



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, March 23, 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 February 23, 2021 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 Edwin Parr Nominee Video

5. Action Items

3:45 p.m. 5.1 Early Education Program Fee Enclosure 5.1

5.2 Policy Review Enclosure 5.2

- *Policy 402.12 Staff Learning*
- *Policy 403.3 Employee Discipline*
- *Policy 505.9 Appeals Concerning Student Matters*
- *Policy 1003.1 Channels of Communication and Disputes Resolution*

4:05 p.m. 5.3 Second Quarter Financial Report Enclosure 5.3

5.4 Board Budget Belief Statements Enclosure 5.4

5.5 2022-2024 Capital Plan Enclosure 5.5

5.6 Electricity RFP Enclosure 5.6

4:50 p.m. **6. Division Highlights**

4:55 p.m. **7. Public Forum Response**

7.1 Allison Purcell-Pike Enclosure 7.1

5:00 p.m. Public Forum

8. Information Items

5:05 p.m. 8.1 Board Chair Report

CMHA Conference

Capital Project Announcement: Ministers Visit

	8.2	Associate Superintendent Reports	
	8.2.1	Business Affairs	Enclosure 8.2.1
	8.2.2	Human Resources	Enclosure 8.2.2
	8.2.3	Instructional Services	Enclosure 8.2.3
5:20 p.m.	8.3	Superintendent Report	
	8.3.1	Board Priorities Report	Enclosure 8.3.1
	8.3.2	Acknowledgements of Excellence	Enclosure 8.3.2
	8.3.3	Calendar of Events	Enclosure 8.3.3
	9.	Reports	
5:30 p.m.	9.1	Division School Council – March 1, 2021	Enclosure 9.1
	9.2	Facilities Committee – March 2, 2021	Enclosure 9.2
	9.3	Poverty Intervention Committee – March 3, 2021	Enclosure 9.3
	9.4	ATA Local Council – March 3, 2021	Enclosure 9.4
	9.5	Policy Advisory Committee – March 10, 2021	Enclosure 9.5
	9.6	A.S.B.A. General Meeting – March 17, 2021	Enclosure 9.6
5:45 p.m.	10.	Correspondence	
	10.1	City of Lethbridge – March 12, 2021	Enclosure 10.1
	10.2	Minister of Education – March 12, 2021	Enclosure 10.2
5:50 p.m.		Adjournment	

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD FEBRUARY 23, 2021.

IN ATTENDANCE:

Trustees in-person: Christine Light; Tyler Demers; Doug James; Donna Hunt; Lola Major;
Clark Bosch

Trustees via Teams: Jan Foster

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 meeting to order at 3:37 p.m.

1. Approval of Agenda

Trustee Tyler Demers moved:

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

*Approval of Agenda
6625/21*

2. Approval of Minutes

Trustee Donna Hunt moved:

“that the minutes of the Regular Meeting of January 26, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6626/21*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 Inclusive Education

Director of Inclusive Education, Ann Muldoon spoke to
Inclusive Education in the Division.

*Presentations
Inclusive Education*

4.2 Edwin Parr Nomination

Lethbridge School Division Edwin Parr Nominee Mikaela
McNab, Kindergarten and Learning Support teacher, along
with General Stewart Principal Chris Harris joined the meeting
via Teams.

*Edwin Parr
Nomination*

5. Action Items

5.1 Policy Review

The following policies were reviewed by the Board.

Action Items

Trustee Lola Major moved:
“that the Board approve Policy 204.2 Regular Board Meetings,
as amended.”
CARRIED UNANIMOUSLY

*Policy 201.2 Mandate
6627/21*

Trustee Lola Major moved:
“that the Board approve Policy 400.2.1 Employee Conflict of
Interest, as amended.”
CARRIED UNANIMOUSLY

*Policy 400.2.1
Employee Conflict of
Interest
6628/21*

Trustee Lola Major moved:
“that the Board approve Policy 401.1 Staff Hiring, as
amended.”
CARRIED UNANIMOUSLY

*Policy 401.1 Staff
Hiring
6629/21*

Trustee Lola Major moved:
“that the Board approve Policy 405.4 Secondary Employment,
as amended.”
CARRIED UNANIMOUSLY

*Policy 405.4 Secondary
Employment
6630/21*

Trustee Lola Major moved:
“that the Board approve Policy 609.5 Student Records, as
amended.”
CARRIED UNANIMOUSLY

*Policy 609.5 Student
Records
6631/21*

5.2 Boundary Review and Proposed Boundary Changes

Trustee Donna Hunt moved:
“that the Public Forum be after this presentation and if it is a
little later than 5:00 pm, it be after the Boundary
presentation.”
CARRIED

*Public Forum held
after the presentation.
6632/21*

In Favour: Christine Light, Clark Bosch, Lola Major, Doug
James, Donna Hunt, Jan Foster
Opposed: Tyler Demers

Boundary Review presentation was shared with the Board of
Trustees. Trustees shared comments and concerns related to
the boundary review process and proposed boundaries.

Boundary Presentation

Public Forum submissions:
Letter from Kevin and Lindsay O’Brien
Letter from Brian Sexton
Letter from Katrina Sexton
Video from Kevin O’Brien

Public Forum

Trustee Tyler Demers moved: “to extend the meeting beyond
6:00 p.m.”
CARRIED UNANIMOUSLY

*Meeting extension
beyond 6:00 p.m.
6633/21*

Nicholas Sheran will remain the boundary school for the
Crossings area, but Crossings families will have priority School

Choice up to and including 2023-2024 to attend Mike Mountain Horse School as an out-of-attendance boundary school.

Trustee Jan Foster moved:
“that the boundary changes as presented be approved effective for the 2021-2022 school year, as amended.”

*Boundary Changes
6634/21*

CARRIED

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

Opposed: Clark Bosch

Public Forum - Video from Allison Purcell Pike

Public Forum

6. Division Highlights

Donna Hunt attended online Parent Councils, Town Hall, and the Wellness Committee. Thanks to Morag for a better understanding of overall Wellness.

Division Highlights

Clark Bosch noted the I.C.E. Scholarship, online School Councils, and appreciated the Town Hall conversations.

Doug James noted Town Hall and especially the student participation.

Christine Light noted the I.C.E. Scholarship keynote speaker and visited a grade 6 class to talk about being an elected official.

7. Information Items

Information Items

7.1 Board Chair Report

Board Chair Report

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

*Associate
Superintendent
Reports
Business Affairs*

7.2.2 Human Resources

Associate Superintendent Mike Nightingale provided a written Human Resources report.

Human Resources

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Instructional Services

7.3 Superintendent Reports

7.3.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendent Report
Board Priorities*

7.3.2 Acknowledgements of Excellence

WCHS and Senator Joyce Fairbairn school highlights were included in the agenda.

Acknowledgements of Excellence

7.3.3 Donations and Support

North Lethbridge Panago teamed up with École Agnes Davidson School to raise \$1000 for their virtual Scientists in School program.

Donations and Support

7.3.4 Calendar of Events

The Calendar of Events was included in the agenda.
Addition: March 9-10 CMHA Conference

Calendar of Events

8. Reports

8.1 Indigenous Education Committee – February 3, 2021

Trustee Doug James shared the minutes of the Indigenous Education Committee meeting held February 3, 2021.

*Reports
Indigenous Education Committee*

8.2 ATA Local 41 Council – February 3, 2021

Trustee Clark Bosch provided an oral report from the ATA Local 41 Council meeting held February 3, 2021.

ATA Local 41 Council

8.3 Policy Advisory Committee – February 10, 2021

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held February 10, 2021.

Policy Advisory Committee

8.4 I.C.E. Scholarship Event – February 12, 2021

Trustee Jan Foster provided a written report from the virtual I.C.E. Scholarship Event held February 12, 2021.

I.C.E. Scholarship Event

9. Correspondence

9.1 City of Lethbridge

9.2 Education Minister LaGrange

*Correspondence
City of Lethbridge
Education Minister*

The meeting adjourned at 6:54 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Early Education Program (EEP) Fee

Background

Early Education Program fees for the 2020-21 school year are currently approved at \$185 per month per student. Due to budget limitations for the 2021-22 school year, an increase in fees is required to promote the sustainability of the Early Education Program. An increase of \$15 per month per student is being recommended, to bring the total to \$200 per month per paying student.

Recommendation

It is recommended that the Board approve the Early Education Program fee increase to \$200 per month for the 2021-22 school year.

Respectfully submitted,
Morag Asquith

MEMORANDUM

March 23, 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 2019-2020 school year
- Policy review (including procedures, forms, and exhibits) of the 100, 200, and 300 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>
402.12	Staff Learning	Amended
403.3	Employee Discipline	Amended
505.9	Appeals Concerning Student Matters	Amended
1003.1	Channels of Communication and Disputes Resolution	Amended

Respectfully submitted,
Cheryl Gilmore

402.12 Staff Learning

Policy

The Board directs that ~~staff learning opportunities be facilitated procedures be developed for the facilitation of staff learning opportunities~~ in accordance with other Board policy and employee collective agreements.

Commented [AD1]: No procedure for this policy?

Regulations

1. Staff learning activities may include:
 - 1.1. on-the-job experiences;
 - 1.2. mentorship;
 - 1.3. non-credit, credit and certificate courses;
 - 1.4. in-house in-service programs;
 - 1.5. conferences, conventions, seminars, workshops, etc.; and
 - 1.6. personal study.
2. Individual staff learning refers to the growth experiences that support ~~individually personally~~ identified learning needs. All staff members have the responsibility for their own growth, in accordance with ~~Division~~ policy.
3. School-based staff learning provides a set of collective experiences involving individuals in the context in which they work. While the main focus is on the achievement of school goals, individual growth is also an important component.
4. Staff learning activities developed and implemented at the school level shall be administered under the general supervision of the Principal, or designate.
 - 4.1. The annual plan for school-based staff learning activities shall be included as part of the school's ~~assurance education plan~~.

Commented [AD2]: The Division template should be changed to include this?

Po
lic
>

402.12 Staff Learning...

5. Staff learning at the ~~Division~~ level provides for universal growth experiences for the benefit of employees across the ~~District~~Division. These learning activities may originate from a variety of sources, such as Directors, school requests, or related committee work, and may relate to implementation of identified curriculum needs. Staff learning activities developed and implemented at the ~~District~~Division level shall be administered under the general supervision of the Superintendent or designate.
6. Staff learning activities specific to employees not assigned to a school shall be administered under the general supervision of the employee's immediate supervisor.
7. All staff learning activities that require an employee leave of absence shall be in accordance with employee collective agreements and ~~District~~Division policy.

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

References

Alberta Education School Act:	60
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
District Division Policies:	100.1 Mission Statement, 100.4 Vision Statement, 303.3 Administrator Evaluations, 402.11.1 Teacher Growth, Supervision and Evaluation, 402.11.2 Support Staff Growth, Supervision and Evaluation, 404.3.1 Leaves of Absence, 601.1.1 School Three Year Education Plans , 803.8 Expense Reimbursements
Other:	Employee Collective Agreements

Formatted: Highlight



403.3 Employee Discipline

Policy

The Board is committed to ensuring that all students are provided with an exceptional educational experience ~~and all members of school communities our employees have an opportunity to work in an environments~~ that ~~are~~is welcoming, caring, respectful, productive and safe. The Board has high expectations for employee conduct. When employee conduct falls below expectations, the Board is committed to addressing these situations appropriately.

The Board delegates to the Superintendent the authority to discipline employees in accordance with the Education Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Regulations

1. In the event that an employee is alleged to have engaged in conduct that is inconsistent with ~~Division~~ expectations, the following principles will guide the response:
 - ♦ 1.1 The process used to investigate alleged misconduct, shall be fair, thorough, and to the greatest extent possible in the context, confidential.
 - ♦ 1.2 If it is determined that the alleged misconduct requires a disciplinary response, the following principles will be considered:
 - ◊ 1.2.1 Progressive discipline – progressive discipline is a disciplinary process where the response becomes increasingly formal and severe. Every step in a progressive discipline process does not have to be followed. The disciplinary action enacted will depend on the context and the severity of the concern. The disciplinary response must be proportional.
 - ◊ 1.2.2 Proportional response - severity of the misconduct is directly related to the severity of the response. The greater the severity of the misconduct, the greater the severity of the response.
2. Reasoned professional judgement must be applied to situations of alleged misconduct and subsequent disciplinary response.
3. Prior to engaging in formal discipline processes, supervisors must consult with the Human Resource Department.
4. Employees who are disciplined may appeal such action in accordance

Formatted: Indent: Left: 4.77 cm, No bullets or numbering

Formatted: Indent: Left: 6.04 cm, No bullets or numbering



LETHBRIDGE SCHOOL ~~DIVISION~~ ~~TRICT~~ NO. 51

with ~~Division~~ policy, processes and/or within the provisions of their collective agreement.

5. Any written record of disciplinary action may only be removed from the employee's personnel record upon the recommendation of the Superintendent.

~~5.~~ 5.1 The employee will provide the Superintendent with a written request outlining their rational for the removal of a disciplinary record.

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

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

References

Alberta ~~Education~~ ~~School~~ Act: Sections 105,106,107, 109, 109.1 213, 214, 214.1, 215, 216, 217, 218, 219

Other: Alberta Labour Relations Code, Criminal Code of Canada, Employment Standards Act

~~Division~~ ~~District~~ Policies: 400.2 Employee Code of Conduct
402.8.1 Harassment and Discrimination
402.11.1 Teacher Growth, Supervision, and Evaluation
402.11.2 Support Staff Growth, Supervision, and Evaluation
600.1 Guiding Principles for Educational Programming in Schools
607.4 Responsible Use of Technology
1003.1 Channels of Communication and Disputes Resolution
Other: Employee Collective Agreements, ATA Declaration of Rights and Responsibilities for Teachers

Approved: February 14, 2006
Amended: March 27, 2012
Amended: October 27, 2015
Amended: February 28, 2017

505.9 Appeals Concerning Student Matters

Policy

Parents/guardians and students shall have the right to appeal ~~at the~~ decisions made by ~~any Division~~ Division employees that ~~directly~~ significantly affects the education of ~~at the~~ students in accordance with section 42 of the Education Act. Prior to engaging in the formal appeal process, parents/guardians and student shall follow Policy 1003.1 *Channels of Communication and Disputes Resolution*

Formatted: Font: Italic

Regulations

1. ~~The appeal procedure will be made accessible. Parents/guardians and students shall be advised of the existence of the appeal procedure~~ through the Parent and Student Handbook, Division website, or other appropriate print or electronic form.
- ~~2. For classroom-based decisions, the first appeal shall be directed to the student's teacher.~~
2. ~~Parents/Guardians of a student, and in the case of a student 16 years of age or over, either a parent/guardian of the student or the student, have the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents and/or the student of this right of appeal.~~
3. ~~For school-based decisions, or when a classroom-based appeal cannot be resolved with the classroom teacher, further appeal shall be directed to the principal.~~
3. ~~The appeal to the Board must be made within ten business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.~~
4. ~~When a school-based decision cannot be resolved with the principal, further appeal shall be directed to the Associate Superintendent who has responsibility for the area under appeal. If the appeal does not fall under the responsibility of an Associate Superintendent, the appeal will go directly to the Superintendent.~~
4. ~~The Board may establish one or more committees to carry out its~~

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

responsibilities under this Policy.

~~5. The final level of appeal prior to the Board is the Superintendent.~~

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

5. Appeal procedures will follow Lethbridge School Division Procedure 505.9
Appeals Concerning Student Matters

Formatted: Font: Not Italic

6. The Board may make any decision that it considers appropriate in respect of the matter that is appealed to it in accordance with the *Education Act*.
7. After the Board has made its decision, the appellant and each person to whom an appeal has been made must be informed of the decision in writing forthwith. The appellant will be informed that the decision of the Board is final except those matters identified in Section 43(1) Request for review of the Minister of the *Education Act* which include:

- 7.1 the provision of specialized supports and services to a student in accordance with section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program
- 7.2 the expulsion of a student, or
- 7.3 access to and the accuracy or completeness of a student record.

With respect to these matters, a person may request, in writing that the Minister review decisions of the Board within 60 days of the date on which the parent/guardian or student is informed of the decision.

Formatted: Indent: Left: 3.5 cm, No bullets or numbering

~~6. Where the decision of the Superintendent significantly affects the education of a student, then the parent/guardian of the student, and/or the student (if 16 years of age or older), may, within 10 school days from the date that the parent/guardian or student was informed of the decision, appeal that decision to the Board.~~

Formatted: Indent: Left: 0 cm

505.9 Appeals **Concerning Student Matters**, cont'd

~~7. In accordance with the Education Act, Board decisions on the following matters may be appealed in writing to the Minister of Education:~~

- ~~7.1. the provision of specialized supports and services to students~~
- ~~7.2. the expulsion of a student; or~~
- ~~7.3. the amount and payment of fees or costs.~~

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

References

Alberta Education Act: 11, 41, 42, 43, 44

DistrictDivision Policies: 400.2.1 Employee Conflict of Interest; 501.3 School Attendance Areas; 502.3 Suspensions and Expulsions; 802.2 Student Fees, Fines and Charges; 605.1 Inclusive Learning Supports; 605.2 Inclusive Learning Supports – Out of DistrictDivision Placements; 605.3 English As A Second Language; 605.4 Inclusive Learning Supports – Placement Appeals; 605.5 Inclusive Learning Supports - Early Childhood Services; 606.5 Home Education, Distance Learning; 609.3 Placement, Promotion and Retention; 608.6 Parent and Student Handbook; 1003.1 Channels of Communication and Disputes Resolution

DistrictDivision Procedures: 505.9 Appeals Concerning Student Matters

Approved: February 14, 2006

Amended: March 27, 2012

Amended: October 27, 2015

Amended: February 28, 2017

505.9 Appeals Concerning Student Matters

Policy

Parents/guardians and students shall have the right to appeal a decision made by any Division employee that significantly affects the education of a students in accordance with section 42 of the Education Act. Prior to engaging in the formal appeal process, parents/guardians and student shall follow Policy 1003.1 *Channels of Communication and Disputes Resolution*

Regulations

1. The appeal procedure will be made accessible through the Parent and Student Handbook, Division website, or other appropriate print or electronic form.
2. Parents/Guardians of a student, and in the case of a student 16 years of age or over, either a parent/guardian of the student or the student, have the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents and/or the student of this right of appeal.
3. The appeal to the Board must be made within ten business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. The Board may establish one or more committees to carry out its responsibilities under this Policy.
5. Appeal procedures will follow Lethbridge School Division Procedure 505.9 *Appeals Concerning Student Matters*
6. The Board may make any decision that it considers appropriate in respect of the matter that is appealed to it in accordance with the *Education Act*.
7. After the Board has made its decision, the appellant and each person to whom an appeal has been made must be informed of the decision in writing forthwith. The appellant will be informed that the decision of the Board is final except

those matters identified in Section 43(1) Request for review of the Minister of the *Education Act* which include:

- 7.1 the provision of specialized supports and services to a student in accordance with section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program
- 7.2 the expulsion of a student, or
- 7.3 access to and the accuracy or completeness of a student record,

With respect to these matters, a person may request, in writing that the Minister review decisions of the Board within 60 days of the date on which the parent/guardian or student is informed of the decision.

References

Alberta Education Act: 11, 41, 42, 43, 44

Division Policies: 400.2.1 Employee Conflict of Interest; 501.3 School Attendance Areas; 502.3 Suspensions and Expulsions; 802.2 Student Fees, Fines and Charges; 605.1 Inclusive Learning Supports; 605.2 Inclusive Learning Supports – Out of Division Placements; 605.3 English As A Second Language; 605.4 Inclusive Learning Supports – Placement Appeals; 605.5 Inclusive Learning Supports - Early Childhood Services; 606.5 Home Education, Distance Learning; 609.3 Placement, Promotion and Retention; 608.6 Parent and Student Handbook; 1003.1 Channels of Communication and Disputes Resolution

Division Procedures: 505.9 Appeals Concerning Student Matters

LETHBRIDGE SCHOOL DIVISION



Approved: January 27, 2009
Amended: June 14, 2014
Amended: April 28, 2015
Amended: September 8, 2015

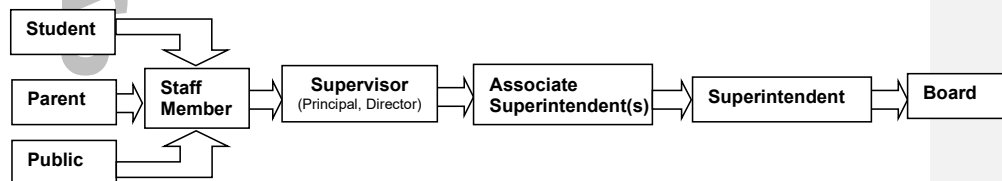
1003.1 Channels of Communication and Disputes Resolution

Policy

The Board shall engage in open communication with District/Division stakeholders as it is fundamental to the education of students and the successful operation of the District/Division.

Regulations

1. All official Board communications, policies, and directives of interest to staff shall be communicated to staff members through the office of the Superintendent.
2. All formal communications or reports to the Board from District/Division staff members shall be submitted through the Superintendent.
3. The Chair of the Board or designate shall be the official spokesperson of the Board.
4. The Board and/or Superintendent shall communicate with School Councils through School Council chairs and/or through District/Division School Council representatives.
5. Each school shall have a trustee assigned as a Board Liaison.
6. Each school shall have a member of Executive Council assigned as a District/Division Liaison.
7. The Liaisons ~~may attend can be invited to~~ School Council meetings, staff meetings and other special events, ~~and may attend~~ as available.
8. Schools will establish procedures to ensure Liaisons are informed about activities and events in their assigned schools.
9. Significant school events should be reported to the office of the Superintendent and Communications Officer.
10. Staff members requesting information from the Board shall normally do so through the principal and/or Superintendent.
11. Trustees and stakeholders shall respect the following channels of communication:



1000 – School/Community Relations



- ~~11.1 Parent and public inquiries should first be directed to the Board employee(s) most directly involved in the operations in question. If the parents/guardians or members of the public are not satisfied with the response at that level they shall be encouraged to follow the lines of authority through the direct supervisor and, if required, to the Superintendent and then to the Board.~~
- ~~11.2 Trustees or administrators receiving complaints from stakeholders shall respect the appropriate lines of communication to the greatest extent possible. When dealing with complaints, the following process shall be followed:~~
- ~~11.2.1 Encourage the complainant to first discuss the complaint directly with the person against whom the complaint is made;~~
 - ~~11.2.2 Inform the complainant of the appropriate channels of communication if the matter remains unresolved;~~
 - ~~11.2.3 If the matter remains unresolved, the next contact shall be with the respondent's Principal or other supervisor and then, if necessary, Associate Superintendents or Superintendent, depending on the nature of the issue;~~
 - ~~11.2.4 Failing resolution by the Superintendent, the complainant shall be advised of the District/Division policy, 505.9 Appeals;~~
 - ~~11.2.5 Failing resolution at the Board level, the complainant shall be informed of his/her rights to appeal Board decisions under the School Act;~~
 - ~~11.2.6 The complainant shall be informed of the resolution.~~
- ~~11.3 For media requests, refer to Policy 1001.3—Media Relations~~
12. Information about appropriate channels of communication shall be made available on the school website, included in Parent and Student Handbooks.
13. For media requests, refer to Policy 1001.3 Communications

14. Dispute Resolution

14.1., The following procedures will be adhered to for resolving disputes or concerns between parents and school staff that endorse a co-operative and collaborative learning environment for students. Parents/guardians, students, and staff shall, at all times, approach the resolution process with respectfulness and intent for resolution. Some outcomes of this process may not be shared due to privacy legislation.

