
FORT VERMILION SCHOOL DIVISION

“Our Children, Our Students, Our Future”

BOARD OF TRUSTEES

REGULAR MEETING – JUNE 22, 2022

CENTRAL OFFICE – 10:00 AM

A G E N D A



Fort Vermilion School Division 2021-2022 Board Work Plan

Divisional Goals:

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

Divisional Priorities:

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

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



Fort Vermilion School Division 2021-2022 Board Work Plan

November 24, 2021 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> • RLNS, LCPS & HLPS Superintendent Report Finance Report 2020-2021 Audited Financial Statement Essential Services Accountability Report Three Year Education Plan & Annual Education Results Report Summary of Board Policies and Board Evaluation Document (COW) (every 4 years following elections)	10 Last Day of Quad 1 11 Remembrance Day 12 Professional Development Day 15 First Day of Quad 2 14-16 ASBA Fall General Meeting 24 School Council Chairs Meeting (5-8 p.m.) Trustee Orientation School Council Meetings
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media	
December (no scheduled meeting)	Monitoring:	Other Events
		23 First Day of Christmas Break 25 Christmas Day 26 Boxing Day
	Communications:	Christmas Concerts School Council Meetings
January 26, 2022 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> • HCCS Superintendent Report Finance Report Fiscal Quarterly Accountability Report Fundraising Report	1 New Year's Day 10 Classes Resume 28 Last Day of Semester 1 & Quad 2 31 Professional Development Day School Council Meetings
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media Discuss Communication Plan	



Fort Vermilion School Division 2021-2022 Board Work Plan

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



**Fort Vermilion School Division
2021-2022 Board Work Plan**

June 22, 2022 10 am	Monitoring:	Other Events
	Focus on Student Achievement <ul style="list-style-type: none"> • NHEC Focus on Priorities – Connectivity, Literacy, Numeracy Superintendent Report Finance Report Internal Auditing Accountability Report Fiscal Quarterly Accountability Report AE Assurance Measure Reports Overall Summary Student Advisory Team (COW) CEO Evaluation (COW)	6-7 ASBA Spring General Meeting 23 Last day for K-9 Students 24, 27 PD for K-9 Teachers 27 Last day for 10-12 Students 28 Organizational Day 28 FVSD Awards Ceremony 29 Summer Break Begins School Council Meetings Graduations
	Communications:	
	Board Communications / Trustee Communication Key Messages to the Media	

**FORT VERMILION SCHOOL DIVISION
BOARD OF TRUSTEES
REGULAR MEETING – JUNE 22, 2022
CENTRAL OFFICE – 10:00 A.M.
AGENDA**

<u>ATTENDANCE</u>	2
<u>I. CALL TO ORDER</u>	2
<u>II. FOCUS ON STUDENT ACHIEVEMENT</u>	
Northern Home Education	3
<u>III. APPROVAL OF AGENDA</u>	5
<u>IV. APPROVAL OF MINUTES</u>	5
Minutes of the Regular Board Meeting May 18, 2022	6
<u>V. COMMUNICATIONS</u>	10
<u>VI. DELEGATIONS OR EXTERNAL PRESENTATIONS</u>	
<u>VII. MONITORING REPORTS</u>	
a. Superintendent’s Report	11
b. Finance Report	13
c. Focus on Priorities – Connectivity, Literacy, Numeracy	20
d. Internal Auditing Accountability Report	23
e. Fiscal Quarterly Accountability Report	27
f. AE Assurance Measure Reports Overall Summary	
<u>VIII. OTHER BUSINESS</u>	
a. Board Policy Manual	34
b. Pathways	77
<u>IX. ADJOURNMENT</u>	78

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: NORTHERN HOME EDUCATION CENTRE

Attached is the Focus on Student Achievement report as presented by the Northern Home Education Centre.

Policy References:

1.5 Goals (1.5.1, 1.5.2 and 1.5.3)

1.6 Current Priorities (1.6.1, 1.6.2 and 1.6.3)

Submitted by Chad Fyke, Principal.

RECOMMENDATION

_____ moved that the Board of Trustees accept the Focus on Student Achievement – Northern Home Education Centre Report.

FOCUS ON STUDENT ACHIEVEMENT REPORT

School: Northern Home Education Centre

Date of Report: June 15, 2022

Title of Report: NHEC Report to the Board of Trustees

Preamble

Northern Home Education Centre has been in operation within the FVSD for seven years now. We serve students and families within Mackenzie County boundaries. For the past two years we have had an enrollment in excess of 500 students. We have had a lot of students transition from the regular FVSD system to NHEC. In the past two years we have managed to transition many of these students back into the regular system. Our activities and financial flexibility are two major drawing cards which attract home education families to NHEC.

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

At NHEC, we do not participate in the regular Triple T and WRAT testing as do most of the schools within our school division. In the future, we are considering this option as a support mechanism to better serve families within our program. We want to make sure we have the processes in place before we begin the data collection of student performance.

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

Within our NHEC programming we have a natural fit with the division priority of connectivity. Through opportunities such as gym nights, Mother's Day events, Gleaners volunteering, and many others we embrace connectivity on a daily basis. In terms of literacy and mathematics we offer a wide selection of curriculum options and events such as a curriculum sharing opportunity to better promote educational options to NHEC families.

Next Steps

We are very excited to offer blended programming options to NHEC families. Blended programming involves a combination of a traditional home school experience with Alberta curriculum resources. This can be achieved in the traditional paper format or by incorporating the Pathways program currently in place within the FVSD. This is a game changer for home education within the FVSD. These blended options will allow local families more choice and opportunity to meet their educational needs!

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 May 18, 2022, as presented.

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
MAY 18, 2022**

ATTENDANCE

Board Members Present:

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

Administration Present:

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

Guests:

Sean Price, Principal – AHLC
Anna McAskile, Assistant Principal – AHLC
David Gallant, Principal – BHCS
David MacDougall, Assistant Principal – BHCS
Anne Roberts, Principal – LS
Fred Kirby & Grade 6 class from RCS

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

22-05-16869
IN-CAMERA

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

CARRIED

22-05-16870
REVERT TO PUBLIC
MEETING

Benjamin Friesen moved that the Board of Trustees move out of in camera at 11:42 a.m.

CARRIED

22-05-16871
FOCUS ON STUDENT
ACHIEVEMENT – AT-
HOME LEARNING
CENTRE

Shane Lloyd moved that the Board of Trustees accept the Focus on Student Achievement – At-Home Learning Centre Report.

CARRIED

22-05-16872
FOCUS ON STUDENT
ACHIEVEMENT –

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

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
MAY 18, 2022**

BLUE HILLS
COMMUNITY SCHOOL CARRIED

22-05-16873
FOCUS ON STUDENT
ACHIEVEMENT – LEARNING STORES
Shane Lloyd moved that the Board of Trustees accept the Focus on Student Achievement – Learning Stores Report. CARRIED

22-05-16874
APPROVAL OF
AGENDA
Amanda Paul moved that the Board of Trustees approve the agenda with the following additional items:
d. Blue Hills Community School Calendar
e. Curriculum Piloting CARRIED

22-05-16875
APPROVAL OF
MINUTES
Henry Goertzen moved that the Board of Trustees approve the Minutes of the Regular Meeting held April 13, 2022, as presented. CARRIED

22-05-16876
APPROVAL OF
MINUTES
Dale Lederer moved that the Board of Trustees approve the Minutes of the Committee of the Whole Meeting held April 25, 2022, as presented. CARRIED

22-05-16877
APPROVAL OF
MINUTES
Benjamin Friesen moved that the Board of Trustees approve the Minutes of the Committee of the Whole Meeting held April 26, 2022, as presented. CARRIED

BOARD
COMMUNICATIONS
Board Chair shared a letter from Deputy Minister Andre Tremblay regarding the disposition and acquisition of property between the School Division and Mackenzie County.

Board Chair shared a letter from Deputy Minister Andre Tremblay regarding approving the donation of two non-instructional portable units in High Level to the Northwest Regional FASD Society at no charge.

**MONITORING
REPORTS**

22-05-16878
SUPERINTENDENT'S
REPORT
Report found in the May 18, 2022, Regular Board Meeting Package.

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
MAY 18, 2022**

22-05-16879
FINANCE REPORT

Report found in the May 18, 2022, Regular Board Meeting Package.

Tim Driedger moved that the Board of Trustees accept the Finance Report as of April 30, 2022.

CARRIED

22-05-16880
THREE-YEAR
EDUCATION PLAN

Dale Lederer moved that the Board of Trustees approve the 2022-25 Three-Year Education Plan and 2020-2021 Annual Education Results Report.

CARRIED

22-05-16881
2022-2023 BUDGET
REPORT

Report found in the May 18, 2022, Regular Board Meeting Package.

Tim Driedger moved that the Board of Trustees approve the financial budget for the period of September 1, 2022, to August 31, 2023, as outlined in the attached budget report.

CARRIED

OTHER BUSINESS

22-05-16882
SCHOOL
IMPROVEMENT FUND

Three proposals were received from High Level Public School, Ridgeview Central School, and Sand Hills Elementary School.

