



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, January 26, 2021

Board Room / Microsoft Teams

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Regular Meeting of December 15, 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 Early Education Update & Changes - Isabelle Plomp

5. Action Items

- 3:50 p.m. 5.1 Policy Review:
- Policy 201.2 Mandate*
 - Policy 202.1 Trustee Code of Conduct*
 - Policy 202.1.1 Confidentiality*
 - Policy 202.1.2 Conflict of Interest*
 - Policy 203.4 Board Committees*
 - Policy 204.2 Regular Board Meetings*
 - Policy 300.1 Administration Guiding Principles*
 - Policy 300.2 Administrative Organizational Structure*
 - Policy 400.3 Whistleblower Protection*
 - Policy 401.2 Local Authority Pension Plan (LAPP)*
 - Policy 403.5 Reduction in Division Staff*
 - Policy 504.1 Managing Health Issues in Schools* Enclosure 5.1
- 5.2 Rescind Policy 207: Campaign Contributions and Campaign Expense Disclosure Enclosure 5.2
- 5.3 Appointment of Returning Officer for School Trustee Elections Enclosure 5.3
- 5.4 2021-2022 School Year Calendar Enclosure 5.4
- 5.5 First Quarter Financial Report Enclosure 5.5

4:40 p.m. **6. Division Highlights**

7. Information Items

| | | | |
|-----------|-------|----------------------------------|-------------------|
| 4:45 p.m. | 7.1 | Board Chair Report | |
| 4:50 p.m. | 7.2 | Associate Superintendent Reports | |
| | 7.2.1 | Business Affairs | Enclosure 7.2.1 |
| | | 7.2.1.1 School Trustee Election | Enclosure 7.2.1.1 |
| | 7.2.2 | Human Resources | Enclosure 7.2.2 |
| | 7.2.3 | Instructional Services | Enclosure 7.2.3 |

5:00 p.m. Public Forum

For the January 26, 2021 regular Board meeting, public forum submissions regarding proposed boundary changes will be moved to the feedback loop available to all stakeholders on the Division website. The Board has put this feedback loop in place to ensure all stakeholders have a place to provide feedback regarding this particular topic.

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| 5:05 p.m. | 7.3 | Superintendent Report | |
| | 7.3.1 | Board Priorities Report | Enclosure 7.3.1 |
| | 7.3.2 | Acknowledgments of Excellence | Enclosure 7.3.2 |
| | 7.3.3 | Donations and Support | Enclosure 7.3.3 |
| | 7.3.4 | Town Hall | Enclosure 7.3.4 |
| | 7.3.5 | Evergreening Plan for Mobile Technology | Enclosure 7.3.5 |
| | 7.3.6 | Calendar of Events | Enclosure 7.3.6 |

8. Reports

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|-----------|-----|--|---------------|
| 5:30 p.m. | 8.1 | ATA Local 41 Council – January 6, 2021 | Enclosure 8.1 |
| | 8.2 | Division School Council – January 11, 2021 | Enclosure 8.2 |
| | 8.3 | Division Wellness Committee – January 11, 2021 | Enclosure 8.3 |
| | 8.4 | Policy Advisory Committee – January 13, 2021 | Enclosure 8.4 |
| | 8.5 | A.S.B.A. Zone 6 General Meeting – January 20, 2021 | Enclosure 8.5 |

5:40 p.m. 9. Correspondence

5:40 p.m. Adjournment

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD DECEMBER 15, 2020.

IN ATTENDANCE VIA Microsoft TEAMS:

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

Administrators: Cheryl Gilmore; Mike Nightingale; Morag Asquith; Christine Lee
LeeAnne Tedder (Recorder)

The Board Meeting was live streamed via Microsoft Teams due to the gathering restrictions related to COVID-19.

The Chair called the virtual meeting to order at 3:42 p.m.

1. Approval of Agenda

Trustee Donna Hunt moved:

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

*Approval of Agenda
6605/20*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of November 24, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6606/20*

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

5.1 Technology Evergreening Plan

Jesse Sadlowski, Director of Technology and Mark DeBoer, Director of Finance spoke to the purchase of mobile computing devices and including that into the Evergreening Plan.

Trustee Lola Major moved:

“that the Board authorize the Technology Department to purchase the necessary laptops and iPads that need replacement in our schools funded through capital reserves, subject to the development of an evergreening plan in consultation with schools.”

*Technology
Evergreening Plan
6607/20*

**In Favor: Lola Major, Donna Hunt, Jan Foster, Doug James,
Christine Light, Tyler Demers**

Opposed: Clark Bosch

CARRIED

Meeting Recess at 3:54 pm
Meeting Reconvened at 4:07 pm

- | | |
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| <p>6. <u>Division Highlights</u> Doug noted schools are celebrating Christmas in COVID friendly ways. Christine Light highlighted a much needed and deserved break for students and staff.</p> <p>7. <u>Information Items</u> 7.1 <u>Board Chair Report</u> 7.1.1 Board Donations in lieu of Christmas treats.</p> <p>7.2 <u>Associate Superintendent Reports</u> 7.2.1 <u>Business Affairs</u> Associate Superintendent Christine Lee provided a written Business Affairs report.</p> <p>7.2.2 <u>Human Resources</u> Associate Superintendent Mike Nightingale provided a written Human Resources report.</p> <p>7.2.3 <u>Instructional Services</u> Associate Superintendent Morag Asquith provided a written Instructional Services report.</p> <p>8.3 <u>Superintendent Reports</u> 8.3.1 <u>Board Priorities Report</u> Board Priorities were included in the agenda.</p> <p>8.3.2 <u>Acknowledgements of Excellence</u> Three schools shared highlights in the agenda.</p> <p>8.3.3 <u>Donations and Support</u> Lethbridge Toyota made a donation to the LCI Automotives program.</p> <p>8.3.4 <u>Calendar of Events</u> The Calendar of Events was included in the agenda.</p> <p>8. <u>Reports</u> 8.1 <u>Community Engagement Committee</u> Trustee Jan Foster provided a written report from the Community Engagement Committee meeting held December 3,</p> | <p><i>Division Highlights</i></p> <p><i>Information Items</i></p> <p><i>Board Donations</i></p> <p><i>Associate Superintendent Reports</i> <i>Business Affairs</i></p> <p><i>Human Resources</i></p> <p><i>Instructional Services</i></p> <p><i>Superintendent Report</i> <i>Board Priorities</i></p> <p><i>Acknowledgements of Excellence</i></p> <p><i>Donations and Support</i></p> <p><i>Calendar of Events</i></p> <p><i>Reports</i> <i>Community Engagement Committee</i></p> |
|--|---|

2020.

8.2 Division School Council

Division School Council

Trustee Doug James provided an oral report from the Division School Council meeting held December 7, 2020.

8.3 Poverty Intervention Committee

*Poverty Intervention
Committee*

Board Chair Christine Light provided a written report from the Poverty Intervention Committee meeting held December 9, 2020.

9. Correspondence - none

Correspondence

The meeting adjourned at 4:30 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

January 26, 2021

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> |
|-----------------|---|---------------|
| 201.2 | Mandate | Amended |
| 202.1 | Trustee Code of Conduct | Amended |
| 202.1.1 | Confidentiality | Amended |
| 202.1.2 | Conflict of Interest | Amended |
| 203.4 | Board Committees | Amended |
| 204.2 | Regular Board Meetings | Amended |
| 300.1 | Administration Guiding Principles | Amended |
| 300.2 | Administrative Organizational Structure | Amended |
| 400.3 | Whistleblower Protection | Amended |
| 401.2 | Local Authority Pension Plan (LAPP) | Amended |
| 403.5 | Reduction in Division Staff | Amended |
| 504.1 | Managing Health Issues in Schools | Amended |

Respectfully submitted,
Cheryl Gilmore

201.2 Mandate

Policy

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

Regulations

1. The policy statements of the Board shall be compiled into a District Policy Handbook.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures, as well as the delegation of authority as provided for in Section ~~67~~64 of the School Act.

References

~~Alberta School~~Alberta Education Act: Section ~~33, 53, 64, 67~~60

Approved: December 9, 1998

Amended: January 12, 2010

Amended: February 28, 2017

202.1 Trustee Code of Conduct

Policy

Trustees shall conduct themselves in an ethical and prudent manner. This includes the proper use of authority and appropriate decorum in group and individual behaviour. Trustees shall behave and communicate in a manner that reflects respect for the dignity and worth of all individuals and maintains the integrity of the Board.

The Board can best fulfill its leadership function in governing the Division~~District~~ by operating as a cohesive, connected team.

The Board hereby adopts the attached Code of Conduct (see Appendix 202.1.A Trustee Code of Conduct).

Regulations

1. Trustees whose behaviour is inconsistent with the Code of Conduct may be subject to disciplinary action by the Board.
 - 1.1. A Trustee wishing to raise an objection to the behaviour of a Trustee may do so on a point of order.
 - 1.2. The Board may, by resolution, censure a Trustee providing that all Trustees, excepting the Trustee named in the resolution, vote in favour of the resolution.

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

References

Alberta Education~~Alberta School~~ Act: Sections 33(k), 34 (c), 6760(3)(d), 82, 83

Other: Role of the Trustee – ASBA Handbook,
Robert's Rules of Order

Approved: March 13, 2001
Amended: January 12, 2010
Amended: November 27, 2018

202.1.1 Confidentiality

Policy

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

The Board expects that trustees will maintain confidentiality in perpetuity.

Regulations

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

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

References

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

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

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

202.1.2 Conflict of Interest

Policy

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

Definitions

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

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

The School Act further states that “the pecuniary interests

- of the spouse or adult interdependent partner, children, or parents of a person, or
- of the parents of the spouse of a person

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

Regulations

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

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

References

~~Alberta Education, Alberta School Act:~~ Sections ~~67, 85~~80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91
~~District~~Division Policies: 202.1 Trustee Code of Conduct, 400.2.1 Employee Conflict of Interest
Other: Freedom of Information and Protection of Privacy Act

203.4 Board Committees

Policy

The Board has the authority, under the School Act, to establish committees and to participate in joint committees established through agreement with other persons or organizations. The committees serve two major functions:

- Advisory: to provide information and/or advice
- Operational: to carry out specific duties and/or responsibilities

The function of each committee and the extent of its authority will be clearly defined through written Terms of Reference that are approved annually by the Board.

The Board expects that all committees shall carry out their responsibilities in a manner which is consistent with the goals, objectives, and principles of the DistrictDivision.

Regulations

1. Committees of the Board shall be of three types:
 - 1.1. A standing committee is an ongoing committee of the Board and shall continue in force until terminated by Board motion.
 - 1.2. A special (ad hoc) committee is a short-term committee of the Board which is limited in purpose and shall have a clearly defined life span.
 - 1.3. A sub-committee is a work unit that reports to a standing committee.
2. All Board committees shall be chaired by a Trustee.
3. Committees of the Board shall be established by Board motion.
 - 3.1. The motion shall specify the terms of reference to include:
 - 3.1.1. the name and type of the committee,
 - 3.1.2. the mandate of the committee,
 - 3.1.3. the membership of the committee,
 - 3.1.4. the term of the committee (if ad hoc),
 - 3.1.5. the required resource (financial and/or staffed), honorarium and subsistence (if any) to be paid to members of the committee,
 - 3.1.6. the annual objectives of the committee, and
 - 3.1.7. the reporting, review and evaluation dates and processes for the committee.

203.4402.2

Board Committees, cont'd

4. Board committee budgets shall be included in the Governance and Administration section of the ~~District~~Division budget.
5. Joint Committees shall be established through written agreement pursuant to Policy 203.6 Joint Committees.
6. Appointments to committees shall be by Board motion.
 - 6.1. Appointments shall normally be made at the Organizational Meeting.
 - 6.2. Trustees shall be asked to volunteer for committees upon which they wish to serve.
 - 6.3. Responsibility for polling Trustees as to committee preferences shall rest with the Vice Chair.
 - 6.4. In the absence of a Vice Chair, the Secretary-Treasurer/Associate Superintendent Business Affairs shall be responsible for polling Trustees.
 - 6.5. Persons appointed to committees by the Board shall serve at the pleasure of the Board.
7. Each committee of the Board shall be responsible for determining its meeting procedures.
8. The Chair of the Board shall be a non-voting ex-officio member of all committees of the Board.
9. Committee meetings shall not be public meetings.
 - 9.1. A committee may agree to meet in public session or hold a public meeting.
 - 9.2. Trustees, except where excluded by motion of the Board, may attend all meetings of committees of the Board.
10. A report shall be prepared for all committee meetings.
 - 10.1. A copy of the report for each committee meeting shall be filed with the Secretary-Treasurer/Associate Superintendent Business Affairs.

The Board delegates to the Chair of the Board the authority to develop the procedures necessary to implement this policy

References

~~Alberta Education~~Alberta School Act: Sections ~~60, 61, 62, 63, 64, 65, 66,~~ 67, 68, 69, 70, 71, 72, 73, 74,
75
DistrictDivision Policies: 203.4.1 Standing Committees, 203.5 Special (Ad Hoc) Committees, 203.6 Joint Committees, 203.6.3 Board Representatives



204.2 Regular Board Meetings

Policy

The ~~Education~~School Act permits the Board to hold as many Regular Meetings as it considers necessary to deal adequately with its business. It also requires that the date, time, and places of these meetings be made public. The Board directs that Regular Meetings be scheduled and convened in accordance with the following regulations.

Regulations

1. Regular Meetings shall be held according to a schedule approved annually by the Board.
2. The schedule of Regular Meetings shall be
 - 2.1. provided to all school principals, the chair of each School Council, local media outlets, members of the public upon request, and
 - 2.2. posted on the Division website.
3. Regular Meetings shall be open to the public and shall normally be held
 - 3.1. once each month, with the exception of July and August when there will be no Regular Meeting,
 - 3.2. on Tuesday afternoons, and
 - 3.3. beginning at 3:30 PM.
4. Board Meetings may, if required by health or environmental circumstances, be made accessible to the public virtually with access posted on the Division website.
5. A trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
6. The Chair of the Board may cause to be excluded from a meeting any person who, in the opinion of the Chair is guilty of improper conduct of the meeting.
- 4.7. The Board may, by resolution, decide to hold a portion of a Regular Meeting "in camera".
- 5.8. A Public Forum shall be scheduled for 5:00~~4:30~~ PM for the

purpose of allowing individuals to address the Board ~~4-~~ unannounced.-

~~5.4.8.1.~~ Each individual shall be required to identify himself/herself.

~~5.2.8.2.~~ Comments, including virtual submissions, shall be limited to a maximum of five (5) minutes and subject to the authority of the Chair.

~~8.3.~~ Trustees shall be permitted to ask questions of clarification.

~~5.3.8.4.~~ The Board shall provide a response to public forum presentations and ensure the response is included in the agenda of the following Board meeting.

~~6.9.~~ Delegations and pP Presentations to the Board shall be allowed.

~~6.1.~~ Delegations and presentations shall normally be limited to a maximum of fifteen (15) minutes.

~~9.1.~~ The request for a presentation must be made at least 14 days in advance of the date of the meeting.

~~7.10.~~ Minutes of the prescribed form shall be kept for all Regular Meetings of the Board.

~~8.11.~~ Board Highlights for each Regular Meeting shall be prepared and circulated to School Council Chairs, trustees, and all Division employees, as well as posted on the website. ~~for each Regular Meeting.~~

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

References

Alberta Regulation: Section 2

Alberta School Education Act: Sections 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74

Division Policies: 204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Board Meetings, 204.10 Board Meeting Agendas, 204.9 Board Meeting Procedures, 204.12 Board Meeting Minutes

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300.1 Administration Guiding Principles

Policy

The Board may, under the School Act, appoint any person or designate a teacher to an administrative, supervisory or consultative position. The School Act further provides that the Board may employ other non-teaching employees that the Board considers necessary for its operation.

The Board expects that those charged with formal leadership responsibilities will:

- Consult with others in setting expectations, ~~goals~~vision, targets and plans to meet the Board's mission and ~~goals~~vision; Work with others to facilitate continuous improvement of performance of students and staff;
- Ensure decision making is an ongoing collaborative process which facilitates involvement of those most affected by or responsible for the decision;
- Utilize teamwork, consultation and guidance strategies in supporting others to meet the goals of the ~~Division~~District;
- Hold accountable those who have decision making responsibilities;
- Evaluate personnel and program performance in order to assess the degree and quality of ~~goal~~-vision attainment and to plan for performance growth;
- Embrace change and personal growth as vehicles for enhancing student learning, professional performance, leadership and system improvement;
- Promote socially responsible and respectful behavior among students and staff.

Regulations

1. Decisions made by ~~Division~~District administrators, in the course of their duties, shall be consistent with ~~Division~~District policy, the School Act and other applicable provincial and federal statutes and regulations.

- 1.1 In the absence of policy, administrative decisions shall be consistent with Board philosophy and principles.

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

References

Alberta ~~Education~~School Act: Sections ~~196, 197~~20, ~~96, 113, 116, 117~~
Other Statutes: Alberta Human Rights, Citizenship and Multiculturalism Act
~~District~~Division Policies: 201.2 Mandate, 401.1 Staff Hiring, 500.1 Rights and Responsibilities, 600.1 Guiding Principles, 600.2 School-Based Decision Making, 1002.4 School Councils, 1003.1 Channels of Communication
Other: ~~Lethbridge School District No. 51— Site Based Decision Making Handbook, Lethbridge School—Division~~District No. 51— Current Three Year Education Plan, ~~Alberta Learning— School Based Decision Making Resource Guide—1997, Alberta Learning Policy Regulations and Forms Manual, Policy 1.8.2, Policy 1.8.3~~

*formatting will be updated



300.2 Administrative Organizational Structure

Policy

The Board expects that ~~District~~Division-staff will function within an organizational structure that is designed to deliver the most effective educational programs and services to students. The Board further expects that individuals will utilize the channels of communication consistent with the organizational structure to address concerns, and that administrative personnel will facilitate access to the appropriate level or person within the organization.

Regulations

1. Subject to ~~District~~Division policy, the Superintendent is responsible to design the organizational structure for the conduct of ~~District~~Division affairs.

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

References

Alberta School Act: Sections ~~96, 113, 116, 117~~33, 53, 55

~~District~~Division Policies: 303.1 Administrative Appointments, 401.1 Staff Hiring, 600.2 School-Based Decision Making, 1003.1 Channels of Communication

Other: ~~Lethbridge School District No. 51 – Site Based Decision Making Handbook, Lethbridge School District~~Division No. 54 – Current Three Year Education Plan, ~~Alberta Education – School~~

~~Based Decision Making Resource Guide – 1997, Alberta Education Policy Regulations and Forms Manual Policy 1.8.2, ATA Code of Conduct?~~

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400.3 Whistleblower Protection

Policy

A just workplace culture is fundamental to the success of school divisions in Alberta. To ensure the Lethbridge School Division maintains high standards of legal, ethical and fiscal behavior, the Division endorses a culture where employees and management work collaboratively to detect and remedy wrongdoing, and employees who come forward to report wrongdoing are protected and valued.

The Board believes in promoting a culture that supports employees who come forward to report wrongdoing. The Board expects employees to comply with the Division Code of Conduct when making good faith reports of any wrongdoing. Employees making such reports shall do so without fear of reprisal.

The Public Interest Disclosure (Whistleblower Protection) Act facilitates the disclosure and investigation of “wrongdoing”. The Act specifically defines the types of wrongdoing that may be reported and investigated:

- (i) A contravention of an Act, a regulation made pursuant to an Act, an Act of Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada.
- (ii) An act or omission that creates:
 - a. A substantial and specific danger to the life, health, or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee, or
 - b. A substantial and specific danger to the environment.
- (iii) Gross mismanagement, including an act or omission that is deliberate and that shows a reckless or willful disregard for the proper management of:
 - a. Public funds or a public asset,
 - b. The delivery of a public service, including the management or performance of:
 - A contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract, and
 - The duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment,
 - c. Employees, by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment, or intimidation.

- iv. Knowingly directing or counselling an individual to commit a wrongdoing mentioned above.

Regulations

1. Employees considering making a disclosure may seek advice from:
 - 1.1. their own supervisor;
 - 1.2. to the Division's Designated Officer namely the Coordinator of Learning;
~~1.2. Email: whistleblower@lethsd.ab.ca.~~
 - 1.3. in the case of a complaint against the Coordinator of Learning, to the Chief Officer namely the Superintendent;
 - 1.4. in the case of a complaint against the Superintendent, to the Board Chair; or
 - 1.5. directly to the Public Interest Commissioner:
Email: info@pic.alberta.ca
Phone: 1-855-641-8659
www.yourvoiceprotected.ca
2. Employees who want to report wrongdoing may do so by contacting the Coordinator of Learning:
~~2. Email: whistleblower@lethsd.ab.ca.-~~
2. Employees should clearly indicate they are making a disclosure under the Act.
3. Employees who believe wrongdoing is occurring with the Division are protected from any type of adverse employment action when they report the wrongdoing to either their Designated Officer, or to the Public Interest Commissioner. Employees have a responsibility to report wrongdoing in good faith, to cooperate during an investigation, and to provide any information to the Designated Officer or Public Interest-Commissioner may require.
4. The Division supports employees who come forward in good faith to report wrongdoing. Reprisals taken against employees will not be tolerated. A reprisal is an offence under the Act. Employees considering making a disclosure anonymously should seek advice about doing so from the Designated Officer or the Public Interest Commissioner.
5. Anonymous disclosures may not be acted on if there is inadequate particulars provided about the alleged wrongdoing and would therefore not permit the conduct of a fair and effective investigation. Employees who believe they have been the target of a reprisal may make a complaint of reprisal directly to the Public Interest Commissioner.
6. Where a disclosure of wrongdoing does not meet the jurisdiction of the Act, the Designated Officer must notify the employee who made the disclosure. The Designated Officer may refer the employee to a more appropriate process.
- 6-7. The Chief Officer will prepare a report annually as required by the Act.

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The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and [procedures, as well as the delegation of authority as provided for in Section 67 of the Education Act.](#)

References

[Alberta Education Act: Section 67](#)

[Legal reference: Public Interest Disclosure \(Whistleblower Protection\) Act \(PIDA\) Division](#)

[Division Policies: Policy 400.1 – Welcoming, Caring, Respectful, & Safe Work Environments](#)

[Appendix 400.1 – Employee Code of Conduct](#)

[Other: ATA Code of Conduct](#)

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References

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| Education Act: | Section 67 |
| Legal reference: | Public Interest Disclosure (Whistleblower Protection) Act (PIDA) Division |
| Division Policies: | Policy 400.1 – Welcoming, Caring, Respectful, & Safe Work Environments Appendix 400.1 – Employee Code of Conduct |
| Other: | ATA Code of Conduct |



Approved: May 12, 2009
Amended: February 8, 2011
Amended: February 24, 2015
Amended: June 26, 2018

401.2 Local Authority Pension Plan (LAPP)

Policy

The Board shall meet the requirements of the Local Authorities Pension Plan (LAPP) Act and its Regulations.

