



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

SPECIAL
MEETING

THURSDAY, APRIL 27, 2023

Boardroom
Central Services Office

AGENDA

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

- 9:00 am 1. **CALL TO ORDER** T. Boymook
2. **LAND ACKNOWLEDGMENT**
3. **2023-24 BUDGET ALLOCATIONS AND USE OF RESERVES** M. Liguori/C. Cole
(encl.)
4. **BOARD POLICY 17: STUDENT TRANSPORTATION SERVICES** R. Footz
(encl.)
5. **STUDENT TRANSPORTATION FEES 2023-24** M. Liguori/D. Antymniuk/
L. Weder (encl.)

ADJOURNMENT

RECOMMENDATION: BOARD OF TRUSTEES APRIL 27/23 SPECIAL MEETING

3. That the Board of Trustees approves the use of reserves and allocations for 2023-24, as presented.
4. That the Board of Trustees approves amendments to Board Policy 17: Student Transportation Services, as presented.
5. That the Board of Trustees approves the proposed 2023-24 Student Transportation Fee Schedule, as presented



RECOMMENDATION REPORT

DATE: April 27, 2023

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: 2023-24 Budget Allocations Including the Use of Reserves

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Carmine von Tettenborn, Director, Financial Services
Christine Gillis, Senior Accountant, Financial Services
Renee Armbruster, Accountant III, Financial Services
Lynn Brims, Accountant I, Financial Services

REFERENCE: Board Policy 2: Role of the Board

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

EIPS GOAL: Quality infrastructure for all.

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

RECOMMENDATIONS:

That the Board of Trustees approves the use of reserves and allocations for 2023-24, as presented.

BACKGROUND:

Board Policy 2: Role of the Board, section 8.2 Fiscal Accountability establishes that the Board of Trustees approve the budget allocation of resources.

CONSIDERATION AND ANALYSIS:

EIPS establishes assumptions and allocations that are the building blocks of the budget. The proposed use of reserves and allocation of funds allows schools and departments to maintain and invest in essential services, and supports the Division's mission, beliefs and priorities.

The 2023-24 funding announcement contained a number of new items:

- Base Instruction Grant rates increased by 6%. This grant is applicable to all school authorities.
- Eligible school authorities will receive an increase of 10% in Supports and Services Grants, which include:
 - Specialized Learning Support;
 - Program Unit Funding;
 - English as an Additional Language (formerly English as a Second Language);

- Refugee Students; and
- First Nations, Métis, and Inuit.
- Eligible school authorities will receive an increase of 20% in the School Nutrition Grant.
- All school authorities will receive an increase of 5% in the Operations and Maintenance Grant.
- A new Classroom Complexity Grant will be available to eligible school authorities to support the diverse needs of students and address classroom complexity.
- Targeted funding for school transportation has increased by \$414 million over the next three years to make systemic improvements and offset rising costs. Some of the comments shared are as follows:
 - Additional funding for driver training will help address concerns around driver shortages, recruitment, and retention.
 - The Fuel Price Contingency Program has also been continued to help offset the impact of fuel price increases by keeping fuel prices at a base rate of \$1.25 per litre.
 - Increased funding for transporting students in remote rural areas, additional support for specialized transportation services, and cost increases related to metro transportation;
 - Resulting in reduced student ride times
 - Funding for rising costs for driver training, insurance, and fuel;
 - Enhance student access to school transportation services through changes to the distance criteria; and
 - Funding for transportation to schools of choice including alternative programs and independent schools.

To date, we have completed the following:

- Reviewed enrolment as of March 17; currently do not see an increase.
- Calculated the standard cost impacts to schools (grid movement, 2% economic increase, and benefits cost increase).
- Calculated the grid movement, 2% economic increase, and benefit costs increase to departments.
- Received clarity on the Classroom Complexity Grant.
- Recalculated revenue to determine how much change we would see from the changes we have in enrolment; currently 70 students lower than projected and submitted to Alberta Education (AE) on January 10.
- Worked with Supports for Students to get their allocations to schools for Early Learning (EL), Special Education Students (SPED) programs, inclusive students and First Nations, Métis, and Inuit, Curriculum budgets and Mental Health Strategic Plan. This work included adding new special education programs to Fort Saskatchewan, Lamont and Vegreville.

Our analysis of the budget to date is that it is “tight” as inflation is hitting the Division hard; we are experiencing increased costs for utilities, large Alberta School Employee Benefit Plan (ASEBP) increases, and recognize that we cannot access reserves as we have in the past.

While the following analysis is also contained further in the report, it is also provided below as additional support.



RECOMMENDATION REPORT

From this Report (page 9, Attachment 1), AE Revenue has increased by \$8,815K (4.8%). Although it appears this budget had a significant increase from AE, it is important to identify that \$6,593K of this increase was targeted to specific items. The remaining \$2,222K was available for inflation, growth, or other pressure points.

Alberta Education Revenue Change Summary	
Targeted Grants:	
Transportation Grant	2,516,989
Teacher Salary Settlement	1,853,130
Mental Health Pilot Program	1,371,632
Classroom Complexity	858,152
New Curriculum Funding	92,735
Infrastructure Maintenance and Renewal	(102,822)
Other - Targeted	2,802
	6,592,618
Non Targeted Grants:	
Base Instruction	7,488,883
Specialized Learning Supports	1,276,896
Operations & Maintenance	978,092
Bridge Funding for New Framework	(8,070,467)
Other	548,495
	2,221,899 A
Total Alberta Education Revenue Change	8,814,517

- A. This \$2,222K was primarily used for three inflationary items as outlined in the table below. EIPS also funded other initiatives using prior year funding that was allocated as one-time, which returned to the allocation pool for redistribution in 2023-24.

Non Targeted Grant Total	2,221,899 A
ASEBP Increase	(1,500,000)
Utilities	(582,000)
Classified 2% Increase	(600,000)
Net Impact	(460,101)

Allocation Methodology Changes

Administration has reviewed and changed some allocation methodologies to reflect the changes in how AE is funding divisions for 2023-24.

Early Learning and Specialized Supports Schools

When the new funding model rolled out in 2020-21, EIPS tried to work within the funding envelopes that were received from the province. In the case of EL and Specialized Supports Schools (SSS) that was not possible. In the past, EIPS has allocated over \$5 million in block funding to these areas over the revenues provided.



RECOMMENDATION REPORT

Many of the Supports and Services Grants were increased by 10%. The general expectation is that services in these areas should, in fact, increase now because of the 10% increase. This would be the case if we did not already support these areas with additional block funding. A 10% increase in the grants comes to just over \$1 million.

For 2023-24, Bridge Funding was removed by the province (\$8 million) and reallocated by increasing the Base Funding Grants by 6% and Supports and Services Grants by 10%. In prior budgets, the Bridge Funding was put towards the pool of funds to allocate out in “blocks” to areas such as this.

EIPS cannot afford to continue to ‘block fund’ EL and SSS at the same funding levels provided in the fall of 2022-23 because the Bridge Funding (used to subsidize this area) has been eliminated. The block funding in these two areas has been reduced just enough to hold these two areas harmless. We are reducing the Block by less than the revenue increase as we had to leave salary increases intact. Please refer to pages 18 and 19 of Attachment 1 to see these explanations.

Rural Small Schools

Based on the March 17 enrolment count, these schools will stay within the funding levels provided by the province (each level increased by 6%) less a small reduction for Central costs. Andrew is at \$481,770 (Group 2) and Bruderheim and Mundare are both at \$920,716 (Group 5). Enrolment would have to increase significantly for any of these to move up a funding level.

Last year, the Division funded from reserves additional funds so that the impact of dropping a funding level would not be incurred by the school. This was clearly identified as one-time support. This will not continue in 2023-24.

All Schools’ Basic and Administrative Allowances Allocation Page 16

Regular enrolment (excluding SPED) at the schools as of March 17 (including adjustments for Kindergarten, High School Year 4 & 5 students, and Outreach students) has actually decreased from the prior year by 13 students.

When working with a very tight budget, we want to give schools as much as possible to support students in the classroom, and thus, try to hold schools harmless of significant cost increases.

School budgets are at 95-97% staffing every fall and this is the biggest impact on their budget. As a bare minimum, schools should be allocated enough to cover the increases in standard costs. Given the small enrolment change year over year, the Fall Budget staffing was a good starting point to determine how much we should increase basic allocations and administrative allowances to schools. Staffing levels in the fall supported 13 more students than we currently have in regular enrolment.

Using the 2022-23 Fall Budget, new standard costs for 2023-24 were entered and the standard cost impact from 2022-23 to 2023-24 was identified for all schools. The amounts that were funded from EL and SSS were allocated to those areas, and the rest was included in basic allocations to schools for the Spring Budget.

While allocations to schools overall will result in an increase in basic and administrative allowance allocations to fund the increase in standard costs, there will be shifts between each school in their basic allocations due to:

- changes in enrolment from fall to spring,
- last fall, enrolment increases and decreases were not funded at the same allocation rate as that used in the spring (this is due to the WMA being only funded at 50% for current year), and
- last fall as well, standard cost adjustments which included the economic adjustment of 1.75% were done in a lump sum to each school to avoid swings in staffing.

Departments

Actual increases to departments for salary costs (economic increases, benefits, and grid movement) were also calculated and allocated to departments.

New Allocations

Schools in Sector 4 and 5

A new allocation was added to provide some additional mileage dollars for staff in Sectors 4 and 5 to travel to Central office for professional development and/or meetings. This provides for one principal meeting per month, one assistant principal meeting every two months and one staff person meeting per year.

Additional Special Education Programs

Although most of this was addressed through reallocating existing dollars, there were some additional funds allocated.

Division Costs

New costs

New costs were incurred, and wherever these were added to the budget, these amounts are identified throughout Attachment 1.

Removed Allocations

Items funded from Reserves

Last year, a significant amount was allocated from reserves in effort to get below the operating reserve cap set by the province. Many of these items were projects that have been completed, were one-time items that are not continuing, or have been discontinued as funds are no longer available.

The reduction of these items is also identified throughout the report.

Allocations (Attachment 1)

Accumulated Surplus (pg. 1)

As per above, the budget allocations include the use of Operating Reserves.

Accumulated surplus is projected to be \$3.58 million at Aug. 31, 2024 comprised of:

- (\$9.60) million in Asset Retirement Obligation.
- \$4.67 million in operating reserves (pg. 2):
 - Schools and Central Services operating reserves are projected to be \$1.22 million;
 - Division Allocated Operating reserve is projected to be \$0; and
 - Division Unallocated Operating reserve is projected to be \$3.45 million.
- \$0.84 million in capital reserves.
- \$7.66 million in Investment in Tangible Capital Assets.

Reserves for Operating Expenditures (pgs. 2 & 3)

- Operating Reserves – Central Services & Schools is being accessed for \$1.86 million.
- Division Allocated Reserve will be funded and then be accessed for \$1.17 million for Division projects.
- Division Unallocated Reserve will fund Division Unallocated Reserves by \$1.17 million for Division projections (refer to page 3 for list).
- A capital effect of \$976,000 has been included in the 2023-24 estimates as capital assets purchased in the current year are offset by amortization from prior year purchases creating a surplus in the reserve. The capital effect has been split into two components – the annual amortization less the assets being purchased from operating budgets (\$1,555,774 - \$579,774) (refer to page 3).