John Zacharias moved that the Board of Trustees approve the presented School Improvement applications as follows:
High Level Public School - \$11,000
Ridgeview Central School - \$32,000
Sand Hills Elementary School - \$22,000

CARRIED

22-05-16883
BOARD POLICY
MANUAL

Tim Driedger moved that the Board of Trustees give first reading to the Board Policy Manual.

CARRIED

22-05-16884
BOARD POLICY
MANUAL

Amanda Paul moved that the Board of Trustees give second reading to the Board Policy Manual.

CARRIED

22-05-16885
PATHWAYS

Amanda Paul moved that the Board of Trustees change the name of High Level Learning Store (1715) to Pathways.

CARRIED

22-05-16886
BLUE HILLS
COMMUNITY SCHOOL
CALENDAR

John Zacharias moved that the Board of Trustees amend the 2021-2022 Blue Hills Community School last instructional day for ECS to Grade 9 to June 10, 2022, due to modernization of school.

CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
MAY 18, 2022**

22-05-16887
CURRICULUM
PILOTING

Benjamin Friesen moved that the Board of Trustees direct Administration to proceed with Curriculum Piloting for the 2022-2023 school year.

CARRIED

22-05-16888
ADJOURNMENT

Marc Beland moved that the Board of Trustees adjourn the meeting at 4:01 p.m.

CARRIED

Board Chair

Associate Superintendent of
Finance

COMMUNICATIONS

RE: BOARD CHAIR

Information item.

COMMUNICATIONS

RE: SUPERINTENDENT

Information item.

MONITORING REPORTS

RE: SUPERINTENDENT'S REPORT

A copy of the Superintendent's Report is attached.

Policy Reference

2.9 Delegation of Authority and Responsibility

Submitted by Michael McMann, Superintendent.

RECOMMENDATION:

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

SUPERINTENDENT'S REPORT

June 2022

- Deputy Ministers Visit
- Mediator Agreement Ratification
- Alberta Transportation
- Collegiate Model
- Three Year Education Plan & Annual Education Results Report Approval
- Finished Community Consultations
- New parent nights pilot in La Crete
- Associate Superintendent of Operations
- Trustee Handbook
- Board Evaluation

MONITORING REPORTS

RE: FINANCE REPORT

A copy of the revenues and expenditures for the period of September 1, 2021, to May 31, 2022, 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 May 31, 2022.

FORT VERMILION SCHOOL DIVISION #52
BOARD REPORT ON RECEIPTS
FISCAL YEAR 2021 - 2022
May 31, 2022

School Year 9 / 10 Months = 90.00%
Calendar Year 9 / 12 Months = 75.00%

Line No.	DESCRIPTION	BUDGET 2021/22	YEAR TO DATE RECEIPTS 2021/22	BALANCE	% RECEIVED
1	ALBERTA EDUCATION				
2	School Jurisdiction Base Funding	18,214,182	12,607,958	(5,606,224)	69.22%
3	Differential Cost Funding	15,418,856	10,835,409	(4,583,447)	70.27%
4	Transportation Funding	2,649,754	1,987,051	(662,703)	74.99%
5	Operations and Maintenance Funding	3,477,777	2,674,209	(803,568)	76.89%
6	Other AB Education Funding	6,783,975	9,227,722	2,443,747	136.02%
7	TOTAL - AB EDUCATION	46,544,544	37,332,348	(9,212,196)	80.21%
8	Other Provincial Government	518,235	42,917	(475,319)	8.28%
9	First Nations - FVSD	5,127,074	3,830,197	(1,296,877)	74.71%
10	Other Revenue	1,500,000	1,422,899	(77,101)	94.86%
11	Capital allocations	2,090,945	1,574,415	(516,530)	75.30%
12	Debenture Interest	-	-	-	0.00%
13	TOTALS	55,780,798	44,202,776	(11,578,022)	79.24%
14	NOTES:				

- 6 - Other AB Education Funding - Insurance, Curriculum Support, Learning Disruptions, Piloting Classroom Funding Received
- 8 - Other Provincial Government - MHC B Program No Longer Operating
- 10 - First Nations - Invoiced Over 10 Months

STATEMENTS OF FINANCIAL POSITION
As at May 31, 2022 (in dollars)

	August 31	
	2022	2021
FINANCIAL ASSETS		
Cash and cash equivalents	\$16,497,263	\$15,240,607
Accounts receivable (net after allowances)	\$2,339,093	\$3,002,686
Portfolio investments	\$0	\$0
Other financial assets	\$0	\$0
Total financial assets	\$18,836,356	\$18,243,293
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$1,649,030	\$5,555,798
Deferred revenue	\$51,596,183	\$45,873,457
Employee future benefit liabilities	\$80,882	\$80,882
Other liabilities	\$0	\$0
Debt:		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$53,326,095	\$51,510,137
Net financial assets (debt)	(\$34,489,739)	(\$33,266,844)
NON-FINANCIAL ASSETS		
Tangible capital assets		
Land	\$943,630	\$943,630
Construction in progress	\$8,022,000	\$2,537,375
Buildings	\$103,377,840	
Less: Accumulated amortization	(\$62,272,239)	\$42,077,962
Equipment	\$4,221,597	
Less: Accumulated amortization	(\$3,343,187)	\$790,782
Vehicles	\$9,326,101	
Less: Accumulated amortization	(\$6,345,895)	\$3,306,907
Computer Equipment	\$1,313,041	
Less: Accumulated amortization	(\$1,309,776)	\$4,017
Total tangible capital assets	\$53,933,112	\$49,660,673
Prepaid expenses	\$804,258	\$754,779
Other non-financial assets	\$0	\$0
Total non-financial assets	\$54,737,370	\$50,415,452
Accumulated surplus	\$20,248,473	\$17,148,608
Accumulating surplus / (deficit) is comprised of:		
Accumulated operating surplus (deficit)	\$20,248,473	\$17,148,608
Accumulated remeasurement gains (losses)	\$0	\$0
	\$20,248,473	\$17,148,608
Contractual obligations		
Contingent liabilities		

STATEMENTS OF OPERATIONS
For the period Ended May 31, 2022 (in dollars)

	Budget 2022	Actual 2022	Actual 2021
REVENUES			
Alberta Education	\$48,635,489	\$39,562,875	\$49,386,470
Other - Government of Alberta	\$518,235	\$42,916	\$386,998
Federal Government and First Nations	\$5,127,074	\$4,632,037	\$5,064,643
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0
Fees	\$100,000	\$124,484	\$9,373
Other sales and services	\$520,000	\$371,800	\$782,246
Investment income	\$100,000	\$95,217	\$79,062
Gifts and donations	\$0	\$12,733	\$12,100
Rental of facilities	\$280,000	\$256,999	\$305,299
Fundraising	\$500,000	\$562,432	\$264,390
Gains (losses) on disposal of capital assets	\$0	\$500	\$27,723
Other revenue	\$0	\$0	\$0
Total revenues	\$55,780,798	\$45,661,993	\$56,318,304
EXPENSES			
Instruction - Pre K	\$412,334	\$323,544	\$560,426
Instruction - ECS - 12	\$40,212,046	\$30,701,176	\$39,222,869
Plant operations and maintenance	\$8,463,700	\$6,075,041	\$10,083,261
Transportation	\$3,322,735	\$2,962,414	\$3,145,048
Administration	\$2,217,000	\$1,610,681	\$2,226,738
External services	\$1,152,983	\$889,272	\$1,186,069
Total expenses	\$55,780,798	\$42,562,128	\$56,424,411
Operating surplus (deficit)	\$0	\$3,099,865	(\$106,107)

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended May 31, 2022 (in dollars)

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
Balance at August 31, 2021	\$17,148,608	\$0	\$17,148,608	\$9,454,498	\$0	\$0	\$3,053,401	\$4,640,709
Prior period adjustments:								
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted Balance, Aug. 31, 2021	\$17,148,608	\$0	\$17,148,608	\$9,454,498	\$0	\$0	\$3,053,401	\$4,640,709
Operating surplus (deficit)	\$3,099,865		\$3,099,865			\$3,099,865		
Board funded tangible capital asset additions				\$948,529		(\$948,529)	\$0	\$0
Disposal of unsupported tangible capital assets	\$0		\$0	\$0		\$0		\$0
Disposal of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0		\$0
Write-down of unsupported tangible capital assets	\$0		\$0	\$0		\$0		\$0
Write-down of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0		\$0
Net remeasurement gains (losses) for the year	\$0	\$0						
Endowment expenses	\$0		\$0		\$0			
Direct credits to accumulated surplus	\$0		\$0		\$0	\$0		
Amortization of tangible capital assets	\$0			(\$2,261,736)		\$2,261,736		
Capital revenue recognized	\$0			\$1,574,415		(\$1,574,415)		
Debt principal repayments (unsupported)	\$0			\$0		\$0		
Externally imposed endowment restrictions	\$0				\$0	\$0	\$0	
Net transfers to operating reserves	\$0					(\$3,187,254)	\$3,187,254	
Net transfers from operating reserves	\$0					\$0	\$0	
Net transfers to capital reserves	\$0					\$0		\$0
Net transfers from capital reserves	\$0					\$348,597		(\$348,597)
Assumption/transfer of other operations' surplus	\$0		\$0	\$0	\$0	\$0	\$0	\$0
Balance at May 31, 2022	\$20,248,473	\$0	\$20,248,473	\$9,715,706	\$0	\$0	\$6,240,655	\$4,292,112

