
FORT VERMILION SCHOOL DIVISION

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

BOARD OF TRUSTEES REGULAR MEETING

JUNE 19, 2024 – 10:00 AM

CENTRAL OFFICE

A G E N D A



Fort Vermilion School Division 2023-2024 Board Work Plan

Divisional Goals:

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

Divisional Priorities:

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

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



Fort Vermilion School Division 2023-2024 Board Work Plan

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



Fort Vermilion School Division 2023-2024 Board Work Plan

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



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

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

**FORT VERMILION SCHOOL DIVISION
BOARD OF TRUSTEES
REGULAR MEETING – JUNE 19, 2024
CENTRAL OFFICE – 10:00 A.M.
AGENDA**

<u>ATTENDANCE</u>	2
<u>I. CALL TO ORDER</u>	2
<u>II. FOCUS ON STUDENT ACHIEVEMENT</u>	
Upper Hay River School	3
<u>III. APPROVAL OF AGENDA</u>	8
<u>IV. APPROVAL OF MINUTES</u>	8
Minutes of the Regular Board Meeting – May 22, 2024	9
<u>V. COMMUNICATIONS</u>	12
<u>VI. TRUSTEE SHARING ON PD/COMMITTEES</u>	
<u>VII. DELEGATIONS OR EXTERNAL PRESENTATIONS</u>	
<u>VIII. MONITORING REPORTS</u>	
a. Superintendent’s Report	13
b. Finance Report	15
c. Internal Auditing Accountability Report	21
d. Fiscal Quarterly Accountability Report	25
<u>IX. OTHER BUSINESS</u>	
a. Collegiate Schools	32
b. Ward Review	33
<u>X. ADJOURNMENT</u>	40

ATTENDANCE

Board Members Present:

Board Members Absent:

Administration:

Staff:

Guests:

CALL TO ORDER

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

IN-CAMERA

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

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

FOCUS ON STUDENT ACHIEVEMENT

RE: UPPER HAY RIVER SCHOOL

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

Policy References:

1.5 Goals (1.5.1, 1.5.2 and 1.5.3)

1.6 Current Priorities (1.6.1, 1.6.2, 1.6.3 and 1.6.4)

Submitted by Shelly Komarnicki, Principal.

RECOMMENDATION

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

School Presentation to the Board: Divisional Priorities

School: Upper Hay River School

Date of Report: June 12, 2024

School Context:

Upper Hay River School is nestled in the heart of Meander River, proudly a part of Dene Tha First Nation. Our on-reserve public school is Kindergarten – Grade 12. Students participate in cultural activities and events led by staff from the Nation and Nation members outside the school. Dene language classes are also conducted by staff and knowledge keepers visit regularly to share with students. This year has been our first uninterrupted school year in the last five years. We have a staff consisting of 6 teachers, 4 educational assistants, a cook/secretary, librarian, a success and engagement coach/Dene Cultural worker and one administrator. Our current enrollment is at 66 students.

Literacy:

Median Standard Score

Division 1

Assessment	Winter 2023	Winter 2024
TOSREC (comprehension)	69.0	83.0
TOSWRF (Fluency)	84.0	93.0
TOWRE (Decoding)	71.0	87.0

Division 2

Assessment	Winter 2023	Winter 2024
TOSREC (comprehension)	81.0	77.0
TOSWRF (Fluency)	99.0	94.0
TOWRE (Decoding)	85.0	85.0

Division 3

Assessment	Winter 2023	Winter 2024
TOSREC (comprehension)	88.0	93.0
TOSWRF (Fluency)	88.0	101.0
TOWRE (Decoding)	83.0	90.0

Celebration: Significant work went into program planning in our literacy targets this year. Regular scheduled meetings of staff around targeted interventions took place every quad to ensure that the programming was serving the needs of each child that was in the intervention. A teacher was assigned the role of interventionist to ensure that programs ran with fidelity and consistently throughout the year. Consistency with PA and phonics programming was maintained in the universal programming in all 3 divisions. Content coaching was also utilized to ensure that best practices were being thoughtfully reflected on all year in all classrooms. Monthly meetings around pedagogy, sound practice and reflection gave way to well-thought-out intervention groups and universal programming

decisions. Professional Development was centered around areas teachers identified as growth opportunities to ensure that we were understanding our students needs and could explore new ways to ensure that we targeted areas that served each child.

Growth Area: Two growth areas for this coming year. The first will be our Div 2 programming. Students in this age group did not show as much growth as in the other two divisions. Two factors are the movement into the class, these students have programming needs that will be a part of our CRM and literacy coaching planning. We will unitize small group instruction and solid research-based programming to meet the needs of this diverse group of learners. Our second area of growth will be in writing. With the focus on Decoding and comprehension this year and the successes we have seen, we are excited to continue that strong work. We will now be looking at strong writing programming utilizing the Units of Study writing workshop model. There was solid work in junior high with this model and we will be focused on this model for universal program for K-9.

