Lethbridge School Division

Board of Trustees Regular Meeting Agenda June 25, 2024 1:00 p.m. **Board Room / Microsoft Teams**



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

2. Territorial Acknowledgement

2:30 p.m. 3. Consent Agenda

3.1 Policy Advisory Committee	Enclosure 3.1
3.2 Wellness Committee	Enclosure 3.2
3.3 Community Engagement Committee	Enclosure 3.3
3.4 Indigenous Education Committee	Enclosure 3.4
3.5 ATA Meeting Report	Enclosure 3.5

2:32 p.m. 4. Approval of Agenda

5. Approval of Minutes

If there are no errors or omissions in the minutes of the Budget Meeting of May 27, 2024, 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 Meeting of May 28, 2024, 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 Superintendent Reports

- 7.1 Business and Operations 7.2 Instructional Services 7.3 Human Resources
- Enclosure 7.1 Enclosure 7.2
- Enclosure 7.3

3:00 p.m. 8. Superintendent Reports 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 L.H. Bussard Award Winners Enclosure 8.4 8.5 Administrative Appointments Enclosure 8.5

8.6 Calendar of Events

Enclosure 8.6

	8.7 Personal Device Update	Enclosure 8.7
3:30 p.m.	 9. Presentations 9.1 Provincial Champions 9.1.1 WCHS Boys Rugby 9.1.2 LCI Girls Rugby 	Enclosure 9.1
	9.2 ICE Scholarship winners 9.3 WCHS Drama Winners 9.4 Skills Canada	Enclosure 9.2 Enclosure 9.3 Enclosure 9.4
4:00 p.m.	 10. Action Items 10.1 International Trip Approval LCI 10.2 Policy Review: 609.2 Report Cards Policy 10.3 802.2 School Fee Policy 10.4 Third Quarter Financial Report 10.5 West Coulee Station School Code Request 10.6 Electoral Boundaries Bylaw 10.7 Superintendent Evaluation 	Enclosure 10.1 Enclosure 10.2 Enclosure 10.3 Enclosure 10.4 Enclosure 10.5 Enclosure 10.6 Enclosure 10.7
4:40 p.m.	11. Division Highlights	
4:45 p.m.	 12. Board Chair Reports 12.1 Standing Committee 12.2 Retirement Congratulations 12.3 Division School Council Meeting Report 	Enclosure 12.1 Enclosure 12.2 Enclosure 12.3
5:00 p.m.	Public Forum <i>Public Forum responses will be provided in the next Be</i>	oard meeting agenda.
5:15 p.m.	13. Correspondence Sent None	
5:30 p.m.	Adjournment	

MEMORANDUM

June 25, 2024

To: Board of Trustees

From: Genny Steed, Trustee

RE: POLICY ADVISORY COMMITTEE REPORT

Meeting Date: June 5, 2024

In Attendance:

Mike Nightingale, Genny Steed, Christine Light, Rod Scott, Kevin McBeath, Maggie Taylor, Nathan Pearson, Skye Curtis, Shelly Roest, Erin Hurkett, Kelsi Cook Regrets: Viviana Lartiga

Feedback was discussed for Policy 609.2 Report Cards. Discussion was held regarding the appropriate title of the policy, noting recommendation from the Administrators Committee for use of "reporting student progress", as well as desire from other stakeholder representatives that the purpose of the policy be easily recognizable but the general public according to the title. A belief statement was added to the preamble and the statement about parent/guardian communication (previously removed) was reincorporated. Further stakeholder feedback was included in amendment recommendations sent to the board for the consideration.

The committee held discussion according to the Committee Assessment documentation previously distributed. It was determined that the purpose of PAC is aligned with the terms of reference. Intention was expressed to provide additional ways to help parent representatives gather feedback through providing contact information for all school counsel chairs at each level. It was noted that the committee would benefit from the replacement of a Learning Coordinator Representative. Concern was expressed regarding the meeting date/time for the committee as it conflicts with dismissal time of middle schools. Operations will review scheduling in consideration of other options for next year.

The committee discussed strategy for identifying criteria for reviewing policies for upcoming years and it was determined that priority will be given to board requests, followed by the 100's, followed by policies not reviewed in the last 5 years, followed by policies that did not get reviewed this year in the 600s. Review of policies 607.4 Responsible Use of Technology, and 502.2 Sexual Orientation, Gender Identity and Gender Expression were tabled this year and it is anticipated that PAC will review them next year.

Next meeting date: Oct. 9, 2024.

Recommendation

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

Respectfully submitted, Trustee Genny Steed

MEMORANDUM

June 25, 2024

To: Board of Trustees

From: Andrea Andreachuk, Trustee

RE: Wellness Committee Yearend Report

Meeting Date: June 3, 2024

It was my pleasure to attend the June Meeting of the Wellness Committee on behalf of Tyler Demers and Kristina Larkin.

We started with a Territorial Acknowledgement.

Jen Day shared a Counselling Update highlighting the complexity of current student health needs and the many ways our Division Staff are working together to meet these needs. DeeAnna Presley Roberts shared "MHCB Year in Review" which shows the great work that happened in the Division this school year.

Sydnie Erlendson and Cason Machacek shared the great events that happened in the Division this year around Digital Wellness and the wonderful feedback they got.

Robbie Charlebois and Rhonda Aos thanked staff for attending and putting on meaningful events around the Division. They also highlighted the Division's Benefit Package. Grant Reports were shared by Dean Hawkins around their Nutrition Program at Wilson and by Connie Adserballe around their promotion of play in and outdoors at Lakeview.

Courtnay Epp shared the success of the Healthy Schools Programs.

Morag Asquith reported on Health Champs Challenges.

Please find more detail around these reports in the excellent attached minutes, courtesy of Carley Campbell.

Thank you most sincerely to the members of the Wellness Committee for the wonderful work you do in supporting and teaching students, their families, and staff.

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

Respectfully Submitted, Andrea Andreachuk



Lethbridge School Division



WELLNESS COMMITTEE MEETING #3

June 3, 2024 Education Centre Board Room 1:15 PM – 3:15 PM

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

Attendees:

Andrea Andreachuck, Board Trustee Sydnie Erlendsen, Digital Wellness, FSW Cason Machacek, Digital Wellness, Teacher Chrystele Chevaller-Grabinske, Classroom Teacher, LCI Connie Adserballe, School Administrator, Lakeview Elementary School DeeAnna Presley-Roberts, Program Manager - MHCB, Family Support Supervisor Jen Day, Counselling Coordinator Skye Curtis, Parent Representative Courtnay Epp, Healthy Schools AHS Rep Robbie Charlebois, Associate Superintendent - Human Resources Rhonda Aos, Director - Human Resources Megan Pasquotti, Classroom Teacher, Coalbanks Elementary
 Dean Hawkins, School Administrator, Wilson Middle School
 Morag Asquith, Associate Superintendent – Instructional Services

Supports: Carley Campbell, Executive Assistant – Instructional Services

Regrets:

Paul Bohnert, Classroom Teacher SJF Bob White, School Administrator SB Kristina Larkin, Board Trustee Tyler Demers, Board Trustee Edna Asem, Parent Representative

1. Welcome & Introductions

1.1. Territorial Acknowledgement

1.2. Round-Table Introductions

2. Department Updates

2.1. Counselling Update – Jen Day

Due to the complexity of current student mental health needs, multiple staff members and departments are needing to work together for the well being of our students. There has been an increase of the need for grief & loss support as well as VTRAs and SRAs this school year. Jen is thankful for the paired Elementary school counselling structure to offer Elementary students the best supports we can. The Division is waiting on a government announcement regarding Counselling that may require changes to current policies. Until this announcement is made, it is unknown how it will affect the Division.

2.2. MHCB Update - DeeAnna Presley Roberts

DeeAnna shared 'MHCB Year in Review' (attached) which shows the great work that happened in the Division this school year. Referrals for the 2024-25 school year have been filled for providing resources but school are encouraged to continue to submit referrals as there is a waiting list. The '2024 Summer Fun Calendar' (attached) was shared throughout the Division with all the fun activities happening throughout the summer. A guiding document is in the works for schools to have a document of wellness initiatives throughout the year.

2.3. Digital Wellness Update - Sydnie Erlendson and Cason Machacek (attached)

Cason and Sydnie shared the great events that happened throughout the Division this year including great feedback from both Teachers and a parent.

2.4. HR Wellness Update – Robbie Charlebois and Rhonda Aos

Robbie gave kudos to the attendees who take their time to join, Chrystele for her contribution to the LCI grad and Joel for the Indigenous Awards event. Rhonda and the HR team has met with Administrators to discuss wellness in the workplace as well as highlighting the Divisions benefits package. HR is making an intentional effort to highlight the benefits package available to staff as it is more comprehensive than staff members may realize. There is also a focus on the shared responsibility for workplace wellbeing which relies on all staff members to work together. HR will continue to look for ways to promote these benefits to employees.

3. Grant Reports

3.1. Nutrition – Dean Hawkins, Wilson Middle School

Wilson Middle School uses their Nutrition Grant funds to hire an employee who coordinates a breakfast and snack program, as well as the cafeteria. These programs are accessible to all students and are available everyday. By having a staff member dedicated to this program, it has created a safe, caring, and polite culture where there are no hungry students. Snacks are available all day and because all students can access them, there is no judgement for those who take them.

3.2. Wellness – Connie Adserballe, Lakeview Elementary School

Lakeview put their 2023-24 Wellness Grant funds to intentionally increase play both inside and outside the building. Lakeview has a 30-minute morning recess and a 25minute afternoon recess. A portion of this grant went towards the purchase of indoor/outdoor adjustable nets that are inclusive to all students. They were also able to reorganize the physical education room and were able to purchase different equipment for use in their weekly wellness blocks. The grant helped provide more options for students including different sized balls. The wellness grant has been appreciated and the staff and students are so grateful for the opportunity to access these funds and create these opportunities.

Connie also shared her belief that "recess is regulating and fun". When this is not happening for students, Lakeview created Resilience Recess. With supervision of a consistent staff member, students build skills to use during recess and gradually transition back into full recess with the other students.

4. AHS Update – Courtnay Epp

AHS Healthy Schools programs are taking time to reflect on the last school year and sharing successes from school divisions across the province.

5. Health Champs Challenges Share – Morag Asquith (attached)

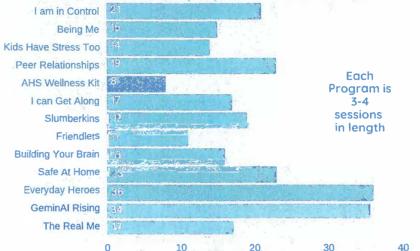
Morag discussed some challenges our school as facing which were shared at the final Health Champs Committee meeting of the year.

6. Adjournment

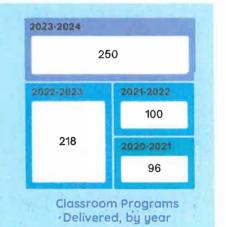
6.1. The meeting was adjourned at 2:49 pm

MHCB Year-In-Review 2023-2024

Classroom Programs Delivered



We Are Growing Every Year





July 2024

NDAR

MICBS

Tue	Wed	Thu
2	3 Henderson Lake Park 10AM-2PM	4 Gyro Park 1507 10a Ave S 10AM-1PM
9	10	11
Our Lady of	Our Lady of	Legacy
Assumption	Assumption	Park
10AM-1PM	2PM-5PM	10AM-1PM
16	17	18
St Paul's	St Paul's	Chinook Lake
School	School	Park
10AM-1PM	2PM-5PM	10AM-1PM
23	24	25
Nicholas Sheran	Nicholas Sheran	Nicholas Sheran
School	School	Spray Park
10AM-1PM	2PM-5PM	10AM-1PM
30 Lakeview Elementary 10AM-1PM	31 Lakeview Elementary 2PM-5PM	

August 2024 Wed Tue Thu 30 31 Lakeview Lakeview Henderson Elementary Elementary Park **2PM-5PM 10AM-1PM 10AM-1PM** 6 8 Senator Senator Westminster Buchanan School Buchanan School School **10AM-1PM 2PM-5PM 10AM-1PM** 13 14 15 Coalbanks Coalbanks Crossings School School Park **10AM-1PM 10AM-1PM 2PM-5PM**

Lethbridge

MHCB Wellness Team

Learn more about MHCB:

MHCB LETHSD

回税返回

Alberta Health Services

Capacity Building

Find us af Pride on

June 22nd

Park

Pop Up's

FREE AND FUN OUTDOOR ACTIVITIES!

Tuesdays & Wednesdays MHCB will be joining our community partners for a larger event. Check out <u>buildingbrains.ca/events</u> for updates on these days. On Thursdays you will find the MHCB team & Building Brains offering hands-on activities with some fun goodies to take home. Find us on Facebook for updates!

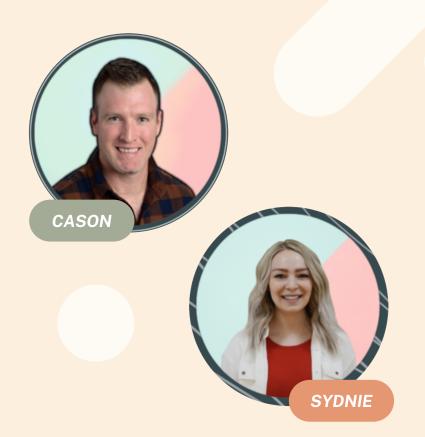


A GLANCE BACK AT THE 2023-2024 SCHOOL YEAR

Introduction

Digital Wellness Team: Cason and Sydnie

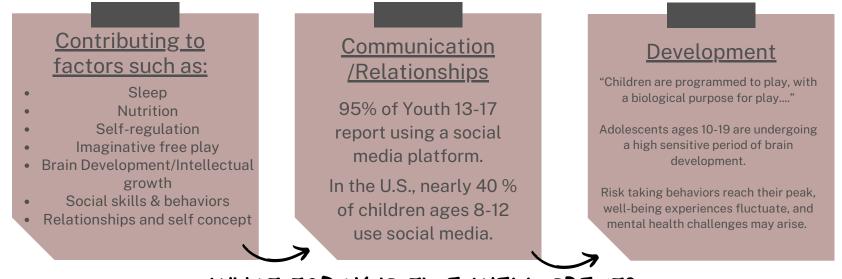
Our team is dedicated to fostering a culture of mindful and healthy technology use that prioritizes the wellbeing of students, staff, and parents



Digital Wellness....

$\bullet \bullet \bullet$

Positive state of mental, physical, and social emotional health pursued through intentional, authentic, and balanced engagement with technology and interactive media.



WHAT TODAY IS TIME WELL SPENT?

-CEO OF THE CENTRE FOR HUMANE TECHNOLOGY DESIGN- TRISTAN HARRIS

RICH, M., & BARKER, T. (2024). THE MEDIATRICIAN'S GUIDE: A JOYFUL APPROACH TO RAISING HEALTHY, SMART, KIND KIDS IN A SCREEN-SATURATED WORLD. HARPER HORIZON. OUR EPIDEMIC OF LONELINESS AND ISOLATION. (N.D.). HTTPS://WWW.HHS.GOV/SITES/DEFAULT/FILES/SURGEON-GENERAL-SOCIAL-CONNECTION-ADVISORY.PDF

LethSD D.W. Team

Growing headways.....

Universally Aligned

Timely updates (Newsletters, wellness bytes, etc.) relating to pertinent Digital Wellness information.

Direct access to website, lessons, resources, communication mediums, and ready-to-implement activities. <u>Community</u> <u>Partnernships</u>

Agency connections: SWCSS, CSAC, AHS, etc.

Connecting with clinical psychologists to support developing research and individual digital well-being

Staff Capacity Building

Collaborative Community Host

SWATCA Host

Professional Learning Exhibits

Reaching a large audience (Podcasts, Pamphlets, etc.)

Engagement

A summary of classroom and community presence

D.W. Teacher:

Schools Visited: 18 Elementary Lessons: ~140 Middle School Lessons: ~166 High School Lessons: ~ 12

Overall students participating in Digital Wellness (Teacher) Lessons: (~ 7,000 Students)

D.W. FSLC:

Schools Visited: 13 Small Group Sessions: 42 Individual Sessions: 67

Overall students participating in Digital Wellness (FSLC) Interventions: 58

Additionally:

Division Wide Resources: 13

Committee Meetings Attended: ~30

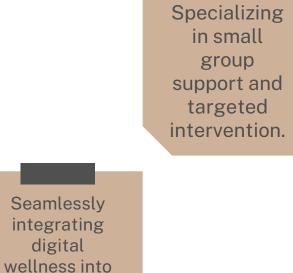
Parent/Community Engagement Events: ~5

Strengths

Celebrating the successes of the Digital Wellness Initiative

Ease of accessibility. Passion for subject manner.

Ongoing, specialized supports to assist in the development of positive social behaviours



curricular

outcomes.

Feedback & Testimony

$\bullet \bullet \bullet$

What has been helpful for Teachers? Administrators? Parents?

Teaching digital wellness to this age group is so important as they become more and more exposed to the digital world at such a young age. I think this is a wonderful workshop that should continue in future years. It's always a treat for students to learn from a guest. They really listened and took away key ideas from these lessons. I also love that Cason drove the importance of play and imagination in each lesson. Perfect for the age group being taught! Well done and thank you!

Elementary School Educator

Cason's lessons were really meaningful for our students. He mixes important concepts with fun and engaging material, and adds in some really engaging brain breaks along the way!

The two lessons he gave were a great starting point for me as a teacher to build a connection between online interactions, and their influence in the hallways and between peers in real life.

Middle School Educator

(Referring to their learner): "He learned to ask parents or adults before accessing technology at home. To build friendships through in person connection, and that spending too much time of YouTube means time missed playing outside (he almost called it an opportunity cost)...

Well done, it stuck with my kid."

Division Parent Feedback

Opportunities for Growth Projections for the 2024-2025 school year Continued Legacy building; curricular Amplify growth connections Digital outside of (outside of Wellness Health & classroom perspectives. Wellness teaching. classes).

QUESTIONS?

1	DIGITAL	
EST.	K	2023
	"Chool Division	
14	FLLNES	

CONTACT US

DIGITAL WELLNESS TEAM

EMAIL US

CONNECT WITH US

HAVE A GREAT DAY AHEAD

CALL US

Thank you for your time today!

HEALTH CHAMPS FEEDBACK

AWELLNESSCHALLENGETHATPRESENTSATOURSCHOOLIS...

