



# **Committee Meeting Agenda**

## **May 10, 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 – April 12, 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 Non-Resident Fee Schedule 2017 – 2018

9.3 Authorization of Junior High Locally Developed Optional Courses

9.4 2017 – 2018 Budget Discussions

## **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 April 12, 2017

---

## Roll Call

Present were Trustees: Ms. Tracy Nowak (Chair); Mrs. Shelley Porter (Vice Chair); 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: Mr. Terry Jewell, Mrs. Liz Kohle (due to illness).

## Call to Order

The Vice Chair called the meeting to order at 6:30 p.m.

## Consideration of Agenda

### 2.1 Additions/Deletions to Agenda

### 2.2 Approval of Agenda

Moved by Mrs. Miller that the agenda be approved.

CARRIED 4/0

## 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 March 8, 2017 be approved.

CARRIED 4/0

## **Presentations**

There were no presentations.

## **Reports from Senior Administration**

### **6.0 Senior Admin Report**

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

- Healthy Interactions Survey and Findings
- Gay Pride Parade
- STEAM Games
- Performance Report for Sturgeon Public School Division website

## **Reports from Trustees and Standing Committees**

### **7.1 Chair's Report**

No report was provided.

### **7.2 Trustees' Reports**

#### **Trustee Porter (Alcomdale/Villeneuve)**

Trustee Porter reported that she attended the Parent Council Meeting at Camilla School.

### **7.3 Building**

No report was provided.

**7.4 Finance & Human Resources**

No report was provided.

A Budget Meeting is scheduled for May 3, 2017.

**7.5 Education Policy**

No report was provided.

An Education Policy Meeting is scheduled for May 10, 2017.

**7.6 Advocacy**

No report was provided.

An Advocacy Meeting is scheduled for April 26, 2017.

**7.7 Transportation**

A verbal report was provided.

Moved by Mrs. Miller that the Board of Trustees refer the Transportation Budget items to the April 26, 2017 Board Meeting.

CARRIED 4/0

A Transportation Committee Meeting is scheduled for April 20, 2017.

**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 – April 28, 2017

**8.2 Public School Boards Association of Alberta**

No 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 Policy B/I/3 – Committees of the Board**

Moved by Mrs. Miller that the Board of Trustees refer Policy B/I/3 – Committees of the Board to the April 26, 2017 Board Meeting.

CARRIED 4/0

**9.3 Policy G/I/1 – Alternate Learning Opportunity**

Moved by Mrs. Featherley that the Board of Trustees refer Policy G/I/1 – Alternate Learning Opportunity to the April 26, 2017 Board Meeting.

CARRIED 4/0

**9.4 Policy G/I/3 – English as a Second Language**

Moved by Ms. Nowak that the Board of Trustees refer Policy G/I/3 – English as a Second Language to the April 26, 2017 Board Meeting.

CARRIED 4/0

**9.5 Policy G/II/5 – Child Abuse and Neglect**

Moved by Mrs. Miller that the Board of Trustees refer Policy G/II/5 – Child Abuse and Neglect to the April 26, 2017 Board Meeting.

CARRIED 4/0

**9.6 Book Award: Rate/Class**

Moved by Mrs. Featherley that the Board of Trustees refer Book Award: Rate/Class to the April 26, 2017 Board Meeting.

CARRIED 4/0

**9.7 Central Office – Modernization Proposal**

Moved by Ms. Nowak that the Board of Trustees refer the Central Office – Modernization discussion to the April 26, 2017 Board Meeting.

CARRIED 4/0

## Question Period

## Unfinished Business

## Information Items

**12.1 School Nutrition Program Expansion**

A verbal and written report was received as information.

## Pending List



## **Adjournment**

The meeting adjourned at 7:50 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: May 10, 2017  
To: Committee of the Whole  
From: Senior Administration  
Subject: Seniors' Report

---

### **First Annual Sturgeon Public School Division (SPSD) Archery Tournament:**

Lilian Schick School hosted Sturgeon Public School Division's First Annual Archery Tournament on Saturday, April 22, 2017. It was a very successful tournament with over 50 shooters competing for prizes and medals. Competitors were from Camilla, Guthrie, Lilian Schick Schools and Kipohtakaw Education Centre.

Sturgeon teachers and Central Office staff coordinated, planned and ran the event. There was an excellent parent turn-out to watch the shooting and the feedback was extremely positive. We look forward to the event growing as we plan to host this on an annual basis.

### **First Annual Sturgeon Public School Division (SPSD ) Junior Golf Tournament:**

The First Annual SPSD Junior Golf Tournament will take place at Cardiff Golf and Country Club on Thursday, June 8, 2017 where we expect to see more than 60 junior high students participate. The competitors will be from all SPSD Junior High Schools in this Inter-School Sports Council sanctioned event. The format will be 9 holes with each competitor's score counting towards the school's overall score. It will be a wonderful event of golf, food, and comradery between staff and students. We look forward to this being an annual event.

### **Field Trips**

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

COMMITTEE Co.



