

1. Call to Order

2. Opening Prayer – Trustee Al Stewart

- 2.1. [The Jubilee Prayer](#)
- 2.2. Prayers of Condolence
- 2.3. Other Intentions as presented

3. Singing of O Canada

4. Acknowledgment of Land and People

Elk Island Catholic Schools acknowledges that we are, in all the schools and communities of EICS, located within the traditional land of Treaty No.6 and home of the Métis Nation. We also acknowledge the Inuit and other diverse Indigenous peoples whose ancestors have marked their territory since time immemorial, a place that has welcomed many peoples from around the world to make their home here.

These traditional territories are a vast area encompassing large portions of central Alberta and central Saskatchewan, an area in which we live, work and play each and every day.

5. Approval of the Agenda

6. Approval of Minutes

- 6.1. Approval of the Minutes of the Public Board Meeting held on December 18th, 2024

7. Presentations / Delegations

- 7.1. Faith Formation - Jody Seymour
- 7.2. Technology Services - Geoff Pratt
- 7.3. Presentation to the Board - Margo Boisvert

8. Unfinished Business

- 8.1. 2025-2026 Calendar Briefing
 - 8.1.1. 2025-2026 Strathcona County/Vegreville/Fort Saskatchewan Draft School Year Calendar
 - 8.1.2. 2025-2026 Camrose 5 Day Student Week Calendar Draft School Year Calendar
 - 8.1.3. 2025-2026 Camrose 4 Day Student Week Calendar Draft School Year Calendar

9. New Business

- 9.1. Policy 9 - Board Representatives
- 9.2. Policy 13 - Distributed Decision Making

9.3. Exemption to 2023/2024 Maximum Reserve Limit



10. Superintendent’s Report

10.1. Superintendent Report - January 2025

11. Secretary Treasurer’s Report

11.1. December Financial Report

11.2. December Governance Report

11.2.1. Follow up Grants discussion

12. Items for Information

12.1. Correspondence:

12.1.1.

12.2. Trustee Reports

12.2.1. ACSTA:

12.2.1.1.

12.2.2. ASBA:

12.2.2.1.

13. Board Meeting Evaluation

14. Closing Prayer - Trustee Teresa Makowecki

15. Adjournment



Elk Island Catholic Separate School Division

Minutes of the Public Board Meeting

Held on December 18th, 2024 at 1:00 p.m.

Elk Island Catholic Separate School Division, Sherwood Park, AB

Board Members Present: Le-Ann Ewaskiw, Board Chair
 Jean Boisvert, Vice-Chair
 Ted Paszek, Trustee
 Shelley Charchun, Trustee
 Dean Sarnecki, Trustee
 Al Stewart, Trustee

Board Members Absent: Teresa Makowecki, Trustee

Administration Present: Paul Corrigan, Superintendent
 Tracy Leigh, Secretary-Treasurer
 Brett Cox, Assistant Superintendent Human Resources
 Christina MacKinnon, Assistant Superintendent, Educational Excellence
 Jody Seymour, Director Student and Staff Formation
 Michael Di Massa, Communications Coordinator
 Lisa Wispinski, Recording Secretary

Public: 2

Call to Order	Chair Ewaskiw called the meeting to order at 1:05 p.m.
Opening Prayer	Vice Chair Boisvert led the Board in opening prayer and offered prayers of condolences for those that have lost loved ones.
Singing of O'Canada	The Board joined in the singing of O'Canada.
Acknowledgement of Land and People	<p>Elk Island Catholic Schools acknowledges that we are, in all the schools and communities of EICS, located within the traditional land of Treaty No.6 and home of the Métis Nation. We also acknowledge the Inuit and other diverse Indigenous peoples whose ancestors have marked their territory since time immemorial, a place that has welcomed many peoples from around the world to make their home here.</p> <p>These traditional territories are a vast area encompassing large portions of central</p>

	Alberta and central Saskatchewan, an area in which we live, work and play each and every day.
Approval of the Agenda	115/2024 Trustee Charchun moved that the agenda be adopted as amended, with the following additions under New Business: the addition of the formation of an ad hoc committee, and a letter of support for New Horizons School. CARRIED
Approval of the Minutes	116/2024 Trustee Paszek moved that the Board of Trustees approve the minutes of the November 27th, 2024 Public Board Meeting as circulated. CARRIED
Presentations / Delegations	
Faith Formation	Director Seymour led the Board in Faith Formation, focusing on encountering Christ in a manner that transforms our lives. Trustees reflected on their own personal encounters with Christ, reminding them to embrace the light of truth, love, and discipleship.
Educational Excellence	Superintendent Corrigan introduced Assistant Superintendent MacKinnon, who presented a report outlining the activities and responsibilities of her department, Educational Excellence. The department works collaboratively to enhance student learning and support students, families, and staff in the areas of faith formation, student achievement, and staff and student wellness.
New Business	
2023-2024 EICS Jurisdiction Results Report	Superintendent Corrigan introduced Assistant Superintendent MacKinnon to present the 2023-2024 Jurisdiction Results Report. This report represents the results of our work in the areas of faith formation, quality teaching and learning, wellness and engagement and communication to impact organizational effectiveness and strategic allocation of resources to support students' needs and the continued development of our employees. Superintendent Corrigan expressed sincere gratitude to Assistant Superintendent MacKinnon and her team for their hard work in preparing the annual report. 117/2024 Vice Chair Boisvert moved that the Board of Trustees approve the 2023-2024 EICS Jurisdiction Results Report for public release. CARRIED
History of Elk	018/2024 Trustee Sarnecki moved that the Board of Trustees form an ad-hoc

Island Catholic Schools Committee	committee to compile and document the history of Elk Island Catholic Schools CARRIED
Letter of Support for New Horizons Expansion and Modernization	019/2024 Trustee Sarnecki moved that the Board of Trustees prepare and send a letter to New Horizons Charter School in support of the expansion and modernization of the Board’s old St. Theresa Catholic School, located at 4-23-52-28-NE in Strathcona County. CARRIED
Superintendent’s Report	
	<p>Superintendent Corrigan provided updates on the following:</p> <ul style="list-style-type: none"> ● Meeting with the Bishop’s of Alberta to review the Archbishops Assurance Process. ● Catholic Roundtable: CCSSA, ACSTA GrACE, and the Alberta bishops meet three times a year to touch base on Catholic Education. ● Catholic School Review: École Our Lady of Perpetual Help <ul style="list-style-type: none"> ○ Archdiocese staff and the Archbishop were able to join us for various parts of the two and a half day Catholic School review as part of the ongoing Archbishops Assurance pilot process. ● Wellness Initiative Update ● Attendance at the Bishop’s gala on December 5th, 2024, alongside Trustees. ● Advent Initiatives: Baskets of Joy, Baskets of Blessings with Catholic Social Services to support Lurana Shelter ● Camrose School Leadership Update <p>120/2024 Trustee Charchun moved that the Board of Trustees receive the Superintendent Report as information. CARRIED</p>
Secretary Treasurer Report	
Governance and Financial Reports	<p>Secretary Treasurer Leigh presented the Financial and Governance Report for November 2024.</p> <p>121/2024 Trustee Sarnecki moved that the Board of Trustees receive the Secretary-Treasurer’s Report as information. CARRIED</p>
Correspondence	
	No correspondence at this time.

