



# AGENDA

Lethbridge School Division  
School Board  
Regular Meeting

Tuesday, June 23, 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 May 26, 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**

3:35 p.m.	4.1	Friends of 51	Enclosure 4.1
	4.2	ICE Scholarships	Enclosure 4.2

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

4:15 p.m.	5.1	Policy Review: <i>Policy 400.4 Fraud Prevention, Identification and Report</i> <i>Policy 700.8 Workplace Health and Safety – Right to Refuse Dangerous Work</i> <i>Policy 1001.3 Communications</i> <i>Policy 1003.2 Partnerships and Sponsorships</i> <i>Policy 1004.1 Community Use of Facilities</i>	Enclosure 5.1
	5.2	Election Bylaw	Enclosure 5.2
	5.3	Third Quarter Financial Report	Enclosure 5.3

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

5:05 p.m. **6. Division Highlights**

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

5:10 p.m.	7.1	Board Chair Report	
	7.1.1	Standing Committees	Enclosure 7.1.1
5:15 p.m.	7.2	Associate Superintendent Reports	
	7.2.1	Business Affairs	Enclosure 7.2.1
	7.2.2	Human Resources	Enclosure 7.2.2

7.2.3 Instructional Services

Enclosure 7.2.3

7.3 Superintendent Report

7.3.1 L.H. Bussard Award Winners

Enclosure 7.3.1

7.3.2 Administrative Appointments

Enclosure 7.3.2

7.3.3 Calendar of Events

Enclosure 7.3.3

7.3.4 Parent Survey

Enclosure 7.3.4

**8. Reports**

5:45 p.m. 8.1 A.S.B.A. Spring General Meeting – June 1, 2020

Enclosure 8.1

**9. Correspondence - Received**

5:50 p.m. 9.1 Terry Fox Foundation

Enclosure 9.1

9.2 Public School Boards' Association of Alberta

Enclosure 9.2

9.3 Alberta Education Capital Planning

Enclosure 9.3

9.4 Deputy Minister of Education

Enclosure 9.4

9.5 Ann Louise Plaxton

Enclosure 9.5

**10. Correspondence – Sent**

5:55 p.m. None

6:00 p.m. **Adjournment**

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MAY 26, 2020.

### IN ATTENDANCE:

Trustees: Clark Bosch; Christine Light; Jan Foster; Doug James; Lola Major

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

Regrets: Donna Hunt

Joined via video conference: Tyler Demers; Christine Lee

The Board Meeting was live streamed via YouTube to facilitate public attendance while maintaining physical distancing related to COVID-19.

The Chair called the meeting to order at 4:18 p.m.

1. Approval of Agenda

Trustee Jan Foster moved:

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

*Approval of Agenda  
6533/20*

2. Approval of Minutes

Trustee Christine Light moved:

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

*Approval of Minutes –  
Regular Meeting  
6534/20*

Trustee Christine Light moved:

“that the minutes of the Special Meeting of May 15, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Special Meeting  
6535/20*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations - none

*Presentations*

5. Action Items

*Action Items  
Policy Review*

5.1 Policy Review

Superintendent Cheryl Gilmore reviewed Policy 502.1 Appendix A Student Code of Conduct, Policy 700.3.1 Use of Private Vehicles and Volunteer Drivers, Policy 700.4 Ongoing Inspections, Policy 700.5 Orientations and Training, and Policy 700.8 Refusal to Work – District to Division and School Act to education Act

Trustee Lola Major moved:  
“to approve 502.1 Appendix A Student Code of Conduct, as amended.”  
**CARRIED UNANIMOUSLY**

*Policy 502.1 Appendix  
A Student Code of  
Conduct  
6536/20*

Trustee Lola Major moved:  
“to approve Policy 700.3.1 Workplace Health and Safety – Use of Private Vehicles and Volunteer Drivers, as amended.”  
**CARRIED UNANIMOUSLY**

*Policy 700.3.1 Use of  
Private Vehicles and  
Volunteer Drivers  
6537/20*

Trustee Lola Major moved:  
“to approve Policy 700.4 Workplace Health and Safety – Ongoing Inspections, as amended.”  
**CARRIED UNANIMOUSLY**

*Policy 700.4 Ongoing  
Inspections  
6538/20*

Trustee Lola Major moved:  
“to approve Policy 700.5 Workplace Health and Safety – Orientation and Training, as amended.”  
**CARRIED UNANIMOUSLY**

*Policy 700.5  
Orientation and  
Training  
6539/20*

Trustee Lola Major moved:  
“to approve first reading of Policy 700.8 Workplace Health and Safety – Refusal to Work.”  
**CARRIED UNANIMOUSLY**

*Policy 700.8 Refusal to  
Work, first reading  
6540/20*

## 5.2 Authorization of Locally Developed Courses

Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees.

Trustee Doug James moved:  
“to approve the use of the following locally developed grade 7 to 9 courses in all Division middle and high schools from September 1, 2020 to August 31, 2024:  
Card Board Boat Races 8  
Dance Grooves 6-7  
Drivers Ed 8  
Exploring Creativity 6-8  
Film Studies 8  
Forensics 6  
Math 4 Life 6-8  
Numeracy 6-8  
Outdoor Education 6  
Strength and Conditioning 6-8  
Yoga 6-8  
Ages of Empires History 7

*Authorization of  
Middle School Locally  
Developed Courses  
6541/20*



Book Club 6-8  
 Claymation 6  
 Cosmetology 8  
 Drivers Education 8  
 Film Studies 8  
 Foodology 7  
 Outdoor Games 6-8  
 Puzzles, Problems & Games 6  
 Soccer 6-8  
 Technical Theatre 8  
 Travel & Tourism 6  
 Bible 6-8  
 Environmental Science 9  
 Forensic Science 9  
 History Through Film 9  
 Ice Hockey 9  
 Leadership 9  
 Military History 9  
 Soccer 9  
 Sports Management 9  
 Yoga 9  
 English IB Prep 9." **CARRIED UNANIMOUSLY**

### 5.3 Authorization of Locally Developed Courses

Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Trustee Doug James moved:

"to approve the use of English Literature 35 for 3 and 5 credits acquired from Calgary School Division from September 1, 2020 to August 31, 2024 for use in all Division high schools."

*English Literature 35  
6542/20*

**CARRIED UNANIMOUSLY**

Trustee Doug James moved:

"to approve the continued use of Biology 35 (AP) (LDC 3219) for 3 credits until August 31, 2021 for use in all Division high schools."

*Biology 35 AP  
6543/20*

**CARRIED UNANIMOUSLY**

Trustee Doug James moved:

"to approve the continued use of Dance Performance 15, 25, and 35 (LDC1299, LDC2299, LDC3299) for 3 and 5 credits until August 31, 2021 for use in all Division high schools."

*Dance Performance  
15, 25 and 35  
6544/20*

**CARRIED UNANIMOUSLY**

Trustee Doug James moved: “to approve the continued use of Directing 25 and 35 (LDC2468, LDC3468) for 5 credits until August 31, 2021 for use in all Division high schools.”	<i>Directing 25 and 35 6545/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of ESL Expository English 15 and 25 (LDC1513, LDC2513) for 5 credits until August 31, 2021 for use in all Division high schools.”	<i>ESL Expository English 15 and 25 6546/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of ESL Intro to Math 15 (LDC1350) for 5 credits until August 31, 2021 for use in all Division high schools.”	<i>ESL Intro to Math 15 6547/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of European History 35 (AP) (LDC3187) for 3 credits until August 31, 2021 for use in all Division high schools.”	<i>European History 35 AP 6548/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of Extended Essay 35 (IB) (LDC3147) for 3 credits until August 31, 2021 for use in all Division high schools.”	<i>Extended Essay 35 (IB) 6549/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of Forensic Science Studies 35 (LDC3754) for 5 credits until August 31, 2021 for use in all Division high schools.”	<i>Forensic Science Studies 35 6550/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of Forensic Studies 25 and 35 (LDC2569, LDC3569) for 3 credits until August 31, 2021 for use in all Division high schools.”	<i>Forensic Studies 25 and 35 6551/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of Instrumental Jazz 15, 25, and 35 (LDC1431, LDC2431, LDC3431) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.”	<i>Instrumental Jazz 15, 25, and 35 6552/20</i>
<b>CARRIED UNANIMOUSLY</b>	
Trustee Doug James moved: “to approve the continued use of Leadership, Character and Social Responsibility 15, 25, and 35 (LDC1509, LDC2509,	<i>Leadership, Character and Social</i>

LDC3509) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.”

**CARRIED UNANIMOUSLY**

*Responsibility 15, 25,  
and 35  
6553/20*

Trustee Doug James moved:

“to approve the continued use of Musical Theatre 15, 25, and 35 (LDC1979, LDC2979, LDC3979) for 5 credits until August 31, 2021 for use in all Division high schools.”

**CARRIED UNANIMOUSLY**

*Musical Theater 15,  
25, and 35  
6554/20*

Trustee Doug James moved:

“to approve the continued use of Reading 15 and 25 (LDC1148, LDC2148) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.”

**CARRIED UNANIMOUSLY**

*Reading 15 and 25  
6555/20*

Trustee Doug James moved:

“to approve the continued use of Vocal Jazz 15, 25, and 35 (LDC1433, LDC2433, LDC3433) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.”

**CARRIED UNANIMOUSLY**

*Vocal Jazz 15, 25, and  
35  
6556/20*

#### 5.4 Transportation Feasibility Study

Lethbridge School Division and Holy Spirit School Division contracted Evans Safety Solutions to do an analysis of Lethbridge School Bus Service Options following the announcement by the City of Lethbridge to terminate those services.

Trustee Christine Light moved:

“the Board accepts the information provided in the transportation feasibility study: “Analysis of Lethbridge School Bus Service Options” and authorizes administration, in conjunction with Holy Spirit Roman Catholic Separate School Division, proceed with a Request for Proposal for School Bus Transportation Services to commence for the 2021-2022 school year, or sooner, if determined to be operational in an efficient and effective manner without disruption to transportation services.”

**CARRIED UNANIMOUSLY**

*Transportation  
Feasibility Study  
6557/20*

**Public Forum - none**

*Public Forum*

#### 5.5 Elementary School Naming

The School Naming Committee met to shortlist the submissions for the south east elementary school name. The shortlist was provided to the Board of Trustees at their April

in-camera meeting.

Trustee Jan Foster moved:

“to approve the name of the school as Dr. Robert Plaxton Elementary School and that communication regarding the new school name go out to Division staff, students, school community members and the public.”

*Elementary School  
Naming  
6558/20*

**CARRIED UNANIMOUSLY**

6. Division Highlights

*Division Highlights*

- Christine felt it was fantastic to see how staff are engaging with students. She received an email regarding Dylan Taylor who is the recipient of the University of King's College's Donald R. Sobey award - \$50,000 scholarship.
- Jan appreciates the teachers and their connections with students.
- Doug is excited to say that he has been working on two videos for graduations. He attended two FNMI meetings and the Wellness Committee meeting online.
- Clark happened to drive past Agnes Davidson in time to witness the staff and student parade.

7. Information Items

*Information Items*

7.1 Board Chair Report

7.1.1 Response to May Public Forum

The responses to the submissions at the May Public Forum are included in the agenda.

*Public Forum  
Responses*

7.2 Associate Superintendent Reports

*Associate  
Superintendent  
Reports  
Business Affairs*

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

7.2.2 Human Resources

*Human Resources*

Associate Superintendent Rik Jesse provided a written Human Resources report.

7.2.3 Instructional Services

*Instructional Services*

Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 Superintendent Reports

7.3.1 School Liaisons

*Superintendent Report  
School Liaisons*

The School Liaison list was shared in the agenda.

7.3.2 Donations and Support

*Donations and Support*

Panago Pizza offered each Galbraith Elementary School student a free pizza hot lunch.

Subaru of Lethbridge donated 10 new computers for use by Victoria Park High School and Wilson Middle School students and families.

7.3.3 School Graduation / Yearend Celebrations

*School Graduation /  
Yearend Celebrations*

Due to the pandemic, graduation ceremonies and yearend celebrations will look differently this year. High school graduation celebration details are included in the agenda. Garrett could showcase what is happening.

Shout out to Kathy Knelsen and Garrett Simmons for the virtual Arts Alive & Well from home.

7.3.4 Calendar of Events

*Calendar of Events*

The Calendar of Events was reviewed.

8. Reports

*Reports  
Policy Advisory  
Committee*

8.1 Policy Advisory Committee

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held May 6, 2020.

8.2 Board Budget Committee

*Board Budget  
Committee*

Trustee Donna Hunt provided a written report from Board Budget Committee meeting held May 15, 2020.

9. Correspondence

*Correspondence  
Field Services  
Alberta Education  
Minister*

9.1 Alberta Education Field Services letter

9.2 Alberta Education Minister

The meeting adjourned at 5:47 p.m.

*Adjournment*

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Friends of 51 Awards**

**Background**

The Friends of 51 Awards provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to Lethbridge School Division.

**Recipients:**

- Daytona Homes Lethbridge
- Blaine Hyggen
- Evangelical Free Church
- Runners Soul and New Balance
- Lowe's Canada
- Shoe Warehouse

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: ICE Scholarships**

**Background**

Canada 150 Innovation Creativity and Entrepreneurship (ICE) is an annual scholarship awarded by Lethbridge School Division. The awards seek to recognize student innovation, in keeping with the Division's vision: *Learners are innovative thinkers who are successful, confident, respectful, and caring.*

Winners of the 2020 Canada ICE Scholarships are:

- Michelle Wu (Grade 12, WCHS): *GeneZ Podcast*
- Jayden deKock & Laszlo Babits (Grade 11, Chinook): *@berta.vintage*
- Julien Todd (Grade 11, WCHS): *Robotics Club*
- Isaiah Mason (Grade 11, Chinook): *Covid-19 Part 1 Video*

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

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

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**MEMORANDUM**

June 23, 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>
400.4	Fraud Prevention, Identification and Reporting	1 <sup>st</sup> reading
700.8	Workplace Health and Safety – Refusal to Work	2 <sup>nd</sup> reading
1001.3	Communications	Amended
1003.4	Partnerships and Sponsorships	Amended
1004.1	Community Use of Facilities	Amended

Respectfully submitted,  
Cheryl Gilmore



## **400.4 Fraud Prevention, Identification and Reporting**

### **Policy**

Lethbridge School Division (the "Division") believes in fiscal responsibility, including the safeguarding of its assets, resources, and employees by preventing, detecting and reporting fraud.

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. The Division will respond to and investigate all misappropriations and inappropriate conduct reported, observed or discovered.

Prevention encompasses an ethical environment, periodic fraud risk assessment and preventive internal control such as authority limits, policies and procedures. A strong tone at the top supported with preventive controls along with effectively implemented process serve as strong and effective deterrents for fraud. The most effective method of preventive fraud is creation of an ethical and transparent environment that promotes all employees to actively participate in protecting the Division's reputation, resources and promoting stakeholder confidence in the Division.

### **Definition**

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of Division administration will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

### **Regulations**

1. Every employee (full time, part time, temporary, contract, ex-employee, advisor), volunteers, representative of vendors, suppliers, contractors, consultants, service providers or any other agency(ies) doing any type of business with the Division, is expected and shall be responsible to ensure that there is no fraudulent act committed by them while performing any business transaction(s) with the Division. As soon as it is learnt that a fraud or suspected fraud has taken or is likely to take place they should immediately refer to the required steps as outlined in procedure 400.4, Fraud, Prevention, Identification and Reporting.

All Division employees are responsible to:

- 1.1 Refrain from participating in any act of fraud.
  - 1.2 Report all detected or suspected instances of fraud.
2. Any irregularity that is detected or suspected must be reported immediately through the FRAUD TIPS Form 400.4

3. The Employee or other complainant may remain anonymous; however, it is encouraged to provide contact information so that the Division may seek further clarification (if required). Should the Employee or other complainant wish to provide their contact information:
  - 3.1 Adverse personnel action or reprisals will not be taken against an employee for the reporting of information in accordance with this policy, providing the reporting employee has acted reasonably and in good faith.
  - 3.2 This policy does not protect an employee from consequence of their own actions, if such actions do not constitute reasonable and good faith disclosure in filing their report.
4. Employees may seek advice on whether or not to report a suspected fraud from their direct supervisor, other school administrators, and/or any Designated Officer, and are protected from reprisal for seeking that advice.
5. All reported irregularities will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances, the Policy 400.1 - Employee Code of Conduct, and the law.
6. Irregularities concerning an Employee's moral, ethical, or behavioral conduct should be resolved by school/department administrator and through the Human Resources Department rather than the Fraud Investigation Team.
7. The Fraud Investigation Team has the primary responsibility for the investigation of all suspected fraudulent acts as defined by this policy. If the investigation substantiates that fraudulent activities have occurred, the Fraud Investigation Team will issue reports to appropriate designated officer as defined in procedure 400.4 Fraud Prevention, Identification and Reporting and, if appropriate, to the Board of Trustees through the Board Audit Committee.

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

### References

Education Act:	Section 52
Division Policies:	Appendix A - Policy 400.1 – Employee Code of Conduct Policy 400.3 – Whistleblower Protection Procedure 400.4 – Fraud Identification and Reporting Form 400.4 – Fraud Tips Form
Other:	ATA Code of Conduct

## **700.8 Workplace Health and Safety – Right to Refuse Dangerous Work**

### **Policy**

Division employers and employees have obligations under the Alberta Occupational Health and Safety Act, Regulations and Code, to take reasonable care to protect the health and safety of themselves at or in the vicinity of the work site while working. Every worker shall, at all times, when the nature of the work requires, use of all devices and wear all personal protective equipment designated and provided for their own protection or required to be used when worn by this Act, Regulations or Code.

An employee may refuse to work or to do particular work at a work site if the employee believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the employee's health and safety or to the health and safety of another employee.