Operating Reserves – Three-Year Projection (pg. 3)

In addition to the proposed changes for 2023-24, estimates have also been completed for 2024-25 and 2025-26 to outline estimated future needs. AE typically requires a projection of the use of Accumulated Surplus and Reserves for 2024-25 and 2025-26 as part of the Budget Report submitted to them. Each year, Administration will bring to the Board for approval the use of Division reserves.

Revenue and Reserve Summary (pgs. 8 & 9)

Where updated information has been received, revenue has been adjusted for the following:

- Alberta Education excluding small grant amounts in the 'other' category (pg. 9)
- Other Government of Alberta
- Other Sales and Services
- Investment Income
- Gifts and Donations



RECOMMENDATION REPORT

Allocations Summary (pg. 15)

Overall allocations year-over-year are increasing to schools by \$2,323K (1.6%) and by \$1,487K (2.3%) to Central services areas. However, removing Student Transportation’s increase of \$2,204K as that is targeted funding, Central services’ allocations have decreased by \$718K (1.1%). The overall budgetary increase, excluding Transportation, is \$1,606K (0.8%).

Capital and Debt Services/Teacher Pensions	6,886,969	6,847,795	(39,174)	(0.6%)
Facility Services	16,289,494	16,534,222	244,728	1.5%
Infrastructure Maintenance and Renewal (IMR)	1,341,299	1,238,477	(102,822)	(7.7%)
Information Technologies	7,372,305	6,722,145	(650,160)	(8.8%)
Student Transportation	14,088,780	14,088,780	-	0.0%
Other Departments	17,554,684	17,384,411	(170,273)	(1.0%)
	63,533,531	62,815,830	(717,701)	(1.1%)
	\$ 206,210,567	\$ 207,816,087	\$ 1,605,520	0.8%

Schools (pg. 16)

For 2023-24, the certificated standard cost rate has increased by 2.9%, whereas the classified standard cost increases range from 2.3% to 8.5%. The increases are primarily due to an increase in the benefit rates, 2% economic increase as well as salary grid movement.

Central Services (pg. 20)

Summary of the net increases to Central services, including Student Transportation:

	\$ In millions
Capital and Debt Services	(0.04)
Increase in Block Allocations	1.70
Reserves Change	(3.96)
Supplemental Revenue	(0.00)
Transfers and One-time Targeted Funding Change	(3.79)
TOTAL	\$ 1.49

The biggest increase is to Facility Services for increased utility costs, and supply increases (fuel and cleaning supplies).

COMMUNICATION PLAN:

Once approved, the budget allocations will be incorporated into the 2023-24 Budget which will be presented to the Board on May 25, 2023 for approval.

ATTACHMENT(S):

1. Budget Allocations Report



Your Future **in MIND** ●●●●●

ELK ISLAND PUBLIC SCHOOLS

**Budget
Allocation
Report**

2023-24

This document includes the Budget Allocations
for The Board of Trustees of Elk Island Public Schools
for the 2023-24 school year.

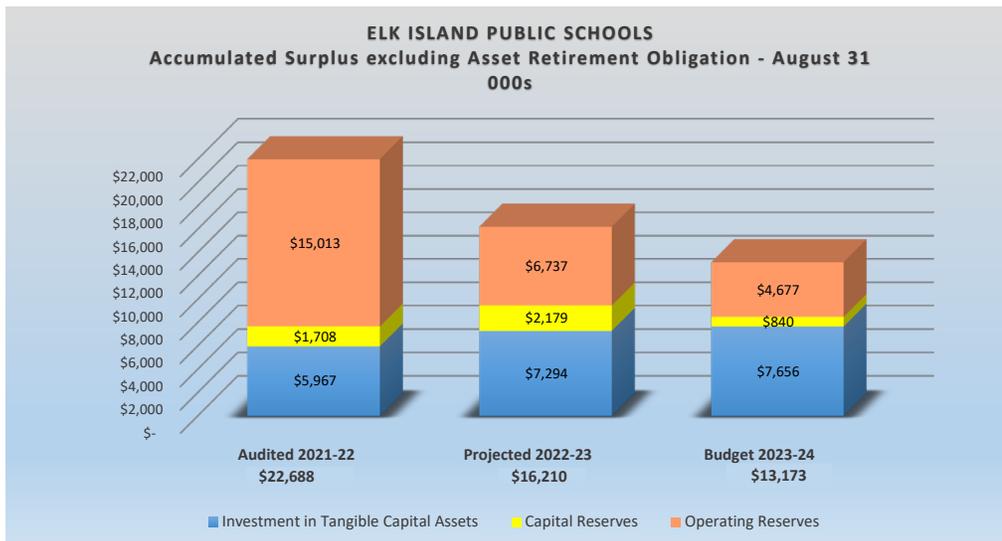
**Report to
Board of
Trustees**
April 27, 2023

2023-24 Budget Allocations

Accumulated Surplus/(Deficit)						
	A=B+C+D+E+F	B	C	D	E F Internally Restricted	
	Accumulated Surplus	Investment in Tangible Capital Assets	Asset Retirement Obligation ¹	Unrestricted Surplus	Operating Reserves	Capital Reserves
Audited - August 31, 2022	\$ 22,687,927	\$ 5,966,743	\$ -	\$ -	\$ 15,013,438	\$ 1,707,746
Restatement for Asset Retirement Obligation	(9,027,159)	-	(9,027,159)	-	-	-
Surplus/(Deficit)	(6,762,529)	-	(284,273)	(6,478,256)	-	-
Board Funded Capital Asset Additions	-	2,802,558	-	(508,402)	(765,000)	(1,529,156)
Net Amortization, Debt & Disposals	-	(1,475,402)	-	1,475,402	-	-
Net Reserve Transfers	-	-	-	5,511,256	(7,511,256)	2,000,000
Projection - August 31, 2023	\$ 6,898,239	\$ 7,293,899	\$ (9,311,432)	\$ -	\$ 6,737,182	\$ 2,178,590
Surplus/(Deficit)	(3,320,330)	-	(284,269)	(3,036,061)	-	-
Board Funded Capital Asset Additions	-	1,918,176	-	(579,774)	-	(1,338,402)
Net Amortization, Debt & Disposals	-	(1,555,774)	-	1,555,774	-	-
Net Reserve Transfers	-	-	-	2,060,061	(2,060,061)	-
Budget - August 31, 2024	\$ 3,577,909	\$ 7,656,301	\$ (9,595,701)	\$ -	\$ 4,677,121	\$ 840,188

(1) Accounting standards requiring an Asset Retirement Obligation became effective in the 2022-23 fiscal year.

- A. Accumulated surplus includes investment in Board funded tangible capital assets, asset retirement obligation, unrestricted surplus and internally restricted reserves.
- B. Board funded (unsupported) tangible capital assets.
- C. Asset retirement obligation, representing future costs to abate asbestos from school buildings. These costs would only draw down reserves if unfunded by the provincial government.
- D. Surplus/(Deficit) that is transferred to reserves at the end of each year.
- E. Operating reserves includes Schools - Operations, School Generated Funds, Central Services and Division Allocated and Unallocated Reserves.
- F. Capital reserves includes Capital Allocated and Unallocated Reserves, available for future unsupported capital purchases.



2023-24 Budget Allocations

Reserves										
	A	B	C	D	E = A+B+C+D	F	G	H	I = E+F+G+H	
	Audited 31-Aug-22	Contributions /(Use)	2022-23 Capital Effect	Budget/Projection Transfers	Projected 31-Aug-23	Contributions /(Use)	2023-24 Capital Effect	Budget Transfers	Budget 31-Aug-24	
OPERATING RESERVES										
Central Services	\$ 401,500	\$ (1,417,102)	\$ -	\$ 1,431,038	\$ 415,436	\$ (415,436)	\$ -	\$ -	\$ -	
Schools - Operations	1,110,118	(743,213)	-	880,770	1,247,675	(1,247,675)	-	-	-	
School Generated Funds (SGF)	2,024,350	(601,960)	-	-	1,422,390	(200,000)	-	-	1,222,390	
Central Services & Schools	3,535,968	(2,762,275)	-	2,311,808	3,085,501	(1,863,111)	-	-	1,222,390	
Focus on Unfinished Learning	500,000	(1,000,000)	-	500,000	-	-	-	-	-	
School Buses ¹	-	-	(765,000)	765,000	-	-	-	-	-	
Projects	869,676	(4,305,271)	-	3,435,595	-	(1,172,950)	-	1,172,950	-	
EIPS Division Allocated	A 1,369,676	(5,305,271)	(765,000)	4,700,595	-	(1,172,950)	-	1,172,950	-	
EIPS Division Unallocated	10,107,794	1,589,290	967,000	(9,012,403)	3,651,681	-	976,000	(1,172,950)	3,454,731	
	\$ 15,013,438	\$ (6,478,256)	\$ 202,000	\$ (2,000,000)	\$ 6,737,182	\$ (3,036,061)	\$ 976,000	\$ -	\$ 4,677,121	

B/F. Budgeted deficits are supported by school, department and Division reserves.
 C/G. Net effect of unsupported capital transactions.
 D/H. Budgeted transfers between the EIPS Division Allocated/Unallocated operating reserves and between capital/operating reserves.

Capital Reserves										
	A	B	C	D	E = A+B+C+D	F	G	H	I = E+F+G+H	
	Audited 31-Aug-22	Contributions /(Use)	2022-23 Capital Effect	Budget/Projection Transfers	Projected 31-Aug-23	Contributions /(Use)	2023-24 Capital Effect	Budget Transfers	Budget 31-Aug-24	
CAPITAL RESERVES										
Facility Services	\$ 17,229	\$ -	\$ (17,229)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Aging Equipment at Schools	105,057	-	(105,057)	-	-	-	-	-	-	
Information Technology Capital	-	-	-	-	-	-	(54,849)	54,849	-	
Various Capital Purchases - To be Determined	-	-	-	100,000	100,000	-	(100,000)	-	-	
Kitchen CTS Renovations/Upgrades	-	-	(605,000)	605,000	-	-	-	-	-	
School Buses ¹	-	-	-	-	-	-	(149,301)	149,301	-	
Building Management System	-	-	(220,000)	660,000	440,000	-	(220,000)	-	220,000	
Salisbury Composite High Stormwater Project	-	-	(581,870)	2,200,000	1,618,130	-	(814,252)	(803,878)	-	
EIPS Division Allocated	B 105,057	-	(1,511,927)	3,565,000	2,158,130	-	(1,338,402)	(599,728)	220,000	
Opening Balance	1,585,460	-	-	-	1,585,460	-	-	-	\$ 1,585,460	
Transfer to Allocated for New Projects	-	-	-	(3,565,000)	(3,565,000)	-	-	(204,150)	(3,769,150)	
Transfer from Allocated - Completed Projects	-	-	-	-	-	-	-	803,878	803,878	
Transfer from Operating Reserves	-	-	-	2,000,000	2,000,000	-	-	-	2,000,000	
EIPS Division Unallocated	1,585,460	-	-	(1,565,000)	20,460	-	-	599,728	620,188	
	\$ 1,707,746	\$ -	\$ (1,529,156)	\$ 2,000,000	\$ 2,178,590	\$ -	\$ (1,338,402)	\$ -	\$ 840,188	

B/F. Proceeds on disposal of unsupported assets.
 C/G. Use of reserves for purchases of unsupported assets.
 D/H. Budgeted transfers between the EIPS Division Allocated/Unallocated capital reserves and between capital/operating reserves.

