



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14**

REGULAR  
SESSION

THURSDAY, AUGUST 29, 2019

Board Room  
Central Services  
Administration Building

**AGENDA**

Mission Statement - To provide high quality student-centered education that builds strong, healthy communities.

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- 1:00 pm 1. **CALL TO ORDER** T. Boymook
2. **COMMITTEE OF THE WHOLE**
- 2:00 pm 3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
4. **APPROVAL OF MINUTES**
- 4.1 Board Meeting – June 25, 2019 (encl.)
5. **CHAIR’S REPORT** T. Boymook (verbal)
- 5.1 New Classified Orientation – Aug. 28, 2019
- 5.2 Annual Board of Trustees Pancake Breakfast – Aug. 29, 2019
- 5.3 Board Evaluation – Aug. 29, 2019
6. **SUPERINTENDENT’S REPORT** M. Liguori (verbal)
- 6.1 Welcome back and start-up
- 6.2 Off To A Good Start – Aug. 23-28, 2019
7. **COMMENTS FROM THE PUBLIC AND STAFF  
GROUP REPRESENTATIVES**
- ASSOCIATION/LOCAL REPORTS**
8. **ATA LOCAL REPORT** D. Zielke (verbal)
- BUSINESS ARISING FROM PREVIOUS MEETING**
- NEW BUSINESS**
9. **BUSINESS ARISING FROM IN CAMERA**

10. TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST 2019-20 T. Boymook  
(encl.)
11. RURAL CAUCUS OF ALBERTA MEMBERSHIP T. Boymook  
(encl.)

**COMMITTEE REPORT**

**REPORTS FOR INFORMATION**

12. ADMINISTRATIVE PROCEDURE FOR POLICY 24, PERSONAL COMMUNICATION DEVICES M. Liguori  
(encl.)
13. FACILITY SERVICES 2019 SUMMER PROJECTS PLAN UPDATE M. Liguori/C. Wait  
(encl.)
14. EMPLOYEE BENEFIT PLAN M. Liguori/B. Billey  
(encl.)
15. TRUSTEES' REPORTS/NOTICES OF MOTIONS/REQUESTS FOR INFORMATION (verbal)

ADJOURNMENT

## RECOMMENDATIONS TO AUGUST 29, 2019 BOARD OF TRUSTEES

2. That the Board meet In Camera.  
That the Board revert to Regular Session.
3. That the Agenda be adopted as amended or as circulated.
- 4.1 That the Board of Trustees approve the Minutes of June 25, 2019 Board Meeting as amended or as circulated.
5. That the Board of Trustees receive for information the Chair's report.
6. That the Board of Trustees receive for information the Superintendent's report.
7. *Comments from the Public and Staff Group Representatives*
8. That the Board of Trustees receive for information the report from the representative of the ATA Local #28.
9. Business Arising from In Camera.
10. That the Board of Trustees approve the 2019-20 Trustee School Liaison Representative list, as presented.
11. That the Board of Trustees support the withdrawal of Elk Island Public Schools' membership from the Rural Caucus of Alberta School Boards, effective September 1, 2019.

That the Board of Trustees approve amendments to *Board Policy 9, Board Representatives*, as presented.

12. That the Board of Trustees receive for information the draft Administrative Procedure 145, Use of Personal Communication Devices.
13. That the Board of Trustees receive for information the Facility Services - 2019 Summer Projects Update.
14. That the Board of Trustees receive for information the Alberta School Employee Benefit Plan premium rates effective September 1, 2019.



**ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14**

**The regular meeting of the Elk Island Public Schools Regional Division Board of Trustees was held on Tuesday, June 25, 2019, in the Board Room, Central Services, Sherwood Park, Alberta.**

**The Board of Trustees Meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:00 a.m.**

Board members present:

- |                |                             |
|----------------|-----------------------------|
| T. Boymook     | D. Irwin (video conference) |
| R. Footz       | J. Seutter                  |
| S. Gordon      | H. Stadnick                 |
| C. Holowaychuk | H. Wall                     |
| A. Hubick      |                             |

Administration present:

- |                       |   |
|-----------------------|---|
| M. Liguori            | Superintendent                                  |
| S. Stoddard           | Associate Superintendent, Supports for Students |
| B. Billey             | Associate Superintendent, Human Resources       |
| C. Cole               | Secretary-Treasurer                             |
| L. McNabb             | Director, Communication Services                |
| C. Langford-Pickering | Executive Assistant/Recording Secretary         |

**CALL TO ORDER**

Meeting called to order at 9:00 a.m. with all trustees noted above in attendance.

**COMMITTEE OF THE WHOLE**

Moved by Trustee Footz:

|          |  |                                       |
|----------|--|---------------------------------------|
| 130/2019 | THAT the Board meet In Camera (9:00 a.m.). | <b>CARRIED<br/><u>UNANIMOUSLY</u></b> |
|----------|--|---------------------------------------|

Moved by Trustee Stadnick:

|          |   |                                       |
|----------|---|---------------------------------------|
| 131/2019 | THAT the Board revert to Regular Session (9:48 a.m.). | <b>CARRIED<br/><u>UNANIMOUSLY</u></b> |
|----------|---|---------------------------------------|

*The Board recessed at 9:48 a.m. and reconvened at 10:00 a.m. with all trustees noted above in attendance.*

Board Chair Boymook welcomed everyone in attendance and acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was signed, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Metis people.

**AGENDA**

The Board Chair called for additions or deletions to the agenda.

Moved by Trustee Holowaychuk:

132/2019

THAT the Agenda be adopted, as circulated.

CARRIED  
UNANIMOUSLY

**APPROVAL OF  
MINUTES**

The Board Chair called for confirmation of the May 22,  
2019 Board Meeting Minutes.

Moved by Trustee Seutter:

133/2019

THAT the Board of Trustees approve the Minutes  
of May 22, 2019 Board Meeting, as circulated.

CARRIED  
UNANIMOUSLY

The Board Chair called for confirmation of the May 29,  
2019 Board Meeting Minutes.

Moved by Trustee Gordon:

134/2019

THAT the Board of Trustees approve the Minutes  
of May 29, 2019 Board Meeting, as circulated.

CARRIED  
UNANIMOUSLY

The Board Chair called for confirmation of the June 6, 2019  
Board Meeting Minutes.

Vice-Chair Wall requested an amendment to the minutes to  
remove "if approved" from motions 123/2019 and 124/2019.

Moved by Vice-Chair Wall:

135/2019

THAT the Minutes of the June 6, 2019 Board  
Meeting be adopted, as amended.

CARRIED  
UNANIMOUSLY

The Board Chair called for confirmation of the June 20, 2019  
Board Meeting Minutes.

Moved by Trustee Footz:

136/2019

THAT the Board of Trustees approve the Minutes  
of June 20, 2019 Board Meeting, as circulated.

CARRIED  
UNANIMOUSLY

**CHAIR'S REPORT** Board Chair Boymook presented the Chair's report.

Moved by Board Chair Boymook:

|          |  |                                       |
|----------|--|---------------------------------------|
| 137/2019 | THAT the Board of Trustees receive the Chair's report for information. | <b>CARRIED<br/><u>UNANIMOUSLY</u></b> |
|----------|--|---------------------------------------|

**SUPERINTENDENT'S REPORT**

Superintendent Liguori presented the Superintendent's report.

Moved by Trustee Holowaychuk:

|          |   |                                       |
|----------|---|---------------------------------------|
| 138/2019 | THAT the Board of Trustees receive the Superintendent's report for information. | <b>CARRIED<br/><u>UNANIMOUSLY</u></b> |
|----------|---|---------------------------------------|

**COMMENTS, PRESENTATIONS AND DELEGATIONS  
AT BOARD MEETINGS**

No comments, presentations and delegations were presented.

**INTRODCUTION  
OF BOARD FACILITATOR**

Secretary-Treasurer Cole introduced Ian McCormick, president of Strategic Steps. Mr. McCormick will be conducting the Board's evaluation for 2019.

Board Chair opened the forum for questions.

**ASSOCIATION/LOCAL REPORTS**

|                         |   |
|-------------------------|---|
| ASBA Zone 2/3<br>Report | Trustee Gordon presented to the Board the report from the ASBA Zone 2/3 meeting held on May 24, 2019. |
|-------------------------|---|

Moved by Trustee Gordon:

|          |   |                                       |
|----------|---|---------------------------------------|
| 139/2019 | THAT the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information. | <b>CARRIED<br/><u>UNANIMOUSLY</u></b> |
|----------|---|---------------------------------------|

Rural Caucus of  
Alberta School  
Boards

Trustee Footz presented to the Board the report from the Rural  
Caucus of Alberta School Boards meeting held on June 2, 2019.

Moved by Trustee Footz:

140/2019

THAT the Board of Trustees receive the report  
from the representative of the Rural Caucus of  
Alberta School Boards for information.

CARRIED  
UNANIMOUSLY

ATA Local Report

ATA representative D. Zielke presented the Local ATA report.

Moved by Trustee Gordon:

141/2019

THAT the Board of Trustees receive the report  
from the representative of the ATA Local #28  
for information.

CARRIED  
UNANIMOUSLY

#### **BUSINESS ARISING FROM PREVIOUS MEETING**

No business arising from previous meeting.

#### **NEW BUSINESS**

Business Arising  
from In Camera

Moved by Vice-Chair Wall:

142 /2019

THAT the Board of Trustees approve funding  
to move three modulars from Mundare School  
to SouthPointe School at a cost up to \$300,000  
from Division Unallocated Reserves from the  
2018-19 budget.

CARRIED  
UNANIMOUSLY

Moved by Vice-Chair Wall:

143/2019

THAT the Board of Trustees reappoint  
Mark Liguori as Superintendent/CEO of Elk  
Island Public Schools conditional on the receipt  
of Ministerial approval and agreement on  
contract of employment.

CARRIED  
UNANIMOUSLY

Moved by Trustee Footz:

144/2019

THAT the Board of Trustees direct the Board  
Chair to make a request for reappointment to the  
Minister of Education in accordance to *School Act*,  
Sections 113 and 114, Superintendent of Schools  
Regulation A.R. 94/2018 that Mark Liguori be  
reappointed as Superintendent/CEO of Elk Island  
Public Schools.