### **Regulations**

An employee who refuses to work or to do particular work, shall promptly report the refusal and the reasons for it to their immediate supervisor. The employer shall remedy the dangerous condition immediately or when it is reasonably practical to do so. Reasonably practical is taking precautions that are not only possible, but that are also suitable or rational, given the particular situation.

Work may be refused under four conditions:

1. The employee sincerely believes there is a danger: any worker can refuse work if they honestly believe that it would pose a danger to their own or another person's health and safety.
2. The employee's belief is reasonable: the health and safety concern must be reasonable. In other words, the hazard must be one that an average, everyday worker would consider dangerous.
3. The danger is unusual: Work refusals don't apply to dangers that are a normal part of the job.
4. The refusal doesn't endanger anyone else: refusals are not permitted if they endanger the health and safety of another person.

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

### References

Other: Section 5, Section 31(1-10), Section 32(1-4) of the  
Alberta Occupational Health and Safety Act, Regulations  
and Code

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### 1001.3 Communications

#### Policy

Lethbridge School Division fosters effective two-way communication and the building of positive relationships within our community by developing and supporting communication networks among stakeholders.

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#### Regulations

1. Lethbridge School Division will:
  - 1.1. inform external and internal stakeholders about proposals, programs, Division activities, initiatives and policies, using interactive communication processes;
  - 1.2. provide a variety of opportunities for stakeholders to exchange information and ideas, and to be involved in collaboration and/or consultation; and
  - 1.3. gather public feedback, acknowledge input, and advise stakeholders of decisions made and the reasoning behind those decisions.
2. The Communications Officer will:
  - 2.1. be responsible for communications planning at the Division level;
  - 2.2. facilitate communications planning throughout the Division;
  - 2.3. develop and implement communication plans and strategies in support of Division priorities;
  - 2.4. support the communication needs of Trustees; and
  - 2.5. oversee all communication activities as determined by the Superintendent.
3. Communication processes within Lethbridge School Division, are the responsibility of all employees. Processes shall be open, clear, consistent, responsible and supportive of the Board's mission statement and its priorities.
4. Communication shall include the promotion of school achievements, special events and may be shared through the use of social media, media releases and other correspondence.
5. The Board shall establish and maintain positive relationships with media, and respond to media requests in a timely manner.
6. Principals or designates are to notify the Communications Officer of all media requests received directly at the school.
7. School administrators will advise the appropriate Associate Superintendent at the Education Centre of issues that are serious in nature and may impact the school and/or Division.

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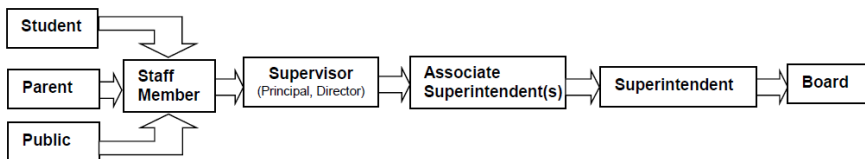
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8. The Chair of the Board of Trustees is to be the official spokesperson on issues relating to the Board. The Chair may appoint a designate to speak in place of the Chair.
9. The Superintendent is to be the official spokesperson on all matters relating to the Division. The Superintendent may appoint a designate to speak on the matter.
10. In the event of an emergency or critical incident, the "Response to Crisis or Critical Incident" Flowchart applies (Appendix A).
11. Channels of Communication for the public, parents, and students is as follows (see policy 1003.1):



12. Any and all Division communication must adhere to Division policies, procedures, and Codes of Conduct.

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

### References

- Division Policies: 202.1 Trustee Code of Conduct, 400.2 Employee Code of Conduct, 607.4 Responsible Use of Technology, 608.6 Parent and Student Handbook, 805.6 Access to Information, 1003.1 Channels of Communication and Disputes Resolution.
- Other: Lethbridge School Division Crisis Response Manual, Freedom of Information and Protection of Privacy Act (FOIP), Lethbridge School Division Communications Plan

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## 1003.2 Partnerships and Sponsorships

### Policy

The Board shall endeavour to develop partnerships with community businesses and organizations that provide mutual benefits to Division students and staff, and community partners. The Board requires adherence to the following regulations in order to safeguard the Board's obligations to its students.

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### Definitions

A **partnership** is an arrangement where the Division enters into an agreement with another organization or community agency in order to advance mutual interests.

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A **sponsorship** is an arrangement where a person or an organization supports an event or activity financially or through the provision of products or services.

**Informal** indicates that the agreement is less than one year in duration.

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**Formal** indicates that the agreement extends beyond a year in duration.

### Regulations

#### 1. Informal Business Partnership/Sponsorship

- 1.1. When a school or the Division enters into an informal, short-term business partnership or sponsorship arrangement, the terms of the agreement shall be specified using Form 1003.2.1, Informal Short Term Business Partnership or Sponsorship. This document shall include a brief description of the goals of the project and the responsibilities of each of the partners and shall be approved by the Superintendent or designate prior to the commencement of the Business Partnership/Sponsorship.

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#### 2. Formal Business Partnership/Sponsorship

- 2.1. Contractual arrangements with the Division for Business Partnership/Sponsorship (e.g. for school use of specific products and/or team or activity sponsorship) are possible with the approval of the Superintendent or designate.

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- 2.1.1. When a school or the Division enters into a formal, long-term sponsorship agreement, a contract is required. See Form 1003.2.2.

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- 2.1.2. Only the Division may enter into contractual arrangements.

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- 2.1.3. Donations from community businesses that involve ongoing public recognition are regarded as contracts and must be approved by the Superintendent or designate.

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LETHBRIDGE SCHOOL DIVISIONSTRIC ¶

3. Educational Partnerships

When a school or the Division enters into an informal or formal educational partnership with another community agency, the following requirements shall be met:

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- 3.1. All educational partnerships require the approval of the Board and/or Superintendent or designate.
- 3.2. Partner organizations shall have a stated or written commitment to supporting public education.
- 3.3. The partnership shall foster intellectual growth, cultural or social awareness and/or acquisition of employability skills for students.
- 3.4. The partnership shall be developed and structured in consultation with all partners.
- 3.5. A formal agreement shall be developed and signed by partner agencies and shall include:
  - 3.5.1. goals and objectives of the partnership;
  - 3.5.2. the term of the partnership;
  - 3.5.3. defined roles and responsibilities of partners;
  - 3.5.4. terms regarding provision, ownership and/or allocation of resources;
  - 3.5.5. a process to measure and evaluate partnership performance in order to make informed decisions that ensure continuous improvement;
  - 3.5.6. a liability clause for the purpose of protecting the Board;
  - 3.5.7. a dispute resolution process; and
  - 3.5.8. a process that can be used to dissolve the partnership.
- 3.6. Form 1003.2.3 shall be completed and submitted to the Associate Superintendent Business Affairs to aid in the development of a formal agreement.
- 3.7. All formal partnerships must be evaluated in accordance with the terms and conditions specified in the partnership agreement.

4. Principals shall:

- 4.1. inform the Associate Superintendent, Business Affairs, of any proposed school involvement in a formal educational or business partnership/sponsorship;

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- 4.2. consult, as appropriate, with the School Council, parents, staff, and students in the identification, development, and implementation of formal educational and business partnerships/sponsorships.
  
5. Community organizations are allowed to supplement personnel assigned to schools through direct financial contributions to the Board, provided that responsibility for all costs, including benefits, are clearly identified in the partnership agreement;
  - 5.1. the terms of employment are according to the appropriate Division collective agreement or employment contract;
  - 5.2. the identification and selection of candidates is carried out by the Division;
  - 5.3. any personnel so funded and placed in a school are subject to the approval, direction and authority of the principal;
  - 5.4. any personnel so funded and placed in a school are subject to Division policy; and
  - 5.5. contracts for supplemental personnel specify that continuing employment is contingent upon a continuing funding agreement with the partnering agency.
  
6. Community organizations wishing to supplement personnel allocated to schools, but who do not provide direct financial contributions to the Board, shall be allowed to do so provided that:
  - 6.1. the position does not replace the work done by a Division employee;
  - 6.2. all costs including benefits are borne by the sponsoring organization;
  - 6.3. the sponsoring organization assumes full responsibility for administrative details concerning the payment of salary and benefits;
  - 6.4. any personnel so funded and placed in a school are subject to the approval, direction and authority of the principal;
  - 6.5. any personnel so funded and placed in a school are subject to Division policy unless otherwise specified in the partnership agreement.
  
7. Directors and Executive Council members shall:
  - 7.1. inform the Associate Superintendent, Business Affairs, of any proposed involvement of the Division in an educational or business partnership/ sponsorship;
  - 7.2. consult with other directors and/or principals in the identification, development, and implementation of formal Division educational and business partnerships/ sponsorships.

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8. The Associate Superintendent, Business Affairs shall:
- 8.1. provide advice and assistance to the Board, schools, Superintendent, and directors to support the development of educational or business partnerships/ sponsorships;
  - 8.2. maintain records of Division and school educational and business partnerships and sponsorships; and
  - 8.3. serve as a contact for business and community organizations interested in partnering with Division schools.

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

### References

- Education Act: 52
- Division Policies: 604.2 Off-Campus Education, 607.1 Field Trips, Excursions and Community-Based Activities, 607.3 Instructional Resources and Materials, 803.1 Purchasing, 802.6 Gifts, Grants and Bequests, 1005.3 Advertising, Distribution and Merchandising In and Through Schools
- Other: Freedom of Information and Privacy Act (FOIP)

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**1003.2 Partnerships and Sponsorships, cont'd**¶  
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## 1004.1 Community Use of Facilities

### Policy

The Board directs the Superintendent or designate to enter into an agreement with the City of Lethbridge regarding the reciprocal use of school and community facilities.

The Board may approve the long or short term use of school facilities by community groups, businesses or organizations, outside the terms of the Joint Use Agreement.

All facility agreements shall be in accordance with appropriate provincial and federal statutes and regulations.

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### Regulations

1. The Board and the City of Lethbridge shall enter into, and periodically update, a facility Joint Use Agreement that outlines the terms of reference for school use of municipal facilities and community use of school facilities.
2. The Associate Superintendent, Business Affairs is responsible for monitoring the Joint Use Agreement and recommending any modifications to the Board or City Council.
3. Lease or rental agreements for use of school space by businesses, groups or organizations that are outside the terms of the Joint Use Agreement will be negotiated and approved by the Associate Superintendent, Business Affairs.
  - 3.1. Fees for use of school space will cover the costs of hosting the program or activity.
  - 3.2. School furniture and equipment will not be made available for use by these individuals or groups unless specific arrangements are included as part of the rental or lease agreement.
  - 3.3. Rental or lease agreements will be reviewed annually.
  - 3.4. Supervision shall be the responsibility of the individual or group renting or leasing the space.
4. Community use of school facilities shall be scheduled in a manner that does not negatively affect the school's mission, services and curricular or extra-curricular programming.



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

References

- Education Act: 52, 53, 198
- Division Policies: 902.2 Security of Equipment and Facilities, 502.8 Alcohol and Drugs, 502.9 Tobacco, 502.10 Weapons Joint Use Agreement, Joint Use Agreement Handbook
- Other:

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**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Bylaw No. 2020-01: A bylaw to establish electoral boundaries for trustee general election and authority for joint election**

**Background**

In accordance with the *Education Act*, The Board of Trustees must pass a bylaw to establish electoral boundaries for trustee general elections. The required bylaw provides for the nomination and election of trustees by wards or electoral subdivisions, and it determines the boundaries of the wards or provides for the election of trustees by the general vote of the electors. A bylaw must be passed before December 31, 2020 in the year before an election year, and it does not apply to or affect the composition of the school board until the date of the general election.

Under the *Education Act*, the Minister no longer approves the bylaw; however, school boards must provide a copy of the bylaw to the Minister before December 31, 2020.

A copy of the bylaw is attached. This bylaw affirms the election be for seven (7) trustees to be elected at large within the municipal boundaries of the City of Lethbridge in accordance with *section 76* of the *Education Act*. The bylaw further authorized the Division to hold a joint election with the City of Lethbridge pursuant to *Section 2* of the *Local Authorities Election Act*.

**Recommendation**

It is recommended that **Bylaw No. 2020-01, A bylaw to establish electoral boundaries for trustee general election and authority for joint election** be approved for first reading.

Respectfully submitted,  
Christine Lee

## The Lethbridge School Division

### **BYLAW NO. 2020-01**

#### **BEING A BYLAW TO ESTABLISH ELECTORIAL BOUNDARIES FOR TRUSTEE GENERAL ELECTION and AUTHORITY FOR JOINT ELECTION**

Pursuant to the provisions on the *Education Act, Statutes of Alberta, 2012* and *Local Authorities Election Act, Revised Statutes of Alberta 2000*, and the amendments thereto, the Board of Trustees of The Lethbridge School Division, in the Province of Alberta, enacts as follows:

- 1 In accordance with *section 76* of the *Education Act*, The Board of Trustees of The Lethbridge School Division deem that the election of Seven (7) Trustee positions will be by general vote of the electors within the municipal boundaries of The City of Lethbridge.
- 2 In accordance with *Section 2* of the *Local Authorities Election Act*, the Board of Trustees authorizes entering into an agreement to hold a joint election in conjunction with the City of Lethbridge.
- 3 This bylaw shall come into force and effect upon the date of the passing of the third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Read a Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary Treasurer

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**Re: Third Quarter Financial Report**

**Background:**

The 2019-2020 Third Quarter Financial Report for the Division is provided for review. Director of Finance, Mark DeBoer, will be in attendance to respond to any question's trustees may have.

**Recommendation:**

It is recommended that the Board accept the 2019-2020 Third Quarter Financial Report as presented.

Respectfully submitted,  
Christine Lee

## ***Lethbridge School Division***

# Third Quarter Report

May 31st

# 2020

This document is Management's Discussion and Analysis of the Third Quarter for the period September 1, 2019 to May 31, 2020. *This financial information contained herein has not been audited.*

## Report to the Board of Trustees

June 23<sup>rd</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**  
**Third Quarter Report**  
**September 1, 2019 to May 31st, 2020**

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## Lethbridge School Division

### Management Discussion and Analysis Report Third 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.

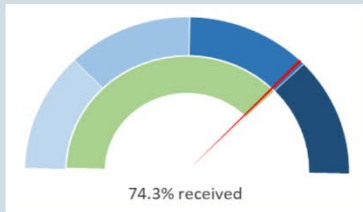
The School Division was established in 1886 and has proudly served our community for over 130 years. Lethbridge School Division serves over 11,750 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of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

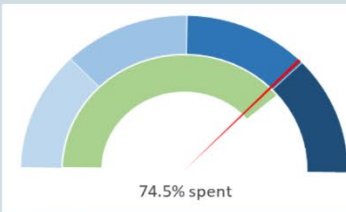
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2019 until May 31st, 2020 to provide fiscal accountability within the established guidelines.



Gilbert Paterson Middle School – Staff's Message of Hope for Students



**Total Revenues**



**Total Expenditures**

## Overview:

The following is an overview of the yearend reporting on the operations of Lethbridge School Division. This report is the 3rd quarter of the year (up to May 31, 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

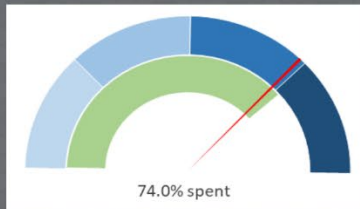
### Instruction - ECS



Budget: \$ 8,248,969  
Forecast: \$ 6,815,162 (82.6%)  
Year-to-date: \$ 6,633,137 (80.4%)



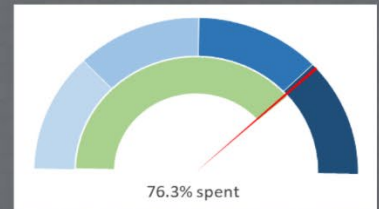
### Instruction - Grade 1 - 12



Budget: \$ 99,008,228  
Forecast: \$ 75,913,754 (76.7%)  
Year-to-date: \$ 73,274,371 (74.0%)



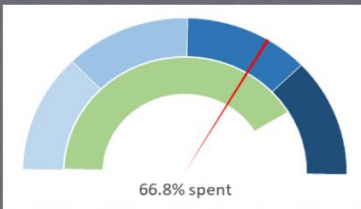
### Plant Operation & Maintenance



Budget: \$ 17,753,858  
Forecast: \$ 13,674,637 (77.0%)  
Year-to-date: \$ 13,547,318 (76.3%)



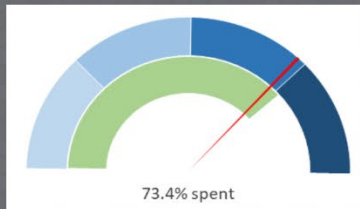
### Transportation



Budget: \$ 2,287,466  
Forecast: \$ 1,881,006 (82.2%)  
Year-to-date: \$ 1,528,638 (66.8%)



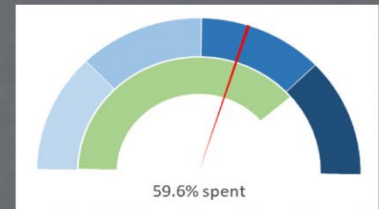
### Board & System Administration



Budget: \$ 4,342,262  
Forecast: \$ 3,324,270 (76.6%)  
Year-to-date: \$ 3,188,963 (73.4%)



### External Services (International Program)

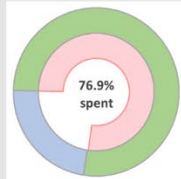


Budget: \$ 315,500  
Forecast: \$ 243,113 (77.1%)  
Year-to-date: \$ 188,183 (59.6%)



## Salaries, Benefits & Professional Development

For all the Departments

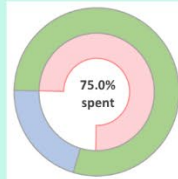


Budget: \$ 101,471,827  
Forecast: \$ 78,333,247 (77.2%)  
Year-to-date: \$ 78,068,847 (76.9%)



## Contracted Services

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

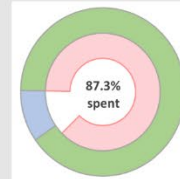


Budget: \$ 7,098,240  
Forecast: \$ 5,629,233 (79.3%)  
Year-to-date: \$ 5,322,134 (75.0%)



## Other Services

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

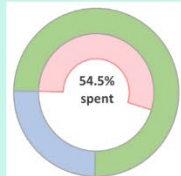


Budget: \$ 2,323,603  
Forecast: \$ 2,092,502 (90.1%)  
Year-to-date: \$ 2,028,695 (87.3%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

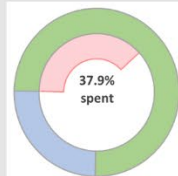


Budget: \$ 4,830,206  
Forecast: \$ 3,622,654 (75.0%)  
Year-to-date: \$ 2,634,164 (54.5%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

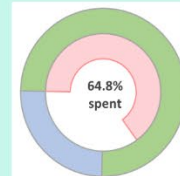


Budget: \$ 782,043  
Forecast: \$ 586,532 (75.0%)  
Year-to-date: \$ 296,508 (37.9%)



## Transfers, SGF, & Capital/IMR

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



Budget: \$ 15,450,365  
Forecast: \$ 11,587,774 (75.0%)  
Year-to-date: \$ 10,010,262 (64.8%)



## 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 May 31st, 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 highly comparable to the forecasted budget. There is a slight reduction is due to that some staff savings for certain support positions not able to be filled and some related savings.
- **Contracted Services** are less than the forecasted budget. This is mostly due to that contracted transportation services being less than forecast in the 3<sup>rd</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, technology, and other equipment 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.

