




**Board Meeting Agenda**  
**Thursday, November 28, 2024**  
**Clearview Division Office**

***PREPARED, PRESENT, ENGAGED***

**1. Call to Order 9:30 am**


**2. Adopt Agenda**

**3. Approve Minutes**

3.1. October 31, 2024 

**4. Leadership Highlights**

4.1. Superintendent Leadership Highlights 

4.1.1. SES Inclusive Presentation (*K. Syson & S. Quapp*) 

**5. Communication and Engagement**

5.1. School Councils Engagement Roundtable (Trustees) - Standing Item

5.2. School Visits Erskine and Donalda (Nov 14, 2024)


5.3. Alberta Rural Caucus Meeting Update (Nov 17, 2024)

**6. Delegations**

6.1. Food Bank Donation Presentation 3:30 p.m.

**7. Action Items**

7.1. 2023-24 Reserves Review and Approval (*M. Reyes*) 

7.2. Audited Financial Statements - Approval (*M. Reyes*) 


7.2.1. Audited Financial Statements Approval

7.2.2. Appointment of External Auditor

7.2.3. Appointment of External Public Member

7.3. Fall Budget Review & Approval (*M. Reyes*) 

7.4. Appointment of Returning Officer and Alternate Returning Officer (*M. Reyes*)

7.5. Final Approval GWS Spring Break Trips (*D. Van Oers*) 

7.6. AERR Approval 

7.7. Policy Committee (November 15, 2024) 

7.7.1. Clearview Star Awards (Policy 21)

7.7.2. Board Committees (Policy 8)

7.7.3. Purchasing Oversight (Policy 27)

7.8. Cost of Living Allowance (in-camera)





7.9. Transportation - Winter Driving

**8. Registrations**

8.1. ARES March 2-4, 2025






8.2. Collegiate Schools Workshop December 3, 2024 

## 9. Information Reports

- 9.1. ASBA Zone 4 Update (*K. Smyth*)
- 9.2. ASBA FGM (Nov 17-19, 2024)
  - 9.2.1. Battle River School Division Meeting (select date March 4 - 3:00 p.m. - 5:00 p.m. March 6 - 3:00 p.m. - 5:00 p.m. March 11 - 4:00 p.m. - 6:00 p.m. March 13 - 4:00 p.m. - 6:00 p.m. )
- 9.3. Prairieland School Division Board letter and discussion (*G. Neitz*) 
- 9.4. Communication Committee Meeting Update (November 12, 2024) (*M. Thomson*) 
- 9.5. Education Results Reports (*S. Leys*) 
  - 9.5.1. AEAM Update
  - 9.5.2. Provincial Achievement Results
  - 9.5.3. Diploma Examination Results
  - 9.5.4. Joint Protocol for Exam Results Release 
- 9.6. School Bus Safety Poster Winner Selection
- 9.7. Christmas Tray Delivery Dates December 10 & 11, 2024

## 10. In-Camera

## 11. Information Only

- 11.1. Proposed Subdivision Communications 
- 11.2. Superintendent's Calendar 
- 11.3. Financial Reporting Monthly (*M. Reyes*) 
- 11.4. Purchasing Summary 
- 11.5. East Central Alberta Catholic School Division (*S. Leys*)
- 11.6. COS - School Resource Officer Funding 

## 12. Honorariums and Reimbursements Trustees

- 12.1.1. Trustee Grice
- 12.1.2. Trustee Hayden
- 12.1.3. Trustee Neitz
- 12.1.4. Trustee Schofer
- 12.1.5. Trustee Scott
- 12.1.6. Trustee Smyth
- 12.1.7. Trustee Thomas

## 13. Adjournment

## 14. Next Meeting December 19, 2024

- 14.1. Board Annual Learning Workshop Planning
- 14.2. Teacher Appreciation Gift Deliveries (Feb 10-11, 2025)
- 14.3. 2025 Election Processes - Town and County agreements

## Leadership Highlights 2024-25

**Nov 28, 2024**

- *Staff Leadership*
  - LLT
    - Emergency Preparedness and Table Top exercise
    - Progressive Staff Accountability workshop
    - Digging into the Data workshop
  - School Visits
    - BYE, DON, ERS, SES, WEH
  - Leadership Coaching
    - Stu Henry led
      - DON, BVS, BYE, BOT, SES (VP)
  - Compensation Committee Meeting
  - Communications Committee
  - Policy Committee
  - Audit Committee
  - Byemoor Staff Meeting
    - Update on community meeting and supports needed
  - Coronation Playground Grand Opening
  - BOT/ERS Trustee School Visit
  - SES - Dads at the Doors
  - DATA Analysis
    - Alberta Education Assurance Measures (AEAM)
    - Early Years Screeners - Literacy and Numeracy
    - Literacy Data (3T)
  - Meeting with East Central Alberta Catholic School Division
  - SRO Meeting
- *Professional Development attended/involved with*
  - Coaching Workshop with Stu Henry
  - CASS Conference
    - Community of Practice
      - Collaborate Discussion with other Superintendents
    - Communication
    - AI Use in School Divisions
    - Collegiate Education Pathways
  - ASBA Fall AGM

# STUDENT SUCCESS ROOM

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The story of the SSR





A<sup>B</sup>C

## OUTLINE

1. The Why
2. The How
3. Voices of the parents, teachers, and children
4. Goals
5. What You Will See
6. Data
7. Literature review

# WHY?

Things were intolerable . . .



"Our intention in this message is for you to know that we find this behavior unacceptable. Someone is going to get hurt. As much as we are a proponent of inclusion it can not come at the risk of others' safety and traumatizing others emotional well-being.

I will continue to monitor these situations but do feel that more needs to be done in this area."



# WHAT WAS HAPPENING....

01

## STAFF INJURIES/DECLINE IN TEACHER WELLNESS

6/7 staff incident reports  
involved an unregulated child or  
neuro-diverse child hurting  
them

02

## INCREASE IN CONCERNED PARENT EMAILS

More emails, phone calls, and  
parent meetings were happening  
than ever before

03

## STUDENT INJURIES

8/39 student injury reports  
involved students being injured by  
an unregulated peer

04

## SPACES BEING TRASHED

Classrooms being evacuated, office  
and classrooms being trashed



# HOW

SCHOOL TOURS  
AND ASKED A  
LOT OF  
QUESTIONS

BROUGHT IT UP AT  
SCHOOL COUNCIL  
AND GOT FEEDBACK

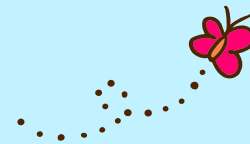
RESEARCHED & READ A LOT OF  
ARTICLES INCLUSION AND WHAT  
IS WORKING AND WHAT IS NOT

PERMISSION  
FROM SCOT TO  
GO DOWN THIS  
ROAD

CONDUCTED A  
PARENT SURVEY OF  
PARENTS OF SES'S  
INCLUSIVE KIDDOS

CREATED A POSITION THAT  
WOULD SPECIALIZE IN  
INCLUSIVE ED.

# TOUR OF STEFFIE



# VOICES OF PARENTS (WITH INCLUSIVE CHILDREN)

"MY CHILD NEEDS TIME THAT IS SCHEDULED, THAT WOULD HELP ALLEVIATE THE EXPLOSIVE BEHAVIOR. NOT WAIT UNTIL IT IS TOO LATE AND THEY ARE TOTALLY OVERWHELMED"

"THE SCHOOL NEEDS TO HAVE PLANS FOR KIDS LIKE "STEVEN" WHO REQUIRE A DIFFERENT WAY OF LEARNING – I WANT TO SEE ADAPTIVE LEARNING PROGRAMS OR IDEAS FLOWING ON HOW THINGS COULD BE CHANGED TO FIT THE KIDS THAT DON'T FIT INTO THE BOX OF NORMAL KIDS"

"HE NEEDS A SAFE SPACE TO OVERCOME HIS OVERWHELM, THE OFFICE IS NOT THE PLACE"



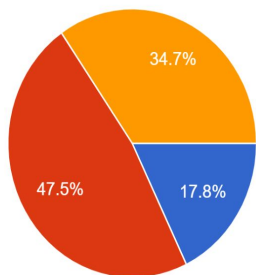
100% OF RESPONSES SAID **SOMETIMES** WHEN ASKED ABOUT TIME SPENT IN A TYPICAL CLASSROOM



# VOICES OF STUDENTS

Having a highly complex student in my classroom causes me to feel

101 responses

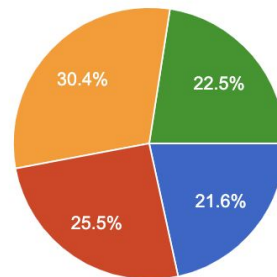


- highly stressed/anxious
- moderately stressed/anxious
- not stressed/anxious at all

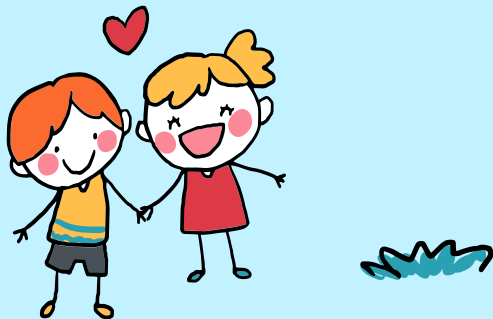
Having a highly complex student in my classroom distracts me when I am trying to work or listen?

 [Copy chart](#)

102 responses



- Yes, a lot
- Yes, a little
- Sometimes
- Not really, I can just ignore them





## VOICES OF STUDENTS- QUOTES

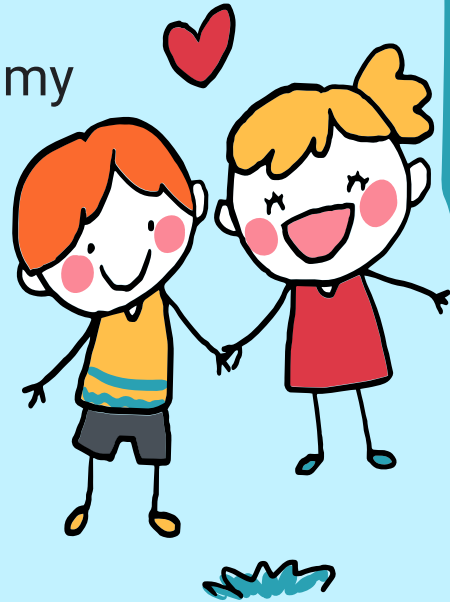
"Feeling a scared feeling everytime a meltdown happens."

"I don't want to worry about something being thrown at my head or yelling"

"It's not right that they are interrupting the teacher and yelling a lot"

"It makes me get uncomfortable"

"They can be REALLY DISTRACTING"





"Don't Exclude Kids by  
Including Them"

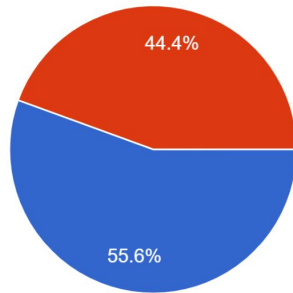
—JOURNAL OF CHILD  
COMMUNICATION DISORDERS

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# VOICES OF TEACHERS

Having a highly complex student in my classroom causes me to feel

9 responses



- highly stressed/anxious
- moderately stressed/anxious
- not stressed/anxious at all



# VOICES OF TEACHERS

"Feelings of stress and anxiety can become **heightened when typical students are suffering from complex student.**"

"It used to cause me more stress but because I have more experience with these kind of kiddos, I feel like I am more prepared to deal with this kind of thing."

"Don't look forward to coming to work. Constant concerns regarding safety of all people in the classroom, difficult to teach with constant noise and disruptions, **headaches every single day.**"

"These highly complex students can **affect my home life and marriage.**"

"Some days can be highly stressful, other days can feel okay and manageable."





# GOALS OF THE SSR

# TRULY ALL STUDENTS

## #1. ENSURE OUR COMPLEX NEEDS STUDENTS ARE GETTING THE BEST EDUCATION THEY CAN

- Instruction targeting specific areas of need (e.g. communication)
- Integration of sensory activities and life skills
- Supportive environment for skill development
- Increased confidence in social interactions



## #2. A SAFE PLACE FOR EVERY CHILD TO GO TO WHEN NEEDED

- Every child in the school has access to the SSR all day

## #3. ENSURE CHILDREN ARE PROVIDED THE BEST EDUCATIONAL ENVIRONMENT

- "Hybrid" learning environment- not all in or all out
- Complex needs kids are included in every activity that they can be in a successful way
- "sister teacher" inclusive expert is providing support to teachers for programming when they are in their classes

# WHAT YOU WILL SEE IN THE SSR

INDIVIDUALIZED LITERACY AND NUMERACY INSTRUCTION

INTEGRATION OF SENSORY ACTIVITIES

KIDS GETTING SOME EXTRA HELP

STUDENTS TAKING A 7-10 MIN CALMING BREAK

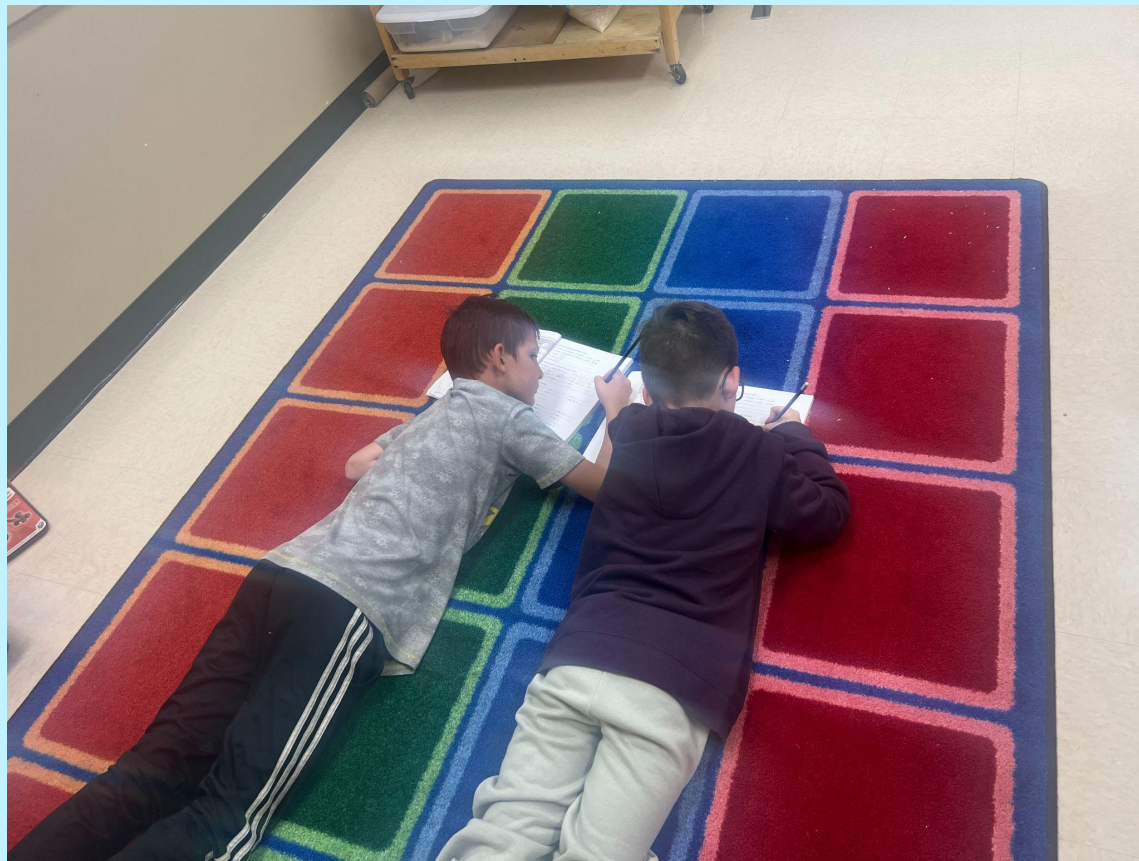
STUDENTS NEEDING A QUIET SPACE TO WORK  
INDEPENDENTLY/IN A SMALL GROUP

STUDENTS CONNECTING WITH AN AVAILABLE AND CARING  
ADULT IN A 1:1 OR SMALL GROUP SETTING





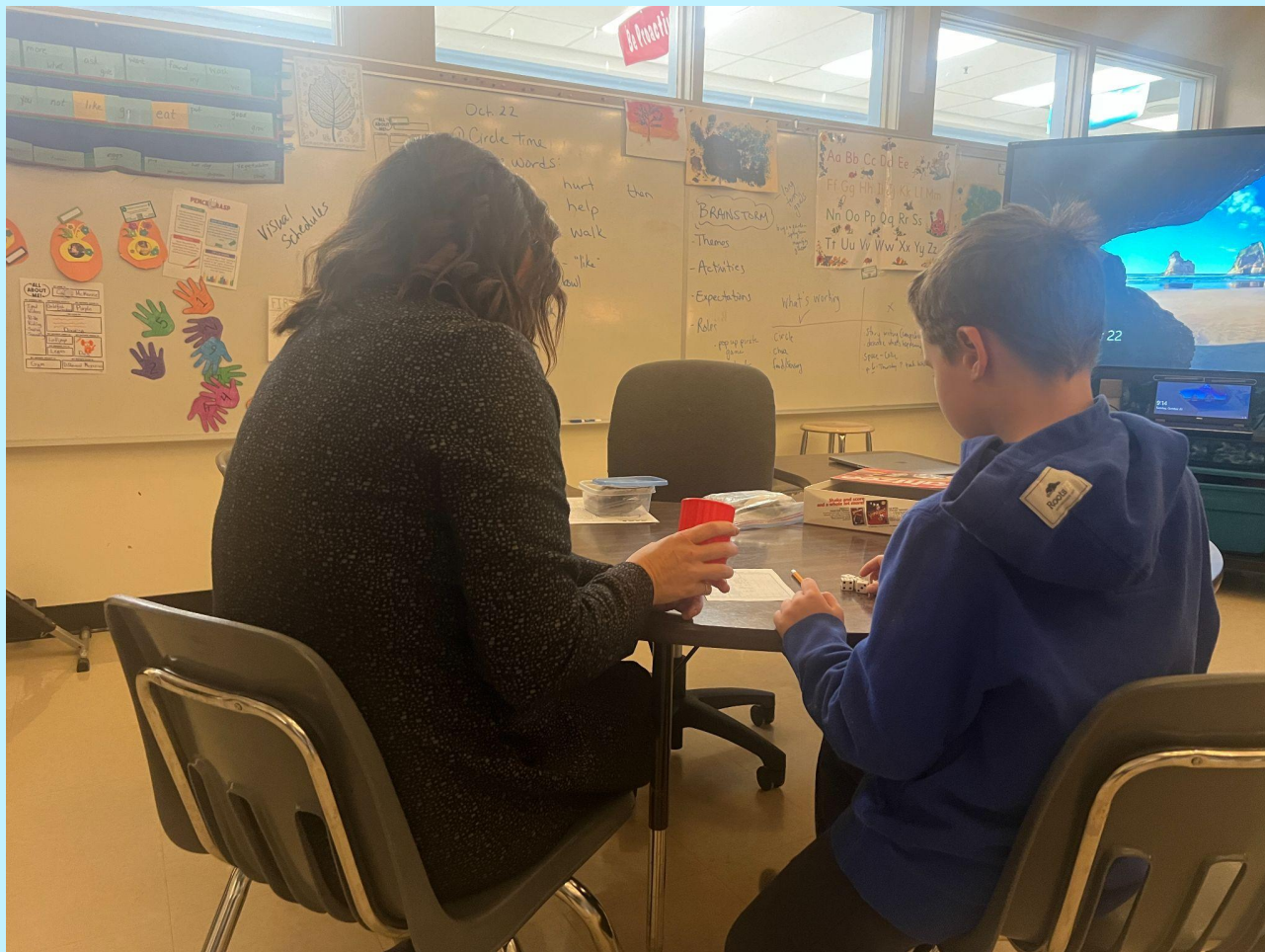












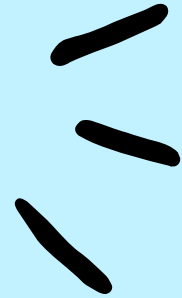
# DATA COLLECTED SO FAR



	Last year (end of Nov.)	This year (end of Nov.)
Unregulated students at the office	36	2
Class Evacuations	18	3
Staff incident reports (involving unregulated child)	4	1



# 790



Visits to the SSR from Sept. 3rd – Nov. 25, 2024

# SSR SYSTEM CURRENTLY IN PLACE

- Self advocate OR asked by staff
- Bring "mail"
- Sign in to one of three rooms (green, yellow, blue)
- 7-10 min.

## What we are noticing

- Students are respecting the space - using it as a tool to help them regulate their emotions
- Continued increase of kids using the room
- Students appreciate having a quiet space to work/take a break in
- Many teachers appreciate having a safe and supportive place
- Our non/minimally verbal students are developing their communication skills in a small group setting
- Staff are involved in programming that incorporates more sensory-based learning in this flexible learning space
- Fewer class evacuations



# COMMITMENT TO INCLUSION

Our commitment to inclusion goes beyond creating a safe space for students to regulate though—it extends to working towards a culture of continuous learning among staff and students alike. Supporting children with diverse needs, including those who are neurodiverse, requires equipping staff with the skills and knowledge to understand and address communication deficits, sensory needs, trauma, and behavioral challenges effectively. As an administration team, we are collaborating with EAs, teachers, and our Student Support Services team to move inclusion forward – to enable educators to design and implement strategies that proactively reduce stress and anxiety, leading to fewer dysregulation episodes and a more positive learning environment. We are supporting staff by covering classes so they can connect with the Student Services team or observe their colleagues teach, co-teaching, collaborating on behaviour plans, IPPs and WISE plans, leading/supporting case conferences, supporting tiered interventions and universal design strategies, etc. This is not a simple or easy process, and it will take time, but by emphasizing education around inclusion and collaboration, we are aiming to build a school culture where students feel supported in their growth and where staff are empowered to meet every child's unique needs, creating lasting impacts on inclusion and success.

# TARGET – To PRESUME COMPETENCE

To presume competence means assuming everyone can learn, think, and understand. Presuming competence is based on two principles that apply to all human beings, regardless of a diagnosis.

1. Everyone can learn
2. Everyone has something to say

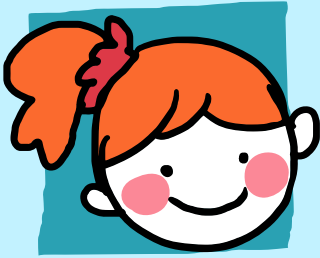
~ Amanda Hartman, SLP

(<https://www.assistiveware.com/learn-aac/presume-competence#:~:text=To%20presume%20competence%20means%20assuming,Everyone%20has%20something%20to%20say>)

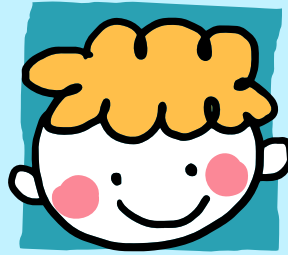
“Start by presuming that your learner is on their way to developing competence. Good intervention, consistent language models, the right tools, and plenty of practice will move them along the journey toward improved communication. It’s important that, we truly believe that. Yes, your clients may be impaired, perhaps significantly so, but they will certainly know if you don’t believe in their abilities. Presume competence.” - Carole Zangari from Praactical AAC.

**QUESTIONS?**

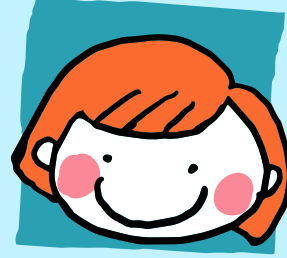
# THANKS!



DR. SYSON



MR. THIBEAU



MRS. QUAPP



Operating and Capital Reserves

August 31, 2024

### Reserve Guideline Calculations

[1] 366,764 in schedule B \$86 difference

[2] Spent less than planned

[3] 10 dishwashers

[4] 1-710-06-243-99

[5] Transfers out:

Tech infrastructure	\$125K
Chromebooks	\$75K
Photocopiers/displays	\$66K (\$75K-\$9K)

Transfers in:

FR surplus to cover Shortfall	\$50,258
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[6] Purchase of 360 chromebooks

[7] Transfer reserves from capital to operating \$100K  
CY Funding \$75K

[8] Network upgrades at Stettler complex

[9] SES, ERS, BO, BR, & BYE photocopiers purchased

[10] Allocation \$75K  
6 interactive TVs WEH \$ 9K

[11] 1-095-02-709-00

[12] Change the amount to reflect total expenditures

[13] To be spent in 2023-24

[14] \$ 75,000. vehicles  
\$225,000. Buildings

[15] 75000 Building Reserve

[16] Susan:  
1-090-00-000-00

[17] Put this amount to balance with AFS

[18] Susan:  
1-094-00-000-00

[19] unsupported amortization

[20] Susan:  
1-094-00-000-00

**Date:** November 15, 2024

**To:** Audit Committee

**From:** Scot Leys, Superintendent

**Resource Person(s):** Mauricio Reyes, Secretary-Treasurer  
Susan Hernando, Director of Finance

**Re:** 2023-24 Financial Statements

## Purpose

The Audit Committee to review the Audited Financial Statements, and audit communication documents from appointed external auditors.

## Background

Each year, Clearview Public Schools Board of Trustees appoints an independent auditor. On November 30, 2023, the Board appointed Gitzel & Company as the division's external auditor. The key audit documents provided to the Audit Committee & the Board are as follows:

- [Audited Financial Statements \(Draft\)](#)
- [Unaudited Schedules](#)
- [Actuals vs. Budget Summary "Big Picture"](#)
- [Audit Findings Communications \(Draft\)](#)
- [Significant Deficiencies Communication \(Draft\)](#)
- [Independence Letter \(Draft\)](#)

## Discussion

### FINANCIAL OVERSIGHT

Annually, the Audit Committee meets with management to review the draft audited financial statements and related documentation, including assumptions, cost allocations and estimates used. Some of the information requested by Alberta Education is collected via other systems and incorporated into the financial statements.

The Audit Committee reviews the oversight items from the auditor with Senior Administration. As a standard process, the Audit Committee has the opportunity to provide further information in-camera should there be items to discuss.

Gitzel & Company issued a clean management letter to Clearview Public Schools indicating there were no significant concerns from the auditor.

The Audit Committee will recommend the Board approve the draft audited financial statements at the Board meeting on November 28, 2024. In addition, the Audit Committee will recommend the Board appoint Gitzel & Company as Clearview's external auditor for the fiscal year ending August 31, 2025.

## **BUDGET**

As required by Alberta Education, the audited statements use the Budget approved by the Board on May 31, 2023. This budget is based on projected enrollment and staffing, as well as assumptions on available reserves.

As the Spring Budget does not consider changes to the budget done from revised enrolments, staffing, and spending, Senior Administration has provided for information summaries based on the Fall budget. The Fall Budget was presented to the Board at the November 30, 2023 meeting. See documents provided in the appendix for details on the variances. Senior Administration has also provided a summary of the variances for information.

## **OPERATING SURPLUS/(DEFICIT)**

In 2023-24, Clearview had an operating surplus of \$53,720. In the spring budget, Clearview budgeted a \$721,000 deficit and a \$380,926 deficit in the fall budget. Overall, the difference was mostly related to lower expenses in all areas with the exception of operations and maintenance.

### **Instruction**

Grant revenue from Alberta Education was lower than budgeted mainly due to \$149,000 adjustment relating to lower actual enrolment and some PUF students not meeting the required hours to qualify for funding. Increases in other revenue streams offsetted the decreases in grant revenue.

Overall, schools reduced the reserves by about \$150,000 to approximately \$532,000 (\$502K operating/\$30K capital), not including school generated funds. Central instruction reserves also decreased by approximately \$63,000 to approximately \$300,000.

### **Facilities**

The lower deficit in facilities is mainly due to lower utility costs than budgeted which resulted in about \$97,000 difference. In addition, revenue increased by approximately \$73,000 due to funding relating to additional value scoping funding and insurance recovery payments relating to the Donalda Fire.

Overall, facilities reserves increased by \$53,000 for a total of \$779,000 (\$354K operating/\$425K capital) at the end of the year.

### **Transportation**

The surplus in transportation was lower than budgeted mainly due to transportation funding becoming targeted funding. Due to this change, Administration decided to use \$509,000 in current year's transportation funding to purchase 3 buses and a photocopier in the current year, reducing the surplus to \$48,165. The remaining two buses were purchased by using transportation reserves.

Overall, transportation reserves increased by \$282,000 to approximately \$820,000 (\$16K operating/\$804K capital).

### **Administration**

In 2023-24, the operating surplus in Administration was nearly \$275,000, which is higher than budgeted mainly



due to higher investment revenue (\$43,000) and lower purchases of goods and services resulting in savings of over \$145,000.

The surplus in this area has been used to increase Administration capital reserves by \$150,000 to \$300,000. Additional \$250,000 was transferred to Facilities operating and capital reserves.

RESERVES

As of August 31, 2024, operating reserves are \$1,578,451 not including school generated funds, representing a decrease of approximately \$146,000. This amount is below Alberta Education’s limit of \$1,859,411.

Capital reserves, on the other hand, increased by \$615,000 to \$2,087,285 as Clearview’s contributions to reserves exceed withdrawals. Capital reserves will be used to make capital expenditures in future years.

CAPITAL INVESTMENTS

In the 2023-24 year, Clearview invested nearly \$3.3 million in new capital assets. The following is a high level breakdown of the capital additions during the year:

New school buses	\$ 807,943
Building Improvements	\$1,215,857
PAC Sound System	\$ 142,590
Photocopiers	\$ 58,629
Commercial Dishwashers	\$ 59,274
Other	<u>\$ 986,310</u>
Total	\$3,270,603

CONTINGENT ASSETS AND LIABILITIES

Insurance

Since November 1, 2020, Clearview has been a member of Alberta Risk Management Insurance Consortium (ARMIC). Under the terms of its membership, the Division could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. None of these contingent liabilities involve related parties. The school division’s share of the reciprocal pool as at August 31, 2024 is \$297,312.

Environmental Liabilities

To the best of Administration’s knowledge, there are no factors that could lead to environmental liabilities.

DISCLOSURES

The provision of ECS education instructional services that fall under the basic public education mandate. ECS Instruction disclosures comprise Program Unit Funding (PUF) funding, direct costs relating to Pre-K and ECS programming including early learning specialized supports. ECS Instruction expenses include differential funding, other general revenues and school-based overhead costs.

Information relating to the separation of costs between ECS and Grades 1 - 12 is based on management estimates and available information. Actual costs disclosed between the ECS category and Grades 1 - 12 category could differ from those estimates.

System functions and the associate leadership position that provide general supports to all schools are accounted for as follows (based on the benefit relative to the function that the position serves):

Instruction

- Communication Services (50%)
- Human Services (50%)
- Inclusive Services
- Safety Services
- Technology Services
- Office of the Deputy Superintendent (50%)

Board & System Administration

- Communication Services (50%)
- Financial and Payroll Services
- Governance Services
- Human Services (50%)
- Legal Services
- Office of the Secretary Treasurer
- Office of the Deputy Superintendent (50%)
- Office of the Superintendent
- Records Management Services

INTERNAL AUDIT

Background

While SGF may not, by themselves, be material to the overall financial statements (that is, typically a misstatement in the SGF is unlikely to result in a qualified audit opinion), these dollars do have significant consequences in the trust our communities have in fundraising and stewardship of public dollars. SGF are fully consolidated in the financial statements.

Audits at each school occur every two years but it's expanded to include audits for schools where the school principal or secretary transitions to another location or employment. The audit schedule for the past two years is as follows:

Two Year Audit Schedule

2023-24	2022-23
Coronation School	Brownfield School
Stettler Elementary School	Donalda School
Wm E Hay Stettler Secondary Campus	Erskine School
	Gus Wetter School *
	Big Valley School*

	Botha School *
	Byemoor School*

*\* Selected for internal audit due to school principal or secretary turnover*

#### Interim/Final Internal Audit Results (2023-24)

School Generated Funds Interim Audit was conducted mid year (February and March) for schools to have a chance to implement any necessary improvements or recommendations as a result of the interim audit. Final audit was done in June.

To increase accountability, Principals or designates were asked to submit their action plan to the Secretary-Treasurer in response to the audit recommendations.

Generally, schools are operating within the established internal controls. There do continue to be some areas for improvement in cash handling, proper back up and segregation of duties, which can be challenging due to the number of staff on site. KEV online payments helped a lot in resolving these issues.

##### A. [Coronation School](#)

Some of the improvements that were recommended were as follows:

- Deposits - more itemized back up for cash deposits
- Online Payments - encourage more parents to pay online to reduce cash handling in the school
- Electronic back up - scanning back ups into KEV for easy access and added security
- Reporting - monthly signing off of financial reports to increase awareness and accountability
- Efficiency - amalgamating with the district's bank account to centralized SGF processes such as cheque processing, bank reconciliation, auditing, digital approval of invoices and increased segregation of duties.

##### [Coronation School Audit Response and Implementation](#)

##### B. [Stettler Elementary School \(SES\)](#)

Recommendations for SES during the final audit were as follows:

- Electronic back up - scanning back ups into KEV for easy access and added security
- Efficiency - amalgamating with the district's bank account to centralized SGF processes such as cheque processing, bank reconciliation, auditing, digital approval of invoices and increased segregation of duties.

##### [Stettler Elementary School Audit Response](#)

##### C. [Wm E Hay Stettler Secondary School](#)

Improvements that are continuously getting implemented as per final and [interim audit recommendation](#) include:

- Segregation of duties - the school has the capacity to increase segregation of duties by having other secretaries to count funds and fill out remittance forms before they are submitted to the business coordinator for depositing and recording.

- Electronic back up - scanning back ups into KEV for easy access and added security

[Wm E Hay High School Audit Response](#)

### **Recommended Board Motions**

Senior Administration provides the audited financial statements with the recommendation of the Audit Committee, and requests the following motions at the November 28, 2024 Board meeting:

*"THAT the Board of Trustees approves the 2023-24 Audited Financial Statements as presented"*

*"THAT the Board of Trustees appoints Gitzel & Company as the external auditors for the 2024-25 fiscal year."*

## **Supplementary Information**

[Variance Summaries](#)

[2024 Audited Financial Statements Guidelines](#)

**AUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2024**  
[Education Act, Sections 139, 140, 244]

**0052 The Clearview School Division**

Legal Name of School Jurisdiction

**5031 50 Street Stettler AB T9C 2L9**

Mailing Address

**403-742-3331 mreyes@clearview.ab.ca**

Contact Numbers and Email Address

**SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The financial statements of 0052 The Clearview School Division presented to Alberta Education have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements, including notes, have been prepared in accordance with Canadian Public Sector Accounting Standards and follow format prescribed by Alberta Education.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong system of budgetary control.

***Board of Trustees Responsibility***

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the audited financial statements with management in detail and approved the financial statements for release.

***External Auditors***

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors were given full access to school jurisdiction records.

***Declaration of Management and Board Chair***

To the best of our knowledge and belief, these financial statements reflect, in all material respects, the financial position, results of operations, remeasurement gains and losses, changes in net financial assets (debt), and cash flows for the year in accordance with Canadian Public Sector Accounting Standards.

**BOARD CHAIR**

**Mr. Guy Neitz**

Name

Signature

**SUPERINTENDENT**

**Scot Leys**

Name

Signature

**SECRETARY-TREASURER OR TREASURER**

**Mauricio Reyes**

Name

Signature

Board-approved Release Date

c.c. ALBERTA EDUCATION, Financial Reporting & Accountability Branch  
10th Floor, 44 Capital Boulevard, 10044 108th Street NW, Edmonton AB T5J 5E6  
EMAIL: EDC.FRA@gov.ab.ca  
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Non-Consolidated

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## INDEPENDENT AUDITORS' REPORT

TO: The Board of Trustees  
The Clearview School Division

### Opinion

We have audited the financial statements of the Clearview School Division, which comprise the statement of financial position as at August 31, 2024 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the school division as at August 31, 2024, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the school division in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter

Significant areas requiring the use of management's estimates are:

- the amortization of tangible capital assets and the related funding for part of those assets included in deferred contributions. Significant changes in the useful life of the tangible capital assets could result in changes in the valuation of the tangible capital assets, the amortization of the related deferred contributions, and equity in tangible capital assets.
- the asset retirement obligations and the related tangible capital asset. Significant changes in the settlement amount, discount rates and timing of settlement could result in changes in the obligation, the tangible capital asset, the amortization of the asset, and equity in tangible capital assets.

Our opinion is not modified in respect of this matter.

## **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the school division to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the school division or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the school division's financial reporting process.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the school division's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the school division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the school division to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, AB  
November 28, 2024

CHARTERED PROFESSIONAL ACCOUNTANTS

**STATEMENT OF FINANCIAL POSITION**  
As at August 31, 2024 (in dollars)

		<b>2024</b>	<b>2023</b>
<b>FINANCIAL ASSETS</b>			
Cash and cash equivalents	(Schedule 5)	\$ 5,475,481	\$ 4,718,375
Accounts receivable (net after allowances)	(Note 3)	\$ 296,074	\$ 713,668
Portfolio investments			
Operating	(Schedule 5)	\$ 170,359	\$ -
Endowments		\$ -	\$ -
Inventories for resale		\$ -	\$ -
Other financial assets		\$ -	\$ -
<b>Total financial assets</b>		\$ 5,941,914	\$ 5,432,043
<b>LIABILITIES</b>			
Bank indebtedness		\$ -	\$ -
Accounts payable and accrued liabilities	(Note 4)	\$ 1,174,009	\$ 1,087,827
Unspent deferred contributions	(Schedule 2)	\$ 1,054,157	\$ 1,060,495
Employee future benefits liabilities		\$ -	\$ -
Asset retirement obligations and environmental liabilities	(Note 6)	\$ 835,350	\$ 835,350
Other liabilities		\$ -	\$ -
Debt			
Unsupported: Debentures		\$ -	\$ -
Mortgages and capital loans		\$ -	\$ -
Capital leases		\$ -	\$ -
<b>Total liabilities</b>		\$ 3,063,516	\$ 2,983,672
<b>Net financial assets</b>		\$ 2,878,398	\$ 2,448,371
<b>NON-FINANCIAL ASSETS</b>			
Tangible capital assets	(Schedule 6)	\$ 22,202,943	\$ 22,579,719
Inventory of supplies		\$ 138,824	\$ 208,239
Prepaid expenses	(Note 7)	\$ 265,281	\$ 407,277
Other non-financial assets		\$ 539	\$ 2,821
<b>Total non-financial assets</b>		\$ 22,607,587	\$ 23,198,056
<b>Net assets before spent deferred capital contributions</b>		\$ 25,485,985	\$ 25,646,427
Spent deferred capital contributions	(Schedule 2)	\$ 16,432,928	\$ 16,647,090
<b>Net assets</b>		\$ 9,053,058	\$ 8,999,338
<b>Net assets</b>	( Note 8)		
Accumulated surplus (deficit)	(Schedule 1)	\$ 9,053,058	\$ 8,999,338
Accumulated remeasurement gains (losses)		\$ -	\$ -
		\$ 9,053,058	\$ 8,999,338
<b>Contractual rights</b>			
<b>Contingent assets</b>			
<b>Contractual obligations</b>	(Note 9)		
<b>Contingent liabilities</b>	(Note 10)		

The accompanying notes and schedules are part of these financial statements.

**Note:** Please input "(Restated)" where Actual 2023 comparatives are not as presented in the finalized 2022/2023 Audited Financial Statements filed with Alberta Education.

**STATEMENT OF OPERATIONS**  
For the Year Ended August 31, 2024 (in dollars)

		<b>Budget 2024</b>	<b>Actual 2024</b>	<b>Actual 2023</b>
<b>REVENUES</b>				
Government of Alberta		\$ 35,945,010	\$ 35,649,247	\$ 33,781,435
Federal Government and other government grants		\$ -	\$ -	\$ -
Property taxes		\$ -	\$ -	\$ -
Fees	(Schedule 9)	\$ 290,589	\$ 288,138	\$ 408,472
Sales of services and products		\$ 340,965	\$ 435,619	\$ 401,595
Investment income		\$ 50,000	\$ 243,006	\$ 250,439
Donations and other contributions		\$ 198,700	\$ 337,253	\$ 377,327
Other revenue		\$ 210,967	\$ 288,956	\$ 276,749
<b>Total revenues</b>		\$ 37,036,231	\$ 37,242,219	\$ 35,496,017
<b>EXPENSES</b>				
Instruction - ECS		\$ 1,579,424	\$ 1,498,307	\$ 1,541,836
Instruction - Grades 1 to 12		\$ 25,114,051	\$ 24,718,195	\$ 23,726,666
Operations and maintenance	(Schedule 4)	\$ 5,095,434	\$ 5,360,008	\$ 5,180,585
Transportation		\$ 3,922,000	\$ 3,666,526	\$ 3,271,761
System administration		\$ 1,774,096	\$ 1,677,474	\$ 1,643,875
External services		\$ 272,647	\$ 267,989	\$ 256,036
<b>Total expenses</b>		\$ 37,757,652	\$ 37,188,499	\$ 35,620,759
<b>Annual operating surplus (deficit)</b>		\$ (721,421)	\$ 53,720	\$ (124,742)
Endowment contributions and reinvested income		\$ -	\$ -	\$ -
<b>Annual surplus (deficit)</b>		\$ (721,421)	\$ 53,720	\$ (124,742)
<b>Accumulated surplus (deficit) at beginning of year</b>		\$ 8,999,338	\$ 8,999,338	\$ 9,124,080
<b>Accumulated surplus (deficit) at end of year</b>		\$ 8,277,917	\$ 9,053,058	\$ 8,999,338

The accompanying notes and schedules are part of these financial statements.

