
FORT VERMILION SCHOOL DIVISION

“Our Children, Our Students, Our Future”

BOARD OF TRUSTEES

REGULAR MEETING – JANUARY 26, 2022

CENTRAL OFFICE – 10:00 AM

A G E N D A



Fort Vermilion School Division 2021-2022 Board Work Plan

Divisional Goals:

1. Every Student is Successful
2. Quality Teaching and School Leadership
3. Effective Governance

Divisional Priorities:

1. FVSD will foster connectivity and well-being amongst community, students, parent and staff
2. All students will improve literacy skills across the content areas
3. All students will improve numeracy skills

August 23 & 24, 2021 (Board Planning/COW) 9 am	Monitoring:	Other Events	
	Review Board Priorities	30	New Teacher Orientation
	Communications:	31	Organizational Day
	Board Communications / Trustee Communication Key Messages to the Media		
September 29, 2021 10 am	Monitoring:	Other Events	
	Superintendent Report	1-2	PD Days
	Review Trustee Handbook	3	Organizational Day
	Initial Staffing and Enrolment Report (COW)	6	Labour Day
	Review Board Work Plan (COW)	7	First Day for Students
	Merit Awards Selection (COW)	22	ASBA Zone 1 Meeting
	Trustee Remuneration (COW) (review every 2 years – 2021)	30	National Day for Truth & Reconciliation
	Communications:	School Council Meetings	
	Board Communications / Trustee Communication Key Messages to the Media		
October 27, 2021 9 am	Monitoring:	Other Events	
	Organizational Meeting	8	Division PD Day
	Focus on Student Achievement	11	Thanksgiving Day
	<ul style="list-style-type: none"> • BHPS, SHES & FMCS 		
	Focus on Priorities – Connectivity, Literacy, Numeracy		School Council Meetings
	Superintendent Report		
	Human Resources Accountability Report		
	Finance Report		
	New Modular Classroom Requests		
	DRAFT Three Year Education Plan & AERR (COW)		
	Full Review of Capital Plan (COW)		
	Communications:		
	Board Communications / Trustee Communication		
	Key Messages to the Media		
	Discuss Communication Plan		



Fort Vermilion School Division 2021-2022 Board Work Plan

November 24, 2021 10 am	Monitoring:		Other Events
	Focus on Student Achievement <ul style="list-style-type: none">RLNS, LCPS & HLPS Superintendent ReportFinance Report2020-2021 Audited Financial StatementEssential Services Accountability ReportThree Year Education Plan & Annual Education Results ReportSummary of Board Policies and Board Evaluation Document (COW) (every 4 years following elections)	1011121514-1624	Last Day of Quad 1 Remembrance Day Professional Development Day First Day of Quad 2 ASBA Fall General Meeting School Council Chairs Meeting (5-8 p.m.) Trustee Orientation School Council Meetings
	Communications:		
	Board Communications / Trustee Communication Key Messages to the Media		
December (no scheduled meeting)	Monitoring:		Other Events
		232526	First Day of Christmas Break Christmas Day Boxing Day Christmas Concerts School Council Meetings
	Communications:		
January 26, 2022 10 am	Monitoring:		Other Events
	Focus on Student Achievement <ul style="list-style-type: none">UHRS & HCCS Superintendent ReportFinance ReportFiscal Quarterly Accountability ReportFundraising Report	1102831	New Year's Day Classes Resume Last Day of Semester 1 & Quad 2 Professional Development Day School Council Meetings
	Communications:		
	Board Communications / Trustee Communication Key Messages to the Media Discuss Communication Plan		



Fort Vermilion School Division 2021-2022 Board Work Plan

COW / Board Planning – February 17 & 18, 2022	Monitoring:	Other Events
	Trustee Development DRAFT Three Year Capital Plan (COW) Board Evaluation	1 First Day of Semester 2 & Quad 3 17-18 Teachers' Convention 21 Family Day
	Communications: Board Communications / Trustee Communication Board Development Key Messages to the Media	School Council Meetings
March 9, 2022 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> RVCS & SNCS Focus on Priorities – Connectivity, Literacy, Numeracy Superintendent Report Finance Report Fiscal Quarterly Accountability Report Mid-Year Budget Review Three Year Capital Plan 2022-2023 School Calendar Review Student Fee Structure Student Advisory Team (COW)	6-8 Alberta Rural Education Symposium 14-15 Professional Development Day 16-17 Day Off In Lieu of PT Interviews 18 School Closed
	Communications: Board Communications / Trustee Communication Board Development Key Messages to the Media	School Council Meetings
April 13, 2022 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> FVPS/SMCS & RLKS Superintendent Report Finance Report Review Attendance Boundaries School Jurisdiction Financial Reporting Profile (COW) DRAFT 2022-2023 Budget (COW) DRAFT Three Year Education Plan (COW)	13 School Council Chairs Meeting (5-8 p.m.) 14 Last day of Quad 3 15 First day of Spring Break 15 Good Friday 18 Easter Monday 25 Classes Resume 25 First Day of Quad 4
	Communications: Board Communications / Trustee Communication Key Messages to the Media Discuss Communication Plan	School Council Meetings
May 18, 2022 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> BHCS & Learning Stores & AHLC Superintendent Report Finance Report Three Year Education Plan 2022-2023 Budget Report School Improvement Fund Student Advisory Team (COW)	23 Victoria Day 28 FVSD Retirement Gala
	Communications: Board Communications / Trustee Communication Key Messages to the Media	School Council Meetings



Fort Vermilion School Division 2021-2022 Board Work Plan

June 15, 2022 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> NHEC Focus on Priorities – Connectivity, Literacy, Numeracy Superintendent Report Finance Report Internal Auditing Accountability Report Fiscal Quarterly Accountability Report Accountability Pillar Overall Summary CEO Evaluation (COW)	6-7 ASBA Spring General Meeting 23 Last day for K-9 Students 24, 27 PD for K-9 Teachers 27 Last day for 10-12 Students 28 Organizational Day 29 Summer Break Begins School Council Meetings Graduations
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media	

**FORT VERMILION SCHOOL DIVISION
BOARD OF TRUSTEES
REGULAR MEETING – JANUARY 26, 2022
CENTRAL OFFICE – 10:00 A.M.
AGENDA**

<u>ATTENDANCE</u>	2
<u>I. CALL TO ORDER</u>	2
<u>II. FOCUS ON STUDENT ACHIEVEMENT</u>	
Upper Hay River School	3
Hill Crest Community School	9
<u>III. APPROVAL OF AGENDA</u>	14
<u>IV. APPROVAL OF MINUTES</u>	14
Minutes of the Regular Board Meeting November 24, 2021	15
Minutes of the Committee of the Whole Meeting December 13, 2021	18
Minutes of the Special Board Meeting December 13, 2021	19
<u>V. COMMUNICATIONS</u>	21
<u>VI. DELEGATIONS OR EXTERNAL PRESENTATIONS</u>	
<u>VII. MONITORING REPORTS</u>	
a. Superintendent's Report	22
b. Finance Report	24
c. Fiscal Quarterly Accountability Report	32
d. Fundraising Report	39
<u>VIII. OTHER BUSINESS</u>	
a. Fort Vermilion Community Education Committee Representative	
<u>IX. ADJOURNMENT</u>	41

ATTENDANCE

Board Members Present:

Board Members Absent:

Administration:

Staff:

Guests:

CALL TO ORDER

(Chairman,) or (Vice-Chairman,) _____, called the meeting to order at _____.

IN-CAMERA

_____ moved that the Board of Trustees go in-camera at _____.

_____ moved that the Board of Trustees move out of in-camera at _____.

FOCUS ON STUDENT ACHIEVEMENT

RE: UPPER HAY RIVER SCHOOL

Attached is the Focus on Student Achievement report as presented by the Upper Hay River School.

Policy References:

1.5 Goals (1.5.1, 1.5.2 and 1.5.3)

1.6 Current Priorities (1.6.1, 1.6.2 and 1.6.3)

Submitted by Kim Brown, Principal.

RECOMMENDATION

_____ moved that the Board of Trustees accept the Focus on Student Achievement – Upper Hay River School Report.

FOCUS ON STUDENT ACHIEVEMENT REPORT

School: Upper Hay River School

Date of Report: January 19th, 2022

Title of Report: UHRS: Focusing on our Sphere of Influence

Preamble

UHRS is located on reserve and provides a high-quality education for students from 4 years old to Graduation. Having students complete High School in their own community with FVSD is an important piece for Meander River. We are in our third year. This year we anticipate our first 3 graduates, which is very exciting.

Our results do show deficits in literacy and numeracy skills; however we are seeing significant growth in our elementary students as a result of excellent instruction that is targeted and focused.