## **Financial Position**

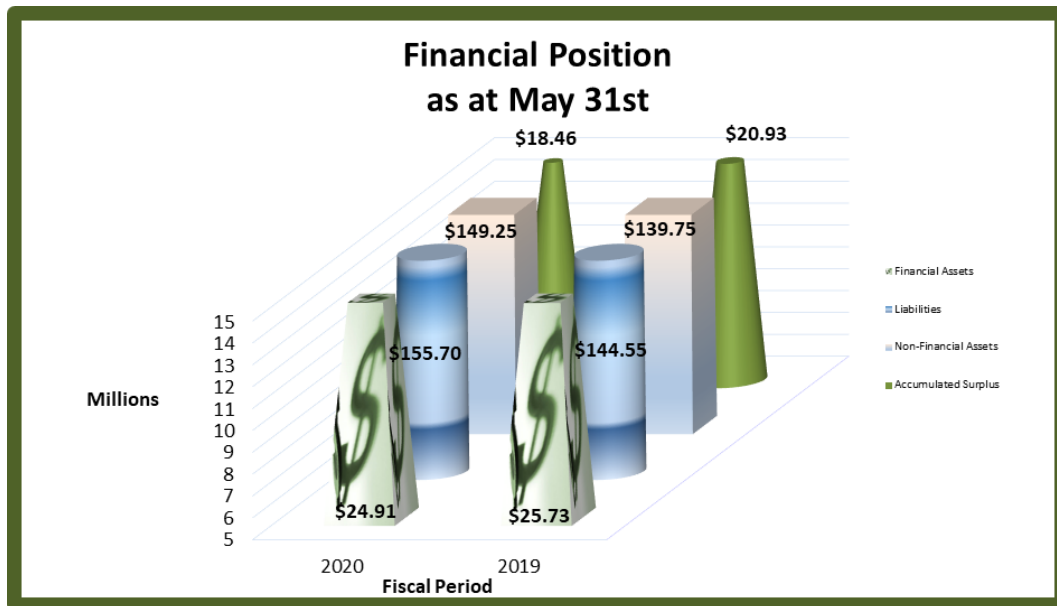
As at May 31, 2020, [Lethbridge School Division](#) has total financial assets of \$24.91 million and liabilities of \$155.70 million for net financial debt of \$130.79 million. A net debt position is not necessarily an indication that a division is in financial difficulty.

Net financial debt includes \$141.6 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 \$10.8 million. Of this \$10.8 million, \$6.76 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$1.12 million of unrestricted reserves, \$2.96 million of capital reserves and \$320,000 of endowment funds.

There is \$149.25 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$141.6 million as explained above, the Division's investment in capital assets of \$7.29 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 \$18.46 million. The chart below compares the financial position of May 31st with the prior year.



**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
As at May 31st, 2020

	May 31st, 2020	May 31st, 2019
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$21,569,822	\$22,819,921
Accounts receivable (net after allowances)	\$3,248,120	\$2,831,969
Portfolio investments	\$93,469	\$74,540
Other financial assets	\$0	\$0
<b>Total financial assets</b>	<b>\$24,911,411</b>	<b>\$25,726,430</b>
<b>LIABILITIES</b>		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$5,606,022	\$4,123,619
Deferred contributions	\$149,865,934	\$140,205,409
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>\$155,702,494</b>	<b>\$144,546,676</b>
<b>Net Financial Assets (Net Debt)</b>	<b>(\$130,791,083)</b>	<b>(\$118,820,246)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	\$148,861,678	\$139,371,135
Inventory of supplies	\$196,382	\$153,861
Prepaid expenses	\$197,583	\$226,029
<b>Total non-financial assets</b>	<b>\$149,255,643</b>	<b>\$139,751,025</b>
<b>ACCUMULATED SURPLUS</b>		
Unrestricted surplus	\$1,121,146	\$757,838
Operating reserves	\$6,766,128	\$8,420,625
<b>Accumulated Surplus from Operations</b>	<b>\$7,887,274</b>	<b>\$9,178,463</b>
Investment in capital assets	\$7,294,385	\$5,743,345
Capital reserves	\$2,963,027	\$5,689,097
Endowments	\$319,874	\$319,874
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$18,464,560</b>	<b>\$20,930,779</b>

The statement above compares the Financial Position of the 3<sup>rd</sup> quarter of 2019/2020 to the 3<sup>rd</sup> quarter of the prior year for comparative purposes.

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
*As at May 31st, 2020*

---

**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at May 31st, 2020 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

**Accounts Receivable**

Accounts receivable at May 31st, 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 May 31, 2020 are \$24.91 million dollars.**

**Coalbanks  
Elementary School's  
Spanish Carnival  
Parade**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable at May 31, 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 May 31, 2020 are \$155.70 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 \$130.79 million**.

A net debt position does not necessarily mean the Division is in financial difficulty. Net financial debt includes \$141.6 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 May 31, 2020:**

Total Financial Assets

\$ 24.91 Million

Total Liabilities

155.70 Million

**Net Financial Assets (Debt)**

**\$ (130.79) Million**

Non-Financial Asset

149.25 Million

**Accumulated Surplus**

**\$ 18.46 Million**

Excluding \$141.6  
Million expended  
Deferred Capital

Results Net Asset  
\$10.8 Million

**Before consideration of Expended Deferred Capital Contributions (EDCC), the Division had  
Net Assets of \$10.8 million as at May 31, 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 \$148.86 million as of May 31, 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 \$7.5 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**

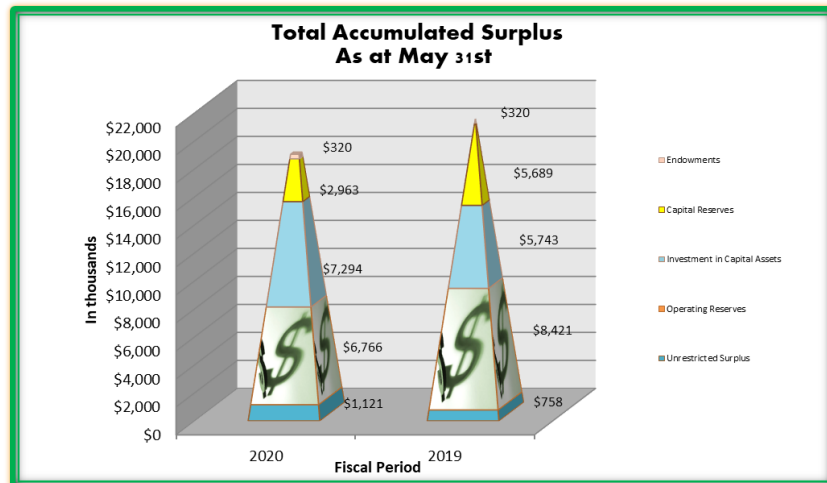
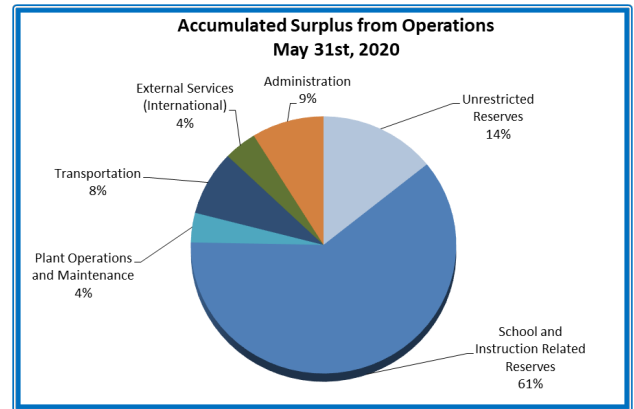
Prepaid expenses represent insurance, licenses, and materials that are for a subsequent fiscal period.

**Total non-financial assets as of May 31, 2020 are \$149.25 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 61% 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 \$18.46 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at May 31, 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.

As a result of COVID-19 school closures, the Provincial Government reduced the Division's operating grants by a total of \$1.85 million for non-essential support staffing layoffs and reduced costs for transportation. These adjustments have been updated in the Division's 2019-2020 Operating 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		25,000
<b>Total "September 30th" Expenses and Transfers</b>	<b>129,441,726</b>	<b>133,233,125</b>
 <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
School Closures - Recovery of Instructional	(1,523,013)	(1,523,013)
School Closures - Recovery of transportation	(330,814)	(330,814)
<b>Updated Operating Budget</b>	<b>128,164,885</b>	<b>131,956,284</b>
Transfers from Reserves/Capital	4,554,728	763,329
	<b>132,719,613</b>	<b>132,719,613</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 May 31st, 2020

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget 2019-2020 (June 2019)	Updated "September 30th" operating budget 2019-2020 (Sept 30th 2019)	Forecasted To May 31st	Actual Year Ended May 31st	% Expended Revised Budget	% Expended Forecast to May 31st	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>								
Government of Alberta	\$123,517,081	\$119,607,883	\$89,998,715	\$90,658,629	75.80%	100.73%	\$119,607,883	\$0
Federal Government and First Nations	\$248,128	\$388,944	\$388,944	\$301,924	77.63%	77.63%	\$388,944	\$0
Fees	\$3,762,082	\$4,106,603	\$3,095,080	\$1,540,988	37.52%	49.79%	\$2,184,756	(\$1,921,847)
Other sales and services	\$1,308,436	\$964,751	\$802,438	\$503,147	52.15%	62.70%	\$964,751	\$0
Investment income	\$193,000	\$193,000	\$144,750	\$232,456	120.44%	160.59%	\$309,941	\$116,941
Gifts and donations	\$363,000	\$408,000	\$306,000	\$499,599	122.45%	163.27%	\$408,000	\$0
Rental of facilities	\$34,704	\$34,704	\$26,028	\$18,944	54.59%	72.78%	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$1,845,750	\$1,484,912	60.34%	80.45%	\$1,979,883	(\$481,117)
<b>Total Revenues</b>	<b>\$131,887,431</b>	<b>\$128,164,885</b>	<b>\$96,607,705</b>	<b>\$95,240,599</b>	<b>74.31%</b>	<b>98.58%</b>	<b>\$125,878,862</b>	<b>(\$2,286,023)</b>
<b>EXPENSES</b>								
Instruction - Early Childhood Services	\$8,896,976	\$8,248,969	\$6,815,162	\$6,633,137	80.41%	97.33%	\$8,248,969	\$0
Instruction - Grades 1-12	\$99,139,082	\$99,008,228	\$75,913,754	\$73,274,371	74.01%	96.52%	\$94,852,136	(\$4,156,092)
Plant operations and maintenance	\$16,855,126	\$17,753,858	\$13,674,637	\$13,547,318	76.31%	99.07%	\$17,753,858	\$0
Transportation	\$2,468,779	\$2,287,466	\$1,881,006	\$1,528,638	66.83%	81.27%	\$2,287,466	\$0
Administration	\$4,253,283	\$4,342,262	\$3,324,270	\$3,188,963	73.44%	95.93%	\$4,342,262	\$0
External services (International Services)	\$315,500	\$315,500	\$243,113	\$188,183	59.65%	77.41%	\$260,570	(\$54,930)
<b>Total Expenses</b>	<b>\$131,928,746</b>	<b>\$131,956,283</b>	<b>\$101,851,942</b>	<b>\$98,360,610</b>	<b>74.54%</b>	<b>96.57%</b>	<b>\$127,745,261</b>	<b>(\$4,211,022)</b>
<b>Operating surplus (deficit)</b>	<b>(\$41,315)</b>	<b>(\$3,791,398)</b>	<b>(\$5,244,237)</b>	<b>(\$3,120,011)</b>			<b>(\$1,866,399)</b>	<b>\$1,924,999</b>
Accumulated Surplus from Operations beginning of Year	\$7,978,192	\$10,593,911	\$10,593,911	\$10,593,911			\$10,593,911	
Transfers to/from capital reserves, endowments, & capital	(\$690,283)	(\$778,329)	(\$778,329)	\$413,374			(\$788,329)	
<b>Accumulated operating surplus (deficit) at end of period</b>	<b>\$7,246,594</b>	<b>\$6,024,184</b>	<b>\$4,571,345</b>	<b>\$7,887,274</b>			<b>\$7,939,183</b>	
<b>AOS as a % of budgeted expenditures</b> (includes SGF accounts)	<b>5.49%</b>	<b>4.57%</b>	<b>3.46%</b>	<b>5.98%</b>			<b>6.21%</b>	

### **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).

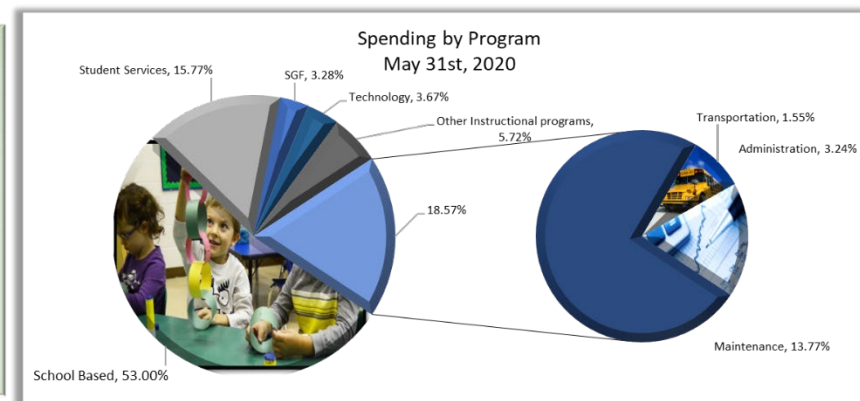
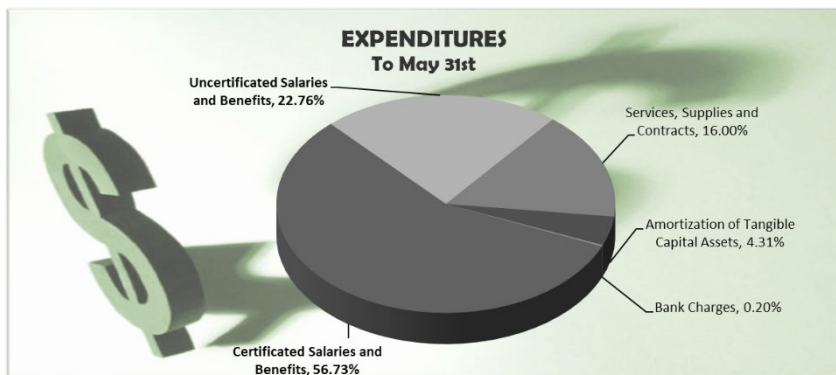
### **OPERATION RESULTS:**

For the nine (9) months ended May 31<sup>st</sup>, 2020, \$95.24 million of revenues have been recorded which is 74.31% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$96.61 million would have been received in the reporting period; whereas, the actuals were overall lower than forecasted, specifically in the funding received from School Generated Funds (SGF) sources. The decrease in SGF funding is due to that not all SGF activities were able to be completed in the year and the result of COVID-19 school closures (reduces both revenues and related costs). Overall, the revenues recorded are consistent with the forecasted budget as it accounts for 98.58% of the forecast.

Expenditures are \$98.36 million as of May 31<sup>st</sup>, 2020, which is 74.54% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$101.85 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 96.57% 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 May 31st, 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>	\$8,248,969	\$99,008,228	\$17,753,858	\$2,287,466	\$4,342,262	\$315,500	\$131,956,283		
<b>FORECAST - May 31st</b>	\$6,815,162	\$75,913,754	\$13,674,637	\$1,881,006	\$3,324,270	\$243,113	\$101,851,942		
<b>EXPENSES</b>									
Certificated salaries and benefits	\$2,269,800	\$52,811,940	\$0	\$0	\$642,632	\$65,392	\$55,789,764	\$72,897,496	76.63%
Non-certificated salaries and benefits	\$4,162,687	\$13,011,485	\$3,419,060	\$63,706	\$1,705,293	\$30,116	\$22,392,347	\$27,368,265	81.82%
<b>SUB - TOTAL</b>	\$6,432,487	\$65,823,425	\$3,419,060	\$63,706	\$2,347,925	\$95,508	\$78,182,111	\$100,265,761	77.97%
Services, contracts and supplies	\$200,651	\$6,667,973	\$6,581,001	\$1,455,391	\$739,571	\$92,676	\$15,737,263	\$26,031,997	60.45%
Amortization of capital assets	\$0	\$585,629	\$3,547,258	\$9,541	\$101,468	\$0	\$4,243,896	\$5,658,525	75.00%
Interest and charges	\$0	\$197,340	\$0	\$0	\$0	\$0	\$197,340	\$0	100.00%
<b>TOTAL EXPENSES</b>	\$6,633,138	\$73,274,367	\$13,547,319	\$1,528,638	\$3,188,964	\$188,184	\$98,360,610	\$131,956,283	74.54%
<b>Total unexpended funds period to date</b>	\$1,615,831	\$25,733,861	\$4,206,539	\$758,828	\$1,153,298	\$127,316	\$33,696,673	\$131,956,283	25.46%
<b>% Expended of Budget</b>	80.41%	74.01%	76.31%	66.83%	73.44%	59.65%	74.54%		





*Lethbridge School Division*  
**Notes to the Statement of Operations**  
*For the nine (9) months ended May 31st, 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 3<sup>rd</sup> quarter, the Division has received 100.7% of the forecasted funds received (or 75.8% of the total budget).