**Note:** Please input "(Restated)" where Actual 2023 comparatives are not as presented in the finalized 2022/2023 Audited Financial Statements filed with Alberta Education.

**STATEMENT OF CASH FLOWS**  
For the Year Ended August 31, 2024 (in dollars)

	2024	2023
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATING TRANSACTIONS</b>		
Annual surplus (deficit)	\$ 53,720	\$ (124,742)
Add (Deduct) items not affecting cash:		
Amortization of tangible capital assets	\$ 2,722,450	\$ 2,570,813
Net (gain)/loss on disposal of tangible capital assets	\$ (46,346)	\$ 45,600
Transfer of tangible capital assets (from)/to other entities	\$ -	\$ -
(Gain)/Loss on sale of portfolio investments	\$ -	\$ -
Spent deferred capital recognized as revenue	\$ (1,952,061)	\$ (1,844,252)
Deferred capital revenue write-down / adjustment	\$ -	\$ -
Increase/(Decrease) in employee future benefit liabilities	\$ -	\$ -
Donations in kind	\$ -	\$ -
	\$ -	\$ -
	\$ 777,763	\$ 647,419
(Increase)/Decrease in accounts receivable	\$ 417,594	\$ (348,344)
(Increase)/Decrease in inventories for resale	\$ -	\$ -
(Increase)/Decrease in other financial assets	\$ -	\$ -
(Increase)/Decrease in inventory of supplies	\$ 69,415	\$ (47,447)
(Increase)/Decrease in prepaid expenses	\$ 141,995	\$ (4,845)
(Increase)/Decrease in other non-financial assets	\$ 2,282	\$ 7,285
Increase/(Decrease) in accounts payable, accrued and other liabilities	\$ 86,182	\$ (26,470)
Increase/(Decrease) in unspent deferred contributions	\$ (6,338)	\$ (341,084)
Increase/(Decrease) in asset retirement obligations and environmental liabilities	\$ -	\$ (120,000)
Asset retirement obligation provision	\$ -	\$ -
0	\$ -	\$ -
<b>Total cash flows from operating transactions</b>	<b>\$ 1,488,893</b>	<b>\$ (233,486)</b>
<b>B. CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	\$ (2,385,232)	\$ (3,270,603)
Net proceeds from disposal of unsupported capital assets	\$ 85,905	\$ -
0	\$ -	\$ -
<b>Total cash flows from capital transactions</b>	<b>\$ (2,299,327)</b>	<b>\$ (3,270,603)</b>
<b>C. INVESTING TRANSACTIONS</b>		
Purchases of portfolio investments	\$ (170,359)	\$ -
Proceeds on sale of portfolio investments	\$ -	\$ -
0	\$ -	\$ -
0	\$ -	\$ -
<b>Total cash flows from investing transactions</b>	<b>\$ (170,359)</b>	<b>\$ -</b>
<b>D. FINANCING TRANSACTIONS</b>		
Debt issuances	\$ -	\$ -
Debt repayments	\$ -	\$ -
Increase (decrease) in spent deferred capital contributions	\$ 1,737,899	\$ 1,714,531
Capital lease issuances	\$ -	\$ -
Capital lease payments	\$ -	\$ -
0	\$ -	\$ -
0	\$ -	\$ -
<b>Total cash flows from financing transactions</b>	<b>\$ 1,737,899</b>	<b>\$ 1,714,531</b>
<b>Increase (decrease) in cash and cash equivalents</b>	<b>\$ 757,106</b>	<b>\$ (1,789,558)</b>
<b>Cash and cash equivalents, at beginning of year</b>	<b>\$ 4,718,375</b>	<b>\$ 6,507,933</b>
<b>Cash and cash equivalents, at end of year</b>	<b>\$ 5,475,481</b>	<b>\$ 4,718,375</b>

The accompanying notes and schedules are part of these financial statements.

## CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the Year Ended August 31, 2024 (in dollars)

	Budget 2024	2024	2023
Annual surplus (deficit)	\$ -	\$ 53,720	\$ (124,742)
Effect of changes in tangible capital assets			
Acquisition of tangible capital assets	\$ -	\$ (2,385,232)	\$ (3,270,603)
Amortization of tangible capital assets	\$ -	\$ 2,722,450	\$ 2,570,813
Net (gain)/loss on disposal of tangible capital assets	\$ -	\$ (46,346)	\$ 45,600
Net proceeds from disposal of unsupported capital assets	\$ -	\$ 85,905	\$ -
Write-down carrying value of tangible capital assets	\$ -	\$ -	\$ -
Transfer of tangible capital assets (from)/to other entities	\$ -	\$ -	\$ -
Other changes Asset Retirement Obligation	\$ -	\$ -	\$ -
<b>Total effect of changes in tangible capital assets</b>	\$ -	\$ 376,777	\$ (654,190)
Acquisition of inventory of supplies	\$ -	\$ 69,415	\$ (47,447)
Consumption of inventory of supplies	\$ -	\$ -	\$ -
(Increase)/Decrease in prepaid expenses	\$ -	\$ 141,995	\$ (4,845)
(Increase)/Decrease in other non-financial assets	\$ -	\$ 2,282	\$ 7,285
Net remeasurement gains and (losses)	\$ -	\$ -	\$ -
Change in spent deferred capital contributions (Schedule 2)		\$ (214,162)	\$ (129,721)
Other changes	\$ -	\$ -	\$ -
<b>Increase (decrease) in net financial assets</b>	\$ -	\$ 430,027	\$ (953,660)
<b>Net financial assets at beginning of year</b>	\$ -	\$ 2,448,371	\$ 3,402,031
<b>Net financial assets at end of year</b>	\$ -	\$ 2,878,398	\$ 2,448,371

The accompanying notes and schedules are part of these financial statements.

## CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the Year Ended August 31, 2024 (in dollars)

	2024	2023
Annual surplus (deficit)	\$ 53,720	\$ (124,742)
Effect of changes in tangible capital assets		
Acquisition of tangible capital assets	\$ (2,385,232)	\$ (3,270,603)
Amortization of tangible capital assets	\$ 2,722,450	\$ 2,570,813
Net (gain)/loss on disposal of tangible capital assets	\$ (46,346)	\$ 45,600
Net proceeds from disposal of unsupported capital assets	\$ 85,905	\$ -
Write-down carrying value of tangible capital assets	\$ -	\$ -
Transfer of tangible capital assets (from)/to other entities	\$ -	\$ -
Other changes Asset Retirement Obligation	\$ -	\$ -
<b>Total effect of changes in tangible capital assets</b>	<b>\$ 376,777</b>	<b>\$ (654,190)</b>
Acquisition of inventory of supplies	\$ 69,415	\$ (47,447)
Consumption of inventory of supplies	\$ -	\$ -
(Increase)/Decrease in prepaid expenses	\$ 141,995	\$ (4,845)
(Increase)/Decrease in other non-financial assets	\$ 2,282	\$ 7,285
Net remeasurement gains and (losses)	\$ -	\$ -
Change in spent deferred capital contributions (Schedule 2)	\$ (214,162)	\$ (129,721)
Other changes	\$ -	\$ -
<b>Increase (decrease) in net financial assets</b>	<b>\$ 430,027</b>	<b>\$ (953,660)</b>
<b>Net financial assets at beginning of year</b>	<b>\$ 2,448,371</b>	<b>\$ 3,402,031</b>
<b>Net financial assets at end of year</b>	<b>\$ 2,878,398</b>	<b>\$ 2,448,371</b>

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
**For the Year Ended August 31, 2024 (in dollars)**

2024

2023

Unrealized gains (losses) attributable to:

Portfolio investments	\$	-	\$	-
0	\$	-	\$	-
0	\$	-	\$	-

Amounts reclassified to the statement of operations:

Portfolio investments	\$	-	\$	-
0	\$	-	\$	-
0	\$	-	\$	-

0	\$	-	\$	-
---	----	---	----	---

Net remeasurement gains (losses) for the year

\$	-	\$	-
----	---	----	---

Accumulated remeasurement gains (losses) at beginning of year

\$	-	\$	-
----	---	----	---

Accumulated remeasurement gains (losses) at end of year

\$	-	\$	-
----	---	----	---

The accompanying notes and schedules are part of these financial statements.

**SCHEDULE 1**

School Jurisdiction Code:

52

**SCHEDULE OF NET ASSETS**  
For the Year Ended August 31, 2024 (in dollars)

	NET ASSETS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED SURPLUS (DEFICIT)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
Balance at August 31, 2023	\$ 8,999,338	\$ -	\$ 8,999,338	\$ 5,097,266	\$ -	\$ 318,622	\$ 2,111,289	\$ 1,472,161
Prior period adjustments:								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance, August 31, 2023	\$ 8,999,338	\$ -	\$ 8,999,338	\$ 5,097,266	\$ -	\$ 318,622	\$ 2,111,289	\$ 1,472,161
Operating surplus (deficit)	\$ 53,720		\$ 53,720			\$ 53,720		
Board funded tangible capital asset additions				\$ 647,334		\$ (6,047)	\$ (510,411)	\$ (130,876)
Board funded ARO tangible capital asset additions				\$ -		\$ -	\$ -	\$ -
Disposal of unsupported or board funded portion of supported tangible capital assets	\$ -		\$ -	\$ (39,559)		\$ 39,559		\$ -
Disposal of unsupported ARO tangible capital assets	\$ -		\$ -	\$ -		\$ -		\$ -
Write-down of unsupported or board funded portion of supported tangible capital assets	\$ -		\$ -	\$ -		\$ -		\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -						
Endowment expenses & disbursements	\$ -		\$ -		\$ -	\$ -		
Endowment contributions	\$ -		\$ -		\$ -	\$ -		
Reinvested endowment income	\$ -		\$ -		\$ -	\$ -		
Direct credits to accumulated surplus (Describe)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of tangible capital assets	\$ -			\$ (2,705,743)		\$ 2,705,743		
Amortization of ARO tangible capital assets	\$ -			\$ (16,707)		\$ 16,707		
Board funded ARO liabilities - recognition	\$ -			\$ -		\$ -		
Board funded ARO liabilities - remediation	\$ -			\$ -		\$ -		
Capital revenue recognized	\$ -			\$ 1,952,061		\$ (1,952,061)		
Debt principal repayments (unsupported)	\$ -			\$ -		\$ -		
Additional capital debt or capital leases	\$ -			\$ -		\$ -		
Net transfers to operating reserves	\$ -					\$ (786,106)	\$ 786,106	
Net transfers from operating reserves	\$ -					\$ 707,996	\$ (707,996)	
Net transfers to capital reserves	\$ -					\$ (746,000)		\$ 746,000
Net transfers from capital reserves	\$ -					\$ -		\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance at August 31, 2024	\$ 9,053,058	\$ -	\$ 9,053,058	\$ 4,934,652	\$ -	\$ 352,133	\$ 1,678,988	\$ 2,087,285



SCHEDULE OF NET ASSETS  
For the Year Ended August 31, 2024 (in dollars)

INTERNALLY RESTRICTED RESERVES BY PROGRAM									
School & Instruction Related		Operations & Maintenance		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
\$ 1,601,590	\$ 568,552	\$ 450,812	\$ 275,000	\$ -	\$ 150,000	\$ 58,887	\$ 478,609	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,601,590	\$ 568,552	\$ 450,812	\$ 275,000	\$ -	\$ 150,000	\$ 58,887	\$ 478,609	\$ -	\$ -
\$ (201,864)	\$ (130,876)	\$ -	\$ -	\$ -	\$ -	\$ (308,547)		\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -		\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -		\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 172,918		\$ 234,980		\$ 53,657		\$ 324,551		\$ -	
\$ (317,613)		\$ (331,496)		\$ -		\$ (58,887)		\$ -	
	\$ 121,000		\$ 150,000		\$ 150,000		\$ 325,000		\$ -
	\$ -		\$ -		\$ -		\$ -		\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,255,031	\$ 558,676	\$ 354,296	\$ 425,000	\$ 53,657	\$ 300,000	\$ 16,004	\$ 803,609	\$ -	\$ -

## SCHEDULE 2

**SCHEDULE OF DEFERRED CONTRIBUTIONS  
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)  
For the Year Ended August 31, 2024 (in dollars)**

		Alberta Education					
		IMR	CMR	Safe Return to	Transportation	Others	Total Education
Deferred Operating Contributions (DOC)							
Balance at August 31, 2023		\$ 723,612	\$ -	\$ -	\$ -	\$ 285,565	\$ 1,009,177
Prior period adjustments - please explain:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted ending balance August 31, 2023		\$ 723,612	\$ -	\$ -	\$ -	\$ 285,565	\$ 1,009,177
Received during the year (excluding investment income)		\$ 381,692	\$ 336,109	\$ -	\$ 4,116,201	\$ 120,650	\$ 4,954,652
Transfer (to) grant/donation revenue (excluding investment income)		\$ (361,058)	\$ -	\$ -	\$ (3,598,510)	\$ (273,345)	\$ (4,232,913)
Investment earnings - Received during the year		\$ 28,652	\$ 4,480	\$ -	\$ -	\$ -	\$ 33,132
Investment earnings - Transferred to investment income		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from UDCC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred directly (to) SDCC		\$ (27,952)	\$ (224,105)	\$ -	\$ (509,152)	\$ -	\$ (761,209)
Prior period adjustments - please explain:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DOC closing balance at August 31, 2024		\$ 744,946	\$ 116,484	\$ -	\$ 8,539	\$ 132,870	\$ 1,002,839
Unspent Deferred Capital Contributions (UDCC)							
Balance at August 31, 2023		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior period adjustments - please explain:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted ending balance August 31, 2023		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Received during the year (excluding investment income)		\$ -	\$ -	\$ -	\$ -	\$ 999,636	\$ 999,636
UDCC Receivable		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer (to) grant/donation revenue (excluding investment income)		\$ -	\$ -	\$ -	\$ -	\$ (35,836)	\$ (35,836)
Investment earnings - Received during the year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment earnings - Transferred to investment income		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior period adjustments - please explain:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) DOC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) SDCC		\$ -	\$ -	\$ -	\$ -	\$ (963,800)	\$ (963,800)
Prior period adjustments - please explain:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UDCC closing balance at August 31, 2024		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Unspent Deferred Contributions at August 31, 2024		\$ 744,946	\$ 116,484	\$ -	\$ 8,539	\$ 132,870	\$ 1,002,839
Spent Deferred Capital Contributions (SDCC)							
Balance at August 31, 2023		\$ 1,056,049	\$ 2,095,763	\$ -	\$ -	\$ 430,092	\$ 3,581,904
Prior period adjustments - please explain:		\$ -	\$ -			\$ -	\$ -
Adjusted ending balance August 31, 2023		\$ 1,056,049	\$ 2,095,763	\$ -	\$ -	\$ 430,092	\$ 3,581,904
Donated tangible capital assets						\$ -	\$ -
Alberta Infrastructure managed projects							\$ -
Transferred from DOC		\$ 27,952	\$ 224,105	\$ -	\$ 509,152	\$ -	\$ 761,209
Transferred from UDCC		\$ -	\$ -	\$ -	\$ -	\$ 963,800	\$ 963,800
Amounts recognized as revenue (Amortization of SDCC)		\$ (146,417)	\$ (269,283)	\$ -	\$ -	\$ (75,630)	\$ (491,330)
Disposal of supported capital assets		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior period adjustments - please explain:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SDCC closing balance at August 31, 2024		\$ 937,584	\$ 2,050,585	\$ -	\$ 509,152	\$ 1,318,262	\$ 4,815,583

School Jurisdiction Code:

52

**SCHEDULE OF DEFERRED CONTRIBUTIONS  
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)  
For the Year Ended August 31, 2024 (in dollars)**

Alberta	Children's	Other GoA Ministries		Other GOA	Total Other GoA	Gov't of Canada	Other Sources		Total other	Total
		Health					Donations and	Other		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,009,177
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,009,177
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,954,652
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,232,913)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,132
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (761,209)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,002,839
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,318	\$ -	\$ 51,318	\$ 51,318
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,318	\$ -	\$ 51,318	\$ 51,318
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,890	\$ -	\$ 12,890	\$ 1,012,526
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (35,836)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,890)	\$ -	\$ (12,890)	\$ (976,690)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,318	\$ -	\$ 51,318	\$ 51,318
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,318	\$ -	\$ 51,318	\$ 1,054,157
\$ 12,471,037	\$ -	\$ -	\$ -	\$ -	\$ 12,471,037	\$ -	\$ 594,149	\$ -	\$ 594,149	\$ 16,647,090
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 12,471,037	\$ -	\$ -	\$ -	\$ -	\$ 12,471,037	\$ -	\$ 594,149	\$ -	\$ 594,149	\$ 16,647,090
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -					\$ -				\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 761,209
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,890	\$ -	\$ 12,890	\$ 976,690
\$ (1,396,140)	\$ -	\$ -	\$ -	\$ -	\$ (1,396,140)	\$ -	\$ (64,591)	\$ -	\$ (64,591)	\$ (1,952,061)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 11,074,897	\$ -	\$ -	\$ -	\$ -	\$ 11,074,897	\$ -	\$ 542,448	\$ -	\$ 542,448	\$ 16,432,928

**SCHEDULE 3**

School Jurisdiction Code: 52

**SCHEDULE OF PROGRAM OPERATIONS**  
For the Year Ended August 31, 2024 (in dollars)

2024

2023

REVENUES		Instruction		Operations and	Transportation	System Administration	External Services	TOTAL	TOTAL
		ECS	Grades 1 - 12	Maintenance					
(1)	Alberta Education	\$ 1,250,992	\$ 23,879,105	\$ 3,622,699	\$ 3,598,511	\$ 1,633,811	\$ -	\$ 33,985,118	\$ 32,073,186
(2)	Alberta Infrastructure	\$ -	\$ -	\$ 1,360,927	\$ -	\$ 35,213	\$ -	\$ 1,396,140	\$ 1,444,304
(3)	Other - Government of Alberta	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267,989	\$ 267,989	\$ 256,036
(4)	Federal Government and First Nations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(5)	Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,909
(6)	Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7)	Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8)	Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9)	Fees	\$ 325	\$ 266,340	\$ -	\$ 21,473	\$ -	\$ -	\$ 288,138	\$ 408,472
(10)	Sales of services and products	\$ 47,298	\$ 388,321	\$ -	\$ -	\$ -	\$ -	\$ 435,619	\$ 401,595
(11)	Investment income	\$ -	\$ -	\$ -	\$ -	\$ 243,006	\$ -	\$ 243,006	\$ 250,439
(12)	Gifts and donations	\$ 8,486	\$ 176,865	\$ -	\$ -	\$ -	\$ -	\$ 185,351	\$ 153,637
(13)	Rental of facilities	\$ 108	\$ 2,247	\$ 8,910	\$ -	\$ -	\$ -	\$ 11,265	\$ 11,309
(14)	Fundraising	\$ 6,955	\$ 144,947	\$ -	\$ -	\$ -	\$ -	\$ 151,902	\$ 223,690
(15)	Gains on disposal of tangible capital assets	\$ -	\$ -	\$ 450	\$ 85,455	\$ -	\$ -	\$ 85,905	\$ -
(16)	Other	\$ 6,707	\$ 139,776	\$ 35,526	\$ 9,252	\$ 525	\$ -	\$ 191,786	\$ 265,440
(17)	<b>TOTAL REVENUES</b>	\$ 1,320,871	\$ 24,997,601	\$ 5,028,512	\$ 3,714,691	\$ 1,912,555	\$ 267,989	\$ 37,242,219	\$ 35,496,017
<b>EXPENSES</b>									
(18)	Certificated salaries	\$ 674,432	\$ 13,974,133	\$ -	\$ -	\$ 350,963	\$ -	\$ 14,999,528	\$ 14,256,398
(19)	Certificated benefits	\$ 161,031	\$ 3,332,739	\$ -	\$ -	\$ 87,193	\$ -	\$ 3,580,963	\$ 3,222,577
(20)	Non-certificated salaries and wages	\$ 400,280	\$ 3,183,839	\$ 1,139,963	\$ 1,688,793	\$ 638,307	\$ 194,477	\$ 7,245,659	\$ 6,815,328
(21)	Non-certificated benefits	\$ 100,070	\$ 929,242	\$ 337,682	\$ 229,206	\$ 183,237	\$ 53,325	\$ 1,832,762	\$ 1,662,775
(22)	<b>SUB - TOTAL</b>	\$ 1,335,813	\$ 21,419,953	\$ 1,477,645	\$ 1,917,999	\$ 1,259,700	\$ 247,802	\$ 27,658,912	\$ 25,957,078
(23)	Services, contracts and supplies	\$ 155,248	\$ 3,147,216	\$ 1,923,697	\$ 1,169,643	\$ 351,587	\$ 20,187	\$ 6,767,578	\$ 7,047,268
(24)	Amortization of supported tangible capital assets	\$ 1,659	\$ 34,577	\$ 1,880,612	\$ -	\$ 35,213	\$ -	\$ 1,952,061	\$ 1,844,252
(25)	Amortization of unsupported tangible capital assets	\$ 5,449	\$ 113,570	\$ 61,347	\$ 542,342	\$ 30,974	\$ -	\$ 753,682	\$ 709,854
(26)	Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(27)	Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 16,707	\$ -	\$ -	\$ -	\$ 16,707	\$ 16,707
(28)	Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(29)	Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30)	Other interest and finance charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31)	Losses on disposal of tangible capital assets	\$ 138	\$ 2,879	\$ -	\$ 36,542	\$ -	\$ -	\$ 39,559	\$ 45,600
(32)	Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(33)	<b>TOTAL EXPENSES</b>	\$ 1,498,307	\$ 24,718,195	\$ 5,360,008	\$ 3,666,526	\$ 1,677,474	\$ 267,989	\$ 37,188,499	\$ 35,620,759
(34)	<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (177,436)	\$ 279,406	\$ (331,496)	\$ 48,165	\$ 235,081	\$ -	\$ 53,720	\$ (124,742)

## SCHEDULE 4

School Jurisdiction Code: 52

**SCHEDULE OF OPERATIONS AND MAINTENANCE**  
For the Year Ended August 31, 2024 (in dollars)

EXPENSES	Custodial	Maintenance	Utilities and Telecomm.	Expensed IMR/CMR, Modular Unit Relocations & Lease Payments	Facility Planning & Operations Administration	Unsupported Amortization & Other Expenses	Supported Capital & Debt Services	2024 TOTAL Operations and Maintenance	2023 TOTAL Operations and Maintenance
Non-certificated salaries and wages	\$ 795,808	\$ 235,120	\$ -	\$ -	\$ 68,541			\$ 1,099,469	\$ 1,130,844
Non-certificated benefits	\$ 261,783	\$ 50,196	\$ -	\$ -	\$ 16,302			\$ 328,281	\$ 319,881
<b>SUB-TOTAL REMUNERATION</b>	\$ 1,057,591	\$ 285,316	\$ -	\$ -	\$ 84,843			\$ 1,427,750	\$ 1,450,725
Supplies and services	\$ 114,203	\$ 263,197	\$ -	\$ 361,057	\$ -			\$ 738,457	\$ 591,610
Electricity			\$ 466,772					\$ 466,772	\$ 382,536
Natural gas/heating fuel			\$ 375,814					\$ 375,814	\$ 362,794
Sewer and water			\$ 77,539					\$ 77,539	\$ 66,145
Telecommunications			\$ 14,540					\$ 14,540	\$ 7,169
Insurance					\$ 300,470			\$ 300,470	\$ 390,971
ASAP maintenance & renewal payments							\$ -	\$ -	\$ -
Amortization of tangible capital assets									
Supported							\$ 1,880,612	\$ 1,880,612	\$ 1,773,956
Unsupported						\$ 78,054		\$ 78,054	\$ 92,372
<b>TOTAL AMORTIZATION</b>						\$ 78,054	\$ 1,880,612	\$ 1,958,666	\$ 1,866,328
Accretion expense						\$ -	\$ -	\$ -	\$ -
Interest on capital debt - Unsupported						\$ -		\$ -	\$ -
Lease payments for facilities				\$ -				\$ -	\$ -
Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,707
Losses on disposal of capital assets						\$ -		\$ -	\$ 45,600
<b>TOTAL EXPENSES</b>	\$ 1,171,794	\$ 548,513	\$ 934,665	\$ 361,057	\$ 385,313	\$ 78,054	\$ 1,880,612	\$ 5,360,008	\$ 5,180,585

**SQUARE METRES**

School buildings		38,820.0	38,820.0
Non school buildings		4,424.0	4,424.0

**SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS**  
For the Year Ended August 31, 2024 (in dollars)

**Cash & Cash Equivalents**

	Average	2024 Cost	Amortized	2023 Amortized Cost
Cash	0.00%	\$ 5,475,481	\$ 5,475,481	\$ 4,718,375
Cash equivalents				
Government of Canada, direct and	0.00%	-	-	-
Provincial, direct and guaranteed	0.00%	-	-	-
Corporate	0.00%	-	-	-
Other, including GIC's	0.00%	-	-	-
<b>Total cash and cash equivalents</b>	<b>0.00%</b>	<b>\$ 5,475,481</b>	<b>\$ 5,475,481</b>	<b>\$ 4,718,375</b>

See Note xxx for additional detail.

**Portfolio Investments**

	Average	2024					2023				Explain the reason for difference if
		Investments Measured at	Cost	Fair Value	Investments Measured at Fair Value Fair Value	Subtotal of	Total	Investments	Fair Value	Total	
<b>Interest-bearing securities</b>											
Deposits and short-term securities	4.00%	\$ 170,359	\$ 170,359	\$ -	\$ -	\$ -	\$ 170,359	\$ -	\$ -	\$ -	
Bonds and mortgages	0.00%	-	-	-	-	-	-	-	-	-	
	4.00%	170,359	170,359	-	-	-	170,359	-	-	-	
<b>Equities</b>											
Canadian equities	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Global developed equities	0.00%	-	-	-	-	-	-	-	-	-	
Emerging markets equities	0.00%	-	-	-	-	-	-	-	-	-	
Private equities	0.00%	-	-	-	-	-	-	-	-	-	
Hedge funds	0.00%	-	-	-	-	-	-	-	-	-	
	0.00%	-	-	-	-	-	-	-	-	-	
<b>Inflation sensitive</b>											
Real estate	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Infrastructure	0.00%	-	-	-	-	-	-	-	-	-	
Renewable resources	0.00%	-	-	-	-	-	-	-	-	-	
Other investments	0.00%	-	-	-	-	-	-	-	-	-	
	0.00%	-	-	-	-	-	-	-	-	-	
<b>Strategic, tactical, and currency</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total portfolio investments</b>	<b>4.00%</b>	<b>170,359</b>	<b>170,359</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,359</b>	<b>-</b>	<b>-</b>	<b>-</b>	

See Note xxx for additional detail.

**Portfolio investments**

	Level 1	2024 Level 2	Level 3	Total
Pooled investment funds	\$ -	\$ -	\$ -	\$ -

**Portfolio Investments Measured at Fair Value**

	Level 1	2024 Level 2	Level 3	Total	2023 Total
Portfolio investments in equity instruments that are quoted in an active market.	\$ -	\$ -	\$ -	\$ -	\$ -
Portfolio investments designated to their fair value category.	-	-	-	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -

**Reconciliation of Portfolio**

	2024	2023
Opening balance	\$ -	\$ -
Purchases	-	-
Sales (excluding realized gains/losses)	-	-
Realized Gains (Losses)	-	-
Unrealized Gains/(Losses)	-	-
Transfer-in - please explain:	-	-
Transfer-out - please explain:	-	-
Ending balance	\$ -	\$ -

**Operating**

	2024	2023
Cost	\$ 170,359	\$ -
Unrealized gains and losses	-	-
	170,359	-

**Endowments**

	2024	2023
Cost	\$ -	\$ -
Unrealized gains and losses	-	-
Deferred revenue	-	-

**Total portfolio investments**

	2024	2023
	\$ 170,359	\$ -

The following represents the maturity structure for portfolio investments based on principal amount:

	2024	2023
Under 1 year	0.0%	0.0%
1 to 5 years	100.0%	0.0%
6 to 10 years	0.0%	0.0%
11 to 20 years	0.0%	0.0%
Over 20 years	0.0%	0.0%
	100.0%	0.0%

\*Indicate proportion of investment holdings according to maturity - Total must equal 100%  
- If no explicit maturity date, please indicate expected or estimated divestment date.

**SCHEDULE 6**School Jurisdiction Code: **52****SCHEDULE OF TANGIBLE CAPITAL ASSETS  
For the Year Ended August 31, 2024 (in dollars)****Tangible Capital Assets**

	2024							2023	
	Land	Work In Progress*	Buildings**	Equipment	Vehicles	Computer Hardware & Software	Total	Total	
Estimated useful life			25-50 Years	5-10 Years	5-10 Years	3-5 Years			
<b>Historical cost</b>									
Beginning of year	\$ 1,256,789	\$ -	\$ 60,060,619	\$ 4,318,573	\$ 7,639,078	\$ 125,375	\$ 73,400,434	\$ 69,351,536	
Prior period adjustments	-	-	-	-	-	-	-	955,350	
Additions	-	-	1,215,857	355,385	807,943	6,047	2,385,232	3,270,603	
Transfers in (out)	-	-	-	-	-	-	-	-	
Less disposals including write-offs	-	-	-	(34,980)	(601,359)	-	(636,339)	(177,055)	
Historical cost, August 31, 2024	\$ 1,256,789	\$ -	\$ 61,276,476	\$ 4,638,978	\$ 7,845,662	\$ 131,422	\$ 75,149,327	\$ 73,400,434	
<b>Accumulated amortization</b>									
Beginning of year	\$ -	\$ -	\$ 42,665,325	\$ 3,550,157	\$ 4,488,084	\$ 117,149	\$ 50,820,715	\$ 47,789,042	
Prior period adjustments	-	-	-	-	-	-	-	592,317	
Amortization	-	-	1,976,777	179,352	563,544	5,793	2,725,466	2,570,811	
Other additions	-	-	-	-	-	-	-	-	
Transfers in (out)	-	-	-	-	-	-	-	-	
Less disposals including write-offs	-	-	-	(34,980)	(564,817)	-	(599,797)	(131,455)	
Accumulated amortization, August 31, 2024	\$ -	\$ -	\$ 44,642,102	\$ 3,694,529	\$ 4,486,811	\$ 122,942	\$ 52,946,384	\$ 50,820,715	
<b>Net Book Value at August 31, 2024</b>	\$ 1,256,789	\$ -	\$ 16,634,374	\$ 944,449	\$ 3,358,851	\$ 8,480	\$ 22,202,943		
<b>Net Book Value at August 31, 2023</b>	\$ 1,256,789	\$ -	\$ 17,395,294	\$ 768,416	\$ 3,150,994	\$ 8,226		\$ 22,579,719	

	2024	2023
Total cost of assets under capital lease	\$ -	\$ -
Total amortization of assets under capital lease	\$ -	\$ -

**SCHEDULE 7**

School Jurisdiction Code: **52**

**SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES  
For the Year Ended August 31, 2024 (in dollars)**

Board Members:		FTE	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other Paid	Other Accrued Unpaid Benefits	Expenses
Guy Neitz, Board Chair		1.00	\$17,105	\$6,882	\$0			\$0	\$6,702
Erika Grice		1.00	\$12,205	\$609	\$0			\$0	\$5,248
Greg Hayden		1.00	\$10,739	\$5,994	\$0			\$0	\$4,341
John Schofer		1.00	\$9,968	\$6,482	\$0			\$0	\$5,575
Rebecca Scott		1.00	\$12,390	\$6,620	\$0			\$0	\$3,881
Kimberley Smyth, Vice Chair		1.00	\$12,110	\$6,603	\$0			\$0	\$7,335
Shauna-Lee Thomas		1.00	\$10,540	\$6,504	\$0			\$0	\$8,777
		-	\$0	\$0	\$0			\$0	\$0
		-	\$0	\$0	\$0			\$0	\$0
		-	\$0	\$0	\$0			\$0	\$0
		-	\$0	\$0	\$0			\$0	\$0
		-	\$0	\$0	\$0			\$0	\$0
<b>Subtotal</b>		7.00	\$85,057	\$39,694	\$0			\$0	\$41,859
Name, Superintendent 1	Scot Leys, Superintendent	1.00	\$184,500	\$26,929	\$0	\$0	\$0	\$0	\$9,807
Name, Treasurer 1	Mauricio Reyes, Secretary-Treasurer	1.00	\$158,000	\$46,575	\$0	\$0	\$0	\$0	\$13,138
Certificated			\$14,815,028	\$3,554,034	\$0	\$0	\$0	\$0	
School based		140.28							
Non-School based		4.50							
Non-certificated			\$7,002,602	\$1,746,493	\$0	\$0	\$0	\$0	
Instructional		82.28							
Operations & Maintenance		20.54							
Transportation		51.36							
Other		7.68							
<b>TOTALS</b>		<b>315.63</b>	<b>\$22,245,187</b>	<b>\$5,413,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,804</b>



## SCHEDULE 8

SCHEDULE OF ASSET RETIREMENT OBLIGATIONS  
For the Year Ended August 31, 2024 (in dollars)

School Jurisdiction Code: 52

## Continuity of ARO (Liability) Balance

(in dollars)	Land	Buildings	2024 Equipment	Vehicles	Computer	Total	(in dollars)	Land	Buildings	2023 Equipment	Vehicles	Computer	Total
Opening Balance, Aug 31, 2023	\$ -	\$ 835,350	\$ -	\$ -	\$ -	\$ 835,350	Opening Balance, Aug 31, 2022	\$ -	\$ 955,350	\$ -	\$ -	\$ -	\$ 955,350
Liability incurred from Sept. 1, 2023 to Aug. 31, 2023	-	-	-	-	-	-	Liability incurred from Sept. 1, 2022 to Aug. 31, 2022	-	-	-	-	-	-
Liability settled/extinguished from Sept. 1, 2023 to Aug. 31, 2024 - Alberta	-	-	-	-	-	-	Liability settled/extinguished from Sept. 1, 2022 to Aug. 31, 2023 - Alberta	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	Infrastructure	-	-	-	-	-	-
Liability settled/extinguished from Sept 1., 2023 to Aug. 31, 2024	-	-	-	-	-	-	Liability settled/extinguished from Sept. 1, 2022 to Aug. 31, 2023	-	-	-	-	-	-
Accretion expense (only if Present Value)	-	-	-	-	-	-	Accretion expense (only if Present Value)	-	-	-	-	-	-
Add/(Less): Revision in estimate Sept. 1, 2023 to Aug. 31, 2024	-	-	-	-	-	-	Add/(Less): Revision in estimate Sept. 1, 2022 to Aug. 31, 2023	-	-	-	-	-	-
Reduction of liability resulting from	-	-	-	-	-	-	Reduction of liability resulting from	-	(120,000)	-	-	-	(120,000)
<b>Balance, Aug. 31, 2024</b>	<b>\$ -</b>	<b>\$ 835,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 835,350</b>	<b>Balance, Aug. 31, 2023</b>	<b>\$ -</b>	<b>\$ 835,350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 835,350</b>

## Continuity of TCA (Capitalized ARO) Balance

(in dollars)	Land	Buildings	2024 Equipment	Vehicles	Computer	Total	(in dollars)	Land	Buildings	2023 Equipment	Vehicles	Computer	Total
<b>ARO Tangible Capital Assets - Cost</b>							<b>ARO Tangible Capital Assets - Cost</b>						
Opening balance, August 31, 2023	\$ -	\$ 835,350	\$ -	\$ -	\$ -	\$ 835,350	Opening balance, August 31, 2022	\$ -	\$ 955,350	\$ -	\$ -	\$ -	\$ 955,350
Additions resulting from liability incurred	-	-	-	-	-	-	Additions resulting from liability incurred	-	-	-	-	-	-
Revision in estimate	-	-	-	-	-	-	Revision in estimate	-	-	-	-	-	-
Reduction resulting from disposal of assets	-	-	-	-	-	-	Reduction resulting from disposal of	-	(120,000)	-	-	-	(120,000)
Cost, August 31, 2024	\$ -	\$ 835,350	\$ -	\$ -	\$ -	\$ 835,350	Cost, August 31, 2023	\$ -	\$ 835,350	\$ -	\$ -	\$ -	\$ 835,350
<b>ARO TCA - Accumulated Amortization</b>							<b>ARO TCA - Accumulated Amortization</b>						
Opening balance, August 31, 2023	\$ -	\$ 534,624	\$ -	\$ -	\$ -	\$ 534,624	Opening balance, August 31, 2022	\$ -	\$ 592,317	\$ -	\$ -	\$ -	\$ 592,317
Amortization expense	-	16,707	-	-	-	16,707	Amortization expense	-	16,707	-	-	-	16,707
Revision in estimate	-	-	-	-	-	-	Revision in estimate	-	-	-	-	-	-
Less: disposals	-	-	-	-	-	-	Less: disposals	-	(74,400)	-	-	-	(74,400)
Accumulated amortization, August 31, 2024	\$ -	\$ 551,331	\$ -	\$ -	\$ -	\$ 551,331	Accumulated amortization, August 31,	\$ -	\$ 534,624	\$ -	\$ -	\$ -	\$ 534,624
<b>Net Book Value at August 31, 2024</b>	<b>\$ -</b>	<b>\$ 284,019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 284,019</b>	<b>Net Book Value at August 31, 2023</b>	<b>\$ -</b>	<b>\$ 300,726</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,726</b>

CLEARVIEW SCHOOL DIVISION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2024

**1. AUTHORITY AND PURPOSE**

The School Jurisdiction delivers education programs under the authority of the *Education Act*, 2012, Chapter E-0.3.

The division receives funding for instruction and support under Ministerial Grants Regulation (AR 215/2022). The regulation allows for the setting of conditions and use of grant monies. The School Division is limited on certain funding allocations and administration expenses.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with the Canadian public sector accounting standards (PSAS). The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

**a) Basis of Financial Reporting**

Valuation of Financial Assets and Liabilities

The school division's financial assets and liabilities are generally measured as follows:

<u>Financial Statement Component</u>	<u>Measurement</u>
Cash and cash equivalents	Cost
Accounts receivable	Lower of cost or net recoverable value
Portfolio investments	Fair value and cost or amortized cost
Accounts payable and other accrued liabilities	Cost
Debt	Amortized cost
Asset retirement obligations and environmental liabilities	Cost or present value

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

**b) Basis of Financial Reporting - Financial Assets**

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations.

Financial assets are the school division's financial claims on external organizations and individuals, as well as cash at the year end.

Cash and Cash Equivalents

Cash comprises of cash on hand and demand deposits. Cash equivalents are short-term, highly liquid, investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. Cash equivalents have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term commitments rather than for investment purposes.

Accounts Receivable

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Accounts receivable are recognized at the lower of cost or net recoverable value. A valuation allowance is recognized when recovery is uncertain.

Portfolio investments

The School District has investments in GIC's that have a maturity of greater than three months. GIC's not quoted in an active market are reported at cost or amortized cost.

Other financial assets

Other financial assets are valued at the lower of cost or expected net realizable value.

**c) Basis of Financial Reporting – Liabilities**

Liabilities are present obligations of the school jurisdiction to external organizations and individuals arising from past transactions or events occurring before the year end, the settlement of which is expected to result in the future sacrifice of economic benefits. They are recognized when there is an appropriate basis of measurement and management can reasonably estimate the amounts.

Accounts payable and other accrued liabilities

Accounts payable and accrued liabilities include unearned revenue collected from external organizations and individuals for which goods and services have yet to be provided.

Deferred Contributions

Deferred contributions include contributions received for operations which have stipulations that meet the definition of a liability per Public Sector Accounting Standard (PSAS) *PS 3200*. These contributions are recognized by the school division once it has met all eligibility criteria to receive the contributions. When stipulations are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability.

Deferred contributions also include contributions for capital expenditures, spent and unspent:

- Unspent Deferred Capital Contributions (UDCC)

Unspent Deferred Capital Revenue represents externally restricted supported capital funds provided for a specific capital purpose received or receivable by the jurisdiction, but the related expenditure has not been made at year-end. These contributions must also have stipulations that meet the definition of a liability per *PS 3200* when spent.

- Spent Deferred Capital Contributions (SDCC)

Spent Deferred Capital Contributions represent externally restricted supported capital funds that have been spent but have yet to be amortized over the useful life of the related capital asset. Amortization over the useful life of the related capital asset is due to certain stipulations related to the contributions that require that the school jurisdiction to use the asset in a prescribed manner over the life of the associated asset.

Employee Future Benefits

The school division does not provide post-employment benefits to employees.

