



**BOARD OF TRUSTEES  
ELK ISLAND PUBLIC SCHOOLS**

REGULAR  
SESSION

**THURSDAY, OCTOBER 20, 2022**

Boardroom  
Central Services Office

**AGENDA**

Mission: To provide high-quality, student-centred education

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- 9 a.m.    1.    **CALL TO ORDER** T. Boymook
2.    **IN-CAMERA SESSION**
- 10 a.m.    3.    **LAND ACKNOWLEDGMENT**
4.    **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
5.    **APPROVAL OF MINUTES**
- 5.1    Board Meeting – Sept. 15, 2022 (encl.)
6.    **CHAIR REPORT** T. Boymook  
(verbal)
- 6.1    Board Evaluation – Sept. 19, 2022
- 6.2    Andrew School Community Meeting – Sept. 20, 2022
- 6.3    Public Engagement: James Mowat Elementary Enrolment Pressure  
                    – Sept. 22, 2022
- 6.4    Public Engagement: Junior High Designation for Northeast Sherwood Park  
                    – Oct. 3, 2022
- 6.5    Public Engagement: Logos Christian Program – Oct. 6, 2022
- 6.6    Read In Week – Oct. 3-7, 2022
- 6.7    World Teacher Day – Oct. 5, 2022
- 6.8    COSC Meet and Greet – Oct. 5, 2022
- 6.9    Student Wellness Conference, Sherwood Heights Jr. High – Oct. 6, 2022
- 6.10    EIPS Connect the Fort! Community Event – Oct. 6, 2022
- 6.11    ATA Local New Teachers’ Induction – Oct.14, 2022
7.    **SUPERINTENDENT REPORT** S. Stoddard  
(verbal)
- 7.1    Public Engagement: James Mowat Elementary Enrolment Pressure  
                    – Sept. 22, 2022
- 7.2    Public Engagement: Junior High Designation for Northeast Sherwood Park  
                    – Oct. 3, 2022
- 7.3    Public Engagement: Logos Christian Program – Oct. 6, 2022
- 7.4    COSC Meet and Greet – Oct. 5, 2022
8.    **COMMENTS FROM THE PUBLIC AND STAFF  
                GROUP REPRESENTATIVES**

**ASSOCIATION/EMPLOYEE GROUPS**

- |     |  |                         |
|-----|--|-------------------------|
| 9.  | <b>ASBA ZONE 2/3 REPORT</b><br>Meeting held Sept. 23, 2022 | J. Shotbolt<br>(verbal) |
| 10. | <b>ATA LOCAL REPORT</b>                                    | D. Zielke<br>(verbal)   |
| 11. | <b>EMPLOYEE RELATIONS GROUP (ERG) REPORT</b>               | D. Jarvin<br>(verbal)   |

**BUSINESS ARISING FROM PREVIOUS MEETING**

**NEW BUSINESS**

- |     |   |                                     |
|-----|---|-------------------------------------|
| 12. | <b>BUSINESS ARISING FROM IN CAMERA</b>  |                                     |
| 13. | <b>BOARD POLICY 8: BOARD COMMITTEES</b> | R. Footz<br>(encl.)                 |
| 14. | <b>2023-24 MODULAR CLASSROOM PLAN</b>   | S. Stoddard/B. Dragon<br>(encl.)    |
| 15. | <b>2023-24 AND 2024-25 CALENDARS</b>    | S. Stoddard/D. Antymniuk<br>(encl.) |

**COMMITTEE REPORT**

- |     |  |                      |
|-----|--|----------------------|
| 16. | <b>POLICY COMMITTEE</b><br>Meeting held Oct. 6, 2022             | R. Footz<br>(verbal) |
| 17. | <b>STUDENT EXPULSION COMMITTEE</b><br>Meeting held Oct. 18, 2022 | R. Footz<br>(verbal) |

**REPORTS FOR INFORMATION**

- |     |  |                                 |
|-----|--|---------------------------------|
| 18. | <b>UNAUDITED FINANCIAL REPORT FOR THE YEAR ENDED<br/>AUG. 31, 2022</b> | S. Stoddard/L. Lewis<br>(encl.) |
| 19. | <b>UNAUDITED ACCUMULATED SURPLUS AT AUG. 31, 2022</b>                  | S. Stoddard/L. Lewis<br>(encl.) |
| 20. | <b>ENROLMENT REPORT 2022-23</b>  | S. Stoddard/C. Cole<br>(encl.)  |
| 21. | <b>TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION</b>             | (verbal)                        |

ADJOURNMENT

## RECOMMENDATIONS: BOARD OF TRUSTEES OCT. 20, 2022

2. That the Board meet in camera.  
That the Board revert to regular session.
3. *Land and People Acknowledgement*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approve the Minutes of Sept. 15, 2022 Meeting, as amended or as circulated.
6. That the Board of Trustees receive for information the Chair Report.
7. That the Board of Trustees receive for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives*
9. That the Board of Trustees receive the report from the representative of the ASBA Zone 2/3.
10. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.
11. That the Board of Trustees receive the report from the representative of the Employee Relations Group for information.
12. *Business Arising from In Camera.*
13. That the Board of Trustees approve amendments to Board Policy 8: Board Committees, as presented.
14. That the Board of Trustees direct administration to request funding to:
  - relocate two B-Type modular classrooms from École Campbelltown to SouthPointe School;
  - add two new B-Type modular classrooms from Alberta Education to SouthPointe School;
  - demolish three modular classrooms and reclaim the site at Uncas Elementary; and,
  - replace three modular classrooms with three new A-Type modular classrooms from Alberta Education to address the ageing infrastructure at James Mowat Elementary.

15. That the Board of Trustees approve the 2023-24 and 2024-25 school year calendars, as presented.
16. That the Board of Trustees receive for information the report from the Policy Committee meeting held on Oct. 6, 2022.
17. That the Board of Trustees receive for information the report from the Student Expulsion Committee meeting held on Oct. 18, 2022.
18. That the Board of Trustees receive for information the Unaudited Financial Report for the period Sept. 1, 2021 to Aug. 31, 2022 for Elk Island Public Schools.
19. That the Board of Trustees receive for information the Unaudited Accumulated Surplus at Aug. 31, 2022.
20. That the Board of Trustees receive for information the Sept. 29, 2022, Enrolment Report for the 2022-23 school year for Elk Island Public Schools.



# BOARD MEETING MINUTES

September 15, 2022

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, Sept. 15, 2022, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:02 a.m.

## BOARD MEMBERS PRESENT

T. Boymook, Board Chair  
C. Holowaychuk, Vice-Chair  
C. Allen  
R. Footz  
D. Irwin  
S. Miller  
J. Seutter  
J. Shotbolt

## BOARD MEMBER ABSENT

R. Sorochan

## ADMINISTRATION PRESENT

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

## CALL TO ORDER

Meeting called to order at 9:02 a.m. with all trustees noted above in attendance.

## IN-CAMERA SESSION

155/2022 | Trustee Irwin moved: That the Board meet in camera (9:02 a.m.).

*CARRIED UNANIMOUSLY*

156/2022 | Vice-Chair Holowaychuk moved: That the Board revert to regular session (10:05 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 10:05 a.m. and reconvened at 10:14 a.m. with all trustees noted above in attendance.*

## TREATY 6 ACKNOWLEDGMENT

Board Chair Boymook acknowledged with respect the history, spirituality, and culture and languages of the First Nations people with whom Treaty 6 was entered into, 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.

157/2022 | Trustee Seutter moved: That the Agenda be adopted, as circulated.  
*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Boymook called for confirmation of the Aug. 25, 2022 Board Meeting Minutes.

158/2022 | Trustee Irwin moved: That the Board of Trustees approve the Minutes of Aug. 25, 2022 Board Meeting, as circulated.  
*CARRIED UNANIMOUSLY*

Board Chair Boymook called for confirmation of the Aug. 25, 2022 Board Organizational Meeting Minutes.

159/2022 | Trustee Miller moved: That the Board of Trustees approve the Minutes of Aug. 25, 2022 Board Organizational Meeting, as circulated.  
*CARRIED UNANIMOUSLY*

Board Chair Boymook called for confirmation of the Sept. 1, 2022 Board Special Meeting Minutes.

160/2022 | Trustee Shotbolt moved: That the Board of Trustees approve the Minutes of Sept. 1, 2022 Board Special Meeting, as circulated.  
*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Boymook presented the Chair's report.

161/2022 | 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.

162/2022 | Trustee Footz 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 or delegations were reported.

## **Association/Employee Groups**

### **ATA LOCAL REPORT**

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

163/2022 | Trustee Allen moved: That the Board of Trustees receive for information the report from the representative of the ATA Local #28.  
*CARRIED UNANIMOUSLY*

## **EMPLOYEE RELATIONS GROUP (ERG) REPORT**

Board Chair Boymook welcomed ERG representative D. Jarvin. Representative Jarvin presented to the Board the report on behalf of the Employee Relations Group.

164/2022 | Trustee Shotbolt moved: That the Board of Trustees receive for information the report from the representative of the Employee Relations Group.

*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.

### **ACTING CHAIR SCHEDULE 2022-23**

Board Chair Boymook presented the 2022-23 Acting Chair Schedule for approval.

165/2022 | Trustee Irwin moved: That the Board of Trustees approve the 2022-23 schedule for the position of Acting Chair to serve in absence of the Chair and Vice-Chair, as presented.

*CARRIED UNANIMOUSLY*

### **COMMITTEE REPRESENTATIVE APPOINTMENTS**

Board Chair Boymook presented for approval the Board Committee Representatives list for 2022-23.

166/2022 | Vice-Chair Holowaychuk moved: That the Board of Trustees approve the 2022-23 Board Committee Representatives list, as presented.

*CARRIED UNANIMOUSLY*

### **TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE: CHAIR AND VICE-CHAIR APPOINTMENTS**

Board Chair Boymook presented for approval the Chair and Vice-Chair Appointments for the Teachers' Collective Agreement Negotiations Committee.

167/2022 | Trustee Miller moved: That the Board of Trustees appoint Board Chair Trina Boymook as Chair and Trustee Ralph Sorochan as Vice-Chair of the Teachers' Collective Agreement Negotiations Committee.

*CARRIED UNANIMOUSLY*

### **TRUSTEE REMUNERATION**

Secretary-Treasurer Cole presented to the Board the Trustee Remuneration for 2022-23 for approval.

168/2022 | Trustee Seutter moved: That the Board of Trustees approve the trustees' remuneration for the 2022-23 year increase by 1.756% effective Sept. 1, 2022.

*CARRIED UNANIMOUSLY*

## READ IN WEEK 2022

Board Chair Boymook presented information on this year's READ IN Week, taking place on Oct. 3 to 7, 2022. The goal of READ IN Week is to encourage a lifelong love of reading and enhance literacy awareness involving students, staff, parents, and community members. This year's theme is, "Choose Your Own Adventure".

Board Chair Boymook read and signed the READ IN Week 2022 Resolution:

WHEREAS READ IN recognizes that reading is important for the development of the intellectual, emotional, and social facets of the individual;

WHEREAS reading opens doors to discovery and provides unlimited opportunities for adventure, enjoyment and learning for people of all ages;

WHEREAS literacy is crucial for community development and economic progress;

WHEREAS the Elk Island Public School Board is proud to celebrate learning and life-long education;

**Therefore, be it resolved THAT the Board of Trustees support READ IN Week, Oct. 3 to 7, 2022, and encourage related activities with the schools.**

169/2021 | Board Chair Boymook moved: That the Elk Island Public School Board supports READ IN Week, October 3 to 7, 2022, and encourages related activities with the schools.

*CARRIED UNANIMOUSLY*

## Committee Reports

### ADVOCACY COMMITTEE

Board Chair Boymook presented a report from the Advocacy Committee meeting held on Aug. 31, 2022, for information.

170/2022 | Board Chair Boymook moved: That the Board of Trustees receive for information the report from the Advocacy Committee meeting held on Aug. 31, 2022.

*CARRIED UNANIMOUSLY*

## Reports for Information

### FACILITY SERVICES – 2021-22 SUMMER PROJECTS UPDATE

Director Wait presented to the Board for information an update on the 2021-22 summer projects. The Board commended the Facility Services team for their work in ensuring facilities are welcoming, safe and operational for students and staff.

171/2022 | Trustee Allen moved: That the Board of Trustees receive for information the Facility Services – 2021-22 Summer Projects update.

*CARRIED UNANIMOUSLY*

## Trustee Notices of Motions and Requests for Information

No notices of motions or requests for information were presented.



**ADJOURNMENT**

Board Chair Boymook declared the meeting adjourned at 10:52 a.m.

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Trina Boymook, Board Chair

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Mark Liguori, Superintendent



# RECOMMENDATION REPORT

**DATE:** Oct. 20, 2022  
**TO:** Board of Trustees  
**FROM:** Policy Committee  
**SUBJECT:** Board Policy 8: Board Committees  
**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 engaging stakeholders to augment its decision-making and support student success.

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**RECOMMENDATION:**

**That the Board of Trustees approve amendments to Board Policy 8: Board Committees, 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.

As per Board Policy 10: Policy Making, the Policy Committee receives feedback/information from trustees/administration/stakeholders and develops policy positions as directed by the Board. Policies are reviewed annually and the Policy Committee provides recommendations to the Board on required additions, amendments and deletions.

As shown in the attachments, the proposed amendment to section 2.3.2.2 will allow community members serving on the Audit Committee to apply to serve additional two-year terms.

- 2.3. Membership
  - 2.3.1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
  - 2.3.2. Two community members
    - 2.3.2.1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
    - 2.3.2.2. Community members shall serve a two-year term and may apply to serve ~~an additional~~ two-year terms. ~~to a maximum of two consecutive terms.~~
    - 2.3.2.3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.



# RECOMMENDATION REPORT

## **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 8: Board Committees (marked)
2. Board Policy 8: Board Committees (unmarked)

## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. The appointed member shall serve on the committee for approximately one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

##### 1.1. Purpose

- 1.1.1. To provide a forum for discussion.
- 1.1.2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
- 1.1.3. To assign work to be undertaken.

##### 1.2. Powers and duties

- 1.2.1. Make recommendations for agenda items for subsequent Board meetings.
- 1.2.2. Maintain confidentiality of proceedings unless otherwise stated.

##### 1.3. Membership

- 1.3.1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

##### 2.1. Purpose

- 2.1.1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

##### 2.2. Powers of duties

- 2.2.1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
  - 2.2.1.1. Recommend the appointment of the external auditor,
  - 2.2.1.2. Review the audit plan,
  - 2.2.1.3. Assess the effectiveness of the auditor,
  - 2.2.1.4. Review the annual financial statements and audit findings,
  - 2.2.1.5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,

- 2.2.1.6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
  - 2.2.1.7. Assess compliance with applicable legislation, regulations and guidelines,
  - 2.2.1.8. Report findings and information to the Board.
- 2.3. Membership
  - 2.3.1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
  - 2.3.2. Two community members
    - 2.3.2.1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
    - 2.3.2.2. Community members shall serve a two-year term and may apply to serve ~~an additional~~ two-year terms. ~~to a maximum of two consecutive terms.~~
    - 2.3.2.3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.
  - 2.3.3. Superintendent and/or designate
  - 2.3.4. Secretary-Treasurer
  - 2.3.5. Director, Financial Services
  - 2.3.6. Other members of administration or the external auditors will be invited to attend, as required.
  - 2.3.7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
- 2.4. Meetings
  - 2.4.1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
  - 2.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
- 2.5. Compensation
  - 2.5.1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.
- 3. **Board Highlights**
  - 3.1. Purpose
    - 3.1.1. To establish content of the Board Highlights.
  - 3.2. Powers and duties
    - 3.2.1. Approve for circulation the Board Highlights.
  - 3.3. Membership
    - 3.3.1. Board Chair
    - 3.3.2. Superintendent and/or designate(s).
  - 3.4. Meetings
    - 3.4.1. As required to develop Board Highlights.
- 4. **Policy**
  - 4.1. Purpose
    - 4.1.1. To ensure the Board Policy Handbook is current and relevant.
    - 4.1.2. Powers and duties

- 4.1.3. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.
- 4.1.4. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
- 4.1.5. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
- 4.2. Membership
  - 4.2.1. One trustee to serve as Chair and two other trustees.
  - 4.2.2. Superintendent and/or designate(s).
- 4.3. Meetings
  - 4.3.1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  - 4.3.2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
- 5. **Student Expulsion**
  - 5.1. Purpose
    - 5.1.1. To make decisions regarding the recommendations for the expulsion of any student.
  - 5.2. Powers and duties
    - 5.2.1. On a recommendation for expulsion, reinstate or expel the student.
    - 5.2.2. Inform the Board of the action taken by the Committee.
  - 5.3. Membership
    - 5.3.1. One trustee to serve as Chair and two other trustees.
  - 5.4. Meetings
    - 5.4.1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
- 6. **Teachers' Collective Agreement Negotiations**
  - 6.1. Purpose
    - 6.1.1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  - 6.2. Powers and duties
    - 6.2.1. Report to the Board as necessary.
    - 6.2.2. Maintain confidentiality of negotiation proceedings.
  - 6.3. Membership
    - 6.3.1. Three trustees
    - 6.3.2. Superintendent and/or designate(s)
    - 6.3.3. The Board will appoint the Chair and Vice-Chair.
  - 6.4. Meetings
    - 6.4.1. To be called by the Committee Chair.
- 7. **Agenda Review**
  - 7.1. Purpose
    - 7.1.1. To set the order of business for public meetings of the Board.
  - 7.2. Membership
    - 7.2.1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair
    - 7.2.2. Superintendent and/or designate

- 7.2.3. Secretary-Treasurer.
- 7.3. Meetings
  - 7.3.1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  - 7.3.2. The Executive Assistant to the Board will serve as secretary.
- 8. **Advocacy**
  - 8.1. Purpose
    - 8.1.1. Support the ongoing advocacy efforts of the Board.
  - 8.2. Powers and duties
    - 8.2.1. Develop an action plan to support the Board’s identified advocacy plan
    - 8.2.2. Identify key messages to support the advocacy plan
  - 8.3. Membership
    - 8.3.1. Chair of the Board (Committee Chair) and two other trustees
    - 8.3.2. Superintendent and/or designate
    - 8.3.3. Associate Superintendent, Supports for Students
    - 8.3.4. Director, Communications.
  - 8.4. Meetings
    - 8.4.1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

**Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

**Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

**Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

<b>Last reviewed:</b>	<b>Last updated:</b>
	Sept. 17, 2015
	Feb. 18, 2016
	June 16, 2016
Oct. 24, 2016	
	Jan. 26, 2017
	Feb. 15, 2018

	Aug. 30, 2018
Dec. 18, 2019	Jan. 24, 2019
May 7, 2019	June 25, 2019
	Dec. 11, 2019
Jan. 30, 2020	Feb. 11, 2020
April 14, 2020	April 23, 2020
April 13, 2021	May 26, 2021
March 1, 2022	
May 10, 2022	June 16, 2022
<u>Oct. 6, 2022</u>	



## Policy 8

# BOARD COMMITTEES

The Board may delegate specific powers and duties to committees that are established by the Board, subject to the restrictions on delegation in the *Education Act*.

### General Requirements

1. The Board may appoint standing committees and ad hoc committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee and Teachers' Collective Agreement Negotiations Committee.

### Standing Committees

Standing committees are usually appointed annually at the Board meeting subsequent to the Organizational Meeting. The appointed member shall serve on the committee for approximately one year unless they are unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Board Caucus

##### 1.1. Purpose

- 1.1.1. To provide a forum for discussion.
- 1.1.2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans pertinent to Board operations.
- 1.1.3. To assign work to be undertaken.

##### 1.2. Powers and duties

- 1.2.1. Make recommendations for agenda items for subsequent Board meetings.
- 1.2.2. Maintain confidentiality of proceedings unless otherwise stated.

##### 1.3. Membership

- 1.3.1. Includes all trustees and the Superintendent and/or designate(s).

#### 2. Audit

##### 2.1. Purpose

- 2.1.1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.