**Federal Government and First Nations**

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

**Fees**

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year. Based on the forecast for the 3<sup>rd</sup> quarter, the Division has received 49.8% of the forecasted funds received (or 37.5% of the total budget). This reduction relates to that many of the SGF activities were not completed during the year (i.e. school closures); therefore, there are no related costs nor fees for these activities not completed during the year (many were budgeted, should they become available).

**Other Sales and Services**

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

**Community Support  
during COVID-19  
school closures for  
staff at Lakeview  
Elementary School**



**Investment Income**

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

**Gifts and donations**

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

**Rental of Facilities**

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

**Fundraising**

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

**Overall, revenues are comparable to the forecasted budget at May 31, 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 80.4% of the total budget (compared to 82.6% 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 74.0% of the total budget (compared to 76.7% forecast). See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.



**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 76.3% of the total budget (compared to 77.0% forecasted).

**Transportation**

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses, cost sharing arrangements between the City of Lethbridge and Holy Spirit Catholic Schools, and the future replacement of yellow school buses. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 66.8% of the total budget (compared to 82.2% 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 73.4% of the total budget (compared to 76.6% 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 59.7% of the total budget (compared to 77.1% forecasted).

**Overall, expenditures are lower than the forecasted figures at May 31, 2020.**

**Lethbridge School Division**  
**Schedule of Instructional (Grades 1-12) Program Expenditures**

For the period ended May 31st, 2020

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget 2019-2020 (Sept 30th 2019)	Forecasted To May 31st	Actual Year Ended May 31st	% Expended Updated Budget	% Expended Forecast to May 31st	August 31st Projection	Change from Updated Budget
School Based Instruction	\$64,949,126	\$48,949,751	\$47,726,365	73.48%	97.50%	\$63,698,384	(\$1,250,742)
Inclusive Learning Supports	\$8,398,706	\$7,736,761	\$7,130,164	84.90%	92.16%	\$8,142,014	(\$256,692)
Shared Instructional Services	\$10,319,886	\$7,700,628	\$9,060,380	87.80%	117.66%	\$10,319,886	\$0
School Generated Funds Activities	\$6,481,461	\$4,861,096	\$3,215,792	49.62%	66.15%	\$4,078,497	(\$2,402,964)
Technology	\$2,712,360	\$1,584,270	\$1,426,889	52.61%	90.07%	\$2,712,360	\$0
Institutional Programs	\$983,999	\$737,999	\$694,644	70.59%	94.13%	\$983,999	\$0
Division of Instructional Services	\$830,551	\$629,375	\$629,676	75.81%	100.05%	\$830,551	\$0
FNMI Programming	\$671,316	\$503,487	\$319,216	47.55%	63.40%	\$425,621	(\$245,695)
Counselling Program	\$2,562,675	\$1,936,775	\$1,927,484	75.21%	99.52%	\$2,562,675	\$0
Other Instructional Programs	\$1,098,149	\$1,273,612	\$1,143,760	104.15%	89.80%	\$1,098,149	\$0
<b>Total Instructional (Grades 1 -12) Program Expenditures</b>	<b>\$99,008,228</b>	<b>\$75,913,754</b>	<b>\$73,274,371</b>	<b>74.01%</b>	<b>96.52%</b>	<b>\$94,852,136</b>	<b>(\$4,156,093)</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 nine (9) months ended May 31st, 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 73.5% of the total budget (compared to 75.4% forecasted). See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

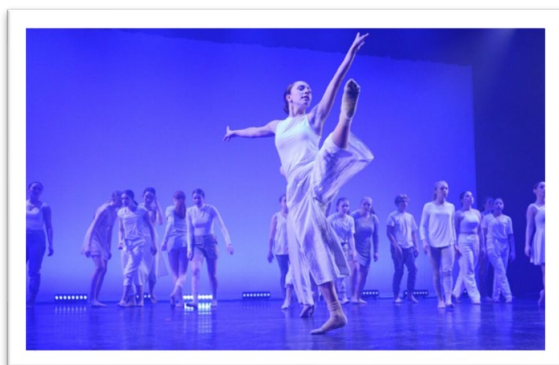
#### **Inclusive Learning Supports**

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 84.9% of the total budget (compared to 92.1% forecasted). The expenditures are less than forecast mostly relates to the timing of educational assistant staff being hired and other related savings.

#### **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 87.8% of the total budget (compared to 74.6% forecasted). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



**Lethbridge  
Collegiate Institute's  
"Khoros"  
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 49.62% of the total budget (compared to 75.0% forecasted). SGF activities costs are less than forecasted for the 3<sup>rd</sup> quarter due to a reduction in the amount of activities in the school year (i.e. school closures). These decreases in expenditures are offset by the decreases in the SGF revenues (no fees are charged if the activity is not done during the year). See the *Schedule of School Generated Funds (SGF)* for details of each of the schools.

### **Technology**

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 52.6% of the total budget (compared to 58.4% forecasted).

### **Institutional Programs**

Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 70.6% of the total budget (compared to 75.0% forecasted).

### **Division of Instructional Services**

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 75.8% of the total budget (compared to 75.8% 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 47.6% of the total budget (compared to 75.0% 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.



FNMI's Drum  
Making Workshop

### **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 75.2% of the total budget (compared to 75.6% 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 104.1% of the total budget.

**Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at May 31, 2020.**



Gilbert Paterson's  
Alice in Wonderland  
Production

**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**  
For the period ended May 31st, 2020

<b>SCHOOL</b>	<b>Budget</b>	<b>Forecast</b>	<b>Actual Results</b>	<b>Variances</b>		<b>Projection</b>	
	Updated Budget 2019-2020 (Sept 30th 2019)	Forecasted To May 31st	Actual Year Ended May 31st	% Expended Updated Budget	% Expended Forecast to May 31st	August 31st Projection	Change from Updated Budget
<b>High Schools:</b>							
Lethbridge Collegiate Institute	\$4,753,671	\$3,575,209	\$3,582,125	75.35%	100.19%	\$4,753,671	\$0
Winston Churchill High School	\$5,329,930	\$4,012,287	\$3,832,405	71.90%	95.52%	\$5,150,048	(\$179,882)
Chinook High School	\$6,680,688	\$5,026,573	\$4,798,795	71.83%	95.47%	\$6,452,910	(\$227,778)
Victoria Park High School	\$1,926,866	\$1,450,833	\$1,424,639	73.94%	98.19%	\$1,900,672	(\$26,194)
Immanuel Christian Secondary School	\$1,956,720	\$1,474,019	\$1,444,685	73.83%	98.01%	\$1,927,387	(\$29,333)
<b>Middle Schools:</b>							
GS Lakie Middle School	\$2,810,092	\$2,113,743	\$2,074,103	73.81%	98.12%	\$2,770,452	(\$39,640)
Wilson Middle School	\$4,035,626	\$3,030,579	\$2,917,745	72.30%	96.28%	\$3,922,792	(\$112,834)
Gilbert Paterson	\$4,360,169	\$3,277,866	\$3,215,757	73.75%	98.11%	\$4,298,059	(\$62,109)
Senator Joyce Fairbairn Middle School	\$3,004,362	\$2,260,155	\$2,141,845	71.29%	94.77%	\$2,886,052	(\$118,310)
<b>Elementart Schools:</b>							
Senator Buchanan	\$1,983,068	\$1,496,015	\$1,510,612	76.18%	100.98%	\$1,983,068	\$0
Immanuel Christian Elementary School	\$1,701,286	\$1,303,593	\$1,295,852	76.17%	99.41%	\$1,693,544	(\$7,741)
Ecole Agnes Davidson	\$3,069,420	\$2,311,820	\$2,211,443	72.05%	95.66%	\$2,969,043	(\$100,377)
Fleetwood-Bawden	\$2,123,397	\$1,598,065	\$1,603,426	75.51%	100.34%	\$2,123,397	\$0
Galbraith	\$2,541,897	\$1,916,277	\$1,848,529	72.72%	96.46%	\$2,474,149	(\$67,748)
Lakeview	\$3,085,935	\$2,327,048	\$2,302,040	74.60%	98.93%	\$3,060,927	(\$25,008)
General Stewart	\$849,011	\$640,636	\$635,293	74.83%	99.17%	\$843,668	(\$5,343)
Westminster	\$1,395,827	\$1,054,354	\$1,036,124	74.23%	98.27%	\$1,377,597	(\$18,230)
Lethbridge Christian School	\$1,439,099	\$1,083,234	\$1,077,008	74.84%	99.43%	\$1,432,872	(\$6,226)
Coalbanks Elementary School	\$3,072,533	\$2,318,421	\$2,254,854	73.39%	97.26%	\$3,008,967	(\$63,566)
Ecole Nicholas Sheran	\$3,210,601	\$2,421,767	\$2,358,338	73.45%	97.38%	\$3,147,171	(\$63,430)
Park Meadows	\$2,039,681	\$1,537,037	\$1,515,821	74.32%	98.62%	\$2,018,465	(\$21,216)
Mike Mountain Horse	\$3,249,368	\$2,459,265	\$2,406,730	74.07%	97.86%	\$3,196,833	(\$52,535)
Dr. Probe Elementary School	\$3,242,211	\$2,445,203	\$2,421,960	74.70%	99.05%	\$3,218,969	(\$23,243)
<b>Allocation of ECS Teachers included in Schools</b>	<b>(\$2,912,330)</b>	<b>(\$2,184,248)</b>	<b>(\$2,183,766)</b>	<b>74.98%</b>	<b>99.98%</b>	<b>(\$2,912,330)</b>	<b>\$0</b>
<b>Total School Based Instruction Expenditures</b>	<b>\$64,949,126</b>	<b>\$48,949,751</b>	<b>\$47,726,365</b>	<b>73.48%</b>	<b>97.50%</b>	<b>\$63,698,384</b>	<b>(\$1,250,742)</b>

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**

For the period ended May 31st, 2020

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to May 31st	Expenses up to May 31st	May 31st	Increase (Decrease)
<b>REVISED BUDGET 2019-2020 (September 30th)</b>	N/A	\$6,481,461	(\$6,481,461)	N/A	N/A
<b>FORECAST - May 31st</b>	N/A	\$4,861,096	(\$4,861,096)	N/A	N/A
<b>High Schools:</b>					
Lethbridge Collegiate Institute	\$113,113	\$423,487	(\$422,202)	\$114,399	\$1,286
Winston Churchill High School	\$373,106	\$444,174	(\$449,249)	\$368,031	(\$5,075)
Chinook High School	\$284,926	\$488,047	(\$586,143)	\$186,830	(\$98,095)
Victoria Park High School	\$248,934	\$60,980	(\$71,791)	\$238,123	(\$10,811)
Immanuel Christian Secondary School	\$59,087	\$149,545	(\$175,798)	\$32,834	(\$26,253)
<b>Middle Schools:</b>					
GS Lakie Middle School	\$228,629	\$212,539	(\$225,057)	\$216,110	(\$12,519)
Wilson Middle School	\$198,470	\$215,562	(\$287,520)	\$126,512	(\$71,958)
Gilbert Paterson	\$150,341	\$518,648	(\$505,352)	\$163,637	\$13,296
Senator Joyce Fairbairn Middle School	\$83,568	\$134,953	(\$45,043)	\$173,478	\$89,909
<b>Elementart Schools:</b>					
Senator Buchanan	\$52,031	\$40,231	(\$63,647)	\$28,615	(\$23,416)
Immanuel Christian Elementary School	\$13,407	\$31,285	(\$32,917)	\$11,775	(\$1,633)
Ecole Agnes Davidson	\$140,051	\$46,950	(\$68,547)	\$118,454	(\$21,597)
Fleetwood-Bawden	\$25,326	\$31,070	(\$22,263)	\$34,133	\$8,807
Galbraith	\$63,723	\$27,350	(\$20,110)	\$70,964	\$7,240
Lakeview	\$39,456	\$24,634	(\$29,092)	\$34,998	(\$4,457)
General Stewart	\$3,866	\$10,162	(\$9,374)	\$4,654	\$788
Westminster	\$67,904	\$28,286	(\$24,802)	\$71,388	\$3,484
Lethbridge Christian School	\$27,627	\$22,504	(\$17,598)	\$32,533	\$4,906
Coalbanks Elementary School	\$10,537	\$48,706	(\$42,981)	\$16,262	\$5,725
Ecole Nicholas Sheran	\$50,152	\$30,233	(\$31,865)	\$48,520	(\$1,632)
Park Meadows	\$53,821	\$23,183	(\$55,117)	\$21,886	(\$31,935)
Mike Mountain Horse	\$29,689	\$14,842	(\$6,771)	\$37,760	\$8,071
Dr. Probe Elementary School	\$86,774	\$31,501	(\$22,550)	\$95,724	\$8,950
<b>School Generated Funds</b>	<b>\$2,404,537</b>	<b>\$3,058,872</b>	<b>(\$3,215,792)</b>	<b>\$2,247,617</b>	<b>(\$156,920)</b>
Total SGF investment accounts (GICs)	\$93,469			\$93,469	\$0
<b>Total School Generated Funds</b>	<b>\$2,498,006</b>	<b>\$3,058,872</b>	<b>(\$3,215,792)</b>	<b>\$2,341,086</b>	<b>(\$156,920)</b>
% Expended of Budget		47.19%	49.62%		
% Expended of projected		62.93%	66.15%		



**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 May 31st, 2020

	Budget Information	Projection	
	Updated "September 30th" operating budget 2019-2020 (Sept 30th 2019)	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>			
Alberta Education	\$119,607,883	\$119,607,883	\$0
Federal Government and First Nations	\$388,944	\$388,944	\$0
Fees	\$4,106,603	\$2,184,756	(\$1,921,847)
Other sales and services	\$964,751	\$964,751	\$0
Investment income	\$193,000	\$309,941	\$116,941
Gifts and donations	\$408,000	\$408,000	\$0
Rental of facilities	\$34,704	\$34,704	\$0
Fundraising	\$2,461,000	\$1,979,883	(\$481,117)
<b>Total Revenues</b>	<b>\$128,164,885</b>	<b>\$125,878,862</b>	<b>(\$2,286,023)</b>
<b>EXPENSES</b>			
Instruction-Early Childhood Services	\$8,248,969	\$8,248,969	\$0
Instruction - Grades 1-12	\$99,008,228	\$94,852,136	(\$4,156,092)
Plant operations and maintenance	\$17,753,858	\$17,753,858	\$0
Transportation	\$2,287,466	\$2,287,466	\$0
Administration	\$4,342,262	\$4,342,262	\$0
External services [International Services]	\$315,500	\$260,570	(\$54,930)
<b>Total Expenses</b>	<b>\$131,956,283</b>	<b>\$127,745,261</b>	<b>(\$4,211,022)</b>
<b>Operating surplus (deficit)</b>	<b>(\$3,791,398)</b>	<b>(\$1,866,399)</b>	<b>\$1,924,999</b>

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

**Projected Revenues:**

- **Fees and Fundraising** – decrease in projections of an approximate total of \$2.40 million, including \$1.92 for the fees collected throughout the school generated funds (SGF) activities and \$481,117 of SGF fundraising revenues. There has been a reduced number of SGF activities of fees and fundraising that have been taken during the school year (i.e. school closures). It is projected that both the revenues and related expenditures will be reduced accordingly (offset).
- **Investment Income** – increase in projections of approximately \$116,941 based on the total investment income received to date. The projection is based on the amount of interest received in the first nine 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 \$4,156,092 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 \$1.25 million for school-based expenditures and other related savings, including savings/deferrals on general school supply/equipment purchase, savings on contracted services, and unutilized school contingency accounts. These reductions are projected to be carried forward to the school-based reserves.
  - **Inclusive Learning Supports** has a projected reduction of \$256,692 for costs savings, including savings from the timing of educational assistant staff being hired and other related savings. These reductions can potentially be saved and used to support related activities in future budget years.
  - **School Generated Funds Activities** has a projected reduction of \$2.40 million for cost reductions based on the number of SGF activities that have been taken during the school year (i.e. school closures). It is projected that both the revenues and related expenditures will be reduced accordingly (offset).
  - **FNMI Programming** has a projected reduction of \$245,695 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.

- **External Services (International Services)** – decrease in projections of \$54,930 due to savings in contingency and other related costs. Within the international program, a large portion of surpluses generated are allocated to the schools that have international students attending.

Overall, the Division is projecting a total of \$1.92 million of savings from the 2019-2020 Operating Budget. These cost savings are projected to be carried forward within the 2020-2021 Operating Budget; in which, the Division has received Ministerial Approval for these carry-forward reserves funds to be used in the 2020-2021 school year.

## *Lethbridge School Division*

### **Appendices**

*For the nine (9) months ended May 31st, 2020*

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The Appendices include charts and graphs for the revenues and expenditures at May 31st, 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.

