



## BOARD OF TRUSTEES ELK ISLAND PUBLIC SCHOOLS

REGULAR  
SESSION

THURSDAY, JANUARY 23, 2025

Boardroom  
Central Services Office

### AGENDA

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

---

- |         |     |  |                            |
|---------|-----|--|----------------------------|
| 9 a.m.  | 1.  | <b>CALL TO ORDER</b>   | C. Allen                   |
|         | 2.  | <b>IN CAMERA SESSION</b>   |                            |
| 10 a.m. | 3.  | <b>LAND AND PEOPLE ACKNOWLEDGMENT</b>  |                            |
|         | 4.  | <b>AMENDMENTS TO AGENDA / ADOPTION OF AGENDA</b>   |                            |
|         | 5.  | <b>APPROVAL OF MINUTES</b><br>5.1 Board Meeting – Dec. 19, 2024  | (encl.)                    |
|         | 6.  | <b>BOARD REPORT</b><br>6.1 Meeting with the Hon. Jackie Armstrong-Homeniuk, Parliamentary Secretary for Settlement Services and Ukrainian Evacuees and Member of the Legislative Assembly - Fort Saskatchewan – Vegreville – Jan. 6, 2025<br>6.2 Mundare and Vegreville Indigenous Family and Community Evening –Nov. 20, 2024 | C. Allen<br>(verbal)       |
|         | 7.  | <b>SUPERINTENDENT REPORT</b>   | S. Stoddard<br>(verbal)    |
|         | 8.  | <b>COMMENTS FROM THE PUBLIC AND STAFF GROUP REPRESENTATIVES</b>  |                            |
|         |     | <b><u>ASSOCIATION/EMPLOYEE GROUPS</u></b>  |                            |
|         | 9.  | <b>ASBA ZONE 2/3 REPORT</b><br>Meeting held on Jan. 17, 2025   | C. Holowaychuk<br>(verbal) |
|         | 10. | <b>ATA LOCAL REPORT</b>  | M. Holm<br>(verbal)        |
|         | 11. | <b>EMPLOYEE RELATIONS GROUP (ERG) REPORT</b>   | M. Miller<br>(verbal)      |
|         |     | <b><u>BUSINESS ARISING FROM PREVIOUS MEETING</u></b>   |                            |
|         | 12. | <b>BOARD POLICY 3: ROLE OF THE TRUSTEE</b>   | R. Footz<br>(encl.)        |

**NEW BUSINESS**

13. **BUSINESS ARISING FROM IN CAMERA**
14. **BOARD POLICY 11: BOARD DELEGATION OF AUTHORITY** R. Footz  
(encl.)
15. **ALBERTA SCHOOL COUNCIL ASSOCIATION (ASCA) CONFERENCE  
AND AGM SPONSORSHIP** C. Allen  
(encl.)
16. **PROPOSED CHANGES TO SIGNING AUTHORITY MATRIX** S. Stoddard/L. Lewis  
(encl.)

**REPORTS FOR INFORMATION**

17. **SCHOOL STATUS REPORT FOR 2023-24** S. Stoddard/B. Dragon  
(encl.)
18. **2024 OCCUPATIONAL HEALTH & SAFETY  
CERTIFICATE OF RECOGNITION (COR) AUDIT  
RESULTS PRESENTATION** R. Johnson/B. Chimko  
(verbal)
19. **STUDENT TRANSPORTATION ELIGIBILITY REQUIREMENT  
CHANGE** S. Stoddard/L. Weder  
(encl.)

**COMMITTEE REPORT**

20. **ADVOCACY COMMITTEE REPORT** C. Allen  
Meeting held on Jan. 7, 2025 (verbal)
21. **POLICY COMMITTEE REPORT** R. Footz  
Meeting held on Jan. 13, 2025 (verbal)
22. **GOVERNANCE AND EVALUATION COMMITTEE REPORT** T. Boymook  
Meeting held on Jan. 14, 2025 (verbal)
23. **TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION** (verbal)

ADJOURNMENT

## RECOMMENDATIONS: BOARD OF TRUSTEES JAN. 23, 2025

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 Dec. 19, 2024 Meeting, as amended or as circulated.
6. That the Board of Trustees receive for information the Board 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 receives for information the report from the ASBA Zone 2/3 representative.
10. That the Board of Trustees receives for information the report from the representative of the ATA Local #28.
11. That the Board of Trustees receives for information the report from the representative of the Employee Relations Group.  
*Business Arising from Previous Meeting*
12. That the Board of Trustees approves amendments to Board Policy 3: Role of the Board, as presented.
13. *Business Arising from In Camera*
14. That the Board of Trustees approves up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 26-27. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 7, 2025.
15. That the Board of Trustees approves amendments to Board Policy 11: Board Delegation of Authority, as presented.

16. That the Board of Trustees approves amendments to Signing Authority Matrix, as presented.
17. *Receives for information the School Status Report for 2023-24.*
18. *Receives for information the Annual Occupational Health and Safety Certification of Recognition (COR) Audit Results Report.*
19. *Receives for information a report on the change to the Student Transportation eligibility requirement.*
20. *Receives for information the report from the Advocacy Committee meeting held on Jan. 7, 2025.*
21. *Receives for information the report from the Policy Committee meeting held on Jan. 13, 2025.*
22. *Receives for information the report from the Governance and Evaluation Committee meeting held on Jan. 14, 2025.*



# BOARD MEETING MINUTES

December 19, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, December 19, 2024, in the Boardroom, Central Services, Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Allen calling the meeting to order at 9:06 a.m.

## BOARD MEMBERS PRESENT

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

## ADMINISTRATION PRESENT

S. Stoddard, Superintendent  
R. Marshall, Associate Superintendent, Supports for Students  
R. Johnson, Associate Superintendent, Human Resources  
C. Cole, Secretary-Treasurer  
J. Anderson, Executive Director, Division Supports and Student Transportation Services  
W. Gilewich, Executive Director, Facility Services and Information Technology  
L. McNabb, Director, Communication Services  
T. Borchers, Executive Assistant/Recording Secretary

## CALL TO ORDER

The meeting was called to order at 9:06 a.m. with all trustees noted above in attendance.

## IN-CAMERA SESSION

243/2024 | Trustee Sorochan moved: That the Board meet in camera (9:06 a.m.).

*CARRIED UNANIMOUSLY*

244/2024 | Vice-Chair Miller moved: That the Board revert to regular session (10:02 a.m.).

*CARRIED UNANIMOUSLY*

*The Board recessed at 10:03 a.m. and reconvened at 10:09 a.m. with all trustees noted above in attendance.*

## LAND AND PEOPLE ACKNOWLEDGMENT

Board Chair Allen welcomed all in attendance to the public session, followed by the Land and People Acknowledgment.

## AGENDA

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

245/2024 | Trustee Irwin moved: That the Agenda be adopted, as circulated.

*CARRIED UNANIMOUSLY*

## **APPROVAL OF MINUTES**

Board Chair Allen called for confirmation of the Nov. 28, 2024 Board Meeting Minutes.

246/2024 | Trustee Sorochan moved: That the Board of Trustees approve the Minutes of Nov. 28, 2024 Board Meeting, as circulated.

*CARRIED UNANIMOUSLY*

Board Chair Allen called for confirmation of the Dec. 5, 2024 Board Special Meeting Minutes.

247/2024 | Trustee Holowaychuk moved: That the Board of Trustees approve the Minutes of Dec. 5, 2024 Board Special Meeting, as circulated.

*CARRIED UNANIMOUSLY*

## **CHAIR REPORT**

Board Chair Allen highlighted recent trustee events for information. Trustee Boymook extended appreciation to schools and staff for all their work in putting on the amazing concerts.

## **SUPERINTENDENT REPORT**

Superintendent Stoddard shared recent events for information and also acknowledged all the work involved in putting on the concerts. Additional highlights included the leadership meeting hosted by Bev Facey Community High on December 18. Principal Wlos arranged photos with Santa, the culinary arts students catered a holiday lunch and the jazz band played Christmas carols.

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

No comments, presentations or delegations were reported.

## **Association/Employee Groups**

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

Trustee Holowaychuk presented for information the ASBA Zone 2/3 report from the meeting held on Dec. 6, 2024.

### **ATA LOCAL REPORT**

Board Chair Allen welcomed the Alberta Teachers' Association (ATA) representative D. Zielke. Representative Zielke gave her report and announced that on Dec. 13, 2024, she was elected to the ATA Provincial Executive Council as an Edmonton District representative. Trustees and administration extended congratulations and appreciation for her work representing the local.

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

The representative from the Employees Relations Group was unable to attend and sent her regrets. She also extended best wishes, seasons greetings and Merry Christmas to the Board of Trustees and all in attendance.

## **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.

### BOARD POLICY 2: ROLE OF THE BOARD

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

248/2024 | Trustee Boymook moved: That the Board of Trustees approves amendments to Board Policy 2: Role of the Board, as presented.

*CARRIED UNANIMOUSLY*

### BOARD POLICY 3: ROLE OF THE TRUSTEE

Trustee Footz presented to the Board the proposed amendments to Board Policy 3: Role of the Trustee for approval.

249/2024 | Trustee Irwin moved: That the Board of Trustees approves amendments to Board Policy 3: Role of the Trustee, as presented.

Trustee Boymook raised the question why “Division” was added to section 2.4 as it is not inclusive of the role of the Board - history, functions, policies, procedures and issues also relate to the Board.

Trustee Irwin requested a friendly amendment to read “Board and Division”.

Trustee Boymook requested **motion 249/2024 be tabled**, and that Board Policy 3: Role of the Trustee be sent back to the Policy Committee for review to ensure thorough consideration on how best to insert Board.

Trustee Holowaychuk commented that the addition of “when possible” in section 1.8 lowers the importance of those activities, and requested the Policy Committee give this section further review as well.

250/2024 | **VOTE TO TABLE MOTION 249/2024**

In Favour: Chair Allen, Vice-Chair Miller, Trustee Boymook, Trustee Footz, Trustee Holowaychuk and Trustee Irwin

Opposed: Trustee Sorochan

*CARRIED*

### BYLAW 011/2024 – CRIMINAL RECORD CHECKS REQUIRED FOR TRUSTEE NOMINATIONS

Returning Officer Karen Baranec presented to the Board for approval Election Bylaw No. 011/2024 which requires persons seeking to be nominated as a candidate to provide a criminal record check as part of the nomination package. It was further noted, for the bylaw to apply to an election, it must be passed before December 31 prior to the year in which a general election is to be held. The next general election will be held in October 2025. Enacting such a bylaw is an option for each elected authority, but not a requirement.

Returning Officer Baranec read Bylaw No. 011/2024 in its entirety in accordance with *Board Procedures Regulation 82/2019*, section 6, Readings of bylaws.

251/2024 | Trustee Holowaychuk moved: That the Board of Trustees approves **first reading** of Bylaw No. 011/2024 which relates to criminal record checks being required for trustee nominations of the Board of Trustees of Elk Island Public Schools.

252/2024 | Trustee Boymook moved that the Board of Trustees approves an amendment to section 1.2 of Bylaw 011/2024, as follows:

1.2 THAT in this bylaw:

- a. "criminal record check" means a **basic criminal record** check **or basic police information check** conducted by **the Royal Canadian Mounted Police** ~~an authorized police force disclosing any convictions.~~

Trustee Boymook requested a friendly amendment to the amendment, as follows:

1.2 THAT in this bylaw:

- a. "criminal record check" means a **name-based criminal record** check conducted by **the Royal Canadian Mounted Police** ~~an authorized police force disclosing any convictions.~~

*Trustee Irwin left the room at 11:13 a.m. and returned 11:16 a.m.*

Returning Officer Baranec informed trustees that legal counsel advised on the wording "an authorized police force" is more appropriate than "Royal Canadian Mounted Police".

253/2024 | Trustee Holowaychuk moved that the Board of Trustees approves an amendment to motion 251/2024, as follows:

1.2 THAT in this bylaw:

- a. "criminal record check" means a **name-based criminal record** check conducted by ~~the Royal Canadian Mounted Police~~ **an authorized police force** disclosing any convictions."

254/2024 | Trustee Holowaychuk moved: That the Board meet in camera (11:31 a.m.).

*CARRIED UNANIMOUSLY*

255/2024 | Trustee Irwin moved: That the Board revert to regular session (11:55 a.m.).

*CARRIED UNANIMOUSLY*

**VOTE ON MOTION 253/2024 | CARRIED UNANIMOUSLY**

**VOTE ON MOTION 252/2024 AS AMENDED**

1.2 THAT in this bylaw:

- "criminal record check" means a **name-based criminal record** check conducted by ~~the Royal Canadian Mounted Police~~ **an authorized police force** disclosing any convictions."

*CARRIED UNANIMOUSLY*

**VOTE ON MOTION 251/2024**

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

*CARRIED*

*The Board recessed at 12:15 p.m. and reconvened at 1:07 p.m. with all trustees noted above in attendance.*



Returning Officer Baranec noted, in accordance with the *Board Procedures Regulation 82/2019*, section 6, Readings of bylaws, the first reading of a bylaw is read in full. If trustees have a printed copy of the bylaw, it is not required to be read in full for the second and third readings. Because there was an amendment to Bylaw 011/2024, an updated and complete copy was emailed to trustees that captured the amendment. Trustees were given the opportunity to read the amended bylaw.

**256/2024** | Trustee Sorochan moved: That the Board of Trustees approves **second reading** of Bylaw No. 011/2024 which relates to criminal record checks being required for trustee nominations of the Board of Trustees of Elk Island Public Schools.

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

*CARRIED*

Returning Officer Baranec outlined the process within the *Board Procedures Regulation 82/2019* that all bylaws must have three distinct readings before a bylaw is passed. No more than two readings must be given at any one meeting unless the trustees present at the meeting unanimously agree to give the bylaw a third reading.

**257/2024** | Vice-Chair Miller moved: That the Board of Trustees approves **proceeding with the third reading** of Bylaw No. 011/2024 which relates to criminal record checks being required for trustee nominations of the Board of Trustees of Elk Island Public Schools.

*CARRIED UNANIMOUSLY*

**258/2024** | Trustee Sorochan moved: That the Board of Trustees approves **third reading** of Bylaw No. 011/2024 which relates to criminal record checks being required for trustee nominations of the Board of Trustees of Elk Island Public Schools.

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

*CARRIED*

### ***DIVISION CALENDAR 2025-26 AND 2026-27***

Superintendent Stoddard and Executive Director Anderson presented to the Board for approval the proposed 2025-26 and 2026-27 Division calendars for approval.

**259/2024** | Trustee Irwin moved: That the Board of Trustees approves the 2025-26 (Attachment 1) and 2026-27 (Attachment 2) Division Calendars.

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

*CARRIED*

*The Board recessed at 3:26 p.m. and reconvened at 3:37 p.m. with all trustees noted above in attendance.*

### **NAMING FOR THE SHERWOOD PARK REPLACEMENT SCHOOL**

Director McNabb presented for approval the proposed name for the Sherwood Heights replacement school. In October 2024, Communication Services ran an engagement activity soliciting possible names for the replacement school. Results of the survey were shared with trustees and key considerations were discussed in determining the name, Forest Grove School. In particular:

- The replacement school will be blending two distinct school communities and a new name would ensure the name of one existing community would not take precedence over the other; and

- The replacement school is in a neighbourhood where the streets are named for various trees and it was felt the name Forest Grove School would collectively reflect the location and Strathcona County's historical tree naming conventions in the Sherwood Heights community.

**260/2024 |** Trustee Sorochan moved: That the Board of Trustees approves the name Forest Grove School for the replacement school in Sherwood Park.

In Favour: Board Chair Allen, Trustee Boymook, Trustee Footz, Trustee Holowaychuk, Trustee Sorochan

Opposed: Trustee Irwin, Vice-Chair Miller

*CARRIED*

## **SCHOOL FEE PARAMETERS**

Secretary-Treasurer Cole presented for approval the school fee parameters for the 2025-26 school year.

**261/2024 |** Trustee Boymook moved: That the Board of Trustees approves the parameters for establishing 2025-26 school fees, as presented.

*CARRIED UNANIMOUSLY*

*Trustee Irwin left the meeting at 4:12 p.m.*

## **AUDITOR REAPPOINTMENT**

Secretary-Treasurer Cole presented for approval the proposed reappointment of MNP LLP as auditor.

**262/2024 |** Trustee Holowaychuk moved: That the Board of Trustees approves the reappointment of MNP LLP as auditors for the year-ended Aug. 31, 2025.

*CARRIED UNANIMOUSLY*

# **Reports for Information**

## **UNAUDITED FINANCIAL REPORT FOR SEPT. 1, 2024 TO NOV. 30, 2024**

Director Lewis presented for information the unaudited financial report for Sept. 1, 2024 to Nov. 30, 2024.

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

Director Reed presented for information the Bullying Awareness and Prevention Week report.

## **MENTAL HEALTH STRATEGIC PLAN: BEYOND RESET REPORT**

Superintendent Stoddard and Director Reed presented for information the Mental Health Strategic Plan: Beyond Reset report.

# **Committee Reports**

## **POLICY COMMITTEE**

Trustee Footz presented a report for information from the Policy Committee meeting held on Dec. 3, 2024.

## **STUDENT EXPULSION COMMITTEE**

Trustee Footz presented a report for information from the Student Expulsion Committee meetings held on Dec. 10, 2024.

## **GOVERNANCE AND EVALUATION COMMITTEE**

Vice-Chair Miller presented a report for information from the Governance and Evaluation Committee meetings held on Dec. 17, 2024.

## Trustee Notices of Motion and Requests for Information

No notices of motion or requests for information were reported.

Board Chair Allen declared that the Board had reached the end of the public session at 4:56 p.m.

### IN-CAMERA SESSION

263/2024 | Vice-Chair Miller moved: That the Board meet in camera 4:56 p.m.

*CARRIED UNANIMOUSLY*

264/2024 | Trustee Boymook moved: That the Board revert to regular session 5:11 p.m.

*CARRIED UNANIMOUSLY*

### ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 5:12 p.m.

---

Cathy Allen, Board Chair

---

Sandra Stoddard, Superintendent



# RECOMMENDATION REPORT

**DATE:** Jan. 23, 2025  
**TO:** Board of Trustees  
**FROM:** Policy Committee  
**SUBJECT:** Board Policy 3: Role of the Trustee  
**ORIGINATOR:** Randy Footz, Trustee, Policy Committee Chair  
**RESOURCE STAFF:** Sandra Stoddard, Superintendent  
**REFERENCE:** Board Policy 8: Board Committees  
Board Policy 10: Policy-Making  
**EIPS PRIORITY:** Enhance public education through effective engagement.  
**EIPS GOAL:** Engaged and effective governance.  
**EIPS OUTCOME:** The Division is committed to engagement and advocacy to enhance public education.

