

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

January 25, 2022

2:00 p.m.

Board Room / Microsoft Teams



- 2:00 p.m. **1. Move to In-Camera**
- 3:30 p.m. **2. Approval of Agenda**
- 3:32 p.m. **3. Approval of Minutes**
If there are no errors or omissions in the minutes of the Regular Meeting of December 14, 2021 it is recommended that the minutes be approved by the Board and signed by the Chair.
- 3:35 p.m. **4. Business Arising from the Minutes**
- 3:40 p.m. **5. Presentations**
5.1 Student Engagement and Restorative Practices Enclosure 5.1
- 3:55 p.m. **6. Action Items**
6.1 Policy Review:
400.1 Welcoming, Caring, Respectful and Safe Work Environments
401.3 Non-Union Employees
404.5 Secondments and Exchanges
806.1 Enterprise Risk Management Enclosure 6.1
6.2 First Quarter Financial Report Enclosure 6.2
6.3 Board Meeting Time Enclosure 6.3
6.4 Community Engagement Committee Terms of Reference Enclosure 6.4
- 4:30 p.m. **7. Division Highlights**
- 4:35 p.m. **8. Information Items**
8.1 Board Chair Report
8.1.1 Community Conversation Enclosure 8.1.1
8.1.2 Regular Board Meeting Highlights Enclosure 8.1.2
- 4:45 p.m. **8.2 Associate Superintendent Reports**
8.2.1 Business and Operations Enclosure 8.2.1
8.2.2 Instructional Services Enclosure 8.2.2
8.2.3 Human Resources Enclosure 8.2.3

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

Public Forum responses will be provided in the next Board meeting agenda.

5:15 p.m. 8.3 Public Forum Response

8.3.1 Alix Hirsche

Enclosure 8.3.1

8.3.2 David Lowry

Enclosure 8.3.2

5:20 p.m. 8.4 Superintendents Report

8.4.1 Board Priorities Report

Enclosure 8.4.1

8.4.2 Donations and Support

Enclosure 8.4.2

8.4.3 Acknowledgements of Excellence

Enclosure 8.4.3

8.4.4 Town Hall

Enclosure 8.4.4

8.4.5 COVID Highlights

Enclosure 8.4.5

8.4.6 Multicultural Calendar Current Activities

Enclosure 8.4.6

8.4.7 I.C.E. Scholarship – Virtual Event

Enclosure 8.4.7

8.4.8 Calendar of Events

Enclosure 8.4.8

5:35 p.m. **9. Reports**

9.1 ATA Local Council – Jan. 5, 2022

Enclosure 9.1

9.2 Division School Council – Jan. 10, 2022

Enclosure 9.2

9.3 Policy Advisory Committee – Jan. 12, 2022

Enclosure 9.3

9.4 ATA Summit – Jan. 13, 2022

Enclosure 9.4

9.5 Economic Development Lethbridge – Jan. 19, 2022

Enclosure 9.5

9.6 ASBA Zone 6 – Jan. 19, 2022

Enclosure 9.6

5:50 p.m. **10. Correspondence**

5:55 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD DECEMBER 14, 2021.

In Attendance:

Trustees: Andrea Andreachuk; Tyler Demers; Kristina Larkin; Allison Purcell;
Craig Whitehead; Genny Steed
Administrators: Cheryl Gilmore; Mike Nightingale; Christine Lee; Morag Asquith
LeeAnne Tedder (Recorder)
Via Microsoft Teams: Christine Light

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

The Chair called the meeting to order at 2:00 p.m.

1. Move to In-Camera

Trustee Andrea Andreachuk moved:

“that the Board move to In-Camera.” **CARRIED UNANIMOUSLY**

*Move to In-Camera
6857/21*

Trustee Genny Steed joined the meeting at 2:09 p.m.

Trustee Christine Light joined the meeting via Teams at 2:25 p.m.

The Chair reconvened the meeting at 3:39 p.m.

2. Approval of Agenda

Addition of 6.7 Board meeting times (Craig Whitehead)

Addition of 6.8 Provincial REP (Genny Steed)

Trustee Kristina Larkin moved:

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

*Approval of Agenda
6858/21*

3. Approval of Minutes

Trustee Andrea Andreachuk moved:

“that the minutes of the regular meeting of November 23, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6859/21*

4. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

5. Presentations

5.1 Numeracy Resource – Karen Rancier, Director of Curriculum and Instruction, Michaela Demers, Numeracy Lead Teacher, and Jenn Giles, Vice Principal of Senator Joyce Fairbairn presented.

*Presentations
Numeracy Resource*

6. Action Items

Action Items

- 6.1 Authorization of Locally Developed Courses *Locally Developed Courses*
 Authorization of date extensions for locally developed courses.
- Trustee Tyler Demers moved:
 “that the Board approve the continued use of LDC3232 Biology (IB) 35-3 for 3 credits from The Edmonton School Division from August 31, 2022 to August 31, 2024 to provide continuance of program offerings to students.” **CARRIED UNANIMOUSLY** *LDC3232 Biology IB 35-3 6860/21*
- Trustee Andrea Andreachuk moved:
 “that the Board approve the continued use of LDC2241 Chemistry (IB) 25-3 for 3 credits from August 31, 2022 to August 31, 2023 to provide continuance of program offerings to students.” **CARRIED UNANIMOUSLY** *LDC2241 Chemistry IB 25-3 6861/21*
- Trustee Craig Whitehead moved:
 “that the Board approve the continued use of LDC2241 Chemistry (IB) 25-5 for 5 credits from August 31, 2022 to August 31, 2023 to provide continuance of program offerings to students.” **CARRIED UNANIMOUSLY** *LDC2241 Chemistry IB 25-5 6862/21*
- 6.2 Policy Review *Policy Review*
 Policies were reviewed by the Board.
- Trustee Craig Whitehead moved:
 “to adopt Policy 204.12 Board Meeting Minutes, as amended.” **CARRIED UNANIMOUSLY** *Policy 204.12 Board Meeting Minutes 6863/21*
- Trustee Craig Whitehead moved:
 “to accept Policy 401.4 Employee Absences Requiring Substitutes, as amended.” **CARRIED UNANIMOUSLY** *Policy 401.4 Employee Absences Requiring Substitutes 6864/21*
- Trustee Craig Whitehead moved:
 “to adopt Policy 405.5 Practicum Students, as amended.” **CARRIED UNANIMOUSLY** *Policy 405.5 Practicum Students 6865/21*
- Trustee Craig Whitehead moved:
 “to accept Policy 405.6 Employee Recognition and Appreciation, as amended.” **CARRIED UNANIMOUSLY** *Policy 405.6 Employee Recognition and Appreciation 6866/21*
- Trustee Craig Whitehead moved:
 “to approve Policy 806.1 Enterprise Risk Management, as presented for first reading.” **CARRIED UNANIMOUSLY** *Policy 806.1 Enterprise Risk Management 6867/21*

6.3 School Year Calendar for 2022-2023

The Board reviewed the draft school year calendar for 2022-2023.

Trustee Kristina Larkin moved:

“to approve the 2022-2023 School Year Calendar, as presented.”

CARRIED UNANIMOUSLY

*2022-2023 School Year
Calendar
6868/21*

6.4 Multi-Faith Calendar

The Board reviewed a multi-faith calendar for the 2022-23 school year.

Trustee Kristina Larkin moved:

“that the Lethbridge School Division use the multi-faith calendar generated by Edmonton Public School Division as a model for developing a multi-faith calendar for 2022-23 that will be:

- made available to students and families on the division website;
- provided to schools to reference when planning events such as exams, project deadlines or parent events to avoid holy days;
- accompanied with information on best practices for supporting students who are absent from school for religious reasons in accordance with the Education Act 7(4);
- and, updated annually. ”

CARRIED UNANIMOUSLY

*Multi-faith calendar
6869/21*

6.5 Legion Request

The Lethbridge Legion made a request for support of a banner program to recognize veterans.

Trustee Andrea Andreachuk moved:

“that the Board approve a letter of support for the Lethbridge Legion Banner Project to the City of Lethbridge Mayor and Council.”

CARRIED UNANIMOUSLY

*Legion Letter of
Support
6870/21*

6.6 Committee Terms of Reference

Committee Terms of Reference were reviewed by the Board.

Trustee Andrea Andreachuk moved:

“that the Board approve the Board Audit Committee Terms of Reference, as amended.”

CARRIED UNANIMOUSLY

*Board Audit
Committee Terms of
Reference
6871/21*

Trustee Genny Steed moved:
“that the Board approve the Division Wellness Committee Terms of Reference, as amended.” **CARRIED UNANIMOUSLY**

*Division Wellness
Committee Terms of
Reference 6872/21*

Trustee Craig Whitehead moved:
“that the Board adopt the Policy Advisory Committee Terms of Reference, as amended.” **CARRIED UNANIMOUSLY**

*Policy Advisory
Committee Terms of
Reference 6873/21*

Trustee Kristina Larkin moved:
“that the Board approve the Poverty Intervention Committee Terms of Reference, as amended.” **CARRIED UNANIMOUSLY**

*Poverty Intervention
Committee Terms of
Reference 6874/21*

6.7 Board Meeting Times

Trustee Craig Whitehead moved:
“that the Board adopt different meeting times for the Board meetings, and it be in place by January 2022 and that the Board will determine the times.” **RESCINDED**
Trustees shared their perspectives on board meeting times and members of the public attending board meetings.

Trustee Craig Whitehead moved:
“that the Board develop an ad hoc committee of the Board to look at meeting times and report back to the Board.”
CARRIED UNANIMOUSLY

*Board meeting times
6875/21*

Three trustees and a designate from Executive Council (Craig Whitehead, Kristina Larkin, and Andrea Andreachuk) on the committee.

Public Forum

Public Forum

Alix Hirshe made a presentation regarding the Dec. 10 Chief Medical Officer of Health order, which classified spectators for school extra-curricular activities as in scope for the Alberta government’s Restriction Exemption Program. Hirshe added it is difficult for families to choose which two spectators can attend their children’s events. She added it seems reasonable for the Division to adapt its REP to have spectators use a QR code to enter events in greater numbers. Hirshe said school facilities are designed to accommodate large crowds and each student should be allowed to experience a normal school experience. She added an entire household and extended family should be allowed to attend events to support all family members.

David Lowry asked for a revision of Lethbridge School Division’s REP is terms of spectators at extra-curricular events and performances. He

added now that spectators for school events are recognized as in scope, the Division needs to make a change to follow the guidance laid out by the Chief Medical Officer of Health and the Government of Alberta. Lowry said the one-third capacity restriction should no longer be applicable. He requested the Division fully allow the REP to be implemented, remove capacity restrictions, and allow for more spectators to attend, as long as they are compliant with the program.

The Public Forum portion of the meeting begins at the 1:21:07 mark of the Board Meeting livestream, which can be found here: [PUBLIC FORUM](#)

6.8 Provincial Restriction Exemption Program (REP)

Trustee Genny Steed made the following recommendation:
That our Superintendent provide clarifying communication expressing gratitude for volunteers and facilitators of extra-curricular activities and that our Superintendent indicate to administrators that the Division recognizes the uniqueness of individual schools and supports strategies developed within schools including the full implementation of REP as outlined by the Alberta government or to implement additional restrictions, as deemed appropriate.

Provincial REP

Trustees shared their perspectives.

The Board was not in consensus on the recommendation.

Trustee Kristina Larkin moved:

“to extend the meeting.”

CARRIED

In Favour: Christine Light, Andrea Andreachuk, Craig Whitehead,
Kristina Larkin, Allison Purcell, Genny Craig

Opposed: Tyler Demers

*Meeting extension
6876/21*

7. Division Highlights

Andrea Andreachuk went to the Blood Reserve with John Chief Calf, school visits, delivered Macs & Custard cookies, and Muana.

Craig Whitehead delivered cookies to schools, Muana, and school visits.

Genny Steed received gratitude emails from staff for the cookies.

Christine Light attended the Meeting of Empathy with WCHS staff.

Kristina Larkin offered a shout out to families and staff in December which is a challenging time for many.

Allison Purcell delivered cookies and school visits.

Division Highlights

8. Information Items

Information Items

- | | |
|--|---|
| <p>8.1 <u>Board Chair Report</u></p> <p>8.1.1 <u>Shaping the Future Conference</u>
 Hope, Resiliency and Recovery in Education Systems led by Dr. Phil McRae held Thursday, January 27, 2022.</p> <p>8.1.2 <u>Community Conversations</u>
 Trustee Allison Purcell moved:
 “that the Board host Community Conversations with the public up to once a month during the school calendar year.” CARRIED UNANIMOUSLY</p> <p>8.1.3 <u>ASBA Report</u>
 Allison Purcell provided an update from ASBA.</p> | <p><i>Shaping the Future Conference</i></p> <p><i>Community Conversations 6877/21</i></p> <p><i>ASBA Report</i></p> |
| <p>8.2 <u>Associate Superintendent Reports</u></p> <p>8.2.1 <u>Business and Operations</u>
 Associate Superintendent Christine Lee provided a written Business and Operations report.</p> <p>8.2.2 <u>Instructional Services</u>
 Associate Superintendent Morag Asquith provided a written Instructional Services report.</p> <p>8.2.3 <u>Human Resources</u>
 Associate Superintendent Mike Nightingale provided a written Human Resources report.</p> | <p><i>Associate Superintendent Reports Business and Operations</i></p> <p><i>Instructional Services</i></p> <p><i>Human Resources</i></p> |
| <p>Trustee Genny Steed left the meeting at 6:36 p.m.</p> | |
| <p>8.3 <u>Superintendent Reports</u></p> <p>8.3.1 <u>Board Priorities Report</u>
 Board Priorities were included in the agenda.</p> <p>8.3.2 <u>Donations and Support</u>
 Community Foundation of Lethbridge contest winner was a Grade 3 class at École Agnes Davidson School.</p> <p>8.3.3 <u>Acknowledgements of Excellence / School Showcase</u>
 Dr. Robert Plaxton, Senator Buchanan and Senator Joyce Fairbairn were showcased.</p> <p>8.3.4 <u>Town Hall</u>
 Trustees shared ideas for a question/topic for a Town Hall question or topic (barriers, mental health/wellness,</p> | <p><i>Superintendent Report Board Priorities</i></p> <p><i>Donations and Support</i></p> <p><i>Acknowledgements of Excellence</i></p> <p><i>Town Hall</i></p> |

bridging the gap of student learning, inclusion, parent engagement, cultural awareness). Superintendent Cheryl Gilmore will meet with Christine Light and Kristina Larkin to script a question for Town Hall from the ideas shared.

8.3.5 COVID Highlights

COVID Highlights

Communications Officer, Garrett Simmons will provide information for the website.

8.3.6 Calendar of Events

Calendar of Events

Calendar of events were included in the agenda.

Additions:

January 19, 2022 Zone 6 ASBA meeting at 10:30 a.m.

Provincial ATA virtual summit on January 13, 2022.

9. Reports

Reports

9.1 ASCA Engagement Opportunity – November 27, 2021

*ASCA Engagement
Opportunity*

Trustee Allison Purcell provided a written report from the ASCA Engagement Opportunity meeting held November 27, 2021.

9.2 Community Engagement Committee – December 2, 2021

*Community
Engagement
Committee*

Trustee Genny Steed provided a written report from the Community Engagement Committee meeting held December 2, 2021.

9.3 Facilities Committee – December 6, 2021

Facilities Committee

Trustee Tyler Demers provided a written report from the Facilities Committee meeting held December 6, 2021.

9.4 Division School Council – December 6, 2021

Division School Council

Trustee Christine Light provided a written report from the Division School Council meeting held December 6, 2021.

9.5 Poverty Intervention Committee – December 7, 2021

*Poverty Intervention
Committee*

Trustee Kristina Larkin provided an oral report from the Poverty Intervention Committee meeting held December 7, 2021. Highlights were shared with Trustees via email.

Associate Superintendent Morag Asquith joined the meeting at 7:07 p.m.

9.6 Policy Advisory Committee – December 8, 2021

*Policy Advisory
Committee*

Trustee Craig Whitehead provided a written report from the

Policy Advisory Committee meeting held December 8, 2021.

9.7 Economic Development Lethbridge

EDL

Trustee Allison Purcell provided an oral report from Economic Development Lethbridge.

10. Correspondence Received

*Correspondence
Received
Nathan Neudorf
Primary Care Network
Alberta Education
Minister of Education
Petition received*

10.1 Nathan Neudorf, MLA Lethbridge East

10.2 Primary Care Network Chinook

10.3 Alberta Education Minister of Education

10.4 Petition received

Trustee Tyler Demers moved:

“to adjourn to In-Camera at 7:12 p.m.”

CARRIED UNANIMOUSLY

*Adjourn to In-Camera
6878/21*

Meeting reconvened at 7:15 p.m.

Trustee Craig Whitehead moved:

“to adjourn the meeting at 7:26 p.m.”

CARRIED UNANIMOUSLY

*Adjournment
6879/21*

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Student Engagement and Restorative Practices

Background

Jim Kerr, Division Student Engagement Consultant, will provide a presentation to the Board.

Recommendations

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

Division policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, each of the employee groups, and Division and school administration. Coordinator of Learning and International Education, Trish Syme coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed in the 2020-2021 school year.
- Policy review (including procedures, forms, and exhibits) of the 400 series.
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations.
- Assist in the orientation of new members to the policy development process, as necessary.

Trish Syme will attend the Board meeting and provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation

It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
400.1	Welcoming, Caring, Respectful and Safe Work Environments	Amended
401.3	Non-Union Employees	Amended
404.5	Secondments and Exchanges	Amended
806.1	Enterprise Risk Management	2 nd Reading

Respectfully submitted,
Cheryl Gilmore



400.1 Welcoming, Caring, Respectful and Safe Work Environments

Policy

The Board is committed to providing a welcoming, caring, respectful and safe work environment that respects diversity and fosters a sense of belonging and inclusion. Every Division employee has the right to work in sites that promote equality of opportunity, dignity, and respect.

The Board affirms the rights, as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, of each staff member employed by the Board. Staff members employed by the Board will not be discriminated against as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

The Board is further committed to protect all employees from harassment, discrimination, and violence. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board does not condone bullying, harassment, discriminatory and violent behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner. Appropriate action will be taken against those whose behaviour contravenes this policy.

Regulations

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe work environments for all employees. It recognizes the importance of employees' emotional, social, intellectual and physical wellness and expects employees to adhere to the Division Employee Code of Conduct (see Appendix A).
2. The Board expects all trustees, employees, students, parents, volunteers, visitors, and contractors to adhere to this policy. This policy covers behaviour not only at Division sites, but also during any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe environment in the workplace. This applies whether contact is face-to-face, hard copy, digital communication or by any other means of communication. This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community.

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Deleted: including behaviours such as "cyber" hate messaging and websites created in the employee's home, in cyber cafes or other settings.

400.1 Welcoming, Caring, Respectful and Safe Work Environments, cont'd

3. The Board expects reporting incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender according to policy 402.8.1 Harassment, Discrimination, and Violence Prevention in the Workplace.
4. An employee code of conduct outlines behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Employee Code of Conduct.
5. The Board's expectations for employee conduct shall be communicated to all Division employees.

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

References

Alberta Education Act: Sections 32, 33, 35, 196, 197

Division Policies: 400.1 Appendix A-Employee Code of Conduct; 400.2.1 Employee Conflict of Interest; 400.3 Whistleblower Protection; 402.8.1 Harassment, Discrimination, and Violence Prevention in the Workplace; 402.8.2 Employee Assistance and Wellness Programs; 403.3 Employee Discipline; 405.6 Employee Recognition and Appreciation; 607.1 Fieldtrips, off-campus activities and Student Travel; 607.4 Responsible Use of Technology; 700.6 Emergency Response Planning; 1003.1 Channels of Communication and Disputes Resolution

Other: Alberta Human Rights Act, Sections 4, 7, 10; Criminal Code of Canada, Section 43; Canadian Charter of Rights and Freedoms; Narcotics Control Act
CUPE Equality Statement; Alberta Employment Standards Code

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401.3 Non-Union Employees

Policy

The Board shall develop a set of regulations for non-union employees ensuring that such regulations are consistent with provincial statutes and legislation, employee collective agreements and Board policy.

Regulations

The following regulations shall apply to employees who are not covered by collective agreements, with the exception of the Superintendent, the Associate Superintendents, and the Secretary-Treasurer.