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended May 31, 2022 (In dollars)

	INTERNALLY RESTRICTED RESERVES BY PROGRAM											
	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services			
	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Reserves	Capital Reserves	Reserves
Balance at August 31, 2021	\$3,053,401	\$309,996	\$0	\$3,620,762	\$0	\$188,528	\$0	\$521,423		\$0		\$0
Prior period adjustments:												
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
Adjusted Balance, Aug. 31, 2021	\$3,053,401	\$309,996	\$0	\$3,620,762	\$0	\$188,528	\$0	\$521,423		\$0		\$0
Operating surplus (deficit)												
Board funded tangible capital asset additions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
Disposal of unsupported tangible capital assets		\$0		\$0		\$0		\$0				\$0
Disposal of supported tangible capital assets (board funded portion)		\$0		\$0		\$0		\$0				\$0
Write-down of unsupported tangible capital assets		\$0		\$0		\$0		\$0				\$0
Write-down of supported tangible capital assets (board funded portion)		\$0		\$0		\$0		\$0				\$0
Net remeasurement gains (losses) for the year												
Endowment expenses												
Direct credits to accumulated surplus												
Amortization of tangible capital assets												
Capital revenue recognized												
Debt principal repayments (unsupported)												
Externally imposed endowment restrictions	\$0		\$0		\$0		\$0			\$0		
Net transfers to operating reserves	\$3,187,254		\$0		\$0		\$0			\$0		
Net transfers from operating reserves	\$0		\$0		\$0		\$0			\$0		
Net transfers to capital reserves		\$0		\$0		\$0		\$0				\$0
Net transfers from capital reserves		\$0		(\$348,597)		\$0		\$0				\$0
Assumption/transfer of other operations' surplus	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
Balance at May 31, 2022	\$6,240,655	\$309,996	\$0	\$3,272,165	\$0	\$188,528	\$0	\$521,423		\$0		\$0

SCHEDULE OF PROGRAM OPERATIONS
for the period Ended May 31, 2022 (in dollars)

REVENUES	2022							2021
	Instruction Pre K	Instruction ECS - Gr 12	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
(1) Alberta Education	\$699,630	\$30,878,437	\$4,037,030	\$1,987,052	\$1,960,726	\$0	\$39,562,875	\$49,386,470
(2) Other - Government of Alberta	\$0	\$42,916	\$0	\$0	\$0	\$0	\$42,916	\$386,998
(3) Federal Government and First Nations	\$0	\$3,081,408	\$374,844	\$208,995	\$77,518	\$889,272	\$4,632,037	\$5,064,643
(4) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(5) Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(6) Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(7) Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(8) Fees	\$0	\$69,034	\$0	\$55,450	\$0	\$0	\$124,484	\$9,373
(9) Other sales and services	\$0	\$368,545	\$0	\$3,255	\$0	\$0	\$371,800	\$782,246
(10) Investment income	\$0	\$95,217	\$0	\$0	\$0	\$0	\$95,217	\$79,062
(11) Gifts and donations	\$0	\$12,733	\$0	\$0	\$0	\$0	\$12,733	\$12,100
(12) Rental of facilities	\$0	\$0	\$256,999	\$0	\$0	\$0	\$256,999	\$305,299
(13) Fundraising	\$0	\$562,432	\$0	\$0	\$0	\$0	\$562,432	\$264,390
(14) Gains on disposal of tangible capital assets	\$0	\$0	\$500	\$0	\$0	\$0	\$500	\$27,723
(15) Other revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(16) TOTAL REVENUES	\$699,630	\$35,110,723	\$4,669,373	\$2,254,752	\$2,038,244	\$889,272	\$45,661,993	\$56,318,304
EXPENSES								
(17) Certificated salaries	\$0	\$15,052,852	\$0	\$0	\$303,135	\$565,148	\$15,921,135	\$21,218,973
(18) Certificated benefits	\$0	\$3,463,833	\$0	\$0	\$45,475	\$73,116	\$3,582,424	\$4,761,738
(19) Non-certificated salaries and wages	\$270,936	\$6,149,026	\$1,276,648	\$1,407,686	\$705,506	\$149,551	\$9,959,353	\$11,630,800
(20) Non-certificated benefits	\$50,159	\$1,212,778	\$233,564	\$327,964	\$157,661	\$27,588	\$2,009,714	\$2,357,591
(21) SUB - TOTAL	\$321,095	\$25,878,489	\$1,510,212	\$1,735,650	\$1,211,777	\$815,403	\$31,472,626	\$39,969,102
(22) Services, contracts and supplies	\$2,449	\$4,746,523	\$2,793,326	\$848,314	\$363,285	\$73,869	\$8,827,766	\$11,646,932
(23) Amortization of supported tangible capital assets	\$0	\$0	\$1,574,415	\$0	\$0	\$0	\$1,574,415	\$2,532,052
(24) Amortization of unsupported tangible capital assets	\$0	\$76,164	\$197,088	\$378,450	\$35,619	\$0	\$687,321	\$882,600
(25) Supported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(26) Unsupported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(27) Other interest and finance charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(28) Losses on disposal of tangible capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(29) Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,393,725
(30) TOTAL EXPENSES	\$323,544	\$30,701,176	\$6,075,041	\$2,962,414	\$1,610,681	\$889,272	\$42,562,128	\$56,424,411
(31) OPERATING SURPLUS (DEFICIT)	\$376,086	\$4,409,547	(\$1,405,668)	(\$707,662)	\$427,563	\$0	\$3,099,865	(\$106,107)

MONITORING REPORTS

**RE: FOCUS ON PRIORITIES – CONNECTIVITY/LITERACY/NUMERACY
ACCOUNTABILITY REPORT**

A copy of the Focus on Priorities – Connectivity/Literacy/Numeracy Accountability Report is attached.

Policy References:

1.5 Goals (1.5.1, 1.5.2 and 1.5.3)

1.6 Current Priorities (1.6.1, 1.6.2 and 1.6.3)

Submitted by Karen Smith, Associate Superintendent of Learning.

RECOMMENDATION:

_____ moved that the Board of Trustees accept the Focus on Priorities – Connectivity/Literacy/Numeracy Accountability Report.

Focus on the Priorities

Submitted by Karen Smith

Priority	Current
<p>Connectivity Natalie Morris</p>	<p>Data comparison fall 2021-Spring 2022:</p> <ul style="list-style-type: none"> • An increase in the number of primary students who identify they are sad and worried. This is concerning and defiantly something to investigate if our September data demonstrate comparable results. Possible contributors: family stressors, classroom climate, staff health, and community stressors, administration error. With the simplicity of the app next year will be able to dig deeper when anomalies occur. • Grades 4-12 4-6 there have been improvements. 7-12 an increase of students who do not like coming to school. • FVSD Staff Needs Assessment- our focus next year will be to work on engaging staff in the support available to them (ASEBP, EFAP, and Willard and Natasha). We will build monthly news and support based on the eight dimensions of health.
<p>Numeracy Terry Gibson</p>	<ul style="list-style-type: none"> • Overall: fall vs spring: In fall we had 67% below average, in the spring we had 45% below average (Target is 25% of students below average). • Division 1: fall - 62%, spring - 35%. • Division 2: fall - 62%, spring - 57%. • Division 3: Fall – 61%, spring - 47%. • All the students are improving in numeracy skills and knowledge. With the focus on division 1 this school year, we saw this group have more improvement than the other divisions. The next step is to add resources and interventions for divisions 2 and 3. Overall, students in all grade levels are showing growth. • WRAT 5 (Wide Range Achievement Test) Division Measure – norm referenced and standardized. • Guided Math – a framework for small group instruction to provide intervention time for students who struggle with math concepts. • Number Talks – to help students with number sense and mental math. • Jump Math – common resource for instruction. • Leaps and Bounds – intervention program for students below grade level expectations in certain math topics. • Nelson Pre-Assessment - one step before using Leaps and Bounds, checks for issues that might lead to interventions. • Mathletics – online math site for students to practice math skills and knowledge, based on Alberta Curriculum. • Interleaving – the opposite of blocked practice, interleaving comes back to previously taught concepts so students can better recall information when being assessed on summative tests. • Math games – teachers were given PD on how to use math games to teach and practice number concepts. • Math Coaches/Champions - Each school will have one coach/champion to support numeracy initiatives. This involves being part of the division numeracy committee, reporting meeting notes from the numeracy committee at staff meetings and networking with other schools.

