
FORT VERMILION SCHOOL DIVISION
“Our Children, Our Students, Our Future: Moving the Dial on Every Child”

BOARD OF TRUSTEES REGULAR MEETING

MARCH 27, 2024 – 10:00 AM

CENTRAL OFFICE

A G E N D A



Fort Vermilion School Division 2023-2024 Board Work Plan

Divisional Goals:

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

Divisional Priorities:

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

		Monitoring:	Other Events	
August 29, 2023 (COW) 10 am		O & M Project Update	28	New Teacher Orientation
			29	Organizational Day
		Communications:	30	PD Day
		Board Communications / Trustee Communication Key Messages to the Media	31	PD Day
		Monitoring:	Other Events	
September 19, 2023 10 am		Focus on Student Achievement <ul style="list-style-type: none"> • UHRS Superintendent Report Focus on Priorities – Career Path Review Trustee Handbook Specialized Learning Supports Report Initial Staffing and Enrolment Report (COW) Review Board Work Plan (COW) Trustee Remuneration (COW) (review every 2 years – 2023)	1	Organizational Day
			4	Labour Day
				5
			30	National Day for Truth & Reconciliation
				School Council Meetings
		Communications:		
		Board Communications / Trustee Communication Key Messages to the Media		
		Monitoring:	Other Events	
October 18, 2023 10 am		Organizational Meeting Focus on Student Achievement <ul style="list-style-type: none"> • High Level Public School • La Crete Public School Superintendent Report Focus on Priorities – Connectivity, Literacy, Numeracy Finance Report New Modular Classroom Requests DRAFT AERR (COW) Full Review of Capital Plan (COW)	6	PD Day
			9	Thanksgiving Day
		Communications:		
		Board Communications / Trustee Communication Key Messages to the Media Discuss Communication Plan		



Fort Vermilion School Division 2023-2024 Board Work Plan

November 29, 2023 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> • Sand Hills Elementary School • Spirit of the North Community School Superintendent Report Finance Report 2022-2023 Audited Financial Statement Essential Services Accountability Report Annual Education Results Report	8 ASBA Zone 1 Meeting 9 Last Day of Quad 1 10 Division PD Day 11 Remembrance Day 13 Remembrance Day (observed) 14 First Day of Quad 2 19-21 ASBA Fall General Meeting 29 School Council Chairs Meeting (5-8 p.m.) School Council Meetings
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media	
December (no scheduled meeting)	Monitoring:	Other Events
		20 First Day of Christmas Break 25 Christmas Day 26 Boxing Day
	Communications:	
		Christmas Concerts School Council Meetings
January 24, 2024 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> • Rocky Lane School • Buffalo Head Prairie School Superintendent Report Annual Local % Expenditure Report (reported biennially 2023) Finance Report Fiscal Quarterly Accountability Report Fundraising Report	1 New Year's Day 8 Classes Resume 30 Last Day of Semester 1 & Quad 2 31 First Day of Semester 2 & Quad 3 School Council Meetings
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media Discuss Communication Plan	



Fort Vermilion School Division 2023-2024 Board Work Plan

	Monitoring:	Other Events
COW /Board Planning March 1 & 2, 2024	Trustee Development DRAFT Three Year Capital Plan (COW) Priority Update	February 9 PD Day 12-14 School Closed 15-16 Teachers' Convention 19 Family Day
	Communications: Board Communications / Trustee Communication Board Development Key Messages to the Media	School Council Meetings
March 27, 2024 10 am	Monitoring: Focus on Student Achievement <ul style="list-style-type: none"> • Blue Hills Community School • Hill Crest Community School Superintendent Report Finance Report Fiscal Quarterly Accountability Report Mid-Year Budget Review (COW) Three Year Capital Plan 2024-2025 School Calendar Review Student Fee Structure	3-5 Alberta Rural Education Symposium 29 First day of Spring Break/ Good Friday 31 Easter Sunday School Council Meetings
	Communications: Board Communications / Trustee Communication Board Development Key Messages to the Media	
April 17, 2024 10 am	Monitoring: Focus on Student Achievement <ul style="list-style-type: none"> • Florence MacDougall Community School • Ridgeview Central School Superintendent Report Finance Report Review Attendance Boundaries School Jurisdiction Financial Reporting Profile (COW) DRAFT 2024-2025 Budget (COW) DRAFT Three Year Education Plan (COW)	1 Easter Monday 8 Classes Resume 19 Last day of Quad 3 22 First Day of Quad 4 School Council Meetings
	Communications: Board Communications / Trustee Communication Key Messages to the Media Discuss Communication Plan	
May 22, 2024 10 am	Monitoring: Focus on Student Achievement <ul style="list-style-type: none"> • Rainbow Lake School • Fort Vermilion Public School / St. Mary's Catholic School Superintendent Report Finance Report Three Year Education Plan 2024-2025 Budget Report School Improvement Fund	9 Ascension 17 School Closed 20 Victoria Day/ Pentecost 21 School Closed / Pentecost 22 School Council Chairs Meeting (5-8 p.m.) 24 FVSD Retirement Gala School Council Meetings
	Communications: Board Communications / Trustee Communication Key Messages to the Media	



**Fort Vermilion School Division
2023-2024 Board Work Plan**

June 19, 2024 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> • Pathways • Northern Home Education Centre • Upper Hay River School Superintendent Report Finance Report Internal Auditing Accountability Report Fiscal Quarterly Accountability Report Merit Awards Selection (COW) CEO Evaluation (COW)	3-4 ASBA Spring General Meeting 21 Last day for K-9 Students 24-26 PD for K-9 Teachers 26 Last day for 10-12 Students 27 Organizational Day 27 FVSD Awards Ceremony 28 Summer Break Begins School Council Meetings Graduations
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media	

**FORT VERMILION SCHOOL DIVISION
BOARD OF TRUSTEES
REGULAR MEETING – MARCH 27, 2024
CENTRAL OFFICE – 10:00 A.M.
AGENDA**

<u>ATTENDANCE</u>	2
<u>I. CALL TO ORDER</u>	2
<u>II. FOCUS ON STUDENT ACHIEVEMENT</u>	
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Hill Crest Community School	8
<u>III. APPROVAL OF AGENDA</u>	15
<u>IV. APPROVAL OF MINUTES</u>	15
Minutes of the Regular Board Meeting – January 24, 2024	16
Minutes of the Committee of the Whole Meeting held February 29, 2024	21
Minutes of the Committee of the Whole Meeting held March 1, 2024	22
<u>V. COMMUNICATIONS</u>	23
<u>VI. TRUSTEE SHARING ON PD/COMMITTEES</u>	23
<u>VII. DELEGATIONS OR EXTERNAL PRESENTATIONS</u>	
2:00 pm - La Crete Chamber of Commerce	24
2:30 pm - Kaitlyn Wiebe – HCCS Boundary	
<u>VIII. MONITORING REPORTS</u>	
a. Superintendent’s Report	25
b. Finance Report	27
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e. Review Student Fee Structure	61
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<u>IX. OTHER BUSINESS</u>	
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b. Locally Developed Courses	
<u>X. ADJOURNMENT</u>	69

ATTENDANCE

Board Members Present:

Board Members Absent:

Administration:

Staff:

Guests:

CALL TO ORDER

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

IN-CAMERA

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

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

FOCUS ON STUDENT ACHIEVEMENT

RE: BLUE HILLS COMMUNITY SCHOOL

Attached is the Focus on Student Achievement report as 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 David Gallant, 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 20th, 2024

School Context:

- Blue Hills Community School is K-12 rural school located approximately 50 kms from La Crete. The school is located between Thompkins Landing and Lacrete. The school building itself as recently gone through a renovation and modernization that saw the addition of a new gym, community kitchen, woodworking shop, new additional classrooms and an update to the outside cement pad, paved bus lanes and an addition to the playground.
- There are 115 students. All the students speak English and as a second language.
- Our school community is rich in conservative and strong traditional community values.
- Our school is comprised of mainly split-level classes: ECS, Gr. 1, Gr. 2/3, Gr.4/5, Gr.6/7, Gr. 8/9 and our high school Gr. 10-12.
- There are 8 teaching staff (K-12) along with an Assistant Principal and Principal. 2 Custodians (husband & wife team)
- Included within the teaching staff is a Literacy coach / Inclusive Education Coordinator and Numeracy coach.
- The support staff consists of a secretary, ½ time Librarian, 2 full time Educational Assistants and 2 part time Educational Assistants.
-  **Our Mission:** To Learn, Work and Grow Together
-  **Our Why:** To inspire students so that they can learn the tools they need to lead productive and fulfilling lives.
-  **Our Call to Action:** Be Here. Be You. BELONG!

School Division Trustees Recognition:

- BHCS was recognized for its work in **Connectivity** and was awarded the FVSD Connectivity Award in June 2022.
- BHCS was recognized for its work in **Literacy** and was awarded the FVSD Literacy Award in June 2023

Literacy:

Celebration: Strongest achievement to date based on your Power BI Data

Decoding (TOWRE Assessment)

- One focus area where we have seen improvement is in the foundational skills in reading. (understanding letter-sound relationships, blending sounds and accuracy & fluency).
- Mastering decoding is a crucial first step to becoming a successful reader. It then allows student to focus on the higher-level literacy like comprehension.
- Students achieved above the targets on the TOWRE Assessment in the “Good” and “Very Good” range.

Growth Area: Strongest data point that requires growth in your School.

Comprehension (TOSREC Assessment)

Despite some students improving from very poor (red) to below average (yellow) (fall to winter) as a whole school over 50% of students are scoring below average in this area. We did see improvements from Fall (61.3 % below average) to Winter (55.7% below average). However, this is an area that we are working toward supporting the students to move closer to our student Average set target of 50%

Numeracy:

Celebration: Strongest achievement to date based on your Power BI Data

Numeracy Interventions

- Our Numeracy interventions have been positively addressing the difficulties that our students are facing, especially in their foundational skills like understanding number relationships and basic calculations.
- For example, 80% of our students receiving intervention demonstrated growth. Most notably in Division one where growth of 20-30 points in standard score was seen with 3 students who were assessed “at risk” in the fall.
- 91.7% of the Grade one students are average and above significantly higher than the average target of 50% and above average target of 16%.