Our connectivity results show that our students feel safe, accepted, and cared about in our building. We have put significant effort into fostering Dene/Indigenous culture in our school. Students in K4/K5 now participate in Dene Immersion 3 hours a week.

Include Results presented from Power Bi in the Three Priorities (Literacy, Numeracy and Connectivity).

*Please note that because of our small population, data has been presented at an individual level to reflect a more accurate picture of student success.

Literacy

Triple T Data

Elementary Fall only

	Tosrec	Toswrf	Towre		Tosrec	Toswrf	Towre
Grade 2	75	70	66	Grade 2	70	74	67
Grade 3	86	70	77	Grade 3	86	86	101
Grade 4	66	87	95	Grade 4	74	92	96
	-9	17	29		4	18	29
	Tosrec	Toswrf	Towre		Tosrec	Toswrf	Towre
Grade 2	72	72	65	Grade 2	72	89	89
Grade 3	67	81	76	Grade 3	60	91	98
Grade 4	85	88	92	Grade 4	83	103	83
	13	16	27		11	14	-5
	Tosrec	Toswrf	Towre		Tosrec	Toswrf	Towre
Grade 2	62	64	57	Grade 2	65	61	56
Grade 3	73	72	64	Grade 3	67	79	69
Grade 4	71	64	68	Grade 4	69	83	85
Grade 5	54	78	80	Grade 5	71	86	97
	-19	6	16		4	7	28
	Tosrec	Toswrf	Towre		Tosrec	Toswrf	Towre
Grade 2	65	69	64	Grade 2	65	72	59
Grade 3	58	78	73	Grade 3	58	73	60
Grade 4	54	75	75	Grade 4	74	85	68
Grade 5	66	83	89	Grade 5	79	92	77
	8	5	16		21	19	17

Small population –
small data sets

Used past 3 years
only for counting
growth

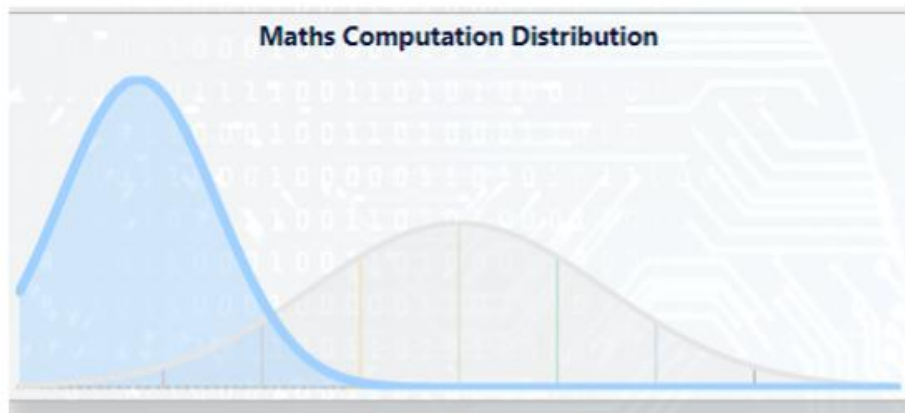
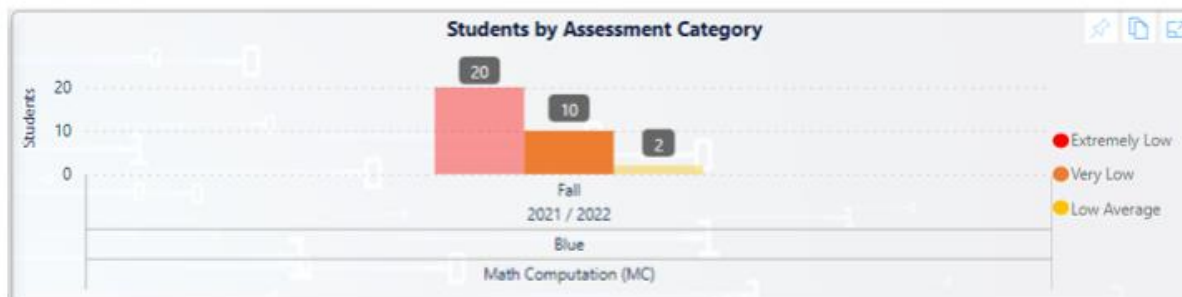
Secondary

	Tosrec	Toswrf	Towre			Tosrec	Toswrf	Towre
Grade 5	61	53	53		Grade 5	68	79	78
Grade 6	54	69	59		Grade 6	80	100	81
Grade 7	54	77	59		Grade 7	74	80	76
Grade 8	65	72	65		Grade 8	63	86	-
	11	3	6			-17	-14	-5
Grade 5	71	53	68		Grade 5	71	72	68
Grade 6	64	81	67		Grade 6	90	83	76
Grade 7	80	79	72		Grade 7	65	79	73
Grade 8	79	76	74		Grade 8	69	77	73
	15	-5	7			-21	-6	-3

	Tosrec	Toswrf	Towre			Tosrec	Toswrf	Towre
Grade 7	89	103	78		Grade 7	84	95	81
Grade 8	92	111	87		Grade 8	74	90	86
Grade 9	94	101	85		Grade 9	94	83	81
	5	-2	7			10	-12	0
Grade 7	91	117	103					
Grade 8	100	116	-					
Grade 9	94	114	102					
	3	-3	-1					

Data reflects students who attend more regularly

Numeracy



Numeracy Results

Grade 7 Class

Percentile Rank	Descriptive Category	Grade Equivalent
2	Very Low	2.5
3	Very Low	2.7
1	Extremely Low	2.3
1	Extremely Low	2.3
4	Very Low	3.0
3	Very Low	2.7
5	Very Low	3.2