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, 11 pt

LETHBRIDGE SCHOOL DISVISION

14.1.1. The parents/guardian or student over the age of 16 should address the dispute or concern directly with the staff member involved within five work days of being advised of the decision that is of concern or under dispute.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

14.1.2. If the parent/guardian or student's dispute or concern is not resolved by directly addressing it with the school staff member involved, the parent/guardian or student shall bring it forward to the principal or principal designate for resolution within five work days following the response of the staff member in 14.1.1. If the dispute or concern is with a non-school staff member, the concern shall be brought forward at this point to the direct supervisor of the staff member. If the dispute or concern is with a member of the school administration, the concern shall be brought forward at this point to the Associate Superintendent of Human Resources.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

14.1.3. The principal, principal designate or supervisor may utilize a variety of strategies to resolve issues, including but not limited to:

Formatted: Font: (Default) Arial, 11 pt

14.1.3.1. meeting with the parent and staff member;

14.1.3.2. mediation;

14.1.3.3. restorative justice;

14.1.3.4. obtaining advice, services, or opinion of a medical practitioner or other professional;

14.1.3.5. involving child welfare, social services, police, other external agencies; and or

Formatted: Font: (Default) Arial, 11 pt

14.1.3.6. involving Division staff or consultants who have relevant expertise to the dispute or concern.

14.1.4. If the principal, principal designate or direct supervisor feels that the dispute or concern has been adequately addressed but the parent/guardian or student does not, the principal, principal designate or direct supervisor shall advise the parent/guardian or student of the Division appeal policy (Policy 505.9 *Appeals Concerning Student Matters*).

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: Italic

Formatted: Font: (Default) Arial, 11 pt, Italic

Formatted: Font: (Default) Arial, 11 pt

Formatted: Indent: Left: 1.27 cm

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

References

Alberta Education Act: 41 33(1)(m)

~~Division~~ Policies: 202.2 Chair of the Board, 202.3 Individual Trustees, 203.1 Policy Development, 402.8.1 Harassment and

1000 – School/Community Relations

LETHBRIDGE SCHOOL DISVISION

Discrimination of Employees, , 505.9 Appeals
Concerning Student Matters, 608.6 Parent and
Student Handbook, 805.6 Access to Information,
805.7 Preservation & Disposal of Records, 1001.3
Media Relations, 1002.4 School Councils

Other: Freedom of Information and Privacy Act (FOIP)

1000 – School/Community Relations

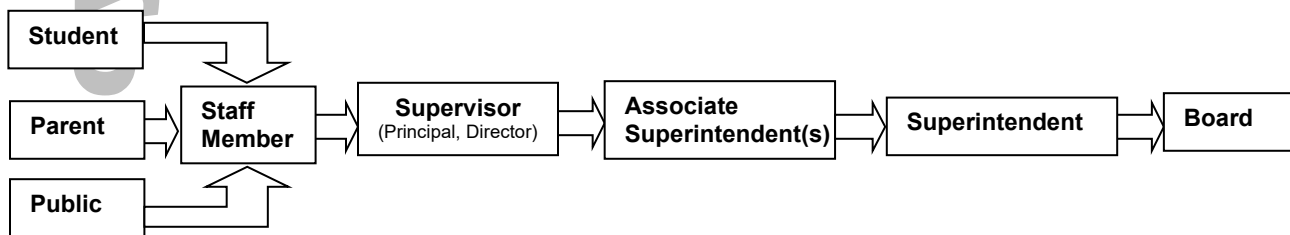
1003.1 Channels of Communication and Disputes Resolution

Policy

The Board shall engage in open communication with Division stakeholders as it is fundamental to the education of students and the successful operation of the Division.

Regulations

1. All official Board communications, policies, and directives of interest to staff shall be communicated to staff members through the office of the Superintendent.
2. All formal communications or reports to the Board from Division staff members shall be submitted through the Superintendent.
3. The Chair of the Board or designate shall be the official spokesperson of the Board.
4. The Board and/or Superintendent shall communicate with School Councils through School Council chairs and/or through Division School Council representatives.
5. Each school shall have a trustee assigned as a Board liaison.
6. Each school shall have a member of Executive Council assigned as a Division liaison.
7. The liaisons may attend School Council meetings, staff meetings and other special events, as available.
8. Schools will establish procedures to ensure liaisons are informed about activities and events in their assigned schools.
9. Significant school events should be reported to the office of the Superintendent and Communications Officer.
10. Staff members requesting information from the Board shall normally do so through the principal and/or Superintendent.
11. Trustees and stakeholders shall respect the following channels of communication:



1000 – School/Community Relations

12. Information about appropriate channels of communication shall be made available on the school website.
13. For media requests, refer to Policy 1001.3 *Communications*

14. Dispute Resolution

14.1. The following procedures will be adhered to for resolving disputes or concerns between parents and school staff that endorse a co-operative and collaborative learning environment for students. Parents/guardians, students, and staff shall, at all times, approach the resolution process with respectfulness and intent for resolution. Some outcomes of this process may not be shared due to privacy legislation.

14.1.1. The parents/guardian or student over the age of 16 should address the dispute or concern directly with the staff member involved within five work days of being advised of the decision that is of concern or under dispute.

14.1.2. . If the parent/guardian or student's dispute or concern is not resolved by directly addressing it with the school staff member involved, the parent/guardian or student shall bring it forward to the principal or principal designate for resolution within five work days following the response of the staff member in 14.1.1. If the dispute or concern is with a non-school staff member, the concern shall be brought forward at this point to the direct supervisor of the staff member. If the dispute or concern is with a member of the school administration, the concern shall be brought forward at this point to the Associate Superintendent of Human Resources.

14.1.3. The principal, principal designate or supervisor may utilize a variety of strategies to resolve issues, including but not limited to:

- 14.1.3.1. meeting with the parent and staff member;
- 14.1.3.2. mediation;
- 14.1.3.3. restorative justice;
- 14.1.3.4. obtaining advice, services, or opinion of a medical practitioner or other professional;
- 14.1.3.5. involving child welfare, social services, police, other external agencies; and or
- 14.1.3.6. involving Division staff or consultants who have relevant expertise to the dispute or concern.

- 14.1.4. If the principal, principal designate or direct supervisor feels that the dispute or concern has been adequately addressed but the parent/guardian or student does not, the principal, principal designate or direct supervisor shall advise the parent/guardian or student of the Division appeal policy (Policy 505.9 *Appeals Concerning Student Matters*).

References

Alberta Education Act: 41

Division Policies: 202.2 Chair of the Board, 202.3 Individual Trustees, 203.1 Policy Development, 402.8.1 Harassment and Discrimination of Employees, , 505.9 Appeals Concerning Student Matters, 608.6 Parent and Student Handbook, 805.6 Access to Information, 805.7 Preservation & Disposal of Records, 1001.3 Media Relations, 1002.4 School Councils

Other: Freedom of Information and Privacy Act (FOIP)

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Second Quarter Financial Report

Background

The 2020-2021 Second Quarter Financial Report for the Division is provided for review. Director of Finance, Mark DeBoer will be in attendance to respond to any questions Trustees may have.

Recommendation

It is recommended that the Board receive the 2020-2021 Second Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School Division

Second Quarter Report

February 28th

2021

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2020 to February 28, 2021. *This financial information contained herein has not been audited.*

Report to the
Board of Trustees

March 23rd, 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 February 28th, 2021

TABLE OF CONTENTS

Executive Summary	Pages 2-4
<ul style="list-style-type: none">• Overview• Finance at a Glance	
Financial Position	Pages 5-10
<ul style="list-style-type: none">• Statement of Financial Position• Financial Assets• Financial Liabilities• Non-financial Assets (Capital assets)• Accumulated Surplus (Reserves)	
Operations	Pages 11-25
<ul style="list-style-type: none">• Budget Update• Statement of Operations• Statement of Program Operations• Revenues• Expenditures• Statement of Instructional (Kindergarten to Grade 12) Program Expenditures• Statement of School Based Instruction Expenditures• Schedule of School Generated Funds (SGF)• Schedule of Projected Operations	
Appendices (Charts)	Page 26-34
<ul style="list-style-type: none">• Summary of Revenues• Summary of Expenditures• Expenditures by Program/Function	

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.

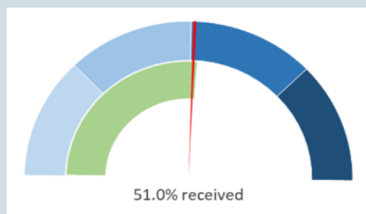
The School Division was established in 1886 and has proudly served our community for over 130 years. **Lethbridge School Division** serves over 11,249 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range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

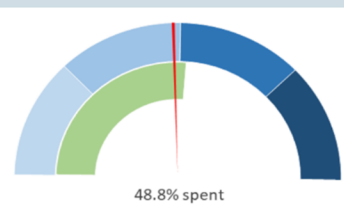
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2020 until February 28th, 2021 to provide fiscal accountability within the established guidelines.



Minister of Education and other government officials take tour of
newly constructed Dr. Robert Plaxton Elementary School.



Total Revenues



Total Expenditures

Overview:

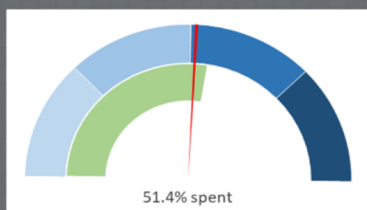
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 2nd quarter of the year (up to February 28, 2021).

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

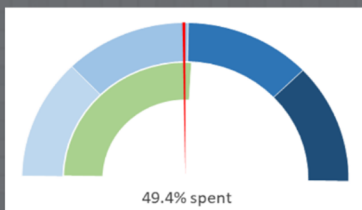
Instruction - Pre K



Budget: \$ 2,623,041
Forecast: \$ 1,436,477
Year-to-date: \$ 1,347,926 (51.4%)



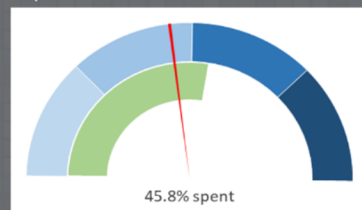
Instruction - K to Grade 12



Budget: \$ 101,222,813
Forecast: \$ 51,919,357
Year-to-date: \$ 50,017,600 (49.4%)



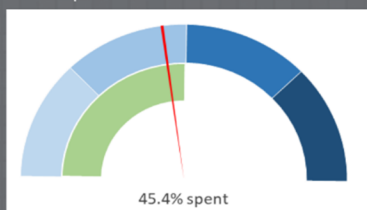
Operation & Maintenance



Budget: \$ 19,617,438
Forecast: \$ 10,729,495
Year-to-date: \$ 8,983,676 (45.8%)



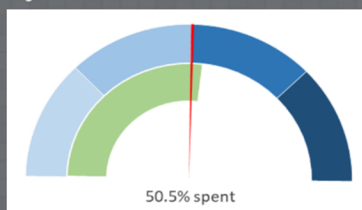
Transportation



Budget: \$ 2,710,797
Forecast: \$ 1,355,398
Year-to-date: \$ 1,232,021 (45.4%)



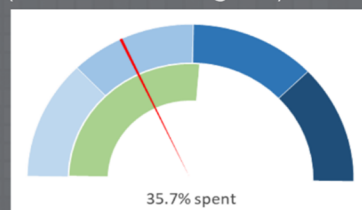
System Administration



Budget: \$ 4,221,194
Forecast: \$ 2,247,013
Year-to-date: \$ 2,129,804 (50.5%)



External Services (International Program)

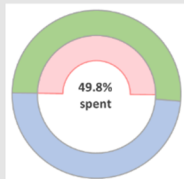


Budget: \$ 216,000
Forecast: \$ 112,500
Year-to-date: \$ 77,117 (35.7%)



Salaries, Benefits & Professional Development

For all the Departments

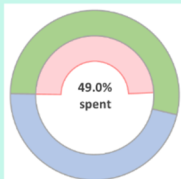


Budget: \$ 103,140,308
Forecast: \$ 52,654,774
Year-to-date: \$ 51,409,603 (49.8%)



Contracted Services

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

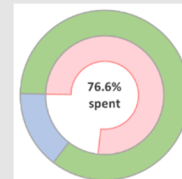


Budget: \$ 8,147,188
Forecast: \$ 4,353,995
Year-to-date: \$ 3,995,261 (49.0%)



Other Services

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

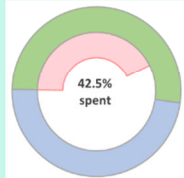


Budget: \$ 2,564,527
Forecast: \$ 2,183,048
Year-to-date: \$ 1,963,278 (76.6%)



Supplies

General supplies, Technology, Maintenance, Small Equipment



Budget: \$ 5,455,114
Forecast: \$ 2,835,223
Year-to-date: \$ 2,318,722 (42.5%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

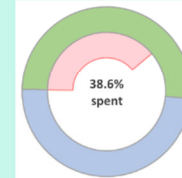


Budget: \$ 1,052,711
Forecast: \$ 526,356
Year-to-date: \$ 143,866 (13.7%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 10,251,435
Forecast: \$ 5,246,845
Year-to-date: \$ 3,957,416 (38.6%)



TYPES OF EXPENSES

Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for February 28th, 2021.



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), specific staffing vacancies, 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 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 consulting costs, 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.
- **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

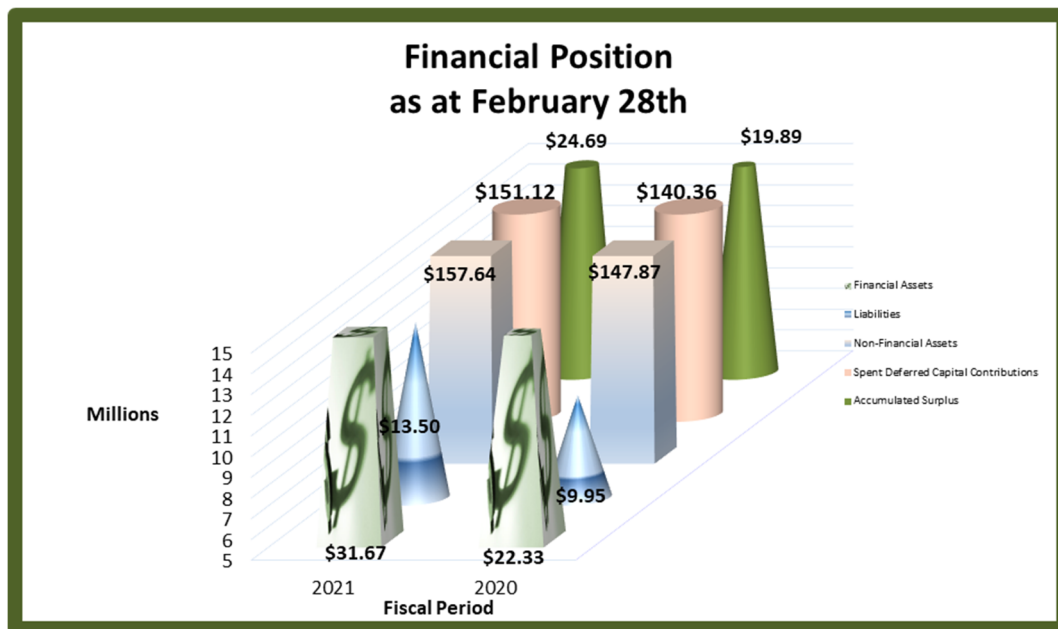
As at February 28, 2021, [Lethbridge School Division](#) has total financial assets of \$31.67 million and liabilities of \$13.50 million for net financial assets of \$18.16 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division had net financial assets of \$18.16 million. Of this \$18.16 million, \$11.23 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 \$972,100 of unrestricted reserves, \$6.37 million of capital reserves, and \$320,000 of endowment funds.

There is \$156.89 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$151.12 million, the Division's investment in capital assets of \$5.77 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 \$24.69 million. The chart below compares the financial position of February 28th with the prior year.



Lethbridge School Division
STATEMENT OF FINANCIAL POSITION
As at February 28th, 2021

	February 28th, 2021	February 29th, 2020
FINANCIAL ASSETS		
Cash and cash equivalents	\$28,662,069	\$17,049,317
Accounts receivable (net after allowances)	\$2,931,398	\$5,189,310
Portfolio investments	\$74,300	\$93,469
Other financial assets	\$0	\$0
Total financial assets	\$31,667,767	\$22,332,096
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$8,625,115	\$5,678,129
Deferred contributions	\$4,631,202	\$4,041,191
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	\$13,503,619	\$9,949,858
Net Financial Assets (Net Debt)	\$18,164,148	\$12,382,238
NON-FINANCIAL ASSETS		
Tangible capital assets	\$156,886,864	\$147,410,502
Inventory of supplies	\$265,873	\$201,247
Prepaid expenses	\$489,383	\$257,983
Total non-financial assets	\$157,642,120	\$147,869,732
Net assets before spent deferred contributions	\$175,806,268	\$160,251,970
Spent deferred capital contribution (SDCC)	\$151,121,170	\$140,362,146
Net assets	\$24,685,098	\$19,889,824
NET ASSETS (ACCUMULATED SURPLUS)		
Unrestricted surplus	\$972,113	\$980,834
Operating reserves	\$11,230,783	\$9,997,801
Accumulated Surplus from Operations	\$12,202,896	\$10,978,635
Investment in capital assets	\$5,765,695	\$5,246,519
Capital reserves	\$6,396,633	\$3,344,796
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$24,685,098	\$19,889,824

The statement above compares the Financial Position of the 2nd quarter of 2020/2021 to the 2nd quarter of the prior year for comparative purposes.

Lethbridge School Division
Notes to the Statement of Financial Position
As at February 28th, 2021

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at February 28th, 2021 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at February 28th, 2021 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 February 28, 2021 are \$31.67 million.

**Ecole Agnes Davidson
Elementary School
students participate in
virtual drumming session**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at February 28, 2021 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 February 28, 2021 are \$13.50 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 \$18.16 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 February 28, 2021 are \$18.16 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 \$156.89 million as of February 28, 2021.

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 \$5.03 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 February 28, 2021 are \$157.64 million.

SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)

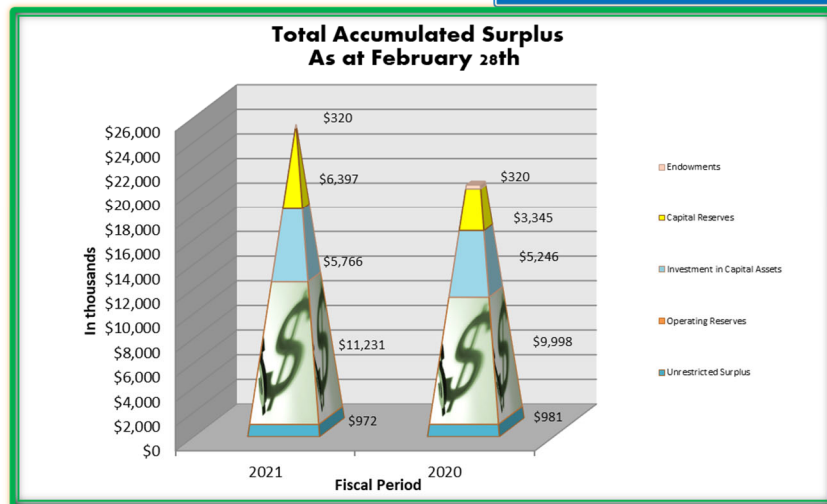
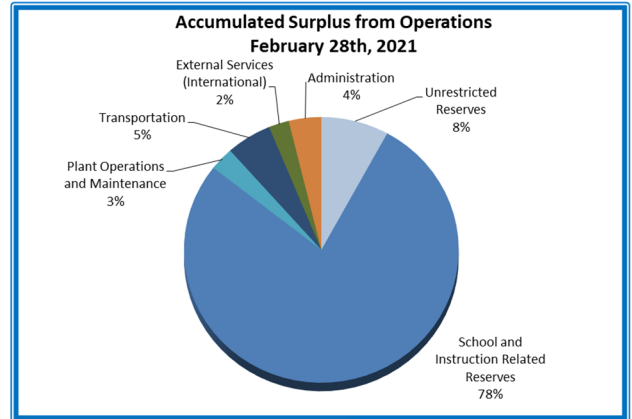
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital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

Total SDCC as of February 28, 2021 are \$151.12 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 \$24.69 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at February 28, 2021.

