



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

REGULAR  
SESSION

**THURSDAY, JUNE 17, 2021**

Board Room  
Central Services  
Administration Building

**AGENDA**

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

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- 9:00 am 1. **CALL TO ORDER** T. Boymook
2. **IN CAMERA SESSION**
- 10:00 am 3. **TREATY LAND ACKNOWLEDGEMENT & EIPS STATEMENT**
4. **FIRST NATIONS, MÉTIS AND INUIT PRESENTATION** C. Devin/J. Albert  
(verbal)
5. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
6. **APPROVAL OF MINUTES**  
6.1 Board Meeting – May 26, 2021 (encl.)
7. **CHAIR REPORT** T. Boymook  
(verbal)  
7.1 Board and ATA Local Executive Meeting – June 1, 2021  
7.2 City of Fort Saskatchewan School Site Agreement Task Force – June 2, 2021  
7.3 Edwin Parr Virtual Celebration – June 2, 2021  
7.4 ASBA Spring (virtual) General Meeting & Professional Development  
Day – June 7 & 8, 2021  
7.5 Parents Empowering Parents (PEP) – Let’s Break to Educate Virtual Event  
- June 10, 2021  
7.6 EIPS/Strathcona County Meeting – June 18, 2021  
7.7 High School Graduations and Elementary/Jr. High School Farewells
8. **SUPERINTENDENT REPORT** M. Liguori  
(verbal)  
8.1 RCMP Superintendent Dale Kendall Meet & Greet – May 28, 2021  
8.2 City of Fort Saskatchewan School Site Agreement Task Force – June 2, 2021  
8.3 Edwin Parr Virtual Celebration – June 2, 2021  
8.4 ASBA Spring (virtual) General Meeting – June 7, 2021  
8.5 Parents Empowering Parents (PEP) – Let’s Break to Educate Virtual Event  
- June 10, 2021  
8.6 EIPS/Strathcona County Meeting – June 18, 2021  
8.7 School Site Allocation Committee Meeting – June 21, 2021  
8.8 High School Graduations and Elementary/Jr. High School Farewells
9. **COMMENTS FROM THE PUBLIC AND STAFF  
GROUP REPRESENTATIVES**

**ASSOCIATION/LOCAL REPORTS**

10. **ATA LOCAL REPORT** D. Zielke  
(verbal)

**BUSINESS ARISING FROM PREVIOUS MEETING**

**NEW BUSINESS**

11. **BUSINESS ARISING FROM IN CAMERA**
12. **BOARD POLICY 9: BOARD REPRESENTATIVES** R. Footz  
(encl.)
13. **AUDIT ENGAGEMENT LETTER** M. Liguori/C. Cole  
(encl.)
14. **STEPS SYSTEM PROGRAM – DESIGNATION OF SCHOOL  
CODE** M. Liguori/S. Stoddard  
(encl.)

**COMMITTEE REPORTS**

15. **POLICY COMMITTEE** R. Footz  
Meeting held June 2, 2021 (verbal)
16. **AUDIT COMMITTEE** C. Holowaychuk  
Meeting held June 10, 2021 (verbal)

**REPORTS FOR INFORMATION**

17. **2021 FRIENDS OF EDUCATION AWARD** M. Liguori  
(encl.)
18. **UNAUDITED FINANCIAL REPORT FOR SEPT. 1, 2020  
TO MAY 31, 2021** M. Liguori/L. Lewis  
(encl.)
19. **INFRASTRUCTURE MAINTENANCE AND RENEWAL  
PROJECTS** M. Liguori/R. Derech  
(encl.)
20. **PLAYGROUND MAINTENANCE REPORT** M. Liguori/R. Derech  
(encl.)
21. **LOCALLY DEVELOPED COURSES** M. Liguori/S. Stoddard  
(encl.)
22. **TRUSTEES' REPORTS/NOTICES OF MOTIONS / REQUESTS  
FOR INFORMATION** (verbal)

ADJOURNMENT

## RECOMMENDATIONS TO JUNE 17/21 BOARD OF TRUSTEES

2. That the Board meet in camera.  
That the Board revert to regular session.
3. *Treaty Land Acknowledgement and EIPS Statement*
4. *First Nations, Métis and Inuit Presentation*
5. That the Agenda be adopted as amended or as circulated.
- 6.1 That the Board of Trustees approve the minutes of the May 26, 2021 Board Meeting as amended or as circulated.
7. That the Board of Trustees receive the Chair report for information.
8. That the Board of Trustees receive for Superintendent report for information.
9. *Comments from the Public and Staff Group Representatives.*
10. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.
11. *Business Arising from In Camera.*
12. That the Board of Trustees approve the amendments to Board Policy 9: Board Representatives, as presented.
13. That the Board of Trustees approve the 2021 financial audit engagement letter and LAPP audit engagement letter, as presented.
14. That the Board of Trustees approve the creation of a new school site in PASI, which will be used to register grades 7-12 students in the STEPS (Steps to Enhance Personal Success) system program. This school site would be named Salisbury STEPS Junior/Senior High school.
15. That the Board approve EIPS' nomination of Dow Canada for the 2021 Friends of Education Award, an annual Alberta School Boards Association recognition for organizations that contribute to education within their local community.
16. That the Board of Trustees receive for information the report from the Policy Committee meeting held on June 2, 2021.

17. That the Board of Trustees receive for information the report from the Audit Committee meeting held on June 10, 2021.
18. That the Board of Trustees receive for information the Unaudited Financial Report for the period Sept. 1, 2020 to May 31, 2021 for Elk Island Public Schools.
19. That the Board of Trustees receive for information the 2021-2022 Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Project Plans.
20. That the Board of Trustees receive an update of information pertaining to Elk Island Public Schools (EIPS) playgrounds.
21. That the Board of Trustees receive for information a report on Locally Developed Courses.



# BOARD MEETING MINUTES

May 26, 2021

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Wednesday, May 26, 2021, 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 9:00 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  
C. Langford-Pickering, Executive Assistant/Recording Secretary

## CALL TO ORDER

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

## IN CAMERA SESSION

076/2021 | Vice-Chair Holowaychuk moved: That the Board meet in camera (9:00 a.m.).

*CARRIED UNANIMOUSLY*

077/2021 | Trustee Stadnick 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.

078/2021 | Trustee Seutter moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Boymook called for confirmation of the April 22, 2021 Board Meeting Minutes.

079/2021 | Trustee Wall moved: That the Board of Trustees approve the Minutes of April 22, 2021 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

Board Chair Boymook called for confirmation of the May 20, 2021 Board Meeting Minutes. Minutes were distributed via e-mail.

080/2021 | Trustee Gordon moved: That the Board of Trustees approve the Minutes of May 20, 2021 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

081/2021 | Board Chair Boymook moved: That the Board of Trustees receive the Chair's report for information.

*CARRIED UNANIMOUSLY*

## **SUPERINTENDENT REPORT**

Superintendent Liguori presented the Superintendent's report.

082/2021 | Trustee Irwin 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 April 23, 2021.

083/2021 | 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.

084/2021 | Trustee Gordon moved: That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.

CARRIED UNANIMOUSLY

## Business Arising from Previous Meeting

No business arising from the previous meeting.

## New Business

### BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

### 2021-22 BUDGET REPORT

Secretary-Treasurer Cole presented to the Board the 2021-22 Budget and 2021-22 Alberta Education Budget Report for approval.

Point of Order called by Trustee Wall for clarification of the operating budget amount – \$197,175,584 shared by Superintendent Liguori or \$197,175,854 as stated in the report. Superintendent Liguori confirmed that the operating budget amount is \$197,175,854.

085/2021 | Trustee Hubick moved: That the Board of Trustees approve the operating budget for 2021-22 in the amount of \$197,175,854 for Elk Island Public Schools, for the period September 1, 2021 to August 31, 2022.

CARRIED UNANIMOUSLY

Director of von Tettenborn presented to the Board attachment 2 of the 2021-22 Budget Report for approval. Board Chair Boymook requested a change to 2021-22 Alberta Education Budget Report on page 2 Line 22 from *three year Education Plan* to *four year Education Plan*.

086/2021 | Trustee Irwin moved: That the Board of Trustees approve the Alberta Education Budget Report for the year ending August 31, 2022.

CARRIED UNANIMOUSLY

Board Chair Boymook thanked the Finance team for their efforts and hard work in preparing the 2021-22 Budget.

### BOARD POLICY 2: ROLE OF THE BOARD

Trustee Footz presented to the Board the amendments to Board Policy 2: Role of the Board for approval.

Trustee Footz noted that a correction is required as there is a grammatical error in section 1.2.1 of Policy 2. It reads: *Make informed decisions that consider community values and represent the interests of the interests of the Division as a whole* and, should read: *Make informed decisions that consider community values and represent the interests of the Division as a whole*.

Vice-Chair Holowaychuk noted that the Junior High Honours Program was listed under the Board's authority over other programs because the program is not considered an Alternative Program.

087/2021 | Trustee Wall moved: That the Board of Trustees approve the amendments to Board Policy 2: Role of the Board, as presented.

*CARRIED UNANIMOUSLY*

### **BOARD POLICY 8: BOARD COMMITTEES**

Trustee Footz presented to the Board the amendments to Board Policy 8: Board Committees for approval.

088/2021 | Trustee Irwin moved: That the Board of Trustees approve the amendments to Board Policy 8: Board Committees, as presented.

*CARRIED UNANIMOUSLY*

### **BOARD POLICY 18: ALTERNATIVE PROGRAMS**

Trustee Footz presented to the Board the amendments to Board Policy 18: Alternative Programs for approval.

089/2021 | Trustee Seutter moved: That the Board of Trustees approve the amendments to Board Policy 18: Alternative Programs, as presented.

*CARRIED UNANIMOUSLY*

### **ELK ISLAND PUBLIC SCHOOLS FOUR-YEAR EDUCATION PLAN: 2018-2022**

Associate Superintendent Stoddard presented to the Board the Elk Island Public Schools Four-Year Education Plan: 2018-2022 for approval.

090/2021 | Vice-Chair Holowaychuk moved: That the Board of Trustees approve the Elk Island Public Schools Four-Year Education Plan: 2018-22, as presented.

*CARRIED UNANIMOUSLY*

### **CONNECTING LINKS FROM CAPITAL RESERVES**

Secretary-Treasurer Cole presented to the Board for approval a recommendation to use Capital Reserves in 2020-21 for modular connecting links at Ardrossan Junior Senior High and SouthPointe School.

091/2021 | Trustee Wall moved: That the Board of Trustees approve the use of Capital Reserves in 2020-21 for modular connecting links at Ardrossan Junior Senior High and SouthPointe School for \$30,000 and \$50,000, respectfully.

*CARRIED UNANIMOUSLY*

### **STUDENT TRANSPORTATION 2020-21 PANDEMIC FEE CREDIT**

Director Weder presented to the Board for approval a recommendation to assess a one-time credit in consideration of the pandemic to students that accessed busing for the entire 2020-21 school year.

Director Weder noted a correction to the chart on page 2 of the report -- total fees for Grade 7 to Grade 12 should read \$20,760 not \$2,0760.

Trustee Wall noted that a spelling correction was required on the recommendation page before the Board moved forward with the motion. The word *assessed* needed to be changed to *accessed* to match the recommendation noted in the report, which read, *That the Board of Trustees approve that Student Transportation will assess a credit in consideration of the pandemic to students that **accessed** busing for the entire 2020-21 school year as follows:*



Vice-Chair Holowaychuk commended Director Weder and the Student Transportation team for their consideration in recognition of the pandemic and the financial constraints our families are experiencing.

092/2021 | Trustee Footz moved: That the Board of Trustees approve that Student Transportation will assess a credit in consideration of the pandemic to students that accessed busing for the entire 2020-21 school year as follows:

- 5% of the total transportation fee for students in Kindergarten – Grade 6.
- 10% of the total transportation fee for students in Grade 7-12

*CARRIED UNANIMOUSLY*

## Committee Reports

### STUDENT EXPULSION COMMITTEE

Trustee Stadnick presented a report from the Student Expulsion Committee meeting held on April 26, 2021, for information.

093/2021 | Trustee Stadnick moved: That the Board of Trustees receive for information the report from the Student Expulsion Committee meeting held on April 26, 2021.

*CARRIED UNANIMOUSLY*

## Reports for Information

### 2020-21 SUMMER PROJECTS

Superintendent Liguori presented to the Board the 2020-21 Summer Projects report for information. The Board commended the work of the Facility Services team in ensuring facilities are in good order and safe for students and staff.

094/2021 | Trustee Stadnick moved: That the Board of Trustees receive the 2020-21 Summers Projects Plan for information.

*CARRIED UNANIMOUSLY*

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

Reports by trustees were presented.

### ADJOURNMENT

Board Chair Boymook declared the meeting adjourned at 11:25 a.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent



# RECOMMENDATION REPORT

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 9: Board Representatives

**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 the amendments to Board Policy 9: Board Representatives, 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 recommendation is for the membership of Committee of School Councils (COSC) to be amended to include a minimum of two trustees as well as the Board Chair to ensure commitment from the Board. Attendance ensures consistent messaging and supports the Board's engagement work.

