

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

June 27, 2022

1:00 p.m.

Board Room / Microsoft Teams



- | | | |
|-----------|--|---------------|
| 1:00 p.m. | 1. Move to In-Camera | |
| 2:30 p.m. | 2. Approval of Agenda | |
| 2:32 p.m. | 3. Approval of Minutes | |
| | If there are no errors or omissions in the minutes of the Regular Meeting of May 24, 2022 it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| | If there are no errors or omissions in the minutes of the Budget Meeting of May 25, 2022 it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| 2:35 p.m. | 4. Business Arising from the Minutes | |
| 2:40 p.m. | 5. Associate Superintendent Reports | |
| | 5.1 Business and Operations | Enclosure 5.1 |
| | 5.2 Instructional Services | Enclosure 5.2 |
| | 5.3 Human Resources | Enclosure 5.3 |
| 3:00 p.m. | 6. Superintendent Reports | |
| | 6.1 Board Priorities Report | Enclosure 6.1 |
| | 6.2 Donations and Support | Enclosure 6.2 |
| | 6.3 Acknowledgements of Excellence | Enclosure 6.3 |
| | 6.4 L.H. Bussard Award Winners | Enclosure 6.4 |
| | 6.5 ICE Scholarship Winners | Enclosure 6.5 |
| | 6.6 Esport Tournament Champions | Enclosure 6.6 |
| | 6.7 Administration Appointments | Enclosure 6.7 |
| | 6.8 Calendar of Events | Enclosure 6.8 |
| 3:30 p.m. | 7. Presentations | |
| | 7.1 Provincial Rugby Champions - WCHS | Enclosure 7.1 |
| | 7.2 Minecraft Challenge video | Enclosure 7.2 |
| 3:45 p.m. | 8. Action Items | |
| | 8.1 International Trip Approval – LCI Idaho | Enclosure 8.1 |

8.2	International Trip Approval – LCI California	Enclosure 8.2
8.3	Policy Review: <i>Policy 103.1 Anti-Racism and Anti-Oppression</i>	Enclosure 8.3
8.4	Policy Review: <i>Policy 202.2 Chair of the Board</i> <i>Policy 203.4 Board Committees</i>	Enclosure 8.4
8.5	Policy Review: <i>203.4.1 Standing Committee</i>	Enclosure 8.5
8.6	Third Quarter Financial Report	Enclosure 8.6
8.7	Legion Banner	Enclosure 8.7
8.8	Organizational Meeting	Enclosure 8.8
8.9	PSBAA Membership	Enclosure 8.9
8.10	Urban Caucus	Enclosure 8.10
8.11	Naming Board Member for Ad Hoc Committee	Enclosure 8.11
8.12	Electoral Ward System Plan	Enclosure 8.12
8.13	Monthly Committee of the Whole Meetings	Enclosure 8.13
8.14	Superintendent Evaluation	Enclosure 8.14
8.15	Update Request on Policy 400.1.1	Enclosure 8.15
8.16	Multi-Faith Calendar Update Request	Enclosure 8.16

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

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

5:15 p.m. **9. Division Highlights**

5:20 p.m. **10. Board Chair Reports**

10.1	Community Conversations	Enclosure 10.1
10.2	Standing Committees	Enclosure 10.2
10.3	PSBAA Conference	Enclosure 10.3
10.4	ASBA SGM Resolution Outcomes	Enclosure 10.4
10.5	Follow-up to meeting with Holy Spirit	Enclosure 10.5

5:40 p.m. **11. Reports**

11.1	Division Wellness Committee – May 30, 2022	Enclosure 11.1
11.2	Facilities Committee – May 30, 2022	Enclosure 11.2
11.3	Division School Council – June 6, 2022	Enclosure 11.3
11.4	Indigenous Education Committee – June 8, 2022	Enclosure 11.4
11.5	Economic Development Lethbridge	Enclosure 11.5

5:55 p.m. **12. Correspondence Received**

12.1	Dr. Deanna Oye, University of Lethbridge	Enclosure 12.1
12.2	Alberta Infrastructure Minister	Enclosure 12.2

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

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MAY 24, 2022.

In Attendance:

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

The Board Meeting was live streamed via Microsoft Teams.

The Chair called the meeting to order at 1:03 p.m.

1. Move to In-Camera

Trustee Craig Whitehead moved:

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

*Move to In-Camera
6928/22*

The Chair reconvened the meeting at 2:46 p.m.

2. Approval of Agenda

Changes: Move 6.7 to Section 8 School Liaisons and delete 8.9 Bill 15

Trustee Craig Whitehead moved:

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

*Approval of Agenda
6929/22*

3. Approval of Minutes

Trustee Kristina Larkin moved:

“that the minutes of the regular meeting of April 26, 2022 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6930/22*

4. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

5. Associate Superintendent Reports

5.1 Business and Operations

Associate Superintendent Christine Lee provided a written Business and Operations report. Christine will look into what happens with outdated technology.

*Associate
Superintendent
Reports
Business and
Operations*

5.2 Human Resources

Associate Superintendent Mike Nightingale provided a written Human Resources report.

Human Resources

- | | |
|---|---|
| <p>6. <u>Superintendents Report</u></p> <p>6.1 <u>Board Priorities Report</u>
Board Priorities were included in the agenda.</p> <p>6.2 <u>Donations and Support</u>
Southland Trailer Corp. donated a flat deck trailer to LCI and Community Foundation donated \$8000 to Galbraith School for an outdoor learning space.</p> <p>6.3 <u>Acknowledgements of Excellence</u>
Dr. Probe, LCI and Galbraith schools were showcased.</p> <p>6.4 <u>E-Learning Update</u>
E-Learning was approved as a pilot project for the current school year delivered from Dr. Plaxton, SJF and LCI. The goal was to see if it would become financially sustainable for staffing allocations. Dr. Plaxton and SJF will be continuing for the 2022-23 school year as well as LCI at grade 9 level. There was insufficient registration to continue e-Learning for high school.</p> <p>6.5 <u>Curriculum Update</u>
Superintendent Cheryl Gilmore provided a curriculum update.</p> <p>6.6 <u>School Graduations</u>
High School graduation ceremonies details were shared with Board members.</p> <p>6.7 <u>School Liaisons for 2022-2023</u>
Moved to Section 8.</p> <p>6.8 <u>Calendar of Events</u>
Calendar of events were included in the agenda.
Community Conversations – June 13, 2022 10:00 – 11:30 am</p> | <p><i>Superintendents
Report
Board Priorities</i></p> <p><i>Donations and Support</i></p> <p><i>Acknowledgements of
Excellence</i></p> <p><i>E-Learning</i></p> <p><i>Curriculum Update</i></p> <p><i>School Graduations</i></p> <p><i>School Liaisons</i></p> <p><i>Calendar of Events</i></p> |
| <p>7. <u>Presentations</u></p> <p>7.1 <u>“Think Outside”</u>
Indigenous Education Teachers Jenna Jewison and Shawnee BigBull and Jessica from Helen Schuler Coulee Centre provided a presentation on “Think Outside”.</p> <p>7.2 <u>Edwin Parr video</u>
The Edwin Parr video is available on the website.</p> | <p><i>Presentations
Think Outside</i></p> <p><i>Edwin Parr video</i></p> |

8. Action items

Action Items

8.1 International Trip Approval

Kenny Fuglerud, Chinook, shared the proposed trip to Northern France, Western Belgium, and London in April 2023.

Trustee Craig Whitehead moved:

“That the Chinook High School trip to Northern France, Western Belgium and London during Easter Break in April of 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed.”

*International Trip -
Chinook
6931/22*

CARRIED UNANIMOUSLY

8.2 Policy Review

Policy Review

The following policies were reviewed.

Policy 103.1 Anti-Racism and Anti-Oppression

Tracy Wong (WCHS Principal) and Cayley King (Victoria Park Principal) spoke to the policy from the Anti-Racism, Anti-Oppression Committee.

Trustee Craig Whitehead moved:

“the Board realizes the importance of the policy but feels the policy is incomplete and needs to be further discussed with the schools and community and that the Board would like to meet with the Committee who proposes policy for further conversation and that we table this motion until the fall.”

RESCINDED MOTION

Trustee Allison Purcell moved:

“to approve Policy 103.1 Anti-Racism and Anti-Oppression, first reading with the plan that definitions would be inserted in the policy within the week and sent out to stakeholders to provide feedback and for this to come back to the June Board meeting.”

*Policy 103.1 Anti-
Racism and Anti-
Oppression
First Reading
6932/22*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved:

“to approve Policy 502.1 Student Code of Conduct, Appendix A, as presented.”

*502.1 Student Code of
Conduct, Appendix A
6933/22*

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

“to approve Policy 602.5 Knowledge and Employability Courses, as amended.”

*Policy 602.5
Knowledge and
Employability
6934/22*

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:
“to accept Policy 604.3 Locally Developed Courses, as amended.”
CARRIED UNANIMOUSLY

*Policy 604.3 Locally
Developed Courses
6935/22*

Trustee Kristina Larkin moved:
“to accept Policy 606.1 Alternative Programs, as amended.”
CARRIED UNANIMOUSLY

*Policy 606.1
Alternative Programs
6936/22*

Trustee Kristina Larkin moved:
“to accept Policy 606.3 Outreach Programs, as amended.”
CARRIED UNANIMOUSLY

*Policy 606.3 Outreach
Programs
6937/22*

The Board took a break at 5:25 pm
The meeting reconvened at 5:33 pm

Break

- 8.3 Authorization of Locally Developed Courses – Middle School
Middle School Locally Developed Courses:
Archery 7,8; Babysitting 6; Design 8; Leadership 6,7,8; Photo
Scrapbooking 6,7; Wellness-The Power of You 8; Yoga 6,7,8;
Boardgames 7; Digital Media: Print Design (Yearbook)6,7,8;
Escape Rooms & Cryptography 6,7,8; Hand Crafts 8; Outdoor
Education 9, Spanish & Culture 9; Dance 9; Ancient History 9;
Art History 9; Creative Writing 9; Critical and Creative Thinking
9; History on Film 9; Musical Theatre 9; Percussion 9; 3D
Printing & Design 6,7,8; Ancient History 6,7,8; Baseball 6,7,8;
Digital Citizenship 6,7,8; Entrepreneurship In Me 6,7,8;
Exploratory Broadcasting 6,7,8; Gardening 6,7,8; Harry Potter
6,7,8; Mindfulness 6,7,8; Science Experiments 6,7,8; Soccer
6,7,8; Yearbook 6,7,8.”

Trustee Tyler Demers moved:
“to approve the use of the above locally developed grade 6 to
9 courses in all Division middle and high schools from
September 1, 2022 to August 31, 2026.”

*Locally Developed
Courses – Middle
School
6938/22*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved:
“to extend the meeting past 6 pm.”

CARRIED UNANIMOUSLY

*Extend meeting
beyond 6 pm*

- 8.4 Authorization of Locally Developed Courses
Alberta Education requires that all locally developed senior
high courses be authorized for use by the Board of Trustees.

*Locally Developed
Courses – High School*

Trustee Christine Light moved:

“to approve the continued use of LDC3138 Chemistry (Advanced) 35 for 3 credits until August 31, 2025, to provide continuance of program offerings to students.”

*LDC3138 Chemistry (Advanced) 35 for 3 credits
6939/22*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“to approve the continued use of LDC1515 Competencies in Math 15 for 5 credits until August 31, 2026, to provide continuance of program offerings to students.”

*LDC1515 Competencies in Math 15 for 5 credits
6940/22*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“to approve the continued use of LDC3458 Leadership in the Arts (2022) 35 for 3 and 5 credits until August 31, 2026, to provide continuance of program offerings to students.”

*LDC3458 Leadership in the Arts (2022) 35 for 3 and 5 credits
6941/22*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“to approve the continued use of Learning Strategies 15, 25, and 35 (LDC1599, LDC2599, LDC3599) for 3 and 5 credits until August 31, 2026, to provide continuance of program offerings to students.”

*Learning Strategies 15, 25, 35 (LDC1599, LDC2599, LDC3599)
6942/22*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“to approve the continued use of LDC3155 Psychology – Abnormal 35 for 3 credits until August 31, 2026, to provide continuance of program offerings to students.”

*LDC3155 Psychology – Abnormal 35 for 3 credits
6943/22*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“to approve the continued use of Technical Theatre 15, 25 and 35 (LDC1987, LDC2987, LDC3987) for 3 and 5 credits until August 31, 2026, to provide continuance of program offerings to students.”

*Technical Theatre 15, 25 and 35 (LDC1987, LDC2987, LDC3987) for 3 and 5 credits
6944/22*

CARRIED UNANIMOUSLY

8.5 Assurance Plan Approval

The provincial Assurance Framework requires school jurisdictions to develop and submit a Three-Year Assurance Plan by May 30 annually.

Trustee Kristina Larkin moved:

“to approve the Assurance Plan, as presented.”

*Assurance Plan
6945/22*

CARRIED

In Favour: Allison Purcell, Kristina Larkin, Andrea Andreachuk,

Tyler Demers, Christine Light, Genny Steed

Opposed: Craig Whitehead

8.6 Policy 204.6 Organizational Meetings

Trustee Craig Whitehead proposed a change to move the Organizational Meeting from October to August.

Trustee Craig Whitehead moved:

“to approve the Organizational Meeting be held the last week of August or the first week of September, except in the year of an election.”

Friendly amendment by Trustee Genny Steed:

“that the Board hold an Organizational meeting in the first two weeks of September, except in the year of an election.”

*Organizational
Meeting move to
September
6946/22*

CARRIED UNANIMOUSLY

8.7 Policy 204.2 Regular Board Meetings

Trustee Craig Whitehead proposed adding a Board meeting in August.

Trustee Craig Whitehead moved:

“to have a regular Board meeting after our Organizational meeting in the first two weeks of September.”

*Add August Board
Meeting
6947/22*

DEFEATED

In Favour: Craig Whitehead

Opposed: Christine Light, Tyler Demers, Genny Steed, Allison Purcell, Andrea Andreachuk, Kristina Larkin

8.8 Ad Hoc Committee re: policies

Trustee Craig Whitehead proposed creating an ad hoc committee to review Board policies.

Trustee Craig Whitehead moved:

“to create an ad hoc committee consisting of the Board Chair as ex officio, policy chair, Superintendent or delegate and one additional trustee for the purpose of bringing information back to the Board for the purpose of hiring of an outside consultant.”

*Ad Hoc Committee re:
policies
6948/22*

CARRIED UNANIMOUSLY

Trustee Kristina Larkin left the meeting at 7:12 pm, returned at 7:15 pm.

8.9 School Liaisons

Trustee Craig Whitehead requested this topic moved to an

Action Item.

Trustee Craig Whitehead moved:

“that the school liaisons for 2022-2023 be decided at the Board Organizational meeting in September, as per the outline given and changes can be made.”

*School Liaisons
6949/22*

DEFEATED

In Favour: Craig Whitehead, Genny Steed, Andrea Andreachuk

Opposed: Tyler Demers, Christine Light, Allison Purcell, Kristina Larkin

Trustee Allison Purcell moved:

“that the school liaison list for 2022-2023 be brought to the June Board meeting for approval by the Board.”

*School Liaisons
6950/22*

DEFEATED

In Favour: Allison Purcell, Genny Steed, Craig Whitehead

Opposed: Tyler Demers, Christine Light, Kristina Larkin, Andrea Andreachuk

9. Division Highlights

Division Highlights

Craig attended the 50th anniversary of Fleetwood Bawden.

Christine attended Red Dress Day at Victoria Park, Arts Alive Gala at SAAG in-person, and puppy tour at LCI.

Genny enjoyed being involved in the extra-curricular activities at schools.

Kristina enjoyed the Education Week and Spirit of 51 deliveries.

Andrea attended the RAP program, Spirit of 51, and Ukrainian Dance production, Wellness Committee. Dr. Aaron Low meeting with Genny, Morag and Andrea. Westminster School has an open house upcoming.

Tyler attended the RAP celebration.

Allison attended the RAP celebration.

10. Board Chair Report

*Board Chair Report
Community
Conversations*

10.1 Community Conversations

The Board held a virtual Community Conversations on May 19, 2022 due to inclement weather. The June event will be held at the Kiwanis Shelter (northeast corner of Henderson Lake) on Monday, June 13 from 10 to 11:30 am.

10.2 Board Funding Support to School Councils

*Board Funding Support
to School Councils*

The Board covers the annual membership fee for all schools to the Alberta School Council Association (ASCA), registration costs for ASCA Spring AGM as well as \$250 annual to support

parent engagement strategies.

- 10.3 Canadian School Boards Association (CSBA) Congress
National Trustee gathering information was included in the agenda.

CSBA annual congress

- 10.4 Post-COVID Community Building
Genny noted communication with parents at elementary school level regarding parent access. Parents are welcome to drop items off in the office and students can be called to the office as needed respecting instructional time.

*Post-COVID
Community Building*

11. Reports

*Reports
Joint City of Lethbridge
/ School Boards*

- 11.1 Joint City of Lethbridge and School Boards
Trustee Christine Light provided a written report from the Joint City of Lethbridge and School Boards meeting held April 27, 2022.

- 11.2 Division School Council
Trustee Christine Light provided a written report from the Division School Council meeting held May 2, 2022.

Division School Council

- 11.3 Policy Advisory
Trustee Kristina Larkin provided a written report from the Policy Advisory Committee meeting held May 4, 2022.

*Policy Advisory
Committee*

- 11.4 Community Engagement Committee
Trustee Christine Light provided a written report from the Community Engagement Committee meeting held May 12, 2022. Christine Lee attended the meeting.

*Community
Engagement
Committee*

- 11.5 Poverty Intervention Committee
Trustee Kristina Larkin provided a written report from the Poverty Intervention Committee meeting held May 17, 2022.

*Poverty Intervention
Committee*

12. Correspondence Sent

*Correspondence Sent
Civic Works Standing
Policy*

- 12.1 Civic Works Standing Policy – April 25, 2022

13. Correspondence Received

*Correspondence
Received
Alberta Education*

- 13.1 Alberta Education Minister – May 9, 2022
Christine Lee noted that fuel grants did not increase in 2021-2022 as stated in the letter.

Alberta Education

- 13.2 Alberta Education Minister – May 9, 2022

Trustee Craig Whitehead moved:
“to return to In-Camera at 8:11 p.m.”

Move to In-Camera
6951/22

CARRIED UNANIMOUSLY

Trustee Christine Light moved:
“to return from In-Camera and adjourn the meeting at 8:45 p.m.”

Adjourn the Meeting
6952/22

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE BUDGET MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MAY 25, 2022.

In Attendance:

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

The Board Meeting was live streamed via Microsoft Teams.

1. Call to Order *Call to Order*
The Chair called the meeting to order at 3:34 p.m.
2. Approval of Agenda *Approval of Agenda 6953/22*
Trustee Christine Light moved:
“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**
3. Review of Feedback from Public Budget Presentation *Review of Feedback from Public Budget Presentation*
Feedback from the public budget presentation was shared.
4. Opening Comments *Opening Comments*
Each trustee was permitted five minutes to make general comments on the budget or identify issues that they wish to highlight. Thank you to Director of Finance, Avice DeKolver, Board Budget Committee, Instructional Budget Committee and Executive Council for their hard work. Thank you to students, staff, and parents for their input.
5. Review of Belief Statements *Review of Belief Statements*
Board Belief Statements were reviewed.
6. Revenues and Allocations *Revenues and Allocations*
Debate on revenues and allocations, including projected operating revenues, fees, inter-fund transfers, etc.

The use of one-time operating reserves is subject to Ministerial Approval for the 2022-2023 school year. The budget may need to be subsequently adjusted if the use of reserves, as outlined in the 2022-2023 budget does not receive Ministerial Approval. *One-time operating reserves*

a) **Fees** *Fees*

Fee information was included in the agenda, including fee overview, the summary of significant changes, and the 2022-2023 detailed proposed school fee listing.

Trustee Kristina Larkin moved:

“That the Board approve the 2022-2023 School Fees, as presented.”

CARRIED UNANIMOUSLY

*2022-2023 School Fee
Schedule
6954/22*

b) **Overall Revenues and Allocations**

Trustee Kristina Larkin moved:

“That the Board approve the revenues and use of one-time reserves for the 2022-2023 budget as per pages 30-32 as presented (or amended).”

CARRIED UNANIMOUSLY

*Overall Revenues and
Allocations
6955/22*

7. Expenditures and Transfers

Overall expenditures and transfers for the Division were outlined.

*Expenditures and
Transfers*

a) **Instruction**

Trustee Kristina Larkin moved:

“That the Board approve the Instruction expenditures and transfers as per pages 35-37 of the 2022-2023 budget, as presented.”

CARRIED UNANIMOUSLY

*Instruction
6956/22*

b) **Administration**

Trustee Kristina Larkin moved:

“That the Board approve the Administration expenditures and transfers as per pages 38-40 of the 2022-2023 budget, as presented.”

CARRIED UNANIMOUSLY

*Administration
6957/22*

c) **Plant Operations and Maintenance**

Trustee Kristina Larkin moved:

“That the Board approve the Plant Operations and Maintenance expenditures and transfers as per pages 41-43 of the 2022-2023 budget, as presented.”

CARRIED UNANIMOUSLY

*Plant Operations and
Maintenance
6958/22*

d) **Transportation**

Trustee Kristina Larkin moved:

“That the Board approve the Transportation expenditures and transfers as per pages 44-45 of the 2022-2023 budget, as presented.”

CARRIED UNANIMOUSLY

*Transportation
6959/22*

e) **Capital and Debt Services**

Trustee Kristina Larkin moved:

“That the Board approve the Capital and Debt Services

*Capital and Debt
Services
6960/22*

expenditures and transfers as per pages 46-47 of the 2022-2023 budget, as presented.”
CARRIED UNANIMOUSLY

8. Budget Approval

After consideration of the budget assumptions used in developing the budget and the Board budget beliefs and priorities:

Trustee Kristina Larkin moved:

“That the Board approve the 2022-2023 preliminary budget for Lethbridge School Division as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget and that the Board authorize administration to amend the 2022-2023 preliminary budget, if required by changes in the requested Ministerial Approval on use of reserves.”

*Budget Approval
6961/22*

CARRIED UNANIMOUSLY

9. Other Items

Other Items

10. Adjournment

Trustee Tyler Demers moved:
“to adjourn at 5:22 p.m.”

*Adjournment
6962/22*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

June 27, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted,
Christine Lee



Business and Operations Report

June 2022

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

51

01 Facility Services

Garry Station

The project has just completed design development, and the school site has received zoning approval by the City of Lethbridge. Grading will begin in a few weeks, and as seen in the picture, work begins on replacing 30th street with Abitibi road. We have received notice that the project will no longer be built as a P3, but will be constructed under the Design Build Delivery method with Alberta Infrastructure managing the project.

Victoria Park

The design process has begun and sessions have been held with administration and staff of the school to get overall input into layout of improvements. Engineers and architects have been meeting to discuss the design of the infrastructure parts that need to be completed. The Division received news in May of \$214,000 of Safe Indoor Air Top-up to the Safe Return to Class Fund grant. This grant is required to be spent by the end of August 2022 towards facility alterations, air systems, and mechanical upgrades, therefore as ventilation improvement is a major component of the project, the required ventilation units will be purchased with the support of this funding.

Modular Classrooms

Coalbanks classroom and washroom units have been ordered and are in the construction queue with Modus and are scheduled to arrive in September. Site preparations will be done in the summer which includes putting in new sewer lines. The full install will take about three months once the units are on site.

The three Chinook Modular Classrooms will start being installed this summer which includes site preparation, placement, hook up to building systems and interior finishing work to prepare for occupancy by December. The modular classrooms will be installed in the Northeast corner just off the Crossing Library parking lot.

Projecting significant future increases in electricity rates, a new contract was executed in March 2021 that will begin July, 2022, and is projected to provide cost avoidance over the five year term of **\$1.4 Million**

Pedestrian Safety

The City of Lethbridge is improving pedestrian visibility and safety at Probe, Buchanan, Lethbridge Christian Elementary and Wilson Middle School this summer. New road intersection improvements will create better visibility and safety for the community and our students.



37 Summer Projects

There are 37 summer projects that will be going on throughout our schools this summer. These include larger projects such as Victoria Park and modular classrooms to small items such as painting and storage. The listing is part of the Facilities Committee report in the board package.

Sharing Expertise

Director of Facility Services, Daniel Heaton, shares his knowledge about a career as an Architect with the kindergarten students at Galbraith Elementary School. This is a lead up to a big critical inquiry project next year for kindergarten students at Galbraith.



**BREAKING
NEWS**

Finance 02



The 2022-2023 Budget was approved on May 25th. For more information about the budget see *Financial Reporting / Lethbridge School Division* (lethsd.ab.ca).



The 3rd Quarter Financial Report as of May 31, 2022 has been prepared and is presented at the June board meeting.



03

Occupational Health and Safety



Lethbridge School Division Workplace Health and Safety Program Review-2021-2022

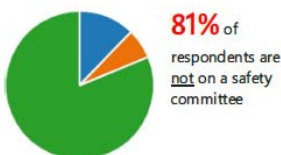


Each year the OHS Management Committee conducts a review of the OHS program of the Division to measure its effectiveness and look for areas of improvement. This review is one aspect of the Division's internal responsibility system for staff and student safety. Safety is everyone's responsibility.

A survey was sent out to all Division Staff (1322), 213 responses were received or 16% of all staff

1. Are you a member of your building site's Safety Committee?

- Yes, as a Worker Representative... 26
- Yes, as an Employer Representati... 14
- No, I am not on the Safety Com... 173



2. I am aware we have a Health and Safety Committee at our building

- Yes 198
- No 15



6. I am aware of how to report a safety hazard in Public School Works (PSW)

- Yes 197 92%
- No 16



7. I am aware of how to enter an safety incident or accident in Public School Works (PSW)

- Yes 193 91%
- No 20



8. Do you believe that safety concerns at your building site are addressed in a timely manner?

- Yes 193 91%
- No 20



3. I believe that the safety committee in our building has meaningful input into addressing safety concerns in our building.

