

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

March 28, 2023

1:00 p.m.

Board Room / Microsoft Teams



1:00 p.m. **1. Move to In-Camera**

2:30 p.m. **2. Consent Agenda**

Committee Reports

2.1	ASBA Zone 6 Meeting	Enclosure 2.1
2.2	Public School Board Association of Alberta	Enclosure 2.2
2.3	Facilities Committee Meeting	Enclosure 2.3
2.4	Poverty Intervention Committee	Enclosure 2.4
2.5	Community Engagement Committee	Enclosure 2.5
2.6	Policy Advisory Committee	Enclosure 2.6
2.7	Board Budget Committee	Enclosure 2.7
2.8	Division School Council Meeting	Enclosure 2.8
2.9	Community Conversations Meeting	Enclosure 2.9

3. Approval of Agenda

2:35 p.m. **4. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular Meeting of February 28, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.

2:40 p.m. **5. Business Arising from the Minutes**

2:45 p.m. **6. Associate Superintendent Reports**

6.1	Business and Operations	Enclosure 6.1
6.2	Instructional Services	Enclosure 6.2
6.3	Human Resources	Enclosure 6.3

3:05 p.m. **7. Superintendents Report**

7.1	Board Priorities Report	Enclosure 7.1
7.2	Acknowledgements of Excellence/Showcase	Enclosure 7.2
7.3	Calendar of Events	Enclosure 7.3
7.4	Donations and Support	

3:30 p.m. **8. Presentations**

8.1	Edwin Parr Nominee	Enclosure 8.1
8.2	Recognition of Provincial Champions	Enclosure 8.2

9.1	International Trip LCI	Enclosure 9.1
9.2	Policy Review: 501.2 Eligibility for Early Childhood Services 503.5 Student Activities 607.3 Instructional Resources 502.3 Suspensions and Expulsions	Enclosure 9.2
9.3	Second Quarter Financial Report	Enclosure 9.3
9.4	Board Budget Belief Statements	Enclosure 9.4
9.5	2024-2026 Capital Plan	Enclosure 9.5
9.6	Board School Liaisons	Enclosure 9.6
9.7	Safe Routes to Schools	Enclosure 9.7

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

5:20 p.m. **12. Board Chair Report**

- | | | |
|------|-------------------------|----------------|
| 12.1 | Community Conversations | Enclosure 12.1 |
| 12.2 | Welcome Back Event | Enclosure 12.2 |

None.

None.

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

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

Re: ASBA Zone 6 Meeting Report

Background:

At the ASBA Meeting on March 15th we had a conversation about how the various divisions choose their Edwin Parr Nominee. It varied from interviewing by the Board to just accepting what the Administration chooses. Again, please be aware of the awards deadlines from ASBA. We presented Kindergarten Proposal to Zone 6 again for approval at the May meeting. Two comments came from the proposal. One is to work with the AHS which has additional information on the impact of full-time kindergarten. The second was that in the proposal to make sure we ask for new money from the Government. On the issue of a bargaining unit for all non-union staff in public service it is indicated that the Government has no desire to look at that until after the election. We talked about advocacy for the upcoming election and that there was a zoom meeting on the 20th of March in the afternoon. There was a discussion about pathways and working to get more students into it. The Edwin Parr Awards will take place on May 17th in Taber at the Heritage Inn from 5:00 to 7:00. The May 17th meeting will take place at the Horizon Board Office from 1:30 to 4:00. April 30th the Edwin Parr videos need to be in. Interviews TBD and the committee. SACH has a desire to work more closely with the Trustees and do presentations on various health related matters.

Recommendation:

Recommended that the Board accepts this as information.

Respectfully Submitted,
Craig H Whitehead

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

Re: Public School Board Association of Alberta Meeting Report

Background:

On March 14th at the end of our Committee of the Whole Meeting we met with Dennis MacNeal President of PSBAA and Troy Tait CEO PSBAA. It was a good meeting where they shared positive things about what PSBAA does for our Board re: advocacy, governance and Professional Development. Highlights of what they presented was all Boards that belong to PSBAA treat their membership the same as ASBA and that all expenses for membership and governance come out of governance budget and not PD budget. They also mentioned the number of research projects available to read that they have compiled, the Canadian Geographic 24' by 28' map that shows Reservation and Residential School sites that is free to borrow by any school Division. Through PSBAA all trustees can access Indigenous Study from the University of Alberta at no extra cost. It was an informative meeting with plenty of dialogue between PSBAA and the Trustees.

Recommendation:

It is recommended that the Board accepts this information with a possible discussion about the budget later.

Respectfully Submitted,
Craig H Whitehead

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Christine Light, Trustee

Re: **Facilities Committee Meeting Report**

Committee Members:

Christine Light, Committee Chair
Tyler Demers, Trustee
Christine Lee, Associate Superintendent, Business and Operations
Daniel Heaton, Director of Facility Services
Chris Chapman, Coordinator, Maintenance



1. 2023-2024 to 2025-2026 Capital Plan- Draft

- a. Executive Summary for Board Meeting, March 28 was reviewed by the committee.
- b. Full Plan document for website
- c. A prerecorded presentation of the Capital Plan will be shown at the board meeting and placed on Division website.

2. 2023-2024 Budget Announcement

- a. CMR Funding: Details not received yet but anticipate no change in funding.
- b. IMR Funding: Details not received yet but anticipate no change in funding.
- c. Modular Classrooms requested for Coalbanks: Letter not yet received.
- d. Planning Funds requested: West Side Study: Letter not yet received.

3. Project Updates

- a. West Lethbridge Elementary School
 - i. The construction contract has been awarded to Ward Bros Construction Ltd. To build the new K-5 Elementary School in west Lethbridge
 - ii. Anticipate construction beginning this summer.
- b. Victoria Park Upgrade
 - i. The project has started with creating a new space for the fitness center that will be moved off the stage to the previous caretaking room and storage area on the northwest side of the school. Temporary hoarding is being put in place including construction corridors to facilitate student movement during construction.

- c. **Modulars Classrooms**
 - i. Chinook Modulars are almost ready for occupancy. Should be turned over by end of March.
 - ii. Coalbanks Modulars have arrived. The modular classroom and washroom unit will be connected to utilities and fit up for occupancy this spring and summer.
 - d. **2023-2024 Facility Services Project Plan (preliminary)**
 - i. School project that will take place this summer and into the 2023-2024 school year were reviewed with the committee.
 - ii. Not as many projects are planned this year due to funding and support for Victoria Park project.
- 4. Other**
- Trustee Christine Light asked if research could be done into getting vaping alarm sensors for high school washrooms. Trustees have heard that vaping in washrooms are a big concern, particularly with our students. What is needed to install and cost of the sensors will be explored by the Facility Services depart



Left side: Washroom

Coalbanks Modulars

Right Side: Classroom

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

Re: Poverty Intervention Committee Meeting Report

Background

The Poverty Intervention Committee met on March 7, 2023.

Attendees: Kristina Larkin, Christine Light, Morag Asquith, DeeAnna Presley-Roberts, Melanie McMurray, Ciona Thompson, Carleen Meyer, Victoria Hecker

1. We gratefully acknowledge the Evangelical Free Church of Lethbridge (E-Free) for sponsoring the “Weekend and More” (WAM) bags for March. These are popular supports for families, as they often include items that are otherwise hard to get – such as laundry soap.
2. Economic Requests from PIC (via DeeAnna Presley-Roberts, Family Support Supervisor, Mental Health Capacity Building Program Manager)
 - a. 91 WAM Bags YTD
 - b. 262 Winter Attire requests YTD

These requests are lower than normal, which is thought to indicate not that there are fewer people in need of support, but that the types of need has changed, and that types of networks of supports available in the community is changing.

3. The committee welcomed a presentation and discussion with Mac Nichol, the Executive Director of Lethbridge Food Bank, who reviewed three core programs of LFB:
 - a. Hamper Program: Standard food hamper program, providing food for a household for approximately 2.5 weeks, and can be accessed once monthly, with supplementary items like perishables that can be accessed 3 times per week at either food bank.
 - b. Mobile Food Support: Providing low barrier food access throughout the city by setting up a food distribution vehicle in various locations throughout the city, including at some school parking lots. Food boxes can be accessed by providing only a postal code, so the LFB can better determine where to provide the service based on needs.

- c. Mindful Munchies: Bagged lunches provided to schools to distribute, with over 2700 lunches provided daily, growing constantly in both Lethbridge School Division and Holy Spirit School Division. LFB welcomes feedback about how Mindful Munchies is working for schools!
4. The committee reviewed the results from the Committee review process at the prior meeting. Below are the notes from the conversation (Appendix A), as well as the resulting proposed *Pillars* (Appendix B) that will be used going forward within PIC to refocus our efforts, as well as drive our work toward greater impact, given that the context of PIC has changed significantly over the last few years. The pillars will also support greater communication about the purposes of PIC, to mobilize community support to reduce the barriers to learning that are created through poverty.
5. The committee discussed ways to engage with greater communication to the public, donors, staff, families, and community about the work of PIC. Ideas included sharing resources like Financial Strain Modules, engaging more with the ATA and CUPE locals to share information about PIC, discussing school based issues like travel at admin meetings, sharing the Family Support Supervisor's report with more parties.

Links are below for the modules mentioned above,
I. Social Determinants of Health - Module 1: <https://vimeo.com/672834482/e8c0733fe1>
II. Talking about Financial Strain - Module 2: <https://vimeo.com/677417755/72c8071c75>
III. Exploring Income Replacement & Benefit Programs – Module 3
<https://vimeo.com/678907817/c2a284ca0d>
6. The committee heard about the work of other related committees and efforts including that the Fruit & Veggie program has been doubled to high schools, surplus from nutrition funding has been made available to schools, and the division is working with school food providers to add new options for students.
7. The next meeting is May 16, 2023, 1pm at Lethbridge School Division. Information and invitations to this year end session will be shared at a future date.

Recommendation

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

Respectfully submitted,
Kristina Larkin

APPENDIX A – Poverty Intervention Committee Meeting March 7, 2023

Committee Conversation December 13, 2022

The Poverty Intervention Committee engaged in a facilitated conversation surrounding three guiding questions. The themes from the rich conversation are listed below, to help guide the committee on next steps in the changing social environment of poverty intervention in school communities.

The Purpose of the Poverty Intervention Committee per the terms of reference is:

To provide an advisory role within the Division for supporting students living in poverty as well as providing foundational support of basic needs to ensure students' readiness for learning.

Discussion Notes:

1) What are the roles of the members of the PIC Committee and what meaningful work does the committee do as a group and as individuals?

All committee members are responsible to participate in information sharing, bringing perspectives, engaging with one's own and others' worldviews, developing greater understanding of the resources across the Division to reduce poverty or impacts of poverty and learn the context of poverty and economic marginalization.

Role of the Making Connections/Mental Health Capacity Building team and leadership seen as including engaging in "hands on" work as supported by the committee.

"Share that PIC exists" and "Communication" was a common theme – which led to the representative question at the end of the meeting to be asking our stakeholder groups how we can best share the information of PIC out to more of the community.

2) What do we understand the intention of PIC to be, and are we accomplishing it?

The committee identified main themes of:

- Direct Services such as Basic needs (Food, necessities, hygiene products, clothing, etc) was highly noted among 9/28 comments, along with "developing initiatives to address poverty in schools", improving "equal access", supporting family relationships strained by poverty and promoting connection
- Awareness such as identifying barriers from schools, sharing information and collaborations to assist students and families, sharing information from school and student initiatives, and reducing stigma and promoting dignity of all learners.

Direct service was identified as being well delivered, primarily through grants and the work of the Making Connections/Mental Health Capacity Building team and leaders.

Awareness had areas for growth in communication about the committee, awareness about the context of poverty, awareness about the resources across the division, and awareness about student and school initiatives.

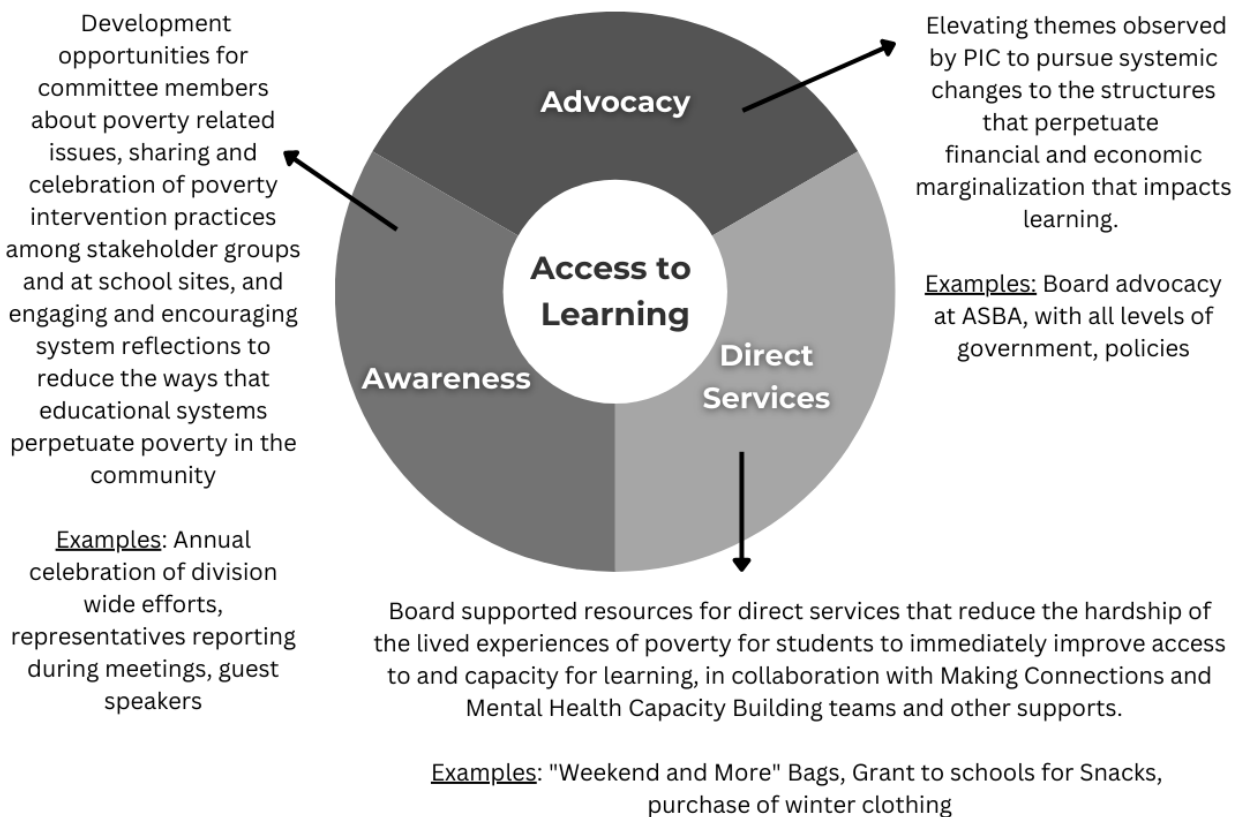
3) What are some ways that we're already seeing this mission accomplished by other roles in the division? (e.g. schools, committees, positions, etc)?

The committee identified many others also supporting efforts that either directly or indirectly reduce the barriers to learning created by poverty such as Lethbridge Family Services supporting newcomers experiencing poverty, community organizations like the Food Banks, student initiatives in schools impacting other students or community organizations directly, and school specific efforts for family and student connection and food provision as

APPENDIX B – Poverty Intervention Committee Meeting March 7, 2023

POVERTY INTERVENTION COMMITTEE

**Improving access to and capacity for learning
within Lethbridge School Division
by reducing barriers created by poverty.**



MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

Re: **Community Engagement Committee Report**

Background

The Community Engagement Committee hosted the 7th Annual I.C.E. Scholarship event, this year as a Showcase event on March 9, 2023 at Chinook High School. This event featured the scholarship's new logo:



Welcoming community members, students, staff, and families, the evening celebrated innovation, creativity, and entrepreneurship through the division. Included were the 2022 I.C.E Awards Scholarships, Roxana Albu, Melora Bowie, and Ava Martin who each won \$1000 last year. There were also demonstrations from students like 3D printing projects, photography showcases, one-act play competition teams, dance student choreographers. School and division projects were also showcased, such as robotics teams, e-sports, virtual and augmented reality, Minecraft classrooms, and school wide art projects.

The event and scholarships were supported by sponsors TLD Information Technology Specialists, Dejong Architecture, Intellimedia, Johnson Controls, Marsh, Southland Transportation, and Ward Brothers Construction Ltd.

Trustee Steed and Trustee Larkin also want to thank Christine Lee, Garrett Simmons, Dr. Cheryl Gilmore, Avice DeKolver, Kristin Solowoniuk, Shelley Roest, and Cynthia Young for their work in planning and hosting this great event!

2023 Scholarship: From the Lethbridge School Division Website:

Currently, the Division is seeking students to apply for the 2023 scholarships. Up to two scholarships, worth \$1,000 each, will be handed out in each of the Grade 9/10 and Grade 11/12 categories. **Applications can be found here:** <https://www.lethsd.ab.ca/board/ice-awards-scholarship/scholarship-applications>

The Community Engagement Committee further met on March 16, 2023. The committee reviewed:

- Feedback about Town hall structure and process
 - What went well: centralized location, right length and timing of itinerary, facilitation from administrators was well done and appreciated – ensured everyone had the opportunity to share, refreshments were appropriate
 - Thoughts for improvement: continuing to increase efforts to encourage participation from more families supported by staff such Indigenous Education team, English Language Learner programs, Making Connections Program Manager, review check in process, clearer signage on name tags and table signs
- Feedback about I.C.E. Scholarship Event, and scholarship process
 - What went well: Location at Chinook because of the theatre, hosting past winner, a variety of students from different schools and levels, video at the end of the show case, involvement of sponsors
 - Thoughts for improvement: Earlier start time to enjoy displays, different event layout to improve flow of viewing the event, could consider recognition for elementary or middle school students for their event displays.
 - Logistics for selecting scholarship 2023: language on website updated to reflect the actual practice that the selection committee can choose to distribute more than the minimum number of scholarships; the selection committee (who create the short list) will be a different group than the judgement committee (who select the winners).
 - Important Dates for scholarship:
 - Application Deadline : May 8
 - Selection Committee deadline: May 15
 - Presentations: May 22-31 at Education Centre
- Review of Results from Budget Community Engagement survey tool
 - https://lethsdcommunityengagement.schoolsites.ca/survey-results/budget-survey?fbclid=IwAR1c7cCnDuVQN2Gcbw_sZ5u3D7y9CjSaDX3JzrEmZkPSHU1rY9Hjt0ummw
 - The committee thanks Christine Lee, Avice De Kever, and Garrett Simmons for their work in engaging the community in this topic.

Next Meeting is May 2, 2023 at 7pm.

Recommendation

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

Respectfully submitted,

Kristina Larkin on behalf of Trustee Genny Steed, Chair of Community Engagement Committee

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

Re: **Policy Advisory Committee Meeting Report**

The following Policies were reviewed:

- **501.2 Eligibility for Early Childhood Services:** first reviewed at the January 18th PAC meeting: Capitalized “C” in children throughout policy. Added “Although not mandatory, Kindergarten is intended as a one-year program the year prior to grade one.” Removed 3: “Students with exceptional learning needs may be directed to a specific facility and/or program.” Updated References: Education Act Sections & Division Policies. Policy to Stakeholders for feedback due on March 8th. No feedback goes to Board for amendment.
- **503.5 Student Activities:** First reviewed at the January 18th PAC meeting: Regulation 1: added “technology”. Regulation 2.2: removed “the coach/director/sponsor” replaced with “individuals or organizations participating in the organization, delivery, and supervision of student activities that fall within the scope of the policy;”. Regulation 2.4: removed “the coach/director/sponsor” replaced with “the participating organizations and/or individuals”. Regulation 10: removed “alcohol”, replaced with “controlled substances”. Regulation 10: removed “including Safe Grad activities” and aspect of Safe Grad activities, including planning and ticket sales”, replaced with “activities involving the consumption of controlled substances”. Updated References: Education Act Sections & Division Policies. Updated References: removed “ATA Code of Professional Conduct” and “Declaration of Rights and Responsibilities for Teachers”. Policy to Stakeholders for feedback on March 8th. No feedback. Goes to Board for amendment. **Recommend to Board to be removed as a policy and changed to a procedure.**
- **607.3 Instructional Resources:** First reviewed at the January 18th PAC meeting. Regulation 2: removed “All resources and materials must comply with the Recognizing Diversity and Promoting Respect Standards by Alberta Education”. Updated References: Education Act Sections & Division Policies. Policy to Stakeholders for feedback due on March 8th PAC meeting: Feedback: Regulation #5 added: “Prescribing resources that deal primarily and explicitly with religion or human sexuality must follow appropriate notice to parents/guardians as outlined in section 58.1 of the Education Act. Send to the Board to be amended. **Recommend to the Board to be removed as a policy and changed to procedure under 500.1 Student Rights and Responsibilities.**

- **502.3 Suspensions and Expulsions:** Brought back to the March 8th, PAC meeting as advised by the Board. Yellow highlights are from the Education Act as indicated. Other Feedback: replaced “reasonableness” with “circumstances”. Send to Board to be amended.
- **501.7 Non-Resident Students: Feedback due on April 5 PAC meeting.**
- **502.5 Student Transportation: Feedback due on April 5 PAC meeting.**
- **802.2 School Fees: Feedback due on April 5 PAC meeting.**

Respectfully Submitted,

Craig Whitehead

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

Re: Board Budget Committee Meeting Report

Background:

The Board Budget Committee met on February 21, 2023.

The Board Budget Committee consists of the following members:

Board representatives: Kristina Larkin, Genny Steed and Allison Purcell

Administration: Cheryl Gilmore, Christine Lee and Avice DeKolver

The Committee met to discuss the following topics:

- Review of the 2023/2024 budget timeline.
- Preliminary budget assumptions prior to the provincial budget announcement on February 28, 2023.
- Review of the budget engagement tool which will be released for public feedback from March 6th to 15th.
- Next meeting of the Board Budget Committee will be April 4th, 2023 where the Committee of the Whole will gather for a report on the progress of budget discussions.

Recommendation: It is recorded that the Board receive this report as information.

Respectfully submitted,
Kristina Larkin

MEMORANDUM

March 6, 2023

To: Board of Trustees

From: Genny Steed, Trustee

RE: DIVISION SCHOOL COUNCIL MEETING REPORT

Background:

Division School Council met Mar. 6, 2023 for a parent learning session from 6:30-7:00p.m. followed by our regular meeting at 7:00p.m.

The parent learning session involved an interactive review of the results from the Board Town Hall that was held on Feb. 7th. Emergent themes were highlighted and insights discussed. Superintendent Cheryl Gilmore presented on the qualitative analysis of the results.

Kevin McBeath of the local ATA provided a short presentation regarding the ATA “Stand up for Education” advocacy theme. Any Alberta citizen can join the advocacy. Further information has been linked in the meeting minutes.

The Trustee Report was offered by Trustee Genny Steed highlighting the ICE showcase event held at Chinook High School on March 9th, Community Conversations held March 7th, and the upcoming meeting of the School Boundary Alignment Committee to be held on April 3rd. Congratulations was offered to Dr. Gilmore on her announcement of retirement. The board expressed that we are always open to input on the work we do, and if anyone has input on what they feel the board should be looking for in a future superintendent, to please reach out to trustees by email or at an upcoming Community Conversation.

