



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

REGULAR  
SESSION

**THURSDAY, JANUARY 21, 2021**

Board Room  
Central Services  
Administration Building

**AGENDA**

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

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- 9:00 am 1. **CALL TO ORDER** T. Boymook
2. **IN CAMERA SESSION**
- 10:00 am 3. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
4. **APPROVAL OF MINUTES**  
4.1 Board Meeting – Dec. 17, 2020 (encl.)
5. **CHAIR REPORT** T. Boymook  
(verbal)
6. **SUPERINTENDENT REPORT** M. Liguori  
(verbal)
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. **COVID-19 COST UPDATE AND RE-ALLOCATION OF FUNDS** M. Liguori/C. Cole  
(encl.)
11. **SIGNING AUTHORITY MATRIX** M. Liguori/L. Lewis  
(encl.)
12. **2021-22 SCHOOL FEE PARAMETERS** M. Liguori/C. Cole  
(encl.)

13. **BOARD POLICY 7: BOARD OPERATIONS** R. Footz  
(encl.)
14. **BOARD POLICY 23: SCHOOL AND ADMINISTRATIVE FEES** R. Footz  
(encl.)

**COMMITTEE REPORT**

15. **ADVOCACY COMMITTEE** T. Boymook  
Dec. 17, 2020 (verbal)

**REPORTS FOR INFORMATION**

16. **SCHOOL STATUS REPORT 2019-20** M. Liguori/B. Dragon  
(encl.)
17. **2020-21 INTERIM SCHOOL FEE APPROVAL SUMMARY** M. Liguori/C. Cole  
(encl.)
18. **TRUSTEES' REPORTS/NOTICES OF MOTIONS/REQUESTS  
FOR INFORMATION** (verbal)

ADJOURNMENT

## RECOMMENDATIONS TO JAN. 21, 2021 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 Dec. 17, 2020 Board Meeting as amended or as circulated.
5. That the Board of Trustees receive for information the Chair report.
6. That the Board of Trustees receive for information the Superintendent report.
7. *Comments from the Public and Staff Group Representatives*
8. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.
9. *Business Arising from In Camera.*
10. That the Board of Trustees approve the changes in budget estimates for COVID-19 costs and the requests for additional funding as outlined on Attachment 2.
11. That the Board of Trustees approve the amendments to the Signing Authority Matrix, as presented.
12. That the Board of Trustees approve the parameters for establishing 2021-22 school fees.
13. That the Board of Trustees approve the amendments to Board Policy 7: Board Operations, as presented.
14. That the Board of Trustees approve the amendments to Board Policy 23: School and Administrative Fees, as presented.
15. That the Board of Trustees receive for information the report from the Advocacy Committee meeting held on Dec. 17, 2020.

16. That the Board of Trustees receive for information the School Status Report for 2019-20.
17. That the Board of Trustees receive for information a summary of fee changes for the 2020-21 school year.



# BOARD MEETING MINUTES

December 17, 2020

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, December 17, 2020, virtually via Zoom Cloud Meetings and Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:03 a.m.

## BOARD MEMBERS PRESENT

Via video conference:

T. Boymook, Board Chair  
C. Holowaychuk, Vice-Chair  
R. Footz  
S. Gordon  
A. Hubick  
D. Irwin  
J. Seutter  
H. Stadnick  
H. Wall

## ADMINISTRATION PRESENT

Via video conference:

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

## CALL TO ORDER

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

## IN CAMERA SESSION

213/2020 | Trustee Wall moved: That the Board meet in camera (9:03 a.m.).

*CARRIED UNANIMOUSLY*

214/2020 | Trustee Footz moved: That the Board revert to regular session (9:29 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 9:29 a.m. and reconvened at 10:00 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**

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

215/2020 | Trustee Irwin moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Boymook called for confirmation of the Nov. 26, 2020 Board Meeting Minutes.

216/2020 | Trustee Seutter moved: That the Board of Trustees approve the Minutes of Nov. 26, 2020 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

217/2020 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.

*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

Superintendent Liguori expressed gratitude to all staff, students and parents as the year ends for the work and support provided to and by our families. The support is paramount to the success of all students. Wished everyone a safe and Merry Christmas.

218/2020 | Vice-Chair Holowaychuk moved: That the Board of Trustees receive the Superintendent's report for information.

*CARRIED UNANIMOUSLY*

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

No comments, presentations and delegations were presented.

## **Association and Local Reports**

### **ASBA ZONE 2/3 REPORT**

Trustee Wall presented to the Board the report from the ASBA Zone 2/3 meeting held on Dec. 4, 2020.

219/2020 | Trustee Wall moved: That the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information.

*CARRIED UNANIMOUSLY*

### **ATA LOCAL REPORT**

Board Chair Boymook welcomed ATA representative D. Zielke. Representative Zielke presented the Local ATA report to the Board.

220/2020 | Trustee Stadnick moved: That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.

*CARRIED UNANIMOUSLY*

Board Chair expressed gratitude and commended the staff for their efforts during the shift to online learning and asked the ATA Local Representative to extend to their members the Board's appreciation.

## Business Arising from Previous Meeting

No business arising from the previous meeting.

## New Business

### **BUSINESS ARISING FROM IN CAMERA**

No business arising from in camera.

### **BYLAW 008/2020 - THE RULES AND PROCEDURES FOR THE CONDUCT OF SCHOOL TRUSTEE ELECTIONS**

Returning Officer Baranec presented to the Board for approval the Election bylaw No. 008/2020 which outlines the rules and procedures for the conduct of school trustee elections. Bylaw No. 008/2020 was read in its entirety in accordance with the *Board Procedures Regulation 82/2019*, section 6, Readings of bylaws.

**221/2020** | Trustee Gordon moved: That bylaw No. 008/2020 which relates to the rules and procedures for the conduct of School Trustee Elections of The Board of Trustees of Elk Island Public Schools be given first reading.

*CARRIED UNANIMOUSLY*

**222/2020** | Vice-Chair Holowaychuk moved: That bylaw No. 008/2020 which relates to the rules and procedures for the conduct of School Trustee Elections of The Board of Trustees of Elk Island Public Schools be given second reading.

*CARRIED UNANIMOUSLY*

**223/2020** | Trustee Seutter moved: That bylaw No. 008/2020 which relates to the rules and procedures for the conduct of School Trustee Elections of The Board of Trustees of Elk Island Public Schools be given third reading.

*CARRIED UNANIMOUSLY*

### **JUNIOR HIGH HONOURS SYSTEM PROGRAM**

Associate Superintendent Stoddard presented to the Board for approval a recommendation to establish a Junior High Honours System Program for the 2021-22 school year.

**224/2020** | Trustee Irwin moved: That the Board of Trustees direct administration to establish a Junior High Honours System Program for the 2021-22 school year, modelled after the Junior High Honours pilot project and offered at Sherwood Heights, F.R. Haythorne and Ardrossan Junior/Senior in grades 8 and 9.

In favour: Board Chair Boymook, Trustee R. Footz, Trustee S. Gordon, Vice-Chair Holowaychuk, Trustee D. Irwin, Trustee J. Seutter, and Trustee H. Wall

Opposed: Trustee A. Hubick and Trustee H. Stadnick

*CARRIED*

### **PROVINCIAL ACHIEVEMENT TESTS 2020-21 SCHOOL YEAR**

Superintendent Liguori presented to the Board for approval the recommendation to suspend Provincial Achievement Tests for the 2020-21 school year. The rationale for administration's decision was shared with the Board -- pandemic had considerable effects on the continuity of student learning.

The Board commended administration for making the decision and recognizing the pressures placed on staff and students during the pandemic.

225/2020 | Trustee Stadnick moved: That the Board of Trustees accept the recommendation that the administration of grades 6 and 9 Provincial Achievement Tests be suspended for the 2020-21 school year.

*CARRIED UNANIMOUSLY*

## Committee Reports

### **POLICY COMMITTEE**

Trustee Footz presented a report from the Policy Committee meeting held on Dec. 8, 2020, for information.

226/2020 | Trustee Footz moved: That the Board of Trustees receive for information the report from the Policy Committee meeting held on Dec. 8, 2020.

*CARRIED UNANIMOUSLY*

## Reports for Information

### **BULLYING AWARENESS AND PREVENTION WEEK REPORT**

Associate Superintendent Stoddard presented the Bullying Awareness and Prevention Week report for information. The Bullying Awareness and Prevention Week is an annual event to promote awareness and understanding of bullying and its consequences in the school community.

227/2020 | Trustee Irwin moved: That the Board of Trustees receive for information the Bullying Awareness and Prevention Week report.

*CARRIED UNANIMOUSLY*

### **UNAUDITED FINANCIAL REPORT SEPTEMBER TO NOVEMBER 2020**

Director Lewis presented the Unaudited Financial Report for the period Sept. 1 to Nov. 30, 2020, for information.

228/2020 | Trustee Seutter moved: That the Board of Trustees receive for information the Unaudited Financial Report for the period Sept. 1 to Nov. 30, 2020 for Elk Island Public Schools.

*CARRIED UNANIMOUSLY*

## Trustees' Report, Notices of Motion and Request for Information

Reports by trustees were presented and holiday greetings were extended.

Board Chair Boymook extended condolences to the friends and family of Lynn Patterson, former EIPS Trustee. Lynn Patterson was a member of the EIPS Board for 19 years and was a strong advocate for quality education for all students.

### **ADJOURNMENT**

Board Chair Boymook declared the meeting adjourned at 12:08 p.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent





# RECOMMENDATION REPORT

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**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** COVID-19 Cost Update and Re-Allocation of Funds

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Carmine von Tettenborn, Director, Financial Services  
Simon Grinde, Director, Human Resources  
Christine Gillis, Senior Accountant, Financial Services

**REFERENCE:** 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, management and investment in Division infrastructure.

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## **RECOMMENDATION:**

**That the Board of Trustees approve the changes in budget estimates for COVID-19 costs and the requests for additional funding as outlined on Attachment 2.**

## **BACKGROUND:**

Policy 2: Role of the Board, Section 8.3 requires the Board approve substantive budget adjustments when necessary.

Administration has re-evaluated the estimated COVID-19 costs for the 2020-21 year with data up to December 4.

All estimates are based on Scenario 1, operating under “near normal conditions”. Personal protective equipment (PPE), custodial and supply budgets are staying fairly on-target. While there have been some savings in some areas such as hand sanitizer, there have been some increases in others such as special cleaner for computers, goggles etc.

All other estimates except for the three listed below do not require an adjustment at this time.

1. Out of School Learning French Immersion Grades K-6: Increased cost of \$100,000  
To align the out of school learning for elementary French Immersion to how the out of school learning in the English program is being conducted, an additional two teachers need to be hired for the program for the remainder of the school year.
2. Out of School Learning Grades 10-12: Increased cost of \$80,000  
There was an increase in the number of students moving to out of school learning in grades 10-12 in quarter two. We anticipate this might happen again for quarter three, and as such we have increased the budget.
3. Medical Illness due to COVID: Decrease cost by \$1,000,000  
The original estimate for illness costs was completed in the summer when cases were quite low in Alberta. Estimates of absenteeism of 148% were used as that data was shared from daycares in the United States.

While the percentage was high, there were many unknowns about the disease – and the impact on staff staying home when not well, including the length of time to get a COVID test and its results. On October 7, we looked again at our data and further refined our analysis but did not adjust the 148% as there was not enough data yet and it was felt that COVID rates would rise.

Data was pulled and analyzed from the start of the year and at several points from the start of the year until December 4 to review the rates of increase. It is interesting to note that although we have seen significantly more cases in the last month, the percent change, year over year, in total illness in the last 30 days and the last 10 days compared to the last 62 days is relatively the same.

While we thought medical/illness family leave would have increased substantially as well, we are not seeing that trend. We are also seeing a downward trend in medical appointments – likely due to staff deferring visits to the doctor, dentist, etc.

No substitute teacher is required for teachers quarantined with their class due to a student testing positive when the teacher is not ill, as the teacher can teach from home using Brightspace. This was a helpful savings not considered originally. As of the end of November, there have been 198 staff and 2,150 students impacted (quarantined) due to COVID. As of December 20, the ability to get an appointment for a COVID test if you have symptoms is within 24 hours of calling and the time to receive results is within 24-48 hours after that. So one could potentially be off two to three days now versus the five to seven days we were experiencing at the start of the year.

In re-evaluating the absenteeism percentage, data from the last 41 days to December 4 was used and these percentage increases (120% for total illness and 82% for combined illness and family illness) are more representative of EIPS' situation.



# RECOMMENDATION REPORT

- Has EIPS reached the peak in terms of COVID cases? At this time, we believe we are at the highest level for COVID cases as the government called for a circuit breaker and COVID cases did decrease.
- What cannot be factored in is illness caused by stress. As the year proceeds, there is a high likelihood of this increasing. We are certain, due to the lengthened time between break periods in the second half of the year, that we will see an uptick in staff absenteeism.

Using the rates for the last 41 days and building in an additional buffer, allows for \$1 million in budget dollars to be released from this estimate.

Attachment 1 outlines the changes made to our estimated COVID costs.

## **To Be Allocated (TBA)**

Based on the above changes to estimates, we have also adjusted the amount of dollars available in the TBA budget. The Board will recall that at the time of the fall budget there was \$425,000 available in TBA. Please refer to Attachment 2 to see the impact to TBA.

While the allocation of the TBA amount is at the discretion of the Board, administration has populated this with three items with costs attached to each of these:

- There is a need for some Supports for Students consultants that are currently teaching in out-of-school learning to return to consulting. This will allow these consultants to support our teachers and students primarily in the areas of literacy, numeracy and assessment. This is a high estimate of costs based on all the consultants moving. The allocation will only be made for the actual number that move.
- Human Resources requires a Secretary 2 to assist with work in the area of professional development.
- Facility Services needs support this year of a 0.75 FTE Senior Buyer to assist with the establishment of Requests for Proposals and contracts. This support would ensure that the project managers can focus more on projects (planning and completion) and the senior buyer (housed in Financial Services) can ensure all purchasing procedures and contracts are properly in place.

## **COMMUNICATION PLAN:**

Once the Board approves the changes to the estimates for COVID and the TBA requests, EIPS will communicate this information to the various stakeholders (Executive Team and Department Directors) and make the necessary budget adjustments.

## **ATTACHMENTS:**

1. COVID Cost Update
2. TBA Update

**Elk Island Public Schools**  
**COVID Cost Update**  
**January 21, 2021**

	October 29 2020-21 Estimated Costs	Adjustments to Estimates Increase (Decrease)	January 21 2020-21 Estimated Costs
Personal Protective Equipment & Supplies	590,653		590,653
Custodial	784,913	-	784,913
Staffing - Illness	3,896,000	(1,000,000)	2,896,000
Supports for Out-of-School Learning K-9	1,510,455	100,000	1,610,455
Supports for Out-of-School Learning 10-12	351,360	80,000	431,360
Learning Management System	99,681	-	99,681
Student Transportation Supports	245,000	-	245,000
Additional Staffing for Human Resources & Facilities	174,307	-	174,307
Additional Supports for Communications	15,000	-	15,000
	7,667,368	(820,000)	6,847,368

**Elk Island Public Schools  
To Be Allocated (TBA) Update  
January 21, 2021**

Fall Budget amount remaining in TBA not yet allocated 425,000

Changes to Estimated Costs

Increase for Out of School French Immersion	(100,000)	
Increase for Out of School Grades 10-12	(80,000)	
Decrease to Illness Budgets	1,000,000	
Net Addition to TBA	<u>820,000</u>	820,000

Adjusted Balance of TBA not yet allocated 1,245,000

Requested Allocations of TBA

Returning Consultants to Supports for Students	(366,780)	
Secretary in Human Resources (temporary)	(41,552)	
Senior Buyer (temporary)	(87,078)	
Subtotal	<u>(495,411)</u>	(495,411)

Remaining to be Allocated 749,589



# RECOMMENDATION REPORT

**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Signing Authority Matrix

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services

**REFERENCE:** Policy 2: Role of the Board  
Administrative Procedure 514, Signing Authority

**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, management and investment in Division infrastructure.

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## RECOMMENDATION:

**That the Board of Trustees approve amendments to the Signing Authority Matrix, as presented.**

## BACKGROUND:

Policy 2: Role of the Board establishes that the Board of Trustees will approve the Signing Authority Matrix.

Administrative Procedure (AP) 514, Signing Authority, focuses on the authority itself, rather than how the authority is executed. It covers who has authority, what they have authority over and what the constraints are within that authority. Specifically, it outlines:

- All transactions will be authorized.
- Applies broadly to all authorizations, not just expenditures.
- Without authority, staff cannot commit the Division.
- Authority is granted to a position, not a person.
- Authority is granted to a staff's area of responsibility only.
- Transactions may not be split to circumvent the AP.
- Staff will avoid conflict of interest while employing their authority.

The Administrative Procedure includes three appendices:

Appendix A - Signing Authority Matrix

Appendix B - Responsibility Matrix

Appendix C - Signing Authority Exceptions

The Division last updated the Signing Authority Matrix in 2018. Over the past three years, the matrix has been used extensively and Financial Services has identified areas of improvement in terms of clarity and ease of use. In addition, a few changes to authority dollar limits have been suggested based on current spending patterns and risk management.

Changes have been marked in red on Administrative Procedure 514 (Attachment 1), Signing Authority Matrix, Appendix A (Attachment 2) and Signing Authority Exceptions, Appendix C (Attachment 3). There are no proposed changes to the Responsibility Matrix, Appendix B (Attachment 6).

### Summary of Key Proposed Changes:

- Administrative Procedure 514 (Attachment 1 (marked) and Attachment 4 (unmarked))
  - Minor edits to maintain consistency with proposed changes in the Signing Authority Matrix (see below).

- Signing Authority Matrix, Appendix A (Attachment 2 (marked) and Attachment 5 (unmarked))

#### Revenue

- Remove the 'Revenue, Request for Invoice' line and consolidate into a single revenue line with grant applications, agreements, etc. This simplifies authority for revenue transactions. Although authority limits for invoice requests are now lower, these limits are consistent with current practice.

#### Operating and Capital

- This section was the most challenging for school and department users to interpret, but also the most frequently used.
- Users had trouble identifying authority limits for the Division's various procurement methods (including direct purchases, purchase orders, and contracts) and would often not be able to identify a line that 'matched' the activity they were undertaking. Additional text was added to the first line in this section to clarify what purchasing activities were included.
- Defining a Consultant Services Contract was challenging, with virtually every service provider being arguably a consultant of some kind. For this reason, it is proposed that the line be removed, and these contracts be included with all other contracts in terms of authority.
  - Although these limits are higher, the Division has other administrative procedures that ensure non-standard contracts and consultant contracts, specifically, are reviewed by Purchasing and Contract Services, ensuring that additional scrutiny is undertaken.
    - Administrative Procedure 511, Public Sector Purchasing Code of Ethics
    - Administrative Procedure 515, Procurement and Contracts
- Users struggled with differentiating between payment and procurement activities. As a result, additional information has been added pertaining to payment of goods and services, consistent with AP 514.



# RECOMMENDATION REPORT

## Accounting and Other

- School bank accounts are now centralized and they no longer issue cheques or make investments, so a matrix for these activities is no longer required.

## Other Sections

- Minor edits to provide additional clarity.
- Responsibility Matrix, Appendix B (Attachment 6)
  - No proposed changes. The active version of this matrix includes the names of all individuals in the listed roles.
- Signing Authority Exceptions, Appendix C (Attachment 3 (marked) and Attachment 7 (unmarked))
  - Adjusted for change in Financial Services positions.

## **COMMUNICATION PLAN:**

Following approval, Administrative Procedure 514, Signing Authority will be updated on the EIPS website and communicated to schools and departments.

## **ATTACHMENT(S):**

1. Administrative Procedure 514, Signing Authority (marked)
2. Administrative Procedure 514, Appendix A: Signing Authority Matrix (SAM) (marked)
3. Administrative Procedure 514, Appendix C: Signing Authority Exceptions (marked)
4. Administrative Procedure 514, Signing Authority (unmarked)
5. Administrative Procedure 514, Appendix A: Signing Authority Matrix (SAM) (unmarked)
6. Administrative Procedure 514, Appendix B: Responsibility Matrix (no changes)
7. Administrative Procedure 514, Appendix C: Signing Authority Exceptions (unmarked)



## Administrative Procedure 514

# SIGNING AUTHORITY

### Background:

The purpose of this Administrative Procedure is to delineate the roles and responsibilities, and to provide appropriate governance and authorization levels for the Division. Proper authorization of transactions is required to ensure adequate safeguarding of the Division's assets against loss or improper use, as well as to produce reliable financial records for internal and external reporting. All staff acting on behalf of the Division share in the overall responsibility for the sound stewardship of the Division's finances.

### Definitions:

#### Capital Asset:

is as an expenditure that provides services and benefits for more than one fiscal year and having a value of more than \$5,000.00.

#### Capital Project:

refers to a capital asset with numerous payments to one or more vendors and/or the capital asset is to be completed over an extended time frame.

#### ~~Consultant Services Contract:~~

~~is a legally enforceable business agreement between two or more parties with mutual obligations related to services to be provided.~~

#### ~~Consultant:~~

~~is a person or organization who provides services or expert advice in a particular area, such as construction, engineering, auditing, research, or banking, and is not typically considered an employee.~~

#### Contract:

is a legally enforceable business agreement between two or more parties with mutual obligations. A contract may: define procurement of goods and services; define funds (revenue or grants) to be received from a third party; include memorandums of understanding (MOU) or letters of understanding (LOU); have a zero, or null, dollar value. A contract is intended to define responsibilities (actions) or deliverables between the parties.

#### Employment Personal Services Contract:

is a legal agreement, in which the skills or talents of an individual are material (i.e., professional services), between an individual employee and an employer that clarifies the terms and conditions of employment. Payments to the individual are handled through Payroll and are

typically not included in the [Classified Handbook](#) (Appendix 440-A) or [Teachers' Collective Agreement](#).

**Grant Agreement:**

is a standardized agreement used to award funds.

**Lease:**

is a contract calling for the lessee (user) to pay the lessor (owner) for use of an asset.

**Non-Compliant Transaction:**

is a transaction that does not follow the signing authority procedures described herein.

**Procurement:**

is the act of finding, acquiring, and/or buying goods, services, or works from an external source, often via a tendering or competitive bidding process. The process is used to ensure the Division receives goods, services, or works for the best possible price, when aspects such as quality, quantity, time, and location are compared. The Division has defined processes intended to promote fair and open competition while minimizing risk, such as exposure to fraud and collusion.