## Committee of the Whole Memorandum

Date: May 10, 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:**

#### **Redwater School**

June 12 – 14, 2017

20 Junior High Sports Leadership students to Jasper National Park for mountain biking.



# Memorandum

Date: May 10, 2017  
To: Committee of the Whole  
From: Michele 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	Education Bldg HR Transportation O & M		Committee of the Whole	Public Board	
<b>August-16</b>								
<b>September-16</b>								
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
<b>October-16</b>								
D/II/5	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
<b>November-16</b>								
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	
<b>December-16</b>							
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	
<b>January-17</b>							
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	
<b>February-17</b>							
B//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 Bldg HR Transportation O & M		Committee of the Whole	Public Board	
<b>March-17</b>								
D/II/9	School Increment 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
<b>April-17</b>								
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/II/5	Child Abuse and Neglect Prevention	2017-April 12						Approved 2017-Apr-26
<b>May-17</b>								



## Committee of the Whole Memorandum

Date: May 10, 2017  
To: Committee of the Whole  
From: Iva Paulik, Secretary Treasurer  
Subject: Non Resident Fee Schedule 2017 – 2018

---

### **Background:**

Attached is a schedule of the Alberta Education Funding Rates per pupil that would apply to a non resident student for a basic regular student and for special education program costs.

### **Recommendation:**

That the Committee of the Whole review the Non Resident Fee Schedule 2017 – 2018 and advise Senior Administration accordingly.



**STURGEON SCHOOL DIVISION**  
**FEE SCHEDULE FOR REGULAR and NON RESIDENT STUDENTS 2017-2018**

Regular Program Rates	ALBERTA EDUCATION REGULAR PROGRAM			
	Grade 1-3	Grade 4-6	Grade 7-9	Grade 10-12 (@35 CEU's) Tier 1
Base Instruction	\$6,679.79	\$6,679.79	\$6,679.79	\$6,679.79 *
Class Size Base Rate	\$1,521.68	\$0.00	\$0.00	\$0.00 *
Socio-Economic Status	\$85.77	\$85.77	\$85.77	\$85.77
Equity of Opportunity - Base	\$101.00	\$101.00	\$101.00	\$101.00
Inclusive Education Student Rate	\$523.71	\$523.71	\$523.71	\$523.71
English as a Second Language **	\$1,178.10	\$1,178.10	\$1,178.10	\$1,178.10
First Nation, Metis and Inuit Education**	\$1,178.10	\$1,178.10	\$1,178.10	\$1,178.10
Plant Operations & Maintenance	\$795.30	\$795.30	\$751.18	\$755.38
<b>Total</b>	<b>\$12,063.45</b>	<b>\$10,541.77</b>	<b>\$10,497.65</b>	<b>\$10,501.85</b>
ESL not applicable	\$10,885.35	\$9,363.67	\$9,319.55	\$9,323.75
Foreign Student (FNMI not applicable)	\$10,885.35	\$9,363.67	\$9,319.55	\$9,323.75
ESL AND FNMI not applicable	\$9,707.25	\$8,185.57	\$8,141.45	\$8,145.65

SPECIAL NEEDS CONGREGATED PROGRAM AND IDENTIFIED INTEGRATED STUDENTS			
Program	Program Cost Per Student	Basic Rate Per Student	Total Cost Per Program Per Student
Life Skills Program	\$46,424.00	\$8185.57***	\$51,525.57
Based on Actual Cost. *** Adjustments will occur depending on grade level and any additional services required.			

\*Grade 10 - 12 may be reconciled based on courses enrolled in.

\*\* If applicable

Note: These amounts reflect the average cost and do not include the cost of additional services that may be unique to individual student programming. The cost of these services (if required) will be added to the fees identified above.

Transportation costs incurred on behalf of a sponsored student, as well as the transportation grant will also be taken into consideration where appropriate.



## Committee of the Whole Memorandum

Date: May 10, 2017

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent, Education Services

Subject: Authorization of Junior High Locally Developed Optional Courses

---

### **Background:**

School divisions have the flexibility to develop locally developed courses at the Junior High level. These learning opportunities can extend or expand on the programs of study. Additionally, locally developed courses accommodate student needs and interests as well as encourage and support innovative learning and teaching practices.

Following a review of optional courses currently offered at the junior high level within Sturgeon Public School Division by junior high school administrators, proposals have been made to offer optional courses that require approval as locally developed/acquired courses. Where a number of school administrators have proposed to offer a similar course, effort has been undertaken to develop one course that will accommodate all of the schools involved. It is also recommended that all courses be approved for use by all schools within Sturgeon to allow for greater flexibility at the school level.

A proposal for each course is attached.

### **Recommendation:**

That the Board of Trustees review the authorization of the following locally developed junior high school option courses for use in Division schools beginning September 2017 through to June 2020 and advise Senior Administration accordingly.

- Academic Skill Building
- Exploring World Religions



## LOCALLY DEVELOPED COURSE PROPOSAL

(Reference – Alberta Education Policy 1.2.1, Education Programs and Services – Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses)

---

<b>School Authority:</b>	Sturgeon Public School Division
<b>School(s) where course may be offered:</b>	All junior high schools
<b>Title of Course:</b>	<u>Academic Skill Building</u>
<b>Grade(s) at which the course may be offered:</b>	7, 8, 9
<b>Implementation Date:</b>	September 2017

### **Philosophy:**

Students have a wide range of abilities and skills. While a vast array of learning strategies are taught within each course, students benefit through development of their personal learning skills, as well as work and study habits. As students become actively involved in their learning, they take greater responsibility to plan, monitor and assess their achievement.

### **Rationale:**

This course is designed to assist students to become more successful in one or more of their core courses. It will provide alternate tools, skills and learning strategies tailored to individual needs. Through explicit instruction, guided practice and ongoing feedback, students will have the opportunity to maximize their achievement.