	<ul style="list-style-type: none"> • What to Look For – this is our resource to support early numeracy education to staff at each school. The student continuum of numeracy development found in this resource will be used to track students’ numeracy development.
<p>Literacy Sharon McLean</p>	<ul style="list-style-type: none"> • For the past two years we have tested all Grade One, Two and Three students in the Fall and Spring as part of the research project that we are working on with George Georgiou and the University of Alberta. Grade 2/3 students were assessed in early fall and if they were below 90 in Standard Scores, they went into a 20 week, 60 lesson Intervention. The Interventionists ran a program for 30 minutes a day, five days a week, in small groups of four. This research has been instrumental in our work with primary students and providing support in the early grades to target deficiencies with reading. • Interventions will continue for students in Grade 2/3 starting in September of every year. Students will be provided with support early in the year. • Interventions will continue for students in January of every year for Grade One students that need additional support in Phonics and Phonological awareness. Data supports significant growth in Decoding, Fluency and Comprehension in Grades 1-3. • A Division Framework was developed to support teachers in Grades K-9. The Framework is specific to the Five Pillars of Reading, supports the Science of Reading and will be used to guide teachers and support programming in each of the Five Pillars. As well it includes direct links to training and resources. • Principals and teachers are trained and are knowledgeable in the Science of Reading. • Principals are using data to support and drive programming in schools. • Data supports that programming in Grades K-3 is highly effective. • Overall: At the beginning of the school year 70 % of students were average or above average in the 3T testing. June data- 75% of our students are average and above- an increase of 5% • A decrease of very poor from 13% to 7.98% • A decrease of poor from 12.71 % to 9.74% • Decoding: 42 % below average to 31 % below average in the Spring. We can see with the heavier focus on Phonics/research project/PA, there is a notable increase in the primary student's ability to decode. Data supports gains in Decoding in all grades. • Comprehension: 47% of students below average down to 40 percent of students in the spring. Comprehension and Vocabulary will be a strong focus area next year. Morphological Knowledge Pilot indicates that we are doing quite well in this area. Data supports that Vocabulary and Comprehension should be a focus next year for grades 4-9. • Comprehension FNMI- 60% below average, • Code 51- 61% in the fall-53% in the Spring-Interventions effective • Fluency- Below Average 42% in the fall decreased down to 33% in the Spring. • Literacy Coaches -continue to work collaboratively with teachers, administrators, and staff to improve student literacy. Literacy Coaches are school based support for teachers as the model, provide resources and implement effective literacy instructional practices.

MONITORING REPORTS

RE: INTERNAL AUDITING ACCOUNTABILITY REPORT

A copy of the Internal Auditing 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 Internal Auditing Accountability Report.

Internal Auditing Accountability Report As at May 31, 2022

Source Documents:

- The Board’s fiscal governance responsibility as outlined in Policy 2.2.8 (c) states that the Board “Approve Audit Report and ensure quality indicators are met.”
- The Superintendent’s fiscal management responsibility as outlined in Policy 2.9.9 (b) and as required in the “Superintendent’s evaluation process and criteria document” indicates that the Superintendent shall “Ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.”

An internal Auditing process is one mechanism employed by the Superintendent to facilitate the Board monitoring the fiscal management of the Division. This process aids the Board in Policy 2.2.8 (c). It also provides the Board with evidence relative to the requirement that the Superintendent ensures the Division operates in a fiscally responsible manner. Two other processes employed to facilitate the Board’s monitoring of the fiscal management of the Division are the external audit report provided by an independent auditor and the monthly reports provided by the Superintendent relative to matters such as current revenues and expenditures, variations, external factors, and yearend projections.

The processes employed by the Superintendent to ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures, are articulated in the Administrative Handbook.

- “The school administration is responsible for ensuring the appropriate collection and disbursement of all funds in its care as well as appropriate security of funds. Accounting of all funds shall be in accordance with generally accepted principles of accounting.” In addition to responsibility given to the administration of each school, “The Assistant Secretary-Treasurer at his discretion will arrange for the internal audit of individual school financial records and processes and will submit a report on such audits.” The Superintendent makes these reports available to the external auditor for review and feedback

from the external auditor regarding any suggested actions deemed to be appropriate to ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

During this year, six internal school audits have been conducted. Audits to date have not revealed any significant concerns. These audits employed the following procedures:

Procedures for Internal Audits:

The internal audits determine:

- a) if administrative policies and directives are being followed;
- b) if internal controls system is adequate and effective;
- c) if assets are being properly safeguarded from the possibility of loss;
- d) the accuracy and completeness of accounting and financial records;
- e) the degree of compliance with legal requirements

Audited Schools:

Sand Hills Elementary School	May 10, 2022
La Crete Public School	May 10, 2022
Rocky Lane School	May 11, 2022
Spirit of the North Community School	May 13, 2022
Florence MacDougall Community School	May 13, 2022
Rainbow Lake School	May 16, 2022

Audit Reports:

The audits were conducted with in-person meetings for the first time since 2019. There were overall, minimal transactions compared to years previous as a lot of school activities and trips did not happen and very minimal extra curricular school fees.

All schools receive a report on their internal audit with a rating system. The report reviewed journal entries or transfers, bank reconciliation, cash disbursements and receipts.

Schedule of Internal Audits:

There will be a minimum of 6 audits completed on an annual basis. The audits planned for 2022/2023 are as follows:

Schools:	Tentative Dates:
Blue Hills Community School	May 4, 2023
Buffalo Head Prairie School	May 4, 2023
Fort Vermilion Public School/St. Mary’s	May 5, 2023
Hill Crest Community School	May 8, 2023
High Level Public School	May 9, 2023

Governance Implications (if any):

Based on the six internal audits completed, we are pleased to report that generally accepted accounting principles are being followed.

We are satisfied with the accounting software that is being used throughout the division at the school level. School Cash Accounting is a system that is easy for schools to use, assures proper accounting and helps provide consistency throughout the division. School Cash Accounting allows us to better track and collect our instructional fees as well improve our internal controls for fundraising activities. FVSD implemented School Cash Online payments for parent convenience in the 2014-15 school year which has helped reduce traffic and handing of cash at some of the schools in our division.

In 2012, there were some new requirements for School Generated Funds as mandated by Alberta Education. These funds were reported on an unaudited schedule in previous years but have been incorporated into the Audited Financial Statement.

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

May 31, 2022

Monitoring Process

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

1. *Current status of approved budget assumptions:*

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

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

Governance implications:

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

2. State of current reserves:

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

In addition to AOS, jurisdictions often have Capital Reserves. AOS plus Capital Reserves constitute ALL of the total surpluses and reserves held by a jurisdiction. Alberta Education considers “Days of Operation in Accumulated Operating Surplus” – calculated as $AOS / (Total\ Jurisdiction\ Expenses / 250\ Operating\ Days)$ – 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 2020/21 the “provincial average” of all jurisdictions was 14.83 days of operation in AOS. The average of the boards in Alberta that have a similar enrolment to us was 20.89 days of operation in AOS. These reserves are in place in order to have sufficient cash flow to deal with external factors out of the control of the division that cause unforeseen costs and put at risk the continued delivery of appropriate educational programs and activities.

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

The Fort Vermilion School Division, according to the above comments, should maintain an operating reserve of no less than \$2,231,232 (10 days over 250 days times \$55,780,798 - 2021/22 budgeted expenses). At the end of the 2020/21 school year there was an accumulated operating reserve of \$2,480,133 (not including SGF) or 10.99 days of operations.

For the period ending May 31, 2022 the Fort Vermilion School Division AOS is 24.99 days. See governance impact section for an explanation of this result.

Governance Implications:

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

Planned Capital Purchases	\$1,750,000
Purchases to Date	\$948,529
Remaining Purchases	\$801,471

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

2.1 Unrestricted Net Assets:

The Board at the end of the 2020/21 school year had \$0 of unrestricted net assets. *Unrestricted net assets as of May 31, 2022 are \$0.*

2.2 Restricted Operating Reserves:

The Division allows sites to accumulate surpluses or incur deficits, when circumstances dictate. These reserves belong to the individual sites. The following indicates the restricted operating reserves per site as at August 31, 2021 and May 31, 2022.

The end of May 31, 2022 represents 75% of the calendar year and 90% of the school year.

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

Sites	2020	2021	2022	Budget
BHCS	15,000	15,670	83%	322,413
BHPS	15,000	15,384	79%	396,210
FMCS	28,541	34,031	85%	580,032
SMES/FVPS	15,000	27,502	91%	459,425
HLPS	31,368	32,316	84%	799,266
HCCS	15,000	16,471	80%	417,830
LCPS	31,041	30,628	79%	598,481
RLKS	16,984	18,111	66%	317,450
RVCS	15,784	16,136	80%	316,187
RLNS	15,646	15,740	84%	369,236
SHES	21,022	22,376	78%	525,770
SNCS	17,978	19,026	85%	450,040
Outreach	18,436	15,000	79%	298,162
Home Ed	21,036	22,486	91%	732,257

Governance Implications

Third Quarter:

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

- High percentage spent in current year:
 - *We would expect that school budgets would be between the ranges of 87% to 93% at this point in time given that 90% 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 May 31, 2022 the balances are as follows:

<u>Sites</u>	<u>Funds Allocated</u>
Operations & Maintenance	3,272,165
Transportation	521,423
School Based	309,996
Board & System Admin	188,528
Total	4,292,112

Quarterly Expenditure Report

See May 31, 2022 Financial Report for the Public Board Meeting.

