BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14

REGULAR SESSION
THURSDAY, FEBRUARY 15, 2018
Board Room
Central Services Administration Building

AGENDA

Mission Statement - To teach students how to learn, to prepare each student to achieve his/her best, and to assist students in becoming contributing members of society.

9:00 am 1. CALL TO ORDER T. Boymook

2. COMMITTEE OF THE WHOLE

10:00 am 3. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA

4. APPROVAL OF MINUTES
4.1 Board Meeting – January 25, 2018 (encl.)

5. CHAIR'S REPORT T. Boymook
5.1 Fultonvale Family Winter Fun Day – January 28, 2018 (verbal)
5.2 Lakeland Ridge Drama Production – February 5, 2018
5.3 Fort Saskatchewan Mayor State of the City Address – February 7, 2018
5.4 Alberta Teachers’ Association Partners in Education Luncheon – February 9, 2018
5.5 Wye Replacement School Information Nights – February 13 and 21, 2018
5.6 Minister Eggen’s Visit – February 14, 2018

6. SUPERINTENDENT'S REPORT M. Liguori
6.1 Social Framework Update Presentation to Council – January 30, 2018 (verbal)
6.2 IBM K-12 Conference – February 5-7, 2018
6.3 Partners in Education Luncheon – February 9, 2018
6.4 Wye Replacement School Information Nights – February 13 and 21, 2018

7. COMMENTS FROM THE PUBLIC AND STAFF GROUP REPRESENTATIVES

ASSOCIATION/LOCAL REPORTS

8. ATA LOCAL REPORT D. Zielke
(verbatim)

BUSINESS ARISING FROM PREVIOUS MEETING

9. NOTICE OF MOTION SERVED AT THE JANUARY 25, 2018 BOARD MEETING J. Seutter
(encl.)
NEW BUSINESS

10. NEW BUSINESS ARISING FROM IN CAMERA

11. BORROWING RESOLUTION 2017-18  M. Liguori/C. Cole
(encl.)

12. ADDITIONAL FEE SUBMISSION FOR 2017-18  M. Liguori/C. Cole
(encl.)

13. POLICY COMMITTEE  H. Wall
13.1 Policy 4, Appendix Trustees Code of Conduct Sanctions  (encl.)
13.2 Policy 8, Board Committees  (encl.)

14. OFF-CAMPUS EDUCATION  M. Liguori/S. Stoddard
(encl.)

COMMITTEE REPORT

15. ADVOCACY COMMITTEE  T. Boymook
January 30, 2018   (verbal)

16. TRANSPORTATION COMMITTEE  C. Holowaychuk
January 30, 2018   (verbal)

17. STUDENT EXPULSION COMMITTEE  H. Wall
February 5, 2018   (verbal)

18. POLICY COMMITTEE  H. Wall
February 12, 2018   (verbal)

REPORTS FOR INFORMATION

19. TRUSTEES’ REPORTS/NOTICES OF MOTION  (verbal)

ADJOURNMENT
RECOMMENDATIONS TO FEBRUARY 15, 2018 BOARD OF TRUSTEES

2. That the Board meet In Camera.
   That the Board revert to Regular Session.

3. That the Agenda be adopted as amended or as circulated.

4.1 That the Board of Trustees approve the Minutes of January 25, 2018 Board Meeting as amended or as circulated.

5. That the Board of Trustees receive the Chair’s report for information.

6. That the Board of Trustees receive the Superintendent’s report for information.

7. Comments from the Public and Staff Group Representatives

8. That the Board of Trustees receive the report from the representative of the ATA Local #28 for information.

9. That the junior high per pupil percentage of funding received from Alberta Education and allocated out to schools be adjusted over a three-year period to match the per pupils percentage as Early Childhood Services, elementary and senior high students.

10. Business Arising from In Camera.

11. That the Board of Trustees approve the Borrowing Resolution to meet expenditures during the fiscal year 2017-18.

12. That the Board of Trustees approve the 2017-18 Additional Fee Submission for Extra-curricular and Activity Fees.

13.1 That the Board of Trustees repeal and replace Board Policy 4 – Appendix Trustee Code of Conduct Sanctions, as presented.

13.2 That the Board of Trustees approve the changes to Board Policy 8, Board Committees, as presented.
14. That the Board of Trustees approve EIPS junior high and senior high students’ involvement in off-campus education activities.

15. That the Board of Trustees receive the report from the Advocacy Committee meeting held January 30, 2018, for information.

16. That the Board of Trustees receive the report from the Transportation Committee meeting held January 30, 2018, for information.

17. That the Board of Trustees receive the report from the Student Expulsion Committee meeting held February 5, 2018, for information.

18. That the Board of Trustees receive the report from the Policy Committee meeting held February 12, 2018, for information.
ELK ISLAND PUBLIC SCHOOLS REGIONAL DIVISION #14

The regular meeting of the Elk Island Public Schools Regional Division Board of Trustees was held on Thursday, January 25, 2018, in the Board Room, Central Services Administration Building, Sherwood Park, Alberta.

The Board of Trustees Meeting convened with Board Chair Trina Boymook calling the meeting to order at 9:00 a.m.

Board members present:
T. Boymook   D. Irwin
R. Footz    J. Seutter
S. Gordon   H. Stadnick
C. Holowaychuk   H. Wall
A. Hubick

Administration present:
M. Liguori   Superintendent
S. Stoddard   Associate Superintendent, Supports for Students
B. Billey   Associate Superintendent, Human Resources
C. Cole    Treasurer
D. Antymniuk   Corporate Secretary
L. McNabb   Director, Communication Services
C. Langford-Pickering   Executive Assistant/Recording Secretary

Also in attendance was D. Zielke, President, ATA Local #28.

CALL TO ORDER
Meeting called to order at 9:00 a.m.

COMMITTEE OF THE WHOLE
Moved by Vice-Chair Wall:
247/2018   THAT the Board meet In Camera (9:00 a.m.).  CARRIED UNANIMOUSLY

Moved by Trustee Gordon:
248/2018   THAT the Board revert to Regular Session (10:09 a.m.). CARRIED UNANIMOUSLY

The Board recessed at 10:09 a.m. and reconvened at 10:15 a.m. with all trustees noted above in attendance.

__________________________________________   ______________________________
Board Chair                     Superintendent
We acknowledge with respect the history, spirituality, and culture of the First Nations people with whom Treaty 6 was signed, the territory wherein EIPS resides. We acknowledge our responsibility as Treaty members. We also honour the heritage and gifts of the Metis people. The Board Chair welcomed ATA representative D. Zielke and members of the community.

AGENDA

The Board Chair called for additions or deletions to the agenda.

 Moved by Trustee Hubick:

 249/2018 THAT the Agenda be adopted, as circulated. CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

The Board Chair called for confirmation of the amended November 23, 2017 Board Meeting Minutes.

 Moved by Trustee Irwin:

 250/2018 THAT the Board of Trustees approve the amended Minutes of November 23, 2017 Board Meeting, as circulated. CARRIED UNANIMOUSLY

The Board Chair called for confirmation of the December 21, 2017 Board Meeting Minutes.

 Moved by Trustee Footz:

 251/2018 THAT the Board of Trustees approve the Minutes of December 21, 2017 Board Meeting Minutes, as circulated CARRIED UNANIMOUSLY

CHAIR’S REPORT

Board Chair Boymook presented the Chair’s report.

 Moved by Board Chair Boymook:

 252/2018 THAT the Board of Trustees receive the Chair’s report for information. CARRIED UNANIMOUSLY
SUPERINTENDENT’S REPORT

Superintendent Liguori presented the Superintendent’s report.

Moved by Vice-Chair Wall:

253/2018 THAT the Board of Trustees receive the Superintendent’s report for information. CARRIED UNANIMOUSLY

COMMENTS FROM THE PUBLIC AND STAFF GROUP PRESENTATIONS

Board Chair Boymook outlined the process for presentations to the Board as per Board Policy 7, Board Operations, Section 10.

Kelsey Clelland made a presentation to the Board on behalf of the families of Grade 7 students at F.R. Haythorne Junior High School in regard to the recent change to the attendance boundaries for the north east quadrant of Sherwood Park.

ASSOCIATION/LOCAL REPORTS

ASBA Zone 2/3 Trustee Irwin presented to the Board the report from the ASBA Zone 2/3 meeting held on January 19, 2018, at St. Anthony Centre.

Moved by Trustee Irwin:

254/2018 THAT the Board of Trustees receive the report from the representative of the ASBA Zone 2/3 for information. CARRIED UNANIMOUSLY

ATA Local Report ATA representative D. Zielke presented the Local ATA report.

Moved by Trustee Seutter:

255/2018 THAT the Board of Trustees receive the report from the representative of the ATA Local #28 for information. CARRIED UNANIMOUSLY

BUSINESS ARISING FROM PREVIOUS MEETING
NEW BUSINESS

Business Arising
From In Camera No business arising.

Policy Committee Vice-Chair Wall presented the changes to Board Policy 3, Role of the Trustee for approval.

256/2018 Moved by Trustee Irwin:

THAT the Board of Trustees approve the changes to Board Policy 3, Role of the Trustee, as presented. CARRIED UNANIMOUSLY

Vice-Chair Wall presented the changes to Board Policy 4, Trustee Code of Conduct for approval.

257/2018 Moved by Trustee Hubick:

THAT the Board of Trustees approve the changes to Board Policy 4, Trustee Code of Conduct, as presented. CARRIED UNANIMOUSLY

Vice-Chair Wall presented the changes to Board Policy 6, Role of the Board Vice-Chair for approval.

258/2018 Moved by Trustee Holowaychuk:

THAT the Board of Trustees approve the changes to Board Policy 6, Role of the Board Vice-Chair, as presented. CARRIED UNANIMOUSLY

Vice-Chair Wall presented the changes to Board Policy 12, Appendix A-Superintendent Evaluation Process Criteria and Timelines for approval.

259/2018 Moved by Trustee Irwin:

THAT the Board of Trustees approve the changes to Board Policy 12, Appendix A-Superintendent Evaluation Process Criteria and Timelines, as presented. CARRIED UNANIMOUSLY

Vice-Chair Wall presented the changes to Board Policy 12, Appendix B-Performance Assessment Guide for approval.

________________________________________________________
Board Chair Superintendent
Moved by Trustee Seutter:

THAT the Board of Trustees approve the changes to Board Policy 12, Appendix B-Performance Assessment Guide, as presented.  
CARRIED UNANIMOUSLY

Vice-Chair Wall presented the changes to Board Policy 15, Program Reduction and School Closures for approval.

Moved by Trustee Gordon:

THAT the Board of Trustees approve the changes to Board Policy 15, Program Reduction and School Closures, as presented.  
CARRIED UNANIMOUSLY

Vice-Chair Wall presented the changes to Board Policy 17, Student Transportation services for approval.

Moved by Trustee Irwin:

THAT the Board of Trustees approve the changes to Board Policy 17, Student Transportation Services, as presented.  
CARRIED UNANIMOUSLY

Treasurer Cole presented to the Board amendments to the 2017-18 IMR expenditure plan to be forwarded to Alberta Education by January 31, 2018.

Moved by Vice-Chair Wall:

THAT the Board of Trustees approve a budget decrease to Infrastructure Maintenance and Renewal (IMR) revenue and expense in the amount of $1,650,000.  
CARRIED UNANIMOUSLY

Board Chair Boymook presented the amended 2017-18 Board Committee Representatives Schedule.

Moved by Trustee Stadnick:

THAT the Board of Trustees approve the amended 2017-18 Board Committee Representatives schedule, as presented.  
CARRIED UNANIMOUSLY

Board Chair Superintendent
2017-17 Board of Trustees Meeting Schedule

Board Chair Boymook presented the amended 2017-18 Board of Trustees Meeting Schedule.

265/2018 Moved by Trustee Irwin:

THAT the Board of Trustees approve the amended 2017-18 Board of Trustees Meeting Schedule, as presented. CARRIED UNANIMOUSLY

2018 Alberta School Councils Association Conference and AGM Registration Sponsorship

Board Chair Boymook presented the recommendation to the Board to sponsor one school council member per school, to a maximum of 12, to attend the Alberta School Council’s Association (ASCA) annual conference and annual general meeting.

Moved by Vice-Chair Wall:

266/2018 THAT the Board of Trustees approve the sponsorship of one school council member per school, to a maximum of 12 to attend the Alberta School Councils’ Conference & AGM, April 20 - 22, 2018, and that the deadline for submission align with the ASCA conference registration timeframe. CARRIED UNANIMOUSLY

COMMITTEE REPORTS

REPORTS FOR INFORMATION

School Status

Superintendent Liguori presented for information the school status report for 2017-18.

Moved by Trustee Holowaychuk:

267/2018 THAT the Board of Trustees receive for information the 2017-18 School Status Report. CARRIED UNANIMOUSLY

TRUSTEES’ REPORT/NOTICES OF MOTION

Reports were presented.

Notice of motion by Trustee Seutter:

268/2018 THAT the junior high per pupil percentage of funding received from Alberta Education and allocated out to schools be adjusted over a three-year period to match the per pupils percentage as Early Childhood Services, elementary and senior high students.
COMMITTEE
OF THE WHOLE

Moved by Vice-Chair Wall:

269/2018 THAT the Board meet In Camera (11:20 a.m.). CARRIED UNANIMOUSLY

Trustee Hubick left the In Camera session at 12:15 p.m.

Moved by Vice-Chair Wall:

270/2018 THAT the Board revert to Regular Session (1:27 p.m.). CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 1:28 p.m.

_____________________________  ________________________________
Board Chair                      Superintendent
DATE: February 15, 2018  
TO: The Board of Trustees  
FROM: Mark Liguori, Superintendent  
SUBJECT: Junior High Allocation Rates  
ORIGINATOR: Mark Liguori, Superintendent  
RESOURCE STAFF: Candace Cole, Treasurer  
Patricia Cross, Assistant Director, Financial Services  
REFERENCE: Policy 2, Role of the Board (8.2)  
EIPS Priority: Enhance high quality learning and working environments.  
EIPS Goal: Quality infrastructure for all.  
EIPS Outcome: Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

ISSUE
On January 25, 2018, a notice of motion was put forward by Trustee Seutter “that the junior high per pupil percentage of funding received from Alberta Education and allocated out to schools be adjusted over a three-year period to match the per pupils percentage as Early Childhood Services, elementary and senior high students.”

