



Board Meeting Agenda

June 22, 2016 – 4:30 p.m.

- 1. Call to Order**
- 2. Consideration of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
 - 4.1 Amendment/Correction of Minutes
 - 4.2 Approval of Minutes of the Regular Meeting of May 25, 2016
- 5. Presentations**
 - 5.1 K&E Program Review/Summary Report
Mr. Mark Lockwood, Director of Curriculum and Instruction,
Sturgeon School Division
 - 5.2 C2 Update
Mr. Thomas Holmes, Principal Learning Centres and Coordinator
of Learning Support, Sturgeon School Division and Ms. Sherri
Devolder, Vice Principal, Redwater School

- 6. Reports from Senior Administration**
- 7. Reports from Trustees and Standing Committees**
 - 7.1 Chair's Report
 - 7.2 Trustees' Reports
 - 7.3 Building
 - 7.4 Finance & Human Resources
 - 7.5 Education Policy
 - 7.6 Advocacy
 - 7.7 Transportation
- 8. Reports from Special Committees**
 - 8.1 Alberta School Boards Association Representative
 - 8.2 Public School Boards' Association of Alberta Representative
- 9. New Business**
 - 9.1 Policy E/IV/2 – Smoke Free Environment
 - 9.2 Lease Agreement – Town of Gibbons – Bon Accord Community School
 - 9.3 Lease Agreement – Town of Gibbons – Gibbons School
 - 9.4 Educational Services Agreement – Language Immersion -Elk Island Public Schools

- 9.5 Educational Services Agreement – Language Immersion
-Greater St. Albert Catholic Schools
- 9.6 Educational Services Agreement – Language Immersion
-St. Albert Public Schools
- 9.7 2016 – 2017 Preliminary Sturgeon School Division Budget
- 9.8 Monthly Financial Report
- 9.9 July/August Committee of the Whole and Board Meetings
- 9.10 Annual Report re: Off Campus Education

10. Unfinished Business

11. Notices of Motion

12. Information

13. Comment & Question Period

- 13.1 ATA; CUPE
- 13.2 Community Members
- 13.3 Media

14. Requests for Information

15. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on May 25, 2016**

Table of Contents

| | <u>Resolution #</u> |
|---|---------------------|
| Approval of Agenda..... | 045 |
| Approval of Minutes..... | 046 |
| New Business | |
| Joint Use Agreement-Town of Bon Accord-BACS School/LS School | 047 |
| SIGIS Child Care Society Lease Agreement..... | 048 |
| Non Resident Fee Schedule | 049 |
| French Immersion Transportation | 050 |
| Locally Developed Courses Approval-English AP 35 (5 credits)..... | 051 |
| Locally Developed Courses Approval-Film Studies 15, 25, 35 (3 credits) | 052 |
| Locally Developed Courses Approval-Film Studies 15, 25, 35 (5 credits) | 053 |
| Locally Developed Courses Approval-Forensic Science Studies 35 (5 credits) | 054 |
| Locally Developed Courses Approval-Instrumental Jazz 15, 25, 35 (3 credits) | 055 |
| Locally Developed Courses Approval-Instrumental Jazz 15, 25, 35 (5 credits) | 056 |
| Locally Developed Courses Approval-Musical Theatre 15, 25, 35 (3 credits) | 057 |
| Locally Developed Courses Approval-Musical Theatre 15, 25, 35 (5 credits) | 058 |
| Locally Developed Courses Approval-Vocal Jazz 15, 25, 35 (3 credits) | 059 |
| Locally Developed Courses Approval-Vocal Jazz 15, 25, 35 (5 credits) | 060 |
| Locally Developed Courses Approval-Work Place Skills 25, 35 (3 credits) | 061 |
| Locally Developed Courses Approval-Work Place Skills 25, 35 (5 credits) | 062 |



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on May 25, 2016**

Roll Call

Present were Trustees: Ms. Tracy Nowak (Chair), Mrs. Liz Kohle (Vice Chair), Mrs. Misty Featherley, Mr. Terry Jewell, Mrs. Wendy Miller, Mrs. Michelle Mychasiw, Mrs. Shelley Porter; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent, Human Resources & Leadership Support), Mrs. Ruth Kuik (Associate Superintendent, Education Services);

Call to Order

The Chair called the meeting to order at 4:34 p.m.

Consideration of Agenda

#045/2016 – Moved by Mrs. Mychasiw that the agenda be approved.

CARRIED 7/0

Appointments

There were no appointments.

Approval of Minutes

#046/2016 - Moved by Mr. Jewell that the minutes of the Regular Meeting of April 27, 2016 be approved.

CARRIED 7/0

Presentations

3 Year Plan Update

Mr. Mark Lockwood, Director of Curriculum and Instruction, Sturgeon School Division, provided an update with respect to the development of the 3 Year Education Plan goals.

Learning Centres Report

Mr. Thomas Holmes, Principal, Learning Centres and Coordinator of Learning Support, Sturgeon School Division, provided an update with respect to the Learning Centres educational activities and Summer School.

Reports from Senior Administration

A verbal and written report was presented on behalf of Senior Administration.

Reports from Trustees and Standing Committees

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal report was provided.

Finance & Human Resources

No report was provided.

Education Policy

A verbal report was provided.

Advocacy Committee

No report was provided.

Transportation

No report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards' Association of Alberta Representative

No report was provided.

New Business

Joint Use Agreement – Town of Bon Accord – Bon Accord School/Lilian Schick School #047/2016-Moved by Trustee Kohle that the Board of Trustees approve the Joint Use Agreement with the Town of Bon Accord as amended as follows:

2.4-add 'Joint Use' before Committee

2.4-amend 'or' to 'and'

Numbering after 4.7-add '4.8'

CARRIED 7/0

SIGIS Child Care Society Lease Agreement

#048/2016-Moved by Trustee Miller that the Board of Trustees approve the Lease Agreement with SIGIS Child Care Society for a children's centre at Sturgeon Heights School for the 2016-2017 school year.

CARRIED 7/0

Non Resident Fee Schedule

#049/2016-Moved by Trustee Jewell that the Board of Trustees approve the Non Resident Fee Schedule for the 2016-2017 school year.

CARRIED 7/0

French Immersion Transportation

#050/2016-Moved by Trustee Mychasiw that the Board of Trustees approve the French Immersion Bus to St. Albert managed by Sturgeon School Division for the 2016-2017 school year and reassess the route for the 2017-2018 school year.

CARRIED 5/2

Opposed Ms. Nowak/Mrs. Porter

Locally Developed Courses Approval – English AP 35 (5 credits)

#051/2016-Moved by Trustee Jewell that the Board of Trustees approve the locally developed course English 35 AP for 5 credits acquired from Red Deer Public School District No. 104 to be authorized as a course of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Film Studies 15, 25, 35 (3 credits)

#052/2016-Moved by Trustee Miller that the Board of Trustees approve the locally developed courses Film Studies 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2017 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Film Studies 15, 25, 35 (5 credits)

#053/2016-Moved by Trustee Featherley that the Board of Trustees approve the locally developed courses Film Studies 15, 25, 35 for 5 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2017 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Forensic Science 35 (5 credits)

#054/2016-Moved by Trustee Mychasiw that the Board of Trustees approve the locally developed course Forensic Science for 5 credits acquired from Pembina Hills Regional Division No. 7 to be authorized as a course of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Instrumental Jazz 15, 25, 35 (3 credits)

#055/2016-Moved by Trustee Kohle that the Board of Trustees approve the locally developed courses Instrumental Jazz 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Instrumental Jazz 15, 25, 35 (5 credits)

#056/2016-Moved by Trustee Mychasiw that the Board of Trustees approve the locally developed courses Instrumental Jazz 15, 25, 35 for 5 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Musical Theatre 15, 25, 35 (3 credits)

#057/2016-Moved by Trustee Featherley that the Board of Trustees approve the locally developed courses Musical Theatre 15, 25, 35 for 3 credits acquired from Calgary Roman Catholic Separate School District No. 1 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Musical Theatre 15, 25, 35 (5 credits)

#058/2016-Moved by Trustee Miller that the Board of Trustees approve the locally developed courses Musical Theatre 15, 25, 35 for 5 credits acquired from Calgary Roman Catholic Separate School District No. 1 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Vocal Jazz (3 credits)

#059/2016-Moved by Trustee Kohle that the Board of Trustees approve the locally developed courses Vocal Jazz 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Vocal Jazz (5 credits)

#060/2016-Moved by Trustee Mychasiw that the Board of Trustees approve the locally developed courses Vocal Jazz for 5 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Work Place Skills 25, 35 (3 credits)

#061/2016-Moved by Trustee Kohle that the Board of Trustees approve the locally developed courses Work Place Skills 25, 35 for 3 credits acquired from Edmonton School District No. 7 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Locally Developed Courses Approval – Work Place Skills 25, 35 (5 credits)
#062/2016-Moved by Trustee Jewell that the Board of Trustees approve the locally developed courses Work Place Skills 25, 35 for 5 credits acquired from Edmonton School District No. 7 to be authorized as courses of study within Sturgeon School Division from September 1, 2016-August 31, 2020 using the listed resources as per the course outline.

CARRIED 7/0

Unfinished Business

Notices of Motion

There were no Notices of Motion.

Information

There were no requests for information.

Comment & Question Period

ATA: CUPE

No report was provided.

Community Members

Media

Inquiries were made regarding the financial Carbon Levy impact on Sturgeon School Division.

Requests for Information

There were no requests for information.

#063/2016 – 5:43 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 7/0

#064/2016 – 6:26 p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 7/0

Close of Meeting

The Chair adjourned the meeting at 6:27 pm.

Chair

Date

Secretary-Treasurer



Memorandum

Date: June 22, 2016
To: Public Board
From: Senior Administration
Subject: Seniors' Report

The Edmonton Regional Learning Consortium

The Edmonton Regional Learning Consortium (ERLC) is one of seven regional consortia in Alberta established to support regional professional development needs for all those who influence student learning. They work with schools, school authorities and seven partner organizations to create professional development opportunities in an ongoing, coordinated and cost-effective manner. As an advocate for quality professional development and as a service provider, ERLC works with its partners to develop, implement and assess professional development programs and comprehensive plans that support adult learning for students' sake. In 2015-16 ERLC offered 343 sessions and 121 days were dedicated to work directly with school districts. In total 13, 557 adult learners have benefitted from ERLC sessions and facilitators. SSD has worked closely with ERLC in developing professional development for professional learning communities and evidence based decision making.

Alberta Education Business 2016/19

Alberta Education has added one additional outcome to its business plan for 2016/19.

| AB. Education outcomes 2016/19 | Proposed SSD priorities for 2016/19 |
|--|---|
| 1. Alberta students are successful | Quality teaching and learning A culture of mental, emotional, social and physical well being |
| 2. The achievement gap between FNMI students and all students will be eliminated | Quality teaching and learning A safe and caring learning environment where everyone belongs |
| 3. Alberta's education system is inclusive (NEW OUTCOME) | A safe and caring learning environment where everyone belongs A culture of mental, emotional, social and physical well being |
| 4. Alberta has excellent teachers, school and school authority leaders | Quality teaching and learning |
| 5. The education system is well governed and managed | Quality teaching and learning A culture of mental, emotional, social and physical well being |

Field Trips

Attached for Trustee information is a memo regarding recently approved school field trips.

BOARD

G.O



Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Ruth Kuik, Associate Superintendent
Subject: Fieldtrip Report

Field Trips

Board Policy F/II/4, "Field Trips" and Administrative Practice Administration 5, "Field Trip Operational Procedures" require that "the principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside of the Province of Alberta". The Administrative Practice further stipulates that "the Board shall be provided, as information, all field trips that are overnight and/or out-of-province".

Overnight:

Sturgeon Composite High School

August 24 – 28, 2016 The Bellerose/Sturgeon Football Team (5 Sturgeon Composite High School students & 35 Bellerose School students) will travel to Kelowna, British Columbia for varsity games.

Sturgeon Heights School

March 25 – April 1, 2017 18 Junior High Students to visit Boston, New York City, Philadelphia and Washington, DC for a cultural, scientific and historical experience.



Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Policy E/IV/2 – Smoke-Free Environment Policy

Background

At the June 8, 2016 Committee of the Whole meeting Trustees reviewed Policy E/IV/2 – Smoke-Free Environment Policy and forwarded to the Public Board meeting.

Recommendation:

That the Board of Trustees rescind Policy E/IV/2 – Smoke-Free Environment Policy



E/IV/2 – Smoke-Free Environment Policy

E/IV/2

EFFECTIVE: June 3, 1987

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

1.0 POLICY

- 1.1 The Board recognizes its responsibility to ensure the creation of a healthy working environment for Division staff and students. Furthermore, the Board is aware of the importance of setting a positive example for students in its care.
- 1.2 The Board prohibits smoking by all persons in all Board facilities and Board owned vehicles at all times, and on its grounds during the Board's operational control of such facilities.

2.0 GUIDELINES

- 2.1 This policy is applicable to all users of Board facilities including students, employees and visitors.
- 2.2 All candidates considered for employment with the Sturgeon School Division will be informed of the Smoke-Free Environment Policy prior to appointment.
- 2.3 The Superintendent is responsible for advising all employees and other users of the smoke-free policy and ensuring that the policy is applied.
- 2.4 The Superintendent is responsible to determine if smoking is to be sanctioned on school property during non-school hours when the school is leased or loaned to groups or individuals.
- 2.5 The Manager of Operations and Maintenance is responsible to determine a 'prescribed distance' from windows, doorways, and air intakes that will prevent tobacco smoke from entering a school.
- 2.6 Principals are responsible to ensure that the policy applies to all staff, students, parents and visitors.
- 2.7 If smoking is sanctioned on a school property by the Superintendent during non-school hours, the principal of that school, with the Manager of Operations and Maintenance, is responsible to ensure that a smoking area is designated which is the 'prescribed distance', per sec. 2.5, above.

References: *School Act: Sec. 60(3)(c)(i)*
Tobacco Prevention Act, secs. 1(f)(k), 3(a)(b)(d)



Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Lease Agreement – Town of Gibbons – Bon Accord Community School

Background:

Attached is a draft lease agreement with the Town of Gibbons for an out of school care program at Bon Accord Community School for the 2016 – 2017 school year. This lease agreement was reviewed at the June 8, 2016 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve the Lease Agreement with the Town of Gibbons for an out of school care program at Bon Accord Community School for the 2016 – 2017 school year.

Between:

**The Board of Trustees of
Sturgeon School Division No. 24**

and

The Town of Gibbons

Bon Accord Community School

LEASE AGREEMENT

Table of Contents

| | <u>Page</u> |
|---|-------------|
| Summary of Certain Basic Lease Provisions | 1 |
| 1.0 Lease, Premises, Term, Rent, and Additional Rent | 2 |
| 1.1 Lease and the Premises | 2 |
| 1.2 Term and Early Termination | 2 |
| 1.3 Rent..... | 2 |
| 1.4 Taxes..... | 3 |
| 1.5 Liabilities..... | 3 |
| 1.6 Business Tax Levies..... | 3 |
| 2.0 Repair | 3 |
| 2.1 Repair by Tenant | 3 |
| 2.2 Landlord Repair..... | 4 |
| 2.3 Entry to Inspect | 4 |
| 2.4 Destruction of Premises | 4 |
| 3.0 Use of Premises | 5 |
| 3.1 Use..... | 5 |
| 3.2 Alcohol – Tobacco | 6 |
| 3.3 Compliance with Laws..... | 6 |
| 3.4 Zoning..... | 6 |
| 4.0 Insurance and Indemnification | 6 |
| 4.1 Tenant Insurance | 6 |
| 4.2 Increase or Cancellation of Insurance | 7 |
| 4.3 Indemnification of Landlord | 7 |
| 4.4 Loss and Damage | 8 |
| 4.5 Landlord’s Insurance..... | 8 |
| 5.0 Use of Common Areas | 8 |
| 5.1 Common Areas – Non-Exclusive Use | 8 |

| | |
|---|-----------|
| 6.0 Alterations and Signs | 9 |
| 6.1 Alterations and Changes by Tenant | 9 |
| 6.2 Condition of Premises | 9 |
| 6.3 Tenant's Signs | 9 |
| 7.0 Default of Tenant | 9 |
| 7.1 Landlord's Performance of Tenant's Obligations..... | 9 |
| 8.0 Overholding | 9 |
| 8.1 No Tacit Renewal..... | 9 |
| 9.0 Landlord's Covenant | 10 |
| 9.1 Quiet Possession | 10 |
| 10.0 Expropriation | 10 |
| 10.1 Cancellation..... | 10 |
| 11.0 Miscellaneous | 10 |
| 11.1 Notice | 10 |
| 11.2 Amendments | 11 |
| 11.3 Registration | 11 |
| 11.4 Successors and Assigns..... | 11 |
| 11.5 Acceptance | 11 |
| 11.6 Rules and Regulations..... | 11 |

This Lease made the _____ day of _____, 2016.

BETWEEN:

**The Board of Trustees of
Sturgeon School Division No. 24**
(the "Landlord").

and

The Town of Gibbons
(the "Tenant")

In consideration of the mutual covenants herein contained, the parties agree as follows:

Summary of Certain Basic Lease Provisions

The following is a summary of certain basic Lease provisions, which are a part of, and are in certain instances referred to in subsequent provisions of this Lease. In the event of any conflict between the contents of this section and the remaining provisions of this Lease, the said remaining provisions shall govern.

- a. Address of Landlord: Sturgeon School Division No. 24
9820 – 104 Street
Morinville, Alberta
T8R 1L8
- b. Address of Tenant: Town of Gibbons
Box 68
Gibbons, AB T0A 1N0
- c. Building: Room 202, Bon Accord Community School
- d. Rent: xxxxxxxxx
- e. Term: xxxxxxxxx
- f. Floor area of Premises: 675 square feet
- g. Permitted Use of Premises: Out of School Care Program

Lease

1.0 Lease, Premises, Term, Rent, and Additional Rent

1.1 Lease and the Premises

The Landlord leases to the Tenant a portion of a building known as the Bon Accord Community School, 4715 – 57 Street, Bon Accord, Alberta (herein called the “Building”), Room 202, containing 675 square feet (herein called “the premises”). The Landlord agrees that the Tenant may have access to Room 202, times of such access to be determined solely by the Landlord.

1.2 Term and Early Termination

The term of the Lease is xxxxxxxx.

In the event that the leased space is required by the Landlord for instructional purposes, the lease can be terminated with sixty days’ notice to the Tenant. The determination of what space is required for instructional purposes rests solely with the Landlord.

