



Committee Meeting Agenda

June 14, 2017 – 6:30 p.m.

- 1. Call to Order**
- 2. Consideration of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – May 10, 2017
- 5. Presentations**
- 6. Reports from Senior Administration**
- 7. Reports from Trustees and Standing Committees**
 - 7.1 Chair's Report

- 7.2 Trustees Report
- 7.3 Building & Maintenance
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards' Association Zone 2/3
- 8.2 Public School Boards' Association of Alberta
- 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 8.4 Labour Management Committee (Policy Review – CUPE)
- 8.5 Community Services Advisory Board

9. New Business

- 9.1 Policy Tracker
- 9.2 Policy D/I/13 – Instructional Materials
- 9.3 Policy F/II/1 – Curricular and Extra-curricular Fees

9.4 Policy I/1 – Student Transportation Services

9.5 2017 – 2018 School Fees

9.6 2017 – 2018 Preliminary Budget

9.7 Locally Developed Courses Approval – Film and Media Art
15, 25, 35 (3 credits)

9.8 Locally Developed Courses Approval – Film and Media Art
(5 credits)

9.9 July/August Committee of the Whole and Board Meetings

9.10 Election 2017

9.10.1 Bylaw 1-17, A bylaw to adopt modified voting
procedure

10. Question Period

11. Unfinished Business

12. Information Items

13. Pending List

14. Adjournment



Notes of the Meeting of The Committee of the Whole Held at Morinville on May 10, 2017

Roll Call

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

Absent: Mrs. Liz Kohle (due to medical).

Call to Order

The Vice Chair called the meeting to order at 6:39 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mrs. Featherley that the agenda be approved.

CARRIED 5/0

Appointments

There were no appointments.

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Ms. Nowak that the notes of April 12, 2017 be approved.

CARRIED 5/0

Presentations

There were no presentations.

Reports from Senior Administration

6.0 Senior Admin Report

Dr. Dick presented a verbal and written report on behalf of Senior Admin on the following:

- Performance Report for Sturgeon Public School Division website
- School Nutrition Program
- New Sturgeon Public School Division individual school information brochures
- Invitation from Town of Morinville Mayor – ‘Construction Kick Off Party’ for new Community Recreational Facility
- Assurance and accountability of the K-12 Education System
- Sturgeon Public School Division ATA and CUPE participation in the Pride Parade June 2017

Reports from Trustees and Standing Committees

7.1 Chair's Report

Ms. Nowak provided a verbal report on the following:

- Draft letter to the Minister of Education for Sturgeon Public School Division to manage the replacement school in Camilla.

7.2 Trustees' Reports

Trustee Miller (Sturgeon Valley/West St. Albert Area)

Trustee Miller reported that she attended the 'Be Our Guest' Spring Tea at Sturgeon Heights School.

7.3 Building

Ms. Nowak provided a verbal update on the following:

- Central Office Modernization Project Key messages (handed out).
- Full scope of the Central Office Modernization Project design plan is to be brought forward to the September 2017 Board Meeting.
- Principals, Jonathan Konrad and Kari Morgan are to attend a workshop on new school design.
- Follow up Observatory Pad at Lilian Schick School.
- The tender bids results of the 2017 – 2018 Modulars at Morinville School and Sturgeon Heights School.

7.4 Finance & Human Resources

No report was provided.

A RAC Meeting is scheduled for June 13, 2017.

7.5 Education Policy

A verbal report was provided.

Moved by Mrs. Miller that the Board of Trustees refer the Trustee Report Form to the November 8, 2017 Committee of the Meeting.

CARRIED 5/0

Moved by Mrs. Miller that the Board of Trustees refer Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights to the May 24, 2017 Board Meeting.

CARRIED 5/0

Moved by Mrs. Miller that the Board of Trustees refer Policy D/III/2 – Sexual Orientation, Gender Identity and Gender Expression to the May 24, 2017 Board Meeting.

CARRIED 5/0

An Education Policy Meeting is scheduled for June 22, 2017.

7.6 Advocacy

No report was provided.

7.7 Transportation

A verbal report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

A verbal report was provided.

Alberta School Boards Association Zone 2/3 Meeting – May 26, 2017

Edwin Parr Banquet – May 26, 2017

(Sturgeon Public School Division teacher nominee)

8.2 Public School Boards Association of Alberta

A verbal report was provided.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

New Business

9.1 Policy Tracker

Received as information.

9.2 Non-Resident Fee Schedule 2017 - 2018

Moved by Mr. Jewell that the Board of Trustees refer Non-Resident Fee Schedule 2017 - 2018 to the May 24, 2017 Board Meeting.

CARRIED 5/0

9.3 Authorization of Junior High Locally Developed Optional Courses

Moved by Mrs. Miller that the Board of Trustees refer Authorization of Junior High Locally Developed Optional Courses to the May 24, 2017 Board Meeting.

Moved by Mr. Jewell that the Board of Trustees refer Authorization of Junior High Locally Developed Optional Courses to the May 24, 2017 Board Meeting with the following amendment:

- Additional information on the types of Christianity and Islam.

CARRIED 5/0

Chair called a vote on the original motion.

CARRIED 5/0

9.4 2017 - 2018 Budget Discussions

Moved by Mr. Jewell that the Board of Trustees refer the 2017 - 2018 Budget Discussions to the June 14, 2017 Committee of the Whole Meeting.

CARRIED 5/0

Question Period**Unfinished Business****Information Items****Pending List**

7:45 p.m. - Moved by Ms. Nowak that the Board go in camera.

CARRIED 5/0

8:05 p.m. - Moved by Mrs. Porter that the Board go out of camera.

CARRIED 5/0

Adjournment

The meeting adjourned at 8:06 p.m.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Board Meetings.**



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Senior Administration
Subject: Senior's Report

Dual Credit Opportunities for Students

Dual credit is designed for grade 10, 11 or 12 students who want to earn both high school credits and credits that count towards a post-secondary certificate, diploma, or degree. This programming is possible through partnerships established by Sturgeon Public Schools and post-secondary institutions such as NAIT, NorQuest and Lakeland College. In school year 17/18 dual credit opportunities such as PSYC 1040 and 1050, Animal Behavior, Foundations for Personal Trainers, Food Safety, Exploring Exceptionalities and Power Engineering will be offered. Dual credit allows students to take specific first year post-secondary courses at high school and, in most cases, these courses fulfill first year post-secondary requirements which can be academically beneficial and well as cost effective for students.

Field Trips

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



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

Board Policy F/II/2, "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:

Namao School

April 12 – 17, 2018

Approval in principle for 20 junior high students to travel to Toronto & Niagara.



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: Policy Tracker

Background

Attached for Trustee information is the 2016-2017 SY Policy Tracker.



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
August-16							
September-16							
E/II/1	Employee Expense Reimbursement	2016-Sept-14					Approved 28 September 2016
E/II/2	Trustee Remuneration and Expense Reimbursement	2016-June-8 (discussion)	Ref to Ed. Committee (May 2016) (Fall 2016)				Approved 28 September 2016
F/III/3	Awards Policy	2016-Sept-14					Approved 28 September 2016
F/IV/2	Restricted and Illicit Drugs	2016-Jan-13 2016-May-11 2016-June-8 2016-Sept-14	Ref to Ed. Committee (Feb 2016) (Apr 21, 2016) (Fall 2016) (May 13, 2016)				Approved 28 September 2016
October-16							
D/II/15	Financial Accountability and Audit	2016-Oct-12					Approved 26 October 2106
F/IV/3	Student Suspensions and Expulsions	2016-Oct-12					Approved 26 October 2106
NEW	Acknowledging Territories of Indigenous Communities	2016-Oct-12 2016-Nov-9	Ref to Ed. Committee (next meeting)				Reference Policy B/III/1 Board Procedures Approved 2017-Feb-22
November-16							
D/II/2	School Operation in Emergency	2016-Nov-9					Approved 23 November 2016
E/II/8	Reduction in Professional Staff	2016-Nov-9					Approved 23 November 2016
G/II/5	Student Placement	2016-Nov-9					Approved 23 November 2016
G/II/3	Emergency Preparedness	2016-Nov-9					Rescinded 23 November 2016



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
December-16							
B//1	Trustee Functions, Trusteeship & Policy	2016-Dec-14 2017-Feb-8	Ref back to CoW by Ed Committee (2016-Nov-28)				Approved 2017-Jan-25
January-17							
B//3	Committees of the Board	2017-Jan-11 2017-Apr-12					Approved 2017-Apr-26
C/1	Organization Chart	2017-Jan-11					Approved 2017-Jan-25
D//1	Operational School Year	2017-Jan-11					Approved 2017-Jan-25
F//9	Operation of School Media Resource Centre	2017-Jan-11					Approved 2017-Jan-25
G//6	Home Education	2017-Jan-11					Approved 2017-Jan-25
G//7	Student Accident Insurance	2017-Jan-11					Approved 2017-Jan-25
February-17							
B//1/1	Board Procedures	2017-Feb-8	Ref. to Ed. Policy Committee Jan. 17-17				Approved 2017-Feb-22
D//1	Fiscal Management	2017-Feb-8					Approved 2017-Feb-22
F//6	Religious Instruction	2017-Feb-8					Approved 2017-Feb-22
F//2	Field Trips	2017-Feb-8 2017-Mar-8	Ref. to March CoW Feb 22-17				Approved 2017-Mar-22
F//4	Student Evaluation Policy	2017-Feb-8					Approved 2017-Feb-22
G//4	Student Illness or Accident	2017-Feb-8					Approved 2017-Feb-22



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
			COW Education Bidg HR Transportation O & M	Ref. to September CoW Sept. 13, 2017		Committee of the Whole	Public Board	
March-17								
D/III/9	School Incentive Weather Policy	2017-Mar-8	Ref. to September CoW Sept. 13, 2017					Forwarded to Sept. 13, 2017 CoW
G/II/4	Learning Support Services	2017-Mar-8						Approved 2017-Mar-22
H/1	Video Surveillance and Recording in Schools	2017-Mar-8						Approved 2017-Mar-22
April-17								
D/III/1	Equity, Diversity, Inclusion and Human Rights	2017-Apr-12 2017-May-10	Ref. to Ed. Policy Committee May 10-17					Affirmed 2017-May-24
D/III/2	Sexual Orientation, Gender Identity and Gender Expression	2017-Apr-12 2017-May-10	Ref. to Ed. Policy Committee May 10-17					Affirmed 2017-May-24
G/II/3	English as a Second Language	2017-Apr-12						Approved 2017-Apr-26
G/II/1	Alternate Learning Opportunity	2017-Apr-12						Approved 2017-Apr-26
G/III/5	Child Abuse and Neglect Prevention	2017-April 12						Approved 2017-Apr-26
I/1	Student Transportation Services	2017-April 12 2017-June-14						Approved 2017-Apr-26
May-17								
June-17								
D/II/13	Instructional Materials	2017-June-14						
F/III/1	Curricular and Extra-curricular Fees	2017-June-14						



Committee of the Whole Memorandum

Date: June 14, 2017

To: Committee of the Whole

From: Iva Paulik, Secretary Treasurer

Subject: Policy D/I/13 – Instructional Materials
Proposed amended name Policy D/I/13 – Instructional Material Allocation

Background:

Attached for Trustee review is Policy D/I/13 – Instructional Materials (proposed amended name Policy D/I/13 – Instructional Material Allocation). Suggested revisions are provided for Trustee consideration.

Associated Admin Practices Financial Management 2 – Instructional Material Fees, Administration 11 – Instructional Material Fees Procedures, and Administration 12 – Instructional Material Fees Collection are attached to be rescinded.

Recommendation:

That the Committee of the Whole review Policy D/I/13 – Instructional Materials (proposed amended name Policy D/I/13 – Instructional Material Allocation) and advise Senior Administration accordingly.



1.0 POLICY

1.1 The Board believes that access to appropriate instructional materials resources is an integral part of education.

1.1.1 The Board allocates funding to provide the necessary instructional material resources.

2.0 GUIDELINES

~~2.1 Pursuant to 1.1, the Board allocates funding to provide the necessary instructional resources.~~

~~2.2 As per the School Act 60(2), the Board has the authority to establish fees with respect to instructional resources.~~

~~2.3 Instructional Material Fees shall be determined by the Board through the school year budget development process.~~

References:	<i>Admin Practice(s):</i> <i>Board Policy:</i> <i>School Act:</i>	<i>Financial Management 2 – Instructional Material Fees</i> <i>Administration 11 – Instructional Material Fees Procedures</i> <i>Administration 12 – Instructional Material Fees Collection</i> <i>Curriculum and Resources 1 – Resources</i> <i>Educational Services 7 – Curricular and Extra-Curricular Fees</i> <i>D/I/2; System Budget Development</i> <i>Section 60(2)(j)</i>
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FINANCIAL MANAGEMENT 2 – Instructional Material Fees

Date: September 01, 2009 Revised: March 7, 2016 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board assesses Instructional Material Fees to provide needed materials to students to enhance their educational opportunities.

2.0 PROCESS

At the start of each year’s budget process, the Secretary Treasurer will have the Board determine Instructional Material Fees for the following year.

3.0 GUIDELINES

3.1 Basic Instructional Materials Fees for the 2016 –2017 school year are:

- 3.1.1 Elementary \$55.00 per year
- 3.1.2 Junior High \$67.00 per year
- 3.1.3 Senior High \$55.00 per semester, \$110.00 per year, or for those students in less than a 10 credit load, \$4.50 per credit

3.2 Out of Boundary students, registering in SCHS, shall be charged a \$50.00 deposit. Upon attendance to the school the deposit will be applied to offset their school fees.

References: *Board Policy: D//2 System Budget Development*
 D//13 Instructional Materials



ADMINISTRATION 11 – Instructional Material Fees Procedures

Date: April 14, 2003 Revised: March 7, 2016

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Appropriate material resources, including printed material, textbook renewal and workbooks, digital resources, library resources and Art, Science, Physical Education enhancement supplies, are an integral part of student learning.

2.0 PROCESS

Principals shall be responsible for the collection of Instructional Material Fees and for submission of such fees to the Secretary Treasurer. Schools must account for instructional material fees usage and report annually to the Secretary Treasurer and their school communities.

3.0 GUIDELINES

- 3.1 Specific procedures for the collection of instructional materials shall be issued from the Secretary Treasurer's office on an annual basis.
- 3.2 Students transferring out of the Division during the school year shall receive from the school a refund of instructional material fees, determined on a pro-rated monthly basis.
- 3.3 An Instructional Material Fee paid by a student in any Divisional school for the current school year shall be considered transferable to any other Divisional school in which the student registers during that school year.
- 3.4 Principals shall be responsible for ensuring that all instructional materials are returned by students and the appropriate charges are assessed for lost or damaged materials.
- 3.5 At the discretion of the school principal, high school students taking approved summer school courses or studying for supplemental examinations shall be provided instructional materials for a nominal fee. Fifty percent of this fee shall be refunded upon the return of the books in satisfactory condition.
- 3.6 Any student entering the Division or transferring out of the Division after March 31st of the school year will not be charged or refunded any portion of the instructional material fee.

References: *Board Policy: D//13*



ADMINISTRATION 12 – Instructional Material Fees Collection

Date: November 14, 2003

Revise: March 7, 2016

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE:

Instructional Material Fees administered for material resources shall be collected and utilized for the purpose of obtaining material resources for students.

2.0 PROCESS:

The Secretary Treasurer will be responsible for ensuring the collection of Instructional Material Fees is undertaken according to established guidelines.

3.0 GUIDELINES:

- 3.1 In May and June of each school year, schools shall notify parents through their newsletter of the Instructional Material Fees for the subsequent school year.
- 3.2 After the first Friday in the new school year, each school shall send a reminder letter to parents who have not submitted payments and request such fees.
- 3.3 In December and January, a letter shall be sent to parents, with respect to delinquent accounts indicating a final payment due date of April 30th, and that any outstanding account as of that date may be placed with a collection agency.
- 3.4 In cases of genuine hardships, principals have the discretion and flexibility to waive or make alternative payment arrangements.
- 3.5 Upon approval of the principal, a list of all other outstanding accounts as of April 30th shall be forwarded to the collection agency by school office personnel.
- 3.6 Once an account is placed for collection, the collected balances will be forwarded to Central Office.
- 3.7 The school's goal shall be to collect 100% of the Instructional Material Fees.

References:

Board Policy: D/1/13 - Instructional Materials

Admin Practice: Admin 11 - Instructional Materials Procedures

Education Services 7 - Curricular and Extra-curricular Fees



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy F/II/1 – Curricular and Extra-curricular Fees

Background:

Associated Admin Practices Educational Services 7 – Curricular and Extra-curricular Fees and Administration 22 – Curricular and Extra-curricular Fees Collection, with suggested revisions are provided for Trustee information.

Attached for Trustee review is Policy F/II/1 – Curricular and Extra-curricular Fees. Suggested revisions are provided for Trustee consideration.

