



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, June 22, 2021

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Budget Meeting of May 25, 2021, it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Regular Meeting of May 25, 2021, it is recommended that the minutes be approved by the Board and signed by the Chair.

3:35 p.m. **3. Business Arising from the Minutes**

4. Presentations

3:40 p.m. 4.1 ICE Scholarships Enclosure 4.1

3:50 p.m. **5. Action Items**

5.1	Extra-curricular / Co-curricular Phase-in Plan	Enclosure 5.1
5.2	Authorization of Locally Developed Courses	Enclosure 5.2
5.3	Implementation of Verification Letter fees for Repeat Requests	Enclosure 5.3
5.4	Building Brains Together Fees	Enclosure 5.4
5.5	Third Quarter Financial Report	Enclosure 5.5

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

5:00 p.m. Public Forum

7. Information Items

5:15 p.m.	7.1	Board Chair Report	
	7.1.1	Standing Committees	Enclosure 7.1.1
	7.1.2	Pandemic Plan Update	
5:25 p.m.	7.2	Associate Superintendent Reports	
	7.2.1	Business and Operations	Enclosure 7.2.1

7.2.2	Human Resources	Enclosure 7.2.2
7.2.3	Instructional Services	Enclosure 7.2.3

7.3	Superintendent Report	
7.3.1	Board Priorities	Enclosure 7.3.1
7.3.2	Donations and Support	Enclosure 7.3.2
7.3.3	Acknowledgements of Excellence	Enclosure 7.3.3
7.3.4	L.H. Bussard Award Winners	Enclosure 7.3.4
7.3.5	Administrative Appointments	Enclosure 7.3.5
7.3.6	Calendar of Events	Enclosure 7.3.6

8. Reports

5:45 p.m.	8.1	Facilities Committee – June 1, 2021	Enclosure 8.1
	8.2	Division School Council – June 7, 2021	Enclosure 8.2
	8.3	A.S.B.A. Spring General Meeting – June 7-8, 2021	Enclosure 8.3
	8.4	Indigenous Education Advisory Committee – June 10, 2021	Enclosure 8.4

9. Correspondence - Received

5:50 p.m.	9.1	Alberta Education – June 8, 2021	Enclosure 9.1
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5:55 p.m. **Adjournment**

MINUTES FROM THE BUDGET MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD MAY 25, 2021.

IN ATTENDANCE via Microsoft Teams:

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

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

The Board Budget Meeting was available via Microsoft Teams to facilitate public attendance while maintaining physical distancing related to COVID-19.

1. Call to Order *Call to Order*
The chair called the meeting to order at 1:00 p.m.
2. Approval of the Agenda *Approval of Agenda*
Trustee Doug James moved:
“that the agenda be approved as presented.”
CARRIED UNANIMOUSLY
6666/21
3. Opening Comments *Opening Comments*
Trustees provided opening comments on the 2021-2022 Budget and commended administration, the Instructional Budget Committee and Director of Finance, Mark DeBoer for developing this budget.
4. Review of Belief Statements *Review of Belief Statements*
The Board reviewed the Belief Statements for the 2021-2022 Budget.
5. Revenues and Allocations *Revenues*
Debate in this section focused on revenues and allocations, including projected operating revenues, fees, inter-fund transfers, etc. Total revenues and the allocation to each block will be finalized.
 - 5.1 Fees *Approval of Fees*
Trustee Donna Hunt moved:
“that the Board approve the 2021-2022 School Fee Schedule as presented.” **CARRIED UNANIMOUSLY**
6667/21

5.2 Revenues and Allocations

Trustee Donna Hunt moved:

“that the Board approve the Revenues and use of one-time Reserves for the 2021-2022 Budget as per pages 30-33, as presented.” **CARRIED UNANIMOUSLY**

*Approval of Overall
Revenues
6668/21*

6. Expenditures and Transfers

Overall expenditures and transfers for the Division are outlined as per pages 34-35 of the 2021-2022 Budget; whereas, the Debate will occur in the five sections:

*Expenditures and
Transfers*

6.1 Instructional Block

Trustee Donna Hunt moved:

“that the Board approve the Instructional Block expenditures and transfers as per pages 36-38 of the 2021-2022 Budget, as presented.”

CARRIED UNANIMOUSLY

*Approval of Instructional
Block Expenditures
6669/21*

6.2 Governance and System Administration

Trustee Donna Hunt moved:

“that the Board approve the expenditures and transfers for Governance and System Administration as outlined on pages 39-41 of the 2021-2022 Budget as presented.”

CARRIED UNANIMOUSLY

*Approval of Governance &
System Administration
Expenditures
6670/21*

6.3 Operations and Maintenance

Trustee Donna Hunt moved:

“that the Board approve the expenditures and transfers for Operations and Maintenance as outlined on pages 42-44 of the 2021-2022 Budget as presented.”

CARRIED UNANIMOUSLY

*Approval of Operations &
Maintenance Expenditures
6671/21*

6.4 Transportation

Trustee Donna Hunt moved:

“that the Board approve the expenditures and transfers for Transportation as outlined on pages 45-46 of the 2021-2022 Budget as presented.”

CARRIED UNANIMOUSLY

*Approval of
Transportation
Expenditures
6672/21*

6.5 Capital

Trustee Donna Hunt moved:

“that the Board approve the Capital and Debt Services expenditures and transfers as outlined on pages 47-48 of

*Approval of Capital & Debt
Services Expenditures
6673/21*

the 2021-2022 Budget as presented.”

CARRIED UNANIMOUSLY

7. Budget Approval

Trustee Donna Hunt moved:

“that the Board approve the 2021-2022 Budget for Lethbridge School Division as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget and that the Board authorize administration to amend the 2021-2022 Preliminary Budget, if required by changes in the requested Ministerial Approval on the use of reserves.”

*Budget Approval
6674/21*

CARRIED UNANIMOUSLY

8. Other – none.

Other

9. Adjournment at 1:45 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MAY 25, 2021.

IN ATTENDANCE via Microsoft Teams:

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

Administrators: Cheryl Gilmore; Mike Nightingale; Christine Lee; Morag Asquith
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 3:40 pm

1. Approval of Agenda

Addition of Division School Council report.

Trustee Jan Foster moved:

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

*Approval of Agenda
6675/21*

2. Approval of Minutes

Trustee Doug James moved:

“that the minutes of the Regular Meeting of April 27, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6676/21*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

Presentations

4.1 Off Campus Programs

Off Campus

Andrew Krul, Off-Campus Education Coordinator and Carey Rowntree, Registered Apprenticeship Practitioner provided an update.

5. Action Items

Action Items

5.1 Policy Review

The following policies were reviewed by the Board.

Trustee Clark Bosch moved:

“that the Board adopt the revisions to Policy 204.13.1 Public Solicitations of the Board, as presented.”

CARRIED UNANIMOUSLY

*Policy 204.13.1 Public
Solicitations of the
Board
6677/21*

Trustee Clark Bosch moved:
“that the Board adopt the revisions to Policy 205.1 Trustee Compensation, as presented.” **CARRIED UNANIMOUSLY**

*Policy 205.1 Trustee Compensation
6678/21*

Trustee Clark Bosch moved:
“that the Board to adopt the revisions to Policy 206.1 Trustee Training and Development, as presented.”
CARRIED UNANIMOUSLY

*Policy 206.1 Trustee Training and Development
6679/21*

Trustee Clark Bosch moved:
“that the Board to adopt the revisions to Policy 301.1 Superintendent of Schools Roles and Responsibilities, as presented.”
CARRIED UNANIMOUSLY

*Policy 301.1 Superintendent of Schools Roles and Responsibilities
6680/21*

Trustee Tyler Demers moved:
“that the Board table Policy 301.3 Evaluation Process for the Superintendent.”
CARRIED UNANIMOUSLY

*Policy 301.3 Evaluation Process for the Superintendent
tabled 6681/21*

Trustee Clark Bosch moved:
“that the Board adopt the revisions to Policy 302.2 Secretary-Treasurer, as presented.”
CARRIED UNANIMOUSLY

*Policy 302.2 Secretary-Treasurer
6682/21*

Trustee Clark Bosch moved:
“that the Board adopt the revisions to Policy 601.1 School Assurance Plan and Annual Assurance Results Report, as presented.”
CARRIED UNANIMOUSLY

*Policy 601.1 School Assurance Plan
6683/21*

Trustee Clark Bosch moved:
“that the Board remove Policy 606.5 Educating Students at Home.”
CARRIED UNANIMOUSLY

*Policy 606.5 Educating Students at Home
6684/21*

Trustee Clark Bosch moved:
“that the Board adopt revisions to Policy 502.1 Appendix A Student Code of Conduct, as amended.”
CARRIED UNANIMOUSLY

*Policy 502.1 Appendix A Student Code of Conduct
6685/21*

5.2 Authorization of Locally Developed Courses

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

Locally Developed Courses

Trustee Doug James moved:
“that the Board of Trustees approve the use of LDC1515 Competencies in Math 15-5 for 5 credits newly acquired from the Red Deer School Division from September 1, 2021 to

*Competencies in Math 15-5
6686/21*

August 31, 2025 to enhance program offerings to students.”

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the use of LDC3203 Biology (Advanced) (2020) 35-3 in place of expiring LDC3219 Biology 35-3 (AP) from September 1, 2021 to August 31, 2024 to provide continuance of program offerings to students.”

*Biology (Advanced)
(2020) 35-3
6687/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the continued use of Dance Performance 15, 25, and 35 (LDC1299, LDC2299, LDC3299) for 3 and 5 credits until August 31, 2024 for use in all Division high schools.”

*Dance Performance
15, 25, and 35
6688/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the continued use of Directing 25 and 35 (LDC2468, LDC3468) for 5 credits until August 31, 2024 for use in all Division high schools.”

*Directing 25 and 35
6689/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the continued use of ESL Expository English 15 and 25 (LDC1513, LDC2513) for 5 credits until August 31, 2024 for use in all Division high schools.”

*Expository English 15
and 25
6690/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the continued use of ESL Intro to Math 15 (LDC1350) for 5 credits until August 31, 2024 for use in all Division high schools.”

*ESL Intro to Math 15
6691/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the continued use of Reading 15 and 25 (LDC1148, LDC2148) for 3 and 5 credits until August 31, 2024 for use in all Division high schools.”

*Reading 15 and 25
6692/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:

“that the Board of Trustees approve the continued use of Academic Achievement through English Language Development 15, 25, and 35 (LDC1149, LDC2149, LDC3149) for

*Academic
Achievement through
English Language
Development 15, 25,
and 35*

3 credits until August 31, 2025 for use in all Division high schools.”
CARRIED UNANIMOUSLY

6693/21

Trustee Doug James moved:
“that the Board of Trustees approve the continued use of Forensic Science Studies 35 (LDC3754) for 5 credits until August 31, 2025 for use in all Division high schools.”

*Forensic Science
Studies 35
6694/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:
“that the Board of Trustees approve the continued use of Instrumental Jazz 15, 25, and 35 (LDC1431, LDC2431, LDC3431) for 3 and 5 credits until August 31, 2025 for use in all Division high schools.”

*Instrumental Jazz 15,
25, and 35
6695/21*

CARRIED

UNANIMOUSLY

Trustee Doug James moved:
“that the Board of Trustees approve the continued use of Leadership, Character and Social Responsibility 15, 25, and 35 (LDC1509, LDC2509, LDC3509) for 3 and 5 credits until August 31, 2025 for use in all Division high schools.”

*Leadership, Character
and Social
Responsibility 15, 25,
and 35
6696/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:
“that the Board of Trustees approve the continued use of Musical Theatre 15, 25, and 35 (LDC1979, LDC2979, LDC3979) for 5 credits until August 31, 2025 for use in all Division high schools.”

*Musical Theatre 15,
25, and 35
6697/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:
“that the Board of Trustees approve the continued use of Theory of Knowledge 35 (LDC3152) for 3 credits until August 31, 2025 for use in all Division high schools.”

*Theory of Knowledge
35
6698/21*

CARRIED UNANIMOUSLY

Trustee Doug James moved:
“that the Board of Trustees approve the continued use of Vocal Jazz 15, 25, and 35 (LDC1433, LDC2433, LDC3433) for 5 credits until August 31, 2025 for use in all Division high schools.”

*Vocal Jazz 15, 25, and
35
6699/21*

CARRIED UNANIMOUSLY

5.3 Assurance Plan

The Assurance Plan was reviewed by the Board. A dashboard of ongoing reporting of measures will be made available.

Trustee Donna Hunt moved:
“that the Board approve the Assurance Plan, as presented.”

CARRIED UNANIMOUSLY

*Assurance Plan
6700/21*

*Public Forum
Becky Ash*

Public Forum

Becky Ash spoke to the final assessment letter from the Superintendent and the impact it has on students. The full transcript can be viewed on the Board Meeting Recording available on the Division website.

Allison Purcell

Allison Purcell spoke to the Off-Campus presentation and shared the success her son, Brayden has experienced. Kudos to Andrew Krul and Carey Rowntree.

5.4 Natural Gas Contract

The current open market floating natural gas supply contract with Access Gas expires in December 2021. The Board reviewed the proposed contract presented.

Trustee Doug James moved:
“that the Board approves the Associate Superintendent, Business and Operations to enter a Natural Gas supply contract for the period of January 2022 to December 2024 with the supplier that provides the best final pricing.”

CARRIED UNANIMOUSLY

*Natural Gas Contract
6701/21*

5.5 École Nicholas Sheran School Name Change

École Nicholas Sheran School will no longer be a French Immersion School in the 2021-2022 school year, a school name change was requested.

Trustee Doug James moved:
“that the Board accept the school’s name change to Nicholas Sheran Elementary School and notify Alberta Education of the change effective the 2021-2022 school year.”

CARRIED UNANIMOUSLY

*School Name Change
6702/21*

6. Division Highlights

Jan Foster attended the Staff Recognition at Mike Mountain Horse via Teams. Congratulations to the staff members.
Clark Bosch thanked the three Principals leaving the Division and wished them all the best in the future – Mark Blankenstyn, Bill Bartlett and Kevin Wood.

Division Highlights

Donna Hunt thanked everyone for those involved in the Edwin Parr Award process. Thank you to Mikaela McNab.
Christine Light was present when schools received donations of Chromebooks and it was incredible. I.C.E. Scholarship presentations will take place next week.

*Information Items
Board Chair Report*

7. Information Items

7.1 Board Chair Report

Pandemic Plan Update

7.1.1 Pandemic Plan Update

Board Chair Christine Light provided an update. Shout out to parents for working along with their students at home.

*Associate
Superintendent
Reports
Business and
Operations*

7.2 Associate Superintendent Reports

7.2.1 Business and Operations

Associate Superintendent Christine Lee provided a written Business and Operations report in addition to the Student Transportation Task Force report.
Alberta Education approved one modular classroom and one washroom allocated to Coalbanks. We also received funding to install the three modular units that we rescued.

Human Resources

7.2.2 Human Resources

Associate Superintendent Mike Nightingale provided a written Human Resources report.

Instructional Services

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

*Superintendent Report
Board Priorities*

7.3 Superintendent Reports

7.3.1 Board Priorities Report

Board Priorities were included in the agenda.

*Acknowledgements of
Excellence*

7.3.2 Acknowledgements of Excellence

Lakeview School, Immanuel Christian Secondary School and Mike Mountain Horse School highlights were included in the agenda.

Donations and Support

7.3.3 Donations and Support

The Medicine Shoppe provided scholarships to high school students.
The Evangelical Free Church donated 40 Chromebooks

for students in need of technology.

7.3.4 School Graduation / Yearend Celebrations

Due to Alberta Health Services guidelines for protecting the health and safety of all public members, schools have been innovative in finding ways to celebrate graduating students.

*School Graduation /
Yearend Celebration*

7.3.5 Calendar of Events

The Calendar of Events was included in the agenda.

Calendar of Events

8. Reports

8.1 Policy Advisory Committee – April 30 and May 5, 2021

Trustees Lola Major and Clark Bosch provided a written report from the Policy Advisory Committee meetings held April 30 and May 5, 2021.

*Reports
Policy Advisory
Committee*

8.2 Poverty Intervention Committee – May 5, 2021

Trustee Christine Light provided a written report from the Poverty Intervention Committee meeting held May 5, 2021.

*Poverty Intervention
Committee*

8.3 ATA Local Council – May 5, 2021

Trustee Christine Light provided a written report from the ATA Local Council meeting held May 5, 2021.