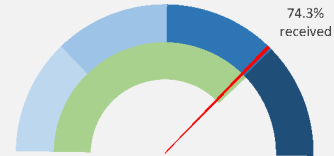


## Lethbridge School Division Summary of Revenues Quarterly Reporting - May 31st, 2020

Financial Data as at June 3rd, 2020

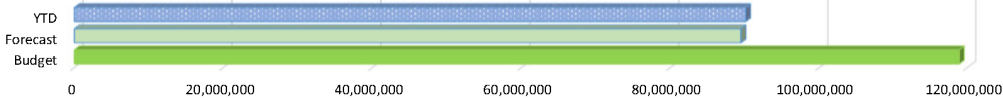
	Budget	Forecast	YTD	Variance	YTD %
Alberta Education	118,878,025	89,451,321	90,078,102	(626,780)	75.8%
Government of Alberta	729,858	547,394	580,527	(33,134)	79.5%
Federal & First Nations	388,944	388,944	301,924	87,020	77.6%
Fees	3,760,475	3,095,080	1,540,988	1,554,093	41.0%
Other Sales & Services	1,310,879	802,438	503,147	299,292	38.4%
Investment Income	193,000	144,750	232,456	(87,706)	120.4%
Gifts & Donations	408,000	306,000	499,599	(193,599)	122.5%
Rental of Facilities	34,704	26,028	18,944	7,084	54.6%
Fundraising	2,461,000	1,845,750	1,484,912	360,838	60.3%
Gain on Disposal	0	0	0	0	0.0%
	128,164,885	96,607,705	95,240,599	1,367,106	74.3%

**Total Revenue Tachometer:**

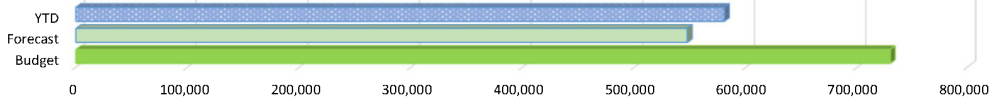


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

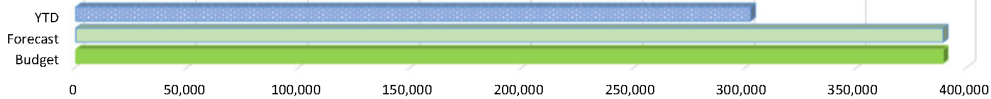
### Alberta Education



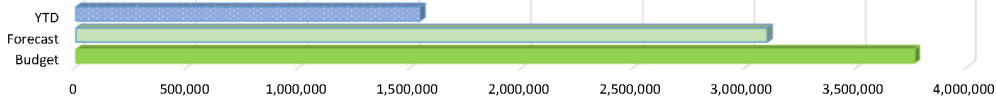
### Government of Alberta



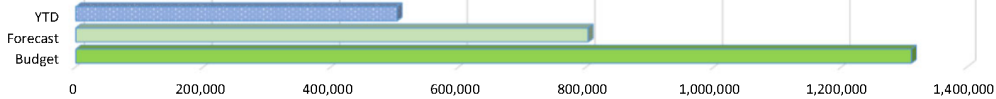
### Federal & First Nations



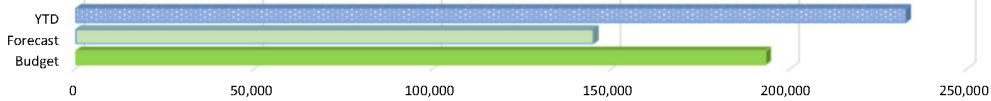
### Fees



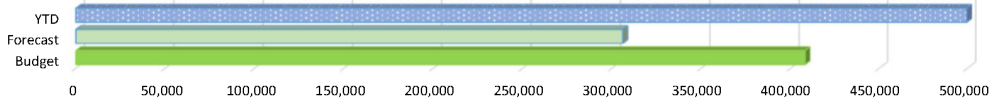
### Other Sales & Services



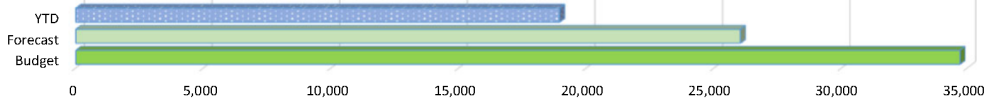
### Investment Income



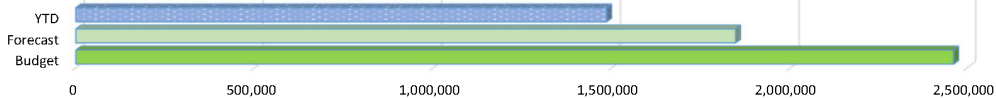
### Gifts & Donations



### Rental of Facilities



### Fundraising





## Lethbridge School Division Summary of Expenses Quarterly Reporting - May 31st, 2020

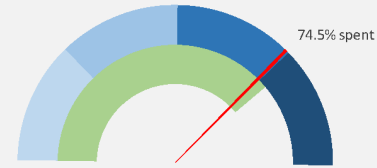
Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	81,359,310	62,761,825	62,359,788	402,037	76.6%
Benefits	19,412,829	15,046,655	15,322,471	(275,816)	78.9%
Professional Development	699,688	524,766	386,588	138,178	55.3%
Contracted Services	7,098,240	5,629,233	5,322,134	307,099	75.0%
Other Services	2,323,603	2,092,502	2,028,694	63,808	87.3%
Supplies	4,830,206	3,622,654	2,634,164	988,490	54.5%
Other Expenditures	782,043	586,532	296,509	290,023	37.9%
Capital, Transfer & Projects	15,450,365	11,587,774	10,010,262	1,577,512	64.8%
	<b>131,956,284</b>	<b>101,851,942</b>	<b>98,360,610</b>	<b>3,491,331</b>	<b>74.5%</b>

77.2%

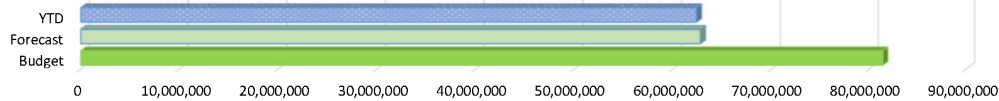
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

**Total Expense Tachometer:**

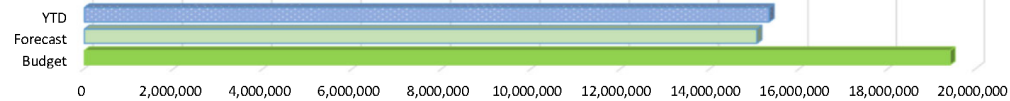


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

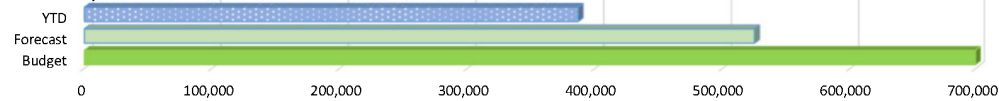
### Salaries



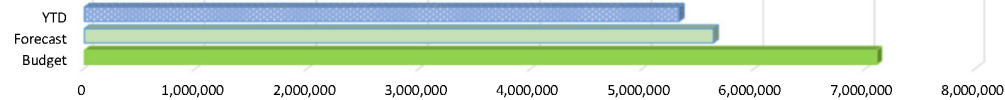
### Benefits



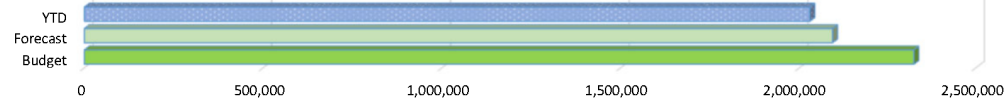
### Professional Development



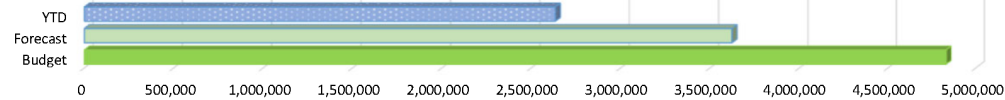
### Contracted Services



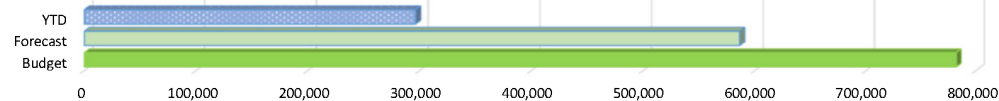
### Other Services



### Supplies



### Other Expenditures





# Instruction - ECS Summary Quarterly Reporting - May 31st, 2020

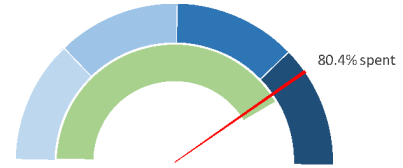
Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	6,904,664	5,674,191	5,542,874	131,318	80.3%
Benefits	1,009,135	889,593	858,542	31,051	85.1%
Professional Development	48,000	36,000	20,360	15,640	42.4%
Contracted Services	80,000	60,000	49,088	10,912	61.4%
Other Services	76,550	57,412	63,352	(5,939)	82.8%
Supplies	114,620	85,965	87,454	(1,489)	76.3%
Other Expenditures	16,000	12,000	11,466	534	71.7%
Capital, Transfer & Projects	0	0	0	0	0.0%
	8,248,969	6,815,162	6,633,137	182,025	80.4%

82.6%

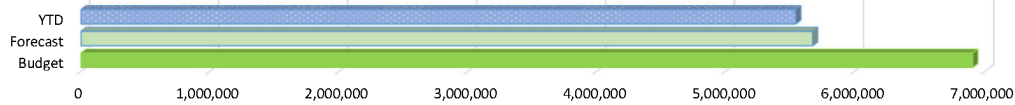
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

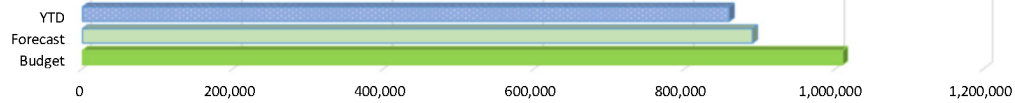


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

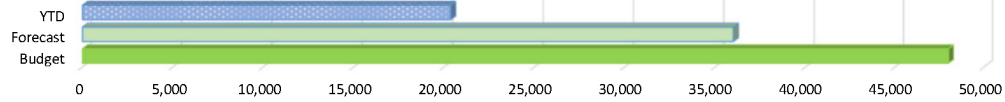
## Salaries



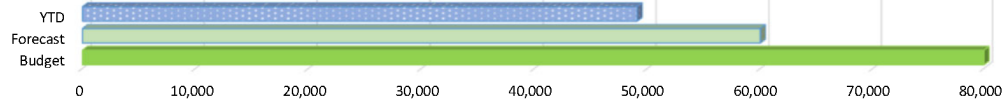
## Benefits



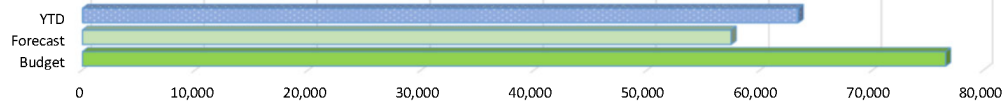
## Professional Development



## Contracted Services



## Other Services



## Supplies



## Other Expenditures





# Instruction - Grades 1-12 Summary Quarterly Reporting - May 31st, 2020

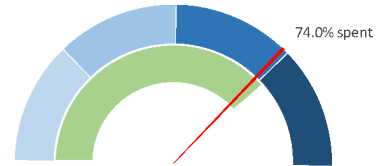
Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	68,153,667	52,361,899	52,116,175	245,725	76.5%
Benefits	16,792,702	12,948,819	13,304,191	(355,373)	79.2%
Professional Development	587,853	440,890	338,761	102,129	57.6%
Contracted Services	1,231,671	923,754	727,510	196,244	59.1%
Other Services	687,216	572,053	400,714	171,339	58.3%
Supplies	4,146,502	3,109,876	2,195,598	914,279	53.0%
Other Expenditures	566,486	424,865	220,372	204,493	38.9%
Capital, Transfer & Projects	6,842,131	5,131,598	3,971,049	1,160,549	58.0%
	99,008,228	75,913,754	73,274,371	2,639,384	74.0%

76.7%

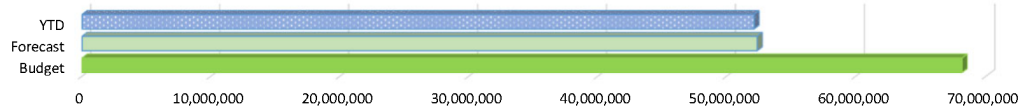
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

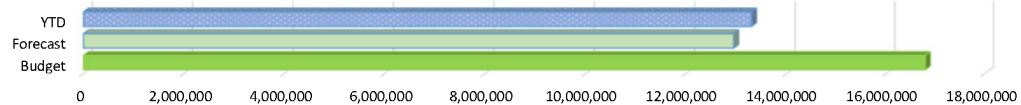


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

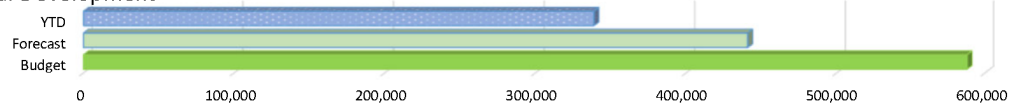
## Salaries



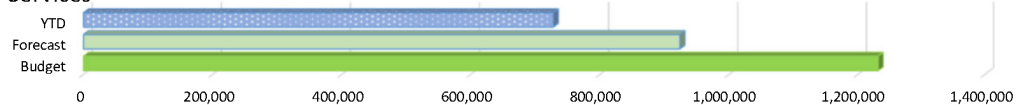
## Benefits



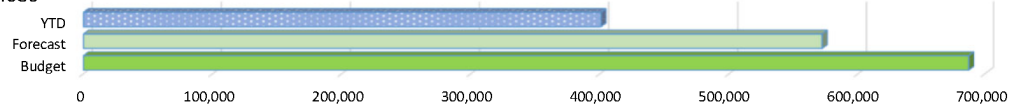
## Professional Development



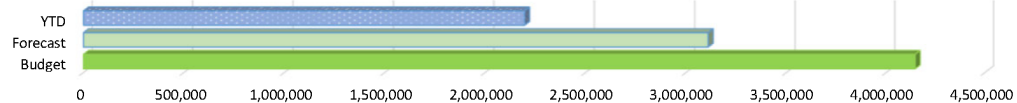
## Contracted Services



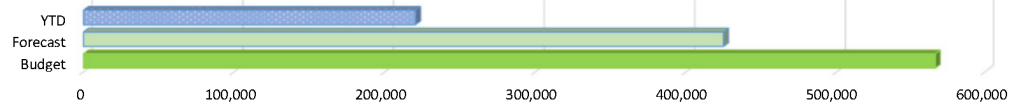
## Other Services



## Supplies



## Other Expenditures



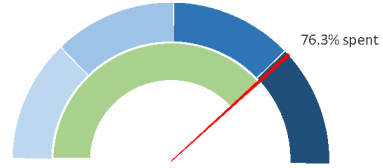


## Plant Operations and Maintenance Summary Quarterly Reporting - May 31st, 2020

Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	3,553,629	2,665,222	2,668,381	(3,159)	75.1%
Benefits	1,001,652	751,239	748,249	2,990	74.7%
Professional Development	15,832	11,874	0	11,874	0.0%
Contracted Services	3,238,739	2,561,325	2,852,671	(291,346)	88.1%
Other Services	1,135,189	1,078,364	1,135,332	(56,968)	100.0%
Supplies	364,222	273,166	274,551	(1,384)	75.4%
Other Expenditures	9,240	6,930	2,955	3,975	32.0%
Capital, Transfer & Projects	8,435,355	6,326,516	5,865,179	461,337	69.5%
	<b>17,753,858</b>	<b>13,674,637</b>	<b>13,547,318</b>	<b>127,318</b>	<b>76.3%</b>
		77.0%			

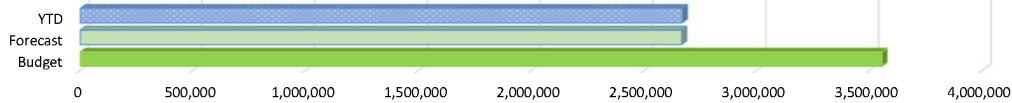
**Total Expense Tachometer:**



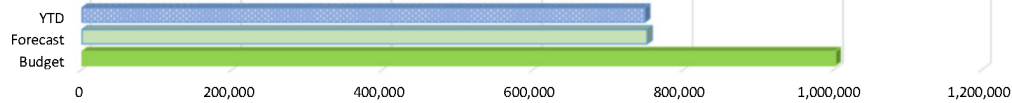
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