##### 2.2. Powers of duties

- 2.2.1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
  - 2.2.1.1. Recommend the appointment of the external auditor,
  - 2.2.1.2. Review the audit plan,
  - 2.2.1.3. Assess the effectiveness of the auditor,
  - 2.2.1.4. Review the annual financial statements and audit findings,
  - 2.2.1.5. Assess the effectiveness of the Division's internal controls, and obtain reports on internal audit findings and recommendations,

- 2.2.1.6. Review the external auditor's assessment of internal controls and obtain reports on significant findings and recommendations,
    - 2.2.1.7. Assess compliance with applicable legislation, regulations and guidelines,
    - 2.2.1.8. Report findings and information to the Board.
- 2.3. Membership
  - 2.3.1. Board Vice-Chair, who shall serve as Committee Chair, and two other trustees.
  - 2.3.2. Two community members
    - 2.3.2.1. Community members are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
    - 2.3.2.2. Community members shall serve a two-year term and may apply to serve additional two-year terms.
    - 2.3.2.3. Selection of community members shall be made by the Committee of the Whole and Secretary-Treasurer.
  - 2.3.3. Superintendent and/or designate
  - 2.3.4. Secretary-Treasurer
  - 2.3.5. Director, Financial Services
  - 2.3.6. Other members of administration or the external auditors will be invited to attend, as required.
  - 2.3.7. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.
- 2.4. Meetings
  - 2.4.1. The Audit Committee shall meet twice per year and may convene additional meetings as circumstances require.
  - 2.4.2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
- 2.5. Compensation
  - 2.5.1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.
- 3. **Board Highlights**
  - 3.1. Purpose
    - 3.1.1. To establish content of the Board Highlights.
  - 3.2. Powers and duties
    - 3.2.1. Approve for circulation the Board Highlights.
  - 3.3. Membership
    - 3.3.1. Board Chair
    - 3.3.2. Superintendent and/or designate(s).
  - 3.4. Meetings
    - 3.4.1. As required to develop Board Highlights.
- 4. **Policy**
  - 4.1. Purpose
    - 4.1.1. To ensure the Board Policy Handbook is current and relevant.
    - 4.1.2. Powers and duties
    - 4.1.3. To receive information from trustees/administration/stakeholders and to develop policies as directed by the Board.

- 4.1.4. To review existing Board Policies annually as per [Board Policy 10: Policy Making](#) and provide recommendations to the Board to amend or rescind policies as required.
- 4.1.5. To bring forward the committee's recommendations to add, amend or rescind policies to the Board at a regular public Board meeting.
- 4.2. Membership
  - 4.2.1. One trustee to serve as Chair and two other trustees.
  - 4.2.2. Superintendent and/or designate(s).
- 4.3. Meetings
  - 4.3.1. A minimum of five meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
  - 4.3.2. A recording secretary shall prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.
- 5. Student Expulsion**
  - 5.1. Purpose
    - 5.1.1. To make decisions regarding the recommendations for the expulsion of any student.
  - 5.2. Powers and duties
    - 5.2.1. On a recommendation for expulsion, reinstate or expel the student.
    - 5.2.2. Inform the Board of the action taken by the Committee.
  - 5.3. Membership
    - 5.3.1. One trustee to serve as Chair and two other trustees.
  - 5.4. Meetings
    - 5.4.1. As detailed in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
- 6. Teachers' Collective Agreement Negotiations**
  - 6.1. Purpose
    - 6.1.1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  - 6.2. Powers and duties
    - 6.2.1. Report to the Board as necessary.
    - 6.2.2. Maintain confidentiality of negotiation proceedings.
  - 6.3. Membership
    - 6.3.1. Three trustees
    - 6.3.2. Superintendent and/or designate(s)
    - 6.3.3. The Board will appoint the Chair and Vice-Chair.
  - 6.4. Meetings
    - 6.4.1. To be called by the Committee Chair.
- 7. Agenda Review**
  - 7.1. Purpose
    - 7.1.1. To set the order of business for public meetings of the Board.
  - 7.2. Membership
    - 7.2.1. Chair of the Board, Vice-Chair of the Board, and the designated acting chair
    - 7.2.2. Superintendent and/or designate
    - 7.2.3. Secretary-Treasurer.
  - 7.3. Meetings

7.3.1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

7.3.2. The Executive Assistant to the Board will serve as secretary.

## 8. **Advocacy**

### 8.1. Purpose

8.1.1. Support the ongoing advocacy efforts of the Board.

### 8.2. Powers and duties

8.2.1. Develop an action plan to support the Board's identified advocacy plan

8.2.2. Identify key messages to support the advocacy plan

### 8.3. Membership

8.3.1. Chair of the Board (Committee Chair) and two other trustees

8.3.2. Superintendent and/or designate

8.3.3. Associate Superintendent, Supports for Students

8.3.4. Director, Communications.

### 8.4. Meetings

8.4.1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.

## **Ad Hoc Committees**

An ad hoc committee may be established to assist the Board on a specific purpose for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

## **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

## **Reference:**

Sections 33, 37, 51, 52, 53, 64, 67, 222 *Education Act*

### **Last reviewed:**

Oct. 24, 2016

Dec. 18, 2019

### **Last updated:**

Sept. 17, 2015

Feb. 18, 2016

June 16, 2016

Jan. 26, 2017

Feb. 15, 2018

Aug. 30, 2018

Jan. 24, 2019

May 7, 2019

June 25, 2019

Dec. 11, 2019

Jan. 30, 2020

Feb. 11, 2020

April 14, 2020

April 23, 2020

April 13, 2021

May 26, 2021

March 1, 2022

May 10, 2022

June 16, 2022

Oct. 6, 2022



# RECOMMENDATION REPORT

**DATE:** Oct. 20, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2023-24 Modular Classroom Plan

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

**RESOURCE STAFF:** Brent Dragon, Planner, Facility Services  
Robert Derech, Assistant Director, Facility Services

**REFERENCE:** School capital manual for the 2022-23 school year  
Chapter 12 Modular Classroom Program

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

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

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

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## RECOMMENDATION:

**That the Board of Trustees direct administration to request funding to:**

- **relocate two B-Type modular classrooms from École Campbelltown to SouthPointe School;**
- **add two new B-Type modular classrooms from Alberta Education to SouthPointe School;**
- **demolish three modular classrooms and reclaim the site at Uncas Elementary; and**
- **replace three modular classrooms with three new A-Type modular classrooms from Alberta Education to address the ageing infrastructure at James Mowat Elementary.**

## BACKGROUND:

Elk Island Public Schools (EIPS) 2023-24 Modular Classroom Plan outlines the Division's highest priorities for modular classroom requests. Modular classrooms are standard classroom units built centrally and distributed to schools to ease enrolment pressures in high-growth areas. Modular classrooms are funded through Section 12, "Modular Classroom Program" of the 2022-23 *School Capital Manual, August 2022* (see Attachment 2).

Every year, requests for modular classrooms—for the following school year—are due to Alberta Education by November 1. Alberta Education then reviews and considers each division's modular submission. Modular classrooms are requested under three categories: new or replacement units, relocation of existing units and the demolition of ageing units. Typically, Alberta Education provides funding for new modular classrooms or the relocation of modular classrooms when enrolment pressures at a school are projected to exceed and remain above 100 per cent utilization. Funding for demolishing modular classrooms is usually granted by Alberta Education if health and safety issues are identified. Alberta Education also considers enrolment pressures within



# RECOMMENDATION REPORT

the context of the surrounding schools. For this reason, EIPS evaluates modular classroom needs at the school level and considers enrolment and space requirements at the sector level when developing a modular classroom request.

The purpose of the 2023-24 Modular Classroom Plan is to accommodate short-term enrolment pressures and provide alternative options to ensure students have access to high-quality learning spaces. Modular classrooms are flexible infrastructure and should be deployed to meet short-term enrolment issues across the Division.

## **COMMUNICATION PLAN:**

The following communication will occur if/when the recommendation is approved:

1. A completed modular classroom program request form will be submitted to Alberta Education for approval.
2. If/when Alberta Education approves the request(s):
  - a. the applicable school administrator(s) will be advised of the approval and provided with approximate delivery dates.
  - b. A prep sheet will be prepared for Alberta Infrastructure that includes an estimate of the unit cost, school site plan and work plan.
  - c. A cost estimate for any required connecting links will be brought to the Board of Trustees which will reflect the costs associated with approved projects.

## **ATTACHMENT(S):**

1. 2023-24 Modular Classroom Plan
2. Chapter 12, "Modular Classroom Program" 2022/23 *School Capital Manual, August 2022*
3. Modular Classrooms by School by Sector

CC:



# 2023-24 Modular Classroom Plan

Oct. 20, 2022



## 1. Background

Table 1 summarizes the modular classroom requests made by EIPS over the last six years.

Table 1: Modular classroom program submission to Alberta Education over the last six years

Plan Year	Receiving School	Donor School	Number Requested	Request Type	Approved
2022-23	James Mowat Elementary		1	New	No*
	James Mowat Elementary		3	Replacement	No
	SouthPointe School	Fultonvale Elementary Junior High	3	Relocation	No
	Uncas Elementary		3	Demolition	No
2021-22	SouthPointe School	Pine Street Elementary	2	Relocation	Yes
	SouthPointe School	École Campbelltown	2	Relocation	Yes
	Ardrossan Junior Senior High	École Campbelltown	2	Relocation	Yes
2020-21	SouthPointe School	Wye Elementary	1	Relocation	No**
	SouthPointe School	Pine Street Elementary	2	Relocation	No
	SouthPointe School	École Campbelltown	2	Relocation	No
2019-20	Ardrossan Junior Senior High		2	Demolition	Yes^
	Uncas Elementary		1	Demolition	Yes
	SouthPointe School		4	New	No^^
	École Campbelltown		1	Replacement	Yes
2018-19	SouthPointe School		4	New	No
	Fort Saskatchewan Christian		1	New	Yes
	Ministik School		3	Demolition	Yes
2017-18	Mills Haven Elementary		2	New	Yes
	Ministik School		3	Replacement	No
	Wes Hosford Elementary		8	Replacement	Yes

\*EIPS relocated one modular classroom to James Mowat Elementary from Fultonvale Elementary Junior High using unallocated reserves.

\*\*Approved under the grant agreement for Heritage Hills Elementary.

^Approval granted for the demolition of two modular classrooms at Ardrossan Junior Senior High. The remaining four modular classrooms were demolished using Infrastructure Maintenance and Renewal (IMR) funding.

^^EIPS relocated three modular classrooms to SouthPointe School from Mundare School using unallocated reserves.

In March 2021, the province announced its Budget 2021, which included an added \$60 million to complete additional modular classroom projects. This increased the total funding of the modular classroom program to \$85 million. Alberta Education requested school jurisdictions evaluate their 2021-22 submissions and make changes as necessary. As such, EIPS adjusted its 2021-22 submission to include a request for the relocation of six modular classroom. All were approved.

The following school year, Alberta Education did not solicit submissions for the 2022-23 Modular Classroom Program. Despite this, EIPS submitted a request on Nov. 1, 2021. The modular request included relocating three modular classrooms to SouthPointe School from Fultonvale Elementary Junior High and replacing three ageing modular classrooms at James Mowat Elementary with four new units. In January 2022, the province notified EIPS it was not allocating any fund to the 2022-23 Modular Classroom Program. As a result, in March, EIPS submitted a request to Alberta Education to use current year surplus funds to relocate one modular classroom to James Mowat Elementary from Fultonvale Elementary Junior High because of anticipated growth.

Enrolment pressures are significant across Alberta. In fact, many school boards are experiencing more than two per cent annual growth. In discussions with Alberta Education, many 2021 modular classrooms are still under production because of production challenges and limited number modular classroom manufacturers. Alberta Infrastructure has posted a request for proposals for new modular classroom suppliers. However, at the current time, EIPS is uncertain if the province will fund the 2023-24 Modular Classroom Program.

Table 2: Classroom submissions by project type for the last six years

Request Type	Requested	Approved	Denied
Replacement	15	9	6
Relocation	14	6	8
Demolition	9	6	3
New	12	3	9
<b>Total</b>	<b>50</b>	<b>24</b>	<b>26</b>

The table doesn't include EIPS-funded projects - four demolished units at Ardrossan Junior Senior, three units relocated to SouthPointe from Mundare School, and one unit relocated to James Mowat Elementary from Fultonvale Elementary Junior High.

Table 2 provides an overview of the number of requested, approved and denied projects. It should be noted EIPS has shifted to relocating modular classrooms where possible to meet the community's needs. Before a request is made to relocate a modular classroom EIPS considers the donor school's medium- to long-term programming and enrolment needs.

Overall, EIPS has 118 modular classrooms located at 19 school facilities.

Table 3: The number of modular classrooms at each EIPS facility

Schools	Number of Modular Classrooms	Average Age	Total Student Capacity
Ardrossan Elementary	10	5	212
Ardrossan Junior Senior High	2	9	42
Clover Bar Junior High	2	19	42
École Campbelltown	6	10	130
F.R. Haythorne Junior High	2	21	44
Fort Saskatchewan Christian	3	7	60
Fort Saskatchewan Elementary	7	10	158
Fultonvale Elementary Junior High	12	8	261
Glen Allan Elementary	4	32	88
James Mowat Elementary	10	35	247
Lakeland Ridge	6	14	132
Mills Haven Elementary	4	6	88
Pine Street Elementary	2	18	46
SouthPointe School	12	7	250
Uncas Elementary	3	44	63
Wes Hosford Elementary	13	8	262
Westboro Elementary	2	47	38
Win Ferguson Elementary	12	32	252
Woodbridge Farms Elementary	6	41	126
<b>Grand Total</b>	<b>118</b>	<b>17</b>	<b>2,541</b>

The average age of modular classrooms across the Division has increased to 17 years from 16 years, as no new modular classrooms have been received. Table 3 indicates many schools have old modular classrooms that are well beyond their anticipated lifecycle of 25 years. Table 3 also illustrates modular classrooms account for 2,541 student spaces across the Division.

In 2021-22, EIPS had 21,551 student spaces, not including leased facilities or space leased to community organizations. As shown in Figure 1, modular classrooms account for 12% of the Division's total capacity. The management and effective use of these spaces are vital to accommodating students over the short and medium term.

Figure 1: Student spaces by facility type

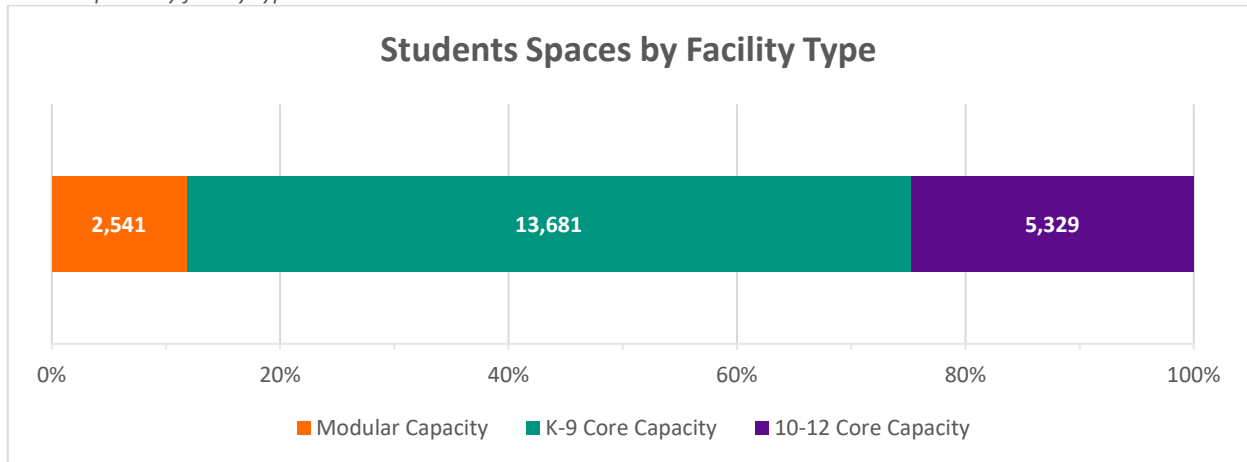


Figure 1 illustrates the proportion of students spaces categorized by facility type, modular classroom, K-9 core capacity and 10-12 core capacity.

The above figure represents the proportion of student spaces categorized by facility type.

- Modular capacity accounts for the 118 modular classrooms space in the 2021-22 Area Capacity and Utilization Report (ACU).
- Kindergarten to Grade 9 core capacity accounts for all kindergarten to Grade 9 student spaces in core infrastructure.
- Grades 10 to 12 core capacity accounts for all grade 10-12 student spaces in core infrastructure.

*NOTE:* The data includes Fort Saskatchewan Christian and excludes colony schools, Strathcona Christian Academy Elementary, Strathcona Christian Academy Secondary, Next Step and Elk Island Youth Ranch Learning Centre.

## 2. Determination of Need

Conversations with Alberta Education indicated funding for new modular classrooms and the relocation of modular classrooms occurs when enrolment pressures at a school are projected to exceed 100% utilization. Alberta Education usually grants funding for the demolition of modular classrooms if health and safety issues are present. Alberta Education also considers enrolment pressures within the context of the surrounding schools. For this reason, EIPS evaluates modular classroom needs at the school level and considers enrolment and space requirements at the sector level when developing all modular classroom requests.

The foundation of the analysis focuses on the 2021-22 Area Capacity and Utilization Report, which looks at 35 of the Division's 43 schools. Colony schools, Strathcona Christian Academy Elementary, Strathcona Christian Academy Secondary, Next Step and Elk Island Youth Ranch Learning Centre are not considered for modular classrooms.

In developing this report, historical utilization rates and enrolment projections were reviewed for all 35 schools. Of the 35 schools, 11 had utilization rates at or above 80%.

Table 4: Utilization rates for the 11 schools with utilization rates above 80% in the 2021-22 ACU report.

NOTE: The table also estimates each school's utilization for the next five years. Estimated utilization rates are based on adjusted enrolment projections. The net capacity of schools is adjusted to reflect the 2021-22 summer modular projects.

2022-23 OEL Boundary Status	School Name	2021-22 Official Net Capacity	2021-22 Official Utilization	Estimated Utilization				
				2022-23	2023-24	2024-25	2025-26	2026-27
Open	Mills Haven Elementary	519	82%	85%	88%	93%	100%	104%
Open	Win Ferguson Elementary	471	84%	84%	87%	85%	88%	90%
Open	Ardrossan Elementary	628	87%	93%	98%	105%	110%	112%
Closed	SouthPointe School	683	87%	97%	103%	109%	114%	120%
Open	Lakeland Ridge	856	88%	88%	85%	85%	86%	86%
Closed	Sherwood Heights Junior High	753	88%	90%	91%	92%	94%	94%
Open	Fort Saskatchewan Christian	422	90%	94%	95%	95%	95%	95%
Closed	Ardrossan Junior Senior High	913	95%	92%	98%	102%	103%	106%
Closed	F.R. Haythorne Junior High	733	95%	92%	94%	91%	89%	88%
Closed	Davidson Creek Elementary	594	99%	104%	106%	103%	98%	97%
Closed	James Mowat Elementary	406	103%	100%	102%	101%	106%	104%

\*Estimated utilization rates for James Mowat Elementary are based on an unofficial net capacity resulting from the relocation of a modular classroom from Fultonvale Elementary Junior High.

Enrolment projections for Ardrossan Junior Senior High, Mills Haven Elementary and Win Ferguson Elementary indicate significant enrolment increases over the next five years. However, the enrolment is anticipated to remain below the 100% utilization rate for the 2023-24 school year. Meanwhile, enrolment projections for F.R. Haythorne Junior High and Lakeland Ridge indicate an annual enrolment decline. As well, Ardrossan Elementary, Sherwood Heights Junior High and Fort Saskatchewan Christian, are also anticipated to have enrolment increases—and the growth is particularly significant at Ardrossan Elementary beyond 2024-25. The increases at Sherwood Heights Junior High and Fort Saskatchewan Christian are expected to remain stable over the next five years.

EIPS expects Davidson Creek Elementary, James Mowat Elementary and SouthPointe School to have utilization rates above 100% by 2023-24. In the case of Davidson Creek, enrolment is anticipated to increase to 106% utilization by 2023-24, and then gradually decline to 97% by 2026-27. Despite adding one modular classroom at James Mowat Elementary, the Division projects enrolment to remain above 100% over the next five years. Similarly, EIPS expects SouthPointe School to exceed 103% utilization by 2023-24, with continued enrolment pressures exceeding 120% by 2026-27 if no additional modular classrooms are added. SouthPointe School has maintained closed boundaries since opening in 2017.

### 3. Modular Classrooms End-of-Life Cycle Review

Since the 2022-23 Modular Classroom Plan, EIPS reviewed underutilized schools with modular classrooms that have exceeded their expected life cycle. For this report, an underutilized school is one with an official utilization below 60%. A modular classroom has an expected life cycle of 25 years. Uncas Elementary is the only school that meets this modular classroom age and utilization criteria. In 2021-22, Uncas Elementary had a utilization rate of 57%. In the 2019-20 Modular Classroom Plan, one modular classroom was demolished at Uncas Elementary (see pg. 2, "Table 1"). The three remaining modular classrooms are of similar age and condition. The modular classrooms were constructed in 1978. Demolishing of the three modular classrooms would help right-size the school's capacity.