---

## **RECOMMENDATION:**

**That the Board of Trustees approves the amendments to Board Policy 3: Role of the Trustee, 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 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant. The Policy Committee receives feedback and information from trustees, administration and other 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.

The amendments, as shown in Attachment 1, are recommended for conciseness, consistency and clarity.

## **COMMUNICATION PLAN:**

Once approved, the Board Policy Handbook will be updated and stakeholders will be advised.

## **ATTACHMENT(S):**

1. Policy 3: Role of the Trustee (marked)
2. Policy 3: Role of the Trustee (unmarked)

**Policy 3**

---

**ROLE OF THE TRUSTEE****Background**

The role of the trustee is to participate in, and contribute to, the Board of Trustees as it carries out its mandate. The oath of office taken, or affirmation made, by each trustee when they assume office binds that person to work diligently to promote and advocate for public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

**Guidelines****1. Specific responsibilities of individual trustees**

- 1.1. Become familiar with Board policies and Division administrative procedures, applicable statutes, meeting agendas and reports to participate in Board business.
- 1.2. Promote positive community engagement.
- 1.3. Refer queries, issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
- 1.4. Refer administrative matters to the Superintendent.
- 1.5. The trustee, upon receiving a complaint or an inquiry from a parent, guardian or community member about operations, may refer the parent, guardian or community member back to the school or department and shall inform the Superintendent of this action.
- 1.6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division.
- 1.7. Attend Board meetings prepared to participate in, and contribute to, the decisions of the Board. ~~to provide the best possible outcomes for education within the Division.~~
- 1.8. Attend Board Caucus, committee and business meetings, ~~Board caucus meetings~~ and other public duties of the Board.
- 1.9. Respectfully bring forward and advocate for local issues.
- 1.10. Recognize their fiduciary responsibility to the Division and act in the best interests of the Division.
- 1.11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.

- 1.12. Participate in Board and trustee professional development sessions to enhance leadership and service in the Division.
- 1.13. Stay current with respect to provincial, national and international educational issues and trends.
- 1.14. Share materials and ideas with fellow trustees following professional development activities.
- 1.15. Contribute to a positive and respectful learning and working culture within the Board and the Division.
- 1.16. Attend stakeholder meetings as assigned.
- 1.17. Attend, when possible, Division or school community functions.
- 1.18. Participate, when possible, in community initiatives and activities.
- 1.19. Attend, when possible, functions of provincial associations of which the Board is a member.
- 1.20. Become familiar with, and adhere to, [Policy 4: Trustee Code of Conduct](#).
- 1.21. Report any violation of the Trustee Code of Conduct, as per [Policy 4](#).

## 2. Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

- 2.1. Trustees are expected to attend orientation programs.
- 2.2. The Board Chair, Superintendent and Secretary-Treasurer are responsible for ensuring the development and implementation of the Division's orientation program for trustees.
- 2.3. The Division shall provide support within the Board governance budget for trustees attending provincial association-sponsored orientation seminars.
- 2.4. Incumbent trustees are ~~encouraged~~ expected to help newly elected trustees become informed about EIPS' history, functions, policies, procedures and issues.

## References

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*

Last reviewed:	Last updated:
May 25, 2015	May 25, 2015
Oct. 24, 2016	Nov. 24, 2016
Dec. 4, 2017	Jan. 25, 2018
Aug. 30, 2018	Aug. 30, 2018
Oct. 29, 2018	Dec. 20, 2018

Oct. 15, 2019	Nov. 21, 2019
Oct. 13, 2020	Nov. 26, 2020
Dec. 16, 2021	
Jan. 11, 2022	Feb. 17, 2022
	March 1, 2022
Jan. 10, 2023	Feb. 16, 2023
Oct. 31, 2023	Nov. 30, 2023
<u>Dec. 3, 2024</u>	
<u>Jan. 13, 2025</u>	

**Policy 3**

---

**ROLE OF THE TRUSTEE****Background**

The role of the trustee is to participate in, and contribute to, the Board of Trustees as it carries out its mandate. The oath of office taken, or affirmation made, by each trustee when they assume office binds that person to work diligently to promote and advocate for public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

**Guidelines****1. Specific responsibilities of individual trustees**

- 1.1. Become familiar with Board policies and Division administrative procedures, applicable statutes, meeting agendas and reports to participate in Board business.
- 1.2. Promote positive community engagement.
- 1.3. Refer queries, issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
- 1.4. Refer administrative matters to the Superintendent.
- 1.5. The trustee, upon receiving a complaint or an inquiry from a parent, guardian or community member about operations, may refer the parent, guardian or community member back to the school or department and shall inform the Superintendent of this action.
- 1.6. Keep the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division.
- 1.7. Attend Board meetings prepared to participate in, and contribute to, the decisions of the Board.
- 1.8. Attend Board Caucus, committee and business meetings, and other public duties of the Board.
- 1.9. Respectfully bring forward and advocate for local issues.
- 1.10. Recognize their fiduciary responsibility to the Division and act in the best interests of the Division.
- 1.11. When delegated responsibility, shall exercise such authority within the defined limits in a responsible and effective way.



- 1.12. Participate in Board and trustee professional development sessions to enhance leadership and service in the Division.
- 1.13. Stay current with respect to provincial, national and international educational issues and trends.
- 1.14. Share materials and ideas with fellow trustees following professional development activities.
- 1.15. Contribute to a positive and respectful learning and working culture within the Board and the Division.
- 1.16. Attend stakeholder meetings as assigned.
- 1.17. Attend, when possible, Division or school community functions.
- 1.18. Participate, when possible, in community initiatives and activities.
- 1.19. Attend, when possible, functions of provincial associations of which the Board is a member.
- 1.20. Become familiar with, and adhere to, [Policy 4: Trustee Code of Conduct](#).
- 1.21. Report any violation of the Trustee Code of Conduct, as per [Policy 4](#).

## 2. Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

- 2.1. Trustees are expected to attend orientation programs.
- 2.2. The Board Chair, Superintendent and Secretary-Treasurer are responsible for ensuring the development and implementation of the Division's orientation program for trustees.
- 2.3. The Division shall provide support within the Board governance budget for trustees attending provincial association-sponsored orientation seminars.
- 2.4. Incumbent trustees are expected to help newly elected trustees become informed about EIPS' history, functions, policies, procedures and issues.

## References

Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act*

Last reviewed:	Last updated:
May 25, 2015	May 25, 2015
Oct. 24, 2016	Nov. 24, 2016
Dec. 4, 2017	Jan. 25, 2018
Aug. 30, 2018	Aug. 30, 2018
Oct. 29, 2018	Dec. 20, 2018

Oct. 15, 2019	Nov. 21, 2019
Oct. 13, 2020	Nov. 26, 2020
Dec. 16, 2021	
Jan. 11, 2022	Feb. 17, 2022
	March 1, 2022
Jan. 10, 2023	Feb. 16, 2023
Oct. 31, 2023	Nov. 30, 2023
Dec. 3, 2024	
Jan. 13, 2025	



# RECOMMENDATION REPORT

**DATE:** Jan. 23, 2025

**TO:** Board of Trustees

**FROM:** Policy Committee

**SUBJECT:** Board Policy 11: Board Delegation of Authority

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

**RESOURCE STAFF:** Sandra Stoddard, Superintendent

**REFERENCE:** Board Policy 8: Board Committees  
Board Policy 10: Policy-Making

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

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

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

---

## RECOMMENDATION:

**That the Board of Trustees approves the amendments to Board Policy 11: Board Delegation of Authority, 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 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant. The Policy Committee receives feedback and information from trustees, administration and other 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.

The amendment, as shown in Attachment 1, is recommended for conciseness.

## COMMUNICATION PLAN:

Once approved, the Board Policy Handbook will be updated and stakeholders will be advised.

## ATTACHMENT(S):

1. Policy 11: Board Delegation of Authority (marked)
2. Policy 11: Board Delegation of Authority (unmarked)

## Policy 11

---

### BOARD DELEGATION OF AUTHORITY

#### Background

The Board of Trustees authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except the power to make final decisions on those matters set out in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#) and other policies as established by the Board from time to time, or those matters which, in accordance with Section 52(4) of the *Education Act*, cannot be delegated. The delegation of authority to the Superintendent specifically includes:

- any authority or responsibility set out in the *Education Act*, regulations and authority or responsibility set out in other legislation or regulations;
- the ability to enact administrative procedures, practices or regulations required to carry out this authority; and
- the ability to sub-delegate this authority and responsibility, as required.

Notwithstanding the above, the Board requires any significant new legislation or provincial, regional or local initiatives to be initially brought to the Board for discussion and determination of decision-making authority.

#### Guidelines

##### 1. Specific delegation

For further clarity, the Board specifically delegates the following powers:

- 1.1. To suspend a teacher from the performance of the teacher's duties, pursuant to Section 213(1)(2) of the *Education Act*, and to terminate the contract of employment or designation of a teacher, pursuant to Section 215(1) of the *Education Act*.
- 1.2. To suspend or terminate the contract of employment of any non-certificated staff member.
- 1.3. To develop administrative procedures for the following ~~program areas~~:
  - 1.3.1. special education;
  - 1.3.2. guidance and counselling;
  - 1.3.3. services for students and children;
  - 1.3.4. school-based decision-making;
  - 1.3.5. student evaluation;
  - 1.3.6. teacher growth, supervision and evaluation;
  - 1.3.7. home education;
  - 1.3.8. early childhood services;
  - 1.3.9. outreach education;
  - 1.3.10. locally developed courses, acquired courses and authorized junior high and senior high complementary courses;
  - 1.3.11. knowledge and employability courses;

- 1.3.12. off-campus education;
  - 1.3.13. English as an additional language; and
  - 1.3.14. French as a second language, French language immersion and alternate French programming.
- 1.4. The Superintendent is directed to develop administrative procedures to fulfil Board obligations created by any federal legislation or provincial legislation.

## References

Sections 33, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 219, 222  
*Education Act.*

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 6, 2017	
Feb. 12, 2018	
Jan. 29, 2019	
Dec. 11, 2019	Dec. 11, 2019
Dec. 8, 2020	
Jan. 11, 2022	
Jan. 10, 2023	Feb. 16, 2023
Dec. 5, 2023	Dec. 14, 2023
<u>Jan. 13, 2025</u>	

**Policy 11**

---

**BOARD DELEGATION OF AUTHORITY****Background**

The Board of Trustees authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except the power to make final decisions on those matters set out in [Board Policy 13: Appeals and Hearings Regarding Student Matters](#) and other policies as established by the Board from time to time, or those matters which, in accordance with Section 52(4) of the *Education Act*, cannot be delegated. The delegation of authority to the Superintendent specifically includes:

- any authority or responsibility set out in the *Education Act*, regulations and authority or responsibility set out in other legislation or regulations;
- the ability to enact administrative procedures, practices or regulations required to carry out this authority; and
- the ability to sub-delegate this authority and responsibility, as required.

Notwithstanding the above, the Board requires any significant new legislation or provincial, regional or local initiatives to be initially brought to the Board for discussion and determination of decision-making authority.

**Guidelines****1. Specific delegation**

For further clarity, the Board specifically delegates the following powers:

- 1.1. To suspend a teacher from the performance of the teacher's duties, pursuant to Section 213(1)(2) of the *Education Act*, and to terminate the contract of employment or designation of a teacher, pursuant to Section 215(1) of the *Education Act*.
- 1.2. To suspend or terminate the contract of employment of any non-certificated staff member.
- 1.3. To develop administrative procedures for the following:
  - 1.3.1. special education;
  - 1.3.2. guidance and counselling;
  - 1.3.3. services for students and children;
  - 1.3.4. school-based decision-making;
  - 1.3.5. student evaluation;
  - 1.3.6. teacher growth, supervision and evaluation;
  - 1.3.7. home education;
  - 1.3.8. early childhood services;
  - 1.3.9. outreach education;
  - 1.3.10. locally developed courses, acquired courses and authorized junior high and senior high complementary courses;
  - 1.3.11. knowledge and employability courses;

- 1.3.12. off-campus education;
  - 1.3.13. English as an additional language; and
  - 1.3.14. French as a second language, French language immersion and alternate French programming.
- 1.4. The Superintendent is directed to develop administrative procedures to fulfil Board obligations created by any federal legislation or provincial legislation.

## References

Sections 33, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 219, 222  
*Education Act.*

Last reviewed:	Last updated:
Nov. 26, 2015	Nov. 26, 2015
March 6, 2017	
Feb. 12, 2018	
Jan. 29, 2019	
Dec. 11, 2019	Dec. 11, 2019
Dec. 8, 2020	
Jan. 11, 2022	
Jan. 10, 2023	Feb. 16, 2023
Dec. 5, 2023	Dec. 14, 2023
Jan. 13, 2025	



# RECOMMENDATION REPORT

**DATE:** Jan. 23, 2025

**TO:** Board of Trustees

**FROM:** Cathy Allen, Board Chair

**SUBJECT:** ASCA School Councils Virtual Conference and Annual General Meeting 2025: Sponsorship

**ORIGINATOR:** Board of Trustees

**RESOURCE STAFF:** Cathy Allen, Board Chair  
Carol Langford-Pickering, Executive Assistant  
Emma Small, Communications and Public Engagement Assistant

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

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

**EIPS GOAL:** Parent and caregiver engagement

**EIPS OUTCOME:** Student learning is supported and enhanced by providing meaningful opportunities for parents and caregivers to be involved in their child's education.

---

## RECOMMENDATION:

**That the Board of Trustees approve up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Virtual Conference and Annual General Meeting on April 26-27, 2025. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 7, 2025.**

## BACKGROUND:

The ASCA School Councils Conference and Annual General Meeting (AGM) is an annual event hosted by the Alberta School Councils' Association (ASCA). The conference offers a selection of development sessions for school council members, opportunities for attendees to share information and resources to help build school communities and opportunities to engage in Education and network with school council members across Alberta in supporting student success. Every year, to help support and enhance school council engagement and development, the Board determines if it has the means to sponsor one school council member, per school, up to a maximum of \$5,000 to attend the conference and AGM. Over the last eight years alone, the Board's sponsorship has allowed 61 school council members in attending the conference:

- 2024 – nine members
- 2023 – seven members
- 2022 – seven members
- 2021 – nine members
- 2020 – n/a (conference cancelled)
- 2019 – nine members





# RECOMMENDATION REPORT

2018 – 10 members

2017 – 10 members

Year over year, conference attendance proves valuable for EIPS school council members. In fact, many have commented the conference helped develop their skills as school council representatives, understanding about the issues facing education in Alberta and networks to learn from the experiences of others.

## **CURRENT INFORMATION OR KEY POINTS:**

This year's event will be offered **virtually only**, encompassing keynotes and approximately 12 breakout rooms offered in 2 time slots (6 in each). The pricing will reflect this shift in format, and ASCA will charge '**per school council**', instead of per person similar to the scheduled learning opportunities, which opens it up to several people from each school council to attend all or just specific parts of the conference and AGM.

The ASCA School Councils Virtual Conference and AGM is scheduled to take place April 26-27—Saturday 9:30 a.m. to 3:30 p.m. and Sunday 8 a.m. to 4 p.m. Start and end times to be confirmed. The theme will centre around "resilience" providing opportunities for school councils to share experiences, challenges and growth.

As the AGM is entirely virtual, the ASCA Board will 'absorb' most of the expenses associated and it will be **free** for ASCA Member School Council **parent** delegates (voting or supportive), \$25 + gst for trustees, administration, and non-members.

Further details will be posted on the ASCA website once registration opens.

## **COMMUNICATION PLAN:**

If approved, the Division will share the information at the next Committee of School Councils meeting. Members will then disseminate the information to their school councils.

## **ATTACHMENT(S):**

N/A

CA:clp



# RECOMMENDATION REPORT

**DATE:** Jan. 23, 2025

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** Proposed Changes to Signing Authority Matrix

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

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

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

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

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

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

---

## **RECOMMENDATION:**

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

## **BACKGROUND:**

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

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

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



# RECOMMENDATION REPORT

The Administrative Procedure currently includes two appendices:

- Appendix A - Signing Authority Matrix
- Appendix B - Responsibility Matrix

The Division last updated the Signing Authority Matrix in January 2024 to improve readability and usability of the document.

There are no proposed changes to the administrative procedure itself (Administrative Procedure 514 (Attachment 1)). Proposed changes to the appendices have been marked in red on Appendix A - Signing Authority Matrix (Attachment 2) and Appendix B - Responsibility Matrix (Attachment 3).

## Summary of Key Proposed Changes:

- Appendix A - Signing Authority Matrix (Attachment 2)

### Header

- Updates for changes in role titles: Remove Division Principal and Information Security Officer, add Executive Director.

### Operating and Capital

- Increasing the limit for “Payments for Expenditures Consolidated at a Division Level” to \$1.5 million for remittances related to payroll deductions.
  - This line was previously set at \$1 million and is only used by the Director, Financial Services. It’s intended to ease administrative burden for large, frequent standard payments, such as benefit remittances. We currently pay EIPS’ benefit provider over \$1 million monthly, as well as the federal government’s Receiver General (for CPP, EI, and income tax employee payroll deductions) over \$3.5 million for our month-end remittance. These payments have strict timelines associated with them. Increasing the limit would allow for quicker processing, as currently all remittances over \$1 million are reviewed first by the Director, Financial Services and then a secondary approval from the Secretary-Treasurer is obtained prior to payment being issued.
  - There is always an increase in risk exposure when a limit is increased. This particular exposure is mitigated by our internal controls:
    - Two responsibility areas (payroll and accounting) balance these remittances each month independently to all payments and payroll records.
    - The Director reviews the remittances and supporting documentation for each payment prior to approval.
    - A third staff member reconciles our bank account and highlights these payments individually, following up if there are significant changes month over month.



# RECOMMENDATION REPORT

Page 3 of 3

- The Receiver General, ASEBP, and our pension plan administrators all reconcile our payments and follow up if there are amounts outstanding or unexpected amounts received.
  
- Appendix B - Responsibility Matrix (Attachment 3)
  - No proposed changes other than updating the Header to be consistent with Appendix A - Signing Authority Matrix. The active version of this matrix includes the names of all individuals in the listed roles.

## **COMMUNICATION PLAN:**

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

## **ATTACHMENT(S):**

1. Administrative Procedure 514, Signing Authority
2. Administrative Procedure 514, Appendix A - Signing Authority Matrix (SAM) (marked)
3. Administrative Procedure 514, Appendix B - Responsibility Matrix (marked)

**Administrative Procedure 514**

---

**SIGNING AUTHORITY****Background:**

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

**Definitions:****Capital Asset:**

is an expenditure for a single item or system that provides services and benefits for more than one fiscal year and has a value of more than \$5,000. Capital assets are recorded individually by the Division and require special treatment upon disposal.