Regulations

1. Eligible employees are those employees not covered under the Alberta Teachers' Retirement Fund (ATRF).
- ~~2. The LAPP is applicable to all eligible employees. Participation in the Plan shall be in accordance with the LAPP Act and its Regulations. Remuneration to be included as pensionable earnings. The LAPP is applicable to all eligible employees. Participation in the Plan shall be in accordance with the LAPP Act and its Regulations.~~
- ~~3.2.~~ Participation in LAPP is mandatory for employees working thirty (30) hours, or more, per week.
- ~~4.3.~~ Participation in LAPP will be optional for employees who work less than thirty (30) hours per week but not less than fifteen (15) hours per week.
- ~~5.4.~~ Employees who work less than fifteen (15) hours per week are non-participating and ineligible for LAPP.
- ~~6.5.~~ Once employees have been enrolled, they remain members until they leave employment. A temporary drop in hours would not allow for the re-determination of an employee's membership, unless they move to non-participating.
- ~~7.6.~~ A probationary period of one calendar year of service will be required before eligible employees may join LAPP.
- ~~8.7.~~ Proven service with another local authority will count toward completing the probationary period if any break in employment between the former and the current employer is less than one working day.

References

Other: Local Authorities Pension Plan Act and Regulations



403.5 Reduction In Division Staff

Policy

When a reduction in Division staff is deemed necessary, it shall be done in accordance with the Education School Act, applicable provincial and federal statutes and within the provisions of collective agreements or employment contracts.

Regulations

1. Where this policy and regulations and the provisions of the collective agreement or employment contract differ, the terms of the collective agreement or employment contract shall take precedence.
2. The principal/supervisor of the school/site is responsible for declaring an employee surplus within the school or site.
3. If a staff transfer is required from a school/site to another assignment within the Division, refer to the Education Act and Policy 402.2 Employee Transfers.

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Teachers:

4. Any provisions of this policy shall apply to those teachers on continuing contracts only. Teachers who hold a continuing contract while on short-term leave from a school shall have the same rights to placement as those presently assigned to a school.
5. Should a reduction in the number of Division teaching staff be warranted, the Division shall endeavour first to effect such reduction through voluntary attrition.
6. If voluntary attrition does not result in sufficient reduction, the Division shall endeavour to effect necessary reduction in a specific school through the transfer of teaching staff. In each such case, the teacher being considered for transfer must be qualified and/or experienced to teach the program, grade level, or other assignment to which he/she is transferred. Transfer will be made pursuant to the School Act.
7. If reduction cannot be fully achieved through voluntary attrition and transfer to other assignments, the Board shall effect reduction through termination of contracts of employment.
8. The following criteria shall be utilized in determining which contracts of employment shall be terminated:
 1. Appropriateness of academic background and relative experience qualifications and subsequent the application of such qualifications to the needs of the Division and programs of the

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7.1. Division; and

7.2. Employees' accumulated time experience under contract with the Division.

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403.5 Reduction in Division Staff...

8. In the case of teaching staff reductions, the Board delegates to the Superintendent responsibility for applying these criteria ~~and for recommending to the Board these contracts of employment to be terminated.~~
9. Upon the decision ~~of the Board~~ to terminate a contract of employment, the Superintendent shall inform the teacher, in writing, of the decision to terminate the contract of employment, the reason for doing so, and ~~their his/her~~ right to an appeal to a Board of Reference under the provisions of the Education School Act.
10. Should the Division decide to eliminate a designated position, the incumbent shall have his or her designation terminated according to the Education Act, without having ~~their his/her~~ contract of employment terminated. The employee shall then be considered for another position on the same basis as any other member of staff, in accordance with the appropriate collective agreement.
 - ~~10.1. An individual receiving an allowance for an administrative position may be placed in another administrative position having a lesser allowance.~~
 - ~~10.1.1. In the event that the Division transfers an employee receiving an administrative allowance to a position for which the administrative allowance is a lesser amount than he or she is receiving, the employee will continue to receive the allowance in effect on the date of notice of transfer until such time as that amount equals the allowance in effect for the position to which he or she has been transferred, or for three (3) years, whichever period of time is less.~~
 - ~~10.1.2. If the employee does not receive a transfer to another designated position, the employee's total salary shall be "frozen" at the level received for the previous administrative position. This means the individual shall maintain the salary for the previous administrative position until:~~
 - ~~10.1.2.1. subsequent collective agreements provide a total sum equal to, or in excess of, the frozen salary, or~~
 - ~~10.1.2.2. the end of the term of the current administrative appointment, or~~
 - ~~10.1.2.3. the individual requests and receives an assignment in a new location, whichever comes first.~~



403.5 Reduction in Division Staff...

Support Staff:

11. Any provisions of this policy shall apply to those employees on continuing contracts only. Employees on leave of absence from the school have the same rights to placement as those presently assigned to the school.
12. In the case of support staff reductions, the Board delegates to the Superintendent or designate the responsibility for applying the criteria outlined in the appropriate collective agreement.

Non-Union Staff:

13. In the case of non-union employee reductions, the Board delegates to the Superintendent or designate the responsibility for dealing with staff reductions in accordance with the individual contracts.

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

References

| | |
|------------------------------|---|
| Alberta <u>Education</u> | <u>52, 205, 214, 214.1, 215, 219, 404, 406, 407, 409, 410</u> |
| School Act: Other | Alberta Labour Relations Code, Employment |
| Statutes: | Standards Code |
| | 303.1 Administrative Appointments , 401.1 Staff |
| Division Policies: | Hiring, 402.2 Employee Transfers, 401.3 Non-Union |
| | Employees, 404.3.1 Leaves of Absence |
| Other: | Employee Collective Agreements |

504.1 Managing Health Issues in Schools

Policy

Principals and/or Division administration shall provide for the effective management of situations in which students or employees have identified health conditions.

Regulations

1. A Division manual for the management of identified health issues in schools shall be developed and maintained in conjunction with input from Alberta Health Services.
2. This manual shall be considered the primary procedural document for this policy.
3. The manual shall include procedures that deal with but are not limited to the following:
 - 3.1. Reportable communicable diseases
 - 3.2. Public health testing and vaccination programs in schools
 - 3.3. Head lice
 - 3.4. Administration of medication and/or personal care of students
 - 3.5. Anaphylaxis
 - 3.6. Diabetes
 - 3.7. Epilepsy
 - 3.8. Asthma
 - ~~3.9.~~ Blood-borne diseases
 - ~~3.9.~~3.10. Concussion
4. The manual shall be reviewed and updated annually by the Associate Superintendent Instructional Services.
5. The manual shall be available to all staff.

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

References

| | |
|--------------------|---|
| Other Statutes: | Alberta Public Health Act Occupational Health and Safety Act |
| Division Policies: | 500.1 Rights and Responsibilities |

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Rescind Policy 207: Campaign Contributions and Campaign Expense Disclosure

Background

Recent changes to the *Local Authorities Election Act* now do not allow for the flexibility for School Divisions to establish their own rules around Campaign Contributions and Campaign Expense Disclosure. All municipalities and school divisions must now follow the rules established under legislation in the *Local Authorities Election Act*.

Due to the change ***Policy 207: Campaign Contributions and Campaign Expense Disclosure*** must be rescinded. The policy is attached for reference.

Recommendation

That ***Policy 207: Campaign Contributions and Campaign Expense Disclosure*** be rescinded.

Respectfully submitted,
Christine Lee

207 Campaign Contributions and Campaign Expense Disclosure

Policy

All Board of Trustee campaign contributions and campaign expenses shall be documented in a manner that maintains openness and accountability to members of the public.

Regulations

Election Statements

1. Each candidate is responsible to keep:
 - 1.1. proper records of all campaign contributions and campaign expenses incurred during the campaign period; and
 - 1.2. a record of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor.
2. On or before the last working day in December in the election year that the candidate ran for office, (or the 90th day following a by-election) each candidate must disclose to the public, by filing with the Associate Superintendent Business Affairs:
 - 2.1. a statutory declaration as required by Schedule "A" stating their campaign contributions and expenses;
 - 2.2. an itemized list of campaign contributions as required by Schedule "B"; and
 - 2.3. an itemized list of campaign expenses as required by Schedule "C".
3. On or before December 1st in the election year that the candidate ran for office (Or the 60th day following a by-election) all anonymous contributions received by the candidate which individually exceeds the amount or value of \$500.00:
 - 3.1. must be returned by the candidate to the contributor if the contributor's identity can be established; or
 - 3.2. if the contributor's identity cannot be established, the candidate must deposit all such contributions with the Associate Superintendent Business Affairs for deposit with a registered Canadian charitable organization(s) of the candidate's choice as defined in the Income Tax Act (Canada).

207 Campaign Contributions and Campaign Expense Disclosure, cont'd

Surplus Contributions

4. Any surplus identified in the Statutory Declaration (Schedule "A") must be deposited with the Associate Superintendent Business Affairs for deposit with a registered Canadian charitable organization(s) of the candidate's choice as defined in the Income Tax Act (Canada) on or before the last working day in December in the election year that the candidate ran for office, (or the 90th day following a by-election).

Associate Superintendent Business Affairs Duties

5. The Associate Superintendent Business Affairs must keep a register of all statements.

Penalties

6. Any candidate who contravenes a provision of this policy must forfeit and pay a penalty which shall belong to Lethbridge School Division. The penalties are as follows:
 - 6.1. Filing an incomplete or inaccurate statement: \$500.00 fine
 - 6.2. Failing to file a statement: \$500.00 fine



SCHEDULE "A"

**STATUTORY DECLARATION OF CANDIDATES FOR TRUSTEE WITH
LETHBRIDGE SCHOOL DIVISION**

I, _____
(name)

of _____
(address)

In the Province of Alberta, do solemnly declare:

1. That I was a candidate for the position of Trustee for Lethbridge School Division, in the election held on the _____ day of _____, _____
2. That the following is a true account of all the campaign expenses and campaign contributions incurred by me or by my agent on my behalf in respect of the aforesaid election:
 - a) Campaign Contributions Received: \$ _____
 - b) Campaign Expenses Incurred: \$ _____
 - c) Total Surplus (Deficit): \$ _____

All as shown on the attached Schedules "B" and "C".

3. That I have no reason to believe that any monies other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.
4. That I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at _____)
in the Province of Alberta)
This _____ day of _____) _____
Signature of Candidate)
)

(To be declared before a Justice of the Peace,
Notary Public, or a Commissioner of Oaths in
and for the Province of Alberta)

The personal information required on this form is being collected under Policy 207. The information will only be used to fulfill the requirements of Policy 207 Campaign Contributions and Campaign Expense Disclosure. If you have any questions about the use of this form, contact the Associate Superintendent Business Affairs, 433 – 15th Street South, Lethbridge, Alberta, T1J 2Z5.

Schedule “B”

LISTING OF CUMULATIVE CAMPAIGN CONTRIBUTIONS FROM CONTRIBUTORS EQUAL TO OR GREATER THAN \$500.00 (INCLUDING ANONYMOUS CONTRIBUTIONS)

I have accepted campaign contributions equal to or greater than \$500.00 towards my campaign expenses from the following contributors and in the following cumulative amounts:
(use additional copies of this page if required)

| CONTRIBUTOR | AMOUNT |
|--|--------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| SUB TOTAL | |
| VALUE OF CONTRIBUTIONS (the identity of the Donor not being required to be disclosed, i.e., less than \$500) | |
| | |
| TOTAL CONTRIBUTIONS RECEIVED | |

I declare the above statement is a true account of all the campaign contributions received by me or my agent on my behalf.

(Signature of Candidate)



Schedule “C”

LISTING OF CAMPAIGN EXPENSES EQUAL TO OR GREATER THAN \$250.00

I have expended campaign funds equal to or greater than \$250.00 in the following amounts:
(use additional copies of this page if required)

| PAYEE | AMOUNT |
|---|--------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| SUB TOTAL | |
| VALUE OF EXPENSES (the identity of the Vendor not being required to be disclosed, i.e., less than \$250.00) | |
| | |
| TOTAL CAMPAIGN EXPENSES | |

I declare the above statement is a true account of all the campaign funds expended by me or my agent on my behalf.

(Signature of Candidate)

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Appointment of Returning Officer for School Trustee Elections

Background

Lethbridge School Division has an agreement with the City of Lethbridge to hold joint municipal and School Board Trustee Elections.

As per that agreement Lethbridge School Division must appoint by resolution a Returning Officer and a Substitute Returning Officer for the School Board Trustee Elections.

As the City of Lethbridge is conducting the election on behalf of the Division, it is recommended that the City's Returning Officer be appointed, and that authority is granted to the Returning Officer to appoint a Substitute Returning Officer.

Recommendation

That the Returning Officer for the purposes of the School Board Trustee Elections to be held on October 18, 2021 be the City of Lethbridge's Returning Officer, Bonnie Hilford and furthermore that Lethbridge School Division delegates the authority to the Returning Officer the ability to appoint a Substitute Returning Officer.

Respectfully submitted,
Christine Lee

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: 2021-2022 School Year Calendar

Background

The draft 2021-2022 school year calendar is included in the agenda for review by the Board of Trustees.

Recommendation

It is recommended that the Board review and approve the 2021-2022 school year calendar as presented or with revisions.

Respectfully submitted,
Cheryl Gilmore

Lethbridge School Division
2021-2022 DRAFT School Year Calendar

| | | | | | | | | | | | | | | | | | |
|--|----|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|--|---|
| | | July | | | | | | | August | | | | | | | | |
| | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| Jul 1 Canada Day | | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | TBD - Welcome Back Event Aug 2 Heritage Day Aug 24 First day for teachers Aug 31 First day for students | |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | 6 | | | |
| | | | | | | | | | | | | | | | | | |
| | | September | | | | | | | October | | | | | | | | |
| | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| Sep 6 Labour Day | | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | Oct 11 Thanksgiving Oct 11-15 No School for students Oct 12 Division-wide PL Morning Oct 12 PL Afternoon Oct 13 Professional Learning Day Oct 14 PL / PTI Oct 15 Parent Teacher Interviews | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | |
| | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | 21 | 31 | | | | | | 20 | | | |
| | | November | | | | | | | December | | | | | | | | |
| | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| Nov 11-12 No school for students Nov 11 Remembrance Day Nov 12 Non-Operational Day | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | Dec 20 – Jan 4 Christmas Break | |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | |
| | 28 | 29 | 30 | | | | 20 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
| | | | | | | | | | | | | | | | 13 | | |
| | | January | | | | | | | February | | | | | | | | |
| | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| Jan 3 in lieu of New Year's Day Jan 4 Classes resume Jan 27 Middle School PTI (evening) Jan 28 Semester 1 ends Jan 28 No School for students Jan 31 Semester 2 begins | | | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | Feb 21 Family Day Feb 22-23 No School for students Feb 24-25 Teachers' Convention |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 17 | | |
| | 30 | 31 | | | | | 20 | | | | | | | | | | |
| | | March | | | | | | | April | | | | | | | | |
| | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| Mar 17 No school for Elem in p.m. Mar 16-17 Kindergarten PTIs Mar 18 No school for students Mar 18 Professional Learning Day | | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | Apr 15-22 Spring Break Apr 25 No school for students Apr 25 Division-wide PL Day | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | |
| | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | 23 | | | | | | | | 15 | | |
| | | May | | | | | | | June | | | | | | | | |
| | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| May 23 Victoria Day May 24 No school for students May 24 Professional Learning Day | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | Jun 28 last day for students Jun 29 Last day for teachers | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | |
| | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | | | |
| | | | | | | | 21 | | | | | | | | 21 | | |

| Student Days | Elem | MS | HS | Teacher Days | |
|--------------|------|-----|-----|--------------|-----|
| Sem 1 | 89 | 89 | 89 | Sem 1 | 99 |
| Sem 2 | 92 | 92 | 92 | Sem 2 | 98 |
| Total | 181 | 181 | 181 | Total | 197 |

| | | | |
|--|--------------------------------------|--|---|
| | School year starts/ends for teachers | | Professional Learning (PL) / Parent Teacher Interviews (PTI) – no school for students |
| | Statutory holidays | | No School |
| | School year starts/ends for students | | Division-wide Professional Learning Morning/Day |
| | Teachers' Convention | | |

Approved by the Board of Trustees on _____

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

Re: First Quarter Financial Report

Background

The 2020-2021 First 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 receive the 2020-2021 First Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School Division

First Quarter Report

November 30th

2020

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2020 to November 30, 2020. *This financial information contained herein has not been audited.*

**Report to the
Board of Trustees**
January 26th, 2021



*Lethbridge School Division
433 – 15th Street South
Lethbridge, AB T1J 2Z4
Phone: 403-380-5300
www.lethsd.ab.ca*



Lethbridge School Division
Management Discussion and Analysis Report
September 1, 2020 to November 30th, 2020

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Lethbridge School Division

Management Discussion and Analysis Report First Quarter Report

Executive Summary

Lethbridge School Division has a total budget of \$131.4 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

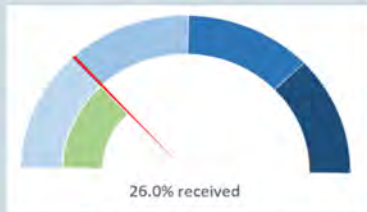
The School Division was established in 1886 and has proudly served our community for over 130 years. Lethbridge School Division serves over 11,249 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-three (23) schools and four (4) institutional programs.

The Division has experienced overall enrolment reduction in 2020-2021 of 504 students (4.29 %) over 2019-2020 enrollment with the effects of the COVID-19 pandemic.

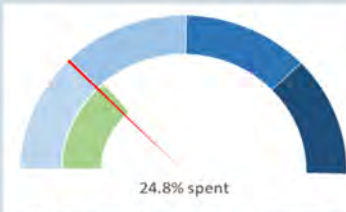
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2020 until November 30th, 2020 to provide fiscal accountability within the established guidelines.



University of Lethbridge Wind Orchestra members virtually mentor
students in band at Gilbert Paterson Middle School



Total Revenues



Total Expenditures

Overview:

The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 1st quarter of the year (up to November 30, 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 2020/2021 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

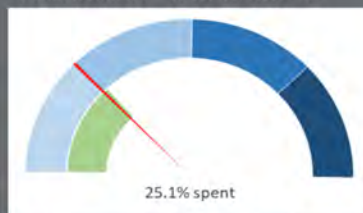
Instruction - Pre K



Budget: \$ 2,623,041
Forecast: \$ 763,170
Year-to-date: \$ 666,066 (25.4%)



Instruction - K to Grade 12



Budget: \$ 101,222,813
Forecast: \$ 26,694,132
Year-to-date: \$ 25,398,807 (25.1%)



Operation & Maintenance



Budget: \$ 19,617,438
Forecast: \$ 5,756,221
Year-to-date: \$ 4,650,894 (23.7%)



Transportation



Budget: \$ 2,710,797
Forecast: \$ 677,699
Year-to-date: \$ 578,536 (21.3%)



System Administration



Budget: \$ 4,221,194
Forecast: \$ 1,268,355
Year-to-date: \$ 1,126,406 (26.7%)



External Services (International Program)



Budget: \$ 300,000
Forecast: \$ 84,375
Year-to-date: \$ 38,659 (12.9%)



Salaries, Benefits & Professional Development

For all the Departments



Budget: \$ 103,140,308
Forecast: \$ 26,802,238
Year-to-date: \$ 25,877,414 (25.1%)



Contracted Services

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



Budget: \$ 8,147,188
Forecast: \$ 1,928,097
Year-to-date: \$ 1,747,976 (21.5%)



Other Services

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



Budget: \$ 2,568,027
Forecast: \$ 2,004,240
Year-to-date: \$ 1,729,496 (67.3%)



Supplies

General supplies, Technology, Maintenance, Small Equipment



Budget: \$ 5,455,114
Forecast: \$ 1,525,227
Year-to-date: \$ 1,179,510 (21.6%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations



Budget: \$ 1,133,221
Forecast: \$ 283,303
Year-to-date: \$ 47,723 (4.2%)



Transfers, SGF, & Capital/IMR

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

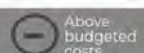
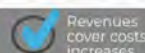


Budget: \$ 10,251,435
Forecast: \$ 2,700,797
Year-to-date: \$ 1,877,249 (18.3%)



TYPES OF EXPENSES

For details on the above information and other financial reporting, please see the November 30, 2020 Quarterly Report.



Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for November 30th, 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 less than the forecasted budget. This reduction is somewhat due to the timing of staff being hired (such as with the staff relating to the Safe Return to Class grant), reduced amounts of professional development, and related to the benefit costs being slightly less than projected. Reductions in benefits is typically a result of the timing of benefit contributions (some contributions start in January and can reach the contribution limits during the year) and that some staff do not utilizing certain benefits such as support staff signing up for specific pension plans.
- **Contracted Services** are less than the forecasted budget. This is mostly due to that contracted services relating to utilities, transportation, and other maintenance costs being less than forecasted.
- **Other Services** are less than the forecasted budget. This is mostly related to that rentals costs and insurance costs being less than projected and membership costs are still to be received.
- **Supplies** are less than the forecasted budget. This is mostly due to that some of the general school supplies are still to be purchased.
- **Other Expenditures** are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are less than the forecasted budget. This mostly relates to the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being less than the forecasted amount as many of these costs were on IMR capital projects.

Financial Position

As at November 30, 2020, [Lethbridge School Division](#) has total financial assets of \$27.24 million and liabilities of \$9.78 million for net financial assets of \$17.46 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division had net financial assets of \$17.46 million. Of this \$17.46 million, \$10.70 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 \$831,800 of unrestricted reserves, \$6.37 million of capital reserves and \$320,000 of endowment funds.

There is \$156.04 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$150.34 million, the Division's investment in capital assets of \$5.70 million, prepaid expenses, and other non-financial assets.

The Statement of Financial Position has specifically excluded the deferred contributions related to the unamortized portion of supported capital assets (referred to as Spent 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.

Together the Net Financial Assets, Non-Financial Assets, and Spent Deferred Capital Contributions (SDCC) equal the total Accumulated Surplus of \$23.95 million. The chart below compares the financial position of November 30th with the prior year.



