

# Lethbridge School Division

## Board of Trustees Regular Meeting Agenda

March 25, 2025

12:00 p.m.

Board Room / Microsoft Teams



- |            |                                                                                                                                                                                      |                |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 12:00 p.m. | <b>1. Move to In-Camera</b>                                                                                                                                                          |                |
| 2:30 p.m.  | <b>2. Territorial Acknowledgement</b>                                                                                                                                                |                |
|            | <b>3. Consent Agenda</b>                                                                                                                                                             |                |
|            | 3.1 Division School Council                                                                                                                                                          | Enclosure 3.1  |
|            | 3.2 Facilities Committee                                                                                                                                                             | Enclosure 3.2  |
|            | <b>4. Approval of Agenda</b>                                                                                                                                                         |                |
| 2:35 p.m.  | <b>5. Approval of Minutes</b>                                                                                                                                                        |                |
|            | If there are no errors or omissions in the minutes of the Regular Meeting of February 25, 2025, it is recommended that the minutes be approved by the Board and signed by the Chair. |                |
| 2:40 p.m.  | <b>6. Business Arising from the Minutes</b>                                                                                                                                          |                |
| 2:45 p.m.  | <b>7. Associate Superintendent Reports</b>                                                                                                                                           |                |
|            | 7.1 Business and Operations                                                                                                                                                          | Enclosure 7.1  |
|            | 7.2 Instructional Services                                                                                                                                                           | Enclosure 7.2  |
|            | 7.3 Human Resources                                                                                                                                                                  | Enclosure 7.3  |
| 3:10 p.m.  | <b>8. Superintendents Report</b>                                                                                                                                                     |                |
|            | 8.1 Assurance Priorities Report                                                                                                                                                      | Enclosure 8.1  |
|            | 8.2 Acknowledgements of Excellence/Showcase                                                                                                                                          | Enclosure 8.2  |
|            | 8.3 Calendar of Events                                                                                                                                                               | Enclosure 8.3  |
|            | 8.4 Donations and Support                                                                                                                                                            | Enclosure 8.4  |
| 3:40 p.m.  | <b>9. Board Chair Report</b>                                                                                                                                                         |                |
|            | 9.1 Joint City School Boards Committee Update                                                                                                                                        | Enclosure 9.1  |
| 3:50 p.m.  | <b>10. Presentations</b>                                                                                                                                                             |                |
|            | 10.1 Edwin Parr Nominee (Hayley Bedard)                                                                                                                                              | Enclosure 10.1 |
|            | 10.2 LCI – Student Community Impact                                                                                                                                                  | Enclosure 10.2 |
|            | 10.3 Public Member Presentation (Meg Fester)                                                                                                                                         | Enclosure 10.3 |

- 4:30 p.m. **11. Action Items**
- 11.1 School Fees Enclosure 11.1
  - 11.2 2nd Quarter Financial Report Enclosure 11.2
  - 11.3 2026-2028 Capital Plan Enclosure 11.3
  - 11.4 School Council Conference Support Enclosure 11.4
  - 11.5 Transportation Eligible Distance Change Enclosure 11.5
  - 11.6 Trustee Code of Conduct 2nd Reading Enclosure 11.6
- 5:00 p.m. **12. Public Forum**
- 5:40 p.m. **13. Division Highlights**
- 14. Information Items**  
None
- 15. Correspondence Received**  
None.
- 5:50 p.m. **16. Correspondence Sent**
- 16.1 Letter of Response to Meg Fester Enclosure 16.1
- 6:00 p.m. **Adjournment**



**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Craig Whitehead, Trustee

**RE: Division School Council March 3, 2025**

**Background:**

Presentations by Christine Lee, Avice DeKolver and Mike Nightingale on budget 2025-2026.

Discussion on the changes for supporting parents who want to go to ASCA general meetings as passed by the Board of Trustees in February meeting.

Then were reports by the trustee, ATA, Administrator committee, Superintendent and committees. Corporal Bangle presentation update was given by Nicole Williams.

**Recommendation:**

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

Respectfully submitted,  
Craig Whitehead

**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Tyler Demers, Trustee

**RE: Facilities Committee Report**

**Background:**

Minutes from the March 10, 2025, are attached.

**Recommendation:**

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

Respectfully submitted,  
Tyler Demers



## Lethbridge School Division

Facilities Committee

### MINUTES

March 10<sup>th</sup>, 2025

#### **Committee Members:**

##### In Attendance:

Tyler Demers, Committee Chair

Allison Purcell, Trustee (via teams)

Christine Light, Trustee

Christine Lee, Associate Superintendent, Business and Operations

Daniel Heaton, Director of Facility Services

##### Regrets:

Doug Williamson, Coordinator, Maintenance

#### **1. 2025-2026 to 2027-2028 Capital Plan- Draft**

The committee discussed the Capital Plan and priorities in the Capital Plan and agreed to recommend to the Board of Trustees for approval at the March 25 board meeting.

#### **2. 2025-2026 Budget Announcement**

- a. **CMR Funding**- No information from Alberta Education as of meeting date
- b. **IMR Funding**- No information from Alberta Education as of meeting date
- c. **Modular Classrooms** requested for Chinook, Paterson and WCHS, Special project for MMH- No information on approval from Alberta Education as of meeting date.
- d. Other announcements related to capital- Planning funds announced for **new K-5 Elementary School in the south end of West Lethbridge**. Planning funds will provide opportunity to continue to work with City of Lethbridge on site location and site readiness activities.

#### **3. Project Updates**

##### **a. West Coulee Station Elementary School**

Project is progressing with anticipated occupancy on July 4, 2025.

##### **b. Galbraith Modernization Design**

Regular meetings have occurred during the preliminary design phase to develop concept for the modernization. The project will now move into schematic design where detailed designs are prepared.

**c. Victoria Park Upgrade**

The upgrade of Victoria Park will be moving into Phase 2 which will be the renovation of the third floor of the school which includes new ventilation and air conditioning.

**d. Other Projects that are in progress or will begin this year were discussed and included:**

**NORTHSIDE SCHOOLS**

**Park Meadows**

- Sidewalk removal
- Asphalt Hardscape Drainage Slope

**Senator Buchanan**

- Window Flashing at Learning Commons
- Cladding West Side Below Windowsill

**Westminster**

- Learning Commons Cabinets

**Galbraith**

- Battery Packs for Emergency Lighting

**Wilson**

- Ducting insulation repair and Painting
- Second Floor Duct Noise Repairs
- Concrete Rim Beam Restoration

**Winston Churchill**

- Welding Shop Project Support
- Cafeteria Ceiling

**SOUTHSIDE SCHOOLS**

**Ange Davidson**

- Gate at Playground

**Dr Robert Plaxton**

- Bike Racks - On City of Lethbridge but Parent Council Purchased

**Lakeview**

- Emergency Generator – Replace existing due to end-of-life expectancy

**Fleetwood**

- Sidewalk condition review

**Gilbert Paterson**

- North Wing Ventilation and Cooling
- Stair Lift at north Wing

**Lethbridge Collegiate Institute**

- Gymnasium Refinish – Last possible refinish end of life cycle now reached in 10 years.
- Stair Tread Replacement
- Lockdown Strobe Light
- Cooling Tower Replacement - Replace existing due to end-of-life expectancy.
- Band Room Light Fixture Replacement and ventilation issues.
- Auto Shop Lift Removal – School Request

**Victoria Park**

- Renovation Phase 2 - 3<sup>rd</sup> Floor Renovation – On going multiyear staged project.
- Lockdown strobe light in conjunction with Education Centre

**WESTSIDE SCHOOLS****Nicholas Sheran**

- Replacement of Emergency Generator - Replace existing due to end-of-life expectancy

**Dr Probe**

- Outdoor Education Space Fence and Sidewalk
- Outdoor Display Wall Installation

**Mike Mountain Horse**

- Modular Classroom Project – If approved for funding by Alberta Education. Project to remove end of life relocatable classrooms.

**Coalbanks**

- 2 New Modulares install (southeast end)

**GS Lakie**

- Beach Volleyball Pit – City of Lethbridge Joint Use Reviewing

**Senator Joyce Fairbairn**

- Jump Pit – City of Lethbridge installation progressing completion expected end of March.
- Water Line protection at Modulares

#### Chinook High School

- Repairs due to Sprinkler pipe break in February.
- West Wall Repair due to Car Accident – Report from Police Dealing with Insurance and repair cost estimates.

#### **4. Other Facility items**

- a) West Lethbridge School Sites- Working with City of Lethbridge on identifying suitable school sites for a new elementary and new high school in south end of West Lethbridge.

See the Three-Year Capital Plan documents on the Division's website.



## MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD February 25, 2025.

In Attendance:

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

Administrators: Mike Nightingale, Christine Lee, Robbie Charlebois, Morag Asquith

Via TEAMS: Tyler Demers, (Allison Purcell at start of the meeting)

Chair Christine Light called the meeting to order at 1:01 p.m.

1. Move to In-Camera

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

*Move to In-Camera  
7304/25*

**CARRIED UNANIMOUSLY**

Trustee Craig Whitehead moved to come out of the In-Camera meeting at 2:23 p.m.

*Reconvene Meeting*

Chair Christine Light recessed the meeting until 2:37 p.m.

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial  
Acknowledgement*

3. Consent Agenda

Committee Reports:

- 3.1 Policy Clinic
- 3.2 Board Budget Committee – moved to 13.4
- 3.3 Poverty Intervention Committee
- 3.4 Student Leadership Liaison Report
- 3.5 Community Engagement Committee
- 3.6 Spirit of 51 Committee
- 3.7 Joint City/School Boards Committee – moved to 13.3

*Consent Agenda*

Trustee Craig Whitehead requested item 3.2 Board Budget Committee to be moved to Information Item 13.4

Trustee Allison Purcell requested Item 3.7 Joint City/School Boards Committee to be moved to Information Items 13.3

As there were no objections, the Consent Agenda was adopted as amended.

4. Approval of Agenda

*Approval of Agenda  
7305/25*

Additions to the Agenda:

- Child Care Partnership was added to 11.6

Trustee Andrea Andreachuk moved:

“to approve the agenda, as amended.”

**CARRIED UNANIMOUSLY**

5. Approval of Minutes for January 28, 2025

*Approval of Minutes  
from January 28, 2025  
7306/25*

Trustee Kristina Larkin moved:

“The minutes of the regular meeting of January 28, 2025, be approved as amended and signed by the chair”

**CARRIED UNANIMOUSLY**

**Amendments**

- Corrected Allison Purcell’s first name in 12.4 Community Engagement Committee of the January 28, 2025, Regular Board Meeting Minutes

6. Business Arising from the Minutes - none

*Business Arising from  
the Minutes*

7. Associate Superintendent Reports

7.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate  
Superintendent  
Reports  
Business and  
Operations*

7.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

*Instructional Services*

7.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

*Human Resources*

8. Superintendents Report

8.1 Assurance Priorities Report

Assurance Priorities were included in the agenda.

*Superintendents  
Report  
Assurance Priorities  
Report*

8.2 Acknowledgement of Excellence

Acknowledgements of excellence and reports showcasing the accomplishments of Lakeview Elementary and Gilbert Paterson Middle School are included in the agenda.

*Acknowledgement of  
Excellence*



### 8.3 Calendar of Events

*Calendar of Events*

Calendar of Events was included in the agenda.

#### **Dates to be added:**

- March 10-14 – Substitute & Casual Appreciation Week
- March 10 – Facilities Committee Meeting
- March 10 – Poverty Intervention Meeting
- March 12 – Spirit of 51 Recognition
- March 18 – Working Conditions Meeting
- March 19 – ASBA Zone 6 Meeting
- March 20 - ATA New Teacher Induction

### 8.4 Donations and Support

*Donations and Support*

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

### 8.5 Assurance Strategic Planning

*Assurance Strategic Planning*

A memo outlining the Strategic Planning Session was included in the agenda package.

### 8.6 Town Hall

*Town Hall*

A memo outlining the Town Hall 2025 event has been included in the agenda package.

## 9. Board Chair Report- Memos were included in the agenda package

*Board Chair Reports*

### 9.1 Community Conversations

- Chair Christine Light shared the following dates for the next Community Conversations.

- Wednesday, March 19  
Time: 9-10:30 a.m.  
Location: LFGA Hut, 946 9 Ave S
- Wednesday, May 7  
Time: 7-8:30 p.m.  
Location TBD

### 9.2 ATA Local 41

- Chair Christine Light gave a verbal update.

## 10. Presentations - None

*Presentations*

## 11. Action items

### 11.1 Approval of International Trip- Chinook High School

Trustee Craig Whitehead moved:

“That the Chinook High School trip to Nashville, Tennessee in May of 2026 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**

*Action Items  
International Trip –  
Chinook High School  
7307/25*

### 11.2 High School Locally Developed Courses

Trustee Kristina Larkin moved:

“That the Board approve the locally developed course  
**LDC1911 Leather Technologies 15 for 3 & 5 credits until August 31, 2027**, in all Division high schools to enhance the program offerings to students for the years indicated.”

**CARRIED UNANIMOUSLY**

*High School Locally  
Developed Courses  
LDC1911 Leather  
Technologies 15  
7308/25*

Trustee Kristina Larkin moved:

“That the Board approve the locally developed course,  
**LDC1775 Religious Studies – Christian Studies 15 for 3 credits until August 31, 2027**, in all Division high schools to enhance the program offerings to students for the years indicated.”

**CARRIED UNANIMOUSLY**

*High School Locally  
Developed Courses  
LDC1775-Religious  
Studies 15  
7309/25*

### 11.3 Trustee Code of Conduct (1st Reading)

Trustee Christine Light moved:

“That the Board approve the Trustee Code of Conduct for the first reading as presented.”

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

**Against:** Genny Steed, Allison Purcell, Craig Whitehead

**CARRIED**

*Trustee Code of  
Conduct 1st Reading  
7310/25*

### 11.4 Policy 607.4 Responsible Use of Technology

Trustee Kristina Larkin moved:

“That the Board accept Policy 607.4 Responsible Use of Technology as amended.”

- Trustee Craig Whitehead made a friendly amendment to add ‘Trustees’ after parents/guardians under Regulations 1.

*Responsible Use of  
Technology  
7311/25*

- Trustee Allison Purcell made a friendly amendment to add, 'division property,' or 'during' before school activities in 1.7

**CARRIED UNANIMOUSLY**

**11.5 Policy 800.1 Signing Authority Policy**

Trustee Kristina Larkin moved:

"That the Board accept Policy 800.1 Signing Authority as presented."

*Policy 800.1 Signing  
Authority  
7312/25*

**CARRIED UNANIMOUSLY**

**14. Public Forum** - (was moved prior to 11.6 going back In-Camera)

*Public Forum*

Meg Fester presented on the importance of food security for students and proposed that the district focus on academic achievement while allowing community programs to meet food security needs.

(Trustee Kristina Larkin recused herself at 4:40 p.m. from the following motion due to conflict of interest)

**11.6 Child Care Partnership**

Trustee Andrea Andreachuk moved:

"Move that the board authorizes administration to seek approval from Alberta Education to include a childcare facility within the scope of the Galbraith Elementary School Modernization. Further, authorize the administration to sign a memorandum of agreement with the YMCA for the construction of a licensed childcare facility, contingent upon the YMCA receiving the Building Blocks Capital Grant for the project and committing to fund all additional construction costs in exchange for a long-term lease agreement with the school division."

*Child Care Partnership  
7313/25*

Trustee Genny Steed moved:

"To go In-Camera to discuss Child Care Partnership at 5:11 p.m. before motion is made."

*Moved back In-  
Camera 5:11 pm*

**For:** Christine Light, Andrea Andreachuk, Allison Purcell, Craig Whitehead, Genny Steed

**Against:** Tyler Demers

Trustee Craig Whitehead moved to move out of In-Camera at 5:46 p.m.

*Move out of In-  
Camera 5:46 p.m.*

Trustee Andrea Andreachuk rescinded previous motion to the following: (3:21 p.m. LiveStream)

*Rescinded motion*

Trustee Andrea Andreachuk moved:

*Child Care Partnership  
7313/25*

“That the Board authorize administration to provide support to the YMCA in the application of the Building Blocks Capital Grant for a childcare facility as part of the Galbraith Modernization. Should the funding be received, information will be brought to the Board for the next steps.”

**CARRIED**

## 12. Division Highlights

### **Allison-**

- Pleasure to attend Town Hall and have great conversations with parents, community & staff.
- Also attended Winston Churchills Welding Shop event, Colton has done amazing job reaching out to community and also attended High School Zones Curling, great to have a couple high school teams moving to provincials.

*Division Highlights*

### **Christine-**

- Popped over to Lakeview to see their family dance, fun to see gym filled with families and staff – good community
- Attended as a parent, Oliver Junior at Gilbert Paterson, kids did a phenomenal job and teacher, Tyler Leavitt did a great job with those students

### **Andrea-**

- Was lucky to read at World Read Aloud Day at Galbraith and Senator Buchanan,
- Attended council meeting at Wilson
- Attended Winston Churchill Welding Program groundbreaking with Southland. Great to see many sponsons graduates of Churchill and give back
- Loved being at Town Hall and got to see 2 of my kindergarten students who will graduate this year

### **Genny-**

- Highlight opportunity to meet with my kids’ teachers as a parent, attended schools open houses, appreciate all the work our teachers do for the opportunity for us to connect,

**Craig-**

- Attended public school boards, school council, attended a basketball game

**Kristina-**

- Enjoyed lots of visits to schools and school councils, enjoyed learning with parents the new report card modifications which parents are really excited about. Thanks to Jamie, CUPE rep Poverty Intervention Committee who got us on to Tim Horton's Smile Cookie Charity for this year, see us there in the spring.

**13. Information Items**

- 13.1 School Council Conference Support – A memo was included in the agenda package. Tyler Demers, proposed to amend the parameters to support a maximum of eight individuals to attend the conference with a maximum reimbursement of \$1150 per person, if more than 8 want to go, then funds are divided equally and ensure expenses for mileage and meals are based on the school division reimbursement policy. Plan to present to Division School Council at Monday's meeting to see if they have any concerns or issues.

*Information Items  
School Council  
Conference Support  
7314/25*

Extend the Meeting

Kristina Larkin moved to extend the meeting past 6:00 p.m.

*Extend the meeting*

**CARRIED UNANIMOUSLY**

- 13.2 PSBAA Meeting February 6 & 7 - A memo was included in the agenda package.

*PSBAA Meeting*

- Trustee Craig Whitehead would like to see other Trustees attend Public School PD.
- Craig Whitehead will email Trustees an activity, question, Revitalizing Public School System and levelling the playing field for Alberta public schools.  
Two things to look at:
  - What do people mean by choice?
  - Why do they want more choice?
- Valuable discussion to hold at Committee of the Whole

- 13.3 Joint City/School Boards Committee –

- Allison Purcell requested that school board advocacy items shared for the collective advocacy, items be included in the report.

*Joint City/School  
Boards Committee  
Public Forum*

- Items have been included in the agenda package.

#### 13.4 Board Budget Committee

- Craig Whitehead requested to add the dates when Christine talked to all Trustees during the budget period and mention that the findings will be presented at the Strategic Planning Committee.
  - Amended Board Budget Committee Report added to agenda package

*Board Budget  
Committee*

#### 14. Correspondence Received

None.

*Correspondence  
Received*

14.1 Public Forum Response was sent to Nicole Williams.

*Correspondence Sent*

#### 15. Correspondence Sent

15.1 Letter of Support for Joint City of Lethbridge & Lethbridge School Boards Committee. Copies of the letters are included in the agenda package.

*Letter of Support for  
Joint City/School  
Boards Committee*

Craig Whithead moved:

“To go back to In-Camera 6:08 p.m.”

*Move In-Camera*

**CARRIED UNANIMOUSLY**

Christine Lee left meeting at 6:30 p.m.

Trustee Craig Whitehead left meeting at 6:46 p.m.

Trustee Tyler Demers left at 7:41 p.m.

*Adjournment*

Moved out of In-Camera at 7:50 p.m.

#### 16. Adjournment

Chair Christine Light moved:

“To adjourn the meeting at 7:50 p.m.”

**CARRIED UNANIMOUSLY**

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Christine Light,  
Chair

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Christine Lee,  
Associate Superintendent  
Business and Operations

**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

**Re: Business and Operations Report**

**Background:**

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

**Recommendations:**

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

Respectfully submitted,  
Christine Lee

# REPORT

## BUSINESS AND OPERATIONS



Lethbridge School  
Division

# Three-Year Capital Plan

51



Year

**2025-2026 to 2027-2028**

## BREAKING NEWS

**Funding for  
Planning of West  
Lethbridge K-5  
School and Pre-  
Planning for LCI  
Modernization**

The Three-Year Capital Plan for 2025 to 2027 is set to be presented for approval at the March board meeting before being submitted to Alberta Education for review. This plan details capital requests for constructing new schools to accommodate enrollment growth, as well as modernizing existing schools to improve aging infrastructure, program functionality, accessibility, and manage enrollment pressure. You can find the complete plan document on the Division's website. According to Alberta's Budget 2025, a new K-5 elementary school in the southern part of West Lethbridge will receive planning funds to move forward with construction. A crucial aspect of this planning will involve collaborating with the City of Lethbridge on site selection and readiness activities. The Division will also receive \$50,000 for pre-planning funds for the modernization of LCI. This will allow the Division the opportunity to begin value scoping activities to determine options for the modernization of the school.



**ICE SCHOLARSHIP**

*Climbing to New Heights  
Innovation, Creativity, Entrepreneurship*

## ICE Showcase

March 27th

Winston Churchill High School

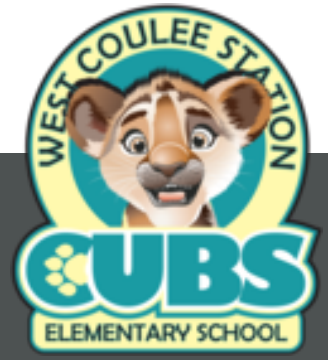
6:30 pm to 8:30 pm

Celebrate student innovation, creativity, and entrepreneurship.  
Student displays and video presentation  
Light refreshments and door prizes





# PROJECT UPDATE



## WEST COULEE STATION

The construction of West Coulee Station Elementary School is progressing smoothly, with an expected opening date in September 2025. Work is ongoing for the installation of interior finishes, including flooring and painting. The Division anticipates receiving official occupancy by July 4th. Preparations are already underway to clean and prepare the school for occupancy, which will involve waxing floors and arranging furniture and equipment. A collaborative effort will be crucial to meet the tight schedule for welcoming staff in August to prepare their classrooms.

The aerial photo to the right, captured by Mike Harris of Lethbridge Head Shots in February, showcases the front of the school, which is currently hoarded while exterior work is being completed.

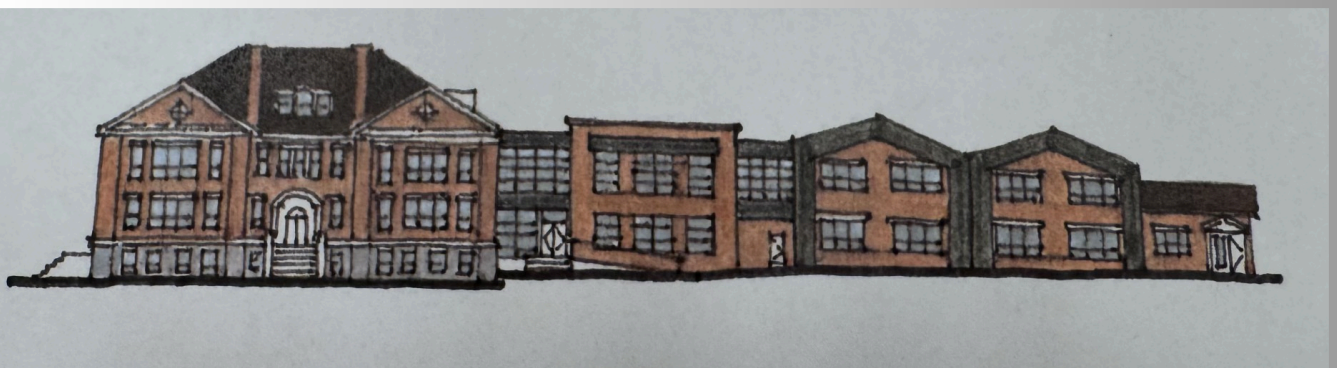


## GALBRAITH MODERNIZATION

After months of planning and initial design efforts, we have now completed the preliminary design phase and are progressing into the schematic design stage of the modernization project.

The Preliminary Design phase involves initial planning and conceptualization. This includes tasks such as site investigation studies, developing a functional layout for the school, and conducting site fit analyses. It acts as a preliminary sketch or outline of the project, concentrating on the scope, estimated costs, and scheduling. Seen in picture below is a preliminary concept sketch of the modernized school provided by OTA Architects.

The Schematic Design phase enhances the preliminary design. It consists of creating more detailed design documents, including drawings and initial specifications, while addressing design parameters and constraints. This phase ensures that programming requirements are fulfilled and that the intended student capacity aligns with the approved figures.



# FINANCE

The preparation for the 2025-2026 budget is currently underway. This phase involves several key activities: submitting enrollment projections to Alberta Education for Budget 2025 funding, developing initial cost estimates, and facilitating engagement sessions with the Board of Trustees and Administrators to identify budget priorities. A Town Hall meeting took place on February 4th, offering valuable insights to help shape the 2025-2026 budget. From February 7th to 26th, a survey was conducted to gather public input regarding the budget. The findings were shared with the Trustees and discussed during the Board's strategic planning session on March 5 and 6. The budgeting process gains momentum after the release of the 2025 Provincial Budget on February 27th, however the Division awaits detailed funding information from Alberta Education to thoroughly analyze the funding allocated to the Division. Meanwhile, the Instructional Budget Committee has begun meetings to discuss spending priorities.



## Budget Survey Results

See the Division's website for a complete summary of the Budget Survey.

Below is a summary response to prioritizing areas of importance:

**We asked:** Alberta Education has assurance domains that help guide Lethbridge School Division. Three of these priorities are: · Student Growth and Achievement · Teaching and Leading · Learning Supports Please drag and reorder the following spending areas in order of importance (1 being high / 7 being low) that you believe should be prioritized in the 2025-2026 instructional budget to improve educational outcomes based on the priorities above.

### Here is a summary of the responses:

Spending Area	% of Rank 1	% of Rank 2	% of Rank 3	% of Rank 4	% of Rank 5	% of Rank 6	% of Rank 7
<b>Class Size</b>	<b>58%</b>	26%	8%	4%	1%	2%	0%
<b>Complex Classrooms</b>	22%	<b>31%</b>	21%	13%	6%	6%	2%
<b>Student Wellness</b>	8%	18%	<b>30%</b>	27%	14%	3%	2%
<b>Early Learning</b>	4%	12%	21%	20%	<b>23%</b>	17%	3%
<b>Technology Supports</b>	4%	10%	13%	23%	<b>32%</b>	15%	3%
<b>Setting Aside Funds</b>	0%	1%	5%	10%	22%	<b>50%</b>	12%
<b>Other</b>	4%	2%	4%	3%	3%	6%	<b>78%</b>





# TECHNOLOGY

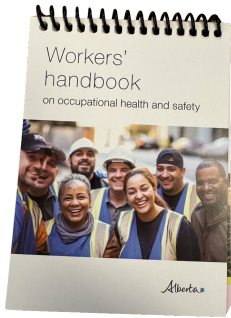


- The technology department is taking a proactive stance in tackling cyber activities, consistently gathering information about current threats and strategies to strengthen our network security. On February 5, 2025, a CyberAlberta Community of Interest meeting occurred, where various security topics were discussed. Furthermore, team members participated in the Hack Alberta hands-on workshop focusing on best practices for K-12 schools.
- Additionally, the department has been busy setting up and managing accounts for practicum students enrolled in the UofL PS2 program. The team is responsible for detailing the process of creating and overseeing these accounts within the division.
- The technology department has also been working closely with schools regarding their photocopying and printing requirements. With division photocopier leases set to expire at the end of the upcoming school year, discussions about school needs and copier placements are underway.
- Jesse Sadlowski once again provided strong support for the South West Regional Skills Competition. This exciting event allowed students to showcase the skills they have acquired in our schools through friendly competition.
- The technology department is collaborating with Learning Commons facilitators and the Curriculum Resource Center to investigate the acquisition of new library software primarily used for checking out books. Our current vendor has informed us of a significant increase in subscription costs over the next two years. Fortunately, an Alberta-based vendor offering similar services at a lower cost has been identified. The team is currently working with them to complete a privacy impact assessment to ensure compliance with our rigorous security standards.
- As seen in the photos below, on February 28, the IT department, with the support of teachers from Senator Joyce Fairburn and Chinook High School, hosted its first-ever drone workshop through the Alberta Professional Learning Consortium. Nineteen local teachers attended, many of whom successfully earned their Drone Pilot's certificate. The afternoon was dedicated to practicing test flights at the soccer center. A heartfelt thank you to everyone who contributed!





