DATE:	December 9, 2016
TO:	Board of Trustees
FROM:	Mark Liguori, Superintendent
SUBJECT:	Report on Ministik School
ORIGINATOR:	Mark Liguori, Superintendent, Education Executive
RESOURCE STAFF:	Dennis Dykau, Corporate Secretary, Education Executive Candace Cole, Treasurer, Business Services Lynn Jones, Managing Director, Human Resources Eileen Zimmerman, Associate Superintendent, Supports for Students Calvin Wait, Director, Facility Services Lisa Weder, Director, Student Transportation Doris Paquette, Educational Planner, Education Executive Karen Baranec, Communications Networking Specialist, Communications
REFERENCE:	Policy 15, Program Reduction and School Closure

ISSUE

On November 24, 2016 the following motion was made and carried at the Board Meeting: *"That the administration prepare an information report regarding the possible closure of Ministik School and provide it to trustees before the next Board meeting."*

BACKGROUND

A package of materials has been prepared by administration for the Board. The report includes the following sections regarding Ministik School:

- Background
- Class Configurations and Programming Highlights
- Attendance Boundary Demographics, Trends, and Student Enrolment Projections
- Accountability Pillar Overall Summary
- Building Information
- Overview of School Financial Information
- Cost per Student Analysis
- Staffing
- Student Transportation Information
- Highway 14 Traffic

Appendices

- Lead in the water analysis
- October Mould Report
- August Mould Report
- Fall 2016-17 Budget Report – working copy
- Bus Route Maps

CURRENT SITUATION / KEY POINT(S)

The report contains the most current information related to Ministik School on the areas identified.

ATTACHMENT(S)

Report for Information – Ministik School

Elk Island Public Schools

Your Future in MIND

REPORT FOR INFORMATION
MINISTIK SCHOOL

1. MINISTIK SCHOOL BACKGROUND

Ministik School is the designated elementary school for Elk Island Public Schools' (EIPS) students living south of Twp. Rd. 514 and east of Range Road 223 within Strathcona County. The school is located at 21246 Highway 14.

The Ministik School District was established on April 13, 1908. In 1950 the Government of Alberta started a program of consolidation of schools. Due to its central location in the southeast part of the school division, Ministik was chosen as the site for a new facility which consolidated schools from South Cooking Lake, North Cooking Lake, Deville, and Hastings Lake.

On April 9, 1951 approval was given for a new site and the current building opened in 1951 as a grade one to 9 school with 124 students and four professional staff. The first kindergarten class was taught in 1985. In 1986 two portables were added and in 1993 a new gymnasium opened. Another portable was added in 1994. In 1998 Strathcona County shut down the Ministik playground due to it being unsafe.

In 2008 Ministik School celebrated its 100th anniversary and a new playground grand opening. The event included greetings from MLA Dave Quest, Board Chair Bonnie Riddell, and Superintendent Egbert Stang.

The current building is 65 years old and when the age of the portables is included, the average age of the building is 47 years.

Principal: *Bill Suter*

21246 Highway 14, Sherwood Park T8A 0R1

780.662.2478

www.ministikschool.ca

School Mission Statement
Our school mission is to prepare our students to be independent, creative and cooperative members of society.

School Vision Statement
Our vision for our students is that they understand how they learn and that they apply that knowledge to enrich their lives while growing their intellect.

School Motto
From deep roots to free flight.

2. Ministik School Class Configurations and Programming Highlights

Ministik School has six classes of students from ECS to grade 6. 127 students attend the school.

One ECS class – 12 students
One Grade one class – 20 students
One Grade two class – 21 students
One Grades three and four class – 25 students (17 are in grade three and eight are in grade four)
One Grades four and five class – 27 students (16 are in grade four and 11 are in grade five)
One Grade six class – 22 students

Regular programming is provided to all students by a professional and caring staff. All special needs are addressed by regular classroom teachers and support staff who are in turn supported by our school counsellor and school administration. All students in Grades 2 – 6 have a ChromeBook assigned to them for their personal use. There are fifty iPads available for use by students in all grades. Technology is a very important tool which is very meaningfully used in assisting students to achieve their best.

Ministik School parents are very involved in the education of their children. The School Council and Parent Association work with school administration to provide input into decision making and providing support to teaching and learning as well as the overall educational experience that their children receive.

3. Ministik School attendance boundary Demographics, Trends, & Student Enrolment Projections

Table 1: Ministik Student Enrolment & Utilization Rates[1]

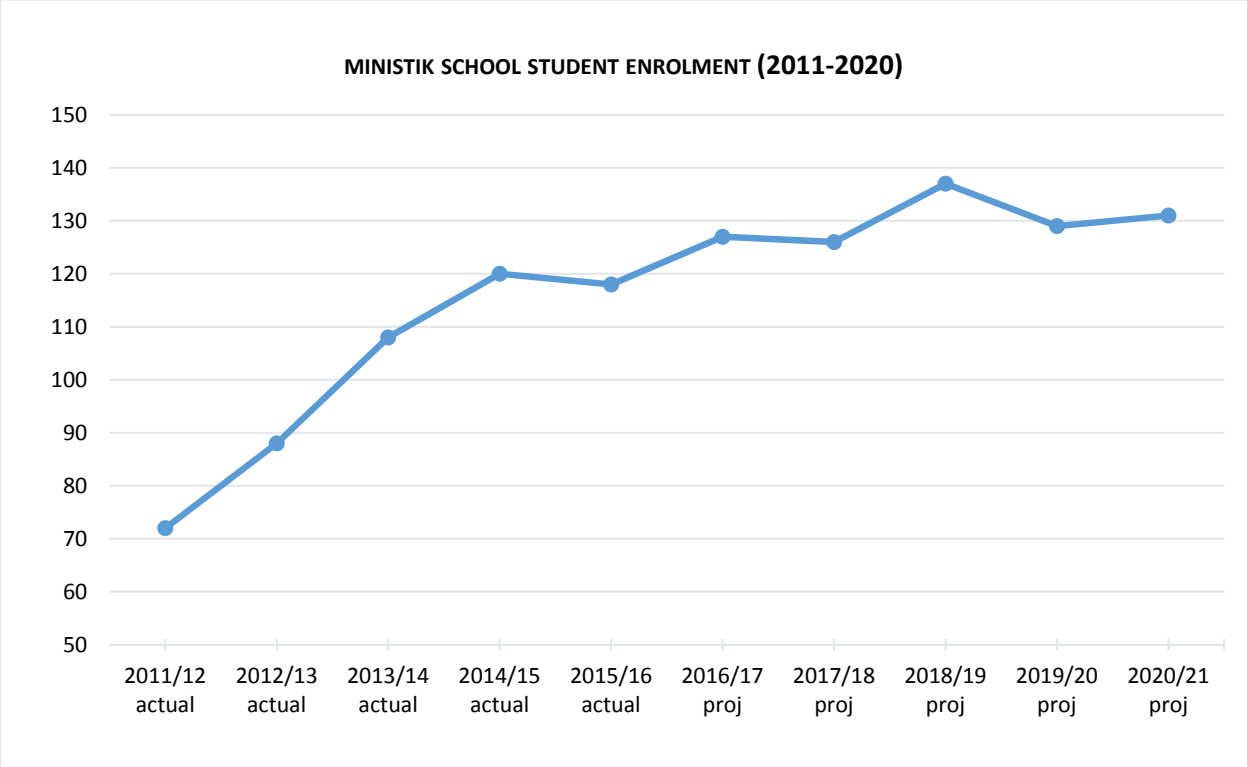
Ministik School (Capacity = 139)	Enrolment (Head Count)	Utilization
2011/2012 actuals	72	54% *
2012/2013 actuals	88	65% *
2013/2014 actuals	108	78% *
2014/2015 actuals	120	88%
2015/2016 actuals	118	85%
2016/2017 projections	127	85%
2017/2018 projections	126	85%
2018/2019 projections	137	91%
2019/2020 projections	129	88%
2020/2021 projections	131	88%

*Restated using 2014/2015 instructional capacity (139) as a base. Alberta Infrastructure revised the formula to included instructional area only, effective 2014/2015.

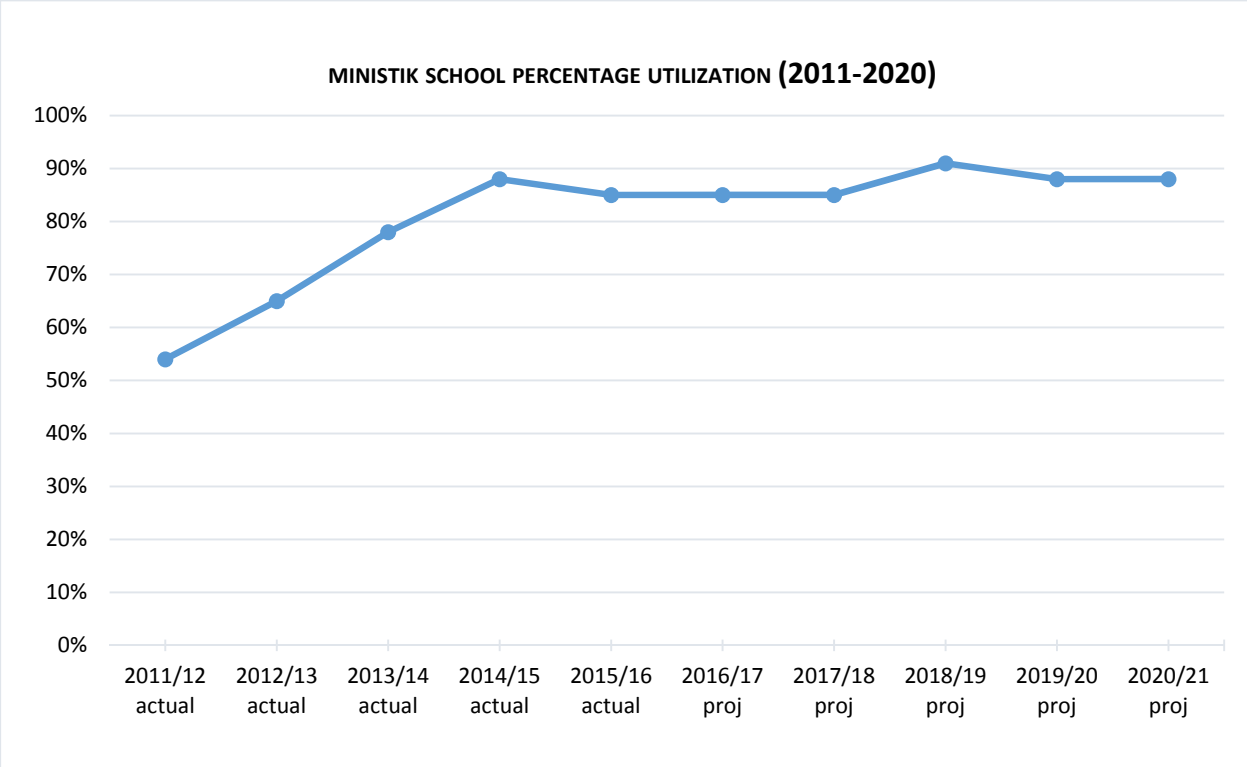
- Any system program students have been excluded from the total enrolment figures.
- In calculating utilization rates, ECS children account for an FTE of 0.5.

[1] From "Demographic Dynamics 2015/2016", Baragar Enterprise, 2015,

MINISTIK SCHOOL PAST & PROJECTED STUDENT ENROLMENT



MINISTIK SCHOOL PAST & PROJECTED UTILIZATION RATES



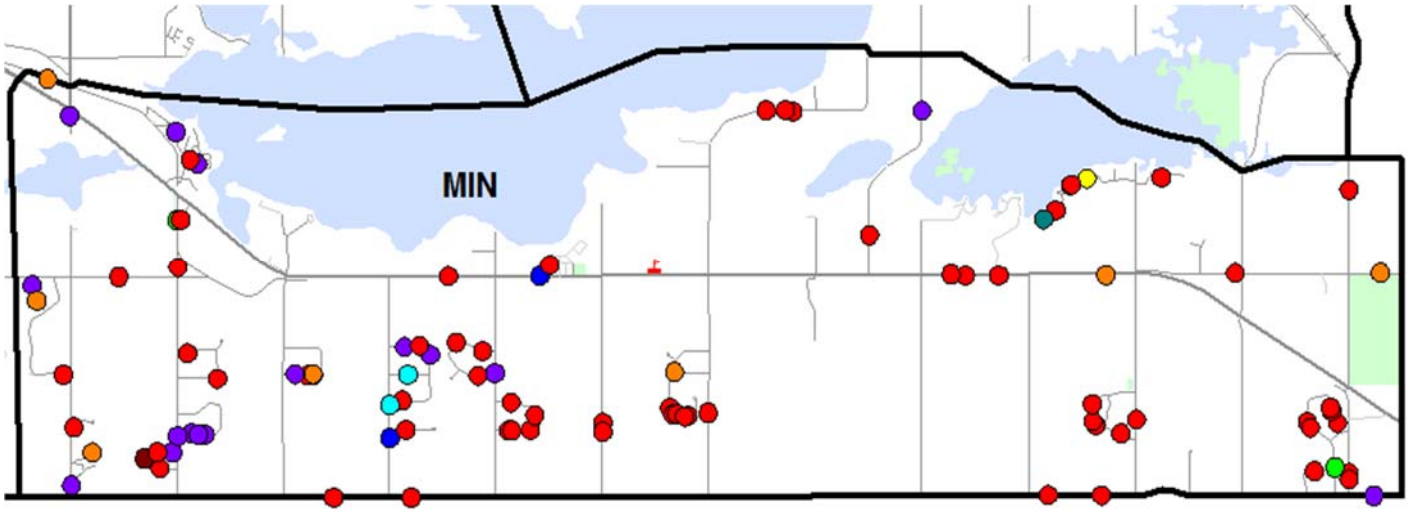
WHO ATTENDS MINISTIK SCHOOL (2015/2016)[2]

CHILDREN LIVING IN THE MINISTIK SCHOOL BOUNDARY AREA			IN-BOUNDARY CHILDREN ENROLLED AT MINISTIK SCHOOL		OUT-OF-BOUNDARY CHILDREN ENROLLED AT MINISTIK SCHOOL		
AGE	NUMBER	GRADE	TOTAL	% *	WITHIN THE DIVISION	FROM ANOTHER DIVISION	TOTAL
1	18	N/A	-	-	-	-	-
2	33	N/A	-	-	-	-	-
3	25	N/A	-	-	-	-	-
4	26	PK	-	-	-	-	-
5	27	K	18	67%	-	-	-
6	27	1	18	67%	-	4	4
7	38	2	14	37%	1	1	2
8	31	3	18	58%	1	2	3
9	34	4	10	29%	1	1	2
10	45	5	15	33%	1	5	6
11	34	6	7	21%	-	1	1
12	36	7	-	-	-	-	-
13	35	8	-	-	-	-	-
14	36	9	-	-	-	-	-
15	29	10	-	-	-	-	-
16	47	11	-	-	-	-	-
17	32	12	-	-	-	-	-
TOTAL/AVERAGE	**553**	**-**	**100**	**45**	**4**	**14**	**18**

*Percentage of children living in the Ministik School attendance area who attend Ministik School. Remaining percentage either attend a different EIPS school or attend a non-EIPS school (e.g., Elk Island Catholic Schools, Edmonton Public Schools, New Horizons Charter School, etc.)

