



## BOARD MEMORANDUM

**Date:** April 27, 2022  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Liliana LeVesconte, Associate Superintendent, Corporate Services  
**Subject:** 2022-2023 Complementary Learning Resource Fees

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**Purpose:**

For approval. Motion required.

**Motion:**

- a) That the Board of Trustees eliminate the Complementary Learning Resource Fees from the Division moving forward as presented at the April 27, 2022, Public Board meeting.

Or

- b) That the Board of Trustees approve the 2022-2023 Complementary Learning Resource Fees as presented at the April 27, 2022, Public Board meeting.

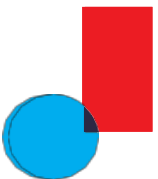
Or

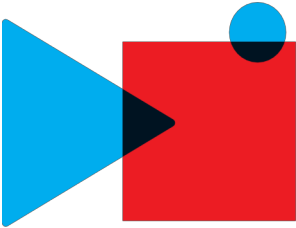
- c) That the Board of Trustees approve the 2022-2023 Complementary Learning Resource Fees and waive them for the 2022-2023 school year, as presented at the April 27, 2022, Public Board meeting.

**Background:**

Regulation 95 was introduced in 2019, as a result of Bill 1, which was intended to prohibit schools from charging fees for instructional purposes. The Regulation stated that the following supplies and materials cannot be charged:

- Textbooks – A textbook rental fee can no longer be collected, unless it is a refundable deposit.
- Workbooks – If used for instructional purposes in the classroom, no fee can be charged. This includes workbooks that are sold individually or in combination with other supplies.
- Photocopying and printing – Fees for printing and/or photocopying cannot be charged. Printing/photocopying paper cannot be included on supply lists.
- Common/blanket fees – Fees categorized as ‘Program Fees’, ‘Kindergarten Fees’, ‘Registration fees’, cannot be charged. The name of the fee should inform users exactly what the fee is for.





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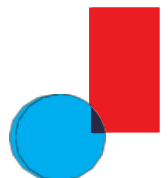
Currently, Sturgeon Public School Division has two types of school fees:

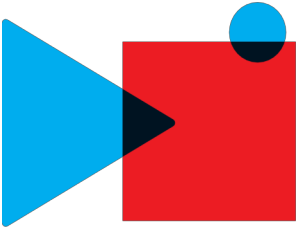
1. School-directed fees – these fees must be identified, have a specific purpose and be used in the year it was charged to the family. School fees must be discussed with the School Council. Schools fees are intended for:
  - a. **Alternative program fees** (not to include workbooks or paper/ photocopying) – Fee charged for a program that emphasizes a specific culture, religion, or subject matter.
  - b. **Optional (complementary) course fees** – Fee for enrolment in non-core courses (Band, Fine Arts, CTS).
  - c. **Offsite Activity fees** – Fees associated with curriculum activities.
  - d. **Extracurricular fees** – Fees associated with clubs, sports teams, intramurals.
  - e. **Non-curricular fees** – locks, agendas, graduation fees (not tickets), student union fees etc.
  - f. **Non-curricular travel** (travel not connected to a specific curricular course) – Fees charged for travel, accommodation and admissions related to athletics, extended overnight trips or arts.
  - g. **Other sales and services types of fees** – Cafeteria/hot lunch, special events, optional goods/services (yearbook, school clothing), lost/damaged replacement fees, sale of bulk ordered school supplies.
  - h. **Other fees** – Cautionary fees (i.e.: refundable textbook deposits).
2. Board-directed - called **Complementary Learning Resource (CLR) Fees**. These fees were intended to cover costs as explained above in the school-directed fees, but are not specifically incurred for one specific event, and are more trivial in nature, yet overall adding to a significant cost over the school year. These could be a guest speaker, art or science consumables, whiteboard markers, etc.