Lethbridge School Division
STATEMENT OF FINANCIAL POSITION
As at November 30th, 2020

| | November 30th, 2020 | November 30th, 2019 |
|---|----------------------|----------------------|
| FINANCIAL ASSETS | | |
| Cash and cash equivalents | \$25,044,884 | \$18,143,716 |
| Accounts receivable (net after allowances) | \$2,117,961 | \$4,723,811 |
| Portfolio investments | \$74,300 | \$93,469 |
| Other financial assets | \$0 | \$0 |
| Total financial assets | \$27,237,145 | \$22,960,996 |
| LIABILITIES | | |
| Bank indebtedness | \$0 | \$0 |
| Accounts payable and accrued liabilities | \$6,161,827 | \$5,016,023 |
| Deferred contributions | \$3,366,144 | \$2,815,682 |
| Employee future benefit liabilities | \$247,302 | \$230,538 |
| Other liabilities | \$0 | \$0 |
| Long term debt | | |
| Supported: Debentures and other supported debt | \$0 | \$0 |
| Unsupported: Debentures and capital loans | \$0 | \$0 |
| Capital leases | \$0 | \$0 |
| Mortgages | \$0 | \$0 |
| Total liabilities | \$9,775,273 | \$8,062,243 |
| Net Financial Assets (Net Debt) | \$17,461,872 | \$14,898,753 |
| NON-FINANCIAL ASSETS | | |
| Tangible capital assets | \$156,038,018 | \$143,452,265 |
| Inventory of supplies | \$246,636 | \$181,379 |
| Prepaid expenses | \$541,190 | \$320,140 |
| Total non-financial assets | \$156,825,844 | \$143,953,784 |
| Net assets before spent deferred contributions | \$174,287,716 | \$158,852,537 |
| Spent deferred capital contribution (SDCC) | \$150,336,467 | \$138,027,537 |
| Net assets | \$23,951,249 | \$20,825,000 |
| NET ASSETS (ACCUMULATED SURPLUS) | | |
| Unrestricted surplus | \$831,799 | \$840,467 |
| Operating reserves | \$10,701,392 | \$9,093,297 |
| Accumulated Surplus from Operations | \$11,533,191 | \$9,933,764 |
| Investment in capital assets | \$5,701,551 | \$5,424,729 |
| Capital reserves | \$6,396,633 | \$5,146,633 |
| Endowments | \$319,874 | \$319,874 |
| Total Accumulated Surplus (Deficit) | \$23,951,249 | \$20,825,000 |

The statement above compares the Financial Position of the 1st quarter of 2020/2021 to the 1st quarter of the prior year for comparative purposes.

Lethbridge School Division
Notes to the Statement of Financial Position
As at November 30th, 2020

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at November 30, 2020 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

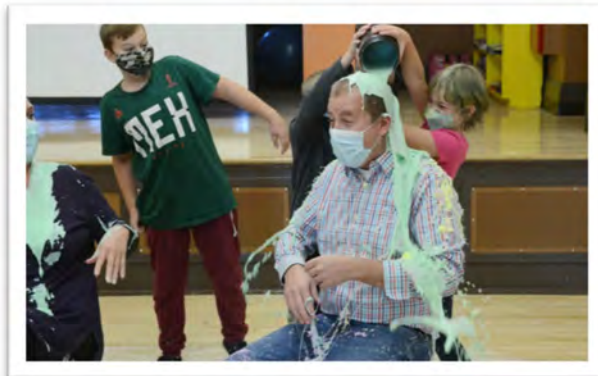
Accounts receivable at November 30, 2020 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division.

Portfolio Investments

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

Total Financial Assets as of November 30, 2020 are \$27.24 million.

Galbraith Elementary
School students having
fun with staff after huge
fundraiser success



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at November 30, 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 Contributions

Included the Deferred Operating Contributions and the Unspent Deferred Capital Contributions (UDCC).

Deferred Operating Contributions 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.

Unspent Deferred Capital Contributions (UDCC) relates to capital grant contributions received that has not been expended on the related capital projects. This typically occurs with modular and capital planning grants that a large portion is received at the beginning of the project. Large capital construction projects typically receive progress-based grant contributions based on costs already expended on the capital project.

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 as of November 30, 2020 are \$9.78 million.

NET FINANCIAL ASSETS (DEBT):

Net financial assets, which is the funds available (owing) after discharging the Division's financial obligations, is a **net asset position of \$17.46 million.**

The Statement of Financial Position has specifically excluded the deferred contributions related to the unamortized portion of supported capital assets (referred to as Spent Deferred Capital Contributions). In prior financial statements, these Spent Deferred Capital Contributions (SDCC) were included within the liabilities section, resulted in the Division having a large Net Financial Debt position; whereas, the Division would then be required to exclude the SDCC to provide a clearer picture on the effective Net Asset position. The change to the Provincial financial statement template provides a clearer understanding to the readers of the financial statements.

Total Net Assets as of November 30, 2020 are \$17.46 million.

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 \$156.04 million as of November 30, 2020.

Capital activity during the period included construction costs associated with the construction of the Dr. Robert Plaxton Elementary School (Southeast Lethbridge) and capital modernizations that are through Infrastructure, Maintenance and Renewal (IMR) grant funding (including large HVAC projects at two of the schools). Since the beginning of the school year, a total of \$3.09 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the Dr. Robert Plaxton Elementary School.

**Dr. Robert Plaxton 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 November 30, 2020 are \$156.83 million.

SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)

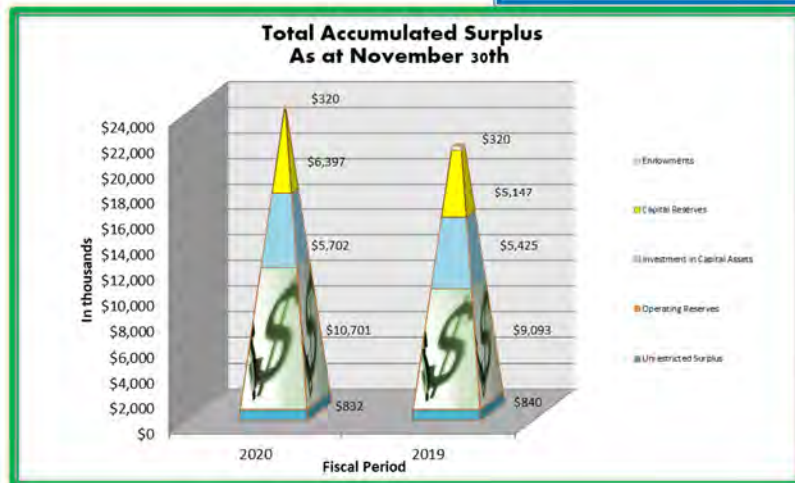
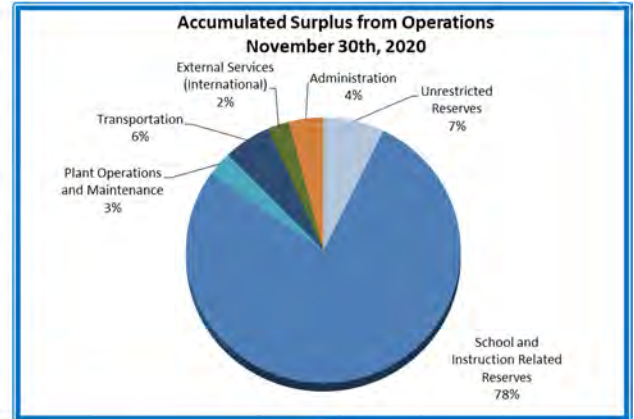
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta and other external sources.

Total SDCC as of November 30, 2020 are \$150.34 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 78% 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 (board funded capital) 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 \$23.95 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at November 30, 2020.

Operations

Budget Update as of September 30th

The revised budget for the 2020-2021 school year reflects changes to the Division budget as of September 30th, 2020, based on the additional information received since the preliminary budget.

As a result of the COVID-19 pandemic, there was a significant reduction to student enrolment due to students home schooling; whereas, the Division resulted in a 4.29% reduction or 504 students from the prior year. The preliminary budget had originally planned for student growth; however, this was not realized due to the pandemic. The Division adjusted the effective Weighted Moving Average (WMA) to account for the reduction in student enrolment, resulting in a \$2.65 million reduction in Provincial Funding (deferred and applied against the applicable WMA funding adjustment).



The Division also received a \$4.14 million Safe Return to Class Grant which is federal funding for supporting with the COVID-19 pandemic and the related programming costs (i.e., supporting online learning, caretaking, and personal protective equipment). Overall revenue, including use of reserves, in the revised budget increased by \$1.43 million over preliminary budget projections developed in May 2020.

There were 12.3 full time equivalent teacher positions (majority for online learning) that were added in the revised budget. There were also 6.1 full time equivalent support staff positions (that were not yet hired) that were removed in the revised budget as a result of the reduced student enrolment.

In budget 2020-2021, \$2.65 million of one-time reserves will be utilized division and school-based priorities.

| Budget Adjustments: | Revenues | Expenses |
|---|--------------------|--------------------|
| Approved Expenses - "September 30th Budget" | 133,229,816 | 135,163,678 |
| Transfers to Reserves | - | 10,408 |
| Total "September 30th "Expenses and Transfers | 133,229,816 | 135,174,086 |
| <i>Updates from Approved "September 30th Budget":</i> | | |
| Lease Grant Received | 612,200 | 612,200 |
| Society Contribution | 30,308 | 30,308 |
| Other Transportation Revenues | 40,000 | 40,000 |
| Projected SGF Adjustment | (5,161,311) | (5,161,311) |
| Updated Operating Budget | 128,751,013 | 130,695,283 |
| Transfers from Reserves/Capital | 2,647,749 | 703,479 |
| | 131,398,762 | 131,398,762 |

The Budget Adjustments is a reconciliation from the approved September 30th budget to the Updated 2020/2021 Operating Budget.

Lethbridge School Division
STATEMENT OF OPERATIONS
For the period ended November 30th, 2020

| | Budget Information | | Forecast | Actual Results | Variances | | Projection | |
|--|---|--|-----------------------------|---------------------------------|---------------------------|--------------------------------------|------------------------|----------------------------|
| | Preliminary Budget 2020-2021 (May 2020) | Updated "September 30th" operating budget 2020-2021 (Sept 30th 2020) | Forecasted To November 30th | Actual Year Ended November 30th | % Expended Revised Budget | % Expended Forecast to November 30th | August 31st Projection | Change from Updated Budget |
| REVENUES | | | | | | | | |
| Government of Alberta | \$123,593,367 | \$125,794,775 | \$31,907,844 | \$32,909,466 | 26.16% | 103.14% | \$125,794,775 | \$0 |
| Federal and Other Government | \$388,944 | \$428,944 | \$40,000 | \$40,000 | 9.33% | 100.00% | \$428,944 | \$0 |
| Fees | \$3,936,505 | \$929,938 | \$282,461 | \$245,847 | 26.44% | 87.04% | \$929,938 | \$0 |
| Sales and services | \$1,019,267 | \$627,450 | \$386,658 | \$40,639 | 6.48% | 10.51% | \$627,450 | \$0 |
| Investment income | \$193,000 | \$193,000 | \$48,250 | \$45,799 | 23.73% | 94.92% | \$183,196 | (\$9,804) |
| Donations and Other Contributions | \$2,568,000 | \$742,202 | \$268,716 | \$230,584 | 31.07% | 85.81% | \$742,202 | \$0 |
| Other Revenues | \$34,704 | \$34,704 | \$8,676 | \$11,376 | 32.78% | 131.12% | \$34,704 | \$0 |
| Total Revenues | \$131,733,787 | \$128,751,013 | \$32,942,605 | \$33,523,711 | 26.04% | 101.76% | \$128,741,209 | (\$9,804) |
| EXPENSES | | | | | | | | |
| Instruction - Pre Kindergarten | \$2,733,030 | \$2,623,041 | \$763,170 | \$666,066 | 25.39% | 87.28% | \$2,623,041 | \$0 |
| Instruction - Kindergarten to Grades 12 | \$105,379,192 | \$101,222,813 | \$26,694,132 | \$25,398,807 | 25.09% | 95.15% | \$100,955,273 | (\$267,540) |
| Operations and Maintenance | \$18,377,017 | \$19,617,438 | \$5,756,221 | \$4,650,894 | 23.71% | 80.80% | \$19,617,438 | \$0 |
| Transportation | \$2,723,518 | \$2,710,797 | \$677,699 | \$578,536 | 21.34% | 85.37% | \$2,710,797 | \$0 |
| Administration | \$4,181,195 | \$4,221,194 | \$1,268,355 | \$1,126,406 | 26.68% | 88.81% | \$4,221,194 | \$0 |
| External services [International Services] | \$300,000 | \$300,000 | \$84,375 | \$38,659 | 12.89% | 45.82% | \$300,000 | \$0 |
| Total Expenses | \$133,693,952 | \$130,695,283 | \$35,243,952 | \$32,459,368 | 24.84% | 92.10% | \$130,427,743 | (\$267,540) |
| | | | | | | | | |
| Operating surplus (deficit) | (\$1,960,165) | (\$1,944,270) | (\$2,301,347) | \$1,064,343 | | | (\$1,686,534) | \$257,736 |
| Accumulated Surplus from Operations beginning of Year | \$7,939,183 | \$10,452,398 | \$10,452,398 | \$10,452,398 | | | \$10,452,398 | |
| Transfers to/from capital reserves, endowments, & capital | (\$745,395) | (\$693,071) | (\$693,071) | (\$693,071) | | | (\$703,071) | |
| Accumulated Operating Surplus (AOS) at end of period | \$5,233,623 | \$7,815,057 | \$7,457,980 | \$10,823,670 | | | \$8,062,793 | |
| School Generated Funds included in Accumulated Operating Surplus | (\$2,498,006) | (\$2,215,906) | (\$2,215,906) | (\$2,215,906) | | | (\$2,215,906) | |
| Adjusted Accumulated Operating Surplus (Adjusted AOS) at end of period | \$2,735,617 | \$5,599,151 | \$5,242,074 | \$8,607,764 | | | \$5,846,887 | |
| Adjusted AOS as a % of budgeted expenditures (excluding SGF accounts) | 2.05% | 4.28% | 4.01% | 6.59% | | | 4.48% | |

About The Statement

The above statement includes four main areas:

- The first area highlighted in **GREEN** is budget Information. The first budget information is the preliminary budget that was approved by the Board of Trustees in May 2020. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year; therefore, 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year; whereas, the following are some of the significant transactions that impact the forecast:
 - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
 - Insurance premiums, 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 30th operating budget and the percent received/ expended as compared to the updated forecast information.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31st, 2021. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

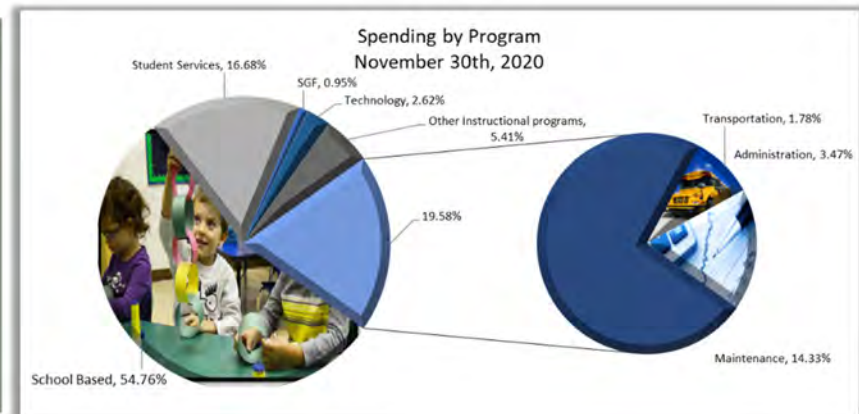
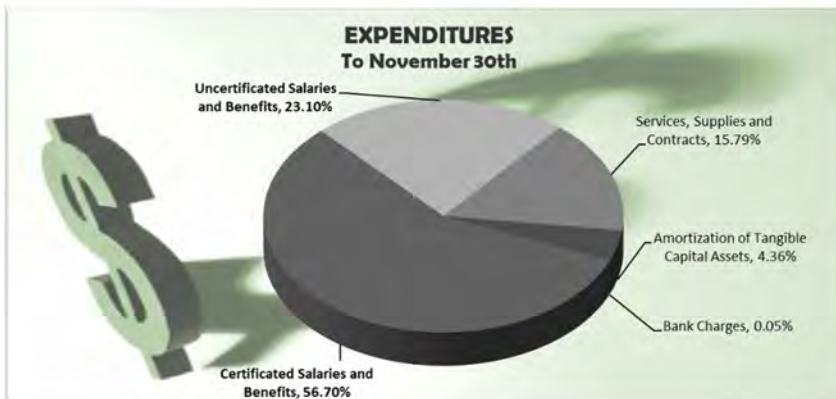
OPERATION RESULTS:

For the three (3) months ended November 30th, 2020, \$33.52 million of revenues have been recorded which is 26.04% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$32.94 million would have been received in the reporting period; whereas, the actuals were higher than forecasted, specifically in the funding received from Alberta Education. The increase in Alberta Education funding is due to that the forecast are based on 25% per quarter; whereas, the actual funding received can vary between the different types of grants. Overall, the revenues recorded are consistent with the forecasted budget as it accounts for 101.76% of the forecast.

Expenditures are \$32.46 million as of November 30th, 2020, which is 24.84% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$35.24 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 92.10% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the division to ensure that the departments are not incurring cost overruns.

Lethbridge School Division
Schedule of Program Operations
For the period ended November 30th, 2020

| | Instruction (Pre K) | Instruction (K to Grade 12) | Operations & Maintenance | Transportation | System Administration | External Services | TOTAL | TOTAL Budget | % Expended of Budget |
|--|------------------------|--------------------------------|-----------------------------|----------------|--------------------------|----------------------|---------------|-----------------|-------------------------|
| REVISED BUDGET 2020-2021 (September 30th) | \$2,623,041 | \$101,222,813 | \$19,617,438 | \$2,710,797 | \$4,221,194 | \$300,000 | \$130,695,283 | | |
| FORECAST - November 30th | \$763,170 | \$26,694,132 | \$5,756,221 | \$677,699 | \$1,268,355 | \$84,375 | \$35,243,952 | | |
| EXPENSES | | | | | | | | | |
| Certificated salaries and benefits | \$99,205 | \$18,084,100 | \$0 | \$0 | \$201,383 | \$19,775 | \$18,404,463 | \$78,944,681 | 23.31% |
| Non-certificated salaries and benefits | \$558,339 | \$5,151,450 | \$1,232,184 | \$21,080 | \$528,039 | \$8,008 | \$7,499,100 | \$24,343,857 | 30.80% |
| SUB - TOTAL | \$657,544 | \$23,235,550 | \$1,232,184 | \$21,080 | \$729,422 | \$27,783 | \$25,903,563 | \$103,288,538 | 25.08% |
| Services, contracts and supplies | \$8,522 | \$1,950,649 | \$2,236,290 | \$554,276 | \$363,162 | \$10,876 | \$5,123,775 | \$21,748,220 | 23.56% |
| Amortization of capital assets | \$0 | \$195,209 | \$1,182,420 | \$3,180 | \$33,822 | \$0 | \$1,414,631 | \$5,658,525 | 25.00% |
| Interest and charges | \$0 | \$17,399 | \$0 | \$0 | \$0 | \$0 | \$17,399 | \$0 | 100.00% |
| Losses on disposal of capital assets | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 100.00% |
| TOTAL EXPENSES | \$666,066 | \$25,398,807 | \$4,650,894 | \$578,536 | \$1,126,406 | \$38,659 | \$32,459,368 | \$130,695,283 | 24.84% |
| Total unexpended funds period to date | \$1,956,975 | \$75,824,006 | \$14,966,544 | \$2,132,261 | \$3,094,788 | \$261,341 | \$98,235,915 | \$130,695,283 | 75.16% |
| % Expended of Budget | 25.39% | 25.09% | 23.71% | 21.34% | 26.68% | 12.89% | 24.84% | | |
| % Expended of Forecast | 87.28% | 95.15% | 80.80% | 85.37% | 88.81% | 45.82% | 92.10% | | |
| AUGUST 31ST - PROJECTION | \$2,623,041 | \$100,955,273 | \$19,617,438 | \$2,710,797 | \$4,221,194 | \$300,000 | \$130,427,743 | | |



Lethbridge School Division
Notes to the Statement of Operations
For the three (3) months ended November 30th, 2020

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 over 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 1st quarter, the Division has received 103.1% of the forecasted funds received (or 26.2% of the total budget).

The increase is due to the timing of receiving the provincial grant funding, including the operating grants (which are to be deferred for reduction in students) and that the Division received a large portion of the Safe Return to Class Grant in the 1st quarter.

Federal and Other Government

Represents amounts billed for tuition for students living on the Kainai reserve and funding from providing transportation services to another school division. The First Nations tuition funding is anticipated at the second quarter based on the time of billing.

Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year. Note that the School Generated Funds (SGF) fees and other revenues were adjusted within the 2020-2021 operating budget based on the limited SGF activities that would occur during the COVID-19 pandemic. The Division has received 87.0% of the forecasted funds received (or 26.4% of the total budget).

Sales and Services

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

**Chinook High
School's
option classes
join for unique
live performance
video project**



Investment Income

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

Donations and Other Contributions

Donations and other contributions are revenues that have been received for school generated activities fundraising/donations and donations for the Ready Set Go programs. The Division has received 85.8% of the forecasted funds received (or 31.1% of the total budget).

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.

Other Revenues

Other revenues include rentals, gains on disposal of tangible capital assets, and other revenues. There are 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. There were no disposals of tangible capital assets.

Overall, revenues are comparable to the operating budget as at November 30, 2020 as 101.8% of the forecast has been received (26.0% of the operating budget).

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 – Pre-Kindergarten

Instruction – Pre K, represents expenditures from early education, which includes the early education program and the program unit funding (PUF) for early learners requiring specialized supports. Pre K expenditures are at 25.4% of the total budget (compared to 29.1% forecasted). The expenditures are comparable to the forecast.

Instruction- Kindergarten to Grade 12

Instruction K to Grade 12, represent expenditures from kindergarten to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. Instructional expenditures are at 25.1% of the total budget (compared to 26.4% forecast). See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

Operations and Maintenance

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 23.7% of the total budget (compared to 29.3% forecasted).

This mostly relates to the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being less than the forecasted amount as many of these costs were on IMR capital projects. Decrease in costs are offset by the decrease in the revenues recognized.

Transportation

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses, cost sharing arrangements between the City of Lethbridge and Holy Spirit Catholic Schools, and the future replacement of yellow school buses. Note that the Division is transitioning to these services being provided by Southland Transportation Ltd during 2020-2021. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 21.3% of the total budget (compared to 25.0% forecasted).