[2] From "Demographic Dynamics 2015/2016", Baragar Enterprise, 2015.

WHERE MINISTIK SCHOOL BOUNDARY STUDENTS ATTEND (2015/2016 K-6)

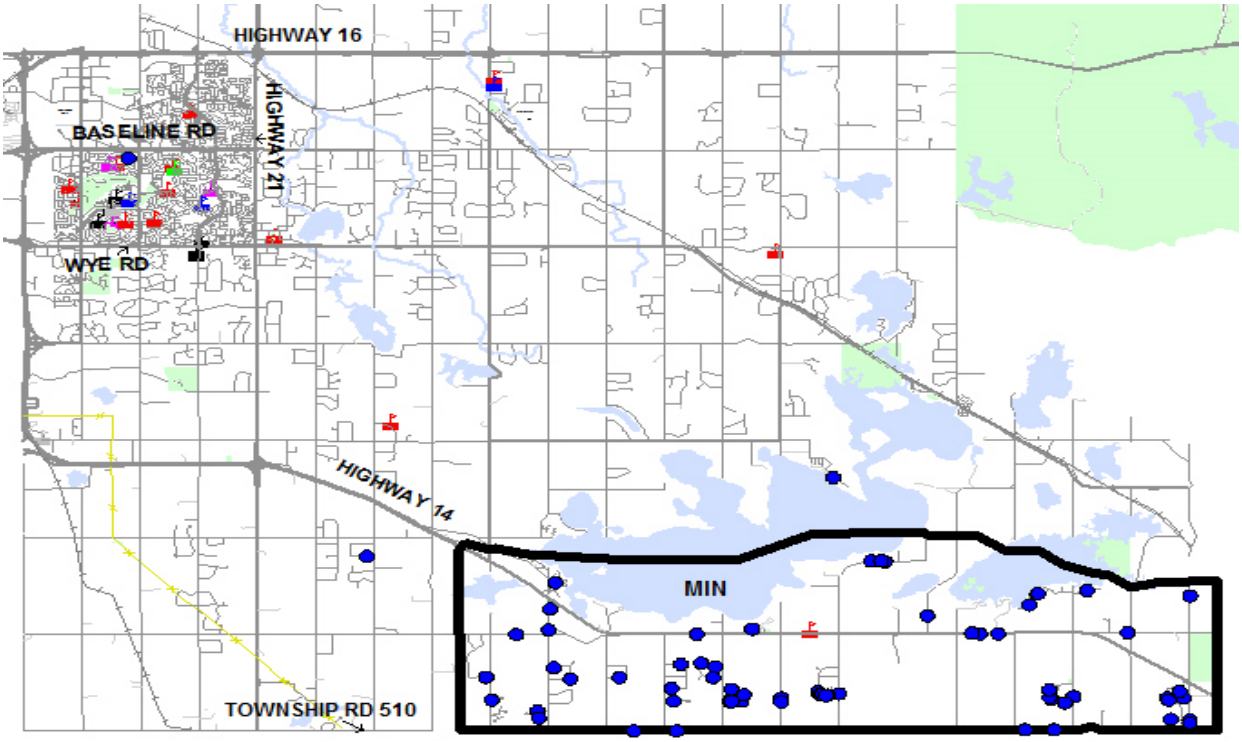


WHERE MINISTIK SCHOOL BOUNDARY STUDENTS ATTEND (2015/2016 K-6)[3]

LEGEND	
École Campbelltown	3
École Élémentaire Ardrossan	3
Fultonvale Elementary Junior High	17
Mills Haven Elementary	2
Ministik School	100
Next Step Home Education	1
Strathcona Christian Academy Elementary	13
Wes Hosford Elementary	1
Westboro Elementary	1
Woodbridge Farms Elementary	1
Total	**142**

[3] From "GeoSchool 2015/2016", Baragar Enterprise, 2015.

MINISTIK SCHOOL K-6 ATTENDANCE BASED ON STUDENT RESIDENCY (2015/2016)



● Ministik (total 118)

In-Boundary Attendance

- 100 from the Ministik School area

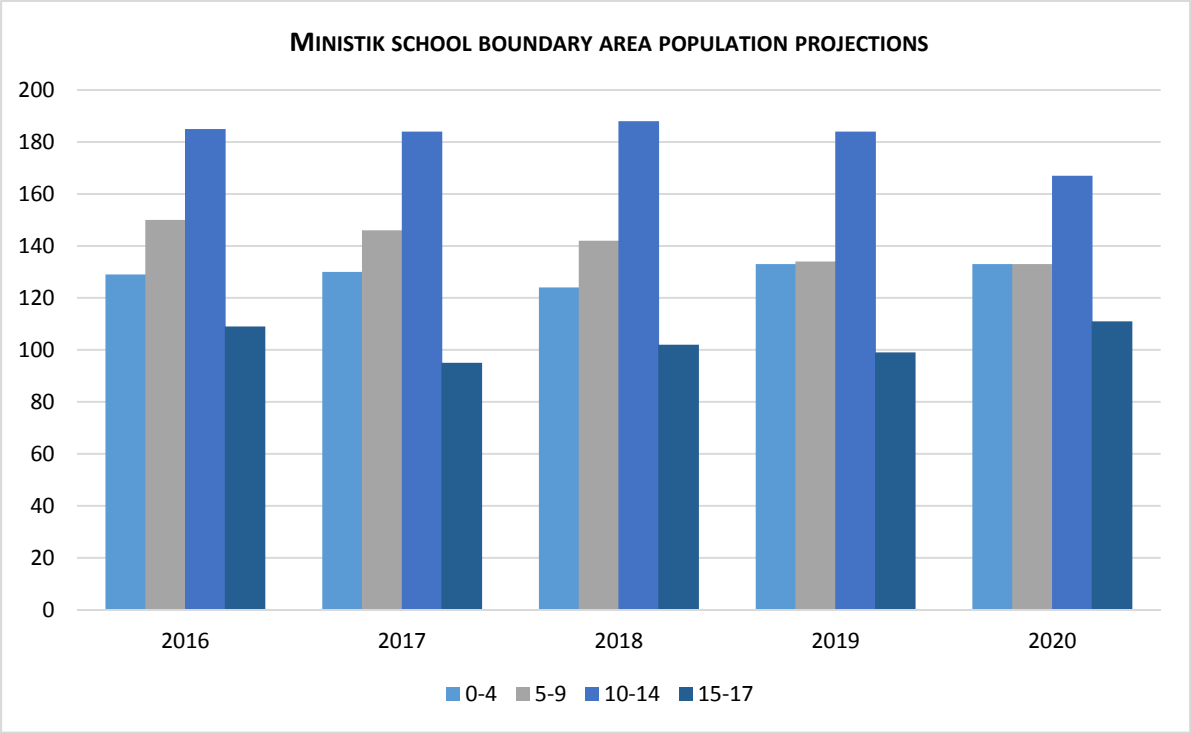
Out-of-Boundary Attendance

- 2 from the Fultonvale Elementary Junior High area
- 1 from the Uncas Elementary area
- 1 from the Mills Haven Elementary area

Out-of-Division Attendance

- 8 from Tofield
- 1 from Kingman
- 1 from Leduc
- 4 from Edmonton

MINISTIK SCHOOL BOUNDARY POPULATION PROJECTIONS BY AGE GROUP[4] [5]



All students residing in the Ministik School attendance area are designated to attend Fultonvale Elementary Junior High for junior high school (grades 7-9).

[4] From "Demographic Dynamics 2015/2016", Baragar Enterprise, 2015.
[5] From "Strathcona County Census 2015", Strathcona County, 2015. Retrieved from http://www.strathcona.ca/departments/legislative-legal-services/census/

4. Accountability Pillar Overall Summary
Annual Education Results Reports - Oct 2016
School: 3318 Ministik School

Measure Category	Measure Category Evaluation	Measure	Ministik School			Alberta			Measure Evaluation		
			Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Excellent	Safe and Caring	**91.4**	90.0	88.3	**89.5**	89.2	89.1	Very High	Maintained	Excellent
Student Learning Opportunities	n/a	Program of Studies	**89.3**	92.0	93.3	**81.9**	81.3	81.4	Very High	Maintained	Excellent
		Education Quality	**95.2**	97.0	94.5	**90.1**	89.5	89.5	Very High	Maintained	Excellent
		Drop Out Rate	**n/a**	n/a	n/a	**3.2**	3.5	3.5	n/a	n/a	n/a
		High School Completion Rate (3 yr)	**n/a**	n/a	n/a	**76.5**	76.5	75.5	n/a	n/a	n/a
Student Learning Achievement (Grades K-9)	Excellent	PAT: Acceptable	**84.4**	91.2	70.9	**73.6**	72.9	73.4	High	Maintained	Good
		PAT: Excellence	**31.3**	30.9	23.4	**19.4**	18.8	18.6	Very High	Maintained	Excellent
Student Learning Achievement (Grades 10-12)	n/a	Diploma: Acceptable	**n/a**	n/a	n/a	**85.0**	85.2	85.1	n/a	n/a	n/a
		Diploma: Excellence	**n/a**	n/a	n/a	**21.0**	21.0	20.5	n/a	n/a	n/a
		Diploma Exam Participation Rate (4+ Exams)	**n/a**	n/a	n/a	**54.6**	54.4	53.5	n/a	n/a	n/a
		Rutherford Scholarship Eligibility Rate	**n/a**	n/a	n/a	**60.8**	n/a	n/a	n/a	n/a	n/a
Preparation for Lifelong Learning, World of Work, Citizenship	n/a	Transition Rate (6 yr)	**n/a**	n/a	n/a	**59.4**	59.7	59.3	n/a	n/a	n/a
		Work Preparation	**95.0**	97.2	90.6	**82.6**	82.0	81.1	Very High	Maintained	Excellent
		Citizenship	**93.3**	91.4	86.9	**83.9**	83.5	83.4	Very High	Improved	Excellent
Parental Involvement	Excellent	Parental Involvement	**87.0**	92.0	96.1	**80.9**	80.7	80.5	Very High	Maintained	Excellent
Continuous Improvement	Excellent	School Improvement	**89.0**	83.1	88.2	**81.2**	79.6	80.0	Very High	Maintained	Excellent

Notes:
1. Results have been adjusted to reflect the change from previous data source systems to Provincial Approach to Student Information (PASI).
2. Due to the change from previous data source systems to Provincial Approach to Student Information (PASI), historical Rutherford Scholarship Eligibility Rate results are not available.
3. Aggregated PAT results are based upon a weighted average of percent meeting standards (Acceptable, Excellence). The weights are the number of students enrolled in each course. Courses included: English Language Arts (Grades 6, 9, 9 KAE), Français (Grades 6, 9), French Language Arts (Grades 6, 9), Mathematics (6, 9, 9 KAE), Science (Grades 6, 9, 9 KAE), Social Studies (Grades 6, 9, 9 KAE).
4. Aggregated Diploma results are a weighted average of percent meeting standards (Acceptable, Excellence) on Diploma Examinations. The weights are the number of students writing the Diploma Examination for each course. Courses included: English Language Arts 30-1, English Language Arts 30-2, French Language Arts 30-1, Français 30-1, Chemistry 30, Physics 30, Biology 30, Science 30, Social Studies 30-1, Social Studies 30-2.
5. Overall evaluations can only be calculated if both improvement and achievement evaluations are available.
6. Results for the ACOL measures are available in the detailed report: see "ACOL Measures" in the Table of Contents.
7. Participation in Provincial Achievement Tests was impacted by the flooding in June 2013 (Grade 9 only) and by the fires in May to June 2016. Caution should be used when interpreting trends over time for the province and those school authorities affected by these events.
8. Participation in Diploma Examinations was impacted by the flooding in June 2013 and by the fires in May to June 2016. Caution should be used when interpreting trends over time for the province and those school authorities affected by these events.
9. Survey results for the province and school authorities were impacted by the changes in the number of students responding to the survey through the introduction of the OurSCHOOL/TTFM (Tell Them From Me) survey in 2014.
10. Data values have been suppressed where the number of respondents/students is fewer than 6. Suppression is marked with an asterisk (*).

5. MINISTIK SCHOOL BUILDING

Ministik School was originally built in 1951 as a single story school of 551.2 m^2. In 1952, due to the increase in enrolment, an additional 139 m^2 was added. Further additions include:

- the installation of two portables in 1986, originally built in 1975;
- a hallway from the main building to the portables in 1987;
- an addition of 251.2 m^2 in 1993;
- another portable in 1994—this portable was relocated from Westboro Elementary and was originally built in 1975; and
- another portable in 2000 originally built in the 1970s, which is currently being used as the library—this ATCO portable was a donation to the school.

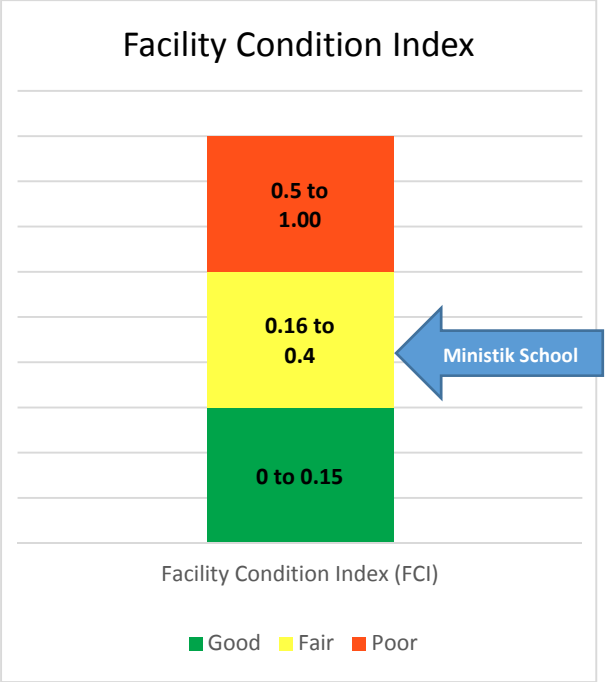
As of the 2015/2016 school year, the total building area is 1,245.98 m^2, with 483.43 m^2 identified as instructional area. As per Alberta Infrastructure new capacity formula set in 2014/2015, the official student capacity of Ministik School is 139 students. Based on current market value and Alberta Infrastructure's year-end assessment, the current replacement cost of Ministik School as of April 1, 2016 is $3,508,891 (inclusive of portables). There are four portables in total attached to Ministik School. Two of the portables have a replacement value of $330,391 each, while the other two larger portables (91 m^2 each) have a replacement value of $376,328 each.

