



**BOARD OF TRUSTEES
ELK ISLAND PUBLIC SCHOOLS**

SPECIAL
MEETING

THURSDAY, MAY 1, 2025

Boardroom
Central Services Office

AGENDA

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

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- 9 a.m. **1. CALL TO ORDER** C. Allen
- 2. LAND AND PEOPLE ACKNOWLEDGMENT**
- NEW BUSINESS**
- 3. STUDENT TRANSPORTATION FEES 2025-26** S. Stoddard/L. Weder
(encl.)
- ADJOURNMENT**

RECOMMENDATIONS: BOARD OF TRUSTEES MAY 1, 2025

2. *Land and People Acknowledgment*

New Business

3. That the Board of Trustees approves the proposed 2025-26 Student Transportation Fee Schedule, as presented.



FEEDBACK REPORT

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DATE: May 1, 2025

TO: Board of Trustees

FROM: Sandra Stoddard, Superintendent

SUBJECT: Student Transportation Fees 2025-26

ORIGINATOR: Lisa Weder, Director, Student Transportation

RESOURCE STAFF: 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](#)

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

EIPS GOAL: Quality infrastructure for all.

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

RECOMMENDATION:

That the Board of Trustees approves the proposed 2025-26 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 Elk Island Public Schools (EIPS) Student Transportation.

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

- Students attending a school of choice,
- Students attending a designated school and residing less than 2.4 km from the school; or
- Students who require 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 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 - Section 8 sets forth the requirements of a board to establish, maintain and implement policies respecting the transportation of students, the fees it proposes to charge and a fee waiver process. Section 9 and 10 reference the requirement to establish a fee schedule of transportation fees, listing each type of transportation fee, with its amount, charged in the school year.

Changes to funding as per the 2025-26 Funding Manual for School Authorities are as follows:

- ❖ 2.32% increase applied to all funding except for the Fuel Contingency funding.
- ❖ School Transportation Regulation now aligns with the funding manual distance eligibility criteria. This change will allow us to claim students who do not access transportation in kindergarten to Grade 6 who reside 1.6 km or greater and students in Grades 7-12 who reside 2.0 or greater from their designated or attending school, whichever is closer.
- ❖ Transition funding for students between 1.0 and 1.59 will be provided for the 2025-26 school year to boards who were transporting these students in 2024-25. Funding can only be claimed for students who ride the bus.
- ❖ Definition change to include “Outreach” programs as funding ineligible unless registered to a bus regardless of distance.

CONSIDERATION AND ANALYSIS:

Factors taken into consideration in the analysis and subsequent recommendation for the 2025-26 Fee Schedule:

- ❖ An analysis of the revenue vs. expenditures of the 24-25 Student Transportation budget and the 2025-26 Student Transportation budget.
- ❖ An estimate of anticipated ridership for the 2025-26 school year based on February 2025 returning student registrations less five percent to allow for a decline in ridership given the proposed increase to the 2025-26 Transportation Fees.
- ❖ An analysis of the 2025-26 Transportation application funding grant.
- ❖ Route optimization to find efficiencies where feasible resulting in a decrease of four bus routes.
- ❖ The changes to the 2025-26 Funding Manual for School Authorities, specifically the alignment of the distance eligibility criteria mandated in the School Transportation Regulation with the funding manual. This change will come into effect September 2025.



RECOMMENDATION REPORT

The proposed 2025-26 Transportation fee schedule will align with the Transportation Funding manual for School Authorities whereby students will be assessed an eligibility status of either “Eligible” or “Ineligible.” 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.

Based on the proposed 2025-26 Transportation Fee schedule, we will see an increase in budgeted revenue of approximately \$283,900.00. This gain in revenue is reflective of the proposed fee increase required to balance the 2025-26 Transportation Budget. Below is a table that details the proposed 2025-26 fee assessment including a year over year percentage and dollar amount increase to the fees as well as the estimated revenue increase generated. The data included in the table is based on the 2024-25 fees that were collected at the “before June 30th” rate. Eighty-five percent of fee payments were collected at the “before June 30th” rate.

Fee Type	Estimated number of Fees	Proposed 25-26 Fees	\$ Increase	% Increase	Proposed 25-26 Fee Totals
Eligible	8922	\$100.00	\$25.00	33%	\$892,200.00
Ineligible	612	\$200.00	\$50.00	33%	\$122,400.00
Kindergarten eligible	571	\$65.00	\$15.00	30%	\$37,115.00
Kindergarten ineligible	68	\$130.00	\$30.00	30%	\$8,840.00
Additional Busing	644	\$130.00	\$30.00	30%	\$83,720.00
Kindergarten Additional	13	\$100.00	\$25.00	33%	\$1,300.00
Total	10830		Avg \$ Inc	Avg % Inc	\$1,145,575.00
Proposed Fee Increase Revenue generated		\$283,900.00	\$29.17	32%	

The charts below are the Proposed 2025-26 Fee Schedule and the current 2024-25 Fee Schedule. The need for an “Early Incentive fee” is to ensure that Student Transportation can meet service level expectations and assist in department planning for the upcoming year. This includes capacities on buses, student registrations, enough buses and drivers to accommodate ridership, and accurate bus scheduling.



RECOMMENDATION REPORT

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Proposed ELK ISLAND PUBLIC SCHOOLS 2025-26 TRANSPORTATION FEE SCHEDULE

DESCRIPTION	Early Incentive Rate (by June 30 th , 2025)	2025-26 Transportation Rate
Eligible - Students who meet the funding eligibility criteria as per Alberta Education. (Includes full-time Kindergarten)	\$100	\$125
Ineligible - Students who do not meet the funding eligibility criteria as per Alberta Education. (Includes full-time Kindergarten)	\$200	\$225
Kindergarten Eligible - Kindergarten students who meet the funding eligibility criteria as per Alberta Education.	\$65	\$90
Kindergarten Ineligible - Kindergarten students who do not meet the funding eligibility criteria as per Alberta Education.	\$130	\$155
Additional Bus - Additional stop required on a different bus route is non-refundable. (Includes full-time Kindergarten)	\$130	\$155
Kindergarten Additional Bus - Additional stop required on a different bus route is non-refundable.	\$100	\$125

ELK ISLAND PUBLIC SCHOOLS 2024-25 TRANSPORTATION FEE SCHEDULE

DESCRIPTION	By June 30 th , 2024	After June 30 th , 2024
Eligible - Students who meet the funding eligibility criteria as per Alberta Education.	\$75	\$100
Ineligible - Students who do not meet the funding eligibility criteria as per Alberta Education.	\$150	\$175
Kindergarten Eligible - Kindergarten students who meet the funding eligibility criteria as per Alberta Education.	\$50	\$75
Kindergarten Ineligible - Kindergarten students who do not meet the funding eligibility criteria as per Alberta Education.	\$100	\$125
Additional Bus - Additional stop required on a different bus route is non-refundable.	\$100	\$125
Kindergarten Additional Bus - Additional stop required on a different bus route is non-refundable.	\$75	\$100

- ❖ If approved at the Board meeting, update EIPS' website and communicate with the leadership group, school councils and the appropriate community and parent groups.
- ❖ Update Policy 17: Student Transportation Services to reflect the eligibility criteria changes as per the 2025-26 Alberta Education manual for School Authorities.
- ❖ Communication with parents of 2025-26 Transportation Fee Schedule.
- ❖ 2025-26 tentative student bus schedules and fee notifications will be communicated to families by mid-May.