In the event that the leased space is not required by the Tenant, the lease can be terminated with sixty days’ notice to the Landlord.

1.3 Rent

The Tenant will pay to the Landlord at Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta, or such other place the Landlord designates, without deduction or set-off, rent as follows:

1.3.1 xxxxxxxx;

1.4 Taxes

- 1.4.1 The Tenant acknowledges that the Premises may not be exempt from assessment pursuant to the Municipal Taxation Act of Alberta. Subject to subparagraph 1.4.2, in the event realty taxes and assessments are levied, rated, charged, or assessed solely against the Premises, directly or indirectly as a result of the use, trade carried on or occupation of the Premises, the Tenant shall pay all such levies, rates, charges, or assessments upon their due date and shall provide evidence of such payment satisfactory to the Landlord.
- 1.4.2 In the event of the entire Building, or any portion thereof, for any reason whatsoever, should become subject to assessment, the Landlord, at its sole option, may terminate this Agreement.

1.5 Liabilities

The landlord shall pay when due all rates and charges for light, power, heat, garbage collection or disposal, water, sewer, gas, or other utilities (excluding telephone) used in connection with the Premises.

1.6 Business Tax Levies

The Tenant will pay when due any business tax, income tax, license, or any other tax rate, charge, duty, fee, or assessment whether imposed by any municipality, legislative, or other authority which may be rated, levied, or assessed in connection with the activity or activities carried on within the Premises and will provide to the Landlord when requested receipts evidencing payment in full.

2.0 Repair

2.1 Repair by Tenant

- 2.1.1 The Tenant shall (subject to subparagraph 2.1.2) throughout the term, at its sole cost and expense and with due diligence and dispatch, keep and maintain in good order, condition, and repair, making all needed repairs and replacements (including damage caused by vandalism) as determined by the Landlord, acting reasonably, the whole of the Premises and every part thereof whether furnished or installed by the Landlord or Tenant.

2.1.2 All repairs and replacements which are the responsibility of the Tenant under this Lease shall be performed by the Landlord, at the Tenant's sole cost and expense. Upon completion, the Tenant shall pay to the Landlord on demand, as additional rent, the Landlord's costs and expenses in connection with the work.

2.2 Landlord Repair

The Landlord will keep in good and substantial state of repair the foundations, roofs, exterior walls, (excluding glass), structural subfloors, bearing walls, columns, beams, and other structural elements of the Building and the Premises, and the systems provided for bringing utilities to the Premises and other parts of the Building, unless such repairs are due to any act, omission, neglect, or default of the Tenant or those for whom the Tenant is in law responsible.

2.3 Entry to Inspect

The Landlord or anyone designated by it shall be entitled at all reasonable times to:

- 2.3.1 Enter and examine the state of maintenance, repair and condition of the Premises;
- 2.3.2 Make repairs or perform any other obligation which the Tenant is required to make pursuant to the terms of this Lease;
- 2.3.3 Make any repairs which the Landlord, in its sole opinion, considers necessary or advisable, whether or not the obligation of the Tenant or the Landlord under this Lease.

The Tenant shall not impede or interfere with such entry or the exercise of any of the Landlord's rights hereunder. The Landlord shall not unreasonably interfere with the Tenant's business operations in the Premises. The Landlord will not be liable for damage to the property of the Tenant or of others located on the premises as a result of an entry unless caused by the negligence of the Landlord or those for whom the Landlord is responsible in law.

2.4 Destruction of Premises

- 2.4.1 In the event of the Total Destruction or Partial Destruction of the Premises by any cause, then this Lease shall terminate from the date when such destruction occurs. The Tenant shall immediately surrender the Premises

and all its interest therein to the Landlord. "Total Destruction" shall mean such damage to the Premises whereby they are not fit for use by the Tenant for the Tenant's activities and which cannot reasonably be repaired or rebuilt within 90 days after the occurrence of the damage.

- 2.4.2 A certificate of an architect appointed by the Landlord certifying that Total Destruction or Partial Destruction has occurred shall be binding and conclusive upon both the Landlord and Tenant.

3.0 Use of Premises

3.1 Use

The Premises will not be used for any purpose other than the purpose of conducting the business of Out of School Care Program and the Tenant will not commit or permit:

- 3.1.1 Any waste upon or damage to the Premises;
- 3.1.2 A nuisance or other thing that might disturb the quiet enjoyment of any other tenants in the building or which unreasonably disturbs or interferes with or annoys any person; or
- 3.1.3 Any act or practice which may damage the Building;

and the Tenant shall not:

- 3.1.4 Permit or allow any odours, vapours, steam, water, vibrations, noises, or other undesirable effects to emanate from the Premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort, or convenience of the Landlord or any occupants of the Building;
- 3.1.5 Permit the Premises to be used in any manner so as to constitute a hazard; or whether or not any of the foregoing nuisances or acts or conduct arises out of the use of the Premises for a purpose permitted by this Lease. If the Tenant is in default of any of the foregoing, the Tenant shall forthwith take such steps as are necessary to cure any such default.

3.2 Alcohol – Tobacco

The Tenant shall not permit the sale, use, distribution, consumption, or presence of alcoholic beverages on the Premises. In addition the Tenant shall not permit or allow smoking on the Premises. The Tenant shall comply with all smoking bans imposed throughout the Building by the Landlord.

3.3 Compliance with Laws

The Tenant covenants that it shall, at its sole cost and expense, comply with and observe the requirements of all statutes, by-laws, ordinances, regulations, and orders at any time enforced during the term of this lease which are applicable to the Tenant or the condition, maintenance, use, occupation, alterations, additions, changes, substitutions, repairs, or replacements of or to the Premises, and any equipment, machinery, or other facilities in, on or used in connection with the Premises or any part thereof including without limitation any regulation, order or requirement of the Canadian Fire Underwriters Association or any successor body having similar functions and of any liability or fire insurance company by which the Landlord or the Tenant may be insured at any time during the term, whether or not such a statute, by-law, law, ordinance, regulation, order, or requirement be of a kind now existing or within the contemplation of the Landlord or the Tenant.

3.4 Zoning

The Tenant represents and warrants that the Premises and their use complies with all the zoning requirements of any governmental authority having jurisdiction. The Tenant shall apply and be responsible for any permits or consents that may be required and if such permits or consents cannot be obtained then this Lease shall be null and void. Evidence of such permits or consents shall be made available to the Landlord when requested. The Landlord makes no representation or warranty that such permits or consents will be granted or available to the Tenant.

4.0 Insurance and Indemnification

4.1 Tenant Insurance

The Tenant will take out and keep in force throughout the term:

- 4.1.1 All risks, direct damage insurance upon its fixtures and improvements and all parts of the Premises (including glass) which the Tenant is obligated to keep in repair under Section 2.0 to the full replacement value thereof; and

- 4.1.2 Comprehensive general liability insurance against claims for personal injury, death or property damage or loss arising out of all operations of the Tenant and other persons conducting business on or from the Premises, indemnifying and protecting the Landlord and the Tenant to a limit of \$2,000,000 inclusive.

Each insurance policy will name the Landlord as an additional named insured or contain a waiver of the right of subrogation against the Landlord and will contain a clause that the insurer will not cancel or change or refuse to renew the insurance without first giving the Landlord 15 days prior written notice. The Tenant will deliver the Landlord copies or certificates of the policies upon execution of the Agreement. If the Tenant fails to take out or keep in force any policy of insurance required, the Landlord may do so and pay the premium and the Tenant will pay to the Landlord the amount so paid as additional rent on the 1st day of the month following the payment by the Landlord.

4.2 Increase or Cancellation of Insurance

The Tenant agrees that it will not keep or use in the Premises any article which may be prohibited by insurance policies in force from time to time covering the Premises or the Building. In the event the Tenant's occupancy or, conduct of business in the Premises, whether or not the Landlord has consented to the same, or any acts or omissions of the Tenant causes any increase in premiums for the insurance carried by the Landlord with respect to the Building, the Tenant shall pay any such increase in premiums as additional rent. If any insurance policy on the Building is to be cancelled or coverage thereunder reduced by reason of the use and occupation of the Premises by the Tenant and the Tenant fails to remedy the conditions giving rise to cancellation or reduction of coverage within 48 hours after notice by the Landlord, the Landlord may at its option terminate this Lease.

4.3 Indemnification of Landlord

Notwithstanding any other terms, covenants, and conditions contained in this Lease and except to the extent that the loss of life, personal injury, or damage to property referred to in this paragraph is cause by the negligence of the Landlord or another person for whose negligence the Landlord is responsible in law, the Tenant will indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury or damage to property arising from any occurrence on the Premises or the occupancy or the use of the Premises or occasioned totally or in part by an

act or omission of the Tenant, its employees, agents, customers, invitees, or anyone permitted by the Tenant to be on the Premises. If the Landlord shall, without fault on its part be made a party to any litigation commenced by or against the Tenant, the Tenant shall protect, indemnify and hold the Landlord harmless and pay all the costs, expenses, and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses, and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord enforcing this Lease.

4.4 Loss and Damage

Unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law, the Landlord is not liable for the death of, or injury to the Tenant or others on the Premises or for the loss of or damage to property of the Tenant by theft or otherwise. Without limiting the generality of the foregoing, the Landlord is not liable for death, injury, loss, or damage of or to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, snow, or leaks from any part of the Premises or the Building, or from the pipes, appliances, or plumbing works, or from the roof, street, or subsurface, or from any other place or by dampness or by other cause of any kind or caused by other tenants or occupants or other persons on the Premises or in any other part of the Building or resulting from construction, alteration or repair.

4.5 Landlord's Insurance

The Landlord will insure and keep enforced throughout the term all risks direct damage insurance on the Building, excluding improvements upon which the Tenant is obliged to take out insurance, and in amounts such as would be carried by a prudent owner.

5.0 Use of Common Areas

5.1 Common Areas – Non-Exclusive Use

The Tenant, its employees, customers, or other invitees, in common with others, shall have the use of all common areas, hallways, stairways, and sidewalks adjoining to or required in order to obtain access to the Premises, subject to the control and management of the Landlord. The Landlord may alter the location of the components of the common area of the Building and construct additions to or extend any part, provided the Landlord will not disturb the operation of the Tenant's activities any more than is reasonably necessary in the circumstances.

6.0 Alterations and Signs

6.1 Alterations and Changes by Tenant

The Tenant shall make no alterations to the Premises.

6.2 Condition of Premises

The Tenant, having examined the Premises accepts the same in their present condition. The Landlord makes no representation and shall not be liable for any latent defects nor for any change of conditions affecting the Premises.

6.3 Tenant's Signs

The Tenant will not place or permit any sign, awning, or advertising matter anywhere without first obtaining the Landlord's consent.

7.0 Default of Tenant

7.1 Landlord's Performance of Tenant's Obligations

If the Tenant fails to perform an obligation under this Lease the Landlord may perform (but shall not be obliged to) the obligation. All expenses incurred by or on behalf of the Landlord under this Section will be payable as additional rent by the Tenant upon receipt of an invoice from the Landlord. The Landlord will not be liable to the Tenant for loss or damage resulting from such action by the Landlord unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law.

8.0 Overholding

8.1 No Tacit Renewal

If the Tenant remains in possession of the Premises after the end of the term of this Lease, the Tenant will be considered to be occupying the Premises as a Tenant from month to month upon the terms and conditions set forth in this Lease including rental.

9.0 Landlord's Covenant

9.1 Quiet Possession

Subject to the provisions of this Lease the Landlord covenants with the Tenant for quiet enjoyment.

10.0 Expropriation

10.1 Cancellation

- 11.1.1 If all or part of the Building in which the Premises are located is expropriated the landlord may cancel this Lease.
- 11.1.2 Cancellation by the Landlord shall be upon 30 days' notice in writing.
- 11.1.3 Upon notice being given by the Landlord this Lease is cancelled from the date the expropriating authority takes possession. The tenant shall then surrender all interest in the Premises to the Landlord.

11.0 Miscellaneous

11.1 Notice

Any notice to be given pursuant to this Lease shall be in writing and shall be sufficiently given if delivered in person to the Landlord or the Tenant, or mailed by registered mail addressed:

- 11.1.1 If to the Landlord as follows: Sturgeon School Division No. 24
9820 – 104 Street
Morinville, AB T8R 1L8
- 11.1.2 If to the Tenant as follows: Town of Gibbons
PO Box 68
Gibbons, AB T0A 1N0

A notice mailed as aforesaid will be considered to have been given to the party to which it is address on the third business day following the date of mailing. Either party may give notice of change of address by notice in writing to the other. In the event of a disruption or threatened disruption in the Canadian postal system, all notices shall be delivered and shall not be mailed.

11.2 Amendments

This lease can be changed only by a document signed by the Landlord and Tenant.

11.3 Registration

The Tenant will not register this Lease.

11.4 Successors and Assigns

This lease binds and benefits the parties and their respective heirs, executives, administrators, successors, and assigns.

11.5 Acceptance

The Tenant does hereby accept this Lease of the Premises to be held by it as a Tenant subject to the conditions, restrictions and covenants contained herein.

11.6 Rules and Regulations

The Tenant shall observe and perform all rules and regulations, if any attached as Schedule "A". If no rules and regulations are in existence at the date of this Lease, the Landlord shall have the right to declare and from time to time amend or add further rules and regulations relating to the Premises. No rule, regulation or modification will contradict a provision of this Lease. Any amendment, variation, or addition to the rules and regulations shall be binding upon the Tenant when the Landlord mails a copy to the Tenant, in accordance with the provision in clause 11.1.

The PARTIES HERETO have executed this Lease Agreement as of the day and year first written above.

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

Town of Gibbons

Per: _____
Signature

Name and Position



9820- 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Lease Agreement – Town of Gibbons – Gibbons School

Background:

Attached is a draft lease agreement with the Town of Gibbons for an out of school care program at Gibbons School for the 2016 – 2017 school year. This lease agreement was reviewed at the June 8, 2016 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve the Lease Agreement with the Town of Gibbons for an out of school care program at Gibbons School for the 2016 – 2017 school year.

BOARD 9.3

Between:

**The Board of Trustees of
Sturgeon School Division No. 24**

and

The Town of Gibbons

Gibbons School

LEASE AGREEMENT

Table of Contents

| | <u>Page</u> |
|---|-------------|
| Summary of Certain Basic Lease Provisions | 1 |
| 1.0 Lease, Premises, Term, Rent, and Additional Rent | 2 |
| 1.1 Lease and the Premises | 2 |
| 1.2 Term and Early Termination | 2 |
| 1.3 Rent..... | 2 |
| 1.4 Taxes..... | 3 |
| 1.5 Liabilities..... | 3 |
| 1.6 Business Tax Levies..... | 3 |
| 2.0 Repair | 3 |
| 2.1 Repair by Tenant | 3 |
| 2.2 Landlord Repair..... | 4 |
| 2.3 Entry to Inspect | 4 |
| 2.4 Destruction of Premises | 4 |
| 3.0 Use of Premises | 5 |
| 3.1 Use..... | 5 |
| 3.2 Alcohol – Tobacco | 6 |
| 3.3 Compliance with Laws..... | 6 |
| 3.4 Zoning..... | 6 |
| 4.0 Insurance and Indemnification | 6 |
| 4.1 Tenant Insurance | 6 |
| 4.2 Increase or Cancellation of Insurance | 7 |
| 4.3 Indemnification of Landlord | 7 |
| 4.4 Loss and Damage | 8 |
| 4.5 Landlord’s Insurance..... | 8 |
| 5.0 Use of Common Areas | 8 |
| 5.1 Common Areas – Non-Exclusive Use | 8 |

| | |
|---|-----------|
| 6.0 Alterations and Signs | 9 |
| 6.1 Alterations and Changes by Tenant | 9 |
| 6.2 Condition of Premises | 9 |
| 6.3 Tenant's Signs | 9 |
| 7.0 Default of Tenant | 9 |
| 7.1 Landlord's Performance of Tenant's Obligations..... | 9 |
| 8.0 Overholding | 9 |
| 8.1 No Tacit Renewal..... | 9 |
| 9.0 Landlord's Covenant | 10 |
| 9.1 Quiet Possession | 10 |
| 10.0 Expropriation | 10 |
| 10.1 Cancellation..... | 10 |
| 11.0 Miscellaneous | 10 |
| 11.1 Notice | 10 |
| 11.2 Amendments | 11 |
| 11.3 Registration | 11 |
| 11.4 Successors and Assigns..... | 11 |
| 11.5 Acceptance | 11 |
| 11.6 Rules and Regulations..... | 11 |

This Lease Agreement made the _____ day of _____, 2016.

BETWEEN:

**The Board of Trustees of
Sturgeon School Division No. 24**
(the "Landlord").

and

The Town of Gibbons
(the "Tenant")

In consideration of the mutual covenants herein contained, the parties agree as follows:

Summary of Certain Basic Lease Provisions

The following is a summary of certain basic Lease provisions, which are a part of, and are in certain instances referred to in subsequent provisions of this Lease. In the event of any conflict between the contents of this section and the remaining provisions of this Lease, the said remaining provisions shall govern.

- a. Address of Landlord: Sturgeon School Division No. 24
9820 – 104 Street
Morinville, Alberta
T8R 1L8
- b. Address of Tenant: Town of Gibbons
Box 68
Gibbons, AB T0A 1N0
- c. Building: Room 007, Gibbons School
- d. Rent: xxxxxxxxx
- e. Term: xxxxxxxxx
- f. Floor area of Premises: 900 square feet
- g. Permitted Use of Premises: Out of School Care Program

Lease

1.0 Lease, Premises, Term, Rent, and Additional Rent

1.1 Lease and the Premises

The Landlord leases to the Tenant a portion of a building known as the Gibbons School, 4908 – 51 Avenue, Gibbons, Alberta (herein called the “Building”), Room 007, containing 900 square feet (herein called “the premises”). The Landlord agrees that the Tenant may have access to Room 006, times of such access to be determined solely by the Landlord.

1.2 Term and Early Termination

The term of the Lease is xxxxxxxxx.

In the event that the leased space is required by the Landlord for instructional purposes, the lease can be terminated with sixty days’ notice to the Tenant. The determination of what space is required for instructional purposes rests solely with the Landlord.

In the event that the leased space is not required by the Tenant, the lease can be terminated with sixty days’ notice to the Landlord.