Alberta School Councils Association will be hosting its School Council Conference and Annual General Meeting April 21-23 with a registration deadline of April 14. The resolution package has been released and detailed information is accessible on their website. Every school council has a vote for each resolution.

The Superintendent’s report covered the Communications Survey results, the Values Survey results, the Town Hall results, and introduced the new Budget Feedback Tool. Several upcoming Parent Learning Sessions were mentioned, including SAPDC Executive Functioning for Parents of Students with ADHD, Cheerleading Doesn’t Always Work the Way we Intend, Session on Anxiety and Youth, and Budget Overview with Avice DeKolver.

Representatives provided brief reports from Policy Advisory Committee and Community Engagement Committee regarding the work they are involved in and dates for upcoming meetings.

Recommendation

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

Respectfully submitted,
Trustee Genny Steed

MEMORANDUM

March 28, 2023

To: Board of Trustees
From: Craig Whitehead

Re: Community Conversations

Background:

We had a community conversation on March 7 at the Lethbridge Fish and Game Association Building. In attendance were Trustees Whitehead and Andreachuk. There were two parents who came and visited with us. One parent was grateful for alternate faith-based schools in our division and that they are sensitive to the needs of the students. She would like to see more emphasis on the AP Program and bring it back to where it was a few years ago. The other parent was also appreciative of alternative faith-based schools in our division. She did have a concern about the wording in our antiracism and anti-oppression policy. She was concerned that some of the definitions in the policy might not follow the guidelines of the human Rights Act and the Charter of Rights and Freedom. She was also concerned about some of the people who have talked to our teachers with their comments on Twitter and other Social Media Platforms that show a definite bias against law enforcement and other public servants.

Recommendation:

It is recommended that the Board accepts this as information.

Respectfully Submitted,

Craig H Whitehead

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD FEBRUARY 28, 2023.

In Attendance:

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

Administrators: Cheryl Gilmore, Mike Nightingale, Morag Asquith, Christine Lee

The Chair called the meeting to order at 1:00 p.m.

1. Move to In-Camera

Trustee Christine Light moved:

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

*Move to In-Camera
7066/23*

The Chair reconvened the meeting at 2:40 p.m.

2. Consent Agenda

- Community Engagement Committee was moved to item 11.2

3. Approval of Agenda

Amendments:

- Add Full-Time Kindergarten Subcommittee as item 11.3
- Add School Boundary Review Committee as item 11.4
- Add Public School Board Council Meeting Summary as item 11.5

*Approval of Agenda
7067/23*

Trustee Craig Whitehead moved:

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

4. Approval of Minutes for January 24, 2022

Amendment:

- Change motion 7061/23 to Carried Unanimously
- Add Christine Light moved out of camera at 7:47p.m. and Carried Unanimously.

Trustee Christine Light moved:

“The minutes of the regular meeting of January 24, 2023 be approved as amended and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from January 24, 2023
7068/23*

Approval of Minutes from February 14, 2023

Amendment:

- Change ‘Reconvene’ to “moved out of camera.”

Trustee Andrea Andreachuk moved:

“The minutes of the special meeting of February 14, 2023 be approved as amended and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from February 14,
2023
7069/23*

5. Business Arising from the Minutes

There was no business arising from the minutes

*Business Arising from
the Minutes*

6. Associate Superintendent Reports

*Associate
Superintendent
Reports*

6.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Business and
Operations*

6.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

Instructional Services

6.3 Human Resources

Associate Superintendent Mike Nightingale provided a written report.

Human Resources

7. Superintendents Report

7.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendents
Report
Board Priority Report*

6.2 Donations and Support

Donations and Support were included in the agenda

Donations and Support

6.3 Acknowledgement of Excellence

Acknowledgements of Excellence and a report showcasing Chinook High School, Gilbert Patterson Middle School and Lakeview Elementary are included in the agenda.

*Acknowledgement of
Excellence*

Board decided they would only book one board tour per month moving forward.

6.4 Calendar of Events

Calendar of events is included in the agenda.

Calendar of Events

Additions:

- Remove March 2nd PAC
- Change DSC to begin at 6:30p.m.
- March 15 change to ASBA Zone Meeting

- March 3rd Franco-Albertain Flag Raising Ceremony at 9:45-10:45a.m.
- March 7 PIC meeting 1:00-3:00p.m.
- Community Engagement Committee add the time 7:00p.m.
- Add 7:00p.m. to ICE Scholarship event.

8. Presentations

8.1 Early Education and PUF Programming

Early Education Coordinator Rochelle Neville presented on how Early Education and PUF Programming is structured and the program that is provided to children.

*Presentations
Early Education and
PUF Programming*

9. Action items

9.1 Policy Review

Revised policies and recommended changes were included in the agenda.

Action Items

Policy 502.3 Suspensions and Expulsions

Amendments:

- Item 1.2.5 board agreement to change the word 'reasonableness' to 'circumstances.'
- Take this change back to the Policy Advisory Committee to discuss this word change and bring back to the Board in March for approval.

Policy 502.3

Policy 605.1 Inclusive Learning Supports

Trustee Craig Whitehead moved:

"That policy 605.1 Inclusive Learning Supports to be approved as amended by the Policy Advisory Committee as presented to the Board."

CARRIED

In Favor: Genny Steed, Tyler Demers, Andrea Andreachuk, Christine Light, Craig Whitehead, Kristina Larkin

Opposed: Allison Purcell

*Policy 605.1
7070/23*

10. Division Highlights

Allison Purcell- Town Hall, LCI tour, LCI Samurai E-sports event in Edmonton, connecting with staff over the reading break.

Division Highlights

Christine Light- Attended Town Hall, Senator Buchanan Courage Assembly.

Kristina Larkin- Pancake Breakfast at Fleetwood Bawden, Mike Mountain Horse upcoming family fitness month, GS Lakie Oz with a Twist in March. Ever Active wellness conference. Student Forum.

Craig Whitehead- Town Hall, Magrath vs. LCI girls, Fairbairn quarter and semi final games, LCI vs Cardston, Public School Boards council meeting, Values Committee, General Stewart Tour.

Andrea Andreachuk- Literacy Night at LCC, LCI Dance Showcase, ICES World Read Aloud Day, School Tours at LCI, General Stewart and Probe, Inuit Day at Lakeview, Town Hall.

Genny Steed- Shout-out to teachers and support staff for all the effort they put into events outside of school including ski trips, sporting events, plays and parent councils.

Tyler Demers- School Tours.

Public Forum- None

11. Information Items

11.1 Board Chair Report

11.1.1 Community Conversations

Upcoming events included in agenda.

*Information Items
Board Chair Report
Community
Conversations*

11.2 Community Engagement Committee

Trustee Genny Steed presented a report from the Community Engagement Committee meeting on January 31st.

*Community
Engagement
Committee*

11.3 Full-Time Kindergarten Subcommittee

Christine Light provided an oral update regarding the Full-Time Kindergarten Subcommittee and intention for putting forward a motion at the ASBA Fall General Meeting. The new proposal will be presented at a zone meeting in May.

*Full-Time Kindergarten
Subcommittee*

11.4 School Boundary Review Committee

Trustee Craig Whitehead reported that the committee was formed in September but has not yet met. It was agreed a meeting date would be set through consultation with trustees.

*School Boundary
Review Subcommittee*

- 11.5 Public School Boards' Association of Alberta Meeting Report
Trustee Craig Whitehead provided an oral update on the Public School Board Meeting attended in February. He reported that the spring general meeting will be in Calgary this year, and added the Board will be meeting with the PSBAA president and executive secretary on March 14 as part of the Committee of the Whole meeting.

*Public School Board
Council Meeting*

Public Forum- None

Public Forum

13. Correspondence

- 13.1 Elk Island Public Schools letter to Minister Adriana LaGrange

Correspondence

14. Adjournment

Trustee Christine Light moved:

"That the board move into camera at 5:27p.m."

CARRIED UNANIMOUSLY

*Move to in Camera
7071/23*

The Chair reconvened the meeting at 6:44 p.m.

Trustee Christine Light moved:

"to adjourn the meeting at 6:45 p.m."

CARRIED UNANIMOUSLY

*Adjournment
7073/23*

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The March 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

kids Report

March 2023

ARE OUR BUSINESS

Welcome
Spring



Lethbridge
SCHOOL DIVISION



Facility Services



The 2023-2024 to 2025-2026 Capital Plan will be presented at the March Board meeting. The plan highlights priority projects for new school construction and modernizations. New school construction is to address enrolment growth. Modernizations are to upgrade and update school facilities to address aging infrastructure and instructional programming needs. The presentation and capital plan details may be found on the Division's website.

GOOD NEWS



K-5 Elementary School in Garry Station

Congratulations to Ward Bros Construction Ltd for being awarded the Design Build contract for the new school by Alberta Infrastructure. Ward Bros and architects FWBA will partner together on the design and build of the new school. Construction will begin this summer.

CONGRATULATIONS



GALBRAITH MODERNIZATION

Approved for School Planning Funds by Alberta Education in February 2023 Provincial Budget announcement. One step closer on the path to full approval.



**Coalbanks modular
classroom and washroom
unit have arrived!**

Finance



2023-2024 Budget Preparations

The development of the 2023-2024 budget has begun. Budget development began with the Town Hall that was held February 7th. The Board met March 2 & 3 to review the data gathered from the Town Hall and used that information to develop priorities for the 2023-2024 school year. These priorities will be used, along with funding information received from the Province, to develop the 2023-2024 Budget. The budget presentation will be on May 23rd with the Board meeting to approve the budget May 29th.



Pictured below are the amazing ICE logo cookies that quickly disappeared at the ICE Showcase event. Also seen below is Director of Finance, Avice DeKelter, and parent volunteer Cynthia Young, at the refreshment table.



Budget Engagement Tool

See the Division
website for the
Survey Results



The survey demonstrated that it is difficult to make spending choices when the pie is only so big. Some of the top themes from the comments area included:

1. **Inclusive Learning Supports**- the need to support teachers and students with diverse learning needs with additional educational assistants.
2. **Class Size** - The need for smaller classes sizes to reduce student/teacher ratios.
3. **Intervention strategies** - Early Education Programs, Kindergarten, literacy and numeracy intervention strategies to address learning gaps.
4. **Supporting well-being** - mental health supports, counselling services and supports
5. **Other items** - Technology and materials to support learning, more STEM programming, strategies that promote critical thinking, and real-life skills.



Occupational Health and Safety



Southern Alberta weather is unpredictable!

Spring in southern Alberta can be a challenge. One day we get a big dump of snow, the next day the temperature is above zero in the day and at the freezing point at night. These are the perfect conditions for snow to melt and freeze on walks and parking lots. Caretaking and maintenance will do their best to mitigate slippery walks. If you see any ice that has not been treated with sand/ice melt or a cone put in place to deter people from walking through the unsafe area, please let your caretaker know so they can attend to the slippery conditions. Please do not walk through areas that have been marked with a cone for your own safety.



Blackfoot Naming and Flag Raising Ceremony, March 21

"Aakaipookaiksi"

Blackfoot name given to the Education Centre, meaning.

"Many Children"



Congratulations to Superintendent Cheryl Gilmore on receiving a Blackfoot name: **"Piitasspita"** meaning **"Eagle Stands Tall"**



Technology



PEOPLE AND TECHNOLOGY AT ITS BEST



Vice Principal of Dr. Robert Plaxton Elementary School, Andy Tyslau, demonstrates VR Firehall experience to Superintendent, Cheryl Gilmore at the ICE Showcase. The Firehall VR experience is an example of how the Division can create VR content to explore careers, demonstrate safety, or showcase other opportunities for students.

March activities of the Technology Team

- Jesse Sadlowski attended board meeting of Alberta Technology Leaders in Education (ATLE)
- The team has been working with schools on scheduling for 2023-2024 school year
- Working with Garrett Simmons, Communications Officer on redesign of website
- Working with Microsoft and Jackie Fletcher on Universal Design for Learning (UDL) webinar
- Planning for implementation of Windows 11 that will be deployed in summer on all workstations and laptops
- The team attended ICE Showcase to demonstrate 3D Printing, VR, and ESports.
- The department has been supporting the implementation of School Engage software that will be used for registration. Currently a transportation registration process is being created to register students for bussing for the 2023-2024 school year.
- 40 entries received for the LEGO challenge and reviewed. For more information on the projects submitted. Picture below is one of the entries in the contest.

LEGO CHALLENGE

Wilson staff member and student take LEGO challenge to next level | Lethbridge School Division (lethsd.ab.ca)



Transportation



NEW



The Division is currently in the final stages of implementing a new registration system for student transportation.

Registration forms are scheduled to be available by early May for families that qualify for busing (+2.4 km) to register for yellow school bus for the 2023-2024 school year. Families will utilize PowerSchool to access the registration process. Notification will be sent out through *School Messenger* and Email when the registration process is available.

Changes to Transportation

Alberta Education announced in Budget 2023 that eligibility for transportation will be changing. Currently students are eligible for transportation when they reside 2.4 km or greater from the school in their designated boundary. These distances have been reduced to 1 km for kindergarten to grade 6 and 2 km for grades 7 to 12. **School divisions have until September 2024 to implement the new distance requirements.** The impact of these changes means many more busses on the road each and every day. To accommodate the change in requirements, the Division's transportation provider, Southland Transportation will need to purchase buses, hire and train drivers, attend to other logistics such as more bus storage space and other resources that support the transportation system. **Due to the complexity of the additional requirements and new routing required, the Division will continue to transport at 2.4 km for the 2023-2024 school year and implement the new distance requirements as required for the 2024-2025 school year.**



Distance Eligibility
to be in effect
September 2024

(no changes for the 2023-2024 school year)

ATTENTION!
PLEASE!

Other Matters



**ICE Scholarship Showcase
gives students
opportunities to shine |
Lethbridge School Division
(lethsd.ab.ca)**



WOW!

**The ICE Showcase had
over 100 attendees.**

**Thank you to our
students and staff for
providing displays of
innovation, creativity,
and entrepreneurship!**

March meetings/events worth noting:

- Executive Council meeting (weekly)
- USIC Risk Management and Claims Committee meeting (monthly)
- Risk Management call with broker (Marsh) (monthly)
- Principal meetings (elementary, middle, and high school) (monthly)
- Education Centre Leadership Team meeting (monthly)
- Administrator's Committee meeting (monthly)
- Meetings related to collective bargaining and labour relations
- Administrator PL
- Board Strategic Planning meetings
- Board Budget Committee Meeting
- Chamber of Commerce, Post Budget Luncheon, Minister of Finance, Travis Toews
- Community Engagement Committee
- Meetings related to development of capital plan and space utilization
- Facilities Committee Meeting
- Division Workplace Health and Safety Committee Meeting
- Instructional Budget Committee Meetings
- Judge for Agnes Davidson Science and Heritage Fair
- Spirit of 51 Recognition Event
- Business and Operations Directors meeting
- ICE Showcase at Chinook High School
- Education Centre Staff Meeting
- USIC General Meeting
- Nicholas Sheran School Council
- Victoria Park Chili Cook off
- City of Lethbridge, Holy Spirit and LSD meeting to review Joint Use Handbook
- USIC webinar- Insurance 101
- Nicholas Sheran Dance-a-thon
- Recycling and Organics Committee meeting



MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendations

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

Respectfully submitted,
Morag Asquith

Associate Superintendent Report- Instructional Services **March 2023**

As we move into a new season there are lots of exciting changes and events coming around the corner!!!! It feels like March!!! Hang in there, Spring Break and garden season is just around the corner 😊



Upcoming events in March and April 2023 !!!!

March 20/21- Trauma Event System Training - Lethbridge
March 20- Math Advisory #3
March 21st- Blackfoot Flag Raising/Naming Ceremony and Spring Solstice
March 27- Crisis Response Team meeting
March 27- Learning Commons Facilitator meeting
March 27- Student Forum Chat- planning group
April 3- ARAO Meeting
April 3- Human Sexuality training- Elementary
April 4- Alberta Ed- MH Pilot in schools meeting
April 17- Collaborative Communities in a.m.
April 21- Teacher induction session #7
(Staffing/projections and budget work is also happening through this time)

1. Dual Credit- Update from Andrew Krul- Off Campus Consultant

Try a Trade night for grades 9-12 students and parents/guardians March 21 and 22 in local businesses-significant turn-out again.

Andrew is being interviewed by the Canadian Construction Association for their magazine regarding our unique and extensive promotion of skilled trades. Organizing current and former students to be interviewed for the magazine.

Andrew is busy thinking about summer and opportunities. He is organizing Summer Skilled Trades paid internship for grade 10 students in our Division.

2. Digital Wellness- Cason Machacek (Teacher) and Sydnie Erlendson (Family Support Worker)

We would like to officially welcome Sydnie Erlendson to the Digital Wellness Team in the Family Support Worker role !!!! Our team is now complete. "Flying Solo" for the first month hasn't gotten in the way of Cason and his tenacity! Cason has been targeting Middle Schools and meeting with Administrators to get a feel for needs and understanding school culture. He has already been working on building parent education events.

3. Curriculum and Instruction- Karen Rancier, Director

Spanish Bilingual Programming at G.S. Lakie for 2023/24. We are delighted to announce that due to sustainability and numbers G.S. Lakie Middle School will be able to offer a full grade 6 Spanish Bilingual program to the Coalbanks grade 5's who are in Spanish Bilingual currently. We thank the Administrative Team at G.S. Lakie for being creative and strategically creating a schedule that will fulfill all the Spanish Bilingual requirements as per Alberta Education.

Highlights:

- Collaborative communities on the morning of April 17 for our Division-Wide PL day. Karen will be sending out an email to Division teachers on March 17.
- Learning Commons Facilitator meeting on March 27.
- Elementary Human Sexuality training on the afternoon of Monday, April 3.
- Waiting for AB Ed to share our funding allocation for Grade 1 Boost.

Nutrition- we are excited to hear that next year we will be receiving nearly 300,000 for funding from Alberta Education specifically targeted to promoting healthy eating in our schools. Morag will be sending out an application template to schools for the 2023-24 school year in April 2023.

4. Inclusive Education- Jackie Fletcher, Director of Inclusive Education and Rebecca Adamson, Coordinator of Inclusive Education

The busy season of looking towards the next school year has begun in the Inclusive Education world. Schools have completed projections so Jackie will begin processing those and determining supports for next school year. Jackie has recently wrapped up

our final PAT exemption requests as PATs will be written in June. The department has also worked hard on reassessing some key processes here, including our EAL Intake Process. This has been a lot of work but will definitely pay off in the end. Jackie has also been part of many great conversations and observations with teachers and administrators around students with complex needs, whether they be academic, behavioral, medical, or social-emotional. While Jackie does not always have answers, a solution is often found by brainstorming and working together.

Rebecca has shared that between February and the end of March, we will have trained or re-certified approximately 50 staff in SIVA. Inclusive Education has been developing engaging and Division aligned learning modules based on Parabytes, the EA professional learning program. We look forward to seeing these amazing modules used in the future to support Educational Assistant professional learning.

6. Student Forum Process

As a Student Forum planning group after reviewing the data we have now drafted a process that will ensure that our school leaders have an opportunity to review the data collaboratively with other division level administrators and discuss potential feedback that they may incorporate into their school plans moving forward. Given the amazing feedback and valuable information our middle and high school students shared we will be taking this feedback next to our Administrators Committee to discuss potential implications and suggestions for planning for the upcoming year!! More information to come as more planning with the Student Forum planning group is finalized.

Activity	Details	Timeline
E-mail the Student Forum data to Admin	Request that Principals share this data with their Admin Team, identify some relevant feedback or potential growth from feedback Develop template for submission of top 3 priorities and actions per school.	-Before Admin. Committee in April -Send out the data end of March 2023

Discussion topic (data) at Admin committee in April, generate school based and division based priorities	At Administrators Committee in April 2023 Administrators will be grouped into elementary, middle and high school groups to discuss their own school priorities (3) and identify one priority per division (el, mid, high)	-Schools will be required to submit their 3 priorities and actions from the student generated data to Instructional Services to develop/focus on for the 2023/24 year two weeks after the April Admin Committee due to christina.peters@lethsd.ab.ca by May 11th .
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7. Indigenous Education Update

Spring Think Outside is in full force and our elementaries are enjoying having the Indigenous Education- Teacher Team along with Helen Schuler staff supporting learning and being active outside with cross curricular activities. The team is now working on planning and organizing many of the year end events like the end of year graduation and a division wide Pow Wow. Graduation Coaches continue to work closely and monitor/support our high school students of Indigenous Ancestry as they work toward post-secondary opportunities.

A special thank you to Joel TailFeathers, Melanie Morrow, Jenna BruisedHead, Shawnee BigBull, Tom LittleBear, Shane and Sheri LittleBear for their support in naming our Education Centre, giving Cheryl Gilmore (our Superintendent) and assisting in raising the Blackfoot Flag at the Education Centre. March 21st was a very special day for Lethbridge School Division and the Education Centre (Aakaipookaiksi- Many children). ❤️



MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

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

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
March 28, 2023



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 3 teachers to the substitute list in the past four weeks.
- Adding 4 support staff to the substitute list in the past four weeks.
- Onboarding 14 new staff members in the past four weeks.
- Extending 34 teacher contracts in the past four weeks.
- Facilitating the hiring of 9 teachers in the past four weeks.
- Facilitating the hiring of 18 support staff in the past four weeks.

Other Highlights

- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended administrator meetings for elementary, middle school and high school.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an Education Center Leadership Team meeting.
- Director of Human Resources Rhonda Aos and Human Resources Coordinator Stacey Wichers facilitated a professional learning session for head caretakers.
- Associate Superintendent Mike Nightingale provided a session for a group of intern teachers related to getting their first job in the teaching profession.
- Director of Human Resources Rhonda Aos conducted mock interviews with students enrolled in the Child and Youth Care program at Lethbridge College.
- Associate Superintendent Mike Nightingale participated in instructional budget committee meetings.
- Multiple members of the Human Resource department met with a representative for Laserfiche to begin to explore the process of digitizing records and files.
- The Human Resources department facilitated a number of initiatives for substitute appreciation week.
- Director of Human Resources Rhonda Aos is working collaboratively with members of instructional services and school-based administration to offer training for educational assistants through the Parabytes platform.

2023 – 24 Staffing Update

- The staffing process for the 2023 – 2024 is under way.
- Principals have been hired for Nicholas Sheran and Gilbert Paterson.
- We are in the process of hiring Vice Principals at Winston Churchill High School and Senator Joyce Fairbairn Middle School.
- In terms of teacher staffing, we are currently reconciling teacher contracts and assignments. This is the first step in the teacher staffing process. Below are some of the steps that occur in the teacher staffing and allocation process:
 - Schools are provided with a document that lists all teachers on continuing, probationary and interim contracts. The document also has their full time equivalent (FTE) teaching allocation.
 - Mike Nightingale and each school Principal review the teacher list to ensure that all teachers are on the list, their contract status is correct, and their FTE is correct.
 - Schools receive an allocation for teaching staff, this allocation typically includes classroom teachers, school administrators, LST and other specialized learning supports.
 - The allocation is compared to the total number of teachers on continuing, probationary and interim contracts.
 - With this information, decisions are made on teacher transfers, contract offers, and advertisement of vacant teaching positions.
 - Temporary replacement positions are also identified, and a replacement plan is created in conjunction with the school.
 - Initial teacher allocations are not static, they change with student enrollments or as teachers need to be replaced (due to resignation, retirement, leaves etc).