- Strongly agree 60 28%
- Agree 94 44%
- Neutral 48 23%
- Disagree 8
- Strongly disagree 3



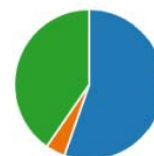
4. I am kept informed about safety matters from our site safety representatives and updates on the OHS Bulletin Board

- Strongly agree 49 23%
- Agree 110 52%
- Neutral 42 20%
- Disagree 10
- Strongly disagree 2



5. Workplace Health and Safety Committee members are informed about workplace incidents, inspections and corrective actions.

- Yes 118 55%
- No 9
- Do not know 86 40%



p. Is there an area of safety you feel that staff in our buildings should have more training?

Main Themes;

- No Issues to report (34)
- Training in dealing with student behaviors such as physical violence of students, verbal abuse, interventions, SIVA (9)
- More training/focus related to Harassment, Discrimination and Violence Prevention in the Workplace procedure 402.8.1, better reporting system (2)
- How to deal with aggressive parents
- First Aid Training
- Lifting safety
- How to report incidents and what are next steps



10. Do you have any suggested areas of improvement you can recommend to strengthen the Division Safety Program?

Main Themes;

- No changes suggested (31)
- Support/training for addressing volatile/violent student behaviors (4)
- Re Safety Courses: Too Many, too many at once, not time in-bedded to complete (4)
- Improved ventilation/air conditioning in older facilities (4)
- More information provided at school level/monthly newsletter (3)
- More training/focus related to Harassment, Discrimination and Violence Prevention in the Workplace procedure 402.8.1, better reporting system
- Adapt Safe and Caring School policy to included violence, racism and acts of hate. Pyramid of intervention for acts of hate.
- Parking lot safety in winter (2)
- Staff mental health is a safety issue and needs to be considered in safety program
- Division should have its own OHS Officer
- Division should have an external person conduct school site inspections



Technology 04

What happens to computers being replaced in an evergreening cycle?

Redeployment in the Division

Depending on age of product, if there are computers being replaced in schools under regular evergreen cycle that are still deemed good, this inventory may be used to supplement our schools in need of small upgrades or extra computers. For example, in this year's elementary school evergreen, if some of the computers coming out of the elementary are newer than some of the models we might have in secondary labs of middle schools/high schools, this inventory is used to refresh those secondary labs, extra office spaces, etc. the same is done when the high schools are evergreened. If computers coming out are newer than some of the extra computers in elementary that are not part of their primary evergreen cycle, we will replace those. (i.e.: secondary labs, extra student stations in classrooms, office spaces etc.) Also some of the good units on hand are kept for backup equipment.

Recycle

All other extra units are provided to eCycle Solutions out of Calgary. The Division receives a rebate on good hardware and these funds are re-allocated back into the evergreen budget to help pay for hardware on next evergreen cycle. eCycle Solutions does refurbish these computers and re-sells these items.

Can the old equipment be sold direct or given away?

The Division is unable to sell or give away computers direct to community due to our enterprise licensing found on the computers. Each computer will need to be scrubbed clean and a home version of a license needs to be installed for items to be eligible for resale. Technically speaking the Division has the ability and knowledge to do this, but does not have the manpower to dedicate the time it takes to scrub 900-1200 computers on each cycle, install home licenses on each, and quality check for re-sale. We also would not have capacity to provide warranty or return/exchange guarantees in the event that a computer is defective upon sale or within a 14-30-day window of sale.

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

- The tech department has a summer student, David Faulkner. David is a 4th year computer science student from the University of Lethbridge and will be supporting the technology team this summer.
- To enhance security, the team will be rebuilding remote access. New procedures related to remote access will also be developed.
- The team will be busy this summer with removing and installing computers as part of the elementary evergreening.

CHAMPION

Congratulations to the LCI Samurai's crowned as the National Champions of the True North Esport League

Congratulations

To the MineCraft **Build a School Challenge** participants. The entries may be seen on the Division website.

Top 2 High School

1. Hailey Maloff (Chinook)
2. Seth Hornberger (LCI)

Top 2 Middle School

1. Brynn Hopkinson (SJF)
2. Oscar Hagen (Patterson)

Top 2 Elementary School

1. Alina Baybuz (Lakeview)
2. Mathew Sanden (Plaxton)

Best Classroom

Cole Olson (Fleetwood)

Best Group

Tamar Wood & Sydney Mutai (Paterson)

Creative Award

Ilario Tata (Paterson)
Jyuan Alfonsee (Lakie)
Riley Shaw (General Sturt)
Jared Cano Fernandez (Park Meadows)



05

Transportation

SOUTHLAND TRANSPORTATION LTD.