1. Job vacancies are normally filled through open competition. Selection is based on the principle of choosing the best qualified candidate.
2. All new employees shall first be employed for a probationary six month term. Longer term employment may be offered if the position continues to exist and the employee has received a satisfactory written evaluation from their immediate supervisor.
3. Non-union employees shall be governed by all applicable Board policies and current employment practices.
4. All employees shall be granted leave of absence considerations, sick leave, paid holidays, earned vacation benefits and the opportunity to participate in health plan benefits and pension plan coverage extended to similar employees in related job groupings who are covered by collective agreements.
5. Length of service shall be recorded for the purposes of salary and benefits application.
6. All employees are entitled to fair and just treatment with respect to evaluation, discipline and/or dismissal. An employee who is unable to resolve a concern with their supervisor may, within fifteen days, appeal to the Superintendent. If the employee feels that the Superintendent's conclusions are not satisfactory, the employee may request a hearing before the Board. The Board's decision shall be final.
7. In the event that any interpretation of these clauses is required, the Superintendent's ruling shall prevail, subject to Board appeal.
8. Salary grids and compensation packages shall be reviewed by the Board Non-Union Staff Committee.

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401.3 Non-Union Employees...

9. Under normal conditions, holiday entitlements shall be completely utilized within the year they are earned, unless otherwise authorized by their direct supervisor,

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

References

Alberta Education Act: Sections 225, 227, 229

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Other Statutes: Alberta Labour Relations Code, Employment Standards Code

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Division Policies: 202.4 Secretary-Treasurer, 301.3 Evaluation Process For Superintendent Of Schools, 302.1 Associate Superintendent, 303.1 Administrative Appointments, 400.2 Employee Code of Conduct, 400.2.1 Employee Conflict of Interest, 401.1 Staff Hiring, 401.4 Substitute Employees, 402.2 Employee Transfers, 402.11.2 Support Staff Growth, Supervision and Evaluation, 403.5 Reduction in Division Staff

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Other: Employee Collective Agreements

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404.5 Secondments and Exchanges

Policy

The Board authorizes the Superintendent or designate to approve the release, for a specific period of time, of employees who are engaging in a secondment or exchange.

Regulations

1. Requests for a secondment or exchange shall be made in writing to the Superintendent or designate.
2. Decisions regarding the secondment or exchange shall be made by the Superintendent or designate in consultation with the employee's principal or supervisor.
3. The secondment or exchange agreement and the conditions under which it will be administered shall be in writing and signed by all parties.
4. Employee remuneration shall be based on the grid placement for the term of the secondment or exchange.
5. The employee on secondment or exchange shall ensure that the reputation, positive public relations and standard of excellence of the Division are maintained.
6. Secondments shall be from the Division and not from a position. An administrator will be considered for, but not guaranteed an administrative position if the administrator returns to work prior to the end of the term of appointment.
7. A secondment or exchange will not normally be granted for more than one year and will not normally be granted more than once during any six-year period.
8. Neither a secondment nor an exchange may be taken within the same six-year cycle as a long-term Leave of Absence is taken.

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

References

Alberta Education Act: 53,
Division Policies: 402.11.1 Teacher Growth, Supervision and Evaluation,
402.12 Staff Learning, 404.3.1 Leaves of Absence
Other: ATA Collective Agreement

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806.1 Enterprise Risk Management

Policy

Lethbridge School Division is committed to ensuring that risk management practices are embedded into key processes and operations to drive consistent, effective and accountable actions and decision making in management practice and Board governance.

The Board directs that Lethbridge School Division will design an Enterprise Risk Management System (ERM) that will identify potential events/risks that may significantly affect the Division's ability to achieve its mission, vision, priorities and outcomes. Through the ERM process, identified risks are assessed based on likelihood and impact. Management processes and controls are used to provide reasonable assurance that significant risks are sufficiently mitigated to support the achievement of the Division's goals. To this end the ERM is a component of the Board's Assurance Model for effective governance of the Division.

Regulations

1. The Division's Enterprise Risk Management System (ERM) shall:
 - 1.1 Define roles, accountabilities and responsibilities for the identification and assessment of key risks and impact on the Division's mission, vision, priorities, and outcomes; and
 - 1.2 Document and manage the response to the key risks through an annual risk assessment.
2. A report will be provided annually to the Division's Audit Committee and to the Board of Trustees that shall include:
 - 2.1 The risk assessment register;
 - 2.2 Key risk mitigation processes or controls;
 - 2.3 Strategies developed to address key risks; and
 - 2.4 Identify any changes in key risk areas from prior reports.

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

References

Alberta Education Act: Section 33, 54

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MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: First Quarter Financial Report

Background

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

Recommendation

It is recommended that the Board approve the 2021-2022 First Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School Division

First Quarter Report

November 30th

2021

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2021 to November 30, 2021. *This financial information contained herein has not been audited.*

**Report to the
Board of Trustees**
January 25th, 2022



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



Lethbridge School Division
Management Discussion and Analysis Report
September 1, 2021 to November 30th, 2021

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Operations	Pages 11-25
<ul style="list-style-type: none">• Budget Update• Statement of Operations• Statement of Program Operations• Revenues• Expenditures• Statement of Instructional (Kindergarten to Grade 12) Program Expenditures• Statement of School Based Instruction Expenditures• Schedule of School Generated Funds (SGF)• Schedule of Projected Operations	
Appendices (Charts)	Page 26-34
<ul style="list-style-type: none">• Summary of Revenues• Summary of Expenditures• Expenditures by Program/Function	



Lethbridge School Division

Management Discussion and Analysis Report First Quarter Report

Executive Summary

Lethbridge School Division has a total budget of \$134.0 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

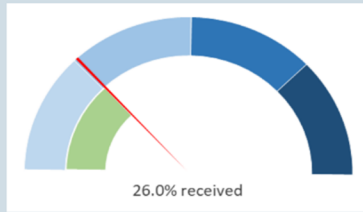
The School Division was established in 1886 and has proudly served our community for over 135 years. **Lethbridge School Division** serves over 11,670 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-four (24) schools and four (4) institutional programs.

The Division has experienced an overall enrolment increase in 2021-2022 of 421 students (3.74 %) over 2020-2021 enrollment. This increase is only a partial recovery on student enrolment as a result of the COVID19 pandemic; whereas, the overall projected enrolment is still less than the student enrolment that the Division had in 2019-2020 of 11,753.

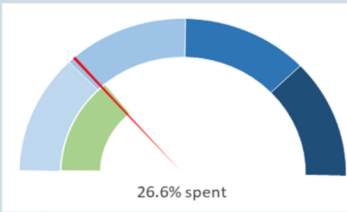
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2021 until November 30th, 2021 to provide fiscal accountability within the established guidelines.



**Dr. Robert Plaxton Elementary School
Grand Opening for the 2021-2022 school year**



Total Revenues



Total Expenditures

Overview:

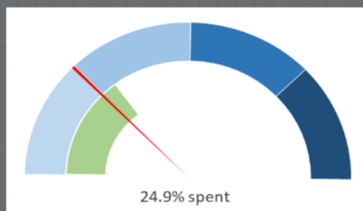
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 1st quarter of the year (up to November 30, 2021).

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 2021/2022 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

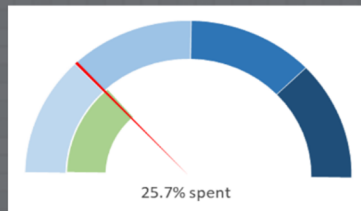
Instruction - Pre K



Budget: \$ 2,992,295
Forecast: \$ 877,348
Year-to-date: \$ 744,810 (24.9%)



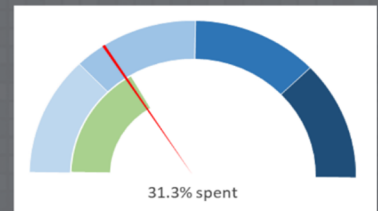
Instruction - K to Grade 12



Budget: \$ 102,751,434
Forecast: \$ 27,333,453
Year-to-date: \$ 26,364,014 (25.7%)



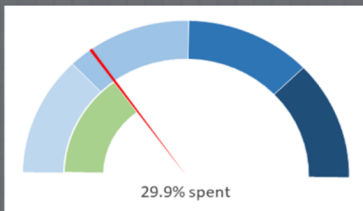
Operation & Maintenance



Budget: \$ 17,460,660
Forecast: \$ 5,716,201
Year-to-date: \$ 5,471,826 (31.3%)



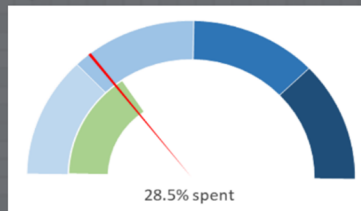
Transportation



Budget: \$ 2,950,797
Forecast: \$ 873,139
Year-to-date: \$ 882,831 (29.9%)



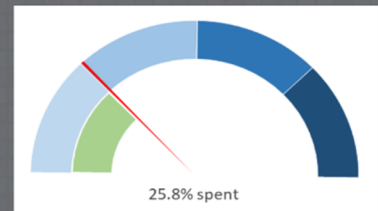
System Administration



Budget: \$ 4,181,196
Forecast: \$ 1,282,927
Year-to-date: \$ 1,192,496 (28.5%)



External Services (International Program)

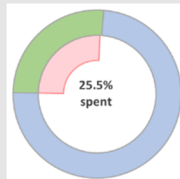


Budget: \$ 300,000
Forecast: \$ 75,000
Year-to-date: \$ 77,356 (25.8%)



Salaries, Benefits & Professional Development

For all the Departments

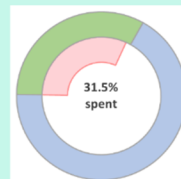


Budget: \$ 103,963,160
Forecast: \$ 27,004,374
Year-to-date: \$ 26,522,628 (25.5%)



Contracted Services

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

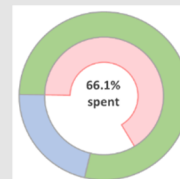


Budget: \$ 7,760,394
Forecast: \$ 2,551,663
Year-to-date: \$ 2,447,632 (31.5%)



Other Services

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



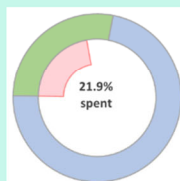
Budget: \$ 2,577,465
Forecast: \$ 2,021,332
Year-to-date: \$ 1,704,922 (66.1%)



TYPES OF EXPENSES

Supplies

General supplies, Technology, Maintenance, Small Equipment

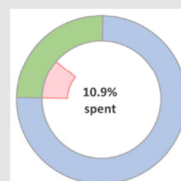


Budget: \$ 5,773,600
Forecast: \$ 1,604,899
Year-to-date: \$ 1,263,423 (21.9%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

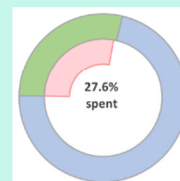


Budget: \$ 712,906
Forecast: \$ 178,226
Year-to-date: \$ 77,865 (10.9%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 9,848,857
Forecast: \$ 2,797,572
Year-to-date: \$ 2,716,862 (27.6%)



Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for November 30th, 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 slightly less than the forecasted budget. This reduction is somewhat due to the timing of staff being hired and related to the benefit costs being slightly less than projected. Reductions in benefits is typically a result of the timing of benefit contributions (some contributions start in January and can reach the contribution limits during the year).
- **Contracted Services** are less than the forecasted budget. This is mostly due to that contracted services relating to utilities and other contracted services being less than forecasted.
- **Other Services** are less than the forecasted budget. This is mostly related to that rentals costs and insurance costs being less than projected.
- **Supplies** are less than the forecasted budget. This is mostly due to some of the general school supplies are still to be purchased.
- **Other Expenditures** are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are less than the forecasted budget. This mostly relates to School Generated Funds (SGF) expenditures are still to be incurred. These costs reductions are somewhat offset by the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being slightly more than the forecasted amount (based on the timing of these IMR projects).

Financial Position

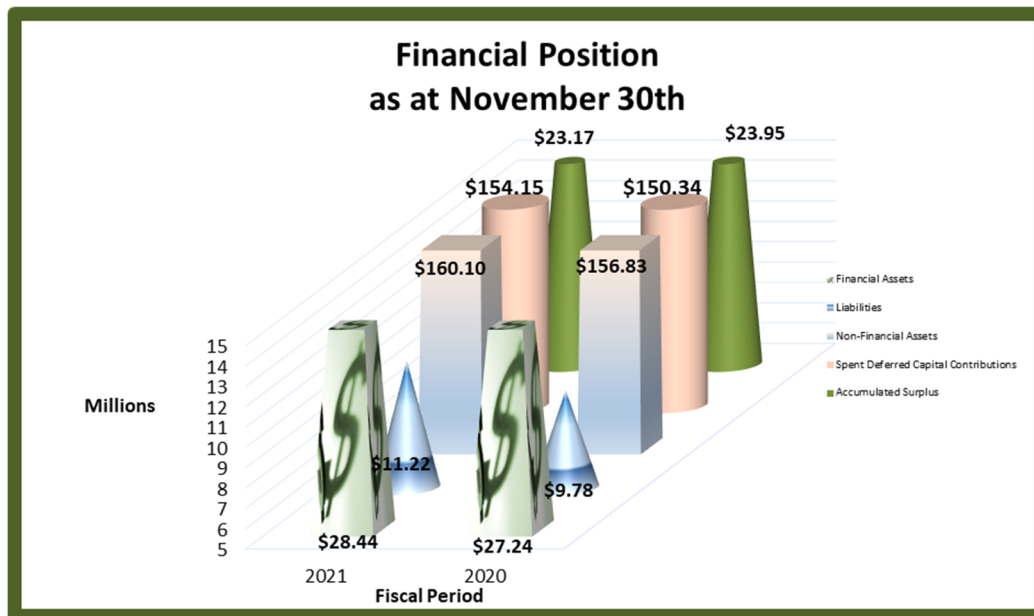
As at November 30, 2021, [Lethbridge School Division](#) has total financial assets of \$28.44 million and liabilities of \$11.22 million for net financial assets of \$17.22 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division had net financial assets of \$17.22 million. Of this \$17.22 million, \$9.23 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$858,200 of unrestricted reserves, \$7.56 million of capital reserves and \$320,000 of endowment funds.

There is \$160.10 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$154.15 million, the Division's investment in capital assets of \$5.21 million, prepaid expenses, and other non-financial assets.

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

Together the Net Financial Assets, Non-Financial Assets, and Spent Deferred Capital Contributions (SDCC) equal the total Accumulated Surplus of \$23.17 million. The chart below compares the financial position of November 30th with the prior year.



Lethbridge School Division
STATEMENT OF FINANCIAL POSITION
As at November 30th, 2021

	November 30th, 2021	November 30th, 2020
FINANCIAL ASSETS		
Cash and cash equivalents	\$13,140,172	\$25,044,884
Accounts receivable (net after allowances)	\$5,280,460	\$2,117,961
Portfolio investments	\$10,024,225	\$74,300
Other financial assets	\$0	\$0
Total financial assets	\$28,444,857	\$27,237,145
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$8,120,888	\$6,161,827
Deferred contributions	\$2,873,797	\$3,366,144
Employee future benefit liabilities	\$228,277	\$247,302
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	\$11,222,962	\$9,775,273
Net Financial Assets (Net Debt)	\$17,221,895	\$17,461,872
NON-FINANCIAL ASSETS		
Tangible capital assets	\$159,353,802	\$156,038,018
Inventory of supplies	\$386,270	\$246,636
Prepaid expenses	\$355,408	\$541,190
Total non-financial assets	\$160,095,480	\$156,825,844
Net assets before spent deferred contributions	\$177,317,375	\$174,287,716
Spent deferred capital contribution (SDCC)	\$154,146,917	\$150,336,467
Net assets	\$23,170,458	\$23,951,249
NET ASSETS (ACCUMULATED SURPLUS)		
Unrestricted surplus	\$858,209	\$831,799
Operating reserves	\$9,227,609	\$10,701,392
Accumulated Surplus from Operations	\$10,085,818	\$11,533,191
Investment in capital assets	\$5,206,884	\$5,701,551
Capital reserves	\$7,557,882	\$6,396,633
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$23,170,458	\$23,951,249

The statement above compares the Financial Position of the 1st quarter of 2021/2022 to the 1st quarter of the prior year for comparative purposes.

Lethbridge School Division
Notes to the Statement of Financial Position
As at November 30th, 2021

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at November 30, 2021 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at November 30, 2021 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division.

Portfolio Investments

Portfolio investments represent GIC's and term deposits that have a maturity of greater than three-months. To maximize the Division's investment income, the Division moved funds from Cash into Term deposit accounts that provide a higher rate of return.

Total Financial Assets as of November 30, 2021 are \$28.44 million.

**Nicholas Sheran
Elementary School
celebrates Take Me
Outside Day**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at November 30, 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, including prepaid international fees for the following schools year and externally restricted School Generated Funds, such as specific 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 not be utilized in a future period.

Total Financial Liabilities as of November 30, 2021 are \$11.22 million.

NET FINANCIAL ASSETS (DEBT):

Net financial assets, which is the funds available (owing) after discharging the Division's financial obligations, is a **net asset position of \$17.22 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).

Total Net Assets as of November 30, 2021 are \$17.22 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 \$159.35 million as of November 30, 2021.

Capital activity during the period included final construction costs and equipment associated with the construction of the Dr. Robert Plaxton Elementary School (Southeast Lethbridge) and capital modernizations that are through Infrastructure, Maintenance and Renewal (IMR) grant funding. Since the beginning of the school year, a total of \$776,600 has been capitalized on these projects, the majority of the capital additions relates to the IMR modernizations.

**Dr. Robert Plaxton Elementary School****Opened for the 2021-2022 School Year****Inventory of Supplies**

Inventory of supplies represent the warehouse and caretaking supplies and materials on hand to be used in a subsequent fiscal period.

Prepaid Expenses

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

Total Non-Financial Assets as of November 30, 2021 are \$160.10 million.

SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)

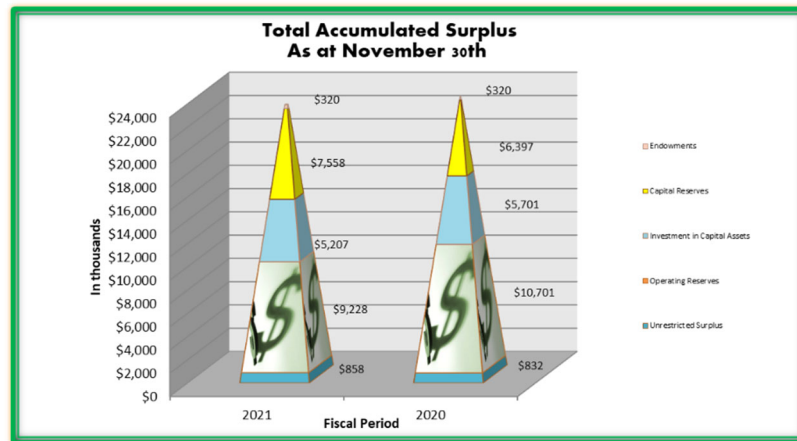
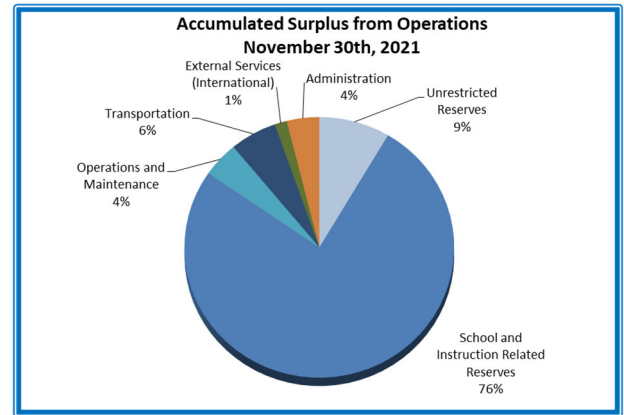
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital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

Total SDCC as of November 30, 2021 are \$154.15 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 76% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent over the next three years for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.



Unrestricted surplus are funds that are not designated for a specific purpose and operating reserves are funds that have been designated for a specific program of the Division.

Investment in capital assets represents the net book value of capital assets that have been paid from Division revenues (board funded capital) and are not supported by the Province or external contributions.

Capital reserves are funds that have been set aside for future replacement of Division assets that are not supported by the Province or external contributions. The Division contributes the budgeted amount of amortization on unsupported assets into the capital reserve fund, as per the approved budget, to fund future asset replacement.