ATA Local Council

Extend the meeting

Trustee Jan Foster moved:

“to extend the meeting beyond 6:00 p.m.” **CARRIED UNANIMOUSLY**

*Extend the meeting
6703/21*

8.4 Division School Council

Trustee Christine Light provided an oral report from the Division School Council meeting held May 3, 2021.

Division School Council

8.5 Board Budget Committee – May 6, 2021

Trustee Clark Bosch provided a written report from the Board Budget Committee meeting held May 6, 2021.

*Board Budget
Committee*

8.6 A.S.B.A. General Meeting – May 19, 2021

Trustee Donna Hunt provided a written report from the A.S.B.A. General Meeting held May 19, 2021.

*A.S.B.A. General
Meeting*

9. Correspondence Received

9.1 Alberta Minister of Education – May 5, 2021

*Correspondence
Alberta Minister of
Education*

10. Correspondence Sent

10.1 City of Lethbridge Land Development – May 1, 2021

*City of Lethbridge Land
Development*

The meeting adjourned at 6:11 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: ICE Scholarships

Background

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

Winners of the 2021 Canada ICE Scholarships are:

Grade 9/10 Winners

Steven Yang & Morteza Faraji (WCHS/CHS Gr 10) Cigarette Recycling - \$500 each
Alexandru Albu (CHS Gr 10) Art Through the Pandemic - \$1000
Maggie Cheung (CHS Gr 9) Living Through 2020/2021 - \$1000

Grade 11/12 Winners

Ashley Na (WCHS Gr 12) Acrylic Paint Project - \$1000
Bradley Pike (LCI Gr 11) E-Sports - \$1000
Lauren Van Roon (LCI Gr 12) Wool Felting - \$1000

Recommendation

The Board of Trustees presented the winners with certificates and cheques prior to the Board meeting.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Co-curricular / Extra-curricular Phase-In Plan

Background:

Middle and High School administrators who oversee extra-curricular and co-curricular activities have met with Associate Superintendent Morag Asquith over the past month to develop a phase-in plan for the fall. This phase-in plan is a continuum that allows for decision making in a short period of time given the specific context. Currently the trend for opening things up looks very positive; the continuum allows for flexibility of opening in a manner that aligns with provincial and federal conditions and protocols. Approval of the continuum allows for decision-making in August and September prior to the Board meeting again.

Recommendation:

It is recommended that the Board approve the Co-curricular / Extra-curricular Phase-in Plan as presented.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Authorization of Locally Developed Courses

Background

Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. As the middle schools and high schools have expanded their educational opportunities for students, it has become necessary to create a number of locally developed courses to adhere to Alberta Education policy. Karen Rancier, Director of Curriculum and Instruction has worked closely with the secondary schools to develop course outlines and student learning outcomes for each course. Although the courses are categorized by school, it is recommended that the courses be approved for use in all Division schools. A full description of all courses can be found at the following link: [2021 Grade 7 to 9 Locally Developed Courses](#). The courses have been developed for grade 7 to 9 but may also be taught at grade 6.

Recommendation

That the Board of Trustees approve the use of the following locally developed grade 7 to 9 courses in all Division middle and high schools from September 1, 2021 to August 31, 2025:

Chinook High School

Football 9

Gilbert Paterson Middle School

Board Game Design & History 8

Guitar 8

Immanuel Christian Secondary School

Bible 6-9

Digital Communications 6-8

Robotics 6-9

Games 6-8

Music Appreciation 6

Outdoor Ed 8

Lethbridge Collegiate Institute

Leadership 9

Pop Rock 9

Senator Joyce Fairbairn

Falcon Academy 6-8

Winston Churchill High School

Film Studies 9

Yoga 9

Wilson

Basketball 6-8

Character through Music 6-8

Creative Pursuits 6-8

Entrepreneurship 6-8

Fitness 6-8

Flag Football 6-8

Forensics 6-8

Functional Fitness Training 6-8

Golf 6-8

Hockey 6-8

Sports Education - Intramurals 6-8

Learner's License 8

Math Card Games 6-8

Mythology 6-8

Outdoor Education 6-8

Outdoor Leisure 6-8

Podcasting 6-8

Problems and Puzzles 6-8

Raquet Sports 6-8

Read it Watch it 6-8

Sports Performance 6-8

Travel Tourism Geography and Culture 6-8

Volleyball 6-8

Watercolour 6-8

Yoga 6-8

Cooperative Games 6-8

Respectfully submitted,

Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services**RE: Implementation of Verification Letter fees for Repeat Requests****Background**

The Lethbridge School Division responds to numerous documentation requests each year to supply parents, guardians, and students with verification of enrollment, proof of address & guardianship information, attendance records, reports cards, and other documents as requested. This service is provided free of charge to aid our families in receiving the official documentation they require.

Many of these requests are time and material intensive. Approximately 38% of these requests span between 20 and 85 pages and require several hours to compile. In addition to this, 15% of all requests are repeat requests due to lost documentation by the recipient or failure by the recipient to provide the documents to the organization within a timely manner after they have been supplied by the Division. As a result, Instructional Services has often provided updated documentation for the same request, several times over the course of a year.

The report below outlines information regarding verification letter requests over the past school year (up to May 31, 2021):

Requests Processed:

2020-21: 234 requests (up to May 31, 2021)

(313 projected by Aug 31)

2019-20: 319 (Sept 2019 to Aug 2020)

Duplicate Requests for 2020-21

36 duplicate requests = 15%

of 2020-21 Requests >20 sheets of paper:

66 Citizenship (Majority)

3 Legal

6 All Student Files/CUM

11 Permanent Residency

3 Other

88/234 requests = 38%

Estimated Staff Hours Dedicated to Verification Requests

(including phone calls, research, translations, power school searches, and report writing)

Melinda Moore 1 hr/week

Christina Peters 3 hrs/week

Anna Ell 4 hrs/week

8 hrs/week

Instructional Services is aware of Citizenship, Permanent Residency, CRA, and other organization guidelines of how often applications or verifications require an update of information and we are more than happy to provide these for our families. However, due to the frequency of repeat requests, Instructional Services suggests the implementation of the fee schedule below, effective August 15, 2021, for repeat requests.

Verification Letter Suggested Schedule of Fees
(for repeat requests)

Type of Request: CRA/ CPP/MEP/AISH/ Verification of Enrollment/Letter of Acceptance/Extension of Permit/ Other Request under 20 pages	Base (1 student) <i>Includes one printed copy</i>	\$10.00
	Additional Student and/or Printed Copy per Student	\$2.00
Type of Request: Permanent Resident/Citizenship Application/ Legal Request/Other Request over 20 pages	Base (1 student) <i>Includes one printed copy</i>	\$25.00
	Additional Student and/or Printed Copy per Student	\$5.00

Recommendation:

That the Board of Trustees approve the implementation of the above schedule of fees for repeat or redundant verification document requests.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: **Building Brains Together**
Online Learning Support for 3 & 4 year-olds for the 2021-22 School Year

Background:

Through the years Isabelle Plomp has worked closely with Robbin Gibb from the University of Lethbridge and Building Brains Together. This valuable partnership has shifted practices and inspired innovative opportunities in our Early Education Program in Lethbridge School Division.

‘Building Brains Together - At Home’ is a new proposed online program that will include three weekly live, small group, online sessions for the child and caregiver with an Early Learning educator. The program strives to empower parents and caregivers by building on adult capabilities to develop the executive functioning of their child’s brain, a process best accomplished in the first five years of their lives. Executive functioning includes important skills such as self-regulation (dealing with emotions, controlling impulses, tolerating change, being able to return to a calm state, etc.), working memory, paying attention, organization skills, problem solving, flexibility, and much more. The Division recognizes that a virtual format is not optimal for young children, however can serve as a way for adults to work alongside their child, providing essential real-life interaction that is so critical for young children’s learning and brain development. Virtual sessions, approximately 30 minutes in length, would take place in the afternoons on Tuesday, Wednesday, and Thursday. Parents can learn more by joining the weekly parent café, on Monday afternoons, which will include educational support and guest speakers on child/brain development.

If approved by the Board, there would be a \$100 a month registration to have online access to cover staffing and resources for this amazing opportunity. We are hoping that families outside of the division will also access this valuable capacity building opportunity. We are hoping to secure at least 20 families with this opportunity.

Recommendation:

That the Board approve this amazing opportunity for Early Education and our School Division and support the recommended \$100 monthly fee per student to make this endeavour sustainable.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Third Quarter Financial Report

Background:

The 2021-2022 Third Quarter Financial Report for the Division is provided for review. Director of Finance, Mark DeBoer, will be in attendance to respond to any question's trustees may have.

Recommendation:

It is recommended that the Board accept the 2021-2022 Third Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School Division

Third Quarter Report

May 31st

2021

This document is Management's Discussion and Analysis of the Third Quarter for the period September 1, 2020 to May 31, 2021. *This financial information contained herein has not been audited.*

Report to the Board of Trustees

June 22nd, 2021



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Lethbridge School Division
Management Discussion and Analysis Report
September 1, 2020 to May 31st, 2021

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Lethbridge School Division

Management Discussion and Analysis Report
Third Quarter Report

Executive Summary

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

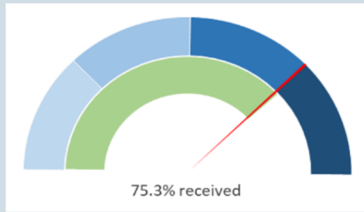
The School Division was established in 1886 and has proudly served our community for over 130 years. Lethbridge School Division serves over 11,249 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of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

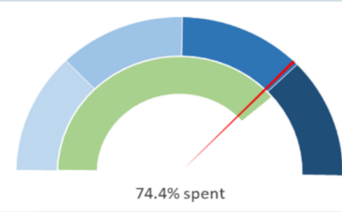
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2020 until May 31st, 2021 to provide fiscal accountability within the established guidelines.



Lakeview Elementary School
Positive Chalk Art



Total Revenues



Total Expenditures

Overview:

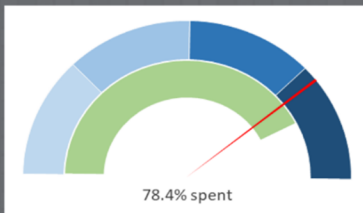
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 3rd quarter of the year (up to May 31, 2021).

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

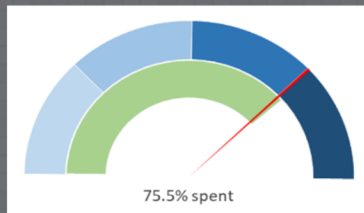
Instruction - Pre K



Budget: \$ 2,681,178
Forecast: \$ 2,265,206
Year-to-date: \$ 2,102,711 (78.4%)



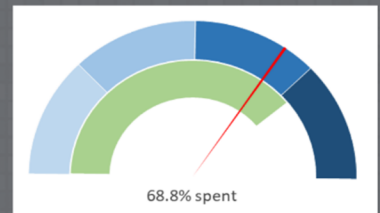
Instruction - K to Grade 12



Budget: \$ 101,277,564
Forecast: \$ 77,747,334
Year-to-date: \$ 76,499,311 (75.5%)



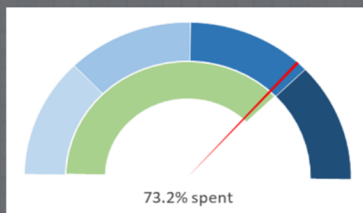
Operation & Maintenance



Budget: \$ 19,738,879
Forecast: \$ 15,340,125
Year-to-date: \$ 13,578,335 (68.8%)



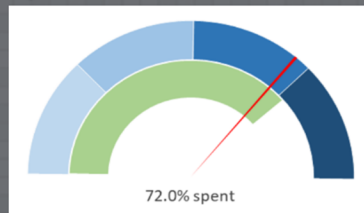
Transportation



Budget: \$ 2,710,797
Forecast: \$ 2,033,098
Year-to-date: \$ 1,985,188 (73.2%)



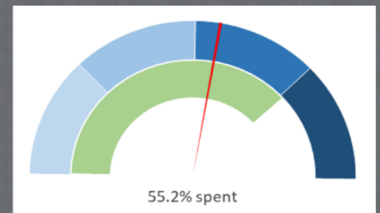
System Administration



Budget: \$ 4,221,194
Forecast: \$ 3,242,536
Year-to-date: \$ 3,038,519 (72.0%)



External Services (International Program)

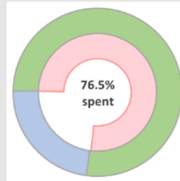


Budget: \$ 216,000
Forecast: \$ 164,250
Year-to-date: \$ 119,248 (55.2%)



Salaries, Benefits & Professional Development

For all the Departments

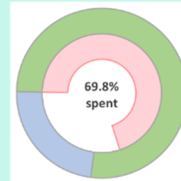


Budget: \$ 103,347,515
Forecast: \$ 79,419,017
Year-to-date: \$ 79,068,459 (76.5%)



Contracted Services

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

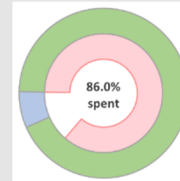


Budget: \$ 8,178,195
Forecast: \$ 6,281,599
Year-to-date: \$ 5,712,267 (69.8%)



Other Services

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

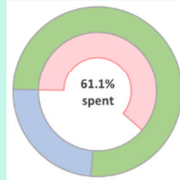


Budget: \$ 2,564,527
Forecast: \$ 2,355,970
Year-to-date: \$ 2,176,318 (86.0%)



Supplies

General supplies, Technology, Maintenance, Small Equipment

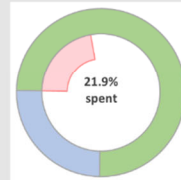


Budget: \$ 5,451,229
Forecast: \$ 4,142,254
Year-to-date: \$ 3,330,090 (61.1%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

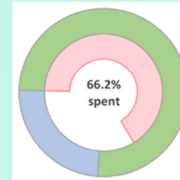


Budget: \$ 1,052,711
Forecast: \$ 789,533
Year-to-date: \$ 230,894 (21.9%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 10,286,435
Forecast: \$ 7,804,175
Year-to-date: \$ 6,805,285 (66.2%)



TYPES OF EXPENSES

Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for May 31st, 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 highly comparable to the forecasted budget. There were reductions 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. These reductions were somewhat offset by increases in benefit costs with increased benefit premiums and higher utilization of benefits.
- **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. The decrease in consulting costs were mostly due to the reductions in the contacted Occupational Therapists as part of this was reallocated to a staffing position and part was reduced as Alberta Health Services is covering some of the complex services that were previously provided by the Regional Collaborative Service Delivery (RCSD) program.
- **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, technology, and other equipment are still to be purchased.
- **Other Expenditures** are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are less than the forecasted budget. This mostly relates to the 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

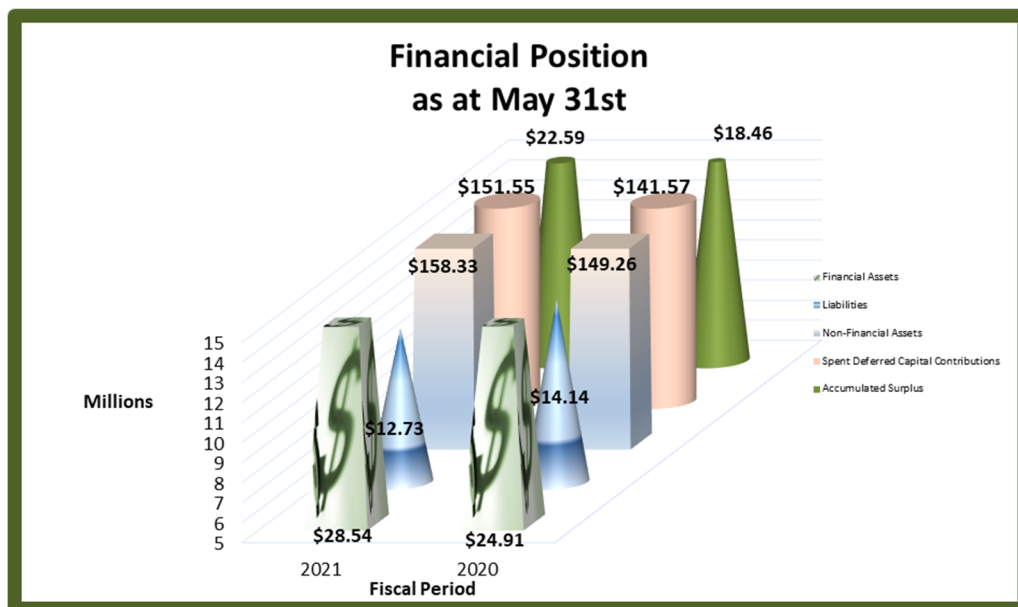
As at May 31, 2021, [Lethbridge School Division](#) has total financial assets of \$28.54 million and liabilities of \$12.73 million for net financial assets of \$15.81 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division had net financial assets of \$15.81 million. Of this \$15.81 million, \$8.72 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$1.11 million of unrestricted reserves, \$6.37 million of capital reserves, and \$320,000 of endowment funds.

