

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

June 27, 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**

2.1 Division School Council

Enclosure 2.1

2.2 Policy Advisory Committee

Enclosure 2.2

2.3 Wellness Committee

Enclosure 2.3

2.4 Facilities Committee

Enclosure 2.4

2.5 Indigenous Education Committee

Enclosure 2.5

2.6 ATA Meeting Report

Enclosure 2.6

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

4. Approval of Minutes

If there are no errors or omissions in the minutes of the Special Meeting of May 23, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Regular Meeting of May 23, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Budget Meeting of May 29, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Special Meeting of June 8, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.

2:35 p.m. **4. Business Arising from the Minutes**

2:40 p.m. **5. Associate Superintendent Reports**

5.1 Business and Operations

Enclosure 5.1

5.2 Instructional Services

Enclosure 5.2

5.3 Human Resources

Enclosure 5.3

3:00 p.m.	6. Superintendent Reports		
	6.1 Board Priorities Report	Enclosure 6.1	
	6.2 Donations and Support	Enclosure 6.2	
	6.3 Acknowledgements of Excellence	Enclosure 6.3	
	6.4 L.H. Bussard Award Winners	Enclosure 6.4	
	6.5 Administrative Appointments	Enclosure 6.5	
	6.6 Calendar of Events	Enclosure 6.6	
3:30 p.m.	7. Presentations		
	7.1 Provincial Champions	Enclosure 7.1	
	7.2 ICE Scholarship winners	Enclosure 7.2	
	7.3 Digital Wellness	Enclosure 7.3	
4:00 p.m.	8. Action Items		
	8.1 International Trip Approval LCI	Enclosure 8.1	
	8.2 Policy Review:	Enclosure 8.2	
	501.3 School Attendance Areas		
	504.8 Involvement in Authorized Agencies		
	501.1 Attendance at School		
	404.6 Co-Curricular and Extra-Curricular Honoraria		
	607.3 Instructional Resources and Materials		
	504.9 Response to Crisis or Emergency Situations		
	8.3 Third Quarter Financial Report	Enclosure 8.3	
	8.4 Locally Developed Courses for Middle School	Enclosure 8.4	
	8.5 Re3 Program Recycling bin purchase	Enclosure 8.5	
4:40 p.m.	9. Division Highlights		
4:45 p.m.	10. Board Chair Reports		
	10.1 SuperNet Advocacy	Enclosure 10.1	
	10.2 Standing Committees	Enclosure 10.2	
	10.3 Retirement Congratulations	Enclosure 10.3	
4:55 p.m.	11. Public Member Presentation		
	11.1 Public Member Presentation	Enclosure 11.1	
5:00 p.m.	Public Forum		
	<i>Public Forum responses will be provided in the next Board meeting agenda.</i>		
5:15 p.m.	12. Correspondence Sent		
	12.1 Board follow-up letter to Cheryl Seaborn	Enclosure	12.1
	12.2 Correspondence to Nathan Neudorf	Enclosure	12.2
	12.3 Correspondence to Shannon Phillips	Enclosure	12.3
5:30 p.m.	Adjournment		

MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Genny Steed
Vice Chair

Re: Division School Council

Background

Division School Counsel met June 12, 2023 for a parent learning session looking at off campus career exploration and dual credit opportunities for students from 6:30-7:30p.m. followed by our regular meeting at 7:30p.m.

The parent learning session featured

The Trustee Report was offered by Trustee Genny Steed. Highlights included;

- Board Budget Debate occurred May 29th and the 2023-2024 budget was approved.
 - Regular Board Meeting- Use of technology in schools development of ad hoc committee.
 - ARAO procedure timeline of development for procedures was reviewed
 - Celebrated Indigenous grad and look forward to upcoming High School Graduations
 - discussion around presentations to the Board
 - Community Conversations-no meeting in June but look forward to meeting in September
- Alberta School Councils Association informed that the division is sending school council email for succession planning. Carrie and Shelly discussed their intention to work over the summer on a plan to support school councils in the fall.

Superintendent's report highlights:

- SOGI Policy and Guidelines presentation - powerpoint presentation of background development of policy and the recently updated guidelines.
- Processes for providing feedback and communicating with the board were shared including school councils, public forum, Community Conversations, and email.
- Trustee Genny Steed shared that the board is committed to meeting to discuss next steps
- Policy Committee parent representative, Jamie Walburger, shared information about her position and role in policy work
- in support of ARAO procedure development, representatives from the Administrator AR/AO Procedures Committee provided a questionnaire and invited feedback

Shelley reported on behalf of the Community Engagement Committee that ICE Scholarship selection and judging had happened and presentation of awards will occur at the June 27th board meeting.

Recommendations

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

Respectfully submitted,
Genny Steed

MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Craig Whitehead
Trustee

Re: Division Policy Advisory Committee- June 7, 2023

Meeting Date: June 7, 2023

In Attendance: Cheryl Gilmore, Trish Syme, Craig Whitehead, Rod Scott, Kevin McBeath, Nathan Pearson, Maggie Taylor, Shelly Roest, Kelsi Cook

Addition to the Agenda: Policy 204.10 Board Meeting Agendas and Policy 504.9 Response to Crisis or Emergency Situations.

Policies Reviewed:

- **501.3 School Attendance Areas:**
 - No Feedback
 - Send to Board for amendment.
- **504.8 Involvement in Authorized Agencies:**
 - No Feedback
 - Send to Board for amendment.
- **501.1 Attendance at School:**
 - No Feedback
 - Send to Board for amendment.
- **404.6 Co-Curricular and Extra-curricular Honoraria:**
 - No Feedback
 - Send to Board for amendment.
- **607.3 Instructional Resources and Materials:**
 - Feedback provided from Parent Group & ATA Group; discussion amongst group.
 - Policy Paragraph: changed “Program of Studies” to “Programs of Study”.
 - Policy Paragraph: added “This policy provides support for consistency in selecting and managing teaching and learning resources that align with provincial curriculum and promote equal opportunity for students in our Division.”
 - Definitions: added “The following definitions are taken from the *Provincial Resource Review Guide (April 2022)* to ensure a common understanding among stakeholders.”

- Regulation #1.: Removed “Additional.”
 - Regulation #1.: Replaced “appropriate” with “relevant”.
 - Regulation #4.: Replaced “Parents have the right to be informed by the student’s school authority, and be provided notice, when courses, curriculum/programs of study, instructional materials, or instruction or exercises include subject matter dealing primarily and explicitly with religion or human sexuality.” **With** “A teacher shall provide notice to a parent/guardian of a student where courses, programs of study, or instructional materials, or instruction for exercises, include subject matter which deals primarily and explicitly with religion or human sexuality. This does not apply to incidental or indirect references to religion, religious themes or human sexuality. (*Education Act*).”
 - Regulation #7.: Replaced “Complaints” with “Concern”.
 - Regulation 7.2. and 7.3.: Removed “complaint”.
 - Send to the Board for amendment.
- **504.9 Response to Crisis or Emergency Situations:**
 - Replaced “School Act”, with “Education Act” throughout the Policy.
 - Reformatted regulation numbering.
 - Added Regulation #6: “Business Continuity Plan: The Division will maintain a Business Continuity Plan to guide operational decisions in event of an emergency.”
 - References: Added “Division Business Continuity Plan” and updated Education Act sections.
 - Send to Board for amendment.
 - **204.10 Board Meeting Agendas:**
 - Regulation #2.3: Replaced “*shall normally be 12:00 noon on the Wednesday preceding the scheduled meeting*” **with** “*shall be communicated to Trustees at least 10 days in advance.*”
 - References: removed “Alberta” and “Sections” for formatting.
 - Policy to Stakeholders for feedback (Due: TBA).

Respectfully submitted,
Craig Whitehead

MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Andrea Andreachuk, Trustee

RE: Wellness Committee Yearend Report

Meeting Date: June 4, 2023

Attendees: Chair: Andrea Andreachuk - Board Trustee, Genny Steed - Board Trustee, Morag Asquith - Associate Superintendent Instructional Services, Mike Nightingale - Associate Superintendent Human Resources, Jenn Giles - School Administrator SJF, Shelly David - Classroom Teacher GP, Victoria Karmali - Classroom Teacher CHS, Ali Wensmann - Classroom Teacher FB, DeeAnna Presley-Roberts - Program Manager MHCB, Family Support Supervisor, Joel Tailfeathers - Indigenous Education Coordinator, Cason Machacek - Digital Wellness Teacher, Sydnie Erlendsen - Digital Wellness FSW, Jen Day - Counselling Coordinator, Edna Asem - Parent Representative, Courtney Epp - Comprehensive School Health AHS Rep, Christina Peters - Executive Assistant Instructional Services.

Regrets: Bob White - School Administrator SB

The Wellness Committee met for our third and final meeting of the school year on June 4, 2023.

We started our meeting with our Territorial Acknowledgement.

The Wellness Committee members shared a wellness highlight from the past year.

Wellness Throwdown Update • The Connect4Wellness challenge launched on June 1 and will remain open until June 18. Within the first five days, over 300 submissions have been received and the first mailout was sent on June 5.

Poverty Intervention Committee Update – DeeAnna Presley Roberts shared that the Poverty Intervention Committee provides necessities to ensure families have access to food, clothing, and connection to family services. The program can cover certain fees, and distribute emergency food hampers, hygiene, winter clothing and shoes. Any staff member can request support on behalf of a family through the staff portal.

Nutrition & Healthy Food Options Update • Last year, \$250,000 was received from the Alberta Government to support nutrition in the division. An additional \$50,000 will be received this

year to support schools. Nutrition programs range from snack programs to daily breakfast or lunch programs. • Following the last meeting, Morag met with cafeteria providers to identify cost pressures and brainstorm around healthy cafeteria options. As a result, fruit and veggie delivery was double each month to the major high schools, to be used in foods or baking that can increase healthy options. Feedback from schools also included a desire to explore cultural food options in the future. Munchies agreed to sell no more than 355ml cans of soda and to remove the large ones.

Human Resources/Staff Wellness Update • Staff Wellness Sessions were conducted throughout the year and common themes were shared with Collaborative Communities. Next year will focus on coordinating wellness in the division and communicating what we already do for wellness as well as highlighting new initiatives.

Digital Wellness Program • Cason Machacek and Sydnie Erlandson have been connecting with schools and staff around optimal and healthy technology use. COVID abruptly forced screens in front of our students which has been a central part of education for the past few years. The Digital Wellness team is working together with psychology to focus on brining awareness on how to use technology in a healthy way. • The Digital Wellness team has been working with school leadership teams, delivering direct teachable lessons, and building relationships, while also supporting teacher counsellors or the counselling coordinator with student check ins following school incidents. • May 24th was Digital Wellness Day which provided teachers with material to use in their classrooms. 20 schools participated. Partnerships were secured with community organizations to give prizes for the day. • June will focus on loose curriculum incorporation, material production, and parent engagement. It was suggested that making materials available in the same place on each school website might be helpful.

Think Outside Update: The Think Outside Program has concluded as a success. It has inspired and equipped our teachers to get outside during a challenging time. Teachers are now incorporating more outdoor learning and Indigenous Ways of Knowing into their classes.

Nurses for 2023-24 4.1. Nurses from University of Lethbridge will continue in our schools this coming year (schools to be determined).

Student Forum/Diversity & Inclusion Parent Table Update 5.1. The Student Forum took place on February 1st to hear student voice related to wellness at school. After the forum, administrators use the data to determine 3 priorities to embed within their School Assurance Plans. Students who participated will be brought back together to discuss what has and is being done with their feedback. On June 14, the Diversity and Inclusion parent table event will bring together parents to reflect on the Student Forum data and receive parent feedback.

Upcoming Events & Initiatives:

Run for Reconciliation - Joel Tailfeathers shared an upcoming event for Fall 2023 which will piggyback off the Terry Fox Run and Napi's Run. The goal is to have all schools tracking mileage to run across Canada from September 18-29, 2023. More exciting details to come!

Joel Tailfeathers is working on a weeklong lesson plan with middle schools centering around lacrosse within physical education classes, with the incorporation of Indigenous Ways of Knowing for the 2023-24 school year.

Community Partner Updates:

Comprehensive School Health • Vaping Reduction & Prevention – If schools require any support or signage around vaping, please reach out to Courtney Epp at courtney.epp@albertahealthservices.ca.

Morag will connect Courtney with Administrator meetings.

Healthy Lethbridge • Andrea provided an update from the most recent meeting of Healthy Lethbridge. • Link to ParticipACTION:

<https://www.participaction.com/programs/communitychallenge/>

Grant Updates: Wellness Grants and Nutrition Grant Applications have been submitted and will be reviewed.

Andrea and Genny wish to thank Morag and Christina for all their excellent support over the past year and thank all the members of the Wellness Committee for their contributions to Division Wellness!

Recommendation

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

Respectfully submitted,
Andrea Andreachuk

MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Christine Light, Trustee

RE: Facilities Committee Year-end Report

Meeting Date: May 29th, 2023

Committee Members in attendance:

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. Victoria Park project update

- Daniel Heaton provided an update on the status of the project. The move of the fitness room off the stage has been completed. This creates the space for the core area that will house the elevator and new washrooms on each floor. The elevator and ventilations units have been order. Ventilation will be installed starting with the upper floor and will take about 9 months. The work has been planned so that it will not disrupt summer school.

2. Garry Station Elementary School update

- As seen in the picture below, 30th street has been removed and cleared for the school site. Ward Bros Construction will begin site work at the end of June/early July. The City of Lethbridge will develop the playfields this summer.

3. Galbraith Planning Funds update

- The Division will be working with Alberta Education on the scope of work for the planning funds provided for the modernization of Galbraith. Due to the amount of work already done during the value scoping sessions last year, the planning funds will be used to conduct preliminary designs for the modernization.

4. West Side Study update

- A kickoff meeting for the study was held this week with the planning consultant and architects for the project. Engineering consultants will also provide services to the study. The study will include looking at future growth and where schools will be needed in the future along with status of current school inventory in west Lethbridge. The study will involve work with the City of Lethbridge, and developers. Holy Spirit Catholic Schools will also be part of the study.

5. IMR Summer Projects

- This is a smaller project year this year due to IMR funds being used to support the Victoria Park Upgrade. Some projects include consulting on the replacement of boilers and cooling towers at LCI, Air handling units and boiler room upgrade at Gilbert Paterson, pathway work, and completion of shed projects for Lakie and Fairbairn.

Garry Station school site



MEMORANDUM

Date: June 27, 2023

To: Board of Trustees

From: Christine Light, Trustee

RE: Indigenous Education Committee

Background

The Indigenous Education Committee met on Wednesday, May 24, 2023. Committee members in attendance were: Christine Light, Joel Tailfeathers, Andrea Andreachuk, Allison Purcell, Morag Asquith, Catherine Thorsen, Alison Stewart, Sarah Burton, Lenee Fyfe, Melanie Morrow, Marley Heavyshield, Christina Peters.

Please see the attached minutes as a summary for this meeting.

Recommendation

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

Respectfully submitted,
Christine Light



INDIGENOUS EDUCATION COMMITTEE MEETING #3

Education Centre Board Room

9:00 AM – 11:00 AM

May 24, 2023

Chair: Christine Light, Board Trustee

Co-Chair: Joel Tailfeathers, Indigenous Education Coordinator

Attendees:

Andrea Andreachuk, Trustee

Alison Purcell, Board Chair

Morag Asquith, Associate Superintendent –
Instructional Services

Catherine Thorsen, Gilbert Paterson Middle
School - VP

Alison Stewart, Westminster – Teacher

Sarah Burton, Winston Churchill – Teacher

Lenee Fyfe, Senator Buchanan – Principal

Melanie Morrow, Indigenous Education
Teacher

Marley Heavysield, Indigenous Grad Coach

Christina Peters, Executive Assistant –
Instructional Services

1. Welcome

1.1. Atsimoihkyaan

1.2. Territorial Acknowledgement

1.3. Additions to the Agenda

- Community Updates - Lenee Fyfe – Jordan's Principle

2. Updates

2.1. Indigenous Teacher Report –

- High School – Shawnee has been out in schools, focused on in person-connections and classes.
- Middle School – Jenna has been teaching a Ribbon Skirt Option class.
- Elementary – The Think Outside Program has concluded as a success, making connections and equipping teachers to teach outside and weave Indigenous Ways of Knowing into curriculum.
- The Buffalo Kit has been used over 40 times this year. Next year the focus will shift to equipping teachers to take on the teaching themselves. Students have also learned Blackfoot vocabulary this year in a bit way.

2.2. Grad Coach Report – Marley Heavyshield

- A two-part field trip was planned in connection with ATCO gas, where students are able to go with Grad Coaches to explore career options at ATCO. The second part of the trip features University of Lethbridge exploration.
- Grad Coaches are continuing to work on connections with students, families, and staff, as well as creating and facilitating school specific programming.

2.3. Indigenous Education Coordinator Report – Joel Tailfeathers

- The focus of the year was building trust and relationships within the team and with students. If students graduate and see the importance of education, it will change the approach to education in the coming generations.
- Next year will bring focus to elementary schools and will strategically work with Indigenous Teacher & Administrative Representatives.

3. Elementary, Middle School, High School 2023-24 Education Plans

- 3.1. Elementary Schools - This Fall, focus will be given to creating a website dedicated to Blackfoot language resources and will be geared toward elementary schools. The website will be created utilizing a fluent Blackfoot speaker.
- 3.2. Middle Schools – Incorporation of a Lacrosse program as part of the Physical Education Program
- 3.3. High Schools – Shawnee will be assisting with Blackfoot 10 Class and focus on the growth of the program to higher grades in the future.

4. Upcoming & Recent Events:

4.1. Indigenous Education Graduation Night

- The Indigenous Graduation Ceremony was held on May 23, 2023, with 42 out of 49 graduates attending. Each Grad was able to bring 7 guests. The night also featuring the honouring of students who had passed away.
- The Event was well-attended by graduates, teachers and administrators, and the highlight was the evidence of relationships that had been built with students. Staff were generous in assisting with cleanup.

4.2. Honour Night

- The Honour Night will take place on June 1, 2023, at Senator Joyce Fairbairn Middle School, and is geared towards middle and high schools. The night will feature many awards, many which will be selected through staff nomination.
- The Honour Night will grow next year to include Grade 5 students as they transition into middle schools.

4.3. National Day for Truth & Reconciliation Ideas

- Brainstorming was held regarding potential ideas for September National Day for Truth & Reconciliation. A subcommittee meeting will be planned for June 12th from 3:30-4:30 P.M.

5. Community Connections

5.1. Red Crow Teacher & EA Program Update

- The Red Crow EA Program did not operate this year.

5.2. Lenee Fyfe – Jordan's Principle

- Lenee shared experiences from the year on working with and applying for Jordan's Principle funding for families. Blackfoot Language Classes can be funded through Jordan's Principle through grants for consultants.

6. Adjournment

- 6.1. The meeting was adjourned at 11:00 A.M.

MEMORANDUM

Date: June 27, 2023

To: Board of Trustees

From: Andrea Andreachuk, Trustee

RE: ATA Meeting

Meeting Date: June 7, 2023

Attendees: ATA Members, Executive Assistant Nicole Kowal and Guests

The Meeting began with the Treaty 7 Land Acknowledgement

School Board Trustee Report: Andrea Andreachuk: Thank you to all for what you do for kids. Grad season underway; so happy to celebrate 49 Indigenous grads this year. New award night for Indigenous students was held – 140 students received an award. So well attended! Joel Tailfeathers and the Indigenous Education team are doing great things. New superintendent Mike Nightingale starting on July 31. Thank you to Cheryl Gilmore for her years with LSD. In process of hiring Mike's replacement in Human Resources – committee: Mike Nightingale, Christine Light, Allison Purcell, Andrea Andreachuk.

Planning for Garry Station elementary school is underway – first two storey school built in several years.

Shoutout to Jamel Sayyad who was the Division's Edwin Parr nominee.

- ATA Retirement Banquet to be held on June 16th at the Sandman.
- Board Meetings: All teachers are encouraged to attend one Board Meeting a year. Public portion of the meeting begins after 2:30 pm. The next Board Meeting is Tuesday June 27th.

From Nicole Kowal to Reps: Thank-you for looking out for your colleagues and school over the past year; your help is immeasurable to me.

Update from Treasurer's Seminar at Barnett House on May 27th. A couple key takeaways for the local: Confirmed details on money moved to separate account due to Bill 32. The interest on this is still considered "old money"; Contest prizes: Credit card gift cards are taxable income. Gift cards to specific businesses/group are not. Gift cards given in place of honorarium is taxable income; Clarification: we do not have to host a second AGM.

Women in Leadership / Strategic Planning – JJ Ondrus: Recap: WIL was proud to help sponsor the SS Council presentation: “All Tangled Up” – Artificial Intelligence and the Future of Everything with Dr. Phil McCrae. Great turnout.

DEHR Committee – Shelly David and Brandon Morrison: Our local members were invited by Holy Spirit DEHR to participate in their poverty simulation. They ended up cancelling due to low numbers and planning for event next year. Local DEHR to join them.

PRIDE MONTH is underway. Division will have a float in parade and we are welcome to join them. Float leaves City Hall at 11:00, Party in the Park starts at the Galt at 11:30. Local will host a table at the party – will give away swag, including rocks painted by school GSAs.

Vice President’s Report / Local 41 Policy – Christine Henke: Recap: 2023 Annual Representative Assembly in Edmonton.

Christine noted that teachers in the Lethbridge School Division feel grateful to have a good relationship with the Board and the Local appreciates that Trustees take the time to attend ATA Meetings.

President’s Report – Derek Resler

Update: Local 41 Elections. Additional acclamation(s) of:

I. Tammi Foreman, Thomas Scott, and Brandon Morrison to the DEHR Committee. II. Christine Henke to the PD committee

- Summer Conference: delegation is finalized with 6 attending.

- Educator Exchange Program.

- Registration opens August 4th for the 2023 Beginning Teachers Conference. October 13-14th in Calgary for new teachers (in their first 2 years or new to the province who haven’t previously attended). The Local is happy to assist with costs for teachers, with the release time for Friday covered traditionally by the Board.

LAFEC / TEAC Report by Christine Henke (19.2)

LAFEC/TEAC Notes from May 15th meeting

1. If interested in getting some micro credentials in the science of reading a course will be offered this fall at the university. The plan is for it to be online flexible learning experience. For more information go to: <https://ulethca.elluciancrmrecruit.com/Apply/Account/Create?IsInquiry=True>
2. New Graduate Studies theme starting summer 2024: Literacy and Numeracy. This will be a three year program. For more information go to: <https://www.ulethbridge.ca/future-student/graduate-studies/master-education/general>
3. New Dean of Education: Lisa Starr.
4. Early Years 4 year degree program is hopefully starting fall 2024 but due to external factors (approval from government) may not have first intake until fall of 2025.
5. Thank you so much to everyone who has taken a student teacher this past year. The University is so appreciative of all the teacher mentors.
6. 145 students going out for PS III in the fall. These students will get their placements beginning of June and will be contacting their teacher mentors at that time.

It was a pleasure to attend the ATA Meeting and to hear all about their important work, activities and initiatives. Thank you to all the members for the wonderful work they do with our students!

Recommendation

It is recommended that the Board receive this report as information. Respectfully submitted,
Andrea Andreachuk

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD May 23, 2023.

In Attendance:

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

The Chair called the meeting to order at 11:01 a.m.

1. Approval of Agenda

Trustee Kristina Larkin moved:

“that the Board approve the agenda as presented.”

CARRIED UNANIMOUSLY

*Move to In-Camera
7104/23*

2. Superintendent Appointment

Trustee Allison Purcell moved:

“That the Board of Trustees hire Mike Nightingale, effective Aug. 1, 2023, for a four-year contract to the position of Superintendent/CEO of Lethbridge School Division.

CARRIED UNANIMOUSLY

*Superintendent
Announcement
7105/23*

3. Adjournment

Trustee Allison Purcell moved:

“to adjourn the meeting at 11:04 a.m.”

CARRIED UNANIMOUSLY

*Adjournment
7106/23*

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD May 23, 2023.

In Attendance:

Trustees: Christine Light; Allison Purcell; Genny Steed; Kristina Larkin, Andrea Andreachuk

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

Regrets: Tyler Demers, Craig Whitehead

The Chair called the meeting to order at 12:00 p.m.

1. Move to In-Camera

Trustee Andrea Andreachuk moved:
“that the Board move to In-Camera.”

CARRIED UNANIMOUSLY

*Move to In-Camera
7107/23*

Trustee Christine Light moved to reconvene the meeting at 12:45 p.m.

2. Consent Agenda

Items moved from the Consent Agenda to the Regular Agenda:

2.1 Joint City/ School Board Committee

2.2 Community Engagement

2.3 Policy Advisory

2.4 FT Kindergarten Sub-Committee

Consent Agenda

3. Approval of Agenda

Trustee Genny Steed moved:
“to approve the agenda, as presented.”

CARRIED UNANIMOUSLY

*Approval of Agenda
7108/23*

4. Approval of Minutes for March 28, 2023

Trustee Kristina Larkin moved:

“The minutes of the regular meeting of April 25, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from April 25, 2023
7109/23*

5. Business Arising from the Minutes

5.1 Use of technology in Schools Ad Hoc Committee

Trustees Genny Steed and Andrea Andreachuk volunteered to assist in developing Terms of Reference for the committee. Terms of reference will be completed by the end of August to be added to the Organizational Board Meeting in September 2023.

*Business Arising from
the Minutes
Use of Technology in
Schools Ad Hoc
Committee*

5.2 AR/AO Procedure Development Timelines

A timeline for the development of AR/AO procedures was provided in the agenda.

*AR/AO Procedure
Development*

Associate

- | | | |
|-----|--|---|
| 6. | <u>Associate Superintendent Reports</u> | <i>Superintendent
Reports</i> |
| 6.1 | <u>Business and Operations</u>
Associate Superintendent Christine Lee provided a written report.

Christine Lee presented a letter from Director of Technology, Jesse Sadlowski, regarding advocacy for increased bandwidth by the SuperNet. Trustees will engage in further discussion on how to best advocate for this cause. | <i>Business and
Operations</i> |
| 6.2 | <u>Instructional Services</u>
Associate Superintendent Morag Asquith provided a written report. | <i>Instructional Services</i> |
| 6.3 | <u>Human Resources</u>
Associate Superintendent Mike Nightingale provided a written report. | <i>Human Resources</i> |
| 7. | <u>Superintendents Report</u> | <i>Superintendents
Report</i> |
| 7.1 | <u>Board Priorities Report</u>
Board Priorities were included in the agenda. | <i>Board Priority Report</i> |
| 7.2 | <u>Donations and Support</u>
Donations and Support were included in the agenda. | <i>Donations and Support</i> |
| 7.3 | <u>Acknowledgement of Excellence</u>
Acknowledgements of excellence and reports showcasing the accomplishments of Coalbanks Elementary, Wilson Middle School and Senator Buchanan Elementary are included in the agenda. | <i>Acknowledgement of
Excellence</i> |
| 7.4 | <u>School Graduation/Year End Celebrations</u>
A memo outlining the time and locations of the graduations and year end celebrations was included in the agenda. | <i>School Graduations
and Year End
Celebrations</i> |
| 7.5 | <u>School Liaisons for 2023/2024</u>
A memo with the Trustee School Liaison assignments for 23/24 was included in the agenda. | <i>School Liaisons</i> |
| 7.6 | <u>Calendar of Events</u>
Calendar of events is included in the agenda. | <i>Calendar of Events</i> |
| 8. | <u>Presentations</u> | |
| 8.1 | <u>2023-2024 Budget</u>
Director of Finance, Avice DeKolver, presented the draft operating budget for the 2023-2024 school year. | <i>Presentations
2023-2024 Budget</i> |
| 8.2 | <u>Edwin Parr Video</u>
The ASBA Edwin Parr banquet was hosted on May 17, 2023. The video presented for Jamel Sayyad was shared with the Board. | <i>Edwin Parr Video</i> |

- 8.3 ASBA Honouring Spirit Indigenous Student Awards
 Alberta School Board Association recognizes outstanding Indigenous students across the province annually with the Honouring Spirit: Indigenous Student awards. Jordyn Davis from Gerald Probe Elementary was congratulated on being one of twelve recipients of the award. Alyssa Iron Heart, Maria John and Kanye Melting Tallow were recognized as honourable mentions.
- ASBA Honouring Spirit: Indigenous Student Awards
- 8.4 Recognition of iGEM 2022 Grand Jamboree Champions
 Lethbridge School Division Trustees recognized the iGEM 2022 Grand Jamboree Gold medal winners Lisa Sallah, Morteza Faraji, Jayabhishek Chaudhary, Marie Metz, Grace Cofell, Priyanshi Patel, Amber Quo, Aubrey Nilsson, Karma Patel, Masataro Tatsuno, Raiyana Shams, Amanda Dang, Samreet Mutti, Steven Yang, Zitong Wu.
- iGEM Grand Jamboree Champions
9. Action items
- 9.1 Authorization of Locally Developed Courses- Middle School
 Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. A full description of all requested courses was included in the agenda.
- Trustee Genny Steed moved:
 “That the Board of Trustees approve the use of the above Locally Developed Grade 6 to 9 courses in all Division middle and high schools from September 1st, 2023, to August 31st, 2027.”
- CARRIED UNANIMOUSLY**
- Locally Developed Courses- Middle School
 7110/23
- 9.2 Authorization of Locally Developed Courses- High School
 Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees, including the renewal of past acquired courses set to expire on August 31st, 2023.
- Trustee Christine Light moved:
 “That the Board of Trustees approve the continued use of Advanced Acting/Touring Theatre 15, 25, 35 (LDC1975, 2975, 3975) for 3 & 5 credits until August 31, 2027, to provide continuance of program offerings to students.”
- CARRIED UNANIMOUSLY**
- Locally Developed Courses-Advanced Acting/Touring Theatre
 7111/23
- Trustee Christine Light moved:
 “That the Board of Trustees approve the acquisition of Astronomy 15, 25, 35 (LDC1947, 2947, 3947) for 3 credits until August 31, 2026, to provide enhance program offerings to students.”
- CARRIED UNANIMOUSLY**
- Locally Developed Courses-Astronomy
 7112/23
- Trustee Christine Light moved:

"That the Board of Trustees approve the continued use of Ballet 15, 25, 35 (LDC1412, 2412, 3412) for 5 credits until August 31, 2027, to provide continuance of program offerings to students."