CARRIED  
UNANIMOUSLY

2019-20 Budget  
Report

Treasurer Cole presented to the Board the 2019-20 Budget. Highlights of the proposed Budget were shared by Treasurer Cole, Director Hagen, and Assistant Director Lewis.

*Vice-Chair Wall left the meeting at 10:39 a.m. and returned at 10:41 a.m.*

Moved by Trustee Seutter:

145/2019

THAT the Board of Trustees approve the operating budget for 2019-20 of \$197,090,794 for Elk Island Public Schools, for the period September 1, 2019 to August 31, 2020.

Board Chair Boymook opened the forum for discussion.

Vote on Motion 145/2019

CARRIED  
UNANIMOUSLY

Moved by Trustee Holowaychuk:

146/2019

THAT the Board of Trustee approve the Alberta Education Budget Report for the year ending August 31, 2020, with the following amendment:

- A reduction to the August 31, 2019 balance of Division Unallocated Reserves by \$300,000.

CARRIED  
UNANIMOUSLY

Transportation and  
School Fee Schedule

Secretary-Treasurer Cole presented to the Board the Transportation and School Fee Schedule.

Moved by Vice-Chair Wall:

147/2019

THAT the Board of Trustees approve the 2019-20 School and Transportation Fees Schedule.

Moved by Trustee Irwin:

148/2019

To amend Motion 147/2019 to remove the grade 6 Leadership fee from the Fee Schedule.

*The Board recessed at 11:47 a.m. with the exception of Trustee Irwin (video conference) and reconvened at 12:08 p.m. with all trustees noted above in attendance.*

Board Chair Boymook opened the floor for further discussion on the amendment.



Vote on the amendment 148/2019.

In Favour: Trustee Irwin

Opposed: Trustee Stadnick, Trustee Footz, Trustee Seutter,  
Board Chair Boymook, Vice-Chair Wall,  
Trustee Hubick, Trustee Holowaychuk and  
Trustee Gordon

DEFEATED

Board Chair opened the forum to the main motion 147/2019.

Vote on main motion 147/2019.

CARRIED  
UNANIMOUSLY

*The Board recessed for lunch at 12:10 p.m. and reconvened at  
1:10 p.m. with all trustees noted above in attendance.*

Policy Committee

Vice-Chair Wall presented to the Board the amendments to  
Policy 8, Board Committees for approval.

Moved by Trustee Irwin:

149/2019

THAT the Board of Trustees approve the  
amendments to Board Policy 8, Board Committee,  
as presented.

CARRIED  
UNANIMOUSLY

Audit Engagement  
Letter  
Fees Schedule

Vice-Chair Wall presented to the Board for approval the  
2019 audit engagement letter. The engagement letter confirms the  
services of the auditors for the fiscal year ending August 31, 2019.

Moved by Trustee Seutter:

150/2019

THAT the Board of Trustees approve the  
2019 audit engagement letter, as presented.

CARRIED  
UNANIMOUSLY

Surplus Land  
Lamont Storage

Superintendent Liguori presented to the Board a letter of  
intent from Lamont County, dated June 3, 2019, expressing  
interest in purchasing the Lamont storage facility and land.

Moved by Trustee Gordon:

151/2019

THAT the Board of Trustees declare the Lamont  
storage facility surplus to the Board's needs; and

THAT, pursuant to section 6(2) of Alberta  
Regulation 181/2010 Disposition of Property  
Regulation, the Board ask the Minister to approve  
the Board's declaration.

CARRIED  
UNANIMOUSLY

**COMMITTEE REPORTS**

Student Expulsion Committee      Trustee Stadnick presented a report from the Student Expulsion Committee meetings held on May 31, 2019, for information.

152/2019      Moved by Trustee Stadnick:

   THAT the Board of Trustees receive the report from the Student Expulsion Committee meetings held May 31, 2019, for information.

**CARRIED  
UNANIMOUSLY**

Teacher Board Consultation Committee      Trustee Hubick presented a report from the Teacher Board Consultation Committee held on June 10, 2019, for information.

153/2019      Moved by Trustee Hubick:

   THAT the Board of Trustees receive the report from the Audit Committee meeting held June 10, 2019, for information.

**CARRIED  
UNANIMOUSLY**

Audit Committee      Vice-Chair Wall presented a report from the Audit Committee held on June 11, 2019.

154/2019      Moved by Vice-Chair Wall:

   THAT the Board of Trustees receive the report from the Audit Committee meeting held June 11, 2019, for information.

**CARRIED  
UNANIMOUSLY**

**REPORTS FOR INFORMATION**

Unaudited Financial Report September 1, 2018 to May 31, 2019      Superintendent Liguori introduced Assistant Director L. Lewis to present the Unaudited Financial Report September 1, 2018 to May 31, 2019, for information.

*Vice-Chair Wall left the meeting at 1:21 p.m.*

Moved by Trustee Hubick:

155/2019      THAT the Board of Trustees receive for information the Unaudited Financial Report for the period September 1, 2018 to May 31, 2019, for Elk Island Public Schools.

**CARRIED  
UNANIMOUSLY**

2019-20  
Infrastructure,  
Maintenance &  
Renewal (IMR)  
Projects List

Superintendent Liguori presented the 2019-20 Infrastructure, Maintenance and Renewal (IMR) Projects List, for information. Director Wait was available to answer questions.

Moved by Trustee Gordon:

156/2019

THAT the Board of Trustees receive the 2019-20 Infrastructure Maintenance and Renewal (IMR) Projects Plan for information.

CARRIED  
UNANIMOUSLY

Playground  
Summary Report  
2018-19

Superintendent Liguori presented the 2018-19 Playground Summary Report for information.

It was noted that the current initiative for Heritage Hills Elementary should be adjusted as the Provincial grant (\$250K) has not been confirmed to-date.

Moved by Trustee Stadnick:

157/2019

THAT the Board of Trustees receive the 2018-19 Playground Summary Report for information.

CARRIED  
UNANIMOUSLY

First Nations,  
Metis and Inuit  
Year-end Report  
2018-19

Associate Superintendent Stoddard presented to the Board the First Nations, Metis and Inuit Year-end Report 2018-19 for information.

Moved by Trustee Seutter:

158/2019

THAT the Board of Trustees receive an update on First Nations, Métis and Inuit Education in Elk Island Public Schools (EIPS) for information.

CARRIED  
UNANIMOUSLY

National and  
International Field  
Trips 2018-19

Superintendent Liguori introduced Division Principal Antymniuk to present to the Board the National and International Field Trips 2018-19 Report for information.

Moved by Trustee Gordon:

159/2019

THAT the Board of Trustees receive for information the report on national and international field trips for 2018-19.

CARRIED  
UNANIMOUSLY

Locally Developed  
Courses

Superintendent Liguori presented to the Board the Locally  
Developed Courses Report for information.

*Trustee Footz left the meeting at 2:22 p.m. and returned at 2:26 p.m.*

Moved by Trustee Stadnick:

160/2019

THAT the Board of Trustees receive for information  
a report on Locally Developed Courses.

CARRIED  
UNANIMOUSLY

**TRUSTEES' REPORT/NOTICES OF MOTION/REQUEST FOR INFORMATION**

Reports by Trustees were presented.

The Chair declared the meeting adjourned at 2:36 p.m.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Superintendent



# RECOMMENDATION REPORT

**DATE:** Aug. 29, 2019

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** Trustee School Liaison Representative List 2019-20

**ORIGINATOR:** Trina Boymook, Board Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** *Board Policy 3, Role of the Trustee*  
*Board Policy 7, Board Operations*

**EIPS PRIORITY:** Enhance public education through effective engagement, partnerships, and communication.

**EIPS GOAL:** Engaged and effective governance.

**EIPS OUTCOME:** The Division is committed to ongoing advocacy to enhance public education.

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**RECOMMENDATION:**  
That the Board of Trustees approve the 2019-20 Trustee School Liaison Representative list, as presented.

**BACKGROUND:**  
Trustees are assigned to liaise with schools in their geographic area.

**COMMUNICATION PLAN:**  
The new listing will be shared with the Board of Trustees, Executive Team and School and Central Administration.