System Administration

System 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 26.7% of the total budget (compared to 30.0% 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 12.9% of the total budget (compared to 28.1% forecasted). *The international program is still operating at minimal levels during the COVID-19 pandemic as there are still some students that remained in Canada instead of going back to their home country.*

Overall, expenditures are less to the operating budget as at November 30, 2020 as 92.10% of the forecast has been received (24.84% of the operating budget).

Lethbridge School Division
Schedule of Instructional (Kindergarten to Grade 12) Program Expenditures
For the period ended November 30th, 2020

| PROGRAM | Budget | Forecast | Actual Results | Variances | | Projection | |
|--|-------------------------------|---------------------|---------------------|----------------|------------------------------|----------------------|-------------------------------|
| | Updated Budget | Forecasted To | Actual Year Ended | % Expended | % Expended | August 31st | |
| | 2020-2021 (Sept 30th 2020) | November 30th | November 30th | Updated Budget | Forecast to November 30th | Projection | Change from Updated Budget |
| School Based Instruction | \$66,271,748 | \$16,727,728 | \$16,205,840 | 24.45% | 96.88% | \$66,004,208 | (\$267,540) |
| Inclusive Learning Supports | \$11,930,251 | \$3,679,793 | \$3,359,357 | 28.16% | 91.29% | \$11,930,251 | \$0 |
| Shared Instructional Services | \$9,716,344 | \$2,660,357 | \$2,737,478 | 28.17% | 102.90% | \$9,716,344 | \$0 |
| School Generated Funds Activities | \$1,151,404 | \$425,789 | \$309,494 | 26.88% | 72.69% | \$1,151,404 | \$0 |
| Technology | \$2,039,705 | \$671,425 | \$828,045 | 40.60% | 123.33% | \$2,039,705 | \$0 |
| Institutional Programs | \$978,774 | \$244,694 | \$201,875 | 20.63% | 82.50% | \$978,774 | \$0 |
| Division of Instructional Services | \$692,554 | \$173,138 | \$156,774 | 22.64% | 90.55% | \$692,554 | \$0 |
| FNMI Programming | \$637,629 | \$159,407 | \$124,489 | 19.52% | 78.10% | \$637,629 | \$0 |
| Counselling Program | \$2,475,148 | \$618,787 | \$611,553 | 24.71% | 98.83% | \$2,475,148 | \$0 |
| Other Instructional Programs | \$5,329,256 | \$1,333,013 | \$863,903 | 16.21% | 64.81% | \$5,329,256 | \$0 |
| Total Instructional (Kindergarten to Grade 12) Program Expenditures | \$101,222,813 | \$26,694,132 | \$25,398,807 | 25.09% | 95.15% | \$100,955,273 | (\$267,540) |

Other Instructional Programs:

Community Outreach School
Downtown LA
High School Off Campus
Distance Learning Program
Poverty Committee
Making Connections
Safe Return to Class Grant (Federal Funding)

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 (Kindergarten to Grade 12)
Program Expenditures
For the three (3) months ended November 30th, 2020

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

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 24.5% of the total budget (compared to 25.2% forecasted). See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

Inclusive Learning Supports

Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. The forecasted budget is increased from the standard 25.0% as the educational assistants are paid over 10 months; therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 28.2% of the total budget (compared to 30.8% forecasted). The expenditures are less than forecast mostly relates to that many of the educational assistant staff are still being hired.

Shared Instructional Services

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

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 1st quarter. Shared Instructional Services expenditures are at 28.2% of the total budget (compared to 27.4% forecasted). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



**Victoria Park High School and
Save On Foods team up for
Christmas Hamper Initiative**



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. Note that the School Generated Funds (SGF) expenditures were adjusted within the 2020-2021 operating budget based on the limited SGF activities that would occur during the COVID-19 pandemic. SGF activity expenditures are at 26.9% of the total budget (compared to 37.0% forecasted); whereas, there are many costs that are still to be incurred during the school year for these related SGF activities.

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 40.6% of the total budget (compared to 32.9% forecasted). The increase in the expenditure relative the forecast is due to the timing of purchasing equipment at the beginning of the year.

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 20.6% of the total budget (compared to 25.0% forecasted).

Division of Instructional Services

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 22.6% of the total budget (compared to 25.0% forecasted).

First Nations Métis and Inuit (FNMI) Program

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 19.5% of the total budget (compared to 25.0% forecasted). The expenditures are less than forecast mostly relates to that many of the FNMI staff are still being hired.



**“Rock you Mocs”
cultural pride
event**



Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 24.7% of the total budget (compared to 25.0% forecasted).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the Safe Return to Class Grant program. Other Instructional Program expenditures are at 16.21% of the total budget (compared to 25% forecasted). This reduction from forecast is somewhat due to the timing of staff being hired for the Safe Return to Class Grant; whereas, many of the teaching staff were hired in late-September for this one-time federal grant.

Overall, instructional (kindergarten to grade 12) program expenditures are lower than the forecasted figures at November 30, 2020.



Lethbridge School Division
Schedule of School Based Instruction Expenditures
For the period ended November 30th, 2020

| SCHOOL | Budget | Forecast | Actual Results | Variances | | Projection | |
|--|-------------------------------|---------------------|---------------------|----------------|------------------------------|---------------------|-------------------------------|
| | Updated Budget | Forecast To | Actual Year Ended | % Expended | % Expended | August 31st | |
| | 2020-2021 (Sept 30th 2020) | November 30th | November 30th | Updated Budget | Forecast to November 30th | Projection | Change from Updated Budget |
| High Schools: | | | | | | | |
| Lethbridge Collegiate Institute | \$4,838,442 | \$1,227,679 | \$1,221,667 | 25.25% | 99.51% | \$4,838,442 | \$0 |
| Winston Churchill High School | \$5,112,548 | \$1,291,364 | \$1,262,367 | 24.69% | 97.75% | \$5,112,548 | \$0 |
| Chinook High School | \$6,828,671 | \$1,720,259 | \$1,626,512 | 23.82% | 94.55% | \$6,737,483 | (\$91,188) |
| Victoria Park High School | \$2,052,058 | \$517,787 | \$494,112 | 24.08% | 95.43% | \$2,041,670 | (\$10,388) |
| Immanuel Christian Secondary School | \$1,920,299 | \$485,870 | \$471,035 | 24.53% | 96.95% | \$1,918,047 | (\$2,252) |
| Middle Schools: | | | | | | | |
| GS Lakie Middle School | \$2,810,261 | \$709,724 | \$682,668 | 24.29% | 96.19% | \$2,785,181 | (\$25,080) |
| Wilson Middle School | \$4,044,944 | \$1,013,963 | \$972,150 | 24.03% | 95.88% | \$4,029,640 | (\$15,304) |
| Gilbert Paterson | \$4,298,370 | \$1,083,115 | \$1,066,343 | 24.81% | 98.45% | \$4,271,786 | (\$26,584) |
| Senator Joyce Fairbairn Middle School | \$3,368,375 | \$856,412 | \$799,904 | 23.75% | 93.40% | \$3,364,643 | (\$3,732) |
| Elementary Schools: | | | | | | | |
| Senator Buchanan | \$1,809,258 | \$456,405 | \$451,530 | 24.96% | 98.93% | \$1,806,070 | (\$3,188) |
| Immanuel Christian Elementary School | \$1,600,102 | \$402,582 | \$394,667 | 24.67% | 98.03% | \$1,589,750 | (\$10,352) |
| Ecole Agnes Davidson | \$2,960,159 | \$746,858 | \$731,498 | 24.71% | 97.94% | \$2,960,159 | \$0 |
| Fleetwood-Bawden | \$2,004,320 | \$507,216 | \$494,613 | 24.68% | 97.52% | \$2,004,320 | \$0 |
| Galbraith | \$2,359,595 | \$600,399 | \$562,965 | 23.86% | 93.77% | \$2,359,595 | \$0 |
| Lakeview | \$3,049,344 | \$770,279 | \$741,841 | 24.33% | 96.31% | \$3,023,592 | (\$25,752) |
| General Stewart | \$840,306 | \$212,913 | \$212,677 | 25.31% | 99.89% | \$840,306 | \$0 |
| Westminster | \$1,235,510 | \$311,605 | \$298,532 | 24.16% | 95.80% | \$1,213,602 | (\$21,908) |
| Lethbridge Christian School | \$1,310,969 | \$329,788 | \$328,541 | 25.06% | 99.62% | \$1,308,957 | (\$2,012) |
| Coalbanks Elementary School | \$3,224,411 | \$811,251 | \$778,375 | 24.14% | 95.95% | \$3,205,863 | (\$18,548) |
| Ecole Nicholas Sheran | \$2,969,718 | \$749,554 | \$720,442 | 24.26% | 96.12% | \$2,969,718 | \$0 |
| Park Meadows | \$1,841,906 | \$463,524 | \$460,627 | 25.01% | 99.38% | \$1,841,906 | \$0 |
| Mike Mountain Horse | \$2,818,505 | \$709,740 | \$703,973 | 24.98% | 99.19% | \$2,807,253 | (\$11,252) |
| Dr. Probe Elementary School | \$2,973,677 | \$749,440 | \$728,801 | 24.51% | 97.25% | \$2,973,677 | \$0 |
| Total School Based Instruction Expenditures | \$66,271,748 | \$16,727,728 | \$16,205,840 | 24.45% | 96.88% | \$66,004,208 | (\$267,540) |

Lethbridge School Division
Schedule of School Generated Funds (SGF)
For the period ended November 30th, 2020

| SCHOOL | SGF Balances | Actual Results | | SGF Balances | Change in SGF |
|--|--------------|------------------------------|------------------------------|---------------|---------------------|
| | August 31st | Revenues up to November 30th | Expenses up to November 30th | November 30th | Increase (Decrease) |
| REVISED BUDGET 2020-2021 (September 30th) | N/A | \$1,151,404 | (\$1,151,404) | N/A | N/A |
| FORECAST - November 30th | N/A | \$425,789 | (\$425,789) | N/A | N/A |
| High Schools: | | | | | |
| Lethbridge Collegiate Institute | \$80,886 | \$59,545 | (\$53,785) | \$86,646 | \$5,760 |
| Winston Churchill High School | \$349,046 | \$45,534 | (\$67,301) | \$327,279 | (\$21,766) |
| Chinook High School | \$170,885 | \$65,279 | (\$62,780) | \$173,384 | \$2,498 |
| Victoria Park High School | \$263,610 | (\$596) | (\$8,262) | \$254,751 | (\$8,859) |
| Immanuel Christian Secondary School | \$36,231 | \$20,309 | (\$5,508) | \$51,032 | \$14,801 |
| Middle Schools: | | | | | |
| GS Lakie Middle School | \$216,851 | \$20,961 | (\$19,868) | \$217,944 | \$1,093 |
| Wilson Middle School | \$160,757 | \$33,174 | (\$12,245) | \$181,686 | \$20,929 |
| Gilbert Paterson | \$173,066 | \$28,242 | (\$35,612) | \$165,696 | (\$7,370) |
| Senator Joyce Fairbairn Middle School | \$85,195 | \$35,223 | (\$17,433) | \$102,986 | \$17,790 |
| Elementary Schools: | | | | | |
| Senator Buchanan | \$21,426 | \$5,199 | (\$3,571) | \$23,054 | \$1,628 |
| Immanuel Christian Elementary School | \$14,216 | \$2,699 | (\$1,970) | \$14,946 | \$730 |
| Ecole Agnes Davidson | \$105,367 | \$21,941 | (\$2,763) | \$124,546 | \$19,178 |
| Fleetwood-Bawden | \$34,868 | \$9,721 | (\$2,023) | \$42,566 | \$7,698 |
| Galbraith | \$64,932 | \$13,182 | (\$2,751) | \$75,364 | \$10,432 |
| Lakeview | \$47,681 | \$6,613 | (\$3,032) | \$51,262 | \$3,580 |
| General Stewart | \$5,021 | \$30 | (\$1,510) | \$3,541 | (\$1,480) |
| Westminster | \$62,283 | \$23,481 | (\$1,123) | \$84,641 | \$22,358 |
| Lethbridge Christian School | \$32,508 | \$4,424 | (\$1,901) | \$35,030 | \$2,523 |
| Coalbanks Elementary School | \$19,066 | \$4,914 | \$396 | \$24,376 | \$5,310 |
| Ecole Nicholas Sheran | \$48,927 | \$3,070 | (\$3,643) | \$48,355 | (\$573) |
| Park Meadows | \$19,954 | \$2,557 | \$9 | \$22,521 | \$2,567 |
| Mike Mountain Horse | \$32,444 | \$1,507 | \$906 | \$34,857 | \$2,412 |
| Dr. Probe Elementary School | \$96,384 | \$17,543 | (\$3,724) | \$110,204 | \$13,820 |
| School Generated Funds | \$2,141,606 | \$424,553 | (\$309,494) | \$2,256,664 | \$115,058 |
| Total SGF investment accounts (GICs) | \$74,300 | | | \$74,300 | \$0 |
| Total School Generated Funds | \$2,215,906 | \$424,553 | (\$309,494) | \$2,330,964 | \$115,058 |
| % Expended of Budget | | 36.87% | 26.88% | | |
| % Expended of projected | | 99.71% | 72.69% | | |

PROJECTED OPERATIONS:

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

Lethbridge School Division
SCHEDULE OF PROJECTED OPERATIONS
For the period ended November 30th, 2020

| | Budget Information | Projection | |
|---|--|---------------------------|-------------------------------|
| | Updated "September 30th" operating budget 2020-2021 (Sept 30th 2020) | August 31st Projection | Change from Updated Budget |
| REVENUES | | | |
| Government of Alberta | \$125,794,775 | \$125,794,775 | \$0 |
| Federal and Other Government | \$428,944 | \$428,944 | \$0 |
| Fees | \$929,938 | \$929,938 | \$0 |
| Sales and services | \$627,450 | \$627,450 | \$0 |
| Investment income | \$193,000 | \$183,196 | (\$9,804) |
| Donations and Other Contributions | \$742,202 | \$742,202 | \$0 |
| Other Revenues | \$34,704 | \$34,704 | \$0 |
| Total Revenues | \$128,751,013 | \$128,741,209 | (\$9,804) |
| EXPENSES | | | |
| Instruction - Pre Kindergarten | \$2,623,041 | \$2,623,041 | \$0 |
| Instruction - Kindergarten to Grades 12 | \$101,222,813 | \$100,955,273 | (\$267,540) |
| Operations and Maintenance | \$19,617,438 | \$19,617,438 | \$0 |
| Transportation | \$2,710,797 | \$2,710,797 | \$0 |
| Administration | \$4,221,194 | \$4,221,194 | \$0 |
| External services <i>[International Services]</i> | \$300,000 | \$300,000 | \$0 |
| Total Expenses | \$130,695,283 | \$130,427,743 | (\$267,540) |
| Operating surplus (deficit) | (\$1,944,270) | (\$1,686,534) | \$257,736 |

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

Projected Revenues:

- **Investment Income** – slight decrease in projections of \$9,804 based on the total investment income received to date. The projection is based on the amount of interest received in the first quarter of the year should be similar to the expected amount for the last three quarter of the year. The reduction in investment income relates to the reduced interest rates as there has been a reduction in the bank's prime rate from prior years.

Projected Expenditures:

- **Instruction – Kindergarten to Grade 12** – decrease in projections of \$267,540 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 \$267,540 for many of the school contingency accounts that have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency account are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.

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

Lethbridge School Division

Appendices

For the three (3) months ended November 30th, 2020

The Appendices include charts and graphs for the revenues and expenditures at November 30th, 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 – Pre K**
Reviews the total Pre-Kindergarten instructional expenditures, including the breakdown by the types of expenditures.
- **Instruction – K to Grade 12**
Reviews the total Kindergarten to Grade 12 instructional expenditures, including the breakdown by the types of expenditures.
- **Operations and Maintenance**
Reviews the total 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.
- **System Administration**
Reviews the total System Administration expenditures, including the breakdown by the types of expenditures.
- **External Services**
Reviews the total External Services (international program) expenditures, including the breakdown by the types of expenditures.

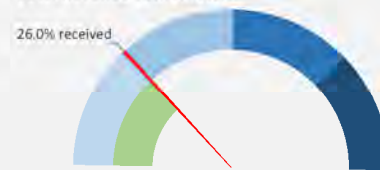


Lethbridge School Division Summary of Revenues Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

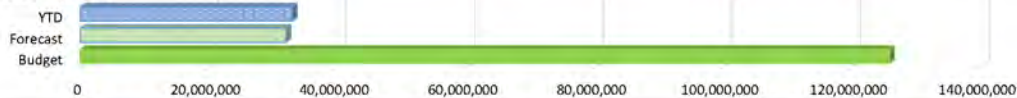
| | Budget | Forecast | YTD | Variance | YTD % |
|--------------------------|-------------|------------|------------|-------------|--------|
| Government of Alberta | 125,794,775 | 31,907,844 | 32,909,467 | (1,001,623) | 26.2% |
| Federal & First Nations | 388,944 | 0 | 0 | 0 | 0.0% |
| Other School Authorities | 40,000 | 40,000 | 40,000 | 0 | 100.0% |
| Fees | 583,810 | 282,461 | 245,846 | 36,615 | 42.1% |
| Other Sales & Services | 973,578 | 386,658 | 40,639 | 346,020 | 4.2% |
| Investment Income | 193,000 | 48,250 | 45,799 | 2,451 | 23.7% |
| Gifts & Donations | 271,844 | 94,778 | 71,197 | 23,580 | 26.2% |
| Rental of Facilities | 34,704 | 8,676 | 11,376 | (2,700) | 32.8% |
| Fundraising | 470,358 | 173,938 | 159,387 | 14,551 | 33.9% |
| Gain on Disposal | 0 | 0 | 0 | 0 | 0.0% |
| | 128,751,013 | 32,942,606 | 33,523,711 | (581,105) | 26.0% |

Total Revenue Tachometer:



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

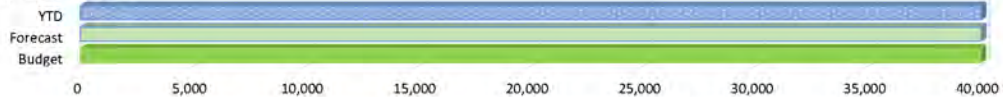
Government of Alberta



Federal & First Nations



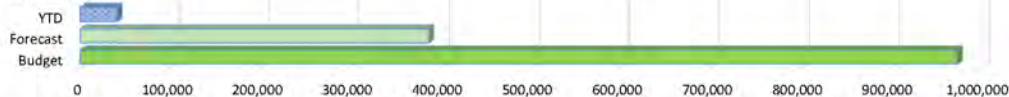
Other School Authorities



Fees



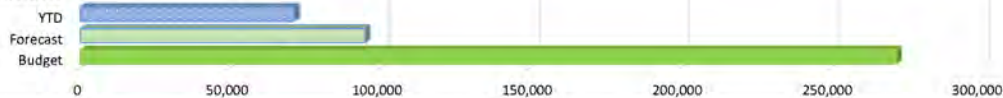
Other Sales & Services



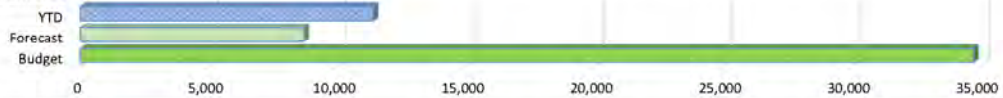
Investment Income



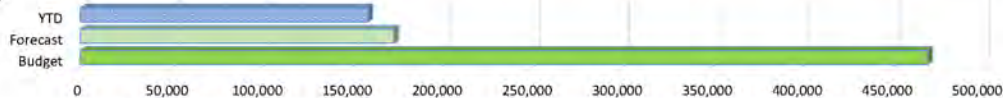
Gifts & Donations



Rental of Facilities



Fundraising



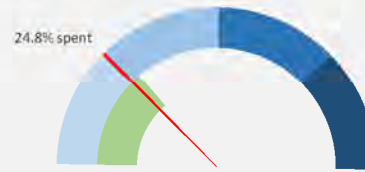


Lethbridge School Division Summary of Expenses Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|-------------|------------|------------|-----------|-------|
| Salaries | 83,210,182 | 21,447,534 | 21,051,568 | 395,966 | 25.3% |
| Benefits | 19,328,692 | 5,204,346 | 4,760,739 | 443,607 | 24.6% |
| Professional Development | 601,434 | 150,358 | 65,107 | 85,251 | 10.8% |
| Contracted Services | 8,147,188 | 1,928,097 | 1,747,976 | 180,120 | 21.5% |
| Other Services | 2,568,027 | 2,004,240 | 1,729,496 | 274,745 | 67.3% |
| Supplies | 5,455,114 | 1,525,277 | 1,179,510 | 345,767 | 21.6% |
| Other Expenditures | 1,133,211 | 283,303 | 47,723 | 235,580 | 4.2% |
| Capital, Transfer & Projects | 10,251,435 | 2,700,797 | 1,877,249 | 823,548 | 18.3% |
| | 130,695,283 | 35,243,953 | 32,459,368 | 2,784,584 | 24.8% |

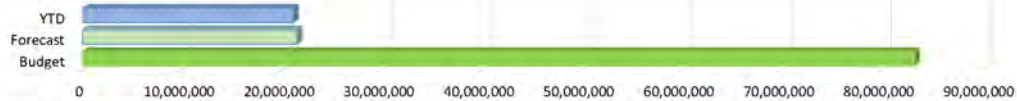
Total Expense Tachometer:



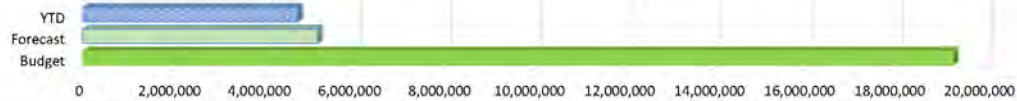
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