The school division accrues its obligations and related costs including both vested and non-vested benefits, under employee future benefit plans, for vacation and overtime. The future benefits cost is determined using management's best estimate of expected salary escalation,

CLEARVIEW SCHOOL DIVISION  
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benefit usage, termination and retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

Short-term sick leave benefits for staff are not accrued as an employee future benefit or a payable at year end.

Asset Retirement Obligations

Asset retirement obligations are legal obligations associated with the retirement of a tangible capital assets (TCA). Asset retirement activities include all activities relating to an asset retirement obligation. These may include, but are not limited to;

- decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed;
- remediation of contamination of a tangible capital asset created by its normal use
- post-retirement activities such as monitoring; and
- constructing other tangible capital assets to perform post-retirement activities.

A liability for an asset retirement obligation is recognized when, as at the financial reporting date:

- (a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) the past transaction or event giving rise to the liability has occurred;
- (c) it is expected that future economic benefits will be given up; and
- (d) a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying amount of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets and those not in productive use are expensed.

Environmental Liabilities

Liability for Contaminated sites

Contaminated sites are a result of contamination of a chemical, organic or radioactive material or live organism that exceeds an environmental standard, being introduced into soil, water or sediment. A liability for remediation of a contaminated site may arise from an operation that is either in productive use or no longer in productive use and may also arise from an unexpected event resulting in contamination. The resulting liability is recognized net of any expected recoveries, when all of the following criteria are met:

- i. an environmental standard exists;
- ii. contamination exceeds the environmental standard;
- iii. the school jurisdiction is directly responsible or accepts responsibility;
- iv. it is expected that future economic benefits will be given up; and
- v. a reasonable estimate of the amount can be made

Other environmental liabilities

Other environmental liabilities are recognized when all of the following criteria are met:

- i. the school jurisdiction has a duty or responsibility to others, leaving little or no discretion to avoid the obligation;
- ii. the duty or responsibility to others entails settlement by future transfer or use of assets, or a provision of services at a specified or determinable date, or on demand;
- iii. the transaction / events obligating the school jurisdiction have already occurred; and
- iv. a reasonable estimate of the amount can be made.

CLEARVIEW SCHOOL DIVISION  
NOTES TO THE FINANCIAL STATEMENTS  
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As at August 31, 2024 there are no estimates for liabilities relating to contaminated sites as management is not aware of any specific environmental liabilities.

**d) Basis of Financial Reporting – Non-Financial Assets**

Non-financial assets are acquired, constructed, or developed assets that do not normally provide resources to discharge existing liabilities, but instead:

- are normally employed to deliver government services;
- may be consumed in the normal course of operations; and
- are not for sale in the normal course of operations.

Non-financial assets include tangible capital assets, inventories of supplies and prepaid expenses.

**Tangible capital assets**

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost, including amounts directly related to the acquisition, design, construction, development, improvement or betterment of the asset. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset, and asset retirement cost.
- Donated tangible capital assets are recorded at their fair market value at the date of donation, except in circumstances where fair value cannot be reasonably determined, when they are then recognized at nominal value. Transfers of tangible capital assets from related parties are recorded at original cost less accumulated amortization.
- Work-in-progress is recorded as a transfer to the applicable asset class at substantial completion.
- Sites and buildings are written down to residual value when conditions indicate they no longer contribute to the ability of the school division to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. For supported assets, the write-downs are accounted for as reductions to Spent Deferred Capital Contributions (SDCC).
- Buildings that are demolished or destroyed are written-off.
- Individual and separate tangible capital assets with costs in excess of \$5,000 are capitalized. Furniture and equipment purchases relating to a new school or school modernization are capitalized.
- Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the Board are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs (such as insurance, maintenance costs, etc.). The discount rate used to determine the present value of the lease payments is the lower of the school division's rate for incremental borrowing or the interest rate implicit in the lease. As at August 31, 2024, the school division has no capital leases.
- Buildings include site and leasehold improvements as well as assets under capital lease.
- Amortization starts in the month after the asset is in productive use.
- Tangible capital assets are amortized over their estimated useful lives on a straight-line

CLEARVIEW SCHOOL DIVISION  
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basis at the following rates:

Buildings (Steel insulated).....	50 years (2.0%)
Buildings (Predominantly Masonry/Steel) .....	50 years* (2.0%)
Buildings (Predominantly Wood Frame, eg. Portables)...	25 years (4%)
Site Improvements .....	30 years* (3.3%)
Building Retrofitting .....	20 years* (5%)
Equipment (Industrial) .....	10 years (10%)
School Buses .....	10 years (10%)
Vehicles (one ton and over) .....	10 years (10%)
Vehicles (less than one ton) .....	5 years (20%)
Furnishings .....	5 years (20%)
Major System Software Implementation .....	4 years (25%)
Equipment (A.V./Electronic/Software) .....	3-5 years (20-33.3%)

\*Management may utilize another estimate of the useful life if appropriate.

Inventories of supplies

Inventories of supplies are valued at the lower of historical cost and replacement cost. Cost is determined on a first-in, first-out basis. Inventory items that are considered obsolete are written-off in the year; such determinations are made by management.

Prepaid expenses

Prepaid expenses are recognized at cost and amortized based on the terms of the agreement or using a methodology that reflects use of the resource.

Purchased Intangibles

Purchased intangibles are identifiable non-monetary economic resources without physical substance acquired through an arm's length exchange transaction. These intangibles are recognized and carried at their cost less any accumulated amortization and any impairment losses.

Purchased intangibles with an indefinite life are deferred, not amortized, and tested regularly for impairment.

As of August 31, 2024, the school division does not have any purchased intangibles.

Other Assets

Intangible assets, certain land, and construction-in-progress projects managed by Alberta Infrastructure are not recognized in these financial statements in accordance with *Public Sector Accounting Standard (PSAS) PS 3210.32*.

**e) Operating and Capital Reserves**

Certain amounts, as approved by the Board of Trustees, are internally or externally restricted for future operating or capital purposes. Transfers to and from reserves are recorded when approved by the Board of Trustees. Capital reserves are restricted to capital purposes and may only be used for operating purposes with approval by the Minister of Education. Reserves are disclosed in the Schedule of Changes in Net Assets.

**f) Revenue Recognition**

All revenues are reported on the accrual basis of accounting. Cash received for which goods or services have not been provided by year end is recognized as unearned revenue and recorded in accounts payable and other accrued liabilities.

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Government transfers

Transfers from all governments are referred to as government transfers.

Government transfers and associated externally restricted investment income are recognized as deferred contributions if the eligibility criteria for use of the transfer, or the stipulations together with the school division's actions and communications as to the use of the transfer, create a liability. These transfers are recognized as revenue as the stipulations are met and, when applicable, the school division complies with its communicated use of these transfers.

All other government transfers, without stipulations for the use of the transfer, are recognized as revenue when the transfer is authorized and the school division meets the eligibility criteria (if any).

Donations and non-government contributions

Donations and non-government contributions are received from individuals, corporations, and private sector not-for-profit organizations. Donations and non-government contributions may be unrestricted or externally restricted for operating or capital purposes.

Unrestricted donations and non-government contributions are recognized as revenue in the year received or in the year the funds are committed to the school division if the amount can be reasonably estimated and collection is reasonably assured.

Externally restricted donations, non-government contributions and realized and unrealized gains and losses for the associated externally restricted investment income are recognized as deferred contributions if the terms for their use, or the terms along with the school division's actions and communications as to the use, create a liability. These resources are recognized as revenue as the terms are met and, when applicable, the school division complies with its communicated use.

In-kind donations of services and materials are recognized at fair value when such value can reasonably be determined. While volunteers contribute a significant amount of time each year to assist the school division, the value of their services are not recognized as revenue and expenses in the financial statements because fair value cannot be reasonably determined.

Grants and donations for land

The school division records transfers and donations for the purchase of the land as a liability when received and as revenue when the school division purchases the land. The school division records in-kind contributions of land as revenue at the fair value of the land. When the school division cannot determine the fair value, it records such in-kind contributions at nominal value.

**f) Expenses**

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Allocation of Costs

- Actual salaries of personnel assigned to two or more programs are allocated based on the time spent in each program.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

**g) Program Reporting**

The school division's operations have been segmented as follows:

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- **ECS Instruction:** The provision of ECS education instructional services that fall under the basic public education mandate.
- **Grades 1 - 12 Instruction:** The provision of instructional services for Grades 1 - 12 that fall under the basic public education mandate.
- **Operations and Maintenance:** The operation and maintenance of all school buildings, custodial services, and maintenance shop facilities.
- **Transportation:** The provision of regular and special education bus services (to and from school), whether contracted or board operated, including transportation facility expenses.
- **System Administration:** The provision of board governance and system-based or central office administration.
- **External Services:** All projects, activities, and services offered outside the public education mandate for ECS children and students in Grades 1 - 12. Services offered beyond the mandate for public education must be self-supporting, and Alberta Education funding may not be utilized to support these programs.

The allocation of revenues and expenses are reported by program, source, and object on the Schedule of Program Operations. Respective instruction expenses include the cost of certificated teachers, non-certificated teaching assistants as well as a proportionate share of supplies & services, school administration & instruction support, and System Instructional Support.

Information relating to the separation of costs between ECS and Grades 1 - 12 is based on management estimates and available information. Actual costs disclosed between the ECS category and Grades 1 - 12 category could differ from those estimates.

System functions and the associate leadership position that provide general supports to all schools are accounted for as follows (based on the benefit relative to the function that the position serves):

- **Instruction**

- Communication Services (50%)

- Human Services (50%)

- Inclusive Services

- Office of the Deputy Superintendent (50%)

- Safety Services (50%)

- Technology Services

- **System Administration**

- Communication Services (50%)

- Financial and Payroll Services

- Governance Services

- Legal Services

- Office of the Secretary-Treasurer

- Office of the Deputy Superintendent (50%)

- Office of the Assistant Superintendent of Human Services (50%)

- Office of the Superintendent

- Records Management Services

#### **h) Scholarship Trusts and ASBA Funds Under Administration**

The school division is holding dollars in trust that have been transferred or assigned to it to be administered for the specific purpose of providing scholarships and bursaries for students and as a flow through for Alberta School Board Association (ASBA) Zone 4's revenue and expenses. Scholarship Trusts and ASBA funds under administration have been excluded from the financial reporting of the Division. Trust balances can be found in Note 11.



CLEARVIEW SCHOOL DIVISION  
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**i) Financial Instruments**

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The school division recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the school division is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

**j) Measurement Uncertainty**

Measurement uncertainty exists when there is a variance between the recognized or disclosed amount and another reasonably possible amount. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgment. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to rates for amortization expense recognized/disclosed as \$2,722,450 in these financial statements are subject to measurement uncertainty.

There is measurement uncertainty related to asset retirement obligations as it involves estimates in determining settlement amount, discount rates and timing of settlement. Changes to any of these estimates and assumptions may result in change to the obligation.

**k) Change in Accounting Policy**

Effective September 1, 2023, the school division adopted PS 3160 Public Private Partnerships (P3), PS 3400 Revenue and PSG-8 Purchased Intangibles prospectively, with the exception of P3 contracts entered prior to September 1, 2023, of which retroactive application is used without restating prior year comparatives. As a result prior year comparatives are not restated for revenue, purchased intangibles or P3 contracts.

- **Adoption of PS 3400 Revenue**

There were no changes to the measurement of revenues on adoption of the new standard.

- **PSG-8 Purchased Intangibles**

The change did not affect the school division as there was no purchased intangibles as of September 1, 2023.

- **Adoption of PS 3160 Public Private Partnerships**

The school division did not have any P3 contracts, thus the new standard did not affect this year's financial statements.

**l) Future Accounting Changes**

On September 1, 2026, School Jurisdiction will adopt the following new conceptual framework and accounting standard approved by the Public Sector Accounting Board:

- **The Conceptual Framework of Financial Reporting in the Public Sector**

The Conceptual Framework is the foundation for public sector financial reporting standard setting. It replaces the conceptual aspects of Section PS 1000 Financial Statement Concepts and Section PS 1100 Financial Statement Objectives. The conceptual framework highlights

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considerations fundamental for the consistent application of accounting issues in the absence of specific standards.

- **PS 1202 Financial Statement Presentation**

Section PS 1202 sets out general and specific requirements for the presentation of information in general purpose financial statements. The financial statement presentation principles are based on the concepts within the Conceptual Framework.

Management is currently assessing the impact of the conceptual framework and the standard on the (consolidated) financial statements.

### 3. ACCOUNTS RECEIVABLE

	2024			2023
	Gross Amount	Allowance for Doubtful Accounts	Net Realizable Value	Net Realizable Value
Alberta Education -		\$ -	\$ -	\$ 276,382
Alberta Education -	-	-	-	34,630
Alberta Health	27,311	-	27,311	66,838
Federal government	74,995	-	74,995	122,821
Municipalities	-	-	-	1,317
Other	182,707	-	182,707	211,680
Total	\$296,074	\$ -	\$ 296,074	\$ 713,668

### 4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024	2023
Alberta Education - WMA	\$ 148,846	
Accrued vacation pay liability	428,299	398,433
Other salaries & benefit costs	121,815	113,831
Other trade payables and accrued liabilities	439,096	519,677
School Generated Funds, including fees	16,528	16,296
Other fee revenue not collected at school level	-	2,325
Other unearned revenue over \$5,000*	19,425	37,266
Total	<u>\$ 1,174,009</u>	<u>\$ 1,087,828</u>

### 5. BENEFIT PLANS

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year.

The school division does not have sufficient plan information on the following pension plans to follow the standards for defined benefit accounting, and therefore follows the standards for defined contribution accounting. Accordingly, pension expense recognized is comprised of employer contributions to the plan that are required for its employees during the year, which are calculated based on actuarially pre-determined amounts that are expected to provide the plan's future benefits.

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(a) Alberta Teachers Retirement Fund (ATRF)

Current and past service costs of the Alberta Teachers Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers' Pension Plan Act, the school division does not make pension contributions for certificated staff. The Government portion of the current service contribution to the Alberta Teachers Retirement Fund on behalf of the jurisdiction is included in both revenues and expenses. For the school year ended August 31, 2024, the amount contributed by the Government was \$1,416,685 (2023: \$1,369,184).

(b) Local Authorities Pension Plan (LAPP)

The school division participates in a multi-employer pension plan, the Local Authorities Pension Plan, and does not report on any unfunded liabilities. The school division is not responsible for future funding of the plan deficit other than through contribution increases. The expense for this pension plan is equivalent to the employer's annual contributions of \$446,195 (2023: \$418,382) for the year ended August 31, 2024. At December 31, 2023, the Local Authorities Pension Plan reported a surplus of \$15,057,000,000 (2022, a surplus of \$12,671,000,000).

(c) Supplementary Integrated Pension Plan (SIPP)

The school division provides non-contributory defined benefit supplementary retirement benefits to its executives.

The jurisdiction participates in the multi-employer supplementary integrated pension plan (SiPP) for members of senior administration. The plan provides a supplement to the LAPP or ATRF pension to a full 2% of pensionable earnings multiplied by pensionable service, limited by the *Income Tax Act*. The annual expenditure for this pension plan is equivalent to the annual contributions of \$32,309 for the year ended August 31, 2024 (2023 - \$17,400)

## 6. ASSET RETIREMENT OBLIGATIONS AND ENVIRONMENTAL LIABILITIES

	2024	2023
Asset Retirement Obligations (i)	\$ 835,350	\$ 835,350
(i) Asset Retirement Obligations		
	2024	2023
Asset Retirement Obligations, beginning of year	\$ 835,350	\$ 955,350
Reduction of liability resulting from abatement	-	(120,000)
Asset Retirement Obligations, end of year	\$ 835,350	\$ 835,350

Tangible capital assets with associated retirement obligations include specific school buildings.

The school division has asset retirement obligations to remove hazardous asbestos fibre containing materials from various buildings under its control. Regulations require the school division to handle and dispose of the asbestos in a prescribed manner when it is disturbed, such as when the building undergoes renovations or is demolished. Although timing of the asbestos removal is conditional on the building undergoing renovations or being demolished, regulations create an existing obligation for the school division to remove the asbestos when asset retirement activities occur.

Asset retirement obligations are initially measured as of the date the legal obligation was incurred, based on management's best estimate of the amount required to retire tangible

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FOR THE YEAR ENDED AUGUST 31, 2024

capital assets and subsequently remeasured taking into account any new information and the appropriateness of assumptions used. The estimate of the liability is based on professional judgment and the provision of information on cost estimates provided by the Alberta Government.

The extent of the liability is limited to costs directly attributable to the removal of hazardous asbestos fibre containing materials from various buildings under the school division's control in accordance with the legislation establishing the liability. The entity estimated the nature and extent of hazardous materials in its buildings based on the potential square meters affected and the average costs per square meter to remove and dispose of the hazardous materials.

The asset retirement obligation is measured at the current estimated cost to settle or otherwise extinguish the liability. Asset retirement obligations are expected to be settled over the next twenty (20) years.

Included in ARO estimates is \$835,350 measured at its current estimated cost to settle or otherwise extinguish the liability. School division has measured AROs related to hazardous asbestos fibre containing materials at its current value due to the uncertainty about when the hazardous materials would be removed.

For the year ended August 31, 2024, an amortization of \$16,707 was recorded.

## 7. PREPAID EXPENSES

	2024	2023
Prepaid insurance	\$ 78,897	\$ 78,612
School Accounting Software	12,170	11,702
Student Information Software		
Career life planning tool	5,250	7,136
School Messenger and website hosting	6,914	8,662
HR-Job posting account		8,916
Bulk school supplies order		12,403
Personalized learning license		7,068
Digital learning and classroom support license	30,821	38,588
Technology-Cybersecurity	9,000	9,000
Division Accounting Software	30,597	53,954
Technology-Smart remote management		6,204
Technology-Cybera membership and firewall	9,981	9,723
Technology-Darktrace subscription	12,495	12,495
Technology-Scale computing and support	18,092	18,091
Transportation software	6,832	6,569
Equipment prepayment		51,767
Supplies and Other Services	44,232	66,387
<b>Total</b>	<b>265,281</b>	<b>407,277</b>

	2024	2023
Accumulated surplus (deficit) from operations	\$ 2,031,122	\$ 2,429,911
Deduct: School generated funds included in accumulated surplus (Note 12)	452,671	424,583
Adjusted accumulated surplus (deficit) from operations <sup>(1)</sup>	\$ 1,578,451	\$ 2,005,328

CLEARVIEW SCHOOL DIVISION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2024

**8. NET ASSETS**

Detailed information related to accumulated surplus is available on the Schedule of Changes in Accumulated Surplus. Accumulated surplus may be summarized as follows:

	2024	2023
Unrestricted surplus	\$ 352,133	\$ 318,622
Operating reserves	1,678,988	2,111,289
Accumulated surplus (deficit) from operations	2,031,121	2,429,911
Investment in tangible capital assets	4,934,653	5,097,266
Capital reserves	2,087,285	1,472,161
Accumulated surplus (deficit)	\$ 9,053,059	\$ 8,999,338

Accumulated surplus from operations (ASO) includes school generated funds of \$452,671 (2023: \$424,583). These funds are raised at school level and are not typically available to be spent at the board level. The school division's adjusted surplus from operations is calculated as follows:

	2024	2023
Accumulated surplus (deficit) from operations	\$ 2,031,121	\$ 2,429,911
Deduct: School generated funds included in accumulated surplus (Note 12)	452,671	424,583
Adjusted accumulated surplus (deficit) from operations <sup>(1)</sup>	\$ 1,578,450	\$ 2,005,328

<sup>(1)</sup> Adjusted accumulated surplus (deficit) from operations represents funds available for use by the school jurisdiction after deducting funds raised at school-level.

**9. CONTRACTUAL OBLIGATIONS**

	2024	2023
Building leases	\$ 49,560	\$ 49,560
Service providers	5,466,828	5,810,545
Joint Office Provides	25,200	24,000
Total	\$ 5,541,588	\$ 5,884,105

Estimated payment requirements for each of the next five years and thereafter are as follows:

	Service	Joint Office
2024-2025	2,163,048	25,200
2025-2026	1,084,416	
2026-2027	1,109,691	-
Thereafter	1,109,674	
Total	\$ 5,466,828	\$ 25,200

CLEARVIEW SCHOOL DIVISION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2024

**10. CONTINGENT ASSETS AND LIABILITIES**

Insurance

The school division is a legacy member of a reciprocal insurance exchange called the Alberta School Board Insurance Exchange (ASBIE), which ceased on-going operations effective October 31, 2020. Under the terms of its membership, the jurisdiction could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange before this date. None of these contingent liabilities involve related parties.

As a legacy member of the ASBIE, the consortium continues to hold dollars in a reciprocal fund to address outstanding liabilities relating to insurance events up to and including October 31, 2020. In a future year should there be no further insurance claims (either due to statutory limitations or resolution of existing claims), a share of the remaining reciprocal funds would be returned to the school division. The amounts that may be provided back to the school division are not measurable and are unknown at this time.

Effective November 1, 2020, the jurisdiction is a member of Alberta Risk Management Insurance Consortium (ARMIC). Under the terms of its membership, the jurisdiction could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. None of these contingent liabilities involve related parties. The school division's share of the reciprocal pool as at August 31, 2023 is \$245,957.

**11. TRUSTS UNDER ADMINISTRATION**

	<b>2024</b>	<b>2023</b>
Scholarship trusts	\$ 224,889	\$ 225,029
ASBA Zone 4	14,282	9,637
<b>Total</b>	<b>\$ 239,171</b>	<b>\$ 234,666</b>

These balances represent assets that are held in trust by the jurisdiction. They are not recorded in the statements of the school division.

CLEARVIEW SCHOOL DIVISION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2024

**12. SCHOOL GENERATED FUNDS (SGF)**

	2024	2023
School Generated Funds, Beginning of Year (A)	\$ 440,879	\$ 366,764
Gross Receipts:		
Fees	162,839	183,669
Fundraising	151,901	223,690
Gifts and donations	55,942	63,571
Grants to schools	-	-
Other sales and services	252,018	252,502
Total gross receipts (B)	622,700	723,432
Total Related Expenses and Uses of Funds	522,148	515,529
Total Direct Costs Including Cost of Goods Sold to Raise Funds	72,232	133,788
<b>School Generated Funds, End of Year</b>	<b>\$ 469,199</b>	<b>\$ 440,879</b>
Balance included in Deferred Contributions*	16,528	16,296
Balance included in Accumulated Surplus (Operating Reserves)***	\$ 452,671	\$ 424,583

**School Generated Funds Breakdown, By School**

School Name	School Total Reserves (A)	Deferred Revenue (B)	Total SGF Ending (A+B)	School Total Reserves
	<b>2024</b>			<b>2023</b>
Big Valley School	18,623	2,843	21,466	17,537
Brownfield School	11,024		11,024	12,694
Coronation School	89,926	11,164	101,090	82,170
Donalda School	6,219		6,219	1,911
Erskine School	35,858	2,521	38,379	32,857
Gus Wetter School	52,668		52,668	56,631
Stettler Elem. School	10,259		10,259	10,793
Wm. E. Hay SSC	228,094		228,094	226,286
<b>TOTAL</b>	<b>\$ 452,671</b>	<b>\$ 16,528</b>	<b>\$ 469,199</b>	<b>\$ 440,879</b>

Not included in the school generated funds above are activities by parent groups, societies, and other associations who solicit donations and undertake fundraising activities to provide operating and capital donations to further the objectives of the school division. The financial information of these groups is not consolidated in these financial statements as the school division has no control or significant influence in any of those entities.

CLEARVIEW SCHOOL DIVISION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2024

**13. RELATED PARTY TRANSACTIONS**

Related parties are those entities consolidated or accounted for on the modified equity basis in the Government of Alberta Consolidated Financial Statements. Related parties also include key management personnel in the division and their close family members.

All entities that are consolidated in the accounts of the Government of Alberta are related parties of school jurisdictions. These include government departments, health authorities, post-secondary institutions and other school jurisdictions in Alberta.

The division and its employees paid or collected certain taxes and amounts set by regulation or local policy. These amounts were incurred in the normal course of business, reflect charges applicable to all users, and have been excluded from this schedule. Amounts disclosed which represent exchange amounts are at fair value, especially with key management personnel.

	Balances		Transactions	
	Financial Assets (at cost or net realizable value)	Liabilities (at amortized cost)	Revenues	Expenses
<b>Alberta</b>				
Accounts	\$ -	\$ 148,846		
Prepaid	-	886,355		
Expended		4,813,371	493,542	
Grant revenue			32,568,433	
ATRF payments			1,416,685	
<b>Other Alberta</b>	-	-	-	-
<b>Alberta Health</b>	-	-	267,989	-
<b>Alberta</b>	-	-	-	-
Spent deferred		11,074,897	1,396,140	
<b>TOTAL</b>	\$ -	\$ 17,039,953	\$ 36,142,789	\$ -
<b>TOTAL</b>	\$ 377,850	\$ 17,062,118	\$ 33,781,435	\$ 6,644

**14. ECONOMIC DEPENDENCE ON RELATED THIRD PARTY**

The jurisdiction's primary source of income is from the Alberta Government. The school division's ability to continue viable operations is dependent on this funding.

**15. BUDGET AMOUNTS**

The budget was prepared by the school jurisdiction and approved by the Board of Trustees on May 31, 2023. It is presented for information purposes only and has not been audited.



**0052 CLEARVIEW SCHOOL DIVISION**

**UNAUDITED SCHEDULES**

**FOR THE YEAR ENDED AUGUST 31, 2024**

**SCHEDULE 9**

**UNAUDITED SCHEDULE OF FEES**  
For the Year Ended August 31, 2024 (in dollars)

Please provide a description, if needed.	Actual Fees Collected 2022/2023	Budgeted Fee Revenue 2023/2024	(A) Actual Fees Collected 2023/2024	(B) Unspent September 1, 2023*	(C) Funds Raised to Defray Fees 2023/2024	(D) Expenditures 2023/2024	(A) + (B) + (C) - (D) Unspent Balance at August 31, 2024*
<b>Transportation Fees</b>	\$64,225	\$14,000	\$21,473	\$0	\$0	\$21,473	\$0
<b>Basic Instruction Fees</b>							
Basic instruction supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fees to Enhance Basic Instruction</b>							
Technology user fees	\$18,312	\$0	\$8,403	\$0	\$0	\$8,403	\$0
Alternative program fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees for optional courses	\$55,751	\$63,077	\$52,306	\$0	\$0	\$52,306	\$0
Activity fees	\$40,533	\$15,000	\$1,426	\$0	\$0	\$1,426	\$0
Early childhood services	\$4,157	\$2,450	\$325	\$0	\$0	\$325	\$0
Other fees to enhance education	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Non-Curricular fees</b>							
Extracurricular fees	\$177,741	\$181,062	\$173,215	\$0	\$0	\$173,215	\$0
Non-curricular travel	\$22,679	\$0	\$28,529	\$0	\$0	\$28,529	\$0
Lunch supervision and noon hour activity fees	\$13,148	\$0	\$519	\$0	\$0	\$519	\$0
Non-curricular goods and services	\$11,926	\$15,000	\$1,942	\$0	\$0	\$1,942	\$0
Other fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FEES</b>	<b>\$408,472</b>	<b>\$290,589</b>	<b>\$288,138</b>	<b>\$0</b>	<b>\$0</b>	<b>\$288,138</b>	<b>\$0</b>

\*Unspent balances cannot be less than \$0

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products", "Fundraising", or "Other revenue" (rather than fee revenue):

	Actual 2024	Actual 2023
Please provide a description, if needed.		
Cafeteria sales, hot lunch, milk programs	\$145,006	\$125,626
Special events, graduation, tickets	\$38,830	\$32,717
International and out of province student revenue	\$8,699	\$0
Sales or rentals of other supplies/services (clothing, agendas, yearbooks)	\$92,440	\$91,781
Adult education revenue	\$2,400	\$5,710
Preschool	\$47,298	\$49,547
Child care & before and after school care	\$6,000	\$5,640
Lost item replacement fee	\$0	\$0
Schools - bookfairs, tournament income, fitness facility	\$91,796	\$87,424
Technology - revenue from communication tower leases	\$3,150	\$3,150
0	\$0	\$0
<b>TOTAL</b>	<b>\$435,619</b>	<b>\$401,595</b>

**SCHEDULE 10**

**UNAUDITED SCHEDULE OF SYSTEM ADMINISTRATION**  
**For the Year Ended August 31, 2024 (in dollars)**  
**Allocated to System Administration**  
**2024**

<b>EXPENSES</b>	<b>Salaries &amp; Benefits</b>	<b>Supplies &amp; Services</b>	<b>Other</b>	<b>TOTAL</b>
Office of the superintendent	\$ 293,234	\$ 23,781	\$ -	\$ 317,015
Educational administration (excluding superintendent)	103,596	4,283	-	107,879
Business administration	471,107	89,622	-	560,729
Board governance (Board of Trustees)	124,750	91,116	-	215,866
Information technology	-	-	-	-
Human resources	103,596	4,283	-	107,879
Central purchasing, communications, marketing	41,160	30,820	-	71,980
Payroll	122,259	48,329	-	170,588
Administration - insurance			4,778	4,778
Administration - amortization			66,186	66,186
Administration - other (admin building, interest)			54,574	54,574
Other (describe)	-	-	-	-
Other (describe)	-	-	-	-
Other (describe)	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 1,259,702</b>	<b>\$ 292,234</b>	<b>\$ 125,538</b>	<b>\$ 1,677,474</b>
Less: Amortization of unsupported tangible capital assets				(\$30,974)
<b>TOTAL FUNDED SYSTEM ADMINISTRATION EXPENSES</b>				<b>1,646,500</b>

<b>REVENUES</b>	<b>2024</b>
System Administration grant from Alberta Education	1,634,517
System Administration other funding/revenue from Alberta Education (ATRF, secondment revenue, etc)	34,507
System Administration funding from others	243,531
<b>TOTAL SYSTEM ADMINISTRATION REVENUES</b>	<b>1,912,555</b>
Transfers (to)/from System Administration reserves	(204,657)
Transfers (to) other programs	(61,398)
<b>SUBTOTAL</b>	<b>1,646,500</b>
System Administration expense (over) under spent	\$0

School Jurisdiction Code: 52

**UNAUDITED SCHEDULE OF SPECIALIZED LEARNING SUPPORT (FOR  
INFORMATION ONLY - NOT PART OF FINANCIAL STATEMENTS)  
For the Year Ended August 31, 2024 (in dollars)**

	Specialized Learning Support
<b>REVENUES</b>	
Specialized Learning Support	\$ 2,180,734
Specialized Learning Support Kindergarten (Severe)	157,289
<b>TOTAL REVENUES</b>	<b>\$ 2,338,023</b>
<b>EXPENSES</b>	
Certificated salaries & benefits	\$ 529,659
Non-certificated salaries & benefits	1,832,366
<b>SUB TOTAL</b>	<b>\$ 2,362,025</b>
Supplies and materials	71,976
Contracts and services	29,241
Facilities (required specifically for program area)	-
Other (please describe)	-
Other (please describe)	-
<b>TOTAL EXPENSES</b>	<b>\$ 2,463,242</b>
<b>NET FUNDING SURPLUS (SHORTFALL)</b>	<b>\$ (125,219)</b>

## VARIANCE ANALYSIS (FOR INFORMATION ONLY - NOT PART OF FINANCIAL STATEMENTS)

For the Year Ended August 31, 2024 (in dollars)

## 1. Revenues and Expenses

	2024 Actual	2024 Budget	Variance Amount	Variance %	Variance Explanation (higher than 10% or \$500K; or lower than -10% or -\$500K)
Government of Alberta	\$ 35,649,247	\$ 35,945,010	\$ (295,763)	-1%	
Federal Government and other government grants	-	-	-	-	
Property taxes	-	-	-	-	
Fees	288,138	290,589	(2,451)	-1%	
Sales of services and products	435,619	340,965	94,654	28%	Higher cafeteria sales \$25K, International student \$9K, bookfairs/tournaments \$31K, Agendas/apparel/yearbooks/grad tickets \$30K
Investment income	243,006	50,000	193,006	386%	Interest income was higher than budget
Donations and other contributions	337,253	198,700	138,553	70%	Donations made for Performing Arts Center sound system, Breakfast for Learning, awards and scholarship
Other revenue	288,956	210,967	77,989	37%	Colony shortfall billed out and other supported amortization
<b>Total Revenues</b>	<b>37,242,219</b>	<b>37,036,231</b>	<b>205,988</b>	<b>1%</b>	
<b>Expense by Programs</b>					
Instruction - ECS	\$ 1,498,307	\$ 1,579,424	\$ (81,117)	-5%	
Instruction - Grades 1 - 12	24,718,195	25,114,051	(395,856)	-2%	
Operations and maintenance	5,360,008	5,095,434	264,574	5%	
Transportation	3,666,526	3,922,000	(255,474)	-7%	
System administration	1,677,474	1,774,096	(96,622)	-5%	Unspent budget on travel and subsistence \$32K, Equipment \$49K, Dues & Fees \$13.5K, lower utilities \$6.6K, insurance \$15K, uncertified salary/benefits \$43K, computer software \$16K, Other supplies & Services \$23K
External services	267,989	272,647	(4,658)	-2%	
<b>Total Expenses</b>	<b>37,188,499</b>	<b>37,757,652</b>	<b>(569,153)</b>	<b>-2%</b>	Overall, lower expenditures than budget due to capitalization of equipment and network infrastructure. O&M expenses are over by \$265K due higher costs of utilities, insurance and building maintenance
<b>Annual Operating Surplus /(Deficit)</b>	<b>\$ 53,720</b>	<b>\$ (721,421)</b>	<b>775,141</b>	<b>-107%</b>	Capitalized expenditures \$647K, higher investment income \$193K

## 2. Key Financial Position

	2024	2023	Variance Amount	Variance %	Variance Explanation (higher than 10% or \$500K; or lower than -10% or -\$500K)
Cash and cash equivalents	\$ 5,475,481	\$ 4,718,375	\$ 757,106	16%	Please see cash flow for details
Accounts receivable (net after allowances)	296,074	713,668	(417,594)	-59%	Accrued WMA receivable in 2023 \$276K, Donalds Fire abatement \$35K, difference in GST rebate \$49K, Other AR \$57K
Accounts payable and accrued liabilities	1,174,009	1,087,827	86,182	8%	
Unspent deferred contributions	1,054,157	1,060,495	(6,338)	-1%	
Tangible capital assets	22,202,943	22,579,719	(376,776)	-2%	
Spent deferred capital contributions	16,432,928	16,647,090	(214,162)	-1%	

School Jurisdiction Code: 52

**NUTRITION AND HOME EDUCATION PROGRAMS (FOR INFORMATION ONLY - NOT PART  
OF FINANCIAL STATEMENTS)**  
**For the Year Ended August 31, 2024 (in dollars)**

Estimated # of Students Served: 2,356.0

Estimated # of Meals Served: 200.0

Nutrition Program	Budget 2024	Actual 2024	Actual 2023
<b>Revenues</b>			
Alberta Education	\$ 175,000	\$ 241,277	\$ 175,000
Alberta Education - Prior Year Unspent	16,500	22,894	12,930
<b>Total Revenue</b>	191,500	264,171	187,930
<b>Expenses</b>	191,500	227,162	169,238
<b>Annual Surplus (deficit)</b>	\$ -	\$ 37,009	\$ 18,692

Home Education and Shared Responsibility Grant	As at August 31, 2024
Funding unclaimed by parents for 2022/23 school year	\$ -
Funding declined by parents for 2022/23 school year	-
<b>Total</b>	\$ -

STUDENT STATISTICS (FOR INFORMATION ONLY - NOT PART OF FINANCIAL STATEMENTS)  
FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS

	Actual 2024/25	Budgeted 2024/25 (Note 2)	Actual 2023/24	Notes
<b>Grades 1 to 12</b>				
<u>Eligible Funded Students:</u>				
Grades 1 to 9	1,628	1,651	1,631	Head count
Grades 10 to 12	562	562	563	Head count
Total FTE	2,190	2,213	2,194	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	-1.0%	0.9%		Please provide an explanation for changes +/- 3%.
<u>Other Students:</u>				
Total	9	4	4	Note 3
Total Net Enrolled Students	2,199	2,217	2,198	
Home Ed Students	10	3	3	Note 4
Total Enrolled Students, Grades 1-12	2,209	2,220	2,201	
Percentage Change	-0.5%	0.9%		
<u>Of the Eligible Funded Students:</u>				
Students with Severe Disabilities	70	70	70	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	-	-	-	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
<b>EARLY CHILDHOOD SERVICES (ECS)</b>				
Eligible Funded Children	112	138	153	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	96	108	108	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	208	246	261	
Program Hours	475	475	475	Minimum: 475 Hours
FTE Ratio	0.500	0.500	0.500	Actual hours divided by 950
FTE's Enrolled, ECS	104	123	131	
Percentage Change	-15.4%	-5.7%		Lower ECS enrolment
Home Ed Students	1	1	1	Note 4
Total Enrolled Students, ECS	209	247	262	
Percentage Change	-15.4%	-5.7%		
<u>Of the Eligible Funded Children:</u>				
Students with Severe Disabilities (PUF)	12	20	18	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	1	1	1	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
<b>Explanation of Changes:</b>				
Actual ECS enrolment is lower than projected in the Spring.				

- NOTES:**
- Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.
  - Budgeted enrolment is to be based on best information available at time of the 2024/2025 budget report preparation.
  - Other GradeS 1 to 12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or AANDC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.
  - Because they are funded separately, Home Education students are not included with total net enrolled students.

School Jurisdiction Code:

52

**STAFFING STATISTICS (FOR INFORMATION ONLY - NOT PART OF FINANCIAL STATEMENTS)**  
**FULL TIME EQUIVALENT (FTE) PERSONNEL**

	Actual 2024/25		Budgeted 2024/25		Actual 2023/24		Notes
	Total	Union Staff	Total	Union Staff	Total	Union Staff	
CERTIFICATED STAFF							
School Based	140.5	140.5	140.9	140.9	142.5	142.5	Teacher certification required for performing functions at the school level.
Non-School Based	4.5	-	4.5	0.5	5.5	1.5	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	145.0	140.5	145.4	141.4	148.0	144.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-0.3%	-0.6%	-1.8%	-1.8%	-2.0%	-2.5%	Please provide an explanation for changes +/- 3%.
If an average standard cost is used, please disclose rate:	\$ -	\$ 109,500	\$ 108,999		\$ -		
Student F.T.E. per Certificated Staff	16.0		16.1		15.8		
Certificated staffing change due to:							
	-		-				
Enrolment Change	(0.4)	-	-				If negative change impact, the small class size initiative is to include any/all teachers retained.
Other Factors	-	-	(2.6)				Descriptor (required): Please explain here.
Total Change	(0.4)	-	(2.6)				Year-over-year change in Certificated FTE
Breakdown, where total change is negative:							
Continuous contracts terminated	-	-	-				FTEs
Non-permanent contracts not being renewed	-	-	-				FTEs
Other (retirement, attrition, etc.)	(0.4)	-	(2.6)				Descriptor (required): Please explain here.
Total Negative Change in Certificated FTEs	(0.4)	-	(2.6)				Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
Please note that the information in the section below only includes Certificated Number of Teachers (not FTEs):							
Certificated Number of Teachers							
Permanent - Full time	112.0	112.0	115.0	111.0	110.0	106.0	
Permanent - Part time	21.0	21.0	21.0	21.0	22.0	22.0	
Probationary - Full time	9.0	9.0	10.0	10.0	12.0	12.0	
Probationary - Part time	5.0	5.0	6.0	6.0	6.0	6.0	
Temporary - Full time	8.0	8.0	7.0	7.0	5.0	5.0	
Temporary - Part time	4.0	4.0	-	-	5.0	4.5	
NON-CERTIFICATED STAFF							
Instructional - Education Assistants	47.1	-	47.1	-	54.7	-	Personnel support students as part of a multidisciplinary team with teachers and other
Instructional - Other Non-Certificated Instruction	29.7	-	29.7	-	25.0	-	Personnel providing instruction support for schools under 'Instruction' program areas
Operations & Maintenance	21.6	10.0	20.5	10.0	20.5	10.0	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	44.4	-	45.5	-	45.5	-	Bus drivers employed, but not contracted
Transportation - Other Staff	5.1	-	5.2	-	6.0	-	Other personnel providing direct support to the transportation of students to and from
Other	15.5	-	15.5	-	14.9	-	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	163.3	10.0	163.4	10.0	166.5	10.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	0.0%	0.0%	-1.9%	0.0%	-1.9%	0.0%	



## AUDIT FINDINGS

November 28, 2024

Board of Trustees  
CLEARVIEW SCHOOL DIVISION  
5031 50 Street  
Stettler, Alberta  
T0C 2L0

**DRAFT**

Dear Board of Trustees:

The purpose of this report is to summarize certain aspects of the audit that we believe would be of interest to the Board of Trustees.

We performed an audit of the financial statements of CLEARVIEW SCHOOL DIVISION for the year ended August 31, 2024. The financial statements are the responsibility of the school division's management. Our responsibility is to express an opinion on these financial statements based on our audit. Canadian auditing standards require that we communicate the following information with you in relation to our audit.