**Property:**

is any physical or intangible entity that is owned by a person or jointly owned by a group of people. Depending on the nature of the property, an owner has the right to consume, sell, rent, mortgage, transfer, exchange, or destroy their property, and/or to exclude others from having these rights. Recognized types of property include real property (land and buildings), personal property (property owned by the Division that is not affixed to or associated with the land), and intellectual property (exclusive rights over artistic creations, inventions, etc.).

**Purchase Card (P-Card):**

is a corporate credit card.

**Purchase Order:**

is a buyer-generated document that authorizes a purchase transaction.

**Revenue Contract:**

is a contract to receive funds for goods or services rendered.

**Procedures:**

1. All transactions will be authorized by staff with designated signing authority as per the [Signing Authority Matrix](#) (Appendix 514-A).
2. Unless otherwise specified, authority is delegated to a position as opposed to a person.
3. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

4. An acting or temporary delegation will be in writing and detail who is acting and for what effective dates.
5. Any person not authorized by virtue of this Administrative Procedure may not commit the Division to any activities outlined in this Administrative Procedure.
6. In applying the limits outlined in the [Signing Authority Matrix](#) (Appendix 514-A), the total value is calculated based on the value of the purchase (over the term of the contract – ~~excluding~~ ~~including~~ extensions), after taxes and freight, and valued in Canadian dollars.
7. Staff with designated signing authority shall exercise the authority for their areas of responsibility (e.g., school, department, account, etc.), as assigned by the Superintendent, within the set limits, and/or within approved budgets. Responsibilities are outlined in the [Responsibility Matrix](#) (Appendix 514-B), and will be updated annually.
8. Staff with designated signing authority shall comply with the intent of the Administrative Procedure. In particular, staff with designated signing authority shall not circumvent the established limits by subdividing purchases, invoices, contracts, expense reports, or agreements into smaller amounts.
9. Staff with designated signing authority will avoid conflict of interest and shall not authorize transactions when they are the direct or indirect beneficiary. Another authorized staff member (typically of higher authority) will approve these transactions.
10. Staff with designated signing authority will be aware of and refer to all relevant Division Administrative Procedures and processes as well as external legislative requirements when exercising delegations of authority.
11. Notwithstanding a delegation of authority, staff with designated signing authority will bring any matter to the attention of the Superintendent or the Division if that matter has an unusually high risk factor, if it brings the activities of the Division under scrutiny or disrepute, or if it involves controversial matters.

#### **Exclusions and Non-Compliant Transactions**

12. Specific exceptions to authorization limits that would normally be covered under the definitions of operating expenditures are defined in the [Signing Authority Exceptions](#) (Appendix 514-C).
13. All non-compliant transactions will be submitted to the Secretary-Treasurer. All non-compliant transactions must adhere to the following signing authority limits:
  - 13.1. Up to \$500,000: Secretary-Treasurer
  - 13.2. Up to \$2,500,000: Superintendent
  - 13.3. No Limit: Board of Trustees

#### **Disbursement Authorization**

14. Satisfactory evidence will be provided to assist the designated signing authority with approving expenditures. This includes supporting materials which are intended to convey evidence of receipt (e.g., packing slips). In cases of prepayment, supporting documentation must be provided, and payment terms must comply with any contract or agreement in place.
15. Payment of invoices within five per cent or \$5,000, whichever is lower, of an approved value (contract, ~~purchase order~~, written agreement) is considered authorized, upon verification of receipt of goods. Payments exceeding this threshold require additional authorization as per the [Signing Authority Matrix](#) (Appendix 514-A).

16. Commitments and transactions will not be processed that are not approved in accordance with this Administrative Procedure.
17. Only when the underlying transaction, contract, or agreement has been properly approved and satisfactory evidence is available that the obligation is due, shall the disbursement of Division funds be permitted.

**Reference:**

Section 60, 61, 65, 113, 116, 117 *School Act*

[Appendix 514-A, Signing Authority Matrix](#)

[Appendix 514-B, Responsibility Matrix](#)

[Appendix 514-C, Signing Authority Exceptions](#)

Last Updated: ~~September 2018~~ [January 2021](#)

**Elk Island Public Schools**  
**Administrative Procedure 514: Signing Authority**  
**Signing Authority Matrix (SAM)**

This SAM is to be used in conjunction with AP514: Signing Authority.

Position	Ref	Comment	Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Principal	Assistant Director, Assistant Principal	Bookkeeper, Executive Assistant, Foreman, Manager	All Other Staff <sup>1</sup>	
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
<b>Revenue</b>	Revenue, including grant applications, commitments, requests for invoices, agreements and/or contracts with external parties	Note 2	No limit	No limit	\$ 250,000	\$ 75,000	\$ 25,000	\$ 10,000	Nil	Nil	
	<del>Revenue</del>	<del>Request for Invoice</del>	<del>No limit</del>	<del>No limit</del>	<del>\$ 750,000</del>	<del>\$ 750,000</del>	<del>\$ 500,000</del>	<del>\$ 50,000</del>	<del>\$ 20,000</del>	<del>Nil</del>	
<b>Operating and Capital</b>	(1) Requisition and enter into purchase orders with external parties for goods and services (over \$5,000), (2) Payment for direct purchases (under \$5,000), or (3) Enter into <del>and payment against other commitments, agreements and/or contracts</del> with external parties for goods and services excluding:	AP515	No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	\$ 5,000	Up to P-Card transaction limit	
	<del>Consultant Services Contracts</del>	<del>AP515</del>	<del>No limit</del>	<del>\$ 350,000</del>	<del>\$ 150,000</del>	<del>\$ 25,000</del>	<del>\$ 25,000</del>	<del>\$ 10,000</del>	<del>Nil</del>	<del>Nil</del>	
	Leases (non-capital)	AP515	Note 2 & 3	No limit	No limit	\$ 200,000	\$ 200,000	\$ 100,000	Nil	Nil	
	Facility Services Contracts	AP515	Facility Services only Note 2 & 3	No limit	No limit	\$ 200,000	Nil	\$ 100,000	\$ 50,000	\$ 5,000	
	<i>As per AP 514, payment of invoices within five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, written agreement) is considered authorized, upon verification of receipt of goods.</i>										
	Payment for Goods and Services <u>above</u> five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, etc.)	AP515		No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	Nil	Nil
<del>Purchase and Payment for Goods and Services</del>	<del>AP515</del>	<del>Note 4</del>	<del>No limit</del>	<del>No limit</del>	<del>\$ 300,000</del>	<del>\$ 50,000</del>	<del>\$ 50,000</del>	<del>\$ 20,000</del>	<del>\$ 5,000</del>	<del>Up to P-Card transaction limit</del>	
<b>Capital</b>	Purchase of <b>Real Property</b> (land and buildings)		Contract	No limit	Nil	Nil	Nil	Nil	Nil	Nil	
	Enter into <b>Capital Projects</b>	AP516	<del>Contract, Agreement or Commitment</del>	No limit	No limit	\$ 500,000	Nil	Nil	Nil	Nil	
	<del>Payment for Capital Asset or against Capital Projects</del>	<del>AP516</del>	<del>Purchase Request</del>	<del>No limit</del>	<del>No limit</del>	<del>\$ 500,000</del>	<del>\$ 75,000</del>	<del>\$ 75,000</del>	<del>\$ 30,000</del>	<del>Nil</del>	
<b>Disposals</b>	Sale of Real Property (land and buildings)	AP518		No limit	Nil	Nil	Nil	Nil	Nil	Nil	
	<del>Personal Other Property Disposal or Write-off, including bill of sale authorization</del>	<del>AP518</del>		No limit	No limit	\$ 100,000	\$ 50,000	\$ 50,000	Nil	Nil	

**Elk Island Public Schools**  
**Administrative Procedure 514: Signing Authority**  
**Signing Authority Matrix (SAM)**

This SAM is to be used in conjunction with AP514: Signing Authority.

Position	Ref	Comment	Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Principal	Assistant Director, Assistant Principal	Bookkeeper, Executive Assistant, Foreman, Manager	All Other Staff <sup>1</sup>	
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
<b>P-Cards</b>	Add Card or Change Limits	Manual	No limit	No limit	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	No	No	
	Remove Card	Manual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
	Non-Monetary Card Changes, or Monthly Statement Approval	Manual	Yes	Yes	Yes	Yes	Yes	Yes	No	No	
<b>Human Resources</b>	Create, modify, offer or terminate Executive <b>Employment Contracts</b>		Employment Contract	Yes	Yes	No	No	No	No	No	
	Create new <b>Positions</b> and <b>Employment</b> Personal Services Contracts			No	Yes	No	Yes - Associate Superintendent, HR	No	No	No	
	Fill vacant Positions or modify positions within approved budget		Hire Request Form	Yes	Yes	Yes	Yes	Yes	No	No	
	Terminate employees			Yes	Yes	No	No	No	No	No	
	<b>Timesheets / exception reports</b> Authorization of timesheets, attendance, and absences			Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>Accounting and Other</b>	Journal Vouchers: Operating Budget SGF		Department & Schools only. Financial Services - see exceptions in Appendix C	No limit	No limit	No limit	No limit	No limit	\$ 10,000	\$ 5,000	Nil
	Write Offs: A/R, Benefits (excl: Property)		Financial Services only School - see school SAM below	No limit	No limit	No limit	Nil	\$ 50,000	\$ 25,000	Nil	Nil
	Write Offs: School Fees	AP505		Nil	Nil	Yes - waiver only	Nil	Yes - not covered by waiver	Nil	Nil	Nil
	Credit Facility Agreements	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	Banking (Deposit) Agreements	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	Cheque Signing	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	Purchase and Redeem Investments	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil

- (1) Other staff have authority to purchase to the extent of the limits (transaction and monthly) that have been established on their P-Card.
- (2) Based on the value over the entire term of the contract or lease (including extensions) rather than the annual value of the contract or lease. ~~A PO is not considered a contract for these purposes.~~
- (3) ~~Once the commitment/agreement/contract (CAC) is approved, costs incurred against the CAC are managed and approved using the approval levels identified as payments against an approved contract.~~
- (4) ~~These purchases/payments may be made with a P-Card, PO and invoice or just an invoice. Direct purchases do not have a contract unless a PO has been issued.~~

Elk Island Public Schools  
Administrative Procedure 514: Signing Authority  
Signing Authority Matrix (SAM)

This SAM is to be used in conjunction with AP514: Signing Authority.

Position	Ref		Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Principal	Assistant Director, Assistant Principal	Bookkeeper, Executive Assistant, Foreman, Manager	All Other Staff <sup>1</sup>
Authorization of/to:		Comment	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8

**Additional Signing Authority Matrix for Schools Only**

Position	Ref				Secretary-Treasurer		Principal	Assistant-Principal	Bookkeeper-Business-Manager	All-Other-Staff-with-P-Cards <sup>2</sup>	
Authorization of/to:		Comment	Level	Level-1	Level-2	Level-3	Level-4	Level-5	Level-6	Level-7	Level-8

Accounting and O	Banking (Deposit) Agreements – SGF	AP-503		Nil	Nil	No limit	Nil	No limit – If Secretary-Treasurer doesn't sign then: Any 2 of these 3 required.		Nil
	Cheque Signing	AP-503		Nil	Nil	No limit	Nil	No limit – If Secretary-Treasurer doesn't sign then: Any 2 of these 3 required.		Nil
	Purchase and Redeem Investments	AP-503		Nil	Nil	No limit	Nil	No limit – If Secretary-Treasurer doesn't sign then: Any 2 of these 3 required.		Nil

**Elk Island Public Schools  
Administrative Procedure 514: Signing Authority  
Signing Authority Exceptions**

**Appendix C**

These Exceptions are to be used in conjunction with SAM and AP514: Signing Authority.

Exception Category	Area	Secretary-Treasurer	Associate Superintendent, Human Resources	Director	Assistant Director	Senior Accountant, Accountant III, Accountant II
Payments for Expenditures Consolidated at a Division Level <sup>1</sup>	Financial Services	No limit	Nil	\$ 1,000,000	<del>500,000</del>	Nil
Journal Vouchers: Cash, Regular, Budget or Reversing	Financial Services	No limit	Nil	No limit	<del>4,000,000</del>	\$ 1,000,000
Journal Vouchers: Standard Cost	Financial Services	No limit	Nil	No limit	<del>No limit</del>	\$ 1,000,000
Trust Accounts	Financial Services	No limit	Nil	\$ 100,000	<del>Nil</del>	Nil
Payroll Liabilities	Human Resources	Nil	No limit	Nil	<del>Nil</del>	Nil
Deferred Salary	Human Resources	Nil	No limit	Nil	<del>Nil</del>	Nil

(1) Examples include: ~~WCB Workers Compensation Board~~, ~~HAS Health Spending Account~~, photocopier, paper stock, insurance.



## **Administrative Procedure 514**

# **SIGNING AUTHORITY**

### **Background:**

The purpose of this Administrative Procedure is to delineate the roles and responsibilities, and to provide appropriate governance and authorization levels for the Division. Proper authorization of transactions is required to ensure adequate safeguarding of the Division's assets against loss or improper use, as well as to produce reliable financial records for internal and external reporting. All staff acting on behalf of the Division share in the overall responsibility for the sound stewardship of the Division's finances.

### **Definitions:**

#### **Capital Asset:**

is as an expenditure that provides services and benefits for more than one fiscal year and having a value of more than \$5,000.00.

#### **Capital Project:**

refers to a capital asset with numerous payments to one or more vendors and/or the capital asset is to be completed over an extended time frame.

#### **Contract:**

is a legally enforceable business agreement between two or more parties with mutual obligations. A contract may: define procurement of goods and services; define funds (revenue or grants) to be received from a third party; include memorandums of understanding (MOU) or letters of understanding (LOU); have a zero, or null, dollar value. A contract is intended to define responsibilities (actions) or deliverables between the parties.

#### **Employment Personal Services Contract:**

is a legal agreement, in which the skills or talents of an individual are material (i.e., professional services), between an individual employee and an employer that clarifies the terms and conditions of employment. Payments to the individual are handled through Payroll and are typically not included in the [Classified Handbook](#) (Appendix 440-A) or [Teachers' Collective Agreement](#).

#### **Grant Agreement:**

is a standardized agreement used to award funds.

#### **Lease:**

is a contract calling for the lessee (user) to pay the lessor (owner) for use of an asset.

**Non-Compliant Transaction:**

is a transaction that does not follow the signing authority procedures described herein.

**Procurement:**

is the act of finding, acquiring, and/or buying goods, services, or works from an external source, often via a tendering or competitive bidding process. The process is used to ensure the Division receives goods, services, or works for the best possible price, when aspects such as quality, quantity, time, and location are compared. The Division has defined processes intended to promote fair and open competition while minimizing risk, such as exposure to fraud and collusion.

**Property:**

is any physical or intangible entity that is owned by a person or jointly owned by a group of people. Depending on the nature of the property, an owner has the right to consume, sell, rent, mortgage, transfer, exchange, or destroy their property, and/or to exclude others from having these rights. Recognized types of property include real property (land and buildings), personal property (property owned by the Division that is not affixed to or associated with the land), and intellectual property (exclusive rights over artistic creations, inventions, etc.).

**Purchase Card (P-Card):**

is a corporate credit card.

**Purchase Order:**

is a buyer-generated document that authorizes a purchase transaction.

**Revenue Contract:**

is a contract to receive funds for goods or services rendered.

**Procedures:**

1. All transactions will be authorized by staff with designated signing authority as per the [Signing Authority Matrix](#) (Appendix 514-A).
2. Unless otherwise specified, authority is delegated to a position as opposed to a person.
3. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
4. An acting or temporary delegation will be in writing and detail who is acting and for what effective dates.
5. Any person not authorized by virtue of this Administrative Procedure may not commit the Division to any activities outlined in this Administrative Procedure.
6. In applying the limits outlined in the [Signing Authority Matrix](#) (Appendix 514-A), the total value is calculated based on the value of the purchase (over the term of the contract – including extensions), after taxes and freight, and valued in Canadian dollars.
7. Staff with designated signing authority shall exercise the authority for their areas of responsibility (e.g., school, department, account, etc.), as assigned by the Superintendent,

within the set limits, and/or within approved budgets. Responsibilities are outlined in the [Responsibility Matrix](#) (Appendix 514-B), and will be updated annually.

8. Staff with designated signing authority shall comply with the intent of the Administrative Procedure. In particular, staff with designated signing authority shall not circumvent the established limits by subdividing purchases, invoices, contracts, expense reports, or agreements into smaller amounts.
9. Staff with designated signing authority will avoid conflict of interest and shall not authorize transactions when they are the direct or indirect beneficiary. Another authorized staff member (typically of higher authority) will approve these transactions.
10. Staff with designated signing authority will be aware of and refer to all relevant Division Administrative Procedures and processes as well as external legislative requirements when exercising delegations of authority.
11. Notwithstanding a delegation of authority, staff with designated signing authority will bring any matter to the attention of the Superintendent or the Division if that matter has an unusually high risk factor, if it brings the activities of the Division under scrutiny or disrepute, or if it involves controversial matters.

#### **Exclusions and Non-Compliant Transactions**

12. Specific exceptions to authorization limits that would normally be covered under the definitions of operating expenditures are defined in the [Signing Authority Exceptions](#) (Appendix 514-C).
13. All non-compliant transactions will be submitted to the Secretary-Treasurer. All non-compliant transactions must adhere to the following signing authority limits:
  - 13.1. Up to \$500,000: Secretary-Treasurer
  - 13.2. Up to \$2,500,000: Superintendent
  - 13.3. No Limit: Board of Trustees

#### **Disbursement Authorization**

14. Satisfactory evidence will be provided to assist the designated signing authority with approving expenditures. This includes supporting materials which are intended to convey evidence of receipt (e.g., packing slips). In cases of prepayment, supporting documentation must be provided, and payment terms must comply with any contract or agreement in place.
15. Payment of invoices within five per cent or \$5,000, whichever is lower, of an approved value (contract, purchase order, written agreement) is considered authorized, upon verification of receipt of goods. Payments exceeding this threshold require additional authorization as per the [Signing Authority Matrix](#) (Appendix 514-A).
16. Commitments and transactions will not be processed that are not approved in accordance with this Administrative Procedure.
17. Only when the underlying transaction, contract, or agreement has been properly approved and satisfactory evidence is available that the obligation is due, shall the disbursement of Division funds be permitted.

**Reference:**

Section 60, 61, 65, 113, 116, 117 *School Act*

[Appendix 514-A, Signing Authority Matrix](#)

[Appendix 514-B, Responsibility Matrix](#)

[Appendix 514-C, Signing Authority Exceptions](#)

Last Updated: January 2021

**Elk Island Public Schools  
Administrative Procedure 514: Signing Authority  
Signing Authority Matrix (SAM)**

**Appendix A**

This SAM is to be used in conjunction with AP514: Signing Authority.

Position	Ref	Comment	Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Principal	Assistant Director, Assistant Principal	Bookkeeper, Executive Assistant, Foreman, Manager	All Other Staff	
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
<b>Revenue</b>		Note 2	No limit	No limit	\$ 250,000	\$ 75,000	\$ 25,000	\$ 10,000	Nil	Nil	
<b>Operating and Capital</b>	(1) Requisition and enter into purchase orders with external parties for goods and services (over \$5,000), (2) Payment for direct purchases (under \$5,000), or (3) Enter into other <b>commitments, agreements and/or contracts</b> with external parties for goods and services excluding:	AP515	No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	\$ 5,000	Up to P-Card transaction limit	
	Leases (non-capital)	AP515	No limit	No limit	\$ 200,000	\$ 200,000	\$ 100,000	Nil	Nil	Nil	
	Facility Services Contracts	AP515	Facility Services only Note 2	No limit	No limit	\$ 200,000	Nil	\$ 100,000	\$ 50,000	\$ 5,000	Nil
	<i>As per AP 514, payment of invoices within five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, written agreement) is considered authorized, upon verification of receipt of goods.</i>										
	Payment for Goods and Services above five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, etc.)	AP515		No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	Nil	Nil
Purchase of <b>Real Property</b> (land and buildings)			No limit	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
Enter into <b>Capital Projects</b>	AP516		No limit	No limit	\$ 500,000	Nil	Nil	Nil	Nil	Nil	
<b>Disposals</b>	Sale of Real Property (land and buildings)	AP518	No limit	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
	Other Property Disposal or Write-off, including bill of sale authorization	AP518	No limit	No limit	\$ 100,000	\$ 50,000	\$ 50,000	Nil	Nil	Nil	
<b>P-Cards</b>	Add Card or Change Limits	Manual	No limit	No limit	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	No	No	
	Remove Card	Manual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
	Non-Monetary Card Changes, or Monthly Statement Approval	Manual	Yes	Yes	Yes	Yes	Yes	Yes	No	No	
<b>Human Resources</b>	Create, modify, offer or terminate Executive <b>Employment Contracts</b>		Yes	Yes	No	No	No	No	No	No	
	Create new <b>Positions</b> and Employment Personal Services Contracts		No	Yes	No	Yes - Associate Superintendent, HR	No	No	No	No	
	Fill vacant Positions or modify positions within approved budget		Yes	Yes	Yes	Yes	Yes	No	No	No	
	<b>Terminate</b> employees		Yes	Yes	No	No	No	No	No	No	
	Authorization of timesheets, attendance, and absences		Yes	Yes	Yes	Yes	Yes	Yes	No	No	

**Elk Island Public Schools  
Administrative Procedure 514: Signing Authority  
Signing Authority Matrix (SAM)**

**Appendix A**

This SAM is to be used in conjunction with AP514: Signing Authority.

Position	Ref	Authorization of/to:	Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Principal	Assistant Director, Assistant Principal	Bookkeeper, Executive Assistant, Foreman, Manager	All Other Staff	
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
Accounting and Other		Journal Vouchers: Operating Budget SGF	Department & Schools only. Financial Services - see exceptions in Appendix C	No limit	No limit	No limit	No limit	No limit	\$ 10,000	\$ 5,000	Nil
		Write Offs: A/R, Benefits (excl: Property)	Financial Services only	No limit	No limit	No limit	Nil	\$ 50,000	\$ 25,000	Nil	Nil
	AP505	Write Offs: School Fees		Nil	Nil	Yes - waiver only	Nil	Yes - not covered by waiver	Nil	Nil	Nil
	AP503	Credit Facility Agreements		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer			Nil	Nil	Nil	Nil	Nil
	AP503	Banking (Deposit) Agreements		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer			Nil	Nil	Nil	Nil	Nil
	AP503	Cheque Signing		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer			Nil	Nil	Nil	Nil	Nil
	AP503	Purchase and Redeem Investments		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer			Nil	Nil	Nil	Nil	Nil

- (1) Other staff have authority to purchase to the extent of the limits (transaction and monthly) that have been established on their P-Card.
- (2) Based on the value over the entire term of the contract or lease (including extensions) rather than the annual value of the contract or lease.