Trustee Reports	
Alberta Catholic School Trustees' Association (ACSTA)	No report at this time.
Alberta School Boards Association (ASBA)	Trustee Boisvert provided a verbal report on information shared from the Alberta School Board Association.
ATA Liaison Committee	Chair Ewaskiw shared that Superintendent Corrigan will be meeting with the ATA Executive on December 18th, 2024. The ATA Liaison Committee looks forward to engaging with the ATA Executive in the new year.
	122/2024 Trustee Stewart moved that the Board of Trustees receive the Trustee Reports as information. <p style="text-align: right;"><i>CARRIED</i></p>
Board Meeting Evaluation	Trustees were encouraged to complete the Board Meeting Evaluation.
Closing Prayer	Trustee Sarnecki led the closing prayer.
Adjournment	Chair Ewaskiw declared the meeting adjourned at 3:32 p.m.

Board Chair, Le-Ann Ewaskiw

Secretary Treasurer, Tracy Leigh

Superintendent Briefing:

2025-2026 School Calendar Development

January 22, 2025

Action Recommended:

The Board of Trustees approve 'In-Principle,' the recommended 2025 – 2026 Strathcona / Fort Saskatchewan / Vegreville Calendar, as well as the 2025-2026 Camrose 4 day student week and 5 day student week Calendars.

Background:

- Elk Island Catholic School Board (EICS) is tasked each year with approving a school calendar.
- Goal is to develop a calendar that meets the necessary hours of instruction, supports a quality learning environment and supports teacher and staff professional development
- Joint transportation with Elk Island Public Schools (EIPS) and Battle River School Division is a consideration.
- Three calendars have traditionally been approved yearly to support the differences between the EIPS and Battle River calendars and the unique requirements for Camrose 4-day student week.
- Elk Island Public has approved calendars with significant changes, after an engagement process with their stakeholders.

Process:

EICS referenced the approved EIPS calendar to develop the EICS Sherwood Park, Fort. Saskatchewan, Vegreville 2025 – 2026 calendar.

EICS referenced the 2024-2025 Battle River Calendar to develop calendars for St. Patrick Catholic School and Our Lady of Mount Pleasant Catholic School. EICS was invited this year to collaborate with Battle River on calendar creation.

Seeking Board 'Approval In-Principle' of the calendars; they will then be circulated to Schools and School Councils and the ATA Local for feedback. The calendars will come back to the Board for 'Final Approval' during the February Board Meeting.

Assumptions:

- Strive to develop a calendar that supports structuralized professional development and collaboration time for staff.
- Fall break has been maintained.
- Seek to have a common opening day and Faith and Wellness day among the calendars.
- There has been strong support in the past for a 4 day student calendar at higher grade levels in Camrose.
- Camrose calendars based on joint transportation being provided by Battle River
- A day in lieu of the Truth and Reconciliation day was honored

Considerations:

The fall break has been maintained.

The proposed calendar for Sherwood Park/Fort Sask/Veg does not have any added transportation costs.

High Schools are able to meet the required hours of instruction in both semesters.

Two calendars have been submitted for consideration in Camrose. St. Carlo Acutis and OLMP would go through a process of engaging parents in the 4 day student and 5 day student calendars.

A PD has been added to the term 2 for the Sherwood Park/Fort Sask/Veg calendar as a result of feedback received. This balances the high school terms in those communities.

Proposed Vegreville / Fort Saskatchewan / Sherwood Park Calendar

2025-2026	EICS	12 Operational Days	181 Instructional Days	193 Days
	EIPS	11 Operational Days	181 Instructional Days	192 Days
2024-2025	EICS	13 Operational Days	180 Instructional Days	193 Days
2024 - 2025	EIPS	12 Operational Days	181 Instructional Days	193 Days
2023-2024	EICS	12 Operational Days	180 Instructional Days	192 Days
2023-2024	EIPS	11 Operational Days	181 Instructional Days	192 Days
2022 – 2023	EICS	13 Operational Days	180 Instructional Days	193 Days
2022 – 2023	EIPS	11 Operational Days	181 Instructional Days	192 Days
2021 – 2022	EICS	11 Operational Days	181 Instructional Days	192 Days
2021 – 2022	EIPS	11 Operational Days	181 Instructional Days	192 Days
2020 – 2021	EICS	13 Operational Days	180 Instructional Days	193 Days
2020 – 2021	EIPS	11 Operational Days	181 Instructional Days	192 Days

Proposed St. Patrick/OLMP/Bl. Carlo Acutis Calendars

2025-2026	4 day	18 Operational Days	160 Instructional Days	178 Days
2025-2026	5 day	18 Operational Days	174 Instructional Days	192 Days
2025-2026	Battle R	To be determined		
2024-2025	St. Pat.	17 Operational Days	176 Instructional Days	193 Days
2024-2025	OLMP	17 Operational Days	162 Instructional Days	179 Days
2024-2025	Battle R	18 Operational Days	177 Instructional Days	195 Days
2023-2024	St. Pat.	15 Operational Days	177 Instructional Days	192 Days
2023-2024	OLMP	14 Operational Days	165 Instructional Days	179 Days
2023-2024	Battle R	16 Operational Days	179 Instructional Days	195 Days
2022 – 2023	St. Pat.	15 Operational Days	177 Instructional Days	192 Days
2022 – 2023	OLMP	15 Operational Days	162 Instructional Days	177 Days
2022 – 2023	Battle R	16 Operational Days	177 Instructional Days	195 Days
2021 – 2022	St. Pat.	14 Operational Days	178 Instructional Days	192 Days
2021 – 2022	OLMP	14 Operational Days	162 Instructional Days	176 Days
2021 – 2022	Battle R	18 Operational Days	177 Instructional Days	195 Days
2020 – 2021	St. Pat.	15 Operational Days	178 Instructional Days	193 Days
2020 – 2021	OLMP	15 Operational Days	162 Instructional Days	177 Days
2020 – 2021	Battle R	16 Operational Days	180 Instructional Days	196 Days

The School Year Calendars will be brought back to the Board for 'Final Approval' in February.

2025-2026

Sherwood Park, Fort Saskatchewan, Vegreville
DRAFT Calendar - January 2025

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First Instruction Day --Semester 1 & 2	
PD Days/Operational - School closed to students	
Early Dismissal/Staff Meeting	
Holiday/Vacation/School Closure	
Day in Lieu Interviews Operation Day -no students/staff	
Last Student Day	

SCHOOL CLOSURES	
Labour Day	September 1
Truth and Reconciliation Day	September 30
Thanksgiving Day	October 13
Day in Lieu for Interviews	November 10
Remembrance Day	November 11
Fall Break	November 10 - 14
Christmas Vacation	December 22 - January 2
Semester 2 Starts	January 29
Teachers' Convention	February 5 - 6
Family Day	February 16
Day in Lieu for Interviews	March 23
Spring Break	March 24 - 27
Good Friday	April 3
Easter Monday	April 6
Victoria Day	May 18

OPENING AND CLOSING DATES	
First day for Teachers	August 25
First day for Students	August 28
Last day for Students	June 23
Last day for Teachers	June 24

STAFF MEETINGS:
First Staff Meeting: September 3
All Subsequent staff meetings shall be the first instructional Wednesday of the month.
Dismissal on early Wednesday's shall be 60 minutes prior to regular dismissal time.

	OPERATIONAL DAYS	STUDENT DAYS
August	3	2
September	0	20
October	1	21
November	1	15
December	0	15
January	1	19
February	2	17
March	2	16
April	0	20
May	1	19
June	1	17
	12	181
Semester 1	6	90
Semester 2	6	91

MISSION STATEMENT

"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"

Edited January 2, 2025

Fort Saskatchewan, Sherwood Park, Vegreville

PD/Operational Days (Schools closed to students)	
August 25	In School PD Day
August 26	In School PD Day
August 27	Division/School Opening Staff Day
October 3	Division PD Day
January 28	Division PD Day
February 5	Teachers' Convention
February 6	Teachers' Convention
March 6	Division Faith and Wellness Day
May 1	Division PD Day
June 24	In School Staff Day

November 30th Holodomor Memorial Day - Ukrainian Famine Genocide
To be acknowledged in prayer.