*Locally Developed
Courses-Ballet
7113/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the acquisition of Band 15, 25, 35 (LDC1439, 2439,3439) for 3 and 5 credits until August 31, 2025, to enhance program offerings to students."

*Locally Developed
Courses-Band
7114/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the acquisition of Chamber Ensemble 15, 25, 35 (LDC1417, 2417, 3417) for 3 and 5 credits until August 31, 2025, to enhance program offerings to students."

*Locally Developed
Courses-Chamber
Ensemble
7115/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the continued use of Chemistry (IB) 25 (LDC2241) for 3 & 5 credits until August 31, 2024, to provide continuance of program offerings to students."

*Locally Developed
Courses-Chemistry IB
7116/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the continued use of Contemporary Dance 25, 35 (LDC2467, 3467) for 5 credits until August 31, 2027, to provide continuance of program offerings to students."

*Locally Developed
Courses-Contemporary
Dance
7117/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the continued use of Dance 15, 25, 35 (LDC1413, 2413, 3413) for 3 & 5 credits until August 31, 2027, to provide continuance of program offerings to students."

*Locally Developed
Courses-Dance
7118/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the continued use of Dance Composition 35 (LDC3477) for 5 credits until August 31, 2024, to provide continuance of program offerings to students."

*Locally Developed
Courses-Dance
Composition
7119/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

"That the Board of Trustees approve the acquisition of Design Thinking for Innovation 15, 25, 35 (LDC1131, 2131, 3131) for 3 and 5 credits until August 31, 2025, to enhance program offerings to students."

*Locally Developed
Courses-Thinking for
Innovation
7120/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“That the Board of Trustees approve the continued use of ESL Introduction to Canadian Studies 15, 25 (LDC1212, 2212) for 5 credits until August 31, 2027, to provide continuance of program offerings to students.”

*Locally Developed
Courses-ESL
Introduction to
Canadian Studies
7121/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“That the Board of Trustees approve the continued use of ESL Introduction to Science 15 (LCD1213) for 5 credits until August 31, 2027, to provide continuance of program offerings to students.

*Locally Developed
Courses- ESL
Introduction to Science
7122/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“That the Board of Trustees approve the acquisition of Guitar 15, 25, 35 (LDC1568, 2568, 3568) for 3 and 5 credits until August 31, 2026, to enhance program offerings to students.

*Locally Developed
Courses-Guitar
7123/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“That the Board of Trustees approve the continued use of Jazz Dance 25, 35 (LDC2469, 3469) for 5 credits until August 31, 2027, to provide continuance of program offerings to students.

*Locally Developed
Courses-Jazz Dance
7124/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“That the Board of Trustees approve the continued use of Portfolio Art 35 (LDC3158) for 3 & 5 credits until August 31, 2027, to provide continuance of program offerings to students.”

*Locally Developed
Courses-Portfolio Art
7125/23*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“That the Board of Trustees approve the continued use of Yoga 15, 25, 35 (LDC 1449, 2449, 3449 for 3 & 5 credits until August 31, 2027, to provide continuance of program offerings to students.”

*Locally Developed
Courses-Yoga
7126/23*

CARRIED UNANIMOUSLY

9.3 Board Value Statements Approval

Trustee Allison Purcell moved:

“that the board approve the Values Statements as presented.”

*Board Value
Statements
7127/23*

CARRIED UNANIMOUSLY

10. Division Highlights

Allison Purcell- Arts Alive and Well in Schools. Outdoor Togetherness event at Fleetwood Bawden. Edwin Parr Dinner. Election Forum with the ATA.

Division Highlights

Kristina Larkin- Arts Alive and Well in Schools. Student Leadership

Conference.

Genny Steed- Nicholas Sheran Parent Council.

Andrea Andreachuk- General Stewart Judge for Air Band, Immanuel
Christian Spring Concert, Lakeview May the 4th concert and Indigenous Day.

Christine Light- Senator Buchanan breakfast, High School One Act Plays.

11. Board Chair Report

*Board Chair Report
Community
Conversations*

11.1 Community Conversations

The June Community conversations will be announced in the coming weeks once a date and venue are confirmed.

11.2 Presentations to the Board

*Presentations to the
Board*

Discussion around ensuring presentations are accessible to public through recording or live streaming as well as responsible governance in requesting purposeful information and being respectful of the work required to create presentations to the Board.

11.3 Code of Conduct Review

*Code of Conduct
Review*

Kristina Larkin and Christine Light will work to update Policy 202.1 Trustee Code of Conduct along with Appendix 202.1A and bring to the Policy Advisory Committee in September.

11.4 Joint City/ School Board Committee

*Joint City/School
Board Committee*

A committee report was provided in the agenda.

11.5 Community Engagement

*Community
Engagement
Committee*

A committee report was provided in the agenda.

11.6 Policy Advisory

*Policy Advisory
Committee*

A committee report was provided in the agenda.

11.7 FT Kindergarten Sub-Committee

*FT Kindergarten Sub-
Committee*

A committee report was provided in the agenda.

12. Correspondence Sent

*Correspondence
Sent*

12.1 Public Forum Response to Nicole Williams from March 28, 2023 Board Meeting.

13. Correspondence Received

*Correspondence
Received*

13.1 Letter from Minister LaGrange regarding Galbraith modernization funds

13.2 Alberta Education Funding Commitment

Public Forum

Public Forum- None

14. Adjournment

Trustee Allison Purcell moved:

“to adjourn the meeting at 5:01 P.M.”

Adjournment
7128/23

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD May 29, 2023.

In Attendance:

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

Administrators: Cheryl Gilmore, Mike Nightingale, Christine Lee

Via Teams:

Regrets: Allison Purcell; Morag Asquith

1. The Vice-Chair called the meeting to order at 3:30 p.m.

2. Approval of Agenda

Trustee Tyler Demers moved:

“that the Board approve the agenda as presented.”

CARRIED UNANIMOUSLY

*Approval of Agenda
7129/23*

3. Review of Feedback from Public Budget Presentation

Feedback from the public budget presentation was shared.

*Review of Feedback
from Public Budget
Presentation*

4. Opening Comments

Each trustee was permitted five minutes to make general comments on the budget or identify issues that they wish to highlight. Thank you to Director of Finance, Avice DeKolver, Board Budget Committee, Instructional Budget Committee and Executive Council for their hard work. Thank you to students, staff, and parents for their input.

Opening Comments

5. Review of Belief Statements

Belief Statements were reviewed.

*Review of Belief
Statements*

6. Revenues and Allocations:

*Revenues and
Allocations*

- 6.1 Fees:

Trustee Kristina Larkin moved:

“that the Board approve the 2023-2024 School Fee Schedule as Presented.”

CARRIED UNANIMOUSLY

*Fees
7130/23*

- 6.2 Overall Revenue and Allocations

Trustee Kristina Larkin moved:

“that the Board approve the revenues and use of one-time reserves for the 2023-2024 budget as per page 27 as presented.”

CARRIED UNANIMOUSLY

*Overall Revenue and
Allocations
7131/23*

7. Expenditures and Transfers

*Expenditures and
Transfers*

7.1 Instruction

Trustee Kristina Larkin moved:

“that the Board approve the Instruction expenditures and transfers as per pages 34-36 of the 2023-2024 budget as presented.”

*Instruction
7132/23*

In Favor: Kristina Larkin, Christine Light, Andrea Andreachuk, Tyler Demers

Opposed: Craig Whitehead, Genny Steed

CARRIED

7.2 Administration

Trustee Kristina Larkin moved:

“that the Board approve the Administration expenditures and transfers as per pages 37-39 of the 2023-2024 budget as presented.”

*Administration
7133/23*

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

Opposed: Craig Whitehead

CARRIED

7.3 Plant Operations and Maintenance

Trustee Kristina Larkin moved:

“That the Board approve the Plant Operations and Maintenance expenditures and transfers as per pages 40-41 of the 2023-2024 budget as presented.”

*Plant Operations and
Maintenance
7134/23*

CARRIED UNANIMOUSLY

7.4 Transportation

Trustee Kristina Larkin moved:

“That the Board approve the Transportation expenditures and transfers as per pages 42-43 of the 2023-2024 budget as presented.”

*Transportation
7135/23*

CARRIED UNANIMOUSLY

7.5 Capital and Debt Services

Trustee Kristina Larkin moved:

“That the Board approve the Capital and Debt Services expenditures and transfers as per pages 44-45 of the 2023-2024 budget as presented.”

*Capital and Debt
Services
7136/23*

CARRIED UNANIMOUSLY

8. Budget Approval

Trustee Kristina Larkin moved:

“That the Board approve the 2023-2024 preliminary budget for Lethbridge School Division as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget and that the Board authorize administration to amend the 2023-2024 preliminary budget, if required by changes in the requested Ministerial Approval on use of reserves.”

*Budget Approval
7137/23*

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

Against: Genny Steed, Craig Whitehead

CARRIED

9. Assurance Plan Approval

Trustee Christine Light moved:

“That the Board approve the 2023-2024 Assurance Plan as presented.”

*Assurance Plan
7138/23*

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

Opposed: Craig Whitehead

CARRIED

10. Adjournment

Trustee Christine Light moved:

“To adjourn the meeting at 4:48 p.m.”

*Adjournment
7139/23*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD June 8, 2023.

In Attendance:

Trustees: Allison Purcell; Andrea Andreachuk, Genny Steed

Administrators:

Via Teams: Christine Light, Kristina Larkin,

Regrets: Craig Whitehead, Tyler Demers

The Chair called the meeting to order at 7:04 p.m.

1. Approval of Agenda

Trustee Andrea Andreachuk moved:
“that the Board move to in-camera.”

*Move to In-Camera
7140/23*

CARRIED UNANIMOUSLY

Trustee Genny Steed reconvened the meeting at 8:15p.m.

2. Adjournment

Trustee Allison Purcell moved:
“to adjourn the meeting at 8:15 p.m.”

*Adjournment
7141/23*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted,
Christine Lee

Business and Operations

kids Report

ARE OUR BUSINESS

June 2023



Facility Services



WELCOME SUMMER STUDENTS

Summer is a busy time in the facility services department.

Two summer students have been hired to help with grounds maintenance and five with caretaking duties, four of these students are high school students.

Coalbanks Modulares

One modular classroom and one washroom unit are being put into place at Coalbanks Elementary and will be ready for school start up in August. This classroom is long overdue to address the significant growth at Coalbanks. The Division was not approved for new modular classrooms for 2023-2024 but is working with Alberta Education to find gently used modulares as the need for more space at the school is critical.



Be a Re3 Hero

Reduce, Reuse, Recycle



Stop before you throw that item in the black bin



Look at the signage on or above the bins



Think about the best bin to place your waste



Sort your waste and place in the correct bin



It only takes a minute to save our environment

Re3 Program

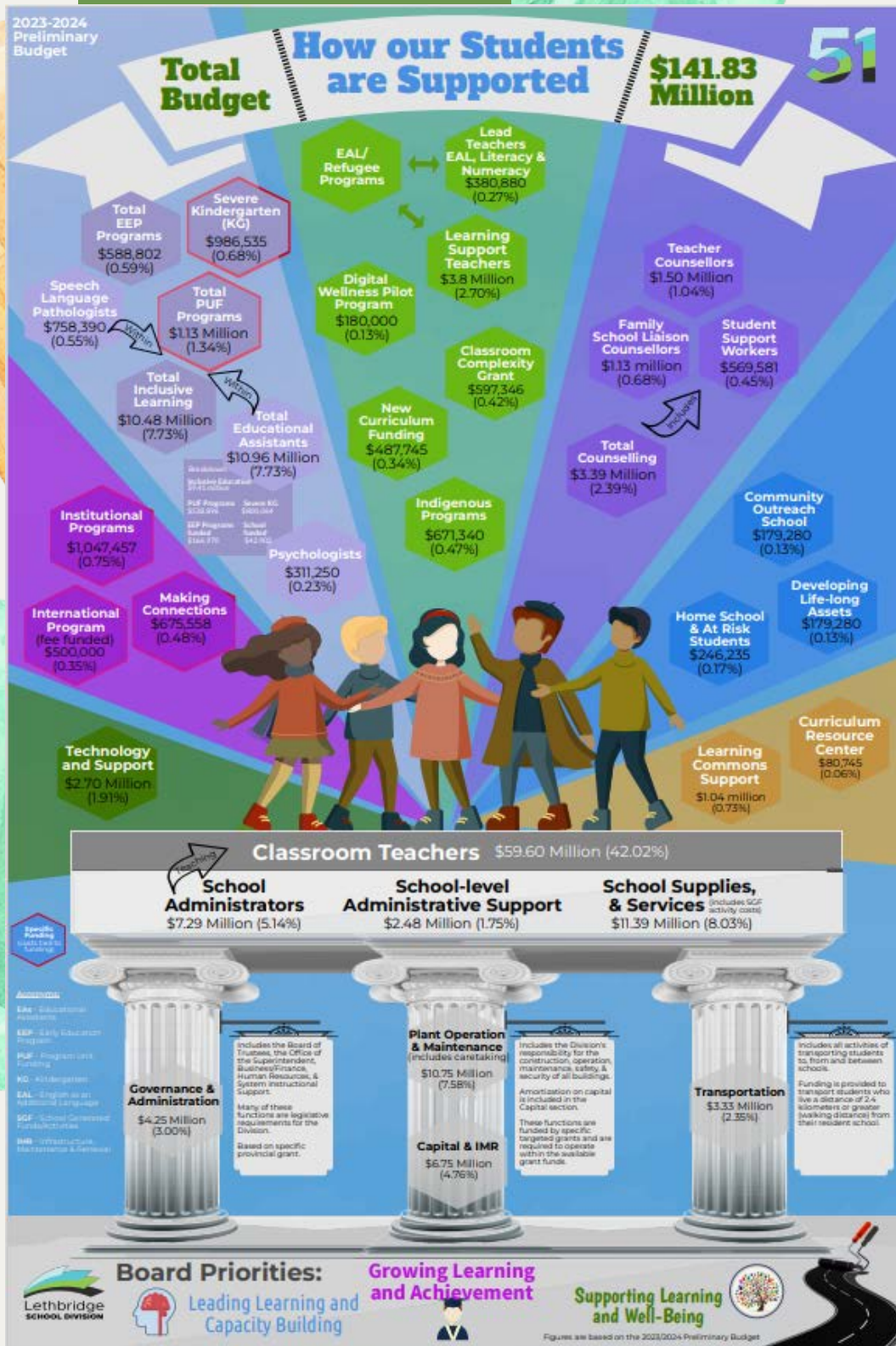
Reduce, Reuse, Recycle

After a successful pilot of recycling and organics bins, the Division wide order is ready to be placed. Once the order is placed the bins will arrive to be ready for the full roll out of the Re3 program in September.

Finance

HELLO
SUMMER!

2023-2024
Budget Approved May 29th



3rd Quarter Financial Report

See the 3rd Quarter Financial Report as of May 31, 2023 in the board agenda package.

June 15th to June 23rd



The finance department and the technology department have worked together to move requests for technology purchases off of blue paper requisition forms to an online process. Finance will be looking at a similar process for other financial requests.

Occupational Health and Safety

Thank
You!

Thank you to all the school and division Occupational Health and Safety Representatives for your work in 2022-2023 to promote safe work environments! Thank you to Head Caretaker, Steve Keenan for Co-Chairing the Division Workplace Health and Safety Committee for the last 4 years.

As seen in the
Division Dispatch



DON'T
SKIMP
ON
SUNSCREEN

Health and Safety Corner

Storage wars:

It's that time of year to take stock of our classrooms and offices and store materials to prepare for summer cleaning by our caretakers.

- Declutter and organize: Begin by decluttering your classroom and getting rid of any unnecessary or outdated materials. Sort through items and determine what needs to be stored and what can be discarded.

- Use proper storage containers: Invest in sturdy, stackable storage containers that are appropriate for the type of materials you are storing. Clear plastic bins are ideal as they allow for easy visibility and protection from dust or pests. Label each container clearly with its contents to make it easier for caretakers to identify and handle them.

- Secure valuable items: If you have valuable or sensitive items ensure they are properly secured. Consider locking cabinets or design-

ated storage areas to prevent unauthorized access.

- Clean and disinfect before storing: Before packing away any materials, make sure they are clean and disinfected. Wipe down surfaces, sanitize toys and manipulatives, and remove any food remnants. This will help prevent the growth of mold or mildew and ensure a fresh start next school year.

- Consider accessibility and safety: When storing materials, keep in mind the accessibility and safety for caretakers. Avoid overloading shelves or stacking items too high, as this may pose a risk of toppling over. Store heavier items closer to the floor and lighter items on higher shelves. Ensure aisles are clear and pathways are easily navigable for caretakers.

Follow these tips to create a safe and organized storage system that will assist caretakers in their cleaning efforts but also ensure longevity of your classroom materials for future use. ■



Members of the technology department participated in Lift Training to learn how to reach technology equipment in high spaces safely.



Summer IT Security Tips

Dave Harmon, IT Security Analyst, reminds us of a few security tips to keep safe online while enjoying the summer break/holiday season.

Microsoft Authenticator Pro Tips:

- When we are away from our schools and work be mindful not to accept and approve an authenticator request for a sign in attempt you have not made. If you do not think you signed into your Microsoft account but are presented with an authenticator prompt, simply decline the authenticator request.
- Summer is the time of new things and if you are getting a new cell phone make sure that before you get rid of the old cell phone you do one of the following things:
 - If you are keeping the current cell phone; download the authenticator app on the new phone, then head over to My Sign-Ins (microsoft.com) and click Security Info. Then add a new sign-in method. Choose authenticator App and follow the onscreen wizard.
 - If you know you are going to trade your phone in on the spot and will lose access to your old authenticator. Before you lose access to your old phone Go to My Sign-Ins (microsoft.com) and click Security Information. Then Add a sign-in method and choose Phone. This will take to a wizard to add your phone number to receive texts with the authentication code you will need to sign in. Once you have the phone number enrolled and you get your new phone you can the go back to step (a) and add the authenticator app to your new phone.

Having more than 1 sign-in method for authentication is highly recommended so you will never lose all methods to sign-in to your account. As mentioned, the most popular options are App, SMS text, and even a phone call with a code to enter.

Travelling Tips:



Did you know that our organization only allows users in Canada/US to log in? If you are travelling outside of these countries, and you wish to access your work email or online office 365 files and apps you will need to get a VPN while you are travelling. A VPN is not only needed for accessing division 365 apps and files, but they encrypt your personal data while you travel. There are many VPNs to choose from, but some good starting options are: Surf Shark, Express VPN, and Nord VPN.

Be on the look out:

Lastly remember to be vigilant in the summer fraud season.



- Remember no one should ever ask for your credit card number or personal information over unencrypted email.
- If you did not buy something you should not be getting a receipt or invoice.
- Watch for fake sender information or domain information that just does not match up with the email sender. If you click the sender's name, you can always verify that the name displayed as sender matches the email address.
- Phishing attacks will use our web site to gain information such as an employee name and then use that to spoof an email account for it.
- If you receive a phishing or junk message that gets to your inbox, remember to use the Report button in the ribbon to mark it as such. Labelling these emails will alert our security team of a possible active phishing campaign and the automation will remove the message from another user's inbox automatically.

June activities of the Technology Team

- As seen in the picture to the right, Greg Theron configures a satellite link from GS Lakie to Chinook High School. A damaged SuperNet cable at Chinook High School resulted in some quick creative solutions by the IT Team by linking internet service between the two schools.
- The IT Team will be busy this summer in all schools with over 5000 computers to be remastered to convert operating systems over to Windows 11.
- The department has been working on a some special initiatives for 2024. Stay tuned for more details to come!



Transportation

A poster for the 'My 1st Ride' program. The background is dark blue with a repeating pattern of yellow school buses. In the center is a white-bordered box containing text and logos. To the left of the box is a red Tim Hortons coffee cup. To the right of the box is a white, textured, torn-paper-like shape.

SOUTHLAND TRANSPORTATION LTD.