The fees that require board approval are Board-directed fees, and they are listed in Exhibit 1, Policy 410. For 2020-2021 and 2021-2022 these fees were as listed below, however, the Board approved the waiving of these fees for the past two school years:

### Complementary Learning Resources Fee Schedule

|                         | Fee     |
|-------------------------|---------|
| Kindergarten            | \$44.00 |
| Grade 1 - 6             | \$66.00 |
| Grade 7 - 9             | \$77.00 |
| Grade 10-12 (/semester) | \$60.50 |





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On April 20, 2022, at the Administrative Council, the Senior Executive Team met with Principals to discuss the clarity, transparency, and accountability of the Board-directed fees. Furthermore, Administration researched other school divisions and concluded that since the implementation of Regulation 95, the majority school Divisions in the province eliminated Board-directed fees, and maintained only school-directed fees.

Therefore, **Administration is recommending Option a)** over the other two options. By choosing Option a), the Division ensures that Regulation 95 is implemented and accounted for as required. Furthermore, Option a) prevents the Division from being audited and deemed non-compliant, as the administration of the Board-directed fees is difficult to manage and matched with the expenditures that are eligible. In addition, any unutilized portion of these fees becomes refundable.

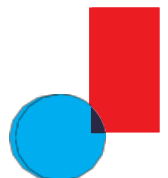
Should the Board decide to implement Option b), these are the fees that the Division would collect from families:

| School                         | Kindergarten     | Grade 1 - 6       | Grade 7 - 9      | Grade 10 - 12     | Total             |
|--------------------------------|------------------|-------------------|------------------|-------------------|-------------------|
|                                | \$ 44.00         | \$ 66.00          | \$ 77.00         | \$ 121.00         |                   |
| Alternate Learning             | \$ -             | \$ 1,056          | \$ 2,772         | \$ 11,253         | \$ 15,081         |
| Bon Accord Community School    | \$ 1,408         | \$ 10,560         | \$ -             | \$ -              | \$ 11,968         |
| Camilla School                 | \$ 1,496         | \$ 18,282         | \$ 11,781        | \$ -              | \$ 31,559         |
| Ecole Morinville Public School | \$ 4,268         | \$ 24,288         | \$ -             | \$ -              | \$ 28,556         |
| Four Winds Public School       | \$ -             | \$ 12,870         | \$ 19,866        | \$ -              | \$ 32,736         |
| Gibbons School                 | \$ -             | \$ 6,534          | \$ 12,243        | \$ -              | \$ 18,777         |
| Guthrie School                 | \$ 1,012         | \$ 8,976          | \$ 5,313         | \$ -              | \$ 15,301         |
| Lilian Schick School           | \$ -             | \$ 6,468          | \$ 10,164        | \$ -              | \$ 16,632         |
| Landing Trail                  | \$ 3,124         | \$ 17,556         | \$ -             | \$ -              | \$ 20,680         |
| Morinville Colony School       | \$ 176           | \$ 1,716          | \$ 1,155         | \$ -              | \$ 3,047          |
| Namao School                   | \$ 1,980         | \$ 15,378         | \$ 10,010        | \$ -              | \$ 27,368         |
| Ochre Park School              | \$ 1,584         | \$ 11,550         | \$ -             | \$ -              | \$ 13,134         |
| Redwater School                | \$ -             | \$ 3,960          | \$ 6,545         | \$ 10,043         | \$ 20,548         |
| Sturgeon Composite High School | \$ -             | \$ -              | \$ -             | \$ 94,743         | \$ 94,743         |
| Sturgeon Heights School        | \$ 2,552         | \$ 19,602         | \$ 8,624         |                   | \$ 30,778         |
| <b>Total</b>                   | <b>\$ 17,644</b> | <b>\$ 158,862</b> | <b>\$ 88,550</b> | <b>\$ 116,160</b> | <b>\$ 380,908</b> |

Administration is prepared to respond to questions at the April 27, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed  
Acting Superintendent



## **Fees**

EFFECTIVE: March 27, 2020

REVISED: February 2022

REVIEW: 2024-2025

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### **1.0 POLICY**

The Board ensures financial accountability annually through the development and oversight of the budget which includes the assessment, review and approval of administrative fees.

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, co-curricular and extra-curricular activities.