Growth Area: Strongest data point that requires growth in your School.

In Division two by measure of the winter WRAT-5 results 16.1% of the students in this group are average and above. There wasn't any noticeable growth within this group from fall to winter 23-24. To address this, one on one numeracy coaching has been utilized and an emphasis on classroom instruction. Professional development to aid teachers in their conceptual understanding of number concepts is also an area of focus. There is also a focus to provide teachers with an understanding of the

progressions of math fluency. The Pam Harris' professional develop around building number sense will be helpful to BHCS math teachers.

Connectivity in the Community:

Celebration:

In Div 1

- 100% of students said that they have positive relationships with the adults in the school.
- 96% of Div 1 students report positive relationships with other students in the school.
- 94% feel happy or excited while they are at school.

Growth Area:

Although most students at Blue Hills report positive relationships with other students in the school, one area we are focusing on is peer relationships in Jr. High.

- 14 students indicated that they did not enjoy coming to school and when asked the students cited “stress with friends” as a contributing factor as to why their enjoyment at school was less than it could be.

To help facilitate positive peer relationships, the following will be items of action moving forward.

- Second Step Programming, specifically instruction & reinforcement of skills, common staff wide language
- Positive reinforcement of Second Step skills through implementation of a ticket system (Blazer Gotcha! Cards)
- Explicit focus on restorative practices when addressing aggressive and negative peer interaction. Students are encouraged to understand the consequences of their actions and to make amends and “restore” the relationship.
- Continue to work with the FVSD Connection Team to offer small group programming with a focus on peer interactions and dealing with emotion.
- More choice with options classes and splitting boys and girls PE classes in the Jr. High grades.

Career Path: We strive to spark our students' curiosity and guide them in exploring the wide variety of career options available, going beyond what they might initially be familiar with.

Celebration:

Jr/Sr high students are readily using MyBluePrint to do surveys and find out more about possible careers that align with their interests. Students have also had the ability to learn skills in food, design, and woodworking class. Students were excited and chose to attend the Career Expo (Forestry and Health Care).

Growth Area:

With the addition of the FVSD Collegiate Model, it is the goal that students will be further motivated by the wide variety of careers that they can pursue. These training tools provide a safe and controlled environment for students to learn more about a variety of professions.

Jr/Sr. high Students have also been to two career coaching sessions offered by Anne Roberts to further expand their knowledge of careers.

FOCUS ON STUDENT ACHIEVEMENT

RE: HILL CREST COMMUNITY SCHOOL

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

Policy References:

- 1.5 Goals (1.5.1, 1.5.2 and 1.5.3)
- 1.6 Current Priorities (1.6.1, 1.6.2, 1.6.3 and 1.6.4)

Submitted by Ben Giesbrecht, Principal.

RECOMMENDATION

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

School Presentation to the Board: Divisional Priorities

School: Hill Crest Community School

Date of Report: March 27th, 2024

School Context: Hill Crest

Hill Crest is a small community school located in the farming community of Blumenort, halfway between Fort Vermilion and La Crete Alberta. Approximately 235 students from ECS to Grade 9 attend the school. There are 2 half-time ECS classes, 2 – Grade 1 classes, a grade 2 class, a 2/3 split class, a grade 3 class in Division 1. There are single classes of each grade 4-9, with enrollment ranging from 14 to 23 students per class. At HCCS, there are 15 full-time teachers, 7 interventionists, 2 secretaries, 2 custodians and 6 bus drivers, all working together to support the needs of our students.

Literacy:

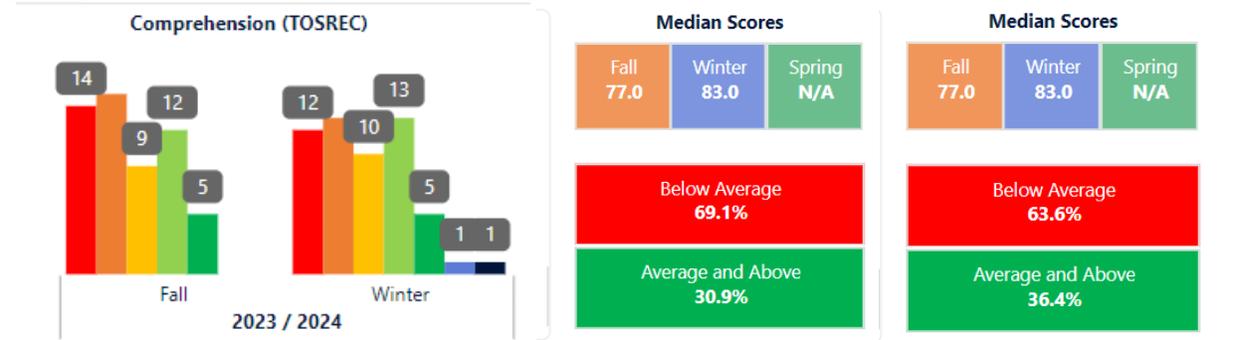
Celebration:

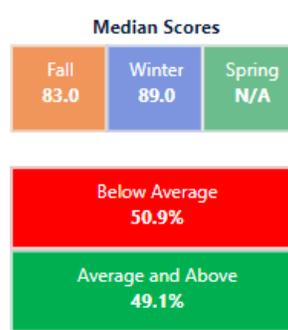
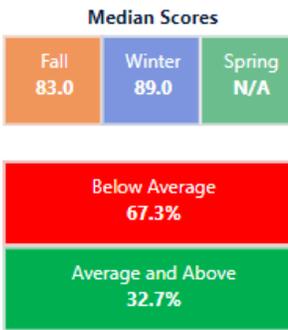
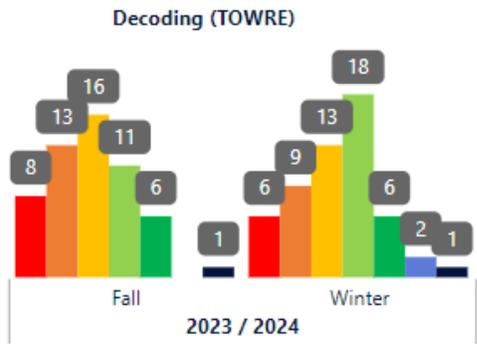
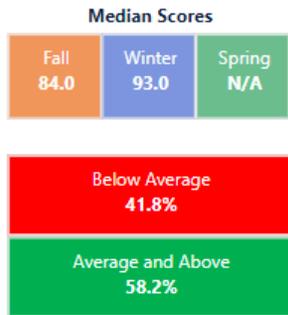
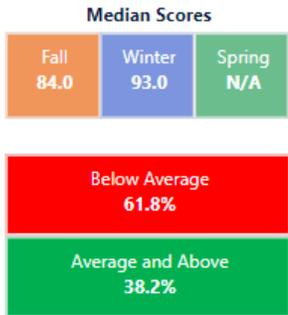
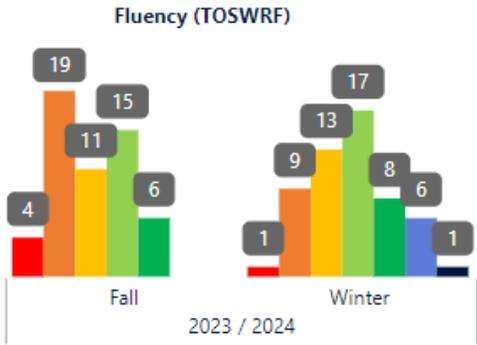
- TOSWRF and TOWRE results the highest that they have been in three years. This should lead to a positive impact on comprehension over the foreseeable future.
- Some decoding interventions are effective – we have examined and compared the results of the various interventions. The data has helped us determine the programming effectiveness.

Growth Area:

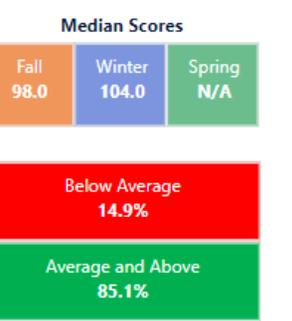
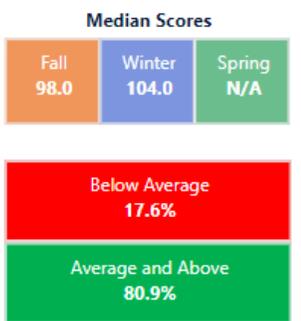
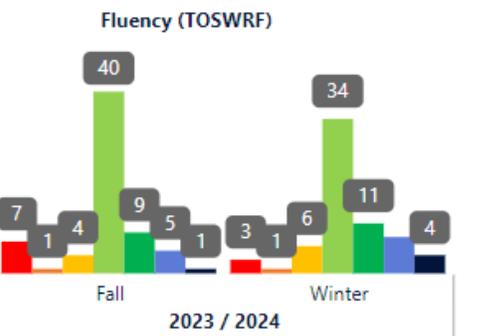
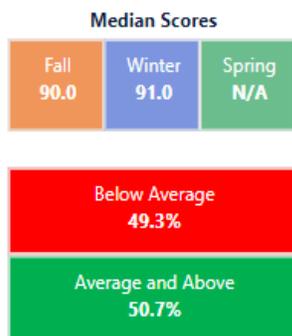
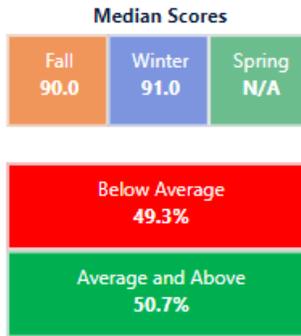
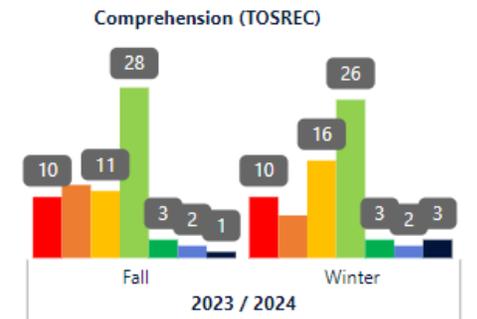
- Comprehension is still an area of concern. We are not seeing the anticipated gains.
- Additional focus on Grades 4-6 (reading to learn – comprehension) is needed as this is where we see the most stagnant growth overall. **2022 – 9% increase; 2023 – 10% increase; 2024 – 0% increase.** Despite the 0% growth, our Gr. 4’s made good gains, but are still mostly below average.
- **Oral Language** is going to be one of the main focuses for next year. Through oral language, teachers can build vocabulary skills and background information.
- A focus on learning to read (decoding) is still essential in Div 1. Although we made tremendous gains (approx. 16%), we only have about half of our student population reading at or above grade level.