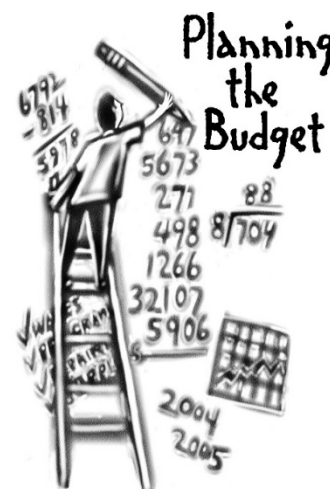
The total accumulated surplus for the Division which consists of both operating and capital funds is \$23.17 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at November 30, 2021.

Operations

Budget Update as of September 30th

The revised budget for the 2021-2022 school year reflects changes to the Division budget as of September 30th, 2021, based on the additional information received since the preliminary budget.

The Division originally planned on a projected student enrolment of 11,634 students; whereas, the budget was updated for the actual enrolment of 11,670 students, including increases in the middle and high school enrolment. The Division adjusted the effective Weighted Moving Average (WMA) to account for the updated student enrolment, resulting in a \$2.16 million reduction in Provincial Funding (deferred and applied against the applicable WMA funding adjustment); whereas, this was an increase in the WMA liability from the Preliminary Budget of \$348,800 as there was reductions with the refugees and moderate language delay levels for grant funding.



The Division also received \$439,500 of Learning Disruption Grant (BOOST Program – for literacy and numeracy programs) and \$540,800 of Facility Lease grant funding (flow-through funding for facility leases) in the Operating Budget. Overall revenue, including use of reserves, in the revised budget increased by \$1.52 million over preliminary budget projections developed in May 2021.

In budget 2021-2022, \$3.52 million of one-time reserves will be utilized for division and school-based priorities. The use of reserves was increased from the preliminary budget with additional reserves being utilized for transportation and a large commitment carry-forward for classroom furniture & woodworking/automotive shop upgrades which were delayed due to supply chain issues.

Subsequent to the adoption of the “September 30th budget”, the following have been updated for reporting purposes:

Budget Adjustments:	Revenues	Expenses
Approved Budget - "September 30th Budget"	130,511,269	132,962,758
Transfers to Reserves	-	-
Total "September 30th "Expenses and Transfers	130,511,269	132,962,758
 <i>Updates from Approved "September 30th Budget":</i>		
Projected SGF Adjustment	(2,326,376)	(2,326,376)
Updated Operating Budget	128,184,893	130,636,382
Transfers from Reserves/Capital	3,516,233	1,064,744
	<u>131,701,126</u>	<u>131,701,126</u>

The Budget Adjustments is a reconciliation from the approved September 30th budget to the Updated 2021/2022 Operating Budget.

Lethbridge School Division
STATEMENT OF OPERATIONS
For the period ended November 30th, 2021

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget 2021-2022 (May 2021)	Updated "September 30th" operating budget 2021-2022 (Sept 30th 2021)	Forecasted To November 30th	Actual Year Ended November 30th	% Expended Revised Budget	% Expended Forecast to November 30th	August 31st Projection	Change from Updated Budget
REVENUES								
Government of Alberta	\$123,368,309	\$123,811,393	\$31,358,471	\$31,760,029	25.65%	101.28%	\$123,811,393	\$0
Federal and Other Government	\$388,944	\$428,944	\$40,000	\$40,000	9.33%	100.00%	\$428,944	\$0
Fees	\$2,499,931	\$1,553,783	\$529,556	\$674,326	43.40%	127.34%	\$1,553,783	\$0
Sales and services	\$822,417	\$711,963	\$413,993	\$136,836	19.22%	33.05%	\$711,963	\$0
Investment income	\$193,000	\$193,000	\$48,250	\$49,553	25.68%	102.70%	\$193,000	\$0
Donations and Other Contributions	\$2,568,000	\$1,451,106	\$546,022	\$596,857	41.13%	109.31%	\$1,451,106	\$0
Other Revenues	\$34,704	\$34,704	\$8,676	\$33,792	97.37%	389.49%	\$34,704	\$0
Total Revenues	\$129,875,305	\$128,184,893	\$32,944,968	\$33,291,393	25.97%	101.05%	\$128,184,893	\$0
EXPENSES								
Instruction - Pre Kindergarten	\$2,992,295	\$2,992,295	\$877,348	\$744,783	24.89%	84.89%	\$2,992,295	\$0
Instruction - Kindergarten to Grades 12	\$104,791,753	\$102,751,434	\$27,333,453	\$26,364,040	25.66%	96.45%	\$102,667,098	(\$84,336)
Operations and Maintenance	\$16,519,534	\$17,460,660	\$5,716,201	\$5,471,826	31.34%	95.72%	\$17,460,660	\$0
Transportation	\$2,763,518	\$2,950,797	\$873,139	\$882,831	29.92%	101.11%	\$2,950,797	\$0
Administration	\$4,181,195	\$4,181,196	\$1,282,926	\$1,192,496	28.52%	92.95%	\$4,181,196	\$0
External services [International Services]	\$300,000	\$300,000	\$75,000	\$77,356	25.79%	103.14%	\$300,000	\$0
Total Expenses	\$131,548,295	\$130,636,382	\$36,158,067	\$34,733,332	26.59%	96.06%	\$130,552,046	(\$84,336)
Operating surplus (deficit)	(\$1,672,990)	(\$2,451,489)	(\$3,213,099)	(\$1,441,939)			(\$2,367,153)	\$84,336
Accumulated Surplus from Operations beginning of Year	\$9,842,673	\$11,368,665	\$11,368,665	\$11,368,665			\$11,368,665	
Transfers to/from capital reserves, endowments, & capital	(\$963,441)	(\$1,064,744)	(\$1,064,744)	(\$1,064,744)			(\$1,064,744)	
Accumulated Operating Surplus (AOS) at end of period	\$7,206,242	\$7,852,432	\$7,090,822	\$8,861,982			\$7,936,768	
School Generated Funds included in Accumulated Operating Surplus	(\$2,364,504)	(\$2,364,504)	(\$2,364,504)	(\$2,364,504)			(\$2,364,504)	
Adjusted Accumulated Operating Surplus (Adjusted AOS) at end of period	\$4,841,738	\$5,487,928	\$4,726,318	\$6,497,478			\$5,572,264	
Adjusted AOS as a % of budgeted expenditures (excluding SGF accounts)	3.68%	4.20%	3.62%	4.97%			4.27%	

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 2021. 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, 2022. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

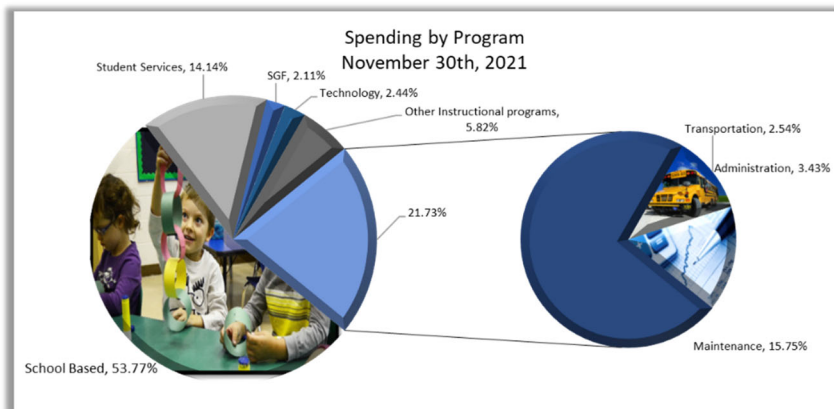
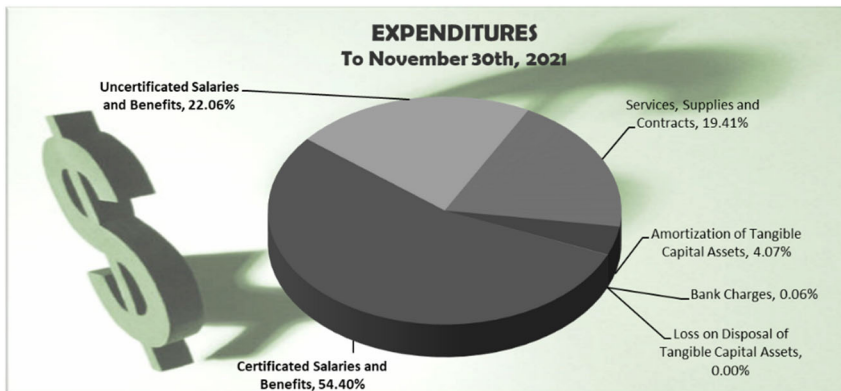
OPERATION RESULTS:

For the three (3) months ended November 30th, 2021, \$33.29 million of revenues have been recorded which is 25.97% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$32.94 million would have been received in the reporting period; whereas, the actuals were higher than forecasted, specifically in the funding received from Alberta Education. The increase in Alberta Education funding is due to that the forecast are based on 25% per quarter; whereas, the actual funding received can vary between the different types of grants. Overall, the revenues recorded are consistent with the forecasted budget as it accounts for 101.05% of the forecast.

Expenditures are \$34.73 million as of November 30th, 2021, which is 26.59% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$36.16 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 96.06% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the division to ensure that the departments are not incurring cost overruns.

Lethbridge School Division
Schedule of Program Operations
For the period ended November 30th, 2021

	Instruction (Pre K)	Instruction (K to Grade 12)	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
UPDATED BUDGET 2021-2022 (September 30th)	\$2,992,295	\$102,751,434	\$17,460,660	\$2,950,797	\$4,181,196	\$300,000	\$130,636,382		
FORECAST - November 30th	\$877,348	\$27,333,453	\$5,716,201	\$873,139	\$1,282,926	\$75,000	\$36,158,067		
EXPENSES									
Certificated salaries and benefits	\$119,412	\$18,563,253	\$0	\$0	\$192,147	\$19,901	\$18,894,713	\$79,430,344	23.79%
Non-certificated salaries and benefits	\$623,011	\$5,157,620	\$1,284,700	\$22,203	\$565,450	\$8,860	\$7,661,844	\$24,671,550	31.06%
SUB - TOTAL	\$742,423	\$23,720,873	\$1,284,700	\$22,203	\$757,597	\$28,761	\$26,556,557	\$104,101,894	25.51%
Services, contracts and supplies	\$2,360	\$2,428,298	\$3,004,705	\$857,448	\$401,077	\$48,595	\$6,742,483	\$20,840,963	32.35%
Amortization of capital assets	\$0	\$195,209	\$1,182,421	\$3,180	\$33,822	\$0	\$1,414,632	\$5,658,525	25.00%
Interest and charges	\$0	\$19,660	\$0	\$0	\$0	\$0	\$19,660	\$35,000	56.17%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$744,783	\$26,364,040	\$5,471,826	\$882,831	\$1,192,496	\$77,356	\$34,733,332	\$130,636,382	26.59%
Total unexpended funds period to date	\$2,247,512	\$76,387,394	\$11,988,834	\$2,067,966	\$2,988,700	\$222,644	\$95,903,050	\$130,636,382	73.41%
% Expended of Budget	24.89%	25.66%	31.34%	29.92%	28.52%	25.79%	26.59%		
% Expended of Forecast	84.89%	96.45%	95.72%	101.11%	92.95%	103.14%	96.06%		
AUGUST 31ST - PROJECTION	\$2,992,295	\$102,667,098	\$17,460,660	\$2,950,797	\$4,181,196	\$300,000	\$130,552,046		



Lethbridge School Division
Notes to the Statement of Operations
For the three (3) months ended November 30th, 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 over 92% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 1st quarter, the Division has received 25.7% of the total budget (or 101.3% of the forecasted funding).

The increase is due to the timing of receiving the provincial grant funding, including the operating grants (which are to be deferred for reduction in students).

Federal and Other Government

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

Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year. Note that the School Generated Funds (SGF) fees and other revenues were adjusted within the 2021-2022 operating budget based on the limited SGF activities that would occur during the COVID-19 pandemic. The Division has received 43.4% of the total budget (or 127.3% of the forecasted funding).

Sales and Services

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

**LCI Green and
Gold Tournament:**
LCI Clippers and
Rams taking on
WCHS Griffins and
Bulldogs



Investment Income

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

Donations and Other Contributions

Donations and other contributions are revenues that have been received for school generated activities fundraising/donations and donations for the Ready Set Go programs. The Division has received 41.1% of the total budget (or 109.3% of the forecasted funding).

Rental of Facilities

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

Other Revenues

Other revenues include rentals, gains on disposal of tangible capital assets, and other revenues. There are rental of facility space for external programs and operations such as the Southern Alberta Professional Development Consortia and the Boys and Girls Club of Lethbridge. There were no disposals of tangible capital assets.

Overall, revenues are comparable to the operating budget as at November 30, 2021 as 26.0% of the operating budget (or 101.1% of the forecasted funding).

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 24.9% of the total budget (or 84.9% of forecasted costs). The expenditures are comparable to the forecast.

Instruction- Kindergarten to Grade 12

Instruction K to Grade 12, represent expenditures from kindergarten to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. Instructional expenditures are at 25.7% of the total budget (or 96.5% of forecasted costs). See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

Operations and Maintenance

Operations and maintenance expenditures represent spending on operating and maintaining the Division's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 31.3% of the total budget (or 95.7% of forecasted costs). The insurance costs have been less than projected; however, may be increased with the next reporting year as the insurance premiums have increased from the prior year.

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 provided by Southland Transportation Ltd. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 29.9% of the total budget (or 101.1% of forecasted costs). The year-to-date costs are slightly more than forecast as the cost of fuel has somewhat increased since the initial projections.

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 28.5% of the total budget (or 93.0% of forecasted costs).

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 25.8% of the total budget (or 103.1% of forecasted costs).

**Overall, expenditures are less to the operating budget as at November 30, 2021
as 26.6% of the operating budget (or 96.1% of the forecasted costs).**

Lethbridge School Division
Schedule of Instructional (Kindergarten to Grade 12) Program Expenditures
For the period ended November 30th, 2021

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	
	2021-2022 (Sept 30th 2021)	November 30th	November 30th	Updated Budget	Forecast to November 30th	Projection	Change from Updated Budget
School Based Instruction	\$68,226,086	\$17,187,199	\$16,662,135	24.42%	96.95%	\$68,141,750	(\$84,336)
Inclusive Learning Supports	\$10,453,676	\$3,314,517	\$3,093,422	29.59%	93.33%	\$10,453,676	\$0
Shared Instructional Services	\$11,357,332	\$3,079,159	\$3,263,453	28.73%	105.99%	\$11,357,332	\$0
School Generated Funds Activities	\$2,567,827	\$977,315	\$734,379	28.60%	75.14%	\$2,567,827	\$0
Technology	\$2,112,736	\$689,683	\$839,218	39.72%	121.68%	\$2,112,736	\$0
Institutional Programs	\$978,774	\$244,694	\$171,261	17.50%	69.99%	\$978,774	\$0
Division of Instructional Services	\$684,324	\$171,081	\$162,913	23.81%	95.23%	\$684,324	\$0
FNMI Programming	\$550,000	\$137,500	\$134,349	24.43%	97.71%	\$550,000	\$0
Counselling Program	\$2,557,603	\$639,401	\$633,683	24.78%	99.11%	\$2,557,603	\$0
Other Instructional Programs	\$3,263,075	\$892,906	\$669,226	20.51%	74.95%	\$3,263,075	\$0
Total Instructional (Kindergarten to Grade 12) Program Expenditures	\$102,751,434	\$27,333,453	\$26,364,040	25.66%	96.45%	\$102,667,098	(\$84,336)

Other Instructional Programs:

Community Outreach School
Downtown LA
High School Off Campus
Distance Learning Program
Poverty Committee
Making Connections
BOOST Program

Institutional Programs:

Harbor House School
CAMP (Lethbridge Regional Hospital School)
Pitawani School
Stafford Ridge School (AADAC)

Inclusive Learning Supports:

Inclusive Education
English as a Second Language

Lethbridge School Division
Notes to the Schedule of Instructional (Kindergarten to Grade 12)
Program Expenditures
For the three (3) months ended November 30th, 2021

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

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 24.4% of the total budget (or 97.0% of forecasted costs). 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 29.6% of the total budget (or 93.3% of forecasted costs). The expenditures are less than forecast mostly relates to that many of the educational assistant staff are still being hired.

Shared Instructional Services

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

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 1st quarter. Shared Instructional Services expenditures are at 28.7% of the total budget (or 106.0% of forecasted costs). The expenditures are greater than forecast mostly relates to the timing of substitutes and replacements.



**2021-2022
School Year:
Welcome back
to classes**

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 2021-2022 operating budget based on the limited SGF activities that would occur during the COVID-19 pandemic. SGF activity expenditures are at 28.6% of the total budget (or 75.1% of forecasted costs); whereas, there are many costs that are still to be incurred during the school year for these related SGF activities.

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 39.7% of the total budget (or 121.7% of forecasted costs). 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 17.5% of the total budget (or 70.0% of forecasted costs).

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 23.8% of the total budget (or 95.2% of forecasted costs).

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 24.4% of the total budget (or 97.7% of forecasted costs).



Chinook High School
hosts Blackfoot
Confederacy flag
raising

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 24.8% of the total budget (or 99.1% of forecasted costs).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the BOOST program. Other Instructional Program expenditures are at 20.5% of the total budget (or 75.0% of forecasted costs).

Overall, instructional (kindergarten to grade 12) program expenditures are lower than the forecasted figures at November 30, 2021.



Lethbridge School Division
Schedule of School Based Instruction Expenditures
For the period ended November 30th, 2021

SCHOOL	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecast To	Actual Year Ended	% Expended	% Expended	August 31st	
	2021-2022 (Sept 30th 2021)	November 30th	November 30th	Updated Budget	Forecast to November 30th	Projection	Change from Updated Budget
High Schools:							
Lethbridge Collegiate Institute	\$5,551,364	\$1,394,659	\$1,422,667	25.63%	102.01%	\$5,551,364	\$0
Winston Churchill High School	\$5,294,558	\$1,336,253	\$1,294,573	24.45%	96.88%	\$5,294,558	\$0
Chinook High School	\$6,584,285	\$1,649,617	\$1,460,462	22.18%	88.53%	\$6,536,057	(\$48,228)
Victoria Park High School	\$2,011,299	\$507,597	\$501,419	24.93%	98.78%	\$2,011,299	\$0
Immanuel Christian Secondary School	\$1,896,912	\$479,205	\$473,974	24.99%	98.91%	\$1,896,912	\$0
Middle Schools:							
GS Lakie Middle School	\$2,982,809	\$752,861	\$738,431	24.76%	98.08%	\$2,982,809	\$0
Wilson Middle School	\$3,938,099	\$987,252	\$963,407	24.46%	97.58%	\$3,938,099	\$0
Gilbert Paterson	\$4,341,327	\$1,093,854	\$1,095,914	25.24%	100.19%	\$4,341,327	\$0
Senator Joyce Fairbairn Middle School	\$3,571,703	\$903,494	\$862,656	24.15%	95.48%	\$3,571,703	\$0
Elementary Schools:							
Senator Buchanan	\$1,962,722	\$495,112	\$494,664	25.20%	99.91%	\$1,962,722	\$0
Immanuel Christian Elementary School	\$1,493,972	\$375,539	\$359,789	24.08%	95.81%	\$1,493,972	\$0
Ecole Agnes Davidson	\$3,158,643	\$796,479	\$744,839	23.58%	93.52%	\$3,158,643	\$0
Fleetwood-Bawden	\$1,989,572	\$503,529	\$482,189	24.24%	95.76%	\$1,989,572	\$0
Galbraith	\$2,202,922	\$558,231	\$538,132	24.43%	96.40%	\$2,202,922	\$0
Lakeview	\$2,210,536	\$559,077	\$549,152	24.84%	98.22%	\$2,210,536	\$0
General Stewart	\$757,694	\$192,430	\$187,721	24.78%	97.55%	\$757,694	\$0
Westminster	\$1,305,275	\$328,705	\$317,281	24.31%	96.52%	\$1,305,275	\$0
Lethbridge Christian School	\$1,363,358	\$342,885	\$340,635	24.98%	99.34%	\$1,363,358	\$0
Coalbanks Elementary School	\$3,321,187	\$835,444	\$804,437	24.22%	96.29%	\$3,321,187	\$0
Ecole Nicholas Sheran	\$2,295,942	\$581,111	\$562,411	24.50%	96.78%	\$2,295,942	\$0
Park Meadows	\$2,032,325	\$511,129	\$501,640	24.68%	98.14%	\$2,032,325	\$0
Dr. Robert Plaxton	\$2,336,006	\$587,411	\$578,651	24.77%	98.51%	\$2,306,006	(\$30,000)
Mike Mountain Horse	\$2,865,379	\$719,754	\$703,347	24.55%	97.72%	\$2,859,271	(\$6,108)
Dr. Probe Elementary School	\$2,758,197	\$695,570	\$683,746	24.79%	98.30%	\$2,758,197	\$0
Total School Based Instruction Expenditures	\$68,226,086	\$17,187,199	\$16,662,135	24.42%	96.95%	\$68,141,750	(\$84,336)