Additional Governance Implications (if any)

At this point we have spent 76.3% overall (8/12 months of school year or 75%) of all current divisional budgets to date.

- *May 31, 2022 was the end of the 3rd quarter for our fiscal year (September to May). School Administrators and Department Managers are responsible to review their budgets and results to this date.*

OTHER BUSINESS

RE: BOARD POLICY MANUAL

The Board Policy Manual was reviewed with Consultant Dana Antaya-Moore at the Board Planning Session held April 25, 2022. First and second reading were received May 18, 2022.

Submitted by Michael McMann, Superintendent.

RECOMMENDATION: _____ moved that the Board of Trustees give third and final reading to the Board Policy Manual. A copy of the Policy Manual is attached.

BOARD POLICIES



Fort Vermilion School Division
Our Children, Our Students, Our Future



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

TABLE OF CONTENTS

PREAMBLE

1.0 Foundations and Direction

- 1.1 Mandate
- 1.2 Vision
- 1.3 Motto and Mission
- 1.4 Guiding Principles
- 1.5 Goals
- 1.6 Current Priorities
- 1.7 Key Performance Indicators
- 1.8 Key Strategies

2.0 Governance and Management

- 2.1 Approach to Governance
- 2.2 Role of the Board
- 2.3 Role of the Chair
- 2.4 Role of the Trustee
- 2.5 Role of Committees & Representatives
- 2.6 Trustee Code of Conduct
- 2.7 Trustee Code of Conduct Sanctions
- 2.8 Meetings
- 2.9 Delegation of Authority and Responsibility
- 2.10 Monitoring Performance

3.0 Limitations on Operations

- 3.1 General Constraints
- 3.2 Relationships
- 3.3 Programs and Services
- 3.4 Finances
- 3.5 Assets
- 3.6 Communications with the Board



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

PREAMBLE

Fort Vermillion School Division (FVSD) is ~~made up of 17 schools~~ situated in diverse rural communities across Mackenzie County. The Board Policies that follow are grounded in the concept of community values and recognize and respect the diverse values that exist within a shared commitment to student success.

To align with the *Superintendent/CEO Evaluation Process, Criteria and Timelines*, with the System Leadership Quality Standard all references throughout the Board Policy document are to the Superintendent/CEO.

Date adopted:

Date revised:



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.1 MANDATE

Through the Education Act, the Minister of Education has vested in the Board of School Trustees the power and authority to govern Fort Vermilion School Division. The Board has determined that its stakeholders are society at large, students, parents, members of its local communities, and employees of the Division.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.2 VISION

Fort Vermilion School Division provides students it serves with quality education in safe, caring environments and in accordance with provincial requirements and local community expectations.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.3 MOTTO AND MISSION

Motto

Our Children, Our Students, Our Future

Mission

To recognize the whole child, to support all our students, and to build for our future.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.4 GUIDING PRINCIPLES

Board members and staff will demonstrate best practice.

1.4.1 Students are our purpose.

1.4.2 Individuals will act with integrity in all circumstances.

1.4.3 The Division will be student-focused, stakeholder-driven, and results-oriented.

1.4.4 People will be accountable for their actions and strive to continuously improve performance.

1.4.5 Communications will be open, honest, and frank.

1.4.6 Relationships will be based on fairness, honesty, and mutual respect.

1.4.7 Parents will be treated as partners.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.5 GOALS

- 1.5.1 Every Student is Successful.
- 1.5.2 Quality Teaching and School Leadership.
- 1.5.3 Effective Governance.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.6 CURRENT PRIORITIES (2021-2024)

- 1.6.1 FVSD will foster connectivity and well-being amongst community, students, parents and staff
- 1.6.2 All students will improve literacy skills
- 1.6.3 All students will improve numeracy skills



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.7 KEY PERFORMANCE INDICATORS

- 1.7.1 Student reading scores as measured by Test of Word Reading Efficiency
Test of Silent Reading Efficiency and Comprehension
Test of Silent Word Reading Fluency - *aligns with 1.6.2*
- 1.7.2 Numeracy scores as measured by Wide Range Achievement Test (WRAT5) – *aligns with 1.6.3*
- 1.7.3 Student performance on Mathematics Provincial Achievement Tests in Grades 6 and 9, Mathematics Diploma Exams, and English Language Arts Diploma Exams - *aligns with 1.6.2 & 1.6.3*
- 1.7.4 Drop-out rate data as supplied by Alberta Education - *aligns with 1.6.1*
- 1.7.5 High School Completion supplied by Alberta Education - *aligns with 1.6.1*
- 1.7.6 Connectivity survey created by FVSD – *aligns with 1.6.1*



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

1.0 FOUNDATIONS AND DIRECTION

1.8 KEY STRATEGIES

- 1.8.1 Foster safe and caring environments for learning and working.
- 1.8.2 Focus on recruitment, retention and recognition of capable, committed staff.
- 1.8.3 Recognize and celebrate excellence across the Division.
- 1.8.4 Meaningfully involve students, parents and school councils.
- 1.8.5 Promote focused and meaningful staff professional development.
- 1.8.6 Develop and provide student programming suitable to each student's needs.
- 1.8.7 Develop learning opportunities that correlate to community and cultural contexts.
- 1.8.8 Identify key components of student engagement and provide the necessary supports to improve student engagement in learning and in the life of the school.
- 1.8.9 Build partnerships with the local community, support agencies, and Alberta Education to enhance student learning opportunities.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.1 APPROACH TO GOVERNANCE

The Board must govern itself and the operations of the Division through policies designed to provide the best possible education to all students in a manner which respects the values of its communities.

The Board must:

- 2.1.1 Govern rather than manage the operations of the Division.
- 2.1.2 Make decisions as a corporate body, and monitor that committees, representatives, or individual Trustees act for the Board only if specifically authorized to do so.
- 2.1.3 Focus on strategic leadership to achieve its Mission.
- 2.1.4 Inspire and lead the Division by celebrating successes.
- 2.1.5 Decide the largest issue in each policy category before deciding any smaller issues.
- 2.1.6 Identify the information and resources it needs to establish and monitor policies.
- 2.1.7 Act with the discipline needed to govern with excellence.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.2 ROLE OF THE BOARD

The Board of Trustees for FVSD is made up of nine elected Trustees. The Board is responsible for ensuring that students receive an education consistent with provincial requirements and with the expectations of the communities in the Division.

The Board must:

- 2.2.1 Be accountable to the provincial government by
 - a) Acting in accordance with all statutory requirements to implement provincial and educational standards and policies.
 - b) Performing Board functions required by governing legislation and existing Board policy.

- 2.2.2 Be accountable to the community by
 - a) Modeling a culture of respect, understanding and integrity.
 - b) Representing the interests and values and of the community served.
 - c) Establishing processes for, and providing opportunities for, community input.
 - d) Joining with constituents to advocate for the education of students and to ensure that the system reflects the values of the local communities.
 - e) Making data-driven decisions
 - f) Reporting Division results at least annually.
 - g) Developing procedures for appeals
 - h) Hearing appeals as required by statute and/or Board policy.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.2.3 Align with the Three-Year Education Plan by
- a) Providing overall direction for the Division including establishing the mission, vision, and identifying the strategic priorities, and desired results.
 - b) Approving the Three-Year Education Plan for submission to Alberta Education on an annual basis.
 - c) Evaluating progress toward the achievement of student outcomes and other desired results.
 - d) Annually evaluating the effectiveness of the Division in achieving established goals and desired results.
 - e) Approving Annual Education Results Report for distribution to public.
- 2.2.4 Develop and implement policy by
- a) Determining the goals and objectives the Division wishes to pursue.
 - b) Identifying how the Board will function.
 - c) **Evaluating** ~~Evaluation~~ the impact of policy to determine if it is producing the desired results.
 - d) Delegating authority to the Superintendent/CEO and defining corresponding responsibilities.
 - e) Establishing policies that reflect the values and perspectives the Board believes its communities hold.
 - f) Directing and monitoring the Division through policies which:
 - i) articulate expected outcomes for the Division;
 - ii) establish processes by which the Board will conduct its business and how it will relate to its staff;
 - iii) set limitations for staff action.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.2.5 Establish Superintendent/CEO/Board relations by
- a) Selecting the Superintendent/CEO.
 - b) Providing the Superintendent/CEO with clear corporate direction.
 - c) Delegating administrative authority and identifying responsibility subject to provisions and restrictions in the Education Act.
 - d) Respecting the authority of the Superintendent/CEO to carry out executive action and supporting the Superintendent's/CEO's actions which are exercised within the delegated discretionary powers of the position.
 - e) Evaluating the Superintendent/CEO on an annual basis in regard to the Superintendent/CEO job description and additional Board direction.
- 2.2.6 Engage in political advocacy by
- a) Identifying advocacy opportunities, including focuses, key messages, and strategies.
 - b) Fostering relationships with other governing bodies to enhance the delivery of education and other services to the stakeholders.
- 2.2.7 Commit to board development by
- a) Evaluating Board effectiveness on an annual basis.
 - b) Directing corporate Board development as needed.
 - c) Ensuring flexibility for individual trustee development.
 - d) Ensuring the continuity of Board governance capability by orienting, training, and developing its members as needed.
- 2.2.8 Commit to fiscal management by
- a) Approving the budget annually and establishing trustee compensation rates.
 - b) Approving the Three-Year Capital Plan for submission to Alberta Education on an annual basis.
 - c) Approving audit reporting and ensuring quality indicators are met.
 - d) Monitoring fiscal management of the Division.
 - e) Soliciting advice to inform setting the mandates for negotiations with staff.
 - f) Ratifying Memoranda of Agreement on local bargaining with the Local ATA #77.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.2.9 Undertake selected responsibilities by
- a) Approving Division school-year calendars.
 - b) Establishing school attendance areas.
 - c) Approving a primary second language of instruction at a school when necessary.
 - d) Approving religious programs of instruction when necessary.
 - e) Approving requests to the Minister for the disposition of land and buildings.
 - f) Approving final name selection of schools and other Board-owned facilities.
 - g) Providing opportunities for dialogue with School Councils.
 - h) Making a recommendation to the Minister for the dissolution of a School Council.
 - i) Approving the operations of an alternative program.
 - j) Approving guidelines around student record retention schedules if different from the Student Record Regulation.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.2.10 Closure of Schools

