



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

REGULAR
SESSION

THURSDAY, JULY 16, 2020

Board Room
Central Services
Administration Building

SPECIAL MEETING AGENDA

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

1:00 pm 1. **CALL TO ORDER** T. Boymook

2. **IN CAMERA SESSION**

1:15 pm 3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**

4. **COMMENTS FROM THE PUBLIC AND STAFF
GROUP REPRESENTATIVES**

4.1 Delegation to the Board

Strathcona Christian Academy Society

NEW BUSINESS

5. **ACCESS RESERVES FOR 2019-20 TO COVER COVID COSTS** M. Liguori/C. Cole
(encl.)

ADJOURNMENT

RECOMMENDATIONS TO JULY 16/20 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. *Comments from the Public and Staff Group Representatives.*
5. That the Board of Trustees approve the use of Division Unallocated Reserves of \$395,000 in 2019-20 to cover COVID costs.



RECOMMENDATION REPORT

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DATE: July 16, 2020

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Access Reserves for 2019-20 to Cover COVID Costs

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Leah Lewis, Director, Financial Services
Carmine von Tettenborn, Director, Financial Services

REFERENCE: Board Policy 2: Role of the Board

EIPS PRIORITY: Enhance high quality learning and working environments.

EIPS GOAL: Quality infrastructure for all.

EIPS OUTCOME: Student learning is supported through the use of effective planning, managing and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approve the use of Division Unallocated Reserves of \$395,000 in 2019-20 to cover COVID costs.

BACKGROUND:

In June and July, EIPS administrators have been working to consider what a return to school might look like in the fall. As you know, Adriana LaGrange, Minister of Education, has proposed three different scenarios:

1. in-school classes resume (near normal with health measures)
2. in-school classes partially resume (with additional health measures)
3. at-home learning continues (in-school classes suspended or cancelled)

Minister LaGrange has indicated the Government of Alberta is targeting the first scenario where in-school classes resume, with specific health precautions in place to mitigate the risk of transmission, and she will make an announcement by August 1 to confirm how we will proceed.

Administration is planning for all 3 scenarios at this time with an emphasis on Scenario 1. It is recognized that as the 2020-21 school year progresses, EIPS needs to be able to move fluidly between the scenarios outlined above. To be ready for our students to arrive in September there are some costs that need to be incurred now. As COVID had not occurred when the 2019-20 Fall budget was completed, there were no funds put aside for these costs. Additionally, when the 2020-21 budget was submitted, no budget was included for COVID as there were too many unknowns. In June 2020, Alberta Education announced it would not assist school boards with additional funding for personal protective equipment (PPE), and outlined more specifically what the return to school would look like in the fall.



RECOMMENDATION REPORT

While not all of the costs are yet known at this time, Administration has identified several costs that will need to be covered. Purchases need to be made now rather than waiting until the fall to ensure we have the necessary PPE, supplies, and supports so that we can welcome our students back on the first day in the safest way possible.

To further complicate matters, accounting requirements are such that some items will need to be expensed in the 2019-20 year, while others can be set up as inventory at year end and expensed in 2020-21. Regardless of which year the costs are charged, items should not be purchased until a funding source is identified. Administration is requesting \$395,000, which is the costs for the first 4 months of the 2020-21 school year that need to be ordered now. As per Attachment 1, you can see that the total cost estimate **excluding additional costs for substitute teachers and classified staff** comes to \$988,184. This full year amount is an approximate number as the amount of PPE was projected and until we are actually experiencing the operations in our schools we will not know for certain the true needs. The costs are based on the best information as of the writing of this report.

In the 2020-21 budget, the Board approved accessing \$1M from Division unallocated reserves with the purpose to be determined in the fall of 2020. Administration proposes that \$395,000 of the \$1M now be approved to come from 2019-20 Division Unallocated Reserves and that for 2020-21 that the \$1M be reduced by \$395,000 to \$605,000.

Then in the fall of 2020-21, once we have better year-end actuals and fall budget numbers, we will come to the Board to request using the remaining funds to cover the additional costs in Attachment 1. This overall, would not reduce the estimate of Division Unallocated Reserves brought to the Board in May (as per Attachment 2) as of August 31, 2021.

The costs for substitute teachers and classified staff is still a significant unknown that is not budgeted for as every employee who shows signs of COVID as per the checklist cannot go into work. As indicated above, Administration proposes to wait until the fall to see:

- what the final (August 31, 2020) results are. Early indications are that there are some additional savings in Human Resources and Facility Services hold harmless accounts; and
- what the fall budget looks like as we will have better estimates.

Division Unallocated Reserves will need to be additionally accessed to cover these costs. There is \$3.8M in Division Unallocated Reserves projected to August 31, 2020.

COMMUNICATION PLAN:

The four months of items will be purchased by the various departments.

ATTACHMENTS:

1. Summary of COVID Costs
2. 2020-21 Projected Financial Position

Summary of COVID Costs

	4 months		Full Year (includes 4 months)	
Personal Protective Equipment				
Masks	33,150	purchase before September	82,875	projection
Face Shields	4,100	purchase before September	10,250	projection
Gloves	4,050	purchase before September	10,125	projection
Supplies/Equipment for Schools				
Hand Sanitizer	69,552	purchase before September	124,279	projection
Cleaning Supplies	45,148	purchase before September	80,973	projection
Electrostatic Sprayers for Schools	29,138	purchase before September	29,138	100% start up
Thermometers	5,520	purchase before September	5,520	100% start up
Infirmity Items	4,000	purchase before September	10,000	projection
Inclusive Education	2,000	purchase before September	5,000	projection
Increased Custodial Costs	-		367,000	starts in September
Curriculum				
Costs for Curriculum Resources	50,000	purchase before September	50,000	100% start up
Software				
Learning Management System	100,000	purchase before September	100,000	100% start up
Two Additional Days for Principals	48,024	come in before September	48,024	100% start up
Additional Support for OHS position			65,000	starts in September
Costs for Additional Substitute Teachers	N/A		unknown*	
Costs for Additional Substitute Classified Staff	N/A		unknown*	
	<u><u>394,682</u></u>		<u><u>988,184</u></u>	

*not able to estimate at this time.

This could be a very significant item for EIPS, as every employee who is feeling unwell as per the checklist cannot go into work.

The total illness <4 days budgeted at schools in 2019-20 was \$1.465M, and for 2020-21 was \$1.412M

Note: Some departments have also purchased electrostatic sprayers (Student Transportation, Facility Services and Informatin Technology) for a total of \$18,000. This has not been included above.

In addition, Student Transportation currently anticipate they will be able to incur the additional costs of COVID through their own budget.

Facility Services also paid for one reception barrier at each school for \$13,939 and if schools wanted to purchase additional barriers they paid for these.

The above does not include any reductions for Facility Rentals \$145,000.

<u>Year the Expense will be Recorded</u>	
2019-20 Cost	92,682
2020-21 Cost	<u>895,502</u>
	<u><u>988,184</u></u>