### **CAREER AND TECHNOLOGY FOUNDATIONS (CTF) and STATEMENT OF GENERAL LEARNER EXPECTATIONS:**

#### **1. Students will become aware of their personal learning styles or preferences**

- 1.1 Students will recognize that individuals learn in different ways and at different rates.
- 1.2 Students will identify strategies that are effective for them as learners.
- 1.3 Students will monitor effectiveness of strategies used.

#### **2. Students will develop skills that will enhance their learning**

- 2.1 Students will learn and practice a variety of strategies and graphic organizers for recording information.
- 2.2 Students will demonstrate an ability to consolidate and review information for a variety of purposes.
- 2.3 Students will read and write to comprehend and respond personally and critically to oral, print and other media texts.
- 2.4 Students will demonstrate confidence and readiness for evaluation and test-taking.
- 2.5 Students will identify personal strategies for effective study.

### **3. Students will develop a greater sense of responsibility for independent learning**

- 3.1 Students will demonstrate the ability to manage time wisely.
- 3.2 Students will demonstrate the ability to set goals and to establish and carry through a plan of action.
- 3.3 Students will demonstrate ability to prepare an action plan to deal with barriers to learning.
- 3.4 Students will demonstrate willingness to take risks by attempting new approaches and strategies.

#### **Anticipated Enrolment:**

- Up to 30 students per class

#### **Special Facilities and Equipment:**

- As required by individual students

#### **Controversial or sensitive course components and treatment:**

- None

#### **Learning resources:**

- Student planners
- Digital and print material

#### **No significant overlap with provincially developed curriculum**

#### **Assessment standards:**

Students will be assessed according to the learner outcomes of the course. Teacher assessment will be based on good practice including research-based assessment tools, teacher observations, and other relevant evidence. Student participation, cooperation, attendance and attitude will be monitored and reported separately from the course mark.

#### **Plan for course evaluation and monitoring:**

- Course offering will be evaluated as part of the school's program planning and the Division's monitoring of school programs.



## LOCALLY DEVELOPED COURSE PROPOSAL

(Reference – Alberta Education Policy 1.2.1, Education Programs and Services – Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses)

---

<b>School Authority:</b>	Sturgeon Public School Division
<b>School(s) where course may be offered:</b>	All junior high schools
<b>Title of Course:</b>	<u>Exploring World Religions</u>
<b>Grade(s) at which the course may be offered:</b>	7, 8, 9
<b>Implementation Date:</b>	September 2017

### **Course Description:**

This optional course is open to all grade 7, 8 and 9 students with parental permission. The course will be offered to students on the condition of sufficient registrations.

### **Philosophy:**

Students will develop an awareness of a variety of recognized religions and cultures in order to contrast and compare their similarities and differences. The course will provide junior high students with an opportunity to explore the fundamental principles of some of the most common religions practiced in our nation and world. Religions open for study may include Atheism, Bahai Faith, Buddhism, Christianity, Confucianism, Hinduism, Indigenous, Islam, Jainism, Judaism, Kabbalah, Scientology, Shinto, Sikhism and Taoism. With specific parent permission other religions may be included for study.

We believe that all people should be tolerant and understanding of the chosen beliefs and cultures of others and that knowledge of those beliefs and cultures is basic to building a global community where people can work and live together. We believe that knowledge of other beliefs will increase respect for differences between people. We believe that through broadening the experiences of today's students and increasing the awareness of the mores of other peoples, we will increase empathy and compassion. We believe that knowledge of other religions will aid in the development of ethical citizens.

### **Rationale:**

Knowledge about various world religions better prepares our students for a global economy and the dynamics of our multi-cultural community.

### **Introduction:**

This course will be facilitated and delivered from a model of project based learning where students will select from a list of the most popular world religions, research the elements of that religion as prescribed from a template, and contrast and compare aspects of the religions. As part of the course operations, students will produce a representation of their learning to share with first their classmates and then to an audience of their parents in a showcase forum which will distribute the learning past the student and validate the work of the student. In addition, guest presenters from our greater Edmonton community will as possible be invited to share customs and beliefs from their perspective.

### **General Outcomes:**

Students will demonstrate an understanding of common and differing elements from a range of religions through:

- Research of at least one religion covering aspects of history, practices, relationship to culture, customs, religious holidays, involvement of music, key beliefs and other rituals such as showing devotion.
- Developing a presentation based on valid research which can be shared with classmates and/or our parents of students in the class.
- Drawing comparisons using a matrix template outlining the primary aspects of all religions through a critical analysis of the presentations developed by classmates.
- Students will use critical thinking processes in their approach to research.
- Students will develop a basic understanding of religious issues facing our global and political environment.
- Students will produce a presentation based on factual information that does not contain a bias toward any particular faith but designed to promote tolerance and understanding.

### **Specific Outcomes:**

The student will:

- summarize the major historical influences on and events in the development of various religions
- analyze the similarities and differences between the central beliefs of various religions
- demonstrate how practice, ritual, and symbolism are external representations of the beliefs and principles of religion
- summarize the ways in which religions and the development of civilizations are interconnected
- analyze the influence of religion on artistic expression
- describe the influence that differing gender-role expectations have had on the development of religion
- demonstrate an ability to recognize prejudices associated with, and misconceptions about, various religions, beliefs, and traditions
- distinguish between fact and opinion, belief and religion, and theory and practice, as they apply to the study of religion
- demonstrate effective collaborative group skills

**Resources:**

Students will access the resources available on the Internet with supervision by the teacher. Websites such as United Religions Initiative ([www.uri.org/kids/world.htm](http://www.uri.org/kids/world.htm)) and The 2Learn.ca Education Society of Alberta ([www.2Learn.ca](http://www.2Learn.ca)) will be potential resource sites. Resource people will be identified by the teacher in collaboration with parents of children in the class.