DIV 1:





DIV 2:





Numeracy:

Celebration:

Large gains across most of the grade levels.

Some students moved out of Interventions because of success at the 11-20 level.

No student at **very poor** in Div 3!

Grade 2/3 and 3 showed a tremendous amount of growth. It is interesting that 2/3 has higher level students and they showed a 13-stanine growth from already good starting points and the grade 3's were a below average group and made the same substantial increase of 18 stanine points. We believe

that this is the grade where our students “take off” and when considering resources will shuffle more into this grade level to increase effectiveness.

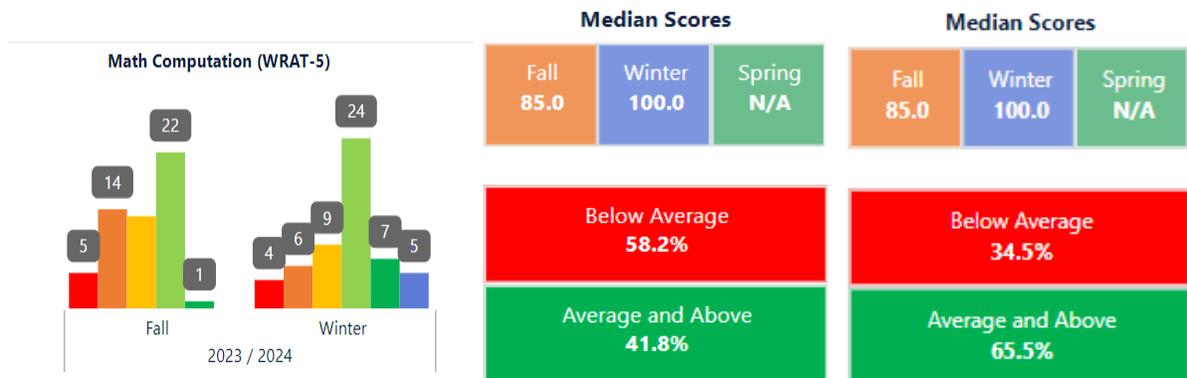
Growth Area:

Much stronger results in WRAT5 than PNSA – shows traditional algorithmic teaching. Oddly enough our most progressive numeracy instructor (gr 5) had the lowest results.

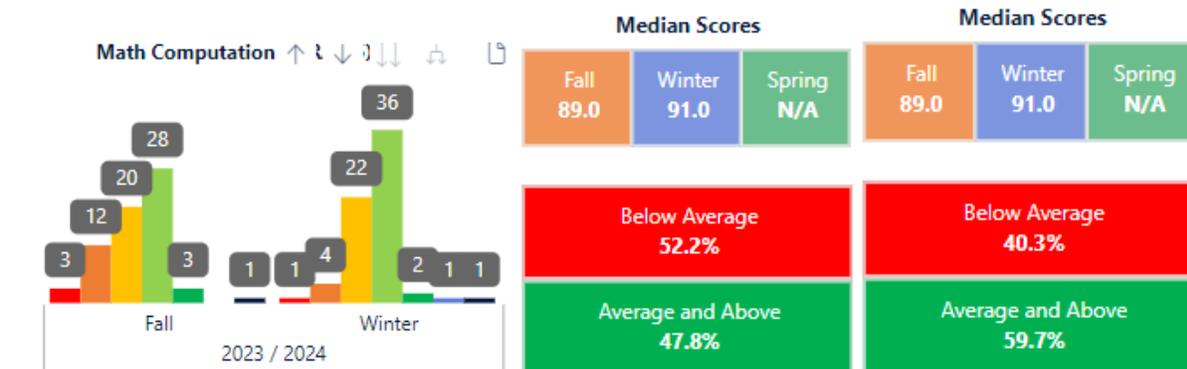
Grade 2B and grade 5 had minimal growth.

Oral Language will be a focus in numeracy next year as well. Gr 4 guided math example.

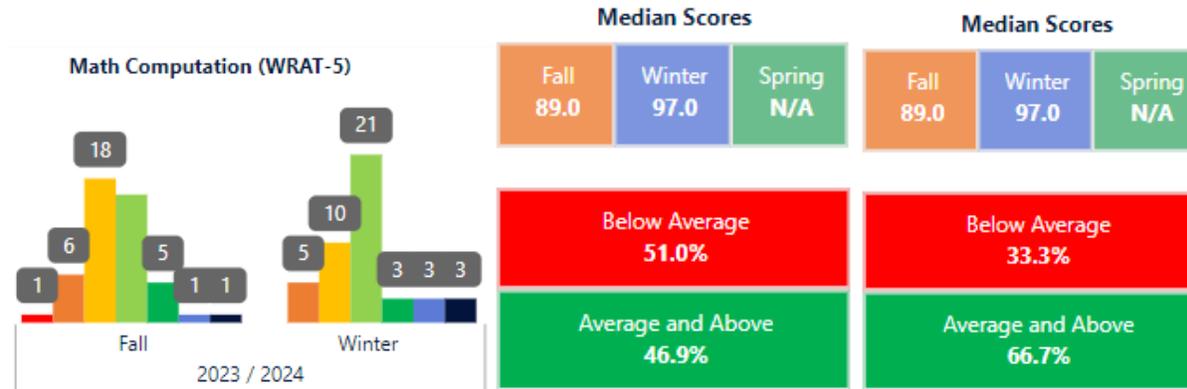
Div 1



Div 2



Div 3



Connectivity in the Community:

Celebration:

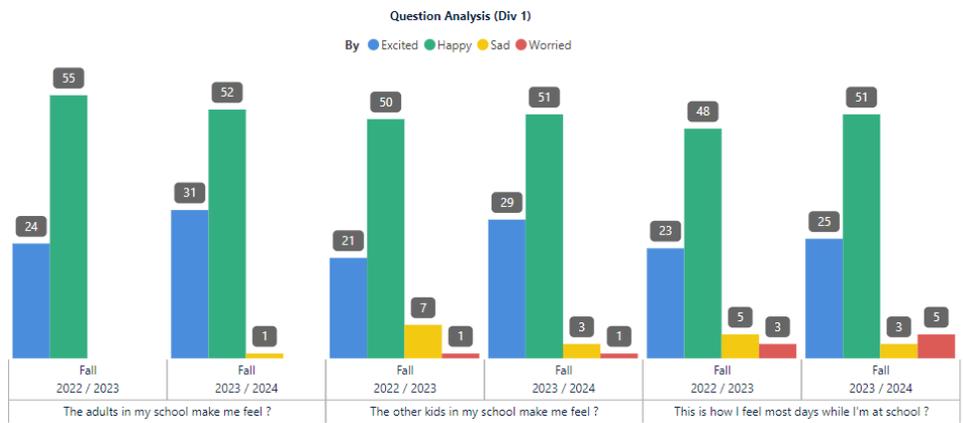
Turns out most students love coming to school. Most come for the alternative programming and

social experiences that they gain while at HCCS.

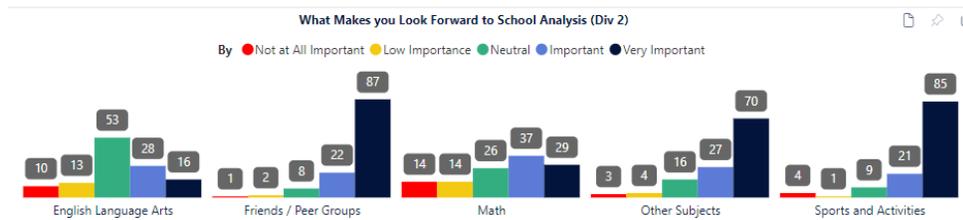
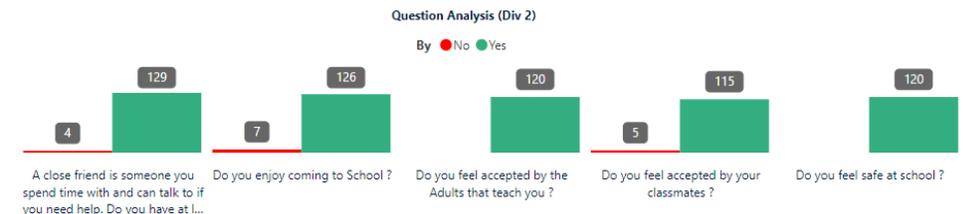
Growth Area:

- Power Bi was not sufficient for us, so we went into the Assessment app to identify the students specifically.
- 5 Div 1 students showcased in the red on the connectivity survey. Connection team anxiety work was done with a few of our students. The teachers also created a div goal around providing opportunities and modelling how to identify and respond to emotions. This is reflected on monthly.
- In Div 3, when looking at the students who did not like coming to school, students are either high achieving students or those with learning challenges. This tells us that staff need to make an increased focus on differentiation .