Elk Island Public Schools  
**Administrative Procedure 514: Signing Authority  
 Responsibility Matrix**  
 Updated Nov. 30, 2020

## Appendix B

This Responsibility Matrix is to be used in conjunction with AP514: Signing Authority.

Code	ID	School / Department	Other	Associate Superintendent Level 4	Director Principal Level 5	Assistant Director Assistant Principal Level 6	Bookkeeper Executive Assistant Foreman Manager Level 7	
101	AEL	Ardrossan Elementary						
102	ADW	Andrew School						
103	AJS	Ardrossan Junior Senior High						
104	ALH	A.L. Horton Elementary						
105	BFH	Bev Facey Community High						
107	BWD	Brentwood Elementary						
110	BRU	Bruderheim School						
111	CBN	École Campbelltown						
113	CAS	Castle (Scotford Colony)						
115	CLB	Clover Bar Junior High						
116	DCE	Davidson Creek						
118	EPE	École Parc Élémentaire						
119	FRH	F.R. Haythorne Junior High						
120	FSC	Fort Saskatchewan Christian						
121	FSE	Fort Saskatchewan Elementary						
125	FHS	Fort Saskatchewan High						
126	HHE	Heritage Hills Elementary						
127	FTV	Fultonvale Elementary Junior High						
128	RHJ	Rudolph Hennig Junior High						
129	GLN	Glen Allan Elementary						
130	LLR	Lakeland Ridge						
131	JMW	James Mowat Elementary						
132	LME	Lamont Elementary						
133	MHV	Mills Haven Elementary						
134	LHS	Lamont High						
136	MUN	Mundare School						
137	PNE	Pine Street Elementary						
138	EYR	Elk Island Youth Ranch						
140	PLR	Pleasant Ridge Colony						
141	SAL	Salisbury Composite High						
150	SPS	SouthPointe School						
142	SCE	Strathcona Christian Academy Elementary						
143	SWH	Sherwood Heights Junior High						
144	SCS	Strathcona Christian Academy Secondary						
145	UNC	Uncas Elementary						
146	VJS	Vegreville Composite High						
147	WHF	Wes Hosford Elementary						
149	WBO	Westboro Elementary						
151	WFG	Win Ferguson Elementary						
153	WBF	Woodbridge Farms Elementary						
168	HED	Next Step Home Education						
169	NXT	Next Step						
170	SPO	Next Step Junior Senior High – Sherwood Park						
174	FSO	Next Step Senior High – Fort Saskatchewan						
178	VGO	Next Step Senior High – Vegreville						
185	CED	Next Step Continuing Education – Credit						
189		New Building - Heritage Hills Elementary*						
		* Dual Authority Required for "New Building" Departments. Contact Financial Services for more information.						
197-199		Schools Various - Finance						
210		Board of Trustees						
220		Superintendent						
240		Communications						
310		Associate Superintendent – Supports for Students						
330		Instructional Supports						
365		School Nutrition Program						
370		Specialized Supports - Central						
371		Specialized Supports - Schools						
375		Early Learning						
376		Mental Health Capacity Building						
390		Information Technologies						
455		Associate Superintendent, Human Resources						
465		Staff Relations & Training						

**Elk Island Public Schools**  
**Administrative Procedure 514: Signing Authority**  
**Responsibility Matrix**  
 Updated Nov. 30, 2020

**Appendix B**

This Responsibility Matrix is to be used in conjunction with AP514: Signing Authority.

Code	ID	School / Department		Associate Superintendent	Director Principal	Assistant Director Assistant Principal	Bookkeeper Executive Assistant Foreman Manager
			Other	Level 4	Level 5	Level 6	Level 7
475		Recruitment & Staffing					
510		Secretary-Treasurer					
530		Facility Services					
550		Financial Services					
570		Student Transportation					
590		Fiscal – Capital					
591		Fiscal – Operations					
610		Next Step Continuing Education – Non-Credit					
640		Partners for Science					
800-899		Infrastructure, Maintenance & Renewal (IMR)					
950-999		Capital Projects (WIPs)					



**Elk Island Public Schools**  
**Administrative Procedure 514: Signing Authority**  
**Signing Authority Exceptions**

**Appendix C**

These Exceptions are to be used in conjunction with SAM and AP514: Signing Authority.

<b>Exception Category</b>	<b>Area</b>	<b>Secretary-Treasurer</b>	<b>Associate Superintendent, Human Resources</b>	<b>Director</b>	<b>Senior Accountant, Accountant III, Accountant II</b>
Payments for Expenditures Consolidated at a Division Level <sup>1</sup>	Financial Services	No limit	Nil	\$ 1,000,000	Nil
Journal Vouchers: Cash, Regular, Budget or Reversing	Financial Services	No limit	Nil	No limit	\$ 1,000,000
Journal Vouchers: Standard Cost	Financial Services	No limit	Nil	No limit	\$ 1,000,000
Trust Accounts	Financial Services	No limit	Nil	\$ 100,000	Nil
Payroll Liabilities	Human Resources	Nil	No limit	Nil	Nil
Deferred Salary	Human Resources	Nil	No limit	Nil	Nil

(1) Examples include: Workers Compensation Board, Health Spending Account, photocopier, paper stock, insurance.



# RECOMMENDATION REPORT

**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2021-22 School Fee Parameters

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Carmine von Tettenborn, Director, Financial Services

**REFERENCE:**

**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, management and investment in Division infrastructure.

---

**RECOMMENDATION:**

**That the Board of Trustees approve the parameters for establishing 2021-22 school fees.**

**BACKGROUND:**

As the Board wishes to ensure students achieve a quality education but also that fees are not cost-prohibitive for parents, parameters for setting fees for the 2021-22 school year need to be determined.

The following parameters were implemented for setting 2018-19 school fees, which were more restrictive than the Minister’s at that time:

Fee Type	Parameter
Optional courses	Cost recovery only. Maintain or decrease from prior year.
Noon supervision	Cost recovery only. Maintain or decrease from prior year.
Activity fees (field trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Extra-curricular	Cost recovery only. Maximum increase of 5% from prior year.
Non-curricular goods and services (Student Union)	Cost recovery only. Maintain or decrease from prior year.

For 2019-20, parameters were relaxed from the prior year:

Fee Type	Parameter
Optional courses	Maximum increase of 5% from prior year.
Noon supervision	Maximum increase of 5% from prior year.
Activity fees (field trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Extra-curricular	Fees can be increased >5% if at cost recovery. Requires an explanation.
Non-curricular travel (overnight ski or band trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Non-curricular goods and services (Student Union)	Maximum increase of 5% from prior year.

In 2020-21, increases were restricted on optional courses and noon supervision:

Fee Type	Parameter
Optional courses	Cost recovery only. Maintain or decrease from prior year. *
Noon supervision	Cost recovery only. Maintain or decrease from prior year. *
Activity fees (field trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Extra-curricular	Fees can be increased >5% if at cost recovery. Requires an explanation.
Non-curricular travel (overnight ski or band trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Non-curricular goods and services (Student Union)	Cost recovery only. Maintain or decrease from prior year.*

\* An increase was considered in extra-ordinary circumstances.

The economy for Alberta has not strengthened and families are still feeling the financial strains. The impacts of COVID-19 have been especially hard on Alberta. EIPS must balance between providing a high-quality education and operating within the constraints of both our budget and the fiscal realities of our EIPS families.

The Consumer Price Index (CPI) is a representation of changes in prices experienced by Canadian consumers. It measures price changes by comparing the cost of fixed goods and services over time. This includes food, shelter, utilities, furnishings, clothing, transportation, health and personal care, recreation, education and reading, alcoholic beverages, tobacco and recreational cannabis.

The CPI is one of the most widely used measures of inflation. "All items" CPI and its "sub-aggregates" can be used to calculate the price change between any two periods, the most commonly used calculation being the 12-month percentage change. Data users who rely on the CPI for indexation purposes are advised to use this indicator as it reflects actual price movements observed during a given period. The CPI is based on a fixed basket of goods and services, which represents the average Canadian household's spending habits. The CPI measures the average change in retail prices encountered by all consumers in Canada.

Data is available at various levels, including provincially, by select cities and by population. The CPI shown in Attachment 1 is for Alberta in the last four years. When considering fees, it is better to look at the sub-aggregate changes in CPI as this provides a better picture of the increases in prices for a specific basket of goods. “All items” CPI includes items such as rent on a weighted average, which is not applicable to fees. We excluded rent because schools are buying goods and services that do not include rent costs.

Recent news articles are also suggesting that the price of food will increase another 5% next year. <sup>1</sup>

Administration is proposing the following parameters for setting 2021-22 school fees:

Fee Type	Parameter
Optional courses	Fees can be increased up to 5% if at cost recovery. Food courses will be allowed to increase up to 7%. Requires an explanation.
Noon supervision	Fees can be increased up to 5% if at cost recovery. Requires an explanation.
Activity fees (field trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Extra-curricular	Fees can be increased >5% if at cost recovery. Requires an explanation.
Non-curricular travel (overnight ski or band trips)	Fees can be increased >5% if at cost recovery. Requires an explanation.
Non-curricular goods and services (Student Union)	Fees can be increased up to 5% if at cost recovery. Requires an explanation.

The increases above will allow for the cost increases in goods and services. Schools did not increase fees for optional courses and noon supervision last year. Fee increases higher than the above parameters for optional courses and noon supervision would have to involve changes to the course (for optional course fees) and changes to the noon hour supervision program for noon supervision fees.

We recognize that in 2020-21 activity and extra-curricular fees are not being charged due to COVID-19, however we are hopeful that the 2021-22 year will be a closer to “normal year” and hence have left these fees and suggested increases in for your consideration. At this time, we plan to treat 2021-22 as a normal year. Any changes to fees/parameters will be addressed if things do not return to normal.

Schools track their fees in their School Generated Funds (SGF) accounts by category or course. Leading up to and after the completion of courses, field trips, noon supervision, etc., the costs of the various programs are reviewed and compared to the fee charged. As per AP 505, School and Administrative Fees, any funds remaining in a program for extra-curricular teams or clubs, activities, or courses may be used to sponsor a final class/team activity or event. Where fees were over-charged in excess of \$10/student, the plan to use or refund is sent in for review to the Secretary-Treasurer and Superintendent. These amounts are typically refunded (credited) to the student. Each year, Financial Services monitors the surplus generated through fees and discusses these with the bookkeepers at schools.



# RECOMMENDATION REPORT

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## **COMMUNICATION PLAN:**

Following approval, principals will be notified and incorporate into their work on school fees.

## **ATTACHMENT(S):**

1. CPI data for Alberta

<sup>1</sup><https://globalnews.ca/news/7508030/canadian-families-groceries-cost-2021/> *The average Canadian family will pay up to an extra \$695 for food next year, for an average family of four, that means a \$13,907 grocery bill.*

Alberta	Sept 2016	Sept 2017		Sept 2018		Sept 2019		Sept 2020		% change 2016 to 2020
	CPI	CPI	% of change from prior yr	CPI	% of change from prior yr	CPI	% of change from prior yr	CPI	% of change from prior yr	
<b>All items</b>	<b>135.3</b>	<b>137.0</b>	<b>1.3%</b>	<b>141.1</b>	<b>3.0%</b>	<b>142.9</b>	<b>1.3%</b>	<b>145.0</b>	<b>1.5%</b>	<b>7.2%</b>
<b>Sub-aggregates:</b>										
Food	139.6	142.1	1.8%	144.4	1.6%	150.0	3.9%	152.4	1.6%	9.2%
Recreation, education and reading	112.5	113.7	1.1%	114.8	1.0%	116.0	1.0%	116.3	0.3%	3.4%
Goods	115.1	116.5	1.2%	121.4	4.2%	121.4	0.0%	123.7	1.9%	7.5%
Services	157.7	159.6	1.2%	162.9	2.1%	166.4	2.1%	168.2	1.1%	6.7%

**Food** includes non-alcoholic beverages.

**Goods** are physical or tangible commodities usually classified according to their life span into non-durable goods, semi-durable goods and durable goods. Non-durable goods are those goods that can be used up entirely in less than a year, assuming normal usage. For example, fresh food products, disposable cameras and gasoline are non-durable goods. Semi-durable goods are those goods that may last less than 12 months or greater than 12 months depending on the purpose to which they are put. For example, clothing, footwear and household textiles are semi-durable goods. Durable goods are those goods which may be used repeatedly or continuously over more than a year, assuming normal usage. For example, cars, audio and video equipment and furniture are durable goods.

A **service** in the Consumer Price Index (CPI) is characterized by valuable work performed by an individual or organization on behalf of a consumer, for example, car tune-ups, haircuts and city public transportation. Transactions classified as a service may include the cost of goods by their nature. Examples include food in restaurant food services and materials in clothing repair services.

All Data above taken from <https://www150.statcan.gc.ca/t1/tbl1/en/cv.action?pid=1810000401#timeframe>

#### Time base

The CPI compares, in percentage terms, prices in any given time period to prices in the official base period which, at present, is 2002=100. The official time base was changed from 1992=100 to 2002=100 starting with the CPI for May 2007. The change is strictly an arithmetic conversion which alters the index levels but leaves the percentage changes between any two periods intact, except for differences in rounding.



# RECOMMENDATION REPORT

**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Policy Amendments Board Policy 7: Board Operations

**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent  
Karen Baranec, Communications Networking Specialist

**REFERENCE:** Board Policy 10: Policy Making

**EIPS PRIORITY:** Enhance public education through effective engagement.

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

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

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**RECOMMENDATION:**

**That the Board of Trustees approve the amendments to Board Policy 7: Board Operations and associated appendixes, as presented.**

**BACKGROUND:**

The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.

The Policy Committee reviews Board policies annually as per Board Policy 10: Policy Making and provides recommendations to the Board on required additions, amendments, and deletions.

The Policy Committee met on Dec. 8, 2020 and is recommending the following amendments to Board Policy 7: Board Operations:

- a) First sentence, second paragraph of the preamble be amended for improved readability.

The Board believes its fundamental obligations ~~is-are~~ to preserve, ~~if not and~~ enhance, the public trust in education, ~~generally~~, and in the affairs of ~~its-the Board's~~ operations ~~in-particular~~. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

- b) Section 1, Wards, be amended to list Ministerial Orders 034/2019 and 008/2020 and update the corporate name to the Board of Trustees of Elk Island Public Schools. Amendments align with new Bylaw 007/20.

**1. Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, ~~and~~ 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools Regional Division No. 14, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

- c) Section 2.1, Swearing-In Ceremony, be amended to omit operational procedures.

**2. Swearing-In Ceremony**

1. A formal swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year. A Court Judge may administer the oaths of office. Family members may be invited to attend the ceremony.

In addition, amendments to Policy 7: Appendix A and Policy 7: Appendix B are required.

Effective Jan. 1, 2020, the City of Fort Saskatchewan received approval for the annexation of a 952-hectare parcel of land from northwest Strathcona County. As the wording in EIPS Bylaw No. 007/20 identifies the boundary between these two EIPS electoral subdivisions as the corporate limits of the City of Fort Saskatchewan, an update to the map is required to align with the bylaw. The identified area is now part of Strathcona County Ward, Electoral Subdivision #1—the City of Fort Saskatchewan—rather than Strathcona County Ward, Electoral Subdivision #3—Strathcona County municipal lands lying north of Secondary Highway 630 (Wye Road).

The Appendix A attachment is a map of Strathcona County Ward, Electoral Subdivisions No. 2, No. 3 and No. 4 now updated to exclude the annexed parcel of land. Appendix B is the jurisdictional map updated to reflect all current EIPS ward boundaries.





# RECOMMENDATION REPORT

Page 3 of 3

## **COMMUNICATION PLAN:**

Once approved, the Board Policies and appendixes will be updated on the website and StaffConnect, and stakeholders will be advised.

## **ATTACHMENT(S):**

1. Board Policy 7: Board Operations (marked)
2. Board Policy 7: Board Operations (unmarked)
3. Board Policy 7: Appendix A attachment – Strathcona County Ward Electoral Subdivisions No. 2, No. 3 and No. 4 Map: Urban and rural Strathcona County (revised)
4. Board Policy 7: Appendix B – Jurisdictional Map (revised)
5. Annexation Expansion Area Map

## Policy 7

# BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations ~~is-are~~ to preserve, ~~if not and~~ enhance, the public trust in education, ~~generally~~, and in the affairs of ~~its-the Board's~~ operations ~~in-particular~~. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

### 1. Wards

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, ~~and-167/94,~~ 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools Regional Division No. 14, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1. Each of the following is established as a ward of the Regional Division:
  1. County of Minburn No. 27 (western portion)
  2. Lamont County
  3. Strathcona County, further divided into the following electoral subdivisions:
    1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
    2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
    4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.
  2. The number of trustees to be elected in each ward is as follows:
    1. One trustee from the County of Minburn No. 27 (western portion) ward
    2. One trustee from the Lamont County ward
    3. Seven trustees from the Strathcona County ward, elected as follows:
      1. Two trustees from electoral subdivision 1
      2. Three trustees from electoral subdivision 2
      3. One trustee from electoral subdivision 3
      4. One trustee from electoral subdivision 4
  3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
  4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.
2. **Swearing-In Ceremony**
  1. A formal swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year. ~~A Court Judge may administer the oaths of office. Family members may be invited to attend the ceremony.~~
  2. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
  3. Special provisions shall be made for a trustee taking office following a by-election.
3. **Organizational Meeting**
  1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
  2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
  3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
  4. The organizational meeting shall, in addition:
    1. Elect a Vice-Chair;
    2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
    3. Review standing committees of the Board as deemed appropriate;

4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  6. Address other organizational items as required.
5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
    1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
    2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

#### 4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

1. All meetings shall ordinarily be held in the Division office in Sherwood Park.
2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
3. All trustees who are absent from three consecutive regular meetings shall:
  1. Obtain authorization by resolution of the Board to do so; or
  2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.  
Failure to attend may result in disqualification.
4. Attendance of all trustees at board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a board meeting or committee meeting by using electronic means or other communication facilities in accordance with section 5, Board Procedures Regulation of the *Education Act*.
  1. A trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
  2. A trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
  3. A trustee shall be able to participate electronically a maximum of three times per year.
  4. Costs incurred for long distance telephone service shall be charged to the office of the trustee(s) participating electronically.

5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
  6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  7. The Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
  6. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

#### **5. Special Meetings**

1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
2. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by electronic mail or in person at least two days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.
4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
6. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

#### **6. In-Camera Sessions**

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
  1. Personnel
    1. Individual students;
    2. Individual employees;
  2. Matters relating to negotiations;
  3. Acquisition/disposal of real property;
  4. Litigation brought by or against the Board;
  5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

#### **7. Agenda for Regular Meetings**

The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.

1. The agenda shall be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
  1. Report for Recommendation
  2. Report for Information or
  3. Report for Feedback.
2. Items may be placed on the agenda in one of the following ways:
  1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
  2. By notice of motion at the previous meeting of the Board.
  3. As a request from a committee of the Board.
  4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

**8. Minutes for Regular or Special Meetings**

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
  1. Date, time, and place of meeting;
  2. Type of meeting;
  3. Name of presiding officer;
  4. Names of those trustees and senior administration in attendance;
  5. Approval of preceding minutes;
  6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
  7. Names of persons making the motions;
  8. Points of order and appeals;
  9. Appointments;
  10. Receipt of reports of committees;
  11. Recording of the vote on all motions;
  12. Trustee declaration of vote pursuant to the *Education Act*; and
  13. The hour of adjournment.
2. The minutes shall:
  1. Be prepared as directed by the Superintendent;
  2. Be reviewed by the Superintendent prior to submission to the Board;
  3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

### 1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair shall normally speak just prior to the last speaker who shall be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

### 4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

### 5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board shall decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

### 6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by



reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

#### **10. Comments, Presentations, and Delegations at Board Meetings**

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

##### **1. General Comments on an Educational Issue at a Board Meeting**

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

##### **2. Comments on Specific Board Agenda Items**

1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.
2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

##### **3. Formal Delegations and Presentations to Board**

1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.
2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the Administration.
3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board

Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

4. The Board reserves the right to determine whether the delegation shall be heard, and if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.
6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

#### **11. Audio Recording Devices**

The Board expects that anyone wanting to use recording devices at a public Board meeting shall notify the Board Chair.

#### **12. Trustee Compensation and Expenses**

The Board acknowledges that Board members are entitled to compensation for performance of their duties. The Board believes the governance budget must be set, monitored, and publicly reported as part of the budgeting process.

1. Remuneration for trusteeship duties is based on the principles of being reasonable, responsible, and accountable in the use of public funds.
2. The Board shall establish rates for the Chair, Vice-Chair, and trustees in conjunction with the budgeting process.
3. Remuneration shall be paid annually, in 12 equal monthly payments.
4. Trustees' compensation shall be adjusted September 1 annually. The methodology to be used is an average of the percent change in annual average index of Alberta CPI and the percent change in annual average earnings Alberta AWE, not to exceed the increase given to Elk Island Public Schools classified staff and not less than zero.

5. Additional dollars shall be allocated annually in 12 equal monthly amounts to cover travel expenses.
6. Trustees are encouraged to participate in professional development (PD) and public relations (PR) activities relating to the Alberta School Boards Association (ASBA), Canadian School Boards Association (CSBA), or other approved PD and PR opportunities.
7. Trustee compensation is composed of a base salary and travel allowances with an additional executive allowance for the Chair and Vice-Chair positions. There is also a discretionary expense budget each trustee can allocate at the beginning of each fiscal year.
8. Travel allowance is separated into three categories:
  1. A basic allowance is provided to each trustee to cover travel expenses incurred in the performance of their duties within the Division.
    1. In the performance of duties outside of the Division, trustees may claim mileage from their discretionary funds.
    2. In the performance of duties that are related to the role of the Board Chair and outside of the Division, the Board Chair may claim mileage from the governance budget.
  2. Additional allowances are provided to the trustees in the County of Minburn, Lamont County, Rural Strathcona County, and Fort Saskatchewan to account for the increased travel required due to their geographical area.
  3. The Board Chair and Vice-Chair receive an additional allowance to account for the increased travel required to fulfill their roles.
9. Travel shall be defined as either in the Division or out of the Division for the purposes of travel expenses. Out of the Division travel expenses related to the discretionary expense budget can be charged to the relevant discretionary expense category. Out of the Division travel expenses related to driving a personal vehicle shall be reimbursed in accordance with established rates for employee business expense reimbursement. As travel expenses are reimbursed to trustees, the criteria for a Declaration of Condition of Employment (T2200 Form) for personal taxation purposes is not met for claiming automobile expenses.
10. Discretionary funds can be allocated to four main categories of trustee expenses:
  1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
  2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.
  3. Equipment – Expenses incurred to provide equipment to perform the trustee's role. Acceptable expenses include cell phones, upgrades to basic

laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee's term. The cost of basic laptops shall be allocated out of general funds.