**Capital Project:**

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

**Consultant Services Contract:**

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

**Grant Agreement:**

is a standardized agreement used to award funds.

**Job:**

is a standardized role name and job description, including responsibilities, tasks and qualification requirements. There are many employees utilizing a single job title, such as Teacher.

**Lease:**

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

**Non-Compliant Transaction:**

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

**Employment Personal Services Contract:**

is a legal agreement, in which the skills or talents of an individual are material, such as professional services, between an individual employee and an employer that clarifies the terms

and conditions of employment. Payments to the individual are handled through Payroll and are typically not included in the [Classified Handbook](#) or [Teachers' Collective Agreement](#).

**Position:**

is employment for an individual at the Division under a pre-existing job title. Each employee fills a position—including part time and full time.

**Procurement:**

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

**Property:**

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

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

is a corporate credit card.

**Purchase Order:**

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

**Revenue Contract:**

is a contract to receive funds. This can include funds for goods or services rendered, grant applications and donation agreements.

**Procedures:**

1. All transactions will be authorized by staff with designated signing authority as per the [Signing Authority Matrix](#) (Appendix 514-A).
2. Unless otherwise specified, authority is delegated to a position as opposed to a person.
3. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
4. An acting or temporary delegation will be in writing and detail who is acting and for what effective dates.
5. Any person not authorized by virtue of this Administrative Procedure may not commit the Division to any activities outlined in this Administrative Procedure.

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

### **Non-Compliant Transactions**

12. All non-compliant transactions will be submitted to the Secretary-Treasurer. All non-compliant transactions must adhere to the following signing authority limits:
  - 12.1. Up to \$500,000: Secretary-Treasurer
  - 12.2. Up to \$2,500,000: Superintendent
  - 12.3. No Limit: Board of Trustees

### **Disbursement Authorization**

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

**Reference:**

Section 52, 53, 68, 222, 225 *Education Act*

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

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



**Elk Island Public Schools**  
**Administrative Procedure 514: Signing Authority**  
**Signing Authority Matrix (SAM)**  
 Updated Jan. 25, 2024

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

Position  Authorization of/to:	Ref		Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Executive Director, Division Principal, Information Security Officer, Principal	Assistant Director, Assistant Principal	Bookkeeper, Foreman, Manager, Supervisor	All Other Staff	
		Comment	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
<b>Revenue</b> Revenue, including grant applications, commitments, requests for invoices, agreements and/or contracts		Note 2	No limit	No limit	\$ 250,000	\$ 75,000	\$ 25,000	\$ 10,000	Nil	Nil	
<b>Operating and Capital</b> (1) Requisition and enter into purchase orders for goods and services (over \$5,000), (2) Payment for direct purchases (under \$5,000), or (3) Enter into other <b>commitments, leases, agreements and/or contracts</b> with external parties for goods and services excluding: Facility Services Contracts	AP515	Note 1, Note 2	No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	\$ 5,000	Up to P-Card transaction limit	
	AP515	Facility Services only Note 2	No limit	No limit	\$ 300,000	Nil	\$ 100,000	\$ 50,000	\$ 5,000	Nil	
	<i>As per AP 514, payment of invoices within five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, written agreement) is considered authorized, upon verification of receipt of goods.</i>										
	AP515		No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	Nil	Nil	
Purchase of <b>Real Property</b> (land and buildings)			No limit	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
Payment for Expenditures Consolidated at a Division Level (such as payroll deduction remittances, WCB, <del>insurance</del> , photocopiers, etc.)		Financial Services Only	No limit	No limit	No limit	Nil	\$1,000,000 Payroll Deductions: \$1,500,000 Other: \$500,000	Nil	Nil	Nil	
<b>Disposals</b>	AP518		No limit	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
	AP518		No limit	No limit	\$ 100,000	\$ 50,000	\$ 50,000	Nil	Nil	Nil	
<b>P-Cards</b>			No limit	No limit	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	No	No	
			Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
			Yes	Yes	Yes	Yes	Yes	Yes	Yes - excluding Bookkeeper	No	
<b>Human Resources</b>			Yes	Yes	No	No	No	No	No	No	
			No	Yes	No	Yes - Associate Superintendent, HR	No	No	No	No	
			Yes	Yes	Yes	Yes	Yes	No	No	No	
			Yes	Yes	No	No	No	No	No	No	
			Yes	Yes	Yes	Yes	Yes	Yes	Yes - excluding Bookkeeper	No	

Elk Island Public Schools  
**Administrative Procedure 514: Signing Authority**  
**Signing Authority Matrix (SAM)**  
 Updated Jan. 25, 2024

**Appendix A**

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

Position Authorization of/to:	Ref	Comment	Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Executive Director, <del>Division Principal,</del> <del>Information Security Officer,</del> Principal	Assistant Director, Assistant Principal	Bookkeeper, Foreman, Manager, Supervisor	All Other Staff
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Accounting and Other		Department & Schools only. Financial Services - see exceptions in Appendix C	No limit	No limit	No limit	No limit	No limit	\$ 10,000	\$ 5,000	Nil
		Financial Services only	No limit	No limit	No limit	Nil	No limit	No limit	No limit	\$1,000,000 for Accountant II, III and Senior
		Financial Services only	No limit	No limit	No limit	Nil	\$ 100,000	Nil	Nil	Nil
		Financial Services only	No limit	No limit	No limit	Nil	\$ 50,000	\$ 25,000	Nil	Nil
	AP505		Nil	Nil	Yes - waiver only	Nil	Yes - not covered by waiver	Nil	Nil	Nil
	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	AP503		No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil

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

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

Code	ID	School / Department	Board of Trustees, Secretary-Treasurer, Superintendent	Associate Superintendent	Director Executive Director Division-Principal Information Security- Officer Principal	Assistant Director Assistant Principal	Bookkeeper Foreman Manager Supervisor
			Other	Level 4	Level 5	Level 6	Level 7
104	ALH	A.L. Horton Elementary					
101	AEL	Ardrossan Elementary					
103	AJS	Ardrossan Junior Senior High					
105	BFH	Bev Facey Community High					
107	BWD	Brentwood Elementary					
110	BRU	Bruderheim School					
113	CAS	Castle (Scotford Colony)					
115	CLB	Clover Bar Junior High					
116	DCE	Davidson Creek					
111	CBN	École Campbelltown					
118	EPE	École Parc Élémentaire					
138	RLC	Elk Island Youth Ranch Learning Centre (Ranch Learning Centre)					
119	FRH	F.R. Haythorne Junior High					
120	FSC	Fort Saskatchewan Christian					
121	FSE	Fort Saskatchewan Elementary					
125	FHS	Fort Saskatchewan High					
127	FTV	Fultonvale Elementary Junior High					
129	GLN	Glen Allan Elementary					
126	HHE	Heritage Hills Elementary					
131	JMW	James Mowat Elementary					
130	LLR	Lakeland Ridge					
132	LME	Lamont Elementary					
134	LHS	Lamont High					
133	MHV	Mills Haven Elementary					
136	MUN	Mundare School					
137	PNE	Pine Street Elementary					
140	PLR	Pleasant Ridge Colony					
128	RHJ	Rudolph Hennig Junior High					
141	SAL	Salisbury Composite High					
143	SWH	Sherwood Heights Junior High					
150	SPS	SouthPointe School					
142	SCE	Strathcona Christian Academy Elementary					
144	SCS	Strathcona Christian Academy Secondary					
145	UNC	Uncas Elementary					
146	VJS	Vegreville Composite High					
147	WHF	Wes Hosford Elementary					
149	WBO	Westboro Elementary					
151	WFG	Win Ferguson Elementary					
153	WBF	Woodbridge Farms Elementary					
169	NXT	Next Step					
170	SPO	Next Step Junior Senior High – Sherwood Park					
174	FSO	Next Step Senior High – Fort Saskatchewan					
178	VGO	Next Step Senior High – Vegreville					
197-199		Schools Various - Finance					
210		Board of Trustees					
220		Superintendent					
240		Communications					
245		Election					
310		Associate Superintendent – Supports for Students					
330		Instructional Supports					
340		Curriculum					
365		School Nutrition Program					
370		Specialized Supports - Central					
371		Specialized Supports - Schools					
375		Early Learning					
376		Mental Health Capacity Building					
390		Information Technologies					
455		Associate Superintendent, Human Resources					
465		Staff Relations & Training					
475		Recruitment & Staffing					
510		Secretary-Treasurer					
530		Facility Services					
550		Financial Services					
570		Student Transportation					
590		Fiscal – Capital					
591		Fiscal – Operations					
640		Partners for Science					
800-899		Infrastructure, Maintenance & Renewal (IMR)					
950-999		Capital Projects (WIPs)					



# INFORMATION REPORT

**DATE:** Jan. 23, 2025

**TO:** Board of Trustees

**FROM:** Sandra Stoddard, Superintendent

**SUBJECT:** School Status Report for 2023-24

**ORIGINATORS:** Brent Dragon, Assistant Director, Facility Services

**RESOURCE STAFF:** Shaylin Sharpe, Planner, Facility Services  
Pranaya Prajapati, Architectural Technologist, Facility Services  
Candace Cole, Secretary-Treasurer  
Carmine von Tettenborn, Director, Financial Services  
Renee Goulard, Business Manager, Facility Services

**REFERENCES:** Alberta School Capital Manual: 2023-24  
Administrative Procedure 540: Planning for School Facilities

**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.

---

**ISSUE:**

**That the Board of Trustees receive for information the School Status Report for 2023-24.**

**BACKGROUND:**

The School Status Report combines historical data from various sources to accurately compare the Division's schools and sectors. The analysis within the report is presented by geographic sector and is provided on a four-year comparative basis to identify enrolment trends, utilization and costs per student—used to help develop the Elk Island Public School's (EIPS) Ten-Year Facility Plan and Three-Year Capital Plan. Many other factors are considered as part of the capital planning process. When reviewing the report, carefully consider both school and sector utilization rates, as both are essential for future capital investment. Especially for new school builds, school modernizations and the modular classroom program.

In addition to informing EIPS capital planning, this report provides an opportunity to look at each school and ask questions around established enrolment patterns. It provides the Division an opportunity to contemplate changes to programming to support robust education and effective use of learning spaces. Other aspects to consider is EIPS is an urban-rural school Division. As such, schools face distinct challenges resulting from their geography and the communities they serve. Therefore, any solution must also reflect these unique circumstances.



## CURRENT SITUATION OR KEY POINT:

All information and analysis are based on the September 29, 2023 student count and 2023-24 costs and the 2023-24 Area Capacity and Utilization (ACU) report.

The average cost per Elk Island Public Schools (EIPS) student is \$7,054 (Attachment 1 - Total Costs per Student 2023-24) which is a slight decrease from 2022-23 (\$7,097). A full breakdown of enrolment, utilization and cost per student has been provided in Attachment 2 - Schools Status Comparison. It is important to note that enrolment in the 2023-24 school year continued to increase from 2020-21 levels.

In 2023-24, EIPS had 21 schools above the average, including two schools over \$10,000 per student (Bruderheim School and Mundare School). Note that the average cost per student is calculated based on the formula below and on the values within (Attachment 1 – Total Costs per Student 2023-24).

$$\text{Average Cost Per Student} = \frac{(\text{Total Operations \& Maintenance Costs} + \text{Total Instructional Costs})}{\text{Total Enrolment}}$$

The Division's enrolment excluding special education and PALS students increased by 96 students. Enrolment increased to 16,724 students in 2023-24 from 16,628 students in 2022-23. The overall utilization for the Division as reported by Alberta Education in the Area Capacity Utilization Report (ACU) has increased two per cent to 78 per cent in 2023-24 from 76 per cent in 2022-23. The Alberta Education School Capital Manual considers a school fully utilized when 100 per cent of the instructional area is being used however, a school is considered fully utilized for the Operation and Maintenance (O&M) funding calculation when a school reaches a utilization rate of 85 per cent.

In 2020-21 Alberta Education and Alberta Infrastructure implemented a change to the O&M funding calculation. Full details regarding the School Space Allocation of the O&M grant can be found in attachment 3 - C3.1 – Operations and Maintenance Grant. Schools are funded for O&M based in part on their utilization. Each facility receives funding for the total gross area of the facility, however, the funding rate differs between utilized area and underutilized area.

$$\text{Utilized Area} = (\text{Gross Area} - \text{Exempt Area}) \times \text{Utilization Rate of the School}$$

When a school achieves a utilization rate of 85 per cent or greater the facility is considered fully utilized and the entire Gross Area less Exempt Area is funded at the fully utilized rate. If a facility has a utilization rate below 85 per cent the underutilized area is funded at the underutilized rate. If all EIPS facilities had a utilized rate at or above 85 per cent the Division's O&M grant would have increased by \$1,110,312.30 in 2023-24. In 2023-24 the utilized rate was \$66.19 per square metre and the underutilized rate was \$44.84 per square metre.

Utilization is taken from the ACU report generated by Alberta Education. The report is updated annually based on a review of instructional area and total adjusted enrolment. The current ACU model only instructional area to determine a facilities net capacity. The formula to calculate total adjusted enrolment is as follows.

$$\text{Total Adjusted Enrolment} = ((\text{ECS} - \text{ECS Sp. Ed. Severe}) \times 0.5) + (\text{ECS Sp. Ed. Severe} \times 1.5) + (\text{Gr.1-12} - \text{Gr.1-12 Sp. Ed. Severe}) + (\text{Gr.1-12 Sp. Ed. Severe} \times 3)$$

**Note:** Early Childhood Services (ECS) is grades prekindergarten and kindergarten. Special Education Sever (Sp. Ed. Sever) are students with sever grant codes.

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

Total enrolment in Sector 1 remained stable, with a one per cent increase compared to the prior year. Sector 1 has 11 elementary schools. Four elementary schools saw enrolment decline in 2023-24. Only one school, Westboro Elementary, had a significant enrolment decline of 25 per cent—this is due to the consolidation of the Logos Christian program (Logos) at Brentwood Elementary. Two elementary schools saw moderate enrolment decline, Glen Allan Elementary (nine per cent) and Wes Hosford Elementary (eight per cent). One school saw a slight enrolment decline, Strathcona Christian Academy Elementary at one per cent. Three schools, Mills Haven Elementary, Pine Street Elementary and Woodbridge Farms Elementary, had stable enrolment with a zero per cent change compared to the prior year. Four schools saw enrolment growth. Of the four schools with enrolment growth, one had a slight increase, Davidson Creek Elementary (four per cent). Two had moderate increase, École Campbelltown (five per cent) and Heritage Hills Elementary (five per cent). Brentwood Elementary was the only school to see significant enrolment growth, at 16 per cent compared to the previous year.

**Note:** The Logos Christian Program was removed from Westboro Elementary and consolidated at Brentwood Elementary, effective for the 2023-24 school year.

At the junior high level, three schools saw enrolment decline in 2023-24. F. R. Haythorne Junior High saw a slight decrease of four per cent. Two schools had a moderate decline, Lakeland Ridge (five per cent) and Sherwood Heights Junior High (six per cent). The remaining junior high school, Clover Bar Junior High, saw a slight growth of one per cent.

At the senior high level, all three schools saw enrolment growth. Two schools had a slight enrolment growth, Bev Facey Community High (two per cent) and Strathcona Christian Academy Secondary (four per cent). Salisbury Composite High had significant enrolment growth at 13 per cent.

**Note:** The significant increase in enrolment at Salisbury Composite High was due to a large cohort of grade 10 students.

The overall utilization in Sector 1 for 2023-24 averaged 80 per cent, a one per cent increase from 2022-23. One school in this sector had a utilization rate exceeding 100 per cent in 2023-24, Davidson Creek Elementary (110 per cent). Two Sector 1 elementary schools had a utilization rate at or above 85 per cent, Mills Haven Elementary (88 per cent) and Strathcona Christian Academy Elementary (86 per cent). Two elementary schools in Sector 1 had significant changes in utilization rates. Westboro Elementary dropped to 58 per cent from 71 per cent and Brentwood Elementary increased utilization to 82 per cent from 71 per cent. Two of the four junior high schools in this sector had a utilization rate above 85 per cent, F. R. Haythorne Junior High (86 per cent) and Lakeland Ridge (88 per cent). (Pages 4 to 6)

**Note:** The utilization rate variability at École Campbelltown since 2020-21 has been due to the opening of Heritage Hills Elementary, the establishment of a second K-6 French Immersion Program in Sector 1, and the relocation of four modular classrooms. In 2021-22, two modular classrooms were relocated to SouthPointe School from Pine Street Elementary, and two modular classrooms were relocated to Ardrossan Junior Senior High from École Campbelltown. The utilization increase for the 2022-23 school year at Clover Bar Junior High was due to a lease agreement with Conseil scolaire Centre-Nord to enable them to offer junior high programming in Sherwood Park. The utilization increase at École Campbelltown from 2023-24 was due to relocation of two modular classrooms to Southpointe School. The 2023-24 utilization changes at Westboro Elementary and Brentwood Elementary are due to the consolidation of the Logos Christian Program to



Brentwood Elementary. The utilization increase at Strathcona Christian Academy Secondary from 2022-23 to 2023-24 is due to a decrease in total student capacity, resulting from an instructional area review.

Within Sector 1, five of the 11 elementary schools (Glen Allan Elementary, Pine Street Elementary, Wes Hosford Elementary, Westboro Elementary and Woodbridge Farms Elementary) have a total cost per student exceeding the Division average of \$7,054. All junior high and senior high schools in this sector have a total cost per student below the Division average. (Page 7)

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

Enrolment in Sector 2 schools decreased by one per cent compared to the prior year. Two schools in this sector saw a slight enrolment decline, Ardrossan Elementary (four per cent) and Castle (Scotford Colony) (four per cent). One school, Uncas Elementary, had a moderate decrease in enrolment of nine percent. Ardrossan Junior Senior High had stable enrolment with a zero per cent change. Only one school saw a slight enrolment increase in this sector, Fultonvale Elementary Junior High (three per cent). (Pages 8 to 10)

The overall utilization rate in this sector was 84 per cent, a two per cent increase from 2022-23. Two schools in this sector had utilization rates above 85 per cent, Ardrossan Elementary (94 per cent) and Ardrossan Junior Senior High (92 per cent). (Page 9)

**Note:** The utilization decrease at Ardrossan Junior Senior High from 2020-21 to 2021-22 was due to the addition of two modular classrooms. The utilization increase at Fultonvale Elementary Junior High from 2021-22 to 2022-23 was due to the relocation of one modular to James Mowat Elementary. The utilization increase at Uncas Elementary from 2022-23 to 2023-24 was due to the demolition of three modular classrooms.