# OCCUPATIONAL HEALTH AND SAFETY



The Government of Alberta offers a valuable resource called The Workers' Handbook on Occupational Health and Safety. The Division has obtained enough copies of this free resource to distribute three to each building site.

As seen in the  
Division Dispatch

## Health and Safety Corner *Ladder safety*



The Division Workplace Health and Safety Committee convened for its quarterly meeting on March 11th, 2025. During the meeting, the Committee engaged in a Safety Suggestion Box activity where participants contributed ideas to enhance safety within the Division. Some of the suggestions included:

- Prompt reporting of hazards
- Immediate attention to maintenance repairs
- Avoiding standing on chairs to reach high areas safely
- Being vigilant for tripping hazards, especially on uneven sidewalks
- Maintaining awareness of one's surroundings
- Equipment recommendations: smaller scissor lifts, tractor covers, stair climbing dollies, and battery booster kits.



**CONGRATS!**

Congratulations to all the staff members honored at the Spirit of 51 Support Staff Recognition Event on Wednesday, March 12, 2025. Your dedication to assisting fellow staff and supporting our students is appreciated and acknowledged by your colleagues.

## MEETINGS AND EVENTS

- West Coulee Station Elementary School Construction meetings
- CUPE Mediation
- Board Committee of the Whole Meeting
- Leadership Team Meeting
- Leveled Principal Meetings
- Board Strategic Planning Meetings
- Galbraith Elementary School Modernization Design Meeting
- Administrator's Committee Meeting
- Urban School's Consortium Risk Management and Claims Committee
- Facilities Committee Meeting
- Division Workplace Health and Safety Committee Meeting
- Instructional Budget Committee Meetings
- Spirit of 51 Support Staff Recognition
- ASBOA Zone 4 Meeting (virtual)
- ATA Local #41 Working Conditions Meeting
- Senator Joyce Fairbairn production -
- ICE Scholarship Showcase Event, WCHS



**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: Instructional Services Report**

**Background:**

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

**Recommendations:**

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

Respectfully submitted,  
Morag Asquith



# Associate Superintendent Report

## Instructional Services

March 2025

### A note from Morag

It's Spring!!!!!! Staff evaluations are getting finalized, staffing and planning for next year starts (interviews) as we await more budget information from Alberta Education and work alongside the Instructional Budget Committee to determine allocations for the Fall!



### DIS Things on the Go

March	
4	Literacy K-6 Working Group
6	Numeracy K-6 Working Group
6 & 7	Board Assurance Planning Retreat
7	Growth & Development Training Grade 4 & 5
10	Poverty Intervention Committee Meeting (cancelled)
13	DIS Spring Breakfast
14	PPSA (Partnerships and Pathways in Southern Alberta) Meeting at Lethbridge Polytechnic
14	Instructional Budget Committee Meeting #1
14	CASA (Child and Adolescent Services Association) Provincial Meeting
19	South Zone- Wellness Leaders AHS- Comprehensive School Health
19	Counselling Case Consults (Elementary, Middle and High Schools)
19-21	CASS (Council of Alberta School Superintendents) Learning Conference- Edmonton
26	Indigenous Learning PL for Indigenous Teacher Reps
28	Regional Wellness Meeting
28	Writing Conventions Professional Learning
31	Community Wellbeing Executive Directors Meeting (City of Lethbridge)
April	
4	The Power of Patterns PL
4	Spanish Bilingual Interviews
7	Division School Council- Inclusive Ed Presentation
8	Counselling Case Consults (Elementary, Middle and High Schools)
21-25	Spring Break

# Associate Superintendent Report

## Instructional Services

March 2025

### Inclusive Education

Projection and staffing meetings are starting for the 2025-26 school year for education assistant allocations at schools. Rochelle (Inclusive Education), Carlie (Early Learning) and Rhonda (Director HR) all meet with each administrative team to discuss student programs and appropriate levels of support required within the Inclusive Education budget allocation. The candidates who were successful in their application to be a part of the Inclusive Education Parent Advisory have been notified. There will be five meetings throughout the 2025-26 school year (meetings will be held during the day). Each meeting will be booked for two hours at the Education Center.

After the IEPAP first meeting (in May) we will share the themes and potential outcomes at the following Board meeting. It is anticipated that there will be 2 parents from each division level (elementary, middle and high school), three school division administrators and at times the Coordinator of Inclusive Education, the Early Learning Coordinator and/or the Associate Superintendent will attend.

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### Early Learning Education

Our new Early Learning Coordinator, Carlie Ramatowski, has been getting her feet wet attending our Kindergarten evening we hosted on February 26<sup>th</sup>. KinderCare expression of interest is circulating out at Senator Buchanan and Nicholas Sheran elementary schools.



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### Counselling



Counselling has noticed a significant increase in needs at the elementary level due to an increase in behaviors and safety planning that requires a social/emotional lens when developing planning and programming. Protocol has come out of CTIP (Center for Trauma Informed Practice) that supports learning around neurodiversity and the ARTO (Assessment of Risk to Others) process.

# Associate Superintendent Report

## Instructional Services

March 2025

### Curriculum and Instruction

Erin Hurkett continues to work through the report card pilot project with those schools/teachers who have been demoing the new template. We are looking to schedule another parent meeting in April to meet with parents of students who have been receiving the new report card template.

All schools who did the mandatory government assessments in kindergarten are eligible for learning loss funding, like what we have experienced with our grade 1-3 students. The funding will be coming quite late, likely not until end of March, but once we have completed the questionnaire, funding will follow to support those learners who have been identified as needing additional supports/intervention in late March.

Collaborative Communities PL on March 17<sup>th</sup> hosted a myriad of different choices and topics. Some of the topics hosted were: EAL supports, financial literacy for educators, mindful tech, choral 101, play and its importance, urban gardening, developing civil discourse around contentious issues in schools.

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### Indigenous Education

On Tuesdays and Thursdays, the Indigenous Education Team has been working alongside our Middle Schools to provide a cultural, active (wellness) and leadership learning opportunity for students of Indigenous ancestry. Good Movement is a group that has been hired to work alongside our middle school staff and Indigenous Education to support this endeavor at the YMCA. So far, the feedback from students has been very positive and they enjoy the connection (relationships), the cultural opportunities and the activities that are planned. Each middle school cohort goes twice a month until May.



#### **Important Dates for Indigenous Education in the next few months:**

***Indigenous Graduation-*** at Winston Churchill High School-May 20<sup>th</sup>

***Indigenous Achievement Awards-*** at G.S. Lakie- May 29th

***Elementary Pow wow-*** at Dr. Probe- June 11th



# Associate Superintendent Report

## Instructional Services

March 2025

### Off Campus

Andrew Krul, Wayne Pallett and Sara Roncin attended a CASSIX Career Development and Planning PL in Palliser February 27, this was a group of career and work experience staff across Zone 6 (Westwind, Horizon, Holy Spirit, Lethbridge School Division, Livingston Range, Palliser).

The Work Experience Team is working with 5<sup>th</sup> on 5<sup>th</sup> to develop a summer trades program. They will be able to support 30 students and will run for the month of July starting on the 4<sup>th</sup> of July this opportunity will provide students with the opportunity to explore various opportunities that may interest them.



**Dual Credit Trades Students ~ Winter Semester**  
Photo credit: Cheryl Zumbach, SACI Program Coordinator

**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Robbie Charlebois  
Associate Superintendent, Human Resources

**Re: Human Resources Report**

**Background:**

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

**Recommendations:**

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

Respectfully submitted,  
Robbie Charlebois



**Associate Superintendent,  
Human Resources  
Report to the Board of Trustees  
March 25, 2025**



**Human Resources**

Our Human Resources department is a passionate and committed team dedicated to creating a workplace where staff feel valued, supported, and empowered to succeed. We play a vital role in shaping a positive and productive environment by leading recruitment, hiring, professional development, and employee relations. By providing the resources, guidance, and support our staff need, we enable them to focus on what matters most—delivering exceptional education and fostering student success.

*Updates: February 14, 2025 – March 18, 2025*

Onboarding

- Support Staff/Casual: 5
- Teacher/TOCS: 4

ATA

- Teacher contracts extended : 8
- Teacher hires: 10 (contracts to cover leaves)
- Total number of teachers on the sub list: 146

CUPE 290

- Caretakers : 1
- Casual Caretakers : N/A
- Labourer/Maintenance : N/A

CUPE 2843

- Educational Assistant Contracts : 4
- Learning Commons Facilitator : N/A
- Administrative Support : N/A
- Student Support Worker: N/A:
- Advanced Educational Support: N/A
- EA's added to the casual list: 2



### Non-Union

- Family School Liaison Counsellor : 1

### **Staff Training and Development**

- New Employee Orientation
  - o Offered February 13, March 5, March 6, 2025
- College of Alberta School Superintendents (CASS) Annual Learning Conference
  - o March 19-21, 2025 – Edmonton, Alberta
  - o Members of our Executive Council and Leadership Team were in attendance

### **Strategic Planning and Staffing**

- Recruitment
  - o Members of our Human Resources Team attended the Teamworks Career Fair on March 5, 2025
- West Coulee Station Elementary School
  - o Initial teacher staffing for West Coulee Station Elementary School has successfully been completed.
- 2025-2026 Staffing
  - o Teacher and Administrator staffing processes, timelines and communication for the 2025-2026 school year has been shared with all teachers and administrators.
  - o Support staffing processes and timelines will be communicated in March.
- ATA Working Conditions Committee
  - o A small sub-committee group met on February 12, 2025, to look at ways we can work together to support new teacher induction and mentorship programs in our division. The sub-committee group will meet again on March 31, 2025
  - o ATA Working Conditions Committee met on March 18, 2025.
- 2025-2026 Enrollment and Staffing
  - o Robbie met with all school administration teams in February to discuss projected enrollment and staffing scenarios for 2025-2026.





## Wellness

- Staff Recognition
  - **Spirit of 51 Support Staff Recognition Program:** On March 12, 2025, the annual Spirit of 51 event celebrated the outstanding contributions of non-teaching staff members within the Lethbridge School Division. An incredible 119 employees were recognized for consistently going above and beyond for their schools and our Division.
    - The Sandman Signature Lethbridge Lodge played host to the celebration, where nominated Division CUPE 2843, CUPE 290 and non-union employees were recognized for their dedication and impact.
  - **Years of Service:** The Division years of service program has invited all staff to opt-in by filling out an online form if they believe they are approaching a service milestone. Employee recognition for years of service takes place at each school site in June.
  - **Substitute Appreciation Week:** The Division celebrated our substitute teachers and support staff the week of March 10 – 14, 2025.
    - An email was sent to all substitutes thanking them for their work and dedication.
    - Goodie baskets and a thank you card were distributed to all schools in the front office for substitutes to enjoy at schools throughout the week.
    - There was a public posting across social media including a thank you video from Board Chair Christine Light.
    - Substitutes who worked 20 days or more this year received a small gift of appreciation (picked up in the Human Resources office at the Education Centre).
- Staff Wellness Monthly Newsletter
  - The March newsletter included information about healthy relationships, International Women's Day, Substitute Appreciation Week, Spirit of 51 Recognition event, an Online Safety presentation, and benefits reminders for ASEBP and GreenShield.
- Staff Wellness Administrator Advisory Committee
  - Meets on April 10, 2025
    - Providing feedback on a draft staff wellness strategic plan framework
- New Staff Orientation
  - Human Resources continues to conduct orientations for new employees, welcoming them to our School Division and familiarizing them with our systems. Most recently, sessions were held on February 13, March 5 and March 6 with a total of 13 newly hired employees in attendance.
- Employee and Family Assistance Program (EFAP)
  - On March 17, 2025, ASEBP announced that our EFAP platform has transitioned from Inkblot to **GreenShield+**
  - All employees received a welcome email that includes our organizational code which is required when you sign up.



# In the Spotlight

## Human Resources Team

Carrie Fahl, Division Administrative Assistant



Carrie plays a key role in supporting the CUPE 290 Caretaking and Maintenance employee group, assisting with various administrative functions such as ADW inquiries, absence entries and adjustments, job postings, contract administration, and scheduling. Beyond this, she is instrumental in coordinating the Division's employee recognition programs, including the *Spirit of 51* support staff recognition, *Friends of 51*, employee years of service recognition, the Division retirement banquet, and the *51-25 Club* banquet.

In addition to these responsibilities, Carrie provides broad support to the Human Resources team as needed and oversees additional programs, such as organizing the Division's annual First Aid training sessions.

Outside of work, Carrie enjoys spending time with her partner, Tyler, and their two golden retrievers, Moose and Rolly. She is an avid reader and audiobook listener, often enjoying her favorite books during drives to her hometown of Saskatoon, where she regularly visits family and friends.

**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Mike Nightingale  
Superintendent of Schools

Re: Assurance Priorities Report

**Background:**

The Education Centre Leadership Team is committed to keeping the Board informed regarding progress towards priorities identified in the Division Assurance Plan. An update will be provided in the form of a monthly report.

**Recommendation:**

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

Respectfully submitted,

Mike Nightingale  
Superintendent

## Assurance Priorities Report March 2025

<b>Domain: Governance</b>
<b>Priorities: Stakeholder Engagement, Advocacy for Education, Resource Allocation, Effective Policy</b>
<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Innovation Creativity and Entrepreneurship (ICE) Showcase event on March 27<sup>th</sup> at WCHS, 6:30 pm. Displays of student and division projects. Past scholarship recipients share their stories.</li> <li>• Human Resources attended the Teamworks Training Career Fair on March 5, 2025</li> </ul> <p><b>Advocacy for Education</b></p> <ul style="list-style-type: none"> <li>• 2025-2026 to 2027-2028 Three Year Capital Plan presented for approval at the March Board Meeting. This plan outlines the Division's priorities for new school and modernization requests to Alberta Education.</li> <li>• On March 11, 2025, Jesse Sadlowski, Director of Technology, participated in an online workshop on Cybersecurity Education in Alberta, providing feedback to the Government of Alberta Apprenticeship and Industry Training (AIT) on new designations for cybersecurity professionals. It was an excellent opportunity to examine some of the gaps within the industry and offer direct feedback to the AIT on what is needed regarding cybersecurity training.</li> </ul> <p><b>Resource Allocation</b></p> <ul style="list-style-type: none"> <li>• 2024-2025 Quarter 2 Financial Report prepared and will be presented by Avice DeKolver, Director of Finance at March Board Meeting</li> </ul>
<b>Domain: Student Growth and Achievement</b>
<b>Priorities: Foundational Learning, Diverse Learning Pathways, Effective Assessment, Indigenous Student Achievement</b>
<p><b>Foundational Learning</b></p> <ul style="list-style-type: none"> <li>• Michaela Demers, Curriculum Support Teacher, facilitated a session called "From Non-Standard to Standard" on March 7<sup>th</sup> for elementary math teachers. The focus of the session was developing spatial awareness through measurement by exploring traditional and non-traditional measurement techniques.</li> <li>• Jodie Babki, Curriculum Support Teacher facilitated an early literacy intervention PL on February 25<sup>th</sup> along with speech pathologists Robyn Henderson and Amanda Manning. Angie Smith from Nicholas Sheran also supported the learning session. The session focused on articulation, phonics development and reading instruction.</li> </ul> <p><b>Diverse Learning Pathways</b></p> <ul style="list-style-type: none"> <li>• On March 8, 2025, several of our students participated in the Southwest Regional Skills competition hosted by Career Transitions. Several students placed and received medals. We will also have students going to provincials.</li> <li>• This semester we have 42 students who are registered at Lethbridge Polytech doing Dual Credit for trades, non-trades and pre-employment.</li> </ul> <p><b>Effective Assessment</b></p> <ul style="list-style-type: none"> <li>• Elementary ELAL (English Language Arts &amp; Literature) and Math working groups met on March 4<sup>th</sup> and 6<sup>th</sup> to discuss the new report card and assessment practices to align with new curriculum.</li> </ul> <p><b>Indigenous Student Achievement</b></p> <ul style="list-style-type: none"> <li>• The Indigenous Education team is continuing to team with the contracted Get Moving group at the YMCA and our middle schools to provide learning opportunities that nurture Indigenous culture, wellness and relationships that target and support our Indigenous learners.</li> </ul>



## **Domain: Teaching and Leading**

**Priorities: Responding Effectively to Student Needs, Professional Growth, Communication and Collaboration**

### **Communication and Collaboration**

- On March 13 and 14, members of the Technology Team attended HACK Alberta. The event's highlight was learning about and understanding the dark web. We plan to potentially offer dark web training to our School Wellness teams soon to raise awareness about the concerns with students accessing the dark web. Additionally, Liam King from our department won the two-day capture the flag competition, which had over 40 participants. Liam worked late into the night to become the conference Ethical Hacker Champion.

### **Responding Effectively to Student Needs**

- Director of Inclusive Education, Rochelle Neville and Early Learning Coordinator, Carlie Ramotowski, are scheduled to start visiting with schools to discuss allocations and support in later March for the upcoming 2025-26 school year.
- Rebecca Adamson, Coordinator of Inclusive Education and Stacey Wichers, HR Manager, presented Parabytes training to a group of new education assistant candidates and will be presenting SIVA, March 20 and 21<sup>st</sup>

### **Professional Growth**

- Grade 4 Human Growth and Development training was held for teachers on March 7<sup>th</sup>. Facilitators were Jodie Babki, Curriculum Support Teacher and Carmen Carvalho, English as an Additional Language Support Teacher.
- On March 17, 2025, teachers from across the Division participated in collaborative communities. This professional learning model allows teacher to connect with other teachers to examine and work together in areas of professional focus.
- On February 26, 2025, twenty teachers from the Lethbridge School Division participated in a drone workshop hosted by the Division and the Southern Alberta Professional Development Consortium. Many of the participants received their Transport Canada Pilot Certificate. We hope to host the first drone flying competition with our students next year.

## **Domain: Learning Supports**

**Priorities: Safe and Caring Culture, Equitable Learning Opportunities, Active, Healthy Students, Truth and Reconciliation**

### **Safe and Caring Culture**

- On March 12, the annual Spirit of 51 event celebrated the outstanding contributions of non-teaching staff members within Lethbridge School Division. An incredible 119 nominations were received, to recognize employees who consistently go above and beyond for their schools and the Division. The Sandman Signature Lethbridge Lodge played host to the celebration, where nominated Division CUPE 2843, CUPE 290 and non-union employees were recognized for their dedication and impact. Each year, countless employees make a meaningful difference, and Spirit of 51 is a way for the Division to express its deep appreciation. Employees in attendance were honoured with a certificate featuring their nomination, a division pin and a cookie kit as a token of gratitude for their invaluable contributions!
- Human Resources continues to conduct orientations for new employees, welcoming them to our School Division and familiarizing them with our systems. Most recently, sessions were held on February 13, March 5, and March 6, with a total of 13 newly hired employees in attendance.

- Human Resources is continuing to organize the Division Service Award program to recognize staff that are approaching service milestones of 5 years or more. Service Recognition events show care for our staff in our end of the year celebrations.

#### **Equitable Learning Opportunities**

- Rochelle Neville, Director of Inclusive Education and Morag Asquith, Associate Superintendent of Instructional Services, will be following up this week with parents who will be part of the IEPAP (Inclusive Education Parent Advisory Panel). The first meeting will take place in May. There was a delay in notification to parents due to the staffing change over from Jackie Fletcher leaving the role in our division and Rochelle moving into this role.

#### **Active, Healthy Students**

- At our recent Health Champ Meeting it was shared that the Digital Wellness Day in May will likely be connected to the importance of sleep and its impact on the brain. Thank you to Cason Machacek, Digital Wellness Teacher and Sydnie Erlendson, Digital Wellness Support Worker for their promotion of this important event and information.
- Health Champs did an inventory of how nutritious food was being provided to students in schools- staff recognize that food offering should be barrier free and be targeted to students who require the food given the limited resources
- On Monday March 17<sup>th</sup>, there was a presentation on the topic of neurodiversity and sexual health for our wellness teams. This session was very well received and provided a lot of helpful information to our staff.

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

**Areas of Focus: Division Performance Measures, Successful Early Start for Students, Indigenous Education, Division Personal Mobile Device Guidelines, Reporting of Student Progress, Staff Wellness**

#### **Indigenous Education**

- March 26<sup>th</sup> Joel TailFeathers, Coordinator, Indigenous Education and the Indigenous Education team will be hosting a day long Professional Learning for teacher representatives at the Buffalo Jump.

#### **Staff Wellness**

- Staff Well-Being Newsletter was distributed to all staff on March 14, 2025
- Substitute Appreciation Week: The Division celebrated our substitute teachers and support staff the week of March 10 – 14, 2025.
  - An email was sent to all substitutes thanking them for their work and dedication.
  - Goodie baskets and a thank you card were distributed to all schools in the front office for substitutes to enjoy at schools throughout the week.
  - There was a public posting across social media including a thank you video from Board Chair Christine Light.
  - Substitutes who worked 20 days or more this year received a small gift of appreciation (picked up in the Human Resources office at the Education Centre).
- Employee and Family Assistance Program (EFAP)
  - On March 17, 2025, ASEBP announced that our EFAP platform has transitioned from Inkblot to GreenShield+
  - All employees received a welcome email that includes our organizational code which is required when you sign up.

## **MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Mike Nightingale  
Superintendent of Schools

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

### **Background:**

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

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

This year has been an exciting and enriching time for our school, filled with meaningful activities, community involvement, and academic growth. One of the standout events was our school-wide Tipi activity, held to honor National Day for Truth and Reconciliation. This initiative provided an important opportunity for reflection and understanding, fostering a sense of unity and respect among students and staff.

Our Mission and Vision process was another key focus, as we worked together to shape the future of our school, ensuring that every student's needs and aspirations are met. This process is helping to guide our path forward and strengthen our commitment to providing a supportive learning environment.

We also had a wonderful start to the year with our *Meet the Teacher BBQ*, where students and parents came together to kick off the school year in a fun and informal way. The school community spirit was further enhanced by our weekly *FISH Friday* events, which brought students together for fun, interactive community-building activities. The excitement continued with our *Haunted House* and *Speed Trick or Treating* event for Halloween, which were a hit with students.

Our school also saw impressive success in athletics. The Terry Fox Run at NS brought the community together for a good cause, and our volleyball and basketball teams showed strong performances. Notably, our girls' basketball team finished second in the city—a remarkable achievement.

In the arts, we had a year full of fine performances, including the Dance Show, Drama, Art & Guitar term-end performances, and Salsa in the Swamp, which showcased the talents of our students and provided a creative outlet for them to express themselves. Our Spanish program continues to grow, now in its third year, with the addition of Senor Friesen to the teaching team and the expansion to an additional grade level.

Our fundraising efforts were also notable this year, with the *Powercard Fundraiser* helping to purchase a new laptop cart, benefiting our students' learning experiences. Additionally, the *Live*

*Announcements* on YouTube, held twice a week, have been a fantastic way to highlight the stories from our school and our broader community.

**Galbraith Elementary School Showcase:**

The Galbraith Elementary community has been having a wonderful school year, and we are excited to share some highlights with you!

- Our school's professional inquiry this year is investigating how we can use school data to inform teaching and learning. Staff have been collaborating on purposeful planning, teaching, and assessment practices to support students in their growth.
- Our BOOST program is now in place, with approximately 65 students having access to targeted literacy supports this spring. We have seen considerable literacy growth in students who have accessed this program in the past and are very grateful to be able to offer it again.
- In February, we hosted a World Read Aloud Day celebration, with book character costumes, literacy activities throughout the day, and special celebrity readers joining classes including the Lethbridge Hurricanes, U of L Pronghorns, Mayor Blaine Hyggen, MLA Rob Miyashiro, Councilor Belinda Crowson, Deputy Chief of the Fire Department, Olympian Jim Steacy, local author Nichole Terry, and radio personalities.
- In April, we will host our Community Fair, which invites families to check out the awesome organizations which support people in Lethbridge, such as the Family Centre, My City Care, the Lethbridge Public Library, Building Brains Together, and many others. We were so grateful for the participation of these busy organizations who support our community!
- Other school events have included our annual Family Dance, monthly Family Fun Nights, and our Winter Celebration which invited families to celebrate the season with a variety of activities.

We hope you enjoy the rest of this school year. Thank you so much for your support!

**Senator Buchanan Elementary School Showcase:**

Thank-you for allowing us to share what is happening in our school.

We have had a very busy 2024-2025 school year at Senator Buchanan. We are a very caring, inclusive and diverse school community, supporting 289 students from Kindergarten through Grade 5. We are passionate about embracing differences and bringing awareness to wellness for our entire school community.

We feel so supported by Executive Council seeing the needs in our building. We are thankful for both Executive and the Board to support our diverse population and always hearing what we need to best support our community.

We stay connected to our community in many ways. We hosted our annual Welcome Back event, serving over 850 bowls on Kona Ice to our community as we welcomed back families into

the building. We tie this event to our AGM to encourage parent participation in our School Council. Our strength in community connection is evident throughout our building. We also have a very active Grade 4/5 Leadership Council who represent our student perspective in our school. They help with many tasks within the building including having a voice in budget setting, purchasing and setting priorities for the school year. They are also very active in-service learning and contribute to the community also spreading kindness and appreciation. Our Leadership student help to fundraise at events, such as Buchana's Night at the Hurricane's Game to continue to raise funds to support the physical well-being of our school community.

Our staff work collaborative in Grade Levelled Teams, meeting weekly for one hour to develop their further understandings in topics of their choice. They then engage in generative dialogue with administration and each other to further push curiosity and growth.

As a school, we continue our Character Education through the Circle of Courage. Our school awards and assemblies to support students in this program. Our assemblies are hosted by our Leadership Council. We have also tied our awards into a large art project outside our school, where each award becomes part of our medicine wheel around a tree. We also continue to add medicine wheels within our school, so the teachings become one with our school.

We are very proud of our universal breakfast, lunch and snack programs. We can serve our entire building now in approximately 15-30 minutes. We cannot express our gratitude for the community support and funding we receive for this important part of our school. We happily upgraded our fridges and freezers to commercial equipment which allows us to store more food for our school. The Roost and our serving window have evolved into a wonderful space to meet the nutritional needs of our students.

We are happy to share with you that we have received several grants already this year and have done lots of fundraising. We have received grants from RBC, President's Choice, and The Legacy Foundation to support our various projects in the school. We continue our partnerships with The City of Lethbridge, The Lethbridge Hurricanes, Zrim Masonry, Canterra Seeds, MyCity Care, Lakeview Bakery, Cobs Bread, EFree Church, Bridge Community Church and the Chinese Opera Society to support our students. We are excited to use these funds soon to further improve our school. We are looking forward to wrapping up our school year together as a community.

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

April	2	Policy Advisory Committee
	7	Division School Council
	7	Green Shirt Day
	15	Committee of the Whole
	18	Good Friday
	21-25	Easter/Spring Break
	29	Board Meeting

**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Mike Nightingale  
Superintendent of Schools

**Re: Donations and Support**

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

- Immanuel Christian Elementary School received the following donations to support their Grade 3 & 4 Mini BB Camp.
  - Alberta Ltd 100.00
  - Veritas Business Inc. 200.00
  - Amy & Gerrit Schooten 200.00
  - Michelle's Designs 200.00
  - KLP Trucking 1000.00
  - Stone Age Granite Inc 200.00
  - Nicole Koster 50.00
- Lakeview Elementary School received 3 donations from their parents, totalling \$350.00 in lieu of their popcorn fundraiser.

