

Lethbridge School

Board of Trustees Regular Meeting Agenda

January 23, 2024

1:00 p.m.

Board Room / Microsoft Teams



- 1:00 p.m. **1. Move to In-Camera**
- 2:30 p.m. **2. Territorial Acknowledgement**
- 3. Consent Agenda**
- | | |
|--|---------------|
| 3.1 Boundary Alignment Committee- January 9, 2024 | Enclosure 3.1 |
| 3.2 Boundary Alignment Committee- January 16, 2024 | Enclosure 3.2 |
| 3.3 Division School Council Report | Enclosure 3.3 |
| 3.4 Policy Advisory Committee Report | Enclosure 3.4 |
| 3.5 Wellness Committee | Enclosure 3.5 |
| 3.6 Community Engagement Committee | Enclosure 3.6 |
- 4. Approval of Agenda**
- 2:32 p.m. **5. Approval of Minutes**
- If there are no errors or omissions in the minutes of the Special Board Meeting of December 18, 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 December 19, 2023, it is recommended that the minutes be approved by the Board and signed by the Chair.
- 2:35 p.m. **6. Business Arising from the Minutes**
- 2:40 p.m. **7. Associate Superintendents Reports**
- | | |
|-----------------------------|---------------|
| 7.1 Business and Operations | Enclosure 7.1 |
| 7.2 Instructional Services | Enclosure 7.2 |
| 7.3 Human Resources | Enclosure 7.3 |
- 3:00 p.m. **8. Superintendents Report**
- | | |
|------------------------------------|---------------|
| 8.1 Board Priorities Report | Enclosure 8.1 |
| 8.2 Donations and Support | Enclosure 8.2 |
| 8.3 Acknowledgements of Excellence | Enclosure 8.3 |
| 8.4 Town Hall | Enclosure 8.4 |
| 8.5 Calendar of Events | Enclosure 8.5 |

3:30 p.m. **9. Presentations**
9.1

3:45 p.m. **10. Action Items**

10.1	First Quarter Financial Report	Enclosure 10.1
10.2	Policy 601.2.1 School Year	Enclosure 10.2
10.3	Division Calendar 2024/2025	Enclosure 10.3
10.4	Surveys	Enclosure 10.4
10.5	ASCA Funding	Enclosure 10.5

4:30 p.m. **11. Division Highlights**

4:35 p.m. **12. Information Items**

12.1	Board Chair Report	
	12.1.1 Community Conversations	Enclosure 12.1.1
12.2	PSBAA Update	Enclosure 12.2

5:00 p.m. **Public Forum**
Public Forum responses will be provided in the next Board meeting agenda.

5:50 p.m. **13. Correspondence**

13.1	Public Forum Response to Nicole Williams	Enclosure 13.1
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5:55 p.m. **Adjournment**

MEMORANDUM

January 23rd, 2024

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: School Boundary Alignment Committee Meeting, January 9th, 2024

In attendance:

Craig Whitehead, Committee Chair

Allison Purcell, Trustee

Christine Light, Trustee

Mike Nightingale, Superintendent

Christine Lee, Associate Superintendent, Business and Operations

Cheryl Shimbashi, Transportation Coordinator

Regrets:

Robbie Charlebois, Associate Superintendent, Human Resources

Daniel Heaton, Director of Facility Services

Meeting Highlights:

- The Committee discussed feedback received from the survey results.
- The survey results indicated a need to gather further information from the Spanish Bilingual program families at Coalbanks prior to considering potential options for boundaries west Lethbridge elementary Schools.
- An engagement session with Spanish Bilingual families at Coalbanks will be held on January 31, 2024, from 6:30pm to 8 pm to gather more information. A survey will also be created for completion by Spanish bilingual program families.
- The next meeting will be held on January 16th at 9 am discuss the engagement session on January 31st.

Respectfully submitted,

Craig Whitehead, Trustee

Chair, School Boundary Alignment Committee



MEMORANDUM

January 23rd, 2024

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: School Boundary Alignment Committee Meeting, January 16th, 2024

In attendance:

Craig Whitehead, Committee Chair

Allison Purcell, Trustee

Christine Light, Trustee

Mike Nightingale, Superintendent

Christine Lee, Associate Superintendent, Business and Operations

Cheryl Shimbashi, Transportation Coordinator

Robbie Charlebois, Associate Superintendent, Human Resources

Daniel Heaton, Director of Facility Services

Meeting Highlights:

- The Committee discussed planning for the Coalbanks Spanish Bilingual Family Engagement night. The session is to gather further information in response to November 2023 engagement sessions.
- The engagement night will be held January 31, 2024, at 6:30 pm at Coalbanks.
- Coalbanks Elementary will send out the invite on January 16th with RSVP to know how many will be attending.
- A survey will be sent out on Feb 1st to all Spanish bilingual families to make sure that all have an opportunity to provide information.
- The next meeting will be held on February 21st at 8:30 am to review the feedback from the engagement session and the survey. Next steps in the boundary review process will be discussed given all the information and data collected from all the engagement sessions and surveys to date.

Respectfully submitted,

Craig Whitehead, Trustee

Chair, School Boundary Alignment Committee



MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Genny Steed, Trustee

RE: DIVISION SCHOOL COUNCIL MEETING REPORT

Division School Council met Jan. 15, 2024.

A parent learning session was provided by Andrew Krul providing information about the Dual Credit program, Green Certificate, Work Experience program, the Registered Apprentice Program, Trades4U, and the Summer Trades program.

Follow up information was provided from the DIPT meeting held June 14, 2023. The developing purpose of DIPT was provided by Morag Asquith outlining the original intention for providing a gathering space for parents of exceptional students and the evolved focus on diversity. It is anticipated that another meeting will be organized but a timeline is undetermined.

The recently released results of the Anti-Racism Anti-oppression survey administered in May 2023 were discussed. Questions and concerns were discussed by the council regarding the survey design and the timeline for releasing results. The timeline between the survey administration and the announcement of procedures lead to discussion questioning how stakeholder voice was incorporated into the development of the procedures. A request was made to review the 2 procedures announced May 1, 2023 and June 27, 2023 to help clarify how the May 15 survey informed procedure.

The Trustee Report was offered by Trustee Genny Steed. It was reported that the board amended and adopted the Superintendent Evaluations Policy, moved to change the Healthy Nutritional Choices document from Policy to Procedure, and approved a motion to continue to explore piloting a “Kindercare Program” to support and enhance early education for students.

Membership Alberta School Councils Association was discussed. It was reported that 20 out of 24 schools chose to renew membership this year. Request was made to the trustee that the board consider allowing choice of membership be made standard annual practice. Request was made that the board consider School Council access to money budgeted for ASCA.

Superintendent Mike Nightingale's report included details for the Town Hall meeting on Feb. 6, 2024. Decisions about inclement weather, cancelation of busses and school closure were discussed.

Committee reports included the following information:

Policy Advisory Committee:

Policies under review: 501.3 School Choice, 600.1 Guiding Principles for Educational Programming in School, 600.2 School Based Decision Making

Community Engagement Committee: Town Hall update, ARAO survey results released, Technology survey is being created.

Poverty Intervention Committee: Received \$15000 in donations since last meeting, rising rent costs and housing are an area of major concern.

Wellness Committee: Presentation on Physical Education and Wellness for Grades 4-7 outlining changes and how they will be implemented. New curriculum includes the Human Growth and Development portion of which parents can opt out of.

Calendar Committee: draft will be presented to the board at the Jan. board meeting.

Recommendation

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

Respectfully submitted,

Trustee Genny Steed

MEMORANDUM

Jan. 23, 2024

To: Board of Trustees

From: Genny Steed, Trustee

RE: POLICY ADVISORY COMMITTEE REPORT

Meeting Date: Jan 10, 2024

In Attendance:

Mike Nightingale, Genny Steed, Christine Light, Rod Scott, Kevin McBeath, Nathan Pearson, Maggie Taylor, Skye Curtis, Carrie Boschman, Viviana Lartiga, Kelsi Cook

The committee discussed strategy for improving the policy review process. It was suggested that policies with the oldest amendment dates, as well as those determined to be of timely significance, receive priority for review. The Committee was in favour and will move forward with creating a schedule for the remainder of the year.

It was discussed that the board is in process of potentially hiring a consultant to assist in a full review of all division policies and that some policies may be consolidated, and others may be changed to procedures. It was established that policies which have been reviewed but not amended should be marked with “reviewed” instead of “amended”.

In an effort to increase stakeholder input, the committee will begin sharing the policies under review on the division website. A template has been created that will allow the committee to post a policy, with marked up amendments, along with a form for feedback. Feedback will be reviewed by PAC.

Policy 501.3.1 School Choice Policy was amended and sent out for feedback, due Feb. 7.

Recommendation

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

Respectfully submitted,

Trustee Genny Steed



Wellness Committee Report January 15, 2024

Committee:

Chair: Tyler Demers, Board Trustee
Co-Chair: Morag Asquith, Associate Superintendent – Instructional Services

Attendees:

Kristina Larkin, Board Trustee
Megan Esser, Classroom Teacher CB
Paul Bohnert, Classroom Teacher SJF
Chrystele Chevallier-Grabinske, Classroom Teacher LCI
Cason Machacek, Digital Wellness Teacher
Edna Asem, Parent Representative
Courtney Epp, Healthy Schools AHS Rep
Bob White, School Administrator SB
Sydney Erlendsen, Digital Wellness FSW
Erin Hurkett, Director of Curriculum
Andy Tyslau, Principal – Dr. Plaxton

Regrets:

Wayne Pallett, School Administrator LCI
Robbie Charlebois, Associate Superintendent Human Resources
DeeAnna Presley-Roberts, Program Manager - MHCBC, Family Support Supervisor
Jen Day, Counselling Coordinator

Supports:

Christina Peters, Executive Assistant – Instructional Services

Type of Report: **Regular Meeting**

Topics Tabled Until Next Meeting

- Discussion to have both a middle school rep **AND** a high school rep instead of one rep for the two levels combined
- Discussion on having more than one parent rep on the committee
- Having active and healthy transportation information when new bussing / transportation information is sent out to parents with bussing distance changes

Policy Updates

Policy 504.11 Healthy Nutritional Choices

- Policy 504.11 has been shifted to a procedure by decision of the Board. It moves the document from a board document to an administration document and allows for more flexibility and input by wellness committee members, and health champions while working hand in hand with the current existing wellness policy. 3.2. Follow-up on canteen pricing
- After investigation, Morag confirmed that Holy Spirit School Division utilizes the same canteen provider, and costs for food items are the same between divisions.

Division Updates

Nutrition Grant Presentation – Andy Tyslau

- At the end of each school year, schools have the opportunity to apply for grant funds they can utilize in the coming year to utilize for Nutrition Initiatives. Typically, the goal of these funds is to feed as many students as possible, although foods/option classes could be utilized to feed students at the school. This year, eleven schools receiving funding for various nutrition programs.
- Andy Tyslau shared a presentation on how Dr Plaxton is utilizing their grant funds, with the Farm to Table Initiative. The presentation has been included with the minutes.

Wellness Grant Presentation

- Tabled to the next meeting.

Division Wellness Challenges

- The Amazing Race (History Edition) 2023 was hosted in October 2023. Despite poor weather, the race had incredible participation, including the most first-time participants. Many included their immediate and extended families in the race, completed the race with friends, or used it as part of birthday or Thanksgiving celebrations. A couple rattle snake sightings added the feeling of action and adventure that some participants were ready for, but the team relocated those clues quickly. Appreciation regarding the different themes and puzzles was expressed.
- February marks the time of year for "Kindness Call Out", which will run from February 1-16, 2024. The intent of this event is to catch students doing random acts of kindness and have the student receive a note of appreciation and gratitude. The student can then enter their note into a draw for a gift certificate if they so wish. Each school will receive a ballot box to be kept at the office and a package of ballots. Please encourage staff to only take as many ballots as they feel they will give. All staff are welcome to participate that includes admin, teachers, support staff and professionals. Information will be coming out to schools the last week in January.

Health Curriculum Update – Erin Hurkett

- Erin Hurkett highlighted some of the changes with the new Alberta Education Physical Education and Wellness Health Curriculum. The new Curriculum outcomes have been welcomed by teachers due to the detailed nature.
- Once outcomes are given by Alberta Education, teachers need resources and materials to teach the curriculum. AHS has created many resources that fit together with the new curriculum that can be utilized by teachers.
www.teachingsexualhealth.ca
- The presentation is included with the minutes.

Digital Wellness Update – Cason Machacek & Sydnie Erlendson

- The Digital Wellness Team has been busy, including sending Newsletters and Wellness Bytes to support teachers and schools. They will also be presenting at the Local Teachers Conference in February and to the College of Superintendents in March. A parent night was held in November 2023, which included 15-20 questions designated to panel members to inform Digital Wellness. May will feature a Digital Wellness Day.
- The focus for Digital Wellness continues to be on screen time and the responsible use of technology, including creating awareness around feelings experienced and the purpose of using technology, while remaining present in life and relationships.
- The Digital Wellness Ambassador program will launch on February 12. A group development session will take place with each high school ambassador student sharing insights and initiative ideas. This information will be useful in informing elementary and middle school teaching as well.

Nurses

- A nurse's orientation was held on January 11 at Winston Churchill High School. Chinook and Winston Churchill will each host 6 nurses from the University of Lethbridge over the next few months, covering topics related to Public Health.

Division Initiatives

Health Champions – Roles & Responsibilities/Meetings (5:00)

- Each school has one health champion that champions health in their school. A Health Champ Roles & Responsibilities handout has been included with the minutes.
- Health Champ Learning Brainstorming
- Presentation like Andy's regarding the use of Nutrition Grants
- Presentation from Courtney regarding grant use in wellness across the province and sharing provincial success stories.
- Sharing the Policy Change for Nutritional Choices for awareness
- Barriers to Leisure in Students: Included with the minutes is a Barriers to Accessing Sports and Recreation Report for the Lethbridge Area. United Way Reports can also be accessed here: <https://lethbridgeunitedway.ca/reportsresearch/>
- Takeaways they can share with teams and classrooms, or staff meetings. Could we create an optional resource which works alongside MHCB Wellness Events to assist health champs with championing regular themes?

Re3 Educational Initiatives

- The website for educational resources for teacher was shared with the committee: <https://re3program.schoolsites.ca/educational-resources-for-teachers>

Second Step – Sydnie Erlendson

- Last year, the counselling model shifted inside of schools. It was noted that not all schools had the same resources to create consistency in social-emotional learning delivery. Second Step was adopted as a social-emotional learning program for Grades K-8. Units include Growth Mindset and Goal Setting, Emotion Management, Empathy and Kindness, and Problem Solving.
- Kids in the Know is another resource currently used to help kids develop skills that will increase their personal safety and build resiliency.
- A presentation is included with the minutes.

Community Updates – Courtney Epp, AHS

AHS Healthy Schools Update

- Working on Parent Session regarding vaping reduction
- Courtney highlighted the Healthy Schools website: Healthier Together Schools, including the new TEACH section which replaces the provincial resource list.

Healthy Lethbridge – Kristina Larkin

- Healthy Lethbridge is a community network around healthy living resources. Information will be summarized and forwarded to the Wellness Committee as needed.