Numeracy:

Median Standard Score

WRAT 5	Winter 2023	Winter 2024
Division 1	81.0	92.0
Division 2	75.0	71.0
Division 3	73.0	78.0

Celebration: This year in Numeracy we took a hard look at the teaching practices and pedagogy that we are utilizing. Numeracy has been a weakness for our students, and we collected our data from testing as well as anecdotally from teachers. Our PD planning looked at executive functioning and how to best impact the way students retain their learning. Staff collaborating with one another, interventionists, and the content coach worked to identify the baseline needs and how to best impact students' conceptual understanding in math. There was growth in our testing scores that is modest, but we have just gotten started. Staff really lead the way in the programming and areas they wanted to explore. A new intervention under the guidance of the University of Alberta was identified, and we will complete the training in August as a staff. The Math Interactive Learning Experience (MILE) is an intervention program designed to impact math skills through emotional regulation and with executive functioning practices in mind. Concrete and contextual learning has the potential to assist our students.

Growth Area: As was seen in Literacy we have our Div 2 students that showed the least growth in Numeracy as well. This group will be the intervention focus and targeted programming for MILE and small group instruction through Guided Math. We are exploring the Math program "Do the Math" as potentially a universal program. However, Numeracy will continue to be a focus for all students as we have lower achievement scores in this priority.

Connectivity in the Community:

Celebration: This is our second year of focus on our community connections, and we can see progress. Relationships with parents have been developing and you can see it in small ways. Some parents have been diligent about connecting with the school regarding illness and absences. We have an increase in contact for signatures and conversations regarding student success. Our Christmas feast was so well attended we ran out of food. Our re-envisioned parent teacher interview process has yielded great success with record attendance. Families have been joining us for events such as wheelchair basketball, Hand Games tournaments, Drumming ceremonies, toddler time and more. Our continued commitment to ensure that the school is a healthy reflection of the Dene community is our goal.

Connectivity within the school continues to be a strength for the staff and while some students and families are hesitant to trust the school and staff, we have been seeing a beginning of trust building for many.

Another celebration is our work to implement "Oh Canada" and The Lords's Prayer in Dene into our daily routines. This has been a labour of love for our staff as they have spent hours working to translate the two into the Tache Dene that is unique to this area. We hope that hearing these two pieces daily will encourage more language growth as well as reflect the community's desire to ground the students in faith.

Growth Area: An area we would like to target going forward is communication of school programming, how high school crediting works and where the collegiate can take our students. The hope is that with a clearer understanding of high school completion and the pathways to the colligate we can impact the attendance rates of our teenage students. As programming for SEL continue with the support of our connection team and the integral support of the band and our cultural staff, our survey numbers show that some students while feeling connected to staff they have identified feelings of not being connected to peers. Come fall, our programming will include support for students in targeted groups as we did this year and some universal work in the classrooms around social connection and positive peer relationships. The groups most in need of this programming based on the Connectivity surveys are the grades 4-9 students.

Career Path:

Celebration: This year students in Junior and Senior high were given many opportunities to experience some of what the future has instore should they embrace it. We participated in university and college presentations both in person and online. We also did virtual indigenous conferences with a focus on entrepreneurial pursuits and the trades. Students attended the healthcare expo in High Level where they got to also make a stop in at Pathways to see the Z-Space and Simulators. The Forestry Expo also brought some information and presenters to us in Meander River. The Careers counsellors also lead sessions with our students for my Blueprint and talks about potential opportunities they have. Our onsite Sim has been set up recently and 2 students have begun exploring some of the heavy-duty equipment options. We will also be assisting students with their learner's permit and access to driver training on the SIM. A driver's license is a huge asset to students.

Growth Area: Our School is focusing on the exposure to the pathways students may choose. Many of our students have only been asked when they become seniors about the future. Students in this isolated community have limited access but even more so limited exposure to what is ultimately out there for them. Our students have limited opportunities for work experience and access to trades to train locally. Our challenge is access and exposure. The earlier we can have students consider what is out there, the better we can support their access to their chosen pathways. This means strong focus

on our Junior high and the excited anticipation for the K-6 components of the Collegiate. Junior High will be getting My Blueprint exposure often and intentionally exploring areas of interest and the pathways required. It is key that students can see the required path ahead so that they can prioritize the courses they want, and we can support getting them the resources they need. The challenge we are working through is finding ways to highlight in all study areas where we can identify careers and jobs in our curriculum. Staff will be working to ensure that at all levels students are shown the potential career paths they can explore.

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 22, 2024, as presented.

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
MAY 22, 2024**

ATTENDANCE

Board Members Present:

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

Board Members Absent:

Mr. Shane Lloyd

Administration Present:

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

Guests:

Mrs. Stephanie Connors, Principal RLKS
Mr. Kemoy Shaw, Principal FVPS/SMCS
Mrs. Megan Hardy, Assistant Principal, FVPS/SMCS

ATA Representative:

Mr. Fred Kirby, President

Board Chairman, Marc Beland, called the meeting to order at 10:03 a.m.

24-05-17165
IN-CAMERA

Dale Lederer moved that the Board of Trustees go in-camera at 10:03 a.m.

CARRIED

24-05-17166
REVERT TO PUBLIC
MEETING

Henry Goertzen moved that the Board of Trustees move out of in camera at 1:44 p.m.

CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
MAY 22, 2024**

24-05-17167 FOCUS ON STUDENT ACHIEVEMENT – RAINBOW LAKE SCHOOL	Report found in the May 22,2024, Regular Board Meeting Package. Dale Lederer moved that the Board of Trustees accept the Focus on Student Achievement – Rainbow Lake School Report.	CARRIED
24-05-17168 FOCUS ON STUDENT ACHIEVEMENT – FORT VERMILION PUBLIC SCHOOL/ST. MARY’S CATHOLIC SCHOOL	Report found in the May 22,2024, Regular Board Meeting Package. Amanda Paul moved that the Board of Trustees accept the Focus on Student Achievement – Fort Vermilion Public School/St. Mary’s Catholic School Report.	CARRIED
24-05-17169 APPROVAL OF AGENDA	Benjamin Friesen moved that the Board of Trustees approve the agenda as presented.	CARRIED
24-05-17170 APPROVAL OF MINUTES	Dale Lederer moved that the Board of Trustees approve the Minutes of the Regular Board Meeting held April 17, 2024, as presented.	CARRIED
BOARD COMMUNICATIONS	None.	
TRUSTEE SHARING ON PD/COMMITTEES	The ASBA Zone 1 meeting was held here in Fort Vermilion on May 8. Trustees Lederer, Friesen, Goertzen, Driedger and Beland attended.	
DELEGATIONS OR EXTERNAL PRESENTATIONS	None.	
MONITORING REPORTS		
24-05-17171 SUPERINTENDENT’S REPORT	Report found in the May 22,2024, Regular Board Meeting Package. John Zacharias moved that the Board of Trustees accept the Superintendent’s Report as information.	CARRIED
24-05-17172 FINANCE REPORT	Report found in the May 22,2024, Regular Board Meeting Package. Henry Goertzen moved that the Board of Trustees accept the Finance Report as of April 30, 2024.	CARRIED

**FORT VERMILION SCHOOL DIVISION
MINUTES OF THE REGULAR BOARD MEETING
MAY 22, 2024**

- 24-05-17173
THREE YEAR
EDUCATION PLAN
- Education Plan found in the May 22, 2024, Regular Board Meeting Package.
- Linda Kowal moved that the Board of Trustees approve the 2024-27 Three-Year Education Plan and 2022-23 Annual Education Results Report.
- CARRIED
- 24-05-17174
2024-2025 BUDGET
REPORT
- Report found in the May 22, 2024, Regular Board Meeting Package.
- Benjamin Friesen moved that the Board of Trustees approve the financial budget for the period of September 1, 2024, to August 31, 2025, as outlined in the attached Budget Report.
- CARRIED
- 24-05-17175
SCHOOL
IMPROVEMENT
FUND
- Application found in the May 22, 2024, Regular Board Meeting Package.
- Linda Kowal moved that the Board of Trustees support the Florence MacDougall Community School climbing wall equipment with School Improvement Funds.
- CARRIED
- OTHER BUSINESS**
- 24-05-17176
AGLC APPLICATION
- Amanda Paul moved that the Board of Trustees direct Administration to complete an application of Eligibility for Gaming Licence to the AGLC for the Fort Vermilion School Division.
- CARRIED
- 24-05-17177
WARD REVIEW
- John Zacharias moved that the Board of Trustees approve first reading of Bylaw 2024-002 as presented at the meeting.
- CARRIED
- 24-05-17178
WARD REVIEW
- Tim Driedger moved that the Board of Trustees approve second reading of Bylaw 2024-002 as presented at the meeting.
- CARRIED
- 24-05-17179
ADJOURNMENT
- Marc Beland moved that the Board of Trustees adjourn the meeting at 3:05 p.m.
- CARRIED

Board Chair

Associate Superintendent of
Finance

COMMUNICATIONS

RE: BOARD CHAIR & SUPERINTENDENT

Information item.

TRUSTEE SHARING ON PD/COMMITTEES

Information item.

MONITORING REPORTS

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 2024

- FVSD Awards Ceremony June 27
- Teacher Recruitment and Retention Project
- Grand Opening
- Bursary Students

MONITORING REPORTS

RE: FINANCE REPORT

A copy of the revenues and expenditures for the period of September 1, 2023, to May 31, 2024, is attached.

Policy References:

3.4 Finances (3.4.3 and 3.4.4)

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION: _____ moved that the Board of Trustees accept the Finance Report as of May 31, 2024.

**FORT VERMILION SCHOOL DIVISION
BOARD REPORT ON RECEIPTS
FISCAL YEAR 2023 - 2024
May 31, 2024**

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

Line No.	DESCRIPTION	BUDGET 2023/24	YEAR TO DATE RECEIPTS 2023/24	BALANCE	% RECEIVED
1	ALBERTA EDUCATION				
2	School Jurisdiction Base Funding	20,850,454	15,758,508	(5,091,946)	75.58%
3	Differential Cost Funding	16,173,108	12,138,112	(4,034,996)	75.05%
4	Transportation Funding	3,179,236	2,129,697	(1,049,539)	66.99%
5	Operations and Maintenance Funding	3,774,514	2,943,255	(831,259)	77.98%
6	Other AB Education Funding	4,227,162	4,180,195	(46,967)	98.89%
7	TOTAL - AB EDUCATION	48,204,474	37,149,766	(11,054,708)	77.07%
8	Other Provincial Government	57,222	44,633	(12,589)	78.00%
9	First Nations - FVSD	6,067,849	4,650,765	(1,417,084)	76.65%
10	Other Revenue	2,504,718	2,010,654	(494,064)	80.27%
11	Capital allocations	2,374,610	1,797,159	(577,451)	75.68%
12	Debenture Interest	-	-	-	0.00%
13	TOTALS	59,208,873	45,652,977	(13,555,896)	77.10%
14	NOTES:				