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

SATURDAY, AUG. 26 - 11 A.M.-3 P.M.

~~~~~

**3rd Annual First Ride**  
hosted by Lethbridge School Division,  
Holy Spirit Catholic School Division  
and Southland Transportation  
Saturday, Aug. 26, 2023  
11 a.m. to 3 p.m.  
Hotdogs, hamburgers, chips  
and ice cream treats will be available.  
The event will include fun activities  
for the kids and a bus ride too!

FOOD AND REFRESHMENTS  
WILL BE AVAILABLE ON SITE

NICHOLAS SHERAN ELEMENTARY SCHOOL  
380 LAVAL BLVD W

**ATTENTION  
PLEASE!**

**Distance Eligibility  
to be in effect  
September 2024**

*(no changes for the 2023-2024 school year)*





# Other Matters

June is Pride Month



What do the colours of the Pride flag mean?



## June 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)
- New Elementary School construction planning meetings (bi-weekly)
- Meetings related to CUPE collective bargaining and labor relations.
- Admin Committee PL
- General Stewart enrichment Friday
- ASBA Spring SGM Panel Presentation, Insurance and Transportation
- ASBOA Annual Conference
- Transportation meeting
- Education Centre Year End luncheon and employee recognition
- Cheryl Gilmore Retirement Celebration
- USIC Risk Management Seminar
- USIC General Meeting
- School Employee Recognition events

In the picture below, students from General Stewart Elementary School had the opportunity to touch and learn about a variety of animals, create art, paper, coding, and other activities. These activities are part of one of the school's scheduled enrichment Friday's that allow students to participate in activities and experiences that the students are interested in exploring.



**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: Instructional Services Report**

**Background**

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

**Recommendations**

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

Respectfully submitted,  
Morag Asquith



## **Associate Superintendent Report- Instructional Services** **June 2023**

### **Upcoming events May/June 2023 !!!!**

Lots of postings, interviews and job offers under the umbrella of DIS in Off Campus, Indigenous Education, Counselling in the month of June!!

June 1<sup>st</sup>- DIPT Agenda building with DIPT/Student Forum Group  
June 1<sup>st</sup>- Student Hub Meeting- planning and facilities  
June 1<sup>st</sup>- Indigenous Honor Night at Senator Joyce Fairbairn  
June 2- Dual Credit Alberta Education Application for 2023-24  
June 2<sup>nd</sup>- Wellness Grant approvals  
June 5- Wellness Committee Meeting #3  
June 6- Alternate Suspension meeting YMCA  
June 8<sup>th</sup>- Complex case- SWCSS (Southwest Collaborative)  
June 12<sup>th</sup>- EA placement Day  
June 13- Grad Coach Interviews  
June 13<sup>th</sup>- Digital Wellness Team Meeting  
June 14- DIPT Meeting- Chinook Learning Commons  
June 15<sup>th</sup>- Indigenous Ed Zone 6 meeting- Horizon School Division  
June 19<sup>th</sup>- Alberta Ed- CASA Classroom meeting  
June 19<sup>th</sup>- New 4-6 Math, 4-6 ELAL. K-3 Science resources  
June 21- Learning Support Teacher Orientation for 23/24  
June 21- Indigenous People Day  
June 22<sup>nd</sup>- Instructional Services – end of year bar-b-q

### **1. Wellness**

***Wellness Grant applications have been approved- the schools who have been successful in the grant writing process are;***

***Coalbanks (1750), Dr. Probe (2000), Fleetwood Bawden (2000), Galbraith (1000), GPMS (1500), ICES (1500), ICSS (1500), Lakeview (2000), Nicholas Sheran (2000), Senator Buchanan (2000), SJF (1500), Wilson MS (1500)***

The Wellness Grant applications from schools included outdoor learning kits, building play bins for recess, outdoor recess equipment, self regulation equipment, and literature to support positive social emotional relationship building.

Nutrition Grants applications for the 2023-24 school year have been approved. We have received more requests from schools to support nutrition programming. We are fortunate to have received 50,000 more for the 2023-24 year to support programming from the Alberta Education Nutrition Grant.

The schools who have secured nutrition grant funding for the fall are: ***Dr. Plaxton, Dr. Probe, Agnes Davidson, Fruit and Veg program, Galbraith, GPMS, GS Lakie, ICS, Lakeview, Nicholas Sheran, Park Meadows, Senator Buchanan, Senator Joyce Fairbairn, Westminster, Wilson MS and WCHS.*** Nutrition programs can range from daily snack programs to universal breakfast programs depending upon the applications.

## **2. Early Education**



**Expected program locations for 2023/2024:** (subject to change based on enrollment)

Fleetwood-Bawden- AM/PM  
Park Meadows - AM  
Westminster - PM  
Galbraith- AM/PM  
Dr. Probe - AM  
Nicholas Sheran - PM  
Mike Mountain Horse- AM/PM

As of Friday, June 21<sup>st</sup> this is the status of Early Education/PUF spaces available:



| School                 | PUF Funded<br>(incl. code 48) | Mild/Moderate Code 30 or EAL | Fee Paying Spaces          | Waitlist 4-year-old – fee paying (no placement) | Waitlist 3-year-old – fee paying (no placement) | Remaining spaces       |
|------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------------------------|-------------------------------------------------|------------------------|
| Dr. Probe AM           | 9                             | 4                            | 6                          | 8                                               |                                                 | 0                      |
| Fleetwood AM           | 9                             | 6                            | 5                          | 3 (am or pm)                                    |                                                 | 0                      |
| Fleetwood PM           | 12                            | 3                            | 5                          |                                                 |                                                 | 0                      |
| Galbraith AM           | 9                             | 3                            | 5                          |                                                 |                                                 | 3 funded               |
| Galbraith PM           | 11                            | 2                            | 3                          |                                                 |                                                 | 3 funded/2 fee         |
| MMH AM                 | 10                            | 5                            | 5                          |                                                 |                                                 | 0                      |
| MMH PM                 | 7                             | 4                            | 5                          | 3                                               | 1                                               | 3 funded               |
| Nichols Sheran PM      | 9                             | 5                            | 6                          | 2                                               |                                                 | 0                      |
| Park Meadows           | 10                            | 4                            | 5                          | 7                                               |                                                 | 1 funded               |
| Westminster            | 10                            | 4                            | 3                          | 2                                               |                                                 | 3 funded               |
| <b>Total 2023-2024</b> | <b>96</b>                     | <b>40</b>                    | <b>48 (planned for 50)</b> | <b>25</b>                                       | <b>1</b>                                        | <b>13 funded/2 Fee</b> |
| 2022-2023 Numbers      | 98                            | 40 MM + 18 EAL               | 121                        | NA                                              | NA                                              |                        |

### 3. Curriculum and Instruction

Karen Rancier and Kathy Knelsen have been busy in the staffing season hiring for Learning Commons Facilitators to fill vacant positions.

Karen has been facilitating meetings with Administrators to discuss ordering resources that support new curriculum for the fall for grades 4-6. Jeni Halowski, Connie Adserballe, Dawn Walmsley and Sean Alaric met to discuss resources for the upcoming year.

Curriculum and Instruction has been working on planning for Professional Learning for teachers/administrators in the Fall for new curriculum. Dates and locations will be announced in late August. There will be a full day session for 4-6 math and 4-6 ELAL this will be attended by selected teachers and administrators at each elementary and middle school. There will also be ½ days for K-1 and 2-3 science this training will involve a teacher and an administrator- again this training/PL will be announced end of August.

### 4. Inclusive Education

Jackie shared a process for students who register in the Fall who are new to the division and have exceptionalities that may require additional support. September can be a challenging time

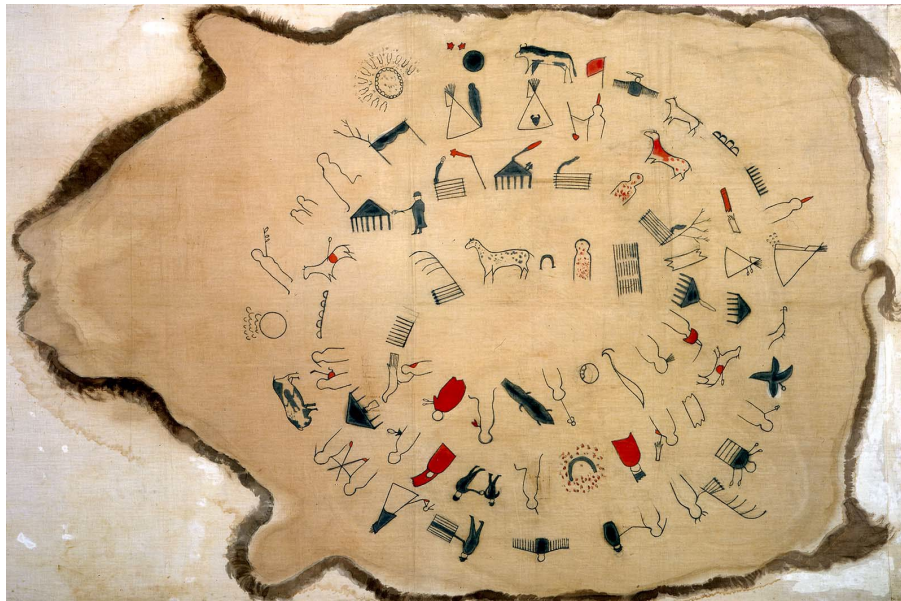
September 19<sup>th</sup>- Benchmarks 2.0 PL will be hosted by Jackie and Carmen with LST and one teacher (elementary will be in the a.m. and middle/high will be in the p.m.)

### 5. Indigenous Education

Our Indigenous Education Teacher Team is planning a variety of activities at various schools the week of June 19<sup>th</sup>- June 23<sup>rd</sup> in honor of National Indigenous Peoples Day. Some of the activities involve Winter Count, Smudging and Plant Walks.

Our Indigenous Graduation night and Honor Award night were very well attended and were both positive and inspiring events. We had over 200 families, staff and students attend the June 1<sup>st</sup> Honor Night, and we received a lot of enthusiastic feedback from staff, students, and families about hosting again next year.

We are very excited to announce our new Indigenous Education, Middle School Teacher. Oshana Christensen is an energetic, math major who has just graduated from the University of Lethbridge and has some amazing life experiences that she has already brought to Wilson Middle School in her PS III including Pow Wow Club and imbedding Indigenous Ways of Knowing into curriculum content. We are excited to have her join our energetic and dynamic Indigenous Education teaching team of Melanie Morrow and Shawnee BigBull.



## **6. Anti-Racism/Anti-Oppression Data Collated**

Please find a package of the collated and summarized (to the best of my ability) data from this year, providing feedback to the Division regarding Anti-Racism/Anti-Oppression work in the division. This information reflects surveys and feedback that informs the work the division is doing regarding supporting inclusive classrooms and honoring diversity. You have already received an electronic copy and you will also receive a collated hard copy of the following feedback:

- a) Student Forum anecdotal data
- b) Diversity and Parent Table data- feedback about the Student Forum and ARAO Policy feedback
- c) Community, parent, and staff feedback from Anti-Racism/Anti-Oppression Survey
- d) Administrator Anti-racism/Anti-Oppression survey
- e) 3 Why's from the Division School Council evening.

It was very difficult to generally summarize many of the anecdotal comments as the feedback truly covered the full spectrum of opinions, beliefs, and perspectives.

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Mike Nightingale  
Associate Superintendent, Human Resources

**Re: Human Resources Report**

**Background**

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

**Recommendations**

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

Respectfully submitted,  
Mike Nightingale



**Associate Superintendent, Human Resources**  
**Report to the Board of Trustees**  
June 27, 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 5 teachers to the substitute list in the past four weeks.
- Adding 4 support staff to the substitute list in the past four weeks.
- Onboarding 20 new staff members in the past four weeks.
- Extending 12 teacher contracts in the past four weeks.
- Facilitating the hiring of 2 teachers (for the remainder of the 2022-23 school year) in the past four weeks.
- Facilitating the hiring of 3 support staff (for the remainder of the 2022-23 school year) 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 administrators committee meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an Education Center Leadership Team meeting.
- Associate Superintendent Mike Nightingale attended CASSIX zone meetings.
- In conjunction with schools, the Human Resources department helped to facilitate years of service recognition for 121 employees. These staff members had a combined 1660 years of service to the Division!
- The Human Resources department helped to coordinate recognition for 29 retiring employees.
- Representatives of the Human Resources department attended the Community Resources and Job Fair at the YMCA.



## 2023-24 Staffing Update

The 2023 – 24 staffing process continues. Below are some of the highlights:

- According to Workable software metrics, the Division received over 1870 applications for positions in the month of May.
- According to Workable software metrics, the Division received 555 applications for positions from June 1 to June 21, 2023.
- 13 administrative contracts were completed for the 2023-24 school year.
- 132 teaching contracts have been completed since mid-May.
- 80 support staff positions were filled in the first round of hiring.
  - 58 of these positions were Educational Assistant positions.
- The hiring process will continue into the summer as additional positions come open.



**MEMORANDUM**

June 27, 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



## **Division Domains and Priorities for 2022-2023**

### **Division Domain: Local and Societal Context**

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

### **Division Domain: Governance Outcomes**

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

### **Division Domain: Student Growth and Achievement Outcomes**

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

### **Division Domain: Teaching and Learning Outcomes**

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

**Division Domain: Learning Support Outcomes**

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

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

**DOMAIN: GOVERNANCE**

**Engagement with Stakeholders**

- Lethbridge School Division partnered with the Southern Alberta Art Gallery (SAAG) for the Art's Alive and Well in the School Exhibition that opened on May 13 and closed on June 17.
- Division School Council was held on June 12 and included a session for parents regarding Career Exploration On-line Tool called MyBlueprint, dual credit courses, and off-campus education opportunities presented by Andrew Krul.
- Associate Superintendent Morag has been completing grant reporting for Alberta Education dual credit grants and the mental health grant that will need to be submitted in July.
- In the development of the new Student Hub program for high school students (funded by Alberta Ed Complexity Grant) Morag has been working with 5<sup>th</sup> on 5<sup>th</sup> to establish a facility and contract for this program to start in September 2023.
- Director of Technology and Learning Jesse Sadlowski has been asked to be part of a Community of Interest (COI) group focusing on Cybersecurity. This new COI group has been started by the Ministry of Technology and Innovation. The group will hold monthly meetings to look at the current state of Cybersecurity and how organizations can better protect themselves.
- June 8, 2023, Human Resources attended a career fair at the YMCA hosted by Teamworks training.
- Morag and Jackie met with Rachel Hoof from the First Nations Health Consortium to conclude the year and review the processes for accessing Jordan's Principle.
- Jim Kerr, Jackie Fletcher, DeeAnna Presley-Roberts, Christina Peters and Rebecca Adamson attended the Diversity and Inclusion Parent Table June 14<sup>th</sup>. It was a great opportunity to hear 13 parent's perspectives regarding the Student Forum that was held in February.

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

- Zone 6 partnered to submit an Alberta Education grant to start a Collegiate Program in the south region, and we received approval for this endeavor.
- Lethbridge College has indicated they will be opening yet another course for Health Care Aid in the fall, this will be offered on Fridays in the afternoon.
- Joel Tail Feathers and Morag attended a Zone 6 gathering with other Divisions to discuss Indigenous Education and how we continue to support this portfolio.

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

**Literacy**

- Jodie invested much time this month in supporting middle school teachers with incorporating thinking strategies from Garfield Gini-Newman, specifically in developing and teaching concept-based and critical thinking lessons in grade 6 ELAL with a workshop model structure.

- Jodie organized a literacy workshop hosted on a Friday afternoon for 51 elementary teachers and administrators. Its focus was on “Designing Your K-5 Literacy Structure” with Dr. Miriam Ramsey and Michelle Bence.
- Running Records continue to be an area of focus as a form of ongoing assessment to inform instruction.
- Jodie is preparing recommendations for new resource purchases for the fall’s implementation of the new Grades 4-6 ELAL and Science curriculum.
- Jodie, Michaela, and Karen are continuing their planning for new curriculum implementation PL sessions for September. We want to present the new Science content through the lenses of literacy and numeracy.

### **Numeracy**

- Michaela is reviewing the Elk Island Catholic Schools' Math Assessment for us to potentially use in replacement of the MIPI at grades 1-4 for the coming year.
- The Math Workshop Model continues to be an area she provides support with at the elementary level.
- Michaela has been invited to be part of several schools’ math celebrations including Numeracy Day, Math Clubs, and culminating math celebrations, specifically at middle and high schools.
- The Foundational Skills Interview and Building Thinking Classrooms are areas in which teachers in elementary, middle, and high schools continue to request her support.
- Michaela is preparing recommendations for new resource purchases for the fall’s implementation of the new Grades 4-6 Math and Science curriculum.
- Michaela, Jodie, and Karen are continuing their planning for new curriculum implementation PL sessions for September. We want to present the new Science content through the lenses of literacy and numeracy.

### **Experiential Learning including secondary initiatives:**

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

- Over 30 students are registered for semester 1 in Lethbridge College!!

### **Innovation and Technology**

- Members of the Tech Team are busy scheduling computer and network updates and projects for the summer. Some of the new things that will meet teachers in September will be computers with Windows 11 along with better managed apps.
- The Tech Department has started to develop another Division Minecraft Challenge for the 2023-2024 school year. Next year's challenge will be for students to come up with ways for people in Lethbridge to cross the river. We are currently using satellite images to map the Lethbridge river bottom where the city of Lethbridge has planned for a second bridge. This challenge will be a massive undertaking.
- The Digital Wellness Team has been meeting with Division (elementary, middle and high school) Principals to share their plan for the upcoming year around classroom resources, lesson

development and social emotional supports. A highlight they wish to focus on involves working alongside Health Champions to develop a student ambassador program

### **Early Learning**

- Registration for Early Education is ongoing. We continue to accept registration for children who are four years old by December 31, 2023. Children that are three by December 31, experiencing a moderate language delay or severe developmental delay, meeting Alberta Education criteria, are also accepted.
- Rochelle sat on the Lethbridge Plays advisory sub-committee to plan and host an advisory breakfast with city stakeholders on June 8.
- Rochelle attended the South Region Parents as Teachers Annual General Meeting on June 19, facilitating the meeting as Board President.
- Rochelle attended a Building Brains Together meeting on May 30 and a workshop by Dr. Robbin Gibb to introduce the new BBT adolescent curriculum. She also attended the Early Learning Advisory Committee hosted by SAPDC on June 7.

### **Indigenous Education**

- Indigenous Awards Night was hosted on June 1 in the Senator Joyce Fairbairn gymnasium. It was a tremendous turn out of students and families to celebrate the achievement of Indigenous youth from grades 6 to 12.
- June 21 was National Indigenous Peoples Day. Many of the schools across the division held special events during the day.
- Huge thank-you to Joel Tail Feathers and the Indigenous Education team for organizing and facilitating these amazing events.

### **Wellness**

- Nutrition and Wellness Grants have been shared with schools for the 2023 year.
- Cason Machacek and Sydnie Erlendsen successfully hosted and promoted a Digital Wellness day in the division on the 24<sup>th</sup> of May- the activities involved digital citizenship education, fun interactive physical movement and promotion of safe use.
- The Human Resources team is continuing to promote Inkblot EFAP program with staff and will be working with Lana Johnson for material roll out for next school year.
- Many of the Positive Spaces Administrators Committee and members of our school community will be participating in the Lethbridge City Pride Parade June 24<sup>th</sup>.
- The Mental Health Capacity Building Team facilitated "Connect for Wellness" for the 3<sup>rd</sup> year in a row, our division was able to exceed our numbers from the year prior with a whopping 1532 postcards sent- thank you to everyone !!



## Diversity

- In coordination with the teachers and administrators from our Limited Formal Schooling Programs, our EAL team has renamed these classes “English for Access Programs” (EAP). We are also in the process of revising goals, roles, and entrance/exit criteria for this program. Jackie and Carmen will continue to guide this conversation and process to make necessary changes for our students’ needs.
- Carmen and Saajan Sapkota continue to complete student intake assessments/interviews as new students arrive in our city. This also involves communication with school personnel around new student registration and programming needs.
- Carmen has taken part in EAL Student Assessment Support at both WCHS and Chinook High School through Words Their Way and Fountas and Pinnell. She has also supported Mike Mountain Horse with Running Records Reading Assessments.
- Carmen is revising the Oral Screener Assessment Document for school use in Fall 2023.
- Carmen will also be offering Art Lab Residencies in the Fall (currently at Probe) to model instructional practices to support our English Language Learners (and all students in general!)
- Saajan has created and supported a Ukrainian Friendship Group at Fleetwood Bawden to support relationships and build connections. He has also supported several of our Ukrainian students as they transition into post-secondary (Lethbridge College)
- Saajan has worked with students at both WCHS and Gilbert Paterson around social cues and social skills, and he continues to connect with our EAP (formerly Limited Formal Schooling) programs.
- In addition to his regular responsibilities, Jim Kerr has been working with schools on completing the final Success in Schools (SIS) plans for the year. This involves working with Children Services and the student to review goals, which were met, and which ones require further work or adjustment. There is a focus on transitioning to summertime and ultimately to the new school year. We have 142 young people in care in our Division that require SIS plans
- Joel Tail Feathers and the Indigenous Education Team had a very busy and successful late May and June with Indigenous Graduation, Honor Night and Indigenous Peoples Day.
  - Jim has been preparing engagement data for Principals that they will receive in late August to guide the interventions that they may formulate with their teams to connect with learners that are struggling with engagement.
  - Rebecca Adamson continues to provide support to our Behavior Support Team and is currently supporting student transition planning for the Fall.

- Rebecca has also conducted a survey to reflect upon her school year and make appropriate adjustments and plans to support schools in the 2023-2024 school year.
- Jackie Fletcher has been working closely with schools and parents to address concerns that arise around student programming and supports. This has been done through attending Learning Team Meetings, or through communication methods both in person and through phone calls.

### **International Programs**

- The Division International Program continues to grow exponentially for the 2023-24 school year. Recruitment has certainly paid off with over 90 applicants in for the fall semester. It is anticipated we will have over 100 students in the fall.

## **DOMAIN: Teaching and Leading** **PRIORITIES: ACHIEVEMENT AND INNOVATION**

### **Administrator Professional Learning**

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

- Rebecca Adamson has been working on finalizing the EA PL (Parabytes) for rollout in August 2023.
- Carmen Carvalho and Jackie Fletcher are in the process of planning the EAL Benchmarking 2.0 PL Opportunity for the Fall. Carmen is in touch frequently with Alberta Education as we await finalized decisions around the benchmarking requirements and changes. Our Division PL session will occur on September 19, 2023.

## **DOMAIN: Learning Supports** **PRIORITIES: INCLUSION**

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

- Jackie Fletcher, Rebecca Adamson, and Rochelle Neville have planned an orientation session for our newly appointed Learning Support Teachers. These sessions are held on June 21 and August 25

### **Collaborative Partnerships to Support Learning**

- Working with Jordan's Principle has allowed our school division to provide additional supports for many of our division students of Indigenous ancestry. This partnership has been greatly appreciated and accessed by many of our schools already this year.
- Jackie Fletcher continues to sit on the Complex Case Committee through SWCSS and will vice-chair the committee next year. We have supported one student through Complex Case this year, and have supported several through the Wellness Companions that SWCSS provides.
- Our EAL Team wrapped up a great year with Lethbridge Family Services by meeting to celebrate accomplishments and plan regular touch-base collaborative meetings for the 2023-2024 school year.

- Jackie, Rebecca, and Rochelle met with our Music Therapist, Andrew Ichikawa, to discuss programming and supports for our students for the 2023-2024 school year. These supports will engage targeted student needs from EPP to Grade 12.

### **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**

The program wrapped up for the 2022-2023 school year.

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Donations and Support**

**Background:**

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

- **Wholesale Club, Lethbridge**, donated \$1,000 in gift cards to be distributed by the Division Making Connections staff.
- **Lethbridge Denture Clinic/Kim Ankermann** donated \$1500 to the Lethbridge Christian School Music Program.
- **Panago Pizza North** donated \$700 to Ecole Agnes Davidson
- **AWC Communications Devon Lyons** donated \$500 to Galbraith Elementary for Grade 5 Farewell gifts.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Acknowledgements of Excellence**

**Background:**

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

Westminster Elementary:

It has been a great school year at Westminster. It is hard to believe that the 2022-23 school year is coming to a close already. Throughout the school year we have had the opportunity to recognize students at our Circle of Courage assemblies. Students are recognized for their efforts Belonging, Mastery, Independence, and Generosity. It is always a highlight when we get to recognize our students, but it was exciting to have our parents back in our school celebrating our students' success with us.

Throughout the school year the staff have been reflecting on their "Why" and "Why Westminster". This has allowed for some reflection by our staff into their own motivation, practice, and beliefs about student learning. This has created a great foundation for our work with Garfield Gini-Newman. We had the opportunity to learn from him in May and look forward to working elbow to elbow in August as we focus on continuing to build opportunities for student's inquiry into our planning. We look forward to continuing to work on our development of best practices in Literacy and Numeracy as we continue to implement new curriculum. During the year we were excited to be able to offer our students opportunities to engage in activities outside of the classroom. We were able to participate in a school field trip to the YMCA, grade 5 basketball and volleyball, run club for students in kindergarten through grade 5 as well as their family members, class field trips, and presenters coming into our school. We are also looking forward to celebrating and saying farewell to our Grade 5 students at the end of June. It is amazing to see the growth of these young people during their time at Westminster. Our students have been excited to dive into Maker Space activities at Westminster. They have been able to experience many enriching activities that extend their learning and understanding. It has been exciting to watch them work collaboratively as they create a shooting star, try to create a solid container to protect their egg when it is dropped, used their imaginations to create challenging marble runs and many more. We are truly grateful for those who have created these opportunities for our students.

We are finishing the year with a very busy June. We look forward to celebrating all our students have achieved this year, taking some time to play together and reflect on all that our staff have accomplished.

#### Fleetwood Bawden Elementary:



The end of the 2022-2023 at Fleetwood-Bawden school year has been fun-filled and full of opportunities for learning and growing.

This year Fleetwood-Bawden implemented and embraced our FLEET philosophy. Students were celebrated at FLEET assemblies for demonstrating our core values: Friendships Matters, Learn From Mistakes, Encourage Each Other, Embrace Differences and Together is Better.

Fleetwood Bawden teachers have had the opportunity to implement new literacy and numeracy resources provided by our Division. Our Montessori teachers have utilized their professional learning days to inventory, organize and discover new ways to use the Montessori materials and resources. Our partnership with the Lethbridge Montessori Society continues to grow.

Fleetwood-Bawden and our Division's MHCB Team collaborated to provide our students with the opportunity to make Zen Gardens as part of Mental Health Week. Students also enjoyed our special student performed FBTV News reports on tips to support mental health.

Fleetwood-Bawden continues to utilize The Breakfast Club of Canada Grant, which allows us to provide a universal breakfast program for all students each school day. We have also benefited from our partnership with the Lethbridge Food Bank, particularly the Mindful Munchies program who delivers bagged lunches for any students who needs one.



This year Ms. McNeill's class created a new child, friendly Fleetwood Bawden Land Acknowledgment with simple language with corresponding sign language. We also hosted Indigenous Dancers and participated in a school-wide round dance as a way to connect with our shared lands. Our own students, former students, family members and special guests performed traditional dances and drumming. Students loved seeing the tipi being set up on our school grounds.

Our Learning Commons was hustling and bustling with the hatching of chicks and quails, and the planting of seeds in our indoor garden. Our quail friends came back for a visit.



### Immanuel Christian Secondary School:

Looking back on this school year there is much to celebrate at ICSS as we continue to get back into the “normal” rhythms of a school year. Some of the highlights of the year include:

- Senior Varsity Boys volleyball team winning 2A Zone silver and qualifying for the Provincial Championships in Diamond Valley in November.