1.3 Rent

The Tenant will pay to the Landlord at Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta, or such other place the Landlord designates, without deduction or set-off, rent as follows:

1.3.1 xxxxxxxxxx;

1.4 Taxes

- 1.4.1 The Tenant acknowledges that the Premises may not be exempt from assessment pursuant to the Municipal Taxation Act of Alberta. Subject to subparagraph 1.4.2, in the event realty taxes and assessments are levied, rated, charged, or assessed solely against the Premises, directly or indirectly as a result of the use, trade carried on or occupation of the Premises, the Tenant shall pay all such levies, rates, charges, or assessments upon their due date and shall provide evidence of such payment satisfactory to the Landlord.
- 1.4.2 In the event of the entire Building, or any portion thereof, for any reason whatsoever, should become subject to assessment, the Landlord, at its sole option, may terminate this Agreement.

1.5 Liabilities

The landlord shall pay when due all rates and charges for light, power, heat, garbage collection or disposal, water, sewer, gas, or other utilities (excluding telephone) used in connection with the Premises.

1.6 Business Tax Levies

The Tenant will pay when due any business tax, income tax, license, or any other tax rate, charge, duty, fee, or assessment whether imposed by any municipality, legislative, or other authority which may be rated, levied, or assessed in connection with the activity or activities carried on within the Premises and will provide to the Landlord when requested receipts evidencing payment in full.

2.0 Repair

2.1 Repair by Tenant

- 2.1.1 The Tenant shall (subject to subparagraph 2.1.2) throughout the term, at its sole cost and expense and with due diligence and dispatch, keep and maintain in good order, condition, and repair, making all needed repairs and replacements (including damage caused by vandalism) as determined by the Landlord, acting reasonably, the whole of the Premises and every part thereof whether furnished or installed by the Landlord or Tenant.

2.1.2 All repairs and replacements which are the responsibility of the Tenant under this Lease shall be performed by the Landlord, at the Tenant's sole cost and expense. Upon completion, the Tenant shall pay to the Landlord on demand, as additional rent, the Landlord's costs and expenses in connection with the work.

2.2 Landlord Repair

The Landlord will keep in good and substantial state of repair the foundations, roofs, exterior walls, (excluding glass), structural subfloors, bearing walls, columns, beams, and other structural elements of the Building and the Premises, and the systems provided for bringing utilities to the Premises and other parts of the Building, unless such repairs are due to any act, omission, neglect, or default of the Tenant or those for whom the Tenant is in law responsible.

2.3 Entry to Inspect

The Landlord or anyone designated by it shall be entitled at all reasonable times to:

- 2.3.1 Enter and examine the state of maintenance, repair and condition of the Premises;
- 2.3.2 Make repairs or perform any other obligation which the Tenant is required to make pursuant to the terms of this Lease;
- 2.3.3 Make any repairs which the Landlord, in its sole opinion, considers necessary or advisable, whether or not the obligation of the Tenant or the Landlord under this Lease.

The Tenant shall not impede or interfere with such entry or the exercise of any of the Landlord's rights hereunder. The Landlord shall not unreasonably interfere with the Tenant's business operations in the Premises. The Landlord will not be liable for damage to the property of the Tenant or of others located on the premises as a result of an entry unless caused by the negligence of the Landlord or those for whom the Landlord is responsible in law.

2.4 Destruction of Premises

- 2.4.1 In the event of the Total Destruction or Partial Destruction of the Premises by any cause, then this Lease shall terminate from the date when such destruction occurs. The Tenant shall immediately surrender the Premises

and all its interest therein to the Landlord. "Total Destruction" shall mean such damage to the Premises whereby they are not fit for use by the Tenant for the Tenant's activities and which cannot reasonably be repaired or rebuilt within 90 days after the occurrence of the damage.

- 2.4.2 A certificate of an architect appointed by the Landlord certifying that Total Destruction or Partial Destruction has occurred shall be binding and conclusive upon both the Landlord and Tenant.

3.0 Use of Premises

3.1 Use

The Premises will not be used for any purpose other than the purpose of conducting the business of Out of School Care Program and the Tenant will not commit or permit:

- 3.1.1 Any waste upon or damage to the Premises;
- 3.1.2 A nuisance or other thing that might disturb the quiet enjoyment of any other tenants in the building or which unreasonably disturbs or interferes with or annoys any person; or
- 3.1.3 Any act or practice which may damage the Building;

and the Tenant shall not:

- 3.1.4 Permit or allow any odours, vapours, steam, water, vibrations, noises, or other undesirable effects to emanate from the Premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort, or convenience of the Landlord or any occupants of the Building;
- 3.1.5 Permit the Premises to be used in any manner so as to constitute a hazard; or whether or not any of the foregoing nuisances or acts or conduct arises out of the use of the Premises for a purpose permitted by this Lease. If the Tenant is in default of any of the foregoing, the Tenant shall forthwith take such steps as are necessary to cure any such default.

3.2 Alcohol – Tobacco

The Tenant shall not permit the sale, use, distribution, consumption, or presence of alcoholic beverages on the Premises. In addition the Tenant shall not permit or allow smoking on the Premises. The Tenant shall comply with all smoking bans imposed throughout the Building by the Landlord.

3.3 Compliance with Laws

The Tenant covenants that it shall, at its sole cost and expense, comply with and observe the requirements of all statutes, by-laws, ordinances, regulations, and orders at any time enforced during the term of this lease which are applicable to the Tenant or the condition, maintenance, use, occupation, alterations, additions, changes, substitutions, repairs, or replacements of or to the Premises, and any equipment, machinery, or other facilities in, on or used in connection with the Premises or any part thereof including without limitation any regulation, order or requirement of the Canadian Fire Underwriters Association or any successor body having similar functions and of any liability or fire insurance company by which the Landlord or the Tenant may be insured at any time during the term, whether or not such a statute, by-law, law, ordinance, regulation, order, or requirement be of a kind now existing or within the contemplation of the Landlord or the Tenant.

3.4 Zoning

The Tenant represents and warrants that the Premises and their use complies with all the zoning requirements of any governmental authority having jurisdiction. The Tenant shall apply and be responsible for any permits or consents that may be required and if such permits or consents cannot be obtained then this Lease shall be null and void. Evidence of such permits or consents shall be made available to the Landlord when requested. The Landlord makes no representation or warranty that such permits or consents will be granted or available to the Tenant.

4.0 Insurance and Indemnification

4.1 Tenant Insurance

The Tenant will take out and keep in force throughout the term:

- 4.1.1 All risks, direct damage insurance upon its fixtures and improvements and all parts of the Premises (including glass) which the Tenant is obligated to keep in repair under Section 2.0 to the full replacement value thereof; and

- 4.1.2 Comprehensive general liability insurance against claims for personal injury, death or property damage or loss arising out of all operations of the Tenant and other persons conducting business on or from the Premises, indemnifying and protecting the Landlord and the Tenant to a limit of \$2,000,000 inclusive.

Each insurance policy will name the Landlord as an additional named insured or contain a waiver of the right of subrogation against the Landlord and will contain a clause that the insurer will not cancel or change or refuse to renew the insurance without first giving the Landlord 15 days prior written notice. The Tenant will deliver the Landlord copies or certificates of the policies upon execution of the Agreement. If the Tenant fails to take out or keep in force any policy of insurance required, the Landlord may do so and pay the premium and the Tenant will pay to the Landlord the amount so paid as additional rent on the 1st day of the month following the payment by the Landlord.

4.2 Increase or Cancellation of Insurance

The Tenant agrees that it will not keep or use in the Premises any article which may be prohibited by insurance policies in force from time to time covering the Premises or the Building. In the event the Tenant's occupancy or, conduct of business in the Premises, whether or not the Landlord has consented to the same, or any acts or omissions of the Tenant causes any increase in premiums for the insurance carried by the Landlord with respect to the Building, the Tenant shall pay any such increase in premiums as additional rent. If any insurance policy on the Building is to be cancelled or coverage thereunder reduced by reason of the use and occupation of the Premises by the Tenant and the Tenant fails to remedy the conditions giving rise to cancellation or reduction of coverage within 48 hours after notice by the Landlord, the Landlord may at its option terminate this Lease.

4.3 Indemnification of Landlord

Notwithstanding any other terms, covenants, and conditions contained in this Lease and except to the extent that the loss of life, personal injury, or damage to property referred to in this paragraph is cause by the negligence of the Landlord or another person for whose negligence the Landlord is responsible in law, the Tenant will indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury or damage to property arising from any occurrence on the Premises or the occupancy or the use of the Premises or occasioned totally or in part by an act or omission of the Tenant, its employees, agents, customers, invitees, or anyone

permitted by the Tenant to be on the Premises. If the Landlord shall, without fault on its part be made a party to any litigation commenced by or against the Tenant, the Tenant shall protect, indemnify and hold the Landlord harmless and pay all the costs, expenses, and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses, and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord enforcing this Lease.

4.4 Loss and Damage

Unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law, the Landlord is not liable for the death of, or injury to the Tenant or others on the Premises or for the loss of or damage to property of the Tenant by theft or otherwise. Without limiting the generality of the foregoing, the Landlord is not liable for death, injury, loss, or damage of or to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, snow, or leaks from any part of the Premises or the Building, or from the pipes, appliances, or plumbing works, or from the roof, street, or subsurface, or from any other place or by dampness or by other cause of any kind or caused by other tenants or occupants or other persons on the Premises or in any other part of the Building or resulting from construction, alteration or repair.

4.5 Landlord's Insurance

The Landlord will insure and keep enforced throughout the term all risks direct damage insurance on the Building, excluding improvements upon which the Tenant is obliged to take out insurance, and in amounts such as would be carried by a prudent owner.

5.0 Use of Common Areas

5.1 Common Areas – Non-Exclusive Use

The Tenant, its employees, customers, or other invitees, in common with others, shall have the use of all common areas, hallways, stairways, and sidewalks adjoining to or required in order to obtain access to the Premises, subject to the control and management of the Landlord. The Landlord may alter the location of the components of the common area of the Building and construct additions to or extend any part, provided the Landlord will not disturb the operation of the Tenant's activities any more than is reasonably necessary in the circumstances.

6.0 Alterations and Signs

6.1 Alterations and Changes by Tenant

The Tenant shall make no alterations to the Premises.

6.2 Condition of Premises

The Tenant, having examined the Premises accepts the same in their present condition. The Landlord makes no representation and shall not be liable for any latent defects nor for any change of conditions affecting the Premises.

6.3 Tenant's Signs

The Tenant will not place or permit any sign, awning, or advertising matter anywhere without first obtaining the Landlord's consent.

7.0 Default of Tenant

7.1 Landlord's Performance of Tenant's Obligations

If the Tenant fails to perform an obligation under this Lease the Landlord may perform (but shall not be obliged to) the obligation. All expenses incurred by or on behalf of the Landlord under this Section will be payable as additional rent by the Tenant upon receipt of an invoice from the Landlord. The Landlord will not be liable to the Tenant for loss or damage resulting from such action by the Landlord unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law.

8.0 Overholding

8.1 No Tacit Renewal

If the Tenant remains in possession of the Premises after the end of the term of this Lease, the Tenant will be considered to be occupying the Premises as a Tenant from month to month upon the terms and conditions set forth in this Lease including rental.

9.0 Landlord's Covenant

9.1 Quiet Possession

Subject to the provisions of this Lease the Landlord covenants with the Tenant for quiet enjoyment.

10.0 Expropriation

10.1 Cancellation

- 11.1.1 If all or part of the Building in which the Premises are located is expropriated the landlord may cancel this Lease.
- 11.1.2 Cancellation by the Landlord shall be upon 30 days' notice in writing.
- 11.1.3 Upon notice being given by the Landlord this Lease is cancelled from the date the expropriating authority takes possession. The tenant shall then surrender all interest in the Premises to the Landlord.

11.0 Miscellaneous

11.1 Notice

Any notice to be given pursuant to this Lease shall be in writing and shall be sufficiently given if delivered in person to the Landlord or the Tenant, or mailed by registered mail addressed:

11.1.1 if to the Landlord as follows: Sturgeon School Division No. 24
9820 – 104 Street
Morinville, AB T8R 1L8

11.1.2 if to the Tenant as follows: Town of Gibbons
PO Box 68
Gibbons, AB T0A 1N0

A notice mailed as aforesaid will be considered to have been given to the party to which it is address on the third business day following the date of mailing. Either party may give notice of change of address by notice in writing to the other. In the event of a disruption or threatened disruption in the Canadian postal system, all notices shall be delivered and shall not be mailed.

11.2 Amendments

This lease can be changed only by a document signed by the Landlord and Tenant.

11.3 Registration

The Tenant will not register this Lease.

11.4 Successors and Assigns

This lease binds and benefits the parties and their respective heirs, executives, administrators, successors, and assigns.

11.5 Acceptance

The Tenant does hereby accept this Lease of the Premises to be held by it as a Tenant subject to the conditions, restrictions and covenants contained herein.

11.6 Rules and Regulations

The Tenant shall observe and perform all rules and regulations, if any attached as Schedule "A". If no rules and regulations are in existence at the date of this Lease, the Landlord shall have the right to declare and from time to time amend or add further rules and regulations relating to the Premises. No rule, regulation or modification will contradict a provision of this Lease. Any amendment, variation, or addition to the rules and regulations shall be binding upon the Tenant when the Landlord mails a copy to the Tenant, in accordance with the provision in clause 11.1.

The PARTIES HERETO have executed this Lease Agreement as of the day and year first written above.

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

Town of Gibbons

Per: _____
Signature

Name and Position



Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Educational Agreement - Language Immersion -
Sturgeon School Division Transported Students
Elk Island Public Schools

Background:

At the June 8, 2016 Committee of the Whole meeting, the Board of Trustees referred the Educational Agreements – Language Immersion – Sturgeon School Division Transported Students to the June Board meeting.

Attached you will find a draft Education Agreement for the 2016 – 2017 school year for Elk Island Public Schools.

Recommendation:

That the Board of Trustees approve the Educational Agreement – Language Immersion – Sturgeon School Division Transported Students with Elk Island Public Schools for the 2016 – 2017 school year.

Language Immersion Education Agreement

Sturgeon School Division No. 24 agrees to enter into this Education Agreement with Elk Island Public Schools for the 2016 – 2017 school year.

This agreement is based on the following provisions:

1. The Board of Trustees of Sturgeon School Division No. 24 directs our students, listed herein on Schedule A, to the French Immersion program in Elk Island Public Schools.
2. Sturgeon School Division No. 24 will submit and be the recipient of the Alberta Education Transportation funds. Elk Island Public Schools will register and be the recipient of the Alberta Education Instructional funds.

Signed:

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

Date: _____

Elk Island Public Schools

Per: _____

Date: _____

SCHEDULE A
2016-2017 School Year

The following students are transported by parents to their respective schools. Sturgeon School Division No. 24 agrees to provide the parent with transportation funding based on Alberta Education grant rates.

| <u>NAME</u> | <u>AB ED ID#</u> | <u>ADDRESS</u> | <u>GRADE</u> | <u>SCHOOL</u> | <u>JURISDICTION</u> |
|-------------|------------------|-----------------|--------------|---------------|---------------------------|
| Student 'A' | | Sturgeon County | 7 | Ardrossan | Elk Island Public Schools |
| Student 'B' | | Sturgeon County | 11 | Ardrossan | Elk Island Public Schools |
| Student 'C' | | Sturgeon County | 9 | Ardrossan | Elk Island Public Schools |
| Student 'D' | | Sturgeon County | 6 | Ardrossan | Elk Island Public Schools |
| Student 'E' | | Sturgeon County | 8 | Ardrossan | Elk Island Public Schools |
| Student 'F' | | Sturgeon County | 2 | Ecole Park | Elk Island Public Schools |
| Student 'G' | | Sturgeon County | 4 | Ecole Park | Elk Island Public Schools |
| Student 'H' | | Sturgeon County | 4 | Ecole Park | Elk Island Public Schools |
| Student 'I' | | Sturgeon County | 3 | Ecole Park | Elk Island Public Schools |
| Student 'J' | | Sturgeon County | 1 | Ecole Park | Elk Island Public Schools |
| Student 'K' | | Sturgeon County | 1 | Ecole Park | Elk Island Public Schools |

Denotes new student



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Educational Agreement - Language Immersion -
Sturgeon School Division Transported Students
Greater St. Albert Catholic Schools

Background:

At the June 8, 2016 Committee of the Whole meeting, the Board of Trustees referred the Educational Agreements – Language Immersion – Sturgeon School Division Transported Students to the June Board meeting.

Attached you will find a draft Education Agreement for the 2016 – 2017 school year for Greater St. Albert Roman Catholic Schools.

Recommendation:

That the Board of Trustees approve the Educational Agreement – Language Immersion – Sturgeon School Division Transported Students with Greater St. Albert Catholic Schools 2016 – 2017 school year.

BOARD 9.5

Language Immersion Education Agreement

Sturgeon School Division No. 24 agrees to enter into this Education Agreement with Greater St. Albert Catholic Schools for the 2016 – 2017 school year.

This agreement is based on the following provisions:

1. The Board of Trustees of Sturgeon School Division No. 24 directs our students, listed herein on Schedule A, to the French Immersion program in Greater St. Albert Catholic Schools.
2. Sturgeon School Division No. 24 will submit and be the recipient of the Alberta Education Transportation funds. Greater St. Albert Catholic Schools will register and be the recipient of the Alberta Education Instructional funds.