- a) Where the Board has given notice of motion at a regular meeting of the Board that it is considering the closure of a school, the Board must
 - i) Organize and convene a public meeting to discuss the information provided to the parents of every child and student enrolled in the school who, in the opinion of the board, will be significantly affected by the closure of the school. The date and location of the public meeting must be posted in (five) 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least fourteen (14) days before the date of the public meeting. The public meeting must be advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure on at least two (2) occasions as close as possible to the date of the meeting.
 - ii) Provide an opportunity for the council of the municipality in which the school is located to provide a statement to the Board about the impact the closure may have on the community.
 - iii) Identify at least two (2) trustees to attend the public meeting.
 - iv) Prepare minutes of all public meetings held.
- b) The Board must wait at least three (3) weeks after the date of the public meeting before making a final decision on the proposed closure and must give due consideration to any written submissions on the proposed closure that it receives after the public meeting.

2.2.11 Ward Structure

- a) The electoral ward structure will be determined with representation by population and geographical location. Population will be determined considering county and town census, Alberta Education students enrolled and total enrollment.
- b) The Board will hold community consultations in affected wards prior to passing a bylaw amending the current ward structure.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.3 ROLE OF THE CHAIR

The Chair must protect the integrity of the Board's process, represent the Board to outside parties, and speak for the Board.

The Chair must:

- 2.3.1 Enforce the Board's own rules and those imposed upon the Board from outside the organization.
- 2.3.2 Restrict meeting agendas and discussions to those issues which, according to Board Policies, are clearly in the Board's jurisdiction.
- 2.3.3 Keep deliberation fair, orderly, thorough, efficient, time-limited, and to the point.
- 2.3.4 Chair Board meetings with all the commonly accepted powers (e.g., ruling, recognizing).
- 2.3.5 Make decisions on behalf of the Board which fall within and are consistent with a reasonable interpretation of its "Governance and Management" policies.
- 2.3.6 Represent the Board to outside parties by stating positions consistent with its policies, resolutions, and bylaws.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.4 ROLE OF THE TRUSTEE

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission. The oath of office taken, or affirmation made, by each trustee when they assume office binds them to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision-making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out those duties only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division. Individual trustees do not have the authority to direct the Division's administration and staff.

Specific Responsibilities of Individual Trustees:

- 2.4.1 Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
- 2.4.2 Provide for the engagement of parents, students, staff, and all communities.
- 2.4.3 Respectfully bring forward and advocate for local issues and concerns.
- 2.4.4 Refer matters not covered by Board policy, but requiring a corporate decision, to the Board for discussion.
- 2.4.5 Refer administrative matters to the Superintendent/CEO.
- 2.4.6 Upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the appropriate level and will inform the Superintendent/CEO or designate of this action.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.4.7 Keep the Superintendent/CEO and the Board informed in a timely manner of all matters coming to their attention that might affect the Division. Personnel matters are to be brought to the attention of the Superintendent/CEO only.
- 2.4.8 Attend Board meetings (and committee meetings as assigned) and be prepared to participate in the decisions of the Board in order to provide the best solutions possible for education within the Division.
- 2.4.9 Recognize (his/her) their fiduciary responsibility to the Division and act in the best interests of the Division, understanding that Division needs are paramount.
 - 2.4.9.1 Vote on every Board motion, unless there is a conflict of interest.
 - 2.4.9.2 Support a majority vote of the Board as if the vote had been unanimous.
- 2.4.10 When delegated responsibility, the trustee must exercise such authority within the defined terms of reference in a responsible and effective way.
- 2.4.11 Participate in Board/trustee development sessions so the quality of leadership and service in the Division can be enhanced.
- 2.4.12 Be aware of educational issues and trends brought forward by Administration.
- 2.4.13 Share the materials and ideas gained at a trustee development activity with fellow trustees at the following Board meeting.
- 2.4.14 Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
- 2.4.15 Liaise with School Council(s) as assigned and attend local school council meetings, when possible.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.4.16 Attend as a representative when possible and/or appropriate:

2.4.16.1 Provincial ASBA functions.

2.4.16.2 Zone ASBA functions.

2.4.16.3 Division functions/events.

2.4.17 Attend when designated by the Board or formally invited by the Principal as Board representative:

2.4.17.1 Extra-curricular school activities.

2.4.17.2 Staff social functions.

2.4.18 Participate in community initiatives/activities, when possible, as the community's trustee.

2.4.19 Become familiar with, and adhere to, the Trustee Code of Conduct.

2.4.20 Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.5 ROLE OF COMMITTEES AND REPRESENTATIVES

The Board must operate as a corporate body and must appoint other committees or representatives to help carry out its governance responsibilities only when deemed appropriate.

Board committees and representatives must:

- 2.5.1 Respect and carry out the Board's job.
- 2.5.2 Respect the delegation from the Board to the Superintendent/CEO.
- 2.5.3 Speak or act for the Board only when formally given such authority.
- 2.5.4 Provide the Board with recommendations rather than options and implications, only when specifically requested to do so.
- 2.5.5 Be created and/or delegated to help the staff do its jobs.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.6 TRUSTEE CODE OF CONDUCT

The Board and its members must operate in an ethical and businesslike manner and in accordance with Board Policies.

Trustees must:

- 2.6.1 Carry out their responsibilities as detailed in Policy 2.4 – Role of the Trustee with reasonable diligence.
- 2.6.2 Represent the best interest of the entire Division.
- 2.6.3 Reflect the Board’s policies and resolutions when communicating with the public.
- 2.6.4 Put the interests of the provincial and local communities above those of individuals, groups, organizations, or themselves.
- 2.6.5 Follow Board Policies or specific Board resolutions for direction when exercising authority over the Division, its staff, or its students.
- 2.6.6 Represent the positions of the Board.
- 2.6.7 Respect the Board and its decisions.
- 2.6.8 Understand and respect the scope of their authority.
- 2.6.9 Behave respectfully in group and individual interactions.
- 2.6.10 Engage with social media as community members, acknowledging that their posts reflect their own personal views.
- 2.6.11 Respect issues of a sensitive or confidential nature.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.6.12 Fulfill their Board-mandated responsibilities. Board-mandated responsibilities supersede any loyalty, such as interest groups and memberships on other Boards or staffs or acting as an individual consumer of the Division's services.

2.6.13 Disclose the nature of any pecuniary financial interest(s) and abstain and absent themselves from discussion or voting on the matter in question.

2.6.14 Respect the Division's hiring processes.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.7 TRUSTEE CODE OF CONDUCT SANCTIONS

- 2.7.1 Trustees must conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 2.6. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
- 2.7.2 A trustee who believes that a fellow trustee has violated the Code of Conduct is encouraged to seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
- 2.7.3 A trustee who wishes to commence an official complaint under the Code of Conduct must file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring. The letter must indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The Board Chair or, where otherwise applicable in what follows, the Vice-Chair must forward a copy of the letter of complaint to the trustee who is alleged to have violated the Code of Conduct and all other trustees within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.
- 2.7.4 When a trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, content, and nature of the complaint is strictly confidential. Any public disclosure of the complaint is a violation of the Code of Conduct. Public disclosure of the complaint, and any resulting decision taken by the Board, may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.7.5 To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide a letter indicating support for having the complaint heard at a Code of Conduct hearing. This letter must be received within three (3) days of the original complaint being forwarded to all trustees. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
- 2.7.6 Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
- 2.7.7 Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining trustee to present his or her views of the alleged violation of the Code of Conduct.
- 2.7.8 At the special meeting of the Board, the Board Chair must indicate at the beginning of the meeting the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting.