Table 5: Utilization rates for Uncas Elementary. The table also estimates the school's utilization for the next five years. Estimated utilization rates are based on adjusted enrolment projections

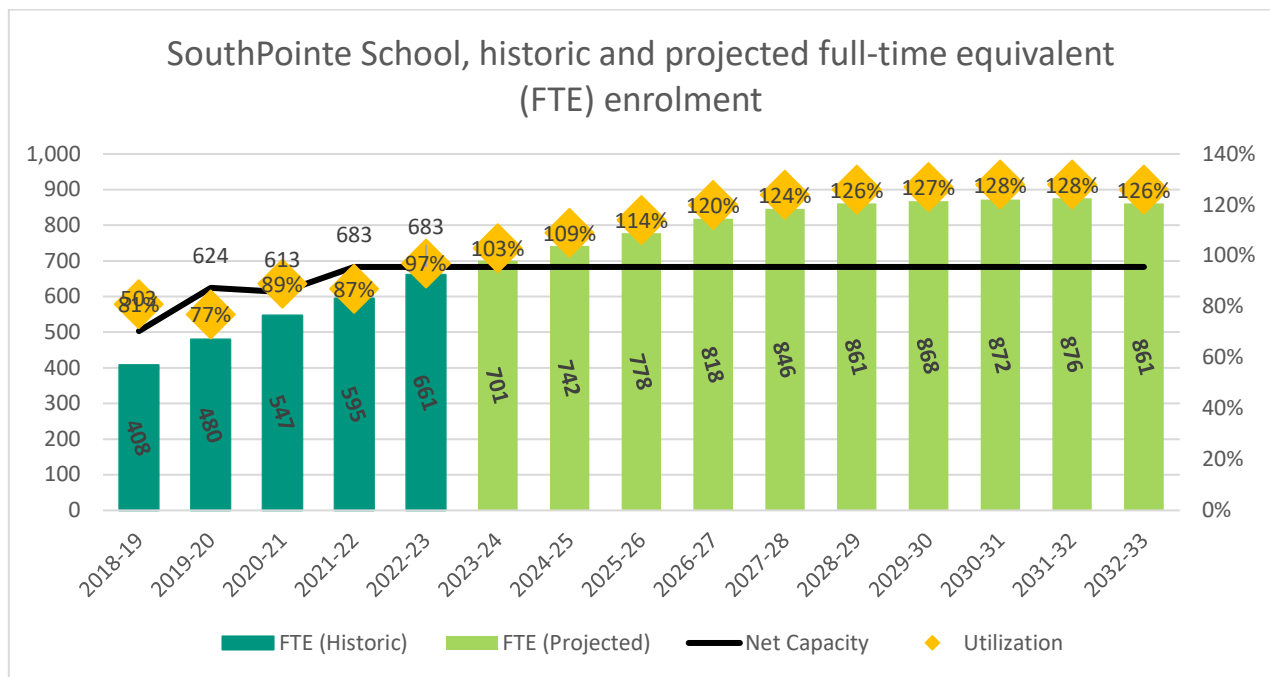
2022-23 OEL Boundary Status	School Name	2021-22 Official Net Capacity	2021-22 Official Utilization	Estimated Utilization				
				2022-23	2023-24	2024-25	2025-26	2026-27
Open	Uncas Elementary	345	57%	61%	62%	63%	64%	65%

#### 4. Needs Analysis

Site limitations and the design of Davidson Creek Elementary make the addition of modular classrooms a non-optimal solution for the school’s enrolment pressures. In addition, EIPS expects the enrolment to stabilize over the medium term at a level that can be accommodated within the school’s existing capacity. As result, EIPS will evaluate alternative solutions for the enrolment pressures at the school.

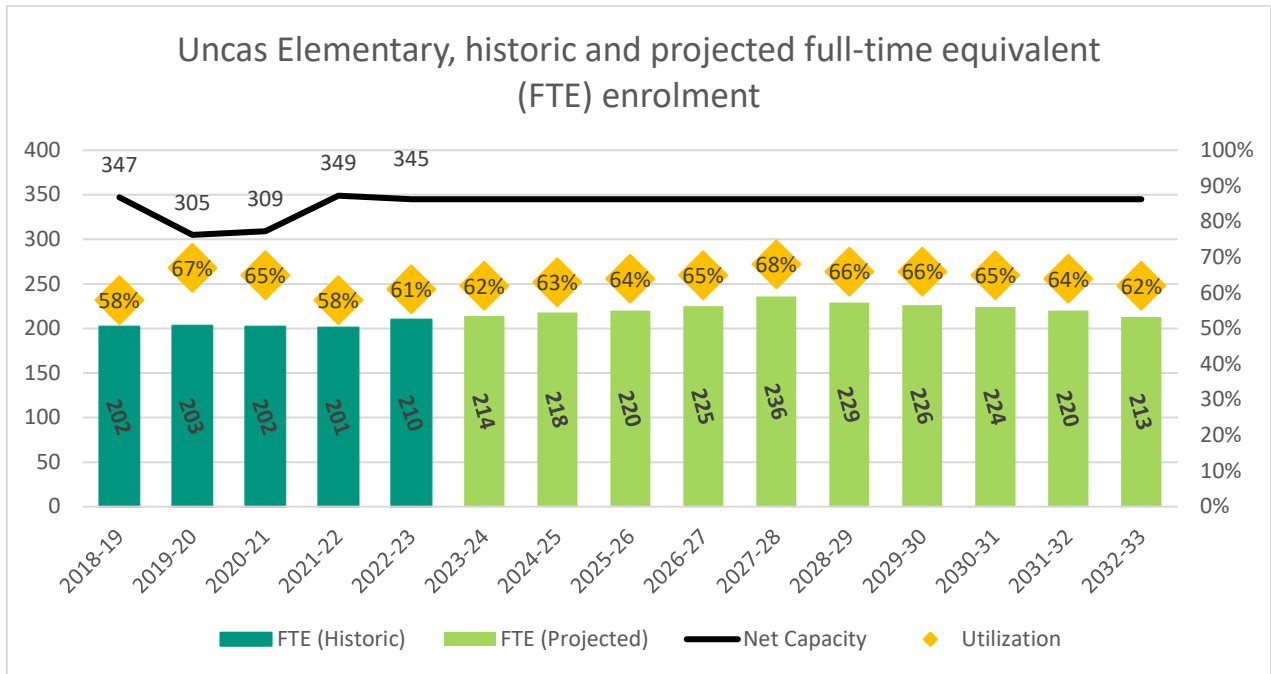
EIPS expects enrolment at SouthPointe School to continue to increase. As such, modular classrooms are required no later than the 2023-24 school year. Meanwhile, it’s anticipated Uncas Elementary will maintain a low utilization beyond the 2026-27 school year. And, utilization at James Mowat Elementary is projected to remain above 100% over the next five years. However, at James Mowat, additional modular classroom units are not feasible due to site limitations. Several modular classrooms at James Mowat Elementary and Uncas Elementary are also in poor condition.

Figure 2: SouthPointe School



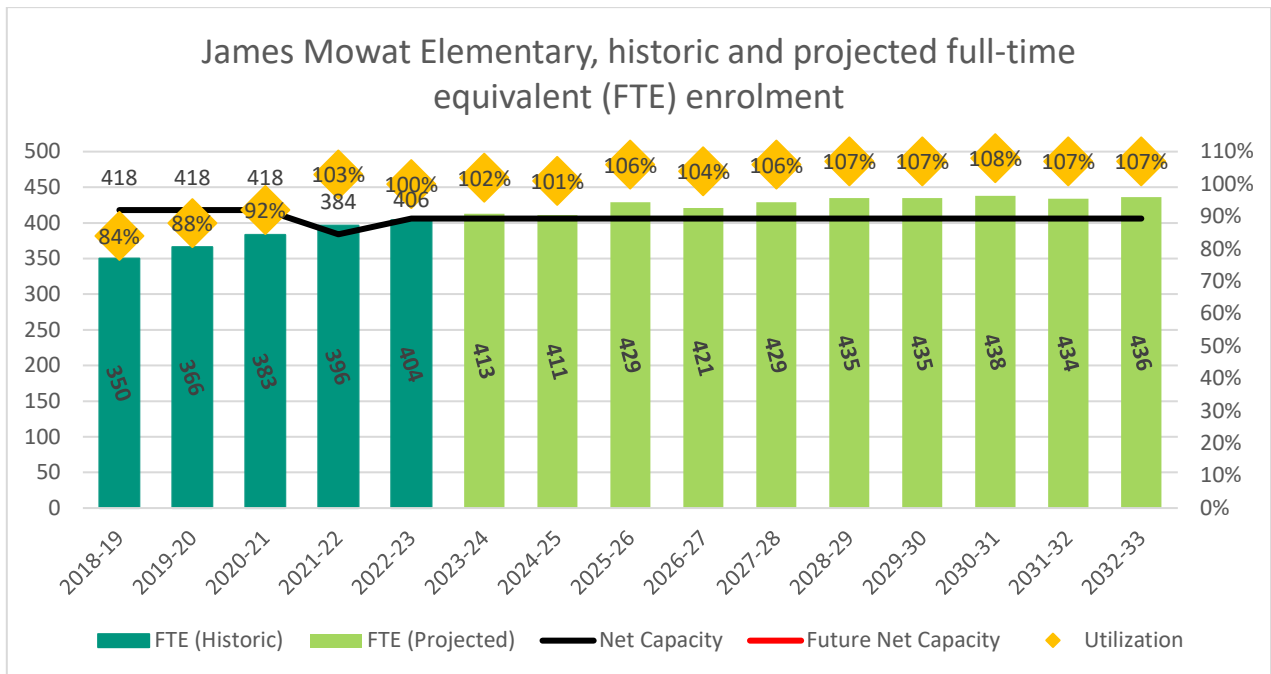
EIPS projects SouthPointe School to have a 103% utilization rate by 2023-24. If additional modular classrooms are not provided, enrolment pressures will approach 128% by 2030-31.

Figure 3: Uncas Elementary



EIPS projects Uncas Elementary to experience low utilization over the next 10 years. Utilization is not anticipated to exceed 70%. It should be noted EIPS currently leases two of the three modular classrooms to a for-profit, out-of-school care provider.

Figure 4: James Mowat Elementary



EIPS projects James Mowat Elementary to experience a utilization rate of 102% for the 2023-24 school year. Utilization is anticipated to increase to 106% by 2025-26, and remain above 104% until 2032-33.

## 5. Recommendation

To address the need for modular classrooms at SouthPointe School, EIPS must consider the type of modular classroom required and if relocation is feasible. There are three types of modular classroom units:

- A-Type – includes a corridor;
- B-Type –does not include a corridor; and
- a washroom unit – available for both A-Type and B-Type designs.

Each modular classroom type is also available in heavy-duty construction. Modular classrooms can be attached directly to a school or attached to a school using a connecting link. The cost of a connecting link is the responsibility of the Division.

### 5.1.Recommendation Summary

A request to

- relocate two B-Type modular classrooms from École Campbelltown to SouthPointe School;
- add two new B-Type modular classrooms from Alberta Education to SouthPointe School;
- demolish three modular classrooms and reclaim the site at Uncas Elementary; and
- replace three modular classrooms with three new A-Type modular classrooms from Alberta Education to address the ageing infrastructure at James Mowat Elementary.

*NOTE:* EIPS has decided not to pursue the removal of modular classrooms at Fultonvale Elementary Junior High to explore potential opportunities resulting from the EIPS Three-Year Engagement Strategy. Administration will continue to monitor the school and consider modular classrooms relocation in future years.

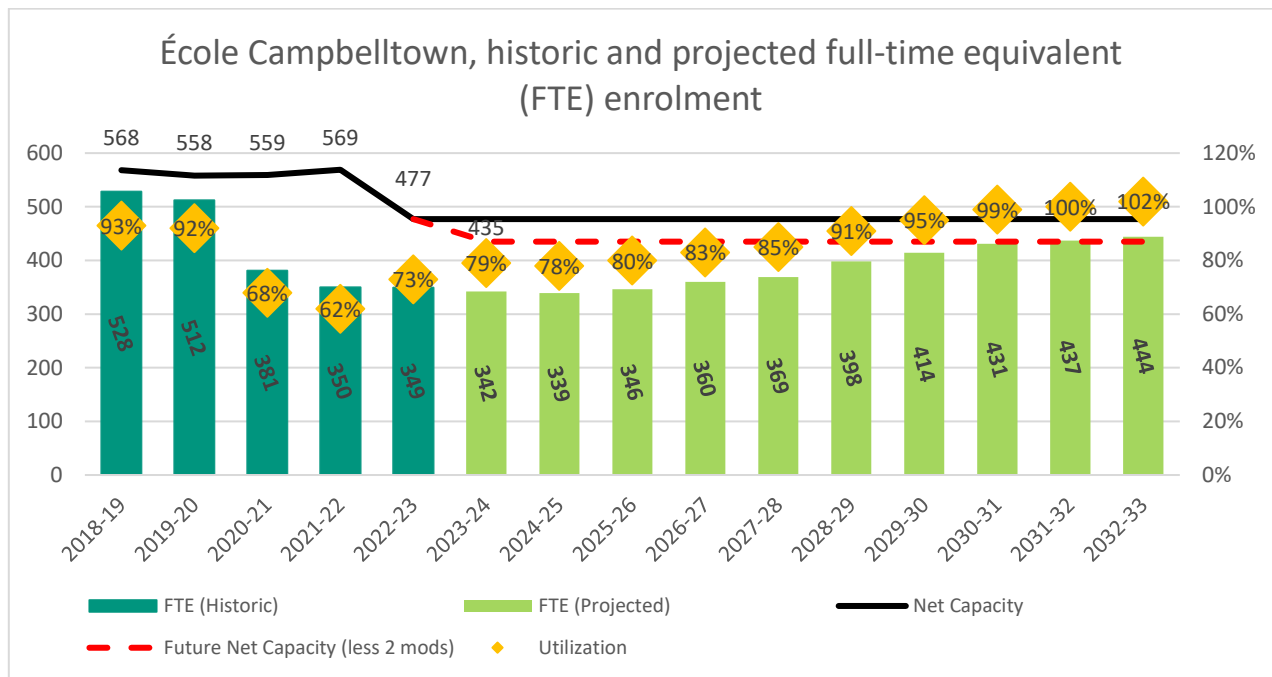
## 5.2.SouthPointe School Recommendation

SouthPointe School was designed to accommodate 16 modular classrooms of various design types. Currently, there are 12 modular classrooms on-site leaving room for an additional four. The modular classrooms selected for relocation must consider the donor school’s future enrolment and modular type to minimize conflict at the receiving school. The four modular classrooms relocated to SouthPointe School from Mundare School and Wye Elementary were A-Type units. Now, SouthPointe School requires four B-Type units to join the relocated modular classrooms.

After reviewing the Division’s inventory for compatible modular classrooms at schools with sufficient core capacity, EIPS has selected École Campbelltown for two modular relocations. As outlined in Appendix B, École Campbelltown has six modular classrooms on site. Two of these were constructed in 2003 and are incompatible with existing modular classrooms at SouthPointe School. Of the remaining four units, two are A-Type, and two are B-type units. All four were constructed in 2016.

Below are École Campbelltown’s enrolment projections, should two modular classrooms be relocated to SouthPointe School.

Figure 5: École Campbelltown enrolment projections



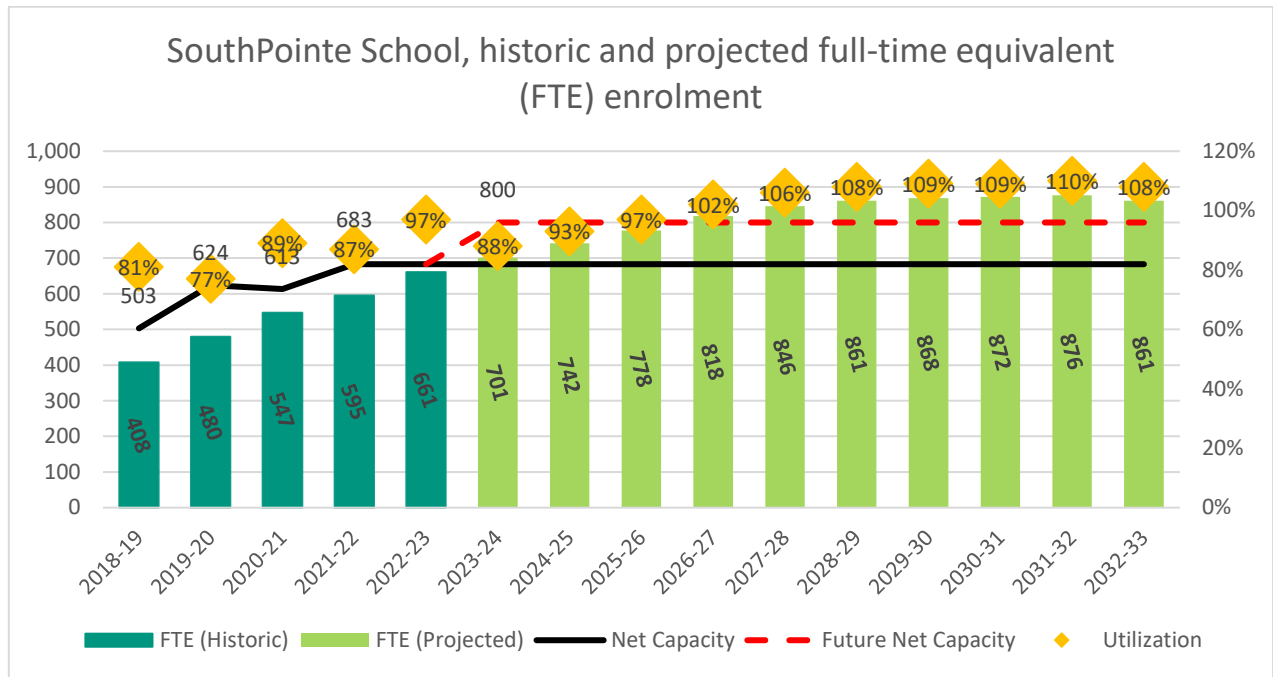
NOTE: The utilization is based on the future net capacity beyond the 2023-24 school year. Future net capacity is based on the removal of two modular classrooms.

Figure 5 illustrates if EIPS relocates two modular classrooms to Southpoint School from École Campbelltown, sufficient capacity would remain to accommodate current and projected enrolment levels. If the modular classrooms were relocated for 2023-24, the school would achieve a utilization rate of 79%. It should be noted École Campbelltown currently houses a for-profit childcare provider, which may need to be relocated over the long term if two modular classrooms are relocated.



Below are SouthPointe School’s enrolment projections should four modular classrooms be added.

Figure 6: SouthPointe School enrolment projections



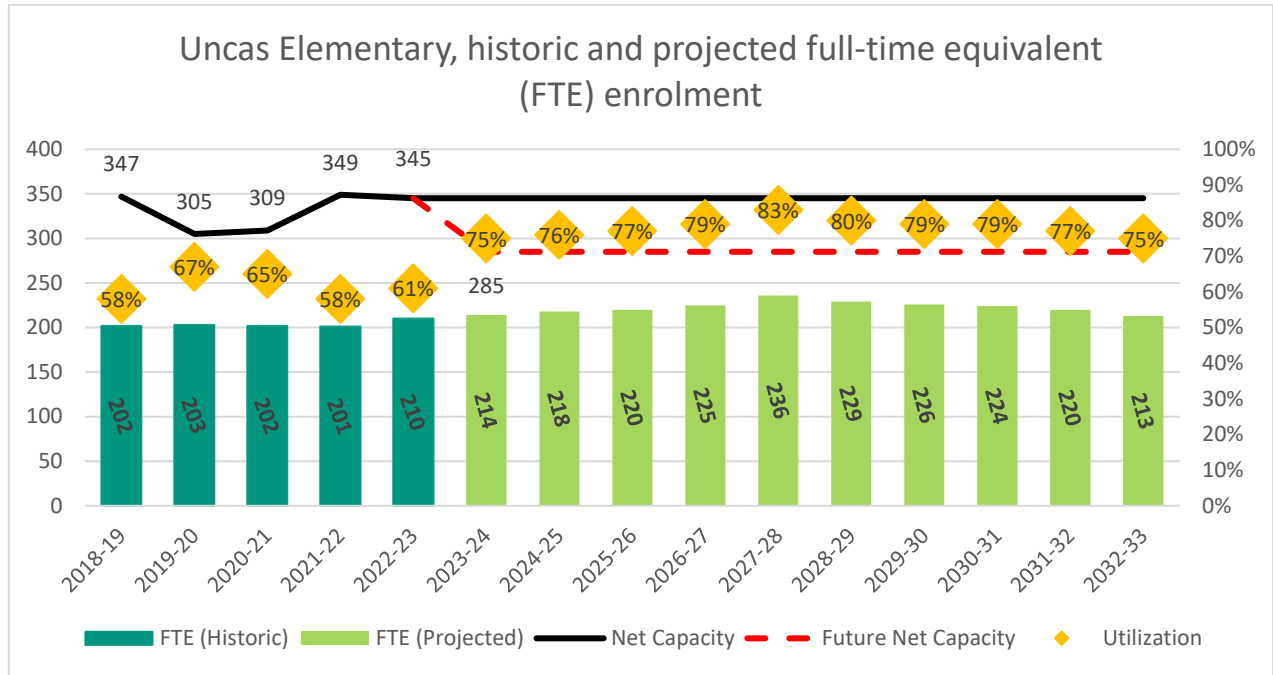
NOTE: Utilization is based on the future net capacity beyond the 2023-24 school year. Future net capacity is based on the addition of four modular classrooms.