Signed:

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

Date: _____

Greater St. Albert Catholic Schools

Per: _____

Date: _____

SCHEDULE A

2016-2017 School Year

The following students are transported by parents or a Sturgeon School Division bus to their respective schools. Sturgeon School Division No. 24 agrees to provide the parent with transportation funding based on Alberta Education grant rates.

| <u>NAME</u> | <u>AB ED ID #</u> | <u>GRADE</u> | <u>ADDRESS</u> | <u>SCHOOLS</u> | <u>JURISDICTION</u> |
|-----------------|-------------------|--------------|-----------------|---------------------|---------------------|
| Student 'A' | | 5 | Sturgeon County | Ecole Father Jan | Greater St. Albert |
| Student 'B' | | 2 | Sturgeon County | Ecole Father Jan | Greater St. Albert |
| Bus Student 'C' | | 6 | Morinville | Ecole Marie Poburan | Greater St. Albert |
| Bus Student 'D' | | 6 | Lancaster Park | Ecole Marie Poburan | Greater St. Albert |
| Bus Student 'E' | | 6 | Sturgeon County | Ecole Marie Poburan | Greater St. Albert |
| Bus Student 'F' | | 6 | Lancaster Park | Ecole Marie Poburan | Greater St. Albert |
| Bus Student 'G' | | 3 | Sturgeon County | Ecole Marie Poburan | Greater St. Albert |
| Bus Student 'H' | | 4 | Sturgeon County | Ecole Marie Poburan | Greater St. Albert |
| Student 'I' | | 11 | Sturgeon County | Ecole St.Marguerite | Greater St. Albert |
| Student 'J' | | 9 | Sturgeon County | Ecole St.Marguerite | Greater St. Albert |
| Bus Student 'K' | | 9 | Lancaster Park | Ecole St.Marguerite | Greater St. Albert |
| Student 'L' | | 7 | Sturgeon County | Ecole St.Marguerite | Greater St. Albert |
| Student 'M' | | 7 | Sturgeon County | Ecole St.Marguerite | Greater St. Albert |
| Student 'N' | | 9 | Sturgeon County | Ecole St.Marguerite | Greater St. Albert |

| | | | | |
|--------------|----|-----------------|-----------------------------|--------------------|
| Student 'O' | 7 | Sturgeon County | Georges H Primeau | Greater St. Albert |
| Student 'P' | 5 | Sturgeon County | Georges H Primeau | Greater St. Albert |
| Student 'Q' | 8 | Sturgeon County | Georges H Primeau | Greater St. Albert |
| Student 'R' | 5 | Sturgeon County | Georges H Primeau | Greater St. Albert |
| Student 'S' | 7 | Sturgeon County | Georges H Primeau | Greater St. Albert |
| Student 'T' | 5 | Sturgeon County | Georges H Primeau | Greater St. Albert |
| Student 'U' | 11 | Sturgeon County | Morinville Comp High School | Greater St. Albert |
| Student 'V' | 9 | Sturgeon County | Morinville Comp High School | Greater St. Albert |
| Student 'W' | 9 | Sturgeon County | Morinville Comp High School | Greater St. Albert |
| Student 'X'; | 9 | Sturgeon County | Morinville Comp High School | Greater St. Albert |
| Student 'Y' | 2 | Sturgeon County | Notre Dame School | Greater St. Albert |
| Student 'Z' | 2 | Sturgeon County | Notre Dame School | Greater St. Albert |

Denotes New Student

Print date May 30, 2016



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Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Educational Agreement - Language Immersion -
Sturgeon School Division Transported Students
St. Albert Public Schools

Background:

At the June 8, 2016 Committee of the Whole meeting, the Board of Trustees referred the Educational Agreements – Language Immersion – Sturgeon School Division Transported Students to the June Board meeting.

Attached you will find a draft Education Agreement for the 2016 – 2017 school year for St. Albert Public Schools.

Recommendation:

That the Board of Trustees approve the Educational Agreement – Language Immersion – Sturgeon School Division Transported Students with St. Albert Public Schools for the 2016 -2017 school year.

BOARD 9.0

Language Immersion Education Agreement

Sturgeon School Division No. 24 agrees to enter into this Education Agreement with St. Albert Public Schools for the 2016 – 2017 school year.

This agreement is based on the following provisions:

1. The Board of Trustees of Sturgeon School Division No. 24 directs our students, listed herein on Schedule A, to the French Immersion program in St. Albert Public Schools.
2. Sturgeon School Division No. 24 will submit and be the recipient of the Alberta Education Transportation funds. St. Albert Public Schools will register and be the recipient of the Alberta Education Instructional funds.

Signed:

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

Date: _____

St. Albert Public Schools

Per: _____

Date: _____

SCHEDULE A

2016-2017 School Year

The following students are transported by parents or a Sturgeon School Division bus to their respective schools. Sturgeon School Division No. 24 agrees to provide the parent with transportation funding based on Alberta Education grant rates.

| <u>NAME</u> | <u>AB ED ID #</u> | <u>GRADE</u> | <u>ADDRESS</u> | <u>SCHOOLS</u> | <u>JURISDICTION</u> |
|-----------------|-------------------|--------------|-----------------|----------------|---------------------------|
| Bus Student 'A' | | 5 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Bus Student 'B' | | 2 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Bus Student 'C' | | 1 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Bus Student 'E' | | 3 | Lancaster Park | Leo Nickerson | |
| Bus Student 'F' | | 1 | Lancaster Park | Leo Nickerson | |
| Student 'G' | | 3 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Student 'H' | | 6 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Student 'I' | | 2 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Student 'J' | | 5 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Student 'K' | | 3 | Sturgeon County | Leo Nickerson | St. Albert Public Schools |
| Student 'L' | | 5 | Morinville | Muriel Martin | St. Albert Public Schools |
| Student 'M' | | 6 | Sturgeon County | Muriel Martin | St. Albert Public Schools |
| Bus Student 'N' | | 10 | Sturgeon County | Paul Kane | St. Albert Public Schools |

| | | | | |
|------------------|----|-----------------|--------------------|---------------------------|
| Student 'O' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Bus Student 'P' | 12 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'Q' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'R' | 12 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'S' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'T' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'U' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'V' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'W' | 11 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Bus Student 'X' | 12 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'Y' | 12 | Sturgeon County | Paul Kane | St. Albert Public Schools |
| Student 'Z' | 9 | Morinville | Sir George Simpson | St. Albert Public Schools |
| Bus Student 'A2' | 8 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Bus Student 'B2' | 8 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Bus Student 'C2' | 9 | Lancaster Park | Sir George Simpson | St. Albert Public Schools |
| Student 'D2' | 9 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Student 'E2' | 8 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Student 'F2' | 9 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Student 'G2' | 9 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Student 'H2' | 8 | Sturgeon County | Sir George Simpson | St. Albert Public Schools |
| Student 'I2' | 7 | Morinville | Sir George Simpson | St. Albert Public Schools |
| Student 'J2' | 9 | Morinville | Sir George Simpson | St. Albert Public Schools |

Denotes New Student

Print Date May 26, 2016



Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: 2016 – 2017 Preliminary Sturgeon School Division Budget

Background

Attached you will find the 2016 – 2017 Preliminary Sturgeon School Division Budget as referred to the June 22, 2016 Board meeting at the Committee of the Whole meeting held on June 8, 2016.

Recommendation:

That Board of Trustees approve the following:

1. The 2016 – 2017 Preliminary Sturgeon School Division budget.
2. The Sturgeon School Division Budget Report for the year ending August 31, 2017.



Sturgeon School Division No. 24

Budget Report

School Year

2016-2017

...where great things are happening!

Table of Contents

| | |
|--|----|
| Guiding Principles, 3 Year Education Plan, Board Priorities | 3 |
| Budget Background, Highlights, Assumptions and Risks | 4 |
| Student Projections | 5 |
| Statement of Revenues | 6 |
| Schedule of Detailed Revenue | 7 |
| Schedule of Fees | 10 |
| Program Allocations | 11 |
| Statement of Expenditures | 12 |
| Staffing Summary | 14 |
| Board of Trustees Budget | 15 |
| Schedule of School Allocations | 16 |
| Plant Operations and Maintenance Budget | 17 |
| Transportation Budget | 18 |
| Budgeted Statement of Operations | 19 |
| Projected Schedule of Accumulated Surplus | 20 |
| <u>Attachments</u> | 21 |
| I. Budget Report for the year ended August 31, 2017 (Alberta Education Report) | 22 |
| II Student Projections by Schools and Grades | 32 |
| III. Resource Allocation Document | 33 |
| IV. Schedule of Centrally Administered Expenditures | 38 |

Guiding Principles, Education Plan Goals and Board Priorities

Sturgeon School Division's Budget is the fiscal plan intended to achieve the stated goals and objectives of the Board in accordance with the Vision, Mission and Values, Three Year Education Plan Priorities and the Board Priorities.

Vision, Mission and Values

- Vision:** Sturgeon School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.
- Mission:** Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.
- Values:** Excellence in Teaching Shared responsibility. Mutual respect. Belonging. Learning choices. Communication.

Three Year Education Plan Priorities

Critical Thinking and Problem Solving Skills

1. Students meet outcomes identified within the Ministerial Order 001/2013.
2. Students develop grade/program appropriate language, numeracy, and communication skills on an ongoing basis.
3. Students use technology to support and demonstrate their learning.

Recognition of the Individual and Opportunities for Success

1. Instructional practice reflects the Sturgeon School Division Values, Excellence in Teaching and Learning Choices.
2. Students are engaged in their learning.
3. Students have access to a diversity of program and instruction.
4. Teachers and administrators have opportunity to develop and demonstrate their instructional leadership skills.
5. Students complete their high school program.

Building Relationships Between: students and their peers, students and adults, students and curriculum and school and home/community

1. School reflect the Sturgeon School Division Values, Shared Responsibility, Mutual Respect, Belonging and Communication.
2. All members of the school community, students and adults, experience positive and respectful personal interactions.
2. Members of the school community, students and adults, contribute to their school and community.
3. Students are meaningfully engaged in their learning.

Board Priorities

- The Division is committed to hiring the brightest and the best, and encouraging continuous improvement in employees.
- **Learning and Teaching:** The Division ensures that students have access to programs and resources that enable them to challenge their potential.
- **Organization and Decision-Making Structure:** The Division accesses and applies the best knowledge and skills to achieve the most effective and efficient use of financial, physical and human resources in schools and the division office.
- **Monitoring and Supervising:** The Division maintains an organization, reporting and supervisory structure that facilitates efficient and effective decision-making and accountability.

- **Communication:** The Division ensures that the organization is open and transparent; people believe they have access to the information they need to make informed judgments and decisions. All aspects of the jurisdiction's work are well-coordinated and scheduled.
- **Governance:** The Division is committed to a public school system that is inclusive, locally governed by elected trustees, and that models the principles of civil democracy. The Division promotes and strengthens the Board's role and responsibility in the governance system.
- **Public Relations and Visibility:** The Superintendent, as the Board's agent, is well-known to students, staff and parents in all schools and their communities.

Sturgeon School Division No. 24 is required to prepare and submit the Budget Report to Alberta Education in accordance with Sections 77, 78, 147 and 276 of the *School Act*. Its intent is to report on key budget assumptions, significant business and financial risks. The Budget should be based on the best available information at the time of the budget information with respect to enrolment and staffing projections, planned activities, anticipated revenues and expenditures.

Budget Background

On April 14, 2016, the Government of Alberta announced the Provincial Budget. The 2016 Education Budget remained one of the government's top priorities and protected Kindergarten to Grade 12 education by providing the same grants and funding the student enrolment growth.

The deadline to submit board approved budgets has been extended to June 30, 2016.

Budget Highlights, Assumptions and Key Considerations:

- Student enrolment projections are based on a total of 5,209 students (4,750 FTE) excluding FN students and Community Children), an increase of 103 students or 2 per cent increase.
- Funding Rates remain unchanged.
- Several of provincial grants are estimated at the 2015-2016 levels.
- Budgeted revenues continue to reflect a 10% reduction in the school board administration spending, which was introduced in the 2013-2014 provincial budget.
- The Infrastructure and Maintenance Renewal grant approved by Alberta Education is \$1,532,969 for the 16-17 SY (2015-2016 - \$920,192).
- Class size targets remain at the same levels as in 2015-2016. (K-3-19.45; Gr 4-6-25.95; Gr 7-9-27.95; Gr 10-12-26.3)
- The impact of Carbon Levy is estimated to be \$82,000 for the 2016-2017 school year.
- No salary increases reflected in staffing costs (other than staffing increments).
- Certificated Staffing estimated at 283.73 FTE and Uncertificated Staff at 293.54 FTE

Significant Business and Financial Risks

- There is some uncertainty around student enrolment projections due to the unstable economy.
- Ongoing uncertainty around the new school in Morinville. For 2016-2017, SSD will be adding 8 new modular classrooms and one washroom unit to accommodate the additional student growth.
- Inclusive Education funding includes \$2.32 million of transition dollars.
- The \$23 million modernization of Sturgeon Composite High School is underway and scheduled to be completed by September of 2017.
- Sturgeon School Division is faced with insufficient Plant Operations and Maintenance and Transportation funding.
- Fiscal challenges include aging facilities and no non-school buildings funding.

Student Projections

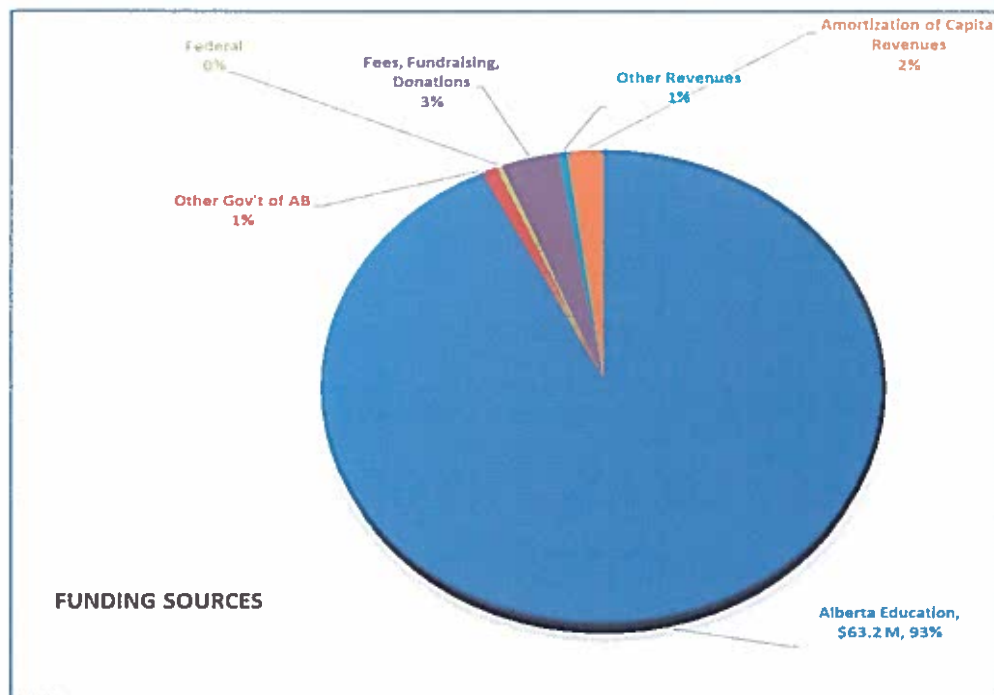
Schools have carefully estimated their enrolment for the 2016-2017 school year. Due to the unstable economy there is some uncertainty around student enrolment projections. At this time, it is estimated that Sturgeon School Division will experience a slight decline in ECS, healthy growth in Gr 1 to 9 and a 6% decrease in high school programs. The detailed Student Projections by Schools for the 2016-2017 school year are disclosed in the Attachment II.

| | 2016-2017 Preliminary | 2015-2016 Finalized | Increase (Decrease) | Variance % |
|--------------------------------|--------------------------|------------------------|------------------------|---------------|
| FUNDED | | | | |
| Headstart | 469 | 492 | -23 | 0.0% |
| Kindergarten | <u>449</u> | <u>439</u> | <u>10</u> | <u>2.3%</u> |
| Subtotal ECS | 918 | 931 | -13 | -1.4% |
| Grade 1 to 3 | 1290 | 1260 | 30 | 2.4% |
| Grade 4 to 6 | 1149 | 1054 | 95 | 9.0% |
| Junior High | 946 | 901 | 45 | 5.0% |
| Senior High | 899 | 953 | -54 | -5.7% |
| Home Education Students | 7 | 7 | 0 | 0.0% |
| Subtotal Funded | <u>5209</u> | <u>5106</u> | <u>103</u> | <u>2.0%</u> |
| OTHER | | | | |
| Federal - First Nations | 26 | 28 | -2 | -7.1% |
| Community Children | 19 | 19 | 0 | 0.0% |
| Subtotal Other | <u>45</u> | <u>47</u> | <u>-2</u> | <u>-4.3%</u> |
| TOTAL STUDENT ENROLMENT | <u>5254</u> | <u>5153</u> | <u>101</u> | <u>2.0%</u> |

Statement of Revenues

Total Revenue for 2016-2017 is estimated to be \$68.2 million. The major source of our funding comes from Alberta Education (93%), exclusive of the amortization of capital revenues. The following table provides a summary of revenues by sources.

| Revenues | <u>Preliminary</u> <u>2016-2017</u> <u>(Spring)</u> | | <u>Fall Update</u> <u>2015-2016</u> <u>(Finalized)</u> | |
|---|---|-------------|--|-------------|
| Alberta Education | 63,209,179 | 92.7% | 61,625,314 | 92.6% |
| Other Government of Alberta | 621,208 | 0.9% | 606,764 | 0.9% |
| Federal Government and/or First Nations | 260,000 | 0.4% | 280,000 | 0.4% |
| Other Alberta School Board Authorities | 21,677 | 0.0% | 21,677 | 0.0% |
| Fees | 1,986,216 | 2.9% | 1,912,303 | 2.9% |
| Other Sales and Service | 247,328 | 0.4% | 241,381 | 0.4% |
| Investment Income | 67,000 | 0.1% | 77,000 | 0.1% |
| Gifts and Donations | 94,679 | 0.1% | 115,028 | 0.2% |
| Rental of Facilities | 29,177 | 0.0% | 36,746 | 0.1% |
| Fundraising | 218,000 | 0.3% | 208,532 | 0.3% |
| Amortization of Capital Revenues | 1,453,156 | 2.1% | 1,424,501 | 2.1% |
| Other Revenues | | | | |
| Total Revenues | <u>68,207,620</u> | 100% | <u>66,549,246</u> | 100% |