Our audit included:

- Assessing the risk that the financial statements may contain material misstatements;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management; and
- Gaining a sufficient understanding of internal controls in order to plan the audit and determine the level of control risk. Where control risk was assessed at below maximum, a combined audit approach was used. Where control risk was assessed at maximum or where it is determined that it would be more cost-efficient, a substantive audit approach was used. It should be noted that we have not expressed an opinion about the operating effectiveness of internal controls.

The engagement team undertook a documented planning process prior to commencement of the audit in order to identify concerns, address independence considerations, assess the engagement team requirements, and plan the nature, timing and extent of audit work required.

Management is responsible for the fair presentation of the financial statements and for the design, and implementation of internal controls to prevent and detect fraud and error.

## Audit Status

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter;
2. Completing our discussions with the Board of Directors;
3. Obtaining evidence of approval of the financial statements;

Once these item(s) have been completed, we will date and sign our report.

We would like to communicate the following:

1. Our review of the prior year communication to oversight responsibility letter did not identify any deficiencies requiring remediation by management.
2. We accumulated uncorrected misstatements that we identified during the engagement and communicated them to management. All uncorrected misstatements for the current period have been corrected with the exception of the items summarized on the attached form "Unadjusted Misstatement Schedule."
3. Misstatements that were material and amounts corrected after the commencement of the audit are included in adjusting journal entries. Please see attached.
4. Management is responsible for the appropriate selection and application of accounting policies. Our role is to review the appropriateness and application as part of our audit. The accounting policies used by CLEARVIEW SCHOOL DIVISION are described in Note 2, Summary of Significant Accounting Policies, in the financial statements.
5. During the year internal audits on selected School Generated Funds were performed by management. The external audit relied on the work and results of your internal audit department.
6. The following significant estimates are contained in the financial statements:

The estimated useful life of the tangible capital assets of the Division and the associated amortization of those assets. Significant changes in the life of these assets could result in changes in the net book value of the tangible capital assets and investment in tangible capital assets.

Alberta Education Guidelines for Asset Retirement Obligations do not calculate an accretion valuation on the remediation costs due to the uncertainty of the time frame and future cash flows involved. The measurement of the Asset Retirement Obligation represents management's best estimate of the amount required to retire a tangible capital asset at the financial statement date.

7. The following factors affect the continuing operations of the Division:

Certain costs qualifying for School Facilities grant funding have been capitalized in accordance with tangible capital assets policies as stated in the notes to the financial statements.

8. We note that the tangible capital asset net book values are at approximately 30% of original cost of depreciable assets. This may indicate that the rates of amortization on assets could be reviewed, or assets are not being replaced at the same rate as the past.

This report is intended solely for the use of the Board of Trustees, management and others within the school division and should not be used for any other purposes. We accept no responsibility to a third party who uses this communication.

The matters identified above are a by-product of the financial statement audit. The audit would not necessarily identify all matters that may be of interest to communicate to you.

We look forward to discussing with you the matters addressed in this letter.

To ensure there is a clear understanding and record of the matters discussed, we ask that a member of the Board of Trustees sign their acknowledgement in the space provided below. Should any member of the Board of Trustees wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours very truly,

*Gitzel & Company*

GITZEL & COMPANY

**Acknowledgement of the Board of Trustees:**

I have read and reviewed the above disclosures and understand and agree with the comments therein:

\_\_\_\_\_  
(Date)

CLEARVIEW SCHOOL DIVISION  
**JOURNAL ENTRIES DURING AUDIT**  
**31-Aug-24**

GL Account	GL Description	Source Code	Reference #	Expense Amount	JE Description
15020094500	OP - BLDGS -DVGEN-IMR-CVGEN	JE	JE215	\$ 15,669.00	CAPITALIZE LIFT
19151100000	OP-IMR-CAPDEBT=GENERAL-CVGEN	JE	JE215	\$ (15,669.00)	CAPITALIZE LIFT
11071100000	OP-IMR-CAPDEBT-GENERAL-CVGEN	JE	JE215	\$ 15,669.00	CAPITALIZE LIFT
10960094500	OP-UNAMCAP-CVGEN-IMR-CVGEN	JE	JE215	\$ (15,669.00)	CAPITALIZE LIFT
11021071100	OP-ADDFUND-TRANS-PUPILTRA-CVGEN	JE	JE216	\$ 8,539.00	UNSPENT DEFERRED CONTRIBUTIONS
10770000000	OP-DEFREV-CVGEN-GENERAL-CVGEN	JE	JE216	\$ (8,539.00)	TRANSPORTATION UNSPENT DEF CONTRIB

**CLEARVIEW SCHOOL DIVISION**  
**UNADJUSTED MISSTATEMENT SCHEDULE**  
**FOR THE PERIOD ENDED AUGUST 31, 2024**

		<b>Dr (Cr) Statement of Income</b>			<b>Dr (Cr) Balance Sheet Items</b>		
File Ref	Description of Misstatement	Identified Misstatements	Likely or Projected Misstatements	Aggregate Misstatements	Assets	Liabilities	Closing Equity
	a) TOTALS CURRENT YEAR	\$-	\$-	\$ -	\$ -	\$ -	\$ -
	b) Effects of unadjusted misstatements from previous years	\$712,500		-	-	-	-
	c) Aggregate likely misstatements (i.e. a+b)			-	-	-	-
	d) Materiality (Performance)			-	-	-	-
	e) Amount remaining for further possible misstatement (if <b>NEGATIVE</b> materiality has been exceeded)			\$ -	\$ -	\$ -	\$ -

**Conclusion:**

The proposed adjustments noted above do not affect the fair presentation of the financial statements.

## SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

November 28, 2024

Board of Trustees  
CLEARVIEW SCHOOL DIVISION  
5031 50 Street  
Stettler, Alberta  
T0C 2L0

Re: Audit of the Financial Statements for the period ending August 31, 2024

Dear Sir or Madam:

The objective of our audit was to express an opinion on the financial statements. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances and was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist. The responsibility for internal control belongs to management.

During the course of our audit for the year ended August 31, 2024 we did not identify any of the following matters: misstatements, other than trivial errors; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts; or significant weaknesses in internal control.

Testing included, but was not limited to, the collective agreements and contracts being administered for the payment of staff and contracted personnel. No evidence, in excess of trivial amounts, was found that any staff or contracted personnel were being incorrectly paid or that appropriate deductions were not being made.

Audit procedures included the testing of liabilities incurred by the Division. Disclosure of the results of this testing, other than trivial amounts, have been included on the Statement of Financial Position or on the Statement of Unadjusted Errors.

We would like to congratulate your accounting staff on their attention to accounting procedures and internal controls.

This letter has been prepared for management and those charged with governance in fulfilling their oversight responsibilities, and is not intended for any other purpose.

There are certain other areas within the accounting system that have not been examined by us. We will comment on these areas, if necessary.

We appreciate the co-operation and assistance of your staff during this audit. Should you require any further information or explanations, please do not hesitate to call.

Yours very truly,

GITZEL & COMPANY CHARTERED PROFESSIONAL ACCOUNTANTS

Justin Tanner, CPA, CA

Draft

## INDEPENDENT AUDITORS' REPORT

TO: The Board of Trustees  
The Clearview School Division

### Opinion

We have audited the financial statements of the Clearview School Division, which comprise the statement of financial position as at August 31, 2024 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the school division as at August 31, 2024, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the school division in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter

Significant areas requiring the use of management's estimates are:

- the amortization of tangible capital assets and the related funding for part of those assets included in deferred contributions. Significant changes in the useful life of the tangible capital assets could result in changes in the valuation of the tangible capital assets, the amortization of the related deferred contributions, and equity in tangible capital assets.
- the asset retirement obligations and the related tangible capital asset. Significant changes in the settlement amount, discount rates and timing of settlement could result in changes in the obligation, the tangible capital asset, the amortization of the asset, and equity in tangible capital assets.

Our opinion is not modified in respect of this matter.



## **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the school division to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the school division or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the school division's financial reporting process.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the school division's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the school division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of the auditors' report. However, future events or conditions may cause the school division to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Stettler, AB  
November 28, 2024

CHARTERED PROFESSIONAL ACCOUNTANTS

DRAFT

**CLEARVIEW SCHOOL DIVISION  
5031 50 STREET**

**Stettler, Alberta  
T0C 2L0**

November 28, 2024

Gitzel & Company  
Chartered Professional Accountants  
Box 460  
STETTTLER, AB T0C 2L0

Dear Sir or Madam:

We are providing this letter in connection with your audit of the financial statements of CLEARVIEW SCHOOL DIVISION as of August 31, 2024 and for the period then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of financial activities, and cash resources in accordance with Canadian public sector accounting standards. We acknowledge that we are responsible for the fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for the design and implementation of internal control to prevent and detect fraud and error.

We understand that your examination was planned and conducted in accordance with Canadian auditing standards and accordingly included such tests of the accounting records and such other auditing procedures for the purpose of expressing an opinion on the financial statements. While your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We hereby confirm that to the best of our knowledge and belief as of the date of this letter, the following representations made to you during your audit.

**A. Financial statements and financial records**

1. Significant accounting policies and any changes in these policies, have been disclosed.
2. All information relevant to use of the going concern assumption in the financial statements, has been disclosed.
3. We are not aware of any items that have not been properly recorded in the accounting records underlying the financial statements, except as noted in the summary of uncorrected items attached to this letter.
4. We believe the effects of those uncorrected financial statement misstatements aggregated by you during the audit are immaterial, both individually and in the aggregate to the financial statements taken as a whole. Attached to this letter is a summary of such items.

5. All liabilities, contingencies, unusual contractual obligations or substantial commitments which would materially affect the financial statements have been recorded or disclosed in the financial statements.
6. Material non-monetary transactions or transactions for no consideration undertaken by the division in the financial reporting period under consideration have been disclosed to you.
7. All known related parties have been disclosed to you as well related party balances and transactions, including guarantees, non-monetary transactions and transactions for no consideration. They have been properly measured, recorded and disclosed in the financial statements.
8. Where appropriate, all transactions between the division and its trustees occurring throughout the year have been segregated.
9. None of the trustees were indebted to the division at year end, other than in the ordinary course of business, except as disclosed in the accounting records.
10. Information regarding the terms and conditions of interest rate risk, credit risk and foreign exchange risk of financial instruments has been disclosed. There were no derivative or off-balance sheet financial instruments held at period end.
11. Fair value of financial instruments has been disclosed. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
12. Business transacted at meetings requiring disclosure has been disclosed correctly in the financial statements.
13. We have reviewed, approve and accept full responsibility for the year-end adjusting entries which you prepared or changed, and account codes you determined or changed, which form a part of the division's books-of-account.
14. We have read and approve the issue of the financial statements referred to above. They present fairly, in all material respects, the financial position of the division as at August 31, 2024, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.
15. We have responded fully to all inquiries made to us and have made available to you all financial records and related data and all minutes of the meetings of trustees.

## **B. Ownership**

1. The division has satisfactory title to (or lease interest in,) all assets and there are no liens or encumbrances on the division's assets.
2. All assets which are owned by the division are recorded in the accounts.

### **C. Valuation**

1. Our present plans and intentions are appropriately reflected by the carrying value and classification of the division's assets and liabilities.
2. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:
  - (a) appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary.
  - (b) impairments in the value of goodwill or intangible assets.
3. Adequate provisions have been recorded in the accounts for all anticipated losses related to obsolete, slow-moving and defective inventories and all known or anticipated losses from uncollectible accounts receivable.
4. All donations received in the year (including property and equipment) have been appropriately measured and disclosed in the financial statements.
5. The nature of all material measurement uncertainty has been appropriately disclosed in the financial statements, including all estimates where it is possible that the estimate will change in the near term and the effect of the change could be material to the financial statements. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

### **D. Completeness**

1. All goods shipped or services rendered prior to the year-end have been recorded as sales of this year except that no amount has been included in sales and accounts receivable for goods shipped on consignment, on approval, or subject to repurchase agreements.
2. Inventory does not include:
  - (a) items not paid for or for which no liability has been recorded in the accounts at year-end
  - (b) goods on consignment from others
  - (c) goods invoiced to customers.
3. All additions to property and equipment during the year represent actual additions and no expenditures of a capital nature have been charged to expense during the year.
4. All property and equipment sold or dismantled (and all capital lease terminations) during the year have been properly accounted for in the accounts.
5. Capital and other assets with a limited life are being depreciated, amortized, or otherwise written off as a charge to income over their estimated useful lives in a systematic and rational manner.
6. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

### **E. Fraud and illegal acts**

1. Management has assessed the risk as low, that the financial statements may be materially misstated as a result of fraud.
2. We have no knowledge of fraud or suspected fraud affecting the division involving management; or

employees who have significant roles in the system of internal control; or others where the fraud could have a non-trivial effect on the financial statements.

3. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud.
4. Management is not aware of any fraud, possible fraud, suspected fraud, illegal or possibly illegal acts the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.

#### **F. General**

1. The minute books of the division contain a true record of all meetings and all the business transacted to date.
2. We have disclosed to you all significant customers and/or suppliers of the division who individually represent a significant volume of transactions with our division. We are of the opinion that the volume of transactions done by the division with any one party is not of sufficient magnitude that discontinuance would have a material effect on the ongoing operations of the division.
3. We are aware of the environmental laws and regulations that impact on our division and we are in compliance.
4. Any pledge or assignment of division assets as security for liabilities has been disclosed to you.
5. All provisions for personal use of the business assets or expenses have been fairly ascertained and recognized.
6. All transactions of the division which were not at arm's length have been disclosed to you.
7. We are not aware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
8. We are not aware of any violations or possible violations of laws or regulations, the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
9. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
10. We have disclosed to you, and the division has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
11. The nature and amount of any restrictions on funds received or held by the division have been disclosed in the financial statements.
12. We are aware of the positive, negative and financial covenants included in our loan agreements and we are in compliance, except as noted in the financial statements.

**G. Events subsequent to the year-end**

1. There have been no events subsequent to the balance sheet date up to the date of this letter that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Yours very truly,

**CLEARVIEW SCHOOL DIVISION**

Per: \_\_\_\_\_ Title: \_\_\_\_\_

Per: \_\_\_\_\_ Title: \_\_\_\_\_

CLEARVIEW SCHOOL DIVISION  
**JOURNAL ENTRIES DURING AUDIT**  
**31-Aug-24**

GL Account	GL Description	Source Code	Reference #	Expense Amount	JE Description
15020094500	OP - BLDGS -DVGEN-IMR-CVGEN	JE	JE215	\$ 15,669.00	CAPITALIZE LIFT
19151100000	OP-IMR-CAPDEBT=GENERAL-CVGEN	JE	JE215	\$ (15,669.00)	CAPITALIZE LIFT
11071100000	OP-IMR-CAPDEBT-GENERAL-CVGEN	JE	JE215	\$ 15,669.00	CAPITALIZE LIFT
10960094500	OP-UNAMCAP-CVGEN-IMR-CVGEN	JE	JE215	\$ (15,669.00)	CAPITALIZE LIFT
11021071100	OP-ADDFUND-TRANS-PUPILTRA-CVGEN	JE	JE216	\$ 8,539.00	UNSPENT DEFERRED CONTRIBUTIONS
10770000000	OP-DEFREV-CVGEN-GENERAL-CVGEN	JE	JE216	\$ (8,539.00)	TRANSPORTATION UNSPENT DEF CONTRIB



**CLEARVIEW SCHOOL DIVISION**  
**UNADJUSTED MISSTATEMENT SCHEDULE**  
**FOR THE PERIOD ENDED AUGUST 31, 2024**

		<b>Dr (Cr) Statement of Income</b>			<b>Dr (Cr) Balance Sheet Items</b>		
File Ref	Description of Misstatement	Identified Misstatements	Likely or Projected Misstatements	Aggregate Misstatements	Assets	Liabilities	Closing Equity
	a) TOTALS CURRENT YEAR	\$-	\$-	\$ -	\$ -	\$ -	\$ -
	b) Effects of unadjusted misstatements from previous years	\$712,500		-	-	-	-
	c) Aggregate likely misstatements (i.e. a+b)			-	-	-	-
	d) Materiality (Performance)			-	-	-	-
	e) Amount remaining for further possible misstatement (if <b>NEGATIVE</b> materiality has been exceeded)			\$ -	\$ -	\$ -	\$ -

**Conclusion:**

The proposed adjustments noted above do not affect the fair presentation of the financial statements.

**Date:** November 28, 2024

**To:** Board of Trustees

**From:** Scot Leys, Superintendent

**Resource Person(s):** Mauricio Reyes, Secretary-Treasurer

**Re:** 2024-25 Fall Budget Update

### Purpose

To present the Board with the 2024-25 fall budget update as information.

### Divisional Budget

- Clearview's total budget for 2024-25 amounts to approximately \$38 million. A breakdown of revenues and expenses can be found in [Appendix 2](#) and [Appendix 3](#) respectively
- Clearview's bottom line was changed from a \$198,559 surplus to a \$446,321 deficit.
- Explanations on how the surplus changed to a deficit are included in [Appendix 1](#).
- An allowance for potential salary increases for support staff has been included in the budget. No allowance for certificated staff increases has been included in the 2024-25 budget as these amounts are unknown at the date of this report but they should have little impact on the divisional deficit as salary increases are funded by the Teacher Salary Settlement grant provided by Alberta Education.
- [Appendix 5](#) provides a copy of the approved 2024-25 Budget submitted to Alberta Education in the spring of 2024.

### Significant Changes in Grant Funding

- All significant changes to grant funding are related to decreases in actual enrollment when compared to projected enrollment.
- The first funding adjustment is in transportation grants. In the spring, we projected transportation revenue to be at approximately \$3,967,000. Now that the transportation grant application is completed, we anticipate revenue to be \$3,783,000, which is a decrease of \$184,000. This should not affect transportation operations as the current transportation funding model still provides adequate funding.
- The second largest funding adjustment is expected to be in rural small school grants. Donalda projected 72 students in the 2024-25 school year. Although this estimate was inline with past enrollment figures, the actual enrollment of 65 students will result in a weighted moving average of 70.05 students. This will cost Clearview to lose \$140,709 when the funding adjustment is sent to Clearview in February/March 2025.
- The third largest funding adjustment is expected to be in PUF and Specialized Learning Support - Kindergarten (severe) as the number of projected students was not met. The total number of actual PUF students is 7 while the projection was 13 resulting in 6 fewer students. The total number of actual SLS Kindergarten (severe) was 9 while the projection was 16 resulting in 7 fewer students.
- Other adjustments estimated at nearly \$50,000 will be in other areas mainly in base instruction.

### **School Budgets**

- The fall budget maintains school allocations made when the spring budget was developed. This allows schools to maintain planned staffing levels while giving them time to plan for future adjustments.
- Inclusive instruction allocations were maintained at the spring budget levels providing stability for the schools.
- Coronation school is the only school projected not to have any reserves in 2024-25. In fact, the school will need to make solid plans to erase the deficit it is projected to have and bring its reserve balances to a more appropriate level. Other schools we will be keeping an eye on due to their low reserve balances include Big Valley and Donalda.
- Schools we will keep an eye on due to enrollment pressures include Donalda, Gus Wetter, and Stettler Elementary.

### **Central Supports**

- Continued 0.5 FTE Division Principal position funded with operating reserves.
- Dual credit and curriculum supports will continue with the support of special grants that are centrally managed.
- Technology evergreening now includes security camera replacements. Chromebook evergreening was increased by \$10,000 to reflect additional costs
- Human services is 50 percent funded by the System Administration grant and 50 percent funded by instructional grants
- Communication services is now fully funded with the system administration grant

### **Transportation**

- In 2023-24, transportation grants became targeted funding. Under this change, transportation funding can only be used for student transportation purposes. Any funds received and not spent during the year are carried forward as deferred revenue instead of flowing to reserve funds.
- Under the new funding model, the distance eligibility criteria will be 1 km and 2 km for students attending K-6 and grades 7 - 12 respectively. Clearview currently transports all students over 1 Km regardless what grade they are in.
- Due to changes in enrollment and the number of students being transported, the transportation funding was decreased by approximately \$147,000 from approximately \$3,967,000 to \$3,820,000. In addition, the fuel contingency funding was reduced from \$200,000 to \$155,000.

### **Facilities**

- The fall budget update includes a new maintenance worker position added to Facilities.
- Other expenses were adjusted based on updated information including increases in insurance and other costs.

### **Material Budget Assumptions**

- Reasonable rates assumed, but utility costs budgeted with assumptions that may differ significantly from actual costs.
- Amortization is based on the useful lives of the assets. In some cases, usage and other factors result in higher or lower useful lives.
- Staffing costs budgeted assuming positions are filled for the entire year unless stated otherwise.

### **Operating and Capital Reserves**

- In 2024-25, Clearview's operating reserves are projected to be at \$1,168,048 (not including SGF). This amount represents approximately 52% of Alberta Education's limit of \$2,231,293. School reserves are projected to be at around 1.8% of their annual allocations.
- Due to significant investments, capital reserves are projected to decrease by approximately \$775,000 to from \$2,087,000 to approximately \$1,312,000 due to significant capital investments in the 2024-25 year.
- Projected reserve details can be found under [Appendix 4](#)

### **Challenges Ahead (Risks)**

- Cost increases may exceed funding increases putting pressure on the Division's budgets and reserves
- Declining enrollments may adversely impact Clearview's ability to maintain stable funding at the school level
- Lower investment income due to changes in interest rates. This risk is being mitigated by establishing an investment fund aiming at maintaining investment revenue stability while managing investment risk
- Significant asset failure may result in material repair that may exceed budget allocations
- Insurance coverage has high deductibles which may result in significant decrease in the O&M resources designated for regular maintenance
- Aging infrastructure may result in significant repairs and upgrades
- Unless the Provincial funding improves, Facilities Services will continue to rely on supplemental instruction funding
- Insurance costs are expected to progressively increase due to increases in property values.

### **Recommended Board Motion:**

"That the Board of Trustees receive the 2024-25 fall budget update as information."

## **APPENDICES**

[Appendix 1 - Budget Projection and Deficit Breakdown \(One-Page\)](#)

[Appendix 2 - Revenue and Allocations Pie Chart](#)

[Appendix 3 - Expenditures Pie Chart](#)

[Appendix 4 - 2024-25 Reserves Plan](#)

[Appendix 5 - 2024-25 Approved \(Spring\) Budget](#)

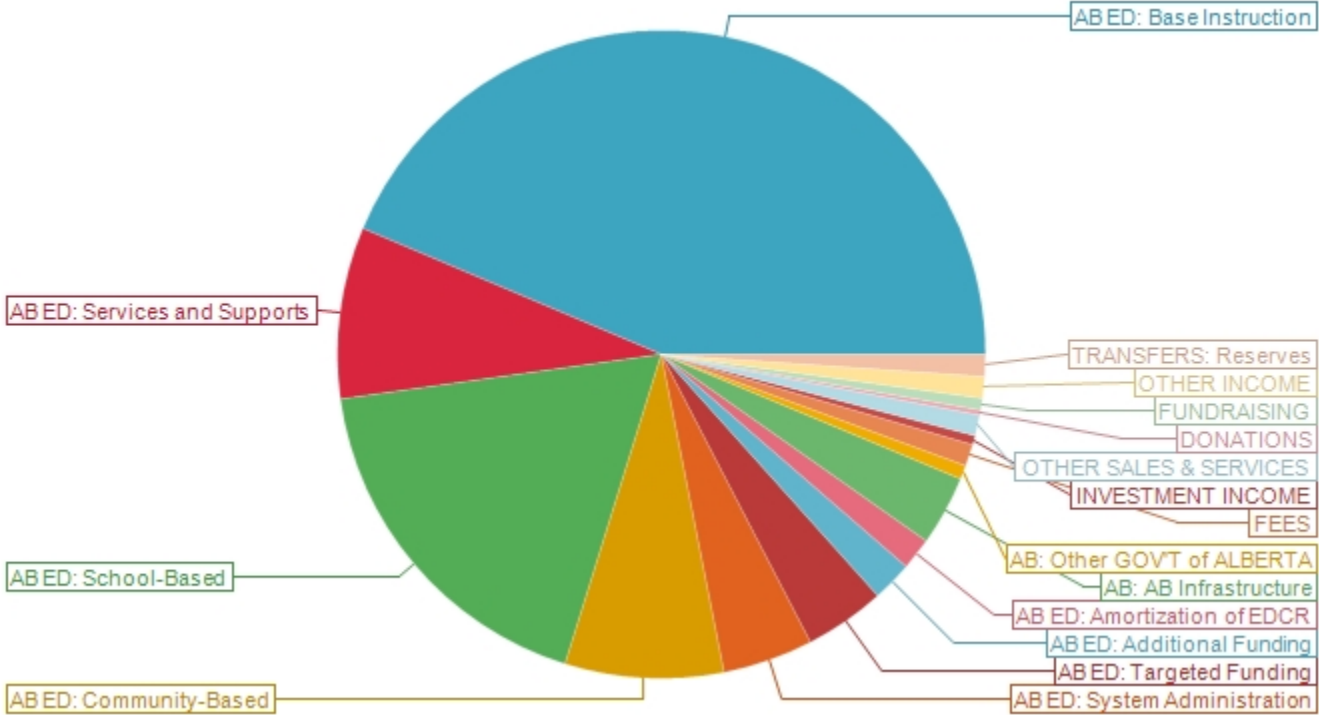
## 2023-24 BUDGET Analysis by Department

	2024-25 Fall BUDGET Surplus (Deficit)	2024-25 Spring BUDGET Surplus (Deficit)	<i>Change</i>	Comments
District Budget Summary	<b><u>(\$446,566)</u></b>	<b><u>\$198,559</u></b>		
School-Based and Instruction Supports	(\$154,684)	(\$98,602)		More reserve funds are being used to fund expenditure increases at the school level
School Generated	\$35,000	\$35,000		No changes
Inclusive Services	(\$149,562)	\$0		Increased costs as some services are being contracted out
Central Instruction (except Technology)	(160,566)	(\$170,008)		Minor adjustments to funding allocation and expenditures
Technology	\$100,000	\$200,000		Less transfers to reserves as more funds have been allocated to chromebooks and security cameras
<b>INSTRUCTION</b>	<b><u>(\$329,812)</u></b>	<b><u>(\$33,610)</u></b>		
Facilities	(\$163,522)	(\$51,081)		More funding allocated for increase in maintenance staffing as well as increases in insurance and other costs
Transportation	\$25,000	\$263,476		Transportation is now targeted funding ; therefore, unspent funding no longer go to reserves
Administration: Central Services and Trustee Governance	\$22,013	\$19,774		No significant changes

# Revenue and Allocations to Budget Center Category Pie Chart

Clearview Public Schools  
2024-25 FALL BUDGET

## Clearview Public Schools



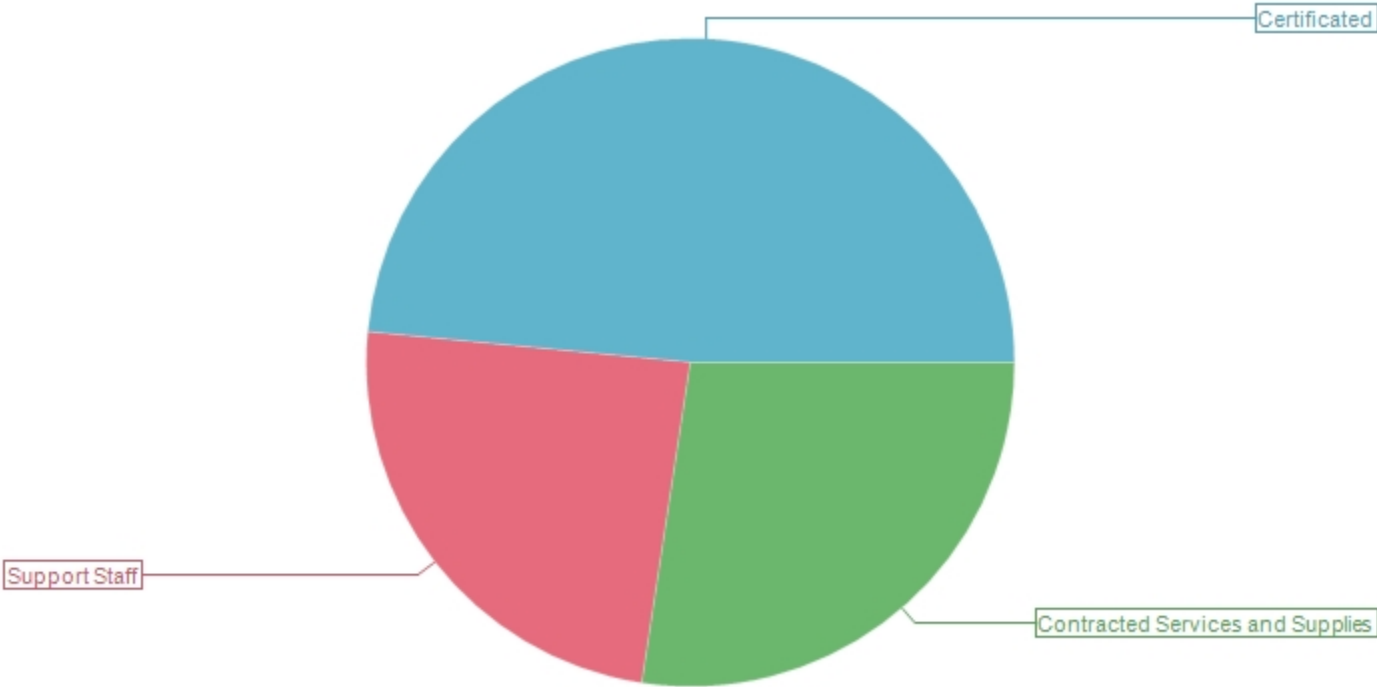
Category	Amount	Percentage
AB ED: Base Instruction	\$16,836,185	44%
AB ED: Services and Supports	\$3,301,376	9%
AB ED: School-Based	\$6,940,031	18%
AB ED: Community-Based	\$3,050,642	8%
AB ED: System Administration	\$1,738,464	5%
AB ED: Targeted Funding	\$1,551,980	4%

AB ED: Additional Funding	\$774,060	2%
AB ED: Amortization of EDCR	\$614,876	2%
AB: AB Infrastructure	\$1,347,150	3%
AB: Other GOV'T of ALBERTA	\$267,608	1%
FEES	\$420,740	1%
INVESTMENT INCOME	\$175,000	0%
OTHER SALES & SERVICES	\$401,075	1%
DONATIONS	\$95,128	0%
FUNDRAISING	\$225,000	1%
OTHER INCOME	\$418,051	1%
TRANSFERS: Reserves	\$416,203	1%
<b>Total Revenue and Allocations to Budget Center</b>		<b>\$38,573,569</b>

# Expenditures Category Pie Chart

Clearview Public Schools  
2024-25 FALL BUDGET

## Clearview Public Schools



Category	Amount	Percentage
Certificated	\$18,703,294	48%
Support Staff	\$9,303,951	24%
Contracted Services and Supplies	\$10,566,323	27%
Total Expenditures	\$38,573,568	



Clearview Public Schools  
Projected Operating and Capital Reserves  
August 31, 2025

	Balance	Budgeted Operating Surplus (Deficit)	Reserve Transfers			Balance
	September 1, 2024		Amortization on Board Funded Capital Assets	Board Funded Capital Additions	Transfers	August 31, 2025
Operating Reserves						
SCHOOL BASED RESERVES						
Big Valley	\$ 42,457	\$ (37,457)				\$ 5,000
Botha	\$ 46,024	\$ (7,885)				\$ 38,139
Brownfield	\$ 16,327	\$ (2,808)				\$ 13,519
Byemoor	\$ 57,826	\$ (30,036)				\$ 27,790
Coronation	\$ (16,658)	\$ 1,579				\$ (15,079)
Donalda	\$ 3,601	\$ 3,575				\$ 7,176
Erskine	\$ 70,298	\$ (20,051)				\$ 50,247
Gus Wetter	\$ 75,647	\$ (50,001)	\$ 3,890			\$ 29,536
Stettler Elementary	\$ 33,651	\$ -				\$ 33,651
Wm E. Hay Composite	\$ 172,350	\$ (11,600)				\$ 160,750
WEH PAC	\$ (0)	\$ -				\$ (0)
School Generated Funds	\$ 452,671	\$ 35,000				\$ 487,671
TOTAL SCHOOL OPERATING RESERVES	\$ 954,192	\$ (119,684)	\$ 3,890		\$ -	\$ 838,398
CENTRAL INSTRUCTION RESERVES						
INCLUSIVE EDUCATION						
Inclusive Supports	\$ 145,824	\$ (149,562)			-\$17,500 [1]	\$ (21,238)
TECHNOLOGY SERVICES						
Operating [2]	\$ 0	\$ 100,000			-\$100,000	\$ 0
Chromebooks	\$ 22,234	\$ -				\$ 22,234
SHARED INSTRUCTION						
All departments	\$ (0)	\$ (15,956)	\$ 161,831		\$0	\$ 145,875
Central Leadership Initiatives [3]	\$ 82,031	\$ (82,031)				\$ -
Financial Stabilization	\$ 50,750				\$0	\$ 50,750
TOTAL CENTRAL INSTRUCTION OPERATING RESERVES	\$ 300,839	\$ (147,549)	\$ 161,831	\$ -	\$ (117,500)	\$ 197,621
SUPPORT DEPARTMENT OPERATING RESERVES						
Operations & Maintenance	\$ 354,296	\$ (163,522)	\$ 51,261		-\$57,500	\$ 184,535
Transportation Services	\$ 16,004	\$ 25,000	\$ 510,382		-\$525,000 [4]	\$ 26,386
Central Services (Admin)	\$ 53,657	\$ 22,013	\$ 30,974		-\$50,000	\$ 56,644
TOTAL SUPPORT DEPARTMENT OPERATING RESERVES	\$ 423,957	\$ (116,509)	\$ 592,617	\$ -	\$ (632,500)	\$ 267,565
TOTAL OPERATING RESERVES	1,678,988	(383,742)	758,338	0	(750,000)	1,303,584
CAPITAL RESERVES						
Facilities -building, vehicles and equipment	\$ 425,000			-\$125,000	\$75,000	\$ 375,000
Instruction - WEH	\$ 30,000					\$ 30,000
Instruction - Technology (Infra)	\$ 378,820			-\$175,000 [5]	\$25,000	\$ 228,820
Instruction - Technology (Vehicle)	\$ 75,000					\$ 75,000
Instruction - Technology (Chromebooks)	\$ -					\$ -
Instruction - Technology (School Tech: Display and Copiers)	\$ 17,126			-\$50,000 [6]	\$75,000	\$ 42,126
Instruction - Community Supports [7]	\$ 57,730			-\$57,730		\$ -
Central Services	\$ 300,000				\$50,000	\$ 350,000
Transportation	\$ 803,609	\$ -		-\$1,118,000 [8]	\$525,000	\$ 210,609
TOTAL CAPITAL RESERVES	\$ 2,087,285	\$ -	\$ -	-\$1,525,730	\$750,000	\$ 1,311,555
Unrestricted Net Assets [9]	\$ 352,134		\$ -	\$0	\$0	\$ 352,134
Investment in Capital Assets - General [10]	\$ 4,934,653		\$ (758,338)	\$1,525,730		\$ 5,702,045
Total Net Assets [11]	\$ 9,053,060	\$ (383,742)	\$ -	\$ -	\$ -	\$ 8,669,318

Reserve Guideline Calculations

Reserve %	6.00%
2023-24 Expense	\$ 37,188,212
AB Ed's Limit	\$ 2,231,293
Calculated	\$ 1,168,048
Difference	\$ 1,063,245

[1] Transfer to O&M for BRO inclusive projects

[2] 1-710-06-243-99

[3] Combined formerly LLT, Division Principal & contingency

[4] Amortization \$540K + \$175K (buildings) + \$100K (buses)

[5] Network switches

[6] Photocopiers

[7] 1-095-02-709-00

[8] Buses (1)	\$168K
Software	\$120K
Cameras	\$ 80K
Lift	\$ 50K
Shop expansion	\$700K

[9] Susan:  
1-090-00-000-00

[10] Susan:  
1-094-00-000-00

[11] Susan:  
1-094-00-000-00

# BUDGET REPORT FOR THE YEAR ENDING AUGUST 31, 2025

[Education Act, Sections 139(2)(a) and 244]

**0052 The Clearview School Division**

**Legal Name of School Jurisdiction**

5031 50 Street Stettler AB AB T9C 2L9; 403 596-8494; mreyes@clearview.ab.ca

**Contact Address, Telephone & Email Address**

## BOARD CHAIR

GUY NEITZ

Name

Signature

## SUPERINTENDENT

SCOT LEYS

Name

Signature

## SECRETARY TREASURER or TREASURER

MAURICIO REYES

Name

Signature

**Certified as an accurate summary of the year's budget as approved by the Board  
of Trustees at its meeting held on** May 30, 2024  
Date

c.c. Alberta Education  
Financial Reporting & Accountability Branch  
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5  
E-MAIL: EDC.FRA@gov.ab.ca

Version 1 - April 15, 2024

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## Legend:

Blue Data input is **required**  
Pink Populated from data entered in this template (i.e. other tabs)  
Green Populated based on information previously submitted to Alberta Education

Grey No entry required - the cell is protected.  
White Calculation cells. These are protected and cannot be changed.  
Yellow Flags to draw attention to sections requiring entry depending on other parts of the submission.

## HIGHLIGHTS, PLANS, ASSUMPTIONS AND RISKS SUMMARY- 2024/2025 BUDGET REPORT

The following were presented to the Board and approved as underlying the budget. These key points and assumptions used in development of the budget take into consideration the economic environment of the jurisdiction, focus on anticipated changes from current year, and are realistic and consistent with the three year Education Plan. At a minimum, they disclose key budget assumptions, financial & business risks, and specific strategies explaining how this budget will support the jurisdiction's plans.

**Budget Highlights, Plans & Assumptions:****Highlights**

- Clearview will have a \$38 million operating budget in 2024-25
- Clearview will have a \$198,559 operating surplus (higher transportation funding)
- The operating surplus is due to higher funding in Transportation. The additional funds resulting from the new funding model introduced in the 2023-24 school year will enable Clearview to undertake much needed capital investments
- The Division will invest \$1.8 million in capital projects such as transportation shop expansion, purchasing new school buses, among other projects
- The area of greatest concern for the Board and senior administration is Operations and Maintenance. This area has major funding deficiency and consequently relies heavily on funding supplement from instruction and investment revenue. In 2024-25, nearly \$170,000 and \$450,000 of operating expenses will be funded with investment income and instructional funds respectively.

**Assumptions**

- Actual enrolment will not materially differ from projected enrolment
- All staffing positions will be filled as planned in the budget year
- Clearview will realize projected revenue from fees, sale of services and products, investment, donations and other revenue
- No material disruptions will occur during the budget year
- Any certificated salary increases will result in additional grant funding from the Alberta Education (consistent with prior years)
- Actual cost increases will not materially differ from estimated costs
- Budgets have been developed with all information provided by the Alberta Government on funding for 2024-25
- Staffing costs, including certificated teachers, have been estimated based on 2023-24 actuals
- The collective agreements impacting the 2024-25 budget have not been finalized as the date of this report
- Average costing for school-based staff was done based on all available information

**Significant Business and Financial Risks:****Inflation**

Cost escalations continue to be a significant concern which put pressure on salaries and benefits as well as purchase of goods and services. Continuing the effect of price increases from the previous year, Clearview will see higher costs in energy costs (electricity, heating and fuel)

**Aging Infrastructure**

The majority of schools within Clearview School Division are over fifty years old and while most have been modernized during their life spans. Without replacements or major modernization projects, Clearview will need to make significant capital investments to maintain its current facilities to acceptable standards. Furthermore, their designs and layouts reflect how education was seen in past decades which is significantly different from the current educational needs. This triggers further functional needs that were not present in the past.

**Declining Reserves**

In 2024-25, Clearview is projecting to deplete more of its reserves continuing a trend that started in the last years. Consequently, Clearview is expected to have \$2.8 million in operating (including unrestricted surplus) and capital reserves at the end of 2024-25, which will be significantly lower than the 2021-22 ending reserves balances of approximately \$4.6 million.