Cellphone use

- Impacting learning
- Concerning language and topics used on social media platforms



Staff Wellness

- Including support staff in wellness initiatives
- Staff burnout and exhaustion
- Finding time to plan staff wellness events
- Perceived decrease in parent support

Social/Emotional support for students

• Anxiety – coping skills and understanding feelings



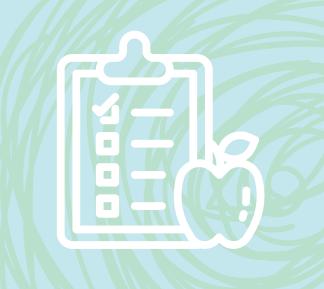
- Conflict Resolution training for students
- Complex behaviors that are upsetting to other students
- Difficulty communicating with students about the programs available

Increasing population

- more students could benefit from mental health and educational supports than we can provide
- Lack of learning spaces for student use
- Daily gym time is not available due to size and minimal space

Nutrition

- Preventing food waste
- $\circ\,$ Food scarcity for families
- $\circ\,$ Student nutrition
- Physical literacy



MEMORANDUM

June 25, 2024

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Committee Report – Community Engagement Committee

Background:

Community Engagement Committee met on Thursday June 13 2024 and discussed the following topics:

1. ICE Scholarship: The Winners of the 2024 ICE Scholarships were confirmed, after presentations from finalists on Thursday June 13. The committee thanks all sponsors of this scholarship who support student impact through innovation, creativity, and entrepreneurship. The Committee also thanks Christine Lee and Garrett Simmons for their dedicated work in facilitating this division wide opportunity. The winners will be presented at the June Board Meeting.

2. Annual Work Plan: A draft annual workplan for 2024-2025 was presented and reviewed by the committee. Dates were selected for 2024-2025 ICE scholarship and committee that if confirmed in September by the new chair would facilitate the work of the committee.

3. Terms of Reference and Committee Review: The committee discussed the questions from the Board Committee Assessment from the May Board Motion, and reviewed the terms of reference with the aim of encouraging a more effective and meaningful committee.

4. Updates on previous topics:

a. One Division One Book: This project is mentioned in the TOR of this committee. The recommendation from the committee is that the Chair put a call out in September 2025 to identify if there are enough interested staff to begin the project (a multi-year planning committee).

b. Tech in Schools Survey: This committee was asked to gather more information about tech in schools, and since this motion the division has gathered information from: (1) Town Hall Responses, with feedback and recommendations from this committee; (2) Alberta Government technology survey, and (3) feedback from students and school communities who have engaged

different approaches under the current technology survey in the 2023-2024 school year. This committee recommends the board review that provided.

information and to move to further stages of policy review.

Recommendation

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

Respectfully submitted,

Kristina Larkin

MEMORANDUM

Date: June 25, 2024

To: Board of Trustees

From: Christine Light, Trustee

RE: Indigenous Education Committee

Background

Minutes from the May 29, 2024, Indigenous Education Committee are attached.

Recommendation

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

Respectfully submitted, Christine Light



Lethbridge School Division



INDIGENOUS EDUCATION COMMITTEE MEETING #3

Wednesday, May 29th, 2024 Education Centre Board Room 9:00 A.M.– 11:00 A.M.

Chair: Andrea Andreachuk, Board Trustee **Co-Chair**: Joel Tailfeathers (Naatoyiinniimaa), Indigenous Education Coordinator

Attendees:

Christine Light, Board Trustee (Vice Chair)
Morag Asquith, Associate Superintendent Instructional Services
Joel Tailfeathers, Indigenous Education Coordinator
Oshana Christiansen, Indigenous Education Teacher, Middle School
Lenee Fyfe, Principal - Senator Buchanan Elementary
Juliet Toledo, Indigenous Grad Coach - Winston
Churchill High School
Andrea Andreachuck, Board Trustee
Allison Purcell, Board Trustee (Chair) **DeAndra Sullivan,** High School Teacher - Chinook **Megan Pasquotti,** Elementary Teacher - Coalbanks

Supports: Carley Campbell, Executive Assistant – Instructional Services

Regrets: Kyle Mckenzie, Vice Principal - LCI Taylor Keith, Vice Principal – Wilson Middle

1. Welcome

- 1.1. Atsimoihkyaan & Territorial Acknowledgement
 - Joel shared the Blackfoot Prayer (attached) and shared what the prayer means to him.
- 1.2. Introductions

Attendees introduced themselves.

1.3. Terms of Reference (TOR)/Committee Assessment Form Review

Terms of Reference (Attached) were reviewed, and discussion was held on proposed amendments that would clarify the roles and responsibilities of the committee and its members. The importance of identifying Indigenous students within the Division was discussed to ensure eligible students have access to the resources and supports available. Any proposed updates for the TOR can be sent to Joel with plans to amend as needed at the beginning of next school year.

The Board Committee Assessment Form was discussed to ensure the committee aligns with the Bard values and priorities as outlined in the Assurance Plan. Any feedback or thoughts on this form can be sent to Christine Light.

2. Updates

2.1. Indigenous Teacher Report – Oshana Christiansen

Elementary (Melanie Morrow) – Melanie has been doing lots of school visits and facilitating science outside plant walks. Morning announcements have continued, and great relationships are being fostered.

Middle (Oshana Christiansen) –Small lunch groups and clubs have been happening in schools including moccasin making and beading work. Positive relationships are being built and there is great conversations during this time with Oshana. Students are comfortable to open up during this time. Story telling and plant walks have also been taking place.

High (Shawnee BigBull) – There has been lots of great feedback on Grad night! The Division has 41 Indigenous grads with 32 attending grad night. Vic Park hosted a whole Indigenous Day Festival which was a great experience for everyone which will hopefully become a yearly event. LCI hosted an Indigenous Education family transition evening. All My Relations program in partnership with the family centre will provide access to materials.

2.2. Grad Coach Report – Juliet Toledo

- School Updates:
 - Joni As a new Grad Coach, Joni held her first ever cultural festival. This
 festival was well received by students and staff. Many activities such as
 dancing, dot art, and beading were included. Indigenous Grad received great
 feedback and it was great to see the pride in the families and students. All
 My Relations has been a great experience with Elders and the hosts of this
 event.
 - Jean Lots of parent meetings have taken place creating many positive family connections. Grad checks are important, and Jean feels supported in her role. A success story was shared of a student who was no longer attending school, but with support of the Indigenous Education group, he attended Grad and walked the stage. Jean has worked closely with the Wellness team this year. Has also been working at supporting students in K&E for the transfer into mainstream.
 - Marley Has been preparing students for summer school. A shout out to Sara Roncin and her work with work experience and finding jobs for Indigenous students. Marley has been dealing with lots of social emotional wellness and student loss this year and has been working through grief by connecting with the wellness center.
 - Juliet After being away for two months, a huge thank you to Joel and Shawnee for being there for the students and their families. Juliet knows the work being done is important as she relates to the urban Indigenous youth and some of their struggles. Working with great staff at the schools is a huge help to our Grad Coaches as they can collaborate with others and not do everything on their own.
- 3. Indigenous Education Coordinator Report

3.1. Indigenous Grad Night

• Indigenous Grad night was held on Tuesday, May 21st at LCI and was a fantastic night! It was a celebration of the student's journey and their success so far.

3.2. Awards Night – Middle School

 Indigenous Awards night will be held on Thursday, May 30th from 5:00-5:30 at Gilbert Paterson Middle School.

4. Indigenous Education Calendar (attached)

Highlights include:

- Orange Shirt Day will be Division wide and held on Sept 27th, 2024
- School Bingo Nights
- Indigenous Education PL days October 9th, 2024 & March 26th, 2025
- Transition for Grade 8s to Grade 9 meetings will be held in February
- Transition for Grade5s to Grade 6 meetings will be held in April
- Finalized Calendar will be shared with Administrators before the end of the year

5. Indigenous Education Goals (attached)

- 5.1. Joel intends to get into every school and work with each school to work with teachers and administrators to create a lesson and plan to support these goals.
 - 1. In what ways and to what extent do we, as a school, support Indigenous Education for ALL?
 - 2. In what ways and to what extent do we, as a school, support our current Indigenous students?

6. Community Connections

Intention to include these outside stakeholders moving forward.

- Red Crow College
- Lethbridge College
- University of Lethbridge
- Blood Trip Chief Council

7. Adjournment

7.1. The meeting was adjourned at 11:12 A.M.

NEXT MEETING: 2024-25 Meeting #1 - September 25th, 2024

Aatsimoyihkaan (Blackfoot Prayer)

Ayao Apistatoki (Calling /the Creator)

Ayao Napi Naatosi (Calling /the Old Man/ The Sun)

Ayao Kipitakii Kokomikiissoom (Calling/ the Old Lady/ The Moon)

Ayao Ihtsipaitapiiyao'pi (Calling/ the Source of Life)

Kiitsiksimatsimmohpiinnan (We Welcome You)

Isspommookiinnaan Annohk Ksiistsiko (Help us/ This/ Day)

> Kiimmokiinnaan (Be Kind to Us)

Ais'stamattsookiinaan (Show us all that)

Soka'pii Iikana'pii Makamo'ta'pii (Is Good/ Is Gentle/ Is Honest)

> Ayao Kimma'tookinnaan (Calling/ To be kind to our)

Nookoosinnaniksi Ninnaniksi (Children/ Fathers)

Niksisstsinnaniksi Naahsinnaaniksi (Mothers/ Grandparents)

Ok Kaamaotanni Misamipaitapiisiinnyi (And/ Now to Be Saved/ a Long Life)



Indigenous Education Committee TERMS OF REFERENCE

TYPE OF COMMITTEE

This is a standing committee of the Board of Trustees

GENERAL PURPOSE

- To improve educational opportunities and achievement of all students (children and youth)
- To directly improve learning outcomes for all students who self-identify as having Indigenous ancestry
- To understand and support Indigenous Ways of Knowing
- To support the capacity of teachers and our Indigenous Education Department to feel comfortable and skilled in delivering and appreciating Indigenous content as per Alberta Education curriculum and Alberta Teaching Quality Standard Competency 5

KEY DUTIES AND RESPONSIBILITIES

- Annually assess the Division's work through reflection upon qualitative and quantitative data, anecdotal reporting, and observations through a strengthbased lens
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other Indigenous cultures in Canada
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program
- Generate professional development opportunities that can be integrated into the Indigenous Assurance Plan for all staff in Lethbridge School Division
- Participate in provincial sharing of best practices that support the Indigenous Assurance Plan
- Continue to communicate with stakeholders
- Communicate, explore, and share strategies that are effective and impact learning and building a deeper understanding of Indigenous Culture and Language within the education setting

This committee's authority would be limited to Lethbridge School Division and would be advisory in capacity.

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

- 2 Trustees one of whom will be chair
- Education Centre staff member assigned lead responsibilities
- Coordinator of Indigenous Education
- 2 Administrative Representatives Elementary & Secondary
- 3 Teachers Representatives Elementary, Middle and High School
- 1 Indigenous Education Lead Teacher (rotating)
- 1 Graduation Coach Indigenous Education (rotating)
- 2 Parent/Student Representatives
- 1 Counselling representative (as needed)
- Community Members/Elders
- Guests will be invited to assist the Committee (as needed)

MEETINGS

- There will be 3-4 per year (usually in October, February, May)
- Meetings will be organized by the Chair with assistance of the Education Centre lead person
- Subcommittees, as needed

REPORTS AND TARGET DATES

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and orally

REVIEW AND EVALUATION

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

Lethbridge School Division 2024-2025 School Year Calendar: Indigenous Education

Jul 1 Canada Day

			July			
S	м	т	w	т	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

			August			
S	М	Т	W	Т	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

Aug 5 Heritage Day

Aug 26 First day for Teachers First Day for Grad Coaches

Sep 3 first day for students Sep 20 Buffalo Treaty Sep 22 Treaty 7 Day Sep 25 Indigenous Ed Cmt. Mtg Sep 27 Division Orange Shirt Day Sept 30 National Day For Truth and Reconciliation

September									
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October										
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Dec 21 Winter Solstice

Dec 23 – Jan 3 Winter Break

Dec 25 Christmas Day

Dec 26 Boxing Day

	February									
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			April			
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20	21	22	23	24	25	26
27	28	29	30			

			June			
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr 1 GP transition Apr 3 Wilson transition Apr 7 Green shirt day Apr 8 SJF transition Apr 10 Lakie transition Apr 18 Good Friday Apr 21-25 Spring Break Apr 21 Easter Monday

Jun 20 Division National Ind. Peoples Day June 21 National Indigenous Peoples Day Jun 25 last day for students Jun 26 last day for teachers

Nov 7 Inuit Day Nov 8 Indigenous Veterans Day Nov 11 Remembrance Day

Nov 12 Division wide PL am

School-based PL pm Nov 12-15 Metis Week Nov 16 Louis Riel Day

Jan 1 New Year's Day

Jan 6 Classes resume

Jan 31 PTI MS

Jan 9 Ribbon Skirt Dav

Jan 31 No School PL Elem/HS

Mar 13 No school for Elem in PM

Mar 14 No school PL/ PTI

Mar 17 No school

Mar 20 Spring Equinox

Jan 22 Indigenous Education Committee

January									
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19	20	21	22	23	24	25			
26	27	28	29	30	31				

March						
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23	24	25	26	27	28	29

May s м т w т F 1 2 4 5 6 7 8 9 12 13 14 15 11 16 19 20 21 22 23 18 25 26 27 28 29 30

Division PL AM school PM
Mar 26 Indigenous PL

May Moose Hide Campaign May 5 Red Dress Day May 19 Victoria Day Kainai Diabetes Walk and Run May 20 PL No school for students May 20 Indigenous Graduation Celebration May 28 Indigenous Ed Cmt. Mtg May 29 Indigenous Awards Night

Feb 4 Churchill transition Feb 6 LCI transition Feb 11 Chinook transition Feb Northern Lights

Feb 17 Family Day Feb 18-21 No School for students

1. In what ways and to what extent do we, as a school, support Indigenous Education for ALL? Indigenous Education teachers will support all Lethbridge School Division leaders and teachers in finding resources, making community connections, teaching Indigenous Ways of Knowing, and supporting teachers and leaders in their foundational knowledge with TQS #5. Furthermore, the Indigenous Education team will aid in the advancement of reconciliation by helping school staff acquire and apply foundational knowledge of First Nations, Métis, and Inuit experiences. Schools # of What's working? What needs improvement? Indigeno us Students Chinook 87 **High School** 79 Lethbridge Collegiate Institute 51 Victoria Park Winston 70 Churchill 32 Senator Joyce Fairbairn 52 G.S. Lakie Wilson 69 Gilbert 46 Paterson

Immanuel	6	
Christian		
Secondary		
School		
Lethbridge	4	
Christian		
School		
Agnes	6	
Davidson		
Coalbanks	12	
Dr. Robert	14	
Plaxton		
Fleetwood	23	
Bawden		
Galbraith	42	
General	16	
Stewart		
Immanuel	2	
Christian		
Elementary		
Lakeview	23	
Mike	33	
Mountain		
Horse		
Nicholas	41	
Sheran		
Park	12	
Meadows		
Probe	15	
Senator	46	
Buchanan		
Westminster	17	

2. In what ways and to what extent do we, as a school, support our current Indigenous students?

Indigenous Education teachers will support all Lethbridge School Division schools in exploring systems and practices to support Indigenous students in holistic learning. Wholistic learning focuses on academic achievement, co-curricular involvement, cultural opportunities, wellness, and connections to their identity. Furthermore, the Indigenous Education team will aid in advancing teachers and leaders implementing resources needed to support First Nations, Métis, and Inuit students.

Schools	# of	What's working?	What needs improvement?
	Indigenou		
	s Students		
Chinook	87		
High School			
Lethbridge	79		
Collegiate			
Institute			
Victoria Park	51		
Winston Churchill	70		
Senator Joyce Fairbairn	32		
G.S. Lakie	52		
Wilson	69		
Gilbert	46		
Paterson			

Immanuel	6		
Christian			
Secondary			
School			
Lethbridge	4		
Christian			
School			
Agnes	6		
Davidson			
Coalbanks	12		
Dr. Robert	14		
Plaxton			
Fleetwood	23		
Bawden			
Galbraith	42		
General	16		
Stewart			
Immanuel	2		
Christian			
Elementary			
Lakeview	23		
Mike	33		
Mountain			
Horse			
Nicholas	41		
Sheran			
Park	12		
Meadows			
Probe	15		
Senator	46		
Buchanan			
Westminster	17		
		1	

MEMORANDUM

Date: June 24, 2024

To: Board of Trustees

From: Andrea Andreachuk, Trustee

RE: ATA Meeting – Lethbridge Public Local 41, June 5th , 2024

It was my pleasure to attend the ATA Local Council Meeting on behalf of Board of Trustees.

Derek Resler started with a Territorial Acknowledgement.

Andrea Andreachuk was warmly greeted and shared highlights from the May Board Meeting. Andrea shared our appreciation for all of the amazing work Division Staff have done in teaching students and in supporting them, their families and each other this past year.

PL Deadlines were shared.

Thank yous were shared for School Reps! They are truly appreciated.

Teacher Welfare Committee – Paul Bohnert

- Candid conversations with central office
- 17 Retirements, 7 new hires budget review
- Email clarifying applications for probationary positions.
- Teachers are concerned that their voices are not being heard asking for trustee and central office presence in our schools.
- OHS any issues of violence, abuse should be reported through OHS. Documentation will help.
- Staffing: time constraints made communication of openings difficult. Hoping for improvement next year
- Relationship with the Board still feel that we are fortunate to have the positive relationship we do.
- Esports funding from outside sources should be communicated. Watch for a report from Jesse Sadlowski

New SWATCA Chair is Selby Gill – Welcome!

LAFEC/TEAC – Christine Henke

- Faculty of Ed Dinner May 31st

- Decrease in interest in becoming a teacher. Applications to the faculty are down by 200 students.
- Doug Checkley is willing to come to the classroom to encourage students to choose the field of education.
- Thank you to everyone who has taken a student teacher!

Social Committee – Jonathan Dick

- Retirement Banquet June 14th
- Theme is Closing the Book on a Beautiful Career
- Guest Speaker John Malcolm

Thank you so much for including Trustees at your beautiful event!!

DEHR Committee – Brandon Morrison

- Successful Event hosted at The Owl on May 15th with 40 in attendance to hear from Shawnee and Will Big Bull. This coincides with Moose Hide Day and Will telling stories and linking them to his music
- DEHR will participate in Pride in the Park on June 22nd. Decorating the Float is at 10 am, with the parade beginning at 11 am.
- There were many other successful activities and the DEHR Committee would like to thank outgoing DEHR Chair Brandon Morrison

School Board Policy Advisory – Kevin McBeath

- Report Cards and responsible use of technology are next on the list.
- Remember to read the ATA News for the excellent information and articles.

Vice President Christine Henke, President Derek Resler and District Rep Katherine Pritchard shared their reports.

Beginning Teachers Conference is October 4 – 5 in Calgary. Registration opens on May 31st.

Thank you so very much to the ATA Local 41 for having me to their meeting. We are so very grateful to our Division Teachers for the wonderful work they do with Division Students. Their dedication does not go unnoticed!

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

Respectfully Submitted, Andrea Andreachuk

MINUTES FROM THE BUDGET MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MAY 27, 2024.