My 1st Ride
A Free School Bus Safety Program for First Time Riders and Parents

SATURDAY, AUG. 20 - 11 A.M. - 4 P.M.

~~~~~

Looking to prepare your child  
for their first bus ride?  
Southland is giving students  
an opportunity to learn all about  
school bus safety and protocol  
as we prepare for the new year!  
Listen to a short presentation  
and take a short ride on a bus  
to learn the ins and outs  
of your daily school bus routine!

FOOD AND REFRESHMENTS  
WILL BE AVAILABLE ON SITE

ST. PAUL SCHOOL  
1212 - 12TH AVENUE NORTH

Note: Effective end of June, Pacific Western Transportation, which operates Southland Transportation has been sold to the Student Transportation Association of America/ Canada. This change does not impact current bussing operations within the Division.



# Other Matters 06



## Lethbridge Solar System Model Launch

On June 1st, the Lethbridge Solar System Model was launched by the Lethbridge Astronomy Society at Chinook High School. Seen in the picture is Saturn which was designed by Director of Facility Services, Daniel Heaton. Chinook High School Student Reid Decillia created a video about the solar system model in the city and it may be viewed at: [\*\*The Lethbridge Solar System Model - Official Trailer - YouTube\*\*](#)

### Important meetings/events for June:

- Urban School Insurance Consortium (USIC) Risk Management and Claims committee
- Monthly insurance broker meeting with Marsh
- Meetings with Melcor re Garry Station school site development
- Facilities Committee Meeting
- Lethbridge Solar System Model Launch
- Division Retirement Banquet
- Administrator Professional Learning
- ESport Open House at LCI
- Lethbridge Christian School expansion grand opening
- Energy Market Update Meeting
- OHS Management Committee meeting
- Division Workplace Health and Safety Committee
- Association of School Business Officials of Alberta annual conference & FOIP Course, Nisku
- Deputy Minister meeting with Superintendent
- USIC quarterly subscribers meeting, Calgary
- USIC Annual Risk Management Seminar
- Joint Use Agreement working committee meeting
- Meeting with City of Lethbridge re Reserve Land Agreement
- Various retirement celebrations
- Education Centre year end lunch and service celebrations
- Dr. Probe Pancake Breakfast
- Draft Capital Manual engagement session
- Westminster, Lethbridge Christian School, Dr. Plaxton., Westminster, Immanuel Christian Elementary staff recognitions
- Elementary, Middle, and High School Administrator meetings
- Education Centre Leadership Team Meetings

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: Instructional Services Report**

**Background**

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

**Recommendations**

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

Respectfully submitted,  
Morag Asquith





## **ASSOCIATE SUPERINTENDENT REPORT - INSTRUCTIONAL SERVICES**

**JUNE 2022**

### **IMPORTANT DATES**

MAY 26<sup>TH</sup>- NURSING PRACTICUMS SCHEDULED FOR FALL

MAY 27<sup>TH</sup>- DEADLINE FOR WELLNESS GRANT REPORTS

MAY 30<sup>TH</sup>- WELLNESS COMMITTEE #3

MAY 30<sup>TH</sup>- LEARNING COMMONS FACILITATOR MEETING

MAY 30-JUNE 3<sup>RD</sup>- INSTRUCTIONAL SERVICES INTERVIEWS

JUNE 1<sup>ST</sup>- RETIREMENT BANQUET 5:30-9 P.M.

JUNE 2<sup>ND</sup>- INDIGENOUS EDUCATION GRADUATION

JUNE 7<sup>TH</sup>- ATTEND PROVINCIAL SPANISH BILINGUAL CONSORTIUM

JUNE 7<sup>TH</sup>- ELEMENTARY LITERACY COMMITTEE MEETING

JUNE 8<sup>TH</sup>- INDIGENOUS EDUCATION COMMITTEE

JUNE 10<sup>TH</sup>- WELLNESS GRANT APPLICATIONS DUE

JUNE 15<sup>TH</sup>-ANNUAL BBQ- DIVISION OF INSTRUCTIONAL SERVICES APPRECIATION

JUNE 25<sup>TH</sup>- LETHBRIDGE PRIDE PARADE



## **PARENT SUPPORT**

In the past three weeks Instructional Services has answered and supported parent queries related to the following issues:

- High school/dual credit programming
- Retentions
- Transitions
- Verification letters
- Insurance/liability due to accident
- At-risk youth and crisis response
- Jordan's Principle applications
- Field trip concerns-communication and permission click

## **CELEBRATIONS, RETIREMENTS AND CONGRATULATIONS**

**Retiring-** Ann Muldoon- Director of Inclusion, Bev Smith- Literacy Lead Teacher, Anna Ell- Administrative Assistant, Instructional Services

**Congratulations-** Kathy Mundell, Counselling Coordinator moving to Principal role at Fleetwood

**Welcomes-** to Jackie Fletcher - new Director of Inclusive Education, Jodie Babki - new Literacy Lead Teacher, new English Language Lead Teacher- Carmen Carvalho, Charlene Drader-Administrative Assistant Instructional Services, Lucie Panchoo- Administrative Assistant-Instructional Services, Jen Day-new Counselling Coordinator, Joel Tail Feathers-new Coordinator- Indigenous Education

**Celebrations-** Special congratulations to all graduates and parents/guardians of graduates in the 2022 school year!!!!

## **CURRICULUM AND INSTRUCTION**

BOOST Assessments-all assessment data had to be entered into Alberta Education's SLA Dashboard by Wednesday May 25<sup>th</sup>. We are so thankful to our system who were able to complete these requests on such a short timeline. Special thank you to Karen Rancier, Bev Smith and Michaela Demers for their dedicated attention to this task. The assessments that were done were:

- **Numeracy** assessments are as follows:
  - o Grade 1: ABEd Numeracy Assessments
  - o Grades 2 and 3: MIP - same grade level as assessment completed at beginning of the year
- **Literacy** assessments are as follows:



- o Grades 1 and 2: LeNS
- o Grades 1, 2, and 3: CC3

Alberta Education has also announced that there will be a mandatory literacy/numeracy screening assessment strategy implemented for the 2022-23 school year in addition to an extension of the learning loss program for grades 2-4 in the fall for those students who received support in the 21-22 school year. More information to come in the next few weeks.

## **WELLNESS**

**Wellness Grant 21/22** final reports are due [Friday May 27th](#), Wellness Grant Applications for the 22/23 school year are due by [Friday, June 10<sup>th</sup>](#).

**Student Wellness Feedback Survey**- all Health Champs presented a survey to staff soliciting feedback on the current wellness practices schools are using to promote student wellness in their schools (Healthy Eating, Active Living, Positive Social Emotional Connection). This survey also identified each school's wellness priority for the 22-23 school year. Of the 182 responses 121 staff respondents indicated that a focus on student social-emotional connections with self and others is a priority. 37 respondents indicated enhancing movement is a priority, 24 respondents indicated that healthy eating is a priority.

**Wellness Visioning Process**- as we continue into next year and release our Anti-Racism/Anti-Oppression Policy, continue to build Indigenous Awareness and Understanding

The **Physical Education and Wellness Draft Curriculum** is accessible [here](#). Special thanks to our Health Champs for participating in reviewing the draft curriculum. We are hopeful that further adjustments will be made prior to the roll out of the finalized curriculum.

## **EARLY EDUCATION**

A special thank you to Rochelle Neville, Early Education Coordinator for working through the budget process with Ann Muldoon to build as much consistency as possible in the staffing and program locations for the 2022/23 school year. There has been a slight reduction in programs due to the decrease in registrations.

### **Locations – 18 programs (no BBT at-home):**

| <b>North</b>           | <b>South</b>  | <b>West</b>                 |
|------------------------|---------------|-----------------------------|
| Galbraith - 2          | Lakeview - 2  | Dr. Probe -2                |
| Immanuel (am only) - 1 | Fleetwood - 2 | MMH - 4                     |
| Park Meadows - 2       |               | Nicholas Sheran - 2 classes |
| Westminster (am) - 1   |               |                             |



## **DUAL CREDIT/CAREERS DEVELOPMENT & EDUCATION**

As of May 26<sup>th</sup>, we have 21 students who have signed up for Lethbridge College Dual Credit learning opportunities. A very special thank you to Garrett Simmons (web set up and school messenger) Christina Peters (coordinating and orchestrating sign up process) and lastly the Zone 6 Team who has attempted to streamline authorization and approval processes so that we can all work together as a zone. Terry Kowalchuk, Dean, Centre for Technology and his team at Lethbridge College has been instrumental at working hard to provide variety and opportunities that are of interest to our students. We are very lucky to have such a terrific partnership with Lethbridge College. The courses offered this fall are:

| <b>Lethbridge College Dual Credit Offerings - Fall 2022</b> |                                                 |
|-------------------------------------------------------------|-------------------------------------------------|
| 1                                                           | Health, Safety & Nutrition                      |
| 2                                                           | Introduction to Early Childhood Education       |
| 3                                                           | Introduction to Criminal Justice System         |
| 4                                                           | Botany                                          |
| 5                                                           | Introduction to Anatomy & Physiology            |
| 6                                                           | Interpersonal Communications                    |
| 7                                                           | Introduction to Indigenous Studies              |
| 8                                                           | Composition                                     |
| 9                                                           | Wellness and Health Issues                      |
| 10                                                          | Introduction to Design Software and Photography |
| 11                                                          | Animal Science                                  |
| 12                                                          | Graphic Communications                          |
| 13                                                          | Research & Writing for New Media                |
| 14                                                          | Engineering Math I                              |
| 15                                                          | Design Fundamentals                             |
| 16                                                          | Introduction to Coaching                        |

## **NURSES- University of Lethbridge Partnership**

Prior to the pandemic Lethbridge School Division accommodated Nurse Practitioner Practicums from the University of Lethbridge in our Schools. We are delighted to be planning for this opportunity to restart in late September 2022. They will be hosted at Winston Churchill High School and Victoria Park for the Fall and potentially Chinook and LCI in the Winter session. Our schools have always benefitted from nurses fulfilling their practicum requirements in our schools.

## **Languages Update**

In consultation with Terra Leggat, Principal at Ecole Agnes Davidson it was determined that there will be a single-track French Immersion review starting in October of the 2022/23 school year. After their first year of FI single track the EAD team will be

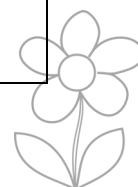


embarking upon a Vision/Mission process in the Fall. Their first year has been busy and we are looking forward to experience FI single track outside of the pandemic.

Joey Gentile and Morag attended the Provincial Spanish Consortium June 8<sup>th</sup> and met with many different school divisions who are also working and leading Spanish programming as well as other languages. Morag attended the Spanish Celebration evening June 8<sup>th</sup> sending off our Grade 5 Spanish Bilingual cohort to middle school (our first cohort of Spanish Bilingual from Coalbanks). Many of these students will be attending G.S. Lakie and accessing the Spanish Enrichment class that will be offered year long in the 22/23 school year. On June 8<sup>th</sup> Coalbanks had a year end Spanish Celebration with dancing and luchadors, it was also a farewell to the first Spanish Bilingual cohort who will be moving to middle school.

### **Inclusion and Diversity and Wellness- Mapping for the 2022/23 year**

| <b>Task</b>                                                                                                          | <b>Groups involved</b>                                                                                                                                        | <b>Timeline</b>                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>ARAO Policy</b>                                                                                                   | -ARAO Admin Committee<br>-Trustees<br>-Role out communication- Garrett website<br>-Division School Council<br>-School websites and assemblies<br>-DIS n' That | As approval occurs<br><b>September 2022</b>                                                                                    |
| <b>ARAO Procedure</b>                                                                                                | -ARAO Admin Committee<br>-Role out communication- Garrett website<br>-Division School Council<br>-School websites and assemblies<br>-DIS n' That              | Once the Policy is approved and posted<br><b>November/December</b><br>(World Café could also be a part of building procedures) |
| <b>Inclusion in School Councils</b><br><b>"How do we support greater inclusion and diversity in School Councils"</b> | -Division School Council<br>-School Councils<br>-Indigenous Education Committee<br>-Wellness Committee<br>-Administrators<br>-Cheryl/Board                    | <b>September/October 2022</b>                                                                                                  |
| <b>Staff Wellness- survey</b>                                                                                        | -Human Resources<br>-Wellness Committee<br>-Health Champions<br>-Administrators<br>-Division Workplace Health and Safety                                      | TBD                                                                                                                            |
| <b>Wellness, Inclusion/Diversity Student World Cafe</b>                                                              | -Indigenous Ed Committee<br>-Wellness Committee<br>-Division Student Council<br>-Health Champs<br>-Administrators<br>-Division School Council<br>-Trustees    | <b>Late October/Early November 2022</b>                                                                                        |
| <b>Wellness Priorities- Survey out to staff</b>                                                                      | -All Schools<br>-Health Champs<br>-Wellness Committee<br>-Administrators                                                                                      | <b>April 2022</b>                                                                                                              |





|                                             |                                                                                                                                                                                                                                     |                               |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>SOGI Procedure</b>                       | <ul style="list-style-type: none"> <li>-Positive Spaces</li> <li>-Communication</li> <li>-Administrators committee</li> <li>-Wellness/counselling teams</li> </ul>                                                                  | <b>September 2022</b>         |
| <b>Blackfoot Flag Raising Ceremony</b>      | <ul style="list-style-type: none"> <li>-Indigenous Education Team</li> <li>-Indigenous Education Committee</li> <li>-Administrators</li> <li>-Trustees</li> <li>-Kainai, Pikani, Siiksika School Boards</li> <li>-Elders</li> </ul> | <b>September/October 2022</b> |
| <b>Diversity and Inclusion Parent Table</b> | <ul style="list-style-type: none"> <li>-DIPT, Division School Council</li> <li>-Sharing student data from World Café</li> <li>-Administrators</li> </ul>                                                                            | <b>January/February 2023</b>  |
| <b>Division Pow Wow</b>                     | <ul style="list-style-type: none"> <li>-Indigenous Education Committee</li> <li>-North side elementary</li> <li>-All Administrators</li> </ul>                                                                                      | <b>April/May 2023</b>         |



**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Mike Nightingale  
Associate Superintendent, Human Resources

**Re: Human Resources Report**

**Background**

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

**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**  
June 27, 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 6 teachers to the substitute list in the past four weeks.
- Adding 4 support staff to the substitute list in the past four weeks.
- Onboarding 21 new staff members in the past four weeks.
- Extending 14 teacher contracts in the past four weeks.
- Facilitating the hiring of 7 teachers (for the remainder of the 2021-22 school year) in the past four weeks.
- Facilitating the hiring of 5 support staff (for the remainder of the 2021-22 school year) in the past four weeks.

**Other Highlights**

- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual school administrator meetings for elementary, middle school and high school.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an administrators committee meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an Education Centre Leadership Team meeting.
- In conjunction with schools, the Human Resources department helped to facilitate years of service recognition for 138 employees. These staff members had a combined 1680 years of service to the Division!
- The Human Resources department helped to coordinate recognition for 29 retiring employees.
- Director of Human Resources Rhonda Aos and Human Resources Coordinator Stacey Wichers facilitated a professional learning session for Head Caretakers related to leadership and communication.



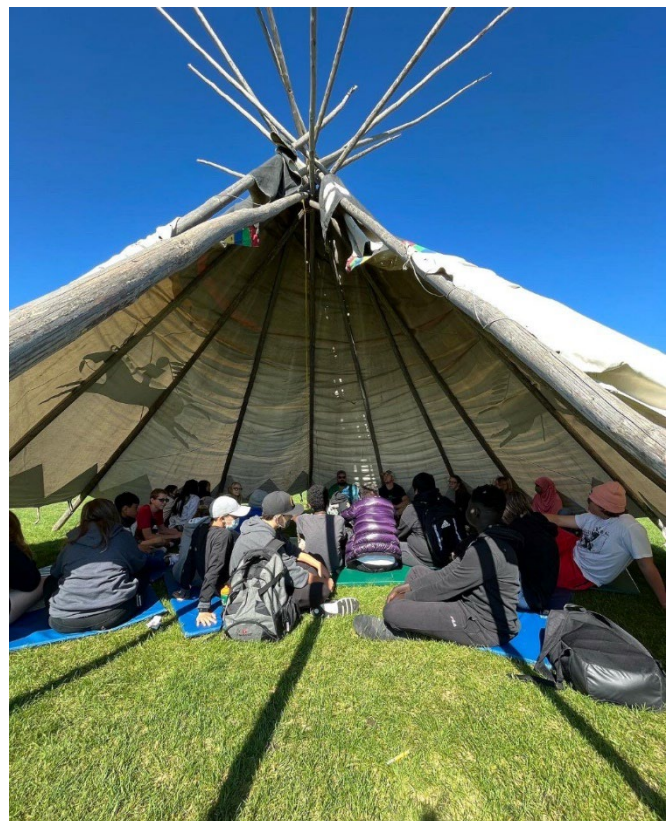
## 2022-23 Staffing Update

The 2022 – 23 staffing process continues. Below are some of the highlights:

- According to Workable software metrics, the Division received over 1500 applications for positions in the month of May.
- According to Workable software metrics, the Division received 536 applications for positions from June 1 to June 20, 2022.
- 18 administrative contracts were completed for the 2022-23 school year.
- 116 teaching contracts have been completed since mid-May.
- 55 support staff positions were filled in the first round of hiring.
  - 45 of these positions were Educational Assistant positions.
- The hiring process will continue into the summer as additional positions come open.

## Community Partnerships

- Director of Human Resources Rhonda Aos applied for a Human Resources internship through the Crooks Work-Integrated Learning Program in Liberal Education. The application was successful, and we currently have an intern Ali Cyr working with the Human Resources department until the end of August. This internship is funded by the University of Lethbridge.
- The Human Resources department is partnering with Lethbridge Family Services to provide immigrants who are permanent residents with an opportunity to gain experience in a school setting by job shadowing. To date, we have had two placements in our schools and are excited to announce that we have hired one of the placement candidates for a role in the fall!



**MEMORANDUM**

June 27, 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. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore



## **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**

- 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 sessions scheduled for this year are completed. The school divisions who are involved in this collaborative program are planning to continue working together for the 2022-23 school year.
- The 2022-2023 Preliminary Budget was presented on May 17. The presentation was a video and is posted on the Division website for viewing along with eight budget infographics that explain the budget. The public is invited to provide feedback on the draft budget up to May 24. The budget was approved May 25 and submitted to Alberta Education, May 31.
- The Southern Alberta Computer Consortium met to review a new purchasing agreement RFP that needs to be awarded prior to September 30, 2022. The group will need to complete review of the proposals and evaluate according to the outcomes of the RFP.

**Collaboration with other School Authorities, Municipalities, and Community Agencies**

- City of Lethbridge joint meetings with Alberta Infrastructure and Alberta Education regarding 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 in partnership with Lethbridge College and the University of Lethbridge are completed.
- The Technology Department along with the Wild Rose School Division will meet to discuss the state of network security and move forward with ensuring our network's security. Wild Rose School Division has very similar network configuration to ours and we work together to gain insight into the future of security.
- Rhonda Aos applied to the University of Lethbridge for a paid spring/summer internship for a 3<sup>rd</sup>/4<sup>th</sup> year Human Resources student. The application was submitted through the Crooks Work-Integrated Learning Program (WIL) in Liberal Education. WIL is "a form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student". The Division was approved for a student intern from May 16 until August. This is completely funded by the U of L and helps continue our amazing community partnership with the U of L and positively impacts HR students.
- Lethbridge School Division, Holy Spirit School Division and Southland Transportation will host the My 1<sup>st</sup> Ride Event on Aug 20<sup>th</sup>, 11 am to 4 pm at St. Paul's School. This event will provide students with the opportunity to learn about school bus safety. Hot dogs, chips and other refreshments will be provided to families who attend the event.
- On June 1<sup>st</sup>, the Lethbridge Solar System Model was launched by the Lethbridge Astronomy Society at Chinook High School. Lethbridge School Division contributed to the project by supporting the design and installation of Saturn at Chinook High School.
- Superintendent and Associate Superintendent, Business and Operations met with Deputy Minister Andre Tremblay to discuss Curriculum Implementation, Wellness Support, Assessment, and Capital Planning.
- The Technology Department has a computer science practicum student David Faulkner from the University of Lethbridge. David is a 4<sup>th</sup> year student wanting to learn more about mobile device



management. David over the summer will be learning and using Intune to manage iPads for the Division with the support of our iPad team.

**DOMAIN: STUDENT GROWTH AND ACHIEVEMENT**  
**PRIORITIES: ACHIEVEMENT AND INNOVATION**

**Literacy**

- The Middle School Literacy Committee expressed an interest in creating a writing continuum similar to the Lethbridge School Division Elementary Narrative Writing Continuum for use in middle schools. A subcommittee from the large committee met with Karen Rancier and Bev Smith to begin the process of developing a middle school writing continuum. This group will continue to develop this resource for teacher use over the next school year.
- Both the Elementary and Middle School Literacy Steering committees met for the final time this year. Best literacy practices and strategies were shared by each school as well as plans for the fall.
- Flyleaf Emergent Readers were delivered to each elementary school to support Kindergarten and Grade 1 classes with the new curriculum this fall.
- Bev, Michaela, and Karen have been gathering and analyzing data for writing up the final Boost (i.e., Learning Loss) report for Alberta Education. The Grades 1-3 Boost program has been greatly valued by administrators, teachers, students, and parents.
- Bev Smith will be investing time in preparing and transitioning her role to Jodie Babki in the last two weeks of June.
- Bev, Michaela, and Karen have ordered new resources for September's implementation of Math, ELAL, and PEW.

**Numeracy**

- Michaela Demers facilitated Boost teacher training for Grade 1 Numeracy intervention.
- All of the Building Fact Fluency Toolkits for Multiplication and Division were distributed to elementary, middle and high schools.
- Michaela Demers supported teachers with accessing both Building Fact Fluency Toolkits in 7 classrooms across 3 schools.
- Bev, Michaela, and Karen have been gathering and analyzing data for writing up the final Boost (i.e., Learning Loss) report for Alberta Education. The Grades 1-3 Boost program has been greatly valued by administrators, teachers, students, and parents.
- Bev, Michaela, and Karen have ordered new resources for September's implementation of Math, ELAL, and PEW.

**Implementation of Student Learning Competencies**

- The competencies promoted in the Alberta 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 recently released curricula. 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 a whole group of new course offerings in the Fall 2022.
- The Off Campus department is submitting an application for a Dual Credit Start-up Grant for the 2022-2023 school year. If we are successful in obtaining the grant, the target of the grant will be on the implementation of a dual credit course that develops vocational skills targeting successful transitions to the trades.

- The replacement for Carey Rowntree's contract (Off Campus support) has been secured by Darin Gibson (new retiree).

#### **Transition Strategies**

- Schools have been transitioning to contexts that do not have the COVID mitigation restrictions that were in place for over two years. As schools reimagine what the school context looks like without restrictions, they are considering good practice and learning from structures that were put in place during restrictions as well as support for student, parent, and community engagement in activity and the school community.

#### **Innovation and Technology**

- The Division Minecraft Build a School Challenge ended on May 31, 2022. The Minecraft Challenge has been a good opportunity to educate and start a discussion on gaming in Education. We have some amazing entries and have awarded prizes. You can watch some of the videos at [2022 Minecraft Challenge Winners | Lethbridge School Division \(lethsd.ab.ca\)](https://2022.MinecraftChallengeWinners.LethbridgeSchoolDivision.lethsd.ab.ca)
- Our E-sports arena has gained a lot of interest from within the province, and we are very proud of our LCI team that achieved national recognition. The E-Sports committee has also been meeting with middle schools and looking at how the space can be utilized at a middle school level.
- The 360 Education course finished up at the U of L and we are very impressed with the content that was created by the groups within our schools. Teachers that participated in the project are excited to have curriculum specific content that can be utilized next school year. To learn more about the projects and course please visit [Teams - EDUC 4769 - NMED 4850 \(weebly.com\)](https://Teams-EDUC4769-NMED4850.weebly.com)

#### **Early Learning**

- Registration for Early Education is ongoing, and we have now opened some fee-paying spaces to three-year-old children.
- Lethbridge School Division hosted a Play Mini Summit on June 13 at Westminster Elementary School. Early Learning Educator Lynn Wytrykusz, provided practical resources and ideas on how to build executive function skills in children in programming and at home. The Mental Health Capacity Building team shared insights into the importance and positive effects of play in the workplace and how MHCB has integrated division wide wellness challenges into the Lethbridge School Divisions school year.
- Rochelle Neville sat on the Lethbridge Plays advisory sub-committee to plan and host an advisory breakfast with stakeholders on June 2. Cheryl Gilmore attended.
- Rochelle Neville attended the South Region Parents as Teachers Annual General Meeting on June 20.
- The Early Education Learning Support Teachers, ESL Student Support Worker and Rochelle Neville attended Bridges Out of Poverty Individual Lens Training on June 21 hosted by South Region Parents as Teachers.

#### **Indigenous Education**

- June 2, 35 students attended Indigenous Graduation, over 150 people attended the event at Churchill High School.
- An Indigenous Education Professional Learning Series was hosted throughout this year by our Indigenous Education Teaching Team. There were 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).
- Grad Coaches held an Indigenous Student Recruitment Day at Chinook - it was attended by over 100 students!!

### **Wellness**

- Anti-Racism and Anti-Oppression (ARAO) Administrators' Committee reviewed the sub-committee Anti-Racism/Anti-Oppression Policy draft. The draft policy has been reviewed by student/staff groups and will be at second reading with the Board.
- We are excited to continue Wellness Visioning in our Division. Recently Health Champs took a survey back to their staff and the majority of schools identified social emotional wellness for students as a priority for the 2022/23 school year. A second priority identified was physical activity for students.
- Wellness Grant final reports were due in May, and new Wellness Grants for the 22-23 school year are now shared. A total of 11 schools were successful in their application process. The school-based applications focused primarily on outdoor learning, equipment and self-regulation.