4 - Transportation Funding - Funding application fell short \$339,262 of budgeted amount

6 - Other AB Education Funding - Learning Disruptions, Low Incidence unbudgeted and fully recieved Funding Fully Received

STATEMENTS OF FINANCIAL POSITION
As at May 31, 2024 (in dollars)

	August 31	
	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents	\$2,947,477	\$6,641,430
Accounts receivable (net after allowances)	\$3,488,701	\$2,435,022
Portfolio investments	\$0	\$0
Other financial assets	\$0	\$0
Total financial assets	\$6,436,178	\$9,076,452
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,655,252	\$3,731,012
Deferred revenue	\$64,551,506	\$53,868,208
Employee future benefit liabilities	\$88,213	\$88,213
Asset retirement obligation	\$3,190,679	\$3,190,679
Debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$72,485,650	\$60,878,112
Net financial assets (debt)	(\$66,049,472)	(\$51,801,660)
NON-FINANCIAL ASSETS		
Tangible capital assets		
Land	\$943,630	\$943,630
Construction in progress	\$16,722,278	\$12,219,851
Buildings	\$127,353,896	
Less: Accumulated amortization	(\$69,105,050)	\$58,248,846
Equipment	\$8,762,785	
Less: Accumulated amortization	(\$4,767,013)	\$3,995,772
Vehicles	\$10,594,551	
Less: Accumulated amortization	(\$6,410,034)	\$4,184,517
Computer Equipment	\$1,360,501	
Less: Accumulated amortization	(\$7,872)	\$1,352,629
Total tangible capital assets	\$85,447,672	\$72,727,881
Prepaid expenses	\$850,231	\$811,935
Other non-financial assets	\$0	\$0
Total non-financial assets	\$86,297,903	\$73,539,816
Accumulated surplus	\$20,248,431	\$21,738,156
Accumulating surplus / (deficit) is comprised of:		
Accumulated operating surplus (deficit)	\$20,248,431	\$21,738,156
Accumulated remeasurement gains (losses)	\$0	\$0
	\$20,248,431	\$21,738,156
Contractual obligations		
Contingent liabilities		

STATEMENTS OF OPERATIONS
For the period Ended May 31, 2024 (in dollars)

	Budget 2024	Actual 2024	Actual 2023
REVENUES			
Alberta Education	\$50,579,084	\$39,201,600	\$50,914,097
Other - Government of Alberta	\$57,222	\$0	\$57,222
Federal Government and First Nations	\$6,067,849	\$5,335,657	\$5,645,600
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities-special tax levies	\$0	\$0	\$0
Property taxes	\$0	\$0	\$0
Fees	\$100,000	\$49,322	\$101,401
Other sales and services	\$1,054,718	\$876,057	\$1,306,003
Investment income	\$275,000	\$227,267	\$554,201
Gifts and donations	\$0	\$103,999	\$7,415
Rental of facilities	\$325,000	\$312,091	\$364,757
Fundraising	\$750,000	\$525,355	\$594,442
Gains (losses) on disposal of capital assets	\$0	\$10,000	\$39,713
Other revenue	\$0	\$0	\$0
Total revenues	\$59,208,873	\$46,641,348	\$59,584,851
EXPENSES			
Instruction - ECS	\$1,628,235	\$1,125,740	\$1,400,897
Instruction - Grade 1 - 12	\$41,134,491	\$34,512,864	\$40,890,547
Plant operations and maintenance	\$8,613,375	\$6,259,057	\$8,205,136
Transportation	\$4,325,965	\$3,512,053	\$4,185,657
Administration	\$2,308,824	\$1,778,969	\$2,665,768
External services	\$1,197,983	\$942,390	\$1,107,478
Total expenses	\$59,208,873	\$48,131,073	\$58,455,483
Operating surplus (deficit)	\$0	(\$1,489,725)	\$1,129,368

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended May 31, 2024 (in dollars)

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the period Ended May 31, 2024 (in dollars)