**Facilities and Equipment:**

No special facilities or equipment required.

**Clarification of Overlap:**

Although the content will have some overlap with social studies curriculum, it will venture deeper into the religious and cultural differences of world societies than is expected in junior high social studies.

**Assessment:**

Students will be assessed according to the learner outcomes of the course. Teacher assessment will be based on good practice including research-based assessment tools, teacher observations, and other relevant evidence. Student participation, cooperation, attendance and attitude will be monitored and reported separately from the course mark.

**Safety Components:**

There are no unusual safety concerns anticipated.

**Sensitive or Controversial Issues:**

Students will only access this course with parent permission. Any topics or research at school will be guided by the teacher. In the event students are venturing into areas beyond age appropriateness, the student will be directed to shift their focus. Any area of study which goes beyond the intention of this course will result in the teacher consulting with the parent and the parent authorizing the study.

**Plan for course evaluation and monitoring:**

Course offering will be evaluated as part of the school's program planning and the Division's monitoring of school programs.



## Committee of the Whole Memorandum

Date: May 10, 2017  
To: Committee of the Whole  
From: Finance and Human Resources Committee  
Subject: 2017 – 2018 Budget Discussions

---

### **Background:**

Attached is the Draft 2017 – 2018 Budget for Trustee review and discussion.

The Secretary Treasurer will speak to the overall draft budget at the Committee of the Whole meeting.

### **Recommendation:**

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





**Sturgeon School Division No. 24**

**DRAFT Budget Report**

**School Year**

**2017-2018**

**...where great things are happening!**

## 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, it is estimated that Sturgeon Public School Division will experience a slight decline in ECS, healthy growth in Gr 1 to 9 and a 2.3% decrease in high school programs.

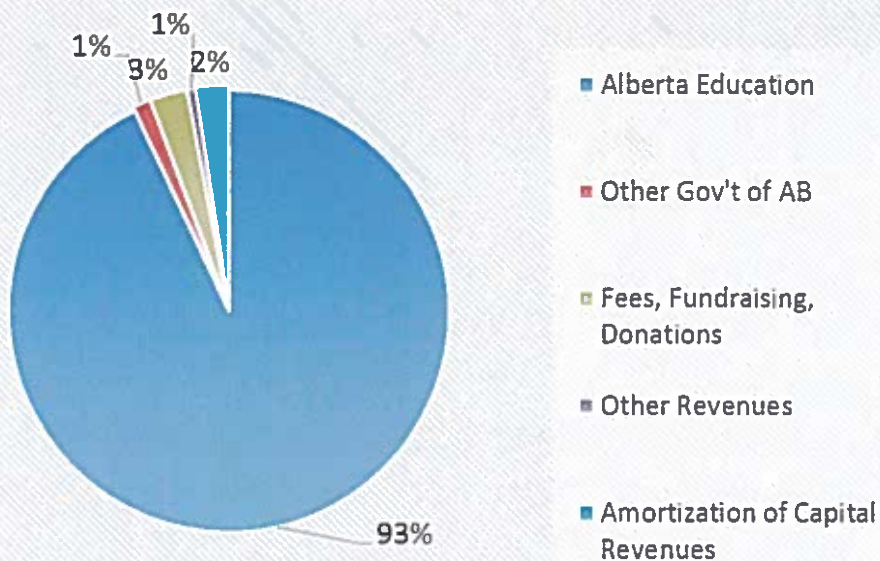
	2017-2018 Preliminary	2016-2017 Finalized	Increase (Decrease)	Variance %
<b>FUNDED</b>				
Headstart	494	517	-23	-4.4%
Kindergarten	<u>431</u>	<u>418</u>	<u>13</u>	<u>3.1%</u>
Subtotal ECS	925	935	-10	-1.1%
Grade 1 to 3	1,285	1,281	4	0.3%
Grade 4 to 6	1,165	1,129	36	3.2%
Junior High	1,009	955	54	5.7%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

## Statement of Revenues

Total Revenue for 2017-2018 is estimated to be \$69.8 million. The major source of our funding comes from Alberta Education (93%), exclusive of the amortization of capital revenues. The following table provides a summary of revenues by sources.

Revenues	Preliminary 2017-2018 (Spring)		Final 2016-2017	
Alberta Education	64,906,562	93.0%	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	1,389,992	2.0%	1,919,615	2.8%
Other Sales and Service	304,271	0.4%	302,066	0.4%
Investment Income	98,000	0.1%	80,000	0.1%
Gifts and Donations	101,000	0.1%	101,000	0.1%
Rental of Facilities	29,177	0.0%	29,177	0.0%
Fundraising	107,000	0.2%	107,000	0.2%
Amortization of Capital Revenues	1,644,306	2.4%	1,543,159	2.2%
Other Revenues	0	0.00%	113,742	
<b>Total Revenues</b>	<b>69,800,265</b>	<b>100%</b>	<b>68,751,822</b>	<b>100%</b>

### Funding Sources



**Sturgeon School Division No 24**  
**2017-2018 Schedule of Detailed Revenue**  
(based on 2017-2018 enrolment estimates)