There is \$158.33 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$151.55 million, the Division's investment in capital assets of \$6.04 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 \$22.59 million. The chart below compares the financial position of May 31st with the prior year.



Lethbridge School Division
STATEMENT OF FINANCIAL POSITION
As at May 31st, 2021

	May 31st, 2021	May 31st, 2020
FINANCIAL ASSETS		
Cash and cash equivalents	\$26,158,270	\$21,569,822
Accounts receivable (net after allowances)	\$2,306,993	\$3,248,120
Portfolio investments	\$74,300	\$93,469
Other financial assets	\$0	\$0
Total financial assets	\$28,539,563	\$24,911,411
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$7,605,871	\$5,606,022
Deferred contributions	\$4,873,734	\$8,298,642
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	\$12,726,907	\$14,135,202
Net Financial Assets (Net Debt)	\$15,812,656	\$10,776,209
NON-FINANCIAL ASSETS		
Tangible capital assets	\$157,585,355	\$148,861,678
Inventory of supplies	\$228,120	\$196,382
Prepaid expenses	\$514,550	\$197,583
Total non-financial assets	\$158,328,025	\$149,255,643
Net assets before spent deferred contributions	\$174,140,681	\$160,031,852
Spent deferred capital contribution (SDCC)	\$151,546,086	\$141,567,292
Net assets	\$22,594,595	\$18,464,560
NET ASSETS (ACCUMULATED SURPLUS)		
Unrestricted surplus	\$1,112,423	\$1,121,146
Operating reserves	\$8,726,397	\$8,567,965
Accumulated Surplus from Operations	\$9,838,820	\$9,689,111
Investment in capital assets	\$6,039,268	\$5,492,548
Capital reserves	\$6,396,633	\$2,963,027
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$22,594,595	\$18,464,560

The statement above compares the Financial Position of the 3rd quarter of 2020/2021 to the 3rd quarter of the prior year for comparative purposes.

Lethbridge School Division
Notes to the Statement of Financial Position
As at May 31st, 2021

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at May 31st, 2021 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at May 31st, 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 May 31, 2021 are \$28.54 million.

**Gilbert Paterson
Middle School's
Wishing Day**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at May 31, 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 May 31, 2021 are \$12.73 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 \$15.81 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 May 31, 2021 are \$15.81 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 \$157.59 million as of May 31, 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 Capital Maintenance and Renewal (CMR) grant funding (including large HVAC projects at two of the schools). Since the beginning of the school year, a total of \$7.47 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 May 31, 2021 are \$158.33 million.

SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)

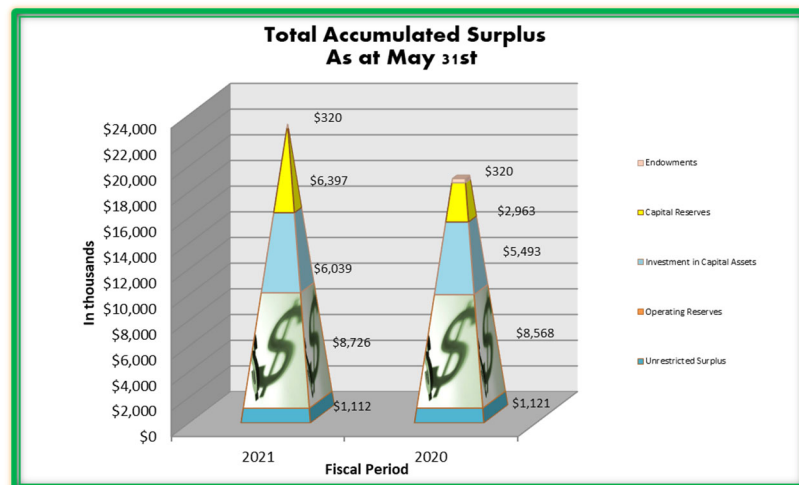
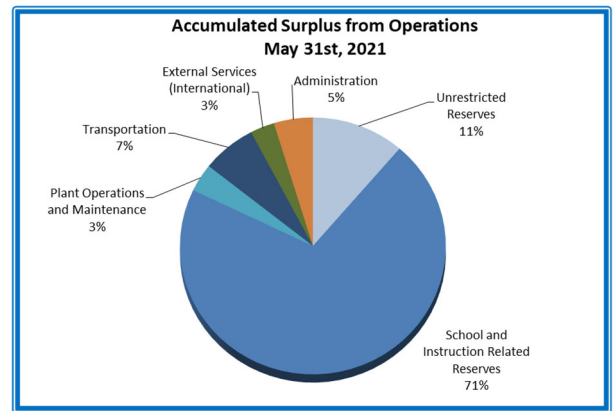
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital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

Total SDCC as of May 31, 2021 are \$151.55 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 71% 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 \$22.59 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at May 31, 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	22,423	22,423
Other Transportation Revenues	40,000	40,000
Projected SGF Adjustment	(5,161,311)	(5,161,311)
Reduced International Enrolment	(84,000)	(84,000)
WMA Funding - Final Adjustment	(375,325)	(375,325)
CWB Benefit - Funding and Costs	617,539	617,539
Updated Operating Budget	128,901,342	130,845,612
Transfers from Reserves/Capital	2,647,749	703,479
	131,549,091	131,549,091

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 May 31st, 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 May 31st	Actual Year Ended May 31st	% Expended Revised Budget	% Expended Forecast to May 31st	August 31st Projection	Change from Updated Budget
REVENUES								
Government of Alberta	\$123,593,367	\$126,036,989	\$95,715,916	\$94,753,222	75.18%	98.99%	\$126,036,989	\$0
Federal and Other Government	\$388,944	\$428,944	\$428,944	\$492,428	114.80%	114.80%	\$492,428	\$63,484
Fees	\$3,936,505	\$922,053	\$723,912	\$825,204	89.50%	113.99%	\$922,053	\$0
Sales and services	\$1,019,267	\$543,450	\$464,694	\$191,738	35.28%	41.26%	\$543,450	\$0
Investment income	\$193,000	\$193,000	\$144,750	\$135,569	70.24%	93.66%	\$180,759	(\$12,241)
Donations and Other Contributions	\$2,568,000	\$742,202	\$610,521	\$610,410	82.24%	99.98%	\$742,202	\$0
Other Revenues	\$34,704	\$34,704	\$26,028	\$22,430	64.63%	86.18%	\$34,704	\$0
Total Revenues	\$131,733,787	\$128,901,342	\$98,114,765	\$97,031,001	75.28%	98.90%	\$128,952,585	\$51,243
EXPENSES								
Instruction - Pre Kindergarten	\$2,733,030	\$2,681,178	\$2,265,206	\$2,102,711	78.42%	92.83%	\$2,601,178	(\$80,000)
Instruction - Kindergarten to Grades 12	\$105,379,192	\$101,277,564	\$77,747,334	\$76,499,311	75.53%	98.39%	\$99,438,275	(\$1,839,289)
Operations and Maintenance	\$18,377,017	\$19,738,879	\$15,340,125	\$13,578,335	68.79%	88.52%	\$19,738,879	\$0
Transportation	\$2,723,518	\$2,710,797	\$2,033,098	\$1,985,188	73.23%	97.64%	\$2,587,297	(\$123,500)
Administration	\$4,181,195	\$4,221,194	\$3,242,536	\$3,038,519	71.98%	93.71%	\$4,221,194	\$0
External services [International Services]	\$300,000	\$216,000	\$164,250	\$119,248	55.21%	72.60%	\$156,000	(\$60,000)
Total Expenses	\$133,693,952	\$130,845,612	\$100,792,549	\$97,323,312	74.38%	96.56%	\$128,742,823	(\$2,102,789)
Operating surplus (deficit)	(\$1,960,165)	(\$1,944,270)	(\$2,677,784)	(\$292,311)			\$209,762	\$2,154,032
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)			(\$819,487)	
Accumulated Operating Surplus (AOS) at end of period	\$5,233,623	\$7,815,057	\$7,081,543	\$9,467,016			\$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	\$4,865,637	\$7,251,110			\$7,626,767	
Adjusted AOS as a % of budgeted expenditures (excluding SGF accounts)	2.05%	4.28%	3.72%	5.54%			5.92%	

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).

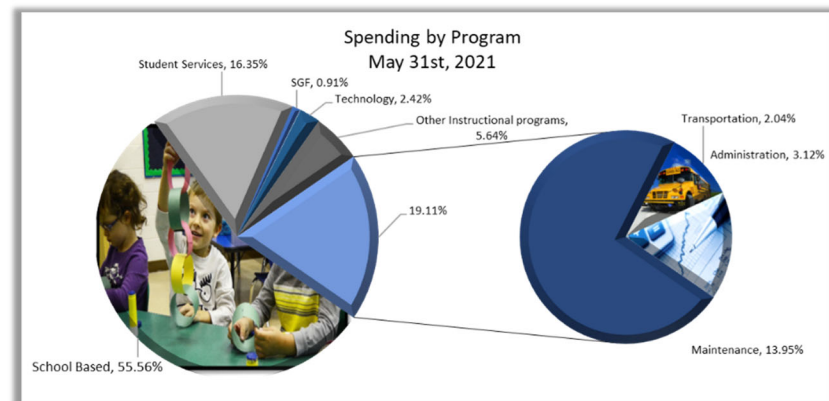
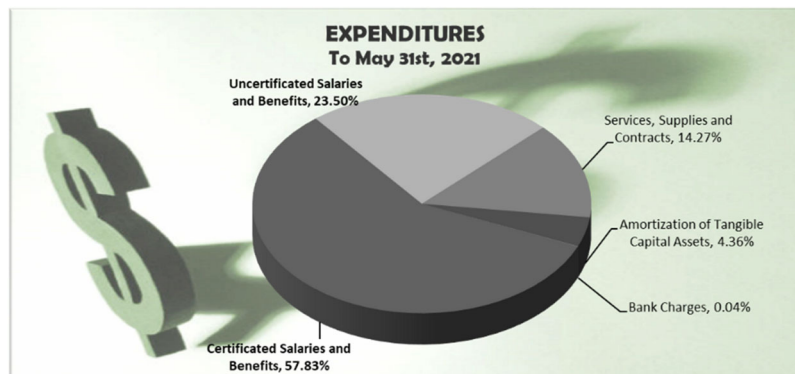
OPERATION RESULTS:

For the nine (9) months ended May 31st, 2021, \$97.03 million of revenues have been recorded which is 75.28% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$98.11 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 98.9% of the forecast.

Expenditures are \$97.32 million as of May 31st, 2021, which is 74.38% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$100.79 million would have been incurred in the reporting period; whereas, the actuals were less than forecasted. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 96.6% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the division to ensure that the departments are not incurring cost overruns.

Lethbridge School Division
Schedule of Program Operations
For the period ended May 31st, 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)	\$2,681,178	\$101,277,564	\$19,738,879	\$2,710,797	\$4,221,194	\$216,000	\$130,845,612		
FORECAST - May 31st	\$2,265,206	\$77,747,334	\$15,340,125	\$2,033,098	\$3,242,536	\$164,250	\$100,792,549		
EXPENSES									
Certificated salaries and benefits	\$315,419	\$55,278,997	\$0	\$0	\$623,882	\$61,740	\$56,280,038	\$78,557,338	71.64%
Non-certificated salaries and benefits	\$1,755,232	\$15,598,525	\$3,819,648	\$63,914	\$1,611,103	\$23,219	\$22,871,641	\$24,938,405	91.71%
SUB - TOTAL	\$2,070,651	\$70,877,522	\$3,819,648	\$63,914	\$2,234,985	\$84,959	\$79,151,679	\$103,495,743	76.48%
Services, contracts and supplies	\$32,060	\$4,999,209	\$6,211,431	\$1,911,733	\$702,066	\$34,289	\$13,890,788	\$21,656,344	64.14%
Amortization of capital assets	\$0	\$585,629	\$3,547,256	\$9,541	\$101,468	\$0	\$4,243,894	\$5,658,525	75.00%
Interest and charges	\$0	\$36,951	\$0	\$0	\$0	\$0	\$36,951	\$35,000	105.57%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$2,102,711	\$76,499,311	\$13,578,335	\$1,985,188	\$3,038,519	\$119,248	\$97,323,312	\$130,845,612	74.38%
Total unexpended funds period to date	\$578,467	\$24,778,253	\$6,160,544	\$725,609	\$1,182,675	\$96,752	\$33,522,300	\$130,845,612	25.62%
% Expended of Budget	78.42%	75.53%	68.79%	73.23%	71.98%	55.21%	74.38%		
% Expended of Forecast	92.83%	98.39%	88.52%	97.64%	93.71%	72.60%	96.56%		
AUGUST 31ST - PROJECTION	\$2,601,178	\$99,438,275	\$19,738,879	\$2,587,297	\$4,221,194	\$156,000	\$128,742,823		



Lethbridge School Division
Notes to the Statement of Operations
For the nine (9) months ended May 31st, 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 3rd quarter, the Division has received 99.0% of the forecasted funds received (or 75.2% 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 Government and First Nations

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

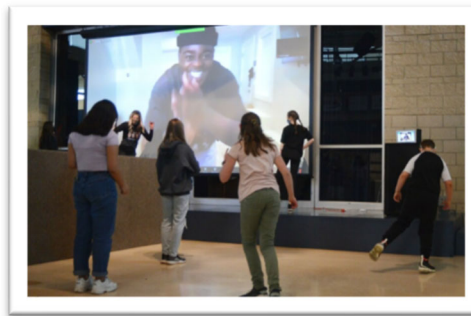
Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year. 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 114.0% of the forecasted funds received (or 89.5% of the total budget) as many of the SGF fees and option fees are received in earlier in the year.

Other Sales and Services

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

**G.S. Lakie
Middle School
hosts a
Virtual Dance
residency**



Investment Income

Interest earned on operating revenue was reduced with reductions in market rates.

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.

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 rentals 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 May 31, 2021 as 98.90% of the forecast has been received (75.28% 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 92.8% of the forecasted costs (or 78.4% of the total budget). 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 98.4% of the forecasted costs (or 75.5% of the total budget). 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 88.5% of the forecasted costs (or 68.8% of the total 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. 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 97.6% of the forecasted costs (or 73.2% of the total budget).

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 93.7% of the forecasted costs (or 72.0% of the total budget).

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 77.6% of the forecasted costs (or 55.2% of the total budget). *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 May 31, 2021
as 96.56% of the forecast has been received (74.38% of the operating budget).**

Lethbridge School Division
Schedule of Instructional (Kindergarten to Grade 12) Program Expenditures
For the period ended May 31st, 2021

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2020-2021 (Sept 30th 2020)	May 31st	May 31st	Updated Budget	Forecast to May 31st	Projection	Change from Updated Budget
School Based Instruction	\$66,263,863	\$49,751,161	\$48,325,637	72.93%	97.13%	\$65,903,687	(\$360,176)
Inclusive Learning Supports	\$11,930,251	\$10,315,538	\$9,686,990	81.20%	93.91%	\$11,251,138	(\$679,113)
Shared Instructional Services	\$9,778,980	\$7,558,867	\$9,404,294	96.17%	124.41%	\$8,978,980	(\$800,000)
School Generated Funds Activities	\$1,151,404	\$952,902	\$887,237	77.06%	93.11%	\$1,151,404	\$0
Technology	\$2,039,705	\$1,583,612	\$1,717,646	84.21%	108.46%	\$2,039,705	\$0
Institutional Programs	\$978,774	\$734,081	\$562,875	57.51%	76.68%	\$978,774	\$0
Division of Instructional Services	\$692,554	\$519,415	\$483,346	69.79%	93.06%	\$692,554	\$0
FNMI Programming	\$637,629	\$478,222	\$428,076	67.14%	89.51%	\$637,629	\$0
Counselling Program	\$2,475,148	\$1,856,361	\$1,839,599	74.32%	99.10%	\$2,475,148	\$0
Other Instructional Programs	\$5,329,256	\$3,997,175	\$3,163,610	59.36%	79.15%	\$5,329,256	\$0
Total Instructional (Kindergarten to Grade 12) Program Expenditures	\$101,277,564	\$77,747,334	\$76,499,311	75.53%	98.39%	\$99,438,275	(\$1,839,289)

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)
For the nine (9) months ended May 31st, 2021

This statement provides further information about expenditures in programs that are within the Instruction (Grades 1-12) functional area that is shown on the *Statement of Operations* and the *Schedule of Program Operations*.