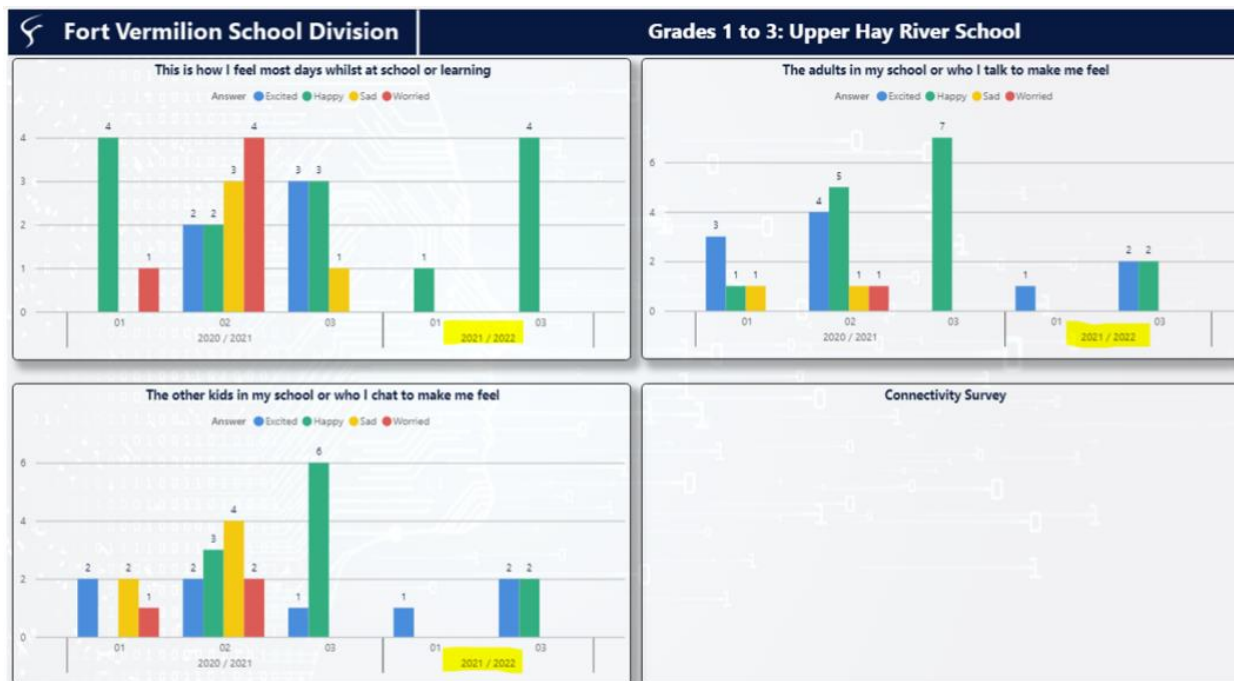
Grade 3 Class

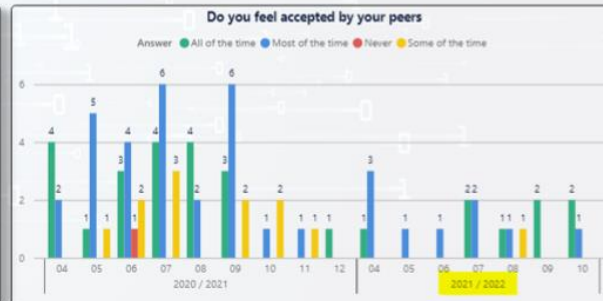
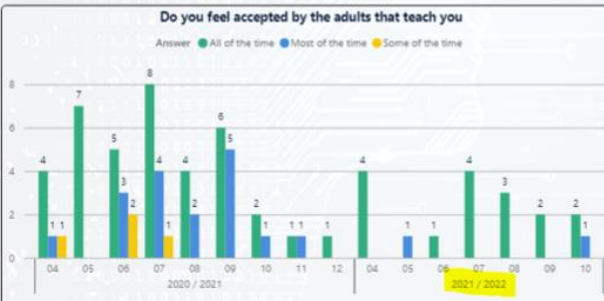
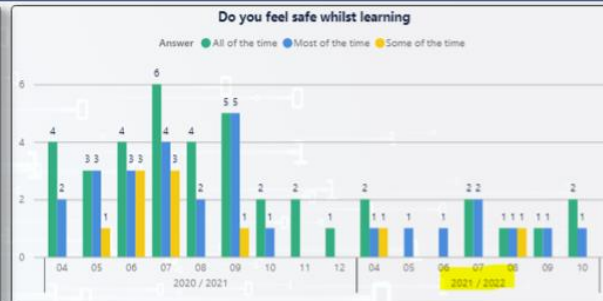
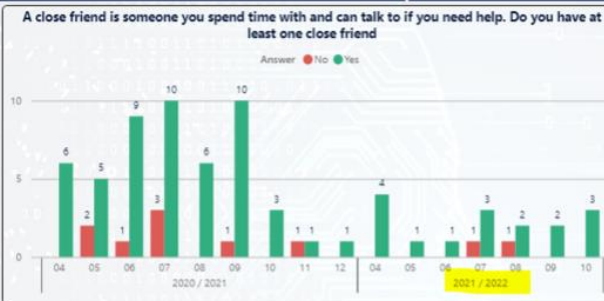
Percentile Rank	Descriptive Category	Grade Equivalent
0.3	Extremely Low	K.0
0.2	Extremely Low	K.1
1	Extremely Low	K.6
0.1	Extremely Low	<K.0
0.3	Extremely Low	K.4
0.3	Extremely Low	K.2

Grade 4 Class

Math Computation				
Standard Score	Confidence Interval	Percentile Rank	Descriptive Category	Grade Equivalent
57	51 - 63	0.2	Extremely Low	1.0
67	58 - 76	1	Extremely Low	1.6
69	60 - 78	2	Extremely Low	1.8
67	58 - 76	1	Extremely Low	1.4
64	55 - 73	1	Extremely Low	1.0

Connectivity





Current Programming to address increase in Results around the Three Priorities (Literacy, Numeracy and Connectivity).

K 4/5

- Heggerty Phonological and Phonemic Awareness Training
- Lucy Calkins Writing
- Learning Without Tears for – Literacy/Numeracy/Fine Motor

Grade 1, 2, 3

- Heggerty
- Lucy Calkins Reading/Writing/Phonics
- Math Workshop/Jump Math

Grade 4,5,6

- Completion of LC grade 2 phonics
- Lucy Calkins Reading and Writing
- Jump Math

Grade 7

- Lucy Calkins Writing
- Indigenous Literature
- Jump Math

Grade 8 /9

- Intermediate Empower
- K & E Language Arts Program
- Lucy Calkins Reading and Writing
- Jump Math

High School

- Comprehensive English program focusing vocabulary and context building.

Next Steps...

Literacy

Reading Rewards for our Grade 7 class

Reading Rewards for our grade 10 group

Continued coaching for our new teachers in Lucy Calkins and literacy strategies (Grades 4-7)

Fly Leaf Reading Intervention

High School - Lucy Calkins Literary Essay Unit (building writing stamina)

Numeracy

WRAT-5 to guide instruction/Interventions (Students struggle with number operations)

Rededicate to a guided math approach.

Support new teachers to ensure that they are using targeted small prerequisite groups daily.

Use the Nelson resource to guide us in this process.

Marj and Terry will be supporting us with implementation.

Use a progression approach. (Math trajectories)

Teachers must understand skills.

Our school has small enough class sizes that teacher can provide daily small group instruction to support students in areas that they find challenging.

Extend Math into semester 2 for grades 8 -12 so they have continued practice. *Use the Nelson resource to determine intervention groups. Use Leaps and Bounds Student Resource for our lessons.*

FOCUS ON STUDENT ACHIEVEMENT

RE: HILL CREST COMMUNITY SCHOOL

Attached is the Focus on Student Achievement report as presented by the Hill Crest Community School.

Policy References:

1.5 Goals (1.5.1, 1.5.2 and 1.5.3)

1.6 Current Priorities (1.6.1, 1.6.2 and 1.6.3)

Submitted by Ben Giesbrecht, Principal.

RECOMMENDATION

_____ moved that the Board of Trustees accept the Focus on Student Achievement – Hill Crest Community School Report.

FOCUS ON STUDENT ACHIEVEMENT REPORT	
School: HCCS	
Date of Report: January 2022	
Title of Report: Focus on Student Achievement	
Preamble <ul style="list-style-type: none"> Hill Crest is a rural, closely knit community school of 221 students with grades ranging from Kindergarten to grade 9. The school is situated between Fort Vermilion and La Crete. The cultural landscape consists of primarily of a Mennonite background. Parents want to see their children receive the best education possible. Staff consist of 10 classroom teachers, a full time PE teacher, Inclusive Ed Coordinator/Literacy Coach, 7 support staff, 2 secretaries, 2 custodians, 6 bus drivers and a Principal and Assistant Principal. What an incredible team! 	
Include Results presented from Power Bi in the Three Priorities (Literacy, Numeracy and Connectivity).	
Numeracy We are so thrilled with the movement Hill Crest is making in regard to numeracy! As we establish the "must have skills" in numeracy (skills students need to be successful in the next grade) we are able to focus in on targets that each grade level feels responsible for in moving their students forward. The data will show that Hill Crest numeracy scores have increased dramatically from the fall to spring assessments. Areas of growth are fractions development in grades 4-9 and mental math strategies in k-3.	
<div> <div> Fort Vermilion School Division Integers: Hill Crest Community School </div> <div> </div> <div> </div> </div> <div> <div> Fort Vermilion School Division Rates, Percents and Ratios: Hill Crest Community School </div> <div> </div> <div> </div> </div> <div> <div> Fort Vermilion School Division WRAT-5 Class Details: Hill Crest Community School </div> <div> </div> <div> </div> </div> <div> <div> Fort Vermilion School Division Fractions: Hill Crest Community School </div> <div> </div> <div> </div> </div>	
Literacy The data shows that we need to focus on phonics and decoding strategies in k-3. For grades 4-9, emphasis on vocabulary and comprehension will be emphasized. Our 4-9 students are showing strength in fluency and actual reading ability, but have difficulty understanding the	

events within the readings. Exposing students to real world events will increase their capacity for understanding real world writing.

