



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

REGULAR
SESSION

THURSDAY, AUGUST 22, 2024

Boardroom
Central Services Office

AGENDA

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

- 9 a.m. **1. CALL TO ORDER** C. Allen
- 2. IN-CAMERA SESSION**
- 10 a.m. **3. LAND ACKNOWLEDGMENT**
- 4. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
- 5. APPROVAL OF MINUTES**
 Board Meeting – June 20, 2024 (encl.)
- 6. CHAIR REPORT** C. Allen
 6.1 Meeting with the Hon. Demetrios Nicolaides, Minister of Education (verbal)
 - June 24, 2024
 6.2 Lunch with Hon. Danielle Smith, Premier of Alberta, Sherwood Park & District
 Chamber of Commerce – July 18, 2024
 6.3 Meeting with Hon. Nate Glubish, Minister, Technology and Innovation, MLA
 Strathcona – Sherwood Park – July 25, 2024
 6.4 Off to a Good Start: New Classified Staff Orientation– Aug. 20, 2024
 6.5 EIPS Leadership Start-up Meeting – Aug. 20, 2024
 6.6 Off to a Good Start: New Teacher Orientation – Aug. 21, 2024
 6.7 Annual Board of Trustees Pancake Breakfast – Aug. 22, 2024
- 7. SUPERINTENDENT REPORT** S. Stoddard
 7.1 Welcome Back and Startup (verbal)
 7.2 Lunch with Hon. Danielle Smith, Premier of Alberta, Sherwood Park & District
 Chamber of Commerce – July 18, 2024
 7.3 Strathcona County Community Safety and Well-being (CSWB) Stewardship
 Committee – July 19, 2024
 7.4 EIPS Executive Team Retreat – Aug. 12 and 14, 2024
 7.5 Off to a Good Start: New Classified Staff Orientation– Aug. 20, 2024
 7.6 EIPS Leadership Start-up Meeting – Aug. 20, 2024
 7.7 Off to a Good Start: New Teacher Orientation – Aug. 21, 2024
 7.8 Annual Board of Trustees Pancake Breakfast – Aug. 22, 2024
- 8. COMMENTS FROM THE PUBLIC AND STAFF
 GROUP REPRESENTATIVES**

ASSOCIATION/EMPLOYEE GROUPS

9. ATA LOCAL REPORT D. Zielke
(verbal)
10. EMPLOYEE RELATIONS GROUP (ERG) REPORT M. Miller
(verbal)

BUSINESS ARISING FROM PREVIOUS MEETING

NEW BUSINESS

11. BUSINESS ARISING FROM IN CAMERA
12. TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST 2024-25 C. Allen
(encl.)
13. TRANSFER TO CAPITAL RESERVES S. Stoddard/C. Cole
(encl.)

COMMITTEE REPORT

REPORTS FOR INFORMATION

14. TRUSTEES' REPORTS/NOTICES OF MOTIONS/REQUESTS (verbal)
FOR INFORMATION

ADJOURNMENT

RECOMMENDATIONS: BOARD OF TRUSTEES AUG. 22, 2024

2. That the Board meet in camera.
That the Board revert to regular session.
3. *Land and People Acknowledgment*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approves the Minutes of June 20, 2024 Meeting, as amended or as circulated.
6. That the Board of Trustees receives for information the Chair Report.
7. That the Board of Trustees receives for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives*
9. That the Board of Trustees receives for information the report from the representative of the ATA Local #28.
10. Employee Relations Group (ERG)
11. *Business Arising from In Camera.*
12. That the Board of Trustees approves the 2024-25 Trustee School Liaison Representative List, as presented.
13. That the Board of Trustees approves the transfer of \$1 million from operating reserves to capital reserves.



BOARD MEETING MINUTES

June 20, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, June 20, 2024—in the Boardroom at the Central Services Office in Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Cathy Allen, calling the meeting to order at 9:02 a.m.

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

S. Stoddard, Superintendent
J. Smith, Acting Associate Superintendent – Supports for Students
MJ Nam, Acting Associate Superintendent – Human Resources
C. Cole, Secretary-Treasurer
D. Antymniuk, Division Principal
W. Gilewich, Information and Security Officer
J. Anderson, Director, Early Learning & New Curriculum
C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

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

IN-CAMERA SESSION

Board Chair Allen asked for a trustee to move in camera.

116/2024 | Trustee Irwin moved: That the Board meet in camera (9:02 a.m.).

CARRIED UNANIMOUSLY

117/2024 | Trustee Boymook moved: That the Board revert to the regular session (9:56 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 9:56 a.m. and reconvened at 10:05 a.m. with all trustees noted above in attendance.

TREATY 6 ACKNOWLEDGMENT

Board Chair Allen called the meeting to order at 10:05 a.m., welcomed all in attendance and marked the last Board Meeting for the 2023-24 school year.

Board Chair Allen recognized June 21st National Indigenous Peoples Day and acknowledged the learning and stories, and the opportunities available to all, to read, learn and experience. Board Chair shared there is lots of learning taking place in our schools; and is humbled to read the land acknowledgment.

AGENDA

Board Chair Allen called for any additions or deletions to the Agenda.

118/2024 | Trustee Sorochan moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the May 30, 2024 Board Meeting Minutes.

119/2024 | Trustee Holowaychuk moved: That the Board of Trustees approves the Minutes of the May 30, 2024 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

Board Chair Allen called for confirmation of the June 6, 2024 Board Meeting Minutes.

120/2024 | Trustee Shotbolt moved: That the Board of Trustees approves the Minutes of the June 6, 2024 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

CHAIR REPORT

Board Chair Allen presented the Chair's Report. Board Chair Allen led the report by extending congratulations to Trustee Holowaychuk for completing the ASBA Trustee Governance Program offered at the University of Calgary and the importance of lifelong learning. Congratulations was shared by all!

121/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the Chair Report.

CARRIED UNANIMOUSLY

SUPERINTENDENT REPORT

Superintendent Stoddard presented the Superintendent's Report. Dr. Stoddard led the report by recognizing the amazing staff who come to school every day and who welcome and support every student who walks through their doors. Dr. Stoddard thanked the parents, caregivers and other partners who walk along side the students in a collective effort to assist student achievement.

Dr. Stoddard expressed gratitude to the Board for sharing their strategic direction for her and her team to move the Division forward. Wished everyone a restful summer!