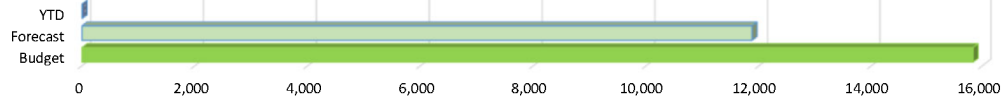
### Salaries



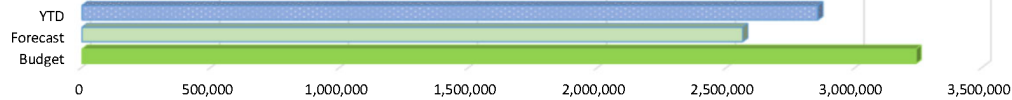
### Benefits



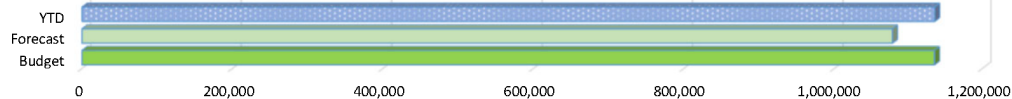
### Professional Development



### Contracted Services



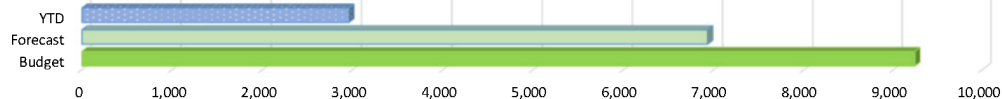
### Other Services



### Supplies



### Other Expenditures





## Transportation Summary Quarterly Reporting - May 31st, 2020

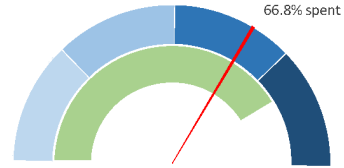
Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	50,625	50,625	0	75.0%
Benefits	19,913	14,935	12,636	2,299	63.5%
Professional Development	10,000	7,500	445	7,055	4.5%
Contracted Services	2,125,453	1,759,497	1,413,124	346,373	66.5%
Other Services	0	0	28	(28)	N/A
Supplies	10,000	7,500	611	6,889	6.1%
Other Expenditures	2,000	1,500	2,179	(679)	109.0%
Capital, Transfer & Projects	52,600	39,450	48,991	(9,541)	93.1%
	2,287,466	1,881,006	1,528,638	352,368	66.8%

82.2%

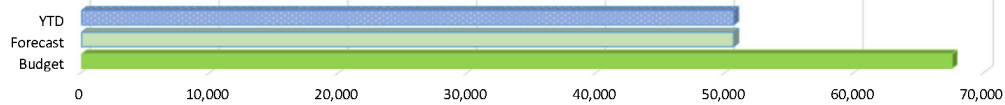
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

**Total Expense Tachometer:**

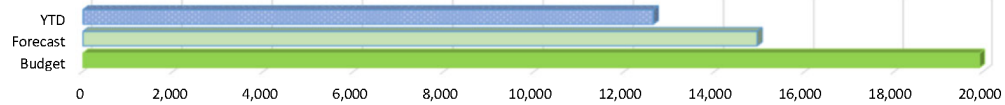


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

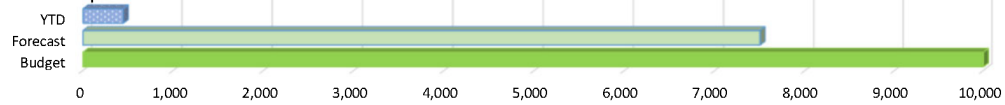
### Salaries



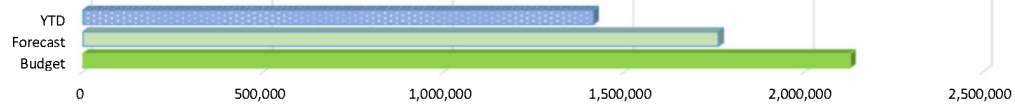
### Benefits



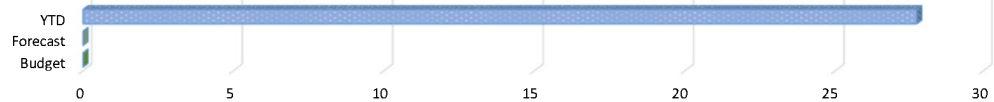
### Professional Development



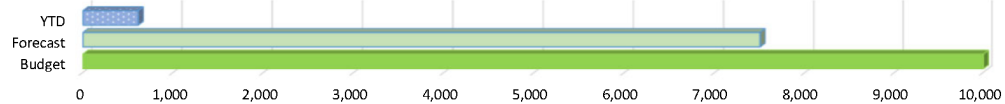
### Contracted Services



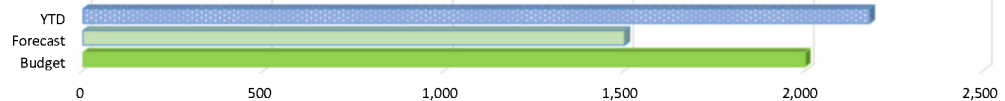
### Other Services



### Supplies



### Other Expenditures







# Board & System Administration Summary Quarterly Reporting - May 31st, 2020

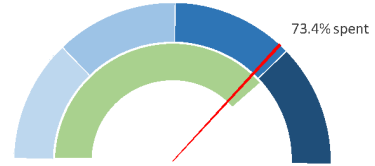
Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,572,078	1,929,059	1,904,381	24,678	74.0%
Benefits	575,512	431,634	381,644	49,990	66.3%
Professional Development	38,003	28,502	27,022	1,480	71.1%
Contracted Services	422,377	324,658	279,741	44,917	66.2%
Other Services	363,698	332,472	342,560	(10,088)	94.2%
Supplies	178,175	133,631	69,982	63,649	39.3%
Other Expenditures	72,140	54,105	58,591	(4,486)	81.2%
Capital, Transfer & Projects	120,279	90,209	125,042	(34,833)	104.0%
	4,342,262	3,324,270	3,188,963	135,307	73.4%

76.6%

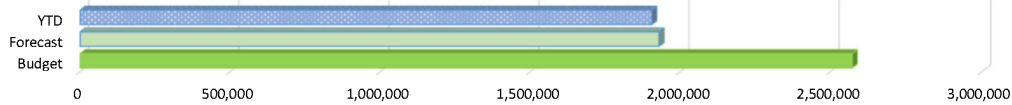
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

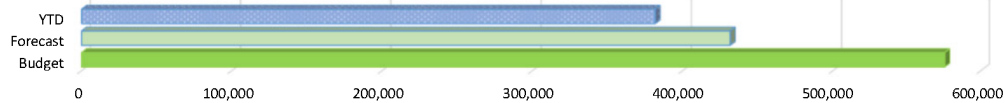


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

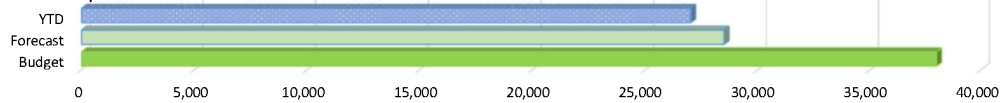
## Salaries



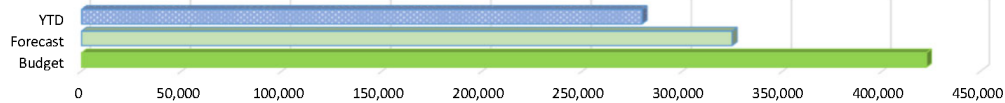
## Benefits



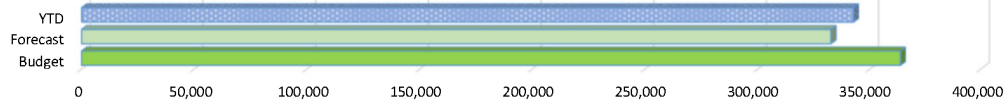
## Professional Development



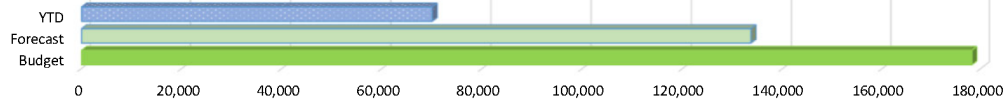
## Contracted Services



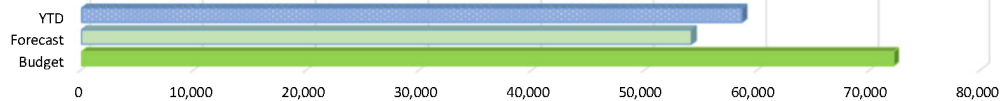
## Other Services



## Supplies



## Other Expenditures





## External Services Summary Quarterly Reporting - May 31st, 2020

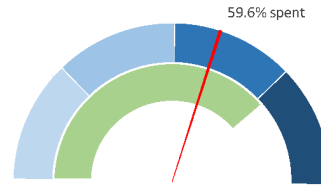
Financial Data as at June 3rd, 2020

	Budget	Forecast	YTD	Variance	YTD %
Salaries	107,772	80,829	77,353	3,476	71.8%
Benefits	13,914	10,436	17,209	(6,774)	123.7%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	0	0	0.0%
Other Services	60,950	52,200	86,708	(34,508)	142.3%
Supplies	16,687	12,515	5,968	6,547	35.8%
Other Expenditures	116,177	87,133	945	86,188	0.8%
Capital, Transfer & Projects	0	0	0	0	0.0%
	<b>315,500</b>	<b>243,113</b>	<b>188,183</b>	<b>54,929</b>	<b>59.6%</b>

77.1%

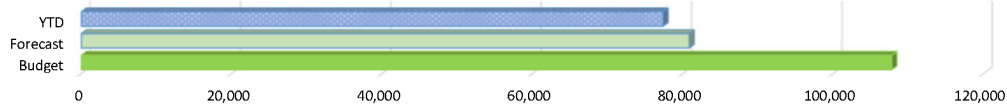
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

**Total Expense Tachometer:**

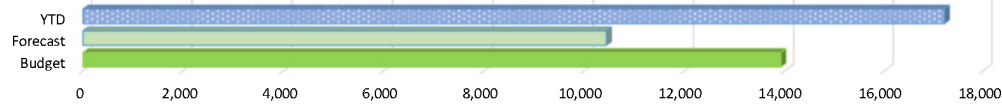


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

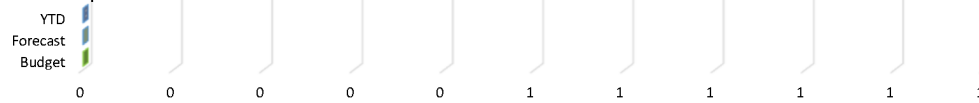
### Salaries



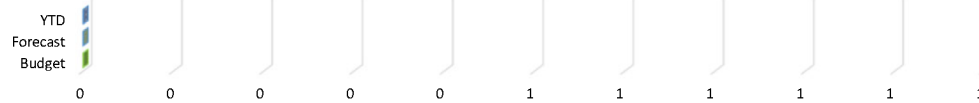
### Benefits



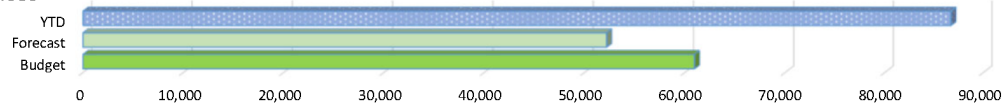
### Professional Development



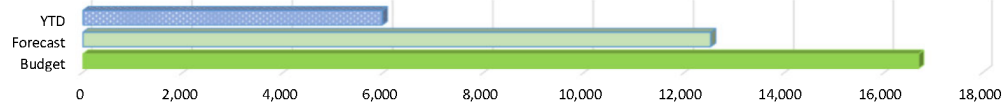
### Contracted Services



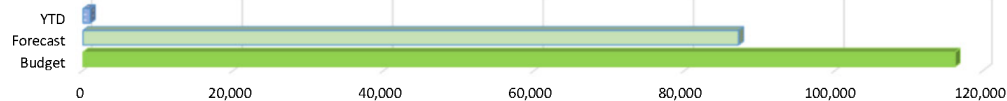
### Other Services



### Supplies



### Other Expenditures



**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Clark Bosch  
Board Chair

**Re: Standing Committees**

**Background:**

Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2020. The Standing Committees are as follows:

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

Annual reports and terms of reference reviews presented in September 2019 can be found on the website or requested through the Superintendent's office for updating.

**Recommendation:**

It is recommended that the Board accept this as information.

Respectfully submitted,  
Clark Bosch

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

The June 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

- Dr. Robert Plaxton Elementary School is progressing very well inside and out. The parking lot has been curbed and the inside walls are taking shape.



- Between regular IMR projects and the accelerated projects from the \$4.253 million CMR stimulus money, the facilities department is working on planning, design, contractor procurement and management on several projects that have commenced, or will commence, in the summer on many of our schools throughout the Division. The Division issued an RFP for an Energy Infrastructure and Improvement project that will provide necessary infrastructure, such as LED lighting, to improve energy efficiency upgrades in our schools.

- As a part of the Capital Plan submission, the Division applied for planning funds for high priority projects. Alberta Education has approved planning funds for a new Elementary School in West Lethbridge, funds provided for school site analysis, survey, and geotechnical evaluation. Also approved are planning funds for the modernization of Galbraith Elementary School which includes, building condition analysis, high level costing and geotechnical evaluation. Planning funds do not guarantee official approval and funding of the projects by Alberta Education, but do put our priority projects into the first stages of work necessary for the projects to be initiated.
- The Facility Services team has been preparing for reentry of school including the procurement of cleaning and sanitization supplies, equipment, workforce planning and meeting with staff to discuss necessary protocols in the fall when school is opened.
- The Division has signed a consulting agreement for Active Energy Portfolio management with Energy Associates International. These consultants will work with the Division to develop a sustainable energy portfolio that secures energy on the wholesale market and monitor billing process to effect efficiencies and cost savings for the Division's utility costs on a go forward basis.

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## Transportation

- An RFP has been issued late May for a new Transportation Services provider to commence for the 2021-2022 school year. The RFP submissions will be received at the end of August and evaluated for a decision to award by the end of September.
- In the spirit of collaboration and operational efficiency, Lethbridge School Division will be assisting Holy Spirit Catholic School Division with the coordination of school transportation services beginning with the 2020-21 school year.

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## Occupational Health and Safety

- Safety continues to be the Division's number one priority during the COVID 19 health crisis. **A big thank you goes out to our Caretaking staff** for keeping our working spaces clean and sanitized and to our staff for practicing physical distancing and good hygiene practices. Planning continues for preparing our schools for the safe return of staff and students in the fall.
- The Division Joint Workplace Health and Safety Committee met on June 8<sup>th</sup>. The new Occupational Health and Safety Management System was reviewed with committee members. In the spirit of cooperation and operation efficiencies, Lethbridge School Division will be contracting detailed building site inspections through Holy Spirit's Health and Safety Supervisor. Incidents from the last meeting were shared and discussed. Committee members did not have any safety concerns

to bring forward to the committee. Safety Reminder related to electrical cord safety was shared with the committee.

- The Division has been working on updating policies, procedures, and forms related to Occupational Health and Safety. These include:
  - Refusal of Work (policy, procedures, chart, form)
  - Accident/Incident Investigation (policy, procedure, chart)
  - Workplace Health and Safety Administration (policy)
  - Health and Safety new employee orientation (forms)
  - OHS Records Management System (internal chart of compliance record keeping)
- 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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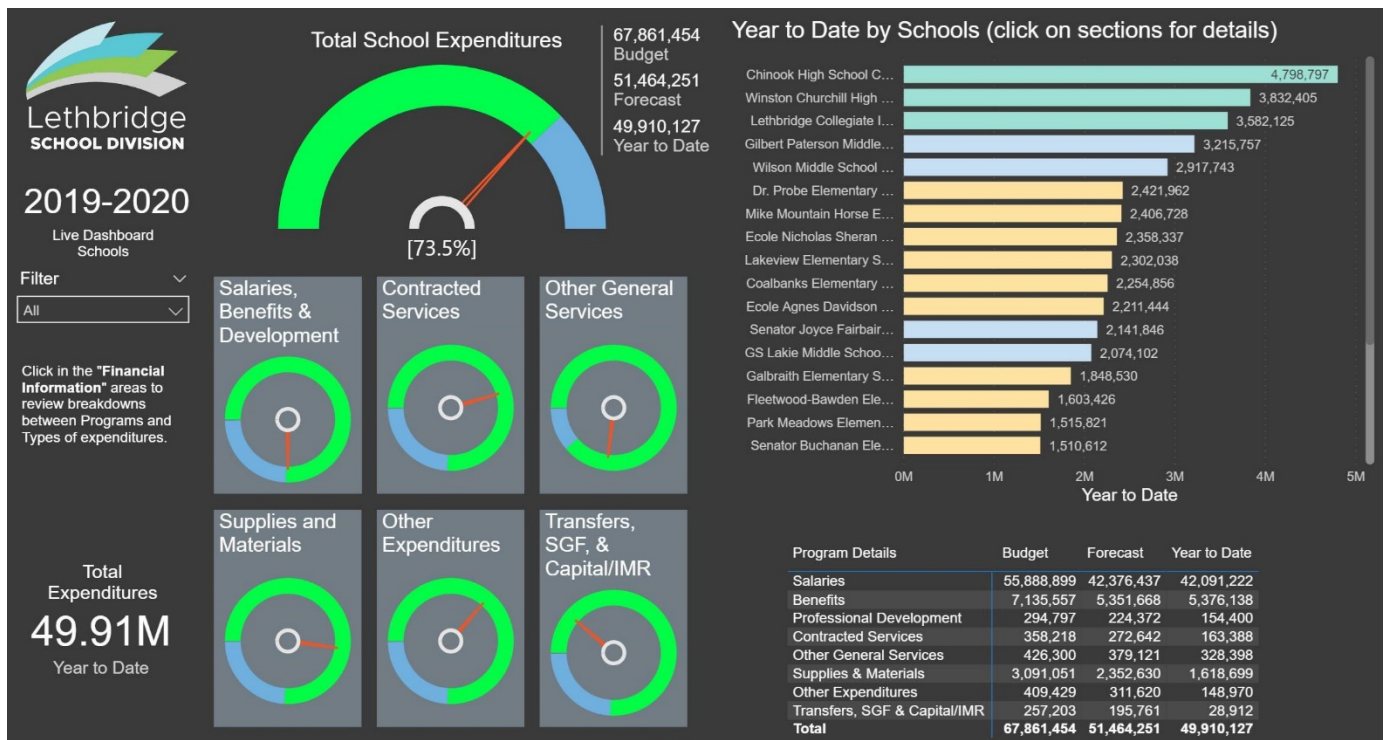
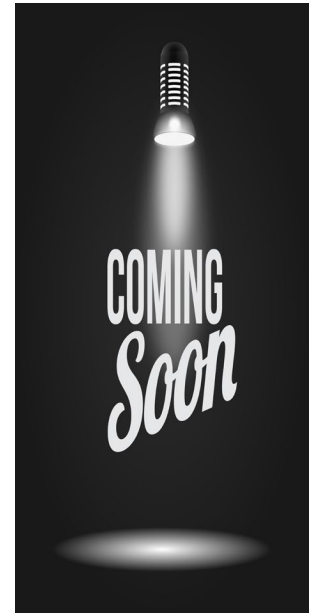
## Finance

- The Third Quarter Financial Report to the end of May 31, 2020 has been prepared and is included in the June Board Meeting package as well is available on the Division Website.
- The purchasing department has been busy purchasing supplies and materials for the new school year including hand sanitizer, cleaning and disinfecting supplies and Personal Protective Equipment for school start up in the fall.