The above figure illustrates if EIPS adds four modular units at SouthPointe School, there would be enough capacity to accommodate current and projected enrolment levels beyond 2026-27. If modular classrooms are added for 2023-24, the school will achieve a utilization rate of 88%. Ideally, the addition of four modular classrooms will be achieved by relocating of two existing units from Ecole Campbelltown and adding two new units from Alberta Education.

### 5.3.Uncas Recommendation

The request to demolish three modular classrooms is based on a review of the current condition of the modular classrooms. Every effort is made to ensure all educational spaces are safe and effective for 21st century learning. Keeping that in mind, the modular classrooms at Uncas Elementary are experiencing significant heating and ventilation issues. The three modular classrooms were constructed in 1978.

Figure 7: SouthPointe School enrolment projections



NOTE: Utilization is based on the future net capacity beyond the 2022-23 school year.

The above figure illustrates that should EIPS receive funding to demolish the three remaining modular classrooms at Uncas Elementary sufficient capacity would remain to accommodate current and projected enrolment levels. If the modular classrooms were removed for the 2023-24 school year the school would achieve a utilization rate of 75%. EIPS is confident that should the modular classrooms be removed the lease operator could be accommodated within the core facility should they choose to continue to partner with EIPS.

### 5.4.James Mowat Elementary Recommendation

For the 2022-23 Modular Classroom Plan, a request was made to demolish three modular classrooms and replace them with four relocated or new units. The request was based on the current condition of the modular classrooms and the projected utilization rate of the school. While every effort is made to ensure every educational space is safe and effective for 21st-century learning, the modular classrooms at James Mowat Elementary are experiencing significant mechanical, structural, heating and ventilation issues. In addition, if unforeseen issues arise and a modular is deemed unsafe, EIPS would be significantly challenged to accommodate students within James Mowat Elementary. As such, replacing the modular classrooms at the school is a high need. EIPS has also engaged the James Mowat Elementary community on a proposed strategy to address enrolment pressures at the school.

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## Chapter 12

### Modular Classroom Program

#### 12.1 Background

The Modular Classroom Program (MCP) provides school jurisdictions with modular classrooms, modular/portable unit relocations and demolitions in order to assist jurisdictions with the accommodation of students on an urgent basis.

Education oversees the prioritization, planning and approval of the program, while Infrastructure is responsible for implementation.

##### 12.1.1 Exceptions

The modular classroom program does not apply to the following:

- modular classrooms that are part of a new, replacement or modernization school capital project
- modular classrooms for decanting purposes
- modular classrooms for P3 (public-private partnership) schools that have achieved their full build out capacity
- modular classrooms that are being relocated or leased at the school jurisdiction's own expense (*Education Act*, section 195(2))

#### 12.2 Policies

##### 12.2.1 Modular Classrooms

Each year, school jurisdictions are asked to submit requests for modular classroom units to help ease enrolment pressures, address programming needs, address health and safety issues, and the replacement of portables exceeding or at the end of their service life. Modular classrooms are provided as solutions to the above issues and should be removed (via relocation or redeployment) when no longer required.

In some cases, connecting links are incorporated to provide interior access to an exterior grouping of modular classrooms. The construction of any link, if required, will be the responsibility of the school division.

##### 12.2.2 Relocation of Modular/Portable Classrooms

As part of the annual modular classroom program funding may also be designated for the relocation of modular classrooms from an existing school (donor school) to another school (receiver school) or to another school jurisdiction for the purpose of easing enrolment pressures at the receiver school.

### **12.2.3 Declaration of Surplus Modular/Portable Classrooms**

When a jurisdiction finds that they have a modular classroom that is no longer needed to accommodate the instructional needs of students, they are asked to advise Education of the surplus unit(s) through the modular classroom program annual modular submission process. Before declaring any surplus, jurisdictions must ensure that the modular classroom unit(s) in question are in good condition. In order to do so, jurisdictions are asked to provide a modular-unit condition assessment report (MCA) from a certified professional with their submission.

New

### **12.2.4 Demolition of Modular/Portable Classrooms**

Modular classroom program funding may also be designated for the demolition of modular/portable classrooms and the reclamation of the affected school sites for the purpose of removing classroom units which are no longer viable from a jurisdiction's inventory. Demolition and reclamation requests can be submitted through the modular classroom program and annual modular submission process. Submissions should be accompanied by additional information verifying the condition of the modular classroom(s) being considered, including a modular-unit condition assessment report from a certified professional.

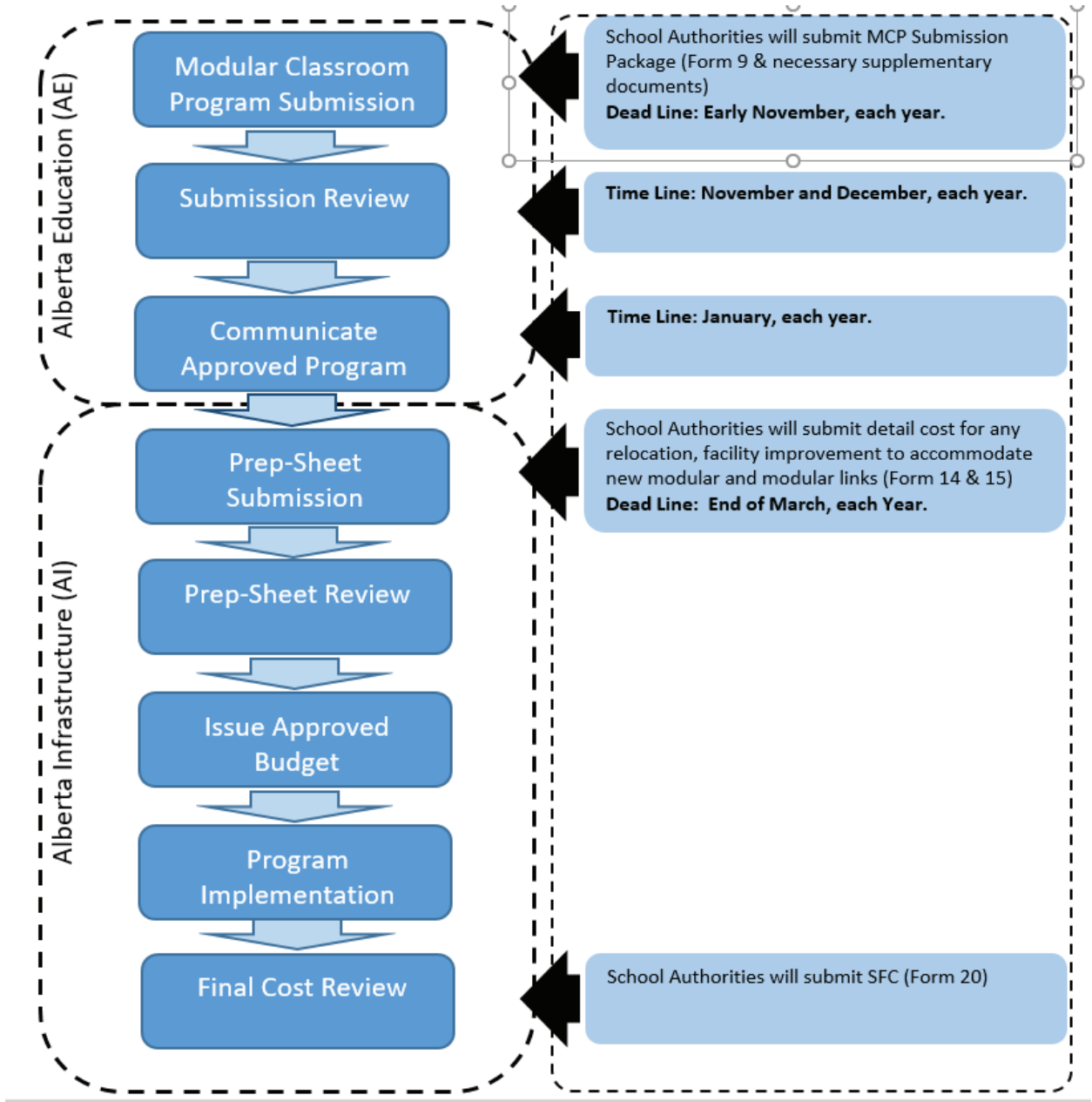
Revised

## **12.3 Modular Classroom Program Procedure**

Each year in October, Education asks school jurisdictions to submit their modular classroom program requests for:

- additional modular classroom space;
- relocation of existing classroom(s) between schools within the jurisdiction;
- declaration of surplus modular classroom(s) (not required within the jurisdiction);
- demolition of modular classroom(s) no longer performing as suitable student accommodation and the associated site reclamation.

The modular classroom program (MCP) procedure is illustrated in the flowchart below<sup>2</sup>



<sup>2</sup> Any change of these dates will be communicated by Capital Planning Department to School Jurisdiction in well advance

New

### 12.3.1 Submission of Modular Requests

All jurisdictions are required to complete the Modular Classroom Program Request Form. The cover page will instruct jurisdictions on the corresponding schedule(s) to complete based on their needs. If a jurisdiction has no requests applicable to a particular modular request, the cover page of the form is required to be completed with “no” selected in all the modular requests listed.

The signed form, along with the original excel documents are to be submitted to Education ([edc.cpdata@gov.ab.ca](mailto:edc.cpdata@gov.ab.ca)) by early November. Education will review the submissions and create a list of recommendations for the Deputy Minister’s consideration. The approval of modular classrooms, modular/portable relocations, and demolitions is dependent on the provincial funding allocation. If funding has been allocated, approved projects are often announced in January of the following year.

Revised

### 12.3.2 Modular Classroom Program Approval

Upon approval of new modular classrooms, jurisdictions will appoint a consultant and design team to help the jurisdiction with the requirement to submit the prep sheet and site plan for review and approval (Section 12.4.1).

Once the prep sheets are approved, Infrastructure will order the units(s) from the manufacturer and advise the jurisdiction to proceed with the development of a pre-tender package (which includes drawings, specifications, and a cost estimate) for the delivery and set up of the modular units (Section 12.4.2). Jurisdictions must submit the pre-tender package to Infrastructure for consideration and to ensure the scope of work aligns with the funding available.

The funding approval letter will be provided to the school jurisdiction outlining the allocation of funding for the approved project. The funding amount is based on the tendered project amount and applicable fees (consultant fees, project expenses).

Upon receipt of the signed construction contract and approval of a [payment request form](#), the jurisdiction will receive 80 percent of the approved funding for the installation of the modular classroom units. Up to 20 percent of the remaining funding may be forwarded to the jurisdiction upon receipt of the statement of final cost.

Jurisdictions are to provide confirmation to Infrastructure when modular space is operational, and supply project plans to ensure that school capacity information is updated.

If the school jurisdiction has not submitted its prep sheet (the approved modular classrooms) within six months of the approval date, the approval and all associated funding may be rescinded and the modular classrooms reallocated to the next highest provincial priority.

Jurisdictions are required to submit their statement of final cost for all modular projects within six months of the completion of the installation and set-up. It will then be reviewed by Infrastructure. Once it has been approved, the provincial portion of the actual expenditures up to the remaining 20 percent will be forwarded

to the jurisdiction. Release of the final funding will be subject to receipt by Infrastructure of a small scale plan in acceptable format and detail.

The payment request form, once completed, should be submitted to:

[INFRAS.JurisdictionPayments@gov.ab.ca](mailto:INFRAS.JurisdictionPayments@gov.ab.ca)

## 12.4 General Information

New

### 12.4.1 Modular Classroom Prep Sheet

Once modular projects are approved, jurisdictions are required to complete the modular classroom prep sheet(s). Prep sheets should include the configuration of the modular classroom(s), estimated costs, and connecting link costs (if applicable). Form 14 is intended for modular units, and Form 15 is for the relocation, deployment, or demolition of modular/portable units.

A site plan is also required with the prep sheet submission. The plan should show the full dimensions of the entire school site including the school, its location, the orientation of the modular classrooms and connecting link (if required), as well as site access points. The site plan should also identify the type of modular classrooms (A-unit type and orientation and/or B-unit).

Jurisdictions need to submit the completed form(s), site plan(s), along with any supplementary information to Infrastructure ([Infras.MCP@gov.ab.ca](mailto:Infras.MCP@gov.ab.ca)) by the end of March. Please note if the above information is not received by the due date, the unit(s) are not guaranteed to be on site for the start of the coming school year.

New

### 12.4.2 Pre-tender Package

Infrastructure is responsible for ordering all the new unit(s) from the manufacturer(s) and advising jurisdictions to proceed with the development of a pre-tender package once Infrastructure has reviewed and approved the prep sheet. Jurisdictions must submit the pre-tender package to Infrastructure for review. This review will ensure that the scope of work aligns with the modular classroom program supportable scope of work.

The funding allocation for furniture and equipment for new modular units is currently \$12,000 per unit and the allowable consultants' fees are up to a maximum of 12.58 percent of the delivery, and set-up project costs (excludes purchase of the unit and furniture and equipment). Post tender adjustment of fees will not be supported for higher than anticipated costs. There is no furniture and equipment allocation for modular relocations or redeployments.

Jurisdictions must ensure that they are following all relevant contract legislation and requirements, including the [New West Partnership Trade Agreement](#) and [Canadian Free Trade Agreement](#).

## Modular Classrooms by School by Sector

School	Identification Number (T#)	Construction Year	Gross Area	Student Capacity
<b>Sector 1 Sherwood Park</b>	<b>Grand Total</b>	<b>47</b>	<b>4890.04</b>	<b>996</b>
École Campbelltown	<b>Total</b>	<b>6</b>	<b>886.25</b>	<b>130</b>
	T3688	2004	123.85	21
	T6009	2004	123.85	23
	T7443	2016	526.35	23
	T7466	2016		21
	T7467	2016		21
	T7471	2016		112.2
Clover Bar Junior High	<b>Total</b>	<b>2</b>	<b>170.9</b>	<b>42</b>
	T5550	2009	170.9	21
	T5551	2009		21
F.R. Haythorne Junior High	<b>Total</b>	<b>2</b>	<b>199.5</b>	<b>44</b>
	T3682	2001	199.5	22
	T3683	2001		22
Glen Allan Elementary	<b>Total</b>	<b>4</b>	<b>421.65</b>	<b>88</b>
	T3702	1977	204.38	23
	T3703	1977		23
	T3704	2003	217.27	21
	T3705	2003		21
Lakeland Ridge	<b>Total</b>	<b>6</b>	<b>654</b>	<b>132</b>
	T1140	2007	452	22
	T1141	2007		22
	T1142	2007		22
	T1143	2007		22
	T1637	2010	202	22
T1638	2010	22		
Mills Haven Elementary	<b>Total</b>	<b>4</b>	<b>311.1</b>	<b>88</b>
	T7451	2016	311.1	22
	T7452	2016		22
	T7658	2017		22
	T7659	2017		22
Pine Street Elementary	<b>Total</b>	<b>2</b>	<b>313.2</b>	<b>46</b>
	T3689	2004	313.2	23
	T6012	2004		23
Westboro Elementary	<b>Total</b>	<b>2</b>	<b>209.5</b>	<b>38</b>
	T3690	1975	209.5	19
	T3691	1975		19
Wes Hosford Elementary	<b>Total</b>	<b>13</b>	<b>1284.14</b>	<b>262</b>
	T3714	2003	392.3	19
	T3715	2003		19
	T5710	2012		19
	T6439	2015		19
	T6716	2015		19
	T7666	2017	111.48	19
	T7667	2017	111.48	19
	T7668	2017	111.48	19
	T7669	2017	111.48	23
	T7670	2017	111.48	23
	T7671	2017	111.48	22
	T7672	2017	111.48	21
T7673	2017	111.48	21	
Woodbridge Farms Elementary	<b>Total</b>	<b>6</b>	<b>439.8</b>	<b>126</b>
	T3727	1981	439.8	21
	T3728	1981		21
	T3729	1981		21
	T3730	1981		21
	T3731	1981		21
T3732	1981	21		



## Modular Classrooms by School by Sector

School	Identification Number (T#)	Construction Year	Gross Area	Student Capacity
<b>Sector 2 Strathcona County</b>	<b>Grand Total</b>	<b>27</b>	<b>3035.96</b>	<b>576</b>
Ardrossan Junior Senior High	<b>Total</b>	<b>2</b>	<b>222.96</b>	<b>40</b>
	T5588	2010	111.48	20
	T7469	2016	111.48	20
Ardrossan Elementary	<b>Total</b>	<b>10</b>	<b>1114.8</b>	<b>212</b>
	T7587	2017	111.48	22
	T7588	2017	111.48	22
	T7589	2017	111.48	21
	T7590	2017	111.48	21
	T7591	2017	111.48	21
	T7592	2017	111.48	21
	T7593	2017	111.48	21
	T7594	2017	111.48	21
	T7595	2017	111.48	21
T7596	2017	111.48	21	
Fultonvale Elementary Junior High	<b>Total</b>	<b>12</b>	<b>1344.2</b>	<b>261</b>
	T6205	2013	730.9	22
	T6206	2013		22
	T6207	2013		22
	T6208	2013		21
	T6209	2013		22
	T6210	2013	22	
	T6417	2015	613.3	22
	T6418	2015		22
	T6419	2015		21
	T6420	2015		22
	T6421	2015		22
T6422	2015	21		
Uncas Elementary	<b>Total</b>	<b>3</b>	<b>354</b>	<b>63</b>
	T3668	1978	118	21
	T3670	1978	118	21
	T3671	1978	118	21

## Modular Classrooms by School by Sector

School	Identification Number (T#)	Construction Year	Gross Area	Student Capacity
<b>Sector 3 Fort Saskatchewan</b>	<b>Grand Total</b>	<b>40</b>	<b>4904.28</b>	<b>968</b>
Fort Saskatchewan Christian School	<b>Total</b>	<b>3</b>	<b>369.6</b>	<b>60</b>
	T7196	2015	123.2	20
	T7197	2015	123.2	20
	T7198	2015	123.2	20
Fort Saskatchewan Elementary	<b>Total</b>	<b>7</b>	<b>776.4</b>	<b>158</b>
	T1513	2010	415	23
	T1514	2010		23
	T1515	2010		23
	T1516	2010		22
	T6438	2015	115	23
	T6690	2016	123.2	22
	T6715	2016	123.2	22
James Mowat Elementary	<b>Total</b>	<b>10</b>	<b>1135.58</b>	<b>247</b>
	T3733	1976	221.1	21
	T3734	1976		22
	T3735	1981	677	24
	T3736	1981		24
	T3737	1981		24
	T3738	1981		30
	T3739	1981		30
	T3740	1981	30	
	T5711	2012	126	21
	T7690	2017	111.48	21
SouthPointe School	<b>Total</b>	<b>12</b>	<b>1342.4</b>	<b>251</b>
	T6125	2013	348	20
	T6126	2013		20
	T6127	2013		20
	T7170	2016	437	22
	T7171	2016		20
	T7172	2016		22
	T7173	2016		22
	T6639	2015	111.48	21
	T6708	2016	334.44	21
	T6709	2016		21
	T7468	2016		21
	T7907	2019		111.48
Win Ferguson Elementary	<b>Total</b>	<b>12</b>	<b>1280.3</b>	<b>252</b>
	T3672	1978	386.6	21
	T3673	1978		21
	T3674	1978		21
	T3675	1978		21
	T3676	1979	391.1	21
	T3677	1979		21
	T3678	1979		21
	T3679	1979		21
	T6275	2013	231.6	21
	T6276	2013		21
	T6640	2015		117
	T7446	2016		154

Sector 4 Lamont County has no modular classrooms

Sector 5 County of Minburn has no modular classrooms



# RECOMMENDATION REPORT

**DATE:** October 20, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2023-24 and 2024-25 Calendars

**ORIGINATOR:** Dave Antymniuk, Division Principal

**REFERENCE:** Policy 2: Role of the Board  
Administrative Procedure 130: School Calendars

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

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

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management, and investment in Division infrastructure.