Schedule of Detailed Revenue

| | 2016-2017 Preliminary | 2015-2016 Fall Update | Variance \$ | Variance % | Notes |
|--|--------------------------|--------------------------|------------------|---------------|-------|
| BASE INSTRUCTION FUNDING | | | | | |
| Early Childhood Services (ECS) | 3,066,028 | 3,109,447 | (43,419) | -1.40% | |
| Grades 1-9 | 22,611,089 | 21,475,525 | 1,135,564 | 5.29% | |
| Grades 10-12 Credit Enrolment Units (CEU) | 5,921,324 | 6,292,336 | (371,012) | -5.90% | |
| Home Education | 11,696 | 10,860 | 835 | 7.69% | |
| Class Size Initiative - ECS | 690,082 | 699,212 | (9,130) | -1.31% | |
| Class Size Initiative Gr 1-3 | 1,940,142 | 1,899,057 | 41,085 | 2.16% | |
| Class Size Initiative Gr 10-12 Tier 2 & 3 | 80,000 | 100,000 | (20,000) | -20.00% | |
| Subtotal Base Instruction Funding | 34,320,361 | 33,586,437 | 733,924 | 2.2% | 1 |
| DIFFERENTIAL COST FUNDING | | | | | |
| Program Unit Funding | 7,190,667 | 6,607,919 | 582,748 | 8.82% | 2 |
| English as a Second Language - Sept count | 43,001 | 43,001 | - | 0.00% | |
| First Nations, Metis and Inuit Ed Funding | 506,583 | 506,583 | - | 0.00% | |
| Hutterite Colony Schools Funding | 11,541 | 11,541 | - | 0.00% | |
| Outreach Allocations | 125,946 | 125,946 | - | 0.00% | |
| Small Schools by Necessity | 142,207 | 132,257 | 9,949 | 7.52% | 3 |
| Socio Economic Status (SES) | 406,787 | 397,524 | 9,263 | 2.33% | |
| Equity of Opportunity Grant | 733,888 | 731,801 | 2,087 | 0.29% | |
| Inclusive Education | 5,524,052 | 5,470,634 | 53,418 | 0.98% | |
| Lump sum to teachers - one time | - | 283,649 | (283,649) | -100.00% | 4 |
| Reduction in System Admin and Board Gov'n | (300,000) | (298,207) | (1,793) | 0.60% | |
| Transportation grants | 4,473,175 | 4,508,913 | (35,738) | -0.79% | |
| French | 6,500 | 6,500 | - | 0.00% | |
| Institutional Program grant - Oak Hill | 812,290 | 812,290 | - | 0.00% | |
| Supernet grant | 144,000 | 144,000 | - | 0.00% | |
| Plant Operations and Maintenance (PO&M) | 4,091,030 | 3,917,571 | 173,459 | 4.43% | |
| Infrastructure and Maintenance Renewal (IMR) | 1,250,000 | 920,192 | 329,808 | 35.84% | 5 |
| Amortization of capital allocations | 1,453,156 | 1,424,501 | 28,655 | -4.17% | |
| Bridging program | 16,667 | 16,667 | - | -4.17% | |
| Alberta Teachers Retirement Fund (ATRF) | 3,230,000 | 3,200,000 | 30,000 | 0.94% | |
| Regional Collaborative Service Delivery (RCSD) | 448,486 | 448,486 | - | 0.00% | |
| WRaP - new grant | 32,000 | 32,000 | - | 0.00% | |
| Odyssey French Program | - | 19,610 | (19,610) | -100.00% | 6 |
| TOTAL ALBERTA EDUCATION FUNDING | 64,662,335 | 63,049,815 | 1,612,521 | 2.56% | |
| Alberta Finance - capital interest revenue | 363 | 1,986 | (1,623) | -81.72% | 7 |
| Other Province of Alberta | | | | | |
| Alberta Health Services - Wellness | 38,096 | 38,096 | - | 0.00% | |
| Child and Family Services - Region 6 | 224,827 | 224,827 | - | 0.00% | |
| Family Supports for Children with Disabilities | 357,922 | 341,855 | 16,067 | 4.70% | |
| TOTAL OTHER GOVERNMENT OF ALBERTA | 621,208 | 606,764 | 14,444 | 2.4% | |
| FEDERAL GOVERNMENT | 260,000 | 280,000 | (20,000) | -7.1% | 8 |
| OTHER SCHOOL AUTHORITIES | 21,677 | 21,677 | - | - | |

Schedule of Detailed Revenue cont'd

| | 2016-2017 Preliminary | 2015-2016 Fall Update | Variance \$ | Variance % | Notes |
|---------------------------------|----------------------------------|----------------------------------|------------------------|-----------------------|-------|
| IMF (School Act) | 254,470 | 244,916 | 9,554 | 3.90% | |
| Optional School Fees | 430,227 | 400,449 | 29,778 | 7.44% | 9 |
| Fees - SGF | 693,780 | 693,780 | - | 0.00% | |
| Transportation fees | 558,739 | 524,158 | 34,581 | 6.60% | 10 |
| Adult Fees | 19,000 | 19,000 | - | 0.00% | |
| Gifted and talented fees | 30,000 | 30,000 | - | 0.00% | |
| FEES | 1,986,216 | 1,912,303 | 73,913 | 3.9% | |
| | - | - | - | | |
| External Services | 73,654 | 73,654 | - | 0.00% | |
| Other Sales and Services -SGF | 173,674 | 167,727 | 5,947 | 3.55% | |
| OTHER SALES AND SERVICES | 247,328 | 241,381 | 5,947 | 2.5% | |
| INVESTMENT INCOME | 67,000 | 77,000 | (10,000) | -13.0% | 11 |
| School Donations | - | 18,500 | (18,500) | -100.00% | 12 |
| Gifts and Donations - SGF | 94,679 | 96,528 | (1,849) | -1.92% | |
| GIFTS AND DONATIONS | 94,679 | 115,028 | (20,349) | -18% | |
| Rental Income PO&M | 18,000 | 25,569 | (7,569) | -29.60% | 13 |
| Tower rental | 11,177 | 11,177 | - | 0.00% | |
| RENTALS OF FACILITIES | 29,177 | 36,746 | (7,569) | -20.6% | |
| FUNDRAISING | 218,000 | 208,532 | 9,468 | 4.5% | |
| OTHER REVENUES | - | - | - | | |
| TOTAL REVENUES | 68,207,620 | 66,549,246 | 1,658,374 | 2.5% | |

Explanation of Revenue Variances

- 1 The increase in base instruction funding is due to an overall projected increase in student enrolment.
- 2 PUF projected revenues reflect a budget of approximately 350 PUF children. This is a targeted grant.
- 3 An increase in small school by necessity grant is due to lower enrolments in small schools.
- 4 The variance is attributed to a one time payment for a 1% lump sum payment to certificated staff received in 2015-2016,
- 5 IMR budgeted revenues higher than last year due to an increased IMR allocation from AB Education.
- 6 Odyssey grant no longer available in 16-17.
- 7 This represents interest revenue that offsets interest expense on fully funded debt debentures.
- 8 Federal Government revenues are estimated based on the preliminary Alexander FN students enrolled with SSD.
- 9 Optional school fees are higher mostly due to growing hockey academy programs.
- 10 Transportation fees are based the number of 2015-2016 transported students.
- 11 Investment income budget lowered to reflect a decrease in prime bank rates.
- 12 No specific school donation. Last year, one school received a technology grant.
- 13 Rental income is lower due to one less before and after school program.

Schedule of Fees

Fees represent all charges to parents of students. 2.9 per cent of overall divisional revenues represent fees collected from parents.

Transportation fees are amounts charged under section 51 (3) of the *School Act*. They are for regular bus services to and from school (excluding field trips). Transportation fees are used to reduce the transportation deficit (or insufficient transportation funding).

Instructional and Material fees are amounts charged under Section 60 (2) (j) of the *School Act*. These fees are used to enhance students' instructional opportunities. They include printed material, textbook renewal and workbooks, digital resources (subscriptions, licenses), library resources, projects, science and physical education enhancement supplies, classroom culture/celebrations and student incentives.

Curricular and Non-Curricular fees – include fees for optional courses, field trips, ECS fees, non-curricular fees (sports teams, athletic events, international travel; skiing, swimming, etc). These fees are optional.

| | <u>2016-2017 Preliminary</u> | <u>2015-2016 Fall Update</u> | <u>Actual 2014/2015</u> |
|---------------------------------------|----------------------------------|----------------------------------|-----------------------------|
| FEES | | | |
| Transportation | 558,739 | 524,158 | 401,306 |
| Instruction and Material Resources | 254,470 | 244,915 | 261,026 |
| Fees for Optional Courses | 430,227 | 400,449 | 389,619 |
| Activity Fees (including Field Trips) | 125,000 | 125,000 | 141,211 |
| ECS Enhanced Program Fees | 41,000 | 41,000 | 45,702 |
| Adult Tuition | 19,000 | 19,000 | - |
| Band; Music; other | 69,780 | 69,781 | 84,459 |
| Extra-curricular fees | 220,000 | 220,000 | 220,367 |
| Non-curricular travel | 60,000 | 60,000 | 84,208 |
| Non-curricular fees: | | | |
| Swimming | 14,000 | 14,000 | 13,913 |
| Ski trips | 86,000 | 86,000 | 86,893 |
| Graduation | 40,000 | 40,000 | 44,608 |
| Hockey Program | 38,000 | 38,000 | 37,099 |
| Yearbooks, photos | 30,000 | 30,000 | 33,201 |
| Total | 1,986,216 | 1,912,303 | 1,843,612 |

Program Allocations

Once enrolments and revenues have been determined, the allocations are distributed to divisional programs and individual budget centers.

Board Governance and Administration represents expenses that are related to the work of the elected trustees, and expenses associated with the offices of the superintendent of schools, secretary treasurer, related assistants and support staff. The maximum allowable expenditure limit for Board Governance and System Administration is between 3.6% to 5.4%.

Instruction ECS to Gr 12 represents expenses for direct and indirect activities associated with student learning. This program also includes system instruction support which normally includes activities such as supporting the implementation of instruction and curriculum; providing in-services, counselling and testing.

Plant Operations and Maintenance (PO&M) represents activities that relate to the divisional responsibility for the construction, operation, maintenance, safety and security of all buildings.

Transportation represents activities related to the transportation of students to and from school.

External Services represent activities that do not fall within regular programs areas.

The following table provides details of the allocation of divisional funds:

| PROGRAMS | 16-17 BUDGET ALLOCATIONS | 16-17 BUDGET EXPENDITURES PRELIMINARY | Surplus/(Deficit) | 15-16 BUDGET EXPENDITURES FINALIZED |
|--|-----------------------------|---|-------------------|---|
| <u>BOARD GOVERNANCE AND ADMINISTRATION</u> | | | | |
| Total | <u>2,496,204</u> | <u>2,496,204</u> | <u>-</u> | <u>2,480,776</u> |
| <u>INSTRUCTION ECS TO GR 12</u> | | | | |
| Total | <u>53,541,001</u> | <u>52,565,529</u> | <u>975,472</u> | <u>51,268,830</u> |
| <u>PLANT OPERATIONS AND MAINTENANCE</u> | | | | |
| Total | <u>6,830,749</u> | <u>7,426,024</u> | <u>(595,275)</u> | <u>6,876,521</u> |
| <u>TRANSPORTATION</u> | | | | |
| Total | <u>5,266,013</u> | <u>5,524,993</u> | <u>(258,980)</u> | <u>5,493,192</u> |
| <u>EXTERNAL SERVICES</u> | | | | |
| Total | <u>73,654</u> | <u>73,654</u> | <u>-</u> | <u>73,654</u> |
| Grand Total | <u>68,207,620</u> | <u>68,086,403</u> | <u>121,217</u> | <u>66,192,973</u> |

Statement of Expenditures

Total Expenditures for the 2016-2017 is estimated to be \$68,086,403. This Schedule provides details of the budgeted expenditures:

| PROGRAMS and BUDGET CENTERS | 16-17 BUDGET EXPENDITURES PRELIMINARY | 15-16 BUDGET EXPENDITURES FINALIZED |
|---|---|---|
| <u>BOARD GOVERNANCE AND ADMINISTRATION</u> | | |
| BOARD OF TRUSTEES | 325,000 | 325,000 |
| OFFICE OF SUPERINTENDENT | 332,382 | 340,777 |
| SUPERINTENDENT EMERGENT | 75,000 | 75,000 |
| OFFICE OF ASSOC. SUPERINTENDENT (EDUCATION) | 234,223 | 242,491 |
| OFFICE OF ASSOC. SUPERINTENDENT (HR) | 193,050 | 190,894 |
| BUSINESS AND FINANCE | 1,336,549 | 1,306,614 |
| Total | <u>2,496,204</u> | <u>2,480,776</u> |
| <u>INSTRUCTION ECS TO GR 12</u> | | |
| CENTRAL INSTRUCTIONAL SUPPORT SERVICES | | |
| HUMAN RESOURCES | 147,228 | 142,228 |
| DIRECTOR OF CURRICULUM | 195,617 | 195,617 |
| INSTRUCTIONAL AND ASSISTIVE TECHNOLOGY * | 127,981 | 26,559 |
| TECHNOLOGY | 824,149 | 824,149 |
| COMMUNICATION, MEDIA, CENTRAL ADVERTISING | 110,000 | 110,000 |
| DIVISIONAL PD | 98,000 | 98,000 |
| SUPERINTENDENT DISCRETIONARY | 125,000 | 125,000 |
| HOME EDUCATION RESOURCES | 6,750 | 6,750 |
| CENTRALLY ADMINISTERED SCHOOL EXPENSES ** | 32,720,325 | 32,104,016 |
| SPECIAL EDUCATION | | |
| GIFTED AND TALENTED | 537,860 | 521,322 |
| HEADSTART | 1,234,423 | 1,267,946 |
| FCSO | 357,922 | 341,855 |
| PUF | 6,956,568 | 6,383,679 |
| INCLUSIVE ED PROFILE | 5,584,583 | 5,641,877 |
| SCHOOLS | | |
| 1 BON ACCORD | 37,224 | 42,419 |
| 2 CAMILLA SCHOOL | 91,738 | 88,780 |
| 3 GIBBONS SCHOOL | 113,564 | 130,183 |
| 4 GUTHRIE SCHOOL | 68,848 | 69,447 |
| 5 LANDING TRAIL SCHOOL | 65,505 | 70,378 |
| 6 LILIAN SCHICK SCHOOL | 110,354 | 103,579 |
| 7 MORINVILLE COLONY SCHOOL | 5,640 | 5,643 |
| 8 MORINVILLE LEARNING CENTRE | 20,736 | 20,736 |

Statement of Expenditures cont'd

| PROGRAMS AND BUDGET CENTERS | 16-17 BUDGET EXPENDITURES PRELIMINARY | 15-16 BUDGET EXPENDITURES FINALIZED |
|--|---|---|
| 9 NAMAQ SCHOOL | 86,708 | 88,760 |
| 10 OAK HILL SCHOOL | 912,419 | 909,036 |
| 11 OCHRE PARK SCHOOL | 28,728 | 30,096 |
| 12 REDWATER SCHOOL | 103,619 | 102,764 |
| 13 STURGEON COMPOSITE HIGH SCHOOL | 354,515 | 354,648 |
| 14 STURGEON HEIGHTS SCHOOL | 100,034 | 94,760 |
| 15 STURGEON LEARNING CENTER | 9,256 | 9,256 |
| 16 MPS | 250,098 | 192,780 |
| SCHOOL GENERATED FUNDS | 1,180,133 | 1,166,567 |
| | Rounding 4 | |
| | Total <u>52,565,529</u> | Total <u>51,268,830</u> |
| <u>PLANT OPERATIONS AND MAINTENANCE</u> | | |
| Plant Operations and Maintenance | 4,722,505 | 4,529,842 |
| Infrastructure and Maintenance Renewal | 1,250,000 | 920,192 |
| Debenture Interest | 363 | 1,986 |
| Supported Amortization of Capital Revenues | 1,453,156 | 1,424,501 |
| | Total <u>7,426,024</u> | Total <u>6,876,521</u> |
| <u>TRANSPORTATION</u> | | |
| Transportation | 5,524,993 | 5,493,192 |
| | Total <u>5,524,993</u> | Total <u>5,493,192</u> |
| <u>EXTERNAL SERVICES</u> | | |
| | Total <u>73,654</u> | Total <u>73,654</u> |
| | Grand Total <u>68,086,403</u> | Grand Total <u>66,192,973</u> |

* Coordinator returning from leave

** Further information provided in the Attachment IV

Staffing FTE Summary

| Staffing Group | 16-17 Preliminary | % of Total FTE | 15-16 Final | % of Total FTE |
|---|----------------------|-------------------|-----------------|-------------------|
| <u>BOARD GOVERNANCE AND ADMINISTRATION</u> | | | | |
| Certificated FTE | 3.0000 | 1.03% | 2.0000 | 0.70% |
| Uncertificated FTE | 16.8000 | 5.72% | 17.4000 | 6.10% |
| Total | 19.8000 | | 19.4000 | |
| <u>INSTRUCTION ECS TO GR 12</u> | | | | |
| CENTRAL INSTRUCTIONAL SUPPORT SERVICES | | | | |
| Certificated FTE | 2.0000 | 0.69% | 1.1000 | 0.39% |
| Uncertificated FTE | 7.5000 | 2.55% | 7.5000 | 2.63% |
| <u>CENTRALLY ADMINISTERED SCHOOL ALLOCATIONS (RAC)</u> | | | | |
| Certificated FTE | 236.9980 | 81.66% | 230.9800 | 81.18% |
| Uncertificated FTE | 52.6370 | 17.93% | 50.8370 | 17.84% |
| Total | 299.1350 | | 290.4170 | |
| SPECIAL EDUCATION | | | | |
| GIFTED AND TALENTED | | | | |
| Certificated FTE | 4.7000 | 1.62% | 4.8750 | 1.71% |
| Uncertificated FTE | 2.5000 | 0.85% | 2.5000 | 0.88% |
| HEADSTART | | | | |
| Certificated FTE | 9.0000 | 3.10% | 9.0000 | 3.16% |
| Uncertificated FTE | 2.0000 | 0.68% | 4.1030 | 1.44% |
| PUF | | | | |
| Certificated FTE | 13.8750 | 4.78% | 14.6750 | 5.16% |
| Uncertificated FTE | 79.4639 | 27.07% | 76.3770 | 26.80% |
| FSCD | | | | |
| Certificated FTE | 0.0000 | 0.00% | 0.0000 | 0.00% |
| Uncertificated FTE | 3.9964 | 1.36% | 2.6150 | 0.92% |
| INCLUSIVE ED PROFILE | | | | |
| Certificated FTE | 14.0150 | 4.83% | 15.3410 | 5.39% |
| Uncertificated FTE | 77.0378 | 26.24% | 75.1580 | 26.37% |
| Total | 206.5881 | | 204.6440 | |
| SCHOOL PURCHASES (Institution) | | | | |
| Certificated FTE | 6.5000 | 2.24% | 6.4150 | 2.25% |
| Uncertificated FTE | 5.0000 | 1.70% | 5.0000 | 1.75% |
| Total | 11.5000 | | 11.4150 | |
| <u>PLANT OPERATIONS AND MAINTENANCE</u> | | | | |
| Certificated FTE | 0.0000 | 0.00% | 0.0000 | 0.00% |
| Uncertificated FTE | 44.0000 | 14.99% | 41.0380 | 14.40% |
| Total | 44.0000 | | 41.0380 | |
| <u>TRANSPORTATION</u> | | | | |
| Certificated FTE | 0.0000 | 0.00% | 0.0000 | 0.00% |
| Uncertificated FTE | 1.7500 | 0.60% | 1.7500 | 0.61% |
| Total | 1.7500 | | 1.7500 | |
| <u>EXTERNAL SERVICES</u> | | | | |
| Certificated FTE | 0.1400 | 0.05% | 0.1400 | 0.05% |
| Uncertificated FTE | 0.8600 | 0.29% | 0.7500 | 0.26% |
| Total | 1.0000 | | 0.8900 | |
| Grand Total | 583.7731 | | 569.5540 | |
| Total Certificated FTE | 290.2280 | 100.00% | 284.5260 | 100.00% |
| Total Uncertificated FTE | 293.5451 | 100.00% | 285.0280 | 100.00% |
| Grand Total | 583.7731 | | 569.5540 | |