Recommendation:

That the Committee of the Whole review Policy F/II/1 – Curricular and Extra-curricular Fees, and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board enables, within the context of each school and based upon students’ interests and needs, a variety of programs and services that are classified as curricular and extra-curricular activities.
- 1.2 The Board recognizes the need for individual schools to levy fees at a reasonable rate for curricular and extra-curricular activities. ~~that are considered to be outside or beyond the materials and service for which fees are established by the Board in Policy D/II/4.~~
- 1.3 The Board believes that curricular and extra-curricular fees as described in 1.2 should be set by the Principal in consultation with the school staff, with the advice of the School Council, ~~and~~ subject to the final approval of the Superintendent **before they are provided to the Board of Trustees for their review.**
- 1.4 The Board believes that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular or extra-curricular activity. (Excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course.)

References: *Admin Practice(s): Educational Services 7 – Curricular and Extra-curricular Fees*
Administration 22 – Curricular and Extra-curricular Fees Collection
School Act: Sections 30; 39
School Fees and Costs Regulations



EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees

Date: June 30, 2004

Revised: January 15, 2016

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students' interests and needs for programs and services that are classified as Curricular and Extra-curricular activities. ~~Instructional Materials Fees are established by the Board. Costs for activities that are outside or beyond instructional materials may be established by the school according to the process and guidelines that follow.~~

2.0 PROCESS

The principal, in consultation with school staff and with the advice of school council, will be responsible to establish a list of fees to be submitted to the Superintendent **before they are provided to the Board of Trustees for information.**

3.0 GUIDELINES

- 3.1 A curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that complements or supplements regular instruction; this includes project work, field trips, dramatic productions, musical performances, etc. Participation in a curricular activity for which fees are levied is on a voluntary basis.
- 3.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which may complement or supplement regular instruction or allow a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, publishing, etc. Participation in an extra-curricular activity is on a voluntary basis.
- 3.3 Funding for curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the school council.

References: *Board Policy: F/II/1 Curricular and Extra-curricular Fees*
Admin Practice: Administration 22 – Curricular and Extra-curricular Fees Collection
School Act: Sections 30; 39
School Fees and Costs Regulations



EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees

Date: June 30, 2004

Revised: January 15, 2016

Responsible Administrator: Secretary Treasurer

- 3.4 During the spring planning process for the new school year, staff members will submit to the principal for consideration suggestions for curricular and extra-curricular activities with a plan for the funding of the activity.
- 3.5 In consultation with the school staff, the principal will identify those curricular and extra-curricular activities that will be scheduled for the coming school year. The schedule will include a plan for the funding of each activity.
- 3.6 The principal will present the completed schedule of curricular and extra-curricular activities to the school council, indicating the means for funding the activities. The principal will take into consideration advice received from the school council subsequent to the presentation.
- 3.7 The schedule of curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent for approval on or before April 30th which will then be forwarded to the Committee of the Whole Meeting in May.
 - 3.7.1 For any new fees or increased fees by an amount that exceeds 5% of the fee or cost set out in the Board's current fee schedule, the Principal shall provide rationale to justify the proposed implementation of a new fee or a proposed increase to the existing fees
 - 3.7.2 3.7.1 does not apply to field trips and non-curricular travel.
- 3.8 The principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular or extra-curricular activity. (Excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course.)

References: *Board Policy: F/II/1 Curricular and Extra-curricular Fees*
Admin Practice: Administration 22 – Curricular and Extra-curricular Fees Collection
School Act: Sections 30, 39
School Fees and Costs Regulations



ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: Jan. 18, 2016 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE:

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students’ interests and needs for programs and services that are classified as Curricular and Extra-curricular activities.

2.0 PROCESS:

The Secretary Treasurer will be responsible for ensuring the collection of Curricular and Extra-curricular Fees is undertaken according to established guidelines (3.0).

3.0 GUIDELINES:

- 3.1 In May and June of each school year, schools shall notify parents through their newsletter of the Curricular and Extra-curricular Fees for the subsequent school year **and about the processes for payment plans, refunds and waiving of fees if applicable.**
- 3.2 **Fees are due and payable by September 30th of each year.** ~~After the first Friday in the new school year, Each school shall send a reminder letter to parents who have not submitted payments and request such fees.~~
- 3.3 Schools are required to submit a ~~chronological summary of the collection process, along with~~ payments of fees collected, to the central office Finance Advisor by the 15th of each month
- 3.4 In December and ~~March~~ **January**, a letter shall be sent to parents with respect to delinquent accounts, ~~indicating a final payment due date of January 31st and that~~ **Any** outstanding account as of **April 30th** ~~that date~~ may be placed with a collection agency.
- 3.5 In cases of genuine hardships, principals have the discretion and flexibility to waive or make alternative payment arrangements. **Parents may request to waive their children’s fees by filling out the Division’s Fee Waiver Application Form.**

References: *Board Policy: F/II/1 – Curricular and Extra-curricular Fees*
 Board Regulation: Administration 2 - Appeal
 Admin Practice: Education Services 7 – Curricular and Extra-curricular Fees
 School Fees and Costs Regulation
 Fee Waiver Application Form



ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: Jan. 18, 2016 Responsible Administrator: Secretary Treasurer

- 3.6 Upon approval of the principal, a list of all ~~others~~ outstanding accounts as of January 31st shall be forwarded to the collection agency by the school office personnel ~~before June 30th~~.
- 3.7 Once an account is placed for collection, the collected balances will follow the process in ~~Guidelines process in~~ 3.3.
- ~~3.7.3.8~~ Students transferring out of the Division during the school year may receive from the school a refund of unspent fees or costs associated with those fees.
- ~~3.8.3.9~~ Principals shall be responsible for ensuring that all curriculum and non-curriculum goods are returned by students and the appropriate charges are assessed for lost or damaged goods.
- ~~3.9.3.10~~ The school's goal shall be to collect 100% of the Curricular and Extra-curricular Fees. ~~Schools shall refund parents any unspent fees that were previously collected.~~
- ~~3.10.3.11~~ Any concerns and disputes of the school fees will follow the process as outlined in Board Regulation: Administration 2 – Appeal.

References: *Board Policy: F/II/1 – Curricular and Extra-curricular Fees*
 Board Regulation: Administration 2 - Appeal
 Admin Practice: Education Services 7 – Curricular and Extra-curricular Fees
 School Fees and Costs Regulation
 Fee Waiver Application Form



STURGEON PUBLIC SCHOOL DIVISION NO. 24

Fee Waiver Application

Parent/Guardian Name: _____ Child's School: _____
 Address: _____
 Postal Code: _____ Phone #: _____

Student Name	Fee Description	Grade	Fee
			\$
			\$
			\$
			\$
Total			\$

Please outline information you may wish to provide in support of your application (attach information to this form, if necessary).

A payment plan is also be available as an alternative to lump sum payment. This can be discussed with your school principal.

I certify that the above information is true and correct. I understand that the school will rely upon this information in evaluating and assessing this application. I also understand that financial and other information provided will be held in strictest confidence.

Parent/Guardian Signature: _____ Date: _____

Principal Approval: Yes _____ No _____

Principal Signature: _____ Date: _____



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy I/1 – Student Transportation Services

Background:

Attached for Trustee review is Policy I/1 – Student Transportation Services. Suggested revisions are provided for Trustee consideration.

Associated Admin Practices Transportation 11 – Student Transportation Fees with suggested revisions are also attached for Trustee information.

Recommendation:

That the Committee of the Whole review Policy I/1 – Student Transportation Services, and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board has established and operates a **child and/or** student transportation system to provide service to a **child's or** student's directed school. This service is available to all **children and/or** students within the Board's jurisdiction who qualify for this service in accordance with criteria as contained in the School Act of Alberta or as outlined in administrative practices.

2.0 GUIDELINES

- 2.1 Transportation service will be provided on regular morning and afternoon school bus routes. Early Childhood and ECS **children** students-enrolled in half day programs operated by the Board may be provided with transportation services at noon based on available resources.
- 2.2 The Board will provide transportation for all **children and** students enrolled in an education program, Early Childhood Services to grade 4, who reside further than 1,200 meters from the school to which the board has directed the **child or** student to attend.
- 2.3 The Board will provide transportation service for all students enrolled in an education program, grade 5 - 12, who reside further than 2400 meters from the school to which the student has been directed to attend.
- 2.4 A fee is charged for all kindergarten – grade 12 **children and/or** students, who do not qualify for funding by Alberta Education and are accessing transportation. Transportation fees are reviewed annually and are approved by the Board.
- 2.5 **Children and** students residing closer to the school site than the distances as specified in Guidelines 2.2 or 2.3 of this policy may be provided with transportation service if space is available on an existing school bus route.
- 2.6 The Superintendent or designate shall ensure that sufficient resources are available to provide transportation service for **children and** students in accordance with Board policy.
- 2.7 The Manager of Transportation Services is directed by the Superintendent of Schools to maintain the administrative practices required by this policy.

References: *Admin Practice(s): Transportation 3 - Support Staff & Bus Riding Duties
Transportation 5 - Student Transportation Services
Transportation 11 – Student Transportation Fees*
*School Act: Transportation 51(1)
School Transportation Regulation*



TRANSPORTATION 11 – Student Transportation Fees

Date: May 5, 2014 Revised Date: Feb. 24, 2016 Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

All Early Childhood Services to Grade 12 **children and/or** students, who do not qualify for **transportation** funding by Alberta Education and are accessing transportation services in Sturgeon **Public** School Division shall pay a transportation fee as directed in Policy I/1 – Student Transportation Services.

1.1 Transportation will be available for **children and** students who meet the criteria as set out in the Guidelines 2.2 and 2.3 of Policy I/1.

1.2 **Children and s**Students residing closer to the school site than the distances as specified in Guidelines 2.2 and 2.3 of Policy I/1 may be provided with transportation service if space is available.

2.0 PROCESS

The Secretary Treasurer will be responsible for ensuring the collection of transportation fees is undertaken according to established guidelines.

3.0 GUIDELINES

Transportation fees for the 2017-2018 school year are:

	Regular Rate
Headstart	\$175
Pre School Enrichment Program (PEP)	\$175
Headstart and PEP (Noon Transportation)	\$275
Kindergarten Full day	\$175
Kindergarten Half day	\$275
Eligible	
Ineligible	\$275
School of Choice	\$275
Non Resident	\$360
Ineligible Family Rate	\$825
School of Choice Family Rate	\$825

References: *Board Policy: I/1 – Student Transportation Services*
Board Regulation: Administration 2 - Appeal
School Transportation Regulation
Fee Waiver Application Form



TRANSPORTATION 11 – Student Transportation Fees

Date: May 5, 2014 Revised Date: Feb. 24, 2016 Responsible Administrator: Secretary-Treasurer

Definitions:

Student – is an individual who is registered in grades 1 – 12 ~~refers to any student who is unfunded by Alberta Education. In order to be considered funded the student must live over 2.4 kilometers to their designated school.~~

Child – is an individual who attends an Early Childhood program and is not registered in grades 1 – 12.

Headstart and PreSchool Enrichment Program (PEP) – any ~~child student~~ enrolled in a Headstart or PreSchool Enrichment Program (PEP).

Kindergarten Full days – any Kindergarten ~~child or student~~ that is enrolled in a full day program or a Headstart or PEP ~~child student~~ who is enrolled in a half day program but reside in an area where there is no noon time transportation available.

Kindergarten Half Days – any Early Childhood ~~child student~~ that is attending Sturgeon Heights*, Morinville Public, Namao or Guthrie schools and is eligible for and resides in the noon transportation boundaries.

*Sturgeon Heights only applies to the children attending day cares that are serviced at noon time.

Ineligible – any ~~child or student who that~~ resides less than 2.4 km to their designated school.

School Of Choice – any student who is attending a school other than the one designated by the established boundaries and ~~are not enrolled in a Sturgeon Public School Division directed program such as: French Immersion, LOGOS,~~ which is considered a program of choice ~~CTS or Special Education.~~

Non Resident – any student ~~who that~~ lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon school.

Family Rates – the family rate applies to families with more than three children in the same category. If your family is a blend of two or more categories the fees reflected in your Parent Portal account will be the fees for your individual family rate.

References: *Board Policy: I/1 – Student Transportation Services*
Board Regulation: Administration 2 - Appeal
School Transportation Regulation
Fee Waiver Application Form



TRANSPORTATION 11 – Student Transportation Fees

Date: May 5, 2014 Revised Date: Feb. 24, 2016 Responsible Administrator: Secretary-Treasurer

- 3.1 Fees shall be due and payable at the time of registration by online payment via the PowerSchool Parent Portal, cash or cheque.
 - 3.1.1 An administration fee will be charged for each cheque returned.
- 3.2 Any **child or** student new to the Division, will pay the regular rate or a portion of the fee, prorated on a 10 month basis.
 - 3.2.1 Any **child or** student entering the Division after March 31st of the school year will not be charged any portion of the Transportation fee.
- 3.3 All refunds shall be determined by the Transportation Department. No refunds will be approved except for **children or** students moving out of the transportation service area, transferring to another school jurisdiction or graduating during the school year. A request in writing will be required from parent/guardian stating reason for cancellation of transportation service before refund will be granted.
 - 3.3.1 A refund of Transportation fees will be determined on a prorated monthly basis.
 - 3.3.2 After March 31 of the school year, Transportation fees will not be refunded.
- 3.4 **Children or s**tudents enrolled prior to September 30th may apply for transportation services at any time during the school year. The transportation fee will be the regular rate (not prorated). Payment is due in full upon registration. **Children or s**tudents must meet the criteria as set out in Policy I/1.
- 3.5 Any **child or** student registered for Transportation Services, whose fees have not been paid by January 31st will receive a statement of the outstanding balance, which is due immediately.
- 3.6 Any outstanding balances as of April 30th will be forwarded to a collection agency.

References: *Board Policy: I/1 – Student Transportation Services*
Board Regulation: Administration 2 - Appeal
School Transportation Regulation
Fee Waiver Application Form



TRANSPORTATION 11 – Student Transportation Fees

Date: May 5, 2014 Revised Date: Feb. 24, 2016 Responsible Administrator: Secretary-Treasurer

- 3.7 In cases of genuine hardships, the Transportation Manager, in consultation with the Principal, has the discretion to waive or make alternative payment arrangements. Parents may request to waive their children’s fees by filling out the Division’s Fee Waiver Application Form.
- 3.7.3.8 Any concerns and disputes of the transportation fees will follow the process as outlined in Board Regulation Administration 2.

Draft-June 14, 2017

References: *Board Policy: 1/1 – Student Transportation Services*
Board Regulation: Administration 2 - Appeal
School Transportation Regulation
Fee Waiver Application Form



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: 2017 – 2018 School Fees

Background:

Each spring, in conjunction with School Councils, school-based staff and administration determine the school fees for the coming year.

Attached for Trustees' review is a summary of the proposed school fees for the 2017 – 2018 school year. These fees are subject to change as Administration works through the most recent development on school fees.

On June 6, 2017, school boards were advised by Alberta Education about the *School Fees and Costs Regulation* and the *School Transportation Regulation*. School boards are to complete and submit all school fee and transportation fee schedules by June 30, 2017. In addition, school boards are asked to submit their school fees and transportation fees policies. According to the newly proclaimed fees regulations, the Minister of Education will have to approve any new fees or fees that are proposed to increase by more than 5% from the fees charged to parents this year.

Administration has been working on the fee schedules in anticipation of the upcoming regulations. Unfortunately, there are still some uncertainties around several fee categories and the fee reporting requirements. Administration met with the school principals on Monday June 12, 2017 to discuss and clarify the additional information that might be required from schools for the fee schedules. The key message is that schools would not be able to charge fees that are not included in their school fee schedules.

The Board of Trustees are to review school and transportation fees and the Board Chair and Management to sign a School and Transportation Fees and Costs Declaration.

Recommendation:

That the Committee of the Whole review the 2017 – 2018 School Fees and advise Senior Administration accordingly.