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 97.1% of the forecasted costs (or 72.9% of the total budget). 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 93.9% of the forecasted costs (or 81.2% of the total budget). The expenditures are less than forecast mostly relates to that some educational assistant staff positions were not specifically filled as they are based on student needs and that the contracted services for Occupational Therapist were less than budget as some of the complex services were provided by AHS.

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 124.4% of the forecasted costs (or 96.2% of the total budget). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



**Immanuel Christian
Secondary School
celebrates
2020/2021
graduates**

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 93.1% of the forecasted costs (or 77.1% of the total budget). See the *Schedule of School Generated Funds (SGF)* for details of each of the schools.

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 108.5% of the forecasted costs (or 84.2% of the total budget). 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 76.7% of the forecasted costs (or 57.5% of the total budget).

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 93.1% of the forecasted costs (or 69.8% of the total budget).

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 89.5% of the forecasted costs (or 67.1% of the total budget). The expenditures are less than forecast mostly relates to that many of the FNMI Liaisons positions were not able to be hired or retained during the year.



Winston Churchill
High School –
Remembering and
honouring the 215
children from
the Kamloops
residential school

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 99.1% of the forecasted costs (or 74.3% of the total budget).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, and Making Connections. Other Instructional Program expenditures are at 79.2% of the forecasted costs (or 59.4% of the total budget). 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 May 31, 2021.

Lethbridge School Division
Schedule of School Based Instruction Expenditures
For the period ended May 31st, 2021

SCHOOL	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecast To	Actual Year Ended	% Expended	% Expended	August 31st	
	2020-2021 (Sept 30th 2020)	May 31st	May 31st	Updated Budget	Forecast to May 31st	Projection	Change from Updated Budget
High Schools:							
Lethbridge Collegiate Institute	\$4,838,442	\$3,634,854	\$3,583,849	74.07%	98.60%	\$4,807,510	(\$30,932)
Winston Churchill High School	\$5,112,548	\$3,838,820	\$3,671,519	71.81%	95.64%	\$5,040,558	(\$71,991)
Chinook High School	\$6,828,671	\$5,125,867	\$4,836,851	70.83%	94.36%	\$6,728,794	(\$99,877)
Victoria Park High School	\$2,052,058	\$1,540,634	\$1,516,489	73.90%	98.43%	\$2,041,669	(\$10,389)
Immanuel Christian Secondary School	\$1,912,414	\$1,436,242	\$1,390,324	72.70%	96.80%	\$1,910,163	(\$2,251)
Middle Schools:							
GS Lakie Middle School	\$2,810,261	\$2,110,082	\$2,034,926	72.41%	96.44%	\$2,785,181	(\$25,080)
Wilson Middle School	\$4,044,944	\$3,034,617	\$2,894,691	71.56%	95.39%	\$4,029,642	(\$15,303)
Gilbert Paterson	\$4,298,370	\$3,226,618	\$3,124,396	72.69%	96.83%	\$4,271,786	(\$26,584)
Senator Joyce Fairbairn Middle School	\$3,368,375	\$2,531,054	\$2,402,341	71.32%	94.91%	\$3,364,643	(\$3,732)
Elementary Schools:							
Senator Buchanan	\$1,809,258	\$1,358,307	\$1,359,667	75.15%	100.10%	\$1,809,258	\$0
Immanuel Christian Elementary School	\$1,600,102	\$1,200,929	\$1,172,059	73.25%	97.60%	\$1,589,749	(\$10,353)
Ecole Agnes Davidson	\$2,960,159	\$2,222,391	\$2,138,037	72.23%	96.20%	\$2,913,796	(\$46,363)
Fleetwood-Bawden	\$2,004,320	\$1,505,286	\$1,483,846	74.03%	98.58%	\$1,984,675	(\$19,645)
Galbraith	\$2,359,595	\$1,773,196	\$1,732,164	73.41%	97.69%	\$2,359,595	\$0
Lakeview	\$3,049,344	\$2,289,655	\$2,270,365	74.45%	99.16%	\$3,049,344	\$0
General Stewart	\$840,306	\$631,175	\$620,990	73.90%	98.39%	\$838,532	(\$1,775)
Westminster	\$1,235,510	\$927,542	\$893,829	72.34%	96.37%	\$1,213,603	(\$21,907)
Lethbridge Christian School	\$1,310,969	\$983,908	\$970,340	74.02%	98.62%	\$1,310,969	\$0
Coalbanks Elementary School	\$3,224,411	\$2,420,025	\$2,335,760	72.44%	96.52%	\$3,205,863	(\$18,548)
Ecole Nicholas Sheran	\$2,969,718	\$2,229,663	\$2,174,236	73.21%	97.51%	\$2,956,547	(\$13,171)
Park Meadows	\$1,841,906	\$1,382,445	\$1,358,249	73.74%	98.25%	\$1,838,283	(\$3,623)
Dr. Robert Plaxton	\$0	\$0	\$61,846	N/A	N/A	\$80,000	\$80,000
Mike Mountain Horse	\$2,818,505	\$2,115,584	\$2,080,243	73.81%	98.33%	\$2,807,253	(\$11,252)
Dr. Probe Elementary School	\$2,973,677	\$2,232,265	\$2,218,621	74.61%	99.39%	\$2,966,276	(\$7,401)
Total School Based Instruction Expenditures	\$66,263,863	\$49,751,161	\$48,325,637	72.93%	97.13%	\$65,903,687	(\$360,176)

Lethbridge School Division
Schedule of School Generated Funds (SGF)

For the period ended May 31st, 2021

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to May 31st	Expenses up to May 31st	May 31st	Increase (Decrease)
REVISED BUDGET 2020-2021 (September 30th)	N/A	\$1,151,404	(\$1,151,404)	N/A	N/A
FORECAST - May 31st	N/A	\$952,902	(\$952,902)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$80,886	\$124,671	(\$101,465)	\$104,091	\$23,205
Winston Churchill High School	\$349,046	\$96,901	(\$178,586)	\$267,361	(\$81,685)
Chinook High School	\$170,885	\$151,520	(\$126,908)	\$195,497	\$24,612
Victoria Park High School	\$263,610	\$61,029	(\$35,292)	\$289,347	\$25,737
Immanuel Christian Secondary School	\$36,231	\$58,881	(\$37,255)	\$57,857	\$21,626
Middle Schools:					
GS Lakie Middle School	\$216,851	\$84,686	(\$90,054)	\$211,483	(\$5,368)
Wilson Middle School	\$160,757	\$78,983	(\$65,919)	\$173,820	\$13,063
Gilbert Paterson	\$173,066	\$47,024	(\$48,305)	\$171,785	(\$1,281)
Senator Joyce Fairbairn Middle School	\$85,195	\$69,137	(\$20,339)	\$133,994	\$48,798
Elementary Schools:					
Senator Buchanan	\$21,426	\$23,785	(\$18,332)	\$26,879	\$5,453
Immanuel Christian Elementary School	\$14,216	\$6,752	(\$6,036)	\$14,932	\$717
Ecole Agnes Davidson	\$105,367	\$27,651	(\$24,890)	\$108,128	\$2,761
Fleetwood-Bawden	\$34,868	\$14,904	(\$12,129)	\$37,643	\$2,775
Galbraith	\$64,932	\$30,063	(\$17,586)	\$77,409	\$12,477
Lakeview	\$47,681	\$10,038	(\$7,507)	\$50,213	\$2,531
General Stewart	\$5,021	\$282	(\$2,733)	\$2,570	(\$2,451)
Westminster	\$62,283	\$46,804	(\$25,019)	\$84,068	\$21,785
Lethbridge Christian School	\$32,508	\$11,745	(\$10,674)	\$33,578	\$1,071
Coalbanks Elementary School	\$19,066	\$7,532	(\$4,238)	\$22,360	\$3,294
Ecole Nicholas Sheran	\$48,927	\$3,764	(\$7,257)	\$45,434	(\$3,493)
Park Meadows	\$19,954	\$20,001	(\$2,546)	\$37,409	\$17,455
Dr. Robert Plaxton	\$0	\$0	\$0	\$0	\$0
Mike Mountain Horse	\$32,444	\$4,349	(\$7,495)	\$29,299	(\$3,146)
Dr. Probe Elementary School	\$96,384	\$47,657	(\$36,672)	\$107,369	\$10,985
School Generated Funds	\$2,141,606	\$1,028,158	(\$887,237)	\$2,282,526	\$140,921
Total SGF investment accounts (GICs)	\$74,300			\$74,300	\$0
Total School Generated Funds	\$2,215,906	\$1,028,158	(\$887,237)	\$2,356,826	\$140,921
% Expended of Budget		89.30%	77.06%		
% Expended of projected		107.90%	93.11%		

PROJECTED OPERATIONS:

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

Lethbridge School Division
SCHEDULE OF PROJECTED OPERATIONS
For the period ended May 31st, 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	\$126,036,989	\$126,036,989	\$0
Federal and Other Government	\$428,944	\$492,428	\$63,484
Fees	\$922,053	\$922,053	\$0
Sales and services	\$543,450	\$543,450	\$0
Investment income	\$193,000	\$180,759	(\$12,241)
Donations and Other Contributions	\$742,202	\$742,202	\$0
Other Revenues	\$34,704	\$34,704	\$0
Total Revenues	\$128,901,342	\$128,952,585	\$51,243
EXPENSES			
Instruction - Pre Kindergarten	\$2,681,178	\$2,601,178	(\$80,000)
Instruction - Kindergarten to Grades 12	\$101,277,564	\$99,438,275	(\$1,839,289)
Operations and Maintenance	\$19,738,879	\$19,738,879	\$0
Transportation	\$2,710,797	\$2,587,297	(\$123,500)
Administration	\$4,221,194	\$4,221,194	\$0
External services [International Services]	\$216,000	\$156,000	(\$60,000)
Total Expenses	\$130,845,612	\$128,742,823	(\$2,102,789)
Operating surplus (deficit)	(\$1,944,270)	\$209,762	\$2,154,032

*More details available on Schedule of Instructional (Grades 1-12) 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 \$12,241 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 \$1.84 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 \$360,176 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 accounts 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.
- **External Services (International Services)** – decrease in projections of \$60,000 due to savings in contingency and other related costs. Within the international program, a large portion of surpluses generated are allocated to the schools that have international students attending.

Lethbridge School Division

Appendices

For the nine (9) months ended May 31st, 2021

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



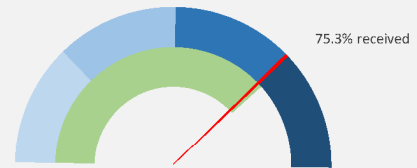
Lethbridge School Division Summary of Revenues Quarterly Reporting - May 31st, 2021

Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	126,036,989	95,715,917	94,753,223	962,693	75.2%
Federal & First Nations	388,944	388,944	452,428	(63,484)	116.3%
Other School Authorities	40,000	40,000	40,000	0	100.0%
Fees	922,053	723,912	825,203	(101,291)	89.5%
Other Sales & Services	543,450	464,694	191,738	272,956	35.3%
Investment Income	193,000	144,750	135,569	9,181	70.2%
Gifts & Donations	271,844	221,253	263,242	(41,989)	96.8%
Rental of Facilities	34,704	26,028	22,430	3,598	64.6%
Fundraising	470,358	389,268	347,168	42,100	73.8%
Gain on Disposal	0	0	0	0	0.0%
	128,901,342	98,114,766	97,031,002	1,083,765	75.3%

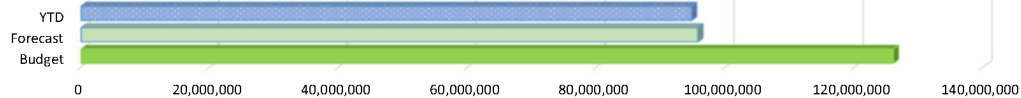
76.1%

Total Revenue Tachometer:

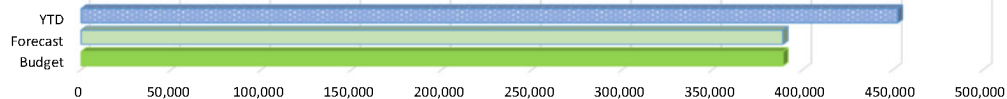


Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

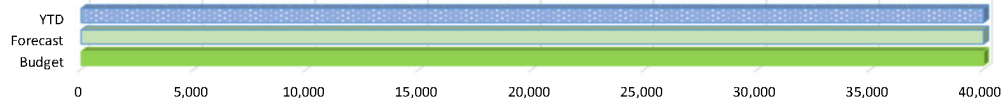
Government of Alberta



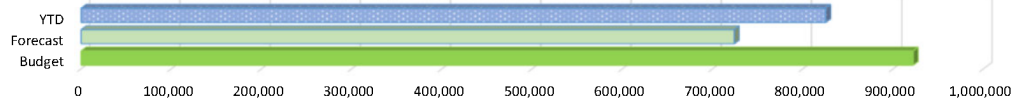
Federal & First Nations



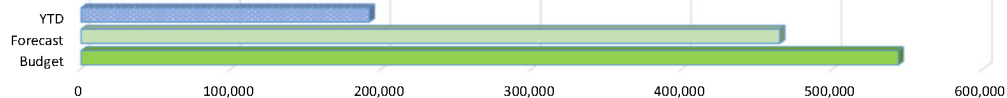
Other School Authorities



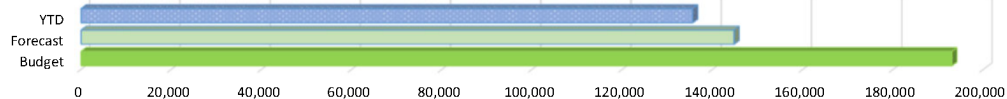
Fees



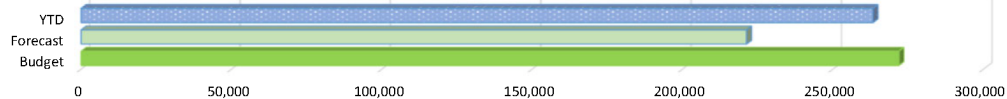
Other Sales & Services



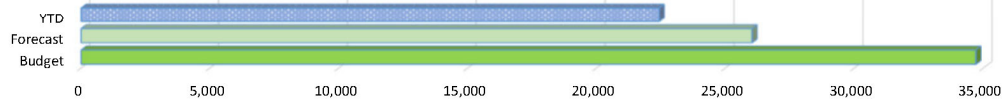
Investment Income



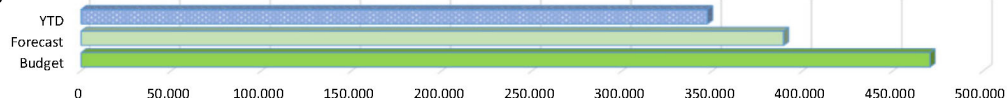
Gifts & Donations



Rental of Facilities



Fundraising





Lethbridge School Division Summary of Expenses Quarterly Reporting - May 31st, 2021

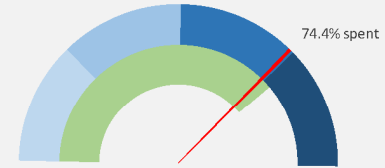
Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	83,379,657	64,005,302	63,441,321	563,981	76.1%
Benefits	19,370,423	14,965,639	15,516,158	(550,519)	80.1%
Professional Development	597,434	448,075	110,979	337,096	18.6%
Contracted Services	8,178,195	6,281,599	5,712,267	569,332	69.8%
Other Services	2,529,527	2,355,970	2,176,317	179,653	86.0%
Supplies	5,451,229	4,142,254	3,330,090	812,164	61.1%
Other Expenditures	1,052,711	789,533	230,895	558,638	21.9%
Capital, Transfer & Projects	10,286,435	7,804,175	6,805,285	998,890	66.2%
	130,845,612	100,792,548	97,323,312	3,469,236	74.4%

77.0%

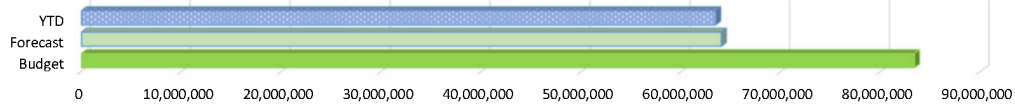
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