- |   |
|---|
| <ol style="list-style-type: none"><li>3. Membership<ol style="list-style-type: none"><li>1. Board Chair, <u>and</u></li><li>2. <u>Minimum of two</u> <del>Other</del> trustees (<del>optional attendance</del>)</li></ol></li></ol> |
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# RECOMMENDATION REPORT

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## **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 9: Board Representatives (marked)
2. Board Policy 9: Board Representatives (unmarked)

## Policy 9

# BOARD REPRESENTATIVES

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

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

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

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

2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	
	June 18, 2020

June 3, 2021

## Policy 9

# BOARD REPRESENTATIVES

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

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

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

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

2. Powers and duties
  1. Attend TEBA meetings
  2. Represent the Board's positions and interests
  3. Communicate to the Board the work of TEBA
3. Membership
  1. One (1) trustee
4. Meetings
  1. As called by TEBA

**Reference:**

Sections 33, 52 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
Dec. 17, 2015	Dec. 17, 2015
Dec. 12, 2016	-
March 6, 2017	-
April 10, 2017	May 29, 2017
March 19, 2019	-
Aug. 29, 2019	Aug. 29, 2019
Dec. 11, 2019	Dec. 11, 2019
April 14, 2020	
	June 18, 2020
June 3, 2021	



# RECOMMENDATION REPORT

Page 1 of 2

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Colleen Holowaychuk, Board Vice-Chair, Chair of the Audit Committee

**SUBJECT:** Audit Engagement Letter

**ORIGINATOR:** Colleen Holowaychuk, Board Vice-Chair, Chair of the Audit Committee

**RESOURCE STAFF:** Candace Cole, Secretary-Treasurer  
Leah Lewis, Director, Financial Services

**REFERENCE:** Board Policy 2: Role of the Board  
Board Policy 8: Board Committees

**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 2021 financial audit engagement letter and LAPP audit engagement letter, as presented.**

## BACKGROUND:

Under Board Policy 8: Board Committees, Section 3, the Audit Committee is charged with assisting the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved, by overseeing the processes for managing and reporting on financial activities and related internal controls.

On June 10, 2021, the Audit Committee received the 2021 Audit Service Plan and engagement letters (attached).

- The financial audit letter confirms the services of the auditors and related terms of engagement for the fiscal year ending Aug. 31, 2021.
- The Local Authorities Pension Plan (LAPP) letter confirms the services of the auditors and related terms of engagement for the calendar year ending Dec. 31, 2021. The LAPP review is only required once every three years.





# RECOMMENDATION REPORT

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Board Policy 2: Role of the Board, Fiscal Accountability requires the Board to ensure the terms of engagement are met and receive the final audit report upon its completion.

## **COMMUNICATION PLAN:**

Following Board approval of the 2021 engagement letters, they will be signed and submitted to the auditor, MNP LLP, prior to interim audit work commencing July 13, 2021.

## **ATTACHMENT(S):**

1. Engagement letter – financial audit
2. Engagement letter – LAPP review

June 17, 2021

Ms. Colleen Holowaychuk, Chair of the Audit Committee  
Mr. Mark Liguori, Superintendent  
Ms. Candace Cole, Secretary-Treasurer

**The Board of Trustees of Elk Island Public Schools**

Central Administration Building  
683 Wye Road  
Sherwood Park, AB T8B 1N2

Dear Ladies and Gentlemen:

This letter will confirm the arrangements discussed with you regarding the services we will render to The Board of Trustees of Elk Island Public Schools ("EIPS") commencing with the fiscal year ending August 31, 2021.

**Our responsibilities**

We will audit the financial statements of The Board of Trustees of Elk Island Public Schools for the year ended August 31, 2021.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error.

Our responsibilities, objective, scope, independence and the inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards are detailed in Appendix A, which forms part of our mutual understanding of the terms of this engagement.

**Management's responsibilities**

The operations of EIPS are under the control of management, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. This includes the design, implementation and maintenance of internal control relating to the preparation and presentation of the financial statements.

Appendix B, which describes in detail management's responsibilities with respect to this engagement, forms part of our mutual understanding of the terms of this engagement.

**Other information**

Canadian generally accepted auditing standards also require us to read and consider the other information included in EIPS's annual report. We must consider whether there are material inconsistencies between the other information and the financial statements, or between the other information and our knowledge obtained during the course of our audit. If the annual report will not be available until after the date of our audit report, a final version of the document(s) must be made available to us prior to their issuance, so that we may complete the procedures required by Canadian generally accepted auditing standards.

**Reporting**

Unless unanticipated difficulties are encountered, our report will be substantially in the form illustrated in Appendix C.

**Fees and expenses**

Our fees and expenses are discussed in detail in Appendix D.

**Other matters**

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, included as Appendix E, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix E, we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at [www.mnp.ca](http://www.mnp.ca). We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Rules of Professional Conduct.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the second copy of this engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and The Board of Trustees of Elk Island Public Schools.

Sincerely,



**MNP LLP**

TB/mdm

**RESPONSE:**

This letter correctly sets forth the understanding of The Board of Trustees of Elk Island Public Schools.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

cc: Audit Committee

June 17, 2021

Ms. Colleen Holowaychuk, Chair of the Audit Committee  
Mr. Mark Liguori, Superintendent  
Ms. Candace Cole, Secretary-Treasurer

**The Board of Trustees of Elk Island Public Schools**

Central Administration Building  
683 Wye Road  
Sherwood Park, AB T8B 1N2

Dear Ladies and Gentlemen:

This letter will confirm the arrangements discussed with you regarding the nature and limitations of the services we will render to The Board of Trustees of Elk Island Public Schools (the "EIPS") commencing January 1, 2021 and ending December 31, 2021.

We will apply the specified auditing procedures, listed in Appendix A, for the period commencing January 1, 2021 and ending December 31, 2021, as determined by The Board of Trustees of Elk Island Public Schools. This engagement is solely to assist EIPS with the requirements ("the specified requirements") set out in the Local Authorities Pension Plan Pension e-guide and instructions received from Alberta Pensions Services Corporation. Our engagement to perform specified auditing procedures will be performed in accordance with the applicable standards established by the Chartered Professional Accountants of Canada. The sufficiency of the specified auditing procedures is solely the responsibility of The Board of Trustees of Elk Island Public Schools. Consequently, we make no representation regarding the sufficiency of the procedures described in Appendix A, either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in the Report, or will not issue a report on this engagement.

Because the specified auditing procedures listed in Appendix A do not constitute an audit, we will not express an opinion nor provide negative assurance on The Board of Trustees of Elk Island Public Schools's financial statements or any elements, accounts or items thereof, nor over the effectiveness of The Board of Trustees of Elk Island Public Schools's internal control over financial reporting or any part thereof. In addition, we have no obligation to perform any procedures beyond those listed in Appendix A. The procedures performed may not necessarily reveal all material facts with respect to the financial information to which the specified auditing procedures are being applied.

We will issue a report describing the procedures performed and our findings. This report is intended solely for the information and use of EIPS to whom the report is specifically addressed, and distribution of the report should be restricted to this specified party. Accordingly, we emphasize that this report is not intended to be and should not be used by anyone other than the specified user or for any other purpose. We accept no responsibility for any loss or damage suffered by EIPS, Director(s), management or employees, or any other reader, as a result of using the report for any other purpose.

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate in writing to the Board of Trustees any relationships between The Board of Trustees of Elk Island Public Schools (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to The Board of Trustees of Elk Island Public Schools. If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. The assistance will facilitate the progress of our work and minimize the cost of our service to you.

The above paragraphs relate to our statutory obligations in connection with our engagement. However, we will also, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

### **Fees and expenses**

Our fees and expenses are discussed in detail in Appendix B.

### **Other matters**

Our standard terms and conditions, included as Appendix C, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix C, we reserve the right to notify all financial statement users of the change.

These terms will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and The Board of Trustees of Elk Island Public Schools.

Sincerely,

*MNP LLP*

**Chartered Professional Accountants**

MH/mdm

**RESPONSE:**

This letter correctly sets forth the understanding of The Board of Trustees of Elk Island Public Schools.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# RECOMMENDATION REPORT

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** STEPS System Program – Designation of School Code

**ORIGINATOR:** Sandra Stoddard, Associate Superintendent

**RESOURCE STAFF:** Weylin Gilewich, Director, Information Technologies  
Kevin Therrien, Data Coordinator, Information Technologies  
Bonnie Stone, Executive Assistant, Supports for Students  
Lynn Brims, Accountant, Finance

**REFERENCE:** Administrative Procedure 320: Student Records

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

**EIPS GOAL:** A culture of excellence and accountability

**EIPS OUTCOME:** The Division uses evidence-based practices to support and enhance the quality of teaching, learning and leading.

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## RECOMMENDATION:

**That the Board of Trustees approve the creation of a new school site in PASI, which will be used to register grades 7-12 students in the STEPS (Steps to Enhance Personal Success) system program. This school site would be named Salisbury STEPS Junior/Senior High school.**

## BACKGROUND:

Currently, grades 7-12 students in the Division who are registered in the STEPS program attend Salisbury High school. To date, when the grade 7 students transition into the STEPS program at Salisbury, they are registered in PASI as a grade 10 student, the following year a grade 11 student and then as a grade 12 student the next year, remaining registered as grade 12 until they complete their programming. These students have been recorded as high school students in PASI because Salisbury is only a Grade 10 to 12 school and cannot accept grades 7-9 when entering enrolments.

With the changes that have been made to the Funding manual for school authorities, the current practice is no longer feasible. High school funding is allocated using the three-year weighted moving average. Students in their first, second or third year of high school receive 100% of the High School Base Rate. Students in their fourth year of high school receive 50% of the High School Base Rate and students beyond their fourth year of high school only receive 25% of the High School Base Rate. The implication is that the new funding model has resulted in reduced funding for STEPS students after they reach their actual Grade 10 year because this is considered their 4<sup>th</sup> year of high school. For the remaining years they are enrolled,



# RECOMMENDATION REPORT

the Division receives only 25% of the funding they should be receiving. If the Division does not rectify this situation, the reduced funding for STEPS students will have an impact on their programming. A solution to this is to create a new grade 7-12 school site in PASI which contains the same Salisbury location information and administration information. This school site would be named Salisbury STEPS Junior/Senior High school. When working with students in the STEPS program the staff at Salisbury would simply need to select the appropriate school from the dropdown menu in PowerSchool or PowerTeacher.

In order to proceed the Division needs to provide the approved motion to Alberta Education prior to establishing a new school site in PASI.

## **COMMUNICATION PLAN:**

If the recommendation is approved, Supports for Students will forward the approved motion to Alberta Education and establish a new school site in PASI. Following, Salisbury staff will be advised, with current and future STEPS registrations modified accordingly to ensure the appropriate grade is reflected in PASI.

## **ATTACHMENT(S):**

1. N/A

SS:ss





# RECOMMENDATION REPORT

Page 1 of 2

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2021 Friends of Education Award

**ORIGINATOR:** Ryan Marshall, Director, Instructional Supports

**RESOURCE STAFF:** Laura McNabb, Director, Communication Services  
Corrie Fletcher, Communications Specialist, Communication Services

**REFERENCE:** Board Policy 1: Division Foundational Statements  
Administrative Procedure 525: Partnerships

**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

---

## RECOMMENDATION:

**That the Board approve EIPS' nomination of Dow Canada for the 2021 Friends of Education Award, an annual Alberta School Boards Association recognition for organizations that contribute to education within their local community.**

## BACKGROUND:

Annually, the Alberta School Boards Association (ASBA) hosts an awards program, Friends of Education, to recognize and thank the many Alberta-based organizations that contribute to education in their community. This year, EIPS plans to nominate Dow Chemical Canada in Fort Saskatchewan (see Attachment 1: "ASBA 2021 Friends of Education Nomination Form").

## CURRENT SITUATION OR KEY POINT:

Every year, for the past two decades, Dow Chemical Canada has made a significant financial contribution to EIPS. The company provides \$20,000 annually to maintain EIPS' Partners For Science program, an innovative science and technology program founded on the principle that students learn best by doing. The money allows EIPS to refurbish and distribute more than 900 science kits to elementary schools throughout the Division and Elk Island Catholic Schools.

In addition, this year, Dow Chemical Canada generously donated funds to support First Nations, Métis and Inuit students, and offered many volunteer employees to enhance learning within EIPS classrooms. Other recent contributions include a \$50,000 donation to the Partners In Education program to fund junior high STEM courses and Career and Technology Foundations. It also provided \$140,000 to help implement the new curriculum. That support offers students a huge advantage. It enhances student learning, makes a lasting difference in schools,



# INFORMATION REPORT

Page 2 of 2

and has a lifelong impact. The results speak for themselves: EIPS students are more enthusiastic about the curriculum and achieve higher-than-average standings on the Provincial Achievement Tests.

Overall, the collaborative working relationship that now exists between Dow Chemical Canada and EIPS directly contributes to the quality of education across the Division and represents a shared interest in helping students achieve excellence. As such, the Division feels the organization is a perfect fit for ASBA's 2021 Friends of Education Award.

ASBA will announce the Friends of Education award winners at its Fall General Meeting. Each recipient will receive a brass school bell and public recognition.

## **ATTACHMENT(S):**

1. Attachment 1: ASBA 2021 Friends of Education Nomination Form



**Alberta School Boards Association  
2021 Friends of Education Award**

# Alberta School Boards Association 2021 Friends of Education Award

## Background

The Friends of Education Award recognizes organizations in the community who have made a special contribution to education in your local community.

## Criteria

This service must be documented and be local in character. The major criterion for the Friends of Education Award is a significant contribution to education in your local community. Nominees should be demonstrably committed to the improvement of education for Alberta students.

## Procedural Guidelines

Each school board may only nominate one (1) candidate to the **zone selection committee**. The zone committee will review the nomination forms.

This award may not be made to an organization in conjunction with another ASBA award. No more than one Friends of Education Awards per zone shall be conferred in one year with the exception of zone 2/3 who can submit two.

## School board submission process and deadline

Upon school board approval of the nomination, the school superintendent, or his/her authorized representative, will submit one (1) complete electronic copy and one (1) paper copy of the completed nomination package to the **zone chair (or designate)** of the ASBA zone in which your jurisdiction is located **by March 19, 2021**, as shown below.