Minimum Instructional Hours Per Year		
Early Childhood Services	475	
Elementary/Junior High	950	
Senior High School	1000	
	Instructional Days	Operational Days
Semester One	90	6
Semester Two	91	6
Total	181	12

2025-2026
Camrose 5 Day Week
DRAFT Calendar - January 2025

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SCHOOL CLOSURES		August	OPERATIONAL DAYS		STUDENT DAYS	
Labour Day	September 1		August	4	0	September
Truth and Reconciliation Day	September 30	September	0	20	October	21
Thanksgiving Day	October 13	October	1	21	November	14
Remembrance Day	November 11	November	2	14	December	14
Day in Lieu for Interviews	November 10	December	1	14	January	18
Fall Break	November 10 - 14	January	2	18	February	16
Christmas Vacation	December 22 - January 2	February	2	16	March	19
Semester 2 Starts	January 28	March	2	19	April	18
Teachers' Convention	February 5 - 6	April	0	18	May	18
Family Day	February 16	May	2	18	June	16
Day in Lieu for Interviews	March 30		2	16		
Spring Break	March 30 - April 6		18	174		
Good Friday	April 3					
Easter Monday	April 6					
Victoria Day	May 18	Semester 1	9	85		
		Semester 2	9	89		

OPENING AND CLOSING DATES	
First day for Teachers	August 26
First day for Students	September 2
Last day for Students	June 23
Last day for Teachers	June 24

STAFF MEETINGS:
 First Staff Meeting: August 29
 All Subsequent staff meetings shall be the first instructional Friday of the month.

MISSION STATEMENT

"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"

Edited January 2, 2025

PD/Operational Days (Schools closed to students)	
August 26	In School PD Day
August 27	Division/School Opening Staff Day
August 28	In School PD Day
August 29	In School PD Day
October 10	TBD - Division / In School PD Day
November 7	In School PD Day
December 5	In School PD Day
January 9	In School PD Day
January 30	In School PD Day
February 5	Teachers' Convention
February 6	Teachers' Convention
March 6	Division Faith and Wellness Day
May 1	In School PD Day
May 15	In School PD Day
June 5	In School PD Day
June 24	In School Staff Day

November 30th Holodomor Memorial Day - Ukrainian Famine Genocide
To be acknowledged in prayer.

Minimum Instructional Hours Per Year		
Early Childhood Services	475	
Elementary/Junior High	950	
Senior High School	1000	
	Instructional Days	Operational Days
Semester One	85	9
Semester Two	89	9
Total	174	18

2025-2026
Camrose 4 Day Week
DRAFT Calendar - January 2025

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First Instruction Day --Semester 1 & 2	Green
PD Days/Operational - School closed to students	Yellow
Early Dismissal/Staff Meeting	Red
Holiday/Vacation/School Closure	Orange
Day in Lieu Interviews Operation Day -no students/staff	Blue
Last Student Day	Purple

SCHOOL CLOSURES		OPERATIONAL DAYS		STUDENT DAYS	
Labour Day	September 1	August	4	0	
Truth and Reconciliation Day	September 30	September	0	17	
Thanksgiving Day	October 13	October	1	20	
Remembrance Day	November 11	November	2	13	
Day in Lieu for Interviews	November 10	December	1	13	
Fall Break	November 10 - 14	January	2	18	
Christmas Vacation	December 22 - January 2	February	2	15	
Semester 2 Starts	January 28	March	2	16	
Teachers' Convention	February 5 - 6	April	0	16	
Family Day	February 16	May	2	16	
Day in Lieu for Interviews	March 30	June	2	16	
Spring Break	March 30 - April 6		18	160	
Good Friday	April 3	Semester 1	9	79	
Easter Monday	April 6	Semester 2	9	81	
Victoria Day	May 18				
OPENING AND CLOSING DATES		<p align="center">MISSION STATEMENT</p> <p align="center">"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"</p> <p align="right"><i>Edited January 2, 2025</i></p>			
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November 30th Holodomor Memorial Day - Ukrainian Famine Genocide
To be acknowledged in prayer.

Minimum Instructional Hours Per Year		
Early Childhood Services	475	
Elementary/Junior High	950	
Senior High School	1000	
	Instructional Days	Operational Days
Semester One	79	9
Semester Two	81	9
Total	160	18

Policy 9

BOARD REPRESENTATIVES

The Board is represented in a number of associations **and at special events conferences**. Trustees and alternates are appointed as representatives by the Board, who will report to the Board **as required** on a regular basis.

The representatives will be determined at the annual Organizational Meeting. In the case of more than the assigned number of trustees submitting their intentions to represent the Board on each association, the Board Chair will request an election of those positions by secret ballot. Only the successful candidate(s) will be announced with the ballots being destroyed immediately after the election.

1. Alberta Catholic Schools Trustees Association Director (ACSTA)
 - 1.1 One (1) trustee and one (1) alternate trustee representative are appointed.
 - 1.2 **The trustee representative, while appointed by the board to represent the interests of EICS, recognizes that the ACSTA works to enhance, protect, and promote Catholic education province-wide. Generally, issues are directed to those surrounding Catholic education. ~~The Trustee appointed to this position represents the Board's views at this provincial forum dedicated exclusively to Catholic Education issues.~~**
 - 1.3 When the ACSTA Board of Directors require decisions impacting finances or other important philosophies, the Director representing the Board will, **as best as possible**, consult with the Board in Committee of the Whole to obtain Board input.
 - 1.4 The ACSTA representative provides the Board with regular reports.
 - 1.5 The ACSTA Board of Directors meets **regularly throughout the year. ~~approximately five (5) times a year including a three (3) day session where~~** The Board of Directors also participates in **professional and faith formation activities, ~~a retreat~~** and **engage in an annual self-evaluation of the ACSTA Board and Executive Director.**
2. Alberta School Boards Association – Zone 2/3 (ASBA)
 - 2.1 One (1) Trustee and one (1) alternate Trustee representative are appointed.
 - 2.2 The Trustee appointed to this position represents the Board's views at this provincial forum dedicated to all educational issues **appropriate to ASBA ~~other than Catholic Education issues.~~** Information sharing, networking and professional development are priority agenda items at Zone meetings.
 - 2.3 The Zones are also a key internal communication link for the association, with a representative of the ASBA Board of Directors attending every Zone meeting to ensure two-way communication between the ASBA leadership and its membership.

- 2.4 One (1) trustee from each board is appointed the official Board representative; however all trustees may attend.
- 2.5 The ASBA representative provides the Board with regular reports.
- 2.6 ASBA Zone 2/3 meets approximately nine (9) times a year.
- 2.7 It is also expected that the Board Representative attends the ASBA Fall General Meeting and the ASBA Spring General Meeting, **plus meetings when necessary to address arising issues.**
- 2.8 Rural Caucus
 - 2.8.1. One (1) trustee and one (1) alternate trustee representative are appointed.
 - 2.8.2. The trustee appointed to this position attends the annual Rural Education Symposium. [Link to Symposium on ASBA Website](#)
 - 2.8.3 The Committee meets approximately three (3) times each school year, **plus when necessary to address arising issues.**
- 3. Education Foundation (REAL Foundation)
 - 3.1 One (1) trustee and one (1) alternate trustee representative are appointed.
 - 3.2 The trustee appointed to this position acts as a liaison between the Board and the Foundation.
 - 3.3 This Committee meets ~~approximately five times each school year~~; regularly throughout the year.
- ~~4 Young Authors Conference Representative~~
 - ~~4.1 One (1) trustee and one (1) alternate trustee representative are appointed.~~
 - ~~4.2 The trustee appointed to this position attends the annual Young Authors Conference held in Sherwood Park each year to represent the Board and show support for this event.~~
- ~~5 Young Scientists Conference Representative~~
 - ~~5.1 One (1) trustee and one (1) alternate trustee representative are appointed.~~
 - ~~5.2 The trustee appointed to this position attends the annual Young Scientists Conference held at the University of Alberta in the spring of each year to represent the Board and show support for this event.~~
- 6 Parish Representative
 - 6.1 All trustees are eligible to provide monthly reports on parish activities and events in support of our home, school and parish partnerships.
- 7 Catholic Education Parent Advisory Committee - CEPAC
 - 7.1 . ~~Trustees are welcome to attend these meetings and will receive invitations.~~ **The chair of these meetings is the superintendent or delegate. The superintendent will provide an update to the board in the superintendent's report following each meeting. Trustees will receive invitations. and are welcome to attend these meetings.** ~~Upon invitation by the Superintendent, a~~