4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc.

Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1).

Any use of discretionary funds must be seen as a responsible use of public funds upon external review.

11. It is the trustee's responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis and placement of funds shall be determined at a public meeting of the Board.
13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
  1. Trustees participate in employee benefits plans at their own expense.
  2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
  3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
  4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and shall be covered until the end of the four year period.
  5. Participating trustees make application for benefits through the human resources department. The premium costs shall be deducted from their monthly remuneration.
  6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
  7. Claims for reimbursement shall be submitted directly to the insurance carrier.
  8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### **13. Trustee Conflict of Interest**

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of

personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

1. The trustee is expected to be conversant with sections 85-96 of the *Education Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
  1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary shall record in the minutes:
  1. The trustee's declaration;
  2. The trustee's abstention from the debate and the vote; and
  3. That the trustee left the room in which the meeting was held.

#### 14. Board Self-Evaluation

On an annual basis, the Board shall complete a self-evaluation.

#### Reference:

Sections 53, 54, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
—	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019

Dec. 3, 2019

Feb. 20, 2020

March 26, 2020

Dec. 8, 2020

## Policy 7

# BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner.

The Board believes its fundamental obligations are to preserve and enhance the public trust in education and in the affairs of the Board's operations. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings shall be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation, or negotiation.

The Board further believes having members of the public make presentations at Board meetings can enhance public interest.

### 1. **Wards**

Within the stipulations of Orders in Council 579/94 and 692/94, and Ministerial Orders 082/94, 164/94, 165/94, 166/94, 167/94, 034/2019 and 008/2020, which resulted in the final establishment of the Board of Trustees of Elk Island Public Schools, the Board has decided to provide for the nomination and election of trustees within the Division by wards and electoral subdivisions.

Copies of the Orders in Council and Ministerial Orders are available from the Division Office.

1. Each of the following is established as a ward of the Regional Division:
  1. County of Minburn No. 27 (western portion)
  2. Lamont County
  3. Strathcona County, further divided into the following electoral subdivisions:
    1. Electoral Subdivision 1 – comprised of all lands within the corporate limits of the City of Fort Saskatchewan;
    2. Electoral Subdivision 2 – comprised of all lands within the corporate limits of the Hamlet of Sherwood Park;

3. Electoral Subdivision 3 – comprised of all lands North of Secondary Highway 630, excepting those lands referenced in 1.1.3.2;
  4. Electoral Subdivision 4 – comprised of all lands South of Secondary Highway 630, excepting those lands referenced in 1.1.3.2.
2. The number of trustees to be elected in each ward is as follows:
    1. One trustee from the County of Minburn No. 27 (western portion) ward
    2. One trustee from the Lamont County ward
    3. Seven trustees from the Strathcona County ward, elected as follows:
      1. Two trustees from electoral subdivision 1
      2. Three trustees from electoral subdivision 2
      3. One trustee from electoral subdivision 3
      4. One trustee from electoral subdivision 4
  3. The provisions of the *Local Authorities Election Act* respecting the election of trustees shall apply to every election in each ward.
  4. If a vacancy occurs in the membership of the Board during the four years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election. If two vacancies occur prior to the fourth year of the term of office, a by-election must be held.
2. **Swearing-In Ceremony**
    1. A formal swearing-in ceremony shall be scheduled following confirmation of trustee election results in a general election year.
    2. Each trustee shall take the oath of office or make an affirmation as called upon in accordance with the agenda.
    3. Special provisions shall be made for a trustee taking office following a by-election.
  3. **Organizational Meeting**
    1. An organizational meeting of the Board shall be held annually, and no later than four weeks following election day, when there has been a general election. The first official meeting of the Board following a general election shall be an organizational meeting.
    2. The Superintendent or designate shall give notice of the organizational meeting to each trustee as if it were a special meeting.
    3. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election as Chair, the Board Chair shall take the oath of office or make an affirmation and preside over the remainder of the organizational meeting. The Board Chair shall normally be elected for a period of one year.
    4. The organizational meeting shall, in addition:
      1. Elect a Vice-Chair;
      2. Establish a schedule (date, time and place) for regular meetings and any additional required meetings for the ensuing year;
      3. Review standing committees of the Board as deemed appropriate;



4. Review Board representation on the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
  5. Review trustee conflict of interest stipulations and determine any disclosure of information requirements; and
  6. Address other organizational items as required.
5. At the next regular meeting of the Board, the Board Chair shall nominate members to enable the Board to:
    1. Create such standing and ad hoc committees of the Board as are deemed appropriate, and appoint members; and
    2. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.

#### 4. **Regular Meetings**

Regular Board meeting dates and times shall be as established at the annual organizational meeting.

1. All meetings shall ordinarily be held in the Division office in Sherwood Park.
2. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
3. All trustees who are absent from three consecutive regular meetings shall:
  1. Obtain authorization by resolution of the Board to do so; or
  2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.  
Failure to attend may result in disqualification.
4. Attendance of all trustees at board meetings is an expectation under the *Education Act* in order to fulfill legislated responsibilities. The Board expects all trustees to make attendance at the Board's meetings a priority. The Board believes that attendance of all trustees at the board meeting place is important for the Board's processes by enhancing dialogue and modeling respect for the Board's governance role. Should a trustee be unable to be physically present at a meeting, the trustee may participate in a specific item(s) at a board meeting or committee meeting by using electronic means or other communication facilities in accordance with section 5, Board Procedures Regulation of the *Education Act*.
  1. A trustee wishing to participate electronically must provide the Board Office with a minimum of one working day notice prior to the meeting at which they wish to participate electronically and a telephone from which contact can be made during the meeting.
  2. A trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.
  3. A trustee shall be able to participate electronically a maximum of three times per year.
  4. Costs incurred for long distance telephone service shall be charged to the office of the trustee(s) participating electronically.

5. Trustees participating electronically shall inform the Chair of their departure from a meeting, temporarily or permanently.
  6. If a trustee participating electronically has a conflict of interest on a matter under discussion, the trustee shall advise the Chair and disconnect from the meeting. The Chair shall reconnect the trustee back into the meeting when the item under discussion has been dealt with.
  7. The Chair shall conduct voting verbally when a trustee is participating by audio only by asking trustees present to state their name in order of seating (e.g. the Chair's left to right) followed by the trustee(s) participating electronically first for those in favour and then for those opposed.
  8. If a connection is lost three times during electronic participation, no further attempts to connect shall be made.
  9. The Board or the committee concerned shall consider requests for exceptions from the above procedures when exceptional circumstances exist.
5. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the rotational acting Chair has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
  6. Regular meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

#### **5. Special Meetings**

1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
2. Special meetings of the Board shall only be called when the Chair, the majority of trustees, or the Minister is of the opinion that an issue must be dealt with before the next regular Board meeting.
3. A written notice of the special meeting including date, time, place, and nature of business shall be issued to all trustees by electronic mail or in person at least two days prior to the date of the meeting unless every trustee agrees to waive in writing the requirements for notice.
4. The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
5. Special meetings of the Board shall be open to the public recognizing that specific agenda matters may be held in-camera.
6. Special meetings of the Board shall not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

#### **6. In-Camera Sessions**

The *Education Act* uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is most commonly used and is synonymous with the other two terms.

1. The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent.
  2. The Board may convene in-camera only to discuss matters of a sensitive nature, including:
    1. Personnel
      1. Individual students;
      2. Individual employees;
    2. Matters relating to negotiations;
    3. Acquisition/disposal of real property;
    4. Litigation brought by or against the Board;
    5. Other topics that a majority of the trustees present feel should be held in private, in the public interest.
  3. Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) that gave rise to the in-camera meeting. Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
  4. The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.
- 7. Agenda for Regular Meetings**
- The Superintendent is responsible for preparing an electronic agenda for Board meetings. The Agenda Review Committee shall set the order of business.
1. The agenda shall be supported, electronically, by copies of letters, reports, contracts, and other materials as are pertinent to the business that shall come before the Board and shall be of value to the Board in the performance of its duties. Depending on the report, the Board shall receive one of the following:
    1. Report for Recommendation
    2. Report for Information or
    3. Report for Feedback.
  2. Items may be placed on the agenda in one of the following ways:
    1. By notifying the Board Chair or Superintendent at least eight calendar days prior to the Board meeting.
    2. By notice of motion at the previous meeting of the Board.
    3. As a request from a committee of the Board.
    4. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
  3. The electronic agenda package, containing the agenda and supporting information, shall be available to each trustee five calendar days prior to the Board meeting. Subsequently, emergent information may be provided at the meeting; and further, the Superintendent shall advise the Chair regarding the emergent nature of such information.

4. The Board shall follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
5. During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.
6. The list of agenda items, and respective reports, shall be posted on the Division website two and one half days prior to the Board Meeting.

**8. Minutes for Regular or Special Meetings**

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

1. The minutes shall record:
  1. Date, time, and place of meeting;
  2. Type of meeting;
  3. Name of presiding officer;
  4. Names of those trustees and senior administration in attendance;
  5. Approval of preceding minutes;
  6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full, along with a brief explanation as to why the matter is before the Board;
  7. Names of persons making the motions;
  8. Points of order and appeals;
  9. Appointments;
  10. Receipt of reports of committees;
  11. Recording of the vote on all motions;
  12. Trustee declaration of vote pursuant to the *Education Act*; and
  13. The hour of adjournment.
2. The minutes shall:
  1. Be prepared as directed by the Superintendent;
  2. Be reviewed by the Superintendent prior to submission to the Board;
  3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent or designate shall ensure, upon acceptance by the Board, that appropriate signatures are on each page of the approved minutes.
4. The Superintendent or designate shall establish and maintain a file of all Board minutes.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within one week of the meeting in which they were approved. The Superintendent or designate is responsible to distribute and post the approved minutes.

## 9. Motions

Motions do not require a seconder.

### 1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must generally be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

### 3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. Each trustee may speak up to three times on any given motion.

If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to preside. The Chair shall normally speak just prior to the last speaker who shall be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

### 4. Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

### 5. Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the *Education Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board shall decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

### 6. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by

reference to the most recent version of Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

#### **10. Comments, Presentations, and Delegations at Board Meetings**

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

##### **1. General Comments on an Educational Issue at a Board Meeting**

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. If a member of the public or a staff group representative wishes to comment on an educational issue at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *General Comments on an Educational Issue* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

##### **2. Comments on Specific Board Agenda Items**

1. A member of the public or a staff group representative may address the Board on a specific Board agenda item.
2. If a member of the public or a staff group representative wishes to comment on a specific agenda item at a Board meeting, the individual shall register with the Superintendent or designate by noon the day prior to the meeting.
3. A member of the public or a staff group representative may speak for a maximum of five minutes at the public Board meeting under the agenda category Comments from the Public and Staff Group Representatives. The total duration of comments under *Specific Board Agenda Items* shall not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
4. Speakers shall address their comments to the Board Chair.

##### **3. Formal Delegations and Presentations to Board**

1. A delegation from the public or a staff group may present to the Board on any educational policy, procedure, or statute.
2. If a delegation from the public or a staff group wishes to make a presentation to or a request of the Board, it shall first be discussed with the Superintendent or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the Administration.
3. If after meeting with the Administration, an appearance before the Board is still desired, the delegation may request an audience with the Board stating the nature of the request. This shall be made in writing to the Board

Chair and the Superintendent or designate, at least 10 days in advance of the preferred meeting at which time they wish to appear. Notwithstanding this notice, the Superintendent, in consultation with the Board Chair, may consider a request to waive the timelines if circumstances warrant.

4. The Board reserves the right to determine whether the delegation shall be heard, and if so, whether it shall be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Superintendent or designate and Board Chair shall make appropriate arrangements for the delegation to be heard.
5. Written briefs or a digest of the information to be presented must be submitted to the Superintendent or designate at least five days prior to the meeting. The notice and the brief shall be provided to each trustee with the notice of meeting at which the delegation is to appear.
6. A delegation from the public or a staff group may present for a maximum of 10 minutes under the agenda category *Comments from the Public and Staff Group Representatives* and may appoint two spokespersons. The total duration of delegations under *Formal Delegations and Presentations* shall not exceed 30 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present. The Board Chair shall communicate the decision of the Board, in writing, to the person who requested to appear before the Board. If the decision may be appealed under the *Education Act*, the Board Chair shall advise the appellant of his/her right to the next avenue of appeal.

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10. Discretionary funds can be allocated to four main categories of trustee expenses:
  1. Public Relations – Expenses incurred to promote and maintain the visibility of the Division. Acceptable expenses include Chamber of Commerce, public events, school functions, etc.
  2. Professional Development (PD) – Expenses incurred to support the ongoing professional development of trustees. Acceptable expenses include ASBA conventions and/or events, ASBA Zone 2/3 meetings and/or events, workshops and seminars, CSBA conventions, Division retreats, visits to other school jurisdictions, relevant education seminars, events and conferences, etc. Additional PD funds are available to trustees from the Board's budget. These funds must be requested, in writing, to the Board Chair and approved by the Board Chair.
  3. Equipment – Expenses incurred to provide equipment to perform the trustee's role. Acceptable expenses include cell phones, upgrades to basic



laptops, printers, etc. All equipment remains the property of the Division and must be returned at the end of the trustee's term. The cost of basic laptops shall be allocated out of general funds.

4. Communications – Expenses incurred for communication. Acceptable expenses include internet connections, cell phone bills, etc.

Discretionary funds are allocated at the beginning of the fiscal year by the trustee completing the Trustee Discretionary Budget Allocation form (Form 7- 1).

Any use of discretionary funds must be seen as a responsible use of public funds upon external review.

11. It is the trustee's responsibility not to exceed their individual budget. Any surplus amounts will, on an annual basis, be contributed to the surplus carry forward of the Board governance budget.
12. Any Board governance surplus exceeding the allowable carry-forward amounts shall be evaluated on an annual basis and placement of funds shall be determined at a public meeting of the Board.
13. Trustees are eligible for enrolment in insurance and benefits plan upon being elected to the position of trustee, as per guidelines of the insurance carriers.
  1. Trustees participate in employee benefits plans at their own expense.
  2. The term of insurance and benefits coverage is four years while the trustee holds the elected office. Specifically, coverage exists from November 1 of the election year to October 31 of the next election year.
  3. Trustees may participate in insurance benefits and plans if application is made within 31 days of the organizational meeting following election.
  4. In the event of a by-election, a trustee may enroll within 31 days of the swearing in of the trustee and shall be covered until the end of the four year period.
  5. Participating trustees make application for benefits through the human resources department. The premium costs shall be deducted from their monthly remuneration.
  6. Premiums for earnings related benefits shall be calculated on projected earnings, based on the actual earnings of the previous year, where possible.
  7. Claims for reimbursement shall be submitted directly to the insurance carrier.
  8. A trustee is not eligible for benefits if s/he is no longer considered to be a trustee at any time of the year or on October 31 of an election year, whichever comes first.
14. All reimbursement (expense claims) must be settled during the respective fiscal (September-August) year that the expense was incurred.
15. Notwithstanding the above, the Board Chair may make an exception where it is deemed to be in the best interests of the Division. The Board shall be notified of all such exceptions.

### **13. Trustee Conflict of Interest**

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office and annually thereafter, the trustee must complete a disclosure of

personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which shall enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and in its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

1. The trustee is expected to be conversant with sections 85-96 of the *Education Act*.
2. The trustee is responsible for declaring him/herself to be in possible conflict of interest.
  1. The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  2. Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
3. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the *Education Act* and ensure that his/her declaration and absence is properly recorded within the minutes.
4. The recording secretary shall record in the minutes:
  1. The trustee's declaration;
  2. The trustee's abstention from the debate and the vote; and
  3. That the trustee left the room in which the meeting was held.

#### **14. Board Self-Evaluation**

On an annual basis, the Board shall complete a self-evaluation.

#### **Reference:**

Sections 53, 54, 54, 73, 75, 76, 85, 86, 87, 112, 137 *Education Act*

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 23, 2016	—
April 11, 2016	May 30, 2016
Oct. 24, 2016	Nov. 24, 2016
—	Feb. 27, 2017
March 6, 2017	April 20, 2017
May 8, 2017	June 15, 2017
March 19, 2018	April 19, 2018
Feb. 19, 2019	March 14, 2019
Sept. 5, 2019	Sept. 26, 2019

