# FORT VERMILION SCHOOL DIVISION

"Our Children, Our Students, Our Future: Moving the Dial on Every Child"

# **BOARD OF TRUSTEES REGULAR MEETING**

# MARCH 26, 2025 – 10:00 AM

# **CENTRAL OFFICE**

# AGENDA



## **Fort Vermilion School Division** 2024-2025 Board Work Plan

#### **Divisional Goals:**

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

#### **Divisional Priorities:**

- FVSD will foster connectivity and well-being amongst community, students, parent and staff All students will improve literacy skills All students will improve numeracy skills All students will *Explore*, *Develop*, *Grow* and *Experience* 1.
- 2.
- 3.
- 4. chosen career paths

|                                   | Monitoring:   | Other Events  |
|-----------------------------------|---|---|
| 9, 2024<br>W)<br>Im               | O & M Project Update  | 26-30 Organizational Days<br>28 New Teacher Orientation   |
|                                   | Communications:   |   |
| August 29, 2024<br>(COW)<br>10 am | Board Communications / Trustee Communication<br>Key Messages to the Media   |   |
|                                   | Monitoring:   | Other Events  |
| September 23, 2024<br>10 am       | <ul> <li>Focus on Student Achievement         <ul> <li>Pathways</li> <li>La Crete Public School</li> </ul> </li> <li>Superintendent Report         <ul> <li>Review Trustee Handbook</li> <li>Specialized Learning Supports Report</li> <li>Initial Staffing and Enrolment Report (COW)</li> <li>Review Board Work Plan (COW)</li> <li>Trustee Remuneration (COW) (review every 2 years – 2025)</li> </ul> </li> <li>Communications:         <ul> <li>Board Communications / Trustee Communication</li> <li>Key Messages to the Media</li> </ul> </li> </ul> | 2 Labour Day     3 First Day for Students     18 ASBA Zone 1 Meeting     30 National Day for Truth & Reconciliation     School Council Meetings |
|                                   | Monitoring:   | Other Events  |
|                                   | Organizational Meeting  | 14 Thanksgiving Day   |
| October 23, 2024<br>10 am         | Focus on Student Achievement <ul> <li>High Level Public School</li> <li>Spirit of the North Community School</li> </ul> <li>Superintendent Report <ul> <li>Focus on Priorities – Connectivity, Literacy, Numeracy, Career Path</li> <li>Finance Report</li> <li>New Modular Classroom Requests</li> <li>DRAFT AERR (COW)</li> <li>Full Review of Capital Plan (COW)</li> </ul> </li> <li>Communications: <ul> <li>Board Communications / Trustee Communication</li> <li>Key Messages to the Media</li> </ul> </li>  | School Council Meetings   |



## Fort Vermilion School Division 2024-2025 Board Work Plan

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|--|--|---|
|  | Monitoring:  | Other Events  |
| November 27, 2024<br>10 am                 | Focus on Student Achievement         • Sand Hills Elementary School         • Rocky Lane School         Superintendent Report         Finance Report         2023-2024 Audited Financial Statement         Essential Services Accountability Report         Annual Education Results Report         Board Communications:         Board Communications / Trustee Communication         Key Messages to the Media | 11       Remembrance Day         17-19       ASBA Fall General Meeting (Edmonton)         27       School Council Chairs Meeting (5-8 p.m.)         School Council Meetings |
|  | Monitoring:  | Other Events  |
| December<br>(no scheduled<br>meeting)      | Communications:  | 20Last Day of Semester 123-Jan 3Christmas Break25Christmas Day26Boxing DayChristmas ConcertsSchool Council Meetings   |
|  | Monitoring   | Other Events  |
| January 22, 2025<br>10 am                  | Monitoring:         Focus on Student Achievement         • Buffalo Head Prairie School         • Hill Crest Community School         Superintendent Report         Annual Local % Expenditure Report (reported biennially 2025)         Finance Report         Fiscal Quarterly Accountability Report         Fundraising Report         Communications:         Board Communications / Trustee Communication    | 1 New Year's Day<br>6 First Day of Semester 2<br>School Council Meetings  |
|  | Key Messages to the Media Monitoring:  | Other Events  |
| COW /Board Planning<br>March 27 & 28, 2025 | Trustee Development<br>DRAFT Three Year Capital Plan (COW)<br>Priority Update  | 12School Closed13-14Teachers' Convention17Family Day  |
| COW /Bc<br>March 2                         | Communications:<br>Board Communications / Trustee Communication<br>Key Messages to the Media   | School Council Meetings   |



## Fort Vermilion School Division 2024-2025 Board Work Plan

|                         | Monitoring   | Other Events   |
|-------------------------|--|--|
| March 26, 2025<br>10 am | Monitoring:         Focus on Student Achievement         Blue Hills Community School         Florence MacDougall Community School         Superintendent Report         Finance Report         Fiscal Quarterly Accountability Report         Mid-Year Budget Review (COW)         Three Year Capital Plan         2025-2026 School Calendar         Review Student Fee Structure         Borrowing Resolution for Driver Training School         Communications:         Board Communications / Trustee Communication         Key Messages to the Media | Other Events School Council Meetings   |
| April 16, 2025<br>10 am | Monitoring:         Focus on Student Achievement         • Ridgeview Central School         • Rainbow Lake School         Superintendent Report         Finance Report         Review Attendance Boundaries         School Jurisdiction Financial Reporting Profile (COW)         DRAFT 2025-2026 Budget (COW)         DRAFT Three Year Education Plan (COW)         Communications:         Board Communications / Trustee Communication         Key Messages to the Media  | Other Events           18         Good Friday           21         Easter Monday           22-25         Spring Break           School Council Meetings  |
| May 21, 2025<br>10 am   | Monitoring:         Focus on Student Achievement         • Fort Vermilion Public School / St. Mary's Catholic School         • Upper Hay River School         • Collegiate Schools         Superintendent Report         Finance Report         Three Year Education Plan         2025-2026 Budget Report         Merit Awards Selection (COW)         Communications:         Board Communications / Trustee Communication         Key Messages to the Media  | Other Events         1       Last Day of Semester 2         2       First Day of Semester 3         19       Victoria Day         29       Ascension         23       FVSD Retirement Gala         School Council Meetings         Graduations |
| June 11, 2025<br>10 am  | Monitoring:         Superintendent Report         Finance Report         Internal Auditing Accountability Report         Fiscal Quarterly Accountability Report         CEO Evaluation (COW)         Communications:         Board Communications / Trustee Communication         Key Messages to the Media  | Other Events         1-3       ASBA Spring General Meeting (Calgary)         9       PD Day         9       FVSD Awards Ceremony         9-10       Pentecost         Graduations  |

# FORT VERMILION SCHOOL DIVISION BOARD OF TRUSTEES REGULAR MEETING – MARCH 26, 2025 CENTRAL OFFICE – 10:00 A.M.

#### AGENDA

|       | ATTENDANCE  | 2                          |
|-------|---|----------------------------|
| I.    | CALL TO ORDER   | 2                          |
| II.   | FOCUS ON STUDENT ACHIEVEMENT  |                            |
|       | Blue Hills Community School<br>Florence MacDougall Community School   | 3<br>10                    |
| III.  | APPROVAL OF AGENDA  | 15                         |
| IV.   | APPROVAL OF MINUTES   | 15                         |
|       | Minutes of the Regular Board Meeting – January 22, 2025   | 16                         |
| V.    | <u>COMMUNICATIONS</u>   | 19                         |
| VI.   | TRUSTEE SHARING ON PD/COMMITTEES  |                            |
| VII.  | DELEGATIONS OR EXTERNAL PRESENTATIONS   |                            |
| VIII. | MONITORING REPORTS  |                            |
|       | <ul> <li>a. Superintendent's Report</li> <li>b. Finance Report</li> <li>c. Fiscal Quarterly Accountability Report</li> <li>d. Three Year Capital Plan</li> <li>e. Review Student Fee Structure</li> </ul> | 20<br>22<br>28<br>35<br>60 |
| IX.   | OTHER BUSINESS  |                            |
|       | <ul><li>a. May and June Board Meeting Date Change</li><li>b. Ward 4 Trustee Resignation</li></ul>   | 64<br>65                   |
| X.    | ADJOURNMENT   | 66                         |

## **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

#### **<u>RE:</u>** BLUE HILLS COMMUNITY SCHOOL

Attached is the Focus on Student Achievement report presented by Blue Hills 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, 1.6.3 and 1.6.4)

Submitted by Dale Driedger, Principal.

RECOMMENDATION

\_\_\_\_\_ moved that the Board of Trustees accept the Focus on Student Achievement – Blue Hills Community School Report.

#### **School Presentation to the Board: Divisional Priorities**

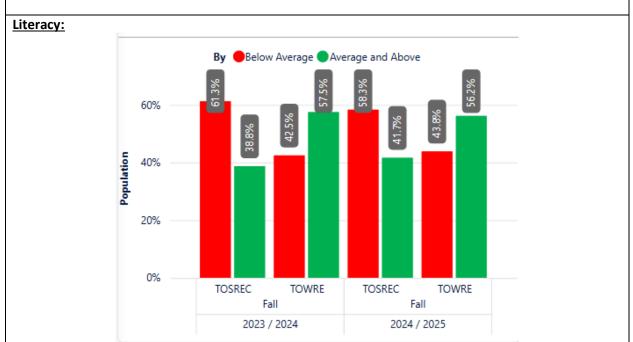
School: Blue Hills Community School

## Date of Report: March 17th, 2025

## School Context:

BHCS is a K-12 school, of 111 students, situated in Blue Hills, AB, a rural farming community 50 kilometers south of the hamlet of La Crete. Although BHCS did not have any new families join the school body at the beginning of the year, we have recently had one family start sending their children to school. All students in the school have English as a Second Language with Plautdietsch being every student's first language. All students, with exception of a few families whose teenagers have their drivers, are bussed into the school every morning on one of 3 buses.

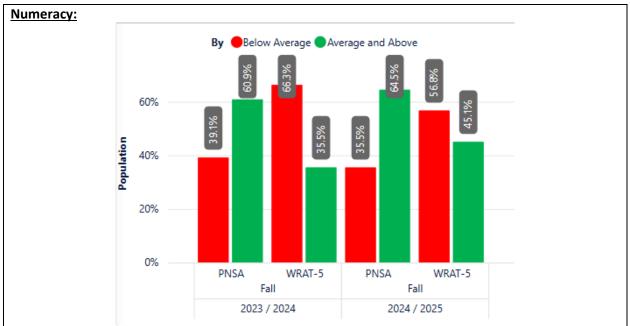
We have 13 high school students this year, none of whom will be graduating as we were able to prolong their educational experience here at the school through the offerings of choice in their courses. We anticipate six of these students should be completing their course requirements in December.



**Celebration:** Grade 2-9 Fall 2024 to Winter 2025 saw an 8.3% improvement on the TOWRE (reading efficiency). This is especially exciting given that in Fall 2023 57.5% of students were at average or above in TOWRE and in Fall 2024 56.2% of students were at average or better on the TOWRE. We are optimistic that the implementation of a whole school home reading program and daily scheduled silent reading blocks are contributing to the improvement in reading efficiency we have seen since Fall 2024 to Winter 2025.

**Growth Area:** We need to grow in reading comprehension. In Fall of 2023 38.8% of students in grades 2-9 demonstrated average or above reading comprehension ability. In Fall of 2024 we had 43.1% of students demonstrating average or above reading comprehension. However, our students in division 1 saw a drop in reading comprehension from 34.6% in Fall 2023 to 24% in Fall 2024.

As an administration team, we felt that there was a significant disconnect between our elementary classrooms in terms of how English Language Arts were being taught and what was required from students in each of these classes. BHCS has had a history of a lot of staff turnover, and we thought that likely this disconnection was created through so many teachers coming and going over the years. Understanding that we may not be able to solve the staff retention problem immediately, we thought that having a core-curricular program that was consistent across our elementary grades would help to establish a clearer scope and sequence between grades which might minimize the impact of staff turnover. We approached FVSD leadership with a proposal to purchase the Wonders program for grades 2-6, which was approved. The material arrived at our school just prior to Christmas, and due to a staff member leave the school unexpectedly, we had Mr. Janzen "test-drive" the program with our grade 7 students. We saw immediate impact from the program in terms of student improvement and engagement. Our teacher manuals finally arrived at the beginning of February, allowing us to roll out the program in grades 2-6 in the middle of February. We are encouraging teachers to teach the program to fidelity and meeting regularly to check in to see how the program is working and what we could do to tweak or better implement it to fit the needs of our students. One of the biggest highlights thus far is seeing students really grow in their vocabulary and reading fluency and efficiency.