BACKGROUND
When preparing EIPS’ budget, revenue is first calculated. As most revenue is enrolment driven, enrolment is estimated and revenue calculations are made based on the spring budget funding rates. There are many categories of revenue - basic grant, class size funding, plant operation and maintenance, inclusive, equity of opportunity, socio economic status, small school by necessity, and First Nation Metis and Inuit. Please refer to Attachment 1 for the funding rates.

Each school board determines how to allocate its revenue to schools and departments to best meet the needs of the students within its jurisdiction.

Each school board allocates funds differently. Some allocate fixed and per pupil amounts to schools, while others allocate staff to schools based on the number of students and programs.

In 2012-13, EIPS moved toward the Resource Optimization Committee (ROC) model of allocating funds to schools. The allocation model was revised to promote equity and a school system approach. It strove to ensure each school is viable and to be simple and easy to understand. In this allocation model, the junior
high allocation rate as a percentage of the basic grant is lower than that of elementary and high school. Attachment 2 outlines the allocations for EIPS in 2017-18.

When ROC was implemented, the analysis of prior years’ operating results showed junior high schools had large surplus balances. Attachment 3 outlines the junior high schools’ operational surpluses from 2006-07 to 2016-17. It is difficult to break out surplus (deficit) on schools that operate a junior high in combination with other grades. Since the implementation of ROC, there has not been a marked decrease in surplus.

Attachment 4 outlines the funding rates from Alberta Education (AE) and allocation rates used by EIPS from 2012-13 to 2017-18. AE provides class size funding to school jurisdictions for ECS, grades 1-3, and for Grades 10-12 Tier 2 and 3 courses. In EIPS’ allocations, class size funding is incorporated into the allocation rates by grade (there is no specific class size allocation). Grades 4-6 allocation rates are slightly lower than grades 1-3, however, all schools currently have both Division 1 and 2 grades.

Additional discussion items regarding the impact of the ROC allocation method on junior high schools:

- The variety of complimentary courses at both F. R. Haythorne Junior High (FRH) and Lakeland Ridge (LLR) have both increased since the implementation of ROC (Attachment 5).
- While EIPS has seen student marks from those who wrote grade 6 PPARs decrease when they wrote the grade 9 PATs, this is a province wide issue, thus not directly related to an EIPS allocation issue for junior high.
- The entire EIPS Division must be taken into consideration as we allocate finite dollars. The increase to allocation in junior high schools has been calculated (see Attachment 6.) While the allocation can be increased, this increase will have to come from other allocations to EIPS schools.
- There is no one perfect allocation method. When a school’s allocation presents difficulties, they have the opportunity to request in-year funding.

**CURRENT SITUATION / KEY POINT(S)**

Allocation methods at other school jurisdictions were reviewed, but it is difficult to make a direct comparison.

Edmonton Public School Board (EPSB) does not have a published public allocation document. From discussions with their finance department, and upon reviewing their fall budget allocations, the following information was obtained:

- There is a per pupil allocation to schools based on the number of students. It does not distinguish what grade the student is in – the per pupil allocation is the same.
- There is, however, a 100% allocation of the class size grant for grades 1-3.
- See Attachment 7

Rocky View School Division (Attachment 8)

- Allocations are done much differently.
- They look at each K-9 school and using the parameters set for class size for every grade, determine how many teacher FTEs the school requires.
• Allocations are made to schools for technology, administrator time, office support, resource and equipment based on the number of students at each school.
• High schools are still funded on an amount per CEU amount.

Calgary Board of Education (CBE)
• Has many allocations.
• There is a per pupil allocation that shows Grades 1-9 with allocation rates fairly close to each other (Attachment 9).
• There is also a class size allocation which is made to kindergarten and Division 1, which is actually in excess of the class size funding grant (similar method to EPSB).

Implications of changing the allocation rate over three years will be problematic if the province changes the funding formula, and if there are significant changes in enrolment.

ATTACHMENT(S)
1. 2017-18 Funding Rates provided by Alberta Education
2. EIPS 2017-18 Allocations
3. Surplus/Deficit of Junior High Schools
4. Funding and Allocation Rates
5. Changes in Programming for 2011-12 to 2017-18
6. Analysis of Percentage Increase in Allocations
7. EPSB Allocation
8. Rocky View School Division Allocation
9. CBE Allocation

CC/tb
### Section 9.1 School Jurisdiction Funding Rates

For the 2017/2018 school year, funding rates remain the same as for the 2016/2017 school year.

<table>
<thead>
<tr>
<th>School Jurisdiction Funding Rates</th>
<th>2016/2017</th>
<th>2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Instruction Funding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECS (per funded child)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECS Base Instruction Rate</td>
<td>$3,339.90</td>
<td>$3,339.90</td>
</tr>
<tr>
<td>ECS Class Size Base Rate</td>
<td>$ 760.84</td>
<td>$ 760.84</td>
</tr>
<tr>
<td>ECS Basic Child Grant</td>
<td>$4,100.74</td>
<td>$4,100.74</td>
</tr>
<tr>
<td>Grades 1 to 3 (per funded student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades 1 to 3 Base Instruction Rate</td>
<td>$6,679.79</td>
<td>$6,679.79</td>
</tr>
<tr>
<td>Grades 1 to 3 Class Size Base Rate</td>
<td>$1,521.68</td>
<td>$1,521.68</td>
</tr>
<tr>
<td>Grades 1 to 3 Basic Student Grant</td>
<td>$8,201.47</td>
<td>$8,201.47</td>
</tr>
<tr>
<td>Grades 4 to 6 Base Instruction Rate (per funded student)</td>
<td>$6,679.79</td>
<td>$6,679.79</td>
</tr>
<tr>
<td>Grades 7 to 9 Base Instruction Rate (per funded student)</td>
<td>$6,679.79</td>
<td>$6,679.79</td>
</tr>
<tr>
<td>Grades 10 to 12 (per CEU to a maximum of 45 CEUs per year per funded student)</td>
<td>$190.85</td>
<td>$190.85</td>
</tr>
<tr>
<td>See section 10.1, CEU Funding Tiers list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1 CEU Rate</td>
<td>$190.85</td>
<td>$190.85</td>
</tr>
<tr>
<td>Tier 2 CEU Rate (includes $12.83 per CEU Class Size rate)</td>
<td>$203.68</td>
<td>$203.68</td>
</tr>
<tr>
<td>Tier 3 CEU Rate (includes $36.18 per CEU Class Size rate)</td>
<td>$227.03</td>
<td>$227.03</td>
</tr>
<tr>
<td>Tier 4 CEU Rate (Work Experience and Special Projects)</td>
<td>$114.50</td>
<td>$114.50</td>
</tr>
<tr>
<td>Tier 5 CEU Rate (dual enrolled dual credit)</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>CEU rate top-up funding for authorized dual enrolled dual credit CEUs taken by funded students in schools that are block funded, participating in High School Redesign, or are First Nations/First Nation School Authorities</td>
<td>$59.15</td>
<td>$59.15</td>
</tr>
<tr>
<td>ADLC course CEUs funded at 44% of the Tier 1 CEU Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Base Rate = 35 Tier 1 CEUs (special needs, 550 &amp; 640)</td>
<td>$6,679.79</td>
<td>$6,679.79</td>
</tr>
<tr>
<td>Building Collaboration and Capacity in Education (per eligible First Nations child/student attending a provincial school with an education services agreement)</td>
<td>$335.00</td>
<td>$335.00</td>
</tr>
<tr>
<td>ECS Program Unit Funding (PUF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum per eligible funded child</td>
<td>$25,051.20</td>
<td>$25,051.20</td>
</tr>
<tr>
<td>Maximum for each additional funded child in a unit</td>
<td>$6,215.88</td>
<td>$6,215.88</td>
</tr>
<tr>
<td>Education Program in an Institution (see section 7.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>net cost of program for eligible students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(per eligible FTE funded child/student)</td>
<td>$1,178.10</td>
<td>$1,178.10</td>
</tr>
</tbody>
</table>
## School Jurisdiction Funding Rates

<table>
<thead>
<tr>
<th>Section 9.1</th>
<th>School Jurisdiction Funding Rates</th>
<th>2016/2017</th>
<th>2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity of Opportunity</td>
<td>Per Student (per FTE funded enrolment)</td>
<td>$101.00 per formula</td>
<td>$101.00 per formula</td>
</tr>
<tr>
<td>Density and Distance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort McMurray Allowance</td>
<td>(per eligible FTE employee)</td>
<td>$1,040.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>First Nations, Métis and Inuit Education</td>
<td>(per eligible FTE FNMI funded child/student)</td>
<td>$1,178.10</td>
<td>$1,178.10</td>
</tr>
<tr>
<td>Francisation</td>
<td>(per eligible FTE funded child/student)</td>
<td>$1,178.10</td>
<td>$1,178.10</td>
</tr>
<tr>
<td>Francophone Equivalency Access</td>
<td>(per eligible funded student)</td>
<td>$624.24</td>
<td>$624.24</td>
</tr>
<tr>
<td>Francophone Regional Collaborative Service Delivery</td>
<td>(see section 6.2)</td>
<td></td>
<td>per formula</td>
</tr>
<tr>
<td>Home Education</td>
<td>(per eligible funded student)</td>
<td>$1,670.81 per formula</td>
<td>$1,670.81 per formula</td>
</tr>
<tr>
<td>+ 50% of the cost of ADLC courses for Gr. 7-12 to a maximum of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ additional funding for Grades 1 - 6 ADLC courses (section 1.3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hutterite Colony Schools</td>
<td>(per colony school)</td>
<td>$11,541.30</td>
<td>$11,541.30</td>
</tr>
<tr>
<td>Inclusive Education</td>
<td>(see section 1.10)</td>
<td>$466.49 per formula</td>
<td>$466.49 per formula</td>
</tr>
<tr>
<td>Supports and Services (per FTE funded enrolment)</td>
<td></td>
<td>$57.22</td>
<td>$57.22</td>
</tr>
<tr>
<td>Differential Modifiers and Program Equity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Per Student (per FTE funded enrolment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Allowance</td>
<td>Lower Zone (per FTE funded enrolment)</td>
<td>$471.24</td>
<td>$471.24</td>
</tr>
<tr>
<td>Intermediate Zone (per FTE funded enrolment)</td>
<td>$705.84</td>
<td>$705.84</td>
<td></td>
</tr>
<tr>
<td>Upper Zone (per FTE funded enrolment)</td>
<td>$1,060.80</td>
<td>$1,060.80</td>
<td></td>
</tr>
<tr>
<td>Outreach</td>
<td>(per approved Outreach Program)</td>
<td>$62,972.76</td>
<td>$62,972.76</td>
</tr>
<tr>
<td>Plant Operations &amp; Maintenance</td>
<td>(see section 1.17)</td>
<td>$795.30 per formula</td>
<td>$795.30 per formula</td>
</tr>
<tr>
<td>Gr. K-6 (per FTE funded child/student) per formula</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gr. 7-9 (per FTE funded student) per formula</td>
<td>$751.18</td>
<td>$751.18</td>
<td></td>
</tr>
<tr>
<td>Gr. 10-12 (per FTE funded student) per formula</td>
<td>$755.38</td>
<td>$755.38</td>
<td></td>
</tr>
<tr>
<td>Regional Collaborative Service Delivery</td>
<td>(see sections 4.3, 6.1 and 6..2)</td>
<td></td>
<td>per formula</td>
</tr>
<tr>
<td>Regional Consortium</td>
<td>(per consortium) Maintenance &amp; Infrastructure</td>
<td>$191,987</td>
<td>$191,987</td>
</tr>
<tr>
<td>Regional Consortium</td>
<td>(per consortium) Curriculum Implementation Support</td>
<td></td>
<td>per formula</td>
</tr>
<tr>
<td>School Fees</td>
<td></td>
<td>N/A</td>
<td>2015/16 related rev from AFS</td>
</tr>
<tr>
<td>School Nutrition Pilot Program</td>
<td>See section 6.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Transportation Fees</td>
<td></td>
<td>N/A</td>
<td>Per formula</td>
</tr>
</tbody>
</table>
### School Jurisdiction Funding Rates

<table>
<thead>
<tr>
<th><strong>Small Board Administration</strong></th>
<th><strong>2016/2017</strong></th>
<th><strong>2017/2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter School (per school) (see section 1.13)</td>
<td>$470,825.88</td>
<td>$470,825.88</td>
</tr>
<tr>
<td>School jurisdiction FTE funded enrolment &lt; 2000</td>
<td>per formula</td>
<td>sliding scale reducing to zero</td>
</tr>
<tr>
<td>School jurisdiction FTE funded enrolment &gt; 2000 but &lt; 3000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Small Schools by Necessity: Base Allocation</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schools with ≤ 150 FTE funded enrolment</strong></td>
<td>$88,281.00</td>
<td>$88,281.00</td>
</tr>
<tr>
<td><strong>Schools with &gt; 150 but &lt; 226 FTE funded enrolment</strong></td>
<td>sliding scale reducing to zero</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Small Schools by Necessity: Variable Allocation</strong></th>
<th><strong>2016/2017</strong></th>
<th><strong>2017/2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>K – 3</strong></td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td><strong>K – 6</strong></td>
<td>80</td>
<td>150</td>
</tr>
<tr>
<td><strong>K – 9</strong></td>
<td>80</td>
<td>220</td>
</tr>
<tr>
<td><strong>K – 12</strong></td>
<td>80</td>
<td>290</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Socio-Economic Status</strong></th>
<th><strong>2016/2017</strong></th>
<th><strong>2017/2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(per FTE funded enrolment)</td>
<td>$471.24</td>
<td>$471.24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SuperNet Services</strong></th>
<th><strong>2016/2017</strong></th>
<th><strong>2017/2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(max. per month per approved site)</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