(1) For the 2022-23 year, seven buses are being purchased from operating reserves and are expected to arrive by August 31. If they do not arrive by August 31, the funds will be transferred to capital reserves for use in 2023-24 when the buses arrive (as per approval from the Minister of Education). For 2023-24, one bus is budgeted to be purchased from capital reserves. For bus purchases, annual amortization is charged to the school operating budget.

2023-24 Budget Allocations

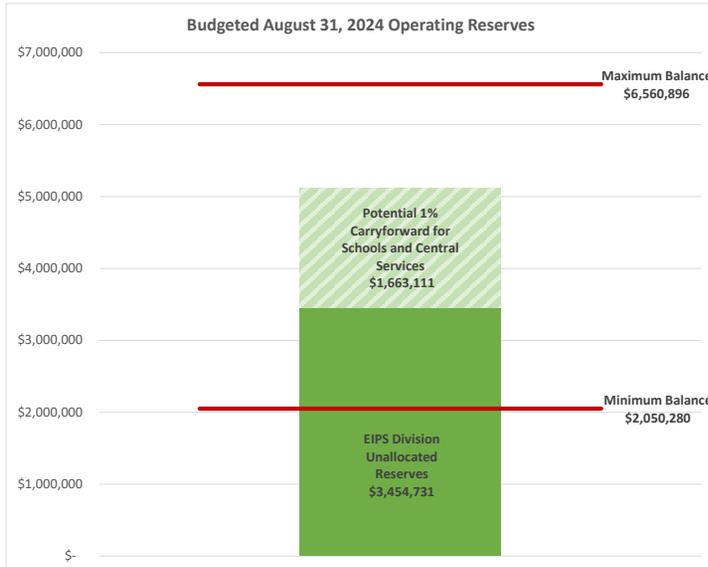
Operating Reserves - Three-Year Projection													
	A	B	C	D	E = A + B + C + D	F		G	H = F + G	I		J	K = I + J
	Projections	Contributions		2023-24	Budget	Contributions		2024-25	Estimate	Contributions		2025-26	Estimate
	31-Aug-23	/(Use)	Capital Effect ¹	Transfer	31-Aug-24	/(Use)	Transfer	31-Aug-25	/(Use)	Transfer	31-Aug-26		
Central Services & Schools (includes SGF)	\$ 3,085,501	\$ (1,863,111)	\$ -	\$ -	\$ 1,222,390	\$ -	\$ -	\$ 1,222,390	\$ -	\$ -	\$ 1,222,390	\$ -	\$ -
Leveraging Student Achievement													
Mental Health Strategic Plan		(60,000)		60,000									
Career Pathways Consultant (1 FTE)		(136,950)		136,950									
Replacement School Start-Up Funds						(420,000)	420,000						
Capital Effect Transfer to Support Operations		(976,000)		976,000		(708,170)	708,170				(485,417)	485,417	
EIPS Division Allocated Reserves	-	(1,172,950)		1,172,950		(1,128,170)	1,128,170				(485,417)	485,417	
Capital Effect - Purchases from Operating Budget			(579,774)		(579,774)	(555,000)		(1,134,774)			(555,000)		(1,689,774)
Capital Effect - Annual Amortization			1,555,774		1,555,774	1,263,170		2,818,944			1,040,417		3,859,361
Transfer from Allocated Reserves				(1,172,950)	(1,172,950)		(1,128,170)	(2,301,120)			(485,417)		(2,786,537)
EIPS Division Unallocated Opening Balance	3,651,681				3,651,681			3,651,681					3,651,681
EIPS Division Unallocated Reserves	3,651,681		976,000	(1,172,950)	3,454,731	708,170	(1,128,170)	3,034,731	485,417	(485,417)			3,034,731
Total EIPS Division Reserves	3,651,681	(1,172,950)	976,000	-	3,454,731	(420,000)	-	3,034,731	-	-			3,034,731
Total Operating Reserves	\$ 6,737,182	\$ (3,036,061)	\$ 976,000	\$ -	\$ 4,677,121	\$ (420,000)	\$ -	\$ 4,257,121	\$ -	\$ -			\$ 4,257,121

(1) Capital Effect relates to assets purchased from current year funding, offset by the annual amortization. A surplus is created because the current purchases are less than the amortization of prior year purchases. The effect is non-cash but the surplus created is available for use. Although the Capital Effect is projected to decrease over the next three years (contribute less to EIPS Division Unallocated Reserves), this decrease is partially offset by a decreased funding requirement for the Fiscal Services budget (capital amortization budget).

Operating Reserve Analysis

Effective Aug. 31, 2023, the Government of Alberta has implemented new restrictions on school board operating reserves, including a minimum and maximum reserve balance. These balances do not include School Generated Fund reserves, and are calculated as a percentage of prior year operating expenses.

EIPS budgets for full use of decentralized school and central services reserves (i.e., their 1% budget carryforward from the prior school year). However, it is likely that school and central services may carry forward similar amounts at the end of 2023-24. As such, we have included potential carryforwards in the analysis below.



Budgeted August 31, 2024 Operating Reserve Balances (excluding SGF)	
Central Services Reserves	\$ -
School Reserves	-
EIPS Division Allocated Reserves	-
EIPS Division Unallocated Reserves	3,454,731
Total Budgeted Operating Reserves (excluding SGF)	\$ 3,454,731
Potential 1% Carryforward for Schools and Central Services	1,663,111
Total Potential Operating Reserves (excluding SGF)	\$ 5,117,842
2022-23 Total Operating Expenses - Adjusted	\$ 205,027,996
Total Operating Reserve Maximum Limit based on 3.2% rate	6,560,896
Room for Additional Surplus Before Exceeding Maximum Limit	1,443,054
Total Operating Reserve Minimum Limit based on 1% rate	2,050,280
Room for Additional Spending (Deficit) Before Falling Below Minimum Limit	3,067,562

Reserve Notes

Alberta Education is continuing to require school divisions to request ministerial approval to access reserves. This includes School Generated Funds (SGF), all reserves at schools and departments (including Student Transportation) and Division allocated and unallocated reserves. In addition, school divisions will also need to request approval to transfer to capital reserves. It will be very important to ensure EIPS budgets the correct amount of reserve usage.

The following assumptions were made when Administration examined reserves and the limitations imposed upon their usage:

- The Minister will approve 100% of our reserve expenditure requests for 2023-24.
- Use of Division Allocated Operating Reserves (all the projects approved for 2023-24) – all the amounts budgeted for will be used 100%.

In February, schools and departments prepared forecasts using January actuals. Schools and departments will be allowed to enter up to 1% of their surplus carryforward when they complete their budgets.

We build the budget with how much of the reserves we want to access and then we must send it to the Minister with the Spring Budget. If we want to ask for more reserves after the Spring Budget, we must submit a request to the Minister (may or may not be approved) and the response time may be quite slow.

Because of the above restrictions:

- EIPS will estimate (on a consolidated basis) 1% of reserve carryforward for schools and departments. Schools and departments will only carry forward the surplus they truly end with (up to 1%), but the Division will project estimated surpluses at 1% for all.
- Student Transportation will include its entire reserve carryforward as it is targeted.
- EIPS will also assume that schools and departments will use 100% of their reserves in 2023-24. That is why the estimated reserve balances for schools and departments are \$0 on Aug. 31, 2024. It is likely schools and departments will not do this, but if we do not make this assumption and they do use it all, we will be in trouble as we cannot use more reserves than we budgeted for).
- SGF we will estimate a reduction in balances by \$200K.

Asset Retirement Obligation

Due to the Public Sector Accounting Standards Board issuing a new standard related to Asset Retirement Obligation (ARO), EIPS has a legal obligation associated with the retirement of tangible capital assets that are controlled by the Division. For EIPS, costs associated with asset retirement are associated with asbestos remediation.

Reserve Notes (continued)

A. Operating Reserves - Division Allocated Reserve Funded Items (Page 3, Column D) \$1,173K

Operating reserves are available for use by the Division. When an initiative is identified as reserve-funded, the cost of the initiative is transferred from Division Unallocated Operating Reserves to Division Allocated Operating Reserves to reflect that those dollars have been set aside for a particular purchase and are no longer available.

For 2023-24, the following initiatives have been identified and funds have been allocated accordingly:

- \$60K for professional development related to the Mental Health Strategic Plan in areas of Violent Threat Risk Assessment (VTRA), Mental Health in Schools, etc.
- \$137K for a second Career Pathways Consultant.
 - There is a need for this position to be funded for one more year given all the work on the Collegiate project. The reserve funding for 2024-25 will be evaluated during the next budget cycle.
- \$976K will be transferred to support overall operations; this is funded by the Capital Effect surplus (resulting from current unsupported capital purchases being less than amortization of prior year purchases).
- Re-introduction of the Leveraging Student Achievement reserve. As of Aug. 31, 2023, any surplus at a school >1% will be put into this reserve.
 - Parameters for allocating funds will be determined and shared with the Board in the fall of 2023.
 - Funds are to focus on student learning needs (intervention support).

For 2024-25 and later, the following initiatives have been identified and funds have been allocated accordingly:

- Sherwood Heights solution school start-up funds are planned at \$420,000 in 2024-25. The additional start-up funds cover transition costs not funded by the provincial government, including principal time, support staff time, supplies, library materials and other equipment to prepare the school. EIPS, along with other school divisions, provides additional start-up funds for new and replacement schools.
- Funds will continue to be transferred each year to support overall operations, funded by the Capital Effect.

B. Capital Reserves - Division Allocated Reserve Funded Items (Page 2, Column G) \$1,338K

Capital reserves are required to be used on capital items and improvements and cannot be spent on operating expenses (such as teacher salaries, supplies, etc.). When a capital purchase is identified as reserve-funded, the cost of the initiative is transferred from Division Unallocated Capital Reserves to Division Allocated Capital Reserves to reflect that those dollars have been set aside for a particular purchase and are no longer available.

Reserve Notes (continued)

For 2023-24, the following initiatives have been identified and funds have been allocated accordingly:

- \$55K Information Technology (IT) purchases (switches, access points, and uninterrupted power supply batteries).
- \$100K - Various Capital Purchases as a placeholder in case an unexpected need arises (such as modular connecting links). Any items purchased from here will be brought to the Board for approval first.
- \$149K School Bus Replacement. The school will amortize the costs over the life of the bus.
- \$220K Building Management System (BMS):
 - The BMS upgrade is a computer-based control system installed in buildings that controls and monitors the building's mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems, and security systems.
 - The upgrade impacts all schools and is a critical component in managing energy demand.
 - The objective is to, over three years, clean up and upgrade the system, reduce redundancies, add new data points where required, and provide efficiency in the system.
 - These costs are for the second of the three-year project approved as part of the 2022-23 Budget.
- \$ 814K Salisbury Stormwater Project:
 - Storm lines leading from the school to the Strathcona County municipal system are undersized and in poor condition, leading to drainage issues. An upgrade of the entire stormwater system is required.
 - The total costs for the Salisbury Composite Stormwater Project are now estimated to be \$2.7 million and will be funded as follows.