The **Facility Condition Index (FCI)** is an industry-standard index that measures the relative condition of a facility by considering the costs of deferred maintenance and repairs as well as the value of the facility within a five-year window. The last assessment and audit on the building took place in January 2011. Typically, Alberta Infrastructure audits government facilities on a five-year cycle.

$$\text{FCI} = \frac{\text{Five-year Requirement Cost}}{\text{Building Replacement Cost}}$$

Five-year Facility Condition Index

- The FCI is a metric that allows us to compare buildings of different size/age/location.
- The five-year window includes requirements that are deferred in the current fiscal year plus the next four fiscal years (current year + 4 years = 5)
- The FCI includes replacements and repairs, but improvements and studies are excluded.
- As of Alberta Infrastructure's year-end, April 1, 2016, the FCI of Ministik School was 0.19 meaning the building is in fair condition.



In the 2015/2016 school year during the annual testing for lead in drinking water, three drinking fountain locations at Ministik School were found to be consistently over the maximum allowable concentration of lead as set by Health Canada despite the replacement of fountain plumbing components. This occurred on the first use of the day after the water had sat overnight. Retesting showed that levels became acceptable after 30 seconds of flushing at the beginning of the day. A daily flushing protocol has since been implemented at all drinking locations at the school. During this time, all schools were tested and several other schools had plumbing components replaced while two other schools have currently adopted the daily flushing protocol (see Appendix A: Lead Report).

Another area of concern identified by Facility Services staff was mould in a portable classroom. On August 25, 2016, a visual inspection of the interior and exterior of portable FS 109 was undertaken by an independent consultant. Water damage and mould was identified in some of the classroom building structure indicating that further remedial action was necessary. The areas of concerns have been contained while Facility Services examines options for remediation. Air sampling on August 25, 2016 indicated that levels of indoor mould were currently within the Health Canada Guidelines and there is no immediate need to remove occupants. In the interim, periodic air monitoring will continue to ensure the air quality meets all appropriate guidelines. EIPS has informed all staff, parents, and Alberta Health Services of the test results and actions taken to date and will continue to keep all parties informed of future test results (see Appendix B and C: Mould Assessment Report).

EIPS values the sharing of our school buildings with community members. Each community and local user groups have the opportunity to rent a school gymnasium for community events. Since 2010, there have been a total of three community bookings at Ministik School, including the 2010 Municipal elections. The Ministik Youth Group has primarily chosen to book its functions at Fultonvale Elementary Junior High.

6. Overview of Ministik School Financial information

The total allocation to Ministik School for 2016/2017 is $1,208,974 which includes an Inclusive Learning allocation of $204,746. The balance for school generated funds in 2015/16 was $4,497 and in 2014/15, the balance was $6,972.

For the years 2013/14 to 2016/17, Ministik School meets the definition of a small school as defined by Alberta Education. This is because its FTE funded enrolment is less than 150. Ministik School does not meet Alberta Education's definition of a small school by necessity (SSBN) because there are schools (both Uncas and/or Fultonvale) that are less than 25 kilometers from Ministik and they have a building capacity that could accommodate Ministik students (see Appendix D: Budget Report).

7. Ministik School Cost-per-student Analysis

Ministik School Cost per student

YEAR	COST RANKING	INSTRUCTIONAL	PLANT OPERATION & MAINTENANCE	TOTAL COST PER STUDENT
2012/2013	3	$840,357	$85,393	$10,520
2013/2014	3	$959,804	$109,602	$9,902
2014/2015	5	$1,029,468	$96,749 *	$9,385
Three-year average	**4**	**$943,210**	**$97,498**	**$9,936**

*New natural gas contract resulted in overall cost saving (for multiple schools in the Division)

- Instructional: Total cost incurred by the school for a fiscal year, excluding special education funding, capital, plant operations and maintenance, and school generated funds.
- Plant Operations & Maintenance (PO&M): Includes custodial, electricity, gas, water, garbage disposal, and maintenance for all schools.
- All data was part of the School Status Reports 2012/2013-2014/2015.

There have been no Infrastructure Maintenance Renewal (IMR) funds allocated to Ministik School since 2009/2010, which was flooring replacement in the corridor, a total cost of $27,979. Facility Services staff have completed approximately 382 work orders at Ministik School from 2012 to 2015 (2012/13: 120, 2013/14: 122, and 2014/15: 140).

8. MINISTIK SCHOOL STAFFING

Over the last two years, Ministik School has had an average certificated FTE of 7.251 staff and an average classified FTE of 6.09 FTE staff. One certificated staff member works .3 FTE at the school and the remainder of the assignment is at another EIPS school. One certificated staff member will be retiring at the end of this school year.

Ministik School has 8 classified staff (1 secretary, 6 educational assistants, and 1 library technician) One full time classified staff member has 40% of the assignment at Ministik School and 60% at another EIPS school. Three classified staff members are eligible to retire.
The table below outlines the actual FTE for both the 2015/2016 and 2016/2017 school year as well as the approximate cost of each.

MINISTIK SCHOOL STAFFING 2015-2017

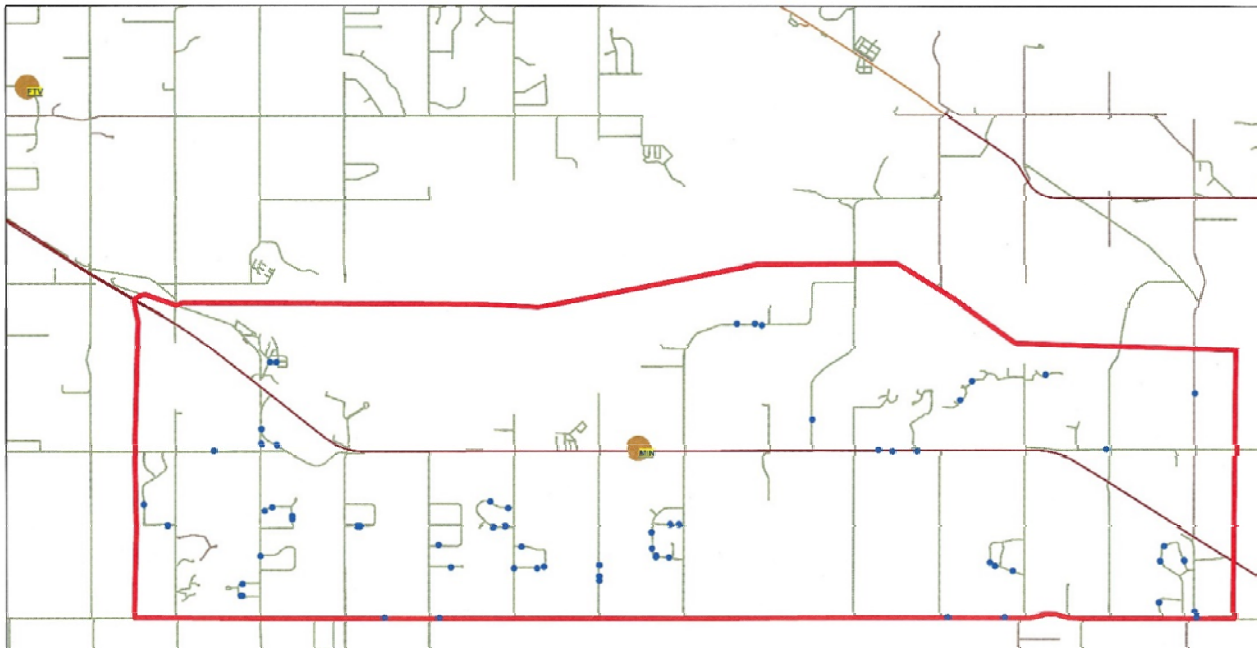
YEAR	STAFFING TYPE	FTE	NUMBER OF STAFF	TOTAL ANNUAL COST
2015/2016	Certificated	6.731	8	$742,602
2015/2016	Classified	6.09	8	$291,625
Total		**12.821**	**16**	**$1,034,227**
2016/2017	Certificated	7.772	11	$776,966
2016/2017	Classified	6.09	8	$338,327
Total		**13.862**	**19**	**$1,115,293**

9. Ministik School Transportation

EIPS Student Transportation information[6] [7]

In the 2016/2017 school year, Student Transportation transports 106 students to Ministik School. This is only a slight increase from 2015/2016 when they transported 105 students. Each year, Ministik students share busing with students attending Fultonvale Elementary Junior High. Four buses are used for the morning routes and three for the afternoon routes(see Appendix E: Bus Routes).

Students being bused in the Ministik School Boundary



In the 2016/2017 school year, there are four families who reside in the Ministik attendance boundary that have children (siblings) attending both Ministik School and Fultonvale Elementary Junior High. Among those four families, five students attend Ministik School while four older siblings attend Fultonvale Elementary Junior High.

The total annual busing cost for Ministik students is $163,766.

Student Transportation fees

YEAR	TRANSPORTATION FEES COLLECTED
2015/2016	$3,015.00
2016/2017	$2,450.00

[6] From "Versatrans 2015/2016."
[7] From " Versatrans 2016/2017."

In 2015/2016, Student Transportation claimed $96,004 in government funding for Ministik School. Buses for Fultonvale Elementary Junior High and Ministik School students are currently being shared in order to save cost. In 2010/2011, Ministik School changed their bell times in order to accommodate the buses being shared.

10. HIGHWAY 14 TRAFFIC

[8]A collision history was reviewed for the section of Highway 14, approximately 200 m on either side of Ministik School. Six collisions occurred in this area between 2011 and 2015 including one major injury collision. Five of the collisions were animal related and there was no injury reported in those collisions. The major injury collision (hit-and-run) occurred on Saturday, Oct. 6, 2012 when an eastbound vehicle hit a pedestrian. This incident did not take place directly at the school location and involved an adult jogger. From the collision history, there is not a significant collision pattern for an in-depth analysis. Based on Alberta Transportation online data[9], there are between 10,000 and 15,000 vehicles per day travelling on Highway 14 in front of Ministik School. Highway 14 is a provincial highway and, therefore, the speed limit is 100 km/h.

In 2002, there was a traffic study done in Ministik after parents expressed concerns that traffic flows were increasing, vehicles were not slowing down, and an inherent hazard existed that vehicles entering or leaving the site could be rear ended. The specific request from parents was the addition of flashing school zone lights.

Traffic Engineering Services found that during the peak morning and afternoon times there were approximately 20-30 vehicles entering and existing the site. The recommendations outlined in the study were the addition of a school entrance sign and an upgrade to the school intersection with a bypass lane for eastbound traffic and right turn tapers for westbound vehicles entering the school grounds. In 2002 these changes were implemented.

[8] From “Strathcona County Traffic 2011 to 2015”.
[9] From “Alberta Transportation Online 2014”. Retrieved from https://www.trans.gov.ab.ca/

APPENDICES

Maxxam
A Bureau Veritas Group Company

Success Through Science®

Your Project #: LEAD(DW)
Site Location: MINISTIK SCHOOL
Your C.O.C. #: 493238-24-01

Attention:LISA JOHNSTON

Elk Island Public Schools
683 Wye Road
Sherwood Park , AB
CANADA T8B 1N2

Report Date: 2016/06/21
Report #: R2202601
Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B647848
Received: 2016/06/14, 11:08

Sample Matrix: Water
Samples Received: 2

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Lead (Total)	2	2016/06/20	2016/06/20	AB SOP-00014 / AB SOP-00043	EPA 200.8 R5.4 m

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.
* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.
Amanda L'Hirondelle, Project Manager
Email: AL'Hirondelle@maxxam.ca
Phone# (780)577-7117
==========
Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 9331 - 48th Street T6B 2R4 Telephone (780)577-7100 Fax (780)450-4187

Maxxam Job #: B647848
Report Date: 2016/06/21

Elk Island Public Schools
Client Project #: LEAD(DW)
Site Location: MINISTIK SCHOOL
Sampler Initials: AW

ELEMENTS BY ATOMIC SPECTROSCOPY (WATER)

Maxxam ID		OV5071	OV5072		
Sampling Date		2016/06/13 07:32	2016/06/13 07:36		
COC Number		493238-24-01	493238-24-01		
	UNITS	MIN-RIGHT OF ALARM ENTRANCE	MIN-FS-102	RDL	QC Batch
Elements					
Total Lead (Pb)	mg/L	0.0025	0.021	0.00020	8304549
RDL = Reportable Detection Limit					

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 9331 - 48th Street T6B 2R4 Telephone (780)577-7100 Fax (780)450-4187

Maxxam Job #: B647848
Report Date: 2016/06/21

Elk Island Public Schools
Client Project #: LEAD(DW)
Site Location: MINISTIK SCHOOL
Sampler Initials: AW

GENERAL COMMENTS

Each temperature is the average of up to three cooler temperatures taken at receipt

Package 1	9.3°C

Results relate only to the items tested.

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 9331 - 48th Street T6B 2R4 Telephone (780)577-7100 Fax (780)450-4187

Maxxam Job #: B647848
Report Date: 2016/06/21

Elk Island Public Schools
Client Project #: LEAD(DW)
Site Location: MINISTIK SCHOOL
Sampler Initials: AW

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
8304549	APY	Matrix Spike	Total Lead (Pb)	2016/06/20		93	%	80 - 120
8304549	APY	Spiked Blank	Total Lead (Pb)	2016/06/20		100	%	80 - 120
8304549	APY	Method Blank	Total Lead (Pb)	2016/06/20	<0.00020		mg/L	
8304549	APY	RPD	Total Lead (Pb)	2016/06/20	8.3		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

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Maxxam Job #: B647848
Report Date: 2016/06/21

Elk Island Public Schools
Client Project #: LEAD(DW)
Site Location: MINISTIK SCHOOL
Sampler Initials: AW

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).