**Recommendation:**

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

Respectfully submitted,  
Mike Nightingale



**MEMORANDUM**

Date: March 25, 2025

To: Board of Trustees

From: Christine Light, Chair

**RE: Joint City of Lethbridge and Lethbridge School Boards Committee**

**Background**

The following items are provided as advocacy updates:

- Chair Christine Light, and Chair Carmen Mombourquette of Holy Spirit Catholic School Division, attended and addressed the Governance Standing Policy Committee on Thursday, February 27. At this meeting, the following motion was CARRIED:

BE IT RESOLVED THAT the Governance Standing Policy Committee recommends that City Council:

1. Continue with the Joint Committee of the City of Lethbridge and City School Boards as a key governance and collaboration mechanism until the November 3, 2025 Organizational Meeting of City Council; and
  2. Request that the committee investigate the feasibility of formalizing the Joint Committee as a Committee of Council, through the:
    - a. Development of a proposed mandate, and governance structure; and
    - b. Assessment of the potential costs and resource implications associated with formalization; and Report back to the Governance Standing Policy Committee with findings and recommendations for Council's consideration at the November 3, 2025 Organizational Meeting of City Council.
- The above motion was pulled out of the consent agenda at the March 11, 2025 Council Meeting and CARRIED in a 7-2 vote.
  - The next Joint City/School Boards Committee will be held on April 2 at St. Basil's Education Center

**Recommendation**

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

Respectfully submitted,  
Christine Light

**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Robbie Charlebois  
Associate Superintendent, Human Resources

**Re: Edwin Parr Nominee for Lethbridge School Division**

**Background:**

The Edwin Parr Teacher Award is an annual recognition presented by the Alberta School Boards Association (ASBA) to honour outstanding first-year teachers in the province of Alberta. Established in memory of Edwin Parr, a former school board trustee and president of the ASBA, the award highlights the dedication and excellence of new teachers who demonstrate exceptional instructional skills, leadership and commitment to student learning.

Each year, school divisions across Alberta nominate one exceptional first-year teacher who has shown significant promise in their profession. Finalists are then selected from six zones across the province, with one recipient chosen from each zone. The award not only recognizes individual achievement but also emphasizes the importance of mentorship and professional growth within the teaching community.

**Recommendation:**

It is recommended that the Board recognize and congratulate our 2024-2025 nominee Hayley Bedard. Hayley is currently teaching grade 1 at Nicholas Sheran Elementary School.

Respectfully submitted,

Robbie Charlebois  
Associate Superintendent of Human Resources

Lethbridge School Division is pleased to announce that Hayley Bedard from Nicholas Sheran Elementary School has been selected as the division's 2024-2025 nominee for the Edwin Parr Award for outstanding first-year teachers! Hayley Bedard, who is a familiar face at the school, as she completed her PS III practicum in Grade 5 at Nicholas Sheran, now teaches her own Grade 1 classroom. Bedard is a proud 2024 graduate of the University of Lethbridge, where she earned a Bachelor of Education in Indigenous Education. Her dedication and hard work were recognized with the prestigious William Aberhart Gold Medal in Education, awarded to the Faculty of Education student with the highest general proficiency during the final two years of the program. Her passion for supporting students has been evident throughout her educational journey. While pursuing her degree, she also worked as an Educational Assistant Substitute with the Lethbridge School Division.



“I am honoured to be nominated for this award, I feel incredibly fortunate for the opportunity to learn and grow alongside the staff and students at Nicholas Sheran Elementary School. As a first-year teacher, I am deeply grateful for the support and encouragement I’ve received from my incredible colleagues. It’s a privilege to represent my school and Division through this nomination.”

Hayley.Bedard@Grade.7.Teacher

“Our school community is excited to celebrate Hayley and all her accomplishments as a first-year teacher! Hayley embodies the qualities and characteristics of the Edwin Parr Award as she demonstrates excellence related to the Teaching Quality Standard. As a beginning teacher, Hayley is supported by her colleagues within our school, and yet she is also a trusted collaborator, mentor, and leader in her own right. The connections that

Hayley established from the moment she started her internship with us last year are meaningful, focused on growth, and driven by her passion for supporting her students. It is clear to all who meet Hayley that she holds relationships at the centre of her teaching philosophy; understanding her students deeply is what motivates her to create exceptional learning experiences for each of them. Hayley is a reflective leader of learning in her classroom, and she sets a high bar for herself no matter the challenge. We are beyond grateful to have Hayley in our school and our division, and we are excited to see what the future holds. Congratulations, Hayley!”

Aaron.Fitchett?Principal.- .Nicholas.Sheran.Elementary.School

“Nicholas Sheran is thrilled that Hayley Bedard, a dedicated and passionate educator who places students at the heart of everything she does, is Lethbridge School Division's nominee for the Edwin Parr award. By building strong, genuine relationships, she creates a supportive environment where meaningful and impactful learning takes place and not only ensures her students' success and growth but in ways which recognizes the unique learning needs of her students. Hayley is a reflective teacher who continually seeks growth, collaborates with colleagues, and contributes to the larger Nicholas Sheran community in ways which benefits staff, students, and families outside of her classroom. Hayley's excellence and commitment to inclusive, engaging instruction and the students in our school makes her a deserving nominee for the Edwin Parr Award. Congratulations Hayley!”

Steve.Woodcock?Vice.Principal.- .Nicholas.Sheran.Elementary.School

We are excited to have Hayley as part of our division and can't wait to see the positive impact she will make in her classroom and beyond. On behalf of Lethbridge School Division, congratulations to Hayley Bedard for being nominated as our 2024-2025 Edwin Parr nominee!

**MEMORANDUM**

Date: March 25, 2025

To: Board of Trustees

From: Christine Light, Chair

**RE: LCI Student Community Impact**

**Background:**

Earlier this year, LCI student, Cameron Boehme collapsed during a basketball practice at the school. Three LCI teachers, Ross Bekkering, Darren Majeran and Tysen Pushor, worked to stabilize Boehme before Lethbridge Fire and Emergency staff arrived at the school.

Boehme is now back at school, thanks to the combined efforts of LCI staff, the players on his basketball team and Lethbridge's first responders.

**Recommendations:**

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

Respectfully submitted,  
Christine Light

**MEMORANDUM**

Date: March 25, 2025

To: Board of Trustees

From: Christine Light, Chair

**RE: Public Member Presentation – Meg Fester**

**Background:**

Meg Fester will share verbally on food insecurity in Lethbridge and the nutritional needs of students.

**Recommendation:**

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

Respectfully submitted  
Christine Light

**MEMORANDUM**

Date: March 25, 2025

To: Board of Trustees

From: Christine Lee,  
Associate Superintendent Business Affairs

**Re: 2025-2026 School Fees**

**Background:**

In accordance with policy 802.2, the 2025-2026 proposed school fees have been provided for review. Director of Finance, Avice DeKolver will be in attendance to respond to any questions Trustees may have.

**Recommendation:**

It is recommended that the Board approve the 2025-2026 school fees as presented.

Respectfully submitted,  
Christine Lee



# School Fees

## 2025-2026 Operating Budget

Each year, in accordance with the School Fees Regulation under the Education Act, School Boards must establish a school fee schedule listing each school fee that might be charged.

Under the School Fees Regulations, School Boards shall not charge any instructional fees for textbooks, workbooks or photocopying, printing, or paper supplies.

The following fees are charged by Lethbridge School Division for the 2025/2026 school year:  
(Not Included on the following listings)

### **Foreign Student Fees**

Fees charged to students who are not Canadian citizens, and are attending Lethbridge School Division. They do not meet the conditions of a funded student as per Alberta Education. The **Foreign Student Fee will be charged \$11,500 per full-time equivalent (FTE)**. There is no change to the Foreign Student Fee from 2025-2026.

### **Early Education Fees**

Fees charged to students who are attending one of the Early Education Programs (Pre-school) in our Division who are not eligible for funding under the Program Unit Grant will be charged a fee of **\$200 per month for 10 months**. These Early Education Fees were updated and approved in March 2021.

### **Kindercare Program Fees**

The Division is offering a Kindercare pilot program at two Division schools (Nicholas Sheran Elementary School and Senator Buchanan Elementary School). The program fee is **\$275 per month for 10 months**.

### **Other Optional Instructional and Programming Fees**

Under the School Fee Regulations, school jurisdictions may charge optional and programming fees to enhance the student's educational experience. These fees must be communicated to parents and this has been done so at the Parent Council's for each school through their administrators. Once approved, they will also be posted on the Division's website, and each school site distributes to their families.

Continuing for the 2025-2026 school year, each school was asked for complete their proposed student fees listing and submit to the Director of Finance. Within the listing was "likelihood" rating (ranging from very likely to very unlikely) and the potential number of students participating. These estimates help determine the budgeted fees for the 2025-2026 school year.

A summary of the other optional instructional fees provided by each school are included in the following pages.

**Lethbridge Collegiate Institute**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trip	Activity Fees	\$500	\$550
2	Art Individual Project Fee	Fees for Optional Courses	\$500	\$550
3	Dance Arts Academy	Fees for Optional Courses	\$375	\$375
4	Art 10/20/30/35	Fees for Optional Courses	\$100	\$100
5	Art 9	Fees for Optional Courses	\$75	\$100
6	Artisan Art / Woodworking	Fees for Optional Courses	\$150	\$150
7	Automotive 9/10/20/30	Fees for Optional Courses	\$100	\$100
8	Band 10/20/30	Fees for Optional Courses	\$175	\$200
9	Band 9	Fees for Optional Courses	\$150	\$150
10	Band - Guitar Option	Fees for Optional Courses	\$50	\$50
11	Band - Jazz Band	Fees for Optional Courses	\$200	\$200
12	Band (Instrument Rental Fee)	Fees for Optional Courses	\$100	\$100
13	Choir Rock and Pop Music	Fees for Optional Courses	\$50	\$50
14	Choir Chamber Choir & Singers	Fees for Optional Courses	\$35	\$35
15	Choir 9/10/20/30	Fees for Optional Courses	\$150	\$150
16	Dance Option 9 / 15/25/35	Fees for Optional Courses	\$50	\$50
17	Drama Advanced Acting 15/25/35	Fees for Optional Courses	\$45	\$45
18	Drama - Musical Theatre 15/25/35	Fees for Optional Courses	\$40	\$40
19	Outdoor Education	Fees for Optional Courses	\$75	\$75
20	Fashion 9	Fees for Optional Courses	\$50	\$55
21	Fashion 10/20/30	Fees for Optional Courses	\$50	\$55
22	Foods 10/20/30	Fees for Optional Courses	\$100	\$110
23	Foods 9	Fees for Optional Courses	\$75	\$80
24	Industrial Education / Construction Shop 10/20/30	Fees for Optional Courses	\$100	\$110
25	Industrial Education / Construction Shop 9	Fees for Optional Courses	\$75	\$80
26	Physical Education 10	Fees for Optional Courses	\$50	\$50
27	Physical Education 20/30	Fees for Optional Courses	\$175	\$175
28	Phys Ed 9	Fees for Optional Courses	\$20	\$20
29	Sport Performance - Fitness & Performance	Fees for Optional Courses	\$50	\$40
30	Sports Performance/Fitness 9	Fees for Optional Courses	\$30	\$30
31	Sports Medicine	Fees for Optional Courses	\$75	\$75
32	Yoga 10/20/30	Fees for Optional Courses	\$30	\$30
33	Yoga 9	Fees for Optional Courses	\$30	\$30
34	Welding	Fees for Optional Courses	\$200	\$200
35	Welding Individual Project	Fees for Optional Courses	\$500	\$500
36	Lost Library Book Fee	Other Supplies and Services	\$100	\$100
37	Lost Textbook Fee	Other Supplies and Services	\$200	\$200
38	Yearbook	Other Supplies and Services	\$50	\$50
39	Study Key	Other Fees to Enhance Education	\$35	\$35
40	Bus Pass Upgrade	Other Supplies and Services	\$15	\$15
41	Astronomy 15	Fees for Optional Courses	\$10	\$15
42	Astronomy 25	Fees for Optional Courses	\$10	\$20
43	Design Studies 10/20/30 / 3D Printing	Fees for Optional Courses	\$0	\$20
44	Multimedia	Fees for Optional Courses	\$30	\$30
45	Computer Science	Fees for Optional Courses	\$50	\$50
46	Trades Program	Fees for Optional Courses	\$0	\$200

**Lethbridge Collegiate Institute**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Drama - Shed the Mask Trip	Extracurricular Fees	\$70	\$75
2	Band/Jazz Band Mini Retreat	Extracurricular Fees	\$50	\$55
3	Badminton Grade 9	Extracurricular Fees	\$200	\$200
4	Badminton Grade 10 - 12	Extracurricular Fees	\$200	\$200
5	Baseball	Extracurricular Fees	\$250	\$250
6	Basketball Grade 9	Extracurricular Fees	\$500	\$500
7	Basketball JV	Extracurricular Fees	\$750	\$750
8	Basketball Senior	Extracurricular Fees	\$1,000	\$1,000
9	Cross Country	Extracurricular Fees	\$200	\$200
10	Curling	Extracurricular Fees	\$200	\$210
11	Football	Extracurricular Fees	\$900	\$900
12	Spring Football	Extracurricular Fees	\$150	\$150
13	Golf	Extracurricular Fees	\$200	\$200
14	Provincial Fee	Extracurricular Fees	\$350	\$350
15	Rugby	Extracurricular Fees	\$600	\$600
16	Softball	Extracurricular Fees	\$250	\$250
17	Track Field Grade 9	Extracurricular Fees	\$200	\$200
18	Track Field Grade 10-12	Extracurricular Fees	\$200	\$200
19	Volleyball Grade 9	Extracurricular Fees	\$400	\$400
20	Volleyball JV	Extracurricular Fees	\$650	\$650
21	Volleyball Senior	Extracurricular Fees	\$1,000	\$1,000
22	Wrestling	Extracurricular Fees	\$600	\$600
23	Graduation Convocation	Non-curricular Goods and Services	\$125	\$125
24	Graduation Grand March / Dance	Non-curricular Goods and Services	\$75	\$75
25	LCI Student Fee	Non-curricular Goods and Services	\$75	\$80
26	Football Trip	Extracurricular Fees	\$3,000	\$3,500
27	Athletics Travel Club	Non-Curricular Travel	\$250	\$300
28	Band Grade 9 Red Deer Festival	Extracurricular Fees	\$350	\$375
29	Band Grade 9 SABC Retreat	Extracurricular Fees	\$200	\$225
30	Band Travel Trip	Non-Curricular Travel	\$3,000	\$3,500
31	Choir Chamber Retreat	Extracurricular Fees	\$100	\$120
32	Choir Singers Retreat	Extracurricular Fees	\$100	\$120
33	Choir Travel Trip	Non-Curricular Travel	\$3,000	\$3,500
34	Dance Tour Trip	Non-Curricular Travel	\$3,000	\$3,500
35	Drama - Musical Theatre Trip	Non-Curricular Travel	\$250	\$275
36	Drama One Act Festival Provincial Trip	Extracurricular Fees	\$600	\$650

**Winston Churchill High School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Art - Grades 10-12	Fees for Optional Courses	\$30	\$30
2	Art - Grade 9	Fees for Optional Courses	\$10	\$10
3	Band (instrument rental only)	Fees for Optional Courses	\$102	\$102
4	CTS Construction Technology 10-20-30	Fees for Optional Courses	\$55	\$55
5	CTS Construction Technology Grade 9	Fees for Optional Courses	\$25	\$25
6	CTS Fashion Studies 10-20-30	Fees for Optional Courses	\$35	\$35
7	CTS Fashion Studies Gr. 9	Fees for Optional Courses	\$10	\$10
8	CTS Computer Science 10-20-30	Fees for Optional Courses	\$30	\$30
9	CTS Multimedia 10-20-30	Fees for Optional Courses	\$30	\$30
10	Food Studies - 10-20-30	Fees for Optional Courses	\$55	\$55
11	Food Studies - Grade 9	Fees for Optional Courses	\$25	\$25
12	Musical Theatre	Fees for Optional Courses	\$60	\$60
13	Physical Education 20-30	Fees for Optional Courses	\$65	\$65
14	Sports Performance	Fees for Optional Courses	\$35	\$35
15	Tae Kwon Do	Fees for Optional Courses	\$35	\$35
16	Outdoor Ed	Fees for Optional Courses	\$35	\$35
17	Field Trip - Theatre Calgary	Activity Fees	\$55	\$55
18	Damages - Property or Equipment	Other Supplies and Services	\$500	\$500
19	Lost or damaged library book	Other Supplies and Services	\$200	\$200
20	Yearbook	Other Supplies and Services	\$50	\$50
21	Shop Projects	Fees for Optional Courses	\$500	\$500
22	International Student Diploma Exam fee/per exam	Other Fees to Enhance Education	\$50	\$50
23	IB Program Course Fee	Other Fees to Enhance Education	\$100	\$100
24	IB Program Exam Fee	Other Fees to Enhance Education	\$200	\$200
25	Hunters Education Course (Outdoor Ed)	Fees for Optional Courses	\$38	\$40
26	Pleasure Craft Operators Course (Outdoor Ed)	Fees for Optional Courses	\$35	\$35
27	Sports Medicine	Fees for Optional Courses	\$35	\$35

**Winston Churchill High School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Germany Exchange Tour	Non-Curricular Travel	\$3,060	\$3,060
2	Football Trip	Non-Curricular Travel	\$1,050	\$1,050
3	Out of Canada Tour	Non-Curricular Travel	\$5,100	\$5,100
4	Badminton	Extracurricular Fees	\$160	\$160
5	Basketball - Boys - Grade 9	Extracurricular Fees	\$275	\$275
6	Basketball - Boys - JV	Extracurricular Fees	\$350	\$350
7	Basketball - Boys SV	Extracurricular Fees	\$400	\$400
8	Basketball - Girls Grade 9	Extracurricular Fees	\$275	\$275
9	Basketball - Girls JV	Extracurricular Fees	\$350	\$350
10	Basketball - Girls SV	Extracurricular Fees	\$400	\$400
11	Cross Country	Extracurricular Fees	\$160	\$160
12	Curling	Extracurricular Fees	\$200	\$200
13	Football	Extracurricular Fees	\$550	\$550
14	Golf	Extracurricular Fees	\$200	\$200
15	Rugby - Boys	Extracurricular Fees	\$350	\$350
16	Rugby - Girls JV	Extracurricular Fees	\$300	\$300
17	Rugby - Girls SV	Extracurricular Fees	\$350	\$350
18	Track & Field	Extracurricular Fees	\$160	\$160
19	Volleyball - Boys Grade 9	Extracurricular Fees	\$275	\$275
20	Volleyball - Boys JV	Extracurricular Fees	\$325	\$325
21	Volleyball - Boys SV	Extracurricular Fees	\$400	\$400
22	Volleyball - Girls Grade 9	Extracurricular Fees	\$275	\$275
23	Volleyball - Girls JV	Extracurricular Fees	\$325	\$325
24	Volleyball - Girls SV	Extracurricular Fees	\$400	\$400
25	Spirit pack	Extracurricular Fees	\$75	\$75
26	Provincial One Act Drama Festival	Extracurricular Fees	\$350	\$350
27	Provincial Music Festival	Extracurricular Fees	\$150	\$150
28	Student Fee: Event Admission	Non-curricular Goods and Services	\$15	\$15
29	Student Fee: Co-Curricular Support (Student Council)	Non-curricular Goods and Services	\$20	\$20
30	Student Fee: Graduation	Non-curricular Goods and Services	\$5	\$5
31	Student Fee: Student ID	Non-curricular Goods and Services	\$5	\$5
32	Student Fee: Locks and Locker Rental	Non-curricular Goods and Services	\$5	\$5
33	Graduation	Non-curricular Goods and Services	\$125	\$125
34	Sports Team Provincial Tournament Travel	Extracurricular Fees	\$200	\$200
35	Alberta Travel	Non-Curricular Travel	\$500	\$500
36	Canadian Travel	Non-Curricular Travel	\$2,000	\$2,000
37	International Travel	Non-Curricular Travel	\$3,000	\$5,000
38	Robotics Club	Extracurricular Fees	\$310	\$310

**GS Lakie Middle School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Co-Curricular - School Activity Fee	Other Supplies and Services	\$20	\$20
2	Animal Care 101	Fees for Optional Courses	\$15	\$15
3	Babysitting Class	Fees for Optional Courses	\$22	\$22
4	Band - Headstart Clinic Grade 6	Fees for Optional Courses	\$27	\$27
5	Band / Instrumental Festival Travel and Performance	Activity Fees	\$300	\$300
6	Band - Instrument Cleaning, Music Folder, Music Book	Activity Fees	\$0	\$50
7	Band Instrument Rental Fee (Grade 6,7,8)	Fees for Optional Courses	\$100	\$100
8	Choral (Music/Shirt)	Fees for Optional Courses	\$0	\$30
9	Cosmetology Yoga and Wellness	Fees for Optional Courses	\$25	\$25
10	Design (Grade 6,7,8)	Fees for Optional Courses	\$30	\$30
11	Dance Performance	Fees for Optional Courses	\$50	\$55
12	Food (Grade 6,7,8)	Fees for Optional Courses	\$37	\$37
13	Innovative Design (Grade 6,7,8)	Fees for Optional Courses	\$30	\$30
14	Outdoor Adventures Grade 6	Fees for Optional Courses	\$45	\$45
15	Outdoor Adventures Grades 7 & 8	Fees for Optional Courses	\$100	\$100
16	Exploring Creativity	Fees for Optional Courses	\$13	\$13
17	Cardboard Boat Races	Fees for Optional Courses	\$10	\$10
18	Creative Collaborations (Grades 6,7,8)	Fees for Optional Courses	\$20	\$20
19	Modern Music Academy	Fees for Optional Courses	\$0	\$100
20	Performing Arts	Fees for Optional Courses	\$40	\$40
21	Shop (Grade 6,7,8)	Fees for Optional Courses	\$27	\$27
22	Sewing (Grade 6,7,8)	Fees for Optional Courses	\$25	\$25
23	Sports Enrichment	Fees for Optional Courses	\$30	\$30
24	Strength and Conditioning	Fees for Optional Courses	\$40	\$40
25	Yearbook Class	Fees for Optional Courses	\$10	\$10
26	Field Trip for local productions	Activity Fees	\$15	\$15
27	Grade 6 Field Trips to Movies	Activity Fees	\$17	\$18
28	Grade 6 Curricular Field Trips	Activity Fees	\$35	\$35
29	Grade 6 End of Term Field Trip	Activity Fees	\$35	\$35
30	Grade 7 Corn Maze	Activity Fees	\$15	\$16
31	Grade 7 Frank Slide	Activity Fees	\$35	\$35
32	Grade 7 End of the Term Field Trip	Activity Fees	\$35	\$35
33	Grade 7 Curricular Field Trips	Activity Fees	\$30	\$30
34	Grade 8 Curricular Field Trips	Activity Fees	\$35	\$35
35	Yearbook	Other Supplies and Services	\$35	\$35
36	Lost / Broken Locks	Other Supplies and Services	-	\$12

**GS Lakie Middle School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Basketball Rep Boys/Girls	Extracurricular Fees	\$200	\$200
2	Basketball Rep Tournament Fee	Extracurricular Fees	\$130	\$130
3	Basketball Rep Accomodations	Extracurricular Fees	\$90	\$90
4	Basketball D Club Boys / Girls	Extracurricular Fees	\$180	\$180
5	Basketball D Club Boys / Girls Tournament Fee	Extracurricular Fees	\$85	\$85
6	Badminton Boys/Girls	Extracurricular Fees	\$45	\$45
7	Badminton Tournament Fee with Zones (Gr. 7 & 8)	Extracurricular Fees	\$21	\$21
8	Badminton Tournament Fee with NO Zones (Gr. 6)	Extracurricular Fees	\$21	\$21
9	Cross Country (Cities)	Extracurricular Fees	\$15	\$10
10	Cross Country (Zones)	Extracurricular Fees	\$0	\$25
11	Track and Field Base Fee	Extracurricular Fees	\$28	\$28
12	Volleyball Rep Base Fee	Extracurricular Fees	\$200	\$200
13	Volleyball Rep Tournament Fee	Extracurricular Fees	\$130	\$130
14	Volleyball Tournament Accomondations	Extracurricular Fees	\$90	\$90
15	Volleyball D-Club Base Fee	Extracurricular Fees	\$150	\$150
16	Volleyball D-Club Tournament Fee	Extracurricular Fees	\$100	\$100
17	Production Performance Fees	Extracurricular Fees	\$45	\$45
18	Production Back Stage Fees	Extracurricular Fees	\$29	\$29
19	YQL Movement Company Club	Extracurricular Fees	\$60	\$60
20	Performing Arts Field Trip in Province	Extracurricular Fees	\$300	\$300
21	Dance/Drama Trip in Province	Non-Curricular Travel	\$760	\$760
22	Marine Biology Vancouver Trip	Non-Curricular Travel	\$2,000	\$2,000
23	Travel Club	Non-Curricular Travel	\$2,500	\$2,500
24	Grade 6 Yearend Travel Activity	Non-Curricular Travel	\$15	\$15
25	Grade 7 Yearend Travel Activity	Non-Curricular Travel	\$17	\$17
26	Grade 8 Trip to Calaway Park	Non-Curricular Travel	\$60	\$60
27	Longboarding Club	Extracurricular Fees	\$25	\$25
28	Chess Club	Extracurricular Fees	\$10	\$10



**Wilson Middle School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	3D Design and Printing	Fees for Optional Courses	\$10	\$12
2	Art Extension	Fees for Optional Courses	\$10	\$20
3	Art Sculpture	Fees for Optional Courses	\$10	\$20
4	Art	Fees for Optional Courses	\$5	\$20
5	Babysitting	Fees for Optional Courses	\$20	\$20
6	Baking Basics	Fees for Optional Courses	\$30	\$30
7	Band Option Fee	Fees for Optional Courses	\$50	\$50
8	Band 6 - Clinic	Fees for Optional Courses	\$40	\$40
9	Band 6 - Band Book Fee	Fees for Optional Courses	\$20	\$20
10	Band 6 Retreat	Activity Fees	\$40	\$20
11	Band 7/8 - Materials Fee	Fees for Optional Courses	\$20	\$20
12	Grade 7 Band Trip	Activity Fees	\$500	\$300
13	Grade 8 Band Trip	Activity Fees	\$500	\$500
14	Band Instrument Cleaning Fee	Fees for Optional Courses	\$150	\$150
15	Band Instrument Rental Fee	Fees for Optional Courses	\$100	\$100
16	CO2 Cars	Fees for Optional Courses	\$10	\$10
17	Cosmetology	Fees for Optional Courses	\$20	\$20
18	Creative Pursuits	Fees for Optional Courses	\$0	\$5
19	Cultural Exploration	Fees for Optional Courses	\$0	\$15
20	Culture and Cuisine	Fees for Optional Courses	\$30	\$30
21	Drama	Fees for Optional Courses	\$0	\$20
22	E-Sports	Fees for Optional Courses	\$10	\$10
23	Foods Studies	Fees for Optional Courses	\$30	\$40
24	Gardening	Fees for Optional Courses	\$10	\$10
25	Golf Exploratory	Fees for Optional Courses	\$20	\$20
26	Guitar	Fees for Optional Courses	\$10	\$15
27	Handbells Course	Fees for Optional Courses	\$15	\$15
28	Hockey Development	Fees for Optional Courses	\$10	\$20
29	Library (lost or damage books)	Other Supplies and Services	\$80	\$80
30	Outdoor Ed/Outdoor Pursuits	Fees for Optional Courses	\$30	\$40
31	Painting	Fees for Optional Courses	\$10	\$20
32	Racquet Sports	Fees for Optional Courses	\$0	\$5
33	School Curricular Field Trips	Activity Fees	\$40	\$40
34	Science Experiments	Fees for Optional Courses	\$5	\$5
35	Sewing	Fees for Optional Courses	\$5	\$30
36	Shop	Fees for Optional Courses	\$30	\$30
37	Shop Enrichment Option	Fees for Optional Courses	\$20	\$20
38	Watercolour Painting	Fees for Optional Courses	\$10	\$20
39	Yearbook	Other Supplies and Services	\$40	\$50