Zone 1, Ms. Robyn Robertson Peace River School Division 10018 - 101 Street, Peace River AB, T8S 2A5 Email: <a href="mailto:RobertsonRob@prsd.ab.ca">RobertsonRob@prsd.ab.ca</a> Tel: 780.834.6835	Zone 5, Ms. Jennifer Mertz Golden Hills School Division 435 A Highway #1, Strathmore, AB T1P 1J4 Email: <a href="mailto:jennifer.mertz@ghsd75.ca">jennifer.mertz@ghsd75.ca</a> Tel: 403.324.0170
Zone 2/3, Ms. Colleen Holowaychuk Elk Island Public School 683 Wye Road, Sherwood Park AB, T8B 1N2 Email: <a href="mailto:colleen.holowaychuk@eips.ca">colleen.holowaychuk@eips.ca</a> Tel: 780.722.5370	Zone 6, Ms. Lori Hodges Livingstone Range School Division Box 1810, Fort Macleod AB, T0L 0Z0 Email: <a href="mailto:hodgesl@lrtd.ab.ca">hodgesl@lrtd.ab.ca</a> Tel: 403.634.6560
Zone 4, Ms. Laurette Woodward Red Deer Public Schools 4747 - 53 Street, Red Deer AB, T4N 2E6 Email: <a href="mailto:Laurette.woodward@rdpsd.ab.ca">Laurette.woodward@rdpsd.ab.ca</a> Tel: 403.343.1405	

## Awards Presentation

An ASBA Friends of Education brass school bell will be awarded to a maximum of six Friends of Education recipients presented by the President of the Alberta School Boards Association to the recipient(s) at the ASBA Fall General Meeting.

# Alberta School Boards Association 2021 Friends of Education Award

## Nomination Form

Nomination forms must be completed and received by the **Zone Chair** on or before **March 19, 2021** to be considered. A board may not nominate more than one candidate for a Friends of Education Award. Boards may nominate an organization outside their own jurisdiction but within their zone. Please include either a photograph or logo of the organization with the nomination package in electronic format (e.g. jpeg).

The **Zone chair** will submit the recipients nomination package(s) to the ASBA offices once a recipient has been selected.

Nominee (Please record the nominee's name precisely as it should appear on the award)

---

Contact Name

Telephone

Email

---

Address

Jurisdiction

---

Town/City/Province/Postal Code

By motion of the Board at a meeting held on

---

MM/DD/YYYY

The zone committee is requested to consider the above nomination for the Friends of Education Award. (Please provide a copy of the motion). Information supporting the nomination must be included with this form. Please respond to the questions in full, attaching additional pages as required.

---

Nominator (Name)

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Jurisdiction/Zone

## Alberta School Boards Association 2021 Friends of Education Award

1. Describe the nominee's particular area of service, outlining the demonstrated outstanding leadership and competence. Attach additional pages as required.

2. Cite the benefits that have been derived by local students as a result of the nominee's actions.

3. Cite the time frame within which the nominee made their contributions to education.

4. Describe the nominee's relationship with the various members of the education community.

## Alberta School Boards Association 2021 Friends of Education Award

5. Give examples of how the nominee has demonstrated an interest in and support for education and trusteeship in your respective zone.

6. Explain how this nominee has demonstrated leadership in education in your respective zone.

7. Outline how this nominee is highly effective in encouraging and fostering those in the field of education.

8. Outline the nominee's involvement in community activities other than those noted in the field of education.

**Additional Comments:** Include comments on the nominee's commitment to students, schools, trusteeship, and the community.



# INFORMATION REPORT

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Unaudited Financial Report for Sept. 1, 2020 to May 31, 2021

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

**RESOURCE STAFF:** Leah Lewis, Director, Financial Services  
Sandy Vallee, 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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**ISSUE:**

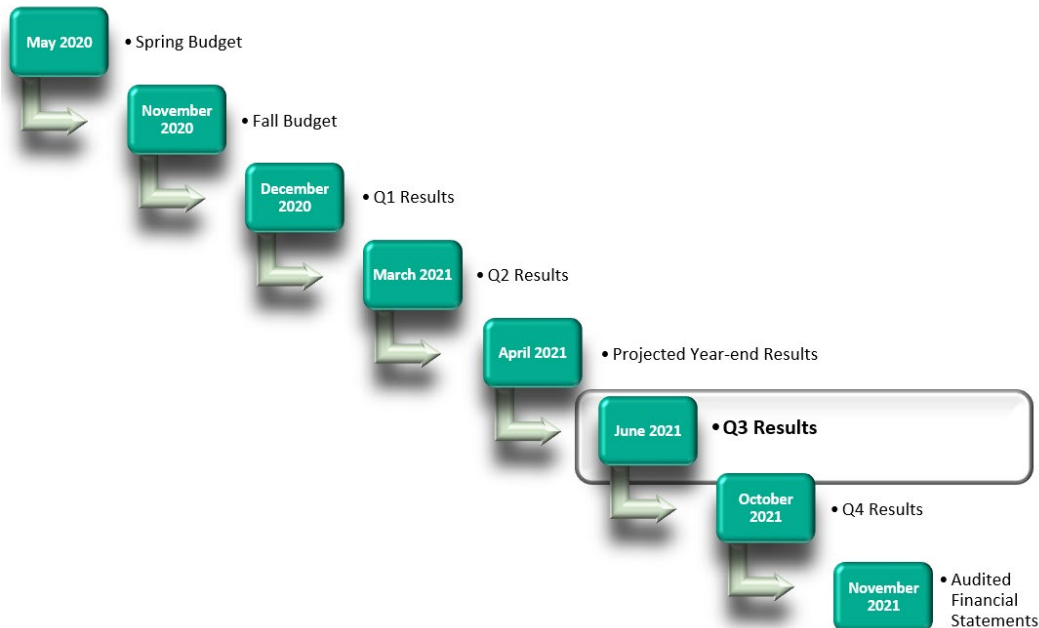
That the Board of Trustees receive for information the Unaudited Financial Report for the period Sept. 1, 2020 to May 31, 2021 for Elk Island Public Schools.

**BACKGROUND:**

Policy 2: Role of the Board, Section 8, Fiscal Accountability, establishes that the Board of Trustees will monitor the fiscal management of EIPS through receipt of quarterly variance analysis.

**CURRENT SITUATION OR KEY POINT:**

Financial Services has prepared an unaudited financial report for the nine-month period ended May 31, 2021. For the 2020-21 school year, the Division is past the midway point of our financial reporting cycle:







# INFORMATION REPORT

This report compares current results to the fall budget. In general, schools are expected to be about 90% spent at this point in the year (9/10<sup>ths</sup> of the school year complete), while central department costs and Division revenue are expected to be about 75% spent (9/12<sup>ths</sup> of the fiscal year complete). For schools and revenue variances, notes are provided for variances exceeding five per cent of budget. For central services, notes are provided for every budget group.

Please note the majority of variances are typically the result of timing differences, meaning expenditures are not incurred evenly over the course of the year. These timing differences are expected to resolve themselves (variances will be eliminated) by the end of the school year when all expenses will have been incurred.

Some other variances are what we would consider a 'permanent' variance and are not expected to resolve themselves by the end of the year. These variances would contribute to any difference between our fall budget and our actual year-end results.

As of May 31, 2021, EIPS has an overall operating surplus of \$3,726,000. Revenue and expense variances are detailed in the Third Quarter Report 2020-21.

## **ATTACHMENT:**

1. Third Quarter Report 2020-21



Your Future in **MIND** ●

**Third  
Quarter  
Report**

**2020-21**

This document includes the Financial Statements of Elk Island Public Schools for the period September 1, 2020 to May 31, 2021 and variance notes to these statements.

**Report to the  
Board of Trustees**

June 17, 2021

This information has not been audited.

**Elk Island Public Schools**  
**Highlights**  
**For The Nine-Month Period Ended May 31, 2021**  
**(excluding School Generated Funds)**

**Financial Summary:**

	Annual Fall Budget	Year to Date Actual	Actual % Of Budget*
Revenues (Page 3)	193,575,535	145,739,163	75%
School Expenses (Pages 7 and 8)	136,145,974	100,772,748	74%
Central Services Expenses (Page 13)	61,326,219	41,240,001	67%
<b>Surplus / (Deficit)</b>	<b>(3,896,658)</b>	<b>3,726,414</b>	<b>-96%</b>

\* Average spending at May 31, 2021 should be approximately 90% (for school year expenditures) or 75% (for revenue and for year-round expenses).

**Significant Changes and Events:**

**COVID-19 Pandemic**

COVID-19 continues to have an impact on Division costs. In the third quarter of the year, contingency funds (To Be Allocated) were released from the illness budget. In addition, funds were also set aside for new furniture and equipment for modulars, upcoming election costs, an OH&S strobe light pilot project, supporting work surrounding the new curriculum, and computer equipment.

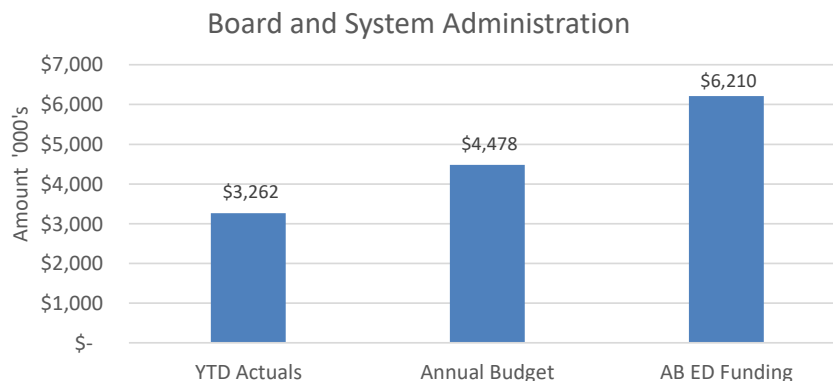
**Critical Worker Benefit**

The Government of Alberta announced a one-time Critical Worker Benefit for employees in certain sectors, including education. Although the province set the requirements and restrictions for this benefit, the funds flowed through the Division and was paid out to eligible employees and contractors in March. Total benefit for Division employees was \$542,000. In addition, amounts of \$183,000 and \$36,000 were paid out to contracted bus drivers and custodians, respectively. The province recently announced an expansion of the benefit and the Division is seeking clarity from Alberta Education on new eligibility requirements.

**Deferred Revenue - Weighted Moving Average**

When the province announced the provincial budget for the upcoming school year, they indicated a new COVID-19 Mitigation grant would offset funding reductions in 2021-22 related to lower weighted moving averages for enrolment (due to decreased enrolment school boards saw in September 2020). As per advice from the Division's external auditors, this new \$1.4M grant will be recognized in current year, and offsets revenue previously deferred by the Division.

**Board and System Administration** current expenses are at \$3.26 million, or 2.3% of total expenses for EIPS. This means the Division has spent 53% of the Board and System Administration grant provided by Alberta Education, and 73% of total Board and System Administration budget for EIPS.

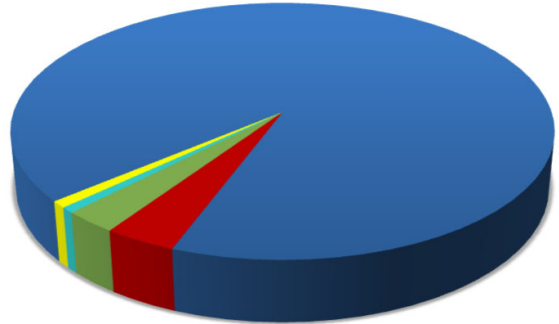


**Elk Island Public Schools**  
**Revenue & Expense Analysis (excluding SGF)**  
**For The Nine-Month Period Ended May 31, 2021**

**Revenues by Source**

	Alberta Education
	Federal Government
	Other Govt of Alberta
	Fees
	Sales and Services and Other

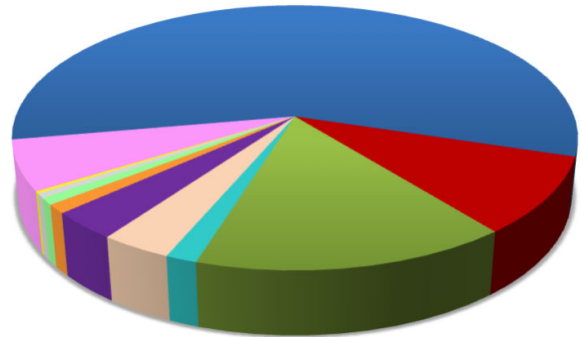
\$	%
133,855,112	91.9%
5,503,050	3.8%
4,102,984	2.8%
1,045,269	0.7%
1,232,748	0.8%
<b>\$ 145,739,163</b>	<b>100.0%</b>



**Alberta Education Revenues**

	Base Instruction
	Services & Supports
	School - System Needs
	Community
	Jurisdictions
	Bridge Funding
	Other
	Covid Mitigation
	Critical Worker Benefit
	Supported Amortization
	Teacher Pensions

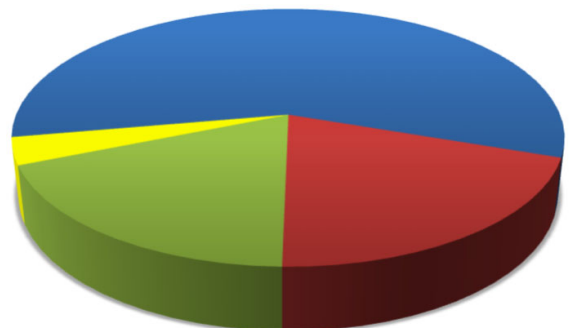
\$	%
77,069,056	57.6%
12,634,662	9.4%
20,886,822	15.6%
2,075,134	1.6%
4,722,997	3.5%
4,578,358	3.4%
1,466,194	1.1%
1,114,875	0.8%
762,233	0.6%
301,761	0.2%
8,243,020	6.2%
<b>\$ 133,855,112</b>	<b>100.0%</b>