### **Diversity**

- We continue to meet regularly as an Administrator 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.
- A group of Administrators connected with Karen Rancier and Kathy Mundell to touch bases and reflect upon the status of "where we are at" regarding moving Positive Spaces work forward in our Division.
- We have welcomed 6 new families to the division in the past month from Somalia/Kenya, Ukraine and China. In total, 12 new students have gone through the intake process.
- Instructional Services is working with Red Crow College to facilitate practicum placements for Division students in the Spring. We are excited to be able to facilitate these placements.
- Instructional Services will be purchasing the book by Liz Kleinrock, "Start Here, Start Now: A Guide to Antibias and Antiracist Work in Your School Community" for each Administrative Team at each school.

### **International Programs**

- Our International Program continues to grow. Most students have been double vaccinated prior to arrival. We will be welcoming approximately 70 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. Deadline for September 2022 start was May 15, 2022.

## **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. The last session for the year was on June 2. Administrative teams shared their inquiry question and reflected on their learning.
- New Admin Mentorship Program met six times during the school year (through Microsoft Teams) covering topics related to Division Priorities, Instructional Leadership and Facility Management. The meeting in January focused on Instructional Leadership and Personnel Processes.

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

- "Think Outside" will continue next year focusing on elementary schools.
- The final Sheltered Instruction Observation Protocol (SIOP) workshop led by Bev Smith took place on June 15 for Learning Support Teachers and Administrators.
- Inclusive Education is currently planning PL sessions for support staff who return in mid-August.

- Nine caretakers have enrolled in the SAIT 5<sup>th</sup> Class Power Engineer Course. These caretakers will be taking this course online from March to September.
- CUPE 290 Leadership training Part II was offered May 24, 2022 by Human Resources.

**DOMAIN: Learning Supports**

**PRIORITIES: INCLUSION**

**Building Staff Capacity to Meet the Needs of all Learners**

- Carmen Carvahlo, new ESL Lead Teacher, has attended transition meetings at Education Centre with Bev Smith and Ann Muldoon.
- Jackie Fletcher, incoming Director of Inclusive Education, has been meeting regularly with Ann Muldoon after school for transition purposes.
- The final Learning Support Teacher meeting of 2021-22 was held on May 18 at Senator Buchanan School, our first in-person meeting in two years.
- In the 2021-22 school year, we trained or recertified 157 division staff in SIVA to support positive relationships/behaviour.
- The Behaviour Team has been busy in June facilitating smooth transitions to next grade/school. The team added 35 new referrals to their caseload this year.
- Bev Smith has completed the creation of an intake assessment for kindergarten children that helps determine language proficiency in the strands of listening and speaking.
- Inclusive Education, led by Rebecca Adamson, has revised the referral and consent process for therapy support for the 2022-23 school year.
- To better support our English language learners, Ann and Bev have ordered additional resources for schools including the *Talk About* series and *99 Ideas and Activities for Teaching English Learners with SIOP*. This latter resource supports the PL we have been doing this year on the SIOP approach.

**Collaborative Partnerships to Support Learning**

- Our division therapy team supported 345 new referrals this year (SLP-225 and OT-120).
- Ann Muldoon will be attending a briefing with Lethbridge Family Services-Immigrant Services before the end of June to discuss incoming students from Afghanistan.
- As the school year draws to a close, this is a busy time for collaborative planning with school staff, Division personnel, and community partners to ensure smooth transitions for students with complex needs.

**Cross-Ministry Initiatives**

- Southwest Collaborative Support Services (SWCSS) held their last meeting of the year on June 6.

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

- Wrap up of \$4 million Infrastructure and Energy Improvement Project with Johnson Controls.
- As schools start to explore learning outside, more schools are also looking at developing their outdoor learning spaces.
- 2022-2023 to 2024-2025 Three-Year Capital Plan has been developed. The plan includes eight modernizations with Galbraith Elementary School being the #1 priority in the capital plan. A new elementary school in the south end of West Lethbridge is still being requested to address future enrolment growth in west Lethbridge.
- Letter of confirmation from Alberta Education that the new elementary school in west Lethbridge in the community of Garry Station will receive \$250,000 of funding support towards a playground.
- Planning work has begun for the installation of 1 modular classroom and 1 washroom unit at Coalbanks Elementary School. Site work will begin this summer and the units should arrive in September for installation.

- Work has begun to prepare for the installation of three gently used modular classrooms at Chinook High School. Work will begin this summer to prepare the areas for installation with full fit up completed by December.
- The design process has begun for the improvements to Victoria Park High School.
- The new elementary school in Garry Station has completed the design development stage and is now in the hands of Alberta Infrastructure for P3 procurement.

**MEMORANDUM**

June 27, 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.

- **Telus Lethbridge** donated \$3000 through the company's payday lottery to Gilbert Paterson Middle School towards their nutrition, lunch, and breakfast programs.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

## MEMORANDUM

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Acknowledgements of Excellence**

### Background:

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

#### University of Lethbridge Chinook Scholarship winners:

LCI students **Alejandro Figueroa**, **Makena Wood** and WCHS student **Bhawana Pradhan** received scholarships.

#### G.S. Lakie Showcase:

So many things to celebrate at G.S. Lakie this year, but this submission will focus on the Performing Arts and includes highlighting:

The Drama Production of **“Box”** – Directed by drama teacher **Courtney Wehlage** was filmed right after Christmas and families purchased access to the link for a home viewing. This production also involved band students from Grades 6-8 and saw a total of almost 100 students performing during this production.

**“Stephanie’s Ponytail”** – was rewritten by Grade 7 students, **Mia Price** and **Zoey Gurr**. The creation of this children’s production started the year of COVID when Courtney Wehlage gave her supplementary classes a challenge to create a Children's Theatre piece based off of a children's story. Zoey and Mia wrote their very own 'Musical' based on “Stephanie's Ponytail”. In September Zoey and Mia along with Drama Teacher Courtney Wehlage re-worked dialogue, re-wrote music and workshopped a variety of scenes. The 3 of them then held auditions and once the cast was created students designed and built sets and props and then rehearsal time followed. It was mostly student directed but was couple with many hours gifted to the students by Mrs. Wehlage.

The show went on the road to MMH and Nicholas Sheran where they performed in front of an audience comprised of primary students who loved it! Two additional performances were held in the Lakie foyer for families to attend.

This year's Dance production "**Unite**" saw over 175 Lakie students perform on the stage at the Yates along with 60 Spanish Bilingual students from Coalbanks Elementary. All performances held in March were packed with daytime shows being filled by elementary students within the division and the evening performances filled with family, friends and alumni. **Kristi Legge** created another beautiful celebration of the Dance Program at Lakie and another of a collaborative nature.

New to Lakie, **Rock'in Roses** was an afterschool vocal program led by our music teacher **Sheldon Arvay**. This group ran Tuesdays after school from October until May with approximately 30 students involved. This group took on popular current and past songs that everyone could sing along with.

Mr. Arvay paired up with **Ms. Sophie Doiron**, who was our band teacher from January – June. The 2 programs brought in a full house of family and friends to our foyer and the joint celebration of these 2 programs was phenomena and highlight traditional and popular music pieces. The band students played pieces within their grade level and then Ms. Doiron combined all 3 grades for a culminating piece entitled "High Hopes" by popular group "Panic at the Disco".

Finally, our Instrumental Performance Class saw a group of guitar students and a small group of dancers, singers, drummers and band students come together to share their many talents. They took this show on the road to perform for our Grade 5 students at our feeder students including Coalbanks, NSCS and MMH. This group then left the city for a fun-filled 2-day trip to Calgary.

#### Chinook Showcase:

The highlights of 2021-2022 at Chinook have all centered around a strong, spirited and enthusiastic return to activities, both curricular and co-curricular that grow the community at Chinook and connect to the wider community of Lethbridge and Southern Alberta. The activities reflect diversity in our community and the post pandemic re-injection of student voice and group collaboration as a strong influence at Chinook. These highlights include:

- Blackfoot Confederacy Flag Raising ceremony to become the first school to permanently fly the Blackfoot Confederacy flag
- Growth of student clubs and activities planned and run by these clubs - e.g. Chinook QSA running the first annual Queer Prom, Culture Club leading and running Black History Month and cultural recognition activities, student advocacy for and development of a Soccer Club, Leadership program re-introducing spirit week activities
- Service projects conceived and led by students for the greater community (e.g. Christmas sock drive and Mental Health agency connection initiative)
- Return to full season of all sports competition with streaming and or live viewing for spectators all season



- Provincial appearances for Mens Volleyball, Mens Rugby, Track and Field, and Wrestling (1 gold medal and Nationals appearance) Athletes
- Return to large scale hands on and group project learning in many courses
- First fine arts productions since 2019 – Rock and Pop and Jazz band concerts at the Owl, URU drama production, Disney's Descendants musical theatre production, Concert Band, Guitar, Choral concerts
- Return of the Chinook Lip Dub and Yote Day assembly and celebrations – thoroughly embraced by students

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

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

**Background:**

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

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

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

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

**L. H. Bussard Award Winners for 2022**

|                     |                      |                    |                      |
|---------------------|----------------------|--------------------|----------------------|
| Reese Martindale    | Coalbanks            | Kya North Peigan   | Lakeview             |
| Katlyn Walsh        | Dr. Plaxton          | Clare Peters       | Lethbridge Christian |
| June Steed          | Dr. Probe            | Yasmina Chemissany | Mike Mountain Horse  |
| Rubisha Kandel      | École Agnes Davidson | Sonya Possina      | Nicholas Sheran      |
| Sylvia Stephens     | Fleetwood            | Ziya Palmer        | Park Meadows         |
| Jackson Niyogushima | Galbraith            | Sardha Magar       | Senator Buchanan     |
| Ellie Vair          | General Stewart      | Nita Monger        | Westminster          |

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

## **MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: ICE Scholarship Winners**

### **Background**

ICE Scholarship awards recognize outstanding achievement in innovation, creativity, and/or innovation. Students submit projects for scholarship consideration in the spring. An ICE Scholarship Selection Committee carefully reviews the submissions and creates a short list of projects that are subsequently presented to the Selection Committee for final selection. The recipients can be commended for the quality of their project submissions and congratulated as recipients of the scholarship. The ICE Scholarship winners were recognized personally and presented with their certificates and scholarship at the Education Centre on Tuesday, June 21, 2022. The awards video link: [ICE Scholarship Winners - YouTube](#)

Winners were:

Grade 9/10

**Roxana Albu** (9 CHS) Expression Through the Paint

**Ava Martin** (9 LCI) Nails by Avalee

**Melora Bowie** (9 LCI) Cramp Kits

Grade 11/12

**Kieran Schmidtke** (12 LCI) Bridges Consulting Music Program

**Samarpit Paul** (11 WCHS) Advantage of Quantum Computers

**Kaydence Tanner** (12 LCI) The Pop Stop

### **Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Esport Tournament Champions**

**Background**

The following students and coaches can be commended for their skill and congratulated for winning the Tournament - True North Esports, Canadian Premier Highschool Esports League:

**Bradley Pike** (Grade 12, LCI)  
**Kaleb DuMontier** (Grade 12, LCI)  
**Regis Amelinckx** (Grade 11, LCI)  
**Joshua Barnes** (Grade 11, LCI)  
**Brayley Mackay** (Grade 11, LCI)  
**Kieran Gareau** (Grade 10, LCI)

Coaches: **John Thai** and **Josh Holloway**

**Recommendation**

It is recommended the board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Administration Appointments**

**Background:**

The following administration appointments have been made for the 2022-2023 school year:

|                   |                                   |                  |
|-------------------|-----------------------------------|------------------|
| Jackie Fletcher   | Director, Inclusive Education     | Education Centre |
| Joel Tailfeathers | Coordinator, Indigenous Education | Education Centre |
| Kathy Mundell     | Principal                         | Fleetwood        |
| Brad Dersch       | Principal                         | G.S. Lakie       |
| Matt Brunner      | Vice Principal                    | G.S. Lakie       |
| Jeni Halowski     | Principal                         | Westminster      |
| Rebecca Hutchins  | Vice Principal                    | Wilson           |

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

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

|           |     |                                                                       |
|-----------|-----|-----------------------------------------------------------------------|
| June      | 28  | Last day for students                                                 |
|           | 28  | LCI Convocation                                                       |
|           | 28  | Chinook Convocation                                                   |
|           | 29  | Teaching staff school year ends                                       |
| August    | 24  | School offices open to the public                                     |
| September | 2   | Welcome Back Pancake Breakfast @ Chinook High School                  |
|           | 6   | First day for students                                                |
|           | TBD | Organizational Meeting to be determined as action item in this agenda |
|           | 27  | Board Meeting                                                         |

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Provincial Rugby Champions - WCHS**

**Background**

Both WCHS boys and girls rugby teams won the Tier 2 championships at the Alberta Schools Athletic Association Rugby XVs Provincials. These athletes are to be commended for their skill and congratulated for achieving a provincial level championship.

The members of the teams were invited to attend the meeting to be recognized by Trustees.

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore



## MEMORANDUM

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Minecraft Challenge Winner Video**

### Background

Message from Director of Technology Learning and Innovation, Jesse Sadlowski:

*"I want to thank all of the teachers, classes, schools and students who worked diligently on entering designs to the Minecraft Build a School Challenge. We had an amazing group of entries and some impressive builds. We have had many requests to share some of the schools that had been selected for prizes to the public. Please see the link below to watch some of the top school submissions."*

[2022 Minecraft Challenge Winners | Lethbridge School Division \(lethsd.ab.ca\)](https://lethsd.ab.ca/2022-Minecraft-Challenge-Winners)

The following students can be commended for their skill and creativity in their school building design:

Top 2 High School – **Hailey Maloff** (Chinook) and **Seth Hornberger** (LCI)

Top 2 Middle School – **Brynn Hopkinson** (SJF) and **Oscar Hagen** (GPMS)

Top 2 Elementary School – **Alina Baybuz** (Lakeview) and **Matthew Sanden** (Dr. Plaxton)

Best Classroom – **Cole Olson** (Fleetwood)

Best Group – **Tamar Wood** and **Sydney Mutai** (GPMS)

Creative Award – **Ilario Tata** (GPMS), **Jyuan Alfonsee Sagmit** (GS Lakie), **Riley Shaw** (General Stewart) and **Jared Cano Fernandez** (Park Meadows)

### Recommendation

It is recommended that the Board take the opportunity to view one of the winning video projects.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: International Trip Approval – LCI to Idaho**

**Background:**

Darren Majaran from Lethbridge Collegiate Institute is requesting approval to take approximately 55 football students between Grade 10-12 students on an International Trip to Spirit Lake, Idaho for a football game. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is covered in the football fee for the season which is \$575 per student. Fundraising opportunities will be available to all students to offset the cost of the trip through the parent committee.

**Recommendation:**

That the Lethbridge Collegiate Institute football trip to Spirit Lake, Idaho be approved by the Board, on the condition that all Division policies and procedures are strictly followed.

Respectfully submitted,  
Morag Asquith

This response has been recorded by Darren Majeran on Saturday June 04, 2022 12:26 PM

- Email Address:  
darren.majeran@lethsd.ab.ca
- Full Name:  
Darren Majeran

## General Trip Information

**Proposed Method of Transportation:** (Select one) ☒ **"Charter Bus"** | Air | School-Owned Bus/Van | Rental Van | Charter Bus | Volunteer Driver (Staff/Parent/Coach) | Volunteer Driver (Student) | Other

**Please attach your proposed itinerary.**

Personal information is collected under the authorization of the Alberta Freedom on Information and Protection of Privacy (FOIP) Act for the purpose of completing the off-site activity described above.

Recorded by Darren Majeran

# **Itinerary for LCI Rams Football Trip**

## **Spirit Lake Idaho – October 7-8<sup>th</sup> 2022**

### **October 7<sup>th</sup>**

7:20 am - Meet in Ram Room and load bus

7:30 am - Board bus at LCI with all equipment, first aid, snack and passports

8:00 am - Depart from LCI

10:20 am - Arrive in Fernie, BC

10:35 am – Depart Fernie, BC

11:45 am – Arrive in Cranbrook - Eat at restaurant

12:45 pm – Depart Cranbrook

3:00pm – Arrive in Spirit Lake, ID

3: 30 pm – Go to supper

4:30 pm – Go to Football field for game

7:00 pm – Game Starts

9:00 pm – Game ends

9:30 pm – Get something to eat

11:00 pm – In rooms

12:00 am – Lights out

### **October 8<sup>th</sup>**

8:00 am – Get up for Breakfast

8:30 am – Go to Football field

10:00 am – JV Football game

12:00 pm – Game done

12:30 pm – Go for lunch at McDonalds

1:30 pm – Start for home

5:30 pm - Stop in Fernie and Eat

7:30 pm – Arrive at LCI

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

Re: **International Trip Approval – LCI to California**

**Background:**

Samuel Yamamoto from Lethbridge Collegiate Institute is requesting approval to take approximately 80 Grade 10-12 students on an International Trip to Anaheim, California between April 5 & 14 of 2023. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$2500 in Canadian Funds. Fundraising opportunities will be available to students to offset the cost of the trip.

**Recommendation:**

That the Lethbridge Collegiate Institute trip to Anaheim, California in April 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed.

Respectfully submitted,  
Morag Asquith

### 3A - International Field Trip - Initial Approval to Plan - Version: 15

### Signee information

- Email Address:  
samuel.yamamoto@lethsd.ab.ca
- Full Name:  
Samuel Yamamoto

### General Trip Information

**Dates** April 5, 2023 to April 14, 2023

**Purpose of trip:** Tour to Southern California to perform with music clinics, workshops, and sightseeing.

**Grade level(s):** ☒ Grade 11 | ☒ Grade 12 | ☒ Grade 9 | ☐ Grade 6 | ☐ Grade 7 | ☐ Grade 8 | ☐ Grade 10

**Teacher in Charge:** Samuel Yamamoto & Erinn Roberts

**Anticipated Method(s) of Transportation:** ☒ **Charter Bus** | Air | School-Owned Bus/Van | Rental Van | Volunteer Driver (Staff/Parent/Coach) | Volunteer Driver (Student) | Other

## Attachments & Forms

**Please attach your proposed itinerary.**

[illegible]

**Which Amber activities will your trip contain?**

Amusement Parks/Rides Swimming (in hotel pool with direct supervision of staff)

### Educational Value & Cost

**What are the educational/social/recreational goals of the trip?**

Objectives Perform in an adjudicated festival Clinic with a professor at a local university Expose students to other high quality performing ensembles Clinic with a professional studio session at Disney Cultural enrichment through travel Student bonding and interpersonal growth and development through travel

**What follow-up activities will occur?**

Post performance student evaluations Post trip debrief/final activity following the tour

**How will students be prepared for the trip in terms of required knowledge, skills and attitudes?**

Ongoing rehearsal and preparation leading up to the departure of the tour. Parent & Student information and orientation night Parent & Student agreement

**What are the costs for this activity, including the portion paid by each student?** \$2,500

**Describe funding sources and plans for any fundraising.** Students will largely be responsible for their own funding, however individual fundraising opportunities will be ongoing and provided by the LCI Band Parents & Choral Booster Association.

### Additional Notes

Is equal access for all students assured? ☒ Yes | No

I have reviewed relevant Board policies and safety guidelines for International Trips. ☒ Yes | No

Personal information is collected under the authorization of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of completing the off-site activity described above.

**Samuel Yamamoto**

Recorded by Samuel Yamamoto

**LCI Music Tour 2023**  
**April 5-21, 2023**

**Wednesday, April 5, 2023**

**No meals needed**

8:00 pm MDT Choir and band Festival Performance  
9:00 pm Return equipment, pack up  
10:00 pm Depart to Pocatello, ID  
11:00 pm Coutts Border Crossing

**Thursday, April 6, 2023**

**Breakfast provided**

**Lunch & Dinner on your own**

8:00 am Breakfast in Pocatello, ID  
9:00 am Load busses  
12:30 pm Lunch in Provo, UT on your own  
1:30 pm Depart for Las Vegas, NV  
4:30 pm PDT Arrive Las Vegas, NV, check into Hotel, free time, dinner on your own  
8:30 pm Depart for Cirque du Soleil Show  
9:30 pm Cirque du Soleil Show  
11:45 pm Shuttle return to hotel via Arrow Stage Lines

**Friday, April 7, 2023**

**Breakfast & Dinner included**

**Lunch on your own**

8:00 am PDT Breakfast at hotel (included)  
10:00 am Load busses (**instruments and equipment load last!**)  
1:45 pm Load/depart for Cal State University Long Beach  
LUNCH On your own on campus  
3:00 pm Band & Choir clinics  
6:00 pm Depart for Long Beach, Dinner Catered by TK Burgers at Newport Beach  
(provided)  
9:30 pm Load and depart for Springhill Suites  
10:00 pm Arrive Springhill Suites, Anaheim Main Gate

**Saturday, April 8, 2023**

**Breakfast included**

**Lunch & Dinner on your own**

8:00 am PDT Breakfast at hotel (included)  
Morning Festival Performances  
Lunch On your own  
Afternoon LACMA, Getty Museum, Disney Concert Hall, Dinner on your own  
11:00 pm Lights out

**Sunday, April 9, 2023**

**Breakfast included**



**Lunch & Dinner on your own**

8:00 am PDT Breakfast at hotel (included)  
9:00 am Disneyland for the day (lunch and dinner on your own)  
8:00 pm Awards Ceremony at night  
11:00 pm Lights out

**Monday, April 10, 2023****Breakfast & Dinner included****Lunch your own**

7:00 am PDT Breakfast at hotel (included)  
Morning Disney Concert Hall  
Afternoon LACMA, Getty Museum,  
**7:00 pm Medieval Times**  
9:00 pm Arrive Springhill Suites  
11:00 pm Lights out

**Tuesday, April 11, 2023****Breakfast included****Lunch & Dinner on your own**

8:00 am PDT Breakfast at hotel (included)  
9:00 am Depart for Universal Studios  
10:15 am Arrive Universal Studios, lunch and dinner on your own  
6:00 pm Universal City Walk  
7:30 pm Depart for hotel  
9:00 pm Free time at hotel  
11:00 pm Lights out

**Wednesday, April 12, 2023****Breakfast included****Lunch & Dinner on your own**

7:00 am PDT Breakfast at hotel (included)  
8:00 am Load luggage and equipment on busses  
9:00 am Disneyland for the day (lunch and dinner on your own)  
11:00 pm Lights out

**Thursday, April 13, 2023****Breakfast & Dinner included****Lunch on your own**

7:00 am PDT Breakfast at hotel (included)  
8:00/8:15 am Depart for Salt Lake City, UT  
12:00 pm Lunch on the road (not included)  
7:30 pm MDT Arrive Salt Lake City, UT  
8:00 pm Check into hotel  
11:00 pm Lights out

**Friday, April 14, 2023****Breakfast included**

**Lunch on your own**

7:00 am MDT Breakfast at hotel (included)

8:00 am Load/depart for Lethbridge

12:00 pm Lunch on the road (NOT included)

4:15 pm Border crossing @ Coutts

7:00 pm Arrive Lethbridge

**MEMORANDUM**

June 27, 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>           |
|-----------------|---------------------------------|-------------------------|
| 103.1           | Anti-Racism and Anti-Oppression | 2 <sup>nd</sup> reading |

Respectfully submitted,  
Cheryl Gilmore

## **103.1 Anti-Racism and Anti-Oppression**

### **Policy**

Lethbridge School Division affirms the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.

The Board acknowledges that racism exists and the important role that public education serves in reflecting, influencing, and driving positive systemic change. Furthermore, the Board acknowledges that racism can be perpetuated at the individual, institutional and systemic level and is rooted in historical oppression, white supremacy, and colonialism. Proactive action is required to create anti-racist environments.

The diversity of the students, staff, and families of Lethbridge School Division is a strength. The Board recognizes that respect for diverse cultural perspectives, traditions, languages, beliefs, lived experiences, and values enriches the learning and working environment for everyone and is important to student and staff well-being and personal growth.

The Board acknowledges that anti-racism and equity require continuous action, learning, and improvement.

### **Regulations**

1. In an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation or spoken language, within the school division, have the right to:
  - 1.1 be treated fairly, equitably, and with dignity and respect;
  - 1.2 have their privacy and confidentiality protected and respected;
  - 1.3 self-identification and determination;
  - 1.4 freedom of conscience, belief, expression, and association in accordance with the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act;
  - 1.5 be represented in an inclusive, positive and respectful manner;
  - 1.6 have equitable access to supports, services and protections provided to all staff and students;
  - 1.7 have avenues of recourse available, without fear of reprisal, when individuals or groups are targets of harassment, prejudice, discrimination, intimidation, bullying, racism and/or violence; and
  - 1.8 have their unique identities, families, cultures, and communities included, valued and respected.
2. In the spirit of supporting anti-racist and anti-oppressive systems, the Board is committed to:
  - 2.1 honouring cultural diversity, promoting intercultural understanding to enable reflection and growth, and fostering a sense of belonging.
  - 2.2 actively supporting systemic change and acknowledging that empathy, compassion and learning are critical for achieving anti-racism and equity.

- 2.3 using evidence and data to better understand issues of racism and equity in Lethbridge School Division, to inform decision-making and action, and to monitor progress and outcomes of this ongoing work.

### References

|                        |                                                                                                                                                                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alberta Education Act: | 16, 31, 32, 33, 35                                                                                                                                                                                                                            |
| Division Policies:     | 400.1 Welcoming, Caring, Respectful, and Safe Work Environments; 502.1 Welcoming, Caring, Respectful, and Safe Learning Environments; 402.8.1 Harassment, Discrimination, and Violence Prevention in the Workplace                            |