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)
Reduced International Enrolment	(84,000)	(84,000)
Updated Operating Budget	128,667,013	130,611,283
Transfers from Reserves/Capital	2,647,749	703,479
	131,314,762	131,314,762

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 February 28th, 2021

	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 February 28th	Actual Year Ended February 28th	% Expended Revised Budget	% Expended Forecast to February 28th	August 31st Projection	Change from Updated Budget
REVENUES								
Government of Alberta	\$123,593,367	\$125,794,775	\$65,273,738	\$63,992,080	50.87%	98.04%	\$125,794,775	\$0
Federal and Other Government	\$388,944	\$428,944	\$234,472	\$303,983	70.87%	129.65%	\$462,801	\$33,857
Fees	\$3,936,505	\$929,938	\$508,855	\$633,394	68.11%	124.47%	\$929,938	\$0
Sales and services	\$1,019,267	\$543,450	\$383,937	\$123,192	22.67%	32.09%	\$543,450	\$0
Investment income	\$193,000	\$193,000	\$96,500	\$89,321	46.28%	92.56%	\$178,642	(\$14,358)
Donations and Other Contributions	\$2,568,000	\$742,202	\$444,131	\$427,310	57.57%	96.21%	\$742,202	\$0
Other Revenues	\$34,704	\$34,704	\$17,352	\$17,054	49.14%	98.28%	\$34,704	\$0
Total Revenues	\$131,733,787	\$128,667,013	\$66,958,985	\$65,586,334	50.97%	97.95%	\$128,686,512	\$19,499
EXPENSES								
Instruction - Pre Kindergarten	\$2,733,030	\$2,623,041	\$1,436,477	\$1,347,918	51.39%	93.83%	\$2,543,041	(\$80,000)
Instruction - Kindergarten to Grades 12	\$105,379,192	\$101,222,813	\$51,919,357	\$50,017,608	49.41%	96.34%	\$99,408,196	(\$1,814,617)
Operations and Maintenance	\$18,377,017	\$19,617,438	\$10,729,495	\$8,983,676	45.79%	83.73%	\$19,617,438	\$0
Transportation	\$2,723,518	\$2,710,797	\$1,355,398	\$1,232,021	45.45%	90.90%	\$2,587,297	(\$123,500)
Administration	\$4,181,195	\$4,221,194	\$2,247,013	\$2,129,804	50.46%	94.78%	\$4,221,194	\$0
External services [International Services]	\$300,000	\$216,000	\$112,500	\$77,117	35.70%	68.55%	\$216,000	\$0
Total Expenses	\$133,693,952	\$130,611,283	\$67,800,240	\$63,788,144	48.84%	94.08%	\$128,593,166	(\$2,018,117)
Operating surplus (deficit)	(\$1,960,165)	(\$1,944,270)	(\$841,255)	\$1,798,190			\$93,346	\$2,037,616
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	\$8,918,072	\$11,557,517			\$9,842,673	
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 ASO) at end of period	\$2,735,617	\$5,599,151	\$6,702,166	\$9,341,611			\$7,626,767	
Adjusted AOS as a % of budgeted expenditures (excluding SGF accounts)	2.05%	4.29%	5.13%	7.15%			5.93%	

About The Statement

The above statement includes four main areas:

- The first area highlighted in **GREEN** is budget Information. The first budget information is the preliminary budget that was approved by the Board of Trustees in May 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).

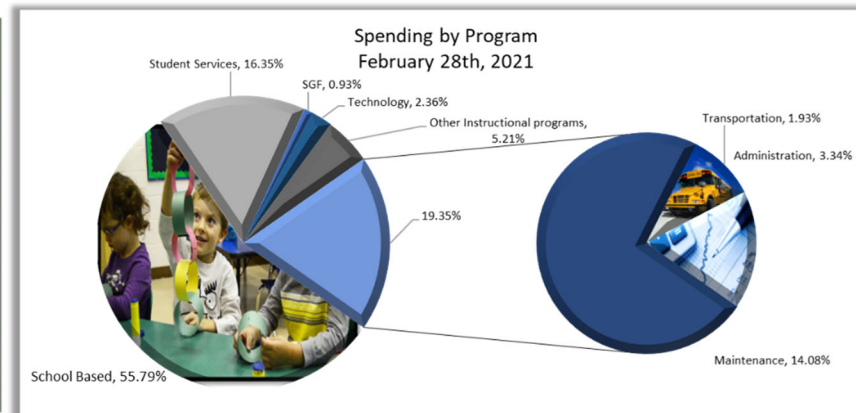
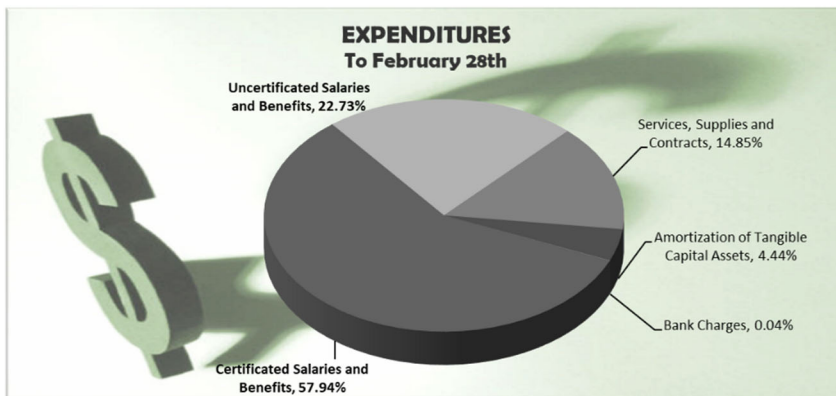
OPERATION RESULTS:

For the six (6) months ended February 28th, 2021, \$65.57 million of revenues have been recorded which is 51.0% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$66.96 million would have been received in the reporting period; whereas, the actuals were lower than forecasted, specifically in the funding received from Alberta Education. The decrease 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 98.0% of the forecast.

Expenditures are \$63.79 million as of February 28th, 2021, which is 48.8% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$67.80 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 94.1% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the division to ensure that the departments are not incurring cost overruns.

Lethbridge School Division
Schedule of Program Operations
For the period ended February 28th, 2021

	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	\$216,000	\$130,611,283		
FORECAST - February 28th	\$1,436,477	\$51,919,357	\$10,729,495	\$1,355,398	\$2,247,013	\$112,500	\$67,800,240		
EXPENSES									
Certificated salaries and benefits	\$213,464	\$36,286,212	\$0	\$0	\$420,519	\$40,498	\$36,960,693	\$78,944,681	46.82%
Non-certificated salaries and benefits	\$1,111,494	\$9,798,897	\$2,470,214	\$42,165	\$1,063,728	\$15,975	\$14,502,473	\$24,343,857	59.57%
SUB - TOTAL	\$1,324,958	\$46,085,109	\$2,470,214	\$42,165	\$1,484,247	\$56,473	\$51,463,166	\$103,288,538	49.82%
Services, contracts and supplies	\$22,960	\$3,516,395	\$4,148,623	\$1,183,495	\$577,913	\$20,644	\$9,470,030	\$21,629,220	43.78%
Amortization of capital assets	\$0	\$390,420	\$2,364,839	\$6,361	\$67,644	\$0	\$2,829,264	\$5,658,525	50.00%
Interest and charges	\$0	\$25,684	\$0	\$0	\$0	\$0	\$25,684	\$35,000	73.38%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$1,347,918	\$50,017,608	\$8,983,676	\$1,232,021	\$2,129,804	\$77,117	\$63,788,144	\$130,611,283	48.84%
Total unexpended funds period to date	\$1,275,123	\$51,205,205	\$10,633,762	\$1,478,776	\$2,091,390	\$138,883	\$66,823,139	\$130,611,283	51.16%
% Expended of Budget	51.39%	49.41%	45.79%	45.45%	50.46%	35.70%	48.84%		
% Expended of Forecast	93.83%	96.34%	83.73%	90.90%	94.78%	68.55%	94.08%		
AUGUST 31ST - PROJECTION	\$2,543,041	\$99,408,196	\$19,617,438	\$2,587,297	\$4,221,194	\$216,000	\$128,593,166		



Lethbridge School Division
Notes to the Statement of Operations
For the six (6) months ended February 28th, 2021

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents approx. 90% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 2nd quarter, the Division has received 98.0% of the forecasted funds received (or 50.9% of the total budget).

The decrease is due to the operating Infrastructure, Maintenance and Renewal (IMR) grant revenues recognized as two major HVAC upgrades at two schools were allocated as capital projects and the IMR funding was allocated to these capital projects.

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.

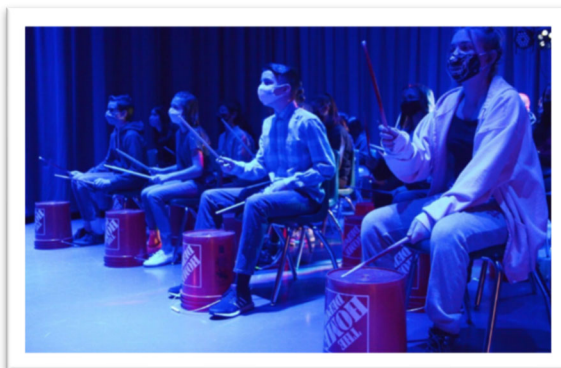
Fees

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 124.5% of the forecasted funds received (or 68.1% of the total budget) as many of the SGF fees and option fees are received in earlier in the year.

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.

**G.S. Lakie Middle
School's
COVID Bucket
Challenge**



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 96.2% of the forecasted funds received (or 57.6% 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 February 28, 2021 as 97.95% of the forecast has been received (50.97% 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 51.4% of the total budget (compared to 54.8% 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 49.4% of the total budget (compared to 51.3% forecast). See the *Statement of Instructional (Kindergarten to Grade 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 45.8% of the total budget (compared to 54.7% 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 45.5% of the total budget (compared to 50.0% 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 50.5% of the total budget (compared to 53.2% 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 35.7% of the total budget (compared to 52.1% 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 February 28, 2021 as 94.08% of the forecast has been received (48.84% of the operating budget).

Lethbridge School Division
Schedule of Instructional (Kindergarten to Grade 12) Program Expenditures
For the period ended February 28th, 2021

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2020-2021 (Sept 30th 2020)	February 28th	February 28th	Updated Budget	Forecast to February 28th	Projection	Change from Updated Budget
School Based Instruction	\$66,271,748	\$33,242,401	\$32,306,607	48.75%	97.18%	\$65,936,244	(\$335,504)
Inclusive Learning Supports	\$11,930,251	\$6,776,255	\$6,306,453	52.86%	93.07%	\$11,251,138	(\$679,113)
Shared Instructional Services	\$9,716,344	\$5,019,206	\$5,450,371	56.09%	108.59%	\$8,916,344	(\$800,000)
School Generated Funds Activities	\$1,151,404	\$696,830	\$593,927	51.58%	85.23%	\$1,151,404	\$0
Technology	\$2,039,705	\$1,127,518	\$1,281,006	62.80%	113.61%	\$2,039,705	\$0
Institutional Programs	\$978,774	\$489,387	\$374,020	38.21%	76.43%	\$978,774	\$0
Division of Instructional Services	\$692,554	\$346,277	\$299,431	43.24%	86.47%	\$692,554	\$0
FNMI Programming	\$637,629	\$318,815	\$281,366	44.13%	88.25%	\$637,629	\$0
Counselling Program	\$2,475,148	\$1,237,574	\$1,223,799	49.44%	98.89%	\$2,475,148	\$0
Other Instructional Programs	\$5,329,256	\$2,665,094	\$1,900,627	35.66%	71.32%	\$5,329,256	\$0
Total Instructional (Kindergarten to Grade 12) Program Expenditures	\$101,222,813	\$51,919,357	\$50,017,608	49.41%	96.34%	\$99,408,196	(\$1,814,617)

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 six (6) months ended February 28th, 2021

This statement provides further information about expenditures in programs that are within the Instruction (Kindergarten to Grades 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 48.8% of the total budget (compared to 50.2% forecasted). See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

Inclusive Learning Supports

Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. The forecasted budget is increased from the standard 25.0% as the educational assistants are paid over 10 months; therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 52.9% of the total budget (compared to 56.8% forecasted). The expenditures are less than forecast mostly relates to that many of the educational assistant staff are still being hired (if required based on student needs).

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 56.1% of the total budget (compared to 51.7% forecasted). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



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 51.6% of the total budget (compared to 60.5% 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 62.8% of the total budget (compared to 55.3% 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 38.2% of the total budget (compared to 50.0% forecasted).

Division of Instructional Services

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 43.2% of the total budget (compared to 50.0% forecasted).

First Nations Métis and Inuit (FNMI) Program

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 44.1% of the total budget (compared to 50.0% forecasted). The expenditures are less than forecast mostly relates to that many of the FNMI staff are still being hired.



"Rock your Mocs"
cultural pride
event



Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 49.4% of the total budget (compared to 50.0% forecasted).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the Safe Return to Class Grant program. Other Instructional Program expenditures are at 35.7% of the total budget (compared to 50.0% 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 February 28, 2021.



Lethbridge School Division
Schedule of School Based Instruction Expenditures
For the period ended February 28th, 2021

SCHOOL	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2020-2021 (Sept 30th 2020)	February 28th	February 28th	Updated Budget	Forecast to February 28th	Projection	Change from Updated Budget
High Schools:							
Lethbridge Collegiate Institute	\$4,838,442	\$2,431,267	\$2,431,732	50.26%	100.02%	\$4,838,442	\$0
Winston Churchill High School	\$5,112,548	\$2,565,092	\$2,460,591	48.13%	95.93%	\$5,040,556	(\$71,992)
Chinook High School	\$6,828,671	\$3,423,063	\$3,217,396	47.12%	93.99%	\$6,733,715	(\$94,956)
Victoria Park High School	\$2,052,058	\$1,029,211	\$987,257	48.11%	95.92%	\$2,041,668	(\$10,390)
Immanuel Christian Secondary School	\$1,920,299	\$964,013	\$932,085	48.54%	96.69%	\$1,918,049	(\$2,250)
Middle Schools:							
GS Lakie Middle School	\$2,810,261	\$1,409,903	\$1,356,747	48.28%	96.23%	\$2,785,181	(\$25,080)
Wilson Middle School	\$4,044,944	\$2,024,290	\$1,933,297	47.80%	95.50%	\$4,029,640	(\$15,304)
Gilbert Paterson	\$4,298,370	\$2,154,867	\$2,100,872	48.88%	97.49%	\$4,271,786	(\$26,584)
Senator Joyce Fairbairn Middle School	\$3,368,375	\$1,693,733	\$1,600,038	47.50%	94.47%	\$3,364,643	(\$3,732)
Elementary Schools:							
Senator Buchanan	\$1,809,258	\$907,356	\$906,307	50.09%	99.88%	\$1,809,258	\$0
Immanuel Christian Elementary School	\$1,600,102	\$801,755	\$788,882	49.30%	98.39%	\$1,589,748	(\$10,354)
Ecole Agnes Davidson	\$2,960,159	\$1,484,625	\$1,437,027	48.55%	96.79%	\$2,913,797	(\$46,362)
Fleetwood-Bawden	\$2,004,320	\$1,006,251	\$999,263	49.86%	99.31%	\$2,004,320	\$0
Galbraith	\$2,359,595	\$1,186,797	\$1,157,798	49.07%	97.56%	\$2,359,595	\$0
Lakeview	\$3,049,344	\$1,529,967	\$1,516,324	49.73%	99.11%	\$3,049,344	\$0
General Stewart	\$840,306	\$422,044	\$417,079	49.63%	98.82%	\$840,306	\$0
Westminster	\$1,235,510	\$619,573	\$590,389	47.79%	95.29%	\$1,213,604	(\$21,906)
Lethbridge Christian School	\$1,310,969	\$656,848	\$649,942	49.58%	98.95%	\$1,310,969	\$0
Coalbanks Elementary School	\$3,224,411	\$1,615,638	\$1,569,760	48.68%	97.16%	\$3,205,863	(\$18,548)
Ecole Nicholas Sheran	\$2,969,718	\$1,489,609	\$1,431,835	48.21%	96.12%	\$2,956,548	(\$13,170)
Park Meadows	\$1,841,906	\$922,985	\$909,814	49.40%	98.57%	\$1,838,282	(\$3,624)
Dr. Robert Plaxton	\$0	\$0	\$12,031	N/A	N/A	\$40,000	\$40,000
Mike Mountain Horse	\$2,818,505	\$1,412,662	\$1,390,252	49.33%	98.41%	\$2,807,253	(\$11,252)
Dr. Probe Elementary School	\$2,973,677	\$1,490,852	\$1,509,890	50.78%	101.28%	\$2,973,677	\$0
Total School Based Instruction Expenditures	\$66,271,748	\$33,242,401	\$32,306,607	48.75%	97.18%	\$65,936,244	(\$335,504)

Lethbridge School Division
Schedule of School Generated Funds (SGF)

For the period ended February 28th, 2021

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to February 28th	Expenses up to February 28th	February 28th	Increase (Decrease)
REVISED BUDGET 2020-2021 (September 30th)	N/A	\$1,151,404	(\$1,151,404)	N/A	N/A
FORECAST - February 28th	N/A	\$696,830	(\$696,830)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$80,886	\$80,034	(\$61,593)	\$99,327	\$18,441
Winston Churchill High School	\$349,046	\$81,406	(\$144,610)	\$285,842	(\$63,204)
Chinook High School	\$170,885	\$125,488	(\$99,715)	\$196,658	\$25,772
Victoria Park High School	\$263,610	\$24,478	(\$27,549)	\$260,539	(\$3,071)
Immanuel Christian Secondary School	\$36,231	\$34,748	(\$15,432)	\$55,547	\$19,316
Middle Schools:					
GS Lakie Middle School	\$216,851	\$68,070	(\$69,477)	\$215,444	(\$1,407)
Wilson Middle School	\$160,757	\$58,811	(\$37,973)	\$181,595	\$20,838
Gilbert Paterson	\$173,066	\$40,216	(\$45,489)	\$167,793	(\$5,272)
Senator Joyce Fairbairn Middle School	\$85,195	\$54,148	(\$18,885)	\$120,459	\$35,264
Elementary Schools:					
Senator Buchanan	\$21,426	\$22,982	(\$5,745)	\$38,663	\$17,237
Immanuel Christian Elementary School	\$14,216	\$4,304	(\$2,296)	\$16,224	\$2,009
Ecole Agnes Davidson	\$105,367	\$26,313	(\$11,482)	\$120,198	\$14,830
Fleetwood-Bawden	\$34,868	\$12,846	(\$8,267)	\$39,447	\$4,579
Galbraith	\$64,932	\$24,378	(\$6,879)	\$82,431	\$17,498
Lakeview	\$47,681	\$8,712	(\$5,548)	\$50,845	\$3,163
General Stewart	\$5,021	\$32	(\$2,269)	\$2,783	(\$2,237)
Westminster	\$62,283	\$29,840	(\$6,264)	\$85,860	\$23,577
Lethbridge Christian School	\$32,508	\$8,364	(\$6,392)	\$34,480	\$1,972
Coalbanks Elementary School	\$19,066	\$5,074	\$2,356	\$26,496	\$7,430
Ecole Nicholas Sheran	\$48,927	\$3,379	(\$6,247)	\$46,059	(\$2,868)
Park Meadows	\$19,954	\$17,770	(\$1,929)	\$35,795	\$15,841
Dr. Robert Plaxton	\$0	\$0	\$0	\$0	\$0
Mike Mountain Horse	\$32,444	\$2,936	(\$5,707)	\$29,674	(\$2,770)
Dr. Probe Elementary School	\$96,384	\$36,112	(\$6,533)	\$125,963	\$29,580
School Generated Funds	\$2,141,606	\$770,443	(\$593,927)	\$2,318,122	\$176,516
Total SGF investment accounts (GICs)	\$74,300			\$74,300	\$0
Total School Generated Funds	\$2,215,906	\$770,443	(\$593,927)	\$2,392,422	\$176,516
% Expended of Budget		66.91%	51.58%		
% Expended of projected		110.56%	85.23%		

PROJECTED OPERATIONS:

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

Lethbridge School Division
SCHEDULE OF PROJECTED OPERATIONS
For the period ended February 28th, 2021

	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	\$462,801	\$33,857
Fees	\$929,938	\$929,938	\$0
Sales and services	\$543,450	\$543,450	\$0
Investment income	\$193,000	\$178,642	(\$14,358)
Donations and Other Contributions	\$742,202	\$742,202	\$0
Other Revenues	\$34,704	\$34,704	\$0
Total Revenues	\$128,667,013	\$128,686,512	\$19,499
EXPENSES			
Instruction - Pre Kindergarten	\$2,623,041	\$2,543,041	(\$80,000)
Instruction - Kindergarten to Grades 12	\$101,222,813	\$99,408,196	(\$1,814,617)
Operations and Maintenance	\$19,617,438	\$19,617,438	\$0
Transportation	\$2,710,797	\$2,587,297	(\$123,500)
Administration	\$4,221,194	\$4,221,194	\$0
External services <i>[International Services]</i>	\$216,000	\$216,000	\$0
Total Expenses	\$130,611,283	\$128,593,166	(\$2,018,117)
Operating surplus (deficit)	(\$1,944,270)	\$93,346	\$2,037,616

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

Projected Revenues:

- **Federal and Other Government** – increase in projections of \$33,857 relating to tuition for students living on the Kainai reserve as the tuition has been subsequently calculated for the remaining portion of the year; in which, the total tuition revenues was calculated to be slightly greater than budget.
- **Investment Income** – slight decrease in projections of \$14,358 based on the total investment income received to date. The projection is based on the amount of interest received up to the 2nd quarter of the year should be similar to the expected amount for the last part 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 – Pre Kindergarten** – decrease in projections of \$80,000 due to the projected savings within the Early Education Program (EEP) and with the Program Unit Funding (PUF) program with some staffing savings and contingency funding not projected to be fully utilized.
- **Instruction – Kindergarten to Grade 12** – decrease in projections of \$1.81 million due to the following factors (as shown in the Schedule of Instructional (Kindergarten to Grades 12) Program Expenditures):
 - **School Based Instruction** has a projected reduction of \$335,504 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.
 - **Inclusive Learning Supports** has a projected reduction of \$679,113 mostly relating to staffing and contracted services. Educational Assistants are staffed based specifically on student needs and there were some specific positions that were not able to be filled such as certain advanced educational assistant positions. The reductions in contracted services mostly relate to a reduced contribution level to Southwest Collaborative Support Services for the Division's share of providing low incident services as Alberta Health Services retained the complex services within their mandate.
 - **Shared Instructional Services** has a projected reduction of \$800,000 as some online teaching staff were reallocated to be funded directly through the Safe Return to Class grant (federal grant).

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.

- **Transportation** – decrease in projections of \$123,500 due to savings on the contracted services as the Division was not required to provide funding for the City's bus replacement fund as the contracted transportation/bussing services are being transferred to the Southland Transportation during the year.

Lethbridge School Division

Appendices

For the six (6) months ended February 28th, 2021

The Appendices include charts and graphs for the revenues and expenditures at February 28th, 2021. 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.