**BUDGETED STATEMENT OF OPERATIONS**  
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
<b>REVENUES</b>			
Government of Alberta	\$ 36,594,880	\$35,945,010	\$33,781,435
Federal Government and First Nations	\$ -	\$0	\$0
Property taxes	\$ -	\$0	\$0
Fees	\$ 313,421	\$290,589	\$408,472
Sales of services and products	\$ 406,075	\$340,965	\$401,595
Investment income	\$ 175,000	\$50,000	\$250,439
Donations and other contributions	\$ 325,200	\$198,700	\$377,327
Other revenue	\$ 391,630	\$210,967	\$276,749
<b>TOTAL REVENUES</b>	<b>\$38,206,206</b>	<b>\$37,036,231</b>	<b>\$35,496,017</b>
<b>EXPENSES</b>			
Instruction - ECS	\$ 1,541,836	\$1,579,424	\$1,541,836
Instruction - Grade 1 to 12	\$ 24,919,282	\$25,114,051	\$23,726,666
Operations & maintenance	\$ 5,563,632	\$5,095,434	\$5,180,585
Transportation	\$ 3,923,956	\$3,922,000	\$3,271,761
System Administration	\$ 1,791,333	\$1,774,096	\$1,643,875
External Services	\$ 267,608	\$272,647	\$256,036
<b>TOTAL EXPENSES</b>	<b>\$38,007,647</b>	<b>\$37,757,652</b>	<b>\$35,620,759</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$198,559</b>	<b>(\$721,421)</b>	<b>(\$124,742)</b>

**BUDGETED ALLOCATION OF EXPENSES (BY OBJECT)**  
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual Audited 2022/2023
<b>EXPENSES</b>			
Certificated salaries	\$ 14,971,814	\$15,223,004	\$14,256,398
Certificated benefits	\$ 3,736,185	\$3,593,633	\$3,222,577
Non-certificated salaries and wages	\$ 7,320,176	\$7,276,231	\$6,815,328
Non-certificated benefits	\$ 2,049,029	\$1,775,626	\$1,662,775
Services, contracts, and supplies	\$ 7,262,637	\$7,368,732	\$7,047,268
Capital and debt services			
Amortization of capital assets			
Supported	\$ 1,909,507	\$1,782,861	\$1,844,252
Unsupported	\$ 758,299	\$737,565	\$726,561
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ -	\$0	\$0
Other interest and finance charges	\$ -	\$0	\$0
Losses on disposal of capital assets	\$ -	\$0	\$45,600
Other expenses	\$ -	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$38,007,647</b>	<b>\$37,757,652</b>	<b>\$35,620,759</b>

BUDGETED SCHEDULE OF PROGRAM OPERATIONS  
for the Year Ending August 31

REVENUES	Approved Budget 2024/2025							Actual Audited 2022/23
	Instruction		Operations and Maintenance	Transportation	System Administration	External Services	TOTAL	TOTAL
	ECS	Grade 1 to 12						
(1) Alberta Education	\$ 1,366,298	\$ 24,130,063	\$ 3,447,806	\$ 4,167,432	\$ 1,770,247	\$ -	\$ 34,881,846	\$ 32,073,186
(2) Alberta Infrastructure - non remediation	\$ -	\$ -	\$ 1,410,213	\$ -	\$ 35,213	\$ -	\$ 1,445,426	\$ 1,444,304
(3) Alberta Infrastructure - remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(4) Other - Government of Alberta	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267,608	\$ 267,608	\$ 256,036
(5) Federal Government and First Nations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(6) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,909
(7) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(10) Fees	\$ 4,157	\$ 289,264		\$ 20,000		\$ -	\$ 313,421	\$ 408,472
(11) Sales of services and products	\$ 49,547	\$ 356,528	\$ -	\$ -	\$ -	\$ -	\$ 406,075	\$ 401,595
(12) Investment income	\$ -	\$ -	\$ 169,353	\$ -	\$ 5,647	\$ -	\$ 175,000	\$ 250,439
(13) Gifts and donations	\$ -	\$ 100,200	\$ -	\$ -	\$ -	\$ -	\$ 100,200	\$ 153,637
(14) Rental of facilities	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 11,309
(15) Fundraising	\$ 27,515	\$ 197,485	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 223,690
(16) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) Other	\$ 1,487	\$ 353,464	\$ 35,179	\$ -	\$ -	\$ -	\$ 390,130	\$ 265,440
(18) TOTAL REVENUES	\$ 1,449,004	\$ 25,428,504	\$ 5,062,551	\$ 4,187,432	\$ 1,811,107	\$ 267,608	\$ 38,206,206	\$ 35,496,017
EXPENSES								
(19) Certificated salaries	\$ 630,870	\$ 13,983,332			\$ 357,612	\$ -	\$ 14,971,814	\$ 14,256,398
(20) Certificated benefits	\$ 158,471	\$ 3,506,300			\$ 71,414	\$ -	\$ 3,736,185	\$ 3,222,577
(21) Non-certificated salaries and wages	\$ 404,083	\$ 3,097,091	\$ 1,215,465	\$ 1,738,181	\$ 668,886	\$ 196,470	\$ 7,320,176	\$ 6,815,328
(22) Non-certificated benefits	\$ 120,125	\$ 998,581	\$ 377,567	\$ 285,819	\$ 205,771	\$ 61,166	\$ 2,049,029	\$ 1,662,775
(23) SUB - TOTAL	\$ 1,313,549	\$ 21,585,304	\$ 1,593,032	\$ 2,024,000	\$ 1,303,683	\$ 257,636	\$ 28,077,204	\$ 25,957,078
(24) Services, contracts and supplies	\$ 222,935	\$ 3,200,399	\$ 2,055,535	\$ 1,352,333	\$ 421,463	\$ 9,972	\$ 7,262,637	\$ 7,047,268
(25) Amortization of supported tangible capital assets	\$ 1,487	\$ 21,702	\$ 1,851,105	\$ -	\$ 35,213	\$ -	\$ 1,909,507	\$ 1,844,252
(26) Amortization of unsupported tangible capital assets	\$ 3,865	\$ 111,877	\$ 47,253	\$ 547,623	\$ 30,974	\$ -	\$ 741,592	\$ 709,854
(27) Amortization of supported ARO tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Amortization of unsupported ARO tangible capital assets	\$ -	\$ -	\$ 16,707	\$ -	\$ -	\$ -	\$ 16,707	\$ 16,707
(29) Accretion expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(32) Other interest and finance charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(33) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,600
(34) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(35) TOTAL EXPENSES	\$ 1,541,836	\$ 24,919,282	\$ 5,563,632	\$ 3,923,956	\$ 1,791,333	\$ 267,608	\$ 38,007,647	\$ 35,620,759
(36) OPERATING SURPLUS (DEFICIT)	\$ (92,832)	\$ 509,222	\$ (501,081)	\$ 263,476	\$ 19,774	\$ -	\$ 198,559	\$ (124,742)

**BUDGETED SCHEDULE OF FEE REVENUE**  
for the Year Ending August 31

	Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
<b>FEES</b>			
TRANSPORTATION	\$20,000	\$14,000	\$64,225
BASIC INSTRUCTION SUPPLIES (Instructional supplies, & materials)	\$0	\$0	\$0
LUNCHROOM SUPERVISION & NOON HOUR ACTIVITY FEES	\$0	\$0	\$13,148
FEES TO ENHANCE BASIC INSTRUCTION			
Technology user fees	\$0	\$0	\$18,312
Alternative program fees	\$0	\$0	\$0
Fees for optional courses	\$39,309	\$63,077	\$55,751
ECS enhanced program fees	\$4,142	\$2,450	\$4,157
Activity fees	\$30,000	\$15,000	\$40,533
Other fees to enhance education	\$0	\$0	\$0
NON-CURRICULAR FEES			
Extra-curricular fees	\$179,970	\$181,062	\$177,741
Non-curricular goods and services	\$15,000	\$15,000	\$11,926
Non-curricular travel	\$25,000	\$0	\$22,679
OTHER FEES	\$0	\$0	\$0
<b>TOTAL FEES</b>	<b>\$313,421</b>	<b>\$290,589</b>	<b>\$408,472</b>

**PLEASE DO NOT USE "SCHOOL GENERATED FUNDS" AS A CATEGORY**

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products" (rather than fee revenue). Note that this schedule should include only amounts collected from parents and so it may not agree with the Statement of Operations.		Approved Budget 2024/2025	Approved Budget 2023/2024	Actual 2022/2023
Cafeteria sales, hot lunch, milk programs		\$125,575	\$125,965	\$125,626
Special events		\$33,000	\$30,000	\$32,717
Sales or rentals of other supplies/services		\$93,000	\$60,000	\$91,781
International and out of province student revenue		\$0	\$0	\$0
Adult education revenue		\$6,000	\$0	\$5,710
Preschool		\$50,000	\$50,000	\$49,547
Child care & before and after school care		\$6,000	\$10,000	\$5,640
Lost item replacement fees		\$0	\$0	\$0
Other (describe)	Schools - bookfairs, tournament income, fitness facility	\$87,500	\$60,000	\$87,424
Other (describe)	Technology - revenue from communication tower leases	\$5,000	\$5,000	\$3,150
Other (describe)		\$0	\$0	\$0
Other (describe)		\$0	\$0	
Other (describe)		\$0	\$0	
<b>TOTAL</b>		<b>\$406,075</b>	<b>\$340,965</b>	<b>\$401,595</b>

PROJECTED SCHEDULE OF CHANGES IN ACCUMULATED OPERATING SURPLUS (SUMMARY)							
for the Year Ending August 31							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	ACCUMULATED OPERATING SURPLUS/DEFICITS  (2+3+4+7)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	ACCUMULATED SURPLUS FROM OPERATIONS  (5+6)	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
						OPERATING RESERVES	CAPITAL RESERVES
Actual balances per AFS at August 31, 2023	\$8,999,338	\$5,097,266	\$0	\$2,429,911	\$318,622	\$2,111,289	\$1,472,161
2023/2024 Estimated impact to AOS for:							
Prior period adjustment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated surplus(deficit)	\$645,527			\$645,527	\$645,527		
Estimated board funded capital asset additions		\$1,194,237		(\$237,237)	\$0	(\$237,237)	(\$957,000)
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Estimated disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Estimated amortization of capital assets (expense)		(\$2,583,932)		\$2,583,932	\$2,583,932		
Estimated capital revenue recognized - Alberta Education		\$405,713		(\$405,713)	(\$405,713)		
Estimated capital revenue recognized - Alberta Infrastructure		\$1,372,271		(\$1,372,271)	(\$1,372,271)		
Estimated capital revenue recognized - Other GOA		\$0		\$0	\$0		
Estimated capital revenue recognized - Other sources		\$64,591		(\$64,591)	(\$64,591)		
Budgeted amortization of ARO tangible capital assets		(\$16,707)		\$16,707	\$16,707		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - recognition		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0		
Estimated changes in Endowments	\$0		\$0	\$0	\$0		
Estimated unsupported debt principal repayment		\$0		\$0	\$0	\$0	\$0
Estimated reserve transfers (net)				(\$1,399,336)	(\$1,273,539)	(\$125,797)	\$1,399,336
Estimated assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Balances for August 31, 2024	\$9,644,865	\$5,533,439	\$0	\$2,196,929	\$448,674	\$1,748,255	\$1,914,497
2024/25 Budget projections for:							
Budgeted surplus(deficit)	\$198,559			\$198,559	\$198,559		
Projected board funded tangible capital asset additions		\$1,798,000		(\$26,000)	\$0	(\$26,000)	(\$1,772,000)
Projected board funded ARO tangible capital asset additions		\$0		\$0	\$0	\$0	\$0
Budgeted disposal of unsupported tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted disposal of unsupported ARO tangible capital assets	\$0	\$0		\$0	\$0		\$0
Budgeted amortization of capital assets (expense)		(\$2,651,099)		\$2,651,099	\$2,651,099		
Budgeted capital revenue recognized - Alberta Education		\$405,713		(\$405,713)	(\$405,713)		
Budgeted capital revenue recognized - Alberta Infrastructure		\$1,452,250		(\$1,452,250)	(\$1,452,250)		
Budgeted capital revenue recognized - Other GOA		\$0		\$0	\$0		
Budgeted capital revenue recognized - Other sources		\$51,544		(\$51,544)	(\$51,544)		
Budgeted amortization of ARO tangible capital assets		(\$16,707)		\$16,707	\$16,707		
Budgeted amortization of supported ARO tangible capital assets		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - recognition		\$0		\$0	\$0		
Budgeted board funded ARO liabilities - remediation		\$0		\$0	\$0		
Budgeted changes in Endowments	\$0		\$0	\$0	\$0		
Budgeted unsupported debt principal repayment		\$0		\$0	\$0		
Projected reserve transfers (net)				(\$1,240,836)	(\$946,944)	(\$293,892)	\$1,240,836
Projected assumptions/transfers of operations - capital lease addition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Balances for August 31, 2025	\$9,843,424	\$6,573,140	\$0	\$1,886,951	\$458,588	\$1,428,363	\$1,383,333



SCHEDULE OF USES FOR ACCUMULATED SURPLUSES AND RESERVES  
for the Year Ending August 31

		Unrestricted Surplus Usage			Operating Reserves Usage			Capital Reserves Usage		
		Year Ended			Year Ended			Year Ended		
		31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027	31-Aug-2025	31-Aug-2026	31-Aug-2027
Projected opening balance		\$448,674	\$458,588	\$466,887	\$1,748,255	\$1,428,363	\$1,178,363	\$1,914,497	\$1,383,333	\$1,433,333
Projected excess of revenues over expenses (surplus only)	Explanation	\$198,559	\$0	\$0						
Budgeted disposal of board funded TCA and ARO TCA	Explanation	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Budgeted amortization of capital assets (expense)	Explanation	\$2,667,806	\$2,667,806	\$2,667,806		\$0	\$0			
Budgeted capital revenue recognized, including ARO assets amortization	Explanation	(\$1,909,507)	(\$1,909,507)	(\$1,909,507)		\$0	\$0			
Budgeted changes in Endowments	Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - recognition	Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted board funded ARO liabilities - remediation	Explanation	\$0	\$0	\$0		\$0	\$0			
Budgeted unsupported debt principal repayment	Explanation	\$0	\$0	\$0		\$0	\$0			
Projected reserves transfers (net)	Explanation	(\$946,944)	(\$750,000)	(\$750,000)	\$0	(\$250,000)	(\$250,000)	\$1,240,836	\$1,000,000	\$1,000,000
Projected assumptions/transfers of operations	Techonology asset renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase in (use of) school generated funds	Explanation	\$0	\$0	\$0	\$35,000	\$0	\$0		\$0	\$0
New school start-up costs	Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Decentralized school reserves	Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Non-recurring certificated remuneration	Division principal to support schools	\$0	\$0	\$0	(\$85,000)	\$0	\$0			
Non-recurring non-certificated remuneration	Explanation	\$0	\$0	\$0	\$0	\$0	\$0			
Non-recurring contracts, supplies & services	Schools drawing from their reserve	\$0	\$0	\$0	(\$98,605)	\$0	\$0			
Professional development, training & support	Learning Leadership Team	\$0	\$0	\$0	(\$20,000)	\$0	\$0			
Transportation Expenses	Reserve Planning	\$0	\$0	\$0	(\$11,524)	\$0	\$0			
Operations & maintenance	Utilities and insurance costs - unsupported	(\$450,000)	(\$500,000)	(\$550,000)	\$1,884	\$0	\$0			
English language learners	Explanation	\$0	\$0	\$0		\$0	\$0			
System Administration	Reserve Planning	\$0	\$0	\$0	(\$115,647)	\$0	\$0			
OH&S / wellness programs	Explanation	\$0	\$0	\$0	\$0	\$0	\$0			
B & S administration organization / reorganization	Explanation	\$0	\$0	\$0		\$0	\$0			
Debt repayment	Explanation	\$0	\$0	\$0		\$0	\$0			
POM expenses	Transferred from instruction to cover O&M deficit	\$450,000	\$500,000	\$550,000		\$0	\$0		\$0	\$0
Non-salary related programming costs (explain)	Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - School building & land	Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Technology	Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Vehicle & transportation	Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Administration building	Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - POM building & equipment	Explanation	\$0	\$0	\$0		\$0	\$0			
Repairs & maintenance - Other (explain)	Explanation	\$0	\$0	\$0		\$0	\$0			
Capital costs - School land & building	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modernization	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School modular & additions	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - School building partnership projects	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - Technology	Techonology asset renewal	\$0	\$0	\$0	\$0	\$0	\$0	(\$350,000)	(\$100,000)	(\$100,000)
Capital costs - Vehicle & transportation	School buses and transportation building renewal	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,422,000)	(\$850,000)	(\$850,000)
Capital costs - Administration building	Building Modernization and Renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital costs - POM building & equipment	Building Modernization and Renewal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Costs - Furniture & Equipment	Commercial dishwashers for School Nutrition	\$0	\$0	\$0	(\$26,000)	\$0	\$0	\$0	\$0	\$0
Capital costs - Other	Explanation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building leases	Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Technology Evergreening	Reserve Planning	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
ARO Accounting	ARO Accounting	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 3 - please use this row only if no other row is appropriate	Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Other 4 - please use this row only if no other row is appropriate	Explanation	\$0	\$0	\$0		\$0	\$0		\$0	\$0
Estimated closing balance for operating contingency		\$458,588	\$466,887	\$475,186	\$1,428,363	\$1,178,363	\$928,363	\$1,383,333	\$1,433,333	\$1,483,333

Total surplus as a percentage of 2025 Expenses	8.60%	8.10%	7.60%
ASO as a percentage of 2025 Expenses	4.96%	4.33%	3.69%

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 (Row 20 - 45) and transfers between operating and capital reserves (Row 46 - 61).

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. These school jurisdictions will only require an exemption for the 2023/24 school year and not in the 2024/25 school year, assuming the balance is still below 6% in 2024/25. School jurisdictions projecting 2023/24 operating reserves to be over their maximum limit for 2023/24 AND the new 2024/25 limit of 6% of total expenses must complete **both** Section A and B, as they will need to demonstrate when operating reserves will be drawn down below 6% over the subsequent school years. 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 the section under Row 46. The transfer amounts reported should agree with the 'AOS' tab. Please note that a letter requesting Ministerial approval is required to transfer from Capital to Operating Reserves.

PART 1: EXEMPTIONS

		Amount
Estimated Accumulated Surplus/(Deficit) from Operations as at Aug. 31, 2024		\$ 2,196,929
Less: School Generated Funds in Operating Reserves (from 2022/23 AFS)		\$ 474,583
<b>Estimated 2023/24 Operating Reserves</b>	<b>4.84%</b>	<b>\$ 1,722,346</b>
Maximum 2023/24 Operating Reserve Limit	<b>4.89%</b>	<b>\$ 1,740,828</b>
<b>Estimated 2023/24 Operating Reserves Over Maximum Limit</b>		<b>\$ (18,483)</b>

SECTION A: (MAX LIMIT EXEMPTION CRITERIA)

Please provide **detailed rationale** and planned usage for operating reserves in excess of the 2023/24 maximum: 

\$ (18,483)

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.

SECTION B: (MAX LIMIT EXEMPTION CRITERIA)

If estimated 2023/24 operating reserves are greater than 6.0%, provide a detailed drawdown plan to illustrate how and when the reserve balance will be below 6.0%. However, if your 2023/24 operating reserve balance is 6.0% or greater, but you anticipate that the 2024/25 balance will be less than 6.0% or you do not plan to request an exemption, you are not required to complete Section B. Please indicate this in the response under Section A.

	2024/25	2025/26	2026/27	Additional Comments
<b>Opening operating reserve balance</b>	<b>\$ 1,722,346</b>	<b>\$ 1,722,346</b>	<b>\$ 1,722,346</b>	
[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]				
	<b>\$ 1,722,346</b>	<b>\$ 1,722,346</b>	<b>\$ 1,722,346</b>	
	<b>4.84%</b>	<b>4.84%</b>	<b>4.84%</b>	

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 Reserves):**

		2023-24	Detailed Rationale
<b>Projected Transfer from Operating to Capital Reserves</b> <i>(Please enter a negative amount)</i>	\$	(1,399,336)	O&M warehouse \$75K, Technology Infrastructure, display & copiers \$100K, Admin bldg \$150K, Transportation buses \$874,336, Transportation shop expansion \$200K
<b>Projected Transfer from Capital to Operating Reserves</b> <i>(Please enter a positive amount)</i>	\$	-	
<b>Net Transfer Between Operating and Capital Reserves</b>	\$	(1,399,336)	

		2024-25	Detailed Rationale
<b>Projected Transfer from Operating to Capital Reserves</b> <i>(Please enter a negative amount)</i>	\$	(1,240,836)	O&M warehouse \$75K, Technology Infrastructure, display & copiers \$200K, Admin bldg \$150K, Transportation buses \$815,836
<b>Projected Transfer from Capital to Operating Reserves</b> <i>(Please enter a positive amount)</i>	\$	-	
<b>Net Transfer Between Operating and Capital Reserves</b>	\$	(1,240,836)	

**PROJECTED STUDENT STATISTICS**  
**FULL TIME EQUIVALENT (FTE) ENROLLED STUDENTS**

	Budgeted 2024/2025	Actual 2023/2024	Actual 2022/2023	Notes
(Note 2)				
<b>Grades 1 to 12</b>				
<u>Eligible Funded Students:</u>				
Grades 1 to 9	1,651	1,631	1,645	Head count
Grades 10 to 12	562	563	562	Head count
Total	2,213	2,194	2,207	Grade 1 to 12 students eligible for base instruction funding from Alberta Education.
Percentage Change	0.9%	-0.6%		If +/- 3% variance change from 2024/25 budget, please provide explanation here.
<u>Other Students:</u>				
Total	4	4	1	Note 3
Total Net Enrolled Students	2,217	2,198	2,208	
Home Ed Students	3	3	2	Note 4
Total Enrolled Students, Grades 1-12	2,220	2,201	2,210	
Percentage Change	0.9%	-0.4%		
<u>Of the Eligible Funded Students:</u>				
Students with Severe Disabilities	70	70	70	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	-	-	93	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
<b>EARLY CHILDHOOD SERVICES (ECS)</b>				
Eligible Funded Children	138	153	156	ECS children eligible for ECS base instruction funding from Alberta Education.
Other Children	108	108	110	ECS children not eligible for ECS base instruction funding from Alberta Education.
Total Enrolled Children - ECS	246	261	266	
Program Hours	475	475	475	Minimum program hours is 475 Hours
FTE Ratio	0.500	0.500	0.500	Actual hours divided by 950
FTE's Enrolled, ECS	123	131	133	
Percentage Change	-5.7%	-1.9%		ECS enrolment is projected to be lower for 2024-25
Home Ed Students	1	1		Note 4
Total Enrolled Students, ECS	247	262	266	
Percentage Change	-5.7%	-1.5%		
<u>Of the Eligible Funded Children:</u>				
Students with Severe Disabilities (PUF)	20	18	26	FTE of students with severe disabilities as reported by the board via PASI.
Students with Mild/Moderate Disabilities	1	1	5	FTE of students identified with mild/moderate disabilities as reported by the board via PASI.
<b>NOTES:</b>				
1) Enrolment is to be completed WHEREVER APPLICABLE and are 'as at September 30th' for each year.				
2) Budgeted enrolment is to be based on best information available at time of the 2024/2025 budget report preparation.				
3) Other Grade 1 to 12 students that are not eligible for base instruction funding from Alberta Education include First Nations students living on reserves for which tuition fee payments are made from Band or AANDC (Code 330), students younger than 5 1/2 or older than 20, and out-of-province and foreign students.				
4) Because they are funded separately, Home Education students are not included with total net enrolled students. Home Education Kindergartens, under ECS, do not apply to charter schools.				

## PROJECTED STAFFING STATISTICS FULL TIME EQUIVALENT (FTE) PERSONNEL

	Budget 2024/25		Actual 2023/24		Actual 2022/23		Notes
	Total	Union Staff	Total	Union Staff	Total	Union Staff	
School Based	141	141	143	143	138	138	Teacher certification required for performing functions at the school level.
Non-School Based	5	1	6	2	5	-	Teacher certification required for performing functions at the system/central office level.
Total Certificated Staff FTE	145.4	141.4	148.0	144.0	143.0	138.0	FTE for personnel possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-1.8%		3.5%		1.7%		New hired Director of Technology is uncertificated, 0.4FTE additional support to 4 new principals no longer available, no more reserves to fund additional position
If an average standard cost is used, please disclose rate:	108,999		-		103,250		
Student F.T.E. per certificated Staff	16.9714231		1664%		1731%		
<b>Certificated Staffing Change due to:</b>							
Please Allocate Below	(2.6)						If there is a negative change impact, the small class size initiative is to include any/all teachers retained.
Enrolment Change	-	-					
Other Factors	(3)	-					support to 4 new principals no longer available, no more reserves to fund additional position
Total Change	(2.6)	-					Year-over-year change in Certificated FTE
<b>Breakdown, where total change is Negative:</b>							
Continuous contracts terminated	-	-					FTEs
Non-permanent contracts not being renewed	-	-					FTEs
Other (retirement, attrition, etc.)	(3)	-					support to 4 new principals no longer available, no more reserves to fund additional position
Total Negative Change in Certificated FTEs	(2.6)	-					Breakdown required where year-over-year total change in Certificated FTE is 'negative' only.
<b><u>Please note that the information in the section below only includes Certificated Number of Teachers (not FTEs):</u></b>							
<b>Certificated Number of Teachers</b>							
Permanent - Full time	115	111	110	106	-	-	
Permanent - Part time	21	21	22	22	-	-	
Probationary - Full time	10	10	12	12	-	-	

Probationary - Part time	6	6	6	6	-	-
Temporary - Full time	7	7	5	5	-	-
Temporary - Part time	-	-	5	5	-	-

#### **NON-CERTIFICATED STAFF**

Instructional - Education Assistants	47	-	55	-	52	-	Personnel support students as part of a multidisciplinary team with teachers and other support personnel to provide meaningful instruction
Instructional - Other non-certificated instruction	30	-	25	-	25	-	Personnel providing instruction support for schools under 'Instruction' program areas other than EAs
Operations & Maintenance	20	10	20	10	20	10	Personnel providing support to maintain school facilities
Transportation - Bus Drivers Employed	46	-	46	-	44	-	Bus drivers employed, but not contracted
Transportation - Other Staff	5	-	6	-	6	2	Other personnel providing direct support to the transportation of students to and from school other than bus drivers employed
Other	15	-	15	-	16	3	Personnel in System Admin. and External service areas.
Total Non-Certificated Staff FTE	163.4	10.0	166.5	10.0	163.0	15.0	FTE for personnel not possessing a valid Alberta teaching certificate or equivalency.
Percentage Change	-1.9%		2.2%		0.2%		

#### **Explanation of Changes to Non-Certificated Staff:**

Director of Technology now uncertificated, new dual credit support, lesser Educational Assistants's hours due to lower funding

#### **Additional Information**

Are non-certificated staff subject to a collective agreement?

Yes

Please provide terms of contract for 2023/24 and future years for non-certificated staff subject to a collective agreement along with the number of qualifying staff FTE's.

CUPE collective agreement is expiring on Aug 31, 2024

School Jurisdiction Code: 52

System Admin Expense Limit %	
0052 The Clearview School Division	4.88%

Dear Board Members,

I am writing this letter to request board approval for the students that will be in grade 11 and 12 for the 2024/25 school year, of Gus Wetter to engage in a 6 day trip to New York City. the students would travel during the spring break, so no school days will be missed. The tour will be with EF Tours. I will be the lead teacher on this exchange and as we navigate through this process, I will get more teachers involved. These students missed out on Experience Canada when they were in jr. high school and I would like to give them a travel opportunity before they graduate. Here is the itinerary for the trip.

<https://www.eftours.ca/my-quotes/2802125YK/quote/3349874/18562552c99347248f>

Thank you,

Ms. Sherri Beier

4.2 The teacher-leader through the Principal shall consult with the Superintendent and submit in writing a request for preliminary approval for a Category C and D field trip.

4.2.1 A teacher-leader may have an initial meeting to gauge interest and support prior to submitting this request.

Meeting was held on June 19, 2024

4.2.2 The preliminary approval shall be obtained a minimum of six (6) months in advance of the date for the field trip. The proposed date are March 21- 31 The trip is 4-6 day trip within those days.

4.2.3 The request for preliminary approval is to address the following:

4.2.3.1 The trip concept;

EF tours arranges all the tours, transportation, bookings, hotels travel for the students.

Students will be responsible for their own spending money, lunches, evening excursions, and fund raising.

4.2.3.2 The curriculum relevance

EF tours meets many of the objectives in the culture, food, sports, history, arts objectives. This is a well rounded tour for all individuals.

4.2.3.3 The identification of the grade and approximate number of

Students; The trip will be with grade 11 and 12 students in the year 2024/25 school year.

4.2.3.4 The equipment requirements; just proper foot wear

4.2.3.5 Transportation requirements; All transportation arrangements are taken care with EF, however, we will need to get transportation to and from the Calgary airport

4.2.3.6 Accommodation requirements; Accommodations are looked after again by EF tours and the students will be staying in hotels. Room arrangements will be done prior to the leaving, and all room arrangements will be approved by the families.

4.2.3.7 Procedures for accident or injury;

- We would follow the same protocol we do at school
- Accident reports would be completed
- Parent or guardian would be notified

4.2.3.8 Any special requirements; and

4.2.3.9 Support in principle by the Principal.



#### Meeting October October 9

1. Hot dog sales date - need 2 groups to work the sales  
Oct 29 Nov 26 Ella, Brooke, Aspen  
Jan 7 Kyla, Addyson True, Jensen  
Feb 11 Ella, Brook, Aspen  
March 4 Ella Brook Aspen, Kyla, Addyson, True, Jensen
2. Bottles - how are we making out?
3. Elks - October 19 Confirm that we have Brooke and True Addyson, working the 5-8 shift. Who is working the 8-11 shift? Aspen, Ella, Kyla, Jensen
4. Castor Elks - True
5. Stettler Imperials 50/50 workers
6. EF Broadway shows - different tours Date

#### New York Meeting Sept 23

- 1 Communication
2. **Passport** 6 months after we leave.
3. **Numbers** - down to 8, Do we want to canvas the grade 10's? Ryder is only male.
4. Fundraisers -
  - **Prosperity day October 19 - Girls only available for Sunday Could siblings go?**  
I need as many kids that are available for set up Friday after school/evening (confirming when we can get in the hall) True available before 4pm on Friday . Brooke available Friday.
  - 2-4 kids from 2-7 pm for resetting hall and coat check
  - Sunday 10 am as many as are available for clean up.
  - **Niki Wedding Sept 28** Jensen available after 1pm Addison, Ella, Aspen available
  - **Bottle Drive** October Ella make a poster
  - **West Jet-** Dec 2 - Jan 6 Draw date Jan 22
  - **Hot dog sales** Do this.
  - Halkirk Bullarama - 5 kids from the Halkirk Elks
  - Fall supper Nov. Halkirk Stacy will ask if help is needed.
  - Little Theatre - Feb Doreen Blumhagen

Dear Parents,

As you are aware, your child has agreed to participate in the New York Trip offered to the grade 11 and 12 students. The students will be leaving during the spring break in March 2025. Once flights get booked, I will let you know of exact dates. In order for your child to participate, I need a parent consent. Please find the **consent form** enclosed, and return it by **Nov. 9**. I am attaching the itinerary for you but you will also find it on the website. **Please ensure that your child has a passport that will be valid for 6 months after March 2025.** As details unfold, I will be making you all aware.

The group has decided to do some fundraising and here is a recap of what we will be doing:

- Aspen went to the Halkirk Elks meeting on Oct. 1 and they have agreed to give us a cheque.
- True will be going to the Castor Elks meeting on Oct. 8 to do a presentation in hopes that we can get some money from them.
- Ella has made the poster and it is now October, so lets start collecting bottles. Take any bottles that you collect to the Castor Bottle Depot and tell them it goes to the New York travel club.
- October 20 some girls have volunteered to go do the clean up in the hall from the Prosperity Event that is happening on the 19.
- Chelsey Haberman is in the process of doing the application for the West Jet Ticket Raffle.
- Hopefully hot dog sales will start this month once we get the hot lunch dates from the parents.

Thank you all for your help in making this a successful event for the girls. It is going to be such an awesome trip. If you have any questions, please feel free to contact me.

Sincerely,

Ms. Beier

### ADDITIONAL FORMS AND INFORMATION

- ☒ Complete list of participants including contact phone numbers.
- ☒ Complete itinerary as well as contingency plans in case of an emergency or other interruption to the trip.
- ☒ A summary of the risk assessment ( Form 260-8)
- ☒ Completed permission/waiver forms including medical and medication needs of the students.
- ☒ For Type C and D trips the students must be in possession of their Alberta Health Card.
- ☒ Organization of the students into groups and assignment of supervisors as required by the characteristics of the trip.
- ☒ Permission to use private vehicles.
- ☒ Accommodations to be used.
- ☒ Meal arrangements.
- ☒ Procedures in case of an accident or injury including provision for First Aid.
- ☒ Certification of specific training of supervisors as required by the characteristics of the trip.
- ☒ Supervision arrangements in case one or more students need to return home prior to the completion of the trip.
- ☒ Description of extra-ordinary training, preparation and orientation of the students as required by the characteristics of the trip.
- ☒ Description of special provisions made for students with special learning needs.

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**Category A Field trips and Category B Extra-Curricular Trips**

The Teacher-Leader or Delegate will inform the parents or guardians of the following where applicable	Status
1. The purpose of the field trip.	<input checked="" type="checkbox"/>
2. The proposed itinerary. (a) Departure date and time (b) Return date and time (c) Method of Transportation (d) Destination(s)/routes (e) General times and activities	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. A description of the activities or events proposed.	<input checked="" type="checkbox"/>
4. Safety precautions in place to deal with activities involving risk.	<input checked="" type="checkbox"/>
5. Emergency procedures to be followed in the event of injury, illness or unusual circumstances.	<input type="checkbox"/>
6. The arrangements for student supervision. (The gender of the supervisors, the number of supervisors and the supervision ratio.)	<input checked="" type="checkbox"/>
7. Any costs to the student.	<input checked="" type="checkbox"/>
8. A request for information about any relevant medical condition of the student.	<input checked="" type="checkbox"/>
9. The name of the teacher-leader or other key local contact person and phone numbers.	<input checked="" type="checkbox"/>

**DISTRIBUTION: File at school level**

## TEACHER-LEADER FIELD TRIP CHECKLIST

## Category B, Category C and Category D Field Trips

The Teacher-Leader:		Status
1.	Has conducted a risk assessment for the proposed site for the field trip and the activities to be included in the field trip.	<input type="checkbox"/>
2.	Has ensured that all participants are provided with a description of hazards that may be encountered and any hazards that may be inherent in any activity involved.	<input type="checkbox"/>
3.	Has established a chain of authority for all Clearview Public Schools staff, all contracted personnel and all volunteer supervisors involved in the field trip and has communicated it to all participants.	<input type="checkbox"/>
4.	Has established emergency procedures for any foreseeable contingencies that may arise on the field trip and has communicated them to all trip participants.	<input type="checkbox"/>
5.	Has contacted the Associate Superintendent, Business and Finance, to check on the necessity to have a Certificate of Insurance extending coverage for any part of the field trip.	<input type="checkbox"/>
6.	Has checked to ensure that students, staff and volunteers have the required extended medical coverage for any field trip to a location out of the country.	<input type="checkbox"/>
7.	Has ensured that all supervisors have been advised of their responsibilities identified in the chain of authority.	<input type="checkbox"/>
8.	Has assigned each student participant to a supervisor and has provided each supervisor with a list of the names of the students for whom they are responsible.	<input type="checkbox"/>
9.	Has identified any and all students with disabilities or students requiring special attention and has identified the supervisor for each of these students.	<input type="checkbox"/>
10.	Has provided for the training, preparation and orientation of all student participants.	<input type="checkbox"/>
11.	Has provided for the training, preparation and orientation of all Clearview staff, all contracted personnel and all volunteer supervisors involved in the field trip.	<input type="checkbox"/>
12.	Has provided for an appropriately equipped first aid kit to be available and accessible.	<input type="checkbox"/>
13.	Has ensured that sufficient staff and volunteer supervisors are able to use the contents of the first aid kit appropriately.	<input type="checkbox"/>
14.	Will be carrying a list of all student participants while on the field trip.	<input type="checkbox"/>
15.	Will be carrying information regarding the medication and medical needs of all student participants and volunteers while on the field trip.	<input type="checkbox"/>
16.	Will ensure that all students will be carrying their Alberta Personal Health Card when traveling out of the province.	<input type="checkbox"/>



17.	Will be carrying a list of telephone contact numbers and a cell phone (when available and appropriate) while on the field trip.	<input checked="" type="checkbox"/>
18.	Has ensured that each class is provided with a description of hazards that may be encountered and any hazards that may be inherent in any activity involved.	<input checked="" type="checkbox"/>
19.	Has provided for the testing of student abilities where relevant. This will include when and where the test is to be administered and the identity of the person administering the test.	<input checked="" type="checkbox"/>
20.	Has drawn up a list of particular points to be covered with each class with respect to procedures 6.1.1, 6.1.2, 6.1.3, 6.1.9 and 6.1.11.	<input checked="" type="checkbox"/>
21.	Has provided the school principal or Deputy Superintendent with a field trip proposal that contains all the information the Principal requires to make a decision under 6.1 of the Field Trip policy.	<input checked="" type="checkbox"/>
22.	Has corrected any deficiencies as required by the Principal.	<input checked="" type="checkbox"/>
23.	Has received approval for the field trip from the Principal.	<input checked="" type="checkbox"/>
24.	Has provided the parents or guardians with the information about the field trip required under procedure 11.1.	<input checked="" type="checkbox"/>
25.	Has received written parental or guardian permission for each student's participation in the field trip.	<input checked="" type="checkbox"/>
26.	Has received written parental or guardian permission for each student participating in the field trip to travel in a private vehicle if one is to be used.	<input checked="" type="checkbox"/>

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17.	Will be carrying a list of telephone contact numbers and a cell phone (when available and appropriate) while on the field trip.	<input type="checkbox"/>
18.	Has ensured that each class is provided with a description of hazards that may be encountered and any hazards that may be inherent in any activity involved.	<input type="checkbox"/>
19.	Has provided for the testing of student abilities where relevant. This will include when and where the test is to be administered and the identity of the person administering the test.	<input type="checkbox"/>
20.	Has drawn up a list of particular points to be covered with each class with respect to procedures 6.1.1, 6.1.2, 6.1.3, 6.1.9 and 6.1.11.	<input type="checkbox"/>
21.	Has provided the school principal or Deputy Superintendent with a field trip proposal that contains all the information the Principal requires to make a decision under 6.1 of the Field Trip policy.	<input type="checkbox"/>
22.	Has corrected any deficiencies as required by the Principal.	<input type="checkbox"/>
23.	Has received approval for the field trip from the Principal.	<input type="checkbox"/>
24.	Has provided the parents or guardians with the information about the field trip required under procedure 11.1.	<input type="checkbox"/>
25.	Has received written parental or guardian permission for each student's participation in the field trip.	<input type="checkbox"/>
26.	Has received written parental or guardian permission for each student participating in the field trip to travel in a private vehicle if one is to be used.	<input type="checkbox"/>

**DISTRIBUTION: File at school level**

## FIELD TRIP RECORDS CHECKLIST

## Category B, Category C and Category D Field Trips

The following documents for the Field Trip are on file		Status
1. The Field Trip proposal.		<input checked="" type="checkbox"/>
2. A copy of the Principal's approval and authorization of the Field Trip.		<input type="checkbox"/>
3. A list of all participating students.		<input checked="" type="checkbox"/>
4. Signed medical consent forms for all students, Clearview staff and volunteers.		<input checked="" type="checkbox"/>
5. Parental consent forms.		<input checked="" type="checkbox"/>
6. A copy of all agendas and minutes of any parent meetings.		<input checked="" type="checkbox"/>
7. A copy of all the information given to parents regarding the Field Trip and the date it was given to the parents.		<input checked="" type="checkbox"/>
8. A list of all the supervisors and volunteers.		<input checked="" type="checkbox"/>
9. A copy of all information handouts given to volunteers.		<input checked="" type="checkbox"/>
10. A copy of any injury or unusual incidents reports.		<input checked="" type="checkbox"/>
11. An assessment of the field trip/areas for improvement.		<input checked="" type="checkbox"/>

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## APPLICATION FOR FIELD TRIP



School: Gus Wetter School

Teacher - Leader: Sherri Beier

Date of

Application: October 10, 2024

**Description:**

Purpose educational tour of New York City

**Type:** ☐ Co-curricular ☒ Extended Co-curricular ☐ Extra-Curricular ☐ Team Sports

**Category:** ☐ A ☐ B ☐ C ☒ D

**NB:** (All Type D Field Trips must be approved by the Deputy Superintendent)

**Destination:**

Town: New York City

School: Gus Wetter School

**Time Frame:**

Departure Date: March 23, 2024

Return Date: March 27, 2024

Time: not sure yet

Time: \_\_\_\_\_

**Contact Phone #'s:**

School: 403 882 3242

Cell: 780 753 0342

**Participants:**

Grade(s) grade 11-12

Number: 7

**Supervision:** (For overnight and coeducational trips, male and female supervisors are required)

- 1) Sherri Beier
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**Transportation:**☐ Walking☒

Commercial Carrier

☐ Private Vehicles☐

Other

☐

CSD Bus #

☐

Activity Bus#

**Form 260-08**

**RISK ASSESSMENT PROCEDURE**

1. Identify hazards associated with the trip activities or location.
2. Quantify the associated risk.
  - a. How likely is it that any hazard will be realized?
    - i. Almost certain - Expected to occur in most circumstances.
    - ii. Likely - Probably will occur in most circumstances.
    - iii. Moderate - Should occur at some time.
    - iv. Unlikely - Could occur in some circumstances.
    - v. Rare - Will only occur in exceptional circumstances.
  - b. How severe could the consequences be?
    - i. Insignificant - no injuries, insignificant financial loss.
    - ii. Minor- First aid treatment required, on site release immediately, low financial loss
    - iii. Moderate-Medical treatment required, outside assistance required, on site release, medium financial loss.
    - iv. Major- Extensive injuries, hospitalization, loss of production capability, off site release with no detrimental effects, high financial loss.
    - v. Catastrophic-Death or Severe injury, hospitalization, offsite release with detrimental effects, major financial loss.
  - c. How often does exposure to the hazard occur?
3. Identify who is at risk.
4. Identify Control measures to be used to reduce the risk to a "reasonable" or "acceptable" level.
5. Quantify the residual risk. (insignificant, minor, moderate, major, catastrophic).
6. Record the assessment.
7. Implement the control measures.

