



# BOARD MEETING MINUTES

May 25, 2020

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Monday, May 25, 2020, 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 a.m.

## BOARD MEMBERS PRESENT

On site:

T. Boymook

Via video conference:

R. Footz

S. Gordon

C. Holowaychuk

A. Hubick

D. Irwin

J. Seutter

H. Stadnick

H. Wall

## ADMINISTRATION PRESENT

M. Liguori, Superintendent

S. Stoddard, Associate Superintendent, Supports for Students

B. Billey, Associate Superintendent, Human Resources

C. Cole, Secretary-Treasurer

C. Fletcher, Communication Specialist

T. Borchers, Executive Assistant/Recording Secretary

## CALL TO ORDER

Meeting called to order at 9:03 a.m. with all trustees noted above in attendance.

## TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook called the meeting to order 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 Métis people.

## AGENDA

The Board Chair Boymook called for additions or deletions to the Agenda.

086/2020 | Trustee Irwin moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

# Reports for Information

## FINANCIAL PROJECTIONS

Secretary-Treasurer Cole presented to the Board the Financial Projections 2019-20 Report for information.

087/2020 | Trustee Seutter moved: That the Board of Trustees receive for information the Financial Projections 2019-20.

*CARRIED UNANIMOUSLY*

## 2020-21 BUDGET

Secretary-Treasurer Cole presented to the Board the 2020-21 Budget Report for information. Board Policy 2: Role of the Board, Section 8.2 Fiscal Accountability establishes that the Board of Trustees approve the annual budget.

088/2020 | Vice-Chair Wall moved: That the Board of Trustees receive for information the 2020-21 Budget Report.

Annually, Elk Island Public Schools (EIPS) prepares a budget in the spring for the upcoming school year based on the provincial government's funding, projected student enrolment and corresponding staff estimates.

Administration prepared the 2020-21 proposed budget based on the Board approved assumptions and allocations including projected student enrolment and corresponding staffing estimates.

New for 2020-21, the provincial government introduced Bill 5 which results in school divisions requiring ministerial approval to access Operating Reserves. This includes school generated funds (SGF), all reserves at schools and departments (including Student Transportation) and Division Allocated and Unallocated Reserves. It will be very important to ensure EIPS budgets the correct amount of reserve usage. The consequence of not doing so may be that access to reserves is limited by the Minister.

Secretary-Treasurer proceeded to present the 2020-21 proposed budget. Highlights included:

The 2020-21 Budget has been developed with a conservative approach due to the uncertainty of the external environment. The assumptions utilized are detailed in the Budget Report. In the fall, the Budget will be updated for the following items:

- updates to estimates for more accurate numbers (due to more updated information);
- actual carryforwards from the 2019-20 year-end;
- updates and new approvals for reserve spending, if any; and
- changes to expenses based on the above updates.

The 2020-21 Budget is based on the following budget principles:

- equitable distribution of funds and programs; and
- transparent and understandable changes to allocations.

For 2020-21 EIPS has prepared a \$196.11 million operating budget drawing \$4.72 million from operating reserves. The use of reserves allows the Division to support:

- students with one-time supports in the areas of early learning, specialized supports, curriculum and instructional supports;
- school and department savings up to 1%;
- expected use of SGF on non-recurring supplies, services and equipment;
- make investments into capital assets increasing operating efficiencies;
- completion of the enterprise resource planning project; and
- allows EIPS flexibility to cover any potential emergent issues that arise after budget completion.

EIPS has faced reduced funding from Alberta Education for the last two years.

- In the fall of 2019-20, EIPS experienced the first year of reduced funding and was able to offset it with the use of reserves totaling \$7.96 million by reprioritizing EIPS' reserve use and depleting a substantial amount of reserves.
- In the early planning stages for Budget 2020-21, it was not anticipated that there would be any reserve use other than savings at schools and departments. Due to COVID-19, there have been changes in our operations that have allowed for some additional savings in 2019-20 (reduced travel and professional development, reduced certificated substitute costs, etc.) that allow for us to offset some of the budget impacts in 2019-20. For the 2020-21 year though, \$1 million of reserves are being held for emergent items and the school reserves of \$1.19 million have only been estimated at this time and will not be incorporated into school budgets until the fall when we are sure they are realized.

The budget for 2020-21 sees significant decreases in staffing in both schools and departments. Staff decreased to 1,296.35 FTE. The implications of reduced funding are outlined in the Budget Report (Attachment 1). This situation is not unique to EIPS – it will be across all school divisions. Moreover, the landscape of education in the Province will be changing.

For 2021-22, there will be a further reduction estimated at 50% of the Bridge funding which equates to \$3.1 million if the Province maintains the \$8.2 billion cap on education funding.

The following financial information was presented:

- Budget Process, Assumptions, and Implications

*Vice-Chair Wall left the meeting at 10:14 a.m. and returned at 10:15 a.m.*

*The Board recessed at 10:24 a.m. and reconvened at 10:35 a.m. with all trustees noted above in attendance.*

- Accumulated Surplus
- Reserves
- Revenues and Expenses and Staffing Summary
- Alberta Education Revenue
- Allocation Reconciliation

Secretary-Treasurer Cole presented the Schools Summary and Details by sector along with Supports for Students, Early Learning and Specialized Supports funding.

#### SCHOOLS DETAIL

The following information was presented:

- Enrolment Detail by Sector
- Schools Expenses – Detail by Sector Category
- Schools Staffing by Sector

Secretary-Treasurer Cole presented the Central Services summary.

#### CENTRAL SERVICES DETAIL

The following information was presented by department:

- Central Services Revenue/Allocations
- Central Services Expenses
- Central Services Staffing

Secretary-Treasurer Cole referenced the Next Step Continuing Education–Non-Credit and Fiscal Services budgets contained in the package.

Board Chair Boymook opened the forum for questions by the Board of Trustees.

*Vice-Chair Wall left the meeting at 12:16 p.m. and returned at 12:18 p.m.*

*VOTE ON MOTION 088/2020 CARRIED UNANIMOUSLY*

## **2020-21 BUDGET REPORT – ALBERTA EDUCATION**

This is the official document that is submitted to Alberta Education and is a consolidation of all the information the Board reviewed.

**089/2020** | Trustee Hubick moved: That the Board of Trustees receive for information the 2020-21 Budget Report for Alberta Education.

*CARRIED UNANIMOUSLY*

**090/2020** | Vice-Chair Wall moved: That the Board meet In Camera (12:21 p.m.)

*CARRIED UNANIMOUSLY*

**091/2020** | Vice-Chair Wall moved: That the Board revert to Regular Session (2:15 p.m.)

*CARRIED UNANIMOUSLY*

## **ADJOURNMENT**

The Chair declared the meeting adjourned at 2:15 p.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent