



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

REGULAR
SESSION

THURSDAY, APRIL 18, 2024

Boardroom
Central Services Office

AGENDA

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

-
- 9 a.m. 1. **CALL TO ORDER** C. Allen
2. **IN-CAMERA SESSION**
- 10 a.m. 3. **LAND ACKNOWLEDGMENT**
4. **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA**
5. **APPROVAL OF MINUTES**
- 5.1 Board Meeting – March 21, 2024 (encl.)
6. **CHAIR REPORT** C. Allen
- 6.1 Fort Saskatchewan & District Chamber of Commerce State of the City Luncheon with Mayor Katchur – April 5, 2024 (verbal)
- 6.2 EIPS Board Retreat – April 8-9, 2024
- 6.3 School Tours – James Mowat Elementary, Win Ferguson Elementary, Rudolph Hennig Junior High, SouthPointe School – April 11, 2024
- 6.4 Sherwood Park & District Chamber of Commerce 2024 Great Canadian Trade Fair & Sale Opening Ceremonies – April 12, 2024
- 6.5 Meeting with the Hon. Jackie Armstrong-Homeniuk, Parliamentary Secretary for Settlement Services and Ukrainian Evacuees, MLA-Fort Saskatchewan-Vegreville - April 15, 2024
- 6.6 Volunteer Appreciation Week – April 15-19, 2024
- 6.7 Sherwood Park & District Chamber of Commerce State of the County Address with Mayor Rod Frank – April 17, 2024
7. **SUPERINTENDENT REPORT** S. Stoddard
- 7.1 Strathcona Christian Academy Society – March 22, 2024 (verbal)
- 7.2 Elk Island Logos Society – March 27, 2024
- 7.3 Fort Saskatchewan & District Chamber of Commerce – State of the City Luncheon With Mayor Katchur – April 5, 2024
- 7.4 EIPS Board Retreat – April 8-9, 2024
- 7.5 School Tours – James Mowat Elementary, Win Ferguson Elementary, Rudolph Hennig Junior High, SouthPointe School – April 11, 2024
- 7.6 Volunteer Appreciation Week – April 15-19, 2024
8. **COMMENTS FROM THE PUBLIC AND STAFF
 GROUP REPRESENTATIVES**

ASSOCIATION/EMPLOYEE GROUPS

- | | | |
|-----|--|-----------------------|
| 9. | ASBA ZONE 2/3 REPORT
Meeting held March 22, 2024 | S. Miller
(verbal) |
| 10. | ATA LOCAL REPORT | D. Zielke
(verbal) |
| 11. | EMPLOYEE RELATIONS GROUP (ERG) REPORT | M. Miller
(verbal) |

BUSINESS ARISING FROM PREVIOUS MEETING

NEW BUSINESS

- | | | |
|-----|--|---------------------------------|
| 12. | BUSINESS ARISING FROM IN CAMERA | |
| 13. | AMENDED 2023-24 BOARD OF TRUSTEES MEETING SCHEDULE | C. Allen
(encl.) |
| 14. | BOARD POLICY 13: APPEALS AND HEARINGS REGARDING STUDENT MATTERS | R. Footz
(encl.) |
| 15. | ACCESSING 2024-25 DIVISION UNALLOCATED RESERVES | S. Stoddard/C. Cole
(encl.) |
| 16. | 2024-25 KEY BUDGET ASSUMPTIONS | S. Stoddard/C. Cole
(encl.) |
| 17. | STUDENT TRANSPORTATION FEES FOR 2024-25 | S. Stoddard/L. Weder
(encl.) |

COMMITTEE REPORT

- | | | |
|-----|--|----------------------|
| 18. | POLICY COMMITTEE
Meeting held April 3, 2024 | R. Footz
(verbal) |
| 19. | STUDENT EXPULSION COMMITTEE
Meetings held April 5 and 12, 2024 | R. Footz
(verbal) |

REPORTS FOR INFORMATION

- | | | |
|-----|--|----------|
| 20. | TRUSTEE NOTICES OF MOTIONS/REQUESTS FOR INFORMATION | (verbal) |
|-----|--|----------|

ADJOURNMENT

RECOMMENDATIONS: BOARD OF TRUSTEES APRIL 18, 2024

2. That the Board meet in camera.
That the Board revert to regular session.
3. *Land and People Acknowledgement*
4. That the Agenda be adopted, as amended or as circulated.
- 5.1. That the Board of Trustees approves the Minutes of March 21, 2024 Meeting, as amended or as circulated.
6. That the Board of Trustees receives for information the Chair Report.
7. That the Board of Trustees receives for information the Superintendent Report.
8. *Comments from the Public and Staff Group Representatives.*
9. That the Board of Trustees receives the report from the representative of the ASBA Zone 2/3.
10. That the Board of Trustees receives the report from the representative of the ATA Local #28.
11. That the Board of Trustees receives the report from the representative of the Employee Relations Group.
12. *Business Arising from In Camera.*
13. That the Board of Trustees approves the amended 2023-24 Board of Trustees Meeting Schedule, as presented.
14. That the Board of Trustees approves amendments to Board Policy 13: Appeals and Hearing Regarding Student Matters, as presented.
15. That the Board of Trustees approves access to Division Unallocated Reserves for the 2024-25 year of \$352,000.
16. That the Board of Trustees approves key budget assumptions for 2024-25, as presented.

- 17.1 That the Board of Trustees approves the amendment to Board Policy 17: Student Transportation Services, to align with the *Funding Manual for School Authorities 2024-25 School Year*; and
- 17.2 That the Board approves the proposed 2024-25 Student Transportation Fee Schedule, as presented.
18. That the Board of Trustees receives the report from the Policy Committee meeting held on April 3, 2024.
19. That the Board of Trustees receives the report from the Student Expulsion Committee meetings held on April 5 and 12, 2024.



BOARD MEETING MINUTES

March 21, 2024

The regular meeting of the Elk Island Public Schools Board of Trustees was held on Thursday, March 21, 2024— in the Boardroom at the Central Services Office in Sherwood Park, Alberta. The Board of Trustees meeting convened with Board Chair Cathy Allen, calling the meeting to order at 9:04 a.m.

BOARD MEMBERS PRESENT

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

ADMINISTRATION PRESENT

S. Stoddard, Superintendent
R. Marshall, Associate Superintendent – Supports for Students
R. Johnson, Associate Superintendent – Human Resources
B. Billey, Director - Human Resources
C. Cole, Secretary-Treasurer
L. McNabb, Director, Communications Services
L. Lewis, Director, Financial Services
C. Langford-Pickering, Executive Assistant/Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:04 a.m. with all trustees noted above in attendance.

IN-CAMERA SESSION

042/2024 | Trustee Irwin moved: That the Board meet in camera (9:04 a.m.).

CARRIED UNANIMOUSLY

Trustee Holowaychuk arrived at 9:05 a.m.

043/2024 | Trustee Boymook moved: That the Board revert to the regular session (10:16 a.m.).

CARRIED UNANIMOUSLY

The Board recessed at 10:16 a.m. and reconvened at 10:25 a.m. with all trustees noted above in attendance except for Trustee Irwin and Trustee Shotbolt.

Board Chair Allen welcomed everyone in attendance.

TREATY 6 ACKNOWLEDGMENT

Board Chair Cathy Allen called the meeting to order at 10:25 a.m. followed by the Land and People Acknowledgment.

Trustee Shotbolt arrived at 10:27 a.m.

AGENDA

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

044/2024 | Trustee Sorochan moved: That the Agenda be adopted, as circulated.

CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Board Chair Allen called for confirmation of the Feb. 15, 2024 Board Meeting Minutes.

045/2024 | Trustee Holowaychuk moved: That the Board of Trustees approves the Minutes of the Feb. 15, 2024 Board Meeting, as circulated.

CARRIED UNANIMOUSLY

CHAIR REPORT

Board Chair Allen presented the Chair's Report.

Trustee Irwin arrived at 10:34 a.m.

046/2024 | Board Chair Allen moved: That the Board of Trustees receives for information the Chair Report.

CARRIED UNANIMOUSLY

SUPERINTENDENT REPORT

Superintendent Stoddard presented the Superintendent's Report.

047/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the Superintendent Report.

CARRIED UNANIMOUSLY

COMMENTS, PRESENTATIONS AND DELEGATIONS AT BOARD MEETINGS

No comments, presentations or delegations were presented.

Association/Employee Groups

ASBA ZONE 2/3 REPORT

Trustee Shotbolt presented the ASBA Zone 2/3 report.

048/2024 | Trustee Shotbolt moved: That the Board of Trustees receives for information the report from the representative of the ASBA Zone 2/3.

CARRIED UNANIMOUSLY

ATA LOCAL NO. 28 REPORT

Board Chair Allen welcomed and invited the ATA representative, D. Zielke, to present the ATA Local No. 28 Report.

049/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the representative of the ATA Local No. 28.

CARRIED UNANIMOUSLY

EMPLOYEE RELATIONS GROUP (ERG) REPORT

Board Chair Allen shared regrets on behalf of the ERG Representative, M. Miller. No report was presented.

Trustee Shotbolt left the meeting at 10:47 a.m.

Business Arising from Previous Meeting

No business arising from the previous meeting.

New Business

BUSINESS ARISING FROM IN CAMERA

No business arising from in camera.

2025-28 THREE-YEAR CAPITAL PLAN

Superintendent Stoddard and Assistant Director Dragon presented to the Board the 2025-28 Three-Year Capital Plan.

050/2024 | Vice-Chair Miller moved: That the Board of Trustees approves the 2025-28 Three-Year Capital Plan as presented.

CARRIED UNANIMOUSLY

ASBA 2024 EDWIN PARR TEACHER AWARD

Superintendent Stoddard shared that moving forward the teacher nominee will be in attendance at the Board Meeting.

Associate Superintendent Ragan presented to the Board the nominee for the ASBA 2024 Edwin Parr Teacher Award and shared her successes.

051/2024 | Trustee Sorochan moved: That the Board of Trustees supports Elk Island Public Schools' nomination of Alexis Kotronis for the Alberta School Boards Association (ASBA) 2024 Edwin Parr Teacher Award.

CARRIED UNANIMOUSLY

Trustee Holowaychuk suggested a friendly amendment to Motion 051/2024 to include "**Zone 2/3**" in the motion as Zone 2/3 sponsors the award. Amended motion to read,

"That the Board of Trustees supports Elk Island Public Schools' nomination of Alexis Kotronis for the Alberta School Boards Association (ASBA) Zone 2/3 2024 Edwin Parr Teacher Award."

Trustee Sorochan accepted the amended motion.

Trustee Boymook requested one edit to the Edwin Parr Teacher Award application on page 46 of the pdf document, second last paragraph - replace “*School Act*” with “**Education Act**”, prior to submission. The Board shared their appreciation for the work that Teacher Kotronis is doing in the classroom.

Trustee Holowaychuk complemented the executive team for bringing the nominee information to the Board prior to submission.

Board Chair Allen thanked all the first-year teachers for their work on behalf of the Board. Great representative and we are proud to have Teacher Kotronis as EIPS’ nominee.

VOTE ON MOTION 051/2024 | CARRIED UNANIMOUSLY

The Board recessed at 12:08 p.m. and reconvened at 1:10 p.m. with all trustees noted above in attendance with the exception of Trustee Shotbolt.

REALLOCATION OF SURPLUS FUNDS

Secretary-Treasurer Cole presented to the Board proposed reallocation of unanticipated surplus funds for approval.

052/2024 | Trustee Irwin moved: That the Board of Trustees approves the reallocation of unanticipated surplus of \$1,099,058 as follows:

- Windows Computer Evergreening - \$694,058
- Chromebook Evergreening - \$325,000
- Next Step Entrance at Salisbury Composite High - \$80,000

CARRIED UNANIMOUSLY

APPOINTMENT OF RETURNING OFFICER

Superintendent Stoddard introduced Communications Networking Specialist Baranec to present to the Board the recommendation for the appointment of the returning officers for the 2025 Election.

Trustee Boymook requested that the Board of Trustees consider forming a committee, for short term work, to review the Trustees Handbook by Jan. 1, 2025, the beginning of the nomination process. The committee to review the Trustee and Orientation Handbooks.

053/2024 | Trustee Boymook moved: That the Board of Trustees appoints Karen Baranec as the Returning Officer and Laura McNabb as the Substitute Returning Officer for conducting the 2025 trustee elections for Elk Island Public Schools (EIPS) under the *Local Authorities Election Act* or amendments there to.

CARRIED UNANIMOUSLY

Committee Reports

STUDENT EXPULSION COMMITTEE

Trustee Footz presented a report for information from the Student Expulsion Committee meetings held on Feb. 21, 23, March 14 and 20, 2024.

054/2024 | Trustee Footz moved: That the Board of Trustees receives for information the report from the Student Expulsion Committee meetings held on Feb. 21, 23, March 14 and 20, 2024.

CARRIED UNANIMOUSLY

Reports for Information

THREE-YEAR ENGAGEMENT PLAN: ATTENDANCE AREA CLEANUP

Assistant Director Dragon presented to the Board for information the Three-Year Engagement Plan: Attendance Area Cleanup Report.

055/2024 | Trustee Irwin moved: That the Board of Trustees receives for information an update on EIPS' Three-Year Engagement Plan: Attendance Area Cleanup.

CARRIED UNANIMOUSLY

FINANCIAL PROJECTIONS 2023-24

Director Lewis presented to the Board for information the financial projections for the 2023-24 year.

056/2024 | Trustee Holowaychuk moved: That the Board of Trustees receives for information the financial projections for the 2023-24 year.

CARRIED UNANIMOUSLY

UNAUDITED FINANCIAL REPORT FOR SEPT. 1, 2023 TO FEB. 29, 2024

Director Lewis presented to the Board for information the Unaudited Financial Report for quarter 3.

057/2024 | Trustee Irwin moved: That the Board of Trustees receives for information the Unaudited Financial Report for the period Sept. 1, 2023 to Feb. 29, 2024, for Elk Island Public Schools.

CARRIED UNANIMOUSLY

Trustee Notices of Motion and Requests for Information

No notices of motion or requests for information were presented.

IN-CAMERA SESSION

058/2024 | Trustee Holowaychuk moved: That the Board meet in camera (2:10 p.m.).

CARRIED UNANIMOUSLY

ADJOURNMENT

Board Chair Allen declared the meeting adjourned at 3:00 p.m.

Cathy Allen, Board Chair

Sandra Stoddard, Superintendent



RECOMMENDATION REPORT

DATE: April 18, 2024

TO: Board of Trustees

FROM: Cathy Allen, Board Chair

SUBJECT: Amended 2023-24 Board of Trustees Meeting Schedule

ORIGINATOR: Carol Langford-Pickering, Executive Assistant

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

REFERENCE: Board Policy 7: Board Operations
Board Policy 2: Role of the Board
Education Act, Sections 33, 64 and 139
Alberta Regulation 82/2019

EIPS PRIORITY: Enhance public education through effective engagement.

EIPS GOAL: Engaged and effective governance.

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

RECOMMENDATION:

That the Board of Trustees approves the amended 2023-24 Board of Trustees Meeting Schedule, as presented.

BACKGROUND:

As per Board Policy 7: Board Operations, Sections 3.4.2, *the organizational meeting shall, in addition establish a schedule —date, time and place--for regular meetings and any additional required meetings for the ensuing year.*

CURRENT SITUATION OR KEY POINTS:

The 2023-24 Board of Trustees Meeting Schedule was last updated and approved on Feb. 15, 2024. The Board met on April 4, 2024, and the following amendments were recommended due to the delay in receiving the Funding Manual and Funding Profile and to support the 2024-25 budget and Board workplan process:

- Remove April 25, 2024 PM Board of Trustees Special Meeting
- Add May 2, 2024 Board of Trustees Meeting – Budget Allocations Review
- Add June 6, 2024 Board of Trustees Meeting – Budget Review



RECOMMENDATION REPORT

COMMUNICATION PLAN:

The amended 2023-24 Board of Trustees Meeting Schedule will be posted on the Website, Intranet Site and EIPS Leadership Calendar. All stakeholders will be advised.

ATTACHMENTS:

1. Amended 2023-24 Board of Trustees Meeting Schedule (marked)
2. Amended 2023-24 Board of Trustees Meeting Schedule (unmarked)



2023 - 24 BOARD OF TRUSTEES MEETING SCHEDULE

Start time: 9:00 a.m., public session 10:00 am (full day meetings)
(Meeting start time subject to change)

Location: Board Room, Elk Island Public Schools Central Services Administration Building
683 Wye Road, Sherwood Park, Alberta

2023

September 21	Board of Trustees
October 19	Board of Trustees
November 30	Board of Trustees
December 14	Board of Trustees

2024

January 25	Board of Trustees
February 15	Board of Trustees
March 21	Board of Trustees
April 18	Board of Trustees
April 25 PM	Board of Trustees (Special)
May 2	Board of Trustees - Budget Allocations Review
May 30	Board of Trustees
June 6	Board of Trustees – Budget Review
June 20	Board of Trustees
August 22	Board of Trustees/Organizational Meeting

September 18-19, 2023 – Board Retreat (Village Creek Inn, Pigeon Lake, AB)

November 19-21, 2023 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)

March 6-8, 2024 - Alberta Rural Education Symposium 2022 (Fantasyland Hotel, Edmonton, AB)

April 8-9, 2024 – Board Retreat (~~Location – TBD~~ West River's Edge, Fort Saskatchewan, AB)

June 3-4, 2024 – ASBA Spring General Meeting (~~Location TBD~~The Westin, Calgary AB)
July 2-4, 2024 – CSBA 2024 Congress (Toronto, ON)

Presented to Board: August 24, 2023
Amended: February 15, 2024
Amended: April 18, 2024



2023 - 24 BOARD OF TRUSTEES MEETING SCHEDULE

Start time: 9:00 a.m., public session 10:00 am (full day meetings)
(Meeting start time subject to change)

Location: Board Room, Elk Island Public Schools Central Services Administration Building
683 Wye Road, Sherwood Park, Alberta

2023

September 21	Board of Trustees
October 19	Board of Trustees
November 30	Board of Trustees
December 14	Board of Trustees

2024

January 25	Board of Trustees
February 15	Board of Trustees
March 21	Board of Trustees
April 18	Board of Trustees
May 2	Board of Trustees - Budget Allocations Review
May30	Board of Trustees
June 6	Board of Trustees – Budget Review
June 20	Board of Trustees
August 22	Board of Trustees/Organizational Meeting

September 18-19, 2023 – Board Retreat (Village Creek Inn, Pigeon Lake, AB)

November 19-21, 2023 – ASBA Fall General Meeting (Delta Edmonton South Hotel, Edmonton, AB)

March 6-8, 2024 - Alberta Rural Education Symposium 2022 (Fantasyland Hotel, Edmonton, AB)

April 8-9, 2024 – Board Retreat (West River's Edge, Fort Saskatchewan, AB)

June 3-4, 2024 – ASBA Spring General Meeting (The Westin, Calgary, AB)

July 2-4, 2024 – CSBA 2024 Congress (Toronto, ON)

Presented to Board: August 24, 2023
Amended: February 15, 2024
Amended: April 18, 2024



RECOMMENDATION REPORT

DATE: April 18, 2024

TO: Board of Trustees

FROM: Policy Committee

SUBJECT: Board Policy 13: Appeals and Hearings Regarding Student Matters

ORIGINATOR: Randy Footz, Trustee, Policy Committee Chair

RESOURCE STAFF: Sandra Stoddard, Superintendent

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

EIPS PRIORITY: Enhance public education through effective engagement.

EIPS GOAL: Engaged and effective governance.

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

RECOMMENDATION:

That the Board of Trustees approves amendments to Board Policy 13: Appeals and Hearings Regarding Student Matters, 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.

Following are the proposed amendments, as highlighted in Attachment 1:

1. Under the *Education Act*, suspensions are the responsibility of the school and therefore section 1 be amended to reflect that the Board shall not hear appeals on suspensions or expulsions of students.
2. For clarity and improved readability, sections 1.3, 1.6 and 1.7 be amended.



RECOMMENDATION REPORT

Page 2 of 2

3. Upon legal review, it was advised that section 2.5 be amended to align with section 37(4) of the *Education Act*.

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 13: Appeals and Hearings Regarding Student Matters (marked)
2. Board Policy 13: Appeals and Hearings Regarding Student Matters (unmarked)

Policy 13

APPEALS AND HEARINGS REGARDING STUDENT MATTERS**Background**

The Board of Trustees supports the right of parents and guardians to make inquiries or bring forward concerns regarding student matters.

Guidelines**1. Appeals**

The Board shall hear appeals on administrative decisions that significantly impact the education of the student, which are submitted in accordance with Section 42 of the *Education Act*. The Board shall not hear appeals on ~~suspensions or~~ expulsions of students.

- 1.1. Prior to a decision being appealed to the Board, [Board Policy 26: School Dispute Resolution](#) shall be followed.
- 1.2. Parents or guardians of a student, and in the case of a student 16 years of age or older, either a parent or guardian of the student or the student, has the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents, guardians or students of this right of appeal.
- 1.3. The appeal to the Board must be made in writing within five business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed ~~in writing~~ and must contain the name of the party filing the appeal, the date, the matter at hand and the reason for the appeal.
- 1.4. Parents, guardians or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents, guardians or students.
- 1.5. The hearing of the appeal must be scheduled so as to ensure the person making the appeal and the Superintendent or designate, whose decision is being appealed has sufficient notice and time to prepare for the presentation.
- 1.6. The appeal shall be heard ~~at a Special Board meeting in camera, with specified individuals in attendance.~~
- 1.7. The ~~appeal~~ hearing shall be conducted in accordance with the following guidelines.
 - 1.7.1. The Board Chair shall outline the purpose of the hearing, which is to provide:
 - 1.7.1.1. an opportunity for the parties to make representation in support of their respective positions to the Board. The information may include expert medical, psychological, and educational data and may be presented by witnesses. The information presented may include both written and verbal communication.
 - 1.7.1.2. the Board with the means to receive information and review the facts of the dispute.

- 1.7.2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
- 1.7.3. The appellant shall present the appeal and the reasons for the appeal and shall have an opportunity to respond to information provided by the Superintendent or staff.
- 1.7.4. The Superintendent or staff shall explain the decision and give reasons for the decision.
- 1.7.5. The Superintendent or staff shall have an opportunity to respond to information presented by the appellant.
- 1.7.6. Board members shall have the opportunity to ask questions for clarification from both parties.
- 1.7.7. No cross-examination of the parties shall be allowed.
- 1.7.8. The Board shall meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have legal counsel in attendance.
- 1.7.9. If the Board requires additional information or clarification to make its decision, both parties to the appeal shall be requested to return to the hearing for the required additional information.
 - 1.7.9.1. The Board's decision and the reasons for that decision shall be communicated to the appellant once a decision has been reached and confirmed in writing, within five business days, following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Education Minister if the appellant is dissatisfied with the decision of the Board, if the matter under appeal is a matter described in Section 43 of the *Education Act*.
 - 1.7.9.2. Under Section 43 of the *Education Act*, the only matters on which the Education Minister may consider appeals are:
 - 1.7.9.2.1. provision of specialized supports and services to a student or a child enrolled in an Early Childhood Services program;
 - 1.7.9.2.2. the expulsion of a student;
 - 1.7.9.2.3. Board responsibility for a specific student; and
 - 1.7.9.2.4. access to or the accuracy or completeness of the student records.