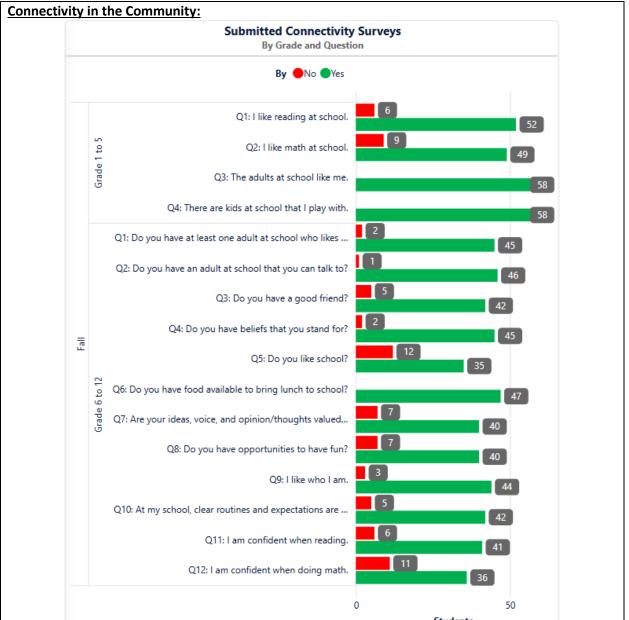


**Celebration:** Whole school WRAT improvement of 6.1% from Fall 2023 to Fall 2024 which is mostly due to significant improvement in Div 2 with a 16.1% improvement.

In our Fall testing we had 64.5% of our students in grades 1-6 score at average or above on the PNSA. In our Winter testing we saw 13.4% improvement to 77.9% of students in grades 1-6 scoring at average or above. One area that we are excited about is our ECS students scoring at 91% at average or above on their first testing in Winter of this year. Our Div 1 students (grades 1-3) have seen the greatest growth on our PNSA testing with 75.7% of students at average or above in Fall 2024 and now 92.3% of students at average or above in Winter 2025, a growth of 16.6%.

**Growth Area:** As a whole, we still have nearly 2/3 of our students falling below the average stanine score of 90 on the WRAT. Our greatest area of needed growth is in our Div 2 group. Although we have seen improvements from Fall 2024 to Winter 2025 (+10.6%), we still have 41.6% of our students below average on the PNSA as of Winter 2025.

As a school, we have implemented the Numeracy Fluency Project in grades 2-6 this year. We have had our numeracy coach, who is in her first year of the role, oversee and essentially facilitate this program. Up until Christmas, she modelled and ensured that the program was running in our Div 1 and 2 classes. Since Christmas, we have put this responsibility solely on the shoulders of our teachers, who have continued with daily implementation of the program. We have asked our numeracy coach to dig into our WRAT and PNSA data to look for trends and areas of needed growth, which then are communicated with our staff along with suggested Tier 1.5 intervention activities (push in-whole class) that will target needed areas of improvement. We have also stressed the need to grow in how to teach math effectively. We took first steps toward growth in this area by sending 4 of our teachers to the Pam Harris PD recently. This year we have 2 new educational assistants that have been doing our grades 2-6 math interventions. These ladies have been given explicit training on how to improve their craft as well this year. We have run 2 sections (grade 2 &4, grade 3 & 5/6) of interventions this year with each section being split into 5 or 6 groups of 2-4 students. Students are guided through the intervention program for 3 weeks and then released back into the classroom for 3 weeks. All students in our intervention programs have received at least 6 weeks of interventions thus far, with our current group going through their 3<sup>rd</sup> round.



#### Students

**Celebration:** After our Fall connectivity surveys were completed, we didn't have any students in our school that were "at risk". 100% of students in grades 1-5 stated that they have a connected friend in school while also stating that they believed the adults in the school liked them. In grades 6-12 we had 96% of students say they felt that adults generally liked and cared for them, and 98% of students felt they had an adult they could talk to if needed. 89% of students said that had a good friend at school. 89% of students in grades 6-12 said that clear routines and expectations are consistently followed each day.

#### Growth Area:

Despite students feeling safe and having connected peers and adults in the building, only 74% of students mentioned that they liked school. We feel that with a greater focus on academic improvement and course offerings that will help students be prepared to enter into their chosen fields of work, students, especially in high school, will start to see school as something they "like". We are firm believers that what makes school enjoyable isn't activities in and of themselves, but rather students feeling that school is meeting a need that they have. Another area to improve in moving forward would be to see a growth of school spirit, something that having more school sports teams in addition to purposeful programming in jr/sr high school could potentially help with.

The school has a very supportive school council, and we have seen great attendance from parents for our annual AGM/School Family BBQ, and other special events such as our Christmas Concert, Terry Fox run and various school assemblies. A group of moms have volunteered to provide weekly muffins for our Monday morning staff meetings, a simple way for moms to be involved in school, while also helping to improve staff morale. We have worked hard at making the school more of an accessible option for community members wanting to have a place to gather and connect. We have seen a significant uptick in community members, from families that send their children to BHCS as well as those that don't, using the school after having dropped rental rates to be comparable to those at BHPS. Recently we have also seen the local "German School" request to use the school to run their program of about 90 children starting in Fall of 2025.

Students in junior and senior high were given the opportunity to go skiing at the Blue Ridge Mountain Resort, which was a highlight to our students, many of which commented that it had been the best field trip they had every been on. We also had grades 3-7 students participate in the Divisional Science Fair, which had also been a highlight. Recently, we have started a hockey card trading club for our elementary students, which nearly all students are participating in. Earlier in the year, we also had a group of students participate in the divisional Super Soccer Saturday, a highlight for our Div 2 students.

#### Career Path:

**Celebration:** This year has been exciting with the new Growcer program at BHCS. Although we haven't been able to get our high school students very invested into the program, our junior high students love being able to help with weekly harvests and seeding times. There are opportunities for students to gain valuable work experience credits through this program, while also potentially being able to access the dual credit indoor agriculture program through Olds College in the future. We have been very blessed to have Mr. Janzen teach shop for our junior high CTF program as well as Construction 1 collegiate credits for our senior high students. Mrs. Liddell has offered Cuisine classes for our junior high CTF students as well as collegiate Cuisine 1 credits for our senior high students. We have also had most of our senior high students be able to complete their HCS3000 courses, among others, that will help prepare our students for further work in the collegiate program through work experience or career apprenticeships in the future.

All our senior high students will be partaking in the FVSD Collegiate programming during term 3. One highlight we are looking forward to is having the Green Certificate Equine program offered in full to our students in the Blue Hills area.

We have had Anne Roberts from MyBlueprint in to present to our junior and senior high students on careers and have had our students use this program to research different career pathways and create resumes. Anne also did a project with our junior high students around plumbing/pipefitting. Recently,

we have also had Anne and Steph Brown in to present to staff on the Division's Career Crates and ZSpace. We are using these crates to spark interest in different careers with our elementary students.

#### Growth Area:

We need to find a way to engage high school students to a greater extend in our Growcer program. We are considering finding a way to make it mandatory that our senior high students all spend at least 1 term in the Growcer program in hopes of creating interest and ensuring future success in the program.

We also are needing to find a way to better utilize the heavy equipment simulator that we have in our building. We have had students spend some time with the simulator, but I feel there is a need for a more formalized program to walk students through a more complete simulator training experience.

#### FOCUS ON STUDENT ACHIEVEMENT

#### **RE: FLORENCE MACDOUGALL COMMUNITY SCHOOL**

Attached is the Focus on Student Achievement report presented by Florence MacDougall 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, 1.6.3 and 1.6.4)

Submitted by Heather Kierstead, Principal.

RECOMMENDATION

\_\_\_\_\_ moved that the Board of Trustees accept the Focus on Student Achievement – Florence MacDougall Community School Report.

#### **School Presentation to the Board: Divisional Priorities**

School: Florence MacDougall Community School (FMCS)

#### Date of Report: March 17, 2025

#### School Context:

Florence MacDougall Community School is an Early Intervention to Grade 3 school in High Level. Enrollment has been reducing over the last few years, with the current enrollment of 323 students. The student population represents diverse cultural backgrounds and socio-economic demographics. 48% of our student population are First Nations, Métis, or Inuit, and 10% of our students are acquiring English as an additional language. Over the course of this school year, while the enrollment has only fluctuated slightly, we have had many students move in and out due to transiency in the community population. 37% of our students are identified with a special education code, 7% of which are severe physical/medical or emotional behavioural codes. These classroom complexities require teachers to have in-depth content and pedagogical knowledge, as well as demonstrate a high level of professional collaboration, to provide differentiation that meets the range of skills and abilities within each class.

Our staff includes two administrators, a full-time Inclusive Education Coordinator, a full-time Physical Education teacher, a 0.6 FTE Literacy Coach, 15 classroom teachers (including a 0.25FTE Numeracy Coach), and 28 support staff. FMCS has a staff complement with a high degree of collective efficacy based on professional capacity, formal education, and specialized experience and expertise. As such, the staff at FMCS frequently collaborates with other professionals, including participating in action research, piloting new curricula and resources, and engaging in other division initiatives.

#### Literacy:

Celebration:

- All grade levels and tiers of instruction are providing systematic, explicit word reading instruction. All classrooms are providing differentiated reading instruction through small groups.
- Reading Comprehension (TOSREC)
  - Grade 1:
    - Average Standard Score is 83
    - 18.8% scored Average or Above (first data point)
  - o Grade 2:
    - Average Standard Score increased by 3 points Fall to Winter (86 --> 89)
    - 39.4% scored Average or Above (increase of 13.3%)
  - o Grade 3:
    - Average Standard Score increased by 2 points Fall to Winter (95 --> 97)
    - 65.4% scored Average or Above (increase of 10.3%)
- Word Reading (TOWRE)
  - Grade 1:
    - Average Standard Score is 89
    - 36.8% scored Average or Above (first data point)
  - Grade 2:
    - Average Standard Score increased by 3 points Fall to Winter (96 --> 99)
    - 62% scored Average or Above (increase of 2.1%)
  - o Grade 3:
    - Average Standard Score increased by 8 points Fall to Winter (97 --> 103)
    - 68.4% scored Average or Above (increase of 6.1%)

#### Growth Area:

- According to historical and current TOSREC and TOWRE data, our current Grade 2 and Grade 3 cohorts are lagging. While they have made progress from Fall to Winter, their overall profiles for both testing windows is lower than previous years. To address these lagging skills, we are looking at the following areas:
  - Grade 2 intervention groups using Best Practices did not make expected progress. While the reasons are not yet clear, here are our hypotheses
    - Intervention replacing classroom instruction rather than serving in addition to structured literacy instruction in the classroom.
    - Mismatch between student profile and selected intervention
    - Lack of transfer between isolated skills targeted in the intervention and authentic reading tasks
  - Ensuring a continuous professional learning plan that reflects staff turnover and supports new teachers in building content and pedagogical knowledge about foundational literacy skills and evidence-based practices.
  - Developing professional capacity beyond word reading skills to include aspects of successful reading comprehension, including oral language, vocabulary, fluency, comprehension skills and strategies, and background knowledge.
  - Incorporating regular progress monitoring tools to ensure students are responding to instruction and/or intervention in a timely manner.

#### Numeracy:

Celebration:

- Our data reflects a great response to the numeracy intervention programs
  - Median Standard Scores for students receiving numeracy intervention increased 18 points, from SS 80 (Below Average) to SS 102 (Average) from Fall to Winter.
- As a whole school, our data is strong
  - PNSA: 11.5% of students moved out of the At Risk category from Fall to Winter. This brings 75.5% of our total student population to the Not at Risk category.
  - WRAT-5: 27.4% of students moved into the average or Above categories. This brings 78.1% of our total student population to the Average or Above categories.