122/2024 | Trustee Sorochan moved: That the Board of Trustees receives for information the Superintendent Report.

CARRIED UNANIMOUSLY

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were presented.

Association/Employee Groups

ATA LOCAL NO. 28 REPORT

Board Chair Allen welcomed and invited the ATA representative, M. Holm, to present the ATA Local No. 28 Report. ATA Representative Holm thanked the dedicated educators for their support, then proceeded to share the ATA report.

Trustee Footz thanked the ATA Local 28 for the invitation to the Elk Island Local #28 Retirement Dinner and Celebration on June 14, 2024. The event allowed trustees time to recognize the committed service of the retirees.

Board Chair Allen asked Representative Holm to pass on gratitude to her colleagues for the work they have done this year.

123/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the representative of the ATA Local No. 28.

CARRIED UNANIMOUSLY

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen welcomed and invited ERG Representative, M. Miller, to present the Employee Relations Group Report.

Superintendent Stoddard highlighted the excitement shared by the educational assistants involved in the EA Pilot Project and extended appreciation for their continued passion for growth to support their work with students.

On behalf of the Board, Board Chair Allen asked Representative Miller to extend thank you to her colleagues, and that it's the village that raises children—we are all involved in this together.

124/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the report from the representative of the Employee Relations Group.

CARRIED UNANIMOUSLY

Business Arising from Previous Meeting

No business arising from previous business.

New Business

BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

APPROVAL OF THE SUPERINTENDENT EVALUATION

Board Chair Allen presented to the Board for approval the Superintendent's Evaluation Report.

125/2024 | Trustee Holowaychuk moved: That the Board of Trustees approves the Superintendent's Evaluation Report as developed in the facilitated evaluation session on June 19, 2024, as an accurate assessment of the Superintendent's performance for the period of July 1, 2023, to June 18, 2024; and FURTHER, that the Board authorize the Board Chair to make any required technical edits and to sign the report on the Board's behalf.

CARRIED UNANIMOUSLY

BOARD POLICY 7: BOARD OPERATIONS

Trustee Footz presented to the Board for approval the amendments to Board Policy 7: Board Operations.

126/2024 | Trustee Boymook moved: That the Board of Trustees approves the amendments to Board Policy 7: Board Operations, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 13: APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Trustee Footz presented to the Board for approval the amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters.

127/2024 | Vice-Chair Miller moved: That the Board of Trustees approves the amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 17: STUDENT TRANSPORTATION SERVICES

Trustee Footz presented to the Board for approval the amendments to Board Policy 17: Student Transportation Services.

128/2024 | Trustee Irwin moved: That the Board of Trustees approves the amendments to Board Policy 17: Student Transportation Services, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 18: ALTERNATIVE PROGRAMS

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

Trustee Boymook noted that she tabled this motion at the May 30, 2024, meeting, and is happy to support the newly proposed amendments.

129/2024 | Trustee Shotbolt moved: That the Board of Trustees approves the amendments to Board Policy 18: Alternative Programs, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 20: ASSESSMENT AND REPORTING OF STUDENT LEARNING

Trustee Footz presented to the Board for approval the amendments to Board Policy 20: Assessment and Reporting of Student Learning.

130/2024 | Trustee Irwin moved: That the Board of Trustees approves the amendments to Board Policy 20: Assessment and Reporting of Student Learning, as presented.

Trustee Holowaychuk requested an amendment be made to section 1.9, as Policy 10, section 6 stipulates that the Board has the right, if the Superintendent is not meeting the Board's direction.

131/2024 | Trustee Holowaychuk moved: That the Board of Trustees accept a formal amendment to section 1.9, to read:

*Significant **changes to formal reporting procedures templates** shall be shared with the Board prior to implementation.*

Board Chair Allen opened the floor for questions and comments on the amendment.

VOTE ON THE AMENDMENT | *CARRIED UNANIMOUSLY*

POINT OF ORDER called by Trustee Holowaychuk to vote on the main motion **as amended**.

Trustee Sorochan requested a friendly amendment be made under Instructional Support Plan (ISP) to remove the word "a" following the word "with", to read:

All students with a diagnosed special education needs, from severely disabled to the gifted and talented, require an Instructional Support Plan.

The friendly amendment was supported by the Board.

VOTE ON MOTION 130/2024 AS AMENDED | *CARRIED UNANIMOUSLY*

BOARD POLICY 21: EXPENSE TRANSPARENCY

Trustee Footz presented to the Board for approval the amendments to Board Policy 21: Expense Transparency.

132/2024 | Trustee Boymook moved: That the Board of Trustees approves the amendments to Board Policy 21: Expense Transparency, as presented.

CARRIED UNANIMOUSLY

BOARD POLICY 22: HEALTH AND SAFETY

Trustee Footz presented to the Board for approval the amendments to Board Policy 22: Health and Safety.

Trustee Shotbolt left the meeting at 11:21 a.m.

133/2024 | Vice-Chair Miller moved: That the Board of Trustees approves the amendments to Board Policy 22: Health and Safety, as presented.

CARRIED UNANIMOUSLY

SURPLUS PROPERTY DECLARATION – ÉCOLE CAMPBELLTOWN

Assistant Director Dragon presented to the Board for approval a recommendation to declare the École Campbelltown building, excluding all modular classrooms, surplus to the Board's needs.

134/2024 | Trustee Boymook moved: That the Board of Trustees declares the École Campbelltown building, excluding all modular classrooms (T3688, T6009, T7466 and T7467), surplus to the Board's needs—effective 90 days following occupancy of the Sherwood Park replacement school; and

that pursuant to section 7 (b) of the Alberta Real Property Governance Act (RPGA) the Board of Trustees offers to transfer the real property (École Campbelltown building) to the Department of Infrastructure at net book value; and

that if Alberta Infrastructure declines the offer to transfer the Minister of Education pursuant to sections 9 and 10 of Alberta Regulation 86/2019, *Education Act*, Disposition of Property Regulation approves the Board's declaration; and

- the real property be transferred to Strathcona County, or
- if the municipality refuses, to be disposed of as per the regulation.

Trustee Shotbolt returned at 11:23 a.m.

Trustee Irwin left the meeting at 11:39 a.m. and returned at 11:42 a.m.

VOTE ON MOTION 134/2024 | *CARRIED UNANIMOUSLY*

Committee Reports

AUDIT COMMITTEE

Vice-Chair Miller presented a report for information from the Audit Committee meetings held on June 5, 2024.

135/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information the report from the Audit Committee meeting held on June 5, 2024.

CARRIED UNANIMOUSLY

POLICY COMMITTEE

Trustee Footz presented a report for information from the Policy Committee meeting held on June 10, 2024.

Trustee Boymook noted that the Board cannot have an alternative member of the Teachers' Employer Bargaining Association (TEBA) committee. If a new member attends, it automatically removes the former member.

136/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Policy Committee meeting held on June 10, 2024.

CARRIED UNANIMOUSLY

Reports for Information

ENGAGEMENT PLAN: PROJECT 1 TRANSITION PLANNING

Associate Superintendent Stoddard presented to the Board the Engagement Plan: Project 1 transition planning for information.

137/2024 | Trustee Irwin moved: That the Board of Trustees receives for information Elk Island Public Schools' (EIPS) Engagement Plan: Project 1 transition planning.

CARRIED UNANIMOUSLY

Trustees recessed at 12:12 p.m. and reconvened at 1:16 p.m. with all trustees noted above in attendance.

UNAUDITED FINANCIAL REPORT FOR SEPT. 1, 2023 TO MAY 31, 2024

Director Lewis presented to the Board the Unaudited Financial Report for the period Sept. 1, 2023 to May 31, 2024, for information.

138/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the Unaudited Financial Report for the period Sept. 1, 2023 to May 31, 2024, for Elk Island Public Schools.

CARRIED UNANIMOUSLY

PLAYGROUND SUMMARY REPORT 2023-24

Director Wait and Manager Bennett presented to the Board the 2023-24 playground summary report for information. Director Wait noted the importance of playgrounds to physical fitness. As stated, Elk Island Public Schools believes all students deserve to play in an engaging and safe environment.

139/2024 | Trustee Irwin moved: That the Board of Trustees receives for information a report on Elk Island Public Schools (EIPS) playground for the 2023-24 school year.

Trustee Irwin left the meeting at 2:09 p.m. and returned at 2:10 p.m.

VOTE ON MOTION 139/2024: CARRIED UNANIMOUSLY

NATIONAL AND INTERNATIONAL FIELD TRIPS 2023-24

Superintendent Stoddard presented to the Board for information the National and International Field Trips Report and introduced Acting Associate Superintendent Smith to answer questions.

140/2024 | Vice-Chair Miller moved: That the Board of Trustees receives for information a report on national and international field trips for the 2022-23 school year.

CARRIED UNANIMOUSLY

Trustee Boymook requested that administration share with the Board the number of unapproved applications for the next school year at the June Caucus meeting. Board Chair Allen asked for a show of hands in support of the request.

In Favour: Trustee Boymook, Trustee Shotbolt, Trustee Footz, Vice-Chair Miller, and Trustee Holowaychuk
Opposed: Board Chair Allen, Trustee Sorochan and Trustee Irwin

LOCALLY DEVELOPED COURSES 2023-24

Superintendent Stoddard presented to the Board the Locally Developed Courses for the first semester 2024-25 school year. Career Pathways Supervisor Oleksyn was available to answer questions.

141/2024 | Trustee Sorochan moved: That the Board of Trustees receives for information a report on Locally Developed Courses for the first semester 2024-25 school year.

CARRIED UNANIMOUSLY

TRUSTEES NOTICES OF MOTIONS/REQUESTS FOR INFORMATION

No notices of motion or requests for information were presented.

Board Chair Allen thanked all employees for their year's work. Thanked Superintendent Stoddard for her leadership— getting through the year, her wonderful work, moving student learning, and supporting teachers and adults. Thanked senior administration, Central Services staff, teachers, school administration, classified staff on the ground running with students every day, and all the other people providing support.

Board Chair Allen thanked her colleagues for their support in her new role as Board Chair and for their encouragement and reminders. She is grateful for the commitment shown by trustees to the school division.

Board Chair Allen wants EIPS to be a place where everyone wants to work, where students want to learn and be proud to be a part of Elk Island Public Schools.

Trustee Irwin added gratitude to support staff including custodians, maintenance support for grounds and facilities.

Trustee Sorochan thanked Superintendent Stoddard and supports her work. Also, extended thanks to the parents, guardians and caregivers—couldn't do this work without them. Kudos to the students for coming to school each day, smiling, telling their stories, showing their talents and abilities, and knowing as they move forward to do great things EIPS has prepared them for the future world. We will be in good hands for the great work.

Vice-Chair Miller shared appreciation for Board Chair Allen's work in leading the Board well.

Safe travels, relax and may the summer bring you joy!

ADJOURNMENT

Board Chair Allen noted the Board had reached the end of the public meeting agenda and declared the meeting adjourned at 2:45 p.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent



RECOMMENDATION REPORT

DATE: Aug. 22, 2024

TO: Board of Trustees

FROM: Cathy Allen, Board Chair

SUBJECT: 2024-25 Trustee School Liaison Representative List

ORIGINATOR: Cathy Allen, Board Chair

RESOURCE STAFF: Sandra Stoddard, Superintendent
Candace Cole, Secretary-Treasurer
Carol Langford-Pickering, Executive Assistant

REFERENCE: Board Policy 2: Role of the Board
Board Policy 3: Role of the Trustee
Board Policy 7: Board Operations

EIPS PRIORITY: Enhance public education through effective engagement

EIPS GOAL: Engaged and effective governance

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

RECOMMENDATION:

That the Board of Trustees approves the 2024-25 Trustee School Liaison Representative List, as presented.

BACKGROUND:

Trustees play a crucial role in representing their geographic area and liaise with schools in their area. Trustees act as key representatives who bridge the gap between the school board and the local schools, working to enhance educational outcomes and community engagement.

Their responsibilities typically include:

1. advocating for the schools in the Division, ensuring that the concerns and priorities of the community are heard and addressed by the school board.
2. attending school council meetings to stay informed about local issues, provide updates from the Board, and servicing as a communication link between the school board and the schools, ensuring that information flows effectively both ways.
3. participating in various school-based events and initiatives, such as speech competitions, performances, openings, and special ceremonies. This presence helps build relationships and understanding between the Board and the local school communities.