2. Expulsion hearings

- 2.1. It is expected that all students shall comply with Section 31 of the *Education Act*, Board policies, administrative procedures and school regulations.
- 2.2. In accordance with Section 52 of the *Education Act*, the Board delegates to the Student Expulsion Committee the power to make decisions with respect to the expulsion of students.

- 2.3. The Student Expulsion Committee of the Board shall hear representations with respect to a recommendation for a student expulsion in accordance with Sections 36 and 37 of the *Education Act*.
- 2.4. If a student is not to be reinstated within five school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension and provide a recommendation to the Student Expulsion Committee of the Board through the Office of the Superintendent.
- 2.5. The Student Expulsion Committee shall convene an in-camera session ~~no later than~~ within 10 school days ~~from after~~ the first initial date of suspension and make a decision, ~~as identified in the recommendation for expulsion.~~
- 2.6. Parents or guardians of students, or students 16 years of age or older, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents, guardians or students.
- 2.7. The Student Expulsion Committee may have legal counsel in attendance.
- 2.8. Notes of the proceedings shall be recorded for the purpose of the Board's records.
- 2.9. The expulsion hearing shall be conducted in accordance with the following guidelines.
 - 2.9.1. The Student Expulsion Committee Chair shall outline the purpose of the hearing, which is to:
 - 2.9.1.1. provide an opportunity to hear representations relative to the recommendation from the Principal;
 - 2.9.1.2. provide an opportunity for the student or the student's parents or guardians to make representations; and
 - 2.9.1.3. reinstate or expel the student.
- 2.10. The Student Expulsion Committee Chair shall outline the procedure to be followed, which shall be as follows:
 - 2.10.1. The Principal shall present the report documenting the details of the case and the recommendation to expel the student.
 - 2.10.2. The student and the student's parents or guardians shall be given an opportunity to respond to the information presented and to add any additional relevant information.
 - 2.10.3. The members of the Student Expulsion Committee shall have the opportunity to ask questions of clarification of the Principal, the student and the student's parents or guardians.
 - 2.10.4. The Student Expulsion Committee shall then meet ~~—~~ without ~~either~~ the administration, the student, or the student's parents or guardians present, — to discuss the case and provide the recommendation.
 - 2.10.4.1. The recording secretary may remain in attendance.
 - 2.10.4.2. Legal counsel for the Board may also remain in attendance.
 - 2.10.5. Should the Student Expulsion Committee require additional information, both parties shall be requested to return to provide the requested information.

- 2.10.6. The Student Expulsion Committee shall then make one of the following decision(s):
 - 2.10.6.1. reinstatement;
 - 2.10.6.2. single-school expulsion; or
 - 2.10.6.3. expulsion from the school division.
- 2.10.7. If the expulsion is from a single school, the Student Expulsion Committee shall direct the placement of the student to another school or alternative educational program.
 - 2.10.7.1. If the expulsion is from the Division, alternative educational programming shall be offered by the Division.
- 2.10.8. The Student Expulsion Committee decision shall be communicated in writing to the student and the student’s parents or guardians within five business days of the hearing, with copies being provided to the Principal and the Superintendent, or designate.
- 2.11. If the Student Expulsion Committee’s decision is to expel the student, the following information shall be included in the letter to the student and the student’s parents or guardians:
 - 2.11.1. any rules and conditions of the expulsion;
 - 2.11.2. the educational programming to be provided to the student; and
 - 2.11.3. the right of the student and the student’s parents or guardians to request a review of the Board's decision by the Minister of Education.

References

Sections 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 *Education Act*

Last reviewed:	Last updated:
Nov. 5, 2015	Nov. 26, 2015
Jan. 7, 2016	Jan. 21, 2016
April 11, 2016	May 30, 2016
March 19, 2018	
Dec. 18, 2018	Jan. 24, 2019
Oct. 15, 2019	Nov. 21, 2019
Dec. 19, 2019	Dec. 19, 2019
Aug. 27, 2020	Aug. 27, 2020
Jan. 11, 2022	Feb. 17, 2022

April 12, 2022

May 25, 2022

Jan. 10, 2023

Feb. 16, 2023

Jan. 10, 2024

Jan. 25, 2024

Feb. 7, 2024

April 3, 2024

Policy 13

APPEALS AND HEARINGS REGARDING STUDENT MATTERS**Background**

The Board of Trustees supports the right of parents and guardians to make inquiries or bring forward concerns regarding student matters.

Guidelines**1. Appeals**

The Board shall hear appeals on administrative decisions that significantly impact the education of the student, which are submitted in accordance with Section 42 of the *Education Act*. The Board shall not hear appeals on suspensions or expulsions of students.

- 1.1. Prior to a decision being appealed to the Board, [Board Policy 26: School Dispute Resolution](#) shall be followed.
- 1.2. Parents or guardians of a student, and in the case of a student 16 years of age or older, either a parent or guardian of the student or the student, has the right to appeal to the Board, a decision of the Superintendent. The Superintendent must advise the parents, guardians or students of this right of appeal.
- 1.3. The appeal to the Board must be made in writing within five business days from the date that the individual was informed of the Superintendent's decision. The appeal must be filed and must contain the name of the party filing the appeal, the date, the matter at hand and the reason for the appeal.
- 1.4. Parents, guardians or students, as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents, guardians or students.
- 1.5. The hearing of the appeal must be scheduled so as to ensure the person making the appeal and the Superintendent or designate, whose decision is being appealed has sufficient notice and time to prepare for the presentation.
- 1.6. The appeal shall be heard at a Special Board meeting..
- 1.7. The hearing shall be conducted in accordance with the following guidelines.
 - 1.7.1. The Board Chair shall outline the purpose of the hearing, which is to provide:
 - 1.7.1.1. an opportunity for the parties to make representation in support of their respective positions to the Board. The information may include expert medical, psychological, and educational data and may be presented by witnesses. The information presented may include both written and verbal communication.
 - 1.7.1.2. the Board with the means to receive information and review the facts of the dispute.

- 1.7.2. Notes of the proceedings shall be recorded for the purpose of the Board's records.
- 1.7.3. The appellant shall present the appeal and the reasons for the appeal and shall have an opportunity to respond to information provided by the Superintendent or staff.
- 1.7.4. The Superintendent or staff shall explain the decision and give reasons for the decision.
- 1.7.5. The Superintendent or staff shall have an opportunity to respond to information presented by the appellant.
- 1.7.6. Board members shall have the opportunity to ask questions for clarification from both parties.
- 1.7.7. No cross-examination of the parties shall be allowed.
- 1.7.8. The Board shall meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have legal counsel in attendance.
- 1.7.9. If the Board requires additional information or clarification to make its decision, both parties to the appeal shall be requested to return to the hearing for the required additional information.
 - 1.7.9.1. The Board's decision and the reasons for that decision shall be communicated to the appellant once a decision has been reached and confirmed in writing, within five business days, following the hearing. Included in the communication to the appellant shall be information that the appellant has the right to seek a review by the Education Minister if the appellant is dissatisfied with the decision of the Board, if the matter under appeal is a matter described in Section 43 of the *Education Act*.
 - 1.7.9.2. Under Section 43 of the *Education Act*, the only matters on which the Education Minister may consider appeals are:
 - 1.7.9.2.1. provision of specialized supports and services to a student or a child enrolled in an Early Childhood Services program;
 - 1.7.9.2.2. the expulsion of a student;
 - 1.7.9.2.3. Board responsibility for a specific student; and
 - 1.7.9.2.4. access to or the accuracy or completeness of the student records.

2. Expulsion hearings

- 2.1. It is expected that all students shall comply with Section 31 of the *Education Act*, Board policies, administrative procedures and school regulations.
- 2.2. In accordance with Section 52 of the *Education Act*, the Board delegates to the Student Expulsion Committee the power to make decisions with respect to the expulsion of students.

- 2.3. The Student Expulsion Committee of the Board shall hear representations with respect to a recommendation for a student expulsion in accordance with Sections 36 and 37 of the *Education Act*.
- 2.4. If a student is not to be reinstated within five school days of the date of suspension, the Principal shall immediately report in writing all the circumstances of the suspension and provide a recommendation to the Student Expulsion Committee of the Board through the Office of the Superintendent.
- 2.5. The Student Expulsion Committee shall convene an in-camera session within 10 school days after the initial date of suspension and make a decision.
- 2.6. Parents or guardians of students, or students 16 years of age or older, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents, guardians or students.
- 2.7. The Student Expulsion Committee may have legal counsel in attendance.
- 2.8. Notes of the proceedings shall be recorded for the purpose of the Board's records.
- 2.9. The expulsion hearing shall be conducted in accordance with the following guidelines.
 - 2.9.1. The Student Expulsion Committee Chair shall outline the purpose of the hearing, which is to:
 - 2.9.1.1. provide an opportunity to hear representations relative to the recommendation from the Principal;
 - 2.9.1.2. provide an opportunity for the student or the student's parents or guardians to make representations; and
 - 2.9.1.3. reinstate or expel the student.
- 2.10. The Student Expulsion Committee Chair shall outline the procedure to be followed, which shall be as follows:
 - 2.10.1. The Principal shall present the report documenting the details of the case and the recommendation to expel the student.
 - 2.10.2. The student and the student's parents or guardians shall be given an opportunity to respond to the information presented and to add any additional relevant information.
 - 2.10.3. The members of the Student Expulsion Committee shall have the opportunity to ask questions of clarification of the Principal, the student and the student's parents or guardians.
 - 2.10.4. The Student Expulsion Committee shall then meet, without the administration, the student, or the student's parents or guardians present, to discuss the case and provide the recommendation.
 - 2.10.4.1. The recording secretary may remain in attendance.
 - 2.10.4.2. Legal counsel for the Board may also remain in attendance.
 - 2.10.5. Should the Student Expulsion Committee require additional information, both parties shall be requested to return to provide the requested information.
 - 2.10.6. The Student Expulsion Committee shall then make one of the following decision(s):

- 2.10.6.1. reinstatement;
- 2.10.6.2. single-school expulsion; or
- 2.10.6.3. expulsion from the school division.
- 2.10.7. If the expulsion is from a single school, the Student Expulsion Committee shall direct the placement of the student to another school or alternative educational program.
 - 2.10.7.1. If the expulsion is from the Division, alternative educational programming shall be offered by the Division.
- 2.10.8. The Student Expulsion Committee decision shall be communicated in writing to the student and the student’s parents or guardians within five business days of the hearing, with copies being provided to the Principal and the Superintendent or designate.
- 2.11. If the Student Expulsion Committee’s decision is to expel the student, the following information shall be included in the letter to the student and the student’s parents or guardians:
 - 2.11.1. any rules and conditions of the expulsion;
 - 2.11.2. the educational programming to be provided to the student; and
 - 2.11.3. the right of the student and the student’s parents or guardians to request a review of the Board's decision by the Minister of Education.

References

Sections 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 *Education Act*

Last reviewed:	Last updated:
Nov. 5, 2015	Nov. 26, 2015
Jan. 7, 2016	Jan. 21, 2016
April 11, 2016	May 30, 2016
March 19, 2018	
Dec. 18, 2018	Jan. 24, 2019
Oct. 15, 2019	Nov. 21, 2019
Dec. 19, 2019	Dec. 19, 2019
Aug. 27, 2020	Aug. 27, 2020
Jan. 11, 2022	Feb. 17, 2022
April 12, 2022	May 25, 2022

Jan. 10, 2023

Feb. 16, 2023

Jan. 10, 2024

Jan. 25, 2024

Feb. 7, 2024

April 3, 2024



RECOMMENDATION REPORT

DATE: April 18, 2024

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: Accessing 2024-25 Division Unallocated Reserves

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Leah Lewis, Director, Financial Services
Carmine von Tettenborn, Director, Financial Services

REFERENCE: Policy 2: Role of the Board

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

EIPS GOAL: Quality infrastructure for all.