**Wilson Middle School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Activity Fee (Library/Locks/Outdoor Equipment/T-Shirt)	Non-curricular Goods and Services	\$30	\$30
2	Badminton	Extracurricular Fees	\$60	\$75
3	Club Teams (Volleyball/Basketball/Badminton/Track/Cross Country)	Extracurricular Fees	\$40	\$40
4	Dungeons and Dragons Club	Extracurricular Fees	\$0	\$5
5	Grade 5 Spring Basketball	Extracurricular Fees	\$20	\$20
6	Pit Orchestra	Extracurricular Fees	\$55	\$55
7	Production Performance Fees	Extracurricular Fees	\$80	\$100
8	Science Club	Extracurricular Fees	\$0	\$30
9	Ski Trip	Non-Curricular Travel	\$150	\$200
10	Sports Teams Junior Varsity (Volleyball/Basketball)	Extracurricular Fees	\$200	\$200
11	Sports Teams Senior Varsity (Volleyball/Basketball)	Extracurricular Fees	\$300	\$300
12	Swim Club	Extracurricular Fees	\$80	\$80

**Gilbert Paterson Middle School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	3D Printing	Fees for Optional Courses	\$15	\$15
2	Archery	Fees for Optional Courses	\$31	\$31
3	Art	Fees for Optional Courses	\$25	\$25
4	Babysitting / First Aid	Fees for Optional Courses	\$21	\$21
5	Band 6/7/8 Method Book	Fees for Optional Courses	\$16	\$25
6	Band 6 - Beginner Clinic	Fees for Optional Courses	\$45	\$45
7	Band 6 Retreat (day trip)	Fees for Optional Courses	\$40	\$100
8	Band 7 Retreat (day trip)	Fees for Optional Courses	\$85	\$100
9	Band 7 Overnight Festival	Activity Fees	\$200	\$200
10	Band 8 Trip to Banff	Activity Fees	\$435	\$450
11	Band 8 Provincials	Activity Fees	\$125	\$125
12	Band 6/7/8 Instrument Rental	Fees for Optional Courses	\$100	\$75
13	Band 6/7/8 Instrument Cleaning	Fees for Optional Courses	\$67	\$78
14	Beginner Guitar	Fees for Optional Courses	\$20	\$20
15	Choir 6/7/8	Fees for Optional Courses	\$50	\$50
16	Code Makers	Fees for Optional Courses	\$11	\$11
17	Computer	Fees for Optional Courses	\$10	\$10
18	Construction	Fees for Optional Courses	\$36	\$36
19	Cosmetology	Fees for Optional Courses	\$21	\$21
20	Digital Arts	Fees for Optional Courses	\$10	\$10
21	Drama	Fees for Optional Courses	\$15	\$15
22	Fitness Class	Fees for Optional Courses	\$15	\$15
23	Food Studies	Fees for Optional Courses	\$30	\$30
24	Handbells Course	Fees for Optional Courses	\$26	\$26
25	Outdoor Education	Fees for Optional Courses	\$17	\$17
26	Scrapbooking	Fees for Optional Courses	\$27	\$27
27	Grade 6 Field Trip	Activity Fees	\$60	\$60
28	E-sports *NEW	Fees for Optional Courses	-	\$15
29	Band 6/7/8 Option Fee*NEW	Fees for Optional Courses	-	\$30
30	Musical Theatre/Production Arts	Fees for Optional Courses	\$75	\$75
31	Soccer	Fees for Optional Courses	\$60	\$60
32	Student Activity Fee (lock, agendas)	Activity Fees	\$30	\$30
33	Sewing	Fees for Optional Courses	-	\$20

**Gilbert Paterson Middle School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Badminton	Extracurricular Fees	\$60	\$70
2	Basketball Development Team	Extracurricular Fees	\$125	\$125
3	Basketball Rep Team	Extracurricular Fees	\$225	\$225
4	Basketball Rep/Dev Team Player Gear	Extracurricular Fees	\$75	\$105
5	Cross Country Grade 6	Extracurricular Fees	\$15	\$15
6	Cross Country Grade 7/8	Extracurricular Fees	\$20	\$20
7	Volleyball Rep Team	Extracurricular Fees	\$205	\$205
8	Volleyball Development Team	Extracurricular Fees	\$105	\$105
9	Volleyball Rep/Dev Team Player Gear	Extracurricular Fees	\$60	\$105
10	E-Sports Team	Extracurricular Fees	\$0	\$100
11	Rock Band	Extracurricular Fees	\$60	\$60
12	Select Choir	Extracurricular Fees	\$90	\$90
13	Voyage Quebec (French Immersion)	Non-Curricular Travel	\$3,000	\$3,000
14	Grade 8 Farewell Trip	Non-Curricular Travel	\$60	\$75
15	Choir 8 ChoralFest (Calgary)	Activity Fees	\$75	\$75
16	Choir 8 ChoralNorth (Edmonton)	Non-Curricular Travel	\$475	\$500
17	Choir 8 Provincials	Non-Curricular Travel	\$125	\$150

**Chinook High School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trips Less than 150km	Activity Fees	\$ 110	\$110
2	Field Trips Between 150 and 350 km	Activity Fees	\$ 300	\$300
3	Field Trips Greater than 350 km	Activity Fees	\$ 500	\$500
4	Leadership Conference	Activity Fees	\$ 65	\$65
5	Lost Library Book fee	Other Supplies and Services	\$ 220	\$220
6	Lost Textbook fee	Other Supplies and Services	\$ 220	\$220
7	Art 10/20/30	Fees for Optional Courses	\$ 35	\$35
8	Art 9	Fees for Optional Courses	\$ 30	\$30
9	Band 9/10/20/30	Fees for Optional Courses	\$ 30	\$30
10	Computers 9	Fees for Optional Courses	\$ 10	\$10
11	Construction Technology 10/20/30	Fees for Optional Courses	\$ 55	\$55
12	Construction Technology 9	Fees for Optional Courses	\$ 30	\$30
13	Digital Media 10/20/30	Fees for Optional Courses	\$ 20	\$20
14	Fashion Studies 10/20/30	Fees for Optional Courses	\$ 40	\$40
15	Fashion Studies 9	Fees for Optional Courses	\$ 40	\$40
16	Food Studies 10/20/30	Fees for Optional Courses	\$ 45	\$45
17	Food Studies 9	Fees for Optional Courses	\$ 35	\$35
18	French 10/20/30	Fees for Optional Courses	\$ 20	\$20
19	Guitar 9/10/20/30	Fees for Optional Courses	\$ 25	\$25
20	Italian 10/20/30	Fees for Optional Courses	\$ 20	\$20
21	Photography 10/20/30	Fees for Optional Courses	\$ 20	\$20
22	Photography 9	Fees for Optional Courses	\$ 10	\$10
23	Physical Education 20/30	Fees for Optional Courses	\$ 85	\$85
24	Rock & Pop 9/15/25/35	Fees for Optional Courses	\$ 45	\$45
25	Spanish 10/20/30	Fees for Optional Courses	\$ 20	\$20
26	Sports Performance 10/20/30	Fees for Optional Courses	\$ 30	\$30
27	Technical Theatre 15/25/35	Fees for Optional Courses	\$ 25	\$25
28	Modern Languages 9	Fees for Optional Courses	\$ 20	\$20
29	Leadership Class	Fees for Optional Courses	\$ 10	\$10
30	Outdoor Education 10/20/30	Fees for Optional Courses	\$ 30	\$30
31	Outdoor Education 9	Fees for Optional Courses	\$ 20	\$20
32	Forensic Science 9	Fees for Optional Courses	\$ 10	\$10
33	Computer Science 10	Fees for Optional Courses	\$ 20	\$20
34	Computer Science 20/30	Fees for Optional Courses	\$ 20	\$20
35	Open Design & Entrepreneurship	Fees for Optional Courses	\$ 40	\$40
36	Dance	Fees for Optional Courses	\$ -	\$20

**Chinook High School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Badminton Grade 10-12	Extracurricular Fees	\$230	\$250
2	Badminton Grade 9	Extracurricular Fees	\$65	\$75
3	Baseball	Extracurricular Fees	\$350	\$375
4	Basketball - Grade 9	Extracurricular Fees	\$350	\$375
5	Basketball - JV	Extracurricular Fees	\$400	\$500
6	Basketball - SV	Extracurricular Fees	\$625	\$700
7	Cross Country	Extracurricular Fees	\$95	\$115
8	Curling	Extracurricular Fees	\$200	\$225
9	Football	Extracurricular Fees	\$600	\$625
10	Sports Teams Tournament Travel less than 150Km	Extracurricular Fees	\$110	\$125
11	Sports Teams Tournament Travel between 150 & 350 Km	Extracurricular Fees	\$210	\$225
12	Sports Teams Tournament Travel greater than 350 Km	Extracurricular Fees	\$350	\$375
13	Rugby	Extracurricular Fees	\$400	\$425
14	Slo-Pitch	Extracurricular Fees	\$210	\$235
15	Track and Field Grade 10-12	Extracurricular Fees	\$60	\$75
16	Track and Field Grade 9	Extracurricular Fees	\$20	\$35
17	Volleyball Grade 9	Extracurricular Fees	\$250	\$275
18	Volleyball JV	Extracurricular Fees	\$325	\$400
19	Volleyball SV	Extracurricular Fees	\$700	\$700
20	Volleyball Spring Camp	Extracurricular Fees	\$60	\$60
21	Convocation	Non-curricular Goods and Services	\$60	\$60
22	Drama Festival	Extracurricular Fees	\$300	\$300
23	Music Festival	Extracurricular Fees	\$495	\$495
24	Ski Trip	Non-Curricular Travel	\$200	\$200
25	Activity Fee	Non-curricular Goods and Services	\$20	\$20
26	Locker Rental	Non-curricular Goods and Services	\$5	\$5
27	Textbook Rental	Non-curricular Goods and Services	\$5	\$5
28	Student ID	Non-curricular Goods and Services	\$5	\$5
29	Sports Teams Provincials	Extracurricular Fees	\$220	\$220
30	Basketball Spring Camp	Extracurricular Fees	\$50	\$50
31	Spring Golf League	Extracurricular Fees	\$100	\$100
32	Golf	Extracurricular Fees	\$275	\$300

**Victoria Park High School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Work Experience / RAP	Fees for Optional Courses	\$25	\$25
2	Stepping Away	Fees for Optional Courses	\$75	\$75
3	Overage Student Fee	Fees for Optional Courses	\$100	\$100
4	Summer School Course Package Fee	Fees for Optional Courses	\$100	\$100
5	Summer School Textbook Deposit	Other Supplies and Services	\$50	\$50
6	Summer School Overage Student Fee	Fees for Optional Courses	\$100	\$100
7	Summer School Calm/PE Only Fee	Fees for Optional Courses	\$50	\$50
8	Summer School HCS 3000 Only Fee	Fees for Optional Courses	\$25	\$25
9	Summer School Calm/PE/HCS Combined Fee	Fees for Optional Courses	\$75	\$75
10	Orange Shirt Day T-Shirt	Other Supplies and Services	\$10	\$10



**Victoria Park High School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Student ID Card	Non-curricular Goods and Services	\$5	\$5
2	Locker Rental	Non-curricular Goods and Services	\$5	\$5
3	Textbook Deposit Fee	Non-curricular Goods and Services	\$100	\$100
4	Nutrition and wellness	Non-curricular Goods and Services	\$20	\$20
5	Grad Photos	Non-curricular Goods and Services	\$10	\$10
6	Grad Banquet	Non-curricular Goods and Services	\$18	\$18
7	Grade Fee	Non-curricular Goods and Services	\$20	\$20
8	Grad Hoodie	Non-curricular Goods and Services	\$40	\$40

**Immanuel Christian Secondary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Grade 6 Option Fee	Fees for Optional Courses	\$50	\$50
2	Grade 7 Option Fee	Fees for Optional Courses	\$50	\$50
3	Grade 8 Option Fee	Fees for Optional Courses	\$50	\$50
4	CTS Mechanic 10	Fees for Optional Courses	\$40	\$40
5	CTS Mechanic 20	Fees for Optional Courses	\$55	\$55
6	CTS Introductory Wood Technology	Fees for Optional Courses	\$60	\$60
7	CTS Advanced Wood Technology	Fees for Optional Courses	\$70	\$70
8	CTS Outdoor Education	Fees for Optional Courses	\$30	\$30
9	CTS Foods and Fashion	Fees for Optional Courses	\$50	\$70
10	CTS Cosmetology	Fees for Optional Courses	\$30	\$30
11	CTS Digital Communications	Fees for Optional Courses	\$20	\$30
12	Fine Arts: Art	Fees for Optional Courses	\$40	\$40
13	Fine Arts: Choral Music	Fees for Optional Courses	\$20	\$20
14	Fine Arts: Instrumental Music	Fees for Optional Courses	\$20	\$20
15	Physical Education 20/30	Fees for Optional Courses	\$50	\$80

**Immanuel Christian Secondary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	MS Student Activity Fee	Non-curricular Goods and Services	\$30	\$30
2	SH Student Activity Fee	Non-curricular Goods and Services	\$30	\$30
3	SH Boys Provincial Volleyball Tournament	Extracurricular Fees	\$200	\$300
4	SH Girls Provincial Volleyball Tournament	Extracurricular Fees	\$150	\$300
5	SH Boys Provincial Basketball Tournament	Extracurricular Fees	\$250	\$300
6	SH Girls Provincial Basketball Tournament	Extracurricular Fees	\$200	\$300
7	SH Provincial Track and Field Meet	Extracurricular Fees	\$50	\$50
8	SH Provincial Golf Tournament	Extracurricular Fees	\$200	\$300
9	Senior High Band - Spring Musicale (Three Hills)	Extracurricular Fees	\$130	\$180
10	Senior High Choir - Spring Musicale (Three Hills)	Extracurricular Fees	\$130	\$180
11	Grade 6 Volleyball Team Fee	Extracurricular Fees	\$30	\$30
12	Grade 7 Volleyball Team Fee	Extracurricular Fees	\$75	\$75
13	Grade 8 Volleyball Team Fee	Extracurricular Fees	\$150	\$150
14	Grade 9 Volleyball Team Fee	Extracurricular Fees	\$175	\$175
15	Senior High JV Volleyball Team Fee	Extracurricular Fees	\$300	\$350
16	Senior High SV Volleyball Team Fee	Extracurricular Fees	\$400	\$500
17	Grade 6 Basketball Team Fee	Extracurricular Fees	\$30	\$30
18	Grade 7 Basketball Team Fee	Extracurricular Fees	\$75	\$75
19	Grade 8 Basketball Team Fee	Extracurricular Fees	\$150	\$150
20	Grade 9 Basketball Team Fee	Extracurricular Fees	\$175	\$175
21	Senior High JV Basketball Team Fee	Extracurricular Fees	\$300	\$350
22	Senior High SV Basketball Team Fee	Extracurricular Fees	\$400	\$500
23	Senior High Golf	Extracurricular Fees	\$100	\$100
24	Senior High Track and Field	Extracurricular Fees	\$100	\$100
25	Student ID - Lifetouch	Non-curricular Goods and Services	\$1	\$1
26	Graduation Fee	Non-curricular Goods and Services	\$65	\$150
27	Travel Club - International	Non-Curricular Travel	\$0	\$5,000
28	Grade 12 Grad Trip	Non-Curricular Travel	\$400	\$400
29	Ski Trip (Lift, Rentals, Lessons, Transportation)	Non-Curricular Travel	\$139	\$139
30	Ski Trip (Lift, Rentals, Transportation)	Non-Curricular Travel	\$108	\$108
31	Ski Trip (Lift, Transportation)	Non-Curricular Travel	\$70	\$70

**Senator Buchanan Elementary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trips within Lethbridge	Activity Fees	\$5	\$10
2	Field Trips outside Lethbridge	Activity Fees	\$15	\$20
3	Recorders	Other Supplies and Services	\$10	\$15
4	Library - lost or damaged book	Other Supplies and Services	\$40	\$45

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**Senator Buchanan Elementary School**

			24-25 Actual Fee Cost	25-26 Estimated Fee Cost
	Fee Description	Fee Category		
1	Agenda	Non-curricular Goods and Services	\$25	\$30

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**Immanuel Christian Elementary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Father's Night Activity (Kindergarten)	Activity Fees	\$10	\$10
2	Field Trips (Outside of Lethbridge)	Activity Fees	\$8	\$8
3	Kindergarten Supplies	Other Supplies and Services	\$10	\$10
4	Recorders	Other Supplies and Services	\$5	\$5
5	Grade 5 Year-end Field Trip	Activity Fees	\$15	\$15
6	Grade 3 Devil's Coulee Field Trip	Activity Fees	\$10	\$10

**Ecole Agnes Davidson**

			24-25 Actual Fee	25-26 Estimated
Fee Description		Fee Category	Cost	Fee Cost
1	Field Trips (within Lethbridge)	Activity Fees	-	\$60
2	Field Trips (outside Lethbridge, less than 100km)	Activity Fees	-	\$20
3	Field Trips (outside Lethbridge, greater than 100km)	Activity Fees	-	\$30
4	Library - lost or damaged books	Other Supplies and Services	\$40	\$40
5	School Supplies	Other Supplies and Services	\$100	\$100
6	Lunch on the go	Other Supplies and Services	\$10	\$135



**Ecole Agnes Davidson**

			24-25 Actual Fee	25-26 Estimated
			Cost	Fee Cost
Fee Description	Fee Category			
1	Elementary Extra Curricular	Extracurricular Fees	\$20	\$20
2	Agendas	Non-curricular Goods and Services	\$10	\$10

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**Fleetwood - Bawden Elementary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Montessori (Alternative Program Fee)	Other Fees to Enhance Education	\$15	\$15
2	Field Trip (within Lethbridge)	Activity Fees	\$5	\$5
3	Field Trip (outside Lethbridge within 100km)	Activity Fees	\$10	\$10
4	Field Trip (outside Lethbridge greater than 100km)	Activity Fees	\$20	\$20
5	Hot lunch	Other Supplies and Services	\$10	\$10
6	Recorder	Other Supplies and Services	\$10	\$10
7	Library lost or damaged book	Other Supplies and Services	\$40	\$40
8	Field Trip Winter/Spring Rehearsal Bussing	Activity Fees	-	\$5
9	School Supplies	Other Supplies and Services	-	\$40

**Fleetwood - Bawden Elementary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Grade 5 Basketball	Extracurricular Fees	\$25	\$25
2	Technology Club	Extracurricular Fees	\$25	\$25
3	Handbells	Extracurricular Fees	-	\$10
4	Choir	Extracurricular Fees	-	\$15

**Galbraith Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trip within Lethbridge (Grade 5 Year-end)	Activity Fees	\$50	\$50

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**Lakeview Elementary School**

		24-25 Actual Fee	25-26 Estimated
Fee Description		Cost	Fee Cost
1	Field Trip within Lethbridge	Activity Fees	\$ 10 \$10
2	Field Trip ouside Lethbridge	Activity Fees	\$ 51 \$51
3	Recorders	Other Supplies and Services	\$ 6 \$6

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**Lakeview Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Agenda	Non-curricular Goods and Services	-	\$8

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**General Stewart Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trip	Activity Fees	\$70	\$50
2	Recorders	Other Supplies and Services	\$14	\$15
3	Club Fee (3D printer, craft club, quilting, STEM)	Other Supplies and Services	\$5	\$10
4	Lost library book fee (up to the cost of the book)	Other Supplies and Services	\$30	\$30
5	T-shirt fee	Other Supplies and Services	\$15	\$20
6	Monthly hot lunch	Other Supplies and Services	\$12	\$20
7	Extra Curricular (Basketball, Volleyball, Run club)	Activity Fees	-	\$20
8	Enrichment Day	Other Supplies and Services	-	\$5



**General Stewart Elementary School**

			24-25 Actual Fee	25-26 Estimated
			Cost	Fee Cost
Fee Description	Fee Category			
1 Agenda	Non-curricular Goods and Services		\$11	\$15

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**West Coulee Station Elementary School**

	Fee Description	Fee Category	25-26 Estimated Fee Cost
1	Field Trips Grade 1	Activity Fees	\$50
2	Field Trips Grade 2	Activity Fees	\$50
3	Field Trips Grade 3	Activity Fees	\$50
4	Field Trips Grade 4	Activity Fees	\$50
5	Field Trips Grade 5	Activity Fees	\$50
6	Field Trips Kindergarten	Activity Fees	\$50
7	CUB Spirit Wear	Other Supplies and Services	\$10
8	Library book damages	Other Supplies and Services	\$40
9	Yearbooks	Other Supplies and Services	\$30
10	Programs at UofL	Activity Fees	\$100
11	Recorders	Other Supplies and Services	\$25
12	Year-end BBQ	Other Supplies and Services	\$10
13	Hispanic Heritage Night	Activity Fees	\$60
14	Spanish Grade 2/3 year-end celebration	Activity Fees	\$60
15	Grade 4/5 Flex Fridays	Activity Fees	\$10
16	Kindergarten book	Other Supplies and Services	\$25
17	Art Residencies	Fees for Optional Courses	\$20
18	Tech Fee	Technology User Fees	\$5
19	School Supplies	Other Fees to Enhance Education	\$50

**West Coulee Station Elementary School**

	Fee Description	Fee Category	25-26 Estimated Fee Cost
1	Cheerleading	Extracurricular Fees	\$500
2	Extracurricular (basketball, choir, running club, ball hockey)	Extracurricular Fees	\$25
3	Club fees (robotics, skating, dance)	Extracurricular Fees	\$50

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**Westminster Elementary School**

	Fee Description		24-25 Actual Fee	25-26 Estimated
		Fee Category	Cost	Fee Cost
1	Field Trips within Lethbridge	Activity Fees	\$12	\$12
2	Field Trips outside Lethbridge (less than 100km)	Activity Fees	\$20	\$20
3	Field Trips outside Lethbridge (more than 100km)	Activity Fees	\$25	\$25
4	Caution Fee / Damaged Library books	Other Supplies and Services	\$40	\$30
5	Recorders	Other Supplies and Services	\$18	\$18

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**Westminster Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Extracurricular Clubs	Extracurricular Fees	\$20	\$10

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**Lethbridge Christian School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Kindergarten Class Activities	Activity Fees	\$30	\$30
2	Gr. 1 Class Activities	Activity Fees	\$30	\$30
3	Gr. 2 Class Activities	Activity Fees	\$30	\$30
4	Gr. 3 Class Activities	Activity Fees	\$30	\$30
5	Gr. 4 Class Activities	Activity Fees	\$30	\$30
6	Gr. 5 Class Activities	Activity Fees	\$30	\$30
7	Gr. 6 Class Activities	Activity Fees	\$30	\$30
8	Gr. 7 Class Activities	Activity Fees	\$30	\$30
9	Gr. 8 PE activity costs	Activity Fees	\$220	\$220
10	Band Method Books	Fees for Optional Courses	\$20	\$20
11	Band Headstart Clinic	Fees for Optional Courses	\$35	\$35
12	Other- Multi Option Fee for each gr. 6 - 8 student	Fees for Optional Courses	\$50	\$50
13	Instrument Rental Fee	Fees for Optional Courses	\$125	\$125

**Lethbridge Christian School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Volleyball	Extracurricular Fees	\$200	\$200
2	Basketball	Extracurricular Fees	\$200	\$200
3	Agendas	Non-curricular Goods and Services	\$11	\$11
4	Locks - Lost	Non-curricular Goods and Services	\$11	\$11
5	Student Council Field Trips	Extracurricular Fees	\$6	\$6

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**Coalbanks Elementary School**

Fee Description			24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trips Grade 1	Activity Fees	\$ 20	\$20
2	Field Trips Grade 2/3	Activity Fees	\$ 25	\$25
3	Field Trips Grade 4	Activity Fees	\$ 50	\$60
4	Field Trips Grade 5	Activity Fees	\$ 75	\$60
5	Field Trips Kindergarten	Activity Fees	\$ 20	\$20
6	Library book damages	Other Supplies and Services	\$ 40	\$40
7	Recorders	Other Supplies and Services	\$ 25	\$20
8	Year-end BBQ	Other Supplies and Services	\$ 10	\$10
9	Grade 4/5 Flex Fridays	Activity Fees	\$ 10	\$10
10	Kindergarten book	Other Supplies and Services	\$ 25	\$30
11	Art Residencies	Fees for Optional Courses	\$ 20	\$20



**Coalbanks Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Cheerleading	Extracurricular Fees	\$500	\$500
2	Extracurricular (basketball, choir, running club, ball hockey)	Extracurricular Fees	\$25	\$25
3	Club fees (robotics, skating, dance)	Extracurricular Fees	\$50	\$50

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**Senator Joyce Fairbairn Middle School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Acting for Camera	Fees for Optional Courses	\$20	\$20
2	Art (Supplies and Sketchbooks)	Fees for Optional Courses	\$25	\$25
3	Art Around the World	Fees for Optional Courses	\$25	\$25
4	Art Exploration	Fees for Optional Courses	\$25	\$25
5	Band 6 (Headstart Clininc, folder, music book)	Fees for Optional Courses	\$40	\$40
6	Band 7/8 (folder, music book)	Fees for Optional Courses	\$25	\$25
7	Band Instrument Rental 6	Fees for Optional Courses	\$100	\$100
8	Band Instrument Rental 7/8	Fees for Optional Courses	\$120	\$120
9	Choral (music, performance shirts)	Fees for Optional Courses	\$30	\$30
10	Commercial Art	Fees for Optional Courses	\$25	\$25
11	Foods/Culinary Arts 6, 7, 8	Fees for Optional Courses	\$45	\$45
12	Grade Level Field Trip	Activity Fees	\$25	\$25
13	Guitar 7/8	Fees for Optional Courses	\$20	\$20
14	Handcrafts	Fees for Optional Courses	\$30	\$30
15	Industrial Arts - Construction	Fees for Optional Courses	\$40	\$40
16	Field Trips (within Lethbridge)	Activity Fees	\$40	\$40
17	Intro to Dance Academy	Fees for Optional Courses	\$40	\$40
18	Laptop Charging Cord (Replacement)	Technology User Fees	\$85	\$85
19	Laptop Rental	Technology User Fees	\$150	\$175
20	Outdoor Education	Fees for Optional Courses	\$50	\$50
21	Outdoor Education - Field Trip	Activity Fees	\$40	\$40
22	Field Trips (outside Lethbridge)	Activity Fees	\$75	\$75
23	Puppetry	Fees for Optional Courses	\$20	\$20
24	Sewing	Fees for Optional Courses	\$25	\$25
25	Sports Enrichment	Fees for Optional Courses	\$15	\$15
26	Stage Makeup	Fees for Optional Courses	\$30	\$30
27	Street Art and Graffiti	Fees for Optional Courses	\$25	\$25
28	Yearbook	Other Supplies and Services	\$55	\$55
29	Steelband	Fees for Optional Courses	\$20	\$20
30	Esports Class	Fees for Optional Courses	\$30	\$30
31	Minecraft Class	Fees for Optional Courses	\$10	\$10
32	Art with CNC Machine	Fees for Optional Courses	\$20	\$20
33	Mixed Media and Modern Art	Fees for Optional Courses	\$15	\$15
34	Musical Theatre	Fees for Optional Courses	\$30	\$30
35	Theatre for Young Audiences	Fees for Optional Courses	\$15	\$15
36	Masks Class	Fees for Optional Courses	\$20	\$20
37	Laptop Buyout (2 Year Old)	Technology User Fees	\$150	\$175
38	Laptop Buyout (1 Year Old)	Technology User Fees	\$300	\$350
39	New Laptop Buyout	Technology User Fees	\$450	\$500
40	Stem 6	Fees for Optional Courses	\$10	\$10
41	Stem 7	Fees for Optional Courses	-	\$10
42	Stem 8	Fees for Optional Courses	-	\$10
43	Street Hockey	Fees for Optional Courses	\$20	\$20
44	Baseball/Softball	Fees for Optional Courses	\$15	\$15
45	One Act Play 8	Fees for Optional Courses	-	\$20
46	Digital Design	Fees for Optional Courses	-	\$20
47	Industrial Arts - Woodcarving	Fees for Optional Courses	-	\$20
48	Laptop Screen Replacement	Other Supplies and Services	-	\$220
49	Yoga 6, 7, 8	Fees for Optional Courses	-	\$10
50	Puzzles, Problems and Games	Fees for Optional Courses	-	\$10
51	World of Drumming	Fees for Optional Courses	-	\$20