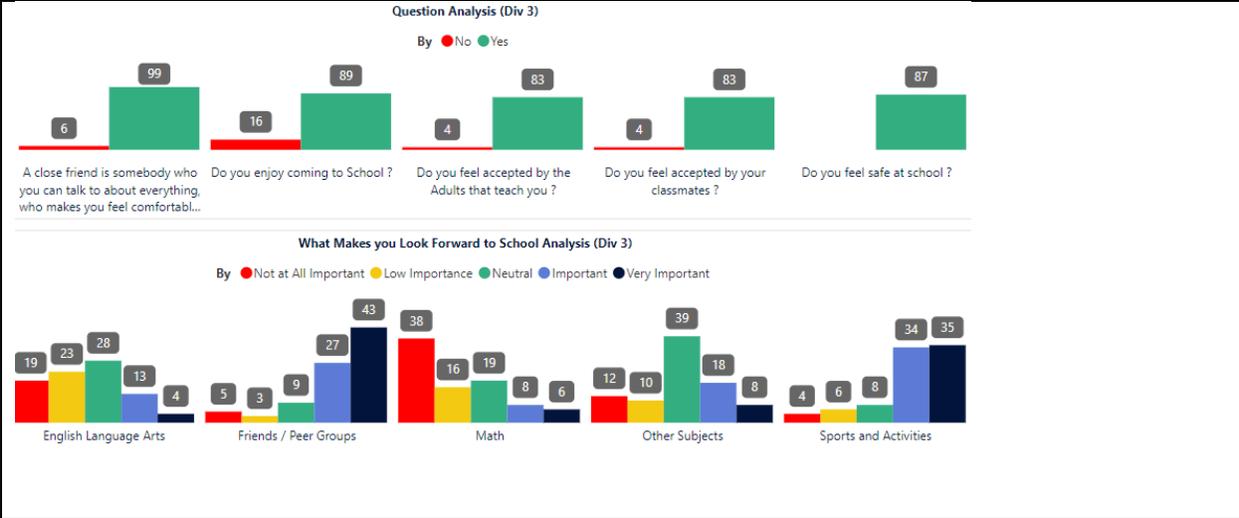
Div 1



Div 2



Div 3



Career Path: (talk about your future plan)

Celebration:

This was the first year where we purposefully scheduled a career exploration period for grades 6-9. We did that before the division added the new goal to make some connections to the collegiate model.

We benefited from a staff member who had previous career course experience. We are looking at ways to make the process more engaging.

Our Options classes expose our students to different possible interests and careers.

Growth Area:

In the future, we want to continue with career explorations by hosting a small career fair here at the school spotlighting the careers of our parents and community members.

We also encourage and have incorporated some career-based play centers in our primary classrooms. Some examples of this include a vet clinic, pizza shop, etc.

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 24, 2024, as presented.

_____ moved that the Board of Trustees approve the minutes of the Committee of the Whole Meeting held February 29, 2024, as presented.

_____ moved that the Board of Trustees approve the minutes of the Committee of the Whole Meeting held March 1, 2024, as presented.

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
JANUARY 24, 2024**

ATTENDANCE

Board Members Present:

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

Administration Present:

Mr. Michael McMann, Superintendent
Mr. Norman Buhler, Associate Superintendent
Mr. Terry Gibson, Associate Superintendent
Mrs. Natalie Morris, Associate Superintendent
Mr. Gilbert Morris, Supervisor of Learning
Mrs. Sharon McLean, Supervisor of Learning
Mrs. Darlene Bergen, Executive Assistant
Mrs. Chandra Tincombe, Public Engagement Coordinator

Guests:

Mr. Grant Charles, Principal RLNS
Mrs. Cynthia White, Assistant Principal RLNS
Mr. Chris Fehr, Principal BHPS
Mr. Dale Driedger, Assistant Principal, BHPS
Mrs. Lana Halladay, Educational Assistant, BHPS
Ms. Melissa McDonald, Teacher, BHPS

ATA Representative:

Mr. Fred Kirby, President

Board Chairman, Marc Beland, called the meeting to order at 10:04 a.m.

24-01-17105
IN-CAMERA

Amanda Paul moved that the Board of Trustees go in-camera at 10:04 a.m.

CARRIED

Mr. John Zacharias joined the meeting at 11:28 a.m.

24-01-17106
REVERT TO PUBLIC
MEETING

Benjamin Friesen moved that the Board of Trustees move out of in camera at 2:10 p.m.

CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
JANUARY 24, 2024**

24-01-17107 Report found in the January 24, 2024, Regular Board Meeting
FOCUS ON STUDENT Package.
ACHIEVEMENT –
ROCKY LANE Linda Kowal moved that the Board of Trustees accept the Focus on
SCHOOL Student Achievement – Rocky Lane School Report.
CARRIED

24-01-17108 Report found in the January 24, 2024, Regular Board Meeting
FOCUS ON STUDENT Package.
ACHIEVEMENT –
BUFFALO HEAD John Zacharias moved that the Board of Trustees accept the Focus
PRAIRIE SCHOOL on Student Achievement – Buffalo Head Prairie School Report.
CARRIED

24-01-17109 Tim Driedger moved that the Board of Trustees approve the agenda
APPROVAL OF with the following additional item:
AGENDA 1. School Calendar
2. Religious and Patriotic Instruction or Exercises
3. Superintendent of Schools Regulation
4. Board Priority # 4 – Board Policy 1.6 Current Priorities
CARRIED

24-01-17110 Amanda Paul moved that the Board of Trustees approve the Minutes
APPROVAL OF of the Regular Board Meeting held November 29, 2023, as
MINUTES presented.
CARRIED

BOARD None.
COMMUNICATIONS

TRUSTEE SHARING None.
ON PD/COMMITTEES

DELEGATIONS OR None.
EXTERNAL PRESENTATIONS

**MONITORING
REPORTS**

24-01-17111 Report found in the January 24, 2024, Regular Board Meeting
SUPERINTENDENT'S Package.
REPORT Linda Kowal moved that the Board of Trustees accept the
Superintendent's Report as information.
CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
JANUARY 24, 2024**

24-01-17118 RELIGIOUS AND PATRIOTIC INSTRUCTION OR EXERCISES	Benjamin Friesen moved that the Board of Trustees endorse Administration in the development of an Administrative Guideline that all schools will play the national anthem daily and the Lord's Prayer will be played in the following schools daily based on their community values: <ul style="list-style-type: none">• Blue Hills Community School• Buffalo Head Prairie School• Sand Hills Elementary School• Ridgeview Central School• La Crete Public School• Hill Crest Community School• St. Mary's Catholic School• Fort Vermilion Public School• Upper Hay River School	CARRIED
24-01-17119 SUPERINTENDENT OF SCHOOLS REGULATION	John Zacharias moved that the Board of Trustees adjust the Superintendent of Schools base salary to the maximum amount in reflection of the changes to the Superintendent of Schools Regulation effective January 1, 2024.	CARRIED
24-01-17120 BOARD POLICY 1.6 CURRENT PRIORITIES	Shane Lloyd moved that the Board of Trustees give first reading to Board Policy 1.6 Current Priorities as amended.	CARRIED
24-01-17121 BOARD POLICY 1.6 CURRENT PRIORITIES	Benjamin Friesen moved that the Board of Trustees give second reading to Board Policy 1.6 Current Priorities as amended.	CARRIED
24-01-17122 BOARD POLICY 1.6 CURRENT PRIORITIES	Linda Kowal moved that the Board of Trustees unanimously agree to grant leave to proceed with third and final reading to Board Policy 1.6 Current Priorities as amended.	CARRIED
24-01-17123 BOARD POLICY 1.6 CURRENT PRIORITIES	Dale Lederer moved that the Board of Trustees give third and final reading to Board Policy 1.6 Current Priorities as amended. A copy of the Policy is attached.	CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
JANUARY 24, 2024**

24-01-17124
ADJOURNMENT

Marc Beland moved that the Board of Trustees adjourn the meeting
at 3:12 p.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
FEBRUARY 29, 2024**

ATTENDANCE

Board Members Present:

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

Administration Present:

- Mr. Michael McMann, Superintendent
- Mr. Norman Buhler, Associate Superintendent
- Mr. Terry Gibson, Associate Superintendent
- Mrs. Karen Smith, Associate Superintendent
- Mrs. Natalie Morris, Associate Superintendent
- Mr. Gilbert Morris, Supervisor of Learning
- Mrs. Sharon McLean, Supervisor of Learning
- Mr. Bruce Harder, Director of Essential Services

Guest:

- Dr. Dustin Louie

Chairman Marc Beland called the meeting to order at 5:24 p.m.

24-02-17125
IN-CAMERA

Tim Driedger moved that the Board of Trustees go in-camera at 5:24 a.m.

CARRIED

24-02-17126
REVERT TO PUBLIC
MEETING

Dale Lederer moved that the Board of Trustees move out of in camera at 8:38 p.m.

CARRIED

24-02-17127
ADJOURNMENT

Marc Beland moved that the Board of Trustees adjourn the meeting at 8:38 p.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
MARCH 1, 2024**

ATTENDANCE

Board Members Present:

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

Administration Present:

Mr. Michael McMann, Superintendent
Mr. Norman Buhler, Associate Superintendent
Mr. Terry Gibson, Associate Superintendent
Mrs. Karen Smith, Associate Superintendent
Mrs. Natalie Morris, Associate Superintendent
Mr. Gilbert Morris, Supervisor of Learning
Mrs. Sharon McLean, Supervisor of Learning
Mr. Bruce Harder, Director of Essential Services

Chairman Marc Beland called the meeting to order at 9:06 a.m.

24-03-17128
IN-CAMERA

Dale Lederer moved that the Board of Trustees go in-camera at 9:06 a.m.

CARRIED

24-03-17129
REVERT TO PUBLIC
MEETING

Shane Lloyd moved that the Board of Trustees move out of in camera at 4:16 p.m.

CARRIED

24-03-17130
ADJOURNMENT

Marc Beland moved that the Board of Trustees adjourn the meeting at 4:16 p.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

COMMUNICATIONS

RE: BOARD CHAIR & SUPERINTENDENT

Information item.

TRUSTEE SHARING ON PD/COMMITTEES

Information item.



10013-101 Avenue Unit #203
P.O. Box 1088
La Crete, AB T0H 2H0
Office: 780.928.2278
Mobile: 780.285.4409
Admin@LaCreteChamber.com
www.LaCreteChamber.com

February 14, 2024

Dear Fort Vermilion School Division Board,

I am writing on behalf of La Crete & Area Chamber of Commerce to express our interest in forming a partnership with Fort Vermilion School Division for the land and Wi-Fi connection to set up and operate a Wi-Fi-enabled digital billboard sign. We believe that this collaboration has the potential to bring mutual benefits to both our organizations and enhance the overall advertising landscape in our community.

The digital billboard sign will serve as a dynamic and eye-catching platform for advertising, reaching a broad audience in real-time. By integrating Wi-Fi capabilities, we aim to provide additional value to advertisers and the community at large. This partnership will allow us to leverage our respective strengths and resources to create a more impactful and innovative advertising solution.

The digital billboard sign would be installed, maintained, and operated by La Crete & Area Chamber of Commerce. Our request is that Fort Vermilion School Division provide Wi-Fi services as well as a plot of land by La Crete Public School to accommodate the sign. La Crete Public School would receive up to 2 free advertisement spots running in the loop daily throughout each year.

Thank you for considering this proposal. We anticipate a worthwhile and mutually beneficial collaboration.

Sincerely,

George Teichroeb
Chair

La Crete & Area Chamber of Commerce

MONITORING REPORTS

RE: SUPERINTENDENT'S REPORT

A copy of the Superintendent's Report is attached.

Policy Reference

2.9 Delegation of Authority and Responsibility

Submitted by Michael McMann, Superintendent.

RECOMMENDATION:

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

SUPERINTENDENT'S REPORT

March 2024

- Career Expos
- Collegiate Update
- Supervisor of Learning Service - Literacy
- New Hires for Admin Team
- Dyslexia Canada

MONITORING REPORTS

RE: FINANCE REPORT

A copy of the revenues and expenditures for the period of September 1, 2023, to February 29, 2024, 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 29, 2024.

**FORT VERMILION SCHOOL DIVISION
BOARD REPORT ON RECEIPTS
FISCAL YEAR 2023 - 2024
February 29, 2024**

School Year 6 / 10 Months = 60.00%
Calendar Year 6 / 12 Months = 50.00%

Line No.	DESCRIPTION	BUDGET 2023/24	YEAR TO DATE RECEIPTS 2023/24	BALANCE	% RECEIVED
1	ALBERTA EDUCATION				
2	School Jurisdiction Base Funding	20,850,454	10,507,073	(10,343,381)	50.39%
3	Differential Cost Funding	16,173,108	8,093,154	(8,079,954)	50.04%
4	Transportation Funding	3,179,236	1,470,479	(1,708,757)	46.25%
5	Operations and Maintenance Funding	3,774,514	1,661,853	(2,112,661)	44.03%
6	Other AB Education Funding	4,227,162	2,707,749	(1,519,413)	64.06%
7	TOTAL - AB EDUCATION	48,204,474	24,440,308	(23,764,166)	50.70%
8	Other Provincial Government	57,222	28,611	(28,611)	50.00%
9	First Nations - FVSD	6,067,849	2,931,999	(3,135,850)	48.32%
10	Other Revenue	2,504,718	1,106,416	(1,398,302)	44.17%
11	Capital allocations	2,374,610	1,198,106	(1,176,504)	50.45%
12	Debenture Interest	-	-	-	0.00%
13	TOTALS	59,208,873	29,705,440	(29,503,433)	50.17%
14	NOTES:				

- 4 - Transportation Funding - Funding application fell short \$238,277 of budgeted amount
- 5 - Operation and Maintenance Funding - IMR funding has not been received to date
- 6 - Other AB Education Funding - Learning Disruptions, Low Incidence unbudgeted and fully recieved Funding Fully Received

STATEMENTS OF FINANCIAL POSITION
As at February 29, 2024 (in dollars)

	August 31	
	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents	\$4,521,455	\$6,641,430
Accounts receivable (net after allowances)	\$4,250,356	\$2,435,022
Portfolio investments	\$0	\$0
Other financial assets	\$0	\$0
Total financial assets	\$8,771,811	\$9,076,452
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$5,117,313	\$3,731,012
Deferred revenue	\$62,511,335	\$53,868,208
Employee future benefit liabilities	\$88,213	\$88,213
Asset retirement obligation	\$3,190,679	\$3,190,679
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	\$70,907,540	\$60,878,112
Net financial assets (debt)	(\$62,135,729)	(\$51,801,660)
NON-FINANCIAL ASSETS		
Tangible capital assets		
Land	\$943,630	\$943,630
Construction in progress	\$18,871,215	\$12,219,851
Buildings	\$122,336,989	
Less: Accumulated amortization	(\$68,425,740)	\$54,602,154
Equipment	\$7,446,202	
Less: Accumulated amortization	(\$4,720,154)	\$896,886
Vehicles	\$10,092,880	
Less: Accumulated amortization	(\$6,236,311)	\$4,025,385
Computer Equipment	\$1,360,501	
Less: Accumulated amortization	(\$5,249)	\$39,975
Total tangible capital assets	\$81,663,963	\$72,727,881
Prepaid expenses	\$1,135,362	\$811,935
Other non-financial assets	\$0	\$0
Total non-financial assets	\$82,799,325	\$73,539,816
Accumulated surplus	\$20,663,597	\$21,738,156
Accumulating surplus / (deficit) is comprised of:		
Accumulated operating surplus (deficit)	\$20,663,597	\$21,738,156
Accumulated remeasurement gains (losses)	\$0	\$0
	\$20,663,597	\$21,738,156
Contractual obligations		
Contingent liabilities		

STATEMENTS OF OPERATIONS
For the period Ended February 29, 2024 (in dollars)

	Budget 2024	Actual 2024	Actual 2023
REVENUES			
Alberta Education	\$50,579,084	\$25,717,026	\$50,914,097
Other - Government of Alberta	\$57,222	\$28,611	\$57,222
Federal Government and First Nations	\$6,067,849	\$3,706,501	\$5,645,600
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0
Fees	\$100,000	\$38,032	\$101,401
Other sales and services	\$1,054,718	\$412,163	\$1,306,003
Investment income	\$275,000	\$164,625	\$554,201
Gifts and donations	\$0	\$78,073	\$7,415
Rental of facilities	\$325,000	\$208,569	\$364,757
Fundraising	\$750,000	\$271,254	\$594,442
Gains (losses) on disposal of capital assets	\$0	\$10,000	\$39,713
Other revenue	\$0	\$0	\$0
Total revenues	\$59,208,873	\$30,634,854	\$59,584,851
EXPENSES			
Instruction - ECS	\$1,628,235	\$758,276	\$1,400,897
Instruction - Grade 1 - 12	\$41,134,491	\$22,830,002	\$40,890,547
Plant operations and maintenance	\$8,613,375	\$3,929,816	\$8,205,136
Transportation	\$4,325,965	\$2,281,769	\$4,185,657
Administration	\$2,308,824	\$1,239,170	\$2,665,768
External services	\$1,197,983	\$670,380	\$1,107,478
Total expenses	\$59,208,873	\$31,709,413	\$58,455,483
Operating surplus (deficit)	\$0	(\$1,074,560)	\$1,129,368

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended February 29, 2024 (in dollars)

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended February 29, 2024 (in dollars)

	ACCUMULATED SURPLUS	ACCUMULATED REASSESSMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED		INTERNALLY RESTRICTED RESERVES BY PROGRAM									
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services	
									Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2023	\$21,738,158	\$0	\$21,738,158	\$16,011,978	\$0	\$0	\$4,191,848	\$1,534,534	\$3,883,528	\$354,196	\$0	\$362,516	\$0	\$188,528	\$0	\$629,294	\$308,120	
Prior period adjustments:																		
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Adjusted Balance, Aug. 31, 2023	\$21,738,158	\$0	\$21,738,158	\$16,011,978	\$0	\$0	\$4,191,848	\$1,534,534	\$3,883,528	\$354,196	\$0	\$362,516	\$0	\$188,528	\$0	\$629,294	\$308,120	
Operating surplus (deficit)	(\$1,074,560)		(\$1,074,560)			(\$1,074,560)												
Board funded tangible capital asset additions				\$712,264		(\$722,264)	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Disposal of unsupported tangible capital assets	\$0		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Disposal of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Write-down of unsupported tangible capital assets	\$0		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Write-down of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net remeasurement gains (losses) for the year	\$0	\$0																
Endowment expenses	\$0		\$0		\$0													
Direct credits to accumulated surplus	\$0		\$0		\$0													
Amortization of tangible capital assets	\$0			(\$1,805,024)		\$1,805,024												
Capital revenue recognized	\$0			\$1,198,104		(\$1,198,104)												
Debt principal repayments (unsupported)	\$0			\$0		\$0												
Externally imposed endowment restrictions	\$0				\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0	
Net transfers to operating reserves	\$0					\$0	\$0		\$0		\$0		\$0		\$0		\$0	
Net transfers from operating reserves	\$0					\$1,189,004	(\$1,189,004)		(\$1,189,004)		\$0		\$0		\$0		\$0	
Net transfers to capital reserves	\$0					\$0	\$0		\$0		\$0		\$0		\$0		\$0	
Net transfers from capital reserves	\$0					\$0	\$0		\$0		\$0		\$0		\$0		\$0	
Assumption/transfer of other operations' surplus	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Balance at February 29, 2024	\$20,663,597	\$0	\$20,663,597	\$18,117,320	\$0	\$0	\$3,001,743	\$1,544,534	\$2,693,823	\$364,196	\$0	\$362,516	\$0	\$188,528	\$0	\$629,294	\$308,120	