In Attendance:

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

Trustee Kristina Larkin called the meeting to order at 3:02 p.m.

1. Approval of Agenda Additions to the Agenda: Approval of Agenda None 7267/24 Trustee Christine Light moved: "to approve the agenda, as presented." **CARRIED UNANIMOUSLY** Review Budget 2. Review of Feedback from Public Budget Presentation Feedback Director of Finance, Avice DeKelver provided a summary based on the feedback received from the public budget presentation. 3. Opening Comments **Opening Comments** Trustees were given five minutes to make general comments on the budget or identify issues. Revenues and Craig Whitehead joined the meeting by Teams at 3:15 p.m. Allocations Kristina Larkin called a brief recess at 3:35 p.m. Meeting Recess Meeting Reconvened Kristina Larkin reconvened the meeting at 3:49 p.m. 4. Revenues and Allocations a. Fees Trustee Allison Purcell moved: "To have the Superintendent bring forward to the June Amend School Fee Policy Board Meeting an amended policy that complies with 7268/24 current fee regulations." **CARRIED UNANIMOUSLY** Trustee Andrea Andreachuk moved: Approve Fee Schedule "That the Board approve the 2024-2025 School Fee Schedule 7268/24 as presented."

For: Kristina Larkin, Tyler Demers

Against: Christine Light, Allison Purcell, Genny Steed, Andrea Andreachuk, Craig Whithead DEFEATED Trustee Allison Purcell moved: "That the board approve a 2024-2025 school fee schedule on the condition that fees for optional courses do not exceed 5% increase from 2023-2024. For: Allison Purcell, Genny Steed Against: Craig Whithead, Andrea Andreachuk, Christine Light, Tyler Demers, Kristina Larkin	Fee Increase of no more than 5% 7270/24
Trustee Craig Whitehead moved: "Any fee that is presenting a greater than 5% increase must be evaluated and approved by the Superintendent of schools or delegate." For: Craig Whitehead Against: Allison Purcell, Genny Steed, Andrea Andreachuk, Christine Light, Tyler Demers, Kristina Larkin DEFEATED	Fee evaluation 7269/24
Andrea Andreachuk Moved: "That the Board approve the 2024-2025 School Fee Schedule as presented. The 2025-2026 School Fee Schedule to follow the School Fee Regulation, Policy and Procedure." For: Craig Whitehead, Allison Purcell, Genny Steed, Andrea Andreachuk, Christine Light, Tyler Demers, Kristina Larkin Against: Tyler Demers CARRIED	Approval of School Fee Schdeule 7271/24
 <u>Overall Revenues and Allocations:</u> Trustee Kristina Larkin moved: "That the Board approve the revenues and use of one-time reserves for the 2024-2025 budget as per page 27 as presented." 	Overall Revenues and Allocations 7272/24
 5. Expenditures and Transfers a. Instruction Trustee Christine Light moved: "That the Board approve the Instruction expenditures and transfers as per pages 33-35 of the 2024-2025 budget as presented." 	Expenditures and Transfers

Instruction For: Christine Light, Tyler Demers, Kristina Larkin, Tyler 7273/24 Demers Against: Allison Purcell, Genny Steed, Andrea Andreachuk, **Craig Whitehead** Move to in-camera DEFEATED 7274/24 Trustee Christine Light moved: "That the board move in-camera at 4:57p.m." **CARRIED UNANIMOUSLY** Christine Light moved to reconvene the meeting at 5:28 p.m. Trustee Genny Steed moved: **Revise Instructional** "To have the Board and the executive meet before May 31 in Budget order to revise the instructional budget." 7275/24 For: Genny Steed, Allison Purcell, Craig Whitehead Against: Christine Light, Kristina Larkin, Tyler Demers, Andrea Andreachuk DEFEATED Trustee Andrea Andreachuk moved: "Subject to the enrollment contingency of \$754,000 being Approval of allocated to classroom teachers and educational assistants if Instructional Budget enrollment projections are met by September 30th that the 7276/24 instructional expenditures and transfers be approved." For: Christine Light, Kristina Larkin, Tyler Demers, Andrea Andreachuk, Craig Whitehead Against: Genny Steed, Allison Purcell CARRIED b. Administration: Trustee Christine Light moved: Administration "That the Board approve the Administration expenditures and 7277/24 transfers as per pages 36-38 of the 2024-2025 budget as presented." For: Christine Light, Kristina Larkin, Tyler Demers, Andrea Andreachuk, Craig Whitehead Against: Genny Steed, Allison Purcell CARRIED c. Plant Operations and Maintenance: Plant Operations and Trustee Christine Light moved: Maintenance "That the Board approve the Plant Operations and 7278/24 Maintenance expenditures and transfers as per pages 39-40 of the 2024-2025 budget as presented."

CARRIED UNANIMOUSLY

d. Transportation:

Trustee Christine Light moved:

"That the Board approve the Transportation expenditures and ^{7279/24} transfers as per pages 41-42 of the 2024-2025 budget as presented."

CARRIED UNANIMOUSLY

e. Capital and Debt Services:

Trustee Christine Light moved: "That the Board approve the Capital and Debt Services expenditures and transfers as per pages 43-44 of the 2024-2025 budget as presented."

CARRIED UNANIMOUSLY

6. <u>Budget Approval</u>

Budget Approval 7281/24

Adiournment

7282/24

Transportation

Capital and Debt

Services 7280/24

Trustee Christine Light moved: "That the Board approve the 2024-2025 preliminary budget for Lethbridge School Division as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget." For: Christine Light, Kristina Larkin, Tyler Demers, Andrea Andreachuk, Craig Whitehead Against: Genny Steed, Allison Purcell

CARRIED

7. <u>Adjournment</u> Trustee Kristina Larkin moved:

"To adjourn the meeting at 5:36pm"

CARRIED UNANIMOUSLY

Allison Purcell, Chair Christine Lee, Associate Superintendent Business and Operations

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MAY 28, 2024.

In Attendance:

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

Trustee Allison Purcell called the meeting to order at 1:00 p.m.

 Move to In-Camera Trustee Tyler Demers moved: "that the Board move to In-Camera." 	Move to In-Camera 7283/24
CARRIED UNANIMOUSLY Genny Steed arrived at 1:26 p.m.	
Trustee Christine Light moved to come out of the in-camera meeting at 2:17 p.m. with a short recess.	Reconvene Meeting
Allison Purcell reconvened the meeting at 2:32 p.m.	
 <u>Territorial Acknowledgement</u> A territorial acknowledgement was read. 	Territorial Acknowledgement
 3. <u>Consent Agenda</u> 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 Board Budget Committee 	Consent Agenda
As there were no objections, the consent agenda was approved as	

presented.

4. Approval of Agenda

Additions to the Agenda:

- 10.1 International Trip Fees
- 10.9 Trustee Code of Conduct Policy

Trustee Christine Light moved:

"to approve the agenda, as amended."

Approval of Agenda 7284/24

Approval of Minutes

from April 23, 2024

Business Arising from

Instructional Services

Superintendents

Board Priority Report

Report

7285/24

the Minutes

Superintendent

Associate

Reports Business and

Operations

CARRIED UNANIMOUSLY

5.	Approval	of Minutes	for A	pril 23	, 2024
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Trustee Andrea Andreachuk moved:

"The minutes of the regular meeting of April 23, 2024 be approved as presented and signed by the chair"

CARRIED UNANIMOUSLY

- 6. Business Arising from the Minutes
- 7. Associate Superintendent Reports
 - 7.1 <u>Business and Operations</u> Associate Superintendent Christine Lee provided a written report.

7.2<u>Instructional Services</u> Associate Superintendent Morag Asquith provided a written report.

7.3 <u>Human Resources</u> Associate Superintendent Robbie Charlebois provided a written report.

8 Superintendents Report

8.1	<u>Board</u>	Priorities	<u>s Report</u>	
	Board	Priorities	were included in the ager	nda.

- 8.2 <u>Donations and Support</u> A memo outlining the generous donations to schools has been included in the agenda.
- 8.3 <u>Acknowledgement of Excellence</u> Acknowledgements of excellence and reports showcasing the accomplishments of Wilson Middle School, Coalbanks Elementary School and Senator Buchanan Elementary School are included in the agenda.
- 8.4 <u>School Graduation/Yearend Celebrations</u> A memo listing all School Graduations and Yearend events were included in the agenda.

8.5 <u>School Liaisons for 2024-2025</u> Mike Nightingale provided an update on Trustee Liaison assignments for the 2024-2025 school year.	School Liaisons
 8.6 <u>Calendar of Events</u> Calendar of Events was included in the agenda. Items to be added: Diversity and Inclusion Parent Table (DIPT) May 30^{th.} 	Calendar of Events
 9 Presentations 9.1 Alberta Esports Championship Gold Medal Winners The board congratulated the Alberta Esports Championship Gold Medal Winners. 	Presentations
	Action Items
 10 <u>Action items</u> 10.1 <u>International Trip Fees</u> Trustee Kristina Larkin recommended that administration include international trip fees on the submitted annual fee lists for transparency. 	International Trip Fees
 10.2 <u>Approval of international Trip- LCI</u> Trustee Christine Light moved: "That the Lethbridge Collegiate Institute trip to New York in April 2025 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed." 	Approval of International Trip- New York LCI 7298/24
 10.3 <u>Approval of international Trip- LCI</u> Trustee Andrea Andreachuk moved: "That the Lethbridge Collegiate Institute trip to Berlin, Amsterdam, Paris and London in April 2025 be approved by the Board, on the condition that all Division policies and 	Approval of International Trip- Europe LCI 7299/24

procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements

may affect the trip's ability to proceed."

CARRIED UNANIMOUSLY

7299/24

10.4 Approval of international Trip- WCHS

Trustee Christine Light moved:

"That the Winston Churchill High School trip to Ireland in April of 2025 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed."

CARRIED UNANIMOUSLY

10.5 <u>Authorization of Locally Developed Courses- Middle School</u> Trustee Kristina Larkin moved:

"That the Board of Trustees approve the use of the above Locally Developed Grade 6 to 9 courses in all Division middle and high schools from September 1st, 2024, to August 31st, 2028."

CARRIED UNANIMOUSLY

10.6Authorization of Locally Developed Courses- High School
Trustee Kristina Larkin moved:
"That the Board of Trustees approve the continued use of
Biology (Advanced) 35 (LDC3202) for 3 credits until August 31,
2028, to provide continuance of program offerings to
students."Authorization of
Locally Developed
Courses- High School

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

REGULAR MEETING -MAY 28, 2024

"That the Board of Trustees approve the acquisition of Biology (Higher) 25 (LDC2428) for 3 & 5 credits until August 31, 2027, to enhance program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved: "That the Board of Trustees approve the acquisition of Chemistry (Extension) 25 (LDC2350) for 3 credits until August 31, 2027, to enhance program offerings to students." CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:Chemistry 35"That the Board of Trustees approve the acquisition of
Chemistry (Higher) 35 (LDC3350) for 3 credits until August 31,
7290/24Chemistry 35

Approval of International Trip-Ireland WCHS 7300/24

Authorization of

Courses- Middle

School 7286/24

Locally Developed

2027, to enhance program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the continued use of Dance Performance 15, 25, 35 (LDC1299, LDC2299, LDC3299) for 3 & 5 credits until August 31, 2028, to provide continuance of program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the continued use of Directing 25, 35 (LDC2468, LDC3468) for 5 credits until August 31, 2028, to provide continuance of program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the acquisition of ESL Expository English Level 1 15, Level 2 15 (LDC 1271, LDC 1276) for 5 credits until August 31, 2028, to enhance program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the continued use of ESL Introduction to Mathematics 15 (LDC1350) for 5 credits until August 31, 2028, to provide continuance of program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the continued use of English Literature 35 (LDC3169) for 3 & 5 credits until August 31, 2028, to provide continuance of program offerings to students."

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the acquisition of Reading Development 15 (LDC1311) for 3 & 5 credits until August 31, 2028, to provide enhance program offerings to students."

Dance Performance 15, 25, 35 (LDC1299, LDC2299, LDC3299) 7291/24

Directing 25, 35 (LDC2468, LDC3468) 7292/24

ESL Expository English

Level 1 15. Level 2 15

(LDC 1271, LDC 1276)

7293/24

ESL Introduction to Mathematics 15 (LDC1350) 7294/24

English Literature 35 (LDC3169) 7295/24

Reading Development 15 (LDC1311) 7296/24

CARRIED UNANIMOUSLY

Trustee Kristina Larkin moved:

"That the Board of Trustees approve the acquisition of Reading Foundations 15 (LDC1296) for 3 & 5 credits until August 31, 2028, to provide enhance program offerings to students."

Reading Foundations 15 (LDC1296) 7297/24

CARRIED UNANIMOUSLY

10.7 Policy Review

10.7.1 <u>Policy 609.1 Assessment of Student Achievement</u> Trustee Genny Steed moved: "That the Board adopt the revisions of Policy 609.1 Assessment of Student Achievement as presented."

CARRIED UNANIMOUSLY

- 10.7.2 Appendix 502.1 Student Code of Conduct
- Update the history of the policy to reflect which years it was reviewed and which years had amendments made.
- Page 3, item 4.10 section 12 should be section 31.
- Page 3, item 4.11 Section 27 should be section 256.
- Page 4, Item 6, change the word consequences to read "the following responses to unacceptable behaviour..."

Trustee Genny Steed moved:

"That the Board of Trustees approve Appendix A 502.1 Student Code of Conduct as amended with further direction for the Policy Advisory Committee to prioritize reviewing this appendix as early as possible in the 2024-2025 school year. This review should include opportunity for stakeholder feedback regarding the appendix."

CARRIED UNANIMOUSLY

 10.8 <u>Division Assurance Plan</u> Trustee Christine Light moved:
 "That the Board of Trustees approve the 2024-2025 Division Assurance Plan as presented."

CARRIED UNANIMOUSLY

Assessment of Student Achievement 7301/24

Policy 609.1

Appendix 502.1 Student Code of Conduct 7302/24

Division Assurance Plan 7303/24 10.9 <u>10.9 Trustee Code of Conduct Policy</u> Trustee Christine Light moved:
 "That the Board acquire Colin Fetter Brownlee LLP to draft a Trustee Code of Conduct Policy to bring the Board in compliance with legislation."
 For: Christine Light, Kristina Larkin, Andrea Andreachuk Against: Tyler Demers, Genny Steed, Allison Purcell

DEFEATED

Trustee Code of

Policy Consultant

Prioritization 7305/24

Conduct

7304/24

Trustee Chrstine Light moved: "That the Board direct the policy consultant prioritize the amending of Policy 202.1 Trustee Code of Conduct and Policy 202.1A Appendix A Trustee Code of Conduct to bring the Board in compliance with legislation"

CARRIED UNANIMOUSLY

Public Forum: None		Public Forum	
11	<u>Division Highlights</u> Allison- Indigenous Grad, LCI Grad, Bus driver rodeo, Esports event, Boundary review engagement event.	Division Highlights	
	Christine - Hosted Miss Kish Grade 6 governance field trip, Spoke at Indigenous Grad, Spoke at Arts Alive and Well in Schools opening ceremony.		
	Andrea- Learning Day at Senator Buchanan, Round Dance at Dr Robert Plaxton, LCI Grad, Patterson Parent Council.		
	Kristina- Indigenous Grad, LCI Grad.		
	Genny- Attended several rugby games, Lakeview Literacy and Numeracy nights, congratulations to Wilson on receiving grant for fine arts department.		
12	Board Chair Report		

12.1 <u>Social Studies Curriculum</u> Mike Nightingale provided an update regarding the new social studies curriculum pilot opportunity. Boan

Board Chair Report Social Studies Curriculum

7

12.2 <u>ASCA AGM and Membership</u> A memo with updates from the Association AGM was included i	2024 Alberta School Councils'	ASCA AGM & Memberships
12.3 <u>Spanish Bilingual Program- Hi</u> Morag Asquith provided an Spanish bilingual program w		Spanish Bilingual Program
13 <u>Correspondence Sent</u> 13.1 <u>Public Forum Response to Amb</u> A copy of the Public Forum F Murray was included in the a	Response letter to Amber	Correspondence Sent Public Forum Response to Amber Murray
14 <u>Adjournment</u> Trustee Kristina Larkin moved: "To move to in-camera at 5:27p.m." CARRI	, IED UNANIMOUSLY	Move to in-camera 7306/24
Trustee Kristina Larkin moved to return to t 5:45p.m."	the regular meeting at	
Trustee Allison Purcell moved: "To adjourn the meeting at 5:45p.m	." CARRIED UNANIMOUSLY	Reconvene Meeting Adjournment
Allison Purcell, Chair	Christine Lee, Associate Superintendent Business and Operations	7307/24

MEMORANDUM

June 25, 2024

To: Board of Trustees

From: Christine Lee Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted, Christine Lee

LETHBRIDGE SCHOOL DIVISION



BUSINESS AND OPERATIONS REPORT

JUNE 2024



Education Is Our Business

CONTENTS



03

FACILITY SERVICES

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INTRODUCING WEST COULEE ELEMENTARY SCHOOL

05 FINANCE

06 OCCUPATIONAL HEALTH AND SAFETY

07 & 08 & 09 TECHNOLOGY

10 TRANSPORTATION

11 MEETINGS AND EVENTS

FACILITY SERVICES



Galbraith Design Session







On May 21st, staff from Galbraith Elementary School met with GAA Architecture to discuss the design possibilities for the modernization of Galbraith Elementary School. Data gathered at this session will be included in a report for Alberta Education and Alberta Infrastructure as the Division works through the Design Phase of the project.

Ecole Agnes Davidson Grade 5 school project







On May 31st, Numeracy Lead Teacher, Michaela Demers and Associate Superintendent, Christine Lee, led grade 5 students at Ecole Agnes Davidson through a school building exercise using blocks that are to scale of an elementary school the size of the new K-5 Elementary School in West Lethbridge. The students are working on a project to design a school and presented those ideas on June 6th. See page 11 for the presentations.

INTRODUCING:

WEST COULEE STATION ELEMENTARY SCHOOL





After receiving **31** suggestions from the community, a committee of students, parents, staff and community members reviewed and shortlisted suggested names for the new school. These recommendations were provided to the Board of Trustees. Trustees then carefully selected a name for the new school. See to the left, a picture taken following the name reveal on May 30th.

Introducing **West Coulee Station Elementary School**. This name pays respect to the natural beauty of West Lethbridge, the coulees that grace our land, as well as the railway legacy that has woven itself into the very fabric of the community's identity.







Picture top left is just inside main entrance in the gathering space, lower left from gathering space looking to learning commons, middle standing on second floor looking at learning commons, top right from learning commons towards gathering space and bottom right is the gymnasium from the second floor.