MEMORANDUM

March 28, 2023

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
Superintendent

**2022-2023 DIVISION PRIORITIES
REPORT TO THE BOARD**

DOMAIN: GOVERNANCE

Engagement with Stakeholders

- 2023 Innovation, Creativity, and Entrepreneurship (ICE) Showcase was held March. 9th at Chinook High School. Student and staff displays and a video presentation engaged the attendees in a variety of projects in the Division. See the community engagement web page for more information and view the video.
- A new Budget Engagement Tool was launched from March 6th to 15th to engage the community in their priorities for spending and the difficulty of allocating financial resources in the instructional budget. See the survey results on the community engagement website.
- The Superintendent attended the celebration of Immanuel Christian Schools 60th anniversary.
- Lethbridge School Division is fortunate to have an incredibly active business/trade industry. A number of business spent two evenings in March welcoming students and spending time providing them with a hands-on experience.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- The teacher who will oversee the Digital Wellness initiative funded by Alberta Education Mental Health in Schools Grant commenced work. Cason Machacek has commenced connection with schools and planning of the project initiatives. The project will also bring on a Family School Liaison Counsellor (FSLC) to support the project work.
- Jackie Fletcher, along with school division administrator representation, meet with the Southwest Collaborative Student Services (SWCSS) Complex Case Committee. This group works together to brainstorm supports and services for southern Alberta school divisions most complex student needs. Representation from multiple agencies is present to work collaboratively for students and their families.
- Several school divisions met to discuss the Government of Alberta moving to Bell, away from Telus regarding cell phone contracts. Currently, we operate over one hundred cell phone packages through the GOW plan, and this will impact our billing and how we manage cell phones. We have had no communication from the GOA about this transition and only know what our Telus and Bell reps have shared with us.
- The Tech Department met with Golden Hills School Division and a few others to discuss SIP phone services in the province. Currently, all school division who use SIP services are experiencing long wait times due to multiple handoffs when calling 911. Schools who dial 911 using school phones could experience 3-to-4-minute delays before they reach the appropriate 911 dispatch that can give assistance and dispatch an ambulance. There are many factors impacting these call times but at this point no technology solution can be arranged on our end that would expediate services.

- Members of the eSports Committee visited the Lethbridge Colleges new eSports space. We discussed how we can work together in the future to host tournaments and build programs.
- Jackie Fletcher met with University of Lethbridge's Inclusive Post-Secondary Coordinator, Janelle Dyck, to discuss post-secondary opportunities for students with complex learning needs.
- Rhonda Aos participated in panel discussions and mock interviews with upcoming diploma graduate students in Child and Youth Care at Lethbridge College on March 3
- Human Resources is attending a Job & Resources Community Fair on March 30th at the YMCA
- Human Resources will attend the U of L for a “Walkabout” with Professional Semester (PS)III students on March 31, 2023

DOMAIN: STUDENT GROWTH AND ACHIEVEMENT
PRIORITIES: ACHIEVEMENT AND INNOVATION

Literacy

- Elementary schools continue to value support in looking at how the new literacy resources tie together to build a comprehensive literacy structure and inform practice – more time has been spent this month with teachers building those connections through grade level meetings, whole school presentations, and one-on-one support.
- Support for Middle School teachers with small group writing instruction continues to be provided. Middle School residencies continue to be booked.
- Conversations about and support with running records and their impact on instruction has become a focus for professional learning in middle schools and continues to be an ongoing conversation with our elementary schools.
- Learning launches and creating cultures of thinking continue to be shared with teachers during PL opportunities.
- A follow-up session on the middle school F & P training occurred on March 15. Upcoming Boost training for Literacy Intervention is being prepared with support from Bev Smith.
- Karen Rancier and Cheryl Gilmore met with the University of Lethbridge regarding a potential literacy research study in the Division.

Numeracy

- Michaela continues to facilitate elementary residencies with a focus on Math Workshop, including numeracy routines using the Building Fact Fluency Toolkits.
- Foundational Skills Interview support with 3 elementary schools. This took a few different forms: filming interviews to be shown at staff meeting or working to build capacity with LSTs who will share their learning forward with teachers.
- Second semester MIPI analysis took place for grade 9.
- Support was provided to elementary schools for math manipulatives purchased for new curriculum in the form of classroom visits and staff meeting PL.
- Michaela has cultivated a partnership with a middle school math teacher to design and facilitate thinking tasks to target concepts outlined as an area of need by the MIPI and other data

Experiential Learning including secondary initiatives:

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

- The Lethbridge School Division Lego challenge has ended and winners are being announced the week of March 27. We had some very creative entries and will be out in schools delivering ribbons.
- Over 33 students are registered for dual credit at Lethbridge College for semester 2!!
- The Skills Canada Competition hosted at the Lethbridge College was on March 18th. We had a number of students achieve medal status (listed in the acknowledgement section of the Board agenda package).
- The second “Try a Trade” event ran March 21 and 22. We had a number of students and their parents took advantage of the opportunity visit businesses/industry, get a tour, trade orientation, and a hands-on experience.

Innovation and Technology

Early Learning

- Hanen Learning Language and Loving It program, *Teacher Talk A: Encouraging Language Development in Early Childhood Settings* training was completed on March 3. Nine staff working in EEP and Kindergarten were trained.
- Many early education program staff attended a play summit on February 28 which included a presentation by Matt Leung on ‘Navigating Productivity and Leadership Through Play’.
- Online weekly Parent Café meetings are being offered to families of children supported through Program Unit Funding in our early education programs. These will focus on strategies to encourage skill development in play.
- Rochelle attended Alberta Family Wellness Resiliency Day hosted by Palix Foundation at the University of Lethbridge on March 1.
- Rochelle attended Building Brains Together meeting with the University of Lethbridge on March 2, Parents as Teachers meeting on March 20, and will attend the Early Learning Advisory Committee meeting on March 24.

Indigenous Education

- The Indigenous Education team organized a Blackfoot Flag Raising event at the Education Centre on March 21st. The Education Centre was honoured with a Naming Ceremony. The Superintendent, Cheryl Gilmore, was also honoured with being given a Blackfoot name by an Elder.
- Upcoming events include Honor Night Pow Wow (potential date in June), Indigenous Graduation Evening (potential date in May).

Wellness

- The Human Resources team is continuing to find ways to promote Inkblot EFAP program with staff

Diversity

- Our EAL Intake team (Carmen and Saajan) completed 23 new EAL student intake interviews.
- Carmen and Saajan took part in Wilson Middle School's staff meeting, presenting on Newcomer Language Support Strategies
- Carmen has been working on creating Micro-PL Video Presentations for division staff. Her second video is titled "Teaching Math to English Language Learners"
- At all grade levels, Carmen has been researching and identifying digital resources and strategies for EAL students with complex needs. Carmen will work with grade level teams to implement resources.
- At the elementary level, Carmen has focused on classroom support; working on language acquisition strategies within the classroom.
- Carmen, Saajan, and Jackie will be meeting with Lethbridge Family Services to streamline our EAL student intake process. This process has been refined at the division level through our EAL Intake Process Committee and is ready to share with administrators.
- Saajan continues to keep busy supporting students and families through home visits, interpreter services, school tours, and providing winter clothing and school supplies for those needing assistance.
- Saajan is working with a number of schools to provide student social skill, learning, and reading groups.
- Jackie and Carmen will be moving forward with re-evaluating our Limited Formal School program and gathering feedback for potential change. The first meeting to address needs is being held on March 28.
- Rebecca Adamson, Inclusive Education Coordinator, continues to assist LST's, teachers, and division specialists with accessing targeted and individualized supports and interventions. So far this year, we have received 56 referrals for Complex Learning Needs Transportation, 322 for SLP support, 60 for OT support, 9 for SWCSS Low Incidence, 8 for PT, and 24 for Behavior Support Team.
- Jackie worked with Microsoft and 3 other division staff to create a webcast focused on Universally Designed Learning. This webcast will air live on April 12

International Programs

- The Division International Program continues to grow exponentially for the 2022-23 school year. Recruitment has certainly paid off with a number of applications coming in for next school year.

DOMAIN: Teaching and Leading
PRIORITIES: ACHIEVEMENT AND INNOVATION

Administrator Professional Learning

- The Admin Committee listed to speaker Pam Rocker, a well-known Alberta activist and speaker who challenges prejudice and advocates for inclusive organizations. Following the speaker, the administrators spent time reviewing the Division *Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation*.

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

- Our second and final Division-wide PL day will occur on April 17 with teachers participating in their Collaborative Communities for the morning.
- Rebecca Adamson continues to support schools in ensuring they have opportunities to train their staff in SIVA. She has communicated with a number of schools to set up several training dates in March.
- Inclusive Education members (Jackie, Rebecca, and Rochelle) have worked with the HR department (Rhonda and Stacey), Psychology department, and Speech Language Pathologists to identify effective PL for division staff. Initial scope and sequence planning for a digital and video resource library has taken place.
- A CUPE Leadership session was held March 17, 2023 with Rhonda Aos and Stacey Wichers facilitating. The topic is developing consistent training resources for CUPE leaders and staff to utilize and to begin reviewing content for the CUPE 290 Manual.
- The Human Resources team continues to support updating the CUPE 290 Manual. It is hoped this digital resource will be implemented by the end of the school year and will be accessible for all CUPE 290 staff and Administrators.
- The EA Parabyte PL Committee will be meeting on March 23rd to move forward with the creation of our PL modules. This process of developing engaging, division-aligned modules will be taken on by 7 school administrators, Rebecca, Rochelle, and Jackie, with the support of Rhonda and Stacey in HR.
- Between February and the end of March, Rebecca Adamson will have trained or re-certified approximately 50 staff in SIVA.
- On May 4th the tech department is hosting a student information workshop for all interested school admin who would like to brush up on the skills required to use our student information systems. We will also talk about workflows and processes when retrieving student data.
- Jackie has registered 20 division staff for a PL opportunity in Calgary on May 1st and 2nd. We will be learning from Peg Dawson, author of *Smart but Scattered*.

DOMAIN: Learning Supports
PRIORITIES: INCLUSION

Building Staff Capacity to Meet the Needs of all Learners

- Jen Day held a collaborative meeting with High School administrators and other key players to assess and manage ongoing safety concerns with regards to violent behaviors in schools

- Jen Day assisted with interviewing and hiring for Digital Wellness Team and met with the new Digital Wellness Teacher.
- Jackie continues to visit schools to observe students in classrooms, gaining a better understanding of student needs, and how to support schools in providing these supports. These observations are often based on presenting behaviors, cognitive concerns, or program placement considerations

Collaborative Partnerships to Support Learning

- Jen Day worked with clinical leads from other divisions to discuss community resources.
- Jim Kerr reviewed, advised, and supported schools with Success in Schools plans for our students in care of Children Services. We currently have approximately 140 students Division-wide who require Success in Schools plans.
- Jim continues to work closely with Children Services (High Risk Youth Meetings), McMan Youth Services (Youth Navigation Team), Woods Homes, Youth Justice Committee, Youth Crown Prosecutor (Youth Court), LPS, neighboring school divisions, and consulting/working directly on Violence and Threat Assessments.
- Jackie Fletcher, along with SWCSS and our school division SLP/OT team, has been accessing funds provided through Alberta Education's LISS Grant (Low Incidence Student Supports) to purchase necessary equipment for our students with hearing impairment/vision impairment/complex communication needs. A portion of this grant will also be used to support our SWCSS vision and hearing teacher, and to provide PL for our SLP/OT team

Cross-Ministry Initiatives

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

- Three modular classrooms have been moved into place at Chinook High School. Over the next 3 to 4 months the moduls will be hooked up with utilities and the interior finishes will be touched up on these classroom spaces.
- Modular classroom and washroom unit have arrived at Coalbanks Elementary School. Will be linked to the school and fit up for occupancy for the 2023-2024 School year.
- School Planning Funds for Galbraith Elementary School modernization were approved in 2023 Provincial budget. These funds will allow the division to continue work on project scope and preliminary design for eventual full project funding by Alberta Education.
- Design Build contract for the construction of the new K-5 school in Garry Station has been awarded to Ward Bros Construction. Construction of the new school will begin this summer.
- The 2023-2024 to 2025-2026 Capital Plan has been completed for submission to Alberta Education on April 1. See the Division website to view the Three Year Capital Plan.

Teacher Induction Program

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

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

Background:

Congratulations to our Division students who took home medals at the Southwest Regional Skills Competition at Lethbridge College. The Regional Skills events showcase trades and technology occupations and reward students for their performance and commitment to these career paths. The Regional Competition is designed to develop a career awareness strategy that motivates youth to consider trades and technology occupations as a first-choice career option.

Congratulations to the following winners:

Carpentry:

Gold – Tate McGarry (Chinook High School).

Fashion Technology:

Gold – Cassie Trechka (Winston Churchill High School).

Silver – Jordan Magyar (Winston Churchill High School).

Bronze – Alyssa Sanders (Winston Churchill High School).

Graphic Design:

Gold - Mackenzie Meyers (Chinook High School).

Silver – Megan DeGroot (Chinook High School).

Photography:

Silver – Regina Villanueva (Chinook High School).

Bronze – Logan Kays (Chinook High School).

Welding:

Bronze – Shay Molnar (Winston Churchill High School)

G. S. Lakie Middle School Showcase:

So many things to celebrate at G.S. Lakie to this point of the school year. In September of this year we welcomed in the Spanish Bilingual program that we're proud to carry on from Coalbanks Elementary School. We are excited to see how this will evolve and grow over time. Also, in September we hosted a successful school-wide Terry Fox run at Nicholas Sheran Park which also served as qualifying for the LSAA city championships that occurred the following week. Later that month a small committee hosted a storywalk around our school grounds to honor National Day for Truth and Reconciliation. It was a powerful exercise centered around the book "Secret Path" which is based on a true story about Chanie Wenjack.

Late fall brought us our first school dance in three years, which was a huge success (other than the fire alarm going off due to a smoke machine). Our annual Remembrance Day ceremony was highlighted by Captain Chuck Gresl delivering a moving speech about his experience in the Canadian military. Captain Gresl is the husband of a Lakie staff member and it left everyone speechless. Rounding out our time leading up to the winter break was our annual Halloween Haunted House which was hosted by our four PSIII interns, Gatorstock 42, and our Winter Wonderland band concert. Lastly, our Rep Boys Volleyball team had a very successful season in 2022 and came away as the SZJHAA (zone) champions for the first time in several years.

A return from the winter break saw a group of staff and students go to Banff for a three-night trip, which was a huge success and a lot of fun. We hosted our 2nd annual Westside Invitational basketball tournament in partnership with Senator Joyce Fairbairn in late January and our Rep Girls Basketball team finished 2nd in the LSAA city championships.

This spring will saw our Fine Arts team, who is well known for the programs and productions they run, put on a large-scale show called "Oz - With A Twist". This was a new and innovative approach where they joined forces to put on an amazing show. The collaboration of the arts involved approximately 200 students for eight shows at the Yates in early March.

Final highlights to mention are the addition of a donated piano to our foyer and our live student announcements twice a week. The piano allows our in-house piano players to liven the atmosphere of our foyer during certain times of the day. Our group of student reporters have done an amazing job of delivering school announcements to students live on YouTube twice a week with the inclusion of some short stories from around our community. It's exciting to see what this will evolve to become!

Galbraith Elementary School Showcase:

We are so excited about the wonderful things that have been happening at Galbraith this year! As we have returned to a more typical school year than has been seen recently, we have had deep conversations about “falling forwards” and “redefining normal”, taking the pandemic as an opportunity to consider what we value, what things we want to bring back post-pandemic, and what we can reimagine with a fresh start.

A major priority for us this year has been the engagement of our learning community. The success of this has been particularly evident during our Family Fun Nights, which we host once per month in our school gym. So far this year, we have hosted a Dodgeball Night, Learn to Draw Night, Winter Music Concert, Movie Night, and a Family Dance, with attendance at each ranging from 100-250 people! It has been so amazing to connect with our families and welcome them into our building for some fun and relationship building!

Something we have brought back this year is our Enrichment Fridays, where students get a chance to choose an activity related to their interests for an hour each Friday. Options available to students in this first round include Kick It Up! (a martial arts program), Ukulele Club, Volleyball, Badminton, Weaving, Painting, and Jewelry Making. It is incredible to watch the kids engage with learning something that may not traditionally be offered at the elementary school level, and to see the way that it fosters opportunities for them to connect with peers with similar interests!

Speaking of engaging learning, some BIG things have been happening in our Learning Commons! Our Makerspace theme for the past few weeks has focused on dinosaurs through the inquiry question “What can dinosaurs teach us about life today?” This exploration started with the 3D printing of a T-Rex skeleton that measures almost six feet from head to tail! We got a sandbox for our Learning Commons and then buried the skeleton in the sandbox. The students learned excavation techniques as they worked to dig up the skeleton, and then worked together to try figure out what creature it was and how all the bones fit together. Then, they used research skills to find dinosaur books that showed different skeletons and worked hard to put all the pieces together as accurately as possible. Our new dinosaur skeleton was painted by a group of students in our painting Enrichment group to make it look more realistic, and it is now on display in our Learning Commons display case! The conclusion of our dinosaur unit included students using our school VR set, with each student getting their own headset that allowed them to go on a virtual fieldtrip as a whole class to learn all about dinosaurs and fossils.

Something new that we have introduced this year is a composting program! Our grade four students and teachers have taken the lead on this, as it ties into their science curriculum. Each classroom has been given a small compost bin, and the grade four students work in teams to empty them. The grade four students have been excited for this leadership opportunity, but it has been equally as exciting to see the other students get excited about having options to

participate in a more sustainable way of handling their food waste. The project has required critical thinking and planning and has created powerful opportunities for learning as we work through the challenges and successes of implementing this school-wide project.

It is a privilege to come to school each day and bear witness to the amazing things that happen here. We could not be prouder of our students and the way they model kindness, active citizenship, and innovation!

Nicholas Sheran Elementary School Showcase:

Nicholas Sheran Elementary is continuing to work on school goals focusing on making sure all our students feel a sense of belonging in our school. We are part of a diverse community, and our staff works diligently to ensure our students have engaging and enriching academic school experiences. We began our school year by welcoming new families into the school before the opening day. This allowed us to begin making meaningful connections with new families and set the tone for students and families that Nicholas Sheran was a place where they belonged.

We promote parent involvement through having volunteers in classrooms and having grade level representatives at each parent Council meeting to highlight what is happening in classrooms. We involve the parents by having them participate in thinking routines and different strategies for learning. We held a Family Literacy Night in November which welcomed over 400 people into our building to explore and participate in activities to promote literacy. We hosted a very well attended Indigenous Bingo night sponsored by our Division 51 Indigenous Team and had a beautiful Winter Concert to cap off 2022.

Our students have been busy with full school assemblies, Jr and Sr Choir, handbells, basketball, Big Brothers and Big Sisters Game On, and student led clubs in grade 5. We just hosted a Project fair with students completing presenting on their projects for Sci-Fusion at the University of Lethbridge, and the Galt Museum Heritage Fair. We are excited to be partnered with the Victoria Park Grade 9 Volunteerism class who has been coming to our school to do collaborative art projects with students from grade 2 through 5. We are looking forward to spring where our students will be involved in our Sports Day and our annual Color Run as well as honoring National Indigenous Peoples Day on June 21st.

Our staff meetings and Professional Learning days are built around exploring new resources to support curriculum, anti-bias/anti-oppression work, and how to continue supporting our students in learning outdoors. We are grateful to be located on such an amazing piece of land and to have support from our School Division to dream big and meet the needs of our students and community.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

April	3	School Boundary Alignment Committee 1:00 pm, Education Centre
	3	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	4	G.S. Lakie Middle School – Board Visit 9:30am
	4	Board Budget Committee Meeting 1:00pm, Education Centre, Board Room
	4	Board Committee of the Whole 3:00 pm, Education Centre, Board Room
	5	Policy Advisory Committee 12:30 pm, Education Centre
	5	Presentation of Budget Recommendations 3:00 pm, Education Centre
	7-14	Spring Break
	17	No School for Students Division-wide Professional Learning Day
	19	ASBA Zone Meeting
	21-23	ASBA Conference/AGM Edmonton/TEAMS.
	24	ASBA Speaker Series- Topic ASBA Consultants
	25	Board Meeting 1:00 pm, Education Centre
	28	Joint City of Lethbridge / School Boards Committee 9:00 am, City of Lethbridge

MEMORANDUM

February 28, 2023

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Donations and Support

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

- Senator Joyce Fairbairn received a \$3000.00 grant towards their Outdoor Education program for Fly Fishing from the Prix Foundation-Desjardin Foundation.
- Nicholas Sheran received a \$200 gift card from Home Hardware West and 3 cases of sausages from Lethbridge Meats and Seafoods Ltd. for their breakfast program.
- Thank you to all the sponsors (listed on next page) who sponsored a successful ICE Scholarship Showcase.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

ICE SHOWCASE SPONSORS



MARCH 9, 2023

Chinook High School

SCHOLARSHIP SUPPORTERS



MARCH 9, 2023

Chinook High School

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: **Edwin Parr Nominee**

Background

Each year the Alberta School Boards Association (ASBA) recognizes 6 outstanding first-year teachers with the Edwin Parr Award. ASBA invites each school jurisdiction to submit the name of one first year teacher as its nomination for the Edwin Parr Award. Lethbridge School Division is honored to have many amazing first-year teachers to consider for this award and it is never an easy task selecting the Division nominee. Lethbridge School Division is proud to present our 2023 nominee from Winston Churchill High School, Jamel Sayyad. Jamel is a University of Lethbridge graduate who teaches Math, Science and Physical Wellness.

The Winston Churchill High School's administrative team is so proud that Jamel Sayyad is the divisions' nominee for the Edwin Parr Award. Jamel is not only an outstanding teacher but a truly exceptional human. His ability to build positive, nurturing, and meaningful relationships for the purpose of learning is remarkable. Jamel creates a wonderful, welcoming, and safe learning environment where students know they are cared about and their learning is prioritized. He makes mathematics fun and accessible for all students by creating curiosity, wonder, and confidence. Jamel is an exceptional teacher and we are so very proud that he calls Churchill home.

Tracy Wong (Principal), Jamie Bach (Vice-Principal), Aaron Fitchett (Vice-Principal), & Morgan Day (Vice-Principal)

"I am beyond grateful to have even been considered for this award, let alone nominated. I love my job, and I love my Churchill family, so it is very important to me that I give them the best version of myself everyday. The love and support I get from my community is what allows me to be successful in what I do, and it is a tremendous honour to represent them and Lethbridge School Division. Thank you so much." – Jamel Sayyad

Recommendation

It is recommended the Board receive this report as information and take the opportunity to have Jamel Sayyad share his experiences during this year.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Provincial Champions

Background

Provincial champions have been invited to attend the Board meeting.