**Senator Joyce Fairbairn Middle School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Badminton Practice Teams Boys/Girls	Extracurricular Fees	\$45	\$45
2	Badminton Rep Teams Boys/Girls	Extracurricular Fees	\$90	\$90
3	Band Overnight Trip	Extracurricular Fees	\$300	\$300
4	Basketball D Club Teams Boys/Girls	Extracurricular Fees	\$185	\$185
5	Basketball Rep Teams Boys/Girls	Extracurricular Fees	\$300	\$300
6	Choral Overnight Retreat	Extracurricular Fees	\$125	\$125
7	Cross Country Base Fee Boys/Girls	Extracurricular Fees	\$20	\$20
8	Cross Country Zone Fee	Extracurricular Fees	\$25	\$25
9	Major Band Trip	Extracurricular Fees	\$2,500	\$2,500
10	Major Educational Trip	Extracurricular Fees	\$3,500	\$3,500
11	Major Science Trip	Extracurricular Fees	\$3,500	\$3,500
12	Replacement Locks	Non-curricular Goods and Services	\$10	\$10
13	Track and Field	Extracurricular Fees	\$45	\$45
14	Volleyball Dclub Teams Boys/Girls	Extracurricular Fees	\$175	\$175
15	Volleyball Rep Teams Boys/Girls	Extracurricular Fees	\$320	\$320
16	Softball	Extracurricular Fees	\$15	\$15
17	Locker Rental Fee	Non-curricular Goods and Services	\$10	\$10
18	E-Sports	Extracurricular Fees	\$25	\$25
19	E-Sports Tournament Fee	Extracurricular Fees	\$15	\$15

**Nicholas Sheran Elementary School**

			24-25 Actual Fee	25-26 Estimated
Fee Description		Fee Category	Cost	Fee Cost
1	Field Trips (within Lethbridge)	Activity Fees	\$11	\$11
2	Field Trips (outside Lethbridge)	Activity Fees	\$54	\$54
3	Recorder	Other Supplies and Services	\$11	\$11
4	Damaged library fee	Other Supplies and Services	\$43	\$43
5	Kindergarten supplies fee	Other Supplies and Services	\$43	\$43
6	Grade 1 supplies fee	Other Supplies and Services	\$43	\$43
7	Grade 2 supplies fee	Other Supplies and Services	\$43	\$43
8	Grade 3 supplies fee	Other Supplies and Services	\$43	\$43
9	Grade 4 supplies fee	Other Supplies and Services	\$43	\$43
10	Grade 5 supplies fee	Other Supplies and Services	\$43	\$43
11	Choir Ticket fee	Activity Fees	\$21	\$21
12	Performance Fee	Activity Fees	\$5	\$5
13	General Activity / Field Trip Entrance Fee	Activity Fees	\$11	\$11
14	Technology User Fee	Technology User Fees	\$10	\$10

**Nicholas Sheran Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Extra Curricular Clubs (basketball, choir, ball hockey, running)	Extracurricular Fees	\$15	\$15
2	Choir Fee	Extracurricular Fees	\$15	\$15
3	Handbells Fee	Extracurricular Fees	\$15	\$15

DRAFT

**Park Meadows Elementary School**

			24-25 Actual Fee	25-26 Estimated
Fee Description		Fee Category	Cost	Fee Cost
1	Field Trips (within Lethbridge)	Activity Fees	\$ 23	\$24
2	Field Trips (outside Lethbridge)	Activity Fees	\$ 53	\$55
3	Recorder	Other Supplies and Services	\$ 14	\$12
4	Lost or damaged books	Other Supplies and Services	\$ 40	\$40

DRAFT

**Park Meadows Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Extra Curricular Clubs (basketball, choir, ball hockey, running)	Extracurricular Fees	\$17	\$17

DRAFT

**Dr. Robert Plaxton Elementary School**

			24-25 Actual Fee Cost	25-26 Estimated Fee Cost
	Fee Description	Fee Category		
1	Tech Fee	Technology User Fees	\$15	\$15
2	Field Trips (within Lethbridge)	Activity Fees	\$10	\$10
3	Field Trips (outside Lethbridge less than 100km)	Activity Fees	\$40	\$40
4	Field Trips (outside Lethbridge greater than 100km)	Activity Fees	\$75	\$75
5	Power to Play Nutrition Unit	Other Fees to Enhance Education	\$5	\$5
6	Recorder	Other Supplies and Services	\$15	\$15
7	Science Sizzle	Activity Fees	\$60	\$60
8	Learning Commons Fee	Other Fees to Enhance Education	\$8	\$8
9	Yearbooks	Other Supplies and Services	\$30	\$30



**Dr. Robert Plaxton Elementary School**

Fee Description		24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Extra-Curricular Clubs	Extracurricular Fees	
		\$15	\$15

DRAFT

**Mike Mountain Horse Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trips Inside Lethbridge	Activity Fees	\$10	\$12
2	Field Trips Outside Lethbridge	Activity Fees	\$45	\$45
3	Field Trips Outside Lethbridge (more than 100Km)	Activity Fees	\$30	\$40
4	Science Sizzle/ Generation Genius	Other Fees to Enhance Education	\$65	\$65
5	Recorders	Other Supplies and Services	\$14	\$15
6	Tech Fee	Technology User Fees	\$10	\$12
7	Caution Fees	Other Supplies and Services	\$40	\$40
8	Learning Commons Fee	Other Fees to Enhance Education	\$0	\$10

**Mike Mountain Horse Elementary School**

Fee Description		Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Agendas	Non-curricular Goods and Services	\$13	\$15
2	Extracurricular Clubs	Extracurricular Fees	\$10	\$10

DRAFT

**Dr. Gerald Probe Elementary School**

	Fee Description	Fee Category	24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Field Trips Inside Lethbridge	Activity Fees	\$30	\$30
2	Field Trips Outside Lethbridge	Activity Fees	\$75	\$75
3	Recorder for Music	Other Supplies and Services	\$10	\$10
4	Visual Journals	Other Supplies and Services	\$10	\$10
5	Kindergarten Supplies	Other Supplies and Services	\$20	\$20
6	Memory books	Other Supplies and Services	\$25	\$30
7	Library - lost or damaged books	Other Supplies and Services	\$40	\$40

DRAFT

**Dr. Gerald Probe Elementary School**

Fee Description		24-25 Actual Fee Cost	25-26 Estimated Fee Cost
1	Elementary Extra Curricular Clubs (basketball, choir, running club)	\$25	\$35
2	Agenda Books	\$15	\$15

DRAFT

**MEMORANDUM**

Date: March 25, 2025

To Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

**Re: First Quarter Financial Report**

**Background:**

The 2024-2025 Second Quarter Financial Report for the Division is provided for review. Director of Finance, Avice DeKolver will be in attendance to respond to any questions Trustees may have.

**Recommendation:**

It is recommended that the Board approve the 2024-2025 Second Quarter Financial Report as presented.

Respectfully submitted,  
Christine Lee

## ***Lethbridge School Division***

# Second Quarter Report

February 28th

# 2025

This document is Management's Discussion and Analysis of the Second Quarter for the period September 1, 2024 to February 28, 2025. *This financial information contained herein has not been audited.*

Report to the  
Board of Trustees  
March 25, 2025



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



**Lethbridge School Division**  
*Management Discussion and Analysis Report*  
**September 1, 2024 to February 28<sup>th</sup>, 2025**

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## Lethbridge School Division

Management Discussion and Analysis Report  
Second Quarter Report

### Executive Summary

Lethbridge School Division has a total budget of \$151.46 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

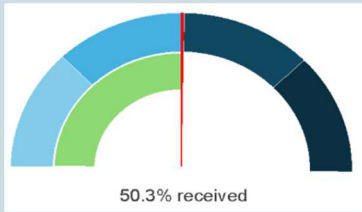
The School Division was established in 1886 and has proudly served our community for over 139 years. Lethbridge School Division serves over 12,341 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-four (24) schools and four (4) institutional programs.

The Division has experienced continued growth in enrolment in 2024-2025 of 112 students (0.92%) over the 2023-2024 enrolment and is estimated to continue growing into 2025-2026.

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, 2024 until February 28th, 2025 to provide fiscal accountability within the established guidelines.



GS Lakie Dancers thrill audiences with performance of ULTRA



**Total Revenues**



**Total Expenditures**

## Overview:

The following is an overview of the quarterly reporting on the operations of Lethbridge School Division. This report is for the quarter ending February 28, 2025.

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 2024/2025 operating budget (updated fall budget - may differ from legally adopted budget as included in the financial statements).

The blue half-circle represents the total budget for the year (divided into four quarters). The green section below represents the projected forecast of the budget. The red line indicates the total year-to-date amount recorded.

## DEPARTMENTS

### Instruction - Pre-K



Budget: \$ 5,287,517  
Forecast: \$ 2,811,895 (53.2%)  
Year-to-date: \$ 2,658,378 (50.3%)



### Instruction - ECS to Grade 12



Budget: \$ 116,487,990  
Forecast: \$ 59,671,634 (51.23%)  
Year-to-date: \$ 58,072,720 (49.9%)



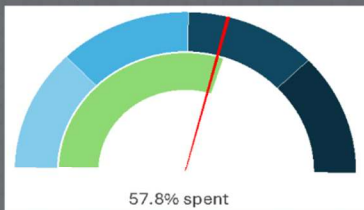
### Operation & Maintenance



Budget: \$ 18,829,333  
Forecast: \$ 10,191,263 (54.1%)  
Year-to-date: \$ 8,663,221 (46.0%)



### Transportation



Budget: \$ 5,291,923  
Forecast: \$ 3,148,839 (59.5%)  
Year-to-date: \$ 3,059,164 (57.8%)



### System Administration



Budget: \$ 4,371,025  
Forecast: \$ 2,424,020 (55.5%)  
Year-to-date: \$ 2,303,914 (52.7%)



### External Services (International Program)

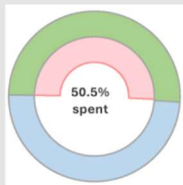


Budget: \$ 500,000  
Forecast: \$ 250,000 (50.0%)  
Year-to-date: \$ 306,435 (61.3%)



## Salaries, Benefits & Professional Development

For all the  
Departments

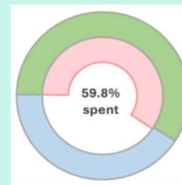


Budget: \$ 116,645,117  
Forecast: \$ 59,481,360 (51.0%)  
Year-to-date: \$ 58,958,102 (50.5%)



## Contracted Services

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

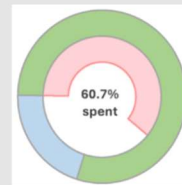


Budget: \$ 10,709,908  
Forecast: \$ 6,299,223 (58.8%)  
Year-to-date: \$ 6,406,247 (59.8%)



## Other Services

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

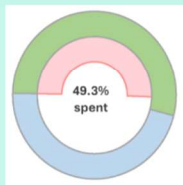


Budget: \$ 2,751,645  
Forecast: \$ 2,190,033 (79.6%)  
Year-to-date: \$ 1,670,723 (60.7%)



## Supplies

General supplies,  
Technology,  
Maintenance,  
Small Equipment

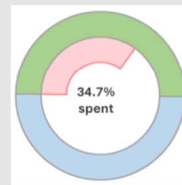


Budget: \$ 5,172,633  
Forecast: \$ 2,782,793 (53.8%)  
Year-to-date: \$ 2,549,086 (49.3%)



## Other Expenditures

Contingency,  
Travel,  
Car Allowances,  
Renovations

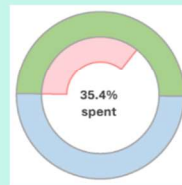


Budget: \$ 763,492  
Forecast: \$ 381,746 (50.0%)  
Year-to-date: \$ 265,525 (34.8%)



## Transfers, SGF, & Capital/IMR

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



Budget: \$ 14,724,933  
Forecast: \$ 7,362,496 (50.0%)  
Year-to-date: \$ 5,214,149 (35.4%)



## TYPES OF EXPENSES

### **Operations Overview**

As shown in the “Finance at a Glance” report, [Lethbridge School Division](#) is operating financially as anticipated based on the approved budget and the forecasted costs for February 28<sup>th</sup>, 2025.



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

- **Salaries, Benefits & Professional Development** are slightly lower than the forecasted projections. There are slightly less working days in quarter 2 compared with quarter 1 and quarter 3.
- **Contracted Services** are slightly more than the forecasted projections due to higher than forecasted costs in consultants and building maintenance costs.
- **Other Services** are under forecasted projections. Under forecasted costs in rentals, printing and memberships offset the higher than forecasted costs in the international program (this is a timing difference).
- **Supplies** are less than the forecasted budget.
- **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).



Gilbert Paterson Fine Arts Presents Oliver! Jr



## **Financial Position**

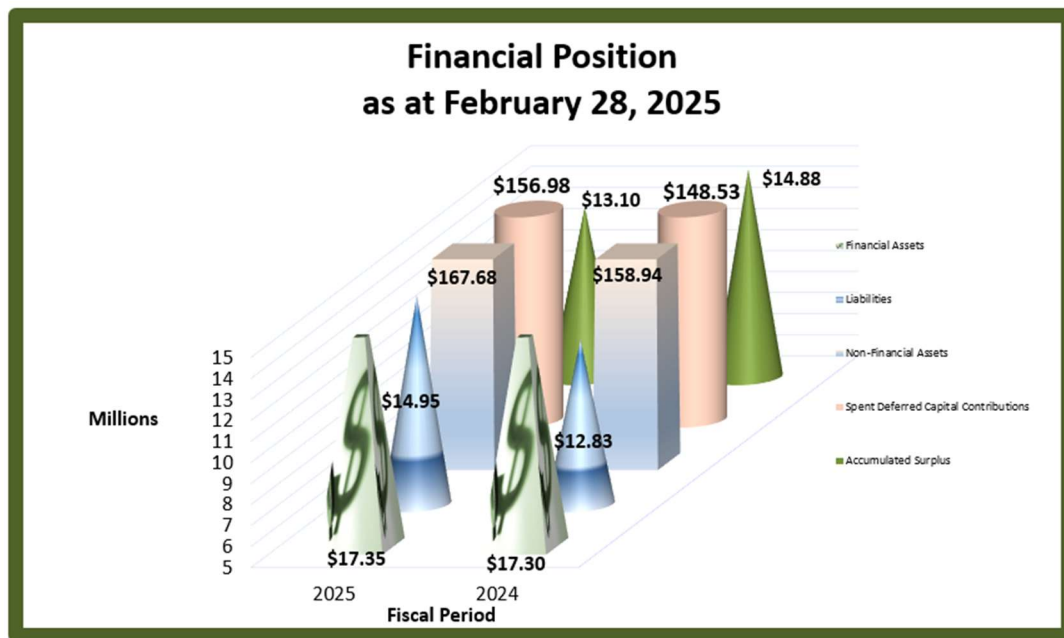
As at February 28, 2025, [Lethbridge School Division](#) has total financial assets of \$17.35 million and liabilities of \$14.95 million for net financial assets of \$2.40 million. A net financial asset position indicates that the Division has sufficient assets to cover its financial obligations.

The Division has net financial assets of \$13.10 million. Of this \$13.10 million, \$5.5 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$471,488 of unrestricted reserves, \$2.5 million of capital reserves, and \$320,000 of endowment funds.

There is \$167.68 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$167.41 million, with the remaining being a combination of prepaid expenses and inventory.

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 \$13.10 million. The chart below compares the financial position of February 28<sup>th</sup> with the prior year.



**Lethbridge School Division**  
**STATEMENT OF FINANCIAL POSITION**  
As at February 28, 2025

	February 28, 2025	February 29, 2024
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$16,545,178	\$7,591,236
Accounts receivable (net after allowances)	\$808,664	\$3,056,882
Portfolio investments	\$0	\$6,647,889
Other financial assets	\$0	\$0
<b>Total financial assets</b>	<b>\$17,353,842</b>	<b>\$17,296,007</b>
<b>LIABILITIES</b>		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,874,429	\$3,980,375
Deferred contributions	\$3,670,800	\$2,469,536
Employee future benefit liabilities	\$270,116	\$246,196
Asset retirement obligations	\$6,134,165	\$6,134,165
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
<b>Total liabilities</b>	<b>\$14,949,510</b>	<b>\$12,830,272</b>
<b>Net Financial Assets (Net Debt)</b>	<b>\$2,404,332</b>	<b>\$4,465,735</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	\$167,411,213	\$158,575,415
Inventory of supplies	\$253,764	\$290,758
Prepaid expenses	\$18,820	\$70,872
<b>Total non-financial assets</b>	<b>\$167,683,797</b>	<b>\$158,937,045</b>
<b>Net assets before spent deferred contributions</b>	<b>\$170,088,129</b>	<b>\$163,402,780</b>
Spent deferred capital contribution (SDCC)	\$156,979,334	\$148,526,646
<b>Net assets</b>	<b>\$13,108,795</b>	<b>\$14,876,134</b>
<b>NET ASSETS (ACCUMULATED SURPLUS)</b>		
Unrestricted surplus	\$471,488	\$471,488
Operating reserves	\$2,103,329	\$2,337,512
School Generated Funds	\$3,428,442	\$3,280,372
<b>Accumulated Surplus from Operations</b>	<b>\$6,003,259</b>	<b>\$6,089,372</b>
Investment in capital assets	\$4,279,425	\$3,634,263
Capital reserves	\$2,506,237	\$4,832,625
Endowments	\$319,874	\$319,874
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$13,108,795</b>	<b>\$14,876,134</b>

The statement above compares the financial position of the 2<sup>nd</sup> quarter of 2024/2025 to the 2<sup>nd</sup> quarter of the prior year for comparative purposes.

**Lethbridge School Division**  
**Notes to the Statement of Financial Position**  
*As at February 28th, 2025*

---

**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at February 28<sup>th</sup>, 2025 includes deferred contributions, endowment funds, and accumulated surplus from operations.

**Accounts Receivable**

Accounts receivable at February 28<sup>th</sup>, 2025 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. The Division's last GIC matured at the end of February 2025 and currently do not have any GICs. This is due to low interest rates and cash flow management.

**Total Financial Assets as of February 28, 2025 are \$17.35 million.**



**Agnes Davidson Elementary Students Celebrate Carnaval**

## **FINANCIAL LIABILITIES:**

### **Accounts Payable**

Accounts payable at February 28, 2025 includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

### **Deferred Contributions**

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

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

Unspent Deferred Capital Contributions (UDCC) relates to capital grant contributions received that have not been expended on the related capital projects. This typically occurs with modular and capital planning grants. Currently, the Division has funds for the cost of the gym expansion and the purchase of furniture and equipment for West Coulee Station Elementary School which is scheduled to open in September 2025.

### **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**

A new accounting standard is now applicable to public sector entities (including school divisions) who follow Public Sector Accounting Standards (PSAS) starting in the 2023-2024 school year. Asset retirement obligations (ARO) are legal obligations associated with the retirement of tangible capital assets. The obligation estimate at February 28<sup>th</sup>, 2025 is \$6.1 million.

**Total Financial Liabilities as of February 28, 2025 are \$14.95 million.**

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

Net financial assets, which are the funds available (owing) after discharging the Division's financial obligations, is a **net asset position of \$2.40 million.**

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

**Total Net Assets as of February 28, 2025 are \$2.40 million.**

**NON-FINANCIAL ASSETS:**

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

**Tangible Capital Assets**

Tangible capital assets include land, buildings, equipment, and vehicles used in the operations of the Division. These assets are amortized over their estimated useful lives to arrive at a net value of \$167.41 million as of February 28, 2025.

Supported capital activity during the year thus far includes capital modernization at Victoria Park High School through Capital Maintenance and Renewal (CMR) grant funding, and Alberta Infrastructure costs associated with the new West Coulee Station elementary school being built in Garry Station, two modular units at Coalbanks Elementary School and design funds for Galbraith modernization.



### West Coulee Station Elementary School to open September 2025

**Inventory of Supplies**

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

**Prepaid Expenses**

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

**Total Non-Financial Assets as of February 28, 2025 are \$167.68 million.**

**SPENT DEFERRED CAPITAL CONTRIBUTIONS (UDCC)**

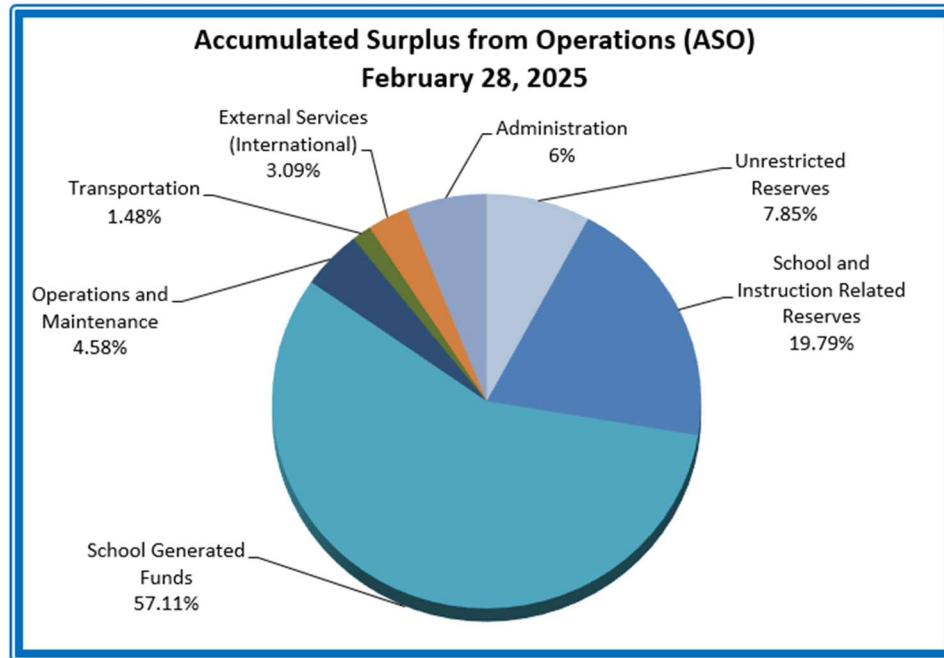
Spent Deferred Capital Contributions (SDCC) relates to deferred contributions related to the unamortized portion of supported capital assets (referred to as SDCC), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported capital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

**Total SDCC as of February 28, 2025 are \$156.98 million.**



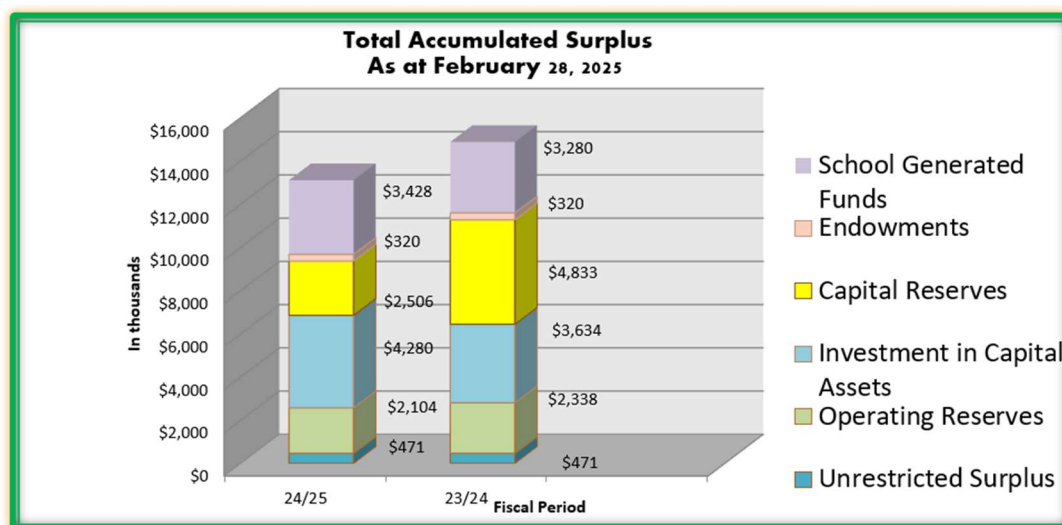
**ACCUMULATED SURPLUS:**

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 19.79% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities. Unspent funds related to school generated activities is the largest portion of the Division's operating reserves at 57.11%.

At the end of the 2023-2024 school year, the Lethbridge School Division had an adjusted accumulated surplus from operations (less school generated funds) of 2.45%. Alberta Education has increased the reserve cap from 3.20% in 2023-2024 to 6% in 2024-2025. The Division continues to use reserves to maintain programming due to shortfalls in the weighted moving average (WMA) framework.



In addition to the operating reserves, there are other areas that make up the Division's accumulated surplus. Unrestricted surplus are funds that are not designated for a specific purpose and operating reserves are funds that have been designated for a specific program of the Division.

Investment in capital assets represents the net book value of capital assets that have been paid from Division revenues (board funded capital) and are not supported by the Province or external contribution 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 \$13.11 million. The total of net financial assets, non-financial assets, and the spent deferred capital contributions (SDCC) equal the total accumulated surplus as at February 28, 2025.**

## Operations

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

The operating budget for the 2024-2025 school year reflects changes to the Division budget as of September 30<sup>th</sup>, 2024, 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 12,534 students in the preliminary budget. However, the operating budget was updated for the actual enrolment of 12,341 students. There was growth from the prior school year of 112 students, however not as much growth as the Division has seen over the last number of years. This decrease in students made the Division ineligible for an enrolment growth grant from Alberta Education, impacting the budget by \$472,000. However, there were increases in revenue from the preliminary budget developed in May of \$741,544. These increases were from Alberta Education targeted grants (including dual credit, mental health pilot program and new curriculum), \$18,450 from the City of Lethbridge for the Making Connections programming to help with cost increases to this program, \$203,869 from Indigenous Services Canada for Jordan's Principle (targeted funding) and reserve and year-end commitments of \$145,750. These amounts netted to an increase of \$284,430 in revenue in the operating budget from the preliminary budget.



Three changes from the operating budget update have been made in the first two quarters of the 24/25 school year.

- The budget increased in Transportation from \$4.55 million to \$5.29 million. This \$741,741 increase reflects the changes made once the grant application was submitted.
- The Division received \$324,747 for the lease grant which was applied for the Christian schools.
- Lastly, in quarter 2 the Division received \$228,627 in learning loss funding (known throughout the Division as BOOST) which is targeted funding to be spent by June 2025.



WCHS Math Clubs Hosts Senator Buchanan Numeracy Night

**Lethbridge School Division**  
**STATEMENT OF OPERATIONS**  
For the period ended February 28, 2025

	Budget Information		Forecast	Actual Results		Variances		Projection	
	Preliminary Budget 2024-2025 (May 2024)	"September 30th" Operating Budget 2024-2025 (Sept 30th 2024)		Forecasted To February 28th	Actual Year Ended February 28th	% Expended Revised Budget	% Expended Forecast to August 31, 2025	August 31st Projection	Change from Updated Budget
<b>REVENUES</b>									
Government of Alberta	\$139,539,700	\$138,772,364	\$70,029,931		\$70,095,270	50.51%	100.09%	\$140,067,479	\$1,295,115
Federal and Other Government	\$845,396	\$1,049,265	\$393,935		\$221,813	21.14%	56.31%	\$1,049,265	\$0
Fees	\$4,745,982	\$4,745,982	\$2,372,991		\$1,683,306	35.47%	70.94%	\$4,745,982	\$0
Sales and services	\$597,893	\$597,893	\$558,593		\$860,450	143.91%	154.04%	\$597,893	\$0
Investment income	\$587,059	\$601,453	\$300,726		\$294,361	48.94%	97.88%	\$601,453	\$0
Donations and Other Contributions	\$2,528,000	\$2,528,000	\$1,264,000		\$1,392,556	55.09%	110.17%	\$2,528,000	\$0
Other Revenues	\$20,304	\$20,304	\$10,152		\$12,833	63.20%	126.41%	\$20,304	\$0
<b>Total Revenues</b>	<b>\$148,864,334</b>	<b>\$148,315,261</b>	<b>\$74,930,328</b>		<b>\$74,560,589</b>	<b>50.27%</b>	<b>99.51%</b>	<b>\$149,610,376</b>	<b>\$1,295,115</b>
<b>EXPENSES</b>									
Instruction - Pre-K	\$5,287,517	\$5,287,517	\$2,811,895		\$2,658,378	50.28%	94.54%	\$5,287,517	\$0
Instruction - K to Grade 12	\$116,891,307	\$116,487,990	\$59,671,634		\$58,072,720	49.85%	97.32%	\$116,716,617	\$228,627
Operations and Maintenance	\$18,504,676	\$18,504,676	\$10,191,263		\$8,662,391	46.81%	85.00%	\$18,829,423	\$324,747
Transportation	\$4,550,181	\$4,550,181	\$3,148,839		\$3,059,164	67.23%	97.15%	\$5,291,922	\$741,741
Administration	\$4,371,026	\$4,371,026	\$2,424,020		\$2,303,914	52.71%	95.05%	\$4,371,026	\$0
External services [Internal Services]	\$500,000	\$500,000	\$250,000		\$306,435	61.29%	122.57%	\$500,000	\$0
<b>Total Expenses</b>	<b>\$150,104,707</b>	<b>\$149,701,390</b>	<b>\$78,497,651</b>		<b>\$75,063,002</b>	<b>50.14%</b>	<b>95.62%</b>	<b>\$150,996,505</b>	<b>\$1,295,115</b>
<b>Operating surplus (deficit)</b>	<b>(\$1,240,373)</b>	<b>(\$1,386,129)</b>	<b>(\$3,567,323)</b>		<b>(\$502,413)</b>			<b>(\$1,386,129)</b>	<b>\$0</b>
<b>Accumulated Surplus from Operations</b>									
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	\$0	\$0	\$0		\$0			\$0	
<b>Accumulated Operating Surplus (ASO)</b>									
at end of period	\$5,369,387	\$5,223,631	\$3,042,437		\$6,107,347			\$5,223,631	
School Generated Funds included in Accumulated Operating Surplus	(\$3,089,037)	(\$3,089,037)	(\$3,428,442)		(\$3,428,442)			(\$3,428,442)	
<b>Adjusted Accumulated Operating Surplus (Adjusted ASO) at end of period</b>	<b>\$2,280,350</b>	<b>\$2,134,594</b>	<b>(\$386,005)</b>		<b>\$2,678,905</b>			<b>\$1,795,189</b>	
Adjusted ASO as a % of budgeted expenditures (excluding SGF accounts)	1.52%	1.43%	-0.26%		1.79%			1.19%	

### **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 30<sup>th</sup> enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year; therefore, 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year. The following are some of the significant transactions that impact the forecast:
  - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
  - Insurance premiums, leases and international program revenues/expenses are typically paid/received in the 1st quarter.
  - Educational Assistants and other 10-month support staff are forecasted based on the number of hours in each period.
  - 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 30<sup>th</sup> operating budget and the percent received/ expended as compared to the updated forecast information.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31<sup>st</sup>, 2025. This will be updated each quarter depending on any changes in the budget. Changes in the first two quarters include updates for the transportation funding, the Christian School Lease payments and the funding received from the learning loss grant (known in the Division as BOOST).