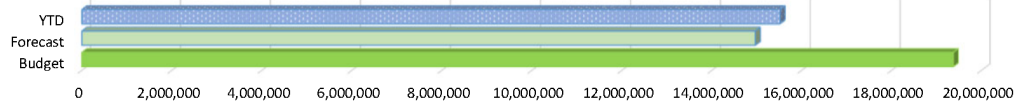


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

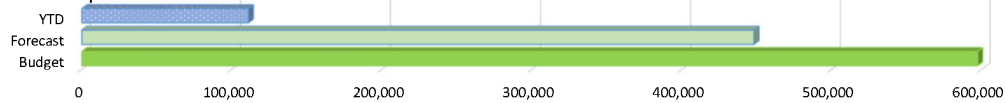
Salaries



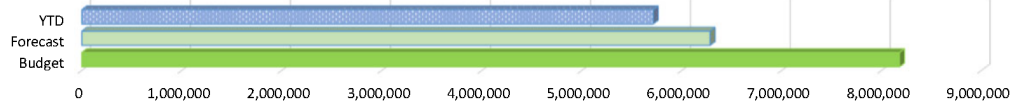
Benefits



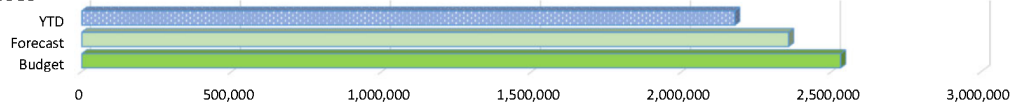
Professional Development



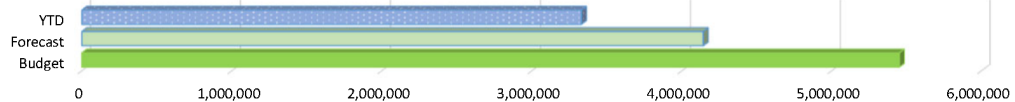
Contracted Services



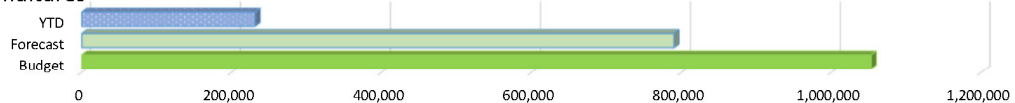
Other Services



Supplies



Other Expenditures





Instruction - Pre K Summary Quarterly Reporting - May 31st, 2021

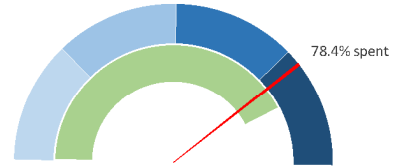
Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,044,187	1,735,646	1,643,777	91,869	80.4%
Benefits	470,835	404,943	419,253	(14,310)	89.0%
Professional Development	37,000	27,750	2,897	24,853	7.8%
Contracted Services	10,000	7,500	386	7,114	3.9%
Other Services	35,000	26,250	23,456	2,794	67.0%
Supplies	27,156	20,367	8,217	12,150	30.3%
Other Expenditures	57,000	42,750	4,725	38,025	8.3%
Capital, Transfer & Projects	0	0	0	0	0.0%
	2,681,178	2,265,206	2,102,711	162,495	78.4%

84.5%

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

Total Expense Tachometer:



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

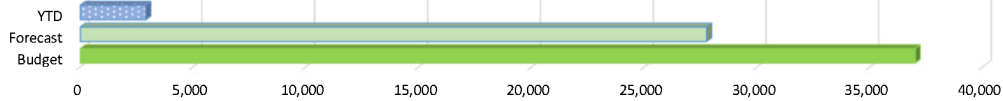
Salaries



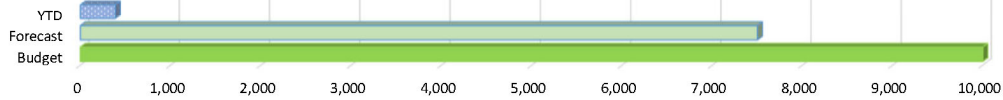
Benefits



Professional Development



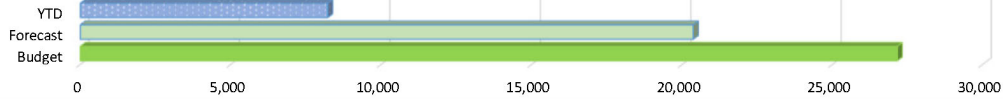
Contracted Services



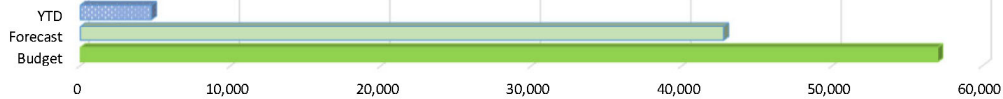
Other Services



Supplies



Other Expenditures





Instruction - K to Grade 12 Summary Quarterly Reporting - May 31st, 2021

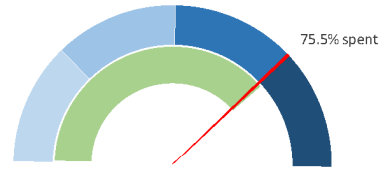
Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	74,540,089	57,110,120	56,827,910	282,210	76.2%
Benefits	17,195,918	13,278,118	13,893,728	(615,611)	80.8%
Professional Development	491,099	368,324	103,980	264,344	21.2%
Contracted Services	1,528,733	1,146,550	807,337	339,213	52.8%
Other Services	501,158	435,615	374,985	60,631	74.8%
Supplies	4,616,505	3,516,211	2,846,804	669,408	61.7%
Other Expenditures	858,488	643,866	197,675	446,191	23.0%
Capital, Transfer & Projects	1,545,574	1,248,529	1,446,893	(198,363)	93.6%
	101,277,564	77,747,334	76,499,311	1,248,022	75.5%

76.8%

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 75% of the approved budget).

Total Expense Tachometer:

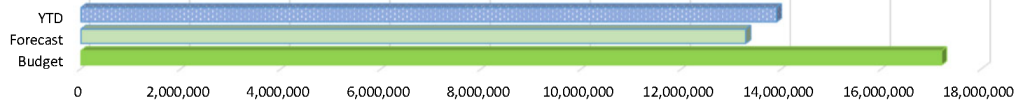


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

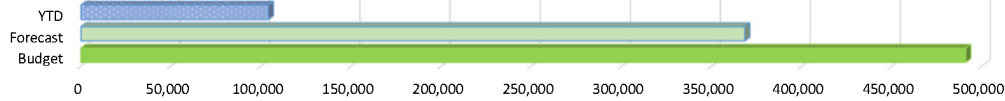
Salaries



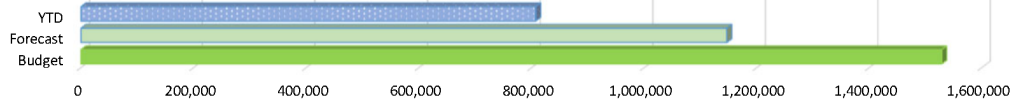
Benefits



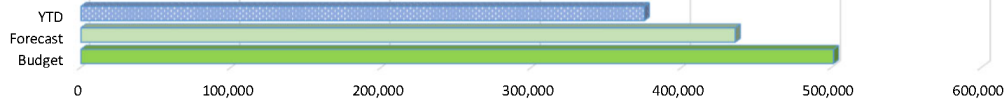
Professional Development



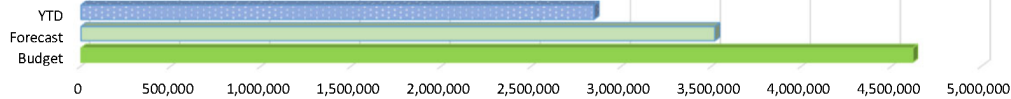
Contracted Services



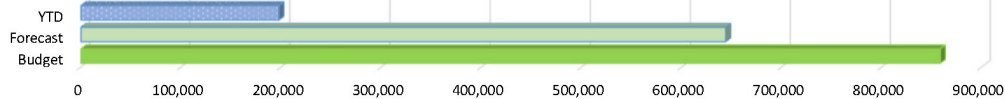
Other Services



Supplies



Other Expenditures





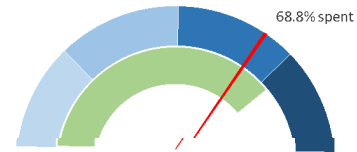
Operations & Maintenance Summary Quarterly Reporting - May 31st, 2021

Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	4,187,127	3,203,345	3,009,086	194,260	71.9%
Benefits	1,138,349	858,588	807,226	51,362	70.9%
Professional Development	15,832	11,874	906	10,968	5.7%
Contracted Services	3,663,301	2,887,553	2,756,394	131,159	75.2%
Other Services	1,540,450	1,483,400	1,441,808	41,592	93.6%
Supplies	616,598	462,448	376,326	86,123	61.0%
Other Expenditures	9,240	6,930	2,430	4,500	26.3%
Total	19,738,879	15,340,125	13,578,335	1,761,790	68.8%

77.7%

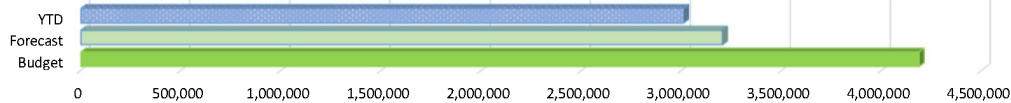
Total Expense Tachometer:



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

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

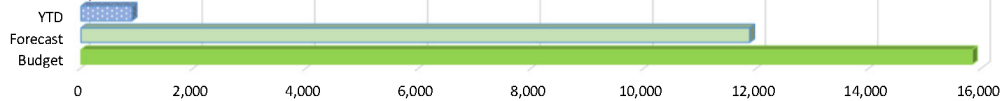
Salaries



Benefits



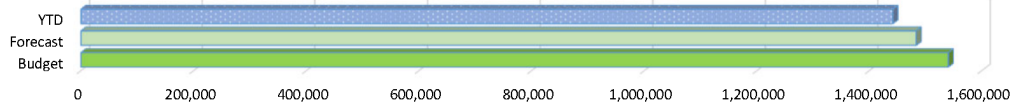
Professional Development



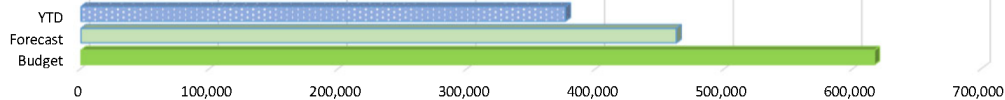
Contracted Services



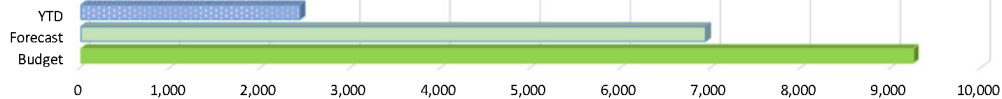
Other Services



Supplies



Other Expenditures



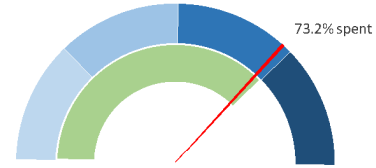


Transportation Summary Quarterly Reporting - May 31st, 2021

Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	50,625	50,833	(208)	75.3%
Benefits	19,913	14,934	13,081	1,854	65.7%
Professional Development	10,000	7,500	0	7,500	0.0%
Contracted Services	2,548,785	1,911,588	1,872,061	39,527	73.4%
Other Services	0	0	(0)	0	0.0%
Supplies	10,000	7,500	222	7,278	2.2%
Other Expenditures	2,000	1,500	0	1,500	0.0%
Capital, Transfer & Projects	52,600	39,450	48,991	(9,541)	93.1%
	2,710,797	2,033,098	1,985,188	47,910	73.2%

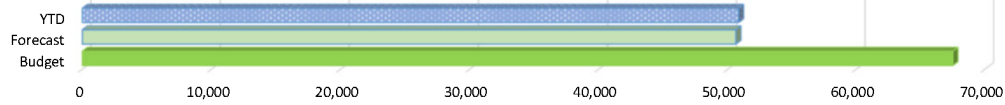
Total Expense Tachometer:



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

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

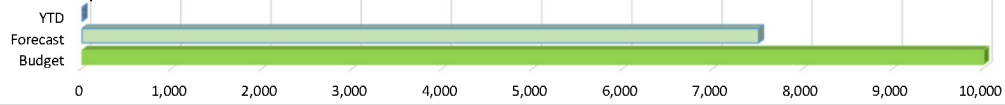
Salaries



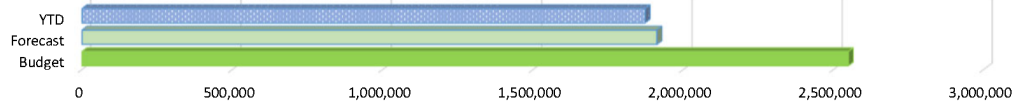
Benefits



Professional Development



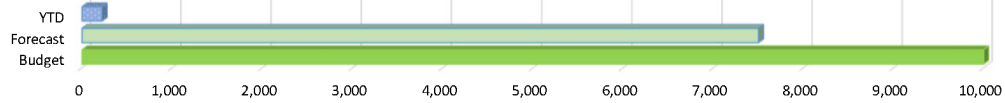
Contracted Services



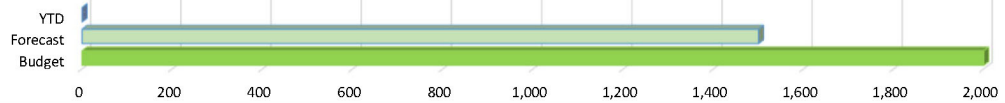
Other Services



Supplies



Other Expenditures





System Administration Summary Quarterly Reporting - May 31st, 2021

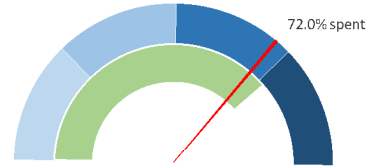
Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,448,227	1,836,170	1,836,409	(239)	75.0%
Benefits	531,279	398,460	372,162	26,298	70.1%
Professional Development	43,503	32,627	3,196	29,431	7.3%
Contracted Services	427,377	328,408	274,064	54,344	64.1%
Other Services	399,919	368,704	307,362	61,342	76.9%
Supplies	175,970	131,977	94,964	37,014	54.0%
Other Expenditures	74,640	55,980	25,120	30,860	33.7%
Capital, Transfer & Projects	120,279	90,209	125,242	(35,033)	104.1%
	4,221,194	3,242,536	3,038,519	204,017	72.0%

76.8%

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 75% of the approved budget).