~~trustee will attend the CEPAG
meetings. Trustees will alternate throughout the year.~~

~~7.2 Trustees act as a liaison between the Board and this Committee and provide
a short Board highlights report at each meeting.~~

7.3 This Committee meets ~~approximately three (3) times each school year.~~
regularly throughout the year.

Revised: November 2019

Legal Reference: Section 33, 34, 51, 52, 53 Education Act

Policy 13

DISTRIBUTED DECISION MAKING

The Board of Trustees believes and supports that a resilient, effective organization is managed best by employing all expertise, knowledge and resources available, **as per the Catholic teaching of Subsidiarity**. Therefore, the Board of Trustees is committed to an organization that is based on a distributed decision making model.

The Board of Trustees delegates to the Superintendent to determine the distribution of decision-making responsibility throughout the organization based on the following guiding beliefs:

1. The distribution of decision-making responsibility will develop, and draw upon, leadership capacity within our organization.
2. Informed decisions will be made with attention to balancing choice, responsibility, and accountability while maintaining alignment with the organization's mission, vision, legal responsibilities, and principles.
3. The Division's staff will have the responsibility to make decisions about activities within the scope of their authority and will accept accountability for their decisions.
4. Individuals who have critical knowledge and expertise about a certain activity are best suited to make the necessary decisions regarding how to best achieve the goals and objectives for that activity.
5. Decision-making responsibility must be supported by equitable resource allocation. **Equity is established through a process of collaboration and consensus building. Decision makers will endeavor to take into account the full scope of impact of their decisions, and will collaborate with those who may be affected by such decisions.**
- ~~6. **Equity is established through a process of collaboration and consensus building. Decision makers will endeavor to take into account the full scope of impact of their decisions, and will collaborate with those who may be affected by such decisions.** (Moved to Point 5)~~
7. Information will be shared as freely as possible throughout the organization, **to support transparent decision-making. (Becomes Point 6)**

Reviewed:

Revised: January 2015

Recommendation Report

Date: January 22, 2025
To: Board of Trustees
From: Superintendent, Paul Corrigan
Subject: Minister approval for exemption to reserve maximum
Originator: Secretary Treasurer, Tracy Leigh
Reference: 2023-2024 Funding Manual (K3)

RECOMMENDATION:

That the Board of Trustees request Minister approval for an exemption to the reserve maximum for the 2023/2024 school year.

BACKGROUND:

The 2023/2024 Funding manual requires a boards operating reserve balance to be below a maximum equal to their system administration percentage.

For Elk Island Catholic Schools, that reserve maximum is \$2,658,009 (3.2% of the total expenses on August 31, 2023).

The operating reserve balance for the 2023/2024 school year was \$383,388 (0.46%) higher than the maximum allowed.

Total Operating Reserves	\$3,995,711
Less School Generated Funds	<u>(\$ 954,314)</u>
2023/24 Operating Reserve Balance	\$3,041,397

Subsequently, the maximum operating reserve balance increased to 6% in the release of the 2024/25 funding manual in March 2024. However, Minister approval for exemption of the excess reserves for 2023/2024 is a required.

DETAILS OF RESERVES AND MAXIMUM OPERATING RESERVE LIMIT EXEMPTION CRITERIA for the Year Ending August 31, 2024

This template is designed to provide information about your school jurisdiction's reserves and to assist you in determining if you need to submit a letter requesting an exemption to exceed the maximum limit of Operating Reserves to the Minister. It has been split in to two parts, exemptions (Part 1) and transfers between operating and capital reserves (Part 2).

As per the 2023/24 Funding Manual, a formal request for an exemption to exceed the 2023/24 maximum operating reserve must be approved by the board and submitted to the Minister. If a reserve request to exceed the limit is required, please submit your formal letter by November 30, 2024. This tab should be attached as a supplement to your formal request. School jurisdictions who are projecting their 2023/24 operating reserves to be over their 2023/24 maximum limit, which is based on the school jurisdiction's 2023/24 system administration percentage (3.2% to 5%), must complete Section A and B. School jurisdictions should include their rationale for being over their 2023/24 maximum limit, as well as the details and planned usage of operating reserves in Section A. In Section B, school jurisdictions must outline their drawdown plan related to their 2023/24 exemption request. Starting in 2024/25, the maximum operating limit will be calculated at 6% of total expenses. Jurisdictions exceeding this threshold must continue to complete this section for subsequent school years until operating reserves fall below the new 6% limit (as indicated by cells turning green on Row 56). School jurisdictions who are projecting to be below their maximum limit in 2023/24 are not required to complete Section A or B.

If your school jurisdiction is projecting to transfer between operating and capital reserves for the 2023/24 and/or 2024/25 school year, please complete Part 2. Please note that a letter requesting Ministerial approval is required to transfer from Capital to Operating Reserves.

PART 1: EXEMPTIONS

		Amount	
2022/23 Adjusted opening balance (net of 2022/23 SGF)		\$ 2,293,817	
Add/(Deduct): 2023/24 Net draw on operating reserves		\$ 972,076	
2023/24 Net transfers to/(from) operating reserves		\$ (387,301)	Information is pulled from Part II, below.
Estimated Accumulated Surplus/(Deficit) from Operations as at Aug. 31, 2024		\$ 2,878,592	
Add/(Deduct): Net change in SGF (from 2022/23 to 2023/24)		\$ 162,805	
Estimated Adjusted 2023/24 Operating Reserves	3.66%	\$ 3,041,397	
2022/23 Total Expenses	\$ 83,062,781		
Maximum 2023/24 Operating Reserve Limit	3.20%	\$ 2,658,009	
Estimated 2023/24 Operating Reserves Over Maximum Limit		\$ 383,388	

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide detailed rationale and planned usage for operating reserves in excess of the 2023/24 maximum: \$ 383,388
Please note that this does not constitute as a Ministerial request for approval. An exemption request letter submitted to the Minister is still required for an exemption for the 2023/24 school year.

Excess operating reserves will be used to cover increased operational costs in the 2024/2025 school year. Operational cost increases are expected for salaries due to collective agreement bargaining with support staff and the uncertainty whether this will be funded, benefit premium increases of a minimum of 7% per year are expected indefinitely as per ASEBP, rising energy costs and inflationary costs of other contracted services.

SECTION B: (MAX LIMIT EXEMPTION CRITERIA)

Please provide the detailed drawdown plan for the 2023/24 exemption request. If the projected operating reserve is still over the new 2024/25 limit of 6% of total expenses, please demonstrate when reserves will be drawdown below 6% over the subsequent school years (indicated by Cells B56 - D56 turning green). If your school jurisdiction's 2023/24 total expenses is known, please include in Cell E55. If additional rows are required, please insert rows to supplement your jurisdiction's drawdown plan.