SCHEDULE OF PROGRAM OPERATIONS
for the period Ended February 29, 2024 (in dollars)

REVENUES	2024							2023
	Instruction ECS	Instruction Gr 1 -12	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
(1) Alberta Education	\$707,045	\$19,197,314	\$2,928,719	\$1,589,618	\$1,294,330	\$0	\$25,717,026	\$50,914,097
(2) Other - Government of Alberta	\$0	\$28,611	\$0	\$0	\$0	\$0	\$28,611	\$57,222
(3) Federal Government and First Nations	\$209,156	\$2,283,868	\$268,414	\$223,004	\$51,679	\$670,380	\$3,706,501	\$5,645,600
(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	\$32,940	\$0	\$5,092	\$0	\$0	\$38,032	\$101,401
(9) Other sales and services	\$0	\$190,303	\$0	\$221,860	\$0	\$0	\$412,163	\$1,306,003
(10) Investment income	\$0	\$164,625	\$0	\$0	\$0	\$0	\$164,625	\$554,201
(11) Gifts and donations	\$0	\$78,073	\$0	\$0	\$0	\$0	\$78,073	\$7,415
(12) Rental of facilities	\$0	\$0	\$208,569	\$0	\$0	\$0	\$208,569	\$364,757
(13) Fundraising	\$0	\$271,254	\$0	\$0	\$0	\$0	\$271,254	\$594,442
(14) Gains on disposal of tangible capital assets	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$39,713
(15) Other revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(16) TOTAL REVENUES	\$916,201	\$22,256,988	\$3,405,702	\$2,039,574	\$1,346,009	\$670,380	\$30,634,854	\$59,584,851
EXPENSES								
(17) Certificated salaries	\$490,606	\$9,992,297	\$0	\$0	\$203,641	\$375,575	\$11,062,119	\$21,148,308
(18) Certificated benefits	\$67,361	\$2,336,081	\$0	\$0	\$28,701	\$40,768	\$2,472,911	\$4,833,493
(19) Non-certificated salaries and wages	\$167,470	\$4,906,812	\$946,213	\$1,102,432	\$534,047	\$155,945	\$7,812,919	\$13,036,329
(20) Non-certificated benefits	\$30,922	\$1,055,409	\$171,855	\$259,432	\$117,955	\$26,526	\$1,662,099	\$2,767,208
(21) SUB - TOTAL	\$756,359	\$18,290,599	\$1,118,068	\$1,361,864	\$884,344	\$598,814	\$23,010,048	\$41,785,338
(22) Services, contracts and supplies	\$1,917	\$4,457,749	\$1,423,156	\$610,441	\$329,512	\$71,566	\$6,894,341	\$13,429,030
(23) Amortization of supported tangible capital assets	\$0	\$0	\$1,198,104	\$0	\$0	\$0	\$1,198,104	\$2,067,205
(24) Amortization of unsupported tangible capital assets	\$0	\$81,654	\$190,488	\$309,464	\$25,314	\$0	\$606,920	\$1,011,040
(25) Supported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(26) Unsupported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(27) Other interest and finance charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(28) Losses on disposal of tangible capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$162,870
(29) Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(30) TOTAL EXPENSES	\$758,276	\$22,830,002	\$3,929,816	\$2,281,769	\$1,239,170	\$670,380	\$31,709,413	\$58,455,483
(31) OPERATING SURPLUS (DEFICIT)	\$157,925	(\$573,014)	(\$524,114)	(\$242,195)	\$106,839	\$0	(\$1,074,560)	\$1,129,368

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 29, 2024

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 2023-2024 budget process, the Board approved the following highlights and assumptions:

1. The Division is presenting a balanced budget. This budget represents the division accessing \$586,091 of Accumulated Operating Surplus “reserves”.
2. FVSD Enrolment at September 29, 2023 (2022/23):
 - Grades 1 to 12 = 3,026 (2,984)
 - ECS = 310 (278)
 - Homeschool = 585 (468)
 - UHRS = 63 (64)
3. Enrolment increase for FVSD schools in grades ECS to 12 as an FTE (Full Time Equivalent) is 90 students. This is primarily due to an increase of 50 high school students and 33 more Home Education students.

Governance implications:

- *The funding received from Alberta Education is based on the three year Weighted Moving Average (WMA) of enrolment. Our actuals count was 81.5 students higher than projections.*

2. State of current reserves:

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

In addition to AOS, jurisdictions often have Capital Reserves. AOS plus Capital Reserves constitute ALL of the total surpluses and reserves held by a jurisdiction. Alberta Education considers “Days of Operation in Accumulated Operating Surplus” – calculated as $AOS / (Total\ Jurisdiction\ Expenses / 250\ Operating\ Days)$ – 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 2021/22 the “provincial average” of all jurisdictions was 12.52 days of operation in AOS. The average of the boards in Alberta that have a similar enrolment to us was 17.61 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 \$2,338,219 (10 days over 250 days times \$58,455,483 - 2022/23 expenses). At the end of the 2022/23 school year there was an accumulated operating reserve of \$3,439,594 (not including SGF and External) or 14.71 days of operations.

For the period ending February 29, 2024 the Fort Vermilion School Division AOS is 8.71 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	\$1,800,000
Purchases to Date	\$722,264
Remaining Purchases	\$1,077,736

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 2022/23 school year had \$0 of unrestricted net assets. *Unrestricted net assets as of February 29, 2024 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, 2023 and February 29, 2024.

The end of February 29, 2024 represents 50% of the calendar year and 60% of the school year.

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

Sites	2022	2023	2024	Budget
BHCS	16,585	7,109	56%	313,500
BHPS	19,816	12,367	53%	436,451
FMCS	15,821	(15,429)	61%	634,737
SMCS/FVPS	(14,220)	5,912	53%	517,517
HLPS	35,346	50,684	61%	791,467
HCCS	12,816	11,244	51%	421,768
LCPS	30,247	53,121	57%	554,247
RLKS	68,925	23,636	54%	281,793
RVCS	23,754	20,798	57%	335,752
RLNS	4,423	17,124	58%	359,075
SHES	25,289	1,020	54%	540,847
SNCS	12,694	8,741	57%	433,261
Pathways	17,242	18,794	63%	285,031

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 at February 29, 2024 the balances are as follows:

<u>Sites</u>	<u>Funds Allocated</u>
Operations & Maintenance	362,516
Transportation	629,294
School Based	364,196
Board & System Admin	188,528
Total	1,544,534

Quarterly Expenditure Report

See February 29, 2024 Financial Report for the Public Board Meeting.

Additional Governance Implications (if any)

At this point we have spent 53.56% overall (6/12 months of school year or 50%) of all current divisional budgets to date.

- *February 29, 2024 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.*
- *To date we have not received any insurance funding from Alberta Education. We have been advocating Alberta Education and it is looking favorable to receive some funding to help with our high insurance costs.*

MONITORING REPORTS

Re: THREE YEAR CAPITAL PLAN

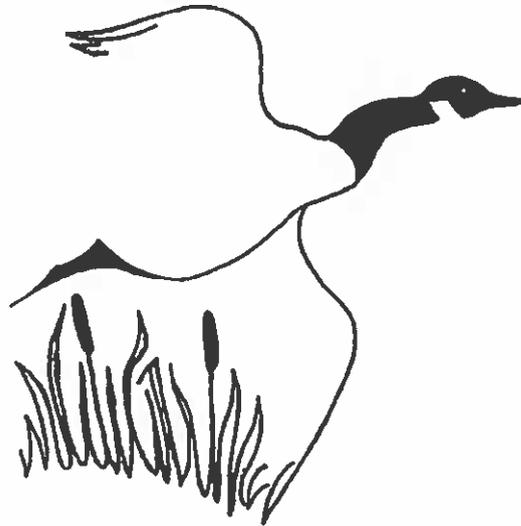
Attached is a copy of the Three Year Capital Plan for 2025-2028.

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION: _____ moved that the Board of Trustees accept the Three Year Capital Plan for 2025-2028.

CAPITAL PLAN

FORT VERMILION SCHOOL DIVISION



Norman Buhler, Associate Superintendent of Finance
March 2024

**FORT VERMILION SCHOOL DIVISION
THREE YEAR CAPITAL PLAN
2025 – 2028**

Project and Priority:

1. Sand Hills Elementary School Modernization

Sand Hills Elementary School was originally constructed in 1976 with one addition occurring in 2008. The school is a ECS to Grade 3 configuration. Currently we have an enrolment of 348 students in a 445 capacity school.

We are requesting a full modernization of the school. Currently we have 10 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
SANDHILLS ELEMENTARY SCHOOL
10202 94 Ave, La Crête, AB T0H 2H0



Year Built:	1976 - Original Building
Additions:	2008 - Addition (10 Portables)
Grades Served:	K-3
Permanent Classrooms:	9
Portable Classrooms:	9
Instructional Area:	1,542.54 m ²
Capacity:	445
Enrolment:	333
Utilization:	75.0%
Instructional Program:	Basic academics plus computers, music, art and special needs programs.
Building Deferred Maintenance: (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.



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



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



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



Staff washrooms have been expanded.



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



All vestibules are experiencing congestion.