Respectfully submitted,

Tyler Demers, Committee Chair

MEMORANDUM

January 18, 2024

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Committee Report – Community Engagement Committee

Background

Community Engagement Committee met on Wednesday Dec 6, 2023 and discussed the following topics:

1. Town Hall : Reviewed process and questions for Town Hall 2024 which includes new format based on recommendations from Community Engagement Committee and other stakeholders. Use of Thoughtstream software was discussed to allow participants to ensure their input was being recorded correctly and be inspired by the feedback of others. Committee also recommended ensuring accessibility services such as transportation and interpretation to allow anyone to participate.
2. Survey Results: Reviewed the results from the 2023 ARAO Survey, with clarification on which parts of the administrative procedure were influenced by which parts of the results, to demonstrate that the procedure reflects the survey as one of the tools for feedback. These survey results can also be seen on the division website.

New theme: a question from the committee emerged about how feedback can be provided into policy development in general, and how communication can be improved about the intended use of survey data.

Committee Recommendation: was to ensure that when surveys are published – it should be described how the Division plans to use collected data, and ensuring that results and a report on how the data was used is later published.

Division Action: Published January 18, there is a new feedback tool on the division website, where Policies under review can be read, and feedback provided.

<https://www.lethsd.ab.ca/our-district/policies2/policy-feedback>

3. Technology Survey: The Board of Trustees requested that the Community Engagement Committee collect feedback from the public related to the board interest of technology use in schools.

For the committee meeting, Superintendent Nightingale provided a draft of survey questions compiled by the Digital Wellness Team to being initial steps. Discussion and recommendations from the committee included:

- appreciation to the Digital Wellness Team for their ongoing work promoting responsible and safe digital skills among students, and their draft of the provided questions
- a need to be more specific about what information the board, division, committee, and community is looking for as the vocabulary in the draft questions and the topic in general are very broad and does not have universal definitions.
- feedback was provided about the different questions for Division administrators to review and compile a second draft which will be emailed to the committee for ongoing review.
- clarity that this topic will also be considered at the Town Hall

4. ICE Scholarship:

Scholarship for 2024 will be open January 22, 2024 as previously decided. Committee will review the updated documents based on the notes from the 2023 awards. The Committee thanks Associate Superintendent Christine Lee for her work on securing sponsors for the award to continue this initiative. Committee discussed the desire to move the Showcase event to different schools to ensure access, and at this time other schools were not available due to previous space bookings.

Please see website for more details on the ICE Scholarship.

<https://www.lethsd.ab.ca/board/ice-awards-scholarship/scholarship-applications>

5. Division Annual Assurance Results Report

The committee reviewed the topic of the AARR, and how to provide feedback about the report. The committee discussed that the AARR is a government mandated document which is publicly published as per the requirement, and that the public and parents are welcome to contact their division representatives including Trustees once the AARR is published each year. Feedback about the content of the AARR is also welcome through feedback opportunities such as the Town Hall in February.

Next Meeting: February 28, 2024 at 7pm at Aakaipookaiksi (Many Children) / Education Centre.

Recommendation

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

Respectfully submitted,
Kristina Larkin

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD DECEMBER 18, 2023.

In Attendance:

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

Administrators: None

Via Teams: Tyler Demers

Regrets:

The Chair called the meeting to order at 11:07am

1. Move to In-Camera

Trustee Andrea Andreachuk moved:

“that the Board move to In-Camera at 11:07am.”

*Move to In-Camera
7203/23*

CARRIED UNANIMOUSLY

Genny Steed moved to come out of in camera at 3:01pm.

2. Adjournment

Trustee Allison Purcell moved:

“to adjourn the meeting at 3:01pm.”

*Adjournment
7204/23*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

3.

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD DECEMBER 19, 2023.

In Attendance:

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

Trustee Allison Purcell called the meeting to order at 1:06 p.m.

1. Move to In-Camera

Trustee Kristina Larkin moved:
“that the Board move to In-Camera.”

*Move to In-Camera
7205/23*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved to come out of the in-camera meeting at 2:16 pm.

Reconvene Meeting

Trustee Allison Purcell recessed the meeting at 2:16pm
Trustee Allison Purcell reconvened the meeting at 2:30pm

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Committee Reports:

- 3.1 Facilities Committee
- 3.2 School Boundary Alignment Committee
- 3.3 Division School Council
- 3.4 Policy Advisory Committee
- 3.5 Poverty Intervention Committee
- 3.6 ATA Local Council Meeting

Consent Agenda

4. Approval of Agenda

Additions to the Agenda:

- 12.2 Division School Council Report
- 10.4 Mileage

Trustee Andrea Andreachuk moved:
“to approve the agenda, as amended.”

*Approval of Agenda
7206/23*

CARRIED UNANIMOUSLY

5. Approval of Minutes for November 27, 2023

- Change wording to read “Trustee Christine Light moved to come out of in camera at 12:16pm”

Trustee Craig Whithead moved:

“The minutes of the Special meeting of November 27, 2023 be approved as amended and signed by the chair”

*Approval of Minutes
from November 27,
2023
7207/23*

CARRIED UNANIMOUSLY

Approval of Minutes for November 28, 2023

- Change wording to read “Trustee Andrea Andreachuk moved to come out of camera at 2:51pm”

Trustee Andrea Andreachuk moved:

“The minutes of the meeting of November 28, 2023 be approved and signed by the chair”

*Approval of Minutes
from November 28,
2023
7208/23*

CARRIED UNANIMOUSLY

6. Business Arising from the Minutes

None

*Business Arising from
the Minutes*

7. Associate Superintendent Reports

7.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate
Superintendent
Reports
Business and
Operations*

7.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

Instructional Services

7.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

Human Resources

8. Superintendents Report

8.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendents
Report
Board Priority Report*

8.2 Donations and Support

Donations and Support

A memo outlining the generous donations to schools has been included in the agenda.

8.3 Acknowledgement of Excellence

Acknowledgement of Excellence

Acknowledgements of excellence and reports showcasing the accomplishments of Immanuel Christian Elementary and Senator Joyce Fairbairn Middle Schools are included in the agenda.

9.4 Calendar of Events

Calendar of Events

Calendar of Events was included in the agenda. Items to be added:

- January 18 at 12:00pm Board and Administrator Committee Budget Lunch.
- Indigenous Education Committee January 24 at 9:00am
- January 9 at 1:00pm Boundary Alignment Committee

9.5 Annual Assurance Results Report Addendum

An update to the Annual Assurance Results Report was included in the agenda as an information item.

Trustee Craig Whitehead moved:

“That we add to our Assurance Plan, page 26 Early Years Literacy and Numeracy Assessment.”

*Annual Assurance
Results Report
Addendum
7209/23*

CARRIED UNANIMOUSLY

9. Action items

9.1 Superintendent Evaluation Policy

- Amend item 8 to read “the report shall be brought to the board for approval.”

Trustee Allison Purcell moved:

“That the Board adopt the proposed revisions to policy 301.3 Evaluation Process for the Superintendent as amended.”

*Superintendent
Evaluation Policy
7210/23*

CARRIED UNANIMOUSLY

9.2 Policy Advisory Committee Terms of Reference

*Policy Advisory
Committee Terms of
Reference*

Decision to send the terms of reference back to the Policy Advisory Committee to bring recommended amendments to the board for approval.

9.3 Policy 504.11 Healthy Nutritional Choices

Trustee Craig Whitehead moved:

“That policy 504.11 Healthy Nutritional Choices be rescinded and be assigned to the Superintendent to be developed as a procedure.”

*Policy 504.11 Healthy
Nutritional Choices
7211/23*

CARRIED UNANIMOUSLY

9.4 Kinder Care Pilot Program

Trustee Andrea Andreachuk moved:

“That the Division explore the possibility of running up to three kinder care pilot programs for the 2024/2025 school year. Kinder care programs typically combine traditional Kindergarten programming during regular school time with play-based programs during non-school time.”

*Kinder Care Pilot
Program
7212/23*

CARRIED UNANIMOUSLY

9.5 Mileage

Trustee Kristina Larkin moved:

“The Lethbridge School Division mileage reimbursement rate be increased from 50.5 cents per kilometre to 55 cents per kilometre effective January 1, 2024.”

*Mileage
7213/23*

CARRIED UNANIMOUSLY

10. Division Highlights

Allison- Winter celebration at General Stewart, Coalbanks winter concert, Immanuel Christian Advent Chapel, serving Victoria Park lunch, ICES Christmas chapel.

Division Highlights

Andrea- Senator Buchanan snowflake ball and turkey lunch, ICSS and Paterson concert, Plaxton winter wonderland night, Coalbanks concert, ATA meal, General Stewart concert, Mean Girls the Musical.

Kristina- Fairbairn fine arts evening, Westminster seasonal celebration and performance, Galbraith winter feast, LCI band concert at Southminster, congrats to chinook for winning the Tri high food drive.

Genny- Enjoyed several holiday events at various schools.

11. Board Chair Report

11.1.1 Community Conversations

The next community conversations will be Tuesday January 16th from 1:00-2:30 on the North side.

*Board Chair Report
Community
Conversations*

Public Forum:

Public Forum

Nicole Williams spoke to allowing School Councils autonomy to decide whether to participate in an ASCA membership every year going forward.

11.2 Division School Council Report

*Division School Council
Report*

Clarification regarding the new funding announcement. Report will be amended to reflect more accurate numbers.

12. Correspondence Received

*Correspondence
Received*

None.

13. Correspondence Sent

Correspondence Sent

None.

14. Adjournment

Trustee Tyler Demers moved:

*Move to In-Camera
7214/23*

“to move into in-camera at 5:08 P.M.”

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved out of in-camera at 6:18pm”

Meeting Reconvened

Trustee Allison Purcell moved:

*Adjournment
7215/23*

“To adjourn the meeting at 6:18pm”

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted,
Christine Lee

LETHBRIDGE SCHOOL DIVISION



BUSINESS AND OPERATIONS REPORT

JANUARY 2024



Kids Are Our Business

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MEETINGS AND EVENTS



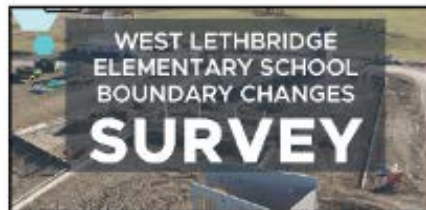
FACILITY SERVICES

As seen in the Division Dispatch

West Lethbridge Elementary Boundary Changes Survey

The results have been compiled from the West Lethbridge Elementary Boundary Changes Survey.

To view the results of the survey, please click on the link: [BOUNDARY](#).



The survey was a follow-up to the two in-person engagement sessions held in November. Due to the survey results, an engagement session will be held on January 31, with Spanish bilingual families at Coalbanks Elementary School to gather more information.



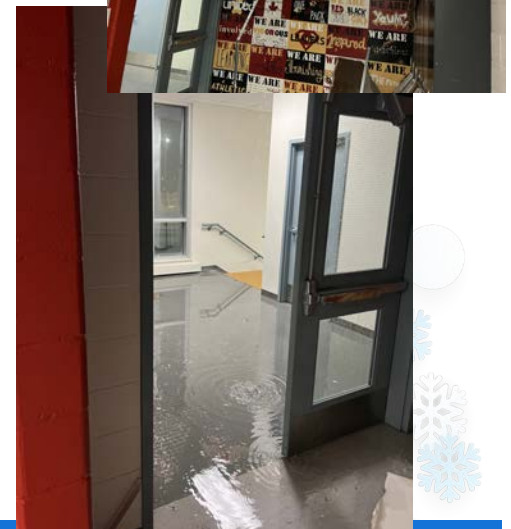
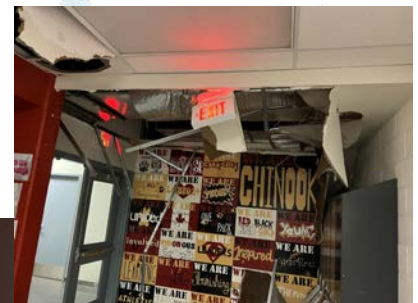
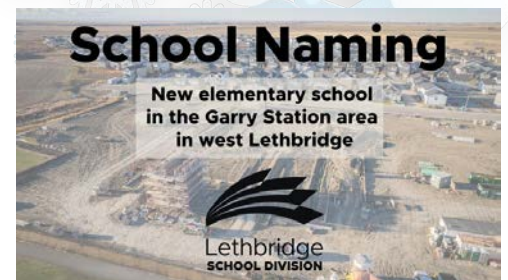
-39C

After a very warm December, the first week of school January 2024 was hit with extreme cold. Big thank you to our caretakers who braved the cold to keep walks clean and to our maintenance staff for addressing heating and other building issues that occurred from the sudden cold weather. Pictures to right shows damage from burst sprinkler line at Chinook High School on January 15th.

**Deadline
February 15th**

School Naming

New elementary school
in the Garry Station area
in west Lethbridge



FINANCE



BREAKING NEWS

2024-2025 Budget

Work has begun on preparing the 2024-2025 budget. Work to date includes submitting enrolment projections to Alberta Education for Budget 2024 funding, preliminary cost estimates, and engagement sessions with the Board of Trustees and Administrators on budget priorities. The Town Hall that will be held February 6th will provide further information to inform the development of the 2024-2025 budget. The chart below outlines the budget development process.

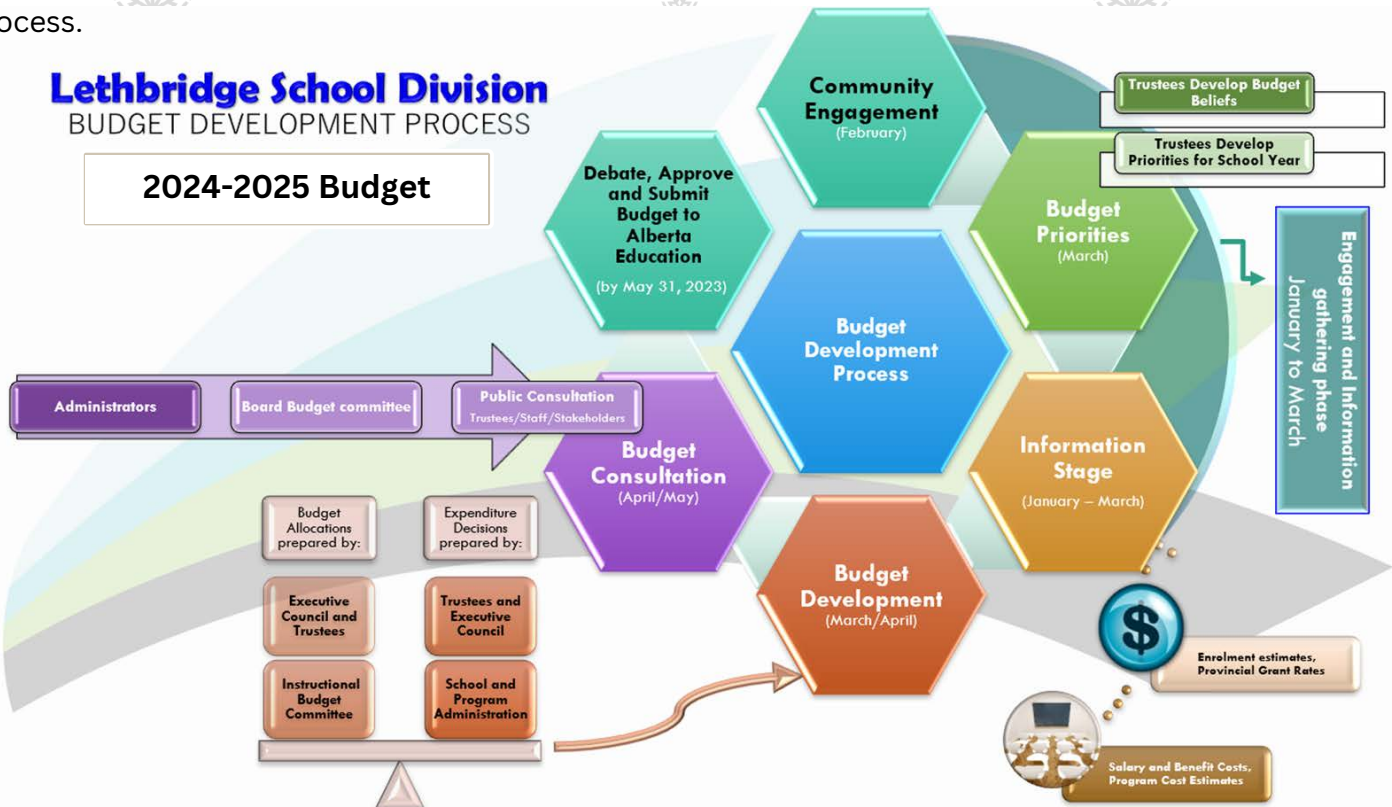
Re3
Program

Lethbridge School Division gets A+ for embracing waste program changes.