	2024/25	2025/26	2026/27	Additional Comments
Opening operating reserve balance	\$ 3,041,397	\$ 3,041,397	\$ 3,041,397	
Operating Drawdown:				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
Planned Capital Drawdown:				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
[Itemized description for increase/(decrease) to reserves]				
Ending operating reserve balance	\$ 3,041,397	\$ 3,041,397	\$ 3,041,397	
ASO limit cap (Based on 3.2% - 5% SA percentage)	\$ 2,658,009	\$ 2,658,009	\$ 2,658,009	
Excess ASO	\$ 383,388	\$ 383,388	\$ 383,388	
ASO limit cap (Based on 6% of total expenses)	\$ 4,983,767	\$ 4,983,767	\$ 4,983,767	
Excess ASO	\$ (1,942,370)	\$ (1,942,370)	\$ (1,942,370)	2023/24 Total Expenses Please report 2023/24 total expenses, above, if known.

PART 2: TRANSFERS BETWEEN OPERATING AND CAPITAL RESERVES

Please report the projected amounts and detailed rationale for transfers between operating reserves and capital reserves for the 2023/24 and 2024/25 school year. The net transfer between operating and capital reserves should agree the amounts reported in the 'AOS' tab (Note: Ministerial approval is required to transfer from Capital to Operating Reserve):

	2023-24	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ (387,301)	Contingency for capital expenditures that may be required with the addition of a new school and to address unforeseen costs that may arise from the aging infrastructure of underfunded capital.
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ (387,301)	

	2024-25	Detailed Rationale
Projected Transfer from Operating to Capital Reserves (Please enter a negative amount)	\$ -	
Projected Transfer from Capital to Operating Reserves (Please enter a positive amount)	\$ -	
Net Transfer Between Operating and Capital Reserves	\$ -	

1. Correspondence

1.1.

2. External Organizational Activities

2.1. Bilingual Ukrainian Catholic Parents Society (BUCPS) meeting


2.1.1. Had a productive meeting with BUCPS (regarding EICS ongoing support of Ukrainian Bilingual programming in Sherwood Park. We are excited about the future of Bilingual Ukrainian Education in our Catholic Schools in Sherwood Park.

3. Information

3.1. Transportation Amendment update: Moving from 2.4 km to 1 km to 1.6 km. 70 EICS bussed students (Sherwood Park) are affected. Not sure at this time how many EICS students who bus with EIPS, or with Battle River.

3.2. [EICS Board of Trustee Nominations are open](#)

3.3. Annual EICS Education Assurance Survey - January 20 - February 10th, 2025. Families and Staff have been emailed.

3.3.1.  Inforgraphic - Assurance Celebrations

3.4. Thank you to Battle River: New Norway School graciously hosted members of our OLMP basketball team overnight during a snowstorm. The community stepped up to ensure our folks were well cared for. Thank you to New Norway School, the community and Battle River School Board.

3.5. Numeracy assessments:

4. Community Engagement

4.1. Knights of Columbus OLPH parish

4.1.1. Attended a Knights of Columbus meeting at OLPH parish to discuss Catholic Education in the Sherwood Park area and how the Knights could be of support.

Statement of Program Revenues and Expenses For the Month Ended December 31, 2024									Actual 2023/24 School Year (Audited)
	Spring Budget 2024/25	Instruction	Plant Operations	Transportation	Administration	External Services	Total Year-to-Date Actual 2024/25	% of Budget	TOTAL
Alberta Education	\$ 63,904,764	\$ 17,549,963	\$ 2,349,916	\$ 1,048,350	\$ 899,681	\$ 45,957	\$ 21,893,867	34.3%	\$ 64,318,597
Alberta Infrastructure (Supported Capital Amortization)	\$ 4,365,000	\$ 7,866	\$ 1,447,135	\$ -	\$ -	\$ -	\$ 1,455,001	33.3%	\$ 4,693,228
Other - Government of Alberta	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Federal Government	\$ 137,826	\$ 216,194	\$ -	\$ -	\$ -	\$ -	\$ 216,194	156.9%	\$ 197,272
Other Alberta School Authorities	\$ -	\$ 79,181	\$ -	\$ -	\$ -	\$ -	\$ 79,181	0.0%	\$ 52,836
Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Property Taxes	\$ 10,528,376	\$ 3,546,872	\$ -	\$ -	\$ -	\$ -	\$ 3,546,872	33.7%	\$ 10,726,647
Fees	\$ 3,209,470	\$ 2,635,717	\$ -	\$ 377,832	\$ -	\$ -	\$ 3,013,549	93.9%	\$ 3,461,483
Sales of services and products	\$ 663,285	\$ 289,942	\$ -	\$ 18,791	\$ 300	\$ 10,957	\$ 319,989	48.2%	\$ 808,909
Investment income	\$ 475,000	\$ 159,182	\$ -	\$ -	\$ -	\$ -	\$ 159,182	33.5%	\$ 566,791
Gifts and donations	\$ 260,000	\$ 162,327	\$ -	\$ -	\$ -	\$ -	\$ 162,327	62.4%	\$ 199,201
Rental of facilities	\$ 245,000	\$ -	\$ 66,367	\$ 17,464	\$ -	\$ -	\$ 83,830	34.2%	\$ 265,617
Fundraising	\$ 150,000	\$ 106,938	\$ -	\$ -	\$ -	\$ -	\$ 106,938	71.3%	\$ 211,889
Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 92,527
TOTAL REVENUES	\$ 83,938,721	\$ 24,754,181	\$ 3,863,417	\$ 1,462,436	\$ 899,981	\$ 56,913	\$ 31,036,929	37.0%	\$ 85,594,997
EXPENSES									
Certificated salaries	\$ 37,243,423	\$ 12,001,140	\$ -	\$ -	\$ 196,163	\$ 43,921	\$ 12,241,225	32.9%	\$ 36,797,061
Certificated benefits	\$ 9,262,942	\$ 2,464,892	\$ -	\$ -	\$ 41,663	\$ 11,825	\$ 2,518,379	27.2%	\$ 8,814,456
Non-certificated salaries and wages	\$ 13,106,365	\$ 3,127,369	\$ 916,595	\$ 512,349	\$ 384,914	\$ 1,086	\$ 4,942,312	37.7%	\$ 13,441,689
Non-certificated benefits	\$ 3,324,480	\$ 796,008	\$ 211,938	\$ 95,403	\$ 86,317	\$ 81	\$ 1,189,747	35.8%	\$ 3,198,733
SUB - TOTAL	\$ 62,937,210	\$ 18,389,408	\$ 1,128,532	\$ 607,752	\$ 709,057	\$ 56,913	\$ 20,891,663	33.2%	\$ 62,251,939
Services, contracts and supplies	\$ 15,635,329	\$ 3,723,434	\$ 1,055,400	\$ 287,473	\$ 158,806	\$ -	\$ 5,225,113	33.4%	\$ 16,321,300
Amortization of supported tangible capital assets	\$ 4,365,000	\$ 7,866	\$ 1,447,135	\$ -	\$ -	\$ -	\$ 1,455,001	33.3%	\$ 4,523,565
Amortization of unsupported tangible capital assets	\$ 880,000	\$ 103,380	\$ 77,299	\$ 104,491	\$ 11,600	\$ -	\$ 296,770	33.7%	\$ 999,784
Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Amortization of unsupported ARO tangible capital assets	\$ 98,717	\$ -	\$ 31,138	\$ -	\$ -	\$ -	\$ 31,138	31.5%	\$ 93,415
Accretion Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 132,155
Unsupported interest on capital debt	\$ 353,182	\$ 29,220	\$ 37,827	\$ 30,938	\$ 31,819	\$ -	\$ 129,804	36.8%	\$ 360,268
Other interest and finance charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 8,219
Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
TOTAL EXPENSES	\$ 84,269,438	\$ 22,253,308	\$ 3,777,332	\$ 1,030,654	\$ 911,281	\$ 56,913	\$ 28,029,489	33.3%	\$ 84,690,645
OPERATING SURPLUS (DEFICIT)	\$ (330,717)	\$ 2,500,873	\$ 86,086	\$ 431,782	\$ (11,300)	\$ 0	\$ 3,007,441	-909.4%	\$ 904,352