Castle (Scotford Colony), Uncas Elementary and Fultonvale Elementary Junior High have student costs above the Division average, ranked three, eight and 21 respectively. The remaining two schools are ranked below the Division average (Ardrossan Junior Senior High and Ardrossan Elementary), ranking 27 and 35 respectively. (Page 10)

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

The total enrolment of Sector 3 increased by one per cent in 2023-24 compared to the prior year. Only one school in this sector saw a moderate enrolment decline, Rudolph Hennig Junior High (six per cent). Two schools, Fort Saskatchewan High and James Mowat Elementary, had a slight decline of one per cent compared to the prior year. One school, SouthPointe School, had stable enrolment with zero per cent change. Win Ferguson Elementary saw a slight increase of three per cent. Three of the schools in Sector 3 saw moderate enrolment growth, École Parc Élémentaire (five per cent), Fort Saskatchewan Christian (six per cent) and Fort Saskatchewan Elementary (nine per cent).

**Note:** For the 2023-24 school year EIPS has separated instructional and O&M costs for Fort Saskatchewan Christian and Fort Saskatchewan Elementary. Historically, costs have been combined as the two schools share one building. While instructional costs are captured on a per school basis O&M costs are captured at the facility level. To identify separate costs per student values for Fort Saskatchewan Christian and Fort Saskatchewan Elementary the O&M costs have been distributed on a proportional share to each school based on their allocated area of the facility.

The overall utilization in Sector 3 was 83 per cent, a one per cent increase from the prior year. Four schools in this sector have utilization above 85 per cent, École Parc Élémentaire (93 per cent), Fort Saskatchewan Christian (97 per cent), James Mowat Elementary (99 per cent) and SouthPointe School (94 per cent). (Pages 13 to 14)

**Note:** The decrease in utilization at James Mowat Elementary in 2022-23 was due to the addition of one modular from Fultonvale Elementary Junior High. The utilization decrease at Southpointe School from 2022-23 to 2023-24 was due to the addition of two modulars from École Campbelltown.

Six schools in Sector 3 are above the Division average cost per student (École Parc Élémentaire, Fort Saskatchewan Christian, Fort Saskatchewan Elementary, Fort Saskatchewan High, Rudolph Hennig Junior High and Win Ferguson Elementary). Two schools in this sector are below the Division average cost per student (SouthPointe School and James Mowat Elementary). (Page 15)

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

The total enrolment of Sector 4 decreased by two per cent in 2023-24 compared to the prior year. Only one Sector 4 school experienced enrolment decline, Bruderheim School (one per cent). The remaining three schools in Sector 4 saw enrolment growth. Lamont High saw a slight increase of one per cent over the last year. Enrolment at Mundare School increased by five per cent and Lamont Elementary had a significant increase of 13 per cent in 2023-24 school year.

**Note:** The enrolment increase at Mundare School and Lamont Elementary was due to the closure of Andrew School and the redesignation of the Andrew School attendance area to other EIPS schools.

The overall utilization rate of Sector 4 was 64 per cent, a 12 per cent increase from 2022-23. The increase in Sector 4 is due to the closure of Andrew School. In 2022-23 Andrew School had a utilization rate of 15 per cent. (Page 17)

All Sector 4 schools have costs per student above the Division average of \$7,054. Three of the five schools are ranked within the top 10 highest costs per student per school in the Division. Bruderheim School ranked as the highest cost per student school in EIPS at \$11,016. Mundare School remained the second highest cost per student (\$10,006) and Lamont High ranked seventh (\$8,815). Lamont Elementary moved to 13th from sixth with cost per student of \$7,715. (Page 18)

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

The total enrolment of Sector 5 increased by two per cent in 2023-24 compared to the prior year. Two schools, A.L. Horton Elementary and Pleasant Ridge Colony had stable enrolment with a zero per cent change. Vegreville Composite High had a slight increase of four per cent. (Page 19)

The overall utilization rate of Sector 5 was 59 per cent, a one per cent decrease from 2022-23. Vegreville Composite High continues to experience low utilization. However, utilization has increased to 40 per cent in 2023-24, up one per cent from the 2022-23 school year. Utilization at A. L. Horton Elementary decreased to 78 per cent in 2023-24, down from 80 per cent in 2022-23. (Page 20)

All Sector 5 schools have costs per student above the Division average of \$7,054. Two of the three schools are ranked within the top 10 highest costs per student per school in the Division. Pleasant Ridge Colony ranked





# INFORMATION REPORT

fourth in the Division, with costs of \$9,250 per student. Vegreville Composite High (\$7,923 per student) ranked tenth and A.L. Horton (\$7,374 per student) ranked 17th overall.

**ATTACHMENT(S):**

1. Total Costs per Student 2023-24
2. Schools Status Comparison
3. C3.1 – Operations and Maintenance Grant

**Elk Island Public Schools  
Total Cost Per Student 2023-24**

EIPS School <sup>1</sup>	EIPS Rank	Enrolment <sup>2</sup> Sept. 2023	Instructional <sup>3</sup>		Operations & Maint. <sup>4</sup>		Total Cost Per Student
			2023-24 Actuals	Cost Per Student	O & M Costs	Cost Per Student	
A. L. Horton Elementary	17	327	2,211,986	6,764	199,271	609	7,374
Ardrossan Elementary	35	577	3,515,332	6,092	232,862	404	6,496
Ardrossan Junior Senior High	27	827	5,119,969	6,191	484,110	585	6,776
Bev Facey Community High	26	942	5,667,277	6,016	720,287	765	6,781
Brentwood Elementary	24	427	2,733,037	6,401	190,606	446	6,847
Bruderheim School	1	115	1,147,344	9,977	119,498	1,039	11,016
Castle (Scotford Colony)	3	26	249,703	9,604	174	7	9,611
Clover Bar Junior High	23	367	2,298,996	6,264	224,887	613	6,877
Davidson Creek Elementary	29	652	4,169,004	6,394	210,770	323	6,717
École Campbelltown	31	382	2,390,130	6,257	160,186	419	6,676
École Parc Élémentaire	11	289	2,104,429	7,282	165,732	573	7,855
F. R. Haythorne Junior High	33	571	3,421,875	5,993	334,460	586	6,579
Fort Saskatchewan Elementary	12	293	2,144,006	7,317	148,509	507	7,824
Fort Saskatchewan Christian	18	422	2,889,600	6,847	178,354	423	7,270
Fort Saskatchewan High	15	456	3,119,735	6,842	312,825	686	7,528
Fultonvale Elementary Junior High	21	503	3,305,941	6,572	250,728	498	7,071
Glen Allan Elementary	5	288	2,234,447	7,758	169,551	589	8,347
Heritage Hills Elementary	36	519	3,141,187	6,052	224,596	433	6,485
James Mowat Elementary	22	416	2,757,852	6,629	152,932	368	6,997
Lakeland Ridge	32	728	4,414,012	6,063	386,120	530	6,594
Lamont Elementary	13	323	2,275,893	7,046	216,054	669	7,715
Lamont High	7	324	2,453,956	7,574	198,121	611	8,185
Mills Haven Elementary	30	456	2,887,378	6,332	159,334	349	6,681
Mundare School	2	116	1,007,074	8,682	153,603	1,324	10,006
Pine Street Elementary	14	299	2,132,955	7,134	159,301	533	7,666
Pleasant Ridge Colony	4	17	157,245	9,250	-	-	9,250
Rudolph Hennig Junior High	16	404	2,778,083	6,876	245,756	608	7,485
Salisbury Composite High	34	1,420	8,549,814	6,021	775,310	546	6,567
Sherwood Heights Junior High	38	590	3,468,481	5,879	279,899	474	6,353
SouthPointe School	25	683	4,351,695	6,371	281,195	412	6,783
Strathcona Christian Academy Elementary	37	577	3,434,392	5,952	258,598	448	6,400
Strathcona Christian Academy Secondary	28	630	3,968,241	6,299	276,488	439	6,738
Uncas Elementary	8	193	1,443,039	7,477	136,168	706	8,182
Vegreville Composite High	10	354	2,360,235	6,667	444,584	1,256	7,923
Wes Hosford Elementary	19	320	2,135,029	6,672	177,914	556	7,228
Westboro Elementary	9	223	1,622,350	7,275	176,594	792	8,067
Win Ferguson Elementary	20	406	2,742,027	6,754	176,277	434	7,188
Woodbridge Farms Elementary	6	262	2,022,428	7,719	161,523	617	8,336
<b>Total/Average</b>		<b>16,724</b>	<b>108,826,177</b>	<b>6,507</b>	<b>9,143,177</b>	<b>547</b>	<b>7,054</b>

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

<sup>2</sup> Excludes SPED and PALS students.

<sup>3</sup> Instructional - Total cost incurred by the school for fiscal year, excluding SPED program allocation, Capital, Operations & Maintenance (O & M) and School Generated Funds. Note that starting in the 2020-21 School Year costs associated with PALS program have been excluded from the total instructional costs.

<sup>4</sup> Operations & Maintenance (O & M) - Includes parking lot snow removal, custodial, electricity, gas, water, maintenance, insurance, and garbage for all schools except Strathcona Christian Academy Secondary and Strathcona Christian Academy Elementary.

**Note:**

For the 2023-24 school year EIPS has separated instructional and O&M costs for Fort Saskatchewan Christian and Fort Saskatchewan Elementary. Instructional costs are tracked on a per school basis. O&M costs are tracked on a facility basis. Therefore O&M costs have been distributed using a proportional share based on their allocated area of the facility

**Elk Island Public Schools**  
**Total Cost Per Student 2023-24**

EIPS School <sup>1</sup>	Prior Year Rank	EIPS Rank	Enrolment <sup>2</sup> Sept. 2023	Instructional <sup>3</sup>		Operations & Maint. <sup>4</sup>		Total Cost Per Student
				2023-24 Actuals	Cost Per Student	O & M Costs	Cost Per Student	
Bruderheim School	3	1	115	1,147,344	9,977	119,498	1,039	11,016
Mundare School	2	2	116	1,007,074	8,682	153,603	1,324	10,006
Castle (Scotford Colony)	11	3	26	249,703	9,604	174	7	9,611
Pleasant Ridge Colony	4	4	17	157,245	9,250	-	-	9,250
Glen Allan Elementary	8	5	288	2,234,447	7,758	169,551	589	8,347
Woodbridge Farms Elementary	10	6	262	2,022,428	7,719	161,523	617	8,336
Lamont High	7	7	324	2,453,956	7,574	198,121	611	8,185
Uncas Elementary	5	8	193	1,443,039	7,477	136,168	706	8,182
Westboro Elementary	14	9	223	1,622,350	7,275	176,594	792	8,067
Vegreville Composite High	9	10	354	2,360,235	6,667	444,584	1,256	7,923
École Parc Élémentaire	15	11	289	2,104,429	7,282	165,732	573	7,855
Fort Saskatchewan Elementary	12	12	293	2,144,006	7,317	148,509	507	7,824
Lamont Elementary	6	13	323	2,275,893	7,046	216,054	669	7,715
Pine Street Elementary	17	14	299	2,132,955	7,134	159,301	533	7,666
Fort Saskatchewan High	16	15	456	3,119,735	6,842	312,825	686	7,528
Rudolph Hennig Junior High	21	16	404	2,778,083	6,876	245,756	608	7,485
A. L. Horton Elementary	18	17	327	2,211,986	6,764	199,271	609	7,374
Fort Saskatchewan Christian	12	18	422	2,889,600	6,847	178,354	423	7,270
Wes Hosford Elementary	19	19	320	2,135,029	6,672	177,914	556	7,228
Win Ferguson Elementary	13	20	406	2,742,027	6,754	176,277	434	7,188
Fultonvale Elementary Junior High	25	21	503	3,305,941	6,572	250,728	498	7,071
James Mowat Elementary	22	22	416	2,757,852	6,629	152,932	368	6,997
Clover Bar Junior High	24	23	367	2,298,996	6,264	224,887	613	6,877
Brentwood Elementary	20	24	427	2,733,037	6,401	190,606	446	6,847
SouthPointe School	27	25	683	4,351,695	6,371	281,195	412	6,783
Bev Facey Community High	26	26	942	5,667,277	6,016	720,287	765	6,781
Ardrossan Junior Senior High	28	27	827	5,119,969	6,191	484,110	585	6,776
Strathcona Christian Academy Secondary	31	28	630	3,968,241	6,299	276,488	439	6,738
Davidson Creek Elementary	30	29	652	4,169,004	6,394	210,770	323	6,717
Mills Haven Elementary	33	30	456	2,887,378	6,332	159,334	349	6,681
École Campbelltown	23	31	382	2,390,130	6,257	160,186	419	6,676
Lakeland Ridge	37	32	728	4,414,012	6,063	386,120	530	6,594
F. R. Haythorne Junior High	38	33	571	3,421,875	5,993	334,460	586	6,579
Salisbury Composite High	29	34	1,420	8,549,814	6,021	775,310	546	6,567
Ardrossan Elementary	32	35	577	3,515,332	6,092	232,862	404	6,496
Heritage Hills Elementary	34	36	519	3,141,187	6,052	224,596	433	6,485
Strathcona Christian Academy Elementary	35	37	577	3,434,392	5,952	258,598	448	6,400
Sherwood Heights Junior High	36	38	590	3,468,481	5,879	279,899	474	6,353
<b>Total/Average</b>			<b>16,724</b>	<b>108,826,177</b>	<b>6,507</b>	<b>9,143,177</b>	<b>547</b>	<b>7,054</b>

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

<sup>2</sup>Excludes SPED and PALS students.

<sup>3</sup>Instructional - Total cost incurred by the school for fiscal year, excluding SPED program allocation, Capital, Operations & Maintenance (O & M) and School Generated Funds. Note that starting in the 2020-21 School Year costs associated with PALS program have been excluded from the total instructional costs.

<sup>4</sup>Operations & Maintenance (O & M) - Includes parking lot snow removal, custodial, electricity, gas, water, maintenance, insurance, and garbage for all schools except Strathcona Christian Academy Secondary and Strathcona Christian Academy Elementary.

<sup>5</sup>Fort Saskatchewan Elementary and Fort Saskatchewan Christian both have a prior year rank of 12 because their O & M expenses were combined before the 2023-24 School Status Report.

**Note:**

For the 2023-24 school year EIPS has separated instructional and O&M costs for Fort Saskatchewan Christian and Fort Saskatchewan Elementary. Instructional costs are tracked on a per school basis. O&M costs are tracked on a facility basis. Therefore O&M costs have been distributed using a proportional share based on their allocated area of the facility

**ELK ISLAND PUBLIC SCHOOLS  
Utilization by Sector**

Sector	2023-24	2022-23	2021-22	2020-21	2019-20	Rank (Utilization)
<b>Sector 1 - Sherwood Park</b>						
Bev Facey Community High	67%	67%	67%	69%	69%	9
Brentwood Elementary	82%	71%	74%	77%	83%	20
Clover Bar Junior High	64%	71%	62%	62%	58%	6
Davidson Creek Elementary	110%	104%	99%	97%	94%	36
École Campbelltown	84%	72%	74%	67%	92%	22
F. R. Haythorne Junior High	86%	92%	95%	91%	92%	26
Glen Allan Elementary	64%	69%	67%	67%	74%	6
Heritage Hills Elementary	80%	77%	78%	70%	0%	16
Lakeland Ridge	88%	92%	88%	93%	92%	28
Mills Haven Elementary	88%	85%	82%	76%	80%	28
Pine Street Elementary	80%	75%	65%	59%	67%	16
Salisbury Composite High	81%	71%	68%	62%	60%	18
Sherwood Heights Junior High	84%	91%	88%	88%	80%	22
Strathcona Christian Academy Elementary	86%	86%	84%	81%	88%	26
Strathcona Christian Academy Secondary	84%	73%	72%	72%	72%	22
Wes Hosford Elementary	67%	71%	79%	81%	87%	9
Westboro Elementary	58%	71%	73%	71%	78%	3
Woodbridge Farms Elementary	79%	79%	77%	78%	78%	15
<b>Sector 2 - Strathcona County</b>						
Ardrossan Elementary	94%	93%	87%	81%	87%	32
Ardrossan Junior Senior High	92%	92%	95%	102%	101%	30
Castle (Scotford Colony)	N/A	N/A	N/A	N/A	N/A	N/A
Fultonvale Elementary Junior High	82%	80%	74%	71%	79%	20
Uncas Elementary	66%	61%	57%	55%	66%	8
Wye Elementary	N/A	N/A	0%	0%	69%	N/A
<b>Sector 3 - Fort Saskatchewan</b>						
École Parc Élémentaire	93%	87%	78%	77%	78%	31
Fort Saskatchewan Christian	97%	93%	90%	91%	95%	34
Fort Saskatchewan Elementary	70%	65%	66%	65%	75%	13
Fort Saskatchewan High	67%	69%	65%	60%	64%	9
James Mowat Elementary	99%	100%	103%	92%	89%	35
Rudolph Hennig Junior High	62%	65%	72%	75%	76%	5
SouthPointe School	94%	98%	87%	89%	77%	32
Win Ferguson Elementary	84%	79%	84%	88%	92%	22
<b>Sector 4 - Lamont County</b>						
Andrew School	0%	15%	14%	16%	20%	N/A
Bruderheim School	61%	59%	63%	63%	69%	4
Lamont Elementary	68%	62%	62%	59%	64%	12
Lamont High	81%	77%	70%	65%	72%	18
Mundare School	46%	48%	41%	51%	67%	2
<b>Sector 5 - County of Minburn</b>						
A. L. Horton Elementary	78%	80%	73%	70%	70%	14
Pleasant Ridge Colony	N/A	N/A	N/A	N/A	N/A	N/A
Vegreville Composite High	40%	39%	38%	40%	42%	1

As provided by AB Education - May 2, 2024

Note when calculating utilization all students are included based on the full-time equivalent enrolment as reported by Alberta Education.