Board of Trustees Budget

| | 2016-2017 Preliminary | 2015-2016 Finalized | 2014-2015 Actual | 2013-2014 Actual |
|--|--------------------------|------------------------|---------------------|---------------------|
| Allocation | 325,000 | 325,000 | 315,000 | 315,000 |
| <u>Expenditures</u> | | | | |
| Remuneration and Benefits | 132,499 | 132,292 | 128,370 | 120,899 |
| Per Diems and Benefits | 15,140 | 15,885 | 11,391 | 11,875 |
| Professional Development | 20,500 | 19,500 | 13,737 | 25,974 |
| Contracted and General | 23,961 | 22,923 | 14,240 | 5,711 |
| Internet | 4,900 | 4,900 | 4,862 | 2,460 |
| Membership and Dues | 69,000 | 69,000 | 56,339 | 56,590 |
| Supplies | 13,400 | 13,400 | 4,769 | 47,491 |
| Travel and subsistence (accommodation) | 35,100 | 36,600 | 28,857 | 31,202 |
| Meetings and meals | 7,000 | 7,000 | 4,882 | 5,802 |
| Chair Functions | 3,500 | 3,500 | 1,373 | 1,316 |
| Total Expenditures | 325,000 | 325,000 | 268,820 | 309,320 |
| Surplus/(Deficit) | 0 | 0 | 46,180 | 5,680 |

Budget Considerations and Assumptions

- No budget for elections
- Professional Development also includes ASBA and PSBAA workshops and seminars

Schedule of School Allocations

| | <u>PRELIMINARY</u> <u>2016-2017</u> | | | | <u>FINALIZED</u> <u>2015-2016</u> | | | |
|---------------------------------|--|----------------|-------------------|------------------|--------------------------------------|----------------|-------------------|------------------|
| | Student Allocation | Option Fees | Other Income | Total Allocation | Student Allocation | Option Fees | Other Income | Total Allocation |
| BACS | 30,609 | 6,615 | 0 | 37,224 | 33,174 | 6,795 | | 39,969 |
| CAMILLA | 78,232 | 13,506 | 0 | 91,738 | 78,846 | 13,506 | | 92,352 |
| GIBBONS | 48,564 | 65,000 | 0 | 113,564 | 46,683 | 65,000 | 18,500 | 130,183 |
| GUTHRIE | 61,646 | 7,203 | 0 | 68,849 | 62,244 | 7,203 | 0 | 69,447 |
| LANDING TRAIL | 61,560 | 3,945 | 0 | 65,505 | 63,099 | 3,945 | 0 | 67,044 |
| LILIAN SCHICK COLONY | 46,854 | 63,500 | 0 | 110,354 | 42,579 | 61,000 | 0 | 103,579 |
| SLC (based on FTE) | 6,584 | 0 | 0 | 6,584 | 5,643 | 0 | 0 | 5,643 |
| MLC (based on FTE) | 4,256 | 0 | 5,000 | 9,256 | 4,259 | 0 | 5,000 | 9,259 |
| NAMAO | 6,733 | 0 | 14,000 | 20,733 | 6,733 | 0 | 14,000 | 20,733 |
| OAK HILL | 70,709 | 16,000 | 0 | 86,709 | 72,761 | 16,000 | 0 | 88,761 |
| OCHRE PARK | 91,000 | 0 | 812,290 | 903,290 | 77,000 | 0 | 812,290 | 889,290 |
| REDWATER | 28,728 | 0 | 0 | 28,728 | 30,096 | 0 | 0 | 30,096 |
| SCHS | 52,711 | 17,000 | 33,908 | 103,619 | 51,856 | 17,000 | 33,908 | 102,764 |
| STURGEON HEIGHTS | 182,515 | 150,000 | 22,000 | 354,515 | 194,648 | 160,000 | | 354,648 |
| MORINVILLE PUBLIC ELEMENTARY | 71,735 | 13,000 | 15,300 | 100,035 | 67,460 | 12,000 | 15,300 | 94,760 |
| Total School Allocations | 963,077 | 430,227 | 957,498.00 | 2,350,802 | 936,090 | 400,449 | 954,769.00 | 2,291,308 |

Note: This schedule shows only school allocations. Allocations may not equal the overall school expenses that are shown in the Schedule of Expenditures.

Plant Operations and Maintenance Budget

| | Preliminary 2016-2017 | Finalized 2015-2016 | Actual 2014-2015 | Actual 2013-2014 |
|--------------------------------|--------------------------|------------------------|---------------------|---------------------|
| Allocations | | | | |
| Alberta Education | | | | |
| POM | 4,091,030 | 3,917,571 | 3,793,401 | 3,831,831 |
| IMR | 1,250,000 | 920,192 | 1,350,711 | 694,805 |
| Supported Amortization | 1,453,156 | 1,424,501 | 1,470,971 | 1,474,994 |
| | 6,794,186 | 6,262,264 | 6,615,083 | 6,001,630 |
| Other Government | | | | |
| Supported Capital Debt | 363 | 1,986 | 8,275 | 23,142 |
| Federal Government | | | | 27,375 |
| Other Revenue | | | | |
| Facility rental | 2,700 | 4,498 | 4,993 | 5,429 |
| Investment Income | 33,500 | 38,500 | 12,500 | 4,375 |
| | 36,200 | 42,998 | 17,493 | 9,804 |
| Total Allocations | 6,830,749 | 6,307,248 | 6,640,851 | 6,061,951 |
| Expenditures | | | | |
| Salaries and Benefits | 2,705,071 | 2,532,884 | 2,312,325 | 2,587,352 |
| Contracted and General | 695,176 | 714,077 | 691,389 | 637,631 |
| Supplies | 255,700 | 234,500 | 242,263 | 229,705 |
| Utilities | 1,023,000 | 1,012,000 | 891,555 | 981,931 |
| | 4,678,947 | 4,493,461 | 4,137,532 | 4,436,619 |
| Debt Interest | 363 | 1,986 | 8,275 | 23,142 |
| Amortization of capital assets | 1,496,714 | 1,460,882 | 1,504,861 | 1,516,308 |
| IMR | 1,250,000 | 920,192 | 1,350,711 | 694,805 |
| | 2,747,077 | 2,383,060 | 2,863,847 | 2,234,255 |
| Total Expenditures | 7,426,024 | 6,876,521 | 7,001,379 | 6,670,874 |
| Deficit | (595,275) | (569,273) | (360,528) | (608,923) |

Budget Considerations and Assumptions

- Salaries and Benefits include reinstated cleaning staffing levels and additional 1.0 FTE due to increased modular space
- Actual 2016-2017 PO&M Revenues
- IMR revenues estimated. It reflects IMR budgeted and planned expenses. The IMR 16-17 Grant - \$1,532,969
- Insurance premiums included in contracted services (\$311K). Premiums not confirmed by insurance broker.
- Concern of aging facilities and lack of funding
- Utilities - includes \$50K of carbon levy and overall reduction of natural gas heating costs based on past trends

Transportation Budget

| Allocation | Preliminary 2016-2017 | Finalized 2015-2016 | Actual 2014-2015 | Actual 2013-2014 |
|--|--------------------------|------------------------|---------------------|---------------------|
| Alberta Education | | | | |
| Rural Transportation | 4,000,000 | 4,035,737 | 4,111,807 | 4,400,649 |
| Special ECS | 406,902 | 406,902 | 350,917 | 321,285 |
| Prior period adjustments | (25,000) | (25,000) | 0 | 0 |
| PUF transportation | 325,372 | 315,513 | 386,494 | 312,240 |
| Amortization of capital revenue | 0 | 0 | 1,350 | 0 |
| Other | | | | |
| Transportation Fees | 558,739 | 524,158 | 401,306 | 0 |
| Capital Gain | | | 15,600 | |
| Total Allocation | 5,266,013 | 5,257,310 | 5,267,474 | 5,034,174 |
| Expenditures | | | | |
| Salaries and Benefits | 185,987 | 183,506 | 163,010 | 464,017 |
| Contracted and General | | | | |
| Regular routes | 3,934,108 | 3,883,808 | 3,813,615 | 4,073,322 |
| Special Needs routes | 374,763 | 374,597 | 321,674 | 0 |
| PUF transportation costs (bus, taxi, parent) | 681,151 | 674,889 | 699,748 | 541,094 |
| Parent provided | 73,000 | 73,000 | 67,154 | 62,259 |
| Special Education | 194,605 | 220,013 | 200,959 | 216,111 |
| Administration, PD, cost transfers, supplies and other | 81,379 | 83,379 | 135,760 | 377,886 |
| Total Expenditures | 5,524,993 | 5,493,192 | 5,401,920 | 5,734,689 |
| Deficit | (258,980) | (235,882) | (134,446) | (700,515) |

Budget Considerations and Assumptions

- Revenues based on last year confirmed 15-16 grants reduced by anticipated decline in high school grants
- Transportation fees based on 16-17 rates and 15-16 transported students
- Fleet - 69 regular buses, 4 special needs buses and 9 PUF buses
- Amortization and insurance of SSD vehicles operated by schools (\$29K)
- 16-17 fuel prices (based on \$1.00 per liter plus carbon levy of \$0.0535/L)

Budgeted Statement of Operations

| | Preliminary 2016-2017 (Spring) | | Fall Update 2015-2016 (Finalized) | |
|---|--------------------------------------|-------------|---|-------------|
| Revenues | | | | |
| Alberta Education | 63,209,179 | 92.7% | 61,625,314 | 92.6% |
| Other Government of Alberta | 621,208 | 0.9% | 606,764 | 0.9% |
| Federal Government and/or First Nations | 260,000 | 0.4% | 280,000 | 0.4% |
| Other Alberta School Board Authorities | 21,677 | 0.0% | 21,677 | 0.0% |
| Fees | 1,986,216 | 2.9% | 1,912,303 | 2.9% |
| Other Sales and Service | 247,328 | 0.4% | 241,381 | 0.4% |
| Investment Income | 67,000 | 0.1% | 77,000 | 0.1% |
| Gifts and Donations | 94,679 | 0.1% | 115,028 | 0.2% |
| Rental of Facilities | 29,177 | 0.0% | 36,746 | 0.1% |
| Fundraising | 218,000 | 0.3% | 208,532 | 0.3% |
| Amortization of Capital Revenues | 1,453,156 | 2.1% | 1,424,501 | 2.1% |
| Other Revenues | | | | |
| Total Revenues | 68,207,620 | 100% | 66,549,246 | 100% |
| Expenses by Programs | | | | |
| ECS to Grade 12 Instruction | 52,565,529 | 77.2% | 51,268,831 | 77.5% |
| Plant Operations and Maintenance | 7,426,024 | 10.9% | 6,876,521 | 10.4% |
| Transportation | 5,524,993 | 8.1% | 5,493,192 | 8.3% |
| Board and System Administration | 2,496,204 | 3.7% | 2,480,775 | 3.7% |
| External Services | 73,654 | 0.1% | 73,654 | 0.1% |
| Total Expenses | 68,086,403 | 100% | 66,192,973 | 100% |
| Budgeted Surplus | 121,217 | | 356,273 | |
| Expenses by Objects | | | | |
| Certificated Salaries and Benefits | 34,769,754 | 51.1% | 34,151,501 | 51.6% |
| Non Certificated Salaries and Benefits | 16,881,131 | 24.8% | 16,147,522 | 24.4% |
| Services, Contracts and Supplies | 14,826,486 | 21.8% | 14,302,075 | 21.6% |
| Amortization of Capital Assets | 1,608,669 | 2.4% | 1,589,889 | 2.4% |
| Interest on Capital Debt | 363 | 0.0% | 1,986 | 0.0% |

| SUMMARY: | | |
|-----------------------------------|----------------|----------------|
| Instructional Surplus | 975,472 | 1,150,428 |
| Operation and Maintenance Deficit | (595,275.00) | (569,273.00) |
| Transportation | (258,980.00) | (235,882.00) |
| Board and System Administration | 0.00 | 0.00 |
| Total Surplus | 121,217 | 356,273 |

Projected Schedule of Accumulated Surplus

Accumulated Operating Surplus combines the divisional unrestricted surplus and operating reserves.

Unrestricted surplus represents dollars that are not internally designated towards specific projects. These dollars are considered in emergent financial situations or for items not previously budgeted for.

Operating reserves are dollars internally committed for specific activities.

Capital reserves represent dollars set aside for major capital assets, such as vehicles, equipment and renovations or buildings.

Assumptions: the 2015-2016 and 2016-2017 estimated surpluses, unsupported amortization expenses as well as reserve transfers are subject to change. This information is based on our current available information.

| | C = A+ B Accumulated Operating Surplus | A Unrestricted Surplus | B Operating Reserves | Capital Reserves |
|--|---|------------------------------|----------------------------|-------------------------|
| Reserves as at August 31, 2015 | \$ 2,041,586 | \$ 605,618 | \$ 1,435,968 | \$ 2,710,454 (1) |
| 2015-2016 Forecast Surplus | \$ 1,190,962 | \$ 1,190,962 | | |
| 2015-2016 estimated amortization | \$ 165,388 | \$ 165,388 | | |
| Board funded capital assets | \$ (72,000) | \$ (72,000) | | |
| Reserve Transfer | \$ (1,100,000) | \$ (1,359,000) | \$ 259,000 | \$ 1,100,000 |
| <u>Estimated Reserves as at August 31, 2016</u> | \$ 2,225,936 | \$ 530,968 | \$ 1,694,968 | \$ 3,810,454 (1) |
| 2016-2017 Budgeted Surplus | \$ 121,217 | \$ 121,217 | | |
| 2016-2017 estimated amortization | \$ 155,513 | \$ 155,513 | | |
| Reserve Transfer | \$ (250,000) | \$ (250,000) | | \$ 250,000 |
| <u>Estimated Reserves as at August 31, 2017</u> | \$ 2,252,666 | \$ 557,698 | \$ 1,694,968 | \$ 4,060,454 (1) |
| Reserves as a percentage of 2017 Expenses | 3.31% | | | 5.96% |

Note 1: The majority of capital reserves (audited Aug 31, 2015 balances) is committed towards the upgrade or replacement of central office facilities (including IT Department and PO&M Facilities). The 2015-2016 and 2016-2017 reserve transfers are estimates only and subject to change and the board approval.

ATTACHMENTS

School Jurisdiction Code: 1110

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2017**

UNAPPROVED DRAFT

[School Act, Sections 147(2)(b) and 276]

Sturgeon School Division No. 24

Legal Name of School Jurisdiction

(780) 939-4341; (780) 939-5520;

Telephone & Fax Numbers, Email Address

BOARD CHAIR

Tracy Nowak

Name

Signature

SUPERINTENDENT

Dr. Michele Dick

Name

Signature

SECRETARY TREASURER or TREASURER

Iva Paulik

Name

Signature

**Certified as an accurate summary of the year's budget as approved by the Board
of Trustees at its meeting held on June 22, 2016
Date**

Version: 160422







c.c. Alberta Education
c/o Robert Mah, Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5

E-MAIL: Robert.Mah@gov.ab.ca (780-427-3855)

TABLE OF CONTENTS

| | Page |
|---|------------------|
| BUDGETED STATEMENT OF OPERATIONS & ALLOCATION OF EXPENSES (BY OBJECT) | 3 |
| BUDGETED SCHEDULE OF FEE REVENUE | 4 |
| PROJECTED STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS (2015/2016 & 2016/2017) | 5 |
| SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES (2016/2017, 2017/2018 & 2018/2019) | 6 |
| ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY INFORMATION) | 7 & 8 |
| PROJECTED STUDENT STATISTICS | 9 |
| PROJECTED STAFFING STATISTICS | 10 |

Color coded cells:

| | | | |
|--|--|---|--|
|  | blue cells: require the input of data/descriptors wherever applicable. |  | grey cells: data not applicable - protected |
|  | salmon cells: contain referenced juris. information - protected |  | white cells: within text boxes REQUIRE the input of points and data. |
|  | green cells: populated based on information previously submitted |  | yellow cells: to be completed when yellow only. |

HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2016/2017 BUDGET REPORT

The following were presented to the Board and approved as underlying the budget. These key points and assumptions used in development of the budget take into consideration the economic environment of the jurisdiction, focus on anticipated changes from current year, and are realistic and consistent with the three year Education Plan. At a minimum, they disclose key budget assumptions, financial & business risks, and specific strategies explaining how this budget will support the jurisdiction's plans.

Budget Highlights, Plans & Assumptions:

- Student enrolment projections are based on a total of 5,209 (4,750 FTE) (excluding FN students and Community Children), an increase of 103 students or 2 per cent over the September 30, 2015 enrolment count.
- The funding rates are unchanged from last year.
- No changes in class size targets.
- The 2015-2016 preliminary budget includes certificated staffing levels at 289.73 FTE and uncertificated levels at 293.54 FTE.
- There are no salary increases reflected in staffing costs.
- Carbon levy impact incorporated in the Budget Report. The overall 2016-2017 impact is estimated at \$82,000.