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## RECOMMENDATION:

**That the Board of Trustees approve the 2023-24 and 2024-25 school year calendars, as presented.**

## BACKGROUND:

Policy 2: Role of the Board, Selected Responsibilities #6, establishes that the Board of Trustees will approve the Division school year calendar. When establishing the calendar, there are statutory, contractual, and Alberta Education requirements that must be adhered to including minimum hours of student instruction and maximum hours of teacher instruction. These in turn, influence the number of instructional minutes per day, total number of school days in the year, and number of days per semester.

Typically, EIPS calendars feature the following:

- students return before Labour Day;
- when September 30 falls during the week it is a closure day for Truth and Reconciliation;
- the November Break is five days, Monday to Friday; and
- depending on the day of the week on which December 25 falls, Christmas Break begins/ends mid-week or begins/ends on a weekend.

## COMMUNICATION PLAN:

Information regarding the 2023-24 and 2024-25 school year calendars will be communicated through the jurisdiction and school websites, newsletters, a news release, and the Weekly Wrap-up.



# RECOMMENDATION REPORT

## ATTACHMENTS

1. 2023-24 Draft Calendar
2. 2024-25 Draft Calendar

ML:da

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 2

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 0

## 2023-24 CALENDAR

PL Days: Aug 29, Oct 6, Jan 31, Mar 1, May 3

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 1

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

17 1

	Schools Open - Instructional Day
	Schools Closed to Students - Operational Day
	Schools Closed to Students - Professional Learning Day
	Schools Closed - Teachers' Convention
	Schools Closed - Day in Lieu P/T Interviews
	First Instructional Day of Semester 1 & 2
	Statutory/Paid Holiday
	Schools Closed

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 0

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 1

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18 2

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 2

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 0

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 1

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 1

Aug 29	Professional Learning Day
Aug 30	Operational Day
Aug 31	Classes Begin
Sept 4	Labour Day - Statutory Holiday
Oct 6	Professional Learning Day
Oct 9	Thanksgiving Day - Statutory Holiday
Nov 6 - 10	November Break
Nov 9	Day-in-Lieu - Parent Teacher Interviews
Nov 10	Remembrance Day - Statutory Holiday
Dec 25 - Jan 5	Christmas Break
Dec 25	Christmas Day - Statutory Holiday
Dec 26	Boxing Day - Statutory Holiday
Dec 27	Christmas Floater Day
Jan 1	New Year's Day - Statutory Holiday
Jan 8	Classes Resume for Students
Jan 31	Professional Learning Day
Feb 1	Semester 2 Begins
Feb 8 & 9	North Central Teachers' Convention
Feb 19	Family Day - Statutory Holiday
Mar 1	Professional Learning Day
Mar 22	Day-in-Lieu - Parent Teacher Interviews
Mar 25 -29	Spring Break
Mar 29	Good Friday - Statutory Holiday
Apr 1	Easter Monday - Paid Holiday
Apr 2	Classes Resume for Students
May 3	Professional Learning Day
May 16 & 17	School Closure Day
May 20	Victoria Day - Statutory Holiday
Jun 26	Last Instructional Day
Jun 27	Operational Day

**1. School Instructional & Operational Days**

Month	IN	OP
August	1	2
September	20	0
October	20	1
November	17	1
December	16	0
January	17	1
February	18	2
March	14	2
April	21	0
May	19	1
June	18	1
Total	181	11 192

Operational Days

- 5 Professional Learning
- 2 ATA Convention
- 2 Opening/Closing
- 2 Parent Teacher Interviews (day-in-lieu)
- 11

**2. Instructional Day Minimum**

<u>Elementary/Junior High</u>	Days	Min/Day	Hr/Year
Regular Day	171	320	912
Early Dismissal Day	10	260	43
	181	Total	955

<u>Senior High</u>	Days	Min/Day	Hr/Semester
Regular Day	86	336	482
Early Dismissal Day	5	276	23
Semester 1	91	Total	505

Regular Day	85	336	476
Early Dismissal Day	5	276	23
Semester 2	90	Total	499

Total 181 1004

**3. Staff Meetings**

One Per Month

**4. 10-Month Classified Staff Paid for 196 Days**

- 185 School-Based Days (181 Instructional, 3 Professional Learning, 1 Operational)
- 11 Statutory/Paid Holidays

# 2024-25 CALENDAR

PL Days: Aug 27, Oct 4, Jan 29, Mar 7, May 2

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 2

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 0

October 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 1

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

16 1

	Schools Open - Instructional Day
	Schools Closed to Students - Operational Day
	Schools Closed to Students - Professional Learning Day
	Schools Closed - Teachers' Convention
	Schools Closed - Day in Lieu P/T Interviews
	First Instructional Day of Semester 1 & 2
	Statutory/Paid Holiday
	Schools Closed

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 0

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 1

Aug 27	Professional Learning Day
Aug 28	Operational Day
Aug 29	Classes Begin
Sept 2	Labour Day - Statutory Holiday
Sept 30	Truth and Reconciliation - Division Closure Day
Oct 4	Professional Learning Day
Oct 14	Thanksgiving Day - Statutory Holiday
Nov 11 - 15	November Break
Nov 11	Remembrance Day - Statutory Holiday
Nov 12	Day-in-Lieu - Parent Teacher Interviews
Dec 23 - Jan 3	Christmas Break
Dec 25	Christmas Day - Statutory Holiday
Dec 26	Boxing Day - Statutory Holiday
Dec 27	Christmas Floater Day
Jan 1	New Year's Day - Statutory Holiday
Jan 6	Classes Resume for Students
Jan 29	Professional Learning Day
Jan 30	Semester 2 Begins
Feb 6 & 7	North Central Teachers' Convention
Feb 17	Family Day - Statutory Holiday
Mar 7	Professional Learning Day
Mar 21	Day-in-Lieu - Parent Teacher Interviews
Mar 24 -28	Spring Break
Mar 31	Classes Resume for Students
Apr 18	Good Friday - Statutory Holiday
Apr 21	Easter Monday - Paid Holiday
May 2	Professional Learning Day
May 19	Victoria Day - Statutory Holiday
Jun 25	Last Instructional Day
Jun 26	Operational Day

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 2

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 2

April 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 0

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 1

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 1

### 1. School Instructional & Operational Days

Month IN OP

August	2	2	
September	19	0	
October	21	1	
November	16	1	
December	15	0	
January	19	1	
February	17	2	
March	14	2	
April	20	0	
May	20	1	
June	18	1	
Total	181	11	192

Operational Days

- 5 Professional Learning
- 2 ATA Convention
- 2 Opening/Closing
- 2 Parent Teacher Interviews (day-in-lieu)
- 11

**2. Instructional Day Minimum**

<u>Elementary/Junior High</u>	Days	Min/Day	Hr/Year
Regular Day	171	320	912
Early Dismissal Day	10	260	43
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Semester 1	90	Total	499

Regular Day	86	336	482
Early Dismissal Day	5	276	23
Semester 2	91	Total	505

Total	181		1004
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**3. Staff Meetings**

One Per Month

**4. 10-Month Classified Staff Paid for 196 Days**

185 School-Based Days (181 Instructional, 3 Professional Learning, 1 Operational)  
 11 Statutory/Paid Holidays





# INFORMATION REPORT

**DATE:** Oct. 20, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Unaudited Financial Report for Sept. 1, 2021 to Aug. 31, 2022

**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:**

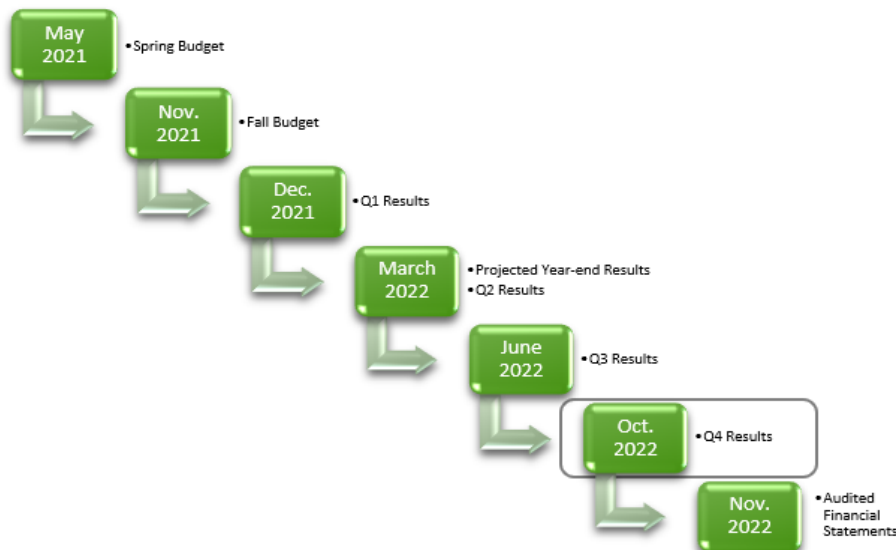
That the Board of Trustees receive for information the Unaudited Financial Report for the period Sept. 1, 2021 to Aug. 31, 2022 for Elk Island Public Schools.

**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 year ended August 31, 2022. For the 2021-22 school year, the Division is almost to the end of our financial reporting cycle:





# INFORMATION REPORT

This report compares current results to the adjusted fall budget. At this point in the year, schools and central services departments are expected to be approximately 100% spent (as the year is 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 that in earlier quarters of the year, the majority of variances were typically the result of timing differences, meaning expenditures are not incurred evenly over the course of the year. These timing differences were expected to resolve themselves (variances eliminated) by the end of the school year when all expenses had been incurred. Because the year is now complete, all remaining variances are considered 'permanent' variances. Permanent variances do not resolve themselves over time and contribute to the difference between our fall budget and actual year-end results.

As of August 31, 2022, EIPS had an overall operating deficit of \$1,678,886, including school generated funds. Revenue and expense variances are detailed in the Fourth Quarter Report 2021-22.

## **ATTACHMENT:**

1. Fourth Quarter Report 2021-22



Your Future in **MIND** ●

# Fourth Quarter Report

# 2021-22

This document includes the Financial Statements of Elk Island Public Schools for the period September 1, 2021 to August 31, 2022 and variance notes to these statements.

## Report to the Board of Trustees

October 20, 2022

This information has not been audited.

**Elk Island Public Schools**  
**Highlights**  
**For The Year Ended August 31, 2022**  
**(excluding School Generated Funds)**

**Financial Summary:**

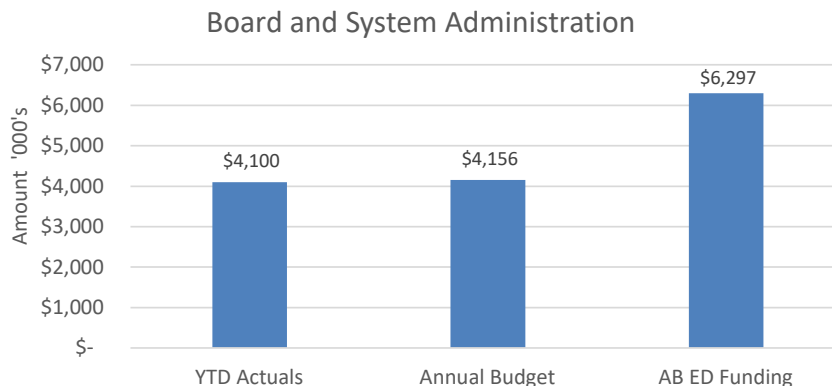
	Annual Fall Budget	Year to Date Actual	Actual % Of Budget*
Revenues (Page 3)	186,354,008	186,242,002	100%
School Expenses (Pages 6 and 7)	131,627,639	128,354,572	98%
Central Services Expenses (Page 9)	61,067,739	59,649,291	98%
<b>Surplus / (Deficit)</b>	<u><u>(6,341,370)</u></u>	<u><u>(1,761,861)</u></u>	

**Comments on Overall Results for 2021-22:**

Overall, EIPS had a \$1.76 million deficit for the year ended August 31, 2022. This is a variance of \$4.58 million from the budgeted \$6.34 million deficit. Due to the changing COVID environment, additional unexpected grants, and other changes over the course of the year, this variance is a result of many offsetting impacts. At a summarized level, the most significant variances from budget are:

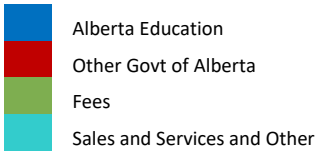
- School and Central Services budgets carried forward surpluses totaling \$1.51 million (budgeted at \$0).
- School Generated Funds was budgeted to spend \$0.44 million (a deficit), but actual results were a slight surplus of \$0.08 million.
- COVID-related illness was budgeted conservatively, but actual costs were \$0.88 million less than budgeted.
- Unbudgeted School and Central Services surpluses greater than 1% were returned to Division Unallocated Reserves (\$0.66 million).
- Unbudgeted Central Services surpluses for internally restricted or hold harmless programs were returned to Division Unallocated Reserves (\$0.66 million)

**Board and System Administration** current expenses are at \$4.1 million, or 2.1% of total expenses for EIPS. This means the Division has spent 65% of the Board and System Administration grant provided by Alberta Education, and 99% of total Board and System Administration budget for EIPS.

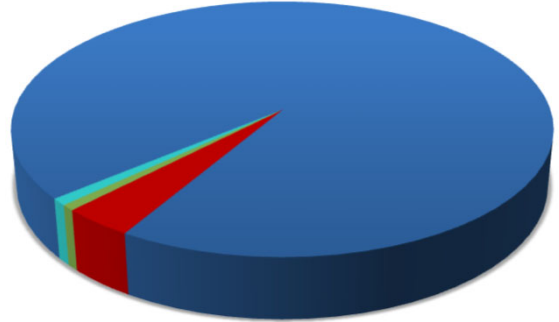


**Elk Island Public Schools**  
**Revenue & Expense Analysis (excluding SGF)**  
**For The Year Ended August 31, 2022**

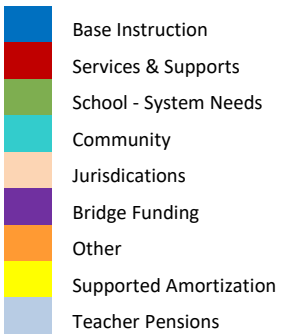
**Revenues by Source**



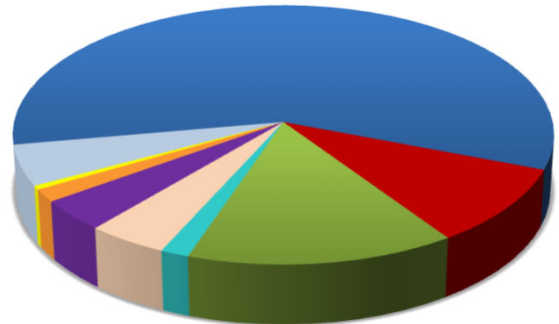
	\$	%
Alberta Education	176,259,440	94.6%
Other Govt of Alberta	7,007,196	3.8%
Fees	1,348,482	0.7%
Sales and Services and Other	1,626,884	0.9%
<b>\$</b>	<b>186,242,002</b>	<b>100.0%</b>



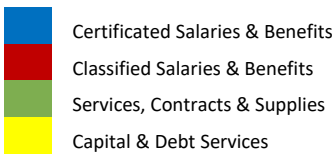
**Alberta Education Revenues**



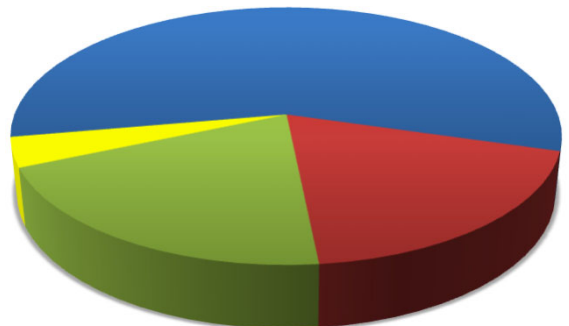
	\$	%
Base Instruction	103,341,304	58.6%
Services & Supports	17,060,632	9.7%
School - System Needs	25,851,082	14.6%
Community	2,732,215	1.6%
Jurisdictions	7,783,825	4.4%
Bridge Funding	6,894,527	3.9%
Other	2,783,013	1.6%
Supported Amortization	855,589	0.5%
Teacher Pensions	8,957,253	5.1%
<b>\$</b>	<b>176,259,440</b>	<b>100.0%</b>



**Expenses by Object**



	\$	%
Certificated Salaries & Benefits	107,693,953	57.3%
Classified Salaries & Benefits	35,535,171	18.9%
Services, Contracts & Supplies	37,762,653	20.1%
Capital & Debt Services	7,012,086	3.7%
<b>\$</b>	<b>188,003,863</b>	<b>100.0%</b>



**Elk Island Public Schools**  
**Statement of Revenues and Expenses**  
**For The Year Ended August 31, 2022**

	<b>A</b> Annual Fall Budget	<b>B</b> Actual	<b>Year to Date</b>		<i>Note Reference</i>	<b>Prior Year</b> Actual % Of Budget
			<b>C = B / A</b> Actual % Of Budget	<b>C - 100%</b> Actual Less Elapsed %		
<b>REVENUES</b>						
<b>Alberta Education</b>						
Base Instruction	\$ 102,698,574	\$ 103,341,304	101%	1%		
Services & Supports	17,136,698	17,060,632	100%	0%		
School - System Needs	28,282,106	25,851,082	91%	-9%	<b>A</b>	
Community	2,708,326	2,732,215	101%	1%		
Jurisdictions	7,783,825	7,783,825	100%	0%		
Bridge Funding	6,894,527	6,894,527	100%	0%		
Other <sup>1</sup>	2,841,273	2,783,013	98%	-2%		
Supported Amortization	844,503	855,589	101%	1%		
Teacher Pensions	9,100,000	8,957,253	98%	-2%		
<b>Total Alberta Education</b>	<b>178,289,832</b>	<b>176,259,440</b>	<b>99%</b>	<b>-1%</b>		<b>99%</b>
<b>Other Government of Alberta</b>	<b>5,114,309</b>	<b>7,007,196</b>	<b>137%</b>	<b>37%</b>	<b>B</b>	<b>91%</b>
<b>Other Alberta School Authorities</b>	<b>420,641</b>	<b>448,279</b>	<b>107%</b>	<b>7%</b>		<b>97%</b>
<b>Fees</b>	<b>1,293,393</b>	<b>1,348,482</b>	<b>104%</b>	<b>4%</b>		<b>85%</b>
<b>Other Sales and Services</b>	<b>119,567</b>	<b>221,318</b>	<b>185%</b>	<b>85%</b>	<b>C</b>	<b>120%</b>
<b>Investment Income</b>	<b>200,000</b>	<b>295,774</b>	<b>148%</b>	<b>48%</b>	<b>D</b>	<b>121%</b>
<b>Gifts and Donations</b>	<b>734,986</b>	<b>462,339</b>	<b>63%</b>	<b>-37%</b>	<b>E</b>	<b>68%</b>
<b>Rental of Facilities</b>	<b>181,280</b>	<b>199,174</b>	<b>110%</b>	<b>10%</b>	<b>F</b>	<b>96%</b>
<b>Sub-Total (excluding SGF)</b>	<b>186,354,008</b>	<b>186,242,002</b>	<b>100%</b>	<b>0%</b>		<b>91%</b>
<b>EXPENSES BY OBJECT</b>						
Certificated Salaries & Benefits	110,721,664	107,693,953	97%	-3%		95%
Classified Salaries & Benefits	38,279,218	35,535,171	93%	-7%		97%
Services, Contracts & Supplies	36,641,841	37,762,653	103%	3%		85%
Capital & Debt Services	7,052,655	7,012,086	99%	-1%		108%
<b>Sub-Total (excluding SGF)</b>	<b>192,695,378</b>	<b>188,003,863</b>	<b>98%</b>	<b>-2%</b>		<b>94%</b>
<b>Operations Surplus/(Deficit)</b>	<b>\$ (6,341,370)</b>	<b>\$ (1,761,861)</b>	<b>28%</b>	<b>-72%</b>		<b>-157%</b>
<b>SCHOOL GENERATED FUNDS (SGF)</b>						
Revenues	7,567,000	5,421,122	72%	-28%		
Expenses	8,003,476	5,338,147	67%	-33%		
<b>SGF Surplus/(Deficit)</b>	<b>(436,476)</b>	<b>82,975</b>	<b>-19%</b>	<b>-119%</b>		
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>(6,777,846)</b>	<b>(1,678,886)</b>	<b>25%</b>	<b>-75%</b>		
<b>Transfer (to) from Reserves - Operations</b>	<b>6,341,370</b>	<b>1,761,861</b>	<b>28%</b>	<b>-72%</b>		
<b>Transfer (to) from Reserves - SGF</b>	<b>436,476</b>	<b>(82,975)</b>	<b>N/A</b>	<b>N/A</b>		
<b>NET FINANCIAL POSITION</b>	<b>\$ -</b>	<b>\$ -</b>				

<sup>1</sup> Includes Learning Disruption Funding, Lease Support, Dual Credit Programming, Grants, Secondment Revenue, French Language Funding, and Sales & Services

**Elk Island Public Schools  
Revenue Notes  
For the Year Ended August 31, 2022**

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

Revenue is 9% lower than expected at year end.