RECOMMENDATION REPORT

Page 2 of 2

4. contributing to policy development and decision-making processes at the Board level, drawing on their interactions and insights gained from the schools they represent.

COMMUNICATION PLAN:

The 2024-25 Trustee School Liaison listing will be shared with the Board of Trustees, senior and school administration.

ATTACHMENT:

1. 2024-25 Trustee School Liaison Representative List

CC:clp

2024-25 SCHOOL CONTACT LIST

Attachment 1
Created: July 31, 2024

Dept.		School	Phone No.	Principal	Assistant Principal	School Address	School Contact	HR Contact	Trustee
104	ALH	A. L. Horton Elementary (K-6)	780-632-3113	Murray Howell	Amy Rice	5037 - 48 Avenue, Vegreville T9C 1L8	Connie Bay	MJ Nam Nam	R. Footz
101	AEL	Ardrossan Elementary (K-6)	780-922-2066	Dan Verhoeff	Carla Kokotailo	53131 Range Road 222, Ardrossan T8E 2M8	Tanya Suprovich	Simon Grinde	S. Miller
103	AJS	Ardrossan Junior Senior High (7-12)	780-922-2228	Rod Leatherdale	Shyla Locke / Trudi Williamson	53129 Range Road 222, Ardrossan T8E 2M8	Suzanne Cleet	Simon Grinde	S. Miller
105	BFH	Bev Facey Community High (10-12)	780-467-0044	Ken Wlos	D'Anne Bennett / Renetta Peddle / Paul Schwartz	99 Colwill Boulevard, Sherwood Park T8A 4V5	Joanne Warwa	Simon Grinde	D. Irwin
107	BWD	Brentwood Elementary (K-6)	780-467-5591	Bill Schlacht	John Murphy	28 Heron Road, Sherwood Park T8A OH2	Renae Cameron / Tracy Beaudry	Simon Grinde	D. Irwin
110	BRU	Bruderheim (K-6)	780-796-3936	Melanie Buckley	n/a	4730 - 52 Avenue, Bruderheim, AB Mailing address: Box 190, Bruderheim TOB OSO	Karen Carlson	MJ Nam	C. Holowaychuk
111	CBN	École Campbelltown (K-6)	780-467-5143	Greg Probert	Taylor Cullum	271 Conifer Street, Sherwood Park T8A 1M4	Aicha Dermoumi	MJ Nam	D. Irwin
113	CAS	**Castle (Scotford Colony) (1-9)	780-998-0784	Melanie Buckley	n/a	55262 Range Road 214, Fort Saskatchewan T8L 4A3	Karen Carlson	MJ Nam	R. Sorochan
115	CLB	Clover Bar Junior High (7-9)	780-467-2295	Matt Shudra	Cherum Orr	50 Main Boulevard, Sherwood Park T8A OR2	Lynette McElheran	MJ Nam	D. Irwin
116	DCE	Davidson Creek Elementary (K-6)	780-467-5557	Helene Hewitt	Jay Robertson	360 Davenport Drive, Sherwood Park T8H 1Y1	Christa Gawron	MJ Nam	T. Boymook
119	FRH	F. R. Haythorne Junior High (7-9)	780-467-3800	Lana Lastiwka	Brad Smilanich / Mark Wever	300 Colwill Boulevard, Sherwood Park T8A 5R7	Karen Bidniak	Simon Grinde	T. Boymook
120	FSC	Fort Saskatchewan Christian (K-9)	780-998-7044	Matt Matheson	Nadine Lennox	9806 - 101 Street, Fort Saskatchewan T8L 1V4	Jennifer Vos	MJ Nam	J. Shotbolt
121	FSE	Fort Saskatchewan Elementary (K-6)	780-998-7771	Teri Pearn	Kim Zapesocki	9802 - 101 Street, Fort Saskatchewan T8L 1V4	Manon Marcoux-Jones	Simon Grinde	R. Sorochan
125	FHS	Fort Saskatchewan High (10-12)	780-998-3751	Aaron Tuckwood	Rita Lal	10002 - 97 Avenue, Fort Saskatchewan T8L 1R2	Barb Cooke	Simon Grinde	R. Sorochan
127	FTV	Fultonvale Elementary Junior High (K-9)	780-922-3058	Jeff Spady	Dustine Vicic	52029 Range Road 224, Sherwood Park T8C 1B5	Michele Edmondson	Simon Grinde	S. Miller
129	GLN	Glen Allan Elementary (K-6)	780-467-5519	Jen Ference	Crystal Brownlee (Acting)	106 Georgian Way, Sherwood Park T8A 2V9	Shauna Delainey	Simon Grinde	T. Boymook
126	HHE	Heritage Hills Elementary (K-6)	780-467-7447	Garry Russell	Kyla Harding	280 Heritage Drive, Sherwood Park T8A 6J8	Amanda Trach	Simon Grinde	T. Boymook
131	JMW	James Mowat Elementary (K-6)	780-992-1272	Stacey Boyko	Lana Romanowska	9625 - 82 Street, Fort Saskatchewan T8L 3T6	Sherri Jensen	Simon Grinde	J. Shotbolt
130	LLR	Lakeland Ridge (K-9)	780-416-9018	Andy Cunningham	Malori Sparrow (Acting) / Amaya Ortigosa	101 Crimson Drive, Sherwood Park, T8H 2P1	Cathy Eyben	MJ Nam	D. Irwin