ELK ISLAND CATHOLIC SCHOOLS
Statement of Revenues
For the Month Ended December 31, 2024 (Budget Target 33.33%)

	<u>Spring Approved</u> <u>Budget 2024/25</u>	<u>In Year</u> <u>Adjustments</u>	<u>Budget Update</u> <u>2024/25</u>	<u>Year-to-Date</u> <u>Actual 2024/25</u>	<u>Approved Budget</u> <u>Remaining</u>	<u>% Budget</u> <u>Used</u>
ALBERTA EDUCATION						
BASE INSTRUCTION						
ECS Basic Instruction	\$ 1,199,419	\$ 13,194	\$ 1,212,613	\$ 404,043	\$ 808,570	33.3%
Grades 1-9 Base Instruction	\$ 27,294,820	\$ 300,243	\$ 27,595,063	\$ 9,165,761	\$ 18,429,302	33.2%
Grades 10-12 Base Instruction	\$ 13,677,558	\$ 150,453	\$ 13,828,011	\$ 4,622,825	\$ 9,205,186	33.4%
Home Education	\$ 3,412,259	\$ -	\$ 3,412,259	\$ 1,489,424	\$ 1,922,835	43.6%
Outreach Funding	\$ 150,000	\$ -	\$ 150,000	\$ 49,980	\$ 100,020	33.3%
Distance Education	\$ 87,750	\$ -	\$ 87,750	\$ 14,386	\$ 73,364	16.4%
Rural Small Schools	\$ 1,006,364	\$ 11,070	\$ 1,017,434	\$ 339,009	\$ 678,425	33.3%
TOTAL BASE INSTRUCTION	\$ 46,828,170	\$ 474,960	\$ 47,303,130	\$ 16,085,427	\$ 31,217,703	34.0%
SERVICES & SUPPORT GRANTS						
Specialized Learning Support	\$ 5,377,511	\$ 107,366	\$ 5,484,877	1,827,554	\$ 3,657,323	33.3%
Classroom Complexity	\$ 333,007	\$ -	\$ 333,007	110,958	\$ 222,049	33.3%
Program Unit Funding	\$ 292,809	\$ 5,856	\$ 298,665	99,515	\$ 199,150	33.3%
Kindergarten Severe	\$ 307,065	\$ 6,141	\$ 313,206	104,360	\$ 208,846	33.3%
Moderate Language Delay Grant	\$ 77,880	\$ 1,558	\$ 79,438	26,469	\$ 52,969	33.3%
First Nations	\$ 665,074	\$ 13,301	\$ 678,375	226,035	\$ 452,340	33.3%
English as a Second Language	\$ 728,904	\$ 14,578	\$ 743,482	247,728	\$ 495,754	33.3%
Refugee Students	\$ 27,830	\$ -	\$ 27,830	9,273	\$ 18,557	33.3%
SUBTOTAL SERVICES & SUPPORT	\$ 7,810,080	\$ 148,800	\$ 7,958,880	\$ 2,651,892	\$ 5,306,988	33.3%
SCHOOL BASED GRANTS						
Operations and Maintenance	\$ 6,671,800	\$ -	\$ 6,671,800	\$ 2,223,044	\$ 4,448,756	33.3%
Infrastructure Maintenance Renewal	\$ 861,439	\$ -	\$ 861,439	\$ 126,873	\$ 734,566	14.7%
Transportation	\$ 2,693,929	\$ 55,406	\$ 2,749,335	\$ 1,022,270	\$ 1,727,065	37.2%
High Speed Internet	\$ 172,800	\$ -	\$ 172,800	\$ 57,577	\$ 115,223	33.3%
SUBTOTAL SCHOOL BASED GRANTS	\$ 10,399,968	\$ 55,406	\$ 10,455,374	\$ 3,429,763	\$ 7,025,611	32.8%
COMMUNITY BASED GRANTS						
Socio Economic	\$ 561,247	\$ -	\$ 561,247	\$ 187,007	\$ 374,240	33.3%
Geographic Grant	\$ 646,958	\$ -	\$ 646,958	\$ 215,566	\$ 431,392	33.3%
Nutrition Funding	\$ 249,500	\$ 46,676	\$ 296,176	\$ 132,280	\$ 163,896	44.7%
SUBTOTAL COMMUNITY BASED GRANTS	\$ 1,457,705	\$ 46,676	\$ 1,504,381	\$ 534,854	\$ 969,527	35.6%
JURISDICTION BASED GRANTS						
System Administration	\$ 2,658,009	\$ -	\$ 2,658,009	\$ 885,649	\$ 1,772,360	33.3%
Teacher Salary Settlement	\$ 1,319,990	\$ -	\$ 1,319,990	\$ 439,821	\$ 880,169	33.3%
SUBTOTAL JURISDICTION BASED GRANTS	\$ 3,977,999	\$ -	\$ 3,977,999	\$ 1,325,469	\$ 2,652,530	33.3%
Mental Health Grant		\$ 159,566	\$ 159,566	\$ 31,855	\$ 127,711	20.0%
Curriculum Implementation		\$ 245,709	\$ 245,709	\$ 67,807	\$ 177,902	27.6%
Learning Disruption Grant		\$ 19,765	\$ 19,765	\$ 19,785	\$ (20)	100.1%
Supplemental Growth Grant		\$ 106,500	\$ 106,500	\$ 35,486	\$ 71,014	33.3%
ATRF Government Contributions	\$ 3,500,000	\$ (450,000)	\$ 3,050,000	\$ 1,020,309	\$ 2,029,691	33.5%
Amortization of Capital	\$ 4,365,000	\$ -	\$ 4,365,000	\$ 1,455,001	\$ 2,910,000	33.3%
Other Alberta Gov Revenue	\$ 333,001	\$ 1,128,104	\$ 1,461,105	\$ 164,868	\$ 1,296,237	11.3%
TOTAL ADDITIONAL FUNDING	\$ 8,291,501	\$ 1,209,644	\$ 9,501,145	\$ 2,829,690	\$ 6,671,455	29.8%
TOTAL ALBERTA GOVERNMENT	\$ 78,765,423	\$ 1,935,486	\$ 80,700,909	\$ 26,857,095	\$ 53,843,814	33.3%
OTHER REVENUE						
Federal Government	\$ 137,826	\$ 322,300	\$ 460,126	216,194	\$ 243,932	47.0%
Other Alberta School Authorities	\$ -	\$ -	\$ -	\$ 79,181	\$ (79,181)	0.0%
Fees - Division	\$ 486,130	\$ 59,524	\$ 545,654	\$ 442,435	\$ 103,219	81.1%
Fees - Transportation	\$ 380,000	\$ -	\$ 380,000	\$ 377,832	\$ 2,168	99.4%
Sales of services and products - Division	\$ 106,625	\$ 54,937	\$ 161,562	\$ 160,467	\$ 1,095	99.3%
Interest and Investment Income	\$ 475,000	\$ -	\$ 475,000	\$ 159,182	\$ 315,818	33.5%
Gifts & Donations - Division	\$ 20,000	\$ 10,000	\$ 30,000	\$ 54,000	\$ (24,000)	180.0%
Facility Rentals	\$ 245,000	\$ 18,000	\$ 263,000	\$ 83,830	\$ 179,170	31.9%
External Services	\$ 1,217	\$ 121,679	\$ 122,896	\$ 38,645	\$ 84,251	31.4%
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL OTHER REVENUE	\$ 1,851,798	\$ 586,440	\$ 2,438,238	\$ 1,611,765	\$ 826,473	66.1%
SCHOOL GENERATED FUNDS						
Fees	\$ 2,410,000	\$ -	\$ 2,410,000	\$ 2,193,282	\$ 216,718	91.0%
Sales of services and products	\$ 490,000	\$ -	\$ 490,000	\$ 159,523	\$ 330,477	32.6%
Gifts and Donations	\$ 240,000	\$ -	\$ 240,000	\$ 108,327	\$ 131,673	45.1%
Fundraising	\$ 150,000	\$ -	\$ 150,000	\$ 106,938	\$ 43,062	71.3%
TOTAL SCHOOL GENERATED FUNDS	\$ 3,290,000	\$ -	\$ 3,290,000	\$ 2,568,069	\$ 721,931	78%
TOTAL REVENUES	\$ 83,907,221	\$ 2,521,926	\$ 86,429,147	\$ 31,036,929	\$ 55,392,218	35.9%