### **OPERATION RESULTS:**

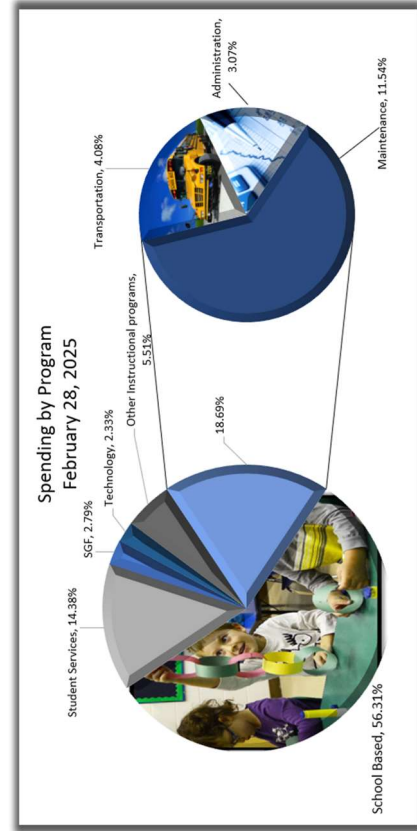
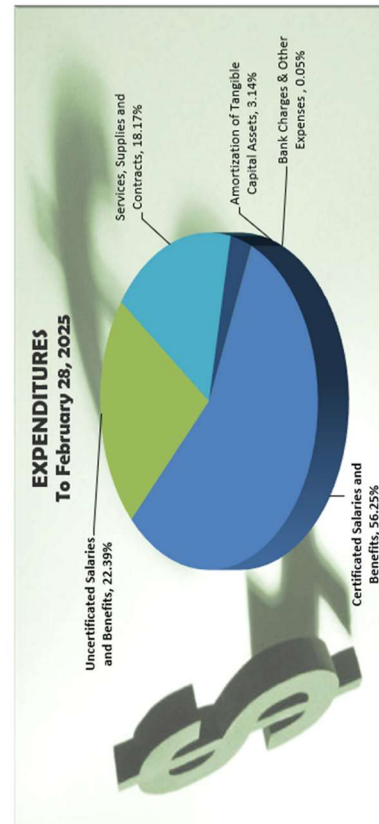
For the six (6) months ended February 29, 2025, \$74.56 million of revenues have been recorded which is 50.27% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$74.93 million would have been received in the reporting period. The actuals are under the forecasted costs at the end of quarter 2 by approximately \$370,000. Overall the revenues recorded are consistent with the forecasted budget as it accounts for 99.51% of the total budget.

Expenditures are \$75.06 million as of February 28, 2025, which is 50.14% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$78.50 million would have been incurred in the reporting period. The actuals were less than forecasted. Overall, the expenditures recorded are consistent with the forecasted budget as it accounts for 95.62% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the Division.



**Lethbridge School Division**  
**Schedule of Program Operations**  
For the period ended February 28, 2025

	Instruction (Pre-K)	Instruction (K to Grade 12)	Operations & Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
<b>UPDATED BUDGET 2024-2025 (September 30th)</b>	\$5,287,517	\$116,487,990	\$18,504,676	\$4,550,181	\$4,371,026	\$500,000	\$271,476,897		
<b>FORECAST - February 28, 2025</b>	\$2,811,895	\$58,925,817	\$10,191,283	\$3,148,839	\$2,424,020	\$250,000	\$77,751,834		
<b>EXPENSES</b>									
Certificated salaries and benefits	\$1,226,838	\$40,507,243			\$432,510	\$58,112	\$42,224,703	\$93,576,643	50.52%
Non-Certificated salaries and benefits	\$1,401,761	\$11,548,309	\$2,626,576	\$65,500	\$1,136,667	\$29,419	\$16,808,232	\$31,860,738	52.76%
<b>SUB - TOTAL</b>	\$2,628,599	\$52,055,552	\$2,626,576	\$65,500	\$1,571,177	\$87,531	\$59,032,935	\$115,437,381	51.14%
Services, contracts and supplies	\$29,779	\$5,601,062	\$4,125,862	\$2,986,085	\$674,560	\$218,904	\$13,638,072	\$27,391,836	49.79%
Amortization of capital assets	\$0	\$379,935	\$1,910,153	\$5,578	\$58,157	\$0	\$2,353,824	\$7,524,928	31.28%
Interest and other finance charges	\$0	\$36,171	\$0	\$0	\$0	\$0	\$36,171	\$36,000	109.06%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
<b>TOTAL EXPENSES</b>	\$2,658,378	\$58,072,720	\$8,662,391	\$3,059,164	\$2,303,814	\$306,435	\$75,063,002	\$150,389,144	49.91%
<b>Total unexpended funds period to date</b>	\$2,628,139	\$58,415,270	\$9,842,285	\$1,491,017	\$2,067,112	\$193,565	\$196,413,896	\$160,389,144	130.60%
<b>% Expended of Budget</b>	50.26%	49.85%	46.81%	67.23%	52.71%	61.29%	27.66%		
<b>% Expended of Forecast</b>	94.54%	98.55%	85.00%	97.15%	95.05%	122.57%	96.54%		



*Lethbridge School Division*  
**Notes to the Statement of Operations**  
For the six (6) months ended February 28th, 2025

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**REVENUES:**

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

**Government of Alberta**

Government of Alberta (Alberta Education) funding represents 94% of the Division's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 2<sup>nd</sup> quarter, the Division has received 50.51% of the total budget. In the second quarter, the Division received \$228,627 in Learning Loss funding (known in the Division as BOOST) that had not been budgeted for as it had not been known. This increase has been reflected in the increase in the revenue projections at year-end.

**Federal and Other Government**

Represents amounts billed for tuition for students living on the Kainai reserve, Jordan's Principle funding, and funding from providing transportation services to another school division. The First Nations tuition funding is anticipated at the third quarter based on the time of billing. Jordan's Principle funding is recognized each quarter to match the expenses paid. The transportation services amount was paid in full in the first quarter.

**Fees**

Reflects fees that are collected for optional programming fees, school generated activity fees, and preschool fees. Based on the forecasts of the second quarter, the Division has received 35.47% of the total budget.

**Sales and Services**

Sales and services include international students and other school generated funds. The deferred funds from the 23/24 school year for international students attending in 24/25 was recognized in the first quarter of 24/25 resulting in higher actuals than forecasted amounts.

**Investment Income**

Investment income includes interest earned on the Division's portfolio investments. Based on the forecasts for the 2nd quarter, the Division has received 48.94% of the total budget which is lower than forecasted. The Division will continue to monitor the changing interest rates and will adjust budgeted amounts if necessary in the following school year.

**Donations and Other Contributions**

Donations and other contributions are revenues that have been received for school generated activities fundraising/donations and donations for other Division programs (such as Poverty Intervention). The Division has received 55.09% of the total budget.

**Other Revenues**

Other revenues include rentals, gains on disposal of tangible capital assets, and other revenues. There are rental of facility space for external programs and operations such as the

the Boys and Girls Club of Lethbridge. There were no disposals of tangible capital assets in the second quarter of 2025.

**Overall, revenues are comparable to the operating budget as at February 28, 2025 as 50.27% of revenues 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*.

**Instruction – Pre-Kindergarten**

Instruction – Pre-K, represents expenditures from early education, which includes the early education program (pre-school) and the program unit funding (PUF) for early learners requiring specialized supports. Pre-K expenditures are at 50.3% 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 49.8% of the total budget. See the *Statement of Instructional (Kindergarten to Grade 12) Program Expenditures* for details of the major programs within this functional area.



**Division Students Shine at Southwest Regional Skills Canada Event**



### **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 46.8% of the total budget. Actual costs are slightly under forecasted costs due to the timing of the projects which can fluctuate during the year depending on scheduling and availability of products.

### **Transportation**

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 1 km (K-6) or 2 km (Gr 7-12) away from their boundary 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 57.8% of the total budget. The budget has been updated to reflect the funding changes from the grant submission which was completed in November 2024. The year-to-date costs are currently less than forecasted, however quarter 2 has lower amount of transportation costs than quarter 1 or quarter 3 due to winter break and reading week.

### **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 52.7% 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 61.3% of the total budget. This is slightly higher than forecasted costs (50%) due to the timing of the students arriving to attend the Division. The program is a self-sustaining program (revenue brought in covers all the expenses), there is no concerned of any potential overages within the budget area.

**Overall, expenditures are comparable to the operating budget as at February 28, 2025 at 50.14% of the operating budget.**

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

For the period ended February 28, 2025

PROGRAM	Budget	Forecast	Actual Results	Variances	
	Updated Budget 2024-2025 (Sept 30th 2024)	Forecasted To February 28, 2025	Actual Year Ended February 28, 2025	% Expended Updated Budget	% Expended Forecast to August 31st
Early Education Programs	\$5,287,517	\$2,811,895	\$2,658,378	50.28%	94.54%
School Based Instruction (K-12)	\$75,900,172	\$38,020,990	\$37,762,561	49.75%	99.32%
Inclusive Learning Supports	\$13,109,493	\$7,304,535	\$7,023,549	53.58%	96.15%
Shared Instructional Services	\$11,613,856	\$6,115,598	\$5,650,295	48.65%	92.39%
School Generated Funds Activities	\$4,454,447	\$2,227,224	\$2,091,437	46.95%	93.90%
Technology	\$3,221,436	\$1,806,568	\$1,750,328	54.33%	96.89%
Institutional Programs	\$1,047,455	\$548,733	\$516,834	49.34%	94.19%
Division of Instructional Services	\$634,880	\$307,890	\$266,508	41.98%	86.56%
Indigenous Programming	\$595,385	\$297,693	\$287,318	48.26%	96.51%
Counselling Program	\$3,413,779	\$1,734,580	\$1,745,800	51.07%	100.65%
Other Instructional Programs	\$2,492,087	\$561,706	\$978,090	39.25%	100.00%
<b>Total Instructional (Pre-K to Grade 12) Program Expenditures</b>	<b>\$121,775,507</b>	<b>\$61,737,412</b>	<b>\$60,731,098</b>	<b>49.87%</b>	<b>98.37%</b>

**Other Instructional Programs:**  
Community Outreach School  
Downtown LA  
High School Off Campus  
Distance Learning Program  
Poverty Committee  
Making Connections  
BOOST Program  
Ready Set Go Program  
Digital Wellness  
New Curriculum Funding

**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  
Classroom Complexity  
Jordan's Principle

**Lethbridge School Division**  
**Notes to the Schedule of Instructional (Kindergarten to Grade 12)**  
**Program Expenditures**  
For the six (6) months ended February 28th, 2025

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

**Instruction – Pre-K**

Instruction – Pre-K, represents expenditures from early education, which includes the early education program (preschool), and the program unit funding (PUF) for early learners requiring specialized supports. ECS expenditures are at 50.28% of the total budget, which are slightly less than the forecasted costs.

**School Based Instruction**

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 49.75% of the total budget. See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

**Inclusive Learning Supports**

Inclusive Learning Supports includes expenditures for Inclusive Education and English as an Additional Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. The forecasted budget is increased from the standard 25% as the educational assistants and paid over 10 months. Therefore, a high portion is forecasted over the period based on scheduled hours worked. Inclusive Learning Supports expenditures are at 53.58% spent of their total budget.

Additional funding in this area includes the classroom complexity grant and the external funding through Jordan's Principle which is targeted funding for specific students.

**Shared Instructional Services**

Shared Instructional Services includes programs and expenditures that provide support to schools within the Division. Expenditures include administrative allowances, the provision for sick leave, staff professional development and the employer share of teacher retirement fund costs that are supported by the Province. The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 2<sup>nd</sup> quarter. Shared Instructional Services expenditures are at 48.65% 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 activity expenditures are at 46.95% of the total budget.

### **Technology**

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the School Division for the implementation of information and communication technology. Technology expenditures are at 54.33% spent of the total budget.

### **Institutional Programs**

Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 49.34% 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 41.98% spent of the total budget.

### **Indigenous Education Program**

The Indigenous education program provides ongoing support for First Nations, Metis, and Inuit students in their efforts to obtain an education and provides opportunities for Indigenous students to study and experience their own and other cultures and lifestyles. Indigenous education expenditures are at 48.26% spent of the total budget.



Truth and Reconciliation Day recognized across  
the Division

### **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 51.07% spent of the total budget.

### **Other Instructional Program**

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, Digital Wellness, New Curriculum Funding and the BOOST program. Other Instructional Program expenditures are at 39.25% spent of the total budget. The reason for this amount being higher than the other areas is due to the timing and complexities of each program. It is anticipated that these areas will be underbudget at year-end.

**Overall, instructional (Kindergarten to Grade 12) program expenditures are at 49.87% of their annual budget.**



**Lethbridge Astronomy Society's portable planetarium stops at Lakeview Elementary School**



**Lethbridge School Division**  
**Schedule of School Based Instruction Expenditures**

For the period ended February 28, 2025

	Budget	Forecast	Actual Results	Variances	
	Updated Budget 2024-2025 (Sept 30th 2024)	Forecasted To February 28, 2025	Actual Year Ended February 28, 2025	% Expended Updated Budget	% Expended Forecast to August 31, 2025
<b>SCHOOL</b>					
High Schools:					
Lethbridge Collegiate Institute	\$7,984,254	\$3,996,677	\$3,931,019	49.23%	98.36%
Winston Churchill High School	\$5,900,963	\$2,957,306	\$2,985,752	50.60%	100.96%
Chinook High School	\$6,827,050	\$3,420,690	\$3,447,093	50.49%	100.77%
Victoria Park High School	\$2,085,390	\$1,044,970	\$1,043,767	50.05%	99.88%
Immanuel Christian Secondary School	\$1,997,171	\$1,000,405	\$1,012,183	50.68%	101.18%
Middle Schools:					
GS Lakie Middle School	\$3,395,702	\$1,700,126	\$1,658,610	48.84%	97.56%
Wilson Middle School	\$3,776,070	\$1,891,448	\$1,881,357	49.82%	99.47%
Gilbert Paterson	\$5,017,497	\$2,514,434	\$2,520,523	50.23%	100.24%
Senator Joyce Fairbairn Middle School	\$3,737,501	\$1,874,430	\$1,874,568	50.16%	100.01%
Elementary Schools:					
Senator Buchanan	\$2,061,866	\$1,033,435	\$1,048,939	50.87%	101.50%
Immanuel Christian Elementary School	\$1,679,577	\$841,154	\$817,246	48.66%	97.16%
Ecole Agnes Davidson	\$3,327,458	\$1,668,279	\$1,601,613	48.13%	96.00%
Fleetwood-Bawden	\$2,269,926	\$1,138,428	\$1,131,253	49.84%	99.37%
Galbraith	\$2,155,061	\$1,077,530	\$1,072,685	49.78%	99.55%
Lakeview	\$2,316,452	\$1,161,411	\$1,145,876	49.47%	98.66%
General Stewart	\$895,178	\$448,044	\$442,261	49.40%	98.71%
Westminster	\$1,607,785	\$805,485	\$794,620	49.42%	98.65%
Lethbridge Christian School	\$1,571,226	\$787,205	\$778,311	49.54%	98.87%
Coalbanks Elementary School	\$3,779,572	\$1,892,516	\$1,859,772	49.21%	98.27%
Nicholas Sheran	\$2,617,268	\$1,310,568	\$1,297,725	49.58%	99.02%
Park Meadows	\$2,224,711	\$1,114,289	\$1,116,118	50.17%	100.16%
Dr. Robert Plaxton	\$2,437,808	\$1,221,179	\$1,207,293	49.52%	98.86%
Mike Mountain Horse	\$3,389,445	\$1,696,997	\$1,655,903	48.85%	97.58%
Dr. Probe Elementary School	\$2,845,241	\$1,423,984	\$1,438,074	50.54%	100.99%
Total School Based Instruction Expenditures	\$75,900,172	\$38,020,990	\$37,762,561	49.75%	99.32%

**Lethbridge School Division**  
**Schedule of School Generated Funds (SGF)**  
For the period ended February 28, 2025

SCHOOL	SGF Balances		Actual Results		SGF Balances		Change in SGF
	August 31st 2024	Revenues up to February 28, 2025	Expenses up to February 28, 2025	As at February 28, 2025	As at February 28, 2025	Increase (Decrease)	
UPDATED BUDGET 2024-2025 (September 30th)	N/A	\$7,108,447	(\$7,108,447)	N/A	N/A	N/A	
High Schools:							
Lethbridge Collegiate Institute	\$240,629	\$675,366	(\$604,980)	\$311,015	\$70,386		
Winston Churchill High School	\$223,664	\$171,639	(\$172,086)	\$223,217	(\$447)		
Chinook High School	\$173,098	\$202,991	(\$197,822)	\$178,267	\$5,169		
Victoria Park High School	\$559,395	\$51,074	(\$22,120)	\$588,349	\$28,954		
Immanuel Christian Secondary School	\$76,060	\$75,433	(\$75,990)	\$75,503	(\$557)		
Middle Schools:							
GS Lakie Middle School	\$167,981	\$162,186	(\$126,959)	\$203,208	\$35,227		
Wilson Middle School	\$221,806	\$87,928	(\$118,669)	\$191,065	(\$30,741)		
Gilbert Paterson	\$187,217	\$169,890	(\$132,095)	\$225,012	\$37,795		
Senator Joyce Fairbairn Middle School	\$251,040	\$126,266	(\$198,234)	\$179,072	(\$71,968)		
Elementary Schools:							
Senator Buchanan	\$34,549	\$36,065	(\$33,583)	\$37,031	\$2,482		
Immanuel Christian Elementary School	\$15,770	\$55,508	(\$49,712)	\$21,566	\$5,796		
Ecole Agnes Davidson	\$165,232	\$71,428	(\$36,704)	\$199,956	\$34,724		
Fleetwood-Bawden	\$72,524	\$34,522	(\$15,835)	\$91,211	\$18,687		
Galbraith	\$82,302	\$21,013	(\$15,248)	\$88,067	\$5,765		
Lakeview	\$68,809	\$22,992	(\$8,981)	\$82,820	\$14,011		
General Stewart	\$4,079	\$24,009	(\$15,256)	\$12,832	\$8,753		
Westminster	\$107,612	\$35,530	(\$17,357)	\$125,785	\$18,173		
Lethbridge Christian School	\$31,160	\$53,218	(\$28,422)	\$55,956	\$24,796		
Coalbanks Elementary School	\$80,238	\$47,765	(\$38,269)	\$89,734	\$9,496		
Nicholas Sheran	\$51,833	\$34,589	(\$21,417)	\$65,005	\$13,172		
Park Meadows	\$52,765	\$53,494	(\$23,319)	\$82,940	\$30,175		
Dr. Robert Plaxton	\$31,549	\$53,674	(\$26,061)	\$59,162	\$27,613		
Mike Mountain Horse	\$74,677	\$23,643	(\$12,214)	\$86,106	\$11,429		
Dr. Probe Elementary School	\$115,047	\$75,043	(\$34,527)	\$155,563	\$40,516		
School Generated Funds	\$3,089,036	\$2,365,266	(\$2,025,860)	\$3,428,442	\$339,406		
Total SGF investment accounts (GICs)	\$0	\$0		\$0	\$0		
Total School Generated Funds	\$3,089,036	\$2,365,266	(\$2,025,860)	\$3,428,442	\$339,406		

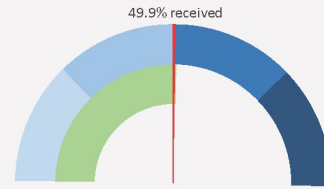


# Lethbridge School Division Summary of Revenues Quarterly Reporting - February 28th, 2025

Financial Data as at March 11th, 2025

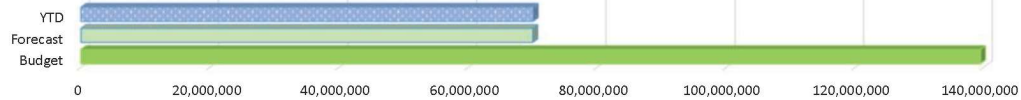
	Budget	Forecast	YTD	Variance	YTD %
Government of Alberta	139,488,751	69,984,931	70,050,270	(65,339)	50.2%
Federal & First Nations	1,049,265	393,935	221,813	172,122	21.1%
Other School Authorities	45,000	45,000	45,000	0	100.0%
Fees	4,745,982	2,372,991	1,683,306	689,685	35.5%
Other Sales & Services	902,994	558,593	860,450	(301,857)	95.3%
Investment Income	601,453	300,726	294,361	6,365	48.9%
Gifts & Donations	368,000	184,000	327,386	(143,386)	89.0%
Rental of Facilities	20,304	10,152	12,833	(2,681)	63.2%
Fundraising	2,160,000	1,080,000	1,065,170	14,830	49.3%
Gain on Disposal	0	0	0	0	0.0%
	149,381,749	74,930,328	74,560,589	369,739	49.9%

**Total Revenue Tachometer:**

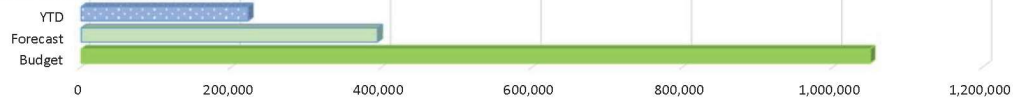


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

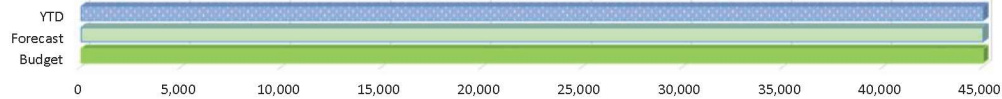
## Government of Alberta



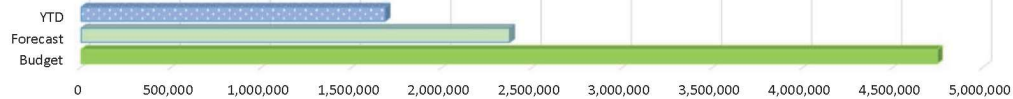
## Federal & First Nations



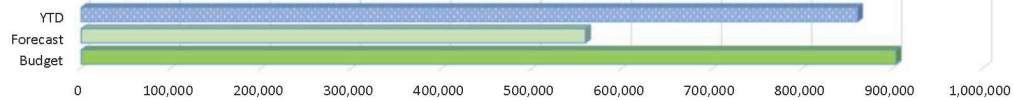
## Other School Authorities



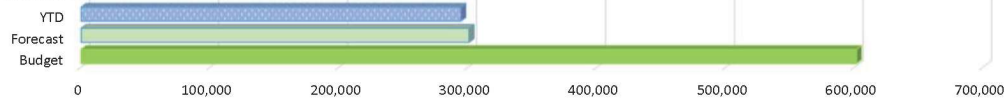
## Fees



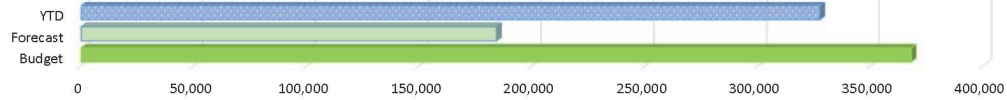
## Other Sales & Services



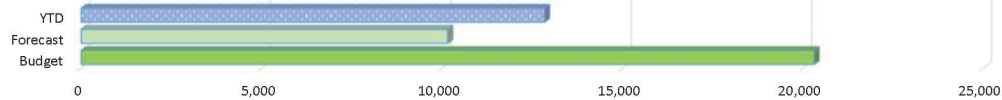
## Investment Income



## Gifts & Donations



## Rental of Facilities



## Fundraising





## Lethbridge School Division Summary of Expenses Quarterly Reporting - February 28th, 2025

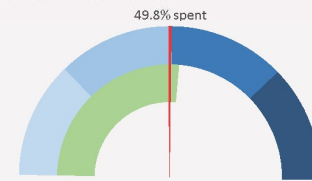
Financial Data as at March 11th, 2025

	Budget	Forecast	YTD	Variance	YTD %
Salaries	91,936,119	46,523,427	46,580,239	(56,812)	50.7%
Benefits	23,765,467	12,241,318	11,829,993	411,325	49.8%
Professional Development	943,531	716,615	547,870	168,745	58.1%
Contracted Services	10,709,908	6,299,223	6,406,247	(107,023)	59.8%
Other Services	2,751,645	2,190,033	1,669,051	520,982	60.7%
Supplies	5,172,633	2,782,793	2,548,256	234,537	49.3%
Other Expenditures	763,492	381,746	270,162	111,584	35.4%
Capital, Transfer & Projects	14,724,993	7,362,496	5,211,185	2,151,312	35.4%
	<b>150,767,788</b>	<b>78,497,651</b>	<b>75,063,002</b>	<b>3,434,649</b>	<b>49.8%</b>

52.1%

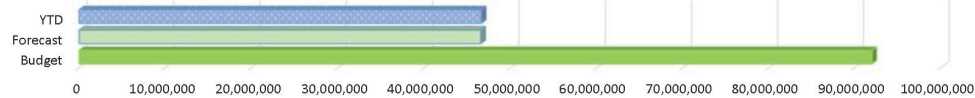
The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

### Total Expense Tachometer:

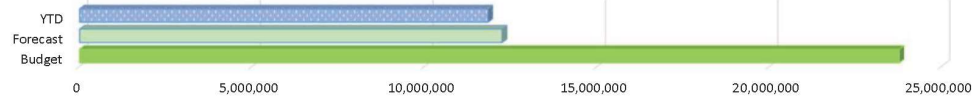


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

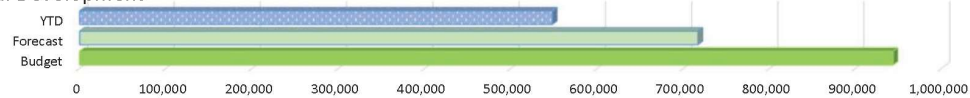
#### Salaries



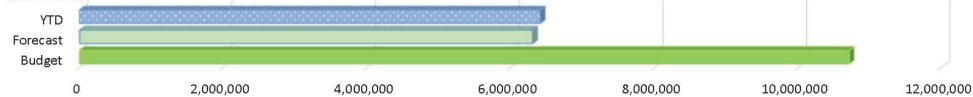
#### Benefits



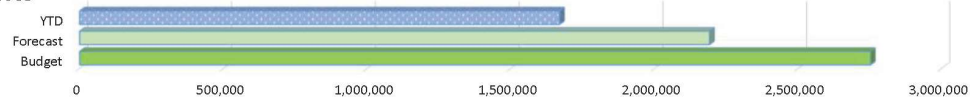
#### Professional Development



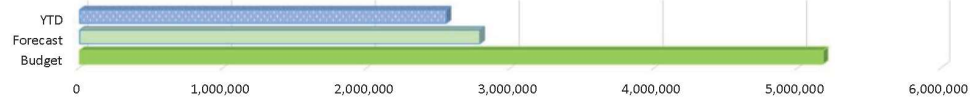
#### Contracted Services



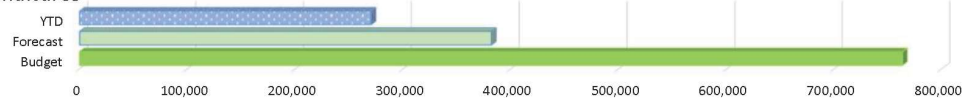
#### Other Services



#### Supplies



#### Other Expenditures



**MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Christine Lee  
Associate Superintendent Business Affairs

**RE: 2026-2028 Capital Plan**

**Background:**

The Executive Summary to the 2025-2026 to 2027-2028 Capital Plan for the Division is provided for review. The 141-page detailed Three-Year Capital Plan may be located on the division website.