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED		INTERNALLY RESTRICTED RESERVES BY PROGRAM									
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services	
									Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2023	\$21,738,156	\$0	\$21,738,156	\$18,011,976	\$0	\$0	\$4,191,646	\$1,534,534	\$3,883,526	\$354,196	\$0	\$362,516	\$0	\$188,528	\$0	\$629,294	\$308,120	
Prior period adjustments:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Adjusted Balance, Aug. 31, 2023	\$21,738,156	\$0	\$21,738,156	\$18,011,976	\$0	\$0	\$4,191,646	\$1,534,534	\$3,883,526	\$354,196	\$0	\$362,516	\$0	\$188,528	\$0	\$629,294	\$308,120	
Operating surplus (deficit)	(\$1,489,725)		(\$1,489,725)			(\$1,489,725)												
Board funded tangible capital asset additions				\$1,546,569		(\$1,546,569)	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Disposal of unsupported tangible capital assets	\$0		\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Disposal of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Write-down of unsupported tangible capital assets	\$0		\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Write-down of supported tangible capital assets (board funded portion)	\$0		\$0	\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net remeasurement gains (losses) for the year	\$0	\$0																
Endowment expenses	\$0		\$0		\$0													
Direct credits to accumulated surplus	\$0		\$0		\$0													
Amortization of tangible capital assets	\$0			(\$2,707,543)		\$2,707,543												
Capital revenue recognized	\$0			\$1,707,155		(\$1,707,155)												
Debt principal repayments (unsupported)	\$0			\$0		\$0												
Externally imposed endowment restrictions	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net transfers to operating reserves	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net transfers from operating reserves	\$0					\$2,080,608	(\$2,080,608)	(\$2,080,608)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net transfers to capital reserves	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net transfers from capital reserves	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Assumption/transfer of other operations' surplus	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Balance at May 31, 2024	\$20,248,431	\$0	\$20,248,431	\$16,648,157	\$0	(\$55,268)	\$2,111,038	\$1,544,534	\$1,802,018	\$364,196	\$0	\$362,516	\$0	\$188,528	\$0	\$629,294	\$308,120	

SCHEDULE OF PROGRAM OPERATIONS
for the period Ended May 31, 2024 (in dollars)

REVENUES	2024							2023
	Instruction ECS	Instruction Gr 1 -12	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
(1) Alberta Education	\$1,060,568	\$29,159,597	\$4,910,503	\$2,129,697	\$1,941,236	\$0	\$39,201,600	\$50,914,097
(2) Other - Government of Alberta	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,222
(3) Federal Government and First Nations	\$313,734	\$3,264,888	\$402,621	\$334,506	\$77,518	\$942,390	\$5,335,657	\$5,645,600
(4) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(5) Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(6) Alberta Municipalities-special tax levies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(7) Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(8) Fees	\$0	\$43,330		\$5,992		\$0	\$49,322	\$101,401
(9) Other sales and services	\$0	\$305,738	\$0	\$570,319	\$0	\$0	\$876,057	\$1,306,003
(10) Investment income	\$0	\$227,267	\$0	\$0	\$0	\$0	\$227,267	\$554,201
(11) Gifts and donations	\$0	\$103,999	\$0	\$0	\$0	\$0	\$103,999	\$7,415
(12) Rental of facilities	\$0	\$0	\$312,091	\$0	\$0	\$0	\$312,091	\$364,757
(13) Fundraising	\$0	\$525,355	\$0	\$0	\$0	\$0	\$525,355	\$594,442
(14) Gains on disposal of tangible capital assets	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$39,713
(15) Other revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(16) TOTAL REVENUES	\$1,374,302	\$33,640,173	\$5,625,215	\$3,040,514	\$2,018,754	\$942,390	\$46,641,348	\$59,584,851
EXPENSES								
(17) Certificated salaries	\$735,909	\$15,325,415			\$306,424	\$507,578	\$16,875,326	\$21,148,308
(18) Certificated benefits	\$101,041	\$3,582,212			\$47,373	\$63,356	\$3,793,982	\$4,833,493
(19) Non-certificated salaries and wages	\$236,754	\$7,397,448	\$1,427,597	\$1,680,382	\$783,666	\$234,540	\$11,760,387	\$13,036,329
(20) Non-certificated benefits	\$44,983	\$1,610,278	\$266,644	\$401,793	\$179,367	\$40,465	\$2,543,530	\$2,767,208
(21) SUB - TOTAL	\$1,118,687	\$27,915,353	\$1,694,241	\$2,082,175	\$1,316,830	\$845,939	\$34,973,225	\$41,785,338
(22) Services, contracts and supplies	\$7,053	\$6,475,022	\$2,481,929	\$965,682	\$424,168	\$96,451	\$10,450,305	\$13,429,030
(23) Amortization of supported tangible capital assets	\$0	\$0	\$1,797,155	\$0	\$0	\$0	\$1,797,155	\$2,067,205
(24) Amortization of unsupported tangible capital assets	\$0	\$122,489	\$285,732	\$464,196	\$37,971	\$0	\$910,388	\$1,011,040
(25) Supported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(26) Unsupported interest on capital debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(27) Other interest and finance charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(28) Losses on disposal of tangible capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$162,870
(29) Other expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(30) TOTAL EXPENSES	\$1,125,740	\$34,512,864	\$6,259,057	\$3,512,053	\$1,778,969	\$942,390	\$48,131,073	\$58,455,483
(31) OPERATING SURPLUS (DEFICIT)	\$248,562	(\$872,691)	(\$633,842)	(\$471,539)	\$239,785	\$0	(\$1,489,725)	\$1,129,368

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, 2024

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 2.9.11 (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 Director of Finance 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, seven 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:

La Crete Public School	May 2, 2024
Ridgeview Central School	May 2, 2024
Rocky Lane School	May 9, 2024
Florence MacDougall Community School	May 14, 2024
Spirit of the North Community School	May 14, 2024
Rainbow Lake School	May 16, 2024
Sand Hills Elementary School	May 23, 2024