#### Growth Area:

- Fact Fluency Project: 7 out of 8 classes participating in the project, with varying degrees of frequency, fidelity, and success. We will continue to support teachers in developing their content and pedagogical knowledge and confidence to support foundational math skills.

#### Connectivity in the Community:

Celebration:

- Connectivity Survey results indicate that FMCS students feel a strong sense of connection to others and learning at school.
  - 90% of students say they like reading at school

- 87% of students say they like math at school
- $\circ$   $\,$  97% of students say the adults at school like them  $\,$
- 96% of students say they have kids at school that play with them
- Parent and community connection
  - We had excellent response to our FMCS Science Fair, an event that requires a high level of parent support. We had 26 entries from Grades 1 3 this year!
  - School events, such as the Christmas Craft Night, classroom family lunches, and monthly assemblies, are well-attended by families.
  - Student artwork displayed at the Northwest Health Centre, sharing joy with those seeking healthcare.
  - Grade 1 recycling funds provided Christmas gifts for local seniors.
- Piloting Low Interference Recess
  - Staff are working with Stefanie Brown to pilot a low interference approach to recess supervision. This research-based approach provides more opportunities for students to work through situations on their own, thereby supporting their cognitive, physical, and social development. Supervisors continue to be present and available at all times to support our young students as they gain important life skills and develop selfconfidence.

Growth Area: While we have had some successful family events, parent engagement continues to be an area for growth. Finding volunteers for committees or events is difficult. While we will continue to promote these volunteer opportunities with our families, we will focus our efforts on welcoming families to attend special events, such as the upcoming Egg Drop, Art Walk, and Track & Field Day.

#### Career Path:

Celebration: The addition of our Dramatic Playroom has been a huge success this year. This space, which is open to the entire school, provides opportunities for students to explore various career paths through intentional play-based learning. At the end of last year, teachers collaborated to select careers based on topics and themes from other subject areas. Every 4-6 weeks, the room is transformed into a new career-based theme room where students and staff can engage in guided play to build background knowledge, hands-on experiences, vocabulary, oral language skills, and so much more.

So far, students have engaged with the following career paths:

- Education,
- Agriculture,
- Retail,
- Health, and
- Hospitality

In addition to supporting our career path priority, this space provides endless possibilities for crosscurricular learning, particularly in English Language Arts & Literature, Mathematics, and Physical Education & Wellness.

Growth Area: Currently, planning and preparing the dramatic playroom themes is the responsibility of the Inclusive Education Coordinator. Moving forward, we will focus on building capacity for teacher engagement in the planning and development processes. Including teachers in the planning and development of these themes will not only serve to support the longevity of the project by

distributing the workload, it will also support teachers in exploring further cross-curricular connections and opportunities to build oral language skills.

## 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 January 22, 2025, as presented.

## FORT VERMILION SCHOOL DIVISION MINUTES OF THE REGULAR BOARD MEETING JANUARY 22, 2025

| ATTENDANCE                                 | Board Members Present:<br>Mr. Marc Beland, Board Chair<br>Mr. Tim Driedger, Board Vice Chair<br>Mr. Shane Lloyd<br>Mr. Henry Goertzen<br>Mr. Benjamin Friesen<br>Mr. John Zacharias   |
|--|---|
|  | Board Members Absent:<br>Mrs. Linda Kowal   |
|  | Administration Present:<br>Mr. Michael McMann, Superintendent<br>Mr. Norman Buhler, Associate Superintendent<br>Mrs. Natalie Morris, Associate Superintendent<br>Mr. Gilbert Morris, Supervisor of Learning<br>Mrs. Leah Martens, Supervisor of Learning<br>Ms. Janice Sundar, Supervisor of Learning<br>Mrs. Darlene Bergen, Executive Assistant<br>Ms. Chandra Tincombe, Public Engagement Coordinator (VC) |
|  | Guests:<br>Mrs. Shannon Peters Assistant Principal – BHPS<br>Mr. John Acreman, Numeracy Coordinator – BHPS<br>Ms. Melissa McDonald, Literacy Coordinator – BHPS<br>Mr. Ron Wiebe, Principal – HCCS<br>Ms. Cynthia White, Assistant Principal – RLNS   |
|  | ATA:<br>Mr. Fred Kirby, President   |
|  | Board Chairman, Marc Beland, called the meeting to order at 10:07 a.m.  |
| 25-01-17242<br>IN-CAMERA                   | Benjamin Friesen moved that the Board of Trustees go in-camera at 10:07 a.m.  |
|  | CARRIED   |
| 25-01-17243<br>REVERT TO PUBLIC<br>MEETING | John Zacharias moved that the Board of Trustees move out of in camera at 1:04 p.m.<br>CARRIED   |

## FORT VERMILION SCHOOL DIVISION MINUTES OF THE REGULAR BOARD MEETING JANUARY 22, 2025

| 25-01-17244<br>FOCUS ON STUDENT<br>ACHIEVEMENT –     | Report found in the January 22, 2025, Regular Board Meetin Package.   | ng      |
|--|---|---------|
| HILL CREST<br>COMMUNITY<br>SCHOOL                    | Henry Goertzen moved that the Board of Trustees accept th on Student Achievement – Hill Crest Community School Re   |         |
| 25-01-17245<br>FOCUS ON STUDENT<br>ACHIEVEMENT –     | Report found in the January 22, 2025, Regular Board Meetin Package.   | ng      |
| BUFFALO HEAD<br>PRAIRIE SCHOOL                       | John Zacharias moved that the Board of Trustees accept the on Student Achievement – Buffalo Head Prairie School Rep |         |
| 25-01-17246<br>APPROVAL OF                           | Henry Goertzen moved that the Board of Trustees approve   | the     |
| AGENDA   | agenda as presented.  | CARRIED |
| 25-01-17247<br>APPROVAL OF<br>MINUTES                | Tim Driedger moved that the Board of Trustees approve the of the Regular Board Meeting held November 27, 2024, as p |         |
| BOARD<br>COMMUNICATIONS                              | None.   |         |
| TRUSTEE SHARING<br>ON PD/COMMITTEES                  | None.   |         |
| MONITORING   |   |         |
| REPORTS<br>25-01-17248<br>SUPERINTENDENT'S<br>REPORT | Report found in the January 22, 2025, Regular Board Meetin Package.   | ng      |
| REPORT   | Benjamin Friesen moved that the Board of Trustees accept  | the     |
|  | Superintendent's Report as information.   | CARRIED |
| 25-01-17249<br>FINANCE REPORT                        | Report found in the January 22, 2025, Regular Board Meetin<br>Package.  | ng      |
|  | Shane Lloyd moved that the Board of Trustees accept the F   | inance  |
|  | Report as of December 31, 2024.   | CARRIED |

#### FORT VERMILION SCHOOL DIVISION MINUTES OF THE REGULAR BOARD MEETING JANUARY 22, 2025

| 25-01-17250<br>FISCAL QUARTERLY<br>ACCOUNTABILITY | Report found in the January 22, 2025, Regular Board Meetin<br>Package.                                | ng         |  |  |
|---|---|------------|--|--|
| REPORT  | John Zacharias moved that the Board of Trustees accept the Fiscal<br>Quarterly Accountability Report. |            |  |  |
|   | Quarterly Accountability Report.  | CARRIED    |  |  |
| 25-01-17251<br>FUNDRAISING<br>REPORT              | Report found in the January 22, 2025, Regular Board Meetin<br>Package.                                | ng         |  |  |
|   | Henry Goertzen moved that the Board of Trustees accept th 24 Fundraising Report.                      | ie 2023-   |  |  |
|   |   | CARRIED    |  |  |
| 25-01-17252<br>ANNUAL LOCAL %<br>EXPENDITURE      | Report found in the January 22, 2025, Regular Board Meetin<br>Package.                                | ng         |  |  |
| REPORT  | Tim Driedger moved that the Board of Trustees approve the   | Annual     |  |  |
|   | Local % Expenditure Report.   | CARRIED    |  |  |
| <b>OTHER BUSINESS</b><br>25-01-17253              | Benjamin Friesen moved that the Board of Trustees approve   | e the      |  |  |
| SCHOOL<br>CALENDARS 2025-<br>2028                 | School Calendars for 2025-2028 as presented.  | CARRIED    |  |  |
| 25-01-17254<br>ADJOURNMENT                        | Marc Beland moved that the Board of Trustees adjourn the  | meeting at |  |  |
|   | 2:13 p.m.   | CARRIED    |  |  |

Board Chair

Associate Superintendent of Finance

## COMMUNICATIONS

## **RE: BOARD CHAIR & SUPERINTENDENT**

Information item.

## TRUSTEE SHARING ON PD/COMMITTEES

Information item.

#### MONITORING REPORTS

#### **<u>RE:</u>** 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 March 2025

- Measles
- New Additions to Central Office
- Teacher Recruitment
- Collegiate student impact
- EXL Award
- King Charles Award
- Election
- Budget
- Olds College Heavy Duty Equipment Operator

#### MONITORING REPORTS

#### **<u>RE:</u>** FINANCE REPORT

A copy of the revenues and expenditures for the period of September 1, 2024, to February 28, 2025, 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 February 28, 2025.

#### FORT VERMILION SCHOOL DIVISION BOARD REPORT ON RECEIPTS FISCAL YEAR 2024 - 2025 February 28, 2025

|             |                                    |                   | School Year<br>Calendar Year | 6 / 10 Months =<br>6 / 12 Months = | 60.00%<br>50.00% |
|-------------|------------------------------------|-------------------|------------------------------|------------------------------------|------------------|
|             |                                    |                   | YEAR TO DATE                 |                                    | 50.00%           |
| Line<br>No. | DESCRIPTION                        | BUDGET<br>2024/25 | RECEIPTS<br>2024/25          | BALANCE                            | % RECEIVED       |
| 1           | ALBERTA EDUCATION                  |                   |                              |                                    |                  |
| 2           | School Jurisdiction Base Funding   | 21,254,275        | 10,729,854                   | (10,524,421)                       | 50.48%           |
| 3           | Differential Cost Funding          | 16,868,317        | 8,483,392                    | (8,384,925)                        | 50.29%           |
| 4           | Transportation Funding             | 3,065,340         | 1,419,987                    | (1,645,353)                        | 46.32%           |
| 5           | Operations and Maintenance Funding | 3,808,216         | 1,683,706                    | (2,124,510)                        | 44.21%           |
| 6           | Other AB Education Funding         | 4,272,295         | 2,583,314                    | (1,688,981)                        | 60.47%           |
| 7           | TOTAL - AB EDUCATION               | 49,268,443        | 24,900,254                   | (24,368,189)                       | 50.54%           |
| 8           | Other Provincial Government        | 57,222            | 32,044                       | (25,178)                           | 56.00%           |
| 9           | First Nations - FVSD               | 6,246,543         | 3,130,588                    | (3,115,955)                        | 50.12%           |
| 10          | Other Revenue                      | 3,111,475         | 1,629,226                    | (1,482,249)                        | 52.36%           |
| 11          | Capital allocations                | 3,994,975         | 1,605,480                    | (2,389,495)                        | 40.19%           |
| 12          | Debenture Interest                 | -                 | -                            | -                                  | 0.00%            |
| 13          | TOTALS                             | 62,678,658        | 31,297,592                   | (31,381,066)                       | 49.93%           |