TOSWRF: Hill Crest Community School



TOWRE: Hill Crest Community School



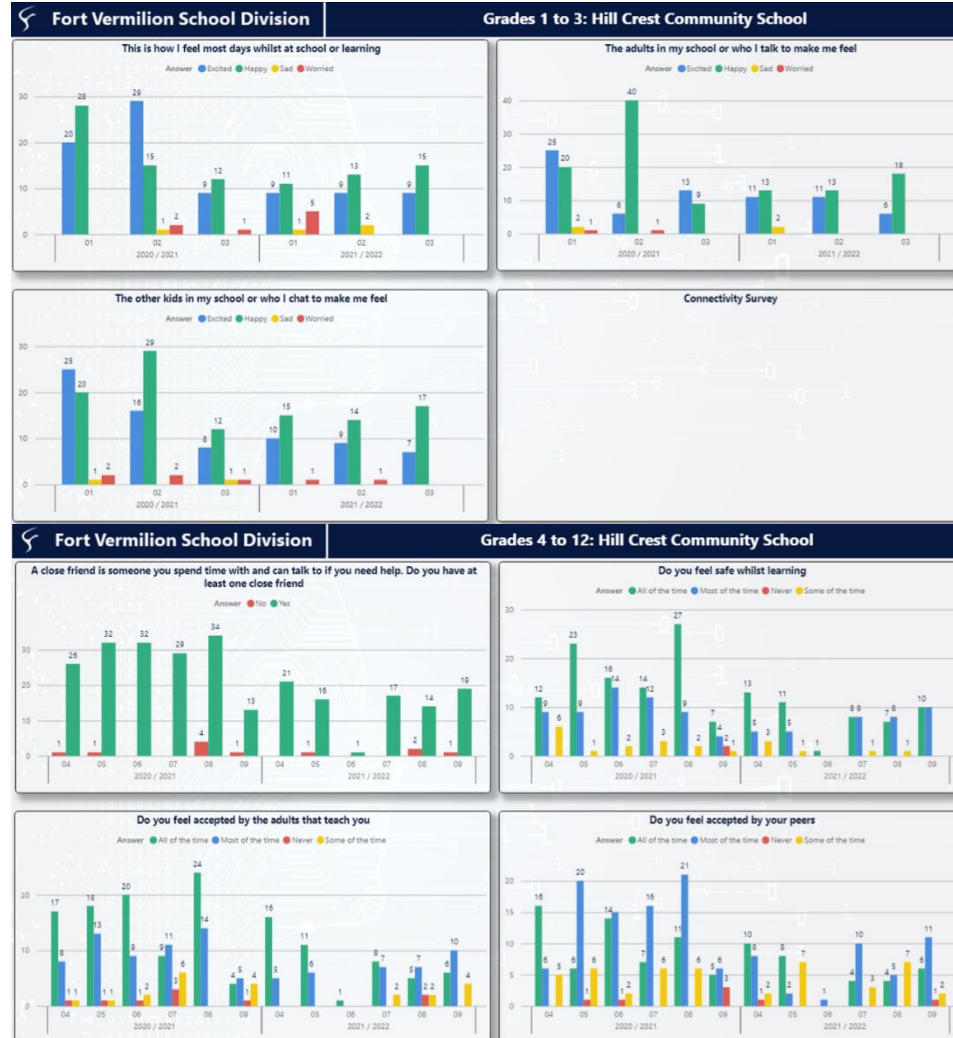
TOSREC: Hill Crest Community School

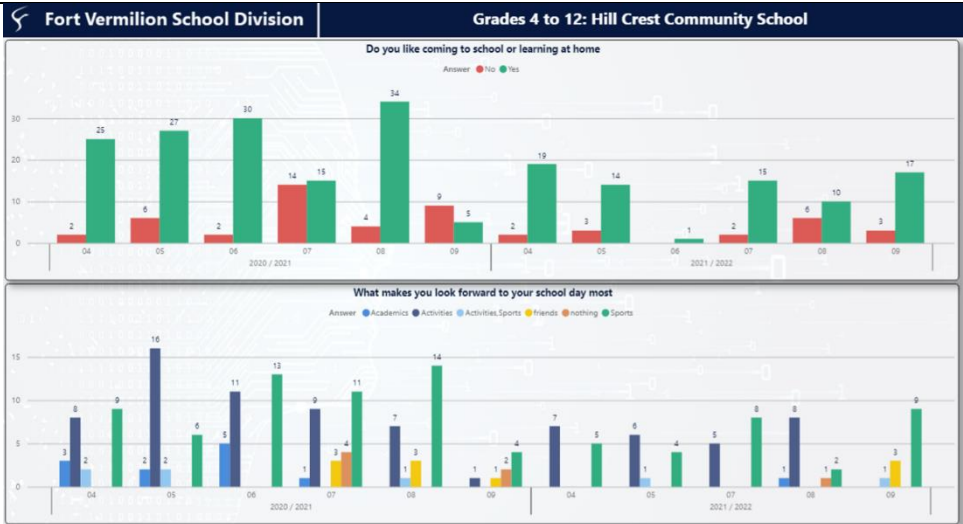


Connectivity

This has been one of our biggest success stories! The principles of focusing on data have bled into all areas of school development. The data shows that students are coming to Hill Crest because the school is their social scene. The second largest motivator for students to come to school was activities. This made us realize that we needed a schedule that created success. The schedule reflects hard work on Mon Tues and Wed and then activities like exploratories,

options and CTS for Thursday and Friday. Scheduling PE for grades 7,8,9 back to back to back has allowed large scale group games and challenges once a month. Lastly, we are diligent in creating a culture of inclusivity and belonging. This begins with staff. Each staff member (teachers, EA's secretaries, custodians and bus drivers) has a role to play in building the culture here at Chill Crest (not a typo).





Current Programming to address increase in Results around the Three Priorities (Literacy, Numeracy and Connectivity).

See descriptors above.

Next Steps

We have realized that in order to create success in the three priority areas we have to build a schedule around the needs. This will ensure that there is purposeful, well used time set aside to actually implement the strategies that we have in place. We don't want to be a school that comes up with a bunch of great ideas but never carries them through! Secondly, we want to put our money where our mouths are. Intentional redirection of school funds that best support our outcomes is crucial. In addition to the two above mentioned items, we need to train our teachers to be proficient in interpreting data from Power BI so it can effectively drive instruction!

APPROVAL OF AGENDA

_____ moved that the Board of Trustees approve the agenda with the following additional items:

- 1.
- 2.
- 3.
- 4.
- 5.

APPROVAL OF MINUTES

_____ moved that the Board of Trustees approve the minutes of the Regular Board Meeting held November 24, 2021, as presented.

_____ moved that the Board of Trustees approve the minutes of the Committee of the Whole Meeting held December 13, 2021, as presented.

_____ moved that the Board of Trustees approve the minutes of the Special Board Meeting held December 13, 2021, as presented.

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
NOVEMBER 24, 2021**

PAGE 1 OF 3

ATTENDANCE

Board Members Present:

Mr. Marc Beland, Chairman
Mr. Tim Driedger, Vice Chair
Mr. Dale Lederer
Mr. Shane Lloyd
Mrs. Linda Kowal
Mrs. Amanda Paul
Mr. Henry Goertzen
Mr. Benjamin Friesen
Mr. John Zacharias

Administration Present:

Mr. Michael McMann, Superintendent
Mr. Norman Buhler, Associate Superintendent of Finance
Mr. Scot Leys, Associate Superintendent of Operations
Mrs. Karen Smith, Associate Superintendent of Learning
Mrs. Darlene Bergen, Executive Assistant
Mrs. Chandra Tincombe, Public Engagement Coordinator

Guests:

Grant Charles, Principal – RLNS
Shelly Komarnicki, Assistant Principal - RLNS
Susan Ward, Principal – LCPS
Vanessa Beringer, Assistant Principal - LCPS
Shane Dempster, Principal – HLPS
Natalie Morris, Supervisor of Learning - Connectivity

Chairman, Marc Beland called the meeting to order at 10:01 a.m.

21-11-16799
IN-CAMERA

Henry Goertzen moved that the Board of Trustees go in-camera at 10:01 a.m.

CARRIED

21-11-16800
REVERT TO PUBLIC
MEETING

Amanda Paul moved that the Board of Trustees move out of in camera at 1:02 p.m.

CARRIED

21-11-16801
FOCUS ON STUDENT
ACHIEVEMENT - RLNS

Linda Kowal moved that the Board of Trustees accept the Focus on Student Achievement – Rocky Lane School Report.

CARRIED

21-11-16802
FOCUS ON STUDENT
ACHIEVEMENT - LCPS

Benjamin Friesen moved that the Board of Trustees accept the Focus on Student Achievement – La Crete Public School Report.

CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
NOVEMBER 24, 2021**

PAGE 2 OF 3

21-11-16803 Dale Lederer moved that the Board of Trustees approve the
2020-2021 AUDITED Audited Financial Statement for the year ending August 31, 2021.
FINANCIAL CARRIED
STATEMENT

21-11-16804 Shane Lloyd moved that the Board of Trustees accept the Focus
FOCUS ON STUDENT on Student Achievement – High Level Public School Report.
ACHIEVEMENT - HLPS CARRIED

21-11-16805 Dale Lederer moved that the Board of Trustees approve the
APPROVAL OF agenda with the following additional item:
AGENDA 1. Bill 85
CARRIED

21-11-16806 Linda Kowal moved that the Board of Trustees approve the
APPROVAL OF Minutes of the Organizational Meeting held October 27, 2021, as
MINUTES presented.
CARRIED

21-11-16807 Linda Kowal moved that the Board of Trustees approve the
APPROVAL OF Minutes of the Regular Meeting held October 27, 2021, as
MINUTES presented.
CARRIED

BOARD
COMMUNICATIONS

- 1) Letter from Minister of Education confirming that there is no legislation in Alberta that required K-12 students to have specific vaccinations to attend in person schools, nor is Alberta Education considering mandating vaccines of any kind for students in the K-12 education system.
- 2) Letter received from Deputy Minister of Education Andre Tremblay regarding the disposition and acquisition of property in High Level with the Town of High Level.
- 3) Email from ATA President Myrna McLean with regrets that there is no ATA Representation at today's meeting.

**MONITORING
REPORTS**

21-11-16808 Report found in the November 24, 2021, Regular Board Meeting
SUPERINTENDENT'S Package.
REPORT
John Zacharias moved that the Board of Trustees accept the Superintendent's Report as information.
CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
NOVEMBER 24, 2021**

PAGE 3 OF 3

21-11-16809
FINANCE REPORT

Report found in the November 24, 2021, Regular Board Meeting Package.

