



Date: October 25, 2023 **Agenda Item:** 7.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Ruth Kuik, Acting Associate Superintendent, Corporate Services
Amy Kolesar, Manager, Transportation Services

Governance Policy: [Policy 500: Student Transportation Services](#)

Additional Reference: [AP464: Fees](#)

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Authority Operations and Resources
Supporting Effective Governance

Subject: **Overdue Transportation Fees**

Purpose:
For information.

Background:
According to *Administrative Procedure (AP) 464: Fees*, any overdue fee notices will be sent to parents who have not submitted payments. A monthly payment plan may also be established for transportation fees to be paid over the course of the school year.

One year ago, at the end of October 2022, the Division had 401 overdue accounts, totalling \$127,710. New to the 2023-2024 school year, families were required to pay transportation fees in full from the previous school year before they could register for services. In addition, fees were to be paid, or a payment arrangement was to be in place before the student was provided a bus pass.

Currently, the Division has 265 overdue accounts totalling \$54,400. Transportation Services is actively contacting families to make arrangements for full payment, partial payments or where necessary, fee waiver applications. The Division plans to have Transportation Services and schools work closely with families to further reduce this number over the coming month. The goal is to communicate with all families resulting in a minimal amount of service discontinuations in November.



Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

Attachment(s):

Not applicable.