132	LME	Lamont Elementary (K-6)	780-895-2269	Marlis Marler	Leslie Pavan	4723 - 50 Avenue, Lamont, AB Mailing address: Box 329, Lamont TOB 2R0	Tanya Best	MJ Nam	C.Holowaychuk
134	LHS	Lamont High (7-12)	780-895-2228	Kelly Sawatzky	Pete Vandermeulen	4811 - 50 Avenue, Lamont TOB 2R0	Shantel Noppers	MJ Nam	C.Holowaychuk
133	MHV	Mills Haven Elementary (K-6)	780-467-5556	Paul McKay	Michelle Waddell (Acting)	73 Main Boulevard, Sherwood Park T8A OR1	Shauna Kimble	MJ Nam	C. Allen
136	MUN	Mundare (K-8)	780-764-3962	Melissa Kerr	n/a	5201 Sawchuk Street, Mundare, AB Mailing Address: Box 319, Mundare TOB 3HO	Marie (Catherine) Bartsch	MJ Nam	C.Holowaychuk
118	EPE	École Parc Élémentaire (K-6)	780-998-3741	Tandy Atchison	Shelley Boswell	9607 Sherridon Drive, Fort Saskatchewan T8L 1W5	Sherri Prince	Simon Grinde	R. Sorochan
137	PNE	Pine Street Elementary (K-6)	780-467-2246	Tracey Arbutnott	Rachelle Gagnon	133 Pine Street, Sherwood Park T8A 1H2	Lisa Waselenkoff	MJ Nam	C. Allen
140	PLR	***Pleasant Ridge Colony (1-9)	780-658-3782	Keri Busenius	Teacher-in-Charge (Vanessa Benoit)	PO Box 549, Vegreville T9C 1R6	Connie Bay	MJ Nam	R. Footz
138	RLC	****Ranch Learning Centre (7-12)	780-895-2228	Kelly Sawatzky	Pete Vandermeulen	Mailing address: 4811 - 50 Avenue, Lamont TOB 2R0	Shantel Noppers	MJ Nam	C.Holowaychuk
128	RHJ	Rudolph Hennig Junior High (7-9)	780-998-2216	Greg Cruickshank	Glenda Gray	9512 - 92 Street, Fort Saskatchewan T8L 1L7	Donna Gaumont / Margaret Tomkow	Simon Grinde	R. Sorochan
141	SAL	Salisbury Composite High (10-12)	780-467-8816	Curtis Starko	Erin Clark/ Kyle Samaratunga/ Liane Schultz	20 Festival Way, Sherwood Park T8A 4Y1	Karen Schlegl / Jackie Uhrig	MJ Nam	T. Boymook
143	SWH	Sherwood Heights Junior High (7-9)	780-467-5930	Sunny Sandhu	Angela Sonnenberg / Darby Stewart	241 Fir Street, Sherwood Park T8A 2G6	Candace Lyles	MJ Nam	C. Allen
150	SPS	SouthPointe (K-9)	780-998-2747	Laurie Caines	Ben Giesbrecht / Danielle Nelson	11 SouthPointe Blvd, Fort Saskatchewan T8L 0T9	Chantelle Grieve	Simon Grinde	J. Shotbolt
142	SCE	Strathcona Christian Academy Elem. (K-6)	780-449-2787	Jon Elzinga	Jon Alstad / Jaime Peters	52362 Range Road 231, Sherwood Park T8B 0A3	Charlene Gagne	MJ Nam	C. Allen
144	SCS	Strathcona Christian Academy Sec. (7-12)	780-464-7127	Matt Spronk	Sandy Johnson / Kevin Winkel	1011 Clover Bar Road, Sherwood Park T8A 4V7	Jennifer Gibson	MJ Nam	C. Allen
145	UNC	Uncas Elementary (K-6)	780-922-4025	TJ Kennerd	n/a	21313 Township Rd 524, Ardrossan T8G 2G2	Kerri Stribling	Simon Grinde	S. Miller
146	VJS	Vegreville Composite High (7-12)	780-632-3341	Brandon Salyzyn	Christina Gieringer (Acting)	Box 1348, 6426 - 55 Avenue, Vegreville T9C 1S5	Marie Andruchow (Acting)	MJ Nam	R. Footz
147	WHF	Wes Hosford Elementary (K-6)	780-464-1711	Sue Freiheit	Ralph Arndt	207 Granada Boulevard, Sherwood Park T8A 3R5	Terry Snow	Simon Grinde	D. Irwin
149	WBO	Westboro Elementary (K-6)	780-467-7751	Shelby Labrecque	Tracey Prouse	1078 Strathcona Drive, Sherwood Park T8A OZ9	Billie Jean Mephram	MJ Nam	T. Boymook
151	WFG	Win Ferguson Elementary (K-6)	780-998-1441	Keri Busenius	Tami Richert	9529 - 89 Street, Fort Saskatchewan T8L 1J2	Michelle Campbell	Simon Grinde	J. Shotbolt
153	WBF	Woodbridge Farms Elementary (K-6)	780-464-3330	Kerri Williams	Jess Miskiw	1127 Parker Drive, Sherwood Park T8A 4E5	Christy Hinks	Simon Grinde	C. Allen
		Next Step							
170	SPO	Next Step - Sherwood Park (7-12)	780-464-1899	Barclay Spady	Krista Porter	20 Festival Way, Sherwood Park T8A 4Y1 (Rm 124)	Chancie Cole	MJ Nam	D. Irwin
174	FSO	Next Step - Fort Saskatchewan (10-12)	780-992-0101	" "	" "	9807 - 108 Street, Fort Saskatchewan T8L 2J2	" "	MJ Nam	J. Shotbolt
178	VGO	Next Step - Vegreville (10-12)	780-632-7998	" "	" "	Box 1348, 6426 - 55 Avenue, Vegreville T9C 1S5	" "	MJ Nam	R. Footz