### Transportation Funding:

#### 1. Urban Transportation

- **10,000-29,999 population (per eligible passenger/eligible transported ECS child)**
  - $507
  - $507
- **30,000-49,999 population (per eligible passenger/eligible transported ECS child)**
  - $487
  - $487
- **50,000+ population (per eligible passenger/transported child)**
  - $466
  - $466

<table>
<thead>
<tr>
<th>Distance (km)</th>
<th>2.4 - 6.0</th>
<th>6.01 - 10</th>
<th>10.01 - 14</th>
<th>14.01 - 18</th>
<th>18.01 - 26</th>
<th>26.01 - 38</th>
<th>&gt; 38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per km</td>
<td>$10.58</td>
<td>$15.48</td>
<td>$18.52</td>
<td>$21.30</td>
<td>$26.12</td>
<td>$28.56</td>
<td>$31.45</td>
</tr>
</tbody>
</table>

- **Parent-provided ECS Transportation** (including children with a disability/delay)
  - $549
  - $549
- **ECS Special Transportation** (per round trip per child with a disability/delay - max. of 185 trips)
  - $18.24
  - $18.24
- **Special Transportation** (per eligible student with a disability)
  - $3,374
  - $3,374
- **Weekend Transportation** (per eligible funded student)
  - $4,743
  - $4,743
- **Boarding Transportation** (per eligible funded student)
  - $4,263
  - $4,263
- **Inter-school Transportation** (per km for two-way distance between schools for eligible programs)
  - $1.09
  - $1.09

#### 2. Metro Urban Transportation

- **Regular Transportation** (per expected eligible passenger)
  - $549
  - $549
- **Parent-provided ECS Transportation** (including children with a disability/delay)
  - $549
  - $549
- **ECS Special Transportation** (per round trip per child with a disability/delay - max. of 185 trips)
  - $18.24
  - $18.24
- **Special Transportation** (per funded student based on severe profile)
  - $3,374
  - $3,374
### School Jurisdictions Funding Rates

#### 3. Urban Francophone Transportation

<table>
<thead>
<tr>
<th>Population Range</th>
<th>2016/17</th>
<th>2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000-19,999 population</td>
<td>$642</td>
<td>$642</td>
</tr>
<tr>
<td>(per eligible passenger/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eligible transported ECS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>child)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20,000-29,999 population</td>
<td>$595</td>
<td>$595</td>
</tr>
<tr>
<td>(per eligible passenger/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eligible transported ECS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>child)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30,000 + population</td>
<td>$549</td>
<td>$549</td>
</tr>
<tr>
<td>(per eligible passenger/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eligible transported ECS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>child)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Parent-provided ECS Transportation (including children with a disability/delay)**

- 0-700: $549
- 701 - 1400: $549
- 1401 - 2100: $549
- 2101 - 2800: $549
- 2801 - 3500: $549
- 3501 - 4200: $549
- 4201 - 4900: $549
- 4901 - 5600: $549
- 5601 - 6300: $549
- 6301+: $549

**ECS Special Transportation (per round trip per child with a disability/delay - max. of 185 trips)**

- 0-700: $18.24
- 701 - 1400: $18.24
- 1401 - 2100: $18.24
- 2101 - 2800: $18.24
- 2801 - 3500: $18.24
- 3501 - 4200: $18.24
- 4201 - 4900: $18.24
- 4901 - 5600: $18.24
- 5601 - 6300: $18.24
- 6301+: $18.24

**Special Transportation (per eligible student with a disability)**

- 0-700: $3,374
- 701 - 1400: $3,374
- 1401 - 2100: $3,374
- 2101 - 2800: $3,374
- 2801 - 3500: $3,374
- 3501 - 4200: $3,374
- 4201 - 4900: $3,374
- 4901 - 5600: $3,374
- 5601 - 6300: $3,374
- 6301+: $3,374

**Weekend Transportation (per eligible funded student)**

- 0-700: $4,743
- 701 - 1400: $4,743
- 1401 - 2100: $4,743
- 2101 - 2800: $4,743
- 2801 - 3500: $4,743
- 3501 - 4200: $4,743
- 4201 - 4900: $4,743
- 4901 - 5600: $4,743
- 5601 - 6300: $4,743
- 6301+: $4,743

**Boarding Transportation (per eligible funded student)**

- 0-700: $4,263
- 701 - 1400: $4,263
- 1401 - 2100: $4,263
- 2101 - 2800: $4,263
- 2801 - 3500: $4,263
- 3501 - 4200: $4,263
- 4201 - 4900: $4,263
- 4901 - 5600: $4,263
- 5601 - 6300: $4,263
- 6301+: $4,263

**Inter-School Transportation**

- (per km for two-way distance between schools for eligible programs)

- 0-700: $1.09
- 701 - 1400: $1.09
- 1401 - 2100: $1.09
- 2101 - 2800: $1.09
- 2801 - 3500: $1.09
- 3501 - 4200: $1.09
- 4201 - 4900: $1.09
- 4901 - 5600: $1.09
- 5601 - 6300: $1.09
- 6301+: $1.09

#### 4. Rural Transportation

**Regular Transportation (per eligible passenger/eligible transported ECS child)**

- (see section 1.20)

**Per formula based on grid below**

<table>
<thead>
<tr>
<th>Weighted Passengers</th>
<th>0-29</th>
<th>.30-.35</th>
<th>.36-57</th>
<th>.58-76</th>
<th>.77-95</th>
<th>.96-1.14</th>
<th>1.15-1.30</th>
<th>1.31-1.45</th>
<th>1.46-3.01</th>
<th>3.02+</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-700</td>
<td>$682</td>
<td>$779</td>
<td>$847</td>
<td>$863</td>
<td>$872</td>
<td>$940</td>
<td>$1086</td>
<td>$1259</td>
<td>$1418</td>
<td>$1886</td>
</tr>
<tr>
<td>701 - 1400</td>
<td>$682</td>
<td>$752</td>
<td>$836</td>
<td>$853</td>
<td>$866</td>
<td>$930</td>
<td>$1064</td>
<td>$1135</td>
<td>$1418</td>
<td>$1886</td>
</tr>
<tr>
<td>1401 - 2100</td>
<td>$682</td>
<td>$744</td>
<td>$831</td>
<td>$847</td>
<td>$856</td>
<td>$872</td>
<td>$1056</td>
<td>$1121</td>
<td>$1371</td>
<td>$1824</td>
</tr>
<tr>
<td>2101 - 2800</td>
<td>$682</td>
<td>$705</td>
<td>$819</td>
<td>$834</td>
<td>$851</td>
<td>$869</td>
<td>$973</td>
<td>$1115</td>
<td>$1221</td>
<td>$1738</td>
</tr>
<tr>
<td>2801 - 3500</td>
<td>$682</td>
<td>$701</td>
<td>$803</td>
<td>$822</td>
<td>$836</td>
<td>$862</td>
<td>$911</td>
<td>$1025</td>
<td>$1178</td>
<td>$1382</td>
</tr>
<tr>
<td>3501 - 4200</td>
<td>$682</td>
<td>$693</td>
<td>$741</td>
<td>$810</td>
<td>$824</td>
<td>$859</td>
<td>$903</td>
<td>$1000</td>
<td>$1080</td>
<td>$1270</td>
</tr>
<tr>
<td>4201 - 4900</td>
<td>$675</td>
<td>$682</td>
<td>$725</td>
<td>$745</td>
<td>$812</td>
<td>$853</td>
<td>$896</td>
<td>$941</td>
<td>$1004</td>
<td>$1164</td>
</tr>
<tr>
<td>4901 - 5600</td>
<td>$675</td>
<td>$675</td>
<td>$683</td>
<td>$730</td>
<td>$755</td>
<td>$830</td>
<td>$856</td>
<td>$905</td>
<td>$965</td>
<td>$1063</td>
</tr>
<tr>
<td>5601 - 6300</td>
<td>$675</td>
<td>$675</td>
<td>$675</td>
<td>$693</td>
<td>$735</td>
<td>$765</td>
<td>$845</td>
<td>$876</td>
<td>$931</td>
<td>$1000</td>
</tr>
<tr>
<td>6301+</td>
<td>$675</td>
<td>$675</td>
<td>$675</td>
<td>$675</td>
<td>$693</td>
<td>$746</td>
<td>$768</td>
<td>$857</td>
<td>$893</td>
<td>$952</td>
</tr>
</tbody>
</table>

**Distance (km)**

- 2.4 - 6
- 6.01 - 10
- 10.01 - 14
- 14.01 - 18
- 18.01 - 26
- 26.01 - 38
- > 38

**Rate per km**

- $10.58
- $15.48
- $18.52
- $21.30
- $26.12
- $28.56
- $31.45

**Parent-provided ECS Transportation (including children with a disability/delay)**

- $549

**ECS Special Transportation (per round trip per child with a disability/delay - max. of 185 trips)**

- $18.24

**Special Transportation (per eligible student with a disability)**

- $6,748

**Weekend Transportation (per eligible funded student)**

- $4,743

**Boarding Transportation (per eligible funded student)**

- $4,263

**Inter-School Transportation**

- (per km for two-way distance between schools for eligible programs)

- $1.09
## SCHOOL ALLOCATIONS - BASIC

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Amount per School Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Rate - Regular</td>
<td>$300,000</td>
</tr>
<tr>
<td>Fixed Rate - Elementary/Junior</td>
<td>$48,000 (FSC, FTV, MUN, LLR, NXT-CED)</td>
</tr>
<tr>
<td>Fixed Rate - Junior/Senior</td>
<td>$5,000 (AJS, LHS, SCS, VJS)</td>
</tr>
<tr>
<td>ECS - Regular</td>
<td>$2,615.84 (78.32% of $3,339.90 Grant Rate)</td>
</tr>
<tr>
<td>Elementary - Division 1 (Grade 1-3)</td>
<td>$5,251.74 (78.62% of $6,679.79 Grant Rate)</td>
</tr>
<tr>
<td>Elementary - Division 2 (Grade 4-6)</td>
<td>$5,225.44 (78.23% of $6,679.79 Grant Rate)</td>
</tr>
<tr>
<td>Junior High (Grade 7-9)</td>
<td>$4,755.66 (71.21% of $6,679.79 Grant Rate)</td>
</tr>
<tr>
<td>Grade 10, 11, 12</td>
<td>$150.06 (78.63% of $190.85 Tier 1 Grant Rate)</td>
</tr>
<tr>
<td>Grade 10, 11, 12 ADLC</td>
<td>$66.02 (78.63% of $83.97 Tier 1 Grant Rate)</td>
</tr>
<tr>
<td>Andrew School</td>
<td>$298,000 (Andrew School K-12)</td>
</tr>
<tr>
<td>Elk Island Youth Ranch</td>
<td>$6,679.79 (100% per student Grant Rate)</td>
</tr>
<tr>
<td>Colony School Allocation</td>
<td>$6,679.79 (Grant Rate)</td>
</tr>
<tr>
<td>Colony School Allocation - Admin</td>
<td>10% of basic grant rate for administration</td>
</tr>
<tr>
<td>Hutterite Colony</td>
<td>$11,541.00 (per site)</td>
</tr>
</tbody>
</table>

## SYSTEM PROGRAM ALLOCATIONS

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Programming</td>
<td>Alberta Education Targeted Grants, allocated the full Grant approved amount</td>
</tr>
<tr>
<td>English Second Language (ESL) ECS, Grade 1-12</td>
<td>$589.05/$1,178.10 per English as a Second Language grant eligible student Full Grant Amount</td>
</tr>
<tr>
<td>First Nations Metis Inuit (FNMI) Projects</td>
<td>Allocated based on approved projects submitted to Supports for Students</td>
</tr>
<tr>
<td>French Immersion (FI) ECS/Grade 7-9/Grade 10-12 Not Full Time</td>
<td>1. $48.50/$172.00/$172.00 per FI student Prorated by the number of program hours divided by the maximum program hours 950/950/1000 2. Based on Prior Year Funding Rates</td>
</tr>
<tr>
<td>French Immersion (FI) Grade 1-6/Grade 7-9 Full Time</td>
<td>1. $97.00/$172.00 per student registered in full time FI 2. Minimum Hours 712/570 per year 3. Based on Prior Year Funding Rates</td>
</tr>
<tr>
<td>French Second Language (FSL) ECS - Grade 6/Grade 7-9/Grade 10-12</td>
<td>1. $65.00/$90.00/$90.00 per FSL student, prorated by the number of program hours divided by the maximum program, 950/950/1,000 hours 2. Based on Prior Year Funding Rates</td>
</tr>
<tr>
<td>Ukrainian/German Bilingual</td>
<td>$47.04 per Grade 1-6 student registered in Ukrainian or German bilingual program</td>
</tr>
<tr>
<td>International Baccalaureate (IB)</td>
<td>$42,385 to Salisbury Composite High School to support the IB program</td>
</tr>
</tbody>
</table>

## SCHOOL OTHER ALLOCATIONS

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Allowance</td>
<td>1. One allocation per school, as per the TCA 2. Rate is based on enrolment</td>
</tr>
<tr>
<td>Assistant Principal Allowance</td>
<td>1. Allocation as per the TCA if the school has &gt; 10.000 instructional certificated FTE 2. Rate is based on enrolment</td>
</tr>
<tr>
<td>Teacher In Charge</td>
<td>1. Allocated when the school is not eligible for an Assistant Principal 2. Based on number of substitute days Principal budgets they will be away from the school for Division business</td>
</tr>
<tr>
<td>Colony Additional</td>
<td>Castle and Pleasant Ridget Colony Additional Allocations based on enrolment (Equity of Opportunity, Plant Operations &amp; Maintenance, Socio Economic Status)</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| In Year          | 1. Schools submit an In Year Funding request  
|                  | 2. Allocations approved by Executive Team |

**EARLY LEARNING**

**PALS Program**
- Per Program Allocation, 1 program = Morning & Afternoon class
  1. Based on 1.0 Certificated FTE, $100,250
  2. Based on 2 EA staff, 195 days, 6.10 hours per day at $35.87 per hour
  3. $5,000 per site allocation