**Expenses by Object**

	Certificated Salaries & Benefits
	Classified Salaries & Benefits
	Services, Contracts & Supplies
	Capital & Debt Services

\$	%
82,430,523	58.1%
28,459,907	20.0%
26,273,460	18.5%
4,848,859	3.4%
<b>\$ 142,012,749</b>	<b>100.0%</b>



**Elk Island Public Schools**  
**Statement of Revenues and Expenses**  
**For The Nine-Month Period Ended May 31, 2021**  
**Percent of the Year Elapsed: 75%\***

	A Annual Fall Budget		Year to Date			Note Reference	Prior Year Actual % Of Budget
			B Actual	C = B / A Actual % Of Budget	C - 75% Actual Less Elapsed %		
<b>REVENUES</b>							
<b>Alberta Education</b>							
Base Instruction	\$	102,586,567	\$	77,069,056	75%	0%	
Services & Supports		16,288,780		12,634,662	78%	3%	
School - System Needs		33,112,503		20,886,822	63%	-12%	A
Community		2,710,192		2,075,134	77%	2%	
Jurisdictions		6,209,690		4,722,997	76%	1%	
Bridge Funding		6,104,477		4,578,358	75%	0%	
Other <sup>1</sup>		1,871,548		1,466,194	78%	3%	
Covid Mitigation		-		1,114,875	N/A	N/A	B
Critical Worker Benefit		-		762,233	N/A	N/A	C
Supported Amortization		503,428		301,761	60%	-15%	D
Teacher Pensions		9,170,000		8,243,020	90%	15%	E
<b>Total Alberta Education</b>		<b>178,557,185</b>		<b>133,855,112</b>	<b>75%</b>	<b>0%</b>	<b>74%</b>
<b>Federal Government</b>		<b>6,114,500</b>		<b>5,503,050</b>	<b>90%</b>	<b>15%</b>	<b>F</b>
<b>Other Government of Alberta</b>		<b>6,153,496</b>		<b>4,102,984</b>	<b>67%</b>	<b>-8%</b>	<b>G</b>
<b>Other Alberta School Authorities</b>		<b>562,611</b>		<b>482,562</b>	<b>86%</b>	<b>11%</b>	<b>H</b>
<b>Fees</b>		<b>1,237,000</b>		<b>1,045,269</b>	<b>85%</b>	<b>10%</b>	<b>I</b>
<b>Other Sales and Services</b>		<b>155,684</b>		<b>150,277</b>	<b>97%</b>	<b>22%</b>	<b>J</b>
<b>Investment Income</b>		<b>160,000</b>		<b>150,144</b>	<b>94%</b>	<b>19%</b>	<b>K</b>
<b>Gifts and Donations</b>		<b>525,672</b>		<b>322,838</b>	<b>61%</b>	<b>-14%</b>	<b>L</b>
<b>Rental of Facilities</b>		<b>109,387</b>		<b>90,698</b>	<b>83%</b>	<b>8%</b>	<b>M</b>
<b>Gains on Disposal</b>		<b>-</b>		<b>36,229</b>	<b>N/A</b>	<b>N/A</b>	<b>0%</b>
<b>Sub-Total (excluding SGF)</b>		<b>193,575,535</b>		<b>145,739,163</b>	<b>75%</b>	<b>0%</b>	<b>74%</b>
<b>EXPENSES BY OBJECT</b>							
Certificated Salaries & Benefits		112,221,634		82,430,523	73%	-2%	76%
Classified Salaries & Benefits		35,659,712		28,459,907	80%	5%	76%
Services, Contracts & Supplies		43,004,976		26,273,460	61%	-14%	66%
Capital & Debt Services		6,585,871		4,848,859	74%	-1%	62%
<b>Sub-Total (excluding SGF)</b>		<b>197,472,193</b>		<b>142,012,749</b>	<b>72%</b>	<b>-3%</b>	<b>74%</b>
<b>Operations Surplus/(Deficit)</b>	<b>\$</b>	<b>(3,896,658)</b>	<b>\$</b>	<b>3,726,414</b>	<b>-96%</b>	<b>-171%</b>	<b>4%</b>
<b>School Generated Funds Budgeted Deficit</b>		<b>(819,695)</b>					
<b>Total Budgeted Deficit</b>	<b>\$</b>	<b>(4,716,353)</b>					

\* Based on a 12 month reporting period.

<sup>1</sup> Includes Lease Support, Dual Credit Programming, Grants, Secondment Revenue, and French Language Funding

**Elk Island Public Schools**  
**Revenue Notes**  
**For the Nine-Month Period Ended May 31, 2021**

**A. Alberta Education – School – System Needs**

Revenue is 12% lower than expected at this point in the year.

- The Infrastructure Maintenance and Renewal grant is recognized to match current expenses. These expenses do not follow a uniform spending pattern as projects at schools are scheduled at different times throughout the year. The revenue variance is offset by an equal variance in expenses (within the Facility Services budget), resulting in no impact to the bottom line.

**B. Alberta Education – Covid Mitigation**

As part of the provincial budget announcement for 2021-22, the Government of Alberta announced a new grant for COVID-19 Mitigation funding that would offset expected funding reductions related to lower weighted moving average for enrolment (due to decreased enrolment school boards saw in September 2020).

Based on advice from our external auditors, EIPS had deferred revenue (set aside funds) for these funding reductions in current year, because they relate to enrolment for the 2020-21 school year. Similarly (and again upon auditor advice), we are recognizing this revenue for the COVID-19 Mitigation grant during 2020-21 as it relates to funding adjustments for current year enrolment and offsets our deferred revenue.

Overall, this grant will increase 2020-21 revenues for EIPS by \$1.4M, which will be fully recognized by end of June. This will be a permanent variance as this grant was not expected.

**C. Alberta Education – Critical Worker Benefit**

The Government of Alberta provided a one-time Critical Worker Benefit for employees in certain sectors, including education. Although the province set the requirements and restrictions for this benefit, the funds flowed through school boards to be paid out to employees and contractors. This variance is offset by a matching variance in expenses, shown on the Schools and Central Services pages.

**D. Alberta Education – Supported Amortization**

Revenue is 15% lower than expected at this point in the year.

- Revenue for supported amortization will increase over the remaining months of the year as capital maintenance projects are completed and begin amortization.

**E. Alberta Education – Teacher Pensions**

Revenue is 15% higher than expected at this point in the year.

- This is a result of a timing difference as revenue received for Teacher Pensions is recognized evenly over the school year (10 months) rather than over 12 months.

#### **F. Federal Government**

Revenue is 15% higher than expected at this point in the year.

- This is a result of a timing difference as the Safe Return to Class federal funding is being recognized evenly over the school year (10 months) rather than 12 months.

#### **G. Other Government of Alberta**

Revenue is 8% lower than expected at this point in the year.

- Spending on the abatement and demolition of the Wye Elementary building is currently below budget and some additional expenses are expected over summer. Overall, the project is planned to be under budget upon completion. Targeted grant revenue for this work is recognized to match actual expenses, so this variance is offset by a matching expense variance in the Facility Services budget.

#### **H. Other Alberta School Authorities**

Revenue is 11% higher than expected at this point in the year.

- This is a result of timing differences as revenue received for the Low Incidence Team is recognized evenly over the school year (10 months) rather than over 12 months.

#### **I. Fees**

Revenue for fees is 10% higher than expected at this point in the year.

- This line is comprised of transportation fees, which are recorded as received. As these were billed prior to the start of the school year (are not being billed quarterly), most of the revenue for the year has already been recognized. This variance is likely to be a permanent variance at the end of the year. EIPS Transportation department has adjusted spending to account for this reduction.

#### **J. Other Sales and Services**

Revenue is 22% higher than expected at this point in the year.

This is primarily a result of timing differences.

- Secondment revenue for the local ATA representative is billed over 10 months, rather than 12 months.
- International student tuition fees are recognized over the school year, rather than 12 months.
- The amount received for our WCB COR Audit rebate was slightly larger than expected.
- Offsetting these differences is the Division's rebate for our purchase card usage, which has not yet been received and is expected in Q4.

#### **K. Investment Income**

Investment income is 19% higher than expected at this point in the year.

- This is due to the timing of investment maturities for the Division. Monthly investment income will decrease over the remaining quarters of the year as investments mature and are not necessarily reinvested.

#### **L. Gifts and Donations**

Revenue is 14% lower than expected at this point in the year.

- A significant donation to the Partners for Science program will be deferred until next year, resulting in a permanent variance at the end of the 2020-21 year. These funds will be used in 2021-22 for the development of science kits that align with the new curriculum. This is offset by a matching expense variance in Supports for Students (Schools) – Specialized Supports & Other Programs.

#### **M. Rental of Facilities**

Revenue is 8% higher than expected at this point in the year due to a timing difference.

- The balance in this revenue line is primarily rental revenue for before and after school care groups operating in our facilities, which is recorded over the ten-month school year, not through the summer months, so we would expect to see revenue closer to 90% at this point in the year.



**Elk Island Public Schools**  
**Detailed Expenditures - Schools (Page 1)**  
**For The Nine-Month Period Ended May 31, 2021**  
**Percent of the Year Elapsed: 90%\***

	A Annual Fall Budget	B Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			C = B / A Actual % Of Budget	C - 90% Actual Less Elapsed %  <i>overspent/(underspent)</i>		
<b>Sector 1 - Sherwood Park</b>						
Bev Facey Community High	\$ 6,959,356	\$ 6,148,297	88%	-2%		89%
Brentwood Elementary	3,115,423	2,727,531	88%	-2%		89%
Clover Bar Junior High	2,820,869	2,456,766	87%	-3%		88%
Davidson Creek Elementary	3,688,543	3,202,023	87%	-3%		88%
École Campbelltown	2,487,388	2,148,718	86%	-4%		88%
F.R. Haythorne Junior High	4,261,997	3,745,157	88%	-2%		89%
Glen Allan Elementary	2,374,192	2,061,739	87%	-3%		87%
Heritage Hills Elementary	2,954,504	2,541,372	86%	-4%		87%
Lakeland Ridge	4,622,827	3,976,619	86%	-4%		88%
Mills Haven Elementary	2,846,320	2,475,537	87%	-3%		88%
Pine Street Elementary	2,639,746	2,224,844	84%	-6%	A	86%
Salisbury Composite High	7,302,295	6,349,712	87%	-3%		90%
Sherwood Heights Junior High	3,911,241	3,411,207	87%	-3%		89%
Strathcona Christian Academy Elementary	3,381,779	2,969,942	88%	-2%		89%
Strathcona Christian Academy Secondary	3,618,924	3,152,694	87%	-3%		88%
Wes Hosford Elementary	2,645,346	2,335,014	88%	-2%		88%
Westboro Elementary	2,870,711	2,506,570	87%	-3%		88%
Woodbridge Farms Elementary	2,832,046	2,482,746	88%	-2%		87%
	65,333,507	56,916,488	87%	-3%		88%
<b>Sector 2 - Strathcona County</b>						
Arrossan Elementary	3,289,486	2,878,154	87%	-3%		87%
Arrossan Junior Senior High	5,009,681	4,353,006	87%	-3%		90%
Fultonvale Elementary Junior High	2,987,050	2,638,281	88%	-2%		89%
Uncas Elementary	1,574,704	1,312,735	83%	-7%	B	82%
	12,860,921	11,182,176	87%	-3%		88%
<b>Sector 3 - Fort Saskatchewan</b>						
Castle (Scotford Colony)	200,253	170,005	85%	-5%		90%
École Parc Élémentaire	2,177,895	1,908,326	88%	-2%		88%
Fort Saskatchewan Christian	2,658,895	2,357,942	89%	-1%		89%
Fort Saskatchewan Elementary	2,317,479	2,016,632	87%	-3%		88%
Fort Saskatchewan High	2,959,006	2,488,391	84%	-6%	C	88%
James Mowat Elementary	2,573,570	2,211,197	86%	-4%		86%
Rudolph Hennig Junior High	3,078,504	2,659,909	86%	-4%		88%
SouthPointe School	3,636,088	3,118,688	86%	-4%		88%
Win Ferguson Elementary	2,919,492	2,554,496	87%	-3%		85%
	22,521,182	19,485,586	87%	-3%		88%
<b>Sector 4 - Lamont County</b>						
Andrew School	722,244	621,295	86%	-4%		88%
Bruderheim School	1,216,846	1,056,475	87%	-3%		89%
Lamont Elementary	2,394,185	2,090,867	87%	-3%		88%
Lamont High	2,284,760	2,020,400	88%	-2%		90%
Mundare School	1,099,745	920,821	84%	-6%	D	86%
	7,717,780	6,709,858	87%	-3%		88%
<b>Sector 5 - County of Minburn</b>						
A.L. Horton Elementary	2,552,561	2,212,101	87%	-3%		87%
Pleasant Ridge Colony	100,369	85,158	85%	-5%		87%
Vegreville Composite High	2,665,041	2,301,327	86%	-4%		86%
	5,317,971	4,598,586	86%	-4%		86%

**Elk Island Public Schools**  
**Detailed Expenditures - Schools (Page 2)**  
**For The Nine-Month Period Ended May 31, 2021**  
**Percent of the Year Elapsed: 90%\***