BON ACCORD COMMUNITY SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Activity Fees		
Fieldtrips	\$10.00/trip approx	\$10.00/trip approx
Headstart Fieldtrip Fee (Annual)	\$ 100.00	\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 100.00	\$ 130.00
Swimming	\$ 37.00	\$ 37.00
Non curricular Fees		
Agenda	\$ 8.00	\$ 10.00
Headstart Supply Fee	\$ -	\$ 30.00
Other Sales & Services		
Yearbooks	\$ 15.00	\$ 15.00
Recorders	\$ 10.00	\$ 10.00

CAMILLA SCHOOL

Fee Schedule

		2017-2018	2016-2017
Instructional Material Fees			
	Elementary	\$ -	\$ 55.00
	Junior High	\$ -	\$ 67.00
Optional Course Fees			
NEW	Academic Skill Builder	\$ 5.00	N/A
	Art	\$ 20.00	\$ 20.00
	Archery	\$ 10.00	\$ 10.00
	Band	\$ 50.00	\$ 50.00
	Drama	\$ 10.00	\$ 10.00
	Digital Photography	\$ 10.00	\$ 10.00
	Entrepreneuership	\$ 10.00	\$ 10.00
	Film Making	\$ 10.00	\$ 10.00
	Film Studies	\$ 10.00	\$ 10.00
	Fit for Life	\$ 10.00	\$ 10.00
NEW	Fit for Life - Off Campus	\$ 100.00	N/A
	Foods	N/A	\$ 50.00
NEW	Foods 1	\$ 40.00	N/A
NEW	Foods 2	\$ 50.00	N/A
	Football	\$ 10.00	\$ 10.00
	French	\$ 10.00	\$ 10.00
	Hockey (Beginner)	\$ 10.00	\$ 10.00
	Hockey (Advanced)	\$ 85.00	\$ 85.00
NEW	Hunter Education (AB Gun Assoc'n registration fee)	\$ 50.00	N/A
	Leadership	\$ 10.00	\$ 10.00
	Makerspace	\$ 10.00	\$ 10.00
NEW	Media and Technology	\$ 10.00	N/A
	Outdoor Education	\$ 40.00	\$ 40.00
	Robotics	\$ 20.00	\$ 20.00
NEW	Sewing	\$ 20.00	N/A
NEW	Science Challenge	\$ 25.00	N/A
	Script Writing	\$ 10.00	\$ 10.00
	Sports Performance	\$ 10.00	\$ 10.00
NEW	Strategic Gaming	\$ 10.00	N/A
	Technology Skill Builder	\$ 10.00	\$ 10.00
	Traditional Sports	\$ 10.00	\$ 10.00
	Woods	\$ 85.00	\$ 85.00

CAMILLA SCHOOL

Fee Schedule

	2017-2018		2016-2017
Activity Fees (subject to change)			
Gr 1 Telus World of Science	\$ 21.00		\$ 21.00
Gr 1 Musee Heritage	\$ 15.00		\$ 15.00
Gr 2 Jurassic Forest	\$ 17.50		\$ 17.50
Gr 2 Soapstone Carving (in-school)	\$ 13.00		\$ 13.00
Gr 2 Acadia (in-school)	\$ 12.00		\$ 12.00
Gr 2 Boats & Buoyancy (in-school)	\$ 13.00		\$ 13.00
Gr 2 Clay for Kids (in-school)	\$ 13.50		\$ 13.50
Gr 3 Awesome Bridges (in-school)	\$ 14.00		\$ 14.00
Gr 3 St. Albert Art Gallery	\$ 17.00		\$ 17.00
Gr 3 Winspear	\$ 13.00		\$ 13.00
Gr 5 Lois Hole Provincial Park	\$ 15.00		\$ 15.00
Gr 6 Aviation Museum	\$ 20.00		\$ 20.00
Gr 7 Reynolds Museum	\$ 20.00		\$ 20.00
Gr 9 Riverwatch	\$ 30.00		\$ 30.00
St. Albert Children's Theatre (Gr 1-6)	\$ 20.00		\$ 20.00
Camp Warwa (Jr High Outdoor Ed)	\$ 20.00		\$ 20.00
Hockey Hooky (Gr 4-6)	\$ 25.00		\$ 25.00
Junior High movie	\$ 12.00		\$ 12.00
Headstart Fieldtrip Fee (Annual)	\$ 100.00		\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 140.00		\$ 185.00
Swimming (Tri-Leisure Year End Primary)	\$ 9.00		\$ 9.00
Swimming (Tri-Leisure Year End Elementary)	\$ 11.00		\$ 11.00
Extracurricular Fees			
Jr. Basketball	\$ 80.00		\$ 80.00
Sr. Basketball	\$ 120.00		\$ 100.00
Jr. Volleyball	\$ 80.00		\$ 80.00
Sr. Volleyball	\$ 120.00		\$ 100.00
Archery Club	\$ 25.00		\$ 25.00
Badminton	\$ 25.00		\$ 25.00

CAMILLA SCHOOL

Fee Schedule

		2017-2018	2016-2017
Non-curricular Fees			
	Agenda	\$ 10.00	\$ 9.00
NEW	Kindergarten Supply Fee	\$ 15.00	N/A
Non-curricular Travel			
	Overnight Ski Trip-with rentals (subject to change)	\$ 300.00	\$ 300.00
	Overnight Ski Trip-without rentals (subject to change)	\$ 250.00	\$ 250.00
	Band Camp	\$ 75.00	\$ 75.00
	Grade 4 Drumheller overnight trip	\$ 70.00	\$ 70.00
Other Sales & Services			
	Yearbooks	\$ 10.00	\$ 10.00
NEW	Kindergarten Yearbook	\$ 20.00	N/A
	Grad Tickets (price subject to change)	\$ 25.00	\$ 23.00
	Recorders	\$ 10.00	\$ 10.00

GIBBONS SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Technology User Fees		
NEW Laptop loaner program rental	\$20.00 / month	N/A
Alternative Program Fees		
Hockey Academy Elementary	\$ 900.00	\$ 900.00
Hockey Academy Elementary Goalie	\$ 500.00	\$ 500.00
Hockey Academy Junior High	\$ 1,100.00	\$ 1,100.00
Hockey Academy Junior High Goalie	\$ 700.00	\$ 700.00
Optional Course Fees		
Elementary		
NEW Curling	\$ 15.00	N/A
NEW Let's Play Ball - No Cost	\$ -	N/A
NEW Leadership	\$ 15.00	N/A
NEW Board Gaming	\$ 10.00	N/A
NEW Lego Masters	\$ 10.00	N/A
NEW Fit Fun - No Cost	\$ -	N/A
NEW Photography	\$ 5.00	N/A
NEW Coding - No Cost	\$ -	N/A
NEW Intro to cooking	\$ 20.00	N/A
NEW Cake/Cupcake Decorating	\$ 20.00	N/A
NEW Movie Maker	\$ 10.00	N/A
NEW Outdoor Education	\$ 15.00	N/A
Junior High		
Industrial Arts	\$ 25.00	\$ 25.00
Comm. Technology - Classic Animation	\$ 10.00	\$ 10.00
Communication Technology - Digital Imaging	\$ 10.00	\$ 10.00
Communication Technology - Live Action	\$ 10.00	\$ 10.00
Comm Tech	\$ 10.00	\$ 10.00
Communication Technology - Photography	\$ 10.00	\$ 10.00
Foods	\$ 25.00	\$ 25.00
Robotics	\$ 20.00	\$ 15.00

GIBBONS SCHOOL

Fee Schedule

	2017-2018	2016-2017
Sports Leadership - Badminton/Cycling	\$ 10.00	\$ 10.00
Sports Leadership - Basketball	\$ 10.00	\$ 10.00
Sports Leadership - Curling	\$ 10.00	\$ 10.00
Sports Leadership - Cycling	\$ 10.00	\$ 10.00
Sports Leadership - Soccer	\$ 10.00	\$ 10.00
Sports Leadership - Volleyball	\$ 10.00	\$ 10.00
Fit for Life	\$ 10.00	\$ 10.00
Outdoor Ed	\$ 50.00	\$ 50.00
Sports Game and Fitness	\$ 10.00	\$ 10.00
Art	\$ 20.00	\$ 10.00
Drama	\$ 10.00	\$ 5.00
NEW Band - Beginner/Advanced	\$ 5.00	\$ -
Beading and crafts	\$ 20.00	\$ 10.00
Dance	\$ 165.00	\$ 165.00
Academic Skill Builder - No Cost	\$ -	\$ -
French	\$ 5.00	\$ 5.00
Tourism - No Cost	\$ -	\$ -
Extracurricular Fees		
Sport - Jersey Deposit	N/A	\$ 50.00
Sports - Jr Basketball	\$ 50.00	\$ 45.00
Sports - Jr Volleyball	\$ 50.00	\$ 45.00
Sports - Jr. Badminton	\$ 25.00	\$ 25.00
Sports - Sr Badminton	\$ 45.00	\$ 45.00
Sports - Sr Basketball	\$ 90.00	\$ 85.00
Sports - Sr Volleyball	\$ 90.00	\$ 85.00
NEW Sports - Jersey Rental	\$ 25.00	N/A
Non-curricular Travel (price subject to change)		
Overnight Ski Trip	\$ 286.00	\$ 286.00
Marmot Ski Trip	\$ 156.00	\$ 156.00
Rabbit Hill Ski trip	\$ 48.00	\$ 48.00
Other Sales & Services		
Yearbooks	\$ 20.00	\$ 20.00
Lost/Damaged Textbooks (if applicable)	\$ 50.00	\$ 50.00

GUTHRIE SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Optional Course Fees		
Woods	\$ 20.00	\$ 20.00
Band	\$ 60.00	\$ 60.00
Fashion	\$ 10.00	\$ 10.00
Photography	\$ 10.00	\$ 10.00
Handyworks	\$ 20.00	\$ 20.00
Art	\$ 10.00	\$ 10.00
Film Study	\$ -	\$ 15.00
Fit for Life	\$ 5.00	\$ 5.00
Makerspace	\$ 10.00	\$ 5.00
Robotics	\$ 10.00	\$ 10.00
Chef Wars	\$ 20.00	\$ 15.00
Golf	\$ 25.00	\$ 25.00
Outdoor Pursuits	\$ 5.00	\$ 5.00
Activity Fees		
Fieldtrips Gr. 1-9	\$5.00 - \$25.00 / trip	\$5.00 - \$20.00 / trip
JH option fieldtrips (ex. Film Study, Drama)	\$5.00 - \$25.00 / trip	\$5.00 - \$20.00 / trip
Kindergarten Fieldtrip Fee (Annual)	\$ 110.00	\$ 130.00
Headstart Fieldtrip Fee (Annual)	\$ 100.00	\$ 140.00
Ski Trip Gr. 4 - 9 with rentals (subject to change)	\$ 46.00	\$ 46.00
Ski Trip Gr.4-9 without rentals (subject to change)	\$ 30.00	\$ 30.00
Swimming	\$ 35.00	\$ 35.00
Birch Bay (Gr. 4-6)	\$ 35.00	\$ 35.00
Birch Bay (Gr. 7-9)	\$ 65.00	\$ 65.00
Extracurricular Fees		
Jr. Basketball	\$ 30.00	\$ 30.00
Sr. Basketball	\$ 60.00	\$ 60.00
Volleyball	\$ 50.00	\$ 50.00
Badminton	\$ 30.00	\$ 30.00
Archery Club	\$ 10.00	\$ 10.00
NEW Running Room Indoor Games	\$ 5.00	N/A
WISEST	\$ 15.00	\$ 10.00
Young Scientist	\$ 15.00	\$ 10.00
Non-curricular Fees		
Agenda (Gr. 1-6)	\$ 7.00	\$ 7.00

GUTHRIE SCHOOL

Fee Schedule

	2017-2018	2016-2017
Non-curricular Travel		
Band Camp	\$ 105.00	\$ 105.00
Camp Yowochas (Youth Leadership)	\$ 65.00	\$ 65.00
Marmot ski trip Gr. 7-9 with rentals (subject to change)	\$ 310.00	\$ 310.00
Marmot ski trip Gr. 7-9 without rentals (subject to change)	\$ 260.00	\$ 260.00
Other Sales & Services		
School clothing (subject to change)	\$10.00 - \$70.00	\$10.00 - \$70.00
Grad Tickets	\$ 30.00	\$ 25.00

LANDING TRAIL SCHOOL

Fee Schedule

	2017-2018		2016-2017
Instructional Material Fees			
Elementary	\$ -		\$ 55.00
Alternative Program Fees			
Logos	\$ 15.00		\$ 15.00
Activity Fees			
Headstart Fieldtrip Fee (Annual)	\$ 100.00		\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 100.00		\$ 130.00
Swimming	\$ 45.00		\$ 38.00
Non curricular Fees			
Agenda	\$ 8.00		\$ 8.00
Other Sales & Services			
Recorders	\$ 10.00		\$ 10.00
Yearbooks	\$ 20.00		\$ 20.00

LILIAN SCHICK SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Alternative Program Fees		
Hockey Academy	\$ 1,100.00	\$ 1,100.00
Logos	\$ 15.00	\$ 15.00
Optional Course Fees		
Archery	\$ 25.00	\$ 25.00
Architecture & Design	\$ -	\$ 10.00
Art	\$ 20.00	\$ 20.00
Badminton	\$ 15.00	\$ 15.00
Band	\$ 50.00	\$ 50.00
Dissections	\$ 20.00	\$ 20.00
Drama	\$ 50.00	\$ 50.00
Elite Sports	\$ 50.00	\$ 50.00
Foods	\$ 40.00	\$ 40.00
Golf	\$ 50.00	\$ 50.00
Outdoor Education	\$ 30.00	\$ 30.00
Photography	\$ 10.00	\$ 10.00
Robotics	\$ 15.00	\$ 15.00
Activity Fees		
Ski Trip - Rabbit Hill	\$ 55.00	\$ 55.00
Extracurricular Fees		
Archery Club	\$ 25.00	\$ 25.00
Jr. Badminton	\$ 25.00	\$ 10.00
Jr. Basketball	\$ 50.00	\$ 40.00
Jr. Volleyball	\$ 50.00	\$ 40.00
Sr. Badminton	\$ 40.00	\$ 30.00
Sr. Basketball	\$ 110.00	\$ 60.00
Sr. Volleyball	\$ 100.00	\$ 60.00

LILIAN SCHICK SCHOOL

Fee Schedule

	2017-2018		2016-2017
Non-curricular Fees			
Agenda	\$ 8.00		\$ 8.00
Library Fee	\$ 5.00		\$ 5.00
Non-curricular Travel (subject to change)			
Band Camp	\$ 85.00		\$ 85.00
Overnight Ski Trip - Marmot	\$ 310.00		\$ 310.00
Other Sales & Services			
Grade 9 Fairwell	\$ 15.00		\$ 15.00
Hoodies	\$ 45.00		\$ 45.00
Lost/Damaged Books	\$ 10.00		\$ 10.00
T-Shirt Sales	\$ 11.50		\$ 11.50
Yearbooks	\$ 15.00		\$ 15.00

MORINVILLE PUBLIC SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Alternative Program Fees		
Dance Academy	\$ 850.00	\$ 850.00
Sports Academy	\$ 850.00	\$ 850.00
Optional Course Fees		
Industrial Arts - No Cost	\$ -	\$ -
Rock Band	\$ 40.00	\$ 40.00
Makerspace	\$ 20.00	\$ 20.00
Environmental Stewardship	\$ 10.00	\$ 10.00
Spanish	\$ 10.00	\$ 10.00
Drama	\$ 10.00	\$ 10.00
Composing/recording/creating	\$ 25.00	\$ 25.00
Cosmetology	\$ 20.00	\$ 20.00
Robotics	\$ 10.00	\$ 10.00
Film studies	\$ 25.00	\$ 25.00
Photography	\$ 15.00	\$ 15.00
Tourism	\$ 20.00	\$ 20.00
ECS Enhance Program Fees		
PEP Community Student (per month)	\$ 250.00	\$ 250.00
Activity Fees		
Headstart Fieldtrip Fee (Annual)	\$ 100.00	\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 140.00	\$ 140.00
KEP Fieldtrip Fee (Annual)	\$ 65.00	\$ 65.00
PEP Fieldtrip Fee (Annual)	\$ 200.00	\$ 200.00
Ski Trip - Rabbit Hill - with rentals (subject to change)	\$ 49.00	\$ 49.00
Ski Trip - Rabbit Hill-without rentals (subject to change)	\$ 31.00	\$ 31.00
Extracurricular Fees		
Jr. Basketball	\$ 60.00	\$ 90.00
Sr. Basketball	\$ 100.00	\$ 90.00
Jr. Volleyball	\$ 60.00	\$ 60.00
Sr. Volleyball	\$ 100.00	\$ 90.00

MORINVILLE PUBLIC SCHOOL

Fee Schedule

	2017-2018	2016-2017
Sr. Badminton	\$ 30.00	\$ 30.00
Jr. Badminton	\$ 30.00	\$ 30.00
Non-curricular Fees		
Agenda (Grade 1-6)	\$ 9.00	\$ 9.00
Agenda (KG, Headstart, PEP)	\$ 2.00	\$ 2.00
Classroom Supply Fee (KEP)	\$ -	\$ 15.00
Classroom Supply Fee (Headstart)	\$ -	\$ 20.00
Classroom Supply Fee (PEP)	\$ -	\$ 30.00
Classroom Supply Fee (KG)	\$ -	\$ 30.00
Classroom Supply Fee (Grade 1-3)	\$ -	\$ 55.00
Non-curricular Travel (Subject to change)		
Gr 4 Drumheller Trip	\$ 157.00	\$ 157.00
Gr 1-9 Dragon Boating	\$ 10.00	\$ 10.00
Other Sales & Services (Subject to change)		
Yearbooks	\$ 33.00	\$ 33.00

MORINVILLE & STURGEON LEARNING CENTRES

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees	\$ -	\$5.00 / credit
Activity Fees (subject to change)		
Fieldtrips	\$10.00 / trip	\$10.00 / trip
PhysEd 10	\$ 125.00	\$ 125.00
Other Fees		
Refundable Book Deposit	\$ 75.00	\$ 75.00
Other Sales & Services		
Adult Tuition	\$80.00 / credit	\$80.00 / credit
School clothing	\$ 25.25	\$ 30.00
Grad Tickets	\$ 65.00	\$ 70.00