#### STATEMENTS OF FINANCIAL POSITION As at February 28, 2025 (in dollars)

|                                     |                                     | August 31      |               |
|-------------------------------------|-------------------------------------|----------------|---------------|
|                                     |                                     | 2025           | 2024          |
| FINANCIAL ASS                       | ETS                                 |                |               |
| Cash and cash equ                   | ivalents                            | \$3,941,753    | \$3,690,431   |
| Accounts receivab                   | le (net after allowances)           | \$1,580,842    | \$4,060,055   |
| Portfolio investme                  | nts                                 | \$0            | \$0           |
| Other financial ass                 | ets                                 | \$0            | \$0           |
| Total financial a                   | ssets                               | \$5,522,595    | \$7,750,486   |
| <u>LIABILITIES</u>                  |                                     |                |               |
| Bank indebtednes:                   | \$                                  | \$0            | \$0           |
| Accounts payable                    | and accrued liabilities             | \$4,153,002    | \$2,275,266   |
| Deferred revenue                    |                                     | \$67,569,196   | \$70,341,955  |
| Employee future benefit liabilities |                                     | \$105,560      | \$105,560     |
| Asset retirement o                  | bligation                           | \$2,843,325    | \$2,843,325   |
| 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                   |                                     | \$74,671,083   | \$75,566,106  |
| Net financial as                    | sets (debt)                         | (\$69,148,488) | (\$67,815,620 |
| NON-FINANCIA                        | LASSETS                             |                |               |
| Tangible capital as                 | isets                               |                |               |
| Land                                |                                     | \$943,630      | \$943,630     |
| - · · · ·                           |                                     | 621 C22 470    | 420.420.460   |

| Land                           |                | \$943,630    | \$943,630    |
|--------------------------------|----------------|--------------|--------------|
| Construction in progress       |                | \$21,632,479 | \$20,130,161 |
| Buildings                      | \$128,247,205  |              |              |
| Less: Accumulated amortization | (\$71,208,183) | \$57,039,022 | \$57,698,630 |
| Equipment                      | \$9,784,348    |              |              |
| Less: Accumulated amortization | (\$3,990,674)  | \$5,793,674  | \$5,768,018  |
| Vehicles                       | \$10,406,589   |              |              |
| Less: Accumulated amortization | (\$6,571,938)  | \$3,834,651  | \$4,010,796  |
| Computer Equipment             | \$1,360,501    |              |              |
| Less: Accumulated amortization | (\$1,336,269)  | \$24,232     | \$29,478     |
| Total tangible capital assets  |                | \$89,267,688 | \$88,580,713 |
| repaid expenses                |                | \$1,141,285  | \$882,392    |
| Ither non-financial assets     |                | \$0          | \$0          |
| Total non-financial assets     |                | \$90,408,973 | \$89,463,105 |

| Accumulated surplus                               | \$21,260,485 | \$21,647,485 |
|---|--------------|--------------|
| Accumulating surplus / (deficit) is comprised of: |              |              |
| Accumulated operating surplus (deficit)           | \$21,260,485 | \$21,647,485 |
| Accumulated remeasurement gains (losses)          | \$0          | \$0          |
|   | \$21,260,485 | \$21,647,485 |

Contractual obligations

Contingent liabilities

#### STATEMENTS OF OPERATIONS For the period Ended February 28, 2025 (in dollars)

|  | 2025         | 2025         | Actual<br>2024 |
|--|--------------|--------------|----------------|
| REVENUES                                     |              |              |                |
| Alberta Education                            | \$53,320,640 | \$26,823,945 | \$51,998,769   |
| Other - Government of Alberta                | \$0          | \$0          | \$1            |
| Federal Government and First Nations         | \$6,246,543  | \$3,708,117  | \$6,097,56     |
| Other Alberta school authorities             | \$0          | \$0          | \$             |
| Dut of province authorities                  | \$0          | \$0          | \$             |
| Alberta Municipalities-special tax levies    | \$0          | \$0          | \$             |
| Property taxes                               | \$0          | \$0          | \$(            |
| Fees   | \$100,000    | \$81,366     | \$58,15        |
| Other sales and services                     | \$1,861,475  | \$986,535    | \$1,327,12     |
| Investment income                            | \$200,000    | \$94,364     | \$257,00       |
| Gifts and donations                          | \$0          | \$471,045    | \$289,91       |
| Rental of facilities                         | \$350,000    | \$255,971    | \$397,75       |
| Fundraising                                  | \$600,000    | \$342,918    | \$639,58       |
| Gains (losses) on disposal of capital assets | \$0          | \$0          | \$20,45        |
| Other revenue                                | \$0          | \$0          | \$             |
| Total revenues                               | \$62,678,658 | \$32,764,261 | \$61,086,34    |
| EXPENSES                                     |              |              |                |
| Instruction - ECS                            | \$1,692,669  | \$674,832    | \$1,375,07     |
| Instruction - Grade 1 - 12                   | \$43,206,529 | \$23,931,291 | \$43,626,21    |
| Plant operations and maintenance             | \$9,654,655  | \$4,352,706  | \$8,409,60     |
| Transportation                               | \$4,838,889  | \$2,545,186  | \$4,340,32     |
| Administration                               | \$2,196,285  | \$1,003,132  | \$2,226,81     |
| External services                            | \$1,172,631  | \$644,114    | \$1,198,99     |
| Total expenses                               | \$62,761,658 | \$33,151,261 | \$61,177,01    |
| Operating surplus (deficit)                  | (\$83,000)   | (\$387,000)  | (\$90,67       |

#### SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS for the period Ended February 28, 2025 (in dollare)

#### SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS for the period Ended February 28, 2025 (m column)

|   |                         |                |                          |                           |            |                         |             | RESTRICTED       | BITERNALLY RESTRICTED RESERVES BY PROGRAM School & Instruction Connected as System Transportation Fythernal Services |                     |                       |                     |                       |                     |                       |                     |           |           |
|---|-------------------------|----------------|--------------------------|---------------------------|------------|-------------------------|-------------|------------------|--|---------------------|-----------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|-----------|-----------|
|   | ACCUMULATED<br>\$URPLUS | ACCUMULATED    | ACCUMULATED<br>OPERATING | INVESTMENT<br>IN TANGIBLE | ENDOWMENTS | WHRESTRICTED<br>SURPLUS | TOTAL       | TOTAL<br>CAPITAL | School & I<br>Rela   |                     | Operations &          | Maintenance         |                       | a byseen            | Transp                | notation            | External  | Services  |
|   | 90MO-CU8                | GAINS (LOSSES) |                          | CAPITAL<br>ASSETS         |            |                         | RESERVES    | RENERVES         | Operating<br>Reperves  | Capital<br>Reserves | Operating<br>Reserves | Capital<br>Reserves | Operating<br>Reserves | Capital<br>Reserves | Operating<br>Reserves | Capital<br>Reserves | Operating | Reserves  |
| Balance at August 31, 2024  | \$21.647.485            | 10             | \$21,647,485             |                           | \$0        | 50                      | \$3,071,337 | \$1,554,993      | \$2,609,998  | \$364,196           | 50                    | \$363,515           | \$0                   | \$188,528           | \$0                   | \$838,753           |           | \$461,339 |
| BEIMICE ET AUQUET 31, 2024  | az 1,0% r,%00           | · · · · ·      |                          | []0001[1000]              |            |                         |             |                  |  |                     |                       |                     |                       | · · · · ·           |                       |                     |           |           |
| Prior period adjustments:   |                         |                |                          |                           |            |                         |             |                  |  |                     |                       |                     | [                     |                     | F                     |                     |           |           |
|   | \$0                     | \$0            | \$0                      | \$0                       | \$0        | \$0                     | \$0         | \$0              | \$0  | 50                  | \$0                   | \$0                 | \$0                   | \$0                 | \$0                   | \$0                 |           | \$0       |
| Adjusted Balance, Aug. 31, 2024   | \$21.647,485            | 50             | \$21,647,485             | \$17.021.155              | \$0        | \$0                     | \$3,071,337 | \$1,554.993      | \$2,609.998  | \$354,195           | \$0                   | \$363,516           | \$0                   | \$188,528           | \$0                   | \$838.753           |           | \$461.339 |
| Operating surplus (deficit)   | (\$387,000)             | <u> </u>       | (\$387,000)              |                           |            | (\$387,000)             |             |                  |  |                     |                       |                     |                       |                     |                       |                     |           |           |
| Board funded tangible capital asset additions                             |                         |                |                          | \$1,117,815               |            | (\$1,117,815)           | \$0         | \$0_             | \$0  | \$0                 | \$0                   | 50                  |                       | <u>\$0</u>          | \$0                   | \$0                 |           | \$0       |
| Disposal of unsupported tangible capitel<br>assets                        | \$0                     |                | \$0                      | \$0                       |            | \$0                     |             | \$0              |  | 50                  |                       | \$0                 |                       |                     |                       | \$0                 |           |           |
| Disposal of supported tangible capital assets<br>(board funded portion)   | \$0                     |                | .\$0                     | 50                        |            | \$0                     |             | \$0              |  | \$0                 |                       | \$0                 |                       | \$0                 |                       | \$0                 |           |           |
| Write-down of unsupported tangible capital<br>assets                      | so                      |                | \$0                      | \$0                       |            | \$0                     |             | \$0              |  | \$0_                |                       | \$0                 |                       | \$0                 |                       | \$0                 |           |           |
| Write-down of supported tangible capital<br>assets (board funded portion) | 50                      |                | 50                       | \$0                       |            | \$0                     |             | \$0              |  |                     |                       | \$0                 |                       | \$0                 |                       | \$0                 |           |           |
| Net remeasurement gains (losses) for the<br>year                          | \$0                     | \$0            |                          |                           |            |                         |             |                  |  |                     |                       |                     |                       |                     |                       |                     |           |           |
| Yee   |                         |                |                          |                           |            |                         |             |                  |  |                     |                       |                     | 1                     |                     |                       |                     |           |           |
| Endowment expenses  | \$0_                    |                | 50                       |                           | 50         |                         |             |                  |  |                     |                       |                     |                       |                     |                       |                     |           |           |
| Direct credits to accumulated surplus                                     | \$0                     |                | \$0                      |                           | \$0        | \$0                     |             |                  |  |                     |                       |                     |                       |                     |                       |                     |           |           |
| Amortization of tangible capital assets                                   | \$0                     |                |                          | [\$2,285,528]             |            | \$2,266,528             |             |                  |  |                     |                       | ·                   |                       |                     |                       |                     |           |           |
| Capital revenue recognized  | \$0                     |                |                          | \$1,605,480               |            | [\$1,005,480}           |             |                  |  |                     |                       |                     |                       |                     |                       |                     |           |           |
| Debt principal repayments (unsupported)                                   | \$0                     |                |                          | \$0                       |            | _\$0                    |             |                  |  |                     |                       |                     |                       |                     |                       |                     |           |           |
| Externally imposed endowment restrictions                                 | \$0                     |                |                          |                           | \$0        | \$0                     | \$0         |                  | 50   |                     | \$0                   |                     | 50                    |                     | 50                    |                     |           | \$0       |
| Net transfers to operating reserves                                       | so                      |                |                          |                           |            |                         | \$0         |                  | \$0  |                     | \$0                   |                     | 50                    |                     |                       |                     |           | 50        |
| Net transfers from operating reserves                                     | \$0                     |                |                          |                           |            | \$823,767               | [\$823,787] |                  | (\$823,787)  |                     | \$0                   |                     | \$0                   |                     |                       |                     |           | \$0       |
| Net transfers to capital reserves   | \$0                     |                |                          |                           |            | \$0                     |             | \$0              |  | \$0                 |                       | \$0                 |                       | \$0                 |                       | \$0                 |           |           |
| Net transfers from capital reserves                                       | \$0                     |                |                          |                           |            | \$0                     |             | \$0              |  | \$0                 |                       | \$0                 |                       | 50                  |                       | \$0                 |           |           |
| Assumption/transfer of other operations'<br>surplus                       | so                      |                |                          | \$0                       | so         | \$0                     | 50          | \$0              | \$0  | \$0                 | 50                    | \$0                 | \$0                   | 50                  | \$0                   | 50                  |           | \$0       |
| Salance at Feb 28, 2025   | \$21,260,485            | \$0            | \$21.260.485             | \$17,457,922              | \$0        | \$0                     | \$2,247,570 | \$1,554.993      | \$1.788,231  | \$384,196           | \$0                   | \$363,516_          | \$0                   | \$188,528           | 50                    | \$838,753           |           | \$481,335 |