FINANCE





amazon business

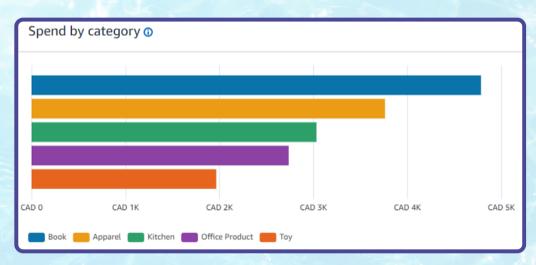
On May 12th, the purchasing department launched Amazon Business. After seeing that schools were purchasing items from Amazon, and to help streamline purchasing and approval processes, Amazon Business was launched. Amazon Business facilitates the necessary purchasing controls and approvals while getting business pricing on many products. Here are some stats after one month:

A quote from one our our Principals: ANAZING

We are thrilled for this opportunity for our staff!

First month of implementation: Total Spend: \$23,000 Total Orders: 163





Workers' Compensation Board – Alberta

On May 28th finance and payroll hosted auditors from WCB. This was the first audit by WCB of the Division. The audit is conducted to ensure compliance with WCB premium payment and reporting requirements. The Division easily passed this audit with no concerns raised by the auditors.

OCCUPATIONAL HEALTH AND SAFETY

No 13.2%

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

> > Yes 86.8%

272 Staff responded

Top 5 Safety Concerns

• Slips, Trips and Falls

Annual Workplace Health and Safety Survey

- Student Aggression and Behavior
- Building and Infrastructure concerns
- Winter Weather Safety
- Mental and Physical Wellness

Suggestions: What staff can do:

- Wear appropriate footwear, walk carefully, be aware.
- Report Hazards, follow up on issues
- SIVA Training, collaborate with colleagues to monitor, deescalate and manage challenging behaviors
- Keep areas clear, snow and ice management
- Stretch and move more frequently, follow proper lifting techniques

Suggestions: What the Division can do:

- Timely snow removal and deicing
- More staff to address workload and training for handling aggressive behaviors
- Maintenance and upkeep of buildings
- Structured protocols for addressing safety concerns
- Ergonomic equipment, training on stress reduction techniques.

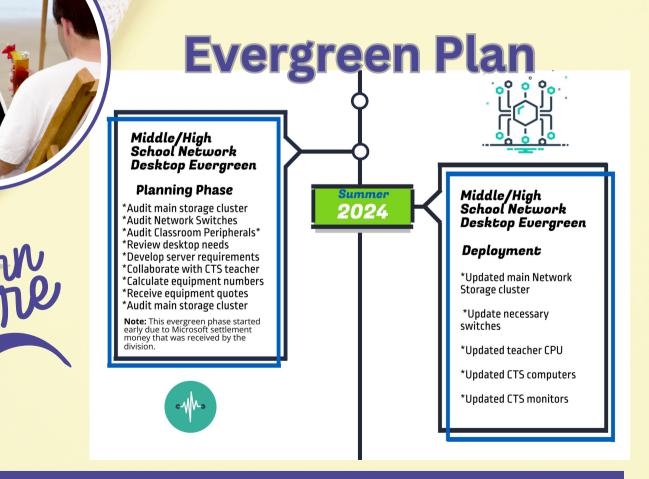
Educational Assistants and Teachers are provided training to support their work with students in a safe manner. To date 10 SIVA training sessions have been held with 165 staff receiving certification in SIVA. For the period March 1, 2024 to May 31, 2024, employee incidents or accidents were down 24% from the same time period in 2023. Of note is that the Educational Assistant employee group had a drop of 31% in number of incidents.

TECHNOLOGY





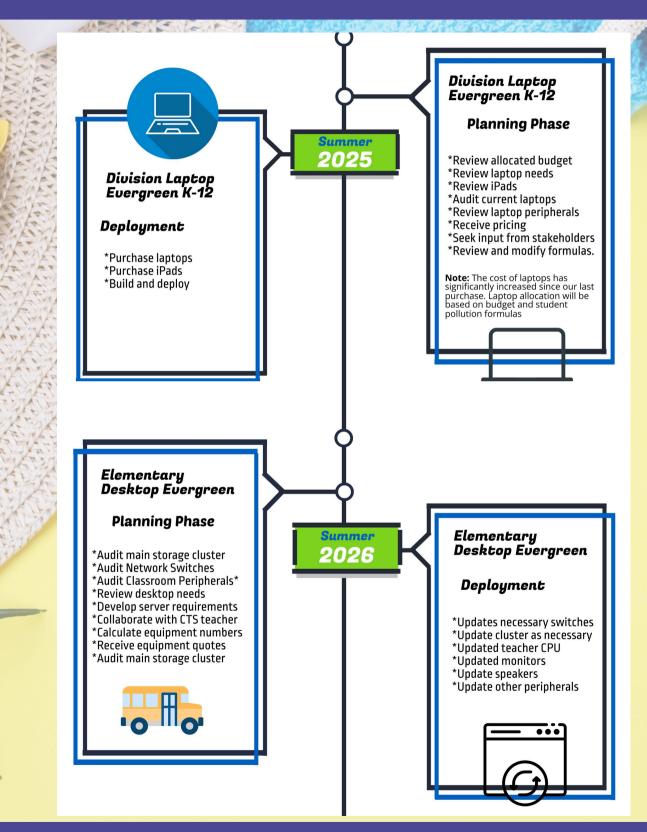
- On June 3rd the Technology Department met with elementary, middle school and high school technology teachers and administrators. Topics included evergreening, technology updates, curriculum and assessment, educational initiatives, and more. including ESports implementation.
- Supporting the redesign of the elementary report card and assisting with scheduling in PowerSchool for the new school year.
- The team has been rebuilding cloud storage closets that store division data.
- The fiber lines that support Victoria Park and the Education Centre have been updated providing 10gig vs 1.5 gig of data. Update is part of the Victora Park Upgrade project.
- Working on processing year-end orders from schools for school-based technology requests.
- The team has begun planning for the laptop evergreening phase that will occur in spring 2025. See below and next pages for more information on the evergreening plan.



LETHBRIDGE SCHOOL DIVISION

TECHNOLOGY Evergreen plan





TECHNOLOGY Evergreen plan



The Technology Life Cycle

UNDETZSTANDING WHY AND WHEN EQUIPMENT IS TZEMOVED



Where does the old stuff go?

Contributing factors to consider when decommissioning equipment Wear and Tear Significant wear and tear requires the removal of Did you know we still have some schools using + HP desktop printers from 2007? the equipment. Why don't you sell or donate old equipment to students or families? Security Compliance Unsupported software and firmware pose significant security risks to our network. . Cost of Maintenance WHENEVER WE REFRESH EQUIPMENT AND CONDUCT AUDITS, WE Frequent breakdowns lead DISCUSS WITH THE TECHNOLOGY TEAM, WHETHER TO EXTEND to numerous tickets for DEVICE LIFESPANS OR REPURPOSE FOR REDISTRIBUTION. repairs or upkeep, making the upkeep equipment a MANY DESKTOPS REMAIN FUNCTIONAL AFTER FIVE YEARS AND ARE critical issue. **REUSED IN SCHOOLS NEEDING EXTRA MACHINES. WE SUPPORT** THESE DEVICES BY KEEPING HOT SWAPS AND OLDER EQUIPMENT Licensing IN STORAGE. Costly annual licensing may outweigh the value of keeping the WHEN AN EXTENDED-LIFE DEVICE FAILS, A TECHNICIAN REPLACES IT WITH A BACKUP. THIS APPROACH ALSO APPLIES TO MONITORS, equipment. SWITCHES, AND SPEAKERS. CRITICAL EQUIPMENT LIKE SERVERS IS KEPT AS BACKUPS IN CASE OF EARLY FAILURE. Things to consider? Adding equipment isn't always simple. Installing a computer in a classroom requires network drops, power, and essential infrastructure like switches, which incurs departmental costs. Relocating equipment isn't always the best solution and can be costly. Labor and trade expenses for moving equipment can be significant. ? ÷

Identify

Ass

Assess

Remove or keep

Monitor

Repurpose

LETHBRIDGE SCHOOL DIVISION

TRANSPORTATION





New Transportation Eligibility for the 2024-2025 School Year.

Effective for the 2024-2025 school year, students in Kindergarten to grade 6 are eligible for transportation if they are attending a school 1 k.m. or greater from their residence in the school boundary. For grades 7 to 12, the new eligibility distance will be 2 k.m.

2024-2025 Transportation Registration by the Numbers

+9000 More school bus registrations received for

More school bus registrations received for the 2024-2025 school year, compared to 2023-2024 bringing the number to around 3000 registrations.

Here are the stats:

5362 - Registrations sent out
2,998 - replied YES
658 - replied NO
1678 - Have not completed the transportation registration

Both school and division staff are in the process of reaching out to those who have not completed the registration indication form and have provided manual forms where appropriate.

Transportation registration for kindergarten will be sent out in August.



MEETINGS AND EVENTS

- Garry Station Elementary Construction meetings (bi-weekly)
- Leadership Team Meetings (monthly)
- Administrator's meetings (monthly)
- Levelled Principal Meetings (monthly)
- Urban Schools Insurance Consortium (USIC) Risk Management
 and Claims Committee (monthly)
- Marsh and Division risk management discussion (monthly)
- McLennan Ross, Bullying and Harassment Lunch and Learn
 Seminar
- New K-5 Elementary School Name Reveal Ceremony
- Dr. Gerald B. Probe Soaring Summit parent night
- Chinook High School production of Emma
- Ecole Agnes Davidson School Building Blocks exercise with Grade 5
- Division Workplace Health and Safety Committee Meeting
- Galbraith Modernization Kick Off Meeting with Alberta
 Infrastructure
- Victoria Park Upgrade, Electrical Service meeting
- Division Retirement Banquet
- Ecole Agnes Davidson Garde 5 School Project Presentations
- Head Caretaker Meeting
- ASBOA Pre- conference, Media Training
- ASBOA Leadership Conference
- Education Centre year end luncheon and service awards
- Presentation to City of Lethbridge standing committee on Economic and Finance - Galbraith Modernization gym upsizing
- ATA Retirement Banquet
- USIC Risk Management Seminar and Quarterly Meeting
- Long Service Recognition events, Dr. Probe, Senator Joyce Fairbairn
- Winston Churchill High School Graduation









As seen in the pictures on June 6th, four grade 5 classes from Ecole Agnes Davidson presented their school design projects to Numeracy Lead Teacher, Michaela Demers, Director of Facility Services, Daniel Heaton and Associate Superintendent, Christine Lee. These projects demonstrated real world science and mathematics concepts through designing school spaces to scale. The projects demonstrated a lot of thought about use of space, critical thinking, and creativity. The Division now has some great ideas for future school design. After the presentations a short presentation about the design and the construction of West Coulee Station was provided to the students to see the real world application of the class project.



MEMORANDUM

June 25, 2024

To: Board of Trustees

From: Morag Asquith Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendations

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

Respectfully submitted, Morag Asquith

ASSOCIATE SUPERINTENDENT REPORT Instructional Services June 2024

A Note from Morag:

Things are slowly wrapping up and we are getting organized for next year. Office spaces and equipment need to be set up for any new moves in Instructional Services. We have been attending end of year events, celebrating our staff and students and ensuring staffing is in place for next year.



The second week of June Morag Asquith, Jen Day (Counselling Coordinator), DeeAnna Preseley Roberts (Mental Health Capacity Building), Jim Kerr (Student Engagement Coordinator) and Sydnie Erlendsen (Digital Wellness FSLC) met with Kristine Cassie (Executive and CEO) and Cheryl Patterson (Manager) from the Chinook Sexual Assault Centre.

We recognize that we have experienced heightened levels of aggression and behaviors in our schools that are not conducive to learning or reinforcing positive and healthy relationship skills in our student body. Our time in isolation during COVID and our elevated use of technology has minimized face to face experiences and have reinforced some behaviors that are not helpful in our schools.

CSAC and LSD are working together to build a strategy inside our

Upcoming Events

3	Wellness Committee Meeting #3	
3	Report Card Committee Meeting	
7	South West Collaborative Leadership and Executive Meeting	
7	Nutrition and Wellness Grant Applications	
11	Kindercare Staffing Interviews	
11	Mental Health Capacity Building—Goat Snuggling Event (exam de-stressor)	
18	AHS and Northside Schools Meet—Potential of Mobile Services	
20	Community and wellbeing Social Strategy Advisory Meeting (City of Lethbridge)	
18	Division Wellness Team Wrap Up Meeting	
19	Instructional Services Year End BBQ	
25	Division Placement Committee Final	
21	Indigenous Peoples Day	

22 Pride Parade

school system and outside in our community to support staff and students and build education and awareness about the importance of building healthy positive connections. More to come in September and October 2024.



Once again, we have been absolutely blown away by the connection sparked over the last two weeks across the division!

We hope that sending and receiving postcards with heartwarming messages from colleagues, friends and mentors filled your bucket as the school year wrapped up!



Erin Hurkett, Director of Learning has been meeting with a group of teachers and administrators to develop an elementary report card template. It is likely that one school will be piloting the draft template next year and soliciting feedback from teachers, parents and administrators from the pilot school as the committee continues to meet and potentially improve the template so that it is helpful and meaningful for all parties.

ASSOCIATE SUPERINTENDENT REPORT Instructional Services June 2024

Instructional Support Planning

A special thank you to Jackie Fletcher (Director of Inclusive Education), Rebecca Adamson (Coordinator of Inclusive Education), Rochelle Neville (Coordinator of Early Education) and other members of the Instructional Services Team who held this event on May 30th.

Approximately 38 parents/guardians attended the event to discuss the topic of Instructional Support planning tools for students with exceptionalities. The questions asked that created lively conversation were:

A) What methods of reporting does your child's teacher/school community use to inform you of their growth and achievement?

B) Of these reporting methods, do you feel they provide you with an accurate and meaningful reflection of your child's learning needs, supports and growth?

C) How can Individualized Support Plans further enhance your understanding of your child's growth?

Carley Campbell, Executive Assistant to Instructional Services will be collating and sharing the feedback themes out to the attendees, the Instructional Services Team as well as sharing on the parent portal near the end of June..

Permission Click

Morag Asquith, Associate Superintendent has been working with Carley Campbell, Executive Assistant Instructional Services, and Jesse Sadlowski, Director of Technology to determine next steps for forms and sports and field trips.

Permission Click has become cost prohibitive and has not provided the support required to continue sustainable use in our Division.

It has been decided in consultation with MS and HS Principals that we will be moving to paper for the 2024/25 school year as we explore a viable option moving forward. The workflows will be the same as what our division used prior to adopting Permission Click.

Off Campus

A student from Chinook High School has won a gold medal at the 2024 Skills Canada National Competition in Québec City. Tate McGarry took first place in Cabinet Making at the secondary level, as a member of Team Alberta.

His win at nationals was proceeded by a gold medal at the 2024 Provincial Skills Canada Competition earlier this year in



GOAT SNUGGLING during exams were enjoyed by all individuals great and small :)

Edmonton.



RAP Program

2024-2025

MEMORANDUM

June 25, 2024

To: Board of Trustees

From: Robbie Charlebois Associate Superintendent, Human Resources

Re: Human Resources Report

Background

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

Recommendations

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

Respectfully submitted, Robbie Charlebois

HUMAN RESOURCES



Associate Superintendent, Human Resources Report to the Board of Trustees June 25, 2024

Supporting Schools

The Human Resources department has been diligently supporting staff and schools so they can support our amazing students. The month of June brings excitement as we continue to fully engage in staffing matters. Notable highlights include:

Staffing updates as of May 18, 2024

- Staff onboarded
 - o 15 teachers
 - 7 support staff/casuals
- ATA
 - 5 teachers hired (temporary contracts)
 - 15 teacher contracts extended
 - 12 teachers added to the substitute list
- CUPE 290
 - 3 caretaking positions filled.
- CUPE 2843
 - 1 hire (reasons: leave replacements)
 - 1 new EA substitute
- Non-Union
 - \circ $\;$ No activity to report

<u>Retirement</u>



- 15 Division staff were honoured at the retirement banquet hosted by the Board of Trustees on June 5, 2024.
- Total staff retirements for 2023-2024 31

Other Highlights



Years of Service	Number of Staff Recognized	Combined years
5 years	44	220
10 years	31	310
15 years	23	345
20 years	14	280
25 years	17	425
30 years	5	150
35 years	3	105
Total	137 staff recognized for long service milestones	1835 total combined years of service



School Program Tours

Robbie Charlebois had the privilege of visiting some of the Alternate Programs in the Lethbridge School Division in May. Thank you to Victoria Park Principal Cayley King who took the time to introduce me to some invaluable people who do and care so much for our students.

• A heartfelt thank you to the staff at **DLA**, **Harbour House**, **Pitawani**, **Stafford Ridge**, **and the Hospital/Day Program** who took the time to provide me a tour and speak to me about the incredible work being done for our students.



Seven (7) schools will present a total of nineteen (19) Friends of 51 awards throughout May and June. Community partners are nominated and approved by the Board's Spirit of 51 Committee

Recruitment

To support recruiting for educational assistants we are running radio advertisements on two (2) stations. The ads will run June 12 - 25, 2024. The advertisement is as follows:

Lethbridge School Division is hiring Educational Assistants to help support our students. This is an exciting opportunity to build relationships with kids and become part of a team inside our vibrant school communities. Educational assistants can start at 21.63 dollars per hour and can access the Division's comprehensive benefits, wellness and retirement plans. Enjoy time off during evenings, weekends and school holidays to spend time with family. Make a difference in the lives of students by visiting leth S D dot A B dot CA slash employment



Indigenous Awards – Gilbert Paterson



Fun in the Sun Day – Lakeview

MEMORANDUM

June 25, 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. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

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

Respectfully submitted,

Mike Nightingale Superintendent

2023-2024 DIVISION PRIORITIES REPORT TO THE BOARD

PRIORITY: GOVERNANCE

Engagement with Stakeholders

• Director of Learning, Erin Hurkett continues to meet with the Report Card Committee which includes representatives across the school division in K-5. Erin also presented to Division School Council on new curriculum, draft report card development, and parental/guardian engagement processes throughout the 2024/2025 school year.

• Jesse Sadlowski, Director of Technology has been collaborating with Lethbridge College, specifically with representatives, to organize multiple learning opportunities for students and teachers to explore the resources available at the college. We are scheduling two professional development days where teachers can visit the college and engage in activities that introduce them to various new media tools utilized there.

• Associate Superintendent, Morag Asquith, Counselling Coordinator, Jen Day, Digital Wellness Sydnie Erlendson, Instructional Services, Student Engagement Consultant, Jim Kerr and Program Manager, Making Connections, DeeAnna Presley Roberts met with CEO, Kristine Cassie and Cheryl Patterson from the Chinook Sexual Assault Centre to discuss how our division and community can continue to support our students to build healthy positive relationships.