See the article by the City of Lethbridge [here](#).

Lethbridge School Division BUDGET DEVELOPMENT PROCESS

2024-2025 Budget



The Division 1st quarter financial report (September 1 to November 30th) will be presented at the January Board meeting.

OCCUPATIONAL HEALTH AND SAFETY

IT'S COLD
outside

As seen in the Division Dispatch

Health and Safety Corner

Wellness planning begins with genuine self-reflection



Whether or not you are the type of person to set New Year's resolutions or goals, this is a good time of the year to consider developing a holistic wellness plan for yourself.

While many of us resolve to make healthier choices, especially after a period of greater indulgence, these commitments often focus on our physical wellness - getting to the gym, making healthier nutrition choices, drinking more water.

It's important to be as committed to ensuring we take care of other areas of wellness too! These include our social-emotional wellness (think resilience), psychological wellness (think sustained concentration and mental flexibility) and spiritual wellness

(think alignment with your core values).

A comprehensive wellness plan begins with genuine self-reflection that considers interventions and strategies that match your personal skills, abilities and interests.

Unless you love the music, you're not going to get very far by jumping on the next bandwagon! Balance your plan with compassion and grace. Change doesn't happen overnight but rather through small and consistent incremental habits. If you are interested in learning more

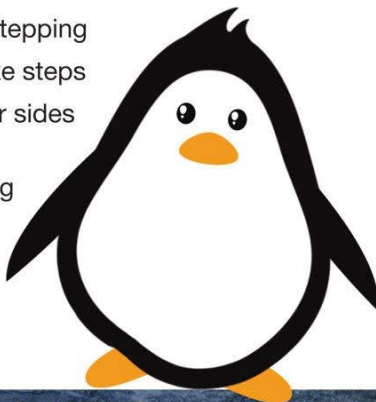
about a personal wellness plan, consider signing up for the next SIVA training session. Self-care is a foundational pillar of the program! ■



Do the Penguin Walk!

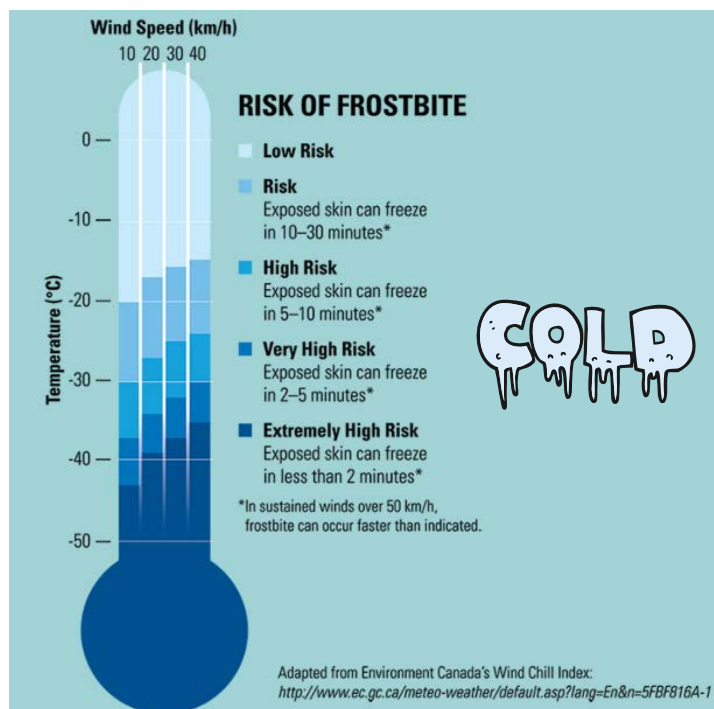
Stay healthy and active, avoid a fall and possible injuries.

- Bend slightly and walk flat footed
- Point your feet out slightly like a penguin
- Keep your centre of gravity over your feet as much as possible
- Watch where you are stepping
- Take shorter, shuffle-like steps
- Keep your arms at your sides (not in your pockets!)
- Concentrate on keeping your balance
- Go S-L-O-W-L-Y



www.penguinwalk.ca

DID YOU KNOW?



Source: www.slmbrails.org



TECHNOLOGY



- The tech department is delighted to announce the integration of new technology aimed at enhancing STEM and AV instruction in the classroom. Here is a list of recently added items to the curriculum resource center that staff can explore:
 - 10 *Forward Education Climate Action Kits with Microbit Home - Forward Education*
 - 1 *GoPro Hero 8*
 - 1 *Ricoh Theta 360 Camera*
 - 1 Classroom set of 10 microbits with expansion packs
 - 1 Cell phone gimbal
 - 1 *RedCat* portable classroom audio system
- The technology team will be in Calgary on January 21 to tour Bow Valley Collège. During this tour the team will explore potential collaboration opportunities on dual-credit programming focused on Esports leadership and Esports business management.
- Over the holidays the tech team created a new landing page (seen above) for staff to access important software and resources.
- New online registration process will be rolled out this month starting with kindergarten registration
- The tech team is trying to spend more time in schools, so they were out in schools prior to the Christmas break.
- The administration of diploma exams requires the use of computers and software. The team was supporting the administration of these exams to address any issues that could occur.
- Each year Alberta Education conducts an enrolment monitoring process to ensure the required information is available to support student enrolment and funding. The team has been working with schools to provide the required information to AB Education for the monitoring process.



TRANSPORTATION



Cold Weather Reminder

Students and parents are reminded that extra caution should be taken during the winter months and periods of extreme weather. Lethbridge weather can include cold temperatures, wind chill and snow that make getting to and from school challenging. Please take a moment and review this important information with your children.

Lethbridge School Division schools rarely close due to snow or cold temperatures. All Division schools will remain open to provide a safe, warm and secure environment for students.

Assume schools are open unless you hear otherwise from your school. Information regarding any school closures due to weather will also be posted on the Division website, on Twitter, Facebook and shared with local news media.

During the winter, roads may also be congested and slippery resulting in possible traffic and bus delays. Unusually cold or stormy weather can result in buses being delayed. Use the MyBusStop App or check My School Bus Monitor for messages on delays. Unexpected mechanical problems with the bus may also occur more frequently at this time of year. Children should be dressed appropriately for the colder weather as buses cool off very quickly.

Children should be well prepared for the weather and not left unattended at bus stops for any period of time, under any circumstances. They should have clear instructions on how long to await for the bus and what to do if the bus does not arrive. Never leave children at the stop without backup arrangements for an emergency.

Families should ensure they have back-up care arrangements if transportation is delayed. Children should have a warm place to stay before and after school.

Children will find it easier to walk through the ice and snow when their school books and lunches are carried in a back pack.

**Thank you to Southland
Transportation bus drivers and
maintenance crew for
transporting our students to
and from school safely even in
-30C or colder weather!**



Seen here in warmer days, on December 21st, Lethbridge School Division bringing Tim Hortons coffee, hot chocolate, and donuts to the Southland bus drivers at the bus yard (6 am) as a thank you and best wishes for the holiday season!

MEETINGS AND EVENTS

- Garry Station Elementary Construction meetings (bi-weekly)
- Leadership Team Meetings (monthly)
- Administrator's meetings (monthly)
- Levelled Principal Meetings (monthly)
- USIC Risk Management and Claims Committee (monthly)
- Marsh and LSD risk management discussion (monthly)
- USIC meetings to prepare for marketing meetings
- Diploma exam technology meetings
- Board Committee of the Whole Meeting
- School Boundary Alignment Committee
- CUPE 290 bargaining
- Admin Mentorship - Budget and Operations
- Alberta Education meeting re Annual Results Report
- Admin Committee and Board of Trustees meeting, budget and priorities
- Bell Time Review Committee - Administrators and Southland Transportation
- Coalbanks Spanish Bilingual Engagement, January 31st

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendations

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

JANUARY 2024

A Note from Morag

HAPPY NEW YEAR!

Instructional Services is very appreciative of the support **Charlene Drader (Administrative Assistant, Division of Instructional Services)** has done over the last year we are sad she has moved to Purchasing but grateful that we will still see her at the Education Centre. We are looking to be able to fill this vacancy by the first week in February. We will miss her!

We welcome **Sara Roncin** - Division Off-Campus Student Support!! She started with Instructional Services January 8th.

We also welcome **Phil Williams** to Inclusive Education to support this portfolio in Jackie Fletcher's absence. Rebecca Adamson is taking over the Director tasks while Jackie is on the mend and Phil will be supporting the Coordinator role. Thank you in advance, Phil, for your help!



University of Lethbridge Nurses @ WCHS and Chinook

Every year we are fortunate to host practicum nurses from the University of Lethbridge. Cason Machacek, Courtney Epp (AHS) Morag and Sydnie Erlendson presented to the cohort of 12 nurse practicum students at Churchill early January to orient them to our school system and to connect to current health related pressures in our schools. Our schools benefit from projects the nurses take on in the role of health promotion.

Curriculum Sessions – Ongoing

Erin Hurkett, Adam Palmer in tandem with Lenée Fyfe (Principal at Buchanan) hosted an informative session with elementary numeracy leads January 11th. They discussed how best to implement the new math curriculum with combined grade structures. A special thank you to Lenée for her expertise and support with this endeavor.

EVENTS & DATES

JANUARY

- | | |
|----|--|
| 10 | Positive Spaces Meeting #3- Board Room |
| 11 | Complex Case - SWCSS
Nurse Orientation (Second Semester) at Churchill |
| 12 | Next Generation meeting
SWCSS Leadership meeting |
| 15 | Wellness Committee Meeting #2
High School Principals Meeting |
| 16 | Elementary Principals Meeting
Division Placement Committee
LST meeting- Lethbridge Public Library |
| 17 | AERR meeting with Alberta Education
Case Consults- Counselling Team meeting
Middle School Principals meeting |
| 18 | Administrators PL Meeting |
| 22 | Learning Commons Facilitator meeting |
| 23 | Southern Alberta FASD meeting
Elementary Literacy meeting |
| 24 | Indigenous Education Committee Meeting |
| 25 | Child and Youth Advocacy Centre Leadership Mtg |

FEBRUARY

- | | |
|---------|---|
| Feb 1/2 | CASSIX Winter meetings |
| 1 | ARAO Administrator Committee Meeting #3 |



JANUARY 2024

Nikki CALE

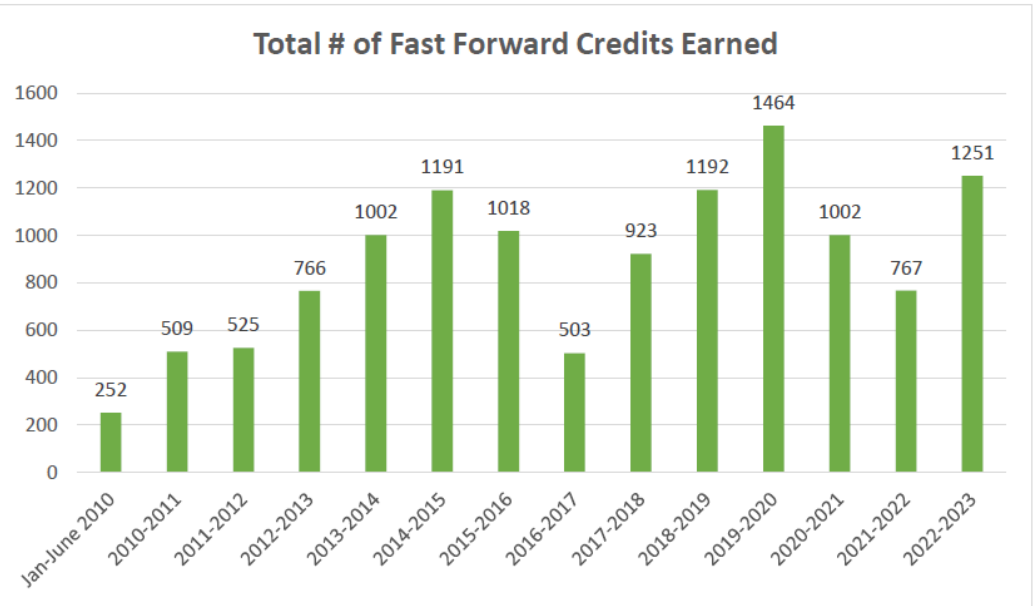
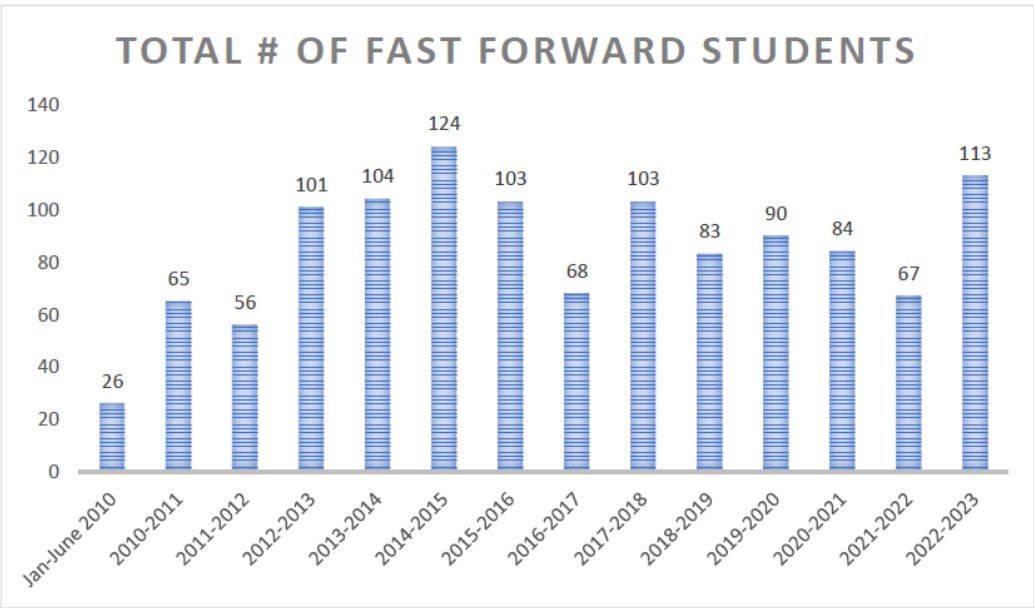
Student Support Advisor

FAST FORWARD PROGRAM

The 2022-23 academic year celebrates the 14th year of the Fast Forward Program. During the 22-23 year there were 50 high school diplomas earned, 113 students earned a total of 1251 high school credits. 109 of the students were 19 and under and 4 students were 20 years of age or older.