#### SCHEDULE OF PROGRAM OPERATIONS

#### for the period Ended February 28, 2025 (in dollars)

| REVENUES   | Instruction<br>ECS | Instruction<br>Gr 1 -12 | Plant Operations<br>and<br>Maintenance | Transportation | Board &<br>System<br>Administration | External<br>Services | TOTAL        | TOTAL        |  |
|--|--------------------|-------------------------|--|----------------|-------------------------------------|----------------------|--------------|--------------|--|
| (1) Alberta Education                                    | \$611,283          | \$20,061,539            | \$3.375.461                            | \$1,419,988    | \$1,355,674                         | \$0                  | \$26,823,945 | \$51,998,769 |  |
| (2) Other - Government of Alberta                        | \$0                | \$0                     | \$0                                    | \$0            | \$0                                 | \$0                  | \$0          | \$0          |  |
| (3) Federal Government and First Nations                 | \$72,245           | \$2,420,698             | \$290,629                              | \$218,417      | \$62,014                            | \$644,114            | \$3,708,117  | \$6,097,567  |  |
| (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                | \$63,422                |  | \$17,944       |                                     | \$0                  | \$81,366     | \$58,156     |  |
| (9) Other sales and services                             | \$0                | \$611,979               | \$0                                    | \$374,556      | \$0                                 | \$0                  | \$986,535    | \$1,327,129  |  |
| (10) Investment income                                   | \$0                | \$94,364                | \$0                                    | \$0            | \$0                                 | \$0                  | \$94,364     | \$257,004    |  |
| (11) Gifts and donations                                 | \$0                | \$471,045               | \$0                                    | \$0            | \$0                                 | \$0                  | \$471,045    | \$289.918    |  |
| (12) Rental of facilities                                | \$0                | \$0                     | \$255,971                              | \$0            | \$0                                 | \$0                  | \$255.971    | \$397,759    |  |
| (13) Fundraising   | . \$0              | \$0                     | \$342,918                              | \$0            | \$0                                 | \$0                  | \$342,918    | \$639,587    |  |
| (14) Gains on disposal of tangible capital assets        | \$0                | \$0                     | \$0                                    | \$0            | \$0                                 | \$0                  | \$0          | \$20,459     |  |
| (15) Other revenue                                       | \$0                | \$0                     | \$0                                    | \$0            | \$0                                 | \$0                  | \$0          | \$0          |  |
| (16) TOTAL REVENUES                                      | \$683,528          | \$23,723,047            | \$4,264,979                            | \$2,030.905    | \$1,417,688                         | \$644,114            | \$32,764,261 | \$61,086,348 |  |
| EXPENSES   | 1                  |                         |  |                | \$211.396                           | \$355,694            | \$11,116,485 | \$22,436,637 |  |
| (17) Certificated salaries                               | \$481,038          | \$10.068.357            |  |                |                                     | \$43,786             | \$2.275.519  | \$5,103.804  |  |
| (18) Certificated benefits                               | \$66.960           | \$2,133.872             | \$945,942                              |                | \$30,901                            |                      | \$8,292,720  | \$13,996,554 |  |
| (19) Non-certificated salaries and wages                 | \$99,982           | \$5,434,770             | \$174,195                              | \$1,212,983    | \$441,542                           | \$157,501            | \$1,793,345  | \$3.077.341  |  |
| (20) Non-certificated benefits                           | \$20,424           | \$1,182,536             |  | \$287,316      | \$102,402                           | \$26,472             |              | \$44,614,336 |  |
| (21) SUB - TOTAL   | \$668,404          | \$18,819,535            | \$1,120,137<br>\$1,787,851             | \$1,500,299    | \$786.241                           | \$583.453            | \$23,478,069 |              |  |
| (22) Services, contracts and supplies                    | \$6.428            | \$4,611,554             | \$1,211,264                            | \$725,949      | \$194,221                           | \$60,661             | \$7,386,664  | \$12,856,906 |  |
| (23) Amortization of supported tangible capital assets   | <u>\$0</u>         | \$394,216               | \$233,454                              | \$0            | \$0                                 | \$0.                 | \$1,605,480  | \$2,396,212  |  |
| (24) Amortization of unsupported tangible capital assets | \$0                | \$105.986               | \$233,454                              | \$318,938      | \$22,670                            | \$0                  | \$681.048    | \$1,213,845  |  |
| (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          |  |
| (27) Other interest and finance charges                  | \$0                | \$0                     | \$0                                    | \$0            | <u>SO</u>                           | \$0                  | \$0          | \$0          |  |
| (28) Losses on disposal of tangible capital assets       | \$0                | <u>\$0</u>              | \$0                                    | \$0            | \$0                                 | \$0                  | \$0          | \$0          |  |
| (29) Other expense                                       | \$0                | \$0                     | \$0                                    | \$0            | \$0                                 | \$0                  | \$0          | \$95.720     |  |
| (30) TOTAL EXPENSES                                      | \$674,832          | \$23.931.291            | \$4.352.706                            | \$2,545,186    | \$1,003,132                         | \$644,114            | \$33,151,261 | \$61,177,019 |  |
| (31) OPERATING SURPLUS (DEFICIT)                         | \$8,696            | (\$208.244)             | (\$87.727)                             | (\$514,281)    | \$414,556                           | (\$0)                | (\$387,000)  | (\$90,671    |  |

#### 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 February 28, 2025

## **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 2024-2025 budget process, the Board approved the following highlights and assumptions:

- 1. The Division is presenting a budget with a deficit of \$83,000. This budget represents the division accessing \$431,094 of Accumulated Capital Surplus "reserves".
- 2. FVSD Enrolment at September 29, 2024 (2023/24):
  - Grades 1 to 12 = 3,175 (3,080)
  - ECS = 264 (309)
  - Homeschool = 679 (616)
- 3. Enrolment increases for FVSD schools in grades ECS to 12 as an FTE (Full Time Equivalent) is 88 students. This is primarily due to an increase in students from Grade 1-6 and Home Education students. Unfortunately, we are seeing a decrease of 45 ECS students as compared to the prior year.

## Governance implications:

- The funding received from Alberta Education is based on the three year Weighted Moving Average (WMA) of enrolment. Our actuals count was 64.5 students lower than projections.
- For our First Nation on reserve students we were 23.5 higher than our projections.
- The net of the above is 41 FTE lower than projections which will lower our overall revenue for the 2024-25.

## 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 AOS/ (Total Jurisdiction Expenses/250 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 2022/23 the "provincial average" of all jurisdictions was 9.38 days of operation in AOS. The average of the boards in Alberta that have a similar enrolment to us was 13.82 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 \$2,447,081 (10 days over 250 days times \$61,177,019 - 2023/24 expenses). At the end of the 2023/24 school year there was an accumulated operating reserve of \$2,090,453 (not including SGF and External) or 8.54 days of operations.

For the period ending February 28, 2025 the Fort Vermilion School Division AOS is 4.78 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 | \$1,722,000 |
|---------------------------|-------------|
| Purchases to Date         | \$649,387   |
| Remaining Purchases       | \$1,072,613 |

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 2023/24 school year had \$0 of unrestricted net assets. *Unrestricted net assets as of February 28, 2025 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, 2024 and February 28, 2025.

The end of February 28, 2025 represents 50% of the calendar year and 60% of the school year.

| Sites     | 2023     | 2024    | 2025 | Budget  |
|-----------|----------|---------|------|---------|
| BHCS      | 7,109    | 10,815  | 46%  | 329,017 |
| BHPS      | 12,367   | 8,532   | 48%  | 432,690 |
| FMCS      | (15,429) | (4,696) | 53%  | 610,567 |
| SMCS/FVPS | 5,912    | 13,391  | 53%  | 441,230 |
| HLPS      | 50,684   | 567     | 50%  | 816,153 |
| HCCS      | 11,244   | 29,821  | 46%  | 413,898 |
| LCPS      | 53,121   | 20,725  | 46%  | 568,667 |
| RLKS      | 23,636   | 3,479   | 48%  | 256,619 |
| RVCS      | 20,798   | 10,422  | 48%  | 390,438 |
| RLNS      | 17,124   | 687     | 51%  | 351,196 |
| SHES      | 1,020    | 12,340  | 48%  | 548,318 |
| SNCS      | 8,741    | 6,907   | 56%  | 432,338 |

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

## **Governance Implications**

## First Quarter:

• High percentage spent in current year:

- We would expect that school budgets would be between the ranges of 47% to 63% at this point in time given that 60% 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 of February 28, 2025 the balances are as follows:

| Sites | Funds Allocated |
|-------|-----------------|
|-------|-----------------|

| Operations & Maintenance | 363,516   |
|--------------------------|-----------|
| Transportation           | 638,753   |
| School Based             | 364,196   |
| Board & System Admin     | 188,528   |
| Total                    | 1,554,993 |

## **Quarterly Expenditure Report**

See February 28, 2025 Financial Report for the Public Board Meeting.

## Additional Governance Implications (if any)

At this point we have spent 52.82% overall (6/12 months of school year or 50%) of all current divisional budgets to date.

• February 28, 2025 was the end of the 2nd quarter for our fiscal year (September to February). School Administrators and Department Managers are responsible to review their budgets and results to this date.

## MONITORING REPORTS

## **<u>Re:</u>** THREE YEAR CAPITAL PLAN

Attached is a copy of the Three Year Capital Plan for 2026-2029.

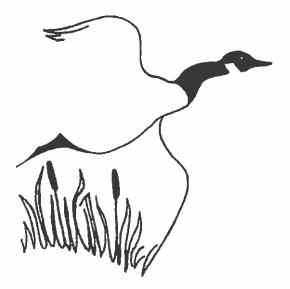
Submitted by Norman Buhler, Associate Superintendent of Finance.

**RECOMMENDATION:** 

moved that the Board of Trustees accept the Three Year Capital Plan for 2026-2029.

# CAPITAL PLAN

# FORT VERMILION SCHOOL DIVISION



Norman Buhler, Associate Superintendent of Finance March 2025

### FORT VERMILION SCHOOL DIVISION THREE YEAR CAPITAL PLAN 2026 -- 2029

Project and Priority:

#### 1. Sand Hills Elementary School Replacement

Sand Hills Elementary School, originally built in 1976, had an addition in 2008. The school serves students from ECS to Grade 3 and currently has an adjusted enrollment of 325.5 students, with a capacity of 469.

We are requesting a new replacement school for 495 students on the existing site. Initially, we sought modernization, but recent cost estimates show that modernization would be 79% of the cost of a new school. Given this small difference, it is more prudent to replace the 49-year-old school. The existing building can be resized and repurposed.

Currently, the school has 10 modular classroom units and one washroom unit attached. The original design did not accommodate this many additional classrooms, making it inefficient to handle the increased student population and provide the necessary spaces for student programming. A facility report is attached to support this request.