Immanuel Christian Secondary School Provincial 2A Girls' Basketball Champions:

- Shanika Veenendaal
- Halle Aleman
- Taylor Withage
- Norah Dekens
- Hayden Van't Land
- McKennan Konynenbelt
- Hannah Klingenberg
- Nyomi Heins
- Rylee Van't Land
- Yar Biar
- Georgia Schooten
- Coaches- Mike Greeno, Emily Greeno, Erin Barwegen, Kirsten Barwegen, Norm Dekens

Recommendation

It is recommended the Board congratulate the athletes.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

To: Board of Trustees

From: Nicole Williams
Member of the Public

Re: Public Member Presentation to the Board

Issue Topic: Personal Communication Devices

- Increase in violence and disruptive/severe behaviours in the classroom post-pandemic.
- Standardized test scores drop province wide 2021-2022
- Increase in mental health (anxiety, depression); concerns with readiness to learn and meeting developmental targets; potential for exposure to inappropriate materials (special note: what one parent deems inappropriate may be different to what another parent deems inappropriate) in relation to electronic use in schools.
- Lack of clarity, conciseness, and consistency as it relates to division policy concerning "electronic means" and use thereof ...however it could also be argued our division has a very strict policy already in place for electronics.
- Improvement in supporting students as learners requested from students, parents, staff, and community in regard to tech/cellphones.
- TikTok
- Artificial intelligence

Recommendations:

- A survey open to students, parents/caregivers, stakeholders (community), staff to determine whether there is a need for the division to address the use of personal communication devices in schools.
- Putting a structure in place: Implementation of a Personal Communication Devices policy that is realistic, balanced, and still allows for a certain degree of school/student/teacher autonomy (acknowledge the need and benefits of electronic devices).

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent of Instructional Services

Re: International Trip - LCI

Joelle Lavergne from Lethbridge Collegiate Institute is requesting approval to take approximately 20 Grade 9-12 students on an International Trip to Cut Bank, Montana, USA on September 1, 2023, for a cross-country running competition. Information regarding the educational benefits of the trip and the proposed itinerary are attached. Aside from individual food, costs for transportation are expected to be fully funded by fundraising.

Recommendation:

That the Lethbridge Collegiate Institute trip to Cut Bank, Montana in September 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed.

Respectfully submitted,
Morag Asquith

LCI XC race in Cut Bank Montana

Date: September 1st, 2023

We will be travelling to Cut Bank, Montana on September 1st, 2023 for an early season high quality race. The race will be at 4:20 pm. We will leave via bus from LCI at noon and return that evening after the race- arriving back to LCI between 8 and 9 PM. This Race will be similar to the caliber of race that we will see at Provincials. This will be a 5km run for all participants. If you would like your child to participate, please contact Joelle.lavergne@lethsd.ab.ca to request all required digital documents that need to be completed before the trip. I will also need a copy of your child's passport. Parents are welcome to drive their child, however, we still need all forms completed.

Itinerary:

- Leave Lethbridge at 12:00 noon
- travel to Cut Bank, Montana on a charter bus. Travel time approximately 1:45. Need to allow 1 hour at the border.
- Arrive at approximately 2:45pm at the Cut Bank Golf Course (59 Golf Course Rd).
- Race is at 4:20 pm
- Leave Golf course at approximately 6:00 pm.
- Return to Lethbridge after the race. Should arrive home no later than 9:00 pm.

Educational purposes: Early season high caliber race. Opportunity to see athletic competition in another country and to represent our school, city, province and country. Learning how to interact with teammates and develop as a team. Younger athletes and older athletes are all part of the same team and score points together. Develop personal growth as an athlete.

Cost per athlete: The only costs to the athletes will be their individual food costs. The cost to register for the event has been waived by the race organizers as we are from out of country. Each athlete will need to also bring their own passport for this trip. Each person will be responsible for this.

MEMORANDUM

March 28, 2023

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 2021-2022 school year.
- Policy review (including procedures, forms, and exhibits) of the 500 series.

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>
501.2	Eligibility for Early Childhood Services	Approval
503.5	Student Activities	Approval
607.3	Instructional Resources	Approval
502.3	Suspensions and Expulsions	Approval

Respectfully submitted,
Cheryl Gilmore

501.2 Eligibility for Early Childhood Services Policy

Early Childhood Services shall be provided to all eligible children. Early Childhood Services refers to Early Education Programs and Kindergarten.

Regulations

1. Eligibility for the Early Education Program is defined by a child's age and includes:
 - 1.1. ~~Children who are less than five years of age as of December 31st of the current school year, but older than three years of age as of September 1st of the current school year. A fee will apply.~~
 - 1.2. Children who are less than five years of age as of December 31st of the current school year and who qualify for Alberta Education funding.
2. Eligibility for Kindergarten is defined by a child's age and includes:
 - 2.1 ~~Children whose fifth birthday falls on or before December 31st of the current school year.~~
 - 2.2 Children living within the school's attendance area shall be granted admission.
 - 2.3 Children living outside of the school's attendance area may be considered for enrolment, subject to availability of space, on a first come first served basis.
 - 2.4 Although not mandatory, Kindergarten is intended as a one year program the year prior to grade one.
- ~~3. Proof of age and documentation of citizenship or residency status is required at the time of registration.~~

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Deleted: 3. Students with exceptional learning needs may be directed to a specific facility and/or program.

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

References

- Education Act: 21 Early Childhood Services Alberta
- Education Regulation 1126/2022
- Division Policies: 501.3 School Attendance Areas, 602.1 Early Childhood Services, 605.1 Inclusive Learning Supports, 605.5 Inclusive Learning Supports - Early Childhood Services (ECS).

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Deleted: Special Education-General

Deleted: 605.2 Special Education-Out of Division Placements,

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Deleted: Childhood Services

503.5 Student Activities

Policy

Each school shall develop procedures governing student activities.

Regulations

1. For the purpose of this policy, student activities shall include any exploratory, entertaining or competitive activities that are related to and extend beyond the school program and are supervised by teachers or other authorized personnel. These activities include but are not restricted to music, art, drama, technology, sports activities, student social events, and student organizations or clubs.
2. The principal or designate is responsible for:
 - 2.1. approving all student activities and ensuring that these activities operate in accordance with Division policies;
 - 2.2. the recruitment and selection of individuals or organizations participating in the organization, delivery, and supervision of student activities that fall within the scope of the policy;
 - 2.3. monitoring the procedures for:
 - 2.3.1. practices, performances and/or games;
 - 2.3.2. schedules;
 - 2.3.3. transportation;
 - 2.3.4. communication with parents; and
 - 2.3.5. fundraising activities.
 - 2.4. procedures for evaluating the program and the participating organizations and/or individuals.
3. Each school activity shall operate under the supervision of a Division staff member who shall be responsible for all related undertakings.
 - 3.1. Staff members need not be from the school in which the activity operates.
 - 3.2. Parent and community volunteers who assist with or attend student activities shall abide by Division policies and be responsible to the designated staff member.
4. All those involved in student activities shall adhere to Exhibit 503.5.A Code of Ethics and Conduct for Student Activities. Breaches of the code will be dealt with in accordance with Division policy.

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5. All student activities must be appropriate to the age, experience and ability of the students involved.

503.5 Student Activities...

6. Student participation in activities shall be voluntary.
7. All reasonable efforts shall be made to ensure that a student is not excluded from student activities for reasons of financial hardship.
8. All coaches/directors/sponsors are encouraged, and in some cases may be required to pursue training in risk management and/or first aid.
9. Coaches at the secondary level are encouraged to obtain training and certification in coaching theory through the National Coaching Certification Program.
 - 9.1. Level One coaching theory is recommended for coaches at the middle school level.
 - 9.2. Level Two coaching theory is recommended for coaches at the high school level.
10. Division staff shall not participate in the planning, supervision, or support of any student activities involving the consumption of controlled substances. The Division shall not provide access to Division facilities for any activities involving the consumption of controlled substances.

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

References

Education Act: 33(d)

Division Policies: 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 607.1 Field Trips, Excursions and Community-Based Activities, 502.5 Student Transportation/Bussing, 1003.1 Channels of Communication and Disputes Resolution.

Other: Safety Guidelines for Physical Activity in Alberta Schools

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Deleted: 403.3 Employee Discipline,

Deleted: 502.1 Student Code of Conduct, 502.2 Student Discipline, 502.4 Harassment and Discrimination of Students, 502.8 Alcohol, Drugs and Tobacco, 502.10 Weapons, 504.3 Student Safety, 504.4 Supervision of Students

Deleted: 702.1

Deleted: 802.2 Student Fees, Fines and Charges

Deleted: 1005.6 School Generated Funds

Deleted: ATA Code of Professional Conduct

Deleted: , Declaration of Rights and Responsibilities for Teachers,



Approved: May 12, 1999
Amended: February 10, 2004
Amended: June 10, 2008
Amended: March 26, 2013
Amended: May 22, 2018

607.3 Instructional Resources and Materials

Policy

Instructional resources and materials used to deliver a substantive portion of the Program of Studies in Division schools shall be provincially or locally authorized.

Regulations

1. Locally authorized instructional resources and materials shall be appropriate to the curriculum and the cognitive level of the students, meet acceptable standards with respect to content and language, and reflect tolerance and understanding.
2. Students shall not be denied basic instructional supplies and materials because of financial hardship or as leverage for the collection of outstanding fees.
3. Complaints with respect to the appropriateness of instructional resources shall be handled as follows:
 - 3.1. The matter should be discussed with the relevant teacher.
 - 3.2. The complainant may appeal the decision of the teacher to the principal in writing.
 - 3.3. The complainant may appeal the decision of the principal to the Associate Superintendent, Instructional Services.

Deleted: <#>All resources and materials must comply with the Recognizing Diversity and Promoting Respect Standards by Alberta Education.†

5. Prescribing resources that deal primarily and explicitly with religion or human sexuality must follow appropriate notice to parents/guardians as outlined in section 58.1 of the Education Act.

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

References

Alberta Education Act: 8, 39, 58.1
Division Policies: 802.2 Student Fees, 505.9 Appeals
Other: Alberta Education – Authorized Resources Database

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502.3 Suspensions and Expulsions

Policy *Note – yellow highlights in this draft indicate direct wording from Education Act*

The Board recognizes the role of discipline in creating a safe, caring and respectful learning environment. While ideally students are in regular attendance at school, the Board acknowledges that there are times when a student needs a reflective opportunity to learn from experience, needs to have support structures put in place, or there is consideration for the safety of self and/or others. As a result, a student may be suspended or expelled.

The Board acknowledges the role of suspension and expulsion of a student, in response to a violation of the Student Code of Conduct, when:

1. other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
2. the student's misconduct is so severe that lesser corrective action would be insufficient.

A suspension or expulsion shall be used in response to:

1. excessive, persistent or chronic disobedience or disregard of Division or school rules;
2. conduct which endangers the safety of students and/or staff;
3. illegal possession and/or misuse of controlled substances; or
4. conduct which is injurious to the physical or mental well-being of others in the school, whether or not the conduct occurs within the school building or during the school day.
5. The student has distributed an intimate image of another person in the circumstances described in section 1(1.1) of the Education Act.

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Regulations

Suspension

1. A suspension shall be defined as a temporary prohibition, instituted by a principal or a teacher under Section 36 of the Education Act, of a student from attending a class, course, school activity, school, or from riding on school authorized transit for a period of 5 school days or less, unless in accordance with a recommendation for expulsion made by the principal under Section 37 of the Education Act.

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- 1.1. A teacher may suspend a student from one class period.
- 1.2. The principal ~~or administrative designate~~ may suspend a student
 - 1.2.1. from school;

502.3 Suspensions and Expulsions, cont'd

- 1.2.2. from one or more class periods, courses or education programs;
- 1.2.3. from participation in school-related activities; or
- 1.2.4. from school authorized transit.
- 1.2.5. ~~Parents/guardians or Independent Students shall be informed~~ in writing regarding the circumstances of a suspension, and provided an opportunity to meet with the principal ~~or administrative designate~~ to discuss the ~~circumstances~~ of the suspension.
- 1.3. The principal ~~or administrative designate~~ may at any time reinstate a student suspended under clause 1.1 or 1.2.
- 1.4. The principal ~~or administrative designate~~ shall reinstate the student within 5 school days or ~~the principal may~~ provide a written recommendation to the Superintendent for an expulsion. The student remains suspended until a decision ~~has been made with respect to proceeding to expulsion.~~

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Expulsion

1. If a student is suspended in accordance with Section 36, the principal may recommend, prior to the end of the student's suspension, that the Board expel the student if:
 - 1.1 the student has displayed an attitude of willful, blatant and repeated refusal to comply with *Education Act* Section 31;
 - 1.2 the student has displayed an attitude of willful, blatant and repeated refusal to comply with the Code of Conduct established under *Education Act* Section 33(2);
 - 1.3 the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
 - 1.4 the student has distributed an intimate image of another person in the circumstances described in *Education Act* Section 1(1.1)

Deleted: An expulsion shall be defined as a prohibition, instituted by the Board in accordance with section 25 of the School Act, of a student from a class, course, educational program, school, school activity or from riding school authorized transit for more than 10 days.

2. The Board may make the decision to expel if:
 - 2.1. the principal has recommended that the Board expel the student; and
 - 2.2. the student has been offered another education program by the Board.
3. The Board delegates to the Expulsion Committee the power to make decisions with respect to the expulsion of students.

4. An Expulsion Committee shall consist of:
 - 4.1. two Trustees, ~~appointed by the Board as needed~~; and
 - 4.2. a school administrator appointed by the Associate Superintendent, Instructional Services.

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5. An expulsion hearing shall be facilitated by the Associate Superintendent,

LETHBRIDGE SCHOOL DIVISION

Policy

Instructional Services **within 10 school days after the decision to move to expulsion.**

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5.1. Before the Expulsion Committee makes a decision to reinstate or expel the student, the student and the students' parents/guardians may make representations to the Expulsion Committee with respect to the principal's recommendation to expel the student.

6. A suspension or expulsion shall not deny a student's legal right to access an education.

6.1. The Expulsion Committee may establish parameters regarding the circumstances in which an expelled student may be re-enrolled. **An expulsion or any rule or condition determined by the Expulsion Committee may apply to a student beyond the school year in which the student was expelled.**

7. The Board shall be informed of the results of each expulsion hearing.

Deleted: **502.3 Suspensions and Expulsions**

7.1. The student shall not be named.

7.2. The Board may re-enroll a student who has been expelled.

8. When a student is expelled under this section, the Board shall notify, in writing, the student's parent/guardian **or the student if determined an Independent Student.**

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8.1. of the expulsion **and any rules and conditions that apply to the student,** and

Deleted: **if he or she is 16 years of age or older**

8.2. of the right to request a review under **Section 43 of the Education Act.**

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

References

Education Act: **31, 33, 36, 37, 42, 43, 256(d)**

Deleted: **Alberta School**

Division Policies: 500.1 Rights and Responsibilities, 501.1 Attendance at School, 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 505.9 Appeals, **103.1 Anti-Racism & Anti-Oppression**

Deleted: **8, 12, 16, 24, 25, 60(1)(e), 61, 124**

**Pr502.3 Suspensions and Expulsions, Ex502.3A
Sample Out of School Suspension Letter, Ex502.3C
Checklist for Suspensions and Expulsions**

Other: **Appendix 502.1 Student Code of Conduct**

Policy

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: Second Quarter Financial Report

Background:

Avice DeKolver will provide a presentation on the Second Quarter Financial Report attached.

Respectfully Submitted,
Christine Lee

Lethbridge School Division

Second Quarter Report

February 28th

2023

This document is Management's Discussion and Analysis of the Second Quarter for the period September 1, 2022 to February 28, 2023. *This financial information contained herein has not been audited.*

Report to the
Board of Trustees
March 28, 2023



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



Lethbridge School Division
Management Discussion and Analysis Report
September 1, 2022 to February 28th, 2023

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Lethbridge School Division

Management Discussion and Analysis Report
Second Quarter Report

Executive Summary

Lethbridge School Division has a total budget of \$139.38 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

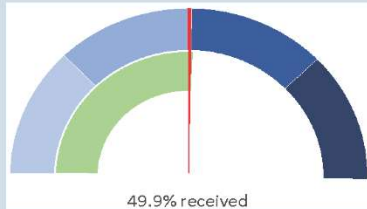
The School Division was established in 1886 and has proudly served our community for over 135 years. **Lethbridge School Division** serves over 11,957 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-four (24) schools and four (4) institutional programs.

The Division has experienced continued growth in enrolment in 2022-2023 of 277 students (2.37%) over the 2021-2022 enrolment. The Division has continued to recover since the decline in students in 2020-2021 due to the COVID-19 pandemic.

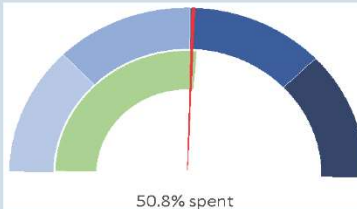
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2022 until February 28th, 2023 to provide fiscal accountability within the established guidelines.



Pink Shirt Day recognized throughout the Division on February 16, 2023



Total Revenues



Total Expenditures

Overview:

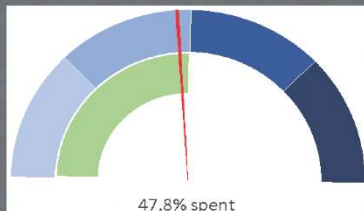
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 2nd quarter of the year (up to February 28, 2023).

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 2022/2023 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

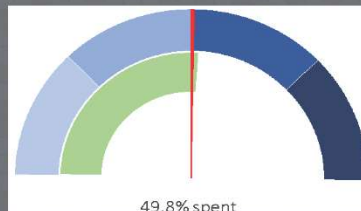
Instruction - Pre-K



Budget: \$ 3,649,310
Forecast: \$ 1,824,656 (50.0%)
Year-to-date: \$ 1,744,550 (47.8%)



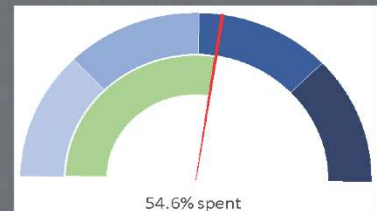
Instruction - ECS to Grade 12



Budget: \$ 109,231,128
Forecast: \$ 56,209,554 (51.3%)
Year-to-date: \$ 54,401,330 (49.8%)



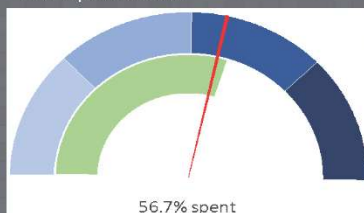
Operation & Maintenance



Budget: \$ 17,523,243
Forecast: \$ 9,665,412 (55.2%)
Year-to-date: \$ 9,559,873 (54.6%)



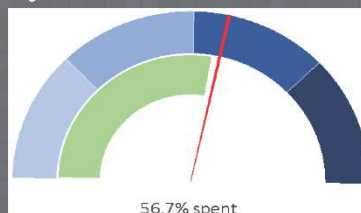
Transportation



Budget: \$ 3,188,800
Forecast: \$ 1,888,576 (59.2%)
Year-to-date: \$ 1,807,656 (56.7%)



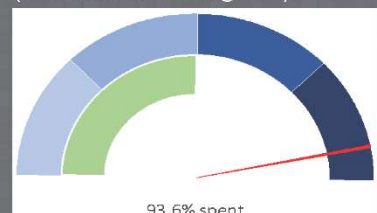
System Administration



Budget: \$ 4,189,894
Forecast: \$ 2,305,313 (54.8%)
Year-to-date: \$ 2,382,656 (56.7%)



External Services (International Program)

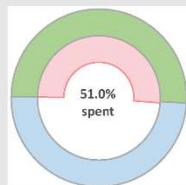


Budget: \$ 300,000
Forecast: \$ 150,000 (50.0%)
Year-to-date: \$ 280,675 (93.6%)



Salaries, Benefits & Professional Development

For all the Departments

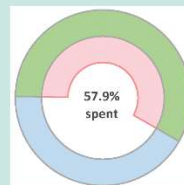


Budget: \$ 107,045,905
Forecast: \$ 54,469,853 (51.0%)
Year-to-date: \$ 54,574,435 (51.1%)



Contracted Services

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

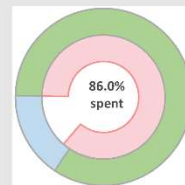


Budget: \$ 8,156,853
Forecast: \$ 4,686,167 (58.0%)
Year-to-date: \$ 4,683,520 (57.9%)



Other Services

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



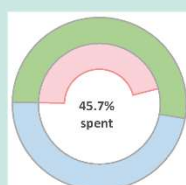
Budget: \$ 2,678,746
Forecast: \$ 2,272,817 (84.1%)
Year-to-date: \$ 2,324,868 (86.0%)



TYPES OF EXPENSES

Supplies

General supplies, Technology, Maintenance, Small Equipment

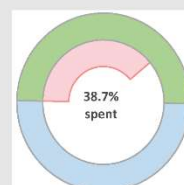


Budget: \$ 5,680,944
Forecast: \$ 3,011,921 (52.5%)
Year-to-date: \$ 2,621,588 (45.7%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

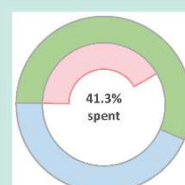


Budget: \$ 664,400
Forecast: \$ 326,449 (50.2%)
Year-to-date: \$ 252,808 (38.7%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 13,855,529
Forecast: \$ 7,276,304 (52.5%)
Year-to-date: \$ 5,719,520 (41.3%)



Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for February 28th, 2023.



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

- **Salaries, Benefits & Professional Development** are slightly more than the forecasted budget. This increase is due to the timing of staff being hired throughout the year.
- **Contracted Services** are in line with forecasted costs for this quarter which is expected.
- **Other Services** are more than the forecasted budget. This is mostly related to the timing of the international program expenditures during the year (more expenses in QTR 1 and 2).
- **Supplies** are less than the forecasted budget. This is mostly due to some of the general school supplies and small equipment are still to be purchased.
- **Other Expenditures** are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are less than the forecasted budget. This mostly relates to School Generated Funds (SGF) expenditures are still to be incurred. These costs reductions are somewhat offset by the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being slightly more than the forecasted amount (based on the timing of these IMR projects).



Flag Day at Senator Joyce Fairbairn Middle School

Financial Position

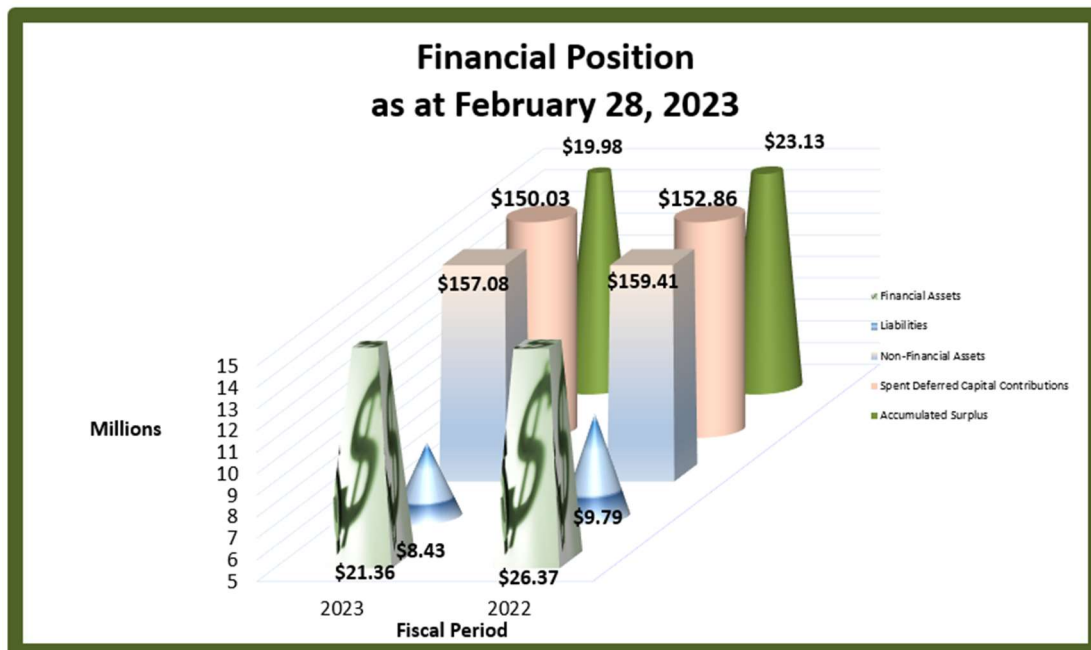
As at February 28, 2023, [Lethbridge School Division](#) has total financial assets of \$21.36 million and liabilities of \$8.43 million for net financial assets of \$12.93 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division had net financial assets of \$12.93 million. Of this \$12.93 million, \$6.82 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$471,484 of unrestricted reserves, \$6.02 million of capital reserves, and \$320,000 of endowment funds.