NAMAO SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Alternative Program Fees		
Lifeskills Cooking Fee	\$ 110.00	\$ 110.00
Optional Course Fees		
Art	\$ 20.00	\$ 20.00
Baking	\$ 45.00	\$ 45.00
Band	\$ 55.00	\$ 55.00
Chef Wars	\$ 45.00	\$ 45.00
Cosmetology	\$ 40.00	\$ 40.00
Crafting	\$ 30.00	\$ 30.00
Drama	\$ 30.00	\$ 30.00
Fit for Life	\$ 50.00	\$ 50.00
Industrial Arts	\$ 45.00	\$ 45.00
Sports Leadership - Golf	\$ 50.00	\$ 50.00
Photography	\$ 20.00	\$ 20.00
Foods I & II	\$ 45.00	\$ 45.00
Foods III	\$ 50.00	\$ 50.00
Permaculture	N/A	\$ 20.00
Hands on Science	\$ 45.00	\$ 45.00
Lego Robotics	\$ 20.00	\$ 20.00
NEW Outdoor Education	\$ 15.00	\$ -
NEW Makerspace	\$ 10.00	\$ -
ECS Enhance Program Fees		
KEP Community Student (per month)	\$ 150.00	\$ 150.00
PEP Community Student (per month)	\$ 250.00	\$ 250.00
Activity Fees		
Fieldtrips	\$5.00 - \$20.00 / trip	\$5.00 - \$20.00 / trip
Headstart Fieldtrip Fee (Annual)	\$ 100.00	\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 100.00	\$ 150.00
PEP Fieldtrip Fee (Annual)	\$ 200.00	\$ 200.00
KEP Fieldtrip Fee (Annual)	\$ 65.00	\$ 65.00
Ski Trip - Elementary with rentals (subject to change)	\$ 55.00	\$ 55.00
Ski Trip - Elementary without rentals (subject to change)	\$ 35.00	\$ 35.00
Ski Trip - Jr High with rentals (subject to change)	\$ 155.00	\$ 155.00
Ski Trip - Jr High without rentals (subject to change)	\$ 135.00	\$ 135.00
Swimming	\$ 35.00	\$ 35.00
P.A.R.T.Y. Program (Gr. 9)	\$ 10.00	\$ 10.00

NAMA O SCHOOL

Fee Schedule

	2017-2018	2016-2017
Extracurricular Fees		
Choir		
Jr. Basketball	\$ 60.00	\$ 70.00
Sr. Basketball	\$ 110.00	\$ 130.00
Jr. Volleyball	\$ 60.00	\$ 60.00
Sr. Volleyball	\$ 100.00	\$ 110.00
Jr. Badminton	\$ 25.00	\$ 25.00
Sr. Badminton	\$ 30.00	\$ 30.00
Running Club	\$ 10.00	\$ 10.00
Non curricular Fees		
Agenda	\$ 10.00	\$ 9.00
Classroom Supply Fee - Primary	\$ -	\$ 50.00
Headstart Supply Fee	\$ -	\$ 30.00
PEP Supply Fee	\$ -	\$ 30.00
KEP Supply Fee	\$ -	\$ 20.00
Other Sales & Services		
Yearbooks	\$ 23.00	\$ 20.00
Grad Tickets	\$ 25.00	\$ 25.00

Oakhill School

Fee Schedule

		2017-2018	2016-2017
Activity Fees (subject to change)			
Gr. 3 - 10 Fieldtrip Fee		\$ 32.00	\$ 67.00
Swimming		\$ 30.00	\$ -
Non-curricular Fees			
Locks		\$ 5.00	\$ -

OCHRE PARK SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Activity Fees		
Fieldtrips	\$5.00 - \$20.00 / trip	\$5.00 - \$20.00 / trip
Headstart Fieldtrip Fee (Annual)	\$ 100.00	\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 110.00	\$ 140.00
NEW Skating Fee	\$ 7.00	\$ -
NEW Swimming Fee	\$ 8.00	\$ -
NEW Golfing Fee	\$ 5.00	\$ -
Other Sales & Services		
Recorders	\$ 9.00	\$ 9.00

REDWATER SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Senior High [full year]	\$ -	\$ 110.00
Senior High [one term only]	\$ -	\$ 55.00
Outreach (per credit cost)	\$ -	\$ 5.00
Alternative Program Fees		
Logos	\$ 20.00	\$ 20.00
Activity Fees		
Phys Ed 10/20/30 Fieldtrip Fee	\$ 20.00	\$ 15.00
Optional Course Fees		
Grade 6 Band	\$ 20.00	\$ 20.00
Junior High		
Art	\$ 15.00	\$ 15.00
Academic Skill Builder - No Cost	\$ -	\$ -
Band	\$ 50.00	\$ 50.00
Bldg Construction/Industrial Arts	\$ 30.00	\$ 30.00
Fashion Studies	\$ 30.00	\$ 30.00
Film Studies - No Cost	\$ -	\$ -
Foods Studies	\$ 30.00	\$ 30.00
French - No Cost	\$ -	\$ -
Girls Maker Space	\$ 20.00	\$ 20.00
Musical Theatre	\$ 10.00	\$ 10.00
Robotics	\$ 20.00	\$ 20.00
Science Enrichment	\$ 10.00	\$ 10.00
Sport leadership- Golf	\$ 20.00	\$ 20.00
Sport Leadership- Outdoor Games	\$ 10.00	\$ 10.00
Sports Leadership-Badminton	\$ 10.00	\$ 10.00
Sports Leadership-Cycling	\$ 20.00	\$ 20.00
Wildlife-Angling and Fish Management	\$ 20.00	\$ 20.00
Wildlife-Outdoor Survival Skills	\$ 20.00	\$ 20.00

REDWATER SCHOOL

Fee Schedule

	2017-2018	2016-2017
Senior High		
Art 10/20/30	\$ 40.00	\$ 40.00
Band (Inst. Music 10/20/30)	\$ 50.00	\$ 50.00
Guitar (guitar supplied)	\$ 15.00	\$ 15.00
Bldg Construction/Industrial Arts	\$ 40.00	\$ 40.00
Communication Technology	\$ 20.00	\$ 20.00
Fashion Studies 10/20/30	\$ 60.00	\$ 60.00
Robotics	\$ 60.00	\$ 60.00
Foods Studies	\$ 60.00	\$ 60.00
Wildlife	\$ 90.00	\$ 90.00
Extracurricular Fees		
Junior High		
Volleyball- A	\$ 60.00	\$ 60.00
Volleyball- B	\$ 60.00	\$ 45.00
Basketball-A	\$ 60.00	\$ 60.00
Basketball-B	\$ 60.00	\$ 60.00
Badminton	\$ 20.00	\$ 20.00
Senior High		
SH Basketball	\$ 190.00	\$ 190.00
SH Volleyball	\$ 190.00	\$ 190.00
SH Badminton	\$ 50.00	\$ 50.00
SH Golf	\$ 40.00	\$ 40.00
SH Cross Country	\$ 10.00	\$ 10.00
SH Track	\$ 10.00	\$ 10.00
Non-Curricular Fees		
Athletic/P.E. Fee	\$ -	\$ 15.00
Jr High / Sr High Student Council	\$ 5.00	\$ 5.00
Other Sales & Services		
Locks (optional)	\$ 6.00	\$ 6.00
Math & Science Workbooks	\$ -	\$ 20.00
Yearbook	\$ 45.00	\$ 40.00

STURGEON COMPOSITE HIGH SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Senior High [full year]	\$ -	\$ 110.00
Senior High [one term only]	\$ -	\$ 55.00
Activity Fees		
English Citadel Fieldtrip	\$ 31.50	\$ 31.50
Lifeskills Fieldtrip Fee	\$ 200.00	\$ 200.00
Optional Course Fees		
Art 10 - S1 (3 Credit)	\$ 30.00	\$ 30.00
Art 10 - S2	\$ 50.00	\$ 50.00
Art 20 - S1	\$ 50.00	\$ 50.00
Art 20 - S2	\$ 50.00	\$ 50.00
Art 30 - S1	\$ 50.00	\$ 50.00
Art 30 - S2	\$ 50.00	\$ 50.00
Auto Mechanics 10-4 - S1	\$ 30.00	\$ 30.00
Auto Mechanics 10-4 - S2	\$ 60.00	\$ 60.00
Childcare S2	\$ 75.00	\$ 75.00
Choral Music 10	\$ 40.00	\$ 40.00
Choral Music 20	\$ 40.00	\$ 40.00
Choral Music 30	\$ 40.00	\$ 40.00
Comm. Cooking 20-4 - S1	\$ 50.00	\$ 50.00
Comm. Cooking 20-4 - S2	\$ 100.00	\$ 100.00
Comm. Cooking 30-4 - S1	\$ 50.00	\$ 50.00
Comm. Cooking 30-4 - S2	\$ 100.00	\$ 100.00
Comm. Tech 10 - S2 (5 credit)	\$ 30.00	\$ 30.00
Commercial Foods 10 - S2	\$ 100.00	\$ 100.00
Commercial Foods 20 - S1	\$ 50.00	\$ 50.00
Commercial Foods 30 - S1	\$ 50.00	\$ 50.00
Computing Science 10 Game Design - - S1	\$ 70.00	\$ 70.00
Comp. Science 20 App Creation & Robotics -S2	\$ 75.00	\$ 75.00
Computing Science 30 - S2	\$ 75.00	\$ 75.00
Construction 10 - S1	\$ 30.00	\$ 30.00
Construction 10 - S2	\$ 60.00	\$ 60.00
Construction 10-4 - S1	\$ 30.00	\$ 30.00
Construction 10-4 - S2	\$ 60.00	\$ 60.00

STURGEON COMPOSITE HIGH SCHOOL

Fee Schedule

	2017-2018	2016-2017
Construction 20 - S1 (10 Credit)	\$ 55.00	\$ 55.00
Construction 20 - S1 (5 credit)	\$ 50.00	\$ 50.00
Construction 30 - S2 (10 Credit)	\$ 110.00	\$ 110.00
Construction 30 - S2 (5 credit)	\$ 100.00	\$ 100.00
Cosmetology 10 - S1	\$ 30.00	\$ 30.00
Cosmetology 10 - S2	\$ 60.00	\$ 60.00
Cosmetology 10-4 - S2	\$ 60.00	\$ 60.00
Cosmetology 20 - S1	\$ 50.00	\$ 50.00
Cosmetology 20 - S2	\$ 100.00	\$ 100.00
Cosmetology 30 - S1	\$ 50.00	\$ 50.00
Cosmetology 30 - S2	\$ 100.00	\$ 100.00
Drama 20 - S2	\$ 50.00	\$ 50.00
Drama 30 - S2	\$ 50.00	\$ 50.00
Fabrication 10 - S1	\$ 30.00	\$ 30.00
Fabrication 10 - S2	\$ 60.00	\$ 60.00
Fabrication 10-4 - S1	\$ 30.00	\$ 30.00
Fabrication 10-4 - S2	\$ 60.00	\$ 60.00
Fabrication 20 - S1 (10 Credit)	\$ 50.00	\$ 50.00
Fabrication 20 - S2 (5 Credit)	\$ 60.00	\$ 60.00
Fabrication 30 - S2 (10 Credit)	\$ 100.00	\$ 100.00
Fabrication 30 - S2 (5 Credit)	\$ 60.00	\$ 60.00
Fabrics 10-4 - S2	\$ 50.00	\$ 50.00
Fashion & Home Design 10 - S2 (3 Credit)	\$ 30.00	\$ 30.00
Fashion & Home Design Studies 10 - S2	\$ 50.00	\$ 50.00
Fashion & Home Design Studies 20 - S2	\$ 50.00	\$ 50.00
Fashion & Home Design Studies 30 - S2	\$ 50.00	\$ 50.00
Film Studies 25 - S2	\$ 20.00	\$ 20.00
Food Prep & Service 20-4 - S1	\$ 55.00	\$ 55.00
Food Prep & Service 20-4 - S2	\$ 110.00	\$ 110.00
Food Prep & Service 30-4 - S1	\$ 55.00	\$ 55.00
Food Prep & Service 30-4 - S2	\$ 110.00	\$ 110.00
Foods 10 - S1 (3 Credit)	\$ 30.00	\$ 30.00
Foods 10 - S1 (5 Credit)	\$ 50.00	\$ 50.00
Foods 10 - S2 (3 Credit)	\$ 60.00	\$ 60.00
Foods 10 - S2 (5 Credit)	\$ 100.00	\$ 100.00
Foods 10-4 - S1	\$ 50.00	\$ 50.00

STURGEON COMPOSITE HIGH SCHOOL

Fee Schedule

	2017-2018	2016-2017
Foods 20 - S1 (5 Credit)	\$ 55.00	\$ 55.00
Foods 20 - S2	\$ 110.00	\$ 110.00
Foods 30 - S2 (5 Credit) (E)	\$ 110.00	\$ 110.00
Guitar 10 - S1	\$ 40.00	\$ 40.00
Guitar 20 - S1	\$ 40.00	\$ 40.00
Guitar 30 - S1	\$ 40.00	\$ 40.00
Healthcare 20 - S2	\$ 50.00	\$ 50.00
Healthcare 30 - S2	\$ 50.00	\$ 50.00
Instrumental Jazz Band 15	\$ 80.00	\$ 80.00
Instrumental Jazz Band 25	\$ 80.00	\$ 80.00
Instrumental Jazz Band 35	\$ 80.00	\$ 80.00
Instrumental Music 10	\$ 80.00	\$ 80.00
Instrumental Music 20	\$ 80.00	\$ 80.00
Instrumental Music 30	\$ 80.00	\$ 80.00
Intro to Health Pathways - S1	\$ 50.00	\$ 50.00
Intro to Health Pathways - S2	\$ 50.00	\$ 50.00
Mechanics 10 - S1	\$ 30.00	\$ 30.00
Mechanics 10 - S2	\$ 60.00	\$ 60.00
Mechanics 20 - S1 (10 credit)	\$ 50.00	\$ 50.00
Mechanics 20 - S1 (5 credit)	\$ 30.00	\$ 30.00
Mechanics 20 - S2 (10 credit)	\$ 100.00	\$ 100.00
Mechanics 30 - S1 (5 credit)	\$ 30.00	\$ 30.00
Mechanics 30 - S2 (10 credit)	\$ 100.00	\$ 100.00
Phys-Ed 30 - Off Campus - S2	\$ 180.00	\$ 180.00
Sports Medicine 20 - S1	\$ 70.00	\$ 70.00
Sports Medicine 30 - S1	\$ 70.00	\$ 70.00
Vocal Jazz 15	\$ 40.00	\$ 40.00
Vocal Jazz 25	\$ 40.00	\$ 40.00
Vocal Jazz 35	\$ 40.00	\$ 40.00
Extracurricular Fees		
Badminton	\$ 75.00	\$ 75.00
Cross Country	\$ 50.00	\$ 50.00
Golf	\$ 75.00	\$ 75.00
Jr Boys Rugby	\$ 75.00	\$ 75.00
Jr Girls Volleyball	\$ 200.00	\$ 200.00

STURGEON COMPOSITE HIGH SCHOOL

Fee Schedule

	2017-2018	2016-2017
Jr. Boys Basketball	\$ 200.00	\$ 200.00
Jr. Boys Volleyball	\$ 200.00	\$ 200.00
Jr. Girls Basketball	\$ 200.00	\$ 200.00
Sr Boys Rugby	\$ 100.00	\$ 100.00
Sr Boys Volleyball	\$ 250.00	\$ 250.00
Sr Girls Volleyball	\$ 250.00	\$ 250.00
Sr. Boys Basketball	\$ 250.00	\$ 250.00
Sr. Girls Basketball	\$ 250.00	\$ 250.00
Non-curricular Fees		
Grade 12 Graduation Fee (cap&gown rental, venue)	\$ 100.00	\$ 100.00
I.D. Card	\$ 5.00	\$ 5.00
Locker (\$5.00 refund at year end)	\$ 10.00	\$ 10.00
Student Events Fee	\$ -	\$ 5.00
Other Sales & Services		
Yearbook	\$ 45.00	\$ 45.00
Grad Ceremony Tickets	\$ 10.00	\$ 10.00
Parking Permit (Upon application approval)	\$ 5.00	\$ 5.00

STURGEON HEIGHTS SCHOOL

Fee Schedule

	2017-2018	2016-2017
Instructional Material Fees		
Elementary	\$ -	\$ 55.00
Junior High	\$ -	\$ 67.00
Optional Course Fees		
Industrial Arts	\$ 140.00	\$ 140.00
Band	\$ 40.00	\$ 40.00
Foods Intro	\$ 40.00	\$ 40.00
Foods Advanced	\$ 50.00	\$ 50.00
Drama	\$ 20.00	\$ 20.00
French	\$ 5.00	\$ 5.00
Art	\$ 16.00	\$ 16.00
Fit 4 Life or Golf	\$ 100.00	\$ 100.00
ECS Enhanced Program Fees		
PEP Community Student (per month)	\$ 250.00	\$ 250.00
KEP Community Student (per month)	\$ 150.00	\$ 150.00
Activity Fees		
Headstart Fieldtrip Fee (Annual)	\$ 100.00	\$ 140.00
Kindergarten Fieldtrip Fee (Annual)	\$ 100.00	\$ 150.00
KEP Fieldtrip Fee (Annual)	\$ 65.00	\$ 65.00
PEP Fieldtrip Fee (Annual)	\$ 200.00	\$ 200.00
Local Ski Trip	\$ 51.00	\$ 51.00
Swimming	\$ 50.00	\$ 40.00
Extracurricular Fees		
Jr. Basketball	\$ 60.00	\$ 50.00
Sr. Basketball	\$ 110.00	\$ 80.00
Jr. Volleyball	\$ 60.00	\$ 50.00
Sr. Volleyball	\$ 100.00	\$ 80.00
Running Club	\$ 60.00	\$ 60.00
Badminton	\$ 20.00	\$ 20.00
Ski Club	\$ 210.00	\$ 210.00
Musical Theatre	\$ 30.00	\$ 25.00

STURGEON HEIGHTS SCHOOL

Fee Schedule

	2017-2018	2016-2017
Non-curricular Fees		
Agenda	\$ 11.00	\$ 11.00
Non-curricular Travel (Subject to change)		
Mountain Ski Trip	\$ 140.00	\$ 140.00
Overnight Ski Trip	\$ 210.00	N/A
Other Sales & Services (Subject to change)		
Yearbooks	\$ 27.00	\$ 27.00
Grad Tickets for Grads	\$ 45.00	\$ 45.00
Grad Tickets for Family	\$ 15.00	\$ 15.00
BYOD Chromebook (Gr. 6-8)	\$ 200.00	\$ 200.00

NEW



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: 2017 – 2018 Preliminary Budget

Background:

Attached for Trustee review is the Draft Preliminary Budget for the 2017 – 2018 school year.