# **CAPITAL REQUEST**

For Sandhills Elementary School 10202 94 Ave, La Crête, AB T0H 2H0



## Fort Vermilion School Division Capital Request for Sandhills Elementary School

## **Table of Contents**

- 1. CAPITAL REQUEST INFORMATION
- 2. EXISTING SCHOOL INFORMATION

## **1. CAPITAL REQUEST INFORMATION**

| Project Type:        | New Replacement School w/ Related Site Work                                 |  |  |
|----------------------|---|--|--|
| Grade configuration: | К-3   |  |  |
| Proposed Capacity:   | 495 Students  |  |  |
| Existing School:     | To be Repurposed<br>Remove Existing Modular Classrooms                      |  |  |
| Existing Site:       | Retain Existing Bus Loop<br>Expand Parking to Accommodate Additional Stalls |  |  |
| Cost Comparison:     | <b>Modernization / Addition vs New Replacement</b>                          |  |  |

| Sandhills Elementary Scho |         |    |             |     |              |                   |         |                     |    |                |
|---------------------------|---------|----|-------------|-----|--------------|-------------------|---------|---------------------|----|----------------|
|                           |         | 0  | :ost/m2     |     | cost/m2      | the second second |         | totals              |    | totals         |
|                           | area m2 | ea | rly in year | rec | cent costing |                   | C0      | sting early in year | i  | recent costing |
| Existing School Mod       | 3,067   | \$ | 3,037.50    | \$  | 3,897.00     |                   | \$      | 9,316,012.50        | \$ | 11,952,099.00  |
| New School                | 4,150   | \$ | 4,500.00    | \$  | 6,729.00     |                   | \$      | 18,675,000.00       | \$ | 27,925,350.00  |
| Addition                  | 1,083   | \$ | 4,500.00    | \$  | 6,729.00     |                   | \$      | 4,873,500.00        | \$ | 7,287,507.00   |
| No demolition             |         | \$ |             | \$  | -            |                   | \$      | -                   | \$ | -              |
| Hazmat abatement          | 3,067   | \$ | 100.00      | \$  | 100.00       |                   | \$      | 306,700.00          | \$ | 306,700.00     |
| Contingency Mod (15%)     |         |    |             |     |              |                   |         | 1.15                |    | 1.15           |
| Contingency New (2%)      |         |    |             |     |              | 22                | -       | 1.02                |    | 1.02           |
|                           |         |    |             |     |              |                   | 107.123 | KNOLA STATE         |    | XO/AWHI CIT    |
| Distance factor           |         |    |             |     |              | C WORK            | -       | 1.3                 |    | 1.3            |
| Option 1 mod / add        |         |    |             |     |              |                   | \$      | 21,671,837.69       | \$ | 29,221,727.47  |
| Option 2 new              |         |    |             |     |              |                   | \$      | 24,763,050.00       | \$ | 37,029,014.10  |
| % Difference              |         |    |             |     |              | 2                 | 100     | 88%                 | H  | 79%            |

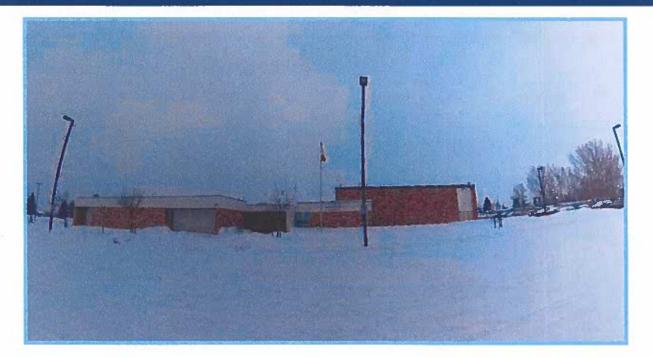
\* % difference is the cost of a modernization / addition versus a replacement school



## 2. EXISTING SCHOOL INFORMATION

## FORT VERMILION SCHOOL DIVISION SANDHILLS ELEMENTARY SCHOOL

10202 94 Ave, La Crête, AB T0H 2H0



| Year Built:                                       | 1976 - Original Building   |
|---|--|
| Additions:  | 2008 - Addition (10 Portables)<br>2019 - Addition ( 1 Portable)        |
| Grades Served:                                    | K-3  |
| Permanent Classrooms:                             | 9  |
| Portable Classrooms:                              | 11   |
| Instructional Area:                               | 1,627.22 m <sup>a</sup>  |
| Capacity:   | 469  |
| Enrolment:  | 345  |
| Utilization:                                      | 75.0%  |
| Instructional Program:                            | Basic academics plus computers, music, art and special needs programs. |
| Building Deferred Maintenance:<br>(Oct. 21, 2011) | \$716,850.00   |
| Building FCI: (Oct. 21, 2011)                     | 7.86% (Good)   |
| Site Deferred Maintenance:                        | N/A  |
|   |  |





Spalling was noted on the exterior concrete block texture.



There is a lack of corridor space for cubbies and hooks.



Staff washrooms have been expanded.



All vestibules are experiencing congestion.



The main entrance of the school suffers from a lack of crush space that causes congestion for students, parents, and visitors.



The staff room is undersized for the number of staff and is also used by parents as a kitchen space for preparing hot lunches.



Due to the high number of students with complex needs, the universal washroom is fully scheduled.



Accessibility to classroom 105 is an issue due to the space being the former stage.

### SUMMARY STATEMENT

Ancillary rooms are being used as classrooms due to the number of ECS classes in the school. There is a deficiency of instructional spaces as well as flex space and break out areas for small group teaching.

### **OBSERVATIONS AND COMMENTS**

**1. Site Circulation:** The site circulation is adequate due to the additional parking and the shared bus area with Ridgeview School.

Ponding is an issue on the playground during spring thaw for approximately 2 to 3 weeks and makes it a challenge for access to the busses.

The play structures are congested due to the number of students. Funding has been made for additional play structures. Currently the congestion is addressed by scheduling.

Staff parking is deficient and requires parking on the South road.

- **2. Supervision Issues:** Supervision is not an issue throughout the school. A minor issue is at the accessible ramp in the modular classroom link.
- **3. Circulation:** Vestibules are congested, specifically the link entrance for the modular classrooms.

There is a lack of crush space at the main entrance which causes congestion for students and parents.

The configuration of the school causes a separation of the corridors and grades so that the grades are isolated from each other. The desire is to have interconnection between the grades to create a community and to improve circulation through the school.

Additional coat and hook space is needed throughout the school.

**4. Instructional Areas:** The classrooms along the South side of the school have little natural light. The classrooms in the central core of the school have no natural light or ventilation.

All classrooms are being used and breakout spaces are being used for intervention. Finding spaces for students with complex needs is a challenge.

High student numbers are being experienced in the classrooms.

**5.** Administration Areas: Supervision of the main entrance from the administration area is an issue and the configuration of the administration desk is an issue for smaller students.

There is a deficiency in administration spaces, specifically an infirmary, conference room, and counselling areas.

A separate servery area is required so that parents are not required to

use the staff room to prepare lunches.

**6. Barrier-Free Accessibility:** Upgrades are required to the sinks and stalls in the washrooms to meet current accessibility guidelines.

Barrier-free accessibility is a challenge on the site with difficulty in accessing the school from the drop-off areas.

Room 105 has a raised floor and stair access with no barrier-free accessibility.

The school has a high number of students with complex needs and the universal washroom requires a fully booked schedule with little flexibility.

Two students require tube feeding and there is currently no space for this to occur.

7. Informal / Small Group Learning Spaces: The school lacks break out spaces for learning in various group sizes.

Flex space is also required in the school for informal gathering and teaching.

- **8. Gymnasium:** A divider curtain would allow for an increase in physical education programming for students.
- **9. Washrooms:** Long wait times are experienced in the washrooms due to the large number of Grade 1 and 2 students using the facilities between classes.

**10. Washroom Fixtures:** existing school: 11 male / 11 female

code requirement: 7 male / 9 female

#### RECOMMENDATIONS

- 1. **Gymnasium:** Provide a gymnasium divider curtain to improve flexibility in programming for students.
- Barrier-Free Accessibility: Upgrade washrooms to meet current accessibility guidelines.
- 3. Informal / Small Group Learning Spaces: Informal and small group gathering spaces are required in the school to accommodate a variety of learning group sizes.
- 4. Building Circulation: The configuration of the school causes a separation of the corridors and grades so that the grades are isolated from eachother. The desire is to have interconnection between the grades to create a community and to improve circulation through the school. To achieve this, the core of the school should be reconfigured to provide collaboration and interconnection spaces.

#### **RECAPP RECOMMENDATIONS 2023 - 2028** (Lifecycle Replacement)

#### 1. Exterior:

- Replace joint sealant.
- Replace portions of roofing as indicated.

#### 2. Interior:

- Replace toilet partitions.
- Replace wall tile in washrooms.
- Replace resilient flooring.
- Replace carpet.
- Replace acoustic ceiling tiles.
- Replace visual display boards.
- Replace tile floors in washrooms.

#### 3. Mechanical:

- Replace sinks.
- Replace shower.
- Replace drinking fountains.
- Replace lavatories.
- Replace urinals.
- Replace toilets.
- Replace domestic water valves.
- Replace domestic water heaters.
- Replace expansion tank.
- Replace air handling units.
- Replace hot water distribution system. Replace humidifiers.
- Replace unit heaters.

#### 4. Electrical:

- Replace main distribution.
- Replace motor starters.
- Replace public address system.
- Replace intrusion detection.
- Replace handsets and call system.

#### AREA COMPARISON CHART

|    | Existing SchoolProvincial Guidelines(469 Capacity)(445 Capacity K-6 School |            |      | Variance                          |            |        |
|----|--|------------|------|-----------------------------------|------------|--------|
|    | Instructional Space  | Total Area |      | Instructional Space               | Total Area |        |
| 15 | Classrooms   | 998.40     | 12   | Classrooms @ 80m2                 | 960        | 38.4   |
| 1  | Science Classrooms   | 93.81      | 2    | Science Classrooms @ 95m2         | 190        | (96.2  |
| 1  | Large Ancillary  | 89.91      | 1    | Large Ancillary @ 130m2           | 130        | (40.1  |
| 1  | Small Ancillary  | 74.00      | 3    | Small Ancillary @ 90m2            | 270        | (196.0 |
| 1  | Gymnasium  | 460.46     | 1    | Gymnasium                         | 430        | 30.5   |
| 1  | Gym Storage  | 29.88      | 1    | Gym Storage                       | 43         | (13.1  |
| 1  | Library  | 140.43     | 1    | Library                           | 180        | (39.6  |
|    | Subtotal:  | 1886.89    |      | Subtotal:                         | 2203       | (316.1 |
|    | Total Instructional  | 1886.89    |      | Total Instructional Area:         | 2203       | (316.1 |
|    | Number of Instructional Spaces:  | 21         |      | Number of Instructional Spaces:   | 21         | 0      |
|    | Non-Instructional Space  | Total Area |      | Non-Instructional Space           | Total Area |        |
|    | Admin/Staff Areas  | 306.88     |      | Admin/Staff Areas                 | 307        | (0.1   |
|    | Wrap Around & Collaboration Space  | 22.51      |      | Wrap Around & Collaboration Space | 30         | (7.5   |
|    | Mechanical & Meter Rooms   | 84.65      |      | Mechanical & Meter Rooms          | 162        | (77.4  |
|    | Recycle Room (LEED)  | 0.00       |      | Recycle Room (LEED)               | 11         | (11.0  |
| i  | Physical Education   | 0.00       |      | Physical Education                | 70         | (70.0  |
|    | Circulation  | 0.00       |      | Circulation                       | 0          | 0.0    |
|    | Wall Area  | 0.00       |      | Wall Area                         | 0          | 0.0    |
|    | Storage  | 81.95      |      | Storage                           | 77         | 5.0    |
|    | Washrooms  | 127.02     |      | Washrooms                         | 54         | 73.0   |
|    | Accessible Washroom Facility   | 8.28       |      | Accessible Washroom Facility      | 12         | (3.7   |
|    | Flexible Space   | 0.00       |      | Flexible Space                    | 108        | (108.0 |
|    | Wiring Network   | 0.00       |      | Wiring Network                    | 30         | (30.0  |
|    | Total Non-Instructional  | 631.30     |      | Total Non-Instructional           | 861        | (229.7 |
|    | Total Area   | 2518.19    | 1    | Total Area                        | 3064       | (545.8 |
|    |  |            | 8 20 | 10.00                             |            |        |

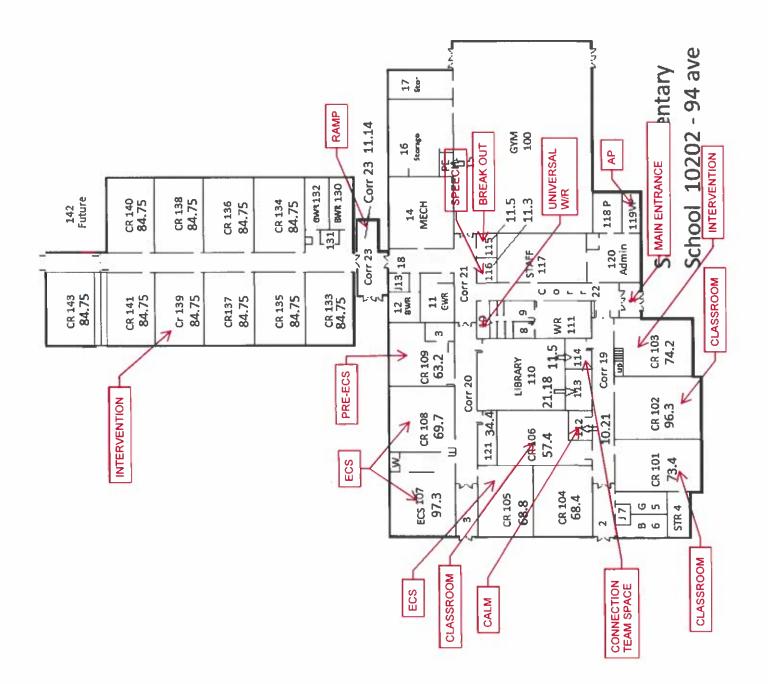
#### SANDHILLS ELEMENTARY SCHOOL GRADES K-3

Total Area 2518.19 Total Area Area per Sludent n/a Area per Student

8.30

**2022 COMMENTS AND OBSERVATIONS** 



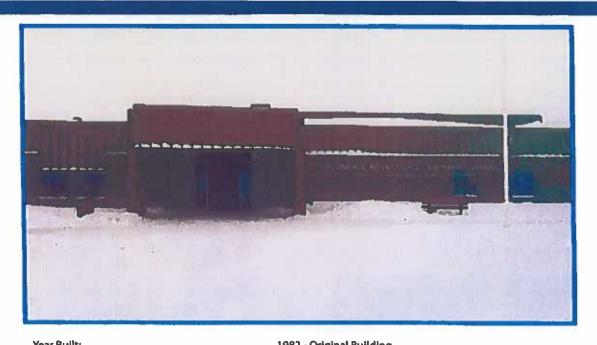


#### 2. Florence MacDougall Community School Modernization

Florence MacDougall Community School was originally constructed in 1982 with three additions occurring in 1992, 1997 and 2015. The school is a ECS to Grade 3 configuration. Currently we have an adjusted enrolment of 314.5 students in a 573 capacity school.