**ATTACHMENT(S):**  
1. 2019-20 Trustee Liaison Representatives list

:clp

SCHOOL CONTACT LIST 2019-20

Revised: Aug 1, 2019

| Dept. |     | School                                     | Phone No.    | Fax No.      | Principal                        | Assist. Principal(s)                                | School Address  | Trustee School Contacts |
|-------|-----|--|--------------|--------------|----------------------------------|---|---|-------------------------|
| 004   | ALH | A. L. Horton Elementary (K-6)              | 780-632-3113 | 780-632-3933 | <b>Matthew Spronk</b>            | Ralph Arndt   | 5037 - 48 Avenue, Vegreville T9C 1L8  | Randy Footz             |
| 002   | ADW | Andrew (K-9)                               | 780-365-3501 | 780-365-3734 | <b>Greg Cruickshank</b>          |   | Box 390, Andrew T0B 0C0   | Colleen Holowaychuk     |
| 001   | AEL | Ardrossan Elementary (K-6)                 | 780-922-2066 | 780-922-5787 | <b>Helene Hewitt (acting)</b>    | <b>Kyla Harding (acting)</b>                        | 53131 Range Road 222, Ardrossan T8E 2M8   | Skip Gordon             |
| 003   | AJS | Ardrossan Junior Senior High (7-12)        | 780-922-2228 | 780-922-5757 | MJ Nam                           | Darby Hanson / Paul Schwartz                        | 53129 Range Road 222, Ardrossan T8E 2M8   | Skip Gordon             |
| 005   | BFH | Bev Facey Community High (10-12)           | 780-467-0044 | 780-467-3467 | Barclay Spady                    | Cherum Orr / Matt Shudra / Trudi Williamson         | 99 Colwill Boulevard, Sherwood Park T8A 4V5   | Trina Boymook           |
| 007   | BWD | Brentwood Elementary (K-6)                 | 780-467-5591 | 780-464-5338 | Christine Romanko                | David Roper   | 28 Heron Road, Sherwood Park T8A OH2  | <b>Annette Hubick</b>   |
| 010   | BRU | Bruderheim (K-6)                           | 780-796-3936 | 780-796-3937 | <b>Cheryl Semeniuk (DeVries)</b> |   | Box 190, Bruderheim T0B OSO   | Colleen Holowaychuk     |
| 011   | CBN | École Campbelltown (K-6)                   | 780-467-5143 | 780-467-8608 | Greg Probert                     | Annie Garneau                                       | 271 Conifer Street, Sherwood Park T8A 1M4   | Trina Boymook           |
| 013   | CAS | **Castle (Scotford Colony) (1-9)           | 780-998-0784 | 780-998-0797 | <b>Cheryl Semeniuk (DeVries)</b> | Teacher-in-Charge (Jennifer Fredeen)                | 55262 Range Road 214, Fort Saskatchewan T8L 4A3   | Heather Wall            |
| 015   | CLB | Clover Bar Junior High (7-9)               | 780-467-2295 | 780-467-2292 | <b>Colleen Alpern</b>            | <b>Grant Fiddes</b>                                 | 50 Main Boulevard, Sherwood Park T8A OR2  | Annette Hubick          |
| 016   | DCE | Davidson Creek Elementary (K-6)            | 780-467-5557 | 780-449-5898 | Kaye Schindeler                  | Marlis Marler / VACANT                              | 360 Davenport Drive, Sherwood Park T8H 1Y1  | <b>Annette Hubick</b>   |
| 038   | EYR | ****Elk Island Youth Ranch Learning        | 780-895-2228 | 780-895-2600 | Amit Mali                        | Curtis Starko                                       | <u>mailing address:</u> 4811 - 50 Avenue, Lamont T0B 2R0  | Colleen Holowaychuk     |
| 019   | FRH | F. R. Haythorne Junior High (7-9)          | 780-467-3800 | 780-467-4041 | <b>Jessica Smith</b>             | Erin Clark / Aaron Tuckwood                         | 300 Colwill Boulevard, Sherwood Park T8A 5R7  | Don Irwin               |
| 020   | FSC | Fort Saskatchewan Christian (K-9)          | 780-998-7044 | 780-998-7388 | Dave Armbruster                  | Jon Alstad  | 9806 - 101 Street, Fort Saskatchewan T8L 1V4  | Harvey Stadnick         |
| 021   | FSE | Fort Saskatchewan Elementary (K-6)         | 780-998-7771 | 780-998-0484 | <b>Jacque Holmes</b>             | <b>Janice Sundar</b>                                | 9802 - 101 Street, Fort Saskatchewan T8L 1V4  | Heather Wall            |
| 025   | FHS | Fort Saskatchewan High (10-12)             | 780-998-3751 | 780-992-1040 | <b>Lonnie Hicks</b>              | D'Anne Bennett                                      | 10002 - 97 Avenue, Fort Saskatchewan T8L 1R2  | Heather Wall            |
| 027   | FTV | Fultonvale Elementary Junior High (K-9)    | 780-922-3058 | 780-922-3061 | Brad Cooksley                    | Mark Wever  | 52029 Range Road 224, Sherwood Park T8C 1B5   | Jim Seutter             |
| 029   | GLN | Glen Allan Elementary (K-6)                | 780-467-5519 | 780-467-3436 | Tracey Arbutnott                 | <b>Karen Kotlarchuk (acting)</b>                    | 106 Georgian Way, Sherwood Park T8A 2V9   | Don Irwin               |
| 031   | JMW | James Mowat Elementary (K-6)               | 780-992-1272 | 780-992-1267 | Stacey Boyko                     | John Murphy   | 9625 - 82 Street, Fort Saskatchewan T8L 3T6   | Harvey Stadnick         |
| 030   | LLR | Lakeland Ridge (K-9)                       | 780-416-9018 | 780-416-9042 | Jeff Huculak                     | Jen Ference / Melissa Kerr                          | 101 Crimson Drive, Sherwood Park, T8H 2P1   | <b>Jim Seutter</b>      |
| 032   | LME | Lamont Elementary (K-6)                    | 780-895-2269 | 780-895-7468 | Judy Anderson                    | Jay Robertson                                       | 4723 - 50 Avenue, Lamont, AB<br><u>mailing address:</u> BOX 329, Lamont T0B 2R0<br>4811 - 50 Avenue, Lamont T0B 2R0 | Colleen Holowaychuk     |
| 034   | LHS | Lamont High (7-12)                         | 780-895-2228 | 780-895-2600 | Amit Mali                        | Curtis Starko                                       |   | Colleen Holowaychuk     |
| 033   | MHV | Mills Haven Elementary (K-6)               | 780-467-5556 | 780-467-3437 | Garry Russell                    | Keri Busenius                                       | 73 Main Boulevard, Sherwood Park T8A OR1  | <b>Annette Hubick</b>   |
| 036   | MUN | Mundare (K-8)                              | 780-764-3962 | 780-764-3785 | Bill Korec                       | Tracy Doerksen                                      | Box 319, Mundare T0B 3H0  | Colleen Holowaychuk     |
| 018   | EPE | École Parc Élémentaire (K-6)               | 780-998-3741 | 780-992-0400 | Dan Verhoeff                     | Tandy Atchison                                      | 9607 Sherridon Drive, Fort Saskatchewan T8L 1W5   | Heather Wall            |
| 037   | PNE | Pine Street Elementary (K-6)               | 780-467-2246 | 780-464-2761 | <b>Shelby Hines (acting)</b>     | <b>Kerri Remeika (acting)</b>                       | 133 Pine Street, Sherwood Park T8A 1H2  | Trina Boymook           |
| 040   | PLR | **Pleasant Ridge Colony (1-9)              | 780-658-3782 | 780-658-3782 | <b>Matthew Spronk</b>            | Teacher-in-Charge (Caris Gusniowsky)                | PO Box 549, Vegreville T9C 1R6  | Randy Footz             |
| 028   | RHJ | Rudolph Hennig Junior High (7-9)           | 780-998-2216 | 780-998-7374 | Ken Wlos                         | Sharon Gach   | 9512 - 92 Street, Fort Saskatchewan T8L 1L7   | Harvey Stadnick         |
| 041   | SAL | Salisbury Composite High (10-12)           | 780-467-8816 | 780-467-4555 | Sunny Sandhu                     | Krista Porter/Brandon Salyzyn/ <b>Liane Schultz</b> | 20 Festival Way, Sherwood Park T8A 4Y1  | Annette Hubick          |
| 043   | SWH | Sherwood Heights Junior High (7-9)         | 780-467-5930 | 780-467-5931 | Paul Pallister                   | Sherrri Johnston / Kris Reid                        | 241 Fir Street, Sherwood Park T8A 2G6   | Trina Boymook           |
| 050   | SPS | SouthPointe                                | 780-998-2747 | n/a          | Carol Brown                      | Corey Kropp   | 11 SouthPointe Blvd, Fort Saskatchewan T8L 0T9  | Heather Wall            |
| 042   | SCE | Strathcona Christian Academy Elem. (K-6)   | 780-449-2787 | 780-449-3548 | Francis Poole                    | Darlene Janzen / Jaime Peters                       | 52362 Range Road 231, Sherwood Park T8B 0A3   | <b>Jim Seutter</b>      |
| 044   | SCS | Strathcona Christian Academy Sec. (7-12)   | 780-464-7127 | 780-464-3954 | Jon Elzinga                      | <b>Matthew Mattheson / Wes Merta</b>                | 1011 Clover Bar Road, Sherwood Park T8A 4V7   | <b>Trina Boymook</b>    |
| 045   | UNC | Uncas Elementary (K-6)                     | 780-922-4025 | 780-922-5031 | TJ Kennerd                       | n/a   | 21313 Township Rd 524, Ardrossan T8G 2G2  | Skip Gordon             |
| 046   | VJS | Vegreville Composite High (7-12)           | 780-632-3341 | 780-632-3533 | Rod Leatherdale                  | Holly Warawa  | Box 1348, 6426 - 55 Avenue, Vegreville T9C 1S5  | Randy Footz             |
| 047   | WHF | Wes Hosford Elementary (K-6)               | 780-464-1711 | 780-467-5342 | Patti Berry                      | Kari Huk  | 207 Granada Boulevard, Sherwood Park T8A 3R5  | <b>Don Irwin</b>        |
| 049   | WBO | Westboro Elementary (K-6)                  | 780-467-7751 | 780-467-3525 | Mike Lastiwka                    | Chantel Werner                                      | 1078 Strathcona Drive, Sherwood Park T8A OZ9  | <b>Don Irwin</b>        |
| 051   | WFG | Win Ferguson Elementary (K-6)              | 780-998-1441 | 780-998-1444 | Lana Lastiwka                    | Justin Mazur  | 9529 - 89 Street, Fort Saskatchewan T8L 1J2   | Harvey Stadnick         |
| 053   | WBF | Woodbridge Farms Elementary (K-6)          | 780-464-3330 | 780-467-3442 | Andy Cunningham                  | Teri Pearn  | 1127 Parker Drive, Sherwood Park T8A 4E5  | <b>Don Irwin</b>        |
| 055   | WYE | Wye Elementary (K-6)                       | 780-467-7447 | 780-467-4484 | Bill Schlacht                    | Kyle Samaratunga                                    | 163, 22560 Wye Road, Sherwood Park T8A 4T6  | Jim Seutter             |
|       |     | <u>Next Step</u>                           |              |              |                                  |   |   |                         |
| 068   | HED | Next Step Home Education                   | 780-464-1899 | 780-410-2951 | Joe Clark                        |   | 1604 Sherwood Drive, Sherwood Park T8A OZ2  | <b>Jim Seutter</b>      |
| 070   | SPO | Next Step Jr. Sr. High - Sher. Park (7-12) | 780-464-1899 | 780-410-2951 | " "                              | Karen Ramsey  | 1604 Sherwood Drive, Sherwood Park T8A OZ2  | <b>Jim Seutter</b>      |
| 074   | FSO | Next Step Senior High - Ft. Sask. (10-12)  | 780-992-0101 | 780-992-0153 | " "                              |   | 9807 - 108 Street, Fort Saskatchewan T8L 2J2  | Harvey Stadnick         |
| 078   | VJO | Next Step Senior High - Vegreville (10-12) | 780-632-7998 | 780-632-7970 | " "                              |   | 4908 - 50 Avenue, Vegreville T9C 1M3  | Randy Footz             |
| 610   | CED | Next Step Continuing Education             | 780-467-7292 | 780-449-3530 | " "                              | Denise Charbonneau                                  | 20 Festival Way, Sherwood Park T8A 4Y1  |                         |

\*\*administered by      \*\*\*administered by ALH      \*\*\*\*administered by LHS



# RECOMMENDATION REPORT

**DATE:** Aug. 29, 2019

**TO:** Board of Trustees

**FROM:** Trina Boymook, Board Chair

**SUBJECT:** Rural Caucus of Alberta School Boards Membership

**ORIGINATOR:** Trina Boymook, Board Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Candace Cole, Secretary-Treasurer  
Carol Langford-Pickering, Executive Assistant

**REFERENCE:** Board Policy 9, Board Representatives

**EIPS PRIORITY:** Enhance public education through effective engagement, partnerships and communication.

**EIPS GOAL:** Engaged and effective governance.

**EIPS OUTCOME:** The Division is committed to ongoing advocacy to enhance public education.

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## RECOMMENDATION:

**That the Board of Trustees support the withdrawal of Elk Island Public Schools' membership from the Rural Caucus of Alberta School Boards, effective Sept. 1, 2019.**

**That the Board of Trustees approve amendments to *Board Policy 9, Board Representatives*, as presented.**

## BACKGROUND:

On March 5, 2017, rural school boards came together to form the Rural Caucus of Alberta School Boards. The purpose of the group was twofold: To discuss transportation issues in rural school divisions and create awareness about the issues divisions face providing education to students in rural Alberta.