Please note that the School Fees and Costs Regulation and Transportation Fees Regulation were sent to school boards on June 6, 2017. These new regulations will result in some changes to the Preliminary Budget. The Secretary Treasurer will address the items that might have a financial impact on the Budget at the Committee of the Whole meeting.

Recommendation:

That the Committee of the Whole review the 2017 – 2018 Preliminary Budget and advise Senior Administration accordingly.

COMMITTEE 9.6



Sturgeon School Division No. 24

DRAFT Budget Report

School Year

2017-2018

...where great things are happening!

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Guiding Principles, Education Plan Goals and Board Priorities

Sturgeon Public 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:

High Quality Teaching and Learning for All Students

1. Continue a culture of inquiry and a targeted professional growth plan, focused on the Division's Three Year Education Plan priorities as it relates to instructional and assessment practices.
2. Continue to support, program and fund effective early learning programs and interventions for students enrolled in our Early Childhood Education (ECE) programs.
3. Continue to research, support and monitor high quality instructional strategies that improve students' literacy and numeracy skills across the Division.
4. Provide our staff with professional development opportunities that promote an awareness and understanding of Aboriginal culture.
5. Collaborate with our aboriginal families and community for the benefit of our students.
6. Have schools identify a "most responsible person" (MRP) to monitor Aboriginal student academic achievement.

Safe, Caring, and Inclusive Learning Environments

1. Continue to support all students as they build understanding and come to respect diversity and develop cultural knowledge so there is a strong sense of identity and belonging for all.
2. Explore, share and support best practices for inclusion of all students.
3. Communicate and consistently reinforce clear expectations of conduct.
4. Collaborate with regional service providers to foster respect, inclusion, fairness and equity for the benefit of our at-risk students.

A Culture of Mental, Emotional, Social, and Physical Wellness

1. Implement teaching approaches that improve students' mental and emotional wellness within a 'Response to Intervention Model'.
2. Continue to improve and promote a Comprehensive Counselling approach to supporting all students in each school.
3. Promote a Comprehensive School Health (CSH) approach to supporting our students' wellness.

4. Partner with community and provincial organizations to address resiliency, positive relationship building and physical wellness.

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 March 16, 2017, the Government of Alberta announced the Provincial Budget. The 2017 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 provincial budget brought forward Bill 1 – An Act to Reduce School Fees. As a result of Bill 1, Instructional and Material Fees and Eligible Transportation Fees were eliminated and for 2017-2018 government agreed to replace them with school fees grants.

The deadline to submit board approved budgets has been extended to June 30, 2017.

Budget Highlights, Assumptions and Key Considerations:

- Student enrolment projections are based on a total of 5,274 students (4,812 FTE) excluding First Nations students and Community Children), an increase of 63 students or 1.2 per cent increase over the September 30, 2016 enrolment count.
- Funding Rates remain unchanged.
- Budgeted revenues continue to reflect a 10% reduction in the school board administration spending, which was introduced in the 2013-2014 provincial budget.
- Class size targets remain at the same levels as in 2015-2016 and 2016-2017. (K-3-19.45; Gr 4-6-25.95; Gr 7-9-27.95; Gr 10-12-26.3)
- No salary increases reflected in staffing costs (other than staffing increments).
- Certificated Staffing estimated at 294 FTE (2016-2017 – 292 FTE) and Uncertificated Staff at 300 FTE (2016-2017 – 299).
- Classroom Instruction Funding (CIF) for 2017-2018 of \$676,000 is not reflected in the preliminary 2017-2018 budget. This grant will be incorporated in the Fall Budget Update to the 2017-2018 Budget.
- Nutrition Grant of \$141,000 is not included in the preliminary 2017-2018 Budget subject to Alberta Education approval.

Significant Business and Financial Risks

- There is some uncertainty around student enrolment projections due to the unstable economy.
- Inclusive Education funding includes \$2.32 million of transition dollars. If this grant were to discontinue, it would have a devastating impact on schools and special education programming and supporting services.
- The \$23 million modernization of Sturgeon Composite High School is in its last year and scheduled to be completed by September of 2017.
- Sturgeon Public School Division is faced with insufficient Plant Operations and Maintenance and Transportation funding.
- Fiscal challenges include aging facilities and no non-school buildings funding.
- The new school in Morinville is scheduled to be completed in the spring of 2019 and open in 2019-2020. For 2017-2018, SPSD will be adding 3 new modular classrooms to accommodate the moderate enrolment growth.

Student Projections

Schools have carefully estimated their enrolment for the 2017-2018 school year. Due to the unstable economy, there is some uncertainty around student enrolment projections. At this time, we estimate that Sturgeon Public School Division will experience a slight decline in ECS, healthy growth in Gr 1 to 9 and a 2.3% enrolment decrease in high schools.

	2017-2018 Preliminary	2016-2017 Finalized	Increase (Decrease)	Variance %
FUNDED				
Headstart	494	517	-23	-4.4%
Kindergarten	<u>431</u>	<u>418</u>	<u>13</u>	<u>3.1%</u>
Subtotal ECS	925	935	-10	-1.1%
Grade 1 to 3	1,285	1,281	4	0.3%
Grade 4 to 6	1,165	1,129	36	3.2%
Junior High	1,009	955	54	5.7%
Senior High	890	911	-21	-2.3%
Subtotal Funded	<u>5,274</u>	<u>5,211</u>	<u>63</u>	<u>1.2%</u>
OTHER				
Federal - First Nations	29	28	1	3.6%
Home Education Students	<u>9</u>	<u>9</u>	<u>0</u>	<u>0.0%</u>
Subtotal Other	<u>38</u>	<u>37</u>	<u>1</u>	<u>3%</u>
TOTAL STUDENT ENROLMENT	<u>5,312</u>	<u>5,248</u>	<u>64</u>	<u>1.2%</u>

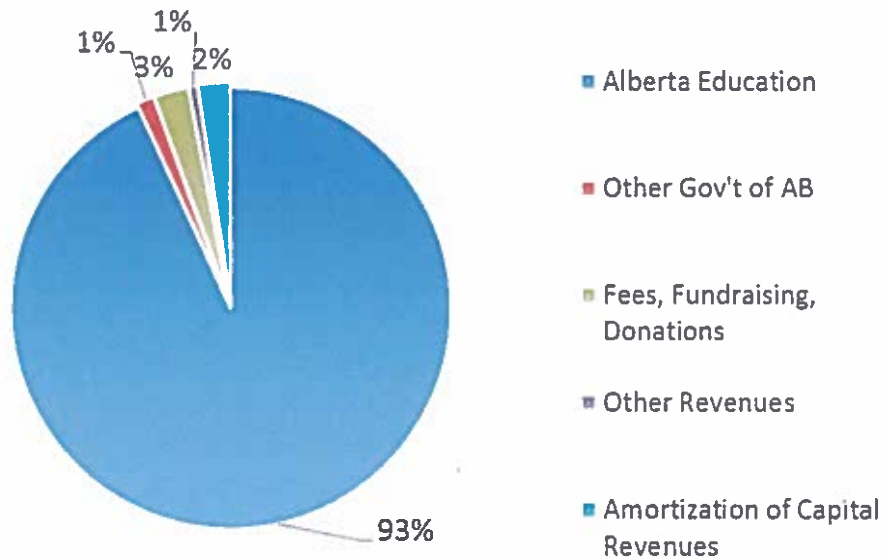
Statement of Revenues

Total Revenue for 2017-2018 is estimated to be \$70.3 million. The major source of our funding comes from Alberta Education (93%), excluding the amortization of capital revenues. The following table provides a summary of revenues by sources.

Revenues	<u>2017-2018 Preliminary (Spring)</u>		<u>2016-2017 Finalized (Fall)</u>	
Alberta Education	65,482,777	93.1%	63,485,786	92.3%
Other Government of Alberta	908,280	1.3%	768,600	1.1%
Federal Government and/or First Nations	290,000	0.4%	280,000	0.4%
Other Alberta School Board Authorities	21,677	0.0%	21,677	0.0%
Fees	1,327,442	1.9%	1,755,615	2.6%
Other Sales and Service	345,552	0.5%	452,566	0.7%
Investment Income	68,000	0.1%	80,000	0.1%
Gifts and Donations	101,000	0.1%	101,000	0.1%
Rental of Facilities	35,677	0.1%	29,177	0.0%
Fundraising	87,200	0.1%	120,500	0.2%
Amortization of Capital Revenues	1,644,306	2.3%	1,543,159	2.2%
Other Revenues	0	0.0%	113,742	0.2%
Total Revenues	<u>70,311,911</u>	100%	<u>68,751,822</u>	100%

Summary of revenues by sources.

Funding Sources



Schedule of Detailed Revenue

	2017-2018 Preliminary	2016-2017 Finalized	Variance \$	Variance %	
BASE INSTRUCTION FUNDING					
Early Childhood Services (ECS)	3,089,408	3,122,807	(33,399)	-1.1%	
Grades 1-9	23,105,394	22,477,493	627,900	2.8%	
Grades 10-12 Credit Enrolment Units (CEU)	5,771,031	6,015,313	(244,283)	-4.1%	1
Home Education	15,037	15,037	-	0.0%	
Class Size Initiative - ECS	699,973	706,820	(6,848)	-1.0%	
Class Size Initiative Gr 1-3	1,929,490	1,926,447	3,043	0.2%	
Class Size Initiative Gr 10-12 Tier 2 & 3	100,000	80,000	20,000	25.0%	1
Subtotal Base Instruction Funding	34,710,332	34,343,918	366,414	1.1%	
DIFFERENTIAL COST FUNDING					
Program Unit Funding (PUF)	7,099,837	7,190,667	(90,830)	-1.3%	
English as a Second Language	52,425	52,425	-	0.0%	
First Nations, Metis and Inuit Funding (FNMI)	592,584	592,584	-	0.0%	
Hutterite Colony School Funding	11,541	11,541	-	0.0%	
Outreach Allocations	125,946	125,946	-	0.0%	
Small Schools by Necessity	234,181	196,311	37,870	19.3%	2
Socio Economic Status (SES)	412,662	406,830	5,832	1.4%	
Equity of Opportunity Grant	733,786	733,175	612	0.1%	
Inclusive Education	5,633,354	5,604,026	29,328	0.5%	
School Fees Grant - new	632,487	-	632,487		3
Reduction in System Admin and Board Gov'n	(308,000)	(303,269)	(4,731)	1.6%	
Transportation grants	4,392,716	4,412,716	(20,000)	-0.5%	
French	6,500	6,500	-	0.0%	
ERLC	5,000	5,000	-	0.0%	
Institutional Program grant - Oak Hill	902,536	812,290	90,246	11.1%	4
Supernet grant	144,000	144,000	-	0.0%	
Plant Operations and Maintenance (PO&M)	4,299,642	4,091,030	208,612	5.1%	
Infrastructure and Maintenance Renewal (IMR)	1,763,620	1,250,000	513,620	41.1%	5
Amortization of capital allocations	1,644,306	1,543,159	101,147	6.6%	
Bridging program	18,000	16,667	1,333	8.0%	
Alberta Teachers Retirement Fund (ATRF)	3,320,000	3,300,000	20,000	0.6%	
Alberta Education Secondments - external Serv.	311,009	-	311,009		6
School Nutrition Program	-	-	-		
Regional Collaborative Service Delivery (RCSD)	386,201	461,012	(74,811)	-16.2%	7
WRaP	-	30,000	(30,000)	-100.0%	8
SLA	2,418	2,418	-	0.0%	
TOTAL ALBERTA EDUCATION FUNDING	67,127,083	65,028,945	2,098,138	3.2%	
Alberta Finance - debenture interest revenue	-	363	(363)	-100.0%	
Other Province of Alberta					
Alberta Health Services	39,093	39,093	-	0.0%	
Child and Family Services - Region 6	224,500	224,827	(327)	-0.1%	
Family Supports for Children with Disabilities	619,687	479,317	140,370	29.3%	9
Wellness Grant	25,000	25,000	-	0.00%	
TOTAL OTHER GOVERNMENT OF ALBERTA	908,280	768,600	139,680	18.2%	

Schedule of Detailed Revenue cont'd

	<u>2017-2018 Preliminary</u>	<u>2016-2017 Finalized</u>	<u>Variance \$</u>	<u>Variance %</u>	
FEDERAL GOVERNMENT	290,000	280,000	10,000	3.6%	
OTHER SCHOOL AUTHORITIES	21,677	21,677	-	-	
IMF (School Act)	-	255,369	(255,369)	-100.0%	10
Optional School Fees	410,114	377,746	32,368	8.6%	
Fees - SGF	636,450	575,000	61,450	10.7%	11
Transportation fees	253,378	520,000	(266,622)	-51.3%	12
Gifted and talented fees	27,500	27,500	-	0.0%	
FEEES	1,327,442	1,755,615	(428,173)	-24.4%	
	-	-	-		
External Services	115,890	105,066	10,824	10.3%	13
Other Sales and Services -SGF	210,662	328,500	(117,838)	-35.9%	
Adult Fees	19,000	19,000	-	0.0%	
OTHER SALES AND SERVICES	345,552	452,566	(107,014)	-23.6%	
INVESTMENT INCOME	68,000	80,000	(12,000)	-15.0%	14
Gifts and Donations - SGF	101,000	101,000	-	0.0%	
GIFTS AND DONATIONS	101,000	101,000	-	0.0%	
Rental Income PO&M	18,000	18,000	-	0.0%	
Tower rental	11,177	11,177	-	0.0%	
Rental Income - SGF	6,500	-	6,500	#DIV/0!	
RENTALS OF FACILITIES	35,677	29,177	6,500	22.3%	
FUNDRAISING	87,200	120,500	(33,300)	-27.6%	
OTHER REVENUES	-	113,742	(113,742)	-100%	15
TOTAL REVENUES	70,311,911	68,751,822	1,560,088	2.3%	

Explanation of Revenue Variances

- 1 The decrease in high school funding is due to a 2.3% projected reduction of student enrolment in high schools and additional impact of lowered maximum CEUs cap from 60 to 45.
- 2 An increase in small school by necessity grant is due to lower enrolment in eligible small schools by necessity.
- 3 School Fees Grant is a new grant as a result of Bill 1 (for Instruction and Material Fees and eligible Transportation fees). The IMF portion has been finalized at \$249K, which was based on the 2015-2016 collections. The transportation fees grant has been finalized by AB Education at \$383K.
- 4 The increase in the institutional funding is mostly attributed to a higher application grant, which includes a request for a Child and Youth Care Worker.
- 5 IMR budgeted revenues are higher than last year due to a higher IMR grant from AB Education. The actual IMR grant for 17-18 is \$1,763,620.
- 6 Alberta Education secondments represent a recovery of costs for 3.3 FTE teacher secondments.
- 7 RCSD grant for 2018-2019 will be reduced by Alberta Education. The actual reduction is estimated at this time.
- 8 WRaP grant has been discontinued for 17-18.
- 9 Family Supports for Children with Disabilities revenues reflect an increased caseload for the upcoming school year.
- 10 IMF fees have been eliminated by Bill 1.
- 11 SGF Fees are estimated to be higher as a result of all ECS fees being collected and administered by the Division.
- 12 Transportation fees reflect only the ineligible transportation fees based on the number of 2016-2017 transported students.
- 13 External Services are estimated to be higher than last year.
- 14 Investment income budget is estimated to be lower to reflect future draws from the capital reserve for the CO modernization project.
- 15 ALARIE insurance proceeds were budgeted in 16-17 only.

Schedule of Fees

Fees represent charges to parents of students. Approximately 1.9 per cent of overall divisional revenues account for fees collected from parents.

Transportation fees are amounts charged for ineligible students (defined as students and children who reside less than 2.4 km from their designated schools). Transportation fees are used to reduce the transportation deficit (or insufficient transportation funding).

Instructional and Material fees were amounts charged under Section 60 (2) (j) of the School Act. Bill 1 no longer allows school boards to charge these fees. They were eliminated from the budget for 2017-2018.

Fees to Enhance Basic Instruction: – include fees for alternative programs, optional courses, field trips, ECS enhanced fees, extra-curricular fees (sports teams, athletic events, skiing, swimming, etc) and non curricular materials and supplies as well as non-curricular travel.