Fast Forward is a program operated by Nikki Cale and it is designed to primarily serve students who are struggling in a mainstream setting, with traditional supports or who are re-engaging in their education after an absence from their education. The program strives to understand the most significant barriers so that students can experience success in their learning. The key to the success of this program lies in the relationship that develops between the student and the Student Support Advisor over the course of the student's time in the Fast Forward High School Completion Initiative. We are so very grateful that we have such a dedicated, resourceful and caring professional like Nikki supporting this program.

Historical Summaries of Student Registration & Credits Earned



ANDREW KRUL

Off-Campus Coordinator

DUAL CREDIT & CAREERS

Zone 6 is very proud of the partnership we have formed in the west part of the Zone among Holy Spirit, Horizon, Livingston Range, Palliser, West Wind and Lethbridge School Division. This second semester we have been informed by Paige Thornborough at Lethbridge College that all four trades courses offered this second semester are full, except for Intro to Construction. Level 2 trades courses begin January 26th, the level one trades course starts February 2nd and all other dual credit courses kick off January 29th. The Southern Alberta Collegiate evolved from this partnership alongside Career Transitions, Community Partners and the College. The College has worked hard to build and develop the facility ("The Barn") where these exciting learning opportunities will be taking place.

This second semester we are offering the SACI pilot courses- "Intro to the Trades, Intro to Transportation, Intro to Construction, and Intro to Culinary" at the College. Fall of 2024 is the anticipated official opening of the SACI facility. It is anticipated that in February Palliser will be hiring a Principal for the facility (as they are the banker board). It is anticipated that the Collegiate will offer programming for grades 7-12 and it is anticipated that in early May there will be a student/parent information session. SACI will likely need to follow an application process and successful candidates will be confirmed before the new school year.

The table of multi-division membership have identified that SACI will need to focus on preparing students for jobs of tomorrow (STEM, etc). Various student competencies such as problem solving, critical thinking, collaboration, communication should be woven through programming. Learning experiences should mirror real life expectations (employer expectations, post-secondary expectations). My Blueprint will be incorporated into the learning opportunities as well.

One of our many goals and barriers identified by this group was to build a deeper understanding of what college opportunities there are, and what possible learning at the college looks like for our K-12 teachers as there isn't a common understanding of this post secondary option. We have provided PD for teachers across the south to attend PD at the College in December.

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

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

Recommendations

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

Respectfully submitted,
Robbie Charlebois

Associate Superintendent, Human Resources
Report to the Board of Trustees
January 23, 2023



Supporting Schools

The Human Resources department has been diligently supporting staff and schools so they can support our amazing students. Some of the highlights include:

- Staff onboarded since Dec. 7 – 8 Support/Casual, 7 Teachers/TOCS
- Number of teachers hired since Dec. 6 – 15
- Number of teacher contracts extended since Dec. 6 – 15
- Number of teachers added to the substitute list since Dec. 6 – 5
- CUPE 290 – 1 new hire for a temporary position
- CUPE 2843 – 17 new contracts (reasons: resignation replacement, complexity grant, new allocation)

Other Highlights

- 28 PS III students from the University of Lethbridge will be doing their last teaching practicum within our school division from January 8 – April 19, 2024
- Enrollment Growth Allocations – 17 Schools have received increases in support staff and/or teacher FTE.



MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Board Priorities Report

Background

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

Recommendation

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

Respectfully submitted,

Mike Nightingale
Superintendent

**2023-2024 DIVISION PRIORITIES
REPORT TO THE BOARD**

PRIORITY: GOVERNANCE

Engagement with Stakeholders

- The School Boundary Alignment Committee will be meeting with parents of students enrolled in the Spanish Bilingual program at Coalbanks Elementary on January 31, 2024 as the committee works through the process of adjusting boundaries for the 2025-26 school year.
- The Town Hall event will occur on February 6, 2024, 6:30 pm - 8:30 pm at Victoria Park.
- The Division now has a page on the website that provides students, staff, parents and community members with an opportunity to provide input on policies that are being reviewed.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- Rhonda Aos met with Lethbridge College regarding College practicum placements December 14, 2023
- Human Resources will attend the U of L Career Fair on January 24, 2024
- Children's Autism Services of Edmonton reached out to our Tech Department, seeking potential donations of old network equipment to support the establishment of new locations in Edmonton. Fortunately, the Lethbridge School Division generously contributed 5 older switches and several desktop computers, which were available from recent switch replacements carried out during the December break. A heartfelt appreciation goes to Greg Theron for transporting the equipment to Edmonton over the weekend, as he was already headed in that direction for a family event.
- Career Transitions contacted us during the holiday break, seeking support in coordinating the video production category for the upcoming local skills competition scheduled for March 16 at Lethbridge College. Jesse Sadlowski, along with Mark Lowe from Palliser Regional Schools, Ryan Harper Brown from the University of Lethbridge, and Ed Limon from Winged Wail Media, will be collaborating to organize, assist students, and serve as judges for this year's video production segment of the skills competition. If board members plan to attend the competition, kindly ensure to take a moment to visit and observe the students in action.
- The Lethbridge Tech Team is scheduled for a day tour with Bow Valley College in Calgary on January 21. During this visit, we aim to explore potential collaborations on a dual-credit program focused on esports leadership and esports business management.

- Various principals and vice principals from Lethbridge School Division will be attending an Assessment Think Tank at Horizon School Division on February 12th. Erin is working with CASSIX directors to design and facilitate the session.
- Erin attended an Alberta Education meeting in relation to development of the new K-6 Social Studies curriculum. Alberta Education provided an overview of the Social Studies framework and requested feedback from division office personnel attending the session.
- Rebecca attended the SAFASD regional meeting and shared out information regarding a new WRaP 2.0 coach with schools. A few schools have already inquired about accessing this resource to support students and teachers.
- Rebecca and Morag attended a meeting with the YMCA alternate suspension program to discuss capacity of the program and the referral process.

PRIORITY: GROWING LEARNING AND ACHIEVEMENT

Literacy

- A Learning Commons meeting with facilitators was held on December 18th. The committee agreed to use the remainder of the school year to revisit the Learning Commons philosophy where the 5 standards of practice from the Foundations for School Library Learning Commons in Canada will be discussed. The five standards include: Facilitating collaborative engagement to cultivate and empower a community of learners, advancing the learning community to achieve school goals, cultivating effective instructional design to co-plan, teach and assess learning, fostering literacies to empower life-long learners, designing learning environments to support participatory learning.
- Schools who received funds from the Learning Disruption Grant have started their literacy assessments and interventions this January. Students receiving targeted intervention will receive lessons to help them develop letter name and sound recognition and decoding skills, particularly with CVC words. Students will be assessed frequently throughout the intervention, so instructors have feedback in relation to progress and improvement.
- Jodi has supported teachers at Agnes Davidson Elementary with a literacy residency.
- Jodi facilitated a Fountas & Pinnell literacy assessment training on January 19th
- Jodi will be facilitating both an elementary and secondary literacy committee meeting on January 23rd and January 29th. The Indigenous Education team will be presenting on “land as text” during these meetings.

Numeracy

- Adam Palmer facilitated an Elementary Numeracy Committee Meeting which was held on January 8th and a Secondary Numeracy Committee Meeting which was held on January 9th. Committee members discussed triangulation of data collection for assessment purposes, along with Craig Barton's method of instruction which is titled, "Reflect, Expect, Check, Explain." At the elementary meeting, feedback was provided on the possible creation of a new report card which would correlate with the new curricular outcomes.
- A combined grade professional learning session for elementary teachers was held on January 11th. The session focused on implementing the new math curriculum in a combined grade classroom. Lenae Fyfe, principal of Senator Buchanan, facilitated the session as she has a wealth of experience with both mathematics education and teaching combined grades.
- Adam and Erin will be visiting grade 6 math teachers in all middle schools to discuss the potential of using MathUp as a resource to support new curriculum implementation. There will also be discussion in relation to division created resources for math.
- Adam attended the Numeracy Advisory Committee with SAPDC on January 16th.
- Adam completed a numeracy residency at SJF during the last week of December.

Experiential Learning including secondary initiatives:

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

- December 20th Lethbridge College will be hosting a Skills Development and Trades Exploratory for students in the region. This opportunity will support careers exploration for students.
- We have hired Sara Roncin to support division wide Career promotion in our high schools
- Morag administered a questionnaire to Principals in our Middle Schools to see what exploratories we offer in our middle schools. As a CASS group we have had preliminary discussions regarding the importance of delivering a balanced offering of CTS, Physical Literacy, Arts and STEM options at our middle schools.

Innovation and Technology

- In response to feedback received from staff in recent months, the Technology Department has designed a new landing page for staff members' initial web browser access. This updated landing page includes quick links to various resources commonly

used by staff on a daily basis. While staff members retain the option to set their own home pages if they prefer not to use the district's default, the feedback on the new landing page has been favorable and positively acknowledged. Further consultations are planned for the spring to gather input on potential additions or removals of links based on user preferences.

- In December, following consultations conducted in October for teachers, the Tech Department introduced new items to the Curriculum Resource Center. Among these additions are a classroom set of Micro:bit Environmental kits, a GoPro, a 360-degree camera, and a camera gimbal. All these resources are now accessible for schools to borrow and utilize in their classrooms.
- Over the past year, in collaboration with schools and Intella Media, the Tech Department has successfully implemented a new student registration process and program. Previous feedback from schools indicated a mixed response to the former student registration system, which still involved some manual input and verification due to the intricate nature of registration requirements and the diverse range of programs offered. Coalbanks initiated the pilot phase of the new registration process in the second week of January, and the initial feedback has been positive. We anticipate that this revamped process will streamline tasks in school front offices, while ensuring user-friendly experience for parents required to complete the forms.

Early Learning

- Division is in the process of exploring the Kinder Care Pilot program.

Wellness

- The Digital Wellness Team is planning activities with our Digital Wellness Ambassadors at the next Health Champion meeting

Diversity

- Families new to our division and new to Canada continue to receive a warm welcome from Saajan Sapkota and Carmen Carvalho.
- All elementary schools now have access to an itinerant AES through the Behaviour Support Team on a 3 week rotation,
- Rebecca has attended multi-agency learning team meetings with a focus on how to best maximize and coordinate available resources to provide support for complex learners.

International Programs

- Our International Program is doing very well. Actively recruiting in our target market: Western Europe, South America (Chile, Brazil, Peru, Colombia), Mexico, Turkey, Japan and Vietnam.

- New promotional Virtual Reality 360 video showing off Lethbridge School Division and the surrounding area. The only school division using VR 360 video. Very well received by agencies.

PRIORITY: LEADING LEARNING AND CAPACITY BUILDING

Administrator Professional Learning

- Lethbridge School Division will be running a New Administrator Mentorship Program for the 2023-24 school year.
- January 18th the Admin PL committee will be gathering to discuss PL and planning for the upcoming year

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

- The upcoming SIVA training session on January 29th and 30th currently has 18 registrants.
- On January 30th, we will present the next Parabyte session to the High School EAs.
- Rebecca and Rochelle hosted a middle and high school LST collaboration meeting.
- At the January LST meeting, Rebecca and Phil Williams facilitated a presentation geared toward supporting shifting perspectives from compliance to commitment regarding ISPs.
- Rebecca and Rhonda attended the online Educational Assistant Internship Pilot - Provincial Information session. It was determined that our Parabytes programming exceeds the recommendations of the pilot.
- Staff throughout the Division, as part of the Division's Occupational Health and Safety Program, received online courses to support safety within Lethbridge School Division.
- Human Resources attended "Ask the Experts" HR PowerSchool/Atrieve Session on January 16, 2024
- Parabytes training continues for Educational Assistants is scheduled for high school on January 30th
- On January 17, our tech team members coordinated a comprehensive full-day workshop on 3D printing, strategically scheduled for the second semester. The session was attended by teachers and administrators eager to enhance their understanding of 3D printing. This workshop has been extended to nearly 200 educators, playing a significant role in fostering the growth of 3D printing within our schools.
- On January 22, Greg Fisher from the tech team conducted a brief one-hour workshop on Micro:bit coding for all our learning commons facilitators. This session was specifically requested by our facilitators to gain insights into basic coding and familiarize themselves with new resources available in the Curriculum Resource Center for their learning commons.

-

PRIORITY: SUPPORTING LEARNING AND WELLBEING

Building Staff Capacity to Meet the Needs of all Learners

- Rebecca met with individual teachers and learning teams support understanding around meeting the needs of complex learners.
- Mackenzie Penner was invited to join learning team meetings in support of student needs and continues to support teachers in meeting complex student needs.
- Our second cohort of U of L practicum nurses have started at Chinook High School and Churchill High School

Collaborative Partnerships to Support Learning

- Morag and Jen Day have booked meetings in February to meet with all the elementary administrator counselling pairs to touch base regarding the new counselling model that was implemented in the 2023/24 school year
- Rebecca is working with external agencies to more comprehensively support complex student needs.
- The LISS grant is starting to be used to purchase equipment and learning tools in support of students with low incidence diagnosis.
- Rebecca attended the SWCSS leadership meeting

Cross-Ministry Initiatives

- Jesse Sadlowski and David Harmon from the Technology Departments remain actively engaged as contributors to Cyber Alberta, an innovation-focused group established by the Alberta Ministry of Technology and Innovation. This group convenes monthly to deliberate on the prevailing landscape of cyber-attacks and emerging trends in cybersecurity within Alberta. These meetings provide a valuable platform for enhancing our preparedness and response to cybersecurity incidents occurring in the province.

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

Teacher Induction Program

- TIP's December session will focus on Indigenous Ways of Knowing hosted by our three Indigenous Education lead teachers and the Coordinator of Indigenous Education.

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Mike Nightingale
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.

- ICES received \$1000 from Melvin and Jeanne Vaselnak
- Lakeview Elementary received \$2000 from Bottomless Drilling Inc.
- Westminster Elementary would like to thank Margaret McKillop, Cynthia Suyker, K-40 Club of Lethbridge, and Kinsmen Club of Lethbridge who gave generous donations to their Breakfast Program, Harvey Labuhn who gave to our Sue Labuhn Learning Commons, LA Chefs and Perry Produce Ltd who paid for the whole school to go to go to the Glow Gardens at the Exhibition and Cargill Animal Nutrition that gave books to our students for Christmas.
- Galbraith Elementary would like to thank Aaron and Ted Anctil (Southern Monument and Tile Company) and the Crabb Family for the donation of \$1000 to the Breakfast Program as well as LA Chefs for catering our Winter Feast of Turkey Dinner with all the trimmings for all students and staff!
- LCI would like to thank OrganicTan Lethbridge for their donation to the LCI Dance Program.
- Fleetwood Bawden received a \$500.00 donation from Jack Innes in honor of the McNeill Family.

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

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

Background:

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

Showcase Schools this Month

Doctor Gerald B. Probe Elementary:

It has been a great start to the school year at Dr. Probe School. Our Alberta Assurance Survey results were extremely positive and have challenged us to continue to find ways to make the learning experience exceptional for our students.

One of the ways we have approached this challenge is finding ways to connect with our families more purposefully and meaningfully. This year we launched “Soaring the Summit”, a series of four engagement evenings that seek to give students greater agency in their learning journey and to engender a deeper understanding of the resources and instructional strategies used at the school. Our first meeting, “Basecamp”, aimed to connect families with our “trail guides” (school staff), and begin thinking about the year ahead. The evening was also generously sponsored by Dunlop Ford, who provided a hamburger/hot dog dinner to all families in attendance.