Without limiting what appears below, the Board Chair must provide for fairness in dealing with the complaint by adhering to the following procedures.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.7.8.1 The Code of Conduct complaint process must be conducted at an in-camera, Code of Conduct hearing, during a special meeting of the Board convened for that purpose. All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 2.7.8.2 The sequence of the Code of Conduct hearing must be:
 - 2.7.8.2.1 The complaining trustee must provide a presentation which may be written or oral or both;
 - 2.7.8.2.2 The respondent trustee must provide a presentation which may be written or oral or both;
 - 2.7.8.2.3 The complaining trustee must then be given an opportunity to reply to the respondent trustee's presentation;
 - 2.7.8.2.4 The respondent trustee must then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 2.7.8.2.5 The remaining trustees of the Board must be given the opportunity to ask questions of both parties;
 - 2.7.8.2.6 The complaining trustee must be given the opportunity to make final comments; and
 - 2.7.8.2.7 The respondent trustee must be given the opportunity to make final comments.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

- 2.7.8.3 Following the presentation of the respective positions of the parties, trustees must deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
- 2.7.8.4 If the remaining trustees in deliberation require further information or clarification, the parties must be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 2.7.8.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 2.7.8.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
- 2.7.8.7 The presiding Chair must reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to pass the resolution.
- 2.7.8.8 All documentation related to the Code of Conduct hearing must be returned to the Superintendent/CEO or designate immediately upon conclusion of the Code of Conduct hearing and must be retained in accordance with legal requirements.
- 2.7.8.9 The presiding Chair shall declare the special meeting of the Board adjourned.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.7.9 A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions

2.7.9.1 Having the presiding Chair write a letter of censure marked “personal and confidential” to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the special meeting of the Board.

2.7.9.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the special meeting of the Board.

2.7.9.3 Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the special meeting of the Board, for a time not to exceed the trustee’s term as trustee.

2.7.9.4 Having a motion to disqualify a trustee as a Board member with respect to issues involving pecuniary interests.

2.7.10 The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Note: All letters in 2.7 Trustee Code of Conduct Sanctions require a signature. Letters may be handwritten or typed and delivered personally or by electronic means.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.8 MEETINGS

The Board must operate in a businesslike manner.

The Board must:

2.8.1 Hold its organizational meeting in October.

2.8.2 Publish a schedule of its regular meetings.

2.8.3 Use the procedures outlined in Robert's Rules of Order, when necessary.

2.8.4 Use the following agenda for its regular meetings.

- a) Call to Order
- b) Focus on Student Achievement
- c) Approval of Agenda
- d) Approval of Minutes
- e) Communications
- f) Trustee Sharing on PD/Committees
- g) Delegations or External Presentations
- h) Monitoring Reports
- i) Other Business
- j) Adjournment

2.8.5 Assess the effectiveness of each regular meeting.

2.8.6 Establish a schedule for linking with its stakeholders and for monitoring its policies.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

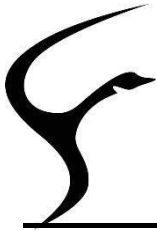
2.0 GOVERNANCE AND MANAGEMENT

2.9 DELEGATION OF AUTHORITY AND RESPONSIBILITY

The Board must appoint the Superintendent of Schools as its Chief Executive Officer (CEO) to manage the operations of the Division.

The Board must:

- 2.9.1 Delegate the Superintendent/CEO the authority and responsibility to manage the operations of the Division.
- 2.9.2 Support the Superintendent/CEO in fulfilling the legislated responsibilities of a Superintendent of Schools.
- 2.9.3 Hold the Superintendent/CEO accountable for achieving and complying with the policies that apply to the system.
- 2.9.4 Hold the Superintendent/CEO accountable for supporting the Board in achieving and complying with the policies that apply to the Board.
- 2.9.5 Review and approve annual targets proposed by the Superintendent/CEO for achieving the System Goals established by the Board.
- 2.9.6 Permit the Superintendent/CEO to delegate authority and responsibility and to provide resources to other staff, and to hold them accountable.
- 2.9.7 Outline, in policy, the scope of choice given to the Superintendent/CEO.
- 2.9.8 Direct the Superintendent/CEO only through decisions made as a corporate body.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

Without restricting the very broad delegation of authority as noted above, the Superintendent/CEO must:

- 2.9.9 Enhance student learning by
 - a) Providing leadership in all matters relating to education in the Division.
 - b) Providing every opportunity for students in the Division to meet or exceed the standards of education set by the Minister.
 - c) Putting the conditions in place to create learning environments that contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
 - d) Providing leadership in fostering conditions that promote the improvement of educational opportunities for all students.
 - e) Providing leadership in implementing education policies established by the Minister and the Board.

- 2.9.10 Enhance student welfare by
 - a) Putting the conditions in place so that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
 - b) Putting the conditions in place so that the social, physical, intellectual, cultural, and emotional growth needs of students are met in the overall school environment.
 - c) Putting the conditions in place to enhance the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
 - d) Putting the conditions in place to have facilities that adequately accommodate Division students.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.9.11 Demonstrate fiscal responsibility by

- a) Monitoring the fiscal management of the Division by the Associate Superintendent of Finance (Secretary-Treasurer) to confirm it is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- b) Monitoring the Division to confirm it operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- c) Directing the preparation and the presentation of the budget.
- d) Monitoring the Board to confirm it has current and relevant financial information.
- e) Directing the preparation of the Three-Year Capital Plan for submission to the Board.
- f) Reviewing, annually, the Transportation and Student Fee as per School Fees and Costs and School Transportation Regulation.

2.9.12 Enhance personnel management by

- a) Having overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- b) Monitoring the performance of all staff and ensure appropriate evaluation processes are in place.
- c) Facilitating professional development and training sessions for staff.
- d) Monitoring the coordination and integration of human resources within the Division.
- e) Monitoring that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
- f) Having authority to suspend or terminate a teacher as per the Education Act. (Board Motion 08-03-15079)

2.9.13 Monitor policy/administrative procedures by

- a) Providing leadership in the planning, development, implementation and evaluation of Board policies.
- b) Developing and keeping current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

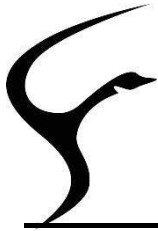
2.0 GOVERNANCE AND MANAGEMENT

2.9.14 Foster Superintendent/CEO/Board Relations by

- a) Engaging in and **maintaining** ~~maintain~~ positive, professional working relations with the Board.
- b) Respecting and honouring the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
- c) Attending all Board meetings and make recommendations on matters requiring Board action.
- d) Providing the information and counsel which the Board requires to perform its role.
- e) Keeping the Board informed on sensitive issues in a timely manner.
- f) Attending, and/or designating, administrative attendance at all committee meetings.
- g) Demonstrating respect, integrity and support, which is conveyed to the staff and community.

2.9.15 Enhance strategic planning and reporting by

- a) Leading a Strategic Planning engagement process that includes input from all Division stakeholders.
- b) Assisting the Board in determining the present and future educational needs of the Division through the development of short-and long-range plans.
- c) Involving the Board in the approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval.
- c) Implementing plans as approved.
- d) Reporting regularly on results achieved.
- e) Developing the Annual Education Results Report for Board approval.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

2.0 GOVERNANCE AND MANAGEMENT

2.9.16 Demonstrate organizational management by

- a) Utilizing effective organization skills to result in Division compliance with all legal, Ministerial and Board mandates and timelines.
- b) Reporting to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.
- c) Reviewing, modifying, and maintaining an organizational chart which accurately delineates lines of authority and responsibility.
- d) Building an organizational structure and promoting a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

2.9.17 Enhance communications and community relations by

- a) Taking appropriate actions to develop and maintain open, transparent, positive internal and external communications.
- b) Putting the conditions in place, including but not limited to community consultations, to enhance parents' level of satisfaction with the services provided and the responsiveness of the Division.
- c) Maintaining effective relationships within the system and the community served by the system.
- d) Acting as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- e) In consultation with the Board Chair, serving as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

2.9.18 Demonstrate leadership by

- a) Practicing leadership in a manner that is viewed positively and has the support of those with whom the Superintendent/CEO works most directly in carrying out the directives of the Board and the Minister.
- b) Developing and maintaining positive and effective relations with provincial and regional government departments and agencies.
- c) Demonstrating, through actions, that meaningful collaboration arises from relationships built on trust, honesty and respect.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

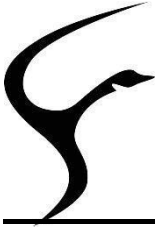
2.0 GOVERNANCE AND MANAGEMENT

2.10 MONITORING PERFORMANCE

The Board must establish a schedule and identify methods for monitoring its policies on a regular and systematic basis but may also monitor any policy by any method whenever it perceives the need to do so.

The Board must:

- 2.10.1 Monitor achievement or compliance only against policy and any previously set criteria.
- 2.10.2 Use the results of monitoring to improve performance and create the future by reviewing and revising existing policies and by formulating new policies.
- 2.10.3 Monitor its policies using reports from staff through the Superintendent/CEO from external sources (e.g., auditors, provincial exams), and/or by direct inspection by the Board.
- 2.10.4 Be mindful of the professional, ethical and legal considerations in its monitoring process.
- 2.10.5 Monitor and evaluate its own performance using the Fort Vermilion School Division Board Self-Evaluation.
- 2.10.6 Evaluate the Superintendent's/CEO's performance at least annually in accordance with the *Superintendent/CEO Evaluation Process, Criteria and Timelines* document.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

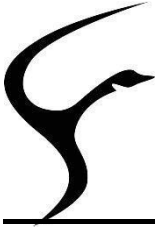
3.0 LIMITATIONS ON OPERATIONS

3.1 GENERAL CONSTRAINTS

The Division must operate legally, ethically, prudently, and in adherence to Board Policies.