**PUF Centre**
- Per Centre Allocation, 1 Centre = 1 Class
  1. Number of Centres approved by Early Learning
  2. Each centre allocation is based on: 1 EA for 195 days, working 3.0 hours per day at $35.87 per hour

**INCLUSIVE LEARNING**

**Inclusive Education Programs**
- Per Program Allocation (EA hours vary per program)
  1. Based on 1.1 Certificated FTE, $110,274 per program
  2. Based on EA staff, 195 days, 7 hours per day at $35.87 per hour OR
  3. Based on SSA staff, 195 days, 7 hours per day at $40.55 per hour
  4. Each program receives $6,000 Discretionary funding
  5. A program may receive Special Circumstance funding if approved by Supports for Students
  6. Program allocations are based on Level 1 to Level 6, Level 6 is the highest level of support

<table>
<thead>
<tr>
<th>Universal Supports &amp; Services Allocation</th>
<th>$150.00 per student, total Grade 1 - 9 Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted Supports</td>
<td>$1,100.00 per approved student in an inclusive setting</td>
</tr>
<tr>
<td>Specialized Supports</td>
<td>$20,000.00 per approved student in an inclusive setting</td>
</tr>
<tr>
<td>Intensified Supports</td>
<td>$43,000.00 per approved student in an inclusive setting</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Andrew School</td>
<td>17,822</td>
</tr>
<tr>
<td>Ardrossan Junior Senior High</td>
<td>241,797</td>
</tr>
<tr>
<td>Clover Bar Junior High</td>
<td>10,291</td>
</tr>
<tr>
<td>F.R. Haythorne Junior High</td>
<td>7,922</td>
</tr>
<tr>
<td>Fort Saskatchewan Junior High</td>
<td>(4,213)</td>
</tr>
<tr>
<td>Fort Saskatchewan Christian</td>
<td>45,903</td>
</tr>
<tr>
<td>Fultonvale Elementary Junior High¹</td>
<td>128,704</td>
</tr>
<tr>
<td>Lakeland Ridge</td>
<td>61,109</td>
</tr>
<tr>
<td>Lamont High</td>
<td>25,278</td>
</tr>
<tr>
<td>Mundare School</td>
<td>(12,039)</td>
</tr>
<tr>
<td>Rudolph Hennig Junior High</td>
<td>-</td>
</tr>
<tr>
<td>Sherwood Heights Junior High</td>
<td>107,707</td>
</tr>
<tr>
<td>Strathcona Christian Academy Secondary</td>
<td>234,812</td>
</tr>
<tr>
<td>Vegreville Composite High</td>
<td>(1,655)</td>
</tr>
<tr>
<td>Total</td>
<td>955,208</td>
</tr>
</tbody>
</table>

1 The surplus/deficit is before the carryforward limit is applied, and does not include school generated funds.

¹The 2016-17 balance for Fultonvale does not include the transfer from Ministik school.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC GRANT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECS</td>
<td>3,280.84</td>
<td>3,280.84</td>
<td>3,339.90</td>
<td>3,339.90</td>
<td>3,339.90</td>
<td>3,339.90</td>
</tr>
<tr>
<td>Rate Rate</td>
<td>2,587.54</td>
<td>2,598.59</td>
<td>2,635.42</td>
<td>2,624.18</td>
<td>2,615.84</td>
<td>2,615.84</td>
</tr>
<tr>
<td>Grade 1-3</td>
<td>6,561.68</td>
<td>6,561.68</td>
<td>6,679.79</td>
<td>6,679.79</td>
<td>6,679.79</td>
<td>6,679.79</td>
</tr>
<tr>
<td>Rate Rate</td>
<td>5,226.08</td>
<td>5,242.12</td>
<td>5,264.56</td>
<td>5,242.10</td>
<td>5,251.74</td>
<td>5,225.44</td>
</tr>
<tr>
<td>Grade 4-6</td>
<td>6,561.68</td>
<td>6,561.68</td>
<td>6,679.79</td>
<td>6,679.79</td>
<td>6,679.79</td>
<td>6,679.79</td>
</tr>
<tr>
<td>Rate Rate</td>
<td>5,175.10</td>
<td>5,190.99</td>
<td>5,264.56</td>
<td>5,242.10</td>
<td>5,225.44</td>
<td>5,225.44</td>
</tr>
<tr>
<td>Grade 7-9</td>
<td>6,561.68</td>
<td>6,561.68</td>
<td>6,679.79</td>
<td>6,679.79</td>
<td>6,679.79</td>
<td>6,679.79</td>
</tr>
<tr>
<td>Rate Rate</td>
<td>4,709.85</td>
<td>4,724.31</td>
<td>4,791.26</td>
<td>4,770.82</td>
<td>4,755.66</td>
<td>4,755.66</td>
</tr>
<tr>
<td>Grade 10-12</td>
<td>187.48</td>
<td>187.48</td>
<td>190.85</td>
<td>190.85</td>
<td>190.85</td>
<td>190.85</td>
</tr>
<tr>
<td>Rate Rate</td>
<td>147.86</td>
<td>148.49</td>
<td>150.02</td>
<td>150.54</td>
<td>150.06</td>
<td>150.06</td>
</tr>
<tr>
<td><strong>CLASS SIZE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECS</td>
<td>716.95</td>
<td>731.29</td>
<td>745.92</td>
<td>760.84</td>
<td>760.84</td>
<td>760.84</td>
</tr>
<tr>
<td>Grade 1-3</td>
<td>1,433.91</td>
<td>1,462.59</td>
<td>1,491.84</td>
<td>1,521.68</td>
<td>1,521.68</td>
<td>1,521.68</td>
</tr>
<tr>
<td>Grade 10-12 Tier 2</td>
<td>12.09</td>
<td>12.33</td>
<td>12.58</td>
<td>12.83</td>
<td>12.83</td>
<td>12.83</td>
</tr>
<tr>
<td>Grade 10-12 Tier 3</td>
<td>34.09</td>
<td>34.77</td>
<td>35.47</td>
<td>36.18</td>
<td>36.18</td>
<td>36.18</td>
</tr>
</tbody>
</table>
Junior High Programming

<table>
<thead>
<tr>
<th>Grades</th>
<th>2011-12</th>
<th>2017-18</th>
<th>2011-12</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment*</td>
<td>234 207 211</td>
<td>226 227 254</td>
<td>102 75 76</td>
<td>78 73 81</td>
</tr>
<tr>
<td>Complimentary Courses</td>
<td>13 13 13</td>
<td>17 25 26</td>
<td>11 10 11</td>
<td>14 15 17</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>24.4</td>
<td>24.8</td>
<td>20.0</td>
<td>22.0</td>
</tr>
</tbody>
</table>

Increase in Courses from 2011-12 to 2017-18 | 4 12 13 29 | 3 5 6 14

Increase (decrease) in students from 2011-12 to 2017-18 | (8) 20 43 55 | (24) (2) 5 (21)

*including Special Ed programs in FRH

NOTE: Enrolment totals based on Fall Budget enrolment for each year.
### Analysis of Percentage Increase in Allocations -- Junior High

<table>
<thead>
<tr>
<th>Increase in Allocation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1% increase in allocation</td>
<td>239,000</td>
</tr>
<tr>
<td>2% increase in allocation</td>
<td>479,000</td>
</tr>
<tr>
<td>3% increase in allocation</td>
<td>718,000</td>
</tr>
<tr>
<td>5.75% increase in allocation</td>
<td>1,353,000</td>
</tr>
</tbody>
</table>
### BASE INSTRUCTION FUNDING

<table>
<thead>
<tr>
<th>Description</th>
<th>2017-2018 Fall Revised Budget</th>
<th>2017-2018 Spring Approved Budget</th>
<th>Variance Fall vs Spring $</th>
<th>Variance Fall vs Spring %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Services (ECS) Base Instruction</td>
<td>$30,737,100</td>
<td>$31,602,100</td>
<td>$(865,000)</td>
<td>(2.7%)</td>
<td></td>
</tr>
<tr>
<td>ECS Class Size</td>
<td>7,002,000</td>
<td>7,199,100</td>
<td>(197,100)</td>
<td>(2.7%)</td>
<td></td>
</tr>
<tr>
<td>Base Instruction (Grades 1 to 9)</td>
<td>435,482,800</td>
<td>435,845,300</td>
<td>(362,500)</td>
<td>(0.1%)</td>
<td></td>
</tr>
<tr>
<td>Class Size (Grades 1 to 3)</td>
<td>35,118,200</td>
<td>35,684,600</td>
<td>(566,400)</td>
<td>(1.6%)</td>
<td></td>
</tr>
<tr>
<td>High School (Grades 10 to 12)</td>
<td>156,651,300</td>
<td>154,992,900</td>
<td>1,658,400</td>
<td>1.1%</td>
<td>1</td>
</tr>
<tr>
<td>Base Instruction Metro (Grades 10 to 12)</td>
<td>1,059,800</td>
<td>934,900</td>
<td>124,900</td>
<td>13.4%</td>
<td>1</td>
</tr>
<tr>
<td>Base Instr. Metro Summer (Grades 10 to 12)</td>
<td>6,145,400</td>
<td>5,811,400</td>
<td>334,000</td>
<td>5.7%</td>
<td>1</td>
</tr>
<tr>
<td>Outreach Site Funding</td>
<td>314,900</td>
<td>314,900</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Home Education</td>
<td>588,100</td>
<td>691,700</td>
<td>(103,600)</td>
<td>(15.0%)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>508,340,100</strong></td>
<td><strong>510,331,100</strong></td>
<td><strong>(1,991,000)</strong></td>
<td><strong>(0.4%)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>673,099,600</strong></td>
<td><strong>673,076,900</strong></td>
<td><strong>22,700</strong></td>
<td><strong>0.0%</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

### DIFFERENTIAL COST FUNDING

<table>
<thead>
<tr>
<th>Description</th>
<th>2017-2018 Fall Revised Budget</th>
<th>2017-2018 Spring Approved Budget</th>
<th>Variance Fall vs Spring $</th>
<th>Variance Fall vs Spring %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECS Program Unit Funding (PUF)</td>
<td>43,292,600</td>
<td>44,601,900</td>
<td>(1,309,300)</td>
<td>(2.9%)</td>
<td>2</td>
</tr>
<tr>
<td>Inclusive Education</td>
<td>71,794,200</td>
<td>70,699,000</td>
<td>1,095,200</td>
<td>1.5%</td>
<td></td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>22,450,000</td>
<td>22,450,000</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>First Nations, Metis and Inuit Education (FNMI)</td>
<td>10,037,400</td>
<td>9,507,300</td>
<td>530,100</td>
<td>5.6%</td>
<td>3</td>
</tr>
<tr>
<td>Building Collaboration and Capacity</td>
<td>30,750</td>
<td>30,750</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Socio Economic Status</td>
<td>11,335,200</td>
<td>11,147,300</td>
<td>187,900</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Plant Operations and Maintenance (PO&amp;M)</td>
<td>71,287,500</td>
<td>71,067,000</td>
<td>220,500</td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>Metro Urban Transportation</td>
<td>24,581,100</td>
<td>24,501,800</td>
<td>79,300</td>
<td>0.3%</td>
<td></td>
</tr>
<tr>
<td>ECS Special Transportation</td>
<td>2,710,200</td>
<td>2,400,000</td>
<td>310,200</td>
<td>12.9%</td>
<td>2</td>
</tr>
<tr>
<td>Equity of Opportunity</td>
<td>9,490,100</td>
<td>9,323,000</td>
<td>167,100</td>
<td>1.8%</td>
<td></td>
</tr>
<tr>
<td>Federal French Funding</td>
<td>590,000</td>
<td>590,000</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>267,599,050</strong></td>
<td><strong>266,318,050</strong></td>
<td><strong>1,281,000</strong></td>
<td><strong>0.5%</strong></td>
<td></td>
</tr>
</tbody>
</table>

### PROVINCIAL PRIORITY TARGETED FUNDING

<table>
<thead>
<tr>
<th>Description</th>
<th>2017-2018 Fall Revised Budget</th>
<th>2017-2018 Spring Approved Budget</th>
<th>Variance Fall vs Spring $</th>
<th>Variance Fall vs Spring %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Speed Networking</td>
<td>2,284,800</td>
<td>2,275,200</td>
<td>9,600</td>
<td>0.4%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>2,284,800</strong></td>
<td><strong>2,275,200</strong></td>
<td><strong>9,600</strong></td>
<td><strong>0.4%</strong></td>
<td></td>
</tr>
</tbody>
</table>

### OTHER PROVINCIAL SUPPORT

<table>
<thead>
<tr>
<th>Description</th>
<th>2017-2018 Fall Revised Budget</th>
<th>2017-2018 Spring Approved Budget</th>
<th>Variance Fall vs Spring $</th>
<th>Variance Fall vs Spring %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Support</td>
<td>9,849,700</td>
<td>10,378,200</td>
<td>(528,500)</td>
<td>(5.1%)</td>
<td>4</td>
</tr>
<tr>
<td>Regional Collaborative Service Delivery (RCSD)</td>
<td>4,674,900</td>
<td>3,905,800</td>
<td>769,100</td>
<td>19.7%</td>
<td>5</td>
</tr>
<tr>
<td>Bill 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Fees Reduction Grant</td>
<td>2,660,800</td>
<td>2,660,800</td>
<td>-</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>Transportation Fees Reduction Grant</td>
<td>5,334,200</td>
<td>5,334,200</td>
<td>-</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>Classroom Improvement Fund (CIF)</td>
<td>10,592,000</td>
<td>-</td>
<td>10,592,000</td>
<td>100.0%</td>
<td>7</td>
</tr>
<tr>
<td>Provincial School Lease Support</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Narrowing Teacher’s Salary Gap</td>
<td>239,000</td>
<td>239,000</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Reduction in System Admin &amp; School Board Governance</td>
<td>(4,182,000)</td>
<td>(4,182,000)</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>29,168,600</strong></td>
<td><strong>18,336,000</strong></td>
<td><strong>10,832,600</strong></td>
<td><strong>59.1%</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>972,152,050</strong></td>
<td><strong>960,006,150</strong></td>
<td><strong>12,145,900</strong></td>
<td><strong>1.3%</strong></td>
<td>1</td>
</tr>
</tbody>
</table>
**Edmonton Public Schools**  
**2017-2018 Fall Revised Budget**  
**Direct School Allocations**