Dec. 3, 2019

Feb. 20, 2020

March 26, 2020

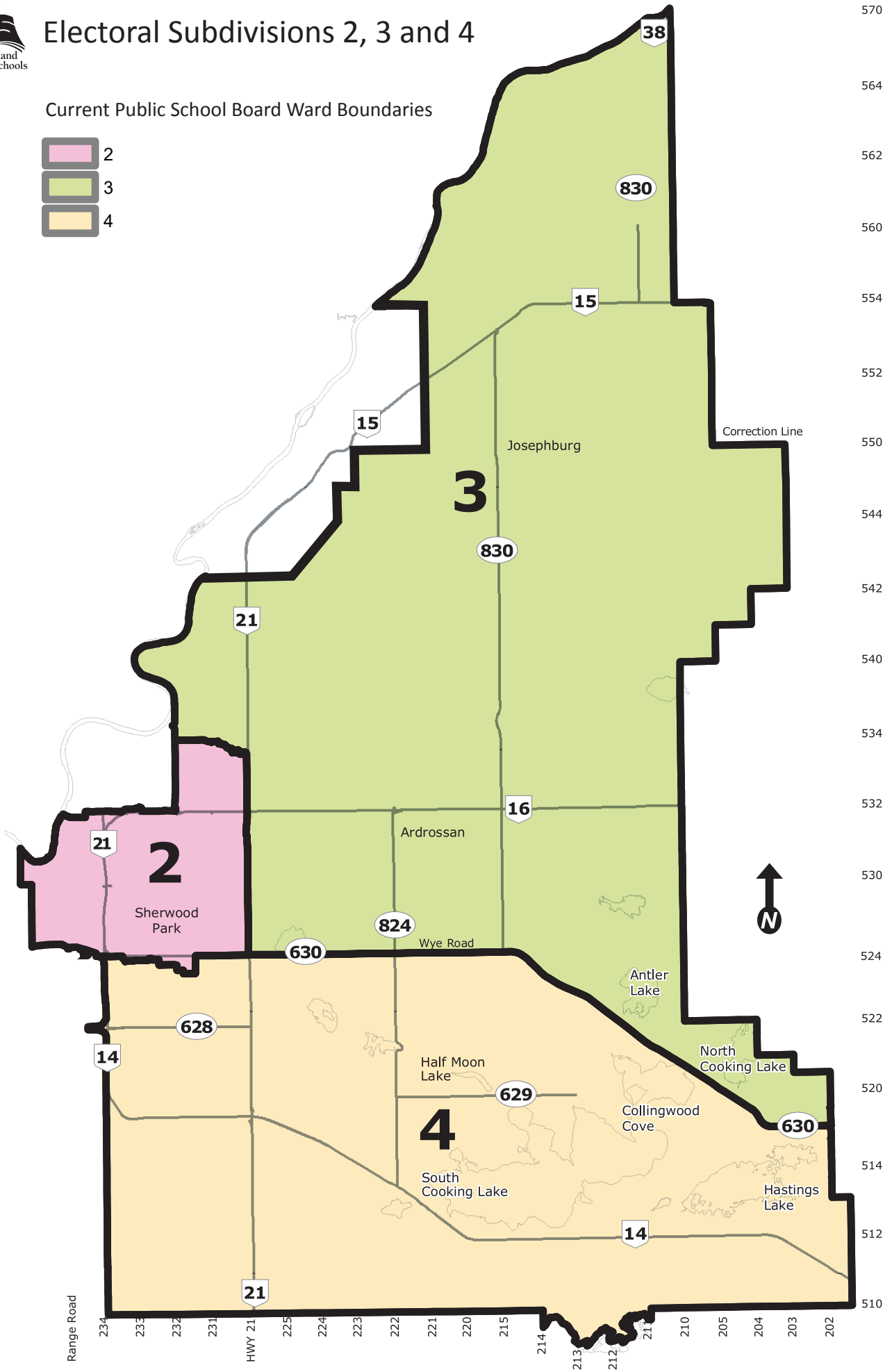
Dec. 8, 2020



# Electoral Subdivisions 2, 3 and 4

Current Public School Board Ward Boundaries

- 2
- 3
- 4



Range Road

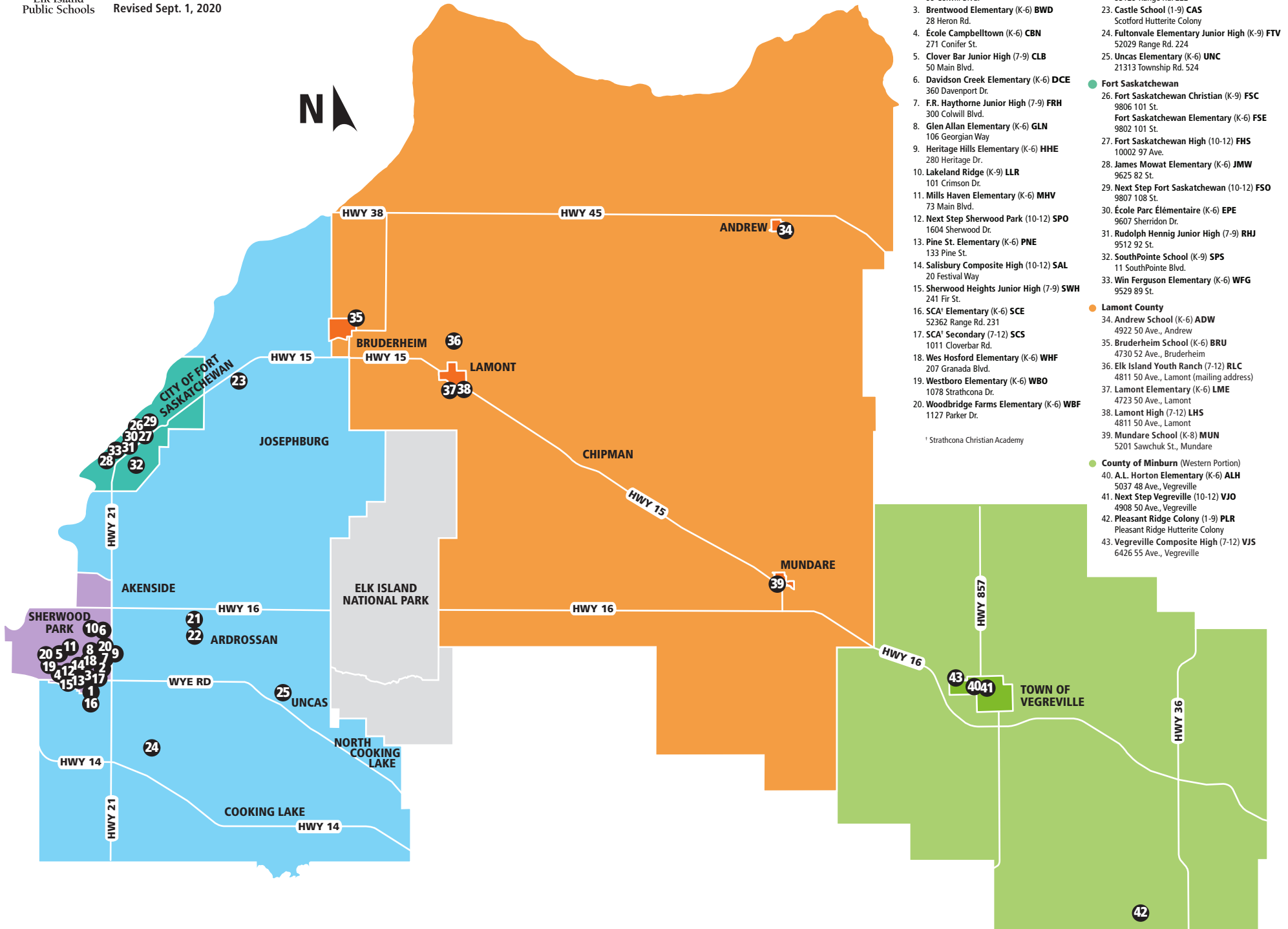
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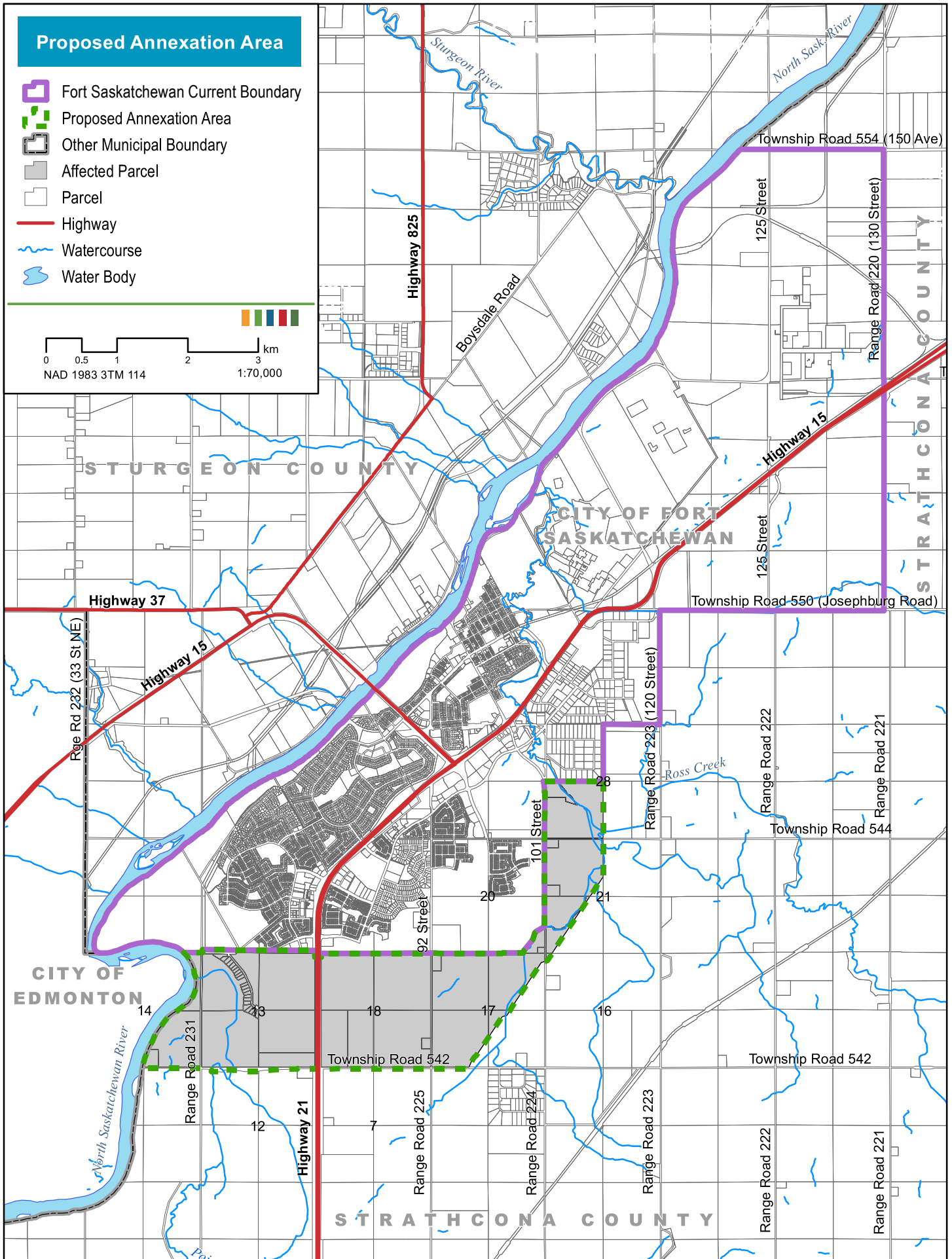
# Jurisdictional Map

Revised Sept. 1, 2020



- **Sherwood Park**
  1. EIPS' Central Administration Building 683 Wye Road
  2. Bev Facey Community High (10-12) BFH 99 Colwill Blvd.
  3. Brentwood Elementary (K-6) BWD 28 Heron Rd.
  4. École Campbelltown (K-6) CBN 271 Conifer St.
  5. Clover Bar Junior High (7-9) CLB 50 Main Blvd.
  6. Davidson Creek Elementary (K-6) DCE 360 Davenport Dr.
  7. F.R. Haythorne Junior High (7-9) FRH 300 Colwill Blvd.
  8. Glen Allan Elementary (K-6) GLN 106 Georgian Way
  9. Heritage Hills Elementary (K-6) HHE 280 Heritage Dr.
  10. Lakeland Ridge (K-9) LLR 101 Crimson Dr.
  11. Mills Haven Elementary (K-6) MHV 73 Main Blvd.
  12. Next Step Sherwood Park (10-12) SPO 1604 Sherwood Dr.
  13. Pine St. Elementary (K-6) PNE 133 Pine St.
  14. Salisbury Composite High (10-12) SAL 20 Festival Way
  15. Sherwood Heights Junior High (7-9) SWH 241 Fir St.
  16. SCA<sup>1</sup> Elementary (K-6) SCE 52362 Range Rd. 231
  17. SCA<sup>1</sup> Secondary (7-12) SCS 1011 Cloverbar Rd.
  18. Wes Hosford Elementary (K-6) WHF 207 Granada Blvd.
  19. Westboro Elementary (K-6) WBO 1078 Strathcona Dr.
  20. Woodbridge Farms Elementary (K-6) WBF 1127 Parker Dr.
- **Strathcona County**
  21. Ardrossan Elementary (K-6) AEL 53131 Range Rd. 222
  22. Ardrossan Junior Senior High (7-12) AJ5 53129 Range Rd. 222
  23. Castle School (1-9) CAS Scottford Hutterite Colony
  24. Fultonvale Elementary Junior High (K-9) FTV 52029 Range Rd. 224
  25. Uncas Elementary (K-6) UNC 21313 Township Rd. 524
- **Fort Saskatchewan**
  26. Fort Saskatchewan Christian (K-9) FSC 9806 101 St.  
Fort Saskatchewan Elementary (K-6) FSE 9802 101 St.
  27. Fort Saskatchewan High (10-12) FHS 10002 97 Ave.
  28. James Mowat Elementary (K-6) JMW 9625 82 St.
  29. Next Step Fort Saskatchewan (10-12) FSO 9807 108 St.
  30. École Parc Élémentaire (K-6) EPE 9607 Sherridon Dr.
  31. Rudolph Hennig Junior High (7-9) RHJ 9512 92 St.
  32. SouthPointe School (K-9) SPS 11 SouthPointe Blvd.
  33. Win Ferguson Elementary (K-6) WFG 9529 89 St.
- **Lamont County**
  34. Andrew School (K-6) ADW 4922 50 Ave., Andrew
  35. Bruderheim School (K-6) BRU 4730 52 Ave., Bruderheim
  36. Elk Island Youth Ranch (7-12) RLC 4811 50 Ave., Lamont (mailing address)
  37. Lamont Elementary (K-6) LME 4723 50 Ave., Lamont
  38. Lamont High (7-12) LHS 4811 50 Ave., Lamont
  39. Mundare School (K-8) MUN 5201 Sawchuk St., Mundare
- **County of Minburn (Western Portion)**
  40. A.L. Horton Elementary (K-6) ALH 5037 48 Ave., Vegreville
  41. Next Step Vegreville (10-12) VJO 4908 50 Ave., Vegreville
  42. Pleasant Ridge Colony (1-9) PLR Pleasant Ridge Hutterite Colony
  43. Vegreville Composite High (7-12) VJS 6426 55 Ave., Vegreville

<sup>1</sup> Strathcona Christian Academy





# RECOMMENDATION REPORT

**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Policy Amendments Board Policy 23: School and Administrative Fees

**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair

**RESOURCE STAFF:** Mark Liguori, Superintendent

**REFERENCE:** Board Policy 10: Policy Making

**EIPS PRIORITY:** Enhance public education through effective engagement.

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

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

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**RECOMMENDATION:**

**That the Board of Trustees approve amendments to Board Policy 23: School and Administrative Fees, as presented.**

**BACKGROUND:**

The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.

The Policy Committee reviews Board policies annually as per Board Policy 10: Policy Making and provides recommendations to the Board on required additions, amendments, and deletions.

The Policy Committee met on Dec. 8, 2020 and is recommending the following amendments under Definitions to create congruency and improve readability:

## Definitions

1. Alberta Non-Resident Tuition and International Student Tuition  
Is-a-Fees charged when a student is an Alberta non-resident or International resident as no provincial funding is received.
2. Instructional Fees  
Fees charged for instructional supplies and materials that enhance existing curricula for core courses.
3. School Fees  
Fees include optional course fees and other fees ~~and optional course fees~~.
  - 3.1. Optional course fees  
Fees charged to cover a portion of the resources and materials provided in each specific non-core course (e.g., band, fine arts, advanced placement, second languages, knowledge and employability, career and technology studies, etc.).
  - 3.2. Other fees  
Fees charged by schools, including activity (field trip) fees, for consumables fees, graduation, lunch hour supervision, student unions, athletics teams, clubs, fine arts groups, etc.

## COMMUNICATION PLAN:

Once approved, the Board Policies and Administrative Procedures will be updated on the website and StaffConnect, and stakeholders will be advised.

## ATTACHMENT(S):

1. Board Policy 23: School and Administrative Fees (marked)
2. Board Policy 23: School and Administrative Fees (unmarked)



## SCHOOL FEES

The Board may charge fees to provide quality programs, enhance learning experiences, and/or provide goods or services for students.

### Definitions

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### Expectations

1. Instructional Fees shall not be charged to Alberta resident students.
2. The Board shall charge a tuition to Alberta non-resident and international students.
3. School fees shall be set after consultation with parents.
4. School fees shall be set at cost recovery and only be used for the purpose collected.
5. On an annual basis, the Board shall approve fees set by the schools. Fees that arise throughout the year shall be approved by the Superintendent and Secretary-Treasurer.
6. Fee payment options shall be made available for school fees.
7. A fee waiver and refund process shall be in place for school fees.
8. Non-payment of fees shall not hinder a student from achieving core learning outcomes.
9. Prior to registration for a course or an extra-curricular activity, schools shall provide students and parents/guardians with a list of approximate school fees.

### Reference:

Section 13, 18, 19, 21, 53, 47, 59 *Education Act*

Last reviewed:	Last updated:
	June 15, 2017
May 15, 2018	May 28, 2018
Dec. 18, 2018	Jan. 24, 2019
Dec. 10, 2019	Jan. 23, 2020
Dec. 8, 2020	

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Last reviewed:	Last updated:
	June 15, 2017
May 15, 2018	May 28, 2018
Dec. 18, 2018	Jan. 24, 2019
Dec. 10, 2019	Jan. 23, 2020
Dec. 8, 2020	



# INFORMATION REPORT

**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** School Status Report for 2019-20

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

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Brent Dragon, Planner, Facility Services  
Christina Keroack, Business Manager, Facility Services

**REFERENCE:** Policy 2: Role of the Board  
Policy 15: School Closure and Program Reduction  
*Education Act* Section 62

**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, management and investment in Division infrastructure.

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**ISSUE:**  
**That the Board of Trustees receive for information the School Status Report for 2019-20.**

**BACKGROUND:**  
Policy 15: School Closure and Program Reduction stipulates that, in compliance with the *Education Act*, “due to changes in enrolment, shifts in demographics, or fiscal constraints, it may be necessary to close a school or modify the programs offered in a school or schools under its jurisdiction”.

**CURRENT SITUATION OR KEY POINT:**  
All information and analysis is based on the September 30, 2019 student count and 2019–20 costs and utilization.



The average cost per Elk Island Public Schools (EIPS) student is \$6,925 (Attachment 1) which is a decrease from 2018-19. Comparison between 2018-19 and 2019-20 cannot be done as in-school learning closed on March 15, 2020, as a result of the COVID-19 pandemic. This resulted in lower instructional and operations and maintenance costs. Currently, EIPS has 18 schools above this average, including one school over \$14,000 per student. The Division's 2019-20 enrolment excluding special education students has increased by one per cent from 2018-19 numbers. The overall utilization of the Division increased to 75 per cent in 2019-20 from 73 per cent in 2018-19. The Alberta Education/Alberta Infrastructure School Capital Manual considers a school fully utilized when 100 per cent of instructional area is being used. This is a change from prior years, when 85 per cent use of total area (instructional and non-instructional) was the benchmark for considering a school fully utilized.

In 2018-19 Alberta Education introduced a change to the Area Capacity Utilization formula. Prior to 2018-19 all special education severe students had a full time equivalent (FTE) rating of 3.0. As of 2018-19, all ECS special education severe students have an FTE rating of 1.5 and grade 1-12 special education severe students have an FTE rating of 3.0. The change in the formula has had a slight impact to the Division's overall utilization.

There are many factors to consider when reviewing the viability of a school or program. The School Status Report identifies several key factors that are available to the Board of Trustees and the school communities. The indicators identified in this report include enrolment, school utilization and cost per student. These factors are not all inclusive and one item cannot be the deciding factor in recommending a review for school closure. Having said this, the Board will need to carefully consider utilization rates on a sector by sector basis and look at specific school sites as well as overall sector utilization. This will be essential, especially as it is related to new school builds, school modernizations as well as modular acquisitions and relocations. Strategically, the Board should consider consolidating programming in schools to ensure utilization rates are 85 per cent or higher as well as evenly balanced throughout the sectors, wherever possible. Further, schools and/or sectors under 70 per cent utilization should undergo a formal review process to determine five-year viability and any school and/or sector under 50 per cent utilization should be considered for consolidation or closure.

The analysis is presented by geographic sector and is provided on a four-year comparative basis to identify trends in the factors and to ensure that the recommendation for a school closure is based on a pattern instead of on an isolated incident or situation.

If the Board of Trustees wishes to consider complete or partial closure of a designated school the matter shall be raised by way of a motion in a public board meeting. Following the appropriate communications and public consultation meetings, the Board of Trustees shall render a decision at a public board meeting within the same school year, effective for the next school year.

## **Sector 1 – Sherwood Park (Attachment 2, Pages 1 to 7)**

Total enrolment in Sector 1 is comparable to the prior year. The one year and two year trend analysis indicates flat enrolment growth. (Page 1). In 2019-20 only two elementary schools in Sector 1 had enrolment growth (Davidson Creek Elementary and Westboro Elementary). Enrolment at two elementary schools remained stable (Strathcona Christian Academy Elementary and Brentwood Elementary). The remaining six elementary schools saw enrolment decline. Of these six, five had slight decreases in enrolment between one per cent and five per cent (École Campbelltown, Glen Allan Elementary, Pine Street Elementary, Wes Hosford Elementary, and Woodbridge Farms Elementary). Mills Haven Elementary experienced largest decrease in enrolment for Sector 1 Elementary schools at nine per cent.



**Note:** The enrolment decline between 2018-19 and 2019-20 was moderate, with the largest enrolment decline in 2019-20 being less than ten per cent while in 2018-19 two schools have enrolment declines greater than 30 per cent. (Page 1 to 2)

At the junior high level, Clover Bar Junior High and F. R. Haythorne Junior High saw a decrease of eight per cent and three per cent respectively. Meanwhile, enrolment increases of four per cent were seen at Sherwood Heights Junior High and Lakeland Ridge. (Pages 1 and 3)

At the senior high level enrolment increased at Bev Facey Community High and Strathcona Christian Academy Secondary while Salisbury Composite High experienced enrolment decline.

The overall utilization in Sector 1 for 2019-20 is averaging 79 per cent and has not changed from 2018-19. However, the opening of Davidson Creek Elementary in 2018-19 saw the sector's utilization decrease by six per cent from 2017-18 levels. No Sector 1 school has utilization rate exceeding 100 per cent in 2019-20, however four schools have utilization rates above 90 per cent. (Pages 4 to 6)

Within Sector 1, three elementary schools (Pine Street Elementary, Glen Allan Elementary, and Woodbridge Farms Elementary) and one junior high (Clover Bar Junior High) school have total cost per students exceeding the Division average of \$6,925.

**Note:** Pine Street Elementary has highest cost per student of all Sector 1 schools and is the fifth highest total cost per student across the Division.

## **Sector 2 – Strathcona County (Attachment 2, Page 8 to 10)**

Enrolment for this sector remained static compared to the prior year. Two of the five schools saw an enrolment decline (Ardrossan Elementary and Wye Elementary). Fultonvale Elementary Junior High and Uncas Elementary saw slight enrolment increases in 2019-20.

**Note:** Ardrossan Junior Senior High saw an enrolment increase of eight per cent and is the only school in the Division exceeding 100 per cent utilization. (Page 8 and 9)

The overall utilization in this sector was 80 per cent, a five per cent increase from 2018–19. (Page 9)

Two schools (Uncas Elementary and Wye Elementary) in Sector 2 had costs above the Division average, however, they did not rank in the top ten highest costs per student across the Division. The cost per student of the remaining three schools was below the Division average. (Page 10)

## **Sector 3 – Fort Saskatchewan (Attachment 2, Pages 11 to 15)**

Enrolment for this sector increased by six per cent over the prior year. Seven of the nine schools saw enrolment growth (Castle (Scotford Colony), École Parc Élémentaire, Fort Saskatchewan Christian, Fort Saskatchewan High, James Mowat Elementary, Rudolph Hennig Junior High and SouthPointe School). The remaining two schools had enrolment decline (Fort Saskatchewan Elementary and Win Ferguson Elementary). (Page 11)

The overall utilization in this Sector 3 was 81 per cent, a three per cent increase from the prior year. (Pages 13 to 14)

The cost per student of six Sector 3 schools were below the Division average: Fort Saskatchewan Elementary, Fort Saskatchewan Christian, Fort Saskatchewan High, James Mowat Elementary, SouthPointe Schools, Rudolph Hennig Junior High and Win Ferguson Elementary. Castle (Scotford Colony) and École Parc Élémentaire were above the average cost for the Division and ranked ninth and sixth respectively. (Page 15)

## **Sector 4 – Lamont County (Attachment 2, Pages 16 to 18)**

Enrolments for this sector decreased by one per cent over the prior year. Andrew School was the only facility to see enrolment decline, however, this was the result of the closure of the senior high program. Students were redesignated to Lamont High and Vegreville Composite High. (Page 16)

The utilization in this sector increased by two per cent from 2018-19, however it remains low, averaging 58 per cent overall for 2019-20. Andrew School is designated a Small Schools by Necessity by Alberta Education. (Page 17)

All Sector 4 schools are ranked within the top ten highest costs per student schools in the Division. Andrew ranks as the highest cost per student school in EIPS at \$14,322. Mundare School ranks as the second highest cost per student school in EIPS at \$10,589. (Page 18)

## **Sector 5 – County of Minburn (Attachment 2, Pages 19 to 20)**

The overall enrolment in this sector has decreased by three per cent over the prior year. (Page 19)

The utilization in this sector continues to be low and has decreased its overall average utilization to 56 per cent, a one per cent increase from 2018–19. Vegreville Composite High continues to experience a low utilization of only 42 per cent. (Page 20)

All Sector 5 schools have total costs per students above the Division average. Pleasant Ridge Colony remains the third highest cost per student school at \$10,123 for 2019-20. Vegreville Composite High ranked eighth and A.L. Horton Elementary ranked 12<sup>th</sup>. (Page 20)