• June 20th Morag Asquith and DeeAnna Presley Roberts will be meeting with the Community and Well Being Advisory- Executive Directors (City group) this group has been in place to oversee how city funds are allocated to community service providers based on community needs. Currently this funding allocated to our division funds 3 out of the 4 members of the Family Support Team.

• On May 30th the name was revealed for the new K-5 Elementary School in Garry Station. The name will be West Coulee Station Elementary School.

• June - Information/Data is currently being collated from our English as an Additional Language (EAL) Community Conversation meeting and our Diversity and Inclusion Parent Evening as these were well attended events, providing great feedback and ideas to our division representatives (led by Inclusive Education Director, Jackie Fletcher, Inclusive Education Coordinator, Rebecca Adamson and Early Learning Coordinator, Rochelle Neville)

• Human Resources supported the Friends of 51 Program - 7 schools will present a total of 19 Friends of 51 awards throughout May and June to nominated community partners, approved by the Board's Spirit of 51 Committee.

• The Division is celebrating 31 Retirees for the 2023-24 school year.

• Human Resources supports the Board in recognizing Employee Long Service Awards as follows:

Years of Service	Number of Staff Recognized	Combined years
5 years	44	220
10 years	31	310
15 years	23	345
20 years	14	280

Total	137 staff recognized for long service milestones	1835 total combined years of service
35 years	3	105
30 years	5	150
25 years	17	425

Collaboration with other School Authorities, Municipalities, and Community Agencies

• On June 13th, Christine Lee, Associate Superintendent presented to the City of Lethbridge Standing Policy Committee on Economics and Finance about the opportunity to support the upsizing of the gym at Galbraith Elementary School through the school's modernization.

• On June 5th, Jackie Fletcher, Director Inclusive Education met with Cat Champagne from Ability to begin to discuss the planning of a City Supports Fair at which we will have representatives from numerous organizations throughout our city that provide support to our students with complex needs as they enter adulthood. Jackie also met with Crystal Lothian from Holy Spirit to extend a partnership in organizing this Fair

PRIORITY: GROWING LEARNING AND ACHIEVEMENT

Literacy

• Jodie Babki, the Literacy Lead Teacher, supported the implementation of morphology, a new component of the literacy curriculum, at Westminster School. She conducted learning sessions and provided in-class modeling at GS Lakie, with a particular emphasis on integrating vocabulary into the science curriculum. Additionally, Jodie collaborated with grade 6 teachers at Gilbert Paterson to discuss the scope and sequence of the new English Language Arts and Literacy (ELAL) curriculum. She is also assisting teachers at Fleetwood Bawden in adopting best literacy practices and effective classroom structures.

• Jodie Babki compiled lists of students who had not yet been re-assessed with the Fountas & Pinnell benchmarks. She communicated with schools to ensure assessment was occurring and data was placed in Dossier.

Numeracy

Agnes Davidson Numeracy Project: this project was a culminating project for grade 5 students where they incorporated their learning about various concepts from new curriculum (like area and perimeter) and presented their project proposals and 3D models to Christine Lee, Daniel Heaton, Facilities Director, and Erin Hurkett, Director, Curriculum Instruction. Erin Hurkett organized representation from the Ed Center, as well as facilitated learning that was tied to the construction of West Coulee Station. Garret Simmons, Communications Officer, captured this in the following video: https://www.youtube.com/watch?v=cb4K-8LH8uQ&ab_channel=LethbridgeSchoolDivision

Other priorities this month:

- Redesigning this project to take place in stages throughout the year so it can be used for outcomes-based assessment and reporting
- Supporting schools with combined grades with planning with new curriculum for next year (Coalbanks)
- Updating Foundational Skills Interview to be aligned with new curriculum and collecting feedback from schools
- Assessing select students and communicating goals for intervention with classroom teachers and LSTs
- Supporting schools with reassessment of at-risk students in numeracy

Science

• Forms for Alberta Education were completed by the division so funding for grades 4-6 Science and French Language Arts can be received in the upcoming school year.

• Mikaela Demers, Lead Teacher, Christine Lee, and Daniel Heaton supported Ecole Agnes Davidson's School design project as reviewers. Students used math and science skills to build scale model schools. The designs were presented to the reviewers. Students demonstrated spatial awareness, thoughtful consideration of the use of the spaces and critical thinking skills through the project.

New Curriculum

- Several teachers will be piloting the k-6 Social Studies curriculum in 2024/2025. A meeting with Alberta Education will be held on June 11th for all teachers participating in the pilot.
- All middle schools had at least one grade 6 teacher participate in grade 6 PAT field testing for either Math or ELAL on the Vretta platform throughout the months of May and June.

Experiential Learning including secondary initiatives:

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

Innovation and Technology

- On June 4th, the tech team met with technology educators from each school. The meeting aimed to gather feedback on how the technology department could enhance its services within schools. Additionally, it served as an opportunity to inform the schools about upcoming changes in the department and to discuss current trends in technology education. The session proved to be highly informative for both the schools and the technology department.
- The recent Microsoft Teams update has introduced improved capabilities for managing settings, such as monitoring and addressing inappropriate messages, moderating chat access, and removing chat threads. The technology team has crafted a user-friendly guide to help administrators apply these new configurations in Teams for the upcoming 2024/2025 school year. In collaboration with teachers and administrators, the technology team will gather input on the optimal setup for Teams going forward. Our objective is to establish varied levels of

settings and permissions, tailored for staff and students across different educational stages, with the most comprehensive controls in place for elementary levels.

• The Division will no longer be using Permission Click for forms or school trips/sports trips due to the cost increase per student, for a year while we explore other options we will be reverting to our paper process from 5 years ago.

Early Learning

- Early Education registration is ongoing. We currently have 176 children registered for September 2024.
- Rochelle Neville, Early Learning Coordinator, attended the South Region Parents as Teachers Annual General Meeting on June 17, facilitating the meeting as Board President.
- Rochelle Neville attended a Building Brains Together strategic planning meeting with the University of Lethbridge on June 5.
- Rochelle Neville attended Welcome to Kindergarten evenings at Senator Buchanan, Westminster, Nicholas Sheran and Fleetwood Bowden in June.
- Rochelle Neville attended a parent information meeting on June 6 at Nicholas Sheran to answer questions regarding the KinderCare program.

Wellness

- The Mental Health Capacity Building (MHCB) Team just finished "Connect with Kindness" Initiative- over 2000 cards with kind messages were sent through Lethbridge School Division staff member to staff member
- Also, the MHCB Team brought GOATS......yes, GOATS to our high schools during exam week, the goats were very appreciated and relieved a lot of that exam pressure in our staff and students

Diversity

- June: Jackie Fletcher, Director of Inclusive Education is currently meeting with middle and high schools to discuss English for Access Programs and processes for admission into these programs
- Saajan Sapkota, Student Support Worker, and Carmen Carvalho, English as Second Language (ESL) Lead Teacher continue to visit schools, EAP programs, complete placement intakes/interviews, CLARC assessment registrations, and arranging interpreters
- Carmen Carvalho has been working on revising English Oral Screeners for Intake Interviews
- Carmen completed her Residency support for Gilbert Paterson and WCHS. Next year, she will be offering "EAL and Literacy" Residencies
- Carmen continues to support schools with benchmarking tasks
- We are currently hiring a new EAL Student Support Worker as Saajan will be moving on to complete his Education Degree. We wish him all the best and have so appreciated all the great work he has done with our students and for our division. He will make an amazing teacher!
- Our EAL team has also been a part of Report Card Discussions with Erin to ensure access points for our EAL families

- Jackie Fletcher and Rebecca Adamson have joined schools for numerous Learning Team Meetings to meet with parents and discuss student supports
- Rebecca has been working on completing our Division's Jordan's Principle Group Application
- Rebecca has begun the process of completing Complex Learning Needs Busing Requests
- Jackie Fletcher and Rebecca Adamson completed interviews for EA/AES positions and one SSW position

PRIORITY: LEADING LEARNING AND CAPACITY BUILDING

Administrator Professional Learning

- Administrator professional learning took place on June 6th. The topic of learning was outcomes-based assessment where all administrators received an overview of new curriculum in elementary and the process for creating a draft report card to create alignment between curriculum and reporting. Secondary schools also discussed the idea of outcomes-based gradebooks and consistency across schools.
- Associate Superintendent Christine Lee and Avice DeKelver, Director of Finance attended the 2024 Association of School Business Officials of Alberta (ASBOA) Leadership Conference in Calgary. Sessions included Media Relations, Cyber Security, Artificial Intelligence in Education, and more. Keynote Speakers included, Michelle Ray on Leading in Real Time and General Rick Hiller on 50 points of Wisdom for Today's Leader.

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

• The final Foundations of Parabytes session was provided to Educational Assistants on May 21, 2024, by School Administrators. If all training was completed certificates were provided to staff by mid-June.

• June – Carmen Carvalho provided SIOP Training (Sheltered Instruction Observation Protocol) for our new English for Access Program Teacher

• Jackie Fletcher, Rebecca Adamson, Rhonda Aos, Rochelle Neville, and Stacey Wichers (with the help of Jolayne Prus, Carrie Phal, and Madalynn Guzowski) have signed Parabyte certificates for our EA Staff and have sketched out next year's Parabytes PL Plan

PRIORITY: SUPPORTING LEARNING AND WELLBEING

Building Staff Capacity to Meet the Needs of all Learners:

- At the Health Champ Meeting the Health Champs identified several pressures/challenges our schools are experiencing related to student needs:
 - 1) Cellphone use impacting learning and concerning language and topics on social media
 - 2) Social/emotional support for students- anxiety, conflict resolution for students,

Challenges with communication, complex behaviors that upset students

3) Increasing population- more students using more resources, learning spaces, daily

gym time is less which isn't good for self-regulation

4) It was also recognized that we need to continue to build stronger parent- teacher

connection and communication

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

• As announced in Budget 2024, the Galbraith Elementary School Modernization has moved to the planning stage. Planning means that schematic design may be started along with preparation to be prepared for construction. As part of this planning, a meeting was held with school staff on May 21st to gather information to further inform the modernization design. A modernization Kick Off meeting was held with Alberta Infrastructure and Alberta Education. Alberta Infrastructure will be procuring the services of a design consultant by September 2024.

June 25, 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.

- Lakeview received a new Backpack for every student as well as a \$650.00 donation for the purchase of new supplies for recess, from Costco
- Senator Joyce Fairbairn received a donation from Sonny P Inc. for \$1000.00 for outdoor space picnic tables and a \$1000. 00 from Lions Club West Lethbridge for African and Brazilian Drum
- Westminster Elementary received \$5000.00 from the Lethbridge Rotary Club for their Maker Space Program
- Lakeview Elementary School received a Community Foundation Grant for Outdoor Wellness of \$3500.00

Recommendation:

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

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: Acknowledgements of Excellence

Background:

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

Westminster Elementary:

It is hard to believe how quickly the 2023 – 2024 school year has gone by. Westminster has amazing students and dedicated staff that made this year a great one. As a school we are grateful for the support of our community and the opportunities this support provides our students. Thanks to the generosity of community members our students were able to attend GLOW Gardens. This provided our students an opportunity to see Christmas traditions around the world and filled them with a sense of wonder and awe.

This sense of wonder has continued in the classroom as our students engaged in inquiry and thinking classrooms this year. We are grateful for the opportunity our staff had to work with Garfield Gini-Newman in August and the impact this has had in our classrooms and on our students learning. As our students have engaged in the inquiry process, they have had the opportunity to increase their understanding of the curriculum they are learning.

Students also engaged in inquiry, collaboration and problem solving through the opportunities they were given through Maker Space. We are grateful to the Rotary Club of Lethbridge Sunrise for their generous donation to our Maker Space. We look forward to the opportunities this will provide our students in the future.

Westminster celebrated their first Literacy Day this year. We welcomed Mayor Hyggen into our school to read to all of our students. The students and staff dressed as their favorite book characters, participated in book buddies, and enjoyed many different activities related to literature throughout the day. Seeing the students excited to share about their favorite book and characters was a joy.

Throughout the school year our students had many different opportunities for learning and participating in different activities. Grade 5 students participated in the grade 5 basketball and volleyball leagues, as a school we went to the Movie Mill, a new experience for some of our students, attended the U of L to engage in their Destination Exploration programs, participated in Scientists in Schools, the grade 4/5 classes participated in the Natural Leaders program and there were many class field trips enjoyed by all students. We are grateful to our parents, school council and community members for their support of these opportunities for our students.

As the year comes to an end, we say farewell to our Grade 5 students and help them prepare for their transition to Wilson Middle School. We look forward to enjoying the time we have in June with all of our students, celebrating on their achievements, reflecting on a year filled with many happy memories and beginning to prepare for a new school year.

Fleetwood Bawden Acknowledgement of Excellence

Fleetwood Bawden is appreciative of the continued support of the Mindful Munchies Program that provides lunches to our students. Fleetwood is also appreciative of the new partnership with London Road Market, a local neighborhood business that donates groceries weekly to supplement our nutrition program. We are very excited to continue our relationship with the Lethbridge Montessori schools and continue to offer a dual-track programming. This past year, Fleetwood was fortunate to add three new basketball hoops, bike racks and newly painted four-square and hopscotch areas to our outdoor space. Newly painted hallways and new lighting has also brought a new fresh feel to our school. The addition of new physical education equipment through our Health and Wellness Grant has also been instrumental at getting more students physically active. The purchase of new basketballs and jerseys through our fundraiser, was an exciting way to make our grade 5 basketball team feel like winners. A recent donation from the Marcus Karpati foundation will enhance our Learning Commons with the addition of a Rigamajig Workshop and other building activities for the 2024-2025 school year. Fleetwood is excited about the many activities and projects that have incorporated nature and outdoor learning, including several classroom visits with the Elementary Indigenous Lead Teacher, the addition of new native plants to our outdoor garden, growing a variety of herbs, vegetables and plants in our vertical gardens and hatching chickens and quails in our Learning Commons. The staff at Fleetwood spent time reflecting on our purpose and on why we do what we do. The staff continued their learning about best practices in the areas of literacy and numeracy with embedded professional learning experiences. Fleetwood has continued to make spaces more impactful including re-configuring our front office to make it a more welcoming space and creating a Learning Den that houses intervention materials and resources. The Fleetwood Educational Assistant Team has made continuous updates to our calm room making it an exciting place to be. Fleetwood has been selected by Chapters/Indigo Love of Reading Foundation. Fleetwood will be the recipient of a percentage of sales purchased between September 15 and October 6, 2024. We hope our community will support this project. We are already excited about what the 2024-2025 has in store for us!

1

Immanuel Christian Secondary

Looking back on this school year, there is much to celebrate at Immanuel Christian Secondary School and we continue to work towards providing school programming that elevates student learning and experience. Some of the highlights of the year include:

- Continued commitment to student learning and achievement where our students are challenged and supported towards personal growth. This is reflected in our provincial testing results and ways in which our staff strive to support learning needs for all of our students. Our EA staff is also to be celebrated for their often unseen work with our students with exceptionalities.
- Hosting the 2024 ASAA 2A Girls Basketball Championships in March where our Senior Girls team capped off an undefeated season winning the championship in front of our home crowd. The community support and service was tremendous and we are grateful for the opportunity to host.
- We continue to offer co-curricular athletics programming where our teams have achieved success with these team accomplishments:
- Senior Girls Volleyball 2A Zone Silver Medalist / ASAA Provincial Tournament Qualification @ Whitecourt
- Senior Boys Volleyball 2A Zone Silver Medalist / ASAA Provincial Tournament Qualification @ High River
- Grade 9 Boys Volleyball Undefeated Season / LSAA Champions / 3J Zone Champion
- Our Grade 9 Leadership Class planned and led FLEx (Formative Learning Experiences) showing a lot of initiative around creative ideas that either were impacting our school or larger community (Food Bank, Soup Kitchen, Various Charities). They also participated in Potato Picking at a local farm where gleaned potatoes were then donated to food banks.
- Inclusive Education saw an expansion of opportunities for our students with exceptionalities with the integration of new life-skills programming including: offcampus activities, volunteerism, and work experience in various businesses. We held a Unified Bocce Festival in May where our life skills students were paired with classmates to enjoy a morning of competition and team building. We look to expand our Unified events for the upcoming school year.
- Our School Chapels continue to be a way to live out our schools unique mission and vision as a Christian alternative program and our theme for the year was The Beatitudes of Matthew 5 and how we can understand what bring us true fulfillment as followers of Jesus. We invited a wide variety of local speakers including pastors, front-line services (Police/Army Chaplain), community members and school staff. Our student-led worship team is to be commended for leading our student body in worship each month.
- Our Band and Choir programs continue to gain momentum under new leadership, and we were able to display our students gifts and talents with our Winter and Spring concerts and participating in the Spring Musical Festival @ Three Hills in May.

- Our staff engaged in professional learning this year centred on developing a school Deep Hope designed to ground our daily practice on the foundation of faith and learning. We have articulated a draft Deep Hope of: "Living Authentic Faith/Pursuing Knowledge and Wisdom"
- Grade 12 student Claire Moore won the "staff choice award" for her watercolor submission to the Arts Alive and Well exhibit at the SAAG in May.

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

Recommendation:

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

June 24, 2024 **To**: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: L. H. Bussard Award Winners

Background:

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

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

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

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

L. H. Bussard Award Winners for 2024					
<u>School</u>	Admin	Award Recipient			
Agnes Davidson	Terra Leggat	Maria Cuellar Wilson			
Coalbanks	Joey Gentile	Tessa Reimer			
Dr. Plaxton	Andy Tyslau	Audrey Sparklingeyes-Radke			
Dr. Probe	Keith van der Meer	Bella Gao			
Fleetwood	Kathy Mundell	Sasha Kachan			
Galbraith	Sandy Scheldrup/Nicole Freel	Avianna Becker			
General Stewart	Chris Harris	Ava Wilson			
Lakeview	Connie Adserballe	Sophia Davidson			
Lethbridge Christian	Sean Alaric	Anna Lupypciw Doddridge			
MMH	Kerry Taylor	Aurora Gray			
Nicholas Sheran	Aaron Fitchett	Jocelynne Mitten			
Park Meadows	Teri Smith	Cash Johnston			
Sen. Buchanan	Lenee Fyfe	Grey Forsberg			
Westminster	Jeni Halowski	Kyrie Heavy Runner			

L. H. Bussard Award Winners for 2024

Recommendation:

It is recommended that the Board receive this report as information. Respectfully submitted, Mike Nightingale

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: Administrative Appointments

Background:

The following administration appointments have been made for the 2024-2025 school year:

Principals

- Dr. Gerald B Probe Elementary School Principal Chris Harris
- Dr. Robert Plaxton Elementary School Principal Andy Tyslau (was acting for 2023-24)
- General Stewart Elementary School Principal Ainsley Croil
- Westminster Elementary School Principal Lisa Gomke-Prawdzik
- West Coulee Station Elementary School Principal Dean Hawkins
- Wilson Middle School Principal Jeni Halowski
- Chinook High School Principal Keith van der Meer
- LCI Principal Annette Fox-BruisedHead
- Ed. Centre Division Principal Wayne Pallett

Vice Principal

- Dr. Robert Plaxton Elementary School Vice Principal Lois Van Roon (was acting for 2023-24)
- Immanuel Christian Elementary School Vice Principal Michelle Loveridge
- Lethbridge Christian School Vice Principal Linda Bateman (was acting for 2023-24)

Recommendation:

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

Calendar of Events for Board of Trustees

June	26	Last day for students	
	27	Teaching staff school year ends	
August	17	My First Ride Event 11:00am- 2:00pm Children of St. Martha's Elementary School	
	21	School offices open to the public	
August	30	Welcome Back Pancake Breakfast 7:30am Chinook High School	
September	3	First day for students	
	10	Organizational Meeting	
	18	51-25 Club Banquet 5:30pm Sandman Signature Lethbridge Lodge	
	24	Board Meeting	

June 25, 2024

To: Board of Trustees

From: Mike Nightingale, Superintendent of Schools

Re: Update - Personal Mobile Devices and Social Media Announcement

Background:

Recently, the Provincial government announced restrictions to personal mobile device and social media use in schools and classrooms. Details of the relevant ministerial order were not available when this memo was written. However, we anticipate details will be coming soon.