We are requesting a full modernization of the school. Currently we have 14 portable/modular units attached to the school. The school was not originally designed to have this many additional classrooms added to the core of the building. Due to this it is not able to efficiently handle the influx of student population and provide the required spaces for student programming. A copy of the facility report has been attached to support the request.

## FORT VERMILION SCHOOL DIVISION FLORENCE MACDOUGALL COMMUNITY SCHOOL 10802 Rainbow Blvd, High Level, AB TOH 1Z0



| Year Built:                                       | 1982 - Original Building  |
|---|---|
| Additions:  | 1992 - Addition (4 portables)<br>1997 - Addition (6 portables)<br>2015 - Addition (2 Portables) |
| Grades Served:                                    | К-З   |
| Permanent Classrooms:                             | 10  |
| Portable Classrooms:                              | 13  |
| Instructional Area:                               | 1,919.12 m²   |
| Capacity:   | 573   |
| Enrolment:  | 344   |
| Utilization:                                      | 60.0%   |
| Instructional Program:                            | Basic academics plus computers, science, music, art, languages.                                 |
| Building Deferred Maintenance:<br>(Oct. 21, 2011) | \$886,500.00  |
| Building FCI: (Oct. 21, 2011)                     | 7.18% (Good)  |
| Site Deferred Maintenance:                        | N/A   |
|   |   |

| START Architecture | 31 | February 2023 |
|--------------------|----|---------------|
|                    |    |               |





The single access point into the gymnasium causes congestion for students and community use.



The single access point into the gymnasium causes congestion for students and community use.



Previously, the lack of pull out spaces required that desks and teaching locations were in offices, the library, staff room, and corridors. With a reduced utilization, these activities take place in classrooms but with an increase in enrolment, this issue will reoccur.



Pooling occurs on the site at the South modulars during spring thaw. Lighting levels should also be improved in this area. STARL Architecture



Supervision and lighting level is an issue on the North side of the modular classrooms.



With a reduction in utilization, a number of classrooms are being used for sensory / pull out / meeting space / storage.



With the construction of the bus loop area to the North of the school, site congestion has been improved but a clear and dedicated drop-off is required to address parent traffic.



The school has a large central core of instructional spaces with no natural lighting or ventilation.

33.

#### SUMMARY STATEMENT

The previous report noted that there was a lack of collaboration and support space for students. With a decrease in student enrolment, a number of classroom spaces have been reconfigured into sensory and pull-out spaces. To increase utilization, some portable units could be removed while maintaining enough to provide small group instructional spaces.

#### **OBSERVATIONS AND COMMENTS**

- 1. Site Circulation: With the construction of the bus loop area to the North of the school, site congestion has been improved but a clear and dedicated drop-off is required to address parent traffic.
- 2. Site Supervision: Site supervision is an issue along the North side of the modular classrooms. Lighting also needs to be improved on both sides of the North modulars and at the staff parking area.
- 3. Site Drainage: There is pooling at the North and South modulars with ice at many of the entrances.
- 4. Informal / Small Group Learning Spaces: There is a deficiency of dedicated break out and counselling spaces for smaller group work. Due to a lower utilization, classrooms are being used for pull out space.
- 5. Capacity and Enrolments: The school has seen a reduction in student numbers since the last report with a decrease of approximately 150 student and a utilization change from 92.0% to 60.0%.
- 6. Community Use: It was noted that the lack of change rooms can be an issue for community use. The school also lacks adequate secure lock-off points to control community access to school spaces during after-hours use. Additionally, with only one access point into the gym, congestion is an issue.
- 7. Support Spaces: A second custodial space and centralized service spaces was requested to address travel distance issues through the school.
- 8. Storage: Additional support space was requested for the library.
- 9. Entrances: it was noted that the entrances are small for the amount of students that use them. This causes congestion issues at the main entrance as younger grades have the highest need for changing into winter clothes and putting on outdoor footwear.
- 10. Administration Space / Staff Washrooms: It was noted that there were not enough staff washrooms for the size of staff. A review of the building code confirmed that 4 stalls (2 for each gender) met the building code. However, due to the inequality of male / female staff numbers and the need to use the facilities between classes puts considerable strain on the female washrooms. There is a deficiency in administration spaces such as conference and meeting spaces.

| STA | RL | Archit | tecture |
|-----|----|--------|---------|
|     |    |        |         |

February 2023

- 11. Natural Light / Ventilation: The planning of the school has a large central core of instructional spaces and the lack of natural light in these areas was noted. It was also noted that the classrooms along the South side of the school have small windows that have failed and are dirty between the glass panes.
- 12. Building Systems: It was noted that the fans in the gymnasium are loud and cause hearing / instruction issues. If the fans are turned off, the space gets too cold. The school division is curently investigating a noted smell in the school that may be caused by dry plumbing traps.

There is no hot water in the staff washrooms.

- 13. Main Entrance: El and ECS students use the main entrance to the school which causes congestion on entering the school.
- 14. Washrooms: The locations of the washrooms require a long walk from the classrooms and impacts instructional time. Smells were noted in the Northern portable classroom washrooms.
- **15. Accessibility:** A universal washroom is required and more barrier-free accessibility is required in the washrooms.

16. Washroom Fixtures: existing school: 14 male / 15 female

code requirement: 9 male / 11 female

#### RECOMMENDATIONS

- 1. Site Circulation: A clear and dedicated student drop off lane is required to address parent traffic issues.
- 2. Informal / Small Group Learning Spaces: The central core of the school can be reconfigured to provide additional collaboration spaces. Two pull out spaces have been provided in the library but additional space is required. This would be accomplished by reconfiguring the existing Kindergarten, Classroom 138, and Library and creating an interconnected learning commons with associated break out spaces, small counselling areas, and alcoves where small group learning could take place.
- 3. Building Circulation: It was noted that due to the configuration of the portable classrooms, the building is very spread out and the long distances impact instructional time. Due to low utilization, a number of classroom spaces are being used for sensory / pull out / and meeting space. The core of the school can be reconfigured into more effective collaboration space and unused portable classrooms can be removed to address travel distances and increase utilization.
- Administration Space: Additional administration space is required to provide conference, meeting, and councelling spaces.
- 5. Accessibility: A universal washroom is required and improvements to barrier-free accessibility are required.
- 6. Natural Lighting: The existing windows in the South classrooms could be replaced and enlarged to introduce additional natural light and ventilation.
- 7. Community Use: Additional lock-off points can be introduced to provide better security during after hours community use.

#### RECAPP RECOMMENDATIONS 2023 - 2028 (Lifecycle Replacement)

#### 1. Exterior:

- Replace metal fascia as required throughout building.
- Replace metal doors at main entrance.
- Replace metal roofing.
- Replace roofing membrane as required.

#### 2. Interior:

- Replace wall tile in all washrooms.
- Replace suspended acoustic tile throughout school.
- Replace visual display boards.
- Replace resilient flooring.
- A number of the portable classroom units require lifecycle replacement.

#### 3. Mechanical:

- Replace shower in gym office.
- Replace drinking fountains.
- Replace washroom fixtures.
- Replace domestic water valves.
- Replace domestic water recirc. pump.
- Replace furnaces.
- Replace air handling units.
- Replace return fans.
- Replace hot water distribution system.
- Replace humidifiers.
- Replace entrance heaters.
- Replace classroom RTU's.
- Replace finned tube radiation.

#### 4. Electrical:

- Replace main distribution.
- Replace emergency generator.
- Replace intrusion detection.
- Replace call systems.
- Replace PA and music systems.

#### AREA COMPARISON CHART

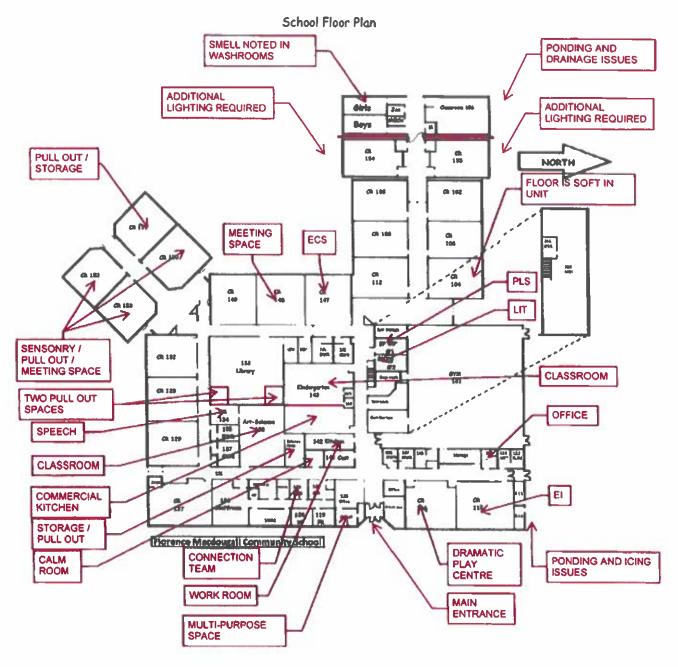
#### FLORENCE MACDOUGALL COMMUNITY SCHOOL GRADES K-3

| Existing School<br>(573 Capacity) |            |    | Provincial Guideli<br>(590 Capacity K-6 Sc | Variance   |         |
|-----------------------------------|------------|----|--|------------|---------|
| Instructional Space               | Total Area |    | Instructional Space                        | Total Area |         |
| 22 Classrooms                     | 1471.3     | 17 | Classrooms @ 80m2                          | 1360       | 111.3   |
| 1 Science Classrooms              | 119.9      | з  | Science Classrooms @ 95m2                  | 285        | (165 1) |
| 1 Large Ancillary (Kindergarten)  | 142.3      | 1  | Large Ancillary @ 130m2                    | 130        | 12.3    |
| 0 Small Ancillary                 |            | 3  | Small Ancillary @ 90m2                     | 270        | (270 0) |
| 0 Information Services            |            | 0  | Information Services @ 115m2               | 0          | 00      |
| 1 Gymnesium                       | 450.1      | 1  | Gymnasium                                  | 430        | 20.1    |
| 2 Gym Storage                     | 38.3       | 0  | Gym Storage                                | 43         | (4.7)   |
| 1 Library                         | 154.1      | 1  | Library                                    | 240        | (85.9   |
| Subtotal:                         | 2375.9     |    | Subtotal:                                  | 2760       | (382.1  |
| Total Instructional               | 2375.9     |    | Total instructional Area:                  | 2758       | (382.1  |
| Number of instructional Spaces:   | 28         |    | Number of Instructional Spaces:            | 28         | 2       |
| Non-Instructional Space           | Total Area |    | Non-Instructional Space                    | Total Area |         |
| Admin/Staff Areas                 | 238.9      |    | Admin/Staff Areas                          | 307        | (68 1   |
| Wrap Around & Collaboration Space | 17.3       |    | Wrap Around & Collaboration Space          | 30         | (127    |
| Mechanicai & Meter Rooms          | 197.3      |    | Mechanical & Meter Rooms                   | 189        | 83      |
| Recycle Room (LEED)               | 0.0        |    | Recycle Room (LEED)                        | 11         | (11)    |
| Physical Education                | 69,3       |    | Physical Education                         | 70         | (0 )    |
| Circulation                       | 0.0        |    | Circulation                                | 0          | 0.0     |
| Wall Area                         | 0.0        |    | Wall Area                                  | 0          | 0.0     |
| Storage                           | 98.1       |    | Storage                                    | 97         | 1.      |
| Weshrooms                         | 136,8      | 1  | emoordaaW                                  | 72         | 64.     |
| Accessible Washroom Facility      | 9.3        |    | Accessible Washroom Facility               | 12         | (2      |
| Flexible Space                    | 0.0        |    | Flexible Space                             | 144        | (144)   |
| Wiring Network                    | 0.0        |    | Wiring Network                             | 30         | (30)    |
| Total Non-Instructional           | 766.9      |    | Total Non-Instructional                    | 962        | (195    |
| Total Area                        | 3142.8     | 1  | Total Are                                  | 3720       | (577.   |
| Area per Student                  | n/a        |    | Area per Studer                            | t 8.04     |         |