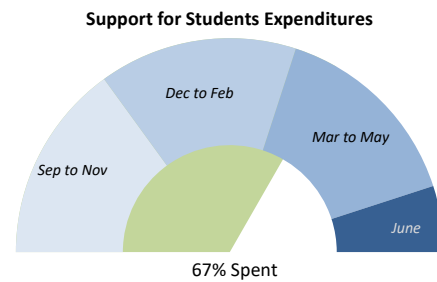
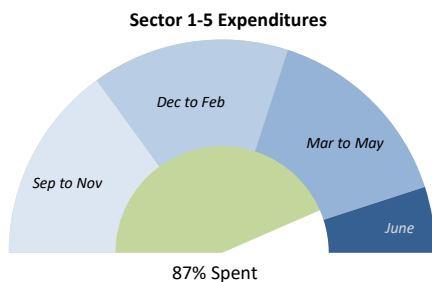
	A Annual Fall Budget	B Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			C = B / A Actual % Of Budget	C - 90% Actual Less Elapsed %		
				<i>overspent/(underspent)</i>		
<b>Supports For Students - Schools</b>						
Early Learning	1,396,850	<b>1,005,243</b>	72%	-18%	E	84%
Out of School Learning K-9	2,657,934	<b>1,787,201</b>	67%	-23%	F	N/A
Specialized Supports & Other Programs <sup>1</sup>	2,622,901	<b>1,653,369</b>	63%	-27%	G	74%
	6,677,685	<b>4,445,813</b>	67%	-23%		81%
<b>Other</b>						
Elk Island Youth Ranch Learning Centre	355,584	<b>299,587</b>	84%	-6%	H	88%
Next Step Programs <sup>2</sup>	3,127,615	<b>2,309,510</b>	74%	-16%	I	85%
New School Building Start Up (Heritage Hills)	27,497	<b>15,981</b>	58%	-32%	J	32%
Leveraging Student Achievement	14,596	-	0%	-90%	K	-
Other School Allocations	2,416	<b>(18,148)</b>	N/A	N/A	L	-
To Be Allocated	3,235,920	-	0%	-90%	M	-
Critical Worker Benefit	-	<b>541,761</b>	N/A	N/A	N	0%
Conversion (10 mo. To 12 mo.)	-	<b>(12,899,367)</b>	N/A	N/A	O	-
Standard Cost Conversion	-	<b>(894,657)</b>	N/A	N/A	P	-
Teacher Pensions	8,953,300	<b>8,079,574</b>	90%	0%		94%
	15,716,928	<b>(2,565,759)</b>	-16%	-106%		-9%
<b>Total School Sites</b>	<b>\$ 136,145,974</b>	<b>\$ 100,772,748</b>	<b>74%</b>	<b>-16%</b>		<b>75%</b>

\* Based on a 10 month reporting period.

<sup>1</sup> Other Programs include Mental Health Capacity Building, School Nutrition Program and Partners 4 Science

<sup>2</sup> Next Step Programs includes Grades 10 to 12 Out of School Learning

	YTD Salary & Benefits	YTD Services, Contracts & Supplies	YTD Total Expenditures	Salaries as % of Expenditures
<b>Sector 1 - Sherwood Park</b>	54,538,239	2,378,249	56,916,488	95.8%
<b>Sector 2 - Strathcona County</b>	10,895,125	287,051	11,182,176	97.4%
<b>Sector 3 - Fort Saskatchewan</b>	18,897,809	587,777	19,485,586	97.0%
<b>Sector 4 - Lamont County</b>	6,483,204	226,654	6,709,858	96.6%
<b>Sector 5 - County of Minburn</b>	4,468,152	130,434	4,598,586	97.2%
<b>Totals</b>	<b>95,282,529</b>	<b>3,610,165</b>	<b>98,892,694</b>	<b>96.3%</b>



The blue half-circle represents the total budget for the year divided into four quarters. For schools it is assumed the total budget is over 10 months which makes the 4th quarter the smallest budget period as that includes the summer months.

The green section represents the actual % of budget that has been spent to date.

**Elk Island Public Schools  
Expense Notes – Schools  
For the Nine-Month Period Ended May 31, 2021**

**A. Sector 1 – Sherwood Park – Pine Street Elementary**

Expenses are below expected year to date spending by 6%.

- Substitute costs are significantly below budget to date. Some additional spending is planned for the remainder of the year in services, equipment, and supplies. There will be surplus returned to Central at year end.

**B. Sector 2 – Strathcona County – Uncas Elementary**

Expenses are below expected year to date spending by 7%.

- Additional spending is planned in the fourth quarter for services, equipment, and supplies.

**C. Sector 3 – Fort Saskatchewan – Fort Saskatchewan High**

Expenses are below expected year to date spending by 6%.

- Due to quarterly semesters, a 1.0 certificated position that was budgeted was ultimately not required. This, along with lower than anticipated sub costs, has resulted in considerable savings within personnel. Additionally, additional expenditures within services, equipment, and supplies will occur in quarter four.

**D. Sector 4 – Lamont County – Mundare School**

Expenses are below expected year to date spending by 6%.

- Lower than anticipated sub costs has resulted in savings. Additional expenditures within services, equipment, and supplies will occur in quarter four.

**E. Supports for Students (Schools) – Early Learning**

Expenses are below expected year to date spending by 18%.

- Savings of approximately \$95,000 have been identified and are recorded in the Spring Budget 2021-22 as a department carry forward.
- This department also has a mix of 10-month and 12-month employees. So, there are some timing differences as the 12-month salaries will continue to be incurred for the full fourth quarter.
- Funds set aside for Enhanced Kindergarten were supposed to be used as part of the larger joint project with Instructional Supports for the Early Learning Literacy project. Due to COVID, a lack of available substitute teachers before the move to online, and then the eventual move of all schools to online learning, the literacy project was put on hold and this budget will be underspent.

#### **F. Supports for Students (Schools) – Out of School Learning K-9**

Expenses are below expected year to date spending by 23%.

- Staffing expenditures in this department are being recorded at actual costs, rather than standard costs. As a result, a timing difference is created as most expenses will be over 12 months (75% spent by end of third quarter) rather than over 10 months. Staffing accounts for a significant portion of this budget.
- Hiring for Out of School Learning positions was staggered throughout the first quarter also causing some of this variance.
- It is also expected that this program will have savings resulting from salaries. The budget was prepared conservatively using Standard Cost as the staffing was not known at the time, however the financials are being reported at actual salary which are trending below the standard cost rates.

#### **G. Supports for Students (Schools) – Specialized Supports & Other Programs**

Expenses are below expected year to date spending by 27%.

- Some costs have been temporarily reduced due to out-of-school learning and increasing virtual consultation due to COVID-19.
- Due to COVID-19, some students with emerging needs were in Out of School Learning and therefore did not need extra staff supporting them in a school environment. Additionally, schools were able to utilize existing staff for emerging needs; these needs would normally have been addressed by allocating funds from our Specialized Supports Schools budget. As school returns to normal operations, we anticipate these allocations will be necessary to support the learning and programming goals for students.
- For the Second Quarter Financial Projections it was reported that this department would have a surplus of approximately \$139,000.
- A portion of the Partners for Science program will be deferred until next year, resulting in a permanent variance of \$143,000 at the end of the 2020-21 year. These funds were donated and will be used in 2021-22 for the development of science kits that align with the new curriculum. In addition, there is a surplus of approximately \$11,000 being reported in the second quarter projections.

#### **H. Other – Elk Island Youth Ranch Learning Centre**

Expenses are below expected year to date spending by 6%.

- This variance is primarily the result of savings in services, contracts and supplies. It is anticipated that spending will continue, but savings of approximately \$7,147 has been incorporated into Spring Budget 2021-22 as a school carry forward.

**I. Other – Next Step Programs**

Expenses are below expected year to date spending by 16%.

- Next Step Programs includes Continuing Education Credit, which does not run until July. The costs for this program are incurred in July and August, and the budget will be depleted at that time.

**J. Other – New School Building Start Up (Heritage Hills)**

Expenses are below expected year to date spending by 32%.

- These expenses reflect school opening costs not covered by Provincial capital funding. Expenses will be incurred over the remaining months of the year.

**K. Other – Leveraging Student Achievement**

Expenses are below expected year to date spending by 90%.

- This budget line was approved by the Board of Trustees in November for \$80,000. Since that time, the majority of funds (\$65,404) have been allocated out to schools.

**L. Other – Other School Allocations**

The variance relates to two offsetting items. Division-wide savings on a new photocopier lease are recorded here, offset by the accrual of school salaries to the end of May. When salaries are paid in June the individual schools will be charged and the accrual cleared to zero.

**M. Other – To Be Allocated**

As per the Fall Budget Update approved by the Board of Trustees in November, \$4.4 million was set aside to be allocated as required to meet school needs. To the end of the third quarter, funds have been allocated out as follows:

- \$634,000 for Division substitute costs.
- \$251,000 for additional support for Kindergarten to Grade 9 out of school learning, including allowing consultants to return to operating as specialized school support rather than directly supporting online learning, and support for French out of school learning.
- \$129,000 for temporary staffing costs in Human Resources and Business Services.
- \$159,000 for Grades 10-12 out of school learning.
- Other spending, including election costs, new curriculum work, modular furniture/equipment, and family school liaison support.

Financial Services continues to analyze anticipated costs related to COVID-19 for the remaining quarter of the year.

**N. Other – Critical Worker Benefit**

The Government of Alberta announced a one-time Critical Worker Benefit that included the education sector. Although this grant's requirements and restrictions were set by the province, the funding flowed through school boards to distribute to eligible staff and contractors. For EIPS, benefits were paid out to school staff, primarily educational assistants and secretaries, totaling \$542,000. This expense is offset by a matching revenue, resulting in no impact to the bottom line.

**O. Other – Conversion (10 mo. To 12 mo.)**

This budget converts certificated salaries from a 12 month basis (as paid) to a 10 month basis (as earned), and will even out to zero by the end of the fourth quarter.

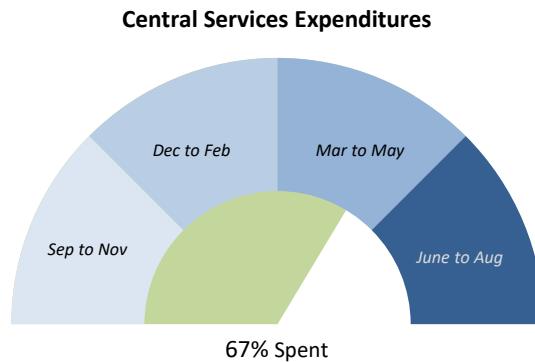
**P. Other – Standard Cost Conversion**

This is comprised of the net conversion between standard costs charged to schools and actual salaries and benefits for school employees. Based on historical results, this surplus will lower throughout the year.

**Elk Island Public Schools**  
**Detailed Expenditures - Central Services**  
**For The Nine-Month Period Ended May 31, 2021**  
**Percent of the Year Elapsed: 75%\***

	A Annual Fall Budget	Year to Date			Note Reference	Prior Year Actual % Of Budget
		B Actual	C = B / A Actual % Of Budget	C - 75% Actual Less Elapsed %  <i>overspent/(underspent)</i>		
<b>Governance</b>	\$ 542,188	\$ 383,478	71%	(4%)	A	77%
<b>Education Executive</b>	1,392,741	935,683	67%	(8%)	B	71%
<b>Supports For Students - Central</b>	2,990,436	1,868,092	62%	(13%)	C	64%
<b>Human Resources</b>	6,286,696	4,580,529	73%	(2%)	D	66%
<b>Business Services</b>	2,689,219	1,836,939	68%	(7%)	E	72%
<b>Facility Services</b>					F	
Facilities	17,474,894	12,099,425	69%	(6%)		73%
Infrastructure Maintenance and Renewal	6,288,770	779,954	12%	(63%)		24%
	<u>23,763,664</u>	<u>12,879,379</u>	<u>54%</u>	<u>(21%)</u>		<u>20%</u>
<b>Information Technologies</b>	5,321,917	3,897,540	73%	(2%)	G	75%
<b>Student Transportation</b>	11,903,097	9,642,178	81%	6%	H	81%
<b>Fiscal Services</b>	6,436,261	4,996,557	78%	3%	I	59%
<b>Critical Worker Benefit</b>	-	219,626	N/A	N/A	J	0%
<b>TOTAL CENTRAL SERVICES</b>	<u>\$ 61,326,219</u>	<u>\$ 41,240,001</u>	<u>67%</u>	<u>(8%)</u>		<u>69%</u>

\* Based on a 12 month reporting period.



The blue half-circle represents the total budget for the year divided into four quarters.

The green section represents the actual % of budget that has been spent to date.

**Elk Island Public Schools**  
**Expense Notes – Central Services**  
**For the Nine-Month Period Ended May 31, 2021**

**A. Governance**

*Includes the Board of Trustees budget.*

Expenses are below expected year to date spending by 4%.

- The Governance budget includes expenditures related to working sessions, professional development, and public relations events for Trustees. COVID-19 restrictions have resulted in these transitioning to a virtual platform with reduced costs or being cancelled for the current year. In addition, this budget does not follow a uniform spending pattern. It is anticipated that there will be savings of approximately \$39,525 that have been incorporated into Spring Budget 2021-22 as a department carry forward.

**B. Education Executive**

*Includes the Superintendent, Communications, and Election budgets.*

Expenses are below expected year to date spending by 8%.

- Expenses in the Communications, Election and Division Principal budgets are tracking closely to expected spending at this point in the year.
- There are several timing differences in the Superintendent department. There is below expected spending in the Planning and Leadership Workshop programs, as activities in these programs have been delayed due to the COVID pandemic restrictions. There has also been little to no spend in contracted service and supplies to date, however it is anticipated this will be fully spent in the remaining quarter of the year. Savings in salary have resulted from delaying the recruitment for a vacant position.

**C. Supports for Students – Central**

*Includes Associate Superintendent, Instructional Supports, and Central Specialized Supports budgets.*

Expenses are below expected year to date spending by 13%. However, this is comparable with prior year.