On June 6, 2019, the EIPS Education Committee discussed the withdrawal of its support from the Rural Caucus of Alberta School Boards.

If approved to withdraw the Board's support from the Rural Caucus of Alberta School Boards, *Board Policy 9, Board Representatives* will require amendments to reflect the change.



# RECOMMENDATION REPORT

Page 2 of 2

## **COMMUNICATION PLAN:**

If approved, the Board Chair will submit a withdrawal of membership notification to the Rural Caucus of Alberta School Boards administration office.

Administration will also update Policy 9, posted on the website and StaffConnect, and advise stakeholders.

## **ATTACHMENT(S):**

1. *Board Policy 9, Board Representatives (marked)*
2. *Board Policy 9, Board Representatives (unmarked)*

CC:clp



## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organization meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. **Alberta School Boards Association (ASBA) Zone 2/3**
  1. Purpose
    - Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and Duties
    - Attend ASBA Zone 2/3 meetings
    - Represent the Board's positions and interests at the Zone level
    - Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    - One (1) trustee; one (1) alternate
  4. Meetings
    - As called by ASBA Zone 2/3
2. **Committee of School Councils (COSC)**
  1. Purpose
    - Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and Duties
    - Attend meetings of COSC
    - Represent the Board's positions and interests at COSC meetings
    - Communicate to the Board the work of COSC
  3. Membership
    - Board Chair
    - Other trustees (optional attendance)
  4. Meetings
    - As determined at the COSC organizational meeting
3. **Teachers' Employer Bargaining Association (TEBA)**
  1. Purpose
    - Represent the Board at meetings of TEBA

2. Powers and Duties
  - Attend TEBA meetings
  - Represent the Board's positions and interests
  - Communicate to the Board the work of TEBA
3. Membership
  - One (1) trustee
4. Meetings
  - As called by TEBA
- 4. Partners in Education Foundation**
  1. Purpose
    - Represent the Board at Partners in Education Foundation meetings
  2. Powers and Duties
    - Attend Partners in Education Foundation meetings
    - Represent the Board's interests
    - Communicate to the Board the work of Partners in Education Foundation
  3. Membership
    - One trustee
  4. Meetings
    - As called by Partners in Education Foundation
- ~~5. Rural Caucus of Alberta School Boards~~
  - ~~1. Purpose~~
    - ~~• Represent the Board at Rural Caucus of Alberta School Boards meetings~~
  - ~~2. Powers and Duties~~
    - ~~• Attend Rural Caucus of Alberta School Boards meetings~~
    - ~~• Represent the Board's interests~~
    - ~~• Communicate to the Board the work of the Rural Caucus of Alberta School Boards~~
  - ~~3. Membership~~
    - ~~• One trustee~~
  - ~~4. Meetings~~
    - ~~• As called by the Rural Caucus of Alberta School Boards~~

**Reference:**

Sections 61, 68, *School Act*

|                   |                   |
|-------------------|-------------------|
| Last reviewed:    | Last updated:     |
| December 17, 2015 | December 17, 2015 |
| December 12, 2016 |                   |
| March 6, 2017     |                   |
| April 10, 2017    | May 29, 2017      |

March 19, 2019

August 29, 2019

## Policy 9

# BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representative and shall determine the roles, responsibilities, and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as identified at the annual organization meeting and determined at the first regular meeting subsequent to the organizational meeting.

1. **Alberta School Boards Association (ASBA) Zone 2/3**
  1. Purpose
    - Represent the Board at meetings of ASBA Zone 2/3
  2. Powers and Duties
    - Attend ASBA Zone 2/3 meetings
    - Represent the Board's positions and interests at the Zone level
    - Communicate to the Board the work of ASBA Zone 2/3
  3. Membership
    - One (1) trustee; one (1) alternate
  4. Meetings
    - As called by ASBA Zone 2/3
2. **Committee of School Councils (COSC)**
  1. Purpose
    - Represent the Board at meetings of COSC as a means to obtain further input on Board policies, plans, and programs and to enhance communications among the School Councils (SCs), the Board, the Superintendent, and the community
  2. Powers and Duties
    - Attend meetings of COSC
    - Represent the Board's positions and interests at COSC meetings
    - Communicate to the Board the work of COSC
  3. Membership
    - Board Chair
    - Other trustees (optional attendance)
  4. Meetings
    - As determined at the COSC organizational meeting
3. **Teachers' Employer Bargaining Association (TEBA)**
  1. Purpose
    - Represent the Board at meetings of TEBA

2. Powers and Duties
  - Attend TEBA meetings
  - Represent the Board's positions and interests
  - Communicate to the Board the work of TEBA
3. Membership
  - One (1) trustee
4. Meetings
  - As called by TEBA
- 4. Partners in Education Foundation**
  1. Purpose
    - Represent the Board at Partners in Education Foundation meetings
  2. Powers and Duties
    - Attend Partners in Education Foundation meetings
    - Represent the Board's interests
    - Communicate to the Board the work of Partners in Education Foundation
  3. Membership
    - One trustee
  4. Meetings
    - As called by Partners in Education Foundation
  - 5.

**Reference:**

Sections 61, 68, *School Act*

|                   |                   |
|-------------------|-------------------|
| Last reviewed:    | Last updated:     |
| December 17, 2015 | December 17, 2015 |
| December 12, 2016 |                   |
| March 6, 2017     |                   |
| April 10, 2017    | May 29, 2017      |
| March 19, 2019    |                   |
| August 29, 2019   |                   |



# INFORMATION REPORT

**DATE:** Aug. 29, 2019

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Draft Administrative Procedure 145, Use of Personal Communication Devices

**ORIGINATOR:** Mark Liguori, Superintendent

**RESOURCE STAFF:** Sandra Stoddard, Associate Superintendent, Supports for Students  
Dave Antymniuk, Division Principal  
Jonathon Thomas, Consultant, Supports for Students

**REFERENCE:** *Board Policy 24, Personal Communication Devices*

**EIPS PRIORITY:** Enhance high-quality learning and working environments.

**EIPS GOAL:** A focus on well-being including student citizenship and staff engagement.

**EIPS OUTCOME:** Our learning and working environments are welcoming, caring, respectful and safe.

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**ISSUE:**

**That the Board of Trustees receive for information the draft Administrative Procedure 145, Use of Personal Communication Devices.**

**BACKGROUND:**

On May 22, 2019, the Board of Trustees approved *Board Policy 24, Personal Communication Devices*. To operationalize the policy, administration has developed an accompanying administrative procedure that provides the appropriate direction to schools.

During the Summer of 2019, Supports for Students met with a principal group to further refine the administrative procedure and provide input.

**CURRENT SITUATION OR KEY POINT:**

Over the next two weeks, administration will formalize the draft administrative procedure. The actual implementation will commence with the start of the 2019–20 school year and will be communicated to all staff, students and parents.

Concurrently, schools will develop a storage plan appropriate for their facilities and classrooms.



# INFORMATION REPORT

**ATTACHMENT(S):**

1. Draft Administrative Procedure 145, Use of Personal Communication Devices
2. *Board Policy 24, Personal Communication Devices*

## Draft Administrative Procedure 145

# USE OF PERSONAL COMMUNICATION DEVICES

### Background:

The ownership and use of personal communication devices have grown exponentially over the past decade. While personal devices offer potential opportunities for communication, information access and enhanced opportunities for instruction, regulated use of personal communication devices in schools and the Division is required to ensure the promotion of caring and respectful learning and working environments. Appropriate use of personal communication devices will contribute to the safety and security of students and staff, help minimize risk to personal wellbeing and disruption to instruction and protect personal privacy and academic integrity.

### Definitions:

#### Personal communication device (PCD):

personal digital devices that connect to the internet through WiFi, cellular network or other mobile devices.

### Procedures:

#### 1. Student use of PCDs

##### 1.1. Divisions 1 and 2 (Kindergarten to Grade 6)

1.1.1. Students shall not access a PCD at school unless the use is for:

1.1.1.1. a diagnosed medical condition; or

1.1.1.2. or an identified inclusive educational need.

1.1.2. PCDs brought to school for a diagnosed medical condition or an identified inclusive educational need shall be stored according to the school PCD plan when not required.

1.1.3. Students shall not have access to a PCD during break periods (for example, recess or lunch breaks)

##### 1.2. Division 3 (grades 7-9)

1.2.1. Students may not access a PCD unless given permission by the teacher for a specific educational task or purpose;

1.2.2. PCDs shall not be on the student unless the use is for:

1.2.2.1. a diagnosed medical condition; or

1.2.2.2. an identified inclusive educational need.

1.2.3. Each school shall develop a plan for the storage (locker/classroom pouches) of PCDs;

1.2.4. Students shall have access to a PCD during break periods only (for example, recess, class breaks and lunch breaks).

##### 1.3. Division 4 (grades 10-12)

1.3.1. Students may not access a PCD unless given permission by the teacher for a specific educational task or purpose.

1.3.2. PCDs shall not be on the student unless the use is for:

1.3.2.1. a diagnosed medical condition; or

1.3.2.2. an identified inclusive educational need.