administered by BRU *administered by ALH ****administered by LHS **Bold** = new/change to administrator / school contact

Trustees: Cathy Allen, Trina Boymook, Randy Footz, Colleen Holowaychuk, Don Irwin, Susan Miller, Jacqueline Shotbolt, Ralph Sorochan



RECOMMENDATION REPORT

DATE: Aug. 22, 2024

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: Transfer to Capital Reserves

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Leah Lewis, Director, 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: Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

RECOMMENDATION:

That the Board of Trustees approves the transfer of \$1 million from operating reserves to capital reserves.

BACKGROUND:

As the financial year end of Aug. 31, 2024, approaches quickly, Administration has projected our year-end position and considered whether transferring any funds from operating to capital reserves would be appropriate.

Previous reports included a tentatively proposed transfer of \$800,000 (March 2024 Projections report) or \$367,400 (Spring Budget 2024-25 report in May 2024). Administration had indicated in those reports that a finalized transfer recommendation would come to the Board later in the year.

Should the Board agree a transfer is necessary, it needs to be approved by the Board by August 31 in order to comply with the Alberta Education operating reserve maximum limit timelines and meet audit requirements.



CONSIDERATION AND ANALYSIS:

Current Year Projected Results

When comparing to March projections (when reallocations of surplus were last approved by the Board), EIPS is projecting additional surplus at year-end. These changes are included in Attachments 1 and 2. On Attachment 2, variances from the March projections are shown in column H:

- An additional \$223,000 of department year-end carryforward balances, comprised of surplus in Student Transportation as a result of delays in shipping goods and technology implementation. These funds will be spent in the fall when the goods arrive and software is fully implemented.
- Minor changes in capital purchases from school budgets, resulting in offsetting impacts in the capital effect (net change \$32,000 additional surplus).
- Standard cost additional surplus of \$341,000 as a result of standard cost rates for certificated and classified being slightly higher than projected year-end actual salary and benefit costs. Overall, we are projecting that standard cost rates were higher than actual costs by less than 0.3%.
- Additional contingency funds of \$233,000 from minor changes in revenue and spending.
- Additional spending on SouthPointe site maintenance for \$210,000.
- The IP address proceeds of \$3,809,000 have now been fully received.
- The recommended transfer from operating reserves to capital reserves has been increased from \$800,000 to \$1 million.

Overall, with a \$1 million transfer to capital reserves included, EIPS' Division Unallocated operating reserve balance is projected to be \$7.4 million at Aug. 31, 2024. At Spring Budget, it was projected to be \$7.39 million, so this would be an overall minor change to operating reserves.

In addition, there is still uncertainty with our year-end results:

- There are substantial amounts of goods, equipment, furniture, and supplies scheduled to be shipped to school sites (and billed) before the end of August (as of August 8, there was just over \$1 million in outstanding purchase orders, however we know this has come down some since then).
- Central departments continue to complete project work over the remainder of the month with the intent of completing by August 31 which may or may not be completed.
- August payroll for teachers is still to be processed, and there are some working days for teachers and classified staff in late August that relate to the next school year but are required to be reported under the 2023-24 financial year. These amounts are projected but not final.
- Schools will be starting back up shortly and although we anticipate they will be spending down close to the 1% carryforward, this is not a guarantee.

All the above could increase our current year surplus, hence the need to have some leeway.

Alberta Education Operating Reserve Maximum Limit

The operating reserve maximum limit for Aug. 31, 2024, is set at 3.2% of prior year operating expenses. EIPS received approval from the Minister over summer to carryforward an additional \$3,800,000 as a one-time exception to accommodate the IP address proceeds.

Based on current projected results, if EIPS does not transfer any funds from operating to capital reserves, we will be under the operating reserve maximum limit (including the exceptional one-time limit increase) by only \$25,000 at Aug. 31, 2024.

It's critical that we do not exceed the limit, as those excess funds would be returned to Alberta Education and no longer available for our use.

As mentioned above, this analysis is based on current projections and actual results at August 31 could vary. In the past few years, EIPS has strived to have about \$1.2 million of leeway between the maximum operating cap and our actual reserve balance. If the Division processes the proposed \$1 million transfer to capital reserves, the leeway will be approximately \$1 million (shown on Attachment 3).

Capital Reserve Balance

Once an amount is transferred into capital reserves, it must be spent on capital assets (such as larger furniture/equipment, IT infrastructure, and building or site improvements). If a school division would like to move funds from capital reserves back to operating reserves, the Board would have to make a request to the Minister of Education which may or may not be approved.

In the Spring 2024-25 Budget (presented to Board in May 2024), the capital reserve projected balance at Aug. 31, 2025, was \$556,349. This included a tentative transfer of \$367,400 from operating reserves to capital reserves.

Since that report:

- The Building Management System (BMS) project has been completed under budget and will return \$59,000 of unused funds to unallocated capital reserves.
- The Salisbury Stormwater project is projected to come under budget by \$328,000, which will be returned to unallocated capital reserves.
- Increased expenditures of \$363,000 are expected for replacement of Division VOIP phones in 2024-25.
- We are now recommending a transfer of \$1 million rather than \$367,400 (an increase of \$632,600).



RECOMMENDATION REPORT

With these changes considered, the projected balance at Aug. 31, 2025, in unallocated capital reserves for 2025-26 onward would be \$1,575,233.

Balance at Aug. 31, 2025 as per 2024-25 budget	\$ 556,349
Increase due to BMS surplus	58,750
Increase due to SAL Stormwater surplus	327,534
Decrease due to additional VOIP phone costs	-363,000
Increase in proposed transfer from operating reserves	632,600
Revised Projected Balance at Aug. 31, 2025	\$ 1,212,233

As per the 5 Year Capital Plan presented with Budget 2024-25, the Division is expecting to need significant capital reserves over the next five years to fund Information Technologies infrastructure:

EIPS Consolidated 5 Year Capital Plan						
2024-25 Spring Budget						
	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
	Year 1	Year 2	Year 3	Year 4	Year 5	
Information Technologies (funded by Capital Reserves)						
Switches and Access Points		68,602	102,059	577,961		748,622
Link Access Point Design Replacement	150,000					150,000
VOIP Phone System	220,000					220,000
Wireless Access Point Replacement				106,393		106,393
CEN Data Server Replacement				267,353		267,353
Central UPS Battery Replacement		8,128		8,128		16,256
Firewall Replacement			305,784			305,784
IT Sub-Total	370,000	76,730	407,843	959,835	-	1,814,408

The 2024-25 amounts were already accommodated in the Spring Budget 2024-25. However, the amounts required for years 2025-26 to 2028-29 (the yellow highlighted amounts on the table) will need to be funded, and total over \$1.4 million. These funds will be available to fund the information technology infrastructure when it is needed and will reduce the impact to schools in future years budgets (these funds will not have to be reduced from future years annual operating funding).

In the past, in addition to IT infrastructure, EIPS has used capital reserves for significant school building improvements, CTS equipment, and modular connecting links.

Also, EIPS historically has had a low per-student capital reserve balance. Moving additional funds into reserves would not be considered inappropriate from an industry perspective.



RECOMMENDATION REPORT

Capital Reserves as of Aug. 31, 2023

Capital Reserves:

	Elk Island Public Schools	Comparably Sized Boards	All Albertan Boards
Per student	\$133	\$284	\$428

Even with a \$1 million transfer, EIPS would still be well below the balances of comparably sized boards.

