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Doug James, Trustee  
Donna Hunt, Trustee

**RE: F.N.M.I. Committee – March 4, 2020**

Present: Lenee Fyfe (Principal), Joey Bebe (Student), John Chief Calf (FNMI Consultant), Darryl Christiansen (Administrator), Phil Williams (Teacher), Sarah Burton (Teacher), Gus Wensmann (Teacher), Doug James (Trustee), Morag Asquith (Associate Superintendent), Yzzi Forbes (Student), Shawnee Big Bull (FNMI Elementary Teacher), Donna Hunt (Trustee), and Angela Wilde (Principal).

The meeting began with John Chief Calf introducing a YouTube video (The Agenda with Steve Paikin) which featured an interview with author, John Ralston Saul. The interview was based on the book (*A Fair Country - Telling Truths About Canada*). I would recommend viewing this video which gives an interesting perspective regarding our perceived Euro/Canadian origins and gives insight into how the Indigenous culture and traditions have influenced and defined our country as it exists today.

John then walked us through the Blackfoot language explaining the reference points and bases of this unique language which was very enlightening. This explanation brought a better understanding of the Indigenous culture and the importance of nature and its connections.

The committee, which includes students, staff and community members, shared their perspectives and made suggestions regarding the direction of this advisory committee and how we can engage the Indigenous community more effectively in our schools and learning community.

John has organized a tour of the Blood Reserve on April 23 for the committee members and they will have an opportunity to meet community members. John feels this tour would give us more understanding and perspective.

We would then meet at our scheduled May meeting to debrief and plan for next year.

Respectfully submitted,  
Doug James  
Donna Hunt

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Christine Light, Trustee

**RE: Poverty Intervention Committee – March 4, 2020**

**Committee Members Present:** Karen Rancier, Christine Light, DeeAnna Presley-Roberts, Curtis Chatters (CUPE 290), Leanne Turner (CUPE 2843), Stasha Donahue (AHS), Ali Koganow, Dean Hawkins, Donna Stodolka, Jamie MacCormack, Brian Palsky, Alison Alma-North

1. Stasha Donahue spoke about the Social Health Equity Network of Lethbridge and Area (SHENLA). SHENLA was recently formed in response to needs after the Vibrant Lethbridge community folded to become a multi-sectoral group to address inequity. One subcommittee will be food insecurity. Stasha will share information between both groups.
2. Advent Conspiracy video was shown. Donation of \$88, 366 by the Efree church was shared.
3. Making Connections update was shared by DeeAnna Presley-Roberts.
4. Financial report:
  - closing balance of \$179, 356.96
  - \$11, 550 (food for schools)
  - \$3, 112 (WAM Bags)
  - \$4,164 (clothing)
  - \$855 (hygiene)
5. Alternate ways to show appreciation to donors and supporters was discussed. Ideas: certificates/plaques; pictures in collage put on card; small luncheon at \$11/person; list sponsors in The Herald; video cartoon message; gathering audio clips and sharing on social media
6. Representative Reports

*Q: How do you see the work of the Poverty Intervention Committee creating a more vibrant, inclusive, and caring culture within our School Division?*

Community: Brian shared an update from the perspective of UDAC's community involvement. Food for Learning is at the heart of helping kids learn and meeting their basic needs. Brian spoke with a few Westside schools and learned that one is not

utilizing food funds. Brian will share with the Ministerial group about poverty intervention in the schools.

CUPE 2843: Leanne sent emails to members and attended meetings. She vetted questions about the breakfast clubs, recycling lost and found items to those in need and making all families aware of supports and services. Leanne suggested that a newsletter might help alleviate the information gap (perhaps September & January on each school website). The Committee discussed utilizing Social Media to get more information to parents.

CUPE 290: Curtis brought up the question to the CUPE membership and they discussed breakfast/lunch programs and suppliers (PIC or community donors). There is still a need to teach the community about poverty.

Division School Council: Alison received a very heartfelt response from someone whose family had accessed WAM bags at a critical time in their life. It was a reminder that Poverty has many different faces.