ELK ISLAND CATHOLIC SCHOOLS
Statement Of Expenses
For the Month Ended December 31, 2024
Budget Target 33.33% (Schools 40%)

<u>SCHOOL & DEPARTMENT</u>	<u>Spring Budget</u> <u>2024/25</u>	<u>Budget Update</u> <u>2024/25</u>	<u>Year-to-Date</u> <u>Actual 2023/24</u>	<u>Budget Remaining</u>	<u>% Budget</u> <u>Used</u>
St. Andre Bessette	\$ 3,528,380	\$ 3,604,133	\$ 1,373,973	\$ 2,230,160	38.1%
St. John Paul II	\$ 2,717,476	\$ 2,859,757	\$ 1,134,404	\$ 1,725,353	39.7%
Our Lady of Angels	\$ 1,721,481	\$ 1,722,753	\$ 647,716	\$ 1,075,037	37.6%
St. John XXIII	\$ 2,350,482	\$ 2,468,889	\$ 920,414	\$ 1,548,475	37.3%
Our Lady of Perpetual Help	\$ 2,362,521	\$ 2,464,253	\$ 957,001	\$ 1,507,252	38.8%
École Père Kenneth Kearns	\$ 1,708,097	\$ 1,773,891	\$ 685,983	\$ 1,087,908	38.7%
St. Nicholas	\$ 1,669,141	\$ 1,678,091	\$ 650,993	\$ 1,027,098	38.8%
Madonna	\$ 2,016,670	\$ 2,198,176	\$ 842,677	\$ 1,355,499	38.3%
St. Luke	\$ 1,155,530	\$ 1,235,092	\$ 467,901	\$ 767,191	37.9%
Holy Redeemer	\$ 1,874,414	\$ 1,929,553	\$ 742,839	\$ 1,186,714	38.5%
Our Lady Of Mount Pleasant	\$ 3,535,687	\$ 3,800,457	\$ 1,410,928	\$ 2,389,529	37.1%
St Patrick	\$ 2,392,398	\$ 2,502,229	\$ 964,223	\$ 1,538,006	38.5%
St. Martin's	\$ 1,968,130	\$ 2,037,760	\$ 757,554	\$ 1,280,206	37.2%
Holy Spirit	\$ 2,783,175	\$ 2,934,933	\$ 1,124,057	\$ 1,810,876	38.3%
St. Mary's	\$ 1,590,540	\$ 1,624,349	\$ 620,633	\$ 1,003,716	38.2%
Archbishop Jordan	\$ 7,896,197	\$ 8,193,595	\$ 3,137,837	\$ 5,055,758	38.3%
St. Theresa	\$ 4,479,814	\$ 4,555,178	\$ 1,783,668	\$ 2,771,510	39.2%
St. Isidore	\$ 4,879,041	\$ 4,999,519	\$ 1,919,929	\$ 3,079,590	38.4%
School Generated Funds	\$ 3,290,000	\$ 3,290,000	\$ 1,192,514	\$ 2,097,486	36.2%
Schools Total	\$ 53,919,174	\$ 55,872,608	\$ 21,335,242	\$ 34,537,366	38.2%
Information Tech	\$ 1,946,177	\$ 1,946,190	\$ 569,791	\$ 1,376,399	29.3%
Inclusive Learning Services	\$ 1,695,064	\$ 1,722,164	\$ 507,903	\$ 1,214,261	29.5%
Student and Staff Formation	\$ 994,000	\$ 938,738	\$ 274,642	\$ 664,096	29.3%
Education Excellence	\$ 228,000	\$ 228,000	\$ 83,590	\$ 144,410	36.7%
Secondments/External Services	\$ 1,217	\$ 122,896	\$ 45,432	\$ 77,464	37.0%
ATRF Contributions from Government	\$ 3,500,000	\$ 3,050,000	\$ 1,020,309	\$ 2,029,691	33.5%
System Ins.Support	\$ 3,787,921	\$ 3,957,008	\$ (1,471,656)	\$ 5,428,664	-37.2%
Central Inst. Total	\$ 12,152,379	\$ 11,964,996	\$ 1,030,011	\$ 10,934,985	8.6%
Business Services	\$ 1,094,000	\$ 1,094,000	\$ 350,704	\$ 743,296	32.1%
Board Governance	\$ 408,000	\$ 408,000	\$ 141,119	\$ 266,881	34.6%
Human Resources	\$ 546,000	\$ 590,711	\$ 182,112	\$ 408,599	30.8%
Office of Superintendent	\$ 512,000	\$ 517,720	\$ 182,314	\$ 335,406	35.2%
Capital, Debt Services & IMR	\$ 5,542,156	\$ 5,542,156	\$ 1,682,445	\$ 3,859,711	30.4%
Custodial	\$ 2,627,255	\$ 2,700,680	\$ 787,688	\$ 1,912,992	29.2%
Maintenance	\$ 4,244,545	\$ 4,189,120	\$ 1,307,199	\$ 2,881,921	31.2%
Transportation	\$ 3,223,929	\$ 3,279,335	\$ 1,030,654	\$ 2,248,681	31.4%
Support Services	\$ 18,197,885	\$ 18,321,722	\$ 5,664,235	\$ 12,657,487	30.9%
Total Expenditures	\$ 84,269,438	\$ 86,159,326	\$ 28,029,489	\$ 58,129,837	32.5%