October 19th marked our second step of this year-long learning journey, “Mapping the Trail”. During the evening, students were provided with a portfolio which will support the documentation of their learning journey and serve as a vessel to communicate growth and progress with their families throughout the year. Further, the evening served to communicate the goals students have set for themselves and the strategies they will use to achieve them. In the spirit of “mapping the trail” families were also encouraged to set goals with their child(ren) that they can support at home. To better connect parents to our school programming, the evening had a *literacy* theme. Jodie Babki, along with Cason Machacek and Sydney Erlendson were on-site, and parents were introduced to instructional strategies, assessment and supports focused on the development of literacy and wellness.

Overall, the night was a success with over 80% of our students and their families in attendance. An exit poll was conducted, with 120 families responding that they valued the evening and are planning to attend the next. We are looking forward to February 8th, where we invite parents back into the school for the next milestone “Tracking the Trek”. Families will gain insight into our approach to numeracy instruction and students, using their portfolios, will review their progress to date as well as their journey towards achieving the goals set in October.

Beyond our “Soaring the Summit” initiative, we have enjoyed many other exciting events at the school. Some highlights include:

- Participating in and connecting with West-side elementary schools through our annual Terry Fox Run
- Participating in the Run for Reconciliation
- Collecting over 1000lbs of food donations for the Interfaith Food Bank
- Setting a record for the highest sales during our Scholastic Book Fair
- Watching our Senior Choir perform with the Lethbridge Symphony
- Receiving an email from a Canadian Veteran to compliment the job our Grade 5 students did planning and performing in our Remembrance Day assembly
- Partnering with Tim Hortons to support the Smile Cookie campaign as well as through a “Donut Design” creative writing contest
- Raising close to \$10 000 during our Fall Fundraiser which will go to support student field trips and our resources for the Learning Commons
- Receiving \$10 000 from Kidoodle to support the development of our Indigenous Outdoor Learning Classroom (IOLC) or “Pommotsiysinni (Transfer of Knowledge)”.
 - This project is well underway with concrete poured and rocks laid around our circular learning space
 - Spring will see finalization of the space with landscaping and signage (fundraising will continue)
- Serving as an Angel Tree donation site

Lastly, 2023 ended with a great deal of fun for students as they took part in our annual “Winter Activities” day. Students enjoyed wagon rides outside, making maple syrup candy, a visit with Santa among many other activities. Moving forward we are looking towards many more exciting opportunities for our students and their families, including our “Family Literacy Day” at the end of the month, our Green Shirt Day Assembly to raise awareness of the importance of organ donation, and our Spring concert (to name a few).

Lethbridge Collegiate Institute:

LCI's Commitment to Indigenous Excellence:

In addition to all of the great things that have happened at LCI, our school has also had an excellent year partaking in and examining indigenous culture. Knowing that we live, work, and play on the traditional lands of the Blackfoot people, LCI has worked closely with our division leaders to promote our awareness of the Blackfoot culture. In that, we have purchased a full-sized tipi (large enough to fit an entire class of high school students in), and went through an entire traditional naming process (our Blackfoot name translates into "Vision Quest"). LCI also had a flag-raising ceremony where the Blackfoot Confederacy flag went up as a permanent installation in front of our school. Our entire student body engaged in a weeks worth of lessons on Indigenous culture and ways of knowing which all culminated with 1500 students all wearing orange shirts on the front lawn of LCI while we paid our respects to the Truth & Reconciliation process. Different teachers continue to explore indigenous ways of knowing in their classes, ranging from a newly offered Blackfoot Culture class, to our welding shop creating a sold steel, 4 foot OKI sign which will also soon stand proudly in front of LCI.

- Indigenous Poster Display is up
- Green & Gold Basketball Tournament had 16 total girls and boys teams this year
- LCI will host the 4A Volleyball Provincial Tournament next fall
- LCI Dance Show runs January 31 and February 1
- LCI Drama had a successful run of the play Peter Pan
- LCI has experienced considerable growth - this year 1480 students and next year 1600 students.
- LCI has created its own Education as an Additional Language Program - anticipating 35 students, now have between 90-100

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

RE: Town Hall

Background

The Division will host its annual Town Hall event on February 6, 2024 at Victoria Park from 6:30 pm to 8:30 pm in the gymnasium.

The purpose of the meeting is to seek feedback to assist the Division and Board of Trustees as we work on strategic planning for the 2024-2025 school year. This year the format will be a little different. Stakeholders will have a chance to provide feedback in the following areas:

School Levels

Elementary

- What are the successes of the Elementary school experience in Lethbridge School Division?
- Where can we improve the Elementary school experience in Lethbridge School Division?

Middle School

- What are the successes of the Middle School experience in Lethbridge School Division?
- Where can we improve the Middle School experience in Lethbridge School Division?

High School

- What are the successes of the High School experience in Lethbridge School Division?
- Where can we improve the High School experience in Lethbridge School Division?

Specific Topics

Learning and the Future of Education

- What should the future of learning and education look like?

Kindergarten and Early Learning

- What can the school division do to make early learning programs and kindergarten more accessible to parents?

Technology

- What are the positive aspects of using technology in schools?
- What are the negative aspects of using technology in schools?
- What suggestions do you have related to technology in schools?

Governance

- What feedback do you have for the Board of Trustees about how they govern the Division?

Students, staff, parents & guardians and community members will have an opportunity to provide feedback related to these areas at the town hall event or through a survey. Trustees will have opportunities to facilitate conversations and circulate through the room at different times throughout the evening.

Recommendation

It is recommended that the Board receive this as information.

Respectfully submitted,
Mike Nightingale

Calendar of Events for Board of Trustees

January	24	Indigenous Education Committee 9:00am, Education Centre Board Room
	31	Spanish Bilingual Parent Engagement 6:30pm, Coalbanks Elementary
February	6	Town Hall Meeting 6:30 pm, Victoria Park High School
	7	Policy Advisory Committee 12:00 pm, Education Centre
	13	Board Committee of the Whole 3:00, Education Centre
	14	Zone 6 Meeting 12:00, Microsoft Teams
	21	Boundary Review Committee 8:30am, Education Centre Board Room
	27	Board Meeting 1:00 pm, Education Centre Board Room

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: First Quarter Financial Report

Background

The 2023-2024 First Quarter Financial Report for the Division is provided for review. Director of Finance, Avice DeKolver will be in attendance to respond to any questions Trustees may have.

Recommendation

It is recommended that the Board approve the 2023-2024 First Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School Division

First Quarter Report

November 30th

2023

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2023 to November 30, 2023. *This financial information contained herein has not been audited.*

**Report to the
Board of Trustees**
January 23th, 2024



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



Lethbridge School Division
Management Discussion and Analysis Report
September 1, 2023 to November 30th, 2023

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Lethbridge School Division

Management Discussion and Analysis Report
First Quarter Report

Executive Summary

Lethbridge School Division has a total budget of \$143.80 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

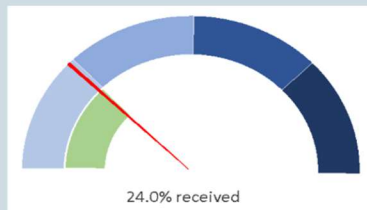
The School Division was established in 1886 and has proudly served our community for over 135 years. Lethbridge School Division serves 12,229 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-four (24) schools and four (4) institutional programs.

The Division has experienced continued growth in enrolment in 2023-2024 of 272 students (2.28%) over the 2022-2023 enrolment and is estimated to continue growing into 2024-2025.

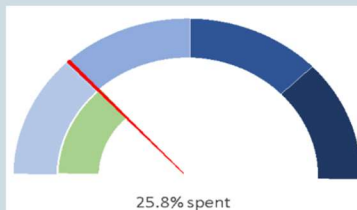
Lethbridge School Division believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated Division or school-based administrator. The executive summary presents highlights of the school division's financial operations for the period September 1, 2023 until November 30th, 2023 to provide fiscal accountability within the established guidelines.



New school year kicks off throughout Lethbridge School Division



Total Revenues



Total Expenditures

Overview:

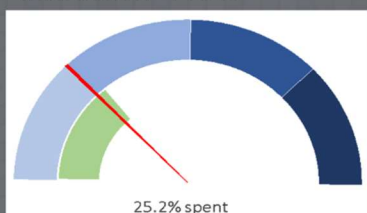
The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 1st quarter of the year (up to November 30, 2023).

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 2023/2024 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

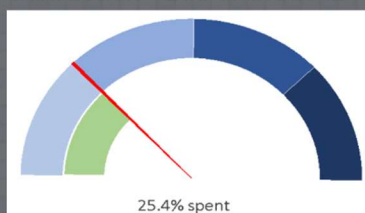
Instruction - Pre-K



Budget: \$ 4,612,081
Forecast: \$1,277,313 (27.7%)
Year-to-date: \$1,163,822 (25.2%)



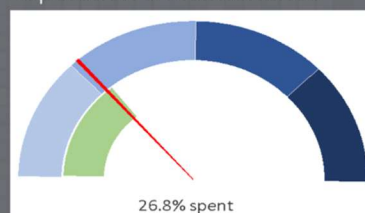
Instruction - ECS to Grade 12



Budget: \$ 113,435,603
Forecast: \$ 28,883,433 (25.5%)
Year-to-date: \$ 28,783,668 (25.4%)



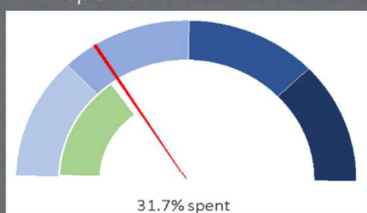
Operation & Maintenance



Budget: \$ 17,459,256
Forecast: \$ 4,947,521 (28.3%)
Year-to-date: \$ 4,678,352 (26.8%)



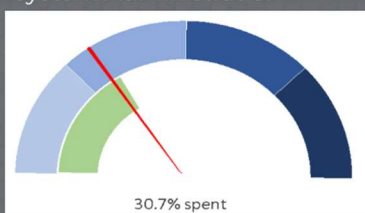
Transportation



Budget: \$ 3,332,560
Forecast: \$ 986,791 (29.6%)
Year-to-date: \$1,056,872 (31.7%)



System Administration



Budget: \$ 4,298,885
Forecast: \$ 1,415,860 (32.9%)
Year-to-date: \$ 1,318,426 (30.7%)



External Services (International Program)

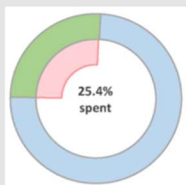


Budget: \$ 500,000
Forecast: \$ 125,003 (25.0%)
Year-to-date: \$ 46,833 (9.4%)



Salaries, Benefits & Professional Development

For all the Departments

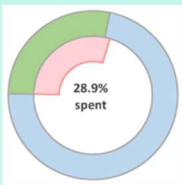


Budget: \$ 111,768,381
Forecast: \$ 28,360,988 (25.4%)
Year-to-date: \$ 28,328,182 (25.4%)



Contracted Services

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

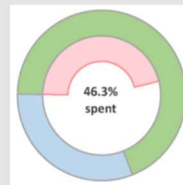


Budget: \$ 8,640,319
Forecast: \$ 2,428,312 (28.1%)
Year-to-date: \$ 2,494,193 (28.9%)



Other Services

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

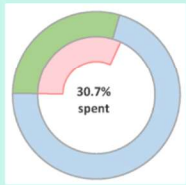


Budget: \$ 2,538,894
Forecast: \$ 1,793,068 (70.6%)
Year-to-date: \$ 1,175,451 (46.3%)



Supplies

General supplies, Technology, Maintenance, Small Equipment

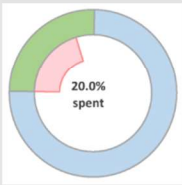


Budget: \$ 5,179,010
Forecast: \$ 1,472,058 (28.4%)
Year-to-date: \$ 1,568,888 (30.7%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

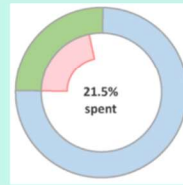


Budget: \$ 1,011,364
Forecast: \$ 252,754 (25.0%)
Year-to-date: \$ 202,637 (20.0%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 14,500,417
Forecast: \$ 3,625,104 (25.0%)
Year-to-date: \$ 3,110,747 (21.5%)



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 November 30th, 2023.



In relation to the types of expenses, all of the major types are also within their forecasts. The following is a brief analysis on the types of expenses:

- **Salaries, Benefits & Professional Development** is right in line with forecasted projections (within \$15,000). Reductions in benefits are typically a result of the timing of benefit contributions (some contributions start in January and can reach the contribution limits during the year).
- **Contracted Services** are slightly more than the forecasted projections (approximately \$65,000). This is mostly due to higher than forecasted costs within transportation but should be lower once the final adjustments in the transportation grant are completed.
- **Other Services** are less than the forecasted projections. This is mainly due to less than forecasted costs in the international program (timing of expenses throughout the year).
- **Supplies** are slightly more than the forecasted projections. This is mostly due to the timing of purchasing (some larger purchases for small equipment happening right at the beginning of the year).
- **Other Expenditures** are less than the forecasted projections. Included in this section are travel, car allowances, minor building renovations and contingency costs.
- **Transfers, SGF & Capital** are less than the forecasted projections. This mostly relates to School Generated Funds (SGF) expenditures are still to be incurred and the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being slightly less than the forecasted amount (based on the timing of these IMR projects).

Financial Position

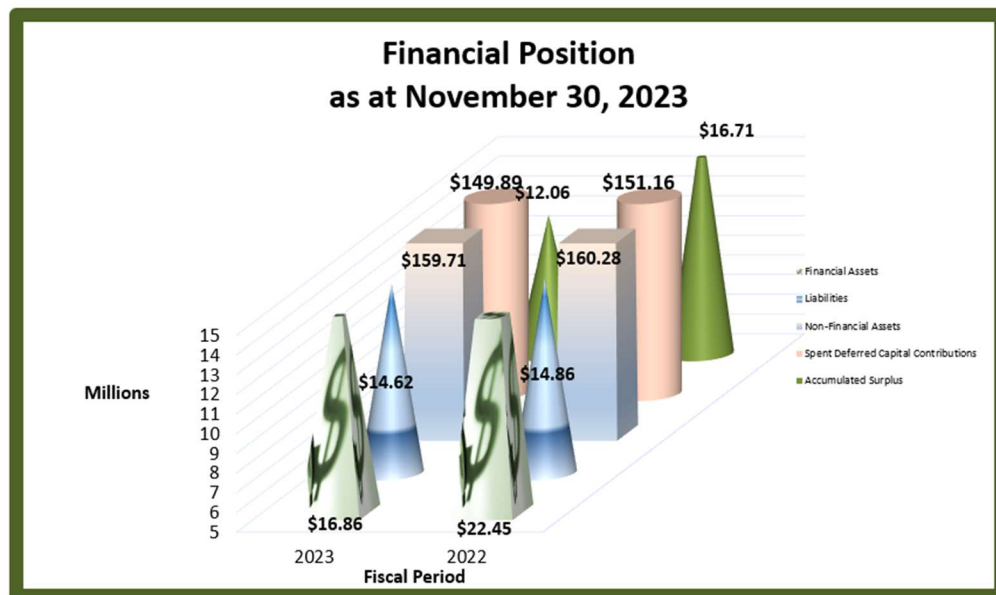
As at November 30, 2023, [Lethbridge School Division](#) has total financial assets of \$16.87 million and liabilities of \$14.62 million for net financial assets of \$2.25 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division has total financial assets of \$12.06 million. Of this \$12.06 million, \$3.3 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$471,484 of unrestricted reserves, \$4.6 million of capital reserves, and \$320,000 of endowment funds.