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

Salaries



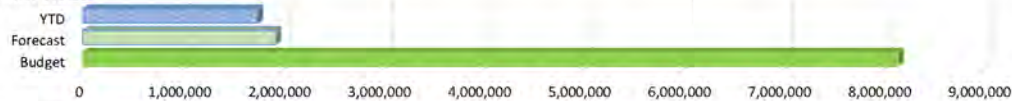
Benefits



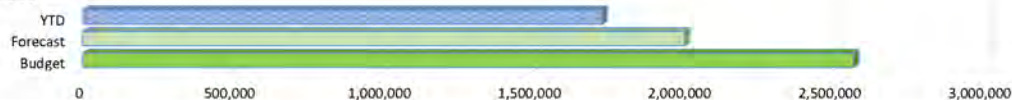
Professional Development



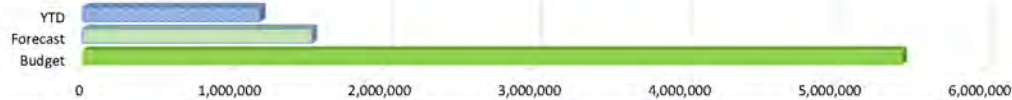
Contracted Services



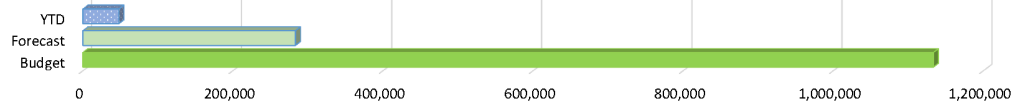
Other Services



Supplies



Other Expenditures



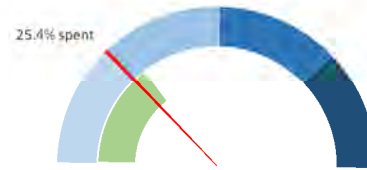
Instruction - Pre K Summary Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|-----------|----------|---------|----------|-------|
| Salaries | 1,990,187 | 580,126 | 523,174 | 56,952 | 26.3% |
| Benefits | 466,699 | 141,506 | 132,643 | 8,863 | 28.4% |
| Professional Development | 37,000 | 9,250 | 152 | 9,098 | 0.4% |
| Contracted Services | 10,000 | 2,500 | 386 | 2,114 | 3.9% |
| Other Services | 35,000 | 8,750 | 4,116 | 4,634 | 11.8% |
| Supplies | 27,156 | 6,789 | 4,020 | 2,769 | 14.8% |
| Other Expenditures | 57,000 | 14,250 | 1,575 | 12,675 | 2.8% |
| Capital, Transfer & Projects | 0 | 0 | 0 | 0 | 0.0% |
| | 2,623,041 | 763,170 | 666,066 | 97,104 | 25.4% |

29.1%

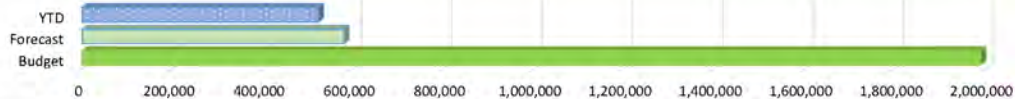
Total Expense Tachometer:



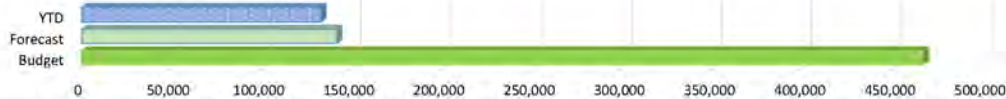
Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

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

Salaries



Benefits



Professional Development



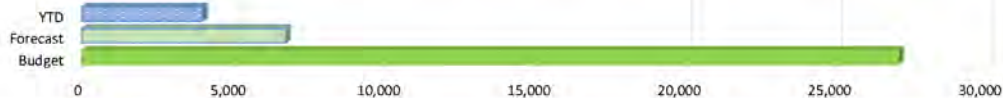
Contracted Services



Other Services



Supplies



Other Expenditures



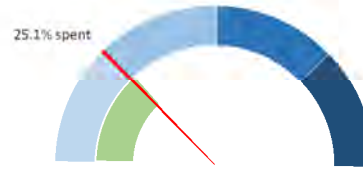


Instruction - K to Grade 12 Summary Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|-------------|------------|------------|-----------|-------|
| Salaries | 74,508,614 | 19,189,563 | 18,897,986 | 291,577 | 25.4% |
| Benefits | 17,164,757 | 4,638,532 | 4,257,568 | 380,964 | 24.8% |
| Professional Development | 495,099 | 123,775 | 63,289 | 60,486 | 12.8% |
| Contracted Services | 1,528,733 | 382,183 | 395,545 | (13,362) | 25.9% |
| Other Services | 536,158 | 313,279 | 182,333 | 130,947 | 34.0% |
| Supplies | 4,620,390 | 1,316,596 | 1,063,719 | 252,877 | 23.0% |
| Other Expenditures | 858,488 | 214,622 | 37,240 | 177,382 | 4.3% |
| Capital, Transfer & Projects | 1,510,574 | 515,582 | 501,128 | 14,454 | 33.2% |
| | 101,222,813 | 26,694,132 | 25,398,807 | 1,295,325 | 25.1% |
| | | 26.4% | | | |

Total Expense Tachometer:



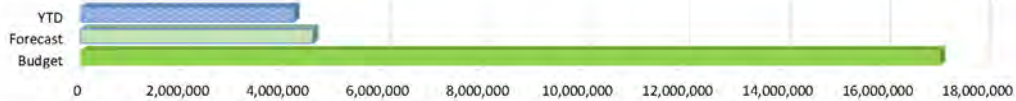
Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

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

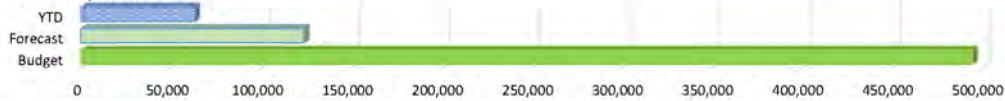
Salaries



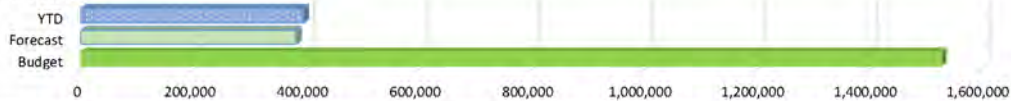
Benefits



Professional Development



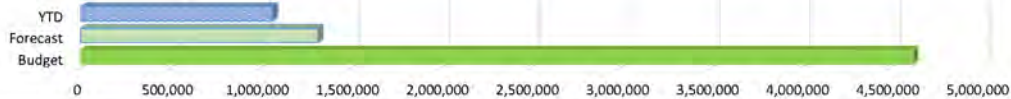
Contracted Services



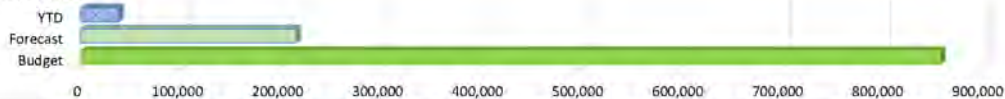
Other Services



Supplies



Other Expenditures



Operations & Maintenance Summary Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|-------------------|------------------|------------------|------------------|--------------|
| Salaries | 4,103,127 | 1,025,782 | 978,623 | 47,159 | 23.9% |
| Benefits | 1,131,915 | 282,979 | 252,751 | 30,228 | 22.3% |
| Professional Development | 15,832 | 3,958 | 0 | 3,958 | 0.0% |
| Contracted Services | 3,632,294 | 775,748 | 682,028 | 93,720 | 18.8% |
| Other Services | 1,540,450 | 1,369,300 | 1,320,240 | 49,060 | 85.7% |
| Supplies | 616,598 | 154,149 | 98,299 | 55,851 | 15.9% |
| Other Expenditures | 9,240 | 2,310 | 810 | 1,500 | 8.8% |
| Capital, Transfer & Projects | 8,567,982 | 2,141,996 | 1,318,144 | 823,852 | 15.4% |
| | 19,617,438 | 5,756,221 | 4,650,894 | 1,105,328 | 23.7% |

29.3%

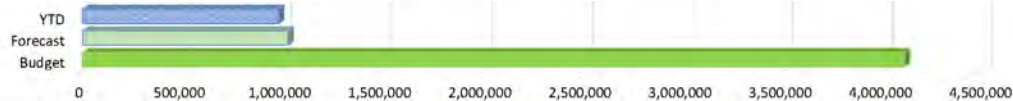
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:



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

Salaries



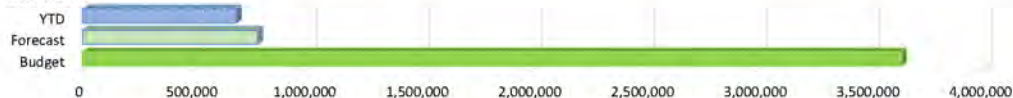
Benefits



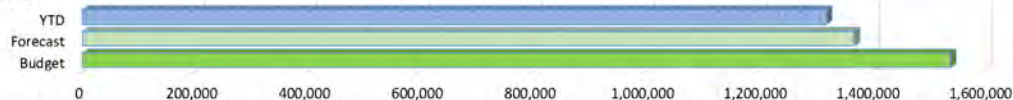
Professional Development



Contracted Services



Other Services



Supplies



Other Expenditures





Transportation Summary Quarterly Reporting - November 30th, 2020

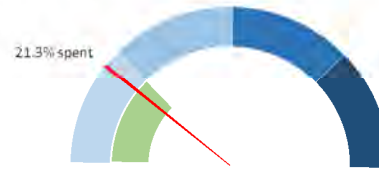
Financial Data as at January 31, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|-----------|----------|---------|----------|-------|
| Salaries | 67,500 | 16,875 | 16,875 | 0 | 25.0% |
| Benefits | 19,913 | 4,978 | 4,205 | 773 | 21.1% |
| Professional Development | 10,000 | 2,500 | 0 | 2,500 | 0.0% |
| Contracted Services | 2,548,785 | 637,196 | 541,073 | 96,123 | 21.2% |
| Other Services | 0 | 0 | 0 | 0 | 0.0% |
| Supplies | 10,000 | 2,500 | 52 | 2,448 | 0.5% |
| Other Expenditures | 2,000 | 500 | 0 | 500 | 0.0% |
| Capital, Transfer & Projects | 52,600 | 13,150 | 16,330 | (3,180) | 31.0% |
| | 2,710,797 | 677,699 | 578,536 | 99,163 | 21.3% |

25.0%

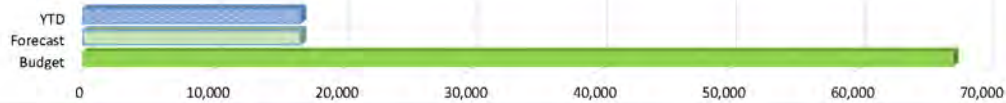
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:



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

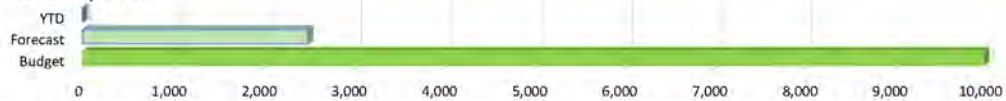
Salaries



Benefits



Professional Development



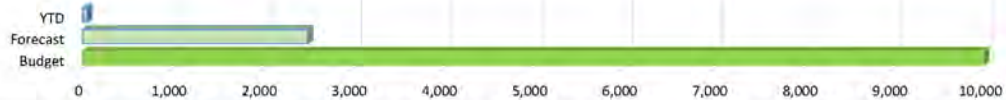
Contracted Services



Other Services



Supplies



Other Expenditures





System Administration Summary Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|-----------|-----------|-----------|----------|-------|
| Salaries | 2,448,227 | 612,057 | 610,015 | 2,041 | 24.9% |
| Benefits | 531,279 | 132,820 | 111,000 | 21,820 | 20.9% |
| Professional Development | 43,503 | 10,876 | 1,667 | 9,209 | 3.8% |
| Contracted Services | 427,377 | 130,469 | 128,944 | 1,525 | 30.2% |
| Other Services | 399,919 | 289,411 | 215,488 | 73,923 | 53.9% |
| Supplies | 175,970 | 43,992 | 9,862 | 34,131 | 5.6% |
| Other Expenditures | 74,640 | 18,660 | 7,783 | 10,877 | 10.4% |
| Capital, Transfer & Projects | 120,279 | 30,070 | 41,647 | (11,578) | 34.6% |
| | 4,221,194 | 1,268,355 | 1,126,406 | 141,949 | 26.7% |

Total Expense Tachometer:



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

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

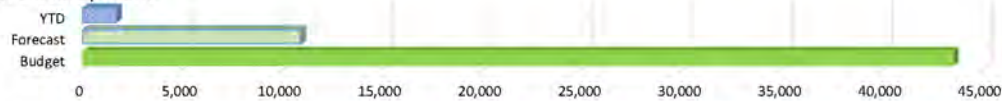
Salaries



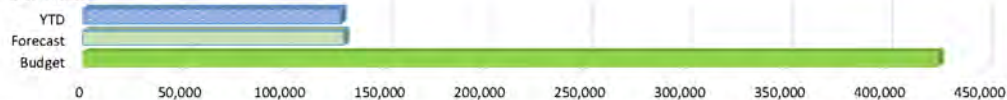
Benefits



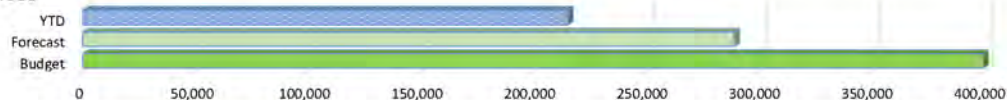
Professional Development



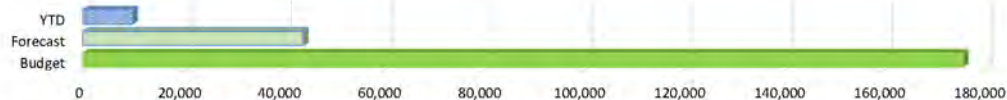
Contracted Services



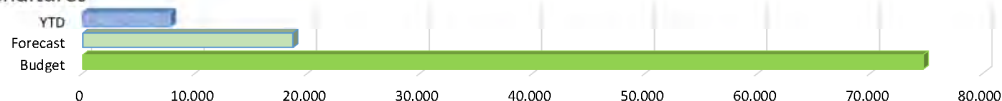
Other Services



Supplies



Other Expenditures





External Services Summary Quarterly Reporting - November 30th, 2020

Financial Data as at January 11, 2021

| | Budget | Forecast | YTD | Variance | YTD % |
|------------------------------|---------|----------|--------|----------|-------|
| Salaries | 92,527 | 23,132 | 24,895 | (1,763) | 26.9% |
| Benefits | 14,129 | 3,532 | 2,572 | 960 | 18.2% |
| Professional Development | 0 | 0 | 0 | 0 | 0.0% |
| Contracted Services | 0 | 0 | 0 | 0 | 0.0% |
| Other Services | 56,500 | 23,500 | 7,319 | 16,181 | 13.0% |
| Supplies | 5,000 | 1,250 | 3,558 | (2,308) | 71.2% |
| Other Expenditures | 131,843 | 32,961 | 315 | 32,646 | 0.2% |
| Capital, Transfer & Projects | 0 | 0 | 0 | 0 | 0.0% |
| | 300,000 | 84,375 | 38,659 | 45,715 | 12.9% |

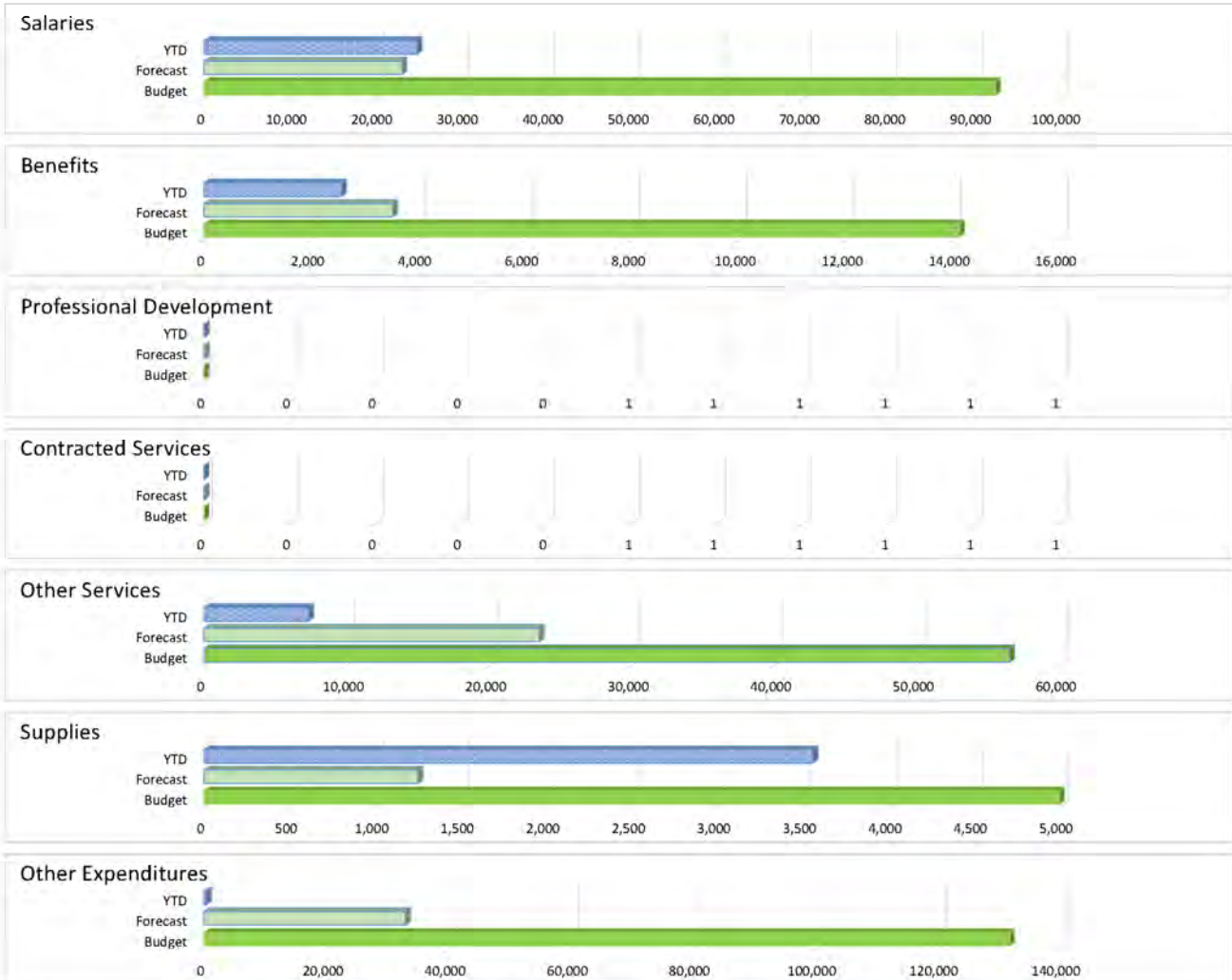
28.1%

Total Expense Tachometer:



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

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



MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent Business Affairs

Re: Business Affairs Report

Background

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

Recommendation

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

Respectfully submitted,
Christine Lee

JANUARY 2021

**ASSOCIATE SUPERINTENDENT,
BUSINESS AFFAIRS
REPORT**

Kids

ARE OUR BUSINESS



Report by:
Christine Lee,
Associate Superintendent,
Business Affairs



FACILITIES

Dr. Robert Plaxton Elementary



- Dr. Robert Plaxton is progressing well with floors and painting almost complete on the inside. Modular classrooms have been placed on the school and final interior finishings are being completed. Principal Erin Hurkett continues to work with Purchasing to select equipment and furnishings for the school.

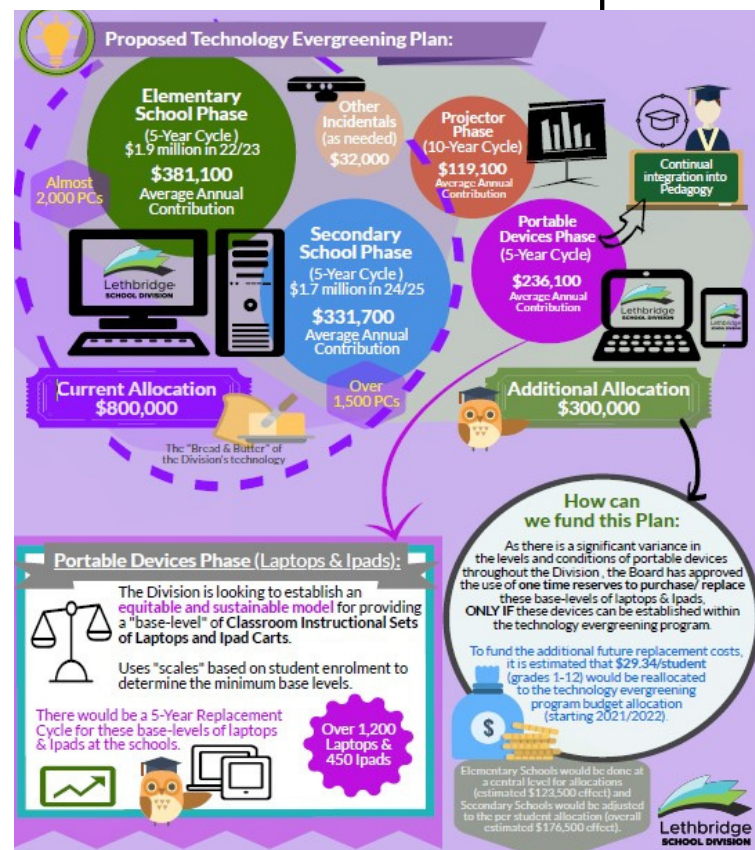


- Three Modular classrooms arrived this month and are being stored on Chinook High School's parking lot. The Division was given the opportunity to take these 10-year old modular classrooms from a school in Medicine Hat that was being demolished. The location of the classrooms at one or more schools in West Lethbridge will be determined once Alberta Education announces 2021-2022 Modular Classroom allocations.
- The Facilities department has been working with Johnson Controls on reviewing lighting, and mechanical components as part of the Divisions energy retrofit project.
- Building access systems are being replaced with up to date systems in the coming months. Currently staff access buildings using an idisc. The system has become outdated and will be replaced with an updated fob system. Switch over of school access will occur on a school by school basis over the next several months with completion by start of 2021-2022 school year.





- It is now time to start working on data gathering for the development of the 2021-2022 budget. The Finance department in conjunction with Human Resources, will begin to estimate enrolment for the 2021-2022 school year. This most certainly will be a challenge this year as normal enrolment growth patterns were disrupted due to COVID-19. Enrolment estimates are critical given the funding model whereby enrolment is funded on a three-year Weighted Moving Average and the enrolment projections will be weighted at 50%. If enrolment estimates are too high there is a reduction in the following school year, If enrolment estimates are too low then the school division operates on significantly less funding during the year.
- The First Quarter Financial report for the 2020-21 school year has been prepared and will be presented by Mark DeBoer, Director of Finance at the January board meeting.
- The Finance Department has been working on school based reporting dashboards for purposes of tracking financial and purchasing related items.
- Both the Technology and Finance Department have worked on a long term Technology Evergreening plan which now includes mobile devices (laptops and ipads) so that each school has access and replacement of these devices on an equitable basis. The revised evergreen plan is presented to the Board at the January Board Meeting.