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

RECOMMENDATION:

That the Board of Trustees approves access to Division Unallocated Reserves for the 2024-25 year of \$352,000.

BACKGROUND:

Normally, the Budget Allocations report includes accessing reserves as part of the annual budgeting process. The Budget Allocations report will be presented to the Board for approval on May 2, 2024. This year, accessing reserves involves staffing and, in order to preserve current positions and/or have positions posted earlier than May 2, this request is coming now for approval.

The following are requested to be funded by Division Unallocated Reserves:

- Current position \$69,000 (for 2024-25 only).
- Supports for Students (SFS) Career Pathways teacher at \$120,000 (for 2024-25 only). If the Career Pathways teacher position is eliminated, all the work that is currently being completed centrally for the schools will move back to high schools, including site visits, updating grade books, ensuring assignments are done, reviewing hours worked, etc. The Career Pathways Supervisor needs to remain focused on the collegiate to make that a reality.
- A two-year term seconded Systems Principal for \$163,000 per year, \$326,000 in total (for 2024-25 and 2025-26). There would be a potential for one additional year if deemed necessary (2026-27). The focus would be on setting the strategic direction for our staff with a digital products vision (crucial for adoption with many of our current systems). This would be a leadership role that will be asked to gather feedback and inform practice. The role will develop a framework that consultants and school leaders will follow in digital transformation and products within the Division. More simply stated, “to develop a professional development plan and road map with our digital tools for a consultant or school



RECOMMENDATION REPORT

leader to follow in building capacity in the Division with proficiencies for adopting and using the tools that we currently own.” Areas that would be touched on include digital citizenship, Artificial Intelligence (AI) awareness and use, learning (tools teachers are using for instruction), instruction (use of AI and other digital tools in lesson planning), digital assessment, communication, collaboration, etc.

In terms of risk mitigation, this position will help with information security. The AI component to systems thinking, as well as how staff and students utilize and manage AI resources are both huge factors for privacy breaches, information security and potential cybersecurity incidents.

Of note, EIPS has received a digital assessment grant of \$150,000. Some of these funds could be applied against this position (in terms of actual work or backfilling for other staff). Once EIPS has more information about how digital assessments will be conducted next year and can determine how much this position could be used for this, we will incorporate it into the fall budget, and potentially reduce the reserve usage for part of this position.

Based on the last projection completed, Division Unallocated Reserves will end this year at \$3,404,692. By allocating as follows:

Projected Division Unallocated Reserves Aug. 31, 2024		\$3,404,692
Current Position	(\$69,000)	
SFS Career Pathways teacher*	(\$120,000)	
Seconded Principal Artificial Intelligence*	(\$163,000)	
<i>Subtotal</i>		(\$352,000)
Updated Projected Division Unallocated Reserves at Aug. 31, 2025		\$3,052,692

These positions will be paid based on where the new hire will be on the grid. The amounts above are the maximum including benefits.

Any other requests to access the Division Unallocated Reserves will come at the time of the Budget Allocations. In the interest of full disclosure, it is anticipated there will be an additional \$50,480 of funds requested, along with the transfer in of capital effect and transfer out of capital effect (nil impact) to the overall budget (consistent with prior years). This would lower Division Unallocated Reserves to \$3,002,212.

Any further reserve requests that may come this spring would have to come from unbudgeted revenue.

COMMUNICATION PLAN:

If approved, the necessary positions will be posted.

ATTACHMENTS:

N/A



RECOMMENDATION REPORT

DATE: April 18, 2024

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: 2024-25 Key Budget Assumptions

ORIGINATOR: Candace Cole, Secretary-Treasurer

RESOURCE STAFF: Carmine von Tettenborn, Director, 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

RECOMMENDATION:

That the Board of Trustees approves key budget assumptions for 2024-25, as presented.

BACKGROUND:

Board Policy 2: Role of the Board, 8.1 Fiscal Accountability establishes that the Board of Trustees approve the budget assumptions.

EIPS establishes assumptions that are the building blocks of the budget. The Budget Assumptions Report reflects the Board’s values and identifies important factors impacting the development and balancing of the budget.

The attached report is submitted for approval by the Board of Trustees.

ATTACHMENT:

1. Budget Assumptions 2024-25 Report

Budget Assumptions 2024-25

April 18, 2024



TABLE OF CONTENTS

- Overview 1
 - Mission 1
 - Belief Statements 1
- External Factors Affecting Budgeting 2
- Budget Priorities 4
- General Assumptions 4
- Revenue Assumptions 5
 - Enrolment 5
 - Grants – New, Continuing, and Revised 7
 - Other Alberta Education Targeted Grants 10
- Other Revenue Assumptions 10
- Expense Assumptions 11
 - Compensation – Standard Cost 11
 - Other Expenses 14
- Department Estimates and Assumptions 15
 - Facility Services 15
 - Student Transportation Services (STS) 16
 - Human Resources 16
 - Information Technology 16
- Reserve Assumptions 17
- Capital Assumptions 17
- Appendix 19
- Resources 19

OVERVIEW

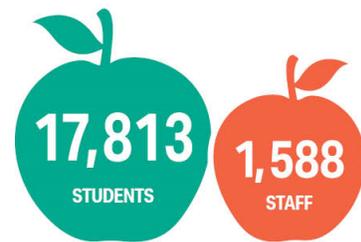
The Division's Board of Trustees has, as Policy 1, its Mission and Belief Statements. These are the backbone of the budget.

Mission

To provide high-quality, student-centred education.

Belief Statements

- Student growth and success are the core work of the Division.
- All students deserve equitable access to high-quality teaching and learning.
- Every student can learn and experience success.
- Success is measured by academic growth, social-emotional learning, physical well-being and the competencies required to live a life of dignity and fulfilment.
- Student growth and success are a shared responsibility between all stakeholders.
- Respectful relationships are foundational to creating an environment where teamwork and collaboration thrive.
- Decisions are informed by reliable data and made in the best interest of all students.

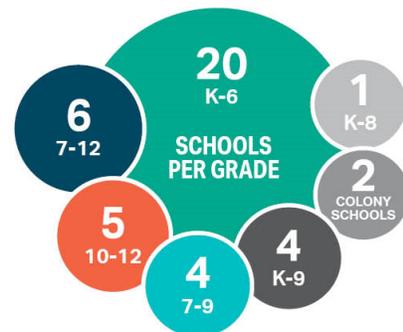


projected for the 2024-25 school year

42 TOTAL SCHOOLS

Schools by location

- 19: Sherwood Park
- 5: Strathcona County
- 5: Lamont County
- 9: City of Fort Saskatchewan
- 4: Vegreville, County of Minburn



The Division also develops a four-year education plan consisting of priorities and goals. These are also key to informing the spring budget.



PRIORITY 1: PROMOTE GROWTH AND SUCCESS FOR ALL STUDENTS

- Goal 1 Excellent start to learning
- Goal 2 Success for every student

PRIORITY 2: ENHANCE HIGH-QUALITY LEARNING AND WORKING ENVIRONMENTS

- Goal 1 A culture of excellence and accountability
- Goal 2 Positive learning and working environments
- Goal 3 Quality infrastructure for all

PRIORITY 3: ENHANCE PUBLIC EDUCATION THROUGH EFFECTIVE ENGAGEMENT

- Goal 1 Parent and caregiver engagement
- Goal 2 Engaged and effective governance

EXTERNAL FACTORS AFFECTING BUDGETING

Over the past year in Alberta, there has been strong recovery as the economy is “now in expansion mode. Alberta leads all provinces in population growth and is outpacing the national economy on job creation. The inflation storm clouds are slowly parting, and the much-anticipated interest rate pivot is expected soon. But the economy is not out of the woods. Interest rate impacts are in full force as loans are renewed at higher rates. Faced with financial pressures, we see a slowdown in consumer spending.”¹

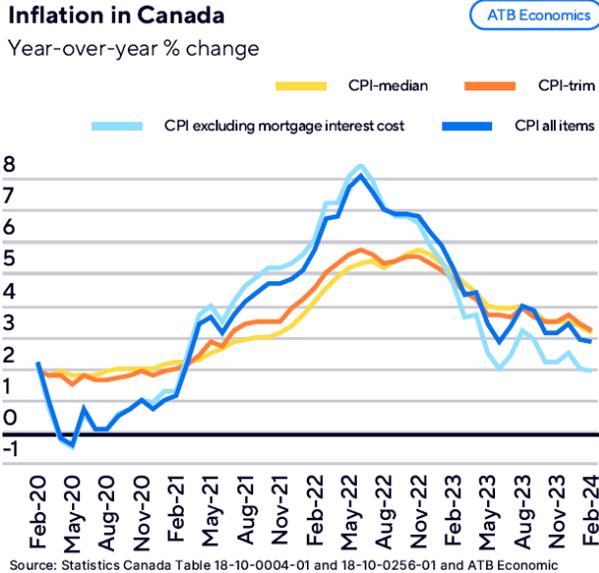
Globally, the war in Ukraine is continuing into its third year and the war in the Middle East is now into its seventh month, China’s economy is slowly recovering with expected growth slightly <5%, shipping routes along the Red Sea are blocked. These factors, along with those affecting the supply chain, “could keep interest rates higher for longer than anticipated. In Canada, persistent wage growth and sluggish productivity could see the Bank of Canada hold off on rate cuts.”²

¹ “Alberta Economic Outlook”, Alberta Treasury Branch, March 20, 2024, page 1.

² ibid, page 3.

The Division is continuing to see inflationary pressures on its operations with the increased cost of ASEBP benefits, insurance, energy, construction labour and materials, as well as purchases such as fleet vehicles and school buses. Given the economic outlook for the province, these pressures will continue into 2024-25 school year, albeit at lower levels than the prior two years, and add to budgetary challenges being experienced. *“Prices are 14% higher than they were in January 2021, led by food and shelter. However, the rate of price growth has declined since mid-2022. Higher energy prices (namely electricity and natural gas) have added upward pressure.”*³

Base case	Actuals		Forecasts		
	2022	2023	2024	2025	2026
Consumer Price Index (annual % change)	6.4	3.3	3.0	2.5	2.3



*“Alberta’s population growth accelerated in the third quarter of 2023 to 4.3% year-over-year – outpacing the national average of 3.2% and the fastest since 1981. There has been record international migration, but there has been net interprovincial migration of at least 10,000 for five consecutive quarters. The most recent data (July 1, 2022 to June 30, 2023) show that migration to Alberta was highly concentrated in the 20-39 age cohort. Population growth of 3.4% is now expected for 2024, up from December forecast of 2.5%. The population is expected to expand by more than 100,000 a year over the next two years, reaching 5 million by mid-decade.”*⁴ This age cohort is either bringing their young families with them, or they will start their families once they have secured employment and housing. Currently, EIPS is not experiencing this growth – the majority of this has been in the Edmonton and Calgary metro divisions. The growth may be delayed due to housing shortages, or the growth may not occur with metros seeing the majority of growth. It is something we continue to monitor.

³ “Alberta Economic Outlook”, Alberta Treasury Branch, March 20, 2024, page 11.

⁴ ibid, page 8.

BUDGET PRIORITIES

Each year, EIPS conducts stakeholder engagement through the Annual Budget Planning survey to seek input from school families, staff, and current Grade 12 students. The Board went over the Budget Survey Results, reviewed information from assurance reviews along with the Annual Education Results Report. The results re-affirmed the Board's key priorities which guides our budget work. Information from all sources must be balanced against the funding provided by Alberta Education (AE) when developing a budget.