	<u>2017-2018 Spring</u>	<u>2016-2017 Final</u>	<u>2015-2016 Actual</u>
FEES			
Transportation	253,378	520,000	518,294
Basic Instruction Supplies (former IMF)	-	255,369	249,005
Technology user fees			4,795
Alternative program fees	137,000	127,000	128,398
Fees for Optional Courses	232,614	209,746	231,129
Early Childhood Services	27,500	27,500	29,800
Activity Fees (including Field Trips)	435,425	353,000	354,437
Other Fees to Enhance Education			1,069
Extra-curricular fees	142,100	158,000	159,961
Non-curricular goods and services	77,425	94,000	98,656
Non-curricular travel	22,000	10,000	10,634
Other Fees - prior years		1,000	1,538
Total	1,327,442	1,755,615	1,787,716

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, associates and 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 (i.e. secondments).

The following table provides allocations of divisional funds by Programs:

PROGRAMS	17-18 BUDGET ALLOCATIONS	17-18 BUDGET EXPENDITURES PRELIMINARY	Surplus / (Deficit)	16-17 BUDGET EXPENDITURES FINALIZED
<u>BOARD GOVERNANCE AND ADMINISTRATION</u>				
Total	2,692,270	2,692,270	-	2,547,546
<u>INSTRUCTION ECS TO GR 12</u>				
Total	54,176,614	53,454,484	722,130	52,902,405
<u>PLANT OPERATIONS AND MAINTENANCE</u>				
Total	7,744,268	8,243,405	(499,137)	7,544,589
<u>TRANSPORTATION</u>				
Total	5,271,860	5,494,853	(222,993)	5,493,698
<u>EXTERNAL SERVICES</u>				
Total	426,899	426,899	-	105,066
Grand Total	70,311,911	70,311,911	-	68,593,304

Statement of Expenditures

Total Expenditures for the 2017-2018 are estimated to be \$73.1 million. This Schedule provides details of the budgeted expenditures:

PROGRAMS and BUDGET CENTERS	17-18 BUDGET EXPENDITURES PRELIMINARY	16-17 BUDGET EXPENDITURES FINALIZED
<u>BOARD GOVERNANCE AND ADMINISTRATION</u>		
BOARD OF TRUSTEES	325,000	325,000
OFFICE OF SUPERINTENDENT	347,219	332,382
SUPERINTENDENT EMERGENT	75,000	75,000
OFFICE OF ASSOC. SUPERINTENDENT (EDUCATION)	237,623	239,673
OFFICE OF ASSOC. SUPERINTENDENT (HR)	191,760	200,560
BUSINESS AND FINANCE	1,515,668	1,374,931
Total	2,692,270	2,547,546
<u>INSTRUCTION ECS TO GR 12</u>		
CENTRAL INSTRUCTIONAL SUPPORT SERVICES		
HUMAN RESOURCES	151,667	151,667
DIRECTOR OF CURRICULUM	193,406	193,405
INSTRUCTIONAL AND ASSISTIVE TECHNOLOGY	133,981	133,981
TECHNOLOGY	841,977	831,976
COMMUNICATION, MEDIA, CENTRAL ADVERTISING	110,000	110,000
DIVISIONAL PD	100,000	103,000
SUPERINTENDENT DISCRETIONARY	125,000	125,000
HOME EDUCATION RESOURCES	9,000	9,000
DIVISIONAL HEALTH AND WELLNESS	20,000	-
STUDENT SUCCESS & WELLNESS	25,000	25,000
CENTRALLY ADMINISTERED SCHOOL EXPENSES	33,279,988	32,595,435
SPECIAL EDUCATION		
GIFTED AND TALENTED	553,358	575,867
HEADSTART	1,299,930	1,271,366
FAMILY SUPPORTS FOR CHILDREN WITH DISABILITIES (FSCD)	619,687	479,317
PUF	6,857,553	6,948,383
INCLUSIVE ED PROFILE	5,547,575	5,752,603
SCHOOLS		
1 BON ACCORD	36,420	44,742
2 CAMILLA SCHOOL	98,896	96,896
3 GIBBONS SCHOOL	113,051	112,709
4 GUTHRIE SCHOOL	71,090	70,150
5 LANDING TRAIL SCHOOL	62,854	70,626
6 LILIAN SCHICK SCHOOL	101,393	101,906
7 MORINVILLE COLONY SCHOOL	6,412	5,640
8 MORINVILLE LEARNING CENTRE	20,736	20,736
9 NAMAQ SCHOOL	87,564	88,333

Statement of Expenditures cont'd

PROGRAMS and BUDGET CENTERS	17-18 BUDGET EXPENDITURES PRELIMINARY	16-17 BUDGET EXPENDITURES FINALIZED
9 NAMAQ SCHOOL	87,564	88,333
10 OAK HILL SCHOOL	990,036	914,728
11 OCHRE PARK SCHOOL	25,821	27,616
12 REDWATER SCHOOL	110,618	115,157
13 STURGEON COMPOSITE HIGH SCHOOL	478,023	484,688
14 STURGEON HEIGHTS SCHOOL	108,841	102,685
15 STURGEON LEARNING CENTER	8,966	8,966
16 MORINVILLE PUBLIC SCHOOL	223,828	245,823
SCHOOL GENERATED FUNDS	1,041,812	1,085,000
Rounding	1	4
Total	53,454,484	52,902,405
 <u>PLANT OPERATIONS AND MAINTENANCE</u>		
PLANT OPERATIONS AND MAINTENANCE	4,835,479	4,751,067
INFRASTRUCTURE MAINTENANCE RENEWAL	1,763,620	1,250,000
DEBENTURE INTEREST	-	363
AMORTIZATION OF CAPITAL REVENUES	1,644,306	1,543,159
Total	8,243,405	7,544,589
 <u>TRANSPORTATION</u>		
TRANSPORTATION	5,494,853	5,493,698
Total	5,494,853	5,493,698
 <u>EXTERNAL SERVICES</u>		
EXTERAL SERVICES	426,899	105,066
Total	426,899	105,066
Grand Total	70,311,911	68,593,304

Staffing FTE Summary

Staffing Group	17-18 Preliminary	% of Total FTE	16-17 Final	% of Total FTE
<u>BOARD GOVERNANCE AND ADMINISTRATION</u>				
Certificated FTE	3.0000	1.02%	3.3000	1.13%
Uncertificated FTE	16.8000	5.60%	15.6700	5.25%
Total	19.8000		18.9700	
<u>INSTRUCTION ECS TO GR 12</u>				
CENTRAL INSTRUCTIONAL SUPPORT SERVICES				
Certificated FTE	2.0000	0.68%	2.0000	0.69%
Uncertificated FTE	7.5000	2.50%	7.5000	2.51%
<u>CENTRALLY ADMINISTERED SCHOOL ALLOCATIONS (RAC)</u>				
Certificated FTE	240.0220	81.65%	237.3800	81.32%
Uncertificated FTE	52.5990	17.54%	51.0510	17.10%
Total	302.1210		297.9310	
SPECIAL EDUCATION				
GIFTED AND TALENTED				
Certificated FTE	4.7310	1.61%	4.7190	1.62%
Uncertificated FTE	3.5000	1.17%	3.4200	1.15%
HEADSTART				
Certificated FTE	8.5000	2.89%	8.9170	3.05%
Uncertificated FTE	2.6000	0.87%	2.6000	0.87%
PUF				
Certificated FTE	14.6940	5.00%	14.4130	4.94%
Uncertificated FTE	72.2262	24.09%	81.3676	27.26%
FSCD				
Certificated FTE	0.0000	0.00%	0.0000	0.00%
Uncertificated FTE	5.8988	1.97%	5.2023	1.78%
INCLUSIVE ED PROFILE				
Certificated FTE	9.8570	3.35%	13.0430	4.47%
Uncertificated FTE	85.7790	28.61%	80.6452	27.02%
Total	207.7860		214.3271	
SCHOOL PURCHASES (Institution)				
Certificated FTE	7.7050	2.62%	7.7780	2.66%
Uncertificated FTE	6.1000	2.03%	5.1000	1.71%
Total	13.8050		12.8780	
<u>PLANT OPERATIONS AND MAINTENANCE</u>				
Certificated FTE	0.0000	0.00%	0.0000	0.00%
Uncertificated FTE	44.2228	14.75%	43.3478	14.52%
Total	44.2228		43.3478	
<u>TRANSPORTATION</u>				
Certificated FTE	0.0000	0.00%	0.0000	0.00%
Uncertificated FTE	1.7500	0.58%	1.7500	0.59%
Total	1.7500		1.7500	
<u>EXTERNAL SERVICES</u>				
Certificated FTE	3.4500	1.17%	0.3750	0.13%
Uncertificated FTE	0.8600	0.29%	0.8600	0.29%
Total	4.3100		1.2350	
GRAND TOTAL	593.7948		590.4389	
Total Certificated FTE	293.9590	49.51%	291.9250	49.44%
Total Uncertificated FTE	299.8358	50.49%	298.5139	50.56%
Grand Total	593.7948	100.00%	590.4389	100.00%

Board of Trustees Budget

	2017-2018 Preliminary	2016-2017 Finalized	2015-2016 Actual
Revenue Allocation	325,000	325,000	325,000
<u>Expenditures</u>			
Remuneration and Benefits	132,761	132,499	132,368
Per Diems and Benefits	15,140	15,140	12,730
Professional Development	22,000	20,500	21,511
Contracted and General	6,799	23,961	256
Internet	4,900	4,900	4,346
Membership and Dues	69,000	69,000	60,397
Supplies and Election Costs	33,400	13,400	1,046
Travel and subsistence (accommodation)	30,500	35,100	24,443
Meetings and meals	7,000	7,000	3,546
Chair Functions	3,500	3,500	4,265
Total Expenditures	325,000	325,000	264,908
Surplus/(Deficit)	0	0	60,092

Schedule of School Allocations

	<u>PRELIMINARY</u> <u>2017-2018</u>			<u>FINALIZED</u> <u>2016-2017</u>			Total Allocation	
	Student Allocation	School Fees	Other Income	Student Allocation	School Fees	Other Income		
BACS	29,925	6,495	0	36,420	31,977	6,615	38,592	
CAMILLA	82,080	20,000	0	102,080	79,088	20,000	99,088	
GIBBONS	48,051	65,000	0	113,051	47,709	65,000	112,709	
GUTHRIE	64,125	6,965	0	71,090	63,185	6,965	70,150	
LANDING TRAIL	58,910	3,945	0	62,855	60,449	3,945	64,394	
LILIAN SCHICK	48,393	53,000	0	101,393	48,906	53,000	101,906	
COLONY	6,413	0	0	6,413	5,814	0	5,814	
SLC (based on FTE)	3,969	0	5,000	8,969	4,259	0	9,259	
MLC (based on FTE)	6,736	0	14,000	20,736	6,736	0	20,736	
NAMAO	71,564	16,000	0	87,564	72,333	16,000	88,333	
OAK HILL	87,500	0	902,536	990,036	87,500	0	899,790	
OCHRE PARK	25,821	0	0	25,821	27,617	0	27,617	
REDWATER	46,854	23,763	20,000	90,617	48,179	23,763	91,942	
SCHS	184,625	135,000	146,898	466,523	187,790	135,000	484,688	
STURGEON HEIGHTS	80,541	13,000	15,300	108,841	74,385	13,000	102,685	
MORINVILLE PUBLIC	126,882	66,946	30,000	223,828	116,366	74,458	245,824	
Total School Allocations	972,387	410,114	1,133,734.00	2,516,235	962,293	417,746	1,083,488.00	2,463,527

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

	2017-2018 Preliminary	2016-2017 Finalized	2015-2016 Actual
Revenue Allocations			
Alberta Education			
POM	4,299,642	4,091,030	3,917,571
IMR	1,763,620	1,250,000	1,038,300
Supported Amortization	1,644,306	1,543,159	1,424,501
	7,707,568	6,884,189	6,380,372
Other Government			
Supported Capital Debt	0	363	1,986
Other Revenue			
Facility rental	2,700	2,700	3,991
Investment Income	34,000	40,000	40,344
	36,700	42,700	44,335
Total Allocations	7,744,268	6,927,252	6,426,693
Expenditures			
Salaries and Benefits	44.22 FTE 2,725,428	2,698,993	41 FTE 2,458,573
Contracted and General	822,385	713,100	799,665
Supplies	252,300	272,180	293,020
Utilities	984,000	1,023,000	860,463
	4,784,113	4,707,273	4,411,721
Debenture Interest	0	363	1,986
Amortization of capital assets	1,695,672	1,586,953	1,459,940
IMR	1,763,620	1,250,000	1,038,300
	3,459,292	2,837,316	2,500,226
Total Expenditures	8,243,405	7,544,589	6,911,947
Deficit	(499,137)	(617,337)	(485,254)

Budget Considerations and Assumptions

- Salaries and Benefits include 44.22 FTE
- Actual 17-18 PO&M Grant reflected in the budget
- IMR based on the actual IMR 17-18 Grant - \$1,763,620
- Insurance premiums included in contracted services (\$360K - anticipated 20% increase in property premiums).
- Utilities - include \$68K of carbon levy and overall reduction of natural gas heating costs based on past trends
- Concern of aging facilities and insufficient funding

Transportation Budget

Revenue Allocations	2017-2018 Preliminary	2016-2017 Finalized	2015-2016 Actual
Alberta Education			
Rural Transportation	3,930,000	3,950,000	4,015,329
Special ECS	400,000	400,000	406,902
Prior period adjustments	(25,000)	(25,000)	(2,921)
Additional PUF transportation	330,000	330,000	332,766
Amortization of capital revenue	0	0	0
Other Transportation Fees (ineligible students)	253,378	520,000	518,294
Transportation Fees Grant (eligible students)	383,482		
Capital Gain			
Total Allocations	5,271,860	5,175,000	5,270,370
Expenditures			
Salaries and Benefits	192,264	192,264	180,110
Contracted and General			
Regular routes	3,976,393	3,934,108	3,750,479
Special Needs routes	314,972	374,763	314,936
PUF transportation costs (bus, taxi, parent)	689,342	683,125	755,873
Parent provided	75,000	75,000	75,806
Special Education	170,952	161,808	213,412
Administration, PD, cost transfers, supplies and other	75,930	72,630	83,194
Total Expenditures	5,494,853	5,493,698	5,373,810
Deficit	(222,993)	(318,698)	(103,440)

Budget Considerations and Assumptions

- Revenues based on last year's grants
- Transportation fees based on 16-17 registered ridership and increased rates for ineligible students
- Transportation fees grant of \$383K has been confirmed by AB Education
- 17-18 fuel prices (based on \$1.10 per liter inclusive of carbon levy)
- Elimination of one regular route for 17-18
- 3% increase of the contractor's daily basic rate

Budgeted Statement of Operations

	2017-2018 Preliminary (Spring)		2016-2017 Finalized (Fall)	
Revenues				
Alberta Education	65,482,777	93.1%	63,485,786	92.3%
Other Government of Alberta	908,280	1.3%	768,600	1.1%
Federal Government and/or First Nations	290,000	0.4%	280,000	0.4%
Other Alberta School Board Authorities	21,677	0.0%	21,677	0.0%
Fees	1,327,442	1.9%	1,755,615	2.6%
Other Sales and Service	345,552	0.5%	452,566	0.7%
Investment Income	68,000	0.1%	80,000	0.1%
Gifts and Donations	101,000	0.1%	101,000	0.1%
Rental of Facilities	35,677	0.1%	29,177	0.0%
Fundraising	87,200	0.1%	120,500	0.2%
Amortization of Capital Revenues	1,644,306	2.3%	1,543,159	2.2%
Other Revenues	0	0.0%	113,742	0.2%
Total Revenues	70,311,911	100%	68,751,822	100%

Expenses by Programs

ECS to Grade 12 Instruction	53,454,484	76.0%	52,902,406	77.1%
Plant Operations and Maintenance	8,243,405	11.7%	7,544,589	11.0%
Transportation	5,494,853	7.8%	5,493,698	8.0%
Board and System Administration	2,692,270	3.8%	2,547,546	3.7%
External Services	426,899	0.6%	105,066	0.2%
Total Expenses	70,311,911	100%	68,593,304	100%

Budgeted Surplus

0	158,518
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Expenses by Objects

Certificated Salaries and Benefits	35,604,882	50.6%	34,980,514	51.0%
Non Certificated Salaries and Benefits	17,498,733	24.9%	17,114,229	25.0%
Services, Contracts and Supplies	15,416,912	21.9%	14,789,308	21.6%
Amortization of Capital Assets	1,791,384	2.5%	1,708,890	2.5%
Interest on Capital Debt	0	0.0%	363	0.0%
Total	70,311,911	100%	68,593,304	100%

SUMMARY:

Instructional Surplus	722,130	1,094,553
Operation and Maintenance Deficit	(499,137)	(617,337)
Transportation	(222,993)	(318,698)
Total Surplus	0	158,518

Schedule of Projected 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 2016-2017 and 2017-2018 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	A	B	
	Accumulated Operating Surplus	Unrestricted Surplus	Operating Reserves	Capital Reserves
Reserves as at August 31, 2016	\$ 2,622,087	\$ 987,302	\$ 1,634,785	\$ 3,710,454
2016-2017 Operating Surplus	\$ -	\$ -		
2016-2017 Amortization	\$ 165,731	\$ 165,731		
Board funded capital assets	\$ (87,500)	\$ (87,500)		
Reserve Transfer	\$ (165,731)	\$ (165,731)		\$ 165,731
Estimated Reserves as at August 31, 2017	\$ 2,534,587	\$ 899,802	\$ 1,634,785	\$ 3,876,185
2017-2018 Budgeted Surplus	\$ -	\$ -		
2017-2018 Estimated amortization	\$ 147,078	\$ 147,078		
Board funded capital assets	\$ -	\$ -		\$ (3,000,000) 1
Reserve Transfer	\$ (147,078)	\$ (147,078)		\$ 147,078
Estimated Reserves as at August 31, 2018	\$ 2,534,587	\$ 899,802	\$ 1,634,785	\$ 1,023,263
Reserves as a percentage of 2018 Expenses	3.60%			1.46%

Note 1: The anticipated capital reserve reduction of \$3 million is committed towards the upgrade of central office facilities.