Making Connections: DeeAnna provided an update on the Soup Kitchen connection. 22 families came during Christmas break to access leftovers and said it was a wonderful opportunity. Wild meat has been well utilized and families are thankful for it. Making Connections had a family led cake baking night that allowed families to give back to the community by sharing their strengths and skills.

Plans are in place to continue with Soup Kitchen sharing for 4 future dates. High schools are utilizing leftovers from Soup Kitchen to make one step meals to send home with students. Some donations are going toward student Foodbanks – several schools recently started one. There are quite a few students making food for students. Leanne shared a question about Toonies for Tummies (available through Sobeys). Organizations can register to receive funding. (Leanne to follow up with this in May).

Next Meeting: May 6, 2020

Respectfully submitted,  
Christine Light



**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

**RE: ATA Local Council – March 4, 2020**

Trustee Donna Hunt will provide an oral report.

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Doug James, Trustee  
Lola Major, Trustee

**RE: Division Student Advisory Council – March 10, 2020**

Trish Syme welcomed the student members and the teacher sponsors. Trish introduced trustees, Lola Major and Doug James, who represented the Board. Cheryl Gilmore was an invited guest/presenter who was looking for student feedback like the feedback from the Town Hall meeting in February. Cheryl Gilmore asked the students to answer and give written feedback on the following questions.

1. **In what ways does class size affect your learning?**
2. **What do believe to be the most important counselling services the schools provide to students?**
3. **What are the most important attributes of a high-quality teacher?**
4. **What are the most important aspects of technology that impact your learning (what is essential for technology in schools)?**

**The final activity the students were asked to share the projects they are working on with the entire group.**

**Lethbridge Christian:** Set up a Carnival in January. The Carnival was set up for the day, indoors and outdoors. Great success really included the school community and a lot of support from parents/teachers/students.

**Paterson:** Doing several different projects: mentorship program to help with the transition from elementary to middle school, different grade levels partner up with grade 5's i.e., scavenger hunt. They also are running a healthy school initiative and both these projects work closely with the 'Earn Your Stripes' school wide program.

**Wilson:** Snack and Go project, students that do not finish all their lunch, they leave it at the table (non-perishable items...like granola bars etc.). The extra food items are collected and put into classrooms for everyone to snack on.

**ICS Middle and High School:** They have already done School Wide Game, rock paper scissors during a lunch period. The game involved the whole school, it was very inclusive, and everyone had a great time.

**Chinook:** Positive Message Board

**SJFMS:** Developed a Leadership Team from all grade levels and they meet every second Friday to organize school events like dances, theme days etc.

**Lakie:** several projects with Community Helpers and understanding mental health, plus a fundraising project 'toughest teacher' and peer mentorship.

**LCI:** Multicultural day, making it like a fair with tables that include food, learn languages and history of other countries.

**VP:** Several projects as well, Teacher Recognition Day...students could write notes or do something special for their favorite teacher. Student Wellness Day, each student wrote a positive note to another student...they made sure that every student received a positive note...this was a very successful day, students still have their notes/cards from other students...taped up to lockers or in their binders. The annual Chilli Cookoff is the last project for the year, this is a bit of a fundraiser for them as well.

The meeting was very productive, and the students were authentically engaged with the two activities.

Respectfully submitted,

Doug James  
Lola Major

**MEMORANDUM**

March 24, 2020

To: Board of Trustees

From: Lola Major, Trustee

**RE: Policy Advisory Committee – March 11, 2020**

The Policy Advisory Committee reviewed the following policies:

- 905.1 Disposition of Property
- 1002.5 Parent/Guardian Responsibilities
- 700.3 Hazard Control
- 700.3.1 Use of Private Vehicles and Volunteer Drivers
- 700.4 Ongoing Inspections
- 700.5 Orientations and Training
- 700.7 Accident, Incident Investigation
- 700.8 Program Administration

The next meeting will be held April 1, 2020.

Respectfully submitted,  
Lola Major