The following key priorities were identified for the 2024-25 budget cycle:

- Complexity in classrooms
- Curriculum and resource development to support teachers
- Year 3 of the Mental Health Strategic Plan
- Continued pursuit of Collegiate School /Program and support for Career Pathways
- Equity for rural schools, equity for all
- Retention of Staff
- Artificial Intelligence (AI) considerations

The Budget Allocations Report will identify how these key priorities are addressed.

Due to inflationary pressures, detailed in this report, and the lack of additional funding from the province for school divisions to assist with these pressures, divisions now must budget within the fiscal constraints; especially as they were required to spend down reserves in previous years to remain under the imposed reserves cap. Taking into consideration the need for an operational buffer, there are little savings to draw from to fund operations as they currently exist.

GENERAL ASSUMPTIONS

Elk Island Public School aligns the budget with its mission and belief statements in Policy 1 as well as the priorities and goals outlined in the [2022-26 EIPS Four-Year Educational Plan \(Year 2\)](#).

- In December, stakeholders were surveyed about their priorities and these were reviewed with the Board in February.
- Every spring, EIPS reviews the EIPS Four-Year Education Plan and fine-tunes it, if necessary, which involves stakeholder engagement to develop the Division's goals, outcomes, strategies, and success measures.
- The education plan informs the EIPS spring budget and individual school education plans—also developed with input from staff, students, and school families.
- After announcing the budget, the Division allocates or redirects resources to meet the priorities and responsibilities outlined in the education plan.

Elk Island Public Schools' budget will also ensure:

- Sufficient resources are allocated to meet the needs for health and safety,
- Comply with applicable legislation,
- Use one-time sources of funding, such as operating and capital reserves for one-time items, and
- Funding received for 2024-25 is spent on students for that year, subject to minimum operating reserve levels acceptable to the Board.

REVENUE ASSUMPTIONS

EIPS receives >90 per cent of its total funding from AE. Predictable, sustainable and timely funding is essential to a strong education system. Changes to provincial funding have significant impacts on programs, services and supports. AE released the *Funding Manual for School Authorities 2024/25 School Year* (Funding Manual) on March 28, 2024.

Enrolment

Weighted Moving Average (WMA)

The WMA enrolment calculation is based on a percentage of projected 2024-25 enrolment (50%), a percentage of estimated 2023-24 (30%) and actual 2022-23 (20%) enrolments.

The usage of WMA has continued in the Funding Manual. Most of the funding (50%) is based on the number of students enrolled as of Sept. 27, 2024 (last Friday before September 30 Truth and Reconciliation Day). It is important that enrolment projections are developed carefully. An overestimation would result in a risk to EIPS as the funding received in the current year will be clawed back. Underestimating enrolment numbers would result in reduced funding that would not be collected until the following year.

2024-25 Enrolment Projections using the Weighted Moving Average (WMA)

	2024-25		2023-24		2022-23		2024-25 Projected WMA Enrolment
	Projected 100%	50%	Estimated 100%	30%	Actual 100%	20%	
Student Enrolment							
Funded Students							
Early Childhood Services (ECS)	1,285	643	1,381	414	1,375	275	1,332
Grades 1-9 Students							
Elementary (grades 1-3)	3,893	1,947	3,987	1,196	3,959	792	3,934
Elementary (grades 4-6)	4,049	2,025	3,997	1,199	3,993	799	4,022
Junior High (grades 7-9)	4,018	2,009	3,989	1,197	4,036	807	4,013
Subtotal Grades 1-9 Students	11,960	5,980	11,973	3,592	11,988	2,398	11,970
Senior High Students							
Years 1-3	4,290	2,145	4,118	1,235	3,862	772	4,153
Year 4	235	118	238	71	196	39	228
Year 5+	43	22	45	14	15	3	38
Subtotal Senior High Students	4,568	2,284	4,401	1,320	4,073	815	4,419
Total Funded Students (Headcount)	17,813	8,907	17,755	5,327	17,436	3,487	17,720
Total WMA Funded (ECS at .5 FTE)	17,171	8,585	17,065	5,119	16,749	3,350	17,054

As per the above, WMA for 2024-24 is 17,054.

Spring Enrolment

Enrolment of 17,367 (excluding the Next Step schools) has been determined and is broken down in the following table.

Five Years of Enrolment Data - Excluding Next Step Schools and Elk Island Youth Ranch (see App. A)

Sector	Spring 2024-25	Fall 2023-24	Fall 2022-23	Fall 2021-22	Fall 2020-21
Sherwood Park	10,075	10,049	9,953	9,825	9,862
Strathcona County	2,154	2,147	2,164	2,133	2,051
Fort Saskatchewan	3,493	3,481	3,419	3,299	3,218
Lamont County	898	906	915	886	875
County of Minburn	747	743	728	693	691
TBA	-	-	-	-	-
Total	17,367	17,326	17,179	16,836	16,697

Total enrolment currently is estimated to be 17,813 (see Appendix A). Enrolment will be adjusted in the fall. EIPS implemented a new Returning Student Registration system (RSR) this spring for 2024-25 enrolment. Given the difference between projected enrolment numbers and those seen with the RSR and New Student Registrations, Financial Services sent each schools’ registration numbers to the principals for review. Based on their input, as well as reviewing Barager’s and 2023-24 fall data, some

adjustments were made mostly for kindergartens but also other grades if there were significant differences. Enrolments for pre-K were also adjusted based on estimates provided by Early Learning.

Projected Enrolment Numbers

In January 2024, enrolment was projected to be 18,115 for Sept. 27, 2024 – 355 more students than fall of 2023. This projection was made utilizing a combination of population growth projections as well as Division year-over-year actual growth. The 2024 funding envelope from AE is based on this projection. As current spring 2024-25 enrolment is less than 18,115, revenue was reduced to align with spring enrolment. Spring enrolment is 17,813; this is 302 less than projected in January. Most of the difference is in ECS (110) and grades 1-9 (193). Last year we had 207 students register between spring and fall.

Grants – New, Continuing, and Revised

- funding rates have not changed from 2023-24, thus inflation has not been funded from the prior year,
- most calculations remain the same, only increases are due to enrolment and WMA increases. These enrolment increases have helped our division offset inflationary increases, and
- school divisions with static enrolment face much more trying times.

Program Unit Funding (PUF) – New Addition

For kindergarten, severe and pre-kindergarten PUF students registered between Dec. 2, 2024 and Feb. 2, 2025, we will receive 50% of the funding.

Enrolment Growth - Continuing

The province is funding enrolment growth through WMA and the Supplemental Enrolment Growth Grant.

Classroom Complexity Grant – Continuing

“The Classroom Complexity Grant is provided to school authorities to address classroom complexity by adding more classroom support staff such as educational assistants or increase their hours, by providing more training opportunities for staff, and/or by hiring specialists such as counsellors, psychologists, interpreters and more teachers.” (2024-25 Funding Manual)

This grant is targeted to increase the amount of support teachers have in the classroom, for which the province is spending \$126 million over the three years (\$42 million per year); 2024-25 is year two. EIPS’ portion of the 2024-25 amount is \$861,061 (2022-23 was \$858,000). These funds are to support school divisions in addressing the demands placed on classrooms due to the growing number of students with

diverse cognitive, social, and emotional needs by increasing the amount of support teachers have in the classroom. As each division has diverse needs, there is flexibility to adapt this funding to their specific needs.

School authorities are free to use this money to:

- hire more educational assistants or increase their hours,
- provide more training opportunities for staff, and/or
- hire specialists such as counsellors, psychologists, interpreters, or even more teachers.

Curriculum Implementation Grant – Continuing

Two years ago, the province rolled out the new curriculum that it had been working on with an investment of \$191 million to support implementation across all subject areas for kindergarten to Grade 12 over three years. Funding for 2022-23 was \$59 million, for 2023-24 it was \$47 million, for 2024-25 this amount is \$34 million (leaving \$51 million remaining from original announcement for 2025-26). The funding will support resource development, enable the purchase of new curriculum-aligned resources, and provide for teacher professional learning for those involved in delivering the curriculum. This will maximize the benefits to students and teachers and strengthen learning in Alberta. The rates for the learning resource component and teacher professional learning component remain the same as last year. Last year the grant was for ECS – grade 6, this year it is for grades 4-6.

Curriculum work will continue into 2024-25 school year. Funding is estimated at \$304,780 for grades 4-6 science and French Immersion Language Arts and Literature. Last year it was \$786,115.

Collegiate and Dual Programming Opportunities – Continuing

As per a news release February 29, the province is spending \$50 million on Collegiate and Dual Programming opportunities to create more pathways into post-secondary education and field experiences. Collegiate schools offer specialized programming in particular subjects and/or field and provides a clear pathway for students in their chosen fields.

The Funding Manual was silent on specific funding for Collegiate funding; however, a search revealed *“The department is refining the application process and requirements for those aiming to open a collegiate school in 2025-26. Interested applicants can contact the Collegiate School Accreditation Team to develop an application that meets program requirements.”* This is a priority area for EIPS to deliver meaningful programming for senior high school students to prepare them for a successful future and life beyond high school. As industry partners are still willing to participate, EIPS will be pursuing a Collegiate school in Fort Saskatchewan and explore ways to expand career pathways opportunities in the Division.

Learning Complexity Grant – Continuing

AE is providing targeted funding to support students by addressing the remaining learning disruptions caused by the pandemic and their effect in the classroom. The province is spending an additional \$20

million over the next two years (2024-25 is year two of this amount) and will be available for students in Grades 1 to 5 for assistance with literacy and numeracy. School authorities will have the flexibility to design this programming to best meet their needs. To access this grant, EIPS will need to assess students to determine their level of literacy and numeracy needs, then submit an application to AE. The amount of funds available is not known yet; the Fall Budget will be updated with amounts once known.

Transportation Funding – Revised

The Transportation Grant has remained relatively stable from the model introduced last year. There is one small revision for *Transportation for Eligible ECS children with a severe disability or severe language delay registered after December 2, 2024 and by February 3, 2025*. These children will be eligible for 50 per cent of their applicable transportation rate. Student Transportation Services will be presenting a separate report to the Board on the Transportation Grant and corresponding fees.

The Fuel Price Contingency Program will continue. Funding will be provided when the average monthly provincial price of diesel fuel exceeds the rate of \$1.25 per litre.

System and Administration Grant – Continuing

This targeted grant has changed from the 2023-24 funding level of \$6,186,944 as it is calculated on 2022-23 actual expenditures which were approximately \$11 million higher than 2021-22 for a total of \$6,545,977. EIPS has reviewed the prescribed list of eligible expenditures and is confident it will be below the grant maximum threshold. As in 2023-24, any unused portions can be used towards other Board expenditures such as instruction. In 2022-23, \$1.49 million of this funding was redirected to schools.

Capital Maintenance and Renewal (CMR) – Continuing

The CMR grant increased from \$1.143 million to \$2.832 million in 2024-25 (\$1.689 million increase). This restores CMR back to what it was pre-COVID. The first year of CMR was 2020-21 and the regular CMR was \$2.8 million that year.

Teacher Settlement Grant – Continuing

The province calculated this payment based off the average salary reported in the 2022-23 Spring Budget Report Form (BRF) and then the 2023-24 budgeted FTE number from the 2022-23 Audited Financial Statements (AFS) submitted in November 2023. The allocation will be updated in January 2025 to incorporate the most current information from the 2023-24 AFS submitted in November 2024.

Institutional Program Grants – Continuing

AE now allocates funding using one year of projected costs and will adjust it in the following school year when actual program costs are known. Authorities will submit projected program costs for the

upcoming 2024/25 school year. The difference between the funding profile and our calculated costs are due to increase in standard cost.

School Nutrition Grants – No Change

There is no change from prior year. We await further details on the federal program and if our division or Alberta will see this.