There is \$157.08 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$156.38 million, the Division's investment in capital assets of \$6.35 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 \$19.98 million. The chart below compares the financial position of February 28th with the prior year.



Lethbridge School Division
STATEMENT OF FINANCIAL POSITION
As at February 28th, 2023

	February 28, 2023	February 28, 2022
FINANCIAL ASSETS		
Cash and cash equivalents	\$10,302,172	\$11,786,422
Accounts receivable (net after allowances)	\$709,538	\$4,551,425
Portfolio investments	\$10,343,731	\$10,032,313
Other financial assets	\$0	\$0
Total financial assets	\$21,355,441	\$26,370,160
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$6,716,457	\$7,040,363
Deferred contributions	\$1,477,119	\$2,518,638
Employee future benefit liabilities	\$234,014	\$228,277
Other liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$8,427,590	\$9,787,278
Net Financial Assets (Net Debt)	\$12,927,851	\$16,582,882
NON-FINANCIAL ASSETS		
Tangible capital assets	\$156,376,565	\$158,565,113
Inventory of supplies	\$399,397	\$378,730
Prepaid expenses	\$305,819	\$461,272
Total non-financial assets	\$157,081,781	\$159,405,115
Net assets before spent deferred contributions	\$170,009,632	\$175,987,998
Spent deferred capital contribution (SDCC)	\$150,031,051	\$152,859,898
Net assets	\$19,978,581	\$23,128,100
NET ASSETS (ACCUMULATED SURPLUS)		
Unrestricted surplus	\$471,484	\$691,488
Operating reserves	\$6,817,029	\$9,219,292
Accumulated Surplus from Operations	\$7,288,513	\$9,910,780
Investment in capital assets	\$6,345,514	\$5,705,213
Capital reserves	\$6,024,680	\$7,192,233
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$19,978,581	\$23,128,100

The statement above compares the Financial Position of the 2nd quarter of 2022/2023 to the 2nd quarter of the prior year for comparative purposes.

Lethbridge School Division
Notes to the Statement of Financial Position
As at February 28th, 2023

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at February 28th, 2023 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at February 28th, 2023 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division. In the last quarter, a large receivable was paid by Alberta Education (the final payment for the Dr. Robert Plaxton Elementary School project) therefore a decrease in accounts receivable was expected.

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 February 28, 2023 are \$21.36 million.



Friendship Day celebrated at
Immanuel Christian Elementary
School

FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at February 28, 2023 mostly includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

Deferred Contributions

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

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

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

Employee Future Benefits

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

Total Financial Liabilities as of February 28, 2023 are \$8.43 million.

NET FINANCIAL ASSETS (DEBT):

Net financial assets, which are the funds available (owing) after discharging the Division's financial obligations, is a **net asset position of \$12.93 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 February 28, 2023 are \$12.93 million.



Gilbert Paterson Middle School
Presents Treasure Island

NON-FINANCIAL ASSETS:

Non-financial assets are tangible assets that are used in the operations of the Division and are not readily converted to cash.

Tangible Capital Assets

Tangible capital assets include land, buildings, equipment, and vehicles used in the operations of the Division. These assets are amortized over their estimated useful lives to arrive at a net value of \$156.38 million as of February 28, 2023.

Supported capital activity during the year thus far includes capital modernization at Victoria Park High School through Capital Maintenance and Renewal (CMR) grant funding, and Alberta Infrastructure costs associated with the new elementary school being built in Garry Station in west Lethbridge and modulars at Coalbanks Elementary School and Chinook High School.



Construction on new westside elementary school to begin this summer

Inventory of Supplies

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

Prepaid Expenses

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

Total Non-Financial Assets as of February 28, 2023 are \$157.08 million.

SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)

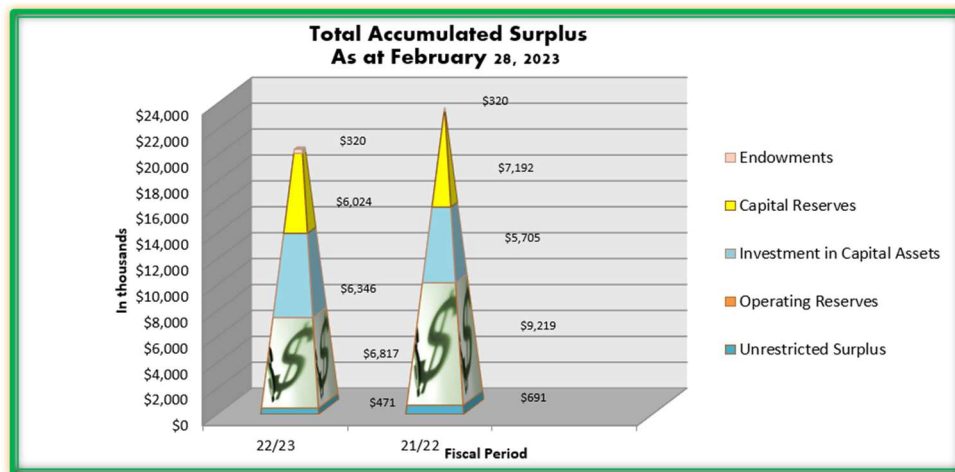
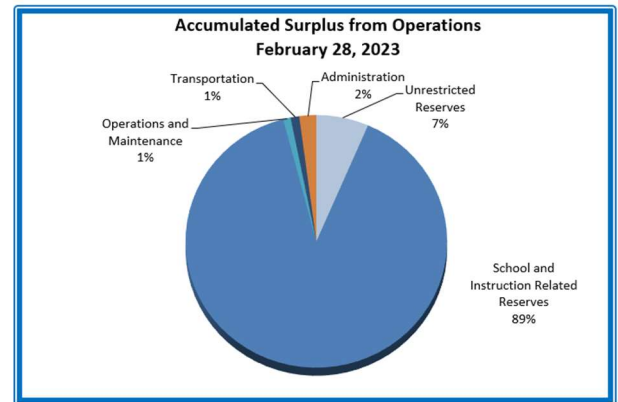
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital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

Total SDCC as of February 28, 2023 are \$150.03 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 89% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent over the next three years for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.



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

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

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

The total accumulated surplus for the Division which consists of both operating and capital funds is \$19.98 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at February 28, 2023.

Operations

Budget Update as of September 30th

The revised budget for the 2022-2023 school year reflects changes to the Division budget as of September 30th, 2022, based on the additional information received since the preliminary budget.

The Division originally planned on a projected student enrolment of 11,813 students in the preliminary budget. However, the operating budget was updated for the actual enrolment of 11,957 students. This increase in students made the Division eligible for an enrolment growth grant from Alberta Education. To date the Division has received \$140,300 in the 2022-2023 year.

The Division also received \$219,153 of Learning Disruption Grant (BOOST Program – for literacy and numeracy programs), \$50,000 for the Dual Credit program with Lethbridge College and the University of Lethbridge, \$90,000 for a new mental health pilot program grant (Digital Wellness), \$93,000 for support to Ukrainian students (included in the Inclusive Education budget), \$1.08 million for teacher salary settlement (to cover salary increases from the new ATA agreement as was finalized after the preliminary budget submission) and \$540,800 of Facility Leave grant funding (flow-through funding for facility leases). Overall revenue, including use of reserves, in the revised budget increased by \$3.42 million over preliminary budget projections developed in May 2022.

In budget 2022-2023, \$4.3 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 to ensure that the Division will meet Alberta Education's reserve cap of 3.15% at August 31, 2023 (the Division was at 5.29% at August 31, 2022).



Mike Mountain Horse Elementary School Hosts Annual ComiCon Celebration

Lethbridge School Division
STATEMENT OF OPERATIONS
For the period ended February 28, 2023

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget: 2022-2023 (May 2022)	Updated "September 30th" Operating Budget 2022-2023 (Sept 30th 2022)	Forecasted To February 28th	Actual Year Ended February 28th	% Expended Revised Budget	% Expended Forecast to February 28th, 2023	August 31st Projection	Change from Updated Budget
REVENUES								
Government of Alberta	\$124,804,721	\$127,357,821	\$63,636,331	\$64,697,911	50.80%	101.68%	\$127,423,106	\$65,285
Federal and Other Government	\$388,944	\$388,944	\$0	\$0	0.00%	0.00%	\$388,944	\$0
Fees	\$4,755,335	\$3,995,105	\$2,718,530	\$987,337	24.71%	36.32%	\$3,995,105	\$0
Sales and Services	\$594,070	\$594,000	\$587,800	\$466,314	78.50%	79.33%	\$-,094,000	\$500,000
Investment Income	\$193,030	\$193,000	\$96,500	\$292,056	151.32%	302.65%	\$193,000	\$0
Donations and Other Contributions	\$2,520,030	\$2,520,000	\$1,614,876	\$870,714	34.55%	53.92%	\$2,520,000	\$0
Other Revenues	\$34,724	\$34,704	\$17,352	\$25,400	73.19%	146.38%	\$34,704	\$0
Total Revenues	\$133,290,674	\$135,083,574	\$68,661,389	\$67,339,732	49.85%	98.08%	\$135,648,859	\$565,285
EXPENSES								
Instruction - Pre-K	\$3,564,137	\$3,649,310	\$1,824,656	\$1,744,550	47.80%	95.61%	\$3,649,310	\$0
Instruction - K to Grade 12	\$106,568,798	\$109,231,128	\$56,209,554	\$54,401,330	49.80%	96.78%	\$109,231,128	\$0
Operations and Maintenance	\$17,152,835	\$17,523,243	\$9,665,412	\$9,559,873	54.56%	98.91%	\$17,523,243	\$0
Transportation	\$3,088,830	\$3,188,800	\$1,888,576	\$1,807,656	56.69%	95.72%	\$3,188,800	\$0
Administration	\$4,181,135	\$4,189,894	\$2,305,313	\$2,382,656	56.87%	103.35%	\$4,189,894	\$0
External services (Inferiores/Services)	\$300,030	\$300,000	\$150,000	\$280,675	93.56%	187.12%	\$300,000	\$500,000
Total Expenses	\$134,855,855	\$138,082,375	\$72,043,511	\$70,176,740	50.82%	97.41%	\$138,082,375	\$500,000
Operating surplus (deficit)	(\$1,565,181)	(\$2,998,801)	(\$3,382,122)	(\$2,837,008)			(\$1,433,516)	\$65,285
Accumulated Surplus from Operations beginning of Year	\$10,080,124	\$10,080,124	\$10,080,124	\$10,080,124			\$10,080,124	
Transfers to/from capital reserves, endowments, & capital	(\$977,516)	(\$1,300,111)	(\$1,300,111)	(\$1,300,111)			(\$1,300,111)	
Accumulated Operating Surplus (ASO) at end of period	\$7,537,427	\$5,781,212	\$5,397,891	\$5,943,005			\$6,346,497	
School Generated Funds included in Accumulated Operating Surplus	(\$3,045,375)	(\$3,045,375)	(\$3,045,375)	(\$3,126,971)			(\$3,126,971)	
Adjusted Accumulated Operating Surplus (Adjusted ASO) at end of period	\$4,492,052	\$2,735,837	\$2,352,516	\$2,816,034			\$3,219,526	
Adjusted ASO as a % of budgeted expenditures (excluding SFF accounts)	3.33%	1.98%	1.70%	4.01%			7.35%	

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 2022. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year; therefore, 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year. The following are some of the significant transactions that impact the forecast:
 - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
 - Insurance premiums, leases and international program revenues/expenses are typically paid/received in the 1st quarter.
 - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
- The third area highlighted in **BLUE** is the actual results for the period.
- The fourth area highlighted in **TAN** is the variance area. This area provides information on the percent received/expended as compared to the September 30th operating budget and the percent received/ expended as compared to the updated forecast information.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31st, 2023. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

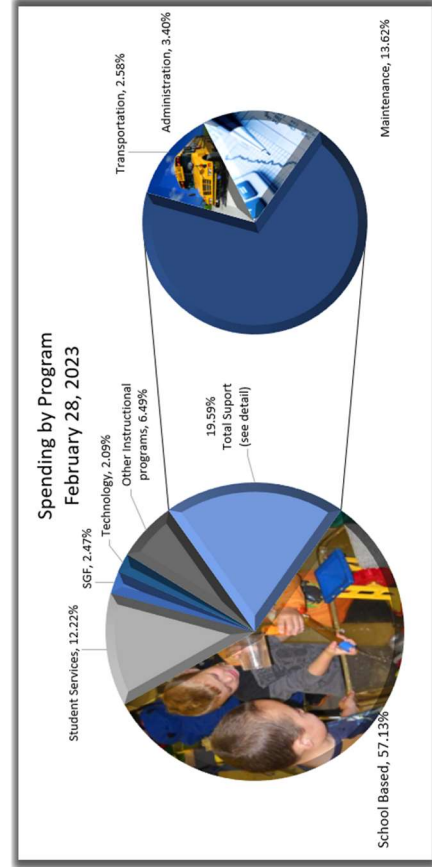
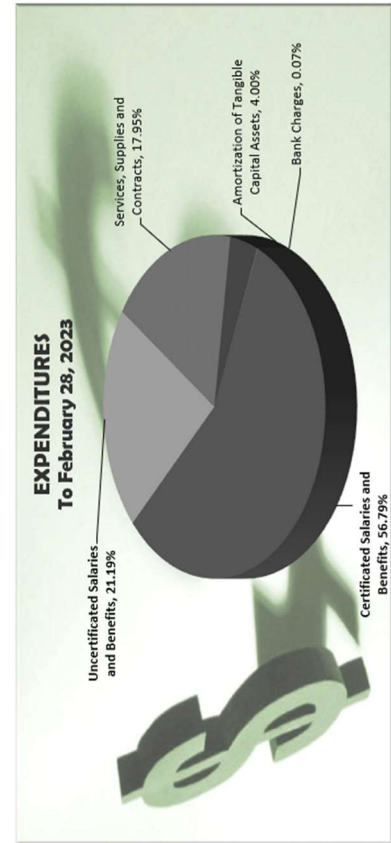
OPERATION RESULTS:

For the six (6) months ended February 28, 2023, \$67.34 million of revenues have been recorded which is 49.85% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$68.66 million would have been received in the reporting period. The actuals are under the forecasted amounts. This is due to fees, funding and donations being under forecasted amounts but are being offset by Alberta Education funding and investment income where the actuals were above the forecasted amount for this quarter.

Expenditures are \$70.18 million as of February 28, 2023, which is 50.82% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$72.04 million would have been incurred in the reporting period. The actuals were less than forecasted. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 97.41% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division to ensure that the departments are not incurring cost overruns.

Lethbridge School Division
Schedule of Program Operations
For the period ended February 28, 2023

	Instruction (Pre-K)	Instruction (K to Grade 12)	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
UPDATED BUDGET 2022-2023 (September 30th)	\$3,649,310	\$109,231,128	\$17,523,243	\$3,188,800	\$4,189,894	\$300,000	\$138,082,375		
EXPENSES									
Certificated salaries and benefits	\$239,537	\$38,997,270	\$0	\$0	\$401,222	\$41,799	\$39,679,828	\$78,261,610	50.71%
Non-certificated salaries and benefits	\$1,495,405	\$9,816,606	\$2,432,932	\$61,209	\$1,123,733	\$28,090	\$14,957,965	\$28,142,092	53.15%
SUB - TOTAL	\$1,734,942	\$48,813,876	\$2,432,932	\$61,209	\$1,524,955	\$69,879	\$54,637,793	\$106,393,702	51.35%
Services, contracts and supplies	\$9,608	\$5,150,231	\$4,782,101	\$1,746,447	\$790,058	\$210,796	\$12,669,241	\$26,070,835	48.60%
Amortization of capital assets		\$390,420	\$2,394,840	\$0	\$67,643	\$0	\$2,822,903	\$5,582,838	50.56%
Interest and charges		\$46,803	\$0	\$0	\$0	\$0	\$46,803	\$36,000	133.72%
Losses on disposal of capital assets		\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$1,744,550	\$54,401,330	\$9,559,873	\$1,807,656	\$2,392,656	\$280,675	\$70,176,740	\$138,082,375	50.82%
Total unexpended funds period to date	\$1,904,760	\$54,829,798	\$7,963,370	\$1,381,144	\$1,807,238	\$19,325	\$67,905,635	\$138,082,375	49.18%
% Expended of Budget	47.80%	49.80%	54.56%	56.69%	56.87%	93.56%	50.82%		
% Expended of Forecast	95.61%	96.78%	98.91%	95.72%	103.95%	187.12%	97.41%		
AUGUST 31ST - PROJECTION	\$3,649,310	\$109,231,128	\$17,523,243	\$3,188,800	\$4,189,894	\$800,000	\$138,692,375		



Lethbridge School Division
Notes to the Statement of Operations
For the six (6) months ended February 28th, 2023

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents over 94% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 2nd quarter, the Division has received 50.80% of the total budget (or 101.68% of the forecasted funding).

There is also an additional \$65,285 that has been added to the Government of Alberta funding due to additional enrolment growth revenue of \$37,785 and support for Ukrainian students of \$27,500. These two amounts were not known at the time of the creation of the September 30th budget and therefore have been added for the quarterly reporting.

Federal and Other Government

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

Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, and preschool fees. Based on the forecasts of the second quarter, the Division has received 22.5% of budgeted fees.

Sales and Services

Sales and services include international students, University of Lethbridge secondment payments and other school generated funds. Based on the forecasts for the second quarter, the Division has received 78.5% of the total budget.

Due to the increase in the international students program, the fee revenue budget has been adjusted by \$500,000. This program is self-sustaining and therefore the increase in expenses is also expected. (See expense details for additional information).

Investment Income

Investment income includes interest earned on the Division's portfolio investments, which has traditionally been budgeted conservatively. Based on the forecasts of the second quarter, the Division has received 151.32% of the total budget. This is higher than budgeted due to increased interest rates over the past year. The budgeted amount is to be re-evaluated for the 2023-2024 preliminary budget to better reflect increased interest rates which the Division was able to access.

Donations and Other Contributions

Donations and other contributions are revenues that have been received for school generated activities fundraising/donations and donations for the Ready Set Go programs. The Division has received 34.55% of the total budget.

Other Revenues

Other revenues include rentals, gains on disposal of tangible capital assets, and other revenues. There are rental of facility space for external programs and operations such as the Southern Alberta Professional Development Consortia and the Boys and Girls Club of Lethbridge. There were no disposals of tangible capital assets in the second quarter of 2023.

Overall, revenues are comparable to the operating budget as at February 28, 2023 as 49.85% of the operating budget has been received (or 98.08% of the forecasted funding).

EXPENDITURES:

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

Instruction – Pre-Kindergarten

Instruction – Pre K, represents expenditures from early education, which includes the early education program and the program unit funding (PUF) for early learners requiring specialized supports. Pre K expenditures are at 47.80% of the total budget (or 95.61% of forecasted costs).

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 49.80% of the total budget (or 96.78% of forecasted costs). See the *Statement of Instructional (Pre-K to Grade 12) Program Expenditures* for details of the major programs within this functional area.



Carnaval Week at Ecole Agnes Davidson

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 54.56% of the total budget (or 98.91% of forecasted costs). Actual costs are slightly under forecasted costs due to the timing of the projects which can fluctuate during the year depending on scheduling and availability of products.

Transportation

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses provided by Southland Transportation Ltd. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 56.69% of the total budget (or 95.72% of forecasted costs).

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 56.87% of the total budget (or 103.35% of forecasted costs). The actual are higher than forecasted due to increased contracted services so far in the year. Included in these contracted services is a Asset Retirement Obligations (ARO) audit requested by Alberta Education for the implementation of a new Public Sector Accounting Standard (PSAS) that is applicable starting in 2023. School divisions throughout the province were selected for this audit.

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 93.56% of the total budget (or 187.12% of forecasted costs).

The increase in forecasted costs is due to the popularity of the Division's international program. Revenue was budgeted at \$300,000, however for 2022/2023 the Division is expected to earn \$800,000. Given that this is a self-sustaining program (revenue brought in covers all the expenses), it is expected that the expenses also increase. This is resulting in a skewed budgeted and forecasted amount. The budgeted amount is being reviewed for the 2023-2024 preliminary budget to better accurately reflect the revenues and expenses of the program.

**Overall, expenditures are less than budgeted as at February 28, 2023 at 50.82%
(forecasted at 52.2%).**

Lethbridge School Division
Schedule of Instructional (Pre K to Grade 12) Program Expenditures

For the period ended February 28, 2023

PROGRAM	Budget: Updated Budget 2022-2023 (Sept 30th 2022)	Forecast Forecasted To February 28th	Actual Results Actual Year Ended February 28th	Variances		Projection	
				% Expended Updated Budget	% Expended Forecast to August 31st	August 31st Projection	Change from Updated Budget
Early Education Programs	\$3,649,310	\$1,824,656	\$1,743,500	47.78%	95.55%	\$3,649,310	\$0
School Based Instruction (K-12)	\$71,395,647	\$35,791,202	\$35,209,347	49.32%	98.37%	\$71,395,647	\$0
Inclusive Learning Supports	\$10,572,361	\$5,969,516	\$5,808,362	54.94%	97.30%	\$10,572,361	\$0
Shared Instructional Services	\$10,942,768	\$5,565,971	\$7,220,550	65.98%	100.00%	\$10,942,768	\$0
School Generated Funds Activities	\$6,649,105	\$4,197,580	\$1,735,059	26.09%	41.33%	\$5,649,105	\$0
Technology	\$3,045,280	\$1,289,354	\$1,246,719	40.94%	96.69%	\$3,045,280	\$0
Institutional Programs	\$1,036,911	\$510,710	\$504,444	48.65%	98.77%	\$1,036,911	\$0
Division of Instructional Services	\$798,054	\$389,027	\$375,729	47.08%	94.16%	\$798,054	\$0
Indigenous Programming	\$639,097	\$319,548	\$326,939	51.16%	102.31%	\$639,097	\$0
Counselling Program	\$3,111,517	\$1,555,759	\$1,546,803	49.71%	99.42%	\$3,111,517	\$0
Other Instructional Programs	\$1,040,388	\$610,887	\$428,428	41.18%	70.13%	\$1,040,388	\$0
Total Instructional (Pre K to Grade 12) Program Expenditures	\$112,880,438	\$58,034,210	\$56,145,880	49.74%	96.75%	\$112,880,438	\$0

Other Instructional Programs:

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

Institutional Programs:

Herber House School
CAMP (Lethbridge Regional Hospital School)
Pleasant School
Stafford Ridge School (AADAQ)

Inclusive Learning Supports:

Inclusive Education
English as a Second Language

Lethbridge School Division
Notes to the Schedule of Instructional (Pre K to Grade 12)
Program Expenditures
For the six (6) months ended February 28th, 2023

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

Early Education Programs

These expenditures represent costs in early education programs (EEP), and program unit funding (PUF). Early education programs are at 47.78% of their total budget.