1.3.3. Each school shall develop a plan for the storage (locker/classroom pouches) of



PCDs;

- 1.3.4. Students shall have access to a PCD during break periods only (for example, class breaks, lunch breaks and spares).

#### 1.4. Students General

- 1.4.1. PCDs are not to be taken into test or examination settings, unless students have been given permission to do so.
- 1.4.2. Each year, the principal shall require all students in grades 4-12 to complete the [Student Responsible Technology Use Agreement](#) (Form 140-1).
- 1.4.3. Students who bring PCDs to the school under the above guidelines are expected to comply with [Administrative Procedure 350 Student Conduct](#). Students who refuse to comply with the Division's procedures for use of PCDs in the school setting may be subject to disciplinary measures.
- 1.4.4. PCDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.
- 1.4.5. PCDs are valuable electronic devices. Students bring PCDs to school at their own risk. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PCDs. Owners and users of PCDs who bring and use their devices in contravention of this policy are accepting the risk that their devices may be confiscated.

#### 2. Staff Conduct

- 2.1. All Division employees serve as role models and as such must only use personal communication devices as outlined in Board policies and administrative procedures to ensure promotion of caring and respectful learning environments.
- 2.2. The Associate Superintendent of Human Resources shall ensure all new staff, contractors and volunteers sign the [Staff Contractor, Volunteer Responsible Technology Use Agreement](#) (Form 140-2)
- 2.3. Division employees who bring PCDs to school shall comply with [Administrative Procedure 140 Responsible Use and Security of Learning Technology](#) and [Administrative Procedure 141 Mobile Device Security](#).
- 2.4. As PCDs can be a distraction in the workplace, all Division employees are asked to leave cell phones at their desk or in a secure place. Division employees should only use PCDs for defined educational/work purposes or during scheduled breaks or lunch periods.
- 2.5. In the event a PCD is necessary, it shall be carried in silent or vibrate mode.
- 2.6. Division employees are expected to exercise the same discretion in using PCDs as they would with Division devices. Excessive personal use during the workday, regardless of the device used, can interfere with teaching, learning and working environments.
- 2.7. Staff who refuse to comply with the Division's procedures for use of PCDs in the school setting may be subject to disciplinary measures.
- 2.8. PCDs are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.

### 3. School Plan

3.1. The Superintendent requires principals, in consultation with appropriate stakeholders (including School Councils), to formulate and implement procedures at their school site consistent with the Division's requirements.

3.1.1. Each school shall develop a PCD plan that addresses the following:

- 3.1.1.1. the specific circumstances under which a PCD can be used in class;
- 3.1.1.2. how PCDs will be stored while at the school;
- 3.1.1.3. how themes related to digital citizenship and digital wellness will be incorporated into classroom programming.
- 3.1.1.4. the specific progression of disciplinary measures to be implemented to address infractions; and
- 3.1.1.5. in the event of an emergency, such as a lockdown or an evacuation, the acceptable use of PCDs in that particular situation.

#### **Reference:**

Section 12, 18, 20, 60, 61, 113 *School Act*

Last updated: June 2019

## **Policy 24**

# **PERSONAL COMMUNICATION DEVICES (effective Sept. 1, 2019)**

The Board recognizes that there is an appropriate educational purpose for the use of technology in the classroom provided that it is used responsibly to achieve the learner outcomes in the Alberta Programs of Study and allows students to participate in learner activities chosen by the teacher.

We are committed to preparing our students to thrive in the 21st century. Digital citizenship is key to helping EIPS students learn to use available technology responsibly to enable them to reach their full potential as learners.

### **Definitions:**

1. Digital Citizenship (DC):  
Refers to the knowledge, skills and attitudes in our schools needed to demonstrate responsible and respectful behavior when using technology or participating in digital environments.
2. Educational Purpose refers to:
  1. the use of the device to enable the student to achieve the learner outcomes in the Alberta Program of Study and/or participate in learner activities chosen by the teacher;
  2. a diagnosed medical need of the student;
  3. an inclusive education need identified in the student's instructional support plan (ISP).
3. Personal Communication Device (PCD):  
Refers to personal digital devices that connect to the internet through WiFi, cellular network or other mobile devices.

### **Procedures:**

1. Division employees shall:
  1. serve as role models and as such must only use PCDs as outlined in Board Policy and Administrative Procedures;
  2. understand and promote a welcoming, caring, respectful, and safe working and learning environment.
2. Schools shall:

1. ensure Administrative Procedure 145, Use of Personal Communication Devices is communicated to all staff and students at the beginning of each school year and ensure its adherence;
2. develop a plan detailing the specific curricular circumstances that a PCD can be used in class;
3. establish how PCDs will be stored at the school.
3. Students of Divisions 1 and 2 (Grades K-6):
  1. shall not access a PCD at school, unless required for:
  2. diagnosed medical conditions; or
  3. an identified inclusive educational need.
4. When not required, PCDs brought to school for a diagnosed medical condition or an identified inclusive educational need shall be stored according to the school PCD plan;
  1. shall store a PCD according to the school PCD plan;
  2. shall not access a PCD during break periods (recess, lunch break, etc.).
5. Students of Division 3 (Grades 7-9):
  1. shall not have a PCD on them and shall store a PCD according to the school PCD plan (locker/classroom pouches), unless required for:
    1. diagnosed medical conditions; or
    2. an identified inclusive educational need.
  2. may access a PCD when given permission by the teacher for a specific educational task or purpose;
  3. shall have access to a PCD during identified break periods only (recess, class break, lunch break, etc.).
6. Students of Division 4 (Grades 10-12):
  1. shall not have a PCD on them and shall store a PCD according to the school PCD plan (locker/classroom pouches), unless required for:
    1. diagnosed medical conditions; or
    2. an identified inclusive educational need.
  2. may access a PCD when given permission by the teacher for a specific educational task or purpose;
  3. shall have access to a PCD during identified break periods only (class break, lunch break, spare, etc.).

**Reference:**

Policy 19, Welcoming, Caring, Respectful and Safe Learning and Working Environments



# INFORMATION REPORT

**DATE:** Aug. 29, 2019

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Facility Services - 2019 Summer Projects Update

**ORIGINATOR:** Calvin Wait, Director, Facility Services

**RESOURCE STAFF:** Robert Derech, Assistant Director, Facility Services  
Dave Lesanko, Senior Manager, Maintenance and Operations  
Allan Schwanke, Mechanical/Electrical Foreman  
Ryan Morrison, Project Manager, Facility Services  
Cathie Pratt, Term Certain Project Manager, Facility Services  
Rick Siebenga, Project Manager, Facility Services  
Kelsey Tarrant, Project Manager, Facility Services  
Darcie Bennett, Manager, Contract Services  
Michelle Kowalchuk, Project Assistant

**REFERENCE:**

**EIPS PRIORITY:** Enhance high quality learning and working environments.

**EIPS GOAL:** Quality infrastructure for all.

**EIPS OUTCOME:** Student learning is supported using effective planning, managing and investment in division infrastructure.

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**ISSUE:**

**That the Board of Trustees receive for information the Facility Services – 2019 Summer Projects Update.**

**BACKGROUND:**

The Facility Services Department is working toward the completion of the Department's summer projects for the season. As of Aug. 22, 2019, 65% of the 121 projects planned are 100% complete. Of the projects that are still in progress, the average rate of completion is currently 73%. Please refer to the attachment which indicates the status and percentage complete for each of the projects undertaken.

In addition to performing the normal summer projects contained within our maintenance program (gym floor refinishing, painting, inspection of fire protection systems, air handling system duct cleaning, custodial summer cleaning regime, vegetation control and parking lot repairs), Facility Services is also undertaking the following;

- **Project Management for the new construction of Heritage Hills Elementary replacement school**
  - Heritage Hills Elementary School is currently 50.13% complete

- Due to the inclement weather the summer, exterior site work has been delayed by approximately 9 weeks
  - As a result of compromised access to the building, certain aspects of interior work have also been delayed
  - Regardless of the challenges presented by the weather, substantial completion continues to be April 2020
- **Project Management for abatement and demolition of the old Ardrossan Elementary School**
    - The old Ardrossan Elementary School has been demolished and debris removed from the site
    - Given the wet weather, importing topsoil and sodding of the site has been delayed
    - It is anticipated that the project should be completed prior to school start up
  - **Project Management for demolition of six modular classrooms at Ardrossan Junior Senior High School**
    - An extended delay in receiving approval from Alberta Infrastructure to commence demolition has resulted in the extension of this project
    - It is anticipated that demolition and reclamation of the area will be completed Oct. 15, 2019.
  - **Project Management for demolition of one modular classroom at Uncas Elementary School**
    - Demolition of the modular classroom is in progress and completion including site work anticipated to be Aug. 31, 2019
  - **Project Management for demolition and construction of one modular classroom at Campbelltown Elementary**
    - Demolition of this modular classroom has been completed and reclamation of the area and existing building is in progress
    - Completion is scheduled for the end of September 2019

## CURRENT SITUATION OR KEY POINT:

Projects are determined by several methods:

- Facility Condition Indexing – annual inspections by Government consultants and results documented with Alberta Infrastructure VFA facility condition reports
- Feedback from School Administrators
- Feedback from Operations & Maintenance staff
- Facility Services Management onsite inspections

For the purposes of prioritizing projects, the following points are considered from highest to lowest:

- Health & safety items, including code violations
- Items that may compromise the integrity of the building envelope and reduce the life cycle of the facility
- Building components that have failed
- Educational areas to meet program requirements
- Facility requirements for students with special needs
- Building components that enhance energy conservation