The Board recognizes the need for individual schools to levy fees at a reasonable rate for curricular, co-curricular and extra-curricular activities.

The Board assesses Complementary Learning Resources Fees to provide needed materials to students to enhance educational opportunities, and Transportation Fees to provide the service.

### **2.0 DEFINITIONS**

2.1 A co-curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that supplements regular instruction; this includes project work, offsite activity, dramatic productions, musical performances, etc.

2.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which allows a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, and publishing. Participation in an extra-curricular activity is on a voluntary basis.

2.3 Complementary Learning Resources include consumable supplies and resources that enhance and support learning during either curricular, co-curricular or extra-curricular activities.

2.4 Transportation Fees are applied to students accessing transportation services.

### **3.0 GUIDELINES**

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References: *Policy 245 Appeals*  
*Exhibit 1: Complementary Learning Resources Fee Schedule*  
*Exhibit 2: Transportation Fee Schedule*  
*Fee Waiver Application Form*  
*Education Act*  
*School Fees Regulation 95/2019*

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## Fees

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- 3.1 Fees are reviewed and approved by the Board, on an annual basis, as part of the budget process.
- 3.2 Approval Process
  - 3.2.1 In consultation with the school staff, the Principal will identify those curricular, co-curricular and extra-curricular activities that will be scheduled for the coming school year.
  - 3.2.2 The schedule will include a plan for the funding of each activity.
  - 3.2.3 The Principal will present the completed schedule of curricular, co-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.
  - 3.2.4 The schedule of curricular, co-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 on or before April 30<sup>th</sup>.
  - 3.2.5 For any new fees or fees increased by an amount that exceeds 5% of the fee or cost set out in the Division'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. This does not apply to offsite activities and extra-curricular travel.
  - 3.2.6 The Principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular, co-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).
- 3.3 Parent Notification

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Once the fees are approved, schools shall notify parents of the fee schedules for the subsequent school year and the processes for payment plans, refunds and waiving of fees, if applicable.

### 3.4 Supplementing Funding

Funding for curricular, co-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.

### 3.5 Complementary Learning Resources Fees

3.5.1 At the start of the annual budget process the Board will determine the Complementary Learning Resource Fees for the following school year.

### 3.6 Transportation Fees

3.6.1 At the start of the annual budget process the Board will determine the Transportation Fees for the following school year.

### 3.6 Collection of Fees

3.6.1 The Associate Superintendent, Corporate Services will be responsible for ensuring the collection of fees.

3.6.2 If a student joins the Division mid-year, annual fees will be pro-rated accordingly.

3.6.3 Curricular, co-curricular and extra-curricular fees are due for payment within 30 days after being invoiced. Schools shall send notice to parents who have not submitted payments and request such fees.

3.6.4 Complementary Learning Resource Fees are due for payment within 30 days after being invoiced.

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3.6.5. Transportation Fees are due upon registration. Students will be provided with Bus Passes for the school year when the Transportation Fees are paid, or a payment plan has been established.

### 3.7 Delinquent Accounts

3.7.1 In December and March, a notice will be sent to parents with delinquent accounts.

3.7.2 Outstanding accounts, other than those on payment plans or approved request for waived fees, may be placed with a collection agency.

### 3.8 Waiver of Fees

3.8.1 In cases of genuine hardships, parents may submit a fee waiver application to the Principal.

3.8.1.2 A fee waiver application will not be considered for non-resident students or families with children attending School of Choice.

3.8.2 All fee waiver applications will be reviewed and approved by the Associate Superintendent, Corporate Services.

### 3.9 Refunds

3.9.1 Annual fees will be partially refunded only when a student leaves the Division within the first month of registration.

3.9.2 Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage, and time of year.

### 3.10 Fees for Damaged Goods

Principals shall be responsible for ensuring that all curriculum, co-curriculum and extra-curriculum goods are returned by students and the appropriate charges are assessed for lost or damaged goods.

### 3.11 Appeals

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Any concerns and disputes of the school fees will follow the process as outlined in Policy 245 - Appeals.

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