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 49.32% 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 for Inclusive Education and English as an Additional 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% as the educational assistants and paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learnings Supports expenditures are at 54.94% spent of their total budget.

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, staff professional development and the employer share of teacher retirement fund costs that are supported by the Province. The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 2nd quarter. Shared Instructional Services expenditures are at 65.98% spent of the total budget.



Lethbridge Hurricanes
visit Senator
Buchanan Elementary

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. SGF activity expenditures are at 26.09% of the total budget. This is lower than anticipated because all fees are budgeted for, regardless if they end up actually being charged.

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 40.94% spent of the total budget.

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 48.65% spent 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 47.08% spent of the total budget.

Indigenous Education Program

The Indigenous education program provides ongoing support for First Nations, Metis, and Inuit students in their efforts to obtain an education and provides opportunities for Indigenous students to study and experience their own and other cultures and lifestyles. Indigenous education expenditures are at 51.16% spent of the total budget.



Division's Pathways to Reconciliation Project

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling program expenditures are at 49.71% spent 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, Making Connections, and the BOOST program. Other Instructional Program expenditures are at 41.18% spent of the total budget.

Overall, instructional (pre K to Grade 12) program expenditures are at 49.74% of their annual budget.



Coalbanks Channel 17 News Hits the Airways

Lethbridge School Division
Schedule of School Based Instruction Expenditures
For the period ended February 28, 2023

SCHOOL	Budget Updated Budget 2022-2023 (Sept 30th 2022)	Forecast Forecasted To February 28th 2023	Actual Results Actual Year Ended February 28th, 2023	Variances		Projection	
				% Expended Updated Budget	% Expended Forecast to August 31, 2023	August 31st Projection	Change from Updated Budget
High Schools:							
Lethbridge Collegiate Institute	\$6,402,321	\$3,205,711	\$3,293,643	51.44%	102.74%	\$6,402,321	\$0
Winston Churchill High School	\$5,518,364	\$2,767,145	\$2,768,621	50.17%	100.05%	\$5,518,364	\$0
Chinook High School	\$7,039,161	\$3,528,316	\$3,312,099	47.05%	93.87%	\$7,039,161	\$0
Victoria Park High School	\$2,008,755	\$1,007,562	\$971,554	48.37%	96.43%	\$2,008,755	\$0
Immanuel Christian Secondary School	\$1,894,912	\$949,776	\$957,171	50.51%	100.78%	\$1,894,912	\$0
Middle Schools:							
GS Lake Middle School	\$3,012,546	\$1,511,616	\$1,460,034	48.47%	96.59%	\$3,012,546	\$0
Wilson Middle School	\$4,098,887	\$2,051,763	\$1,992,407	48.61%	97.11%	\$4,098,887	\$0
Gilbert Paterson	\$4,493,488	\$2,252,431	\$2,214,051	49.27%	98.30%	\$4,493,488	\$0
Senator Joyce Fairbairn Middle School	\$3,606,013	\$1,812,556	\$1,795,194	49.78%	99.04%	\$3,606,013	\$0
Elementary Schools:							
Senator Buchanan	\$2,060,426	\$1,032,716	\$1,037,599	50.36%	100.47%	\$2,060,426	\$0
Immanuel Christian Elementary School	\$1,619,249	\$810,990	\$790,147	48.80%	97.43%	\$1,619,249	\$0
Ecole Agnes Davidson	\$3,311,171	\$1,660,135	\$1,548,753	46.77%	93.29%	\$3,311,171	\$0
Fleetwood-Bawden	\$2,026,743	\$1,016,836	\$1,003,224	49.50%	98.86%	\$2,026,743	\$0
Galbraith	\$2,113,806	\$1,061,903	\$1,044,550	49.42%	98.37%	\$2,113,806	\$0
Lakeview	\$2,311,521	\$1,158,741	\$1,136,289	49.16%	98.06%	\$2,311,521	\$0
General Stewart	\$840,771	\$422,391	\$425,306	50.59%	100.89%	\$840,771	\$0
Westminster	\$1,355,678	\$679,431	\$673,314	49.67%	99.10%	\$1,355,678	\$0
Lethbridge Christian School	\$1,448,183	\$725,456	\$724,158	50.00%	99.82%	\$1,448,183	\$0
Coalbanks Elementary School	\$3,468,647	\$1,737,303	\$1,700,352	49.02%	97.87%	\$3,468,647	\$0
Nicholas Sheran	\$2,366,542	\$1,188,021	\$1,182,924	49.99%	99.57%	\$2,366,542	\$0
Park Meadows	\$2,133,056	\$1,068,907	\$1,080,925	50.67%	101.12%	\$2,133,056	\$0
Dr. Robert Plaxton	\$2,252,923	\$1,128,737	\$1,131,122	50.21%	100.21%	\$2,252,923	\$0
Mike Mountain Horse	\$3,236,944	\$1,620,974	\$1,593,808	49.24%	98.32%	\$3,236,944	\$0
Dr. Probe Elementary School	\$2,775,540	\$1,391,785	\$1,372,102	49.44%	98.59%	\$2,775,540	\$0
Total School Based Instruction Expenditures	\$71,395,647	\$35,791,202	\$35,209,347	49.32%	98.37%	\$71,395,647	\$0

Lethbridge School Division
Schedule of School Generated Funds (SGF)
For the period ended February 28, 2023

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to February 28th	Expenses up to February 28th	February 28th	Increase (Decrease)
UPDATED BUDGET 2022-2023 (September 30th)	N/A	\$6,649,105	(\$6,649,105)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$235,186	\$306,051	(\$256,207)	\$285,030	\$49,844
Winston Churchill High School	\$347,507	\$111,193	(\$120,106)	\$338,594	(\$8,913)
Chinook High School	\$199,491	\$200,390	(\$172,764)	\$27,117	\$27,626
Victoria Park High School	\$408,043	\$26,633	(\$23,980)	\$410,696	\$2,653
Immanuel Christian Secondary School	\$108,267	\$53,856	(\$62,977)	\$99,246	(\$9,121)
Middle Schools:					
GS Lakle Middle School	\$341,959	\$123,826	(\$107,098)	\$361,687	\$16,728
Wilson Middle School	\$195,412	\$71,198	(\$37,081)	\$229,529	\$34,117
Gilbert Peterson	\$181,321	\$83,537	(\$107,797)	\$167,066	(\$19,255)
Senator Joyce Fairbairn Middle School	\$154,140	\$26,478	(\$52,352)	\$128,266	(\$25,874)
Elementary Schools:					
Senator Buchanan	\$26,742	\$13,938	(\$2,352)	\$38,328	\$11,586
Immanuel Christian Elementary School	\$20,568	\$0	(\$2,830)	\$17,738	(\$2,830)
Ecole Agnes Davidson	\$140,416	\$13,477	(\$23,066)	\$130,827	(\$9,589)
Fleerbaard-Bawden	\$89,534	\$1,923	(\$70,454)	\$71,003	(\$18,531)
Galbraith	\$93,292	\$4,317	(\$4,559)	\$93,050	(\$242)
Lakeview	\$59,756	\$20,550	(\$1,135)	\$79,171	\$19,415
General Stewart	\$4,076	\$2,481	(\$466)	\$6,091	\$2,015
Westminster	\$63,282	\$9,220	(\$19,956)	\$52,546	(\$10,736)
Lethbridge Christian School	\$39,995	\$11,578	(\$9,340)	\$42,233	\$2,238
Coalbanks Elementary School	\$35,962	\$36,727	(\$4,722)	\$67,967	\$32,005
Nicholas Sheran	\$44,435	\$11,796	(\$3,094)	\$53,137	\$8,702
Park Meadows	\$31,768	\$18,564	(\$5,753)	\$41,579	\$12,811
Dr. Robert Plaxton	\$17,613	\$14,037	(\$1,552)	\$30,098	\$12,485
Mike Mountain Horse	\$26,619	\$17,183	\$0	\$43,802	\$17,183
Dr. Probe Elementary School	\$176,891	\$30,587	(\$93,308)	\$114,170	(\$62,721)
School Generated Funds	\$3,045,375	\$1,209,540	(\$1,127,944)	\$3,126,971	\$81,596
Total SGF investment accounts (GICs)	\$0	\$0		\$0	\$0
Total School Generated Funds	\$3,045,375	\$1,209,540	(\$1,127,944)	\$3,126,971	\$81,596
% Expended of Budget		18.19%	16.96%		
% Expended of projected		28.82%	26.87%		

Lethbridge School Division

Appendices

For the six (6) months ended February 28th, 2023

The Appendices include charts and graphs for the revenues and expenditures at February 28th, 2023. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

Revenues:

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

Expenditures:

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

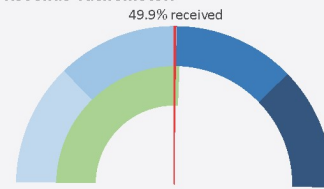


Lethbridge School Division Summary of Revenues Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

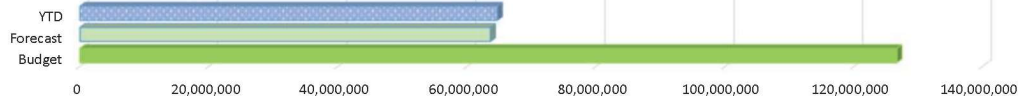
	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	126,631,830	63,586,331	64,656,912	(1,070,582)	51.1%
Federal & First Nations	388,944	0	0	0	0.0%
Other School Authorities	40,000	40,000	41,000	(1,000)	102.5%
Fees	4,387,946	2,718,530	987,337	1,731,194	22.5%
Other Sales & Services	839,150	587,800	466,314	121,485	55.6%
Investment Income	193,000	96,500	292,056	(195,556)	151.3%
Gifts & Donations	408,000	251,268	140,490	110,778	34.4%
Rental of Facilities	34,704	17,352	25,400	(8,048)	73.2%
Fundraising	2,160,000	1,363,608	730,224	633,384	33.8%
Gain on Disposal	0	0	0	0	0.0%
	135,083,574	68,661,389	67,339,732	1,321,656	49.9%

Total Revenue Tachometer:



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

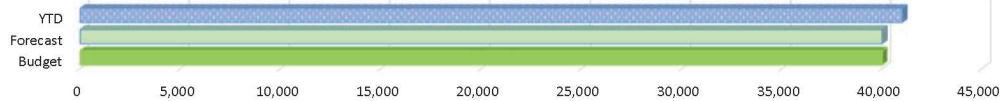
Government of Alberta



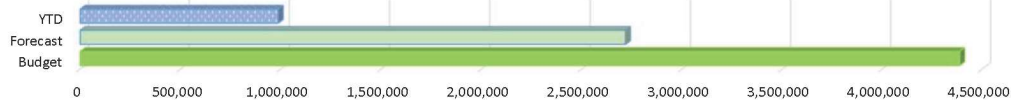
Federal & First Nations



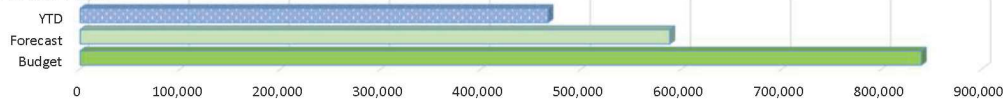
Other School Authorities



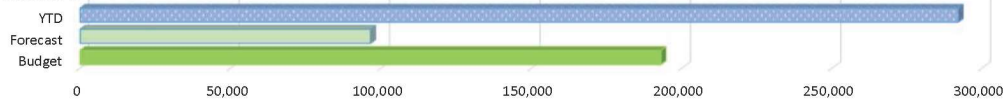
Fees



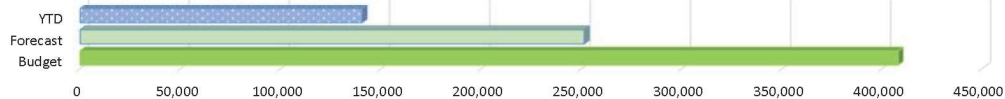
Other Sales & Services



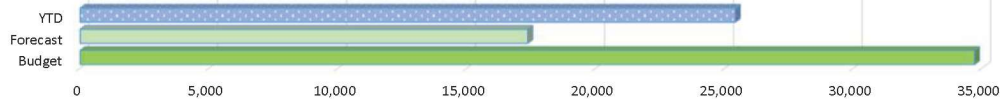
Investment Income



Gifts & Donations



Rental of Facilities



Fundraising

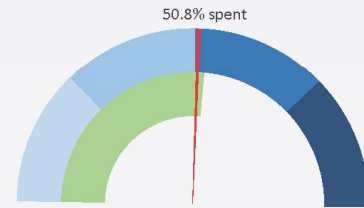


Lethbridge School Division Summary of Expenses Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

	Budget	Forecast	YTD	Variance	YTD %
Salaries	85,897,527	43,560,207	43,752,240	(192,033)	50.9%
Benefits	20,620,368	10,380,678	10,357,852	22,826	50.2%
Professional Development	528,010	528,968	464,343	64,625	87.9%
Contracted Services	8,156,853	4,686,167	4,683,520	2,646	57.4%
Other Services	2,678,746	2,272,817	2,324,868	(52,051)	86.8%
Supplies	5,680,944	3,011,921	2,621,588	390,333	46.1%
Other Expenditures	664,400	326,449	252,808	73,641	38.1%
Capital, Transfer & Projects	13,855,529	7,276,305	5,719,520	1,556,785	41.3%
	138,082,375	72,043,511	70,176,740	1,866,772	50.8%

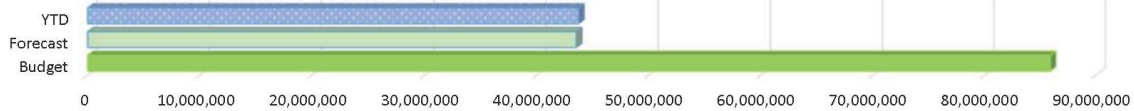
Total Expense Tachometer:



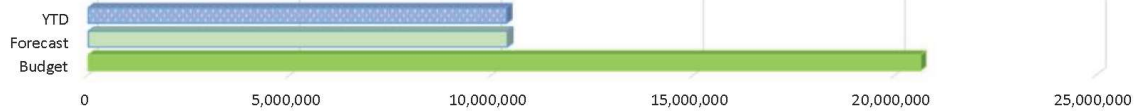
Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

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

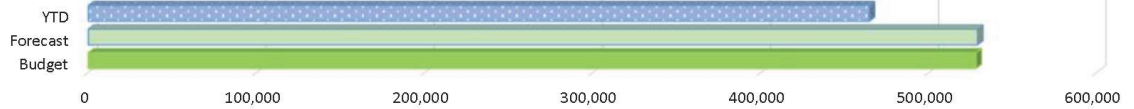
Salaries



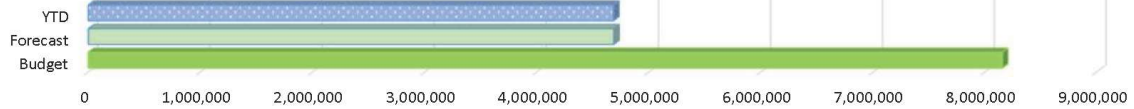
Benefits



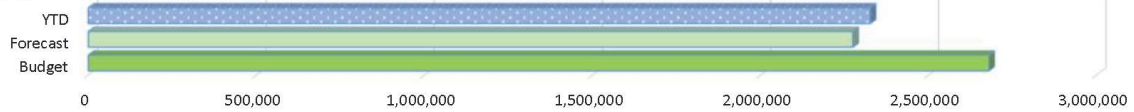
Professional Development



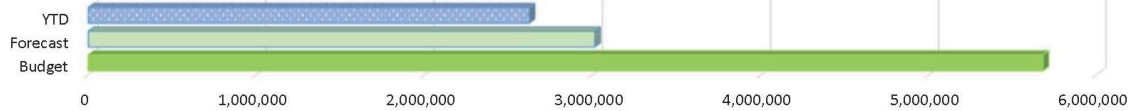
Contracted Services



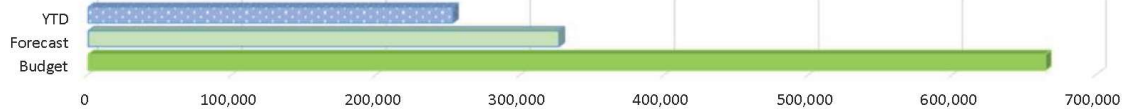
Other Services



Supplies



Other Expenditures



Instruction - Pre K Summary

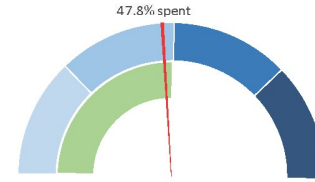
Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

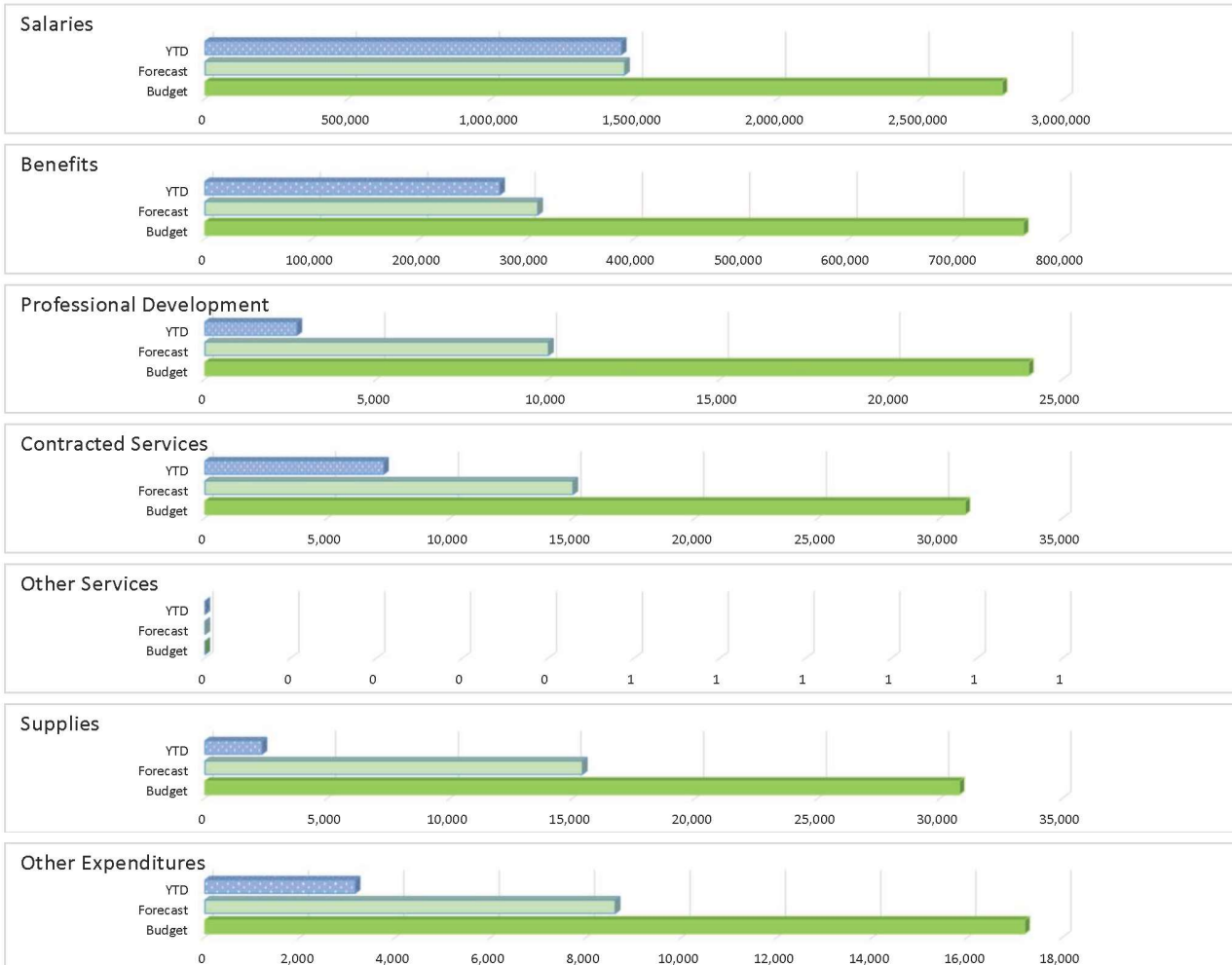
	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,783,155	1,465,645	1,454,434	11,211	52.3%
Benefits	763,190	310,028	274,681	35,347	36.0%
Professional Development	24,000	10,000	2,678	7,322	11.2%
Contracted Services	31,000	15,000	7,283	7,718	23.5%
Other Services	0	0	0	0	0.0%
Supplies	30,766	15,384	2,325	13,059	7.6%
Other Expenditures	17,199	8,600	3,150	5,450	18.3%
Capital, Transfer & Projects	0	0	0	0	0.0%
	3,649,310	1,824,656	1,744,550	80,106	47.8%
	50.0%				

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

Total Expense Tachometer:



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



Instruction - K to Grade 12

Summary

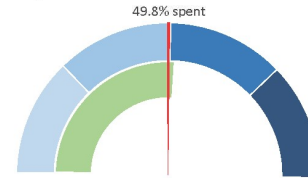
Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