Funded by:	Summer		Total
	2022	2023	
IMR	1,318,051	-	1,318,051
Capital Reserves	581,870	814,252	1,396,122
Total	1,899,921	816,275	2,714,173

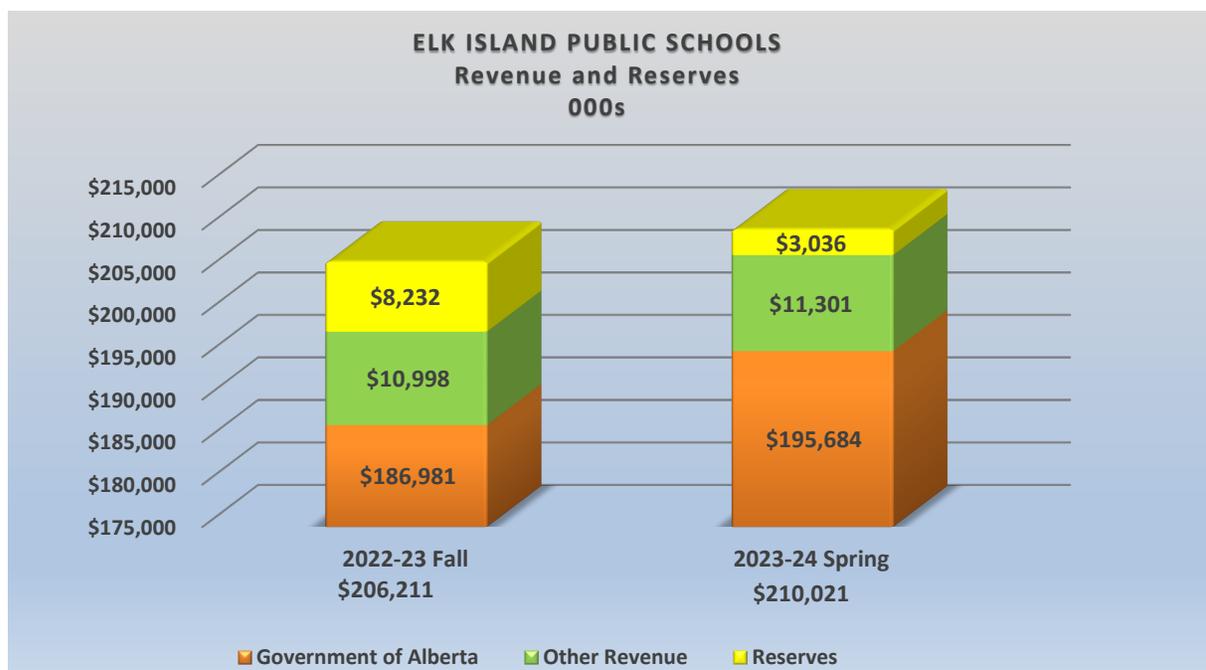
As part of Budget 2023-24, the Board will be asked to approve the following under column H (page 2):

- A transfer to Unallocated Capital Funds from the Salisbury Composite High Stormwater Project of \$803,878 (these funds are no longer required for the project as cost estimates have lowered since originally allocated).
- A transfer from Unallocated Capital Funds to of \$204,278 to fund the IT purchases and school buses.

Reserve Notes (continued)

Aug. 31, 2024, it is estimated that there will still be \$220,000 of costs remaining for year three of the BMS work. There will be \$620,188 of Unallocated Capital Funds. This would be enough to cover the capital needs for the next year of the five-year capital plan so no transfer from operating reserves is proposed.

REVENUE AND RESERVE SUMMARY					
	Note	2022-23 Fall	2023-24 Budget	Change	% Change
Revenue					
Government of Alberta					
Alberta Education (Page 9)		\$ 182,540,989	\$ 191,355,506	\$ 8,814,517	4.8%
Other Government of Alberta	A	4,439,696	4,328,531	(111,165)	(2.5%)
		<u>186,980,685</u>	<u>195,684,037</u>	<u>8,703,352</u>	<u>4.7%</u>
Other Alberta School Authorities					
Fees	B	316,462	316,462	-	-
Other Sales and Services	C	5,287,530	5,519,880	232,350	4.4%
Investment Income		2,714,637	2,793,723	79,086	2.9%
Gifts and Donations	C	560,000	503,000	(57,000)	(10.2%)
Rental of Facilities	C	1,498,531	1,527,791	29,260	2.0%
Fundraising	C	236,824	236,824	-	-
		384,000	403,200	19,200	5.0%
		<u>197,978,669</u>	<u>206,984,917</u>	<u>9,006,248</u>	<u>4.5%</u>
Reserves					
Central Services		401,500	415,436	13,936	3.5%
Schools, including SGF		1,712,078	1,447,675	(264,403)	(15.4%)
		<u>2,113,578</u>	<u>1,863,111</u>	<u>(250,467)</u>	<u>(11.9%)</u>
EIPS Division Allocated	D	6,118,320	1,172,950	(4,945,370)	(80.8%)
EIPS Division Unallocated		-	-	-	-
		<u>6,118,320</u>	<u>1,172,950</u>	<u>(4,945,370)</u>	<u>(80.8%)</u>
		<u>8,231,898</u>	<u>3,036,061</u>	<u>(5,195,837)</u>	<u>(63.1%)</u>
Total to Allocate		<u>\$ 206,210,567</u>	<u>\$ 210,020,978</u>	<u>\$ 3,810,411</u>	<u>1.8%</u>



ALBERTA EDUCATION REVENUE				
	2022-23	2023-24		%
Note	Fall	Budget	Change	Change
Base Instruction				
Early Childhood Services (ECS)	\$ 4,097,078	\$ 4,294,862	\$ 197,784	4.8%
Grades 1 to 9	71,185,466	75,724,088	4,538,622	6.4%
High Schools	26,935,701	29,611,876	2,676,175	9.9%
Hutterite Colony Funding	50,000	53,000	3,000	6.0%
Distance Education	-	13,500	13,500	100.0%
Outreach Programs	150,000	250,000	100,000	66.7%
Rural Small Schools	2,363,400	2,323,202	(40,198)	(1.7%)
E	104,781,645	112,270,528	7,488,883	7.1%
Supports and Services				
Specialized Learning Supports (SLS)	11,218,338	12,495,234	1,276,896	11.4%
Specialized Learning Supports - Kindergarten	1,163,700	1,212,420	48,720	4.2%
Moderate Language Delay	168,000	162,800	(5,200)	(3.1%)
ECS Pre-K Program Unit Funding (PUF)	1,664,560	1,944,877	280,317	16.8%
First Nations, Métis, and Inuit Education	1,797,252	1,924,833	127,581	7.1%
Classroom Complexity	-	858,152	858,152	100.0%
English as an Additional Language	318,480	348,150	29,670	9.3%
Refugee Students	2,750	1,210	(1,540)	(56.0%)
Institutional Programs	362,858	362,858	-	-
F	16,695,938	19,310,534	2,614,596	15.7%
School - System Needs				
Operations & Maintenance	G 15,436,193	16,414,285	978,092	6.3%
SuperNet	374,400	384,000	9,600	2.6%
Transportation	H 11,607,029	14,124,018	2,516,989	21.7%
Infrastructure Maintenance and Renewal (IMR)	I 1,341,299	1,238,477	(102,822)	(7.7%)
	28,758,921	32,160,780	3,401,859	11.8%
Community				
Socio-Economic Status	1,093,433	1,075,286	(18,147)	(1.7%)
Geographic	1,497,214	1,489,983	(7,231)	(0.5%)
School Nutrition Program	150,000	199,500	49,500	33.0%
	2,740,647	2,764,769	24,122	0.9%
Jurisdictions				
System Administration	J 6,297,328	6,186,944	(110,384)	(1.8%)
Teacher Salary Settlement	K 1,563,350	3,416,480	1,853,130	118.5%
	7,860,678	9,603,424	1,742,746	22.2%
Additional				
Bridge Funding for New Framework	L 8,070,467	-	(8,070,467)	(100.0%)
Other				
Dual Credit Programming	159,700	159,700	-	-
French Language Funding	367,611	360,813	(6,798)	(1.8%)
Lease Support	651,746	651,746	-	-
Odyssey Language Program	167,179	167,179	-	-
CTS Bridge to Certification	59,206	89,940	30,734	51.9%
Mental Health Pilot Program	M -	1,371,632	1,371,632	100.0%
Fuel Price Contingency Program	541,506	541,506	-	-
New Curriculum Funding	693,380	786,115	92,735	13.4%
Sherwood Park and Fort Saskatchewan Solution	30,734	-	(30,734)	(100.0%)
Secondments	1,642,537	1,642,537	-	-
	4,313,599	5,771,168	1,457,569	33.8%
Supported Amortization	1,047,094	1,202,303	155,209	14.8%
Teacher Pensions	8,272,000	8,272,000	-	-
N	\$ 182,540,989	\$ 191,355,506	\$ 8,814,517	4.8%

Revenue & Reserve Notes

A. Other Government of Alberta **\$111K decrease (2.5%)**

There is a decrease in the Alberta Infrastructure supported amortization.

B. Fees **\$232K increase (4.4%)**

At the time of allocations, the only fees adjusted have been those related to School Generated Funds (SGF). The 2018-19 SGF fees were used but increased by 5% to adjust for five years of inflation. Once the Board approves Transportation fees for 2023-24, this amount will be updated. This has no impact on allocations.

C. Other Sales and Services, Gifts and donations, Fundraising **\$128K increase (2.8%)**

At the time of allocations, the only fees adjusted have been those related to SGF. The 2018-19 SGF fees were used but increased by 5%. This has no impact on allocations.

D. Reserves **\$4,945K decrease (80.8%)**

The \$1,173K in Division Allocated Reserve usage for 2023-24 includes, \$976K of Capital Effect Transfer to Support Operations, \$137K for a Career Pathways Consultant and \$60K for the Mental Health Strategic Plan.

In 2022-23, EIPS is reducing its Division Operating Reserves significantly to ensure that total operating reserves (excluding SGF) are below the “cap” put in place effective Aug. 31, 2023. In addition, in 2022-23, \$602K of SGF was estimated to be spent. Schools and departments were also budgeted to spend 100% of their reserve carryforward given the requirement to seek ministerial approval to access reserves.

In 2023-24, schools and departments are again expected to use their 1% carryforward, and it is estimated \$200K of the SGF will be used. The Division Allocated and Unallocated Operating Reserves will be used as outlined on the Three-Year Reserve Projection (page 3, Attachment 1). This amount is significantly less than prior year as Division Operating Reserves are now below the “cap”.

Alberta Education Revenue Notes

E. Base Funding \$7,489K increase (7.1%)

The increase is primarily due to an overall 6% increase in the per student grant rates. This increase resulted from Alberta Education (AE), reallocating the Bridge Funding provided in prior years.

In January, when EIPS submitted the projected enrolment, there was some growth and that is included in this base funding increase. Current enrolment is not reflecting that growth; therefore, some money is being held in contingency until the Fall Budget in case the students do not arrive and a funding adjustment is required.

The Outreach program funding has increased by \$100K. Funding used to be \$50K per Outreach site, but it is now funded based on the WMA FTE enrolment.

Rural Small Schools Grant was calculated based on enrolment as of March 17, 2023.

School	Group	2023-24 Block Funding Rate
Andrew	Group 2	481,770
Bruderheim	Group 5	920,716
Mundare	Group 5	920,716
Total		2,323,202

F. Supports and Services \$2,615K increase (15.7%)

Specialized Learning Support Grant, Kindergarten Severe Grant, ECS Pre-K Program Unit Funding Grant, Moderate Language Delay Grant, and English as an Additional Language Grant:

- These grant rates all increased by 10% (reallocating Bridge Funding provided in prior years).
- The remaining change is due to WMA enrolment changes.