Lethbridge School Division
Schedule of School Generated Funds (SGF)

For the period ended November 30th, 2021

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to November 30th	Expenses up to November 30th	November 30th	Increase (Decrease)
UPDATED BUDGET 2021-2022 (September 30th)	N/A	\$2,567,827	(\$2,567,827)	N/A	N/A
FORECAST - November 30th	N/A	\$977,315	(\$977,315)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$109,579	\$181,464	(\$123,344)	\$167,699	\$58,120
Winston Churchill High School	\$260,142	\$96,993	(\$39,716)	\$317,419	\$57,277
Chinook High School	\$200,905	\$136,142	(\$128,571)	\$208,476	\$7,571
Victoria Park High School	\$379,257	\$2,310	(\$41,641)	\$339,926	(\$39,331)
Immanuel Christian Secondary School	\$63,658	\$46,687	(\$36,764)	\$73,581	\$9,923
Middle Schools:					
GS Lakie Middle School	\$208,843	\$62,809	(\$26,889)	\$244,763	\$35,920
Wilson Middle School	\$147,071	\$119,638	(\$55,587)	\$211,122	\$64,051
Gilbert Paterson	\$164,117	\$72,657	(\$48,437)	\$188,337	\$24,220
Senator Joyce Fairbairn Middle School	\$150,456	\$55,231	(\$140,838)	\$64,849	(\$85,607)
Elementary Schools:					
Senator Buchanan	\$23,576	\$4,908	(\$8,074)	\$20,410	(\$3,166)
Immanuel Christian Elementary School	\$14,286	\$5,256	(\$1,902)	\$17,640	\$3,354
Ecole Agnes Davidson	\$107,219	\$33,703	(\$8,450)	\$132,473	\$25,253
Fleetwood-Bawden	\$39,589	\$82,516	(\$11,071)	\$111,034	\$71,445
Galbraith	\$77,751	\$31,532	(\$5,695)	\$103,587	\$25,836
Lakeview	\$46,033	\$21,736	(\$18,504)	\$49,265	\$3,232
General Stewart	\$2,695	\$1,750	(\$158)	\$4,287	\$1,592
Westminster	\$83,349	\$3,634	(\$14,141)	\$72,843	(\$10,507)
Lethbridge Christian School	\$28,387	\$10,553	(\$4,255)	\$34,685	\$6,298
Coalbanks Elementary School	\$21,951	\$8,525	(\$646)	\$29,831	\$7,880
Ecole Nicholas Sheran	\$39,900	\$6,539	(\$5,693)	\$40,746	\$846
Park Meadows	\$32,217	\$18,985	(\$5,007)	\$46,194	\$13,977
Dr. Robert Plaxton	\$0	\$15,406	(\$89)	\$15,317	\$15,317
Mike Mountain Horse	\$28,018	\$4,707	(\$2,665)	\$30,060	\$2,042
Dr. Probe Elementary School	\$135,505	\$23,773	(\$6,241)	\$153,037	\$17,532
School Generated Funds	\$2,364,504	\$1,047,455	(\$734,379)	\$2,677,580	\$313,076
Total SGF investment accounts (GICs)	\$0	\$0		\$0	\$0
Total School Generated Funds	\$2,364,504	\$1,047,455	(\$734,379)	\$2,677,580	\$313,076
% Expended of Budget		40.79%	28.60%		
% Expended of projected		107.18%	75.14%		

PROJECTED OPERATIONS:

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

Lethbridge School Division
SCHEDULE OF PROJECTED OPERATIONS
For the period ended November 30th, 2021

	Budget Information	Projection	
	Updated "September 30th" operating budget 2021-2022 (Sept 30th 2021)	August 31st Projection	Change from Updated Budget
REVENUES			
Government of Alberta	\$123,811,393	\$123,811,393	\$0
Federal and Other Government	\$428,944	\$428,944	\$0
Fees	\$1,553,783	\$1,553,783	\$0
Sales and services	\$711,963	\$711,963	\$0
Investment income	\$193,000	\$193,000	\$0
Donations and Other Contributions	\$1,451,106	\$1,451,106	\$0
Other Revenues	\$34,704	\$34,704	\$0
Total Revenues	\$128,184,893	\$128,184,893	\$0
EXPENSES			
Instruction - Pre Kindergarten	\$2,992,295	\$2,992,295	\$0
Instruction - Kindergarten to Grades 12	\$102,751,434	\$102,667,098	(\$84,336)
Operations and Maintenance	\$17,460,660	\$17,460,660	\$0
Transportation	\$2,950,797	\$2,950,797	\$0
Administration	\$4,181,196	\$4,181,196	\$0
External services [International Services]	\$300,000	\$300,000	\$0
Total Expenses	\$130,636,382	\$130,552,046	(\$84,336)
Operating surplus (deficit)	(\$2,451,489)	(\$2,367,153)	\$84,336

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

Projected Revenues:

- No changes in projections at this time.

Projected Expenditures:

- **Instruction – Kindergarten to Grade 12** – decrease in projections of \$84,336 due to the following factors (as shown in the Schedule of Instructional (Grades 1-12) Program Expenditures):
 - **School Based Instruction** has a projected reduction of \$84,336 for many of the school contingency accounts that have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency account are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.

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

Lethbridge School Division

Appendices

For the three (3) months ended November 30th, 2021

The Appendices include charts and graphs for the revenues and expenditures at November 30th, 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.

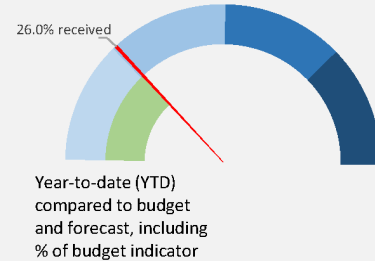


Lethbridge School Division Summary of Revenues Quarterly Reporting - November 30th, 2021

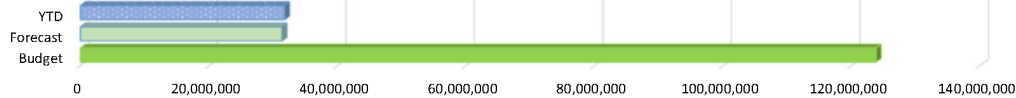
Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	123,811,393	31,358,471	31,760,029	(401,558)	25.7%
Federal & First Nations	388,944	0	0	0	0.0%
Other School Authorities	40,000	40,000	40,000	0	100.0%
Fees	1,553,783	529,556	674,326	(144,770)	43.4%
Other Sales & Services	711,963	413,993	136,836	277,157	19.2%
Investment Income	193,000	48,250	49,553	(1,303)	25.7%
Gifts & Donations	408,000	149,016	176,202	(27,186)	43.2%
Rental of Facilities	34,704	8,676	20,202	(11,526)	58.2%
Fundraising	1,043,106	397,006	420,655	(23,649)	40.3%
Gain on Disposal	0	0	13,590	(13,590)	N/A
	128,184,893	32,944,969	33,291,393	(346,425)	26.0%

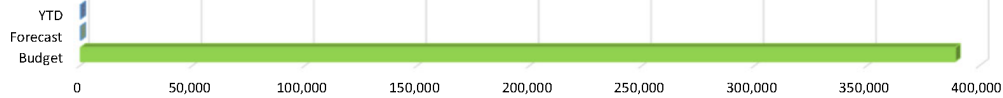
Total Revenue Tachometer:



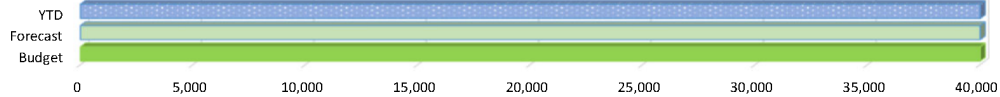
Government of Alberta



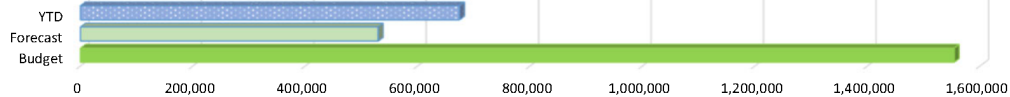
Federal & First Nations



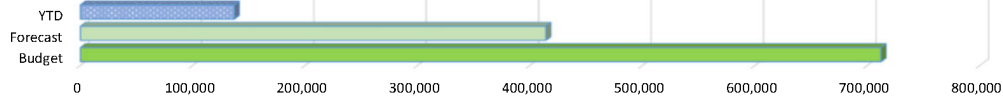
Other School Authorities



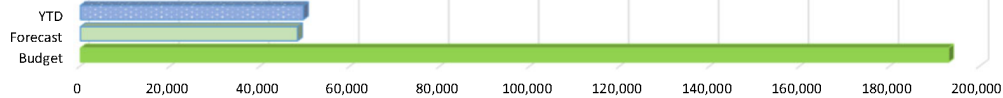
Fees



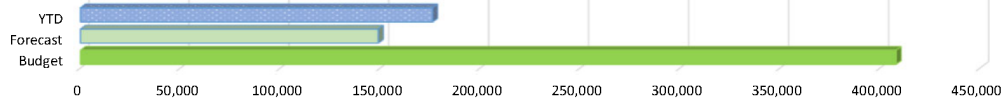
Other Sales & Services



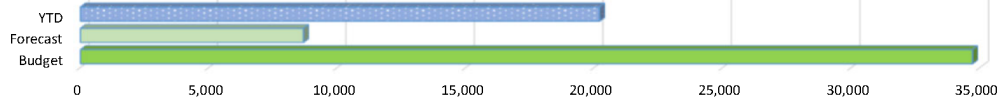
Investment Income



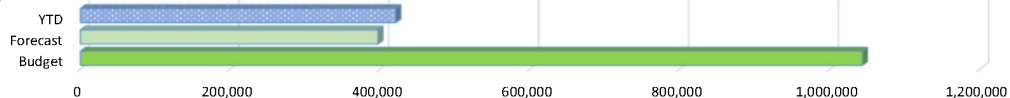
Gifts & Donations



Rental of Facilities



Fundraising





Lethbridge School Division Summary of Expenses Quarterly Reporting - November 30th, 2021

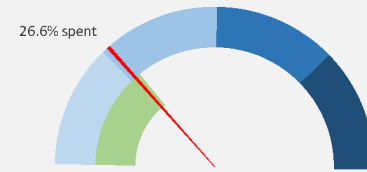
Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Salaries	83,341,429	21,447,550	21,357,658	89,892	25.6%
Benefits	20,097,502	5,425,767	5,028,268	397,498	25.0%
Professional Development	524,229	131,057	136,702	(5,644)	26.1%
Contracted Services	7,760,394	2,551,663	2,447,632	104,031	31.5%
Other Services	2,577,465	2,021,332	1,704,922	316,410	66.1%
Supplies	5,773,600	1,604,899	1,263,423	341,476	21.9%
Other Expenditures	712,906	178,226	77,865	100,361	10.9%
Capital, Transfer & Projects	9,848,857	2,797,572	2,716,862	80,710	27.6%
	130,636,382	36,158,067	34,733,332	1,424,734	26.6%

27.7%

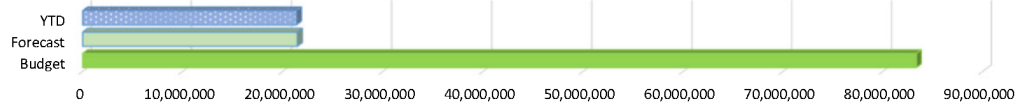
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:

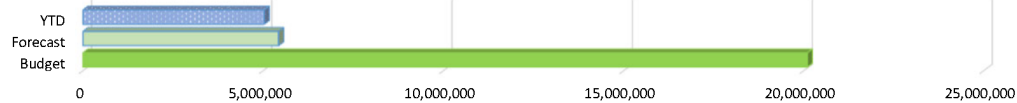


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

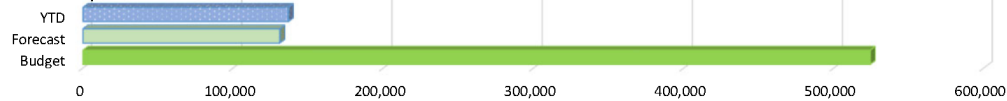
Salaries



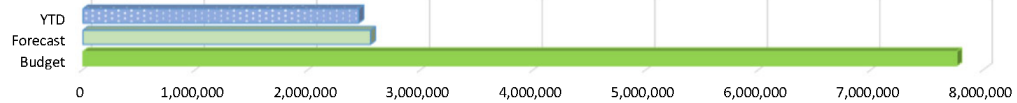
Benefits



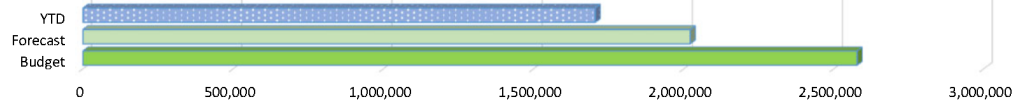
Professional Development



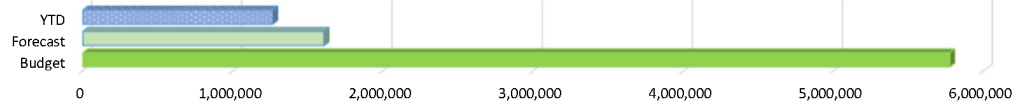
Contracted Services



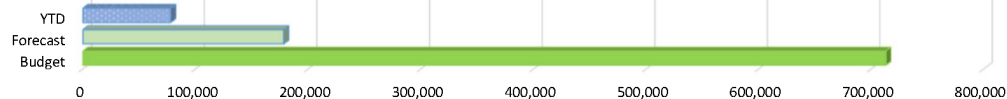
Other Services



Supplies



Other Expenditures





Instruction - Pre K Summary Quarterly Reporting - November 30th, 2021

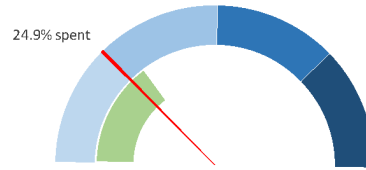
Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,290,330	662,038	587,026	75,012	25.6%
Benefits	610,733	192,502	152,526	39,976	25.0%
Professional Development	20,000	5,000	1,297	3,703	6.5%
Contracted Services	30,000	7,500	1,255	6,245	4.2%
Other Services	0	0	0	0	0.0%
Supplies	24,032	6,008	1,132	4,876	4.7%
Other Expenditures	17,199	4,300	1,575	2,725	9.2%
Capital, Transfer & Projects	0	0	0	0	0.0%
	2,992,295	877,348	744,810	132,538	24.9%

29.3%

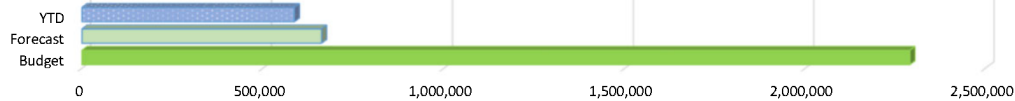
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:

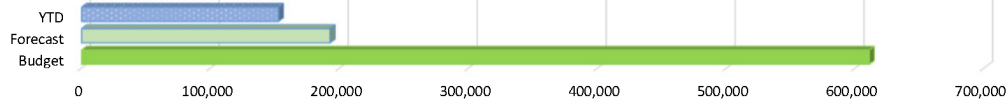


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

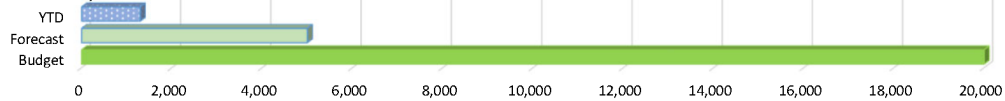
Salaries



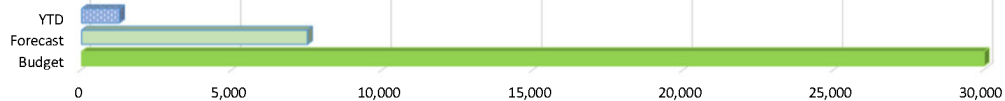
Benefits



Professional Development



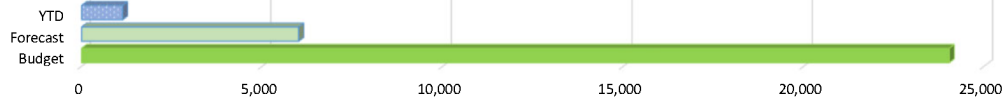
Contracted Services



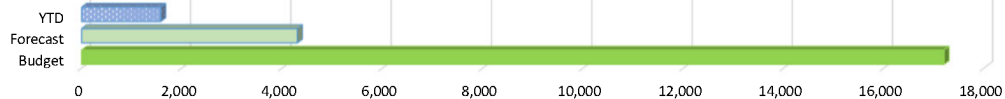
Other Services



Supplies



Other Expenditures





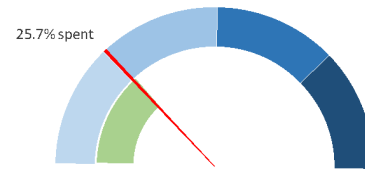
Instruction - K to Grade 12 Summary Quarterly Reporting - November 30th, 2021

Financial Data as at January 17th, 2022

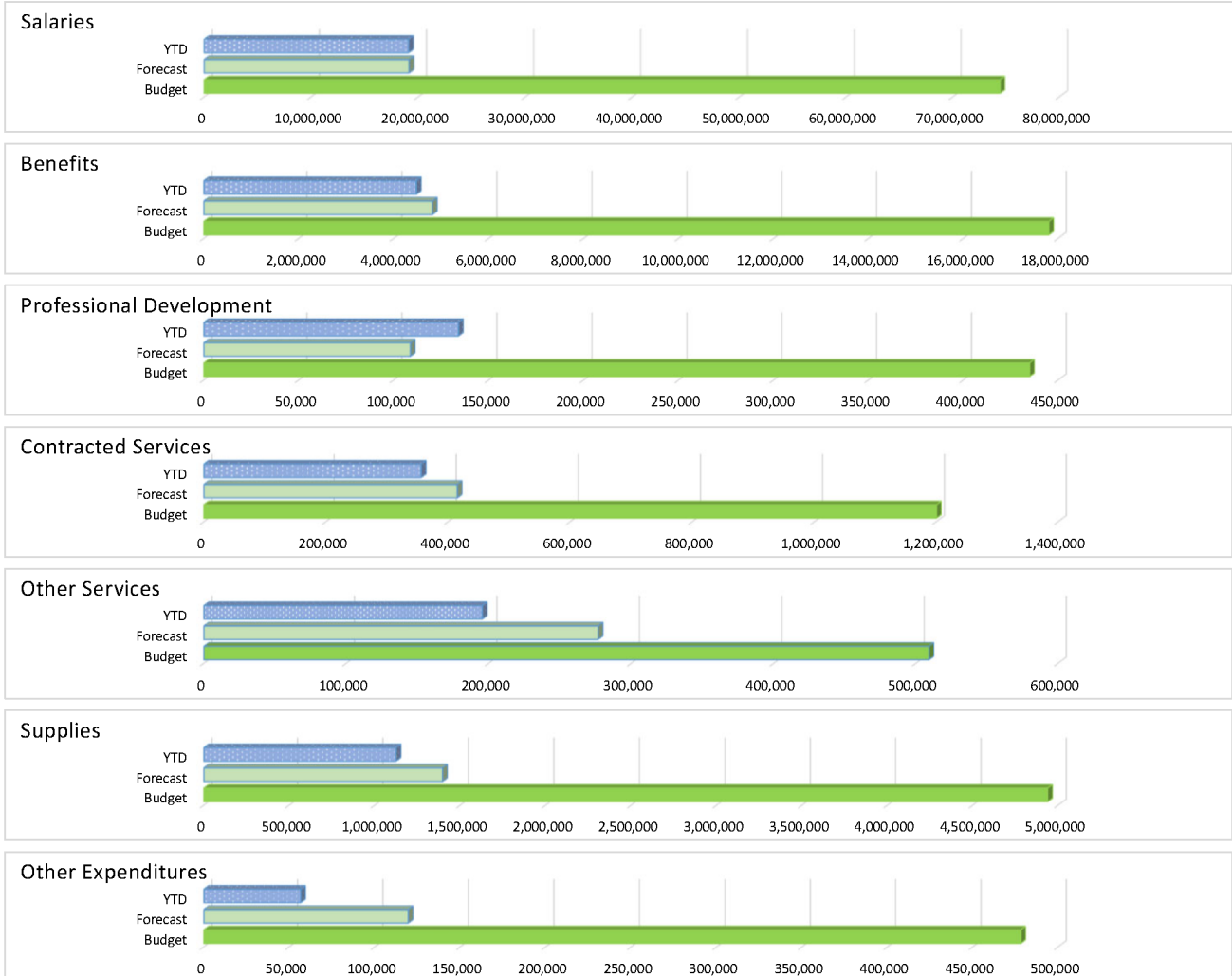
	Budget	Forecast	YTD	Variance	YTD %
Salaries	74,425,410	19,129,090	19,093,417	35,673	25.7%
Benefits	17,801,651	4,811,985	4,475,738	336,247	25.1%
Professional Development	434,894	108,723	134,022	(25,299)	30.8%
Contracted Services	1,200,260	415,065	355,914	59,151	29.7%
Other Services	509,158	276,717	195,426	81,291	38.4%
Supplies	4,937,972	1,395,992	1,124,304	271,688	22.8%
Other Expenditures	478,093	119,523	56,618	62,906	11.8%
Capital, Transfer & Projects	2,963,997	1,076,357	928,574	147,784	31.3%
	102,751,434	27,333,453	26,364,014	969,439	25.7%
		26.6%			