In Summary

A transfer of \$1 million from operating reserves to capital reserves would:

- ensure EIPS remained below the provincial reserve cap, with enough leeway that changes in final amounts for year-end will not create excess funds over the cap. No funds would be returned to the province;
- still ensure the unallocated operating reserve balance would not be reduced lower than what was projected during Spring Budget 2024-25;
- fund estimated IT capital infrastructure requirements through to 2028-29 (if the Board approves these purchases during the budget process for the applicable years);
- not raise EIPS capital reserve balances to an unreasonable amount (particularly in comparison to other similarly sized boards).

COMMUNICATION PLAN:

If approved, administration will process the transfer and include it in the 2023-24 audited financial statements. A report with updated reserves balances will come to the Board in October 2024.

ATTACHMENTS:

1. Reserves
2. Operating Reserves – Division Allocated and Unallocated Detail
3. Operating Reserves Analysis

**ELK ISLAND PUBLIC SCHOOLS
2023-24 Projected Financial Position**

Reserves						
	A	B	C	D	E	F = A+B+C+D+E
	Audited 31-Aug-23	Contributions /(Use)	Capital Effect	Budget Transfer	Projection Transfer	Projected 31-Aug-24
				2023-24		
OPERATING RESERVES						
Central Services (<i>Attachment 4</i>)	\$ 219,356	\$ 1,175,770	\$ -	\$ -	\$ (798,156)	\$ 596,970
Schools - Operations (<i>Attachment 5</i>)	1,007,565	310,641	-	-	(52,442)	1,265,764
School Generated Funds (SGF)	2,439,169	(300,000)	-	-	-	2,139,169
Central Services & Schools	3,666,090	1,186,411	-	-	(850,598)	4,001,903
Leveraging Student Achievement Projects	101,021	(101,021)	-	-	48,580	48,580
Budgeted Transfer to Support Operations	-	(196,950)	-	196,950	-	-
EIPS Division Allocated (<i>Attachment 3</i>)	101,021	(1,204,587)	-	1,103,566	48,580	48,580
EIPS Division Unallocated (<i>Attachment 3</i>)	3,625,833	4,067,167	1,018,209	(1,103,566)	(197,982)	7,409,661
Projection	\$ 7,392,944	\$ 4,048,991	\$ 1,018,209	\$ -	\$ (1,000,000)	\$ 11,460,144
Budget	7,392,944	(1,048,359)	906,616	-	-	7,251,201
Variance - Budget to Projection	\$ -	\$ 5,097,350	\$ 111,593	\$ -	\$ (1,000,000)	\$ 4,208,943

B. Projected surplus for 2023-24.

C. Capital Effect includes the net effect of unsupported capital transactions.

D. Budgeted transfers between EIPS Division Allocated/Unallocated reserves as approved by the Board of Trustees.

E. Projected transfers between EIPS Division Allocated/Unallocated reserves to address completed projects, projected surpluses and deficits, reallocation of funds, and recommended transfer of \$1 million from operating reserves to capital reserves.

	A	B	C	D	E	F = A+B+C+D+E
	Audited 31-Aug-23	Contributions /(Use)	Capital Effect	Budget Transfer	Projection Transfer	Projected 31-Aug-24
CAPITAL RESERVES						
Facility Services	\$ 17,229	\$ 15,541	\$ (17,229)	\$ -	\$ -	\$ 15,541
Aging Equipment at Schools	5,392	-	(4,688)	-	(704)	-
Various Capital Purchases - To be Determined	100,000	-	-	(100,000)	-	-
Building Management System	440,000	-	(122,250)	(259,000)	(58,750)	-
School Buses	-	-	(163,609)	163,609	-	-
Salisbury Composite High Stormwater Project	1,646,504	-	(515,091)	(803,879)	(327,534)	-
IT Infrastructure	-	-	(54,849)	54,849	-	-
EIPS Division Allocated	2,191,896	-	(860,487)	(944,421)	(386,988)	-
Opening Balance	20,460	-	-	-	-	20,460
Proceeds on Sale of Assets	-	114,400	-	-	-	114,400
Transfer (to)/from Capital Allocated	-	-	-	944,421	386,988	1,331,409
Recommended Transfer from Oper. Reserves (Aug. 2024)	-	-	-	-	1,000,000	1,000,000
EIPS Division Unallocated	20,460	114,400	-	944,421	1,386,988	2,466,269
Projection	\$ 2,229,585	\$ 129,941	\$ (877,716)	\$ -	\$ 1,000,000	\$ 2,481,810
Budget	2,229,585	-	(1,264,704)	-	-	964,881
Variance - Budget to Projection	\$ -	\$ 129,941	\$ 386,988	\$ -	\$ 1,000,000	\$ 1,516,929

B. Proceeds on disposal of unsupported assets year to date.

C. Use of reserves for purchases.

D. Budgeted transfer from Capital Unallocated Reserves to allocated projects.

E. Projected transfers for leftover funds from completed projects, and recommended transfer of \$1 million from operating reserves.