First Nations, Métis, and Inuit Grant is comprised of three components:

- Student Self-Identification funding rate increased by 10% (reallocating Bridge Funding).
- School and Community Demographics funding increased by 10% (reallocating Bridge Funding).
- Total provincial allocation for Support for Truth & Reconciliation decreased from \$5.98 million to \$2.57 million (57%). This portion decreased for EIPS accordingly.
- The WMA enrolment increase in this grant offset the funding decrease in the one category noted above.

Institutional Programs funding amount remains unchanged, however the actual amount received may change as we now need to submit projected program costs.

The Classroom Complexity Grant is a new grant provided to school authorities to address classroom complexity. Alberta’s government recognizes that today’s classrooms are more complex than ever and is making record investments in education to meet students’ diverse needs. Funding will support school authorities to:

- add more full-time employees to their overall Education Assistant (EA) complement;

Alberta Education Revenue Notes (continued)

- to top up hours worked and increase EA availability to support more students within a school day;
- provide further post-secondary training, support job shadowing and/or on-the-job training;
- build school authorities' capacity to create specialist support teams to provide services across all schools; and
- hire additional teachers.

This will enhance the quality of students' learning experiences and have positive effects on their personal and social development. It will also give schools the ability to work more closely with students who have diverse learning needs.

- The grant is intended to increase front-line support to address classroom complexity (80% of expenditures) and training (up to 20% of expenditures).
- School authorities are required to submit an interim report by Nov. 30, 2023, and a final report by May 31, 2024.

EIPS, following the guidelines sent forth by AE, has allocated this grant to Early Learning (\$104K) and Specialized Supports Schools (\$754K). It will be used for the following items:

- a Speech Language Pathologist Assistant position;
- a Speech Language Pathologist Assistive Technology position;
- a Reading Specialist Consultant position; and
- allocating to schools with complex classrooms will occur in the fall (replaces one-time funding provided last year in the areas of special education programs and inclusive students).

G. Operations & Maintenance **\$978K increase (6.3%)**

The increase is from the following changes:

- 5% overall increase in grant rates (2.9% to the WMA rate and 5.7% to the utilization rate);
- increases to gross area (Facility Services provided updated space information to AE) which resulted in increased funding; and
- changes in the utilized space overall –
 - eleven schools this year are at 100% utilized funding (we achieve this when schools are over 85% utilization), last year there were only nine schools at 100%.

H. Transportation **\$2,517K increase (21.7%)**

The grant increased to offset the costs for a new service level change. Currently, students must live 2.4 kilometers (km) from their designated school. Beginning in 2023-24, that distance is being reduced to 1.0 km for grades 1 to 6 students and 2.0 km for grades 7 to 12 students.

This grant is targeted and must be used solely for Student Transportation.

Alberta Education Revenue Notes (continued)

I. Infrastructure Maintenance and Renewal (IMR) \$103K decrease (7.7%)

The IMR funding is assuming that Facility Services will be able to spend 100% of the 2022-23 IMR funding this year. The IMR budget for 2023-24 has been reduced for an estimated capital component.

(\$000s)	2022-23	2023-24	Variance
	Fall	Budget	
IMR Funding	\$ 2,262	\$ 2,238	\$ (24)
Prior Year Carryforward	1,483	-	(1,483)
IMR Capitalized	(2,404)	(1,000)	1,404
IMR Revenue Total	\$ 1,341	\$ 1,238	\$ (103)

In addition, the Capital Maintenance Renewal (CMR) Grant decreased from \$1,562K to \$1,143K in 2023-24 (\$419K decrease) as this is the last year of decreases (during COVID, more funds were put into CMR to stimulate the economy with the plan of reducing CMR in subsequent years).

These two grants are targeted.

J. System Administration \$110K decrease (1.7%)

System Administration used to be 3.15% of our total expenditures as of Aug. 31, 2019. The percentage increased to 3.2%, but the expenditure year was updated to Aug. 31, 2022. The System Administration amount decreased as our expenditures were lower in 2022 (COVID resulted in less SGF and other activities compared to 2019).

K. Teacher Salary Settlement \$1,853K increase (118.5%)

Alberta Education funded the 2% economic increase for all certificated staffing in the Division. They did not fund any increases to benefits.

L. Bridge Funding for New Framework \$8,070K decrease (100%)

Bridge Funding has been eliminated and was used to fund the large increases to both the Base Instruction and the Supports and Services Grants. The large increase in Base Instruction and Supports and Services is primarily a result of the reallocation of Bridge Funding (\$8 million).

M. Mental Health Pilot Program \$1,372K increase (100%)

This pilot program was started in 2022-23 after Fall Budget was completed. It will continue into 2023-24.

N. Alberta Education Revenue Total \$8,815K increase (4.8%)

Although it appears this budget had a significant increase from Alberta Education, it is important to identify that \$6,593K of this increase was targeted to specific items. The remaining \$2,222K was available for inflation, growth, or other pressure points.

Alberta Education Revenue Notes (continued)

Alberta Education Revenue Change Summary

Targeted Grants:

Transportation Grant	2,516,989
Teacher Salary Settlement	1,853,130
Mental Health Pilot Program	1,371,632
Classroom Complexity	858,152
New Curriculum Funding	92,735
Infrastructure Maintenance and Renewal	(102,822)
Other - Targeted	2,802
	<u>6,592,618</u>

Non Targeted Grants:

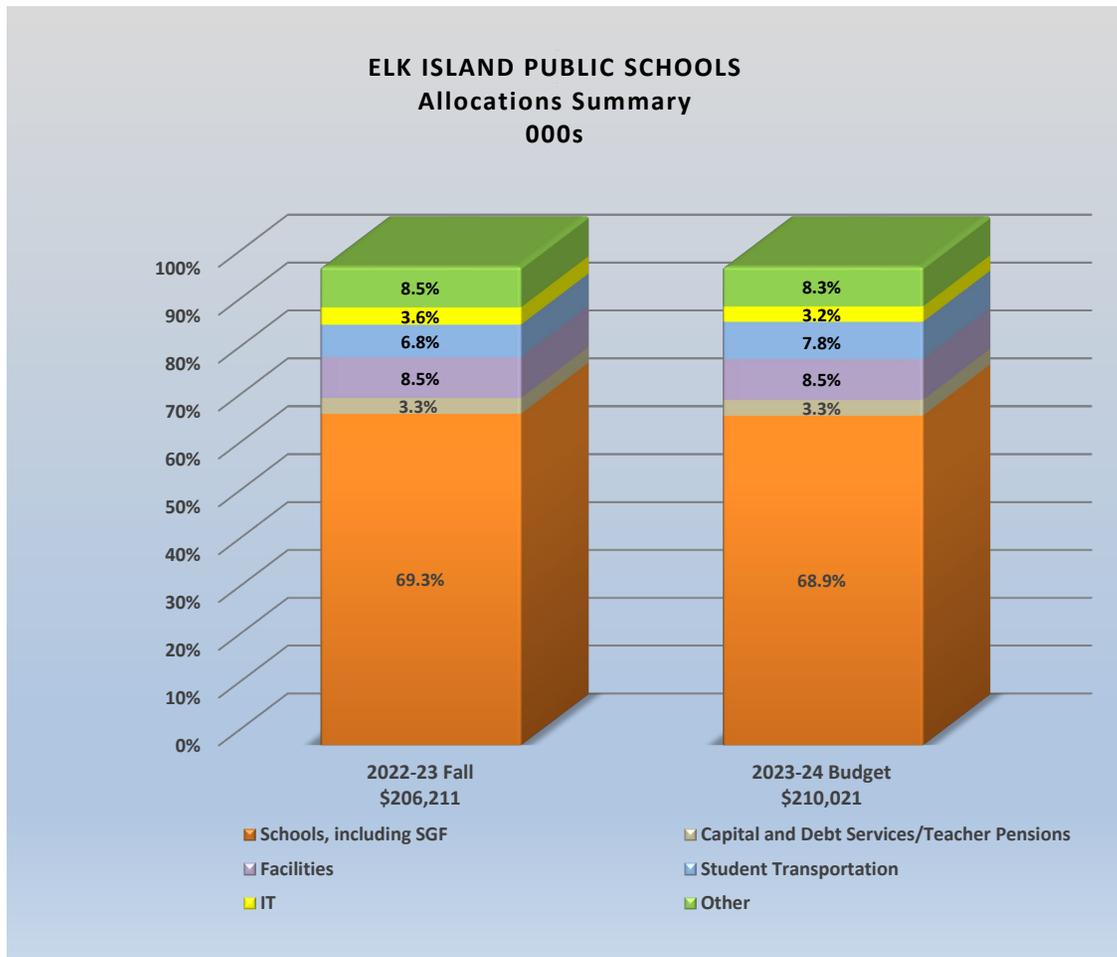
Base Instruction	7,488,883
Specialized Learning Supports	1,276,896
Operations & Maintenance	978,092
Bridge Funding for New Framework	(8,070,467)
Other	548,495
	<u>2,221,899 A</u>

Total Alberta Education Revenue Change 8,814,517

- A. This \$2,222K was primarily used for three inflationary items as outlined in the table below. EIPS funded other initiatives using prior year funding that was allocated as one time, which returned to the allocation pool for redistribution in 2023-24.

Non Targeted Grant Total	2,221,899 A
ASEBP Increase	(1,500,000)
Utilities	(582,000)
Classified 2% Increase	(600,000)
	<u>(460,101)</u>

Allocation Summary					
	Page Ref	2022-23 Fall	2023-24 Budget	\$ Change	% Change
Schools, including SGF		\$ 137,945,253	\$ 138,579,363	\$ 634,110	0.5%
Supports for Students - Schools		4,731,783	6,420,894	1,689,111	35.7%
16		142,677,036	145,000,257	2,323,221	1.6%
Capital and Debt Services/Teacher Pensions		6,886,969	6,847,795	(39,174)	(0.6%)
Facility Services		16,289,494	16,534,222	244,728	1.5%
Infrastructure Maintenance and Renewal (IMR)		1,341,299	1,238,477	(102,822)	(7.7%)
Information Technologies		7,372,305	6,722,145	(650,160)	(8.8%)
Student Transportation		14,088,780	16,293,671	2,204,891	15.6%
Other Departments		17,554,684	17,384,411	(170,273)	(1.0%)
20		63,533,531	65,020,721	1,487,190	2.3%
		\$ 206,210,567	\$ 210,020,978	\$ 3,810,411	1.8%