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

Total Expense Tachometer:



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





Operations & Maintenance Summary Quarterly Reporting - November 30th, 2021

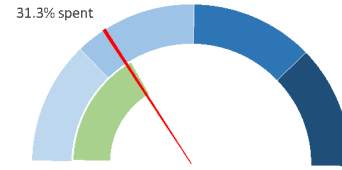
Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Salaries	4,041,646	1,010,412	1,005,206	5,205	24.9%
Benefits	1,105,223	276,306	278,684	(2,378)	25.2%
Professional Development	15,832	3,958	0	3,958	0.0%
Contracted Services	3,362,483	1,178,121	1,067,939	110,182	31.8%
Other Services	1,579,581	1,408,431	1,267,232	141,199	80.2%
Supplies	634,674	158,668	121,744	36,925	19.2%
Other Expenditures	9,240	2,310	810	1,500	8.8%
Capital, Transfer & Projects	6,711,981	1,677,995	1,730,211	(52,216)	25.8%
	17,460,660	5,716,201	5,471,826	244,375	31.3%

32.7%

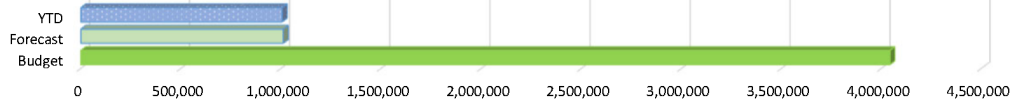
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:

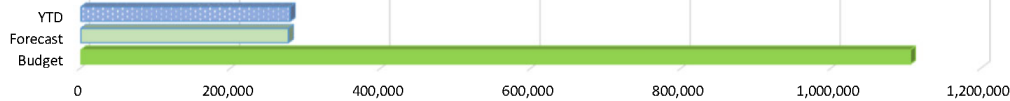


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

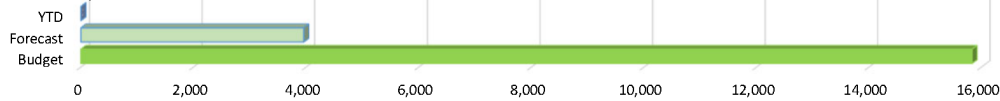
Salaries



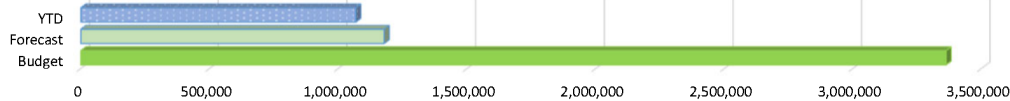
Benefits



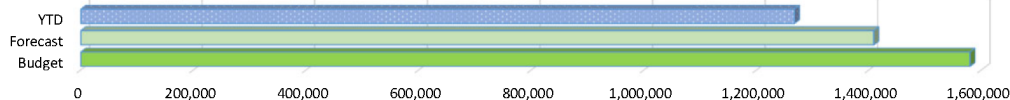
Professional Development



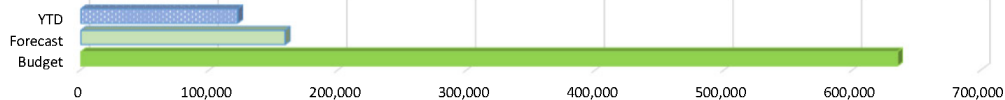
Contracted Services



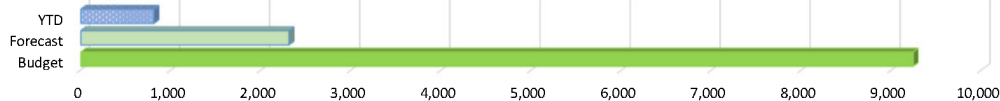
Other Services



Supplies



Other Expenditures





Transportation Summary Quarterly Reporting - November 30th, 2021

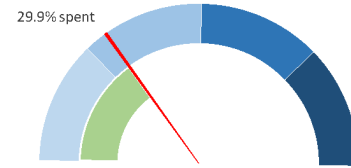
Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Salaries	94,309	23,577	17,572	6,005	18.6%
Benefits	27,578	6,894	4,631	2,263	16.8%
Professional Development	10,000	2,500	0	2,500	0.0%
Contracted Services	2,754,311	824,017	842,860	(18,843)	30.6%
Other Services	0	0	0	0	0.0%
Supplies	10,000	2,500	1,438	1,062	14.4%
Other Expenditures	2,000	500	0	500	0.0%
Capital, Transfer & Projects	52,600	13,150	16,330	(3,180)	31.0%
	2,950,797	873,139	882,831	(9,693)	29.9%

29.6%

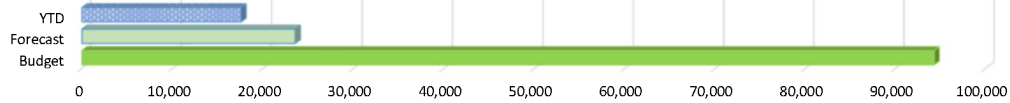
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:

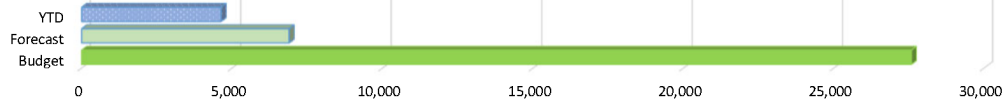


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

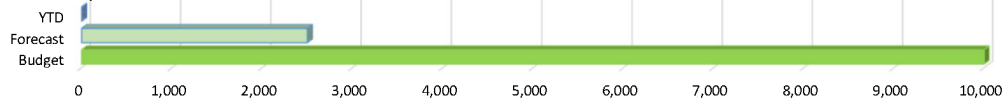
Salaries



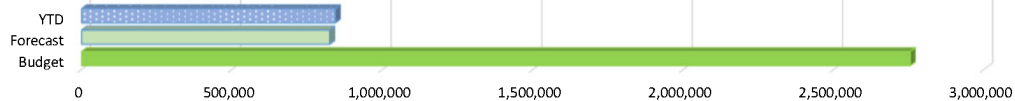
Benefits



Professional Development



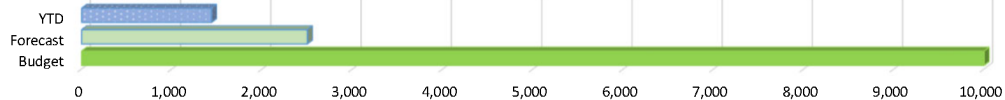
Contracted Services



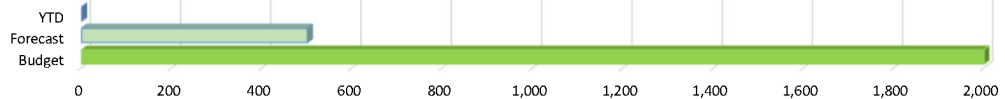
Other Services



Supplies



Other Expenditures





System Administration Summary Quarterly Reporting - November 30th, 2021

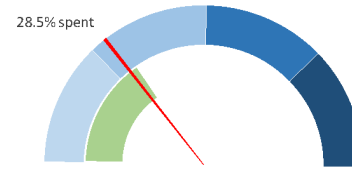
Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,397,207	599,302	628,752	(29,450)	26.2%
Benefits	538,078	134,520	113,927	20,592	21.2%
Professional Development	43,503	10,876	1,383	9,493	3.2%
Contracted Services	413,340	126,960	179,405	(52,445)	43.4%
Other Services	432,226	322,059	196,195	125,863	45.4%
Supplies	161,922	40,481	12,539	27,942	7.7%
Other Expenditures	74,640	18,660	18,547	113	24.8%
Capital, Transfer & Projects	120,279	30,070	41,747	(11,678)	34.7%
	4,181,196	1,282,926	1,192,496	90,431	28.5%

30.7%

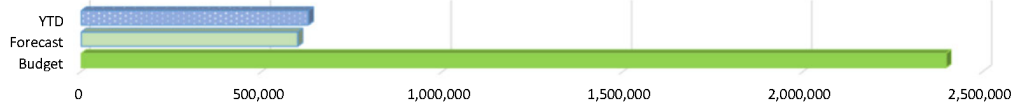
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:

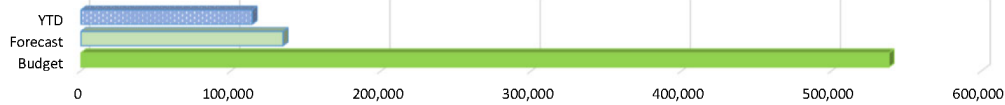


Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

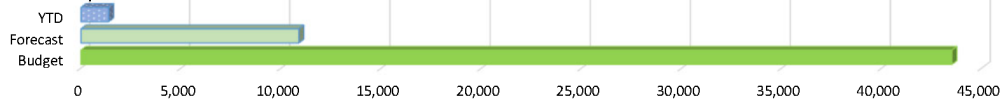
Salaries



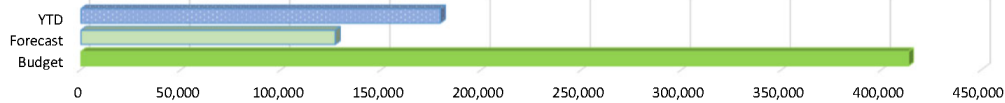
Benefits



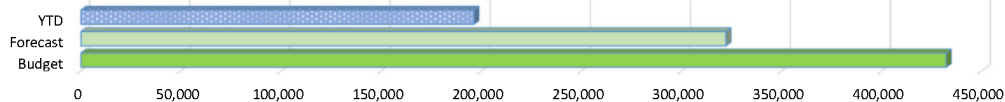
Professional Development



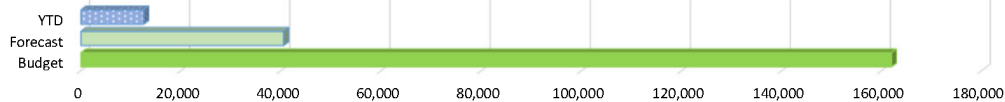
Contracted Services



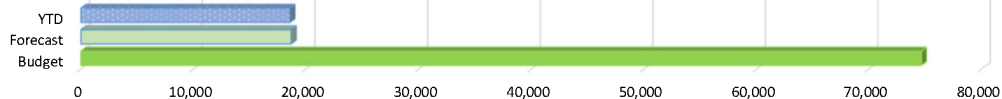
Other Services



Supplies



Other Expenditures



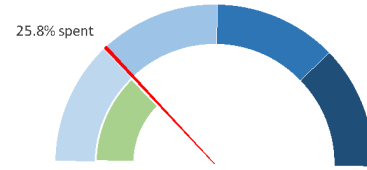


External Services Summary Quarterly Reporting - November 30th, 2021

Financial Data as at January 17th, 2022

	Budget	Forecast	YTD	Variance	YTD %
Salaries	92,527	23,132	25,684	(2,552)	27.8%
Benefits	14,239	3,560	2,762	798	19.4%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	260	(260)	N/A
Other Services	56,500	14,125	46,068	(31,943)	81.5%
Supplies	5,000	1,250	2,267	(1,017)	45.3%
Other Expenditures	131,734	32,933	315	32,618	0.2%
Capital, Transfer & Projects	0	0	0	0	0.0%
	300,000	75,000	77,356	(2,356)	25.8%

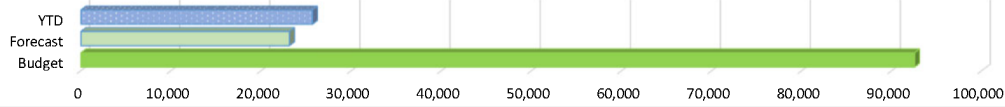
Total Expense Tachometer:



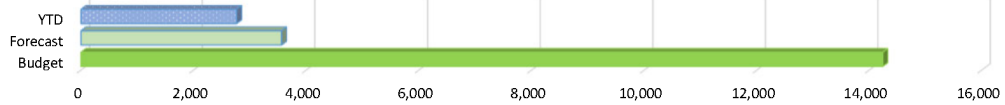
Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

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

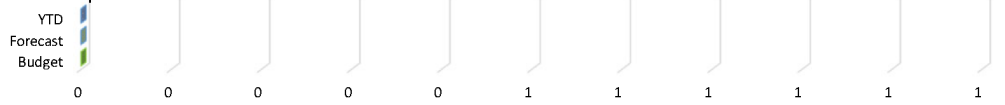
Salaries



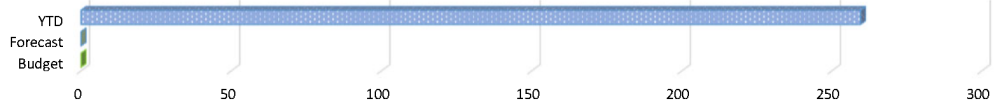
Benefits



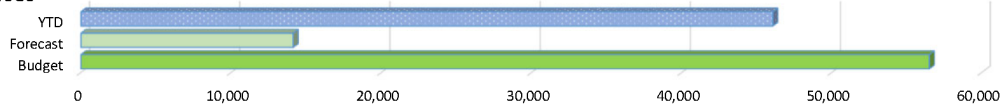
Professional Development



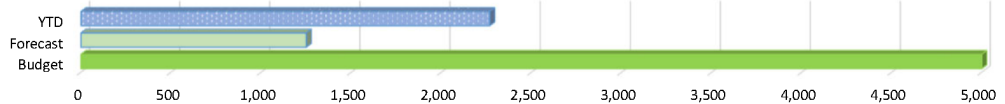
Contracted Services



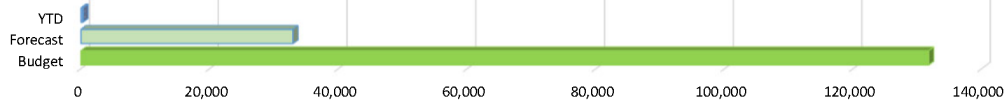
Other Services



Supplies



Other Expenditures



MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Craig Whitehead
Trustee

Re: Board Meeting Time

Background

The board established an ad-hoc committee to investigate possible changes to our meeting times. The committee will meet on the 18th of January. We will bring some possible times to the board meeting on the 25th.

Recommendation

The board will look at the possible suggested meeting times and will come with one that is workable for the board.

Respectfully submitted,
Craig Whitehead

School Division	Start Times	End times	Hours	Frequency	Extra Meetings	Lunch/supper	Obligations
Aspen View S. D.	9:00/10:00	3:00/4:00	4.5-6.0	1/2 per month	yes	yes	4 work
Battle River S. D.	varies	varies	1.5-5.5	1 per month	yes	no	?
Black Gold S. D.	9:00	varies	4.0-7.0	1 per month	yes	yes	2 work
Buffalo Trail S. D.	9:30	2:30-5:30	5.0-8.0	1 per month	no	yes	?
Calgary BOE	12:00	4:00-5:30	4.0-5.5	2 per month	yes	?	3 work
Calgary Catholic S. S. D.	1:30	4:50-7:45	3.5-6.5	2 per month	yes	?	?
Canadian Rockies S.D.	7:00	8:15-10:00	1.25-3	1 per month	yes	no	3 work
Chinook's Edge S. D.	9:00	3:00-4:15	5.0-6.25	1 per monthj	yes	yes	4 work
Christ The Redeemer C. S. D.	10:00	3:30	5.5	1 per month	yes	?	?
Clearview S. D.	?	?	?	?	?	?	?
Conseil Franco Sud.	6:30	9:30	3	1 per month	no	no	?
Conseil Franco Nord.	6:00	7:30-9:00	1.5-3.0	1 per month	yes	no	?
Conseil Franco Nord-Ouest	2:00-2:00	4:15-7:55	3.25-6.0	1 per month	yes	no	?
East Central Alberta Catholic S.D.	4:00	8:00-10:20	4.0-6.5	1 per month	yes	yes ?	?
East Central Francophone	5:00	6:05-7:17	1.0-1.25	1 per month	yes	no	?
Edmonton Catholic S. S. D.	3:00	6:00-7:00	3.0-4.0	1 per month	yes	no	3 work
Edmonton Public S. D.	2:00	4:15-6:00	2.25-4	2 per month	yes	no	4 work
Elk Island Catholic S.D.	2:35	4:35-5:30	2.0-3.0	1 per month	yes	no	4 work
Elk Island Public S. D.	9:00	10:30-4:00	1.5-7	1 per month	yes	?	3 work
Evergreen Catholic School	2:00	3:43-6:00	1.75-4.00	1 per month	yes	no	?
Foothills School Division	11:00	2:55-3:26	3.9-4.5	2 per month	yes	yes	3 work
Fort MacMurray Public S. D.	11:00	4:00-9:00	5.0-10.0	1 per month	yes	yes	?
Fort MacMurray Roman Catholic	7:00	7:30-9:30	0.5-2.5	1 per month	yes	no	2 work
Fort Vermillion S. D.	10:00	1:30-5:00	1.5-6.0	1 per month	yes	?	5 work
Golden Hills S. D.	9:30	1:00-2:30	3.5-5.0	1 per month	yes	yes	2 work
Grande Prairie&District C. S. S. D.	4:30-5:00	6:30-8:00	1.5-4.0	1 per month	yes	no	?
Grande Prairie Public S. D.	6:00	8:00-10:30	2.0-4.5	2 per month	yes	no	?
Gande Yellowhead Public S. D.	10:00	12:30-1:30	3.5-4.5	2 per month	yes	?	3 work
Grasslands Public S. D.	5:00	8:00-9:15	3.0-4.25	2 per month	yes	?	?
Greater St. Albert R.C. Separate	1:00-3:30	5:30-6:30	2.5-4.5	2 per month	yes	no	?
High Prairie S.D.	10 or 1	3:30-7:30	2.0-6.5	One per month	yes	yes/no	?
Holy family S.D.	5:30	8:00-11:15	2.5-6.25	one per month	yes	no	?