Our understanding based on the initial announcement is that school divisions will be expected to implement changes at the start of the 2024-2025 school year but will have additional time to create, adjust or edit policies and/or procedures supporting the ministerial order.

We are considering the following implementation steps. These steps are tentative and will be discussed with the Board and are therefore subject to change:

• July 2024– Creation of an initial personal device/access to social media administrative procedure that aligns with the ministerial order. This procedure will be under the umbrella of Policy 607.4 Responsible Use of Technology.

 \cdot August 2024 – Share the administrative procedure with school-based administrators and the Board of Trustees.

• September to November 2024 – Provide opportunities for stakeholder (students, staff, parents/guardians) feedback regarding the procedure and suggestions for improvements.

· January 2025 – Procedure complete and fully implemented.

 \cdot 2024-2025 school year – Review, update and amend Policy 607.4 Responsible Use of Technology.

This is a preliminary outline of potential steps. As additional information becomes available and we work through this process, we will adjust our approach to meet the needs of the Division and our school communities.

Recommendation

It is recommended that the Board receive this as information and provide feedback on future direction if necessary.

Respectfully submitted,

Mike Nightingale

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: Provincial Rugby Champions - WCHS

Background

WCHS boys' rugby team won at the Tier 2 championships at the Alberta Schools Athletic Association Rugby XVs Provincials. The boys brought home gold.

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

Zach Light Porter Forsyth Angus Wyman Noah Howell Codey Mackinley Isaac Morrison Hayden Forsyth Nick Theron Arman Bidarian Porter Gook Kian Olsen Seth Harding Brayden Firth Jace Grainger Lamiek Abraham Shukri Alissa Grayson Indenbosch, Olivier Koribikomeye Mitchell Conrad Haven Balingit Jamison Halcro Simon Klassen Johnny Heggie, Ethan Dudley Maks Chernezky Tyler Sweetgrass

Recommendation

It is recommended the Board receive this report as information.

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: Provincial Rugby Champions - LCI

Background

LCI's Girls' rugby team won at the Tier 2 championships at the Alberta Schools Athletic Association Rugby XVs Provincials. The girls brought home gold.

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

Alora Stayko	Macee Hall
Nevaeh Loose	Victoria Morley
Samara Veurink	Jessica Hudson
Tessa Smith	Kamille de Jong
Reese Jones	Liv Swift
Abigail Reimer	Sierra Duncan
Payton Shields	Anna Johnson
Tylee Walburger	Taya Skelton
Madi Kutsch	Ayva Smith
Sloane Hirsche	Abiageal Hyland
Dansia Zopoula	Portia Olsen
Katelyn Lowry	Kashia Ajtay
Charlee Tanner	Sarah Broad
Emma Boehme	

Recommendation

It is recommended the Board receive this report as information.

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: ICE Scholarship Awards

Background

ICE Scholarship awards will be presented to the winners.

Winners were:

Larissa Granger – Brownies in Business Nycea Hazelwood - Poppies for a Purpose Selina Sun and Bobby Zhao - Community Garden Autumn Koch - Custom Canvas Shoes Akshara Nagaruru - Arts Heal Hearts Baby Bundle Arman Bidarian, Karma Patel, Nicholas Theron and Zitong Wu – WCHS Math Club

Recommendation

It is recommended the Board receive this report as information.

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: WCHS Drama Winners

Background

The following students were recognized at the Alberta High School Drama Festival Association for their One Act play "Postponing the Heat Death of the Universe" by Stephen Gregg. These students were selected from the Lethbridge zone to represent our city at the festival. At the festival the students performed for over 500 audience members and they received a standing ovation. Both Porter Forsyth and Jenna Knott were recognized individually with acting awards. The entire group won an award for their technical professionalism.

Porter Forsyth Jenna Knott Johanna Zieber Lena Kozak Mateo Otilla Zach Light Hayden Forsyth

June 25, 2024

To: Board of Trustees

From: Mike Nightingale Superintendent of Schools

Re: Skills Canada Winner

Background

Tate McGarry, a student from Chinook High School won a gold medal at the 2024 Skills Canada National Competition from May 30-31 in Québec City.

Tate took first place in Cabinet Making at the secondary level, as a member of Team Alberta.

His win at nationals was proceeded by a gold medal at the 2024 Provincial Skills Canada Competition, held earlier this year in Edmonton from May 8-9.

June 18, 2024

- To: The Board of Trustees
- From: Morag Asquith, Associate Superintendent, Instructional Services
- Re: Approval of an International Trip

Background:

Darren Majeran from Lethbridge Collegiate Institute is requesting approval to take approximately 55 grade 10-12 students on an International Trip to Moscow, Idaho, USA from October $4^{th} - 5^{th}$, 2024. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is included in the LCI annual football fee of \$575.00.

Recommendation:

That the Lethbridge Collegiate Institute trip to Moscow, Idaho, USA in October of 2024 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

Respectfully submitted, Morag Asquith

Itinerary for LCI Rams Football Trip Moscow, Idaho – October 4,5, 2024

October 4th

- 6:00 am: Bus Arrives at LCI
- 6:15 am All players are to be present in the Ram Room and ready to load
- bus 6:30 am Depart LCI
- 10:00 am Arrive in Cranbrook Eat at restaurant
- 10:50am Depart Cranbrook

3:30pm (2:30pm local time) – Arrive in Moscow, ID. Moscow High School. Take sleeping bags and pillows into the gym. Relax. Eat lunch

- Change to local time
- 5:00 pm: Players report to change room to get ready for game
- 7:00 pm Game Starts
- 9:00 pm Game ends
- 9:30 pm Dinner: Coordinated by RAMPAC (potentially Pizza delivered to

school)

- 10:10 PM Players in large gym. Evening meeting
- 11:15 PM Lights out

October 5th

- 7:00 am Breakfast
- 9:00 am JV players to change
- 10:00 am JV Football game

12:00 pm – Game done 12:30 pm – Bus Departs for Lunch in Coeur da lane , Idaho 1:30 pm – Lunch in Coeur da lane , Idaho

- 2:30 pm Bus Departs Coeur da lane for Fernie
- 6:00 pm Bus arrives in Fernie, players grab snack at 7/11

6:20 pm: All players back on the bus, bus departs for LCI

9:10 pm – Arrive at LCI, players depart with parents.

June 25, 2024

To: Board of Trustees

From: Genny Steed Policy Committee Chair

RE: Policy Review

Background

Division policies are reviewed to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, employee groups, and Division and school administration.

Recommendation

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

Policy #	Policy Name	
609.2	Report Cards Policy	

Respectfully submitted, Genny Steed



Lethbridge LETHBRIDGE SCHOOL DIVISION

Approved: November 30, 1999 Amended: May 11, 2004 Amended: June 24, 2008 Amended: April 23, 2013 Amended: May 22, 2018

609.2 Reporting Student Progress Cards

Policy

The Board believes effective and timely communication from schools to parents/guardians and students on student progress contributes to student growth and achievement.

Division schools shall provide reports <u>communicating student progress</u> <u>-cards</u> to students and parents/guardians. Additional communication between teachers and parents/guardians is encouraged on an ongoing basis. <u>on a minimum of:</u>

Division schools shall provide formal reporting in the form of a report card on a minimum of:

- two occasions per semester if the student's program is semestered; or
- three occasions annually if the student's program is non-semestered.

Additional communication between teachers and parents/guardians shall occur during the first six weeks of the school year or semester, and is encouraged more informally on an ongoing basis as needed.

Regulations

- 1. <u>Divisional rR</u>eporting formats shall be reasonably consistent <u>within elementary</u>, <u>middle, and high schools</u>.
 - 1.1. All schools shall use Division approved report cards.
 - 1.2. Significant revision of report cards shall only be carried out in consultation with appropriate stakeholders, including parents/guardians.
- 2. A final report card shall be <u>provided</u> issued at the end of the year or semester (as appropriate) and and s-shall include::
 - 2.1. an assessment of the student's performance and progress for the entire termyear/semester by program, subject, or course; and
 - 2.1. 2.2. placement, promotion and retention shall follow Division policy 609.3 Placement, Promotion and Retention.
- 3.0. for non-high school students, a statement with respect to placement and/or promotion of the student for the following school year.
- 3. Preceding or following the issuance of each report card, with the exception of



SCHOOL DIVISION

Lethbridge LETHBRIDGE SCHOOL DIVISION

- the final one, opportunities shall be provided for the parents/guardians to consult with their child's teachers.
- 4. Paper copies of digital report cards can shall be made available. upon request.
- Final grades may be appealed in accordance with Division policy. 5.

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

References

Division Policies: 609.1 Assessment of Student Achievement, 609.3 Placement, Ppromotion and Retention, 609.6 Parent-Teacher Interviews, 505.9 Appeals



802.2 School Fees

Policy

The Board approves the charging of fees for Enhanced Educational Supplies and Services and for Non-curricular Services subject to the regulations. The Board directs that reasonable efforts be made to collect fees, fines, and charges owed to the Division.

Definitions

Basic Educational Services - services, supports, and materials required for a student to be successful in meeting the core learning outcomes at a basic level. Examples include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic content, and photocopying.

Enhanced Educational Services - services, supports and materials that are not required to meet the core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities. Examples may include curricular field trips, programs of choice, cultural activities, technology user fees, and options programming.

Non-curricular Services - optional activities or materials outside of the educational mandate of the jurisdiction. Examples include sports teams, musical instrument rental, clubs, agendas, athletic and spirit wear, lockers, and extended non-curricular trips.

Regulations

 Fees for Basic Educational Services are prohibited from being charged and collected by schools or the Education Centre.
 Schools <u>shall</u> consult with parents/guardians prior to establishing, increasing, or decreasing fees on a schedule of Fees for Enhanced Education Services and Fees for Non-curricular Services. The fee schedule shall be posted by the end of the preceding school year, at the time of registration and/or in advance of registration.
 Commented [CL3]: 2. AR 76/2022 6 & 7

Approved: December 19, 2017 Amended: April 25, 2023 Amended: June 2024

800 - Business Procedures

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Lethbridge LETHBRIDGE SCHOOL DIVISION

School Fees, cont'd... 802.2

3.	Schools shall be able to demonstrate the need and costs for any fees to	 Commented [CL4]: 3. AR 76/2022 4b
	be charged on the fee schedule.	
4.	Fees for Enhanced Educational Services and Non-curricular Services shall be approved by the Board.	 Commented [CL5]: 4. Missing
5.	Fees for Enhanced Educational Services for similar courses and	
	materials shall be similar for students in all Division schools.	
6.	The expenditure of all fees shall be in accordance with the purpose	 Commented [CL6]: 6. AR 76/2022 S 4c
	communicated.	
7.	The expenditure of all fees shall be recorded through the Division's	
	prescribed software and reported annually in the manner prescribed by	
	the Minister in the Audited Financial Statements.	 Commented [CL7]: 7. AR 76/2022 4C
8.	Schools shall establish a process to refund fees for goods and services	
	as deemed necessary, or requested, and the refund shall be based on	
	the unused portion of the fees.	
9.	Fees may be waived by the principal or administrative designate for	
	parents/guardians and Independent Students demonstrating undue	
	financial hardship. Schools will notify parents/guardians or Independent	
	Students of the process and procedures to request a fee waiver. (Refer	 Commented [CL8]: 9. AR 76/2022 4 d & e
	to Procedure 802.2)	
10.	Responsibility for the collection of fees for Enhanced Educational	
	Services and fees for Non-curricular Services shall rest with the school.	
	Schools are responsible to make every reasonable effort to collect	
	outstanding fees.	
11.	A dispute resolution process shall be in place to address fee related	
	concerns between parents/guardians/Independent Students and the	
	Division. (refer to Procedure 802.2)	
The	Board delegates to the Superintendent the authority to develop the	
pro	cedures necessary to implement this policy.	

References

 Alberta Education Act
 3, 4, 57

 Alberta Education School Fees Regulation
 76/2022

 Other Statutes:
 Act to Reduce School Fees (2019)

 Division Policies:
 Procedure 802.2 School Fees

800 - Business Procedures

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(Consolidated up to 76/2022)

ALBERTA REGULATION 95/2019

Education Act

SCHOOL FEES REGULATION

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- 4 Contents of policies and procedures
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- 7 Publication of policies, procedures and fee schedule
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- 10 Coming into force

Application

1 This Regulation applies to every board that chooses to charge school fees pursuant to section 57 of the Act.

Charges for resources related to instruction

2 A board shall not charge any fees for textbooks, workbooks or photocopying, printing or paper supplies.

Establishment of policies and procedures

3 A board must establish policies and procedures respecting the charging of school fees.

Contents of policies and procedures

4 The policies and procedures established under section 3 must, at a minimum, include the following:

- (a) a requirement to consult with parents prior to setting, increasing or decreasing school fees;
- (b) a requirement to demonstrate to parents the need to charge school fees;
- (c) a requirement to maintain financial statements in a form set by the Minister demonstrating that the school fees collected have been spent for the same purpose for which they were collected;
- (d) the circumstances in which school fees may be waived;
- (e) the process a parent must follow in order to request a school fee be waived.

School fee waiver

5 The board must disseminate the information referred to in section 4(d) and (e) to staff of a school and parents of a student enrolled in that school.

School fee schedule

6 A board must, prior to the commencement of each school year, establish a school fee schedule listing each school fee that may be charged.

Publication of policies, procedures and fee schedule

7 A board must, prior to the commencement of each school year, publish the policies and procedures established under section 3 and the school fee schedule established under section 6 on the board's website or in any other manner the board determines would provide parents and the public with notice of the policies, procedures and the school fee schedule.

Repeal

8 The School Fees and Costs Regulation (AR 101/2017) is repealed.

Expiry

9 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on August 31, 2024.

AR 95/2019 s9;76/2022

Coming into force

10 This Regulation comes into force on September 1, 2019.

June 25, 2024

To: Board of Trustees

From: Christine Lee Associate Superintendent, Business and Operations

Re: Third Quarter Financial Report

Background:

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

Recommendation:

It is recommended that the Board accept the 2023-2024 Third Quarter Financial Report as presented.

Respectfully submitted, Christine Lee

Lethbridge School Division

Third Quarter Report

May 31st

2024

This document is Management's Discussion and Analysis of the Third Quarter for the period September 1, 2023 to May 31, 2024. This financial information contained herein has not been audited.

Report to the Board of Trustees June 25th 2024



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



Lethbridge School Division Management Discussion and Analysis Report September 1, 2023 to May 31st, 2024

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Lethbridge School Division

Management Discussion and Analysis Report Third Quarter Report

Executive Summary

Lethbridge School Division has a total budget of \$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 over 12,229 students from early education (preschool) 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 May 31st, 2024 to provide fiscal accountability within the established guidelines.



WCHS Culture Week



76.5% received

May 31, 2024 FINANCE AT A GLANCE

2023-2024 - Quarter 3 Reporting - September 1, 2023 to May 31, 2024



Overview:

The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the 3rd quarter of the year (up to May 31, 2024).

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.



For details on the above information and other financial reporting, please see the May 31, 2024 Quarterly Report

Operations Overview

As shown in the "Finance at a Glance" report, Lethbridge School Division is operating financially as anticipated based on the approved budget and the forecasted budget for May 31st, 2024.



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

- Salaries, Benefits & Professional Development are over forecasted amounts as at May 31, 2024. This is due to the timing of employee payments (some only work 10 months of the year versus 12) as well as any substitute costs would be occurring between September and June. The Division also is receiving supplemental enrolment growth funding of \$758,000 for 23/24 which was announced in November 2023. This funding has been used for staffing.
- **Contracted Services** are over forecasted amounts as at May 31, 2024. This is due to a number of factors including transportation costs being higher than forecasted (due to the changes made to the grant formula during the year), as well as higher than forecasted consulting costs in a variety of departments.
- **Other Services** are under forecasted amounts as at May 31, 2024. This is due to savings in insurance, memberships, and printing throughout a variety of departments.
- **Supplies** are less than the forecasted budget. This is mostly due to that some of the general school supplies, technology, and other equipment are still to be purchased (larger projects to be completed in the summer months).
- Other Expenditures are less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred. Otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF & Capital** are less than the forecasted budget. This mostly relates to School Generated Funds (SGF) expenditures are still to be incurred. These costs reductions are somewhat offset by the Infrastructure, Maintenance and Renewal (IMR) operating expenditures being slightly more than the forecasted amount (based on the timing of these IMR projects).

Financial Position

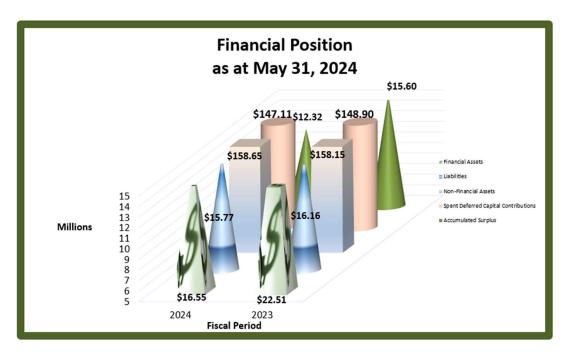
As at May 31, 2024, Lethbridge School Division has total financial assets of \$16.55 million and liabilities of \$15.77 million for net financial assets of \$774,136. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division has net assets of \$12.32 million. Of this \$12.32 million, \$3.65 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relates to \$471,484 of unrestricted reserves, \$4.28 million of capital reserves, and \$320,000 of endowment funds.

There is \$158.65 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$157.31 million, the Division's investment in capital assets of \$4.07 million, prepaid expenses, and other non-financial assets.

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

Together the Net Financial Assets, Non-Financial Assets, and Spent Deferred Capital Contributions (SDCC) equal the total Accumulated Surplus of \$12.32 million. The chart below compares the financial position of May 31st with the prior year.