**ELK ISLAND PUBLIC SCHOOLS
2023-24 Projected Financial Position**

Operating Reserves								
	A Audited 31-Aug-23	B Contribution /(Use)	2023-24			F = A + B + C + D + E Projected 31-Aug-24	G March Projection	H = F - G Variance
			C Capital Effect ¹	D Budget Transfer	E Projection Transfer			
Central Services & Schools	\$ 3,666,090	\$ 1,186,411	\$ -	\$ -	\$ (850,598)	\$ 4,001,903	\$ 3,777,968	\$ 223,935
New Projects								
Leveraging Student Achievement	101,021	(101,021)			48,580	48,580	48,580	-
Mental Health Strategic Plan		(60,000)		60,000		-	-	-
Career Pathways Consultant		(136,950)		136,950		-	-	-
Budgeted Transfer to Support Operations		(906,616)		906,616		-	-	-
EIPS Division Allocated Reserves	101,021	(1,204,587)	-	1,103,566	48,580	48,580	48,580	-
Capital Effect - Purchases from Operating Budgets			(474,620)			(474,620)	(609,119)	134,499
Capital Effect - Annual Amortization			1,492,829			1,492,829	1,534,842	(42,013)
Less Capital Purchases from Operating Budgets		(120,947)				(120,947)	(60,000)	(60,947)
Central Services - Surpluses Exceeding 1%					46,496	46,496	46,496	-
Central Services - Hold Harmless Surplus					695,076	695,076	695,076	-
Central Services - Internally Restricted Surplus					56,584	56,584	56,584	-
Standard Cost Surplus		305,830				305,830	(35,365)	341,195
Outreach/Continuing Education - Surplus					3,862	3,862	3,862	-
Interest Income		424,000				424,000	424,000	-
Software Rebates		462,500				462,500	462,500	-
Unused Contingency Funds		495,740				495,740	262,607	233,133
SouthPointe Site Maintenance		(210,000)				(210,000)	-	(210,000)
Transfer to Allocated Reserves (Budget 2023-24)				(1,103,566)		(1,103,566)	(1,103,566)	-
IP Address Proceeds		3,809,102				3,809,102	-	3,809,102
Approved Spending - Windows Computer Evergreening (March 2024)		(694,058)				(694,058)	(694,058)	-
Approved Spending - Chromebook Evergreening (March 2024)		(325,000)				(325,000)	(325,000)	-
Approved Spending - Next Step Entrance at Salisbury (March 2024)		(80,000)				(80,000)	(80,000)	-
Proposed Transfer to Capital Reserves (August 2024) ²					(1,000,000)	(1,000,000)	(800,000)	(200,000)
Unallocated Reserves Opening Balance	3,625,833					3,625,833	3,625,833	-
EIPS Division Unallocated Reserve	3,625,833	4,067,167	1,018,209	(1,103,566)	(197,982)	7,409,661	3,404,692	4,004,969
Total EIPS Division Reserves	3,726,854	2,862,580	1,018,209	-	(149,402)	7,458,241	3,453,272	4,004,969
Total Operating Reserves	\$ 7,392,944	\$ 4,048,991	\$ 1,018,209	\$ -	\$ (1,000,000)	\$ 11,460,144	\$ 7,231,240	\$ 4,228,904

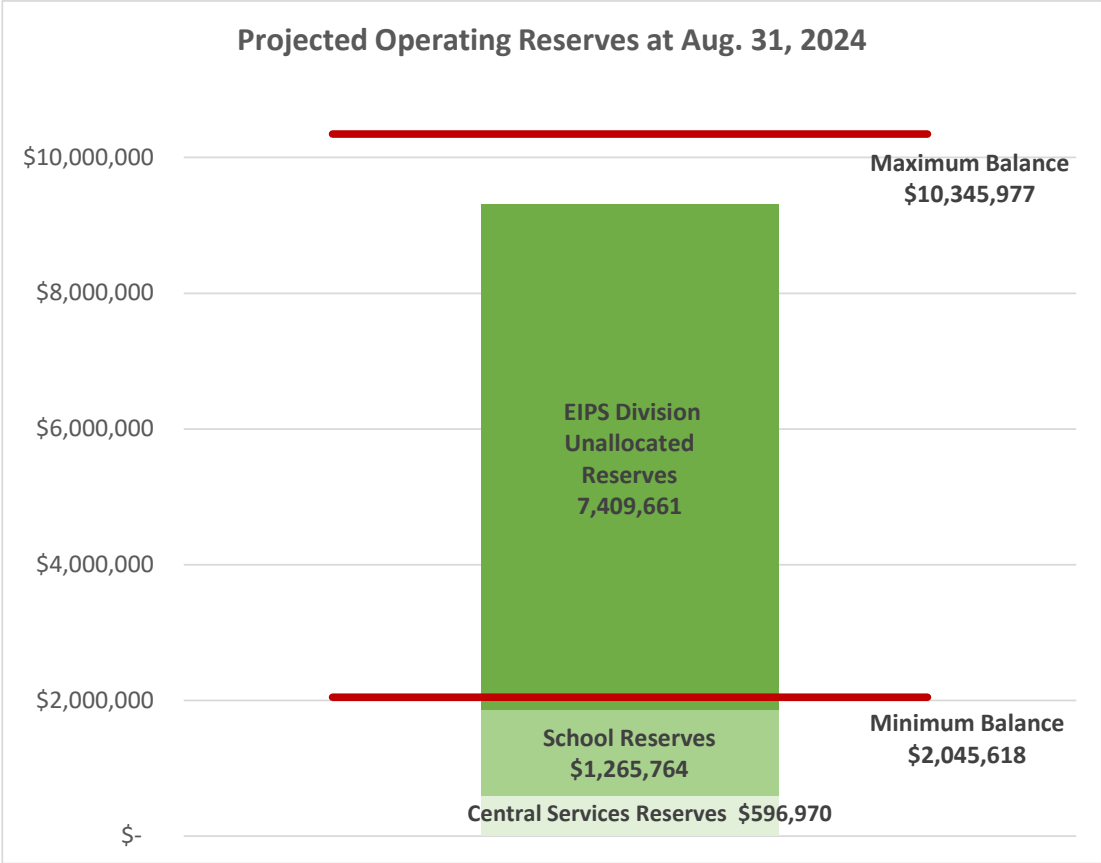
¹ Capital Effect relates to assets purchased from current year funding, offset by the annual amortization. A surplus is created because the current purchases are less than the amortization of prior year purchases. The effect is non-cash but the surplus created is available for use.

² Proposed transfer from operating reserves to capital reserves to address capital needs in the next five years and ensure operating reserve balances stay below the maximum threshold.

**ELK ISLAND PUBLIC SCHOOLS
2023-24 Projected Financial Position**

Operating Reserve Analysis

Effective Aug. 31, 2023, the Government of Alberta implemented new restrictions on school board operating reserves, including a minimum and maximum reserve balance. These balances are calculated as a percentage of prior year (2022-23) operating expenses.



Projected August 31, 2024 Operating Reserve Balances

Central Services Reserves	\$	596,970
School Reserves		1,265,764
EIPS Division Allocated Reserves		48,580
EIPS Division Unallocated Reserves		7,409,661
Total Projected Operating Reserves	\$	9,320,975

2022-23 Total Operating Expenses \$ 204,561,792

Total Operating Reserve <u>Maximum</u> Limit based on 3.2% rate	6,545,977
Plus one-time exception as per Minister of Education	3,800,000
Total Revised Operating Reserve <u>Maximum</u> Limit	10,345,977
Room for Additional Surplus Before Exceeding Maximum Limit	1,025,002

Total Operating Reserve <u>Minimum</u> Limit based on 1% rate	2,045,618
Room for Additional Spending (Deficit) Before Falling Below Minimum Limit	7,275,357