Facility Inspections have been occurring as part of the Division's Occupational Health and Safety program by members of the OHS Management Committee and school staff. In January a team inspected Park Meadows, Galbraith, Ecole Agnes Davidson, Chinook High School, GS Lakie, Dr. Probe and the Attwell building. Immanuel Christian Elementary is the final school to be inspected in February. Once the reports are received they are reviewed for corrective actions that are shared with school administration and the facilities department.



NEW

The Division will finally have one platform for reporting staff and student accidents and incidents. The Division currently uses *Works* for staff incident management. Starting in February *Works Student Accident* module will be used to report all student accidents or incidents. Currently *RISC* is used for student incidents. It will be easier for staff to go to one spot they are familiar with for reporting student incidents.

Emergency Response Planning

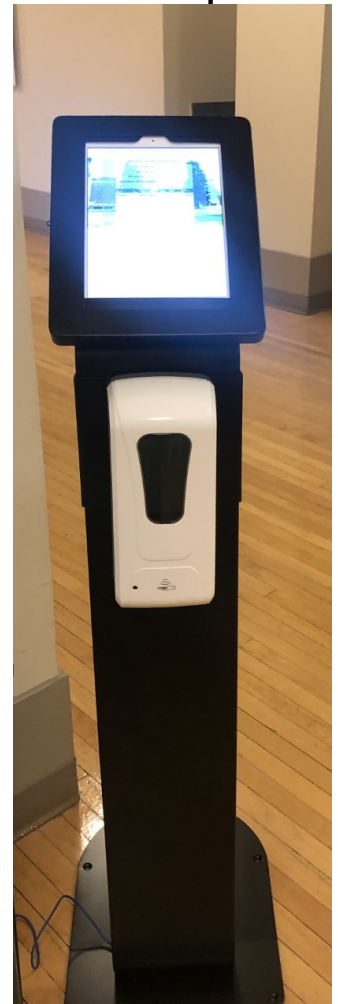
Lethbridge School Division, Holy Spirit School Division, and the City of Lethbridge took part in a table top emergency planning exercise to review emergency preparedness and response to an evacuation in the event of a wildfire in West Lethbridge





Some of the work that the team has been doing this month:

- The Board of Trustees approved the expenditure of funds to replace aging mobile technology (laptops and ipads) so that there is equitable access across schools. The one-time purchase of these devices was approved on the condition that there is a plan to evergreen these devices in the future. The Technology Department and Finance Department, reviewed the cost and logistics of creating an evergreen plan that includes both laptops and iPads. The current evergreen plan is based on desktop computers for labs primarily, and never included laptops or iPads. This plan was presented to school administrators and consensus was achieved to include the mobile devices in the evergreen plan on a go forward basis. The Technology department has ordered approximately **1300 laptops, 63 laptop carts, and 450 iPads** to arrive for the 2021-2022 school year.
- Technology is working with Konica Minolta to do a full review of current copier infrastructure and systems.
- Investigating the placement of iPad kiosks at each school so visitors can sign in and sign out at schools without having to use the traditional paper and pencil method. In the event, a school is not accessible, schools can retrieve data on who entered the school digitally. Picture to right is Kiosk at Education Centre being tested.
- Network penetration testing has been completed by the Division's security consultant. The test was performed to test to see if there are any areas that need to be enhanced to prevent security breaches on our network. Once the final report has been received it will be reviewed by the department and debriefed with the security consultant.





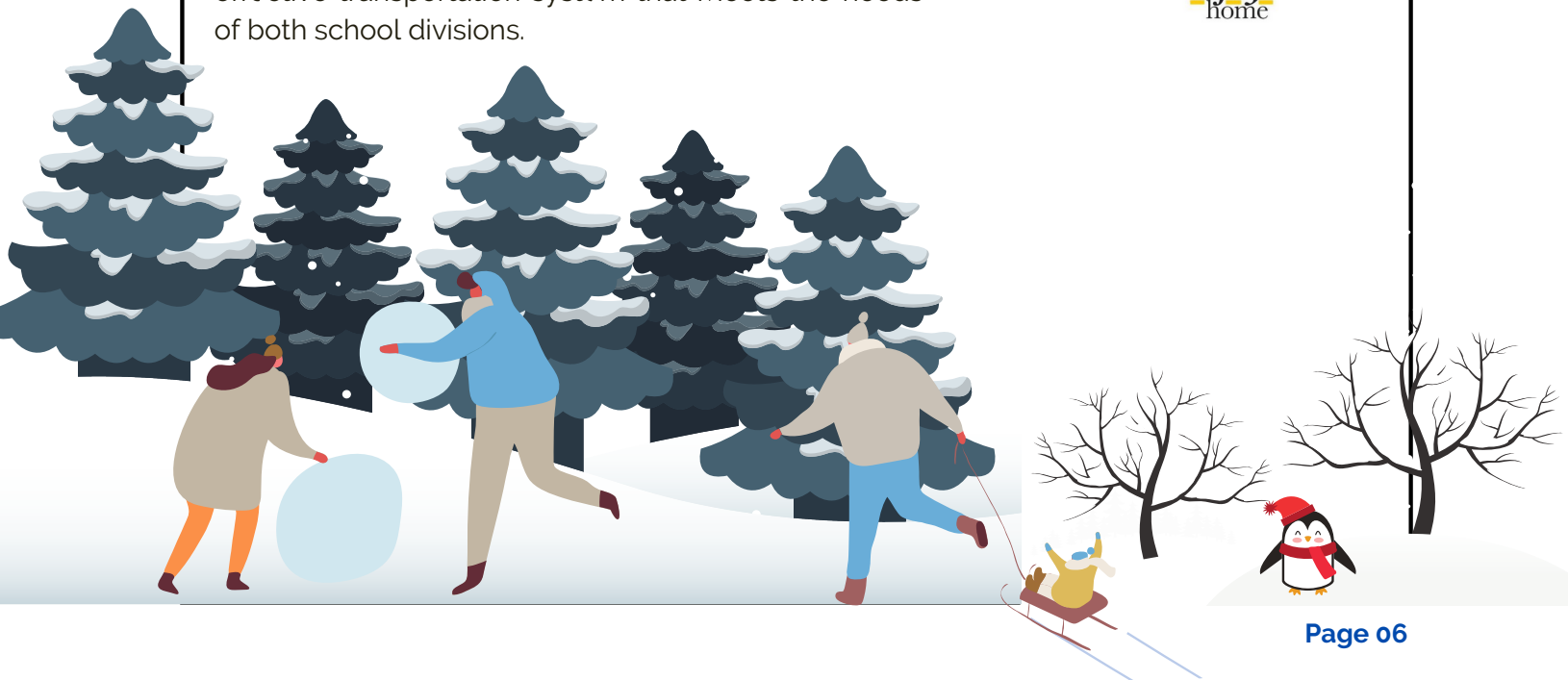
TRANSPORTATION

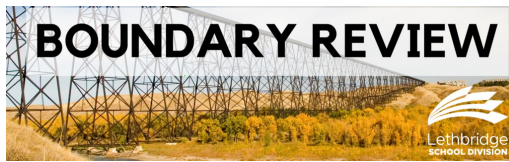


School Bus Transition Update:

Southland Transportation took over west Lethbridge routes on January 11th. Further routes will be transitioned in north and south Lethbridge every few weeks with the goal to be completely transitioned by end of February.

Once new boundary changes are finalized, work will begin to coordinate bus routes with Holy Spirit Catholic Schools for the 2021-2022 school year. The goal of this coordination is to provide an efficient and effective transportation system that meets the needs of both school divisions.

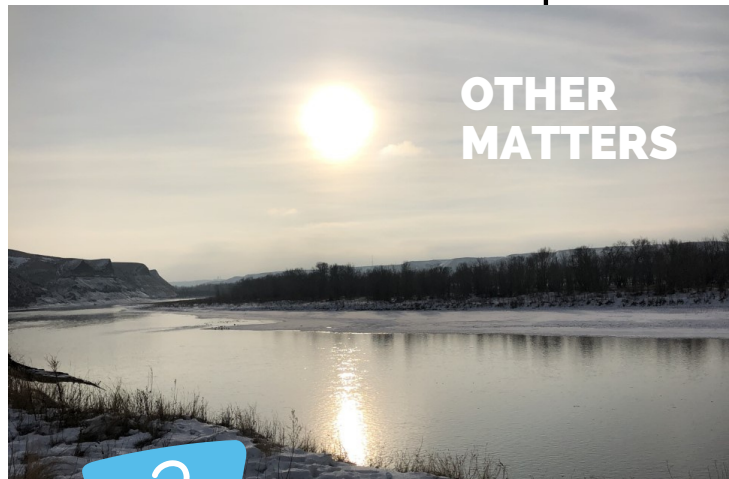




Since the fall of 2018, committees have been reviewing and studying the Division's school boundaries. Committees were formed to study West, South, and North Lethbridge boundaries. It is necessary to create a new school boundary for the opening of Dr. Robert Plaxton Elementary School in South Lethbridge and there are growth and facility capacity concerns in West Lethbridge. The boundary review presentation was released on January 12th and the **feedback opportunity is available on the Division Boundary Review website until January 28th. Detailed documents, maps, and FAQ's are also available on the boundary review website.**

Other meetings or events to note:

- Dr. Plaxton Solar Wall interactive and playground design review meeting, Jan 7th
- Receipt of Donation of approximately 1000 Royal Tissue from Cavendish Farms for our schools, Jan 7th
- Meetings to discuss technology evergreening plan and mobile technologies, Jan 6th, 7th
- Ed Centre/Attwell Staff meeting, Jan 8th
- USIC Travel Insurance Claim finalization meetings, Jan 11th, 15th
- USIC Risk Management and Claims Committee, Jan 12th
- Facilities meeting re new FOB entry system, Jan 12th
- Energy Market Strategy meeting re Electrical and Gas future pricing with Energy Associates International, Jan 12th
- Launch of Boundary Review video, website, and feedback loop, Jan 12th
- TEAMS meeting with Lakeview staff regarding boundary changes and staffing implications, Jan 12th
- Ecole Agnes Davidson School Council Meeting Jan 12th
- School Division power outage on South and North Lethbridge situational management, Jan 13th
- City of Lethbridge and Southland Transportation School bus transition meeting, Jan 13th.
- Wilson Middle School Council Meeting, Jan 13th
- Gilbert Paterson and Wilson generative dialogue, Jan 15th
- Lethbridge SD and Holy Spirit SD transportation discussion for 2021-2022. Jan 18th
- OHS Management Committee meeting, Jan 19th
- LSD and City of Lethbridge Emergency Planning Scenario, January 20th
- Ecole Nicholas Sheran School Council meeting, Jan 20th
- City of Lethbridge Municipal Development Plan input meeting, Jan 22nd
- Ongoing:
 - Dr. Robert Plaxton construction site meetings.
 - Elementary, Middle School, and High School Principal meetings
 - Labour relations matters



MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

Re: School Trustee Elections

Background:

The attached documentation is a summary of changes that Trustees should be aware of if they are planning to run for re-election in the October 18, 2021 Municipal and Trustee Election. See Attachment A, summary of changes to legislation, and Implementation Fact Sheet. A few of these changes are highlighted:

- 1) Nomination Period: Begins January 1, 2021 and concludes September 20, 2021 at 12 noon. Candidates may file nomination papers anytime within this period. This is a change from a previous “nomination” day that had a 2-hour window.
- 2) Changes have been made to Campaign Finance and Disclosure Requirements, Fundraising Contributions, Campaign Bank Accounts, Definition of Campaign Expenses, and Campaign Surpluses.
- 3) City of Lethbridge will post updated information for Candidates on their Elections webpage.

Recommendation

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

Respectfully submitted,
Christine Lee

Schedule A - Changes to Provincial Legislation

Changes were made by the Province to the Local Authorities Election Act in 2018 and 2020. At a high level, they included the following:

- Campaign finance and contribution disclosure requirements will now also apply to School Board Elections.
- Corporations, trade unions and employee organizations are not allowed to contribute to candidates.
- An individual Albertan may contribute up to \$5,000 per candidate for both municipal and school board trustee candidates during the campaign period.
- A candidate may contribute up to \$10,000 to their own campaign during the campaign period.
- Third parties interested in advertising during a municipal or school board election to oppose or promote a candidate, will be required to register with the municipality or school board they intend to advertise in.
- Third party advertisers will be required to file disclosure statements detailing advertisements, expenses, and contributions received.
- Candidates must be nominated before incurring any campaign expenses or accepting contributions.
- Vouching provisions has been extended to municipal election to allow for an elector who has shown valid identification and signs the appropriate declarations to vouch for an elector who does not have identification.
 - An elector may only vouch for one person, unless multiple individuals share the same residence, in which case the elector may vouch for all persons residing in the same residence.
- There is no longer a requirement for electors to reside in Alberta for six months
- Candidates are not required to designate an “official agent”
- The Returning Officer is required to refuse a nomination paper if it is not signed by at least five electors (or more if required by bylaw), is not accompanied by a deposit (if required by bylaw), or is not sworn/affirmed by the candidate.
- Municipalities with populations of over 5,000 must provide advance voting
- There is now a “nomination period” where nominations can be accepted from January 1 to four weeks prior to Election Day
- Provision to appoint a substitute returning officer has been added
- Electors may be voting for senatorial candidates along with municipal and school candidates. Election Day for the senate will be October 18, the same as for the local jurisdictions. The Province will provide details once they are known.
- Electors may be voting on provincial questions as well. The Province will provide details once they are known

Implementation Fact Sheet

Campaign Finance and Contribution Disclosure Amendments *Local Authorities Election Act*, 2018 and 2020

Campaign Finance and Contribution Disclosure Requirements

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 2(4), s. 3(4),
s. 22 (1.2) (1.3), s.147.3 (1)(f) (g), s.147.3 (2),
s. 147.4, s. 147.7, s. 147.8, s. 147.12, s. 147.81, s.
147.82, s. 147.83, s. 147.84

Previous requirement:

1. The campaign finance rules contained in the *LAEA* did not apply to school boards and the school boards could set their own disclosure and surplus rules.
2. Candidates were required to disclose names and addresses of donors whose contributions exceed \$100.
3. *Candidates were not required to have financial statements audited or reviewed prior to filing disclosure statements.
4. Candidates who ran self-funded campaigns were not required to submit financial disclosure statements.

What has changed?

1. All campaign finance provisions apply to school board trustee candidates. s. 22 (1.2) (1.3), s. 147.12
2. Candidates are required to disclose names and addresses of donors whose contributions exceed \$50. s. 147.4
3. *A candidate who has incurred campaign expenses or contributions of \$50,000 or more, must file a review engagement (as defined by the *Chartered Professional Accountants Act*) with their disclosure statements. s. 147.2.
4. Financial disclosure statements are required from all candidates, included self-funded campaigns. s.147.12, s.147.3 (1)(f) (g),s. 147.3 (2), s. 147.4, s. 147.7, s. 147.8, s. 147.81, s. 147.82, s. 147.83, s. 147.84

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

What do School Boards need to know?

School Boards are no longer able to set their own disclosure and surplus rules and candidates must follow the rules in the *LAEA*.

What do prospective candidates need to know?

All candidates in municipal and school board elections must follow the Campaign Finance and Disclosure rules in the *LAEA*.

Candidates must disclose the names and addresses of donors whose contributions exceed \$50.

*Candidates who spend or receive \$50,000 or more must file a review engagement at the same time as they file disclosure statements.

All candidates, regardless of being self-funded or accepting contributions, are required to file a disclosure statement with the municipality and/or school division in which they sought election.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018 and September 1, 2020.

Corporate and Union Donations

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.1 (1)(d) (e)(f) (g), s. 147.13, s. 147.2 (1)(2) (6), s. 147.23, s. 147.24, s. 147.32, s. 147.33

Previous requirement:

The *LAEA* previously allowed campaign donations from corporations, trade unions and employee organizations.

What has changed?

Prohibited organizations, including corporations and unincorporated organizations, including trade unions and employee organizations, are prohibited from contributing to municipal election campaigns.

What does the public need to know?

No corporation or unincorporated organization, including a trade union and employee organization, and no individual ordinarily residing outside Alberta, shall make a contribution to a candidate. s. 147.2(2)

What do prospective candidates need to know?

Only an individual ordinarily residing in Alberta may make a contribution to a candidate. s. 147.2(1)

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Fundraising Contributions

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.1 (1)(c), s. 147.1 (2)(3), s. 147.2 (3)(4)(5), s. 147.31

Previous requirement:

1. *The *LAEA* set a \$4,000 contribution limit, in the aggregate, per donor to candidates for election as councillors, and \$4,000 in the aggregate per donor to candidates for school board elections.
2. *Candidates who eligible to contribute to their own campaign and the \$4,000 aggregate contribution limit applied.
3. The *LAEA* did not address fundraising functions in municipal/school board elections.

What has changed?

1. *Individual contributions are limited to \$5,000 per candidate for municipal candidates and \$5,000 per candidate for school board candidates.
2. *Candidates may contribute up to \$10,000 of their own funds for the purpose of their campaign. s. 147.2(4)
3. The donation portion of fundraising contributions is subject to general contribution restrictions and limits. s. 147.31(1)

What does the public need to know?

*No individual ordinarily residing in Alberta shall contribute in any campaign period an amount that exceeds;

- \$5,000 per candidate for election as councillors; and,
- \$5,000 per candidate for election as school board trustees. s. 147.2 (3)

*Thus, an individual may make as many contributions to as many school board and municipal candidates in Alberta as they wish so long as each contribution does not exceed \$5,000.

What do prospective candidates need to know?

It is the responsibility of the contributor/donor to ensure, before making a contribution under the *LAEA*, that the contributor/donor is not prohibited from making a contribution and is not making a contribution that is in excess of the \$5,000 limit. s. 147.13 (1)

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018 and September 1, 2020.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Campaign Spending Limits

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.34, 147.85, 147.91(1)(a)

Previous requirement:

The *LAEA* did not contemplate spending limits in municipal or school board elections.

What has changed?

The Minister of Municipal Affairs may make a regulation setting spending limits for municipal and school board elections and if a regulation is in place, municipalities and school boards are enabled to set a lower limit by bylaw. s. 147.91

What do prospective candidates need to know?

*There is no regulation in place and therefore there are no defined spending limits. This means that candidate may spend any amount they deem appropriate.

When do these changes take place?

The amendments to the *LAEA* enabling the creation of a spending limit regulation came into force December 11, 2018. There is no regulation in place for the 2021 municipal election.

Campaign Bank Accounts

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.3

Previous requirement:

The *LAEA* required that a candidate open a bank account once total contributions received reach \$5,000. Self-funded candidates were not required to open a bank account.

What has changed?

The *LAEA* requires all candidates, including self-funded candidates, to open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their campaign. s. 147.3(1)

What do prospective candidates need to know?

A candidate, self-funded or not, **MUST** open a campaign bank account once total contributions to the candidate's campaign exceeds \$1,000.

If a candidate's contributions do not exceed \$1,000, they are **NOT** required to open a campaign bank account.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Nomination Period, Definition of a Candidate and Campaign Period

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 1(s.1), s. 12(a), s. 25, s. 27, s. 28, s. 1(e.1), s. 147.1 (1)(b), s. 147.22

Previous requirement:

1. Nomination day was defined in the *LAEA* as being four weeks prior to election day, between 10 a.m. and 12 noon.
2. A candidate had to register with the municipality in which they intend to run prior to accepting campaign contributions. Registration could occur at any time over the four year campaign period.
3. The *LAEA* identifies a 'candidate' as an individual nominated as a candidate for election as a councillor of a municipality under the *LAEA* or an individual who intends to be nominated as a candidate for such an election and accepts campaign contributions or incurs campaign expenses.
4. The *LAEA* defines 'campaign period' as being the period beginning January 1 immediately following a general election to December 31 following the next general election.
5. Requirements 2 to 4 did not apply to candidates for school boards, as they could set their own campaign finance rules by bylaw.

What has changed?

1. *Rather than nominations being restricted to a period of 2 hours, 4 weeks prior to election day, nomination papers will now be accepted by a jurisdiction at the beginning of the campaign period (January 1 in the year of an election) to 4 weeks prior to election day. s. 25(2)(a)

In the case of by-elections, the "nomination period" will commence the day following the resolution of council or school board setting the date of the by-election. Nominations will be accepted up until 4 weeks prior to the date of the by-election. s. 25(2)(b)

Nomination day (which is now the final day to accept nominations) is 4 weeks before election day. s. 25(1)

2. All individuals are required to be nominated in the municipality and/or school board they intend to run in prior to incurring campaign expenses or accepting campaign contributions. s. 147.22
3. *An individual may accept contributions outside of the campaign period to a limit of \$10,000 annually, out of the candidates own funds; and \$5,000 in the aggregate annually, from contributors. s.147.22(3)
4. The *LAEA* identifies a "candidate" as any person who is nominated for election as a councillor of a municipality or trustee of a school board. s. 1(e.1)
5. The definition of "campaign period" is now January 1-December 31 in the year of a general election. s. 147.1 (1)(b)

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

What do individuals already campaigning for the 2021 general elections need to know?

*Potential candidates may contribute \$10,000 out of their own funds, and accept up to \$5,000 in the aggregate prior to December 31, 2020.

Beginning on January 1, 2021, a person must be nominated prior to accepting campaign contributions and incurring campaign expenses.

What do prospective candidates need to know?

1. *The “nomination period” now begins January 1 of the year of the general election and ends on Nomination Day (4 weeks before the general election).
2. Once your nomination has been filed, you are considered a candidate and may begin to accept contributions.
3. The campaign period is January 1 – December 31 in the year of the general election and within that period of time you cannot accept campaign contributions or incur any campaign expenses until you have been nominated as a candidate.
4. *You can accept contributions of up to \$5000 annually from contributors, and \$10,000 annually of your own funds, as well as incur expenses outside of the campaign period. s.147.22(3).

What does the public need to know?

1. You may nominate an individual to become a candidate in a general election any time from the start of the campaign period (January 1 in the year of the general election) until Nomination Day (4 weeks prior to the election).
2. *You may contribute to an individual’s campaign outside of the campaign period. However, the person may not accept more than \$5000 annually from contributors.
3. *Within the defined campaign period (January 1 – December 31 in the year of the election), you cannot contribution to a candidate’s campaign until they have filed their nomination papers and have become a candidate.