Audit Reports:

The audits were conducted with in-person meetings. 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 2024/2025 are as follows:

Schools:	Tentative Dates:
Blue Hills Community School	May 4, 2025
Buffalo Head Prairie School	May 4, 2025
Fort Vermilion Public School/St. Mary’s	May 5, 2025
Hill Crest Community School	May 8, 2025
High Level Public School	May 9, 2025
Rocky Lane School	May 9, 2025

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, 2024

Monitoring Process

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

1. *Current status of approved budget assumptions:*

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

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

Governance implications:

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

2. State of current reserves:

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

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

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

For the year 2022/23 the “provincial average” of all jurisdictions was 9.38 days of operation in AOS. The average of the boards in Alberta that have a similar enrolment to us was 13.82 days of operation in AOS. These reserves are in place in order to have sufficient cash flow to deal with external factors out of the control of the division that cause unforeseen costs and put at risk the continued delivery of appropriate educational programs and activities.

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

The Fort Vermilion School Division, according to the above comments, should maintain an operating reserve of no less than \$2,338,219 (10 days over 250 days times \$58,455,483 - 2022/23 expenses). At the end of the 2022/23 school year there was an accumulated operating reserve of \$3,439,594 (not including SGF and External) or 14.71 days of operations.

For the period ending May 31, 2024 the Fort Vermilion School Division AOS is 7.02 days. See governance impact section for an explanation of this result.

Governance Implications:

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

Planned Capital Purchases	\$1,800,000
Purchases to Date	\$1,556,569
Remaining Purchases	\$243,431

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

2.1 Unrestricted Net Assets:

The Board at the end of the 2022/23 school year had \$0 of unrestricted net assets. *Unrestricted net assets as of May 31, 2024 are \$0.*

2.2 Restricted Operating Reserves:

The Division allows sites to accumulate surpluses or incur deficits, when circumstances dictate. These reserves belong to the individual sites. The following indicates the restricted operating reserves per site as at August 31, 2023 and May 31, 2024.

The end of May 31, 2024 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	2022	2023	2024	Budget
BHCS	16,585	7,109	83%	313,500
BHPS	19,816	12,367	83%	436,451
FMCS	15,821	(15,429)	90%	634,737
SMCS/FVPS	(14,220)	5,912	84%	468,164
HLPS	35,346	50,684	84%	791,467
HCCS	12,816	11,244	79%	421,768
LCPS	30,247	53,121	81%	554,247
RLKS	68,925	23,636	85%	281,793
RVCS	23,754	20,798	84%	335,752
RLNS	4,423	17,124	89%	359,075
SHES	25,289	1,020	83%	540,847
SNCS	12,694	8,741	85%	433,261
Pathways	17,242	18,794	90%	285,031

Governance Implications

Third Quarter:

- High percentage spent in current year:
 - *We would expect that school budgets would be between the ranges of 77% 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, 2024 the balances are as follows:

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

Quarterly Expenditure Report

See May 31, 2024 Financial Report for the Public Board Meeting.

Additional Governance Implications (if any)

At this point we have spent 81.29% overall (9/12 months of school year or 75%) of all current divisional budgets to date.

- *May 31, 2024 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: COLLEGIATE SCHOOLS

We are requesting individual school and facility codes for our new Collegiate Schools from Alberta Education.

Submitted by Michael McMann, Superintendent.

RECOMMENDATION:

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

- De Oabeit School Collegiate School
- Gramson Centre Collegiate School
- Sipiwan Centre 15 Collegiate School

OTHER BUSINESS

RE: WARD REVIEW

Bylaw No 20024-002 is attached. First and second reading was received on May 22, 2024.

Submitted by Norman Buhler, Associate Superintendent of Finance.

RECOMMENDATION:

_____ moved that the Board of Trustees give third and final reading to Bylaw No. 2024-002 as presented. A copy of the bylaw is attached.

**Bylaw No. 2024-002
OF THE
Fort Vermilion School Division
(the “School Division”)**

A Bylaw of the Fort Vermilion School Division in the Province of Alberta, relating to the arrangement of the electoral wards and trustee(s) to be elected to each ward.

Within the stipulations of Ministerial Order 025/98 for Fort Vermilion School Division, the Board of Trustees of the School Division (the “Board”) has decided to provide for the nomination and election of trustees within the Division by wards; and

WHEREAS Section 76 (1) of the *Education Act* of Alberta provides that the Board may by bylaw provide for the nomination and election of trustees by wards and determine the boundaries of the wards, or provide for the election of trustees by the general vote of the electors; and

WHEREAS Section 76 (2) of the *Education Act* of Alberta that the Board of Trustees of the School Division shall provide a copy of a bylaw passed under this section to the Minister after the bylaw is passed and before December 31 in the year prior to an election year.

NOW THEREFORE, in accordance with Section 76 of the Education Act, the Board establishes the wards and provides for the nomination and election of trustees in the wards and electoral subdivision as follows:

1. **Ward 1 (Rainbow Lake /Zama City)** shall consist of the following lands West of the 6th Meridian:

Ranges 1 to 12 inclusive in Townships 105 to 126 excepting those lands contained in Indian Reserves No. 209, No. 210 and No. 211.