ATTACHMENTS

**BUDGET
REPORT
FOR THE YEAR ENDING AUGUST 31, 2018**

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

1110 Sturgeon School Division No. 24

Legal Name of School Jurisdiction

(780) 939-4341 Telephone and (780) 939-5520 Fax;

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 28, 2017

Date

Version: 170316

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)

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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- 2017/2018 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 5,274 (4,812FTE) (excluding FN students and Community Children), an increase of 63 students or 1.2 per cent over the September 30, 2016 enrolment count.
- IMF fees and eligible transportation fees were eliminated and for the most part covered by a school fees grant provided by AB Education, which was based on the 2015-2016 enrolments and collections.
- The funding rates are unchanged from last year.
- CEU maximum cap reduced from 60 to 45 with anticipated impact of \$150K
- No changes in class size targets.
- The 2017-2018 preliminary budget includes certificated staffing levels at 293.96 (2016-2017 - 291.93 FTE) and uncertificated levels at 299.83 (2016-2017 - 298.51) FTE.
- There are no salary increases reflected in staffing costs for 2017-2018.
- Classroom Instruction Funding (CIF) for 2017-2018 of \$676,000 is not reflected in the preliminary 2017-2018 budget. This grant once approved by Alberta Education will be incorporated in the Fall Budget Update to the 2017-2018 Budget.
- Nutrition Grant of \$141,000 is not included in the preliminary 2017-2018 Budget subject to Alberta Education approval.

Significant Business and Financial Risks:

- There is some uncertainty around student enrolment projections due to unstable economy and newly formed 4x4s separate school districts.
- 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. If this grant were to discontinue, it would have a devastating impact on schools and special education programming and supporting services.
- \$23 million modernization of Sturgeon Composite High School underway and scheduled to be completed by September 2017.
- The new school in Morinville might be completed in the spring of 2019 and open in 2019-2020. For 2017-2018, SPSD will be adding 3 new modular classrooms to accommodate the student growth.

BUDGETED STATEMENT OF OPERATIONS
for the Year Ending August 31

	Approved Budget 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
REVENUES			
Alberta Education	\$67,127,083	\$65,028,945	\$63,861,714
Other - Government of Alberta	\$908,280	\$768,600	\$684,812
Federal Government and First Nations	\$290,000	\$280,000	\$280,000
Other Alberta school authorities	\$21,677	\$21,677	\$21,677
Out of province authorities		\$0	\$0
Alberta Municipalities-special tax levies		\$0	\$0
Property taxes		\$0	\$0
Fees	\$1,327,442	\$1,755,615	\$1,787,716
Other sales and services	\$345,552	\$452,566	\$405,214
Investment income	\$68,000	\$80,000	\$80,688
Gifts and donations	\$101,000	\$101,000	\$173,613
Rental of facilities	\$35,677	\$29,177	\$48,502
Fundraising	\$87,200	\$120,500	\$121,264
Gains on disposal of capital assets		\$0	\$0
Other revenue	\$0	\$113,742	\$62,386
TOTAL REVENUES	\$70,311,911	\$68,751,822	\$67,527,586
EXPENSES			
Instruction - Early Childhood Services	\$11,155,258	\$11,178,278	\$10,866,230
Instruction - Grades 1-12	\$42,299,226	\$41,724,127	\$40,087,495
Plant operations & maintenance	\$8,243,405	\$7,544,589	\$6,911,947
Transportation	\$5,494,853	\$5,493,698	\$5,373,810
Administration	\$2,692,270	\$2,547,546	\$2,461,789
External Services	\$426,899	\$105,066	\$78,064
TOTAL EXPENSES	\$70,311,911	\$68,593,304	\$65,779,335
ANNUAL SURPLUS (DEFICIT)	\$0	\$158,518	\$1,748,251

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

	Approved Budget 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
EXPENSES			
Certificated salaries	\$29,055,403	\$28,505,996	\$27,662,824
Certificated benefits	\$6,549,479	\$6,474,518	\$6,216,076
Non-certificated salaries and wages	\$13,700,416	\$13,466,738	\$12,882,476
Non-certificated benefits	\$3,798,317	\$3,647,491	\$3,242,177
Services, contracts, and supplies	\$15,416,912	\$14,789,308	\$14,184,845
Capital and debt services			
Amortization of capital assets			
Supported	\$1,644,306	\$1,543,159	\$1,425,551
Unsupported	\$147,078	\$165,731	\$163,400
Interest on capital debt			
Supported		\$363	\$1,986
Unsupported		\$0	\$0
Other interest and finance charges		\$0	\$0
Losses on disposal of capital assets		\$0	\$0
Other expenses		\$0	\$0
TOTAL EXPENSES	\$70,311,911	\$68,593,304	\$65,779,335

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

	Approved Budget 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
FEEES			
TRANSPORTATION	\$253,378	\$520,000	\$518,294
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)		\$255,369	\$249,005
LUNCHROOM SUPERVISION & ACTIVITY FEES	\$0	\$0	\$0
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$0	\$0	\$4,795
Alternative program fees	\$137,000	\$127,000	\$128,398
Fees for optional courses	\$232,614	\$209,746	\$231,129
Students from other boards			\$0
Tuition from ineligible students			\$0
ECS enhanced program fees	\$27,500	\$27,500	\$29,800
ACTIVITY FEES			
Other fees to enhance education	\$0		
Other enhancement fees ADLC		\$0	\$1,069
Other enhancement fees		\$0	
Other enhancement fees		\$0	\$0
Other enhancement fees		\$0	\$0
Other enhancement fees		\$0	
NON-CURRICULAR FEES			
Extra-curricular fees	\$142,100	\$158,000	\$159,961
Non-curricular supplies and materials	\$77,425	\$94,000	\$98,656
NON-CURRICULAR TRAVEL	\$22,000	\$10,000	\$10,634
OTHER FEES			
Other non-curricular fees Prior year fees		\$1,000	\$1,538
Other non-curricular fees			
Other non-curricular fees			
Other non-curricular fees			
Other non-curricular fees			
TOTAL FEES	\$1,327,442	\$1,755,615	\$1,787,716

**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 2017/2018	Fall Budget Update 2016/2017	Actual 2015/2016
Cafeteria sales, hot lunch, milk programs	\$89,500	\$100,000	\$101,020
Special events	\$23,000	\$25,500	\$29,995
Sales or rentals of other supplies/services	\$57,350	\$70,000	\$69,733
Out of district student revenue	\$0	\$0	
International and out of province student revenue	\$0	\$0	
Student travel (International, recognition trips, non-curricular)			\$0
Adult education revenue	\$19,000	\$19,000	\$29,948
Preschool	\$0	\$0	
Child care & before and after school care	\$0	\$0	\$0
Lost item replacement fees	\$0	\$0	
Other (describe) ATM Fees	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	\$0
Other (describe)	\$0	\$0	
Other (describe)	\$0	\$0	
TOTAL	\$188,850	\$214,500	\$230,696

BUDGETED SCHEDULE OF SUPPLEMENTARY DETAILS OF FEE REVENUE
for the Year Ending August 31

(A)	(B)	(C)	(D)	(E)	(F)
	Explanation of Other Costs (Column "C")	Other Costs (Explain under (B)) 2017/2018	Transportation Component 2017/2018	Supplies & Materials** 2017/2018	Total 2017/2018
FEES					
TRANSPORTATION					
LUNCH SUPERVISION & ACTIVITY					
FEES TO ENHANCE BASIC INSTRUCTION					
Technology user fees		\$0	\$253,378	\$0	\$253,378
Alternative program fees	Coaches and trainers	\$63,020	\$50,690	\$23,290	\$137,000
Fees for optional courses	Admissions, snacks and class parties	\$4,653	\$6,978	\$220,983	\$232,614
ECS enhanced program fees	Program costs for unattended community children	\$27,500	\$0	\$0	\$27,500
ACTIVITY FEES					
Other fees to enhance education	Admissions	\$304,796	\$126,273	\$4,354	\$435,425
NON-CURRICULAR FEES					
Extra-curricular fees	Tournament fees, coaching exp (mileage and meals)	\$86,681	\$35,525	\$19,894	\$142,100
Non-curricular supplies, materials, and services		\$0	\$0	\$77,425	\$77,425
NON-CURRICULAR TRAVEL					
Admission, lodging and meals		\$16,280	\$4,400	\$1,320	\$22,000
OTHER FEES**					
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$502,932	\$477,244	\$347,266	\$1,327,442
	TOTAL FEES				

**Supplies and Materials may include consumables (one-time use such as paper), reusable supplies, equipment rental, workbooks).
***Describe purpose of fees. DO NOT use blanket names such as "Kindergarten", "Instructional Fees", "School Division Fees", "Registration Fees", etc.
****Where possible, use predefined categories as described on Pages 14 & 15 of the Budget Guidelines 2017/2018.

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)
for the Year Ending August 31

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	ACCUMULATED OPERATING SURPLUS (2+3+4+7)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	ACCUMULATED SURPLUS FROM OPERATIONS (5+6)	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED OPERATING RESERVES	CAPITAL RESERVES
Actual balances per AFS at August 31, 2016	\$8,949,482	\$2,616,941	\$0	\$2,622,087	\$987,302	\$1,634,785	\$3,710,454
2016/2017 Estimated Impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	\$0				\$0		
Estimated board funded capital asset additions		\$87,500		(\$87,500)	(\$87,500)	\$0	\$0
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0	\$0	\$0
Estimated amortization of capital assets (expense)		(\$1,708,890)		\$1,708,890	\$1,708,890		
Estimated capital revenue recognized - Alberta Education		\$1,543,159		(\$1,543,159)	(\$1,543,159)		
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)				(\$165,731)	(\$165,731)	\$0	\$165,731
Estimated assumptions/transfers of operations (explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2017	\$8,949,482	\$2,538,710	\$0	\$2,534,587	\$899,802	\$1,634,785	\$3,876,185
2016/2017 Budget projections for:							
Budgeted surplus(deficit)	\$0			\$0	\$0		
Projected board funded capital asset additions		\$3,000,000		\$0	\$0	\$0	(\$3,000,000)
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$1,791,384)		\$1,791,384	\$1,791,384		
Budgeted capital revenue recognized - Alberta Education		\$1,644,306		(\$1,644,306)	(\$1,644,306)		
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		(\$147,078)	(\$147,078)	\$0	\$147,078
Projected reserve transfers (net)						\$0	\$0
Projected assumptions/transfers of operations (explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2018	\$8,949,482	\$5,391,632	\$0	\$2,534,587	\$899,802	\$1,634,785	\$1,023,263

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-2018	31-Aug-2019	31-Aug-2020	31-Aug-2018	31-Aug-2019	31-Aug-2020	31-Aug-2018	31-Aug-2019	31-Aug-2020	
Projected opening balance	\$899,802	\$899,802	\$899,802	\$1,634,785	\$1,634,785	\$1,434,785	\$3,876,185	\$3,876,185	\$1,023,263	\$1,290,263
Projected excess of revenues over expenses (surplus only)	\$0	\$0	\$0							
Budgeted disposal of unsupported tangible capital assets	\$0	\$0	\$0							\$0
Budgeted amortization of capital assets (expense)	\$1,791,384	\$2,993,305	\$2,993,000							
Budgeted capital revenue recognized	(\$1,644,306)	(\$2,726,306)	(\$2,726,000)							
Budgeted changes in Endowments	\$0	\$0	\$0							
Budgeted unsupported debt principal repayment	\$0	\$0	\$0							
Projected reserves transfers (net)	(\$147,078)	(\$267,000)	(\$267,000)				\$147,078	\$267,000		\$267,000
Projected assumptions/transfers of operations	\$0	\$0	\$0							
Increase in (use of) school generated funds	\$0	\$0	\$0							
New school start-up costs	\$0	\$0	\$0							
Decentralized school reserves	\$0	\$0	\$0							
Non-recurring certified remuneration	\$0	\$0	\$0							
Non-recurring non-certificated remuneration	\$0	\$0	\$0							
Non-recurring contracts, supplies & services	\$0	\$0	\$0							
Professional development, training & support	\$0	\$0	\$0							
Salary negotiation expenses	\$0	\$0	\$0							
Full-day kindergarten	\$0	\$0	\$0							
English language learners	\$0	\$0	\$0							
First nations, Metis, Inuit	\$0	\$0	\$0							
OHAS / wellness programs	\$0	\$0	\$0							
B & S administration organization / reorganization	\$0	\$0	\$0							
Debt repayment	\$0	\$0	\$0							
Fort McMurray wild fire related costs (unfunded)	\$0	\$0	\$0							
Non-salary related programming costs (explain)	\$0	\$0	\$0							
Repairs & maintenance - School building & land	\$0	\$0	\$0							
Repairs & maintenance - Technology	\$0	\$0	\$0							
Repairs & maintenance - Administration building	\$0	\$0	\$0							
Repairs & maintenance - Vehicle & transportation	\$0	\$0	\$0							
Repairs & maintenance - PDM building & equipment	\$0	\$0	\$0							
Repairs & maintenance - Other (explain)	\$0	\$0	\$0							
Capital costs - School land & building	\$0	\$0	\$0							
Capital costs - School modernization	\$0	\$0	\$0							
Capital costs - School modular & additions	\$0	\$0	\$0							
Capital costs - School building partnership projects	\$0	\$0	\$0							
Capital costs - Technology	\$0	\$0	\$0							
Capital costs - Vehicle & transportation	\$0	\$0	\$0							
Capital costs - Administration building	\$0	\$0	\$0							
Capital costs - PDM building & equipment	\$0	\$0	\$0							
Capital costs - Other	\$0	\$0	\$0							
Building leases	\$0	\$0	\$0							
Other 1 - please use this row only if no other row is appropriate	\$0	\$0	\$0							
Other 2 - please use this row only if no other row is appropriate	\$0	\$0	\$0							
Other 3 - please use this row only if no other row is appropriate	\$0	\$0	\$0							
Other 4 - please use this row only if no other row is appropriate	\$0	\$0	\$0							
Estimated closing balance for operating contingency	\$899,802	\$899,802	\$899,802	\$1,634,785	\$1,634,785	\$1,434,785	\$1,023,263	\$1,023,263	\$1,290,263	\$1,557,263

Total surplus as a percentage of 2018 Expenses 5.06%
 ASD as a percentage of 2018 Expenses 3.32%

5.54%
 3.32%

**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 2016/2017, 2017/2018, 2018/2019, and 2019/2020 years as outlined on pages 6 and 7. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds to August 31, 2020. 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:

2016/2017

Provide an explanation of material changes from the fall budget update originally submitted in November, 2016 for annual operating surplus (deficit), capital acquisitions, endowments, and/or other changes affecting unrestricted surplus, operating reserves, and capital reserves.

2017/2018

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

The Division anticipates proceeding with the modernization of central office building providing the Minister of Education approves the use of capital reserves in the amount of \$3,000,000.

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 2016/2017, 2017/2018, 2018/2019, and 2019/2020 years as outlined on pages 6 and 7. Please provide information on the acquisition of significant unsupported capital, non-recurring project expenditures, and intended use of funds to August 31, 2020. 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:

2018/2019

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

The Division may use operating reserves for some start up costs that are typically not covered by capital grants - \$200,000

2019/2020

Please provide additional detail regarding uses of unrestricted surplus, operating reserves, and capital reserves not described on pages 6 and 7.

August 31, 2020

Describe the jurisdiction's intended use of unrestricted surplus, operating reserves, and capital reserves balances expected as at August 31, 2020.

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

	Budgeted 2017/2018 (Note 2)	Actual 2016/2017	Actual 2015/2016	Notes
GRADES 1 TO 12				
Eligible Funded Students:				
Grades 1 to 9	3,459	3,365	3,215	Head count
Grades 10 to 12	833	853	894	Note 3
Total	4,292	4,218	4,109	Grades 1-12 students eligible for base instruction funding from Alberta Education.
Percentage Change	1.8%	2.7%		
Other Students:				
Total	44	44	46	Note 4
Total Net Enrolled Students	4,336	4,262	4,155	
Home Ed and Blended Program Students	4	4	2	Note 5
Total Enrolled Students, Grades 1-12	4,340	4,266	4,157	
Percentage Change	1.7%	2.6%		
Of the Eligible Funded Students:				
Students with Severe Disabilities	196	196	177	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities			372	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.