Henry Goertzen moved that the Board of Trustees accept the Finance Report as of October 31, 2021.

CARRIED

21-11-16810
ESSENTIAL
SERVICES
ACCOUNTABILITY
REPORT

Report found in the November 24, 2021, Regular Board Meeting Package.

Shane Lloyd moved that the Board of Trustees accept the Essential Services Accountability Report.

CARRIED

21-11-16811
ANNUAL EDUCATION
RESULTS REPORT

Report found in the November 24, 2021, Regular Board Meeting Package.

Tim Driedger moved that the Board of Trustees approve the 2020-21 Annual Education Results Report.

CARRIED

21-11-16812
BILL 85

Benjamin Friesen moved that the Board of Trustees direct Administration to draft a letter of support of Bill 85 to Alberta Education.

CARRIED

21-11-16813
ADJOURNMENT

Marc Beland moved that the Board of Trustees adjourn the meeting at 4:12 p.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
DECEMBER 13, 2021**

PAGE 1 OF 1

ATTENDANCE

Board Members Present:

Mr. Marc Beland (VC)
Mr. Tim Driedger
Mr. Dale Lederer (VC)
Mr. Shane Lloyd (VC)
Mrs. Linda Kowal
Mrs. Amanda Paul
Mr. Henry Goertzen
Mr. Benjamin Friesen
Mr. John Zacharias

Administration Present:

Mr. Norman Buhler, Associate Superintendent of Finance

Staff Member Present:

Mr. Bryan Rempel, Business Systems Analyst

External:

Ms. Teresa Haykowsky (VC)

Chairman Tim Driedger called the meeting to order at 8:53 a.m.

21-12-16814
IN-CAMERA

Benjamin Friesen moved that the Board of Trustees go in-camera at 8:53 a.m.

CARRIED

21-12-16815
REVERT TO PUBLIC
MEETING

Dale Lederer moved that the Board of Trustees move out of in camera at 10:11 a.m.

CARRIED

21-12-16816
ADJOURNMENT

Clark McAskile moved that the Board of Trustees adjourn the meeting at 10:11 a.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE SPECIAL BOARD MEETING
DECEMBER 13, 2021**

PAGE 1 OF 2

ATTENDANCE

Board Members Present:

Mr. Marc Beland (VC)
Mr. Tim Driedger
Mr. Dale Lederer (VC)
Mr. Shane Lloyd (VC)
Mrs. Linda Kowal
Mrs. Amanda Paul
Mr. Henry Goertzen
Mr. Benjamin Friesen
Mr. John Zacharias

Administration Present:

Mr. Michael McMann, Superintendent (VC)
Mr. Scot Leys, Associate Superintendent of Operations (VC)
Mr. Norman Buhler, Associate Superintendent of Finance

Staff Members Present:

Mr. Bryan Rempel, Business Systems Analyst
A School Principal (VC)
Employee #10548 (VC)

External:

Ms. Teresa Haykowsky, Board Representative (VC)
Ms. Konni deGoeij, ATA Representative (VC)
Ms. Jenelle Butler, Superintendent Representative (VC)

Chairman Tim Driedger called the meeting to order at 10:23 a.m.

**21-12-16817
APPROVAL OF
AGENDA**

Henry Goertzen moved that the Board of Trustees approve the agenda.
CARRIED

**21-12-16818
IN-CAMERA**

Benjamin Friesen moved that the Board of Trustees of the Fort Vermilion School Division proceed with this special meeting *in camera* to hear a matter relating to School Division employee having the identification number 10548.
CARRIED

Mr. Leys and A School Principal left the meeting at 12:45 p.m.

**21-12-16819
REVERT TO PUBLIC
MEETING**

Amanda Paul moved that the Board of Trustees move out of in camera at 4:59 p.m.
CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE SPECIAL BOARD MEETING
DECEMBER 13, 2021**

PAGE 2 OF 2

21-12-16820 John Zacharias moved that the Board of Trustees uphold the transfer of
TEACHER the employee having employee number 10548 on the basis of the
TRANSFER HEARING conditions provided to the Teacher at the end of today's *in camera* portion
of today's Teacher Transfer Hearing.

CARRIED

21-12-16821 Tim Driedger moved that the Board of Trustees adjourn the meeting at
ADJOURNMENT 5:00 p.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

COMMUNICATIONS

RE: BOARD CHAIR

Information item.

COMMUNICATIONS

RE: SUPERINTENDENT

Information item.

MONITORING REPORTS

RE: SUPERINTENDENT'S REPORT

A copy of the Superintendent's Report is attached.

Policy Reference

2.9 Delegation of Authority and Responsibility

Submitted by Michael McMann, Superintendent.

RECOMMENDATION: _____ moved that the Board of
Trustees accept the Superintendent's Report as information.

SUPERINTENDENT'S REPORT

January 2022

- Mental Health Services in the North
- ARES – Board Planning March 3-8, 2022
- P3 Multiplexes in both communities
- Omicron
- St. Mary's\Fort Vermilion Public progress
- Blue Hills Project
- Driving School
- Curriculum Implementation Advisory Committee
- Student Advisory Panel
- Chromebooks computing K-3, 4-9, 10-12

MONITORING REPORTS

RE: FINANCE REPORT

A copy of the revenues and expenditures for the period of September 1, 2021, to December 31, 2021, is attached.

Policy References:

3.4 Finances (3.4.3 and 3.4.4)

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION:

_____ moved that the Board of Trustees accept the Finance Report as of December 31, 2021.

Fort Vermilion School Division

YEAR-TO-DATE REVENUE & EXPENSES

	Budget 2021-2022	December, 2021	Year to Date	Percentage
OPERATIONS (SUMMARY)				
				4 of 12 months
Revenues				33.33%
Alberta Education	\$48,635,489	\$4,719,543	\$17,757,313	36.51%
Other - Government of Alberta	\$518,235	\$0	\$14,306	2.76%
Federal Government and First Nations	\$5,127,074	\$520,499	\$2,075,063	40.47%
Other Alberta school authorities	\$0	\$0	\$0	0.00%
Out of province authorities	\$0	\$0	\$0	0.00%
Alberta Municipalities - special tax levies	\$0	\$0	\$0	0.00%
Property taxes	\$0	\$0	\$0	0.00%
Fees	\$100,000	\$10,110	\$84,067	84.07%
Other sales and services	\$520,000	\$44,457	\$102,714	19.75%
Investment income	\$100,000	\$10,268	\$41,139	41.14%
Gifts and donation	\$0	\$1,648	\$1,648	0.00%
Rental of facilities	\$280,000	\$28,689	\$116,166	41.49%
Fundraising	\$500,000	\$41,322	\$135,067	27.01%
Gain on disposal of capital assets	\$0	\$0	\$0	0.00%
Other revenue	\$0	\$0	\$0	0.00%
Total revenues	\$55,780,798	\$5,376,536	\$20,327,483	36.44%
Expenses By Program				
Instruction - Pre K	\$412,334	\$43,996	\$172,963	41.95%
Instruction - K to Grade 12	\$40,212,046	\$2,969,638	\$13,007,469	32.35%
Plant operations and maintenance	\$8,463,700	\$1,285,865	\$3,029,200	35.79%
Transportation	\$3,322,735	\$343,570	\$1,246,012	37.50%
Board & system administration	\$2,217,000	\$175,927	\$811,563	36.61%
External services	\$1,152,983	\$104,635	\$411,611	35.70%
Total expenses	\$55,780,798	\$4,923,631	\$18,678,818	33.49%
<i>Annual Surplus (Deficit)</i>	<i>\$0</i>	<i>\$452,905</i>	<i>\$1,648,665</i>	
Expenses by Object				
Certificated salaries & wages	\$21,868,462	\$1,764,695	\$7,086,447	32.40%
Certificated benefits	\$4,972,298	\$351,600	\$1,409,351	28.34%
Non-certificated salaries & wages	\$12,038,582	\$1,151,546	\$4,413,670	36.66%
Non-certificated benefits	\$2,922,625	\$212,837	\$852,542	29.17%
Services, contracts and supplies	\$10,968,635	\$1,191,648	\$3,911,591	35.66%
Amortization expense	\$3,010,196	\$251,305	\$1,005,217	33.39%
Interest on capital debt	\$0	\$0	\$0	0.00%
Other interest and finance charges	\$0	\$0	\$0	0.00%
Losses on disposal of tangible capital assets	\$0	\$0	\$0	0.00%
Other expenses	\$0	\$0	\$0	0.00%
Total Expenses	\$55,780,798	\$4,923,631	\$18,678,818	33.49%