SCHOOL STATUS COMPARISON

**SECTOR 1 - SHERWOOD PARK**

	Student Count September 29					Trend Analysis			
	2023-24	2022-23	2021-22	2020-21	2019-20	1 Year	2 Year	3 Year	4 Year
<b>Elementary</b>									
Brentwood Elementary	427	368	375	397	425	16%	-2%	-6%	-7%
Davidson Creek Elementary	652	626	621	610	596	4%	1%	2%	2%
École Campbelltown	382	364	368	407	554	5%	-1%	-10%	-27%
Glen Allan Elementary	288	318	335	362	385	-9%	-5%	-7%	-6%
Heritage Hills Elementary	519	494	500	472		5%	-1%	6%	
Mills Haven Elementary	456	455	429	407	413	0%	6%	5%	-1%
Pine Street Elementary	299	300	288	271	310	0%	4%	6%	-13%
Strathcona Christian Academy Elementary	577	581	565	548	584	-1%	3%	3%	-6%
Wes Hosford Elementary	320	347	392	412	438	-8%	-11%	-5%	-6%
Westboro Elementary	223	297	318	321	345	-25%	-7%	-1%	-7%
Woodbridge Farms Elementary	262	262	263	282	296	0%	0%	-7%	-5%
<b>Junior High</b>									
Clover Bar Junior High	367	365	345	322	316	1%	6%	7%	2%
F. R. Haythorne Junior High	571	595	599	580	605	-4%	-1%	3%	-4%
Lakeland Ridge	728	769	765	797	790	-5%	1%	-4%	1%
Sherwood Heights Junior High	590	626	606	605	551	-6%	3%	0%	10%
<b>Senior High</b>									
Bev Facey Community High	942	928	912	949	940	2%	2%	-4%	1%
Salisbury Composite High	1,420	1,261	1,181	1,139	1,102	13%	7%	4%	3%
Strathcona Christian Academy Secondary	630	607	595	595	600	4%	2%	0%	-1%
<b>Total</b>	<b>9,653</b>	<b>9,563</b>	<b>9,457</b>	<b>9,476</b>	<b>9,250</b>	<b>1%</b>	<b>2%</b>	<b>2%</b>	<b>4%</b>

**Note:**

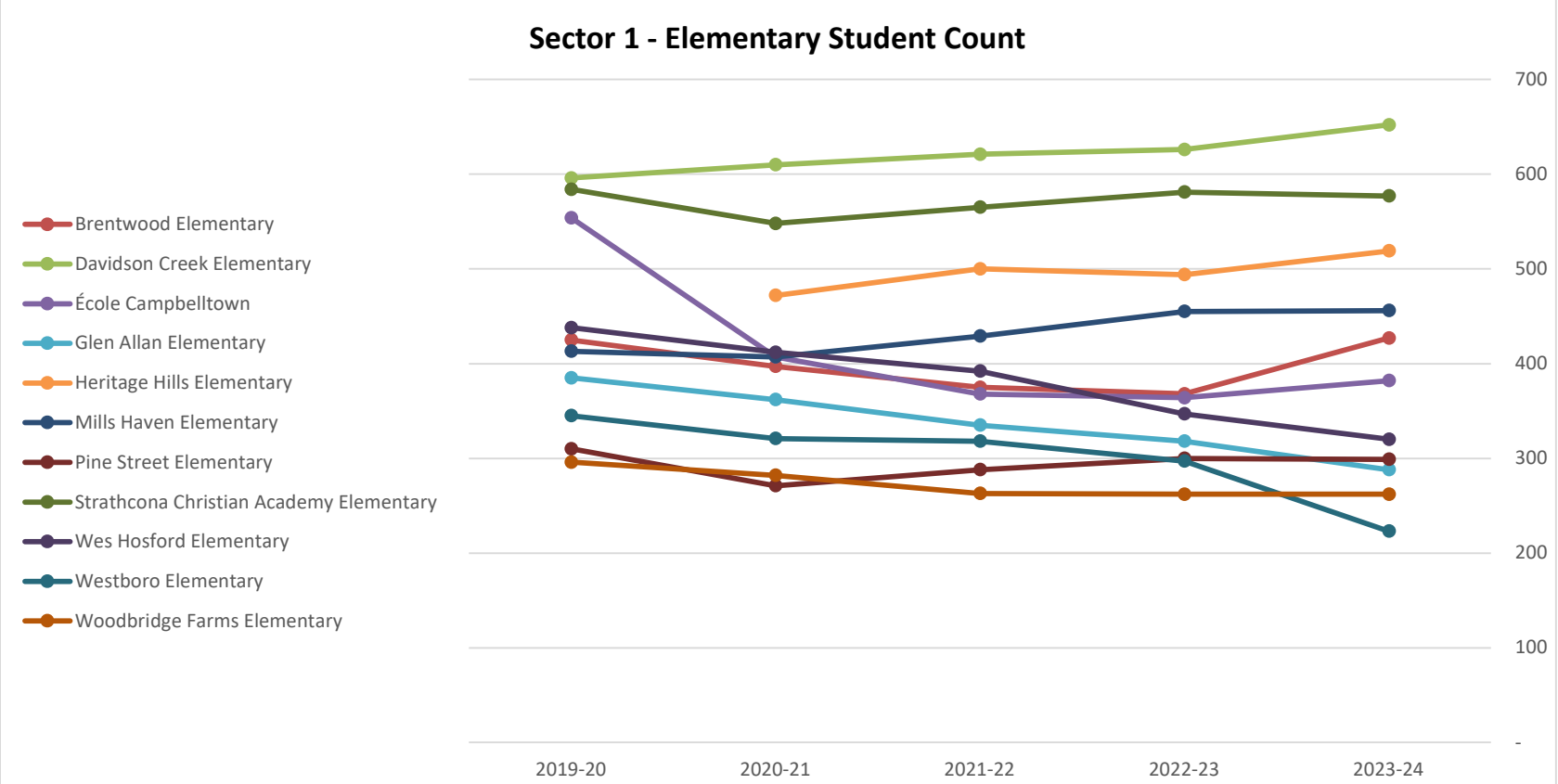
The enrolment decline at École Campbelltown from 2019-20 to 2020-21 was due to the opening of Heritage Hills Elementary.

The overall enrolment increase from 2019-20 to 2020-21 was due to the inclusion of Heritage Hills Elementary students who were previously located in Wye Elementary in Sector 2.

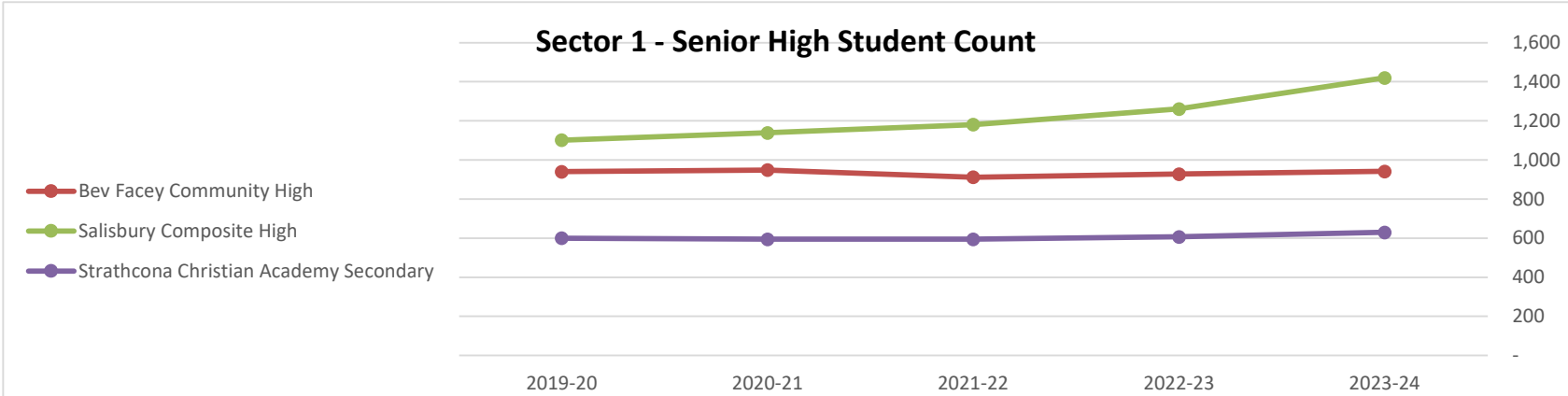
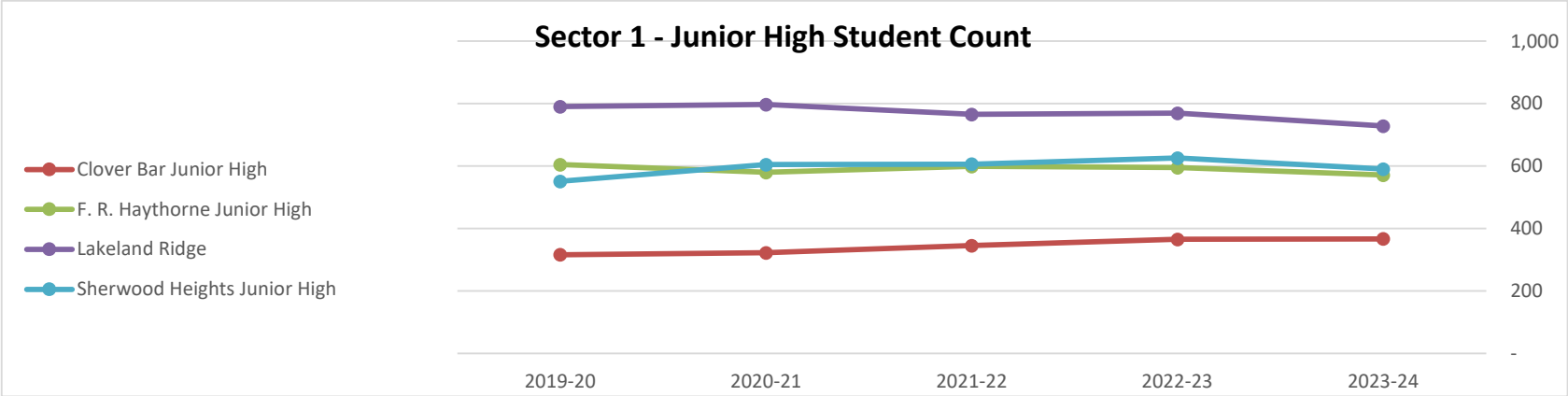
The 2023-24 enrolment changes at Westboro Elementary and Brentwood Elementary are due to the consolidation of the Logos Christian Program to Brentwood Elementary.

The enrolment increase at Salisbury Composite High in 2023-24 was due to a large cohort of grade 10 students.

SECTOR 1 - SHERWOOD PARK



SECTOR 1 - SHERWOOD PARK



SCHOOL STATUS COMPARISON

SECTOR 1 - SHERWOOD PARK

Percentage Utilization

	2023-24	2022-23	2021-22	2020-21	2019-20
<b>Elementary</b>					
Brentwood Elementary	82%	71%	74%	77%	83%
Davidson Creek Elementary	110%	104%	99%	97%	94%
École Campbelltown	84%	72%	74%	67%	92%
Glen Allan Elementary	64%	69%	67%	67%	74%
Heritage Hills Elementary	80%	77%	78%	70%	
Mills Haven Elementary	88%	85%	82%	76%	80%
Pine Street Elementary	80%	75%	65%	59%	67%
Strathcona Christian Academy Elementary	86%	86%	84%	81%	88%
Wes Hosford Elementary	67%	71%	79%	81%	87%
Westboro Elementary	58%	71%	73%	71%	78%
Woodbridge Farms Elementary	79%	79%	77%	78%	78%
<b>Junior High</b>					
Clover Bar Junior High	64%	71%	62%	62%	58%
F. R. Haythorne Junior High	86%	92%	95%	91%	92%
Lakeland Ridge	88%	92%	88%	93%	92%
Sherwood Heights Junior High	84%	91%	88%	88%	80%
<b>Senior High</b>					
Bev Facey Community High	67%	67%	67%	69%	69%
Salisbury Composite High	81%	71%	68%	62%	60%
Strathcona Christian Academy Secondary	84%	73%	72%	72%	72%
<b>Total</b>	<b>80%</b>	<b>79%</b>	<b>77%</b>	<b>76%</b>	<b>79%</b>

Note:

The utilization decline at École Campbelltown from 2019-20 to 2020-21 was due to the opening of Heritage Hills Elementary.

The utilization increase at Pine Street Elementary from 2020-21 to 2021-22 was due to the relocation of two modular classrooms to SouthPointe School.

The utilization increase at École Campbelltown from 2020-21 to 2021-22 was due to the relocation of four modular classrooms. Two to SouthPointe School and two to Ardrossan Junior Senior High.

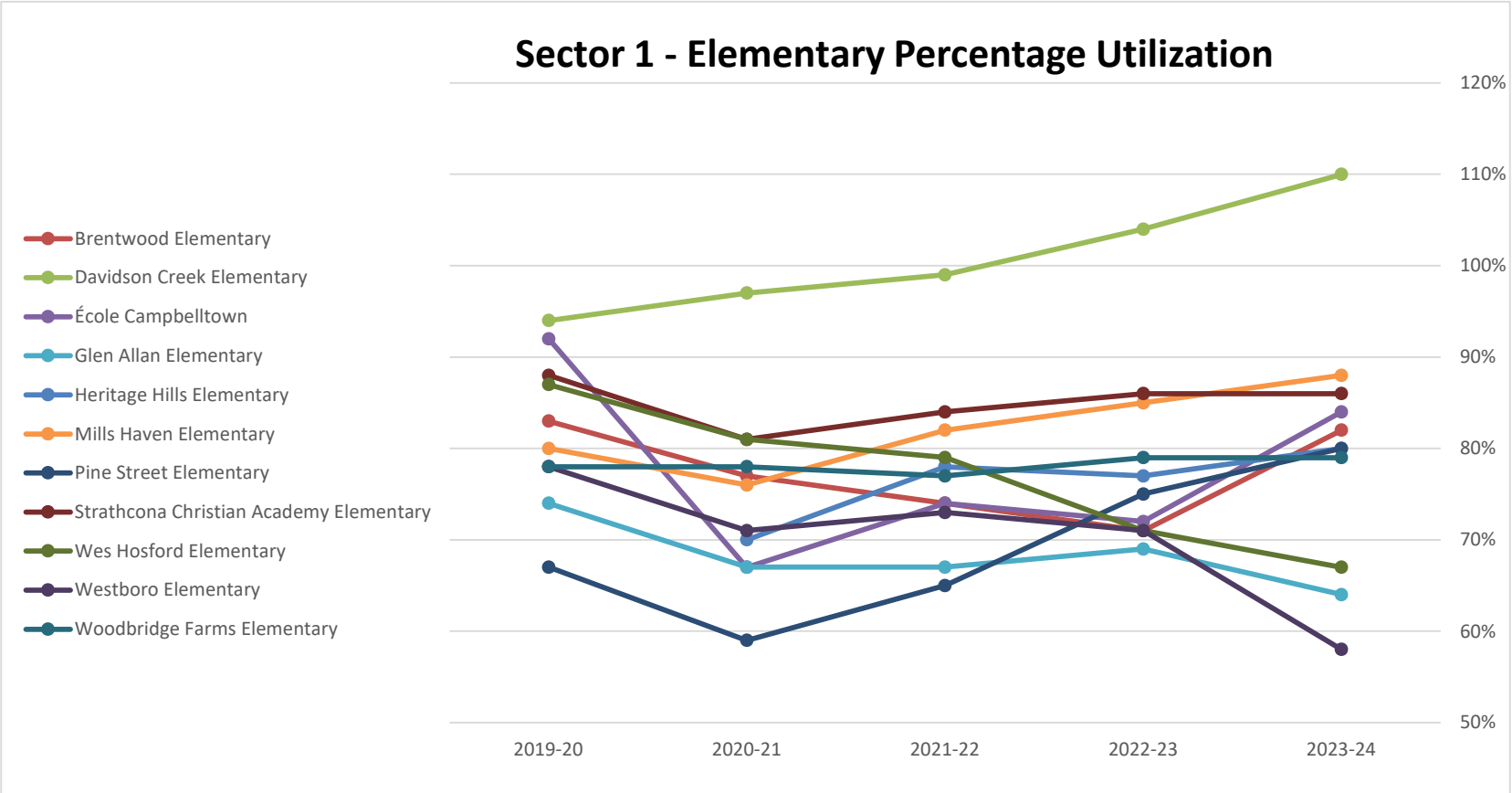
The utilization increase for the 2022-23 school year at Clover Bar Junior High was due to a lease agreement with Conseil Scolaire Centre-Nord to enable them to offer junior high programming in Sherwood Park. The lease was not renewed in 2023-24.

The utilization increase at École Campbelltown from 2022-23 to 2023-24 was due to relocation of two modular classrooms to Southpointe School.