## ATTACHMENT:

1. Facility Services - 2019 Summer Projects Status List

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                   | <b>Description</b>                           | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|-----------------------------------|--|---------------|-------------------|---|
| <b>A.L. HORTON ELEMENTARY</b>     |  |               |                   |   |
|                                   | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                   | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                   | Dryer Duct Cleaning                          | Complete      | 100%              |   |
|                                   | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                   | Screen/Coat Kindergarten Room Floor          | Complete      | 100%              |   |
|                                   | Vegetation Control                           | Complete      | 100%              |   |
|                                   | Parking lot lines                            | Complete      | 100%              |   |
|                                   | Roofing update report                        |               |                   | To be completed early next school year. |
| <b>ANDREW SCHOOL</b>              |  |               |                   |   |
|                                   | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                   | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                   | Dust collector servicing and inspections     | Complete      | 100%              |   |
|                                   | Sprinkler system inspections and servicing   | Complete      | 100%              |   |
|                                   | Dryer Duct Cleaning                          | Complete      | 100%              |   |
|                                   | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                   | Screen/Coat Gymnasium Floor                  | Complete      | 100%              |   |
|                                   | Vegetation Control                           | Complete      | 100%              |   |
|                                   | Flooring upgrades                            | Complete      | 100%              |   |
|                                   | Roofing update                               |               |                   | To be completed early next school year. |
| <b>ARDROSSAN ELEMENTARY (NEW)</b> |  |               |                   |   |
|                                   | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                   | Sprinkler system servicing and inspections   | Complete      | 100%              |   |
|                                   | Dryer Duct Cleaning                          | Complete      | 100%              |   |
|                                   | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                   | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                   | Screen/Coat Gymnasium Floor                  | Complete      | 100%              |   |
|                                   | Vegetation Control                           | Complete      | 100%              |   |
| <b>ARDROSSAN ELEMENTARY (OLD)</b> |  |               |                   |   |
|                                   | Demolition of school and regrading           | In Progress   | 68%               |   |

**Facility Services - 2019 Summer Project Status List**

| Facility                            | Description  | Status      | Progress % | Comments                                |
|-------------------------------------|--|-------------|------------|---|
| <b>ARDROSSAN JUNIOR SENIOR HIGH</b> |  |             |            |   |
|                                     | Dust collector servicing and inspections                                     | Complete    | 100%       |   |
|                                     | Fire extinguisher inspections and servicing                                  | Complete    | 100%       |   |
|                                     | Inspections of kitchen fire suppression systems                              | Complete    | 100%       |   |
|                                     | Sprinkler system servicing and inspections                                   | Complete    | 100%       |   |
|                                     | Fire alarm systems inspections and servicing                                 | Complete    | 100%       |   |
|                                     | Dryer Duct Cleaning  | Complete    | 100%       |   |
|                                     | Clean grease traps and sump pits   | Complete    | 100%       |   |
|                                     | Custodial - Summer Cleaning Regime   | Complete    | 100%       |   |
|                                     | Screen/Coat Gymnasium Floor (both gyms)                                      | Complete    | 100%       |   |
|                                     | Vegetation Control   | Complete    | 100%       |   |
|                                     | Career Studies Technology upgrade Phase 2                                    | In Progress | 85%        |   |
|                                     | Demolition of 6 modulars   | In Progress | 25%        |   |
|                                     | Library Upgrades   | In Progress | 85%        |   |
|                                     | Roofing Update   |             |            | To be completed early next school year. |
|                                     | Front Parking Design Only  | In Progress | 20%        |   |
| <b>BEV FACEY COMMUNITY SCHOOL</b>   |  |             |            |   |
|                                     | Dust collector servicing and inspections                                     | Complete    | 100%       |   |
|                                     | Sprinkler system servicing and inspections                                   | Complete    | 100%       |   |
|                                     | Commercial kitchen exhaust cleaning  |             |            | Changed to November, 2019               |
|                                     | Sewer line flushing  | Complete    | 100%       |   |
|                                     | Inspections of kitchen fire suppression systems                              | Complete    | 100%       |   |
|                                     | Emergency generator testing  | Complete    | 100%       |   |
|                                     | Fire extinguisher inspections and servicing                                  | Complete    | 100%       |   |
|                                     | Fire alarm systems inspections and servicing                                 | Complete    | 100%       |   |
|                                     | Dryer Duct Cleaning  | Complete    | 100%       |   |
|                                     | Clean grease traps and sump pits   | Complete    | 100%       |   |
|                                     | Custodial - Summer Cleaning Regime   | Complete    | 100%       |   |
|                                     | Vegetation Control   | Complete    | 100%       |   |
|                                     | 11 Air handling units Phase 2 & 3 - North and South Penthouses - Design only | In Progress | 75%        |   |
|                                     | 5 Air handling units replacement Phase 1- Gym and Center Penthouse           | In Progress | 80%        |   |
|                                     | Roofing update report  |             |            | To be completed early next school year. |
|                                     | Horticulture Upgrade   | In Progress | 99%        |   |