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018 and September 1, 2020.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

*Campaign Donation Surplus

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.5

Previous requirement:

1. Candidates who identified a surplus when filing their campaign disclosure were required to turn that surplus over to be held in-trust by the municipality.

The individual would have the surplus returned if they file nomination papers in the next general election or by-election.

2. Municipalities were required to hold campaign surpluses in trust but the funds were not subject to interest and could be held in one bank account.
3. If a candidate did not file nomination papers in the next general election, the candidate was required to, within six months, instruct the municipality to donate the surplus to a charity of their choice (in accordance with the *Income Tax Act*), or the municipality or school board. If no direction is received, the surplus becomes the property of the municipality.

What has changed?

1. The *LAEA* has been amended to require that candidates donate any amount that is \$1,000 or more in surplus funds to a registered charity within 60 days of filing the candidate's disclosure statement.
2. The donation of the surplus funds must result in the surplus being less than \$1,000.
3. Surpluses less than \$1,000 may be retained by the candidate or be donated to a registered charity.
4. Candidates must file an amended disclosure statement within 30 days of the expiration of the 60 day period, showing the surplus funds have been dealt with.

What does the municipality or school board need to know?

1. Candidates are required to donate surpluses in excess of \$1,000 to a registered charity.
2. Surplus funds less than \$1,000 may be retained by the candidate or be donated but it is up to the candidate to determine the approach.
3. Candidates must file amended disclosure statements with the municipality or school board showing that the surplus funds greater than \$1,000 have been dealt with.

What do prospective candidates need to know?

Candidates cannot hold surplus funds greater than \$1,000. If your disclosure statement shows a surplus greater than \$1,000, you have 60 days to donate an amount to a registered charity that results in the surplus being less than \$1,000.

If your surplus is less than \$1,000, you may choose to retain the funds or donate them to a registered charity of your choice.

If you have donated a surplus to a registered charity, you must file an amended disclosure statement with your municipality or school board within 30 days of the expiration of the 60 day period.

What do prospective candidates need to know if they have a surplus from a previous election?

If, on September 1, 2020, an amount is held in trust with a municipality or school board, and it is greater than \$1,000, you must donate an amount to a registered charity that will result in the surplus being less than \$1,000 prior to January 1, 2022.

If you show a surplus of less than \$1,000, you may retain the surplus or donate it to a registered charity.

If the municipality or school board do not receive direction on or before January 1, 2022, the money will become the property of either the municipality or school board (whichever is applicable).

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

*Campaign Deficits

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.52

Previous requirement:

1. If a candidate's disclosure statement showed a campaign deficit and the candidate did not run in the next general election, the candidate was required to eliminate the deficit within six months of the next general election.
2. *A payment made by the candidate to eliminate their deficit was not considered to be a contribution.
3. A candidate was required to file an amended disclosure statement within 30 days of the expiration of the six-month period, showing the deficit had been eliminated.

What has changed?

1. If a candidate's disclosure statement shows a deficit, the candidate is required to eliminate the deficit within 60 days after filing their disclosure statements.
2. A candidate may accept contributions during the 60-day period for the purpose of eliminating the deficit.
3. Contributions for the purpose of eliminating the deficit must not exceed \$5,000 from any individual contributor.
4. A candidate may make a contribution from the candidate's own funds to a maximum of \$10,000.
5. A candidate must file an amended disclosure statement within 30 days of the expiration of the 60-day period showing the deficit has been eliminated.

What does the municipality or school board need to know?

1. Candidates must eliminate deficits within 60 days of filing campaign disclosure statements.
2. Candidates may accept contributions (\$5,000 from contributors and \$10,000 out of their own funds) to eliminate the deficit.
3. Candidates must file amended disclosure statements with the municipality or school board showing that the deficit has been eliminated.

What do prospective candidates need to know?

Candidates are not permitted to carry a deficit and deficits must be eliminated within 60 days of filing campaign disclosure statements.

You may accept contributions not exceeding \$5,000 from an individual, as well as up to \$10,000 from your own funds, for the purpose of eliminating the deficit.

You must file an amended disclosure statement within 30 days of the expiration of the 60 day period, showing the deficit has been eliminated.

When did campaign surplus and deficit changes take place?

The amendments to the *LAEA* came into force September 1, 2020.

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

Definition of Campaign Expenses

Legislation: *Local Authorities Election Act (LAEA)*

Section Numbers: s. 147.1(1)(a)

Previous requirement:

The *LAEA* describes allowable election expenses as expenses that are lawfully incurred and payment is not a contravention of the *Act*; these include:

- the actual personal expenses of the candidate;
- the costs of acquiring premises, accommodation, goods, or services used for proper election campaign purposes;
- bona fide payments for the fair cost of printing and advertising; and,
- reasonable and ordinary payment to any person for the hire of transportation used by a candidate or speakers in travelling to and from public meetings, or by any person in connection with and for the proper purposes of an election.

What has changed?

“Campaign expense” means any expense incurred, or non-monetary contribution received.

The use of goods that were purchased in an election campaign in a second or subsequent election is considered to be a non-monetary contribution. Reusing these materials is considered to be a non-monetary contribution for the purposes of a campaign expense.

An election expense includes an expense incurred for, or a non-monetary contribution in relation to:

- the production of advertising or promotional material;
- the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during the election period, including by the use of a capital asset;
- the payment of remuneration and expenses to or on behalf of a person for the person’s services as a chief financial officer or in any other capacity;
- the securing of meeting space, or the conduct of election surveys or other surveys or research during an election period.

What do prospective candidates need to know?

It is the responsibility of the candidate to ensure that money in the campaign account shall only be used for the payment of campaign expenses as defined in section 147.1(1)(a).

When do these changes take place?

The amendments to the *LAEA* came into force December 11, 2018.

What resources are/will there be available to assist?

Running for Municipal Office in Alberta – A Candidate’s Guide – COMING SOON

*Amendments passed in July 2020 under Bill 29: *The Local Authorities Election Amendment Act*

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent Human Resources

Re: Human Resources Report

Background

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

Recommendation

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

Respectfully submitted,
Mike Nightingale

Associate Superintendent, Human Resources
Report to the Board of Trustees
January 26, 2021



Supporting Schools

The Human Resources department has been busy supporting staff and schools so they can support our amazing students. Some of the highlights include:

- Adding 4 teachers to the substitute list in the past six weeks, with 8 applications currently being processed.
- Adding 2 support staff to the substitute list in the past six weeks.
- Onboarding 21 new staff members in the past six weeks.
- Extending 32 teacher contracts in the past six weeks.
- Facilitating the hiring of 11 teachers in the past six weeks.
- Facilitating the hiring of 13 support staff in the past six weeks.

Other Highlights

- Associate Superintendent Mike Nightingale attended Dr. Probe and Lakeview, school council meetings.
- The Human Resource department facilitated training for 3 support staff that work with complex students.
- Executive Assistant Katie Guccione and Administrative Professional Amber Ruest provided HR software training for 3 schools.
- Associate Superintendent Mike Nightingale attended an OHS management committee meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended a virtual Education Center Leadership Team meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual school administrator meetings for elementary, middle school and high school.
- Members of Executive Council and the Human Resources department provided an overview of the staffing process for schools that have the potential to be most impacted by the proposed boundary changes for the division.
- Associate Superintendent Mike Nightingale met with 26 school-based administrators to engage in conversations related to their future career plans.

2020 Hiring Information

The following statistics related to the hiring process were gathered from January 1, 2020 to December 31, 2020:

- 5,366 applications were collected through our workable software.
 - Each position advertised received an average of 24 applications.
- 1,412 applications were moved forward as part of the shortlisting process.
- 1,133 candidates were moved to the interview stage.
- 582 candidates were moved to the reference checking stage.
- 428 candidates were offered positions.
- 369 candidates were hired through workable.
- Hiring managers completed 7,574 ratings of candidates and included 3,045 comments as part of the hiring process.

COVID-19

- The Human Resources department will continue to work closely with schools and staff as we navigate the challenges created by COVID-19. The department has been providing, and will continue to provide significant support in relation to:
 - Leave Management
 - Hiring
 - Accommodations
 - Substitute and casual replacement
 - Data collection
 - Providing staff with Employee Family Assistance Program resources



MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent Instructional Services

Re: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT – INSTRUCTIONAL SERVICES

JANUARY 2021

First Nations, Metis, and Inuit Work

Highlights of the Indigenous Education teamwork this month has involved:

- Sharing Lethbridge Indigenous Education Strategic Plan 2020/21
- Completion of Urban Indigenous Education Grant report
- Indigenous Education staffing- posting for Middle School Teacher- Indigenous Education
- Staffing challenges – maternity leaves (our 4th one this year)
- Continuing to offer teacher-based PL and learning opportunities at each school site
- Monthly Indigenous Education Newsletter

Curriculum and Instruction

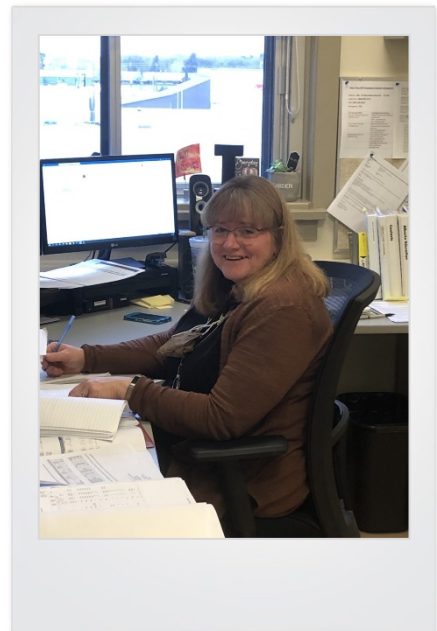
Dual Credit - Instructional Services continues to explore building opportunities for Dual Credit partnerships with Colleges throughout Alberta. Currently we are reviewing the dual credit opportunities from Olds College and Lethbridge College. We have a CASS meeting January 19th with Lethbridge College to discuss further partnership in the upcoming 2021/22 year.

Early Education



Isabelle Plomp, our Early Childhood Services Coordinator, has announced her retirement!!!!

Our families, staff and students have been so fortunate to have worked, learned, and been supported by Isabelle over the last 8 years in Lethbridge School Division. Isabelle has worked just short of 40 years in the education sector primarily in Early Learning. She is passionate about early intervention and her outstanding work is evidence that the earlier the services and supports for young children the more prepared they are for learning when they arrive in our schools! Congratulations Isabelle, we will miss you and your retirement is well earned!



Early Education Program registration will happen later this year. Registration will not happen earlier than late March, as the boundary review and budget need to occur prior to the registration process.

Counselling

December was filled with exciting news for the Making Connections program as we were notified that our February 2020 grant submission to the City of Lethbridge was successful. This news brought on the unexpected addition of 3 new family support worker positions across the Division for 2021. This allowed the team of 2 current family support to grow to 5 members strong.

Making Connections is now comprised of 2 teams: family support, which is funded through City of Lethbridge FCSS (family and community social service) block funding and Child and Family Services FRN (family resource network) block funding and Mental Health Capacity Building (MHCB) which is funded through AHS and funds 4 mental health wellness coaches across the division. This current funding allotment will maintain the program through the 2020/2021 school year and into the fall of 2021/2022.

Wellness Work

The staff "Wellness Throw Down January 2021" is "Let's Plank". Staff are encouraged and supported to be active after the season of indulgence. In February, we as a Division will challenge the World Record to simultaneously plank as a school system for one minute. There is a graduated week by week challenge recognizing that planking is difficult and a skill that has to be developed. We are hopeful that staff are planking with their students to increase activity and core strength (and provide opportunities for movement !!)

Congratulations to General Stewart for winning the "Just Pause" Staff Throwdown in December.

The Wellness Committee met January 11th; it was decided that Wellness Grants will continue for the 2021/22 school year. Grants will be encouraged to focus their plans around outside activity, and outside learning spaces. Supporting the outdoors will simultaneously support the weaving of Indigenous Ways of Knowing into curriculum as we continue to build our understanding of Indigenous Culture as a system.

The Health Champ meeting will take place on February 8th from 1:30-3:30 p.m.

Diversity and Inclusion

The Diversity and Inclusion Parent Table and a group of parents with a minority perspective have been surveyed regarding wellness and connection during the Pandemic. It is likely that we will have data collated by the end of January to share out to schools. The information gathered from this survey will help/guide our system and schools so that we can better support our families.

Inclusive Education

Upcoming SIVA Training Inclusive Education will be offering online SIVA training opportunities for Educational Assistants, Early Learning Educators, Learning Support Teachers, and administrators over the next few months. Dates are as follows:

January 25 and 26 High School EAs

January 22, 29 and February 12 Elementary and Middle School EAs

February 4 and 5 Early Learning Educators and EEP LSTs

February 8 and 9 Administrators and LSTs

March 17 and 19 Kindergarten EAs

We are grateful to our dedicated trainers who are providing SIVA training online for the first time – Frank Lowe, Terra Leggat, Christie Archer, and Rochelle Neville – and to Rochelle for her work in planning these sessions in TEAMS.

We have already welcomed five new families into our division adding a total of 11 students from kindergarten to grade 12. The families arrived from India, Mexico, Colombia, and the Philippines. Our ESL lead teacher, Bev Smith, and Student Support Worker, Sarah Ahlgren, have been very busy with intake assessments, as well as their work supporting students and families. Anna Ell, Administrative Professional, has assisted the intake process for all our newcomers with preliminary screening to ensure residency-related documentation is in place.

Support Services

With the addition of a new Speech Language Pathologist in December, we have been able to review and reduce caseloads for our five other SLPs to make numbers more manageable and to provide better service to students. Early Education assessments were mostly complete by December 1 to meet Alberta Education deadlines for Program Unit Funding, and SLPs can now focus more consistently on supporting children and students in classrooms and online. We will be working with Jesse to access professional learning for SLPs and OT through Logics Technology to support teletherapy and online work with Speech Language Assistants, Educational Assistants, and families. Conversations have begun with the South West Collaborative Support Services (SWCSS) Leadership Team to begin planning contracted support services for the 2021-22 school year. Final decisions will be contingent on school division budgets.

Other Happenings in Instructional Services:

- Parent calls/queries
- Evaluations of staff
- Interviews and staffing leaves
- Budget
- Planning for next year
- Emergency Preparedness Planning and Incidents
- Attending and organizing staff meetings/School Council meetings
- Inquiry meetings
- Research proposals
- Grant writing
- COVID incidents
- PUF audit

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

Background

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

Recommendation

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

Respectfully submitted,
Cheryl Gilmore



2020-2021 DIVISION PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

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

PRIORITY TWO: Inclusion

OUTCOMES:

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

PRIORITY THREE: Innovation

OUTCOMES:

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

**2020-2021 DIVISION PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy/ESL Lead Teacher, continues to support classroom teachers in Kindergarten through grade 8 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.
- Fountas and Pinnell training is being provided to new elementary teachers that have been hired in our Division since September on the afternoon of Friday, January 29th

Numeracy

- Numeracy Lead Teacher, Jenn Giles, continues to support classroom teachers in Grades 1-9 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her area of focus is effective teaching practices in mathematics and building number sense.

Curriculum Implementation

- Alberta Education is to make drafts of K-6 curricula available to view this month.

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

- A variety of dual credit courses are being delivered this year (2020-21): Cinema 1000, Management 1070, Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850.
- Lethbridge School Division Off-Campus program for Work Experience and RAP continues with Andrew Krul and Carey Rowntree working hard to place students and monitor compliance with COVID-19 workplace guidelines; the new restrictions announced by Alberta Health Services this month will have an impact on some of the student's ability to secure hours, but we will look at flexible options that ensure students can finish courses and receive credits.
- Teachers, counsellors and student support at each high school teaming to support career development at the secondary level. Counsellors received an in-service for the on-line career exploration program called, My Blueprint.
- Indigenous Grad Coaches are working as a team to develop opportunities for career exposure for our high school indigenous students in the new year.

Middle School Initiatives

- Schools continue to extend learning regarding concept-based teaching/ pedagogy.
- Collaborative teams are being formed to enable sharing of ideas and resources for on-line learning.
- Think Outside- a collaborative endeavor between Helen Schuler and the School Division has been put on hold due to the uptick of COVID cases. This endeavor was very well received in its first few weeks. The program was established with the intent of enhancing and supporting middle school teachers to teach outside and incorporate Indigenous Ways of Knowing, curriculum and movement.

Early Learning

- Alberta Education has implemented the new PUF Verification process. The department randomly chose for review 20% of files for children accessing Program Unit Funding (PUF). We had to submit any additional requested information by Friday, January 15. We now await a decision on a few children's eligibility for PUF considering the additional information submitted.
- Early Education Programs embraced online learning, along with the rest of the school division the first week back in January. Although many staff approached it with apprehension, by the end of the week, they had positive comments and experiences to report. We continue to provide "at home" learning for 35 children in Early Education Programs, who have been accessing this service

delivery option since September. A comprehensive website with a wide variety of weekly activities and a parent education section is available to these families on a fee-paying basis, along with 2 weekly live online sessions for 4-year-olds and 1 weekly live online session for 3-year-olds. Children who are eligible for Program Unit Funding (PUF), mild/moderate support or English Second Language (ESL) programming receive additional time with our Early Education Program staff. Evaluations of parents participating in the ongoing “at home” learning option has been unanimously positive with only one individual indicating that they would like to see more live sessions per week.

- Planning for Early Education Programs for the 2021-2022 school year is underway. There are many “unknowns” at this point which makes it more challenging to plan. Last year there were significant changes to PUF eligibility criteria, age criteria, amount of programming hours, etc. At this point we have not been notified if there will be further changes. As well, assessments that identified children for eligibility for PUF and mild/moderate typically came to us from Alberta Health Services in the spring. Their mandate has now changed, and this will no longer be happening, so we must also develop a new screening and assessment process to identify children early and be prepared for programming in the fall.

Indigenous Education

- The Indigenous Education Team just hired two new Grad Coaches to fill vacancies, one at Chinook and one at Churchill, welcome Janine and Juliet!
- The Indigenous Education Department continues to provide both formal and informal learning opportunities for staff. Our Elementary Teacher- Indigenous Education is going to be working with and targeting grade 4 this year. Melanie Morrow hosted her first PL session on October 27th; the second session was hosted on-line November 23rd. “Indigenous Games Kits” are being prepared for distribution to elementary schools January 2021.
- the Indigenous Education Department is now sending out a monthly newsletter that includes great little “tasters” of Indigenous facts, information and language for our schools to share out with staff and families.
- Rock Your Mocs and Louis Riel day occurred November 16th-20th lots of schools participated in different ways.
- Shawnee BigBull is continuing to work with our Middle School teachers imbedding Indigenous Ways of Knowing and John Chief Calf is working closely with staff in our high schools in the English/Language Arts discipline.

Administrator Professional Learning

- The Admin symposium created momentum for admin PL to focus this year on “creating cultures of thinking” in all schools. A “Thinking Schools” PL session was held for all administrators in October, and the second PL session was held January 14th.
- New administrators for the 2020-2021 school engage in mentorship and sessions focusing on different areas of the Leadership Quality Standard. The December 3 session was hosted by Cheryl Gilmore and Ann Muldoon with the following topics: vision, school culture and inclusive education. This was the first time that a session was completely delivered using the Microsoft Teams platform. January 7th session was facilitated by Mike, Rhonda and Cheryl, focussing on staff hiring practices and supervision. The last session of this school year will be on April 22, with a focus on Professional Learning.

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

- Administrators and teachers continue to have access to free, virtual professional learning opportunities through Corwin, Scholastic, and SAPDC. These sessions are being held after school so that substitutes are not required since they are in short supply.

- Human Sexuality training for teachers new to grades 4 and 5 will be provided on February 9th.
- Inclusive Education will be offering online SIVA training opportunities for Educational Assistants, Early Learning Educators, Learning Support Teachers, and administrators over the next few months. The dates are as follows:

January 25 and 26 High School EAs

January 22, 29 and February 12 Elementary and Middle School EAs

February 4 and 5 Early Learning Educators and EEP LSTs

February 8 and 9 Administrators and LSTs

March 17 and 19 Kindergarten EAs

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The format for the Teacher Induction Program has changed this year. The changes were due to feedback from participants. One of the biggest changes was to the schedule. We now offer TIP on Friday afternoons rather than during instructional time. TIP year 1 participants have already met, on August 20th and 21st. Although our format has changed regarding scheduling, our content has not changed.
- The October session focussed on reporting and parent/teacher interviews.
- The November 20th session focused on policies, procedures and FOIP. This session was delivered through Microsoft Teams. There was also a session hosted December 11th. Our January 15th session was hosted by Division principals. Our next session will be on March 12th.

Parent Engagement

- The Division School Council met for the fourth time on January 11. The parent learning session and regular meeting was hosted using the Microsoft Teams platform. The parent Learning Session was delivered by Morag Asquith. It focused on student wellness and physical literacy.
- Information was provided to parents regarding provincial protocols beginning in December and the first week back to school in January.
- An on-line recorded presentation regarding potential boundary changes commencing the 2021-22 school year was hosted on January 12th. A Boundary webpage provides detailed information regarding the changes and hosts a feedback loop for parents to provide their perspective regarding the potential changes. The feedback loop is open until the end of January. Feedback will be collated and provided to the Board in February.
- Diversity and Inclusion Parent Committee questionnaire is currently being rolled out by the DIPT Committee. This endeavor has evolved so that we as a Division can learn more about how our parents and families are doing during this challenging time. This survey has been circulated to the Diversity and Inclusion Parent group as well as a targeted group of parents.

Community and Business/Industry Engagement

- The superintendent, associate superintendents, communication officer and Transportation Coordinator attended an emergency tabletop exercise hosted by the City of Lethbridge on January 20. Attendees included different departments from the City of Lethbridge, Lethbridge Police Services, Fire/Emergency Services, Transportation, etc.). The purpose of the exercise was to uncover emergency planning strengths and gaps. A summary of recommendations for all service providers to fill the gaps will be provided by the City of Lethbridge. We will be focusing on communication and communication devices as well as coordination and timing with emergency services and the City of Lethbridge.

Management of Growth and Capacity Building learning spaces)

- West Lethbridge, South Lethbridge and North Lethbridge Boundary review committees finished their meetings and finalized boundary proposals for Board consideration.