Mental Health in Schools Pilot – Expired

AE funds expire at December 31, 2024. EIPS expended its funds by June 30, 2024. No further funds are anticipated under this program.

Other Alberta Education Targeted Grants

Specific amounts are not yet known; we will apply for them and will include in the budget when they are known:

- Collegiate School/Collegiate Program
- Dual Credit Start-up Grant and Dual Credit Enhancement Grant
- Low Incidence Supports and Services Grants

OTHER REVENUE ASSUMPTIONS

- Lease funding from AE for Strathcona Christian Secondary and Strathcona Christian Elementary has been included in the budget. Confirmation of this lease support should come at the end of June this year (last year’s confirmation was received extremely late on Jan. 4, 2024). Each year the support letter always says “one-time funding”.
- Funding for Mental Health Capacity Building (MHCB) grant of \$235,532 will remain for 2024-25, which is year two of the three-year extension signed June 2023 for the period September 1, 2023 and expiring on August 31, 2026.
- The majority of the PUF students will be able to be assessed by the Dec. 1, 2024, deadline imposed by AE, the remaining few will be completed by Feb. 1, 2025 for which we will receive 50% funding.
- Official Languages in Education Program (OLEP) is funded by the federal government and is negotiated with the provinces through *Protocols for Agreements*. The 2024-25 bilateral agreement was not ratified at the time of writing this report; ratification is anticipated by the end of April 2024. Alberta’s funding is divided between minority-language (francophone) education and French second-language instruction. EIPS’ portion is unknown at this time.

Therefore, a conservative estimate of \$225,000 has been included in revenue (last year’s amount was \$291,974). This estimate will be updated once we are informed of the amount; depending on timing the allocations may be in the Spring Budget, if not then the Fall Budget will be updated.

- Odyssey has been removed from the Spring Budget as at this time it is not known if support will continue and for what amount. Odyssey is an official languages program, also funded by the federal government and administered by Alberta Ministries. This program provides French language assistants to work in a classroom setting with teachers, utilizing games and activities to help students improve their French language. The salary is covered by program funding while EIPS covers the costs of their benefits.
- As school-based activities return to normal, School Generated Funds (SGF) have been included in the Spring Budget with a 5% inflationary increase over the 2022-23 actuals.
- School Fee collection rates for 2024-25 are expected to continue improving as the pandemic years are behind, the target is 90%. Fees will be set at cost recovery and approved by the Superintendent and Secretary-Treasurer in early May.
- Consistent with prior years, EIPS will offer a fee waiver process to support those families who cannot pay fees.

EXPENSE ASSUMPTIONS

Compensation – Standard Cost

Salary and benefits comprise over 75% of the 2023-24 budget. This is one of our biggest items and hence much time is spent estimating the costs for the upcoming year.

The use of standard costs for certificated and classified staff at the schools ensures staffing decisions are based on hiring the best person as opposed to the actual cost of individuals. It also provides timely reporting to aid monitoring and projections at the schools as costs are charged over ten months instead of tied to how individuals are paid.

The goal is to develop a standard cost for use by schools and ensure it is as close to actual as possible. A standard cost set too high will create a surplus that should have been spent on current year students. A standard cost set too low will create a deficit that must be paid from funds designated for students in future years. Neither situation is ideal but the risk to the Division is greater if a deficit is created.

Salary grid movement and benefit increases have been factored into standard costs.

Standard Costs – Schools

- Certificated standard costs are impacted by retirements (and their replacements), maternity leaves (and their replacements), sick leaves, full-time to part-time FTE ratio changes, grid movement (including its timing), economic adjustments, and benefit changes.
- A key assumption every year is that permanent staff FTE stays the same as of February 2024.
- The increase of probationary and temporary teaching positions decreases overall standard cost because our staffing mix has a reduced number of more experienced teachers than there would have been in prior years.

Standard Costs – Classified

- A weighted average salary of all employees within each paygrade was calculated with the following exceptions:
 - The standard cost rate for all positions was determined by averaging permanent staff pay rates only, which is the same process as 2023-24 except for educational assistants (EA).
 - New for 2024-25 - The Division wants to start hiring more permanent EAs, the assumption was that these would be staff from the hourly pool so 20.0 top-of-the-grid FTE were moved into the permanent pool. This movement decreased the permanent educational assistant standard cost rate by \$0.20 per hour and reduced the hourly standard cost rate by \$0.59 per hour. The decrease in the permanent pool is primarily from a higher ratio of non-certified educational assistants becoming permanent and a lower vacation average.
 - It should be noted that the difference between 20.0 hourly FTE and 20.0 permanent FTE at an average of 6.3 hours a day for 196 days is \$367,000 and that would be the value the schools would need to absorb with this hiring change.
- The following factors were considered: increments (grid movement) were projected to Aug. 31, 2024, and for 2024-25, vacation costs and benefit rate changes.

Standard Cost – Benefits

- Alberta School Employee Benefits Plan (ASEBP) has indicated that the premium rate increase for 2024-25 will be limited to an increase of 7.8% overall (2023-24 – 10.3%, 2022-23 – 7.7%) despite 9.2% being breakeven, based on claims experience. This is the third year in a row of subsidies, years two and three were 1.9% and 5.5% respectively. One wonders as to the sustainability of these subsidies as the plan grapples with inflation, and when rate increases for employers will catch up. *“Inflationary pressures have continued to put upward pressure on*

*costs for prescription drugs, medical service providers, and dental services.”*⁵ Future year increases will depend on claims experience, investment returns, and plan design changes. In the area of extended health care, the monthly premium has increased for the family rate by \$36.25/month (10.7% increase), and the dental family rate has increased \$22.50/month (12.0% increase). **The overall year-over-year net increase to ASEBP benefits for both certificated and classified staff is conservatively estimated to be approximately \$0.75 million.**

- The Experience Adjustment of various coverages decreased as follows:
 - Life Insurance, Accidental Death & Dismemberment and Extended Disability decreased due removal of 5% surcharge and return to base rate (2023-24 5% surcharge)
 - Extended Health Care, Dental, Vision – Premiums are at base rate (2023-24 was at base rate)
- Board supported benefit premiums for Life/AD&D, Extended Disability, Extended Health Care, Dental and Vision are 100% for both certificated and classified staff.
- Health Spending Account (HSA) and Wellness Spending Account (WSA) costs have been estimated based on current utilization.
- Statutory benefits such as CPP, EI, WCB and Local Authorities Pension Plan (LAPP) have been updated, where necessary, according to the latest government or LAPP information available.

An example of estimated annual increased benefit costs for an employee earning \$85,000, with family benefits:

- Dental, vision and health family rate has increased by \$608 (2023-24 – \$1,074),
- CPP/EI is \$334 more (2023-24 – \$363.65 more),
- Life and AD&D is \$12.65 less due to return to base rate (2023-24 – \$12.65 more),
- Extended disability is \$83 less due to return to base rate (2023-24 – \$134.30 more), and
- WCB (classified staff and CTS teachers) is \$136 more (2023-24 – no change).

Total increase for 2024-25 is \$982 (2023-24 – \$1,584.60).

Certificated standard cost will increase 1.79% (\$1,865) to **\$111,300** (\$95,627 in salary and \$15,673 in benefits). With 830.2 FTE budgeted as active, that increase equates to \$1.55 million. The breakdown of the net increase was a \$499 increase in salary and a \$1,366 increase in benefits.

- The classified standard cost changes range from a decrease of (2.5%) to an increase of 4.2% due to an increase in the benefit rate and salary grid movement.

⁵ “ASEBP Trustee’s Report”, February 16, 2024, page 3.

Other Expenses

Insurance

In the past number of years, the insurance market has been a ‘hard market’, there are signs that the market is beginning to soften in some coverage areas. *“The commercial insurance marketplace has faced unprecedented challenges over the past few years, resulting in a hard market and rising premiums. Fortunately, price hikes appear to be stabilizing, and most lines of cover have begun to soften. Indeed, commercial insurance prices declined 1% in the third quarter of 2023, according to insurance broking and risk management company Marsh. Prices may continue to stabilize in 2024.”*⁶

There are challenges in four main areas that continue to affect the market and it’s important for organizations to understand the trends and potential impact on premiums:

1. *“Artificial intelligence (AI) – tools can now formulate sophisticated phishing messages...leaving employers vulnerable to cyberattacks.*
2. *Extreme weather events – these continue to disrupt the market with more than \$3 billion in insured losses in 2023, according to Catastrophe Incidence and Quantification Inc. With unpredictable weather, it’s hard to predict future risks, therefore premiums could increase, especially for those in natural disaster-prone areas.*
3. *Inflation – Statistics Canada found that the cost of vehicle parts, maintenance and repairs increased 5.6% from October 2022 to September 2023. Additionally, the construction price of non-residential buildings rose more than 9% in the second quarter of 2023 compared to the year prior.*
4. *Increased crime – inflated price of goods and services has made certain products increasingly attractive to criminals.”*⁷

*“However, rates are not the only way in which insurers are seeking protection. According to Deloitte’s report, “...more insurers are realizing they have a bigger role to play in helping prevent risk, mitigating loss severity, and closing life and non-life protection gaps in global markets, especially in the face of the growing number of what appear to be financially unsupportable risks.”*⁸ Insurers are requiring clients to incorporate more loss control measures.

Given this market update, and being consistent with last year’s increases, we have built the budget with estimates of increases of 5% for liability and 30% for property coverages (last year was 5% and 15% respectively), 10% for both CBO and non-CBO vehicles (last year was 25% and 10% respectively) – assuming no large losses within the program or even within the province. If these happen, there could be a further negative impact on next year’s rates.

⁶ [CMB Insurance Brokers "The 2024 Canadian Insurance Market"](#)

⁷ [CMB Insurance Brokers "The 2024 Canadian Insurance Market"](#)

⁸ ["2024 Global Insurance Outlook: Deloitte Insights"](#)

Inflation

There are inflationary non-salary costs that are expected to increase. The overall consumer price index (CPI) for the province has once again increased significantly by 4.2% from February 2023 to February 2024 (3.5% from February 2022 to February 2023). The national average is 2.8%, Alberta has the highest increase due in large part to natural gas prices rising by 15.1 per cent year-over-year.

While the CPI is not reflective of all costs a school board would incur, there are many similarities such as furnishings, equipment, food for CTS courses, reading materials, etc. Except for utilities and custodial costs, these inflationary costs will be covered by schools and departments.

Like 2023-24, there are significant inflationary pressures in electricity, natural gas and custodial costs. ASEBP increases are also a significant inflationary item.

Carbon Tax

Continuing to affect every aspect of Division operations, carbon tax costs are factored into the budget as the tax has a significant impact on items from busing, school fees, utilities, through to most purchased goods and services as vendors increase prices to recover the impact of the tax on their operations. The amount of carbon tax paid today is just below the half-way point of what will be paid in six years when the last annual increase is implemented April 1, 2030.

The current rate is \$80/tonne effective April 1, 2024; a 23% increase over April 2023 rate of \$65/tonne. This increase equates to another 3.3 cents per litre on top of last year's 3.0 cents per litre. Since inception the increase has been 17.3 cents per litre, and by 2030 the tax could be 37.43 cents per litre - an increase of 467% over 10 years! The Federal Government continues to move ahead with its "2030 Emissions Reduction Plan" which raises the annual rate by \$15 per tonne until it reaches \$170 per tonne in 2030.

DEPARTMENT ESTIMATES AND ASSUMPTIONS

Departments will provide additional support to schools through the increased resource allocations – whether they be one time or ongoing.

Facility Services

- The methodologies utilized for 2023-24 (first developed in 2021-22 but put on hold due to COVID) are continued for 2024-25.
 - Snow removal is based on a five-year average,
 - Electricity usage is estimated on consumption averages of the last seven years, which account for potential decreases due to COVID. The current electrical contract is from

January 2024 through December 2028. It is expected electricity costs to increase in the 2024-25 year by approximately 10%. This estimate uses our contract cost as well as an estimated increase in delivery costs of 5.5%.