This year, non-capital maintenance expenditures were funded by unanticipated current year surplus so Infrastructure Maintenance and Renewal funds could be set aside for the Salisbury Composite High stormwater project. The Infrastructure Maintenance and Renewal funding was originally budgeted to be utilized and was included in the School – System Needs line.

**B. Other Government of Alberta**

Revenue is 37% higher than expected at year end.

The donated COVID supplies provided by the province were recorded as revenue with an offsetting expense, resulting in no impact to the Division’s bottom line. The supplies were primarily COVID-19 testing kits.

**C. Other Sales and Services**

Revenue is 85% higher than expected at year end.

As part of the WCB’s Partnerships in Injury Reduction program, the Division receives a refund annually based on claim performance. As well, rebates negotiated by Purchasing and Contract Services were received from several suppliers based on contractual sales.

**D. Investment Income**

Revenue is 48% higher than expected at year end.

Interest being earned in the cash accounts is greater than projected due to the increase in interest rates. Five million dollars was transferred from the cash account to the investment account to purchase GIC’s in August, which also contributed to increased investment income in Q4.

**E. Gifts and Donations**

Revenue is 37% lower than expected at year end.

A significant donation to the Partners for Science program will be deferred until next year, resulting in a variance at the end of the 2021-22 year. These funds will be used in 2022-23 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.

Similarly, a grant from Shell Canada for Outdoor Learning Spaces was not accessed this year, but is expected to be utilized in 2022-23.

**F. Rental of Facilities**

Revenue is 10% higher than expected at year end.

Rental revenue for other external groups was budgeted conservatively this year due to prior year COVID restrictions. Revenue received was greater than expected.



**Elk Island Public Schools**  
**Detailed Expenditures - Schools (Page 1)**  
**For The Year Ended August 31, 2022**

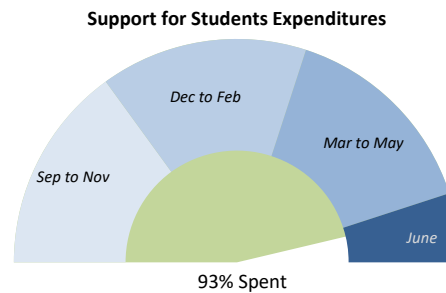
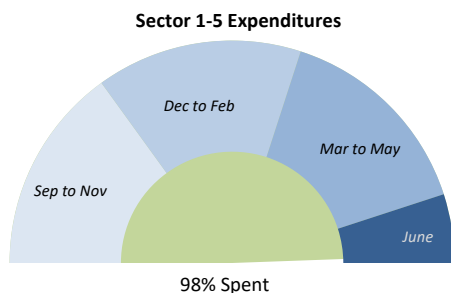
	<b>A</b>	<b>B</b>	<b>Year to Date</b>		<b>Note</b>	<b>Prior Year</b>
	<b>Annual</b>	<b>Actual</b>	<b>C = B / A</b>	<b>C - 100%</b>	<b>Reference</b>	<b>Actual %</b>
	<b>Fall Budget</b>		<b>Actual %</b>	<b>Actual Less</b>		<b>Of Budget</b>
			<b>Of Budget</b>	<b>Elapsed %</b>		
<b>Sector 1 - Sherwood Park</b>						
Bev Facey Community High	\$ 7,015,264	\$ 6,952,067	99%	-1%		99%
Brentwood Elementary	3,064,307	3,034,439	99%	-1%		99%
Clover Bar Junior High	2,764,887	2,710,435	98%	-2%		99%
Davidson Creek Elementary	3,848,721	3,811,767	99%	-1%		97%
École Campbelltown	2,359,441	2,334,561	99%	-1%		98%
F.R. Haythorne Junior High	4,516,273	4,482,367	99%	-1%		99%
Glen Allan Elementary	2,496,859	2,470,557	99%	-1%		99%
Heritage Hills Elementary	3,088,028	3,052,086	99%	-1%		99%
Lakeland Ridge	4,572,789	4,515,596	99%	-1%		99%
Mills Haven Elementary	3,026,752	3,003,186	99%	-1%		98%
Pine Street Elementary	2,547,668	2,516,409	99%	-1%		97%
Salisbury Composite High	7,619,296	7,557,631	99%	-1%		99%
Sherwood Heights Junior High	4,055,823	4,024,929	99%	-1%		100%
Strathcona Christian Academy Elementary	3,441,761	3,407,669	99%	-1%		99%
Strathcona Christian Academy Secondary	3,673,572	3,641,734	99%	-1%		99%
Wes Hosford Elementary	2,611,174	2,582,145	99%	-1%		99%
Westboro Elementary	3,133,678	3,100,506	99%	-1%		99%
Woodbridge Farms Elementary	3,088,302	3,075,642	100%	0%		99%
	66,924,595	66,273,726	99%	-1%		99%
<b>Sector 2 - Strathcona County</b>						
Ardrossan Elementary	3,675,040	3,606,973	98%	-2%		99%
Ardrossan Junior Senior High	5,083,612	5,071,126	100%	0%		100%
Fultonvale Elementary Junior High	3,103,021	3,072,070	99%	-1%		99%
Uncas Elementary	1,598,010	1,534,769	96%	-4%		95%
	13,459,683	13,284,938	99%	-1%		99%
<b>Sector 3 - Fort Saskatchewan</b>						
Castle (Scotford Colony)	206,685	203,099	98%	-2%		92%
École Parc Élémentaire	2,346,035	2,321,108	99%	-1%		99%
Fort Saskatchewan Christian	2,818,013	2,793,983	99%	-1%		99%
Fort Saskatchewan Elementary	2,289,259	2,265,362	99%	-1%		97%
Fort Saskatchewan High	3,150,084	3,064,164	97%	-3%		98%
James Mowat Elementary	2,835,517	2,809,593	99%	-1%		99%
Rudolph Hennig Junior High	3,198,406	3,160,731	99%	-1%		99%
SouthPointe School	3,922,626	3,884,105	99%	-1%		99%
Win Ferguson Elementary	3,016,871	2,969,600	98%	-2%		99%
	23,783,496	23,471,745	99%	-1%		99%
<b>Sector 4 - Lamont County</b>						
Andrew School	796,701	787,179	99%	-1%		98%
Bruderheim School	1,230,120	1,218,419	99%	-1%		99%
Lamont Elementary	2,369,842	2,320,046	98%	-2%		99%
Lamont High	2,539,960	2,511,000	99%	-1%		100%
Mundare School	1,169,638	1,122,476	96%	-4%		96%
	8,106,261	7,959,120	98%	-2%		99%
<b>Sector 5 - County of Minburn</b>						
A.L. Horton Elementary	2,649,199	2,622,160	99%	-1%		99%
Pleasant Ridge Colony	166,190	164,761	99%	-1%		96%
Vegreville Composite High	2,734,290	2,691,329	98%	-2%		99%
	5,549,679	5,478,250	99%	-1%		99%

**Elk Island Public Schools**  
**Detailed Expenditures - Schools (Page 2)**  
**For The Year Ended August 31, 2022**

	A Annual Fall Budget	B Actual	Year to Date		Note Reference	Prior Year Actual % Of Budget
			C = B / A Actual % Of Budget	C - 100% Actual Less Elapsed %		
<b>Supports For Students - Schools</b>						
Early Learning	2,075,996	<b>2,027,398</b>	98%	-2%		95%
Specialized Supports & Other Programs <sup>1</sup>	2,513,984	<b>2,223,923</b>	88%	-12%	A	85%
	4,589,980	<b>4,251,321</b>	93%	-7%		88%
<b>Other</b>						
Elk Island Youth Ranch Learning Centre	341,285	<b>341,012</b>	100%	0%		96%
Next Step Programs	2,359,562	<b>2,273,762</b>	96%	-4%		95%
Home Education	200,935	<b>198,680</b>	99%	-1%		N/A
Other School Allocations	(795,397)	<b>523,322</b>	-66%	-166%	B	-
To Be Allocated	946,792	<b>5,650</b>	0%	-100%	C	0%
Standard Cost Surplus	(2,618,532)	<b>(4,237,842)</b>	162%	62%	D	N/A
Teacher Pensions	8,779,300	<b>8,530,888</b>	97%	-3%		99%
	9,213,945	<b>7,635,472</b>	83%	-17%		71%
<b>Total School Sites</b>	<b>\$ 131,627,639</b>	<b>\$ 128,354,572</b>	<b>98%</b>	<b>-2%</b>		<b>96%</b>

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

	YTD Salary & Benefits	YTD Services, Contracts & Supplies	YTD Total Expenditures	Salaries as % of Expenditures
Sector 1 - Sherwood Park	63,411,529	2,862,197	66,273,726	95.7%
Sector 2 - Strathcona County	12,911,492	373,446	13,284,938	97.2%
Sector 3 - Fort Saskatchewan	22,427,848	1,043,897	23,471,745	95.6%
Sector 4 - Lamont County	7,687,533	271,587	7,959,120	96.6%
Sector 5 - County of Minburn	5,175,164	303,086	5,478,250	94.5%
<b>Totals</b>	<b>111,613,566</b>	<b>4,854,213</b>	<b>116,467,779</b>	<b>95.8%</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 Year Ended August 31, 2022**

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

Expenses are below expected year to date spending by 12%.

- Partners 4 Science has a 62% variance below budget, primarily due to a large donation that will be spent in the future to support the development of science kits to align with the new curriculum. This is offset by a matching revenue variance, resulting in no impact to EIPS results.
- Specialized Supports – Schools has a 6% variance below budget, due to some periods with vacant positions, as well some training and equipment expenses were deferred to 2022-23.

**B. Other – Other School Allocations**

The actual expenditures reported on this line primarily relate to the accrual of school salaries to the end of August. Typically, accruals for working days in August offset year over year, but in August 2022, there were two additional working days compared to the prior August, which is represented by this balance.

The budget for this line includes unexpected projected Division surpluses, including a return of equity from a previous insurance provider. These surpluses have been reallocated to school and department budgets to meet other Division needs.

**C. Other – To Be Allocated**

In January, the Minister of Education approved a request for additional spending of \$1 million for illness costs. The balance in this line represents the portion that was not required by August 31, 2022.

**D. Other – Standard Cost Surplus**

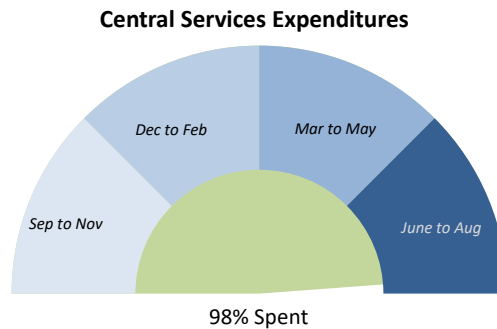
This line represents the net conversion between standard costs and actual salaries charged to schools, and this year the conversion resulted in an overall surplus. It appears as a negative on the Detailed Expenditures – Schools report to show that it is reducing the total reported expenses for our schools.

As per previous reports brought to Board, a year-end standard cost surplus was projected, and funds were reallocated for other needs within the Division.

The remaining amount is returned to Division Unallocated reserves for use in future years.

**Elk Island Public Schools**  
**Detailed Expenditures - Central Services**  
**For The Year Ended August 31, 2022**

	A Annual Fall Budget	B Actual	Year to Date C = B / A Actual % Of Budget	C - 100% Actual Less Elapsed %	Note Reference	Prior Year Actual % Of Budget
<b>Governance</b>	\$ 573,429	\$ 540,795	94%	(6%)	A	93%
<b>Education Executive</b>	1,343,025	1,246,521	93%	(7%)	B	94%
<b>Supports For Students - Central</b>	4,808,712	4,487,121	93%	(7%)	C	88%
<b>Human Resources</b>	5,805,456	5,331,501	92%	(8%)	D	91%
<b>Business Services</b>	2,816,431	2,740,537	97%	(3%)	E	93%
<b>Facility Services</b>					F	
Facilities	17,371,185	16,652,879	96%	(4%)		96%
Donated COVID Supplies	-	1,963,398	N/A	N/A		N/A
Maintenance Spending	-	1,318,051	N/A	N/A		N/A
Infrastructure Maintenance and Renewal	2,714,490	-	0%	(100%)		39%
	<u>20,085,675</u>	<u>19,934,328</u>	<u>99%</u>	<u>(1%)</u>		<u>81%</u>
<b>Information Technologies</b>	6,333,343	6,274,753	99%	(1%)	G	97%
<b>Student Transportation</b>	12,294,628	12,169,381	99%	(1%)	H	97%
<b>Fiscal Services</b>	7,007,040	6,924,354	99%	(1%)	I	96%
<b>TOTAL CENTRAL SERVICES</b>	<u>\$ 61,067,739</u>	<u>\$ 59,649,291</u>	<u>98%</u>	<u>(2%)</u>		<u>90%</u>



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 Year Ended August 31, 2022**

**A. Governance**

*Includes the Board of Trustees budget.*

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

- 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, resulting in the year end surplus.

**B. Education Executive**

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

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

- Superintendent has a 9% variance below budget. This is attributable to savings resulting from a delay in hiring a position and less in person events due to COVID-19 therefore less costs incurred.
- Communications has a 5% variance below budget. Classified overtime and hourly COVID-19 related support costs were conservatively budgeted, with actual costs coming in below budget.
- Election expenses tracked as expected.

**C. Supports for Students – Central**

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

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

- Expenses within Associate Superintendent budget tracked very close to fully spent for the year ended.
- Instructional Supports has a 9% variance below budget. A targeted external donation received by EIPS is being deferred to the next school year. In addition, some conferences and workshops run by Instructional Supports will be deferred to next year or had less expenditures than anticipated due to meeting online rather than in-person. There is also some First Nations, Métis and Inuit targeted funding unspent as of August 31, 2022. These funds will be carried forward for use in 2022-23.
- Specialized Supports - Central expenses were fully spent for the year ended.

**D. Human Resources**

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

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

- Associate Superintendent – Human Resources has an 13% variance below budget. Severance expenses, which are difficult to predict, are included in this budget and ended the year with a large surplus. OH&S also ended the year with a surplus as the COR audit costs were less than anticipated. Additionally, the Long Service program ended the year with a surplus due to fewer retirees for the event, resulting in a lower cost.

- Staff Relations & Training has a 27% variance below budget. Professional Development in 2021-22 was a mixture of in-person and virtual due to COVID-19, which reduced the costs and number of registrations. This department contains the budget for Long Term Disability benefits which is difficult to predict due to a non-uniform spending pattern and ended the year in surplus. Also, there are remaining balances from the CTS Bridging Grants, with a new grant received in 2022. These will be carried forward to the 2022-23 year.
- Recruitment & Staffing expenses ended the year nearly spent. This department manages the budgets for the Division's expenses of maternity leaves, illness, and private business days. These budgets are developed using historical data and trends but can be difficult to predict and variances are expected. During the year, an additional \$508K was transferred into this budget from contingency to address the increased illness costs from COVID-19.

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

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

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

- Secretary-Treasurer has an 8% variance below budget. Expenses are underspent in the insurance and legal programs. Insurance costs was due to estimates of insurance (budget) being higher than actuals. Legal expenses are not predictable and are budgeted based on historical trends.
- Financial Services has a 1% variance below budget due to a delay in hiring vacant positions.

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

*Includes the Facility Services and Infrastructure Maintenance and Renewal (IMR) budgets, and one-time items for maintenance spending and donated COVID-19 supplies.*

Expenses are below expected year to date spending by 1%. Rather than a single program, this is a result of several variances, some of which are offsetting.

- Within the Facilities budget, there were several variances.
  - Utilities, insurance, and snow removal was overspent by \$212K due to increased energy costs and significantly more snow fall than in previous years.
  - COVID budget was underspent by \$610K due to restrictions lifting and donated PPE from the Province reducing expenditures.
  - Several one-time projects were started in 2021-22 and will continue into next year.
- Donated COVID Supplies from the province of \$1,963,398 were recorded. These had an offsetting revenue line, resulting in no impact to the bottom line. COVID-19 testing kits made up the largest portion of this amount.
- Maintenance expenditures of \$1,318,051 was incurred from Division operating funds. Infrastructure Maintenance and Renewal funds are being carried forward for anticipated future use for the Salisbury Composite High stormwater project.

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

*Includes the Information Technologies budget.*

Expenses are below expected year to date spending by 1%.

- Expenses within IT tracked close to fully spent for the year.

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

*Includes the Student Transportation budget.*

Expenses are below expected year to date spending by 1%.

- Expenses within Transportation tracked close to fully spent for the year.

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

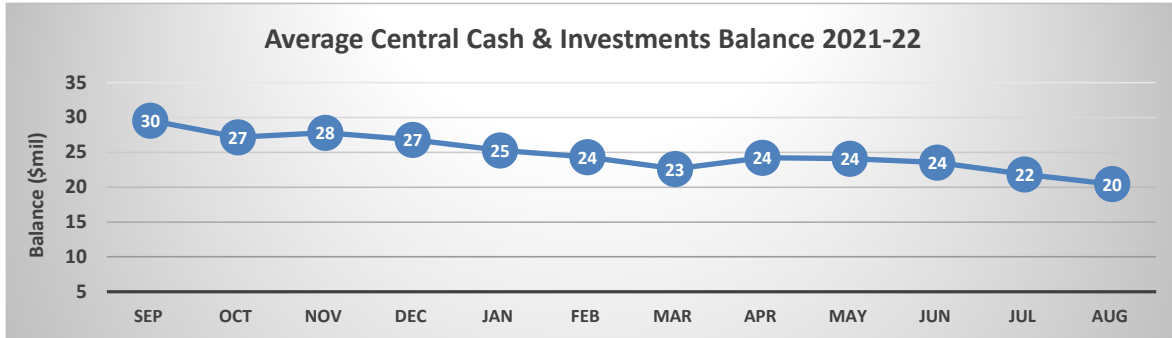
*Includes the Fiscal Capital and Fiscal Operations budget.*

Expenses are below expected year to date spending by 1%.

- This is the result of an unbudgeted return of equity from a prior insurance provider, partially offset by the capital impact of less school capital purchases from operating budget than expected.

**Statement of Cash and Investments  
As At August 31, 2022**

	August 31, 2022	August 31, 2021
Cash Account Balances	\$ 21,873,289	\$ 29,734,035
Guaranteed Investment Certificates	5,007,554	-
<b>Total Central Cash and Investments</b>	<b>26,880,843</b>	<b>29,734,035</b>
Less Restricted Funds (Trusts)	(51,007)	(70,378)
<b>Total Available Central Cash and Investments</b>	<b>\$ 26,829,836</b>	<b>\$ 29,663,657</b>



As a result of rising interest rates and adequate cash balances, EIPS purchased five Guaranteed Investment Certificates in 2021-22 Q4.