Significant Business and Financial Risks:

- There is some uncertainty around student enrolment projections due to unstable economy.
- The Division continues to have PO&M and Transportation Deficits.
- Fiscal challenges include aging facilities, high maintenance costs, no non-school buildings funding.
- Inclusive Education funding includes \$ 2.322 million of transition dollars.
- \$23 million modernization of Sturgeon Composite High School underway and scheduled to be completed by September 2017.
- Ongoing uncertainty around the new school in Morinville. For 2016-2017, SSD will be adding 8 new modular classrooms to accommodate the student growth.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

| | Approved Budget 2016/2017 | Fall Budget Update 2015/2016 | Actual 2014/2015 |
|---|---------------------------------|------------------------------------|---------------------|
| REVENUES | | | |
| Alberta Education | \$64,662,335 | \$63,049,816 | \$61,002,026 |
| Other - Government of Alberta | \$621,208 | \$606,764 | \$553,357 |
| Federal Government and First Nations | \$260,000 | \$280,000 | \$305,186 |
| Other Alberta school authorities | \$21,677 | \$21,677 | \$20,522 |
| Out of province authorities | | \$0 | \$0 |
| Alberta Municipalities-special tax levies | | \$0 | \$0 |
| Property taxes | | \$0 | \$0 |
| Fees | \$1,986,216 | \$1,912,303 | \$1,843,612 |
| Other sales and services | \$247,328 | \$241,381 | \$287,180 |
| Investment Income | \$67,000 | \$77,000 | \$65,425 |
| Gifts and donations | \$94,679 | \$115,028 | \$79,645 |
| Rental of facilities | \$29,177 | \$36,745 | \$40,682 |
| Fundraising | \$218,000 | \$208,532 | \$196,772 |
| Gains on disposal of capital assets | | \$0 | \$15,600 |
| Other revenue | | \$0 | \$43,913 |
| TOTAL REVENUES | \$68,207,620 | \$66,549,246 | \$64,453,920 |
| EXPENSES | | | |
| Instruction - Early Childhood Services | \$11,044,979 | \$9,710,947 | \$9,711,481 |
| Instruction - Grades 1-12 | \$41,520,549 | \$41,557,884 | \$38,237,713 |
| Plant operations & maintenance | \$7,426,024 | \$6,876,521 | \$7,001,379 |
| Transportation | \$5,524,993 | \$5,493,192 | \$5,401,920 |
| Administration | \$2,496,204 | \$2,480,775 | \$2,195,664 |
| External Services | \$73,654 | \$73,654 | \$70,998 |
| TOTAL EXPENSES | \$68,086,403 | \$66,192,973 | \$62,619,155 |
| ANNUAL SURPLUS (DEFICIT) | \$121,217 | \$356,273 | \$1,834,765 |

BUDGETED ALLOCATION OF EXPENSES (BY OBJECT)
for the Year Ending August 31

| | Approved Budget 2016/2017 | Fall Budget Update 2015/2016 | Actual 2014/2015 |
|---------------------------------------|---------------------------------|------------------------------------|---------------------|
| EXPENSES | | | |
| Certificated salaries | \$28,373,875 | \$27,948,016 | \$26,488,933 |
| Certificated benefits | \$6,395,879 | \$6,203,485 | \$6,040,819 |
| Non-certificated salaries and wages | \$13,305,692 | \$12,769,144 | \$11,555,125 |
| Non-certificated benefits | \$3,575,439 | \$3,378,378 | \$2,984,091 |
| Services, contracts, and supplies | \$14,826,486 | \$14,302,075 | \$13,862,638 |
| Capital and debt services | | | |
| Amortization of capital assets | | | |
| Supported | \$1,453,156 | \$1,424,501 | \$1,472,321 |
| Unsupported | \$155,513 | \$165,388 | \$195,812 |
| Interest on capital debt | | | |
| Supported | \$363 | \$1,986 | \$8,274 |
| Unsupported | | \$0 | \$0 |
| Other interest and finance charges | | \$0 | \$0 |
| Losses on disposal of capital assets | | \$0 | \$11,142 |
| Other expenses | | \$0 | \$0 |
| TOTAL EXPENSES | \$68,086,403 | \$66,192,973 | \$62,619,155 |

**BUDGETED SCHEDULE OF FEE REVENUE
for the Year Ending August 31**

| | Approved Budget 2016/2017 | Fall Budget Update 2015/2016 | Actual 2014/2015 |
|---|---------------------------------|------------------------------------|---------------------|
| FEES | | | |
| TRANSPORTATION | \$558,739 | \$524,158 | \$401,306 |
| BASIC INSTRUCTION SUPPLIES | \$254,470 | \$244,915 | \$261,026 |
| FEES TO ENHANCE BASIC INSTRUCTION | | | |
| Technology user fees | \$0 | \$0 | \$0 |
| Alternative program fees | \$0 | \$0 | \$0 |
| Fees for optional courses | \$430,227 | \$400,449 | \$389,619 |
| Activity fees | \$125,000 | \$125,000 | \$141,211 |
| ECS Enhanced program fees | \$41,000 | \$41,000 | \$45,702 |
| Other enhancement fees (describe) Adult Tuition | \$19,000 | \$19,000 | \$0 |
| Other enhancement fees (describe) School supplies; Band; Music; Youth Gathering | \$69,780 | \$69,781 | \$84,459 |
| Other enhancement fees (describe) | | | |
| Other enhancement fees (describe) | \$0 | | |
| Other enhancement fees (describe) | | | |
| NON-CURRICULAR FEES | | | |
| Extra-curricular fees | \$220,000 | \$220,000 | \$220,367 |
| Non-curricular travel | \$60,000 | \$60,000 | \$84,208 |
| Lunch supervision fees | \$0 | \$0 | \$0 |
| Non-curricular supplies and materials | \$0 | \$0 | |
| Other non-curricular fees (describe)* Swimming | \$14,000 | \$14,000 | \$13,913 |
| Other non-curricular fees (describe)* Ski trips | \$86,000 | \$86,000 | \$86,893 |
| Other non-curricular fees (describe)* Graduation | \$40,000 | \$40,000 | \$44,608 |
| Other non-curricular fees (describe)* Hockey Program | \$38,000 | \$38,000 | \$37,099 |
| Other non-curricular fees (describe)* Yearbooks, photos | \$30,000 | \$30,000 | \$33,201 |
| TOTAL FEES | \$1,986,216 | \$1,912,303 | \$1,843,612 |

**PLEASE DO NOT USE "SCHOOL GENERATED FUNDS" AS A CATEGORY*

| Please disclose amounts paid by parents of students that are recorded as "Other sales and services" (rather than fee revenue). Note that this schedule should include only amounts collected from parents and so it may not agree with the Statement of Operations. | Approved Budget 2016/2017 | Fall Budget Update 2015/2016 | Actual 2014/2015 |
|---|---------------------------------|------------------------------------|---------------------|
| Cafeteria sales, hot lunch, milk programs | \$32,000 | \$31,000 | \$34,116 |
| Special events | \$0 | | \$0 |
| Sales or rentals of other supplies/services | \$11,000 | \$11,000 | \$14,633 |
| Out of district student revenue | \$0 | \$0 | \$0 |
| International and out of province student revenue | \$0 | \$0 | \$0 |
| Adult education revenue | \$0 | \$0 | \$30,040 |
| Preschool | \$0 | \$0 | \$0 |
| Child care & before and after school care | \$0 | \$0 | \$0 |
| Lost item replacement fees | \$0 | \$0 | \$0 |
| Other (describe) | \$0 | \$0 | \$0 |
| Other (describe) | \$0 | \$0 | \$0 |
| Other (describe) | \$0 | \$0 | \$0 |
| Other (describe) | \$0 | \$0 | \$0 |
| Other (describe) | \$0 | \$0 | \$0 |
| TOTAL | \$43,000 | \$42,000 | \$78,789 |

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)

for the Year Ending August 31

| | (1) ACCUMULATED OPERATING SURPLUS (2+3+4+7) | (2) INVESTMENT IN TANGIBLE CAPITAL ASSETS | (3) ENDOWMENTS | (4) ACCUMULATED SURPLUS FROM OPERATIONS (5+6) | (5) UNRESTRICTED SURPLUS | (6) INTERNALLY RESTRICTED OPERATING RESERVES | (7) CAPITAL RESERVES |
|---|---|---|-------------------|---|--------------------------------|---|----------------------------|
| Actual balances per AFS at August 31, 2015 | \$7,201,231 | \$2,449,191 | \$0 | \$2,041,586 | \$605,618 | \$1,435,968 | \$2,710,454 |
| 2015/2016 Estimated impact to AOS for: | | | | | | | |
| Prior period adjustment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Estimated surplus(deficit) | \$1,190,962 | | | \$1,190,962 | \$1,190,962 | | |
| Estimated Board funded capital asset additions | | \$72,000 | | (\$72,000) | | | \$0 |
| Estimated Disposal of unsupported tangible capital assets | \$0 | \$0 | | \$0 | \$0 | | \$0 |
| Estimated amortization of capital assets (expense) | | (\$1,589,889) | | \$1,589,889 | \$1,589,889 | | |
| Estimated capital revenue recognized - Alberta Education | | \$1,424,501 | | (\$1,424,501) | (\$1,424,501) | | |
| Estimated capital revenue recognized - Other GOA | | \$0 | | \$0 | \$0 | | |
| Estimated capital revenue recognized - Other sources | | \$0 | | \$0 | \$0 | | |
| Estimated changes in Endowments | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Estimated Unsupported debt principal repayment | | \$0 | | \$0 | \$0 | | |
| Estimated reserve transfers (net) | | | | | | | |
| Estimated Assumptions/Transfers of Operations (Explain) | \$0 | \$0 | \$0 | (\$1,359,000) | \$259,000 | | \$1,100,000 |
| Estimated Balances for August 31, 2016 | \$8,392,193 | \$2,355,803 | \$0 | \$2,225,936 | \$530,968 | \$1,694,968 | \$3,810,454 |
| 2016/2017 Budget projections for: | | | | | | | |
| Budgeted surplus(deficit) | \$121,217 | | | \$121,217 | \$121,217 | | |
| Projected Board funded capital asset additions | | \$0 | | \$0 | \$0 | | \$0 |
| Budgeted Disposal of unsupported tangible capital assets | \$0 | \$0 | | \$0 | \$0 | | \$0 |
| Budgeted Amortization of capital assets (expense) | | (\$1,608,669) | | \$1,608,669 | \$1,608,669 | | |
| Budgeted capital revenue recognized - Alberta Education | | \$1,453,156 | | (\$1,453,156) | (\$1,453,156) | | |
| Budgeted capital revenue recognized - Other GOA | | \$0 | | \$0 | \$0 | | |
| Budgeted capital revenue recognized - Other sources | | \$0 | | \$0 | \$0 | | |
| Budgeted changes in Endowments | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Budgeted Unsupported debt principal repayment | | \$0 | | \$0 | \$0 | | |
| Projected reserve transfers (net) | | | | | | | |
| Projected Assumptions/Transfers of Operations (Explain) | \$0 | \$0 | \$0 | (\$250,000) | \$250,000 | \$0 | \$250,000 |
| Projected Balances for August 31, 2017 | \$8,513,410 | \$2,200,290 | \$0 | \$2,252,666 | \$557,698 | \$1,694,968 | \$4,060,454 |

SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES
for the Year Ending August 31

| | Unrestricted Surplus Usage | | | | Operating Reserves Usage | | | | Capital Reserves Usage | | | |
|---|----------------------------|---------------|---------------|-------------|--------------------------|-------------|-------------|-------------|------------------------|-------------|-------------|-------------|
| | Year Ended | | | | Year Ended | | | | Year Ended | | | |
| | 31-Aug-2017 | 31-Aug-2018 | 31-Aug-2019 | 31-Aug-2017 | 31-Aug-2018 | 31-Aug-2019 | 31-Aug-2017 | 31-Aug-2018 | 31-Aug-2019 | 31-Aug-2017 | 31-Aug-2018 | 31-Aug-2019 |
| Projected opening balance | \$500,968 | \$557,698 | \$557,698 | \$1,694,968 | \$1,694,968 | \$1,494,968 | \$3,810,454 | \$4,060,454 | \$4,216,454 | | | |
| Projected excess of revenues over expenses (surplus only) | \$121,217 | \$0 | \$0 | | | | | | | | | |
| Budgeted disposal of unsupported tangible capital assets | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Budgeted amortization of capital assets (expense) | \$1,696,689 | \$1,725,145 | \$1,750,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Budgeted capital revenue recognized | (\$1,453,156) | (\$1,568,145) | (\$1,595,000) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Budgeted changes in Endowments | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Budgeted unsupported debt principal repayment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Projected reserves transfers (net) | (\$250,000) | (\$156,000) | (\$155,000) | \$0 | \$0 | \$0 | \$250,000 | \$155,000 | \$155,000 | \$0 | \$0 | \$0 |
| Projected assumption/transfers of operations | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Increase in (use of) school generated funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| New school start-up costs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Decentralized school reserves | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Non-recurring certificated remuneration | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Non-recurring non-certificated remuneration | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Non-recurring contracts, supplies & services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Professional development, training & support | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Salary negotiations | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Full-day kindergarten | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| English language learners | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| First nations, Metis, Inuit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| OHAS / wellness programs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| B & S Administration organization / reorganization | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debt repayment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Flood related costs (untended) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Non-salary related programming costs (explain) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs & maintenance - School building & land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs & maintenance - Technology | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs & maintenance - Vehicle & transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs & maintenance - Administration building | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs & maintenance - POM building & equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs & maintenance - Other (explain) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - School land & building | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - School modernization | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - School modular & additions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - School building partnership projects | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - Technology | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - Vehicle & transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - Administration building | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - POM building & equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital costs - Other | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Building leases | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other 1 - please use this row only if no other row is appropriate | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other 2 - please use this row only if no other row is appropriate | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other 3 - please use this row only if no other row is appropriate | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other 4 - please use this row only if no other row is appropriate | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Estimated closing balance for operating contingency | \$557,698 | \$557,698 | \$557,698 | \$1,694,968 | \$1,694,968 | \$1,344,968 | \$4,060,454 | \$4,216,454 | \$4,216,454 | | | |
| | 9.27% | 9.21% | 3.05% | | | | | | | | | |
| | 1.31% | 3.01% | 2.79% | | | | | | | | | |

Total surplus as a percentage of 2017 Expenses
ASO as a percentage of 2017 Expenses

ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY DETAIL)
for the Year Ending August 31

The following provides further explanation of the anticipated changes to each component of ADS for the 2015/2016, 2016/2017, 2017/2018, and 2018/2019 years as outlined on pages 5 and 6. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds as at August 31, 2019. Note that unrestricted surplus, operating reserves, and/or capital reserves should include the jurisdiction's contingency for unexpected or emergent issues.

Additional detail on uses of Accumulated Operating Surplus:**2015/2016**

Provide an explanation of material changes from the budget originally submitted in the spring of 2015 for annual operating surplus (deficit), capital acquisitions, endowments, and/or other changes affecting unrestricted surplus, operating reserves, and capital reserves.

Based on the information available, it is forecast that the operating surplus might be in the range of \$1.19 million. The increase from the budgeted surplus of \$356K is mainly attributed to the difference between actual and average salaries for certificated staff, several of the evergreening technology projects delayed (due to the major modernization project at Sturgeon Composite High School), lower diesel prices and mild winter.

2016/2017

Please provide additional detail regarding uses of Unrestricted Surplus, Operating Reserves, and Capital Reserves not described on pages 5 and 6.

No major changes anticipated in the 2016-2017 school year.

Estimate

**ANTICIPATED CHANGES IN ACCUMULATED OPERATING SURPLUS (SUPPLEMENTARY DETAIL)
for the Year Ending August 31**

The following provides further explanation of the anticipated changes to each component of AOS for the 2015/2016, 2016/2017, 2017/2018, and 2018/2019 years as outlined on pages 5 and 6. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds as at August 31, 2019. Note that unrestricted surplus, operating reserves, and/or capital reserves should include the jurisdiction's contingency for unexpected or emergent issues.

Additional detail on uses of Accumulated Operating Surplus:

2017/2018

Please provide additional detail regarding uses of Unrestricted Surplus, Operating Reserves, and Capital Reserves not described on pages 5 and 6.

Should the Division be successful in completing and opening a new school in Morinville in September of 2018, we will likely see a use of operating costs for the start up.

See use of Capital Reserves in 2019

2018/2019

Please provide additional detail regarding uses of Unrestricted Surplus, Operating Reserves, and Capital Reserves not described on pages 5 and 6.

See use of Capital Reserves in 2019.

The Board of Trustees is presently looking at the future options/opportunities for the Central Office facilities that are in need of repair. Once the plans are finalized and approved by the Board of Trustees, we may be able to upgrade some of the facilities (non-school buildings) in the school year 2018-2019. At this time, we are in early design stages and limited information is available.

August 31, 2019

Describe the jurisdiction's intended use of unrestricted surplus, operating reserves, and capital reserves balances expected as at August 31, 2019.

Majority of Capital Reserves will either be spent in the 2018-2019 SY or the following year. At this time, the Administration is working on the future plan of the Central Office Facilities upgrade (renovation, upgrade or replacement of some or all facilities). We are only in early design stages and limited information is available.

**PROJECTED STUDENT STATISTICS
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS**

| | Budgeted 2016/2017 (Note 2) | Actual 2015/2016 | Actual 2014/2015 | Notes |
|---|-----------------------------------|---------------------|---------------------|---|
| GRADES 1 TO 12 | | | | |
| Eligible Funded Students: | | | | |
| Grades 1 to 9 | 3,385 | 3,215 | 3,028 | Head count |
| Grades 10 to 12 | 886 | 894 | 895 | Note 3 |
| Total | 4,271 | 4,109 | 3,923 | Grades 1-12 students eligible for base instruction funding from Alberta Education. |
| Percentage Change | 3.9% | 4.7% | | |
| Other Students: | | | | |
| Total | 41 | 46 | 30 | Note 4 |
| Total Net Enrolled Students | 4,312 | 4,155 | 3,953 | |
| Home Ed and Blended Program Students | 2 | 2 | 2 | Note 5 |
| Total Enrolled Students, Grades 1-12 | 4,314 | 4,157 | 3,955 | |
| Percentage Change | 3.8% | 5.1% | | |
| Of the Eligible Funded Students: | | | | |
| Students with Severe Disabilities | 177 | 177 | 194 | FTE of students with severe disabilities as reported by the board via PASI. |
| Students with Mild/Moderate Disabilities | 370 | 372 | 327 | FTE of students identified with mild/moderate disabilities as reported by the board via PASI. |

EARLY CHILDHOOD SERVICES (ECS)

| | | | | |
|--|------------|------------|------------|---|
| Eligible Funded Children | 918 | 931 | 911 | ECS children eligible for ECS base instruction funding from Alberta Education. |
| Other Children | 19 | 19 | 19 | ECS children not eligible for ECS base instruction funding from Alberta Education. |
| Total Enrolled Children - ECS | 937 | 950 | 930 | |
| Program Hours | 475 | 475 | 475 | Minimum: 475 Hours |
| FTE Ratio | 0.500 | 0.500 | 0.500 | Actual hours divided by 950 |
| FTE's Enrolled, ECS | 469 | 475 | 465 | |
| Percentage Change | -1.4% | 2.2% | | |
| Of the Eligible Funded Children: | | | | |
| Students with Severe Disabilities | 350 | 350 | 310 | FTE of students with severe disabilities as reported by the board via PASI. |
| Students with Mild/Moderate Disabilities | 210 | 210 | 242 | FTE of students identified with mild/moderate disabilities as reported by the board via PASI. |

NOTES:

- Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.
- Budgeted enrolment is to be based on best information available at time of the 2016/2017 budget report preparation.
- The # of FTE grade 10-12 students is determined by taking the total # of students' credits / 35, where 35 CEU's = 1 FTE.
- Other Grade 1-12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or AANDC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.
- Because they are funded separately, Home Education students are not included with total net enrolled students. In the blended program, funding per student is pro-rated on the percentage of the student's program which is taken at school and at home; home education students are assigned a weighting of 0.25 FTE for base funding.