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## Risk Assessment Matrix

<b>H = high risk</b> <b>M = moderate risk</b> <b>S = significant risk</b> <b>L = low risk</b>		<b>Likelihood</b>				
<b>Consequences</b>		<b>Rare</b>	<b>Unlikely</b>	<b>Moderate</b>	<b>Likely</b>	<b>Almost Certain</b>
	<b>Insignificant</b>	L	L	L	L	L
	<b>Minor</b>	L	L	M	M	M
	<b>Moderate</b>	M	M	S	S	H
	<b>Major</b>	M	M	H	H	H
	<b>Catastrophic</b>	M	H	H	H	H

## Risk Assessment Summary

Class GWS Travel Group References \_\_\_\_\_  
 Activity or Operation Tour of New York City \_\_\_\_\_  
 School Gus Wetter \_\_\_\_\_

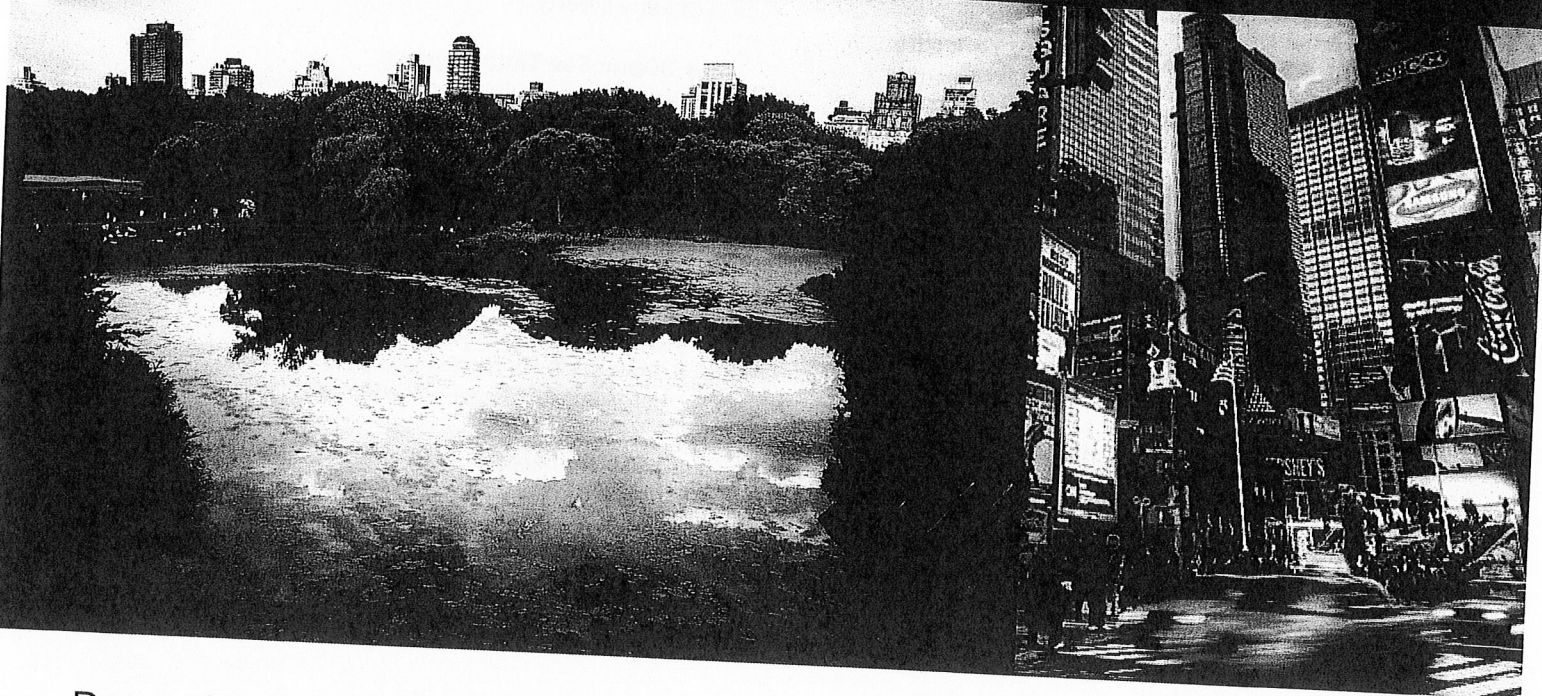
Hazard	Risk	Those at Risk	Control Measures	Training	Emergency Action	Remaining Risk
A. Transportation Vehicle, Airplane, Bus	L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>	All participants	Safety measures seat, belts, charter driver	N/A	911	L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
B. Slip, Trip, Fall	L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>	All participants	Proper footwear	N/A	Depends on severity - 911	L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
C.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
D.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
E.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
F.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>

**Category B, Category C and Category D Field Trips**

The Teacher-Leader or designate will inform the parents or guardians of the following where applicable	Status
1. The purpose of, or the educational goal, of the field trip.	<input checked="" type="checkbox"/>
2. The proposed itinerary. (a) Departure date and time (b) Return date and time (c) Method of Transportation (d) Destination(s)/routes (e) General times and activities	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3. A description of the activities or events proposed.	<input checked="" type="checkbox"/>
4. Safety precautions in place to deal with activities involving risk.	<input checked="" type="checkbox"/>
5. Emergency procedures to be followed in the event of injury, illness or unusual circumstances.	<input checked="" type="checkbox"/>
6. The need for additional medical coverage and other sorts of insurance, such as trip cancellation, loss of property, for out of province or out of country trips.	<input checked="" type="checkbox"/>
7. Accommodation arrangements for overnight or longer trips.	<input checked="" type="checkbox"/>
8. The arrangements for student supervision. (The gender of the supervisors, the number of supervisors and the supervision ratio.)	<input checked="" type="checkbox"/>
9. Any costs to the student.	<input checked="" type="checkbox"/>
10. The location, date and time of a pre-trip parents meeting.	<input checked="" type="checkbox"/>
11. A request for information about any relevant medical condition of the student.	<input checked="" type="checkbox"/>
12. A request that parents gives trip supervisors authority to seek necessary medical treatment for the student. (This will be included in the parental consent form.)	<input checked="" type="checkbox"/>
13. A list of clothing and equipment to be supplied by the parents/student, and any related responsibilities.	<input checked="" type="checkbox"/>
14. Any requirements for the student to bring water, lunch, snacks and /or other additional food.	<input checked="" type="checkbox"/>
15. The name of the teacher-leader or other key local contact person and phone numbers.	<input checked="" type="checkbox"/>
16. A statement informing the parents that the Division will not consider refunds and/or compensation for any cancelled field trip.	<input checked="" type="checkbox"/>

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## Broadway and the Arts

5 or 6 DAYS

### Included in the program fee:

- Round trip airfare
- Transfers to and from the airport and hotel and between destination cities (as per program itinerary)
- Overnight in hotels with private bathrooms
- Continental breakfast daily
- Dinner daily
- Full-time services of an EF Tour Director
- Customary gratuities for your tour director, local guide and driver
- Professional overnight security (10pm – 5am)

### Not included in the program fee:

- Porterage
- Personal Insurance
- Beverages and lunches
- Public transportation to free time activities

**Overnight stays:** New Jersey (4 or 5).

**Sightseeing tours led by an expert:** Financial District; New York City.

**Entrances included:** NYC Observation Deck; Circle Line Liberty Cruise; 2 Broadway Shows; Up Close with a Broadway Professional; Drama Workshop; Radio City Music Hall; Lincoln Center Tour; Metropolitan Museum of Art; NBC Studios or Rockefeller Center Tour; Museum of Modern Art.

**Optional Excursions:** Best of Broadway Schoolroom; Broadway show.

Please note that the following is a sample timed itinerary for this EF tour with approximate addresses, activity durations, and transfer times. Exact timing may vary based on available flights, hotel location, scheduled activity bookings, traffic, etc. Your EF Tour Director is available to the group 24/7 while on tour. EF works with Group Leaders to ensure that travellers have a safe and memorable experience while on tour.

## **Day 1: New York City**

**Afternoon: Arrive in New York City and meet your Tour Director at the airport**

**Travel by private motorcoach to New York City**

**3:00pm: Walking tour of Midtown**

**5:00pm: Group dinner at a restaurant in New York City**

**7:00pm: NYC Skyscraper Experience**

Enjoy views of New York City from one of its iconic skyscrapers: the Empire State Building Observatory, Top of the Rock, Edge at Hudson Yards, or One World Observatory.

**9:00pm: Travel by private motorcoach to the hotel in New Jersey**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

## **Day 2: New York City**

**7:00am: Wake-up call**

**8:00am: Breakfast at the hotel**

**9:00am: Travel by private motorcoach to the Financial District**

**10:00am: Walking Tour of the Financial District**

A licensed guide leads your sightseeing tour of Lower Manhattan. Start your tour at Bowling Green, New York City's oldest park and Native American council ground where the sale of Manhattan took place in 1626. Nearby, you'll find Arturo Di Modica's famous Charging Bull sculpture, which began as guerilla art but quickly became an iconic piece of the New York City landscape and has come to symbolize Wall Street and the "bull" market. From the narrow canyon that is Wall Street to the temple-fronted New York Stock Exchange, you'll pass by Federal Hall, the first meeting place of the United States Congress and site of George Washington's inaugural oath. Marvel at the medieval stained-glass windows and ornate bronze doors of nearby Trinity Church, one of the early triumphs of the Gothic Revival style in America. Finish your tour at the National September 11 Memorial, a tribute of remembrance and honor to the nearly 3,000 people killed in the terror attacks of September 11, 2001, whose twin reflecting pools sit within the footprints where the Twin Towers once stood.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**2:00pm: Circle Line Liberty Cruise**

Experience the grandeur of New York on the Circle Line Cruise. You'll enjoy magnificent views of the world's premier skyline and a close-up view of Lady Liberty.

**4:00pm: See Times Square**

Be dazzled by a dizzying array of towering electronic billboards, sounds of street performers and the buzz of the crowds that make this intersection a one-of-a-kind spectacle.

**5:00pm: Group dinner at a restaurant in New York City**

**7:00pm: Attend a Broadway Show**

Enjoy your Broadway show, sure to be an unforgettable theater experience!

**10:00pm: Travel by private motorcoach to the hotel in New Jersey**

**11:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

## **Day 3: New York City**

**7:00am: Wake-up call**

**8:00am: Breakfast at the hotel**

**9:00am: Travel by private motorcoach to downtown New York City**

**10:00am: Up Close with a Broadway Professional**

Hear what it's like to perform in a Broadway show and be a professional performer in New York City. In this workshop students will have the opportunity to ask questions and learn about the ins and outs of the Broadway world. At the end of the workshop, the guest performer will sing for the group.

**11:00am: Drama Workshop**

Play thespian and pick up a few pointers during a theater and improv workshop led by an experienced actor. Afterwards, participate in a Q&A to learn more about what life is like for an actor in New York City.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**2:00pm: Tour of Radio City Music Hall**

Go behind the scenes at "America's greatest showplace." Learn about the Great Stage, view Art Deco designs, see the mighty Wurlitzer Organ, experience the private apartment of the Music Hall's founder, Roxy Rothafel, and visit the active rehearsal halls. Top it all off by meeting one of the Rockettes.

**5:00pm: Group dinner at a restaurant in New York City**

**8:00pm: Travel by private motorcoach to the hotel in New Jersey**

**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

#### **Day 4: New York City**

**7:00am: Wake-up call**

**8:00am: Breakfast at the hotel**

**9:00am: Travel by private motorcoach to downtown New York City**

#### **10:00am: Lincoln Center Tour**

The Lincoln Center for the Performing Arts is a world-class, 14-acre complex (the first of its kind in the United States) devoted to theater, music and dance. Follow in the footsteps of conductors like Leonard Bernstein and Arturo Toscanini in Avery Fisher Hall, where both conducted the New York Philharmonic Orchestra. The center also houses the Metropolitan Opera House and the New York State Theater, home to George Balanchine's New York City Ballet, the oldest dance company in the United States.

#### **11:00am: Optional Activity – Best of Broadway Schoolroom**

Opt to join us for the Spotlight Series of the Best of Broadway Schoolroom™. Teaching artists with a background in theater education show you how to develop life skills, such as communication and imagination, while connecting a popular Broadway show to students on a personal level. Examples of shows that the workshop may highlight include Wicked, Rent and the Lion King.

#### **12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

#### **2:00pm: Metropolitan Museum of Art**

With more than 3 million objects in its collection, the Metropolitan Museum of Art is home to one of the most extensive art collections in the world. The galleries include works from the Paleolithic era to the contemporary avant-garde. Among the museum's most popular exhibits are Egyptian artifacts, Oriental sculpture, ancient glasswork, African art, early European musical instruments, and American decorative art.

#### **4:00pm: Central Park**

Make a stop in 843-acre Central Park, an idyllic oasis in the concrete jungle. Join the more than 35 million annual visitors that make Central Park the most visited urban park in the United States.

**5:00pm: Cash Float handout to purchase dinner in small, supervised groups**

#### **7:00pm: Broadway Show**

Enjoy your Broadway show, sure to be an unforgettable theater experience!

**10:00pm: Travel by private motorcoach to the hotel in New Jersey**

**11:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

#### **Day 5: New York City | Depart for Home**

**7:00am: Wake-up call**

**8:00am: Breakfast at the hotel**

**9:00am: Travel by private motorcoach to downtown New York City**

#### **10:00am: Guided Tour of New York City**

A licensed guide leads your sightseeing tour of New York City. You'll explore the mosaic of Manhattan neighborhoods that make the city so unique. Drive through Greenwich Village, New York's eclectic province of bohemians, immigrants and students, and pass the cast-iron architecture of impossibly trendy SoHo (from "SOuth of HOuston Street"). It just might feel as if you've left the States and crossed an ocean as you take in the vibrant life of Chinatown and the personality of Little Italy.

#### **Afternoon: Transfer to the airport for your return flight**

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

*The itinerary is subject to change.*

*For complete financial and registration details, please refer to the Booking Conditions at [www.eftours.ca/bc](http://www.eftours.ca/bc).*



- ⊕ For an additional cost add the following  
1-day extension:

**Day 5: New York City**

**7:00am: Wake-up call**

**8:00am: Breakfast at the hotel**

**9:00am: Travel by metro to downtown New York City**

**10:00am: Guided Tour of New York City**

A licensed guide leads your sightseeing tour of New York City. You'll explore the mosaic of Manhattan neighborhoods that make the city so unique. Drive through Greenwich Village, New York's eclectic province of bohemians, immigrants and students, and pass the cast-iron architecture of impossibly trendy SoHo (from "SOuth of HOuston Street"). It just might feel as if you've left the States and crossed an ocean as you take in the vibrant life of Chinatown and the personality of Little Italy.

**12:00pm: Time for lunch in small, supervised groups**

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

**2:00pm: Tour of NBC Studios or Rockefeller Center**

Get a behind-the-scenes look at one of New York's most iconic cultural centers with a tour of either NBC Studios or Rockefeller Center.

**5:00pm: Group dinner at a restaurant in New York City**

*7:00pm: Optional Activity – Broadway Show*

**10:00pm: Travel by metro to the hotel in New York City**

**11:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out**

**Day 6: New York City | Depart for Home**

**7:00am: Wake-up call**

**8:00am: Breakfast at the hotel**

**9:00am: Travel by metro to downtown New York City**

**Museum of Modern Art**

Visit New York's world-class Museum of Modern Art. The MoMA opened in 1929 to great controversy over its then shockingly modern collection. Today, it is the premier contemporary art museum in the world, and houses more than 100,000 works of art-paintings, sculptures, drawings, prints, photographs and architectural models-dating from 1880 to the present.

**Afternoon: Transfer to the airport by private motorcoach for your return flight**

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

*The itinerary is subject to change.*

*For complete financial and registration details, please refer to the Booking Conditions at [www.eftours.ca/bc](http://www.eftours.ca/bc).*

# Your Price Quote

## Broadway and the Arts

Prepared For  
Sherri Beier

Prepared On  
October 8, 2024

Your Tour Number  
2802125YK

Your Tour Website  
[www.ef tours.ca/2802125YK](http://www.ef tours.ca/2802125YK)

### Total Price

Price valid for travellers enrolled October 8, 2024 - October 31, 2024

Student  
**\$3,874**

or \$919 / 4 mos

Adult  
**\$4,424**

or \$1,057 / 4 mos

#### Student Price Breakdown

Program Price	\$3,725
Peace of Mind	FREE
Global Travel Protection Plan	\$149

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation. Students, travelers under age 20, will be roomed in triples or quads.

Program Price valid for today. Program price includes HST/GST where applicable, (domestic tours only), departure taxes, and airport fees. Please call 1-800-387-1460 for more information.

To view EF's Booking Conditions, visit [ef tours.ca/bc](http://ef tours.ca/bc) which outline full price inclusions, payment schedule, cancellation, and refund policies.

We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Travellers may also purchase the Global Travel Protection Plan and, if applicable, the Cancel For Any Reason (CFAR) Insurance Add-On. Please visit [ef tours.ca/coverage](http://ef tours.ca/coverage) for complete terms, conditions and exclusions by referring to the Zurich Certificate of Insurance.

Itinerary shown is for 2025 travel. Itineraries are subject to change biannually, please call for more details.

EF Educational Tours is registered with TICO (registration #2395858) Consumer Protection BC (registration #73991) and a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732). For residents of Quebec: Effective November 1, 2021, contribution to Travel Agent Compensation Fund (FICAV) of \$3.50 per \$1000 is included in the Program Price. Find out more at [ficav.gouv.qc.ca/en](http://ficav.gouv.qc.ca/en).

## Your travel details

Total Length  
5 days

Departing From  
Calgary (AB)

Requested Travel Dates  
Sunday, March 23, 2025 - Thursday, March 27, 2025

#### Your Departure Date Range

☐ Earliest  
Fri. Mar. 21

☒ Requested  
Sun. Mar. 23

☐ Latest  
Tue. Mar. 25

## Everything you get

#### Tour Inclusion

Round trip economy class flights, hotels with private baths roomed in triples or quads, breakfasts and dinners (see your itinerary for meal details), on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.ef tours.ca/2802125YK](http://www.ef tours.ca/2802125YK).

#### Full-time Tour Director

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

#### Expert Local Guides

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

#### Customary gratuities

To make things even easier we've included all tips to show appreciation to your Tour Director, local guides, and bus driver at the end of your tour.

#### Overnight security

Safety is our number one priority. That's why we've included professional security on watch nightly at your hotel.

#### Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project.

#### Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

#### 24-hour Emergency Service

Travellers and their families can count on EF's dedicated emergency service team.

#### Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

## Your Tour Consultant



Lauren Milne  
778-372-2063  
[Lauren.Milne@ef.com](mailto:Lauren.Milne@ef.com)



## New York Meeting

### 1 Communication

2. **Passport** 6 months after we leave.

3. **Numbers** - down to 8, Do we want to canvas the grade 10's? Ryder is only male.

### 4. Fundraisers -

- **Prosperity day Ocotober 19 - Girls only available for Sunday Could siblings go?**

I need as many kids that are available for set up Friday after school/evening (confirming when we can get in the hall) True available before 4pm oon Friday . Brooke available Friday.

- 2-4 kids from 2-7 pm for resetting hall and coat check
- Sunday 10 am as many as are available for clean up.
- **Niki Wedding Sept 28** Jensen available after 1pm Addison, Ella, Aspen available
- **Bottle Drive** October Ella make a poster
- **West Jet-** Dec 2 - Jan 6 Draw date Jan 22
- **Hot dog sales** Do this.
- Halkirk Bullarama - 5 kids from the Halkirk Elks
- Fall supper Nov. Halkirk Stacy will ask if help is needed.
- Little Theatre - Feb Doreen Blumhagen

Dear Parents,

As you are aware, your child has agreed to participate in the New York Trip offered to the grade 11 and 12 students. The students will be leaving during the spring break in March 2025. Once flights get booked, I will let you know of exact dates. In order for your child to participate, I need a parent consent. Please find the **consent form** enclosed, and return it by **Nov. 9**. I am attaching the itinerary for you but you will also find it on the website. **Please ensure that your child has a passport that will be valid for 6 months after March 2025.** As details unfold, I will be making you all aware.

The group has decided to do some fundraising and here is a recap of what we will be doing:

- Aspen went to the Halkirk Elks meeting on Oct. 1 and they have agreed to give us a cheque.
- True will be going to the Castor Elks meeting on Oct. 8 to do a presentation in hopes that we can get some money from them.
- Ella has made the poster and it is now October, so lets start collecting bottles. Take any bottles that you collect to the Castor Bottle Depot and tell them it goes to the New York travel club.
- October 20 some girls have volunteered to go do the clean up in the hall from the Prosperity Event that is happening on the 19.
- Chelsey Haberman is in the process of doing the application for the West Jet Ticket Raffle.
- Hopefully hot dog sales will start this month once we get the hot lunch dates from the parents.

Thank you all for your help in making this a successful event for the girls. It is going to be such an awesome trip. If you have any questions, please feel free to contact me.

Sincerely,

Ms. Beier

Any questions?

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Call your Account  
Manager!

## New York City Broadway Shows 2024 - 2025

Let the bright lights, incredible talent, glittering costumes, and dazzling sets capture your students' imaginations. The energy and excitement of Broadway offers students an arts experience like no other, and no trip to New York City is complete without a Broadway show.

Listed below are shows that are often seen on our tours. Your Account Manager will let you know which show you will see closer to your departure. Keep in mind that your theater performance tickets are based on availability. Shows may be added or dropped from this list as production schedules change.

While EF staff has vetted every show on this list, there may be themes that we determine to be appropriate that a school may disagree with. If content is a concern, we recommend you research the shows before submitting your requests so to determine whether they fit within the boundaries your students and school are expecting.

### Broadway Shows (All ages)

Admission to the following shows is included in your Program Fee.

#### Back to the Future

Based on the Universal Pictures/Amblin Entertainment film, *Back to the Future The Musical* has a book by Bob Gale and new music and lyrics by Emmy and Grammy Award-winning Alan Silvestri and six-time Grammy Award-winning Glen Ballard, with additional songs from the film including "The Power of Love" and "Johnny B. Goode". The productions in London and Manchester have so far been seen by half a million people and the musical has broken box office records at the Adelphi Theatre.

#### Harry Potter and the Cursed Child (Play)

Hogwarts welcomes you home. Experience J.K. Rowling's magical universe like never before in *Harry Potter and the Cursed Child* on Broadway. The story of Harry, Ron, and Hermione continues on stage—where the magic is real. It has been 19 years since they saved the wizarding world. But even when the battle seems to be won, sometimes, darkness comes from unexpected places.

#### The Great Gatsby

F. Scott Fitzgerald's timeless, seminal novel comes to the Broadway musical stage for the first time ever, in the "dazzling, lush and bewitching production" (New York Times), *The Great Gatsby*. Transporting audiences to the lavish Roaring Twenties, the story follows eccentric and mysterious millionaire Jay Gatsby, who will stop at nothing in the pursuit of the lost love of his youth, Daisy Buchanan. Through its fascinatingly nuanced characters, driven by complex inner lives erupting with extravagance and longing – this epic tale has always been destined to sing. Now, it finally comes to life on the greatest American stage, through an electrifying jazz and pop-infused score, and a grand production befitting the 21st century.

#### Aladdin

*Aladdin*, the hit Broadway musical, tells the story of the beloved street rat with a kind heart. With the help of a fast-talking, all-powerful Genie, Aladdin embarks on an adventure that will test his will and moral character. Along the way, he finds true love, earns the adoration of his kingdom, and discovers that one's true worth is a treasure that comes from within. From the producer of *THE LION KING* comes the thrilling production filled with unforgettable beauty, magic, comedy and breathtaking spectacle. It's an extraordinary theatrical event.

#### Hadestown

*Hadestown* intertwines two mythic tales — that of young dreamers Orpheus and Eurydice, and that of King Hades and his wife Persephone — as it invites you on a hell-raising journey to the underworld and back. Mitchell's beguiling melodies and Chavkin's poetic imagination pit industry against nature, doubt against faith, and fear against love. Performed by a vibrant ensemble of actors, dancers, and singers, *Hadestown* is a haunting and hopeful theatrical experience that grabs you and never lets go.

#### Wicked

Long before Dorothy arrived in the Land of Oz, there was another girl, born with emerald-green skin. When she meets a popular bubbly blonde, their initial rivalry turns into the unlikelyst of friendships...until the world decides to call one "good," and the other one "wicked."

## Broadway Shows (All ages, continued)

Admission to the following shows is included in your Program Fee.

### SUFFS

A musical event one hundred years in the making, SUFFS brings to life a complicated chapter in the ongoing battle for the right to vote: the American women's suffrage movement. Written by and featuring one of the most exciting new voices in theater, Shaina Taub, this epic new musical takes an unflinching look at these unsung trailblazers. In the seven years leading up to the passage of the Nineteenth Amendment in 1920, an impassioned group of suffragists—"Suffs" as they called themselves—took to the streets, pioneering protest tactics that transformed the country. They risked their lives as they clashed with the president, the public, and each other. A thrilling story of brilliant, flawed women working against and across generational, racial, and class divides, SUFFS boldly explores the victories and failures of a fight for equality that is still far from over.

### The Outsiders

In Tulsa, Oklahoma, 1967, the hardened hearts and aching souls of Ponyboy Curtis, Johnny Cade and their chosen family of 'outsiders' are in a fight for survival and a quest for purpose in a world that may never accept them. A story of the bonds that brothers share and the hopes we all hold on to, this gripping new musical reinvigorates the timeless tale of 'haves and have nots', of protecting what's yours and fighting for what could be. Adapted from S.E. Hinton's seminal book and Francis Ford Coppola's iconic film, THE OUTSIDERS.

### Our Town (Play)

\*Previews Begin September 17, Limited Run Ends January 19, 2025

Hailed by Edward Albee as "the greatest American play ever written," Thornton Wilder's Pulitzer Prize-winning classic will shine in a momentous new production. ... This is an Our Town for our time. In Wilder's timeless tale of a small town, a stage manager narrates the daily lives of its locals, depicts a childhood friendship turn into marriage, and sets the stage for magnificent truths of what it means to be alive.

### BOOP! The Betty Boop Musical

\*Previews Begin April 2025

Betty Boop, that sassy-sweet champion of empowerment, that spit-curl icon of joy, that songstress of strength, comes alive in BOOP! The Betty Boop Musical, the new Broadway musical comedy extravaganza. For almost a century, Betty Boop, created by animation pioneer Max Fleischer, has won hearts and inspired fans around the world with her trademark looks, voice, and style. Now, in BOOP! The Betty Boop Musical, Betty's dream of an ordinary day off from the super-celebrity in her black-and-white world leads to an extraordinary adventure of color, music, and love in New York City — one that reminds her and the world, "You are capable of amazing things."

## Broadway Shows (Mature Content)

Admission to one of the following shows is included in your Program Fee. While generally the theatre can be enjoyed by all ages, the shows listed below contain mature content and therefore may not be suitable for all student audiences.

### Hell's Kitchen

In the mid 90's, in an apartment high above the energy and grit of Manhattan's Hell's Kitchen neighborhood, 17-year-old Ali squints toward the horizon until she can just see the Hudson River. Despite the warnings of her protective mother, the symphony of the street calls to her—promising freedom, excitement, and the possibility of love. Finding herself. When a wise piano teacher helps her find her voice, Ali learns she can make the city her own. Don't miss this exhilarating, joyful, coming-of-age story filled with that New York grit about chasing your dreams, honoring your roots, identity and finding your voice. Directed by four-time Tony Award® nominee Michael Greif, with choreography by Tony Award nominee Camille A. Brown, a book by Pulitzer Prize finalist Kristoffer Diaz, and featuring Alicia Keys's new original songs and iconic anthems—in a story inspired by her own NY experience—HELL'S KITCHEN is the kind of Broadway musical dreams are made of.

**CONTAINS:** police brutality, sexual themes, language

### Chicago

Winner of six Tony® Awards, *Chicago* follows the sinister antics of chorus girl Roxie Hart, lawyer Billy Flynn, and dancer-turned-inmate Velma Kelly.

**CONTAINS:** minor language, sexual themes, discussion of violence

### Six: The Musical

Divorced, beheaded, died, divorced, beheaded, survived. From Tudor Queens to Pop Princesses, the wives of Henry VIII take the mic to reclaim their identities out of the shadow of their infamous spouse—remixing five hundred years of historical heartbreak into an exuberant celebration of 21st-century girl power. The female cast are backed by an all-female band, the "Ladies in Waiting."

**CONTAINS:** minor language, sexual themes

### Moulin Rouge

Set in Montmartre Quarter of Paris, France at the turn of the century, a world of indulgent beauty and unparalleled extravagance, of bohemians and aristocrats, of boulevardiers and mademoiselles, *Moulin Rouge!* tells the fictional story of an ambitious, lovesick writer, Christian, and a dazzling, entrancing chanteuse, Satine. Their lives collide at the Moulin Rouge with its many characters including the host of the Moulin Rouge, Harold Zidler, the brilliant and starving artist Toulouse-Lautrec, the greatest tango dancer - and gigolo - in all of Paris, Santiago, the tempting Nini, and The Duke of Monroth, the wealthy and entitled patron of the club who thinks he can buy anything he wants, including love.

**CONTAINS:** minor language, sexual themes



## Broadway Shows (Mature Content, continued)

### MJ

MJ is the electrifying new Broadway musical that takes audiences inside the creative process of one of the greatest entertainers in history. Featuring over 25 of Michael Jackson's biggest hits, MJ allows us to rediscover the man in the mirror—with an explosion of music and theatricality as unforgettable as the artist himself. Book by Lynn Nottage. Directed & Choreographed by Christopher Wheeldon.  
**CONTAINS:** discussions of violence, criminal allegations against Michael Jackson

### Cabaret

Willkommen, bienvenue, welcome to Cabaret! It's 1931 Berlin, and inside the Kit Kat Klub, British nightclub singer Sally Bowles keeps the delirious party raging. But no amount of booze, music, and dancing can slow the ominous march of a changing Germany as it draws ever closer. Featuring an iconic score from Kander and Ebb—including "Maybe This Time," "Mein Herr," "Don't Tell Mama," and, of course, the title song—this Tony Award-winning musical is reimagined in a visionary new staging by Globe favorite Josh Rhodes (Guys and Dolls, Bright Star).

**CONTAINS:** sexual themes

### Sunset Blvd.

NICOLE SCHERZINGER stars as the immortal Norma Desmond in ANDREW LLOYD WEBBER's legendary SUNSET BLVD., reimagined by visionary director JAMIE LLOYD. Haunted by her memories and dreams, movie star Norma Desmond yearns to return to the big screen. A struggling screenwriter who can't sell his scripts to the Hollywood studios may be her only hope, until their dangerous and captivating relationship leads to disaster. Drenched in champagne and cynicism, SUNSET BLVD. focuses the lens on the ambitions and frustrations of its characters and puts their intoxicating need for fame and adoration in stark close-up.

**CONTAINS:** sexual content, language

### A Wonderful World: The Louis Armstrong Musical

**\*Previews Begin October 16**

Join Tony Award® winner James Monroe Iglehart and a talented ensemble cast as they bring Louis Armstrong's incredible journey to life, from New Orleans to worldwide fame. This full-scale musical features a rich tapestry of characters, including the extraordinary women who helped shape his remarkable life and career. Be captivated by Armstrong's timeless hits like "What a Wonderful World" and "When You're Smiling," performed by a large, dynamic cast. Don't miss this spectacular celebration of music, filled with vibrant dance numbers, stunning sets, and unforgettable performances. Get your tickets now for an unforgettable night that honors the iconic man who defined an era.

**CONTAINS:** sexual themes

### Swept Away

**\*Previews Begin October 29**

Set in 1888, Swept Away follows four survivors – a young man in search of adventure, his big brother who has sworn to protect him, a captain at the end of a long career at sea, and a worldly first mate who has fallen from grace – after a violent storm sinks their whaling ship off the coast of New Bedford, Massachusetts. How far will they go to stay alive? And can they live with the consequences? From the chart-topping folk-rock band The Avett Brothers comes "a spellbinding tale" (The Washington Post) of shipwreck, salvation and brotherhood set on the high seas.

**CONTAINS:** violence

### GYPSY

**\*Previews Begin November 2024**

Audra McDonald returns to Broadway as Rose in Gypsy, the legendary musical from Arthur Laurents, Jule Styne, and Stephen Sondheim. Gypsy is the landmark Broadway musical about a domineering mother in the early 20th Century who will do anything to make her young daughters Vaudeville stars. Inspired by the early life of stripper Gypsy Rose Lee, this new production is directed by George C. Wolfe and choreographed by Camille A. Brown, and is the musical that introduced the hit songs "Everything's Coming Up Roses," "Let Me Entertain You," and "You Gotta Get a Gimmick."

**CONTAINS:** sexual themes

### Stephen Sondheim's Old Friends

**\*Previews Begin March 2025**

Celebrate one of Broadway's true icons with this legendary theatrical event! Stephen Sondheim's Old Friends is an irresistible celebration of the master himself, with a company headlined by none other than Tony Award® winners Bernadette Peters and Lea Salonga. Stephen Sondheim's Old Friends comes to Broadway from London's West End, where it earned a bevy of 5-star raves and was hailed by The Times as "unmissable musical theatre."

**CONTAINS:** adult themes

### Stranger Things: The First Shadow (Play)

**\*Previews Begin March 2025**

Before the world turned upside down... Hawkins, 1959: a regular town with regular worries. Young Jim Hopper's car won't start, Bob Newby's sister won't take his radio show seriously and Joyce Maldonado just wants to graduate and get the hell out of town. When new student Henry Creel arrives, his family finds that a fresh start isn't so easy... and the shadows of the past have a very long reach. From Netflix and the multi-award-winning Broadway producer Sonia Friedman Productions comes Stranger Things: The First Shadow. With stunning special effects, extraordinary performances, and a storyline that will keep you on the edge of your seat, this gripping, stand-alone adventure will take you right back to the beginnings of the Stranger Things story.

**CONTAINS:** violence, strong horror/special effects

## Coming Soon: To Be Determined

Shows in this category are brand new and we have not yet been able to screen them for maturity and content. Based on conversations with industry professionals, we believe they will be appropriate for student audiences, but we will have further insight once previews begin.

### Maybe Happy Ending

**\*Previews Begin October 16, 2024**

Emmy® and Golden Globe Award® winner Darren Criss (*Little Shop of Horrors*) returns to Broadway alongside Helen J Shen in the new romantic musical comedy *Maybe Happy Ending*. Inside a one-room apartment on the outskirts of Seoul, Oliver lives a happily quiet life, listening to jazz records and caring for his favorite plant. But what else is there to do when you're a Helperbot 3, a robot that has long been retired and considered obsolete? When his fellow Helperbot neighbor Claire asks to borrow his charger, what starts as an awkward encounter leads to a unique friendship, a surprising adventure, and maybe even...love? Winner of the Richard Rodgers Award, *Maybe Happy Ending* is the offbeat and captivating story of two outcasts near the end of their warranty who discover that even robots can be swept off their feet.

### The Pirates of Penzance

**\*Previews Begin April 2024**

Gilbert & Sullivan's pirate ship docks in New Orleans in this jazzy-bluesy vision of the crowd-pleasing classic, in an outrageously clever romp sizzling with Caribbean rhythms and French Quarter flair. With the tongue-twisting Major-General, the rabble-raising Pirate King, newly imagined young lovers, daring daughters, footloose pirates and fleet-footed police, there's a shipload of musical comedy delights on board to dazzle first-timers and G&S aficionados alike.

## Premium Broadway Shows

Listed below are shows that are difficult to get tickets for, therefore requiring an additional charge. Upgrading to one of the following shows adds an additional cost of \$120-\$125. Including one of the following shows to an eligible tour is \$180-\$205. Shows marked with a plus mark also contain mature content and/or language and may not be suitable for all audiences.

### & Juliet\*

Created by the Emmy®-winning writer from "Schitt's Creek," this hilarious new musical flips the script on the greatest love story ever told. *& Juliet* asks: what would happen next if Juliet didn't end it all over Romeo? Get whisked away on a fabulous journey as she ditches her famous ending for a fresh beginning and a second chance at life and love—her way. Juliet's new story bursts to life through a playlist of pop anthems as iconic as her name, including *Since U Been Gone*, *Roar*, *Baby One More Time*, *Larger Than Life*, *That's The Way It Is*, and *Can't Stop the Feeling*—all from the genius songwriter/producer behind more #1 hits than any other artist this century. Break free of the balcony scene and get into this romantic comedy that proves there's life after Romeo. The only thing tragic would be missing it.

**CONTAINS:** minor language

### Hamilton\*

From bastard orphan to Washington's right hand man, rebel to war hero, loving husband caught in the country's first sex scandal to Treasury head who made an untrusting world believe in the American economy, *Hamilton* is an exploration of a political mastermind. George Washington, Thomas Jefferson, Eliza Hamilton, and lifelong Hamilton friend and foe, Aaron Burr, all attend this revolutionary tale of America's fiery past told through the sounds of the ever-changing nation we've become.

**CONTAINS:** minor language, sexual themes

### The Lion King

Hailed for its brilliant costumes and impressive score, the Tony® Award-winning masterpiece *Lion King* tells the story of young Simba, who returns to his homeland to rule over his kingdom.

Experience the stunning artistry, the unforgettable music and the exhilarating choreography of this musical theater phenomenon—one of the most awe-inspiring productions ever brought to life on stage. A remarkable tale of hope and adventure, *The Lion King* has found its way into the hearts of millions. As *The New York Times* says, "There is simply nothing else like it."

### Romeo and Juliet (Play)

**\*Limited 16-week run beginning September 26**

Left to their own devices in their parents' world of violent ends, an impulsive pair of star-crossed lovers hurtle towards their inescapable fate. The intoxicating high of passion quickly descends into a brutal chaos that can only end one way. Emmy Award winner Kit Connor ("*Heartstopper*") and Golden Globe Award winner Rachel Zegler (Spielberg's "*West Side Story*") star as Romeo and Juliet in Tony Award-winning director Sam Gold's (*Fun Home*, *An Enemy of the People*) visceral and visionary production. Shakespeare's timeless tragedy now belongs to a new generation on the edge.

**CONTAINS:** violence, gunshots, sexual content, adult themes



## Off-Broadway Shows

Admission to one of the following shows is included in your Program Fee. Shows marked with an asterisk also contain mature content and/or language and may not be suitable for all audiences.

### Blue Man Group

*Blue Man Group* features three enigmatic (and blue) characters who take the audience through a multi-sensory experience that combines theater, percussion, art, science, and vaudeville.

### Little Shop of Horrors\*

In this deviously delicious sci-fi rock musical, meek floral assistant Seymour Krelborn stumbles across a new breed of plant he names "Audrey II" (after his coworker crush). This foul-mouthed, R&B-singing carnivorous plant promises unending fame and fortune to the down-and-out Seymour as long as he keeps feeding it...

**CONTAINS:** minor language

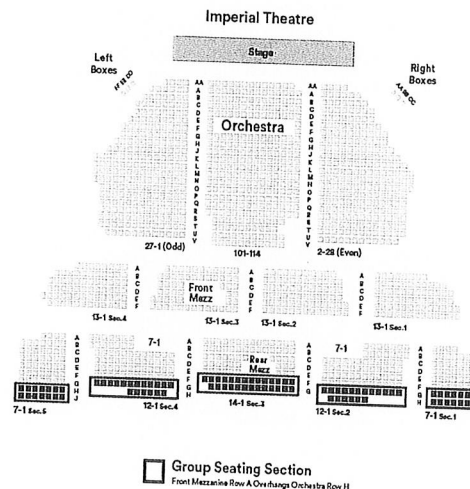
### The Play That Goes Wrong

Welcome to opening night of the Cornley Polytechnic Drama Society's newest production, *The Murder at Haversham Manor*. This 1920s whodunit has everything you never wanted in a Broadway show: a ramshackle set, a leading lady with a concussion, and a corpse that can't play dead. It's a classic murder mystery—and it's a mystery how it ever got to Broadway!

## Seating Chart Example

To keep your tour more affordable, your Broadway tickets are bought as group seats, which are typically the last few rows of the theater.

This seating chart is just one example of where you and your students will be seated.