### **ATTACHMENT(S):**

1. Total Costs per Student 2019-20
2. Schools Status Comparison

**ELK ISLAND PUBLIC SCHOOLS**  
**Total Cost Per Student 2019-20**

	EIPS Rank	Enrolment Sept. 2019 <sup>1</sup>	Instructional <sup>2</sup>		Operations & Maint. <sup>3</sup>		Total Cost Per Student	Small School Funding <sup>4</sup>
			2019-20 Actuals	Cost Per Student	O & M Costs	Cost Per Student		
A. L. Horton Elementary	12	325	2,172,356	6,684	212,020	652	7,337	
Andrew School	1	76	911,322	11,991	177,180	2,331	14,322	53,461
Ardrossan Elementary <sup>5</sup>	30	533	3,291,705	6,176	219,801	412	6,588	
Ardrossan Junior Senior High	32	863	4,960,390	5,748	494,226	573	6,321	
Bev Facey Community High	21	940	5,668,483	6,030	736,985	784	6,814	
Brentwood Elementary	27	425	2,644,983	6,223	203,737	479	6,703	
Bruderheim School	4	131	1,148,677	8,769	137,331	1,048	9,817	43,023
Castle (Scotford Colony)	9	25	191,066	7,643	-	-	7,643	
Clover Bar Junior High	16	316	1,951,552	6,176	251,657	796	6,972	
Davidson Creek Elementary <sup>5</sup>	38	596	3,290,018	5,520	202,162	339	5,859	
École Campbelltown	37	554	3,121,525	5,635	182,311	329	5,964	
École Parc Élémentaire	6	262	2,234,905	8,530	175,849	671	9,201	
F. R. Haythorne Junior High	36	605	3,303,729	5,461	349,984	578	6,039	
Fort Saskatchewan Elem/Christian	17	708	4,609,256	6,510	311,142	439	6,950	
Fort Saskatchewan High	14	427	2,685,625	6,290	324,311	760	7,049	
Fultonvale Elementary Junior High	26	503	3,086,380	6,136	294,093	585	6,721	
Glen Allan Elementary	18	385	2,481,439	6,445	185,475	482	6,927	
Heritage Hills Elementary <sup>5</sup>		N/A	308,220	N/A	13,798	N/A		
James Mowat Elementary	22	382	2,428,111	6,356	173,302	454	6,810	
Lakeland Ridge (K-9)	35	790	4,513,868	5,714	388,014	491	6,205	
Lamont Elementary	7	279	2,338,500	8,382	196,890	706	9,087	
Lamont High	10	289	1,900,181	6,575	244,766	847	7,422	
Mills Haven Elementary	19	413	2,639,583	6,391	205,648	498	6,889	
Ministik Elementary		-	-	N/A	2,275	N/A		
Mundare School	2	145	1,380,082	9,518	155,362	1,071	10,589	55,331
Pine Street Elementary	5	310	2,729,773	8,806	208,496	673	9,478	
Pleasant Ridge Colony	3	9	91,105	10,123	-	-	10,123	
Rudolph Hennig Junior High	31	461	2,722,068	5,905	263,643	572	6,477	
Salisbury Composite High	25	1,102	6,540,553	5,935	889,011	807	6,742	
Sherwood Heights Junior High	33	551	3,167,538	5,749	295,915	537	6,286	
SouthPointe School	20	492	3,142,390	6,387	229,922	467	6,854	
Strathcona Christian Academy Elementary	23	584	3,727,900	6,383	247,170	423	6,807	
Strathcona Christian Academy Secondary	34	600	3,448,677	5,748	290,565	484	6,232	
Uncas Elementary	11	208	1,388,128	6,674	147,947	711	7,385	9,002
Vegreville Composite High	8	337	2,370,573	7,034	415,050	1,232	8,266	
Wes Hosford Elementary	24	438	2,795,083	6,381	179,925	411	6,792	
Westboro Elementary	29	345	2,107,900	6,110	174,993	507	6,617	
Win Ferguson Elementary	28	428	2,665,769	6,228	185,650	434	6,662	
Woodbridge Farms Elementary	13	296	2,002,991	6,767	164,049	554	7,321	
Wye Elementary	15	352	2,287,753	6,499	172,362	490	6,989	
<b>Total/Average</b>		<b>16,485</b>	<b>104,450,157</b>	<b>6,336</b>	<b>9,703,017</b>	<b>589</b>	<b>6,925</b>	<b>160,817</b>

<sup>1</sup> Excludes Elk Island Youth Ranch, Special Education Programs, Home Education, Continuing Education, Outreach & Centre for Ed Alternatives.

<sup>2</sup> Instructional - Total cost incurred by the school for fiscal year, excluding Special Ed program allocation, Capital, O & M and School Generated Funds. The exceptions are Pleasant Ridge Colony and Castle (Scotford Colony) that receive a PO & M allocation. Any associated costs are included in the instructional column

<sup>3</sup> Operations & Maintenance (O & M) - Includes parking lot snow removal, custodial, electricity, gas, water, maintenance and garbage for all schools except Strathcona Christian Academy Secondary (SCS) and Strathcona Christian Academy Elementary (SCE).

<sup>4</sup> Small school funding is received for the schools identified, and is allocated to numerous schools based on the EIPS allocation method. Closure of the school receiving the funding will impact other schools' funding. Green shaded cells indicate small school by necessity.

<sup>5</sup> Includes financial allocations to cover school start-up costs.

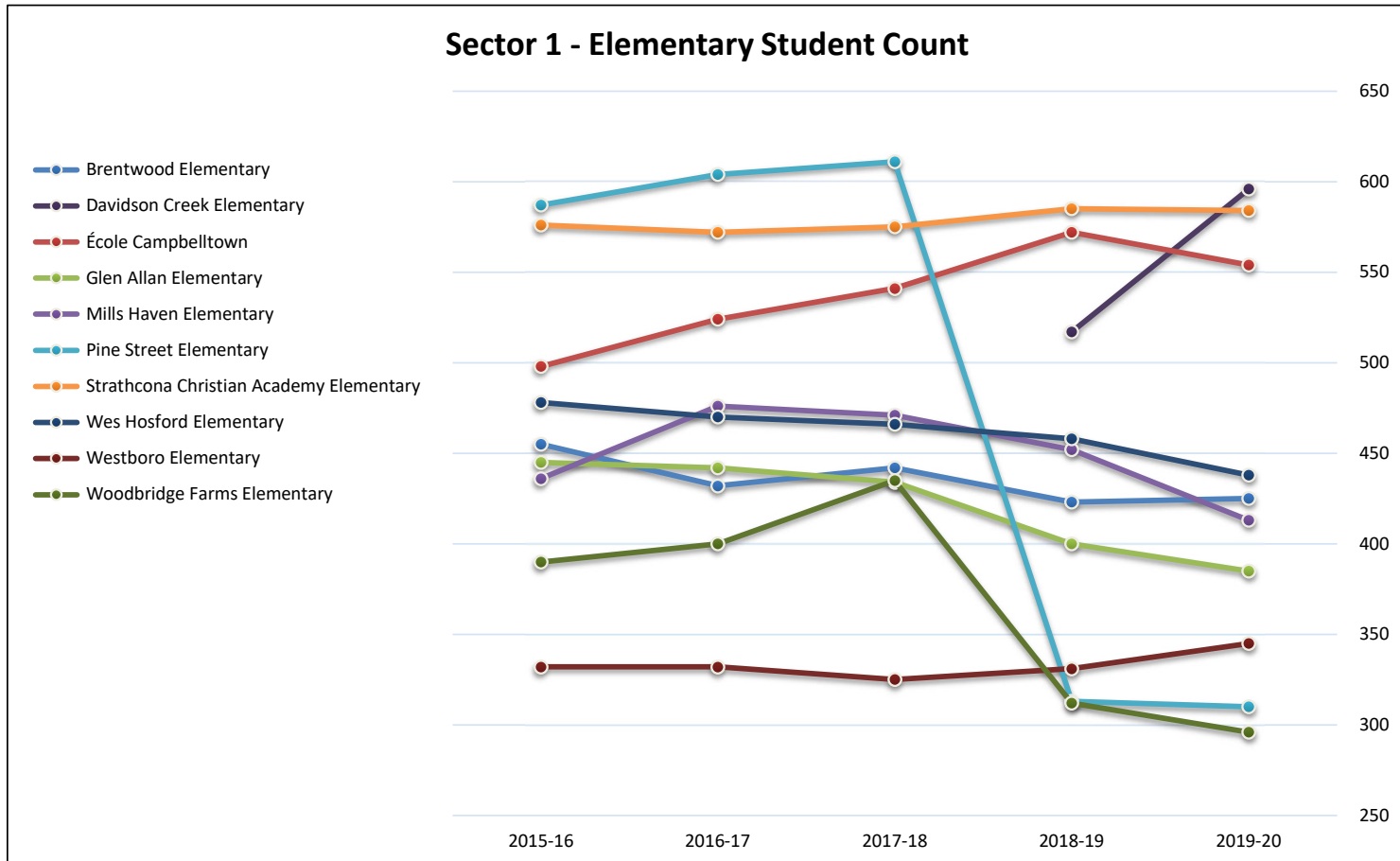
SCHOOL STATUS COMPARISON

**SECTOR 1 - SHERWOOD PARK**

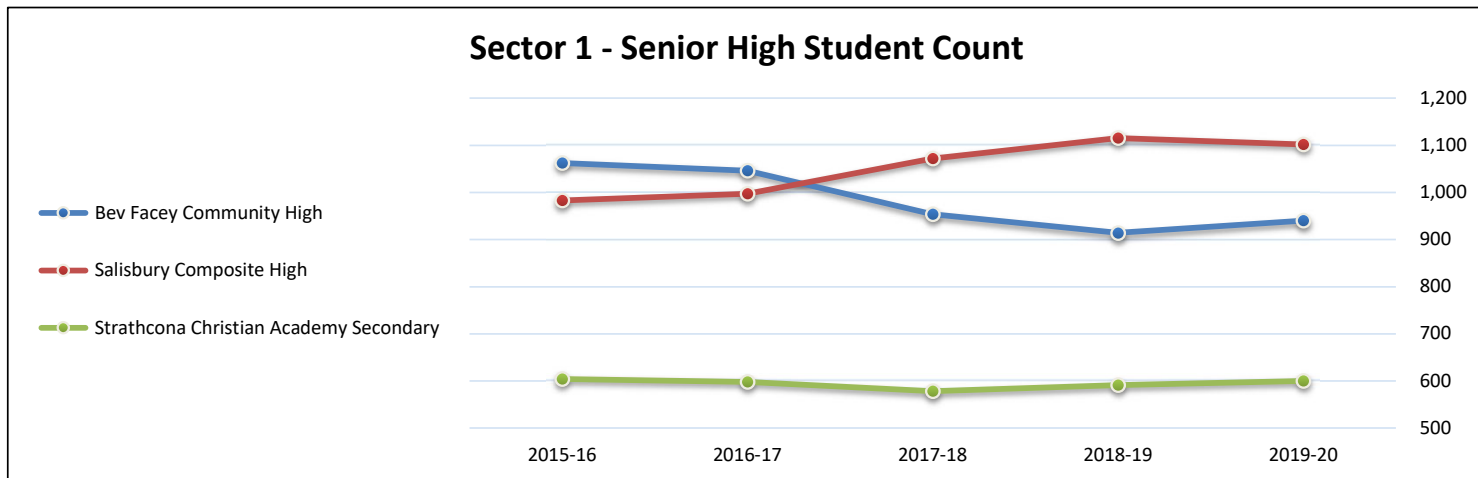
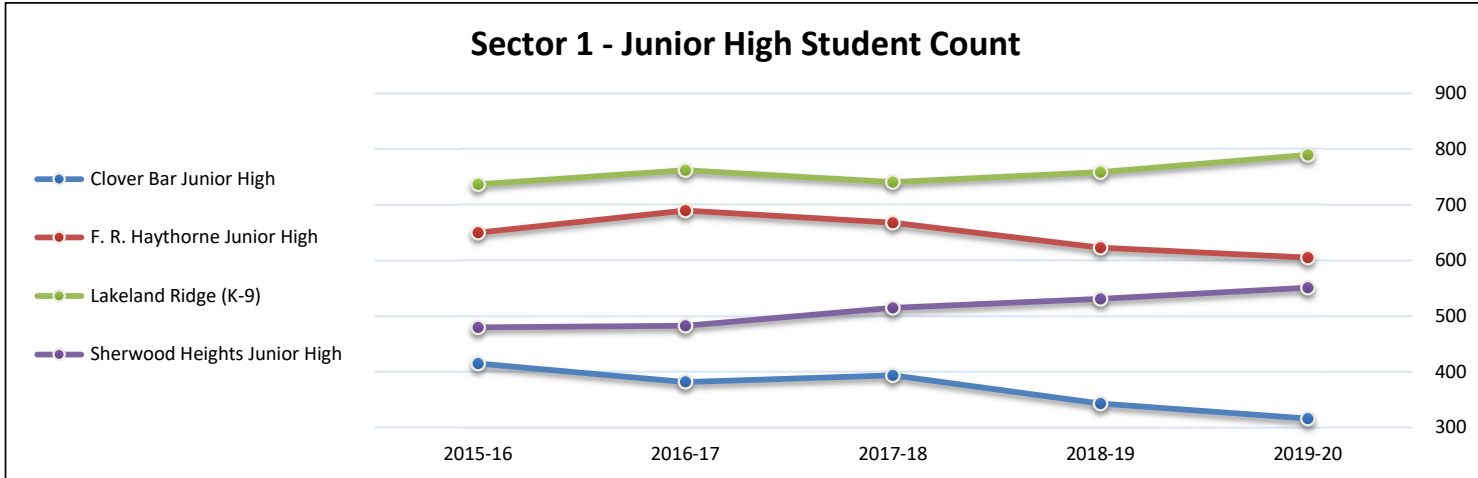
	Student Count September 30					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
<b><u>Elementary</u></b>									
Brentwood Elementary	425	423	442	432	455	0%	-4%	-2%	-7%
Davidson Creek Elementary	596	517	N/A	N/A	N/A	15%	N/A	N/A	N/A
École Campbelltown	554	572	541	524	498	-3%	2%	6%	11%
Glen Allan Elementary	385	400	434	442	445	-4%	-11%	-13%	-13%
Mills Haven Elementary	413	452	471	476	436	-9%	-12%	-13%	-5%
Pine Street Elementary	310	313	611	604	587	-1%	-49%	-49%	-47%
Strathcona Christian Academy Elementary	584	585	575	572	576	0%	2%	2%	1%
Wes Hosford Elementary	438	458	466	470	478	-4%	-6%	-7%	-8%
Westboro Elementary	345	331	325	332	332	4%	6%	4%	4%
Woodbridge Farms Elementary	296	312	435	400	390	-5%	-32%	-26%	-24%
<b><u>Junior High</u></b>									
Clover Bar Junior High	316	343	394	382	415	-8%	-20%	-17%	-24%
F. R. Haythorne Junior High	605	623	668	690	650	-3%	-9%	-12%	-7%
Lakeland Ridge (K-9)	790	759	741	762	737	4%	7%	4%	7%
Sherwood Heights Junior High	551	531	515	483	480	4%	7%	14%	15%
<b><u>Senior High</u></b>									
Bev Facey Community High	940	914	954	1,046	1,062	3%	-1%	-10%	-11%
Salisbury Composite High	1,102	1,115	1,072	997	983	-1%	3%	11%	12%
Strathcona Christian Academy Secondary	600	591	578	598	604	2%	4%	0%	-1%
<b>Total</b>	<b>9,250</b>	<b>9,239</b>	<b>9,222</b>	<b>9,210</b>	<b>9,128</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>



**SECTOR 1 - SHERWOOD PARK**



**SECTOR 1 - SHERWOOD PARK**

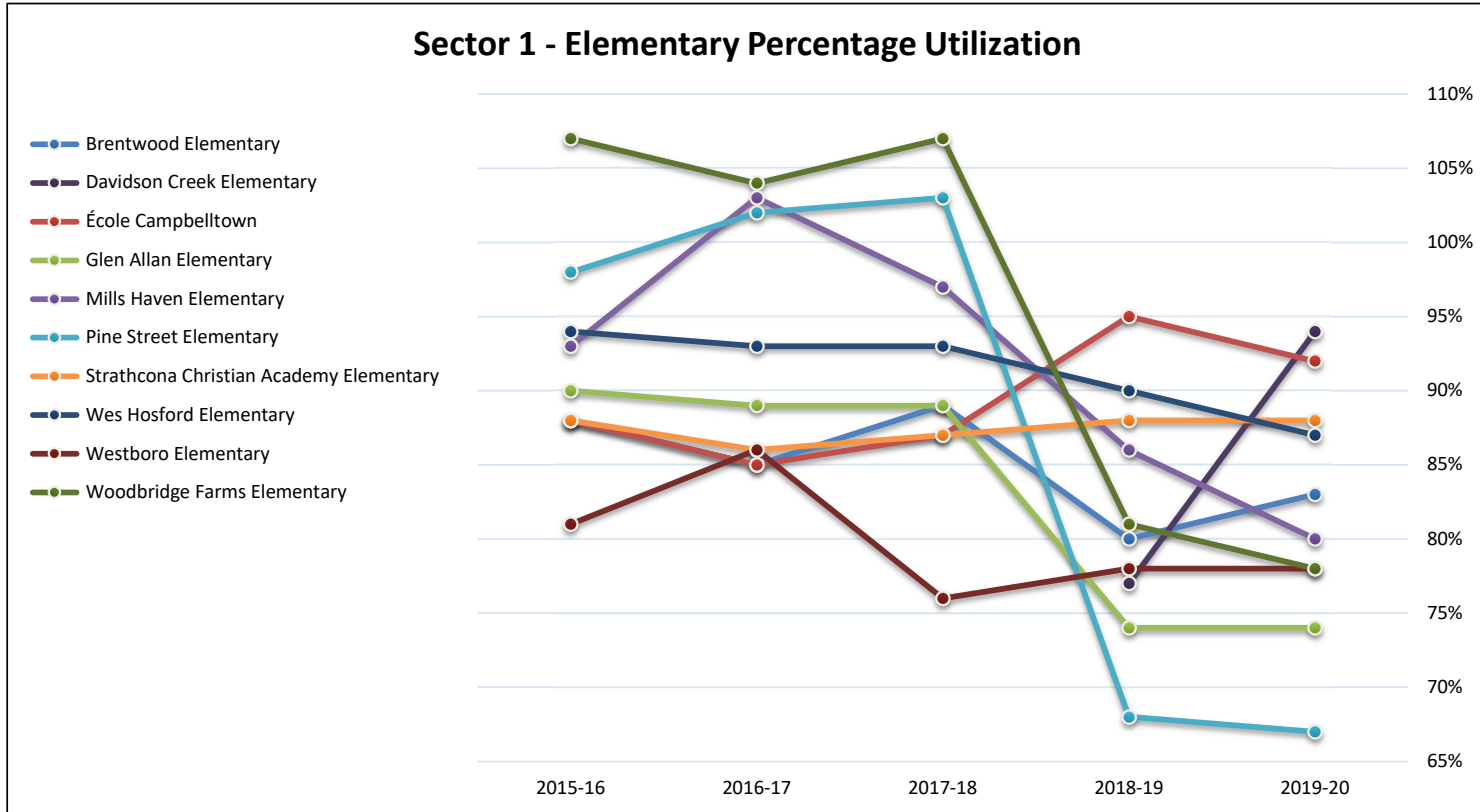


SCHOOL STATUS COMPARISON

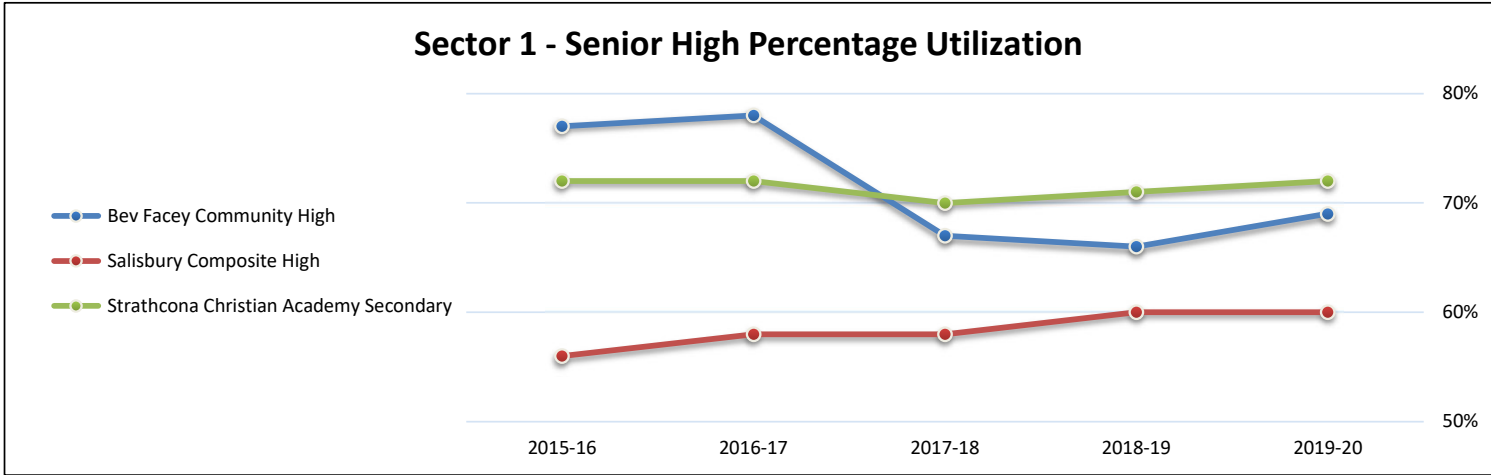
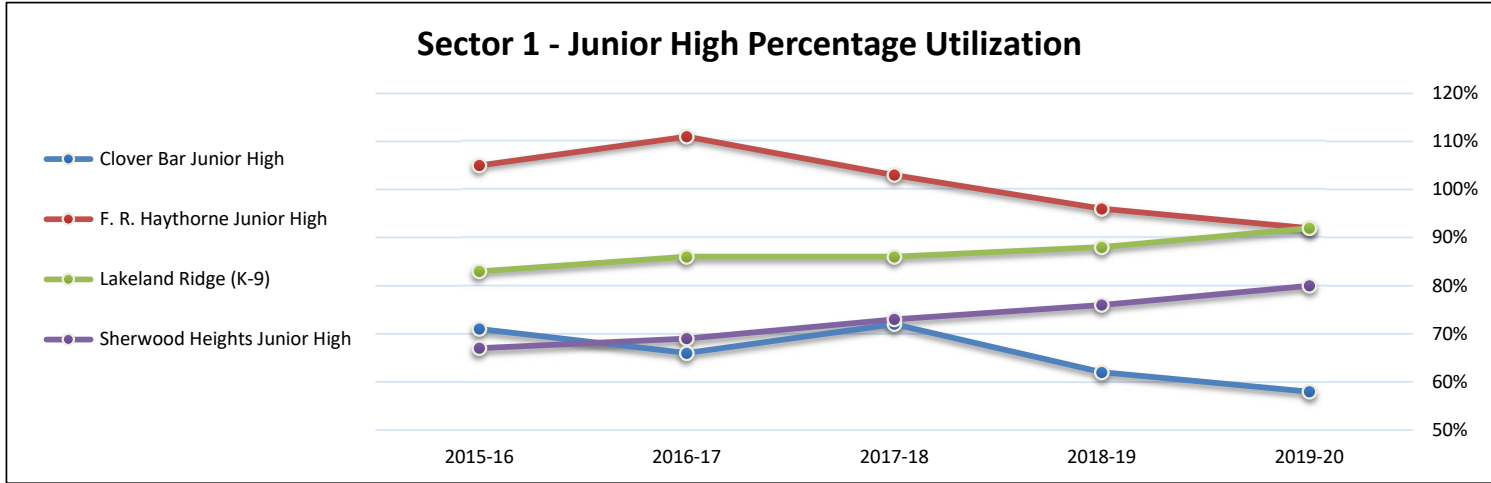
**SECTOR 1 - SHERWOOD PARK**