**Recommendation:**

It is recommended that the Board accept the 2026-2028 Capital Plan as presented.

Respectfully submitted,

Christine Lee  
Associate Superintendent Business and Operations



# **THREE YEAR CAPITAL PLAN**

**2025-2026 TO 2027-2028**



# ON THE COVER:

*An image showcasing the front of West Coulee Station Elementary School during its construction phase in January 2025. To the right, you'll find the architectural rendering.*



Architectural rendering of the main gathering space of the new K-5 Elementary School, West Coulee Station Elementary, under construction in the community of Garry Station. Scheduled to open September 2025



Lethbridge  
SCHOOL DIVISION

# EXECUTIVE SUMMARY

## Introduction

Lethbridge School Division ("LSD") provides public education services to the citizens of the City of Lethbridge, Alberta, Canada. The Division was established in 1886 and has proudly served our community for over 138 years.

LSD serves approximately **12,341** students from early education (pre-school) to grade twelve in 2024-2025. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-four (24) schools and four (4) institutional programs. Lethbridge School Division has 671 full time equivalent (FTE) certificated staff and 493 FTE support staff that provide quality teaching and learning for our students.

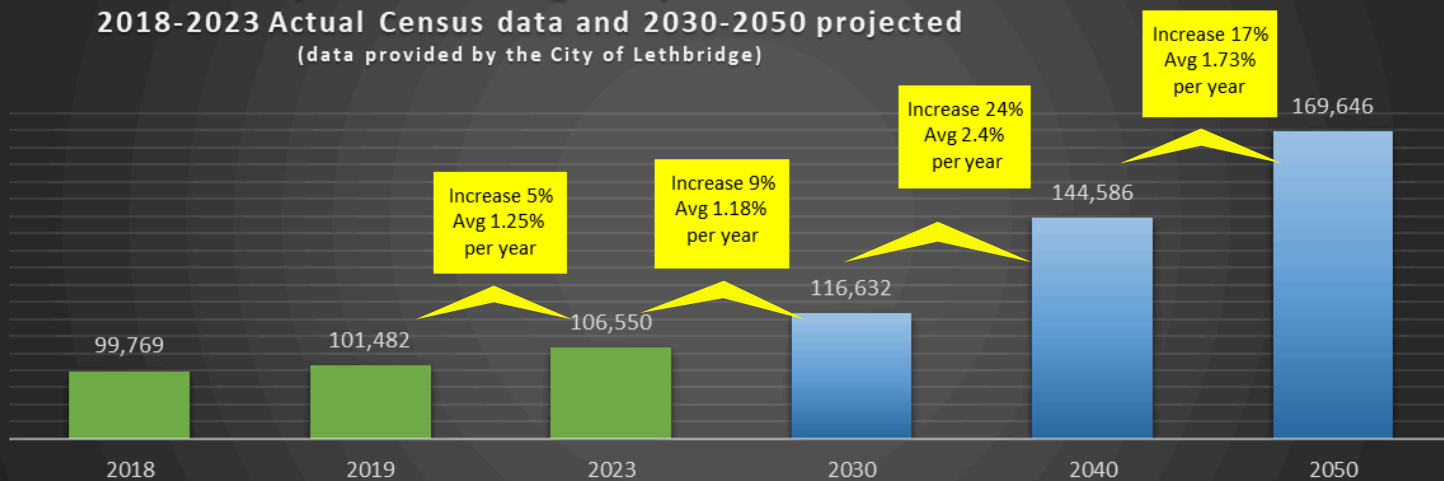
The Three-Year Capital Plan for 2025-2026 To 2027-2028 is an analysis of future school capital needs for Lethbridge School Division to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

## City of Lethbridge and Population Growth

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

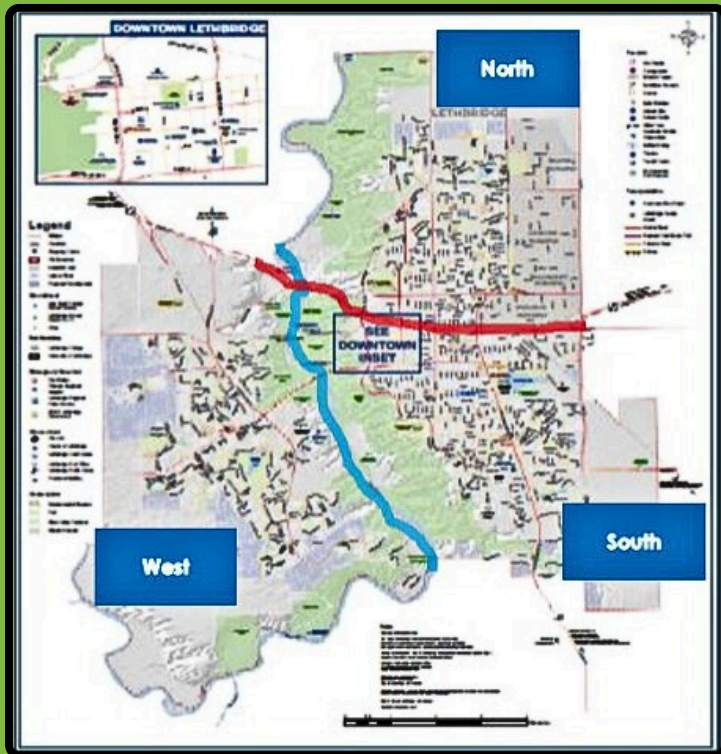
Lethbridge is a growing, vibrant city with over **111,400** residents in 2024 (Statistics Canada, July), 106,550 residents (2023 census). It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities, and green spaces. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment; it's anticipated to boost the population by **9%** from 2023 to 2030 from approximately **106,550** to **116,700** and continues to project steady growth to reach **169,600** residents by 2050.

**City of Lethbridge Population**  
2018-2023 Actual Census data and 2030-2050 projected  
(data provided by the City of Lethbridge)



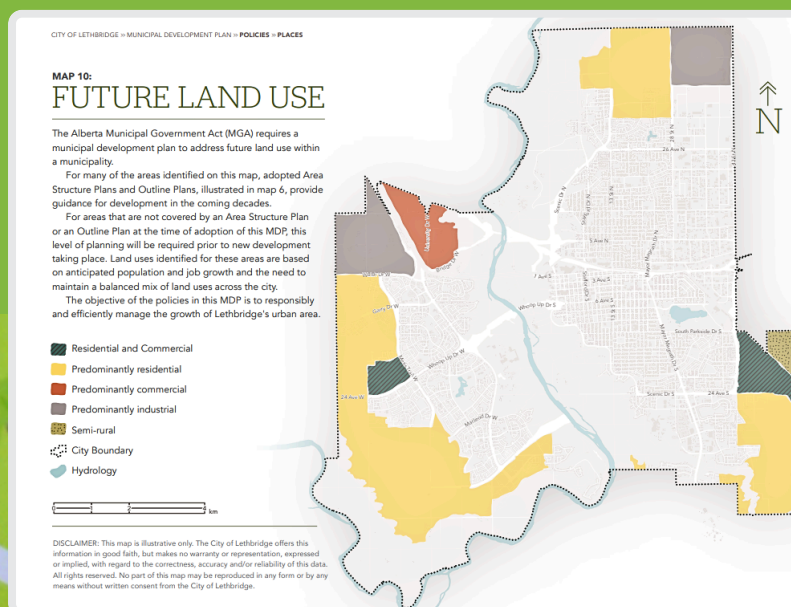


# CITY OF LETHBRIDGE DEVELOPMENT



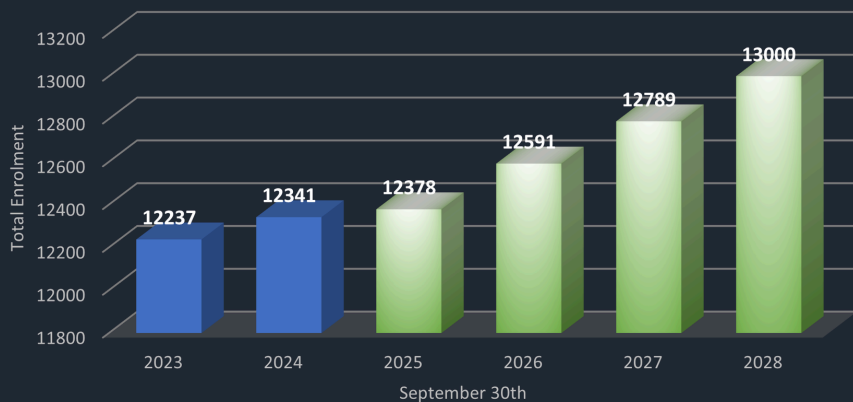
## CITY OF LETHBRIDGE DEVELOPMENT

Lethbridge is divided between North and South by a major highway (Highway 3). West Lethbridge is separated from both South and North Lethbridge by coulees and the Oldman River valley. The City of Lethbridge has identified areas for future growth and new neighborhoods to support future growth. There are five main areas of growth identified. The very north of Lethbridge, southeast Lethbridge and North, South and Mid-West Lethbridge. West Lethbridge is the fastest growing community in Lethbridge and as such there is more area planned for future development in the west sector of the city. As posted in the *Western Investor*, November 2, 2023, *Top 5 Towns for Real Estate Investors*, Lethbridge ranks number 5. *Western Investor* states "Lethbridge does not have a deep oil and gas industry and that has proven a strength in recent years as it had the space and the low land prices to attract mega Agri-players such as McCain Foods Ltd., Cavendish Farms Inc. and PIP International Inc. which are all building or expanding processing plants in the community. One can buy home in Lethbridge for less than \$340,000 and a one-bedroom apartment rents for an average of \$1,200. The combination of high job growth, low housing costs and projected population growth of 5 per cent will lead to a retail boom in 2024". Lethbridge's diversified economy and major projects will continue to positively impact development and population growth in the city.



# STUDENT ENROLMENT GROWTH

Total Student Enrolment  
PK to Grade 12  
2023, 2024 Actual to 2025-2028 projected



LETHBRIDGE  
census  
online

2023  
Census Results

Region	2023	2019	Change in numbers	Change in percentage
North Lethbridge	29,448	28,172	+1,276	+4.53%
South Lethbridge	33,309	32,412	+897	+2.77%
West Lethbridge	43,793	40,898	+2,895	+7.08%
<b>Totals</b>	<b>106,550</b>	<b>101,482</b>	<b>+5,068</b>	<b>+4.99%</b>

## ENROLMENT GROWTH

As depicted in the chart above, the Lethbridge School Division is expected to experience growth each year throughout the Three-Year Capital Plan period, reaching a total of **12,789** students by the 2027-2028 school year. This represents an increase of **552** students, or **4.5%**, compared to 2023. Further sustained growth is anticipated, with enrollment expected to reach **13,000** students in five years, marking an increase of **763** students, or **6.2%**, from 2023.

During the three-year capital plan period, the most significant growth will occur on the south side of Lethbridge, with an increase of **5.54%**. West Lethbridge is projected to see a growth of **3.3%**, while North Lethbridge will experience a **4.22%** rise in student population. Additionally, enrolment growth in South Lethbridge is influenced by **500** students from West Lethbridge attending high school there. Enrolment projections are derived from demographic software, Baragar Demographics, along with population forecasts from the City of Lethbridge and the Province of Alberta. These projections are conservative due to uncertainties surrounding migration and housing developments in the current economic climate. According to the City of Lethbridge's 2023 Census data, the population grew by 4.99% since the 2019 census, averaging an annual growth rate of 1.25%. Notably, West Lethbridge experienced a growth rate of 7.08%. Given the ongoing economic development in Lethbridge and the latest census findings, it is expected that actual enrollment growth may exceed the projections outlined in this capital plan.

## ASSURANCE PLAN

The Lethbridge School Division creates an assurance plan as mandated by Alberta Education. The Board of Trustees approved the 2024-2025 plan on May 27, 2024, and the Assurance Results Report for 2023-2024 on November 26, 2024. These documents are the product of extensive collaboration and reflect the plans and annual Assurance Results Reports from each school within the Division, incorporating input from various partners as we strive to innovate and enhance our practices. Within these documents, you will discover the Division's priorities, trends, challenges, opportunities, achievements, and strategies aimed at ensuring ongoing success for Lethbridge School Division students. We take pride in the dedicated efforts of our staff and students. With that in mind, Lethbridge School Division remains committed to improving each day. The 2024-2025 Assurance Plan and the 2023-2024 Assurance Results Report are available on the Division's website.



## FACILITY UTILIZATION

The school division is increasingly concerned about space utilization when it exceeds 85%. In evaluating utilization, both base and core utilization are taken into account. Core utilization emphasizes essential learning spaces within the facility, intentionally omitting modular classroom units. Although modular classrooms have been introduced to address immediate enrolment needs, their addition may have caused the core capacity to be surpassed. High capacity levels can negatively impact programming spaces such as gymnasiums and learning commons.

The chart provided shows that the west sector is expected to see a decline in utilization after the new Elementary School opens in the 2025-2026 school year. However, core utilization is anticipated to stay high through 2027-2028. At present, the Division possesses a significant amount of instructional space compared to core facility space. For example, in West Lethbridge, the large number of modular classrooms results in an instructional capacity that is **137%** of the core capacity. Overall, the division maintains an instructional capacity to core ratio of **125%**. A ratio well above 100% indicates that spaces such as gymnasiums, learning commons, and gathering areas may struggle to accommodate the projected student enrolment.

**73%**  
*projected utilization  
rates by 2027/2028*

**73%**  
*current utilization*

**125%**  
*Instructional vs Core  
Capacity*

Note: Considering the ongoing global, national, and provincial inflationary pressures, the enrolment projections outlined in this capital plan are viewed as conservative, as there are no dependable trends available for forecasting future enrolment.

### Area Utilization by City Sector (Actual and Projected)

City Sector	Instructional Capacity vs Core Capacity of Facilities	Full Area Utilization		Projected Growth in three year period	Utilization -Core Area Only	
		2024-2025 Actual	2027-2028 Projected		2024-2025 Actual	2027-2028 Projected
North	104%	70%	72%	5.76%	73%	75%
South	135%	71%	74%	4.44%	97%	100%
West	137%	78%	74%	3.41%	103%	89%
<b>Total Division</b>	<b>125%</b>	<b>73%</b>	<b>73%</b>	<b>4.51%</b>	<b>90%</b>	<b>88%</b>

## CURRENT CAPITAL PROJECTS

In February 2021, Alberta Education approved the construction of a new elementary school in West Lethbridge, addressing a critical need. Named West Coulee Station Elementary, this school will cater to students from kindergarten to grade 5 and will be located in the northern part of West Lethbridge, specifically within the Garry Station community. Currently, there is only one elementary school serving this rapidly growing area on the city's west side. The school is set to open in September 2025 and will accommodate 610 students, with the option to add 12 modular classrooms in the future, raising the total capacity to 900 students. Alberta Infrastructure is managing the construction using a Design Build approach. Additionally, the modernization of Galbraith Elementary School, the oldest school in the Division at 113 years old, is in progress and currently in the design phase. The school board is working closely with Alberta Education, Alberta Infrastructure, and design architects on this project, which is actively moving forward.

Current Capital Projects								
Projected Opening/Completion	School/Community	City Sector	Project Type	Grade	Approved Capacity	Approval Date	% Complete as of February 2025	Estimated Cost
2025-2026	New West Lethbridge Elementary School/Community of Garry Station	West	Design Build: New Construction	Kindergarten to Grade 5	610 opening with full build out to 910	Feb-21	In construction (opening Sept 2025)	\$30 million
2028-2029	Galbraith Elementary School	North	Modernization	Kindergarten to Grade 5	510	Feb-24	In Design	\$32 million



Approved for  
Planning Funds  
Budget 2025

New School Construction								
Year	Priority	Community/School	City Sector	Site Readiness	Type	Grade	Capacity	2025 Cost (\$)
2025-2026	1	West Lethbridge High School	West	Site location in progress by City of Lethbridge	New Construction	9-12	2100	\$80 million
2025-2026	2	West Lethbridge Elementary School (West Lethbridge - South)	West	Site location in progress by City of Lethbridge	New Construction	K-5	910 (open 610 with growth)	\$32 million
2027-2028	3	North Lethbridge Elementary School (Blackwolf)	North	Site Not Yet Determined	New Construction	K-5	600	\$20 million

## NEW SCHOOL CONSTRUCTION REQUESTS

The Lethbridge School Division is seeking approval for three new construction projects in the capital plan period to ease current enrolment pressures and accommodate anticipated growth in the City of Lethbridge. This growth is expected due to economic development plans and an estimated population increase of over 22% from the 2023 census to 2030. The chart above outlines the new school construction projects requested in the Three-Year Capital Plan.

The primary focus for new construction in this capital plan period is West Lethbridge, which includes an elementary school (West Lethbridge-South) and an additional high school. West Lethbridge is the fastest-growing area in the city, with eight communities currently in development or proposed. A new elementary school is underway in the northern part of West Lethbridge, which will help alleviate enrolment pressures in that region. However, two more elementary schools are needed since the existing four schools are experiencing high core utilization rates ranging from **79% to 150%**, with instructional capacity compared to core capacity spanning from **105% to 193%**. The opening of West Coulee Station Elementary School for the 2025-2026 school year will relieve some utilization at Mike Mountain Horse and Coalbanks Elementary Schools. The high demand for instructional space and core utilization stems from the addition of modular classrooms to accommodate enrolment growth, which places strain on essential areas like gymnasiums and library commons. Additionally, due to planned developments in North Lethbridge, a new elementary school will also be necessary.

The current high school in West Lethbridge has undergone boundary changes in 2021, resulting in over **500** students being transferred to the South Lethbridge high school. Despite the addition of three modular classrooms in 2023, the school remains at capacity, necessitating requests for two additional modular classrooms to handle ongoing enrolment growth. With the pace of future development, a new high school in West Lethbridge is essential. With eight communities currently in development and another six planned for the future in West Lethbridge, significant growth is anticipated, further intensifying the pressure on existing school facilities and increasing the need for additional classroom spaces in this area.

## STUDIES IN SUPPORT OF THE CAPITAL PLAN

### WEST SIDE STUDY

West Lethbridge school planning faces challenges that require comprehensive analysis for sustainable solutions, moving beyond just adding modular classrooms or new schools. In early 2024, funding was allocated to study capacity issues linked to projected growth, focusing on school capacities, enrolment forecasts, and municipal data. Key challenges include the prevalence of modular classrooms and aging relocatable classrooms. The study, conducted by MSK Developments, aims to support requests for modernization and additional spaces in the Three-Year Capital Plan.

A new K-5 elementary school is being built in Garry Station to ease growth at Mike Mountain Horse School, but due to growth there is a need for K-5 school in the south. Future capacity concerns may arise at Chinook High School, requiring potential expansions or alternative solutions. The study recommends:

- One **new elementary school for 900 students** in the next 10 years
- One **new high school for 2,100 students** in the next 10 years
- Collaborations with the City of Lethbridge for site planning
- Coordination with developers for development planning
- Engagement with the Province of Alberta for funding support for the new schools.

### LETHBRIDGE COLLEGIATE INSTITUTE ACCESSIBILITY AUDIT

The *Accessibility Audit* of Lethbridge Collegiate Institute (LCI), carried out by Architect Ron Wickman, evaluates features for individuals with disabilities and highlights areas needing improvement, despite renovations since 1949. Key issues identified include:

- Challenging access at the main entrance due to the presence of stairs.
- Steep slopes along pathways connecting Buildings F and G.
- Stairs that do not comply with the Barrier-Free Design Guide.
- Insufficient accessible washrooms.
- Navigational difficulties for the public, including individuals with disabilities.

The report recommends several enhancements, such as:

- Establishing universal toilet rooms and upgrading existing washrooms.
- Improving stairs by adding tactile warning surfaces and enhanced handrails.
- Enhancing wayfinding through better signage and lighting.
- General suggestions to create a more accommodating environment for individuals with disabilities.

The recommendations outlined in the Audit underscore the necessity for modernization at LCI.



## REQUEST FOR MODERNIZATION, ADDITION, OR REPLACEMENT OF SCHOOL FACILITIES

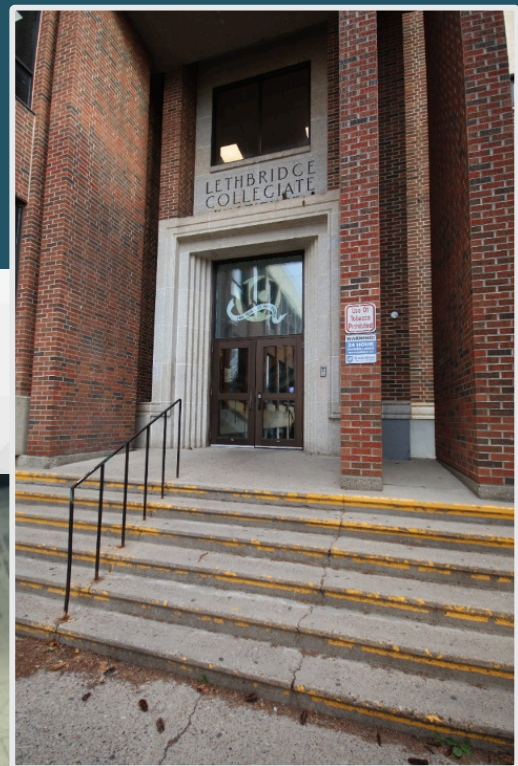
Some of the oldest school facilities in Lethbridge are elementary schools, which urgently need substantial investment for upgrades related to health and safety, environmental sustainability, and creating learning spaces that align with the needs of today's students. The Lethbridge School Division is seeking approval for the modernization of ten (10) elementary schools, two (2) middle schools, and two (2) high schools within the capital plan period.

In North Lethbridge, there are three elementary schools (Senator Buchanan, Westminster, and Park Meadows) that require modernization. Of these, two need elevators to provide access to the second level. Additionally, a high school (Winston Churchill) also needs modernization and expansion to enhance functionality and accommodate enrolment growth. The student enrolment in the northern sector of Lethbridge is projected to increase by 2.8% over the next three years of the capital planning period.

In West Lethbridge, three elementary schools (Mike Mountain Horse, Dr. Probe and Nicholas Sheran) also require modernization. These schools exhibit core utilization rates ranging from 79% to 150%, with instructional space to core space ratios between 145% to 193%. Furthermore, one middle school (G.S. Lakie) in West Lethbridge will need modernization to support anticipated enrolment growth, which is estimated at 4.9% over the same three-year period. To maintain sustainable enrolment in West Lethbridge, these schools must be modernized to meet facility standards and provide optimal educational opportunities for our students.

In South Lethbridge, a modernization initiative is proposed for four elementary schools: Fleetwood Bawden, Ecole Agnes Davidson, Lakeview, and General Stewart. These institutions need updates to enhance their building functionality and performance. Additionally, one middle school, Gilbert Paterson, has been identified for modernization due to challenges with accessibility and pressures from increasing enrolment. Modernization is also requested for one high school, LCI, which serves grades 9-12 and offers French Immersion. LCI accommodates students from West Lethbridge to help alleviate capacity issues at Chinook High School, with currently 500 students from that area enrolled at LCI. However, LCI faces limitations in accessibility to essential areas, such as the gymnasium and washroom facilities. As enrolment continues to rise at LCI, there is an urgent need to modernize the school, not only to replace outdated building components but also to improve functionality to support the growing student body. The projected increase in student enrolment for the south sector of Lethbridge is estimated at **2.9%** over the next three years of the capital planning period.

The following page provides a comprehensive list of all schools proposed for modernization.





Modernization Projects							
Year	Priorit y	Community/Scho ol	Facility Age	City Sector	Type	Grade	2025 Cost (\$)
2025-2026	1	Lethbridge Collegiate Institute	76 years	South	Modernization- Preservation/Replacement School	9-12	\$60 million
	2	Senator Buchanan Elementary School	71 years	North	Partial Modernization- Preservation	K-5	\$13 million
	3	Westminster Elementary School	72 years	North	Partial Modernization- Preservation	K-5	\$11 million
	4	Gilbert Paterson Middle School	70 years	South	Partial Modernization- Preservation/Addition	6-8	\$22 million
	5	Mike Mountain Horse Elementary School	39 years	West	Modernization- Preservation	K-5	\$16 million
2026-2027	6	Park Meadows Elementary School	45 years	North	Modernization- Preservation	K-5	\$17 million
	7	Nicolas Sheran Elementary School	45 years	West	Modernization- Preservation	K-5	\$17 million
	8	Dr. Gerald B. Probe Elementary School	34 years	West	Modernization- Preservation	K-5	\$17 million
	9	Fleetwood Bawden Elementary School	74 years	South	Partial Modernization- Preservation	K-5	\$17 million
	10	Ecole Agnes Davidson	63 years	South	Partial Modernization- Preservation	K-5	\$17 million
2027-2028	11	Lakeview Elementary School	65 Years	South	Partial Modernization- Preservation	K-5	\$17 million
	12	Winstom Churchill High School	58 Years	North	Partial Modernization- Preservation/Addition	9-12	\$30 million
	13	General Stewart Elementary School	69 years	South	Partial Modernization- Preservation	K-5	\$11 million
	14	G.S. Lakie Middle School	22 years	West	Partial Modernization- Addition	6-8	\$22 million

Pre-Planning  
Funds  
Approved

# Lethbridge School Division Three-Year Capital Plan



Year **2025-2026 to 2027-2028**

## Growth and Facility Utilization



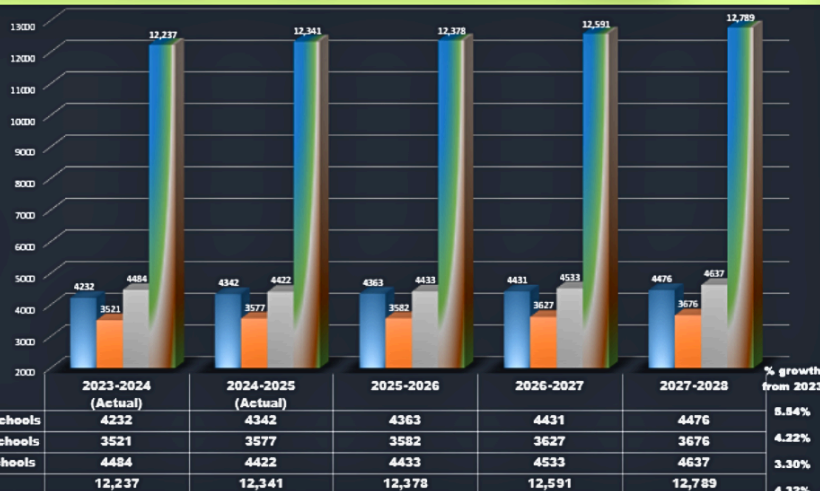
### Growth 2023 to 2027

Elementary School	2.78%
Middle School	10.65%
High School	6.13%

Enrolment by City Sector  
2023, 2024 Actual  
2025 to 2027 Projected

**4.3%**  
Enrolment  
Growth to  
2027

■ Total South Lethbridge Schools	4232
■ Total North Lethbridge Schools	3521
■ Total West Lethbridge Schools	4484
■ Total All Schools	12,237

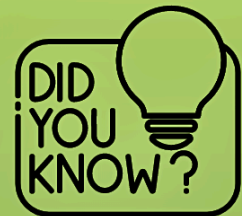


Enrolment projections show conservative growth

**5.54%**  
South Lethbridge  
fastest growing  
sector of city



There are currently 500 students who reside in west Lethbridge that attend high school in south Lethbridge.