Suwan Fock, B.Sc., QP, Inorganics Senior Analyst

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 9331 - 48th Street T6B 2R4 Telephone (780)577-7100 Fax (780)450-4187

Maxxam Analytics International Corporation o/a Maxxam Analytics
9331 - 45th Street, Edmonton, Alberta Canada T6B 2R4 Tel (780) 577-7100 Toll-Free 800-563-6266 Fax (780) 450-4187 www.maxxam.ca

769

CHAIN OF CUSTODY RECORD

Page of

INVOICE TO:		REPORT TO:		PROJECT INFORMATION:		Laboratory Use Only:	
Company Name:	#12277 Elk Island Public Schools	Company Name:	SAME	Quotation #:	B60558	Maxxam Job #:	Bottle Order #:
Attention:	LISA JOHNSTON	Attention:		P.O. #:		B617848 JMC	493238
Address:	683 Wye Road	Address:		Project:	Lead (DW)	COC #:	Project Manager:
	Sherwood Park AB T8B 1N2			Project Name:	Mostik School	C#493238 2401	Amanda L Hrondelis
Tel:	(780) 417-8193 x Fax (780) 417-8275 x	Tel:	Fax	Site #:			
Email:	lisa.johnston@eips.ca	Email:		Sampled By:	Andrew Williamson		

Regulatory Criteria: ☐ ATI ☐ CCME ☐ Other

Special Instructions

SAMPLES MUST BE KEPT COOL (< 10°C) FROM TIME OF SAMPLING UNTIL DELIVERY TO MAXXAM

ANALYSIS REQUESTED (PLEASE BE SPECIFIC)

Turnaround Time (TAT) Required

Please provide advance notice for rush projects

Regular (Standard) TAT: ☑
(will be applied if Rush TAT is not specified)
Standard TAT = 5-7 Working days for most tests.
Please note: Standard TAT for certain tests are > 5 days - contact your Project Manager for details

Job Specific Rush TAT (if applies to entire submission) ☐
Date Required:
Rush Confirmation Number: (call lab for #)

	Sample Barcode Label	Sample (Location) Identification	Date Sampled	Time Sampled	Matrix	Metals Field Filtered ? (Y / N)	Lead (Total)	# of Bottles	Comments
1		MIN-Right of Alarm Entrance	16/6/13	7:32AM		N	✓		
2		MIN-FS-102	16/6/13	7:36AM		N	✓		
3									
4									
5									
6									
7									
8									
9									
10									

* RELINQUISHED BY: (Signature/Print)	Date: (YY/MM/DD)	Time	RECEIVED BY: (Signature/Print)	Date: (YY/MM/DD)	Time	# Jars used and not submitted	Laboratory Use Only: Time Sensitive	Temperature (°C) on Receipt	Custody Seal Intact on Cooler?
Lisa Johnston/Lisa Johnston	16/06/14	11:08AM	Jenna Watts	20/6/6614	1108		☐	9,10,9	☐ Yes ☐ No

IT IS THE RESPONSIBILITY OF THE RELINQUISHER TO ENSURE THE ACCURACY OF THE CHAIN OF CUSTODY RECORD. AN INCOMPLETE CHAIN OF CUSTODY MAY RESULT IN ANALYTICAL TAT DELAYS.
** ALL SAMPLES ARE HELD FOR 60 DAYS AFTER SAMPLE RECEIPT, FOR SPECIAL REQUESTS CONTACT YOUR PROJECT MANAGER

ice N

White: Maxxam Yellow: Client

Maxxam Analytics International Corporation o/a Maxxam Analytics

Maxxam Job Number: B647848
Report Date: 2016/06/21

Elk Island Public Schools
Client Project #: LEAD(DW)
Site Location: MINISTIK SCHOOL

Sampler Initials: AW

ELEMENTS BY ATOMIC SPECTROSCOPY (WATER)

Maxxam ID		OV5071	OV5072		
Sampling Date		2016-06-13 07:32	2016-06-13 07:36		
COC Number		493238-24-01	493238-24-01		
	UNITS	**MIN-RIGHT OF ALARM ENTRANCE**	**MIN-FS-102**	**RDL**	**QC Batch**
Elements					
Total Lead (Pb)	mg/L	0.0025	0.021	0.00020	8304549

RDL = Reportable Detection Limit

Results relate only to the items tested.

GENERAL COMMENTS

Each temperature is the average of up to three cooler temperatures taken at receipt

Each tempe Each tempe Each tempe Each temperature is the average of up to three cooler temperatures taken at receipt

Package 1 9.3°C #N/A #N/A

Results relate only to the items tested.

Elk Island Public Schools
Attention: LISA JOHNSTON
Client Project #: LEAD(DW)

Report Date: 2016/06/21

Site Location: MINISTIK SCHOOL

Quality Assurance Report
Maxxam Job Number: B647848

QA/QC Ba	Init	QC Type	Parameter	Date Analyz	Value	Recovery	UNITS	QC Limits
8304549	APY	Matrix Spike	Total Lead (Pb)	2016-06-20		93	%	80 - 120
8304549	APY	Spiked Blank	Total Lead (Pb)	2016-06-20		100	%	80 - 120
8304549	APY	Method Blank	Total Lead (Pb)	2016-06-20	<0.00020		mg/L	
8304549	APY	RPD	Total Lead (Pb)	2016-06-20	8.3		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.
Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.
Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.
Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

Appendix B

RH Services Inc.

WATER DAMAGE AND MOULD ASSESSMENT
PORTABLE CLASSROOMS FS-110 & FS-111
MINISTIK SCHOOL

Submitted to:
Elk Island Public Schools
683 Wye Road
Sherwood Park, AB. T8B 1N2

Submitted by:
RH Services Inc.
7340-82 Avenue, NW.
Edmonton, AB. T6B 0G2

October 2016

EIPS.85

www.rhservices.ca

EXECUTIVE SUMMARY

RH Services Inc. was retained by Elk Island Public Schools, to conduct a water damage and mould assessment of two portable classrooms (FS-110 & FS-111) located at Ministik School in the County of Strathcona, Alberta.

The purpose of this assessment was to determine the extent of water damage and mould amplification within the structure.

The assessment was undertaken on Friday, October 7th 2016. At this time a visual inspection was undertaken of the classrooms and the exterior of the portables. The roof and crawlspace were not accessed.

Samples of suspected mould growth were collected for confirmation by optical microscopy. A moisture meter was used to locate and delineate areas of water damage and potential mould amplification. The findings of our investigation and sampling are presented in this report with recommendations on required or suggested actions.

The portable classrooms in question were FS-110 & FS-111, an older style, wood frame construction with corrugated metal siding and a flat roof.

The presence of mould was confirmed in some of the building components, although the concentration of viable mould in the air was within the Health Canada Guidelines.

The portable was well past its' service life[1].

1. *It should be noted that the life expectancy of a portable classroom that is well located and maintained is in the area of twenty years. (Atco Structures and Logistics)*

TABLE OF CONTENTS

1.0 INTRODUCTION

An assessment of the portable classrooms (FS-110 & 111) at Ministik School was undertaken by RH Services Inc. on Friday, October 7th 2016. This report is in conjunction with an earlier RH Services report EIPS 88, regarding mould and water damage issues in August 2016.

Visual inspections were conducted within the portables and of the exterior. The roof and crawlspace were not accessed at this time.

Walls and ceilings were opened in representative areas to examine the conditions and to collect samples of suspected mould growth, for confirmation by optical microscopy. A moisture meter was used to confirm if excess moisture was present in these areas.

1.1 BACKGROUND

The two portable classrooms were located along the east side of the school. See the Arial view below.

FS-111 classroom

FS-110 classroom

The Trailers' had surpassed the end of their service life expectancy of twenty years.

Concerns about the potential for mould amplification were investigated by RH Services Inc.

2.0 SCOPE OF WORK

The following services were provided by RH Services Inc.:

- Site inspection;
- Visual assessment;
- Moisture content measurement;
- Intrusive investigation inside walls and ceilings;
- Report production, documenting observations and suggesting actions.

3.0 SITE INSPECTION

RH Services Inc. undertook the site inspection on Friday, October 7th 2016, at this time the school was not occupied.

Bulk mould sample results can be reviewed in the RH Services Mould Identification Report # 4447. Viable Airborne mould results can be reviewed in the RH Services Viable Mould Count Analysis Report # 8868; both found in Appendix A.

Exterior Observations

The exterior drainage and the general exterior condition of the structure was investigated. Our findings are as follows:

The drainage along the south wall of F-110 and the east walls of F-110 and F-111 was generally good. Water was pooling in depressions near the bottom of the structures.

Sink holes were present along the north side of F-111 enabling water and animals to enter the crawlspace.

The wooden posts used to support the skirting around the portables were rotten.

Rotten plywood was evident under the north emergency exit stairs.

Crawlspace

The crawlspace underneath the portables was not accessed at this time.

Interior Observations

Portable Classroom F-110

The interior of the classroom consisted of drywall walls, sheet flooring and 2' by 4' suspended mineral ceilings tiles. Above the suspended tiles were the original ceiling panels with plastic strips.

Overview of classroom FS-110 looking east.

Moisture readings around the east window and all accessible walls were <10% moisture, acceptable.

The rubber baseboard was removed from the southeast corner of the classroom.

Mould growth was evident on drywall paper *Stachybotrys* sp. Sample #1.

Specifics

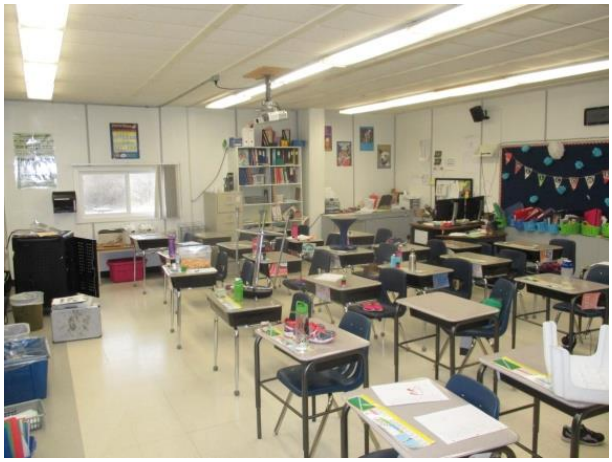
Ceilings: The ceiling of the portable classroom was a 2'x4' suspended ceiling tiles. The original cellulose panels with plastic joint strips were in place above the suspended ceiling and had partially collapsed in places, but no evidence of water infiltration was observed.

Walls: The classroom walls were drywall; the accessible drywall along the east and south walls were dry, but mould growth was confirmed in the southeast corner. In addition, a cold draft was evident coming from along the bottom of the exterior walls.

Floors: The classroom floors looked to be in good condition (sheet flooring).

Portable Classroom F-111

The interior of the classroom consisted of drywall walls, sheet flooring and 2' by 4' suspended mineral ceilings tiles. Above the suspended tiles were the original ceiling panels with plastic strips.



Overview of classroom FS-111 looking east.

. Moisture readings around the east window and all accessible walls were <10% moisture, acceptable.

Localized water damage was noticed under the window on the east wall. The drywall was dry <10% (acceptable),

The paper was pulled back and some darker staining was evident on the paper.

The rubber baseboard was removed from the northeast corner of the classroom. Mould growth was identified on the drywall paper ***Chaetomium sp.,*** Sample #2

Water staining was noticed on the floor tiles and along the bottom of the air intake cabinetry.

4.0 AIR SAMPLE RESULTS

Air samples were collected from classrooms FS-110 & 111 using a Reuter Centrifugal Sampler (RCS) the sample was impacted onto a Rose Bengal Agar growth medium. The sample was cultured then examined by optical microscopy to determine the number of colonies per cubic metre and the genus of the mould growth. This was compared to an exterior control sample and the Health Canada Guidelines.

The interior samples were found to be reflective of the exterior (predominantly *Cladosporium* spp.) and at a lower concentration. This would classify as acceptable and was within Health Canada Guidelines.

5.0 SUGGESTED ACTIONS

The suggested actions would be the same as those presented in an earlier RH Services report: # **EIPS.88.** The suggested actions are as follows:

Although the air samples that were collected on August 25th and October 7th are acceptable, conditions observed were such that blooms of mould can be anticipated during certain conditions, this is difficult to predict and measured mould results can vary drastically. We suggest that planning for replacement of the portable classrooms and links be initiated. We further suggest that for continued operation of the portables air testing be conducted at least each term. A contingency for the installation of HEPA air cleaners should be on hand should elevated mould concentrations be encountered.

It has to be remembered when reading these recommendations that we are not privy to information regarding the demographics and long and/or short term needs of the community. From our position the recommendations are based on the logistics and value of the buildings as they currently stand. They may not reflect the effects, inconveniences and expenses that will be incurred to facilitate the staff, scholars and the community in general.

We believe that further investment in the portable is ill-conceived and from our past experiences with remediation of portables it should be considered highly likely that the extent of rot and mould will be significantly beyond what is anticipated.

It should be noted that the life expectancy of a portable classroom that is well located and maintained is in the area of twenty years. (Atco Structures and Logistics)

6.0 CLOSURE

We trust that the information in this report meets your present requirements. If you have any questions or require further explanation, please contact the undersigned at your convenience. We look forward to working with you in the future.

Yours truly,

RH Services Inc.

Mike Roberts

Reviewed by:

Kevin Simpson
Senior Consultant

APPENDIX A

ANALYTICAL RESULTS

RH Services Inc.

8124-97th Avenue, NW
Edmonton, Alberta.
T6C 2B7
Tel: 780-440-4880
Fax: 780-440-4890
E-Mail: rod@rhservices.ca

Field Office
7340-82 Avenue,
Edmonton, AB.

Viable Mould Count Analysis

Elk Island Public Schools
683 Wye Road
Sherwood Park, AB
T8B 1N2

Job # 8868 EIPS.85
Date: October 12th 2016
Ref:

Ministik School

Sample number	Location of sample	Time	Volume Litres	Genus	Raw Count	CFU/M^3
01	Exterior Control	Oct. 7th 2016 10:02-10:02	80	*Cladosporium* spp. *Penicillium* sp. Yeast **Total**	83 1 7 91	1,038 13 88 **1,139**
02	FS-110	Oct. 7th 2016 08:46-08:50	160	*Cladosporium* spp. **Total**	4 4	25 **25**
03	FS-111	Oct. 7th 2016 08:51-08:55	160	*Cladosporium* spp. **Total**	2 2	13 **13**

NOTES:
Media will be kept for 10 days only.
Collection Media: Rose Bengal Agar in RCS sample
Sterile Hyphae: Means filamentous mould growth without conidia or fruiting bodies, therefore not identifiable.

Sample Interpretation:
- Red highlight indicates concentrations in excess of Health Canada Guidelines
- Blue highlight indicates concentrations of interest
- Green highlight indicate exterior samples

NG: means no mould growth after incubation period

Analysis by:

Rowen Gork NCSO.

RH Services Inc.

8124-97th Avenue, NW
Edmonton, Alberta.
T6C 2B7
Tel: 780-440-4880
Fax: 780-440-4890
E-Mail: rod@rhservices.ca

Field Office
7340-82 Avenue,
Edmonton, AB.

Mould Identification

Client: Elk Island Public Schools
683 Wye Road
Sherwood Park, Alberta.
T8B 1N2

Job#: 4447 EIPS.85
Date: October 12th 2016

Ministik School

Sample number	Description, location of sample	Type of Sample	Genus of Mould	Loading
01	East exterior wall Classroom FS-110	Bulk	*Stachybotrys* sp.	Moderate
02	East exterior wall Classroom FS-111	Bulk	*Chaetomium* sp.	Heavy

Legend:
NG= No growth, means no evidence of mould growth observed
Sample interpretations:
Analysis using optical microscopy, loading subjectively described as heavy, moderate or light.

Analysis by:

Rowen Gork NCSO.

Appendix C

RH Services Inc.

WATER DAMAGE AND MOULD ASSESSMENT
PORTABLE CLASSROOM FS 109
MINISTIK SCHOOL

Submitted to:
Elk Island Public Schools
683 Wye Road
Sherwood Park, AB. T8B 1N2

Submitted by:
RH Services Inc.
7340-82 Avenue, NW.
Edmonton, AB. T6B 0G2

August 2016

EIPS.88

www.rhservices.ca

EXECUTIVE SUMMARY

RH Services Inc. was retained by Elk Island Public Schools, to conduct a water damage and mould assessment of the old portable classroom (FS-109) located at Ministik School in the county of Strathcona, Alberta.

The purpose of this assessment was to determine the extent of water damage and mould amplification within the structure. The portable was abutted the gymnasium to the northwest and was joined to the original 1951 building and connected to two other portables.