**Capital Project Listing  
As At August 31, 2022**

	Budget	YTD Actuals	Actual % of Budget	<i>Note Reference</i>
<b>Capital Reserves:</b>				
Information Technology	377,385	<b>377,385</b>	100%	A
Aging Equipment at Schools	100,000	<b>94,943</b>	95%	B
Modular Connecting Link	15,000	<b>10,160</b>	68%	C
<b>Operating Reserves:</b>				
Mechanical Cooling for Modulars	250,000	<b>87,442</b>	35%	D
<b>Funded with Operational Funding (School/Dept Budgets) or SGF:</b>				
School and Department Purchases	309,115	<b>163,006</b>	53%	E
Facility Services Vehicles	200,000	-	0%	F
Rudolph Hennig Office Renovation	215,000	<b>223,737</b>	104%	G
<b>Provincially Funded:</b>				
Infrastructure Maintenance and Renewal Grant				
Capital Portion	1,132,929	<b>2,383,307</b>	210%	H
Capital Maintenance and Renewal Grant - April 2021	1,845,420	<b>1,339,518</b>	73%	I
Capital Maintenance and Renewal Grant - April 2022	1,562,955	<b>207,406</b>	13%	J
Safe Air Top-Up	318,806	<b>318,806</b>	100%	K
<b>Total Capital Projects</b>	<b>\$ 6,326,610</b>	<b>\$ 5,205,710</b>	<b>82%</b>	

**Notes:**

- A** - Replacement of VOIP server, server upgrades and switch replacement have been completed.
- B** - Available for schools that have a significant piece of equipment that is failing or is a safety concern. Funds were almost fully spent.
- C** - Modular connecting link at SouthPointe School is complete. Remaining funds will be returned to unallocated capital reserves.
- D** - Installation of mechanical cooling units in modulars is complete. Remaining funds will be returned to Division unallocated reserves.
- E** - Purchases include security cameras, volleyball nets, shop equipment, display screens, and other school equipment.
- F** - Due to supply chain delays and increased costs, the purchase of new fleet vehicles for Facility Services has been deferred to next year.
- G** - Project was completed in October 2022. Project is over budget but funds were found internally to cover the overage.
- H** - This is a carryforward of unspent funding from 2020-21, as well as an estimated capital portion of the 2021-22 grant. Actual projects selected for capitalization were greater than originally budgeted. This is offset by a reduction in non-capital projects and has no impact to EIPS overall results.
- I** - This is the carryforward of the unspent portion of the government's 2021-22 grant, which is for the period of April 2021 to March 2022. Two projects have been completed and two have been carried forward for completion by March 31, 2023.
- J** - As part of the province's 2022-23 funding announcement, the Division received Capital Maintenance and Renewal funding for the period of April 2022 to March 2023. There are three projects scheduled to be completed by March 31, 2023.
- K** - The province provided Safe Indoor Air Top-Up funding as part of the Safe Return to School Fund which was utilized at Sherwood Heights for their mechanical upgrade, which included new roof-top ventilation units and classroom fan coils.





# INFORMATION REPORT

**DATE:** Oct. 20, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** Unaudited Accumulated Surplus at Aug. 31, 2022

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

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

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

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

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

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

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**ISSUE:**

**That the Board of Trustees receive for information the Unaudited Accumulated Surplus at Aug. 31, 2022.**

**BACKGROUND:**

Board Policy 2: Role of the Board, Section 8, Fiscal Accountability, establishes that the Board of Trustees will approve the transfer of funds to reserves.

Board Policy 7: Board Operations, Section 12.12, Trustee Compensation and Expenses, states that any Board Governance surplus exceeding the allowable carryforward amounts will be evaluated on an annual basis and placement of funds will be determined at a public meeting of the Board. As part of the Board discussions for Spring Budget 2022-23, the Board established that it would carryforward the full Board Governance surplus.

Administrative Procedure 501, Financial Management gives schools and departments the opportunity to carry forward surplus from one financial year to the next. This year, it was determined that a maximum of 1% would be carried forward.

This information coincides with the year end in preparation for the finalization of the audited financial statements. The information in this report is subject to change based on the audit.



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

### **Overall Results**

Elk Island Public Schools (EIPS) has an operating deficit of \$1.68 million for the year ended Aug. 31, 2022. This decreases the Accumulated Surplus to \$22.69 million. Accumulated surplus is the primary indicator of the financial resources that EIPS has available to provide future services. Accumulated surplus includes investment in Board funded tangible capital assets (\$5.97 million), unrestricted surplus, operating reserves (\$15.01 million), and capital reserves (\$1.71 million).

The net reserve transfer for 2021-22 is \$0.75 million, which includes the operating deficit of \$1.68 million and a surplus of \$0.93 million from current year transactions for unsupported capital assets.

### **Operating Reserves (Attachment 2)**

The balance of operating reserves is \$15.01 million. Operating reserves are a balance of funds set aside to support Division operations. They are increased when EIPS has an overall surplus (more revenue than expenses in a given year) and are decreased when EIPS chooses to access these funds to increase EIPS' available annual budget.

- Reserves of \$3.54 million are designated for use by schools and departments to support future years. This includes \$2.02 million of school generated fund reserves.
- Division Allocated Reserves has a balance of \$1.37 million; these reserves are used to fund specific expenses as identified by the Board. As of Aug. 31, 2022 allocated reserves includes funds set aside for Focus on Learning Loss, consultants and career pathways initiatives, community consultations, and other initiatives.
- Division Unallocated Reserves are at \$10.11 million. These reserves are funds available to provide flexibility for emergent issues, price fluctuations, and to stabilize funding in future years.

The operating reserves balance is greater than the spring projection by \$1.11 million (Attachment 3 - Column H - Row M). Below are the main reasons for the difference:

- At year end, Central Services and School reserves were \$0.16 million more than projections, primarily as a result of school generated fund reserves remaining fairly stable from prior year. Projections completed in the spring were conservative and estimated more significant usage of school generated fund reserves. This impact was partially offset by increased spending in school and department operating budgets.
- The Division Allocated reserves is \$0.27 million greater than projections, as a result of three facilities projects not being completed until September, and more funds being allocated to the community consultation project for 2022-23.
- The Division Unallocated reserve is \$0.68 million greater than projections primarily due to the following increases:

- Standard cost surplus greater than budgeted (\$1.39 million);
- Department Hold Harmless program surpluses higher than projected (\$0.38 million);
- School surpluses greater than 1% of budgets (\$0.19 million);
- Department surpluses greater than 1% of budgets (\$0.16 million);
- Outreach and Continuing Education Credit surplus (\$0.09 million); and
- “To Be Allocated” funds set aside for costs related to COVID remaining at year end (\$0.06 million);
- These variances were offset by:
  - Maintenance spending funded from current year operating budget (\$1.32 million) to allow EIPS to save IMR funding for the Salisbury Composite High stormwater drainage project, as discussed at the August 25, 2022 Board Caucus meeting;
  - Return of Division Allocated reserves for completed projects (\$0.1 million); and
  - A decrease in the capital purchase impact, and other small changes (\$0.17 million).

As per the provincial government, effective the 2022-23 school year, EIPS must maintain reserves between 1% and 3.15% of annual expenditures. At August 31, 2022, EIPS has reserves in excess of the 3.15% limit of \$6.9 million. Based on the Spring 2022-23 budget, by August 31, 2023 the Division will have reserves below the 3.15% limit by \$0.7 million, compliant with the provincial reserve cap.

### **Capital Reserves (Attachment 2)**

Capital reserves are for the purchase of future capital assets. Capital assets includes buildings, equipment, vehicles, and other assets of a significant size and with a lifespan of greater than one year.

The balance of capital reserves at Aug. 31, 2022, is \$1.71 million. This balance includes a \$1 million transfer from operating reserves completed in 2021-22 as per the Board’s direction and approved by Alberta Education.

### **Comparable Results**

Each year, Alberta Education provides a Financial Reporting Profile that compares financial information of school divisions across Alberta and to other comparably sized jurisdictions. This document allows a review and evaluation of the current financial position.

A comparison of EIPS’ operating and capital reserves to other divisions is provided in the table below. The current financial position indicates a decrease to operating reserves of 0.17% or 3.06 days and an increase to capital reserves of \$30 per student. If EIPS maintained capital reserves at the average rate for jurisdictions of a similar size, capital reserves would be \$5.5 million.

These statistics are useful for analyzing financial health:

- Overall, EIPS’ unallocated operating reserves provide a comfortable contingency should an emergent need arise. Based on the upcoming 2022-23 budget, EIPS is poised to end the next school year under the 3.15% cap implemented by the province, and over the 1% minimum.



- EIPS’ capital reserves are currently below the average reserve balance for similarly sized jurisdictions. However, we are able to fund capital purchases from our operating reserves as well – which are at a comfortable balance.

	Aug. 31, 2021	Aug. 31, 2022	Change
<b>OPERATING RESERVES (excluding school generated funds)</b>			
<b>As a % of expenses</b>			
EIPS	7.94%	6.72%	-0.17%
All divisions	5.93%		
Divisions with similar enrolment	6.77%		
<b>Equated to operational days</b>			
EIPS	19.86 days	16.80 days	-3.06 days
All divisions	14.83 days		
Divisions with similar enrolment	16.93 days		
<b>CAPITAL RESERVES</b>			
<b>Per student</b>			
EIPS	\$74	\$104	\$30
All divisions	\$389		
Divisions with similar enrolment	\$326		

### **Future Reserve Impacts**

Last spring, the Board approved the 2022-23 budget that included:

- \$8.91 million of operating reserve usage, including targeted initiatives for Focus on Unfinished Learning, new curriculum development, technology evergreening, and many other areas of focus.
- \$1.04 million of capital reserve usage for CTS renovations, building management systems, and equipment at schools.

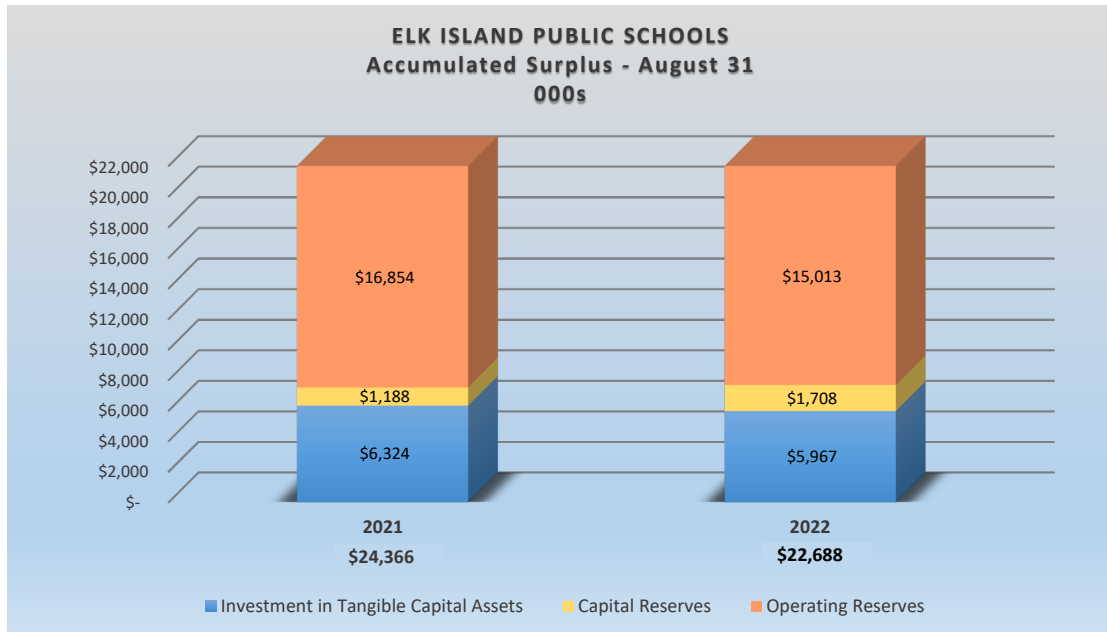
### **ATTACHMENT(S)**

1. Accumulated Surplus
2. Reserves
3. Operating Reserves
4. Operating Reserves – Central Services
5. Operating Reserves – Schools - Operations
6. Operating Reserves – School Generated Funds

**ELK ISLAND PUBLIC SCHOOLS  
Accumulated Surplus  
August 31, 2022**

	A=B+C+D+E	B	C	D Internally Restricted		E
	Accumulated Surplus	Investment in Tangible Capital Assets	Unrestricted Surplus	Operating Reserves	Capital Reserves	
<b>Audited - August 31, 2021</b>	\$ 24,366,813	\$ 6,324,280	\$ -	\$ 16,854,299	\$ 1,188,234	
Surplus/(Deficit)	(1,678,886)	-	(1,678,886)	-	-	
Board Funded Capital Asset Additions	-	956,672	(386,742)	(87,442)	(482,488)	
Net Amortization, Debt & Disposals	-	(1,314,209)	1,312,209	-	2,000	
Budget Reserve Transfer	-	-	-	(1,000,000)	1,000,000	
Net Reserve Transfer	-	-	753,419	(753,419)	-	
<b>Actual - August 31, 2022</b>	\$ 22,687,927	\$ 5,966,743	\$ -	\$ 15,013,438	\$ 1,707,746	

- A Accumulated surplus which includes investment in Board funded tangible capital assets, unrestricted surplus and internally restricted reserves
- B Board funded (unsupported) tangible capital assets
- C Surplus/(deficit) transferred to reserves
- D Operating reserves including Schools - Operations, School Generated Funds, Central Services and Division reserves
- E Capital reserves available for future unsupported capital purchases



## ELK ISLAND PUBLIC SCHOOLS

## Reserves

August 31, 2022

	A	B	C	D	E	F = A+B+C+D+E
	2021-22					
	Audited 31-Aug-21	Contributions /(Use)	Capital Effect	Budget Transfers	Year End Transfers	Actual 31-Aug-22
<b>OPERATING RESERVES</b>						
Central Services (Attachment 4)	\$ 425,616	\$ (1,785,802)	\$ -	\$ 2,692,288	\$ (930,602)	\$ 401,500
Schools - Operations (Attachment 5)	1,061,301	30,355	-	502,244	(483,782)	1,110,118
School Generated Funds (SGF)(Attachment 6)	1,941,375	82,975	-	-	-	2,024,350
Central Services & Schools	3,428,292	(1,672,472)	-	3,194,532	(1,414,384)	3,535,968
COVID Costs	-	(258,518)	-	258,518	-	-
Focus on Learning Loss	-	(500,000)	-	1,000,000	-	500,000
Social Emotional Supports	-	(500,000)	-	500,000	-	-
Projects	-	(2,187,184)	(87,442)	4,299,935	(1,155,633)	869,676
EIPS Division Allocated (Attachment 3)	-	(3,445,702)	(87,442)	6,058,453	(1,155,633)	1,369,676
EIPS Division Unallocated (Attachment 3)	13,426,007	3,439,288	925,467	(10,252,985)	2,570,017	10,107,794
	<b>\$ 16,854,299</b>	<b>\$ (1,678,886)</b>	<b>\$ 838,025</b>	<b>\$ (1,000,000)</b>	<b>\$ -</b>	<b>\$ 15,013,438</b>

B 2021-22 deficit of \$1,678,886

C Impact to reserves from the net effect of unsupported capital transactions

D Budgeted transfers to EIPS Division Allocated reserve, capital reserves, and school/department reserves

E Year-end transfers from schools/departments and completed projects in allocated reserves

	A	B	C	D	E	F = A+B+C+D+E
	2021-22					
	Audited 31-Aug-21	Contributions /(Use)	Capital Effect	Budget Transfers	Year End Transfers	Actual 31-Aug-22
<b>CAPITAL RESERVES</b>						
Facility Services	\$ 17,229	\$ -	\$ -	\$ -	\$ -	\$ 17,229
Aging Equipment at Schools	-	-	(94,943)	200,000	-	105,057
Information Technology	-	-	(377,385)	377,385	-	-
Modular Connecting Link - SouthPointe School	15,000	-	(10,160)	-	(4,840)	-
EIPS Division Allocated	15,000	-	(482,488)	577,385	(4,840)	105,057
Opening Balance	1,156,005	-	-	-	-	1,156,005
Proceed on Sale of Assets	-	2,000	-	-	-	2,000
Transfer (to) / from Capital Allocated Reserves	-	-	-	(577,385)	4,840	(572,545)
Transfer from Operating Reserves	-	-	-	1,000,000	-	1,000,000
EIPS Division Unallocated	1,156,005	2,000	-	422,615	4,840	1,585,460
	<b>\$ 1,188,234</b>	<b>\$ 2,000</b>	<b>\$ (482,488)</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 1,707,746</b>

B Proceeds on the sale of unsupported assets

C Use of reserves for information technologies infrastructure, aging equipment at schools, and modular connecting link

D Budgeted transfers from operating reserves and/or to specific capital projects (allocated funds)

E Year end transfers for completed allocated projects or funds no longer required

**ELK ISLAND PUBLIC SCHOOLS  
Operating Reserves  
August 31, 2022**

	A Audited Balance 31-Aug-21	B Contributions / (Use)	2021-22			F = A + B + C + D + E Actual Balance 31-Aug-22	G Projection Balance 31-Aug-22	H = F - G Variance	
			C Capital Effect	D Budget Transfer	E Year End Transfer				
<b>Central Services &amp; Schools</b>	<b>\$ 3,428,292</b>	<b>\$ (1,672,472)</b>	<b>\$ -</b>	<b>\$ 3,194,532</b>	<b>\$ (1,414,384)</b>	<b>\$ 3,535,968</b>	<b>\$ 3,380,239</b>	<b>\$ 155,729</b>	
<b>COVID Costs</b>	-	(258,518)	-	258,518	-	-	-	-	
<b>Focus on Learning Loss</b>	-	(500,000)	-	1,000,000	-	500,000	500,000	-	
<b>Social Emotional Supports</b>	-	(500,000)	-	500,000	-	-	-	-	
Mechanical Cooling for Modulars	-	-	(87,442)	250,000	(162,558)	-	-	-	
Consultants: Assessment, Numeracy, Early Learning	-	(393,000)	-	786,000	-	393,000	393,000	-	
New Curriculum	-	(175,000)	-	175,000	-	-	-	-	
Career Pathways	-	(130,000)	-	260,000	-	130,000	130,000	-	
Enhance Use of Division Software	-	(130,000)	-	130,000	-	-	-	-	
Home Education	-	(198,680)	-	200,935	(2,255)	-	-	-	
Readers/Writers Workshop	-	-	-	60,000	(60,000)	-	-	-	
Post COVID Mental Health Staff	-	(44,680)	-	50,000	(5,320)	-	-	-	
Digitization of Student Records	-	(44,479)	-	50,000	(5,521)	-	-	-	
OH&S Items	-	(41,500)	-	41,500	-	-	-	-	
IT - Battery Replacement	-	(33,000)	-	33,000	-	-	-	-	
Junior High Honours	-	(16,782)	-	20,000	(3,218)	-	-	-	
Certificate of Recognition	-	(10,194)	-	17,000	(6,806)	-	-	-	
Professional Development (Off to a Good Start)	-	(66,201)	-	150,000	(8,799)	75,000	75,000	-	
CTS Emergency Strobe Lighting	-	(57,910)	-	68,000	-	10,090	-	10,090	
Facility Condition Assessments	-	(123,167)	-	252,000	(42,000)	86,833	-	86,833	
Central Services Fire Alarm Panel	-	(17,678)	-	18,000	(322)	-	-	-	
Atrieve Support Analyst	-	(63,500)	-	63,500	-	-	-	-	
Pine Street Connections Renovation	-	(153,204)	-	184,000	(30,796)	-	-	-	
Additional Illness Cost	-	(119,065)	-	1,000,000	(880,935)	-	-	-	
Community Consultation	-	(61,247)	-	115,000	65,000	118,753	-	118,753	
Modular Move	-	(307,897)	-	376,000	(12,103)	56,000	-	56,000	
<b>Projects</b>	-	(2,187,184)	(87,442)	4,299,935	(1,155,633)	869,676	598,000	271,676	
<b>EIPS Division Allocated Reserves</b>	<b>-</b>	<b>(3,445,702)</b>	<b>(87,442)</b>	<b>6,058,453</b>	<b>(1,155,633)</b>	<b>1,369,676</b>	<b>1,098,000</b>	<b>271,676</b>	
Capital Effect - Purchases from Operating Budgets	-	-	(386,742)	-	-	(386,742)	(309,115)	(77,627)	
Capital Effect - Annual Amortization	-	-	1,312,209	-	-	1,312,209	1,362,400	(50,191)	
Schools - Surpluses Exceeding 1%	-	-	-	-	397,983	397,983	212,292	185,691	
Central Services - Surpluses Exceeding 1%	-	-	-	-	265,773	265,773	102,259	163,514	
Central Services - Hold Harmless Surpluses	-	-	-	-	50,013	50,013	(326,078)	376,091	
Central Services - Internally Restricted Surpluses	-	-	-	-	614,816	614,816	597,900	16,916	
Outreach/Continuing Education - Surplus	-	-	-	-	85,799	85,799	-	85,799	
Transfer from Division Allocated Reserves	-	-	-	-	1,155,633	1,155,633	1,254,525	(98,892)	
Standard Cost Surplus	-	4,005,966	-	(2,618,532)	-	1,387,434	-	1,387,434	
Unused Health Spending Account Deposits	-	231,876	-	(236,000)	-	(4,124)	-	(4,124)	
Return of Excess Insurance Equity	-	306,618	-	(53,000)	-	253,618	306,000	(52,382)	
Software Cost Delay	-	143,000	-	(143,000)	-	-	-	-	
To Be Allocated (Contingency Funds) Return to Reserve	-	60,207	-	-	-	60,207	-	60,207	
Maintenance Expenditures	-	(1,318,051)	-	-	-	(1,318,051)	-	(1,318,051)	
Other Revenue Exceeding Allocations	-	40,782	-	-	-	40,782	-	40,782	
Capital Purchases from Operating Budgets	-	(31,110)	-	-	-	(31,110)	-	(31,110)	
Transfer to Capital Reserves	-	-	-	(1,000,000)	-	(1,000,000)	(1,000,000)	-	
Transfer to Allocated Reserves (Fall Budget)	-	-	-	(4,800,953)	-	(4,800,953)	(4,800,953)	-	
Transfer to Allocated Reserves (January Board Approval)	-	-	-	(1,401,500)	-	(1,401,500)	(1,401,500)	-	
Unallocated Reserves Opening Balance	13,426,007	-	-	-	-	13,426,007	13,426,007	-	
<b>EIPS Division Unallocated Reserve</b>	<b>13,426,007</b>	<b>3,439,288</b>	<b>925,467</b>	<b>(10,252,985)</b>	<b>2,570,017</b>	<b>10,107,794</b>	<b>9,423,737</b>	<b>684,057</b>	
<b>Total EIPS Division Reserves</b>	<b>L = J + K</b>	<b>13,426,007</b>	<b>(6,414)</b>	<b>838,025</b>	<b>(4,194,532)</b>	<b>1,414,384</b>	<b>11,477,470</b>	<b>10,521,737</b>	<b>955,733</b>
<b>Total Operating Reserves</b>	<b>M = I + L</b>	<b>\$ 16,854,299</b>	<b>\$ (1,678,886)</b>	<b>\$ 838,025</b>	<b>\$ (1,000,000)</b>	<b>\$ -</b>	<b>\$ 15,013,438</b>	<b>\$ 13,901,976</b>	<b>\$ 1,111,462</b>