- The public presentation was prepared and delivered on-line. Currently, feedback loops are in place for the public to provide their perspective. It is anticipated the Board will finalize boundaries at the February Board meeting.
- Projects under Capital Maintenance and Renewal (CMR) grant funding were submitted for budget 2021-2022. Priority project requested for funding include ventilation, accessibility, and other building upgrades.
- The Division submitted requests for Modular Classrooms for the 2021-2022 school year at the end of October. These requests will be for Coalbanks, Dr. Gerald Probe and Chinook High School due to enrolment and capacity concerns in West Lethbridge. It is anticipated that we should know fairly soon if Lethbridge School Division qualified for any of our requested modular classrooms.
- The Division was given the opportunity to take three, 10-year-old modular classrooms from another school jurisdiction. These modulares have been picked up and moved to the Division. They are currently being stored in part of the Chinook High School parking lot. Decision on priority placement will be made once new modular classroom announcements made by Alberta Education in 2021.

Other School Improvement Initiatives

- We continue to support Staff Wellness Throwdowns- the challenge for December is- “Just Pause,” hopefully this Throw Down will remind all of us to slow down, especially at a time (December) when in a typical year we would be supporting many who struggle.
- Nutrition Programs continue to support breakfast, lunches, and snacks for students throughout the day.

PRIORITY TWO: INCLUSION

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

- The aligned approach our Division of Instructional Services has taken, supports UDL (Universal access or curricular entry for all students), thereby using the inclusive lens with all initiatives- achievement (literacy/numeracy), social emotional supports, nutrition programs, physical activity.
- Positive Spaces Committee met in November and will continue to meet as the committee still feels there is more work to do supporting our LGBTQ+ population.
- We continue to work through positive COVID cases that are identified by Alberta Health Services, we commend our schools, both staff and students for the amazing commitment they have demonstrated keeping our schools safe.

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

- We are grateful to our dedicated trainers who are providing SIVA training online for the first time – Frank Lowe, Terra Leggat, Christie Archer, and Rochelle Neville – and to Rochelle for her work in planning these sessions in TEAMS.
- With the addition of a new Speech Language Pathologist in December, we have been able to review and reduce caseloads for our five other SLPs to make numbers more manageable and to provide a better service for students.
- Early Education assessments were mostly complete by December 1 to meet Alberta Education deadlines for Program Unit Funding, and SLPs can now focus more consistently on supporting children and students in classrooms and online. We will be working with Jesse to access professional learning for SLPs and OT through Logics Technology to support teletherapy and online work with Speech Language Assistants, Educational Assistants, and families.

- Conversations have begun with the South West Collaborative Support Services (SWCSS) Leadership Team to begin planning contracted support services for the 2021-22 school year. Final decisions will be contingent on school division budgets.
- Alberta Education has developed new standards for Inclusive Education, to replace *Standards for Special Education, Revised 2004*, that will be released shortly. On January 12, Ann had an opportunity to preview and provide feedback on the new standards at one of several stakeholder meetings. When the final document is released, we will need to examine the implications for policy and practice in our division.
- In January we have already welcomed five new families into our division, adding a total of 11 students from kindergarten to grade 12. The families arrived from India, Mexico, Colombia, and the Philippines. Our ESL lead teacher, Bev Smith, and Student Support Worker, Sarah Ahlgren, have been busy with intake assessments, as well as their work supporting students and families. Anna Ell, Administrative Professional, has assisted in the intake process for all our newcomers with preliminary screening to ensure residency-related documentation is in place.

PRIORITY THREE: INNOVATION

Breadth of Program Options

- High schools have been able to implement procedures that allow for the delivery of most options in the COVID-19 context.
- Teachers have been working diligently to prepare for and commence delivery of at-home learning using Teams as a delivery platform.

Technology

- After meeting with Admin in the new year and working with Finance, we have created a 5-year sustainable evergreen phase that includes laptops and iPads. Schools and leadership are very excited to know we now have a strategic plan that will ensure device equity through the division, maintaining up to date equipment.
- Over the holiday break, a private consultant completed network penetration testing on our network, to check for insecurities and vulnerabilities. The work was completed over a week-long period by security expert, Sami Laiho. We will be reviewing the full report with Mr. Laiho at the end of the month. After the full review is presented, the Tech Team will review recommendations and take actions to better secure and manage our network.
- The Tech Team has been supporting and preparing for the Town Hall meeting scheduled for February 2. Garrett Simmons has been working with us to ensure the website for the event is ready and all technology needed to host the event is operational.
- We are working with Konica Minolta to do a full review of current copier infrastructure and systems. Our contracts with Xerox expire in September 2021. Currently, the best pricing for copiers has been with the Alberta Educational Purchasing Group (EPG). EPG group just completed a copier request for a proposal (RFP) based on the need for copiers for some of the larger school divisions in the province.
- We have put together a committee to review our digital registration process for new and returning students to our division. The goal of the committee is to review the current process and make it a better more streamlined process for schools and families.

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Acknowledgements of Excellence**

Background

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

Showcasing G.S. Lakie

We would like to recognize the efforts of staff that have been teaching in an online capacity this year. This has put many out of their comfort zone and challenged them in new and unforeseen ways. Our teachers have done an outstanding job with this all year and we're very proud of them. **Kristin Grant, Tavis Newman, Lori Adamson, Nicholas Rickards, Brandon Fletcher, Joel Anderson** and **Amanda Fox** have done much of the heavy lifting, but many more have taught online this year as well!

We've ran many Covid-Creative events this fall worth acknowledging. They started in September with our entertaining "Covid Shuffle" parody song (to the tune of Achy Breaky Heart). Many staff and students participated, and it was a way to make light of the unique re-entry to school. **Raj Mathur, Sheldon Arvay** and **Kristi Legge** put in a lot of work to make that happen. Also, in September we produced a digital "Meet the Teacher" video (thanks to **Joseph Wright**) for our families and ran a very successful non-contact school-wide fundraiser. To culminate our fundraiser, we presented free Power Cards from our fundraiser to some front-line workers. **Courtney Wehlage, Sarah Williamson** and **Lori Adamson** created amazing diversity displays in our foyer that they update and change periodically. An amazing way to bring attention to issues past and present. To round out the first month of school, we were proud of our efforts to acknowledge and recognize Terry Fox Day and Orange Shirt Day. Two very special days that we put a lot of effort into with our staff and students. **Jennifer Melting Tallow** made a spectacular video for Orange Shirt Day that we shared via a digital assembly.

In October, **Raj Mathur** put together a school-wide Halloween Murder Mystery event for the Friday before Halloween. It was a "thinking classroom" type of event that involved all in-person and online students. Everyone really enjoyed it and much work was done behind the scenes by **Raj** and **Courtney Wehlage** to make it happen! **Gord Smith** came up with some creative shop

activities that could happen in classrooms. He had students build miniature cranes that he then gave to students at Coalbanks.

November brought about a great digital Remembrance Day ceremony. **Joe Wright** once again put his digital video skills to work to make this impactful and memorable for students. Some male Lakie staff members challenged Fairbairn staff to a Movember challenge for the month of November as well. Lakie staff won the challenge which forced our counterparts to pose for pictures in Lakie jerseys. More importantly, the two schools raised over \$6700 towards the Movember initiative!

December brought about our admin team's Kovid Kitchen cooking show where we make a meal each week to share with students. It's an attempt to expose them to an option they aren't able to take this year due to Covid, but also as a way to engage students outside of school. **Sheldon Arvay** and his intern **Dana Visser** once again put their creative minds and talents together with their rendition of "Rockin Rudolph" which included many staff and students in a fun video spreading Christmas cheer to our community!

Lastly, we want to recognize a student of ours, **Zara Enayetullah**, whom was a top 3 finisher in the international 2020 Bow Seat Ocean Awareness competition. Her piece of poetry was chosen from over 5300 entries! Also congrats to a staff member of ours, **Cynthia Young**, whom recently surpassed a yearlong running streak where she runs a minimum of 1 mile each day!

Showcasing École Agnes Davidson

École Agnes Davidson School has had a very exciting first half of the school year. With a can-do attitude, we have endeavored to create a school climate of connection, relationships, community, and student achievement. Following Covid protocols, we were able to come together, in a manner of speaking, to host our most successful Terry Fox campaign ever. Students participated in a weeklong look into Terry Fox, followed by a personal message from Terry Fox Sr. and of course, our individual class-based Terry Fox Walks. Following that, our Halloween parade went virtual and the students were excited to showcase their costumes. Albeit differently, Agnes Davidson also came together in thought for Remembrance Day, engaging students in lessons and activities to truly understand the meaning of this occasion. Students were able to participate in some of the traditional aspects of a Remembrance Day Ceremony with the Last Post, a minute of silence and Flanders Field. We are also grateful to our School Council who were able to think outside the box and provide a safe, locally sourced hot lunch for our school community. In the spirit of the holiday season, the students of Davidson worked hard at spreading some cheer with our neighborhood community and Davidson families. We enjoyed some time outside singing Christmas carols for all of our neighbors to hear (of course we were all masked and classes were socially distanced from one another) and we created a Jingle Jangle Jamboree where each class did about a-minute-long performance which was video-taped and compiled to create a showcase of cheer. Hopefully this led to an afternoon on the couch at home with a bowl of popcorn enjoying the festivities of the season. Starting back up in January was done through at-home, on-line learning. It was

amazing to see the teachers come together to create wonderful lessons which truly engaged our students in their learning. Through a collaborative approach, high-caliber, full curriculum was offered to our student population. Our intent over the next few months is to continue to build on our school community relationships in a Covid friendly fashion while delivery high academics in an inclusive format. The year is faced with challenges, but we are facing them with a can-do attitude.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Donations and Support

Background

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

- **Nyrose Mckenzie Alexander LLP** donated \$5,000 to WCHS in support of the switch to student at-home learning.
- **Mr. Blaire Nyrose** donated \$1,000 to WCHS in support of the switch to student at-home learning.
- **Lethbridge Orthotics** donated \$5,000 to WCHS in support of the switch to student at-home learning.
- **North Lethbridge Panago** partnered with WCHS to provide 22 large pizzas and two-litre beverage combos for students and families.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Town Hall

Background

Lethbridge School Division is hosting the annual Town Hall Meeting in a virtual format on Tuesday, February 2, 2021 from 6:30 – 8:00 p.m.

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

The question that the Trustees are seeking feedback on is as follows:

“In response to COVID-19, changes were made to school organization and instructional delivery. Are there changes that impacted students in a positive way that should continue and be built on?”

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Evergreening Plan for Mobile Technology

Background

In December, the Board passed the following motion:

“that the Board authorize the Technology Department to purchase the necessary laptops and iPads that need replacement in our schools funded through capital reserves, subject to the development of an evergreening plan in consultation with schools.”

An evergreening plan was developed by Jesse Sadlowski, Director of Technology, and Mark DeBoer, Finance Director. Meetings were held with elementary, middle, and high school administrators the first week in January for consultation regarding the plan. The plan was agreed to and supported by all levels. Based on the high level of agreement, the technology department moved forward with purchasing the technology within the timeline agreed to by the distributor before cost increases.

The evergreening plan will be presented to trustees by Mark DeBoer and Jesse Sadlowski. These individuals will also be available to respond to any Board questions.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

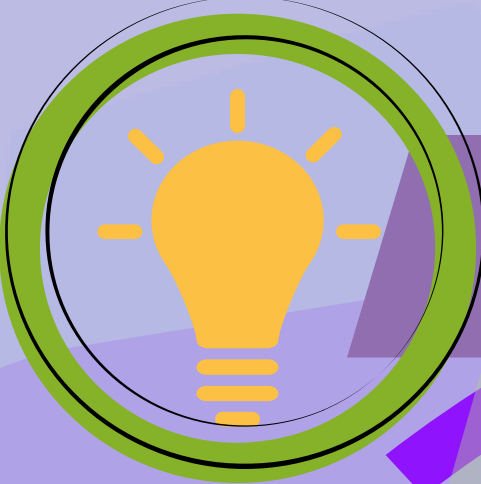


Technology Evergreening Laptops & Ipad

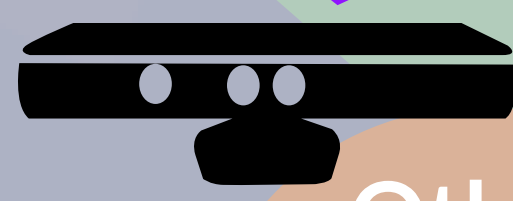
Lethbridge School Division utilizes "Technology Evergreening" programs for planning and funding for the replacement of technology throughout the Division. Currently this includes the replacement of classroom computers and for computer labs with separate phases for the Elementary School group and Secondary School group (each are done on a 5-year phase). The Division allocated \$800,000 per year for these technology evergreening programs and the other related incidental technology costs.

In 2018/2019, the Board of Trustees approved the one-time purchase of whiteboards and projectors throughout the Division to get each of the schools upgraded to the same technology. These projectors are currently trying to be "built into" the technology evergreening plans for an ongoing basis.

The Board is also looking at the potential of a one-time purchase of a base-level of laptops and Ipad; should these future replacement costs also be able to be built into the technology evergreening program. This will require additional funding allocation to make this possible.



Proposed Technology Evergreening Plan:




Elementary School Phase

(5-Year Cycle)
\$1.9 million in 22/23

\$381,100
Average Annual Contribution



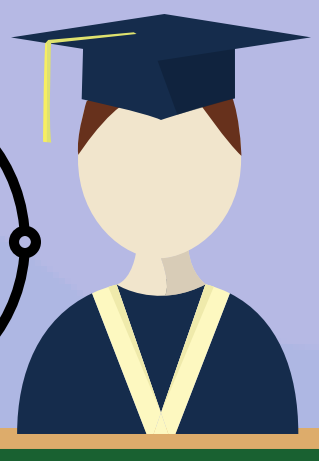

Other Incidentals
(as needed)
\$32,000




Projector Phase

(10-Year Cycle)

\$119,100
Average Annual Contribution



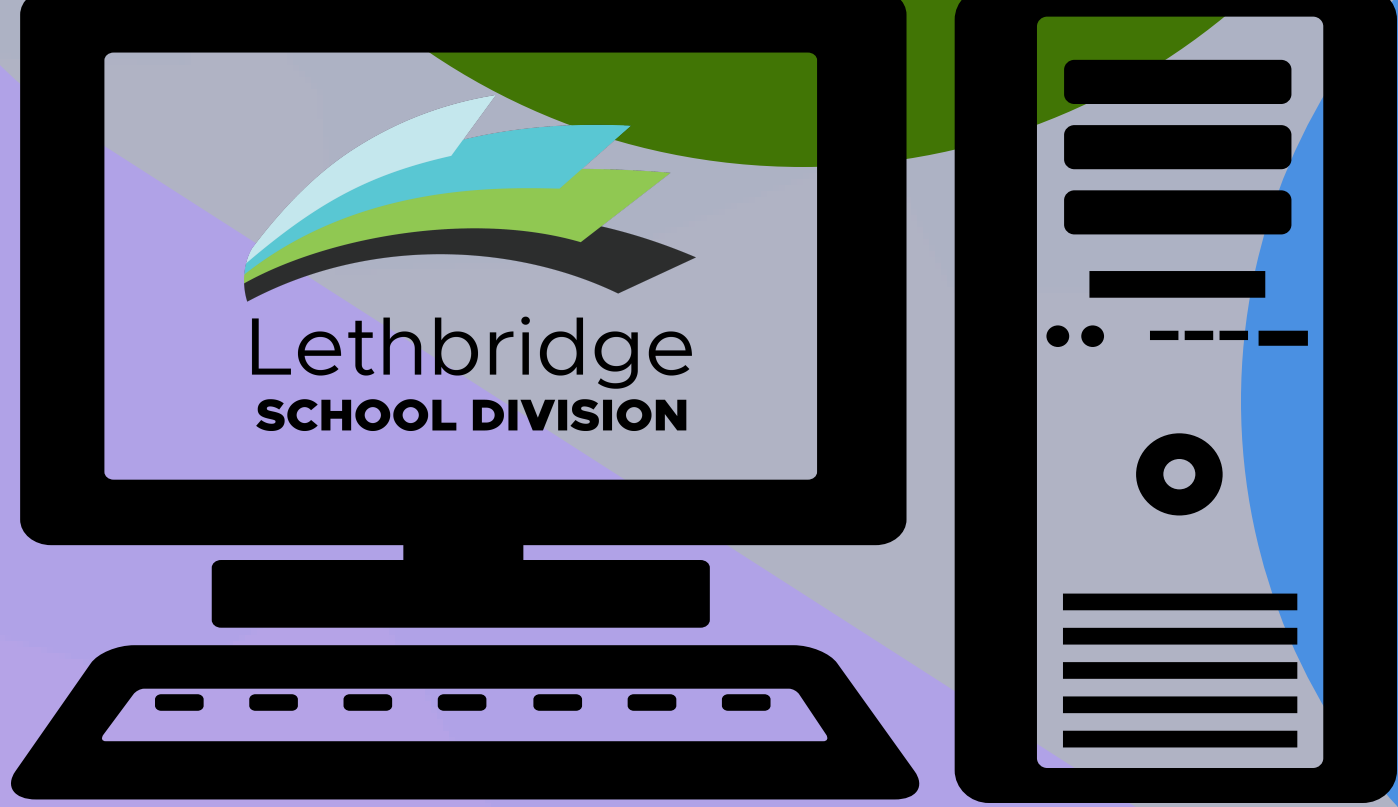
Continual
integration into
Pedagogy



Portable Devices Phase

(5-Year Cycle)

\$236,100
Average Annual Contribution



Secondary School Phase

(5-Year Cycle)
\$1.7 million in 24/25

\$331,700
Average Annual Contribution



Current Allocation
\$800,000



Additional Allocation
\$300,000

The "Bread & Butter" of
the Division's technology

Over
1,500 PCs

Portable Devices Phase (Laptops & Ipad):



The Division is looking to establish an **equitable and sustainable model** for providing a "base-level" of Classroom Instructional Sets of Laptops and Ipad Carts.

Uses "scales" based on student enrolment to determine the minimum base levels.

There would be a 5-Year Replacement Cycle for these base-levels of laptops & Ipad at the schools.



Over 1,200
Laptops &
450 Ipad

How can we fund this Plan:

As there is a significant variance in the levels and conditions of portable devices throughout the Division , the Board has approved the use of **one time reserves to purchase/ replace** these base-levels of laptops & Ipad, **ONLY IF** these devices can be established within the technology evergreening program.

To fund the additional future replacement costs, it is estimated that **\$29.34/student** (grades 1-12) would be reallocated to the technology evergreening program budget allocation (starting 2021/2022).



Elementary Schools would be done at a central level for allocations (estimated \$123,500 effect) and Secondary Schools would be adjusted to the per student allocation (overall estimated \$176,500 effect).

Calendar of Events for Board of Trustees

| | | |
|----------|-------|---|
| January | 29 | Semester 1 Ends No School for Students |
| February | 1 | Semester 2 Begins |
| | 2 | Town Hall Meeting – virtual event 6:30 p.m. |
| | 10 | Education Centre Leadership Team Meeting 9:00 a.m., Education Centre / Teams |
| | 10 | Policy Advisory Committee Meeting 12:15 p.m., Education Centre / Teams |
| | 10 | Board Committee of the Whole 3:00 p.m., Education Centre / Teams |
| | 12 | I.C.E. Scholarship Breakfast – virtual event 9:00 a.m. |
| | 15 | Family Day – No School |
| | 16-17 | No School |
| | 18-19 | No School for students Teachers' Convention |
| | 23 | Board Meeting |
| | 24 | Pink Shirt Day |
| | 25 | Administrators' Committee Meeting 1:15 p.m., Education Centre |

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Christine Light, Board Chair

RE: A.T.A. Local 41 Council – January 6, 2021

1. Teacher Welfare Committee: It was brought up that most school boards allowed teachers to work from home. Some teachers did not want to return to on-site teaching for on-line delivery and the Division decided to have teachers lead from school. It was iterated that individual case-by-case basis decided if staff were permitted to work from home (i.e., childcare needs).
2. Substitute Teacher Committee: Substitute Survey Highlights were shared. ½ looking for permanent contracts; ¼ long term subs; 15% not getting 30-minute breaks; 10% not taking active jobs; 20% committing to specific schools.
3. SWATCA: Teacher's Convention Online scheduled for Feb. 18-19.
4. 2021 DEHR to Care Gala has been cancelled. Looking into virtual event options.
5. Craig Findley is looking to start up a Local Political Engagement Committee. Its purpose would be to build capacity, better mobilize and organize, better support provincial campaigns.

Respectfully submitted,
Christine Light

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Doug James, Trustee

RE: Division School Council – January 11, 2021

Trustee Doug James will provide an oral report.

Division School Council meeting minutes and presentation PowerPoint are available on the Division website: <https://www.lethsd.ab.ca/parents/district-school-council/meetings>

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Division Wellness Committee – January 11, 2021

The Wellness Committee encourages the staff, students and community of the Lethbridge School Division to be mindful of wellness during this COVID-19 Pandemic.

Staff Throwdown Challenges:

- January- Plank
- February - Finding Fun
- March - Sleep
- April - Water
- May - Mental Health

Wellness Grants will have an outdoor emphasis.

Reports were received from:

1. Think outside – initiative by Shawnee Big Bull
2. HR update – Mike Nightingale
3. Nutrition – Rochelle Neville
4. Counseling – Kathy Mundell

The next meeting of the Wellness Committee will be May 19, 2021.

Respectfully Submitted,
Donna Hunt

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – January 13, 2021

The Policy Advisory Committee meeting was scheduled for January 13, 2021. Committee members reviewed the policies (below) via email as January 13, 2021 was the day of the electrical outage within the City of Lethbridge.

- Policy 201.2 Mandate
- Policy 202.1 Trustee Code of Conduct
- Policy 202.1.1 Confidentiality
- Policy 202.1.2 Conflict of Interest
- Policy 203.4 Board Committees
- Policy 204.2 Regular Board Meetings
- Policy 300.1 Administrative Guiding Principles
- Policy 300.2 Administrative Organizational Structure
- Policy 400.3 Whistleblower Protection
- Policy 401.2 Local Authority Pension Plan (LAPP)
- Policy 403.5 Reduction in Division Staff
- Policy 504.1 Managing Health Issues in Schools

The next meeting will be held February 10, 2021.

Respectfully submitted,
Lola Major

MEMORANDUM

January 26, 2021

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 General Meeting – January 20, 2021

The meeting started with an excellent presentation from the Provincial A.S.B.A. on the do's and don'ts of Social Media.

The Chair of the Provincial A.S.B.A. President reported that they have been advocating for all school staff to move into the essential worker category for Covid Vaccines. No vaccines have been approved for children.

Edwin Parr will move forward, and it has been recommended that our traditional activities for May and June be planned as we traditionally do but to also have a backup plan.

Many districts have children still unaccounted for and information has been requested from other provinces to see if this is a trend across Canada.

The next General Meeting will be a zoom meeting on March 17, 2021 at 9:00 a.m.

Respectfully Submitted,
Donna Hunt