	Percentage Utilization					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
<b><u>Elementary</u></b>									
Brentwood Elementary	83%	80%	89%	85%	88%	4%	-7%	-2%	-6%
Davidson Creek Elementary	94%	77%	N/A	N/A	N/A	22%	N/A	N/A	N/A
École Campbelltown	92%	95%	87%	85%	88%	-3%	6%	8%	5%
Glen Allan Elementary	74%	74%	89%	89%	90%	0%	-17%	-17%	-18%
Mills Haven Elementary	80%	86%	97%	103%	93%	-7%	-18%	-22%	-14%
Pine Street Elementary	67%	68%	103%	102%	98%	-1%	-35%	-34%	-32%
Strathcona Christian Academy Elementary	88%	88%	87%	86%	88%	0%	1%	2%	0%
Wes Hosford Elementary	87%	90%	93%	93%	94%	-3%	-6%	-6%	-7%
Westboro Elementary	78%	78%	76%	86%	81%	0%	3%	-9%	-4%
Woodbridge Farms Elementary	78%	81%	107%	104%	107%	-4%	-27%	-25%	-27%
<b><u>Junior High</u></b>									
Clover Bar Junior High	58%	62%	72%	66%	71%	-6%	-19%	-12%	-18%
F. R. Haythorne Junior High	92%	96%	103%	111%	105%	-4%	-11%	-17%	-12%
Lakeland Ridge (K-9)	92%	88%	86%	86%	83%	5%	7%	7%	11%
Sherwood Heights Junior High	80%	76%	73%	69%	67%	5%	10%	16%	19%
<b><u>Senior High</u></b>									
Bev Facey Community High	69%	66%	67%	78%	77%	5%	3%	-12%	-10%
Salisbury Composite High	60%	60%	58%	58%	56%	0%	3%	3%	7%
Strathcona Christian Academy Sec. (7-12)	72%	71%	70%	72%	72%	1%	3%	0%	0%
<b>Average</b>	<b>79%</b>	<b>79%</b>	<b>85%</b>	<b>86%</b>	<b>85%</b>				

**SECTOR 1 - SHERWOOD PARK**



**SECTOR 1 - SHERWOOD PARK**



SCHOOL STATUS COMPARISON

**SECTOR 1 - SHERWOOD PARK**

2019-20 Cost Per Student

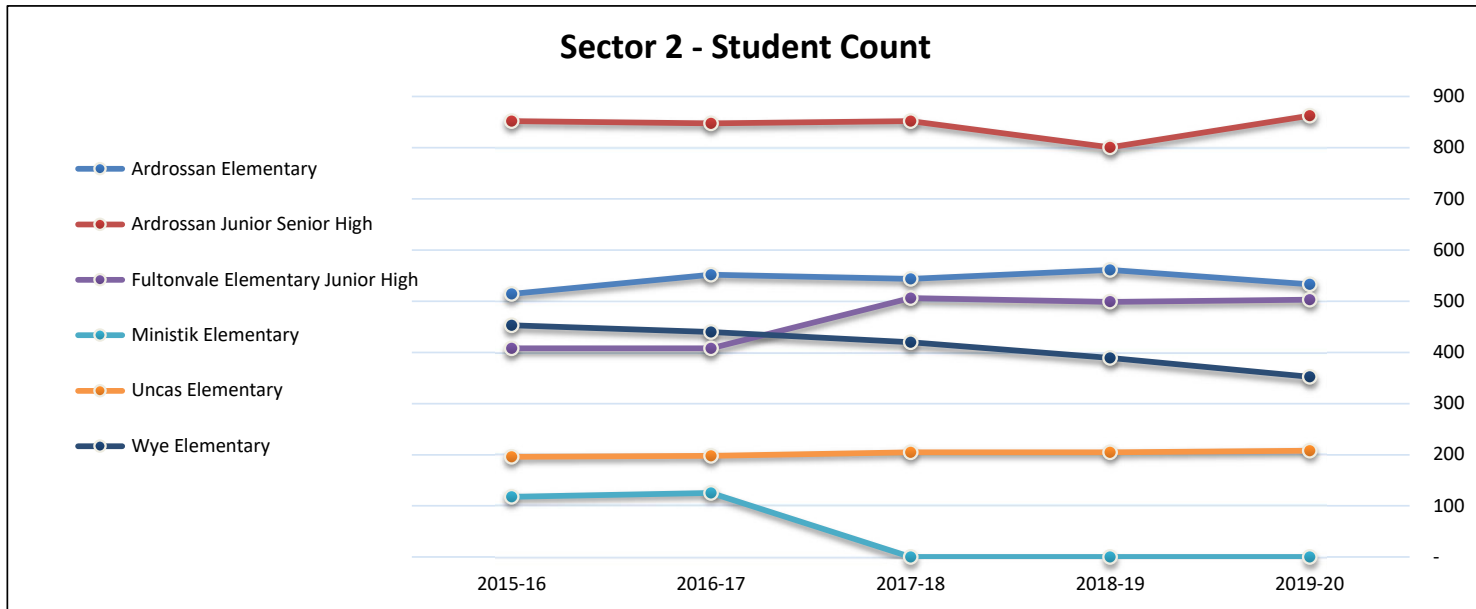
	<u>Instructional</u>	<u>PO &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
<b><u>Elementary</u></b>				
Brentwood Elementary	\$ 6,223	\$ 479	\$ 6,703	27
Davidson Creek Elementary^	\$ 5,520	\$ 339	\$ 5,859	38
École Campbelltown	\$ 5,635	\$ 329	\$ 5,964	37
Mills Haven Elementary	\$ 6,391	\$ 498	\$ 6,889	19
Pine Street Elementary	\$ 8,806	\$ 673	\$ 9,478	5
Glen Allan Elementary	\$ 6,445	\$ 482	\$ 6,927	18
Strathcona Christian Academy Elementary	\$ 6,383	\$ 423	\$ 6,807	23
Wes Hosford Elementary	\$ 6,381	\$ 411	\$ 6,792	24
Westboro Elementary	\$ 6,110	\$ 507	\$ 6,617	29
Woodbridge Farms Elementary	\$ 6,767	\$ 554	\$ 7,321	13
<b><u>Junior High</u></b>				
Clover Bar Junior High	\$ 6,176	\$ 796	\$ 6,972	16
F. R. Haythorne Junior High	\$ 5,461	\$ 578	\$ 6,039	36
Lakeland Ridge (K-9)	\$ 5,714	\$ 491	\$ 6,205	35
Sherwood Heights Junior High	\$ 5,749	\$ 537	\$ 6,286	33
<b><u>Senior High</u></b>				
Bev Facey Community High	\$ 6,030	\$ 784	\$ 6,814	21
Salisbury Composite High	\$ 5,935	\$ 807	\$ 6,742	25
Strathcona Christian Academy Secondary	\$ 5,748	\$ 484	\$ 6,232	34

*^ Davidson Creek Elementary opened in September 2018 and includes returned funds related to opening schools costs*

SCHOOL STATUS COMPARISON

**SECTOR 2 - STRATHCONA COUNTY**

	Student Count September 30					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
Ardrossan Elementary	533	561	544	552	514	-5%	-2%	-3%	4%
Ardrossan Junior Senior High	863	801	852	848	852	8%	1%	2%	1%
Fultonvale Elementary Junior High	503	499	506	408	408	1%	-1%	23%	23%
Ministik Elementary	-	-	-	125	118	N/A	N/A	N/A	N/A
Uncas Elementary	208	205	205	198	196	1%	1%	5%	6%
Wye Elementary	352	389	420	440	453	-10%	-16%	-20%	-22%
<b>Total</b>	<b>2,459</b>	<b>2,455</b>	<b>2,527</b>	<b>2,571</b>	<b>2,541</b>	<b>0%</b>	<b>-3%</b>	<b>-4%</b>	<b>-3%</b>



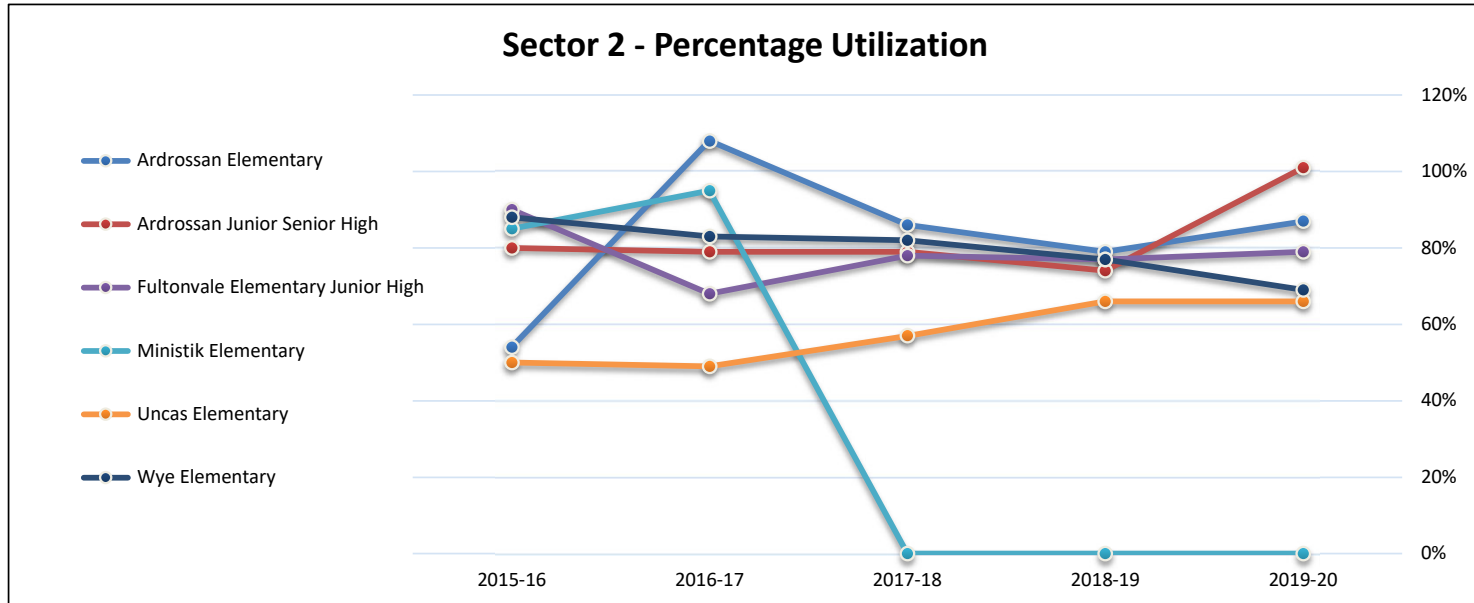
SCHOOL STATUS COMPARISON

**SECTOR 2 - STRATHCONA COUNTY**

	Percentage Utilization					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
Ardrossan Elementary ◊	87%	79%	86%	108%	54%	10%	1%	-19%	61%
Ardrossan Junior Senior High	101%	74%	79%	79%	80%	36%	28%	28%	26%
Fultonvale Elementary Junior High ●	79%	77%	78%	68%	90%	3%	1%	16%	-12%
Ministik Elementary	-	-	-	95%	85%	N/A	N/A	N/A	N/A
Uncas Elementary	66%	66%	57%	49%	50%	0%	16%	35%	32%
Wye Elementary	69%	77%	82%	83%	88%	-10%	-16%	-17%	-22%
<b>Average</b>	<b>80%</b>	<b>75%</b>	<b>76%</b>	<b>80%</b>	<b>75%</b>				

◊The capacity of Ardrossan Elementary was reduced in 2016-17 due to construction for the replacement school.

●The capacity of Fultonvale Elementary Junior High increased in 2016-17 as a result of the modernization.





SCHOOL STATUS COMPARISON

**SECTOR 2 - STRATHCONA COUNTY**

2019-20 Cost Per Student

	<u>Instructional</u>	<u>PO &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
Ardrossan Elementary^	\$ 6,176	\$ 412	\$ 6,588	30
Ardrossan Junior Senior High	\$ 5,748	\$ 573	\$ 6,321	32
Fultonvale Elementary Junior High	\$ 6,136	\$ 585	\$ 6,721	26
Uncas Elementary	\$ 6,674	\$ 711	\$ 7,385	11
Wye Elementary	\$ 6,499	\$ 490	\$ 6,989	15

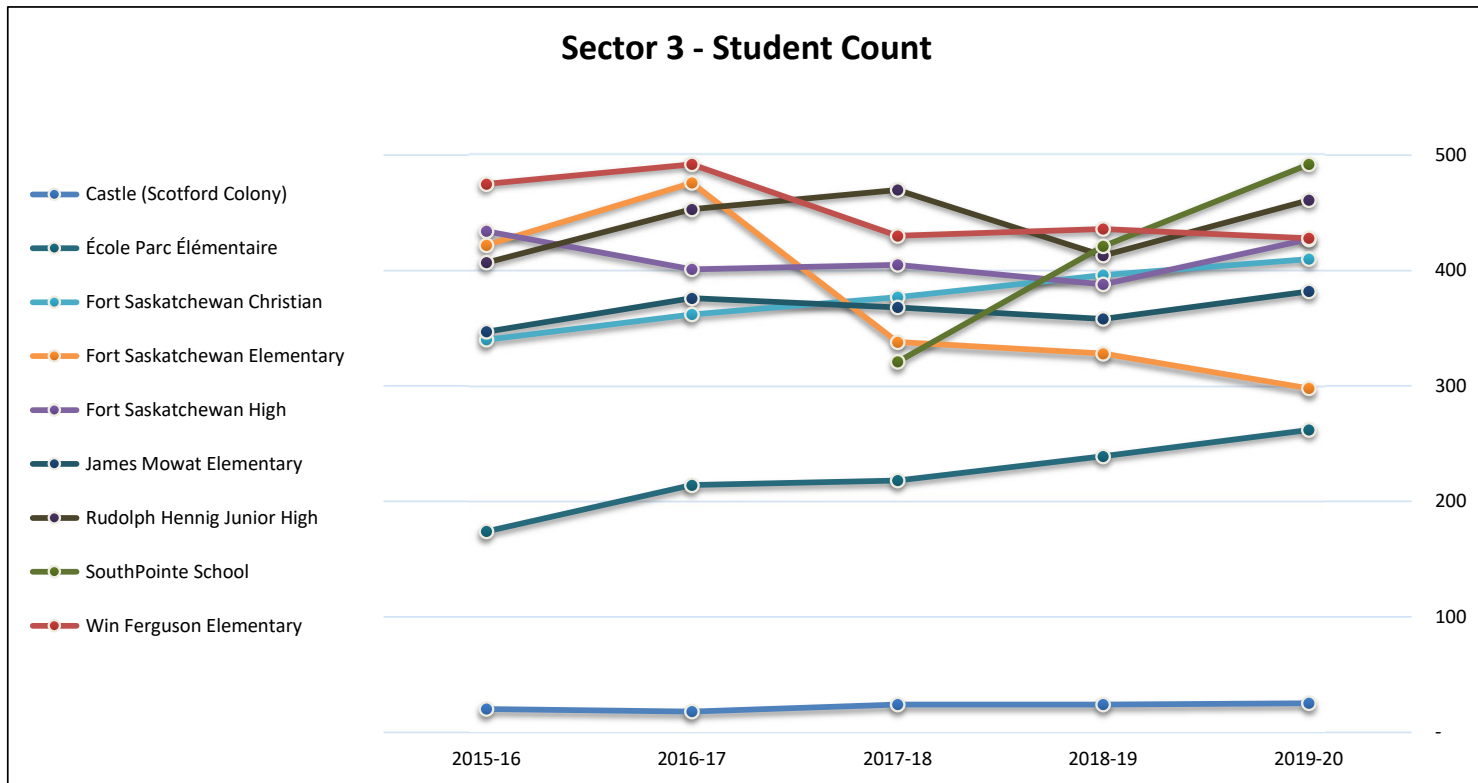
^ Ardrossan Elementary Includes costs related to the replacement facility.

SCHOOL STATUS COMPARISON

**SECTOR 3 - FORT SASKATCHEWAN**

	Student Count September 30					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
Castle (Scotford Colony)	25	24	24	18	20	4%	4%	39%	25%
École Parc Élémentaire	262	239	218	214	174	10%	20%	22%	51%
Fort Saskatchewan Christian	410	396	377	362	340	4%	9%	13%	21%
Fort Saskatchewan Elementary	298	328	338	476	422	-9%	-12%	-37%	-29%
Fort Saskatchewan High	427	388	405	401	434	10%	5%	6%	-2%
James Mowat Elementary	382	358	368	376	347	7%	4%	2%	10%
Rudolph Hennig Junior High	461	413	470	453	407	12%	-2%	2%	13%
SouthPointe School	492	421	321	N/A	N/A	17%	53%	N/A	N/A
Win Ferguson Elementary	428	436	430	492	475	-2%	0%	-13%	-10%
<b>Total</b>	<b>3,185</b>	<b>3,003</b>	<b>2,951</b>	<b>2,792</b>	<b>2,619</b>	<b>6%</b>	<b>8%</b>	<b>14%</b>	<b>22%</b>

**SECTOR 3 - FORT SASKATCHEWAN**



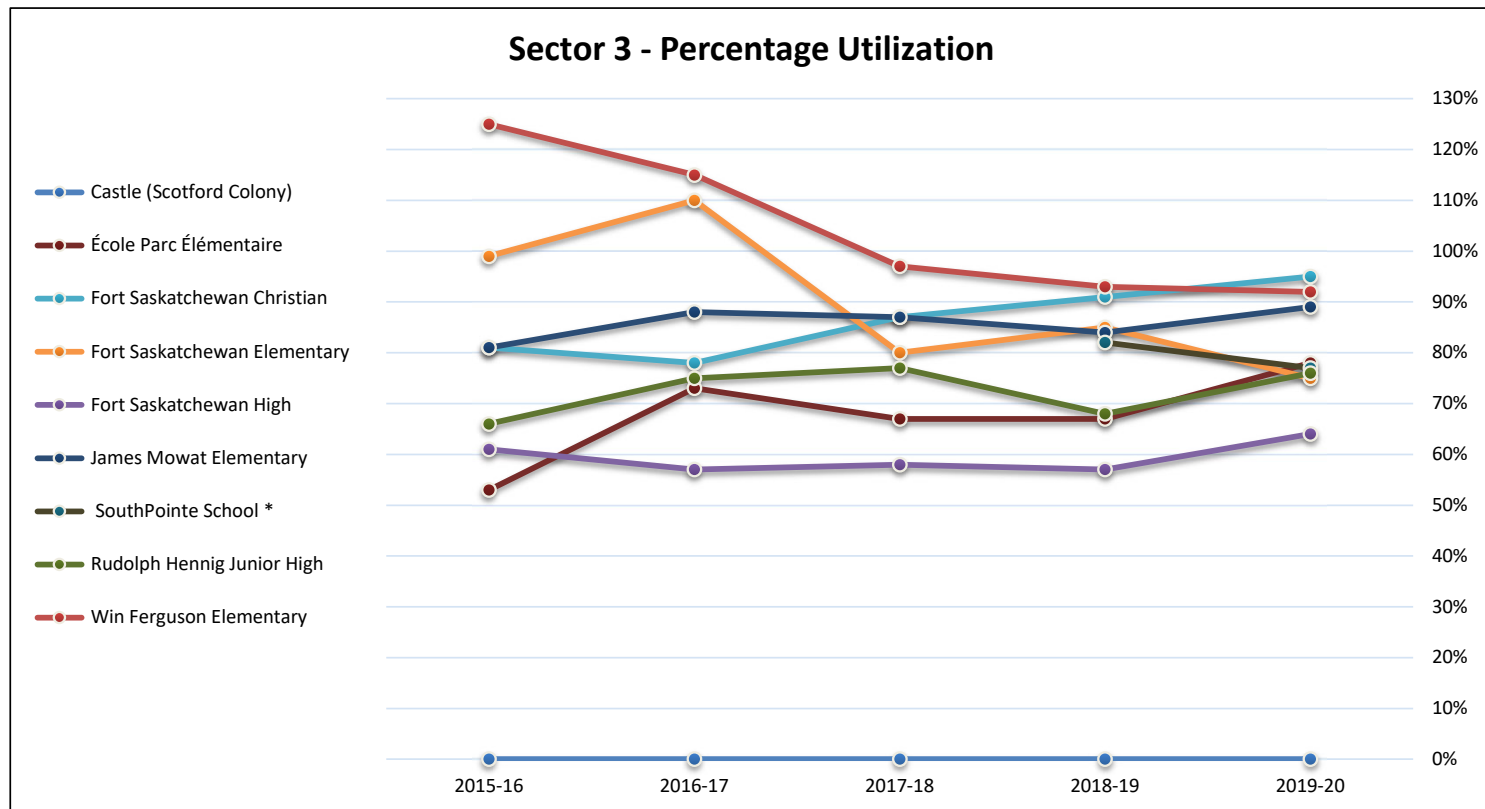
SCHOOL STATUS COMPARISON

**SECTOR 3 - FORT SASKATCHEWAN**

	Percentage Utilization					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
Castle (Scotford Colony)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
École Parc Élémentaire	78%	67%	67%	73%	53%	16%	16%	7%	47%
Fort Saskatchewan Christian	95%	91%	87%	78%	81%	4%	9%	22%	17%
Fort Saskatchewan Elementary	75%	85%	80%	110%	99%	-12%	-6%	-32%	-24%
Fort Saskatchewan High	64%	57%	58%	57%	61%	12%	10%	12%	5%
James Mowat Elementary	89%	84%	87%	88%	81%	6%	2%	1%	10%
SouthPointe School*	77%	82%	63%	N/A	N/A	-6%	N/A	N/A	N/A
Rudolph Hennig Junior High	76%	68%	77%	75%	66%	12%	-1%	1%	15%
Win Ferguson Elementary	92%	93%	97%	115%	125%	-1%	-5%	-20%	-26%
<b>Average</b>	<b>81%</b>	<b>78%</b>	<b>77%</b>	<b>85%</b>	<b>81%</b>				