Schools				
	2022-23	2023-24	\$	%
Note	Fall	Budget	Change	Change
Schools				
Basic Allocations				
Early Childhood Services Regular	\$ 2,917,902	\$ 2,955,223	\$ 37,321	1.3%
Elementary - Grades 1 to 6	37,735,840	38,969,005	1,233,165	3.3%
Junior High - Grades 7 to 9	17,645,134	18,102,485	457,351	2.6%
Senior High - Grades 10 to 12	19,703,251	21,380,333	1,677,082	8.5%
School Fixed Rate Allocations	12,773,386	13,005,425	232,039	1.8%
Administrative Allowances	1,675,209	1,665,865	(9,344)	(0.6%)
2022-23 Standard Cost Allocation*	1,264,388	-	(1,264,388)	(100.0%)
A	93,715,110	96,078,336	2,363,226	2.5%
School Programs**				
Early Learning & Specialized Supports	1,186,734	2,107,199	920,465	77.6%
Other	19,456,235	18,933,144	(523,091)	(2.7%)
Year-End Carryforward	2,224,465	548,506	(1,675,959)	(75.3%)
E	1,069,372	1,224,719	155,347	14.5%
	117,651,916	118,891,904	1,239,988	1.1%
Elk Island Youth Ranch Learning Center				
Next Step Consolidated	323,389	338,880	15,491	4.8%
F	2,503,343	2,622,795	119,452	4.8%
	120,478,648	121,853,579	1,374,931	1.1%
Contingency - To Be Allocated				
Capital Lease	1,597,302	880,091	(717,211)	(44.9%)
Teacher Pensions	(181,397)	(181,397)	-	-
School Generated Funds (SGF) inc. reserves	7,881,740	7,881,740	-	-
	8,168,960	8,145,350	(23,610)	(0.3%)
Schools	137,945,253	138,579,363	634,110	0.5%
Supports for Students - Schools				
Early Learning				
Targeted Allocations	3,378,860	3,660,408	281,548	8.3%
Classroom Complexity Grant	-	104,399	104,399	100.0%
Block Allocation	1,054,800	1,027,155	(27,645)	(2.6%)
One-Time Allocation	250,000	-	(250,000)	(100.0%)
Transfers	(2,752,045)	(2,582,991)	169,054	6.1%
Year-End Carryforward	20,760	18,590	(2,170)	(10.5%)
H	1,952,375	2,227,561	275,186	14.1%
School Nutrition Program				
Targeted Allocations	150,000	199,500	49,500	33.0%
Mental Health Capacity Building				
Supplemental Revenue	225,061	225,061	-	-
Specialized Supports - Schools				
Targeted Allocations	13,759,594	15,431,620	1,672,026	12.2%
Classroom Complexity Grant	-	753,753	753,753	100.0%
Block Allocation	3,618,442	2,867,970	(750,472)	(20.7%)
Mental Health Strategy Plan	383,900	60,000	(323,900)	(84.4%)
One-Time Allocation	480,000	-	(480,000)	(100.0%)
Transfers	(16,215,225)	(15,710,607)	504,618	3.1%
Supplemental Revenue	-	-	-	-
Year-End Carryforward	17,839	-	(17,839)	(100.0%)
I	2,044,550	3,402,736	1,358,186	66.4%
Partners 4 Science				
Block Allocation	102,133	105,617	3,484	3.4%
Year-End Carryforward	1,874	-	(1,874)	(100.0%)
Transfers	-	4,630	4,630	100.0%
Supplemental Revenue	255,790	255,790	-	-
	359,797	366,037	6,240	1.7%
Supports for Students - Schools	4,731,783	6,420,894	1,689,111	35.7%
TOTAL	\$ 142,677,036	\$ 145,000,257	\$ 2,323,221	1.6%

(page 15)

* In 2023-24 this amount was reallocated into the respective grade category.

** School program includes Language, International Baccalaureate, Advanced Placement, First Nations, Métis, and Inuit, and Mental Health Pilot allocations to schools.

Schools Notes

A. Basic Allocations **\$2,363K increase (2.5%)**

Basic allocations have been increased to schools. This primarily relates to salary increases of \$2,332K resulting from the 2% economic adjustment, benefits increases and grid movement.

B. School Programs **\$920K increase (77.6%)**

There have been changes in allocations for various programs this year:

- Allocations to schools for the Mental Health Pilot Program was \$1,231K. This program began after the 2022-23 Fall Budget was approved.
- The English as an Additional Language allocation increased by \$33K due to increased funding rates and more students.
- First Nations, Métis, and Inuit allocations have been reduced by \$150K. Currently the allocations include funding for staffing at the schools only. Funding for First Nations, Métis, and Inuit related projects will be allocated in the upcoming months.
- French allocations to schools were reduced to \$0 (a decrease of \$193K from Fall Budget). At the time of drafting this report, the French funding amount was not known. Once the funding is finalized the allocations will be revisited.

C. Early Learning and Specialized Supports **\$523K decrease (2.7%)**

The reduction of \$523K in transfers to schools from Early Learning and Supports for Students Schools is the result of both departments holding a contingency for fall enrolment changes and emerging needs.

D. Other **\$1,676K decrease (75.3%)**

The decrease in this category includes the removal of the Focus on Learning Loss allocation to schools totaling \$1,000K.

Additionally, a decrease in transfers to schools from departments of \$257K primarily related to subs from Early Learning and Curriculum.

Lastly, in 2022-23 one-time allocations of \$420K were provided to various schools from reserves. These have not been continued in 2023-24. This included the following:

- \$256K for schools with multiple programs;
- \$70K Fort Saskatchewan Special Funding;
- \$69K for SouthPointe School furniture and equipment; and
- other smaller adjustments.

The \$548K reported as Other for 2023-24 includes the following:

- \$359K external support from Christian Societies for three schools;
- \$119K for transfers of curriculum subs to schools;
- \$50K distance allocation; and
- \$22K mileage allocation.

Schools Notes (continued)

E. Year-End Carryforward **\$155K increase (14.5%)**

2022-23 Fall Budget reflected the Aug. 31, 2022, actual surplus up to 1% reported at the schools. This year, the year-end carryforward is the estimated 1% carryforward for schools which is higher.

F. Next Step Consolidated **\$119K increase (4.8%)**

The increase at Next Step Consolidated includes an allocation for standard cost impact of \$73K and the Junior High Program at Vegreville for \$56K. These increases were reduced by a decrease in First Nations, Métis, and Inuit and other allocations of \$10K.

G. Contingency – To Be Allocated **\$717K decrease (44.9%)**

In 2023-24 there are two contingencies in the Spring Budget. One for the enrolment contingency in the amount of \$240,000, which will be used to offset any impacts to revenue or school allocations resulting from fall enrolment changes. The second contingency is \$640K to be used for any changes resulting from assumptions, unknown risks, or unidentified items from now until Fall Budget.

In the 2022-23 Fall Budget, the amount of \$1,597K was significantly higher primarily as there were more items being held, and allocated after Fall Budget:

- Illness - \$200K
- Classified Standard Cost Contingency - \$313K
- Refugee & International Student Funding - \$6K
- Facility Project Manager - \$59K
- General Contingency - \$351K
- Rural Schools Transition Funding - \$315K (returned)
- Curriculum Allocation - \$353K (returned)

H. Early Learning **\$275K increase (14.1%)**

The majority of this will be allocated to schools in the fall. In the spring, some funds are held to ensure students arriving after the Spring Budget are supported and to ensure students that have the highest needs are met. It is prudent not to allocate these dollars and hire staff until we know these students are arriving for certain.

In 2023-24, Alberta Education (AE) provided more funding in the targeted grant allocations to Early Learning (EL), and the block allocations have been reduced to a level that will maintain the same level of support offered in 2022-23. The block decrease of \$28K includes a transfer of block from Curriculum of \$77K to consolidate staffing so the net decrease was \$105K. This is less than the targeted revenue increase of \$282K because the department was allocated funds for the increases in standard cost impacts, department staffing economic adjustment impacts, and new specialized education program needs.

In 2023-24, AE provided a new Classroom Complexity Grant. EIPS allocated EL \$104K of this grant to support two new positions (Speech Language Pathologist Assistant and an Assistive Technology Speech Language Pathologist).

Schools Notes (continued)

I. Specialized Supports Schools

\$1,358K increase (66.4%)

The majority of this will be allocated to schools in the fall. In the spring, some funds are held to ensure students arriving after the Spring Budget are supported and to ensure students that have the highest needs are met. It is prudent not to allocate these dollars and hire staff until we know these students are arriving for certain.

In 2023-24, AE provided more funding in the targeted grant allocations to Specialized Supports Schools, and the block allocations have been reduced to a level that will maintain the same level of support offered in 2022-23. The block decrease of \$750K is less than the targeted revenue increase of \$1,672K because the department was allocated funds for the increases in standard cost impacts, department staffing economic adjustment impacts, and new specialized education program needs.

In 2023-24, AE provided a new Classroom Complexity Grant. EIPS allocated Specialized Supports Schools \$754K of this grant to support a Reading Specialist Consultant (\$153K) and the remaining funds will be allocated to schools for supporting complex classrooms in the fall.

In 2022-23, the Mental Health Strategic Plan funded three Family Services Liaison Worker positions focusing on attendance and funded specialized training. In 2023-24 the \$60K will be used for specialized training.

Central Services					
	Note	2022-23 Fall	2023-24 Budget	\$ Change	% Change
Capital and Debt Services	A	\$ 6,886,969	\$ 6,847,795	(39,174)	(0.6%)
Block Allocation		14,797,724	15,518,311	720,587	4.9%
Year-End Carryforward		266,969	(3,778)	(270,747)	(101.4%)
Allocations - One Time		-	59,000	59,000	-
Division Unallocated Reserve		264,112	-	(264,112)	100.0%
Supplemental Revenue		278,209	278,209	-	0.0%
Targeted Funding		682,480	682,480	-	0.0%
Facility Services	B	16,289,494	16,534,222	244,728	1.5%
Infrastructure Maintenance and Renewal - Targeted	C	1,341,299	1,238,477	(102,822)	(7.7%)
Block Allocation		5,795,708	6,149,645	353,937	6.1%
Year-End Carryforward		62,281	2,260	(60,021)	(12.6%)
Allocations - One Time		477,500	186,240	(291,260)	(44.0%)
Division Unallocated Reserve		662,416	-	(662,416)	100.0%
Targeted Funding		374,400	384,000	9,600	2.6%
Transfers		-	-	-	-
Information Technologies	D	7,372,305	6,722,145	(650,160)	(8.8%)
Year-End Carryforward		160,350	119,117	(41,233)	(25.7%)
Division Unallocated Reserve		270,866	-	(270,866)	100.0%
Supplemental Revenue		1,509,030	1,509,030	-	0.0%
Targeted Funding		12,148,534	14,665,524	2,516,990	20.7%
Transfers		-	-	-	-
Student Transportation	E	14,088,780	16,293,671	2,204,891	15.6%
Board of Trustees					
Block Allocation		573,847	577,111	3,264	0.6%
Division Unallocated Reserve		30,000	-	(30,000)	(100.0%)
Year-End Carryforward		32,634	33,478	844	2.6%
	F	636,481	610,589	(25,892)	(4.1%)
Election					
Block Allocation		50,000	50,000	-	0.0%
Education Executive					
Block Allocation		1,319,983	1,372,437	52,454	4.0%
Year-End Carryforward		12,931	45,367	32,436	250.8%
Division Unallocated Reserve		57,824	-	(57,824)	(100.0%)
Allocations - One Time		41,220	68,100	26,880	65.2%
	G	1,431,958	1,485,904	53,946	3.8%
Supports for Students					
Block Allocation		2,293,417	2,604,927	311,510	13.6%
Year-End Carryforward		90,364	39,193	(51,171)	(56.6%)
Division Unallocated Reserve		2,218,520	136,950	(2,081,570)	(93.8%)
Supplemental Revenue		103,989	102,765	(1,224)	(1.2%)
Allocations - One Time		110,000	30,500	(79,500)	(72.3%)
Targeted Funding		2,992,312	3,398,640	406,328	13.6%
Transfers		(2,405,308)	(1,178,089)	1,227,219	51.0%
	H	5,403,294	5,134,886	(268,408)	(5.0%)
Human Resources					
Block Allocation		4,747,565	4,882,777	135,212	2.8%
Year-End Carryforward		26,368	37,310	10,942	41.5%
Division Unallocated Reserve		200,000	-	(200,000)	(100.0%)
Supplemental Revenue		309,771	309,771	-	0.0%
Targeted Funding		1,701,743	1,701,743	-	0.0%
Transfers		(30,000)	-	30,000	(100.0%)
Allocations - One Time		58,000	48,800	(9,200)	(15.9%)
	I	7,013,447	6,980,401	(33,046)	(0.5%)
Business Services					
Block Allocation		2,977,905	3,098,148	120,243	4.0%
Year-End Carryforward		21,279	24,483	3,204	100.0%
Division Unallocated Reserve		20,320	-	(20,320)	200.0%
	J	3,019,504	3,122,631	103,127	3.4%
Other Departments		17,554,684	17,384,411	(170,273)	(1.0%)
TOTAL		\$ 63,533,531	\$ 65,020,721	\$ 1,487,190	2.3%

(page 15)

Capital and Debt Services	6,886,969	6,847,795	(39,174)	(0.6%)
Block Allocation	32,556,149	34,253,356	1,697,207	5.2%
Year-End Carryforward	673,176	297,430	(375,746)	(55.8%)
Division Unallocated Reserve	3,724,058	136,950	(3,587,108)	(96.3%)
Supplemental Revenue	2,200,999	2,199,775	(1,224)	(0.1%)
Targeted Funding	19,240,768	22,070,864	2,830,096	14.7%
Transfers	(2,435,308)	(1,178,089)	1,257,219	(51.6%)
Allocations - One Time	686,720	392,640	(294,080)	(42.8%)
	\$ 63,533,531	\$ 65,020,721	\$ 1,487,190	2.3%

Central Services Notes

A. Capital and Debt Services \$39K decrease (0.6%)

The decrease is due to a reduction in unsupported amortization of \$201K. This is offset by an increase in department’s Year-End Carryforward of \$118K and supported amortization of \$44K.