FORT VERMILION SCHOOL DIVISION #52
BOARD REPORT ON RECEIPTS
FISCAL YEAR 2021 - 2022
November 30, 2021

School Year 3 / 10 Months = 30.00%
Calendar Year 3 / 12 Months = 25.00%

Line No.	DESCRIPTION	BUDGET 2021/22	YEAR TO DATE RECEIPTS 2021/22	BALANCE	% RECEIVED
1	ALBERTA EDUCATION				
2	School Jurisdiction Base Funding	18,214,182	4,569,405	(13,644,777)	25.09%
3	Differential Cost Funding	15,418,856	3,853,172	(11,565,684)	24.99%
4	Transportation Funding	2,649,754	662,174	(1,987,580)	24.99%
5	Operations and Maintenance Funding	3,477,777	762,759	(2,715,018)	21.93%
6	Other AB Education Funding	6,783,975	3,164,161	(3,619,814)	46.64%
7	TOTAL - AB EDUCATION	46,544,544	13,011,672	(33,532,872)	27.96%
8	Other Provincial Government	518,235	14,306	(503,930)	2.76%
9	First Nations - FVSD	5,127,074	1,579,151	(3,547,923)	30.80%
10	Other Revenue	1,500,000	344,537	(1,155,463)	22.97%
11	Capital allocations	2,090,945	524,805	(1,566,140)	25.10%
12	Debenture Interest	-	-	-	0.00%
13	TOTALS	55,780,798	15,474,470	(40,306,328)	27.74%
14	NOTES:				

- 5 - Operations and Maintenance Funding - 0% of IMR Funding Received
6 - Other AB Education Funding - Insurance, Curriculum Support, Learning Disruptions, Piloting Classroom Funding Received
8 - Other Provincial Government - MHCB Program No Longer Operating
10 - First Nations - Invoiced Over 10 Months

STATEMENTS OF FINANCIAL POSITION
As at November 30, 2021 (in dollars)

		August 31	
		2022	2021
FINANCIAL ASSETS			
Cash and cash equivalents		\$14,598,426	\$15,240,607
Accounts receivable (net after allowances)		\$2,360,304	\$3,002,686
Portfolio investments		\$0	\$0
Other financial assets		\$0	\$0
Total financial assets		\$16,958,730	\$18,243,293
LIABILITIES			
Bank indebtedness		\$0	\$0
Accounts payable and accrued liabilities		\$3,574,823	\$5,555,798
Deferred revenue		\$47,319,090	\$45,873,457
Employee future benefit liabilities		\$80,882	\$80,882
Other liabilities		\$0	\$0
Debt			
Supported: Debentures and other supported debt		\$0	\$0
Unsupported: Debentures and capital loans		\$0	\$0
Capital leases		\$0	\$0
Mortgages		\$0	\$0
Total liabilities		\$50,974,795	\$51,510,137
Net financial assets (debt)		(\$34,016,065)	(\$33,266,844)
NON-FINANCIAL ASSETS			
Tangible capital assets			
Land		\$943,630	\$943,630
Construction in progress		\$4,522,359	\$2,537,375
Buildings	\$102,407,033		
Less: Accumulated amortization	(\$61,117,310)	\$41,289,723	\$42,077,962
Equipment	\$4,151,640		
Less: Accumulated amortization	(\$3,275,393)	\$876,247	\$790,782
Vehicles	\$9,225,904		
Less: Accumulated amortization	(\$6,061,297)	\$3,164,607	\$3,306,907
Computer Equipment	\$1,313,041		
Less: Accumulated amortization	(\$1,309,274)	\$3,767	\$4,017
Total tangible capital assets		\$50,800,333	\$49,660,673
Prepaid expenses		\$1,560,100	\$754,779
Other non-financial assets		\$0	\$0
Total non-financial assets		\$52,360,433	\$50,415,452
Accumulated surplus		\$18,344,368	\$17,148,608
Accumulating surplus / (deficit) is comprised of:			
Accumulated operating surplus (deficit)		\$18,344,368	\$17,148,608
Accumulated remeasurement gains (losses)		\$0	\$0
		\$18,344,368	\$17,148,608
Contractual obligations			
Contingent liabilities			

STATEMENTS OF OPERATIONS
For the period Ended November 30, 2020 (in dollars)

	Budget 2022	Actual 2022	Actual 2021
REVENUES			
Alberta Education	\$48,635,489	\$13,037,770	\$49,386,470
Other - Government of Alberta	\$518,235	\$14,306	\$386,998
Federal Government and First Nations	\$5,127,074	\$1,554,564	\$5,064,643
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0
Fees	\$100,000	\$73,957	\$9,373
Other sales and services	\$520,000	\$58,257	\$782,246
Investment income	\$100,000	\$30,871	\$79,062
Gifts and donations	\$0	\$0	\$12,100
Rental of facilities	\$280,000	\$87,477	\$305,299
Fundraising	\$500,000	\$93,745	\$264,390
Gains (losses) on disposal of capital assets	\$0	\$0	\$27,723
Other revenue	\$0	\$0	\$0
Total revenues	\$55,780,798	\$14,950,947	\$56,318,304
EXPENSES			
Instruction - Pre K	\$412,334	\$128,967	\$560,426
Instruction - ECS - 12	\$40,212,046	\$10,037,831	\$39,222,869
Plant operations and maintenance	\$8,463,700	\$1,743,335	\$10,083,261
Transportation	\$3,322,735	\$902,442	\$3,145,048
Administration	\$2,217,000	\$635,636	\$2,226,738
External services	\$1,152,983	\$306,976	\$1,186,069
Total expenses	\$55,780,798	\$13,755,187	\$56,424,411
Operating surplus (deficit)	\$0	\$1,195,760	(\$106,107)

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended November 30, 2021 (in dollars)

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
Balance at August 31, 2021	\$17,148,608	\$0	\$17,148,608	\$9,454,498	\$0	\$0	\$3,053,401	\$4,640,709
Prior period adjustments:								
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted Balance, Aug. 31, 2021	\$17,148,608	\$0	\$17,148,608	\$9,454,498	\$0	\$0	\$3,053,401	\$4,640,709
Operating surplus (deficit)	\$1,195,760		\$1,195,760			\$1,195,760		
Board funded tangible capital asset additions				\$402,479		(\$402,479)	\$0	\$0
Disposal of unsupported tangible capital assets	\$0		\$0	\$0		\$0		\$0
Disposal of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0		\$0
Write-down of unsupported tangible capital assets	\$0		\$0	\$0		\$0		\$0
Write-down of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0		\$0
Net remeasurement gains (losses) for the year	\$0	\$0						
Endowment expenses	\$0		\$0		\$0			
Direct credits to accumulated surplus	\$0		\$0		\$0	\$0		
Amortization of tangible capital assets	\$0			(\$753,912)		\$753,912		
Capital revenue recognized	\$0			\$524,805		(\$524,805)		
Debt principal repayments (unsupported)	\$0			\$0		\$0		
Externally imposed endowment restrictions	\$0				\$0	\$0	\$0	
Net transfers to operating reserves	\$0					(\$1,022,388)	\$1,022,388	
Net transfers from operating reserves	\$0					\$0	\$0	
Net transfers to capital reserves	\$0					\$0		\$0
Net transfers from capital reserves	\$0					\$0		\$0
Assumption/transfer of other operations' surplus	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Balance at November 30, 2021	\$18,344,368	\$0	\$18,344,368	\$9,627,870	\$0	(\$0)	\$4,075,789	\$4,640,709

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended November 30, 2021 (in dollars)

	INTERNALLY RESTRICTED RESERVES BY PROGRAM									
	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services	
	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2021	\$3,053,401	\$309,996	\$0	\$3,620,762	\$0	\$188,528	\$0	\$521,423	\$0	\$0
Prior period adjustments:										
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted Balance, Aug. 31, 2021	\$3,053,401	\$309,996	\$0	\$3,620,762	\$0	\$188,528	\$0	\$521,423	\$0	\$0
Operating surplus (deficit)										
Board funded tangible capital asset additions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Disposal of unsupported tangible capital assets		\$0		\$0		\$0		\$0		\$0
Disposal of supported tangible capital assets (board funded portion)		\$0		\$0		\$0		\$0		\$0
Write-down of unsupported tangible capital assets		\$0		\$0		\$0		\$0		\$0
Write-down of supported tangible capital assets (board funded portion)		\$0		\$0		\$0		\$0		\$0
Net remeasurement gains (losses) for the year										
Endowment expenses										
Direct credits to accumulated surplus										
Amortization of tangible capital assets										
Capital revenue recognized										
Debt principal repayments (unsupported)										
Externally imposed endowment restrictions	\$0		\$0		\$0		\$0		\$0	
Net transfers to operating reserves	\$1,022,388		\$0		\$0		\$0		\$0	
Net transfers from operating reserves	\$0		\$0		\$0		\$0		\$0	
Net transfers to capital reserves		\$0		\$0		\$0		\$0		\$0
Net transfers from capital reserves		\$0		\$0		\$0		\$0		\$0
Assumption/transfer of other operations' surplus	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Balance at November 30, 2021	\$4,075,789	\$309,996	\$0	\$3,620,762	\$0	\$188,528	\$0	\$521,423	\$0	\$0