\* SouthPointe School opened in 2017-18

**SECTOR 3 - FORT SASKATCHEWAN**



SCHOOL STATUS COMPARISON

**SECTOR 3 - FORT SASKATCHEWAN**

2019-20 Cost Per Student

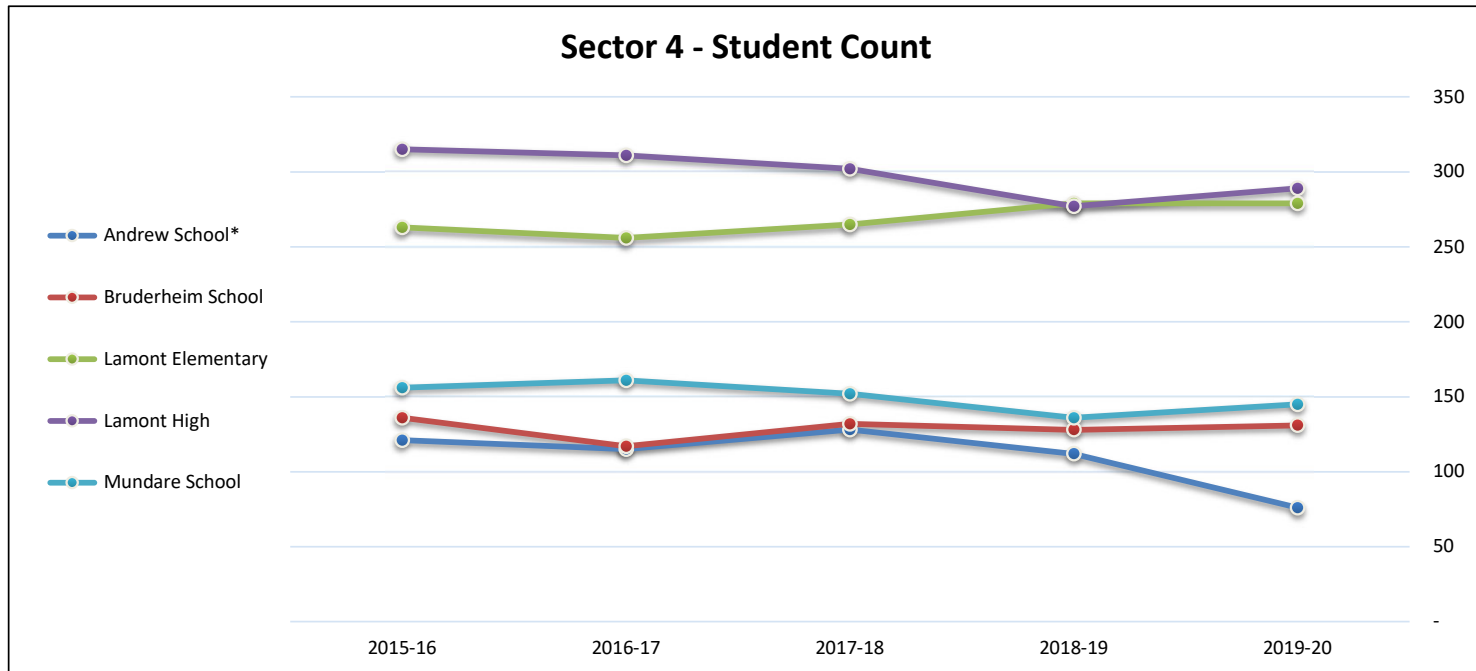
	<u>Instructional</u>	<u>PO &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
Castle (Scotford Colony)	\$ 7,643	\$ -	\$ <b>7,643</b>	9
École Parc Élémentaire	\$ 8,530	\$ 671	\$ <b>9,201</b>	6
Fort Saskatchewan Elem/Christian	\$ 6,510	\$ 439	\$ <b>6,950</b>	17
Fort Saskatchewan High	\$ 6,290	\$ 760	\$ <b>7,049</b>	14
James Mowat Elementary	\$ 6,356	\$ 454	\$ <b>6,810</b>	22
SouthPointe School	\$ 6,387	\$ 467	\$ <b>6,854</b>	20
Rudolph Hennig Junior High	\$ 5,905	\$ 572	\$ <b>6,477</b>	31
Win Ferguson Elementary	\$ 6,228	\$ 434	\$ <b>6,662</b>	28

SCHOOL STATUS COMPARISON

**SECTOR 4 - LAMONT COUNTY**

	Student Count September 30					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
Andrew School*	76	112	128	115	121	-32%	-41%	-34%	-37%
Bruderheim School	131	128	132	117	136	2%	-1%	12%	-4%
Lamont Elementary	279	279	265	256	263	0%	5%	9%	6%
Lamont High	289	277	302	311	315	4%	-4%	-7%	-8%
Mundare School	145	136	152	161	156	7%	-5%	-10%	-7%
<b>Total</b>	<b>920</b>	<b>932</b>	<b>979</b>	<b>960</b>	<b>991</b>	<b>-1%</b>	<b>-6%</b>	<b>-4%</b>	<b>-7%</b>

\*Formal closure of the high school program occurred at Andrew School effective for the 2019-20 school year.

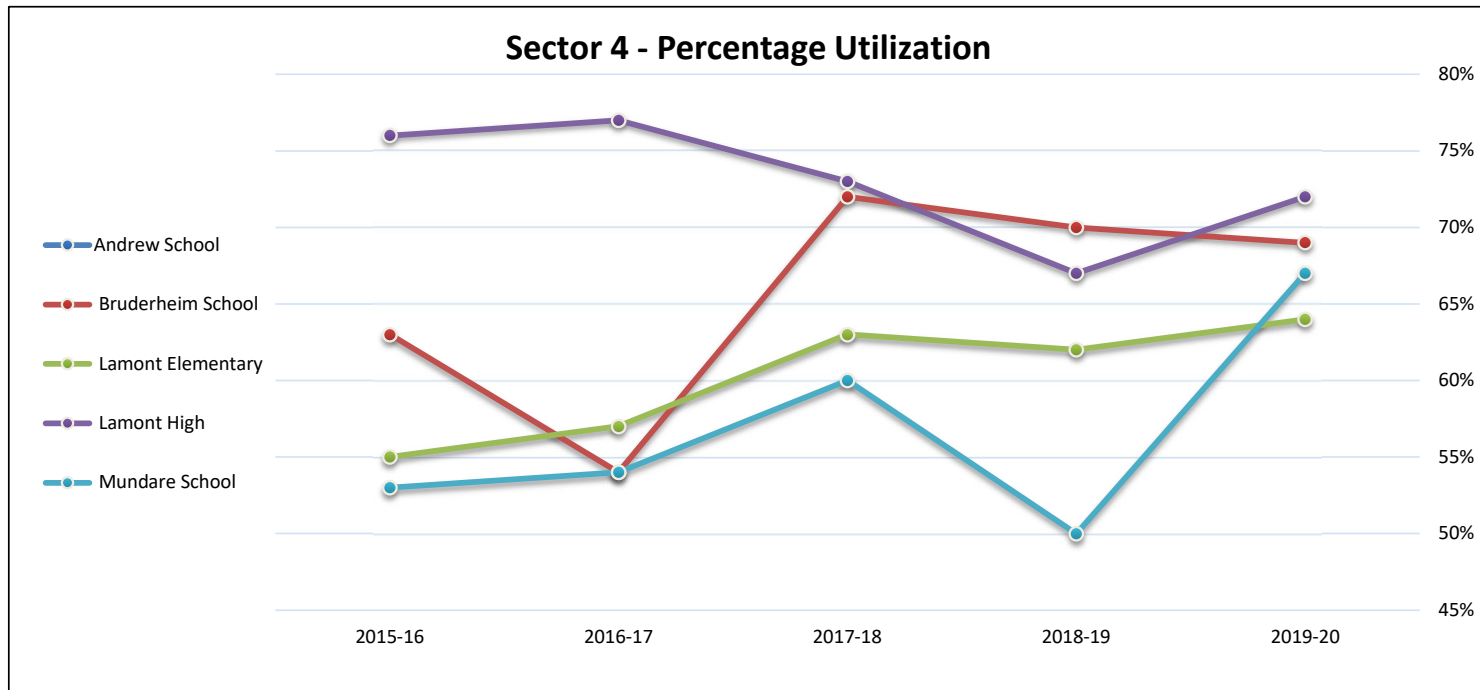


SCHOOL STATUS COMPARISON

**SECTOR 4 - LAMONT COUNTY**

	Percentage Utilization					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
Andrew School*	20%	31%	35%	33%	36%	-35%	-43%	-39%	-44%
Bruderheim School	69%	70%	72%	54%	63%	-1%	-4%	28%	10%
Lamont Elementary	64%	62%	63%	57%	55%	3%	2%	12%	16%
Lamont High	72%	67%	73%	77%	76%	7%	-1%	-6%	-5%
Mundare School	67%	50%	60%	54%	53%	34%	12%	24%	26%
<b>Average</b>	<b>58%</b>	<b>56%</b>	<b>61%</b>	<b>55%</b>	<b>57%</b>				

\*Formal closure of the high school program occurred at Andrew School effective for the 2019-20 school year.





SCHOOL STATUS COMPARISON

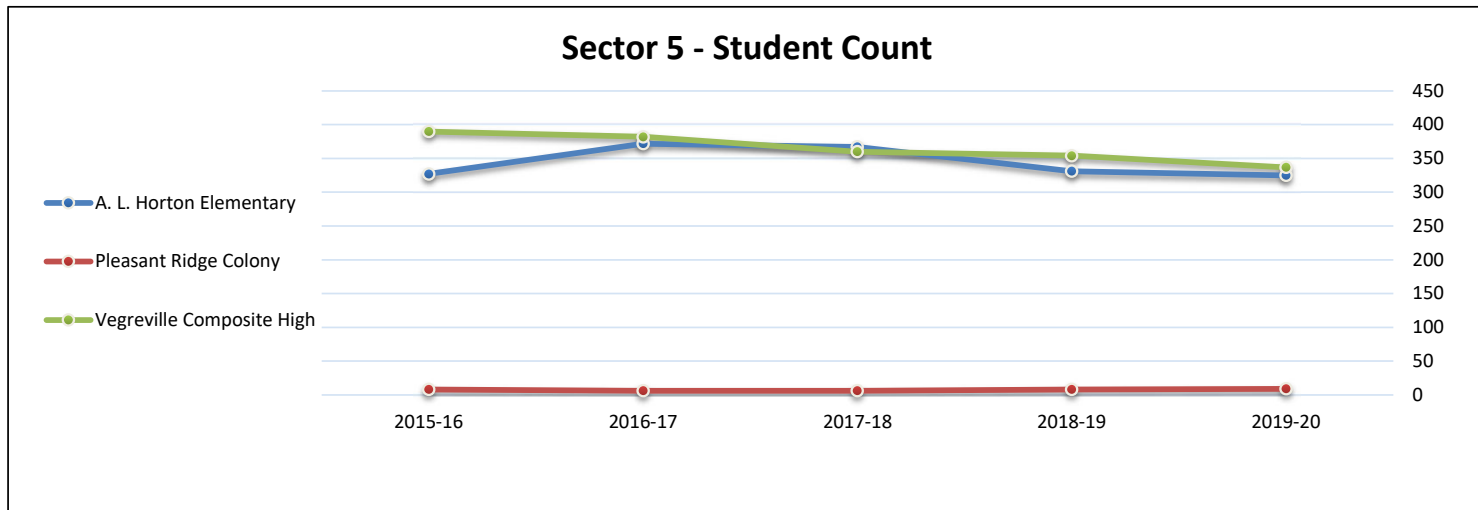
**SECTOR 4 - LAMONT COUNTY**

	2019-20 Cost Per Student			<u>EIPS Rank</u>
	<u>Instructional</u>	<u>PO &amp; M</u>	<u>Total</u>	
Andrew School	\$ 11,991	\$ 2,331	\$ 14,322	1
Bruderheim School	\$ 8,769	\$ 1,048	\$ 9,817	4
Lamont Elementary	\$ 8,382	\$ 706	\$ 9,087	7
Lamont High	\$ 6,575	\$ 847	\$ 7,422	10
Mundare School	\$ 9,518	\$ 1,071	\$ 10,589	2

SCHOOL STATUS COMPARISON

**SECTOR 5 - COUNTY OF MINBURN**

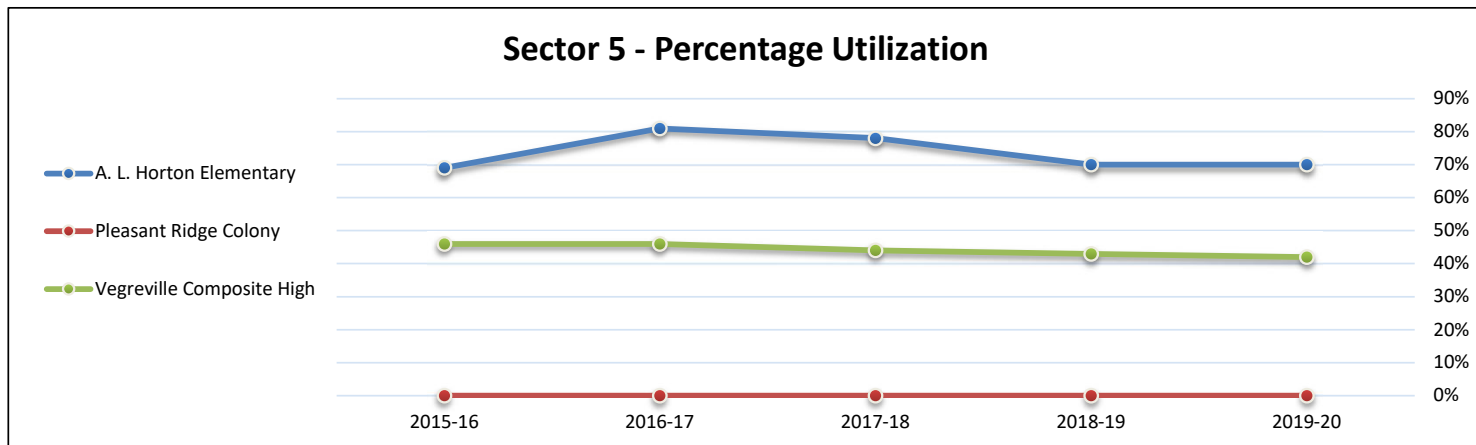
	Student Count September 30					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
A. L. Horton Elementary	325	331	367	372	327	-2%	-11%	-13%	-1%
Pleasant Ridge Colony	9	8	6	6	8	13%	50%	50%	13%
Vegreville Composite High	337	354	360	382	390	-5%	-6%	-12%	-14%
<b>Total</b>	<b>671</b>	<b>693</b>	<b>733</b>	<b>760</b>	<b>725</b>	<b>-3%</b>	<b>-8%</b>	<b>-12%</b>	<b>-7%</b>



SCHOOL STATUS COMPARISON

**SECTOR 5 - COUNTY OF MINBURN**

	Percentage Utilization					Trend Analysis			
	2019-20	2018-19	2017-18	2016-17	2015-16	1 Year	2 Year	3 Year	4 Year
A. L. Horton Elementary	70%	70%	78%	81%	69%	0%	-10%	-14%	1%
Pleasant Ridge Colony	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Vegreville Composite High	42%	43%	44%	46%	46%	-2%	-5%	-9%	-9%
<b>Average</b>	<b>56%</b>	<b>57%</b>	<b>61%</b>	<b>64%</b>	<b>58%</b>				



	2019-20 Cost Per Student			EIPS Rank
	Instructional	PO & M	Total	
A. L. Horton Elementary	\$ 6,684	\$ 652	\$ 7,337	12
Pleasant Ridge Colony	\$ 10,123	\$ -	\$ 10,123	3
Vegreville Composite High	\$ 7,034	\$ 1,232	\$ 8,266	8



# INFORMATION REPORT

**DATE:** Jan. 21, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2020-21 Interim School Fee Approval Summary

**ORIGINATOR:** Candace Cole, Secretary-Treasurer

**RESOURCE STAFF:** Tanya Borchers, Executive Assistant

**REFERENCE:**

**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.

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**ISSUE:**

**That the Board of Trustees receive for information a summary of fee changes for the 2020-21 school year.**

**BACKGROUND:**

New requests or changes to fees must meet the following criteria:

1. Benefits students
2. Be something the school was not able to foresee, and
3. Is a significant amount that cannot be absorbed by the school's budget.

**CURRENT SITUATION OR KEY POINT:**

The Superintendent and Secretary-Treasurer received and approved 36 requests for changes to fees or new fees. Requests are summarized in Attachment 1.

**ATTACHMENT(S):**

1. 2020-21 Summary of Changes to School Fees

## 2020-21 Summary of Changes to School Fees

Date received	School	Fee description	Type	2020-21 Approved Fee	2020-21 New Amount	Reason	Comments
30-Apr-20	SWH	Activity Plus 7	Course Fee	50.00	5.00	Recreational Fitness 7 replaced with Activity Plus 7	Approved. This makes the course more affordable.
		Activity Plus 8	Course Fee	150.00	5.00	Recreational Fitness 8B/8C replaced with Activity Plus 8	Approved. This makes the course more affordable.
		Activity Plus 9	Course Fee	200.00	5.00	Recreational Fitness 9B/9C replaced with Activity Plus 9	Approved. This makes the course more affordable.
		Activity Plus 7 - Activities	Activity Fee	-	45.00	Activities are optional and assessed to participating students	Approved.
		Activity Plus 8 - Activities	Activity Fee	-	145.00	Activities are optional and assessed to participating students	Approved.
		Activity Plus 9 - Activities	Activity Fee	-	195.00	Activities are optional and assessed to participating students	Approved.
30-Apr-20	CLB	App Savvy 8	Name change			Name change from App Savvy 9. Will be running App Savvy 8 instead.	Approved.
		Field Trip - App Savvy 8	Name change			Name change from Field Trip - Coding & Apps to coincide with course description.	Approved.
4-May-20	FRH	Outdoor Education (Grades 7, 8 & 9)	Name change			Name change from Wildlife Management. Hunter education aspect removed from the course.	Approved.
27-Aug-20	LHS	Personal Image Design 7/8	New Fee	20.00		Because of the shift to quarters, an option was added to the first quarter to balance the timetable.	Approved.
2-Sep-20	SAL	Environment Studies 20	Course Fee	-	30.00	Environmental Studies 20 added to course list after fee submissions were made.	Approved.
2-Sep-20	AJS	Foods 8	Course Fee	27.25	30.00	Due to cost of individual preparation (because of COVID-19), there will be added supplies needed to run these classes	Approved.
		Foods 9	Course Fee	27.25	30.00	Due to cost of individual preparation (because of COVID-19), there will be added supplies needed to run these classes	Approved.
		Foods	Course Fee	60.00	75.00	Due to cost of individual preparation (because of COVID-19), there will be added supplies needed to run these classes	Approved.
10-Sep-20	AJS	Phys Ed 10/20	Course Fee	50.00	50.00	Activity fee changed to course fee due to COVID-19; there will be no field trips, but per person equipment is required. This fee would be used to hire fitness instructors/coaches to enhance the curriculum. As well for course-based supplies for students to keep exercise bands, frisbees etc.	Approved.
		Phys Ed 30	Course Fee	75.00	75.00	Activity fee changed to course fee due to COVID-19; there will be no field trips, but per person equipment is required. This fee would be used to hire fitness instructors/coaches to enhance the curriculum. As well for course-based supplies for students to keep exercise bands, frisbees etc.	Approved.

Date received	School	Fee description	Type	2020-21 Approved Fee	2020-21 New Amount	Reason	Comments
10-Sep-20	FTV	Food/Fashion 7	Course Fee		47.00	Fashion 7 and Snacks & Appetizers 7 combined to one course	Approved.
		Food/Fashion 8	Course Fee		47.00	Fashion 8 and Fast and Convenient Foods 8 combined to one course	Approved.
		Noon Supervision Gr 1-9		76.00	100.00	With a decrease in enrollment and 11% of students choosing online learning, it is necessary to increase fees to cover the cost of supervision.	Approved.
		Noon Supervision ECS		38.00	50.00	With a decrease in enrollment and 11% of students choosing online learning, it is necessary to increase fees to cover the cost of supervision.	Approved.
10-Sep-20	SPS	CTF Digital Media & Design 7	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Digital Media & Design 8	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Digital Media & Design 9	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Outdoor Pursuits 7	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Outdoor Pursuits 8	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Outdoor Pursuits 9	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Leadership 8	Name change			Name change to reflect curriculum requirements.	Approved
		CTF Leadership 9	Name change			Name change to reflect curriculum requirements.	Approved
15-Sep-20	ALH	Noon supervision Grades 1-6		25.00	44.00	An increase is needed due to the cohorting of students during lunch hour	Approved.
		Noon supervision Family		50.00	N/A	No longer offering a family rate.	Approved.
		Noon supervision Kindergarten		15.00	22.00	An increase is needed due to the cohorting of students during lunch hour	Approved.
18-Sep-20	CLB	CTF: TV & Broadcasting 8	Course Fee		20.00	New course	Approved.
		CTF: Fitness & Wellness 7	Name change			Name change to reflect curriculum requirements.	Approved.
		CTF: Fitness & Wellness 8	Name change			Name change to reflect curriculum requirements.	Approved.
		CTF: Project Business 9	Name change			Name change; offered to Grade 9 instead of grade 8	Approved.
20-Oct-20	AJS	Student Activity Fee	Name change			Name change from Student Council to Student Activity Fee	Approved.
9-Dec-20	AJS	Grad Fee	Fee increase			AJS Grad 2019-20 experienced a large deficit due to the switch from in-person to walk-through grad as extras were included in the grad fee, but not budgeted. This was done as the banquet was cancelled. The cancellation also meant that no grad tickets were sold to cover the cost of extras. They are currently planning for a similar scenario and the increase would ensure cost recovery of the adjusted commencement.	Approved.