2. **Ward 2 (High Level)** shall consist of the following lands West of the 5th Meridian:

Those portions of Ranges 16 to 18 inclusive lying West of the Peace River; Ranges 19 to 25 inclusive in Township 105.

Ranges 18 to 25 inclusive and those portions of Ranges 16 and 17 lying West of the Peace River in Township 106.

Ranges 18 to 24 inclusive and those portions of Ranges 16 to 17 lying West of the Peace River in Township 107.

Ranges 16 to 24 inclusive in Township 108.

Ranges 17 to 24 inclusive in Township 109.

Ranges 17 and 18, Ranges 20 to 24 inclusive in Township 110.

Township 110, Range 19

Sections 1 to 36 inclusive excepting those lands contained in Indian Reserve No. 207.

Ranges 17 to 24 inclusive in Townships 111 to 122 inclusive.

Ranges 17 to 23 inclusive in Townships 123 to 126 inclusive excepting those lands contained in Indian Reserve No. 212.

3. **Ward 3 (Rocky Lane)** shall consist of the following lands West of the 5th Meridian:

That portion of Range 15 lying North of the Peace River in Township 107.

Those portions of Ranges 5 to 15 inclusive lying North of the Peace River in Township 108 excepting those lands contained in Indian Reserves No. 163 and No. 215.

Ranges 5 to 9 inclusive; Ranges 13 to 16 inclusive in Township 109.

Those portions of Ranges 4, 10, 11 and 12 inclusive lying North of the Peace River in Township 109 excepting those lands contained in Indian Reserves No. 163, No. 164, No. 164A and No. 215.

Ranges 5 to 16 inclusive in Township 110.

Those portions of Ranges 2 to 4 inclusive lying North of the Peace River in Township 110 excepting those lands contained in Indian Reserve No. 215.

Ranges 3 to 16 inclusive in Township 111.

Those portions of Ranges 1 and 2 lying North of the Peace River in Township 111.

Ranges 1 to 16 inclusive in Townships 112 to 120 inclusive.

Ranges 10 to 16 inclusive in Townships 121 to 126 inclusive.

4. **Ward 4 (Fort Vermilion)** shall consist of the following lands West of the 5th Meridian:

Ranges 1 to 11 inclusive in Townships 97 to 105 inclusive.

Ranges 1 to 11 inclusive in Township 106.

In Township 106, Range 12

North halves of Sections 31 to 36 inclusive in Range 12.

In Township 106, Range 13

Northeast quarter of Section 35 and the North half of Section 36.

Ranges 1 to 12 inclusive in Township 107.

In Township 107, Range 13

Sections 1, 12, 13, 24, 25, 35 and 36.

Ranges 1 to 4 inclusive in Township 108.

Those portions of Ranges 5 to 12 inclusive lying South of the Peace River in Township 108.

In Township 108, Range 13

Sections 1 and 2; Sections 7 to 18 inclusive; the North halves of Sections 3 to 6 inclusive; those portions of Sections 19 to 24 inclusive lying South of the Peace River excepting those lands contained in Indian Reserve No. 182.

Ranges 1 to 3 inclusive in Township 109.

Those portions of Ranges 4, 11 and 12 lying South of the Peace River in Township 109 excepting those lands contained in Indian Reserve No. 182.

Range 1 in Township 110.

Those portions of Ranges 2 and 3 lying South and East of the Peace River in Township 110 excepting those lands contained in Indian Reserve No. 182.

Those portions of Ranges 1 and 2 lying South and East of the Peace River in Township 111.

5. **Ward 5 (Blumenort)** shall consist of the following lands West of the 5th Meridian:

In Township 106, Range 12

North halves of Sections 1 to 5 inclusive; Northeast quarter of Section 6; East halves of Sections 7, 18 and 19; Northwest quarter of Section 19; Sections 8 to 17 inclusive; Sections 20 to 30 inclusive; South halves of Sections 31 to 36 inclusive.

In Township 106, Range 13

Sections 25 to 27 inclusive; Section 34; North halves of Sections 22 to 24 inclusive; Northeast quarter of Section 21; East halves of Sections 28 and 33; West half of Section 35; Southeast quarter of Section 35; South half of Section 36.

In Township 107, Range 13

Section 2; Sections 7 to 11 inclusive; Sections 14 to 23 inclusive; Sections 26 to 34 inclusive; East half of Section 3.

In Township 107, Range 14

Sections 7 to 29 inclusive; Sections 35 and 36; those portions of Sections 30, 31, 32, 33 and 34 lying South and East of the Peace River.

In Township 107, Range 15

Sections 12 and 13; those portions of Sections 10, 11, 14, 23, 24 and 25 lying South and East of the Peace River.

In Township 108, Range 13

South halves of Sections 3 to 6 inclusive.

In Township 108, Range 14

That portion of the Range lying South and East of the Peace River.

6. **Ward 6 (La Crete)** shall consist of the following lands West of the 5th Meridian:

In Township 104, Range 15
North half of Section 31.

In Township 104, Range 16
North half of Section 36.