There is \$159.72 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$156.32 million, \$3.4 million in investment in capital assets, prepaid expenses, and inventory of supplies.

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 \$12.06 million. The chart below compares the financial position of November 30th with the prior year.



Lethbridge School Division
STATEMENT OF FINANCIAL POSITION
As at November 30, 2023

	November 30, 2023	November 30, 2022 restated
FINANCIAL ASSETS		
Cash and cash equivalents	\$6,297,559	\$6,602,685
Accounts receivable (net after allowances)	\$2,144,259	\$5,631,236
Portfolio investments	\$8,427,284	\$10,220,482
Other financial assets	\$0	\$0
Total financial assets	\$16,869,102	\$22,454,403
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,855,699	\$6,460,181
Deferred contributions	\$3,380,889	\$2,251,228
Employee future benefit liabilities	\$246,196	\$234,014
Asset retirement obligations	\$6,134,165	\$5,909,600
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$14,616,949	\$14,855,023
Net Financial Assets (Net Debt)	\$2,252,153	\$7,599,380
NON-FINANCIAL ASSETS		
Tangible capital assets	\$159,393,501	\$159,606,015
Inventory of supplies	\$251,106	\$367,782
Prepaid expenses	\$70,872	\$305,819
Total non-financial assets	\$159,715,479	\$160,279,616
Net assets before spent deferred contributions	\$161,949,006	\$167,878,996
Spent deferred capital contribution (SDCC)	\$149,888,519	\$151,159,260
Net assets	\$12,060,487	\$16,719,736
NET ASSETS (ACCUMULATED SURPLUS)		
Unrestricted surplus	\$471,488	\$471,484
Operating reserves	\$3,279,772	\$7,279,521
Accumulated Surplus from Operations	\$3,751,260	\$7,751,005
Investment in capital assets	\$3,370,817	\$2,624,177
Capital reserves	\$4,618,536	\$6,024,680
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$12,060,487	\$16,719,736

The statement above compares the Financial Position of the 1st quarter of 2023/2024 to the 1st quarter of the prior year for comparative purposes.

The restated on the prior year is due to the adoption of the new accounting standard PS 3280 asset retirement obligations in the 2022/2023 year for presentation purposes.

Lethbridge School Division
Notes to the Statement of Financial Position
As at November 30th, 2023

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at November 30, 2023 includes deferred contributions, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at November 30, 2023 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the Division.

Portfolio Investments

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

Total Financial Assets as of November 30, 2023 are \$16.87 million.

**LCI's Green and Gold
Basketball Tournament**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable as at November 30, 2023 mostly includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

Deferred Contributions

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

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

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

Employee Future Benefits

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

Asset Retirement Obligations – New for 2022-2023

A new accounting standard is now applicable to public sector entities (including school divisions) who follow Public Sector Accounting Standards (PSAS). Asset retirement obligations (ARO) are legal obligations associated with the retirement of tangible capital assets. An estimate for the obligation has been completed for both the August 31, 2022 (through a restatement for comparative purposes) and for the August 31, 2023 year-end. The obligation at November 30, 2023 is \$6.1 million (2022 was \$5.9 million).

Total Financial Liabilities as of November 30, 2023 are \$14.62 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 \$2.25 million.**

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

Total Net Assets as of November 30, 2023 are \$2.25 million.

NON-FINANCIAL ASSETS:

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

Tangible Capital Assets

Tangible capital assets include land, buildings, equipment and vehicles used in the operations of the Division. These assets are amortized over their estimated useful lives to arrive at a net value of \$159.40 million as of November 30, 2023.

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

Inventory of Supplies

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

Prepaid Expenses

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

Total Non-Financial Assets as of November 30, 2023 are \$159.72 million.



**Site ceremony celebrates beginning of construction
for Garry Station area K-5 school**

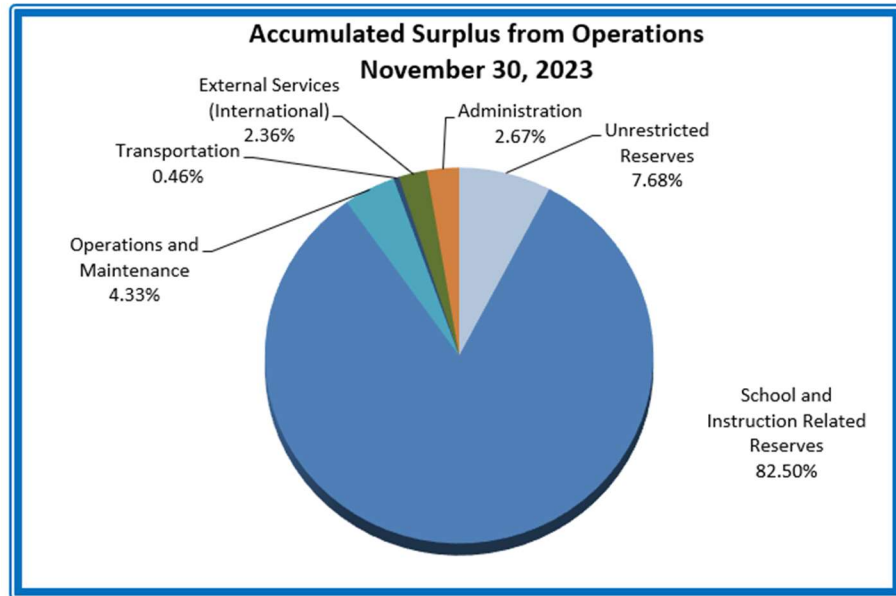
SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)

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

Total SDCC as of November 30, 2023 are \$149.89 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.



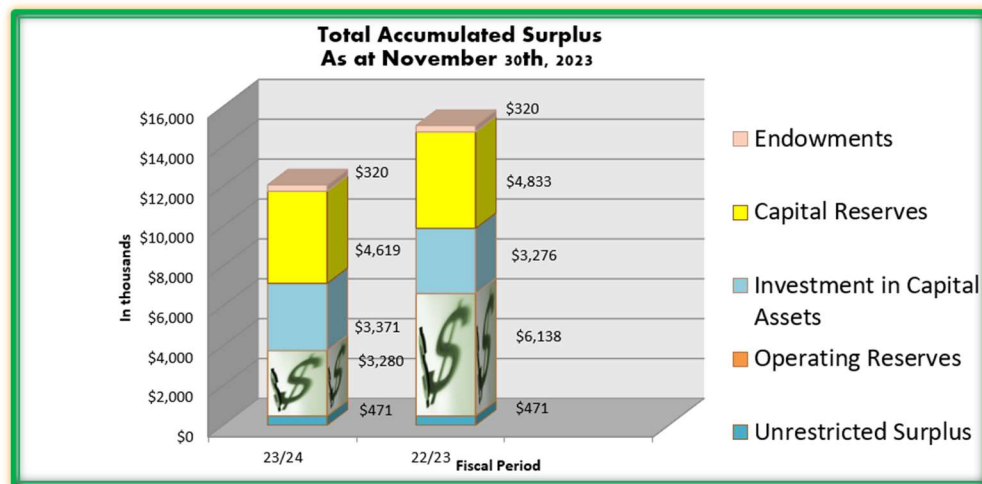
The restricted operating reserves consist of 82.50% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent in the future for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.

At the end of the 2021-2022 year, Lethbridge School Division has an adjusted accumulated surplus from operations (less school generated funds) of 5.29%. Alberta Education has introduced a reserve cap to be implemented by August 31, 2023 requiring the Lethbridge School Division reserves to be at 3.20%. Planning occurred throughout the 2022-2023 school year and the Division has met the target with adjusted accumulated surplus from operations (less school generated funds) at 2.70% at the end of August 31, 2023

In addition to the operating reserves, there are other areas that make up the Division's accumulated surplus. 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 as well as the net book value of the new asset retirement obligation.

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 \$12.06 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at November 30, 2023.

Operations

Budget Update as of September 30th

The operating budget for the 2023-2024 school year reflects changes to the Division budget as of September 30th, 2023, based on the additional information received since the preliminary budget (completed and approved in May 2023).

The Division originally planned on a projected student enrolment of 12,006 students in the preliminary budget. However, the operating budget was updated for the actual enrolment of 12,229 students. This increase in students made the Division eligible for an enrolment growth grant from Alberta Education. As of January 2024, the Division has received approximately \$300,000 in additional enrolment funding. The Division also received \$158,038 of Learning Disruption Grant (BOOST Program – for literacy and numeracy programs). Overall revenue, including use of reserves, in the revised budget increased by \$1.97 million over preliminary budget projections developed in May 2023.



In budget 2023-2024, \$1.99 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 as the 2022-2023 year-end was completed and reserves balances were known.



WCHS Presents Mean Girls

Lethbridge School Division
STATEMENT OF OPERATIONS
For the period ended November 30, 2023

	Budget Information		Forecast	Actual Results	Variances
	Preliminary Budget 2023-2024 (May 2023)	Updated "September 30th" Operating Budget 2023-2024 (Sept 30th 2023)	Forecasted To November 30th	Actual Year Ended November 30th	% Expended Revised Budget
REVENUES					
Government of Alberta	\$131,817,476	\$132,588,568	\$33,027,818	\$32,489,342	24.50%
Federal and Other Government	\$388,944	\$388,944	\$0	\$0	0.00%
Fees	\$5,004,121	\$5,004,121	\$1,324,565	\$584,263	11.68%
Sales and services	\$694,000	\$694,000	\$312,816	\$191,336	27.57%
Investment income	\$587,059	\$590,031	\$147,508	\$144,196	24.44%
Donations and Other Contributions	\$2,520,000	\$2,520,000	\$632,000	\$681,159	27.03%
Other Revenues	\$20,304	\$20,304	\$5,076	\$7,333	36.12%
Total Revenues	\$141,031,904	\$141,805,968	\$35,449,783	\$34,097,629	24.05%
EXPENSES					
Instruction - Pre-K	\$4,567,627	\$4,612,081	\$1,277,313	\$1,163,822	25.23%
Instruction - K to Grade 12	\$111,158,136	\$113,435,603	\$28,888,433	\$28,783,668	25.37%
Operations and Maintenance	\$17,459,256	\$17,459,256	\$4,947,521	\$4,678,352	26.80%
Transportation	\$3,332,560	\$3,332,560	\$986,791	\$1,056,872	31.71%
Administration	\$4,298,885	\$4,298,885	\$1,415,680	\$1,318,426	30.67%
External services [International Services]	\$500,000	\$500,000	\$125,003	\$46,833	9.37%
Total Expenses	\$141,316,464	\$143,638,385	\$37,640,741	\$37,047,973	25.79%
Operating surplus (deficit)	(\$284,560)	(\$1,832,417)	(\$2,190,958)	(\$2,950,344)	
Accumulated Surplus from Operations beginning of Year	\$6,609,760	\$6,609,760	\$6,609,760	\$6,609,760	
Transfers to/from capital reserves, endowments, & capital	\$700,000	\$700,000	\$700,000	\$700,000	
Accumulated Operating Surplus (ASO) at end of period	\$7,025,200	\$5,477,343	\$5,118,802	\$4,359,416	
School Generated Funds included in Accumulated Operating Surplus	(\$2,916,960)	(\$2,916,960)	(\$3,132,927)	(\$3,132,927)	
Adjusted Accumulated Operating Surplus (Adjusted ASO) at end of period	\$4,108,240	\$2,560,383	\$1,985,875	\$1,226,489	
Adjusted ASO as a % of budgeted expenditures (excluding SGF accounts)	2.91%	1.78%	5.28%	3.31%	

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 2023. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year, approximately 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, audit fees, and subscription fees and are typically paid in the 1st quarter.
 - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
 - Transportation is based on a 10-month payment period versus a 12-month payment period.
- The third area highlighted in **BLUE** is the actual results for the period.
- The fourth area highlighted in **TAN** is the variance area. This area provides information on the percent received/expended as compared to the September 30th operating budget and the percent received/ expended as compared to the updated forecast information.

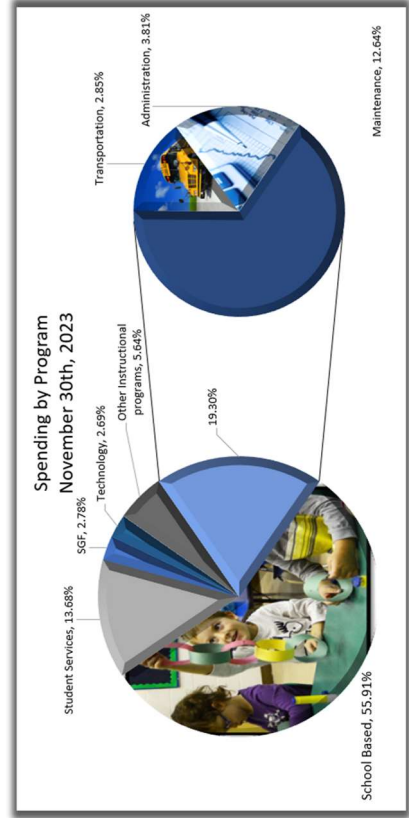
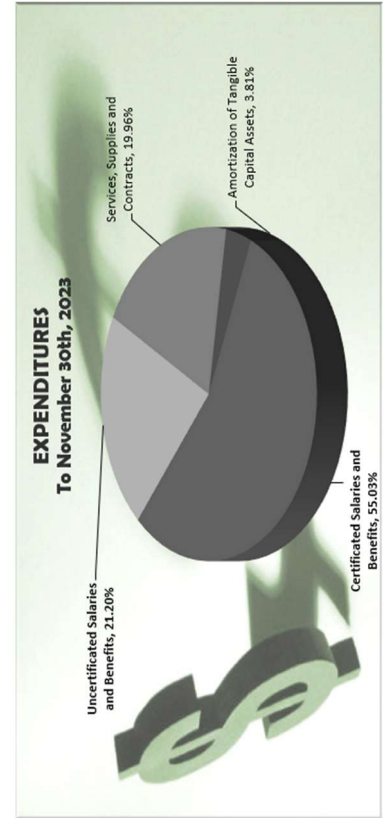
OPERATION RESULTS:

For the three (3) months ended November 30th, 2023, \$34.10 million of revenues have been recorded which is 24.05% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$35.45 million would have been received in the reporting period. The actuals are under the forecasted amounts. This is due to fees being under forecasted as all school fees are budgeted for with their potential usage.

Expenditures are \$37.05 million as of November 30th, 2023, which is 25.79% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$37.64 million would have been incurred in the reporting period. The actuals were less than forecasted. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 98.5% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division.