- Grade 7 Cardboard Boat Race Team (Cate Bekkering, Travis Indenbosch, Dustin Molenaar, Ashlynn Konynenbelt) won the Jr.Division of the Career Transitions Carboard Boat Race Event (December 13) at the University of Lethbridge.
- The Senior High Christmas Banquet was a fun success as we had to reschedule suddenly from an evening banquet to a during school one due to snow day school closure.
- Senior Varsity Girls Basketball team winning the 2A Zone gold medal and then winning the 2A Provincial Banner in High Level in March
- Grade 12 Student Danya Braun completed the HYRS (Highschool Youth Researcher Summer) program and presented her research findings at a showcase last fall
- Middle School and High School Bands and Choirs competed in the Lethbridge Music Festival receiving Excellent and Superior ratings along with three different age category awards.
- Grade 11 Student Claire Moore selected as a finalist for the 2023 ICE Scholarship for her watercolour portrait business.
- Our Grade 8 classes engaged in weekly mentoring of lower elementary students at our elementary campus and showed leadership in volunteering at the ICES Sports Day in June.
- Seeing our staff pull together and support colleagues on leave due to supporting spouses with cancer, undergoing major surgery and mourning the death of family members. We are grateful for the temporary staff that came in to serve our school at various points of the school year.
- Our student led chapel worship team consisted of dedicated Grade 12 students who let their musical talent shine for the uplifting of our school body.

We look to continue to build on this year into the next as we further embed positive students habits of learning and look to deepen the celebration of the varied cultures that make up Immanuel Secondary in living out a mission and vision where all of our students see their place in God's Kingdom.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore



## MEMORANDUM

June 27, 2023

To: Board of Trustees  
From: Cheryl Gilmore  
Superintendent of Schools

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

### **Background:**

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

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

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

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

### **L. H. Bussard Award Winners for 2023**

| <u>School</u>        | <u>Admin</u>         | <u>Award Recipient</u>     |
|----------------------|----------------------|----------------------------|
| Agnes Davidson       | Terra Leggat         | Santiago Baquero-Rodriguez |
| Coalbanks            | Joey Gentile         | Spencer Oler               |
| Fleetwood            | Kathy Mundell        | Sophie O'Connor            |
| Galbraith            | Sandy S/Nicole Court | Rayne Gilbert              |
| General Stewart      | Chris Harris         | Duncan Oduro               |
| Lakeview             | Connie Adserballe    | Bronwyn Gorner             |
| Lethbridge Christian | Sean Alaric          | Hope Stronks               |
| MMH                  | Kerry Taylor         | Ararity Dayrider           |
| Nicholas Sheran      | Dawn Ronne Walmsley  | Ashlyn Cahill              |
| Park Meadows         | Teri Smith           | Logan Skidmore             |
| Plaxton              | Erin Hurkett         | Aveya Aiken                |
| Probe                | Keith Vandermeer     | Emma Anderson              |
| Sen. Buchanan        | Lenee Fyfe           | Gabina Omerzai             |
| Westminster          | Jeni Halowski        | Raina Makwach              |

### **Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Administration Appointments**

**Background:**

The following administration appointments have been made for the 2023-2024 school year:

|                   |                |                                       |
|-------------------|----------------|---------------------------------------|
| Morgan Day        | Principal      | Gilbert Paterson Middle School        |
| Aaron Fitchett    | Principal      | Nicholas Sheran Elementary School     |
| Taylor Keith      | Vice-Principal | Wilson Middle School                  |
| Pierre Legal      | Vice-Principal | Paterson Middle School                |
| Aaron Becking     | Vice-Principal | Winston Churchill High School         |
| Taryn Woods       | Vice-Principal | Winston Churchill High School         |
| Sharon Wilms-Lang | Vice-Principal | Senator Joyce Fairbairn Middle School |
| Jenn Giles        | Vice-Principal | Fleetwood Bawden Elementary School    |
| Lindsay Hagen     | Vice-Principal | Park Meadows Elementary School        |
| Raj Mathur        | Vice-Principal | Senator Joyce Fairbairn Middle School |
| Michelle Tyslau   | Vice-Principal | Westminster Elementary School         |

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

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

|           |     |                                                                       |
|-----------|-----|-----------------------------------------------------------------------|
| June      | 28  | Last day for students                                                 |
|           | 29  | Teaching staff school year ends                                       |
| July      | 2-5 | Canadian School Boards Association                                    |
| August    | 24  | School offices open to the public.                                    |
|           | 26  | My First Ride Event<br>11:00am- 3:00pm   Nicholas Sheran Elementary   |
| September | 2   | Welcome Back Pancake Breakfast<br>7:30am   Chinook High School        |
|           | 5   | First day for students                                                |
|           | 12  | Organizational Meeting                                                |
|           | 18  | School Boundary Alignment Committee<br>3:30-4:30pm   Education Centre |
|           | 20  | 51-25 Club Banquet<br>5:30pm   Sandman Signature Lethbridge Lodge     |
|           | 27  | Board Meeting                                                         |

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Provincial Rugby Champions - WCHS**

**Background**

Both WCHS boys and girls rugby teams won at the Tier 2 championships at the Alberta Schools Athletic Association Rugby XVs Provincials. The boys brought home gold and girls won silver.

Team members were invited to attend the meeting to be recognized by Trustees.

|                   |                     |
|-------------------|---------------------|
| Jonathan Dick     | Bazil Khayam        |
| Nevin Morrison    | Oliver Koribikomeye |
| Alex Halvorsen    | Zach Light          |
| Levi Anderson     | Jacob McBeath       |
| Tanner Bangma     | Codey McKinley      |
| Cody Borho        | Cam McNeely         |
| Jaxon Boutin      | Isaac Morrison      |
| C.J. Browne       | Dustin Petersen     |
| Felix Champagne   | James Samayoa       |
| Phinehas Crown    | Ruben Sana          |
| Hayden Forsyth    | Nick Theron         |
| Seth Harding      | Connor Trechka      |
| Karson Harper     | Saige Vaillancourt  |
| Gus Hengerer      | Brady Wilson        |
| Grayson Indenbosh | Angus Wyman         |

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **ICE Scholarship Awards**

**Background**

ICE Scholarship awards will be presented to the winners on Tuesday, June 27, 2023.

Winners were:

**SAMREET MUTTI** - BOLLYWOOD DANCE GROUP  
**BRONWYN TAYLOR**- EARTH CLUB  
**MADELINE TAYLOR** - EARTH CLUB  
**MARIE METZ** - EARTH CLUB  
**SIYEON RICE** - EARTH CLUB  
**KENNEDY CHINN** - ESCAPISM DIGITAL ART  
**JERRY WANG** - DRUMMING PROGRAM

Honourable Mentions:

**CLAIRE MOORE**- WATERCOLOUR BUSINESS  
**STEVEN YANG**- MATH CLUB  
**MORTEZA FARAJI**- MATH CLUB  
**AGRAJ PAUDEL**- MATH CLUB  
**MASATARO TATSUNO**-MATH CLUB  
**BOBBY ZHAO**- MUSIC AND SPEECH WITH SENIORS  
**SELINA SUN** – MUSIC AND SPEECH WITH SENIORS  
**TRUE LEE PRIMROSE** – BAKING BUSINESS

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Digital Wellness Presentation**

**Background**

Cason Machacek, Digital Wellness Teacher, will present on the work that has been done with the implementation of the Digital Wellness Initiative sponsored by Alberta Education under the umbrella of Student Wellness.

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

# Digital Wellness Team



## Digital Wellness Team Intentions

Alberta Education has outlined wellness, relationship, and interpersonal skills and choices to be key student success indicators for achieving the Health and Life Skills outcomes. With these outcomes in mind, The Digital Wellness Team has developed and delivered meaningful content, resources, and lessons that emphasize digital wellness and promote healthy and responsible use of technology for students of all grade levels. By educating students on how best to maintain their physical, social, emotional, and mental health in the digital age, we can educate towards healthier and more fulfilling lives for generations to come.

## Portfolio Projections for 2023/2024

After kick-starting the Digital Wellness Portfolio in the Spring, the Digital Wellness Team has worked towards enhancing the understanding of digital wellbeing for staff and students across the Division. At least one team member has been present to introduce themselves in all twenty-four schools, and we are committed to continue making connections across all grade levels in the 2023/2024 school year.

In the Spring of 2023, our team saw high-demand for digital wellness lessons and interventions at the middle school level (grades 6-8). We will continue to support the staff and students of this age group, and look to expand our services towards early intervention in elementary students. Establishing universal language and lessons surrounding digital wellness for younger students will bring a cohesion and standard baseline that our team- with the support of staff and parents- can build off of as students continue their education.

Throughout the Spring term, we received feedback from staff and students about how they see their classroom utilizing the Digital Wellness Portfolio. From this, our Digital Wellness Teacher has developed some key topics surrounding digital wellness and digitally thriving in the various stages of development. These eight categories can be found on the next page, along with their interconnected curricular outcomes. These key topic choices will give teachers the opportunity to identify areas of focus for their

students, and tailor the lessons to their particular classroom needs and unique classroom contexts.

While our team has worked closely with many students and staff in the division, we would like to facilitate more space and opportunity for parents to receive information about digital wellness. Providing parents with access to knowledge regarding digital wellness and habits can foster a system of cohesive support both at home and at school. Our team plans to reach parents through accessible monthly newsletters, which will consist of up-to-date information from the Digital Wellness Team. Throughout the 2023/2024 school year, we will also be compiling current technology tips and information graphics called "Wellness Bytes". Our intention is for these to be accessible via QR Code on school screens or printed paper copies on school bulletin boards.

### **Digital Wellness Student Ambassador Project**

In alignment with our continuous learning model, we are excited to explore the potential of having student-lead teaching and mentorship opportunities for high school students in our Lethbridge School Division. The Digital Wellness Student Ambassador Project will allow students in high school leadership programs to provide guidance and knowledge to younger peers. These Student Ambassadors will learn from the Digital Wellness Team, and collaborate with their School Health Champion.

### **Digital Wellness Resources in the Click of Your Hand**

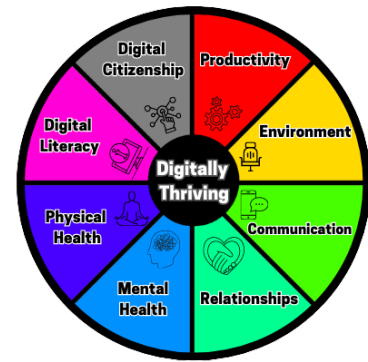
The Digital Wellness team is enthusiastic about promoting and inviting you to actively engage in conversations, raise awareness, and enhance education surrounding the crucial subject of digital well-being. To facilitate this endeavor, we have made a range of ready-to-use resources available on our [website](#), designed to ignite discussions on this important topic.

We've also discovered free external resources (contact internally) to enhance knowledge and skills around digital wellness for students and parents. If our direct services aren't available, our systematic plan supports ongoing digital wellness education. Let's unite in emphasizing its significance and fostering universal understanding and awareness.



# Eight Facets of Focus

*"Lethbridge School Divisions aims to ensure students can thrive digitally"*



## Productivity

### Elementary:

- Students will demonstrate effective goal-setting, task completion, time management, collaboration, digital presentation skills, and utilization of technology for managing academic tasks.

### Middle:

- Students will demonstrate goal-oriented strategies, form goals based on aptitudes and interests, and explore career paths and areas of focus.

### High:

- Students will refine goals, utilize technology to develop digital skills that will be assets for post-secondary transitions, demonstrate productive balance, and empower others.

## Environment

### Elementary:

- Students will identify conducive environments for learning, exploration, and digital wellness, promoting balance, concentration, and optimal productivity.

### Middle:

- Students establish personalized learning environments, analyze factors influencing productivity and optimal learning, and compare online and physical environments for personal growth and well-being.

### High:

- Students develop and create effective environments, analyze pressures for optimal learning, and cultivate resilience for high-pressure transitions.

## Communication

### Elementary:

- Students identify personal characteristics, express emotions, critically evaluate online information, and demonstrate effective communication skills both online and offline.

### Middle:

- Students analyze communication barriers, determine characteristics of healthy communication, and practice delivering and receiving growth-oriented feedback both online and offline.

### High:

- Students refine communication, analyze career contexts, develop portfolio communication, and lead positive online/offline interactions authentically.

## Relationships

### Elementary:

- Students examine, connect, and reflect on healthy relationships in playing and learning environments, considering problem-solving impact and fostering diverse perspectives for support both online and offline.

### Middle:

- Students build, analyze, and determine ethical behaviors in healthy online and offline relationships for well-being.

### High:

- Students model integrity in relationships, balance physical and digital connections, reflect for growth, and analyze the effects of authentic relationships in career and personal contexts.

## Mental Health

### Elementary:

- Students build vocabulary and understanding of emotions, and examine resilience in online and offline contexts for self-concept and well-being.

### Middle:

- Students enhance emotional awareness, express feelings, communicate effectively, and demonstrate resilience for positive mental health.

### High:

- Students advocate for their personal stress management strategies, explore self-care practices for digital well-being, and model effective stress management and self-care as leaders at class, school, and community levels to support peer well-being.

## Physical Health

### Elementary:

- Students explore physical activity's benefits, dynamics, teamwork, movement, recovery, and motivation for personal well-being and growth

### Middle:

- Students prioritize physical health, analyze media influence on body image, examine consequences of unhealthy choices, and explore resources for promoting physical literacy.

### High:

- Students examine community wellness choices, analyze influences on well-being, promote balance in online/offline activities, and lead effective health strategies to support peer well-being.

## Digital Literacy

### Elementary:

- Students collaborate with adults to identify and use age-appropriate digital tools responsibly, demonstrating creative and critical thinking while gathering and evaluating information.

### Middle:

- Students explore and effectively use digital tools for collaborative tasks, demonstrating cohesiveness and goal-setting in various contexts, while identifying successful practices for digital collaboration.

### High:

- Students utilize digital tools, enhance portfolios, develop critical analysis skills for ethical digital marketing, and develop digital skills related to careers.

## Digital Citizenship

### Elementary:

- Students recognize and apply boundaries for personal safety, both online and offline, analyzing the correlation between safety, health, and responsibility for their well-being

### Middle:

- Students critically analyze responsibility's impact online and offline, drawing connections to personal experiences and considering safety, privacy, and digital well-being.

### High:

- Students analyze online choices, promote responsible digital citizenship, demonstrate digital leadership, and critically evaluate emerging technologies for ethical implications.






For specific grade level areas of focus click ([here](#)). Thank you for your attention. The Digital Wellness Team is committed to addressing specific needs and ensuring optimal, effective, and responsible digital use in the Lethbridge School Division.



# Cason Machacek      Sydney Erlendson

 Lethbridge School Division  
 Digital Wellness Teacher  
 (403) 380-5300 Ext: 12261  
 (403) 892-0782  
 [Cason.machacek@lethsd.ab.ca](mailto:Cason.machacek@lethsd.ab.ca)

*"To fail is a first attempt in learning; the importance lies in how one responds next"*

 Lethbridge School Division  
 Family Support Worker  
 She/Her  
 (403) 317-5867  
 [sydney.erlendson@lethsd.ab.ca](mailto:sydney.erlendson@lethsd.ab.ca)



# LETHBRIDGE SCHOOL DIVISION

Today is:  
Thursday, June 27th, 2023

## DIGITAL WELLNESS PRESENTATION



Shared successes (2023)



Projections and vision for  
2023-2024



Closing remarks/question  
opportunity

# ON THIS DAY...

1967: The world's first  
ATM (automated  
teller machine) is  
installed in Enfield,  
London.

## PERTINENT DOCUMENTS

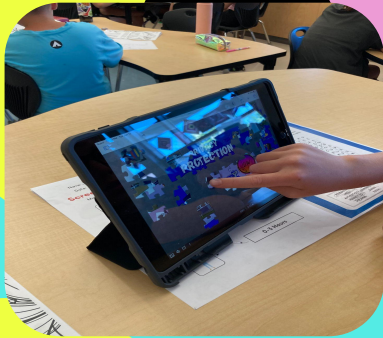


Digital Wellness  
Projections  
(23-24)





# Shared Successes



Primary School(s)- Residencies through entire school(s), promoting optimal technology use, building digital awareness.



Middle School(s)- Building critical thinkers in an evolving digital landscape. Inspiring resilience and authenticity.  
Digital Wellness: Informative parent session.

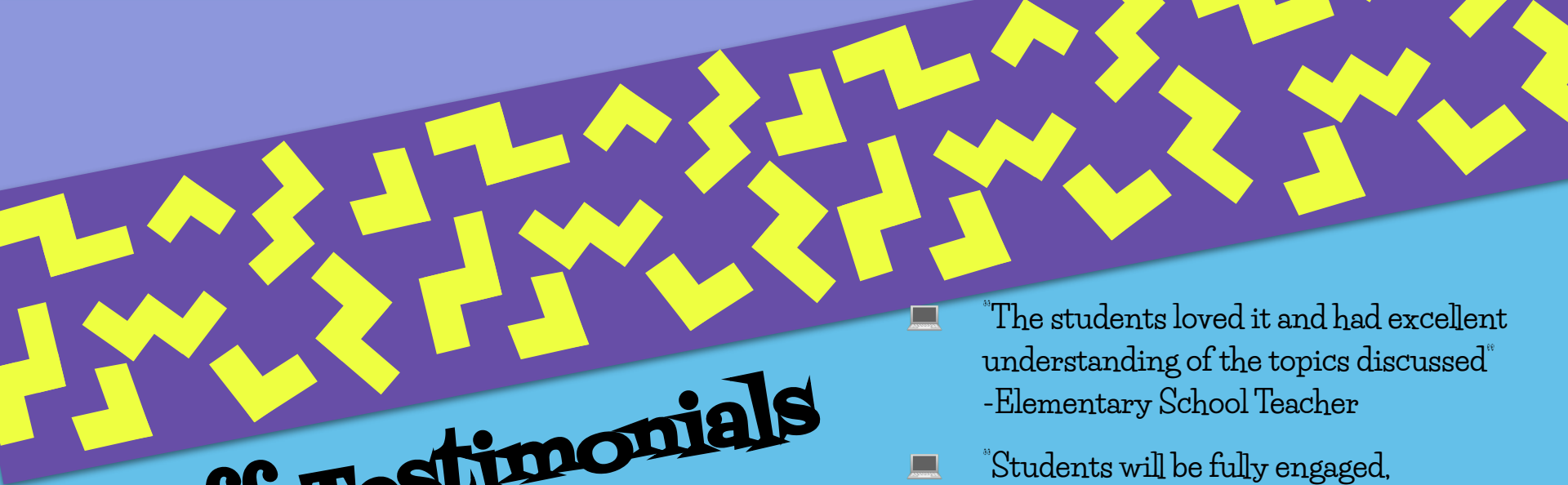


High School Leadership- Optimal state of Digital Well-Being. Small group interventions following digital misuse.



Online Domain for building teaching pedagogy in the Division. Easy to navigate "Bookings" system. Shared testimonials. Division Digital Wellness Day, Monthly Newsletter





# Staff Testimonials



<sup>31</sup> "The students loved it and had excellent understanding of the topics discussed"<sup>16</sup>  
-Elementary School Teacher



<sup>33</sup> "Students will be fully engaged, participate, and take valuable lessons away from each visit"<sup>16</sup>  
-Middle School Teacher



<sup>33</sup> "Thank you for your amazing effort in engaging students in conversation around important topics related to safety with technology."<sup>16</sup>  
-High School Teacher



# Digitally Thriving

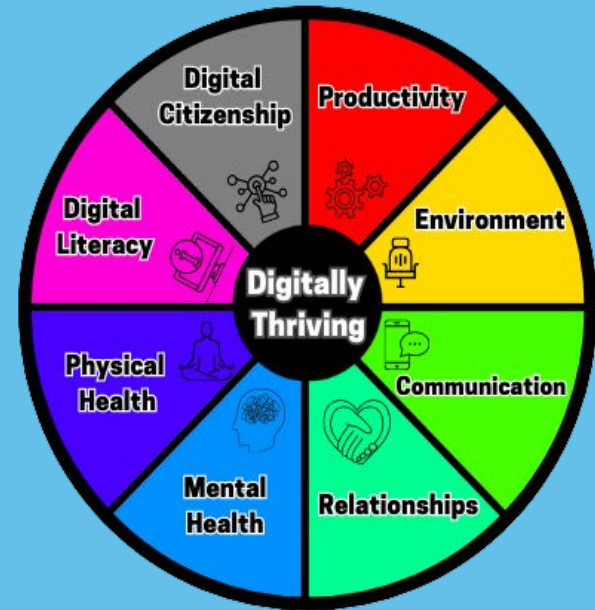
The Digital Thriving Wheel provides a demonstrative framework for building positive digital practices around eight core facets. Our Vision is to:



Developing lessons and skills to educate towards thriving digitally.



Approaching digital wellness from a multidisciplinary viewpoint.



D.W.-Flow Map

# Student Ambassador Initiative



Elected students will work in conjunction with their school Health Champions/D.W. Team



Aiming for 4-6 (half day) sessions with the Digital Wellness Team.



Creating a culture of invested digital learners.



Fostering a community of mentorship based off of skill development and experiences.



Utilizing shared experiences to promote digital wellbeing in unique school environments.

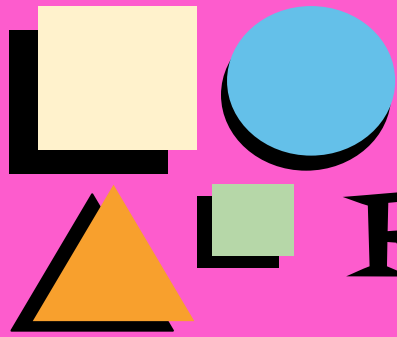




 Closing

Remarks:

Any guiding  
thoughts, inquiries,  
or feedback moving  
forward?

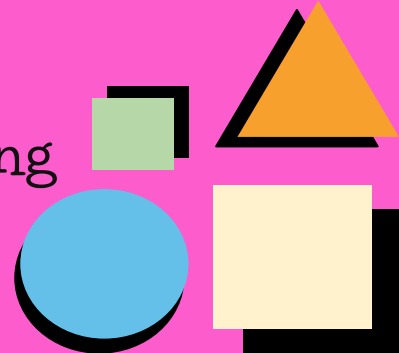


# Thank you For Your Support:



We would love to invite you to visit our website for additional information, please reach out if you have any inquiries or questions moving forward.

We look forward to continuing to establish meaningful relationships.



**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: International Trip Approval – LCI**

**Background:**

Patrick Leahy from Lethbridge Collegiate Institute is requesting approval to take approximately 50 Grade 10-12 students on an International Trip to Sandpoint, Idaho, USA from October 20-21, 2023. This trip represents one part of LCI's high school football season. As a program, the goals are to encourage the development of student athletes in all phases of life. This includes responsibility, teamwork, work ethic, and dedication, amongst other areas. The opportunity to play a game in the US is unique in that the culture surrounding the game is much more developed south of the border, and the atmosphere that students experience is second to none. A proposed itinerary is attached. The estimated cost per student is included in the \$625 fee for students to play football. The trip is estimated to cost \$7000, the majority of which is transportation. Student athletic fees and support from RAMPAC parent group will pay for the trip.

**Recommendation:**

That the Lethbridge Collegiate Institute trip to Sandpoint, Idaho in October 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

Respectfully submitted,  
Morag Asquith

## **Itinerary for LCI Rams Football Trip**

### **Sandpoint, Idaho – October 20-21, 2023**

#### **October 20<sup>th</sup>**

6:50 am: Bus Arrives at LCI

7:00 am – All players are to be present in the Ram Room and ready to load bus

7:30 am – Depart LCI

11:10 am – Arrive in Cranbrook - Eat at restaurant

12:05 pm – Depart Cranbrook

3:00pm – Arrive in Sandpoint, ID. Days Inn Sandpoint. Players drop personal gear in rooms. Free time for food/relaxing

4:40pm: All players report to load bus

4:50 pm – Bus departs for Sandpoint High School

5:00 pm: Bus arrives at Sandpoint High School

7:00 pm – Game Starts

9:00 pm – Game ends

9:30 pm – Dinner: Coordinated by RAMPAC (potentially Pizza delivered to bus)

10:00 pm – Bus departs for Sandpoint Hotel

10:10 PM – Bus Arrives back at hotel in Sandpoint, players in rooms

11:15 PM – Lights out

#### **October 21<sup>st</sup>**

7:00 am – Breakfast at Hotel

8:50 am – Bus departs hotel for Sandpoint High School

9:00 am – Bus Arrives at Sandpoint High School

10:00 am – JV Football game

12:00 pm – Game done



12:30 pm – Bus Departs for Lunch in Sandpoint

12:40 pm – Lunch in Sandpoint

1:30 pm - Bus Departs Sandpoint for Fernie

5:00 pm – Bus arrives in Fernie, players disembark for fast food dinner.

5:40 pm: All players back on the bus, bus departs for LCI

8:10 pm – Arrive at LCI, players depart with parents.

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Craig Whitehead  
Policy Committee Chair

**RE: Policy Review**

**Background**

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

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

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

**Recommendation**

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

| <u>Policy #</u> | <u>Policy Name</u>                           |
|-----------------|----------------------------------------------|
| 501.3           | School Attendance Areas                      |
| 504.8           | Involvement with Authorized Agencies         |
| 501.1           | Attendance at School                         |
| 404.6           | Co-curricular and Extra-curricular Honoraria |
| 607.3           | Instructional Resources and Materials        |
| 504.9           | Response to Crisis or Emergency Situations   |

Respectfully submitted,  
Cheryl Gilmore

## 501.3 School Attendance Areas

### Policy

Attendance areas shall be established for each school in the Division.

### Regulations

1. School attendance areas shall be designed to reflect:
  - school organization, capacity, and utilization;
  - walking distances;
  - geographic features; and
  - transportation routes and patterns.
2. Responsibility for ~~proposing establishing~~ school attendance areas shall rest with the ~~Board Boundary Review Committee~~.~~Superintendent.~~
  - 2.1. ~~The Board Boundary Review Committee~~~~The Superintendent~~ shall review boundaries and factors associated with boundaries on an ongoing basis. In the event the Committee deems school attendance area boundaries require change, processes shall be established to consult with the school administration, parents and members of the public school council, and the Board prior to any adjustments to a school's attendance area.
3. Responsibility for establishing final school attendance areas shall rest with the Board.
4. Except for when designated by the Division for programming requirements, a student that resides in the attendance area for the school will be given priority over a student who does not reside in the attendance area.
  3. ~~Except for designated programming, all students living within a school's attendance area shall be accommodated in that school.~~
  - 4.5. Parents/guardians who prefer not to have their child attend within their designated attendance area must adhere to Policy 501.3.1 School Choice.

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

### References

- |                                                                        |                                                                                                                                                             |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><del>Alberta School Education Act:</del><br/>Division Policies:</p> | <p><del>10-13, 45</del><br/>501.3.1 School Choice, 501.2 Eligibility for Early Childhood Services, 501.6 Resident Students, 501.7 Non-Resident Students</p> |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|



## 504.8 Involvement with Authorized Agencies

### Policy

Division staff shall cooperate with personnel from outside agencies who have responsibilities which relate to school-aged children.

### Regulations

1. The principal or designate shall be notified of all outside agency representatives who come into the school.
  - 1.1. The outside agencies requiring access to students during school hours are generally limited to police services, human services, health services, and ~~correctional~~ Youth Justice sServices.
2. Prior to an outside agency representative being provided access to a student and/or that student's personal information, approval must be obtained from the principal or designate.
  - 2.1. The principal or designate is responsible to ensure that such access or information disclosure is in accordance with Division policy, the ~~School~~ Education Act and other applicable provincial and/or federal statutes.

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

### References

|                                                 |                                                                                                                                                        |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del>Alberta School</del> <u>Education</u> Act: | <del>53.60</del>                                                                                                                                       |
| Other Statutes:                                 | Alberta Human Rights Act, Alberta Public Health Act, Criminal Code of Canada, Freedom of Information and Protection of Privacy Act, Children First Act |
| Division Policies:                              | 502.1 Welcoming, Caring, Respectful and Safe Learning Environments; 504.1 Managing Health Issues in Schools, 805.6 Access to Information               |

## **501.1 Attendance at School**

### **Policy**

Students shall attend school regularly and punctually as required by the ~~School~~Education Act and as mandated under the authority of the Board.

### **Regulations**

1. Except in the case of ~~in~~dependent students, parents/guardians are responsible for informing the school of their student's lates and absences.
2. Each school principal shall be responsible for establishing procedures with respect to:
  - 2.1. providing information regarding attendance requirements to students and parents/guardians;
  - 2.2. recording student attendance;
  - 2.3. determining whether an absence is excusable under the Education~~School~~ Act;
  - 2.4. determining whether absences or lates are excessive;
  - 2.5. informing parents/guardians when absences or lates become excessive;
  - 2.6. taking action to improve attendance or punctuality; ~~and~~
  - 2.7. ~~reporting~~accessing the truant students to the Attendance Officer for further strategies to proactively improve student engagement.
3. The Superintendent or Administrative designate shall be responsible for:
  - 3.1. approving modified attendance requirements when appropriate for individual students;
  - 3.2. excusing students for extended periods of time if it has been determined that parents/guardians have shown sufficient cause as to why the student should be excused from attending school; and
  - 3.3. appointing one or more ~~a~~Attendance ~~e~~Officers.

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

### **References**

Education~~Albert~~  
~~a-School~~ Act:  
Division  
Policies:

7, 8, 9, 11, 31~~42, 43, 44, 45, 60, 61~~  
500.1 Rights and Responsibilities, 502.1 Welcoming, Caring,  
Respectful and Safe Learning Environments, 502.3  
Suspensions and Expulsions





## **404.6 Co-Curricular and Extra-Curricular Honoraria**

### **Policy**

Provision shall be made for co-curricular and extra-curricular honoraria.

### **Regulations**

1. Honoraria in support of student activities shall be subject to annual review and approval as part of the Division budget process.
  - 1.1. Honoraria may be provided to recognize time donated by coaches/supervisors to assist with student activities at Division schools.
2. The principal of each school shall be responsible for the allocation of that school's co-curricular and extra-curricular honoraria.
  - 2.1. The school will provide a list to the Payroll Co-Ordinator showing the individuals who are to be distributed a portion of the allocated honoraria.
  - 2.2. **Teaching Staff**  
Subject to approval by the principal, teachers may use some or all of their allocation to obtain up to 2.55 days of co-curricular and extra-curricular leave, with the money from their allocation being used to pay substitute costs.
    - 2.2.1. Teachers must declare, at the end of the school year in which it is earned, what part of the money will be used to pay for substitutes for co-curricular and extra-curricular leave in the subsequent school year, and what part is to be received as an honorarium.
    - 2.2.2. All co-curricular and extra-curricular leaves the teacher has declared and for which the teacher is eligible under these regulations must be used before the end of the subsequent school year or they are forfeited. No payment will be made for days so forfeited.
    - 2.2.3. Co-curricular and extra-curricular leave day requests are granted at the discretion of the principal.
    - 2.2.4. Co-curricular and extra-curricular ~~days of~~ leaves may not be granted on Division or school professional learning days.
    - 2.2.5. Provide a week's notice, where possible, using the absence reporting system.
  - 2.3. Teachers who do not wish to take all or any of the co-curricular and extra-curricular honorarium as leave will be reimbursed the monetary amount through payroll at a substitute rate.
  - ~~2.3.~~ **2.4. Non-Teaching Staff**  
Subject to approval by the principal, non-teaching staff will be compensated at the rate of current substitute teacher to a maximum of 2.5 days through increments of .5.

Commented [KC1]: Amended in 2022



## LETHBRIDGE SCHOOL DIVISION

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

### References

Education Act: 53  
Division Policies: 404.3.1 Leaves of Absence, 503.5 Student Activities  
Other Statutes: Alberta Labour Relations Code, Employment Standards Code  
Other: Employee Collective Agreements



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 Programs of Studies in Division schools shall be ~~provincially or locally authorized~~ authorized, recommended, or approved resources. This policy provides support for consistency in selecting and managing teaching and learning resources that align with provincial curriculum and promote equal opportunity for students in our Division.