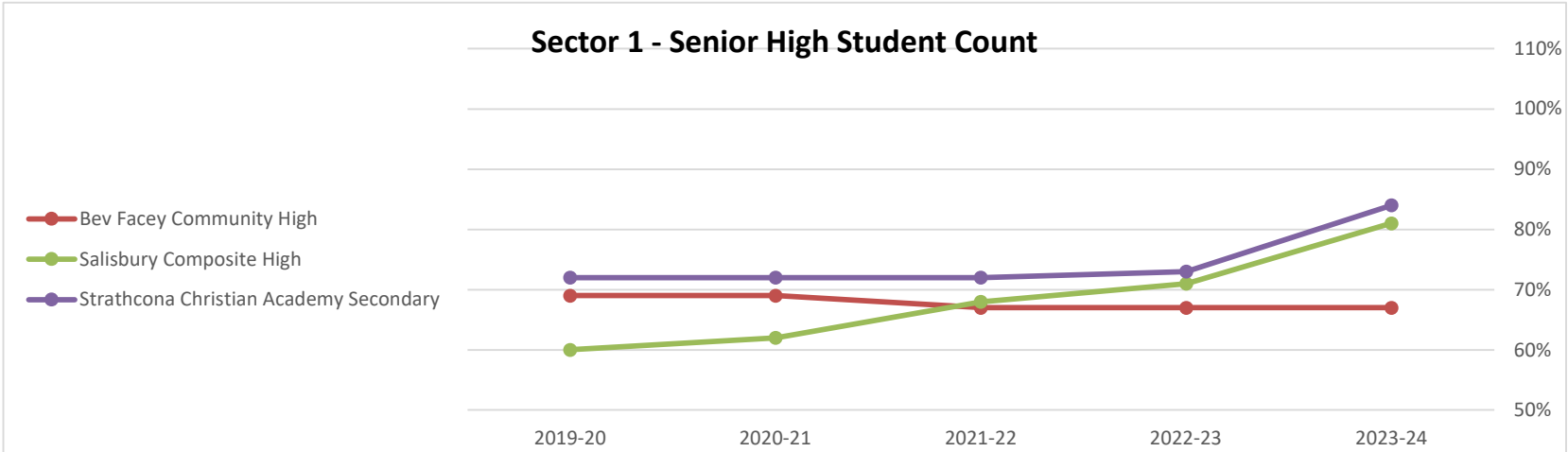
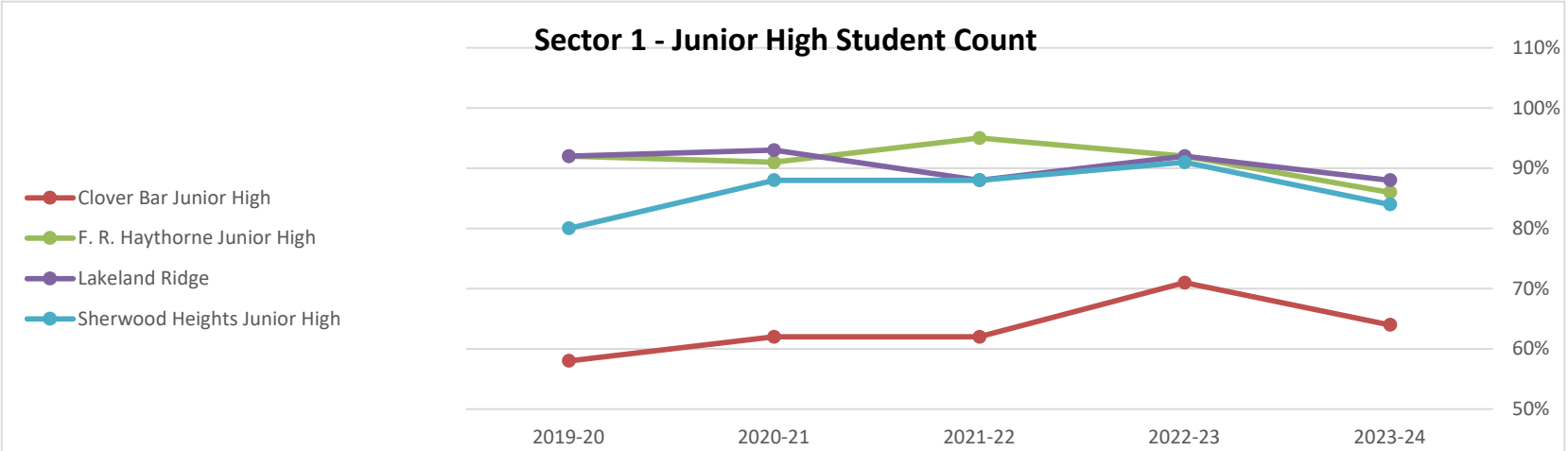
The utilization increase at Strathcona Christian Academy Secondary from 2022-23 to 2023-24 was due to a decrease in total student capacity resulting from a gross area



SECTOR 1 - SHERWOOD PARK



SECTOR 1 - SHERWOOD PARK



SCHOOL STATUS COMPARISON

**SECTOR 1 - SHERWOOD PARK**

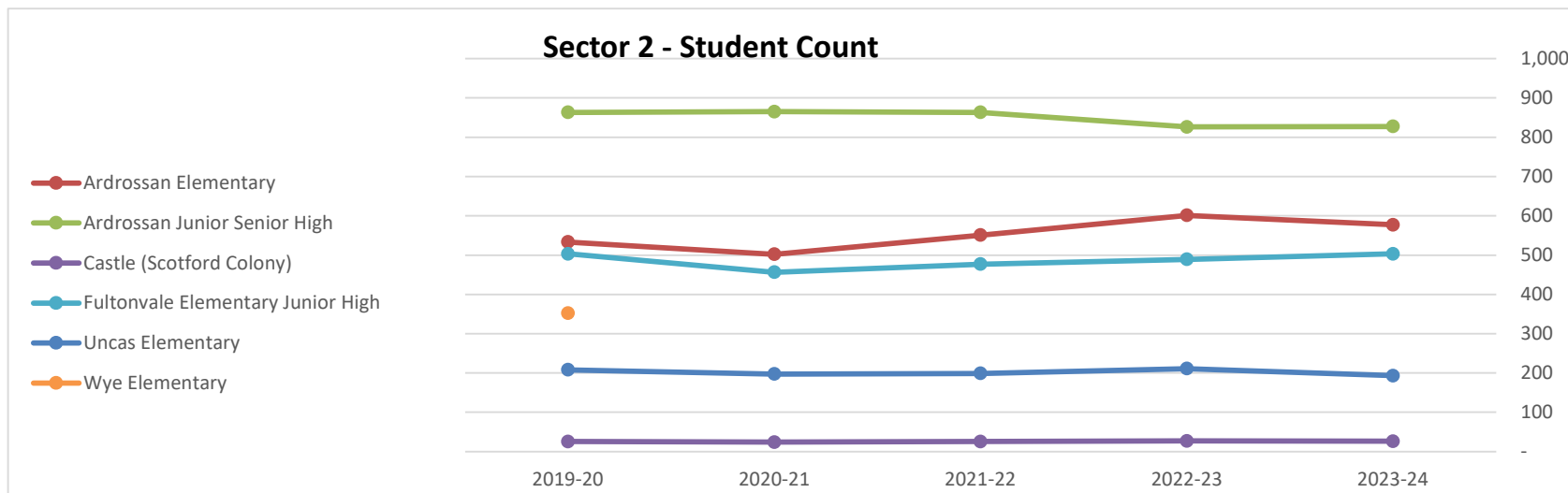
2023-24 Cost Per Student

	<u>Instructional</u>	<u>O &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
<b><u>Elementary</u></b>				
Brentwood Elementary	\$ 6,401	\$ 446	\$ 6,847	24
Davidson Creek Elementary	\$ 6,394	\$ 323	\$ 6,717	29
École Campbelltown	\$ 6,257	\$ 419	\$ 6,676	31
Glen Allan Elementary	\$ 7,758	\$ 589	\$ 8,347	5
Heritage Hills Elementary	\$ 6,052	\$ 433	\$ 6,485	36
Mills Haven Elementary	\$ 6,332	\$ 349	\$ 6,681	30
Pine Street Elementary	\$ 7,134	\$ 533	\$ 7,666	14
Strathcona Christian Academy Elementary	\$ 5,952	\$ 448	\$ 6,400	37
Wes Hosford Elementary	\$ 6,672	\$ 556	\$ 7,228	19
Westboro Elementary	\$ 7,275	\$ 792	\$ 8,067	9
Woodbridge Farms Elementary	\$ 7,719	\$ 617	\$ 8,336	6
<b><u>Junior High</u></b>				
Clover Bar Junior High	\$ 6,264	\$ 613	\$ 6,877	23
F. R. Haythorne Junior High	\$ 5,993	\$ 586	\$ 6,579	33
Lakeland Ridge	\$ 6,063	\$ 530	\$ 6,594	32
Sherwood Heights Junior High	\$ 5,879	\$ 474	\$ 6,353	38
<b><u>Senior High</u></b>				
Bev Facey Community High	\$ 6,016	\$ 765	\$ 6,781	26
Salisbury Composite High	\$ 6,021	\$ 546	\$ 6,567	34
Strathcona Christian Academy Secondary	\$ 6,299	\$ 439	\$ 6,738	28

SCHOOL STATUS COMPARISON

**SECTOR 2 - STRATHCONA COUNTY**

	Student Count September 29					Trend Analysis			
	2023-24	2022-23	2021-22	2020-21	2019-20	1 Year	2 Year	3 Year	4 Year
Ardrossan Elementary	577	601	551	502	533	-4%	9%	10%	-6%
Ardrossan Junior Senior High	827	826	863	865	863	0%	-4%	0%	0%
Castle (Scotford Colony)	26	27	25	24	25	-4%	8%	4%	-4%
Fultonvale Elementary Junior High	503	489	477	456	503	3%	3%	5%	-9%
Uncas Elementary	193	211	199	197	208	-9%	6%	1%	-5%
Wye Elementary					352				
<b>Total</b>	<b>2,126</b>	<b>2,154</b>	<b>2,115</b>	<b>2,044</b>	<b>2,132</b>	<b>-1%</b>	<b>1%</b>	<b>4%</b>	<b>0%</b>



**Note:**  
The overall enrolment decrease from 2019-20 to 2021-22 was due to the opening of Heritage Hills in Sector 1, previously students were designated to Wye Elementary in Sector 2.

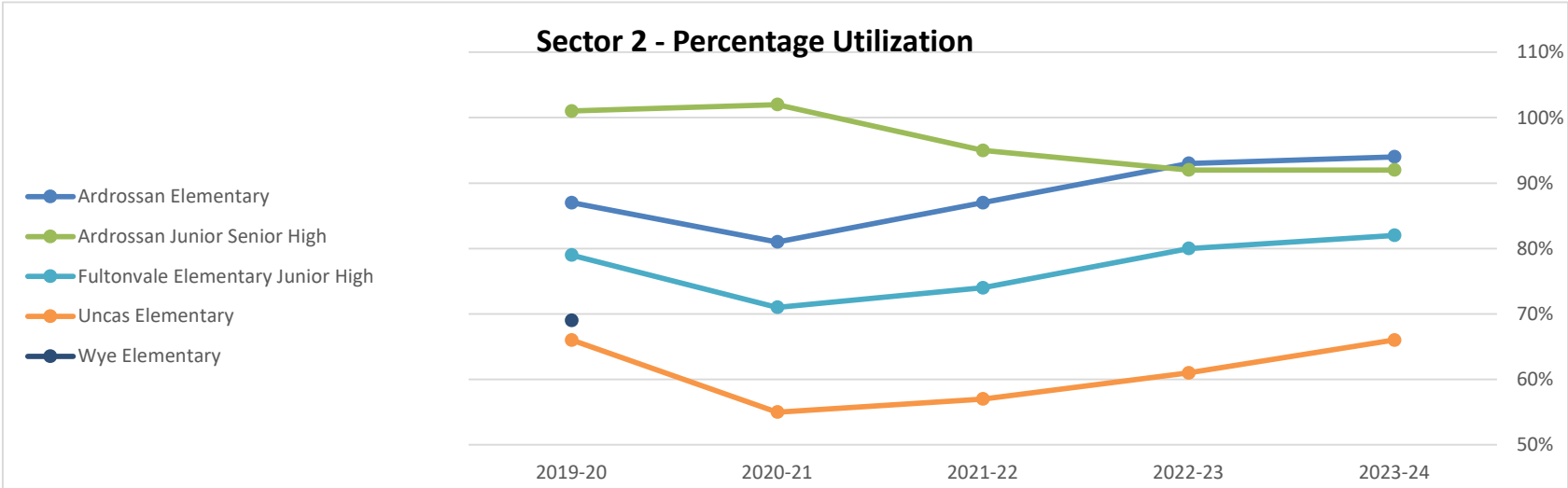
SCHOOL STATUS COMPARISON

**SECTOR 2 - STRATHCONA COUNTY**

Percentage Utilization

	2023-24	2022-23	2021-22	2020-21	2019-20
Ardrossan Elementary	94%	93%	87%	81%	87%
Ardrossan Junior Senior High	92%	92%	95%	102%	101%
Castle (Scotford Colony)	N/A	N/A	N/A	N/A	N/A
Fultonvale Elementary Junior High	82%	80%	74%	71%	79%
Uncas Elementary	66%	61%	57%	55%	66%
Wye Elementary					69%
<b>Total</b>	<b>84%</b>	<b>82%</b>	<b>78%</b>	<b>77%</b>	<b>80%</b>

**Note:**  
 The utilization decrease at Ardrossan Junior Senior High from 2020-21 to 2021-22 was due to the addition of two modular classrooms.  
 The utilization increase at Fultonvale Elementary Junior High from 2021-22 to 2022-23 was due to the relocation of one modular to James Mowat Elementary.  
 The utilization increase at Uncas Elementary from 2022-23 to 2023-24 was due to the demolition of three modular classrooms.



SCHOOL STATUS COMPARISON

SECTOR 2 - STRATHCONA COUNTY

2023-24 Cost Per Student

	<u>Instructional</u>	<u>O &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
Ardrossan Elementary	\$ 6,092	\$ 404	\$ 6,496	35
Ardrossan Junior Senior High	\$ 6,191	\$ 585	\$ 6,776	27
Castle (Scotford Colony)	\$ 9,604	\$ 7	\$ 9,611	3
Fultonvale Elementary Junior High	\$ 6,572	\$ 498	\$ 7,071	21
Uncas Elementary	\$ 7,477	\$ 706	\$ 8,182	8

SCHOOL STATUS COMPARISON

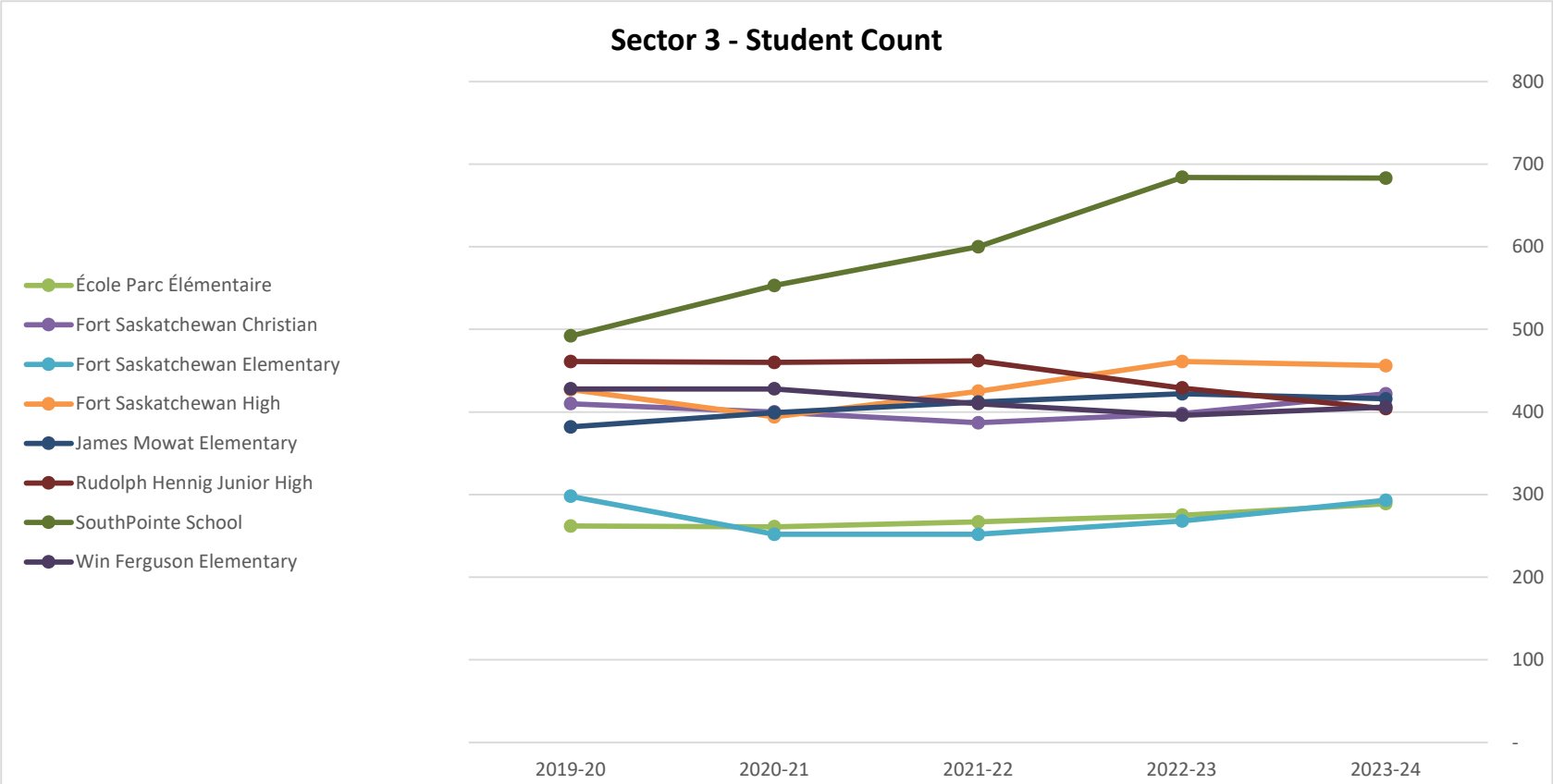
**SECTOR 3 - FORT SASKATCHEWAN**

	Student Count September 29					Trend Analysis			
	2023-24	2022-23	2021-22	2020-21	2019-20	1 Year	2 Year	3 Year	4 Year
École Parc Élémentaire	289	275	267	261	262	5%	3%	2%	0%
Fort Saskatchewan Christian	422	398	387	400	410	6%	3%	-3%	-2%
Fort Saskatchewan Elementary	293	268	252	252	298	9%	6%	0%	-15%
Fort Saskatchewan High	456	461	425	394	427	-1%	8%	8%	-8%
James Mowat Elementary	416	422	412	399	382	-1%	2%	3%	4%
Rudolph Hennig Junior High	404	429	462	460	461	-6%	-7%	0%	0%
SouthPointe School	683	684	600	553	492	0%	14%	8%	12%
Win Ferguson Elementary	406	396	410	428	428	3%	-3%	-4%	0%
<b>Total</b>	<b>3,369</b>	<b>3,333</b>	<b>3,215</b>	<b>3,147</b>	<b>3,160</b>	<b>1%</b>	<b>5%</b>	<b>7%</b>	<b>7%</b>

**Note:**

SouthPointe School opened in 2017-18 since opening modular classrooms were added in 2019-20 (3), 2020-21 (1), 2021-22 (4), and 2023-24 (2). SouthPointe School opened as a K-6 school and phased in one grade per year until the school accommodated K-9.