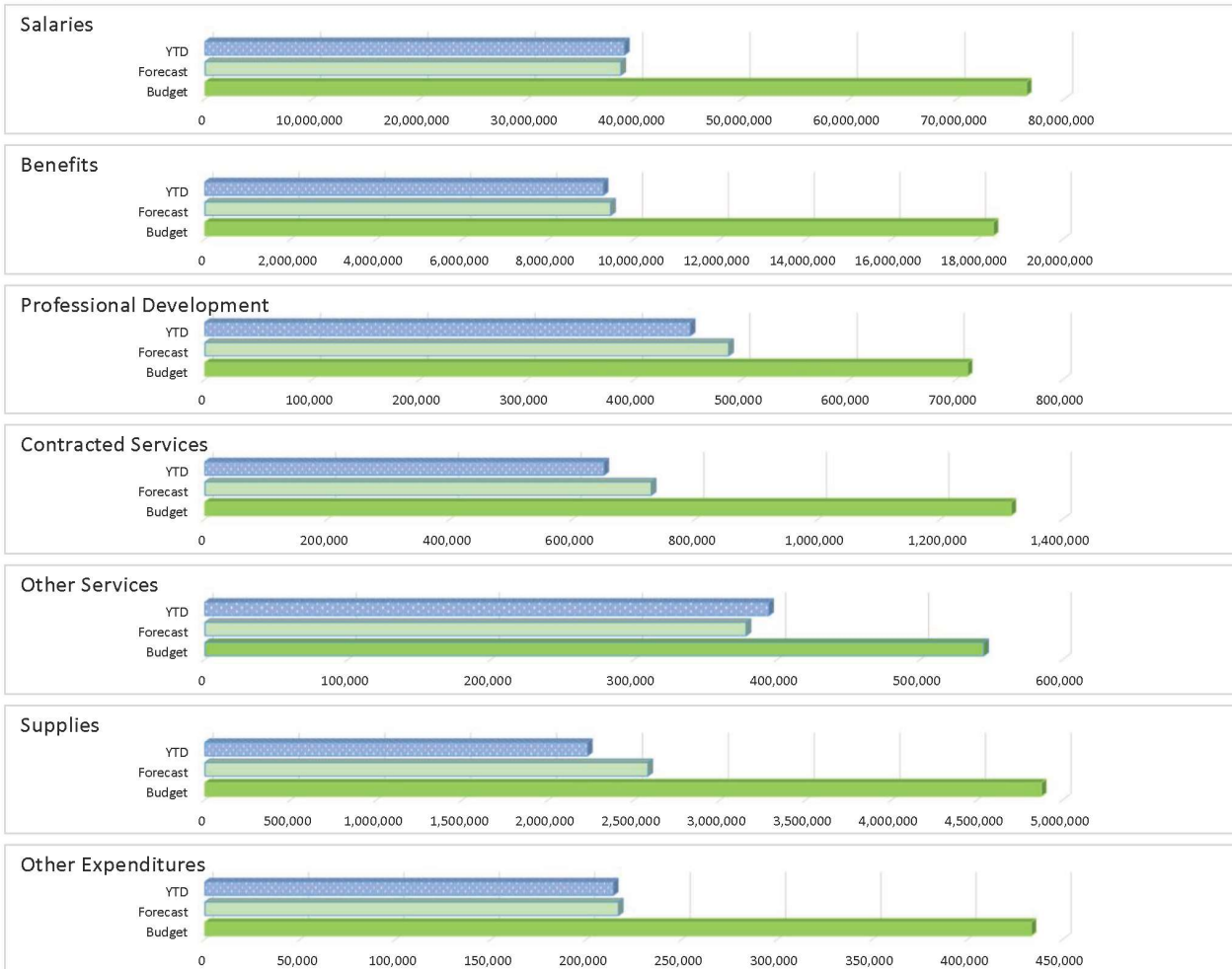
	Budget	Forecast	YTD	Variance	YTD %
Salaries	76,467,465	38,718,891	39,052,209	(333,318)	51.1%
Benefits	18,371,240	9,447,050	9,275,351	171,699	50.5%
Professional Development	710,638	487,800	452,060	35,740	63.6%
Contracted Services	1,315,074	727,544	650,410	77,134	49.5%
Other Services	544,425	378,053	393,886	(15,834)	72.3%
Supplies	4,874,021	2,578,725	2,227,097	351,628	45.7%
Other Expenditures	433,269	216,634	213,971	2,663	49.4%
Capital, Transfer & Projects	6,514,997	3,654,856	2,136,344	1,518,512	32.8%
	109,231,128	56,209,554	54,401,330	1,808,224	49.8%
		51.5%			

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

Total Expense Tachometer:



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





Operations & Maintenance Summary

Quarterly Reporting - February 28th, 2023

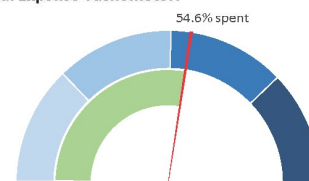
Financial Data as at March 6, 2023

	Budget	Forecast	YTD	Variance	YTD %
Salaries	4,020,410	2,010,205	1,894,754	115,451	47.1%
Benefits	1,107,778	553,889	536,603	17,286	48.4%
Professional Development	8,832	4,416	262	4,154	3.0%
Contracted Services	3,469,100	1,961,850	2,064,049	(102,199)	59.5%
Other Services	1,590,981	1,471,981	1,353,446	118,535	85.1%
Supplies	598,873	299,436	235,894	63,543	39.4%
Other Expenditures	9,240	4,620	1,620	3,000	17.5%
Capital, Transfer & Projects	6,718,030	3,359,015	3,473,245	(114,230)	51.7%
	17,523,243	9,665,412	9,559,873	105,540	54.6%

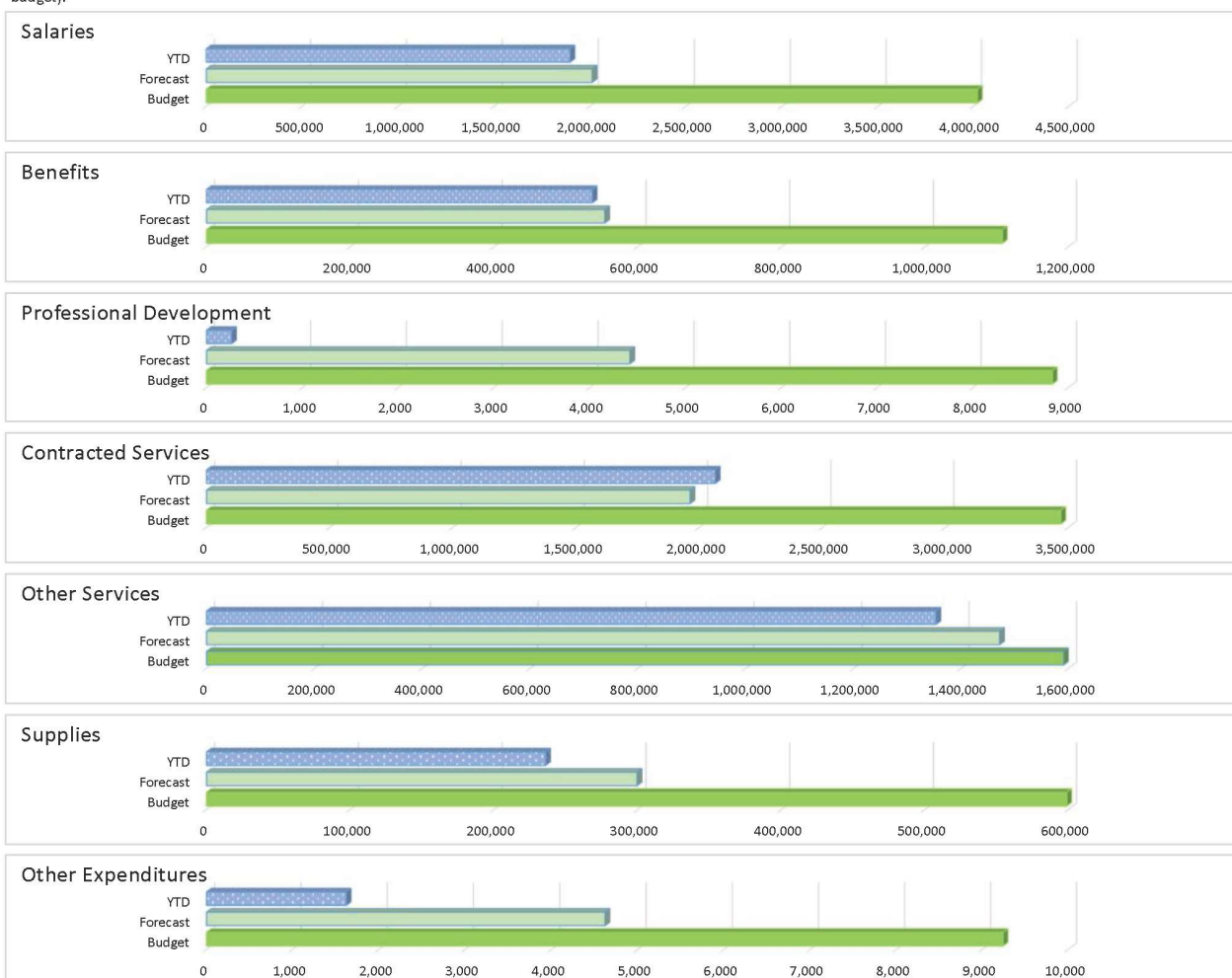
55.2%

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

Total Expense Tachometer:



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



Transportation Summary

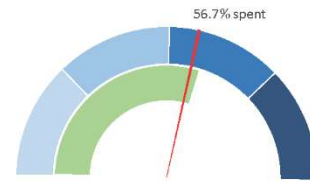
Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

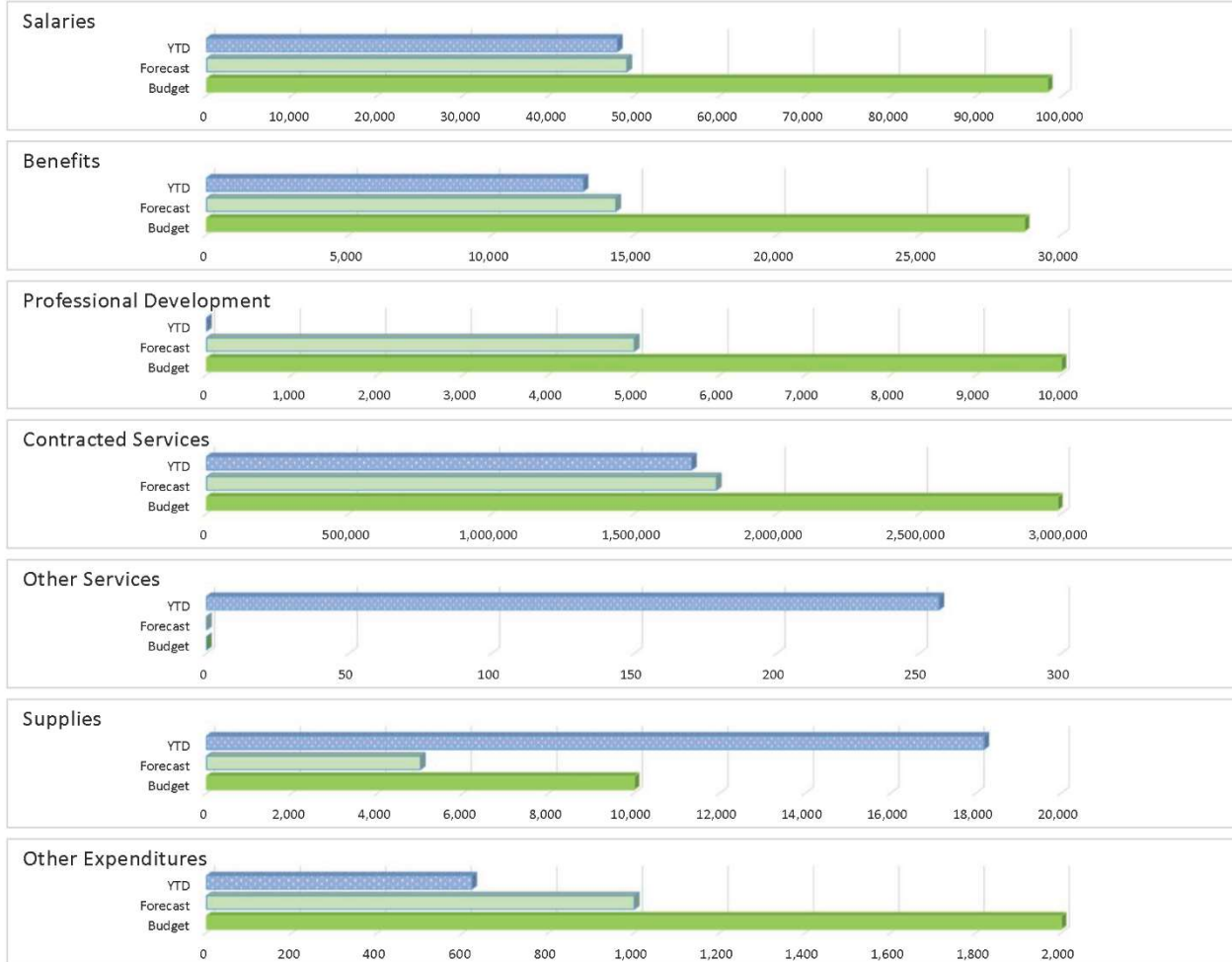
	Budget	Forecast	YTD	Variance	YTD %
Salaries	98,211	49,105	48,000	1,105	48.9%
Benefits	28,702	14,351	13,209	1,142	46.0%
Professional Development	10,000	5,000	0	5,000	0.0%
Contracted Services	2,987,287	1,787,820	1,701,083	86,736	56.9%
Other Services	0	0	257	(257)	N/A
Supplies	10,000	5,000	18,187	(13,187)	181.9%
Other Expenditures	2,000	1,000	620	380	31.0%
Capital, Transfer & Projects	52,600	26,300	26,300	(0)	50.0%
	3,188,800	1,888,576	1,807,656	80,920	56.7%
					59.2%

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

Total Expense Tachometer:



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





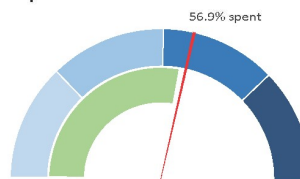
System Administration Summary

Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

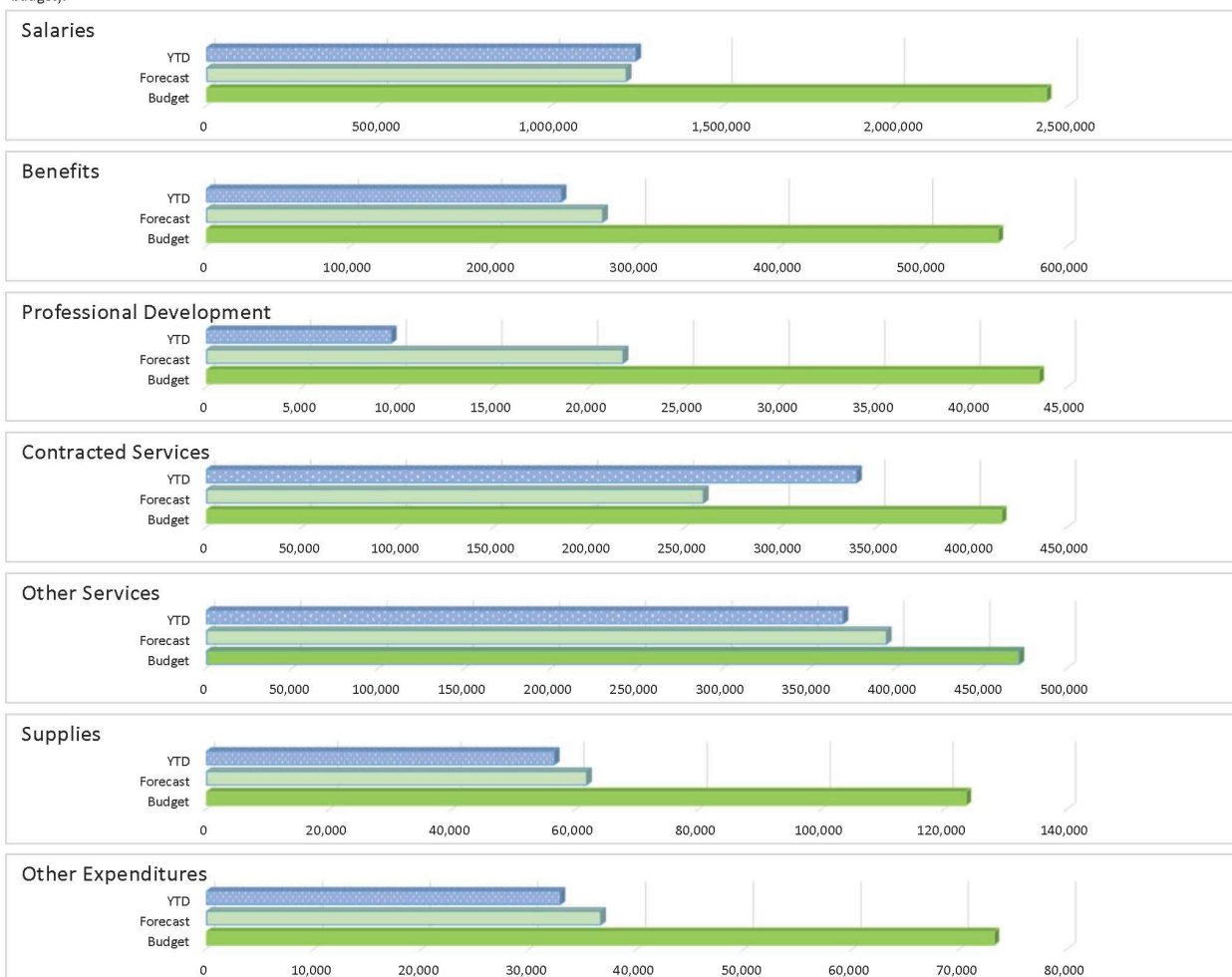
	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,434,136	1,217,068	1,244,637	(27,569)	51.1%
Benefits	551,537	275,769	246,965	28,803	44.8%
Professional Development	43,503	21,752	9,649	12,102	22.2%
Contracted Services	415,392	259,446	339,482	(80,036)	81.7%
Other Services	471,840	394,536	369,308	25,228	78.3%
Supplies	123,465	61,732	56,503	5,229	45.8%
Other Expenditures	73,166	36,583	32,817	3,766	44.9%
Capital, Transfer & Projects	76,855	38,427	83,295	(44,867)	108.4%
	4,189,894	2,305,313	2,382,656	(77,343)	56.9%

Total Expense Tachometer:



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

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





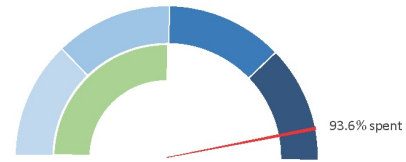
External Services Summary

Quarterly Reporting - February 28th, 2023

Financial Data as at March 6, 2023

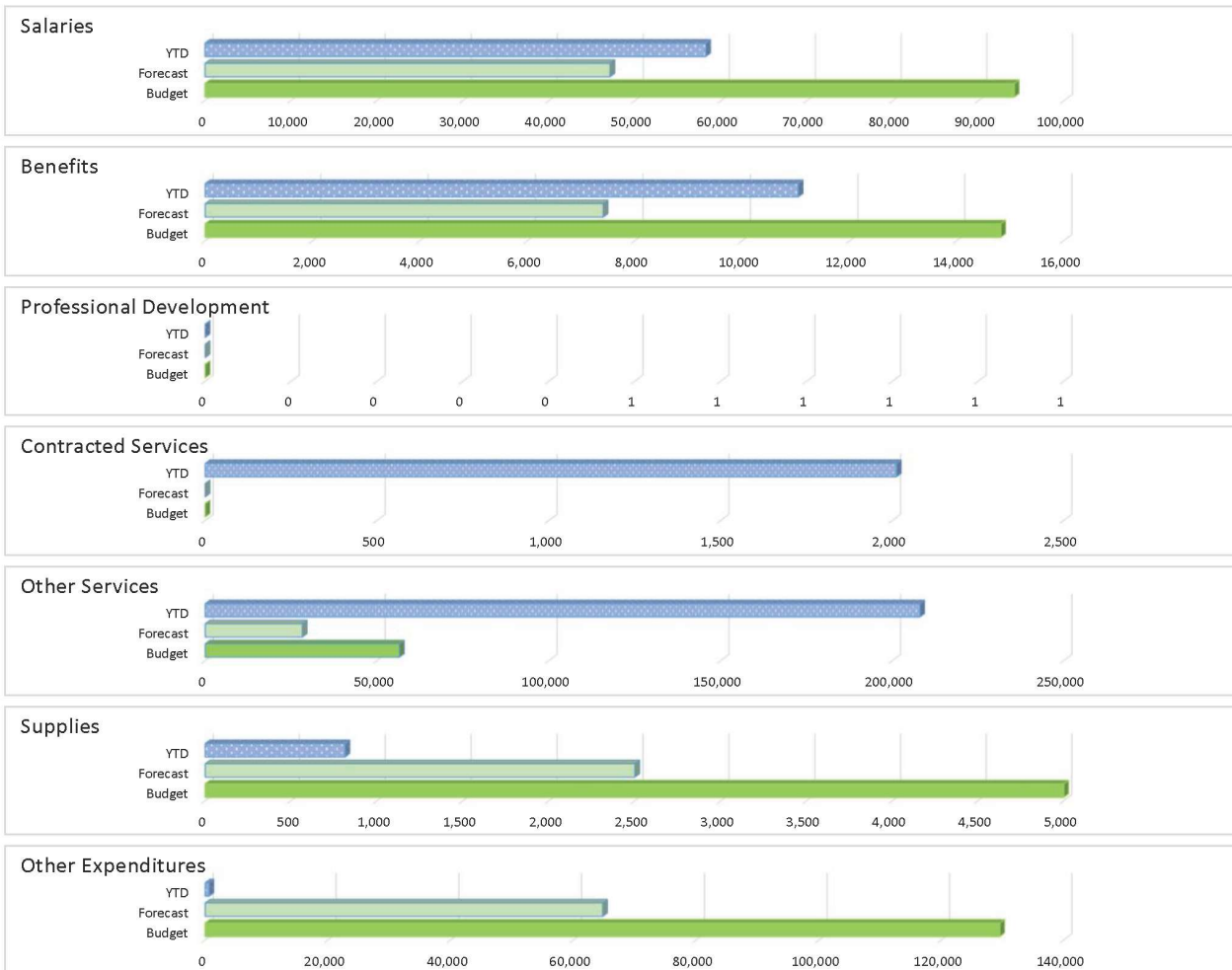
	Budget	Forecast	YTD	Variance	YTD %
Salaries	94,151	47,075	58,206	(11,130)	61.8%
Benefits	14,823	7,412	11,043	(3,632)	74.5%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	2,011	(2,011)	N/A
Other Services	56,500	28,247	207,971	(179,724)	368.1%
Supplies	5,000	2,500	814	1,686	16.3%
Other Expenditures	129,526	64,766	630	64,136	0.5%
Capital, Transfer & Projects	0	0	0	0	0.0%
	300,000	150,000	280,675	(130,675)	93.6%

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 50% of the approved budget).



MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: Board Budget Belief Statements for preparation of 2023-2024 Budget

Background

In preparation for the development of the budget for the following school year, the Board of Trustees review the Belief Statements that guide the preparation of the budget. The Belief Statements provide high level guidance on preparing an annual budget that fiscally manages the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balance budget, as required by the *Education Act*.

The Board of Trustees Belief Statements for preparation of the 2023-2024 budget are attached.

Recommendation

It is recommended that the Board approve the Board of Trustees Belief Statements for preparation of the 2023-2024 Budget as presented.

Respectfully submitted,
Christine Lee



LETHBRIDGE SCHOOL DIVISION

BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2023-2024 BUDGET

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

Board Values:

Learning, Inclusion, Respect, Wellbeing, Leadership

- The Board believes the budget should be developed in the best interests of all students.
- The Board believes in a budget process that is open and transparent.
- The Board believes the budget shall provide for staffing to facilitate educational opportunities for all students.
- The Board believes in collaboration with municipalities, other boards, and community-based service agencies to effectively address the needs of all students which promotes the efficient use of public resources.
- The Board believes education at the primary level is foundational to student success, and as such is a priority.
- The Board believes funds need to be allocated to promote equitable access to educational opportunities and resources for all students.
- The Board believes in keeping Division and school levied fees as low as possible.
- The Board believes maintaining an uncommitted reserve is necessary for emergent and contingent situations.
- The Board believes opportunities for student learning are achieved by allocating funds to specific centralized programs and services.
- The Board believes in providing targeted opportunities to further board priorities within schools.

Board Priorities:

- **Growing Learners and Achievement**
 - **Leading Learning and Building Capacity**
 - **Supporting Learning and Wellbeing**

MEMORANDUM

March 28th, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent Business Affairs

RE: **2024-2026 Capital Plan**

Background:

The Executive Summary to the 2023-2024 to 2025-2026 Capital Plan for the Division is provided for review. The 134-page detailed Three-Year Capital Plan may be located on the division website.