**Elk Island Catholic Schools
Board Governance Expenses
As of December 31, 2024 (Budget Target 33.33%)**

Summary	May 2024 Budget	Actuals	Variance (\$ Budget Unspent)	(%) Budget Spent
Honoraria	\$204,076	\$68,025	\$136,051	33.33%
Chair - Annual Honoraria	34,707	11,569	23,138	33.33%
Vice Chair - Annual Honoraria	30,542	10,181	20,361	33.33%
Trustee - Annual Honoraria	27,765	9,255	18,510	33.33%
Employee Benefits	44,938	13,929	31,009	31.00%
Travel Amount				
Al Stewart	125	125	-	100.00%
Shelley Charchun	500	167	333	33.33%
Teresa Makowecki	500	167	333	33.33%
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)				
Al Stewart	3,500	-	3,500	0.00%
Jean Boisvert	3,500	176	3,324	5.02%
Le-Ann Ewaskiw	3,500	-	3,500	0.00%
Dean Sarnecki	3,500	-	3,500	0.00%
Shelley Charchun	3,500	-	3,500	0.00%
Ted Paszek	3,500	151	3,349	4.31%
Teresa Makowecki	3,500	-	3,500	0.00%
Trustee Mileage Reimbursement (Policy 7: Appendix A)				
Al Stewart	1,575	184	1,391	11.69%
Jean Boisvert	1,200	176	1,024	14.69%
Le-Ann Ewaskiw	1,200	-	1,200	0.00%
Dean Sarnecki	1,200	-	1,200	0.00%
Shelley Charchun	2,200	373	1,827	16.94%
Ted Paszek	1,200	75	1,125	6.27%
Teresa Makowecki	2,200	276	1,924	12.55%
Contracted Services	1,600	400	1,200	25.00%
Board Expenses (Policy 7: Sections 3)				
Board Public Relations (Section 7)		-		
Meeting Meal Expenses (Section 8.1)		392		
Board Retreats (8.3)		-		
ACSTA AGM (Policy 7 - Appendix A)	33,686	7,382	19,325	57.37%
ASBA Representative (Section 4.2 - AGM & SGM)		5,320		
Other General Misc Expenses (Section 8.4)		1,268		
Election Advertising Costs (Section 8.2)				
Membership Fees (Policy 7: Section 3)				
ACSTA	40,000		44,766	0.00%
ASBA	42,000	40,127		95.54%
ASBA Zone 2/3	1,450			0.00%
Rural Caucus	700			0.00%
Alberta School Council Association	2,250	2,250		100.00%
Chamber of Commerce Memberships	900	157		17.50%
TOTAL BOARD GOVERNANCE	\$408,000	\$141,119	\$266,881	34.59%

**Note: Trustees from Camrose and Vegreville have higher budgets to cover additional travels costs.

2024/2025 Trustee Expenses
 Jean Boisvert (Trustee)
 As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)	\$ 3,500		
Nov-24 Kevin Carr Luncheon		\$ 35	
Dec-24 Theology on Tap / Rural Caucus		\$ 141	
<i>Subtotals</i>	<u>\$ 3,500</u>	<u>\$ 176</u>	<u>\$ 3,324</u>
Trustee Mileage Reimbursement (Policy 7: Appendix A)	\$ 1,200		
Oct-24 ASBA Zone 2/3 Mileage		\$ 12	
Oct-24 St. Basil Ukranian Student Mass		\$ 23	
Dec-24 October Board Meeting, ASBA Zone 2/3 Mileage		\$ 141	
<i>Subtotals</i>	<u>\$ 1,200</u>	<u>\$ 176</u>	<u>\$ 1,024</u>
Totals	<u>\$ 4,700</u>	<u>\$ 352</u>	<u>\$ 4,348</u>

2024/2025 Trustee Expenses
 Ted Paszek (Vice Chair)
 As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A) Dec-24 GrACE Meeting Hotel	\$ 3,500	\$ 151	
<i>Subtotal</i>	<u>\$ 3,500</u>	<u>\$ 151</u>	<u>\$ 3,349</u>
Trustee Mileage Reimbursement (Policy 7: Appendix A) Dec-24 October Board Meeting Mileage	\$ 1,200	75	
<i>Subtotal</i>	<u>\$ 1,200</u>	<u>\$ 75</u>	<u>\$ 1,125</u>
Totals	<u><u>\$ 4,700</u></u>	<u><u>\$ 226</u></u>	<u><u>\$ 4,474</u></u>

2024/2025 Trustee Expenses
 Le-Ann Ewaskiw (Board Chair)
 As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)	\$ 3,500		
<i>Subtotal</i>	\$ 3,500	\$ -	\$ 3,500
Trustee Mileage Reimbursement (Policy 7: Appendix A)	\$ 1,200		
<i>Subtotals</i>	\$ 1,200	\$ -	\$ 1,200
Totals	\$ 4,700	\$ -	\$ 4,700

2024/2025 Trustee Expenses
 Dean Sarnecki (Trustee)
 As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)	\$ 3,500		
<i>Subtotal</i>	\$ 3,500	\$ -	\$ 3,500
Trustee Mileage Reimbursement (Policy 7: Appendix A)	\$ 1,200		
<i>Subtotal</i>	\$ 1,200	\$ -	\$ 1,200
Totals	\$ 4,700	\$ -	\$ 4,700

2024/2025 Trustee Expenses
 Al Stewart (Trustee)
 As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)	\$ 3,500		
<i>Subtotal</i>	<u>\$ 3,500</u>	<u>\$ -</u>	<u>\$ 3,500</u>
Trustee Mileage Reimbursement (Policy 7: Appendix A)	\$ 1,200		
Oct-24 Board Meetings/Student Conduct Committee		\$ 164	
Dec-24 November Board Meeting Mileage		\$ 20	
<i>Subtotal</i>	<u>\$ 1,200</u>	<u>\$ 184</u>	<u>\$ 1,016</u>
Totals	<u>\$ 4,700</u>	<u>\$ 184</u>	<u>\$ 4,516</u>

2024/2025 Trustee Expenses
Teresa Makowecki (Trustee)
As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)	\$ 3,500		
<i>Subtotal</i>	<u>\$ 3,500</u>	<u>\$ -</u>	<u>\$ 3,500</u>
Trustee Mileage Reimbursement (Policy 7: Appendix A)	\$ 2,200		
Dec-24 September/October Board Meeting Mileage		\$ 276	
<i>Subtotal</i>	<u>\$ 2,200</u>	<u>\$ 276</u>	<u>\$ 1,924</u>
Totals	<u>\$ 5,700</u>	<u>\$ 276</u>	<u>\$ 5,424</u>

2024/2025 Trustee Expenses
 Shelley Charchun (Trustee)
 As of December 31, 2024 (Budget Target 33.33%)

<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Variance</u>
Trustee Individual Event Expenses (Policy 7: Section 4 & Appendix A)	\$ 3,500		
<i>Subtotal</i>	<u>\$ 3,500</u>	<u>\$ -</u>	<u>\$ 3,500</u>
Trustee Mileage Reimbursement (Policy 7: Appendix A)	\$ 2,200		
Sep-24 Mileage (Board meeting, student advisory)		\$ 184	
Dec-24 Mileage (GrACE Committee, Nov Board Meeting)		\$ 189	
<i>Subtotal</i>	<u>\$ 2,200</u>	<u>\$ 373</u>	<u>\$ 1,827</u>
Totals	<u><u>\$ 5,700</u></u>	<u><u>\$ 373</u></u>	<u><u>\$ 5,327</u></u>

Trustee Professional Development Budget Summary - 2021/22 to 2024/25 School Year:

	2021/22	2022/23	2023/24	2024/25	Total Unspent
Trustee Professional Development (Policy 7, Section 3 & Appendix A)					
Al Stewart	\$ 1,400	\$ (5)	\$ (165)	\$ 3,500	\$ 4,730
Jean Boisvert	\$ 1,481	\$ 694	\$ 991	\$ 3,324	\$ 6,490
Le-Ann Ewaskiw	\$ 2,314	\$ (2,080)	\$ 672	\$ 3,500	\$ 4,406
Dean Sarnecki	\$ 3,000	\$ 439	\$ 703	\$ 3,500	\$ 7,642
Shelley Charchun	\$ 3,000	\$ 1,747	\$ 829	\$ 3,500	\$ 9,076
Ted Paszek	\$ 2,733	\$ (1,533)	\$ (59)	\$ 3,349	\$ 4,490
Teresa Makowecki	\$ 2,268	\$ 174	\$ (368)	\$ 3,500	\$ 5,574
Total - All Trustees	\$ 16,196	\$ (564)	\$ 2,603	\$ 24,174	\$ 42,409

**Policy 7- Section 3: A Trustee may carry over a surplus or deficit to the next year.
The expenses must be balanced by the end of the Board's four year term.**