**Policy Committee  
Meeting  
Agenda/Minutes  
November 15, 2024**

## Call to Order 10:35 am

Meeting Room, Central Services

Minutes [June 13, 2024](#)

Called to Order by S. Thomas

## Members

S. Thomas, Committee Chair  
K. Smyth, Vice Chair - **absent**  
B. Scott, Trustee  
S. Leys, Superintendent  
D. Van Oers, Deputy Superintendent  
M. Reyes, Secretary Treasurer  
M. Thomson, Executive Assistant - **joined 10:45 am**

## Adopt Agenda

Adopted agenda and minutes as presented.

Committee Chair Appointment - Shauna-lee Thomas  
Vice Chair - Becky Scott

Review [Terms of Reference](#)

## Policy Committee Work Plan

1. [2023-24 Work Plan](#)
2. [DRAFT 2024-25 Work Plan](#)

## Continuing Business

- [Policy 21 - Clearview Community Awards](#)
  - [Policy 21-A Appendix: Clearview Community Awards Nomination Package](#)
    - See draft for notes

- - Approved to take to Nov 28, Board Meeting for final approval.

## New Business

- [Policy 8 - Board Committees](#) - approved
- Policy 27 - [Purchasing Oversight](#) - approved

Adjourned at 11:32 am

## Policy 21 - Clearview Community Awards

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The Division celebrates the personal achievement of students and staff, past and present, who have achieved excellence in a particular field, for which they are recognized either provincially, nationally and/or internationally. As well, the Division recognizes staff and community members who have made significant contributions to our school communities. To this end, the Division proudly honours its students, employees, and community members with two special awards: ***The Clearview Award of Merit*** and ***The Clearview Star Award***.

### 1. The Clearview Award of Merit

#### 1.1. Eligibility

##### 1.1.1. Individuals who are to be considered for this award:

- 1.1.1.1. have excelled in an area such as: sports, the literary or performing arts, volunteerism, academics, business, entrepreneurial endeavours, and/or public service; and
- 1.1.1.2. are acknowledged for their achievement and excellence at provincial, national and/or international levels; and
- 1.1.1.3. are attending or did attend school in the Division or its predecessors; or
- 1.1.1.4. are employed or were employed by the Division or its predecessors;
- 1.1.1.5. Individuals nominated within three (3) years (nominations are valid for three years without the need to re-nominate).

#### 1.2. Selection

- 1.2.1. A call for nominations will be placed in the newspaper and through social media.
- 1.2.2. Completed applications using the official nomination form are due by January 31st of each year.
- 1.2.3. The Board will determine up to two (2) recipients of the Clearview Award of Merit annually.
- 1.2.4. The decision whether to grant a Clearview Award of Merit is at the discretion of the Board.

#### 1.3. The Clearview Award of Merit

- 1.3.1. A special award/plaque representative of the Division will be presented to recipients.
- 1.3.2. Trustees present the award(s) at the Division Annual Recognition Night.
- 1.3.3. Inscribed pictures of all recipients will be placed on a "Wall of Fame" in each of the schools attended by the recipients. Recognition will also be done at Central Services.
- 1.3.4. Unsuccessful candidates may, at the discretion of the Board, receive a letter of acknowledgement for their nomination.

#### ~~1.4. Attendees~~

- ~~1.4.1. Award recipients and honoured guests of the Board will be hosted by the Division, and provide admittance to the Recognition Night at no charge.~~
- ~~1.4.2. Up to four (4) tickets will be available to allow for the award recipient and their guests.~~
- ~~1.4.3. Up to two (2) tickets will be available to allow for the nominator and their guest.~~

## ~~2. The Clearview Star Award~~

### ~~2.1. Eligibility~~

- ~~2.1.1. Individuals who are to be considered for this award:~~
  - ~~2.1.1.1. have made a significant contribution to the lives and welfare of students in the Division through volunteerism, and/or~~
  - ~~2.1.1.2. have served as a community partner and whose efforts have significantly enhanced the school community, and/or~~
  - ~~2.1.1.3. are acknowledged for their achievement and excellence at a school community level.~~
  - ~~2.1.1.4. Individuals nominated within three (3) years (nominations are valid for three years without the need to re-nominate).~~

### ~~2.2. Selection~~

- ~~2.2.1. A call for nominations will be placed in the newspaper and through social media.~~
- ~~2.2.2. Completed applications using the official nomination form are due by January 31 of each year.~~
- ~~2.2.3. The Board will determine up to two (2) recipients of the Clearview Star Award annually.~~
- ~~2.2.4. The decision whether to grant a Clearview Star Award in a given year is at the discretion of the Board.~~

### ~~2.3. The Clearview Star Award~~

- ~~2.3.1. A special award/plaque representative of the Division will be presented to recipients.~~
- ~~2.3.2. Trustees present the award(s) at the Division Annual Recognition Night.~~
- ~~2.3.3. Unsuccessful candidates may, at the discretion of the Board, receive a letter of acknowledgement for their nomination.~~

### ~~2.4. Attendees~~

- ~~2.4.1. Award recipients and honoured guests of the Board will be hosted by the Division, and provide admittance to the Recognition Night at no charge.~~

2.4.2. Up to two (2) tickets will be available to allow for the award recipient and their guest.

Reference: Section 31, 33, 52, 53, 197, 222 Education Act

Effective: March 12, 1998

Amended: November 10, 2020

Clearview Star Awards

## Community Excellence Award

### Purpose:

Recognizes individuals or organizations that have made significant contributions to education within the Clearview School Division.

### Eligibility:

Nominees must be individuals or organizations within the Clearview School Division. Nominees should have demonstrated a strong commitment to improving education for Clearview students through consistent and meaningful engagement with the school community.

### Criteria:

**Relationship with Education Community:** The nominee must show a significant and meaningful relationship with the education community, involving consistent and impactful engagements.

**Encouragement and Fostering Education:** The nominee should support and foster educational opportunities that lead to empowerment within the community.

**Benefit to Students:** The nominee's actions should lead to long-term, adaptable, and tangible positive impacts for students in the school community.

**Additional Criteria:** (Only required to forward the nomination to the ASBA Friends of Education).

**Leadership and Competence:** The nominee should demonstrate leadership and competence in educational initiatives within the community.

Support for School Trusteeship: The nominee should embrace and advocate for the value and importance of local school governance.

**Submission Requirements:**

Completed nomination form  
Detailed letter of nomination (max 3 pages)  
One additional letter of support (max 3 pages)  
Nominee's consent form

## **Pioneer in Educational Excellence Award**

We recognize that all Clearview staff play an important role in the education of all Clearview students.

**Relationship with Education Community:** The nominee must show a significant and meaningful relationship with the education community, involving consistent and impactful engagements.

**Encouragement and Fostering Education:** The nominee should support and foster educational opportunities that lead to empowerment within the community.

**Benefit to Students:** The nominee's actions should lead to long-term, adaptable, and tangible positive impacts for students in the school community.

In selecting award recipients, the committee looks for clear evidence that nominees have excelled in the listed activities for some examples:

- Digital and Creative Literacy in the Classroom
- Innovative and Exemplary Teaching Practices
- Support Student Success and Skills Development
- Global Citizenship and Community Involvement
- Commitment and Leadership

*Teachers can also be nominated for a Provincial or National Teaching Award via the following links:*

*Provincial Nomination Form*

*Federal Nomination [Form](#)*

## **Student Excellence Award**

To recognize consistent student effort that results in significant improvements in the following areas:

**Relationship with Education Community:** The nominee must show a significant and meaningful relationship with the education community, involving consistent and impactful engagements.

Encouragement and Fostering Education: The nominee should support and foster educational opportunities that lead to empowerment within the community.

Benefit to Students: The nominee's actions should lead to long-term, adaptable, and tangible positive impacts for students in the school community.

Have 1 form to use for all three categories to make it simplified for those who want to make nominations.

*The decision whether to grant a Clearview Award of Merit / Clearview Star Award is at the discretion of the Board of Trustees.*

## The Clearview Award of Merit

Individuals who are to be considered for this award:

- have excelled in an area such as: sports, the literary or performing arts, volunteerism, academics, business, entrepreneurial endeavours, and/or public service; and
- are attending or did attend school in Clearview Public Schools or its predecessors, or
- are employed or were employed by Clearview Public Schools or its predecessors.
- Have contributed to society in a positive and impactful way.

Deadline: Nominations due March 31. Open on January 1. (advertise in December)

Recipients will receive 4 complimentary tickets to the Division Recognition Event.



## Policy 8 - Board Committees

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The number of Board committees and the number of Board members on each committee shall be directed by motion of the Board.

Board committees shall be reviewed and approved at minimum annually and at the Board's Organizational meeting, and may be reviewed further as needed. A copy of the approved list of Board committees will be included in the minutes of the Organizational Meeting and included in this policy.

### Specifically

#### 1. Types of Board Committees

The Board may establish by motion Standing Committees and Ad Hoc Committees, and shall prescribe their powers and duties. Board Committees may be chaired by a trustee or in accordance with the terms of reference for the committee.

##### 1.1. Standing Committee

- 1.1.1 Shall exist until dissolved by a motion of the Board
- 1.1.2 May be composed of one or more trustees without reaching a quorum of the Board.
- 1.1.3 Standing committees shall have a terms of reference approved by the Board.

##### 1.2. Ad Hoc Committee

- 1.2.1 Appointed by motion of the Board and shall be for a specific task and/or a specific term.

#### 2. Board Committee List

- 2.1 [Agenda Review Committee](#)
- 2.2 [Audit Committee](#)
- 2.3 [Communications and Engagement Committee](#)
- 2.4 [Compensation Committee](#)
- 2.5 [Grievance Committee](#)
- 2.6 [Joint Use Planning Agreement Committee \(Ad Hoc\)](#)
- 2.7 [Policy Committee](#)
- 2.8 [Teacher-Board Liaison Committee](#)

##### 2.1. Agenda Review Committee

###### 2.1.1 Purpose

- 2.1.1.1 To make decisions regarding agenda items for regular Board meetings.

## 2.1.2 Powers and Duties

- 2.1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
- 2.1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

## 2.1.3 Membership

- 2.1.3.1 Board Chair
- 2.1.3.2 Vice Chair
- 2.1.3.3 Superintendent
- 2.1.3.4 Deputy Superintendent
- 2.1.3.5 Secretary Treasurer

## 2.1.4 Meetings

- 2.1.4.1 The week prior to a Board meeting.

# 2.2. Audit Committee

## 2.2.1 Purpose

- 2.2.1.1 To assist the Board and the Superintendent in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including compliance with Generally Accepted Accounting Principles and Public Sector Accounting Board Standards), and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

## 2.2.2 Powers and Duties:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- 2.2.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation
- 2.2.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 2.2.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.

## 2.2.3 Membership

- 2.2.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair of the Audit Committee; and,

2.2.3.2 Two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate. Term of office shall be three years and may be reappointed once by the Board (total six years) without advertisement; and,

2.2.3.3 Ex Officio: Superintendent, Secretary Treasurer.

#### 2.2.4 Meetings

2.2.4.1 The audit committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require.

2.2.4.2 All audit committee members are expected to attend each meeting, in person or via tele- or video-conference.

2.2.4.3 The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

2.2.4.4 Minutes of meetings will be prepared.

2.2.4.5 Audit Committee reports shall be provided at a meeting of the Board, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.

2.2.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Audit Committee.

#### 2.2.5 Compensation

The Audit Committee members shall be compensated as follows:

2.2.5.1 Trustees: as per Board Policy

2.2.5.2 Public members: \$300 for each full day/\$150 for each half day; as well as claim a half day for each regular Audit Committee meeting for reading and preparation.

2.2.5.3 Mileage Reimbursement: as per Board Policy

#### 2.2.6 Responsibilities

The Audit Committee will carry out the following responsibilities:

##### 2.2.6.1 Financial Reporting

2.2.6.1.1 Review the Audit Plan presented by the external auditors.

2.2.6.1.2 Review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;

2.2.6.1.3 Review with management and the auditors the results of the audit, including any difficulties encountered;

- 2.2.6.1.4 Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- 2.2.6.1.5 Review with management and the auditors all matters required to be communicated to the Board and;
- 2.2.6.1.6 Recommend to the Board the approval of the audited financial statements.

#### 2.2.6.2 Risk Management and Internal Controls

- 2.2.6.2.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control;
- 2.2.6.2.2 Understand the inherent risk of fraud and error in Division operations, material risks that exist in Division operations, and steps taken by management and the external auditors to address risk;
- 2.2.6.2.3 Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses; and,
- 2.2.6.2.4 Recommend to the Board any improvements needed to improve risk management or the internal controls of the Division.

#### 2.2.6.3 Auditor Oversight

- 2.2.6.3.1 Review the auditor's proposed audit scope and approach, including the auditor's engagement and independence letter;
- 2.2.6.3.2 Review the performance of the auditors, and provide a recommendation to the Board on the final approval of the appointment or discharge of the auditors. Recommendation for appointment cannot have a term greater than five (5) years;
- 2.2.6.3.3 Resolve any disagreements between management and the external auditor about financial reporting or internal controls;
- 2.2.6.3.4 Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and,
- 2.2.6.3.5 On a needs basis, meeting separately with the auditors to discuss any matters that the audit committee or auditors believe are to be discussed privately.

#### 2.2.6.4 Compliance

- 2.2.6.4.1 Review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and,
- 2.2.6.4.2 Obtain regular updates from management and, when required, updates from legal counsel regarding compliance matters.

### **2.3. Communications and Engagement Committee**

#### 2.3.1 Purpose

- 2.3.1.1 The Communications and Engagement Committee (“Committee”) is established as a standing committee, and membership is determined at the organizational meeting of the Board of Trustees.
- 2.3.1.2 To assist the Board of Trustees and the Superintendent of Schools in fulfilling their governance role in engaging and communicating the work of Clearview with students, parents, staff and communities.

#### 2.3.2 Powers and Duties

- 2.3.2.1 The Committee has authority to develop and monitor communication and engagement strategies for the school division. It is empowered to:
  - 2.3.2.1.1 Meet as needed to fulfill the Committee’s mandate, and at minimum shall meet three (3) times each year.
  - 2.3.2.1.2 Research policies and guidelines as needed to fulfill its mandate, and seek the help of legal counsel or consultants. Items of a significant commitment shall be discussed in advance with the Board of Trustees.
  - 2.3.2.1.3 Consult with internal and external stakeholders as needed and in accordance with the Committee’s work plan and Clearview’s strategic plan.
  - 2.3.2.1.4 Monitor alignment with Clearview’s policies and administrative procedures.
  - 2.3.2.1.5 Develop and monitor the success of Clearview advocacy plan.
  - 2.3.2.1.6 Make recommendations to the Board of Trustees for changes to Clearview’s policies where it involves communications and engagement.
  - 2.3.2.1.7 Advise the Superintendent on the development of Administrative Procedures or provide feedback on existing Administrative Procedures where it involves communications and engagement.

### 2.3.3 Membership

The Committee will consist of the following members:

- 2.3.3.1 Three (3) trustees, determined annually by the Board of Trustees, one of whom shall act as Chair of the Committee; and,
- 2.3.3.2 Ex Officio:
  - 2.3.3.2.1 Superintendent
  - 2.3.3.2.2 Deputy Superintendent
  - 2.3.3.2.3 Secretary Treasurer
  - 2.3.3.2.4 ~~Communications Coordinator~~
  - 2.3.3.2.5 Executive Assistant

### 2.3.4 Meetings

- 2.3.4.1 All Committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.3.4.2 The Chair will invite members of management, stakeholders or others to attend meetings and provide pertinent information, as necessary.
- 2.3.4.3 Minutes of meetings will be prepared.
- 2.3.4.4 Committee reports shall be provided at a meeting of the Board of Trustees, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.
- 2.3.4.5 The Superintendent will assist the Chair to develop the agenda for meetings and background materials.
- 2.3.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Committee and assist in the coordination for meeting times and places.

### 2.3.5 Operations to Fulfill Mandate

- 2.3.5.1 Clearview's strategic plan and the Committee's work plan will be the guiding documents for the operations of the Committee. The Board of Trustees shall review the Committee's work plan for confirmation of mandate.
- 2.3.5.2 The main function of the Committee is to promote a positive learning environment, and ensure the school division is effective in its communications and engagement efforts.
- 2.3.5.3 The Committee will also conduct a periodic review of the advocacy plan, and at minimum annually, to ensure alignment with the goals of our communities, learning efforts and strategic planning.
- 2.3.5.4 Draft changes to policies as needed for the Policy Committee review.
- 2.3.5.5 Decisions will be determined first through consensus by both trustee members and ex officio members of the Committee. Where this is

not possible, or a vote is called by a trustee member of the Committee, decisions will be reached through a vote by trustee members.

## **2.4. Compensation Committee**

- For Professional Staff (ATA)
- For Unionized Staff (CUPE)
- For Support Staff (non-union)

### **2.4.1 Purpose**

To meet with staffing groups which the Board determines compensation and benefits rates for, and make recommendations to the Board of Trustees for any changes.

### **2.4.2 Powers and Duties**

The Compensation Committee has authority to meet with staffing groups to discuss compensation and benefits, into any matters within its scope of responsibility. It is empowered to:

- 2.4.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee,
- 2.4.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties,
- 2.4.2.3 Meet with Division officers, external auditors or outside counsel, as necessary,
- 2.4.2.4 To hear from staffing groups requests for compensation, benefits, or general working conditions (excluding specific employee grievances or concerns),
- 2.4.2.5 To make recommendations for compensation and benefits to the Board of Trustees for ratification.

### **2.4.3 Membership**

- 2.4.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair of the Audit Committee; and,
- 2.4.3.2 Superintendent, Assistant Superintendent Human Services, Secretary Treasurer
- 2.4.3.3 Consultant(s) and other staff as needed

### **2.4.4 Meetings**



2.4.4.1 Meetings are held on an “as needed” basis to address needed compensation conversations.

## **2.5. Grievance Committee**

- For Professional Staff (ATA)
- For Unionized Staff (CUPE)
- For Support Staff (non-union)

### **2.5.1 Purpose**

2.5.1.1 To meet as needed under Board policies or collective agreements to hear and determine issues of staff grievances and dispute resolutions.

### **2.5.2 Powers and Duties**

The Grievance Committee has authority to meet with staffing groups to discuss grievances and make determinations into any matters within its scope of responsibility. It is empowered to:

- 2.5.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee
- 2.5.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee’s requests - or external parties; and
- 2.5.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.
- 2.5.2.4 Make determinations of grievance and dispute resolutions that are in the best interest of Clearview recognizing the respective fiduciary responsibilities.

### **2.5.3 Membership**

- 2.5.3.1 Three (3) trustees
- 2.5.3.2 Ex Officio: Superintendent, Deputy Superintendent, Assistant Superintendent of Human Services

### **2.5.4 Meetings**

2.5.4.1 Meetings are held on an “as needed” basis to address needed grievances and disputes resolution processes.

## **2.6. Joint Use Planning Agreements Committee (Ad Hoc)**

### **2.6.1 Purpose**

To meet with municipalities towards developing joint use planning agreement as required under the Municipal Government Act.

## 2.6.2 Powers and Duties

The Joint Use Planning Agreements Committee has authority to meet with municipalities regarding joint use agreements into any matters within its scope of responsibility. It is empowered to:

- 2.6.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee
- 2.6.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 2.6.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.
- 2.6.2.4 To hear and develop frameworks for agreements, including land use agreement and shared-use of facilities.
- 2.6.2.5 To make recommendations for agreements to the Board of Trustees for ratification.

## 2.6.3 Membership

- 2.6.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair; and,
- 2.6.3.2 Superintendent and Secretary Treasurer
- 2.6.3.3 Consultant(s) and other staff as needed

## 2.6.4 Meetings

- 2.6.4.1 Meetings are held on an "as needed" basis to address needed joint use planning agreement conversations.

## 2.7. Policy Committee

### 2.7.1 Purpose

- 2.7.1.1 The Policy Committee is established as a standing committee under Policy 8 - Board Committees, and membership is determined at the organizational meeting of the Board.
- 2.7.1.2 To assist the Board and the Superintendent in fulfilling their governance role for the development, review and establishment of policies, and ensuring the Division's policies are in compliance with laws and regulations.

### 2.7.2 Mandate

The Committee has authority to research and develop recommendations for changes to the Board's policies. It is empowered to:

- 2.7.2.1 Meet as needed to fulfill the Committee's mandate, and at minimum shall meet three (3) times each year.

- 2.7.2.2 Research policies as needed to fulfill its mandate, and seek the help of legal counsel or consultants. Items of a significant commitment shall be discussed in advance with the Board.
- 2.7.2.3 Consult with internal and external stakeholders, in accordance with Policy 10 - Policy and Bylaw Development.
- 2.7.2.4 Make recommendations to the Board for changes to the Division's policies.
- 2.7.2.5 Advise the Superintendent on the development of administrative procedures or provide feedback on existing administrative procedures.

### 2.7.3 Composition

The Committee will consist of the following members:

- 2.7.3.1 Three trustees, determined annually by the Board, one of whom shall act as Chair of the Committee; and,
- 2.7.3.2 Ex Officio      Superintendent  
                                Deputy Superintendent  
                                Secretary Treasurer

### 2.7.4 Meetings

- 2.7.4.1 All Committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.7.4.2 The Chair will invite members of management, stakeholders or others to attend meetings and provide pertinent information, as necessary.
- 2.7.4.3 Minutes of meetings will be prepared.
- 2.7.4.4 Committee reports shall be provided at a meeting of the Board, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.
- 2.7.4.5 The Secretary Treasurer will assist the Chair to develop the agenda for meetings and background materials.
- 2.7.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Committee and assist in the coordination for meeting times and places.

### 2.7.5 Operations to Fulfill Mandate

- 2.7.5.1 Policy 10 - Policy and Bylaw Development will be the guiding document for the operations of the Committee.
- 2.7.5.2 The main function of the Committee is to examine draft policies, drawn up with the assistance of the Division's executive staff, and which reflect the mandate of the Board and Alberta Education requirements.

- 2.7.5.3 The Committee will review and consider all feedback to proposed changes to policies, and consider this information in making recommendations to the Board.
- 2.7.5.4 The Committee will review and recommend a policy development roadmap to the Board annually.
- 2.7.5.5 The Committee will also conduct a periodic review of policies to ensure compliance with current regulations
- 2.7.5.6 Draft changes to policies are presented to the Board for final approval.
- 2.7.5.7 Decisions will be determined first through consensus by both trustee members and ex officio members of the Committee. Where this is not possible, or a vote is called by a trustee member of the Committee, decision will be reached through vote by trustee members.

## **2.8. Teacher-Board Liaison Committee**

### **2.8.1 Purpose**

- 2.8.1.1 The purpose of the Teacher-Board Liaison Committee is to provide a permanent and ongoing mechanism for considering all matters of interest; communicating thereon the views of the respective parties, and making recommendations to the Board regarding educational and instructional matters and the quality of work life of all professional staff.
- 2.8.1.2 The teachers recognize the right of the Board to formulate policy and the Board recognizes the desirability of consulting its teachers.

### **2.8.2 Membership**

- 2.8.2.1 The Committee is to be composed of two or more trustees, senior leadership and four or more teacher representatives determined by the local ATA.
- 2.8.2.2 The Superintendent, Deputy Superintendent, and Assistant Superintendent of Human Services will attend meetings in an advisory capacity and when called upon will provide information and ideas for discussion.
- 2.8.2.3 To the extent possible teacher representatives are to provide geographic representation.

### **2.8.3 Chair**

- 2.8.3.1 Teacher and trustee members will take turns in appointing a chairperson at the beginning of each meeting

### **2.8.4 Meetings**

- 2.8.4.1 The Assistant Superintendent of Human Services will forward to all members and trustees notice of the meeting two Fridays prior to the meeting date. The notice will include a call for agenda items and a

reminder that agenda items must be submitted prior to or on the Monday prior to the meeting date.

- 2.8.4.2 Meetings shall be held once bi-monthly during the school year, unless no agenda items are forwarded to the Assistant Superintendent of Human Services in the agreed timeline.
- 2.8.4.3 The Assistant Superintendent of Human Services will provide the agenda or cancellation of the meeting the Tuesday prior to the meeting date.
- 2.8.4.4 Meetings are to be conducted in an informal manner without the requirement of official motions.

#### 2.8.5 Procedures

- 2.8.5.1 Meetings will normally be held in the Central Office meeting room commencing at 4:00 pm with a tentative time limit of 6:00 pm. Videoconferencing will be available when and where possible.
- 2.8.5.2 The Assistant Superintendent of Human Services will act as Secretary for the Committee.
- 2.8.5.3 Expenses of members of the Committee are to be borne by their respective organizations.
- 2.8.5.4 Minutes for the meetings will be posted on the Division website after presentation to the Board, and will be reviewed by the Committee in the following meeting. Where time allows, a draft of the minutes will be e-mailed to committee members for verification prior to presentation to the Board.
- 2.8.5.5 At the beginning of each year the Committee shall conduct a review of these terms of reference to determine if they are operating to both parties' satisfaction.

#### 2.8.6 Limitations

- 2.8.6.1 No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
- 2.8.6.2 Items covered in the current Collective Agreement between the parties will not be reviewed by the Committee.
- 2.8.6.3 The Committee is not intended to solve individual or personal grievances: rather, it shall focus on system wide concerns and policies.

#### 2.8.7 Amendments

- 2.8.7.1 The Terms of Reference shall be approved by the Board and the Clearview ATA Local Council.
- 2.8.7.2 Any changes in these terms of reference will be in consultation with the Committee prior to approval by the Board and the Clearview ATA Local Council.

Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act  
Collective Agreements

Effective: May 21, 2009

Amended: November 10, 2020, October 5, 2022, February 9, 2023, June 22, 2023

## Policy 27 - Purchasing Oversight

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### Purpose:

The Division is committed to fair, responsible, and respectful purchasing practices, optimizing the use of resources to provide maximum benefit. This policy outlines the procedures and responsibilities for purchasing goods and services while addressing practical considerations like time constraints, vendor availability, and quality reputation against financial advantages.

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### Definitions:

- **Budget Manager:** A designated individual with budget responsibility, such as principals, directors, Superintendent, Secretary-Treasurer, and Deputy and Assistant Superintendents, who has authority over specific budget allocations.
  - **Designate:** A person authorized by a budget manager to make purchases on their behalf. Designates must receive formal pre-approval and must meet qualifications established by the Division.
- 

### Purchasing Categories:

- **Category I: Goods, Services and Construction under \$30,000**
  - Purchases may be made directly by the budget manager or designate without competitive pricing.
  - Designates must receive written pre-approval from the budget manager, specifying items and expected costs.
  - Documentation of purchases must be maintained for audit purposes.
- **Category II: Goods and Services over \$30,000 and under \$75,000**  
**Construction over \$30,000 and under \$200,000**
  - Must be conducted under the oversight of the Secretary-Treasurer.
  - The budget manager shall prepare written minimum specifications for goods or services.
  - A formal invitation to quote must be sent to vendors from a pre-approved list, and advertisements will be placed annually in local newspapers, social media and Clearview's website to invite vendors to join the list.
  - Non-responsive vendors may be removed from the list after failing to respond to three consecutive invitations.



- **Category III: Goods and Services \$75,000 & Over**
    - **Construction \$200,000 & Over**
    - A Request for Proposal (RFP), Request for Quotation (RFQ) or tender must be developed with detailed specifications.
    - The Secretary-Treasurer shall oversee the advertisement of tenders, which must comply with trade agreements relevant to the MARSH sector (municipalities, academic institutions, health authorities, school boards).
    - Tenders will be publicly opened under the supervision of the Secretary-Treasurer and in the presence of at least one witness.
    - Any required performance bonds or deposits will be specified in the tender documentation.
    - Disputes or challenges to the tender outcome will be reviewed by a panel comprising the Superintendent, the Secretary-Treasurer, and the Board Chair.
    - The Board must approve the successful tender, but the most favourable tender is not necessarily guaranteed acceptance.
- 

### **Approval Authority and Oversight:**

- Budget managers are strictly prohibited from sharing electronic passwords for purchasing authorizations and must take all reasonable steps to safeguard them.
  - The Secretary-Treasurer will maintain signature and authorization records, detailing the budget centre, budget manager, designates, and sample signatures for verification.
  - Payments exceeding \$30,000 require Board Chair or Vice-Chair review and approval.
  - The Board will receive a comprehensive report on all non-payroll payments monthly. Trustees may request additional details, which the Secretary-Treasurer must provide within a reasonable timeframe.
- 

### **Fraud Prevention:**

- Budget managers and designates must adhere to strict fraud prevention measures, as detailed in Administrative Procedure 404 Appendix.
  - Budget managers must monitor purchases for signs of fraud and report suspicious activities to the Secretary-Treasurer.
  - The Secretary-Treasurer will conduct an internal audit when signs of fraud or suspicious activities have been reported.
- 

### **Vendor and Bid Guidelines:**

- All bids remain confidential, and under no circumstances should any bid information be disclosed.
- No employee shall derive personal benefit from the acceptance of any bid.

- Bids cannot be altered after the closing date, ensuring transparency and fairness.
- 

## Alternative Purchasing Arrangements:

- When seeking approval to use alternative agreements, the budget manager must document when seeking approval to use alternative purchasing agreements and clear justifications for deviations must be provided to the Secretary-Treasurer.
- The Secretary-Treasurer, in consultation with the Board Chair and Superintendent, may authorize alternative purchasing methods when necessary (e.g., vendor monopoly, limited distribution channels). These instances must be documented and reported to the Board.
- Purchases made under the Government of Alberta or the Alberta Association of Municipal Districts and Counties (AAMDC) Trade Division standing offers are allowed as a direct purchase.

~~Purchasing of supplies and services shall be completed in a fair, responsible and respectful manner optimizing the use of resources so as to provide the maximum benefit to the Division. It is recognized that in purchasing goods and services practical considerations such as time constraints, available vendors and reputation of quality must be weighed against the financial advantage of completely competitive buying.~~

~~¶~~

### ~~Specifically~~

~~¶~~

- ~~1. The following categories of purchasing are established to provide guidance in reconciling these considerations.~~
  - ~~1.1 Category I: Purchases of goods, materials or services (including supply of goods and/or materials) with estimated cost less than \$30,000;~~
  - ~~1.2 Category II: Purchase of goods, materials or services (including supply of goods and/or materials) with estimated cost from \$30,000 to \$75,000;~~
  - ~~1.3 Category III: Purchase of goods, materials or services (including supply of goods and/or materials) with estimated cost greater than \$75,000.~~
- ~~2. Purchasers must be aware of and avoid actions constituting fraud, as discussed under Administrative Procedure 404 Appendix Conflict of Interest and Fraud Prevention.~~

- ~~3. Authorized purchasers for the Division shall be those with budget responsibility as defined and developed through the budget allocation model and process ("budget managers"). The budget managers are defined as principals, directors, Secretary Treasurer, Deputy Superintendent, and Superintendent.¶¶~~
- ~~4. Purchases may be done through designates of the budget manager, however these purchases must be signed off by the budget manager. Designates must receive pre-approvals from the budget manager for purchases, including items and expected costs, from the budget manager prior to making the purchase. In all cases, the Secretary Treasurer may authorize purchases for budget centres and define the budget manager for purchases.¶¶~~
- ~~5. The Secretary Treasurer shall maintain signature and authorization sheets which must detail the budget centre, budget manager, designates (if applicable) and sample signatures for verification.¶¶~~
- ~~6. Budget managers shall not share their electronic password for purchasing authorization and will make all reasonable efforts to secure the password.¶¶~~
- ~~7. All payments requiring Secretary Treasurer approval prior to payment shall be done in accordance with AP 515. Where the Secretary Treasurer is not available, the Superintendent may approve payments.¶¶~~
- ~~8. All payments greater than \$30,000 must be reviewed by the Board Chair (or if unavailable Vice Chair) prior to payment for compliance with Board Policy. The Board Chair may request evidence of payments less than \$30,000 as desired to ensure compliance with Board Policy.¶¶~~
- ~~9. The Board shall have monthly (where possible) a listing of all payments for supplies and services (excluding payroll), to be submitted as information. Trustees may make requests for information on cheque payments as desired, and the Secretary Treasurer shall provide information within a reasonable timeframe.¶¶~~
- ~~10. Under no circumstances:¶¶~~
  - ~~10.1 shall the contents of any bid be disclosed to any third party for any reason. ¶¶~~
  - ~~10.2 shall any employee benefit from the acceptance of any bid.¶¶~~
  - ~~10.3 shall bids be added or changed after the closing date.¶¶~~
- ~~11. The Superintendent and Secretary Treasurer shall have administrative procedures developed to reflect adherence to this policy, and the procedures for departments to make purchases.¶¶~~

## **Process**

- ~~1. Subject to budgetary control or special approval by the Board, purchases within each category shall be made in accordance with the following procedures:¶¶~~
  - ~~1.1. Category I: Direct Purchase (estimated costs less than \$30,000)¶¶~~

- ~~1.2. Purchases may be made by the appropriate agent of the Division (principals, directors, Secretary Treasurer, Deputy Superintendent, and Superintendent) from the vendor considered by the purchaser to be the best choice considering all relevant circumstances, without competitive pricing.¶~~
- ~~1.3. A purchaser may proceed in accordance with Category II or III if in that person's judgment it is desirable to do so.¶~~
- ~~2. Category II: Invitational Quotations (estimated costs between \$30,000 and \$75,000)¶~~
  - ~~2.1. Purchases in excess of \$30,000 shall be made under the oversight of the Secretary Treasurer.¶~~
  - ~~2.2. The budget manager inviting quotations shall develop in written form minimum specifications for the goods or service to be purchased.¶~~
  - ~~2.3. Purchases shall be made on the basis of written quotations submitted to the appropriate agent, obtained by invitation from a list of vendors who have indicated a desire to provide goods and services for the Division, and in such other media as deemed necessary by the Secretary Treasurer.¶~~
- ~~3. Advertisements shall be placed in newspapers serving the jurisdiction of the Division indicating the existence of the policy of invitational purchasing and inviting vendors to submit their business for inclusion on the vendors' list. This notice shall be given at least annually.¶~~
  - ~~3.1. Vendors on the vendors' list who repeatedly fail to respond to invitations to quote within the time provided may be removed from the list.¶~~
  - ~~3.2. The most favourable or any quotation may not necessarily be accepted.¶~~
  - ~~3.3. Acceptance of the successful quotation shall be made by the Secretary Treasurer.¶~~
  - ~~3.4. A purchase may proceed in accordance with Category III if in the Secretary Treasurer's judgment it is desirable to do so.¶~~
  - ~~3.5. Purchases made under the Government of Alberta or the Alberta Association of Municipal Districts and Counties (AAMDG) Trade Division standing offers are allowable under this category without further steps, as approved by the Secretary Treasurer.¶~~
- ~~4. Category III: Tenders (estimated costs higher than \$75,000)¶~~
  - ~~4.1. Written specifications for the request for proposal (RFP) or request for quotation (RFQ) shall be prepared for the goods or services to be purchased.¶~~
  - ~~4.2. The Secretary Treasurer shall advertise for sealed tenders in response to the tender specifications in the *Alberta Purchasing Connection*, to vendors on the interested vendors list, and in such other media as deemed necessary by the Secretary Treasurer.¶~~

~~4.3. Tenders must follow the process outlined under the Trade, Investment and Labour Mobility Agreement.¶~~

~~4.4. Copies of the tender advertisement may contain the specifications or describe how they may be obtained, and shall indicate the closing time for receipt of tenders and the time and place at which the tenders will be opened.¶~~

~~4.5. Tenders shall be received, retained and opened under the auspices of the Secretary Treasurer at the advertised time for their opening, which shall be done publicly and in the presence of at least one witness.¶~~

~~4.6. Deposits and/or performance bonds may be required if deemed desirable considering our particular circumstances.¶~~

~~4.7. Acceptance of the successful tender shall be made by the Board¶~~

~~4.8. The most favourable or any tender may not necessarily be accepted.¶~~

~~4.9. The summary of quotations shall be available to all bidders and the public on request.¶~~

~~¶~~

#### ~~5. Best Interest Provision¶~~

~~6. In instances where it is not reasonable to proceed in accordance with the provisions of the above (such as vendor monopoly, limited national or international distribution, and direct transactions with wholesale suppliers) the Secretary Treasurer in consultation with the Board Chair and Superintendent, may make alternative purchasing arrangements to expedite the affairs of the Division while protecting its financial interest in the transaction so far as is reasonable. The Secretary Treasurer shall report to the Board each time that alternative purchasing arrangements are made.¶~~

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Reference: Section 33, 52, 53, 68, 85, 188, 196, 197, 204, 222, 225, 229 Education Act  
Freedom of Information and Protection of Privacy Act  
School Buildings and Tendering Regulation 383/88  
Agreement on Internal Trade; Annex 502.4  
New West Partnership Trade Agreement  
Trade, Investment and Labour Mobility Agreement

Effective: March 11, 1999

Amended: November 10, 2020, January 25, 2024

## Policy 21 - Clearview Community Awards

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The Division celebrates the personal achievement of students and staff, past and present, who have achieved excellence in a particular field, for which they are recognized either provincially, nationally and/or internationally. As well, the Division recognizes staff and community members who have made significant contributions to our school communities. To this end, the Division proudly honours its students, employees, and community members with two special awards: ***The Clearview Award of Merit*** and ***The Clearview Star Award***.

### 1. The Clearview Award of Merit

#### 1.1. Eligibility

##### 1.1.1. Individuals who are to be considered for this award:

- 1.1.1.1. have excelled in an area such as: sports, the literary or performing arts, volunteerism, academics, business, entrepreneurial endeavours, and/or public service; and
- 1.1.1.2. are acknowledged for their achievement and excellence at provincial, national and/or international levels; and
- 1.1.1.3. are attending or did attend school in the Division or its predecessors; or
- 1.1.1.4. are employed or were employed by the Division or its predecessors;
- 1.1.1.5. Individuals nominated within three (3) years (nominations are valid for three years without the need to re-nominate).

#### 1.2. Selection

- 1.2.1. A call for nominations will be placed in the newspaper and through social media.
- 1.2.2. Completed applications using the official nomination form are due by January 31st of each year.
- 1.2.3. The Board will determine up to two (2) recipients of the Clearview Award of Merit annually.
- 1.2.4. The decision whether to grant a Clearview Award of Merit is at the discretion of the Board.

#### 1.3. The Clearview Award of Merit

- 1.3.1. A special award/plaque representative of the Division will be presented to recipients.
- 1.3.2. Trustees present the award(s) at the Division Annual Recognition Night.
- 1.3.3. Inscribed pictures of all recipients will be placed on a "Wall of Fame" in each of the schools attended by the recipients. Recognition will also be done at Central Services.
- 1.3.4. Unsuccessful candidates may, at the discretion of the Board, receive a letter of acknowledgement for their nomination.

#### ~~1.4. Attendees~~

- ~~1.4.1. Award recipients and honoured guests of the Board will be hosted by the Division, and provide admittance to the Recognition Night at no charge.~~
- ~~1.4.2. Up to four (4) tickets will be available to allow for the award recipient and their guests.~~
- ~~1.4.3. Up to two (2) tickets will be available to allow for the nominator and their guest.~~

## ~~2. The Clearview Star Award~~

### ~~2.1. Eligibility~~

- ~~2.1.1. Individuals who are to be considered for this award:~~
  - ~~2.1.1.1. have made a significant contribution to the lives and welfare of students in the Division through volunteerism, and/or~~
  - ~~2.1.1.2. have served as a community partner and whose efforts have significantly enhanced the school community, and/or~~
  - ~~2.1.1.3. are acknowledged for their achievement and excellence at a school community level.~~
  - ~~2.1.1.4. Individuals nominated within three (3) years (nominations are valid for three years without the need to re-nominate).~~

### ~~2.2. Selection~~

- ~~2.2.1. A call for nominations will be placed in the newspaper and through social media.~~
- ~~2.2.2. Completed applications using the official nomination form are due by January 31 of each year.~~
- ~~2.2.3. The Board will determine up to two (2) recipients of the Clearview Star Award annually.~~
- ~~2.2.4. The decision whether to grant a Clearview Star Award in a given year is at the discretion of the Board.~~

### ~~2.3. The Clearview Star Award~~

- ~~2.3.1. A special award/plaque representative of the Division will be presented to recipients.~~
- ~~2.3.2. Trustees present the award(s) at the Division Annual Recognition Night.~~
- ~~2.3.3. Unsuccessful candidates may, at the discretion of the Board, receive a letter of acknowledgement for their nomination.~~

### ~~2.4. Attendees~~

- ~~2.4.1. Award recipients and honoured guests of the Board will be hosted by the Division, and provide admittance to the Recognition Night at no charge.~~



2.4.2. Up to two (2) tickets will be available to allow for the award recipient and their guest.

Reference: Section 31, 33, 52, 53, 197, 222 Education Act

Effective: March 12, 1998

Amended: November 10, 2020

Clearview Star Awards

## Community Excellence Award

### Purpose:

Recognizes individuals or organizations that have made significant contributions to education within the Clearview School Division.

### Eligibility:

Nominees must be individuals or organizations within the Clearview School Division. Nominees should have demonstrated a strong commitment to improving education for Clearview students through consistent and meaningful engagement with the school community.