	<u>2017-2018 Preliminary</u>	<u>2016-2017 Finalized</u>	<u>Variance \$</u>	<u>Variance %</u>
<b>BASE INSTRUCTION FUNDING</b>				
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%
<b>Subtotal Base Instruction Funding</b>	<b>34,710,332</b>	<b>34,343,918</b>	<b>366,414</b>	<b>1.1% 1</b>
<b>DIFFERENTIAL COST FUNDING</b>				
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	609,000	-	609,000	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	812,290	812,290	-	0.0%
Supernet grant	144,000	144,000	-	0.0%
Plant Operations and Maintenance (PO&M)	4,290,260	4,091,030	199,230	4.9%
Infrastructure and Maintenance Renewal (IMR)	1,400,000	1,250,000	150,000	12.0% 4
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.	221,529	-	221,529	5
School Nutrition Program	-	-	-	
Regional Collaborative Service Delivery (RCSD)	386,201	461,012	(74,811)	-16.2% 6
WRaP	-	30,000	(30,000)	-100.0% 7
SLA	2,418	2,418	-	0.0%
<b>TOTAL ALBERTA EDUCATION FUNDING</b>	<b>66,550,868</b>	<b>65,028,945</b>	<b>1,521,923</b>	<b>2.3%</b>
Alberta Finance - debenture interest revenue	-	363	(363)	-100.0%
<b>Other Province of Alberta</b>				
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% 8

**Sturgeon School Division No 24**  
**2017-2018 Schedule of Detailed Revenue**  
(based on 2017-2018 enrolment estimates)

	<b>2017-2018 Preliminary</b>	<b>2016-2017 Finalized</b>	<b>Variance \$</b>	<b>Variance %</b>	
Wellness Grant	25,000	25,000	-	0.00%	
<b>TOTAL OTHER GOVERNMENT OF ALBERTA</b>	<b>908,280</b>	<b>768,600</b>	139,680	18.2%	
<b>FEDERAL GOVERNMENT</b>	<b>290,000</b>	<b>280,000</b>	10,000	3.6%	
<b>OTHER SCHOOL AUTHORITIES</b>	<b>21,677</b>	<b>21,677</b>	-	-	
IMF (School Act)	-	255,369	(255,369)	-100.0%	9
Optional School Fees	410,114	417,746	(7,632)	-1.8%	
Fees - SGF	680,000	680,000	-	0.0%	
Transportation fees	253,378	520,000	(266,622)	-51.3%	10
Adult Fees	19,000	19,000	-	0.0%	
Gifted and talented fees	27,500	27,500	-	0.0%	
<b>FEES</b>	<b>1,389,992</b>	<b>1,919,615</b>	(529,623)	-27.6%	
External Services	107,271	105,066	2,205	2.1%	
Other Sales and Services -SGF	197,000	197,000	-	0.0%	
<b>OTHER SALES AND SERVICES</b>	<b>304,271</b>	<b>302,066</b>	2,205	0.7%	
<b>INVESTMENT INCOME</b>	<b>98,000</b>	<b>80,000</b>	18,000	22.5%	11
Gifts and Donations - SGF	101,000	101,000	-	0.0%	
<b>GIFTS AND DONATIONS</b>	<b>101,000</b>	<b>101,000</b>	-	0.0%	
Rental Income PO&M	18,000	18,000	-	0.0%	
Tower rental	11,177	11,177	-	0.0%	
<b>RENTALS OF FACILITIES</b>	<b>29,177</b>	<b>29,177</b>	-	0.0%	
<b>FUNDRAISING</b>	<b>107,000</b>	<b>107,000</b>	-	0.0%	
WCB	-	-	-		
GST rebate	-	-	-		
<b>OTHER REVENUES</b>	<b>-</b>	<b>113,742</b>	(113,742)	-100%	12
<b>TOTAL REVENUES</b>	<b>69,800,265</b>	<b>68,751,822</b>	1,048,442	1.5%	
	69,800,265	-			

**Sturgeon School Division No 24**  
**2017-2018 Schedule of Detailed Revenue**  
 (based on 2017-2018 enrolment estimates)

	<b>2017-2018 Preliminary</b>	<b>2016-2017 Finalized</b>	<b>Variance \$</b>	<b>Variance %</b>
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 small schools.			
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 is finalized at \$249K, which was based on the 2015-2016 collections. The transportation fees grant will be finalized by AB Education and is estimated at this time at \$360K.			
4	IMR budgeted revenues are higher than last year due to an increased IMR grant from AB Education. It is a budgeted amount of the work that is anticipated to be completed. The actual IMR grant for 17-18 is \$1,763,620.			
5	Alberta Education secondments represent a recovery of costs for 2 FTE teacher secondments.			
6	RCSD grant for 2018-2019 will be reduced by Alberta Education. The actual reduction is estimated at this time.			
7	WRaP grant has been discontinued for 17-18.			
8	Family Supports for Children with Disabilities revenues reflect an increased caseload for the upcoming school year.			
9	IMF fees have been eliminated by Bill 1.			
10	Transportation fees reflect only the ineligible transportation fees based on the number of 2016-2017 transported students.			
11	Investment income budget increased to reflect a better rate negotiated for a 5 \$ million dollar GIC. Future draws from the capital reserve for the CO modernization project will likely reduce the overall investment income. The amount is unknown at this time.			
12	ALARIE insurance proceeds were budgeted in 16-17 only.			