Total Expense Tachometer:

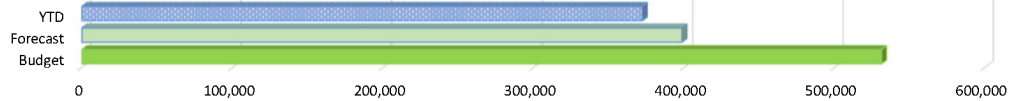


Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

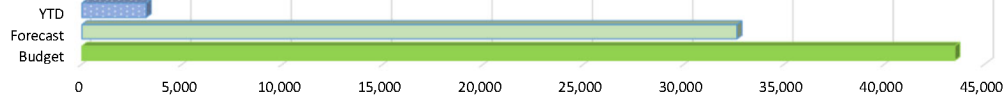
Salaries



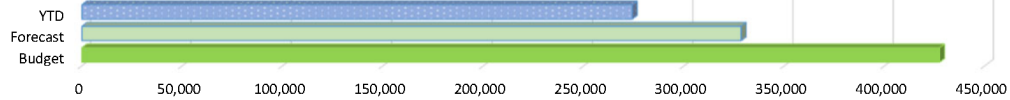
Benefits



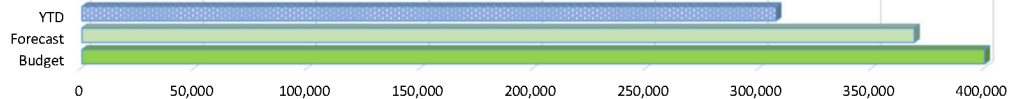
Professional Development



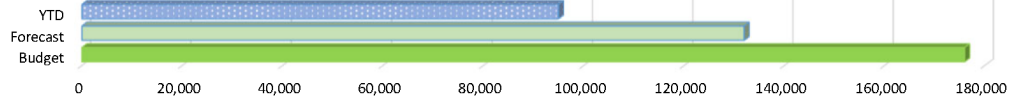
Contracted Services



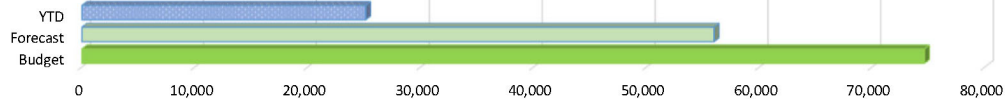
Other Services



Supplies



Other Expenditures





External Services Summary Quarterly Reporting - May 31st, 2021

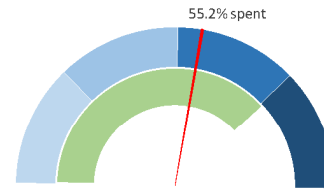
Financial Data as at June 10, 2021

	Budget	Forecast	YTD	Variance	YTD %
Salaries	92,527	69,395	73,306	(3,911)	79.2%
Benefits	14,129	10,597	10,708	(111)	75.8%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	2,025	(2,025)	N/A
Other Services	53,000	42,000	28,706	13,294	54.2%
Supplies	5,000	3,750	3,558	192	71.2%
Other Expenditures	51,343	38,507	945	37,562	1.8%
Capital, Transfer & Projects	0	0	0	0	0.0%
	216,000	164,250	119,248	45,002	55.2%

76.0%

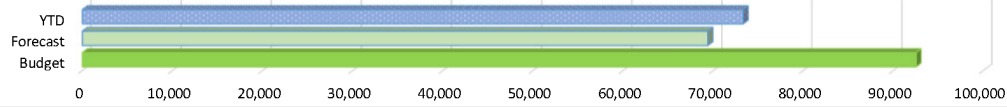
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Total Expense Tachometer:

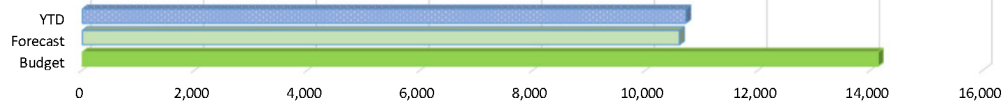


Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

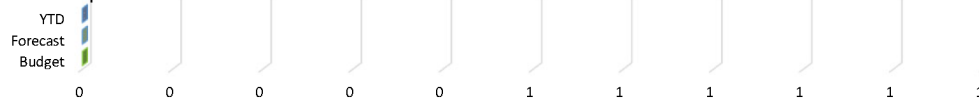
Salaries



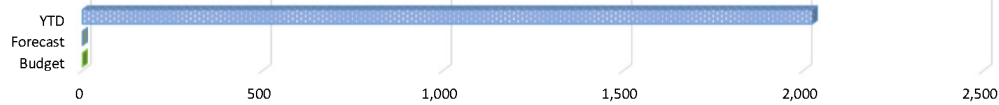
Benefits



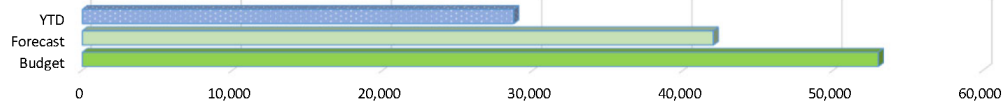
Professional Development



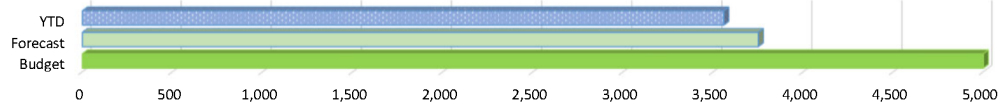
Contracted Services



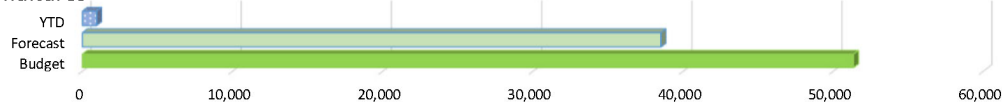
Other Services



Supplies



Other Expenditures



MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Christine Light
Board Chair

Re: Standing Committees

Background:

Board of Trustees Committee chairs are asked to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2021. The Standing Committees are as follows:

- Board Audit Committee
- Board Budget Committee
- Boundary Review Committee
- Community Engagement Committee
- Division Wellness Committee
- Facilities Committee
- Indigenous Education Advisory Committee
- Policy Advisory Committee
- Poverty Intervention Committee
- Spirit of 51 Committee
- Superintendent Evaluation Committee

Annual reports and terms of reference reviews presented in September 2020 can be found on the website or requested through the Superintendent's office.

Recommendation:

It is recommended that the Board accept this as information.

Respectfully submitted,
Christine Light

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: Business and Operations Report

Background

The June report of the Associate Superintendent Business and Operations is attached.

Recommendation

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

Respectfully submitted,
Christine Lee

**ASSOCIATE SUPERINTENDENT,
BUSINESS AND OPERATIONS
REPORT
JUNE 22 2021**

Hello
June
Kids

ARE OUR BUSINESS

Report by:
Christine Lee,
Associate Superintendent,
Business and Operations



FACILITIES



Dr. Robert Plaxton received occupancy status on March 12th. Furnishing and equipment have been arriving as well as supplies for the school. Landscaping has now been completed.

The school is looking amazing for opening in August.

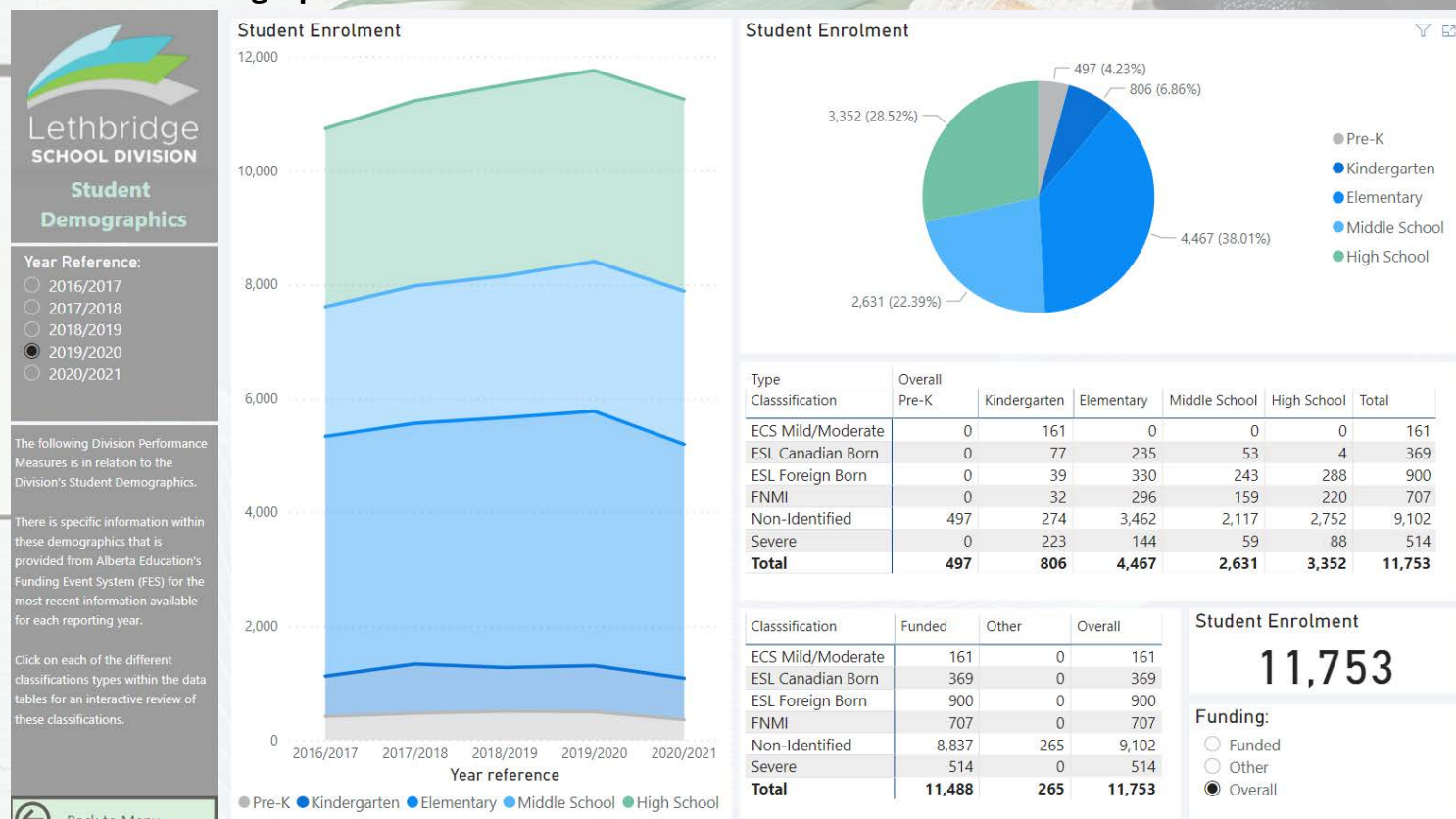


- Alberta Education will be providing one new modular classroom and a washroom unit for Coalbanks Elementary School as part of the 2021-2022 Modular Classroom Program. The Division will also receive funding for the installation of the three modular classrooms that were rescued from another school jurisdiction. These three classrooms are planned for Chinook High School. A lot of planning and preparation will need to be undertaken for both school projects and likely full installation will not be complete until late fall or spring of 2022.
- Summer time is project season! The facilities team has a number of projects planned for the summer. There is approximately \$5 million worth of projects that are in progress. See the report of the Facilities Committee in the board meeting package for more details!



FINANCE

- The 2nd Quarter Financial Report as at May 31, 2021 is presented at the board meeting. Live Financial Reporting for the Division and schools is on the website under Financial Reporting.
- Finance has developed dashboards as part of the Division's commitment to assurance. The Performance Measures Dashboard is posted to the Division website under Financial Reporting. The Performance Measures Dashboard not only includes financial information, but also accountability pillar measures of student achievement, student surveys, and student demographic information.



Occupational Health and Safety

2020-2021 Accomplishments



OHS Management Committee Structure

Shared responsibility for Safety Program

NEW



COVID-19 Safety Protocols

Protocols developed for COVID-19 school start up:

- Enhanced Cleaning
- PPE
- Specialized Equipment
- Employee Awareness
- Safety Resources



Site-Based OHS Representatives

- Site Inspections
- COVID-19 Facility Hazard Assessment
- Safety Walk About Check List
- Promoting a Safe and Healthy Workplace



Comment by Provincial OHS Officer during COVID-19 Protocol review

"IMRESSED BY CULTURE OF SAFETY THAT HAS BEEN CREATED."

Management Committee Operations

- OHS Records Management System
- Committee Work Plan
- Incident Investigation process
- Inspection Team - 9 detailed facility inspections



Provincial OHS COVID-19 Protocol Review



Safety Program Survey Results

(Survey of Division Safety Representatives and Administrators)

45 responses 25 Worker 20 Admin

78%
22% no change

Believe safety **awareness** has increased

98%

Believe safety committees have **meaningful input** into safety matters

93%

Believe safety committees are **informed** about incidents, inspections, and corrective actions

96%

Believe safety **concerns addressed** in timely manner



Comments

- "I have been impressed with how fast and efficiently issues have been addressed and fixed in our building." - employee
- "The buy in for a new format for Health and Safety in the Division has been exceptional. Everyone is invested and interested in making the workplace safer. In my travels to different Schools I have seen a great commitment to safety and well-being." - administrator

Areas of Improvement

- Share site incidents and actions with site based committees
- Share site based committee meeting best practices.
- Safety reps should share Division Safety meeting minutes.
- More training on specific equipment such as defibrillators and fire extinguishers

Practices and Procedures

- Unsafe Work Policy/Procedure
- Safe Work Procedures
- Employee Safety Training
- Field Level Hazard Assessments (FLHA)
- New Hire Safety Orientation Checklists
- PSW for Employee and Student Incident Reporting



eBASE

Electronic safety compliance planning and FLHA



SAFETY IS EVERYONE'S RESPONSIBILITY



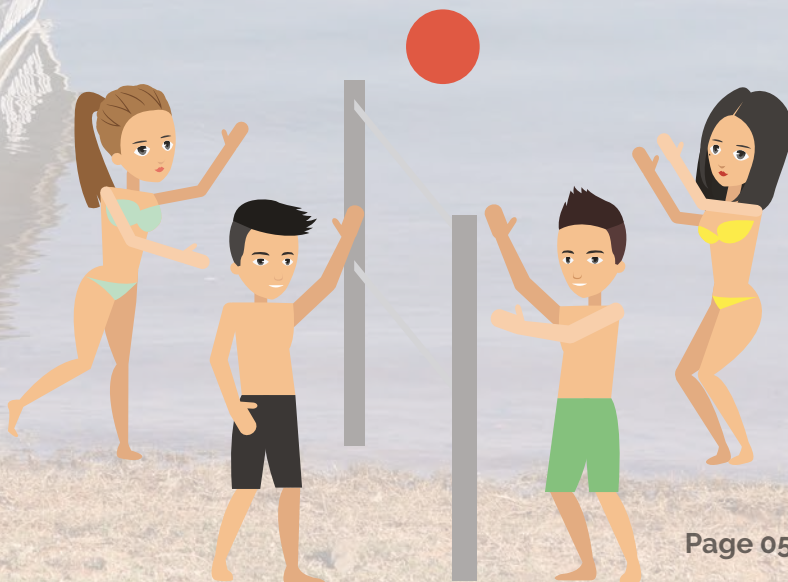
51

720

Laptops have arrived this month for evergreen program and will be made ready for use in the fall

Technology Summer Projects:

- Prepare new mobile technology for installation and recycle old technology
- Removing Xerox Copiers and installing new Minolta Copiers throughout the school division
- Supporting technology needs of exams and summer school
- Continue to educate users on phishing. Mock phishing emails were sent to all division staff and the department was happy with the results
- The team is moving more servers over to a more secure cloud based service
- Internal security testing with senior technology team to sharpen their skills in reacting to security breaches
- Support the move of partners at LCI (SAPDC, Career Transitions, and Parents as Teachers) to new spaces.



School Bus Transition Update:

- New Boundary Maps have been created and are on the Division website.
- Families can use *School Locator* on the Division website to find out which school is their boundary school for the 2021-2022 school year.

SchoolLocator | Lethbridge School Division


Search

Please enter your street name in the box below to find the schools that serve your address.

Street Name

[Find My School](#)

☐ I'm not a robot

 reCAPTCHA
Privacy & Terms

[Show a list of all schools in the Lethbridge School Division](#)

- Bell Times for the 2021-2022 school year were created in conjunction with Southland and Holy Spirit Catholic School Division to provide better coordinated busing between the school divisions.



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.



- Route Planning has begun for the 2021-2022 school year. Routes will be finalized mid August and a link posted to Southland Transportation's website.
- The School Division is working with Southland Transportation on hosting a bussing orientation session on August 21 and 22. This orientation, called "First Ride" will provide an opportunity for students and parents to meet a bus driver, learn about bussing, and take a quick ride on a school bus. This orientation will be dependent on COVID-19 protocols in place in August. Event Details will be posted to the Division website and social media accounts when more details known.



215
EVERY CHILD MATTERS



Some other items to note this month:

- Regular Elementary, Middle, and High School Principal meetings
- Johnson Controls Energy Improvement Project meetings
- Annual Insurance Renewal application process
- Senator Joyce Fairbairn School Council Meeting, May 27
- TEBA Engagement Meetings
- Facilities Committee Meeting, June 1
- Generative Dialogue with Paterson and Wilson, June 4
- USIC Quarterly Meeting, June 4
- Division Joint Workplace Health and Safety Committee, June 7
- USIC Risk Management and Claims Committee Meeting, June 8
- OHS Management Committee Meeting, June 9
- Education Centre Employee Recognition, June 9
- Immanuel Christian Secondary School (ICSS) Employee Recognition, June 9
- Wilson Middle School Council Meeting, June 9
- ICES and ICSS combined school council meeting, June 10
- ASBOA Zone 4 Meeting, June 11
- Business and Operations, Directors Planning Meeting, June 18
- USIC Outbound Student Travel Meeting, June 18
- ASEBP Annual Meeting, June 22
- ICSS Graduation, June 25
- Senator Joyce Fairbairn, Agnes Davidson, Wilson, and Nicholas Sheran Employee Recognitions, June 28
- LCI Arts Academy: The Show Goes On - A Dance Documentary, June 28 at Movie Mill Drive In
- Marsh and LSD Monthly Risk Management Meeting, June 29



MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The June 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
June 22, 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 15 teachers to the substitute list in the past four weeks.
- Onboarding 19 new staff members in the past four weeks.
- Extending 10 teacher contracts in the past four weeks.
- Facilitating the hiring of 9 teachers (for the remainder of the 2020-21 school year) in the past four weeks.