#### Definitions:

The following definitions are taken from the *Provincial Resource Review Guide (April 2022)* to ensure a common understanding among stakeholders.

**Authorized Resources** – A resource successfully reviewed by Alberta Education that is relevant to at least one learning outcome within the provincially authorized curriculum.

**Recommended Resource** – A resource that is part of a subset of authorized resources that align to knowledge elements within the provincially authorized curriculum.

**Approved Resource** – A resource successfully reviewed using the Approval Resource Form 607.3A by a school leader for use in the local context.

#### Regulations

1. ~~Locally authorized~~ ~~Additional~~ instructional resources and materials shall be ~~relevant~~ 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. All resources and materials must comply with the Provincial Resource Review Guide by Alberta Education.
3. Instructional resources and materials used to deliver substantive portion of the Programs of Studies that are not defined as Authorized or

Recommended are subject to approval using Form 607.3A prior to the utilization of the resource.

1. Parents have the right to be informed by the student's school authority, and be provided notice, when courses, curriculum/programs of study, instructional materials, or instruction or exercises include subject matter dealing primarily and explicitly with religion or human sexuality.
2. A teacher shall provide notice to a parent/guardian of a student where courses, programs of study, or instructional materials, or instruction for exercises, include subject matter which deals primarily and explicitly with religion or human sexuality. This does not apply to incidental or indirect references to religion, religious themes or human sexuality. (Education Act)

Commented [KC1]: From Provincial Resource Review Guide

All resources and materials must comply with the Recognizing Diversity and Promoting Respect Standards by Alberta Education.

4. Students shall not be denied basic instructional supplies and materials because of financial hardship or as leverage for the collection of outstanding fees.
- 4.6. Concerns/complaints with respect to the appropriateness of instructional resources shall be handled as follows:
  - 4.4-6.1. The matter should be discussed with the relevant teacher.
  - 4.2-6.2. They/complainant may appeal the decision of the teacher to the principal in writing.
  - 6.3. They/complainant may appeal the decision of the principal to the Associate Superintendent, Instructional Services.

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.

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

## References

Alberta School/Alberta Education Act: Sections 8, 39, 58.1, 58.2  
Division Policies: 802.2 Student Fees, 505.9 Appeals, 607.3.1 Copyright



## LETHBRIDGE SCHOOL DIVISION

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Other: \_\_\_\_\_ Alberta Education – Authorized Resources Database  
[Provincial Resource Review Guide, April 2022, Education, Government of Alberta](#)  
[Recognizing Diversity and Promoting Respect Standards \(Alberta Education\)](#)

## **504.9 Response to Crisis or Emergency Situations**

### **Policy**

Teachers and principals have an obligation under the School Education Act to maintain order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in school sponsored/authorized activities. The Board believes that this obligation extends to all employees.

The School Education Act prohibits individuals from disturbing or interrupting the proceedings of a school and its related meetings, as well as loitering and trespassing in a school building or on property owned by a board.

The Criminal Code of Canada indicates that "...uttering, conveying, or causing any person to receive a threat . . . to cause death or bodily harm to any person... (or) to burn, destroy, or damage real or personal property..." is an offence. In this respect, an assault is committed when a person "...attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe on reasonable grounds that he has present ability to effect his purpose...".

The Board is committed to preventing acts of violence in our schools. It is the intention of the Board to assess the risk of all threats made against students, employees and property and implement appropriate interventions. For the purposes of this policy, a threat is an expression of intent to do harm, or act out violently against oneself, someone, or something – whether in spoken, written or symbolic form. Such threats may be direct, indirect, conditional, or veiled.

The Board believes that schools should be well prepared for crisis or emergency situations that may endanger the health and well-being of students and employees. The Board expects that each school shall have crisis and emergency procedures in place and shall have employees trained in their application in a crisis or emergency situation. The Board also expects that in the event of a crisis or emergency situation, procedures shall be followed as closely as possible given the unique features of each incident.



## **504.9 Response to Crisis or Emergency Situations, cont'd...**

### **Regulations**

#### **1. Students:**

- ~~4.~~ 1.1 All students are expected to abide by the Division and School Student Codes of Conduct.
- 1.2 All threats against Division students, employees or property shall be assessed for risk, and appropriate action taken.

#### **2. Parents/Visitors:**

- ~~2.2.1~~ Adults visiting Division schools should understand the importance of modelling appropriate behavior for students. Guests should also respect the school's primary task of delivering the most effective instruction possible for all students.
- 2.2 Any visitor who makes threats against Division students, employees or property shall be required to leave Division properties immediately and the local police services may be requested to lay charges. Additionally, the VTRA Protocol may be activated.

~~3.~~

#### **3. Employees:**

- ~~4.~~ 3.1 All employees at Division and school levels are expected to work together to achieve a welcoming, caring, respectful, and safe learning and work environment.
- ~~5.3.2~~ Any threats made by or against Division employees shall not be tolerated. All complaints/concerns in this regard shall be responded to, with the appropriate police/legal services and/or professional organizations involved as necessary. Additionally, the VTRA Protocol may be activated.

#### **4. Violence Threat Risk Assessment (VTRA):**

- ~~6.4.1~~ It is the duty of any student or employee who becomes aware of a threat against Division students, employees or property to notify the school principal.
- 4.2 Where the principal has reason to believe, and/or believes, that such a threat has been made, they shall confer with the VTRA lead, and call a meeting of the VTRA team, if deemed appropriate.~~9.~~
- 4.3 The VTRA Team shall adhere to the Southwest Regional Collaborative Service Delivery VTRA Protocol.

## 504.9 Response to Crisis or Emergency Situations, cont'd...

### 5. Crisis Response:

2.5.1 All Division sites shall abide by the Division Crisis Response

Manual which:

2.1.5.1.1 clearly defines the roles and responsibilities of employees during a crisis or emergency; and

5.1.2 is shared with employees, practiced, and posted in each administrative and instructional area for ready reference.

### 6. Business Continuity Plan:

2.2

6.1 The Division will maintain a Business Continuity Plan to guide operational decisions in event of an emergency.

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

### References

~~Alberta School~~Education Act: ~~13, 15, 27, 44~~ 11, 31

~~Other Statutes:~~ Criminal Code of Canada (264.1), (265.1)

Division Policies: 502.1 Welcoming, Caring, Respectful and Safe Learning Environments;  
502.1 Appendix A Student Code of Conduct, 503.5 Student Activities,  
607.1 Field Trips, Off-Campus Activities and Student Travel, 700.6  
Emergency Response Planning

Other: Criminal Code of Canada (264.1), (265.1)

Division Crisis Response Manual

Southwest Regional Collaborative Service Delivery VTRA Protocol

Division Business Continuity Plan

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

**Re: Third Quarter Financial Report**

**Background:**

The 2022-2023 Third Quarter Financial Report for the Division is provided for review. Director of Finance, Avice DeKolver, will be in attendance to respond to any question's trustees may have.

**Recommendation:**

It is recommended that the Board accept the 2022-2023 Third Quarter Financial Report as presented.

Respectfully submitted,  
Christine Lee

## ***Lethbridge School Division***

# Third Quarter Report

May 31st

# 2023

This document is Management's Discussion and Analysis of the Third Quarter for the period September 1, 2022 to May 31, 2023. *This financial information contained herein has not been audited.*

## Report to the Board of Trustees

June 27<sup>th</sup> 2023



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



**Lethbridge School Division**  
*Management Discussion and Analysis Report*  
**September 1, 2022 to May 31st, 2023**

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## Lethbridge School Division

Management Discussion and Analysis Report  
Third Quarter Report

### Executive Summary

Lethbridge School Division has a total budget of \$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.

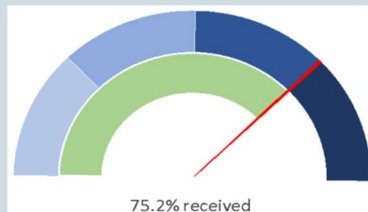
The Division has experienced continued growth in enrolment in 2022-2023 of 277 students (2.37%) over the 2021-2022 enrolment. The Division has continued to recover since the decline in students in 2020-2021 due to the COVID-19 pandemic.

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 May 31st, 2023 to provide fiscal accountability within the established guidelines.

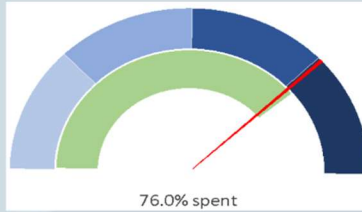


### Senator Buchanan's Spring Fling





**Total Revenues**



**Total Expenditures**

## Overview:

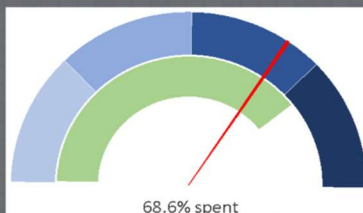
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 3rd quarter of the year (up to May 31, 2023).

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

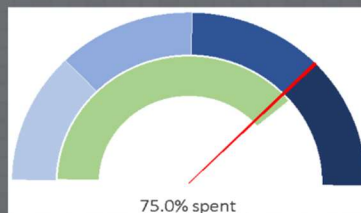
### Instruction - Pre-K



Budget: \$ 3,649,310  
Forecast: \$ 2,859,424 (78.4%)  
Year-to-date: \$ 2,505,222 (68.6%)



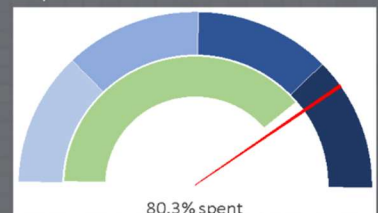
### Instruction - ECS to Grade 12



Budget: \$ 109,231,128  
Forecast: \$ 85,823,457 (78.6%)  
Year-to-date: \$ 81,913,064 (75.0%)



### Operation & Maintenance



Budget: \$ 17,523,243  
Forecast: \$ 13,930,229 (79.5%)  
Year-to-date: \$ 14,074,276 (80.3%)



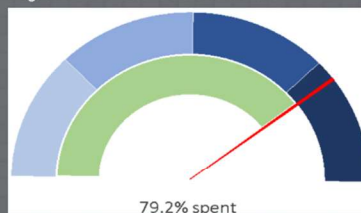
### Transportation



Budget: \$ 3,188,800  
Forecast: \$ 2,832,864 (88.8%)  
Year-to-date: \$ 2,855,431 (89.5%)



### System Administration



Budget: \$ 4,189,894  
Forecast: \$ 3,299,348 (78.7%)  
Year-to-date: \$ 3,316,680 (79.2%)



### External Services (International Program)

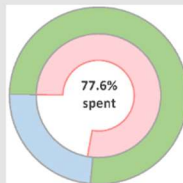


Budget: \$ 300,000  
Forecast: \$ 224,999 (75.0%)  
Year-to-date: \$ 328,668 (109.6%)



## Salaries, Benefits & Professional Development

For all the Departments

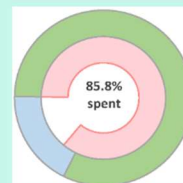


Budget: \$ 107,045,905  
Forecast: \$ 84,058,485 (78.5%)  
Year-to-date: \$ 82,993,716 (77.6%)



## Contracted Services

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

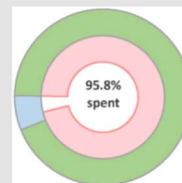


Budget: \$ 8,156,853  
Forecast: \$ 6,698,211 (81.4%)  
Year-to-date: \$ 6,996,297 (85.8%)



## Other Services

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

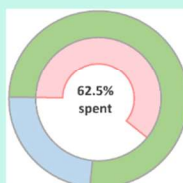


Budget: \$ 2,678,746  
Forecast: \$ 2,508,342 (94.5%)  
Year-to-date: \$ 2,566,325 (95.8%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

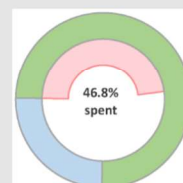


Budget: \$ 5,680,944  
Forecast: \$ 4,376,230 (77.0%)  
Year-to-date: \$ 3,548,217 (62.5%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

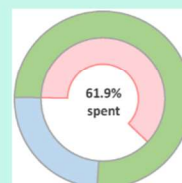


Budget: \$ 664,400  
Forecast: \$ 489,673 (73.7%)  
Year-to-date: \$ 310,939 (46.8%)



## Transfers, SGF, & Capital/IMR

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



Budget: \$ 13,855,529  
Forecast: \$ 10,839,380 (78.2%)  
Year-to-date: \$ 8,577,847 (61.9%)



## TYPES OF EXPENSES



### **Operations Overview**

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted budget for May 31st, 2023.



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

- **Salaries, Benefits & Professional Development** are slightly under forecasted amounts as at May 31, 2023. This is due to the timing of employee payments (some only work 10 months of the year versus 12) as well as any substitute costs would be occurring between September and June.
- **Contracted Services** are over forecasted amounts (approximately \$298,000) as at May 31, 2023. This is due to a number of factors including increased fuel and utilities costs being higher than forecasted.
- **Other Services** are over forecasted amounts (approximately \$57,000) as at May 31, 2023. This is due to the increases in the international program (which have been covered by increased revenue from the program).
- **Supplies** are less than the forecasted budget. This is mostly due to that some of the general school supplies, technology, and other equipment are still to be purchased (larger maintenance projects to be completed in the summer months).
- **Other Expenditures** are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred. Otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are less than the forecasted budget. This is due to less SGF expenses than budgeted as well as less other expenses than forecasted.

## **Financial Position**

As at May 31, 2023, [Lethbridge School Division](#) has total financial assets of \$22.51 million and liabilities of \$10.25 million for net financial assets of \$12.26 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division has net financial assets of \$12.26 million. Of this \$12.26 million, \$6.17 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relates to \$471,484 of unrestricted reserves, \$6.02 million of capital reserves, and \$320,000 of endowment funds.

There is \$156.01 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$155.28 million, the Division's investment in capital assets of \$6.38 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 \$19.37 million. The chart below compares the financial position of May 31st with the prior year.



**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
As at May 31, 2023

|                                                       | May 31, 2023         | May 31, 2022         |
|-------------------------------------------------------|----------------------|----------------------|
| <b>FINANCIAL ASSETS</b>                               |                      |                      |
| Cash and cash equivalents                             | \$11,276,819         | \$11,222,183         |
| Accounts receivable (net after allowances)            | \$845,797            | \$4,731,557          |
| Portfolio investments                                 | \$10,388,001         | \$10,047,725         |
| Other financial assets                                | \$0                  | \$0                  |
| <b>Total financial assets</b>                         | <b>\$22,510,617</b>  | <b>\$26,001,465</b>  |
| <b>LIABILITIES</b>                                    |                      |                      |
| Bank indebtedness                                     | \$0                  | \$0                  |
| Accounts payable and accrued liabilities              | \$7,604,290          | \$7,175,556          |
| Deferred contributions                                | \$2,416,537          | \$4,186,074          |
| 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                  |
| <b>Total liabilities</b>                              | <b>\$10,254,841</b>  | <b>\$11,589,907</b>  |
| <b>Net Financial Assets (Net Debt)</b>                | <b>\$12,255,776</b>  | <b>\$14,411,558</b>  |
| <b>NON-FINANCIAL ASSETS</b>                           |                      |                      |
| Tangible capital assets                               | \$155,279,564        | \$158,039,634        |
| Inventory of supplies                                 | \$390,012            | \$366,413            |
| Prepaid expenses                                      | \$340,888            | \$514,658            |
| <b>Total non-financial assets</b>                     | <b>\$156,010,464</b> | <b>\$158,920,705</b> |
| <b>Net assets before spent deferred contributions</b> | <b>\$168,266,240</b> | <b>\$173,332,263</b> |
| Spent deferred capital contribution (SDCC)            | \$148,898,206        | \$151,689,292        |
| <b>Net assets</b>                                     | <b>\$19,368,034</b>  | <b>\$21,642,971</b>  |
| <b>NET ASSETS (ACCUMULATED SURPLUS)</b>               |                      |                      |
| Unrestricted surplus                                  | \$471,484            | \$691,488            |
| Operating reserves                                    | \$5,309,728          | \$7,616,255          |
| <b>Accumulated Surplus from Operations</b>            | <b>\$5,781,212</b>   | <b>\$8,307,743</b>   |
| Investment in capital assets                          | \$6,381,358          | \$6,448,053          |
| Capital reserves                                      | \$6,885,590          | \$6,567,301          |
| Endowments                                            | \$319,874            | \$319,874            |
| <b>Total Accumulated Surplus (Deficit)</b>            | <b>\$19,368,034</b>  | <b>\$21,642,971</b>  |

The statement above compares the Financial Position of the 3<sup>rd</sup> quarter of 2022/2023 to the 3<sup>rd</sup> quarter of the prior year for comparative purposes.

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
*As at May 31st, 2023*

---

**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at May 31st, 2023 includes deferred contributions, endowment funds, and accumulated surplus from operations.

**Accounts Receivable**

Accounts receivable at May 31st, 2023 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division. In quarter two of the 2022/2023 year, 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 May 31, 2023 are \$22.51 million.**

**Chinook Dance Program  
Presents Spring Show:  
Zodiac**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable at May 31, 2023 mostly includes payments for transportation, construction invoices/holdbacks, 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 student travel group deposits or school activity fees. These unearned revenues are classified within accounts payable as these types of transactions require that goods and/or services are to be provided in the future by the Division to the groups/individuals that directly paid these fees

### **Deferred Contributions**

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

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

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

### **Employee Future Benefits**

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

**Total Financial Liabilities as of May 31, 2023 are \$10.25 million.**

### **NET FINANCIAL ASSETS (DEBT):**

Net financial assets, which is the funds available (owing) after discharging the Division's financial obligations, is a **net asset position of \$12.26 million.**

The Statement of Financial Position has specifically excluded the deferred contributions related to the unamortized portion of supported capital assets (referred to as Spent Deferred Capital Contributions).

**Total Net Assets as of May 31, 2023 are \$12.26 million.**

Paterson Pi Day brings students together for a day of math education



**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 \$155.28 million as of May 31, 2023.

Supports 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 the 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 May 31, 2023 are \$156.01 million.**

**SPENT DEFERRED CAPITAL CONTRIBUTIONS (SDCC)**

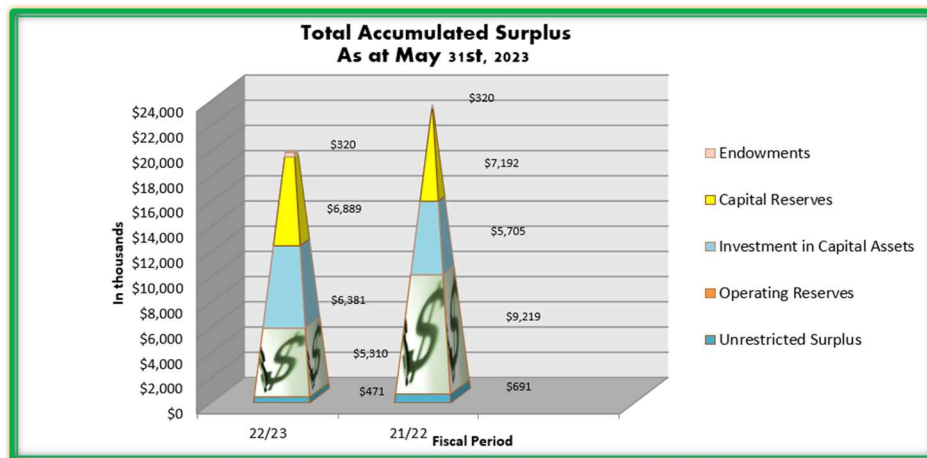
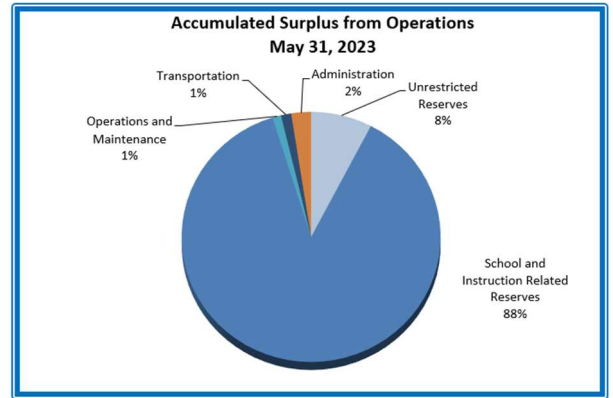
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported capital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

**Total SDCC as of May 31, 2023 are \$148.90 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 88% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent in the future for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.



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

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

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

**The total accumulated surplus for the Division which consists of both operating and capital funds is \$19.37 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at May 31, 2023.**



## Operations

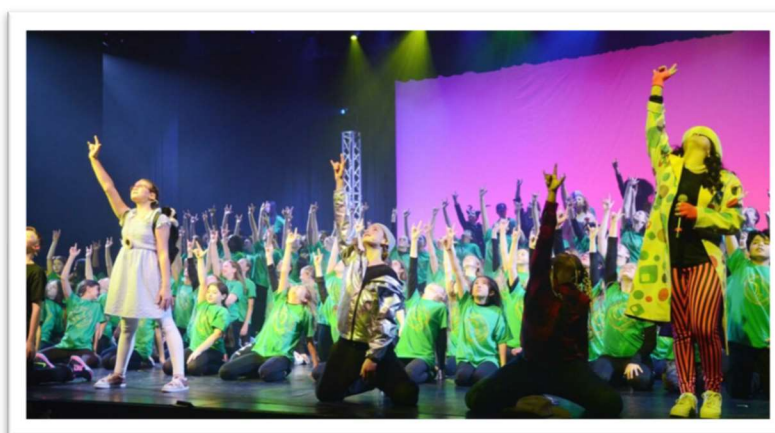
### Budget Update as of September 30<sup>th</sup>

The revised budget for the 2022-2023 school year reflects changes to the Division budget as of September 30<sup>th</sup>, 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, \$162,000 for a new mental health pilot program grant (Digital Wellness), \$93,000 for support for 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 Lease grant funding (flow through funding for facility leases). Overall revenue, including use of reserves, in the revised budgeted 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 3.20% at August 31, 2023 (the Division was at 5.29% at August 31, 2022).



### *G.S. Lakie's Oz with a Twist*

**Lethbridge School Division**  
**STATEMENT OF OPERATIONS**  
For the period ended May 31, 2023

|                                                                               | Budget Information                            |                                                                       | Actual Results            |                               | Variances                    |                                           | Projection                |                               |
|-------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------|---------------------------|-------------------------------|------------------------------|-------------------------------------------|---------------------------|-------------------------------|
|                                                                               | Preliminary Budget<br>2022-2023<br>(May 2022) | 'September 30th'<br>Operating Budget<br>2022-2023<br>(Sept 30th 2022) | Forecasted To<br>May 31st | Actual Year Ended<br>May 31st | % Expended<br>Revised Budget | % Expended<br>Forecast to May<br>31, 2023 | August 31st<br>Projection | Change from<br>Updated Budget |
| <b>REVENUES</b>                                                               |                                               |                                                                       |                           |                               |                              |                                           |                           |                               |
| Government of Alberta                                                         | \$124,804,721                                 | \$127,357,821                                                         | \$95,149,080              | \$97,735,578                  | 76.74%                       | 102.72%                                   | \$127,230,971             | (\$125,850)                   |
| Federal and Other Government                                                  | \$388,944                                     | \$388,944                                                             | \$388,944                 | \$319,948                     | 82.26%                       | 82.26%                                    | \$319,948                 | (\$68,996)                    |
| Fees                                                                          | \$4,755,305                                   | \$3,995,105                                                           | \$3,673,291               | \$1,356,955                   | 33.97%                       | 36.94%                                    | \$1,638,501               | (\$2,336,604)                 |
| Sales and services                                                            | \$594,000                                     | \$594,000                                                             | \$717,646                 | \$542,624                     | 91.35%                       | 75.61%                                    | \$1,094,000               | \$500,000                     |
| Investment income                                                             | \$193,000                                     | \$193,000                                                             | \$144,750                 | \$385,052                     | 199.51%                      | 266.02%                                   | \$500,000                 | \$307,000                     |
| Donations and Other Contributions                                             | \$2,520,000                                   | \$2,520,000                                                           | \$2,167,164               | \$1,167,562                   | 46.33%                       | 53.88%                                    | \$1,427,020               | (\$1,092,980)                 |
| Other Revenues                                                                | \$34,704                                      | \$34,704                                                              | \$26,028                  | \$30,900                      | 89.04%                       | 118.72%                                   | \$34,704                  | \$0                           |
| <b>Total Revenues</b>                                                         | <b>\$133,290,674</b>                          | <b>\$135,083,574</b>                                                  | <b>\$103,266,903</b>      | <b>\$101,538,629</b>          | <b>75.17%</b>                | <b>99.29%</b>                             | <b>\$132,265,144</b>      | <b>(\$2,818,430)</b>          |
| <b>EXPENSES</b>                                                               |                                               |                                                                       |                           |                               |                              |                                           |                           |                               |
| Instruction - Pre-K                                                           | \$3,564,197                                   | \$3,649,310                                                           | \$2,859,424               | \$2,505,222                   | 68.65%                       | 87.61%                                    | \$3,399,310               | (\$250,000)                   |
| Instruction - K to Grade 12                                                   | \$106,568,798                                 | \$109,231,128                                                         | \$85,823,457              | \$81,915,064                  | 75.00%                       | 95.44%                                    | \$106,104,833             | (\$3,126,295)                 |
| Operations and Maintenance                                                    | \$17,152,865                                  | \$17,523,243                                                          | \$13,930,229              | \$14,074,276                  | 80.32%                       | 101.03%                                   | \$17,523,243              | \$0                           |
| Transportation                                                                | \$3,088,800                                   | \$3,188,800                                                           | \$2,832,864               | \$2,855,431                   | 89.55%                       | 100.80%                                   | \$3,246,665               | \$57,865                      |
| Administration                                                                | \$4,181,195                                   | \$4,189,894                                                           | \$3,299,348               | \$3,316,630                   | 79.15%                       | 100.53%                                   | \$4,189,894               | \$0                           |
| External services (International Services)                                    | \$300,000                                     | \$300,000                                                             | \$225,000                 | \$328,668                     | 109.56%                      | 146.07%                                   | \$800,000                 | \$500,000                     |
| <b>Total Expenses</b>                                                         | <b>\$134,855,855</b>                          | <b>\$138,082,375</b>                                                  | <b>\$108,970,322</b>      | <b>\$104,993,341</b>          | <b>76.04%</b>                | <b>96.35%</b>                             | <b>\$135,263,945</b>      | <b>(\$2,818,430)</b>          |
| <b>Operating surplus (deficit)</b>                                            | <b>(\$1,565,181)</b>                          | <b>(\$2,998,801)</b>                                                  | <b>(\$6,703,419)</b>      | <b>(\$3,454,712)</b>          |                              |                                           | <b>(\$2,998,801)</b>      | <b>\$0</b>                    |
| <b>Accumulated Surplus from Operations beginning of Year</b>                  | <b>\$10,080,124</b>                           | <b>\$10,080,124</b>                                                   | <b>\$10,080,124</b>       | <b>\$10,080,124</b>           |                              |                                           | <b>\$10,080,124</b>       |                               |
| Transfers to/from capital reserves, endowments, & capital                     | (\$977,516)                                   | (\$1,300,111)                                                         | \$0                       | (\$1,300,111)                 |                              |                                           | (\$1,300,111)             |                               |
| <b>Accumulated Operating Surplus (ASO) at end of period</b>                   | <b>\$7,537,427</b>                            | <b>\$5,781,212</b>                                                    | <b>\$3,376,705</b>        | <b>\$5,325,301</b>            |                              |                                           | <b>\$5,781,212</b>        |                               |
| School Generated Funds included in Accumulated Operating Surplus              | (\$3,045,375)                                 | (\$3,045,375)                                                         | (\$3,045,375)             | (\$3,107,684)                 |                              |                                           | (\$3,107,684)             |                               |
| <b>Adjusted Accumulated Operating Surplus (Adjusted ASO) at end of period</b> | <b>\$4,492,052</b>                            | <b>\$2,735,837</b>                                                    | <b>\$331,330</b>          | <b>\$2,217,617</b>            |                              |                                           | <b>\$2,673,528</b>        |                               |
| <b>Adjusted ASO as a % of budgeted expenditures (excluding SGF accounts)</b>  | <b>3.38%</b>                                  | <b>2.06%</b>                                                          | <b>0.24%</b>              | <b>2.11%</b>                  |                              |                                           | <b>1.98%</b>              |                               |

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

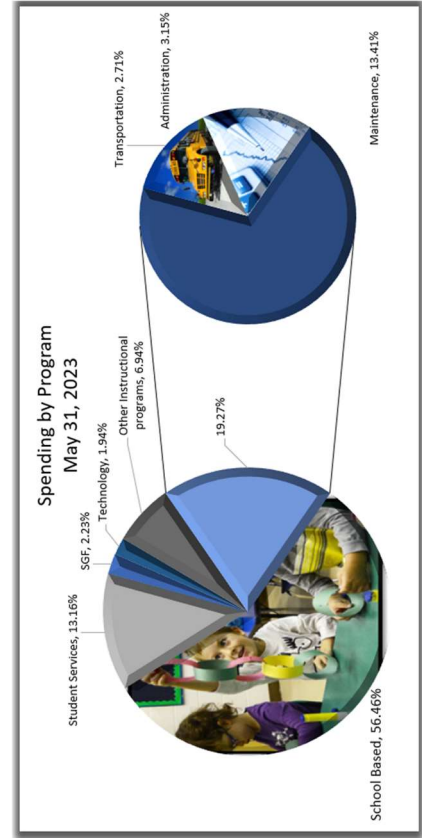
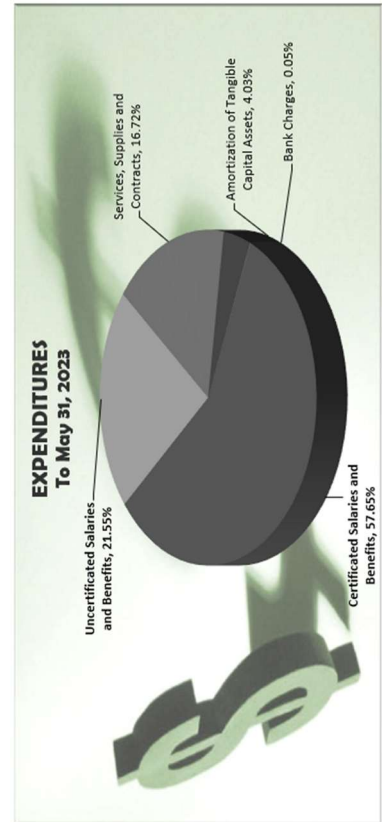
### **OPERATION RESULTS:**

For the nine (9) months ended May 31<sup>st</sup>, 2023, \$101.54 million of revenues have been recorded which is 75.17% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$102.27 million would have been received in the reporting period. The actuals are lower than forecasted amounts. This is due to fees, fundraising 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 \$104.99 million as of May 31<sup>st</sup>, 2023, which is 76.04% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$108.97 million would have incurred in the reporting period. The actuals are under forecasted as at May 31<sup>st</sup>, 2023. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 96.35% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division to ensure that the departments are not incurring cost overruns.