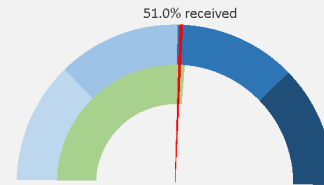


Lethbridge School Division Summary of Revenues Quarterly Reporting - February 28th, 2021

Financial Data as at March 10, 2021

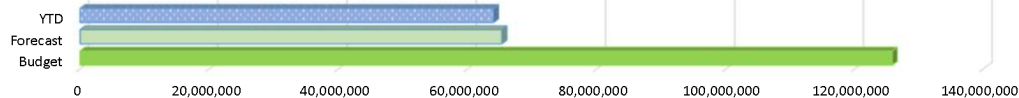
	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	125,794,775	65,273,738	63,992,082	1,281,656	50.9%
Federal & First Nations	388,944	194,472	263,983	(69,511)	67.9%
Other School Authorities	40,000	40,000	40,000	0	100.0%
Fees	583,810	508,855	633,393	(124,538)	108.5%
Other Sales & Services	889,578	383,937	123,192	260,745	13.8%
Investment Income	193,000	96,500	89,321	7,179	46.3%
Gifts & Donations	271,844	159,470	168,559	(9,088)	62.0%
Rental of Facilities	34,704	17,352	17,054	298	49.1%
Fundraising	470,358	284,661	258,751	25,910	55.0%
Gain on Disposal	0	0	0	0	0.0%
	128,667,013	66,958,984	65,586,334	1,372,651	51.0%

Total Revenue Tachometer:

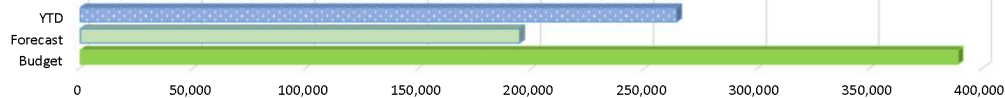


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

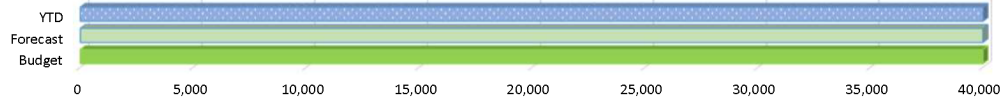
Government of Alberta



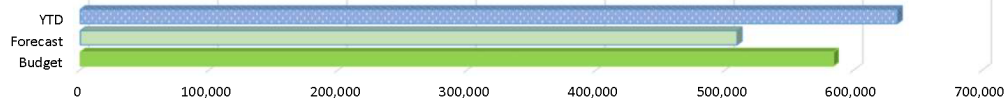
Federal & First Nations



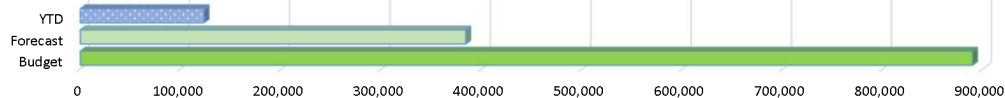
Other School Authorities



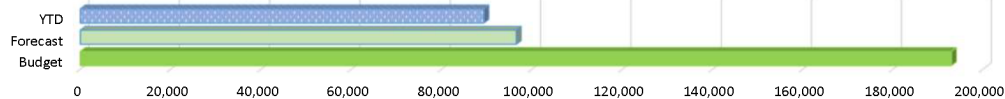
Fees



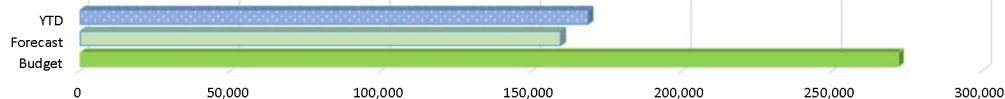
Other Sales & Services



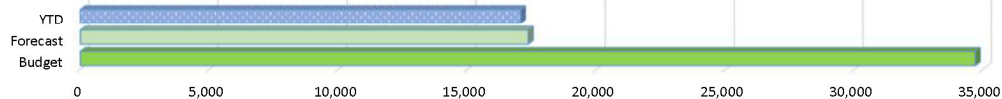
Investment Income



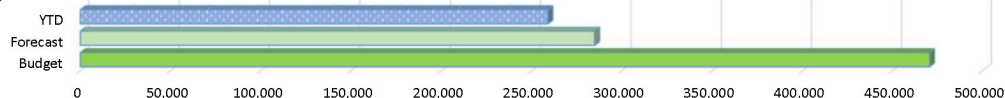
Gifts & Donations



Rental of Facilities



Fundraising



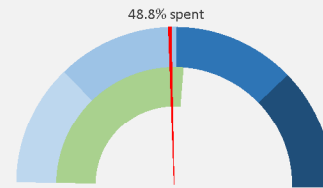


Lethbridge School Division Summary of Expenses Quarterly Reporting - February 28th, 2021

Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	83,210,182	42,355,444	41,490,015	865,429	49.9%
Benefits	19,328,692	9,998,613	9,831,916	166,698	50.9%
Professional Development	601,434	300,717	87,672	213,045	14.6%
Contracted Services	8,147,188	4,353,995	3,995,261	358,734	49.0%
Other Services	2,564,527	2,183,048	1,963,278	219,770	76.6%
Supplies	5,455,114	2,835,223	2,318,722	516,501	42.5%
Other Expenditures	1,052,711	526,356	143,866	382,490	13.7%
Capital, Transfer & Projects	10,251,435	5,246,845	3,957,416	1,289,430	38.6%
	130,611,283	67,800,241	63,788,144	4,012,096	48.8%

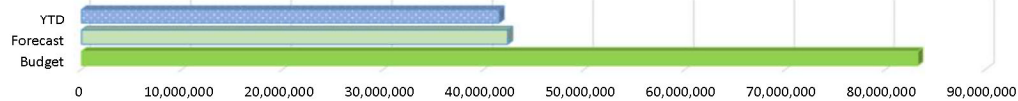
Total Expense Tachometer:



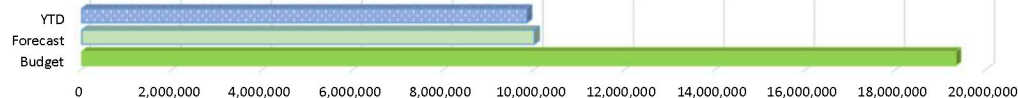
Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

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

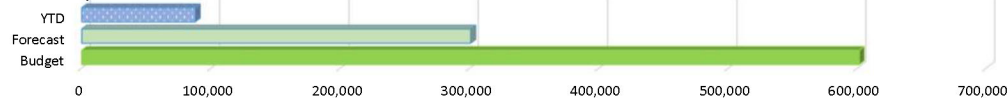
Salaries



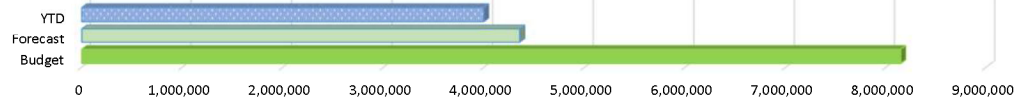
Benefits



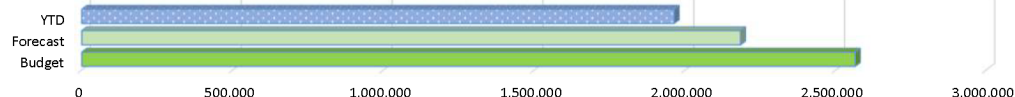
Professional Development



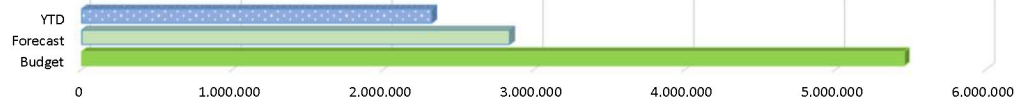
Contracted Services



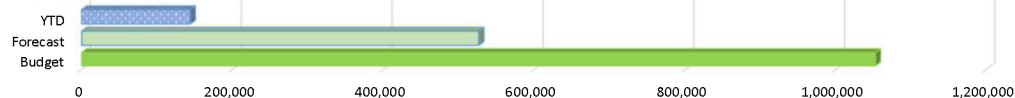
Other Services



Supplies



Other Expenditures





Instruction - Pre K Summary Quarterly Reporting - February 28th, 2021

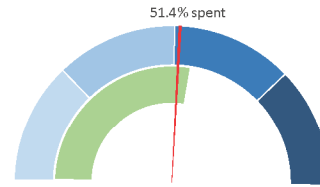
Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	1,990,187	1,091,163	1,049,904	41,259	52.8%
Benefits	466,699	262,237	270,805	(8,568)	58.0%
Professional Development	37,000	18,500	1,100	17,400	3.0%
Contracted Services	10,000	5,000	386	4,614	3.9%
Other Services	35,000	17,500	16,036	1,464	45.8%
Supplies	27,156	13,578	6,545	7,033	24.1%
Other Expenditures	57,000	28,500	3,150	25,350	5.5%
Capital, Transfer & Projects	0	0	0	0	0.0%
	2,623,041	1,436,477	1,347,926	88,551	51.4%

54.8%

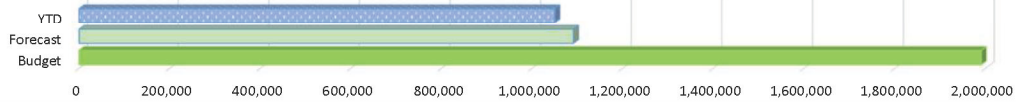
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

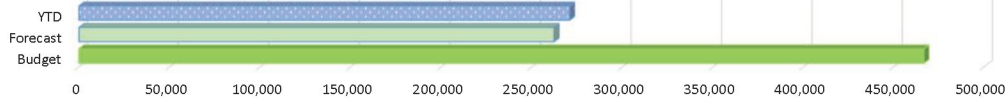


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

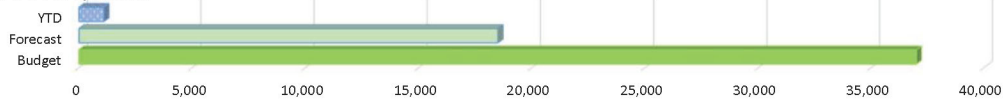
Salaries



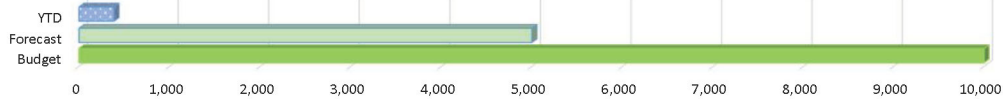
Benefits



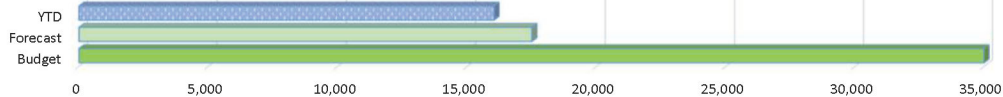
Professional Development



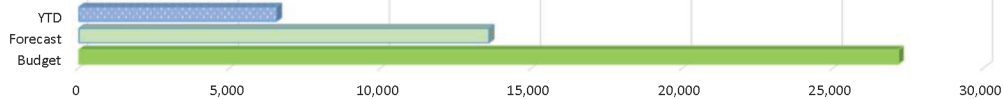
Contracted Services



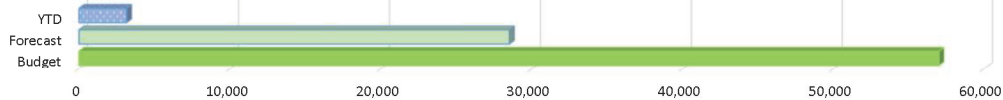
Other Services



Supplies



Other Expenditures





Instruction - K to Grade 12 Summary Quarterly Reporting - February 28th, 2021

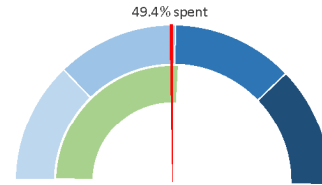
Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	74,508,614	37,908,591	37,183,574	72,5017	49.9%
Benefits	17,164,757	8,887,759	8,782,927	104,831	51.2%
Professional Development	495,099	247,550	84,738	162,811	17.1%
Contracted Services	1,528,733	764,367	607,338	157,029	39.7%
Other Services	536,158	387,572	284,540	103,032	53.1%
Supplies	4,620,390	2,417,861	1,983,816	434,045	42.9%
Other Expenditures	858,488	429,244	122,585	306,659	14.3%
Capital, Transfer & Projects	1,510,574	876,415	968,081	(91,666)	64.1%
	101,222,813	51,919,357	50,017,600	1,901,757	49.4%

51.3%

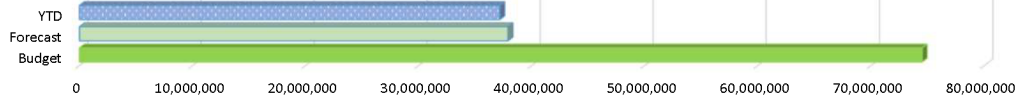
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

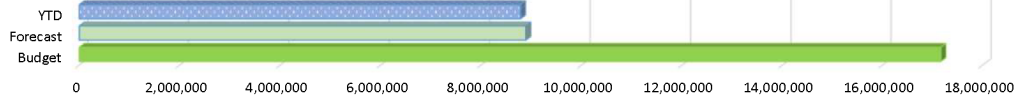


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

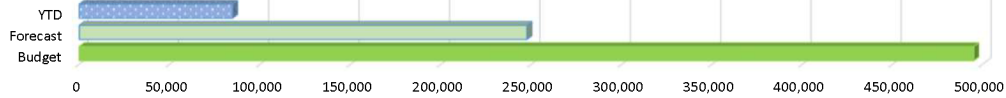
Salaries



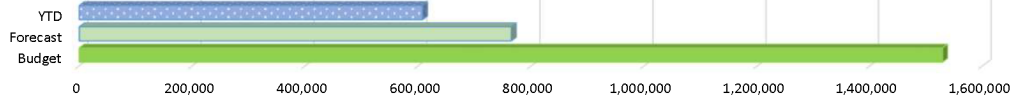
Benefits



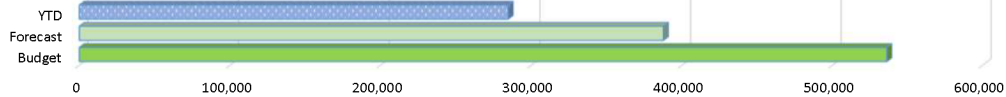
Professional Development



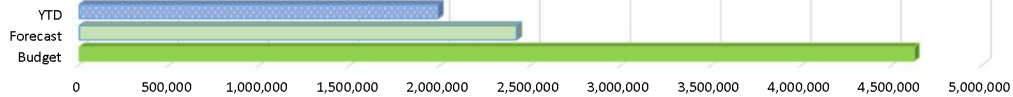
Contracted Services



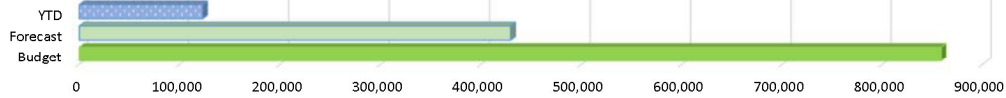
Other Services



Supplies



Other Expenditures





Operations & Maintenance Summary

Quarterly Reporting - February 28th, 2021

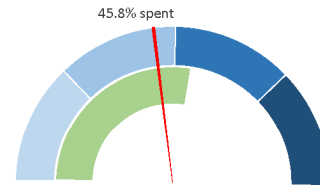
Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	4,103,127	2,051,564	1,947,806	103,757	47.5%
Benefits	1,131,915	565,957	520,788	45,169	46.0%
Professional Development	15,832	7,916	0	7,916	0.0%
Contracted Services	3,632,294	2,080,798	2,010,670	70,129	55.4%
Other Services	1,540,450	1,426,350	1,388,382	37,968	90.1%
Supplies	616,598	308,299	241,331	66,968	39.1%
Other Expenditures	9,240	4,620	1,620	3,000	17.5%
Capital, Transfer & Projects	8,567,982	4,283,991	2,873,079	1,410,912	33.5%
	19,617,438	10,729,495	8,983,676	1,745,819	45.8%

54.7%

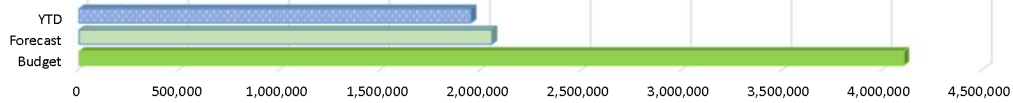
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

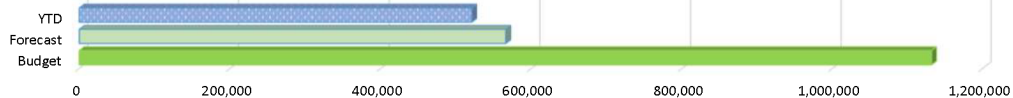


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

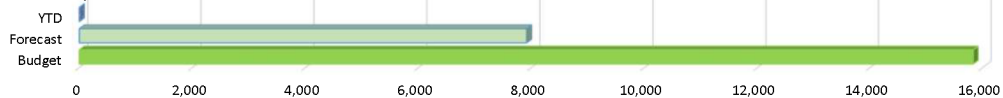
Salaries



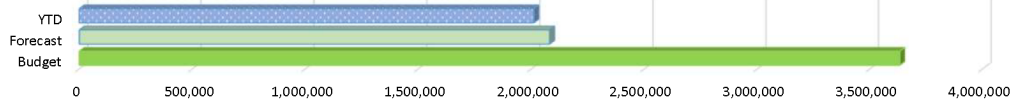
Benefits



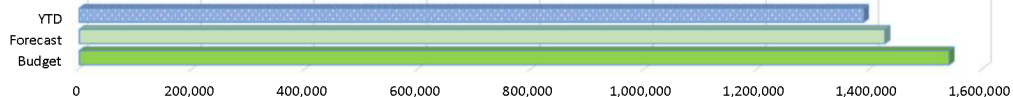
Professional Development



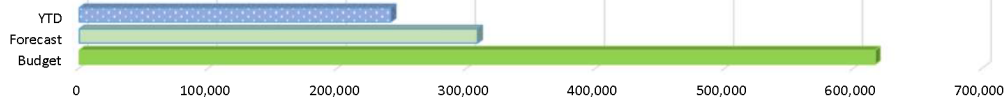
Contracted Services



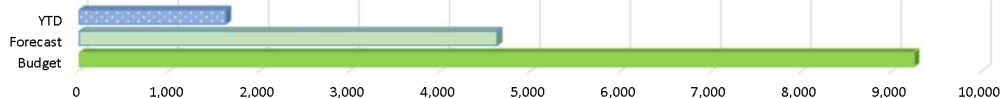
Other Services



Supplies



Other Expenditures





Transportation Summary **Quarterly Reporting - February 28th, 2021**

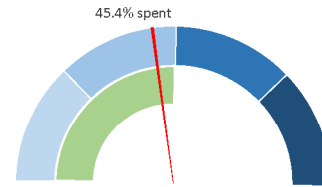
Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	33,750	33,750	0	50.0%
Benefits	19,913	9,956	8,415	1,541	42.3%
Professional Development	10,000	5,000	0	5,000	0.0%
Contracted Services	2,548,785	1,274,392	1,157,143	117,249	45.4%
Other Services	0	0	0	0	0.0%
Supplies	10,000	5,000	52	4,948	0.5%
Other Expenditures	2,000	1,000	0	1,000	0.0%
Capital, Transfer & Projects	52,600	26,300	32,661	(6,361)	62.1%
	2,710,797	1,355,398	1,232,021	123,377	45.4%

50.0%

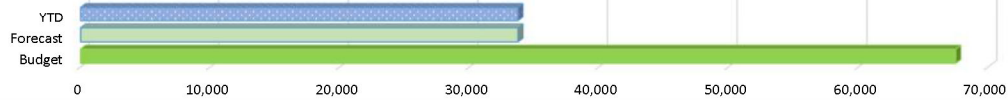
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

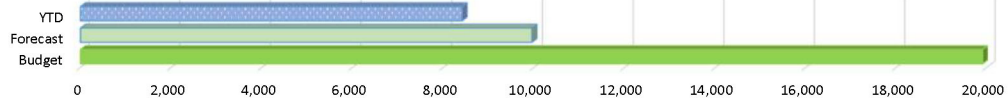


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

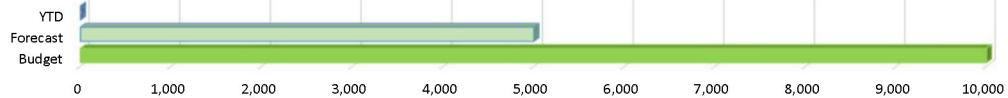
Salaries



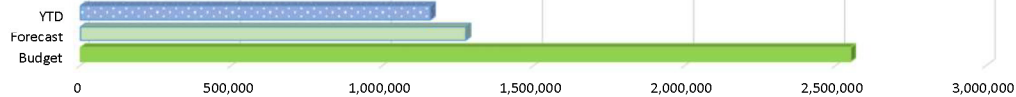
Benefits



Professional Development



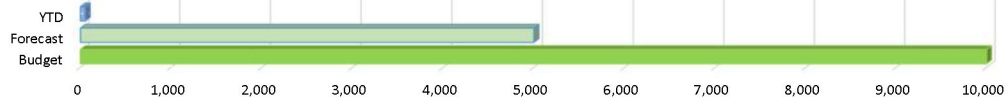
Contracted Services



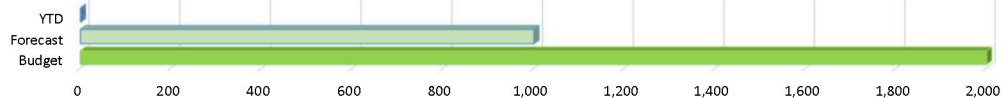
Other Services



Supplies



Other Expenditures





System Administration Summary Quarterly Reporting - February 28th, 2021

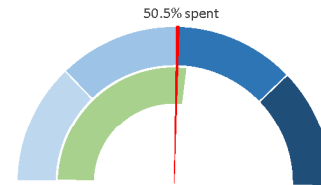
Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,448,227	1,224,113	1,225,535	(1,422)	50.1%
Benefits	531,279	265,640	242,582	23,058	45.7%
Professional Development	43,503	21,752	1,834	19,917	4.2%
Contracted Services	427,377	229,439	219,692	9,747	51.4%
Other Services	399,919	320,625	257,267	63,359	64.3%
Supplies	175,970	87,985	83,419	4,566	47.4%
Other Expenditures	74,640	37,320	15,880	21,440	21.3%
Capital, Transfer & Projects	120,279	60,140	83,595	(23,455)	69.5%
	4,221,194	2,247,013	2,129,804	117,209	50.5%