- Associate Superintendent expenses are below year to date spending resulting from COVID-19 restrictions limiting school and in person visits. This has resulted in the First Nations Métis Inuit program expense, mileage, professional development, and contracted services being underspent. Approximately \$80,000 of these savings have been added to the Spring 2021-22 budget as a department carry forward.
- The Instructional Supports budget is underspent for mileage, contracted services, and professional development in the third quarter primarily related to the COVID-19 restrictions. There is a timing differences in expenditures for the Dual Credit, New Curriculum and Career and Technology Foundations programs which should be incurred in the fourth quarter of the year. Substitute teacher expenditure is currently underspent, and plans were in place to have the money depleted in quarter four as work was planned to begin on the literacy initiative. Due to COVID, there was a lack of available substitute teachers before the move to online, and then the eventual move of all schools to online learning, the literacy project was put on hold and this budget will be underspent.
- Central Specialized Supports expenses are tracking as expected.



#### **D. Human Resources**

*Includes Associate Superintendent, Staff Relations and Training, and Recruitment and Staffing budgets.*

Expenses are below expected year to date spending by 2%.

- Associate Superintendent expenses for the Enterprise Resource Planning Software Project is currently tracking slightly below expected spend, however it is anticipated this will be spent in full by end of year. The Long Service programs expenditures are minimal to date. A portion of this expense for the gifts and restaurant gift cards will be incurred in June and due to a lower number of retirements, this program will be underspent. The Occupational Health and Safety program is currently underspent due to a timing difference related to the Certificate of Recognition audit. Severance expenses are also included in the Associate Superintendent budget and do not follow a uniform spending pattern throughout the year.
- Staff Relations & Training expenses for the Off to a Good Start and Health Recovery programs are reporting very little expense, however this will be incurred in the fourth quarter. In addition, Professional Development has shifted to primarily virtual platforms due to COVID-19, which has impacted the costs and number of registrations thus creating savings in these programs. This department also has the budget for Long Term Disability benefits which does not follow a uniform spending pattern. Lastly, due to staffing restructuring and a delay in hiring a vacant position, the Administration program is anticipated to have savings.
- Offsetting the above items, Recruitment & Staffing expenses are tracking 7% over the expected year to date. The additional cost for substitutes and illness resides in this budget and due to the pandemic, it is experiencing higher than normal trends. However, there is budget dollars available in contingency funds (To Be Allocated) to cover overages.

#### **E. Business Services**

*Includes the Secretary-Treasurer and Financial Services budgets.*

Expenses are under expected year to date spending by 7%.

- Financial Services is underspent due to a timing difference resulting from the hiring of two temporary positions and for contracted services (primarily external audit costs) which will be incurred in the fourth quarter.
- Secretary-Treasurer expenses are underspent in both insurance and legal programs. Legal expenses are not predictable and could be incurred at any point in the future.

#### **F. Facility Services**

*Includes the Facility Services and Infrastructure Maintenance and Renewal budgets.*

Expenses are below expected year to date spending by 21%. Rather than a single program, this is a result of several variances, some of which are offsetting.

- The Facility Services department includes the Wye Elementary demolition and abatement. The project will be completed in the summer, and it is anticipated this will be under budget.
- The custodial programs are trending below expected. These expenses are not evenly incurred throughout the year, spring break and summer months tend to report higher expenditures.
- The Assistant Director program is underspent however expenditures are planned for equipment upgrades and repairs. It is anticipated this budget will be fully spent by the end of the year.

- Infrastructure Maintenance and Renewal expenses do not follow a uniform spending pattern as projects at schools are scheduled at different times throughout the year. The expense variance is offset by an equal variance in revenue (within the Schools – System Needs grant), resulting in no impact to the bottom line.
- The Sherwood Park and Fort Saskatchewan Solutions program is reporting minimal spend to date but it is anticipated it will be incurred in the upcoming months.
- Currently the utilities, insurance and snow removal program is under spent due to some savings resulting from less snowfall accumulation and a timing difference for an outstanding insurance invoice.

#### **G. Information Technologies**

*Includes the Information Technologies budget.*

Expenses are below expected year to date spending by 2%.

- A timing difference in the hiring of some vacant positions exists, which will continue to be reduced over the next three months.
- The software program expenditures are trending below year to date spend. It is expected there will be some savings in this program resulting from a one-time COVID-19 credit received from a software provider.
- Contracted services are currently underspent. This is a timing difference as there currently is a contract that will begin in the third quarter with expected completion in August.

#### **H. Student Transportation**

*Includes the Student Transportation budget.*

Expenses are above expected year to date spending by 6%.

- Contracted transportation expenses are incurred over the school year (rather than 12 months), which creates a timing variance.
- This is offset by \$100,000 in savings identified and recorded in the Spring 2021-22 budget as a department carryforward. These were primarily the result of fuel price savings within contracted transportation and salary savings from a reorganization.
- There is also a timing difference on some big purchases that will be incurred in the fourth quarter.

#### **I. Fiscal Services**

*Includes the Fiscal Capital and Fiscal Operations budget.*

Expenses are above expected year to date spending by 3%.

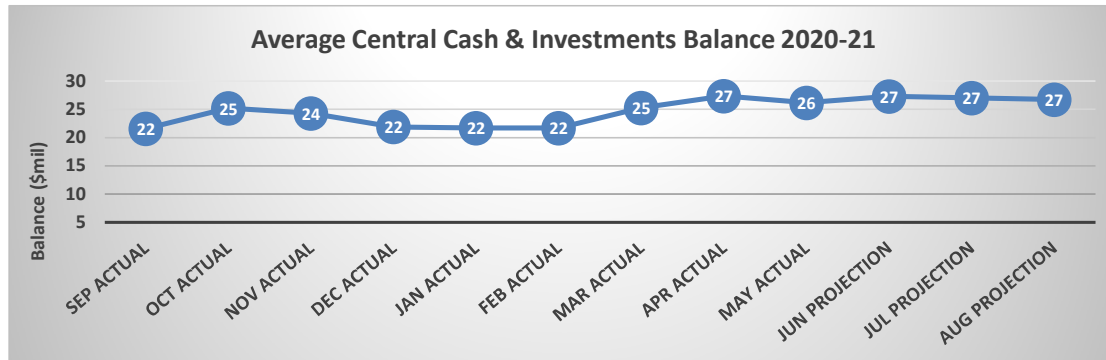
- This variance is primarily related to the accrual of salaries to the end of May. When salaries are paid in June the individual departments will be charged and the accruals cleared.

## **J. Critical Worker Benefit**

The Government of Alberta announced a one-time Critical Worker Benefit that included the education sector. Although this grant's requirements and restrictions were set by the province, the funding flowed through school boards to distribute to eligible staff and contractors. For Central Services at EIPS, benefits were paid out to contracted bus drivers and contracted custodial staff of \$183,000 and \$36,000 respectively. These expenses are offset by a matching revenue, resulting in no impact to the bottom line.

**Elk Island Public Schools**  
**Statement of Cash and Investments**  
**As At May 31, 2021**

	May 31, 2021	May 31, 2020
Cash Account Balances	\$ 25,064,968	\$ 14,467,583
Guaranteed Investment Certificates	-	7,666,685
<b>Total Central Cash and Investments</b>	<b>25,064,968</b>	<b>22,134,268</b>
Less Restricted Funds (Trusts)	(72,620)	(2,428,841)
<b>Total Available Central Cash and Investments</b>	<b>\$ 24,992,348</b>	<b>\$ 19,705,427</b>



The Division is expected to be in a comfortable cash position over 2020-21. Due to the uncertainty of operational requirements over the course of 2020-21, as well as the low interest rates currently available, the Division is not planning on reinvesting any GICs as they mature this year.

Trust balances have significantly decreased from prior year as the provincial RCSD program was eliminated.

**Capital Project Listing**  
**As At May 31, 2021**

	Budget	YTD Actuals	Actual % of Budget	Note Reference
<b>Capital Reserves:</b>				
Wireless Improvements	540,121	330,839	61%	A
Facility Services Vehicles	114,378	114,378	100%	B
<b>Funded with Operational Funding or SGF:</b>				
School and Department Purchases	300,000	160,610	54%	C
<b>Provincially Funded:</b>				
Infrastructure Maintenance and Renewal Grant				
Capital Portion	1,521,012	745,761	49%	D
Capital Maintenance and Renewal One-Time Stimulus Grant	1,792,552	1,792,552	100%	E
Capital Maintenance and Renewal 2021-22 Grant	2,456,522	-	0%	F
<b>Total Capital Projects</b>	<b>\$ 6,724,585</b>	<b>\$ 3,144,140</b>	<b>47%</b>	

**Notes:**

**A** - Progress has been made on wireless improvements and the full budget is expected to be spent by the end of the year.

**B** - Facility Services vehicles have been received. The remainder of the cost was covered through the Facility Services budget (i.e. funded with operational funding).

**C** - Significant purchases so far this year include the remaining costs for Facility Services vehicles, as well as the portion of the Heritage Hills Elementary playground funded through parent fundraising.

**D** - Based on current plans, it's expected that the portion of Infrastructure Maintenance and Renewal grant spent on capital projects will be significantly higher than 30% of the total grant (minimum set by Alberta Education) and as such, this line will likely incur more expenditures than budgeted. However, this will be offset by a decrease in operational (non-capital) IMR projects, resulting in no impact to the Division's bottom line.

**E** - This is a carryforward from the one-time funding provided by the province in 2019-20. All projects are completed.

**F** - As part of the province's 2021-22 funding announcement, the Division is receiving Capital Maintenance and Renewal funding that will span over the course of the government's fiscal year (April 2021 to March 2022), rather than over the course of the school year. Spending on projects related to this funding will begin in summer 2021.



# INFORMATION REPORT

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2021-22 Infrastructure Maintenance & Renewal (IMR and CMR) Project Plans

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

**RESOURCE STAFF:** Robert Derech, Assistant Director, Projects and Planning, Facility Services  
John Halko, Project Manager, Facility Services  
Michelle Kowalchuk, Project Assistant, Facility Services  
Ryan Morrison, Project Manager, Facility Services  
Rick Siebenga, Project Manager, Facility Services

**REFERENCE:** Alberta Education School Capital Manual

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

**EIPS GOAL:** Quality Infrastructure for all

**EIPS OUTCOME:** Student learning is supported by use of effective planning, management and investment in Division infrastructure.

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**ISSUE:**

**That the Board of Trustees receive for information the 2021-22 Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Project Plans.**

**BACKGROUND:**

Reflecting on the new funding framework the 2021-22 budget which includes both Infrastructure Maintenance and Renewal (IMR) and Capital Maintenance and Renewal (CMR) for school jurisdictions, Facility Services departmental allocation has received less funding for the 2021-22 school year. The IMR grant amount approved for the 2021-22 school year is \$2,265,616.

In addition to the IMR funding provided, a new Capital Maintenance and Renewal (CMR) program has been implemented, providing funds for specific maintenance and renewal projects supporting safe and healthy school environments for students and staff. Overall, the Government of Alberta will provide \$84 million with accelerated CMR funding over a period of four years. CMR projects must meet the IMR eligibility criteria outlined in the School Capital Manual, however there are differences in terms of project identification, capitalization, reporting requirements and payment schedule.



The CMR grant amount approved for the 2021-22 school year is up to \$2,456,522.

The combined total amount of IMR and CMR funds approved is \$4,722,138.

The IMR amount approved in the previous school year was \$5,070,040, a reduction of \$347,902 or approximately 6.9 percent.

## **CURRENT SITUATION OR KEY POINT:**

Pursuant to the *Alberta Education School Capital Manual*, IMR funding for school jurisdictions is provided to:

- Ensure school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment
- Preserve and improve the quality of the learning environment by:
  - Replacing building components that have failed
  - Prolonging the life of the facility through planned, proactive replacement of major components; and
  - Upgrading educational areas to meet program requirements.
- Meet the facility requirements of students with special needs; and
- Replace or upgrade building components to improve energy conservation and efficiency to achieve net cost savings.

IMR projects valued at more than \$1 million require prior approval from the Minister of Education.

IMR projects are identified from several resources, including:

- Facility Condition Indexing – annual inspections by government consultants and results documented with Alberta Infrastructure VFA facility condition reports
- Feedback from school administrators
- Feedback from Operations and Maintenance staff
- Onsite inspections by Facility Services management
- Equipment history input from the Azzier maintenance system.

Projects are prioritized based on the following:

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

## Carbon Monoxide Detectors

An analysis was undertaken to determine the quantity and cost of installing carbon monoxide detection devices in all EIPS schools. It was determined that the estimated cost to supply and install the devices is approximately



\$302,400. Schools that are scheduled for an air handling unit (AHU) replacement are not included as carbon monoxide detectors are included with the installation of the replacement units. This initiative undertaken in the 2019-20 school year will continue this year and will mark the completion of our three-year plan. The total estimated cost is \$244,820.

## Programming

To meet potential programming needs including upgrades to educational areas and facility requirements for students with special needs, a contingency amount of \$113,280 is allocated for these purposes.

Projects submitted by school administration are reviewed to determine scope of work. If identified as a programming need, requests are brought forward to the Executive Team for vetting and direction.

## Air Handling Units (AHU)

IMR funding is provided to school jurisdictions to ensure facilities meet regulatory requirements, preserve the learning environment and replace or upgrade building components, as well as reduce deferred maintenance. Accordingly, the 2021-22 IMR project budget includes \$725,000 that is dedicated to the replacement of air handling units at Brentwood Elementary, Fort Saskatchewan High and Vegreville Composite High.

For accounting purposes, amortization of air handling units is over a period of 35 years.

## Deferred Maintenance

EIPS' deferred maintenance amount is currently \$140.216 million.