**PROJECTED STAFFING STATISTICS
FULL TIME EQUIVALENT (FTE) PERSONNEL**

| | Budgeted 2016/2017 | Actual 2015/2016 | Fall Budget 2015/2016 | Actual 2014/2015 | Notes |
|---|-----------------------|---------------------|--------------------------|---------------------|--|
| CERTIFICATED STAFF | | | | | |
| School Based | 280.8 | 277.0 | 269.3 | 270.8 | Teacher certification required for performing functions at the school level. |
| Non-School Based | 9.4 | 7.5 | 7.8 | 7.8 | Teacher certification required for performing functions at the system/central office level. |
| Total Certificated Staff FTE | 290.2 | 284.5 | 276.9 | 278.6 | FTE for personnel possessing a valid Alberta teaching certificate or equivalency. |
| Percentage change from prior period | 2.0% | 2.1% | 4.8% | -0.6% | Associate of HR certificated staff vs non certificated last year and maternity leave not replaced last y |
| If an average standard cost is used, please disclose rate: | \$ 100.512 | \$ 101.517 | | \$ 98.564 | |
| Student F.T.E. per certificated Staff | 16.5 | 16.3 | | 15.9 | |
| Certificated Staffing Change due to: | | | | | |
| Enrolment Change | 5.7 | 7.6 | (0.0) | (0.0) | If negative change impact, the small class size initiative is to include any/all teachers retained. |
| Small Class Size Initiative | - | - | (1.7) | (1.7) | If enrolment change impact on teacher FTEs is negative, include any/all teachers retained. |
| Other Factors | - | - | - | - | Change in personnel |
| Total Change | 5.7 | 7.6 | (1.7) | (1.7) | Year-over-year change in Certificated FTE |
| Breakdown, where total change is Negative: | | | | | |
| Continuous contracts terminated | | | | | - FTEs |
| Non-permanent contracts not being renewed | | | | | (1.7) FTEs |
| Other (retirement, attrition, etc.) | | | | | Change in personnel |
| Total Negative Change in Certificated FTEs | | | | | (1.7) Breakdown required where year-over-year total change in Certificated FTE is 'negative' only. |
| Please Allocate | | | | | |
| NON-CERTIFICATED STAFF | | | | | |
| Instructional | 230.1 | 224.1 | 223.1 | 201.4 | Personnel providing instruction support for schools under 'Instructor' program areas. |
| Plant Operations & Maintenance | 44.0 | 41.0 | 41.0 | 37.2 | Personnel providing support to maintain school facilities |
| Transportation | 1.8 | 1.8 | 1.8 | 1.5 | Personnel providing direct support to the transportation of students to and from school |
| Other | 17.7 | 18.1 | 18.1 | 18.1 | Personnel in Board & System Admin. and External service areas. |
| Total Non-Certificated Staff FTE | 293.5 | 285.0 | 284.0 | 258.1 | FTE for personnel not possessing a valid Alberta teaching certificate or equivalency. |
| Percentage Change | 9.0% | 10.4% | 3.4% | 10.0% | |
| Explanation of Changes: | | | | | |
| Increase in instructional staffing is mostly due to a higher number of PUF children; increase in POAM staffing is due to reinstated cleaning staffing levels. | | | | | |
| Additional Information | | | | | |
| Are non-certificated staff subject to a collective agreement? | | | | | |
| Please provide terms of contract for 2015/16 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's. | | | | | |
| CUPE Collective Agreement runs until August 31, 2016. CUPE in 15-16: 2% salary increase and 1.1% lump sum payment equivalent to 1.1% of the 2014-2015 gross earnings. GEC Employment Control (non-union) runs until August 31, 2016. GEC in 15-16: Salary increase of 3%. | | | | | |

Some are

Resource Allocation Formula

2016-2017

Professional Staff

- **Basic Instruction**

- The formula provides staffing to provide instruction to a cohort of students. This allocation is equal to 1.0 teacher time for each class (class is defined as a group of students as per the CSI target) plus an additional allocation of .07 for preparation (non-instructional) time for each teacher. Allocations for the 2016-2017 school year are based upon the following targets:
 - **K-3** target of **19.45**
 - **4-6** target of **25.95**
 - **7-9** target of **27.95**
 - **10-12** target of **26.3** - with an average credit load of 34.5 CEU's/student
- An additional allocation of up to **1.5 FTE** is provided to Redwater School to sustain the small high school program.
- Colony School:
 - 1.5 FTE Certificated Staff
 - 1.0 FTE Uncertificated

- **Discretionary Staffing**

- The equivalence of an additional **1.0 FTE** professional staff has been placed in the budget for discretionary staffing to be allocated in September by the Superintendent. This additional staffing will be provided on the basis of local need.
- An additional allocation of **1.0 FTE** is provided to Sturgeon Composite High School.

- **Administration**
 - *Base is .95*
 - Minimum .15 FTE allocation for Vice Principal
 - **Size differential increase**
 - Additional allocation of .001 X (# of Headstart to 12 students – 200)
 - Additional allocation of .002 X (# Grade 10 to 12 students – 200) for high schools
 - **High school differential increase**
 - Additional allocation of .002 X (# of grade 10-12 students)
 - **Special education increase**
 - Additional allocation of .05 FTE per 15 (or part thereof) coded students
 - **Program differential increase**
 - Additional allocation of .1 FTE for second and each subsequent division
 - (a division is by definition a minimum of 2 grades)
 - **Off-site differential increase**
 - Additional allocation of .10 FTE per out of school site
 - **Growth/Decline Differential Adjustment**
 - MPS – upper limit of 2.5
 - SCHS – decrease of 0.5
- **Counselor**
 - **Base is .3 FTE**
 - **Size differential increase**
 - Additional allocation of .001 X (# of K-12 students – 200)
 - **High School differential increase**
 - Additional allocation of .001 X (# of grade 10-12 students)
 - **Growth Differential**
 - MPS – upper cap of 1.0

- **Division programs**
 - **Logos**
 - Allocation of 1.07 for each class identified by the school through Program Plans and approved by the Associate Superintendent.
 - The program must be:
 - Self-sustaining
 - Require no subsidy allocation
 - CSI average must align with regular programs on average
 - **French Immersion**
 - Allocation of 1.07 for each class identified. For the initial years classes will be approved by the Superintendent.
 - The program must be:
 - Self-sustaining
 - Require no subsidy allocation
 - CSI average must align with regular programs on average overtime
 - **K&E**
 - Allocation of 2.0 FTE provided on an as needed basis in consultation with the Director of Learning Support through the program planning process.
 - **Special Education Programs**
 - Allocation of 1.07 for each Division program class identified by the school and be approved by the Associate Superintendent Education Services.
 - **Learning Centre's**
 - **MLC/SLC**
 - Fall/Winter/Spring Program
 - 4.0 FTE Certificated staff (shared; inclusive of the teacher principal)
 - 1.0 FTE Support staff (Admin) (shared)
 - 1.0 FTE Support staff (shared; includes home schooling administration)
 - Summer Program
 - .75 FTE Certificated staff

Support Staff

- **Admin Office Support** (7.0 hours/day @ 200 days)
 - **Office Support**
 - Based on :
 - Division Levels
 - Enrolments
 - Programs
 - Allocation for 16-17:
 - BACS/OP - 2.0 FTE
 - Landing Trail/Gibbons/Guthrie/Namao/Lillian Schick/Camilla/Sturgeon Heights – 2.5 FTE
 - Morinville Public Elementary School – 4.0 FTE
 - Redwater – 3.0 FTE
 - SCHS – 6.25 FTE

- **Instructional Support** (6.5 hours/day @ 200 days)
 - **Library**
 - BACS/Ochre Park - .75 FTE
 - Landing Trail/Gibbons/Guthrie/Namao/Lillian Schick/Camilla/Sturgeon Heights and Redwater - .90 FTE
 - Morinville Public Elementary –1.0 FTE
 - SCHS 1.1 FTE
 - Duties other than library tech may be assigned to this position by the principal keeping within the guideline that the majority of duties be dedicated to the library.

- **Vocational Education** (6.5 hours/day @ 200 days)
 - **SCHS**
 - **Automotives Program** - 1.0 FTE
 - **Cosmetology Program** - 1.0 FTE
 - **SCHS Food Prep Program** - .31 FTE

Other

- **Centrally Administered Funds**
 - A variety of services and supports, including such items as substitute costs required as part of the collective agreement, principal allowances, telephone and photocopier leases, system fees, technology services and central office education staff are centrally administered. These items have been identified as 'best' centrally administered through a consultative process between school based and central office administrators.

All costs associated with the collective agreement are included and supported through the centrally administered budget.

- **Per Student Allocation**

- Funding is provided at the following rate:
 - \$85.50 per ECS student
 - \$85.50 per Pre - ECS student (funding from HS)
 - \$171.00 per 1-9 student
 - \$ 213.75 per 10-12 FTE student – Redwater
 - \$ 263.75 per 10-12 FTE student – SCHS

- **Capital Evergreening Fund**

\$ 430,000 allocated to the capital fund for the replacement costs of

- School furniture
- CTS equipment
- Band/music
- Instructional/administrative technology

- **Inclusive Education**

- Allocations are provided to schools in consultation with the Director of Learning Support

Schedule of Centrally Administered Expenditures

| | Preliminary 2016-2017 | Finalized 2015-2016 |
|--|--------------------------|------------------------|
| CENTRALLY ADMINISTERED SCHOOL EXPENSE ALLOCATIONS | | |
| Principal Allowances (Benefits Included) | 605,440 | 581,790 |
| Extended Leaves - Sub Plan, Long Term Illness | 455,000 | 455,000 |
| Substitute Teachers - per ATA Collective Agreement | 586,553 | 585,000 |
| CUPE (No PUF) - Subs, Long Term Illness, Sub Plan | 85,106 | 75,000 |
| Leases - Photocopiers | 270,000 | 270,000 |
| Admin Council meetings - meals | 7,000 | 7,000 |
| Book Awards / Scholarships | 43,000 | 43,000 |
| Telephones | 56,000 | 56,300 |
| Student Accident Insurance | 12,862 | 12,862 |
| Facility Rent - Learning Centers - x2 | 86,504 | 83,951 |
| Evergreening - computers, equipment, furniture | 430,000 | 453,998 |
| Division supported services: Mental Health and Prevention, SRO, Welding | 182,667 | 67,000 |
| SCHS Modernization Project - Site Liaison | 70,000 | 75,000 |
| System Fees - Edulink, Insignia, Powerschool, Acorn, Discovery, Dreamstalk | 130,880 | 129,182 |
| Amortization - general liability | 41,680 | 58,724 |
| | 3,062,692 | 2,953,807 |
| RAC | | |
| Certificated Staffing | | |
| Regular Instructional | 18,437,152 | 18,226,804 |
| Additional RAC Allocation - Redwater | 150,768 | 152,276 |
| Additional RAC Allocation - SCHS | 100,512 | 101,517 |
| Special Ed Programs - Life Skills | 322,644 | 325,870 |
| Principals | 1,145,837 | 1,157,294 |
| Admin Adjustment | 648,704 | 638,339 |
| Special Ed Admin | 85,435 | 126,896 |
| Counsellor | 676,647 | 657,627 |
| LOGOS | 1,021,202 | 922,790 |
| Colony | 150,768 | 101,517 |
| MLC | 221,126 | 223,337 |
| SLC | 201,024 | 203,034 |
| Morinville Public Elementary - French Immersion | 483,463 | 433,478 |
| 1.0 Discretionary Staff | 100,512 | 101,517 |
| Summer School | 75,384 | 76,138 |
| Certificated Staffing | 23,821,179 | 23,448,432 |
| School Admin Support - 7.0 hours per day | 1,694,597 | 1,611,532 |
| School Media (Library) Support - 6.5 hours per day | 496,174 | 463,506 |
| Additional RAC Special Ed Assistants SLC and MLC | 45,942 | 46,397 |
| Morinville Colony | 45,942 | 46,397 |
| High School CTS Support - SCHS | 60,184 | 60,780 |
| SCHS - Automotive Tech | 84,834 | 74,439 |
| High School CEU Support | 74,193 | 74,936 |
| SIS Support Tech | 59,373 | 59,141 |
| Odyssey Project | 0 | 19,610 |
| Substitute Service | 45,215 | 45,038 |
| Support Staff | 2,606,454 | 2,501,775 |
| ALBERTA TEACHERS RETIREMENT FUND (ATRF) | 3,230,000 | 3,200,000 |
| TOTAL CENTRALLY ADMINISTERED ALLOCATIONS | 32,720,325 | 32,104,016 |



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

The 9 Months Financial Report for 2015 – 2016 as of May 31, 2016, will be presented at the June 22, 2016 Board Meeting. To ensure that the most up to date financial information is provided to the Board of Trustees, the Secretary Treasurer will distribute a written overview at the meeting.

Recommendation:

That Trustees receive as information the 9 Months Financial Report for 2015 – 2016 as at May 31, 2016.

BOARD 9.9



Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: July/August Committee of the Whole & Board Meetings

Background:

At the June 8, 2016 Committee of the Whole meeting, the Board of Trustees made the following motion regarding July/August Committee of the Whole & Board Meetings.

“Moved by Ms. Nowak that the following recommendation be referred to the June 22, 2016 Board meeting for approval:

That the July and August Committee of the Whole meetings be cancelled; the July Board meeting be cancelled, and the August Board meeting and Organizational meeting be scheduled for August 24, 2016 at 4:30 p.m.

CARRIED 7/0”

Recommendation:

The Board of Trustees approve that the July and August Committee of the Whole meetings be cancelled; the July Board meeting be cancelled, and the August Board meeting and Organizational Meeting be scheduled for August 24, 2016 at 4:30 p.m.

BOARD

9.9



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: June 22, 2016
To: Board of Trustees
From: Ruth Kuik,
Associate Superintendent, Education Services
Subject: Annual Report re: Off Campus Education

In accordance with Policy F/I/11, the attached information has been submitted related to the Off-Campus Education programs offered in the Division's high schools in 2015-2016.

BOARD 9.10

**Off Campus Education Programs 2015-16 –
Sturgeon Composite High School and Learning Centres**

The Off-campus Education program consists of the Work Experience Program, both on and off campus, The Registered Apprenticeship Program (RAP), the Emergency Protective Services Firefighting Program, and the Alberta Agriculture Green Certificate Program. These programs offer students opportunities to explore career goals and obtain high school credits.

In the 2015/16 year, approximately 175 SCHS students and 25 Learning Centre students took part in work experience programs including the Registered Apprenticeship Programs (RAP). Overall, Sturgeon Composite High School students earned approximately 1400 credits through work experience programs including the summer programs. Learning Centres students will earn an additional 350 work experience/RAP credits. Our list of supportive employers includes many businesses in our trading area throughout St. Albert, Redwater, Morinville, Fort Saskatchewan, Bon Accord, Gibbons, and Edmonton.

The RAP program offers apprenticeship opportunities for those students interested in the trades. Throughout the regular school year approximately 25 students were involved in apprenticeship training in trades such as Welder, Sheet Metal Technician, Lather-ISM, Electrician, Mechanic, Millwright, Heavy Equipment Technician, Cook and others. These students worked at local companies including Rayec Renovations, Sturgeon County, as well as Canadian Tire, The City of St. Albert and Dow Chemical. There will be approximately another 15 students involved in RAP programs over the summer months.

This year, 4 SCHS students took part in the St. Albert RCMP Youth Academy program which offers a week long overnight camp held over the spring break. Students enjoy many presentations and take part in training, drills and scenarios.

We have had more interest in the Alberta Agriculture's Green Certificate this year, and currently have one student well on her way, with several others just finishing up their safety pre-requisites and looking forward to getting started over the summer months.

Many students were employed in a variety of off-campus work environments including local restaurants and service shops and earned work experience credits to meet diploma requirements.

21 students worked on-site with teachers in classes such as Physical Education, ComTech, Welding and Life Skills. Off-campus work experience is also offered to students in special programs such as Challenge and Life Skills.

We continue to encourage both students and employers to explore off-campus education programs. We work towards a strongly coordinated program integrating our Cosmetology, Welding, Culinary Arts, Mechanics and Construction programs with our off-site RAP programs. Work Experience and RAP presentations are offered during classes and evening parent information sessions.

| 2015/16 | # of SCHS Students | # of Learning Centre Students | SCHS TOTAL CREDITS | SCHS/SLC/MLC |
|----------------------------|--------------------|-------------------------------|--------------------|--------------|
| Term 1 | 50 (13 - RAP) | 11 (2 RAP) | 531 | 688 |
| Term 2 (Proj) | 80 (11- RAP) | 12 (1 RAP) | 547 | 690 |
| Term3/4 (Proj) | 45 (16 RAP) | 8 (1 RAP) | 350 | 400 |
| Yearly Total (Proj) | | | 1428 | 1778 |

** All numbers are approximate



Redwater School OFF-CAMPUS EDUCATION 2015-2016

The Off-campus Education program at Redwater School consists of the Work Experience Program both on and off campus; the Registered Apprenticeship Program (RAP) for those students interested in trades, and the Health Internship Program (HIP) for students interested in a health care career and the Green Certificate Program for those students with aspirations in training for an agricultural occupation.

22 students earned Work Experience credits at various locations throughout the division:

| | |
|---|---|
| Carol's Country Citchen Crimson Creek Cafe ENGIE Fabricom FasGas Gibbons Subway Gibbons Rink IGA Jurassic Forest LTD Oil Field Little Steps Day Care | Noreen's Red Apple Redline Oilfield Services Redwater Esso Redwater School Redwater Subway SIL – Sureway Construction Shane's Pharmacy TC Backhoe Town of Redwater |
|---|---|

There was one student that earned Early Learning / Child Care credits this year. (Level 1)

2 students are currently earning Registered Apprenticeship credits, one will receive the rest of his 40 credits at the end of this school year. 2 students are currently actively planning for a 2016-17 RAP placement. (This involves participation in W. Exp., aligning for 30 level courses to be taken in grade 11 or DL and their application has been sent off.)

1 student completed the entire Green Certificate Program in Equine. 1 student is currently earning credits in the Green Certificate Program in Cattle.