53.2%

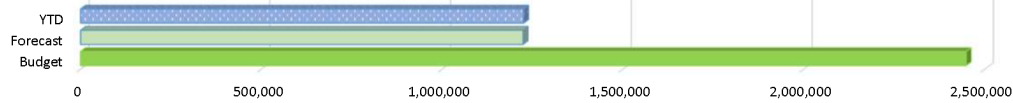
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

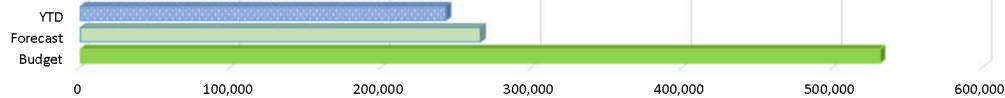


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

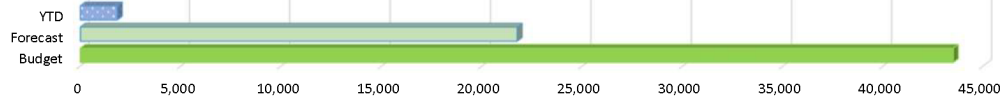
Salaries



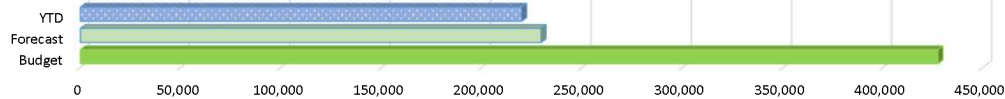
Benefits



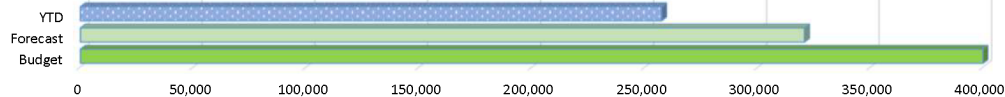
Professional Development



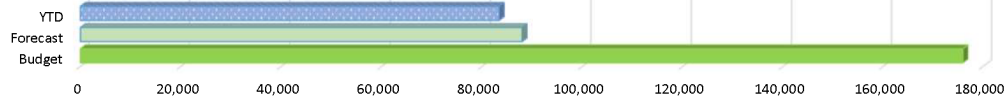
Contracted Services



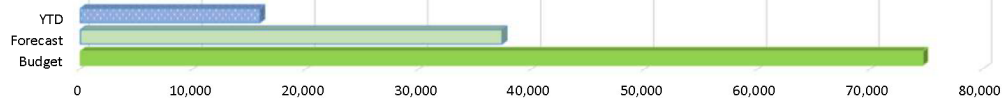
Other Services



Supplies



Other Expenditures





External Services Summary Quarterly Reporting - February 28th, 2021

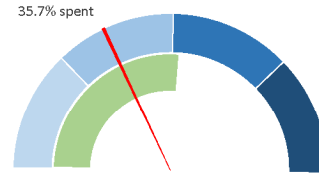
Financial Data as at March 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	92,527	46,264	49,445	(3,182)	53.4%
Benefits	14,129	7,065	6,398	667	45.3%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	33	(33)	N/A
Other Services	53,000	31,000	17,053	13,947	32.2%
Supplies	5,000	2,500	3,558	(1,058)	71.2%
Other Expenditures	51,343	25,671	630	25,041	1.2%
Capital, Transfer & Projects	0	0	0	0	0.0%
	216,000	112,500	77,117	35,383	35.7%

52.1%

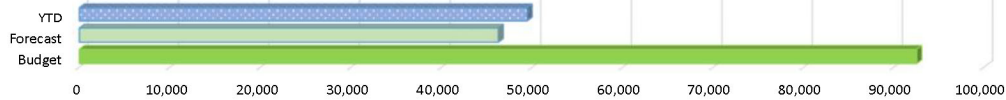
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:

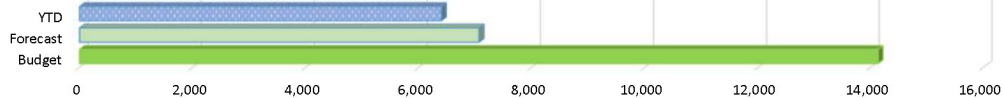


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

Salaries



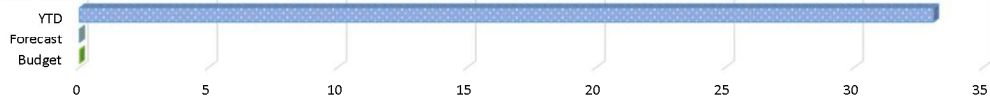
Benefits



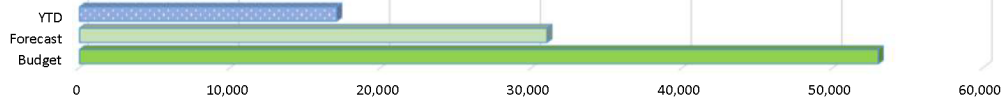
Professional Development



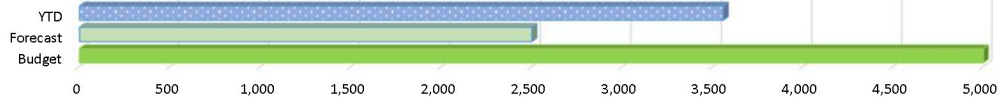
Contracted Services



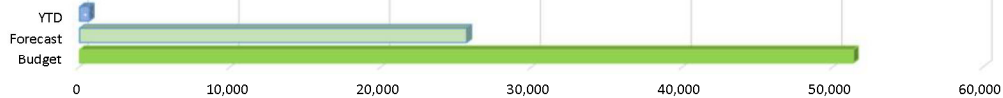
Other Services



Supplies



Other Expenditures



MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Board Budget Belief Statements

Background

During its 2021 Strategic Planning, the Board reviewed the Budget Belief Statements (attached) that will serve as a guide as the 2021-22 budget is developed.

Recommendation

It is recommended that the Board adopt the Budget Belief Statements for 2021-22 as presented.

Respectfully submitted,
Christine Lee

LETHBRIDGE SCHOOL DIVISION

BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2021-2022 BUDGET

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

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

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Three-Year Capital Plan

Background

The Executive Summary to the 2022-2023 to 2023-2024 Capital Plan for the Division is provided for review. The detailed Three-Year Capital Plan will be located on the Division website.

Recommendation

It is recommended that the Board accept the 2022-2024 Capital Plan as presented.

Respectfully submitted,
Christine Lee

THREE YEAR CAPITAL PLAN

2021-2022 TO 2023-2024



Executive Summary

ON THE COVER:

*High Level Bridge in the City of
Lethbridge river valley*



DR. ROBERT PLAXTON
ELEMENTARY SCHOOL

Lethbridge School Division's newest elementary school in south Lethbridge
opening September 2021



Lethbridge
SCHOOL DIVISION

EXECUTIVE SUMMARY

THREE YEAR CAPITAL PLAN 2021-2022 to 2023-2024

About this document

This document is only the Executive Summary
to the Three-Year Capital Plan,
2021-2022 to 2023-2024.

For more information, see the full Three Year Capital Plan
on the Division's website: **www.lethsd.ab.ca**

Prepared by Lethbridge School Division
Division of Business Affairs
433 15 Street South
Lethbridge, Alberta, T1J 2Z4
www.lethsd.ab.ca



EXECUTIVE SUMMARY

Introduction

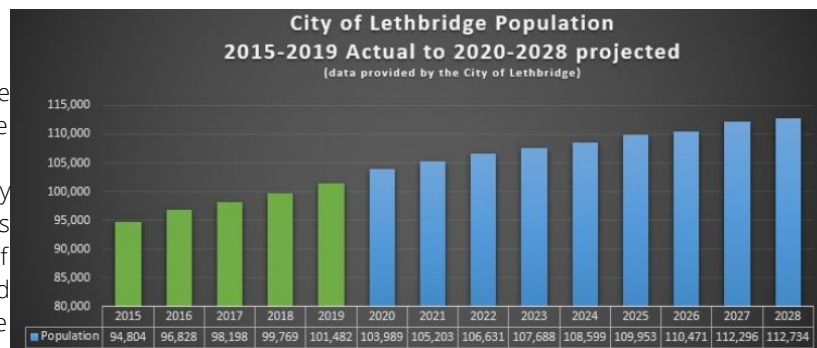
Lethbridge School Division ("LSD") provides public education services to the citizens of the City of Lethbridge, Alberta, Canada. The Division was established in 1886 and has proudly served our community for over 135 years.

LSD serves approximately **11,335** students from early education (pre-school) to grade twelve in 2020-2021. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty three (23) schools and four (4) institutional programs. Lethbridge School Division has 629 full time equivalent (FTE) certificated staff and 517 FTE support staff that provide quality teaching and learning for our students.

The Three-Year Capital Plan for 2021-2022 to 2023-2024 is an analysis of future school capital needs for Lethbridge School Division to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

City of Lethbridge and Population Growth

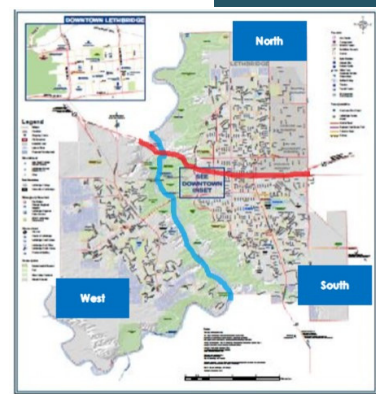
Lethbridge School Division is the public school system for the residents of the City of Lethbridge. Lethbridge is a growing, vibrant city with over **101,482** residents. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities, and green spaces. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment, it's anticipated to boost the population by **11%** from 2019 to 2028 from approximately **101,500** to **112,700** and anticipated to reach **150,000** residents by 2050..



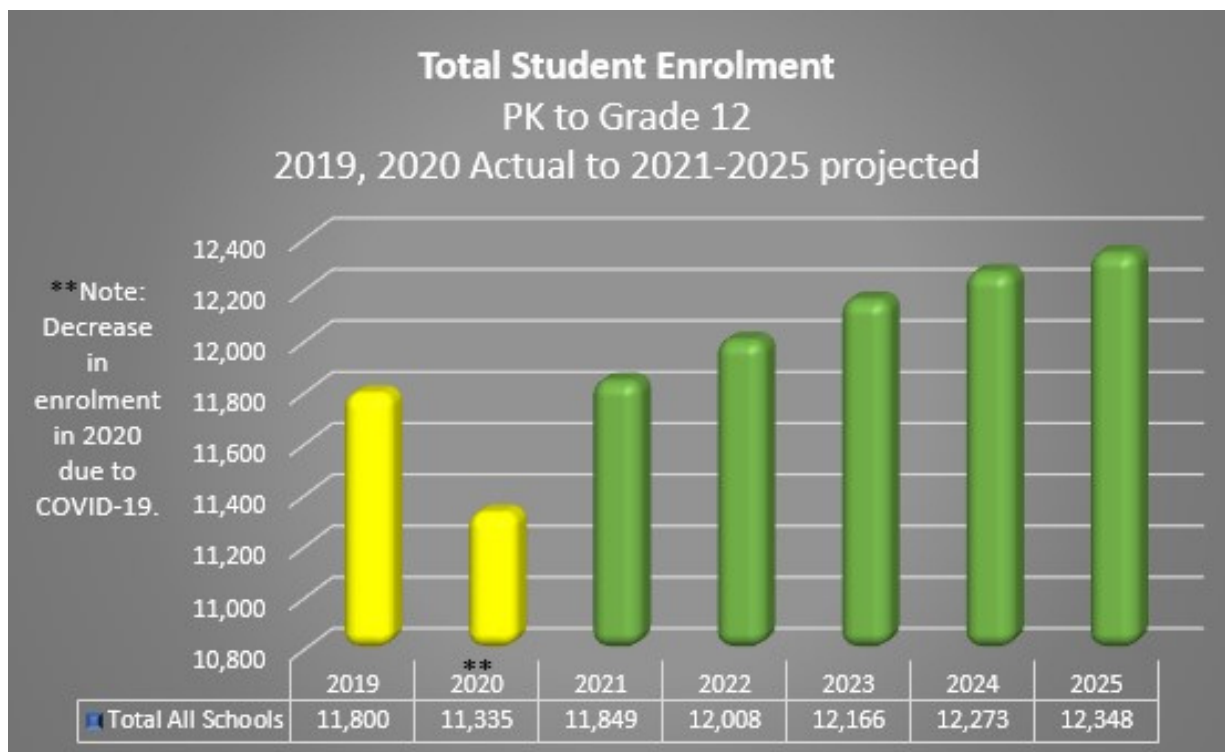
City of Lethbridge Development

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

The City of Lethbridge, has identified areas for future growth and new neighbourhoods to support future growth. There are five main areas of growth identified. The very north of Lethbridge, south east Lethbridge and North, South and Mid west Lethbridge. West Lethbridge is the fastest growing community in Lethbridge and as such there is more area planned for future development in the west sector of the city. The City of Lethbridge planning department has also confirmed the need for two new public and one separate (Catholic) school in west Lethbridge siting anticipated growth of **1,758** students from age 5 to 19 in growth areas of West Lethbridge by 2028.



STUDENT ENROLMENT GROWTH



The school Division has experienced sustained growth over the prior five years, then experienced a significant reduction in 2020 due to COVID-19. As the chart above illustrates, Lethbridge School Division will continue to see growth each year over the Three-Year Capital Plan period, reaching **12,166** students by 2023-2024. This is a growth of **831** students or **7.33%** from 2020. The Division will see further sustained growth reaching **12,348** students in five years which is an increase of **1,013** students or **8.94%** from 2020.

Over the three-year capital plan period, growth will be greatest in the west side of Lethbridge with an increase of **8.27%**. North Lethbridge will see an increase in student population of **8.16%** and the south **5.30%**. This projected enrolment growth correlates with historical growth in population in these city sectors. Interesting to note is that these enrolment growth factors do not take into account additional enrolment due to city economic development and new community development, such as the Southbrook subdivision that will provide approximately **400** elementary aged students in south east Lethbridge in the next 10 years. With the economic development that has been occurring in Lethbridge it is anticipated that the potential enrolment growth could be greater in every sector of the city.

THREE-YEAR EDUCATION PLAN

Lethbridge School Division prepares a three-year education plan as required by Alberta Education which is updated annually. The Board of Trustees of Lethbridge School Division approved the 2020-2023 Three Year Plan and Annual Education Results Report for 2019-2020 on November 25th, 2020. This document is a highly collaborative effort and reflects the plans and Annual Education Results Reports of each of the Division's schools, with input from partners, as the Division continues on the journey of innovating and improving practice. You will find Division priorities, trends, issues, opportunities, accomplishments and strategies that will provide Lethbridge School Division students with continued success. The Division is proud of the tireless efforts of our staff and students. This being said, Lethbridge School Division is continually committed to being better tomorrow than we were today. The 2020-2023 Three Year Plan and Annual Education Results Report may be found on the Division's website.

FACILITY UTILIZATION

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


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

77%

projected utilization rates by 2023/2024

72%

current utilization

 **Note that COVID-19 resulted in a reduction in enrolment in 2020 and as such has had an impact on enrolment projections in the Capital Plan.**

Area Utilization by City Sector (Actual and Projected)

City Sector	Full Area		Projected Growth in three year period	Core Area Only	
	2020-2021 Actual	2023-2024 Projected		2020-2021 Actual	2023-2024 Projected
North	68%	74%	8.16%	79%	79%
South	63%	74%	5.20%	71%	92%
West	77%	83%	8.27%	131%	140%
Total District	72%	77%	6.31%	96%	102%

CURRENT CAPITAL PROJECTS

Dr. Robert Plaxton Elementary School is a K-5, 600 student elementary school in the Southbrook subdivision in south east Lethbridge. The school is identical to Coalbanks Elementary School in west Lethbridge, completed in 2017. The difference between the two schools is that Dr. Robert Plaxton Elementary School will have Photovoltaic Solar Panels that will provide energy efficiency and environmental educational opportunities for our students. The school began construction in the spring of 2019 and will be opened in September 2021. The City of Lethbridge planning department predicts that this area will see growth of 620 students aged 5 to 19 years old by 2034.

Current Capital Projects

Projected Opening/Completion	School/Community	City Sector	Project Type	Grade	Approved Capacity	Approval Date	% Complete as of March 2021	Estimated Cost
2021-2022	Dr. Robert Plaxton Elementary/ Community of Southbrook	South	New Construction	Kindergarten to Grade 5	600	Jun-18	Substantial Completion	\$20.4 million

New School Construction

Year	Priority	Community/School	City Sector	Site Readiness	Type	Grade	Capacity	2020 Cost (\$)
2021-2022	1	Garry Station Elementary School (West Lethbridge- North)	West	Site Available	New Construction	K-5	900	\$31.1 million
2022-2023	2	West Lethbridge Elementary School (West Lethbridge - South)	West	Site Not Yet Determined	New Construction	K-5	900	\$31.1 million

The #1 new school project was approved by Alberta Education on March 10th, 2021 for initial opening of 610 spaces with a full build out to 900 student capacity.

NEW SCHOOL CONSTRUCTION REQUESTS


Lethbridge School Division is requesting a number of new construction projects to alleviate current enrolment pressures and for anticipated growth in the City of Lethbridge due to economic growth, and future development plans to address an anticipated growth in population of over **11%** in the next 10 years. The chart below provides information on the two new school construction projects requested in the Three-Year Capital Plan.

The two new construction priorities are the Garry Station (West Lethbridge—North) and West Lethbridge Elementary (West Lethbridge-South) Schools. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are six communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, and The Piers. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from **145% to 209%**. Core utilization is high due to the number of modular facilities added for enrolment growth. This impacts instructional programming and puts a strain on core school areas such as gymnasiums and library commons.

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

Boundary Review

The school division undertook a comprehensive review of school boundaries and made significant changes for the 2021-2022 school year. See Boundary Review Section for further detail



+600
Responses on Feedback Loop

+2000
Watch the Boundary Review Presentation on the website

Public Engagement

January 12th: Proposed boundary changes were presented to the staff and the public through a live stream video. COVID-19 restrictions prevented in person consultation. A dedicated website created to gather feedback on the proposed changes, provide information items such as boundary maps and FAQ's.

February 10th: Trustees were provided with information from public feedback. Concerns raised were considered in light of the boundary changes proposed.

February 23rd: Boundary changes finalized and approved by the Board of Trustees

The WHY

Due to facility utilization concerns in West Lethbridge elementary schools and high school, the opening of a new elementary school in South Lethbridge, and a need to balance enrolment in North Lethbridge, a comprehensive review of school boundaries was undertaken. A committee was formed for each sector of the city to analyze data and develop a plan.

What is changing?

65% Of schools impacted

West Lethbridge: French Immersion at Ecole Nicholas Sheran will be moved to Ecole Agnes Davidson. Elementary Boundaries will be adjusted amongst all the West Lethbridge Elementary Schools. A new high school boundary created to move some West Lethbridge High School Students to Lethbridge Collegiate Institute in South Lethbridge over a four year period.

South Lethbridge: Ecole Agnes Davidson becomes a French Immersion only school with addition of West Lethbridge French Immersion students. Elementary boundaries re drawn to allocate students to Dr. Robert Plaxton Elementary School opening in the fall.

North Lethbridge: Elementary boundaries redrawn to make boundaries more contiguous and better balance enrolment amongst the elementary schools.

MODERNIZATION OF SCHOOL FACILITIES REQUEST

Some of the oldest school facilities in Lethbridge are elementary schools. These schools require significant dollars of investment to upgrade for health and safety, environmental sustainability and to provide learning spaces to meet today's learner. Lethbridge School Division is requesting that seven (7) elementary schools receive approval for modernization.

There are four schools in north Lethbridge that require modernization. These elementary schools have core utilization between **49% to 108%**. Student enrolment growth in the north sector of Lethbridge will be **8.16%** over the three-year capital planning period.

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from **145% to 179%**, with anticipated enrolment growth in west Lethbridge of **8.27%** over the three-year capital planning period. As these schools are necessary for sustained enrolment in west Lethbridge they require modernization to ensure facility standards for optimal educational opportunities of our students.

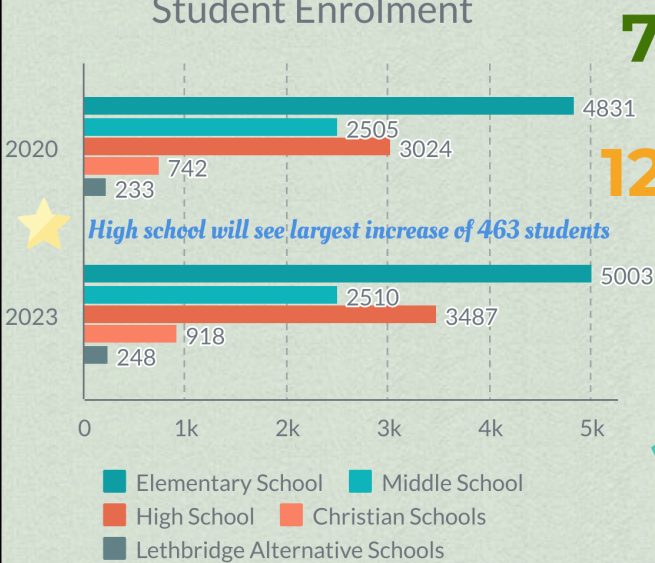


Modernization Projects							
Year	Priority	Community/School	Facility Age	City Sector	Type	Grade	2020 Cost (\$)
2021-2022	1	Galbraith Elementary School	107 years	North	Modernization-Preservation	K-5	\$15 million
	2	Park Meadows Bementary School	39 years	North	Modernization-Preservation	K-5	\$11.5 million
	3	Ecole Nicolas Sheran Bementary School	39 years	West	Modernization-Preservation	K-5	\$13.4 million
2022-2023	4	Mike Mountain Horse Bementary School	33 years	West	Modernization-Preservation	K-5	\$15 million
	5	Dr. Gerald B. Probe Bementary School	28 years	West	Modernization-Preservation	K-5	\$15 million
	6	Victoria Park High School	63 Years	South	Modernization-Preservation	9-12	\$12 million
2023-2024	7	Senator Buchanan Bementary School	65 years	North	Partial Modernization-Preservation	K-5	\$10 million
	8	Westminster Bementary School	66 years	North	Partial Modernization-Preservation	K-5	\$10 million

Lethbridge School Division
Three-Year
Capital Plan
51 Year 2021-2022 to 2023-2024

Growth and Facility Utilization

Student Enrolment



7.3%

Increase in number of students by 2023

12,166

Projected enrolment by 2023

West Lethbridge
Utilization% in 2023
83% : Core only 140%
Before boundary changes

In 2020, COVID-19 resulted in a decrease in student enrolment of 4% (465 students)



New School Construction

Estimated cost of **two** new schools
\$62 million

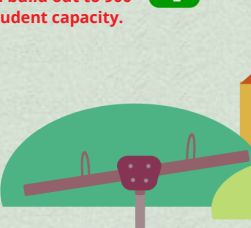
The #1 new school project was approved by Alberta Education on March 10th, 2021 for initial opening of 610 spaces with a full build out to 900 student capacity.