SCHEDULE OF PROGRAM OPERATIONS
for the period Ended November 30, 2021 (in dollars)

REVENUES	2022							2021
	Instruction Pre K	Instruction ECS - Gr 12	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
(1) Alberta Education	\$233,210	\$9,923,867	\$1,322,783	\$783,341	\$774,569	\$0	\$13,037,770	\$49,386,470
(2) Other - Government of Alberta	\$0	\$14,306	\$0	\$0	\$0	\$0	\$14,306	\$386,998
(3) Federal Government and First Nations	\$0	\$1,027,136	\$124,948	\$69,665	\$25,839	\$306,976	\$1,554,564	\$5,064,643
(4) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(5) Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(6) Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(7) Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(8) Fees	\$0	\$33,960		\$39,997		\$0	\$73,957	\$9,373
(9) Other sales and services	\$0	\$56,970	\$0	\$1,287	\$0	\$0	\$58,257	\$782,246
(10) Investment income	\$0	\$30,871	\$0	\$0	\$0	\$0	\$30,871	\$79,062
(11) Gifts and donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,100
(12) Rental of facilities	\$0	\$0	\$87,477	\$0	\$0	\$0	\$87,477	\$305,299
(13) Fundraising	\$0	\$93,745	\$0	\$0	\$0	\$0	\$93,745	\$264,390
(14) Gains on disposal of tangible capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,723
(15) Other revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(16) TOTAL REVENUES	\$233,210	\$11,180,855	\$1,535,208	\$894,290	\$800,408	\$306,976	\$14,950,947	\$56,318,304
EXPENSES								
(17) Certificated salaries	\$0	\$5,031,641			\$101,045	\$189,066	\$5,321,752	\$21,218,973
(18) Certificated benefits	\$0	\$1,026,564			\$10,035	\$21,152	\$1,057,751	\$4,761,738
(19) Non-certificated salaries and wages	\$109,014	\$1,993,575	\$414,577	\$460,914	\$230,846	\$53,198	\$3,262,124	\$11,630,800
(20) Non-certificated benefits	\$19,953	\$391,658	\$72,293	\$100,337	\$45,445	\$10,019	\$639,705	\$2,357,591
(21) SUB - TOTAL	\$128,967	\$8,443,438	\$486,870	\$561,251	\$387,371	\$273,435	\$10,281,332	\$39,969,102
(22) Services, contracts and supplies	\$0	\$1,569,005	\$665,964	\$215,041	\$236,392	\$33,541	\$2,719,943	\$11,646,932
(23) Amortization of supported tangible capital assets	\$0	\$0	\$524,805	\$0	\$0	\$0	\$524,805	\$2,532,052
(24) Amortization of unsupported tangible capital assets	\$0	\$25,388	\$65,696	\$126,150	\$11,873	\$0	\$229,107	\$882,600
(25) Supported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(26) Unsupported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(27) Other interest and finance charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(28) Losses on disposal of tangible capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(29) Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,393,725
(30) TOTAL EXPENSES	\$128,967	\$10,037,831	\$1,743,335	\$902,442	\$635,636	\$306,976	\$13,755,187	\$56,424,411
(31) OPERATING SURPLUS (DEFICIT)	\$104,243	\$1,143,024	(\$208,127)	(\$8,152)	\$164,772	\$0	\$1,195,760	(\$106,107)

MONITORING REPORTS

RE: FISCAL QUARTERLY ACCOUNTABILITY REPORT

A copy of the Fiscal Quarterly Accountability Report is attached for your information.

Policy References:

3.4 Finances (3.4.3 and 3.4.4)

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION:

_____ moved that the Board of
Trustees accept the Fiscal Quarterly Accountability Report.

FISCAL QUARTERLY ACCOUNTABILITY REPORT

November 30, 2021

Monitoring Process

One of the means the Board can utilize to monitor the fiscal management of the jurisdiction is to receive quarterly monitoring reports. This monitoring report addresses the current status of approved budget assumptions the Board made when they approved the current operating budget, the state of reserve funds and a summary of expenditure patterns, together with governance implications associated with each of the above.

1. *Current status of approved budget assumptions:*

When the Board commenced the 2021-2022 budget process, the Board approved the following highlights and assumptions:

1. The Division is presenting a balanced budget. This budget represents the division accessing \$230,749 of Accumulated Operating Surplus “reserves”.
2. FVSD Enrolment at September 30, 2021 (2020/21):
 - Grades 1 to 12 = 2,807 (2,671)
 - ECS = 293 (247)
 - Homeschool = 484 (541)
 - UHRS = 60 (64)
3. Enrolment increase for FVSD schools in grades ECS to 12 as an FTE (Full Time Equivalent) is 141 students. This is primarily due to an increase of Northern Home Education Centre students returning to the classroom. The COVID-19 pandemic has caused a number of parents to make alternative education decisions for their children.

Governance implications:

- *The funding received from Alberta Education is based on the three year Weighted Moving Average (WMA) of enrolment. Our actuals count was 16 students higher than projections.*

2. State of current reserves:

Accumulated Operating Surplus (AOS) is the total of Unrestricted Net Assets and Operating Reserves. Unrestricted Net Assets is that portion of AOS that is without restrictions as to its use (i.e. has not been restricted by board motion to be used for a specific purpose). Operating Reserves are funds set aside by Board motion to be used for specific purposes at some point in the future.

In addition to AOS, jurisdictions often have Capital Reserves. AOS plus Capital Reserves constitute ALL of the total surpluses and reserves held by a jurisdiction. Alberta Education considers “Days of Operation in Accumulated Operating Surplus” – calculated as $\text{AOS} / (\text{Total Jurisdiction Expenses} / 250 \text{ Operating Days})$ – to be a very meaningful indicator of jurisdictions financial health. Alberta Education AOS days of operation target is 10 days of operation. If a jurisdiction falls outside of this target a plan must be submitted to demonstrate correction.

This has been adjusted to reflect 250 operating days as per Alberta Education formula.

For the year 2019/20 the “provincial average” of all jurisdictions was 12.51 days of operation in AOS. The average of the boards in Alberta that have a similar enrolment to us was 14.47 days of operation in AOS. These reserves are in place in order to have sufficient cash flow to deal with external factors out of the control of the division that cause unforeseen costs and put at risk the continued delivery of appropriate educational programs and activities.

As such our discussion around the board table has been to stay between the 10 to 12 days of operations in AOS.

The Fort Vermilion School Division, according to the above comments, should maintain an operating reserve of no less than \$2,231,232 (10 days over 250 days times \$55,780,798 - 2021/22 budgeted expenses). At the end of the 2020/21 school year there was an accumulated operating reserve of \$2,480,133 (not including SGF) or 11.12 days of operations.

For the period ending November 30, 2021 the Fort Vermilion School Division AOS is 18.52 days. See governance impact section for an explanation of this result.

Governance Implications:

It is common to see an increase to Net Assets and the AOS days ratio due to planned capital purchases having not been incurred.

Planned Capital Purchases	\$1,750,000
Purchases to Date	\$402,479
Remaining Purchases	\$1,347,521

There are a total of three reserve funds maintained within Fort Vermilion School Division. These are Unrestricted Net Assets, Restricted Operating Reserves and Restricted Capital Reserves.

2.1 Unrestricted Net Assets:

The Board at the end of the 2020/21 school year had \$0 of unrestricted net assets. *Unrestricted net assets as of November 30, 2021 are \$0.*

2.2 Restricted Operating Reserves:

The Division allows sites to accumulate surpluses or incur deficits, when circumstances dictate. These reserves belong to the individual sites. The following indicates the restricted operating reserves per site as at August 31, 2021 and November 30, 2021.

The end of November 30, 2021 represents 25% of the calendar year and 30% of the school year.