**125%**

Total instructional space as compared to core space in the school division

**73%**

Current division utilization

**90%**

Current division core utilization

## New School Construction



Estimated cost  
of requested  
new schools  
**\$132 million**

\* Approved for Planning  
Funds, Budget 2025

**Requested**  
West Lethbridge  
High School  
2100 student

1

**Requested**  
West Lethbridge  
Elementary  
School -South  
900 student

2

**Beyond 2027**  
North Lethbridge  
Elementary School -  
Blackwolf  
600 student

3

**194%**  
Increase in housing  
starts from 2023

**443**  
Multi-family unit  
housing

**272**  
Single family  
housing



Estimated cost  
**\$287 million**

Galbraith  
Elementary School  
is currently in the  
design phase for  
modernization

## Modernizations

Modernizations, include major and minor modernizations, additions, or replacement school solutions



Pre-Planning  
Funds  
Approved  
March 2025  
for LCI

The top four  
modernization  
priorities are  
schools that do  
not adequately  
support  
accessibility to all  
parts of the  
school.

“



**76% of school facilities  
are 30+ years old. 57%  
are over 50+ years old**



1

Lethbridge  
Collegiate Institute  
(modernization or  
replacement school)



2

Senator  
Buchanan  
Elementary



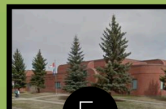
3

Westminster  
Elementary



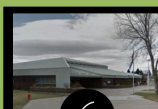
4

Gilbert  
Paterson  
Middle



5

Mike Mountain  
Horse  
Elementary



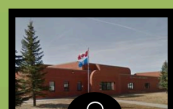
6

Park  
Meadows  
Elementary



7

Nicholas  
Sheran  
Elementary



8

Dr. Gerald B.  
Probe  
Elementary



9

Fleetwood Bawden  
Elementary



10

Ecole Agnes  
Davidson



11

Lakeview  
Elementary



12

Winston  
Churchill  
High



13

General  
Stewart  
Elementary



14

GS Lakie  
Middle School

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



# THREE YEAR CAPITAL PLAN

**2025-2026 To 2027-2028**

Prepared by Lethbridge School Division  
Division of Business and Operations



March, 2025

## MEMORANDUM

March 25, 2025

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

Re: School Council Conference Support

### Background:

In the 2024-2025 school year, up to \$400 is available to each school council for the cost of registration at the annual Alberta School Council Association (ASCA) conference. The total funds available are \$9,200.

The Board of Trustees made the following motion related to supporting school councils with conference attendance from available funds provided to the board:

*The Board create a general fund for monies allocated to cover the ASCA conference and the AGM registration fees and develop a framework for the equal distribution for those wishing to attend the conference and AGM.*

***The draft framework was presented to Trustees at the February 25, 2025 board meeting and presented to the Division School Council on March 3, 2025.***

### Recommendation:

The Board approve the following framework to provide support for school council members to attend the ASCA annual conference:

**For the 2025-2026 school year and until amended by the Board of Trustees:**

1. Parents interested in applying for funding support to attend the Alberta School Council Association annual conference and AGM, shall apply using the application form as provided by the Division.
2. **Parameters for provision of funding support include:**
  - Lethbridge School Division will reimburse individuals to attend the conference each year with \$9,200 in total available to support up to **eight** individuals to attend the conference in person. **A maximum of \$1150 per person is available in any given year for in-person conference attendance.**

- Should **more than eight** individuals make a request to attend the conference (whether in person or virtually), the maximum amount of \$9,200 is **shared between all individuals** that have made an application and have been approved.
- Application must be received by **December 1** of the year of the conference. The applications will be presented to the January meeting of Division School Council for nomination. All nominated applications will be forwarded to the Office of the Superintendent for final approval by the Superintendent of designate by **January 31**.
- Applicants that receive approval will be required to submit all receipts for costs of registration, hotel, **fuel**, parking for reimbursement. Meals not provided will be provided at Lethbridge School Division prescribed rates. Reimbursement will be submitted, on the prescribed form, to the Finance Department at Lethbridge School Division to the maximum approved.
- In years that the conference is held virtually, discussion will occur at the approval stage related to the provision of other expenses such as meal per diem and childcare costs.
- **Conditions of attendance:** Attendees will provide a summary of professional learning and takeaways from the conference and provide a verbal or written report to the Division School Council the month following the conference attendance.

Respectfully submitted,  
Christine Lee



## **MEMORANDUM**

March 25, 2025

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

**RE: Transportation Distance Eligibility Change**

### **Background:**

On February 27<sup>th</sup>, Budget 2025 was announced by the Province of Alberta. During that announcement, the transportation grant was provided a 2.32% increase and changes were made to the distance eligibility criteria. That change from the Minister of Education is as follows:

#### ***Transportation – distance changes for Grades 1 to 6***

*We have revised the distance eligibility criteria for students in Grades 1 to 6 from the previously announced distance of 1 kilometre to 1.6 kilometres effective September 1, 2025. This change will address some of the challenges and concerns we heard from school authorities regarding limited capacity to provide service at 1 kilometre. The distance criteria for students in Grades 7 to 12 will be 2 kilometres.*

*One-year transition funding will be provided for the 2025/26 school year for school authorities that continue to transport students in Kindergarten to Grade 6 that reside between 1 and 1.6 kilometres from their attending school.*

The Division initially decided to implement the 1 km distance criteria for kindergarten to grade 6 in the 2024-2025 school year, subsequently Alberta Education made these criteria optional to allow school divisions more time to implement the changes.

Upon reviewing the funding received versus the cost of providing transportation in 2024-2025, it was discovered that there would be an approximate deficit of \$413,000 after making in-year adjustments. Despite the rising costs of transportation, the Division did not receive a grant rate increase for 2024-2025. Historically, the Division has not charged a transportation fee nor encountered a deficit in previous years.

Currently, approximately 518 students are transported between the 1 km and 1.59 km range who would be affected by the new distance criteria. The 2024-2025 school year would have been the first year these students were eligible for transportation.

Contracted bussing costs will increase by 2% in 2025-2026. Transportation funding has not kept pace with the rising costs of transportation services, leading to a projected deficit for the Division

in 2024-2025. Unfortunately, the Division is unable to sustain a transportation deficit without charging a transportation fee to all eligible students.

Given this information, it is recommended that the new eligibility distance of 1.6 km for grades 1 to 6 be implemented for the 2025-2026 school year, rather than transitioning at 1 km to limit the potential for a deficit in 2025-2026.

**Recommendation:**

That transportation distance eligibility criteria be set at 1.6 km for kindergarten to Grade 6 students for the 2025-2026 school year.

Respectfully submitted,  
Christine Lee,  
Associate Superintendent, Business and Operations

**MEMORANDUM**

Date: March 25, 2025

To: Board of Trustees

From: Christine Light, Chair

**RE: DRAFT Trustee Code of Conduct (2<sup>nd</sup> Reading)**

**Background:**

The Education Act legislates School Boards are responsible to:

- 33(1)(k)** develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order,
- (l)** comply with all applicable Acts and regulations

At the Public Meeting of the Board of Trustees held on *May 23, 2023*, it was stated that Trustees *Kristina Larkin and Christine Light* will work to update Policy 202.1 Trustee Code of Conduct along with Appendix 202.1A and bring to the Policy Advisory Committee in September. At the Public Meeting of the Board of Trustees held on May 28, 2024, the following motion was carried: *“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”.*

The Board of Trustees has been working with Brian Callahan to align Policy 202.1 with the above legislation. The process has included consultant presentation, board deliberation and seeking legal feedback and guidance. Legal guidance has recommended the Board adopt an expansive and thorough policy framework, wherein definitions and detail are clear, resulting in a decreased risk for misinterpretation.

1<sup>st</sup> Reading of the DRAFT Trustee Code of Conduct Policy was CARRIED at the Public Meeting of the Board of Trustees held on February 25, 2025. Amendments have since been made to the DRAFT and are being presented today.

**Recommendation:**

That the Board move to accept the following motion: That the 2<sup>nd</sup> Reading of the DRAFT Trustee Code of Conduct Policy be accepted as presented.

Respectfully submitted,  
Christine Light

## TRUSTEE CODE OF CONDUCT

Section 33 of the *Education Act* requires every board of trustees in Alberta to adopt a code of conduct that applies to trustees of the Board. The purpose of this Code of Conduct is to provide standards for the conduct of members of the Board of Trustees of Lethbridge School Division (“the Board”) and relating to their roles and obligations and a procedure for the investigation and enforcement of those standards. This Code of Conduct applies to all trustees of the Board, including the Chair.

This Code of Conduct is one aspect of accountability and transparency both internally among Trustees, and between the Board and Administration, as well as externally, with Division students, parents, the public at large, other orders of government and the media.

It is expected that all interactions related to the operations of the Board, and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

The attached **Appendix I** outlines the processes/options available to the Board in responding to Code of Conduct matters. This has been reordered as per our discussion.

### 1. Framework and Interpretation

1.1. This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Board and the high standards of professional conduct. This Code of Conduct is intended to supplement other legal duties imposed on Trustees by Board policy and applicable legislation, including but not limited to: See **Legal References**

1.2. This Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Trustees are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. The Board commits itself and its members to conduct which meets the highest ethical standards.

### 2. Principles and Values

2.1. Trustees are expected to perform their duties and functions of office with integrity, accountability and transparency.

2.2. Trustees have a duty to act honestly, in good faith, and in the best interests of the Division.

2.3. Trustees must:

2.3.1. Uphold the law established by the Federal Parliament and the Alberta Legislature and the policies adopted by the Board,

- 2.3.2. Carry out their duties in accordance with all applicable legislation, Board policies pertaining to their position as a trustee,
- 2.3.3. Observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- 2.3.4. Serve and be seen to serve the interests of the Division and their constituents in a conscientious and diligent manner and shall approach decision-making with an open mind.

### **3. Confidential Information**

- 3.1. A Trustee must not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, except when required by law or authorized by the Board to do so. This is a continuous obligation that extends beyond the Trustee's term of office.
- 3.2. A Trustee must not access or attempt to gain access to confidential information unless it is required for the performance of the Trustee's duties and only then if the information is acquired through appropriate channels in accordance with applicable Board policies.
- 3.3. A Trustee must not use or attempt to use confidential information for their own personal benefit or for the benefit of any other individual or organization.

### **4. Conflicts of Interest**

- 4.1. The Board expects that every Trustee will:
  - 4.1.1. be knowledgeable of Sections 85 – 96 of the *Education Act*,
  - 4.1.2. file a disclosure of information as required by Section 86 of the *Education Act*,
  - 4.1.3. accept sole responsibility for declaring a pecuniary interest or other conflict of interest and abstain and absent themselves from discussion or voting on the matter in question,
  - 4.1.4. be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise,
  - 4.1.5. where a Trustee has a loyalty to more than one board and when the actions of one board affect the operation of the other board, abstain from involvement in discussion and voting on the matter in question,
  - 4.1.6. refrain from, in the exercise of an official power, duty or function, giving preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest; and

4.1.7. refrain from initiating, endorsing, supporting, or otherwise participating in any proceeding being brought against the Board or the Division.

## **5. Improper Use of Influence**

5.1. A Trustee must not use the influence of their office for any purpose other than for the exercise of the Trustee's official duties.

5.2. A Trustee must not act as an agent to advocate on behalf of any individual, organization, or corporate entity before the Board or a committee of the Board or any other body established by the Board.

## **6. Conduct at Meetings**

6.1. Trustees must conduct themselves with decorum and respect and make every effort to participate diligently in the meetings of the Board, committees of the Board and other bodies to which they are appointed by the Board.

6.2. Trustees must comply with Board policies and procedures governing the conduct of meetings of the Board, and any other rules of meeting procedure applicable to the body to which they have been appointed by the Board.

6.3. Trustees must act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

6.4. Trustees must conduct and convey the Board's business and all their duties in an open and transparent manner other than for those matters which are authorized by the Board in accordance with Section 64 of the *Education Act* to be dealt with in a confidential manner in a private meeting, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.5. A Trustee must not record any proceedings of the Board or any committee of the Board without the express permission of the Board or the committee, as applicable.

## **7. Respect for the Decision-Making Process**

Decision-making authority lies with the Board, and not with any individual Trustee. The Board acts by resolution passed at a duly constituted meeting held in public at which there is a quorum present, pursuant to Section 64 of the *Education Act*.

7.1. A Trustee must not attempt to bind the Board, either by publicly expressing their personal views as being on behalf of the Board when not authorized to do so or by giving direction to staff, agents, contractors, consultants or other service providers of the Division or prospective vendors.

7.2. Trustees must accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered.

## **8. Public Communications**

Open, honest and consistent communication with stakeholders is important to accurately inform and increase awareness of public education.

8.1. A Trustee must not communicate on behalf of the Board unless authorized to do so or unless the Board directs otherwise. The Chair is the Board's official spokesperson and in the absence of the Chair it is the Vice Chair.

8.2. A Trustee who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of the Board as a whole, even if the Trustee disagrees with the Board's position.

8.3. A Trustee must not make a false statement with the intent to mislead the Board or Trustees or members of the public.

## **9. Use of Social Media**

9.1. As with any other activity, Trustees must ensure that their use of social media complies with the law, the requirements of this Code of Conduct and any related Board policy. This Code of Conduct applies to all communications a Trustee makes, regardless of the social media account or device from which the communication is made.

9.2. For the purposes of Section 9 of this Code of Conduct, "communications" means any information or data submitted by a Trustee to a social media network or platform that is capable of being displayed using software or approved hardware such as text, images, videos, or links to other content and includes a Trustee liking, commenting on or sharing content created by other users of the social network or platform.

## **10. Discreditable Conduct**

10.1. Trustees have a duty to treat members of the public, one another and Division staff and students with dignity and respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

10.2. A Trustee must not use indecent, abusive, or insulting words or expressions toward any other Trustee, any Division staff member or student or any member of the public.

10.3. A Trustee must not conduct themselves in a manner that is discriminatory to any individual based on *Alberta Human Rights Act*.



## **11. Conduct Respecting Administration**

11.1. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Chair, Board committees and to the Superintendent. Under the direction of the Superintendent, staff in Administration serve the Board as a whole

11.2. Trustees shall respect the fact that staff work for the Division as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of the Board and administering the policies and programs of the Board, and that staff are required to do so without undue influence from any Trustee or group of Trustees.

11.3. Trustees must not:

11.3.1. involve themselves in Administration and the day-to-day management of the Division, which fall within the jurisdiction of the Superintendent pursuant to the *Education Act*;

11.3.2. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in that staff member's duties; or

11.3.3. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of any staff member.

11.3.4. Trustees must obtain information about the operation or administration of the Division from the Superintendent, or a person designated by the Superintendent. Trustees must refrain from directing any other staff in Administration without authorization.

## **12. Use of Division Property and Resources**

12.1. Trustees must use Division property, equipment, services, supplies and staff time only for the performance of their duties as a Trustee, subject to the following limited exceptions:

12.1.1. Board property, equipment, service, supplies and staff time that is available to the general public may be used by a Trustee for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges,

12.1.2. Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which may be supplied by the Division to a Trustee, may be used by the Trustee for personal use, subject to the terms and conditions described below.

12.2. Electronic communication devices provided by the Division are the property of the Division, and shall, at all times, be treated as the Division's property. Trustees are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:

12.2.1. all emails or messages sent or received on Division devices are subject to the Freedom of Information and Protection of Privacy Act,

12.2.2. all files stored on Division devices, all use of internal email and all use of the internet through the Division's firewall may be inspected, traced or logged by the Division,

12.2.3. in the event of a complaint pursuant to this Code of Conduct, the Board may require that any or all of the electronic communication devices provided by the Division to Trustees be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.

12.3. A Trustee must not use any Division property, equipment, services or supplies including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.

12.4. Upon ceasing to hold office, a Trustee must immediately deliver to the Division any money, book, paper, thing or other property of the Division that is in the Trustee's possession or under the Trustee's control including, without restriction, any record created or obtained by virtue of the Trustee's office other than a personal record or constituency record as those terms are used in the *Freedom of Information and Protection of Privacy Act*.

### **13. Gifts, Benefits and Hospitality**

13.1. Trustees are expected to represent the public and the interests of the Division and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias or influence on the part of the Trustee. At times, the acceptance of a gift or benefit occurs as part of the social protocol or community events linked to the duties of a Trustee and their role in representing the Board. Personal integrity and sound business practices require that relationships with vendors, contractors or others doing business with the Division be such that no Trustee is perceived as showing favouritism or bias toward the giver.

13.2. Trustees must not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift or benefit provided with the Trustee's knowledge to a Trustee's spouse, child, or parent that is connected directly or

indirectly to the performance of the Trustee's duties is deemed to be a gift to that Trustee.

13.3. For further clarity, the following are recognized as acceptable gifts or benefits:

13.3.1. such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$250.

13.3.2. a political contribution otherwise reported by law.

13.3.3. a suitable memento of a function honouring the Trustee.

13.3.4. food, lodging, transportation, event tickets or entertainment provided by provincial, or local governments, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Trustee is either speaking or attending in an official capacity on behalf of the Board.

13.3.5. Food and beverages consumed at banquets, receptions, or similar events, if:

13.3.5.1. attendance serves a legitimate purpose,

13.3.5.2. the person extending the invitation or a representative of the organization is in attendance; and

13.3.5.3. the value is reasonable and the invitations infrequent.

13.4. Gifts received by a Trustee on behalf of the Board as a matter of official protocol which have significance or historical value for the Division must be left with the Division when the Trustee ceases to hold office.

13.5. An invitation to attend a function where the invitation is directly or indirectly connected with the Trustee's duties of office is not considered to be a gift but is the fulfillment of an official function or duty. An invitation to attend a charity golf tournament or fundraising gala, provided the Trustee is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Likewise, accepting invitations to professional sports events, concerts or dinners may serve a legitimate business purpose.

13.6. Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

## **14. Election-Related Activity**

14.1. Trustees are required to follow the provisions of the Local Authorities Election Act and are accountable under the provisions of that statute. Trustees

should not make inquiries of, or rely on, Division staff to interpret or provide advice to Trustees regarding the requirements placed on candidates for the office of trustee. Trustees must be respectful of the role of the Corporate Secretary in managing the election process and must not interfere with how the Corporate Secretary's election duties are carried out.

14.2. Trustees must not use Board resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal. Online resources hosted, supplied or funded by the Board, including but not limited to Trustee electronic newsletters, and Trustee social media accounts used for communication must not be used for any election campaign or campaign-related activities.

## **15. Compliance with this Code of Conduct**

15.1. Trustees are ultimately accountable to the public through the democratic election process. Between elections, Trustees may become disqualified and be required to resign if the Trustee commits a disqualifying action pursuant to section 87 of the *Education Act*.

15.2. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board or a third-party investigator appointed by the Board.

15.3. Trustees are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.

15.4. A Trustee must not:

15.4.1. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct; or

15.4.2. obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code of Conduct.

## **Appendix I Code of Conduct Complaint Process and Remedial Actions**

### **1. Informal Complaint Process**

1.1. Any person who identifies or witnesses behaviour or activity by a Trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct is encouraged to attempt to address the prohibited behaviour or activity informally, where appropriate, by:

1.1.1. advising the Trustee that the behaviour or activity appears to contravene this Code of Conduct,

1.1.2. encouraging the Trustee to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity; and

1.1.3. if addressing the Trustee privately does not resolve the matter, requesting the Chair to assist in informal discussion of the alleged complaint with the Trustee in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.

1.2. People are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or activity that they believe violates this Code of Conduct. However, a person is not required to complete this informal complaint process prior to pursuing the formal complaint process outlined below.

### **2. Formal Complaint Process**

2.1. Any person who identifies or witnesses behaviour or activity by a Trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a formal complaint in accordance with the following conditions:

2.1.1. a complaint must be made in writing and include the complainant's name and contact information,

2.1.2. a complaint must be addressed to the Board, attention of the Chair. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint must be addressed to the attention of the Vice Chair,

2.1.3. a complaint must include the name of the Trustee(s) alleged to have contravened the Code of Conduct, the specific provision(s) of the Code of Conduct allegedly contravened and the facts surrounding the allegation, including the names of any witnesses.

2.2. A complaint must be received not later than 30 days after the date the person became aware of the conduct giving rise to the complaint. The Board may exercise its discretion to grant an extension if:

2.2.1. the delay in filing a formal complaint occurred in good faith.

2.2.2. it is in the public interest to conduct an investigation or to give consideration whether to conduct an investigation; and

2.2.3. no substantial prejudice will result to any person because of the delay.

2.3 Upon receipt of a formal complaint, the complaint will be:

2.3.1. served on the Trustee(s) whose conduct is in question, and

2.3.2. added as a confidential agenda item to the agenda of the next regular meeting of the Board or a special meeting of the Board called to consider the complaint.

2.4. Upon receipt of a formal complaint, the Board will meet, in closed session, excluding the Trustee(s) alleged to have contravened the Code of Conduct and, if applicable, the Trustee(s) who filed the complaint, and decide whether to proceed to investigate the complaint or not.

2.5. Complaints that:

2.5.1. are not about a current Trustee, or

2.5.2. are covered by other applicable legislative appeal, complaint or court processes, will be immediately refused and the complainant will be advised in writing, with reasons, and provided with information regarding other options, if applicable. The Trustee(s) alleged to have contravened the Code of Conduct will also be advised in writing, with reasons.

2.6. If the Board is of the opinion that:

2.6.1. a complaint is frivolous or vexatious or is not made in good faith, or

2.6.2. there are no grounds or insufficient grounds for conducting an investigation, the Board may choose not to investigate or may dispose of the complaint in a summary manner. In such event, the complainant and the Trustee(s) alleged to have contravened the Code of Conduct will be advised in writing, with reasons.

2.7. If the Board decides to investigate the complaint, it shall take such steps as it may consider appropriate in the circumstances having regard for the specific nature of the complaint, which may include:

2.7.1. establishing an ad hoc committee of the Board to investigate the complaint and report to the Board,

2.7.2. retaining a third-party investigator to investigate the complaint; or

2.7.3. if the material facts are not in dispute or the alleged misconduct is admitted by the Trustee(s) whose conduct is in question, proceeding to make a determination on the validity of the complaint without further investigation.

2.8. Investigations will be conducted in a fair, timely, and confidential manner that respects the principles of procedural fairness and natural justice.

2.9. Prior to commencing an investigation, the complainant and the respondent Trustee(s) will be advised, in writing, of the investigation process.

2.10. During an investigation, a complainant or witness may be asked to provide additional information. Division staff may also be requested to provide information, and any person conducting an investigation under this Code of Conduct may look at any record or thing belonging to or used by the Division and enter any Division facility for the purpose of completing the investigation.

2.11. The Trustee(s) whose conduct is in question is entitled to disclosure of all relevant information gathered during an investigation and must be given an opportunity to respond to the complaint before the Board deliberates and disposes of the complaint. No investigation will be concluded or any investigation report issued in relation to a complaint unless a Trustee whose conduct is in question has had reasonable notice of the basis for the proposed findings and conclusion as to whether or not a complaint is substantiated and an opportunity to respond to the proposed findings and conclusion.

2.12. Upon conclusion of the investigation, the Board will convene at a closed session of the Board, excluding the Trustee(s) alleged to have contravened the Code of Conduct, to consider the results of the investigation and dispose of the complaint. The complainant and the Trustee(s) alleged to have contravened the Code of Conduct will be advised of the Board's disposition of the complaint in writing, with reasons.

2.13. A Trustee who files a formal complaint under this Code of Conduct or against whom a formal complaint is made must not participate in conducting the investigation of the complaint

2.14. All complaints received under this Code of Conduct and all information and records received, reviewed or generated during the course of an investigation and disposition of a complaint, including interviews and investigation reports, are and must remain strictly confidential, unless the Board directs otherwise.



### **3. Remedial Action**

3.1. Remedial action is intended to be corrective, serve as a deterrent, and follow the principle of progressive discipline. Prior to imposing any remedial action, the Board will take into consideration the nature and severity of the breach as well as whether the Trustee has previously breached this Code of Conduct.

3.2. If the Board determines it appropriate to do so, the Board may impose sanctions on a Trustee who contravenes this Code of Conduct. Sanctions that may be imposed on a Trustee by the Board include:

- 3.2.1. issuing a letter of reprimand addressed to the Trustee,
- 3.2.2. requesting the Trustee to issue a letter of apology,
- 3.2.3. publicly reprimanding the Trustee by motion of censure with or without conditions on how to purge the censure,
- 3.2.4. publishing a letter of reprimand or request for apology and the Trustee's response,
- 3.2.5. requiring the Trustee to attend training either at the expense of the Board or the Trustee,
- 3.2.6. suspending or removing the Trustee from membership on a committee,
- 3.2.7. suspending or removing the Trustee from chairing a committee,
- 3.2.8. requiring the Trustee to reimburse the Board for monies received,
- 3.2.9. reducing or suspending remuneration paid to the Trustee in respect of the Trustee's services,
- 3.2.10. requiring the Trustee to return Division property or reimburse its value,
- 3.2.11. restricting the Trustee's access to Division facilities, property, equipment, services and supplies,
- 3.2.12. restricting the Trustee's contact with Division staff,
- 3.2.13. restricting the Trustee's travel and representation on behalf of the Board,
- 3.2.14. restricting how documents are provided to the Trustee (e.g. no electronic copies, but only watermarked paper copies for tracking purposes),
- 3.2.15. disqualifying the Trustee from the Board, but nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

**Legal References:**

1. *Education Act; and Regulations*
2. Board Policy and Procedures
3. *Alberta Human Rights Act*
4. Criminal Code (Canada);
5. *Freedom of Information and Protection of Privacy Act;*
6. *Local Authorities Election Act;* and
7. *Occupational Health and Safety Act.*

# Lethbridge School Division

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387



March 20, 2025

To: Meg Fester

Dear Meg,

Thank you for attending the Public Forum at the February 25, 2025, Regular Meeting of the Board in response to the Board invitation to give feedback on developing priorities. Within your speaking time you were able to share your insights and concerns around food insecurity in Lethbridge and the nutritional needs students are coming to school with.

Within your presentation, you shared your lens as a parent and social worker, along with your work in both Lethbridge School Division and the community supporting youth with barriers to enable them to access education. You spoke to food security being a foundational component to our capacity to learn and achieve as well as the rise of the utilization of food banks both locally and nationally, with the highest impact being experienced in Alberta with an increase of 22% of families impacted.

As stated, the best practice of national programs encourages communities to adapt to the local context of their community, lean into the specialization of our communities and community partners, and compliment and build on the programs that already exist. You proposed that the Division continue to focus on the priority of academic achievement while utilizing already existing community programs to meet the food security needs of our student populations to ensure equitable access for all students.

Your intent was to gather further information and come to present a more fulsome presentation to the Board at the March Board Meeting, which you are on the agenda for.

The Board prioritizes academic achievement and believes that meeting the nutritional needs of students is imperative to enabling students to achieve their full potential. We have experienced the growth in need for support you have spoken of. Through division, school and community-based supports and services, food programs are able to assist in filling this need. The Poverty Intervention Committee, a committee of the Board of Trustees, exists to improve access to, and capacity for, student learning within the Lethbridge School Division, through advocacy, direct services and increasing awareness, to identify and reduce barriers created by financial strain.

Again, thank you for coming to address the Board with your insight and perspective. We look forward to continuing the conversation as you come to present at the March Board Meeting.

Sincerely,

A handwritten signature in dark ink, appearing to be "CL", written in a cursive style.

Christine Light

Board Chair

## Lethbridge School Division Board of Trustees

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