West Lethbridge Elementary School-North
K-5
900 students
1

Opening September 2021
Dr. Robert Plaxton Elementary School
K-5
600 students

West Lethbridge Elementary School-South
K-5
900 students
2

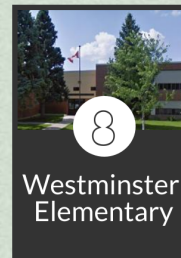
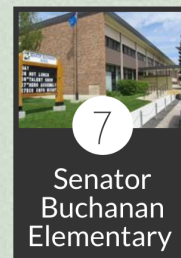
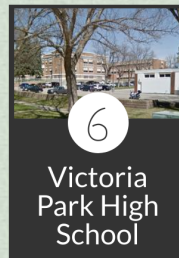
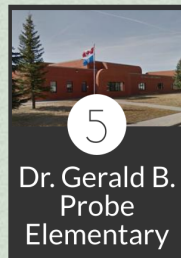
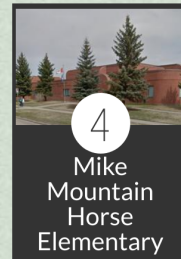
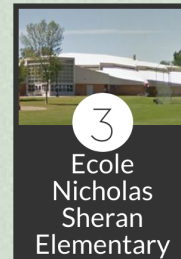
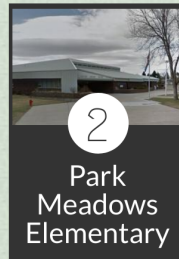
Did you Know?
West Lethbridge sector largest growth 8.27% by 2023 with Current Core utilization at 131%



Major Modernizations

Galbraith is
108 years old!

Did you Know?
75% of school facilities
are 30+ years old. 60%
are over 50+ years old



Estimated cost

\$102 million

BOUNDARY REVIEW



+600

Responses on
Feedback Loop

+2000

Watch the Boundary Review
Presentation on the website



Public Engagement

January 12th: Proposed boundary changes were presented to the staff and the public through a live stream video. COVID-19 restrictions prevented in person consultation. A dedicated website created to gather feedback on the proposed changes, provide information items such as boundary maps and FAQ's.

February 10th: Trustees were provided with information from public feedback. Concerns raised were considered in light of the boundary changes proposed.

February 23rd: Boundary changes finalized and approved by the Board of Trustees



The WHY

Due to facility utilization concerns in West Lethbridge elementary schools and high school, the opening of a new elementary school in South Lethbridge, and a need to balance enrolment in North Lethbridge, a comprehensive review of school boundaries was undertaken. A committee was formed for each sector of the city to analyze data and develop a plan.



What is changing?

65%

Of schools impacted



West Lethbridge: French Immersion at Ecole Nicholas Sheran will be moved to Ecole Agnes Davidson. Elementary Boundaries will be adjusted amongst all the West Lethbridge Elementary Schools. A new high school boundary created to move some West Lethbridge High School Students to Lethbridge Collegiate Institute in South Lethbridge over a four year period.

South Lethbridge: Ecole Agnes Davidson becomes a French Immersion only school with addition of West Lethbridge French Immersion students. Elementary boundaries re drawn to allocate students to Dr. Robert Plaxton Elementary School opening in the fall.

North Lethbridge: Elementary boundaries redrawn to make boundaries more contiguous and better balance enrolment amongst the elementary schools.

Lethbridge School Division facilities are the best places for teaching and learning

THREE YEAR CAPITAL PLAN

Executive Summary

2021-2022 to 2023-2024

Prepared by Lethbridge School Division
Division of Business Affairs
433 15th Street South
Lethbridge Alberta, T1J 2Z4

March, 2021



**Lethbridge
SCHOOL DIVISION**

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business Affairs

RE: Electricity RFP

Background

Lethbridge School Division currently has an electricity supply agreement priced at \$56.63/MWh with Enmax energy with a term to expire June 2022.

Lethbridge School Division engaged the services of Energy Associates International last year to support management of the Division's energy portfolio. Part of this process is monitoring future pricing on electricity and natural gas.

Based upon the fast tracking of Coal-to-Gas conversions of electricity generation plants in Alberta, there has been an upward trend in the forward pricing of electricity. As such an Electricity Supply RFP was issued to develop a prequalification pool of suppliers. Four respondents met the criteria for prequalification and were asked to provide final indicative pricing. These four suppliers were Enmax Energy, TransAlta, Capital Power and Direct Energy. Prequalification included indicative pricing, administration fees, and volume thresholds. The Board of Trustees were provided information relative to the initial prequalification proposals on March 5th at their annual planning meeting.

All four respondents were asked to provide final price bids for each year going forward from July 2022 to December 2026.

Firm price bids were received as of 10 am on March 10th and a contract was signed with the lowest price respondent Capital Power at a five-year rate of \$55.45 /MWh and administration fee of \$.10 /MWh. A contract was required to be signed by 12 noon after receiving final price bids.

This rate is slightly lower (\$1.18 per MWh) than current rate, which consultants have indicated is very favourable given market indicators. This long-term pricing effective for July 2022 provides budget certainty given projections of increasing costs in the Electricity Supply market.

Recommendation

That the Board approves the Electricity Supply contract signed with Capital Power at \$55.45/MWh from July 1, 2022 to December 31, 2026.

Respectfully submitted,
Christine Lee

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



March 17, 2021

Allison Purcell-Pike

4118 21 Ave S

Lethbridge AB T1K 4Y2

Schoolpike5@gmail.com

Dear Allison,

Re: Lethbridge School Division Board Response to Public Forum Presentation

Thank-you and Bradley for your presentation at the public forum of the regular School Board meeting on February 23, 2021.

We can appreciate the advocacy for eSport as an extra-curricular activity and did take the time to learn more about it. We conferred with a number of school divisions with schools that offer eSport and have come to understand both the attraction to this activity as well as some of the challenges. As is the case with all co-curricular and extra-curricular activities, decisions regarding the creation of a team or club will be left to schools. Schools examine parameters of any activity and determine whether there is someone from staff who possesses the appropriate skills set and is willing to volunteer to coach or lead the students.

The Board values student engagement in activities outside of the classroom context, and we will continue to review the factors relevant to COVID-19 and the health and safety of students and staff. We are hopeful that with spring we will be able to move along a continuum of progressive activity. The guiding questions that the Board reviews each month when considering movement toward opening restrictions can be found on our Division website <https://www.lethsd.ab.ca/our-district/pandemic-planning/division-communication>.

Regards,

Christine Light
Board Chair

Lethbridge School Division Board of Trustees

Christine Light, Tyler Demers, Clark Bosch, Jan Foster, Donna Hunt, Doug James, Lola Major

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

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

Recommendation

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

Respectfully submitted,
Christine Lee

MARCH 2021

**ASSOCIATE SUPERINTENDENT,
BUSINESS AFFAIRS
REPORT**

Kids

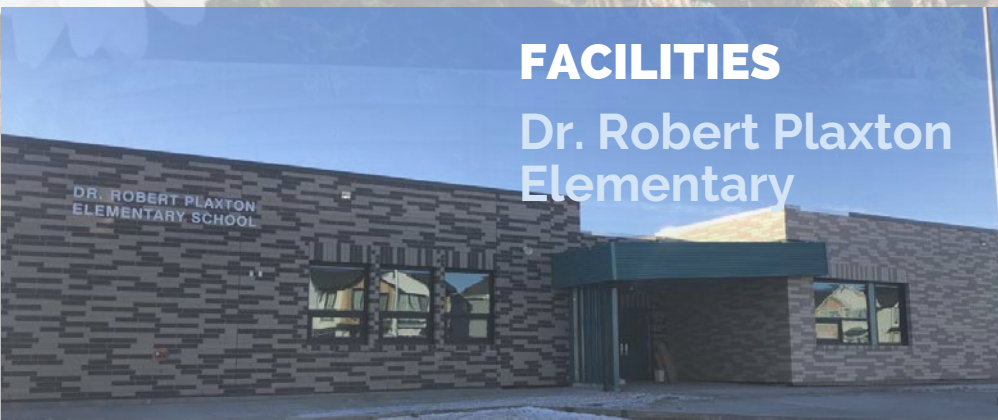
ARE OUR BUSINESS

Report by:
Christine Lee,
Associate Superintendent,
Business Affairs



FACILITIES

Dr. Robert Plaxton Elementary



- Dr. Robert Plaxton received occupancy status on March 12th. Deficiency inspections, and installation of modular classroom are still in progress. Furnishing and equipment fit up will begin in a few months.
- The Alternative Energy Solar Wall and remaining playground elements are currently in fabrication and will be installed in the next few months.
- Director of Facility Services, Daniel Heaton and Principal Erin Hurkett, provided the Board of Trustees a tour of the school on March 23rd.



- Alberta Education announced a new K-5 Elementary School for west Lethbridge on March 10th. Education Minister Adrianna LaGrange, Infrastructure Minister Prasad Panda, Associate Minister of Red Tape Reduction Grant Hunter, along with Lethbridge East MLA Nathan Neudorf held an official announcement of new school projects for southern Alberta on Saturday March 13th at Dr. Robert Plaxton Elementary School. A new west Lethbridge Elementary School was the #1 capital priority to address future growth in west Lethbridge Elementary Schools that are already at capacity. The Division will be working with the City of Lethbridge and developers on preparation and servicing of the school site. The process to procure architectural consultants for the new school project will begin in the coming months. Planned opening of the new school will be September 2025. The school will open with a capacity of 610 students with capacity for a full build out to 900 students.

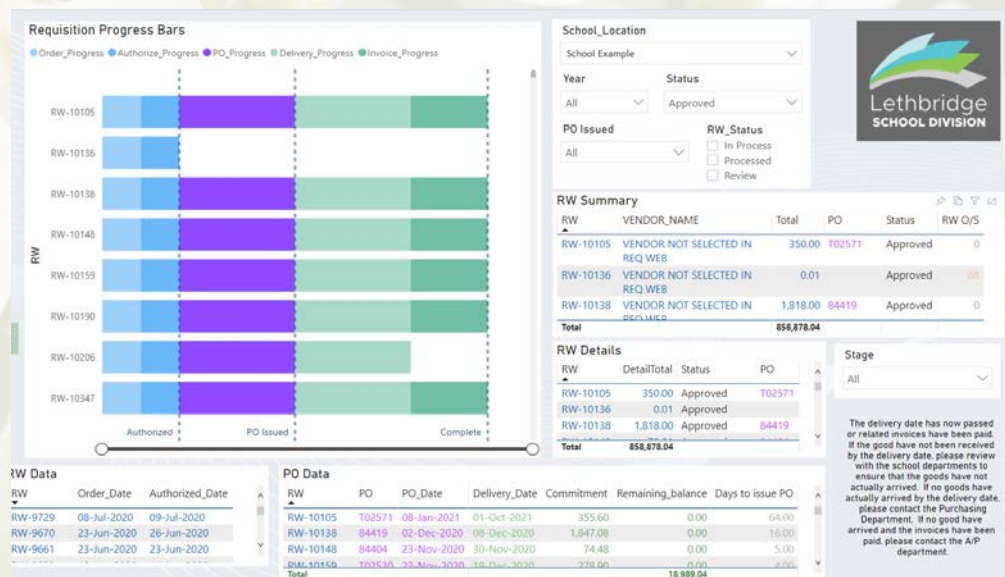
- The Facilities Committee reviewed the **2021-2022 to 2023-2024 Three-Year Capital Plan**, 2021 summer maintenance projects, and planned Infrastructure Maintenance and Renewal projects for the 2021-2022 school year. The plans are provided at the March Board Meeting.
- After the issuance of an RFP for Energy Supply services in February, a contract has been signed with Capital Power for a term beginning July 1, 2022 to December 31, 2026 at a price that is \$1.18 per KWh less than current pricing, providing budget certainty for energy costs into the future.



FINANCE

- The Province announced the **budget on February 25th, 2021**. The provincial budget has provided COVID-19 mitigation funding to reduce the adverse impacts of decreased enrollment on the Weighted Moving Average component of the funding model. This is welcomed news as funding stability has been provided to the division for the development of the budget. Work has begun to analyze the impacts of the budget. Board Priorities have been reviewed and the Instructional Budget Committee is working on preparing budget allocations for the 2021-2022 school year. Once allocations have been prepared, site based administrators will develop the expenditure side of the budget based on the allocations provided.

- The Finance department, with the support of the Technology department, has recently released new **PowerBi Dashboards** to schools and other departments to support them for internal reporting purposes. These PowerBi Dashboards allow the division to bring many different datasets and information into these reports in order to enhance the information available within our internal reporting. In many cases, these PowerBi Dashboard allow the schools and departments to review and analyze their data in ways that were not previously available. Centrally, the division has internal dashboards that giving them enhanced analytics on human resources, staff absences, payroll, and multiple other sources of information. Further applications of PowerBi are being prepared to provide different forms of information to demonstrate accountability and transparency. These new dashboards will be released in the coming months.





- The Division Joint Workplace Health and Safety Committee met on March 8th to discuss incident reports, safety lessons learned, and other occupational health and safety matters.
- A big thank you to the site safety committees for quarterly site safety inspections and review of COVID-19 protocols at worksites to ensure continued safety of students, staff, and the community.
- Detailed site inspections have been completed by the division inspection team and the team will be meeting with school based administration to review the results of the inspections. School inspections went well with very little concerns. Biggest area of concern was related to safe storage of instructional materials.

Alberta COVID-19 Vaccine Rollout



See [Alberta.ca/Covid19](https://alberta.ca/Covid19) for more details



Learn.

Think.

Create.

Inspire.

TECHNOLOGY



To our newest school based tech,
Cam Findley

Some of the activities of the Technology Department:

- The technology department has been working on two-factor authentication for administration and employees that may have higher levels of network access.
- A lot of work has been required by the technology department to configure PowerSchool for the new boundary changes and advance students for purposes of registering existing students within new school boundaries. LeeAnne Tedder has been tracking out of boundary requests and forwarding to schools as part of this process.
- New audio videos have been set up for Immanuel Christian Schools.
- Providing support for the e-learning pilot by working on a Laptop rental program for students participating in the e-Learning pilot in the 2021-2022 school year.
- Participating in a working committee investigating the standardization of digital portfolios.
- Purchased three more years of smart notebook and providing training to use the new software. Many changes have been made since the old version, the new version is online and integrates with Microsoft Teams.
- Working on setting up a south zone meeting of school divisions to discuss network security and infrastructure needs of school divisions.
- Setting up a new way to deploy Ipads, the new method will require students to use their email address and password to sign into an iPad.
- Working with Konica Minolta on copier needs for the start of the 2021-2022 school year.

TRANSPORTATION

School Bus Transition Update:

- The final transition of school bus routes from the City of Lethbridge to the Division's provider Southland Transportation occurred on March 15th. Picture below was taken to commemorate the handover.
- Access A Ride routes will remain with the City of Lethbridge until the end of the school year to maintain stability for those students who access this transportation service.
- MyBusStop GPS tracing service is now available for families to track bus locations, bus stops, and schedules. Families may receive alerts on any delays.



MyBusStop

MyBusStop is a GPS tracking service, which delivers real-time information on a subscriber's bus location, route stops, route traffic, route schedule, route progress, and possible bus delays.



- Once new boundary changes are finalized, Transportation and Technology will be working on a school bus registration process for the 2021-2022 school year. School bus route coordination will begin 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.



Lethbridge School Division is set to mark March 31, 2021, as Green Shirt Day. The City of Lethbridge has declared that April 7th will officially be Green Shirt Day. Green Shirt Day was created in honour of the Logan Boulet Effect, in support of organ donor awareness/registration across Canada.



To view the detailed *Three Year Capital Plan*, visit the Division website: [Our Division/Plans and Reports/Capital Plan](#)

OTHER MATTERS

Some other items to note this month:

- School bus transition meetings with City of Lethbridge and Southland Transportation
- Dr. Robert Plaxton bi-weekly site meetings
- Elementary, Middle School, and High School Principal Meetings
- Instructional Budget Committee Meetings
- Division School Council Meeting, March 1st
- Facilities Committee Meeting, March 2nd
- Winter Capital Planning Meeting with Alberta Education Capital Planning Branch, March 3rd
- Board Strategic Planning Meeting, March 4th and 5th
- Joint Worksite Health and Safety Committee meeting, March 8th
- USIC Risk Management and Claims Committee meeting, March 9th
- Ecole Agnes Davidson School Council, March 9th
- Wilson Middle School Council, March 10th
- Electricity RFP review and pricing, March 10th
- School bus handover event, March 11th
- Southern Alberta School project announcement and tour of Dr. Robert Plaxton by Ministers LaGrange, Panda, Associate Minister Hunter and Lethbridge East MLA Neudorf, March 13th
- Meeting with City of Lethbridge and Garry Station developers regarding new west Lethbridge Elementary School site development, March 17th
- Johnson Controls, Energy audit and pricing presentation, March 22
- Board of Trustee tour of Dr. Robert Plaxton, March 23rd.

HELLO Spring



MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

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

Recommendation

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

Respectfully submitted,
Mike Nightingale

Associate Superintendent, Human Resources
Report to the Board of Trustees
March 23, 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 5 teachers to the substitute list in the past four weeks.
- Adding 2 support staff to the substitute list in the past four weeks.
- Onboarding 9 new staff members in the past four weeks.
- Extending 14 teacher contracts in the past four weeks.
- Facilitating the hiring of 7 teachers in the past four weeks.
- Facilitating the hiring of 8 support staff in the past four weeks.

Other Highlights

- Associate Superintendent Mike Nightingale participated in the Board strategic planning retreat.
- Associate Superintendent Mike Nightingale participated in instructional budget committee meetings, to help determine priorities for the 2021-22 budget.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended the virtual CASS spring conference.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual school administrator meetings for elementary, middle school and high school.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended a virtual Education Center Leadership Team meeting.



2021-22 Staffing Update

The 2021 – 22 staffing process for the division is underway. Although, we are waiting for student enrollment and more budget details, we are preparing for next year's staffing process:

- The hiring process is in progress for four Principal positions.
- The hiring process is in progress for a Coordinator of Inclusive Education position.
- Teachers at Lakeview, Ecole Agnes Davidson and Nicole Nicholas Sheran have completed their preference forms as we look to transition staff to Dr. Plaxton and in response to the reconfiguration of boundaries and programming.
- The Human Resources department and school administration are working to reconcile school staffing lists, staffing allocations and contracts.

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

March 23, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,
Morag Asquith

Associate Superintendent – Instructional Services- March 2021

Dates:

March 17th- Instructional Services Strategic Planning

March 22nd- DIPT meeting

April 1st- Early Education Programming Expression of Interest Lottery

April 1st- SWCSS Exec/ Leadership meeting

April 12th- PL day (a.m. collaborative communities, p.m. will be school based)

April 22nd- Shelley Moore- speaking with LSTs, WCHS and Galbraith

June 22, 23- Indigenous Education Graduation

Indigenous Education Work

Highlights of Indigenous Education teamwork this month has involved:

- Planning Indigenous Education Graduation June 22,23rd
- Staffing and budget for 21/22 school year
This will involve the Coordinator of Indigenous Education overseeing 4 Graduation Coaches at the High School Level, an elementary and middle school Indigenous Education teacher
- Continuing to offer PL and learning opportunities at each school site depending upon what needs have been identified

Curriculum and Instruction

Karen and Morag have met with Lesley Doell, a National French Immersion Consultant, to develop a three-year transition plan for French Immersion dual track to French Immersion single track. Next steps will involve administrators/teachers in our FI schools. Some of the elements that will be considered in the development of this plan are:

Programming, events and practices: Curriculum, resources, instructional support, student exchanges/ trips

Professional Development: professional and non-professional learning opportunities in French for staff at the provincial and national level, associations

Structural capacity and school requirements: layout, school, signage, sustainability over a five- year period with population consideration, etc

Human Resources: staffing and capacity, retention of both professional and non-professional French speaking staff, initiatives and exchanges, language acquisition/proficiency

Relationships: Provincial and National connections (partners for future teaming/exchanges/parent groups), university/college connections

Sustainability: program continuity, supports, longevity, communities within Lethbridge

Karen and a group of Administrators alongside our Literacy/ELL and Numeracy Lead Teachers met to discuss Digital Portfolios in LSD. Staff shared pros and cons of current Digital Portfolio methods used in our Elementary Schools.

COVID

Cheryl, Garrett, Christina, and Morag continue to meet with our Alberta Health Services Team that support us in the South. Lethbridge numbers of COVID positive cases have been the highest yet, which have also impacted the continuity in programming and staffing at some of our school sites over the past two weeks.

Early Education

Early Education expression of interest has rolled out March 15th, and we will be offering Early Education Programming at the following school sites in the 21/22 school year:

- Galbraith
- Mike Mountain Horse
- Nicholas Sheran
- Dr. Probe
- Westminster
- Lakeview
- Fleetwood Bawden
- Park Meadows
- Immanuel Christian Elementary

Instructional Services- Personnel, budget and support

Instructional Services is right in the middle of posting, hiring and interviewing season. Between staff turnover, new positions being advertised our leadership team is keeping busy, getting ready for next year. As we all know March is report card season and with the turn of the seasons comes a little more stress!! Instructional Budget committee has commenced and it an important part of how Instructional Services determines staffing/allocations for the next school year.

Wellness Work

In March, our Staff Wellness Throwdown supported and encouraged staff to look at healthy ways to promote better sleep. We all know how different we feel, and productive we are, when we have secured a solid 8 hours of sleep in a night. In April the Wellness Throwdown will be shorter (abbreviated to the last two weeks of April) and will focus on promoting water consumption.

Division Lockdown update

Our schools have been teaming with Lethbridge Police Service to run lockdowns. Lockdowns are an important part of safety and preparedness for our school populations.