**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>              | <b>Description</b>                           | <b>Status</b> | <b>Progress %</b> | <b>Comments</b> |
|------------------------------|--|---------------|-------------------|-----------------|
| <b>BRENTWOOD ELEMENTARY</b>  |  |               |                   |                 |
|                              | Fire extinguisher inspections and servicing  | Complete      | 100%              |                 |
|                              | Sprinkler system servicing and inspections   | Complete      | 100%              |                 |
|                              | Fire alarm systems inspections and servicing | Complete      | 100%              |                 |
|                              | Custodial - Summer Cleaning Regime           | Complete      | 100%              |                 |
|                              | Vegetation Control                           | Complete      | 100%              |                 |
|                              | Data Cabling                                 | In Progress   | 90%               |                 |
|                              | Ceiling Replacement Upgrade                  | In Progress   | 99%               |                 |
|                              | Roofing update report                        | Complete      | 100%              |                 |
| <b>BRUDERHEIM SCHOOL</b>     |  |               |                   |                 |
|                              | Fire extinguisher inspections and servicing  | Complete      | 100%              |                 |
|                              | Fire alarm systems inspections and servicing | Complete      | 100%              |                 |
|                              | Custodial - Summer Cleaning Regime           | Complete      | 100%              |                 |
|                              | Screen/Coat Gymnasium Floor                  | Complete      | 100%              |                 |
|                              | Vegetation Control                           | Complete      | 100%              |                 |
|                              | Roofing Repair                               | Complete      | 100%              |                 |
| <b>CLOVERBAR JUNIOR HIGH</b> |  |               |                   |                 |
|                              | Dust collector servicing and inspections     | Complete      | 100%              |                 |
|                              | Emergency generator testing                  | Complete      | 100%              |                 |
|                              | Fire extinguisher inspections and servicing  | Complete      | 100%              |                 |
|                              | Fire alarm systems inspections and servicing | Complete      | 100%              |                 |
|                              | Dryer Duct Cleaning                          | Complete      | 100%              |                 |
|                              | Clean grease traps and sump pits             | Complete      | 100%              |                 |
|                              | Custodial - Summer Cleaning Regime           | Complete      | 100%              |                 |
|                              | Vegetation Control                           | Complete      | 100%              |                 |
|                              | Kitchen Modernization                        | In Progress   | 95%               |                 |
|                              | Roofing update report                        | Complete      | 100%              |                 |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                    | <b>Description</b>                           | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|------------------------------------|--|---------------|-------------------|---|
| <b>DAVIDSON CREEK ELEMENTARY</b>   |  |               |                   |   |
|                                    | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                    | Sprinkler system servicing and inspections   | Complete      | 100%              |   |
|                                    | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                    | Dryer Duct Cleaning                          | Complete      | 100%              |   |
|                                    | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                    | Vegetation Control                           | Complete      | 100%              |   |
| <b>ECOLE CAMPBELLTOWN</b>          |  |               |                   |   |
|                                    | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                    | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                    | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                    | Vegetation Control                           | Complete      | 100%              |   |
|                                    | Roofing update report                        | In Progress   | 100%              |   |
|                                    | Demolition of 1 modular                      | In Progress   | 90%               |   |
|                                    | Install of 1 new modular                     | In Progress   | 30%               |   |
| <b>ECOLE PARC ELEMENTAIRE</b>      |  |               |                   |   |
|                                    | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                    | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                    | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                    | Screen/Coat Gymnasium Floor                  | Complete      | 100%              |   |
|                                    | Vegetation Control                           | Complete      | 100%              |   |
|                                    | Roofing update report                        |               |                   | To be completed early next school year. |
|                                    | Mechanical Room exterior blast and repaint   | In Progress   | 98%               |   |
| <b>FORT SASKATCHEWAN CHRISTIAN</b> |  |               |                   |   |
|                                    | Sprinkler systems servicing and inspections  | Complete      | 100%              |   |
|                                    | Fire extinguisher inspections and servicing  | Complete      | 100%              |   |
|                                    | Fire alarm systems inspections and servicing | Complete      | 100%              |   |
|                                    | Dryer Duct Cleaning                          | Complete      | 100%              |   |
|                                    | Custodial - Summer Cleaning Regime           | Complete      | 100%              |   |
|                                    | Screen/Coat Gymnasium Floor                  | Complete      | 100%              |   |
|                                    | Vegetation Control                           | Complete      | 100%              |   |
|                                    | Roofing update report                        |               |                   | To be completed early next school year. |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                     | <b>Description</b>                                 | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|-------------------------------------|--|---------------|-------------------|---|
| <b>FORT SASKATCHEWAN ELEMENTARY</b> |  |               |                   |   |
|                                     | Sprinkler systems servicing and inspections        | Complete      | 100%              |   |
|                                     | Fire extinguisher inspections and servicing        | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections and servicing       | Complete      | 100%              |   |
|                                     | Dryer Duct Cleaning                                | Complete      | 100%              |   |
|                                     | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |   |
|                                     | Screen/Coat Gymnasium Floor                        | Complete      | 100%              |   |
|                                     | Vegetation Control                                 | Complete      | 100%              |   |
|                                     | Roofing update report                              |               |                   | To be completed early next school year. |
| <b>FORT SASKATCHEWAN HIGH</b>       |  |               |                   |   |
|                                     | Fire extinguisher inspections and servicing        | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections and servicing       | Complete      | 100%              |   |
|                                     | Dust collector servicing and inspections           | Complete      | 100%              |   |
|                                     | Septic system cleaning                             | In Progress   | 50%               |   |
|                                     | Sprinkler systems servicing and inspections        | Complete      | 100%              |   |
|                                     | Inspections of kitchen fire suppression systems    | Complete      | 100%              |   |
|                                     | Sewer line flushing                                | Complete      | 100%              |   |
|                                     | Dryer Duct Cleaning                                | Complete      | 100%              |   |
|                                     | Clean grease traps and sump pits                   | Complete      | 100%              |   |
|                                     | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |   |
|                                     | Vegetation Control                                 | Complete      | 100%              |   |
|                                     | Roofing update report                              |               |                   | To be completed early next school year. |
| <b>F.R. HAYTHORNE JUNIOR HIGH</b>   |  |               |                   |   |
|                                     | Sprinkler systems servicing and inspections        | Complete      | 100%              |   |
|                                     | Fire extinguisher inspections and servicing        | Complete      | 100%              |   |
|                                     | Dust collector servicing and inspections           | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections and servicing       | Complete      | 100%              |   |
|                                     | Dryer Duct Cleaning                                | Complete      | 100%              |   |
|                                     | Install mechanical cooling in 2 modular classrooms | In Progress   | 90%               |   |
|                                     | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |   |
|                                     | Vegetation Control                                 | Complete      | 100%              |   |
|                                     | Roofing update report                              |               |                   | To be completed early next school year. |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                          | <b>Description</b>                                   | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|--|--|---------------|-------------------|---|
| <b>FULTONVALE ELEMENTARY JUNIOR HIGH</b> |  |               |                   |   |
|  | Dust collector servicing and inspections             | Complete      | 100%              |   |
|  | Emergency fire pump maintenance                      | Complete      | 100%              |   |
|  | Sprinkler systems servicing and inspections          | Complete      | 100%              |   |
|  | Fire extinguisher inspections and servicing          | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing         | Complete      | 100%              |   |
|  | Install mechanical cooling in 12 modular classrooms  | In Progress   | 90%               |   |
|  | Custodial - Summer Cleaning Regime                   | Complete      | 100%              |   |
|  | Screen/Coat Gymnasium Floor                          | Complete      | 100%              |   |
|  | Vegetation Control                                   | Complete      | 100%              |   |
|  | Roofing update report                                |               |                   | To be completed early next school year. |
| <b>GLEN ALLAN ELEMENTARY</b>             |  |               |                   |   |
|  | Fire extinguisher inspections and servicing          | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing         | Complete      | 100%              |   |
|  | Install mechanical cooling in 2 modular classrooms   | In Progress   | 90%               |   |
|  | Custodial - Summer Cleaning Regime                   | Complete      | 100%              |   |
|  | Vegetation Control                                   | Complete      | 100%              |   |
|  | Roofing update report                                | Complete      | 100%              |   |
| <b>JAMES MOWAT ELEMENTARY</b>            |  |               |                   |   |
|  | Sprinkler systems servicing and inspections          | Complete      | 100%              |   |
|  | Fire extinguisher inspections and servicing          | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing         | Complete      | 100%              |   |
|  | Install mechanical cooling in 3 modular classrooms   | In Progress   | 90%               |   |
|  | Custodial - Summer Cleaning Regime                   | Complete      | 100%              |   |
|  | Vegetation Control                                   | Complete      | 100%              |   |
|  | Roof Repair  | In Progress   | 75%               |   |
| <b>LAKELAND RIDGE</b>                    |  |               |                   |   |
|  | Fire extinguisher inspections and servicing          | Complete      | 100%              |   |
|  | Dust collector servicing and inspections             | Complete      | 100%              |   |
|  | Sprinkler systems servicing and inspections          | Complete      | 100%              |   |
|  | Fire alarm systems inspections                       | Complete      | 100%              |   |
|  | Dryer Duct Cleaning                                  | Complete      | 100%              |   |
|  | Boys/Girls washroom (FS115&117) bathroom wall repair | Complete      | 100%              |   |
|  | Custodial - Summer Cleaning Regime                   | Complete      | 100%              |   |
|  | Screen/Coat Gymnasium Floor                          | Complete      | 100%              |   |
|  | Vegetation Control                                   | Complete      | 100%              |   |
|  | Parking lot lines                                    | Complete      | 100%              |   |
|  | Roofing update report                                |               |                   | To be completed early next school year. |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                                  | <b>Description</b>                                | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|--|---|---------------|-------------------|---|
| <b>LAMONT ELEMENTARY</b>                         |   |               |                   |   |
|  | Fire extinguisher inspections and servicing       | Complete      | 100%              |   |
|  | Kitchen Fire System inspection and servicing      | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing      | Complete      | 100%              |   |
|  | Custodial - Summer Cleaning Regime                | Complete      | 100%              |   |
|  | Screen/Coat Gymnasium Floor                       | Complete      | 100%              |   |
|  | Vegetation Control                                | Complete      | 100%              |   |
|  | Roof Repair                                       | In Progress   | 80%               |   |
| <b>LAMONT HIGH SCHOOL</b>                        |   |               |                   |   |
|  | Fire extinguisher inspections and servicing       | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing      | Complete      | 100%              |   |
|  | Dust collector servicing and inspections          | Complete      | 100%              |   |
|  | Dryer Duct Cleaning                               | Complete      | 100%              |   |
|  | Custodial - Summer Cleaning Regime                | Complete      | 100%              |   |
|  | Vegetation Control                                | Complete      | 100%              |   |
|  | Drainage Corrections                              | In Progress   | 70%               |   |
|  | Sidewalk Repairs                                  | In Progress   | 70%               |   |
|  | Roofing update report                             |               |                   | To be completed early next school year. |
|  | North/North West exterior blasting and repainting | In Progress   | 90%               |   |
| <b>MILLS HAVEN ELEMENTARY</b>                    |   |               |                   |   |
|  | Fire extinguisher inspections and servicing       | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing      | Complete      | 100%              |   |
|  | Dryer Duct Cleaning                               | Complete      | 100%              |   |
|  | Custodial - Summer Cleaning Regime                | Complete      | 100%              |   |
|  | Vegetation Control                                | Complete      | 100%              |   |
|  | Painting exterior basketball court lines          | Complete      | 100%              |   |
|  | Roof Repair                                       | In Progress   | 25%               |   |
| <b>MUNDARE SCHOOL</b>                            |   |               |                   |   |
|  | Sprinkler systems servicing and inspections       | Complete      | 100%              |   |
|  | Fire extinguisher inspections and servicing       | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing      | Complete      | 100%              |   |
|  | Dryer Duct Cleaning                               | Complete      | 100%              |   |
|  | Custodial - Summer Cleaning Regime                | Complete      | 100%              |   |
|  | Screen/Coat Gymnasium Floor                       | Complete      | 100%              |   |
|  | Vegetation Control                                | Complete      | 100%              |   |
| <b>NEXT STEP SENIOR - HIGH FORT SASKATCHEWAN</b> |   |               |                   |   |
|  | Fire extinguisher inspections and servicing       | Complete      | 100%              |   |
|  | Fire alarm systems inspections and servicing      | Complete      | 100%              |   |
|  | Custodial - Summer Cleaning Regime                | Complete      | 100%              |   |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                                     | <b>Description</b>  | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|---|---|---------------|-------------------|---|
| <b>NEXT STEP JUNIOR SENIOR HIGH - SHERWOOD PARK</b> |   |               |                   |   |
|   | Fire extinguisher inspections and servicing                             | Complete      | 100%              |   |
|   | Fire alarm systems inspections and servicing                            | Complete      | 100%              |   |
|   | Custodial - Summer Cleaning Regime                                      | Complete      | 100%              |   |
| <b>NEXT STEP SENIOR HIGH - VEGREVILLE</b>           |   |               |                   |   |
|   | Fire extinguisher inspections and servicing                             | Complete      | 100%              |   |
|   | Custodial - Summer Cleaning Regime                                      | Complete      | 100%              |   |
| <b>PINE STREET ELEMENTARY</b>                       |   |               |                   |   |
|   | Fire extinguisher inspections and servicing                             | Complete      | 100%              |   |
|   | Fire alarm systems inspections and servicing                            | Complete      | 100%              |   |
|   | Custodial - Summer Cleaning Regime                                      | Complete      | 100%              |   |
|   | Screen/Coat Gymnasium Floor   | Complete      | 100%              |   |
|   | Vegetation Control  | Complete      | 100%              |   |
|   | Roofing update report   | Complete      | 100%              |   |
| <b>RUDOLPH HENNIG JUNIOR HIGH</b>                   |   |               |                   |   |
|   | Fire extinguisher inspections and servicing                             | Complete      | 100%              |   |
|   | Fire alarm systems inspections and servicing                            | Complete      | 100%              |   |
|   | Emergency generator testing   | Complete      | 100%              |   |
|   | Sprinkler systems servicing and inspections                             | Complete      | 100%              |   |
|   | Dust collector servicing and inspections                                | Complete      | 100%              |   |
|   | Dryer Duct Cleaning   | Complete      | 100%              |   |
|   | Custodial - Summer Cleaning Regime                                      | Complete      | 100%              |   |
|   | Vegetation Control  | Complete      | 100%              |   |
|   | 2 Air handling units replacement PH 1 - design and partial construction | In Progress   | 90%               |   |
|   | Replace one courtyard door and gymnasium storage doors                  | In Progress   | 80%               |   |
|   | Painting in FS 122 and various hallways                                 | In Progress   | 90%               |   |
|   | Roofing update report   |               |                   | To be completed early next school year. |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                     | <b>Description</b>                              | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                         |
|-------------------------------------|---|---------------|-------------------|---|
| <b>SALISBURY COMPOSITE HIGH</b>     |   |               |                   |   |
|                                     | Fire extinguisher inspections and servicing     | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections and servicing    | Complete      | 100%              |   |
|                                     | Dust collector servicing and inspections        | Complete      | 100%              |   |
|                                     | Sewer line flushing                             | Complete      | 100%              |   |
|                                     | Inspections of kitchen fire suppression systems | Complete      | 100%              |   |
|                                     | Emergency generator testing                     | Complete      | 100%              |   |
|                                     | Dryer Duct Cleaning                             | Complete      | 100%              |   |
|                                     | Clean grease traps and sump pits                | Complete      | 100%              |   |
|                                     | Replace glycol pump                             | In Progress   | 25%               |   |
|                                     | Custodial - Summer Cleaning Regime              | Complete      | 100%              |   |
|                                     | Vegetation Control                              | Complete      | 100%              |   |
|                                     | Cosmetology upgrage                             | In Progress   | 75%               |   |
|                                     | Kitchen exhaust upgrade                         | In Progress   | 85%               |   |
|                                     | Data cabling upgrade                            | In Progress   | 85%               |   |
|                                     | Painting FS 114 & FS 116 (automotive bays)      | Complete      | 100%              |   |
|                                     | Roofing update report                           |               |                   | To be completed early next school year. |
| <b>SHERWOOD HEIGHTS JUNIOR HIGH</b> |   |               |                   |   |
|                                     | Fire extinguisher inspections and servicing     | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections and servicing    | Complete      | 100%              |   |
|                                     | Dust collector servicing and inspections        | Complete      | 100%              |   |
|                                     | Custodial - Summer Cleaning Regime              | Complete      | 100%              |   |
|                                     | Vegetation Control                              | Complete      | 100%              |   |
|                                     | Roofing update report                           | Complete      | 100%              |   |
| <b>SOUTHPOINTE SCHOOL</b>           |   |               |                   |   |
|                                     | Fire extinguisher inspections and servicing     | Complete      | 100%              |   |
|                                     | Sprinkler systems servicing and inspections     | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections                  | Complete      | 100%              |   |
|                                     | Dust collector servicing and inspections        | Complete      | 100%              |   |
|                                     | Custodial - Summer Cleaning Regime              | Complete      | 100%              |   |
|                                     | Vegetation Control                              | Complete      | 100%              |   |
| <b>UNCAS ELEMENTARY</b>             |   |               |                   |   |
|                                     | Fire extinguisher inspections and servicing     | Complete      | 100%              |   |
|                                     | Fire alarm systems inspections and servicing    | Complete      | 100%              |   |
|                                     | Custodial - Summer Cleaning Regime              | Complete      | 100%              |   |
|                                     | Screen/Coat Gymnasium Floor                     | Complete      | 100%              |   |
|                                     | Vegetation Control                              | Complete      | 100%              |   |
|                                     | Washroom upgrades                               | Complete      | 100%              |   |
|                                     | Roofing update report                           | Complete      | 100%              |   |