| Other:                 | Canadian Charter of Rights and Freedoms; Alberta Human Rights Act; Alberta Freedom of Information and Protection of Privacy Act; Alberta Teachers' Association Code of Professional Conduct; Alberta Bill of Rights; Employment Standards Act |

## **103.1 Anti-Racism and Anti-Oppression**

### **Policy Appendix**

**Anti-racism:** is the proactive and consistent process of identifying, challenging, preventing, and eliminating racism. It uses direct action to acknowledge where privilege exists, raise awareness, advocate for change, and challenge beliefs (such as prejudice, bias and stereotypes) at the personal and institutional level to create and implement action to fight racism for individuals and within an organization, workforce or group.

**Anti-oppression:** a process that actively seeks to identify, remove, prevent, and mitigate inequitable outcomes and power imbalances between groups and change the structures that sustain inequities.

**Colonialism:** the pervasive domination of a people or area by a foreign state or nation, the practice of extending and maintaining a nation's political and economic control over another people or area. The word *colonialism* is sometimes considered to encompass non-state forms of influence and domination, as by corporate or religious entities, it can also be understood as an extension of state power.

**Cultural Diversity:** refers to the presence of all diverse groups in an organization and community and acknowledges and values their socio-cultural differences and their cultural expressions and contributions within the organization and community.

**Discrimination:** is negative differential treatment of a person or group on the basis of race, religious beliefs, ethnicity, language, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender identity and/or gender expression, or sexual orientation.

**Diversity:** refers to the uniqueness of human differences. It includes ways of being, doing and knowing.

**Equity:** the systemic fair treatment of all people. It is achieved in an educational context when people with diverse backgrounds, lived experiences, and needs are fully able to participate in the system. Equity involves providing each member in the system with the type and amount of support needed to be successful, including culturally relevant and responsive environments and resources. Individuals are provided the opportunity to experience success and human dignity while developing the skills, knowledge and attitudes necessary to contribute as citizens in society.



**Historical Oppression:** describes the chronic, pervasive, and intergenerational experiences of oppression that, over time, may be normalized, imposed, and internalized into the daily lives of people (including individuals, families, and communities)

**Inclusive:** an inclusive education system is a way of thinking and acting that demonstrates acceptance of, and belonging for, all. It is founded on the belief that all individuals can learn and reach their full potential given opportunity, effective teaching and appropriate resources. An inclusive education system supports every student and staff member to be included and feel represented within the school division.

**Intercultural Understanding:** learning from and engaging with diverse cultures in ways that support commonalities and differences, create connections with others, and cultivate mutual respect.

**Oppression:** a situation in which people are governed in an unfair and cruel way and prevented from having opportunities and freedom

**Racism:** includes conscious and unconscious discriminatory or derogatory attitudes, microaggressions, comments, or actions directed at marginalized groups relative to race or culture. It is based on assumptions, perceptions, social constructs, lack of knowledge, or personal beliefs of superiority. Racism occurs in the context of a power and privilege imbalance and can be experienced at the individual, institutional or systemic level. In this context:

- **Individual racism** refers to an individual expressing racist assumptions, beliefs, or behaviours and is a form of racial discrimination, whether expressed overtly or covertly.
- **Institutional racism** occurs when institutions create or maintain racial inequity, often as a result of hidden biases in policies, practices and procedures that privilege some groups and disadvantage others.
- **Systemic racism** occurs when racist assumptions, beliefs, or behaviours are reinforced by systems of power that perpetuate racial group inequity. Systemic racism involves dimensions of our history and culture that have allowed racial privileges and inequities to endure and adapt over time.

**White Supremacy:** in this context, is the systematic marginalization of People of Colour based on a socially constructed racial hierarchy that privileges people who identify as white. It does not refer to extremist ideologies which believe that white people are genetically or culturally superior to non-whites.

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Policy Review**

**Background**

Policies 202.2 and 203.4 are attached for review.

Policy 202.2 Role of the Chair states the following as one of the powers and duties of the Chair:

“To act as ex-officio member, with voting privileges, to all committees appointed by the Board;” (2.6)

Policy 203.4 Board Committees states the following: “The Chair of the Board shall be a non-voting ex-officio member of all committees of the Board.”

The two policies are incongruent.

**Recommendations**

It is recommended that the Board discuss whether the consistency is having both policies read as “ex-officio with voting privileges” or “non-voting ex-officio member,” and subsequently make a motion to revise the appropriate policy.

Respectfully submitted,  
Cheryl Gilmore

## **202.2 Chair of the Board**

### **Policy**

Under the Education Act (69), the Minister may establish regulations regarding board procedures. At the organizational meeting the Board must elect one member to be Chair, and another as Vice Chair to hold office during the pleasure of the Board.

The Board expects the Board Chair to provide leadership to the Board and act as its primary spokesperson.

The Board expects that the Chair shall perform their duties in accordance with Division policy, the Education Act and other applicable provincial and federal statutes and regulations.

### **Regulations**

1. The Chair shall be elected annually at the organizational meeting of the Board.
2. The Board delegates to the Chair the following powers and duties:
  - 2.1. To preside over all Board meetings and to ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures of the Board;
  - 2.2. To convey directly to the Superintendent such concerns as are related to them by the trustees, parents, students or employees which may affect administration of the Division;
  - 2.3. To convey to the Board and the Superintendent such concerns as are related to them, which may affect the policies or administration of the Division;
  - 2.4. To provide counsel, when requested, to the Superintendent when a course of action may be necessary, the substance of which is not within the parameters of existing Board policy;
  - 2.5. To act as Board spokesperson upon matters of Board policy;
  - 2.6. To act as ex-officio member, with voting privileges, to all committees appointed by the Board;
  - 2.7. To ensure that the Board is represented at public activities;
  - 2.8. To act as signing officer of the Division;
  - 2.9. To act as the official spokesperson of the Board on matters pertaining to the major functions of the Board.

3. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and, when so acting, shall have all the power of the Chair.
4. If the Chair and Vice-Chair are absent at a meeting at which a quorum is present, the Board shall appoint from its trustees an acting Chair who, thereupon, has all powers and shall perform all duties of the Chair.

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

### References

Alberta Education Act: Sections 69  
Division Policies: 100.1 Foundational Statements, 201.3 General Powers and Duties of the Board, 202.1 Trustee Code of Conduct, 202.3 Individual Trustees, 204.4 In Camera Board Meetings, 204.6 Organizational Meetings, 205.1 Trustee Compensation, 1001.3 Communications  
Other: Role of the Trustee – ASBA Handbook,  
Alberta Education – Board Procedure Regulations 2019  
Freedom of Information and Protection of Privacy Act

## **203.4 Board Committees**

### **Policy**

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

- Advisory: to provide information and/or advice
- Operational: to carry out specific duties and/or responsibilities. The function of each committee and the extent of its authority will be clearly defined through written Terms of Reference that are approved annually by the Board.

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

### **Regulations**

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

## 203.4 Board Committees, cont'd

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

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

## References

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Alberta Education Act: | Sections 67, 68, 69, 70, 71, 72, 73, 74, 75                                                                           |
| Division Policies:     | 203.4.1 Standing Committees, 203.5 Special (Ad Hoc) Committees, 203.6 Joint Committees, 203.6.3 Board Representatives |



**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Craig Whitehead  
Trustee

Re: **Policy 203.4.1 Standing Committee**

**Background**

The board's most important jobs are to manage the budget and to do the evaluation of the superintendent. By having a committee of the whole the board can discuss the budget throughout the year and can make changes earlier in the process. The evaluation of the superintendent must be done by the whole board so that items, concerns and goals can be discussed and decisions made by the whole board. The committee of the whole needs to be involved in school boundaries and grade configuration. It should be a standing committee because Lethbridge is growing and it will be necessary to continue looking at all options and by having a standing committee we can then improve on our planning and involve the community and parents earlier in the discussion which will help us be more accountable to the public.

**Recommendation**

- 1) I move that the Board Budget Committee membership be comprised of all Board members.
- 2) I move that the Superintendent Evaluation Committee be comprised of all Board members.
- 3) I move that a new standing committee be formed named "School Boundary Alignment and Grade Configuration" comprised of all Board members.

Respectfully submitted,  
Craig Whitehead

## **203.4.1 Standing Committees**

### **Policy**

The Board believes that the work of certain committees of the Board is on-going and that such committees should be permanently in existence. The Board, therefore, approves establishment of the following “standing” committees of the Board:

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

In accordance with the Education Act, the Board authorizes the above committees to make decisions on behalf of the Board.

### **Regulations**

1. The Board expects that committee decisions will be made in a manner that is consistent with their Terms of Reference as approved annually by the Board at its organizational meeting.
2. Board representation on Standing Committees shall be in accordance with each committee’s mandate, illustrated in Exhibit 203.4.1.A.
3. The Board may, by resolution, establish additional standing committees or disband an existing standing committee.

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

## References

Alberta Education Act: 33, 34, 53  
Division Policies: 203.4 Board Committees, 203.5 Special (Ad Hoc) Committees, 203.6  
Joint Committees, 203.6.3 Board Representatives  
Other: Alberta Education – Board Procedure Regulations 2019

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

**Re: Third Quarter Financial Report**

**Background:**

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

**Recommendation:**

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

Respectfully submitted,  
Christine Lee

## ***Lethbridge School Division***

# Third Quarter Report

May 31st

# 2022

This document is Management's Discussion and Analysis of the Third Quarter for the period September 1, 2021 to May 31, 2022. *This financial information contained herein has not been audited.*

## Report to the Board of Trustees

June 27<sup>th</sup> 2022



*Lethbridge School Division  
433 – 15<sup>th</sup> Street South  
Lethbridge, AB T1J 2Z4  
Phone: 403-380-5300  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)*



**Lethbridge School Division**  
*Management Discussion and Analysis Report*  
*September 1, 2021 to May 31st, 2022*

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## **Lethbridge School Division**

Management Discussion and Analysis Report  
Third Quarter Report

### **Executive Summary**

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

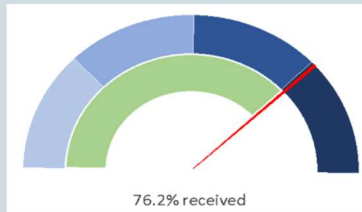
The School Division was established in 1886 and has proudly served our community for over 135 years. **Lethbridge School Division** serves over 11,670 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range 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 enrolment). This increase is only a partial recovery on student enrolment as a result of the COVID-19 pandemic. The overall projected enrolment is still less than the student enrolment the Division had in 2019-2020 of 11,753.

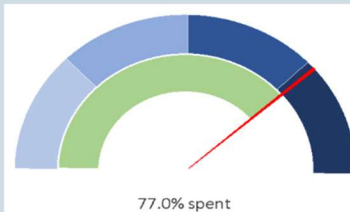
**Lethbridge School Division** believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2021 until May 31st, 2022 to provide fiscal accountability within the established guidelines.



**Dr. Robert Plaxton Elementary School  
Spring Gala – May 2022**



**Total Revenues**



**Total Expenditures**

## Overview:

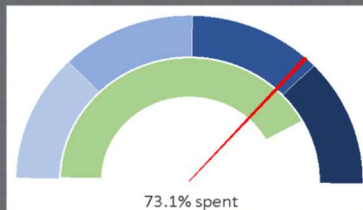
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 3rd quarter of the year (up to May 2022).

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

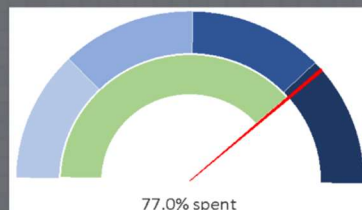
### Instruction - Pre K



Budget: \$ 2,992,295  
Forecast: \$ 2,500,251  
Year-to-date: \$ 2,186,896 (73.1%)



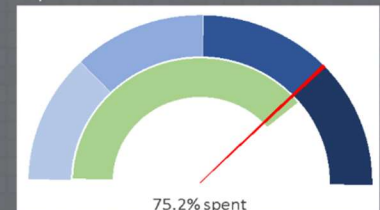
### Instruction - K to Grade 12



Budget: \$ 102,751,434  
Forecast: \$ 78,875,353  
Year-to-date: \$ 79,164,823 (77.0%)



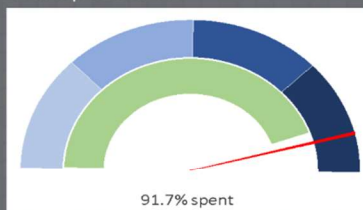
### Operation & Maintenance



Budget: \$ 17,460,660  
Forecast: \$ 13,545,840  
Year-to-date: \$ 13,137,763 (75.2%)



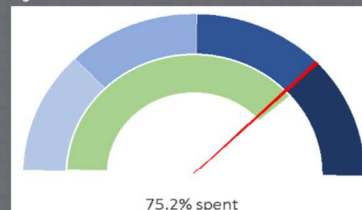
### Transportation



Budget: \$ 2,950,797  
Forecast: \$ 2,619,416  
Year-to-date: \$ 2,705,772 (91.7%)



### System Administration



Budget: \$ 4,181,196  
Forecast: \$ 3,220,728  
Year-to-date: \$ 3,145,481 (75.2%)



### External Services (International Program)

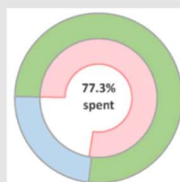


Budget: \$ 300,000  
Forecast: \$ 225,000  
Year-to-date: \$ 240,812 (80.3%)



## Salaries, Benefits & Professional Development

For all the Departments

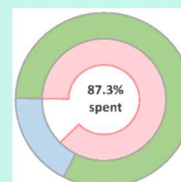


Budget: \$ 103,963,160  
Forecast: \$ 79,652,461  
Year-to-date: \$ 80,352,805 (77.3%)



## Contracted Services

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

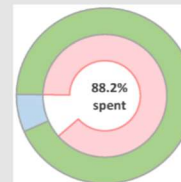


Budget: \$ 7,760,394  
Forecast: \$ 6,385,322  
Year-to-date: \$ 6,774,908 (87.3%)



## Other Services

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

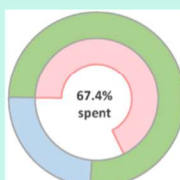


Budget: \$ 2,577,465  
Forecast: \$ 2,397,709  
Year-to-date: \$ 2,274,688 (88.2%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

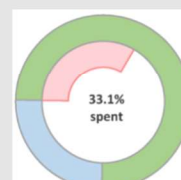


Budget: \$ 5,773,600  
Forecast: \$ 4,384,033  
Year-to-date: \$ 3,893,411 (67.4%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

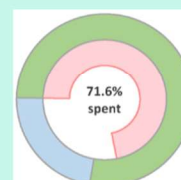


Budget: \$ 712,906  
Forecast: \$ 534,679  
Year-to-date: \$ 235,928 (33.1%)



## Transfers, SGF, & Capital/IMR

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

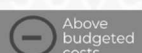


Budget: \$ 9,848,857  
Forecast: \$ 7,632,384  
Year-to-date: \$ 7,050,933 (71.6%)



## TYPES OF EXPENSES

For details on the above information and other financial reporting, please see the May 31, 2022 Quarterly Report.



### **Operations Overview**

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for May 31st, 2022.



The following is a brief analysis on the types of expenses:

- **Salaries, Benefits & Professional Development** are slightly over forecasted amounts (approximately \$700,000) as at May 31, 2022. This is due to a number of factors such as the increased frequency of substitutes earlier in the year due to COVID-19, and the timing of employee payments (some only work 10 months of the year versus 12).
- **Contracted Services** are slightly over forecasted amounts (approximately \$388,000) as at May 31, 2022. This is due to a number of factors including increased fuel and utilities costs being higher than forecasted.
- **Other Services** are less than the forecasted budget. This is due to cost savings found in rentals and printing costs.
- **Supplies** are less than the forecasted budget. This is mostly due to that some of the general school supplies, technology, and other equipment are still to be purchased (larger maintenance projects to be completed in the summer months).
- **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 is due to decreases in SGF expenses (less activities at the beginning of the year) as well as less other expenses than forecasted.

## **Financial Position**

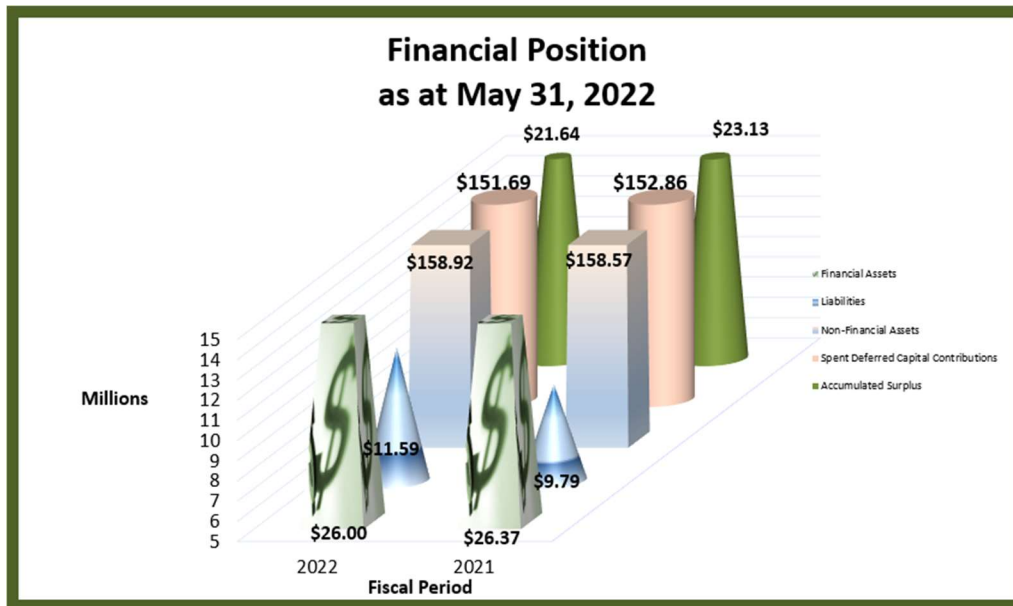
As at May 31, 2022, [Lethbridge School Division](#) has total financial assets of \$26.00 million and liabilities of \$11.59 million for net financial assets of \$14.31 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division has net financial assets of \$14.31 million. Of this \$14.41 million, \$7.62 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 relates to \$691,000 of unrestricted reserves, \$6.45 million of capital reserves, and \$320,000 of endowment funds.

There is \$158.92 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$151.69 million, the Division's investment in capital assets of \$6.45 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 \$21.64 million. The chart below compares the financial position of May 31st with the prior year.





**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
As at May 31, 2022

|                                                       | May 31, 2022         | May 31, 2021         |
|-------------------------------------------------------|----------------------|----------------------|
| <b>FINANCIAL ASSETS</b>                               |                      |                      |
| Cash and cash equivalents                             | \$11,222,183         | \$26,158,270         |
| Accounts receivable (net after allowances)            | \$4,731,557          | \$2,306,993          |
| Portfolio investments                                 | \$10,047,725         | \$74,300             |
| Other financial assets                                | \$0                  | \$0                  |
| <b>Total financial assets</b>                         | <b>\$26,001,465</b>  | <b>\$28,539,563</b>  |
| <b>LIABILITIES</b>                                    |                      |                      |
| Bank indebtedness                                     | \$0                  | \$0                  |
| Accounts payable and accrued liabilities              | \$7,175,556          | \$7,605,871          |
| Deferred contributions                                | \$4,186,074          | \$4,873,734          |
| 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                  |
| <b>Total liabilities</b>                              | <b>\$11,589,907</b>  | <b>\$12,726,907</b>  |
| <b>Net Financial Assets (Net Debt)</b>                | <b>\$14,411,558</b>  | <b>\$15,812,656</b>  |
| <b>NON-FINANCIAL ASSETS</b>                           |                      |                      |
| Tangible capital assets                               | \$158,039,634        | \$157,585,355        |
| Inventory of supplies                                 | \$366,413            | \$228,120            |
| Prepaid expenses                                      | \$514,658            | \$514,550            |
| <b>Total non-financial assets</b>                     | <b>\$158,920,705</b> | <b>\$158,328,025</b> |
| <b>Net assets before spent deferred contributions</b> | <b>\$173,332,263</b> | <b>\$174,140,681</b> |
| Spent deferred capital contribution (SDCC)            | \$151,689,292        | \$151,546,086        |
| <b>Net assets</b>                                     | <b>\$21,642,971</b>  | <b>\$22,594,595</b>  |
| <b>NET ASSETS (ACCUMULATED SURPLUS)</b>               |                      |                      |
| Unrestricted surplus                                  | \$691,488            | \$1,112,423          |
| Operating reserves                                    | \$7,616,255          | \$8,726,397          |
| <b>Accumulated Surplus from Operations</b>            | <b>\$8,307,743</b>   | <b>\$9,838,820</b>   |
| Investment in capital assets                          | \$6,448,053          | \$6,039,268          |
| Capital reserves                                      | \$6,567,301          | \$6,396,633          |
| Endowments                                            | \$319,874            | \$319,874            |
| <b>Total Accumulated Surplus (Deficit)</b>            | <b>\$21,642,971</b>  | <b>\$22,594,595</b>  |

The statement above compares the Financial Position of the 3<sup>rd</sup> quarter of 2021/2022 to the 3<sup>rd</sup> quarter of the prior year for comparative purposes.

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
*As at May 31st, 2022*

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**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at May 31st, 2022 includes deferred contributions, endowment funds, and accumulated surplus from operations.

**Accounts Receivable**

Accounts receivable at May 31st, 2022 includes GST rebates receivable, 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 May 31, 2022 are \$26.00 million.**

**Hats On! for Mental Health  
Day at Winston Churchill  
High School**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable at May 31, 2022 mostly includes payments for employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan as well as construction holdbacks.

Accounts Payable also includes unearned revenues, including prepaid international fees for the following schools year and externally restricted School Generated Funds, such as student travel group deposits or school activity fees. These unearned revenues are classified within accounts payable as these types of transactions require that goods and/or services are to be provided in the future by the Division to the groups/individuals that directly paid these fees.



### **Deferred Contributions**

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

Deferred Operating Contributions is mainly unspent Infrastructure, Maintenance and Renewal (IMR) grant funding and other grant funding requiring eligible expenditures. Contributions are allocated to revenue as funds are expended.

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

### **Employee Future Benefits**

Consists of benefits earned but not utilized that relate to banked time that will or may be utilized in a future period.

**Total Financial Liabilities as of May 31, 2022 are \$11.59 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 \$14.41 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 May 31, 2022 are \$14.41 million.**

### **Park Meadows Elementary Market Mania**



**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 \$158.04 million as of May 31, 2022.

Capital activity during the period included final construction costs associated with the construction of the Dr. Robert Plaxton Elementary School (Southeast Lethbridge) and capital modernizations that are through Infrastructure Maintenance and Renewal (IMR) grant funding. Since the beginning of the school year, a total of \$1.5 million has been capitalized on these projects, the majority of the capital additions relates to the IMR expenditures.



**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 May 31, 2022 are \$158.92 million.**

**SPENT DEFERRED CAPITAL CONTRIBUTIONS (SDCC)**

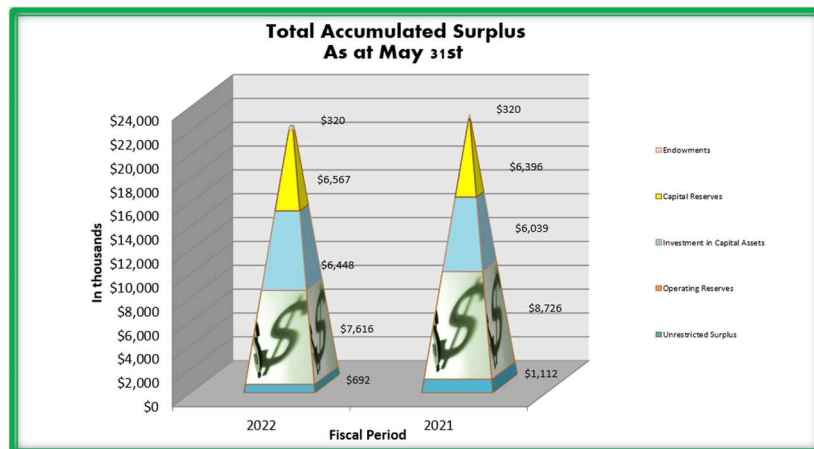
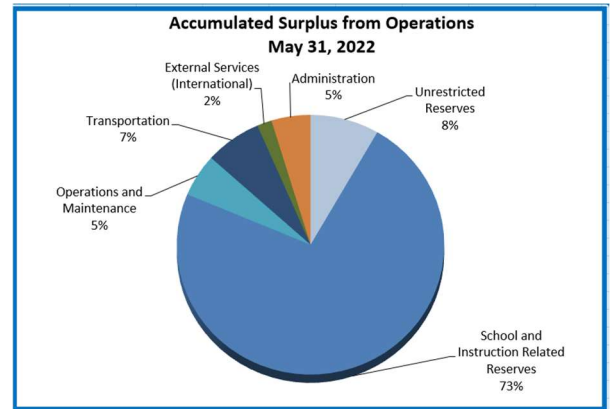
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported capital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

**Total SDCC as of May 31, 2022 are \$151.69 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 73% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent in the future 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 \$21.64 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at May 31, 2022.**

## Operations

### Budget Update as of September 30<sup>th</sup>

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

The Division originally planned on a projected student enrolment of 11,634 students, however 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). 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 30<sup>th</sup> budget”, the following have been updated for reporting purposes:

| <b>Budget Adjustments:</b>                            | <b>Revenues</b>    | <b>Expenses</b>    |
|-------------------------------------------------------|--------------------|--------------------|
| 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)        |
| <b>Updated Operating Budget</b>                       | <b>128,184,893</b> | <b>130,636,382</b> |
| Transfers from Reserves/Capital                       | 3,516,233          | 1,064,744          |
|                                                       | <b>131,701,126</b> | <b>131,701,126</b> |

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

**Lethbridge School Division**  
**STATEMENT OF OPERATIONS**  
For the period ended May 31, 2022

|                                                                           | Budget Information                            |                                                                                  | Forecast                      | Actual Results                          | Variances                    |                                       | Projection                |                               |
|---------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------|-------------------------------|-----------------------------------------|------------------------------|---------------------------------------|---------------------------|-------------------------------|
|                                                                           | Preliminary Budget<br>2021-2022<br>(May 2021) | Updated<br>"September 30th"<br>operating budget<br>2021-2022<br>(Sept 30th 2021) | Forecasted To<br>May 31, 2022 | Actual Quarter<br>Ended<br>May 31, 2022 | % Expended<br>Revised Budget | % Expended<br>Forecast to May<br>31st | August 31st<br>Projection | Change from<br>Updated Budget |
| <b>REVENUES</b>                                                           |                                               |                                                                                  |                               |                                         |                              |                                       |                           |                               |
| Government of Alberta                                                     | \$123,368,309                                 | \$123,811,393                                                                    | \$92,993,752                  | \$93,722,973                            | 75.70%                       | 100.78%                               | \$124,296,201             | \$484,808                     |
| Federal and Other Government                                              | \$388,944                                     | \$428,944                                                                        | \$428,944                     | \$483,760                               | 112.78%                      | 112.78%                               | \$428,944                 | \$0                           |
| Fees                                                                      | \$2,499,931                                   | \$1,553,783                                                                      | \$1,268,739                   | \$1,373,483                             | 88.40%                       | 108.26%                               | \$1,553,783               | \$0                           |
| Sales and services                                                        | \$822,417                                     | \$711,963                                                                        | \$617,035                     | \$489,410                               | 68.74%                       | 79.32%                                | \$711,963                 | \$0                           |
| Investment income                                                         | \$193,000                                     | \$193,000                                                                        | \$144,750                     | \$108,005                               | 55.96%                       | 74.61%                                | \$193,000                 | \$0                           |
| Donations and Other Contributions                                         | \$2,568,000                                   | \$1,451,106                                                                      | \$1,222,607                   | \$1,388,992                             | 95.72%                       | 113.61%                               | \$1,451,106               | \$0                           |