## Contingency

An overall contingency amount of \$339,842.40 has been allocated for emergent and programming needs. Of this amount \$226,561.60 has been allocated for emergent needs and \$113,280.80 for programming purposes.

## **ATTACHMENT(S):**

1. 2021-22 IMR and CMR Project Plan

## 2021-22 IMR and CMR Project Plan

Updated June 10, 2021

School	Description	IMR 2021-22	CMR 2021-22
<b>A.L. Horton Elementary</b>			
	Exterior Signage replacement	\$ 8,000.00	
<b>Ardrossan Elementary</b>			
	CO Detectors - One (1) Boiler Room and 10 Modular Classrooms	\$ 12,190.00	
<b>Bev Facey Community High</b>			
	CO Detectors - Two (2) Automotive Shops	\$ 5,671.59	
<b>Brentwood Elementary</b>			
	Gymnasium Air Handling Unit	\$ 125,000.00	
	CCTV Cameras	\$ 22,831.20	
<b>Bruderheim School</b>			
	CO Detectors - One (1) Boiler Room	\$ 1,550.00	
<b>Ecole Campbelltown</b>			
	Acoustic Ceiling and Interior Lighting Replacement		\$ 375,000.00
	CCTV Cameras	\$ 25,849.95	
<b>Clover Bar Junior High</b>			
	Exterior Signage replacement	\$ 8,000.00	
<b>Davidson Creek Elementary</b>			
	CO Detectors - One (1) Boiler Room	\$ 1,385.00	
<b>F.R. Haythorne Junior High</b>			
	CO Detectors - One (1) Boiler Room and two (2) Modular Classrooms	\$ 7,874.53	
<b>Fort Saskatchewan Elementary</b>			
	CO Detectors - Two (2) Air Handling Units, three (3) Boiler Rooms and 10 Modular Classrooms	\$ 16,750.00	
<b>Fort Saskatchewan High</b>			
	Gymnasium Air Handling Units (Two Units)	\$ 250,000.00	
<b>Fultonvale Elementary Junior High</b>			
	CO Detectors - One (1) Boiler Room and 13 Modular Classrooms	\$ 15,545.00	
<b>Glen Allan Elementary</b>			
	CCTV Cameras	\$ 17,314.50	
	Exterior Signage replacement	\$ 8,000.00	
<b>James Mowat Elementary</b>			
	Acoustic Ceiling and Interior Lighting Replacement		\$ 375,000.00
	CO Detectors - One (1) Boiler Room and nine (9) Modular Classrooms	\$ 11,225.00	
<b>Lakeland Ridge</b>			
	CO Detectors - One (1) Boiler Room and six (6) Modular Classrooms	\$ 7,985.00	
	Condensor and Coil Replacement	\$ 75,000.00	
<b>Lamont High</b>			
	Exterior Signage replacement	\$ 8,000.00	
<b>Mills Haven Elementary</b>			
	CCTV Cameras	\$ 20,863.50	
	Exterior Signage replacement	\$ 8,000.00	



<b>Mundare School</b>			
	CO Detectors - One (1) Air Handling Unit, one (1)Boiler Room and three (3) Modular Classrooms	\$	2,785.00
<b>Pine Street Elementary</b>			
	Exterior Signage replacement	\$	8,000.00
<b>Salisbury Composite High</b>			
	Exterior Door Replacement	\$	60,000.00
<b>Sherwood Heights Junior High</b>			
	Mechanical and Alarm Upgrade		\$ 1,000,000.00
	Exterior Signage replacement	\$	8,000.00
<b>SouthPointe School</b>			
	CO Detectors- One (1) Boiler Room and eight (8) Modular Classrooms	\$	7,100.00
<b>Uncas Elementary</b>			
	CO Detectors- 1 Boiler Room & 4 Modulars	\$	8,105.00
<b>Vegreville Composite High</b>			
	Air Handling Units 7 and 8	\$	350,000.00
	Mechanical Upgrade Study	\$	20,000.00
<b>Woodbridge Farms Elementary</b>			
	CCTV Cameras - *Capital	\$	15,629.25
	CO Detectors- 3 AHU, 1 Boiler Room & 6 Modulars	\$	9,175.00
<b>Wes Hosford Elementary</b>			
	Air Distribution Microduct Replacement Including Acoustic Ceiling and Lighting		\$700,000.00
<b>Westboro Elementary</b>			
	CCTV Cameras - *Capital	\$	12,059.25
<b>Various</b>			
	Intercom Replacements - Locations TBD	\$	60,000.00
	Millwork Program	\$	80,000.00
	Roofing Program	\$	400,000.00
	Estimating IMR of 10% (Emergent Needs)	\$	226,561.60
	Estimating IMR of 5% (Eteam)	\$	113,280.80
	Asphalt Program	\$	150,000.00
	Concrete Program	\$	75,000.00
		\$	2,262,731.17
		\$	2,450,000.00



# INFORMATION REPORT

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2020-21 Playground Summary Report

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

**RESOURCE STAFF:** Darcie Bennett, Manager Contract 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.

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**ISSUE:**

**That the Board of Trustees receive an update of information pertaining to Elk Island Public Schools (EIPS) playgrounds.**

**BACKGROUND:**

Monthly inspections and maintenance of playgrounds are conducted as per the CAN/CSA Z614 Children's Playspaces and Equipment Standards. The monthly inspections and minor maintenance are supported by Facility Services through Plant Operations and Maintenance funding.

New playground equipment, surfacing and construction projects are funded by efforts of playground committee members of parent associations through fundraising initiatives and provincial/municipal grants. Current practice does not allow the purchase of playground equipment from operating budgets. Unrestricted funds in School Generated Funds (SGF) could be used to support the purchase of playground structures.

Financial and physical support for the safety and maintenance of playgrounds where each EIPS school resides, varies significantly between each municipality. Factors such as land ownership, budgets and or willingness to engage in a shared philosophy of responsibility are prevalent.

**CURRENT SITUATION OR KEY POINT:**



## **Strathcona County**

### Inspections

County employees who are certified playground inspectors, perform monthly inspections, maintenance and annual audits as agreed upon through the Joint/Reciprocal Use Agreement. All reporting documentation for inspections, maintenance, audit, and life cycle forecasting is retained by Strathcona County.

### Costs

The cost of playground inspections/minor maintenance are captured with other grounds maintenance costs through the Joint/Reciprocal Use Agreement. The current agreement reflects 10 per cent of costs for maintenance and reporting is paid by EIPS and 90 per cent of costs are paid by Strathcona County.

### Current Initiatives

1. Ardrossan Elementary School – A Provincial Grant of \$210K was provided to EIPS for the replacement of the West Playground. The playground construction is scheduled to be completed by August 20, 2021. A grounds re-purposing committee has been established (EIPS, Strathcona County and Parent Group) to raise funds to utilize the area in which the old elementary school resided. The project is at a conceptual stage. Additional fundraising and matching grants are required. All details will be approved and managed by Strathcona County.
2. Wes Hosford Elementary – Community Partnership Project - A playground expansion committee has been set up (EIPS, Strathcona County and School Fundraising Group) to plan for future expansion of the existing playground. The school fundraising group is researching matching grant opportunities. Strathcona County has begun the design and costing phase.

## **City of Fort Saskatchewan**

### Inspections

Monthly inspections are performed by City of Fort Saskatchewan employees who are certified playground inspectors. As well as performing monthly inspections, the City of Fort Saskatchewan contracts an independent playground inspection company to provide an annual audit of all playgrounds located at each of EIPS' schools residing in Fort Saskatchewan. All monthly inspection and maintenance documentation is retained by the City of Fort Saskatchewan with the exception of the annual audit which is shared with Facility Services.

### Costs

The costs associated with all inspections/minor maintenance are captured with other grounds maintenance costs through the Joint/Reciprocal Use Agreement. The current agreement reflects that 50 per cent of costs for maintenance and reporting is paid by EIPS and 50 per cent of costs are paid by the City of Fort Saskatchewan.



## Current Initiatives

1. James Mowat School – the large boat play structure was vandalized beyond repair. The City of Fort Saskatchewan has put the replacement request under City of Fort Saskatchewan’s insurance policy. The replacement play structure is scheduled to be installed by the fall of 2021.

## **Rural Schools**

### Inspections

Financial supports are not provided by municipalities in rural areas in which EIPS’ schools reside. All rural playgrounds are inspected monthly by a certified playground inspection company contracted and paid for by EIPS. Inspection, maintenance, and annual audit reports are provided to and retained by Facility Services.

### Costs

All costs associated with inspections and maintenance are paid by Facility Services through Plant Operation and Maintenance funding. Current annual costs for inspections for the rural playgrounds are \$40,320.00. Current annual costs for maintenance of rural playgrounds are \$26,344.50.

## Current Initiatives

1. Lamont Elementary– Several wood structures are nearing the end of their lifecycle. Fundraising initiatives are in place to begin the removal and replacement process.
2. Bruderheim Elementary – Several wood structures and independents are nearing the end of their lifecycle. The Friends of Bruderheim School Society received notification of eligibility of a \$125K Grant from the Government of Alberta’s Community Facility Enhancement Program. The town of Bruderheim donated \$100K from their reserves which were funded by tax dollars to the Friends of Bruderheim School Society as a contribution towards the cost of the replacement project. Facility Services will work with the Friends of Bruderheim Society to tender the project in early 2022.
3. A.L. Horton Elementary School – addition of sand in the South East Swings area is scheduled for the summer of 2021.

## Annual Audits

Annual audits are performed on each playground in the Division. Facility Services receives and reviews audit information and communicates with applicable school Principals where playgrounds are nearing the end of their lifecycle to allow for time for fundraising initiatives and construction timelines.

Note: Life cycle expectancy of Wooden Structures = 15 years  
Life cycle expectancy of metal structures = 25 years

## **ATTACHMENT(S)**



# INFORMATION REPORT

**DATE:** June 17, 2021

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Associate Superintendent, Supports for Students

**SUBJECT:** Locally Developed Courses

**ORIGINATOR:** Ryan Marshall, Director, Supports for Students

**RESOURCE STAFF:** Kristin Oleksyn, Consultant, Career Pathways, Supports for Students  
Ryan Marshall, Director, Supports for Students

**REFERENCE:** Administrative Procedure 219: Locally Developed/Acquired and Authorized Courses

**EIPS PRIORITY:** Promote growth and success for all students.

**EIPS GOAL:** Success for every student.

**EIPS OUTCOMES:** More students achieve a minimum of one year's growth in literacy and numeracy.  
More students are supported and prepared for life beyond high school.

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**ISSUE:**  
**That the Board of Trustees receive for information a report on Locally Developed Courses.**

**BACKGROUND:**

- Approval of developed/acquired courses in EIPS is per Board Policy 11 and the Delegation of Authority to the Superintendent 3.10. The Superintendent is delegated to approve Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses.
- Senior high school Locally Developed Courses (LDC) must be authorized at the local level according to EIPS' established protocols prior to submission to the ministry.
- Senior high school LDC proposals must be submitted for ministry approval via Locally Developed Courses Online Management System (LDCOMS).
- LDCs must align with the vision of an educated Albertan as an engaged thinker and ethical citizen with an entrepreneurial spirit and learning outcomes should support the development of the competencies and outcomes of the Ministerial Order on Student Learning (#001/2013).
- LDCs must adhere to all applicable provincial education standards and guidelines.
- Junior high school LDCs do not require ministry approval and are kept on file with EIPS.



Source: *Guide to Education, E.C.S. to Grade 12 2015-2016 (2015). Alberta Education. (p.26, 59-61)*

Local Board Approval by Delegation of Authority to the Superintendent 3.10

### CURRENT SITUATION OR KEY POINT:

**Zero** new locally developed courses have been acquired, **eleven** courses have been renewed, **twenty** courses have expired for senior high school.

There are no new locally developed courses or renewals for junior high for the 2021-22 school year.