Lethbridge School Division STATEMENT OF FINANCIAL POSITION As at May 31, 2024

	May 31, 2024	May 31, 2023
		restated
FINANCIAL ASSETS		
Cash and cash equivalents	\$9,944,123	\$11,276,819
Accounts receivable (net after allowances)	\$1,415,614	\$845,797
Portfolio investments	\$5,188,251	\$10,388,001
Other financial assets	\$0	\$0
Total financial assets	\$16,547,988	\$22,510,617
LIABILITIES		
Bank indebtedness	\$0	\$ 0
Accounts payable and accrued liabilities	\$4,933,003	\$7,604,290
Deferred contributions	\$4,460,488	\$2,416,537
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	\$15,773,852	\$16,164,441
Net Financial Assets (Net Debt)	\$774,136	\$6,346,176
NON-FINANCIAL ASSETS		
Tangible capital assets	\$157,310,697	\$157,415,274
Inventory of supplies	\$267,738	\$390,012
Prepaid expenses	\$1,071,432	\$340,888
Total non-financial assets	\$158,649,867	\$158,146,174
Net assets before spent deferred contributions	\$159,424,003	\$164,492,350
Spent deferred capital contribution (SDCC)	\$147,107,543	\$148,898,206
Net assets	\$12,316,460	\$15,594,144
		,,,
NET ASSETS (ACCUMULATED SURPLUS)		
Unrestricted surplus	\$471,488	\$471,488
Operating reserves	\$3,179,608	\$6,170,634
Accumulated Surplus from Operations	\$3,651,096	\$6,642,122
In∨estment in capital assets	\$4,068,989	\$2,607,468
Capital reserves	\$4,276,501	\$6,024,680
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$12,316,460	\$15,594,144

The statement above compares the financial position of the 3rd quarter of 2023/2024 to the 3rd 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 May 31st, 2024

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at May 31st, 2024 includes deferred contributions, endowment funds, and accumulated surplus from operations.

Accounts Receivable

Accounts receivable at May 31st, 2024 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 May 31, 2024 are \$16.55 million.



Mike Mountain Horse Elementary School ComiCon

FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at May 31, 2024 mostly includes payments for transportation, construction invoices/holdbacks, employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

Deferred Contributions

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

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

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

Employee Future Benefits

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

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 May 31, 2024 is \$6.1 million (2022 was \$5.9 million).

Total Financial Liabilities as of May 31, 2024 are \$15.77 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 \$774,136.**

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

Total Net Assets as of May 31, 2024 are \$774,136

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 \$157.31 million as of May 31, 2024.

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 (now officially named West Coulee Station Elementary School) as well as the final costs associated with the Coalbanks elementary school modulars.



Inventory of Supplies

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

Prepaid Expenses

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

Total Non-Financial Assets as of May 31, 2024 are \$158.65 million.

SPENT DEFERRED CAPITAL CONTRIBUTIONS (SDCC)

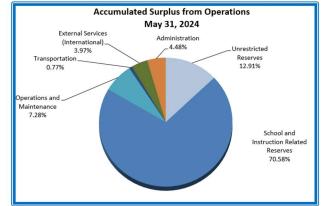
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported capital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

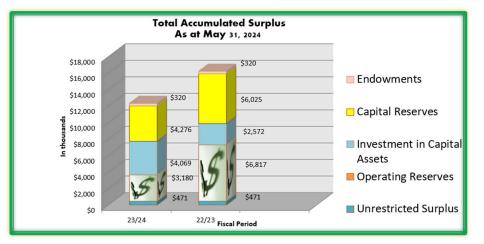
Total SDCC as of May 31, 2024 are \$147.11 million.

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 71% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent in the future for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.





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

Investment in capital assets represents the net book value of capital assets that have been paid from Division revenues (board funded capital) and are not supported by the Province or external contributions 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 \$12.32 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus at May 31, 2024.

Operations

Budget Update as of September 30th

The revised 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 2024).

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. At the end of May the Division had received \$568,424 from this enrolment growth funding (the total amount the Division will receive by August 31, 2024 is \$758,000). Other increases in Alberta Education funding include a \$77,850 increase in the school nutrition grant funding (announced in February 2024, total to be received is now \$377,350), \$78,957 received as of May 31, 2024 for the fuel



contingency grant (which offsets costs within transportation) and \$464,258 from increases in the transportation grant.

At the end of February, the Division has signed a funding agreement with Jordan's Principle (part of Indigenous Services Canada) for \$917,118. This funding will be used over both the 2023/2024 and 2024/2025 school year (depending on the timing of expenses) and educational assistants, transportation costs and other contractual services are included within this grant agreement. Lastly, the Division received \$548,048 from a Canadian Microsoft settlement which will be used to offset prior and current year technology costs.

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 reserve balances were known.



Chinook High School presents: Emma! A Pop Musical

	Budget In	Budget Information	Forecast	Actual Results	Variances	nces	Projection	ction
		Updated "September 30th"	2					
	Preliminary Budget	Operating Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	Ū
	2023-2024 (May 2023)	2023-2024 (Sept 30th 2023)	May 31st	May 31st	Revised Budget	FORECASE TO AUGUSE 31, 2024	Projection	Change trom Updated Budget
REVENUES								
Government of Alberta	\$131,817,476	\$132,588,568	\$101,037,161	\$102,579,243	77.37%	101.53%	\$134,102,284	\$1,513,716
Federal and Other Government	\$388,944	\$388,944	\$849,610	\$663,115	170.49%	78.05%	\$849,610	\$460,666
Fees	\$5,004,121	\$5,004,121	\$3,973,696	\$1,622,072	32.41%	40.82%	\$5,004,121	\$0
Sales and services	\$694,000	\$694,000	\$1,068,548	\$1,632,866	235.28%	152.81%	\$1,242,048	\$548,048
Investment income	\$587,059	\$590,031	\$442,523	\$575,177	97.48%	129.98%	\$590,031	\$0
Donations and Other Contributions	\$2,520,000	\$2,520,000	\$1,896,000	\$1,450,238	57.55%	76.49%	\$2,520,000	\$0
Other Revenues	\$20,304	\$20,304	\$18,333	\$18,333	90.29%	100.00%	\$20,304	\$0
Total Revenues	\$141,031,904	\$141,805,968	\$109,285,871	\$108,541,044	76.54%	99.32%	\$144,328,398	\$2,522,430
EXPENSES								
Instruction - Pre-K	\$4,567,627	\$4,612,081	\$3,701,884	\$3,550,438	%86'92	95.91%	\$4,612,081	\$0
Instruction - K to Grade 12	\$111,158,136	\$113,435,603	\$82'208'382	\$85,741,241	75.59%	100.04%	\$115,280,167	\$1,844,564
Operations and Maintenance	\$17,459,256	\$17,459,256	\$14,803,191	\$14,115,865	80.85%	95.36%	\$17,459,256	\$0
Transportation	\$3,332,560	\$3,332,560	\$2,960,372	\$3,968,463	119.08%	134.05%	\$4,010,426	\$677,866
Administration	\$4,298,885	\$4,298,885	\$3,346,187	\$3,246,229	75.51%	97.01%	\$4,298,885	\$0
External services [International Services]	\$500,000	\$500,000	\$375,000	\$357,085	71.42%	95.22%	\$500,000	\$0
Total Expenses	\$141,316,464	\$143,638,385	\$110,895,019	\$110,979,321	77.26%	100.08%	\$146,160,815	\$2,522,430
Operating surplus (deficit)	(\$284,560)	(\$1,832,417)	(\$1,609,148)	(\$2,438,277)			(\$1,832,417)	\$0
Accumulated Surplus from Operations beginning of Year	\$6,609,760	\$6,609,760	\$6,609,760	\$6,609,760			\$6,609,760	
Transfers to/from capital reserves, endowments, & capital	\$700,000	\$700,000	000'002\$	000'002\$			\$700,000	
Accumulated Operating Surplus (ASO) at end of period	\$7,025,200	\$5,477,343	\$5,700,612	\$4,871,483			\$5,477,343	
School Generated Funds included in Accumulated Operating Surplus	(\$2,916,960)	(\$2,916,960)	(\$3,486,020)	(\$3,486,020)			(\$3,486,020)	
Adjusted Accumulated Operating Surplus (Adjusted ASO) at end of period	\$4,108,240	\$2,560,383	\$2,214,592	\$1,385,463			\$1,991,323	
Adjusted ASO as a % of budgeted expenditures (excluding SGF accounts)	2.91%	1.78%	2.00%	1.25%			1.36%	

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, therefore 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year. The following are some of the significant transactions that impact the forecast:
 - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
 - Insurance premiums, leases and international program revenues/expenses are typically paid/received in the 1st quarter.
 - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
 - 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.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31st, 2024. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

OPERATION RESULTS:

For the nine (9) months ended May 31st, 2024, \$108.54 million of revenues have been recorded which is 76.54% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$109.29 million would have been received in the reporting period. The actuals are lower than forecasted amounts. This is due to fees, fundraising and donations being under forecasted amounts but are being offset by Alberta Education funding and investment income where the actuals were above the forecasted amount for this quarter.

Expenditures are \$110.98 million as of May 31st, 2024, which is 77.26% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$110.90 million would have incurred in the reporting period. The actuals are slightly under forecasted as at May 31st, 2024. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 100.08% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division to ensure that the departments are not incurring cost overruns.

Lethbridge School Division	Schedule of Program Operations	For the period ended May 31, 2024
Letr	Sched	Fort

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	(Pre-K)	(K to Grade 12)	Operations & Maintenance	Transportation	Administration	Services	TOTAL	Budget	% Expended of Budget
UPDATED BUDGET 2023-2024 (September 30th)	\$4,612,081	\$113,435,603	\$17,459,256	\$3,332,560	\$4,298,885	\$500,000	\$143,638,385		
FORECAST - May 31, 2024	\$3,701,884	\$85,708,385	\$14,803,191	\$2,960,372	\$3,346,187	\$375,000	\$110,895,019		
EXPENSES									
Certificated salaries and benefits	\$1,599,779	\$61,459,219			\$614,911	\$68,375	\$63,742,284	\$81,779,918	77.94%
Non-Certificated salaries and benefits	\$1,901,130	\$16,166,580	\$4,034,815	\$97,322	\$1,699,364	\$48,692	\$23,947,903	\$28,475,225	84.10%
SUB - TOTAL	\$3,500,909	\$77,625,799	\$4,034,815	\$97,322	\$2,314,275	\$117,067	\$87,690,187	\$110,255,143	79.53%
Services, contracts and supplies	\$49,529	\$7,252,759	\$6,836,527	\$3,864,448	\$828,105	\$240,018	\$19,071,386	\$28,118,379	67.83%
Amortization of capital assets	0\$	\$849,713	\$3,244,523	\$6,693	\$103,849	0\$	\$4,204,778	\$5,229,863	80.40%
Interest and other finance charges	0\$	\$9,394	0\$	\$0	\$0	0\$	\$9,394	\$35,000	26.84%
Losses on disposal of capital assets	\$0	\$3,576	0\$	\$0	\$0	\$0	\$3,576	\$0	100.00%
TOTAL EXPENSES	\$3,550,438	\$85,741,241	\$14,115,865	\$3,968,463	\$3,246,229	\$357,085	\$110,979,321	\$143,638,385	77.26%
Total unexpended funds period to date	\$1,061,643	\$27,694,362	\$3,343,391	(\$635,903)	\$1,052,656	\$142,915	\$32,659,064	\$143,638,385	22.74%
% Expended of Budget	%86'92	75.59%	80.85%	119.08%	75.51%	71.42%	77.26%		
% Expended of Forecast	95.91%	100.04%	95.36%	134.05%	97.01%	95.22%	100.08%		



Notes to the Statement of Operations

For the nine (9) months ended May 31st, 2024

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents approximately 95% 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 3rd quarter, the Division has received 77.37% of the total budget. The Division has received \$1.5 million over its initial operating budget due to mid-year funding announcements like the \$758,000 for enrolment growth, additional \$77,850 of school nutrition funds, \$78,957 in fuel contingency funding and the remaining \$677,000 is the additional funding adjustment to transportation.

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 was received in the third quarter based on the time of billing.

New funding recorded in this area at the end of quarter 2 is from the Division signing a funding agreement with Jordan's Principle (Indigenous Services Canada). This funding will be used over the next two school years to assist with Educational Assistant costs, transportation and other contract services. The funding is tied to individual students and reporting is required at the end of the funding agreement.

<u>Fees</u>

Reflects fees that are collected for optional programming, school generated activities, and preschool. Based on the forecasts of the third quarter, the Division has received 32.41% of the total budget.

Sales and Services

Sales and services include international students, other revenues and other school generated funds. Based on the forecasts for the third quarter, the Division has received 235.28% of the total budget.

The reason for this increase is due to receiving \$548,048 from a Canadian Microsoft settlement which will be used to offset prior and current year technology costs as well as higher than budgeted international student fee revenue (\$500,000 was budgeted, as at May 31, 2024 \$746,263 has been collected).

Investment Income

Investment income includes interest earned on the Division's portfolio investments, which has traditionally been budgeted conservatively. Based on the forecasts of the second quarter, the Division has received 97.48% of the total budget. The Division's GICs either matured or renewed in February 2024 and therefore a large portion of interest was recorded in that quarter.

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 57.55% of its total budget for donations and other contributions.

Other Revenues

Other revenues include rentals, gains on disposal of tangible capital assets, and other revenues. There are rentals of facility space for external programs and operations such as the Southern Alberta Professional Development Consortia and the Boys and Girls Club of Lethbridge. There were no disposals of tangible capital assets in the third quarter of 2024. The Division has received 90.29% of its total budget for other revenues.

Overall, revenues are comparable to the operating budget as at May 31, 2024 as 76.54% of the operating budget have been received.

EXPENDITURES:

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

Instruction – Pre-Kindergarten

Instruction – Pre-K, represents expenditures from early education, which includes the early education program and the program unit funding (PUF) for early learners requiring specialized supports. Pre-K expenditures are at 76.98% of the total budget which are slightly less than forecasted costs.

Instruction-Kindergarten to Grade 12

Instruction K to Grade 12, represent expenditures from kindergarten to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, Indigenous programming, and Institutional programs. Instructional expenditures are at 75.59% of the total budget. See the *Statement of Instructional* (*Pre-K to Grade 12*) *Program Expenditures* for details of the major programs within this functional area. The August 31st projection has been adjusted for the changes in Alberta Education, and other federal funding discussed above in revenues.

Operations and Maintenance

Operations and maintenance expenditures represent spending on operating and maintaining the Division's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 80.85% of the total budget. Actual costs are slightly lower than forecasted costs due to the timing of the projects which can fluctuate during the year depending on scheduling and availability of products.

Transportation

Transportation expenditures represent the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses provided by Southland Transportation Ltd. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 119.08% of the total budget. The year-to-date costs are more than budgeted due to the change in the transportation grant mid-year. There is also a timing issue as transportation costs are incurred for 10 months, but the revenue received from Alberta Education is divided over 12 months. The Division has also paid the Christian School Societies their portions of the transportation funding in one payment versus monthly as the Alberta Education funding is paid to the Division. Lastly, the Division has received \$79,957 in fuel contingency funding as of May 31, 2024 which will also help offset the costs.

System Administration

System administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 75.51% 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 71.42% of the total budget. This is a self-sustaining program (revenue brought in covers all the expenses).

Overall, expenditures are comparable to the operating budget as at May 31, 2024 at 77.26% of the operating budget.

Lethbridge School Division

Schedule of Instructional (K to Grade 12) Program Expenditures

For the period ended May 31, 2024

Projection

Variances

Actual Results

Forecast

Budget

	Updated Budget	Forecasted To	Actual Year Ended	% Expended	August 31st	
PROGRAM	2023-2024 (Sept 30th 2023)	May 31st, 2024	May 31st, 2024	Updated Budget	Projection	Change from Updated Budget
School Based Instruction (K-12)	\$74,303,311	\$55,772,074	\$54,900,367	73.89%	\$75,139,161	\$835,850
Inclusive Learning Supports	\$10,938,088	\$9,342,166	\$9,533,673	87.16%	\$11,398,754	\$460,666
Shared Instructional Services	\$10,563,077	\$8,329,064	\$9,284,713	%06.78	\$10,563,077	0\$
School Generated Funds Activities	\$5,003,971	\$3,752,978	\$2,534,768	20.66%	\$5,003,971	0\$
Technology	\$2,704,280	\$2,099,130	\$2,728,958	100.91%	\$2,704,280	\$0
Institutional Programs	\$1,047,458	\$785,594	\$774,936	73.98%	\$1,047,458	0\$
Division of Instructional Services	\$824,500	\$618,375	\$630,531	76.47%	\$824,500	0\$
Indigenous Programming	\$643,865	\$482,899	\$492,863	76.55%	\$643,865	\$0
Counselling Program	\$3,351,480	\$2,513,610	\$2,578,183	%26.93%	\$3,351,480	0\$
Other Instructional Programs	\$4,055,573	\$2,012,495	\$2,282,249	56.27%	\$4,055,573	¢
Total Instructional (K to Grade 12) Program						
Expenditures	\$113,435,603	\$85,708,385	\$85,741,241	75.59%	\$114,732,119	\$1,296,516

<u>Other Instructional Programs:</u> Community Outreach School	Downtown LA High School Off Campus	Distance Learning Program	y Committee	g Connections	Program	Ready Set Go Program	Wellness
<u>Other Instructi</u> Community Ou	Downtown LA High School Of	Distance Learn	Poverty Committee	Making Connections	BOOST Program	Ready Set Go F	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 This statement provides further information about expenditures in programs that are within the Instruction (Kindergarten - 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 73.89% of the total budget. See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

The increase in projections has to do with the increase in funding from Alberta Education for the supplemental enrolment growth funding and the increase to the nutritional grant.

Inclusive Learning Supports

Inclusive Learning Supports includes expenditures Inclusive Education and English as an Additional Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. The forecasted budget is increased from the standard 25.0% per quarter as the educational assistants are paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 87.16% spent of their total budget. Costs are higher than forecasted due to increases in contracted services in consulting fees.

The increase in projections has to do with the new funding the Division will be receiving from Jordan's Principle (for Educational Assistants and other contracted services).

Shared Instructional Services

Shared Instructional Services includes programs and expenditures that provide support to schools within the Division. Expenditures include administrative allowances, the provision for sick leave, staff professional development and the employer share of teacher retirement fund costs that are supported by the Province. The forecasted budget is increased from the standard 25% as the ATA Professional Development fund is contributed in the 2nd quarter as well as substitute costs are only during the school year (September to June). Shared Instructional Services expenditures are at 87.90% spent of the total budget.