<table>
<thead>
<tr>
<th>School Allocations</th>
<th>2017-2018 Fall Revised Budget</th>
<th>2017-2018 Spring Approved Budget</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten (1/2 day)</td>
<td>$17,926,977</td>
<td>$18,373,056</td>
<td>$(446,079)</td>
<td>2.4%</td>
<td>1</td>
</tr>
<tr>
<td>Kindergarten (full day)</td>
<td>3,839,884</td>
<td>3,317,164</td>
<td>522,720</td>
<td>15.8%</td>
<td>1</td>
</tr>
<tr>
<td>Elementary</td>
<td>218,991,874</td>
<td>224,839,886</td>
<td>$(5,848,012)</td>
<td>2.6%</td>
<td></td>
</tr>
<tr>
<td>Junior High</td>
<td>91,009,374</td>
<td>90,505,568</td>
<td>503,806</td>
<td>0.6%</td>
<td></td>
</tr>
<tr>
<td>Senior High</td>
<td>109,074,523</td>
<td>108,908,232</td>
<td>166,291</td>
<td>0.2%</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td>3,458,232</td>
<td>4,260,870</td>
<td>$(802,638)</td>
<td>18.8%</td>
<td>2</td>
</tr>
<tr>
<td>Special Needs Levels 4 - 8</td>
<td>140,512,045</td>
<td>133,610,122</td>
<td>6,901,923</td>
<td>5.2%</td>
<td>3</td>
</tr>
<tr>
<td>Institutions, ASD &amp; Early Education (PUF) Allocations</td>
<td>71,237,070</td>
<td>71,893,202</td>
<td>$(656,132)</td>
<td>0.9%</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal School Allocations</strong></td>
<td><strong>656,049,979</strong></td>
<td><strong>655,708,100</strong></td>
<td><strong>341,879</strong></td>
<td><strong>0.1%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Other Supplemental School Allocations**

| Base Allocation | 53,657,411 | 52,097,316 | 1,560,955 | 3.0% |
| Class Size Funding | 35,118,214 | 35,922,298 | $(804,084) | 2.2% |
| Plant Operation & Maintenance - Schools | 17,723,790 | 16,793,893 | 929,897 | 5.5% |
| First Nations, Metis and Inuit Education (FNMI) | 8,366,675 | 7,838,535 | 530,140 | 6.8% |
| Program Enhancement Allocations | 12,526,446 | 15,512,807 | $(2,986,361) | 19.3% |
| Other Miscellaneous Allocations | 1,921,775 | 2,094,973 | $(173,198) | 8.3% |
| Classroom Improvement Fund | 5,296,005 | 5,296,005 | - | 100.0% |
| School Fees Reduction | 2,660,800 | 2,660,800 | - | - |
| Equity Fund | 10,939,764 | 4,000,000 | 6,939,764 | 173.5% |
| High Social Vulnerability | 4,000,000 | 4,000,000 | - | - |
| Regional Collaborative Service Delivery (RCSD) | 4,674,891 | 3,905,827 | 769,064 | 19.7% |
| Enhanced Support for Schools | 874,973 | 874,973 | - | - |
| Facility Use Payments - Christian Schools | 1,346,792 | 1,346,792 | - | - |
| amiskwaciy Base Rent | 1,277,382 | 1,277,382 | - | - |
| School Resource Officer Allocation | 148,000 | 148,000 | - | 100.0% |
| Foundation Full Day Kindergarten Funding | 401,368 | 367,594 | 33,774 | 9.2% |
| Community Use of Schools | 421,935 | 520,586 | $(98,651) | 18.9% |
| **Subtotal Other Supplemental School Allocations** | **161,358,221** | **149,213,776** | **12,144,445** | **8.1%** |
| **Subtotal School and Other Supplemental Allocations** | **817,408,200** | **804,921,876** | **12,486,324** | **1.6%** |
| **School Generated Funds/External Revenues** | **32,659,636** | **31,605,930** | **1,053,706** | **3.3%** |
| **Total Direct School Allocations** | **$850,067,836** | **$836,527,806** | **$13,540,030** | **1.6%** |

* See Attachment IV^A - for a detailed breakdown of this line item.
## Staffing Allocation

### 1. Classroom Teachers (K-9)*
1.0749 FTE per class of students. Normally the number of students per class shall be based on the following ranges: K-Gr 1=19-23, Gr 2/3=23-27. Gr 4=25-29, Gr 5/6=27-31 Gr 7-9=29-33.

Additional staff support to grades 7-9 for exploratory programming may be provided.

### 2. Student Emotional/Social Support (K-9)*
0.1 FTE K-4 for every 100 students over 250 students, Gr 5-9 0.15 FTE for every 100 students over 250 students. Minimum allocation of 0.5 FTE CDA per school. (K=1.0)

### 3. Technology Support (K-9)*
0.1 FTE per 100 students. Minimum of 0.5 FTE and maximum of 1.0 School Technology Assistant funded per school.

### 4. Universal Learning Support (K-9)*
(a) Learning Supports - 1.0 FTE teacher per school and an additional 0.125 FTE per 100 students over 200 (K=0.5)

(b) Literacy Supports - 0.2 FTE teachers per elementary school an additional 0.2 FTE for elementary FL programs. Additional K-2 of 0.2 FTE teachers per 100 students. (K=0.5)

## School Allocation

### 1. Administrator Time (K-9)*
0.1 FTE for every 40 students over 250 students, minimum allocation of 1.0 FTE per school. Additional 0.1 FTE for middle/multi level schools and additional 0.1 FTE for divisional programs housed at a particular school, or when a school is responsible for a divisional student support program (K=1.0).

### 2. Office Support (K-9)*
Minimum of 1.0 FTE School Secretary III funded per school plus 0.35 FTE School Secretary II for every 100 students over 250 students. An additional 0.1 FTE Secretary II for schools that provide office support to colony schools. (K=1.0)

### 3. Resource & Equipment Support (K-9)*
First 50 students per grade funded at $285 and all students over the 50 per grade are funded at $215 (K=0.5)

### 4. Learning Commons Support*
K-4 schools are allocated a base amount of $25,000 and an additional $12,500 per 100 students over 250 students. 5-9 schools are allocated $20,000 and an additional $4,000 per 100 students over 250 students. Multi-level schools are allocation prorated based on the allocations outlined above. (K=0.5)

### 5. French Immersion Supplies, Library, Testing, Consulting, and in Service
$70 Grade 1-9 French Immersion enrolled student on September 30th

### 6. Administrator Professional Learning
$738.54 per administrator

### 7. English as a Second Language
$1,178.10 per English As a Second Language grant eligible student (equivalent of grant)

### 8. Bus Loading and Unloading Supervision
1. $1,300.00 per year for schools served by three or more buses, or
2. $3,900.00 per year for schools who supervise bus loading/unloading and meeting any one of the following conditions:
   a) more than 500 bussed students including some K-4 students, or
   b) varied leave/arrival times in excess of 25 minutes OR any two of the following conditions:
      • more than 12 buses serving the school, or
      • more than one school being served at the loading zone or
      • transfer situations involving K-4 students

### 9. Lunch Break Supervision
$0.85 per grade plus $5.06 per student eligible for an Alberta Learning Transportation Grant.

### 10. First Nation, Metis
$679.05 for each FNMI student not covered by the agreement with AANDC (students
### 2016/2017
### K-8/9 SCHOOL ALLOCATION FORMULA  Jan 29, 2016

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>and INUIT</strong>&lt;br&gt;(FNMI)</td>
<td>not living on reserve</td>
</tr>
</tbody>
</table>
| **(11) AANDC Differential**<br>Funding | Funding equal to dollars received from Federal Government. For the 2015-16 school year funding is:  
- Kindergarten: $799.26  
- Grades 1 to 9: $1,598.52 |
| **(12) SCHOOL COUNCIL** | $394.88 per school |

*Includes Grade 9's not in a 9-12 High School: W.G. Murdoch, Beiseker, Indus, Langdon, Prince of Peace, Chestermere Middle, and East Lake*

---

**Note 1**
The following allocations are considered designated and the school budget will reflect expenditures in these areas:
- Literacy Supports
- First Nations, Metis, Inuit
- English as a Second Language

**Note 2**
Student instructional resource fees and special option fees are to be collected online through schoolcash.net and deposited to a central bank account. Fees will be credited on a weekly basis to each school's fee account. All other fees may be collected at the school and credited directly into each school's bank account.
CBE

Per-student allocations

Per-student allocations are based on student characteristics and are found in the tab VI. Per Student. These allocations are provided to all schools and programs except CBe-learn. Outreach programs (there are currently four programs all under the Discovering Choices RAM) will be funded at 64 per cent of per student Allocations.

<table>
<thead>
<tr>
<th>Basic</th>
<th>2017-18</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$2,223.64</td>
<td>$2,242.29</td>
</tr>
<tr>
<td>Grades 1 – 3</td>
<td>$4,130.09</td>
<td>$4,164.75</td>
</tr>
<tr>
<td>Grades 4 – 6</td>
<td>$3,984.37</td>
<td>$4,017.81</td>
</tr>
<tr>
<td>Grades 7 – 9</td>
<td>$4,092.80</td>
<td>$4,127.16</td>
</tr>
<tr>
<td>Grades 10 – 12</td>
<td>$3,752.19</td>
<td>$3,783.48</td>
</tr>
<tr>
<td>Kindergarten to Grade 12 (&gt; 225 students)</td>
<td>$237.64</td>
<td>$238.64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELL</th>
<th>2017-18</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$452.36</td>
<td>$455.18</td>
</tr>
<tr>
<td>Elementary plus Kindergarten Refugee</td>
<td>$904.68</td>
<td>$910.32</td>
</tr>
<tr>
<td>Elementary Refugee</td>
<td>$1,809.36</td>
<td>$1,820.65</td>
</tr>
<tr>
<td>Junior High</td>
<td>$997.39</td>
<td>$1,003.61</td>
</tr>
<tr>
<td>Junior High Refugee</td>
<td>$1,994.79</td>
<td>$2,007.23</td>
</tr>
<tr>
<td>Senior High</td>
<td>$1,452.55</td>
<td>$1,461.61</td>
</tr>
<tr>
<td>Senior High Refugee</td>
<td>$2,907.60</td>
<td>$2,925.74</td>
</tr>
</tbody>
</table>
## Special Education

<table>
<thead>
<tr>
<th>Category</th>
<th>2017-18</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mild/Gifted and Talented (53,55,56,57,80)</td>
<td>$2,408.22</td>
<td>$2,428.17</td>
</tr>
<tr>
<td>Moderate A (54,58,59)</td>
<td>$2,785.95</td>
<td>$2,808.54</td>
</tr>
<tr>
<td>Moderate B (51,52)</td>
<td>$3,621.76</td>
<td>$3,651.11</td>
</tr>
<tr>
<td>Severe A (42,45,46)</td>
<td>$10,311.39</td>
<td>$10,386.77</td>
</tr>
<tr>
<td>Severe B (43,44)</td>
<td>$10,603.30</td>
<td>$10,678.73</td>
</tr>
<tr>
<td>Severe C (41)</td>
<td>$10,985.02</td>
<td>$11,063.16</td>
</tr>
</tbody>
</table>

## Class Size Funding

<table>
<thead>
<tr>
<th>Category</th>
<th>2017-18</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$771.46</td>
<td>$771.46</td>
</tr>
<tr>
<td>Division I</td>
<td>$1,525.26</td>
<td>$1,525.26</td>
</tr>
<tr>
<td></td>
<td>Grades</td>
<td>Grades</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>1-3</td>
<td>4-6</td>
</tr>
<tr>
<td>Per Pupil Allocation</td>
<td>4,130.00</td>
<td>3,984.00</td>
</tr>
<tr>
<td>Class size Funding*</td>
<td>1,525.26</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>5,655.26</td>
<td>3,984.00</td>
</tr>
<tr>
<td>Basic Grant</td>
<td>6,679.79</td>
<td>6,679.79</td>
</tr>
<tr>
<td>% of Basic Grant</td>
<td>84.66%</td>
<td>59.64%</td>
</tr>
</tbody>
</table>
DATE: February 15, 2018
TO: Board of Trustees
FROM: Mark Liguori, Superintendent
SUBJECT: Borrowing Resolution 2017-18
ORIGINATOR: Candace Cole, Treasurer
RESOURCE STAFF: Shirley Hagen, Director, Financial Services
Leah Lewis, Assistant Director, Financial Services
REFERENCE: School Act
Administrative Procedure 503 – Cash Management and Credit Facilities
Administrative Procedure 514 – Signing Authority
EIPS Priority(ies): Enhance high quality learning and working environments
EIPS Goal(s): Quality Infrastructure For All
EIPS Outcome(s): Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

RECOMMENDATION
That the Board of Trustees approve the Borrowing Resolution to meet expenditures during the fiscal year 2017-18.

BACKGROUND
The Bank of Montreal (BMO) requires EIPS to submit a borrowing resolution annually for the various credit facilities in place, following Board approval of the Audited Financial Statements. Administrative Procedure 503 – Cash Management and Credit Facilities states that the Treasurer shall submit a borrowing resolution annually for the various credit facilities in place and may only enter into credit facilities as approved by the annual borrowing resolution. The resolution is to be reviewed and approved annually to ensure the Board is informed of lending agreements that are in place.