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
<b>Newly Acquired Courses</b>				
<i>There were no newly acquired courses for the 2021-22 school year.</i>				
<b>Renewed Courses</b>				
Avid Reader (2021) 25-3 Avid Reader (2021) 25-5	The Elk Island School Division	3, 5	LDC2391	09/01/2021-8/31/2025
Band (2021) 15-3 Band (2021) 15-5 Band (2021) 25-3 Band (2021) 25-5 Band (2021) 35-3 Band (2021) 35-5	The Calgary School Division	3, 5 3, 5 3, 5	LDC1439 LDC2439 LDC3439	09/01/2021-08/31/2025
Biology (Advanced) (2020) 35	The Calgary School Division	3	LDC32	09/01/2021-08/31/2024
Chamber Ensemble (2021) 15-3 Chamber Ensemble (2021) 15-5 Chamber Ensemble (2021) 25-3 Chamber Ensemble (2021) 25-5 Chamber Ensemble (2021) 35-3 Chamber Ensemble (2021) 35-5	The Calgary School Division	3, 5 3, 5 3, 5	LDC1417 LDC2417 LDC3417	09/01/2021-08/31/2025
Chemistry (Advanced) (2021) 35	The St. Albert School Division	3	LDC3138	09/01/2021-08/31/2022
Film and Media Art (2021) 15-3 Film and Media Art (2021) 15-5 Film and Media Art (2021) 25-3 Film and Media Art (2021) 25-5 Film and Media Art (2021) 35-3 Film and Media Art (2021) 35-5	The Calgary School Division	3, 5 3, 5 3, 5	LDC1092 LDC2092 LDC3092	09/01/2021-08/31/2025

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
<b>Renewed Courses cont'd</b>				
Forensic Studies (2021) 25-3	The Edmonton School Division	3	LDC2256	09/01/2021-08/31/2025
Forensic Studies (2021) 35-3		3	LDC3256	
Foundations in Industry Workplace Safety 35-5	The Grande Yellowhead School Division	5	LDC3123	09/01/2021-08/31/2025
Instrumental Jazz (2021) 15-3	The Calgary School Division	3, 5	LDC1431	09/01/2021-08/31/2025
Instrumental Jazz 15-5			3, 5	
Instrumental Jazz (2021) 25-3		LDC3431		
Instrumental Jazz 25-5				
Instrumental Jazz (2021) 35-3				
Instrumental Jazz 35-5				
Musical Theatre Performance (2021) 15-5	The Calgary School Division	5	LDC1858	09/01/2021-08/31/2025
Musical Theatre Performance (2021) 25-5		5	LDC2858	
Musical Theatre Performance (2021) 35-5		5	LDC3858	
Theory of Knowledge (2021) 25-3	The Edmonton Catholic Separate School Division	3	LDC2152	09/01/2021-08/31/2025
Theory of Knowledge (2021) 35-3		3, 5	LDC3152	
Workplace Essential Skills 2021) 25-5	The Edmonton School Division	5	LDC2743	09/01/2021-08/31/2025
Workplace Essential Skills (2021) 35-5		5	LDC3743	
Course Title	Acquired From	Credits	Course Codes	Start / End Dates
<b>Current Courses</b>				
Advanced Acting/Touring Theatre (2019) 15-3	The Calgary School Division	3, 5	LDC1975	09/01/2019-08/31/2023
Advanced Acting/Touring Theatre (2019) 15-5			3, 5	
Advanced Acting/Touring Theatre (2019) 25-3		LDC3975		
Advanced Acting/Touring Theatre (2019) 25-5				
Advanced Acting/Touring Theatre (2019) 35-3				
Advanced Acting/Touring Theatre (2019) 35-5				
American Sign Language and Deaf Culture 3Y (2018) 15	The Edmonton School Division	5	LDC1289	09/01/2019-08/31/2022
American Sign Language and Deaf Culture 3Y (2018) 25		5	LDC2289	
American Sign Language and Deaf Culture 3Y (2018) 35		5	LDC3289	



# INFORMATION REPORT

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
Current Courses cont'd				
Astronomy 15 Astronomy 25 Astronomy 35	The Calgary School Division	3 3 3	LDC1947 LDC2947 LDC3947	09/01/2019-08/31/2022
Audio (2019) 15 Audio (2019) 25 Audio (2019) 35	The Edmonton School Division	3, 5 3, 5 3, 5	LDC1471 LDC2471 LDC3471	09/01/2019-08/31/2023
Aviation – Flight (2019) 15 Aviation – Flight (2019) 25	The Calgary School Division	3 3	LDC1351 LDC2351	09/01/2019-08/31/2023
Aviation – Flight (2019) 35	The Calgary School Division	3	LDC3841	09/01/2019-08/31/2023
Aviation - Structures 25-3 Aviation - Structures 35-3	The Calgary School Division	3 3	LDC2341 LDC3341	09/01/2018-08/31/2022
Big History (2019) 15	The Chinook's Edge School Division	5	LDC1017	09/01/2019-08/31/2023
Biology (IB) 35-5	The Calgary Roman Catholic Separate School Division	5	LDC3232	09/01/2016-08/31/2022
Biology (IB) 35-3	The Edmonton School Division	3	LDC3232	09/01/2015-08/31/2022
Capstone (2020) 25-3 Capstone (2020) 25-5 Capstone (2020) 35-3 Capstone (2020) 35-5	The Edmonton School Division	3, 5  3, 5	LDC2282  LDC3282	09/01/2020-08/31/2024
Competencies in Science (2020) 15-5	The Edmonton School Division	3	LDC1516	09/01/2020-08/31/2024
Creative Writing & Publishing (2019) 15 Creative Writing & Publishing (2019) 25 Creative Writing & Publishing (2019) 35	The Calgary School Division	3, 5 3, 5 3, 5	LDC1269 LDC2269 LDC3269	09/01/2019-08/31/2023





# INFORMATION REPORT

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
Current Courses cont'd				
Dance (2019) 15 Dance (2019) 25 Dance (2019) 35	The Edmonton School Division	3 3 3	LDC1413 LDC2413 LDC3413	09/01/2019-08/31/2023
ESL Expository English (2020) 15-5 ESL Expository English (2020) 25-5	The Calgary School Division	5 5	LDC1512 LDC2513	09/01/2020-08/31/2024
ESL Intro to Canadian Studies (2019) 15 ESL Intro to Canadian Studies (2019) 25	The Calgary School Division	5 5	LDC1212 LDC2212	09/01/2019-08/31/2023
ESL Introduction to Mathematics (2020) 15-5	The Calgary School Division	5	LDC1350	09/01/2020-08/31/2024
ESL Introduction to Science (2019) 25	The Calgary School Division	5	LDC2213	09/01/2019-08/31/2023
Fantasy and Science Fiction Appreciation 15-5 Fantasy and Science Fiction Appreciation 25-5	The Aspen View School Division	5 5	LDC1031 LDC2031	09/01/2020-08/31/2024
Gender Studies 15-3 Gender Studies 25-3 Gender Studies 35-3	The Rocky View School Division	3 3 3	LDC1779 LDC2779 LDC3779	09/01/2020-08/31/2024
Human Condition and Shakespeare (2018) 15	Westmount Charter School Society	3	LDC1143	09/01/2019-8/31/2022
Improvitational Theatre (2020) 15-3 Improvitational Theatre (2020) 15-5 Improvitational Theatre (2020) 25-3 Improvitational Theatre (2020) 25-5 Improvitational Theatre (2020) 35-3 Improvitational Theatre (2020) 35-5	The Edmonton School Division	3, 5 3, 5 3, 5	LDC1551 LDC2551 LDC3551	09/01/2020-08/31/2024

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
Current Courses cont'd				
Journalism (2019) 15 Journalism (2019) 25 Journalism (2019) 35	The Calgary School Division	5 5 5	LDC1696 LDC2696 LDC3696	09/01/2019-08/31/2023
Learning Strategies (2018) 15-3 Learning Strategies (2018) 15-5 Learning Strategies (2018) 25-3 Learning Strategies (2018) 25-5 Learning Strategies (2018) 35-3 Learning Strategies (2018) 35-5	The Calgary Roman Catholic Separate School Division	3, 5 3, 5 3, 5	LDC1599 LDC2599 LDC3599	09/01/2018-08/31/2022
Life Skills 15-5	The Calgary School Division	5	LDC1928	09/01/2020-08/31/2023
Mental Health Literacy 15-3	The St. Albert School Division	3	LDC1027	09/01/2020-08/31/2024
Military Studies (2020) 15-3 Military Studies (2020) 15-5 Military Studies (2020) 25-3 Military Studies (2020) 25-5 Military Studies (2020) 35-3 Military Studies (2020) 35-5	The Calgary School Division	3, 5 3, 5 3, 5	LDC1051 LDC2051 LDC3051	09/01/2020-08/31/2024
Myth-Busting Science 25-3	The Elk Island School Division	3	LDC2403	09/01/2019-08/31/2023
Parenting - The Toddler Years (2020) 15-3	The Calgary School Division	3	LDC1082	09/01/2020-08/31/2024
Physics (IB) 35-3	The Edmonton School Division	3	LDC3262	09/01/2015-08/31-2022
Preparation for Parenting (2019) 35-5	The Edmonton Catholic Separate School Division	5	LDC3170	06/02/2020-08/31/2023
Psychology - Abnormal 35-3	The Pembina Hills School Division	3	LDC3155	09/01/2018-08/31/2022
Reading (2020) 15-3 Reading (2020) 15-5 Reading (2020) 25-3 Reading (2020) 25-5	The Calgary School Division	3, 5 3, 5	LDC1148 LDC2148	09/01/2020-08/31/2024



# INFORMATION REPORT

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
Current Courses cont'd				
RS Christian Studies (2019) 15 RS Christian Studies (2019) 25 RS Christian Studies (2019) 35 <i>Formally called Christian Studies</i>	The Edmonton School Division	3 3 3	LDC1775 LDC2775 LDC3775	09/01/2019-08/31/2023
Service Rig Floorhand 15-5	Northern Lights School Division	5	LDC1239	09/01/2018-08/31/2022
Speech and Debate 15-3	The Edmonton School Division	3	LDC1209	09/01/2018-08/31/2022
Speech and Debate 25-3 Speech and Debate 35-3	The Edmonton School Division	5 5	LDC2244 LDC3244	09/01/2020-08/31/2022
Statistics (2020) 35-5	The Edmonton School Division	5	LDC3195	09/01/2020-08/31/2024
Technical Theatre 15-3 Technical Theatre 15-5 Technical Theatre 25-3 Technical Theatre 25-5 Technical Theatre 35-3 Technical Theatre 35-5	The Calgary School Division	3, 5  3, 5  3, 5	LDC1987  LDC2987  LDC3987	09/01/2018-08/31/2022
Theatre Performance (2020) 15-5 Theatre Performance (2020) 25-5 Theatre Performance (2020) 35-5	The Edmonton School Division	5 5 5	LDC1367 LDC2367 LDC3367	09/01/2020-08/31/2024
Video 15 Video 25 Video 35	The Black Gold Regional Division	5 5 5	LDC1081 LDC2081 LDC3081	06/10/2019-08/31/2022
Yoga (2019) 15 Yoga (2019) 25 Yoga (2019) 35	The Calgary School Division	3, 5 3, 5 3, 5	LDC1449 LDC2449 LDC3449	09/01/2019-08/31/2023

Course Title	Acquired From	Credits	Course Codes	Start / End Dates
<b>Expired Courses</b>				
Biology (AP) 35-3 <i>*replaced with Biology (Advanced) (2021) 35</i>	The Calgary School Division	3	LDC3219	09/01/2016-08/31/2021
Chemistry (AP) 35-5 <i>*replaced with Chemistry (Advanced) (2021) 35</i>	The St. Albert School Division	3	LDC3230	09/01/2016-08/31/2021
Class V Driver Training 35-3	The Northern Light School Division	3	LDC3363	09/01/2016-08/31/2021
Content Literacy 15-3 Content Literacy 15-5 Content Literacy 25-3 Content Literacy 25-5	The Edmonton Catholic Separate School Division	3, 5 3, 5	LDC0010 LDC0020	04/25/2017-08/31/2021
Design Thinking for Innovation 15-3 Design Thinking for Innovation 15-5 Design Thinking for Innovation 25-3 Design Thinking for Innovation 25-5 Design Thinking for Innovation 35-3 Design Thinking for Innovation 35-5	The Calgary School Division	3, 5 3, 5 3, 5	LDC1131 LDC2131 LDC3131	09/01/2017-08/31/2021
ESL English for Academic Success 35-3 ESL English for Academic Success 35-5	The Calgary School Division	3, 5	LDC3351	09/01/2018-08/31/2021
European History (AP) 35-3	The St. Albert School Division	3	LDC3187	09/01/2016-08/31/2021
Extended Essay (IB) 35-3	The St. Albert School Division	3	LDC3147	09/01/2016-08/31/2021
Film Appreciation 15-3 Film Appreciation 25-3 Film Appreciation 25-5	The Wild Rose School Division	3 3, 5	LDC1384 LDC2384	09/01/2019-08/31/2021
Forensic Science Studies 35-5	The Pembina Hills School Division	5	LDC3754	09/01/2016-08/31/2021
Geology 25-3 Geology 35-3	The Calgary Roman Catholic Separate School Division	3	LDC2516 LDC3515	09/01/2019-08/31/2021
History Through Film: Fact and Fiction 25-3	The Chinook's Edge School Division	3	LDC2517	10/30/2018-08/31/2021
Paleontology 15-3 Paleontology 15-5 Paleontology 25-3 Paleontology 25-5 Paleontology 35-3 Paleontology 35-5	The Golden Hills School Division	3, 5 3, 5 3, 5	LDC1293 LDC2293 LDC3293	09/01/2019-08/31/2021



Course Title	Acquired From	Credits	Course Codes	Start / End Dates
Expired Courses cont'd				
Popular Culture 25-3 Popular Culture 25-5 Popular Culture 35-3 Popular Culture 35-5	The Parkland School Division	3, 5  3, 5	LDC0023  LDC0033	10/31/2018-08/31/2021
Popular Music in the Twentieth Century 35-3	The Peace Wapiti School Division	3	LDC3125	10/30/2018-08/31/2021
Statistics (AP) 35-5	The Edmonton School Division	5	LDC3234	09/01/2016-08/31/2021
Study of Film 35-3	The St. Albert School Division	3	LDC3112	09/01/2019-08/31/2021
Understanding Video Games 15-5	The Parkland School Division	5	LDC1008	10/31/2018-08/31/2021
Video 15-5 Video 25-5 Video 35-5	The Black Gold School Division	5	LDC1081 LDC2081 LDC3081	09/01/2019-08/31/2021
Works in Translation (IB) 35-3	The Edmonton School Division	3	LDC3008	09/01/2016-08/31/2021

**The Resources that *may* be used by schools to teach the newly acquired courses are listed in the course outlines provided.**

**ATTACHMENT(S):**

1. [Avid Reader \(2021\) 25-35](#)
2. [Biology \(Advanced\) \(2020\) 25](#)
3. [Band \(2021\) 15-25-35](#)
4. [Chamber Ensemble \(2021\) 15-25-35](#)
5. [Film and Media Art \(2021\) 15-25-35](#)
6. [Forensic Studies \(2021\) 25-35](#)
7. [Foundations in Industry Workplace Safety 35](#)
8. [Instrumental Jazz \(2021\) 15-25-35](#)
9. [Musical Theatre Performance \(2021\) 15-25-35](#)
10. [Workplace Essential Skills \(2021\) 25-35](#)
11. [Chemistry \(Advanced\) \(2021\) 35](#)
12. [Theory of Knowledge \(2021\) 25-35](#)