| Other Revenues                                                            | \$34,704                                      | \$34,704                                                                         | \$26,028                      | \$46,625                                | 134.35%                      | 179.13%                               | \$34,704                  | \$0                           |
| <b>Total Revenues</b>                                                     | <b>\$129,875,305</b>                          | <b>\$128,184,893</b>                                                             | <b>\$96,701,855</b>           | <b>\$97,613,248</b>                     | <b>76.15%</b>                | <b>100.94%</b>                        | <b>\$128,669,701</b>      | <b>\$484,808</b>              |
| <b>EXPENSES</b>                                                           |                                               |                                                                                  |                               |                                         |                              |                                       |                           |                               |
| Instruction - Pre Kindergarten                                            | \$2,992,295                                   | \$2,992,295                                                                      | \$2,500,251                   | \$2,186,896                             | 73.08%                       | 87.47%                                | \$2,992,295               | \$0                           |
| Instruction - Kindergarten to Grades 12                                   | \$104,791,753                                 | \$102,751,434                                                                    | \$78,875,353                  | \$79,164,823                            | 77.04%                       | 100.37%                               | \$102,858,342             | \$106,908                     |
| Operations and Maintenance                                                | \$16,519,534                                  | \$17,460,660                                                                     | \$13,545,840                  | \$13,138,890                            | 75.25%                       | 97.00%                                | \$17,460,660              | \$0                           |
| Transportation                                                            | \$2,763,518                                   | \$2,950,797                                                                      | \$2,619,416                   | \$2,705,772                             | 91.70%                       | 103.30%                               | \$2,950,797               | \$0                           |
| Administration                                                            | \$4,181,195                                   | \$4,181,196                                                                      | \$3,220,728                   | \$3,145,481                             | 75.23%                       | 97.66%                                | \$4,181,196               | \$0                           |
| External services [International Services]                                | \$300,000                                     | \$300,000                                                                        | \$225,000                     | \$240,812                               | 80.27%                       | 107.03%                               | \$300,000                 | \$0                           |
| <b>Total Expenses</b>                                                     | <b>\$131,548,295</b>                          | <b>\$130,636,382</b>                                                             | <b>\$100,986,588</b>          | <b>\$100,582,674</b>                    | <b>76.99%</b>                | <b>99.60%</b>                         | <b>\$130,743,290</b>      | <b>\$106,908</b>              |
|                                                                           |                                               |                                                                                  |                               |                                         |                              |                                       |                           |                               |
| Operating surplus (deficit)                                               | (\$1,672,990)                                 | (\$2,451,489)                                                                    | (\$4,284,733)                 | (\$2,969,426)                           |                              |                                       | (\$2,073,589)             | \$377,900                     |
| Accumulated Surplus from Operations<br>beginning of Year                  | \$9,842,673                                   | \$11,368,665                                                                     | \$11,368,665                  | \$11,368,665                            |                              |                                       | \$11,368,665              |                               |
| Transfers to/from capital reserves, endowments,<br>& capital              | (\$963,441)                                   | (\$1,064,744)                                                                    | (\$1,064,744)                 | (\$1,064,744)                           |                              |                                       | (\$1,064,744)             |                               |
| Accumulated Operating Surplus (AOS)<br>at end of period                   | \$7,206,242                                   | \$7,852,432                                                                      | \$6,019,188                   | \$7,334,495                             |                              |                                       | \$8,230,332               |                               |
| School Generated Funds included in<br>Accumulated Operating Surplus       | (\$2,364,504)                                 | (\$2,364,504)                                                                    | (\$2,364,504)                 | (\$3,023,071)                           |                              |                                       | (\$3,023,071)             |                               |
| Adjusted Accumulated Operating Surplus<br>(Adjusted AOS) at end of period | \$4,841,738                                   | \$5,487,928                                                                      | \$3,654,684                   | \$4,311,424                             |                              |                                       | \$5,207,261               |                               |
| Adjusted AOS as a % of budgeted expenditures<br>(excluding SGF accounts)  | 3.68%                                         | 4.20%                                                                            | 2.80%                         | 3.30%                                   |                              |                                       | 3.98%                     |                               |



### **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 30<sup>th</sup> enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year, therefore 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year. The following are some of the significant transactions that impact the forecast:
  - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
  - Insurance premiums, leases and international program revenues/expenses are typically paid/received in the 1st quarter.
  - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
- The third area highlighted in **BLUE** is the actual results for the period.
- The fourth area highlighted in **TAN** is the variance area. This area provides information on the percent received/expended as compared to the September 30<sup>th</sup> operating budget and the percent received/ expended as compared to the updated forecast information.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31<sup>st</sup>, 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 31<sup>st</sup> projection has changed from the updated budget (if required).

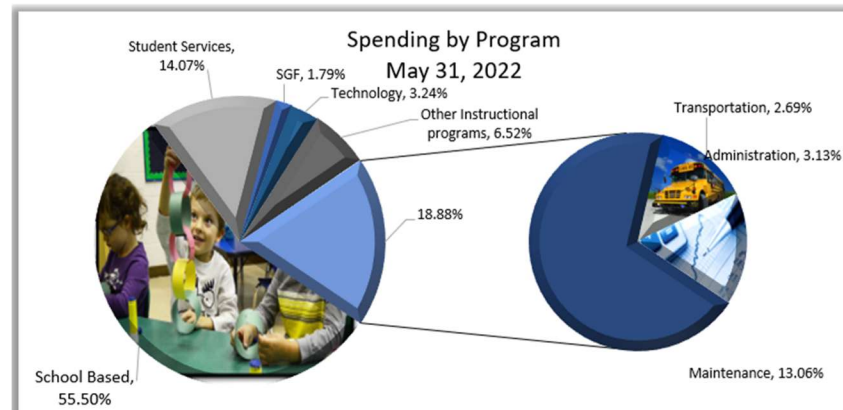
### **OPERATION RESULTS:**

For the nine (9) months ended May 31<sup>st</sup>, 2022, \$97.61 million of revenues have been recorded which is 76.15% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$96.70 million would have been received in the reporting period. The actuals are higher than forecasted, specifically in the funding received from Alberta Education, which is forecasted at 25% per quarter, however can vary throughout the year. As well, school fees and donations are also higher than forecasted which is due to lessening public health restrictions due to COVID-19. Overall, the revenues recorded are consistent with the forecasted budget as it accounts for 100.94% of the forecast.

Expenditures are \$100.58 million as of May 31<sup>st</sup>, 2022, which is 77.0% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$100.99 million would have been incurred in the reporting period. The actuals are slightly under forecasted as at May 31<sup>st</sup>, 2022. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 99.60% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division to ensure that the departments are not incurring cost overruns.

**Lethbridge School Division**  
**Schedule of Program Operations**  
For the period ended May 31, 2022

|                                                  | Instruction<br>(Pre K) | Instruction<br>(K to Grade 12) | Operations &<br>Maintenance | Transportation | System<br>Administration | External<br>Services | TOTAL         | TOTAL<br>Budget | % Expended<br>of Budget |
|--------------------------------------------------|------------------------|--------------------------------|-----------------------------|----------------|--------------------------|----------------------|---------------|-----------------|-------------------------|
| <b>UPDATED BUDGET 2021-2022 (September 30th)</b> | \$2,992,295            | \$102,751,434                  | \$17,460,660                | \$2,950,797    | \$4,181,196              | \$300,000            | \$130,636,382 |                 |                         |
| <b>FORECAST - May 31st</b>                       | \$2,500,251            | \$78,875,353                   | \$13,545,840                | \$2,619,416    | \$3,220,728              | \$225,000            | \$100,986,588 |                 |                         |
| <b>EXPENSES</b>                                  |                        |                                |                             |                |                          |                      |               |                 |                         |
| Certificated salaries and benefits               | \$362,546              | \$56,980,665                   | \$0                         | \$0            | \$594,396                | \$62,261             | \$57,999,868  | \$79,430,344    | 73.02%                  |
| Non-certificated salaries and benefits           | \$1,802,100            | \$14,988,005                   | \$3,871,566                 | \$68,289       | \$1,685,699              | \$28,222             | \$22,444,881  | \$24,671,560    | 90.97%                  |
| <b>SUB - TOTAL</b>                               | \$2,164,646            | \$71,968,670                   | \$3,871,566                 | \$68,289       | \$2,280,095              | \$91,483             | \$80,444,749  | \$104,101,894   | 77.28%                  |
| Services, contracts and supplies                 | \$22,250               | \$6,552,594                    | \$5,720,065                 | \$2,627,942    | \$763,918                | \$149,328            | \$15,836,498  | \$20,840,963    | 75.99%                  |
| Amortization of capital assets                   | \$0                    | \$585,829                      | \$3,547,259                 | \$9,541        | \$101,468                | \$0                  | \$4,243,897   | \$5,658,525     | 75.00%                  |
| Interest and charges                             | \$0                    | \$57,530                       | \$0                         | \$0            | \$0                      | \$0                  | \$57,530      | \$35,000        | 164.37%                 |
| Losses on disposal of capital assets             | \$0                    | \$0                            | \$0                         | \$0            | \$0                      | \$0                  | \$0           | \$0             | 100.00%                 |
| <b>TOTAL EXPENSES</b>                            | \$2,186,896            | \$79,164,823                   | \$13,138,890                | \$2,705,772    | \$3,145,481              | \$240,812            | \$100,582,674 | \$130,636,382   | 76.99%                  |
| <b>Total unexpended funds period to date</b>     | \$805,399              | \$23,586,611                   | \$4,321,770                 | \$245,025      | \$1,035,715              | \$59,188             | \$30,053,708  | \$130,636,382   | 23.01%                  |
| <b>% Expended of Budget</b>                      | 73.08%                 | 77.04%                         | 75.25%                      | 91.70%         | 75.23%                   | 80.27%               | 76.99%        |                 |                         |
| <b>% Expended of Forecast</b>                    | 87.47%                 | 100.37%                        | 97.00%                      | 103.30%        | 97.66%                   | 107.03%              | 99.60%        |                 |                         |
| <b>AUGUST 31ST - PROJECTION</b>                  | \$2,992,295            | \$102,858,342                  | \$17,460,660                | \$2,950,797    | \$4,181,196              | \$300,000            | \$130,743,290 |                 |                         |





*Lethbridge School Division*  
**Notes to the Statement of Operations**  
*For the nine (9) months ended May 31st, 2022*

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**REVENUES:**

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

**Government of Alberta**

Government of Alberta (Alberta Education) funding represents approx. 90% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 3<sup>rd</sup> quarter, the Division has received 100.78% of the forecasted funds received (or 75.7% of the total budget).

The increase is due to receiving \$271,620 for new curriculum resources and an additional \$213,000 for BOOST funding. These funds were not known at the time of the creation of the budget and have not been reflected in the forecasted amounts.

**Federal Government and First Nations**

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

**Fees**

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year. Note that the School Generated Funds (SGF) fees and other revenues were adjusted within the 2020-2021 operating budget based on the limited SGF activities that would occur during the COVID-19 pandemic. The Division has received 108.26% of the forecasted funds received (or 88.4% of the total budget) as many of the SGF fees and option fees are received in earlier in the year.

**Other Sales and Services**

Other sales and services are mainly from school generated activities.

**Gilbert Paterson Students  
Perform Two Comedic  
One-Act Plays**



### **Investment Income**

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

### **Donations and Other Contributions**

Donations and other contributions are revenues that have been received for school generated activities fundraising/donations and donations for the Ready Set Go programs.

### **Other Revenues**

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

**Overall, revenues are comparable to the operating budget as at May 31, 2022 as 100.94% of the forecast has been received (76.15% of the operating budget).**

### **EXPENDITURES:**

Expenditures are reported as a total for each functional area within the Division. For further information on types of expenditures and spending in these functional areas please see the *Schedule of Program Operations* and Appendices for charts on these functional areas.

### **Instruction – Pre-Kindergarten**

Instruction – Pre-K, represents expenditures from early education, which includes the early education program and the program unit funding (PUF) for early learners requiring specialized supports. Pre-K expenditures are at 87.46% of the forecasted costs (or 73.08% of the total budget). The expenditures are lower than forecasted costs due to additional COVID mitigation funding being allocated to this department that hasn't been fully spent in the 21/22 school year. This unspent funding has been allocated to this department for the 22/23 school year to maintain programming.

### **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, Indigenous programming, and Institutional programs. Instructional expenditures are at 100.37% of the forecasted costs (or 77.05% of the total budget). See the *Statement of Instructional (Kindergarten to Grade 12) Program Expenditures* for details of the major programs within this functional area.



**Chinook High School  
Musical Theatre Class  
Presents Disney's  
Descendants**

### **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 97.00% of the forecasted costs (or 75.25% of the total budget).

### **Transportation**

Transportation expenditures represent 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 103.30% of forecasted costs (or 91.70% of the total budget). Bussing only occurs 10 months of the year, so the forecasting reflects this, however costs exceed the forecasted amount due to the increased cost of fuel.

### **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 75.23% of the forecasted costs (or 97.66% of the total budget).

### **External Services**

An external service represents costs that are outside regular provincially mandated instruction and operations. The International Services program provides programming to students who attend the Division schools from other countries and pay a tuition fee to attend our schools. Costs include costs of homestay providers, student insurance, student recruitment and administration of the program. External (international) expenditures are at 80.27% of the forecasted costs (or 107.03% of the total budget). While the actual expenditures are over the forecasted costs ending May 31<sup>st</sup>, 2022, this is likely due to timing of costs and is expected to still be on or under budget at year-end.

**Overall, expenditures are less than the operating budget as at May 31, 2022  
as 99.60% of the forecast has been expensed (76.99% of the operating budget).**

**Lethbridge School Division**  
**Schedule of Instructional (Kindergarten to Grade 12) Program Expenditures**  
For the period ended May 31, 2022

| PROGRAM                                        | Budget                        | Forecast      | Actual Results       | Variances      |                      | Projection    |                            |
|------------------------------------------------|-------------------------------|---------------|----------------------|----------------|----------------------|---------------|----------------------------|
|                                                | Updated Budget                | Forecasted To | Actual Quarter Ended | % Expended     | % Expended           | August 31st   |                            |
|                                                | 2021-2022<br>(Sept 30th 2021) | May 31st      | May 31st             | Updated Budget | Forecast to May 31st | Projection    | Change from Updated Budget |
| School Based Instruction                       | \$68,226,086                  | \$51,213,124  | \$50,016,451         | 73.31%         | 97.66%               | \$68,023,186  | (\$202,900)                |
| Inclusive Learning Supports                    | \$10,453,676                  | \$9,039,368   | \$8,683,981          | 83.07%         | 96.07%               | \$10,278,676  | (\$175,000)                |
| Shared Instructional Services                  | \$11,357,332                  | \$8,634,762   | \$11,009,670         | 96.94%         | 127.50%              | \$11,357,332  | \$0                        |
| School Generated Funds Activities              | \$2,567,827                   | \$2,171,611   | \$1,803,024          | 70.22%         | 83.03%               | \$2,567,827   | \$0                        |
| Technology                                     | \$2,112,736                   | \$1,638,385   | \$1,845,919          | 87.37%         | 112.67%              | \$2,112,736   | \$0                        |
| Institutional Programs                         | \$978,774                     | \$734,080     | \$529,311            | 54.08%         | 72.11%               | \$978,774     | \$0                        |
| Division of Instructional Services             | \$684,324                     | \$513,243     | \$475,563            | 69.49%         | 92.66%               | \$684,324     | \$0                        |
| Indigenous Programming                         | \$550,000                     | \$412,500     | \$360,197            | 65.49%         | 87.32%               | \$550,000     | \$0                        |
| Counselling Program                            | \$2,557,603                   | \$1,918,202   | \$1,999,978          | 78.20%         | 104.26%              | \$2,557,603   | \$0                        |
| Other Instructional Programs                   | \$3,263,075                   | \$2,600,078   | \$2,440,729          | 74.80%         | 93.87%               | \$3,747,883   | \$484,808                  |
| Total Instructional (Kindergarten to Grade 12) |                               |               |                      |                |                      |               |                            |
| Program Expenditures                           | \$102,751,434                 | \$78,875,353  | \$79,164,823         | 77.04%         | 100.37%              | \$102,858,342 | \$106,908                  |

**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 (AADC)

**Inclusive Learning Supports:**

Inclusive Education  
English as a Second Language

*Lethbridge School Division*  
**Notes to the Schedule of Instructional (Kindergarten to Grade 12)**  
*For the nine (9) months ended May 31st, 2022*

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

**School Based Instruction**

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 97.66% of the forecasted costs (or 73.31% of the total budget). See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

**Inclusive Learning Supports**

Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. The forecasted budget is increased from the standard 25.0% per quarter as the educational assistants are paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked (September to June). Inclusive Learning Supports expenditures are at 96.07% of the forecasted costs (or 83.07% of the total budget). The expenditures are less than forecast mostly relates to the timing of when educational assistant staff are hired (if required based on student needs). The forecast has also been adjusted by \$175,000 as projections show that this program will be underspent. These unspent funds have been allocated to the 2022/2023 budget for services and supports for students.

**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% per quarter as the ATA Professional Development fund is contributed in the 1<sup>st</sup> quarter. Shared Instructional Services expenditures are at 127.50% of the forecasted costs (or 96.94% of the total budget). The expenditures are greater than forecast due to the timing and high usage of substitutes and replacements due to COVID-19.



**Dr. Gerald B. Probe  
Elementary School  
Holds Green Shirt  
Day Assembly**



### **School Generated Funds Activities**

School Generated Funds (SGF) activities includes activities at the school level for students that are not of a curricular nature, such as clubs, international travel, groups, athletics, and the arts. These activities are normally funded through user fees, fundraising, and donations. Note that the School Generated Funds (SGF) expenditures were adjusted within the 2020-2021 operating budget based on the limited SGF activities that would occur during the COVID-19 pandemic. SGF activity expenditures are at 83.03% of the forecasted costs (or 70.22% of the total budget). See the *Schedule of School Generated Funds (SGF)* for details of each of the schools.

### **Technology**

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 112.67% of the forecasted costs (or 87.37% of the total budget). The increase in the expenditure relative the forecast is due to the timing of purchasing equipment.

### **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 72.11% of the forecasted costs (or 54.08% of the total budget).

### **Division of Instructional Services**

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 92.66% of the forecasted costs (or 69.49% of the total budget).

### **Indigenous Programming**

The Indigenous programming 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. Indigenous expenditures are at 87.32% of the forecasted costs (or 65.49% of the total budget).



**Division Hosts  
Indigenous  
Graduation  
Ceremony**

### **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 104.26% of the forecasted costs (or 78.20% of the total budget).

### **Other Instructional Program**

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, and Making Connections and the BOOST program. Other Instructional Program expenditures are at 93.87% of the forecasted costs (or 74.80% of the total budget).

**Overall, instructional (kindergarten to grade 12) program expenditures are slightly higher (77.05%) than the forecasted figures at May 31, 2022.**



**Students take part in Enrichment Day activities  
at General Stewart Elementary**



**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**  
For the period ended May 31, 2022

|                                                    | Budget                        | Forecast            | Actual Results       | Variances      |                      | Projection          |                            |
|----------------------------------------------------|-------------------------------|---------------------|----------------------|----------------|----------------------|---------------------|----------------------------|
|                                                    | Updated Budget                | Forecasted To       | Actual Quarter Ended | % Expended     | % Expended           | August 31st         |                            |
|                                                    | 2021-2022<br>(Sept 30th 2021) | May 31st            | May 31st             | Updated Budget | Forecast to May 31st | Projection          | Change from Updated Budget |
| <b>SCHOOL</b>                                      |                               |                     |                      |                |                      |                     |                            |
| <b>High Schools:</b>                               |                               |                     |                      |                |                      |                     |                            |
| Lethbridge Collegiate Institute                    | \$5,551,364                   | \$4,165,796         | \$4,200,807          | 75.67%         | 100.84%              | \$5,551,364         | \$0                        |
| Winston Churchill High School                      | \$5,294,558                   | \$3,975,123         | \$3,829,508          | 72.33%         | 96.34%               | \$5,294,558         | \$0                        |
| Chinook High School                                | \$6,584,285                   | \$4,939,396         | \$4,424,056          | 67.19%         | 89.57%               | \$6,489,705         | (\$94,580)                 |
| Victoria Park High School                          | \$2,011,299                   | \$1,510,065         | \$1,497,434          | 74.45%         | 99.16%               | \$2,011,299         | \$0                        |
| Immanuel Christian Secondary School                | \$1,896,912                   | \$1,424,343         | \$1,411,895          | 74.43%         | 99.13%               | \$1,896,912         | \$0                        |
| <b>Middle Schools:</b>                             |                               |                     |                      |                |                      |                     |                            |
| GS Lakie Middle School                             | \$2,982,809                   | \$2,239,493         | \$2,186,876          | 73.32%         | 97.65%               | \$2,982,809         | \$0                        |
| Wilson Middle School                               | \$3,938,099                   | \$2,954,484         | \$2,921,587          | 74.19%         | 98.89%               | \$3,938,099         | \$0                        |
| Gilbert Paterson                                   | \$4,341,327                   | \$3,258,836         | \$3,240,545          | 74.64%         | 99.44%               | \$4,341,327         | \$0                        |
| Senator Joyce Fairbairn Middle School              | \$3,571,703                   | \$2,682,300         | \$2,635,930          | 73.80%         | 98.27%               | \$3,571,703         | \$0                        |
| <b>Elementary Schools:</b>                         |                               |                     |                      |                |                      |                     |                            |
| Senator Buchanan                                   | \$1,962,722                   | \$1,473,519         | \$1,472,862          | 75.04%         | 99.96%               | \$1,962,722         | \$0                        |