B. Facility Services \$245K decrease (1.5%)

Block allocations have increased by \$721K for the following:

- \$582K for estimated utility increases;
- \$36K for custodial increases at Central;
- \$128K for economic salary adjustment, benefit increase and grid movement for department staffing; and
- \$25K reduction in insurance costs.

The Year-End Carryforward amount decreased by \$271K. In 2022-23, an additional \$272K of carryforward was approved for the strobe light, facility assessment, community engagement and module move projects. The amount used for 2023-24 Budget was based on the department’s projection submitted using January’s month end reports.

The Allocations - One Time have increased by \$59K to fund a temporary project manager for six months.

The \$264K in 2022-23 Division Unallocated Reserves funded the video surveillance and hand sanitizer. These items have been identified as completed or no longer required for 2023-24.

C. Infrastructure Maintenance and Renewal (IMR) \$103K decrease (7.7%)

The IMR funding is assuming that Facility Services will be able to spend 100% of the 2022-23 IMR funding this year. The IMR budget for 2023-24 has been reduced for an estimated capital component.

(\$000s)	2022-23	2023-24	Variance
	Fall	Budget	
IMR Funding	\$ 2,262	\$ 2,238	\$ (24)
Prior Year Carryforward	1,483	-	(1,483)
IMR Capitalized	(2,404)	(1,000)	1,404
IMR Revenue Total	\$ 1,341	\$ 1,238	\$ (103)

D. Information Technologies \$650K decrease (8.8%)

Block allocations have increased by \$353K for the following:

- \$150K for a Senior Security Analyst;
- \$57K for varying software license increases; and
- \$146K for economic salary adjustment, benefit increase and grid movement for department staffing.

The Year-End Carryforward amount decreased by \$60K. The amount used for 2023-24 Budget was based on the department’s projection submitted using January’s month end reports.

The Allocations - One Time have decreased by \$291K. In 2023-24, the amount is funding the evergreening of computers for \$186K.

Central Services Notes (continued)

The \$662K in 2022-23 Division Unallocated Reserves funded \$500K in evergreening computers and various other small items. The computer evergreening funds have been moved to Allocations - One Time for 2023-24.

E. Student Transportation \$2,205K increase (15.6%)

The Year-End Carryforward amount decreased by \$41K. The amount used for 2023-24 Budget was based on the department's projection submitted using January's month end reports.

The \$271K in 2022-23 Division Unallocated Reserves funded the purchase of Tyler Tablets which was a one-time purchase.

The targeted funding increase has resulted from a service level change and changes to the funding rates. Currently, students must live 2.4 kilometers (km) from their designated school. Beginning in 2023-24, that distance is being reduced to 1.0 km for grades 1 to 6 students and 2.0 km for grades 7 to 12 students.

F. Board of Trustees \$26K decrease (4.1%)

Increase to the block allocation of \$3K is primarily for increases in the trustee benefits. The 2022-23 Division Reserves usage was a one-time item, which was funded from Division Unallocated Reserves in the prior year for \$30K.

G. Education Executive \$54K increase (3.8%)

Block allocations have increased by \$52K for the following:

- \$15K related to leadership workshops now going back to in-person which requires more funds; and
- \$37K for economic salary adjustment, benefit increase and grid movement for department staffing.

The Year-End Carryforward amount increased by \$32K. The amount used for 2023-24 Budget was based on the department's projection submitted using January's month end reports.

The Allocation - One Time for \$68K in 2023-24 is for a temporary Public Engagement Assistant position in Communications (funded from Division Unallocated Reserves in prior). This position will support further public engagements as the decision was made to do this work internally.

H. Supports for Students \$268K decrease (5.0%)

Block allocations have increased by \$312K for the following:

- \$274K for Instructional Support Consultants;
- \$25K for Dual Credit support for students;
- \$26K transfer to Associate Superintendent Supports for Students from Early Learning and Specialized Supports Schools to consolidate staffing;
- \$64K for economic salary adjustment, benefit increase and grid movement for department staffing; and
- (\$77K) transfer from Curriculum to Early Learning to consolidate staffing.

The Year-End Carryforward amount decreased by \$52K. The amount used for 2023-24 Budget was based on the department's projection submitted using January's month end reports.

Central Services Notes (continued)

In 2023-24 the Division Unallocated Reserves is funding a Career Pathways Consultant \$137K. In the prior year, Division Unallocated Reserves funded the following:

- \$395K for consultants in Assessment, Numeracy and Early Learning;
- \$132K for Educational Information Technology consultant;
- \$132K for Career Pathways Consultant;
- \$445K for New Curriculum work;
- \$60K Lucy Calkins Readers/Writers Workshop;
- \$30K common exams;
- \$25K for survey analysis; and
- \$1,000K Focus on Learning Loss (this amount is transferred to schools in a separate line called Transfers).

The Allocation - One Time for \$31K in 2023-24 is for common exams.

Targeted revenue has increased \$406K due to:

- \$127K for the First Nations, Métis, and Inuit Grant increase;
- \$186K reclassification of the French Funding. In 2022-23 this was allocated to schools but currently it is being held centrally until the revenue is confirmed; and
- \$93K increase for Curriculum funding.

Transfers have decreased by \$1,227K due to the \$1,000K Focus on Learning Loss not being supported in the current budget. The remainder is slightly lower allocations to schools for Curriculum subs and First Nations, Métis, and Inuit support.

I. Human Resources \$33K decrease (0.5%)

Block allocations have increased by \$135K for the following:

- \$10K for criminal record checks;
- \$50K for Off to a Good Start (OTAGS); and
- \$75K for economic salary adjustment, benefit increase and grid movement for department staffing.

The Year-End Carryforward amount increased by \$11K. The amount used for 2023-24 Budget was based on the department's projection submitted using January's month end reports.

The \$200K in 2022-23 Division Unallocated Reserves funded the Classified Salary Compensation Analysis, OTAGS and Health & Wellness Initiatives. These items have been identified as completed or are being funded via a different means in 2023-24.

The decrease in transfers relates to staffing that HR supported in schools.

The Allocation - One Time for 2023-24 is for the completion of the Classified Salary Compensation Analysis which is set to be completed in early 2023-24.

J. Business Services \$103K increase (3.4%)

Block allocations have increased by \$120K for the following:

- \$17K for the Senior Accountant position that was approved mid-year in 2022-23;
- \$8K for increase in audit fees; and
- \$95K for economic salary adjustment, benefit increase and grid movement for department staffing.

The Division Unallocated Reserves for 2022-23 was for the MyBudgetFile Redesign project.



RECOMMENDATION REPORT

Page 1 of 1

DATE: April 27, 2023
TO: Board of Trustees
FROM: Policy Committee
SUBJECT: Board Policy 17: Student Transportation
ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair
RESOURCE STAFF: Mark Liguori, Superintendent
REFERENCE: Board Policy 8: Board Committees
Board Policy 10: Policy Making
EIPS PRIORITY: Enhance public education through effective engagement.
EIPS GOAL: Engaged and effective governance.
EIPS OUTCOME: The Division is committed to engagement and advocacy to enhance public education.

RECOMMENDATION:

That the Board of Trustees approves amendments to Board Policy 17: Student Transportation Services, as presented.

BACKGROUND:

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

As per Board Policy 8: Board Committees, the purpose of the Policy Committee is to ensure the Board Policy Handbook is current and relevant.

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

The Policy Committee recommends amendments, as shown in Attachment 1, to align with changes to the Alberta Transportation Funding Manual distance eligibility requirements as well as to create conciseness and improve readability.

COMMUNICATION:

Once approved, the Board Policies and Administrative Procedures will be updated on the website and StaffConnect, and stakeholders will be advised.

ATTACHMENT(S):

1. Board Policy 17: Student Transportation (marked)
2. Board Policy 17: Student Transportation (unmarked)

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes that the safe, caring, and efficient transportation of students provides for equitable access to programming.

The Board may provide enhanced ~~transportation~~ bus services to those students who, according to the School Transportation Regulation, are ineligible for transportation funding.

1. Student transportation eligibility

1. Transportation shall be provided, for a fee, to eligible students. As per the Alberta Funding Manual For School Authorities, a student is eligible for transportation ~~if~~when:
 1. Kindergarten to Grade 6: the parents/guardians resides ~~1.0~~2.4 kilometres or more from the school ~~the student attends~~they have been designated to attend, or have been directed to attend by the Superintendent or designate; and/or
 2. Grades 7-12: the parents/guardians resides ~~2.0~~4 kilometres or more from the school ~~the student attends~~they have been designated to attend for a French Immersion, bilingual, or special education program.
2. The Board may, when deemed necessary by the Superintendent or designate, provide transportation for special needs students who do not meet the distance eligibility requirements.
- ~~2. The Board may provide transportation for special needs students who reside less than 2.4 kilometres from their designated school where deemed necessary by the Superintendent or designate.~~
3. Temporary eligibility may be granted at the discretion of the Superintendent or designate.

2. Enhanced ~~bus service~~ student transportation

- ~~1. Enhanced busing service:~~
- ~~2. may be made available, for a fee, to students who do not meet the distance eligibility requirements reside less than 2.4 kilometres from and attend their designated school;~~
1. may be made available, for a fee, to students who attend a school/program of choice instead of other than their designated school;
- ~~3. may be made available, for a fee, to students who are accessing an additional bus to/from an alternate address;~~
3. shall be limited to available space on existing school buses, and offered on a first-come, first-serve basis;
- ~~4. shall be offered providing there is no significant diversion from regular routing;~~
5. shall be offered providing there is no significant diversion from regular routing;

~~6.~~ shall be determined on an annual basis; and

~~6.~~

7. requires that parents/guardians pay a fee for service.