Lethbridge School Division
Schedule of Program Operations
For the period ended November 30, 2023

	Instruction (Pre-K)	Instruction (K to Grade 12)	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
UPDATED BUDGET 2023-2043 (September 30th)	\$4,612,081	\$113,435,603	\$17,459,256	\$3,332,560	\$4,238,885	\$500,000	\$143,638,385		
FORECAST - November 30th	\$1,277,313	\$28,888,433	\$4,947,521	\$986,791	\$1,415,680	\$125,003	\$37,640,741		
EXPENSES									
Certificated salaries and benefits	\$592,556	\$19,555,467			\$210,369	\$29,885	\$20,386,079	\$81,779,918	24.93%
Non-Certificated salaries and benefits	\$566,167	\$5,383,882	\$1,285,945	\$32,542	\$568,242	\$5,733	\$7,853,491	\$28,476,226	27.59%
SUB - TOTAL	\$1,158,725	\$24,949,329	\$1,285,945	\$32,542	\$778,611	\$35,418	\$28,241,570	\$110,256,143	26.61%
Services, contracts and supplies	\$5,097	\$3,839,130	\$2,209,986	\$1,024,330	\$504,994	\$11,415	\$7,394,952	\$28,118,379	26.30%
Amortization of capital assets	\$0	\$195,209	\$1,182,421	\$0	\$33,621	\$0	\$1,411,451	\$5,228,863	26.99%
Interest and other finance charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	0.00%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$1,163,822	\$28,783,668	\$4,678,352	\$1,056,872	\$1,318,426	\$46,833	\$37,047,973	\$143,638,385	25.79%
Total unexpended funds period to date	\$3,448,259	\$84,651,935	\$12,780,904	\$2,275,688	\$2,980,459	\$453,167	\$106,590,412	\$143,638,385	74.21%
% Expended of Budget	25.23%	25.37%	26.80%	31.71%	30.67%	9.37%	25.79%		
% Expended of Forecast	91.11%	99.64%	94.56%	107.10%	93.13%	37.47%	98.43%		



Lethbridge School Division
Notes to the Statement of Operations
For the three (3) months ended November 30th, 2023

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents over 91% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 1st quarter, the Division has received 24.5% of the total budget.

Federal and Other Government

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

Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, and preschool fees. Based on the forecasts for the 1st quarter, the Division has received 11.68% of the total budget.

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 1st quarter, the Division has received 27.57% of the total budget.



Coalbanks Spanish Program hosts Latin Grammy Event

Investment Income

Investment income includes interest earned on the Division's portfolio investments, which has traditionally been budgeted conservatively. Based on the forecasts for the 1st quarter, the Division has received 24.44% of the total budget.

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 27.03% of the total budget.

Other Revenues

Other revenues include rentals, gains on disposal of tangible capital assets, and miscellaneous minor 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 first quarter of 2023.

**Overall, revenues are comparable to the operating budget as at November 30, 2023
as 24.05% of the operating budget.**

EXPENDITURES:

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

Instruction – Pre-K

Instruction – Pre-K, represents expenditures from early education, which includes the early education program (preschool), and the program unit funding (PUF) for early learners requiring specialized supports. ECS expenditures are at 25.23% of the total budget, which are slightly less than the forecasted costs.

Instruction- Kindergarten to 12

Instruction Kindergarten to Grade 12, represents 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 25.37% of the total budget. See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

Operations and Maintenance

Operations and maintenance expenditures represent spending on operating and maintaining the Division's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 26.80% of the total budget. Actual costs are slightly under forecasted costs due to the timing of the projects can fluctuate during the year depending on scheduling and availability of products.

Transportation

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses provided by Southland Transportation Ltd. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 31.71% of the total budget. The year-to-date costs are slightly more than forecast (approximately \$73,000), which a portion of this is offset by the Alberta Education fuel contingency grant (the Division has received \$12,000 for this grant as at November 30th, 2023). The remainder should be offset once the final adjustment to the transportation grant has been reviewed and approved by Alberta Education.

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 30.67% of the total budget. Actual costs are under forecasted costs.

External Services

An external service represents costs that are outside regular provincially mandated instruction and operations. The International Services program provides programming to students who attend the Division schools from other countries and pay a tuition fee to attend our schools. Costs include costs of homestay providers, student insurance, student recruitment and administration of the program. External (international) expenditures are at 9.4% of the total budget. This is lower than forecasted due to the timing of when the international students arrive throughout the year.

**Overall, expenditures are comparable to operating budget as at November 30, 2023
at 25.79% of the operating budget.**



Lakeview Elementary School Feeds the Bug for the 29th Year

Lethbridge School Division
Schedule of Instructional (K to Grade 12) Program Expenditures
For the period ended November 30, 2023

PROGRAM	Budget	Forecast	Actual Results	Variances
	Updated Budget	Forecasted To	Actual Year Ended	% Expended
	2023-2024 (Sept 30th 2023)	November 30th	30-Nov-23	Updated Budget
School Based Instruction (K-12)	\$74,303,311	\$18,709,324	\$18,663,469	25.12%
Inclusive Learning Supports	\$10,752,492	\$3,357,982	\$3,191,251	29.68%
Shared Instructional Services	\$10,563,077	\$2,824,681	\$2,921,606	27.66%
School Generated Funds Activities	\$7,657,971	\$1,914,493	\$1,030,767	13.46%
Technology	\$2,704,280	\$888,579	\$995,778	36.82%
Institutional Programs	\$1,047,458	\$261,865	\$261,163	24.93%
Division of Instructional Services	\$824,500	\$206,125	\$221,232	26.83%
Indigenous Programming	\$643,865	\$160,966	\$166,075	25.79%
Counselling Program	\$3,351,480	\$837,870	\$839,806	25.06%
Other Instructional Programs	\$1,587,169	\$396,792	\$492,521	31.03%
Total Instructional (K to Grade 12) Program Expenditures	\$113,435,603	\$29,558,677	\$28,783,668	25.37%

Other Instructional Programs:

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

Institutional Programs:

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

Inclusive Learning Supports:

Inclusive Education
English as an Additional Language



Plaxton and Fairbairn team up for CBC's Canadian Music Class Challenge 2023

Lethbridge School Division
Notes to the Schedule of Instructional (K to Grade 12)
Program Expenditures
For the three (3) months ended November 30th, 2023

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

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 25.12% 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% as the educational assistants are paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 29.68% of the total budget which is expected.

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, instructional portions of insurance, and the employer share of teacher retirement fund costs that are supported by the Province.

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 2nd quarter, as well as insurance premiums are all included in the 1st quarter. Shared Instructional Services expenditures are at 27.66% 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 activity expenditures are at 13.46% of the total budget as there are many costs that are still to be incurred during the school year for these related SGF activities.

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school division for the implementation of information and communication technology. Technology expenditures are at 36.82% of the total budget. The costs for licensing programs have increased and are paid for in the first quarter and the forecasts reflect this.

Institutional Programs

Institutional Programs include Harbour House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 24.93% 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 26.83% of the total budget.

Indigenous Education Program

The Indigenous education program provides ongoing support for First Nations, Metis, and Inuit students in their efforts to obtain an education and provides opportunities for Indigenous students to study and experience their own and other cultures and lifestyles. Indigenous education expenditures are at 25.79% of the total budget.



Division's Pathways to Reconciliation Project

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 24.06% of the total budget.

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, Digital Wellness, New Curriculum Funding and the BOOST program. Other Instructional Program expenditures are at 31.03% of the total budget. The reason for this amount being higher than the other areas is due to the timing and complexities of each program. New curriculum funding had resources and professional learning days in the first quarter which was expected.

Overall, instructional (K to Grade 12) program expenditures are lower than the forecasted figures at November 30, 2023.



Ecole Agnes Davidson students participate in Amazing Race – Numeracy Edition

Lethbridge School Division
Schedule of School Based Instruction Expenditures

For the period ended November 30, 2023

SCHOOL	Budget	Forecast	Actual Results	Variances	
	Updated Budget 2023-2024 (Sept 30th 2023)	Forecasted To November 30th, 2023	Actual Year Ended November 30th, 2023	% Expended Updated Budget	% Expended Forecast to August 31, 2023
High Schools:					
Lethbridge Collegiate Institute	\$7,344,111	\$1,842,848	\$1,968,755	26.81%	106.83%
Winston Churchill High School	\$5,707,447	\$1,437,092	\$1,490,054	26.11%	103.69%
Chinook High School	\$7,116,324	\$1,789,311	\$1,694,643	23.81%	94.71%
Victoria Park High School	\$2,028,834	\$511,982	\$503,075	24.80%	98.26%
Immanuel Christian Secondary School	\$1,956,222	\$492,533	\$512,159	26.18%	103.98%
Middle Schools:					
GS Lakie Middle School	\$3,076,947	\$776,396	\$777,852	25.28%	100.19%
Wilson Middle School	\$3,946,427	\$988,994	\$981,155	24.86%	99.21%
Gilbert Paterson	\$4,692,643	\$1,181,686	\$1,151,371	24.54%	97.43%
Senator Joyce Fairbairn Middle School	\$3,713,218	\$942,624	\$905,708	24.39%	96.08%
Elementary Schools:					
Senator Buchanan	\$2,118,872	\$533,469	\$538,484	25.41%	100.94%
Immanuel Christian Elementary School	\$1,687,176	\$423,840	\$409,336	24.26%	96.58%
Ecole Agnes Davidson	\$3,290,702	\$829,496	\$807,605	24.54%	97.36%
Fleetwood-Bawden	\$2,114,700	\$533,869	\$524,669	24.81%	98.28%
Galbraith	\$2,206,204	\$559,051	\$539,684	24.46%	96.54%
Lakeview	\$2,354,300	\$593,724	\$616,484	26.19%	103.83%
General Stewart	\$902,798	\$228,706	\$221,976	24.59%	97.06%
Westminster	\$1,420,649	\$357,549	\$350,671	24.68%	98.08%
Lethbridge Christian School	\$1,564,266	\$393,453	\$392,652	25.10%	99.80%
Coalbanks Elementary School	\$3,644,695	\$915,640	\$919,747	25.24%	100.45%
Nicholas Sheran	\$2,574,602	\$649,651	\$647,639	25.15%	99.69%
Park Meadows	\$2,219,540	\$558,110	\$566,665	25.53%	101.53%
Dr. Robert Plaxton	\$2,298,155	\$577,948	\$571,834	24.88%	98.94%
Mike Mountain Horse	\$3,460,999	\$869,461	\$852,568	24.63%	98.06%
Dr. Probe Elementary School	\$2,863,480	\$721,891	\$718,683	25.10%	99.56%
Total School Based Instruction Expenditures	\$74,303,311	\$18,709,324	\$18,663,469	25.12%	99.75%

Lethbridge School Division
Schedule of School Generated Funds (SGF)
For the period ended November 30, 2023

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st 2023	Revenues	Expenses	August 31st 2024	Increase (Decrease)
UPDATED BUDGET 2022-2023 (September 30th)	N/A	\$7,657,971	(\$7,657,971)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$170,115	\$206,773	(\$218,522)	\$158,366	(\$11,749)
Winston Churchill High School	\$265,358	\$88,456	(\$124,447)	\$229,367	(\$35,991)
Chinook High School	\$199,041	\$129,929	(\$114,163)	\$214,807	\$15,766
Victoria Park High School	\$463,357	\$20,907	(\$734)	\$483,530	\$20,173
Immanuel Christian Secondary School	\$109,870	\$38,014	(\$53,466)	\$94,418	(\$15,452)
Middle Schools:					
GS Lakie Middle School	\$315,552	\$118,606	(\$164,879)	\$269,279	(\$46,273)
Wilson Middle School	\$183,427	\$81,808	(\$28,017)	\$237,218	\$53,791
Gilbert Paterson	\$136,845	\$77,424	(\$38,445)	\$175,824	\$38,979
Senator Joyce Fairbairn Middle School	\$191,272	\$69,630	(\$34,905)	\$225,997	\$34,725
Elementary Schools:					
Senator Buchanan	\$38,075	\$5,759	(\$5,668)	\$38,166	\$91
Immanuel Christian Elementary School	\$23,216	\$0	(\$1,787)	\$21,429	(\$1,787)
Ecole Agnes Davidson	\$120,561	\$11,544	(\$4,183)	\$127,922	\$7,361
Fleetwood-Bawden	\$69,541	\$8,355	(\$9,294)	\$68,602	(\$939)
Galbraith	\$97,155	\$12,481	(\$4,859)	\$104,777	\$7,622
Lakeview	\$71,514	\$19,113	(\$1,662)	\$88,965	\$17,451
General Stewart	\$4,436	\$0	(\$326)	\$4,110	(\$326)
Westminster	\$66,965	\$10,508	(\$3,101)	\$74,372	\$7,407
Lethbridge Christian School	\$47,353	\$7,807	(\$17,778)	\$37,382	(\$9,971)
Coalbanks Elementary School	\$57,954	\$18,825	(\$3,536)	\$73,243	\$15,289
Nicholas Sheran	\$53,382	\$12,383	(\$18,970)	\$46,795	(\$6,587)
Park Meadows	\$35,576	\$27,053	(\$3,676)	\$58,953	\$23,377
Dr. Robert Plaxton	\$25,797	\$17,389	(\$9,703)	\$33,483	\$7,686
Mike Mountain Horse	\$58,557	\$12,926	\$0	\$71,483	\$12,926
Dr. Probe Elementary School	\$112,041	\$102,141	(\$19,743)	\$194,439	\$82,398
School Generated Funds	\$2,916,960	\$1,097,831	(\$881,864)	\$3,132,927	\$215,967
Total SGF investment accounts (GICs)	\$0	\$0		\$0	\$0
Total School Generated Funds	\$2,916,960	\$1,097,831	(\$881,864)	\$3,132,927	\$215,967

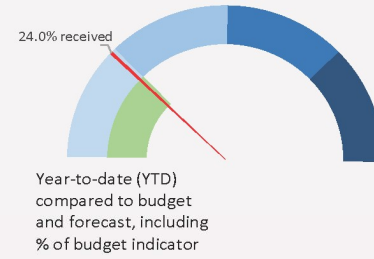


Lethbridge School Division Summary of Revenues Quarterly Reporting - November 30th, 2023

Financial Data as at January 10th

	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	131,951,274	32,987,818	32,444,343	543,476	24.6%
Federal & First Nations	388,944	0	0	0	0.0%
Other School Authorities	40,000	40,000	45,000	(5,000)	112.5%
Fees	5,298,261	1,324,565	584,263	740,302	11.0%
Other Sales & Services	989,150	312,816	191,336	121,479	19.3%
Investment Income	590,031	147,508	144,196	3,312	24.4%
Gifts & Donations	368,000	92,000	125,751	(33,751)	34.2%
Rental of Facilities	20,304	5,076	7,333	(2,257)	36.1%
Fundraising	2,160,000	540,000	555,408	(15,408)	25.7%
Gain on Disposal	0	0	0	0	0.0%
	141,805,964	35,449,783	34,097,631	1,352,152	24.0%

Total Revenue Tachometer:



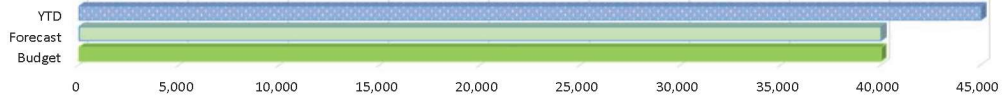
Government of Alberta



Federal & First Nations



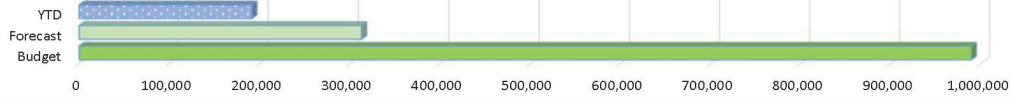
Other School Authorities



Fees



Other Sales & Services



Investment Income



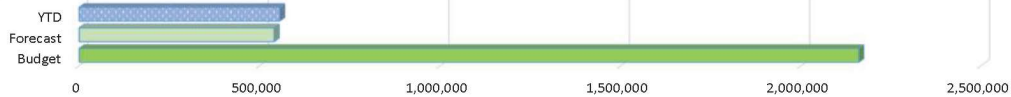
Gifts & Donations



Rental of Facilities



Fundraising



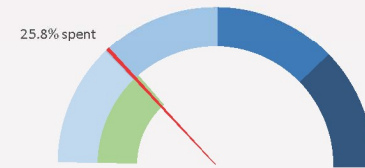


Lethbridge School Division Summary of Expenses Quarterly Reporting - November 30th, 2023