| Immanuel Christian Elementary School               | \$1,493,972                   | \$1,121,161         | \$1,089,738          | 72.94%         | 97.20%               | \$1,493,972         | \$0                        |
| Ecole Agnes Davidson                               | \$3,158,643                   | \$2,371,254         | \$2,336,686          | 73.98%         | 98.54%               | \$3,158,643         | \$0                        |
| Fleetwood-Bawden                                   | \$1,989,572                   | \$1,494,224         | \$1,433,514          | 72.05%         | 95.94%               | \$1,989,572         | \$0                        |
| Galbraith                                          | \$2,202,922                   | \$1,654,692         | \$1,617,514          | 73.43%         | 97.75%               | \$2,202,922         | \$0                        |
| Lakeview                                           | \$2,210,536                   | \$1,660,049         | \$1,673,254          | 75.69%         | 100.80%              | \$2,210,536         | \$0                        |
| General Stewart                                    | \$757,694                     | \$569,273           | \$571,794            | 75.47%         | 100.44%              | \$757,694           | \$0                        |
| Westminster                                        | \$1,305,275                   | \$979,752           | \$961,414            | 73.66%         | 98.13%               | \$1,305,275         | \$0                        |
| Lethbridge Christian School                        | \$1,363,358                   | \$1,023,200         | \$995,427            | 73.01%         | 97.29%               | \$1,363,358         | \$0                        |
| Coalbanks Elementary School                        | \$3,321,187                   | \$2,492,606         | \$2,425,740          | 73.04%         | 97.32%               | \$3,321,187         | \$0                        |
| Ecole Nicholas Sheran                              | \$2,295,942                   | \$1,724,332         | \$1,678,649          | 73.11%         | 97.35%               | \$2,295,942         | \$0                        |
| Park Meadows                                       | \$2,032,325                   | \$1,525,259         | \$1,531,815          | 75.37%         | 100.43%              | \$2,032,325         | \$0                        |
| Dr. Robert Plaxton                                 | \$2,336,006                   | \$1,753,141         | \$1,730,187          | 74.07%         | 98.69%               | \$2,246,006         | (\$90,000)                 |
| Mike Mountain Horse                                | \$2,865,379                   | \$2,150,170         | \$2,094,935          | 73.11%         | 97.43%               | \$2,847,059         | (\$18,320)                 |
| Dr. Probe Elementary School                        | \$2,758,197                   | \$2,070,656         | \$2,054,284          | 74.48%         | 99.21%               | \$2,758,197         | \$0                        |
| <b>Total School Based Instruction Expenditures</b> | <b>\$68,226,086</b>           | <b>\$51,213,124</b> | <b>\$50,016,451</b>  | <b>73.31%</b>  | <b>97.66%</b>        | <b>\$68,023,186</b> | <b>(\$202,900)</b>         |

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**  
For the period ended May 31, 2022

| SCHOOL                                           | SGF Balances       | Actual Results             |                            | SGF Balances       | Change in SGF       |
|--------------------------------------------------|--------------------|----------------------------|----------------------------|--------------------|---------------------|
|                                                  | August 31st        | Revenues up to<br>May 31st | Expenses up to<br>May 31st | May 31st           | Increase (Decrease) |
| <b>UPDATED BUDGET 2021-2022 (September 30th)</b> | N/A                | \$2,567,827                | (\$2,567,827)              | N/A                | N/A                 |
| <b>FORECAST - May 31st</b>                       | N/A                | \$2,171,611                | (\$2,171,611)              | N/A                | N/A                 |
| <b>High Schools:</b>                             |                    |                            |                            |                    |                     |
| Lethbridge Collegiate Institute                  | \$109,579          | \$396,160                  | (\$246,192)                | \$259,546          | \$149,967           |
| Winston Churchill High School                    | \$260,142          | \$262,979                  | (\$195,207)                | \$327,914          | \$67,772            |
| Chinook High School                              | \$200,905          | \$382,507                  | (\$348,575)                | \$234,837          | \$33,931            |
| Victoria Park High School                        | \$379,257          | \$81,001                   | (\$66,883)                 | \$393,375          | \$14,118            |
| Immanuel Christian Secondary School              | \$63,658           | \$123,384                  | (\$91,791)                 | \$95,251           | \$31,593            |
| <b>Middle Schools:</b>                           |                    |                            |                            |                    |                     |
| GS Lakie Middle School                           | \$208,843          | \$226,892                  | (\$97,081)                 | \$338,654          | \$129,812           |
| Wilson Middle School                             | \$147,071          | \$185,186                  | (\$120,587)                | \$211,671          | \$64,599            |
| Gilbert Paterson                                 | \$164,117          | \$166,708                  | (\$106,480)                | \$224,346          | \$60,228            |
| Senator Joyce Fairbairn Middle School            | \$150,456          | \$145,874                  | (\$160,587)                | \$135,742          | (\$14,714)          |
| <b>Elementary Schools:</b>                       |                    |                            |                            |                    |                     |
| Senator Buchanan                                 | \$23,576           | \$25,390                   | (\$23,162)                 | \$25,804           | \$2,228             |
| Immanuel Christian Elementary School             | \$14,286           | \$16,871                   | (\$13,261)                 | \$17,896           | \$3,610             |
| Ecole Agnes Davidson                             | \$107,219          | \$54,552                   | (\$25,747)                 | \$136,024          | \$28,805            |
| Fleetwood-Bawden                                 | \$39,589           | \$87,360                   | (\$34,965)                 | \$91,984           | \$52,396            |
| Galbraith                                        | \$77,751           | \$49,954                   | (\$67,965)                 | \$59,740           | (\$18,011)          |
| Lakeview                                         | \$46,033           | \$30,912                   | (\$17,886)                 | \$59,059           | \$13,025            |
| General Stewart                                  | \$2,695            | \$2,032                    | (\$651)                    | \$4,076            | \$1,381             |
| Westminster                                      | \$83,349           | \$23,580                   | (\$40,897)                 | \$66,032           | (\$17,317)          |
| Lethbridge Christian School                      | \$28,387           | \$29,967                   | (\$18,286)                 | \$40,068           | \$11,681            |
| Coalbanks Elementary School                      | \$21,951           | \$25,159                   | (\$16,676)                 | \$30,434           | \$8,483             |
| Nicholas Sheran                                  | \$39,900           | \$15,580                   | (\$13,528)                 | \$41,953           | \$2,052             |
| Park Meadows                                     | \$32,217           | \$24,058                   | (\$21,248)                 | \$35,027           | \$2,810             |
| Dr. Robert Plaxton                               | \$0                | \$38,114                   | (\$12,543)                 | \$25,571           | \$25,571            |
| Mike Mountain Horse                              | \$28,018           | \$5,861                    | (\$7,892)                  | \$25,987           | (\$2,031)           |
| Dr. Probe Elementary School                      | \$135,505          | \$63,973                   | (\$54,935)                 | \$144,543          | \$9,038             |
| <b>School Generated Funds</b>                    | <b>\$2,364,504</b> | <b>\$2,464,054</b>         | <b>(\$1,803,024)</b>       | <b>\$3,025,534</b> | <b>\$661,031</b>    |
| Total SGF investment accounts (GICs)             | \$0                | \$0                        |                            | \$0                | \$0                 |
| <b>Total School Generated Funds</b>              | <b>\$2,364,504</b> | <b>\$2,464,054</b>         | <b>(\$1,803,024)</b>       | <b>\$3,025,534</b> | <b>\$661,031</b>    |
| % Expended of Budget                             |                    | 95.96%                     | 70.22%                     |                    |                     |
| % Expended of projected                          |                    | 113.47%                    | 83.03%                     |                    |                     |

**PROJECTED OPERATIONS:**

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

**Lethbridge School Division**  
**SCHEDULE OF PROJECTED OPERATIONS**  
For the period ended May 31, 2022

|                                                   | Budget Information                                                               | Projection                |                               |
|---------------------------------------------------|----------------------------------------------------------------------------------|---------------------------|-------------------------------|
|                                                   | Updated<br>"September 30th"<br>operating budget<br>2021-2022<br>(Sept 30th 2021) | August 31st<br>Projection | Change from<br>Updated Budget |
| <b>REVENUES</b>                                   |                                                                                  |                           |                               |
| Government of Alberta                             | \$123,811,393                                                                    | \$124,296,201             | \$484,808                     |
| 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                           |
| <b>Total Revenues</b>                             | <b>\$128,184,893</b>                                                             | <b>\$128,669,701</b>      | <b>\$484,808</b>              |
| <b>EXPENSES</b>                                   |                                                                                  |                           |                               |
| Instruction - Pre Kindergarten                    | \$2,992,295                                                                      | \$2,992,295               | \$0                           |
| Instruction - Kindergarten to Grades 12           | \$102,751,434                                                                    | \$102,858,342             | \$106,908                     |
| 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 <i>[International Services]</i> | \$300,000                                                                        | \$300,000                 | \$0                           |
| <b>Total Expenses</b>                             | <b>\$130,636,382</b>                                                             | <b>\$130,743,290</b>      | <b>\$106,908</b>              |
| <b>Operating surplus (deficit)</b>                | <b>(\$2,451,489)</b>                                                             | <b>(\$2,073,589)</b>      | <b>\$377,900</b>              |

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

**Projected Revenues:**

- **Government of Alberta** – In April 2022, the Division received \$213,188 for the Grade One Learning Disruption Grant (BOOST Program). In May 2022, the Division received \$271,620 for new curriculum resources. These grants were not known at the time of the updated 2021-2022 budget from September 30<sup>th</sup>, 2021 and has been updated to reflect this increase in funding.

### Projected Expenditures:

- **Instruction – Kindergarten to Grade 12** – increase in projections of \$106,908 due to the following factors (as shown in the Schedule of Instructional (Kindergarten to Grades 12) Program Expenditures):
  - **School Based Instruction** has a projected reduction of \$202,900 for many of the school contingency accounts have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency costs are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.
  - **Inclusive Learning Supports** has a projected savings of \$175,000 at year-end based on costs up to February 2022.
  - **Other Instructional Programs** has a projected increase of \$484,808 as a result of receiving \$213,188 for the Grade One Learning Disruption Grant (BOOST Program) in April 2022 and \$271,620 received for new curriculum resources. These amounts were not known at the time of the updated 2021-2022 budget from September 30<sup>th</sup>, 2021 and has been updated to reflect the increase in expenses.



**Coalbanks Elementary Hosts Spanish Program  
End of Year Fiesta**

*Lethbridge School Division*  
**Appendices**  
*For the nine (9) months ended May 31st, 2022*

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The Appendices include charts and graphs for the revenues and expenditures as at May 31st, 2022. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

**Revenues:**

- **Summary of Revenues**  
Compares the types of revenues

**Expenditures:**

- **Summary of Expenditures**  
Compares the types of expenditures
- **Instruction – Pre-K**  
Reviews the total Pre-Kindergarten instructional expenditures, including the breakdown by the types of expenditures.
- **Instruction – K to Grade 12**  
Reviews the total Kindergarten to Grade 12 instructional expenditures, including the breakdown by the types of expenditures.
- **Operations and Maintenance**  
Reviews the total Operations and Maintenance expenditures, including the breakdown by the types of expenditures.
- **Transportation**  
Reviews the total Transportation expenditures, including the breakdown by the types of expenditures.
- **System Administration**  
Reviews the total System Administration expenditures, including the breakdown by the types of expenditures.
- **External Services**  
Reviews the total External Services (international program) expenditures, including the breakdown by the types of expenditures.

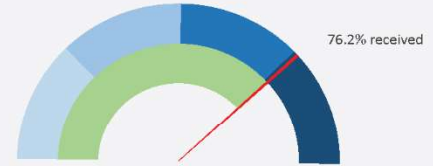


## Lethbridge School Division Summary of Revenues Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

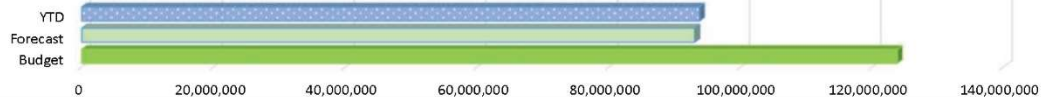
|                          | Budget             | Forecast          | YTD               | Variance         | YTD %        |
|--------------------------|--------------------|-------------------|-------------------|------------------|--------------|
| Government of Alberta    | 123,811,393        | 92,993,752        | 93,722,973        | (729,221)        | 75.7%        |
| Federal & First Nations  | 388,944            | 388,944           | 443,760           | (54,816)         | 114.1%       |
| Other School Authorities | 40,000             | 40,000            | 40,000            | 0                | 100.0%       |
| Fees                     | 1,553,783          | 1,268,739         | 1,373,483         | (104,744)        | 88.4%        |
| Other Sales & Services   | 711,963            | 617,035           | 489,410           | 127,624          | 68.7%        |
| Investment Income        | 193,000            | 144,750           | 108,005           | 36,745           | 56.0%        |
| Gifts & Donations        | 408,000            | 340,452           | 445,698           | (105,246)        | 109.2%       |
| Rental of Facilities     | 34,704             | 26,028            | 33,035            | (7,007)          | 95.2%        |
| Fundraising              | 1,043,106          | 882,155           | 943,294           | (61,140)         | 90.4%        |
| Gain on Disposal         | 0                  | 0                 | 13,590            | (13,590)         | N/A          |
|                          | <b>128,184,893</b> | <b>96,701,854</b> | <b>97,613,249</b> | <b>(911,395)</b> | <b>76.2%</b> |

### Total Revenue Tachometer:

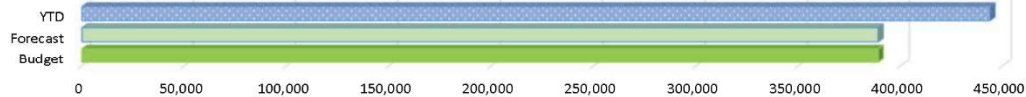


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

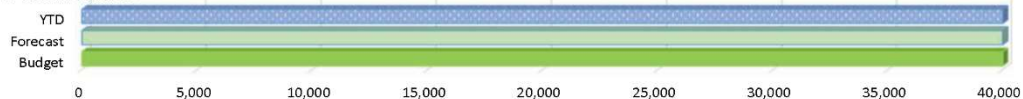
#### Government of Alberta



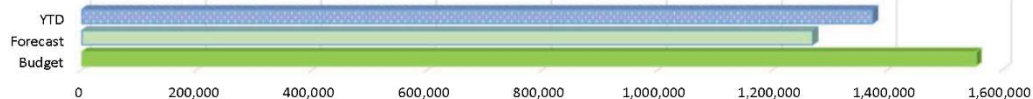
#### Federal & First Nations



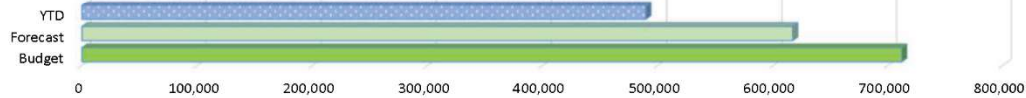
#### Other School Authorities



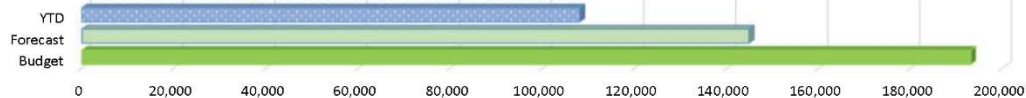
#### Fees



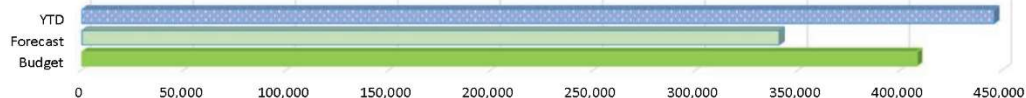
#### Other Sales & Services



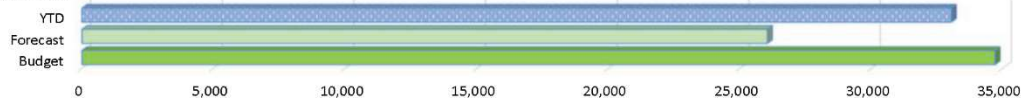
#### Investment Income



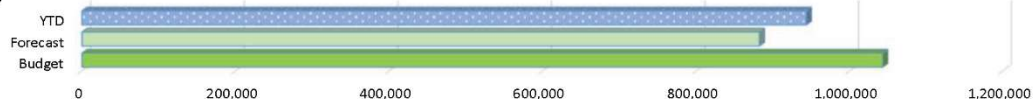
#### Gifts & Donations



#### Rental of Facilities



#### Fundraising



# Lethbridge School Division

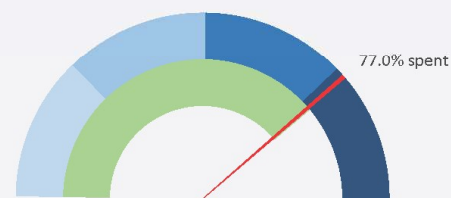
## Summary of Expenses

### Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

|                              | Budget      | Forecast    | YTD         | Variance  | YTD % |
|------------------------------|-------------|-------------|-------------|-----------|-------|
| Salaries                     | 83,341,429  | 63,718,532  | 64,294,910  | (576,378) | 77.1% |
| Benefits                     | 20,097,502  | 15,540,758  | 15,781,559  | (240,802) | 78.5% |
| Professional Development     | 524,229     | 393,171     | 276,336     | 116,835   | 52.7% |
| Contracted Services          | 7,760,394   | 6,385,322   | 6,774,908   | (389,586) | 87.3% |
| Other Services               | 2,577,465   | 2,397,709   | 2,274,688   | 123,021   | 88.3% |
| Supplies                     | 5,773,600   | 4,384,033   | 3,893,411   | 490,622   | 67.4% |
| Other Expenditures           | 712,906     | 534,679     | 235,928     | 298,752   | 33.1% |
| Capital, Transfer & Projects | 9,848,857   | 7,632,384   | 7,050,933   | 581,450   | 71.6% |
|                              | 130,636,382 | 100,986,588 | 100,582,674 | 403,915   | 77.0% |
|                              |             | 77.3%       |             |           |       |

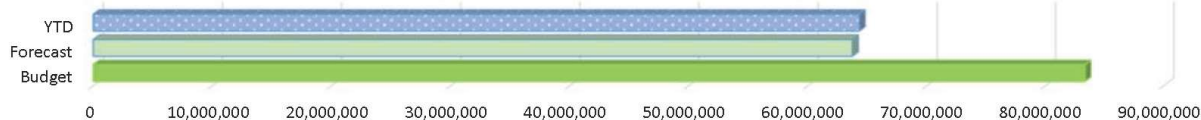
#### Total Expense Tachometer:



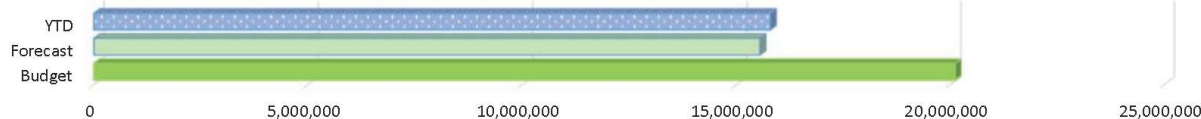
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

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

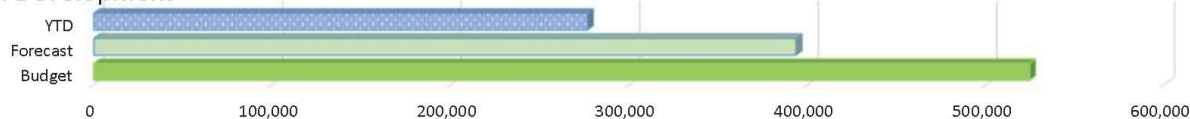
#### Salaries



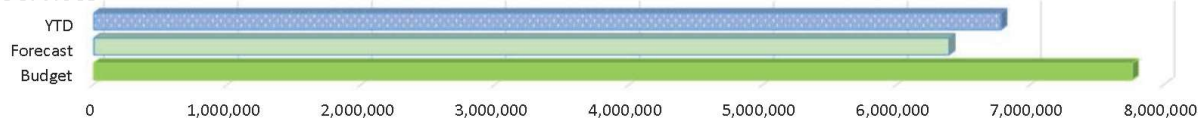
#### Benefits



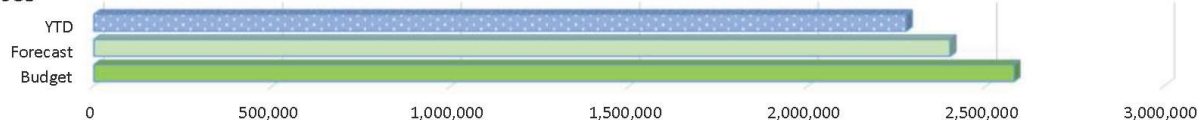
#### Professional Development



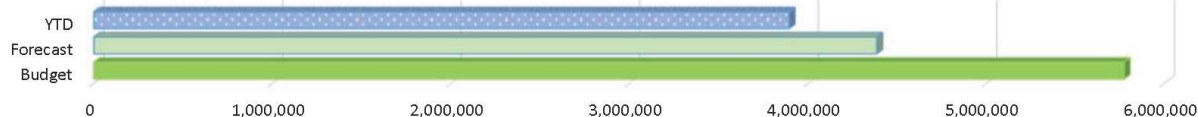
#### Contracted Services



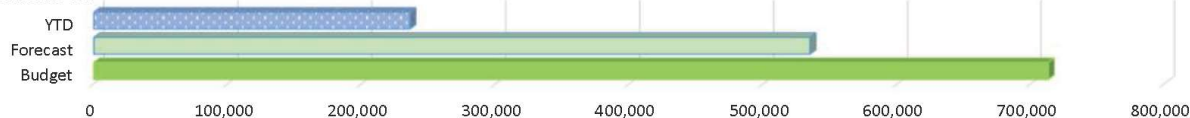
#### Other Services



#### Supplies



#### Other Expenditures





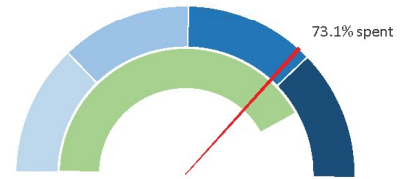


# Instruction - Pre K Summary Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

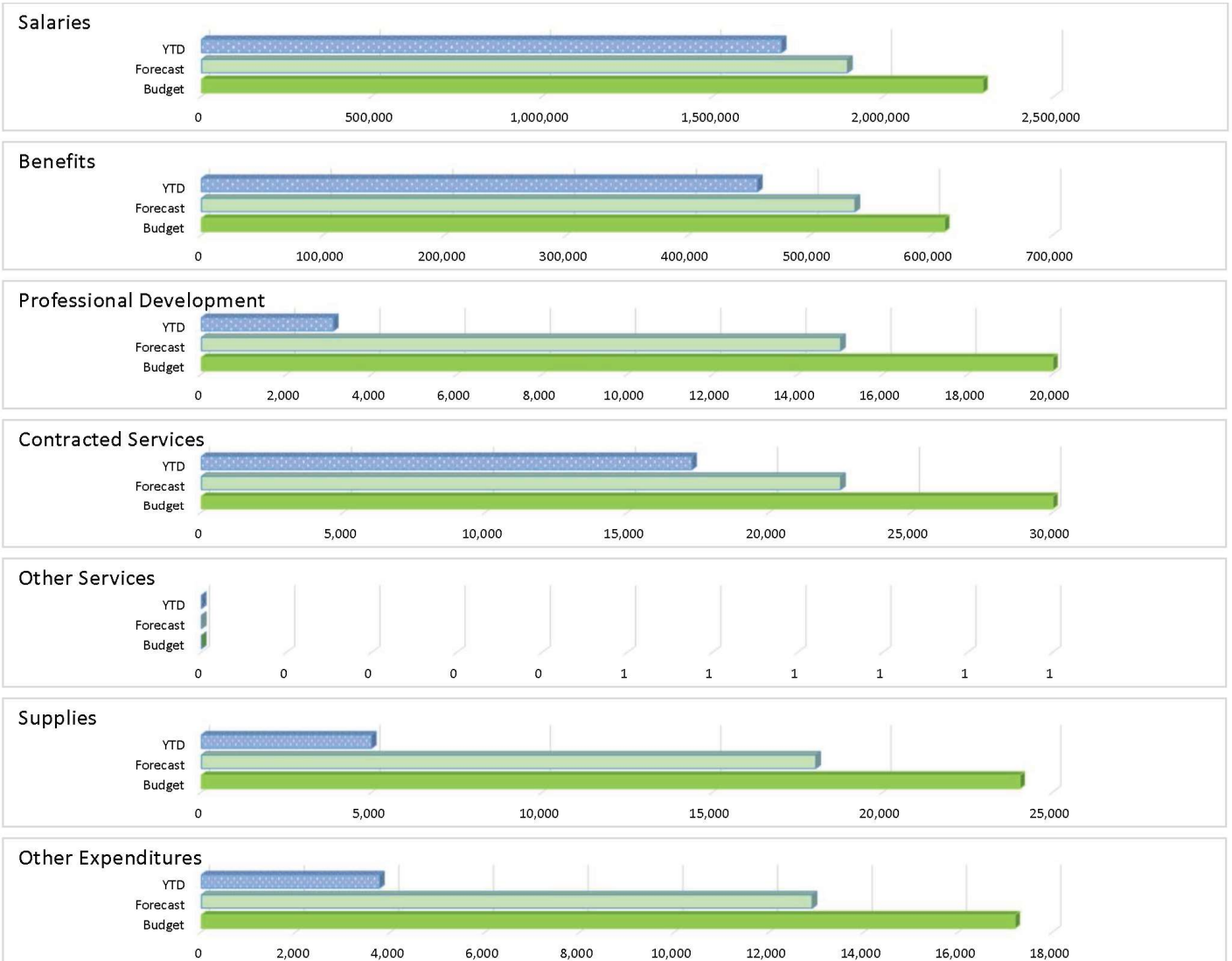
|                              | Budget    | Forecast  | YTD       | Variance | YTD % |
|------------------------------|-----------|-----------|-----------|----------|-------|
| Salaries                     | 2,290,330 | 1,894,915 | 1,700,949 | 193,967  | 74.3% |
| Benefits                     | 610,733   | 536,912   | 456,836   | 80,076   | 74.8% |
| Professional Development     | 20,000    | 15,000    | 3,099     | 11,901   | 15.5% |
| Contracted Services          | 30,000    | 22,500    | 17,262    | 5,238    | 57.5% |
| Other Services               | 0         | 0         | 0         | 0        | 0.0%  |
| Supplies                     | 24,032    | 18,024    | 4,988     | 13,036   | 20.8% |
| Other Expenditures           | 17,199    | 12,899    | 3,763     | 9,137    | 21.9% |
| Capital, Transfer & Projects | 0         | 0         | 0         | 0        | 0.0%  |
|                              | 2,992,295 | 2,500,251 | 2,186,896 | 313,355  | 73.1% |
|                              | 83.6%     |           |           |          |       |

## Total Expense Tachometer:



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

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





# Instruction - K to Grade 12

## Summary

### Quarterly Reporting - May 31st, 2022

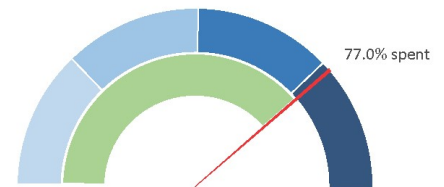
Financial Data as at June 8th, 2022

|                              | Budget      | Forecast   | YTD        | Variance  | YTD % |
|------------------------------|-------------|------------|------------|-----------|-------|
| Salaries                     | 74,425,410  | 56,854,349 | 57,576,560 | (722,211) | 77.4% |
| Benefits                     | 17,801,651  | 13,740,007 | 14,082,844 | (342,837) | 79.1% |
| Professional Development     | 434,894     | 326,170    | 254,112    | 72,058    | 58.4% |
| Contracted Services          | 1,200,260   | 938,528    | 799,019    | 139,509   | 66.6% |
| Other Services               | 509,158     | 431,678    | 356,507    | 75,171    | 70.0% |
| Supplies                     | 4,937,972   | 3,757,312  | 3,519,872  | 237,440   | 71.3% |
| Other Expenditures           | 478,093     | 358,570    | 191,321    | 167,248   | 40.0% |
| Capital, Transfer & Projects | 2,963,997   | 2,468,739  | 2,384,588  | 84,151    | 80.5% |
|                              | 102,751,434 | 78,875,353 | 79,164,823 | (289,470) | 77.0% |

76.8%

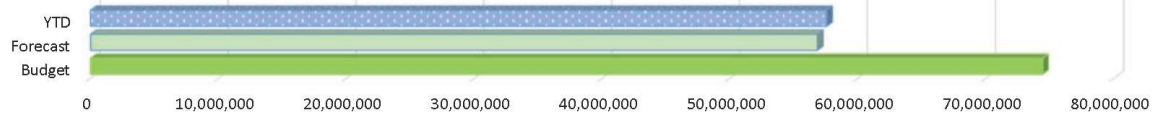
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

#### Total Expense Tachometer:

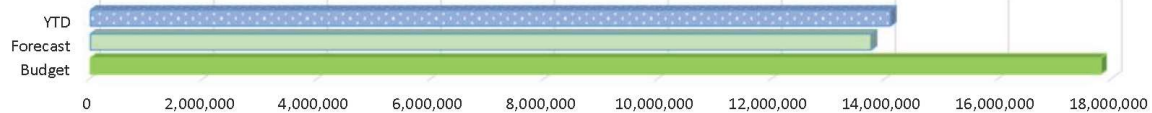


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

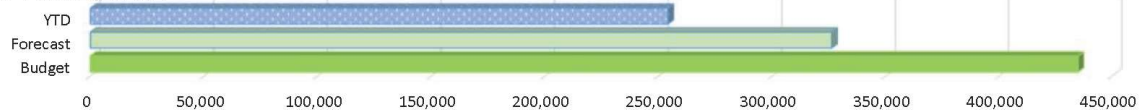
#### Salaries



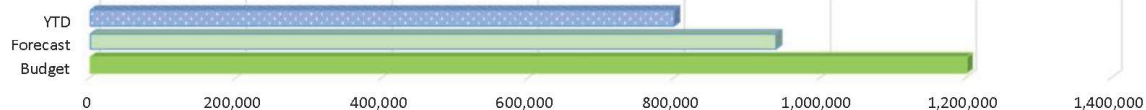
#### Benefits



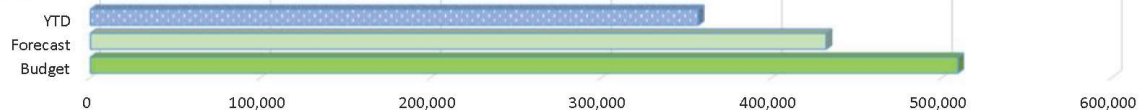
#### Professional Development



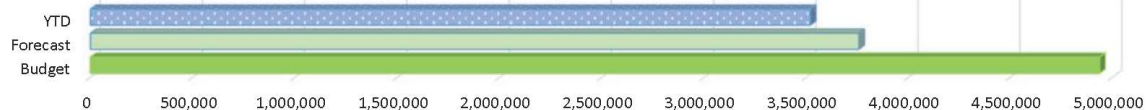
#### Contracted Services



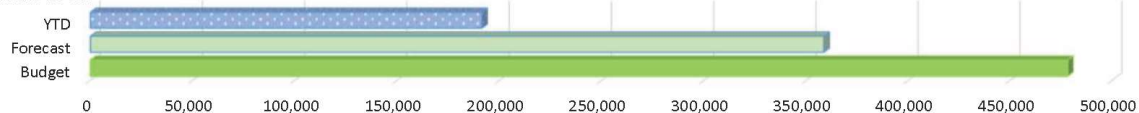
#### Other Services



#### Supplies



#### Other Expenditures

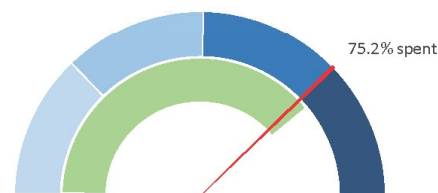


# Operations & Maintenance Summary Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

|                              | Budget     | Forecast   | YTD        | Variance  | YTD % |
|------------------------------|------------|------------|------------|-----------|-------|
| Salaries                     | 4,041,646  | 3,031,235  | 3,023,493  | 7,742     | 74.8% |
| Benefits                     | 1,105,223  | 828,917    | 834,199    | (5,282)   | 75.5% |
| Professional Development     | 15,832     | 11,874     | 11,444     | 430       | 72.3% |
| Contracted Services          | 3,362,483  | 2,634,362  | 3,025,074  | (390,712) | 90.0% |
| Other Services               | 1,579,581  | 1,522,531  | 1,424,111  | 98,420    | 90.2% |
| Supplies                     | 634,674    | 476,005    | 326,127    | 149,878   | 51.4% |
| Other Expenditures           | 9,240      | 6,930      | 2,430      | 4,500     | 26.3% |
| Capital, Transfer & Projects | 6,711,981  | 5,033,986  | 4,492,012  | 541,973   | 66.9% |
|                              | 17,460,660 | 13,545,840 | 13,138,890 | 406,950   | 75.2% |
|                              |            | 77.6%      |            |           |       |

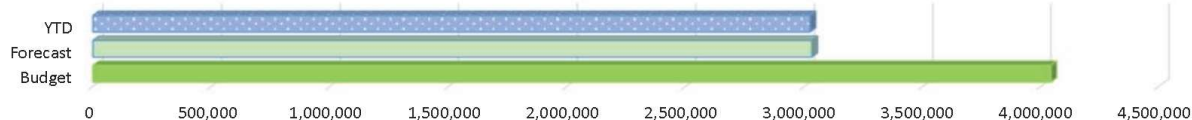
## Total Expense Tachometer:



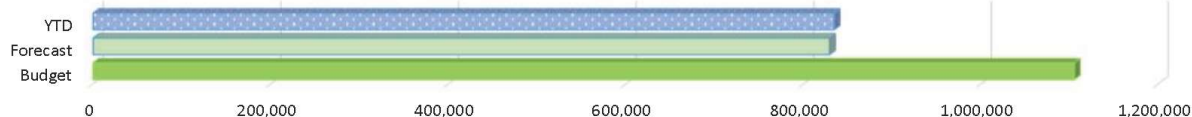
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

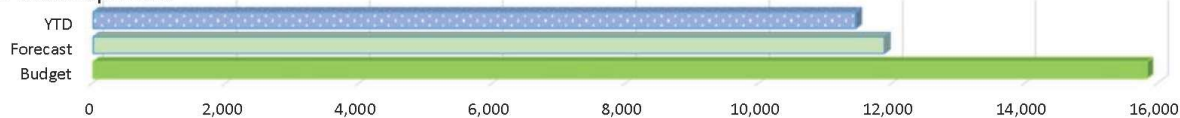
### Salaries



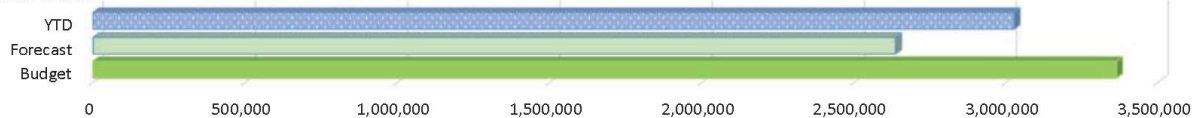
### Benefits



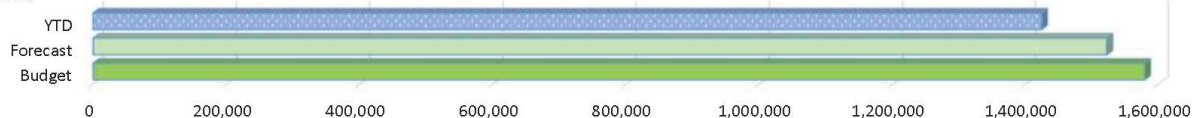
### Professional Development



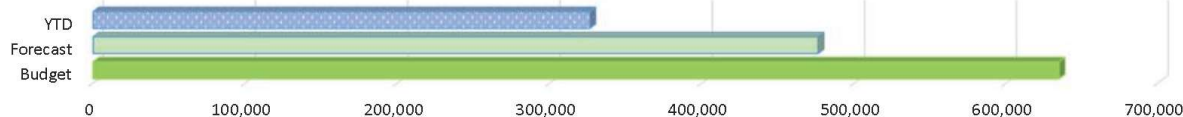
### Contracted Services



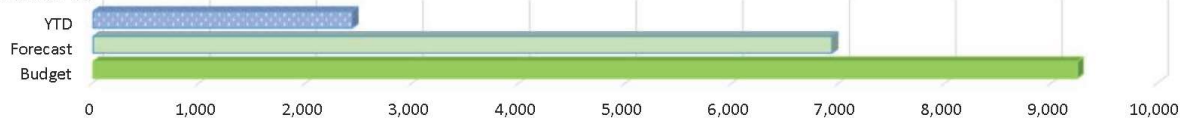
### Other Services



### Supplies



### Other Expenditures



## Transportation Summary

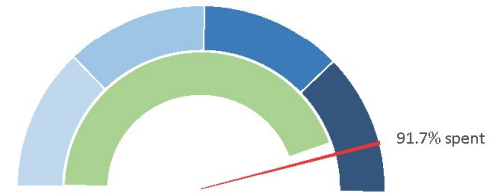
### Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

|                              | Budget           | Forecast         | YTD              | Variance        | YTD %        |
|------------------------------|------------------|------------------|------------------|-----------------|--------------|
| Salaries                     | 94,309           | 70,731           | 53,911           | 16,820          | 57.2%        |
| Benefits                     | 27,578           | 20,683           | 13,933           | 6,750           | 50.5%        |
| Professional Development     | 10,000           | 7,500            | 445              | 7,055           | 4.5%         |
| Contracted Services          | 2,754,311        | 2,472,051        | 2,585,630        | (113,579)       | 93.9%        |
| Other Services               | 0                | 0                | 0                | 0               | 0.0%         |
| Supplies                     | 10,000           | 7,500            | 1,501            | 5,999           | 15.0%        |
| Other Expenditures           | 2,000            | 1,500            | 1,361            | 139             | 68.0%        |
| Capital, Transfer & Projects | 52,600           | 39,450           | 48,991           | (9,541)         | 93.1%        |
|                              | <b>2,950,797</b> | <b>2,619,416</b> | <b>2,705,772</b> | <b>(86,356)</b> | <b>91.7%</b> |

88.8%

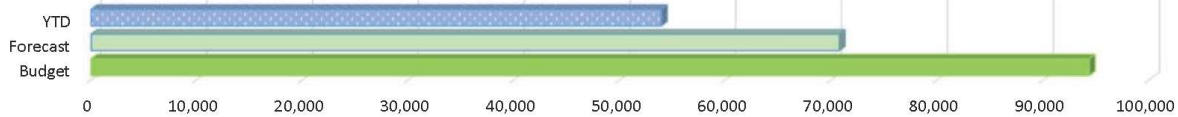
#### Total Expense Tachometer:



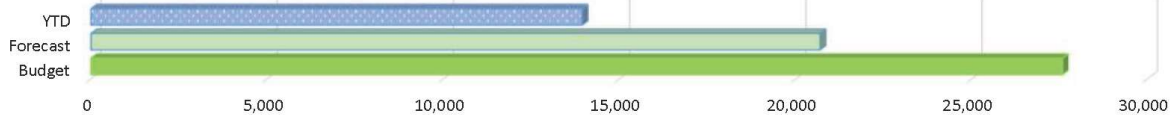
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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 75% of the approved budget).

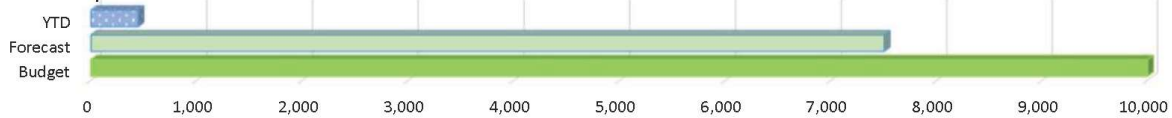
#### Salaries



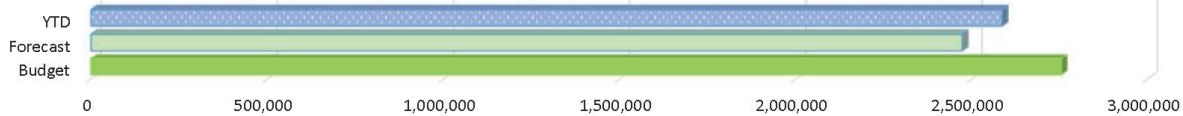
#### Benefits



#### Professional Development



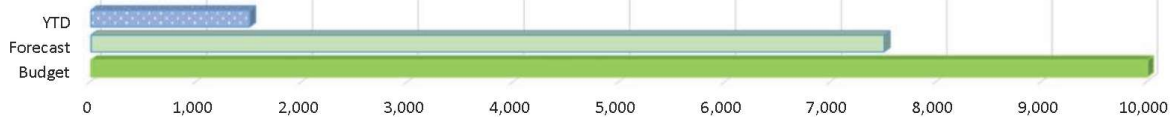
#### Contracted Services



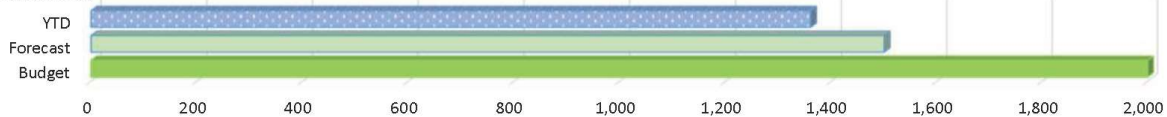
#### Other Services



#### Supplies



#### Other Expenditures





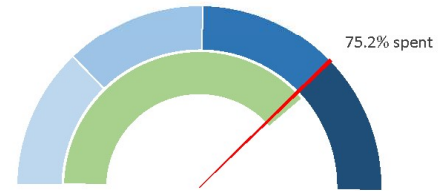
# System Administration Summary

## Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

|                              | Budget    | Forecast  | YTD       | Variance | YTD %  |
|------------------------------|-----------|-----------|-----------|----------|--------|
| Salaries                     | 2,397,207 | 1,797,905 | 1,862,944 | (65,039) | 77.7%  |
| Benefits                     | 538,078   | 403,559   | 380,262   | 23,297   | 70.7%  |
| Professional Development     | 43,503    | 32,627    | 7,236     | 25,391   | 16.6%  |
| Contracted Services          | 413,340   | 317,880   | 347,277   | (29,397) | 84.0%  |
| Other Services               | 432,226   | 401,125   | 348,098   | 53,027   | 80.5%  |
| Supplies                     | 161,922   | 121,442   | 38,214    | 83,228   | 23.6%  |
| Other Expenditures           | 74,640    | 55,980    | 36,108    | 19,872   | 48.4%  |
| Capital, Transfer & Projects | 120,279   | 90,209    | 125,342   | (35,133) | 104.2% |
|                              | 4,181,196 | 3,220,728 | 3,145,481 | 75,246   | 75.2%  |
|                              |           |           |           |          | 77.0%  |

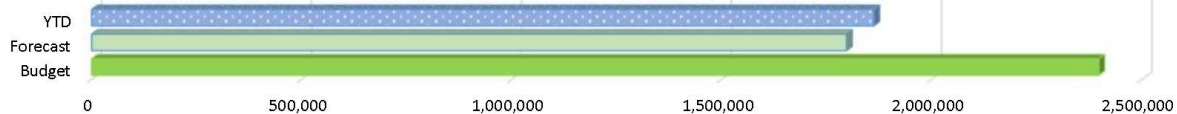
### Total Expense Tachometer:



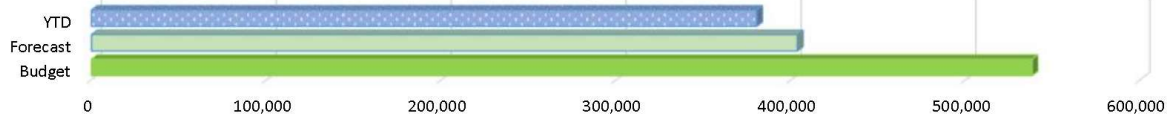
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

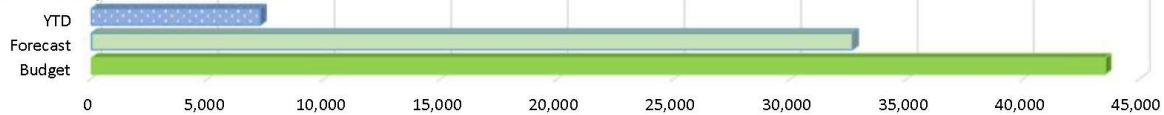
### Salaries



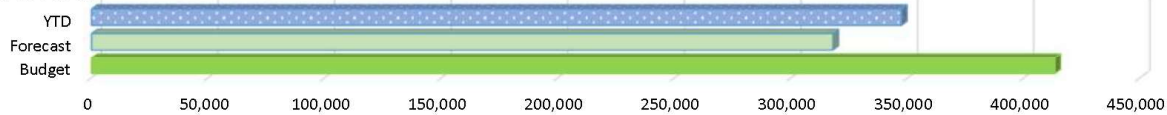
### Benefits



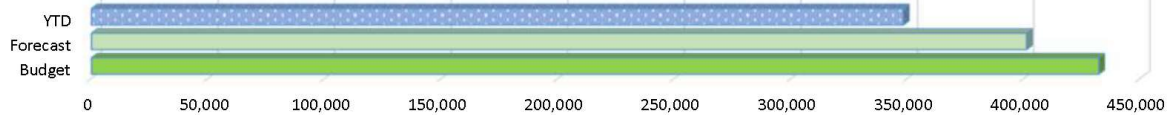
### Professional Development



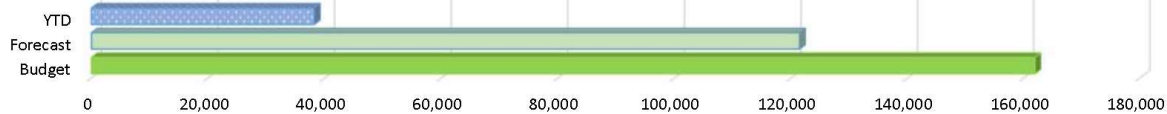
### Contracted Services



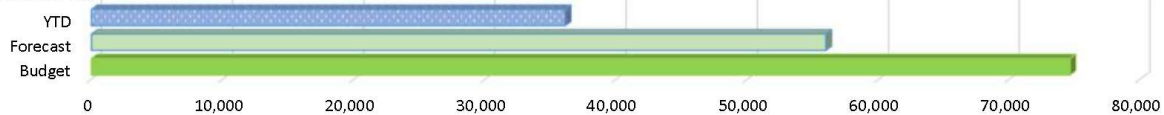
### Other Services



### Supplies



### Other Expenditures



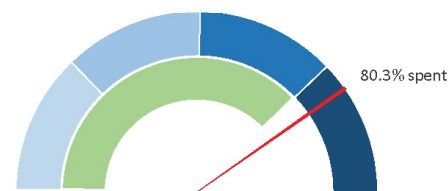
# External Services Summary Quarterly Reporting - May 31st, 2022

Financial Data as at June 8th, 2022

|                              | Budget  | Forecast | YTD     | Variance  | YTD %  |
|------------------------------|---------|----------|---------|-----------|--------|
| Salaries                     | 92,527  | 69,395   | 77,053  | (7,657)   | 83.3%  |
| Benefits                     | 14,239  | 10,679   | 13,486  | (2,807)   | 94.7%  |
| Professional Development     | 0       | 0        | 0       | 0         | 0.0%   |
| Contracted Services          | 0       | 0        | 645     | (645)     | N/A    |
| Other Services               | 56,500  | 42,375   | 145,974 | (103,599) | 258.4% |
| Supplies                     | 5,000   | 3,750    | 2,709   | 1,041     | 54.2%  |
| Other Expenditures           | 131,734 | 98,800   | 945     | 97,855    | 0.7%   |
| Capital, Transfer & Projects | 0       | 0        | 0       | 0         | 0.0%   |
|                              | 300,000 | 225,000  | 240,812 | (15,812)  | 80.3%  |

75.0%

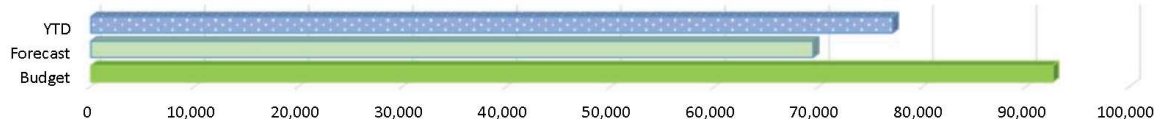
## Total Expense Tachometer:



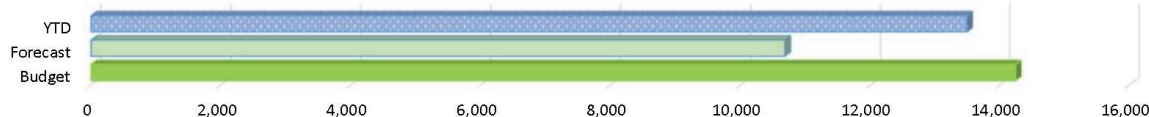
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

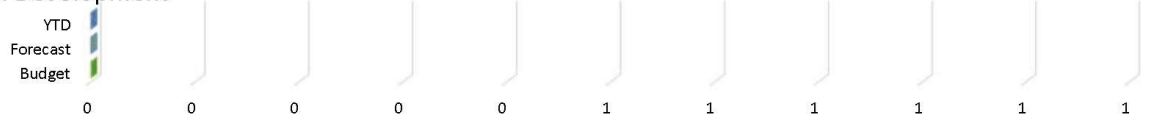
## Salaries



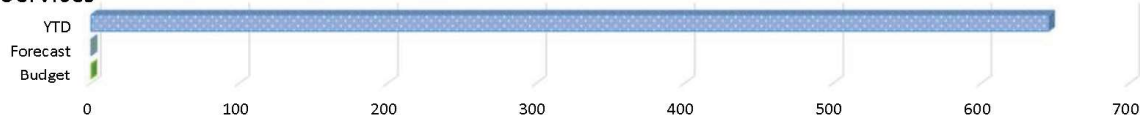
## Benefits



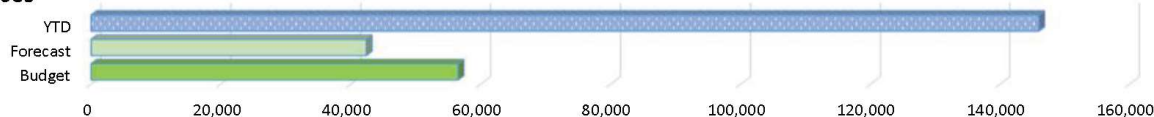
## Professional Development



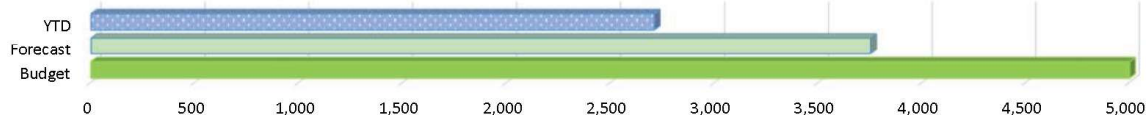
## Contracted Services



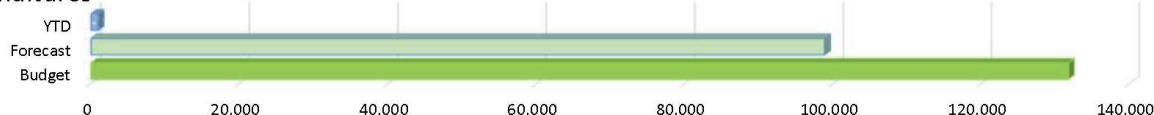
## Other Services



## Supplies



## Other Expenditures



**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: Legion Banner

**Background**

Glenn Miller from the Legion called to thank the Board and Superintendent for a letter to the City of Lethbridge supporting the Legion Banner Project proposal which was accepted.

Banners cost \$225 each and Glenn would be willing to work with the Division if we choose to purchase a banner as it would include the photo of a veteran.