- In a further attempt to be as transparent as possible in our financial and budgetary reporting, the Finance and Technology departments have been collaborating on the development of a “live” interactive financial dashboard through PowerBi software. These dashboards are on the last phases of development and these dashboards will include both an overall Division level financial summary (similar to the current yearend/quarterly reporting dashboards) and an interactive review of school-based budgets (as shown below). The school-based financial dashboard can be summarized by all schools, by groups of schools (i.e. elementary, middle, high schools), and detailed of individual schools. These “live reporting” dashboards will utilize daily financial data system exports, automated forecasting levels, and provide an interactive review of the financial information. Once these are finalized, these interactive financial dashboards will be made available on the Division website.



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



## Technology

- The Technology Department is finalizing an **on-line store** where parents and staff members can go and purchase a device for their student for the 2020 school year. When parents purchase this device, it is theirs to keep and support. The reason we are setting up the store is because, through the school division, we have access to non-consumer devices that are typically a higher quality device at a lower cost. The Division Store will have a variety of price ranges to meet the needs of families and students. Parents will have the opportunity to purchase the devices until the second week in July, when the store will be closed, and the devices will be ordered. The devices that parents order, will be delivered to families through their student at the beginning of the 2020 school year.
- 
- Evergreening technology continues at secondary schools as per the Division's established evergreening cycle continues. Work is almost completed at GS Lakie Middle School, with Gilbert Paterson the final school for completion.
  - 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. Schools are **90% complete** with having all student records of all grades digitized. This has far exceeded the expectations and requirement to have only outgoing records digitized. Big thank you to all the school administrative assistants and Tina Carnegie for their work on this project.
  - The team completed work on developing online student registration forms and to date we have had **2156 student registrations completed**. On average it takes **5 days** from the time the registration is sent by the school, completed by parents, and transferred into PowerSchool. Previously this process could take weeks with significant data entry by school administrative assistants.

## Other matters

- Work related to Insurance, legal, and labour relations matters
- Risk Management Information System evaluation committee meetings for USIC
- Dr. Robert Plaxton Elementary School construction meetings (virtually)
- OHS Management Committee meetings
- Regular TEAMS meetings with Business Affairs department
- Elementary, Middle School, and High School Principal Meetings
- Insurance Renewal documentation
- Attended the following virtual events/meetings:
  - USIC Risk Management and Claims Committee Meeting, May 28<sup>th</sup> (virtual)
  - USIC Quarterly Meeting, May 29<sup>th</sup> (virtual)
  - TEBA Teleconference, June 9<sup>th</sup> (virtual)
  - Dr. Plaxton Playground and Alternative Energy Wall consultation meeting, June 9<sup>th</sup> (virtual)
  - School Bus Partnership Meeting, Holy Spirt and City of Lethbridge, June 17<sup>th</sup> (virtual)
  - Years of Service Awards for Facility Services, June 17<sup>th</sup>
  - Years of Service Awards for Technology Department, June 19<sup>th</sup>
  - Chinook Convocation Day, June 19<sup>th</sup>
  - Years of Service Awards for General Stewart, June 23<sup>rd</sup>
  - Years of Service Awards for Chinook, June 23<sup>rd</sup>
  - Meetings after Board meeting date to note:
    - Head Caretaker meeting, June 24<sup>th</sup>
    - City of Lethbridge and Holy Spirit, Joint Use of Facilities meeting, June 24<sup>th</sup>
    - Years of Service for Mike Mountain Horse, June 25<sup>th</sup>
    - Meeting with City of Lethbridge re school sites, June 25<sup>th</sup>
    - Years of Service for Galbraith, June 26<sup>th</sup>
    - Finance Department year end celebration, June 26<sup>th</sup>

SUMMER  
IS TIME FOR WARM NIGHTS  
WATERMELON  
BARE FEET AND BARBEQUES  
SWEET CORN SUNFLOWERS  
RIP EPICNICS CAMPFIRE  
TOMATOES LEMONADE LOVE  
LIGHTENING STORMS

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

The June 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

May 26, 2020



Rik Jesse



Rhonda Aos



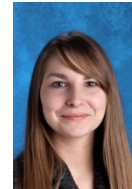
Stacey Wichers



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.

## Support Staffing Update - 47 Positions Filled in Round 1




Position	Location	Successful
Administrative Assistant	Lethbridge Christian	Michelle Harding
Learning Commons	Victoria Park	Paige Veurink
Student Support Worker	Coalbanks	Brittany Elliot
Student Support Worker	To Be Determined	Pam Tinordi-Mclean
Advanced Educational Support	Agnes Davidson	Char Schow
Educational Assistant	Chinook	Bradon Neill
Educational Assistant	G.S. Lakie	Chad Romeril
Educational Assistant	G.S. Lakie	Cynthia Young
Educational Assistant	G.S. Lakie	Melanie van Eck
Educational Assistant	Gilbert Paterson	Brittany Wichers
Educational Assistant	Gilbert Paterson	Jo Anne Clavel
Educational Assistant	Gilbert Paterson	Jocelynn Hurt

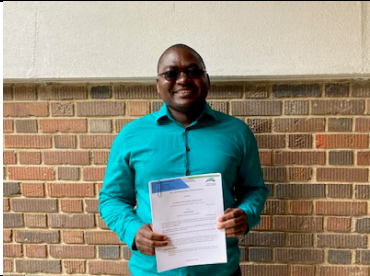
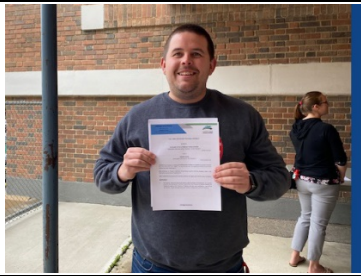

Educational Assistant	Gilbert Paterson	William Brososky
Educational Assistant	LASP	Alicin Connick
Educational Assistant	LCI	Chantal Sommerfeld
Educational Assistant	LCI	Shannon Dykslag
Educational Assistant	Senator Joyce Fairbairn	Dale Radford
Educational Assistant	Senator Joyce Fairbairn	Eleanor VanDasselaar
Educational Assistant	Senator Joyce Fairbairn	Rebecca Jones
Educational Assistant	Senator Joyce Fairbairn	Ruth Reiter
Educational Assistant	Senator Joyce Fairbairn	Trisa Thompson
Educational Assistant	Senator Joyce Fairbairn	Victoria Nestorowicz
		
Educational Assistant	WCHS	Destinee Campbell
Educational Assistant	WCHS	Mahaliah Peddle
Educational Assistant	Wilson	Chantelle Froc
Educational Assistant	Wilson	Juliette Toledo
Educational Assistant	Wilson	Rachel Wittke
Educational Assistant	Coalbanks	Carrie Mann
Educational Assistant	Fleetwood	Cherilyn Ferby
Educational Assistant	Fleetwood	Heather Paul
Educational Assistant	Fleetwood	Jennifer Suggitt

Educational Assistant	Galbraith	Nikola Kays
Educational Assistant	Lakeview	Anita Fehr
Educational Assistant	MMH	Caitlin Furby
Educational Assistant	MMH	Lisa Hogue
Educational Assistant	Nicholas Sheran	Catherine Stewart
Educational Assistant	Park Meadows	Amanda Oudshoorn
Educational Assistant	Park Meadows	Kathy Young Pine
		
Educational Assistant	Park Meadows	Kelsey Sullivan
Educational Assistant	Immanuel Christian Elementary	Erin Barwegan
Educational Assistant	Lethbridge Christian	Jesse Koop
Educational Assistant	Coalbanks	Renee Hauschildt
Educational Assistant	Discovery	Gail McCready
Educational Assistant	Discovery	Giovanna Wahl
Educational Assistant	Park Meadows Christian Preschool	Erika Kirsch
Educational Assistant	Park Meadows Christian Preschool	Sherry MacCrimmon
Educational Assistant	ICES	Jodene Moradel



## ATA Staffing Update – 78 Positions Filled

Position	Location	Successful
Vice Principal	Chinook	Cameron Hall
LST	Chinook	Michael Carter
Musical Theater	Chinook	Stephanie McFarlane
Teacher Counsellor	Chinook	Rebecca Chmelyk Hutchins
Math	Chinook	
Spanish Teacher – Grade 2/3 (Temp)	Coalbanks	Jake Hills
Spanish Teacher Grade 2	Coalbanks	Manuel Merchan
Spanish Teacher – Grade 4	Coalbanks	Marcella Etherington
Spanish Teacher – Grade 1 (Temp)	Coalbanks	Jenn Hyggen
Grade 4/5 (Temp)	Coalbanks	Kyla Matthews
Grade 2/3 (Temp)	Coalbanks	Rylie Koch
Grade 2/3 (Temp)	Coalbanks	Megan Esser
Principal	Dr Probe	Keith van der Meer
Grade 1 (Temp)	Dr. Probe	Heather Judd
Kindergarten (Temp)	Dr. Probe	Jay Merkley
		
Music Teacher	Dr. Probe	Meagan De Jong
Elementary Generalist/ELL LST (Temp)	Dr. Probe / MMHS	Shelby Armstrong

Grade 2 French Immersion	Davidson	Kyla Sacrey
Grade 2/3 Teacher (Temp)	Agnes Davidson	Shawni Rodeback
Grade 1 French Immersion (Temp)	Agnes Davidson	Crystal Bridge
Grade Three French Immersion - Temporary	Nicholas Sheran	Emily Croy
Grade Four & Five French Immersion	Nicholas Sheran	Simon Lyon
Grade Two French Immersion	Nicholas Sheran	Danielle Low
Kindergarten	Nicholas Sheran	Keely Boschee
Grade 4/5 (Temp)	Fleetwood Bawden	Jenelle Macdonald
Grade ½ Montessori (Temp)	Fleetwood Bawden	Esther Awosoga
Humanities/Spanish Grade 6-8 (Temp)	G.S Lakie	Russell Milder
Kindergarten (Early Literacy)	Galbraith	Jennifer Mikilak
Music (Temp)	Galbraith	Jordon Graschuk
Grade 4 (Temp)	Galbraith	Michaela Demers
Grade 1 (Temp)	General Stewart	Makaila Cline
Grade 8 Math/Science (Temp)	Gilbert Paterson	Jan Maaren
		
French Immersion (Temp)	Gilbert Paterson	Oluwafisayomi (Fisayo) Latilo
Grade 3	ICES	Jordan Cardamone
Principal	ICES	Barbi Wall
Grade 5	ICES	Kelsey Morrison



Vice Principal/LST	ICES	Laura Witten
Math and Science	ICES	<u>Danielle Friesen</u>
Middle School P.E	ICES	Jonathon Vande Griend
LST	Lakeview	Michelle Loveridge
Grade 2	Lakeview	Timythi Ober
Grade 4	Lakeview	Sydney Peters
Biology	LCI	Dustin McCubbing
Physics	LCI	Cilena Mathieu
LST/Yoga	LCI	Kendall Bowes
Choir	LCI	Erinn Roberts
Vice Principal	LCI	Kyle McKenzie
English Language Arts (Temp)	LCI	Jennifer Maar
Math/PE	LCI	James (Jesse) Sawyer
Math CTS Grade 9-12	LCI	Ross Bekkering
English Language Arts (Temp)	LCI	Whitney Lammi
English Language Arts (Temp)	LCI	Jamie MacCormack
		
Principal	Lethbridge Christian School	Sean Alaric
Vice Principal/LST	Lethbridge Christian School	Lois Van Roon
Grade 1 (Temp)	MHHS	Jenilyn Rawson

Grade 1 (Temp)	MMHS	Zoe Bracken
Music Teacher	Park Meadows	Kathleen Schell
Grade ½ Teacher	Senator Buchanan	Alyssa Andreachuk
Grade 4/5	Senator Buchanan	Zachary Wanner
Middle School Teacher	Senator Joyce Fairbairn	Tyler Green
Middle School – Grade 6-8	Senator Joyce Fairbairn	Jennifer Griffioen
Teacher Counsellor	Senator Joyce Fairbairn	Ashley Jordon
Grade 6-8	Senator Joyce Fairbairn	Keith Miller
Grade 6-8	Senator Joyce Fairbairn	Megan Schaaf
Grade 6-8 Options (Temp)	Senator Joyce Fairbairn	Janel Heth
LA/SS/Yoga Grade 7	Wilson Middle School	Kelsey Huchulak
LA/SS Grade 7	Wilson Middle School	Andre Arsenault
LA/SS Grade 8 (Temp)	Wilson Middle School	Travis Prete
LA/SS/Foods Grade 7(Temp)	Wilson Middle School	Katie Owens
		
Grade 6-8 Teacher (Temp 0.59)	Wilson Middle School	Tyler DeMartini
Vice Principal	Wilson Middle School	Kurt Zielke
English & Social Studies	Winston Churchill	Katelyn Nelson
Math 9-12 (Temp)	Winston Churchill	Suneet Kharey
Math 9-12	Winston Churchill	Deanna Sample

English	Winston Churchill	<u>Alexa Koshman</u>
Food Studies	Winston Churchill	Trena Parkyn
French	Winston Churchill	Jena Ursel Semach
Math and Science	Winston Churchill	Gibion Makiwa

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,  
Morag Asquith

## **Associate Superintendent – Instructional Services- June/August 2020**

### **Important Dates- June, August**

June 2<sup>nd</sup>/3<sup>rd</sup> – FNMI Graduation meetings scheduled  
June 2<sup>nd</sup> - Wellness Grant applications into Morag for 2020/21  
June 11<sup>th</sup>- Diversity and Inclusion Table 1-3- Education Centre  
June 10<sup>th</sup>- DIS Bar-b-que- Education Centre  
June 21<sup>st</sup>- National Indigenous Peoples Day

### **First Nations, Metis and Inuit Education**

Given the challenges securing employment for qualified First Nations, Métis and Inuit Liaisons and the research around optimally supporting school communities and Indigenous students, the Indigenous Education Department is shifting its staffing model for the 2020-21 school year and changing our name- **we will now be referred to as Indigenous Education!!!!** For the first time in four years we are delighted to be able to start the year with a complete TEAM!! We are delighted to have just hired our Elementary Teacher- Indigenous Education Melanie Morrow, and Mandy Plain Eagle has returned to the Division and will be at Winston Churchill in the fall as Grad Coach!!! The following needs have been identified by staff, families and students, with slight variations recognizing needs identified at different divisional levels:

1. Collaborative staff development
2. Graduation support
3. Trauma and social emotional needs
4. Curriculum and resource work enhancing opportunities for teachers to infuse Indigenous Ways of Knowing

In the 2020-21 School year the following staffing will operate:

1. 4 high school Graduation Coaches
2. 1 Elementary Teacher of Indigenous Education (Urban Indigenous Grant)
3. 1 Middle School Teacher of Indigenous Education
4. 1 Coordinator of Indigenous Education

### **Wellness**

A few “wellness updates” for our schools before we close the year. Given the peculiar nature of this particular year, I would like to extend a warm thank you to all you Health Champs!! Supporting positive culture and healthy lifestyles have been particularly crucial and will continue to be a Division priority in the new school year. It was evident at our last Health champ meeting our schools are working hard to connect, support healthy eating and encourage our students to continue to be active during covid.

1. Winner of the “**UBER CHALLENGE**”!! A very special congratulations to **Margaret Dyck**- ENSS!! Margaret completed all of the UBER Wellness Challenges for the year and was one of 15 participants who went into a draw for a smart watch. Margaret, please contact Deb Bosch to claim your prize!!!

2. **Successful Wellness Grant applications.** For the last 3 years Lethbridge School Division has parceled out the Wellness Budget to targeted schools who have completed Wellness Grants that have identified specific “Wellness Needs”. The two main priorities identified are (1) Outdoor learning and activity and (2) Self-regulation. Any schools who have identified outdoor learning please consult Facilities and Maintenance prior to initiating any implementation. Schools, Deb will have Krystal transfer these funds into your school generated account by June 19<sup>th</sup>. As part of the self regulation initiative if any schools are interested in the Division consulting Laura Paiement (Self regulation “extraordinaire”) in the fall please contact Morag- the Division will absorb the costs of bringing her in given the tremendous value she has already brought to some of our schools.
3. **Wellness School Winner for May** – Immanuel Christian Elementary- they will be receiving \$200 toward a staff wellness activity!!

**Wellness Challenge for September 2020-** In the spirit of supporting Trauma Informed Practices in our schools the “Wellness Challenge” for September will be “Social Distance but Social Connection” poster and promotion will come in August!

### **Diversity and Inclusion Parent Table**

We are hopeful to continue where we left off with the Diversity and Inclusion Parent Table work in November 2020. We were beginning to work on “Voices of Student Diversity Showcase” we look forward to the exciting learning and celebrating that this opportunity will provide!

### **Universal Design for Learning- Shelley Moore visiting**

We are excited to continue working on supporting Inclusive Schools work and continuing to develop a deeper understanding of Universal Design for Learning in our system. Shelley Moore is scheduled to visit/online(?) September 8<sup>th</sup> and April 22<sup>nd</sup> of our next school year, we have asked Administrators to work with their school teams to attend these two events.