START Architecture

37

#### 2022 COMMENTS AND OBSERVATIONS



### FORT VERMILION SCHOOL DIVISION TEN YEAR CAPITAL PLAN 2029 – 2036

Project and Priority:

#### 1. New Junior High School (Grade 7 – 9) in La Crete and High Level

Currently we are anticipating growth both the communities of High Level and La Crete in the upcoming future. Both communities are working towards building a recreational facility that will see a new ice rink, field house and swimming pool. In both cases the facility is being requested to be situated beside the current high school. It would be our intent to build the Junior High School adjacent to the new facility. In doing so it would eliminate the requirement of a gymnasium and CTS labs. Thus reducing the scope and cost of each project substantially.

A value scoping document will be completed to support the project need in each community subject to enrolment pressures and commencement of the community projects.

### MONITORING REPORTS

### **<u>Re:</u> REVIEW STUDENT FEE STRUCTURE**

Attached is amended Administrative Procedure Student Fee Structure.

Submitted by Norman Buhler, Associate Superintendent of Finance.

**RECOMMENDATION:** 

\_\_\_\_\_ moved that the Board of Trustees amend the current fee structure for the 2025-2026 school year as presented.



## 310 Student Fee Structure

Schools may charge a student's parent any fee or cost for resources related to instruction pursuant to the *School Fees Regulation* and *School Transportation Regulation*, the *Education Act*, and the FVSD Student Fee Structure Guideline.

Fees are due and payable at the time of registration and prior to receipt of services unless arrangements are made with the school principal for alternative terms of payment.

- 1. Schools may charge school fees as identified in the Fee Schedule.
- 2. Schools shall ensure that fees listed in the Fee Schedule are only used for the purpose for which they are collected and should be directly related to the cost of the resource/service provided to the student.
- 3. Financial records shall be maintained at the school and Division level, for the fees collected and disbursed.
- 4. Fees for services provided over time shall be assessed and refunded on a prorated basis.
- 5. The school fee schedule shall be reviewed on an annual basis by the Associate Superintendent of Finance. Any change to the school fee schedule shall be reviewed by the Board of Trustees.
- 6. An amended fee schedule shall be reviewed by the School Board by the end of March for the following school year.
- 7. In developing and reviewing the fee schedule, the Superintendent may receive input from Central Office Administration, School Principals, staff, school council, parent(s)/guardian(s) and where appropriate other community stakeholders.
- 8. Fees shall be identified in the Division Budget.
- 9. Schools are prohibited from requiring parent(s)/guardian(s) to provide goods or services in lieu of fees unless otherwise indicated in the Fee Schedule.

## Consultation and Annual Approval

The Associate Superintendent of Finance shall consult with parent(s)/guardian(s) prior to February of each school year. Consultation is related to the setting, increasing or decreasing, any fee or cost. Consultation may take a variety of forms, such as parent surveys, online feedback and School Councils.

Associate Superintendent of Finance will collate parental input for presentation to the Board of Trustees when reviewing fees in the March Board Meeting.

## Communications

Schools are required to demonstrate to parent(s)/guardian(s)

1. The need to charge any fee or cost, including the amounts.



- 2. Through information provided in staff and student handbooks, schools shall inform staff and parents of:
  - The circumstances under which any fee or cost may be waived or refunded.
  - The process a parent has to follow to request that a fee or cost be waived or refunded.
  - A process designed to ensure that the staff of each school and the parents of students enrolled in that school are notified of the circumstances under which a fee or cost may be waived or refunded and of the procedure for requesting that a fee or cost be waived or refunded, as the case may be.
  - Schools are to follow FVSD Dispute Resolution Process which is designed to enable the resolution of disputes and concerns between parents and the Board.

## Fee Schedule 2025-2026

Extracurricular Fees per Sport/Clubs:

All expenses for invitational tournaments, expect Divisional provided transportation, may be charged to players of the sports team on a cost recovery basis.

Goods and Services:

| Locks (Refundable) | \$5.00 (Maximum)  |
|--------------------|-------------------|
| Calculator Rent    | \$20.00 (Maximum) |

## Textbooks/Technology:

Lost and/or damaged textbooks or technology shall be charged according to the following schedule:

- 1 year old or less 80% of replacement cost
- 2-3 years old 60% of replacement cost
- 4-5 years old 40% of replacement cost
- More than 5 years old 20% of replacement cost

Any variance to current 2025-2026 school fees require Superintendent approval. Each school must have a Student Fee Schedule outlined in their school handbook.

## Rural Yard Service:

Yard Service will be provided free of charge to students where there is a child in grade three or less and the driveway exceeds 0.4 kilometers (1/4 mile), or where the driveway exceeds 0.8 kilometers (1/2 mile) for any other students. Parents who want yard service and do not meet the distance requirement will be charged \$75 per month. Students with physical disabilities may be provided yard service at no cost.

## Student Fee Waiver Process

To ensure that students have access to a basic education the Board of Trustees currently does not charge any fees to attend school other than fees for student services as outlined above. The Board of Trustees recognizes that while some fees are necessary, some parents or students may be unable to afford such fees and makes provision for forgiving fees where economic hardship can be demonstrated.

## PROCEDURES:

- Applications for waiver or adjusting of the fee will be made directly to the Associate Superintendent of Finance who will be responsible for making the appropriate determination. For a copy of the form see FVSD Forms – <u>Application for Waiver of School Fee(s).</u>
- 2. The Associate Superintendent of Finance in consultation with the Superintendent shall establish criteria by which applications are evaluated.
- 3. Each application will be assessed on an individual basis from the information provided on the application form, supplemented, if necessary, by discussion with the applicant.
- 4. Rejected applicants may appeal to the Superintendent of Schools.

GUIDELINES:

- 1. Criteria for evaluating applications under this policy shall include income levels using data available from Statistics Canada, family size and other criterion that may be useful in determining economic hardship.
- 2. Waiving or adjusting of fees may be applied to fees outlined in the FVSD Student Fee Schedule.
- 3. Fees may be waived for the entire school year or for a portion of the school year, subject to specific circumstances.

### OTHER BUSINESS

## **RE: MAY AND JUNE BOARD MEETING DATE CHANGE**

Submitted by Norman Buhler, Assistant Superintendent of Finance.

**RECOMMENDATION:** 

moved that the Board of Trustees move the May Board Meeting from May 21, 2025, to May 27, 2025, and cancel the June 11, 2025, Board Meeting.

### OTHER BUSINESS

## **RE: TRUSTEE RESIGNATION**

Submitted by Norman Buhler, Assistant Superintendent of Finance.

**RECOMMENDATION:** 

moved that the Board of Trustees accept Amanda Paul's resignation as Ward 4 Trustee effective November 30, 2024.

## **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<br>Audience              | Messages  | Action/Tools  | Timing   | Persons Involved   |
|---------------------------------|---|---|--|--|
| Media                           | This school division is a source<br>of important and interesting<br>community news. We'd like to<br>work with you to ensure the<br>region has valuable<br>information about learning.   | <ul> <li>a. Summer newsletter and welcome to staff, students and parents</li> <li>b. Welcome back ad in local newspapers</li> <li>c. Ad listing all trustees and wards</li> <li>d. Occasional ads and stories</li> <li>e. Periodical interviews with media</li> <li>f. FVSD Awards Program article in newspaper</li> </ul>                        | <ul> <li>August</li> <li>September</li> <li>October</li> <li>Ongoing</li> <li>Ongoing</li> <li>June</li> </ul>                                     | <ul> <li>a. Superintendent</li> <li>b. Superintendent</li> <li>c. Superintendent</li> <li>d. Superintendent</li> <li>e. Executive/Board Chair</li> <li>f. Superintendent</li> </ul>                  |
| Staff                           | Your teaching of students has<br>a crucial impact on their future<br>success.   | <ul> <li>a. Welcoming email to all staff</li> <li>b. PD Day Address</li> <li>c. Merry Christmas email to all staff</li> <li>d. Deliver chocolates to all staff to show appreciation</li> <li>e. Retirement Gala Address</li> <li>f. Awards Ceremony Address</li> <li>g. Email to all staff to express commendation and<br/>best wishes</li> </ul> | <ul> <li>a. September</li> <li>b. September</li> <li>c. December</li> <li>d. December</li> <li>e. May</li> <li>f. June</li> <li>g. June</li> </ul> | <ul> <li>a. Board Chair</li> <li>b. Board Chair /Superintendent</li> <li>c. Board Chair</li> <li>d. All Trustees</li> <li>e. Board Chair</li> <li>f. Board Chair</li> <li>g. All Trustees</li> </ul> |
| Elected<br>Officials            | A strong, public education<br>system is the cornerstone of<br>an economic development<br>attraction strategy and strong<br>prosperous communities.<br>We are fulfilling our mandate<br>as a school division. Your<br>awareness of our success and<br>challenges is important. | <ul><li>a. Meeting with the Minister of Education</li><li>b. Meeting with the Minister of Infrastructure</li><li>c. Meeting with Member of Legislative Assembly</li></ul>   | <ul> <li>a. When<br/>necessary</li> <li>b. When<br/>necessary</li> <li>c. When<br/>necessary</li> </ul>  | <ul><li>a. All Trustees and Superintendent</li><li>b. All Trustees and Superintendent</li><li>c. All Trustees and Superintendent</li></ul>   |
| School<br>Councils /<br>Parents | We are committed to your<br>success as a Council.<br>You are our partner in<br>education.<br>We are all working together to<br>build strong communities.  | <ul> <li>a. Council of School Council Meetings</li> <li>b. Attendance at School Council Meetings</li> <li>c. Attendance at Zone 1 Alberta School Boards<br/>Association Meetings</li> <li>d. Attendance at Alberta School Board Association<br/>Annual General Meetings</li> </ul>  | <ul> <li>a. November and<br/>May</li> <li>b. Monthly</li> <li>c. Bi-monthly</li> <li>d. November and<br/>June</li> </ul>                           | <ul> <li>a. All Trustees and Executive</li> <li>b. All Trustees</li> <li>c. Trustee Representative /<br/>Superintendent</li> <li>d. All Trustees / Superintendent</li> </ul>                         |
| First Nations                   | We have the interest of your<br>children in mind. We want<br>success for all people in this<br>region. We want to work with<br>you.   | <ul> <li>a. The Board will endeavor to meet with the three<br/>First Nations Chief and Councils who are affiliated<br/>with FVSD.</li> <li>b. Send Public Board meeting agenda and minutes<br/>to each First Nation Chief and Council</li> </ul>  | a. When<br>necessary<br>b. Monthly   | a. Superintendent<br>b. Superintendent   |

BOARD COMMUNICATION PLAN 2024-2025