SECTOR 3 - FORT SASKATCHEWAN





SCHOOL STATUS COMPARISON

**SECTOR 3 - FORT SASKATCHEWAN**

Percentage Utilization

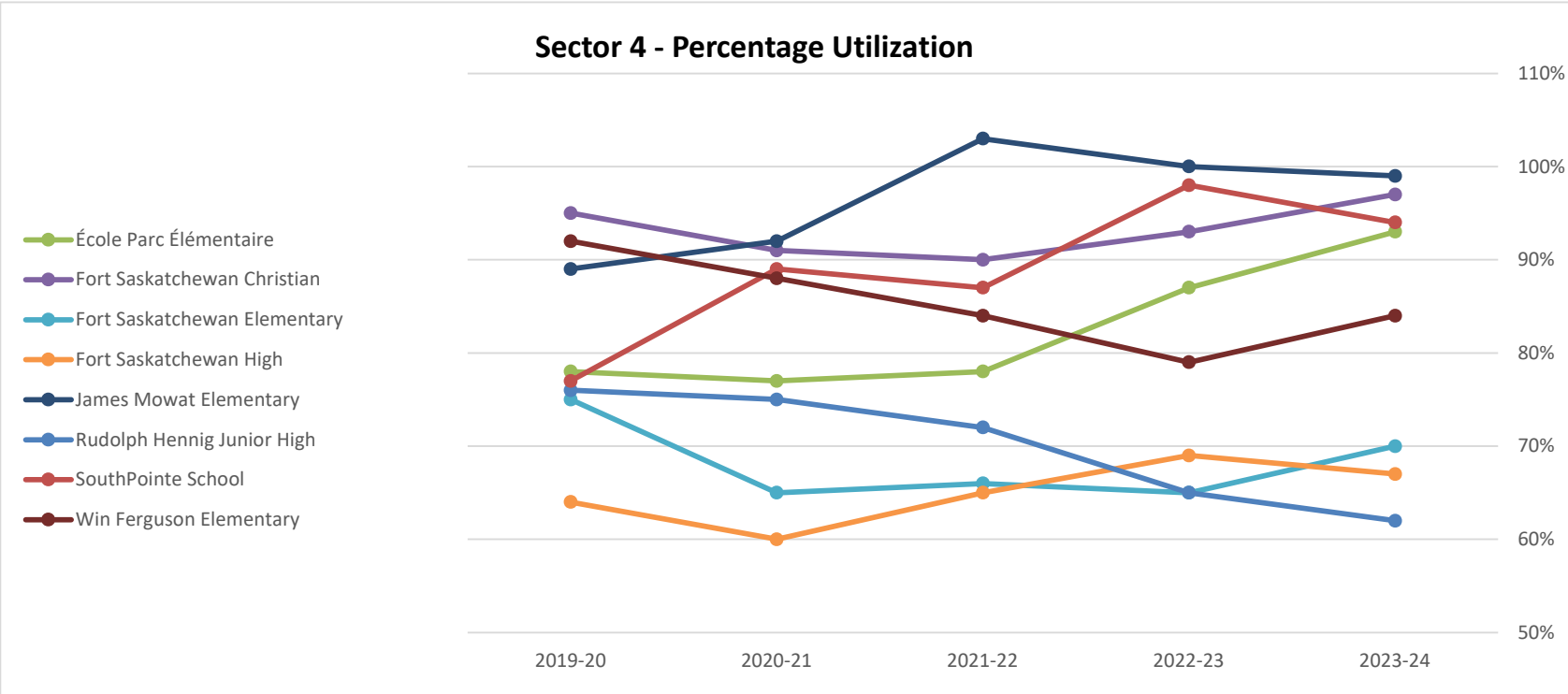
	2023-24	2022-23	2021-22	2020-21	2019-20
École Parc Élémentaire	93%	87%	78%	77%	78%
Fort Saskatchewan Christian	97%	93%	90%	91%	95%
Fort Saskatchewan Elementary	70%	65%	66%	65%	75%
Fort Saskatchewan High	67%	69%	65%	60%	64%
James Mowat Elementary	99%	100%	103%	92%	89%
Rudolph Hennig Junior High	62%	65%	72%	75%	76%
SouthPointe School	94%	98%	87%	89%	77%
Win Ferguson Elementary	84%	79%	84%	88%	92%
<b>Average</b>	<b>83%</b>	<b>82%</b>	<b>81%</b>	<b>80%</b>	<b>81%</b>

**Note:**

SouthPointe School opened in 2017-18 since opening modular classrooms were added in 2019-20 (3), 2020-21 (1), 2021-22 (4), and 2023-24 (2).

SouthPointe School opened as a K-6 school and phased in one grade per year until the school accommodated K-9.

The decrease in utilization at James Mowat Elementary from 2021-22 to 2022-23 was due to the addition of one modular from Fultonvale Elementary Junior High.



SCHOOL STATUS COMPARISON

**SECTOR 3 - FORT SASKATCHEWAN**

2023-24 Cost Per Student

	<u>Instructional</u>	<u>O &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
École Parc Élémentaire	\$ 7,282	\$ 573	\$ <b>7,855</b>	11
Fort Saskatchewan Elementary	\$ 7,317	\$ 507	\$ <b>7,824</b>	12
Fort Saskatchewan Christian	\$ 6,847	\$ 423	\$ <b>7,270</b>	18
Fort Saskatchewan High	\$ 6,842	\$ 686	\$ <b>7,528</b>	15
James Mowat Elementary	\$ 6,629	\$ 368	\$ <b>6,997</b>	22
Rudolph Hennig Junior High	\$ 6,876	\$ 608	\$ <b>7,485</b>	16
SouthPointe School	\$ 6,371	\$ 412	\$ <b>6,783</b>	25
Win Ferguson Elementary	\$ 6,754	\$ 434	\$ <b>7,188</b>	20

**Note:**

For the 2023-24 school year EIPS has separated instructional and O&M costs for Fort Saskatchewan Christian and Fort Saskatchewan Elementary. Instructional costs are tracked on a per school basis. O&M costs are tracked on a facility basis. Therefore O&M costs have been distributed using a proportional share based on their allocated area of the facility

SCHOOL STATUS COMPARISON

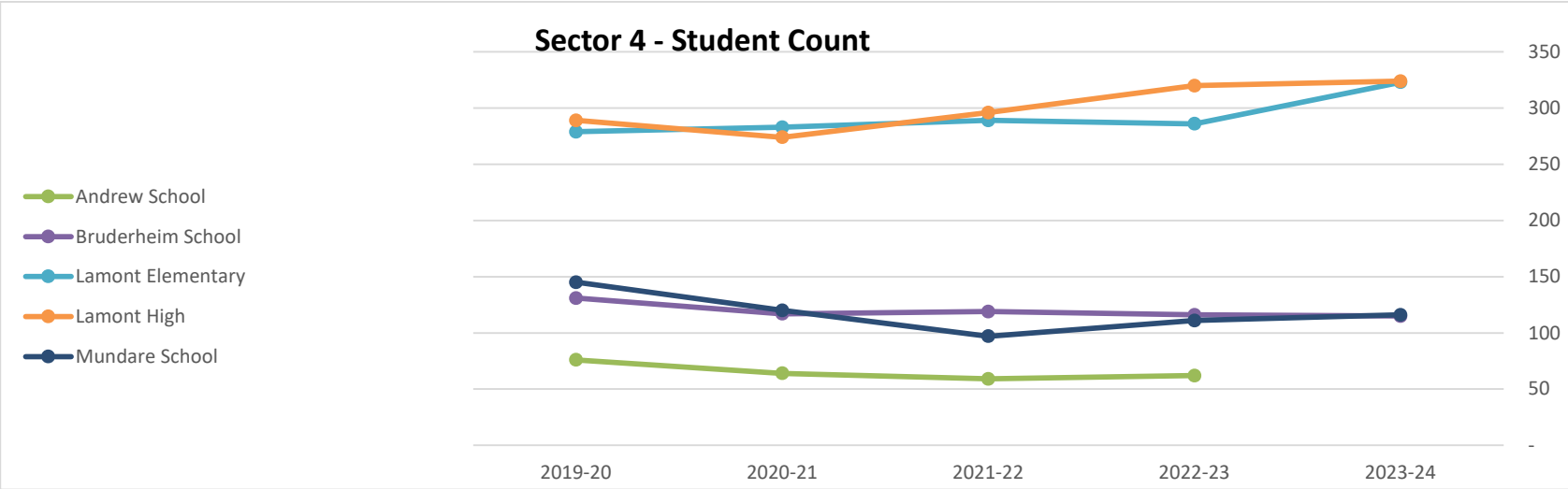
**SECTOR 4 - LAMONT COUNTY**

Student Count September 29

Trend Analysis

	2023-24	2022-23	2021-22	2020-21	2019-20	1 Year	2 Year	3 Year	4 Year
Andrew School		62	59	64	76	-100%	5%	-8%	-16%
Bruderheim School	115	116	119	117	131	-1%	-3%	2%	-11%
Lamont Elementary	323	286	289	283	279	13%	-1%	2%	1%
Lamont High	324	320	296	274	289	1%	8%	8%	-5%
Mundare School	116	111	97	120	145	5%	14%	-19%	-17%
<b>Total</b>	<b>878</b>	<b>895</b>	<b>860</b>	<b>858</b>	<b>920</b>	<b>-2%</b>	<b>2%</b>	<b>2%</b>	<b>-5%</b>

**Note:**  
 Andrew School was formally closed at the end of the 2022-23 school year. Following the closure of the high school program for the 2019-20 school year and the closure of the junior high program for the 2020-21 school year. A component of the enrolment decline in Sector 4 can be attributed to redistribution of the elementary attendance boundary following the closure of Andrew School.



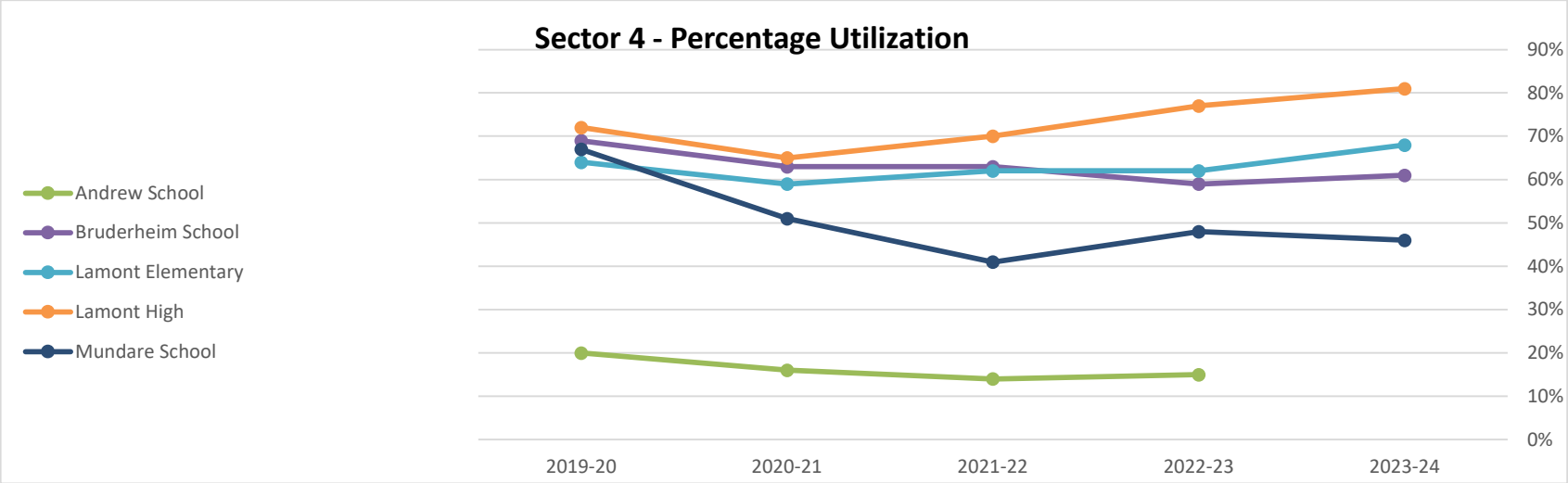
SCHOOL STATUS COMPARISON

**SECTOR 4 - LAMONT COUNTY**

Percentage Utilization

	2023-24	2022-23	2021-22	2020-21	2019-20
Andrew School		15%	14%	16%	20%
Bruderheim School	61%	59%	63%	63%	69%
Lamont Elementary	68%	62%	62%	59%	64%
Lamont High	81%	77%	70%	65%	72%
Mundare School	46%	48%	41%	51%	67%
<b>Average</b>	<b>64%</b>	<b>52%</b>	<b>50%</b>	<b>51%</b>	<b>58%</b>

**Note:**  
 Andrew School was formally closed at the end of the 2022-23 school year. Following the closure of the high school program for the 2019-20 school year and the closure of the junior high program for the 2020-21 school year. A component of the utilization increase in Sector 4 can be attributed to the closure of Andrew School, which had a low utilization rate.



SCHOOL STATUS COMPARISON

SECTOR 4 - LAMONT COUNTY

2023-24 Cost Per Student

	<u>Instructional</u>	<u>O &amp; M</u>	<u>Total</u>	<u>EIPS Rank</u>
Bruderheim School	\$ 9,977	\$ 1,039	\$ 11,016	1
Lamont Elementary	\$ 7,046	\$ 669	\$ 7,715	13
Lamont High	\$ 7,574	\$ 611	\$ 8,185	7
Mundare School	\$ 8,682	\$ 1,324	\$ 10,006	2

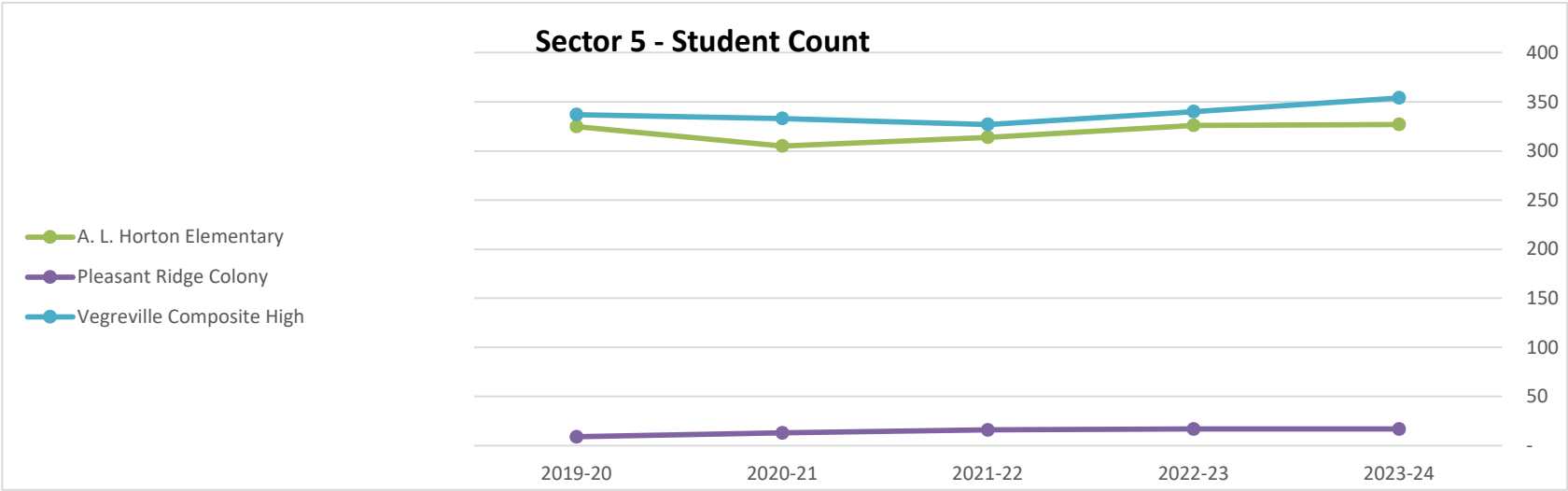
SCHOOL STATUS COMPARISON

**SECTOR 5 - COUNTY OF MINBURN**

Student Count September 29

Trend Analysis

	2023-24	2022-23	2021-22	2020-21	2019-20	1 Year	2 Year	3 Year	4 Year
A. L. Horton Elementary	327	326	314	305	325	0%	4%	3%	-6%
Pleasant Ridge Colony	17	17	16	13	9	0%	6%	23%	44%
Vegreville Composite High	354	340	327	333	337	4%	4%	-2%	-1%
<b>Total</b>	<b>698</b>	<b>683</b>	<b>657</b>	<b>651</b>	<b>671</b>	<b>2%</b>	<b>6%</b>	<b>7%</b>	<b>4%</b>

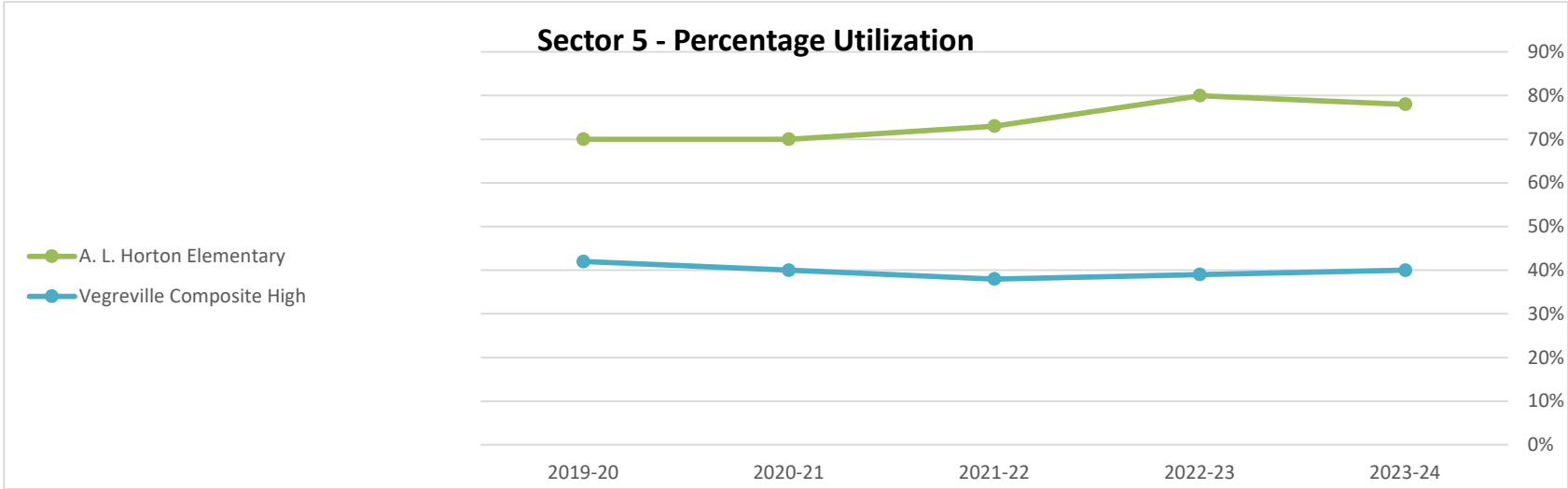


SCHOOL STATUS COMPARISON

**SECTOR 5 - COUNTY OF MINBURN**

Percentage Utilization

	2023-24	2022-23	2021-22	2020-21	2019-20
A. L. Horton Elementary	78%	80%	73%	70%	70%
Pleasant Ridge Colony	N/A	N/A	N/A	N/A	N/A
Vegreville Composite High	40%	39%	38%	40%	42%
<b>Average</b>	<b>59%</b>	<b>60%</b>	<b>56%</b>	<b>55%</b>	<b>56%</b>



2023-24 Cost Per Student

	Instructional	O & M	Total	EIPS Rank
A. L. Horton Elementary	\$ 6,764	\$ 609	\$ 7,374	17
Pleasant Ridge Colony	\$ 9,250	\$ -	\$ 9,250	4
Vegreville Composite High	\$ 6,667	\$ 1,256	\$ 7,923	10



## C3 – School-Based Grants

### C3.1 – Operations and Maintenance Grant

The Operations and Maintenance (O&M) Grant is provided to school authorities to address the jurisdiction's responsibility for the operation, maintenance, safety and security of all **school buildings**, including costs relating to the supervision of this program.