## 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
<b><u>BOARD GOVERNANCE AND ADMINISTRATION</u></b>				
Total	2,580,474	2,580,474	-	2,547,546
<b><u>INSTRUCTION ECS TO GR 12</u></b>				
Total	54,256,347	53,459,602	796,745	52,902,405
<b><u>PLANT OPERATIONS AND MAINTENANCE</u></b>				
Total	7,386,266	7,879,785	(493,519)	7,544,589
<b><u>TRANSPORTATION</u></b>				
Total	5,248,378	5,494,853	(246,475)	5,493,698
<b><u>EXTERNAL SERVICES</u></b>				
Total	328,800	328,800	-	105,066
Grand Total	69,800,265	69,743,514	56,751	68,593,304

## STURGEON SCHOOL DIVISION No. 24

**2017-2018 BUDGETED EXPENDITURES BY DEPARTMENTS**

<b>PROGRAMS AND BUDGET CENTERS</b>	<b>17-18 BUDGET ALLOCATIONS</b>	<b>17-18 BUDGET EXPENDITURES PRELIMINARY</b>
<b><u>BOARD GOVERNANCE AND ADMINISTRATION</u></b>		
BOARD OF TRUSTEES	325,000	325,000
OFFICE OF SUPERINTENDENT	347,219	347,219
SUPERINTENDENT EMERGENT	75,000	75,000
OFFICE OF ASSOC. SUPERINTENDENT (EDUCATION)	237,623	237,623
OFFICE OF ASSOC. SUPERINTENDENT (HR)	191,760	191,760
BUSINESS AND FINANCE	1,403,872	1,403,872
<b>Total</b>	<b>2,580,474</b>	<b>2,580,474</b>
<b><u>INSTRUCTION ECS TO GR 12</u></b>		
<b>CENTRAL INSTRUCTIONAL SUPPORT SERVICES</b>		
HUMAN RESOURCES	151,667	151,667
DIRECTOR OF CURRICULUM	193,406	193,406
INSTRUCTIONAL AND ASSISTIVE TECHNOLOGY	133,981	133,981
TECHNOLOGY	841,977	841,977
COMMUNICATION, MEDIA, CENTRAL ADVERTISING	110,000	110,000
DIVISIONAL PD	100,000	100,000
SUPERINTENDENT DISCRETIONARY	125,000	125,000
HOME EDUCATION RESOURCES	9,000	9,000
DIVISIONAL HEALTH AND WELLNESS	20,000	20,000
STUDENT SUCCESS & WELLNESS	25,000	25,000
<b>CENTRALLY ADMINISTERED SCHOOL EXPENSES</b>	<b>34,007,227</b>	<b>33,164,448</b>
<b>SPECIAL EDUCATION</b>		
GIFTED AND TALENTED	553,358	553,358
HEADSTART	1,299,930	1,299,930
FAMILY SUPPORTS FOR CHILDREN WITH DISABILITIES (FSCD)	619,687	619,687
PUF	6,857,553	6,857,553
INCLUSIVE ED PROFILE	5,697,575	5,697,575
<b>SCHOOLS</b>		
1 BON ACCORD	36,420	36,420
2 CAMILLA SCHOOL	102,080	98,896
3 GIBBONS SCHOOL	113,051	113,051
4 GUTHRIE SCHOOL	71,090	71,090
5 LANDING TRAIL SCHOOL	62,854	62,854
6 LILIAN SCHICK SCHOOL	101,393	101,393
7 MORINVILLE COLONY SCHOOL	6,412	6,412
8 MORINVILLE LEARNING CENTRE	20,736	20,736



## STURGEON SCHOOL DIVISION No. 24

**2017-2018 BUDGETED EXPENDITURES BY DEPARTMENTS**

PROGRAMS AND BUDGET CENTERS	17-18 BUDGET ALLOCATIONS	17-18 BUDGET EXPENDITURES PRELIMINARY
9 NAMAQ SCHOOL	87,564	87,564
10 OAK HILL SCHOOL	899,790	917,506
11 OCHRE PARK SCHOOL	25,821	25,821
12 REDWATER SCHOOL	90,617	110,618
13 STURGEON COMPOSITE HIGH SCHOOL	466,523	478,023
14 STURGEON HEIGHTS SCHOOL	108,841	108,841
15 STURGEON LEARNING CENTER	8,966	8,966
16 MORINVILLE PUBLIC SCHOOL	223,828	223,828
SCHOOL GENERATED FUNDS	1,085,000	1,085,000
Rounding		1
<b>Total</b>	<b>54,256,347</b>	<b>53,459,602</b>
 <b><u>PLANT OPERATIONS AND MAINTENANCE</u></b>		
PLANT OPERATIONS AND MAINTENANCE	4,341,960	4,835,479
INFRASTRUCTURE MAINTENANCE RENEWAL	1,400,000	1,400,000
DEBENTURE INTEREST	-	-
AMORTIZATION OF CAPITAL REVENUES	1,644,306	1,644,306
<b>Total</b>	<b>7,386,266</b>	<b>7,879,785</b>
 <b><u>TRANSPORTATION</u></b>		
TRANSPORTATION	5,248,378	5,494,853
<b>Total</b>	<b>5,248,378</b>	<b>5,494,853</b>
 <b><u>EXTERNAL SERVICES</u></b>		
EXTERAL SERVICES	328,800	328,800
<b>Total</b>	<b>328,800</b>	<b>328,800</b>
<b>Grand Total</b>	<b>69,800,265</b>	<b>69,743,514</b>