School Generated Funds Activities

School Generated Funds (SGF) activities includes activities at the school level for students that are not of a curricular nature, such as clubs, international travel, groups, athletics, and the arts. These activities are normally funded through user fees, fundraising, and donations. SGF expenditures are at 50.66% of the total budget. This is lower than forecasted because all possible fees are budgeted for, regardless if they end up actually being charged.

<u>Technology</u>

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 100.91% spent of the total budget. This also includes \$742,875 in capital purchases during the year. Some expenses will be offset by a Microsoft settlement that the Division received in the 3^{rd} quarter in the amount of \$548,048.

Institutional Programs

Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 73.98% spent of the total budget.

Division of Instructional Services

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 76.47% spent of the total budget.

Indigenous Programming

The Indigenous programming provides ongoing support for First Nations, Metis and Inuit students in their efforts to obtain an education and provides opportunities for Indigenous students to study and experience their own and other aboriginal cultures and lifestyles. Indigenous education expenditures are at 76.55% of the total budget.



Division's Indigenous Grad Ceremony 2024

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 76.93% spent of the total budget.

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, and Making Connections the BOOST program, the Digital Wellness initiatives, and new curriculum funding. Other Instructional Program expenditures are at 56.27% spent of the total budget.

Overall, instructional (Pre-K to Grade 12) program expenditures are at 75.59% of its annual operating budget



General Stewart Elementary Students Showcase Talents

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Schedule of School Based Instruction Expenditures

For the period ended May 31, 2024

	Budget	Earacact	Actual Docute	Variances	0000
	pudget	LUI CLASI	ALLUAI NESUILS		1003
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended
	2023-2024 (5004 2023)	May 31, 2024	May 31, 2024	Updated Budget	Forecast to August 31, 2024
<u>SURVOL</u>	(cznz linc idac)				
High Schools:					
Lethbridge Collegiate Institute	\$7,344,111	\$5,510,363	\$5,563,724	75.76%	100.97%
Winston Churchill High School	\$5,707,447	\$4,284,005	\$4,238,267	74.26%	98.93%
Chinook High School	\$7,116,324	\$5,340,663	\$4,959,583	69.69%	92.86%
Victoria Park High School	\$2,028,834	\$1,523,221	\$1,537,131	75.76%	100.91%
Immanuel Christian Secondary School	\$1,956,222	\$1,468,328	\$1,506,449	77.01%	102.60%
Middle Schools:					
GS Lakie Middle School	\$3,076,947	\$2,310,099	\$2,286,659	74.32%	98.99%
Wilson Middle School	\$3,946,427	\$2,960,618	\$2,979,595	75.50%	100.64%
Gilbert Paterson	\$4,692,643	\$3,522,332	\$3,529,923	75.22%	100.22%
Senator Joyce Fairbairn Middle School	\$3,713,218	\$2,789,693	\$2,593,070	69.83%	92.95%
Elementary Schools:					
Senator Buchanan	\$2,118,872	\$1,590,408	\$1,597,514	75.39%	100.45%
Immanuel Christian Elementary School	\$1,687,176	\$1,266,066	\$1,238,101	73.38%	97.79%
Ecole Agnes Davidson	\$3,290,702	\$2,470,307	\$2,388,231	72.58%	96.68%
Fleetwood-Bawden	\$2,114,700	\$1,587,762	\$1,570,337	74.26%	98.90%
Galbraith	\$2,206,204	\$1,657,153	\$1,629,090	73.84%	98.31%
Lakeview	\$2,354,300	\$1,767,446	\$1,741,581	73.97%	
General Stewart	\$902,798	\$678,101	\$660,884	73.20%	97.46%
Westminster	\$1,420,649	\$1,066,285	\$1,046,861	73.69%	98.18%
Lethbridge Christian School	\$1,564,266	\$1,173,997	\$1,163,507	74.38%	
Coalbanks Elementary School	\$3,644,695	\$2,735,013	\$2,706,229	74.25%	98.95%
Nicholas Sheran	\$2,574,602	\$1,932,952	\$1,928,893	74.92%	99.79%
Park Meadows	\$2,219,540	\$1,665,732	\$1,662,210	74.89%	99.79%
Dr. Robert Plaxton	\$2,298,155	\$1,724,755	\$1,709,115	74.37%	%60.66
Mike Mountain Horse	\$3,460,999	\$2,597,156	\$2,526,581	73.00%	97.28%
Dr. Probe Elementary School	\$2,863,480	\$2,149,619	\$2,136,832	74.62%	99.41%
Total School Based Instruction Expenditures	\$74,303,311	\$55, 77 2,074	\$54,900,36 7	73.89%	98.44%

Division	
School	
thbridge	
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Schedule of School Generated Funds (SGF)

For the period ended May 31, 2024

	SGF Balances	Actual	Actual Results	SGF Balances	Change in SGF
		Revenues	Expenses	Asat	
SCHOOL	August 31st 2023	up to May 31st	up to May 31st	May 31, 2024	Increase (Decrease)
UPDATED BUDGET 2023-2043 (September 30th)	N/A	\$7,657,971	(\$7,657,971)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$170,115	\$524,604	(\$440,032)	\$254,687	\$84,572
Winston Churchill High School	\$265,358	\$314,504	(\$334,430)	\$245,432	(\$19,926)
Chinook High School	\$199,041	\$335,255	(\$287,791)	\$246,505	\$47,464
Victoria Park High School	\$463,357	\$87,725	(\$24,653)	\$526,429	\$63,072
Immanuel Christian Secondary School	\$109,870	\$98,471	(\$116,461)	\$91,880	(\$17,990)
Middle Schools:					
GS Lakie Middle School	\$315,552	\$318,171	(\$369,701)	\$264,022	(\$51,530)
Wilson Middle School	\$183,427	\$151,217	(\$115,781)	\$218,863	\$35,436
Gilbert Paterson	\$136,845	\$197,746	(\$96,754)	\$237,837	\$100,992
Senator Joyce Fairbairn Middle School	\$191,272	\$157,424	(\$71,295)	\$277,401	\$86,129
Elementary Schools:					
Senator Buchanan	\$38,075	\$18,981	(\$17,872)	\$39,184	\$1,109
Immanuel Christian Elementary School	\$23,216	\$8,014	(\$7,810)	\$23,420	\$204
Ecole Agnes Davidson	\$120,561	\$33,657	(\$24,694)	\$129,524	\$8,963
Fleetwood-Bawden	\$69,541	\$25,566	(\$15,667)	\$79,440	\$9,899
Galbraith	\$97,155	\$12,707	(\$8,107)	\$101,755	\$4,600
Lakeview	\$71,514	\$15,254	(\$8,748)	\$78,020	\$6,506
General Stewart	\$4,436	\$1,669	(\$1,932)	\$4,173	(\$263)
Westminster	\$66,965	\$43,760	(\$11,097)	\$99,628	\$32,663
Lethbridge Christian School	\$47,353	\$27,294	(\$32,829)	\$41,818	(\$5,535)
Coalbanks Elementary School	\$57,954	\$39,245	(\$8,816)	\$88,383	\$30,429
Nicholas Sheran	\$53,382	\$12,663	(\$19,473)	\$46,572	(\$6,810)
Park Meadows	\$35,576	\$36,080	(\$7,879)	\$63,777	\$28,201
Dr. Robert Plaxton	\$25,797	\$36,571	(\$23,358)	\$39,010	\$13,213
Mike Mountain Horse	\$58,557	\$19,512	(\$2'069)	\$73,000	\$14,443
Dr. Probe Elementary School	\$112,041	\$189,495	(\$86,276)	\$215,260	\$103,219
School Generated Funds	\$2,916,960	\$2,705,585	(\$2,136,525)	\$3,486,020	\$569,060
Total SGF investment accounts (GICs)	\$0	\$0		\$0	\$0
Total School Generated Funds	\$2,916,960	\$2,705,585	(\$2,136,525)	\$3,486,020	\$569,060



Lethbridge School Division Summary of Revenues Quarterly Reporting - May 31st, 2024

Financial Data as at June 6th

	Budget	Forecast	YTD	Variance	YTD %	Total Revenue Tachometer:
Government of Alberta	131,951,278	100,997,161	102,534,242	(1,537,081)	77.7%	
Federal & First Nations	388,944	849,610	663,115	186,495	170.5%	
Other School Authorities	40,000	40,000	45,000	(5,000)	112.5%	76.5% received
Fees	5,298,261	3,973,696	1,622,072	2,351,624	30.6%	
Other Sales & Services	989,150	1,068,548	1,632,866	(564,318)	165.1%	
Investment Income	590,031	442,523	575,177	(132,654)	97.5%	
Gifts & Donations	368,000	276,000	365,151	(89,151)	99.2%	
Rental of Facilities	20,304	18,333	18,333	(0)	90.3%	
Fundraising	2,160,000	1,620,000	1,085,087	534,913	50.2%	Year-to-date (YTD)
Gain on Disposal	0	0	0	0	0.0%	compared to budget
	141,805,968	109,285,871	108,541,044	744,827	76.5%	and forecast, including % of budget indicator
		77.1%				76 OF Budger Indicator
Government of Alberta		Ĩ			(





Lethbridge School Division Summary of Expenses Quarterly Reporting - May 31st, 2024

Financial Data as at June 6th

77.0% spent

Total Expense Tachometer:

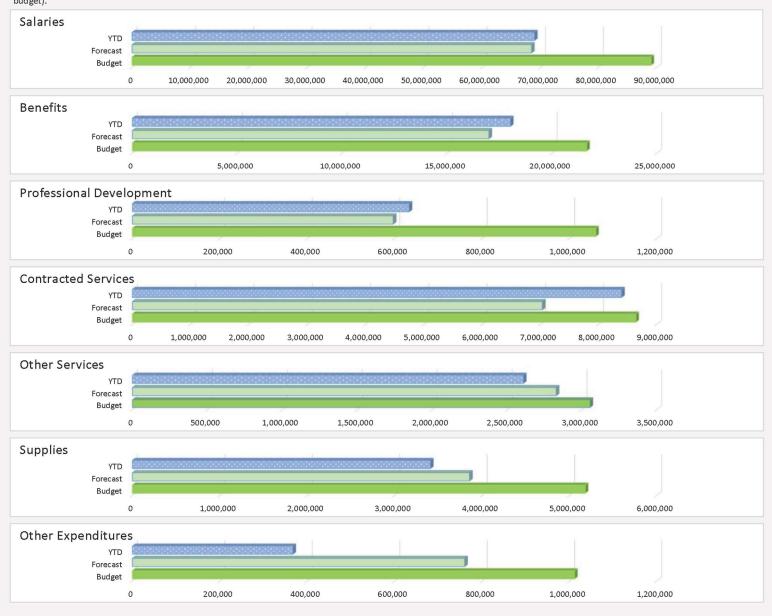
Year-to-date (YTD) compared to budget

and forecast, including

% of budget indicator

	Budget	Forecast	YTD	Variance	YTD %
Salaries	89,056,427	68,441,631	68,950,201	(508,570)	77.4%
Benefits	21,651,967	16,979,257	18,005,043	(1,025,786)	83.2%
Professional Development	1,059,987	596,268	632,726	(36,458)	59.7%
Contracted Services	8,640,319	7,030,102	8,394,681	(1,364,579)	97.2%
Other Services	3,052,682	2,826,684	2,606,963	219,721	85.4%
Supplies	5,179,010	3,853,319	3,406,659	446,660	65.8%
Other Expenditures	1,011,364	759,574	366,813	392,761	36.3%
Capital, Transfer & Projects	14,500,417	10,308,186	8,616,234	1,691,952	59.4%
	144,152,173	110,795,019	110,979,319	(184,300)	77.0%
		76.9%			

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



June 25th, 2024

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

RE: School Code Request for West Coulee Station Elementary School

Background

A School Code needs to be requested from Alberta Education for the Division's new K-5 Elementary School in Garry Station, named West Coulee Station Elementary School. A school code is used for all student information and financial reporting related to a school with Alberta Education.

Recommendation

It is recommended that Lethbridge School Division send a request, in writing, for a new School Code to Alberta Education Field Services for the opening of the new K-5 Elementary School in Garry Station, named West Coulee Station Elementary School, with the school opening in September 2025 for the 2025-2026 school year.

Respectfully submitted,

Christine Lee, Associate Superintendent, Business and Operations

June 25, 2024

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

RE: Bylaw No. 2024-01: A bylaw to establish electoral boundaries for trustee general election and authority for joint election

Background

In accordance with the Education Act, The Board of Trustees must pass a bylaw to establish electoral boundaries for trustee general elections. The required bylaw provides for the nomination and election of trustees by wards or electoral subdivisions, and it determines the boundaries of the wards or provides for the election of trustees by the general vote of the electors. A bylaw must be passed before December 31, 2024 in the year before an election year, and it does not apply to or affect the composition of the school board until the date of the general election.

Under the Education Act, the Minister does not approve the bylaw; however, school boards must provide a copy of the bylaw to the Minister before December 31, 2024.

A copy of the bylaw is attached. This bylaw affirms the election be for seven (7) trustees to be elected at large within the municipal boundaries of the City of Lethbridge in accordance with section 76 of the Education Act. The bylaw further authorized the Division to hold a joint election with the City of Lethbridge pursuant to Section 2 of the Local Authorities Election Act.

Recommendation

It is recommended that Bylaw No. 2024-01, A bylaw to establish electoral boundaries for trustee general election and authority for joint election be approved for first reading.

Respectfully submitted,

Christine Lee, Associate Superintendent, Business and Operations



BYLAW NO. 2024-01

BEING A BYLAW TO ESTABLISH ELECTORIAL BOUNDARIES FOR TRUSTEE GENERAL ELECTION and AUTHORITY FOR JOINT ELECTION

Pursuant to the provisions on the *Education Act, Statutes of Alberta, 2012* and *Local Authorities Election Act, Revised Statutes of Alberta 2000,* and the amendments thereto, the Board of Trustees of The Lethbridge School Division, in the Province of Alberta, enacts as follows:

- 1 In accordance with *section* 76 of the *Education Act*, The Board of Trustees of The Lethbridge School Division deem that the election of Seven (7) Trustee positions will be by general vote of the electors within the municipal boundaries of The City of Lethbridge.
- 2 In accordance with *Section 2* of the *Local Authorities Election Act*, the Board of Trustees authorizes entering into an agreement to hold a joint election in conjunction with the City of Lethbridge.
- 3 This bylaw shall come into force and effect upon the date of the passing of the third and final reading.

Read a first time this _____ day of _____, 2024.

Read a Second time this _____ day of _____, 2024.

Read a third time and finally passed this _____ day of _____, 2024.

Board Chair

Secretary-Treasurer

Date June 25, 2024

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: Superintendent Evaluation

Background

In accordance with Policy 301.3 Evaluation Process for the Superintendent, a summative evaluation shall normally be conducted during the first full school year of employment. As this is the first year with the Superintendent, the Board has engaged in the Superintendent Evaluation Process over the past few months.

Recommendation

It is recommended that the Board accept and approve the Superintendent Evaluation report as developed throughout the Superintendent Evaluation Process, as an accurate accounting of the Superintendent's performance for the period of September 1, 2023, to June 2024; and further that the Board authorize the Chair to sign the report on the Board's behalf.

Respectfully submitted,

Allison Purcell

June 25, 2024

To: Board of Trustees

From: Allison Purcell Board Chair

Re: Standing Committees

Background:

Board of Trustees Committee chairs are asked to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2024. The Standing Committees are as follows:

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

Annual reports and terms of reference reviews presented in September 2023 can be found on the website or requested through the Superintendent's office.

Recommendation:

It is recommended that the Board accept this as information.

Respectfully submitted, Allison Purcell

June 25, 2024

To: Board of Trustees

From: Allison Purcell Board Chair

Re: Retirement Congratulations Background

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

Name	Positions & Locations		
Shanda McKnight	Teacher: Senator Buchanan, Westminster, Gilbert Paterson, Galbraith,		
	Lakeview		
Tina Zolondek	Teacher: Gilbert Paterson, Ecole Agnes Davidson		
Ruth Reiter	Educational Assistant: G.S. Lakie, LCI, Dr. Probe, Senator Joyce Fairbairn		
Brenda	Teacher: Immanual Christian Secondary		
Nieuwenhuis			
Lou Bardics	Teacher: Park Meadows, LCI, Chinook		
Jacqui Peever	Teacher: Lakeview, Central Office, Nicholas Sheran Preschool, Nicholas		
	Sheran, Coalbanks		
David	Teacher: Allan Watson, Pitawani, Lethbridge Outreach, LCI, Chinook		
Wetterstrand			
Trish Syme	Assistant Principal: G.S. Lakie		
	Vice Principal: Victoria Park, LCI		
	Coordinator of Learning and International Education: Central		
	OfficeManager of International Studies: Central Office		
Bernadine Boulet	Teacher: Westminster, Dr. Probe		
Kae Mcfadzen	Teacher: Gilbert Paterson		
Christy Martens	Teacher: WCHS, Dr. Probe, Senator Joyce Fairbairn		
Bill Forster	Vice Principal: Chinook		
	Principal: Chinook		
Diane Shapcott	Teacher: LCI, Senator Buchanan		

Peggy Turner	Student Support: Park Meadows Christian Preschool, Lakeview, Discovery
	Nursery School
	Educational Assistant: Lakeview
Hilda Visser	Educational Assistant: Immanuel Christian Elementary, Immanuel Christian Secondary, Nicholas Sheran, Park Meadows
Angela Calvin	Learning Commons/Library Facilitator: Lethbridge Christian
Angie Mckenna	School Support: Gilbert Paterson, Galbraith, Lakeview, Mike Mountain
	Horse, Senator Buchanan
	Administrative Assistant: Senator Buchanan
Allison Overbeeke	Teacher: Lethbridge Christian
Delaine Taylor	Student Support: Nicholas Sheran, G.S. Lakie, General Stewart,
	GalbraithEducational Assistant: Fleetwood, General Stewart, Mike
	Mountain Horse
Shirley Fleming	Student Support: Discovery Nursery School, Mike Mountain Horse, Wilson,
	Galbraith
	Educational Assistant: Mike Mountain Horse
Wendy Parkhill	Student Support: Gilbert Paterson, Lethbridge Christian, Senator Buchanan
	Educational Assistant: Senator Buchanan
Shelley Lowe	Rehabilitation Assistant: Senator Buchanan
	Student Support: Senator Buchanan
	Educational Assistant: Senator Buchanan
Cindy Mead	Student Support: Westminster, Jumpstart, Senator Buchanan
	Educational Assistant: Senator Buchanan, Nicholas Sheran
Debbie Newman	Teacher: Senator Buchanan
Greg Paskuski	Teacher: Galbraith, LCI

Respectfully submitted,

Allison Purcell

June 25, 2024

To: Board of Trustees

From: Genny Steed Trustee

Re: Division School Council Meeting Report

Background

Genny Steed will provide a verbal report from the Division School Council on June 10th.

Recommendations

That the board accept this as information.

Respectfully submitted,

Genny Steed