The Superintendent/CEO must:

- 3.1.1 Monitor any practice, activity, decision, or organizational circumstance to their adherence to professional and business ethics, and Board Policies.
- 3.1.2 Take the actions necessary to ensure that the Division operates in compliance with provincial requirements.
- 3.1.3 Seek Board approval to change the number of Associate Superintendent positions.
- 3.1.4 Inform the Board before increasing the number of supervisory positions with division-wide responsibilities.
- 3.1.5 Inform the Board before hiring an Assistant Principal, Principal, or Associate Superintendent.
- 3.1.6 Seek Board approval before travelling internationally in their role as Superintendent.
- 3.1.7 Inform the Board in advance of any out of province travel by staff or students on division business.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

3.0 LIMITATIONS ON OPERATIONS

3.2 RELATIONSHIPS

The Division must not treat or tolerate the treatment of students, parents, staff and community members in contravention of the Board's "Guiding Principles" policy.

The Superintendent/CEO must:

- 3.2.1 Take reasonable steps to maintain a safe, healthy and respectful environment for learning and working.
- 3.2.2 Permit decisions on assigning, promoting, evaluating, or disciplining students or staff to be based on criteria that achieve or comply with Board Policies.
- 3.2.3 Operate within fair and consistent procedures for hiring and terminating staff.
- 3.2.4 Seek input from students, parents, staff, and community members in monitoring performance and setting direction at the Division and individual school levels.
- 3.2.5 Operate in adherence with procedures for handling complaints about the environment for learning and working, decisions of staff, or the education of students.
- 3.2.6 Communicate the conduct expected and the rights assured under this policy
- 3.2.7 Operate within an effective and efficient communications system.
- 3.2.8 Cultivate positive relationships with stakeholders and foster the public image of the jurisdiction.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

3.0 LIMITATIONS ON OPERATIONS

3.3 PROGRAMS AND SERVICES

The Division must offer programs and services that support and enhance the education and well-being of students.

The Superintendent/CEO must:

- 3.3.1 Expect programs, services or courses to operate in adherence with provincial requirements.
- 3.3.2 Implement practices which:
 - a) adhere to provincial requirements or Board Policies;
 - b) are consistent with sound pedagogy;
 - c) enhance the safety or well-being of students.
- 3.3.3 Approve assessment and evaluation practices which:
 - a) ensure achievement of provincial and local goals;
 - b) foster an effective and efficient school system;
 - c) involve the participants
 - d) provide for self-evaluation;
 - e) solicit feedback from appropriate sources;
 - f) promote growth and improvement.
- 3.3.4 Hire staff with the competence and commitment to provide effective and efficient programs and services.
- 3.3.5 Take appropriate action with staff who demonstrate a lack of competence or commitment, or who contravene Board Policies.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

3.0 LIMITATIONS ON OPERATIONS

3.4 FINANCES

The Division must be operated in ways which prioritize its financial health and stability, and the effective, efficient use of its financial resources.

The Superintendent/CEO must:

- 3.4.1 Prepare a Division budget, and approve school and other site budgets, in adherence with provincial and Division goals and requirements.
- 3.4.2 Permit the Division to have an operating deficit at the end of any fiscal year, only if the deficit is authorized by the Board.
- 3.4.3 Inform the Board in a timely manner of any material deviation from the approved budget.
- 3.4.4 Establish compensation and benefits which align with identified market standards for the skills employed in similar types of service sectors.
- 3.4.5 Purchase products or services through a fair, reasonable and efficient process.
- 3.4.6 Seek Board approval to use the significant resources generated for ECS to Grade 12 to support other initiatives.



FORT VERMILION SCHOOL DIVISION BOARD POLICIES

3.0 LIMITATIONS ON OPERATIONS

3.5 ASSETS

The Division must be operated in ways which protect and maintain its assets.

The Superintendent/CEO must:

- 3.5.1 Adhere to provincial requirements.
- 3.5.2 Insure Board member, staff, and the Division against theft, casualty, and liability losses.
- 3.5.3 Operate a program of regular and preventative maintenance.
- 3.5.4 Maintain a transportation system which is safe and efficient.
- 3.5.5 Act in a way that does not expose the Division, the Board, or its staff to claims of liability.
- 3.5.6 Receive, process or disburse funds under controls which are sufficient to meet the Board-appointed auditor's standards.
- 3.5.7 Seek Board approval to acquire, encumber or dispose of real property.
- 3.5.8 Follow the Education Act Disposition of Property Regulation when disposing of real property.



FORT VERMILION SCHOOL DIVISION

BOARD POLICIES

3.0 LIMITATIONS ON OPERATIONS

3.6 COMMUNICATIONS WITH THE BOARD

The Board must be provided with the information it requires to fulfill its governance responsibilities.

The Superintendent/CEO must:

- 3.6.1 Submit the monitoring data required by the Board in a way that is not timely, accurate and understandable.
- 3.6.2 Inform the Board of relevant trends, anticipated significant media coverage, and material external and internal changes affecting the Division, and particularly changes in the assumptions upon which any policy was established.
- 3.6.3 Provide the information required for the Board of Trustees to communicate effectively with stakeholders.
- 3.6.4 Present information clearly and concisely.
- 3.6.5 Issue only accurate and fair information about the Division's operations.
- 3.6.6 Provide the Board with recommendations rather than options and implications, only when specifically requested to do so.
- 3.6.7 Interact with Trustees in a manner that enhances the Board's ability to function as an effective corporate body.
- 3.6.8 Report in a timely manner a known, suspected or anticipated noncompliance with any policy of the Board or provincial directive by the Superintendent/CEO, a Trustee, a representative, committee or the Board itself.

OTHER BUSINESS

RE: PATHWAYS

We have run into some potential issues with renaming High Level Learning Store to Pathways therefore changing our request to add Pathways as a new facility with Alberta Education.

Submitted by Michael McMann, Superintendent.

RECOMMENDATION:

_____ moved that the Board of Trustees rescind motion #22-05-16885, which stated that “Amanda Paul moved that the Board of Trustees change the name of High Level Learning Store (1715) to Pathways”.

RECOMMENDATION:

_____ moved that the Board of Trustees direct administration to proceed with an application to Alberta Education to establish the following school: Pathways.

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. Best wishes for a productive Teachers Convention f. Awards Ceremony Address g. Email to all staff to express commendation and best wishes h. Emergent messages 	<ul style="list-style-type: none"> a. September b. September c. December d. December e. February f. May g. June h. Ongoing 	<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 h. Board Chair or Delegate
Elected Officials	<p>A strong, public education system is the cornerstone of an economic development attraction strategy and strong prosperous communities.</p> <p>We are fulfilling our mandate as a school division. Your awareness of our success and challenges is important.</p>	<ul style="list-style-type: none"> a. Meeting with the Minister of Education b. Meeting with the Minister of Infrastructure c. Meeting with Member of Legislative Assembly 	<ul style="list-style-type: none"> a. When necessary b. When necessary c. When necessary 	<ul style="list-style-type: none"> a. All Trustees and Superintendent b. All Trustees and Superintendent c. All Trustees and Superintendent
School Councils / Parents	<p>We are committed to your success as a Council.</p> <p>You are our partner in education.</p> <p>We are all working together to build strong communities.</p>	<ul style="list-style-type: none"> a. Council of School Council Meetings b. Attendance at School Council Meetings c. Attendance at Zone 1 Alberta School Boards Association Meetings d. Attendance at Provincial Alberta School Board Association Annual General Meetings 	<ul style="list-style-type: none"> a. November and April b. Monthly c. Bi-monthly d. November and June 	<ul style="list-style-type: none"> a. All Trustees and Executive b. All Trustees c. Board Chair and Trustee Representative / Superintendent / Secretary Treasurer d. All Trustees / Superintendent / Secretary Treasurer
First Nations	We have the interest of your children in mind. We want success for all people in this region. We want to work with you.	<ul style="list-style-type: none"> a. The Board will endeavor to meet with the three First Nations Chief and Councils who are affiliated with FVSD. b. Send Public Board meeting agenda and minutes to each First Nation Chief and Council 	<ul style="list-style-type: none"> a. When necessary b. Monthly 	<ul style="list-style-type: none"> a. Board Chair and Superintendent b. Superintendent
Economic Development Leaders (Employers)	<p>A strong, public education system is the cornerstone of an economic development attraction strategy.</p> <p>Your workforce comes from our schools. Let's work together on building prosperous communities with highly skilled workers.</p>	<ul style="list-style-type: none"> a. Attendance at Annual General Meetings for Board of Trades and Chamber of Commerce b. Yearly thank you to businesses and employers for partnerships (newspaper and/or letter) 	<ul style="list-style-type: none"> a. Annually (Monthly meetings if possible) b. June 	<ul style="list-style-type: none"> a. Local Trustees b. Executive

BOARD COMMUNICATION PLAN 2021-2024