Diversity and Inclusion Parent Table

Our DIPT survey has been collated and our DIPT will be meeting to determine how best to utilize this information and continue to foster relationships with parents and schools. Some of the ideas parents shared that are helpful in building connection between school and families during the pandemic:

1. **Communication-** check ins with teachers are appreciated and valued, efforts to communicate what is going on in school is important, the parents surveyed indicated a strong interest in being connected to their child's teacher.
2. **Respect-** There is a desire for parents to be recognized as primary decision makers for their children, an indication that education should be viewed holistically (not just academic reporting)
3. **Support-** parents in this group articulated an interest for a support group for students with exceptionalities, minority support.
4. **Wellness defined in the home-** common trends/values that are parallel in our schools were conveyed by our parents as important- self-care, nutrition, medicine wheel elements, open communication, supporting loving relationships.

Boundaries and Transitions

There is a shared responsibility in the school division for students who are required to move schools due to the boundary review. We know our schools take great care of students and transitions at this time of year, and we wish to ensure that our students who are changing schools due to the boundary changes are also identified and supported as needed. Any parents who are concerned about their child's transition is encouraged to speak with their child's teacher.

Kathy Mundell, Ann Muldoon and Morag recently met to map out a 3 part conversation/process with Administrators at each level regarding student-school transitions.

Part 1: Reviewing the very comprehensive articulation process the Division has used when students move from grade 5-6 and from grade 8-9. Also discussing the issue of families who may have various barriers and who may still have not yet received the boundary information that may impact their family.

Part 2: At each division level administrators will share promising practices and challenges they encounter with the articulation process and the additional boundary process. Kathy Mundell and Ann will review the articulation and learning team process with Principals.

Part 3: Clarification/confirmation of students at each school who are transitioning to a new school due to boundary change and sharing their educational program.

Inclusive Education

Ann Muldoon and Rochelle Neville are busy working on projections for staffing/supports for the 2021/22 school year. Due to Rochelle securing the Early Learning Coordinator position, the Inclusive Education Coordinator position is currently being advertised for the 2021/22 school year. Morag and Ann are hopeful to be interviewing shortlisted candidates for this position just before Easter.

MEMORANDUM

March 23, 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.
- Professional Learning was provided to the teachers at Ecole Agnes Davidson on analysing and using the running record from the Fountas and Pinnell and GB+ assessments to inform instruction.
- Beginning teachers were provided with instruction on timetabling for literacy as well as implementing the writing workshop.
- Elementary administrators were provided with a refresher on how to access the available reports for Fountas and Pinnell data in Dossier.

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 areas of focus are effective teaching practices in mathematics, building number sense differentiation in math, and math workshop.
- Elementary, Middle, and High School Numeracy Committee meetings were held at the end of February.
- A new resource called, “Building Fact Fluency for Addition and Subtraction” has been piloted by a number of elementary teachers in our Division. As a result of their recommendations, this resource will be purchased for all schools in the coming months.

Curriculum Implementation

- Alberta Education is now saying that new drafts of curricula will be available at some point in the next few months. Classroom validation of new K-6 curricula is expected to occur in September, 2021.

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. We are currently working with the U of L for the delivery of courses in the 2021-22 school year.
- 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.
- Indigenous Grad Coaches are working together to begin planning for Indigenous Education Graduation. This is planned to occur June 22nd and 23rd at the Education Centre.

Middle School Initiatives

- Schools continue to extend learning regarding concept-based teaching/ pedagogy.
- Collaborative teams have been formed to enable the sharing of ideas and resources for online 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

- The Early Education Program “Expression of Interest” process started March 15 and will run until March 31. Families will rank their top preferences in terms of location for Early Education Programming as well as indicate their preference for either morning or afternoon programming. All Early Education Program placements will be determined through a lottery draw. Continuing children doing their 2nd year of programming will be placed before new registrants. We also reserve spaces for children accessing Program Unit Funding (PUF), mild/moderate and ESL supports. All families will be notified of their placement outcome by April 16. This will be followed by the completion of formal registration documents.
- The screening process for new children entering Early Education Programs is critical in determining which children will require, and be eligible, for support in the fall. Without the guarantee of being able to see families face-to-face due to pandemic protocols, we are embarking on a partnership with the Family Centre to utilize their license to complete an online Ages and Stages Questionnaire (ASQ). Lethbridge School Division will access the results of this developmental questionnaire completed by parents and determine which children may benefit from further assessment to determine eligibility criteria for PUF, mild/moderate or ESL support. Previously we were able to send children to Alberta Health Services for assessment, but with the new AHS mandate, they now only assess children for their own therapy purposes and will no longer provide reports for educational programming. This is a new responsibility for school divisions which now need to find the resources to do most of the assessments for new incoming children.
- On Thursday, March 18, all Early Learning Educators will be connecting with current families on Teams for a “Celebration of Learning”. Parents will have individual times to discuss programming for their child in Early Education Programs and ask any pertinent questions. A full day Professional Learning opportunity on Teams will take place for Educational Assistants in Early Education Programs that day. They will be provided with a menu of online articles/videos/websites connected to early education programming and working with children with identified needs. EAs will choose online articles/videos/websites most pertinent to their own learning needs and then discuss their learnings in a large group Teams meeting at the end of the day.

Indigenous Education

- The Indigenous Education Team just hired Jenna Jewison to take on the Middle School Teacher-Indigenous Education role. Jenna has leapt into the role quickly connecting with middle school teachers and supporting their Indigenous Education needs
- The Indigenous Education Department continues to provide both formal and informal learning opportunities for staff. Our Elementary Teacher- Indigenous Education is working with three schools on morning announcements with Indigenous insights. “Indigenous Games Kits” have been distributed to elementary schools for use in classrooms. John Chief Calf is working with the ATA PL committee to provide an ATA Indigenous Education event in April.
- The Indigenous Education Department is 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.
- We are in the process of looking to hire another Graduation Coach to replace our two tentative maternity leaves that will present in the last few months of the school year.

Administrator Professional Learning

- The Admin symposium created momentum for admin PL to focus this year on “creating cultures of thinking” in all schools. “Thinking Schools” PL sessions for all administrators have been held in October, January, and most recently, February 11.

- New administrators for the 2020-2021 school year 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)

- Planning is now underway for the Collaborative Communities that will be meeting on the morning of Monday, April 12th.
- 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.
- Inclusive Education will be offering a final online SIVA training opportunity for Educational Assistants in kindergarten and for some teachers on March 17 and 19.
- Inclusive Education is planning a session with Shelley Moore on April 22 for Learning Support Teachers (LSTs). The session will focus on how LSTs can help teachers plan lessons for diverse learners using the principles of Universal Design for Learning (UDL).
- Due to the boundary change that impacts Agnes Davidson, Karen and Morag are currently securing a French Immersion consultant to build a 3-year transition plan. In the following weeks they will also be working with FI (French Immersion) Admin and teachers on this endeavor.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The format of 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 held on December 11th. The January 15th session was hosted by Division principals and our March 12 session was hosted by Melanie Morrow and Jenna Jewison, our Division Indigenous Lead Teachers. Jenna and Melanie provided resources for 'Indigenous ways of knowing' within our curriculum. They were both very well received by our new teachers.

Parent Engagement

- The feedback provided by the stakeholders at the February 2nd Town Hall was collated, posted on the Division website, and provided to the Board at their Strategic Planning session in March. The Town Hall question explored by participants was: 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?
- The Division School Council met for the fifth time on March 1. The parent learning session and regular meeting was hosted using the Microsoft Teams platform. The parent Learning Session was delivered by Ann Muldoon. It focused on Inclusive Practices in our current context.
- Following the February break, parents engaged in making a choice to change from at-home learning to in-school or from in-school to at-home learning. We had 178 students in grades K-8 move from

at-home to in-school learning, and 48 students move from in-school to at-home learning. The movement required some changes to class configurations as well as teacher assignments.

- The Diversity and Education Table will be meeting March 22 to discuss the Parent Survey results and how best to share out and utilize the information gathered.

Community and Business/Industry Engagement

- The Superintendent, Associate Superintendents, Communications Officer and Transportation Coordinator attended an emergency tabletop exercise hosted by the City of Lethbridge currently focusing on the enhancement of communication (systems and processes).
- Transition from City of Lethbridge Transportation services to Southland is complete. A lot of work lies ahead in working with this partner in planning for the 2021-22 school year.

Management of Growth and Capacity Building learning spaces

- Projects under Capital Maintenance and Renewal (CMR) grant funding were submitted for budget 2021-2022. Priority projects requested for funding include ventilation, accessibility, and other building upgrades. The provincial budget will be announced on February 25th.
- 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 moduls 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 are made by Alberta Education in the near future.
- The 2021-2022 to 2023-2024 Three Year Capital Plan is in development and will be presented at the March board meeting.
- The Province of Alberta announced 14 school projects in Budget 21-22. Lethbridge School Division's west Lethbridge Elementary School designated for Garry Station was announced on March 10th as one of these school projects. The school will open at the earliest September 2025 with an opening capacity of 610 with the capacity to build out to 900 students.

Other School Improvement Initiatives

- We continue to support Staff Wellness Throwdowns- the challenge for March is- "Sweet Sleep", hopefully this Throwdown will remind all of us about the connection sleep has to wellness. April our Wellness Throwdown will only be operating the last two weeks and it will encourage us all to examine our water consumption.
- Nutrition Programs continue to support breakfast, lunches, and snacks for students throughout the day.
- Wellness Grant reports will be collected next month, and the Wellness Grant Applications will be released at the end of April for the 2021/22 school year.
- The Division of Instructional Services met March 17 to discuss their Strategic Plan.

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, and 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 to keep our schools safe.

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

- Ann presented to the Board on February 23 on changes to the delivery of support services, and Ann and Rochelle attended the March 1 Division School Council to explain these changes to parents.
- Schools have been submitting support projections for the 2021-22 school year in preparation for upcoming staffing visits with Inclusive Education and HR. With boundary changes, this process is more involved than in previous years and has been delayed to accommodate the sharing of information between schools.
- Transition considerations for students with complex needs were discussed at the January Learning Support meeting, and some planning is underway, including the purchasing of required equipment/resources.
- Division ESL staff have completed the intake process for a new family from Ecuador.
- Throughout the year Bev Smith has been producing an “ESL Tip-of-the-Month” and sharing it with the Division Teachers. This document is meant to provide all teachers with strategies that can easily be implemented to support English language learners. The tips are also beneficial for all students. This past month the focus was on Marzano’s Six Step Vocabulary process.
- Bev continued to visit and support teachers in Limited Formal Schooling and ESL Transition classes.
- Ann, Bev, and Sarah Ahlgren have met to discuss programming needs for immigrant/refugee students for 2021-22.
- On April 1st the South West Collaborative Support Services (SWCSS) Leadership and Executive Teams will meet to finalize contracted support services for the 2021-22 school year.

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 continued to be diligent in the preparation and delivery of at-home learning using Teams as a delivery platform for full-time at-home learners as well as classes and students in quarantine.

Technology

- The Technology Department has been piloting a new way to manage iPad’s using Intune. The new method will allow students to sign into an iPad just like they do a school computer. The advantage to this is when a student signs in, they will have pictures they have taken, all the information and apps just like it was an individual iPad. This should eliminate people erasing other people's work and overall make the iPad a more effective classroom tool.
- The division has purchased three more years of Smart Notebook software. The new smart notebook has now moved online and integrates into Microsoft Teams. We are hosting professional learning training on the new software on May 11th with SAPDC and have several teachers already signed up.
- We have assembled a committee to look at standardizing a digital portfolio tool for the 2021/22 school year. We currently are piloting a number of digital portfolio tools in the division and are looking for input on what the right tool may be to better inform learning and reporting.

- We have completed working with a committee regarding school registrations for the 2021-2022 school year. We have completed several changes to improve the process based on feedback from the committee.
- We are working with Alberta Technology Leaders of Alberta to set up a Network security workshop for June. We already have a few international security experts that have agreed to be on our panel discussion. This event will be attended by the U of L, City of Lethbridge and other school divisions in the south.
- We have turned on two factor authentications for senior leaders and employees with elevated privileges. We plan to turn on two factor authentications for school administrators, councilors and other school employees who have access to student records in the coming months.

MEMORANDUM

March 23, 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:

Gilbert Paterson Middle School (GPMS) showcase:

At GPMS, we are extremely proud of our students and staff for their resiliency, dedication, and collaboration through this most unusual year. Here are a few highlights of the past months

- Our GPMS Holiday Christmas Tree Project was a great success as we shared 25 Christmas trees with a variety of local charities, organizations, and supporters of GPMS. Not only were we able to spread some Christmas cheer through the trees themselves, but our call for donations brought in funds that will go back into the community for organizations to help the less fortunate at Christmas. After the purchase of trees and supplies, we were able to donate almost \$200 each to Woods Homes and Harbour House.
- Congratulations to Nora Laird of 7I who was one of three winners in the Lethbridge Public Library Teen Writing Competition in February for her piece entitled, *"2020 and Me"*.
- The GPMS Band Program under the direction of Karly Lewis has continued to engage students during CoVid with 60-80 students joining lessons weekly on-line after school. They have continued this tradition of excellence participating in the "Song for Hope Movie", raising funds for Cancer research, have learned multiple online music platforms to further their studies on their instrument, have started composing music, have create visual art with their sound and joined forces with the University of Lethbridge Music Department in a join online clinic platform.
- Our GPMS virtual choir under the direction of Tyler Leavitt is a unique adventure and experience. Our singers meet twice per week in an online setting for rehearsal outside of their regular school hours and have committed to the goals of musicianship and performance. We are currently working on our spring "concert" repertoire. The virtual choir sound is only really a simulation of a real choir. It's achieved by asking choir members to record themselves singing along to a backing track, which is played through headphones. Once all the video tracks are submitted for each of the songs that will be performed, the conductor then will put all of the voices and videos together through our Adobe Premier software into a cohesive group making audio and video adjustments along the way. The result is a beautiful rendition of a choir piece that may not otherwise happen in a group of singers

who do not share a cohort. We look forward to the day that we are allowed to sing together in person and share our love for music and blend our voices in unity and song.

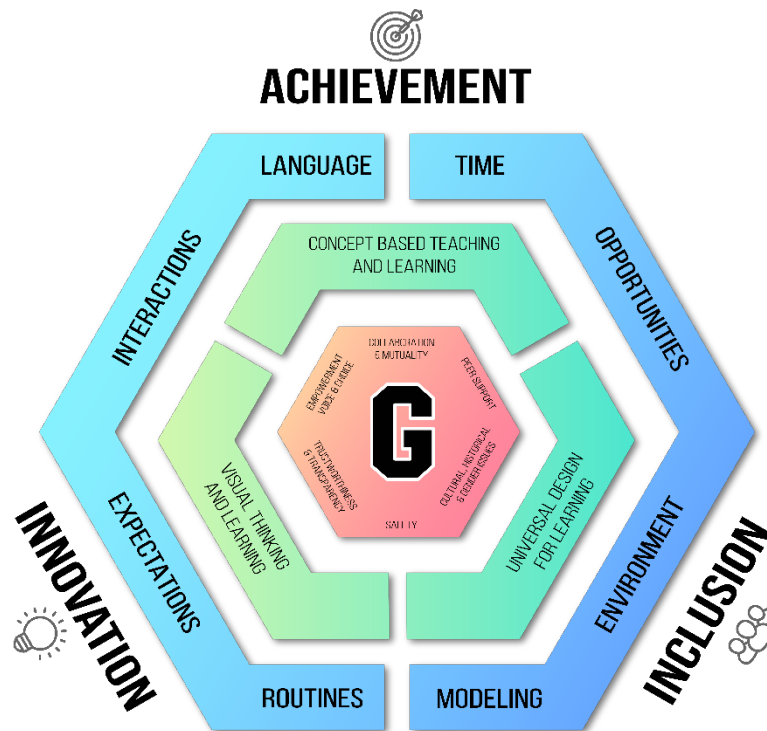
- Pink Shirt Week in February featured a variety of activities for classes from kindness to gratitude throughout the week. We also sold almost 200 Gilbert Paterson "*Be Kind Always*" masks to our student body to celebrate Pink Shirt Day.
- Each Friday a different grade level has been hosting Teams announcements for our school. Different activities from jokes to Kahoot contests to birthdays are presented by the students. In February, we celebrated Black History month with a weekly feature on our Teams announcements of a prominent Black Canadian such as Willie O'Ree, John Ware and Viola Desmond who have made a difference. Different spirit days in the new year such as Beach Day, Kindness Day, Decade Day, and others help to bring energy and smiles to our week.
- With the CoVid protocols, we have looked at other ways to bring guest speakers into our school through Zoom and Teams. Some of these include the Natural Leaders Science Program, mental health professionals, our Division Indigenous Education lead teachers, and the grade 6 Ordinary Heroes program.
- Our Physical Education department has looked at ways to add different protocol appropriate games and activities to their program. Using proper sanitization and cleaning protocols, they have utilized new low impact games such a cross net, frisbee-knock, cornhole bean bag toss, bocce, and ping pong to name a few. In the spring they will be working on some Indigenous games with our Division Indigenous lead teacher, Jenna Jewison.
- Our Wellness Team has utilized our Nutrition Grant during these challenging times to assist up to 30 families regularly with food and support. We are also grateful to our community partners such as the Lethbridge Food bank for providing lunches and University Drive Alliance Church for providing fresh meat to our families.
- Our cohort model has asked different things from different teachers to accommodate our programming and scheduling needs. We are proud and grateful for their flexibility and efforts in taking on new subject areas and challenges.
- Our School Council Zoom meetings have consistently brought in around 20 participants. We are grateful for this parent support and involvement in our school.

Galbraith School showcase:

We are excited to have our new technology purchases slowly rolling in, some of which are school purchased, and some purchased by the division. We have two brand new iPad carts and a new laptop cart coming in (replacing the old laptops). We also have had some community support with our technology, as Logic Lumber and Chrome Salon have donated funds towards our upcoming Virtual Reality field trip kit. We will be the first school in the division to pilot this project with the support of our community and our school division – thank you for the support!

Our community support continues to grow! We have been able to partner with Panago Pizza North once again to offer Galbraith families a discount pizza night in March. Chrome Salon also donated a free makeover event for a student in our school – the student was able to get the full hair treatment and get a fabulous new look thanks to the staff at Chrome.

We continue to work towards common language and understanding around our 3-year plan thinking frameworks (see image). Our staff have been digging deeper with students, both in person and online, through visible thinking routines and “making thinking visible”.



Our school APORI results this past year were a great success for us, as we saw many improvements across the measure categories:

- Safe and caring school overall increase of 5% (to 91.6%)
- Opportunities within the broad Program of studies (fine arts, health) overall increase of 6% (to 96.2%)
- Quality of education overall increase of 4% (to 96.8%)
- *Timely access to programs for at-risk students overall increase of 8% (to 90.4%)*
- Work preparation overall increase of 22.9% (to 94.4%)
- Students modelling characteristics of active citizenship increase of 12.1% (to 88.3%)
- *Students demonstrate the KSA's for life-long learning increase of 19.2% (to 71.9%)*

Our teacher counsellor, Stephanie Martin, has done an amazing job with our Weekly Wellness presentations to all students. Each class spends at least 30 minutes per week with Miss Steph on Microsoft Teams to hear a weekly wellness presentation on a topic or theme. This year our school has been working hard at “radical acceptance”, which is accepting that some things we don’t have control over, but we accept that things change and that we can handle change together.

We ran our PowerCard fundraiser in the fall (October), and had a highly successful fundraising event. We were able to raise over \$12,000 with the help of our students and school community. We had lots of fun playing Game Show games and students were able to win individual prizes as well – from class movie parties, free time in the gym, Walmart gift cards, Amazon gift cards, scooters, sports equipment, a tablet, Nintendo Switch and even the change to Silly String and Slime the staff!!

We are continuing to find new ways to increase participation in our monthly school council meetings. Online Scientists in School has been a huge success for our students! Continuing school structures and practices – students continue to respond well to the things we set in place in September. Thank you!

Park Meadows School showcase:

Danceathon - \$15,000: Together with our School Council, students, staff and community members raised over \$15,000 in our Danceathon in October of 2020. The money was raised over a three-week period leading up to a one day event of the danceathon. Due to the COVID-19 world pandemic, we had to alter the way we typically do our yearly danceathon but that sure didn't stop students and staff and parents getting involved to make this year's danceathon one of the best fundraisers we've had in many years at Park Meadows school. We are pleased to announce that we used the money towards student laptops.

Pies in face: In conjunction with our schools Danceathon fundraiser, students were able to throw a pie in the face of a staff member of their choosing. Because our fundraiser was one of the best in many years there were many, many pies thrown. A big thank you goes to all our parents and our community members for working so hard and diligent during our fundraiser this past year.

Community Foundations of Lethbridge Grant: Back in the fall of 2020 our school was awarded a \$15,000 grant to be used towards technology in our elementary school. We are very thankful to the Community Foundations of Lethbridge and we wish to acknowledge them and all the hard work that they do in our community.

Food Bank: The Park Meadows School community worked collaboratively to donate food for the food bank back in December 2020. We are so proud of our students and staff and community efforts surrounding this endeavour. Thank you for looking out for those requiring the services of the food bank!

Christmas letters to Seniors: This past Christmas season, many of our students wrote letters to local citizens in our community. We teamed up with the Norbridge Seniors Association and wrote Christmas cards and encouragement notes to seniors in our neighbourhood. Some students even received responses back from these valued members of our community.



600 maple leaves: During the month of February, students and staff created over 600 maple leaves to commemorate "Read Canadian" month. Our Learning Commons Facilitator, staff, and students helped to acknowledge many Canadian authors and illustrators. Students decorated maple leaves and we added them to a paper tree housed in a one of our showcase bulletin boards.

Boxitech Project Fair in our Learning Commons: To promote creative thinking and problem solving, we challenged our students to create whatever they could out of a cardboard box. Using the philosophy of MakerSpace and Creative Thinking as well as the ideas gleaned from Kim Smith's *Boxitech* (Copyright 2019) many students created incredible boxes representing whatever came to their minds. From the fur trade to silhouette cutouts to futuristic cars our students used their minds to think creatively, develop strategies to problem solve, and present their cars to many other students. We have displayed these creative boxes in our Learning Commons.



Professional Learning of Staff: Over the course of the 2020- 2021 school year Park Meadows School has focused on better understanding trauma informed practices as they relate to education and serving the needs of all within a school. We have been collaborating & learning together as a staff and working through the book *Fostering Resilient Learners: Strategies for Creating a Trauma-Sensitive Classroom* by Kristin Souers and Pete Hall.