~~8. Supplemental busing service~~

~~1. may be made available, for a fee, to students who are accessing an additional bus to/from an alternate address providing:~~

~~1. there is available space on the bus;~~

~~2. there is no significant diversion from regular routing; and~~

~~3. parents/guardians have paid a fee for service.~~

3. **Provision of transportation services**

1. Transportation services shall normally be provided by contract. The Board's representative for the purposes of administration of agreements shall be the Superintendent or designate.

2. Where it is feasible and fiscally responsible, the Superintendent or designate may make other busing agreements and inform the Board as such.

4. **Transportation fees**

1. Transportation fees shall be paid prior to accessing busing.

2. Payment options shall be made available for transportation fees.

3. A waiver process shall be in place for transportation fees to the designated school.

4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

Sections 7, 11, 52, 53, 59, 59.1, 222 *Education Act*
School Transportation Regulation 96/2019

Last Reviewed

Last Updated

Feb. 20, 2020

Dec. 8, 2020

Jan. 11, 2022

Jan. 10, 2023

Feb. 16, 2023

[April 24, 2023](#)

Policy 17

STUDENT TRANSPORTATION SERVICES

The Board believes that the safe, caring, and efficient transportation of students provides for equitable access to programming.

The Board may provide enhanced bus service to those students who, according to the School Transportation Regulation, are ineligible for transportation funding.

1. Student transportation eligibility

1. Transportation shall be provided, for a fee, to eligible students. As per the Alberta Funding Manual For School Authorities, a student is eligible for transportation if:
 1. Kindergarten to Grade 6: the parent/guardian resides 1.0 kilometre or more from the school the student attends; and
 2. Grades 7-12: the parent/guardian resides 2.0 kilometres or more from the school the student attends.
2. The Board may, when deemed necessary by the Superintendent or designate, provide transportation for special needs students who do not meet the distance eligibility requirements.
3. Temporary eligibility may be granted at the discretion of the Superintendent or designate.

2. Enhanced bus service

1. may be made available, for a fee, to students who do not meet the distance eligibility requirements;
2. may be made available, for a fee, to students who attend a school/program of choice instead of their designated school;
3. may be made available, for a fee, to students who are accessing an additional bus to/from an alternate address;
4. shall be limited to available space on existing school buses, and offered on a first-come, first-serve basis;
5. shall be offered providing there is no significant diversion from regular routing;
6. shall be determined on an annual basis; and
7. requires that parents/guardians pay a fee for service.

3. Provision of transportation services

1. Transportation services shall normally be provided by contract. The Board's representative for the purposes of administration of agreements shall be the Superintendent or designate.
2. Where it is feasible and fiscally responsible, the Superintendent or designate may make other busing agreements and inform the Board as such.

4. Transportation fees

1. Transportation fees shall be paid prior to accessing busing.
2. Payment options shall be made available for transportation fees.

3. A waiver process shall be in place for transportation fees to the designated school.
4. Student transportation fees shall be reviewed and approved annually by the Board.

Reference:

Sections 7, 11, 52, 53, 59, 59.1, 222 *Education Act*
School Transportation Regulation 96/2019

Last Reviewed	Last Updated
Dec. 8, 2020	Feb. 20, 2020
Jan. 11, 2022	
Jan. 10, 2023	Feb. 16, 2023
April 24, 2023	



RECOMMENDATION REPORT

DATE: April 27, 2023

TO: Board of Trustees

FROM: Mark Liguori, Superintendent

SUBJECT: Student Transportation Fees 2023-24

ORIGINATOR: Lisa Weder, Director, Student Transportation

RESOURCE STAFF: Gurveer Chohan, Senior Planner, Student Transportation
Katie Thompson, Senior Planner, Student Transportation
Angie Fortin, Business Manager, Student Transportation

REFERENCE: [Policy 2: Role of the Board, section 8.11](#)
[Policy 17: Student Transportation](#)
[Funding Manual for School Authorities, Section C3.2](#)
[Administrative Procedure 505, School and Administrative Fees](#)
[School Transportation Regulation AR96/2019](#)

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

EIPS GOAL: Quality infrastructure for all.

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

RECOMMENDATION:

That the Board of Trustees approves the proposed 2023-24 Student Transportation Fee Schedule, as presented.

BACKGROUND:

Policy 2, Role of the Board, Section 8.11 Fiscal Accountability establishes that the Board of Trustees will approve various administrative fees annually, including the student transportation fees. Policy 17 sets out criteria and defines service levels provided by EIPS Student Transportation.

Implementation of a new funding model by Alberta Education will take place over the next two years. Increased funding to address the rising costs for insurance, fuel, parts, supplies, and training as well as to support the upcoming changes to the eligibility criteria and school of choice busing is an outcome of the new funding model. This is targeted funding and must be used for the purpose it was allocated and cannot be transferred to support other program areas.

The mandated changes to the eligibility criteria will be effective for the 2024-25 school year but should school boards choose to provide transportation that meet the new eligibility criteria in the 2023-24 school year, they will receive funding to support this change. School boards who choose to exercise this option for the 2023-24 school year will receive funding for students that choose to ride the bus whereas effective the 2024-25 school year they will receive funding for all eligible students whether they ride a bus or not. This will result in additional funding of approximately \$500,000. The new eligibility criteria are as follows.



RECOMMENDATION REPORT

- One kilometer for students in grade 6 and lower; and
- Two kilometers for students in grade 7 or higher.

The changes to the eligibility criteria will result in additional funding for the division but, as more students meet the eligibility requirements, there is potential for additional buses.

Funding changes will provide additional financial support for school of choice busing. Effective the 2023-24 school year, should school boards choose to provide transportation to students attending a school of choice, the funding is to the attending school replacing current funding to the designated school or the school that returns the shortest distance.

The fuel price contingency program will become imbedded in the funding manual to ensure continued support in future years. This program provides support when fuel rises above \$1.25 per litre. This will assist Student Transportation in offsetting the cost of fuel paid to contractors and provide consistency to the budget.

Effective for the 2024-25 school year the calculation for eligibility distance is using the shortest driving route between the student's residence and the school. The calculation excludes public right of ways such as walking paths. This change will result in additional students that meet the eligibility requirement.

For the 2023-24 school year Student Transportation will go back to completing three grant claims; rural, urban, and ECS special which will determine the funding envelope for the year. Preliminary calculations indicate that the changes to the funding model will generate \$2,000,000 in revenue for EIPS Student Transportation with an additional \$500,000 the following year.

The additional revenue will offset costs for the following:

- to provide a reduction in fees to parents,
- to support any additional buses needed to transport students given the changed eligibility requirements, and
- to increase contract bus operator rates to ensure continued uninterrupted service to families.

Elk Island Public Schools (EIPS) Student Transportation currently provides an enhanced busing service to students that exceeds the mandated service as outlined by Alberta Education. This enhanced service provides provisions for:

- Students attending a school of choice,
- Students attending a designated school and residing less than 2.4 km from the school; or
- Students requiring transportation to an address other than their home address.

Charging fees acts as a method for cost recovery to offset the funding shortfall of the incremental costs of providing transportation services as set forth in Student Transportation Policy 17. School Transportation Regulation AR96/2019 Section 7(4) reads:

- "Any surplus from transportation fees charged under subsection (1) or (2) must be used to subsidize the cost of transportation of students referred to in that subsection in the two school years following the school year in which the surplus was collected."

School Transportation Regulation AR96/2019 Section 8 sets forth the requirements of a board to establish, maintain and implement policies respecting the transportation of students, the fees it proposes to charge and a fee waiver process. Section 9 and 10 reference the requirement to establish a fee schedule of transportation fees, listing each type of transportation fee, with its amount, charged in the school year.



CONSIDERATION AND ANALYSIS:

Factors taken into consideration in the analysis and subsequent recommendation for the 2023-24 Fee Schedule:

- An analysis of the revenue vs. expenditures of the Student Transportation budget both current year and 2023-24.
- An estimate of anticipated ridership for the 2023-24 school year based on the February 2023 returning student registration and busing requests received up until March 29.
- An increase to school bus contractors to offset inflationary costs as well as provide increases for Bus Drivers.
- Route optimization to find efficiencies where feasible.
- Additional buses required to offset the increase in ridership because of eligibility criteria changes.
- The increased grant funding Student Transportation will receive from the announcement of the 2023-24 transportation funding model.

The proposed 2023-24 Fee Schedule has been drafted in accordance with the 2023-24 Funding Manual for School Authorities. The fee definitions are as follows.

- Base Rate – the base rate is a fee assessed to all students accessing bus service excluding students who access specialized bus service.
- Enhanced Service Menu – The enhanced service menu is service that is not mandated by Alberta Education and may or may not be funded.
- Ineligible – do not meet the distance eligibility criteria and therefore not funded as per the 2023-24 Funding Manual
- Non-Resident – are not resident students of EIPS and are funded as per the 2023-24 Funding Manual
- Additional bus to/from an alternate address – students accessing an additional bus. Bus service to an additional address is not funded as per the 2023-24 Funding Manual
- School/Program of Choice – students choosing to attend a school other than their designated school. These students are funded if they meet the distance eligibility criteria as per the 2023-24 Funding Manual

Based on the proposed fee schedule, using the student bus registration for the 2023-24 school year as of March 2023, we will see a loss in revenue of approximately \$425,000. This loss in revenue will be offset by the additional funding we will receive as per the funding guidelines outlined in the 2023-24 Funding Manual for School Authorities.

The proposed 2023-24 Student Transportation fee schedule reflects a reduction in fees from the current fee schedule given the consideration and analysis utilized above. It is important to note that fees were determined with a conservative approach given the uncertainty of ridership, additional buses required to meet the changes to eligibility, and the exact revenue the funding changes will generate. The potential for a further fee reduction in the form of a credit at the end of the 2023-24 school year or a further fee reduction in 2024-25 school year may occur.

The following page is the current 2022-24 Fee Schedule and below that is the proposed 2023-24 Fee Schedule.



RECOMMENDATION REPORT

ELK ISLAND PUBLIC SCHOOLS - 2022-23 TRANSPORTATION FEE SCHEDULE	
DESCRIPTION	2022-23
Eligible*	\$121.00
Ineligible*	\$346.00
Non-Resident*	\$896.00
Supplemental Bus	\$121.00
Replacement Bus Pass	\$20.00
Administration Fee - Payment Plan	\$25.00
Administration Fee - Refunds	\$25.00
<i>*Kindergarten fees are one-half of the applicable fee</i>	

Elk Island Public School - 2023-24 Transportation Fee Schedule - Proposed	
Fee Description	Fee
Base Rate* - fee for all students accessing bus service	\$ 75.00
Enhanced Service Menu* - Additional service offered by EIPS not Mandated as per the 2023-24 Funding Manual for School Authorities. <i>Base rate plus each applicable enhanced service fee from the menu below.</i>	
Ineligible - (do not meet Alberta Education distance eligibility requirements)	\$ 150.00
Non-Resident - (are not a resident of EIPS)	\$ 600.00
Additional bus to/from an alternate address	\$ 100.00
School/Program of Choice	\$ 100.00
Administrative Fees	
Replacement Bus Pass	\$ 20.00
Payment Plan	\$ 25.00
Refund	\$ 25.00
<i>*Kindergarten fees are one-half of the applicable fee</i>	

COMMUNICATION PLAN:

1. Updated on EIPS' website and communicated to the leadership group, school councils and the appropriate community and parent groups.
2. Update Policy 17 to reflect the eligibility criteria changes as per the Alberta Education funding manual.
3. Communication to parents of changes to eligibility and fees.
4. 2023-24 tentative student bus schedules and fee notifications will be communicated to families by mid-May.