<b>G</b>	<b>Projection Balance 31-Aug-22</b> presented as part of the 2022-23 Spring Budget	2021-22 Operating Expenses	193,342,011
		Total Operating Reserve Maximum Limit based on 3.15% rate	6,090,273
		Less school & department carryforward reserves (excluding school generated funds)	(1,511,618)
		<b>EIPS Division Reserves Maximum Limit</b>	<b>4,578,655</b>
		<b>Division Reserves over (under) the Operating Reserve Limit as of August 2022</b>	<b>6,898,815</b>
		Deficit and Capital Impact, Spring Budget 2022-23	(5,599,598)
		Transfer to Capital Reserves, Spring Budget 2022-23	(1,000,000)
		Requested Additional Use of Operating Reserves, September 2022	(1,000,000)
		<b>Projected Division Reserves over (under) the Operating Reserve Limit as of August 2023</b>	<b>(700,783)</b>
		<b>Total Operating Reserve Minimum Limit based on 1% rate</b>	<b>1,933,420</b>

**ELK ISLAND PUBLIC SCHOOLS**  
**Operating Reserves - Central Services**  
**August 31, 2022**

	A	B	C	D = A - C	E	F	G = E - F	H	I = D + G - H
	Operating				Internally Restricted/Hold Harmless			Department Transfers	Reserve Balance 31-Aug-22
	Surplus/ (Deficit)	% of Budget	Transfer > 1% to Division	Carry-forward	Surplus/ (Deficit)	Transfer to Division	Carry-forward		
<b>Board of Trustees</b>	\$ 32,634	5.7%	\$ -	\$ 32,634	\$ -	\$ -	\$ -	\$ -	\$ 32,634
<b>Education Executive</b>									
Superintendent	70,037	9.5%	62,686	7,351	-	-	-	-	7,351
Communications	26,467	4.7%	20,887	5,580	-	-	-	-	5,580
Election	-	0.0%	-	-	-	-	-	-	-
<b>Supports For Students - Central</b>									
Associate Superintendent	2,347	0.7%	-	2,347	-	-	-	-	2,347
Instructional Supports	40,912	2.2%	22,034	18,878	66,014	(3,125)	69,139	-	88,017
Specialized Supports	-	100.0%	-	-	-	-	-	-	-
<b>Human Resources</b>									
Associate Superintendent	68,373	4.8%	54,147	14,226	133,886	133,886	-	-	14,226
Staff Relations & Training	91,368	14.6%	85,123	6,245	73,080	73,080	-	-	6,245
Recruitment & Staffing	26,565	4.5%	20,668	5,897	-	-	-	-	5,897
<b>Business Services</b>									
Secretary - Treasurer	3,257	1.1%	228	3,029	66,888	66,888	-	-	3,029
Financial Services	18,250	0.9%	-	18,250	-	-	-	-	18,250
<b>Facility Services</b>	(4,707)	0.0%	-	(4,707)	400,912	400,912	-	-	(4,707)
<b>Information Technologies</b>	62,281	1.6%	-	62,281	(6,812)	(6,812)	-	-	62,281
<b>Student Transportation</b>	160,350	1.3%	-	160,350	-	-	-	-	160,350
<b>Total Central Services</b>	<b>\$ 598,134</b>	<b>1.8%</b>	<b>\$ 265,773</b>	<b>\$ 332,361</b>	<b>\$ 733,968</b>	<b>\$ 664,829</b>	<b>\$ 69,139</b>	<b>\$ -</b>	<b>\$ 401,500</b>

<sup>1</sup> One-time carryforward exception granted.

<b>Total Transfer to Division Unallocated Reserve (Attachment 2)</b>	<u>265,773</u>	J	Internally Restricted	614,816	Hold Harmless	<u>50,013</u>	K	-	<u>930,602</u>	L = J + K
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**Elk Island Public Schools**  
**Operating Reserves - Schools - Operations**  
**August 31, 2022**

	A	B	C = B / A	D	E = B - D
	<b>2021-22</b>				
	<b>Fall Budget</b>	<b>Surplus/ (Deficit)</b>	<b>% of Budget</b>	<b>Transfers</b>	<b>Reserve Balance 31-Aug-22</b>
<b>Sector 1 - Sherwood Park</b>					
Bev Facey Community High	\$ 7,015,264	\$ 63,198	0.9%	\$ -	\$ 63,198
Brentwood Elementary	3,064,307	29,868	1.0%	-	29,868
Clover Bar Junior High	2,764,887	54,453	2.0%	26,804	27,649
Davidson Creek Elementary	3,848,721	36,954	1.0%	-	36,954
École Campbelltown	2,359,441	24,880	1.1%	1,286	23,594
F.R. Haythorne Junior High	4,516,273	33,906	0.8%	-	33,906
Glen Allan Elementary	2,496,859	26,302	1.1%	1,334	24,968
Heritage Hills Elementary	3,088,028	35,942	1.2%	5,061	30,881
Lakeland Ridge	4,572,789	57,193	1.3%	-	57,193
Mills Haven Elementary	3,026,752	23,566	0.8%	-	23,566
Pine Street Elementary	2,547,668	31,259	1.2%	5,783	25,476
Salisbury Composite High	7,619,296	61,665	0.8%	-	61,665
Sherwood Heights Junior High	4,055,823	30,894	0.8%	-	30,894
Strathcona Christian Academy Elementary	3,441,761	34,092	1.0%	-	34,092
Strathcona Christian Academy Secondary	3,673,572	31,838	0.9%	-	31,838
Wes Hosford Elementary	2,611,174	29,029	1.1%	2,917	26,112
Westboro Elementary	3,133,678	33,172	1.1%	755	32,417
Woodbridge Farms Elementary	3,088,302	12,659	0.4%	-	12,659
<b>Sector 2 - Strathcona County</b>					
Ardrossan Elementary	3,675,040	68,068	1.9%	31,317	36,751
Ardrossan Junior Senior High	5,083,612	12,486	0.2%	-	12,486
Fultonvale Elementary Junior High	3,103,021	30,951	1.0%	-	30,951
Uncas Elementary	1,598,010	63,241	4.0%	47,261	15,980
<b>Sector 3 - Fort Saskatchewan</b>					
Castle (Scottford Colony)	206,685	3,586	1.7%	1,519	2,067
École Parc Élémentaire	2,346,035	24,927	1.1%	1,467	23,460
Fort Saskatchewan Christian	2,818,013	24,030	0.9%	-	24,030
Fort Saskatchewan Elementary	2,289,259	23,897	1.0%	1,005	22,892
Fort Saskatchewan High	3,150,084	85,920	2.7%	54,419	31,501
James Mowat Elementary	2,835,517	25,923	0.9%	-	25,923
Rudolph Hennig Junior High	3,198,406	37,676	1.2%	5,691	31,985
SouthPointe School	3,922,626	38,520	1.0%	-	38,520
Win Ferguson Elementary	3,016,871	47,271	1.6%	17,102	30,169
<b>Sector 4 - Lamont County</b>					
Andrew School	796,701	9,522	1.2%	1,555	7,967
Bruderheim School	1,230,120	11,701	1.0%	-	11,701
Lamont Elementary	2,369,842	49,796	2.1%	26,097	23,699
Lamont High	2,539,960	28,960	1.1%	3,560	25,400
Mundare School	1,169,638	47,162	4.0%	35,466	11,696
<b>Sector 5 - County of Minburn</b>					
A.L. Horton Elementary	2,649,199	27,039	1.0%	547	26,492
Pleasant Ridge Colony	166,190	1,429	0.9%	-	1,429
Vegreville Composite High	2,734,290	42,961	1.6%	15,618	27,343

Continued on next page

**Elk Island Public Schools**  
**Operating Reserves - Schools - Operations**  
**August 31, 2022**

	A	B	C = B / A		D	E = B - D
	2021-22					Reserve Balance 31-Aug-22
	Fall Budget	Surplus/ (Deficit)	% of Budget		Transfers	
<b>Supports for Students - Schools</b>						
Early Learning	2,075,996	51,326	2.5%	2	30,566	20,760
Mental Health Capacity Building	225,061	-	0.0%		-	-
Specialized Supports - Schools	1,783,909	80,487	4.5%	2	62,648	17,839
School Nutrition Program	172,274	-	0.0%		-	-
Partners 4 Science	332,740	20,079	6.0%	2	18,205	1,874
<b>Other</b>						
Elk Island Youth Ranch Learning Centre	341,285	273	0.1%		-	273
Next Step Outreach	1,894,011	(280)	(0.0%)	1	(280)	-
Next Step Continuing Education	465,551	86,079	18.5%	1	86,079	-
<b>Total Schools - Operations</b>	<b>\$ 125,114,541</b>	<b>\$ 1,593,900</b>	<b>1.3%</b>		<b>\$ 483,782</b>	<b>\$ 1,110,118</b>

<sup>1</sup> Outreach/Continuing Education Surplus to Division Unallocated Reserve  
Schools Surplus >1% to Division Unallocated Reserve

**School - Operations Transfers (Attachment 2)**

<sup>2</sup> Supports for Students - Schools can include internally restricted programs with program-specific carryforward requirements.

<sup>3</sup> One-time carryforward exception granted.

85,799

397,983

**483,782**

**ELK ISLAND PUBLIC SCHOOLS**  
**Operating Reserves - School Generated Funds (SGF)**  
**August 31, 2022**

	A	B	C = A + B	D = C / enrolment
	Reserve Balance 31-Aug-21	2021-22 Surplus/ (Deficit)	Reserve Balance 31-Aug-22	Average \$'s Per Student
<b>Sector 1 - Sherwood Park</b>				
Bev Facey Community High	\$ 111,170	\$ (23,485)	\$ 87,685	\$ 89
Brentwood Elementary	34,080	189	34,269	86
Clover Bar Junior High	76,686	(12,143)	64,543	174
Davidson Creek Elementary	26,733	(1,329)	25,404	41
École Campbelltown	29,596	(8,246)	21,350	58
F.R. Haythorne Junior High	106,033	48,042	154,075	233
Glen Allan Elementary	27,436	(8,522)	18,914	56
Heritage Hills Elementary	29,231	(2,567)	26,664	53
Lakeland Ridge	46,161	26,701	72,862	95
Mills Haven Elementary	42,427	(5,399)	37,028	85
Pine Street Elementary	25,835	3,179	29,014	87
Salisbury Composite High	318,246	(21,128)	297,118	247
Sherwood Heights Junior High	82,973	14,283	97,256	151
Strathcona Christian Academy Elementary	25,598	36,323	61,921	110
Strathcona Christian Academy Secondary	111,488	(29,078)	82,410	139
Wes Hosford Elementary	35,404	(4,178)	31,226	80
Westboro Elementary	16,449	4,708	21,157	64
Woodbridge Farms Elementary	5,146	(1,594)	3,552	11
<b>Sector 2 - Strathcona County</b>				
Ardrossan Elementary	24,248	7,626	31,874	56
Ardrossan Junior Senior High	119,367	83	119,450	138
Fultonvale Elementary Junior High	44,680	4,514	49,194	103
Uncas Elementary	19,113	(10,655)	8,458	43
<b>Sector 3 - Fort Saskatchewan</b>				
École Parc Élémentaire	13,448	2,926	16,374	52
Fort Saskatchewan Christian	20,532	15,635	36,167	93
Fort Saskatchewan Elementary	25,222	(11,170)	14,052	53
Fort Saskatchewan High	76,094	38,809	114,903	263
James Mowat Elementary	49,210	4,101	53,311	129
Rudolph Hennig Junior High	50,427	(7,200)	43,227	92
SouthPointe School	17,349	(1,199)	16,150	27
Win Ferguson Elementary	19,520	4,154	23,674	58
<b>Sector 4 - Lamont County</b>				
Andrew School	28,300	(5,852)	22,448	380
Bruderheim School	9,769	(2,963)	6,806	57
Lamont Elementary	15,976	332	16,308	54
Lamont High	45,479	(11,051)	34,428	113
Mundare School	33,182	1,004	34,186	338
<b>Sector 5 - County of Minburn</b>				
A.L. Horton Elementary	73,582	18,586	92,168	279
Vegreville Composite High	62,473	8,469	70,942	204
Next Step Outreach	25,344	(3,509)	21,835	91
Next Step Continuing Education	17,368	14,579	31,947	N/A
<b>Total School Generated Funds</b>	<b>\$ 1,941,375</b>	<b>\$ 82,975</b>	<b>\$ 2,024,350</b>	<b>\$ 118</b>



# INFORMATION REPORT

**DATE:** Oct. 20, 2022

**TO:** Board of Trustees

**FROM:** Mark Liguori, Superintendent

**SUBJECT:** 2022-23 Enrolment

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

**RESOURCE STAFF:** Carmine von Tettenborn, Director, Financial Services  
Lynn Brims, Accountant, Financial Services

**REFERENCE:** N/A

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

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

**EIPS OUTCOME:** Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

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**ISSUE:**

**That the Board of Trustees receive for information the Sept. 29, 2022, Enrolment Report for the 2022-23 school year for Elk Island Public Schools.**

**BACKGROUND:**

Elk Island Public schools (EIPS) enters student information into PowerSchool which is directly linked to the Provincial Approach to Student Information (PASI) system. Alberta Education uses the PASI system to calculate funding allocations to EIPS.

**CURRENT SITUATION OR KEY POINT:**

There are 17,460 students in the Division as of Sept. 29, 2022. This is a 336-student increase over last fall.

When comparing individual school enrolment changes from spring to fall there were some significant increases and decreases. In the spring, enrolment for schools used the enrolment from returning student registration process which, in normal years, is a fairly accurate number. However, as we exit the COVID-19 pandemic students are returning to the classroom and EIPS' student registration number is closer to pre-pandemic levels.

The September 29 enrolment will be used in the fall budget, and the weighted moving average will be based on the student count as of that count date.

**ATTACHMENT(S):**

1. Sept. 29, 2022 Enrolment Detail by Sector

## Enrolment Detail - by Sector

	2020-21	2021-22	2022-23	2022-23	Change 2022-23	% Change 2022-23
	Fall	Fall	Budget	Sep 29	Budget to 2022-23	Budget to 2022-23
				2022	Sep 29, 2022	Sep 29, 2022
<b>Sector 1 - Sherwood Park</b>						
Bev Facey Community High	1,030	989	1,010	<b>1,011</b>	1	0.1%
Brentwood Elementary	426	400	400	<b>393</b>	(7)	(1.8%)
Clover Bar Junior High	355	371	391	<b>387</b>	(4)	(1.0%)
Davidson Creek Elementary	610	621	629	<b>626</b>	(3)	(0.5%)
École Campbelltown	405	368	363	<b>364</b>	1	0.3%
F. R. Haythorne Junior High	639	660	639	<b>643</b>	4	0.6%
Glen Allan Elementary	362	335	315	<b>318</b>	3	1.0%
Heritage Hills Elementary	471	500	481	<b>494</b>	13	2.7%
Lakeland Ridge	795	765	763	<b>769</b>	6	0.8%
Mills Haven Elementary	412	435	446	<b>461</b>	15	3.4%
Pine Street Elementary	336	334	341	<b>369</b>	28	8.2%
Salisbury Composite High	1,170	1,205	1,250	<b>1,287</b>	37	3.0%
Sherwood Heights Junior High	639	644	666	<b>666</b>	-	0.0%
Strathcona Christian Academy Elementary	547	565	582	<b>581</b>	(1)	(0.2%)
Strathcona Christian Academy Secondary	594	595	609	<b>607</b>	(2)	(0.3%)
Wes Hosford Elementary	412	392	345	<b>347</b>	2	0.6%
Westboro Elementary	335	332	303	<b>315</b>	12	4.0%
Woodbridge Farms Elementary	324	314	307	<b>315</b>	8	2.6%
	9,862	9,825	9,840	<b>9,953</b>	113	1.1%
<b>Sector 2 - Strathcona County</b>						
Ardrossan Elementary	516	569	602	<b>612</b>	10	1.7%
Ardrossan Junior Senior High	866	863	830	<b>826</b>	(4)	(0.5%)
Fultonvale Elementary Junior High	456	477	475	<b>489</b>	14	2.9%
Uncas Elementary	189	199	192	<b>211</b>	19	9.9%
	2,027	2,108	2,099	<b>2,138</b>	39	1.9%
<b>Sector 3 - Fort Saskatchewan</b>						
Castle (Scotford Colony)	24	25	26	<b>27</b>	1	3.8%
École Parc Élémentaire	307	317	330	<b>328</b>	(2)	(0.6%)
Fort Saskatchewan Christian	400	387	393	<b>398</b>	5	1.3%
Fort Saskatchewan Elementary	268	264	261	<b>281</b>	20	7.7%
Fort Saskatchewan High	397	437	467	<b>473</b>	6	1.3%
James Mowat Elementary	399	412	438	<b>422</b>	(16)	(3.7%)
Rudolph Hennig Junior High	466	472	405	<b>436</b>	31	7.7%
SouthPointe School	553	600	665	<b>684</b>	19	2.9%
Win Ferguson Elementary	428	410	410	<b>396</b>	(14)	(3.4%)
	3,242	3,324	3,395	<b>3,445</b>	50	1.5%
<b>Sector 4 - Lamont County</b>						
Andrew School	64	59	60	<b>62</b>	2	3.3%
Bruderheim School	117	119	109	<b>116</b>	7	6.4%
Lamont Elementary	290	301	293	<b>294</b>	1	0.3%
Lamont High	284	306	318	<b>332</b>	14	4.4%
Mundare School	120	101	105	<b>111</b>	6	5.7%
	875	886	885	<b>915</b>	30	3.4%
<b>Sector 5 - County of Minburn</b>						
A. L. Horton Elementary	321	330	328	<b>352</b>	24	7.3%
Pleasant Ridge Colony	13	16	17	<b>17</b>	-	0.0%
Vegreville Composite High	357	347	359	<b>359</b>	-	0.0%
	691	693	704	<b>728</b>	24	3.4%
Total Enrolment in Sectors	16,697	16,836	16,923	<b>17,179</b>	256	1.5%
Elk Island Youth Ranch Learning Centre	5	5	6	<b>8</b>	2	33.3%
Next Step Home Education/Centre for Education	-	42	-	-	-	0.0%
Next Step Outreach	267	241	192	<b>273</b>	81	42.2%
To Be Allocated	-	-	-	-	-	0.0%
<b>Total Enrolment</b>	<b>16,969</b>	<b>17,124</b>	<b>17,121</b>	<b>17,460</b>	<b>339</b>	<b>2.0%</b>