- Water and sewer costs are also based on a five-year average of actual costs, and
- Natural gas usage is estimated on consumption averages of the last six years, which account for potential decreases due to COVID. Costs are anticipated to increase due to carbon tax which is currently at \$4.09/GJ (23% increase over April 1, 2023, rate of \$3.32/GJ). This rate will increase by 18.75% on April 1, 2025 to \$4.86/GJ. The natural gas contract is expiring during 2024-25 as it is up for renewal in Jan. 2025. It is anticipated that GJ rates will be approximately 38% higher than our current price for an overall increase of 30%. This estimate includes a 5.0% increase in delivery costs.
 - The carbon tax cost for 2022-23 was \$330,973. It is projected that the carbon tax for 2023-24 will be \$372,881. For 2024-25, including the April 1 increase, it is estimated to be \$554,761.

Student Transportation Services (STS)

- Grant funding will be similar to 2023-24 grant claim submitted as STS incorporated all transportation changes in 2023-24.
- STS is anticipating that costs will increase due to inflation on repairs, maintenance, oils and fluids, and an increase to daily rate as well as the number of days eligible for compensation. STS's fuel is budgeted at \$1.25/litre, any additional costs in fuel will be offset by the fuel contingency funding that becomes effective when fuel rises above \$1.25/litre in the province.
- Other inflationary pressures include insurance for contracted bus operators (CBO) with an increase of 8.6 per cent (2023-24 was 25 per cent).

Human Resources

- Operations have returned to normal pre-pandemic levels in 2023-24, Human Resources has returned to using four-year averages for budgeting various staffing leaves. Last year, they used a combination of four-year and three-year averages as operations were returning to near normal as the prior COVID years were having a lesser impact.

Information Technology

- Software costs are increasing in the range of 1% to 36% for 82 software licenses; last year the average annual increase was 4.57%; foreign exchange isn't projected to change significantly from 2023-24 so these increases are due to vendor rate increases.

RESERVE ASSUMPTIONS

AE has changed the maximum limit on operating reserves. In prior years there were two limits depending on the number of students, and now there is one limit. For divisions with >6,000 students their Operating Reserve Limit excluding SGF was 3.20%, if they had <6,000 students it was 5.00%. Now going forward, the maximum limit for all is 6.0% of Total Expenses as of August 31, 2023.

For 2023-24 this amount is \$6,545,977 (@ 3.2% of 2022-23 operating reserves). The amount estimated for 2024-25 is \$12,450,213 (@ 6.0%). Once Audited Financial Statements are reviewed in November 2024, any reserve balance over the cap will be recovered by AE from remaining scheduled payments for the remainder of the 2025/26 school year.

Should a division need to exceed the cap, there are four criteria: short term requirement, one time project that requires accumulation of reserves, project related to safety of students, project has been preapproved by the Minister. Requests for exemptions must be submitted by November 30, 2025, along with a draw down plan indicating when reserves will be below the limit.

In previous Funding Manuals, AE has been clear that SGF amounts were not included when calculating the cap *“Operating Reserves for the purpose of this section includes the sum of Unrestricted Surplus and Total Operating Reserve balances net of School Generated Funds and Asset Retirement Obligation (ARO) amortization.”*⁹ However, in the 2024-25 Funding Manual, the wording has been changed to *“Operating reserves for the purpose of this section includes the sum of Unrestricted Surplus and Total Operating Reserve balances.”*¹⁰ As there had been no mention of removing SGF, Administration sought clarification from AE and it was confirmed that SGF reserves are now included in the reserve balance for the purpose of calculating the reserve cap.

CAPITAL ASSUMPTIONS

While capital construction projects, such as new schools, new modulars and large maintenance items are capital, these projects are dependent on provincial prioritization and funding. This could be in the form of project announcements, or CMR/IMR funding.

There are many other types of capital items that will be purchased from a school or department operating budget or funded from capital reserves.

Some examples are:

- Shop and CTS equipment

⁹ *“Funding Manual for School Authorities 2023/24 School Year”*, Section K3, page 153.

¹⁰ *“Funding Manual for School Authorities 2024/25 School Year”*, Section K3, page 177.

- Servers and network infrastructure
- Vehicles/buses

Capital includes most items that will last more than one year and with an individual cost greater than \$5,000.

Capital items are recorded as assets. This means that if an item is deemed to be capital it does not appear immediately in the statement of operations (i.e., as an expense). Rather it is amortized (or expensed) over the asset’s estimated useful life.

Each year, schools buy capital items from their operating budgets. Financial Services estimates about \$300,000 will be purchased (based on averages over the past several years pulling out anomalies).

Administration has drafted a Five-Year Capital Plan. A determination of where these items will be funded from (operations, capital reserves, etc.) will come in the Allocations Report.

EIPS Consolidated 5 Year Capital Plan						
2024-25 Spring Budget						
	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
	Year 1	Year 2	Year 3	Year 4	Year 5	
Information Technologies (IT)						
Switches and Access Points		68,602	102,059	577,961		748,622
Link Access Point Design Replacement	150,000					150,000
VOIP Phone System	220,000					220,000
Wireless Access Point Replacement				106,393		106,393
CEN Data Server Replacement				267,353		267,353
Central UPS Battery Replacement		8,128		8,128		16,256
Firewall Replacement			305,784			305,784
IT Sub-Total	370,000	76,730	407,843	959,835	-	1,814,408
Facility Services (FAC)						
Small Lift	45,000					45,000
Articulating Lawn Tractor	15,000					15,000
Vehicles	183,840	255,000	170,000			608,840
FAC Sub-Total	243,840	255,000	170,000	-	-	668,840
Schools (SCH)						
School Bus Replacements	581,036	126,910	290,518	-	163,609	1,162,072
School Purchases from Operating Budget	300,000	300,000	300,000	300,000	300,000	1,500,000
SCH Sub-Total	881,036	426,910	590,518	300,000	463,609	2,662,072
GRAND TOTAL	\$1,494,876	\$758,640	\$1,168,361	\$1,259,835	\$463,609	\$5,145,320

¹ Schools will pay for the buses over 10 years to the Division, Funding from Reserves is to finance the initial purchase.

APPENDIX

A. 2024-25 Budget Enrolment Detail

RESOURCES

<https://www150.statcan.gc.ca/n1/daily-quotidien/240319/dq240319a-eng.htm>

<https://www.atb.com/company/insights/alberta-economic-outlook/>

Enrolment Detail - by Sector					
	2022-23	2023-24	2024-25	Change 2023-24 Fall	
	Fall	Fall	Projected Budget	Budget to 2024-25 Projected	
	Enrolment			Enrolment Change	% Change
Sector 1 - Sherwood Park					
Bev Facey Community High	1,011	1,018	1,007	(11)	(1.1%)
Brentwood Elementary	393	456	439	(17)	(3.7%)
Clover Bar Junior High	387	392	427	35	8.9%
Davidson Creek Elementary	626	652	658	6	0.9%
École Campbelltown	364	382	382	-	0.0%
F. R. Haythorne Junior High	643	619	572	(47)	(7.6%)
Glen Allan Elementary	318	288	284	(4)	(1.4%)
Heritage Hills Elementary	494	519	502	(17)	(3.3%)
Lakeland Ridge	769	728	717	(11)	(1.5%)
Mills Haven Elementary	461	464	465	1	0.2%
Pine Street Elementary	369	372	363	(9)	(2.4%)
Salisbury Composite High	1,287	1,440	1,539	99	6.9%
Sherwood Heights Junior High	666	628	639	11	1.8%
Strathcona Christian Academy Elementary	581	577	582	5	0.9%
Strathcona Christian Academy Secondary	607	630	650	20	3.2%
Wes Hosford Elementary	347	320	293	(27)	(8.4%)
Westboro Elementary	315	247	236	(11)	(4.5%)
Woodbridge Farms Elementary	315	317	320	3	0.9%
	9,953	10,049	10,075	26	0.3%
Sector 2 -Strathcona County					
Ardrossan Elementary	612	598	602	4	0.7%
Ardrossan Junior Senior High	826	827	848	21	2.5%
Castle (Scotford Colony)	27	26	29	3	11.5%
Fultonvale Elementary Junior High	489	503	498	(5)	(1.0%)
Uncas Elementary	211	193	177	(16)	(8.3%)
	2,165	2,147	2,154	7	0.3%
Sector 3 - Fort Saskatchewan					
École Parc Élémentaire	328	352	357	5	1.4%
Fort Saskatchewan Christian	398	427	429	2	0.5%
Fort Saskatchewan Elementary	281	310	310	-	0.0%
Fort Saskatchewan High	473	469	472	3	0.6%
James Mowat Elementary	422	416	379	(37)	(8.9%)
Rudolph Hennig Junior High	436	413	443	30	7.3%
SouthPointe School	684	683	696	13	1.9%
Win Ferguson Elementary	396	411	407	(4)	(1.0%)
	3,418	3,481	3,493	12	0.4%
Sector 4 - Lamont County					
Andrew School	62	-	-	-	0.0%
Bruderheim School	116	115	105	(10)	(8.7%)
Lamont Elementary	294	331	325	(6)	(1.8%)
Lamont High	332	344	361	17	4.9%
Mundare School	111	116	107	(9)	(7.8%)
	915	906	898	(8)	(0.9%)
Sector 5 - County of Minburn					
A. L. Horton Elementary	352	353	348	(5)	(1.4%)
Pleasant Ridge Colony	17	17	23	6	35.3%
Vegreville Composite High	359	373	376	3	0.8%
	728	743	747	4	0.5%
Total Enrolment in Sectors	17,179	17,326	17,367	41	0.2%
Elk Island Youth Ranch Learning Centre	8	6	6	-	0.0%
Next Step Home Education	-	-	-	-	0.0%
Next Step Outreach	273	428	440	12	2.8%
To Be Allocated	-	-	-	-	0.0%
Total Enrolment	17,460	17,760	17,813	53	0.3%
Enrolment by Grade *					
ECS	1,363	1,373	1,285	(88)	(6.4%)
Grade 1-3	3,963	3,990	3,893	(97)	(2.4%)
Grade 4-6	3,995	3,996	4,049	53	1.3%
Grade 7-9	4,028	3,968	3,996	28	0.7%
Grade 10-12	3,830	3,999	4,144	145	3.6%
	17,179	17,326	17,367	41	0.2%
Elk Island Youth Ranch Learning Centre	8	6	6	-	0.0%
Next Step Home Education/Centre for Education	-	-	-	-	0.0%
Next Step Outreach	273	428	440	12	2.8%
Total Enrolment	17,460	17,760	17,813	53	0.3%



RECOMMENDATION REPORT

DATE: April 18, 2024

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: Student Transportation Fees 2024-25

ORIGINATOR: Lisa Weder, Director, Student Transportation

RESOURCE STAFF: Gurveer Chohan, Assistant Director, Student Transportation
Katie Thompson, Assistant Director, Student Transportation
Olga Melysh, Business Manager, Student Transportation

REFERENCE: [Policy 2: Role of the Board, section 8.11](#)
[Policy 17: Student Transportation Services](#)
[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.

RECOMMENDATIONS:

1. That the Board of Trustees approves the amendment to Board Policy 17: Student Transportation Services, to align with the *Funding Manual for School Authorities 2024-25 School Year; and*
2. That the Board approves the proposed 2024-25 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: Student Transportation Services sets out criteria and defines service levels provided by EIPS Student Transportation.

EIPS Student Transportation provided an enhanced busing service to students that exceeds the mandated service as outlined by Alberta Education. This enhanced service provided 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 references the requirement to establish a fee schedule of transportation fees, listing each type of transportation fee, with its amount, charged in the school year.