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

March	26	Meet with MLA Nathan Neudorf 10:00 a.m., Microsoft Teams
April	1-9	Easter / Spring break
	12	No School for students Division-wide Professional Learning Day
	12	Division School Council 6:00 p.m., Education Centre
	13	Board Committee of the Whole 3:00 p.m., Education Centre
	19	Division Wellness Committee 1:15 p.m., Education Centre / Microsoft Teams
	27	Board Meeting 3:30 p.m., Board Room / Microsoft Teams
	29	Administrators' Committee Meeting & Strategic Planning Via Microsoft Teams

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Light, Trustee

RE: Division School Council – March 1, 2021

Trustee Christine Light will provide an oral report.

Division School Council meeting minutes are available on the Division website:

<https://www.lethsd.ab.ca/download/333048>

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Doug James, Trustee

RE: Facilities Committee – March 2, 2021

Committee Members:

Doug James, Committee Chair; Jan Foster, Trustee; Christine Lee, Associate Superintendent, Business Affairs; Daniel Heaton, Director of Facility Services; and Chris Chapman, Coordinator, Maintenance

The Meeting was held via TEAMS and In-person.

1. 2021-2022 Modular Request (update)

Approvals have not been received yet. Provincial Budget had additional funding for modular classrooms so we are hopeful we will get at least the Coalbanks modulares and washroom unit requested. We expect notification soon.



2. 2021-2022 to 2023-2024 Capital Plan- Draft

- a. Executive Summary for Board Meeting, March 23rd
- b. Full Plan document for website

Draft Plan was reviewed. New components included addition of Victoria Park to Modernization listing. Last year's STEAM project removed, and Boundary Review information was added.

Enrolment projections on go forward were impacted due to significant reduction in enrolment in 2020-21 due to COVID-19. Impacted 2020-21 Utilization rates. Will climb back up post COVID-19.

3. 2021-2022 Budget Announcement

14 School projects to be announced in next few weeks from the provincial government. #1 priority is new elementary school in north end of west Lethbridge.

Do not have details on CMR and IMR funding for 2021-2022. Possible reduction to allocate to other areas within Education Funding envelope. Details will be provided by the end of March by Province.

4. Other Items

a. Dr. Robert Plaxton Elementary School

Occupancy March 9th and then fit up and deficiencies. Gym Floor will be completed in June.

b. 2020-2021 Facility Services Project status (update of projects provided)

A review of current completed projects reviewed by Daniel Heaton. Many projects completed; some were completed ahead of schedule due to CMR Stimulus Funding.

c. 2021-2022 Facility Services Project Plan (preliminary)

Planned projects for next three years reviewed by Daniel Heaton. Big projects include Energy Retrofit project with Johnson Controls, Mechanical, Flooring, and Washrooms upgrades for LCI.

d. Electricity RFP July 2022 to December 2026

The Division has been working with Energy Associates International on an Electricity RFP. Christine explained the process for securing Electricity Pricing on a forward contract. Indicative pricing has come in for period of July 22 to December 26. Rates are better as move to long term period. Will provide budget stability and certainty. Fixed pricing quote to be obtained on March 10th.



Respectfully submitted,
Doug James



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7
 Bus: (403)329-6564 Fax: (403)380-3297

Facilities Committee Meeting - Proposed Projects 2020-2023

November 5, 2019

PROPOSED PROJECTS REPORT Estimates	2020/2021	2021/2022	2022/2023
RED = COMPLETED			
Elementary Schools			
North			
Buchanan	Estimate		
Mechanical and Electrical Upgrade – over 1 1/2 years of 2 ½ project	\$1,000,000	\$500,000	
Concrete Sidewalks		\$15,000	
	\$1,000,000	\$515,000	
Westminster			
Mechanical and Electrical Upgrade – one year left of 2 year project	\$1,000,000		
Concrete Sidewalks		\$15,000	
	\$1,000,000	\$15,000	
Galbraith			
Modernization Priority in Capital Project - Detailed plan with costing - \$16,000,000			
Exterior Cornice Reconstruction	\$50,000		
Fascia and Soffit Upgrade	\$12,000		
Re-keying and Hardware Upgrade		\$45,000	
	\$62,000	\$45,000	
Park Meadows			
Shed heating for tractor storage	\$4000		
Painting in hallways		\$10,000	
Ventilation Air Conditioning Upgrade			\$500,000
	\$4,000	\$10,000	\$500,000
South			
Agnes Davidson			
Flooring Replacement			\$250,000
Bulletin and Chalk Board Replacement	\$75,000		
Modular (yellow) Roofing Replacement		\$10,000	
	\$75,000	\$10,000	



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

	2020/2021	2021/2022	2022/2023
Lakeview			
Washroom Upgrade	\$230,000		
Concrete Sidewalks		\$25,000	
Boiler review and projects		\$30,000	
Painting	\$10,000		
	\$240,000	\$55,000	
General Stewart			
Flooring Replacement	\$200,000		
Parking Lot Replacement including drainage upgrade		\$75,000	
Re-keying and Hardware Upgrade			\$20,000
	\$200,000	\$75,000	\$20,000
Fleetwood			
Painting	\$10,000		
	\$10,000		
West			
Nicholas Sheran			
Boiler Review and Project	\$30,000		
Minor Ventilation Project		\$20,000	
Roof Replacement Phase 2	\$150,000		
Roof Replacement		\$75,000	
North East Entry Reconstruction		\$40,000	
Decommissioning Change Rooms into Storage Rooms	\$50,000		
Lighting Replacement		\$75,000	
	\$230,000	\$210,000	



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

	2020/2021	2021/2022	2022/2023
Mike Mountain Horse			
Decommissioning Change Rooms into Storage Rooms		\$50,000	
Concrete Sidewalks H/C access	\$35,000		
Lighting Replacement	\$75,000		
Lockers for Kindergarten	\$7000		
	\$117,000	\$50,000	
Probe			
Decommissioning Change Rooms into Storage Rooms		\$50,000	
Concrete Sidewalks	\$35,000		
Lighting Replacement		\$35,000	
Ceiling Replacement and Lighting	\$15,000		
Modular Capital Projects - \$550,000			
	\$50,000	\$85,000	
Coalbanks			
Modular Capital Project - \$750,000			

New Westside Elementary School - \$21,000,000



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

	2020/2021	2021/2022	2022/2023
Middle Schools			
All Middle Schools Tech Upgrade	\$100,000		
North			
Wilson			
South West Wing Upgrade			
– Heating and ventilation, Flooring, Painting, white boards	\$250,000		
	\$250,000	+ \$750,00 = \$1,000,000	
South			
Paterson			
West			
GS Lakie			
Flooring Replacement and Floor Slab Leveling		\$50,000	
Concrete Sidewalks and mow strips	\$60,000		
Concrete Play Surface	\$50,000		
	\$110,000	\$50,000	
Senator Joyce Fairbairn			
Storage Garage	\$75,000		
Garbage Enclosure		\$75,000	
Concrete Outdoor Area at South West			\$30,000
	\$75,000	\$75,000	\$30,000



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7
 Bus: (403)329-6564 Fax: (403)380-3297

	2020/2021	2021/2022	2022/2023
High Schools			
All High Schools Tech Upgrade	\$150,000		
North			
Winston Churchill			
Removal of North Exterior Sunken Patio			\$100,000
Concrete Sidewalk Replacement		\$50,000	
Main Entrance Sidewalk Barrier Free Access and Enhancement	\$75,000		
Refinish the Gymnasium Flooring		\$70,000	
Painting of Exterior Vs		\$30,000	
Re-keying and Hardware Upgrade			\$95,000
Aluminum Door Replacement		\$100,000	
	\$75,000	\$250,000	\$195,000
South			
LCI			
Chiller Plant Upgrade	\$250,000		
Flooring	\$100,000	\$100,000	\$100,000
Painting	\$20,000	\$20,000	\$20,000
STEAM Program Delivery Enhancements	\$300,000	\$300,000	
	\$670,000	\$420,000	\$120,000
Victoria Park/Ed Centre			
Re-keying and Hardware Upgrade		\$75,000	
Boiler Upgrade	\$50,000		
	\$50,000	\$75,000	
West			
Chinook			
Chiller Plant Piping repair	\$65,000		
Modular Capital Project - \$550,000			
	\$65,000		
Totals By Year	2021/2022	2022/2023	2023/2024
	\$4,533,000	\$1,940,000	\$1,115,000



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7
 Bus: (403)329-6564 Fax: (403)380-3297

Facilities Committee Meeting - Proposed Projects 2021-2024

March 2, 2021

PROPOSED PROJECTS REPORT Estimates

	2021/2022	2022/2023	2023/2024
ALL SCHOOLS UPGRADE - FACILITY SERVICES WITH JOHNSON CONTROLS	\$2,000,000	\$2,000,000	
THIS WORK NOT INCLUDED IN TOTAL AS FUNDS ARE AVAILABLE			
FOB System Replacement	\$250,000		

FACILITY SERVICES IMR PROJECTS

Elementary Schools

North

Buchanan

Re-keying and Hardware Upgrade		\$45,000	
Concrete Sidewalks	\$15,000		
Sump and Weeping Tile	\$25,000		
	\$40,000	\$45,000	

Westminster

Re-keying and Hardware Upgrade		\$45,000	
Garbage and Shed Area	\$15,000		
	\$15,000	\$45,000	

Galbraith

Exterior Cornice Reconstruction	\$50,000		
Fascia and Soffit Upgrade	\$12,000		
North East Stair Replacement	\$30,000		
Re-keying and Hardware Upgrade		\$45,000	
	\$92,000	\$45,000	

Park Meadows

Painting	\$20,000		
Ventilation Air Conditioning Upgrade		\$500,000	
	\$20,000	\$500,000	

South

Agnes Davidson

Flooring Replacement		\$250,000	
Modular Demolition	\$75,000		
	\$75,000	\$250,000	



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

	2021/2022	2022/2023	2023/2024
Lakeview			
Boiler review and projects	\$30,000		
Painting	\$10,000	\$20,000	
	\$40,000	\$20,000	
General Stewart			
Flooring Replacement		\$200,000	
Parking Lot Replacement including drainage upgrade	\$75,000		
Re-keying and Hardware Upgrade			\$20,000
	\$75,000	\$200,000	\$20,000
Fleetwood			
Painting	\$10,000	\$10,000	
	\$10,000	\$10,000	
West			
Nicholas Sheran			
Boiler Review and Project		\$30,000	
North East Entry Reconstruction	\$40,000		
Decommissioning Change Rooms into Storage Rooms		\$50,000	
Acoustic Wall Construction at Office	\$10,000		
	\$50,000	\$80,000	
Mike Mountain Horse			
Decommissioning Change Rooms into Storage Rooms		\$50,000	
Concrete Sidewalks H/C access	\$35,000		
	\$35,000	\$50,000	
Probe			
Decommissioning Change Rooms into Storage Rooms		\$50,000	
Concrete Sidewalks	\$35,000		
Lighting Replacement		\$35,000	
Ceiling Replacement and Lighting	\$15,000		
Modular Capital Projects - \$550,000			
	\$50,000	\$85,000	

Coalbanks

Modular Capital Project - \$750,000 Classroom and Washroom Modular(s) and constructed in-place connector building



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

Middle Schools	2021/2022	2022/2023	2023/2024
North			
Wilson			
Exterior Façade Upgrade	\$60,000		
Sidewalk		\$55,000	
	\$60,000	\$55,000	
South			
Paterson			
Ventilation Unit Library	\$60,000		
Re-keying and Hardware Upgrade			\$100,000
North Wing Second Floor Access		\$250,000	
	\$60,000	\$250,000	\$100,000
West			
GS Lakie			
Flooring Replacement and Floor Slab Leveling		\$50,000	
Concrete Sidewalks and mow strips	\$60,000		
Concrete Play Surface	\$50,000		
	\$110,000	\$50,000	
Senator Joyce Fairbairn			
Storage Garage	\$75,000		
Garbage Enclosure		\$75,000	
CTF Reconfiguration	\$75,000		
Drama Music Control Balcony		\$45,000	
Concrete Outdoor Area at South West			\$30,000
	\$150,000	\$120,000	\$30,000



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7
 Bus: (403)329-6564 Fax: (403)380-3297

High Schools	2021/2022	2022/2023	2023/2024
North			
Winston Churchill			
Removal of North Exterior Sunken Patio			\$100,000
Concrete Sidewalk Replacement	\$50,000		
Painting of Exterior Vs		\$30,000	
Re-keying and Hardware Upgrade	\$95,000		
Aluminum Door Replacement			\$100,000
	\$145,000	\$30,000	\$200,000
South			
LCI			
Chiller Plant Upgrade	\$250,000		
Washroom Upgrades	\$100,000	\$100,000	\$100,000
Flooring	\$100,000	\$100,000	\$100,000
Painting	\$20,000	\$20,000	\$20,000
STEAM Program Delivery Enhancements	\$10,000	\$300,000	\$300,000
	\$480,000	\$520,000	\$520,000
Victoria Park			
Ceilings, Walls and Flooring Upgrade	\$200,000	\$200,000	\$200,000
Re-keying and Hardware Upgrade		\$75,000	
Boiler Upgrade	\$50,000		
	\$250,000	\$275,000	\$200,000
West			
CHINOOK			
Modular Project - \$750,000 – 3 Modulares attained from Medicine Hat Francophone school			
Chinook			
Chiller Plant Piping repair		\$65,000	
Re-keying and Hardware Upgrade			\$105,000
Modular Capital Project -	\$550,000		
	\$550,000	\$65,000	\$105,000



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

ALL SCHOOLS

Totals By Year

2021/2022	2022/2023	2023/2024
\$2,307,000	\$2,725,000	\$1,220,000

Capital Projects

#1 Priority

New North West Westside Elementary School - \$31,000,000

#2 Priority

New South West Westside Elementary School - \$31,000,000

#1 Modernization Priority

Galbraith Elementary School - \$15,000,000

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – March 3, 2021

Committee Members Present: Karen Rancier, Christine Light, DeeAnna Presley-Roberts, Char Taylor, John Chief Calf, Dean Hawkins, Melanie McMurray, Stasha Donahue, Sharon Willms-Lang, Donna Stodolka, Ciona Thompson, Craig Findlay

Family Support Update

- 3 new members were added to the Family Support Team in January. The additional grant funding has enabled greater supports and services in the schools.

WAM Bags

- Cookbooks based on WAM bag contents will be included in WAM bags. Also included will be a sample budget of foods needed.
- DeeAnna requested the committee to review the amount given on grocery cards. The current amount of \$25 allows for basic needs to be met. However, an increase of \$10 per bag could enable families to purchase a few extra supplies for their pantry. It would also enable larger families to have 2 meals as is the intent of the WAM bags.
- Idea of Foods teachers and students creating cooking videos of recipes that could be accessed online.
- University Drive Alliance Church was given 400lbs of ground beef. So far 15 families have received 10lb packages.

Financial Report

- Melanie McMurray moved that the Committee investigate the possibility of increasing WAM bag gift cards to \$35. DeeAnna will look into the logistics of this change.
- **March 17, 2021:** Committee met online at 3:00pm. Motion (Dean Hawkins): That grocery gift card amounts will increase to \$35 per bag for the remainder of the school year (friendly amendment: until the first PIC meeting in the fall of 2021). Carried unanimously.

Poverty Supports in Schools

- Dean Hawkins and Melanie McMurray surveyed schools regarding poverty supports and provided a power point presentation to the committee of the results.
- Craig Findley began the discussion with the committee for student involvement. High school administrators are supportive. We will continue to discuss what this will look like.

- A micro site for the Poverty Intervention Committee has been set up. This site provides information as well as access to both recommend supports and support financially.
- Stasha Donahue, AHS Representative, proposed an assessment of poverty and food security within the division. The quantitative and secondary analysis would help to see the exact depth of poverty in the city of Lethbridge from a food insecurity lens, interconnected with factors impacting household income. This committee would be led and facilitated by Alberta Health Services, including experts from the community and key members from Lethbridge School Division. Karen Rancier will lead process to explore Division participation.
- New families are needing to access support. Many are not accessing support; there is need for clarity on process on how to access supports.
- John Chief Calf stated Chief and Counsel requested a letter from the PIC regarding process for donations and who is served by committee. John spoke to the toll COVID is taking on First Nations students and families. Families have received technology items and free internet connection to continue receiving education digitally. A letter will be extended to the Chief and Counsel thanking them for their interest in the work of the Poverty Intervention Committee.

Next meeting: May 5, 2021

Respectfully submitted,
Christine Light

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Jan Foster, Trustee

RE: ATA Local Council – March 3, 2021

Meeting was held virtually. My report covered Virtual Town Hall meeting, Scholarship Breakfast and Boundary Review.

Upcoming events – New Teacher Induction to be held virtually on March 25, 2021. There are 56 inductees this year. Recognition event will not take place as scheduled this year but teachers getting recognition will receive gifts via interschool mail. Recognition event for 2022 scheduled for April 7th, 2022. An outdoor picnic shelter has been booked for Retirement in June. Substitute Teacher Committee – a Starbucks gift card was emailed to each of the 163 sub teachers currently on the division list for appreciation.

Update from LAFEC meeting – substitute shortage consistent across school divisions, EA shortage within schools – new learning within schools to adapt to the current COVID conditions.

Next local council meeting to be held Wednesday, May 5th (April meeting cancelled due to Easter break).

Respectfully submitted,
Jan Foster

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – March 10, 2021

The committee reviewed the following policies:

- Policy 402.12 Staff Learning
- Policy 403.3 Employee Discipline
- Policy 505.9 Appeals Concerning Student Matters
- Policy 1003.1 Channels of Communication and Disputes Resolution

The next meeting will be held April 14, 2021

Respectfully submitted,
Lola Major

MEMORANDUM

March 23, 2021

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. General Meeting – March 17, 2021

1. The Zone was glad to welcome the Minister of Education, Adriana LaGrange to our online meeting. The Minister spoke to Trustees, covering Hold Harmless, Budget and Curriculum. Then a Question and Answer session followed with questions asked about PUF funding, how new schools are decided, the new curriculum and mental health to end of the pandemic and onward.
2. Ron Taylor, Alberta Education reported on:
 - Covid in schools and the Rapid Testing project in two Calgary schools.
 - Budget details to be out by the end of the month.
 - Summer school programs.
 - Survey coming out soon.
 - Encouragement to look at the Alberta website.
 - Education planning for next year to be in May this year.
 - Encouraging community transparency.
3. A.S.B.A. Policies and Governance Review.
4. Reports by Executive – the minutes will be sent out.
5. The Zone has asked all Boards to look at Bill 52 and provide thoughts to the A.S.B.A.

Respectfully submitted,
Donna Hunt

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



March 12th, 2021

His Worship Mayor Spearman and City Council
2nd Floor City Hall
910 - 4th Avenue South
Lethbridge, AB T1J 0P6
mayor@lethbridge.ca council@lethbridge.ca

Dear Mayor Spearman and City Council,

Re: New West Lethbridge K-5 Elementary School

A new K-5 Elementary School was announced for west Lethbridge on March 10th, 2021. This announcement is welcomed news that will address current capacity pressures and future growth in enrolment at elementary schools in west Lethbridge. The new school, designated for Garry Station, will provide a second elementary school on the north end of west Lethbridge. Lethbridge School Division is pleased with this investment of learning spaces for our students and the economic impact that a school project brings to the community of Lethbridge.

Lethbridge School Division Board of Trustees would like to express our appreciation to Mayor Spearman and City Council for your assistance in supporting the need for this school project. The letters of support for the new elementary school in Garry Station assisted in presenting the serious need for the new elementary school.

The City of Lethbridge is known in the Province as being a supportive partner in the success of new school projects. The Division appreciates the support that the City provides in assisting with the development of school sites and enhanced gym space for community use. The City and School Boards Joint Use Agreement is considered as a model of a collaborative partnership in the province. This established relationship demonstrates to the Province that through collaboration, the School Division and the City successfully build new school projects that have meaningful impact on the community. A current example of this successful relationship is the support provided for the new elementary school in south Lethbridge, Dr. Robert Plaxton Elementary School. The Division is excited to invite City Council to see Dr. Robert Plaxton, when it opens this fall.

Administration of Lethbridge School Division looks forward to working with the City of Lethbridge's team and local developers to get the Garry Station School site ready for construction with an anticipated opening of September 2025.

Thank you again for the continued support that City Council has provided to Lethbridge School Division as we work to provide facility space to meet the learning needs of our students.

Sincerely,

A handwritten signature in black ink, appearing to be 'CL' or 'Christine Light', written in a cursive style.

Christine Light
Board Chair

cc: Craig Dalton, City Manager
Michael Kelly, Real Estate & Land Development
Board of Trustees
Dr. Cheryl Gilmore, Superintendent
Christine Lee, Associate Superintendent, Business Affairs

Lethbridge School Division Board of Trustees

Christine Light, Tyler Demers, Clark Bosch, Jan Foster, Donna Hunt, Doug James, Lola Major

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



March 12, 2021

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

Dear Minister LaGrange,

Re: New West Lethbridge K-5 Elementary School

The Province of Alberta announced a new K-5 Elementary School for west Lethbridge on March 10th, 2021. This announcement is welcomed news that will address current capacity pressures and future growth in enrolment at elementary schools in west Lethbridge. The new school, designated for Garry Station, will provide a second elementary school on the north end of west Lethbridge. West Lethbridge, in particular the north end, has new and growing subdivisions. Lethbridge School Division is pleased with this investment of learning spaces for our students and the economic impact that a school project brings to the City of Lethbridge.

Lethbridge School Division Board of Trustees would like to express our appreciation for the government's recognition of the serious need for the new elementary school in west Lethbridge. We understand that there are many pressing needs for new schools across the province and the Division is grateful for receiving approval. The new school will have a positive impact on the learning environment of students in Lethbridge for many years to come.

The School Division would also like to recognize the support and advocacy of our new school project from Lethbridge East MLA Nathan Neudorf. We appreciate Nathan's representation of the needs of the City of Lethbridge and our School Division. He is highly committed to the community, families and children that our schools serve.

We would also like to thank the Capital Planning branch for their guidance and support in the capital planning process that enables us to present the School Division's most pressing needs for the investment of capital funds in our school division.

Once again, thank-you Minister LaGrange for your Ministry's support of additional learning spaces in west Lethbridge.

Sincerely,

Christine Light
Board Chair

cc: Nathan Neudorf, MLA Lethbridge East
Erin Owens, Executive Director, Capital Planning
Ross Newton, Manager, Capital Planning South
Board of Trustees
Dr. Cheryl Gilmore, Superintendent
Christine Lee, Associate Superintendent, Business Affairs

Lethbridge School Division Board of Trustees

Christine Light, Tyler Demers, Clark Bosch, Jan Foster, Donna Hunt, Doug James, Lola Major