



**Date:** December 18, 2024 **Agenda Item:** 8.8  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Shawna Warren, Superintendent  
**Subject:** **2024-2025 Superintendent Discretionary Fund**

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**Background:**

As part of the budget process, a certain amount of dollars are allocated annually in a budget section titled “Superintendent Discretionary”. For the 2024-2025 school year, the total budgeted dollar amount allocated in the Superintendent’s Discretionary Fund is \$312,510 for staffing and non-staffing emergent priorities.

The Superintendent Discretionary Fund is a dollar amount set aside to support schools with additional staffing and/or resource requirements that arise after the budget has been approved. At the August 28, 2024, Public Board meeting, June 2024 to August 2024 Superintendent Discretionary spending was reported which included additional administrative allowance funding to add a second VP at Four Winds Public School and 0.17FTE Learning Support Lead teacher at BACS.

During the September 23, 2024, Public Board meeting, it was reported that the Superintendent’s Discretionary spending between August 21 and September 16 included a 0.5 FTE EA2 at Legal Public School (to be reviewed in December), adjustments to office staff at Sturgeon Heights, additional FTE for a teacher covering partial leave, a 1.0 FTE EA at Namao School for increased student needs and tuition/transportation for a new student requiring specialized services outside the Division.

During the October 23, 2024, Public Board meeting, it was reported that the Superintendent’s Discretionary spending between September 17 and October 16 included a Vice Principal FTE for Legal Public School (LPS) leadership support and teacher FTE for Landing Trail School to support the Principal taking over a second school (LPS).

There was no update to provide at the November 27, 2024, Public Board meeting.

**Update:**

November 21, 2024, to December 11, 2024, the following additional staffing FTE has been allocated to schools using the Superintendent Discretionary Fund:

- 0.75FTE for additional teaching staff at SCHS for semester 2 to support increased enrolment numbers.



| 2024 -2025 Superintendent Discretionary                                      |                | Budget                             |             | \$312,510         |
|--|----------------|------------------------------------|-------------|-------------------|
|  |                | Total Committed to Student Success |             | \$312,510         |
| As at December 5, 2024   |                | Total Available                    |             | \$0               |
| Budget Item Description  | Date           | # FTE                              | # of months | Cost              |
| <b>Direct staffing to schools (K- 12)</b>                                    |                |                                    |             | <b>\$ 259,510</b> |
| <b>Teachers</b> Avg Cost: \$111,067  | <b>Totals:</b> | <b>1.57</b>                        |             | <b>\$ 187,206</b> |
| Four Winds - additional VP Allowance   | May 29, 2024   |                                    |             | \$ 15,000         |
| BACS - additional 0.17 FTE support   | Jul 05, 2024   | 0.17                               | 10.00       | \$ 18,881         |
| Sturgeon Heights - Teacher Support   | Sep 09, 2024   |                                    |             | \$ 14,400         |
| Legal School - Leadership Support  | Oct 02, 2024   |                                    | 3.00        | \$ 42,381         |
| LT - Teacher Coverage for Legal School Coverage                              | Oct 02, 2024   | 0.40                               | 9.00        | \$ 38,874         |
| Sturgeon Composite - Teacher Support for Semester Two                        | Dec 05, 2024   | 1.00                               | 5.00        | \$ 57,670         |
| <b>CUPE</b> Avg Cost: \$45,188   | <b>Totals:</b> | <b>1.50</b>                        |             | <b>\$ 72,304</b>  |
| Legal Public Schools - EA2 Sep - Dec 31                                      | Sep 03, 2024   | 0.50                               | 4.00        | \$ 9,038          |
| Namao School (SLS) - EA Oct - Jun  | Sep 13, 2024   | 1.00                               | 9.50        | \$ 42,929         |
| Sturgeon Heights - Staffing Supports   | Sep 09, 2024   |                                    |             | \$ 9,450          |
| Fourwinds - Finance Clerk Support  | Sep 18, 2024   |                                    |             | \$ 10,887         |
| <b>Other (Emergent Priorities staff, non-staff and resources)</b>            |                |                                    |             | <b>\$ 53,000</b>  |
| S&S - Student Programming  | Sep 09, 2024   |                                    |             | \$ 53,000         |
| <b>TOTAL Superintendent Discretionary Spend Committed to Student Success</b> |                |                                    |             | <b>\$312,510</b>  |

As of the December 18, 2024, Public Board meeting, the Superintendent Discretionary Fund for the 2024-2025 school year has been fully utilized. Therefore, this report will no longer come forward for the remainder of the 2024-2025 school year, indicating the Division has exhausted the allocated budget for this purpose.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (3) Visionary Leadership
- INDICATORS:** b. promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration.

- COMPETENCY:** (6) School Authority Operations and Resources
- INDICATORS:**
- a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
  - b. ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan; and
  - e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

**Governance Implications:**

Education Act

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (i) ensure effective stewardship of the board's resources,
- (j) recruit the superintendent and entrust the day-to-day management of the school division to the staff through the superintendent,

Superintendent of schools

(4) The superintendent shall carry out the duties assigned to the superintendent by the board.

(5) The superintendent shall supervise the operation of schools and the provision of education programs in the school division, including, but not limited to, the following:

- (c) ensuring that the fiscal management of the school division by the treasurer or secretary-treasurer is in accordance with the terms or conditions of any grants received by the board under this Act or any other Act;

Policy 220: Appendix A - Code of Ethics

2.0 I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.

Policy 700: Superintendent of Schools

6.1 The Superintendent directs school division operations and strategically allocates resources in the interests of all students and in alignment with the school division's goals and priorities.

Policy 701: Board Delegation of Authority

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision, and value statements of the Division.



Administration is prepared to respond to questions at the December 18, 2024, Public Board meeting.

**Attachment(s):**

Not applicable.