**Lethbridge School Division**  
**Schedule of Program Operations**  
For the period ended May 31, 2023

|                                                  | Instruction<br>(Pre-K) | Instruction<br>(K to Grade 12) | Operations &<br>Maintenance | Transportation | System<br>Administration | External<br>Services | TOTAL         | TOTAL<br>Budget | % Expended<br>of Budget |
|--------------------------------------------------|------------------------|--------------------------------|-----------------------------|----------------|--------------------------|----------------------|---------------|-----------------|-------------------------|
| <b>UPDATED BUDGET 2022-2023 (September 30th)</b> | \$3,649,310            | \$109,231,128                  | \$17,523,243                | \$3,188,800    | \$4,189,894              | \$300,000            | \$138,082,375 |                 |                         |
| <b>FORECAST - May 31st</b>                       | \$2,859,424            | \$85,823,457                   | \$13,930,229                | \$2,832,864    | \$3,299,348              | \$225,000            | \$108,970,322 |                 |                         |
| <b>EXPENSES</b>                                  |                        |                                |                             |                |                          |                      |               |                 |                         |
| Certificated salaries and benefits               | \$359,708              | \$59,489,174                   | \$0                         | \$0            | \$608,310                | \$63,789             | \$60,520,981  | \$78,251,610    | 77.34%                  |
| Non-certificated salaries and benefits           | \$2,129,650            | \$14,988,481                   | \$3,706,536                 | \$92,940       | \$1,680,014              | \$42,145             | \$22,619,765  | \$28,142,092    | 80.38%                  |
| <b>SUB - TOTAL</b>                               | \$2,489,358            | \$74,457,655                   | \$3,706,536                 | \$92,940       | \$2,288,324              | \$105,934            | \$83,140,747  | \$106,393,702   | 78.14%                  |
| Services, contracts and supplies                 | \$15,864               | \$6,819,180                    | \$6,820,481                 | \$2,762,491    | \$926,888                | \$222,734            | \$17,567,638  | \$26,070,835    | 67.38%                  |
| Amortization of capital assets                   | \$0                    | \$585,629                      | \$3,547,259                 | \$0            | \$101,468                | \$0                  | \$4,234,356   | \$5,582,838     | 75.85%                  |
| Interest and other finance charges               | \$0                    | \$0                            | \$0                         | \$0            | \$0                      | \$0                  | \$50,600      | \$35,000        | 144.57%                 |
| Losses on disposal of capital assets             | \$0                    | \$0                            | \$0                         | \$0            | \$0                      | \$0                  | \$0           | \$0             | 100.00%                 |
| <b>TOTAL EXPENSES</b>                            | \$2,505,222            | \$80,193,064                   | \$14,074,276                | \$2,855,431    | \$3,316,880              | \$228,669            | \$104,993,341 | \$138,082,375   | 76.04%                  |
| <b>Total unexpended funds period to date</b>     | \$1,144,088            | \$27,318,064                   | \$3,448,967                 | \$333,369      | \$873,214                | (\$28,669)           | \$33,089,034  | \$138,082,375   | 23.96%                  |
| <b>% Expended of Budget</b>                      | 68.65%                 | 74.99%                         | 80.52%                      | 89.55%         | 79.16%                   | 109.56%              | 76.04%        |                 |                         |
| <b>% Expended of Forecast</b>                    | 87.61%                 | 95.44%                         | 101.03%                     | 100.80%        | 100.53%                  | 146.07%              | 96.35%        |                 |                         |
| <b>AUGUST 31ST - PROJECTION</b>                  | \$3,390,310            | \$108,104,833                  | \$17,523,243                | \$3,246,665    | \$4,189,894              | \$1,300,000          | \$135,763,945 |                 |                         |





*Lethbridge School Division*  
**Notes to the Statement of Operations**  
*For the nine (9) months ended May 31st, 2023*

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**REVENUES:**

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

**Government of Alberta**

Government of Alberta (Alberta Education) funding represents approximately 96% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 3<sup>rd</sup> quarter, the Division has received 76.74% of the total budget (or 102.72% of the forecasted funding).

There has also been adjustments made to the year-end projections for the Alberta Education funding. There is also an additional \$123,150 that has been added to the Government of Alberta funding due to additional enrolment growth revenue of \$37,785, support for Ukrainian students of \$27,500 and Fuel Contingency grant of \$57,865. There has also been a reduction of \$250,000 due to the savings in Pre-K. These amounts were not known at the time of the creation of the September 30<sup>th</sup> 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 service to another school division. The First Nations tuition funding was received in the third quarter. The August 31<sup>st</sup> projection has been adjusted for the actual amount received during the 2022-2023 year.

**Fees**

Reflects fees that are collected for optional programming fees, school generated activity fees, and preschool fees. Based on the forecasts of the third quarter, the Division has received 33.97% of the total budget. The August 31<sup>st</sup> projection has been adjusted to reflect the decrease in the budgeted amount of fees for the 2022-2023 school year. All possible fees are budgeted for at the start of the school year.

**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 third quarter, the Division has received 91.35% 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 199.51% of the total budget. This is higher than budgeted due to increased interest rates over the past year which is reflected in the August 31<sup>st</sup> projection adjustment. The budgeted amount will be updated 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 46.33% of its total budget for donations and other contributions and the August 31<sup>st</sup> projection has been adjusted to reflect the estimated total donations and fundraising to be collected for the remainder of the year.

### **Other Revenues**

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

**Overall, revenues are comparable to the operating budget as at May 31, 2023 as 75.17% of the operating budget has been received (or 99.29% 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 68.65% of the total budget (or 87.61% of forecasted costs). The August 31<sup>st</sup> projection has been adjusted by \$250,000 to reflect contingency staffing that wasn't utilized in the 2022-2023 school year due to decreased enrolment throughout the early learning program.

### **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 75.00% of the total budget (or 95.44% 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. The August 31<sup>st</sup> projection has been adjusted for the changes in Alberta Education, School Generated Funds and Other Federal Funding discussed above in revenues.

### **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 80.32% of the total budget (or 101.03% of forecasted costs). Actual costs are slightly higher than 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 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 89.55% of the total budget (or 100.80% of forecasted costs). The August 31<sup>st</sup> projection has been adjusted by \$57,865 to reflect the Fuel Contingency grant amounts the Division has received throughout the year.

### **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 79.16% of the total budget (or 100.53% of forecasted costs). The actual are higher than forecasted due to increased contracted services for Board Governance and Superintendent recruitment. As well, included in these contracted services is an Asset Retirement Obligation (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 109.56% of the total budget (or 146.07% of forecasted costs).

The increase in actual 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 was reviewed and adjusted for in the 2023-2024 preliminary budget to better accurately reflect the revenues and expenses of the program.

**Overall, expenditures are less than budgeted as at May 31, 2023 at 76.04%  
(forecasted at 78.92%)**



## Lethbridge School Division

### Schedule of Instructional (Pre K to Grade 12) Program Expenditures

For the period ended May 31, 2023

| PROGRAM                                                             | Budget<br>Updated Budget<br>2022-2023<br>(Sept 30th 2022) | Forecast<br>Forecasted To<br>May 31st | Actual Results<br>Actual Year Ended<br>May 31st | Variances                    |                                          | Projection                |                               |
|---------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------|-------------------------------------------------|------------------------------|------------------------------------------|---------------------------|-------------------------------|
|                                                                     |                                                           |                                       |                                                 | % Expended<br>Updated Budget | % Expended<br>Forecast to<br>August 31st | August 31st<br>Projection | Change from<br>Updated Budget |
| <b>Early Education Programs</b>                                     | \$3,649,310                                               | \$2,859,424                           | \$2,505,222                                     | 68.65%                       | 87.61%                                   | \$3,399,310               | (\$250,000)                   |
| School Based Instruction (K-12)                                     | \$71,396,647                                              | \$53,594,000                          | \$52,394,904                                    | 73.39%                       | 97.76%                                   | \$71,355,151              | \$0                           |
| Inclusive Learning Supports                                         | \$10,572,361                                              | \$9,067,535                           | \$8,705,833                                     | 82.35%                       | 96.01%                                   | \$10,599,861              | \$27,500                      |
| Shared Instructional Services                                       | \$10,942,768                                              | \$9,752,388                           | \$10,784,803                                    | 98.56%                       | 100.00%                                  | \$11,260,053              | \$275,789                     |
| School Generated Funds Activities                                   | \$6,649,105                                               | \$5,826,081                           | \$3,055,776                                     | 45.96%                       | 52.45%                                   | \$3,219,521               | (\$3,429,584)                 |
| Technology                                                          | \$3,045,280                                               | \$2,354,880                           | \$1,783,540                                     | 58.57%                       | 75.74%                                   | \$3,045,280               | \$0                           |
| Institutional Programs                                              | \$1,036,911                                               | \$777,683                             | \$766,666                                       | 73.94%                       | 98.58%                                   | \$1,036,911               | \$0                           |
| Division of Instructional Services                                  | \$798,054                                                 | \$598,541                             | \$576,226                                       | 72.20%                       | 96.27%                                   | \$798,054                 | \$0                           |
| Indigenous Programming                                              | \$639,097                                                 | \$479,323                             | \$510,856                                       | 79.93%                       | 106.58%                                  | \$639,097                 | \$0                           |
| Counselling Program                                                 | \$3,111,517                                               | \$2,333,638                           | \$2,316,799                                     | 74.46%                       | 99.28%                                   | \$3,111,517               | \$0                           |
| Other Instructional Programs                                        | \$1,039,388                                               | \$1,039,388                           | \$1,017,661                                     | 97.91%                       | 97.91%                                   | \$1,039,388               | \$0                           |
| <b>Total Instructional (Pre K to Grade 12) Program Expenditures</b> | <b>\$112,880,438</b>                                      | <b>\$88,682,881</b>                   | <b>\$84,418,286</b>                             | <b>74.79%</b>                | <b>95.19%</b>                            | <b>\$109,504,143</b>      | <b>(\$3,376,295)</b>          |

#### Other Instructional Programs:

Community Outreach School  
Downtown LA  
High School Off Campus  
Distance Learning Program  
Poverty Committee  
Making Connections  
BOCST Program  
Ready Set Go Program

#### Institutional Programs:

Harbor House School  
CAMP (Lethbridge Regional Hospital School)  
Pitawani School  
Stefford Ridge School (AADC)

#### Inclusive Learning Supports:

Inclusive Education  
English as an Additional Language

*Lethbridge School Division*  
**Notes to the Schedule of Instructional (Pre-K to Grade 12)**  
*For the nine (9) months ended May 31st, 2023*

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

**Pre-K (Early Education Programs)**

These expenditures represent costs in early education programs (EEP), and program unit funding (PUF). Early education programs are at 68.65% of their total budget. The August 31<sup>st</sup> projection has been adjusted by \$250,000 to reflect contingency staffing that wasn't utilized in the 2022-2023 school year due to decreased enrolment throughout the early learning program.

**School Based Instruction**

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 73.39% of the total budget. See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

**Inclusive Learning Supports**

Inclusive Learning Supports includes expenditures Inclusive Education and English as 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 25.0% per quarter as the educational assistants are paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 82.35% spent of their total budget. The August 31<sup>st</sup> projection has been adjusted by \$27,500 to reflect the additional Ukrainian student funding received from Alberta Education in the school year.

**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% as the ATA Professional Development fund is contributed in the 2<sup>nd</sup> quarter as well as substitute costs are only during the school year (September to June). Shared Instructional Services expenditures are at 98.56% spent of the total budget.

**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 expenditures are at 45.96% of the total budget. This is lower than forecasted because all possible 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 58.57% spent of the total budget. Purchases will be occurring during the 4<sup>th</sup> quarter to ensure items are in place for the start of the 2023-2024 school year.

### **Institutional Programs**

Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 73.94% 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 72.20% spent of the total budget.

### **Indigenous Programming**

The Indigenous programming 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 aboriginal cultures and lifestyles. Indigenous education expenditures are at 79.93% of the total budget.



**Division Education Centre gifted Blackfoot name  
Aakaipookaiksi**

### **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 74.46% 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, and Making Connections and the BOOST program. Other Instructional Program expenditures are at 97.91% spent of the total budget which is expected as lots of these programs are tied to the school year calendar (September to June).

**Overall, instructional (Pre-K to Grade 12) program expenditures are at 74.79% of their annual budget**



**Probe hosts annual Green Shirt Day Assembly**



**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**  
**For the period ended May 31, 2023**

|                                                    | Budget<br>Updated Budget<br>2022-2023<br>(Sept 30th 2022) | Forecast<br>Forecasted To<br>May 31st, 2023 | Actual Results<br>Actual Year Ended<br>May 31st, 2023 | Variances                    |                                              | Projection                |                               |
|----------------------------------------------------|-----------------------------------------------------------|---------------------------------------------|-------------------------------------------------------|------------------------------|----------------------------------------------|---------------------------|-------------------------------|
|                                                    |                                                           |                                             |                                                       | % Expended<br>Updated Budget | % Expended<br>Forecast to<br>August 31, 2023 | August 31st<br>Projection | Change from<br>Updated Budget |
| <b>SCHOOL</b>                                      |                                                           |                                             |                                                       |                              |                                              |                           |                               |
| <b>High Schools:</b>                               |                                                           |                                             |                                                       |                              |                                              |                           |                               |
| Lethbridge Collegiate Institute                    | \$6,402,321                                               | \$4,804,021                                 | \$4,764,242                                           | 74.41%                       | 99.17%                                       | \$6,402,321               | \$0                           |
| Winston Churchill High School                      | \$5,518,364                                               | \$4,142,763                                 | \$4,064,992                                           | 73.66%                       | 98.12%                                       | \$5,518,364               | \$0                           |
| Chinook High School                                | \$7,039,161                                               | \$5,285,748                                 | \$4,844,921                                           | 68.83%                       | 91.69%                                       | \$7,039,161               | \$0                           |
| Victoria Park High School                          | \$2,008,755                                               | \$1,508,162                                 | \$1,468,330                                           | 73.10%                       | 97.36%                                       | \$2,008,755               | \$0                           |
| Immanuel Christian Secondary School                | \$1,894,912                                               | \$1,422,345                                 | \$1,409,509                                           | 74.38%                       | 99.10%                                       | \$1,894,912               | \$0                           |
| <b>Middle Schools:</b>                             |                                                           |                                             |                                                       |                              |                                              |                           |                               |
| GS Lakie Middle School                             | \$3,012,546                                               | \$2,262,084                                 | \$2,188,339                                           | 72.64%                       | 96.74%                                       | \$3,012,546               | \$0                           |
| Wilson Middle School                               | \$4,099,887                                               | \$3,075,827                                 | \$2,999,001                                           | 73.15%                       | 97.50%                                       | \$4,099,887               | \$0                           |
| Gilbert Paterson                                   | \$4,493,488                                               | \$3,372,966                                 | \$3,316,852                                           | 73.81%                       | 98.34%                                       | \$4,493,488               | \$0                           |
| Senator Joyce Fairbairn Middle School              | \$3,606,013                                               | \$2,705,290                                 | \$2,685,351                                           | 74.47%                       | 99.12%                                       | \$3,606,013               | \$0                           |
| <b>Elementary Schools:</b>                         |                                                           |                                             |                                                       |                              |                                              |                           |                               |
| Senator Buchanan                                   | \$2,060,426                                               | \$1,546,574                                 | \$1,549,799                                           | 75.22%                       | 100.21%                                      | \$2,060,426               | \$0                           |
| Immanuel Christian Elementary School               | \$1,619,249                                               | \$1,215,121                                 | \$1,184,783                                           | 73.17%                       | 97.50%                                       | \$1,619,249               | \$0                           |
| Ecole Agnes Davidson                               | \$3,311,171                                               | \$2,485,657                                 | \$2,396,121                                           | 72.36%                       | 96.40%                                       | \$3,311,171               | \$0                           |
| Fleetwood-Bawden                                   | \$2,026,743                                               | \$1,521,793                                 | \$1,500,675                                           | 74.04%                       | 98.61%                                       | \$2,026,743               | \$0                           |
| Galbraith                                          | \$2,113,806                                               | \$1,587,855                                 | \$1,545,809                                           | 73.13%                       | 97.35%                                       | \$2,113,806               | \$0                           |
| Lakeview                                           | \$2,311,521                                               | \$1,735,134                                 | \$1,696,258                                           | 73.38%                       | 97.76%                                       | \$2,311,521               | \$0                           |
| General Stewart                                    | \$840,771                                                 | \$631,581                                   | \$632,939                                             | 75.28%                       | 100.22%                                      | \$840,771                 | \$0                           |
| Westminster                                        | \$1,355,678                                               | \$1,017,556                                 | \$1,008,515                                           | 74.39%                       | 99.11%                                       | \$1,355,678               | \$0                           |
| Lethbridge Christian School                        | \$1,448,183                                               | \$1,086,821                                 | \$1,080,874                                           | 74.64%                       | 99.45%                                       | \$1,448,183               | \$0                           |
| Coalbanks Elementary School                        | \$3,468,647                                               | \$2,602,978                                 | \$2,538,606                                           | 73.19%                       | 97.53%                                       | \$3,468,647               | \$0                           |
| Nicholas Sheran                                    | \$2,366,542                                               | \$1,777,281                                 | \$1,776,100                                           | 75.05%                       | 99.93%                                       | \$2,366,542               | \$0                           |
| Park Meadows                                       | \$2,133,056                                               | \$1,600,984                                 | \$1,594,233                                           | 74.74%                       | 99.58%                                       | \$2,133,056               | \$0                           |
| Dr. Robert Plaxton                                 | \$2,252,923                                               | \$1,690,833                                 | \$1,686,809                                           | 74.87%                       | 99.76%                                       | \$2,252,923               | \$0                           |
| Milke Mountain Horse                               | \$3,236,944                                               | \$2,428,962                                 | \$2,405,916                                           | 74.33%                       | 99.05%                                       | \$3,236,944               | \$0                           |
| Dr. Probe Elementary School                        | \$2,775,540                                               | \$2,083,664                                 | \$2,055,910                                           | 74.07%                       | 98.67%                                       | \$2,775,540               | \$0                           |
| <b>Total School Based Instruction Expenditures</b> | <b>\$71,396,647</b>                                       | <b>\$53,594,000</b>                         | <b>\$52,394,904</b>                                   | <b>73.39%</b>                | <b>97.76%</b>                                | <b>\$71,396,647</b>       | <b>\$0</b>                    |

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**

For the period ended May 31, 2023

| SCHOOL                                    | SGF Balances | Actual Results             |                            | SGF Balances |          | Change in SGF       |
|-------------------------------------------|--------------|----------------------------|----------------------------|--------------|----------|---------------------|
|                                           | August 31st  | Revenues up to<br>May 31st | Expenses up to<br>May 31st | May 31st     | May 31st | Increase (Decrease) |
| UPDATED BUDGET 2022-2023 (September 30th) | N/A          | \$6,649,105                | (\$6,649,105)              | N/A          | N/A      | N/A                 |
| High Schools:                             |              |                            |                            |              |          |                     |
| Lethbridge Collegiate Institute           | \$235,186    | \$378,960                  | (\$371,531)                | \$242,614    |          | \$7,428             |
| Winston Churchill High School             | \$347,507    | \$150,208                  | (\$197,868)                | \$299,847    |          | (\$47,660)          |
| Chinook High School                       | \$199,491    | \$341,558                  | (\$272,886)                | \$268,163    |          | \$68,672            |
| Victoria Park High School                 | \$408,043    | \$77,271                   | (\$40,540)                 | \$444,774    |          | \$36,731            |
| Immanuel Christian Secondary School       | \$108,367    | \$93,146                   | (\$105,246)                | \$96,267     |          | (\$12,100)          |
| Middle Schools:                           |              |                            |                            |              |          |                     |
| Gs Lakle Middle School                    | \$344,959    | \$178,904                  | (\$179,955)                | \$343,908    |          | (\$1,051)           |
| Wilson Middle School                      | \$195,412    | \$76,792                   | (\$75,729)                 | \$196,475    |          | \$1,063             |
| Gilbert Paterson                          | \$181,321    | \$125,981                  | (\$141,019)                | \$166,283    |          | (\$15,038)          |
| Senator Joyce Fairbairn Middle School     | \$154,140    | \$73,244                   | (\$62,468)                 | \$164,916    |          | \$10,776            |
| Elementary Schools:                       |              |                            |                            |              |          |                     |
| Senator Buchanan                          | \$26,742     | \$13,409                   | (\$4,244)                  | \$35,907     |          | \$9,165             |
| Immanuel Christian Elementary School      | \$20,568     | \$0                        | (\$2,617)                  | \$17,951     |          | (\$2,617)           |
| Ecole Agnes Davidson                      | \$140,416    | \$27,381                   | (\$30,219)                 | \$137,578    |          | (\$2,838)           |
| Fleetwood-Bawden                          | \$89,534     | \$4,313                    | (\$25,187)                 | \$68,660     |          | (\$20,874)          |
| Galbraith                                 | \$93,292     | \$9,953                    | (\$6,980)                  | \$96,265     |          | \$2,973             |
| Lakeview                                  | \$59,756     | \$16,470                   | (\$1,112)                  | \$75,114     |          | \$15,358            |
| General Stewart                           | \$4,076      | \$808                      | (\$596)                    | \$4,288      |          | \$212               |
| Westminster                               | \$63,282     | \$22,345                   | (\$20,488)                 | \$65,139     |          | \$1,857             |