The initial assessment was undertaken on Thursday, August 25th 2016. At this time a visual inspection was undertaken of the classroom and the exterior of the portable. The roof and crawlspace were not accessed.

Samples of suspected mould growth were collected for confirmation by optical microscopy. An Infrared camera and moisture meter were used to locate and delineate areas of water damage and potential mould amplification. The findings of our investigation and sampling are presented in this report with recommendations on required or suggested actions.

The portable in question FS-109, was an older style ATCO trailer, wood frame construction with corrugated steel siding aluminium sliding window and a flat roof.

The presence of mould was confirmed in some of the building components, although the concentration of viable mould in the air was within the Health Canada Guidelines.

The portable was well past its' service life[1].

1. *It should be noted that the life expectancy of a portable classroom that is well located and maintained is in the area of twenty years. (Atco Structures and Logistics)*

TABLE OF CONTENTS

1.0 INTRODUCTION

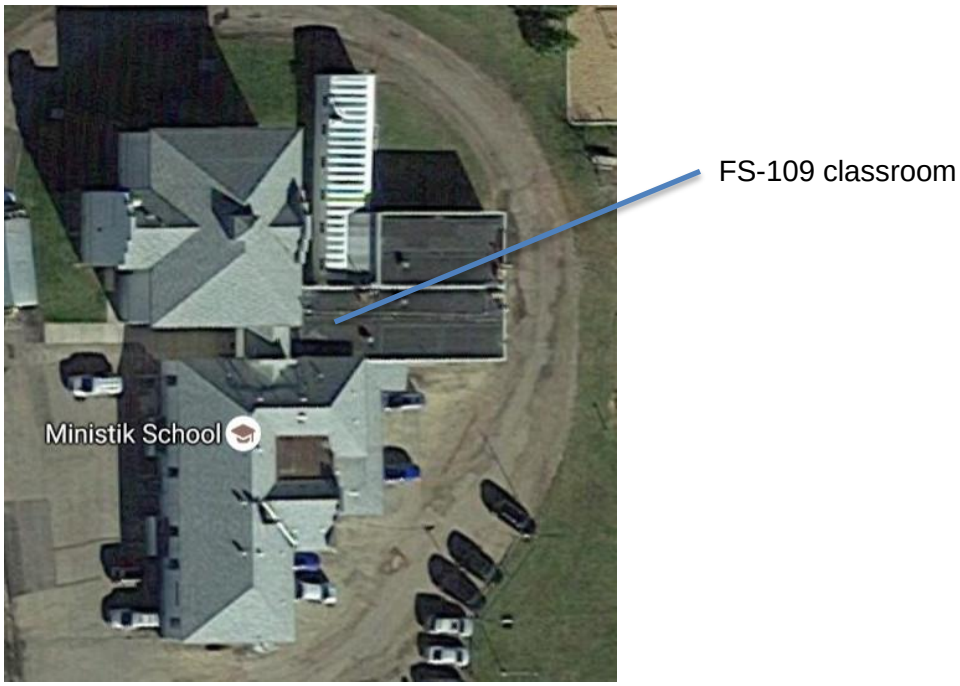
An initial assessment of the old portable classroom (FS-109) at Ministik School was undertaken by RH Services Inc. on Thursday, August 25th 2016.

Visual inspections were conducted within the portable and of the exterior. The roof and crawlspace were not accessed at this time.

An infrared camera was used to locate and explore water damaged areas and a moisture meter was used to confirm if excess moisture was present in these areas. Walls and ceilings were opened in representative areas to examine the conditions and to collect samples of suspected mould growth, for confirmation by optical microscopy.

1.1 BACKGROUND

The area investigated consisted of one portable, located on the northeast corner of the original 1951 building and adjoining the addition to the north and other portables to the north. See the Arial view below.



The original 'Atco Trailers' were circa 1970's and had surpassed the end of their service life expectancy of twenty years.

Complaints about Indoor Air Quality (specifically Mould) had raised concerns about the potential for mould amplification and RH Services Inc. were retained to investigate.

2.0 SCOPE OF WORK

The following services were provided by RH Services Inc.:

- Site inspection;
- Visual assessment;
- Thermal imaging and moisture content measurement;
- Intrusive investigation inside walls and ceilings;
- Report production, documenting observations and suggesting actions.

3.0 SITE INSPECTION

RH Services Inc. undertook the initial site inspection on Thursday, August 25th 2016, at this time the school had some staff present preparing for the start of the autumn term.

Exterior Observations

The roof drain in the corner where the portable joins the gymnasium was cracked and leaking.

The layout of the portables in relation to each other and the gymnasium created an area of poor air circulation and dampness. Water was entering the underneath of FS-109 and had rotted the wood of the skirt. The crawlspace was not accessed but based on our interior findings (discussed later) it was apparent that the floor is rotting.

Location of FS-109 in relation to the library portable and the gymnasium. Note the gym grading towards the library and the damp shady environment created by the positioning of the portables.

A close up of the corner where FS-109 joins the library portable.

The plastic roof drain was broken.

Water inundation occurring at the corner where FS-109 is joined to the gymnasium.

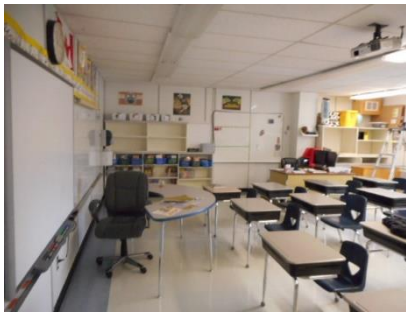
The north wall of FS-109 was rotten.

Crawlspace

The crawlspace underneath the portables was not accessed at this time. The skirt was rotten and from our interior inspection we know that the floor is rotten in places.

Interior Observations

An initial walk through was conducted and conditions appeared to be typical throughout the classroom, water damage was evident at the window on the north side and along the east wall from the furnace to the bookcase and the west wall behind the teacher's desk. This was based on visual assessment, sample analysis, moisture readings and minimal invasive assessment.



Overview of classroom FS-109 looking west.

Moss growth in the window tracks.

Wood rot at the bottom of the bookcase. Sample #4437.04

Water damage from past water leakage through roof.

Mould growth above the old ceiling by the roof drain, in the northwest corner
Stachybotrys sp.
Sample #4437.02

Moisture reading on the east wall by the furnace, above rubber baseboards.

Northeast corner by furnace.

With rubber baseboard removed.

Mould growth on drywall paper
Aspergillus sp.
Chaetomium sp. and
Stachybotrys sp.

West wall behind teacher's desk with rubber baseboard peeled back
Chaetomium sp.
Sample #4437.01

Sample #4437.03

Floor underneath the Palm-Air was rotten.

Specifics

Ceilings: The ceiling of the portable classroom was 2'x4' suspended ceiling tiles. The original cellulose tiles with plastic joint strips, were in place above the suspended ceiling. The roof drain in the northwest corner had leaked in the past and water damaged the original ceiling and some wood shelving below there was mould growth above the original ceiling. *Stachybotrys* sp. sample # 4437.02.

Walls: The classroom walls were drywall; the drywall along the east wall was measured to be damp 30-40% mould growth was confirmed along the east wall and west wall Samples #4437.01 and 03

Floors: The classroom floors looked to be in good condition (sheet flooring), destructive investigation was not undertaken but it was noted that a knife could be pushed through the floor at the wall to floor joint behind the teacher's desk, indicative of wood rot.

4.0 AIR SAMPLE RESULTS

An air sample was collected from Classroom FS-109 using a Reuter Centrifugal Sampler (RCS) the sample was impacted onto a Rose Bengal Agar growth medium. The sample was cultured then examined by optical microscopy to determine the number of colonies per cubic metre and the genus of the mould growth. This was compared to an exterior control sample and the Health Canada Guidelines.

The interior sample was found to be reflective of the exterior (predominantly *Cladosporium* spp.) and at a lower concentration (about 25% of the exterior). This would classify as acceptable and was within Health Canada Guidelines.

5.0 SUGGESTED ACTIONS

Although the air sample collected on August 25th was acceptable, conditions observed were such that blooms of mould can be anticipated during certain conditions, this is difficult to predict and measured mould results can vary drastically. We suggest that planning for replacement of the portable FS-109 (and likely the others) be initiated. We further suggest that for continued operation of the portables air testing be conducted at least each term. A contingency for the installation of HEPA air cleaners should be on hand should elevated mould concentrations be encountered.

It has to be remembered when reading these recommendations that we are not privy to information regarding the demographics and long and/or short term needs of the community. From our position the recommendations are based on the logistics and value of the buildings as they currently stand. They may not reflect the effects, inconveniences and expenses that will be incurred to facilitate the staff, scholars and the community in general.

We believe that further investment in the portable is ill-conceived and from our past experiences with remediation of portables it should be considered highly likely that the extent of rot and mould will be significantly beyond what is anticipated.

It should be noted that the life expectancy of a portable classroom that is well located and maintained is in the area of twenty years. (Atco Structures and Logistics)

6.0 CLOSURE

We trust that the information in this report meets your present requirements. If you have any questions or require further explanation, please contact the undersigned at your convenience. We look forward to working with you in the future.

Yours truly,

RH Services Inc.

Rod Hall

RET. CRSP. ROHT.
Senior Consultant

APPENDIX A

ANALYTICAL RESULTS

RH Services Inc.

8124-97th Avenue, NW
Edmonton, Alberta.
T6C 2B7
Tel: 780-440-4880
Fax: 780-440-4890
E-Mail: rod@rhservices.ca

Field Office
7340-82 Avenue,
Edmonton, AB.

Viable Mould Count Analysis

Elk Island Public Schools
683 Wye Road
Sherwood Park, AB
T8B 1N2

Job # 8850 EIPS.88
Date: August 30th 2016
Ref:

Ministik School

Sample number	Location of sample	Time	Volume Litres	Genus	Raw Count	CFU/M^3
01	Exterior Control	Aug. 25th 2016 12:15-12:19	160	*Cladosporium* spp. Yeast **Total**	187 17 204	1,169 106 **1,275**
02	FS 109	Aug. 25th 2016 11:55-11:59	160	*Cladosporium* spp. *Mucor* sp. **Total**	48 1 49	300 6 **306**

NOTES:
Media will be kept for 10 days only.
Collection Media: Rose Bengal Agar in RCS sample
Sterile Hyphae: Means filamentous mould growth without conidia or fruiting bodies, therefore not identifiable.

Sample Interpretation:
- Red highlight indicates concentrations in excess of Health Canada Guidelines
- Blue highlight indicates concentrations of interest
- Green highlight indicate exterior samples

NG: means no mould growth after incubation period

Analysis by:

Rod Hall RET, CRSP, ROHT.

RH Services Inc.

8124-97th Avenue, NW
Edmonton, Alberta.
T6C 2B7
Tel: 780-440-4880
Fax: 780-440-4890
E-Mail: rod@rhservices.ca

Field Office
7340-82 Avenue,
Edmonton, AB.

Mould Identification

Client: Elk Island Public Schools
683 Wye Road
Sherwood Park, Alberta.
T8B 1N2

Job#: 4437 EIPS.88
Date: August 30th 2016

Ministik School

Sample number	Description, location of sample	Type of Sample	Genus of Mould	Loading
01	Drywall paper behind baseboard behind teachers desk West wall	Bulk	*Chaetomium* sp.	Heavy
02	Drywall paper above ceiling by roof drain Northwest corner	Bulk	*Stachybotrys* sp.	Heavy
03	Behind rubber baseboard Northeast corner by furnace	Bulk	*Aspergillus* sp. *Chaetomium* sp. *Stachybotrys* sp.	Moderate Heavy Heavy
04	Base of bookcase shelving unit East side	Bulk	*Wood rot fungi*	Moderate

Legend:
NG= No growth, means no evidence of mould growth observed
Sample interpretations:
Analysis using optical microscopy, loading subjectively described as heavy, moderate or light.

Analysis by:

Rod Hall RET, CRSP, ROHT.

Budget Report

Elk Island Public Schools

2016-2017 Fall Budget Working Copy

Ministik School

Revenue And Allocations To Budget Center

Enrolments	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Enrolment Statistics	$0	$0	$0
ECS Regular Enrolment	11 Students	15 Students	
Elementary Division One (1-3) Enrolment	58 Students	53 Students	
Elementary Division Two (4-6) Enrolment	56 Students	54 Students	
Grade Five	11 Students	10 Students	
Grade Four	23 Students	22 Students	
Grade One	21 Students	18 Students	
Grade Six	22 Students	22 Students	
Grade Three	17 Students	15 Students	
Grade Two	20 Students	20 Students	
TOTAL ENROLMENT	125 Students	122 Students	
Total Enrolments	**$0**	**$0**	**$0**
% of Revenue And Allocations To Budget Center	**0%**	**0%**	

Basic Allocations	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
ECS Regular Allocation	$28,866	$39,363	-$10,497
ECS Regular Allocation Rate	$2,624.18	$2,624.18	
ECS Regular Enrolment	11 Students	15 Students	
Elementary Division One (1-3) Allocation	$305,572	$279,230	$26,342
Elementary Division One (1-3) Enrolment	58 Students	53 Students	
Grade 1 - 3 Allocation Rate	$5,268.49	$5,268.49	
Elementary Division Two (4-6) Allocation	$293,558	$283,073	$10,484
Elementary Division Two (4-6) Enrolment	56 Students	54 Students	
Grade 4 - 6 Allocation Rate	$5,242.10	$5,242.10	
School Fixed Rate Allocation	$300,000	$300,000	$0
Total Basic Allocations	**$927,996**	**$901,666**	**$26,330**
% of Revenue And Allocations To Budget Center	**77%**	**76%**	

System Programs	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
ESL Allocation	$0	$0	$0
ESL Allocation Rate	$1,178.10	$1,178.10	
ESL Enrolment	0.0 Students	0.0 Students	
FNMI Allocation to Schools	$0	$0	$0
FNMI Project	$6,000	$6,000	$0
FSL ECS-6 Allocation	$326	$237	$89
FSL ECS - 6 Allocation Rate	$65	$65	
FSL ECS-6 Enrolment	56 Students	55 Students	
FSL ECS-6 Instructional Hours per Year	85 Hours per Student per Year	63 Hours per Student per Year	
FSL ECS-9 Instructional Hours Base	950 Instruction Hours	950 Instruction Hours	
Total System Programs	**$6,326**	**$6,237**	**$89**
% of Revenue And Allocations To Budget Center	**1%**	**1%**	

Allocations One Time	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Additional Allocation	$0	$0	$0
Total Allocations One Time	**$0**	**$0**	**$0**
% of Revenue And Allocations To Budget Center	**0%**	**0%**	

School Other Allocations	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Principal Admin Allowance	$27,725	$27,725	$0
Principal Admin Allowance	$27,725.00	$27,725.00	
Assistant Principal Admin Allowance	$0	$0	$0
Assistant Principal Admin Allowance	$0	$0	
Teacher In Charge	$1,847	$1,847	$0
Teacher In Charge	$1,664	$1,664	
Teacher In Charge Benefits	$183	$183	
In Year Allocation Schools One Time	$0	$0	$0
VOIP Phone Reallocation	($2,520)	($2,520)	$0
Total School Other Allocations	**$27,052**	**$27,052**	**$0**
% of Revenue And Allocations To Budget Center	**2%**	**2%**	