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 server 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.
- 2. 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 each other. 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:

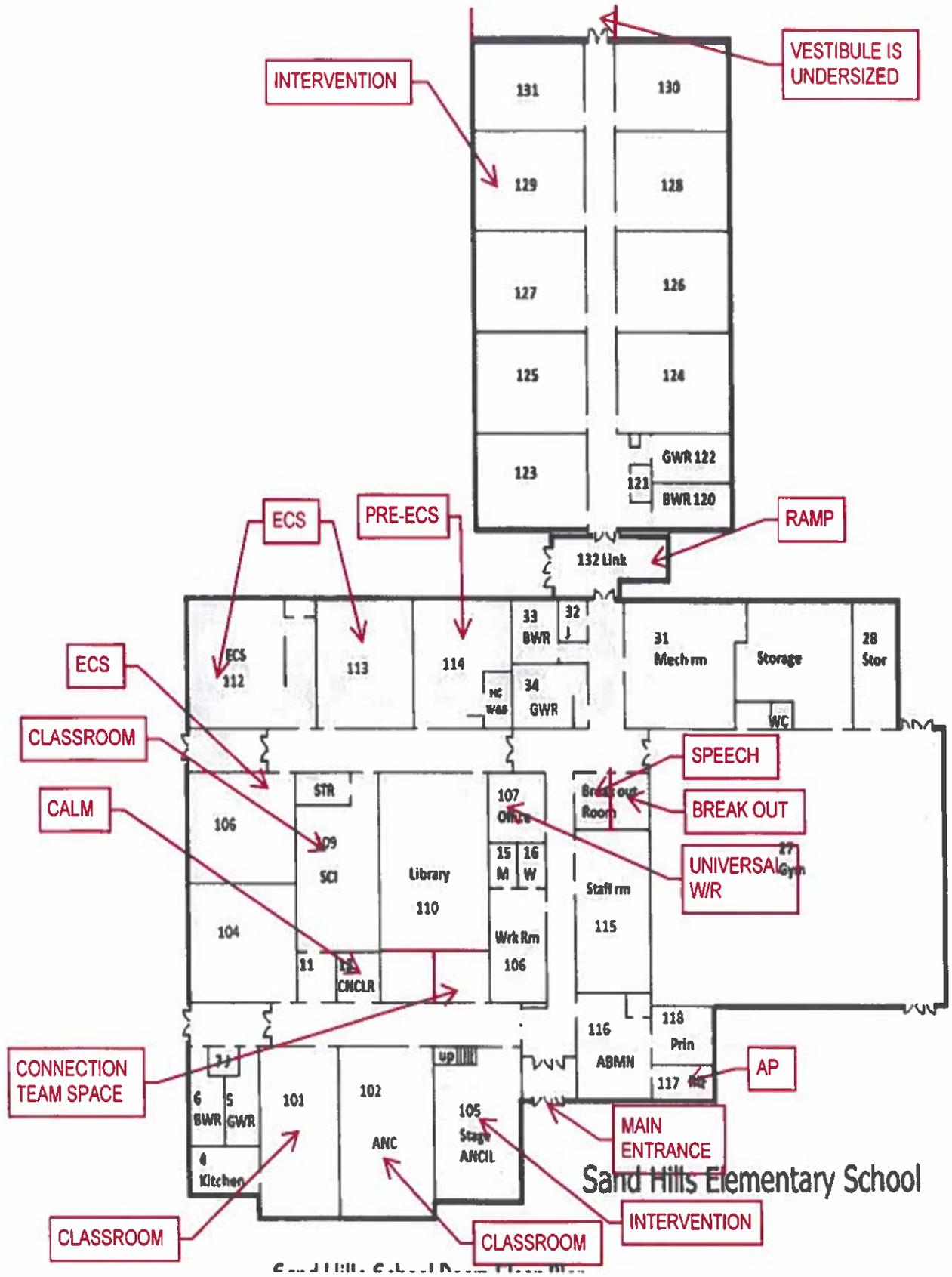
- Replace main distribution.
- Replace motor starters.
- Replace public address system.
- Replace intrusion detection.
- Replace handsets and call system.

AREA COMPARISON CHART

**SANDHILLS ELEMENTARY SCHOOL
GRADES K-3**

Existing School (445 Capacity)		Provincial Guidelines (445 Capacity K-6 School)		Variance
Instructional Space		Instructional Space		
	Total Area		Total Area	
14 Classrooms	913.65	12 Classrooms @ 80m2	960	(46.3)
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:	1802.14	Subtotal:	2203	(400.9)
Total Instructional	1802.14	Total Instructional Area:	2203	(400.9)
Number of Instructional Spaces:	20	Number of Instructional Spaces:	21	(1)
Non-Instructional Space		Non-Instructional Space		
	Total Area		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)
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	2433.44	Total Area	3064	(630.6)
Area per Student	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 enrolment of 323 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 T0H 1Z0**



Year Built:	1982 - Original Building
Additions:	1992 - Addition (4 portables) 1997 - Addition (6 portables) 2015 - Addition (2 Portables)
Grades Served:	K-3
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: (Oct. 21, 2011)	\$886,500.00
Building FCI: (Oct. 21, 2011)	7.18% (Good)
Site Deferred Maintenance:	N/A





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



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



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



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



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.



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.



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



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

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 modulares and at the staff parking area.
- 3. Site Drainage:** There is pooling at the North and South modulares 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.

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.
- 4. Administration Space:** Additional administration space is required to provide conference, meeting, and counselling 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.

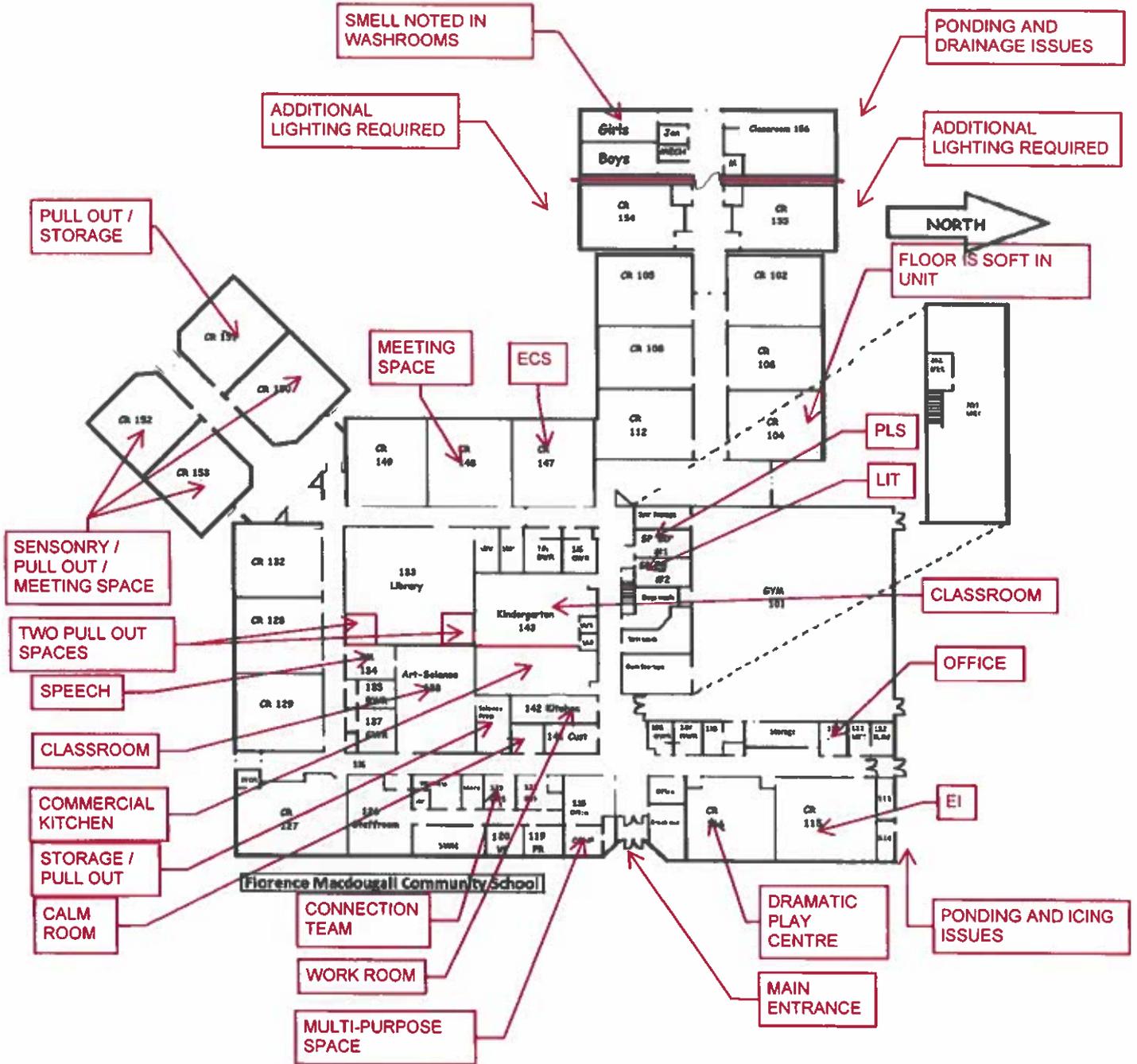
AREA COMPARISON CHART

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

Existing School (573 Capacity)		Provincial Guidelines (590 Capacity K-6 School)		Variance
Instructional Space		Instructional Space		
	Total Area		Total Area	
22 Classrooms	1471.3	17 Classrooms @ 80m2	1360	111.3
1 Science Classrooms	119.9	3 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	0.0
1 Gymnasium	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:	2758	(382.1)
Total Instructional	2375.9	Total Instructional Area:	2758	(382.1)
Number of Instructional Spaces:	28	Number of Instructional Spaces:	26	2
Non-Instructional Space		Non-Instructional Space		
	Total Area		Total Area	
Admin/Staff Areas	238.9	Admin/Staff Areas	307	(68.1)
Wrap Around & Collaboration Space	17.3	Wrap Around & Collaboration Space	30	(12.7)
Mechanical & Meter Rooms	197.3	Mechanical & Meter Rooms	189	8.3
Recycle Room (LEED)	0.0	Recycle Room (LEED)	11	(11.0)
Physical Education	69.3	Physical Education	70	(0.7)
Circulation	0.0	Circulation	0	0.0
Wall Area	0.0	Wall Area	0	0.0
Storage	98.1	Storage	97	1.1
Washrooms	136.8	Washrooms	72	64.8
Accessible Washroom Facility	9.3	Accessible Washroom Facility	12	(2.7)
Flexible Space	0.0	Flexible Space	144	(144.0)
Wiring Network	0.0	Wiring Network	30	(30.0)
Total Non-Instructional	766.9	Total Non-Instructional	962	(195.1)
Total Area	3142.8	Total Area	3720	(577.2)
Area per Student	n/a	Area per Student	8.04	

2022 COMMENTS AND OBSERVATIONS

School Floor Plan



**FORT VERMILION SCHOOL DIVISION
TEN YEAR CAPITAL PLAN
2028 – 2035**

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

Re: REVIEW STUDENT FEE STRUCTURE

Attached is amended Student Fee Structure guideline from the Administrators Handbook.