## Board of Trustees Budget

	2017-2018 Preliminary	2016-2017 Finalized	2015-2016 Actual	2014-2015 Actual
<b>Allocation</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	<b>315,000</b>
<b><u>Expenditures</u></b>				
Remuneration and Benefits	132,761	132,499	132,368	128,370
Per Diems and Benefits	15,140	15,140	12,730	11,391
Professional Development	22,000	20,500	21,511	13,737
Contracted and General	6,799	23,961	256	14,240
Internet	4,900	4,900	4,346	4,862
Membership and Dues	69,000	69,000	60,397	56,339
Supplies and Election Costs	33,400	13,400	1,046	4,769
Travel and subsistence (accommodation)	30,500	35,100	24,443	28,857
Meetings and meals	7,000	7,000	3,546	4,882
Chair Functions	3,500	3,500	4,265	1,373
<b>Total Expenditures</b>	<b>325,000</b>	<b>325,000</b>	<b>264,908</b>	<b>268,820</b>
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>60,092</b>	<b>46,180</b>

### **Budget Considerations and Assumptions**

- \$20,000 set aside for election costs
- Professional Development also includes ASBA and PSBAA workshops and seminars

**STURGEON SCHOOL DIVISION NO 24  
CENTRALLY ADMINISTERED EXPENSES**

	<b>2017-2018 Preliminary</b>	<b>2016-2017 Finalized</b>
<b>CENTRALLY ADMINISTERED SCHOOL EXPENSES</b>		
Principal Allowances ( Benefits Included)	581,692	581,378
Extended Leaves - Sub Plan, Long Term Illness	550,000	455,000
Substitute Teachers - per ATA Collective Agreement	646,770	586,553
CUPE ( No PUF) - Subs, Long Term Illness, Sub Plan	128,000	85,106
Leases - Photocopiers	240,000	238,000
Admin Council meetings - meals	7,000	7,000
Book Awards / Scholarships	43,000	43,000
Telephones	56,000	56,000
Student Accident Insurance	13,600	13,600
Facility Rent - Learning Centers	87,000	86,504
Evergreening - computers, equipment, furniture	430,000	430,000
Division supported services: SRO (1/2), Bridging Program	38,000	72,667
Alberta Infrastructure Managed Projects - Division incurred expenses	25,000	75,000
Informatin System Licences - Insignia, Powerschool, ACORN, Discovery, Adobe, etc	137,680	130,880
Amortization of capital assets - schools	18,057	44,282
	<b>3,001,799</b>	<b>2,904,970</b>
<b>RESOURCE ALLOCATIONS</b>		
<u>Certificated Staffing</u>		
Regular Instruction	18,700,168	18,389,408
Additional RAC Allocation - Redwater	151,350	150,768
Additional RAC Allocation - SCHS	100,900	100,512
17-18 New School in Morinville (principalship)/16-17 Learning centers	30,270	20,102
Special Ed Programs - Life Skills	323,889	322,644
Principals admin time allocations	1,150,260	1,145,837
Admin Adjustment	612,968	656,645
Special Ed Admin	100,900	85,435
Counsellor	687,533	681,471
LOGOS	1,025,144	1,021,202
Colony	151,350	170,870
MLC	201,800	201,024
SLC	201,800	201,024
Morinville Public School - French Immersion	593,292	536,734
1.0 Division Discretionary Staff	100,900	100,512
Summer School - 0.75 FTE	75,675	75,384
<b>Certificated Staffing</b>	<b>24,208,199</b>	<b>23,859,573</b>
School Admin Support - 7.0 hours per day	1,712,369	1,656,798
School Media (Library) Support - 6.5 hours per day	501,379	477,062
Additional RAC Special Ed Assistants SLC and MLC	46,424	45,942
Morinville Colony	46,424	27,290
High School CTS Support - SCHS	60,815	60,184
SCHS - Automotive Tech	85,912	84,834
High School CEU Support	74,993	74,193
SIS Support Tech	60,065	59,373
Substitute Services Desk	46,068	45,215
<b>Support Staffing</b>	<b>2,634,451</b>	<b>2,530,891</b>
<b>ALBERTA TEACHERS RETIREMENT FUND (ATRF) - paid by Gov't</b>	<b>3,320,000</b>	<b>3,300,000</b>
<b>TOTAL CENTRALLY ADMINISTERED EXPENSES</b>	<b>33,164,448</b>	<b>32,595,435</b>

## Plant Operations and Maintenance Budget

	2017-2018 Preliminary	2016-2017 Finalized	2015-2016 Actual	2014-2015 Actual
<b>Revenue Allocations</b>				
<b>Alberta Education</b>				
POM	4,290,260	4,091,030	3,917,571	3,793,401
IMR	1,400,000	1,250,000	1,038,300	1,350,711
Supported Amortization	1,644,306	1,543,159	1,424,501	1,470,971
	7,334,566	6,884,189	6,380,372	6,615,083
<b>Other Government</b>				
Supported Capital Debt	0	363	1,986	8,275
<b>Other Revenue</b>				
Facility rental	2,700	2,700	3,991	4,993
Investment Income	49,000	40,000	40,344	12,500
	51,700	42,700	44,335	17,493
<b>Total Allocations</b>	<b>7,386,266</b>	<b>6,927,252</b>	<b>6,426,693</b>	<b>6,640,851</b>
<b>Expenditures</b>				
Salaries and Benefits	2,725,428	2,698,993	2,458,573	2,312,325
Contracted and General	822,385	713,100	799,665	691,389
Supplies	252,300	272,180	293,020	242,263
Utilities	984,000	1,023,000	860,463	891,555
	4,784,113	4,707,273	4,411,721	4,137,532
Debenture Interest	0	363	1,986	8,275
Amortization of capital assets	1,695,672	1,586,953	1,459,940	1,504,861
IMR	1,400,000	1,250,000	1,038,300	1,350,711
	3,095,672	2,837,316	2,500,226	2,863,847
<b>Total Expenditures</b>	<b>7,879,785</b>	<b>7,544,589</b>	<b>6,911,947</b>	<b>7,001,379</b>
<b>Deficit</b>	<b>(493,519)</b>	<b>(617,337)</b>	<b>(485,254)</b>	<b>(360,528)</b>