Early Learning ECS	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
ECS/PUF Allocation	$20,798	$20,798	$0
EA Puf/Pals Standard Days Per Year	196 Days	196 Days	
ECS Number of Centers	1 Centers	1 Centers	
ECS/PUF Additional Support	$0	$0	
Educational Assistant Standard Cost (Salary & Benefits)	35.37 $	35.37 $	
Total Early Learning ECS	**$20,798**	**$20,798**	**$0**
% of Revenue And Allocations To Budget Center	**2%**	**2%**	

Inclusive Learning	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Mild Moderate Allocation	$24,500	$24,500	$0
Special Education - Certificated Teacher Allocation	$0	$0	$0
SPED Certificated Teacher FTE	0.000 FTE	0.000 FTE	
Teacher Standard Cost	$100,700	$100,700	
Special Education - Educational Assistant Allocation	$180,246	$180,246	$0
EA Standard Days Per Year	196 Days	196 Days	
Educational Assistant Standard Cost (Salary & Benefits)	35.37 $	35.37 $	
Special Education - Educational Assistant Number of Hours	26.00 Hrs	26.00 Hrs	
Special Education - Specialized Support Assistant Allocation	$0	$0	$0
EA Standard Days Per Year	196 Days	196 Days	
Special Education - Specialized Support Assistant Number of Hours	0.00 Hrs	0.00 Hrs	
Specialized Support Assistant Standard Cost (Salary & Benefits)	$40.06	$40.06	
Total Inclusive Learning	**$204,746**	**$204,746**	**$0**
% of Revenue And Allocations To Budget Center	**17%**	**17%**	

Fees	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance

Fees	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Non-Core Educational Fees	$0	$0	$0
Total Fees	**$0**	**$0**	**$0**
% of Revenue And Allocations To Budget Center	**0%**	**0%**	

Net School Generated Funds	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
School Generated Funds Revenue	$36,182	$35,474	$708
School Generated Funds Expense	($36,182)	($35,474)	-$708
School Generated Funds Revenue	$36,182	$35,474	
Total Net School Generated Funds	**$0**	**$0**	**$0**
% of Revenue And Allocations To Budget Center	**0%**	**0%**	

Reserves	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Previous Year Surplus (Deficit)	$22,057	$22,162	-$105
Total Reserves	**$22,057**	**$22,162**	**-$105**
% of Revenue And Allocations To Budget Center	**2%**	**2%**	

Total Revenue And Allocations To Budget Center	**$1,208,974**	**$1,182,660**	**$26,314**

Expenditures

Certificated	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Counsellor	$30,210	$30,210	$0
Counsellor Calculated FTE	0.300 FTE	0.300 FTE	
Principal	$128,425	$128,425	$0
Principal Calculated FTE	1.000 FTE	1.000 FTE	
Teacher	$590,807	$590,606	$201
Teacher Calculated FTE	5.867 FTE	5.865 FTE	
Total Certificated	**$749,442**	**$749,241**	**$201**
% of Expenditures	**62%**	**63%**	

Personnel Certificated	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Teacher Substitute-Illness Sub Rate	$5,908	$5,908	$0
Substitute Teacher Standard Cost	$211.00	$211.00	
Teacher Sub (# of Days)	28.00 Days	28.00 Days	
Teacher Substitute-Illness < 4 Days Benefits	$448	$448	$0
Certificated Benefit Substitute Rate	7.58 %	7.58 %	
Substitute Teacher Standard Cost	$211.00	$211.00	
Teacher Sub (# of Days)	28.00 Days	28.00 Days	
Teacher Substitute-Illness Grid Rate	$9,070	$9,070	$0
Substitute Teacher Grid Standard Cost	$453.52	$453.52	
Teacher Sub Grid (# of Days)	20.00 Days	20.00 Days	
Teacher Substitute Illness Grid Benefits	$688	$688	$0
Certificated Benefit Substitute Rate	7.58 %	7.58 %	
Substitute Teacher Grid Standard Cost	$453.52	$453.52	
Teacher Sub Grid (# of Days)	20.00 Days	20.00 Days	
Teacher Substitute-PD & Other Reg	$2,110	$2,110	$0
Substitute Teacher Standard Cost	$211.00	$211.00	
Teacher Sub PD (# of Days)	10.00 Days	10.00 Days	

Personnel Certificated	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Teacher Substitute-PD & Other Benefits	$160	$160	$0
Certificated Benefit Substitute Rate	7.58 %	7.58 %	
Substitute Teacher Standard Cost	$211.00	$211.00	
Teacher Sub PD (# of Days)	10.00 Days	10.00 Days	
Teacher Substitute-PD & Other Grid	$9,070	$9,070	$0
Substitute Teacher Grid Standard Cost	$453.52	$453.52	
Teacher Sub Grid PD (# of Days)	20.00 Days	20.00 Days	
Teacher Substitute-PD & Other Grid Benefits	$688	$688	$0
Certificated Benefit Substitute Rate	7.58 %	7.58 %	
Substitute Teacher Grid Standard Cost	$453.52	$453.52	
Teacher Sub Grid PD (# of Days)	20.00 Days	20.00 Days	
Teacher In Charge	$1,664	$1,664	$0
Teacher In Charge (# of Full Days)	20.00 Days	20.00 Days	
Teacher In Charge Full Day Rate	$83.18	$83.18	
Teacher In Charge Benefits	$183	$183	$0
Certificated Benefit Rate	11.02 %	11.02 %	
Teacher In Charge (# of Full Days)	20.00 Days	20.00 Days	
Teacher In Charge Full Day Rate	$83.18	$83.18	
Total Personnel Certificated	**$29,988**	**$29,988**	**$0**
% of Expenditures	**2%**	**3%**	

Classified	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Educational Assistant	$284,617	$259,958	$24,659
Educational Assistant Calculated FTE	4.422 FTE	4.038 FTE	
Educational Assistant Calculated Total Hours per Year	8,047 Hrs	7,350 Hrs	
Educational Assistant Days per Year	1,342 Days	1,176 Days	
Library Tech Assistant	$17,733	$17,733	$0
Library Tech Assistant Calculated FTE	0.254 FTE	0.254 FTE	
Library Tech Assistant Calculated Total Hours per Year	462 Hrs	462 Hrs	
Library Tech Assistant Days per Year	71 Days	71 Days	
Secretary 4	$60,636	$60,636	$0
Secretary 4 Calculated FTE	0.777 FTE	0.777 FTE	
Secretary 4 Calculated Total Hours per Year	1,414 Hrs	1,414 Hrs	
Secretary 4 Days per Year	202 Days	202 Days	
Total Classified	**$362,986**	**$338,327**	**$24,659**
% of Expenditures	**30%**	**29%**	

Personnel Classified	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Classified Substitute Salaries	$1,870	$1,870	$0
Classified Substitute (Hours)	96.00 Hours	96.00 Hours	
Classified Substitute Hourly Rate	$19.48	$19.48	
Classified Substitute Salaries Benefits	$142	$142	$0
Classified Substitute (Hours)	96.00 Hours	96.00 Hours	
Classified Substitute Benefit Rate	7.58 %	7.58 %	
Classified Substitute Hourly Rate	$19.48	$19.48	
Educational Assistants Overtime	$0	$0	$0
EA/SSA Overtime Hourly Rate	$43.14	$43.14	
Educational Assistants Overtime (Hours)	0.00 Hours	0.00 Hours	

Personnel Classified	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Educational Assistants Overtime Benefits	$0	$0	$0
Classified Benefit Rate	31.14 %	31.14 %	
EA/SSA Overtime Hourly Rate	$43.14	$43.14	
Educational Assistants Overtime (Hours)	0.00 Hours	0.00 Hours	
Library Overtime	$0	$0	$0
Library Overtime Hourly Rate	$41.28	$41.28	
Library Overtime Hours	0.00 Hours	0.00 Hours	
Library Overtime Benefits	$0	$0	$0
Classified Benefit Rate	31.14 %	31.14 %	
Library Overtime Hourly Rate	$41.28	$41.28	
Library Overtime Hours	0.00 Hours	0.00 Hours	
Secretary Overtime	$0	$0	$0
Secretary Overtime (Hours)	0.00 Hours	0.00 Hours	
Secretary Overtime Hourly Rate	$42.88	$42.88	
Secretary Overtime Benefits	$0	$0	$0
Classified Benefit Rate	31.14 %	31.14 %	
Secretary Overtime (Hours)	0.00 Hours	0.00 Hours	
Secretary Overtime Hourly Rate	$42.88	$42.88	
Total Personnel Classified	**$2,012**	**$2,012**	**$0**
% of Expenditures	**0%**	**0%**	

Services, Contracts and Supplies	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Contracted Transportation	$1,000	$1,000	$0
Postage/Courier	$350	$350	$0
Telephone/Fax/Cellular	$0	$0	$0
Advertising/Public Relations	$2,000	$2,000	$0
Publications/Subscriptions (100% GST)	$1,300	$1,300	$0
Publications/Subscriptions (68% GST)	$200	$200	$0
Binding/Copying/Printing	$2,000	$2,000	$0
Awards	$700	$700	$0
Repairs & Maintenance	$700	$700	$0
Rental / Lease	$2,645	$4,000	-$1,355
Staff Development Registration	$5,500	$2,000	$3,500
Contracted Services	$6,000	$6,000	$0
Textbooks	$6,411	$6,411	$0
Media Materials (Not Lib Books)	$400	$400	$0
Media Materials (Bks Only)	$1,300	$1,300	$0
Supplies & Materials	$17,319	$17,319	$0
Supplies - Edible	$0	$0	$0
Software	$600	$600	$0
Furniture	$5,172	$5,172	$0
Equipment	$6,640	$6,640	$0
Computer Equipment	$4,309	$5,000	-$691
Total Services, Contracts and Supplies	**$64,546**	**$63,092**	**$1,454**
% of Expenditures	**5%**	**5%**	

Capital Budget	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Capital Expenditure Equipment	$0	$0	$0
Capital Offset Equipment	$0	$0	$0
Capital Expenditure Equipment	$0	$0	
Total Capital Budget	**$0**	**$0**	**$0**

Capital Budget	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
% of Expenditures	**0%**	**0%**	

Total Expenditures	**$1,208,974**	**$1,182,660**	**$26,314**

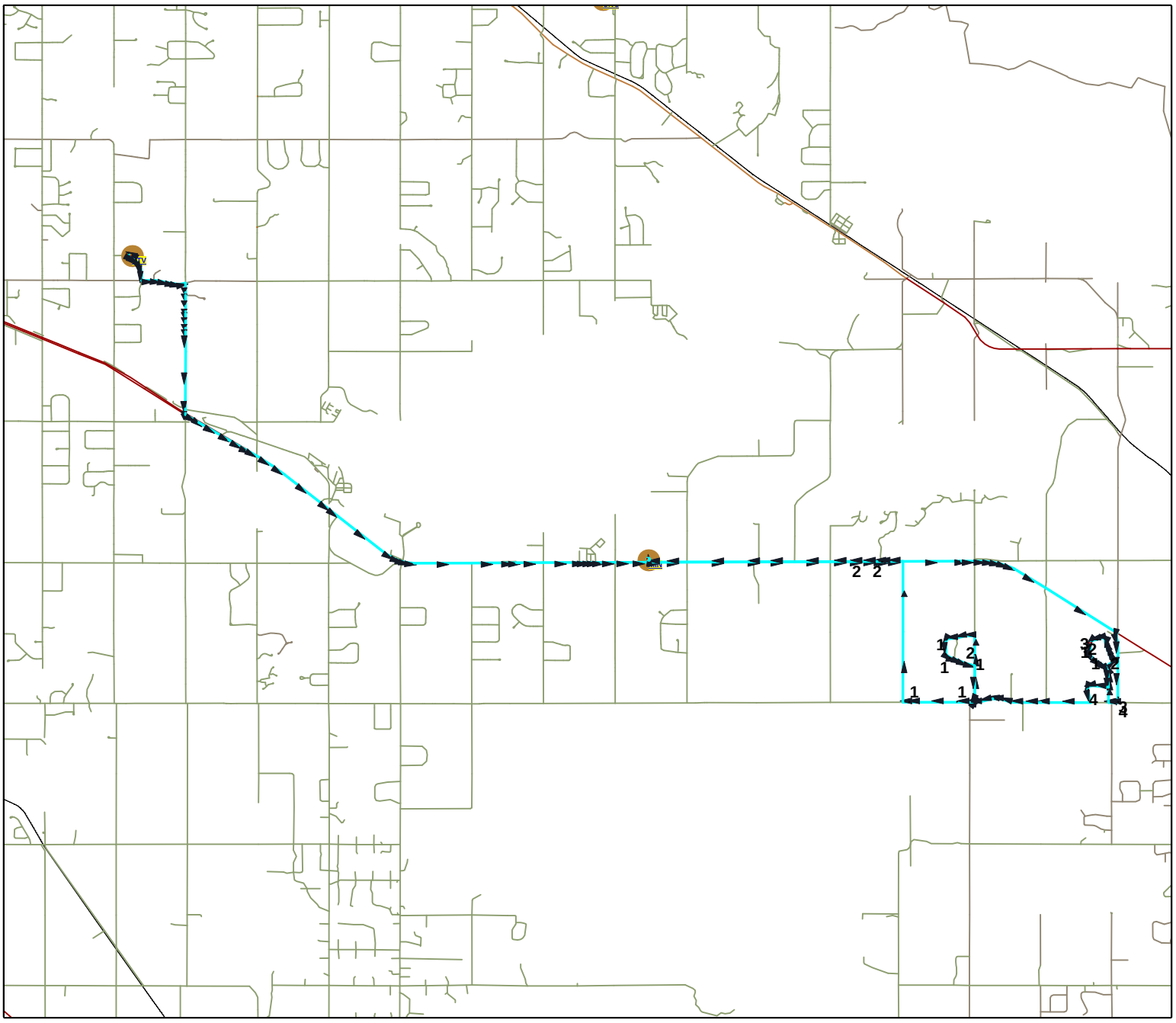
Summary

	2016-2017 Fall Budget Working Copy	2016-2017 Budget	Variance
Total Revenues and Allocations To Budget	$1,208,974	$1,182,660	$26,314
Total Expenditures	$1,208,974	$1,182,660	$26,314
Variance	**($1)**	**$0**	

2015/16 Ministik Bus Route 82T (A.M.)