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION:

_____ moved that the Board of Trustees amend the current fee structure for the 2024-2025 school year as presented.

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 decreases to 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 **2024-2025**

Extracurricular Fees per Sport/Clubs:

All expenses for invitational tournaments, except 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 **2024-2025** 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:

1. 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 – Application for Waiver of School Fee(s).
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: BORROWING RESOLUTION

To maintain a requirement by Alberta Transportation for Credit of \$10,000 in operating the Driving School. Previously made this motion in March of 2021 however the current Borrowing Resolution expires at the end of March 2024.

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION:

_____ moved that the Board of Trustees enter into a Borrowing Resolution with ATB Financial for the sum of \$10,000.00 as per attached Borrowing Resolution agreement. The Board of Trustees agree to an assignment of a \$10,000 Guaranteed Investment Certificate as security for funds borrowed.

IRREVOCABLE STANDBY LETTER OF CREDIT

ISSUED BY

Name: ATB Financial

Address: Calgary Campus
3699 63 Ave NE, Calgary,
AB T3J 0G7

BENEFICIARY

Name: Alberta Transportation
Driver Programs and Licensing Standards
Ministry of Transportation & Infrastructure
Address: Suite 130, 4999 - 98 Avenue NW
Edmonton, AB. T6B 2X3

LETTER OF CREDIT NO. 3152250

DATE OF ISSUE: Apr 22, 2021

EXPIRY DATE: Apr 22, 2022

APPLICANT

Name: Fort Vermilion School Division.
Address: PO Bag 1, 5213 River Road
Fort Vermilion, AB. T0H 1N0

AMOUNT: Aggregate amount not to exceed \$10,000.00 CAD

At the request of the Applicant, we, ATB Financial, hereby establish and issue in your favour our Irrevocable Standby Letter of Credit No. referenced above (the "Credit"). We have been informed by the applicant but do not independently verify that this letter of credit is in connection with security for the Fort Vermilion School Division to become a licensed Driver Training School in the province of Alberta to provide MELT training for class 1 and class 2 drivers.

Payment under this Credit is available to you on or before the expiry date specified above, or any automatically extended expiry date as may be provided herein, by payment against presentation of the following document(s):

1. Written demand addressed to us at the above address and purportedly signed by the Beneficiary, specifically stating: the number of this Credit, the amount to be drawn and the date of issue of this Credit.
2. The original letter of credit and any amendments attached thereto.

It is understood that we are obligated under this Credit for the payment of monies only and we hereby agree that we shall honour your complying demand for payment, if presented together with the document(s) specified above at our office located at 3699-63 Ave NE, Calgary, AB T3J 0G7 ATTN: Trade Finance Experience Operation on or before the expiry date or any future expiry date, without enquiring whether you have a right as between yourself and the Applicant to make such demand and without recognizing any claim of the Applicant.

This Credit takes effect on the date of issue specified above and expires at close of business on the expiry date specified above, or any automatically extended expiry date as may be provided herein, at the counters of ATB Financial.

It is a condition of this Credit that it shall be deemed to be automatically extended for successive periods of one year each from the present or any future expiry date unless at least 30 days prior to such date we send notice to you in writing by registered mail addressed to you at your address indicated above that we elect not to consider this Credit extended for any such additional periods.

Partial drawings are permitted under this Credit.
Multiple drawings are permitted under this Credit.

This irrevocable letter of credit sets forth in full the terms of our undertaking. This undertaking is independent of and shall not in any way be modified, amended, amplified, or incorporated by reference to any document, contract, or agreement referenced herein. Except where they may conflict with the above terms and conditions, this Credit is subject to International Standby Practices ISP 98, International Chamber of Commerce Publication No. 590. For matters not covered by this Publication, the laws of the Province of Alberta shall govern.

ATB Financial

Name: Anna Yimwo

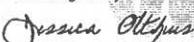
Name: Jessica Olthuis

Signature:

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Signature:

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Please direct all correspondence or inquiries regarding this Letter of Credit to ATB Financial, Calgary Campus, 3699 63 Ave NE, Calgary, AB T3J 0G7 ATTN: Trade finance Experience Operation quoting the letter of credit reference number quoted above. Phone inquiries regarding this credit should be directed to our Trade Finance Experience Operation team: 1-877-651-0844. Hours of Operation: 8:00 a.m. MST to 4:00 p.m. MST

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OTHER BUSINESS

RE: DRAFT POLICY 1.9 VALUES

Foundations and Direction Policy 1.9 Values has been developed to reflect discussions by the Board of Trustees. First reading was received on November 29, 2023. Second reading was received on January 24, 2024.

Submitted by Michael McMann, Superintendent.

RECOMMENDATION:

_____ moved that the Board of Trustees give third and final reading to Board Policy 1.9 Values. A copy of the policy is attached.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.9 VALUES

- 1.9.1 **Relationships:** The Fort Vermilion School Division (FVSD) strives to build and maintain relationships based on honesty, trust, and integrity among and between all levels of our operations including students, parents, staff, and communities.
- 1.9.2 **Innovation:** We value, encourage, and nurture innovation in all aspects and at all levels of the FVSD experience, functioning, and goal formation. We recognized that for a true spirit of innovation to thrive and grow it must be within an environment of collaboration and industry, with a mindset of growth, a recognition that learning can come out of failures, and with an expectation of success for all.
- 1.9.3 **Community:** The ultimate goal of the FVSD is to assist in the development of our young people into good citizens. We value our role in guiding our children to becoming positive productive members of society while recognizing that we are partners in this crucial endeavor with our families. We acknowledge the primary role and responsibility of parents in the growth and education of their children and honour the central role that culture and faith plays in the lives of our families and communities.
- 1.9.4 **Humanity:** While the FVSD embraces the shared values of family, faith, and respect, we also recognize the wide range of human experience that exists in our families, schools, and communities. In all that we teach and do in our schools we strive to model and encourage compassion, kindness, and empathy as being the most basic of our values with the goal of assisting our students and staff at all levels to embrace and carry them forward into their lives, families, and communities.

Date adopted:

Date revised:

ADDITIONAL ITEMS

(as indicated on Approval of Agenda)

1.

2.

3.

4.

ADJOURNMENT

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



Target Audience	Messages	Action/Tools	Timing	Persons Involved
Media	This school division is a source of important and interesting community news. We'd like to work with you to ensure the region has valuable information about learning.	<ul style="list-style-type: none"> a. Summer newsletter and welcome to staff, students and parents b. Welcome back ad in local newspapers c. Ad listing all trustees and wards d. Occasional ads and stories e. Periodical interviews with media f. FVSD Awards Program article in newspaper 	<ul style="list-style-type: none"> a. August b. September c. October d. Ongoing e. Ongoing f. June 	<ul style="list-style-type: none"> a. Superintendent b. Superintendent c. Superintendent d. Superintendent e. Executive/Board Chair f. Superintendent
Staff	Your teaching of students has a crucial impact on their future success.	<ul style="list-style-type: none"> a. Welcoming email to all staff b. PD Day Address c. Merry Christmas email to all staff d. Deliver chocolates to all staff to show appreciation e. Retirement Gala Address f. Awards Ceremony Address g. Email to all staff to express commendation and best wishes 	<ul style="list-style-type: none"> a. September b. September c. December d. December e. May f. June g. June 	<ul style="list-style-type: none"> a. Board Chair b. Board Chair /Superintendent c. Board Chair d. All Trustees e. Board Chair f. Board Chair g. All Trustees
Elected Officials	<p>A strong, public education system is the cornerstone of an economic development attraction strategy and strong prosperous communities.</p> <p>We are fulfilling our mandate as a school division. Your awareness of our success and challenges is important.</p>	<ul style="list-style-type: none"> a. Meeting with the Minister of Education b. Meeting with the Minister of Infrastructure c. Meeting with Member of Legislative Assembly 	<ul style="list-style-type: none"> a. When necessary b. When necessary c. When necessary 	<ul style="list-style-type: none"> a. All Trustees and Superintendent b. All Trustees and Superintendent c. All Trustees and Superintendent
School Councils / Parents	<p>We are committed to your success as a Council.</p> <p>You are our partner in education.</p> <p>We are all working together to build strong communities.</p>	<ul style="list-style-type: none"> a. Council of School Council Meetings b. Attendance at School Council Meetings c. Attendance at Zone 1 Alberta School Boards Association Meetings d. Attendance at Alberta School Board Association Annual General Meetings 	<ul style="list-style-type: none"> a. November and May b. Monthly c. Bi-monthly d. November and June 	<ul style="list-style-type: none"> a. All Trustees and Executive b. All Trustees c. Trustee Representative / Superintendent d. All Trustees / Superintendent
First Nations	We have the interest of your children in mind. We want success for all people in this region. We want to work with you.	<ul style="list-style-type: none"> a. The Board will endeavor to meet with the three First Nations Chief and Councils who are affiliated with FVSD. b. Send Public Board meeting agenda and minutes to each First Nation Chief and Council 	<ul style="list-style-type: none"> a. When necessary b. Monthly 	<ul style="list-style-type: none"> a. Superintendent b. Superintendent

BOARD COMMUNICATION PLAN 2023-2026