Under Section 183 of the School Act, authorization is given to the Board to borrow to meet current operating expenditure and capital expenditure requirements. Section 60(2)(k) of the School Act also permits the Board to make banking arrangements deemed necessary for carrying out its duties and powers.
**Borrowing Resolution**

Administrative Procedure 514 – Signing Authority requires any two of the following signing officers to provide authorization for Credit Facility Agreements:

- A) Board Chair
- B) Superintendent
- C) Treasurer
- D) Corporate Secretary

<table>
<thead>
<tr>
<th>Credit Facility</th>
<th>Purpose</th>
<th>Amount</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overdraft</td>
<td>To assist with operating requirements of a current expenditure nature.</td>
<td>$5,000,000</td>
<td>None</td>
</tr>
<tr>
<td>Lending Facility</td>
<td>Overdraft would only be accessed if insufficient funds were available to cover withdrawals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>To finance all expenses eligible under the EIPS purchasing card program.</td>
<td>$3,000,000</td>
<td>Approximately $400,000 per month in purchasing card transactions No interest charges are incurred</td>
</tr>
<tr>
<td>Direct Electronic Funds Transfer (DEFT)</td>
<td>DEFT for payroll, EIPS bill payments or other cash management services</td>
<td>$8,500,000</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>This account is required by BMO as a guarantee for DEFT files processed by EIPS. It is in place to protect the bank if insufficient funds were available to process the DEFT file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$16,500,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

**COMMUNICATION PLAN**

In order to satisfy the requirements of BMO, EIPS must provide a borrowing resolution that is approved by the Board. A copy of the Board meeting minutes will be provided to BMO, once approved.

**ATTACHMENT(S)**

N/A
DATE: February 15, 2018

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: 2017-18 Additional Fee Submission for Extra-curricular & Activity Fees

ORIGINATOR: Candace Cole, Treasurer

RESOURCE STAFF: Shirley Hagen, Director, Financial Services
Terry White, Manager, Support – Division & Schools

REFERENCE: Alberta Education - School Fees and Costs Regulation
Policy 23, School and Administrative Fees

EIPS Priority: Enhance high quality learning and working environments

EIPS Goal: Quality Infrastructure For All

EIPS Outcome: Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

RECOMMENDATION
That the Board of Trustees approve the 2017-18 Additional Fee Submission for Extra-curricular and Activity Fees.

BACKGROUND
As a result of Bill 1, An Act to Reduce School Fees, a new regulation, School Fees and Costs Regulation, was released by Alberta Education on June 5, 2017 which requires school jurisdictions to establish a schedule of fees that may be charged in the following year. This was reviewed by the Board and submitted to Alberta Education by the June 30, 2017 deadline. The deadline for 2018-19 fees submission will be the same as the spring budget submission date.

- On June 12, the deadline was extended to establish and submit per student amounts for extra-curricular and activity fees (field trips) to September 15, 2017. It was felt this would help with the challenges schools were facing in determining these amounts so early in the year.

- On June 15, the Board of Trustees approved the 2017-18 School and Transportation Fees and Costs with per student amounts by school for each fee category with the exception of extra-curricular and activity fees (field trips) that had totals only.
- On June 21, the fee schedules were submitted to the Minister for approval and they were approved on July 11.
- On August 24, the Board of Trustees approved the amended 2017-18 School and Transportation Fees and Costs to include individual fees for extra-curricular and activity fees (field trips).
- On August 31, the amended fee schedules were submitted to the Minister for approval and they were approved on September 18.
- On August 31, the Minister of Education acknowledged the timeline is challenging in year one of implementation, and provided an opportunity for schools boards to submit an updated schedule, for extra-curricular and activity fees (field trips), for review and approval three times during the 2017-18 school year (November, February and/or May).
- On November 23, the Board of Trustees approved the updated schedule for extra-curricular and activity fees (field trips). On November 28, the updated schedule was submitted to the Minister for approval and were approved on December 4.

This additional time has allowed Schools to create and revise plans for the 2017-18 school year. The attachment displays the per student fee amounts by school, not previously submitted to Alberta Education for approval. As in previous submissions, Schools were instructed that extra-curricular fees could only be increased by 5% from prior year and that activity fees (field trips) could increase by more than 5% but must be at cost recovery.

**COMMUNICATION PLAN**

Once approved by the Board, the fee schedules will be forwarded to Alberta Education for the Minister’s review and approval. After the fee schedules have been approved by the Minister of Education, they will be updated and posted on the Division website, and schools will be asked to post updated fee schedules on their individual websites.

**ATTACHMENT**

1. Additional Fee Schedule Submission February 2018
### ADDITIONAL FEE SCHEDULE SUBMISSION

**February 2018**

for the Year Ending August 31, 2018

<table>
<thead>
<tr>
<th>Activity Fees</th>
<th>Proposed Per Student Fee 2017/18</th>
<th>Actual Per Student Fee 2016/17</th>
<th>Per Student % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Trip - Outdoor Ed 8 (Alford Lake)</td>
<td>155.00</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Field Trip - Outdoor Ed 9 (Alford Lake)</td>
<td>155.00</td>
<td>-</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Additional Information**

**Activity Fees**

- Field Trip - Outdoor Ed 8 (Alford Lake) (New Fee in Nov.17 submission)  
  Correction due to input typing error
- Field Trip - Outdoor Ed 9 (Alford Lake) (New Fee in Nov.17 submission)  
  Correction due to input typing error
### ADDITIONAL FEE SCHEDULE SUBMISSION February 2018
for the Year Ending August 31, 2018

<table>
<thead>
<tr>
<th>Extracurricular Fees</th>
<th>Proposed Per Student Fee 2017/18</th>
<th>Actual Per Student Fee 2016/17</th>
<th>Per Student % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Team</td>
<td>25.00</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Additional Information**

**Extracurricular Fees**

Track Team: New Team 2017-18 (No team in 2016-17)
### ADDITIONAL FEE SCHEDULE SUBMISSION February 2018
for the Year Ending August 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>Proposed Per Student Fee 2017/18</th>
<th>Actual Per Student Fee 2016/17</th>
<th>Per Student % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Extracurricular Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf - Spring</td>
<td></td>
<td>75.00</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Additional Information**

**Activity Fees**

**Extracurricular Fees**

Golf - Spring

New Team 2017-18 (No team in 2016-17)
## ADDITIONAL FEE SCHEDULE SUBMISSION February 2018
for the Year Ending August 31, 2018

<table>
<thead>
<tr>
<th>Activity Fees</th>
<th>Proposed Per Student Fee 2017/18</th>
<th>Actual Per Student Fee 2016/17</th>
<th>Per Student % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extracurricular Fees</th>
<th>Proposed Per Student Fee 2017/18</th>
<th>Actual Per Student Fee 2016/17</th>
<th>Per Student % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robotics Club (Nationals)</td>
<td>2,000.00</td>
<td>-</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Additional Information

#### Activity Fees

#### Extracurricular Fees

- Robotics Club (Nationals)
  - New Fee Planning for Nationals in Houston
<table>
<thead>
<tr>
<th></th>
<th>Proposed Per Student Fee 2017/18</th>
<th>Actual Per Student Fee 2016/17</th>
<th>Per Student % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Fees</td>
<td></td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Extracurricular Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handball - Sr. High</td>
<td>100.00</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Golf - Jr. High</td>
<td>75.00</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Extracurricular Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handball - Sr. High</td>
<td>New Team 2017-18 (No team in 2016-17)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf - Jr. High</td>
<td>New Team 2017-18 (No team in 2016-17)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Fees</td>
<td>Proposed Per Student Fee 2017/18</td>
<td>Actual Per Student Fee 2016/17</td>
<td>Per Student % Change</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Extreme CTS: Film Production</td>
<td>120.00</td>
<td>-</td>
<td>100%</td>
</tr>
</tbody>
</table>
| New Field Trip 2017-18, originally submitted as an Optional Course fee in June, but after review it is an Activity Fee.
DATE: February 15, 2018
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Board Policy 4, Appendix - Trustee Code of Conduct Sanctions
ORIGINATOR: Heather Wall, Chair, Policy Committee
RESOURCE STAFF: Policy Committee
REFERENCE: Policy 10, Policy Making

EIPS Priority(ies): Enhance public education through effective engagement, partnership, and communication
EIPS Goal(s): Engaged and effective governance
EIPS Outcome(s): The division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION
That the Board of Trustees repeal and replace Board Policy 4, Appendix - Trustee Code of Conduct Sanctions, as presented.

BACKGROUND
The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.

The Policy Committee reviews Board Policies annually as per Board Policy 10, Policy Making and will provide recommendations to the Board regarding additions, changes, and deletions required.

At the Board Orientation in October, 2017, counsel Jim Davies made recommendations for changes to the Sanctions. A revamped Appendix is attached.
COMMUNICATION PLAN
The Board Policies will be updated on the website and StaffConnect, and stakeholders will be advised.

ATTACHMENT(S)
1. Draft Board Policy 4, Appendix - Trustee Code of Conduct Sanctions
APPENDIX - TRUSTEE CODE OF CONDUCT
SANCTIONS

STATEMENT OF POLICY

It is an expectation of the Board that trustees conduct themselves in an ethical and prudent manner, and in compliance with law and the Trustee Code of Conduct. The Board believes that informal and collegial resolution of problems that arise among trustees is always the preferred approach. However, the Board recognizes that circumstances sometimes arise that are not amenable to such resolution, and therefore has determined that it should establish procedures by which a trustee may make a formal complaint about the behavior of another trustee, and how the complaint will be dealt with by the Board.

PROCEDURE WHEN A SERIOUS WRONGDOING IS SUSPECTED

1. A trustee who suspects that a fellow trustee may have committed a serious wrongdoing as defined in the Public Interest Disclosure (Whistleblower Protection) Act should discuss the matter with the Designated Officer for the Board, whose responsibility is to oversee complaints filed under with the Whistleblower Act. The Designated Officer will assist the trustee in determining whether a complaint should be filed under the Whistleblower Act or the procedures set out below.

PROCEDURE FOR MAKING A COMPLAINT ABOUT A POSSIBLE BREACH OF THE TRUSTEE CODE OF CONDUCT

1. Informal Resolution. A trustee who believes that a fellow trustee has violated the Trustee Code of Conduct may, but is not obliged to, seek to resolve the matter by informal discussion with that trustee. The Board strongly encourages this approach, and will upon request provide reasonable assistance and resources to assist in such resolution.
2. **How To Make a Complaint.** A trustee (the “Complainant”) who wishes to make a complaint about a possible breach of the Trustee Code of Conduct by another trustee (the “Respondent”) shall deliver a letter detailing the complaint to the Board Chair. If the complaint is about the Board Chair, then it shall be delivered to the Vice Chair. **Subsequent reference to the Board Chair in this Appendix shall mean the Vice Chair when the complaint is about the Board Chair.**

3. **Timelines to Make a Complaint.** The complaint should be delivered within thirty (30) days following the alleged conduct of the Respondent. The Board Chair may accept a complaint which is filed later than 30 days following the alleged conduct if there are extenuating circumstances or, if in the opinion of the Board Chair, the nature of the complaint is such that it should not be dismissed because of late filing.

4. **Content of the Complaint.** The complaint should contain as much detail as possible and indicate the section or sections of the Trustee Code of Conduct that are alleged to have been violated.

5. **Who Receives the Complaint.** The Respondent and all other trustees shall be provided with a copy of the complaint by the Board Chair within five (5) days following receipt of the complaint.

6. **Confidentiality of Complaint.** The filing, notification, content, and nature of the complaint are privileged and strictly confidential. Public disclosure of the complaint or any resulting decision of the Board is strictly prohibited unless such disclosure is formally approved by the Board. Disclosure of any of these facts by a trustee shall be deemed to be a violation of the Code of Conduct.

7. **Decision to Conduct an Investigation.** The Board Chair shall consider whether a complaint raises issues that require independent investigation, and may seek legal advice to that end. If the Board Chair is of the opinion that an independent investigator should be appointed, the Board Chair shall convene an *in camera* meeting as soon as possible. A decision to appoint an investigator must be approved by a majority of trustees present at the *in camera* meeting. This decision shall immediately be approved in a public meeting of the Board. The Respondent shall not participate or vote in the *in camera* hearing or Board meeting relating to the decision.
8. **Investigation Report.** The investigator shall conduct an investigation and prepare a report containing findings of fact only. The investigation report must be submitted to the Board Chair as soon as possible after it is completed.

9. **Delivery of Investigation Report.** The investigation report shall be forwarded to all trustees (except the Respondent) as soon as possible. Trustees shall treat the investigation report as strictly privileged and confidential. Disclosure by a trustee of the contents or existence of the investigation report shall be deemed to be a breach of the Code of Conduct.

10. **Investigation Report Does Not Support the Complaint.** If, in the opinion of the Board Chair, the findings of fact in the investigation report do not support the complaint, trustees will be advised of that opinion as soon as possible. All trustees other than the Respondent shall have the right to request that a meeting be held to consider the investigation report, and upon receipt of one or more requests, such a meeting will be called under section 11.

11. **Meeting to Consider Investigation Report.** Upon receipt of one or more requests under section 10, the Board Chair will convene an *in camera* meeting of trustees as soon as possible to consider whether the investigation report warrants a hearing under section 12. The Respondent shall not be entitled to a copy of the investigation report or to attend the in camera meeting. At the meeting, the trustees present shall consider the investigation report and determine by majority vote whether the complaint will proceed to a hearing under section 12.

12. **Hearing to Consider Complaint.** The Board Chair shall, as soon as is reasonable, convene an *in camera* hearing of trustees to consider a complaint in the following circumstances:
   12.1 where no investigation has been approved by the Board;
   12.2 where an investigation report has been prepared, and the trustees have determined under section 11 that a hearing to consider the complaint should be convened; or
   12.3 where an investigation report has been prepared, and the Board Chair has determined that the complaint should proceed to a hearing.
13. Who Can Participate and Vote at Hearing. The Respondent has the right to be present at the hearing and to make representations, either personally, through an advocate, or both, regarding the complaint, but may not vote on the disposition of the complaint. All other trustees, including the Complainant, may attend the hearing, express views and ask questions, deliberate upon the matter, and vote unless they have a conflict of interest regarding the complaint. The fact of filing the complaint shall not in itself constitute a conflict of interest.

14. Decision at Hearing. If a majority of trustees present at the *in camera* hearing and entitled to vote determine that the Respondent has violated one or more sections of the Code of Conduct, then the those trustees will determine, by majority vote, whether:

14.1. a warning or sanction will be applied;

14.2 the warning or sanction approved will be verbal or in writing; and,

14.3 the warning or sanction approved will be made public.