| Lethbridge Christian School               | \$39,995     | \$24,312                   | (\$19,246)                 | \$45,061     |          | \$5,066             |
| Coalbanks Elementary School               | \$35,962     | \$26,362                   | (\$5,028)                  | \$57,296     |          | \$21,334            |
| Nicholas Sheran                           | \$44,435     | \$16,851                   | (\$6,187)                  | \$55,099     |          | \$10,664            |
| Park Meadows                              | \$31,768     | \$23,533                   | (\$9,320)                  | \$45,981     |          | \$14,213            |
| Dr. Robert Plaxton                        | \$17,613     | \$23,953                   | (\$17,429)                 | \$24,137     |          | \$6,524             |
| Milke Mountain Horse                      | \$26,619     | \$26,422                   | \$0                        | \$53,041     |          | \$26,422            |
| Dr. Probe Elementary School               | \$176,891    | \$33,496                   | (\$107,468)                | \$102,919    |          | (\$73,972)          |
| School Generated Funds                    | \$3,045,375  | \$1,765,672                | (\$1,703,363)              | \$3,107,684  |          | \$62,309            |
| Total SGF investment accounts (GICs)      | \$0          | \$0                        |                            | \$0          |          | \$0                 |
| Total School Generated Funds              | \$3,045,375  | \$1,765,672                | (\$1,703,363)              | \$3,107,684  |          | \$62,309            |
| % Expended of Budget                      |              | 26.56%                     | 25.62%                     |              |          |                     |
| % Expended of projected                   |              | 31.40%                     | 30.29%                     |              |          |                     |

*Lethbridge School Division*  
**Appendices**  
*For the nine (9) months ended May 31st, 2023*

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



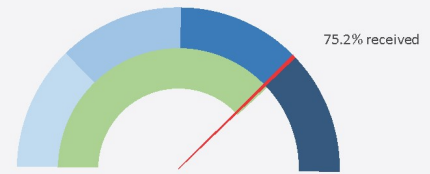
# Lethbridge School Division Summary of Revenues Quarterly Reporting - May 31st, 2023

Financial Data as at June 6th, 2023

Government of Alberta  
Federal & First Nations  
Other School Authorities  
Fees  
Other Sales & Services  
Investment Income  
Gifts & Donations  
Rental of Facilities  
Fundraising  
Gain on Disposal

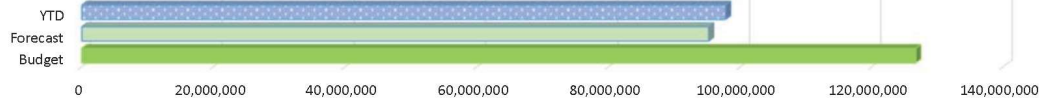
| Budget             | Forecast           | YTD                | Variance       | YTD %        |
|--------------------|--------------------|--------------------|----------------|--------------|
| 126,631,830        | 95,109,080         | 97,694,577         | (2,585,497)    | 77.1%        |
| 388,944            | 388,944            | 319,948            | 68,996         | 82.3%        |
| 40,000             | 40,000             | 41,000             | (1,000)        | 102.5%       |
| 4,387,946          | 3,673,291          | 1,356,955          | 2,316,336      | 30.9%        |
| 839,150            | 717,646            | 542,624            | 175,022        | 64.7%        |
| 193,000            | 144,750            | 385,062            | (240,312)      | 199.5%       |
| 408,000            | 340,452            | 184,244            | 156,208        | 45.2%        |
| 34,704             | 26,028             | 30,900             | (4,872)        | 89.0%        |
| 2,160,000          | 1,826,712          | 983,318            | 843,394        | 45.5%        |
| 0                  | 0                  | 0                  | 0              | 0.0%         |
| <b>135,083,574</b> | <b>102,266,903</b> | <b>101,538,629</b> | <b>728,274</b> | <b>75.2%</b> |

## Total Revenue Tachometer:

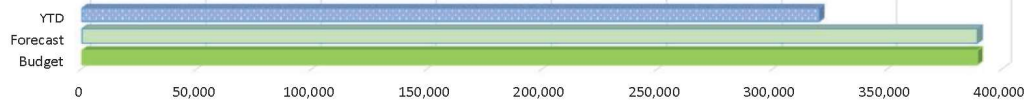


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

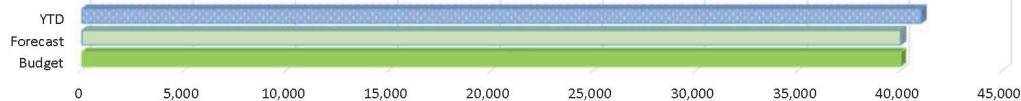
### Government of Alberta



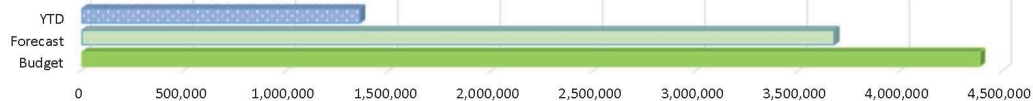
### Federal & First Nations



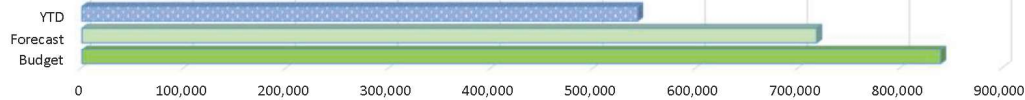
### Other School Authorities



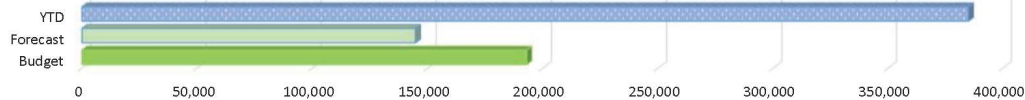
### Fees



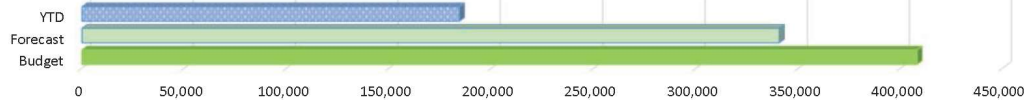
### Other Sales & Services



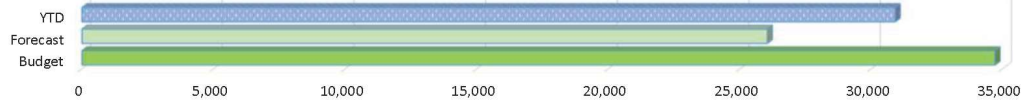
### Investment Income



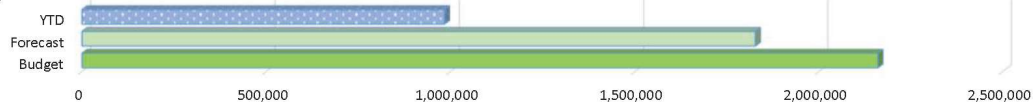
### Gifts & Donations



### Rental of Facilities



### Fundraising

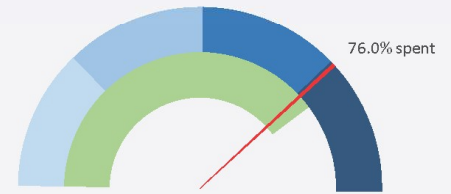


## Lethbridge School Division Summary of Expenses Quarterly Reporting - May 31st, 2023

Financial Data as at June 6th, 2023

|                              | Budget             | Forecast           | YTD                | Variance         | YTD %        |
|------------------------------|--------------------|--------------------|--------------------|------------------|--------------|
| Salaries                     | 85,897,527         | 66,644,273         | 66,025,656         | 618,617          | 76.9%        |
| Benefits                     | 20,620,368         | 16,753,241         | 16,500,879         | 252,362          | 80.0%        |
| Professional Development     | 528,010            | 660,970            | 536,171            | 124,799          | 101.5%       |
| Contracted Services          | 8,156,853          | 6,698,211          | 6,999,139          | (300,928)        | 85.8%        |
| Other Services               | 2,678,746          | 2,508,342          | 2,566,931          | (58,588)         | 95.8%        |
| Supplies                     | 5,680,944          | 4,376,230          | 3,475,444          | 900,786          | 61.2%        |
| Other Expenditures           | 664,400            | 489,673            | 310,939            | 178,733          | 46.8%        |
| Capital, Transfer & Projects | 13,855,529         | 10,839,380         | 8,578,183          | 2,261,197        | 61.9%        |
|                              | <b>138,082,375</b> | <b>108,970,321</b> | <b>104,993,341</b> | <b>3,976,980</b> | <b>76.0%</b> |
|                              |                    | 78.9%              |                    |                  |              |

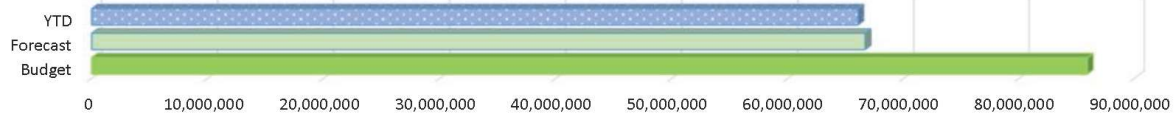
### Total Expense Tachometer:



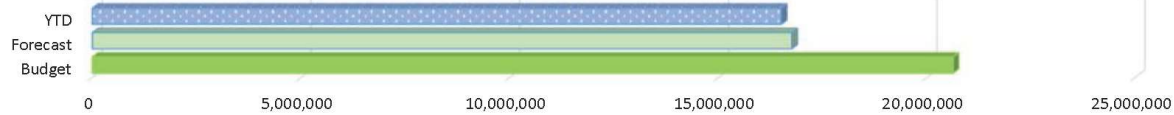
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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 75% of the approved budget).

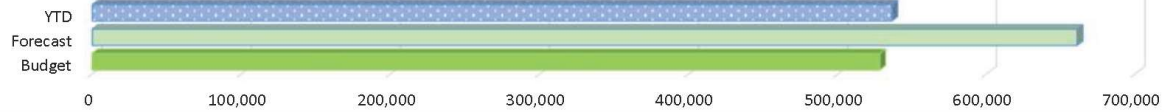
### Salaries



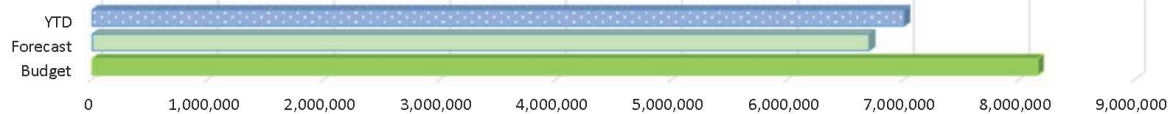
### Benefits



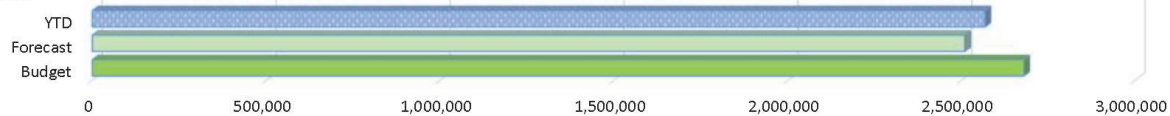
### Professional Development



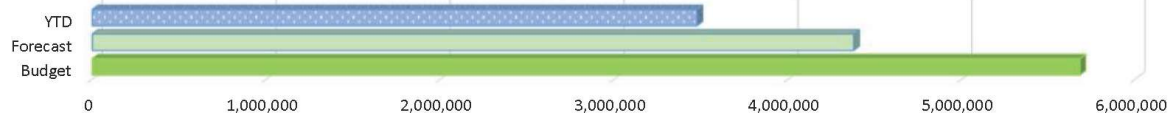
### Contracted Services



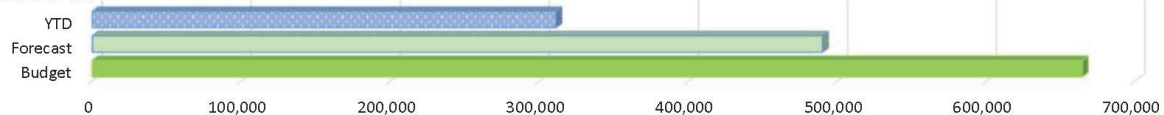
### Other Services



### Supplies



### Other Expenditures



## Instruction - Pre K Summary Quarterly Reporting - May 31st, 2023

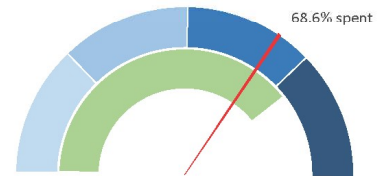
Financial Data as at June 6th, 2023

|                              | Budget           | Forecast         | YTD              | Variance       | YTD %        |
|------------------------------|------------------|------------------|------------------|----------------|--------------|
| Salaries                     | 2,783,155        | 2,314,524        | 2,062,168        | 252,357        | 74.1%        |
| Benefits                     | 763,190          | 476,062          | 420,990          | 55,072         | 55.2%        |
| Professional Development     | 24,000           | 15,000           | 2,835            | 12,165         | 11.8%        |
| Contracted Services          | 31,000           | 22,500           | 11,486           | 11,014         | 37.1%        |
| Other Services               | 0                | 0                | 0                | 0              | 0.0%         |
| Supplies                     | 30,766           | 18,438           | 3,018            | 15,420         | 9.8%         |
| Other Expenditures           | 17,199           | 12,899           | 4,725            | 8,174          | 27.5%        |
| Capital, Transfer & Projects | 0                | 0                | 0                | 0              | 0.0%         |
|                              | <b>3,649,310</b> | <b>2,859,424</b> | <b>2,505,222</b> | <b>354,202</b> | <b>68.6%</b> |

78.4%

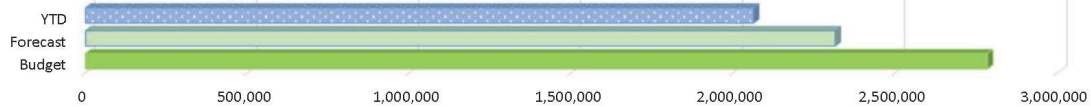
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

### Total Expense Tachometer:

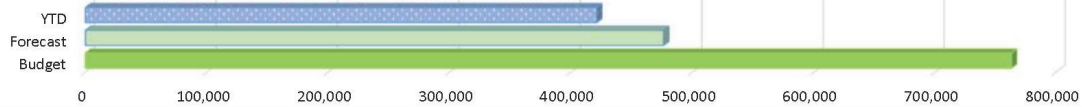


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

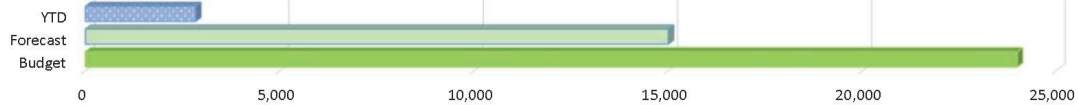
### Salaries



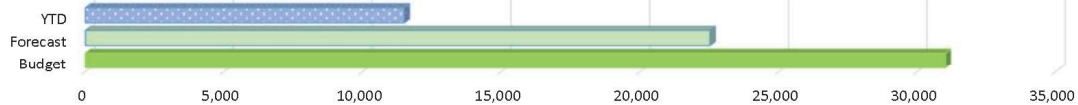
### Benefits



### Professional Development



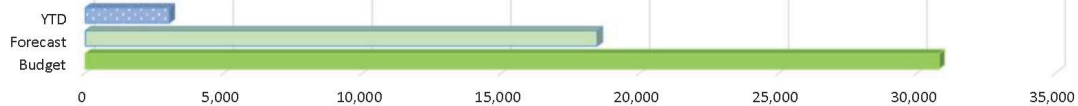
### Contracted Services



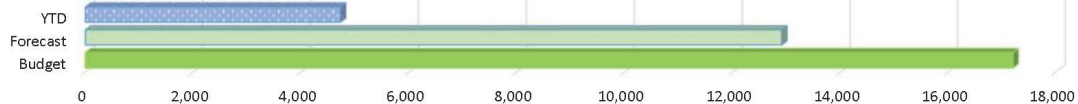
### Other Services



### Supplies



### Other Expenditures



# Instruction - K to Grade 12

## Summary

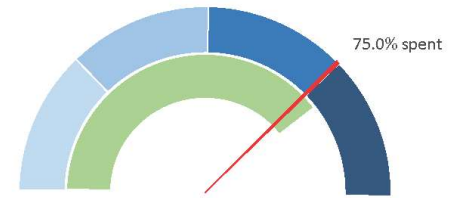
### Quarterly Reporting - May 31st, 2023

Financial Data as at June 6th, 2023

|                              | Budget      | Forecast   | YTD        | Variance  | YTD % |
|------------------------------|-------------|------------|------------|-----------|-------|
| Salaries                     | 76,467,465  | 59,644,623 | 59,075,686 | 568,937   | 77.3% |
| Benefits                     | 18,371,240  | 14,696,992 | 14,828,286 | (131,294) | 80.7% |
| Professional Development     | 710,638     | 599,219    | 515,598    | 83,621    | 72.6% |
| Contracted Services          | 1,315,074   | 923,088    | 899,288    | 23,800    | 68.4% |
| Other Services               | 544,425     | 467,558    | 465,724    | 1,834     | 85.5% |
| Supplies                     | 4,874,021   | 3,804,789  | 2,938,710  | 866,079   | 60.3% |
| Other Expenditures           | 433,269     | 316,323    | 257,899    | 58,424    | 59.5% |
| Capital, Transfer & Projects | 6,514,997   | 5,370,865  | 2,931,873  | 2,438,992 | 45.0% |
|                              | 109,231,128 | 85,823,457 | 81,913,064 | 3,910,393 | 75.0% |
|                              |             | 78.6%      |            |           |       |

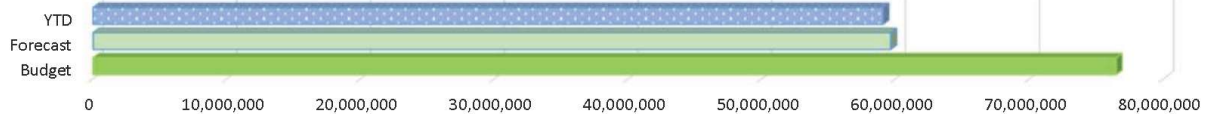
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

#### Total Expense Tachometer:

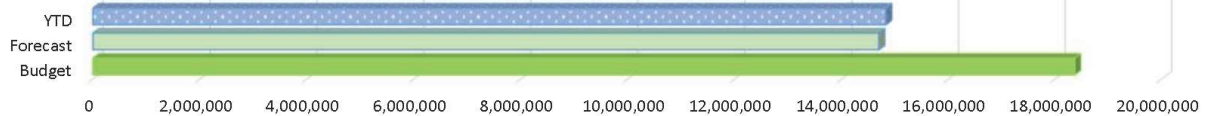


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

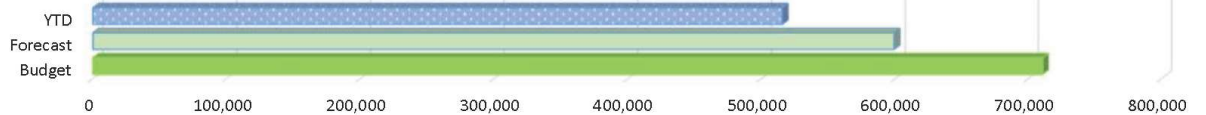
#### Salaries



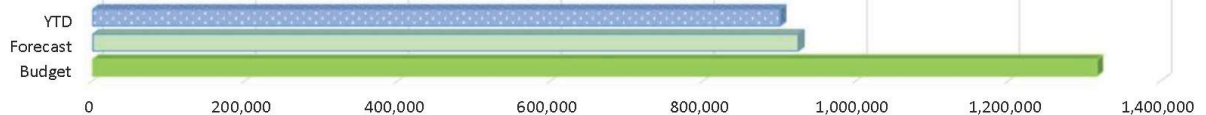
#### Benefits



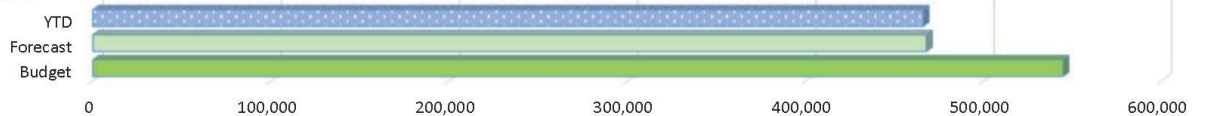
#### Professional Development



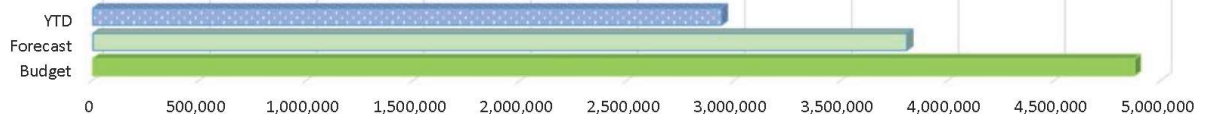
#### Contracted Services



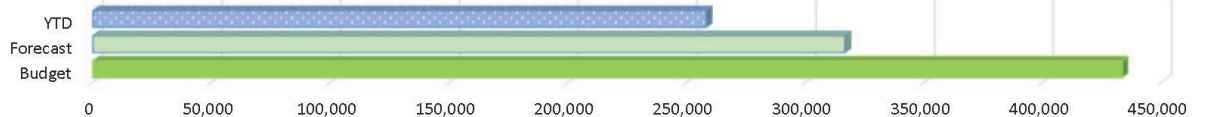
#### Other Services



#### Supplies



#### Other Expenditures







# Operations & Maintenance Summary Quarterly Reporting - May 31st, 2023

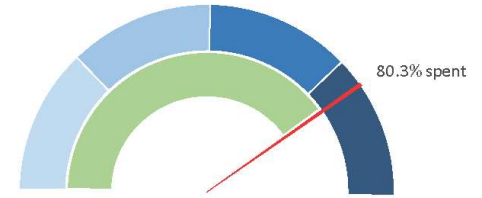
Financial Data as at June 6th, 2023

|                              | Budget     | Forecast   | YTD        | Variance  | YTD % |
|------------------------------|------------|------------|------------|-----------|-------|
| Salaries                     | 4,020,410  | 3,015,307  | 2,876,866  | 138,441   | 71.6% |
| Benefits                     | 1,107,778  | 830,833    | 825,357    | 5,476     | 74.5% |
| Professional Development     | 8,832      | 6,624      | 1,883      | 4,741     | 21.3% |
| Contracted Services          | 3,469,100  | 2,715,475  | 3,058,450  | (342,975) | 88.2% |
| Other Services               | 1,590,981  | 1,531,481  | 1,476,035  | 55,446    | 92.8% |
| Supplies                     | 598,873    | 449,155    | 345,199    | 103,956   | 57.6% |
| Other Expenditures           | 9,240      | 6,930      | 2,430      | 4,500     | 26.3% |
| Capital, Transfer & Projects | 6,718,030  | 5,374,424  | 5,488,056  | (113,632) | 81.7% |
|                              | 17,523,243 | 13,930,229 | 14,074,276 | (144,046) | 80.3% |

79.5%

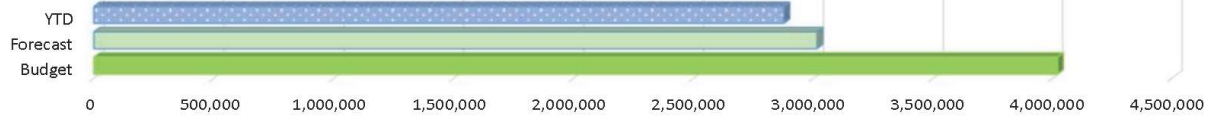
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

## Total Expense Tachometer:

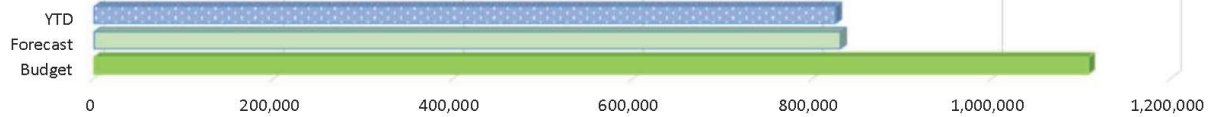


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

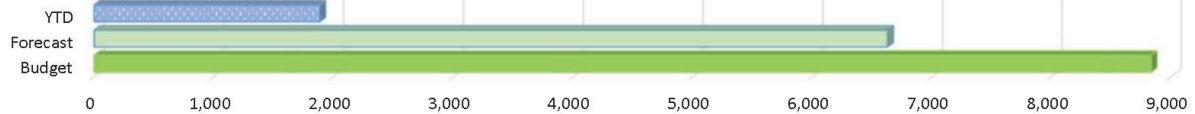
### Salaries



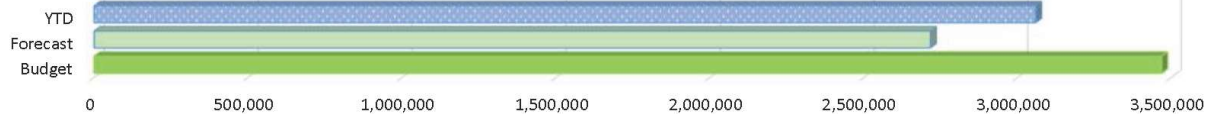
### Benefits



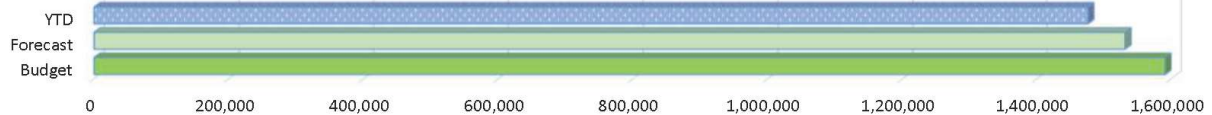
### Professional Development



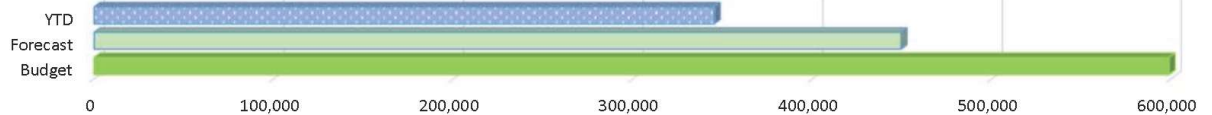
### Contracted Services



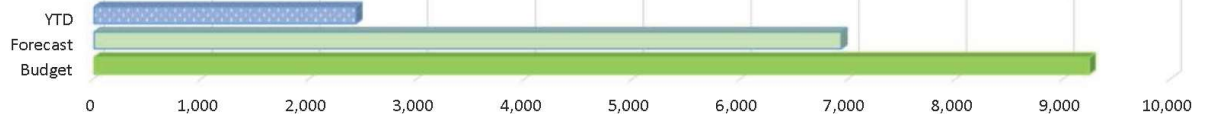
### Other Services



### Supplies



### Other Expenditures



## Transportation Summary

### Quarterly Reporting - May 31st, 2023

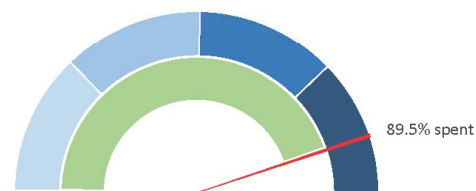
Financial Data as at June 6th, 2023

|                              | Budget           | Forecast         | YTD              | Variance        | YTD %        |
|------------------------------|------------------|------------------|------------------|-----------------|--------------|
| Salaries                     | 98,211           | 73,658           | 72,553           | 1,105           | 73.9%        |
| Benefits                     | 28,702           | 21,527           | 20,387           | 1,140           | 71.0%        |
| Professional Development     | 10,000           | 7,500            | 0                | 7,500           | 0.0%         |
| Contracted Services          | 2,987,287        | 2,681,729        | 2,709,272        | (27,543)        | 90.7%        |
| Other Services               | 0                | 0                | 257              | (257)           | N/A          |
| Supplies                     | 10,000           | 7,500            | 18,721           | (11,221)        | 187.2%       |
| Other Expenditures           | 2,000            | 1,500            | 1,366            | 134             | 68.3%        |
| Capital, Transfer & Projects | 52,600           | 39,450           | 32,875           | 6,575           | 62.5%        |
|                              | <b>3,188,800</b> | <b>2,832,864</b> | <b>2,855,431</b> | <b>(22,567)</b> | <b>89.5%</b> |

88.8%

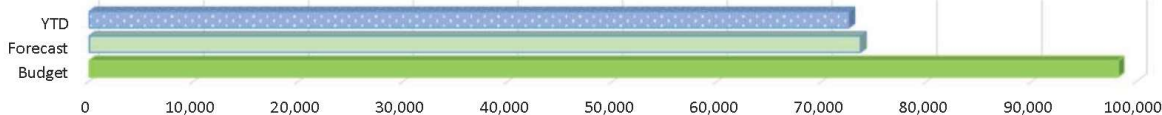
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

#### Total Expense Tachometer:

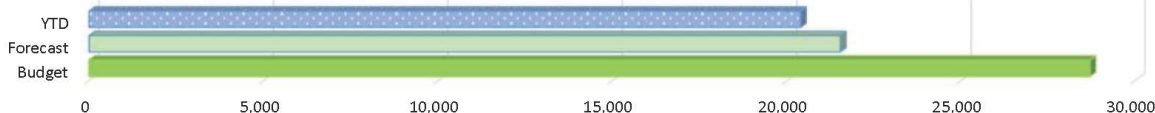


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

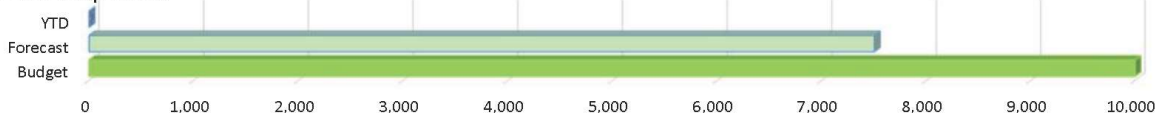
#### Salaries



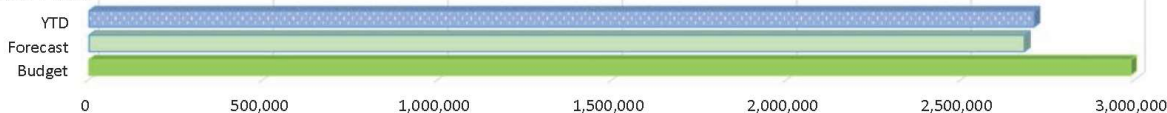
#### Benefits



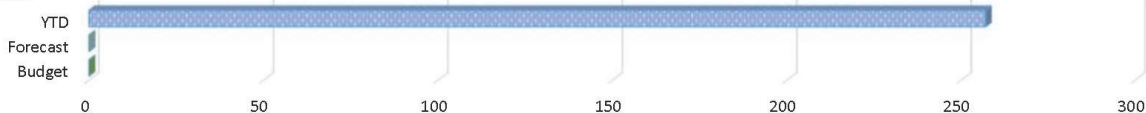
#### Professional Development



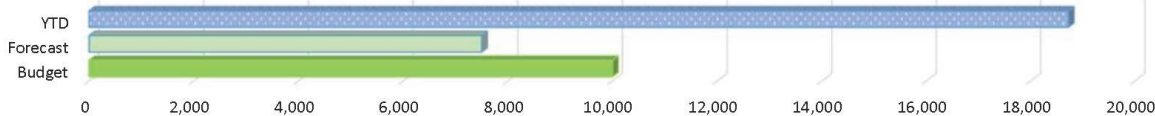
#### Contracted Services



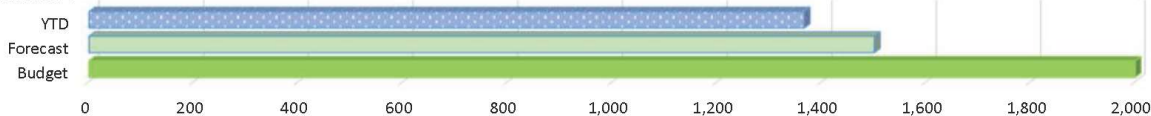
#### Other Services



#### Supplies



#### Other Expenditures





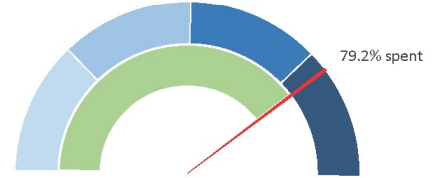
# System Administration Summary Quarterly Reporting - May 31st, 2023

Financial Data as at June 6th, 2023

|                              | Budget    | Forecast  | YTD       | Variance | YTD %  |
|------------------------------|-----------|-----------|-----------|----------|--------|
| Salaries                     | 2,434,136 | 1,825,602 | 1,852,396 | (26,794) | 76.1%  |
| Benefits                     | 551,537   | 413,653   | 388,178   | 25,475   | 70.4%  |
| Professional Development     | 43,503    | 32,627    | 15,854    | 16,773   | 36.4%  |
| Contracted Services          | 415,392   | 355,419   | 398,915   | (43,496) | 96.0%  |
| Other Services               | 471,840   | 466,932   | 405,521   | 61,411   | 85.9%  |
| Supplies                     | 123,465   | 92,598    | 87,199    | 5,400    | 70.6%  |
| Other Expenditures           | 73,166    | 54,874    | 43,575    | 11,300   | 59.6%  |
| Capital, Transfer & Projects | 76,855    | 57,641    | 125,042   | (67,401) | 162.7% |
|                              | 4,189,894 | 3,299,348 | 3,316,680 | (17,332) | 79.2%  |

78.7%

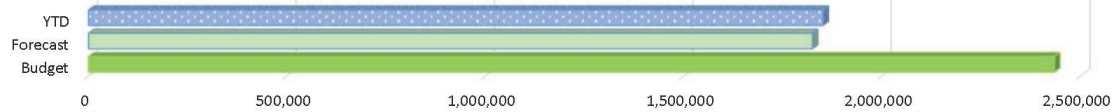
## Total Expense Tachometer:



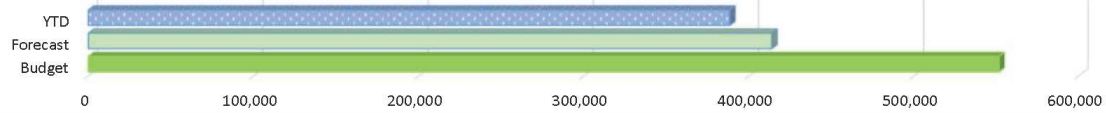
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

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

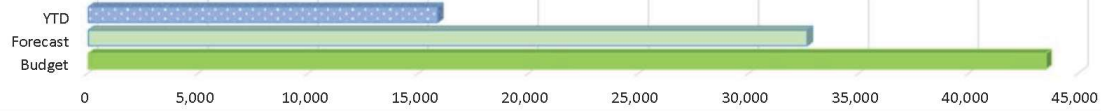
### Salaries



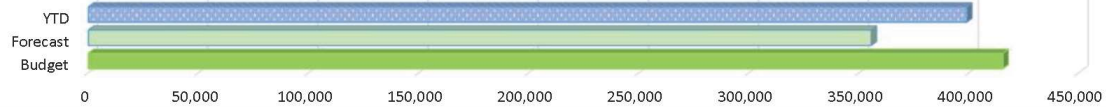
### Benefits



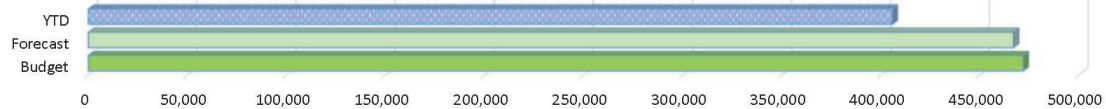
### Professional Development



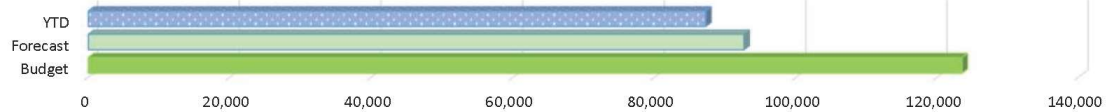
### Contracted Services



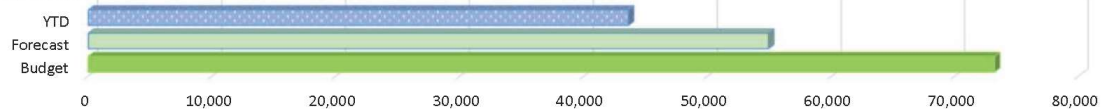
### Other Services



### Supplies



### Other Expenditures





## External Services Summary

### Quarterly Reporting - May 31st, 2023

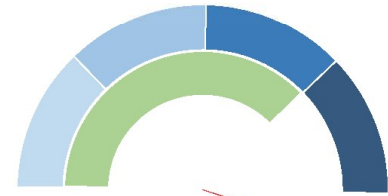
Financial Data as at June 6th, 2023

|                              | Budget  | Forecast | YTD     | Variance  | YTD %  |
|------------------------------|---------|----------|---------|-----------|--------|
| Salaries                     | 94,151  | 70,613   | 87,308  | (16,695)  | 92.7%  |
| Benefits                     | 14,823  | 11,117   | 17,681  | (6,564)   | 119.3% |
| Professional Development     | 0       | 0        | 0       | 0         | 0.0%   |
| Contracted Services          | 0       | 0        | 2,526   | (2,526)   | N/A    |
| Other Services               | 56,500  | 42,371   | 219,394 | (177,023) | 388.3% |
| Supplies                     | 5,000   | 3,750    | 814     | 2,936     | 16.3%  |
| Other Expenditures           | 129,526 | 97,147   | 945     | 96,202    | 0.7%   |
| Capital, Transfer & Projects | 0       | 0        | 0       | 0         | 0.0%   |
|                              | 300,000 | 224,999  | 328,668 | (103,669) | 109.6% |

75.0%

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

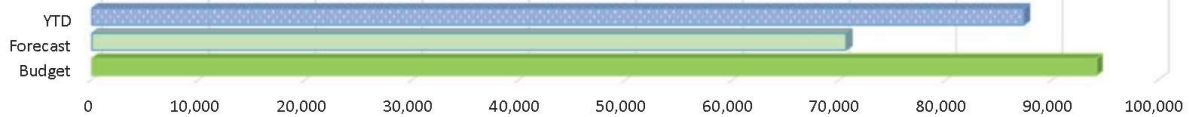
#### Total Expense Tachometer:



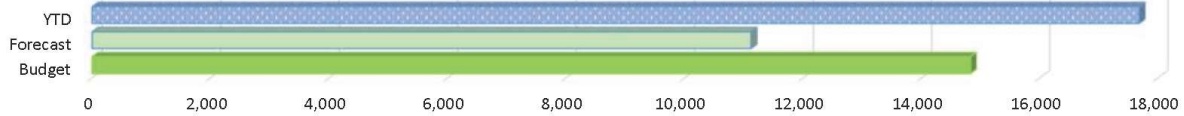
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

109.6% spent

#### Salaries



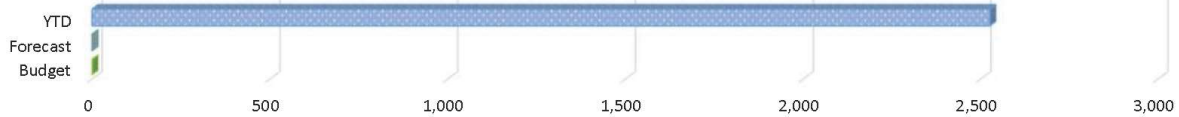
#### Benefits



#### Professional Development



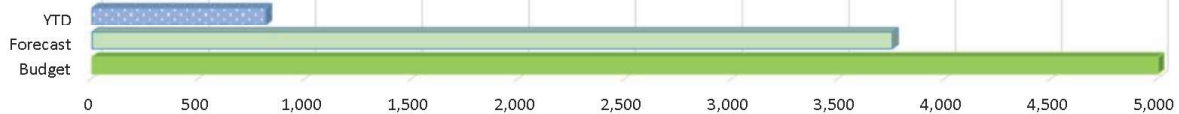
#### Contracted Services



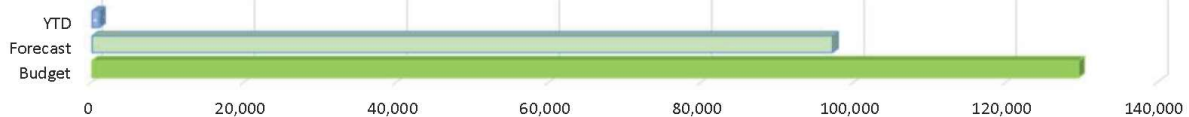
#### Other Services



#### Supplies



#### Other Expenditures



**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent Instructional Services

**Re: Authorization of Locally Developed Courses - Middle School**

**Background**

Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. The division has received an additional request from Senator Joyce Fairbairn for the approval of 4 new locally developed courses. Although the courses are categorized by school, it is recommended that the courses be approved for use in all Division schools. A full description of all requested courses is attached.

Senator Joyce Fairbairn Middle School  
Cutting Edge Hockey 7  
Design 6  
Softball 7  
S.T.E.M 6

**Recommendation**

That the Board of Trustees approve the use of the above Locally Developed Grade 6 to 9 courses in all Division middle and high schools from September 1<sup>st</sup>, 2023, to August 31<sup>st</sup>, 2027.

Respectfully submitted,  
Morag Asquith



# Lethbridge School Division

## Locally Developed Course Outline

This outline is to be completed for those Grade 6 - 9 option courses that do not use an Alberta Education program of study. Board approval is required to offer these courses.

**SCHOOL: SENATOR JOYCE FAIRBAIRN**

**GRADE LEVEL OFFERED: SEVEN**

**TITLE OF COURSE: CUTTING EDGE HOCKEY**

**IMPLEMENTATION DATE: 2023-2024**

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Course Philosophy</i>                          | Students will use the game of hockey to develop an understanding and an appreciation of sportsmanship, leadership and team play to strengthen their game and their community. Students will be given an opportunity to develop hockey specific skills on and off the ice.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Rationale for the Course</i>                   | Players don't often have the time or mentorship to expand their knowledge of the game as it pertains to analytics and the evolution of the game.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <i>Statement of General Learner Expectations</i>  | Students will develop their movement and body awareness skills on the ice. Students will learn how to respect the game and gain an appreciation for the evolution of the game.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Statement of Specific Learner Expectations</i> | <p>Eighteen ice times will teach players the fundamentals of the game: skating, shooting, passing, and checking (non-contact).</p> <p>The In class - school portion of the program will include:<br/>           Nutrition, recovery, referee clinic, history of the game and hockey cards, trends, hockey around the world, positional analysis, social media awareness, respect for the game, and video analysis (back pressure, checking, face-offs, forecheck, hockey sense, offensive and defensive concepts, passing, shooting, PK, PP, skating, shoot out moves, system play/break down). Students will also learn how to read and understand basic hockey analytics.</p> |
| <i>Anticipated Enrollment Per Year</i>            | 17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>Special Facilities or Equipment Required</i>   | Ice rink, classroom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

***Learning Resources to be Used***

Long Term Athletic Model (Canada), Hudl, web-based resources, teacher created materials.

***How Will Students be Assessed?***

Students will be assessed the same as the model for PE developed courses at SJF. Leadership, cooperation, attitude, and teamwork will also be assessed in this class.



# Lethbridge School Division

## Locally Developed Course Outline

This outline is to be completed for those Grade 6 - 9 option courses that do not use an Alberta Education program of study. Board approval is required to offer these courses.

**SCHOOL: SENATOR JOYCE FAIRBAIRN**

**GRADE LEVEL OFFERED: SIX**

**TITLE OF COURSE: DESIGN 6**

**IMPLEMENTATION DATE: 2023-2024 SCHOOL YEAR**

### *Course Philosophy*

This course is designed to introduce grade six students in middle school to the CTF and Fine Arts learning outcomes in the CTF/FINE ARTS wing of SJF. It will provide students a rotation of 4-week tastings of each of the following programs: Art 6, Culinary Arts 6, and Industrial Arts 6. Through these introductions, students will also learn the safety and technologies used in these programs.

### *Rationale for the Course*

Grade six is unique in middle schools as students are still viewed as elementary students in a junior high school setting. It is the first year that students have options, and students often want to take Foods, Shop, and Art options. This is not always possible due to the sheer number of students requiring options at SJF and the fact that students in grade six are mandated to complete an art/music requirement. Furthermore, some students have anxiety about using the tools and equipment in CTF classes. By exposing grade six students to the CTF/FINE ART areas, supplies, and equipment, the hope is students will want to continue exploring these exciting opportunities as they progress through middle school. We believe this Design 6 course will provide grade 6 students with the opportunity to

### *Statement of General Learner Expectations*

Students will:

- develop skills that can be applied in their daily lives, now and in the future
- refine career-planning skills
- develop technology-related skills
- enhance employability skills
- apply and reinforce learnings developed in other subject areas
- prepare for transition into adult roles in the family, community, workplace and/or further education

### *Statement of Specific Learner Expectations*

CTF is working independently and with others while exploring careers and technology. Students will:

- describe how their actions affect learning.
- develop skills that support effective relationships.
- collaborate to achieve common goals.

CTF is designing, creating, appraising and communicating responses to challenges. Students will:

- problem solve in response to challenges.

- adapt to change and unexpected events.
- make decisions in response to challenges.
- appraise product(s), performance(s) or service(s) created in response to challenges.
- Communicate their learning.

**CTF is exploring interests, passions and skills while making personal connections to career possibilities. Students will:**

- explore interests and passions while making personal connections to career possibilities.
- use skills/technologies associated with occupational areas.
- follow safety requirements associated with occupational areas and related technologies.

***Anticipated Enrollment Per Year***

**72 students separated into 3 groups of 24 students.**

***Special Facilities or Equipment Required***

**Shop, Art, and Foods labs and associated supplies and materials**

***Learning Resources to be Used***

**All materials will be created by teachers.**

***How Will Students be Assessed?***

**Due to the nature of this option, there will be a variety of ways assessing students depending upon rotation. For both IA and CA, assessments will involve written tests and quizzes based on lessons involving safety, terms, and equipment. The assessment components involve performance assessments based on projects completed in each rotation. Students will reflect and self-assess on a variety of tasks.**





# Lethbridge School Division

## Locally Developed Course Outline

This outline is to be completed for those Grade 6 - 9 option courses that do not use an Alberta Education program of study. Board approval is required to offer these courses.

**SCHOOL: SENATOR JOYCE FAIRBAIRN MIDDLE SCHOOL**

**GRADE LEVEL OFFERED: SEVEN**

**TITLE OF COURSE: SOFTBALL**

**IMPLEMENTATION DATE: 2023,24**

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Course Philosophy</i></b>                          | <b>Our aim is to provide a quality softball program that compliments both the current physical education curriculum and current high school programs. The softball program will provide students with extra coaching and practice in the fundamentals of the game.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><i>Rationale for the Course</i></b>                   | <b>A softball program will have many positive outcomes including physical health and well-being, increased skill and interest in the sport of softball, and the development of healthy relationships and character attributes through participation in sport.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><i>Statement of General Learner Expectations</i></b>  | <b>In this course, students will be expected to build on their current skills and fundamentals in the game of softball. Lessons will be planned to enhance their abilities in the areas of fielding, throwing, hitting, and base running. Students will also develop their current skills in specific positional play.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><i>Statement of Specific Learner Expectations</i></b> | <b>Students will demonstrate proper throwing technique: two-finger grip, breaking of hands, step and throw with follow through, power throws from outfield (crow-hops), and pitching mechanics which includes full wind up and set positions, balance position, and pitch selection. Students will demonstrate fielding: receiving throw and making a tag, choosing a line to a ball, coming through the ball, drop steps, and glove position on catches. Students will demonstrate hitting, proper grip, weight transfer, employing the back-side for power, proper contact point in the zone, and bunting mechanics. Students will demonstrate proper base running fundamentals: ABC's of running, fundamentals on all three bases, sliding technique (bent knee slide, drag slide, forward slide), running through 1st base, rounding first to take extra base, when to run from 2nd to 3rd in a non-force play situation, and scoring from 3rd base. Students will demonstrate a knowledge and understanding of playing different positions, and duties associated with each: backing up throws to bases, basic positioning depending on the batter, rundown fundamentals, flyball priorities, bunt defenses, and hitting cut offs from the outfield.</b> |

***Anticipated Enrollment Per Year***

**20 per term**

***Special Facilities or Equipment Required***

SJF ball diamond, SJF gymnasium, softball specific equipment, bats, tees, gloves, batting helmets, etc.

***Learning Resources to be Used***

Canada coaching models and manuals; expertise of guest instructors who have experience playing and coaching softball at a high level, and the Baseball Alberta curriculum developed for schools.

***How Will Students be Assessed?***

Students will be assessed the same as the model for PE developed courses at SJF. Leadership, cooperation, attitude, and teamwork will also be assessed in this softball class.



# Lethbridge School Division

## Locally Developed Course Outline

This outline is to be completed for those Grade 6 - 9 option courses that do not use an Alberta Education program of study. Board approval is required to offer these courses.

**SCHOOL: SENATOR JOYCE FAIRBAIRN MIDDLE SCHOOL**

**GRADE LEVEL OFFERED: SIX**

**TITLE OF COURSE: S.T.E.M.**

**IMPLEMENTATION DATE: 2023-2024**

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Course Philosophy</i>                          | Are you curious about how the world works around us? In this course we will be exploring science, technology, engineering, and mathematics to examine this concept. Will investigate, problem solve, create, form hypothesis, observe and draw conclusions as they relate to these fields of study. Throughout the term we will do many projects that will encourage our curiosity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <i>Rationale for the Course</i>                   | S.J.F.'s community of learners will be given an opportunity to explore science, technology, engineering, and math concepts outside the curriculum in areas of their own interest. In doing so, students will develop and deepen their inquiry skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Statement of General Learner Expectations</i>  | This course will encourage students to develop a critical sense of wonder and curiosity about scientific, mathematical, and technological endeavors. This will enable students to use science, math, engineering, and technology to acquire new knowledge and solve problems. Students will develop a foundation that creates opportunities for them to pursue higher levels of study and engages them in related hobbies appropriate to their interests and abilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <i>Statement of Specific Learner Expectations</i> | <p>Develop an understanding of key scientific concepts. Apply scientific inquiry skills to design and conduct experiments, collect and analyze data, and draw conclusions.</p> <p>Use technology and engineering design processes to solve problems and create solutions, such as designing and building simple machines.</p> <p>Develop critical thinking skills by analyzing and evaluating scientific information and data while making evidence-based decisions.</p> <p>Collaborate effectively with peers in group projects and activities and communicate scientific findings and ideas through presentations.</p> <p>Develop an appreciation for the importance of STEM fields in the world and in their own lives and explore possible STEM career paths.</p> <p>Understand the ethical and social implications of scientific and technological advancements and develop a sense of responsibility towards using science and technology for the benefit of society and the environment.</p> |
| <i>Anticipated Enrollment Per Year</i>            | 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <i>Special Facilities or Equipment Required</i>   | Learning commons, grade six open pod, VR headsets, robotics, materials from home and school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Learning Resources to be Used</i>              | Teacher created, web-based, University of Lethbridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <i>How Will Students be Assessed?</i>             | Students will be assessed using the S.J.F. exploratory option rubric. Students will be observed for participation and effort.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Christine Lee  
Associate Superintendent Business and Operations

Re: **Recycling and Organics Bin purchase for Re3 Program**

### Background

The City of Lethbridge requires all residential and commercial enterprises to adhere to a waste management program that includes the management of recyclable and organic materials. If Lethbridge School Division does not comply with these regulations, additional fees and fines will be incurred. Beyond complying with municipal regulations, recycling is simply the right thing to do for our environment. Homes in the City of Lethbridge have recently introduced “green” organics carts, so our practices will be mirroring what is already happening at home.

A recycling and organics committee was formed in November 2022 to develop a *Division Waste Management Program* and develop recommendations for the type and size of bins to go into our schools to operationalize program. Administrative and caretaking representatives, one high school student, facility services, and purchasing worked to determine what a new program could look like in our schools. The Re3 Program, Reduce Reuse Recycle was created. Two elementary schools, one middle school and high school, and the Education Centre, piloted various bins to determine how the collection of waste could work at our buildings.