**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                  | <b>Description</b>                                 | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>           |
|----------------------------------|--|---------------|-------------------|---------------------------|
| <b>VEGREVILLE COMPOSITE HIGH</b> |  |               |                   |                           |
|                                  | Commercial kitchen exhaust cleaning                |               |                   | Changed to November, 2019 |
|                                  | Inspections of kitchen fire suppression systems    | Complete      | 100%              |                           |
|                                  | Dust collector servicing and inspection            | Complete      | 100%              |                           |
|                                  | Sprinkler systems servicing and inspections        | Complete      | 100%              |                           |
|                                  | Paint booth fire system inspection                 | Complete      | 100%              |                           |
|                                  | Sewer line flushing                                | Complete      | 100%              |                           |
|                                  | Dryer Duct Cleaning                                | Complete      | 100%              |                           |
|                                  | Clean grease traps and sump pits                   | Complete      | 100%              |                           |
|                                  | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |                           |
|                                  | Vegetation Control                                 | Complete      | 100%              |                           |
|                                  | Office renovation Phase 1 - Design                 | In Progress   | 15%               |                           |
|                                  | Student parking lot repair                         | Complete      | 100%              |                           |
|                                  | Parking lot lines                                  | Complete      | 100%              |                           |
| <b>WESTBORO</b>                  |  |               |                   |                           |
|                                  | Fire extinguisher inspections and servicing        | Complete      | 100%              |                           |
|                                  | Fire alarm systems inspections and servicing       | Complete      | 100%              |                           |
|                                  | Dryer Duct Cleaning                                | Complete      | 100%              |                           |
|                                  | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |                           |
|                                  | Vegetation Control                                 | Complete      | 100%              |                           |
|                                  | Air handling units replacement                     | In Progress   | 95%               |                           |
|                                  | Roofing update report                              | Complete      | 100%              |                           |
| <b>WES HOSFORD ELEMENTARY</b>    |  |               |                   |                           |
|                                  | Fire extinguisher inspections and servicing        | Complete      | 100%              |                           |
|                                  | Fire alarm systems inspections and servicing       | Complete      | 100%              |                           |
|                                  | Install mechanical cooling in 3 modular classrooms | Complete      | 100%              |                           |
|                                  | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |                           |
|                                  | Screen/Coat Gymnasium Floor                        | Complete      | 100%              |                           |
|                                  | Vegetation Control                                 | Complete      | 100%              |                           |
|                                  | East drainage                                      | In Progress   | 75%               |                           |
|                                  | Painting of exterior basketball court lines        | Complete      | 100%              |                           |
|                                  | Roofing update report                              | Complete      | 100%              |                           |
| <b>WIN FERGUSON ELEMENTARY</b>   |  |               |                   |                           |
|                                  | Fire extinguisher inspections and servicing        | Complete      | 100%              |                           |
|                                  | Fire alarm systems inspections and servicing       | Complete      | 100%              |                           |
|                                  | Dryer Duct Cleaning                                | Complete      | 100%              |                           |
|                                  | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |                           |
|                                  | Screen/Coat Gymnasium Floor                        | Complete      | 100%              |                           |
|                                  | Vegetation Control                                 | Complete      | 100%              |                           |
|                                  | Roofing update report                              | Complete      | 100%              |                           |



**Facility Services - 2019 Summer Project Status List**

| <b>Facility</b>                     | <b>Description</b>                                 | <b>Status</b> | <b>Progress %</b> | <b>Comments</b>                     |
|-------------------------------------|--|---------------|-------------------|-------------------------------------|
| <b>WOODBRIIDGE FARMS ELEMENTARY</b> |  |               |                   |                                     |
|                                     | Fire extinguisher inspections and servicing        | Complete      | 100%              |                                     |
|                                     | Fire alarm systems inspections and servicing       | Complete      | 100%              |                                     |
|                                     | Clean grease traps and sump pits                   | Complete      | 100%              |                                     |
|                                     | Install mechanical cooling in 3 modular classrooms | Complete      | 100%              |                                     |
|                                     | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |                                     |
|                                     | Vegetation Control                                 | Complete      | 100%              |                                     |
|                                     | Refurbish Gymnasium floor                          | Complete      | 100%              |                                     |
|                                     | Roofing update report                              | Complete      | 100%              |                                     |
|                                     | Exterior door replacement                          | In Progress   | 10%               |                                     |
| <b>WYE ELEMENTARY</b>               |  |               |                   |                                     |
|                                     | Fire extinguisher inspections and servicing        | Complete      | 100%              |                                     |
|                                     | Fire alarm systems inspections and servicing       | Complete      | 100%              |                                     |
|                                     | Septic system cleaning                             | Complete      | 100%              |                                     |
|                                     | Custodial - Summer Cleaning Regime                 | Complete      | 100%              |                                     |
|                                     | New School construction                            | In Progress   | 50%               |                                     |
| <b>MULTIPLE LOCATIONS</b>           |  |               |                   |                                     |
|                                     | Bike racks   | In Progress   |                   | Ongoing to be completed in the fall |
|                                     | Fire gates   | In Progress   |                   | Ongoing to be completed in the fall |
|                                     | Piperail fences                                    | In Progress   |                   | Ongoing to be completed in the fall |



# INFORMATION REPORT

**DATE:** Aug. 29, 2019

**TO:** Board of Trustees

**FROM:** Brent Billey, Associate Superintendent, Human Resources

**SUBJECT:** Benefits Premium Rates – Effective September 1, 2019

**ORIGINATOR:** Brent Billey, Associate Superintendent, Human Resources

**RESOURCE STAFF:** Joanne Boot, Benefits and Health Advisor, Human Resources

**REFERENCE:** Alberta School Employee Benefit Plan

**EIPS PRIORITY:** Enhance high quality learning and working environments.

**EIPS GOAL:** A focus on wellbeing including student citizenship and staff engagement.

**EIPS OUTCOME:** Our learning and working environments are welcoming, caring, respectful, and safe.

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**ISSUE:**

**That the Board of Trustees receive for information the Alberta School Employee Benefit Plan premium rates effective September 1, 2019.**

**BACKGROUND:**

The rates set annually by ASEBP are based on provincial trends.

**CURRENT SITUATION OR KEY POINT:**

- Premium rates are provided to all schools and departments by Human Resources prior to September 1.
- Moving to Vision Plan 3 effective September 1, 2019
- Board pays 100% of benefit premiums for both certificated and classified staff

**ATTACHMENT(S):**

1. Alberta School Employee Benefit Plan premium rates effective September 1, 2019.
  - Alberta School Employee Benefit Plan – Certificated – Moving from Vision Plan 2 To Plan 3 – Board Pays 100% of premiums for all benefits
  - Alberta School Employee Benefit Plan – Classified – Changing from Vision Plan 2 To Plan 3 – Board Pays 100% of premiums for all benefits
2. Alberta School Employee Benefit Plan premium rates effective September 1, 2018.

**Elk Island Public Schools  
Alberta School Employee Benefits Plan (ASEBP)  
Benefit Premium Rates  
Effective September 1, 2019**

**Certificated Staff - 100% Employer Paid**

**Classified Staff 100% Employer Paid**

|                                  |        |                   |
|----------------------------------|--------|-------------------|
| Life Insurance                   |        | 0.0961 per \$1000 |
| Accidental Death & Dismemberment |        | 0.011 per \$1000  |
| Extended Disability (EDB)        |        | 1.461% of payroll |
| Extended Health Care             | Single | \$86.50/month     |
| Extended Health Care             | Family | \$207.75/month    |
| Dental Health Care               | Single | \$55.00/month     |
| Dental Health Care               | Family | \$149.50/month    |
| Vision Care                      | Single | \$9.75/month      |
| Vision Care                      | Family | \$24.25/month     |

**Retirement Benefits Package select combination of above no EDB**

**Elk Island Public Schools  
Alberta School Employee Benefits Plan (ASEBP)  
Benefit Premium Rates  
Effective September 1, 2018**

**Certificated Staff - 96% Employer Paid**

**Classified Staff - 97% Employer Paid**

|                                  |        |                   |
|----------------------------------|--------|-------------------|
| Life Insurance                   |        | 0.0904 per \$1000 |
| Accidental Death & Dismemberment |        | 0.011 per \$1000  |
| Extended Disability (EDB)        |        | 1.378% of payroll |
| Extended Health Care             | Single | \$86.50/month     |
| Extended Health Care             | Family | \$207.75/month    |
| Dental Health Care               | Single | \$55.00/month     |
| Dental Health Care               | Family | \$149.50/month    |
| Vision Care                      | Single | \$5.00/month      |
| Vision Care                      | Family | \$11.75/month     |

Cost sharing of benefits follow the guidelines of the Teachers' Collective Agreement & Classified Handbook

**Retirement Benefits Package 1 select combination of above no EDB**