EIPS implemented the new eligibility criteria in the 2023-24 School Year as outlined in the Funding Manual for School Authorities. Alberta Education gave school authorities the option to incorporate the new eligibility criteria for the 2023-24 school year before mandating the changes for the 2024-25 school year. School authorities that chose to provide transportation that met the new eligibility criteria would receive funding to support the change.

Increased funding to address rising costs for insurance, fuel, parts, supplies, and training and to support the upcoming changes to the eligibility criteria including school of choice busing is an outcome of the new funding model. Student Transportation funding is targeted and must be used for the purpose it was allocated for and cannot be transferred to support other program areas.

The following eligibility changes were implemented in transportation for EIPS families for the 2023-24 school year:

- Student distance eligibility:
 - ✓ One kilometer or greater for students Kindergarten to Grade 6; and
 - ✓ Two kilometers or greater for students grades 7 to 12.
- Walkways were removed from the distance calculation in our transportation software. Student home to school distance is now calculated using roadways.
- Students attending a school of choice are funded to the attending school rather than the school they are designated to.

In the spring of 2023 Alberta Education used the above eligibility requirements to provide transportation funding estimates to school authorities across the province. These estimates were used to build the 2023-24 budget. In the fall of 2023 Student Transportation completed the transportation grant application and submitted it to Alberta Education. The submitted funding application reported an additional 1.4 million in revenue above the spring estimate. On March 19, 2024, after review of the funding application, Alberta Education approved the grant claim as submitted. This resulted in a significant budget surplus. To reduce the surplus, Student Transportation will be providing the following:

- A rebate of 40% or \$30.00 on the \$75.00 transportation base rate to families currently accessing busing. This rebate will be applied to the 2024-25 transportation fees for families accessing busing. If families choose not to access busing the rebate can be applied to school fees or if families are leaving the division a refund will be processed.



RECOMMENDATION REPORT

- A one-time payment to bus contractors to offset increased inflationary costs.
- A one-time payment to bus drivers that meet the Loyalty payment criteria.
- An upgraded video surveillance system and two additional cameras on each bus.

CONSIDERATION AND ANALYSIS:

Factors taken into consideration in the analysis and subsequent recommendation for the 2024-25 Fee Schedule:

- An analysis of the revenue vs. expenditures of the Student Transportation budget for both the current year and 2024-25.
- An estimate of anticipated ridership for the 2024-25 school year based on the February 2024 returning student registration and busing requests received to date.
- An increase of 4% to school bus contracts to offset inflationary costs and provide increases for bus drivers.
- Route optimization to find efficiencies where feasible.
- Six additional buses to reduce student capacity and ride times where possible.
- The increased funding Student Transportation received after completion and approval of the 2023-24 transportation funding application.

The proposed 2024-25 transportation fee schedule is reflective of the additional funding generated by the changes to the transportation funding application. Highlighted below are the proposed changes:

- The changes to the distance eligibility organically lower fees for families as significantly more students will now be eligible.
- The fee schedule has been simplified for families and follows eligibility guidelines as per the funding manual for school authorities.
- In alignment with the Transportation Funding manual for School Authorities students will be assessed an “Eligible” or “Ineligible” fee. The definitions for Eligible and Ineligible are:
 - ✓ Eligible - Students who meet the distance eligibility criteria and are therefore funded regardless of whether they attend their designated or non-designated school.
 - ✓ Ineligible – Students who do not meet the distance eligibility criteria and are not funded regardless of whether they attend their designated or non-designated school.
- Removal of the school/program of choice fee will support the new funding manual where students are funded to the school of attendance rather than their designated school. This change has generated additional revenue from the grant funding application of \$1,129,292. The loss in revenue by removing the fee is \$182,300. The overall gain is \$945,992.



RECOMMENDATION REPORT

- Removal of the non-resident fee to support the funding manual whereby parents can sign a Transfer of Student Transportation Funding Parent Declaration Form whereby allowing the transporting board the ability to claim the entire transportation grant. These students would be assessed an “eligible” fee. For non-resident students that are being transported from a stop other than their residence that is within the school division and does not meet eligibility criteria, they will be assessed an “ineligible” fee.
- Removal of the administrative fee assessed to families that access a payment plan to alleviate financial pressures for families who rely on payment plans to access busing.
- Change to Kindergarten transportation fees from half to two-thirds of total cost to reflect additional resources required to provide an elevated service level.
- Addition of an “after June 30th” rate to encourage fees paid by the June 30th deadline. The intention of this is to reduce the number of students Student Transportation is required to place on buses in the last two weeks before school starts and to ensure sufficient space on buses.

Based on the proposed fee schedule, using the current student bus registration, we will see a loss in budgeted revenue of approximately \$133,319.00. This loss in revenue is because fees have been reduced for 2,418 students and 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.

Students	Proposed Fee description	23-24 Fees	24-25 Proposed Fees	Year over Year savings
7620	<i>Eligible</i> (attending designated school)	\$75	\$75	\$0
1796	<i>Eligible</i> (attending non-designated school)	\$175	\$75	\$100
594	<i>Ineligible</i> (attending designated school)	\$225	\$150	\$75
28	<i>Ineligible</i> (attending non-designated school)	\$325	\$150	\$175
<i>Additional savings from rebate of 40% or \$30.00 if currently registered for busing</i>				

Below is the proposed 2024-25 Transportation Fee Schedule followed by the 2023-24 Transportation Fee Schedule.

ELK ISLAND PUBLIC SCHOOLS		
2024-25 TRANSPORTATION FEE SCHEDULE (PROPOSED)		
Fee Descriptions	Before June 30th	After June 30th
Eligible	\$75.00	\$100.00
<i>*Students who meet the funding eligibility criteria as per Alberta Education.</i>		
Ineligible	\$150.00	\$175.00
<i>*Students who do not meet the funding eligibility criteria as per Alberta Education.</i>		
Kindergarten Eligible	\$50.00	\$75.00
<i>*Students who meet the funding eligibility criteria as per Alberta Education.</i>		
Kindergarten Ineligible	\$100.00	\$125.00



RECOMMENDATION REPORT

<i>*Students who do not meet the funding eligibility criteria as per Alberta Education.</i>		
Additional Bus	\$100.00	\$125.00
<i>Additional stop required on a different bus route.</i>		
Administrative Fees		
Replacement Bus Pass	\$20.00	\$20.00
Refunds	\$25.00	\$25.00
*Alberta Education funding eligibility – Grades K-6 students who reside greater than or equal to 1.0 km to the school they attend. Grades 7-12 students who reside greater than or equal to 2.0 km to the school they attend.		

Transportation service to a non-designated school is subject to the criteria outlined in EIPS [Board Policy 17](#).



RECOMMENDATION REPORT

ELK ISLAND PUBLIC SCHOOLS	
2023-24 TRANSPORTATION FEE SCHEDULE	
DESCRIPTION	
Base Rate*	\$75.00
Fee for all students accessing bus service.	
Enhanced Service Fees*	
Additional service offered by EIPS. <u>The Base Rate is added to each applicable enhanced service fee from the list below.</u>	
Ineligible	\$150.00
Students who are distance ineligible; K-6 students who reside less than 1 km from the school they are attending; or Grades 7-12 students who reside less than 2 km from the school they are attending.	
Additional Bus to/from an Alternate Address	\$100.00
Fee to access an additional bus to/from an alternate address is non-refundable.	
School/Program of Choice	\$100.00
K-12 student who attends a school they're not designated to.	
Non-Resident	\$600.00
K-12 student who does not reside within the boundaries of EIPS. <i>NOTE:</i> Non-residents can only be affected by the <i>Additional Bus to/from an Alternate Address</i> enhanced service. Other enhanced service fees do not apply.	
*Kindergarten fees are half of the applicable fee.	

COMMUNICATION PLAN:

1. Update on EIPS' website and communicated to the leadership group, school councils and the appropriate community and parent groups.
2. Update Policy 17: Student Transportation Services to reflect the eligibility criteria changes as per the Alberta Education *Funding Manual for School Authorities 2024-25 School Year*.
3. Communication to parents of changes to fee schedule.
4. 2023-24 tentative student bus schedules and fee notifications will be communicated to families in May.



RECOMMENDATION REPORT

ATTACHMENTS:

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

STUDENT TRANSPORTATION SERVICES

Background

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

Guidelines

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

- 1.1. 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:
 - 1.1.1. *Kindergarten to Grade 6* – the parent or guardian resides 1.0 kilometre or more from the school the student attends; and
 - 1.1.2. *Grades 7 to 12* – the parent or guardian resides 2.0 kilometres or more from the school the student attends.
- 1.2. 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.
- 1.3. Temporary eligibility may be granted at the discretion of the Superintendent, or designate.

2. Enhanced bus service

- 2.1. May be made available, for a fee, to students who do not meet the distance eligibility requirements.
- ~~2.2. May be made available, for a fee, to students who attend a school or program of choice instead of their designated school.~~
- ~~2.3.~~2.2. May be made available, for a fee, to students who are accessing an additional bus to or from an alternate address.
- ~~2.4.~~2.3. Shall be limited to available space on existing school buses, and offered on a first-come, first-serve basis.
- ~~2.5.~~2.4. Shall be offered, providing there is no significant diversion from regular routing that:
 - ~~2.5.1.~~2.4.1. will affect ride times for other students on the bus; and
 - ~~2.5.2.~~2.4.2. will not incur additional costs after considering both funding and any associated transportation fees.If either of the above occurs, the student will be given the opportunity to meet the bus at the closest existing stop.
- ~~2.6.~~2.5. Shall be determined on an annual basis.
- ~~2.7.~~2.6. Requires that parents or guardians pay a fee for service.

3. Provision of transportation services

- 3.1. 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.
- 3.2. 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

- 4.1. Transportation fees shall be paid before accessing busing.
- 4.2. Payment options shall be made available for transportation fees.
- 4.3. A waiver process shall be in place for transportation fees to the designated school.
- 4.4. Student transportation fees shall be reviewed and approved by the Board annually.

References

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	April 27, 2023
Oct. 4, 2023	Oct. 19, 2023
April 18, 2024	

STUDENT TRANSPORTATION SERVICES

Background

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

Guidelines

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

- 1.1. 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:
 - 1.1.1. *Kindergarten to Grade 6* – the parent or guardian resides 1.0 kilometre or more from the school the student attends; and
 - 1.1.2. *Grades 7 to 12* – the parent or guardian resides 2.0 kilometres or more from the school the student attends.
- 1.2. 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.
- 1.3. Temporary eligibility may be granted at the discretion of the Superintendent, or designate.

2. Enhanced bus service

- 2.1. May be made available, for a fee, to students who do not meet the distance eligibility requirements.
- 2.2. May be made available, for a fee, to students who are accessing an additional bus to or from an alternate address.
- 2.3. Shall be limited to available space on existing school buses, and offered on a first-come, first-serve basis.
- 2.4. Shall be offered, providing there is no significant diversion from regular routing that:
 - 2.4.1. will affect ride times for other students on the bus; and
 - 2.4.2. will not incur additional costs after considering both funding and any associated transportation fees.If either of the above occurs, the student will be given the opportunity to meet the bus at the closest existing stop.
- 2.5. Shall be determined on an annual basis.
- 2.6. Requires that parents or guardians pay a fee for service.

3. Provision of transportation services

- 3.1. 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.
- 3.2. 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

- 4.1. Transportation fees shall be paid before accessing busing.
- 4.2. Payment options shall be made available for transportation fees.
- 4.3. A waiver process shall be in place for transportation fees to the designated school.
- 4.4. Student transportation fees shall be reviewed and approved by the Board annually.

References

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	April 27, 2023
Oct. 4, 2023	Oct. 19, 2023
April 18, 2024	