### Budget Considerations and Assumptions

- Salaries and Benefits include 44.22 FTE
- Estimated 17-18 PO&M Revenues
- IMR based on planned expenses. The IMR 17-18 Grant - \$1,763,620
- Insurance premiums estimated and 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	2014-2015 Actual
Alberta Education				
Rural Transportation	3,930,000	3,950,000	4,015,329	4,111,807
Special ECS	400,000	400,000	406,902	350,917
Prior period adjustments	(25,000)	(25,000)	(2,921)	0
Additional PUF transportation	330,000	330,000	332,766	386,494
Amortization of capital revenue	0	0	0	1,350
Other				
Transportation Fees (ineligible students)	253,378	520,000	518,294	401,306
Transportation Fees Grant (eligible students)	360,000			
Capital Gain				15,600
<b>Total Allocations</b>	<b>5,248,378</b>	<b>5,175,000</b>	<b>5,270,370</b>	<b>5,267,474</b>
<b>Expenditures</b>				
Salaries and Benefits	192,264	192,264	180,110	163,010
Contracted and General				
Regular routes	3,976,393	3,934,108	3,750,479	3,813,615
Special Needs routes	314,972	374,763	314,936	321,674
PUF transportation costs (bus, taxi, parent)	689,342	683,125	755,873	699,748
Parent provided	75,000	75,000	75,806	67,154
Special Education	170,952	161,808	213,412	200,959
Administration, PD, cost transfers, supplies and other	75,930	72,630	83,194	135,760
<b>Total Expenditures</b>	<b>5,494,853</b>	<b>5,493,698</b>	<b>5,373,810</b>	<b>5,401,920</b>
<b>Deficit</b>	<b>(246,475)</b>	<b>(318,698)</b>	<b>(103,440)</b>	<b>(134,446)</b>

### 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 \$360K is estimated and to be 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	
<b>Revenues</b>				
Alberta Education	64,906,562	93.0%	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	1,389,992	2.0%	1,919,615	2.8%
Other Sales and Service	304,271	0.4%	302,066	0.4%
Investment Income	98,000	0.1%	80,000	0.1%
Gifts and Donations	101,000	0.1%	101,000	0.1%
Rental of Facilities	29,177	0.0%	29,177	0.0%
Fundraising	107,000	0.2%	107,000	0.2%
Amortization of Capital Revenues	1,644,306	2.4%	1,543,159	2.2%
Other Revenues	0	0.00%	113,742	0.2%
<b>Total Revenues</b>	<b>69,800,265</b>	<b>100%</b>	<b>68,751,822</b>	<b>100%</b>
<b>Expenses by Programs</b>				
ECS to Grade 12 Instruction	53,459,602	76.7%	52,902,406	77.1%
Plant Operations and Maintenance	7,879,785	11.3%	7,544,589	11.0%
Transportation	5,494,853	7.9%	5,493,698	8.0%
Board and System Administration	2,580,474	3.7%	2,547,546	3.7%
External Services	328,800	0.5%	105,066	0.2%
<b>Total Expenses</b>	<b>69,743,513</b>	<b>100%</b>	<b>68,593,305</b>	<b>100%</b>
<b>Budgeted Surplus</b>	<b>56,751</b>		<b>158,517</b>	

<b>SUMMARY:</b>		
Instructional Surplus	796,745	1,094,553
Operation and Maintenance Deficit	(493,519)	(617,337)
Transportation	(246,475)	(318,698)
<b>Total Surplus</b>	<b>56,751</b>	<b>158,518</b>

## Projected Schedule of Accumulated Surplus

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

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

Operating reserves are dollars internally committed for specific activities.

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

Assumptions: the 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
<b>Reserves as at August 31, 2016</b>	\$ 2,622,087	\$ 987,302	\$ 1,634,785	\$ 3,710,454
2016-2017 Operating Surplus	\$ 158,518	\$ 158,518		
2016-2017 Amortization	\$ 165,731	\$ 165,731		
Board funded capital assets	\$ (100,000)	\$ (100,000)		
Reserve Transfer	\$ (325,731)	\$ (165,731)	\$ (160,000)	\$ 165,731
<b>Estimated Reserves as at August 31, 2017</b>	<b>\$ 2,520,605</b>	<b>\$ 1,045,820</b>	<b>\$ 1,474,785</b>	<b>\$ 3,876,185</b>
2017-2018 Budgeted Surplus	\$ 56,751	\$ 56,751		
2017-2018 Estimated amortization	\$ 147,078	\$ 147,078		
Board funded capital assets	\$ -	\$ -		\$ (3,025,000)
Reserve Transfer	\$ (147,078)	\$ (147,078)		\$ 147,078
<b>Estimated Reserves as at August 31, 2018</b>	<b>\$ 2,577,356</b>	<b>\$ 1,102,571</b>	<b>\$ 1,474,785</b>	<b>\$ 998,263</b>
Reserves as a percentage of 2018 Expenses	3.70%			1.43%

### Operating Reserves August 31, 2016

Schools	565,473
Deferred Evergreening	183,908
Special Education	189,679
New School Start Up Costs	250,000
SGF	445,726
	1,634,786

### Capital Reserves August 31, 2016

Schools	43,000
PO&M	359,554
Transportation	65,816
Board and System Admin	3,242,084
Total	3,710,454

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