EARLY CHILDHOOD SERVICES (ECS)

Eligible Funded Children	925	935	931	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	14	14	19	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	939	949	950	
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	470	475	475	
Percentage Change	-1.1%	-0.1%		
Of the Eligible Funded Children:				
Students with Severe Disabilities	343	320	350	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	248	248	210	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 2017/2018	Actual 2016/2017	Fair Budget 2016/2017	Actual 2015/2016	Notes
CERTIFICATED STAFF					
School Based	264.6	282.6	282.6	277.0	Teacher certification required for performing functions at the school level.
Non-School Based	9.6	9.4	9.4	7.5	Teacher certification required for performing functions at the system/central office level
Total Certificated Staff FTE	274.2	292.0	291.9	284.5	FTE for personnel possessing a valid Alberta teaching certificate or equivalency
Percentage change from prior period	0.7%	2.6%	0.7%	2.6%	
If an average standard cost is used, please disclose rate					
Student FTE per certificated Staff	\$ 100,000	\$ 100,512			
Certificated Staffing Change due to:	16.4	16.2		16.3	
	Please Allocate	Please Allocate			
Enrollment Change	2.0	0.1			7.4 If negative change impact, the small class size initiative is to include any/all teachers retained
Small Class Size Initiative	-	-			no If enrollment change impact on teacher FTEs is negative, include any/all teachers retained
Other Factors	-	-			no If enrollment change impact on teacher FTEs is negative, include any/all teachers retained
Total Change	2.0	0.1			no If enrollment change impact on teacher FTEs is negative, include any/all teachers retained
Breakdown, where total change is Negative:					
Continuous contracts terminated	-	-			no FTEs
Non-permanent contracts not being renewed	-	-			no FTEs
Other (retirement, attrition, etc.)	-	-			no If enrollment change impact on teacher FTEs is negative, include any/all teachers retained
Total Negative Change in Certificated FTEs	-	-			no Breakdown required where year-over-year total change in Certificated FTE is 'negative' only
NON-CERTIFICATED STAFF					
Instructional	237.0	236.9	236.9	224.1	Personnel providing instruction support for schools under 'Instruction' program areas
Plant Operations & Maintenance	44.2	43.3	43.3	41.0	Personnel providing support to maintain school facilities
Transportation	1.6	1.8	1.8	1.8	Personnel providing direct support to the transportation of students to and from school
Other	16.6	16.5	16.5	16.1	Personnel in Board & System Admin. and External service areas
Total Non-Certificated Staff FTE	299.4	298.5	298.5	288.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency
Percentage Change	0.2%	4.7%	0.4%	4.7%	
Explanation of Changes:					
Additional Information					
Are non-certificated staff subject to a collective agreement? <input type="checkbox"/> Same as					
Please provide terms of contract for 2017/18 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTEs:					
CUPE Collective Agreement has expired on August 31, 2016. Local bargaining in progress with no financial commitment at this time.					

17-18 Student Enrollment Projections

SCHOOL	HS/MS	ECS	I	II	III	IV	V	VI	TOTAL FTE	VII	VIII	IX	TOTAL FTE	X	XI	XII	TOTAL SR H	A			B			C						
																		17-18 AFN	17-18 Total	17-18 Home Ed	2017 Usn	2017 Surt	SEPT 30 2016 Funded	AFN 16-17	Home Ed 16-17	COM 16-17				
Bon Accord	23	37	35	33	44	26		198											198	14	17	210	207							
Legal	14	0	0					14												14		17		17						
Camilla	30	44	49	48	61	45	41	44	362	43	45	48	136						498	19	481	480	480	20						
Gibbons							57	52	109	57	54	61	172						281		279	279								
Guthrie	80	40	40	41	46	38	31	35	351	39	28	17	84						435		443	435								
Landing Trail	42	63	68	63	74	87		397					0						397		412	407								
Lilian Schick							62	60	122	64	41	56	161						283		273	286								
Morinville Public	112	100	106	106	90	87	78	48	727	43	34	44	121						848		785	791								
Namao	55	40	37	38	38	36	39	51	334	45	46	41	132						466		476	472								
Ochre Park	20	26	30	35	30	33		174					0						174		187	188								
Redwater							35	37	72	34	27	26	87						251		256	257								
SCHS														240	230	220	690		690	10	686	704	8							
Sturgeon Hts.	118	76	50	55	50	49	41	34	473	36	28	31	95						568		528	520								
SUB TOTAL	494	426	415	419	433	401	384	361	3,333	361	303	324	988	272	257	253	782	5,103	29	9	5,028	5,043	28	9	15					
Oak Hill					1	2	4	4	11	4	4	4	12	2			2	25	30		30	25								
Colony					5	4	3	2	31	3	4	2	9				0	40	37		37	37								
SUB TOTAL	0	5	6	6	6	6	7	6	42	7	8	6	21	2	0	0	2	65	0	0	67	62	0	0	0					
MLC														7	7	51	65	65	76		76	65								
SLC														6	3	32	41	41	49		49	41								
SUB TOTAL														13	10	83	106	106	0	0	125	106	0	0	0	0	0	0	0	0
TOTAL	494	431	421	425	439	407	391	367	3,375	368	311	330	1,009	287	267	336	890	5,274	29	9	5,228	5,211	28	9	15					
FTE'S																		4,811.50	26	7		4,743.50	28	9						
Jan 2017	539	418	436	438	403	391	368	367	3,360	309	332	308	949	282	260	369	911	5,220	28	10										
Sept 30 2016	517	418	437	438	406	394	362	373	3,345	311	331	313	955	281	261	369	911	5,211	28	9										
CHANGE #S Sept 2016 to Feb. Proj.	-23	13	-16	-13	33	13	29	-6	30	57	-20	17	54	6	6	-33	-21	63	1	0										
CHANGE %	-4%	3%	-4%	-3%	8%	3%	8%	-2%	1%	18%	-6%	5%	6%	2%	2%	-9%	-2%	1.21%	4%	0%										
Home Education																														
Alexander FN																														
LifeSkills																														

Resource Allocation Formula

2017-2018

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 2017-2018 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 Grade 12 students – 200)
- Additional allocation of .002 X (# Grade 10 to 12 students – 200) for high schools
- Additional allocation of .002 X (# of Headstart to Grade 12 students – 500)

- **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
- **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 17-18:
 - BACS/OP - 2.0 FTE
 - Landing Trail/Gibbons/Guthrie/Namao/Lilian Schick/Camilla/Sturgeon Heights – 2.5 FTE
 - Morinville Public 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
 - \$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



Committee of the Whole Memorandum

Date: June 14, 2017

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent

Subject: **Locally Developed Courses Approval** –
Film and Media Art 15, 25, 35 (3 credits) (replaces Film Studies)
acquired from Calgary School District No. 19

Background:

Through Alberta Education's LDCOM (Locally Developed Courses Online Management System), Sturgeon School Division has received both originating board and Alberta Education pre-approval for teaching the above noted courses. The next step in this process is to receive Board approval for this authorization.

The course description for the above noted Locally Developed Course is attached for Trustee information.

Recommendation:

That the Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Film and Media Art 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, 2017 to August 31, 2021 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

Film and Media Art 15-3

Film and Media Art 25-3

Film and Media Art 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

May. 3, 2017

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	62.50	09/01//2017	08/31/2021	Acquired	Reauthorization	G10 G11 G12
25-3	62.50	09/01//2017	08/31/2021	Acquired	Reauthorization	G10 G11 G12
35-3	62.50	09/01//2017	08/31/2021	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Sturgeon School Division No. 24 extends their thanks to Calgary School District No. 19 for their permission to acquire the above noted course outline.

Copyright privileges will be honored.



Committee of the Whole Memorandum

Date: June 14, 2017

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent

Subject: **Locally Developed Courses Approval** –
Film and Media Art 15, 25, 35 (5 credits) (replaces Film Studies)
acquired from Calgary School District No. 19

Background:

Through Alberta Education's LDCOM (Locally Developed Courses Online Management System), Sturgeon School Division has received both originating board and Alberta Education pre-approval for teaching the above noted courses. The next step in this process is to receive Board approval for this authorization.

The course description for the above noted Locally Developed Course is attached for Trustee information.

Recommendation:

That the Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Film and Media Art 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, 2017 to August 31, 2021 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

Film and Media Art 15-5

Film and Media Art 25-5

Film and Media Art 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

May. 3, 2017

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01//2017	08/31/2021	Acquired	Reauthorization	G10 G11 G12
25-5	125.00	09/01//2017	08/31/2021	Acquired	Reauthorization	G10 G11 G12
35-5	125.00	09/01//2017	08/31/2021	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Sturgeon School Division No. 24 extends their thanks to Calgary School District No. 19 for their permission to acquire the above noted course outline.

Copyright privileges will be honored.



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: July/August Committee of the Whole & Board Meetings

At the Organizational Meeting of the Board of Trustees held on August 24, 2016, the following motion was made:

Date, Time, Place of Regular Meetings

#S-03/2016 – Moved by Mrs. Kohle that the regular monthly Board meeting be held on the fourth Wednesday of each month at 4:30 p.m. at the Board office in Morinville, that the Closed Committee of the Whole meeting be held on the second Wednesday of each month at 4:30 p.m. at the Board office in Morinville, and that the regular Public Committee of the Whole meeting be held on the second Wednesday of each month at 6:30 p.m. at the Board office in Morinville

CARRIED 7/0

Therefore, the Committee of the Whole meetings are scheduled for Wednesday, July 12, 2017 and Wednesday, August 9, 2017; the Board meetings are scheduled for Wednesday, July 26, 2017 and Wednesday, August 23, 2017 (As per Policy B/III/1 – Board Procedures (see attached copy) as amended September 2014, section 1.1.1 – “The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year.”).

Recommendation:

That the Board of Trustees review the meeting dates for the Committee of the Whole meetings for July and August 2017, as well as the meeting date for the Board meeting for July 2017 and advise Senior Administration accordingly.

COMMITTEE 9.9



1.0 POLICY

1.1 Meetings of the Board

- 1.1.1 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date.
- 1.1.2 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.

References: *Board Regulation: Board 1 – Board Procedures*
School Act Division 2: Operations & Management



Committee of the Whole Memorandum

Date: June 14, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Bylaw 1-17, a bylaw to adopt modified voting procedure within the Division

Background:

Ministerial Order No. 038/2017 allows school jurisdictions to pass as bylaw under Section 160(2) of the *Local Authorities Election Act*, and Section 2 of the *Modified Voting Procedure Regulation, Alberta Regulation 5/2007*.

This regulation may be used to pass a bylaw to establish more than one voting station in a voting subdivision.

As per Section 69(1) of the School Act, it is indicated that “every bylaw of a Board shall have 3 distinct separate readings before the bylaw is finally passed”.

Attached you will find a draft copy of Bylaw 1-17, a bylaw for modified voting procedure. The wording of this bylaw has been provided by Alberta Education.

Recommendation:

That the Board of Trustees move to complete all three distinct separate reading of Bylaw 1-17, a bylaw for modified voting procedure within the Division, at the June 28, 2017 Board meeting.

That the Board of Trustees move to present Bylaw 1-17, a bylaw for modified voting procedure within the Division for Trustee approval.

Sturgeon School Division No. 24

By-Law No. 1-17

A BY-LAW TO ADOPT A MODIFIED VOTING PROCEDURE

Pursuant to the provisions on the Local Authorities Election Act, Revised Statutes of Alberta 2000, and the amendments thereto, and under the authority of the current Ministerial Order, the Board of Trustees of Sturgeon School Division No. 24, the Province of Alberta, enacts as follows:

1. The Board of Trustees Sturgeon School Division No. 24 hereby adopt the modified system of conducting an election as prescribed by Alberta Regulation 5/2007 and amendments.
2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions on the Local Authorities Election Act.
3. This by-law shall come into force and effect upon the date of the passing of the third and final reading.

Read a first, second and third time and finally passed this 28th day of June 2017.

Chair

Secretary Treasurer

STURGEON SCHOOL DIVISION NO. 24

BY-LAW NO. 1-87

A BY-LAW TO ADOPT A MODIFIED VOTING PROCEDURE

Pursuant to the Provisions of the Local Authorities Election Act, Statutes of Alberta, 1983, and amendments thereto and under the authority of Ministerial Order 46/87, the Board of Trustees of the Sturgeon School Division No. 24, in the Province of Alberta, enacts as follows:

1. The Board of Trustees of the Sturgeon School Division No. 24 hereby adopt the modified system of conducting an election as prescribed by Alberta Regulation 123/87 filed on April 09, 1987.
2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the Provisions of the Local Authorities Election Act.
3. This by-law shall come into force and effect upon the date of the passing of the third and final reading.

READ A FIRST TIME THIS SEVENTEENTH
DAY OF JUNE 1987.

Jayne M. Stevens
CHAIRMAN

[Signature]
SECRETARY-TREASURER

READ A SECOND TIME THIS SEVENTEENTH
DAY OF JUNE, 1987.

Jayne M. Stevens
CHAIRMAN

[Signature]
SECRETARY-TREASURER

READ A THIRD TIME WITH THE UNANIMOUS
CONSENT OF ALL MEMBERS PRESENT AND
PASSED THIS SEVENTEENTH DAY OF JUNE,
1987.


Jayne M. Stevens
CHAIRMAN

[Signature]
SECRETARY-TREASURER

GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION
MINISTERIAL ORDER (# 038 / 2017)

I, David Eggen, Minister of Education, pursuant to Section 160(2) of the **Local Authorities Election Act** make the Order in the attached Appendix.

DATED at Edmonton, Alberta, May 31, 2017.



MINISTER OF EDUCATION

APPENDIX

LOCAL AUTHORITIES ELECTION ACT

MINISTERIAL ORDER (# 038/2017)

I Pursuant to Section 160(2) of the **Local Authorities Election Act**, I hereby authorize the boards of trustees of the following school jurisdictions to pass a bylaw adopting the modified voting procedure as set out in Section 2 of the **Modified Voting Procedure Regulation, A.R. 5/2007**.

- (a) School Divisions:
 - The Aspen View Public School Division No. 78
 - The Chinook's Edge School Division No. 73
 - The Clearview School Division No. 71
 - The Foothills School Division No. 38
 - The Fort Vermilion School Division No. 52
 - The Golden Hills School Division No. 75
 - The Grande Yellowhead Public School Division No. 77
 - The High Prairie School Division No. 48
 - The Horizon School Division No. 67
 - The Livingstone Range School Division No. 68
 - The Northern Lights School Division No. 69
 - The Northland School Division No. 61
 - The Parkland School Division No. 70
 - The Peace River School Division No. 10
 - The Peace Wapiti School Division No. 76
 - The Prairie Rose School Division No. 8
 - The Rocky View School Division No. 41
 - The Sturgeon School Division No. 24
 - The Westwind School Division No. 74
 - The Wild Rose School Division No. 66
 - The Wolf Creek School Division No. 72

- (b) School Districts:
 - The Calgary School District No. 19
 - The Edmonton School District No. 7
 - The Fort McMurray Public School District No. 2833
 - The Grande Prairie School District No. 2357
 - The Lethbridge School District No. 51
 - The Medicine Hat School District No. 76
 - The Red Deer Public School District No. 104
 - The St. Albert Public School District No. 5565

- (c) Regional Divisions:
 - The Battle River Regional Division No. 31
 - The Black Gold Regional Division No. 18
 - The Buffalo Trail Public Schools Regional Division No. 28
 - The Canadian Rockies Regional Division No. 12
 - The Elk Island Public Schools Regional Division No. 14
 - The Grasslands Regional Division No. 6
 - The Northern Gateway Regional Division No. 10
 - The Palliser Regional Division No. 26
 - The Pembina Hills Regional Division No. 7

APPENDIX

MINISTERIAL ORDER (# 038 / 2017)

The Prairie Land Regional Division No. 25
The St. Paul Education Regional Division No. 1
The Wetaskiwin Regional Division No. 11

(d) Separate School Districts:

The Calgary Roman Catholic Separate School District No. 1
The Edmonton Catholic Separate School District No. 7
The Fort McMurray Roman Catholic Separate School District No. 32
The Grande Prairie Roman Catholic Separate School District No. 28
The Greater St. Albert Roman Catholic Separate School District No. 734
The Lakeland Roman Catholic Separate School District No. 150

(e) Roman Catholic Separate Regional Divisions:

The Christ the Redeemer Catholic Separate Regional Division No. 3
The East Central Alberta Catholic Separate Schools Regional Division No. 16
The Elk Island Catholic Separate Regional Division No. 41
The Evergreen Catholic Separate Regional Division No. 2
The Holy Family Catholic Regional Division No. 37
The Holy Spirit Roman Catholic Separate Regional Division No. 4
The Living Waters Catholic Regional Division No. 42
The Medicine Hat Catholic Separate Regional Division No. 20 (effective
September 1, 2017 the school jurisdiction will be referred to as The Medicine Hat
Roman Catholic Separate School District No. 21)
The Red Deer Catholic Regional Division No. 39
The St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38

(f) Regional Authorities:

The East Central Francophone Education Region No. 3
The Greater North Central Francophone Education Region No. 2
The Northwest Francophone Education Region No. 1
The Southern Francophone Education Region No. 4

2 Ministerial Order No. 029/2013 dated April 29, 2013 is repealed.