**Recommendation**

It is recommended the Board approve the purchase of a Legion banner, as presented.

Respectfully submitted,  
Cheryl Gilmore



**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Craig Whitehead  
Trustee

**Re: Organizational Meeting**

**Background**

At the previous Board meeting the Board approved moving the Organizational meeting to a date in the first two weeks in September. The Organizational Meeting can include decisions regarding significant dates of planning such as Town Hall and the Board Strategic Planning Session.

**Recommendation**

I move that the board decide on the organizational meeting date in September.

Respectfully submitted,  
Craig Whitehead

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Craig Whitehead  
Trustee

**Re: Public School Boards Association of Alberta (PSBAA) Membership**

**Background**

This organization is unique in that it only includes public school boards and not Catholic, Francophone or Charter Schools. This organization has excellent PD and looks at ways to reinforce the importance of our public-school boards.

**Recommendation**

After having attended the PSBAA Spring General Assembly with Allison we feel that membership in this organization will be a bonus to our organization. I move that we join PBSAA for the following year 2022-23 at the reduced fee of \$17,500 which is a 50% discount for the first year and that we treat the per diems the same as the ASBA.

Respectfully submitted,  
Craig Whitehead

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Craig Whitehead  
Trustee

Re: **Urban Caucus**

**Background**

At the PBSAA and ASBA Meetings I discussed the importance of having an Urban Caucus with other urban boards and they agreed with me as to the importance of having an Urban Caucus within the ASBA. Urban boards have unique concerns and problems that metro boards and rural boards do not have. It would be great to meet with similar sized boards and discuss these areas of concerns just like the metro boards and rural boards do. Possible urban boards include Grande Prairie Public and Separate, Fort MacMurray, Elk Island Public and Separate, Black Gold, Red Deer Public and Separate, Medicine Hat Public and Separate, Holy Spirit, Lethbridge Public and Wetaskiwin.

**Recommendation**

I move that the Board approve an invitation letter be sent to all urban Boards in Alberta and that Trustee Whitehead host an initial Urban Caucus virtual meeting in October.

Respectfully submitted,  
Craig Whitehead

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Craig Whitehead  
Trustee

**Re: Naming Board Member for Ad Hoc Committee**

**Background**

The following motion was approved at the May 24<sup>th</sup> Board meeting:

Trustee Craig Whitehead proposed creating an ad hoc committee to review Board policies.

Trustee Craig Whitehead moved:

“to create an ad hoc committee consisting of the Board Chair as ex officio, policy chair, Superintendent, or delegate and one additional trustee for the purpose of bringing information back to the Board for the purpose of hiring of an outside consultant.”

The “additional trustee” on the committee was not named at the meeting. As such, the position is not yet filled.

**Recommendation**

I move that we determine the trustee who will serve on the Ad Hoc committee as the “additional trustee.”

Respectfully submitted,  
Craig Whitehead

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

Re: **Electoral Ward System Plan**

**Background**

In the most recent election a question asked to constituents was in regards to if they wanted to have a Ward System for municipal elections in the City of Lethbridge. As it received majority votes, the City Council has proposed having an Electoral Ward System Commission set up.

As there could be implications for the School Division elections, to follow should the City choose to move to a ward system, I propose our Division take necessary steps to ensure we have done the engagement we would want to as well.

**Recommendation**

I, move, that Superintendent Gilmore provide a plan at the October Board meeting that outlines the school division plan including timeline, roles and responsibilities for over the next few years, so that we are prepared should we need to be making a decision about moving to a Ward system. The plan should include necessary engagement along the process.

Respectfully submitted,  
Chair Allison Purcell

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**Re: Monthly Committee of the Whole Meetings**

**Background**

Over the past 8 months as trustees there have been many questions we have had as we all learn more about the Division and the system, we are governors of. To ensure that we have ample and timely opportunity to ask questions, get information needed and to have discussion necessary, we need to meet on a more regular basis.

Many School divisions have Committee of the Whole meetings monthly to increase their productivity, be more knowledgeable and be better able to make decisions at the Board table.

**Recommendation**

I move, that the Board have monthly Committee of the Whole meetings, typically to be held 2 weeks prior to the regular Board meetings.

Respectfully submitted,  
Chair Allison Purcell



**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**Re: Superintendent Evaluation**

**Background:**

In accordance with Policy 301.3 *Evaluation Process for the Superintendent*, a summative evaluation of the Superintendent occurs in the year prior to the final year of the Superintendent's term of appointment.

**Recommendation:**

That the Board approve the Superintendent evaluation report as developed during the evaluation workshop of June 16, 2022 as an accurate accounting of the Superintendent's performance for the period August 15, 2021 to June 15, 2022, and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.

Respectfully submitted,  
Chair Allison Purcell

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Kristina Larkin, Trustee

**RE: Update Request on Policy 400.1.1**

**Background**

On March 22, 2022 the Board approved policy amendments to 400.1.1 *Sexual Orientation, Gender Identity and Gender Expression*. The Board also requested the Superintendent and Associate Superintendent of Instructional Services to review and update the board on current or planned implementation of this policy.

As the new school year approaches, I am seeking an update on current or planned implementation of this policy.

**Recommendation**

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

Respectfully submitted,  
Kristina Larkin

## **MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Kristina Larkin, Trustee

**RE: Multi-Faith Calendar Update Request**

### **Background**

On December 14, 2021 the Board approved the motion

“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. ” (Dec 14, 2021 Agenda Item 6.4)

As the new school year approaches, I am seeking an update on provision of the multifaitth calendar.

### **Recommendation**

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

Respectfully submitted,  
Kristina Larkin

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

Re: **Community Conversations**

**Background**

Trustees hosted their Community Conversations meeting on Monday, June 13, 2022 from 10 to 11:30 am virtually due to inclement weather.

**Recommendation**

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

Respectfully submitted,  
Allison Purcell

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

Re: **Standing Committees**

**Background:**

Board of Trustees Committee chairs are asked to provide an Annual Report and Terms of Reference Review at the Organizational Board meeting in September 2022. The Standing Committees are as follows:

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

Annual reports and terms of reference reviews presented in September 2022 can be found on the website or requested through the Superintendent's office.

**Recommendation:**

It is recommended that the Board accept this as information.

Respectfully submitted,  
Allison Purcell

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Craig Whitehead  
Trustee

**Re: PSBAA Conference**

I was able to attend the PSBAA spring general meeting from June 2-4 in Red deer. It was a very good three days. We speakers were excellent and gave some great ideas to think about. Thursday evening the main speaker was Dr. Jennifer Tupper, Dean of Education, from the University of Alberta. She talked about some the things that the faculty is doing to better our responses to the Truth and Reconciliation Commission calls to action.

Friday was a busy day of learning. We had five presentations that about organizational wellness by Catherine Keill; Trust, which was from David Johnston, former Governor General of Canada; Trauma as Medicine by Sarah Salter Keely; Essential elements of Building Trust to improve Organizational Reputation, Influence and Effectiveness by Joni Avram; finally Responding to the challenge a multi-wave study of strengths and vulnerabilities of Alberta youth during the covid pandemic by Dr. Kelly Schwartz (U of C).

The highlit for me was the presentation of New Blood, A story of Reconciliation, by Strathmore High School. This performance incorporated Blackfoot music and the music of Peter Gabriel along with dance. It included indigenous as well non indigenous students from the school as well as two elders. It was well done and very thought provoking and inspiring.

Saturday we had four different presentations from school boards and Alberta School Council Association. Each presentation gave us insight into what various districts were doing to help students, stuff and trustees. A bonus was a 45 minute concert by Brodie a Medicine Hat High School rock Band. It got a lot of us rocking and rolling. Another presentation was the importance of play in all grades to help students become more successful.

The different boards that We meet we glad to see us there and were very friendly. This is an organization that is about us and what makes us different from the Catholic and Francophone boards.

Respectfully submitted,  
Craig Whitehead

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Christine Light  
Vice Chair

**Re: ASBA SGM Resolution Outcomes**

ASBA held its Spring General Meeting from June 5-7, 2022. Those in attendance were Allison Purcell, Christine Light, Craig Whitehead, and Cheryl Gilmore.

On June 6, during the business meeting of the ASBA members, the following position statements were put forward:

- 1. Fuel-Price Contingency Fund – Elk Island Public Schools**
  - I. Lethbridge School Division vote: In Favour
  - II. Final Count: Carried; 100% In Favour
- 2. Division II/III Learning Disruption Funding – Holy Spirit Catholic School Division**
  - I. Lethbridge School Division vote: In Favour
  - II. Final Count: Carried; 95% In Favour

**2022/2023 Budget**

A proposal of an increase of 3% membership fees was given during the budget presentation.

- 1. Amendment to move to 0% increase**
  - I. Lethbridge School Division vote: In Favour
  - II. Final Count: Carried; 98.3% In Favour
- 2. Approval of 2022/2023 Budget**
  - I. Lethbridge School Division vote: In Favour
  - II. Final Count: Carried; 90% In Favour

Respectfully submitted,  
Christine Light



**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**Re: Follow-up Meeting with Holy Spirit**

**Background**

At the April 26, 2022 Regular Board meeting, the Board approved the following motion:

*“that the Board invite Holy Spirit Catholic School Division Board to have a conversation about bell times with regards to feedback from constituents.”*

Allison Purcell will provide the Board with an update regarding meeting with Holy Spirit Catholic School Division.

**Recommendation**

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

Respectfully submitted,  
Chair Allison Purcell

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Andrea Andreachuk, Trustee

**RE: Division Wellness Committee – May 30, 2022**

Andrea Andreachuk, Genny Steed and Morag Asquith attended the Wellness Committee Meeting on May 30, 2022.

Kathy Mundell shared an update on the Wellness Team staffing and the importance of "The Loop" newspaper for providing Wellness Support.

DeeAnna Presley-Roberts reviewed the Wellness Throwdowns of the past year including The Amazing Race, Roots of Friendship, Just Dance and Connect4Wellness which were all well received.

Rebecca Adamson confirmed that we will receive \$250K in Government Nutrition Grants for next year and that 15 schools had already applied for some of the financial assistance, with most grants centring around breakfast programs.

Starting in Fall 2022, Nurse Practicums will be back in schools starting at Victoria Park and Winston Churchill.

Courtney Epp reported that the AHS team will be back to supporting Division Wellness Goals in a similar fashion as they did before the pandemic.

Jenna Jewison and Shawnee Big Bull presented highlights of their Think Outside Program which helps reduce stress, increases creativity and is an excellent entry point for Indigenous Education. They spent 124 hours outside and reached 1067 students from our Middle Schools. They will pilot the program with Grade 4 and 5 next year.

Student Wellness Survey Results were received by the Health Champs. The survey highlighted focus areas for the coming year around Physical Activity, Healthy Eating and Social-Emotional Connections.

Shelly David and Morag Asquith review the Wellness Grant Applications for the upcoming 2022-23 school year with most centred around self-regulation and physical equipment connecting to learning. Bob White shared a report on the how his school, Senator Buchanan used their wellness grant.

Christine Lee will be sharing the OH&S Survey that went out to Staff recently at an upcoming Board Meeting.

Division Wellness Visioning will occur in June with staff from the Ed Centre.

Andrea Andreachuk reported after attending the Oldman Regional Advisory Council, that ICU capacity is being expanded across the province, including 6 beds in Lethbridge. There is a focus on catching up on elective surgeries. Dr. Aaron Low will be discussing with Morag, Genny and Andrea, ways to provide physician support in schools around the idea of encouraging students to pursue Health Care careers.

Winston Churchill hosted "Movie in the Park" with other High Schools invited. The event was successful and highlighted in-person connection and cross-school interaction.

A conversation was held about the importance of welcoming staff back from medical and other leaves in a healthy and respectful way.

Andrea Andreachuk, Genny Steed and Morag Asquith thank the committee members for their contributions to the Committee this past year!!

Respectfully submitted,  
Andrea Andreachuk

## **MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Tyler Demers, Trustee

**RE: Facilities Committee – May 30, 2022**

### **Committee Members:**

Tyler Demers, Committee Chair

Christine Light, Trustee

Christine Lee, Associate Superintendent, Business and Operations

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

### **1. 2021-2022 Modular Classrooms (update)**

- Prep sheets submitted to AB Education and Approved for Coalbanks and Chinook Modulares
- Coalbanks classroom and washroom units have been orders and are in the construction que with Modus and are scheduled to arrive in September. Site preparations will be done in the summer which includes putting in new sewer lines. Full install will take about 3 months.
- Chinook Modulares to begin installation this summer and ready for December. The modulares will be installed in the Northeast corner just off the Crossings Library parking lot.

### **2. Victoria Park Project update**

- a. The project is on a three-to-four-year timeline. Engineers and Architects are working on possibilities for current spaces and updating for building codes. Ventilation units, structural, mechanical, electrical implications are being reviewed. A design meeting is held every two weeks. Construction this summer includes right sizing classrooms and learning commons to create additional spaces to assist with decanting of students during construction.
- b. Safe Indoor Air Top-up to the Safe Return to Class Fund. Division notified mid-May about this funding available. Can be used for facility alterations- air systems and mechanical upgrades. The \$213,769 of funding must be spent by end of August 2022. Ventilation units will be purchased for the Victoria Park upgrade with these funds.

**3. Garry Station Elementary School update**

- a. Draft renderings were shared with the Committee. We are waiting approval to be able to release renderings publicly to promote school progress.
- b. Project has completed Design Development and is with Alberta Infrastructure for P3 request for proposal process with other schools bundled in the P3's.
- c. Melcor Developments is working on the site preparation for the new school. Construction has already begun to create Abitibi Road and then close 30<sup>th</sup> street.

**4. Other Items**

- a. Galbraith Elementary School Modernization Value Scoping Sessions, May 11<sup>th</sup> and 12<sup>th</sup>
  - i. Christine Light reported on her impressions of the value scoping session that was held.
  - ii. A report is being developed by consultants that will be submitted to Alberta Education and will add further support to the funding request for a modernization.
- b. Summer IMR projects
  - i. Daniel and Chris reviewed the summer IMR project listing (attached).



Site works for Garry Station Elementary School begins in May with construction of Abitibi Road.



## **FACILITY SERVICES**

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

## **FACILITY SERVICES PROJECTS SUMMER 2022**

### **Elementary School Buildings**

#### **NORTH**

##### **Park Meadows Elementary School**

- Upper Classroom
- Water Main

##### **Senator Buchanan Elementary School**

- Weeping Tile and Drain

##### **Westminster Elementary School**

- Irrigation on south side of the Gymnasium

##### **Galbraith Elementary School**

- RFP for Pre-Planning Major Modernization – On Going

##### **General Stewart Elementary School**

- AC in 4 Classrooms
- Replumb and pour Basketball posts

##### **Lakeview Elementary School**

- Funnel Ball Post install
- Reconstruct secondary entrance sidewalk and ramp

##### **École Agnes Davidson Elementary School**

- Pave outdoor plaza

##### **Fleetwood-Bawden Elementary School**

- None

##### **Coalbanks Elementary School**

- Modular Installation

##### **Dr. Probe Elementary School**

- Replacing blinds

##### **Mike Mountain Horse Elementary School**

- None

### **École Nicholas Sheran Elementary School**

- Gymnasium Curtain Replacement
- Paint of Classrooms

### **North West Elementary School**

- DESIGN Development as a P3

## **Middle School Buildings**

### **Wilson Middle School**

- None

### **Gilbert Paterson Middle School**

- Design for Gender Neutral washroom and Lobby
- Band Storage

### **G.S Lakie Middle School**

- Basketball and other area redevelopment
- Construct Storage Garage
- Design for New Servery - DSH

### **Senator Joyce Fairbairn Middle School**

- Storage Garage / Seacan - DSH
- Replace Modular Skirting and Roof Flashings – J and J Exteriors - On Going

## **High School Buildings**

### **Winston Churchill High School**

- Gymnasium Curtain Replacement
- Design for Outdoor Education space

### **Lethbridge Collegiate Institute High School**

- Replace Gymnasium Curtain
- Upgrade to Building Management System

### **Victoria Park High School**

- Ventilation, Lighting, Finishes and Accessibility Upgrade Design Planning- On going
- Sliding Glass walls in Learning Commons
- Remove antiquated science peninsulas

### **Chinook High School**

- Gymnasium North Doors Wind Protection - In Design



## **Other Buildings**

### **Education Centre**

#### **NOC**

- Replacing Furnace and Air Conditioning

### **Attwell**

### **Maintenance Building**

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Christine Light, Trustee

**RE: Division School Council – June 6, 2022**

Division School Council meeting minutes are available on the website: [392571 \(lethsd.ab.ca\)](https://392571.lethsd.ab.ca)

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Christine Light, Trustee

**RE: Indigenous Education Committee – June 8, 2022**

**Attendees:**

Christine Light, Morag Asquith, Andrea Andreachuk, Lenee Fyfe, Catherine Thorson, Phil Williams, Dante North Peigan, Melanie Morrow

**1. Assurance Plan**

The Indigenous Assurance Plan is updated twice per year: once in the Spring to craft the strategic plan for the coming year, and once in Fall to gather data from the year to report to the government. School Year 2022-23 will be Year 3 out of a 4-year cycle. The plan for the upcoming school year includes:

- Anti-Racism & Anti-Oppression work
- A subcommittee for a fall Blackfoot Raising Ceremony
- Engaging student voice through a student World Café. A subcommittee of the Wellness Committee is being formed to facilitate an in-person event with 5-10 students from Middle and High Schools to talk about inclusion, diversity & wellness.
- Think Outside will be expanding to Grade 4-5 elementary schools, with 6 schools indicating interest in participating in the initiative. We are seeing more students outside than ever before.

**2. Indigenous Education Data**

Feedback received from within the team and from outside sources have challenged the presentation of data to include the sharing of positive and useful data to highlight the growth in the portfolio. We have traditionally shared APORI Grad rates, diploma averages, PAT averages, Fountas & Pinnell data, Attendance rates of 90% or better and the number of students that self-identify as Indigenous.

Brainstorming ideas included:

- Stories
- Student-owned Initiatives and Measures
- Indigenous Voice
- Teacher Data
- Culture
- Community

**3. Siksikaitsitapi Flag Raising Ceremony**

Joel Tail Feathers will be actioning a flag raising in the fall. Call for interest put out for sub-committee.

**4. Indigenous Education Teacher Update**

- Indigenous teachers are at schools every day and have been facilitating many nature walks and plant walks with students. They have been utilizing shared Buffalo Kits and Inuit Kits.
- Indigenous Graduation celebration was held on June 2, 2022 at Winston Churchill High School. 40 students were celebrated.
- A Padlet was created earlier this year: a bank of Indigenous Resources that can be accessed in one place readily available to teachers. SAPDC has worked with the indigenous Education team and is taking ownership over the program. This will expand the reach and ability for resources to be uploaded from across Southern Alberta. A staff survey will go out to gather data on utilization.

**5. Anti-Racism/Anti-Oppression Work**

2<sup>nd</sup> reading of the Anti-Racism/Anti-Oppression Policy will go before the board in the June board meeting.

**6. The Red Crow College Educational Assistant Partnership Program**

This program began this past spring with over 15 EA Practicums placed in the following division schools: Senator Buchanan, Coalbanks Elementary, Dr. Probe Elementary.

**7. The Red Crow College Teacher Prep Program**

Beginning this fall. This program is designed to inspire students to become teachers. 15 students are currently registered.

**8. Galt Museum Professional Learning**

Elder Mike Bruised Head and Knowledge Keeper Rebecca Many Grey Horses held a professional learning event on Friday, June 10, 2022.

Respectfully submitted,  
Christine Light

**MEMORANDUM**

June 27, 2022

To: Board of Trustees

From: Allison Purcell, Board Chair

**RE: Economic Development Lethbridge (EDL)**

Membership on the Economic Development Lethbridge (EDL) committee rotates between Lethbridge School Division and Holy Spirit Catholic School Division for a two-year term. Allison Purcell has served as the Division Board representative this year during our first year of a two-year term. This is the first year we have had representation on the EDL committee. It will need to be added to the list of committees for membership at the Organizational meeting in September.

Allison will provide an oral report to the Board regarding any recent activities of the EDL committee.

Respectfully Submitted,  
Allison Purcell



ATTN: Lethbridge School District  
Cheryl Gilmore, Superintendent  
Karen Baerg-Rancier, Director of Curriculum and Instruction  
Trustees: Allison Purcell (Board Chair), Christine Light (Board Vice-Chair), Andrea Andreachuk,  
Tyler Demers, Kristina Larkin, Genny Steed, Craig Whitehead

**Re: U of L Department of Music offering support for your school Music programs**

June 15, 2022

I am writing on behalf of the Department of Music at the University of Lethbridge to offer our support to music programs in your school district and the teachers and students engaged in them.

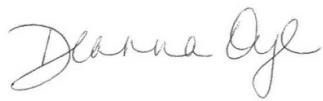
Music and performance art programs, particularly in educational settings at all levels, have suffered huge disruptions and setbacks during the Covid-19 pandemic, and arguably more than any other area of study in the school system. Bands, choirs and other music classes were unable to function at first at all, and then dealt with ever changing parameters and restrictions that required them to operate nowhere close to normally for the last two years. In many cases, these pandemic restrictions resulted in a sudden loss of the momentum and growth that music teachers in our communities had actively cultivated over many years. It is widely understood that music classes provide positive social environments, opportunities for teamwork, and avenues for creativity that young people need to develop social skills and good mental health. Additionally, music in our schools give students the opportunity to explore a field that might be the entry point to a future career. It may take significant effort, time, and support to build back and re-energize what previously existed in some schools, but we believe that it is important to dedicate our collective energies toward that goal.

Working together as a team of educators is crucial to rebuilding and making our music programs robust entities in which students are excited to take part. Strong middle school music programs feed strong high school programs which, in turn, feed strong university programs. The U of L Department of Music wants to solidify and complete the circle. We feel that it is important to promote communication between music teachers and encourage the flow of students through all levels of music education in our city in order to ensure that music and the arts thrive for the benefit of our entire community. We would like to work with you to build upon and support a network of music educators in the district and our geographic area to talk regularly about their programs' strengths, needs, challenges, and future directions so that we can reinforce one another and encourage cross-collaboration. At the university level, we can provide support to middle and high school music teachers through band and choir retreats, classroom visits, master classes, lessons, and presentations, but we would additionally like to know from your teachers how best we can be of service to them and their students.

If you feel that this is an appropriate proposal that will be of benefit to your school district, please communicate to your music teachers and school administrators that we are more than willing to assist in supporting needs and providing enrichment opportunities for their students. In addition, we would like to work with you to connect and form the infrastructure for this kind of communication to take place efficiently and effectively over the long term.

Please let us know if you have any questions or concerns. We look forward to working with you on the important project of supporting music education in our city!

Sincerely,

A handwritten signature in cursive script that reads "Deanna Oye". The signature is written in a dark ink and is positioned below the word "Sincerely,".

Dr. Deanna Oye  
Acting Chair, Department of Music  
On behalf of the Members of the U of L Department of Music  
Office phone: (403) 329-2143; [deanna.oye@uleth.ca](mailto:deanna.oye@uleth.ca)





ALBERTA  
INFRASTRUCTURE

*Office of the Minister  
MLA, Calgary-Edgemont*

AR 52817

June 21, 2022

Cheryl Gilmore  
Superintendent  
The Lethbridge School Division  
433-15 Street South  
Lethbridge, AB T1J 2Z4

Dear Cheryl Gilmore:

Further to my March 10, 2022 letter, I wanted to provide you with an update regarding the delivery of the New Elementary School in West Lethbridge.

Getting schools open for Alberta's children is critical and is a top priority of this government to be accountable to Albertans. While our financial analysis demonstrated that the delivery of the New Elementary School in West Lethbridge via the P3 delivery method would achieve value for money, there are other project drivers that make the delivery by this method impractical in this instance. As such, we have determined that it is in the best interest of the project to deliver the New Elementary School in West Lethbridge via a design-build delivery method.

This decision demonstrates the government's flexibility, accountability, and foresight to make the best decisions in the interest of Albertans. Delivering the New Elementary School in West Lethbridge via a design-build delivery method will allow us to address unforeseen site-related and zoning issues encountered on individual projects without holding up the progress of other school projects.

.../2

Cheryl Gilmore  
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We will move to procure design-builders for the New Elementary School in West Lethbridge as soon as possible and anticipate to have construction completed as early as 2025. Thank you for your continued cooperation and I look forward to seeing this important project for your community progress through the construction phase.

Sincerely,



Prasad Panda  
Minister

cc: Honourable Adriana LaGrange  
Minister of Education

Andre Tremblay  
Deputy Minister of Education

Mary Persson  
Deputy Minister of Infrastructure

Allison Purcell  
Chair, The Lethbridge School Division