#### Allocation Formula

$$\begin{aligned} &\text{Student Allocation (WMA FTE Enrolment x Applicable Rate)} \\ &\quad + \\ &\text{School Space Allocation (Utilized \& Under-utilized Space)} \end{aligned}$$

#### Allocation Criteria

##### **Student Allocation (WMA FTE Enrolment)**

The O&M **FTE** is based on the WMA as defined in the Section C1.1. When calculating **WMA FTE enrolment** for this grant:

1. A **child** in Early Childhood Services (ECS) is counted as 0.5.
2. A **student** in Grade 1-12 is counted as 1.
3. Distance Education **students** with **primary registration** (Full-time and Part-time) are *included*.
4. Home Education and Shared Responsibility **students** are *excluded*.

Applicable funding rates for the **student** allocation are listed in **Section I**.

##### **School Space Allocation – Utilized and Under-utilized Space**

The area (in square meters) of school facilities in active use for the instruction of ECS **children/students** in Grades 1-12 is taken into account. School utilized space will be funded at the Utilized Rate and school under-utilized space will be funded at the Under-utilized Rate (approximately 70 per cent of the Utilized Rate). A school with a utilization rate of greater than or equal to 85 per cent is considered fully utilized. Both utilized and under-utilized space are funded by school for the purpose of this grant:

1. Utilization rate of less than 85 per cent:
  - a. Utilized area in square meters x Utilized Rate
  - b. Under-utilized area in square meters x Under-utilized Rate
2. Utilization rate of 85 per cent or higher:
  - a. Utilized area in square meters x Utilized Rate

Funding Manual [2023/24](#)



2024 OHS Certificate of  
Recognition (COR)  
Audit Results

# Background

A Certificate of Recognition (COR) is awarded to employers who develop health and safety programs that meet established standards.

A COR shows that the employer's health and safety management system has been evaluated by a certified auditor and meets provincial standards.

EIPS started the COR audit process in 2020, with documentation only audits for the first two years. 2024 marked the completion of a full three-year COR cycle. These audits included documentation review, interviews, and site observation tours.

EIPS is eligible to receive a minimum of 5% rebate on WCB claims costs in addition to showing commitment to health and safety and continuous improvement.

Partnerships in Injury Reduction (PIR) is a voluntary program. This is a partnership between the employer, the government of Alberta and the Alberta Workers Compensation Board to proactively reduce injury, by promoting effective health and safety practices. Audits are completed annually.

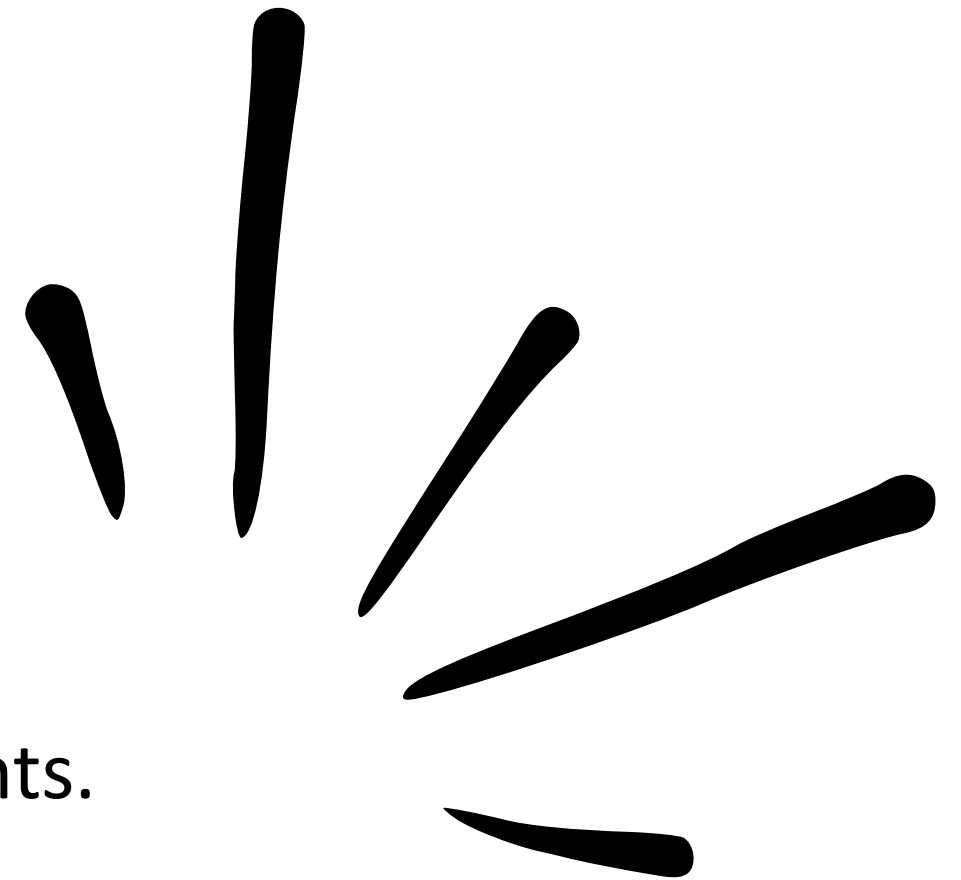
# EIPS Priorities and Goals

The COR audit aligns with the Divisions priority 2 and goal 2.

**EIPS Priority 2:** Enhance high-quality learning and working environments.

**EIPS Goal 2:** Positive learning and working environments

**EIPS Outcome:** The Division's learning and working environments are welcoming, caring, respectful, safe and foster student and staff well-being.



# Why does EIPS Participate?

Good health and safety programs reduce the costs associated with workplace injuries and enhance organizational productivity.

The Partnerships in Injury Reduction (PIR) program allows employers to collaborate with government and safety associations to develop and maintain effective OHS management systems.

Participating in PIR and earning a COR offers a roadmap for effective health and safety management and internal responsibility systems.

A robust OHS management system helps ensure regulatory compliance, lower injury costs, and improve staff well-being while promoting OHS awareness in the workplace.

It is a means of demonstrating that EIPS has an OHS program that meets a best practice standards and is committed health and safety and continuous improvement.

# 2024 Results

91%

A result of 80% is required in year 1 (certification audit year).

A result of 60% is required in year 2 & 3 (maintenance audit years).

Results are based off the ten elements of the Occupational Health and Safety Management System (OHSMS), site interviews, and site observation tours.

This assists EIPS to identify gaps in the OHSMS and to create an action plan for the corrective items.

---

## OHSMS Elements

**1. Management Leadership and Organizational Commitment**

**2. Hazard Assessment**

**3. Hazard Control**

**4. Joint Health and Safety Committee (HSC)**

**5. Qualifications, Orientation, and Training**

**6. Other Parties at the Work Site**

**7. Inspections**

**8. Emergency Response**

**9. Incident investigation**

**10. System Administration**

---

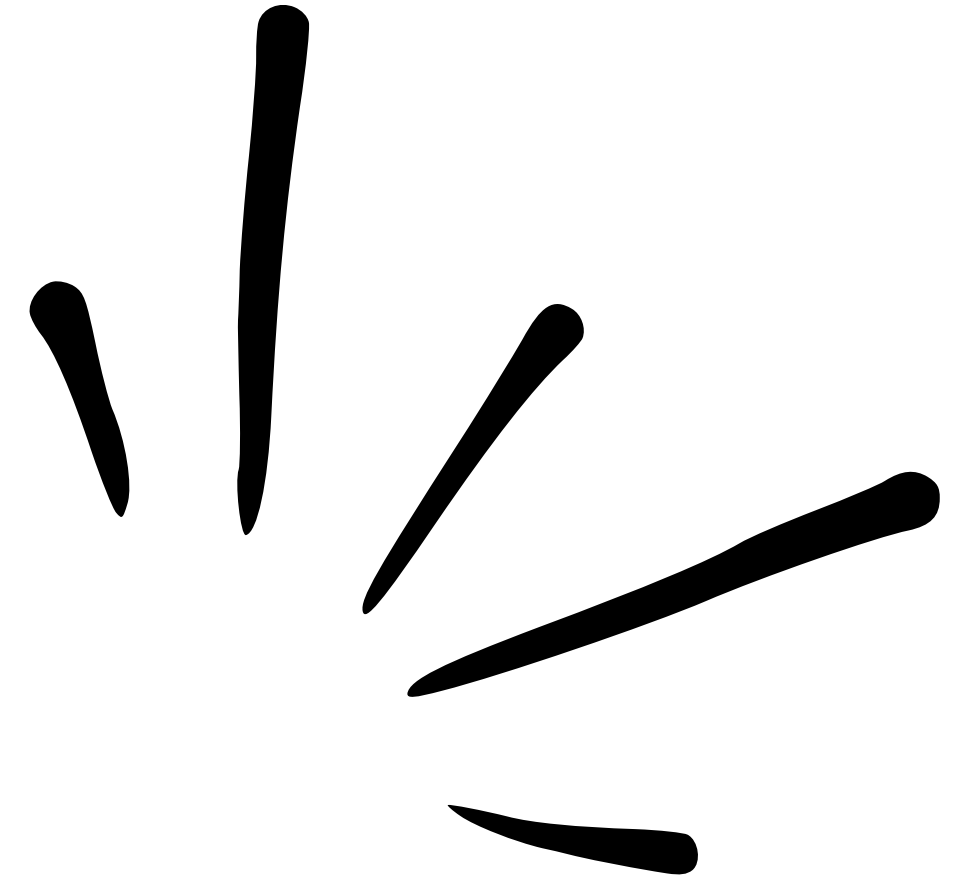
# Site Visit Highlights

Strong policies and procedures and use of online resources.

Positive acceptance of resources and integration of health and safety in the workplace.

Emergency plans, first aid kits, security measures in place.

Great role models in the schools! Positive comments on the strength of the administration and staff in our schools.



# Strengths

**Clear and specific responsibilities detailed for each level within EIPS.**

**Effectively initiated online platforms to assist in the practical application of health and safety practices.**

**Many employees actively engaged and supportive of controls in the workplace.**

**OHS Representatives established at each site to ensure communication and feedback is available to all staff members.**

**Inclusive and detailed process to ensure staff know their OHS rights and responsibilities.  
(OTAGS / OHS Division Orientation)**

**Visitor sign in app implementation demonstrates an effective development of health and safety for employees and visitors.**



# Continued...

Consistent in-house training, communication, and education to ensure employees have the knowledge and awareness to perform their tasks.

Documentation provided to schools to ensure consistency in the format for ERP communication and activities.

Online access to the incident reporting and investigation documents supports efficient and timely completion of incidents which have been reported.

EIPS maintains a diligent and comprehensive action plan ensuring health and safety - maintained priority.

# Suggestions for Improvements

**More awareness for importance of reporting (near miss, hazards, incidents).**

**Emergency response improvement, including for Shelter in Place for air quality and overall completion of drill evaluations.**

**Increased knowledge, awareness and participation in the job hazard assessment process.**

**Improve involvement of workers in the incident investigation process.  
Improvement of identifying root cause and correctible action.**

**Improve communication of COR audit results.**

# Action Plan

**Creating awareness for reporting all incidents through safety moments, leadership training, OHS orientations, WWU, and safety bulletins.**

**Emergency response improvement through onsite training, while working with external stakeholders (fire departments, community emergency management teams)**

**Awareness for the job hazard assessments through training on Hour-Zero. Review JHA with committees and employees for accuracy.**

**Improvement of the incident investigation process through leadership training, resources are available on the Intranet, and one-on-one coaching.**

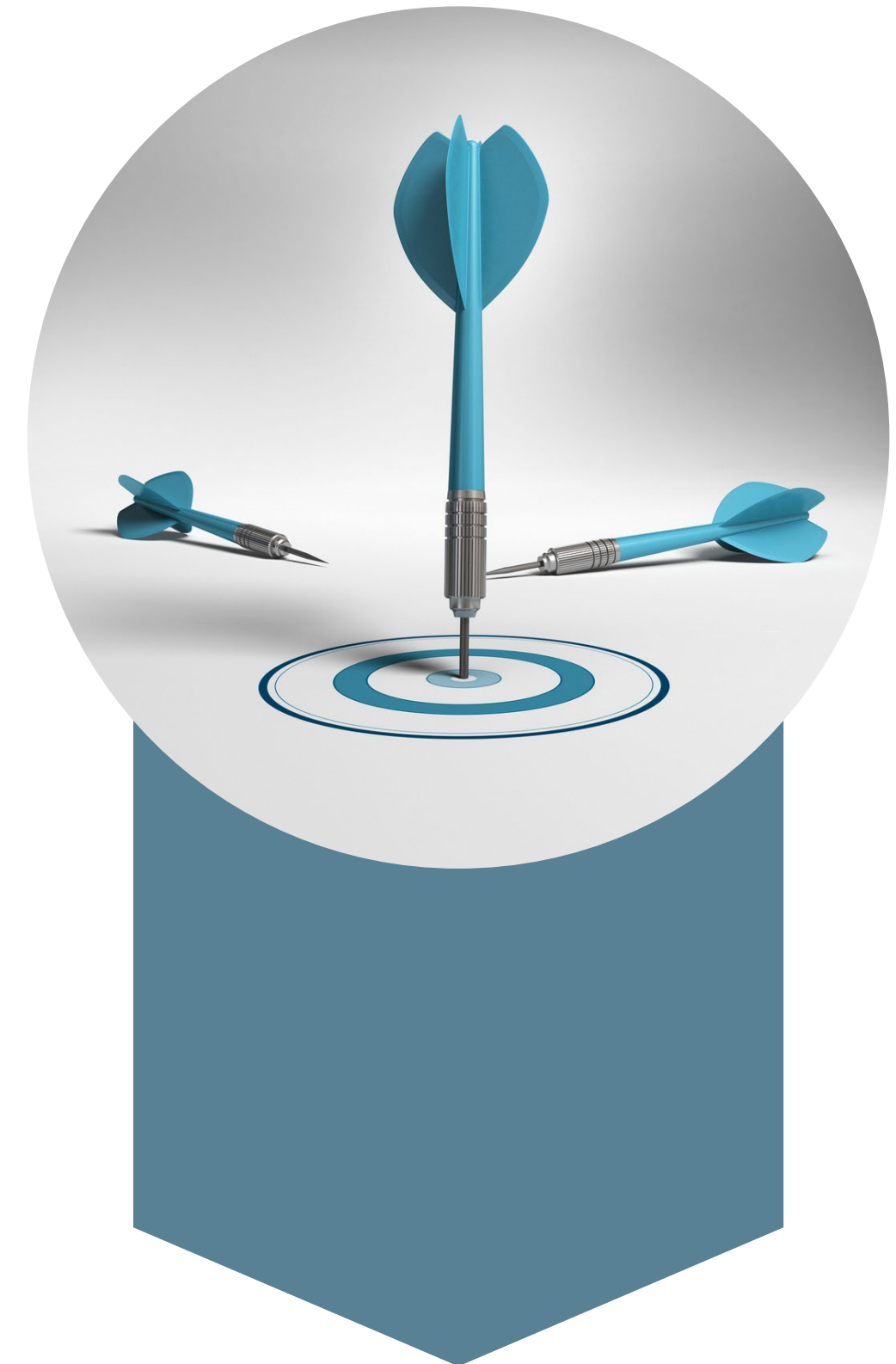
**Improve communication of COR audit results by utilizing the WWU, safety moments, and email. COR Audit reports are available for all EIPS staff to view on the Intranet.**

# Conclusion

“Elk Island Public Schools is to be commended for its strong commitment by administration to support the OHS department in continually maintaining and communicating health and safety importance of this component as part of the day-to-day operation within the schools.”

Action items have been identified and added to the EIPS Division OHS Plan for implementation of the suggestions for improvement.

The next certification audit is currently taking place for 2025.





# INFORMATION REPORT

**DATE:** Jan. 23, 2025

**TO:** Board of Trustees

**FROM:** Lisa Weder, Director, Student Transportation Services

**SUBJECT:** School Transportation Eligibility Requirement Change

**ORIGINATOR:** Lisa Weder, Director, Student Transportation Services

**RESOURCE STAFF:** Lisa Weder, Director, Student Transportation Services

**REFERENCE:** Board Policy 17: Student Transportation Services

**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.

---

**ISSUE:**

**Alberta Education amendment to the current distance eligibility funding criteria of 1.0 kilometres for kindergarten to Grade 6 students to 1.6 kilometres effective September 1, 2025.**

**BACKGROUND:**

In March 2023, Alberta's government amended the Student Transportation Regulation to reduce distance eligibility from 2.4 kilometres to 1.0 kilometres for Grades 1 to 6 students and 2.0 kilometres for Grades 7 to 12 students. This revision was part of a broader initiative to enhance transportation accessibility for younger students, addressing feedback on the challenges posed by the previous distance criteria.

School authorities, including Elk Island Public Schools (EIPS), proactively aligned with the new criteria by planning adjustments to accommodate families who would benefit from improved access to transportation services. This alignment involved financial investments and operational restructuring to ensure compliance with the proposed regulation.

**CURRENT SITUATION OR KEY POINTS:**

In response to feedback from school authorities regarding resource and capacity challenges, Alberta's government has revised the 1.0 distance eligibility for kindergarten to Grade 6 students to 1.6 kilometres, effective September 1, 2025. The criteria for grades 7 to 12 students remains unchanged at 2.0 kilometres. To mitigate transitional difficulties, Alberta Education has committed to providing one-year transition funding during the 2025-26 school year for school authorities maintaining the 1.0 kilometre criteria. A critical point of clarity is that until such time as the [Student Transportation regulation 96/2019](#) is changed from 2.4 kilometres to



# INFORMATION REPORT

align with the revised distance eligibility funding criteria, school authorities can only access funding for those students that are riding a bus rather than all students that meet the eligibility criteria whether they ride or not.

## Key Concerns:

1. **Impact on Families:** Over 686 students within EIPS will be affected by the 1.0-kilometre distance criteria change effective the 2026-27 school year.
2. **Financial Implications:** The amendment is projected to result in a funding shortfall exceeding \$415,000 for EIPS. This deficit may lead to reductions in transportation services or increased fees for families. Even a substantial increase in fees will not recoup the loss of funding.
3. **Service Disruptions:** If we choose to no longer provide transportation service to students who do not meet the distance eligibility criteria, this will pose significant challenges for families who rely on transportation services for access to education.
4. **Trust and Policy Consistency:** The initial reduction to 1.0 kilometres was a commitment to improving accessibility. The revision to 1.6 kilometres undermines this trust and raises concerns about the government's commitment to its policy objectives.

The amendment to the distance eligibility criteria for grades 1 to 6 students has significant implications for families and EIPS Student Transportation services. A significant reduction in funding to EIPS, the inability to sustain the current service level, and a significant increase to transportation fees for parents may all be a result of this change. Transition funding for the 2025-26 school year will provide temporary relief but this change will need to be addressed for the upcoming year.