Financial Data as at January 10th

	Budget	Forecast	YTD	Variance	YTD %
Salaries	89,056,427	22,896,677	22,815,997	80,680	25.6%
Benefits	21,651,967	5,530,518	5,373,963	156,555	24.8%
Professional Development	1,059,987	198,756	138,222	60,534	13.0%
Contracted Services	8,640,319	2,463,749	2,561,840	(98,092)	29.6%
Other Services	2,538,893	1,786,818	1,175,451	611,367	46.3%
Supplies	5,179,010	1,507,259	1,664,844	(157,585)	32.1%
Other Expenditures	1,011,364	252,841	204,762	48,079	20.2%
Capital, Transfer & Projects	14,500,417	3,625,104	3,110,747	514,357	21.5%
	143,638,384	38,261,721	37,045,826	1,215,895	25.8%

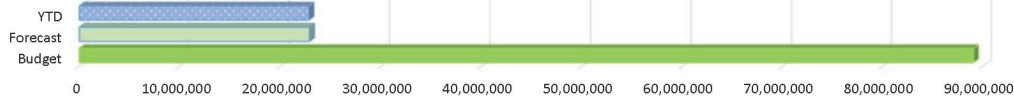
Total Expense Tachometer:



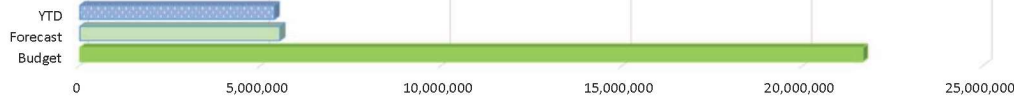
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

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

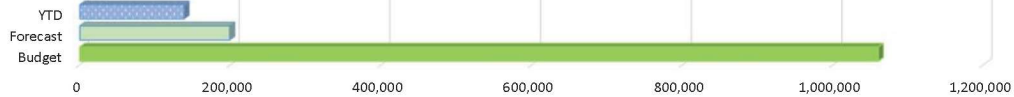
Salaries



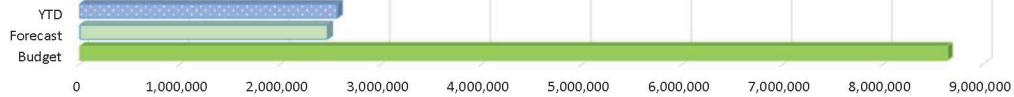
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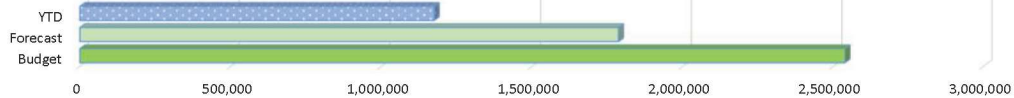
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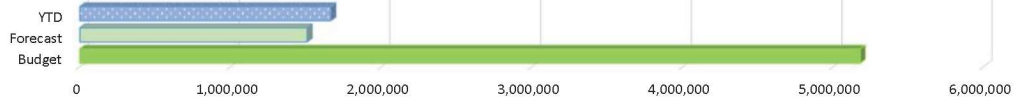
Contracted Services



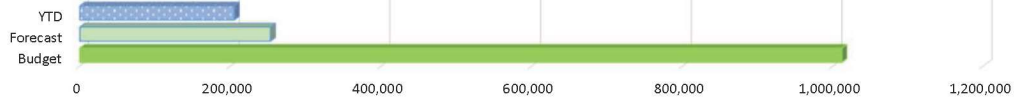
Other Services



Supplies



Other Expenditures



MEMORANDUM

September 6, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Proposed Revisions to Policy 601.2.1

Background

This motion proposes (1) the addition of a non-operational day in recognition of the National Day for Truth and Reconciliation and (2) edits of the title of breaks to be secular rather than faith based (Christmas to Winter, Easter to Spring).

National Day for Truth and Reconciliation

In 2015, the Truth and Reconciliation Commission of Canada published 94 Calls to Action, including

80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.

In March 2021, the Government of Canada responded to this Call to Action by creating this federal statutory holiday on September 30 through legislative amendments in Parliament.

The Government of Alberta recognizes this day as an *Optional Holiday* which allows employers and governing bodies the option to recognize this with the same practices applied to *General Holidays* (such as time off, time off in lieu, holiday pay, etc). Jurisdictions including Prince Edward Island, the Northwest Territories, the Yukon, Nunavut, New Brunswick, Nova Scotia, Newfoundland and Labrador, Manitoba, and British Columbia recognize this day as a statutory holiday.

Since 2021, Lethbridge School Division has the following record:

2021 – recognized, non-operational day on Thursday September 30, 2021

2022 - recognized, non-operational day on Friday, September 30, 2022.

2023 – recognized on calendar on Saturday September 30, 2023 – no non-operational day in lieu.

This motion would provide guidance for consistent recognition of the Call to Action 80 from the Truth and Reconciliation Commission of Canada, and be in alignment with the ASBA position statement that

11.2. September 30th National Day for Truth and Reconciliation: The ASBA advocate to the Alberta Government to declare September 30th as a statutory holiday for the recognition of the National Day for Truth and Reconciliation. (FGM 2022)

Our Board, division, and community aim to continue our collective work toward Truth and Reconciliation, and this small act in response to a direct call to governors from the Truth and Reconciliation commission will move us along the path.

Secular Language

While public education communities continue to strive to be inclusive of all learners, our policy does not reflect the language being used today in our schools. While the breaks provided for in the policy are scheduled around Alberta General Holidays of Christmas and Easter, our schools use language such as Winter and Spring to reflect these times. This recognizes that for many of our students, these times of year may not include a Christmas nor Easter celebration, may include celebrations of other types at that time of year or others, or simply have no ties to religious holidays whatsoever.

Best practice in public, secular organizations is to update this language when possible. The provided edits recommend a small update in language to reflect the practice happening in Lethbridge School Division schools currently.

Policy Update

Given that the recommended policy updates are updated to reflect the current practice of Lethbridge School Division (recognition of National Day for Truth and Reconciliation, Secular language), this motion is made in alignment with the following policy:

Policy 203.1 Policy Development 4.2.2. which reads:

Amendments which alter or add to a policy without significantly changing the intent shall be made by Board motion.

Recommendation

It is recommended that the Board adopt the revisions to Policy 601.2.1 School Year as presented.

Respectfully submitted,
Kristina Larkin

Approved: March 24, 1999;
Amended: March 13, 2007;
Amended March 18, 2008;
Amended May 26, 2009;
Amended January 12, 2010;
Amended: April 19, 2011;
Amended February 26, 2013;
Amended: March 22, 2016

601.2.1 School Year

Policy

The school year calendar shall outline the start and end dates for teachers and students, professional learning and preparation days for teachers, holiday and other designated breaks, and parent-teacher interview dates.

Regulations

1. Each school year shall provide for a minimum of 1000 hours of instruction for high school students and a minimum of 950 hours of instruction for students in grades 1 through 9.
2. Each school year shall normally:
 - 2.1. provide for five days for teachers prior to the date students begin attending;
 - 2.2. have students begin classes on the day following Labour Day;
 - 2.3. Provide for a non-operational day in recognition of the National Day for Truth and Reconciliation;
 - 2.4. provide for a two week Winter break that begins after the last Friday prior to Christmas Eve;
 - 2.5. provide for a Family Day break on the Tuesday and Wednesday following Family Day;
 - 2.6. provide for a ten day Springbreak beginning on Good Friday;
 - 2.7. provide for an afternoon and a morning for parent teacher interviews in the fall, and a morning for parent teacher interviews in the spring.
3. Breaks from instruction and days assigned for professional learning, preparation, or parent-teacher interviews will be common for all schools, when possible.
4. An instructional day is any day in which all students are expected to be in attendance for all or part of the day and includes:
 - 4.1. normal school days with students in attendance;
 - 4.2. Fridays;
 - 4.3. Mondays to Thursdays in which part of the day is used for parent-teacher interviews; and
 - 4.4. examination days at the secondary level.

5. Examinations shall be scheduled so as to minimize loss of classroom instruction.
 - 5.1. Provincial assessments shall be administered as per the provincial schedule.
6. Each school year calendar requires Board approval prior to implementation.
7. Calendars for employee groups shall be determined after the school year calendar is approved.

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

References

Education Act 60

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

RE: School Year Calendar for 2024-2025

Background

The draft 2024-2025 calendar has been discussed and reviewed with school administrators, representatives of CUPE 2843, representatives of the ATA, members of the education centre leadership team, parent representatives from Division School Council and surrounding school divisions.

Recommendation

It is recommended that the Board approve the 2024-2025 School Year Calendar.

Respectfully submitted,
Mike Nightingale

Lethbridge School Division

2024-2025 School Year Calendar – Draft Jan 23, 2024

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
19	17	18	19	20	21	22
21	22	23	24	25	26	27
28	29	30	31			

Jul 1 Canada Day

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					0	5

Aug 5 Heritage Day
Aug 26 First day for Teachers

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			19	19	19	19

Sep 2 Labour Day
Sep 3 first day for students
Sept 30 National Day
For Truth and Reconciliation

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			19	19	20	22

Oct 14 Thanksgiving
Oct 22 Kindergarten PTI
Oct 23 No School for Elem/MS
PL for Elem/MS only
Regular Day for High School
Oct 24-25 No School for students
Oct 24-25 PTI/PL

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			19	19	19	20

Nov 11 Remembrance Day
Nov 12 Division wide PL am
School-based PL pm

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			15	15	15	15

Dec 23 – Jan 3 Winter Break
Dec 25 Christmas Day
Dec 26 Boxing Day

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			19	19	19	20

Jan 1 New Year's Day
Jan 6 Classes resume
Jan 28 Semester 2 starts
Jan 31 No School PL Elem/HS
Jan 31 PTI MS

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			15	15	15	17

Feb 17 Family Day
Feb 18-21 No School for students
Feb 20-21 Teachers' Convention

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		18.5	19	19	21

Mar 13 No school for Elem in PM
Mar 14 No school PL/ PTI
Mar 17 No school
Division PL AM school PM

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			16	16	16	16

Apr 18 Good Friday
Apr 21 Easter Monday
Apr 21-25 Spring Break

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			20	20	20	21

May 19 Victoria Day
May 20 PL No school for students

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			18	18	18	19

Jun 25 last day for students
Jun 26 last day for teachers

Student Days	Elem	MS	HS	Teacher Days
Sem 1	88	88	89	Sem 1 98
Sem 2	90.5	91	91	Sem 2 97
Total	178.5	179	180	Total 195

School year starts/ends for teachers	Professional Learning (PL), Parent/ Teacher Interviews (PTI) – no school for students
General Holidays	No School
School year starts/ends for students	Division-wide Professional Learning
Elementary and Middle School Only	Kindergarten only
	Elementary PM only

Approved by the Board of Trustees on January XX, 2024.

MEMORANDUM

Jan. 23, 2024

To: Board of Trustees

From: Genny Steed, Trustee

RE: Surveys

Background:

The Lethbridge School Division and its Board of Trustees values input from stakeholders and utilizes surveys as a strategy for gathering feedback and information. While survey results have provided important data and effectively informed practice and policy, we continue to receive questions and concerns clarifying standard practise for how surveys are designed, distributed, and utilized.

Recommendation

It is recommended that the Board make request to the Superintendent to provide information about how surveys are designed, distributed, and utilized by our division, as well as divisions of similar composition to ours, and that the board allows 45 days for receipt of information.

Respectfully submitted,

Trustee Genny Steed

MEMORANDUM

Jan. 23, 2024

To: Board of Trustees

From: Genny Steed, Trustee

RE: ASCA Funding

Background:

Previous to this year, The Board of Trustees has routinely allocated funds to cover the cost of an annual ASCA (Alberta School Council Association) membership for each School Council within the division and memberships were purchased on an automatic basis. This year, at the request of DSC (Division School Council) representatives, school councils were given autonomy to choose if they would like to join ASCA or not.

The Board currently reserves funds to pay the registration fee for one representative from each school council to attend the ASCA Conference and AGM (annual general meeting) should they choose to do so, as well as \$250 to assist with travel costs to Edmonton. Councils without an attending member instead utilize that \$250 as the council determines. Historically, the majority of School Councils do not have a member attend the Conference and AGM and the funds reserved for registration fees remain unused and unavailable for other use. For those that do choose to attend, \$250 is not adequate to cover travel costs. Development of a system allowing pooling of funds would more adequately provide accessibility for those wishing to attend the Conference and AGM.

School Council representatives have expressed appreciation for the board's support and requested consideration of the following recommendations:

Recommendation

1. It is recommended that the board allow the decision regarding ASCA membership to continue to be made by school councils on an individual basis each year.
2. It is recommended the board consider School Councils choosing not to purchase an annual ASCA membership be granted access to the funds originally reserved to cover membership cost to be used as needed by the council.
3. It is recommended the consider reorganization of funds allocated to cover ASCA Conference and AGM registration fees, and the creation of a general fund, whereas allowing potential for the allotment of moneys become accessible to be shared equally by individuals wishing to attend the Conference and AGM.

Respectfully submitted,

Trustee Genny Steed

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Community Conversations

Background

Community Conversations are time for parents, staff, students and the community to come together to have discussion with trustees. It is a time that has no formal agenda, they are held monthly and the locations are in a variety of locations/times across the city.

Community Conversations are a great time for trustees to hear from those attending about great ideas, share successes, bring forward issues and concerns. Allison Purcell will give an oral update on any plans for upcoming events.

Recommendation

It is recommended that the Board accept this as information and to share with their respective schools as able. It is further recommended that the information is shared publicly on the division website and other social media channels.

Respectfully submitted,
Allison Purcell

MEMORANDUM

January 23, 2024

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: PSBAA Update

Background

Trustee Craig Whitehead will provide an oral report on Public School Boards and the PSBAA Awards.

Recommendation

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

Respectfully submitted,
Craig Whitehead

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

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January 18, 2024

Nicole Williams

Sent via email

Good day Nicole,

Thank you for joining the Regular Board meeting on December 19, 2023 via teams and speaking during public forum. Trustees take public forum statements seriously and take them into consideration when engaged in decision making. We appreciate you sharing your support for the decision to allow individual school councils to determine if they would like to purchase a membership with the Alberta School Councils' Association (ASCA). You also asked the Board of Trustees to consider permanently allowing individual school councils the opportunity to determine if they would like to have an ASCA membership as this allows for greater choice and autonomy. Given this matter is directly related to the importance of school council decision making, we would recommend in the future that the school council is the one to bring such matters forward to demonstrate the power in the school council voice.

We appreciate you sharing your perspective and recommendation and will consider your feedback.

Sincerely

A handwritten signature in dark ink, appearing to read "Allison Purcell", written over a light blue horizontal line.

Allison Purcell

Board Chair

Lethbridge School Division

cc: Board of Trustees, Superintendent

Lethbridge School Division Board of Trustees

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