School Division	Start Times	End times	Hours	Frequency	Extra Meetings	Lunch/supper	Obligations
Holy Spirit S.D.	4:00	8:00-10:00	4.0-6.0	one per month	yes	no	?
Horizon S.D.	10:00	3:30	5.5	one per month	yes	yes	3 work
Lakeland R.C. S.D.	1:30	3:00-5:00	1.5-3.5	one per month	yes	no	1 work
Lethbridge S.D.	2:00	5:30-8:30	3.5-6.5	one per month	yes	yes/no	4 work
Livingstone Range S.D.	various	various	3.5-5.0	one per month	yes	no	3 work
Living Waters R.C.S.D.	10:00	12:20-2:15	2.3-4.25	one per month	yes	no	?
Lloydminster Catholic	7:00	8:30-9:30	1.5-2.5	one per month	yes	no	2 work
Lloydminster Public	6:00	9:00	3	one per month	yes	no	5 work
Medicine Hat Catholic	3:30	5:45-6:00	2.25-3.5	one per month	yes	no	?
Medicine Hat Public	3:00	6:00	3	twice per month	yes	no	3 work
Northern Gateway	10:00	2:00-5:00	4.0-7.0	one per month	yes	yes	?
Northern Lights	10:00	4:00-5:00	6.0-7.0	twice per month	yes	yes	2 work
Northlands S.D.	9:00	2:30-4:00	5.5-7.0	one per month	yes	yes	4 work
Palliser S.D.	9:00	12:00-4:00	3.0-7.0	one per month	yes	yes	3 work
Parkland S.D.	6:00	9:00-11:00	3.0-5.0	one per month	yes	?	1 work
Peace River S.D.	10:00	4:45-5:00	4.5-5.0	one per month	yes	yes	?
Peace-Wapiti S.D.	10:30	?	?	one per month	yes	?	2 work
Pembina Hills S.D.	9:00	4:00	7	one per month	yes	yes	6 work
Prairieland S.D.	9:00	3:00-4:00	6.0-7.0	one per month	yes	yes	?
Prairie Rose S. D.	12:45	3:45	3	one per month	yes	?	?
Red Deer Catholic	5:30	7:30-10:30	2.0-5.0	one per month	yes	no	3 work
Red Deer Public S.D.	12:00	3:30-6:30	3.5-6.5	one per month	yes	?	3 work
Rocky View S. D.	9:30	11:30-12:30	2.5-3.0	twice per month	yes	no	4 work
St.Albert Public S.D.	7:00	8:30-9:30	1.5-2.5	one per month	yes	no	2 work
St. Paul S. D.	12:30	3:00-3:45	2.5-3.25	one per month	yes	no	?
St. Thomas Aquinas S.D.	10:30	2:00-4:30	3.5-6.0	one per month	yes	yes	3 work
Sturgeon Public S.D.	4:00	7:00-7:40	3.0-3.45	twice per month	yes	no	?
Westwinds S.D.	9:00	2:30-3:00	5.5-6.0	one per month	yes	yes	?

Board Meeting Times Summary

Total number of boards—60

Beginning Meeting times

A.M.----24 9:00---12 10:00---10 11:00----2
Afternoon----15 12:00—4 1:00---3 2:00----5 3:00----3
Late/evening---17 4:00—4 5:00---4 6:00---5 7:00---4
Various times---4

Ending Meeting Times

As you can see from the spreadsheet they vary quite a bit.

Length of Meetings

As there is quite a variance here. I have tried to average out the length of meetings. It works out to about 5 hours per meeting.

Number of regular meetings per month

One per month---46
Twice per month—12
Unknown---2

Extra Meetings—

Yes ---57
No—2
N/A—1

Lunch/Supper

Yes---17
No---28
N/A—12
Yes/no—3

Board members with work obligations

32 boards—99 trustees
28 boards--no information is available.

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Genny Steed
Trustee

Re: Community Engagement Committee Terms of Reference

Background

It is understood that the Terms of Reference for this committee were approved in September, but the new members of the committee reviewed the terms and requested that the revisions to the Terms of Reference be reviewed and approved by the Board so that they more accurately represented the purpose of the committee. The revised Terms of Reference are attached.

Recommendation

It is recommended that the Board approve the proposed the revised Community Engagement Committee Terms of Reference, as presented.

Respectfully submitted,
Genny Steed

Community Engagement Committee Terms of Reference 2021-2022

Type of Committee

This is a ~~Division~~^{strict} Board Standing Committee.

General Purpose

To develop and ~~recommend~~^{implement} strategies ~~to for~~ the Board to fully engage all sectors of the community. ~~Assist with the implementation of strategies where possible.~~

Composition and Appointments (for life of the committee)

- Two Trustees
- Superintendent or designate
- Minimum of one representatives from the Division School Council
- Communications Officer
- Invitees as required – topic relevant

Meetings

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

Resources

- \$2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds
- ICE scholarship budget and tracking of revenue and expenditures for this event will be maintained by the Department of Business Affairs
- Support from secretarial staff will be required.

Specific Annual Objectives

- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.
- Contribute ideas regarding the structure of Town Hall as well as feedback regarding areas of improvement.

- Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19) project every 6 to 7 years. The Committee will gauge interest and viability two years prior to potential implementation date.

Reports and Target Dates

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee's terms of reference will be forwarded to the Board as necessary.

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: **Community Conversations**

Background

As trustees have shared the information at school council meetings and in the community, that the Board will be hosting Community Conversations on a monthly basis, I have heard great feedback of excitement from community members. We will be hosting one in February and we are finalizing the details. The details will be shared at the Board meeting on January 26, 2022 and will follow with sharing with our families and the community of the details.

Recommendation

It is recommended that the Board receive this report as information and confirm attendance with Board Chair as soon as they are able.

Respectfully submitted,
Allison Purcell

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Highlights from the Regular Meeting of the Board of Trustees

Background

Following each Board meeting, Communication Officer Garrett Simmons puts together a document that communicates highlights from the Board Meeting.

Traditionally the liaison trustee has reviewed highlights from this document at their liaison School Council meetings.

Recommendation

It is recommended that the Board have a brief conversation regarding what the common practice is at this time and how we can best ensure Board highlights get to School Council parents.

Respectfully submitted,
Allison Purcell

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted,
Christine Lee



Business and Operations Report

January 2022

Prepared By:
Christine Lee, Associate Superintendent,
Business and Operations



01 Facility Services

January and February are the months when significant capital project planning takes place. Some of this work includes:

- The Division's Three-Year Capital Plan is currently being prepared and will be presented in March.
- Working with design architects, Alberta Infrastructure, and Alberta Education on building design for the new K-12 Elementary School in Garry Station.
- Planning for an upgrade to Victoria Park High School. This is a significant project that will be completed over a three year period. The project will include building infrastructure upgrades such as ventilation, accessibility, and increased building functionality. This project has been submitted for Capital Maintenance Renewal (CMR) Funding. School Divisions will receive confirmation of CMR funding from the Province with the provincial budget announcement this spring.
- Planning for summer Infrastructure, Maintenance and Renewal (IMR) projects will begin.



CAPITAL PROJECT PLANNING

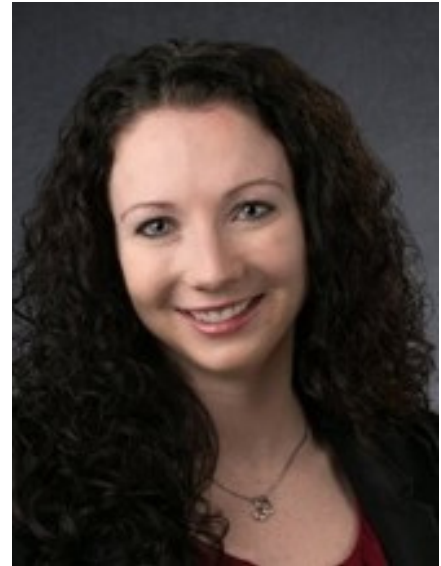
Due to the postponed start to school after the Christmas break, the value scoping sessions scheduled for January 5th and 6th for the Galbraith modernization were postponed to February 9th and 10th. These sessions will bring together staff and parents from Galbraith Elementary School to gather ideas for what learning spaces could look like in the context of the modernization. This information will inform a comprehensive planning document, including cost estimates, that will be provided to Alberta Education as part of the continued request for funding of the modernization of Lethbridge School Division's oldest school. The value scoping session is being funded from planning funds provided by Alberta Education.



Finance 02



Welcome to Avice DeKolver, new Director of Finance. Avice started with the Division on January 17th and will work with Mark DeBoer until he leaves on January 28th. Avice has been part of the team auditing the Division's financial records for a number of years and is no stranger to the finance department. Avice is excited to be joining the Lethbridge School Division team.



1ST QUARTER FINANCIAL REPORT

The first quarter financial report for the period ended November 30th, 2021 will be presented at the January board meeting.

Budget development for the 2022-2023 school year begins on February 1st when the Division hosts the Town Hall meeting. Information gathered from this meeting will inform the Board's strategic priorities and guide the development of the budget.



03

Occupational Health and Safety

Working in the Cold

The toes, fingers, ears and nose are at greatest risk because they do not have major muscles to produce heat. **Mental alertness** is also reduced.

- Chilblain** – redness, swelling, tingling and pain
- Frostnip** – caused when top layers of skin freeze, turning white, numb and hard, but deeper tissue feels normal
- Frostbite** – occurs when tissue temperature falls below the freezing point or when blood flow is obstructed; symptoms include inflammation of the skin in patches and slight pain
- In severe cases, there could be tissue damage without pain, or burning or prickling sensations that result in blisters.
- Immersion foot/Trenchfoot** – caused by prolonged wet or cold feet; symptoms include tingling, numbness, itching, pain, swelling, and blisters

Employers should:

- Choose equipment with thermal insulating materials and tools that can be operated with gloves.
- Survey and monitor the temperature.
- Train managers, supervisors and workers on symptoms, safe work practices, re-warming procedures, proper clothing practices, and what to do in case of cold injury.
- Clearly outline emergency procedures, with at least one trained person available at all times.
- Use a buddy system to watch for symptoms in others.
- Adjust the pace or rate of work (not too low that a person becomes cold, nor too high and cause heavy sweating or wet clothing).
- Allow time for new workers to become accustomed to the conditions.
- Provide or make sure that protective clothing is worn at or below 4°C, including layers of warm clothing, with an outer layer that is wind-resistant, a hat, mittens or insulated gloves, a scarf, neck tube or face mask, and insulated, waterproof footwear.

Workers need to maintain a core body temperature of **+37°C (+98.6°F)** for normal body functioning as well as to provide energy for activity.

Hypothermia

Hypothermia is the most severe cold injury. The excessive loss of body heat can be fatal. Warning signs can include **nausea, fatigue, dizziness, irritability** or **euphoria, pain in the extremities** (hands, feet, ears) and **severe shivering**. Move workers to a heated shelter and seek medical advice when appropriate.

What the law says

Some jurisdictions provide a range of acceptable temperatures (http://bit.ly/cold_legislation) for specific circumstances. Others use the Threshold Limit Values® for cold stress published by the American Conference of Governmental Industrial Hygienists (ACGIH) as occupational exposure limits or guidelines.

Where there are no maximum exposure limits for cold working environments, there are guidelines that can be used to conduct work/task assessments, create safe work plans, and monitor conditions.

CCOHS.ca
Canadian Centre for Occupational Health and Safety

Starting January 10th, the Division has been receiving medical grade masks and rapid test kits from the Province for distribution to staff and students.

A bit thank you to our custodial staff who continue to provide extra sanitization and cleaning in our facilities to keep our students and staff safe.



Technology 04



The technology department has been busy with many projects which include:

- A full review of Division wi-fi access has been completed. Wi-fi is being updated in some elementary schools and those schools where access "dead spots" have been located. This is part of the planned evergreening process. Over 200 wireless access points have been ordered in January.
- On January 10th, Mike Ribble presented to parents on Digital Citizenship and the ever changing role we all play in helping students navigate online safely.
- As the department plans for the next phase of evergreening, current supply chain issues have to be considered for timing of orders, inflationary costs due to product availability, and rising freight costs. The department has placed an early order of 700 PC's for the elementary evergreening phase, well ahead of usual order times. There has been difficulty getting technology products. When orders are placed, there are no dates provided on availability.
- In an effort to keep employees informed on cyber awareness, the department has purchased new cyber awareness tutorials and has assigned them out to staff this month. These tutorials will enhance staff knowledge on cyber threats.
- Jesse Sadlowski, Director of Technology and Innovation has taken the lead on the Southern Alberta Computer Consortia (SACC) RFP process for procurement of technology. There are seven other school boards that will be part of the RFP process.
- The department is supporting schools with data gathering for Alberta Education's enrolment compliance process.
- In partnership with the Southern Alberta Professional Development Consortia (SAPDC) a 3-D Printer workshop has been offered to staff.



Want to build a school? The technology department is supporting a division wide MINECRAFT Build a School Challenge for students in K-9. Students will construct a school using the software program MINECRAFT.



GAME-BASED LEARNING WITH MINECRAFT

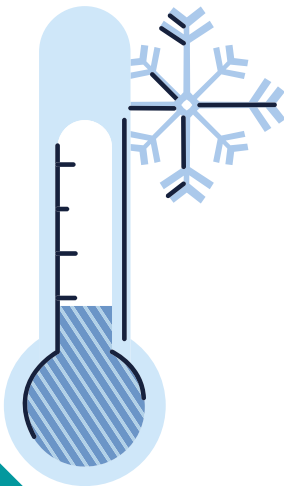
See what makes Minecraft: Education Edition a great tool for learning.

- **WORK TOGETHER**
Collaborate on projects with classmates in multiplayer
- **TEACHING TOOLS**
Features and tutorials to support educators
- **SAFETY FEATURES**
Play in a secure environment
- **TONS OF ACTIVITIES**
Learning content and curriculum guides across subjects
- **FOR ALL LEARNERS**
Personalize your game and use accessibility features
- **CROSS-PLATFORM PLAY**
Available for Windows, Mac, Chromebook and iPad

05 Transportation



WINTER WEATHER ADVISORY



Southland continues work on the recruitment of new drivers at a time when many school boards are experiencing the impact of a province-wide school bus driver shortage.

There will be times that routes may not have a driver and routes will run later than desired due in part to the requirement to stay home when sick, attend to family illness or other matters requiring a drivers attention, and vaccination and testing requirements.

Parents are strongly encouraged to download and register for the MyBusStop app to get real time updates on the school bus. Access to this App is very important given the current situation being experienced with driver shortages that will disrupt school bus operations and result in delays. Parents should check the App regularly for important bussing updates.

Winter Weather Advisory

During the winter roads may also be congested and slippery resulting in possible traffic and bus delays. Parents/guardians whose children take a yellow school bus can view the status of their bus on the bus route monitoring app, MyBusStop.ca or visiting myschoolbusmonitor.com.

During the winter season Lethbridge School Division reminds parents/guardians of the following:

- Children should be well prepared for the weather.
- Families should ensure that they have back-up care arrangements if transportation is delayed. Children should have a warm place to stay before and after school (i.e. with a neighbor or a nearby relative).



Other Matters 06



Trustees Orientation January 18th: Module 5- The Board's Strategic Role

Important meetings/events:

- Urban School Insurance Consortium (USIC) Risk Management and Claims committee
- Trustee Orientation Sessions: Board's Strategic Role, Module 5, January 18th
- Joint meetings (weekly) with AB Infrastructure, AB Education, and OTA Architects re design of Garry Station Elementary
- COVID Navigation meetings and re-entry meetings
- Southland Transportation and Holy Spirit School Division 2022-2023 bell time coordination and registration meetings



ICE Scholarship Event, February 11th

Tickets are **\$10** to attend this virtual event with speaker Scott Armstrong. For more information and to buy tickets see the Division Community Engagement website



- Generative Dialogue meeting with Dr. Robert Plaxton and Lakeview Schools
- Generative Dialogue meeting with Immanuel Christian Elementary School and Lethbridge Christian Elementary Schools
- Community Engagement Committee Meeting
- Lethbridge Christian School and Dr. Robert Plaxton Council Meetings
- Elementary, Middle, and High School Administrator meetings
- Education Centre Leadership team meeting
- Meetings related to labour relations matters

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendations

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT – INSTRUCTIONAL SERVICES

JANUARY/FEBRUARY 2022

FEBRUARY IS **BLACK HISTORY MONTH**

PINK SHIRT DAY IS FEBRUARY 16TH

IMPORTANT DATES FOR DECEMBER AND JANUARY

January 10th- Parent Engagement Opportunity- Digital Citizenship
January 11th- Division Placement Committee meeting
January 24th- Wellness Committee Meeting #2 (online)
January 17th- Student Engagement Presentation to the Board
January 17th- Kindergarten Registration begins at all schools
January 18th- Chinook CYAC Leadership Advisory (Morag to attend)
January 20th (postponed)- Indigenous PL -Middle School- Jenna Jewison (Contact and Colonization Impacts on Indigenous People)
January 20th (online)- Spanish Bilingual Program- Grade 5 parent meeting- planning for next year
January 24th- Learning Commons Facilitator Meeting
January 24-Feb 4- Early Education Program registration for returning students
January 26th (postponed) - Grade 1 PL -Indigenous Education
January 26th- Elementary Literacy Steering Committee
January 26th- Learning Support Teacher Meeting
January 31st- BOOST Numeracy Training
February 1st- Town Hall
February 2nd- SIOP (Sheltered Instruction Observation Protocol) #2 Training
February 7th- Health Champ Meeting #2
March 3rd- Indigenous Education Committee Meeting

PARENT SUPPORT

In the past three weeks we have answered and supported queries related to the following issues:

- Middle school digital conflict
- At-home/in-class requests
- Specialized programming for exceptionalities
- High school/dual credit programming
- COVID-19 concerns
- Out of boundary registrations
- Independent student status
- At-risk youth and crisis response

CELEBRATIONS AND CONGRATULATIONS

A special congratulations to DIS Administrative Assistant Anna Ell announcing her retirement effective August 2022 !

Instructional Services would like to officially thank John Chief Calf for all the work, visioning and leadership he has shown over the past 2.5 years in the capacity of Niisitapiisini Nature/Education Coordinator, Indigenous Education we have all really enjoyed and learned from his positive, land based, collaborative and thoughtful approach. John has decided to step away from the coordinator duties and shift to teaching at Winston Churchill High School and Victoria Park starting Semester 2. John will be piloting a teaching framework that will involve Blackfoot classes and team teaching with staff at the two schools to assist teachers in imbedding Indigenous perspectives and content into course work.

SPANISH BILINGUAL PROGRAM REVIEW

Two surveys were sent to parents of students enrolled in the Spanish Bilingual Program at the Coalbanks Elementary School; one to the parents of Grade Five students and one to the parents of students taking the Spanish program in Grades Kindergarten to Grade Four. In total 108 parents completed the surveys (24 Grade 5 and 84 parents K-4). The purpose of the survey was to assist in a review of the program as it is in its 5th year and to better understand what our Grade 5 Spanish bilingual students are seeking in their Grade 6 program with respect to Spanish language instruction.

- 96% of the parents are extremely or very happy with the program
- 3% of the parents are happy with the program
- 1% of the parents are unhappy with the program.

Positives, Issues and Concerns Identified with Spanish Bilingual Program

Moving to Middle School: One of the issues for parents identified is transportation. As we know as per [Policy 501.3.1 – School Choice](#), busing is not provided for school of choice.

Disruptions in Spanish learning: With COVID it is not always easy to find substitute teachers able to cover the Spanish portion of the curriculum. There have also been struggles over the 5 years finding temporary teachers who are able to instruct in Spanish.

A number of parents of students identified a challenge being non-Spanish speaking and the difficulties they encounter trying to support their child in completing their homework. This is a frequent concern we also hear from French Immersion parents who do not speak French.

96% of the parents answering our Spanish Bilingual Parent Survey are very or extremely pleased with the progress their children have made. They are pleased with not only the language learning but the cultural aspect of the program. The parents appreciate the challenge it is affording the child(ren) and feel that it enriches their families' experiences, not just the students. A special thank you to the Administrative staff and teachers at Coalbanks Elementary for dedicating the effort and passion into making the Spanish Bilingual Program the success it is. Our last task is to get feedback

from our teachers and staff within the Spanish Bilingual program and will be obtaining this feedback in March/April.

Kindergarten Registration

Kindergarten registration has commenced, Early Education registration will begin January 24- February 4th for returning students. Schools continue to take registrations for in boundary kindergarten students for the upcoming 2022-23 school year. Depending upon the interest shown by parents registering schools provide programs that may be half day or full day depending upon the level and majority of interest articulated.

Dual Credit

Lethbridge College has been tremendously supportive and are going to be providing dual credit programming to 21 students from LSD in the second semester. The courses our students are registered in are- Intro to Psychology, Principles of Animation, and Marketing Fundamentals for Media. Dual credit is a great opportunity for students to get high school credit and college credit simultaneously for the limited cost of textbooks and learning materials. For many of our dual credit students they will be able to use the credit obtained in this dual credit arrangement toward a college program which is a considerable cost savings.

Fountas and Pinnell/ BOOST/ Grade 1 Learning Loss

Boost Program/Grade 1 learning loss- this targeted program for grade 1, 2 and 3 students to target lagging literacy skills due to the Pandemic is supported by Alberta Education. We started working with the grade 2/3 students before January and are now targeting grade 1 students. The assessments are very similar to the Grade 2/3 assessments. The interventions done before the new year with the 2/3's have received positive preliminary feedback.

These assessments are 5 minutes per test and teachers are responsible for assessments. The second assessment (post-intervention) will take place for the grade 1's in May to determine the growth of the students identified who have received this support.