Recommendation:

It is recommended that the Board accept the 2024-2026 Capital Plan as presented.

Respectfully submitted,

Christine Lee
Associate Superintendent Business and Operations

THREE YEAR CAPITAL PLAN

2023-2024 TO 2025-2026



ON THE COVER:

Architectural Rendering
*New Elementary School in
Garry Station*



Lethbridge School Division's newest elementary school in south Lethbridge
Dr. Robert Plaxton Elementary School opened September 2021



Lethbridge
SCHOOL DIVISION

EXECUTIVE SUMMARY

Introduction

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

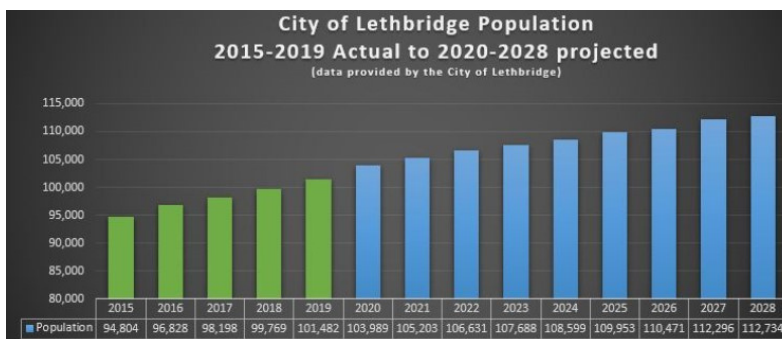
LSD serves approximately **11,957** students from early education (pre-school) to grade twelve in 2022-2023. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty four (24) schools and four (4) institutional programs. Lethbridge School Division has 654 full time equivalent (FTE) certificated staff and 474 FTE support staff that provide quality teaching and learning for our students.

The Three-Year Capital Plan for 2023-2024 to 2025-2026 is an analysis of future school capital needs for Lethbridge School Division to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

City of Lethbridge and Population Growth

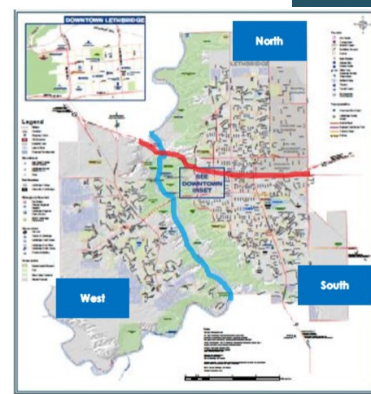
Lethbridge School Division is the public school system for the residents of the City of Lethbridge.

Lethbridge is a growing, vibrant city with over **101,482** residents. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities, and green spaces. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment, it's anticipated to boost the population by **11%** from 2019 to 2028 from approximately **101,500** to **112,700** and anticipated to reach **150,000** residents by 2050. The next municipal census will occur in 2023.

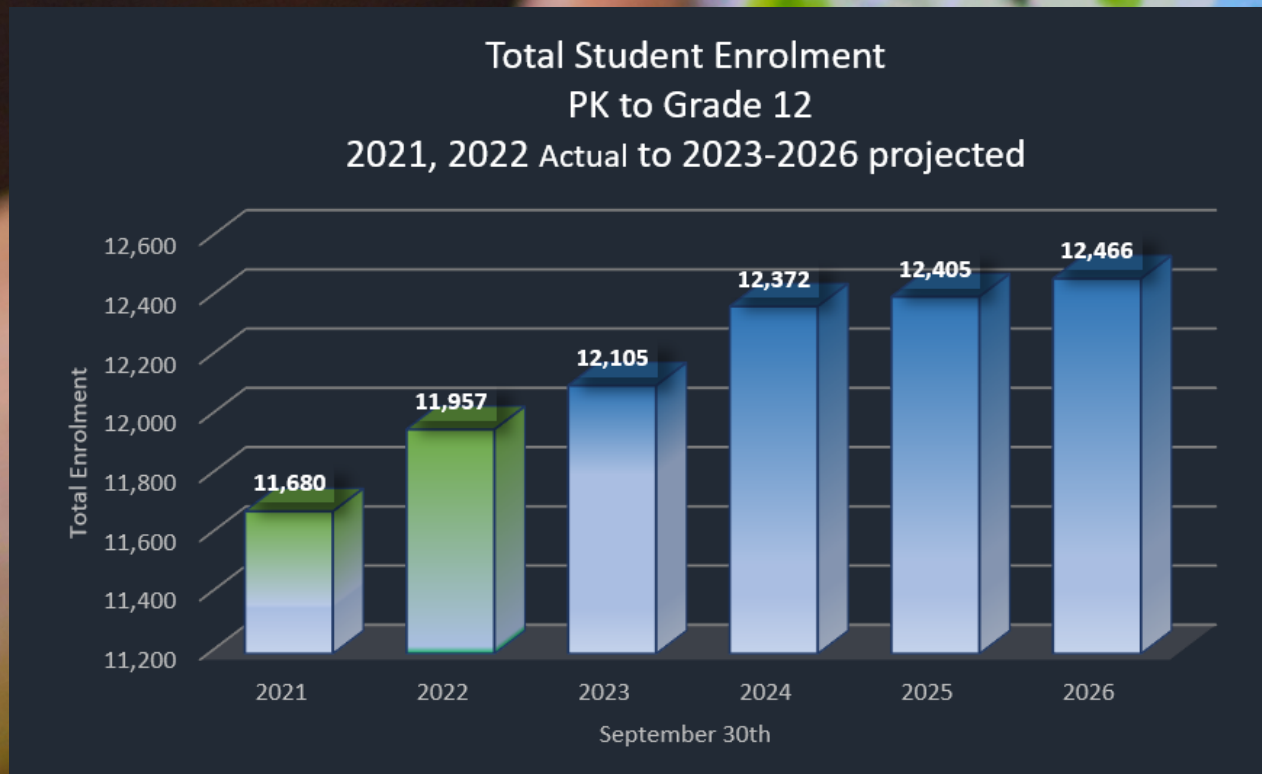


City of Lethbridge Development

Lethbridge is divided between North and South by a major highway (Highway 3). West Lethbridge is separated from both South and North Lethbridge by coulees and the Oldman River valley. The City of Lethbridge, has identified areas for future growth and new neighborhoods to support future growth. There are five main areas of growth identified. The very north of Lethbridge, south east Lethbridge and North, South and Mid west Lethbridge. West Lethbridge is the fastest growing community in Lethbridge and as such there is more area planned for future development in the west sector of the city. As posted in the *Western Investor*, January 12, 2023, It is noted that Lethbridge is insulated from recessionary influences that impact other markets due to a diversified economy focused on agri-food production and benefiting from oil and gas projects. *Western Investor* also posts that major projects in Lethbridge are at \$173.1 million with \$175.1 million in the planning stages. Lethbridge's diversified economy and major projects will continue to positively impact development and population growth in the city.



STUDENT ENROLMENT GROWTH



The school division has experienced sustained growth over the prior five years, then experienced a significant reduction in 2020 due to COVID-19. As the chart above illustrates, Lethbridge School Division will continue to see growth each year over the Three-Year Capital Plan period, reaching **12,405** students by 2025-2026. This is a growth of **725** students or **6.2%** from 2021. The Division will see further sustained growth reaching **12,466** students in five years which is an increase of **786** students or **6.72%** from 2021.

Over the three-year capital plan period, growth will be greatest in the west side of Lethbridge with an increase of **10.64%**. South Lethbridge will have an increase of **5.22%**. North Lethbridge will see an increase in student population of **1.82%**. Enrolment projection are provided through demographic software, *Baragar Demographics*, which looks at birth and migration trends to predict future enrolment. The enrolment projections are on the conservative side due to unknown impacts of migration and housing developments given the current economic climate. However as per *Statistics Canada, Canadian Municipal Area (CMA) population counts* as of July 2022, reported that the CMA for the Lethbridge region is **133,064** which is an increase of **2976** or **2.3%** from the prior year. With the economic development that has been occurring in Lethbridge and the latest CMA population growth data, it is anticipated that the potential enrolment growth could be greater than what is projected in this capital plan.

ASSURANCE PLAN

Lethbridge School Division prepares an assurance plan as required by Alberta Education. The Board of Trustees of Lethbridge School Division approved the 2022/2022 to 2023-2024 plan was approved on May 24th, 2022 and Assurance Results Report for 2021-2022 on November 29th, 2022. These documents are a highly collaborative effort and reflects the plans and annual Assurance Results Reports of each of the Division's schools, with input from partners, as the Division continues on the journey of innovating and improving practice. You will find Division priorities, trends, issues, opportunities, accomplishments and strategies that will provide Lethbridge School Division students with continued success. The Division is proud of the tireless efforts of our staff and students. This being said, Lethbridge School Division is continually committed to being better tomorrow than we were today. The 2022-2023 Assurance Plan and Assurance Results Report may be found on the Division's website.

FACILITY UTILIZATION

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

This chart illustrates that the west sector will have utilization rates approaching 84% in next three years. Core utilization is especially high in the west sector of the city.

Note: Due to significant decline in enrolments in 2019, and 2020 due to COVID 19 and current global, national, and provincial inflationary pressures, enrolment projections provided in this capital plan are considered to be conservative as there are no consistent trends to assist with enrolment projections into the future.

73%

projected utilization rates by 2025/2026

71%

current utilization

Area Utilization by City Sector (Actual and Projected)

City Sector	Full Area		Projected Growth in three year period	Core Area Only	
	2022-2023 Actual	2025-2026 Projected		2022-2023 Actual	2025-2026 Projected
North	67%	68%	1.96%	72%	73%
South	67%	67%	1.69%	82%	84%
West	78%	84%	7.00%	132%	140%
Total District	71%	73%	3.75%	84%	97%

CURRENT CAPITAL PROJECTS

An urgently needed new elementary school for west Lethbridge was approved by Alberta Education in February 2021. This kindergarten to grade 5 elementary school will be located in the north end of west Lethbridge in the community of Garry Station. Currently there is only one elementary school in this area that currently has the most significant growth in the city's westside. The school is anticipated to open in 2026 at a capacity of 610 students with approval to add 12 modular classrooms in the future to build to full capacity of 900 students. The new school is being constructed under the management of Alberta Infrastructure as a Design Build form of delivery. The school board has been working closely with Alberta Education, Alberta Infrastructure, and bridging design architects to design the new school. It is anticipated that the successful design build team will be awarded by March 2023 with construction to begin by fall of 2023.

Current Capital Projects								
Projected Opening/Completion	School/Community	City Sector	Project Type	Grade	Approved Capacity	Approval Date	% Complete as of February 2023	Estimated Cost
2025-2026	New West Lethbridge Elementary School/Community of Garry Station	West	Design Build: New Construction	Kindergarten to Grade 5	610 opening with full build out to 910	Feb-21	Completed Design Development, Design Build proponent selection process near completion	\$30 million

New School Construction								
Year	Priority	Community/School	City Sector	Site Readiness	Type	Grade	Capacity	2023 Cost (\$)
2023-2024	1	West Lethbridge Elementary School (West Lethbridge - South)	West	Site Not Yet Determined	New Construction	K-5	910	\$31 million

NEW SCHOOL CONSTRUCTION REQUESTS

Lethbridge School Division is requesting one new construction project to alleviate current enrolment pressures and for anticipated growth in the City of Lethbridge due to economic growth, and future development plans to address an anticipated growth in population of over **11%** from the 2019 census to 2028. The chart above provides information on the new school construction project requested in the Three-Year Capital Plan.

The new construction priority is a west Lethbridge Elementary (West Lethbridge-South) School. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are eight communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, Sunridge, The Canyons, and The Piers. A new elementary school is in development in the north end of west Lethbridge and once open will address enrolment pressures in that area. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from **132% to 218%**. Core utilization is high due to the number of modular classrooms added for enrolment growth. This impacts instructional programming and puts a strain on core school areas such as gymnasiums and library commons.

Given that there are currently eight communities in development and another six for future development in west Lethbridge, growth is anticipated to continue at a higher rate in west Lethbridge in other areas of the city putting greater pressure on existing school facilities and increasing the need for additional classrooms spaces in west Lethbridge.

West Side Story: Planning Funds Request

The Lethbridge School Division has requested Alberta Education for funding a study of the west side of the city of Lethbridge. West Lethbridge school planning has become a complicated puzzle that requires in-depth study to determine appropriate long-term solutions that may be more suitable rather than simply adding more modular classrooms or a new school(s). The study will also determine if a collaboration with other partners would be suitable as part of a long-term solution. Joining the Division and the Study Team will our community partners including the Holy Spirit Catholic Separate Schools and the City of Lethbridge. The study will highlight the current challenges and explore future opportunities to create amazing learning spaces for our future students. The study's main purpose is to address continued capacity concerns due to current and anticipated growth in West Lethbridge as a whole. Activities and methods of the study will begin with reviewing the current and maximum capacity of West Lethbridge schools in relation to the forecasted enrolment growth, municipal data such as Area Structure and Outline Plans, proposed development timelines, and municipal/school reserve land requirements.

The goal is to build the business case for the accommodation of additional student spaces at all elementary, middle, and high schools in West Lethbridge. Of significant concern is the large number of modular classroom facilities that are presently on the existing schools and the inability to accommodate the area for additional modular classrooms and that the aging relocatable classrooms are book ended by newer modular classrooms. The School Division continues to struggle with the need for additional classroom space pressures in West Lethbridge at elementary and high school immediately and in the next five years. Growth at middle school is being carefully monitored. These population challenges in West Lethbridge have resulted in the need to study potential solutions.

The Division's Three-Year Capital Plan has modernization requests for some of our westside elementary schools due to aging infrastructure, as well as additional modulars at these schools each year since opening and the continuing shortage of student space overall in this section of the city. There is a new K-5 elementary school in the north end of West Lethbridge in the Garry Station neighborhood which is in the Design Build stage of development with construction to begin in 2023. Mike Mountain Horse School which is experiencing growth pressures which will be alleviated from the opening of that school. A new K-5 school in the south end of west Lethbridge has been envisioned, requested in previous capital plans, and is showing the signs that it must be designed or maybe even built in five years. The main concern with this need is the that the land developer's neighborhood construction schedule may not provide the school site for it's construction within that time frame.

West Lethbridge continues to grow, bussing to students to LCI is a stop gap measure, as Chinook High School will begin to experience capacity concerns again. A building addition or other solution may need to be considered to address future growth for high school in West Lethbridge.

The West Lethbridge School Planning study is being requested to bring to light the challenges and opportunities and ultimately give the Division and our community partners direction along with Alberta Education and Alberta Infrastructure confidence that our requests are sound and supportable.

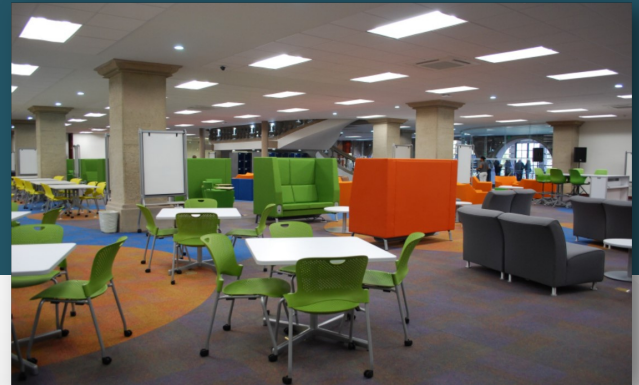
MODERNIZATION OF SCHOOL FACILITIES REQUEST

Some of the oldest school facilities in Lethbridge are elementary schools. These schools require significant dollars of investment to upgrade for health and safety, environmental sustainability and to provide learning spaces to meet today's learner. Lethbridge School Division is requesting that seven (7) elementary schools and two (2) High Schools receive approval for modernization.

There are four schools in north Lethbridge that require modernization. These elementary schools have core utilization between **58% to 106%**. Student enrolment growth in the north sector of Lethbridge will be **1.82%** over the three-year capital planning period.

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from **137% to 180%**, with anticipated enrolment growth in west Lethbridge of 10.64% over the three-year capital planning period. As these schools are necessary for sustained enrolment in west Lethbridge they require modernization to ensure facility standards for optimal educational opportunities of our students.

A modernization is requested for two high schools in south Lethbridge, the alternative high school and outreach programs, Victoria Park High School and the Lethbridge Collegiate Institute (LCI). LCI is a grade 9-12 school that also offers French Immersion. LCI also has enrolment designated from west Lethbridge to ease capacity concerns of Chinook High School. As enrolment continues to grow at LCI there is a need to modernize the school for not only end of life building components, but also to enhance functionality to support the additional instructional spaces required due to increased enrolment.



Modernization Projects							
Year	Priority	Community/School	Facility Age	City Sector	Type	Grade	2023 Cost (\$)
2023-2024	1	Galbraith Elementary School <i>Approved for Planning Funds, February 2023</i>	111 years	North	Modernization-Preservation	K-5	\$23 million
	2	Mike Mountain Horse Elementary School	37 years	West	Modernization-Preservation	K-5	\$12 million
	3	Park Meadows Elementary School	43 years	North	Modernization-Preservation	K-5	\$11.5 million
	4	Nicolas Sheran Elementary School	43 years	West	Modernization-Preservation	K-5	\$13.5 million
2024-2025	5	Lethbridge Collegiate Institute	74 years	South	Modernization-Preservation	9-12	\$40 million
	6	Dr. Gerald B. Probe Elementary School	32 years	West	Modernization-Preservation	K-5	\$12 million
	7	Victoria Park High School	65 Years	South	Modernization-Preservation	9-12	\$5 million
2025-2026	8	Senator Buchanan Elementary School	69 years	North	Partial Modernization-Preservation	K-5	\$10 million
	9	Westminster Elementary School	70 years	North	Partial Modernization-Preservation	K-5	\$5 million

Lethbridge School Division Three-Year Capital Plan



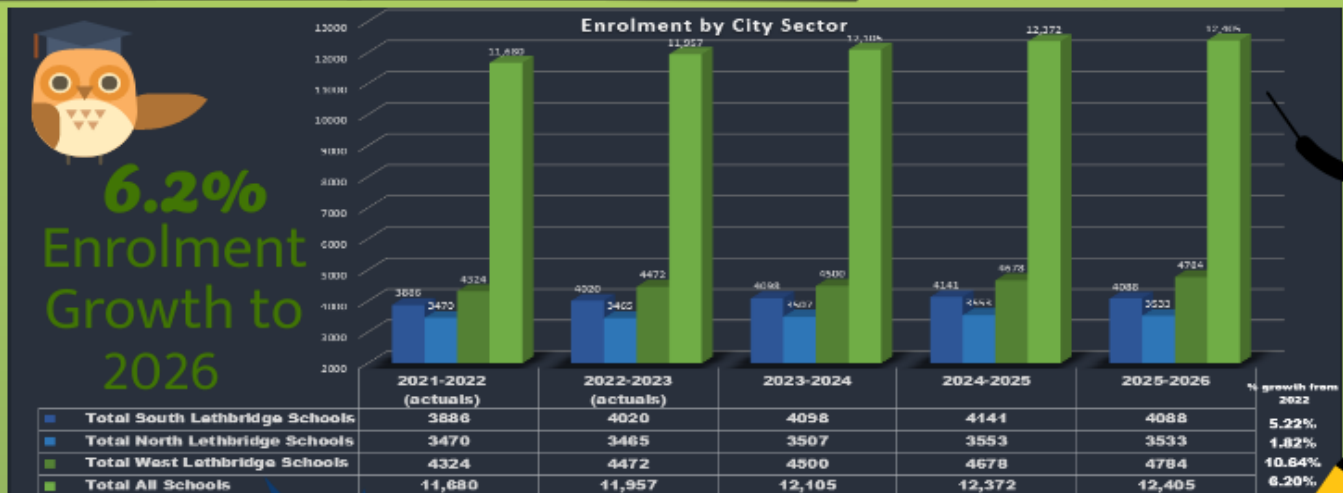
51

Year **2023-2024 to 2025-2026**

Growth and Facility Utilization

High School will
experience
largest growth

11.73%



6.2%
Enrolment
Growth to
2026

10.64%

**West Lethbridge
fastest growing
sector of city**

Enrolment projections show
conservative growth

7 schools
have core
utilization
over 100%

New School Construction

Estimated cost
of a new 900
student school
\$31 million

NEW

Requested

West Lethbridge
Elementary
School -South
900 student

1

Completed 2021

Dr. Robert
Plaxton
Elementary
School
600 student

Approved 2021

West Lethbridge
Elementary School
Garry Station
900 student
begins construction
fall 2023

Did you Know?

West Lethbridge sector
is expected to grow by
10.64% by 2026 with
current elementary
core utilization between
132% and 218%. New
schools are needed in
this sector of the city



Modernizations



Approved for
Planning
Funds,
February 2023

Galbraith Elementary School
was built in 1912.
Galbraith is the Division's
oldest school at 111 years old!

1

Galbraith
Elementary

2

Mike
Mountain
Horse
Elementary

3

Park
Meadows
Elementary

4

Ecole
Nicholas
Sheran
Elementary

5

Lethbridge
Collegiate
Institute

6

Dr. Gerald B.
Probe
Elementary

7

Victoria
Park High
School

8

Senator
Buchanan
Elementary

9

Westminster
Elementary

Did you Know?

71% of school facilities
are 30+ years old. 57%
are over 50+ years old

Estimated cost

\$163 million



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

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: School Liaisons

Background

Although the school liaisons are chosen by our Executive Assistant and are changed each year, I would like to make a slight adaptation to the school liaisons. It is hard to really develop a relationship in a school by only being there for one year.

Secondly because we have an odd number of trustees, and some have four schools and others have three the school liaisons from four schools should be rotated among the trustees so that it evens out the yearly workload.

Recommendation

That by the April Board Meeting if a trustee would like to keep the same school liaison, they may so request it.

Also, that the two different trustees are given four schools instead of three each year.

Respectfully submitted,
Craig Whitehead

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

Re: Safe routes to School in Lethbridge School Division Schools

Background

Considering the conversation at the last board meeting regarding safety around buses unloading and loading at schools and the amount of people between buses and jaywalking I think we need to look at encouraging schools to get involved with both the Lethbridge Police Service, the City of Lethbridge transportation committee, and the AMA. This is found on pages 138 and 139 of the Transportation Safety Plan Report 2020. Furthermore, the Board could encourage where possible the creation of school patrols at schools.

Recommendation

That the board approve working with the City of Lethbridge, Lethbridge Police, the AMA and various schools in our Division to work on safe routes to school. The School Board would support where possible schools having safety patrols at schools.

Respectfully submitted,
Craig Whitehead

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Community Conversations

Background

Allison Purcell will provide an oral report and update whether an April Community Conversation event has been finalized.

Recommendation

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

Respectfully submitted,
Allison Purcell

MEMORANDUM

March 28, 2023

To: Board of Trustees

From: Allison Purcell
Superintendent of Schools

Re: **Welcome Back Event**

Background

The Welcome Back Event for August 2022 consisted of a pancake breakfast hosted by the Board at Chinook High School for all Division staff. During the two years of COVID restrictions, the Board Chair provided a virtual message to be shared with all staff in place of the Welcome Back event. Years prior, the event was hosted in one of the high school gyms and consisted of a keynote speaker and continental breakfast.

Recommendations

It is recommended that the Board give direction for the organization of the August 2023 Welcome Back event.

Respectfully submitted,

Allison Purcell