Other Highlights

- 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 administrators committee meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended a virtual Education Centre Leadership Team meeting.
- Associate Superintendent Mike Nightingale chaired the CASSIX May meeting, Mike is the president of CASSIX for the 2020-21 school year.
- Director of Human Resources Rhonda Aos chaired the CASSIX HR meeting in May. Rhonda is the chair of the CASSIX-HR group.
- The Human Resources department coordinated years of service recognition for 118 employees with a combined 1480 years of service!
- The Human Resources department coordinated recognition for 23 retiring employees.



2021-22 Staffing Update

The 2021 – 22 staffing process for the division is underway.

- According to Workable software metrics, the division received 1800 applications in the month of May.
- 20 administrative positions were filled for the 2021-22 school year.
- 96 teaching contracts have been completed since mid-May.
- 24 seniority support staff placements were filled in the first round of hiring.
- 9 support staff positions were filled in the first round of hiring.
- 4 non-union support staff positions were filled in the first round of hiring.

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

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,
Morag Asquith

Associate Superintendent – Instructional Services June 2021

Important Dates

June 4 th	Wellness Grant applications for the 21/22 School year due
June 10 th	Indigenous Education Committee #3
June 14 th	Wellness Grant Application Review
June 15 th	Anti-Racism and Anti-Oppression Administrators Committee meeting
June 21 st	Indigenous Peoples Day
June 22-23 rd	Indigenous Education Graduation

Pride Month



June is nationally recognized as Pride Month in Canada.

Lethbridge School Division believes our schools and buildings are safe spaces for everyone that walks through our doors. Many of our students, parents, caregivers, staff and community members identify as LGBTQ2+.

Our Division Plan and policies emphasize that the well-being for all our students and staff are met through a focus on an appreciation for diversity and inclusion. We welcome, support, and celebrate all students, staff in our school system.

Early Education

Isabelle Plomp has been working with Robbin Gibb at the University of Lethbridge on developing an on-line Early Education service for the fall for 3-4 year olds. Parents and caregivers of three and four-year-old children can build young brains together in their own homes.

Building Brains Together - At Home online option will include three weekly live, small group, online sessions for the child and caregiver, with an Early Learning educator. Virtual sessions, approximately 30 minutes in length, will take place in the afternoons on Tuesday, Wednesday and Thursday. Parents can learn more by joining the weekly parent café, on Monday afternoons, which will include educational support and guest

speakers on child/brain development. There is a \$100 a month registration to have online access. We are hoping to expand this service outside of Lethbridge School Division.

Wellness Work

The dates above show our Wellness Grant reports are due this year May 21st. Wellness Grant Applications for 2021/22 will be released to schools on May 10th.

Unfortunately due to the Scenario 3 flip, we were unable to host a second “Think Outside” training session for Health Champs but Jenna Jewison (Middle School-Indigenous Education) and Jessica Deacon (Helen Schuler) put together an amazing second lesson they are sharing on our website related to storytelling, located at <https://www.lethsd.ab.ca/departments/instructional-services/first-nations-metis-inuit-fnmi-education>. We look forward to continuing this initiative next year in our middle schools.

Indigenous Education

Our Division was heavily impacted by the discovery of the 215 children’s buried bodies found at the Kamloops Indian Residential School 3 weeks ago. There have been many learning opportunities that evolved from this tragedy at many of our schools as we keep the conversation about Anti-Racism and Anti-Oppression relevant and developmentally appropriate and alive at each division level.

John Chief Calf, Melanie Morrow, and Jenna Jewison met with ATA PL reps and teachers to plan an Indigenous Education Professional Learning Series. On April 22nd, May 6th, May 20th and June 3rd, the team will be offering these hour-long sessions in consultation with teachers from 4-5 p.m., which will be very helpful for staff. John Chief Calf is working with our High Schools to offer Blackfoot 10 next year- this will be an exciting opportunity.

Following the Assurance calendar, our Indigenous Education Department is putting together the Indigenous Education Assurance Plan for the 2021-22 school year. It is now up on our website and was shared with the Indigenous Education Committee. At this meeting we showcased some of the work our school division has done this year under Indigenous Education portfolio and beyond.

Inclusive Education

Inclusive Education is working closely with Human Resources to ensure we are fully staffed with LFS, Learning Support Teachers, ELL Teachers and EAs/AES’s for the fall. June is always a busy staffing season for Inclusive Education.

Anti-Racism and Anti-Oppression Work

We are embarking upon a multi-tiered approach to addressing and educating about anti-racism as a Division Diversity and Inclusion Table. Cayley King, Tracy Wong and Morag hosted a session with Administrators on May 20th regarding Anti-racism and Anti-oppression. There was a significant level of interest by Administrators to participate in an Administrator Committee Advisory for Anti-Racism and Anti-Oppression and the first meeting is June 15th, 3-4:30 p.m. We look forward to working through policy, conversations about Division wide education and establishing clear objectives of the committee. Policy work has been initiated and we are soliciting preliminary feedback from stakeholders.

French Immersion Consultant

Karen Rancier and Morag worked closely with our French Immersion principals and the contracted French Immersion consultant to identify areas that we would like to focus on with our single-track French Immersion program at École Agnes Davidson. There was some good learning around the language programming we currently offer and ideas shared on how to enhance/support language proficiency in our Division in general, potential supports in Southern Alberta, the Delph (pro's and con's) and building national and international connections.

MEMORANDUM

June 22, 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.
- The Elementary and Middle School Literacy Committees held their final meetings of the year.
- Bev is working in close partnership with SAPDC to plan for a Literacy Summer Institute taking place on August 10 and 11.
- Bev is working to develop a PL opportunity for teachers in the fall on the “science of reading”. This has been a topic of interest in literacy in recent weeks and months. This PL session will focus on how to incorporate research into our Division’s Comprehensive Literacy Framework.
- Bev is part of a team who are working to create content for the Administrators’ Symposium and a TIP session for the fall.

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.
- Professional Learning for the newly purchased “Building Fact Fluency for Addition and Subtraction” continues to be provided to a number of elementary schools.
- Jenn is part of a team who are working to create content for the Administrators’ Symposium and a TIP session for the fall.

Curriculum Implementation

- Professional Learning in our Division for Administrators and teachers will continue to focus on concept-based teaching and learning as well as cultures of thinking with an emphasis on curriculum being the “what” we teach with the teacher being able to determine the “how”.

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

- The following dual credit courses are arranged for the 2021-22 school year with the University of Lethbridge: Management 1070, Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850.
- We have entered into an agreement with Lethbridge College as part of a Zone 6 cohort for access to the following courses this fall: Animal Science, Introduction to Software Design and Photography, Design Fundamentals, and Graphic Communications.
- Lethbridge School Division Off-Campus program for Work Experience and RAP has moved into summer registration.
- The Indigenous Grad ceremony will occur over two days – June 22 and June 23rd. Big thank-you to the Indigenous Learning team for working with all of our schools to secure grad participation and preparing the details of the grad.

Middle School Initiatives

- Think Outside - a collaborative endeavor between Helen Schuler and the School Division was put on hold due to COVID restrictions. In lieu of engaging in this activity, the Indigenous Education teachers

put together on-line lessons to facilitate teacher delivery of some outdoor activity through an Indigenous lens. It is hoped that the Think Outside project will launch again this fall.

Early Learning

- All new families entering Early Education Programs this fall have participated in an adapted screening process due to the pandemic situation. Usually, we meet with families face-to-face and do the Ages and Stages Questionnaire (ASQ) through a rotation through play-based centres focusing on different developmental domains with a Speech Language Pathologist doing a short screen of communication skills. If a child was not coming along in development as expected, typically a referral to Alberta Health Services would occur. Alberta Health Services will no longer provide assessment and reports for educational purposes, so we have had to adapt this process as well. We partnered with the Family Centre in using their online version of the ASQ as we did last year. This year we added our own virtual speech and language screen with families and one of our Speech Language Pathologist. The Speech Language Pathologist then brought in families to assess children in person if they may have possibly had any challenges with communication. We also have one of the Early Education Program LSTs doing a screening via phone with families that may potentially be eligible for ESL. This has created a much heavier workload for May and June, but this will hopefully assist in getting programming for children in Early Education Programs meeting children where they are at and providing information to appropriately staff programs for September.
- With fewer than 10 spots across the division left for typically developing children, we do not have the capacity to open spaces to typically developing 3-year-olds as we would like 4-year-olds to have an opportunity to experience EEP before heading off to kindergarten. We will offer spaces to 3-year-olds in our Building Brains Together – At Home project as an option.

Indigenous Education

- The Indigenous Education Team completed the Indigenous Strategic Plan as an addendum to the Lethbridge School Division Assurance Plan.
- Positions for 4 Grad Coaches- Indigenous Education were posted for the upcoming 2021-22 school year.
- The Indigenous Education Department wrapped up both formal and informal learning opportunities for staff. Our Elementary Teacher- Indigenous Education has worked with three schools on morning announcements with Indigenous insights. “Indigenous Games Kits” were distributed to elementary schools for use in classrooms. John Chief Calf worked with the ATA PL committee to provide an ATA Indigenous Education event in April.
- Jenna Jewison and Jessica Deacon (Helen Schuler) recently released a second lesson for “Think Outside”.
- We were fortunate to hire Amelle Weasel Fat to join our team as Grad Coach to support Maria and Kendall’s maternity leaves at LCI and Victoria Park.

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, February 11, April 15, and most recently, June 3.
- We are embarking upon a multi-tiered approach to addressing and educating about anti-racism as a Division, Diversity and Inclusion Table. Cayley King, Tracy Wong and Morag hosted a session with Administrators on May 20th regarding Anti-racism and Anti-oppression. The committee is making plans for next year.

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

- In the 2020-21 school year, we had to move SIVA sessions online, but still managed to complete training for 138 staff. We will offer a SIVA session in August before students return.

- 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.
- Due to the boundary change that impacts Agnes Davidson, Karen and Morag are working with a French Immersion consultant and admin from Agnes Davidson and Nicholas Sheran to build a 3-year transition plan to single track programming at Agnes Davidson. 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. The October session focussed on reporting and parent/teacher interviews.
- April 23rd was our final session with our Year 1 TIP group. We used the time to reflect on best practices and lessons learned during our Pandemic year.
- Review exit slips submitted by the TIP teachers to prepare for next year's program.

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 Division School Council met for the last time on June 7th.
- The Diversity and Education Table met in May to discuss anti-racism/oppression work that has begun in the division.

Community and Business/Industry Engagement

- Transition from City of Lethbridge Transportation services to Southland is complete. A lot of work continues 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 Division received \$1.6 million in CMR funding. This funding will be allocated to heat pump replacements at LCI. Work has already begun and will continue until September.
- 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. The Division was approved for one modular classroom and a washroom unit for Coalbanks Elementary School.
- The Division was given the opportunity to take three, 10-year-old modular classrooms from another school jurisdiction. These modulares have been picked up and moved to the Division and will be installed at Chinook High School. Alberta Education has approved the funding to install these modular classrooms as part of the 2021-2022 Modular Classroom funding.
- The 2021-2022 to 2023-2024 Three Year Capital Plan was approved and is on the website.
- 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.
- The Board approved a \$4.1 million Energy Performance Project that will update aging infrastructure such as heating pumps, cooling towers, condensing units and replace LED lighting. This project will enhance the learning environment and energy efficiency. Mike Mountain Horse, Nicholas Sheran, Dr. Probe, Park Meadows and Fleetwood-Bawden elementary schools and LCI are the schools receiving these upgrades. Funding is from IMR and CMR funding.

- Occupancy was received on March 12th at Dr. Plaxton Elementary School. Furniture has arrived and placed in classrooms. Landscaping has been completed and resources for the school continue to arrive.

Other School Improvement Initiatives

- The e-Learning programs have sufficient registrations to launch in the 2021-22 school year. The elementary program will be delivered from Dr. Robert Plaxton Elementary School, the middle school delivery will be from Senator Joyce Fairbairn Middle School, and high school courses will be offered through LCI. There was modest response from parents requesting at-home learning due to COVID. These students are being accommodated in the e-Learning program.
- Wellness Grant reports were collected at the end of May and the Wellness Grant Applications released for 2021/22 school year.

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.
- We continue to balance information the Alberta Health Services (AHS) presents to us on COVID positive numbers and AHS restrictions to keep our schools safe and maintain cohort structures- many of our itinerants are still minimizing working in multiple settings.
- The Counselling Department continues to provide current, relevant information through “The Loop” to our schools, there is information on careers, scholarships, resources and supports that are presenting monthly.
- The Counselling Department sent out a survey to Principals gleaned feedback from the year after the restructuring in 2019/20.
- We continue to work through positive COVID cases that are identified by AHS, 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)

- Inclusive Education continues to work with HR in determining priority staffing placements for the fall.
- Megan Martineau, who currently works as an OT at Children’s Allied Health, will be joining our therapy team in August replacing Kelsie Enright.
- A decision has been made to maintain six SLP positions for the 2021-22 year, given that Division SLPs will be assuming more responsibility for Augmentative and Alternative Communication as AHS further narrows its mandate in schools.
- Final preparations are in place for moving special transportation to Southland.
- ESL kits have now been delivered to all schools to support teachers in developing language acquisition as well as academic language acquisition.
- Jordan Hoffos will be joining our team in August as the new ESL Student Support Worker replacing Sarah Ahlgren.

PRIORITY THREE: INNOVATION

Breadth of Program Options

- High schools were able to implement procedures that allow for the delivery of most options in the COVID-19 context. High schools and middle schools are planning for the 2021-22 school year with a regular schedule.

Technology

- We are working with the U of L to create a new education course that could be offered to teachers on how to film, edit and create 360 videos. Currently, we are gathering a number of resources that could be used for the course. The purpose of the course would be to train teachers how to create their own 360 learning opportunities that apply specifically to the Alberta Curriculum. We are hoping to offer the course in the summer of 2022.
- The Technology Team is busy gearing up for summer builds. Summer builds require that we physically go to each PC in the school division and update all software and systems. Most builds can be done remotely but the one we perform in the summer is much larger and needs a tech to ensure that the installs are done correctly, and the PC is operating when the technician leaves. This summer with the new laptops, we will be rebuilding over 5000 computers.
- The Technology Departments continues to educate staff around fraudulent emails that potentially can put our network at risk. In May we sent out a fake VISA email with an attachment. If the user opened the attachment, it just gave them a friendly reminder to be on the watch for phishing (fraudulent) emails. The purpose was to help people recognize phishing emails and how to report them when they receive them. We are happy to say 99.5% of people who received the email did not open it and recognized it as phishing email. Our intentions are to continue to send out more emails making them more difficult to spot.
- As of June 21, 2021, we will have turned on two factor authentication for all School Admin accounts. Two factor authentication makes it harder for an attacker to access peoples accounts and data. Alberta Education recommends that all school divisions turn on two factor authentication for all staff that have access to sensitive data. Our goal is to over the next school year have two factor authentication turned on for all employees.
- We are working with Logics Robotics to try and offer educational technology support to teachers in 2021/2022 school year. For the 2020/2021 Logics Robotics offered teachers a number of training days on using technology and had a 24-hour educational technology support page set up where teachers could ask How to Questions with regards to the technology solutions we use in the Division.
- With the event of students moving back online, we have once again opened our Device Store on our website. We have changed the model to have devices in stock so that when parents purchase them, they can be picked up on the same day. The devices we offer are the same that we supply our schools, so there is no risk of having devices we cannot use if they do not sell.

<https://www.lethsd.ab.ca/departments/technology/student-device-store2>

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Donations and Support

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

- Dr. Probe Elementary School received a \$5,000 donation from **Shaw** for Maker Station and STEM items.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 22, 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:

LCI Showcase:

In a strange year...

- E-Sports Team places first in their tournament. LCI Samurai entered their first ever tournament and won.
- Artisan Christmas Tree Auction raised \$2000 from a local business.
- LCI Graduation – had their largest grad committee in supporting this year's Convocation and Grand March. Both events were amazing and very much appreciated by parents.
- LCI Leadership class ruled the school. They did a spectacular job of recognition boards throughout the building.
- Dance Academy produced a documentary representing their entire Covid year. The documentary will be shown at the Movie Mill in a drive-in format June 28 & 29.
- And finally, we are anticipating a return to normal school in August. We cannot wait for all of students to be able participate in additional choirs, bands, plays and athletics.