In Township 105, Range 13
Sections 13 to 36 inclusive; North halves of Sections 7 to 12 inclusive.

In Township 105, Range 14
Sections 13 to 36 inclusive; North halves of Sections 7 to 12 inclusive.

In Township 105, Range 15
Sections 4 to 9 inclusive; Sections 13 to 36 inclusive; North halves of Sections 10 to 12 inclusive.

In Township 105, Range 16
Sections 1, 11, 12, 13, 24, 25, 35 and 36; those portions of Sections 14, 15, 23, 26, 27, 33 and 34 lying South and East of the Peace River; North half of Section 2.

In Township 106, Range 12
South halves of Sections 1 to 6 inclusive; Northwest quarter of Section 6; West halves of Sections 7 and 18; Southwest quarter of Section 19.

In Township 106, Range 13
Sections 1 to 20 inclusive; Sections 29 to 32 inclusive; South halves of Sections 21 to 24 inclusive; Northwest quarter of Section 21; West halves of Sections 28 and 33.

Range 14 in Township 106.

In Township 106, Range 15
Sections 1 to 30 inclusive; Sections 34 to 36 inclusive; those portions of Sections 31, 32 and 33 lying South and East of the Peace River.

In Township 106, Range 16
That portion of the Range lying South and East of the Peace River.

In Township 106, Range 17
That portion of the Range lying South and East of the Peace River.

In Township 107, Range 13
Sections 4 to 6 inclusive; West half of Section 3.

In Township 107, Range 14
All of Sections 1 to 6 inclusive.

In Township 107, Range 15

Section 1; those portions of Sections 2 and 3 lying South and East of the Peace River and those portions of Sections 6, 7, 18 and 19 lying South and West of the Peace River.

In Township 107, Range 16

That portion of the Range lying South and East of the Peace River.

In Township 107, Range 17

That portion of the Range lying South and East of the Peace River.

7. **Ward 7 (Buffalo Head Prairie)** shall consist of the following lands West of the 5th Meridian:

Ranges 12 to 15 inclusive in Townships 97 to 103 inclusive.

Ranges 12 to 14 inclusive in Township 104.

In Township 104, Range 15

Sections 1 to 30 inclusive; Sections 32 to 36 inclusive; the South half of Section 31.

Range 12 in Township 105.

In Township 105, Range 13

Sections 1 to 6 inclusive; South halves of Sections 7 to 12 inclusive.

In Township 105, Range 14

Sections 1 to 6 inclusive; South halves of Sections 7 to 12 inclusive.

In Township 105, Range 15

Sections 1 to 3 inclusive; and the South halves of Sections 10 to 12 inclusive.

8. **Ward 8 (Tompkins Landing)** shall consist of the following lands West of the 5th Meridian:

Ranges 16 to 17 inclusive and those portions of Ranges 18 and 19 lying East of the Peace River in Township 97.

Ranges 16 to 17 inclusive and those portions of Ranges 18 to 20 inclusive lying East of the Peace River in Township 98.

Ranges 16 to 17 inclusive and those portions of Ranges 18 and 19 lying East of the Peace River in Townships 99 to 103 inclusive.

In Township 104, Range 16

Sections 1 to 30 inclusive; Sections 32 to 35 inclusive; those portions of Section 31 lying South of the Peace River; South half of Section 36.

Those portions of Ranges 17 to 19 inclusive lying South and East of the Peace River in Township 104.

In Township 105, Range 16

South half of Section 2; those portions of Sections 3, 4 and 10 lying East and South of the Peace River.

Those portions of Ranges 17 and 18 lying South of the Peace River in Township 105.

WHEREAS Section 78 of the Education Act provides the Minister shall specify for each board the number of trustees, being no fewer than 3, to be elected to the board. The Minister may vary the number of trustees to be elected for each school division. The Board of Trustees of Fort Vermilion School Division hereby resolves the number of trustees to be elected for each ward is as follows:

- a) One (1) trustee shall be elected at large in **Ward 1 (Rainbow Lake/Zama City)**.
- b) Two (2) trustees shall be elected at large in **Ward 2 (High Level)**.
- c) One (1) trustee shall be elected at large in **Ward 3 (Rocky Lane)**.
- d) One (1) trustee shall be elected at large in **Ward 4 (Fort Vermilion)**.
- e) One (1) trustee shall be elected at large in **Ward 5 (Blumenort)**.
- f) Two (2) trustees shall be elected at large in **Ward 6 (La Crete)**.
- g) One (1) trustee shall be elected at large in **Ward 7 (Buffalo Head Prairie)**.
- h) One (1) trustee shall be elected at large in **Ward 8 (Tompkins Landing)**.

As set out in Section 76(2.b) of the *Education Act*, this bylaw does not apply to or affect the composition of the board until the date of the next general election to which the bylaw applies.

Read a first, second time on the 22nd day of May 2024 and third and final time this 19th day of June 2024.

Signatures:

Board Chair:

Associate Superintendent of Finance:

Corporate Seal:

ADDITIONAL ITEMS

(as indicated on Approval of Agenda)

1.

2.

3.

4.

ADJOURNMENT

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



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

BOARD COMMUNICATION PLAN 2023-2026