Elk Island Public Schools
Route Map

Appendix E



Route:	**82T**	Desc:	**FTV to Ministik - IN**
Vehicle:	**82**	Driver:	**CAYENNE, RICKY**
Anchor:	**MIN**	Max Load:	**31**
Start Time:	**7:59 AM**	Arrival Time:	**8:55 AM**
Pickups:	**31**	Transfers On:	**0**
Distance:	**51.19 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

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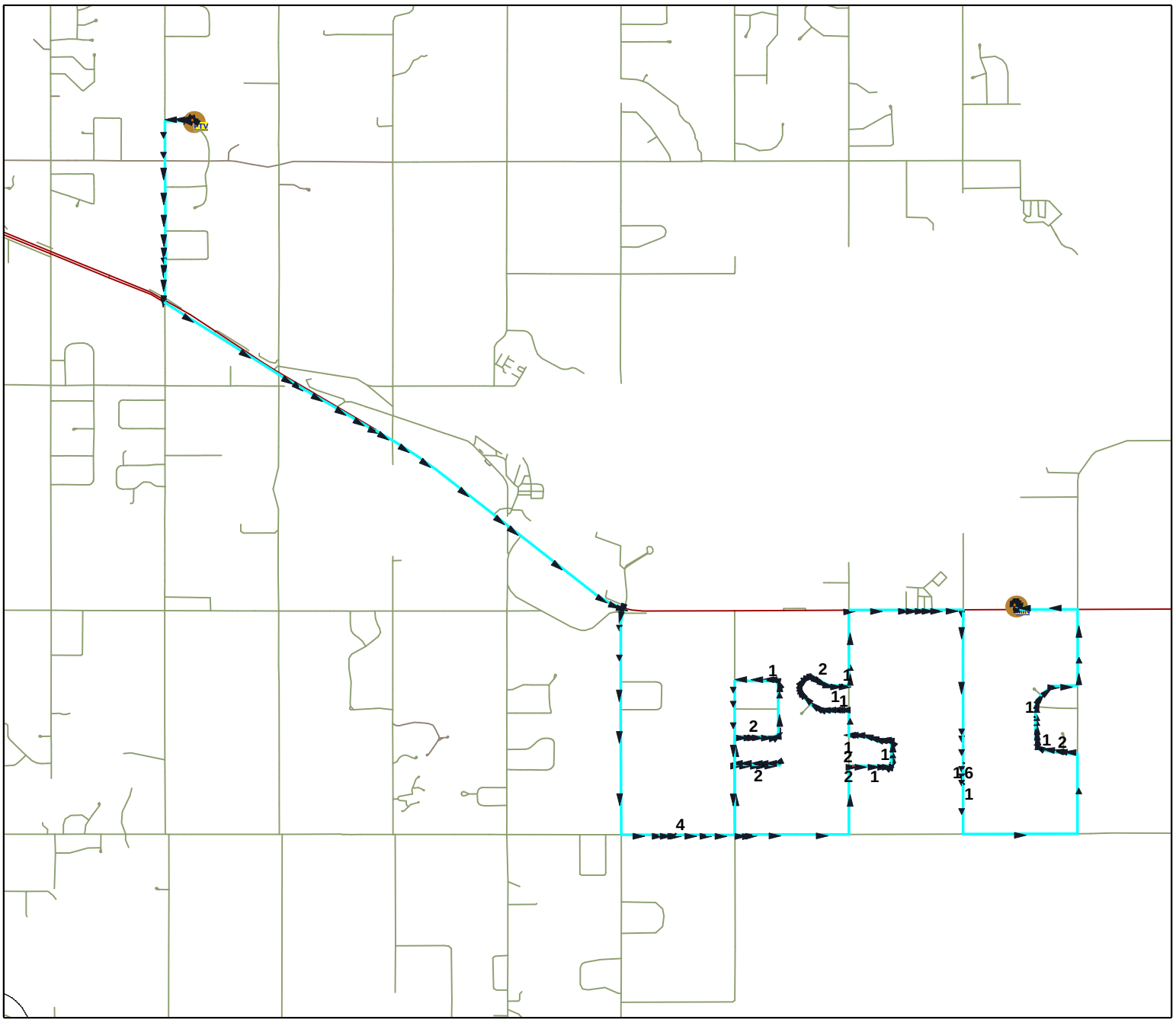
Elk Island Public Schools
Route Map

2015/16 Ministik Bus Route 83T (A.M.)

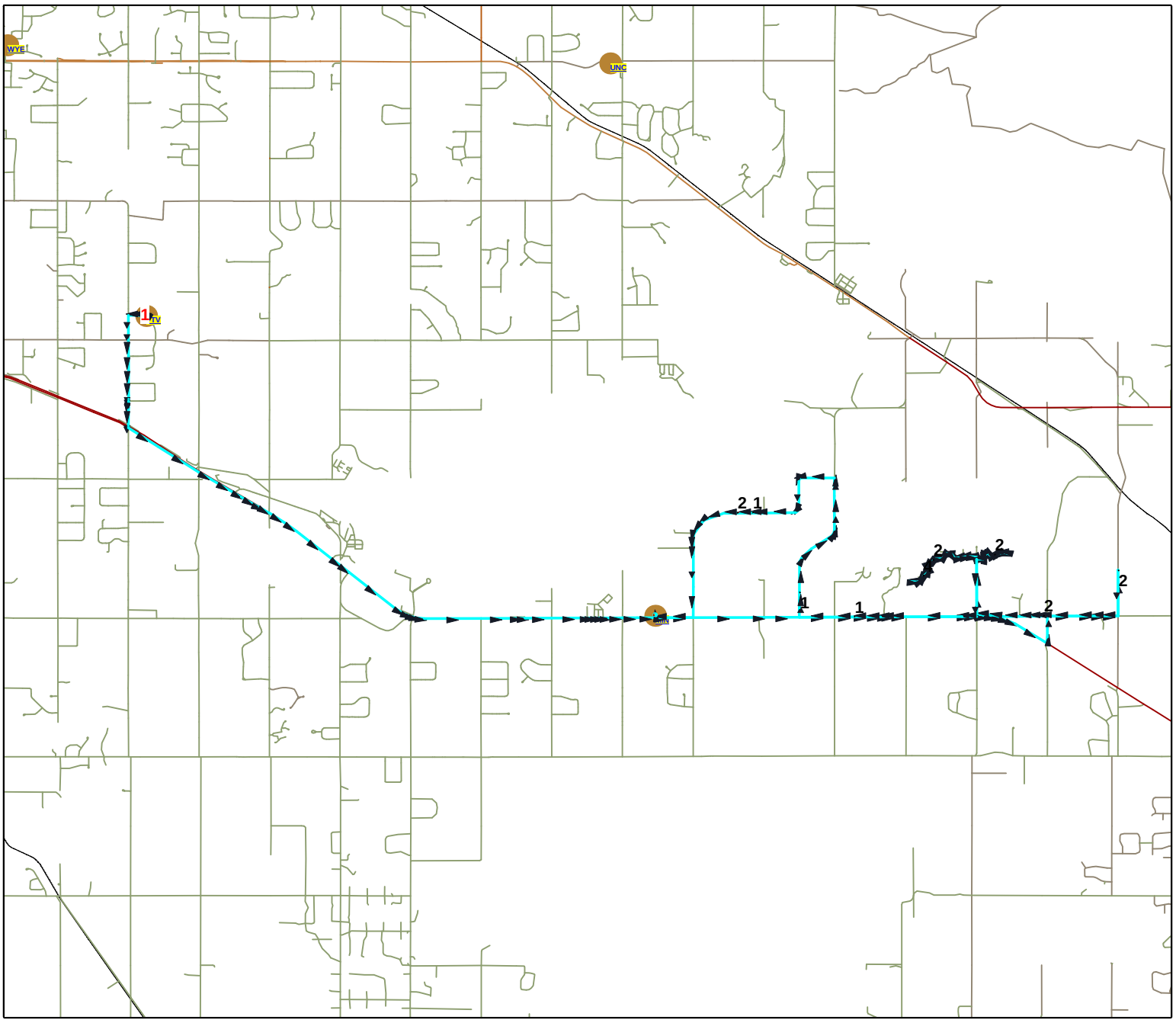


Route:	**83T**	Desc:	**FTV to Ministik - IN**
Vehicle:	**83**	Driver:	**PETTIFER, MELISSA**
Anchor:	**MIN**	Max Load:	**33**
Start Time:	**7:59 AM**	Arrival Time:	**8:49 AM**
Pickups:	**33**	Transfers On:	**0**
Distance:	**42.03 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

8/31/2016 2:16:02 PM

Elk Island Public Schools
Route Map

2015/16 Ministik Bus Route 84T (A.M.)

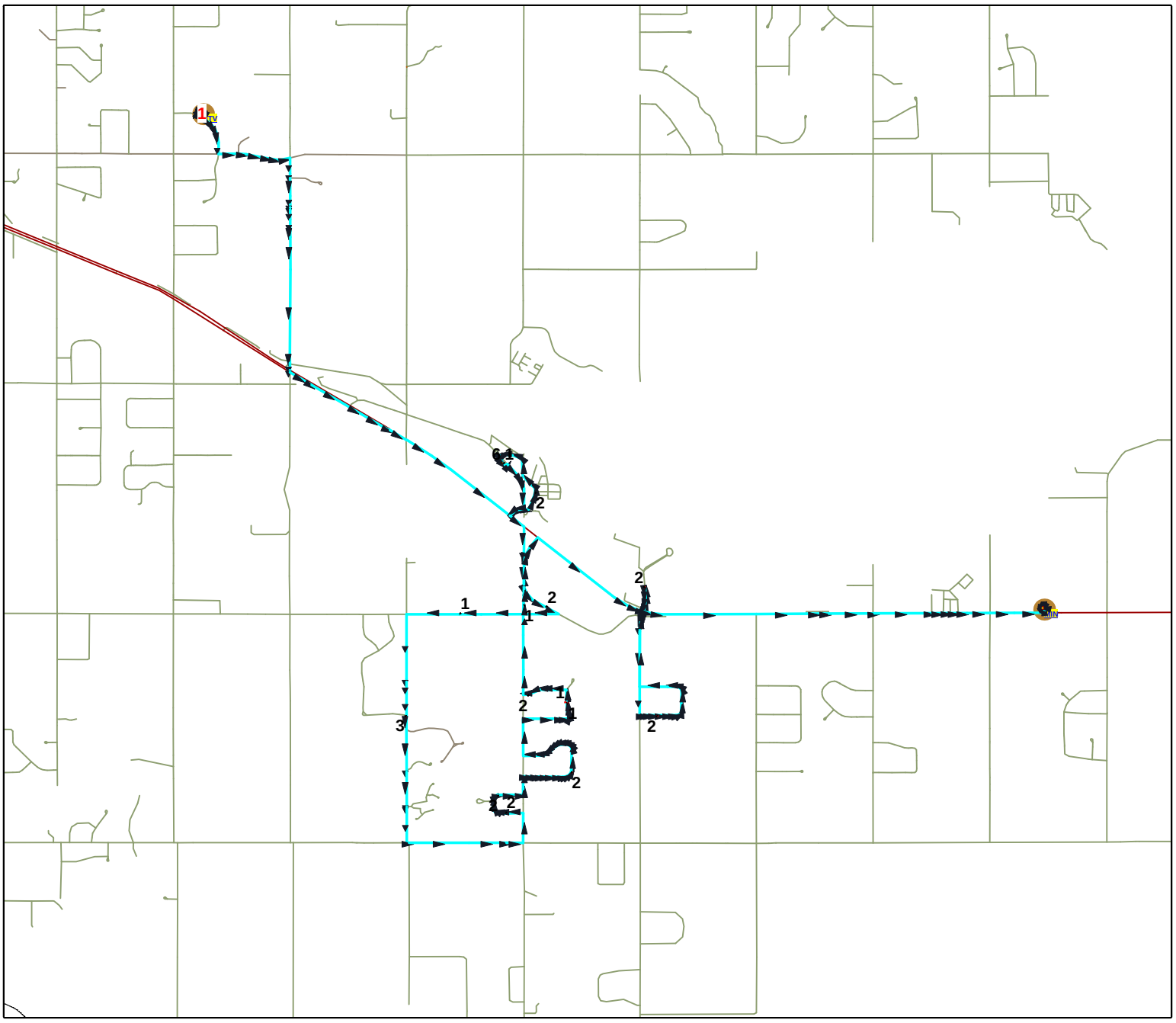


Route:	**84T**	Desc:	**FTV to Ministik - IN**
Vehicle:	**84**	Driver:	**Olsen, Sherry-Lynn**
Anchor:	**MIN**	Max Load:	**18**
Start Time:	**7:58 AM**	Arrival Time:	**8:50 AM**
Pickups:	**17**	Transfers On:	**1**
Distance:	**57.03 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

8/31/2016 2:16:09 PM

Elk Island Public Schools
Route Map

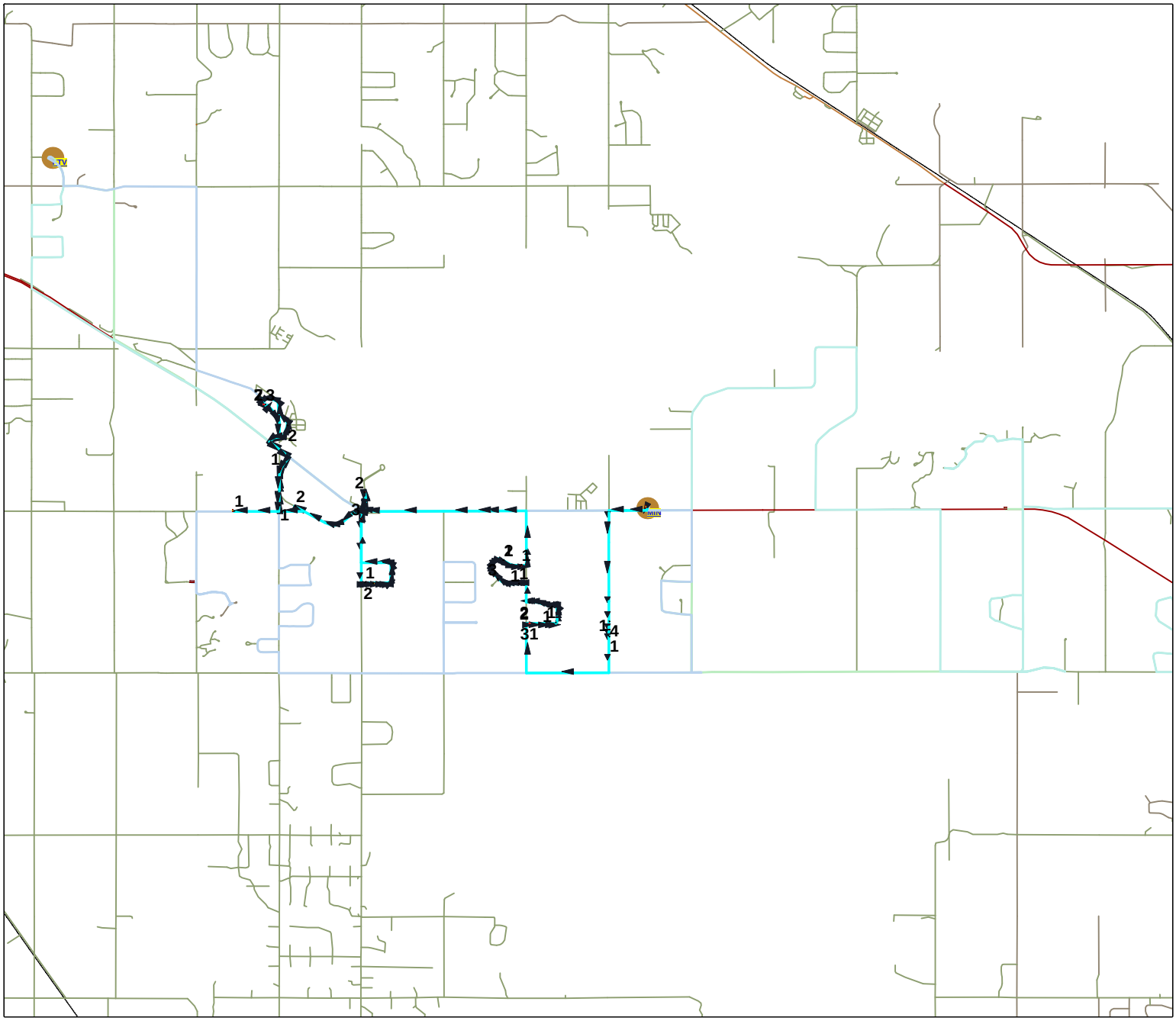
2015/16 Ministik Bus Route 110T (A.M.)