Surplus/Deficit and % of Current Budget Spent at this point in time:

Sites	2020	2021	2022	Budget
BHCS	15,000	15,670	27%	322,413
BHPS	15,000	15,384	24%	396,210
FMCS	28,541	34,031	30%	580,032
SMES/FVPS	15,000	27,502	31%	459,425
HLPS	31,368	32,316	26%	799,266
HCCS	15,000	16,471	25%	417,830
LCPS	31,041	30,628	28%	598,481
RLKS	16,984	18,111	22%	317,450
RVCS	15,784	16,136	26%	316,187
RLNS	15,646	15,740	31%	369,236
SHES	21,022	22,376	26%	525,770
SNCS	17,978	19,026	29%	450,040
Outreach	18,436	15,000	26%	298,162
Home Ed	21,036	22,486	55%	732,257

Governance Implications

First Quarter:

- Prior year school deficits
 - *No prior year deficits due to COVID-19. All locations received a 5% or \$15,000 carryforward into 2021-2022*

- High percentage spent in current year:
 - *We would expect that school budgets would be between the ranges of 22% to 33% at this point in time given that 30% of the school year has transpired.*
 - *We have discussed at (LTM) Leadership Team Meetings and re-emphasized the need to use the resources provided in the given year to meet the needs of the students in this given year.*
 - *A standard for school surplus/reserve was introduced in 2009-10. Schools are now able to hold a maximum of 5% of their school operational budget or \$15,000 whichever is higher. If they have a need to save more than this for a particular reason, then they will need to submit a plan to my office which will go through an approval process. Any dollars above the threshold at the end of the year will be redistributed back into the system for divisional priorities. The intent of this new standard is to encourage the use of the current dollars for current programming and to not continue to grow reserves.*

Restricted Capital Reserves:

The Board annually approves capital reserves to provide the necessary funds for replacement of capital assets. As at November 30, 2021 the balances are as follows:

<u>Sites</u>	<u>Funds Allocated</u>
Operations & Maintenance	3,620,762
Transportation	521,423
School Based	309,996
Board & System Admin	188,528
Total	4,640,709

Quarterly Expenditure Report

See November 30, 2021 Financial Report for the Public Board Meeting.

Additional Governance Implications (if any)

At this point we have spent 24.66% overall (3/12 months of school year or 25%) of all current divisional budgets to date.

- *November 30, 2021 was the end of the 1st quarter for our fiscal year (September to November). School Administrators and Department Managers are responsible to review their budgets and results to this date.*

MONITORING REPORTS

RE: FUNDRAISING REPORT

A copy of the 2020-21 Fundraising Report is attached.

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION: _____ moved that the Board
of Trustees accept the 2020-21 Fundraising Report.

FVSD STUDENT GENERATED FUNDS ANALYSIS FOR 2020-2021

	BHCS	BHPS	FMCS	FVPS	OutR	HLPs	HCCS	LCPS	RLKS	RVCS	RLNS	SHEs	SNCS	SMES	UHRS	TOTAL REVENUE
Extra Curricular Activity	\$ -	\$ -	\$ -	\$ 363.80	\$ 9,077.04	\$ 20,378.47	\$ -	\$ 1,206.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,025.59
Fundraising	\$ 1,458.16	\$ 8,436.13	\$ 2,170.70	\$ 784.89	\$ 13,619.65	\$ 116,841.83	\$ 17,503.11	\$ 10,972.75	\$ 14,516.86	\$ 4,829.11	\$ 4,385.58	\$ 15,751.45	\$ 19,525.98	\$ -	\$ 2,568.76	\$ 233,364.96
Total \$\$	\$ 1,458.16	\$ 8,436.13	\$ 2,170.70	\$ 1,148.69	\$ 22,696.69	\$ 137,220.30	\$ 17,503.11	\$ 12,179.03	\$ 14,516.86	\$ 4,829.11	\$ 4,385.58	\$ 15,751.45	\$ 19,525.98	\$ -	\$ 2,568.76	\$ 264,390.55
PERCENTAGE	0.6%	3.2%	0.8%	0.4%	8.6%	51.9%	6.6%	4.6%	5.5%	1.8%	1.7%	6.0%	7.4%	0.0%	1.0%	100.0%

\$ \$ By Communities across FVSD			Individual		Business			TOTAL REVENUE	\$ 264,390.55
Fort Vermilion	\$ 1,148.69	0%	90%	\$ 1,033.82	10%	\$ 114.87		COST OF GOODS SOLD	\$ (189,528.22)
La Crete	\$ 32,759.59	12%	75%	\$ 24,569.69	25%	\$ 8,189.90		REMAINING SGF	\$ 74,862.33
La Crete Rural	\$ 27,397.40	10%	90%	\$ 24,657.66	10%	\$ 2,739.74			
High Level	\$184,182.43	70%	90%	\$165,764.19	10%	\$ 18,418.24		USES OF SGF	\$ 43,387.37
Rocky Lane	\$ 4,385.58	2%	95%	\$ 4,166.30	5%	\$ 219.28			
Rainbow Lake	\$ 14,516.86	5%	20%	\$ 2,903.37	80%	\$ 11,613.49		NET SGF	\$ 31,474.96
Totals	\$264,390.55	100%	84%	\$223,095.03	16%	\$ 41,295.52			

ADDITIONAL ITEMS

(as indicated on Approval of Agenda)

1.

2.

3.

4.

ADJOURNMENT

_____ moved that the Board of Trustees adjourn the meeting at
_____ pm.



Target Audience	Messages	Action/Tools	Timing	Persons Involved
Media	This school division is a source of important and interesting community news. We'd like to work with you to ensure the region has valuable information about learning.	<ul style="list-style-type: none"> a. Summer newsletter and welcome to staff, students and parents b. Welcome back ad in local newspapers c. Ad listing all trustees and wards d. Summary of the Annual Education Results Report & Summary of the Three Year Education Plan e. Occasional ads and stories f. Periodical interviews with media g. FVSD Awards Program article in newspaper 	<ul style="list-style-type: none"> a. August b. September c. October d. December e. Ongoing f. Ongoing g. June 	<ul style="list-style-type: none"> a. Superintendent b. Superintendent c. Superintendent d. Superintendent e. Superintendent f. Executive/Board Chair g. Superintendent
Staff	Your teaching of students has a crucial impact on their future success.	<ul style="list-style-type: none"> a. Welcoming email to all staff b. PD Day Address c. Results/Planning Review with Principals d. Merry Christmas email to all staff e. Deliver chocolates to all staff to show appreciation f. Best wishes for a productive Teachers Convention g. Board social with school Administrators h. Awards Ceremony Address i. Email to all staff to express commendation and best wishes j. Emergent messages 	<ul style="list-style-type: none"> a. September b. September c. November d. December e. December f. February g. February h. May i. June j. Ongoing 	<ul style="list-style-type: none"> a. Board Chair b. Board Chair /Superintendent c. All Trustees d. Board Chair e. All Trustees f. Board Chair g. Trustees h. Board Chair i. All Trustees j. Board Chair or Delegate
Elected Officials	<p>A strong, public education system is the cornerstone of an economic development attraction strategy and strong prosperous communities.</p> <p>We are fulfilling our mandate as a school division. Your awareness of our success and challenges is important.</p>	<ul style="list-style-type: none"> a. Meeting with the Minister of Education b. Meeting with the Minister of Infrastructure c. Meeting with Member of Legislative Assembly 	<ul style="list-style-type: none"> a. When necessary b. When necessary c. When necessary 	<ul style="list-style-type: none"> a. All Trustees and Superintendent b. All Trustees and Superintendent c. All Trustees and Superintendent
School Councils / Parents	<p>We are committed to your success as a Council.</p> <p>You are our partner in education.</p> <p>We are all working together to build strong communities.</p>	<ul style="list-style-type: none"> a. Council of School Council Meetings b. Attendance at School Council Meetings c. Attendance at Zone 1 Alberta School Boards Association Meetings d. Attendance at Provincial Alberta School Board Association Annual General Meetings 	<ul style="list-style-type: none"> a. November and April b. Monthly c. Bi-monthly d. November and June 	<ul style="list-style-type: none"> a. All Trustees and Executive b. All Trustees c. Board Chair and Trustee Representative / Superintendent / Secretary Treasurer d. All Trustees / Superintendent / Secretary Treasurer
First Nations	We have the interest of your children in mind. We want success for all people in this region. We want to work with you.	<ul style="list-style-type: none"> a. The Board will endeavor to meet with the three First Nations Chief and Councils who are affiliated with FVSD. b. Send Public Board meeting agenda and minutes to each First Nation Chief and Council 	<ul style="list-style-type: none"> a. When necessary b. Monthly 	<ul style="list-style-type: none"> a. Board Chair and Superintendent b. Superintendent
Economic Development Leaders (Employers)	<p>A strong, public education system is the cornerstone of an economic development attraction strategy.</p> <p>Your workforce comes from our schools. Let's work together on building prosperous communities with highly skilled workers.</p>	<ul style="list-style-type: none"> a. Attendance at Annual General Meetings for Board of Trades and Chamber of Commerce b. Yearly thank you to businesses and employers for partnerships (newspaper and/or letter) 	<ul style="list-style-type: none"> a. Annually (Monthly meetings if possible) b. June 	<ul style="list-style-type: none"> a. Local Trustees b. Executive

BOARD COMMUNICATION PLAN 2021-2024