F & P- In recognizing that there may have been additions to or changes in teaching staff since the beginning of the year, we will once again be offering a mid-year training in the administration of the Fountas and Pinnell Benchmark Assessment System. The training will take place on **Friday, February 11th from 12:30 to 3:00 on TEAMS**. This training is for teachers new to the profession or new to Lethbridge School Division since the September training took place.

Anti-Racism/Anti-Oppression (ARAO) Administrators Committee

The vision and mission of the ARAO Administrators:

Vision:

- A community of reflective, engaged citizens continuously striving for a culture free of racism and oppression.

Mission:

- To embark upon a journey of individual responsibility, holding space for discomfort, while personally acknowledging our privilege and bringing self-awareness and discussion to important reflection and action.

In our last meeting we shared strategies and barriers to support and promote greater awareness of cultural holidays and sacred days. It is recognized that Jordan Hoffos (ESL Student Support) and Bev Smith (ESL Lead Teacher) share a lot of information with schools regarding important cultural dates and the importance/education around them.

The ARAO is striking a subcommittee to finalize an “Anti-Racism/Anti-Oppression” Policy and are hopeful to finalize it before the end of the year!

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

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

Recommendations

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
January 25, 2022



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 2 teachers to the substitute list in the past six weeks.
- Adding 4 support staff to the substitute list in the past six weeks.
- Onboarding 19 new staff members in the past six weeks.
- Extending 12 teacher contracts in the past six weeks.
- Facilitating the hiring of 11 teachers in the past six weeks.
- Facilitating the hiring of 15 support staff in the past six weeks.

Other Highlights

- Associate Superintendent Mike Nightingale provided a professional learning session for administrators new to the Division related to teacher growth, supervision, evaluation and hiring processes.
- Associate Superintendent Mike Nightingale attended LCI and Gilbert Paterson school council meetings.
- Associate Superintendent Mike Nightingale attended a virtual TEBA meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended a virtual Education Centre Leadership Team meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual school administrator meetings for elementary, middle school and high school.
- The Human Resources department has been working to distribute rapid tests and masks the government provided.



2021 Hiring Information

The following statistics were gathered from January 1, 2021 to December 31, 2021:

- 4,207 applications were collected through our workable software.
- 1,140 applications were moved forward as part of the initial screening process.
- 927 candidates were moved to the interview stage.
- 537 candidates were moved to the reference checking stage.
- 375 candidates were hired through workable.
- 251 video interviews were completed.
- Hiring managers sent 1,109 messages through workable to prospective employees as part of the hiring process.

COVID-19

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



Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



January 11, 2022

Alix Hirsche

Good day Alix,

Thank-you for sharing your perspective regarding spectators at extra-curricular events at the Public Forum portion of the December 14, 2021 Board Meeting. I also acknowledge your email requesting an appeal and revision of Lethbridge School Division's current Restriction Exemption Program.

We acknowledge the frustration that is experienced when access is restricted to student events and there is the desire to share in your child's experience. This is a lengthy response to your presentation and request, but I feel that it is important to provide some background.

The Lethbridge School Division Restriction Exemption Program was developed and implemented in the fall with the first move along a continuum of opening activity to spectators being outdoor activity (football). At that time we used the provincial restriction exemption program and were able to apply it to school activities that were outside of curriculum delivery. The Lethbridge School Division REP continues to reflect the required elements that are in alignment with the provincial REP -see (A) through (E) on Lethbridge School Division document ([367021 \(lethsd.ab.ca\)](https://www.lethsd.ab.ca/367021)). We appreciate that you may view the December update to the provincial REP as a change, but we moved forward with an REP long before school extra-curricular activities were listed *explicitly* in scope. We did so in the fall following conversation with Alberta Education and assurance that we could apply the provincial REP to extra-curricular activities. As such, the December 10 "in scope" announcement does not change our document. Many other school divisions moved toward an REP in the fall based on the understanding that school extra-curricular activities, although not listed, applied. There continues to be variance with respect to how school divisions are applying the provincial REP as well as other restrictions when it comes to extra-curricular events. There are some school divisions who continue to have a "no spectator" rule, and others that are moving toward having no restrictions that go beyond the provincial REP.

The provincial REP does not restrict an organization from adding restrictions. As is stated in the Lethbridge School Division REP (F) and (G), "further implementation strategies specific to the sport or activity will be developed by schools and reviewed by the School Division Superintendent or designate." The Lethbridge School Division REP was put together collaboratively among the high school administrators and central office administration. It is an administrative document that guides extra-curricular activities that are a site-based responsibility.

I appreciate that there may be public understanding that the Board of trustees is directly involved in determining spectator parameters with extra-curricular activities, but that is not currently the case. When the COVID Pandemic first appeared in March 2020, the Board Pandemic Plan (a Board document approved by the Board) stated that all extra-curricular activities were non-essential and, as such, were not to be implemented. In the spring of 2021, the Board determined that the statement had become outdated and did not reflect the reality of a lengthy Pandemic. As such the Board made some changes to

the Pandemic Plan in April 2021 that allowed for greater flexibility. The flexibility led to the development of a division extra-curricular and co-curricular phase-in plan (written by secondary school administrators). It was approved by the Board and updated in August 2021 to ensure high school sports, such as football, could get started for athletes.

The phase in plan and restriction exemption program place the primary responsibility for implementation of protocols for extra-curricular activities under the authority of the secondary school administrators. We are updated monthly and continue to support their efforts in re-engaging youth in activities and implementing strategies as part of the REP they feel reflect the reality of their context. The approach has been cautious placing the participation of students as the top priority along with the health and well being of students and the school community. We recognize that operating extra-curricular activities is voluntary and appreciate our school staff and volunteers for committing time to engage our youth in healthy activity. As do schools, we recognize the value of support from spectators and the positive impact spectators have on participants and the climate of the school. The secondary school administrators review and discuss all parameters regarding extra-curricular activities on a regular basis.

With respect to requesting an appeal, this is not an appealable matter. The Board Pandemic Plan no longer restricts the implementation of strategies for extra-curricular activities. If the Board believed it essential to the health and safety of students and staff, it would fall under governance to restrict schools, but it does not properly fall under governance to compel or order an enhancement to a school voluntary program.

Sincerely,



Allison Purcell
Board Chair

cc: Board of Trustees
Superintendent

Lethbridge School Division Board of Trustees

Allison Purcell, Christine Light, Andrea Andreachuk, Tyler Demers, Kristina Larkin, Genny Steed, Craig Whitehead

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433 -15 Street South

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January 11, 2022

David Lowry

Good day David,

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Sincerely,



Allison Purcell
Board Chair

cc: Board of Trustees
Superintendent

Lethbridge School Division Board of Trustees

Allison Purcell, Christine Light, Andrea Andreachuk, Tyler Demers, Kristina Larkin, Genny Steed, Craig Whitehead

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Board Priorities Report

Background

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas as identified by the Board at their spring retreat are attached. An update on progress regarding the implementation of strategies under each priority area is 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
Superintendent



Division Domains and Priorities for 2021-2022

Division Domain: Local and Societal Context

Planning Considered: Pandemic Context, Population Diversity, Health and Wellness, Inclusive Education, Curriculum, Technology, Growth, Staff Demographics

Division Domain: Governance Outcomes

- Governors engage students and their families, staff and community members in the creation and ongoing implementation of a shared vision for student success.
- Legislation, policy and regulation provides clarity regarding roles and responsibilities of education in matters of governance.
- Fiscal resources are allocated and managed in the interests of ensuring student success, in alignment with system goals and priorities, and in accordance with all statutory, regulatory and disclosure requirements.
- Curriculum is clearly articulated and implemented in a relevant and meaningful manner.
- Governors employ a cycle of evidence-based continuous improvement to inform ongoing planning and priority setting, and to build capacity.

Division Domain: Student Growth and Achievement Outcomes

- Student achieve prescribed provincial learning outcomes, demonstrating strengths in literacy and numeracy.
- Students apply knowledge, understanding and skills in real-life contexts and situations.
- Students advance reconciliation by acquiring and applying foundational knowledge of Indigenous experiences. The school community applies the resources needed to support Indigenous student achievement.
- Students are active, healthy and well.
- Students use ongoing assessment feedback to reflect continuously on their progress, identify strengths and areas of need and set new learning goals.

Division Domain: Teaching and Learning Outcomes

- Teachers and leaders respond with skill and competence to the unique learning needs, interests and cultural, social and economic circumstances of all.
- Teachers and leaders improve their professional practice through collaborative engagement in processes of growth, supervision and evaluation.
- Collaboration amongst teachers, leaders, students and their families, and other professionals, enables optimum learning.
- Professional Learning programs prepare teachers and leaders to meet the standards of professional practice.
- Teachers and leaders use a range of data arising from their practices to inform cycles of evidence-based continuous learning.

Division Domain: Learning Support Outcomes

- Learning environments are welcoming, caring, respectful and safe.
- Learning environments are adapted as necessary to meet learner needs, emphasizing a sense of belonging and high expectations for all.
- Education partners fulfill their respective roles with a shared understanding of an inclusive education system.
- Students and their families work in collaboration with education partners to support learning.
- Cross-ministry initiatives and wraparound services enhance conditions required for optimal learning.
- Infrastructure (technology and transportation services) supports learning and meets the needs of Alberta students and their families, staff and communities.

**2021-2022 DIVISION PRIORITIES
REPORT TO THE BOARD**

DOMAIN: GOVERNANCE

Engagement with Stakeholders

- The Division engaged parents and community members in Draft Curriculum Feedback by hosting two evening sessions as well as posting a feedback loop on the Lethbridge School Division Engagement website. A summary of the feedback can be found on the Division Engagement website. The feedback from parents and community members was included in a brief that was used by Lethbridge School Division Board Chair in an Alberta School Board Association Board Chair curriculum session.
- Sharon Mezei (GS Lakie), Joey Gentile (Coalbanks) and Morag Asquith will be meeting with grade 5 parents of the Spanish Bilingual Program from Coalbanks on January 20th to confirm programming for the Spanish Bilingual Program for our new grade 6 students at G.S. Lakie.
- Student Leadership, Mentorship and Wellness Series is a collaborative program with all middle and high schools in the Lethbridge School Division as well as Zone 6 School Divisions. The series is organized through SAPDC and a regional planning committee. A series of four sessions are offered live in the school day and rebroadcast with a host that same day after school. This series of sessions is designed for student leaders and their teacher mentors. The intent of the sessions is to provide support and an opportunity to explore some of the challenges of leadership at the personal, group/club and school levels. The regional planning committee anticipates that participating schools will release their students from class to gather as a group (in their own building) and participate in the interactive sessions through technology as much as possible. The rebroadcast will be hosted that same day for those unable to attend live. Our first broadcast was on December 14 with the topic: March 2020 to Today...It's been something: Using Christmas/Winter Break to Reset-Reload, Lead Yourself and Serve/Support Others. Session 2 will be hosted on February 15, with the topic: What happens when we are all together? What is the cost when we are not: an exploration of the value of all of us, an Anti-Bias/Anti-Racism conversation as leaders?

Collaboration with other School Authorities, Municipalities, and Community Agencies

- City of Lethbridge joint meetings with Alberta Infrastructure and Alberta Education re: west Lethbridge elementary school site development in Garry Station.
- Received correspondence from City of Lethbridge regarding contribution to upsizing new west Lethbridge Elementary school in Garry Station.
- Dual credit courses for high school students are being implemented this semester in partnership with Lethbridge College and the University of Lethbridge.
- Inclusive Education has been working closely with Immigrant Services in January to complete Preliminary Screen Reports for 17 children registering for kindergarten for the 2022-23 year.
- Southwest Collaborative Support Services Leadership Team (Education, AHS, CFS, FSCD) met on January 10. The plan to add audiology support in schools through AHS will not proceed due to a shortage of staff at AHS. We only have 20 hours of contracted support available for the remainder of 2021-22.
- Rochelle Neville attended the Early Learning Advisory Committee meeting on January 13 hosted by SAPDC.
- An ELL Advisory meeting being hosted by SAPDC on January 19 provides an opportunity for collaboration across school divisions around support for English Language Learners.
- 7 Southern School Divisions met on January 18, 2022 to discuss how we can improve our purchasing power and be more efficient on tracking orders with our vendors. With the current supply chain

issues, it has become even more difficult to track orders or have estimated shipping dates. All divisions are having supply chain issues regarding tech purchasing and how to create a dashboard that will provide more up to date information.

- On January 19, 2022 multiple school divisions met in the province to discuss policies around cyber security. The working group hopes to create a set of guidelines around cyber security that divisions can use to help better protect critical information and systems.
- Human Resources attended a Certified Human Resources Professional (CPHR) meeting allowing the Division to collaborate with Human Resources industry within Alberta.

DOMAIN: STUDENT GROWTH AND ACHIEVEMENT
PRIORITIES: ACHIEVEMENT AND INNOVATION

Literacy

- The 16-week Boost intervention program for grades 2 and 3 students began on November 19 with the training of 6.5 FTE teachers. The 8 weeks of literacy intervention will run until the end of January. Bev Smith, Literacy/ESL Lead Teacher, ordered resources, created our literacy intervention framework, and provided Professional Learning to the teachers in the program.
- Preparation for the Grade 1 Boost program has begun and resources have been ordered.
- Literacy Residencies continue with Bev modeling best literacy practices in classrooms and then working alongside of the teacher to implement those practices. In schools where more than one teacher is participating, the residencies are being modified for the well-being of students and staff. The lessons are recorded and then Bev meets with all teachers afterwards on TEAMS to review the lesson and provide Professional Learning.
- A teacher professional book club has begun. Teachers meet outside the school day to discuss a book, "Sometimes Reading is Hard" by University of Lethbridge Professor, Dr. Robin Bright.

Numeracy

- The Boost numeracy intervention program for grades 2 and 3 students will begin on January 31.
- Preparation for the Grade 1 Boost program has begun and resources have been ordered.
- Michaela Demers continues to provide support with identifying areas for student growth and sharing targeted strategies and routines for student success.
- Thinking Routines continue to be an area of focus along with gathering more resources for teacher access on effective numeracy teaching practices and strategies.
- Professional Learning continues on the new "Building Fact Fluency" kits (addition and subtraction) that were purchased in the spring for all schools. She has arranged for elementary and middle schools to pilot the Multiplication and Division Building Fact Fluency Kits for possible purchase across our School Division.

Implementation of Student Learning Competencies

- The competencies promoted in the AB curriculum are: critical thinking, problem solving, managing information, creativity and innovation, communication, collaboration, cultural and global citizenship, and personal growth and well-being. The division has been providing professional learning and support for how these competencies are incorporated into daily lessons and projects across all grades and subjects. These competencies are in the current and the draft curriculum. As such, building capacity in this area will weave into any curriculum roll out.

Experiential Learning including secondary initiatives:

Off-campus, dual credit, high school re-design, career exploration, and experiential learning at all levels

- Dual credit with Lethbridge College has commenced for second semester registration. They are offering; Agricultural Finance, Psychology, Marketing, Geology, and Animation. Morag went to Lethbridge College for a share session regarding dual credit offerings and at high school we have 20

students registered!! The College is very open to exploring options or interests for our high school students.

- Dual credit course offered with the University of Lethbridge this semester is Liberal Education 1000; second semester courses will include Liberal Ed 2200, Management 1070, and Genetically Engineered Machines (IDST 3200).
- First semester Off-Campus placements are up and running and work site visits are being supported by our Off Campus Team (Andrew Krul and Carey Rowntree).
- Our Off Campus Department is partnering with our Counselling Department to explore a service that 5th on 5th is offering around resume writing and post-secondary exploration.
- Career transitions planning for January EPIC event where high school students are exposed to trades and hands-on experience.

Transition Strategies

- As new measures are announced such as the revised provincial guidelines for education released January 7, 2022 (mitigation measures such as masks and/or reporting processes), the Division keeps schools and parents informed.

Innovation and Technology

- The Technology Department is working on creating a Minecraft Education challenge that will require students to design a new elementary school. The design challenge will be open from grades 1-9 and students will be able to enter as groups or individuals. Currently, we are creating a 2 km radius around Garry Station School site in Minecraft so students can see and build on the actual site in the software. Our goal is to start advertising the challenge in mid-March.
- A new division esports hub is being designed and constructed at LCI school and will be accessible to all schools next year. The purpose of the hub is to allow schools to use equipment and provide a space to practice and compete in esports tournaments. Currently, we have most of the middle and high schools requesting to use the space. Most countries today consider esports an official sport and accept gamers as athletes.
- Human Resources is incorporating video interviews as part of recruitment.

Early Learning

- Kindergarten registration for the 2022-2023 school year opened in January. Expression of Interest for Early Education Programs will begin January 24 for returning children and February 7 for new children. A lottery will take place following the expression of interest. Families will be notified by March 11 of the placement outcome.
- EEP registration for the current school year has been extended to children who are three years old by December 31, 2021. We have welcomed 10 new children into our Early Education Programs this January.
- There are 13 early learning staff participating in Hanen, Learning Language and Loving It training this spring. This training is a professional development foundation within Lethbridge School Division's early childhood programs.
- Alberta Education PUF Verification files were submitted January 14. Alberta Education will communicate results of the verification once complete. This timeline has not been shared yet.

Indigenous Education

- An Indigenous Education Professional Learning Series will be hosted throughout this year by our Indigenous Education Teaching Team. This will be attended by the Indigenous Education rep at each school. There are four events: September 20 (Residential School Theme with Writing on Stone visit), November 1 (Indigenous Education Teaching Strategies and Metis Culture), February 7 (Pemmican making and Traditional Games) and April 11 (Tipi Teaching) and John Chief Calf is providing Friday afternoon learning sessions with Administrators.

- Grad Coach/ school admin visits scheduled the first week of November to support the shift to a more post-secondary exposure focus for our team.
- Our Indigenous Education Team met January 18th to start to explore Tipi education, graduation planning (ordering), and reviewing how best to support our high schools with various supplies of Indigenous significance (i.e. Tobacco, Sage, Sweetgrass and Cedar).

Wellness

- Anti- Racism and Anti-Oppression (ARAO) Admin. Committee met January 19, a sub-committee will be struck to work on an Anti-Racism/Anti-Oppression Policy, we will be sharing an update of the work from the ARAO #5 meeting with Administrators and continue to explore how we can support and enhance cultural awareness/events and celebrations in our system.
- The Wellness Committee will be meeting January 24, it has been moved due to the shortages in substitute teachers in our system.
- Human Resources will present at the Wellness Committee meeting on January 24, 2022.
- We are excited to continue Wellness Visioning in our Division. It is a complex and multi-systemic process that requires feedback from Schools, Health Champs, Wellness Teams, HR, Nutrition, Students and Board. We look forward to continuing to grow as we build a greater understanding of our entire system, recognizing that wellness is a primary focus during the Pandemic.

Diversity

- We continue to meet regularly as an Administrative Committee to address anti-racism and anti-oppression in our system and update and facilitate professional learning related to this very important issue that we encounter.
- In early January we welcomed 20 newcomer students to the Division through Instructional Services. They come from Nigeria, Germany, Ethiopia, Korea, Pakistan and the Philippines.
- The ARAO (Anti-racism/Anti-oppression Committee) will continue to update our Administrators Committee on learnings and progress so that we can continue to move forward regarding the systemic barriers we encounter related to racism and oppression.
- Instructional Services is working with Red Crow College to facilitate practicum placements in LSD for students in the Spring, we are excited to be able to facilitate these placements.

International Programs

- Our International Program continues to grow. Most students have been double vaccinated prior to arrival. We will be welcoming approximately 90 International students over the course of the year. The cultural and diverse perspectives that these students bring to our school communities enhances our learning and opportunity to build relationships that broaden our students' worldview.

DOMAIN: Teaching and Leading
PRIORITIES: ACHIEVEMENT AND INNOVATION

Administrator Professional Learning

- Regular Administrators' Professional Learning throughout the year is being presented through Thinking Routines to ensure alignment across the Division.
- New Admin Mentorship Program meets six times during the school year (through Microsoft Teams) covering topics related to Division Priorities, Instructional Leadership and Facility Management. The meeting in December focused on Vision, Climate, and Inclusive Practices.

Division Professional Learning (Collaborative Communities, support staff PL, teacher PL, inquiry based professional learning)

- Lethbridge School Division employees have been assigned 6 courses in Mimecast that focus on basic user level cyber security training. We hope this additional training will help staff recognize and report malicious emails and overall help keep our network a safer place.