15. Remedy for a Breach of the Trustee Code of Conduct. If, under section 14, the trustees determine that a warning or sanction is to be applied, the Board Chair will draft a verbal or written warning or sanction. Trustees entitled to vote will determine by majority vote whether to approve the draft. Once majority approval has been obtained, the Board Chair will deliver the verbal or written warning or sanction, or letter of warning or sanction to the Respondent. A notation of the verbal or written warning or sanction shall be recorded and maintained by the Corporate Secretary.

16. Subsequent Breach of the Trustee Code of Conduct. Should a trustee who has been previously warned or sanctioned by the Board be found to have committed a subsequent breach of the Trustee Code of Conduct during the term of that Board, then a motion of severe censure against that trustee shall be made by the Board Chair to a public meeting of the Board. In addition, a motion to remove the trustee from one or more Board appointments may be presented for approval.

**PROCEDURE TO DEAL WITH A TRUSTEE WHO IS DISQUALIFIED.**

1. If a trustee is disqualified under Section 82 or 83 of the *School Act* from remaining as a trustee of the Board and does not resign as required under Section 85, the Board will utilize the provisions of the *School Act* to deal with the matter.
References

Sections 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 246, School Act

Last reviewed: May 25, 2015
Last updated: May 25, 2015
DATE: February 15, 2018
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Board Policy 8, Board Committees
ORIGINATOR: Heather Wall, Chair, Policy Committee
RESOURCE STAFF: Policy Committee
REFERENCE: Policy 10, Policy Making

EIPS Priority(ies): Enhance public education through effective engagement, partnership, and communication
EIPS Goal(s): Engaged and effective governance
EIPS Outcome(s): The division is committed to ongoing advocacy to enhance public education.

RECOMMENDATION
That the Board of Trustees approve the changes to Board Policy 8, Board Committees, as presented.

BACKGROUND
The Board is responsible for developing, approving and monitoring the implementation of policies to guide the Division, and to provide direction in those areas over which the Board wishes to retain authority.

The Policy Committee receives information from trustees/administration/stakeholders and discusses/develops policy positions as directed by the Board.

The Policy Committee reviews Board Policies annually as per Board Policy 10, Policy Making and will provide recommendations to the Board regarding additions, changes, and deletions required.

The following amendments are recommended:

1. That the Superintendent’s designate (9.3.2) be removed

9.3 Membership
9.3.1 One trustee to serve as chair and one other trustee
9.3.2 Superintendent’s designate
9.3.3 Corporate Secretary
9.3.4 Director of Student Transportation

2. That the following Advocacy Committee terms of reference be added:

11. Advocacy Committee
   11.1 Purpose
       11.1.1 Support the ongoing advocacy efforts of the Board.
   11.2 Powers and Duties
       11.2.1 Develop an action plan to support the Board’s identified advocacy plan
       11.2.2 Identify key messages to support the advocacy plan
   11.3 Membership
       11.3.1 Chair of the Board (Committee Chair) and two other trustees
       11.3.2 Superintendent or designate
       11.3.3 Corporate Secretary
       11.3.4 Associate Superintendent, Supports for Students
       11.3.5 Director, Communications
   11.4 Meetings
       11.4.1 Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
       11.4.2 The recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

COMMUNICATION PLAN
The Board Policies will be updated on the website and StaffConnect, and stakeholders will be advised.

ATTACHMENT(S)
1. Draft Board Policy 8, Board Committees (Marked)
2. Draft Board Policy 8, Board Committees (Unmarked)
Policy 8

BOARD COMMITTEES

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

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.

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

1. **Board Committee of the Whole**
The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will be held monthly, as required, dependent upon agenda items.

2. **Education Committee**
   1. **Purpose**
      1. To provide a forum for discussion.
      2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.
   2. **Powers and Duties**
      1. Make recommendations for agenda items for subsequent Board meetings.
      2. Maintain confidentiality of proceedings unless otherwise stated.

3. **Audit Committee**
   1. **Purpose**
      1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.
   2. **Powers of Duties**
      1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
         1. Recommend the appointment of the external auditor,
         2. Review the audit plan,
         3. Assess the effectiveness of the auditor,
         4. Review the annual financial statements and audit findings,
5. Assess the effectiveness of the Division’s internal controls, and obtain reports on internal audit findings and recommendations,
6. Review the external auditor’s assessment of internal controls and obtain reports on significant findings and recommendations,
7. Assess compliance with applicable legislation, regulations and guidelines,
8. Report findings and information to the Board.

3. Membership
   1. The Audit Committee shall consist of the following members:
      1. The Board Vice-Chair, who will serve as Chair of the Committee, and two other trustees, and
      2. Two community members who are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
   2. Administration resources include the Superintendent, Treasurer, Corporate Secretary, Director of Finance, and Recording Secretary. Other members of administration or the external auditors will be invited to attend, as required.
   3. Community members shall serve a minimum of two consecutive years to a maximum of four consecutive years. The terms of each trustee and community member should be staggered, if possible.
   4. Selection of community members shall be made by the Committee of the Whole and the Treasurer.
   5. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

4. Meetings
   1. The Audit Committee shall meet twice per year, and may convene additional meetings as circumstances require.
   2. A recording secretary will prepare meeting summaries for all meetings.

5. Compensation
   1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

4. Board Highlights Committee
   1. Purpose
      1. To establish content of the Board Highlights.
   2. Powers and Duties
      1. Approve for circulation the Board Highlights.
   3. Membership
      1. Board Chair
      2. Superintendent and/or designate(s).
   4. Meetings
      1. As required to develop Board Highlights.

5. Policy Committee
   1. Purpose
      1. To prepare recommendations for additions/changes/deletions to Board Policy.
2. All recommended changes will be brought forward to the Board at a regular public Board meeting.

2. Powers and Duties
   1. To receive information from trustees/administration/stakeholders and to discuss/develop policy positions as directed by the Board.
   2. To review Board Policies annually as per Board Policy 10, Policy Making and provide recommendations to the Board regarding additions, changes, and deletions required.

3. Membership
   1. One trustee to serve as Chair and two other trustees
   2. Superintendent and/or designate(s)
   3. Corporate Secretary.

4. Meetings
   1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the chair.
   2. The Executive Assistant to the Board will serve as secretary, prepare the agenda in consultation with the Chair, and take meeting summaries for all meetings.

6. Student Expulsion Committee
   1. Purpose
      1. To make decisions regarding the recommendations for the expulsion of any student.
   2. Powers and Duties
      1. On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
      2. Inform the Board of the action taken by the Committee.
   3. Membership
      1. One trustee to serve as Chair and two other trustees.
   4. Meetings
      1. As detailed in Policy 13, Appeals and Hearings Regarding Student Matters.

7. Teacher/Board Consultation Committee
   The Board supports the formation of a committee that provides for consultation with its teachers to assist in decision making.
   1. Purpose
      1. To discuss matters related to teaching, learning conditions, or other matters of mutual interest to the Board and members of the ATA Local.
   2. Powers and Duties
      1. To discuss the following areas of concern, along with other areas not covered in the Collective Agreement:
         1. Working conditions;
         2. School-teacher relations;
         3. Community-teacher relations;
         4. Employer-teacher relations.
      2. Matters related to the following will not be discussed:
1. Current collective bargaining negotiations;
2. Active grievances.
3. To provide input on Board policies and Administrative Procedures.
4. To report deliberations and decisions to the Board at its next regular meeting for its consideration.
5. To forward recommendations and rationale to appropriate stakeholder groups.

3. Membership
   1. Two trustees (Co-Chair)
   2. Superintendent and/or designate(s)
   3. Corporate Secretary
   4. ATA Local Representative (Co-Chair)
   5. Three members of the ATA Local.

4. Meeting
   1. Quarterly meetings shall be held during the school year. Additional meetings may be arranged by the Chairs.
   2. The committee shall meet within 30 calendar days of a written request from either party.
   3. The Executive Assistant to the Board will serve as secretary to the committee. The secretary, after consulting with the Co-Chairs, shall prepare the agendas and distribute them no less than 10 days prior to any regular meeting. Board members, administration, or ATA members may place items on the agenda. The secretary shall also take meeting summaries for all meetings.
   4. The committee may involve other persons at its meeting when required.
   5. The process of review and consultation will generally include:
      1. Presentation of the issue/procedure;
      2. Collection and study of the data over a reasonable period of time, where required and whenever possible;
      3. Presentation of the information, or the revised procedure for recommendation; and
      4. Decision communicated to the Local ATA #28.

8. Teachers’ Collective Agreement Negotiations Committee
   1. Purpose
      1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
   2. Powers and Duties
      1. Report to the Board from time to time.
   3. Membership
      1. Three trustees
      2. Superintendent and/or designate(s)
      3. Corporate Secretary
      4. The Board will appoint the Chair and Vice-Chair.
   4. Meetings
      1. To be called by the Committee Chair.
9. Transportation Committee
   1. Purpose
      1. To identify information and issues that need to go to the Board.
      2. To ensure policy and practices are in compliance with the Regulations.
      3. To be informed on the contractors’ contracts.
      4. To review and recommend student transportation fees to the Board.
      5. To identify additions/changes/deletions of the Transportation Policy to the Board.
      6. To make recommendations for advocacy direction to the Board.
   2. Powers and Duties
      1. To report committee discussions and deliberations.
      2. To bring forward proposed recommendations with rationale to the Board for consideration.
      3. To attend contractor meetings.
   3. Membership
      1. One trustee to serve as chair and one other trustee
      2. Superintendent’s designate
      3. Corporate Secretary
      4. Director of Student Transportation
   4. Meetings
      1. The committee will meet as needed during the year. Meetings may be called by any member of the committee.
      2. The recording secretary will take meeting summaries for all meetings.

10. Agenda Review Committee
    1. Purpose
       1. To set the order of business for public meetings of the Board.
    2. Membership
       1. Chair of the Board, Vice-Chair of the Board, and Trustee designate
       2. Superintendent and/or designate
       3. Corporate Secretary
    3. Meetings
       1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
       2. The Executive Assistant to the Board will serve as secretary.

11. Advocacy Committee
    1. Purpose
       1. Support the ongoing advocacy efforts of the Board.
    2. Powers and Duties
       1. Develop an action plan to support the Board’s identified advocacy plan
       2. Identify key messages to support the advocacy plan
    3. Membership
       1. Chair of the Board (Committee Chair) and two other trustees
       2. Superintendent or designate
       3. Corporate Secretary
       4. Associate Superintendent, Supports for Students
       5. Director, Communications
4. Meetings
   1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
   2. The recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

Ad Hoc Committees
Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

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

Reference:
Sections 25, 60, 61, 62, 63, 70, 113, Education Act
Collective Agreements

<table>
<thead>
<tr>
<th>Last reviewed:</th>
<th>Last updated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 17, 2015</td>
<td>September 17, 2015</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>February 18, 2016</td>
</tr>
<tr>
<td>June 2, 2016</td>
<td>June 16, 2016</td>
</tr>
<tr>
<td>October 24, 2016</td>
<td></td>
</tr>
<tr>
<td>December 12, 2016</td>
<td>January 26, 2017</td>
</tr>
<tr>
<td>February 1, 2018</td>
<td></td>
</tr>
</tbody>
</table>
Policy 8

BOARD COMMITTEES

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

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their powers and duties.
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.

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

1. **Board Committee of the Whole**
   The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will be held monthly, as required, dependent upon agenda items.

2. **Education Committee**
   1. **Purpose**
   1. To provide a forum for discussion.
   2. To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.
   2. **Powers and Duties**
   1. Make recommendations for agenda items for subsequent Board meetings.
   2. Maintain confidentiality of proceedings unless otherwise stated.

3. **Audit Committee**
   1. **Purpose**
   1. To assist the Board of Trustees in ensuring the assets of Elk Island Public Schools (EIPS) are preserved and resources utilized, as approved.
   2. **Powers of Duties**
   1. To oversee the processes for managing and reporting on financial activities and related internal controls. Specifically, the Audit Committee will:
      1. Recommend the appointment of the external auditor,
      2. Review the audit plan,
      3. Assess the effectiveness of the auditor,
      4. Review the annual financial statements and audit findings,
5. Assess the effectiveness of the Division’s internal controls, and obtain reports on internal audit findings and recommendations,
6. Review the external auditor’s assessment of internal controls and obtain reports on significant findings and recommendations,
7. Assess compliance with applicable legislation, regulations and guidelines,
8. Report findings and information to the Board.

3. Membership:
   1. The Audit Committee shall consist of the following members:
      1. The Board Vice-Chair, who will serve as Chair of the Committee, and two other trustees, and
      2. Two community members who are resident of EIPS, are independent of EIPS and not an employee or spouse of an employee, and are financially literate.
   2. Administration resources include the Superintendent, Treasurer, Corporate Secretary, Director of Finance, and Recording Secretary. Other members of administration or the external auditors will be invited to attend, as required.
   3. Community members shall serve a minimum of two consecutive years to a maximum of four consecutive years. The terms of each trustee and community member should be staggered, if possible.
   4. Selection of community members shall be made by the Committee of the Whole and the Treasurer.
   5. The Board shall have the power at any time to remove members of the Audit Committee, with or without cause, by a majority vote.

4. Meetings:
   1. The Audit Committee shall meet twice per year, and may convene additional meetings as circumstances require.
   2. A recording secretary will prepare meeting summaries for all meetings.

5. Compensation:
   1. Mileage will be paid for community members to and from Audit Committee meetings at approved mileage rates.

4. **Board Highlights Committee**
   1. Purpose
      1. To establish content of the Board Highlights.
   2. Powers and Duties
      1. Approve for circulation the Board Highlights.
   3. Membership
      1. Board Chair
      2. Superintendent and/or designate(s).
   4. Meetings
      1. As required to develop Board Highlights.

5. **Policy Committee**
   1. Purpose
      1. To prepare recommendations for additions/changes/deletions to Board Policy.
2. All recommended changes will be brought forward to the Board at a regular public Board meeting.

2. Powers and Duties
   1. To receive information from trustees/administration/stakeholders and to discuss/develop policy positions as directed by the Board.
   2. To review Board Policies annually as per Board Policy 10, Policy Making and provide recommendations to the Board regarding additions, changes, and deletions required.