Route:	**110T**	Desc:	**FTV to Ministik - IN**
Vehicle:	**110**	Driver:	**NYSTROM, DAWN**
Anchor:	**MIN**	Max Load:	**27**
Start Time:	**7:53 AM**	Arrival Time:	**8:45 AM**
Pickups:	**26**	Transfers On:	**1**
Distance:	**40.22 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

Elk Island Public Schools
Route Map

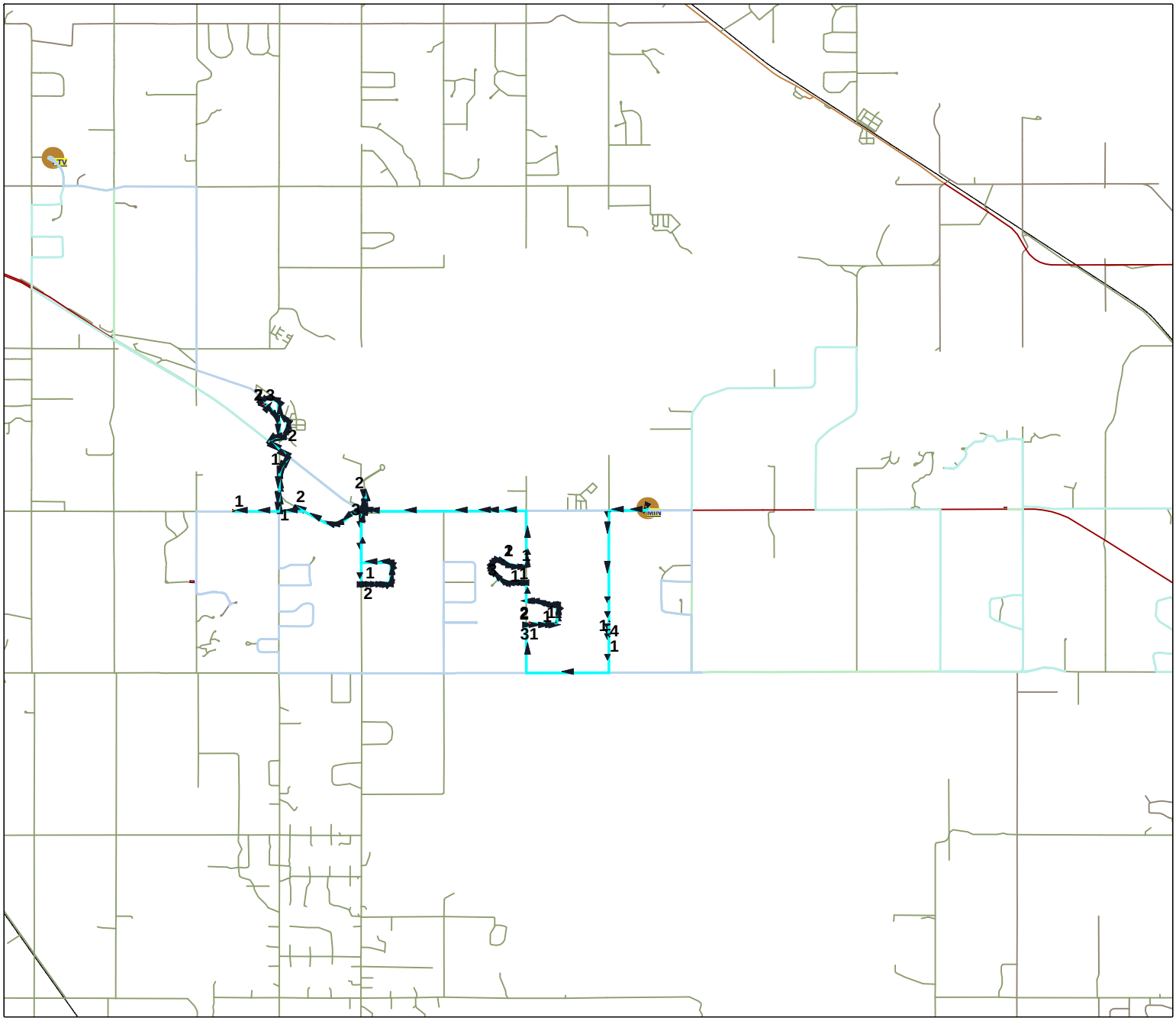
2015/16 Ministik Bus Route Overview (P.M.)



Route:	**76P**	Desc:	**MINISTIK - OUT**
Vehicle:	**76**	Driver:	**WULF, CAROLYN**
Anchor:	**MIN**	Max Load:	**47**
Depart Time:	**3:38 PM**	End Time:	**4:32 PM**
Dropoffs:	**47**	Transfers On:	**12**
Distance:	**28.27 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

Elk Island Public Schools
Route Map

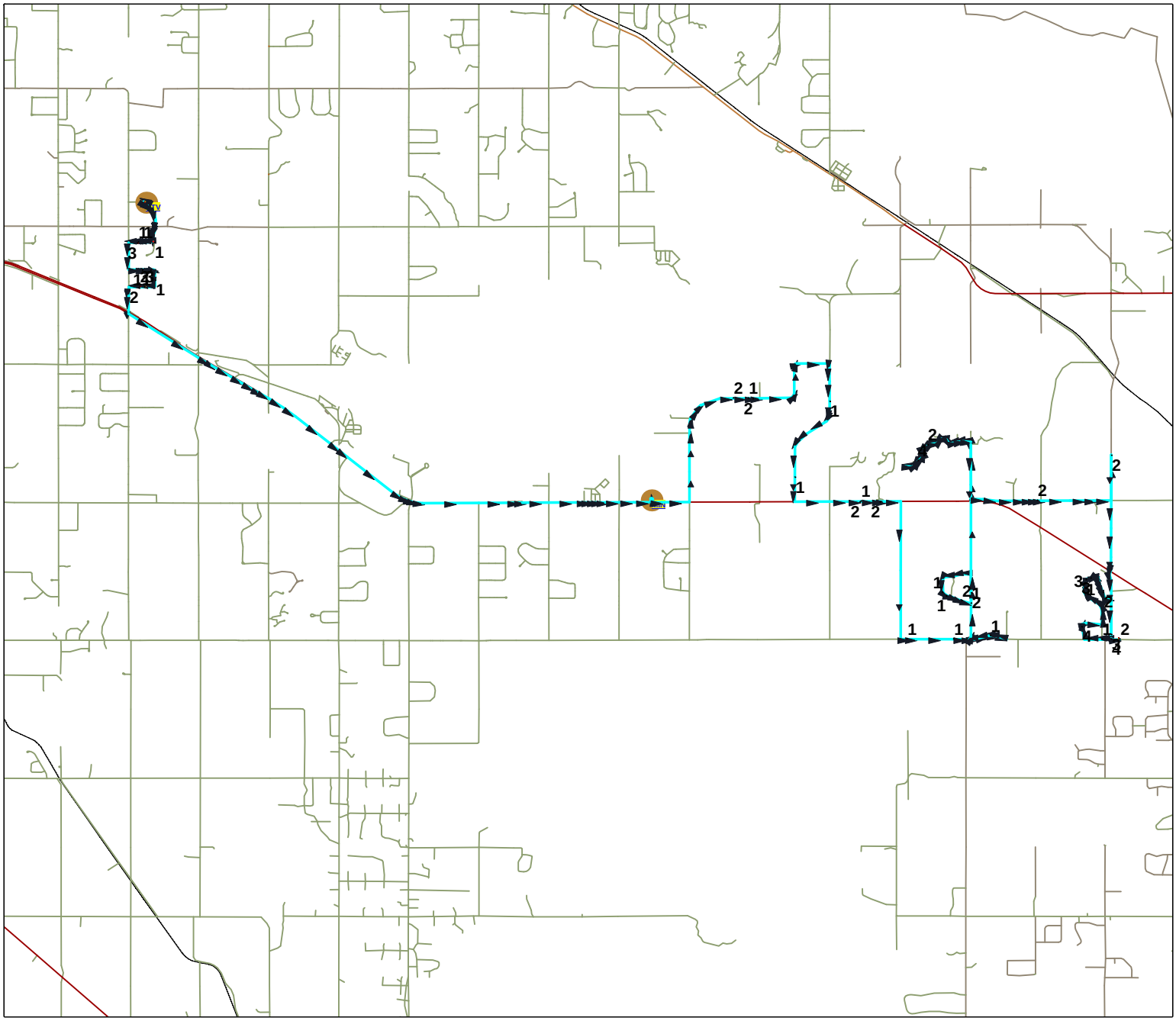
2015/16 Ministik Bus Route 76P (P.M.)



Route:	**76P**	Desc:	**MINISTIK - OUT**
Vehicle:	**76**	Driver:	**WULF, CAROLYN**
Anchor:	**MIN**	Max Load:	**47**
Depart Time:	**3:38 PM**	End Time:	**4:32 PM**
Dropoffs:	**47**	Transfers On:	**12**
Distance:	**28.27 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

2015/16 Ministik Bus Route 107P (P.M.)

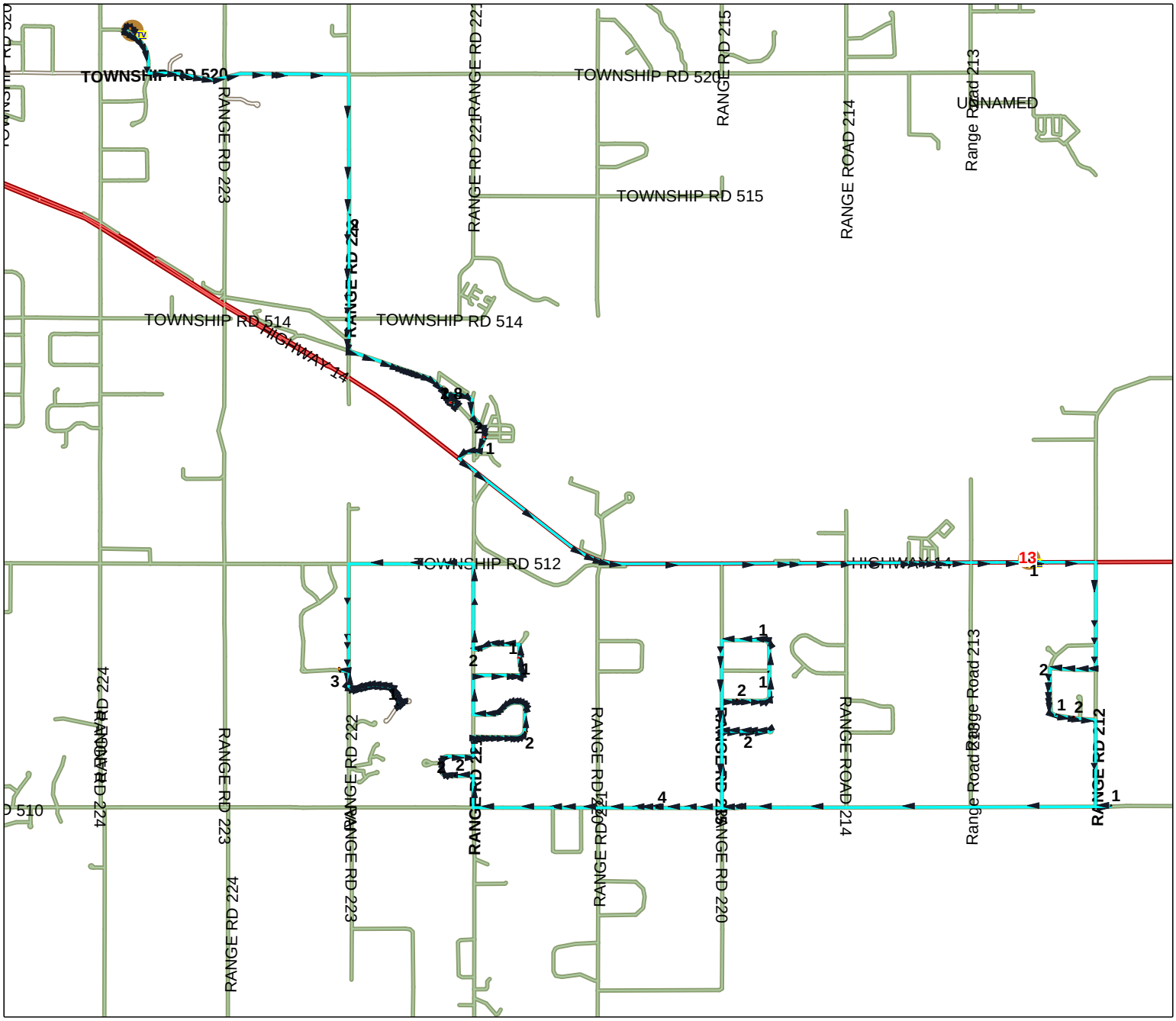
Elk Island Public Schools
Route Map



Route:	**107P**	Desc:	**Fultonvale to MIN - OUT**
Vehicle:	**107**	Driver:	**HARNUM-FLYNN, CATHERINE**
Anchor:	**FTV**	Max Load:	**55**
Depart Time:	**3:08 PM**	End Time:	**4:35 PM**
Dropoffs:	**70**	Transfers On:	**1**
Distance:	**64.10 kms**	Transfers Off:	**0**
		Days:	**MTWHF**

2015/16 Ministik Bus Route 110P (P.M.)

Elk Island Public Schools
Route Map



Route:	**110P**	Desc:	**Fultonvale to MIN - OUT**
Vehicle:	**110**	Driver:	**NYSTROM, DAWN**
Anchor:	**FTV**	Max Load:	**33**
Depart Time:	**3:08 PM**	End Time:	**4:23 PM**
Dropoffs:	**45**	Transfers On:	**0**
Distance:	**51.57 kms**	Transfers Off:	**13**
		Days:	**MTWHF**