Now the Division is ready to purchase the required bins to begin a division wide recycling program in September 2023. Busch Systems was selected as the vendor to provide the bins based on support during the pilot, ability to get stock quickly, custom signage, and quality of the product. The City of Lethbridge and Calgary Board of Education also use Busch Systems. Below is an example of one of the types of bins, called the Waste Watcher Series.



The estimated cost to purchase the bins for all schools and buildings in the Division is **\$250,000**. As this is a significant purchase and the bins can be amortized, the funds for the purchase will come from capital reserves. The bins are estimated to arrive early August and will be ready for school start up in September.

Work will continue to create a microsite for resources to support schools with the recycling program including posters, educational resources, and links to City of Lethbridge resources. A video from the Division will be created to introduce the Re3 Program to our staff, students, and parents in the fall. School administration will be working with their school teams and students on how to best operationalize the program in a manner that fits school needs.

**Recommendation**

The Board of Trustees approve the purchase of the required bins for the Re3 Program from Busch Systems with the cost of the bins to be funded from capital reserves.

Respectfully submitted,  
Christine Lee

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Allison Purcell  
Board Chair

Re: **SuperNet Advocacy**

**Background**

At the May In-camera meeting, trustees reviewed a letter sent by the Director of Technology, Jesse Sadlowski, outlining the challenges of SuperNet and meeting the needs of students without additional grant funding.

Trustees expressed that it was important to explore the topic further and have further conversation regarding advocacy strategies.

The letter is attached to this Memo.

Jesse Sadlowski will also provide a short presentation explaining what SuperNet is and synthesizing the impending challenge.

**Recommendation**

It is recommended that the Board review the information and discuss advocacy strategies.

Respectfully submitted,  
Allison Purcel



# Lethbridge School Division

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

[www.lethsd.ab.ca](http://www.lethsd.ab.ca)



May 19<sup>th</sup>, 2023

Lethbridge School Division  
433-15<sup>th</sup> Street South  
Lethbridge, AB T1J 2Z4

Dear Members of the Board,

I am writing to address the pressing need for additional grant funding to support the expansion and enhancement of the Alberta SuperNet infrastructure. The Alberta SuperNet has been instrumental in providing reliable high-speed connectivity to schools, libraries, and public bodies throughout the province since its establishment in 2005.

It is crucial to recognize the significant changes in bandwidth requirements from 2005 to 2023. Over the past two decades, there has been a remarkable transformation in the way we utilize and transmit data. In 2005, internet usage primarily revolved around basic web browsing and email services. However, with the rapid advancement of technology, our digital landscape has undergone a dramatic shift. Bandwidth-intensive applications, such as video conferencing, cloud computing, online collaboration tools, and streaming media, have become integral to education and other sectors. Educational institutions now heavily rely on digital learning platforms, multimedia-rich educational content, and immersive virtual reality experiences. The demand for high-speed, uninterrupted connectivity has skyrocketed, surpassing the capabilities of the existing 100Mbps SuperNet service. Therefore, upgrading the SuperNet bandwidth is not just an enhancement; it is a necessity to meet the evolving needs of modern education in Alberta.

Insufficient bandwidth availability is hindering teachers' ability to utilize digital tools effectively during regular school hours, resulting in service interruptions and delays. For instance, critical systems like the mobile device management (MDM) tool responsible for updating iPads and authenticating user profiles are impeded when the bandwidth is stretched to its limit. Additionally, centralized services such as student information systems and phone services, which heavily rely on SuperNet bandwidth, also suffer from the lack of adequate capacity.

Moreover, it is crucial to highlight the adverse impact that bandwidth limitations have on teachers and student outcomes. Inadequate bandwidth significantly hampers the ability of educators to utilize digital tools effectively in the classroom. Teachers rely on various online resources, interactive learning platforms, and real-time collaboration tools to engage students and enhance their learning experiences. However, with insufficient bandwidth, these tools become sluggish, unresponsive, or even inaccessible, hindering the delivery of quality education.

The consequences extend beyond inconvenience and frustration. Limited bandwidth disrupts the flow of lessons, causing interruptions and delays in instructional activities. This not only disrupts the learning process but also undermines the engagement and concentration of students. In a time when technology

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plays a crucial role in education, the inability to access online resources, educational videos, and interactive content deprives students of valuable learning opportunities and hampers their academic progress.

Furthermore, bandwidth limitations impede the implementation of innovative teaching methods that rely on seamless connectivity. Emerging educational practices, such as blended learning and personalized instruction, heavily depend on robust internet access. These approaches facilitate individualized learning paths, adaptive assessments, and data-driven insights to support each student's unique needs. Without adequate bandwidth, the potential of these pedagogical advancements remains untapped, limiting the ability to provide tailored education and optimize student outcomes.

By emphasizing the tangible effects of bandwidth limitations on teachers and student achievement, we underscore the urgency of expanding the SuperNet infrastructure. Investing in improved bandwidth capacity will empower teachers to fully leverage digital tools, create dynamic learning environments, and maximize student engagement and academic success.

At present, schools are limited to the 100Mbps service, and any additional bandwidth comes at a substantial cost. Consequently, we earnestly request an increase in SuperNet grant funding to enable schools to procure a minimum 1 Gigabit per second (Gbps) service, which has become necessary for schools to operate efficiently in today's digital landscape.

By securing additional funding, we can ensure that schools have the necessary infrastructure to support modern educational needs, facilitate seamless connectivity, and foster an environment conducive to effective teaching and learning. Moreover, an enhanced SuperNet will contribute to the overall digital advancement and competitiveness of the province.

We kindly request your support in recognizing the critical importance of upgrading the SuperNet infrastructure and the positive impact it will have on education in Alberta. Our team is available to provide any further information or discuss this matter in detail. We believe that together, we can make a significant difference in the lives of countless students and educators.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jesse Sadlowski'. Below the signature, the name 'Jesse Sadlowski' is printed in a black, sans-serif font.

Jesse Sadlowski

Director of Technology Learning and Innovation  
Lethbridge School Division

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Allison Purcell  
Board Chair

Re: **Standing Committees**

**Background:**

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

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

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

**Recommendation:**

It is recommended that the Board accept this as information.

Respectfully submitted,  
Allison Purcell

## MEMORANDUM

June 27, 2023

To: Board of Trustees

From: Allison Purcell  
Board Chair

### Re: Retirement Congratulations

#### Background

The Board of Trustees would like to extend congratulations to the following retirees. Your service to the Division and impact on children is truly appreciated. We wish you well moving into a new chapter of your life.

| Name              | Positions & Locations                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trudie Fyfe       | <a href="#">Educational Assistant</a> - Kids N Kapers, Park Meadows, Mike Mountain Horse                                                                                                                                                                                                                                                                                |
| Elsie Androkovich | <a href="#">Child and Youth Care Worker</a> – Senator Buchanan<br><br><a href="#">Parent Educator</a> – Senator Buchanan<br><br><a href="#">Student Support</a> – Galbraith, Downtown L.A. School, Camp – Outreach, Lethbridge Outreach High School<br><br><a href="#">Student Support Worker</a> – Downtown L.A. School, Lethbridge Alternative Schools, Victoria Park |
| Ruth Litwin       | <a href="#">Teacher</a> – Hamilton Jr. High, Galbraith, Gilbert Paterson                                                                                                                                                                                                                                                                                                |
| Tom Brooks        | <a href="#">Caretaker</a> – Allan Watson High School<br><br><a href="#">Head Caretaker</a> – Mike Mountain Horse, Senator Buchanan, Dr. Probe                                                                                                                                                                                                                           |
| Donna Mortensen   | <a href="#">Student Support</a> – Fleetwood Bawden, Lethbridge Play & Learn Preschool, Nicholas Sheran<br><br><a href="#">School Support</a> – Nicholas Sheran<br><br><a href="#">Educational Assistant</a> – Nicholas Sheran                                                                                                                                           |
| Helene Bourgeois  | <a href="#">Student Support</a> – Ecole Agnes Davidson<br><br><a href="#">Educational Assistant</a> – Ecole Agnes Davidson                                                                                                                                                                                                                                              |
| Judith Meunier    | <a href="#">Teacher</a> – Ecole Agnes Davidson, Fleetwood Bawden, LCI, Wilson                                                                                                                                                                                                                                                                                           |
| Terrance Hagel    | <a href="#">Teacher</a> – Wilson, Winston Churchill,<br><br><a href="#">Administrative Assistant</a> – G.S. Lakie<br><br><a href="#">Assistant Principal</a> – G.S. Lakie                                                                                                                                                                                               |

|                        |                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | <a href="#">Vice Principal</a> – G.S. Lakie, Senator Joyce Fairbairn                                                                                                                                                                                                                                                                               |
| Jackie Motokado-Bryant | <a href="#">Teacher</a> – Central Office, Winston Churchill, Allan Watson, Chinook                                                                                                                                                                                                                                                                 |
| Alain Dumont           | <a href="#">Teacher</a> – Ecole Agnes Davidson, LCI                                                                                                                                                                                                                                                                                                |
| Leta Layton            | <a href="#">Teacher</a> – LCI, Chinook                                                                                                                                                                                                                                                                                                             |
| Lynette Kostiuk        | <a href="#">Teacher</a> – Galbraith, Westminster                                                                                                                                                                                                                                                                                                   |
| Patricia De Gorter     | <a href="#">Teacher</a> - Wilson, Winston Churchill                                                                                                                                                                                                                                                                                                |
| Leanne Watmough        | <a href="#">Teacher</a> – Winston Churchill, LCI                                                                                                                                                                                                                                                                                                   |
| Darryl Christiansen    | <a href="#">Teacher</a> – Nicholas Sheran, Gilbert Paterson, Westminster, Pitawani, G.S. Lakie<br><br><a href="#">Administrative Assistant</a> – Hamilton Jr. High<br><br><a href="#">Assistant Principal</a> – Park Meadows, Wilson<br><br><a href="#">Vice Principal</a> – Wilson<br><br><a href="#">Principal</a> – Dr. Probe, Gilbert Paterson |
| Dawn Ronne (Walmsley)  | <a href="#">Principal</a> – Senator Buchanan, Lakeview, Nicholas Sheran                                                                                                                                                                                                                                                                            |
| Cheryl Gilmore         | <a href="#">Superintendent</a> – Central Office                                                                                                                                                                                                                                                                                                    |
| Karen Doherty          | <a href="#">Caretaker Helper</a> – Mike Mountain Horse, LCI, Wilson, Galbriath<br><br><a href="#">Caretaker</a> – Mike Mountain Horse, Allan Watson, Attwell, Victoria Park/Central Office                                                                                                                                                         |
| Janet Elkjaer          | <a href="#">Library Clerk</a> – LCI<br><br><a href="#">School Secretary</a> – LCI<br><br><a href="#">Library Operation Support</a> – LCI<br><br><a href="#">Learning Commons/Library Facilitator</a> – LCI                                                                                                                                         |
| Donna Stodolka         | <a href="#">Teacher</a> – Park Meadows, Galbraith<br><br><a href="#">Teacher Counsellor</a> - Wilson, Lakeview                                                                                                                                                                                                                                     |
| Joanne Sorensen        | <a href="#">Caretaker Helper</a> – Park Meadows<br><br><a href="#">Caretaker</a> – Galbraith, LCI<br><br><a href="#">Assistant Head Caretaker</a> – LCI<br><br><a href="#">Head Caretaker</a> – Nicholas Sheran, Ecole Agnes Davidson, General Stewart                                                                                             |
| Donna Brittner         | <a href="#">Rehabilitation Assistant</a> – Gilbert Paterson, Ecole Agnes Davidson<br><br><a href="#">Student Support</a> – Gilbert Paterson<br><br><a href="#">Educational Assistant</a> - Lakeview                                                                                                                                                |

Respectfully submitted,

Allison Purcell

**MEMORANDUM**

June 27, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Public Member Presentation**

**Background**

In accordance with Policy 204.13 *Public Presentations and Forums*, public member Brook Culley requested time for a presentation to the Board. Mr. Culley will be speaking to governance roles as it relates to safety of all students in the division.

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

# Lethbridge School Division

## Board of Trustees

433 -15 Street South  
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May 23, 2023

**Cheryl Seaborn**

**UCP Lethbridge West Candidate**

Lethbridge, AB [votecherylseaborn@gmail.com](mailto:votecherylseaborn@gmail.com)

Dear Cheryl,

Thank-you for meeting with myself and Superintendent Cheryl Gilmore and taking the time to learn about the advocacy priorities of Lethbridge School Division Trustees.

As explained in our meeting, trustees spent time carefully considering what we collectively considered priorities for serious consideration of the provincial government. Some of the points we highlighted included:

- The disadvantage the Weighted Moving Average funding model has for growing school divisions. We advocate for funding every student each year. The WMA model was established under the assumption that it provides stability and predictability, but while it may provide this to declining divisions, it leaves growing divisions in a position every year of having less funding than the number of students warrants. While discussing funding, we tried to highlight what we consider misinformation regarding the levels of funding for education. The current government continues to communicate that school divisions were given enough funding to hire many more teachers and assistants. This is not reality. Lethbridge School Division barely has a break even budget once salary grid increases, increases in operational costs such as insurance, and inflation are factored into the budget.
- We thank-you for your understanding and support for inclusive education and cross-ministerial collaboration necessary to better meet the needs of students.
- We appreciated your acknowledgement that wellness and mental health is a challenge for youth and need support.
- We appreciated our discussion regarding transportation and your commitment to looking further into the lack of flexibility regarding distances should you be elected.
- We also discussed the challenge with meeting the needs of all our employee groups when the provincial government has placed bargaining mandates for school divisions that restrict salary increases for non-certificated employees, including education assistants, that do not align with what other similar groups have received such as workers in day cares and disability support workers. You conveyed that you were committed to advocating for lifting of these restrictions should you be elected.

In closing, I thank-you again for meeting with us. Lethbridge School Division trustees believe in open communication with important partners that serve the needs of our students. Should you be the successful candidate for Lethbridge West, we will certainly be in touch soon.

Sincerely,

Allison Purcell  
Board Chair, Lethbridge School Division



# Lethbridge School Division

## Board of Trustees

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June 20, 2023

Honourable Nathan Neudorf  
#10, 550 WT Hill Blvd South  
Lethbridge Ab T1J 4Z9

Dear Nathan,

Lethbridge School Division Board of Trustees congratulates you on being elected as Lethbridge East MLA and being named Minister of Affordability and Utilities, as well as Vice-chair of Treasury Board.

As conveyed to you previously, we support your representation of Lethbridge as a city in Alberta that is vibrant, strong, and collaborative. We value your unwavering commitment to Lethbridge growth as a community that has much to offer its citizens. The Board has also valued your collaborative approach to working with partners who care about the community.

We have appreciated your representation of the interests of students, families, and education, and look forward to our continued relationship. You understand the challenges of a growing school division as part of our community. You will be a key player in mapping the provincial future in your Ministerial roles and we acknowledge your skills as someone who listens carefully and plans accordingly.

I have attached Lethbridge School Division "Board Provincial Election Advocacy Priorities" for your information. We would like to invite you to meet with me and available Board members in June or over the summer to discuss our priorities. Additionally, we would also welcome the opportunity to meet with you as a whole Board in the fall to revisit priorities and explore how we can work together to support Lethbridge as a whole and our students and families. If you can let Executive Assistant, Kristin Solowoniuk, know any of your open dates and times in June, the summer and/ or the fall, we would like to connect with you.

Respectfully,

Allison Purcell  
Board Chair

**Lethbridge School Division Board of Trustees**

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

## **Lethbridge School Division Board Provincial Election Advocacy Priorities**

### **❖ Funding Model**

- We believe every student should be fully funded. A model that uses Weighted Moving Average for base funding continues to disadvantage growing divisions. Essentially, growth means that a Division will have students who are not funded. As well, stable, predictable funding is created when pockets of money (specific “project” grants) are integrated as part of the funding model.

### **❖ Transportation challenges**

- We believe that every child deserves a safe and reliable mode of transportation to and from school. With the announcement of moving from 2.4 km to 1 km for K-6 students and 2 km for 7-12 students, there are some very real challenges that need to be addressed before implementation in the fall of 2024. Realistically, there is a driver shortage across the province and the change will increase the demand for drivers far beyond market availability. There is also the challenge of meeting the capital demands (getting enough busses physically in place). Finally, it is believed the cost of the new eligibility distances for ridership combined with funding for Private, Charter, and Alternative programs (previously non-government funded), as well as facilitating cross-boundary transportation has been significantly underestimated and the necessary funding to support these changes across the province is likely not budgeted for.

### **❖ Inclusive Education/cross ministerial**

- We believe in providing quality education that is accessible and inclusive for all students. We recognize the challenges that our classrooms face and the importance of supporting our staff to meet these challenges. Education Assistants play a critical role in supporting the needs of students. Their role needs to be recognized and supported appropriately. Government provided 10% salary enhancement to other support roles in this province such as childcare workers, hospital aids, and home care providers. Education Assistants who have a similar support role, deserve the same 10% increase. The provincial government needs to lift the compensation mandate letter that serves as a barrier to properly compensating Education Assistants and some other union workers.
- Strong-cross ministry collaboration organized by structures that support effective and efficient delivery of services to children works. This has been demonstrated in the past. The province needs to re-invest in cross ministry structures that compel wrap-around services.

### **❖ Learning Disruption and Wellness**

- We believe that students have the capacity to learn and grow to optimal levels when appropriate assessment and intervention strategies are in place. Funding for education needs to continue to recognize that the post-pandemic years will continue to require extra support for academic learning.
- We believe that students can learn, grown and thrive when they come to school healthy including physical, mental, and social wellbeing. Funding and wrap around service support need to increasingly recognize the unique mental health and wellness challenges that are presenting in post-COVID restriction years by our youth and children.

### **❖ Growing communities**

- We believe that the recognition of growth and the need for facility capital projects needs to be future oriented with attention to trends and data. The budgeting and approval system for capital projects need to move past reactionary approval.

## **Lethbridge School Division Board of Trustees**

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

# Lethbridge School Division

## Board of Trustees

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June 23, 2023

Shannon Phillips  
402 – 8 Street South  
Lethbridge Ab T1J 2J7

Dear Shannon,

Lethbridge School Division Board of Trustees would like to convey our congratulations on being elected as Lethbridge West MLA. As well, we are appreciative of you for meeting with Board Chair Allison Purcell and incoming Superintendent Mike Nightingale on June 22.

We enjoyed our meeting and appreciated the time you committed to exploring topics of interest as well as our most significant challenges. Below is a summary of some of the key items we discussed.

- The Weighted Moving Average funding framework creates challenges for a growing school Division. As you are aware, this framework means that not every student in our Division is fully funded. We believe every student should be fully funded.
- Changes to PUF funding has disproportionately impacted our youngest, most vulnerable learners.
- Recent changes to regulations related to bussing will be especially difficult to effectively implement due to the scope of the changes and uncertainty about funding supports for these changes.
- The Board continues to advocate for funding to properly compensate our non-teaching staff. In addition, we believe Boards should have greater autonomy when collectively bargaining with employee groups.
- The Board sees the value in cross-ministerial cooperation and collaboration. By connecting government entities that support students, we believe we can more effectively use the resources we have available.
- As a Board we are excited to be part of a growing city. However, that growth does create challenges, including ensuring we have capacity in our buildings to serve students. We believe it is necessary for processes associated with securing capital projects to be as nimble and adaptable as possible to meet the rapidly changing needs of a growing school Division.

**Lethbridge School Division Board of Trustees**

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

As well, we indicated we would share with you the following information related to funding for displaced students, refugee students and refugee claimants.

- At the Regular Board Meeting on April 25, 2023, Lethbridge School Division Board of Trustees voted unanimously to support and second an ASBA motion from Edmonton Public Schools' related to funding for displaced students, refugee students and refugee claimants.

Lethbridge School Division trustees agree that refugee and students claiming refugee status should have the same funding support parameters as displaced students. We also agree that displaced students should be eligible for five years of funding. Further, advocacy to the Government of Canada for supporting all refugee students at an equitable level is a topic we have discussed prior to reading this Notice of Motion.

We appreciate your representation of the interests of students, families, and education, and look forward to our continued relationship. You understand the challenges of a growing school division as part of our community.

I have attached Lethbridge School Division "Board Provincial Election Advocacy Priorities" for your information and summary of what the Board currently considers the most impactful areas within education that fall under provincial government authority.

Respectfully,



Allison Purcell

Board Chair

**Lethbridge School Division Board of Trustees**

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

## **Lethbridge School Division Board Provincial Election Advocacy Priorities**

### **❖ Funding Model**

- We believe every student should be fully funded. A model that uses Weighted Moving Average for base funding continues to disadvantage growing divisions. Essentially, growth means that a Division will have students who are not funded. As well, stable, predictable funding is created when pockets of money (specific “project” grants) are integrated as part of the funding model.

### **❖ Transportation challenges**

- We believe that every child deserves a safe and reliable mode of transportation to and from school. With the announcement of moving from 2.4 km to 1 km for K-6 students and 2 km for 7-12 students, there are some very real challenges that need to be addressed before implementation in the fall of 2024. Realistically, there is a driver shortage across the province and the change will increase the demand for drivers far beyond market availability. There is also the challenge of meeting the capital demands (getting enough busses physically in place). Finally, it is believed the cost of the new eligibility distances for ridership combined with funding for Private, Charter, and Alternative programs (previously non-government funded), as well as facilitating cross-boundary transportation has been significantly underestimated and the necessary funding to support these changes across the province is likely not budgeted for.

### **❖ Inclusive Education/cross ministerial**

- We believe in providing quality education that is accessible and inclusive for all students. We recognize the challenges that our classrooms face and the importance of supporting our staff to meet these challenges. Education Assistants play a critical role in supporting the needs of students. Their role needs to be recognized and supported appropriately. Government provided 10% salary enhancement to other support roles in this province such as childcare workers, hospital aids, and home care providers. Education Assistants who have a similar support role, deserve the same 10% increase. The provincial government needs to lift the compensation mandate letter that serves as a barrier to properly compensating Education Assistants and some other union workers.
- Strong-cross ministry collaboration organized by structures that support effective and efficient delivery of services to children works. This has been demonstrated in the past. The province needs to re-invest in cross ministry structures that compel wrap-around services.

### **❖ Learning Disruption and Wellness**

- We believe that students have the capacity to learn and grow to optimal levels when appropriate assessment and intervention strategies are in place. Funding for education needs to continue to recognize that the post-pandemic years will continue to require extra support for academic learning.
- We believe that students can learn, grown and thrive when they come to school healthy including physical, mental, and social wellbeing. Funding and wrap around service support need to increasingly recognize the unique mental health and wellness challenges that are presenting in post-COVID restriction years by our youth and children.

- ❖ **Growing communities.** We believe that the recognition of growth and the need for facility capital projects needs to be future oriented with attention to trends and data. The budgeting and approval system for capital projects need to move past reactionary approval.

## **Lethbridge School Division Board of Trustees**

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