3. Membership
   1. One trustee to serve as Chair and two other trustees
   2. Superintendent and/or designate(s)
   3. Corporate Secretary.

4. Meetings
   1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the chair.
   2. The Executive Assistant to the Board will serve as secretary, prepare the agenda in consultation with the Chair, and take meeting summaries for all meetings.

6. Student Expulsion Committee
   1. Purpose
      1. To make decisions regarding the recommendations for the expulsion of any student.
   2. Powers and Duties
      1. On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
      2. Inform the Board of the action taken by the Committee.
   3. Membership
      1. One trustee to serve as Chair and two other trustees.
   4. Meetings
      1. As detailed in Policy 13, Appeals and Hearings Regarding Student Matters.

7. Teacher/Board Consultation Committee
   The Board supports the formation of a committee that provides for consultation with its teachers to assist in decision making.
   1. Purpose
      1. To discuss matters related to teaching, learning conditions, or other matters of mutual interest to the Board and members of the ATA Local.
   2. Powers and Duties
      1. To discuss the following areas of concern, along with other areas not covered in the Collective Agreement:
         1. Working conditions;
         2. School-teacher relations;
         3. Community-teacher relations;
         4. Employer-teacher relations.
      2. Matters related to the following will not be discussed:
1. Current collective bargaining negotiations;
2. Active grievances.
3. To provide input on Board policies and Administrative Procedures.
4. To report deliberations and decisions to the Board at its next regular meeting for its consideration.
5. To forward recommendations and rationale to appropriate stakeholder groups.

3. Membership
   1. Two trustees (Co-Chair)
   2. Superintendent and/or designate(s)
   3. Corporate Secretary
   4. ATA Local Representative (Co-Chair)
   5. Three members of the ATA Local.

4. Meeting
   1. Quarterly meetings shall be held during the school year. Additional meetings may be arranged by the Chairs.
   2. The committee shall meet within 30 calendar days of a written request from either party.
   3. The Executive Assistant to the Board will serve as secretary to the committee. The secretary, after consulting with the Co-Chairs, shall prepare the agendas and distribute them no less than 10 days prior to any regular meeting. Board members, administration, or ATA members may place items on the agenda. The secretary shall also take meeting summaries for all meetings.
   4. The committee may involve other persons at its meeting when required.
   5. The process of review and consultation will generally include:
      1. Presentation of the issue/procedure;
      2. Collection and study of the data over a reasonable period of time, where required and whenever possible;
      3. Presentation of the information, or the revised procedure for recommendation; and
      4. Decision communicated to the Local ATA #28.

8. Teachers’ Collective Agreement Negotiations Committee
   1. Purpose
      1. To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
   2. Powers and Duties
      1. Report to the Board from time to time.
   3. Membership
      1. Three trustees
      2. Superintendent and/or designate(s)
      3. Corporate Secretary
      4. The Board will appoint the Chair and Vice-Chair.
   4. Meetings
      1. To be called by the Committee Chair.
9. Transportation Committee
   1. Purpose
      1. To identify information and issues that need to go to the Board.
      2. To ensure policy and practices are in compliance with the Regulations.
      3. To be informed on the contractors’ contracts.
      4. To review and recommend student transportation fees to the Board.
      5. To identify additions/changes/deletions of the Transportation Policy to the Board.
      6. To make recommendations for advocacy direction to the Board.
   2. Powers and Duties
      1. To report committee discussions and deliberations.
      2. To bring forward proposed recommendations with rationale to the Board for consideration.
      3. To attend contractor meetings.
   3. Membership
      1. One trustee to serve as chair and one other trustee
      2. Corporate Secretary
      3. Director of Student Transportation
   4. Meetings
      1. The committee will meet as needed during the year. Meetings may be called by any member of the committee.
      2. The recording secretary will take meeting summaries for all meetings.

10. Agenda Review Committee
    1. Purpose
       1. To set the order of business for public meetings of the Board.
    2. Membership
       1. Chair of the Board, Vice-Chair of the Board, and Trustee designate
       2. Superintendent and/or designate
       3. Corporate Secretary
    3. Meetings
       1. Monthly meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
       2. The Executive Assistant to the Board will serve as secretary.

11. Advocacy Committee
    1. Purpose
       1. Support the ongoing advocacy efforts of the Board.
    2. Powers and Duties
       1. Develop an action plan to support the Board’s identified advocacy plan
       2. Identify key messages to support the advocacy plan
    3. Membership
       1. Chair of the Board (Committee Chair) and two other trustees
       2. Superintendent or designate
       3. Corporate Secretary
       4. Associate Superintendent, Supports for Students
       5. Director, Communications
    4. Meetings
1. Four meetings shall be held during the school year. Additional meetings may be arranged by the Chair.
2. The recording secretary will prepare the agenda in consultation with the Chair and take meeting summaries for all meetings.

**Ad Hoc Committees**
Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation.

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

**Reference:**
Sections 25, 60, 61, 62, 63, 70, 113, *Education Act*
Collective Agreements

<table>
<thead>
<tr>
<th>Last reviewed:</th>
<th>Last updated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 17, 2015</td>
<td>September 17, 2015</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>February 18, 2016</td>
</tr>
<tr>
<td>June 2, 2016</td>
<td>June 16, 2016</td>
</tr>
<tr>
<td>October 24, 2016</td>
<td></td>
</tr>
<tr>
<td>December 12, 2016</td>
<td>January 26, 2017</td>
</tr>
<tr>
<td>February 1, 2018</td>
<td></td>
</tr>
</tbody>
</table>
DATE: February 15, 2018
TO: The Board of Trustees
FROM: Mark Liguori, Superintendent
SUBJECT: Off-Campus Education Program
ORIGINATOR: Sandra Stoddard, Associate Superintendent, Supports for Students
RESOURCE STAFF: Joseph Clark, Director, Learning Services
REFERENCE: Administrative Procedure 216, Off-Campus Programs
EIPS Priority(ies): Promote Growth and Success for All Students
EIPS Goal(s): Success Beyond High School
EIPS Outcome(s): More students are engaged in school, achieve excellence and are supported in their transition beyond high school.

RECOMMENDATION
That the Board of Trustees approve EIPS junior high and senior high students' involvement in off-campus education activities.

BACKGROUND
The Off-Campus Education Handbook guides all off-campus programming in Alberta and outlines the parameters under which off-campus programming can be used. Based on stakeholder feedback, amendments were made to the Handbook in June 2017 to align the allowable hours for off-campus education more closely with the Employment Standards Regulation (Part 5, 53) and to allow extended hours for high school students. Importantly, the changes also highlight additional health and safety parameters that have been developed in collaboration with Advanced Education and Labour.

The changes to the Off-Campus Education Handbook (Attachment 1) will become mandatory for the 2018–2019 school year. This has necessitated EIPS to make necessary changes to our Off-Campus Administrative Procedure 216- Off-Campus Programs (Attachment 1). These revisions will ensure that all staff adhere to the procedures and guidelines as defined in the Off-Campus Education Handbook.

As a requirement of Alberta Education, School authorities must pass a motion approving the involvement of students in off-campus education activities. Work has been done to update student learning plan templates and work agreement templates to ensure additional expectations are included.
COMMUNICATION PLAN
EIPS off-campus coordinators have had meetings throughout the year and clearly understand how the changes will affect the implementation of off-campus programming.

Administrative Procedure (AP 216) Off-Campus Programs will be shared with principals at an upcoming leadership meeting. Additionally, the Off-Campus Education Program Procedures Checklist, that needs to be signed off and submitted to the Associate Superintendent of Supports for Students will be reviewed.

Administrative Procedure 216 will then be posted on the website and communication to all staff will occur via the Weekly Wrap-up.

Ongoing meetings will continue with the EIPS off-campus coordinators to ensure a smooth transition for implementation of the new requirements.

ATTACHMENT(S)
1. Changes in the Off-Campus Education Handbook
2. Administrative Procedure 216, Off-Campus Programs
3. Administrative Procedure 216, Off-Campus Programs Revised

SS:clp
OFF-CAMPUS PROGRAMS

Background:

The Division supports and promotes Off-Campus Education opportunities for students to gain practical workplace experience.

Definitions:

Off-Campus Programs:
integrate academic study and related work experience with cooperating employers/supervisors enabling students to obtain high school credits.

Off-Campus Programs include:

- Career Internship
- Green Certificate
- Military Work Experience (Canadian Armed Forces: Reserves)
- Registered Apprenticeship Program (RAP)
- Workplace Readiness Practicum
- Work Experience
- Work Study

Procedures:

1. The Off-Campus Education Program Agreement Contract (Form 216-1) amongst the employer/supervisor, parent, student, and school outlines the expectations and responsibilities of each.
2. Principals shall ensure that worksites and workstations are approved.
3. Off-Campus Education programs shall be provided under the supervision of a certificated teacher who shall, under the authority of the Principal:
   1. register Off-Campus sites in accordance with Alberta Education requirements;
2. obtain the consent of the parent, unless the student is deemed an independent student;
3. specify learner outcomes, expectations, and assessment criteria that are communicated to the student and the employer/ supervisor;
4. convey evaluation criteria to the student and the employer/supervisor;
5. ensure that all Off-Campus Education students have completed the applicable prerequisite courses (HCS 3000, HCS 3010, AGR 3000) and Career Transitions CTR 1010 (Job Preparation) prior to work placement; and
6. conduct evaluations and visitations of each student and worksite as necessary, but not less than twice, during each placement.

4. The Principal shall submit an annual year-end report to the Associate Superintendent of Supports for Students, which will include student enrolments and program evaluations/recommendations.

5. Off-Campus Education shall take place between 7 a.m. and 10 p.m. Monday through Sunday for students 15 years of age and over.

6. Off-Campus Education shall take place between 8:30 a.m. and 4:30 p.m. Monday through Friday for students under 15 years of age.

7. Transportation to and from Off-Campus Education workstations and worksites shall be the sole responsibility of the student or parent/guardian, therefore a field trip permission form is not required.

8. The Division assumes no responsibility for accidents or injuries.

9. The Principal shall annually review, sign, and submit the Off-Campus Education Program Procedures Checklist (Form 216-2) to the Associate Superintendent of Supports for Students.

10. All Off-Campus Education coordinators shall successfully complete the Division training in relation to:
    1. Inspecting and approving workstations/worksites, and
    2. Off-campus education and duty of care/due diligence considerations.

Reference:

Section 18, 20, 39, 54, 60, 61, 113 School Act
Apprenticeship and Industry Training Act
Section 75 Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Act
Occupational Health and Safety Act
Worker’s Compensation Act
Student Record Regulation 225/2006
Guide to Education ECS to Grade 12
Off-Campus Education Guide for Administrators, Counsellors and Teachers

Last updated: March 2016
OFF-CAMPUS PROGRAMS

Background
The Division supports and promotes Off-Campus Education opportunities for students to gain practical workplace experience.

Definition

*Off-Campus Programs* integrate academic study and related work experience with co-operating employers/supervisors enabling students to obtain high school credits.

Off-Campus Programs include:
- Career Internship
- Green Certificate
- Military Work Experience (Canadian Armed Forces: Reserves)
- Registered Apprenticeship Program (RAP)
- Workplace Readiness Practicum
- Work Experience
- Work Study

Procedures
1. Off-Campus Education programs shall be provided under the supervision of a certificated teacher (Off-Campus Education co-ordinator) who shall, under the authority of the Principal, ensure that prior to the commencement of the worksite placement:
   1.1. all Off-Campus Education worksites and workstations have been approved;
   1.2. the student has received an appropriate pre-placement orientation as per the Off-Campus Education Handbook;
   1.3. a formal work agreement that meets minimum requirements established by Alberta Education and outlines the dates, days and times a student is expected to participate in the off-campus learning experience has been signed by the student, the student’s parent/guardian, the employer and the school authority designee. Where a student is required to work outside of the recommended maximums, additional health and safety parameters must be outlined in the work agreement; and
   1.4. all Off-Campus Education students have successfully completed the applicable prerequisite courses.
2. The Off-Campus Education co-ordinator shall conduct evaluations and visits for each student and their assigned worksite in accordance with the Off-Campus Education Handbook.

3. The Principal shall submit an annual year-end report to the Associate Superintendent of Supports for Students by September 30 (for the prior year), which will include student enrolments and program evaluations/recommendations.

4. Hours for senior high school off-campus education shall, at minimum, align with the Employment Standards Regulation (Part 5) with the additional expectations that:
   4.1. due diligence is exercised to ensure the health and safety of students is the primary focus for all off-campus education learning opportunities;
   4.2. the following parameters regarding off-campus work hour recommendations are considered in planning a student's work schedule and included in the student's formal work agreement:
       4.2.1. a standard workday of eight hours per day is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience (for example, one full semester is spent in off-campus work);
       4.2.2. a maximum of 12 hours combined per day is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience (for example, attending classes for six hours and working at an off-campus learning experience for six hours);
       4.2.3. a maximum of 40 hours of work per week is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience (for example, one full semester is spent in off-campus work); and
       4.2.4. a maximum of 60 hours combined per week is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience (for example, attending classes for 30 hours and working at an off-campus learning experience for 30 hours).

5. Transportation to and from Off-Campus Education workstations and worksites shall be the sole responsibility of the student or parent/guardian, therefore a field trip permission form is not required.

6. The Division assumes no responsibility for accidents or injuries.

7. The Principal shall annually review, sign and submit the Off-Campus Education Program Procedures Checklist to the Associate Superintendent of Supports for Students by September 30.

8. All Off-Campus Education co-ordinators shall successfully complete the Division training in relation to:
   8.1. Inspecting and approving workstations/worksites, and
   8.2. Off-campus education and duty of care/due diligence considerations.
References:  Section 18, 20, 39, 54, 60, 61, 113 School Act
Apprenticeship and Industry Training Act
Section 75 Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Act
Occupational Health and Safety Act
Worker’s Compensation Act
Student Record Regulation 225/2006
Guide to Education ECS to Grade 12
Off-Campus Education Guide for Administrators, Counsellors and Teachers