#### **September 8<sup>th</sup>, 2020**

a.m. Elementary- LST, CRT and Admin  
p.m. MS/HS- LST, CRT and Admin

#### **April 22<sup>nd</sup>, 2021**

a.m. Elementary- LST, CRT, Admin  
p.m. MS/HS- LST, CRT and Admin

## **Trauma Informed Practices- Returning from covid**

Returning from 2019-covid times may present with challenges for our schools. It will be critical for us all to be proactive and plan through the trauma informed lens for September.

Instructional Services in conjunction with SAPDC developed a 1 1/2 hour session to introduce the concept of trauma informed practice and what does a trauma informed school do/look like. Health Champs also participated in Trauma Informed Practice Training in late May. From the survey distributed out to our schools it is evident that we need to enhance our understanding of what trauma informed means and reflect upon some of the current processes and structures that are in place in our schools through the trauma informed lens. Instructional Services (Early Learning, Student Engagement, Counselling, Inclusive Ed, Indigenous Education, Curriculum and Instruction) worked together with SAPDC to plan this Admin training event.

Instructional Services Leadership Team met this week to review the positive feedback received after the Admin session to develop a plan moving into our next school year to support our learning, our learners and our staff post-covid. Preliminarily some of the common requests/themes moving forward:- building “common language”, “restorative practices”, Kevin Cameron’s checklists, examining personal positionality, Indigenous perspective on trauma. Please contact your Administrator or Health Champ for more information on the presentations.

Alberta Education, Trauma Informed Practices- <https://www.alberta.ca/trauma-informed-practice.aspx>

“NACTATR Covid School Guide”- <https://nactatr.com/news/files/01GuideRe-Entry.pdf>

## **Instruction and Curriculum**

Schools are requested to designate one administrator to be the **MIPI Administrator** for the 2020/2021 school year. Please submit this name to Jenn **by Wednesday June 17<sup>th</sup>**. This individual will be the contact for their school and will be responsible for communicating the process with teachers. If teachers have any questions with the MIPI or issues with data, Jenn is asking that they go through their administrator first. The MIPI administrator will also be responsible for communicating with Jenn as grade levels finish and are ready for the data to be sorted.

The administration window for students to complete the MIPI has been extended by 2 weeks this year to allow for flexibility and will run from **September 7 – October 2, 2020**. The MIPI is intended to be completed **without calculators** and has been designed accordingly.

Just a reminder that MIPI stands for Math Intervention/Programming Instrument. It has been developed as a screening tool to be used to drive instruction in the classroom. As we move into the new school year, it is going to be increasingly important to have a starting point to identify gaps in student understanding. The MIPI is a great tool that teachers can use in combination with other classroom-based assessments to answer questions like: How will I know where my students are at? How many of my students have gaps in understanding essential outcomes?

Lastly, Jenn has been working with elementary schools getting them set up with Foundational Skills Interview kits- we are sure this will assist our schools with being able to get a more thorough understanding of where their new classes are at in September ! Thank you for all your work this year Jenn!!

### **ELL/Literacy/Timeline Work- Bev Smith**

The Lethbridge School Division Narrative Writing Continuum has been completed and a “train-the-trainer” session held. This developmental assessment tool will be used by elementary teachers next year to assist them in determining their students current writing development and next steps.

Year plans were developed with the facilitation of the process provided by Karen, myself, Jenn as well as 3 administrators—Dawn Walmsley, Erin Hurkett, and Sandy Scheldrup. Teachers from all parts of the city and all schools from which names were submitted, created a road map for instruction next year. This process is also underway with middle school teacher representatives in the core subject areas creating a year plan for their subjects.

## **Inclusive Education**

### **Continuum of K-12 Supports and Services 2020-21**

The new school year will bring significant changes to the support model in Lethbridge School Division schools as a result of two major funding shifts in the March budget – changes in the delivery and funding of support services, and the removal of Program Unit Funding (PUF) for children in kindergarten.

For the past six years, all therapy services (SLP, OT, PT), low-incidence services (Teachers of the deaf/hard of hearing and visually impaired, audiology, and complex communication), and Complex Case have fallen under the umbrella of South West Regional Collaborative Service Delivery (SWRCSD) with cross-ministry support and separate funding.

Moving forward, school divisions are responsible for providing **all** supports through the Specialized Learning Support (SLS) Grant. In effect, that grant now covers all existing Inclusive Education provision, in addition to the above services provided through SWRCSD **and** supports for kindergarten children with identified needs.

The division has made the decision to provide in-house SLP support and has hired all five of our current SLPs. The focus will be mainly service for children/students from Early Learning to Grade 3 and for those with complex communication needs beyond grade 3. We are still



investigating how to provide OT and PT service and are waiting for some AHS direction on the potential to contract service.

In terms of low-incidence services described above, local school divisions will continue to work together to maintain and fund the existing team. That level of expertise is difficult to find, and no single division has a need for full-time provision.

### LST Meetings for 2020-21

All meetings are from **1:00 to 3:30** in the boardroom at Education Centre, if we are back to regular operations.

Wednesday, September 16, 2020

Wednesday, November 18, 2020

Wednesday, February 3, 2021 (Request from high schools to move January meeting to facilitate semester change)

Wednesday, March 31, 2021

Wednesday, May 19, 2021

### Nutrition

**Nutrition Grant** - School Nutrition Grant proposals are due June 15. Terra will let schools know before the end of June their allotted funds that will allow nutrition programming upon re-entry to school in the fall.

**Division Fruit and Veggie program** - We will likely continue with the Division fruit and veggie program supported by the School Nutrition Grant. This is a universal approach ensuring all students in our school division have access to fruit and vegetables and promote healthy eating. The program will look similar to the last few years and may have some adjustments to support whatever learning is going to look like in the fall. (If it turns out that students continue to be exclusively learning from home - the program will be suspended until they return to the buildings in some capacity.)

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

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

**Background:**

The Board of Trustees of the Lethbridge School Division, in recognition of the valued services rendered by Superintendent L. H. Bussard, authorized the annual presentation of a medal to an upper elementary student showing exceptional creative ability.

The original medal, which was cast in copper alloy and treated with acid, was especially designed by N. C. Johnson, a former Art Coordinator for Lethbridge School Division. The swirling design sweeps the eye outward from Mr. Bussard's profile, symbolizing the spread of the Arts. On the reverse side of the original medal, unity was maintained by six swirling areas symbolic of Art, Music, Drama, with their related fields, Structural Creativity, Creative Rhythmical Movement, and Creative Writing. Each of these respective fields was bound at the centre showing their interdependence and cohesion.

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

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

**L. H. Bussard Award Winners for 2020**

Taya Leishman	Coalbanks
Ella Gao	Dr. Probe
Mateja Boh	École Agnes Davidson
Zara Orr	École Nicholas Sheran
Bella Beck	Fleetwood
Karlee Peterson	Galbraith
Madison Taverner	General Stewart
Jaxon Ririe	Lakeview
Chloe White	Lethbridge Christian
Sophia Rejman	Mike Mountain Horse
Rory Hedivan	Park Meadows
Mackayla Aragon	Senator Buchanan

**Recommendation:**

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

Respectfully submitted, Cheryl Gilmore

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**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Administration Appointments**

**Background:**

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

Michael Nightingale	Associate Superintendent	Education Centre
	Human Resources	
Keith van der Meer	Principal	Dr. Gerald Probe Elementary School
Barbi Wall	Principal	Immanuel Christian Elementary School
Sean Alaric	Principal	Lethbridge Christian School
Cameron Hall	Vice Principal	Chinook High School
Rochelle Neville	Vice Principal	Coalbanks Elementary School
Carlie Ramotowski	Vice Principal	Dr. Gerald Probe Elementary School
Jackie Fletcher	Vice Principal	Fleetwood Bawden Elementary School
Brad Dersch	Vice Principal	G. S. Lakie Middle School
Ainsley Croil	Vice Principal	Immanuel Christian Elementary School
Laura Witten	Vice Principal	Immanuel Christian Secondary School
Lois Van Roon	Vice Principal	Lethbridge Christian School
Kyle McKenzie	Vice Principal	Lethbridge Collegiate Institute
Candice McMurren	Vice Principal	Park Meadows Elementary School
Kurt Zielke	Vice Principal	Wilson Middle School

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

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

June	19	Student school year ends
	26	Teacher and Educational Assistant school year ends
August	19	School offices open to the public
	25	Teacher school year begins
	28	Welcome Back Breakfast @ Chinook
September	1	First day for students
	7	Labour Day
	22	Board Meeting 3:30 p.m., Education Centre

**MEMORANDUM**

June 23, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Parent Survey**

**Background**

A survey went out to parents on June 2, 2020 to inform planning for the three scenarios proposed as possibilities by Education Minister LaGrange. Cheryl will review the outcomes of the survey with the Board.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORADUM**

June 23, 2020

To: Board of Trustees

From: Clark Bosch, Board Chair

**Re: Alberta School Boards Association (A.S.B.A.) Spring General Meeting – June 1, 2020**

The Spring General Meeting of the A.S.B.A. was held via video conference on June 1, 2020.

Board Chair Clark Bosch will provide an oral report.

Respectfully submitted,  
Clark Bosch

**Sent:** May 26, 2020 3:13 PM

**To:** Cheryl Gilmore <Cheryl.Gilmore@lethsd.ab.ca>

**Subject:** 2019 Terry Fox School Board results

Good afternoon,

These days, good news is something to celebrate – and we hope this email will bring a smile to your face! The results from our *2019 Terry Fox School Run* are in and we are pleased to announce that **17 schools** from **Lethbridge School District No. 51** raised an incredible **\$13086.84** for cancer research. *(Please let me know if you would like to view a detailed report)*. We really can't thank you enough for your support of The Terry Fox Foundation, helping us make great strides in the fight against cancer.

In 1980, Terry Fox set out on a mission to transform his dream, to find a cure for cancer, into reality. It takes enormous strength to conquer an obstacle as big as cancer. Terry never faltered in his determination and perseverance and we are honoured to see **Lethbridge School District No. 51** bring the same strength and spirit to this fight. For 40 years, Terry Foxers have amazed us with their passion, raising over 800 million dollars for cancer research. These vital funds are accelerating precision medicine approaches and connecting field researchers in ways never thought possible under the Marathon of Hope Cancer Centres network.

As we approach the 40<sup>th</sup> anniversary of Terry's Run, in this uncertain time, we hope you will take inspiration from Terry's attitude during the Marathon of Hope – resilient, determined, hopeful. The road ahead may be unknown and unlike any that we have ever been on, but together, we will take it one step at a time – just as Terry did.

Thank you again, stay safe.

**Oscar Andrade**

School Fundraising & Event Coordinator

T 403 212 1336

16A 6120 2 Street SE (second level)

Calgary, AB T2H 2L8

[terryfox.org](http://terryfox.org) | [Facebook](#) | [Twitter](#)

*2020 marks the 40<sup>th</sup> anniversary of Terry's Marathon of Hope - How will you celebrate?*





May 27, 2020

Via email: [clark.bosch@lethsd.ab.ca](mailto:clark.bosch@lethsd.ab.ca)

Mr. Clark Bosch  
Board Chair  
Lethbridge School District No. 51  
433 - 15 Street South  
Lethbridge AB T1J 2Z5

Dear Clark,

As you are aware, the Minister has announced the creation of the Student Transportation Task Force. Through communication with the Minister's office, the Public School Boards' Association of Alberta has been invited to submit a presentation to the Task Force for their consideration.

We have assigned Brian Callaghan, an Educational Consultant, to lead this work and have instructed him to ensure that he reaches out to all Public School Boards in the province as well as to focus our submission to issues that affect Public School Boards specifically.

On behalf of the Executive Committee, I would like to invite your Board to participate in this study, as it will be important that we stand together to share our common voice on this issue. Brian will reach out to your Superintendent for permission to contact either the Secretary Treasurer and /or the Transportation Coordinator – whomever they nominate to respond to a survey being developed. We would appreciate your full support and assistance in this time sensitive endeavor, as we have a deadline of June 30<sup>th</sup> for completion.

Sincerely,

Cathy Hogg  
President

- c. Ms. Cheryl Gilmore, Superintendent, Lethbridge School District No. 51  
Executive Committee of the Public School Boards' Association of Alberta



AR110881

May 22, 2020

Dr. Cheryl Gilmore  
Superintendent  
Lethbridge School Division  
433 - 15 Street South  
Lethbridge AB T1J 2Z4

Dear Dr. Gilmore:

I am pleased to advise you of the following funding allocation for Lethbridge School Division:

- Approval of \$65,625 of planning funding to cover costs for the pre-design of the division's highest capital priority for a new elementary school in the West Lethbridge community of Garry Station. Proposed work for the new elementary school project will include:
  - site survey (hydrology, topology, and utilities);
  - school site analysis for architectural concept design;
  - preliminary conceptual engineering including accessibility analysis;
  - high-level costing, a contractor review, architectural renderings; and
  - an initial geotechnical evaluation.
- Approval of \$65,000 of planning funding for to cover costs for the pre-design of the division's second-highest capital priority, the modernization of Galbraith Elementary School. Proposed work for the school modernization project will include:
  - school site analysis including preliminary conceptual engineering;
  - existing building condition analysis (structural, electrical, mechanical and accessibility analysis) to meet the functional and code issues;
  - a hazardous material survey;
  - high-level costing, a contractor review; and
  - an initial geotechnical evaluation.

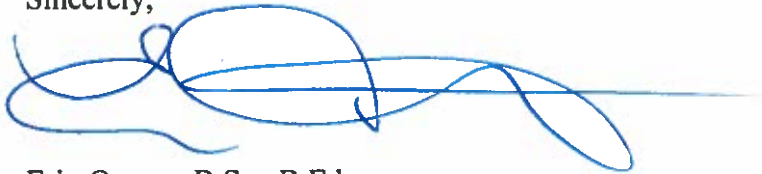
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The request for planning funds to support the value scoping at Lethbridge Collegiate Institute of the proposed STEAM/Makerspace community project does not align with the application of funds outlined in the Capital Planning Manual. According to the manual, planning funds are considered and approved for activities that support a capital priority in the jurisdiction's three year capital plan. As the proposed project is not a priority in Lethbridge School Division's most recent three year capital plan, it did not qualify for consideration.

Education staff will proceed with the initial payment of 80 per cent of the approved funds to your jurisdiction. Please note that the final payment will follow the submission of proof of project completion and payment of expenses.

Should you have any further questions, please contact Ross Newton, Capital Planning Manager, at [ross.newton@gov.ab.ca](mailto:ross.newton@gov.ab.ca) or 780-644-4583 (dial 310-0000 first for toll-free access).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Erin Owens', with a long horizontal flourish extending to the right.

Erin Owens, B.Sc., B.Ed.  
Acting Executive Director  
Capital Planning

cc: Vince Farmer, Executive Director, Learning Facilities Branch

**From:** [Cheryl Gilmore](#)  
**To:** [LeeAnne Tedder](#)  
**Subject:** FW: Joint Use and Planning Agreement Requirement Update  
**Date:** Saturday, June 13, 2020 3:05:44 PM

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Board correspondence – regular meeting

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**From:** EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>  
**Sent:** Friday, June 12, 2020 3:19 PM  
**Subject:** Joint Use and Planning Agreement Requirement Update

**To: Superintendents of Public, Separate and Francophone School Authorities  
Executive Directors of Stakeholder Associations:**  
ASBA (Alberta School Boards Association)  
ASBOA (Association of School Business Officials of Alberta)  
CASS (College of Alberta School Superintendents)  
CCSSA (Council of Catholic Superintendents of Alberta)  
FCSFA (Fédération des conseils scolaires francophones de l'Alberta)

Dear colleagues:

On June 10, 2020, the Lieutenant Governor in Council approved an order in council proclaiming the Joint Use and Planning Agreement (JUPA) sections of *Bill 25, the Red Tape Implementation Act* into force. This proclamation amends the *Municipal Government Act* and the *Education Act*.

Municipalities and school jurisdictions are now required to enter into JUPAs. Your school jurisdiction will need to have a JUPA in place with each municipality in which you operate a school. However, you can have a single JUPA with multiple municipalities, which may in turn reduce the administrative burden. JUPAs must include provisions that establish a process for discussing certain specified matters; identify how the jurisdiction and the municipality will work collaboratively; provide a process for resolving disputes; and provide a timeframe for regular review. A JUPA may contain any other provision the parties consider necessary or advisable.

Although JUPAs are now mandatory, they do not need to be complex. The legislation provides a great deal of flexibility to allow school jurisdictions and municipalities to right-size the agreement for your needs. School jurisdictions will have up to three years to implement a JUPA from the date of proclamation (June 10, 2020). If you are unable to meet the three-year deadline, you may ask the Minister of Education to extend the period. Upon approval of the request, the Minister of Municipal Affairs will be notified and can then provide an extension to the municipality. If your school jurisdiction already has a JUPA in place that satisfies the criteria outlined in this email and explained in greater detail in the legislation, no further action is required at this time.

Sincerely,

Andre Corbould  
Deputy Minister of Education

cc: Secretary-Treasurers of Public, Separate and Francophone School Authorities

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June 11, 2020

Clark Bosch  
Board Chair  
Board of Trustees  
Lethbridge School Division No. 51  
433 15 St. South  
Lethbridge. AB. T1J 2Z5

Dear Clark:

On behalf of myself and my family we would like to thank you and the board for passing the motion to name your new school Dr. Robert Plaxton Elementary School. It is an honor for a great educator and leader who made an important contribution to our community. We know that Bob himself would feel very honored to be part of this school.

We look forward to the opening of the school in 2021.

Sincerely,

A handwritten signature in cursive script that reads "Ann Louise Plaxton". The ink is dark and the signature is fluid, with a large initial 'A' and 'P'.

Ann Louise Plaxton