Students going to college/university to pursue athletics:

- Lily Jensen – NAIT (Basketball)
- Kwyneci McLachlan – Medicine Hat College (Basketball)
- Ryan Evans – Dickenson State University (Track & Field)
- Spencer Stanko – University of Alberta (Football)
- Sam Crighton – Lethbridge College (Volleyball)
- Fiona Hyland – Stevens College (Volleyball)
- Isaac Fletcher – University of Nebraska-Omaha (Swimming)

Lethbridge Christian Showcase:

Our staff, like others in the division have done an excellent job of navigating teaching and learning in global pandemic. When we were in scenario 3 (at-home) learning the second time a parent commented that “I find myself in awe of how your teachers found ways to engage their students through a computer screen... innovative and creative ideas that inspire me.” Allison Overbeeke offered a “cooking channel” that was well attended by our grade 8’s to help stay connected with them during at-home learning periods. This cooking channel was outside of regular class work. We moved announcements and chapels onto teams, which allowed students engaged in at-home learning to connect to the school and maintain routine. Nikki Kish, a grade 4 at-home learning teacher, took her kids on virtual field trip Fridays, by being on teams using mobile technology from places like Elizabeth Hall Wetlands and Park Lake. This allowed her students to experience these places while staying at home.

This year we were excited to open our new expansion for our students. As part of this expansion, we were able to double our gymnasium space, add 2 classrooms, an art/science room, a new kitchen and a new music space! It took some extra work to get our band program running again but were excited to have the appropriate PPE and space to be able to offer this to our students. We have so appreciated the support of the Lethbridge Christian School society, particularly in terms of the facility and transportation. They have done an excellent job in keeping our students safe throughout this year with increased daily cleaning schedules. Our Kindergarten class also appreciated the newly mounted projector in the gym as they learned their dance unit in gym class.

Our school has also reached out into our community in a variety of ways. Our grade 1 students with Katie Brooks made cards for Lethbridge Police Service and were thanked by having Chief Shahin Mehdizadeh come to the school for an outdoor presentation. Our Grade 1 class also partnered with the Bow Habitat Station and raised trout in the classroom from eggs to fry and then released them into Nicholas Sheran Lake. Linda Bateman and her grade 4 class wrote encouraging cards for the nurses working in the ICU in Chinook Regional Hospital during national nursing week. As a school, we honored the lives and memories of the children from Kamloops Residential School whose remains were uncovered this year by planting a heart garden in our school grounds on the corner of Stafford Dr. and Scenic Dr. north.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

Re: L. H. Bussard Award Winners

Background:

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

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

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

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

L. H. Bussard Award Winners for 2021

Lochlyn Bourque	Coalbanks
McKenzie Jensen	Dr. Probe
Annika Otto	École Agnes Davidson
Konstantina Zovoili	École Nicholas Sheran
Violet Brouwer	Fleetwood
Misaki Hirohashi	Galbraith
Kyla Dueck	General Stewart
Biol Magot	Lakeview
Joelle Slingerland	Lethbridge Christian
Sydney Conrad	Mike Mountain Horse
Avinash Chowdhury	Park Meadows
Easton Young	Senator Buchanan
Cali Pope	Westminster

Recommendation:

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

Respectfully submitted, Cheryl Gilmore

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Administration Appointments

Background:

The following administration appointments have been made for the 2021-2022 school year:

Rebecca Adamson	Inclusive Education Co-ordinator	Education Centre
Connie Adserballe	Principal	Lakeview Elementary School
Nicole Court	Vice-Principal	Galbraith Elementary School
Craig DeJong	Principal	Senator Joyce Fairbairn Middle School
Bonnie Dyck	Acting Vice-Principal	LCI
Jackie Fletcher	Principal	Fleetwood-Bawden Elementary School
Bill Forster	Principal	Chinook High School
Jenn Giles	Vice-Principal	Senator Joyce Fairbairn Middle School
Erin Hurkett	Principal	Dr. Robert Plaxton Elementary School
Michelle Loveridge	Vice-Principal	Coalbanks Elementary School
Raj Mathur	Vice-Principal	Fleetwood-Bawden Elementary School
Rochelle Neville	Early Learning Co-ordinator	Education Centre
Duane Piper	Vice-Principal	Chinook High School
Teri Smith	Acting Principal	Park Meadows Elementary School
Kerry Taylor	Principal	Mike Mountain Horse Elementary School
Andy Tyslau	Vice-Principal	Dr. Robert Plaxton Elementary School
Dawn Walmsley	Principal	Nicholas Sheran Elementary School
Lindsay Wehrwein	Vice-Principal	Mike Mountain Horse Elementary School
Sharon Willms-Laing	Vice-Principal	Park Meadows Elementary School
Stephen Woodcock	Acting Vice-Principal	Nicholas Sheran Elementary School

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

June	25	Last day for Elementary and Middle School students
	28	Last day for High School students
	29	Teacher and Educational Assistant school year ends
August	18	School offices open to the public
	24	Teacher school year begins
	27	Educational Assistant school year begins
	31	First day for students
September	6	Labour Day
	22	Treaty 7 Day
	28	Board Meeting 3:30 p.m., Education Centre
	30	Orange Shirt Day

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Doug James, Trustee

Re: Facilities Committee – June 1, 2021

Committee Members:

Doug James, Committee Chair

Jan Foster, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

1. 2021-2022 Modular Request (update)

- a. Received 1 classroom and 1 washroom unit for Coalbanks. One classroom short of what we asked so will present some challenges. Will have room for 4 more classrooms. Work needs to be done on sewer line. Daniel is working with the City.
- b. Received funding for the installation of the 3- 2010 modular classrooms. These will be installed a Chinook.

2. Energy Improvement Project update

- a. The project has started at the schools. Contractors are working on nights and weekends. Lighting fixtures have arrived.

3. Other Items

- a. Dr. Robert Plaxton Elementary School
 - i. Classroom furniture has arrived and is being put in place. Supplies have started to arrive such as instructional materials and office supplies.
 - ii. Landscaping has been completed.
 - iii. Solar wall installed and software that pulls data for panels will be installed. All schools in the Division will have access to the data for instructional purposes.
 - iv. Remaining playground components including wind spinners will be installed in July and rubber flooring completed.
- b. Summer IMR projects
 - i. Daniel and Chris reviewed the Summer IMR project listing (*attached*). Approximately \$5 million of projects will be completed this summer.
 - ii. FOB replacement has begun to change over entry system in schools with completion by September. This will increase security in our schools.

- iii. Schools have been having their keys and door levers replaced to install a more secure keying system for our schools. Currently 1/3 of the schools are completed.
- c. New West Lethbridge Elementary School
 - i. From planning money received, Daniel has been working with consultants to design the type of school that could be accommodated on the Garry Station site.
 - ii. Plan is to go to tender for Architectural Consultants in July.
 - iii. Will begin working with the City and their engineering consultants on site layout and preparation.

Trustee Doug James thanked the facilities department for all the work they have done and the plans in place to keep our school facilities in great shape.





FACILITY SERVICES

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

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

Summer Projects 2021 – Update June 1, 2021

BLACK - Projects to be completed this Summer 2021

BLUE - Projects in Design Estimate Only

RED - Projects on hold until next year 2022

GREEN – JCI

ELEMENTARY SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
North				
Buchanan				
Sump / Dewatering		\$80,000		
Remove Tripping Hazard at Front Wall – Contractor hired	\$15,000			
Westminster				
Landscape – Contractor hired	\$2000			
Galbraith				
NW Stair replacement with new Concrete Stair and Steel Handrail – Contractor hired	\$20,000			
Park Meadows				
Painting – Contractor hired	\$15,000			
Snow removal pile fence relocation – approved by City of Lethbridge – Completed	\$4000			
Bollard at Gas Line Entrance – LSD and Contractor	\$2000			
Soundproofing Office Walls	\$6000			
Lighting Replacement to LED JLC Project				\$139,493
South				
Agnes Davidson				
Lakeview				
Funnel Ball - LSD Facilities				
Basketball Court - School Funded and LSD – Contractor hired				
Outdoor Education Space - Contractor, LSD and School Funded				



FACILITY SERVICES

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

Summer Projects 2021 – Update June 1, 2021

ELEMENTARY SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
General Stewart				
Parking Lot drainage enhancement (MPE LA Paving - City to review)		\$75,000		
Lighting replacement - LSD Facilities	\$20,000			
Fleetwood				
Lighting replacement - LSD Facilities	\$20,000			
Condensing Unit Replacement JLC Project				\$107,517
Dr Robert Plaxton				
Extra FOB location and electrical for Parents as Teachers – Contractor Hired	\$3000			
West				
Nicholas Sheran				
Soundproofing Office Walls	\$6000			
Lighting Replacement to LED JLC Project				\$169,969
Mike Mountain Horse				
North and South Stair removal and replace with at grade sidewalks	\$10,000			
Satir at South Modulars reuse salvaged steel stair unit	\$4,000			
Lighting Replacement Classrooms from Sodium Vapour Lights (yellow) to LED JLC Project				\$142,530
Heat Pump Replacement and Ceilings JLC Project				\$539,344
Cooling Tower Replacement JLC Project				\$297,585
Probe				
Skirting Replacement to prevent Skunk Ingress - Completed	\$2000			
Rebuild Garbage and cardboard bin enclosure	\$20,000			
Lighting Retrofit in Classrooms of Fluorescent Lights to LED JLC Project				\$152,231
Heat Pump Replacement JLC Project JLC Project				\$490,901



FACILITY SERVICES

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Summer Projects 2021 – Update June 1, 2021

ELEMENTARY SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
Coalbanks				
Replace Damaged Skirting - completed	\$5000			
Modulars Program - Government Approved. Washrooms and 1 Classroom Unit	\$450,000			
Sub Total Elementary Schools	Summer 2021	Design Estimate Only	2022	JLC
	\$594,000.00	\$155,000.00		\$2,038,570.00



FACILITY SERVICES

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

Summer Projects 2021 – Update June 1, 2021

MIDDLE SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
North				
Wilson				
Complete Upgrade Project South West Wing	On going			
Fire Door Installation			\$25,000	
Repair of Concrete Exterior Columns and Beams			\$25,000	
Exterior Painting Front	\$1500			
South				
Paterson				
Library Ventilation Unit – Complete				
Band Room Acoustic treatment and storage	\$5000			
West				
GS Lakie				
Concrete Sidewalks and mow strips			\$60,000	
Concrete Play Surface (CEFIP grant Funding)			\$50,000	
Painting - requisition submitted at cost to the school - Contractor hired				
Recycling Boxes made to fit recycle containers (4) - as per our discussion - requisition submitted at cost to the school				
Replacement of landing and steps in outdoor classroom steel stair - Contractor hired	\$10,000			
Swing Room Construction – design completed Contractor pending	\$2,000			
Calm room Construction – Completed				
Ventilation and sidewalk Upgrade for Tractor Storage	\$5000			



FACILITY SERVICES

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

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

Summer Projects 2021 – Update June 1, 2021

Senator Joyce Fairbairn

Storage Garage (capital project)	\$75,000
Garbage area removal of bollards	\$5,000
Concrete Outdoor Area at South West Under the roof	\$20,000
Drama Room Storage	\$50,000
CTS re-Configuration	\$50,000
Art Room Sink Upgrade - Completed	
Acoustic Treatment band Room - Contractor Pending	

Sub Total Middle School	Summer 2021	Design Estimate Only	2022
	\$23,500.00	\$310,000.00	\$50,000.00



FACILITY SERVICES

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

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

Summer Projects 2021 – Update June 1, 2021

HIGH SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
North				
Winston Churchill				
Exterior Painting (Vs)	\$20,000			
Lighting replacement	\$5,000			
Ceiling Tiles supply - LSD labour	\$5,000			
Hallway Floor Replacement	\$10,000			
Entrance Mat Replacement	\$3,000			
Rekeyed School - Completed at \$70,000				
South				
LCI				
Fitness Room Flooring – remove hardwood and install rubber flooring	\$15,000			
Moving of SPADC and Career Transitions to Lower Floor D Wing	\$75,000			
Sports Medicine to Upper Floor D Wing	\$30,000			
Moving PAT to Plaxton	\$10,000			
High Bay Lighting in Shops - Contractor hired	\$30,000			
Painting - Done			\$20,000	
Flooring B Wing			\$100,000	
Condensing Unit Replacement G Wing				\$137,669
Chiller Replacement and Condensing unit				\$150,120
Heat Pump Replacement and Ceilings				\$1,713,359
Victoria Park/Ed Centre				
Re-keying and Hardware Upgrade			\$75,000	
Hands Free Bottle Filler	\$4000			
Compressed Air Upgrade in Shop	\$2000			
Lighting and Ventilation Upgrade		\$500,000		



FACILITY SERVICES

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

Summer Projects 2021 – Update June 1, 2021

West

Chinook

Roof Replacement	\$80,000
Saturn, new flag poles student outdoor area (School and Facilities cost share)	\$60,000

Sub Total High Schools	Summer 2021	Design Estimate Only	2022	JLC
	\$349,000.00	\$500,000.00	\$195,00.00	\$2,001,148,00.00

All Elementary Schools Projects

Wishing Tree Plaques - Done	\$10,000
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Other Building

Attwell	Summer 2021	Design Estimate Only	2022	2021/2022
Carpentry Shop Ventilation and Lighting	\$10,000			
Upgrade trades Bay Lighting	\$10,000			
Maintenance Staff meeting / lunchroom	\$50,000			

Sub Total Other Buildings	Summer 2021	Design Estimate Only	2022
	\$70,000		

Total ALL Buildings	Summer 2021	Design Estimate Only	2022
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\$1,036,000.00

\$965,000.00

\$245,000.00

\$4,039,718.00

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Doug James, Trustee

Re: Division School Council – June 7, 2021

Trustee Doug James will provide an oral report in addition to the Division School Council meeting minutes available on the Division website: [2021 06 07 Meeting Minutes](#)

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Christine Light, Trustee

Re: A.S.B.A. Spring General Meeting – June 7-8, 2021

Trustees in Attendance:

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

Professional Development Sessions:

Speaker	Topic
Sandra Herbst	System Alignment for Deep Learning...Even in These Times
Michael Fullan	Leading Education: Transformation in Post-Pandemic Times
Bev Baker-Hofmann	Supporting the Mental Health of Students and School Staff
Laurie French, CSBA	Greetings and Update on National Advocacy
Alan Campbell, MSBA	Best Practices for Trustees
Andy Hargreaves	Virtual Book Release: Five Paths to Student Engagement
John Hattie	Leaning into the Rebound

Trustees in attendance will provide an oral report on the sessions presented.

Respectfully submitted,
Christine Light

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Doug James, Trustee

Re: Indigenous Education Advisory Committee – June 10, 2021

Trustee Doug James will provide an oral report.



ALBERTA
EDUCATION

Office of the Minister

June 8, 2021

AR115154

Ms. Christine Light
Board Chair
The Lethbridge School Division
433 - 15 Street S.
Lethbridge AB T1J 2Z4

Dear Ms. Light:

On behalf of the Government of Alberta, we are pleased to advise you that the following project for the Lethbridge School Division is approved for full funding, as part of the March 10, 2021 capital announcement:

Project Name	Grade Configuration	Opening/Full Capacity
New Elementary School in West Lethbridge	K-5	600/900

A final decision has not yet been made regarding the project delivery method for this project. Alberta Infrastructure and Alberta Education staff will contact your administration in the following weeks to initiate the collaborative development of this project and ensure that your staff are made aware of discussions that are underway concerning future public-private partnership (P3) bundles.

Please be advised that the work cannot commence until the delivery method has been confirmed and the grant agreement completed.

We invite you to explore innovative partnerships that will result in improvements to program quality and the more efficient use of resources. To ensure that the project is not delayed, all partnerships should be in place prior to the start of design work. We encourage your division staff to continue to work with Alberta Infrastructure and Alberta Education staff, who are available to provide assistance and guidance as needed.

.../2

Ms. Light
Page Two

The Alberta Infrastructure contact for this project is Sean Siegers, Director, South, Learning Facilities Branch, who can be contacted at sean.siegers@gov.ab.ca or 403-808-8628. The Alberta Education project contact is Ross Newton, Manager, Capital Planning South, who can be contacted at ross.newton@gov.ab.ca or 780-644-4583. For toll free access, please dial 310-0000 first.

We look forward to the successful and timely completion of this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange'.

Adriana LaGrange
Minister of Education

A handwritten signature in blue ink, appearing to read 'Prasad Panda'.

Prasad Panda
Minister of Infrastructure