- Thanks to the efforts of our Division SIVA trainers, Mackenzie Penner, Frank Lowe, Melissa Gleeson, Rochelle Neville, Christie Archer, and Rebecca Adamson we were able to train and re-certify 70 Division staff during the week of January 3 when students were not yet in class.
- Bev Smith will hold the second in a series of workshops on the Sheltered Instruction Observation (SIOP) model for teaching English language learners on February 2.
- Human Resources provides: New Hire Orientations twice per month in January.
- Trustee Orientation Sessions: Getting to Know You, All about Lethbridge School Division, and Board Fiduciary Role (Board Business, Board Governance, Governance Relationships, Framework of Governance).
- Indigenous Education is continuing to provide side by side relationship and nature-based training for our teachers by John ChiefCalf, Melanie Morrow and Jenna Jewison.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The Teacher Induction Program (TIP) has 24 new teachers supported by a mentor teacher. The TIP program meets eight times during the school year. August 19, we hosted the first TIP session through Microsoft Teams. This session focused on inclusive education, policy review, occupational health and safety, digital resources, Division priorities, professional learning and a presentation on resources available through our Division Curriculum Resource Center. October 5 was our second session focussing on parent/teacher interviews, assessment and reporting.

DOMAIN: Learning Supports
PRIORITIES: INCLUSION

Building Staff Capacity to Meet the Needs of all Learners

- Support projection templates for the 2022-23 school year will be shared before the end of January. Ann will work with new administrators to support this process.
- Division therapists, psychologists, Behaviour Support Team, and Student Support Worker-ESL continue to be very busy with the return of students on January 10. Programming is continuing as usual with every effort made to minimize risk, using PPE and Plexiglass screens (for assessment and direct therapy).
- SIVA training was offered to Educational Assistants January 6 and 7.

Collaborative Partnerships to Support Learning

- We have completed 20 intakes for newcomer students so far this month. Information from intakes is shared with receiving schools to support initial decisions around programming/placement.
- Several meetings are taking place in January involving school staff, Division personnel, and community partners to plan collaboratively for student support (complex physical/medical needs) or transition (school to adult services, hospital to school).
- Thanks to support from Jen Kowal, Community Pediatric Nurse/Case Manager and parents, we were able to transition a student with very complex physical/medical needs into one of our division elementary programs, starting January 10.

Cross-Ministry Initiatives

- Bev Smith, ESL Lead Teacher, and Jordan Hoffos, Student Support Worker, attended the January Lethbridge Family Services – Immigrant Services Support Worker in Schools (SWIS) meeting. This provides a line of communication between Immigrant Services, SWIS workers and the Division.
- Ann attended a Southwest Collaborative Support Services Leadership Team (Education, AHS, CFS, FSCD) meeting on January 10. Discussions around shared contracted supports (e.g., physiotherapy, teachers of the deaf/hard of hearing and visually impaired, Complex Communication Team) for the 2022-23 school year are beginning soon.

Management of Growth and Support of Learning Spaces/ Provision of Programs

- Weekly meetings started in October working with Bridging Consultant on the design of the new Elementary School in Garry Station.
- Wrap up of \$4 million Infrastructure and Energy Improvement Project with Johnson Controls.
- Planning work for Galbraith modernization needs assessment and visioning session.
- As schools start to explore learning outside more schools are also looking at developing their outdoor learning spaces.

Other

- The 2021-2022 Lethbridge School Division Re-entry Plan, Restriction Exemption Program for extra-curricular activities, and COVID notification protocols are updated and communicated when changes are made at the provincial level.

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Donations and Support**

Background:

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

- Westminster School families received holiday meal kits from Cargill.
- Save-On-Foods provided turkeys for the annual Christmas Hamper event at Victoria Park School.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Acknowledgements of Excellence / School Showcase**

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:

Westminster Showcase:

First ever virtual Christmas Concert

Westminster held a virtual Christmas concert over "Teams". 80 plus parents logged in at 9:00 am in the morning to watch our school share songs, that went with the story "Snowmen at Christmas". Students performed their song from their classrooms and the program moved from classroom to classroom with a story read in between...we really practiced with the program and technology to pull it off...and we did!

Traditional Holiday Meal Kits

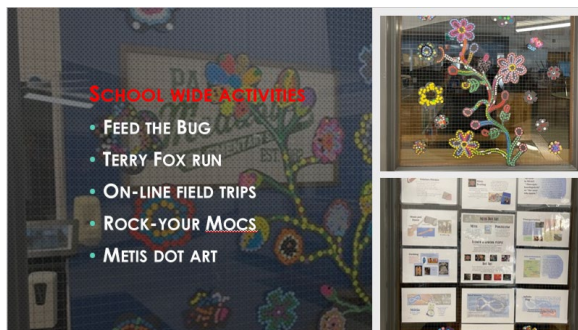
This year, our school partnered with Cargill to offer every family a "Traditional Holiday Meal Kit". The meal kits had a big fat chicken included (instead of a turkey) and we offered Halal chickens for families too. It was a Christmas dinner in a bag, and families were very appreciative. We had 11 staff that volunteered to purchase, haul, store, sort and organize all the parts of the meal kit, and Cargill employees came and handed out bags on the last day of school before holidays. It was a lot of work - but worth it!

Park Meadows Showcase:

- Introduction of Parker's Pride Awards (online Assemblies) - Honoring: Respect/Responsibility, Belonging, Independence, Kindness, Leadership
- Literacy – Residency with Literacy/ESL lead teacher, Book Challenge in March
- Numeracy - Residency with math lead teacher
- Inclusion - Staff book Study – "Troublemakers" by Sharla Shalaby
- Multi-school PL day (Immanuel Christian, Westminster)
- Thinking Routines
- Maker's Space – Learning Commons



- Staff sharing of teaching strategies
- New staff room furniture
- School Council Fundraiser – Dance-a-thon
 - o \$14000
 - o Supports – Scientists in School, Author/Illustrator visits, field trips
 - o Teacher Mandy Reimer connected with Mike Boldt, Author Illustrator and he gifted the class with signed books



Immanuel Christian Secondary Showcase:

Anticipation for this school year was high back in September when we welcomed students back into classrooms with the hopes of new year and a return to some of the “extras” (athletics, clubs, cohorted activities) that add to the fun and student engagement at school. For the first time in many years, our middle school/grade 9 cross country team competed in the South Zone meet where our team took home the 3J banner in what was an exciting day, including a first place finish in her age category for Grade 7 student Emma Martineau. Our volleyball teams were happy to be in the gym again where they had a successful season with special recognition going to our JV Girls finishing 3rd in the SAIAC League and our SV boys winning bronze at the 2A Zone Tournament. Our Middle School resumed house activities which are always fun opportunities for student engagement and building community and included sport challenges, cooperative games and gingerbread house making. Our Senior High had some fun with some outdoor class challenges including “Smashing Pumpkins 2021”, which included some smashing of pumpkins and culminated with a pumpkin slingshot. Both middle and high schools took part in a food drive leading up to Thanksgiving that produced almost 2000 lbs of food for our food banks. School chapels still remain a virtual event through Teams and we are happy to still be able to connect with our students in this way with worship through song and prepared messages. We were happy to surprise our Grade 12 class with a special Christmas lunch banquet, something that was appreciated by the students. Our Band and Choir Concert before Christmas was a community highlight as we were able to welcome parents to join us for this event in showcasing the hard work and talents of our staff and students. With all the challenges of school during a pandemic, the life of the school continues and we remain thankful for the opportunities to serve students and families and learning and personal growth and development. We look forward to semester two commencing and finding ways to build community and add value to the experience of students at ICSS.

Additional Highlights

Kayleigh Shannon (Gr 12 LCI) – Curling – Optimist U18 Provincial Championship – silver
Rhett Whitmire (Gr 10 LCI) – Curling – optimist U18 Provincial Championship – 6th place

Recommendation:

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

Respectfully submitted, Cheryl Gilmore

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Town Hall

Background

Lethbridge School Division is hosting the annual Town Hall Meeting in a virtual format on Tuesday, February 1, 2022 from 6:30 – 8:30 p.m.

The purpose of the meeting is to seek feedback to assist the Division and Board of Trustees as they explore Division priorities. The feedback will frame consideration of the 2022-23 Education Plan and budget.

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

We are all partners in education who collectively support student learning.

Question 1: ***“In what ways have we successfully supported student learning?”***

Question 2: ***“Moving forward, what can the school division do to strengthen support of student learning?”***

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **COVID Highlights**

Background

Superintendent Cheryl Gilmore will highlight any changes to the COVID trends, the Re-Entry Plan, Restriction Exemption Program, and COVID notifications that may have occurred over the past month.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Multicultural Calendar Current Activities

Background

Division Student Support Worker, Jordan Hoffos creates a monthly calendar sharing cultural days of celebration for students in the Division (January edition attached).

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

St. Basil's Day (Greece)

Celebrated on January 1st. The Greeks call New Year, St Basil's Day. It is traditional on St Basil's Day to serve vasilopita, a rich bread baked with a coin inside, while also common to exchange gifts on this day. (Jan.1st)

Gantan-Sai (Japan, Shinto)

Also referred to as Shogatu, is the Shinto New Year holiday. The faithful visit shrines, often at midnight, praying for renewal of heart, health, and prosperity. During the seven-day holiday, people wear their best clothing and visit the homes of friends and family to express their wishes for the coming year. (Jan.1st)

Seijin No Hi (Japan)

This day celebrates Coming-of-Age of the youth of Japan who are twenty years old. They wear traditional clothes and visit the shrines where the family announces their adulthood to the spirits. (Jan.10th)

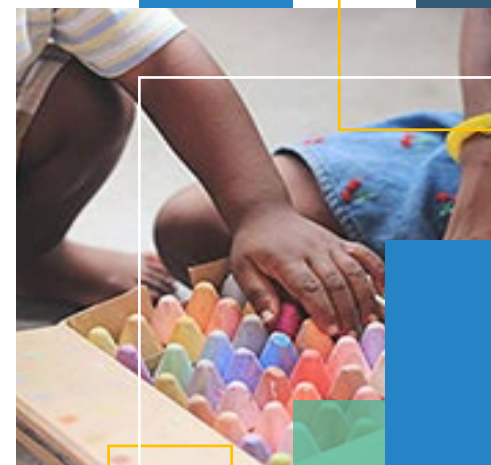
St. Knut's day (Finland, Sweden)

This day celebrates King Knut who ruled Sweden from 1080-1086 is honored as a saint for his virtue and generosity. He had declared that Christmas should be celebrated for twenty days, officially ending the season on January.13th.

2022 Is the International year of Artisanal Fisheries and Aquaculture

https://youtu.be/0s6N_89xXIU- Click to explore. This is an opportunity to celebrate the diversity of small-scale artisanal fisheries and aquaculture, including women and youth; to share current and potential contributions to achieving the Sustainable Development Goals and highlight related innovation; and to build and strengthen related support and partnerships at all levels.

Food and Agriculture Organization of the United Nations. (2021, November 19). Small in scale, big in value [Video]. YouTube. https://youtu.be/0s6N_89xXIU





Thaipooosam Cavadee (India, Mauritius) January 18th

Celebrated by Hindus of Tamil origin in honor of Kartikeya, Granter of Wishes, and the second son of Shiva.



Martin Luther King Jr. Day (USA) January.17th

This day commemorates the leader of the Civil Rights Movement in USA. People of all races and religions have benefited from this sacrifice and accomplishments made by this man. He was a Nobel Prize winner (Peace Prize 1964) and was a prominent advocate of nonviolent protest.

Tu B'Shevat or Arbor Day (Jewish) January 17th

This day celebrates Judaism's roots in the natural world. It is a holiday and known as the New Year for Trees. The celebration includes eating special meals involving the seven fruits of the land – wheat, barley, figs, grapes, pomegranates, olives and dates. Trees are also planted as a tradition on this day.

Resources:

BimBam. (2018, January 16). What is Tu B'shevat? The Jewish Tree Holiday [Video]. YouTube.

<https://www.youtube.com/watch?v=BRHLw9jr9lY>

Food and Agriculture Organization of the United Nations. (2021, November 19). Small in scale, big in value [Video]. YouTube.

https://youtu.be/0s6N_89xXIU

Khanna, A., Mody, P., Powers, S., Raza, R. (2022). Multicultural Calendar 2022. Toronto: ON

Math Songs by NUMBROCK. (2018, January 8). Martin Luther King Jr. For Kids | Song & Rap. [Video].

https://www.youtube.com/watch?v=xAUv_vAbzkUk

Kitchen God Celebration (China) January 25th

This celebration the custom is based on the traditional farewell ceremony for T'sao Wang, Prince of the Oven, before he leaves for his annual trip to heaven to report on families' good behavior during the year.



“Diversity is the one true thing we all have in common... Celebrate it every day.”

— Winston Churchill

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Virtual I.C.E. Scholarship Event – February 11, 2022**

Background

The I.C.E. (Innovation, Creativity, Entrepreneurship) Scholarship event will be held on Friday, February 11, 2022 via YouTube on the Division website: [I.C.E. Scholarship 2022](#)

Tickets are available via SchoolCash Online: <https://lethbridge.schoolcashionline.com/>

The keynote speaker is **Scott Armstrong** (CSP), international speaker and published author who is recognized by his colleagues as an extraordinary visionary leader.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

January	26	Joint Committee of the City of Lethbridge and School Boards Meeting 9:00 am, Microsoft Teams
February	1	Town Hall Meeting 6:30 pm, Microsoft Teams (Town Hall website)
	9	Policy Advisory Committee 12:00 pm, Education Centre
	11	I.C.E. Scholarship Breakfast 9:00 a.m., via YouTube on the Division website
	15	Board Meeting 2:00 pm, Education Centre

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Christine Light, Vice-Chair

RE: ATA Local Council – January 5, 2022

Vice-Chair Christine Light will provide an oral report.

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Christine Light, Vice-Chair

RE: Division School Council – January 10, 2022

Vice-Chair Christine Light will provide an oral report.

Division School Council meeting minutes are available on the website:
<https://www.lethsd.ab.ca/download/378160>

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: Policy Advisory Committee – January 12, 2022

Members in attendance: Craig Whitehead, Allison Purcell, Cheryl Gilmore, Trish Syme, Kelsi Cook, Rod Scott, Kevin McBeath, Maggie Taylor, Nathan Pearson. Regrets: Alison Alma-North

Policies Reviewed:

- **400.1 Welcoming, Caring, Respectful and Safe Work Environments**
 - Feedback due January 12th – No feedback provided, goes to January 25th Board Meeting for amendment
- **401.3 Non-Union Employees**
 - Feedback due January 12th – No feedback provided, goes to January 25th Board Meeting for amendment
- **404.5 Secondments and Exchanges**
 - Feedback due January 12th – No feedback provided, goes to January 25th Board Meeting for amendment
- **806.1 Enterprise Risk Management (*new policy*)**
 - First reading at December 14th Board Meeting – Approved unanimously – goes to January 25th Board Meeting for second and final reading

303.1 Administrative Appointments: (goes to Stakeholders for feedback, due Feb. 9th)

- Policy description paragraph, changed “capable” to “skilled” and added “who meet the Alberta Leadership Quality Standard”
- Regulation #1, removed “Superintendent”
- Regulation #1, added “Vice Principal”
- Regulation #1, Note: Administrative Assistant and Department Head cannot be removed, as they are in the Collective Agreement.
- Regulation #2, changed “advise” to “notify”
- Regulation #3 and #3.1, removed from the policy because it explains the process of hiring the Superintendent, which is no longer part of this policy. There is already a process for that policy.
- Regulation #4 is changed to Regulation #3
- Regulation #4.1 is change to Regulation #3.1 and removed
- Regulation #4.2 is changed to Regulation #3.1, added “two to”, removed “recommendation to the Board” and changed to “selection”, and added “The Board will be notified of the selection prior to the public announcement”
- Regulation #4.3 is changed to Regulation #3.2

- Regulation #7 is changed to Regulation #4, removed “selection” and added “process of developing the profiles of”
- Regulation #5, removed “advised” changed to “notified”, removed “and the Board shall receive the information at its next scheduled meeting”
- Regulation #5.1, removed “Associate Superintendent, Instructional Services”, added “and selecting”, added “Associate Superintendent, Instructional Services may also be a member of the committee”
- Regulation #5.3, added “in accordance with applicable collective agreement and/or legislation”
- Regulation #5.4, removed
- Regulation #5.4.1 has been changed to Regulation #5.4
- Regulation #7, added “and be in accordance with applicable collective agreement and/or legislation”
- References, “School Act” changed to “Education Act”, and updated Sections, added to Division Policies “301.1. Superintendent of Schools Roles and Responsibilities” and “301.3 Evaluation Process for Superintendent of Schools”, added “Other” with “Leadership Quality Standard”, “Superintendent Quality Standard”, and “ATA Collective Agreement”

400.1.1 Sexual Orientation, Gender Identity, Gender Expression (Goes to the Positive Spaces Committee for review, and then to the in-camera portion of the Jan. 25th Board Meeting. Will review at next PAC meeting Feb. 9th)

404.3.1 Leaves of Absence (goes to Stakeholders for feedback, due Feb. 9)

- Regulations, added paragraph “Lethbridge School Division is not required to grant leaves beyond those prescribed in the Employment Standards Code, collective agreements or employment contracts. The decision to grant employee requested leaves outside of the Employment Standards Code, collective agreements or employment contracts is at the discretion of the Superintendent or designate.
- Regulation #2.1, removed “Manager” changed to “Director of”
- Regulation #2.3, removed “that” added “when exceeding the”, removed “shall” added “the employee may”, removed “accompanied by” added “required to provide”, removed “providing” changed to “with”
- Regulation #3, removed “Manager” changed to “Director of”, removed “in writing”. Added “and other relevant factors”
- Regulation #8, removed “Under normal circumstances, days of the of absence for the purposes of consulting activities and services to other agencies will not exceed ten working days in any one year.”
- Regulation #10, added “and possible loss of benefits”
- Regulation #10.1.2 changed “will” to “may”
- Regulation #10.2.2, removed “Notwithstanding the above, the employee may negotiate special arrangements for employment during those periods when the Legislative Assembly is not in session.”
- Long-term Leaves of Absence, removed “one month” changed to “twenty consecutive

work days”

- Regulation #11.1, removed “Manager” changed to “Director of”
- Regulation #12, added “long-term”, added “at the sole discretion of the Superintendent or designate”
- Regulation #12.1, added “or Director of Human Resources”
- Regulation #12.2, added “or Director of Human Resources” changed “he/she” to “they”, changed “intends” to “intend”, removed “as per the provisions outlined in the applicable collective agreement” added “with as much notice as possible, no later than April 1, or 60 days prior to returning, whichever is earlier.”
- Regulation #14, removed “leave will be considered for, but not guaranteed to return to a similar administrative position if the administrator returns to work prior to the end of the term of appointment” added “long-term personal leave will typically be required to resign their administrative designation and will be provided a teaching position upon their return.”
- Regulation #15, removed, does not belong in this policy
- References, changed “School Act” to “Education Act”, updated Sections

Policies were sent out for stakeholder feedback.

Next Meeting Date and Feedback Due: February 9th, 2022

Respectfully submitted,
Craig Whitehead

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: ATA Summit – January 13, 2022

Trustees from across the province were invited to attend an ATA Summit (virtually). A few trustees from Lethbridge School Division attended and were provided an opportunity to learn more about the ATA.

Respectfully submitted,
Allison Purcell

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: Economic Development Lethbridge – January 19, 2022

Allison attended these meetings as the Education Sector representative. Allison shared with the members of the upcoming Division Town Hall Event and encouraged people to register as community members. Allison also shared about the ICE Scholarship Awards and the upcoming event. There was interest from EDL members for both events. Allison also shared the ongoing advocacy efforts and concerns of the shortage of physicians and mental health supports for our students, families and staff. EDL is currently doing work on this issue and shared information of the work that is being done towards this issue impacting our area.

Respectfully submitted,
Allison Purcell

MEMORANDUM

January 25, 2022

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: ASBA Zone 6 – January 19, 2022

Curriculum – the online survey open to the public will close in February 2022 – no exact date provided. www.alberta.ca/curriculum-have-your-say.aspx

Curriculum Advisory Committee includes ASBA president and an additional ASBA personnel. Additional information was released on January 20, 2022 from the Education Minister listing the members of the Curriculum Advisory Committee.

There will be an online curriculum feedback session from Alberta Education, on Tuesday, February 8 from 715-815pm open to the public to register for.

Reminder of Honouring Spirit: Indigenous Student Awards 2022 nomination deadline is February 1, 2022. <https://www.asba.ab.ca/about/awards/>.

Respectfully submitted,
Allison Purcell