### Criteria:

**Relationship with Education Community:** The nominee must show a significant and meaningful relationship with the education community, involving consistent and impactful engagements.

**Encouragement and Fostering Education:** The nominee should support and foster educational opportunities that lead to empowerment within the community.

**Benefit to Students:** The nominee's actions should lead to long-term, adaptable, and tangible positive impacts for students in the school community.

**Additional Criteria:** (Only required to forward the nomination to the ASBA Friends of Education).

**Leadership and Competence:** The nominee should demonstrate leadership and competence in educational initiatives within the community.

Support for School Trusteeship: The nominee should embrace and advocate for the value and importance of local school governance.

#### Submission Requirements:

Completed nomination form  
Detailed letter of nomination (max 3 pages)  
One additional letter of support (max 3 pages)  
Nominee's consent form

## Pioneer in Educational Excellence Award

We recognize that all Clearview staff play an important role in the education of all Clearview students.

**Relationship with Education Community:** The nominee must show a significant and meaningful relationship with the education community, involving consistent and impactful engagements.

**Encouragement and Fostering Education:** The nominee should support and foster educational opportunities that lead to empowerment within the community.

**Benefit to Students:** The nominee's actions should lead to long-term, adaptable, and tangible positive impacts for students in the school community.

In selecting award recipients, the committee looks for clear evidence that nominees have excelled in the listed activities for some examples:

- Digital and Creative Literacy in the Classroom
- Innovative and Exemplary Teaching Practices
- Support Student Success and Skills Development
- Global Citizenship and Community Involvement
- Commitment and Leadership

*Teachers can also be nominated for a Provincial or National Teaching Award via the following links:*

*Provincial Nomination Form*

*Federal Nomination Form*

## Student Excellence Award

To recognize consistent student effort that results in significant improvements in the following areas:

**Relationship with Education Community:** The nominee must show a significant and meaningful relationship with the education community, involving consistent and impactful engagements.

Encouragement and Fostering Education: The nominee should support and foster educational opportunities that lead to empowerment within the community.

Benefit to Students: The nominee's actions should lead to long-term, adaptable, and tangible positive impacts for students in the school community.

Have 1 form to use for all three categories to make it simplified for those who want to make nominations.

*The decision whether to grant a Clearview Award of Merit / Clearview Star Award is at the discretion of the Board of Trustees.*

## The Clearview Award of Merit

Individuals who are to be considered for this award:

- have excelled in an area such as: sports, the literary or performing arts, volunteerism, academics, business, entrepreneurial endeavours, and/or public service; and
- are attending or did attend school in Clearview Public Schools or its predecessors, or
- are employed or were employed by Clearview Public Schools or its predecessors.
- Have contributed to society in a positive and impactful way.

Deadline: Nominations due March 31. Open on January 1. (advertise in December)

Recipients will receive 4 complimentary tickets to the Division Recognition Event.

## Policy 8 - Board Committees

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The number of Board committees and the number of Board members on each committee shall be directed by motion of the Board.

Board committees shall be reviewed and approved at minimum annually and at the Board's Organizational meeting, and may be reviewed further as needed. A copy of the approved list of Board committees will be included in the minutes of the Organizational Meeting and included in this policy.

### Specifically

#### 1. Types of Board Committees

The Board may establish by motion Standing Committees and Ad Hoc Committees, and shall prescribe their powers and duties. Board Committees may be chaired by a trustee or in accordance with the terms of reference for the committee.

##### 1.1. Standing Committee

- 1.1.1 Shall exist until dissolved by a motion of the Board
- 1.1.2 May be composed of one or more trustees without reaching a quorum of the Board.
- 1.1.3 Standing committees shall have a terms of reference approved by the Board.

##### 1.2. Ad Hoc Committee

- 1.2.1 Appointed by motion of the Board and shall be for a specific task and/or a specific term.

#### 2. Board Committee List

- 2.1 [Agenda Review Committee](#)
- 2.2 [Audit Committee](#)
- 2.3 [Communications and Engagement Committee](#)
- 2.4 [Compensation Committee](#)
- 2.5 [Grievance Committee](#)
- 2.6 [Joint Use Planning Agreement Committee \(Ad Hoc\)](#)
- 2.7 [Policy Committee](#)
- 2.8 [Teacher-Board Liaison Committee](#)

##### 2.1. Agenda Review Committee

###### 2.1.1 Purpose

- 2.1.1.1 To make decisions regarding agenda items for regular Board meetings.

## 2.1.2 Powers and Duties

- 2.1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
- 2.1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

## 2.1.3 Membership

- 2.1.3.1 Board Chair
- 2.1.3.2 Vice Chair
- 2.1.3.3 Superintendent
- 2.1.3.4 Deputy Superintendent
- 2.1.3.5 Secretary Treasurer

## 2.1.4 Meetings

- 2.1.4.1 The week prior to a Board meeting.

# 2.2. Audit Committee

## 2.2.1 Purpose

- 2.2.1.1 To assist the Board and the Superintendent in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including compliance with Generally Accepted Accounting Principles and Public Sector Accounting Board Standards), and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

## 2.2.2 Powers and Duties:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- 2.2.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation
- 2.2.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 2.2.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.

## 2.2.3 Membership

- 2.2.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair of the Audit Committee; and,

2.2.3.2 Two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate. Term of office shall be three years and may be reappointed once by the Board (total six years) without advertisement; and,

2.2.3.3 Ex Officio: Superintendent, Secretary Treasurer.

#### 2.2.4 Meetings

2.2.4.1 The audit committee will meet at least twice a year, with authority to convene additional meetings, as circumstances require.

2.2.4.2 All audit committee members are expected to attend each meeting, in person or via tele- or video-conference.

2.2.4.3 The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

2.2.4.4 Minutes of meetings will be prepared.

2.2.4.5 Audit Committee reports shall be provided at a meeting of the Board, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.

2.2.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Audit Committee.

#### 2.2.5 Compensation

The Audit Committee members shall be compensated as follows:

2.2.5.1 Trustees: as per Board Policy

2.2.5.2 Public members: \$300 for each full day/\$150 for each half day; as well as claim a half day for each regular Audit Committee meeting for reading and preparation.

2.2.5.3 Mileage Reimbursement: as per Board Policy

#### 2.2.6 Responsibilities

The Audit Committee will carry out the following responsibilities:

##### 2.2.6.1 Financial Reporting

2.2.6.1.1 Review the Audit Plan presented by the external auditors.

2.2.6.1.2 Review significant accounting and reporting issues, including complex or unusual transactions discovered by auditors or revealed by a whistleblower;

2.2.6.1.3 Review with management and the auditors the results of the audit, including any difficulties encountered;

- 2.2.6.1.4 Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- 2.2.6.1.5 Review with management and the auditors all matters required to be communicated to the Board and;
- 2.2.6.1.6 Recommend to the Board the approval of the audited financial statements.

#### 2.2.6.2 Risk Management and Internal Controls

- 2.2.6.2.1 Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control;
- 2.2.6.2.2 Understand the inherent risk of fraud and error in Division operations, material risks that exist in Division operations, and steps taken by management and the external auditors to address risk;
- 2.2.6.2.3 Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses; and,
- 2.2.6.2.4 Recommend to the Board any improvements needed to improve risk management or the internal controls of the Division.

#### 2.2.6.3 Auditor Oversight

- 2.2.6.3.1 Review the auditor's proposed audit scope and approach, including the auditor's engagement and independence letter;
- 2.2.6.3.2 Review the performance of the auditors, and provide a recommendation to the Board on the final approval of the appointment or discharge of the auditors. Recommendation for appointment cannot have a term greater than five (5) years;
- 2.2.6.3.3 Resolve any disagreements between management and the external auditor about financial reporting or internal controls;
- 2.2.6.3.4 Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors; and,
- 2.2.6.3.5 On a needs basis, meeting separately with the auditors to discuss any matters that the audit committee or auditors believe are to be discussed privately.



#### 2.2.6.4 Compliance

- 2.2.6.4.1 Review the findings of any examinations by regulatory agencies, government ministries and any audit observations; and,
- 2.2.6.4.2 Obtain regular updates from management and, when required, updates from legal counsel regarding compliance matters.

### **2.3. Communications and Engagement Committee**

#### 2.3.1 Purpose

- 2.3.1.1 The Communications and Engagement Committee (“Committee”) is established as a standing committee, and membership is determined at the organizational meeting of the Board of Trustees.
- 2.3.1.2 To assist the Board of Trustees and the Superintendent of Schools in fulfilling their governance role in engaging and communicating the work of Clearview with students, parents, staff and communities.

#### 2.3.2 Powers and Duties

- 2.3.2.1 The Committee has authority to develop and monitor communication and engagement strategies for the school division. It is empowered to:
  - 2.3.2.1.1 Meet as needed to fulfill the Committee’s mandate, and at minimum shall meet three (3) times each year.
  - 2.3.2.1.2 Research policies and guidelines as needed to fulfill its mandate, and seek the help of legal counsel or consultants. Items of a significant commitment shall be discussed in advance with the Board of Trustees.
  - 2.3.2.1.3 Consult with internal and external stakeholders as needed and in accordance with the Committee’s work plan and Clearview’s strategic plan.
  - 2.3.2.1.4 Monitor alignment with Clearview’s policies and administrative procedures.
  - 2.3.2.1.5 Develop and monitor the success of Clearview advocacy plan.
  - 2.3.2.1.6 Make recommendations to the Board of Trustees for changes to Clearview’s policies where it involves communications and engagement.
  - 2.3.2.1.7 Advise the Superintendent on the development of Administrative Procedures or provide feedback on existing Administrative Procedures where it involves communications and engagement.

### 2.3.3 Membership

The Committee will consist of the following members:

- 2.3.3.1 Three (3) trustees, determined annually by the Board of Trustees, one of whom shall act as Chair of the Committee; and,
- 2.3.3.2 Ex Officio:
  - 2.3.3.2.1 Superintendent
  - 2.3.3.2.2 Deputy Superintendent
  - 2.3.3.2.3 Secretary Treasurer
  - 2.3.3.2.4 ~~Communications Coordinator~~
  - 2.3.3.2.5 Executive Assistant

### 2.3.4 Meetings

- 2.3.4.1 All Committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.3.4.2 The Chair will invite members of management, stakeholders or others to attend meetings and provide pertinent information, as necessary.
- 2.3.4.3 Minutes of meetings will be prepared.
- 2.3.4.4 Committee reports shall be provided at a meeting of the Board of Trustees, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.
- 2.3.4.5 The Superintendent will assist the Chair to develop the agenda for meetings and background materials.
- 2.3.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Committee and assist in the coordination for meeting times and places.

### 2.3.5 Operations to Fulfill Mandate

- 2.3.5.1 Clearview's strategic plan and the Committee's work plan will be the guiding documents for the operations of the Committee. The Board of Trustees shall review the Committee's work plan for confirmation of mandate.
- 2.3.5.2 The main function of the Committee is to promote a positive learning environment, and ensure the school division is effective in its communications and engagement efforts.
- 2.3.5.3 The Committee will also conduct a periodic review of the advocacy plan, and at minimum annually, to ensure alignment with the goals of our communities, learning efforts and strategic planning.
- 2.3.5.4 Draft changes to policies as needed for the Policy Committee review.
- 2.3.5.5 Decisions will be determined first through consensus by both trustee members and ex officio members of the Committee. Where this is

not possible, or a vote is called by a trustee member of the Committee, decisions will be reached through a vote by trustee members.

## **2.4. Compensation Committee**

- For Professional Staff (ATA)
- For Unionized Staff (CUPE)
- For Support Staff (non-union)

### **2.4.1 Purpose**

To meet with staffing groups which the Board determines compensation and benefits rates for, and make recommendations to the Board of Trustees for any changes.

### **2.4.2 Powers and Duties**

The Compensation Committee has authority to meet with staffing groups to discuss compensation and benefits, into any matters within its scope of responsibility. It is empowered to:

- 2.4.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee,
- 2.4.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties,
- 2.4.2.3 Meet with Division officers, external auditors or outside counsel, as necessary,
- 2.4.2.4 To hear from staffing groups requests for compensation, benefits, or general working conditions (excluding specific employee grievances or concerns),
- 2.4.2.5 To make recommendations for compensation and benefits to the Board of Trustees for ratification.

### **2.4.3 Membership**

- 2.4.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair of the Audit Committee; and,
- 2.4.3.2 Superintendent, Assistant Superintendent Human Services, Secretary Treasurer
- 2.4.3.3 Consultant(s) and other staff as needed

### **2.4.4 Meetings**

2.4.4.1 Meetings are held on an “as needed” basis to address needed compensation conversations.

## **2.5. Grievance Committee**

- For Professional Staff (ATA)
- For Unionized Staff (CUPE)
- For Support Staff (non-union)

### **2.5.1 Purpose**

2.5.1.1 To meet as needed under Board policies or collective agreements to hear and determine issues of staff grievances and dispute resolutions.

### **2.5.2 Powers and Duties**

The Grievance Committee has authority to meet with staffing groups to discuss grievances and make determinations into any matters within its scope of responsibility. It is empowered to:

- 2.5.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee
- 2.5.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee’s requests - or external parties; and
- 2.5.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.
- 2.5.2.4 Make determinations of grievance and dispute resolutions that are in the best interest of Clearview recognizing the respective fiduciary responsibilities.

### **2.5.3 Membership**

- 2.5.3.1 Three (3) trustees
- 2.5.3.2 Ex Officio: Superintendent, Deputy Superintendent, Assistant Superintendent of Human Services

### **2.5.4 Meetings**

2.5.4.1 Meetings are held on an “as needed” basis to address needed grievances and disputes resolution processes.

## **2.6. Joint Use Planning Agreements Committee (Ad Hoc)**

### **2.6.1 Purpose**

To meet with municipalities towards developing joint use planning agreement as required under the Municipal Government Act.

## 2.6.2 Powers and Duties

The Joint Use Planning Agreements Committee has authority to meet with municipalities regarding joint use agreements into any matters within its scope of responsibility. It is empowered to:

- 2.6.2.1 With the consent of the Board, retain outside counsel, accountants or others to advise the committee
- 2.6.2.2 Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
- 2.6.2.3 Meet with Division officers, external auditors or outside counsel, as necessary.
- 2.6.2.4 To hear and develop frameworks for agreements, including land use agreement and shared-use of facilities.
- 2.6.2.5 To make recommendations for agreements to the Board of Trustees for ratification.

## 2.6.3 Membership

- 2.6.3.1 Three (3) trustees, determined annually by the Board, one of whom shall act as Chair; and,
- 2.6.3.2 Superintendent and Secretary Treasurer
- 2.6.3.3 Consultant(s) and other staff as needed

## 2.6.4 Meetings

- 2.6.4.1 Meetings are held on an "as needed" basis to address needed joint use planning agreement conversations.

## 2.7. Policy Committee

### 2.7.1 Purpose

- 2.7.1.1 The Policy Committee is established as a standing committee under Policy 8 - Board Committees, and membership is determined at the organizational meeting of the Board.
- 2.7.1.2 To assist the Board and the Superintendent in fulfilling their governance role for the development, review and establishment of policies, and ensuring the Division's policies are in compliance with laws and regulations.

### 2.7.2 Mandate

The Committee has authority to research and develop recommendations for changes to the Board's policies. It is empowered to:

- 2.7.2.1 Meet as needed to fulfill the Committee's mandate, and at minimum shall meet three (3) times each year.

- 2.7.2.2 Research policies as needed to fulfill its mandate, and seek the help of legal counsel or consultants. Items of a significant commitment shall be discussed in advance with the Board.
- 2.7.2.3 Consult with internal and external stakeholders, in accordance with Policy 10 - Policy and Bylaw Development.
- 2.7.2.4 Make recommendations to the Board for changes to the Division's policies.
- 2.7.2.5 Advise the Superintendent on the development of administrative procedures or provide feedback on existing administrative procedures.

### 2.7.3 Composition

The Committee will consist of the following members:

- 2.7.3.1 Three trustees, determined annually by the Board, one of whom shall act as Chair of the Committee; and,
- 2.7.3.2 Ex Officio      Superintendent  
                                Deputy Superintendent  
                                Secretary Treasurer

### 2.7.4 Meetings

- 2.7.4.1 All Committee members are expected to attend each meeting, in person or via tele- or video-conference.
- 2.7.4.2 The Chair will invite members of management, stakeholders or others to attend meetings and provide pertinent information, as necessary.
- 2.7.4.3 Minutes of meetings will be prepared.
- 2.7.4.4 Committee reports shall be provided at a meeting of the Board, unless, in the opinion of the Committee Chair, disclosure of such reports would not be in the public interest to discuss in an open meeting.
- 2.7.4.5 The Secretary Treasurer will assist the Chair to develop the agenda for meetings and background materials.
- 2.7.4.6 The Executive Assistant to the Secretary Treasurer shall act as the recording secretary to the Committee and assist in the coordination for meeting times and places.

### 2.7.5 Operations to Fulfill Mandate

- 2.7.5.1 Policy 10 - Policy and Bylaw Development will be the guiding document for the operations of the Committee.
- 2.7.5.2 The main function of the Committee is to examine draft policies, drawn up with the assistance of the Division's executive staff, and which reflect the mandate of the Board and Alberta Education requirements.

- 2.7.5.3 The Committee will review and consider all feedback to proposed changes to policies, and consider this information in making recommendations to the Board.
- 2.7.5.4 The Committee will review and recommend a policy development roadmap to the Board annually.
- 2.7.5.5 The Committee will also conduct a periodic review of policies to ensure compliance with current regulations
- 2.7.5.6 Draft changes to policies are presented to the Board for final approval.
- 2.7.5.7 Decisions will be determined first through consensus by both trustee members and ex officio members of the Committee. Where this is not possible, or a vote is called by a trustee member of the Committee, decision will be reached through vote by trustee members.

## **2.8. Teacher-Board Liaison Committee**

### **2.8.1 Purpose**

- 2.8.1.1 The purpose of the Teacher-Board Liaison Committee is to provide a permanent and ongoing mechanism for considering all matters of interest; communicating thereon the views of the respective parties, and making recommendations to the Board regarding educational and instructional matters and the quality of work life of all professional staff.
- 2.8.1.2 The teachers recognize the right of the Board to formulate policy and the Board recognizes the desirability of consulting its teachers.

### **2.8.2 Membership**

- 2.8.2.1 The Committee is to be composed of two or more trustees, senior leadership and four or more teacher representatives determined by the local ATA.
- 2.8.2.2 The Superintendent, Deputy Superintendent, and Assistant Superintendent of Human Services will attend meetings in an advisory capacity and when called upon will provide information and ideas for discussion.
- 2.8.2.3 To the extent possible teacher representatives are to provide geographic representation.

### **2.8.3 Chair**

- 2.8.3.1 Teacher and trustee members will take turns in appointing a chairperson at the beginning of each meeting

### **2.8.4 Meetings**

- 2.8.4.1 The Assistant Superintendent of Human Services will forward to all members and trustees notice of the meeting two Fridays prior to the meeting date. The notice will include a call for agenda items and a



reminder that agenda items must be submitted prior to or on the Monday prior to the meeting date.

- 2.8.4.2 Meetings shall be held once bi-monthly during the school year, unless no agenda items are forwarded to the Assistant Superintendent of Human Services in the agreed timeline.
- 2.8.4.3 The Assistant Superintendent of Human Services will provide the agenda or cancellation of the meeting the Tuesday prior to the meeting date.
- 2.8.4.4 Meetings are to be conducted in an informal manner without the requirement of official motions.

#### 2.8.5 Procedures

- 2.8.5.1 Meetings will normally be held in the Central Office meeting room commencing at 4:00 pm with a tentative time limit of 6:00 pm. Videoconferencing will be available when and where possible.
- 2.8.5.2 The Assistant Superintendent of Human Services will act as Secretary for the Committee.
- 2.8.5.3 Expenses of members of the Committee are to be borne by their respective organizations.
- 2.8.5.4 Minutes for the meetings will be posted on the Division website after presentation to the Board, and will be reviewed by the Committee in the following meeting. Where time allows, a draft of the minutes will be e-mailed to committee members for verification prior to presentation to the Board.
- 2.8.5.5 At the beginning of each year the Committee shall conduct a review of these terms of reference to determine if they are operating to both parties' satisfaction.

#### 2.8.6 Limitations

- 2.8.6.1 No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
- 2.8.6.2 Items covered in the current Collective Agreement between the parties will not be reviewed by the Committee.
- 2.8.6.3 The Committee is not intended to solve individual or personal grievances: rather, it shall focus on system wide concerns and policies.

#### 2.8.7 Amendments

- 2.8.7.1 The Terms of Reference shall be approved by the Board and the Clearview ATA Local Council.
- 2.8.7.2 Any changes in these terms of reference will be in consultation with the Committee prior to approval by the Board and the Clearview ATA Local Council.

Reference: Section 33, 39, 51, 52, 53, 64, 67, 222 Education Act  
Collective Agreements

Effective: May 21, 2009

Amended: November 10, 2020, October 5, 2022, February 9, 2023, June 22, 2023

## Policy 27 - Purchasing Oversight

---

### Purpose:

The Division is committed to fair, responsible, and respectful purchasing practices, optimizing the use of resources to provide maximum benefit. This policy outlines the procedures and responsibilities for purchasing goods and services while addressing practical considerations like time constraints, vendor availability, and quality reputation against financial advantages.

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### Definitions:

- **Budget Manager:** A designated individual with budget responsibility, such as principals, directors, Superintendent, Secretary-Treasurer, and Deputy and Assistant Superintendents, who has authority over specific budget allocations.
  - **Designate:** A person authorized by a budget manager to make purchases on their behalf. Designates must receive formal pre-approval and must meet qualifications established by the Division.
- 

### Purchasing Categories:

- **Category I: Goods, Services and Construction under \$30,000**
  - Purchases may be made directly by the budget manager or designate without competitive pricing.
  - Designates must receive written pre-approval from the budget manager, specifying items and expected costs.
  - Documentation of purchases must be maintained for audit purposes.
- **Category II: Goods and Services over \$30,000 and under \$75,000**  
**Construction over \$30,000 and under \$200,000**
  - Must be conducted under the oversight of the Secretary-Treasurer.
  - The budget manager shall prepare written minimum specifications for goods or services.
  - A formal invitation to quote must be sent to vendors from a pre-approved list, and advertisements will be placed annually in local newspapers, social media and Clearview's website to invite vendors to join the list.
  - Non-responsive vendors may be removed from the list after failing to respond to three consecutive invitations.

- **Category III: Goods and Services \$75,000 & Over**
    - **Construction \$200,000 & Over**
    - A Request for Proposal (RFP), Request for Quotation (RFQ) or tender must be developed with detailed specifications.
    - The Secretary-Treasurer shall oversee the advertisement of tenders, which must comply with trade agreements relevant to the MARSH sector (municipalities, academic institutions, health authorities, school boards).
    - Tenders will be publicly opened under the supervision of the Secretary-Treasurer and in the presence of at least one witness.
    - Any required performance bonds or deposits will be specified in the tender documentation.
    - Disputes or challenges to the tender outcome will be reviewed by a panel comprising the Superintendent, the Secretary-Treasurer, and the Board Chair.
    - The Board must approve the successful tender, but the most favourable tender is not necessarily guaranteed acceptance.
- 

### **Approval Authority and Oversight:**

- Budget managers are strictly prohibited from sharing electronic passwords for purchasing authorizations and must take all reasonable steps to safeguard them.
  - The Secretary-Treasurer will maintain signature and authorization records, detailing the budget centre, budget manager, designates, and sample signatures for verification.
  - Payments exceeding \$30,000 require Board Chair or Vice-Chair review and approval.
  - The Board will receive a comprehensive report on all non-payroll payments monthly. Trustees may request additional details, which the Secretary-Treasurer must provide within a reasonable timeframe.
- 

### **Fraud Prevention:**

- Budget managers and designates must adhere to strict fraud prevention measures, as detailed in Administrative Procedure 404 Appendix.
  - Budget managers must monitor purchases for signs of fraud and report suspicious activities to the Secretary-Treasurer.
  - The Secretary-Treasurer will conduct an internal audit when signs of fraud or suspicious activities have been reported.
- 

### **Vendor and Bid Guidelines:**

- All bids remain confidential, and under no circumstances should any bid information be disclosed.
- No employee shall derive personal benefit from the acceptance of any bid.

- Bids cannot be altered after the closing date, ensuring transparency and fairness.
- 

## Alternative Purchasing Arrangements:

- When seeking approval to use alternative agreements, the budget manager must document when seeking approval to use alternative purchasing agreements and clear justifications for deviations must be provided to the Secretary-Treasurer.
- The Secretary-Treasurer, in consultation with the Board Chair and Superintendent, may authorize alternative purchasing methods when necessary (e.g., vendor monopoly, limited distribution channels). These instances must be documented and reported to the Board.
- Purchases made under the Government of Alberta or the Alberta Association of Municipal Districts and Counties (AAMDC) Trade Division standing offers are allowed as a direct purchase.

~~Purchasing of supplies and services shall be completed in a fair, responsible and respectful manner optimizing the use of resources so as to provide the maximum benefit to the Division. It is recognized that in purchasing goods and services practical considerations such as time constraints, available vendors and reputation of quality must be weighed against the financial advantage of completely competitive buying.~~

~~¶~~

### ~~Specifically~~

~~¶~~

- ~~1. The following categories of purchasing are established to provide guidance in reconciling these considerations.~~
  - ~~1.1 Category I: Purchases of goods, materials or services (including supply of goods and/or materials) with estimated cost less than \$30,000;~~
  - ~~1.2 Category II: Purchase of goods, materials or services (including supply of goods and/or materials) with estimated cost from \$30,000 to \$75,000;~~
  - ~~1.3 Category III: Purchase of goods, materials or services (including supply of goods and/or materials) with estimated cost greater than \$75,000.~~
- ~~2. Purchasers must be aware of and avoid actions constituting fraud, as discussed under Administrative Procedure 404 Appendix Conflict of Interest and Fraud Prevention.~~

- ~~3. Authorized purchasers for the Division shall be those with budget responsibility as defined and developed through the budget allocation model and process ("budget managers"). The budget managers are defined as principals, directors, Secretary Treasurer, Deputy Superintendent, and Superintendent.¶¶~~
- ~~4. Purchases may be done through designates of the budget manager, however these purchases must be signed off by the budget manager. Designates must receive pre-approvals from the budget manager for purchases, including items and expected costs, from the budget manager prior to making the purchase. In all cases, the Secretary Treasurer may authorize purchases for budget centres and define the budget manager for purchases.¶¶~~
- ~~5. The Secretary Treasurer shall maintain signature and authorization sheets which must detail the budget centre, budget manager, designates (if applicable) and sample signatures for verification.¶¶~~
- ~~6. Budget managers shall not share their electronic password for purchasing authorization and will make all reasonable efforts to secure the password.¶¶~~
- ~~7. All payments requiring Secretary Treasurer approval prior to payment shall be done in accordance with AP 515. Where the Secretary Treasurer is not available, the Superintendent may approve payments.¶¶~~
- ~~8. All payments greater than \$30,000 must be reviewed by the Board Chair (or if unavailable Vice Chair) prior to payment for compliance with Board Policy. The Board Chair may request evidence of payments less than \$30,000 as desired to ensure compliance with Board Policy.¶¶~~
- ~~9. The Board shall have monthly (where possible) a listing of all payments for supplies and services (excluding payroll), to be submitted as information. Trustees may make requests for information on cheque payments as desired, and the Secretary Treasurer shall provide information within a reasonable timeframe.¶¶~~
- ~~10. Under no circumstances:¶¶~~
  - ~~10.1 shall the contents of any bid be disclosed to any third party for any reason. ¶¶~~
  - ~~10.2 shall any employee benefit from the acceptance of any bid.¶¶~~
  - ~~10.3 shall bids be added or changed after the closing date.¶¶~~
- ~~11. The Superintendent and Secretary Treasurer shall have administrative procedures developed to reflect adherence to this policy, and the procedures for departments to make purchases.¶¶~~

## **Process**

- ~~1. Subject to budgetary control or special approval by the Board, purchases within each category shall be made in accordance with the following procedures:¶¶~~
  - ~~1.1. Category I: Direct Purchase (estimated costs less than \$30,000)¶¶~~

- ~~1.2. Purchases may be made by the appropriate agent of the Division (principals, directors, Secretary Treasurer, Deputy Superintendent, and Superintendent) from the vendor considered by the purchaser to be the best choice considering all relevant circumstances, without competitive pricing.¶¶~~
- ~~1.3. A purchaser may proceed in accordance with Category II or III if in that person's judgment it is desirable to do so.¶¶~~
- ~~2. Category II: Invitational Quotations (estimated costs between \$30,000 and \$75,000)¶¶~~
  - ~~2.1. Purchases in excess of \$30,000 shall be made under the oversight of the Secretary Treasurer.¶¶~~
  - ~~2.2. The budget manager inviting quotations shall develop in written form minimum specifications for the goods or service to be purchased.¶¶~~
  - ~~2.3. Purchases shall be made on the basis of written quotations submitted to the appropriate agent, obtained by invitation from a list of vendors who have indicated a desire to provide goods and services for the Division, and in such other media as deemed necessary by the Secretary Treasurer.¶¶~~
- ~~3. Advertisements shall be placed in newspapers serving the jurisdiction of the Division indicating the existence of the policy of invitational purchasing and inviting vendors to submit their business for inclusion on the vendors' list. This notice shall be given at least annually.¶¶~~
  - ~~3.1. Vendors on the vendors' list who repeatedly fail to respond to invitations to quote within the time provided may be removed from the list.¶¶~~
  - ~~3.2. The most favourable or any quotation may not necessarily be accepted.¶¶~~
  - ~~3.3. Acceptance of the successful quotation shall be made by the Secretary Treasurer.¶¶~~
  - ~~3.4. A purchase may proceed in accordance with Category III if in the Secretary Treasurer's judgment it is desirable to do so.¶¶~~
  - ~~3.5. Purchases made under the Government of Alberta or the Alberta Association of Municipal Districts and Counties (AAMDG) Trade Division standing offers are allowable under this category without further steps, as approved by the Secretary Treasurer.¶¶~~
- ~~4. Category III: Tenders (estimated costs higher than \$75,000)¶¶~~
  - ~~4.1. Written specifications for the request for proposal (RFP) or request for quotation (RFQ) shall be prepared for the goods or services to be purchased.¶¶~~
  - ~~4.2. The Secretary Treasurer shall advertise for sealed tenders in response to the tender specifications in the *Alberta Purchasing Connection*, to vendors on the interested vendors list, and in such other media as deemed necessary by the Secretary Treasurer.¶¶~~



~~4.3. Tenders must follow the process outlined under the Trade, Investment and Labour Mobility Agreement.¶~~

~~4.4. Copies of the tender advertisement may contain the specifications or describe how they may be obtained, and shall indicate the closing time for receipt of tenders and the time and place at which the tenders will be opened.¶~~

~~4.5. Tenders shall be received, retained and opened under the auspices of the Secretary Treasurer at the advertised time for their opening, which shall be done publicly and in the presence of at least one witness.¶~~

~~4.6. Deposits and/or performance bonds may be required if deemed desirable considering our particular circumstances.¶~~

~~4.7. Acceptance of the successful tender shall be made by the Board¶~~

~~4.8. The most favourable or any tender may not necessarily be accepted.¶~~

~~4.9. The summary of quotations shall be available to all bidders and the public on request.¶~~

~~¶~~

#### ~~5. Best Interest Provision¶~~

~~6. In instances where it is not reasonable to proceed in accordance with the provisions of the above (such as vendor monopoly, limited national or international distribution, and direct transactions with wholesale suppliers) the Secretary Treasurer in consultation with the Board Chair and Superintendent, may make alternative purchasing arrangements to expedite the affairs of the Division while protecting its financial interest in the transaction so far as is reasonable. The Secretary Treasurer shall report to the Board each time that alternative purchasing arrangements are made.¶~~

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Reference: Section 33, 52, 53, 68, 85, 188, 196, 197, 204, 222, 225, 229 Education Act  
Freedom of Information and Protection of Privacy Act  
School Buildings and Tendering Regulation 383/88  
Agreement on Internal Trade; Annex 502.4  
New West Partnership Trade Agreement  
Trade, Investment and Labour Mobility Agreement

Effective: March 11, 1999

Amended: November 10, 2020, January 25, 2024



## PRAIRIE LAND PUBLIC SCHOOL DIVISION

BOX 670  
101 Palliser Trail  
HANNA, ALBERTA T0J 1P0

TELEPHONE: 403-854-4481 TOLL-FREE: 1-800-601-3898 FAX: 403-854-2803

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October 4, 2024

Board Chair Guy Neitz  
5031 – 50<sup>th</sup> Street  
Stettler, AB T0C 2L0

Dear Board Chair Neitz,

Subject: Concerns Regarding Student Transportation in Prairie Land's Catchment Area

I am writing to express our concern regarding a recent situation that has arisen in our Morrin catchment area. It has come to our attention that Clearview School Division has begun transporting a family within Prairie Land to Big Valley School. While we recognize that Alberta Education provides families the freedom to choose the school that best fits their needs, and we respect parental rights to school choice, we feel this situation warrants a discussion between our Boards.

As you know, transportation is a complex and sensitive matter, especially when coupled with the principles of school choice and parental rights. This recent decision by your Board has created a delicate situation within our community, and we feel it is important to address it directly and respectfully. Prairie Land has always approached such matters with the intention of maintaining open dialogue and fostering a spirit of collaboration between our divisions.

With that, we want to ensure that such actions do not adversely affect the positive relationship our Boards have cultivated over the years. Moving forward, we would appreciate the opportunity to engage in a discussion with Clearview School Division to address our concerns and work toward mutually beneficial solutions.

We believe in maintaining a level of respect and understanding between our Boards, and we hope to continue our collaboration in a way that best serves our communities. To that end, we would like to explore ways to address transportation challenges together, ensuring that future decisions align with the interests of both our divisions.

Thank you for your attention to this matter. Together, our Boards can navigate these complexities while preserving the integrity of our relationship.

Sincerely,

Holli Smith  
Board Chair  
Prairie Land Public School Division

1. *Promote Clearview School Division to be the “first choice” in education.*
2. *To build and maintain a strong brand for Clearview School Division.*
3. *Ensure consistent branding and messaging across all marketing platforms.*
4. *Increase community engagement with Clearview School Division.*
5. *Facilitate all future marketing for Clearview School Division ensuring consistent branding and messaging (newspaper ads, sponsorships, magnet signs, etc.)*
6. *Positively showcase Clearview School Division facilities, teachers, staff, board, student resources and student opportunities.*
7. *To strengthen relationships with current partners and stakeholders.*

1. Call meeting to Order- [TERMS 10:09 a.m.](#)
  - a. Attendees: K. Smyth, E. Grice, S. Leys, D. Van Oers, M. Reyes, M. Thomson G. Neitz joined at 10:42am
2. Adopt Agenda - [approved](#)
3. Meeting Minutes
  - a. 2024-06-13 minutes [LINK](#)
4. Election of Committee Chair - [K. Smyth was elected and chaired the meeting.](#)
5. Communications Update
  - a. Social Media - Over the past year, Clearview’s social media performance has seen a mix of positive growth and areas for improvement. In the 2022-2023 period, total reach was 121.5K, which increased by 15.8% to 141K in 2023-2024. This growth in reach indicates that our content is being seen by a larger audience, demonstrating improved visibility. However, while reach improved, content interactions slightly decreased by 2.3%, from 14.6K to 14.3K. This suggests that, although more people are viewing our posts, engagement per person (such as likes and comments) has not grown at the same pace.

The follower count has remained steady at 2.4K, reflecting consistent interest, but there is room for growth in attracting new followers. One notable change is in link clicks, which dropped by 19.8%, from 2.9K to 2.4K. This decrease suggests a reduced level of direct action taken by viewers to explore additional content or resources. It may be worth examining the types of links shared to ensure they align with our audience’s interests and encourage further engagement.

Looking specifically at the 2023-2024 period, there is a positive shift in organic versus ad performance. Organic reach increased by a significant 178.2% to 102.2K, while reach from ads dropped by 26.8% to 42.3K. This shift suggests that our content is resonating more with the audience without the need for paid promotion, which can be more cost-effective in

the long run.

Overall, the data shows increased visibility and reduced reliance on ads, which is a positive indicator of growth and engagement potential. However, the slight declines in interactions and link clicks suggest areas where we could refine our content strategy to boost engagement and actions taken by viewers. This balance of strengths and areas for improvement should guide our social media strategy moving forward, focusing on creating more interactive and compelling content to enhance audience engagement.

Top Posts based on reach and engagement

- i. [2024-25 YTD](#)
    - ii. [2023-24](#)
  - b. BrightArrow - Implementation, has no communications efforts as we had hoped. We are acutely aware of issues still outstanding with this and are working with Technology Services to resolve the remaining issues.
  - c. Rally Website [insights](#): We will review online registration for the fall and the opt-in (consent forms).
  - d. Stingray Radio - [Radio advertisements in Aug/Sep and Spring for Kindergarten registrations.](#)
  - e. Magnet Signs [keeping these updated locally, with monthly messaging.](#)
6. Local Government Education Meeting
- a. Professional development session
    - i. [The meeting seems to go over well with the Eastern communities for engagement.](#)
    - ii. [PD on working with municipalities, ask at the ASBA FGM to find a speaker for this session. For advocacy issues. Invite Nate Horner and Adriana LaGrange and some neighbouring MLAs. Invite School Divisions Prairie Rose, Prairie Land, East Central Catholic, Golden Hills, and Chinooks Edge. Send Nate](#)
    - iii. [Horner, Adriana LaGrange, and Federal Damien Kurek dates February 25, 26 or 27, March 10, 13 evening 5pm start with supper \(MT and SL\).](#)
7. Engagement Planning
- i. [Pick dates for community engagement](#)
  - b. [Byemoor](#)
  - c. [Coronation](#)
  - d. [Brownfield](#)
  - e. [Gus Wetter](#)
  - f. [Stettler Elementary](#)
8. MLA Visit

- a. Speak with Holly Smith (Prairie Land) about a group meeting with Nate Horner
- 9. Trade Show Planning (April 11-13 2025)
  - a. Should be more of a school focus, keep the lego table.
    - i. Have the Principals attend again?
    - ii. Schools have more involvement and promote school advantages. SL to ask at LLT.
    - iii. Elections nomination packages to hand out.
- 10. Advocacy
  - a. Careers and Rural Development - train and retrain local incentives/bursaries to fill the gaps by training ours. Clear a path for trades teachers into a classroom. Limit sessions to foreign students. Funding resources where they live. Dual credit grant, making this a stable funding component.
  - b. Mental Health - Focus funded Education \$ spent on educators; not on mental health. Ministry coordination. A fund where they live if we didn't have to pay for the mental health portion out of education \$ we could provide additional funds to education.
    - i. Letters - for families to sign and send.
    - ii. FAQ portion (we have the same problems in rural Alberta as they are in Northern Alberta).
- 11. Next Meeting January 8, 2025 10 am
- 12. Adjournment 12:01 pm



Meghan Thomson &lt;mthomson@clearview.ab.ca&gt;

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**Fwd: [External] Release of the 2023/24 PAT results, diploma exam results and Alberta Education Assurance Measures reports / Publication des résultats des tests de rendement provinciaux et des examens de diplôme de 2023-2024 ainsi que les rapports sur les mesures de l'ass**

1 message

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**Scot Leys** <sleys@clearview.ab.ca>  
To: Meghan Thomson <mthomson@clearview.ab.ca>

Mon, Nov 25, 2024 at 3:56 PM

You can use this email for 9.5.4 of the Agenda

----- Forwarded message -----

From: **EDC Deputy Minister** <EducationDeputyMinister@gov.ab.ca>

Date: Fri, Nov 8, 2024 at 1:51 PM

Subject: [External] Release of the 2023/24 PAT results, diploma exam results and Alberta Education Assurance Measures reports / Publication des résultats des tests de rendement provinciaux et des examens de diplôme de 2023-2024 ainsi que les rapports sur les mesures de l'ass

To: EDC Deputy Minister &lt;EducationDeputyMinister@gov.ab.ca&gt;

Raptor Remark: Please be careful! This email is from an EXTERNAL sender. Be aware of impersonation and credential theft.

**To: Superintendents of Public, Separate, Francophone and Charter School Authorities****Independent (Private) School Authorities****First Nations Education Directors****CASS (College of Alberta School Superintendents)***Le texte français suit le texte anglais. / French text follows English text.***Subject: Release of the 2023/24 PAT results, diploma exam results and Alberta Education Assurance Measures reports**

Dear colleagues:

The [provincial achievement test \(PAT\)](#) and [diploma exam](#) results from the 2023/24 school year have now been posted publicly on [Alberta.ca](#). This means that the embargo has been lifted and you are now able to publicly discuss your results.

Results at the provincial level are posted in multiple formats: table, graph, and Excel files. Excel files that summarize results at the school and school authority levels are also posted at the locations above and the [School & Authority Index](#).

PAT and diploma exam results help to assure the public that students are meeting provincial standards. These results also inform the Alberta Education assurance measures.

On November 29, Alberta Education Assurance Measure reports will be posted on the [Alberta Education website](#) to coincide with public posting by school authorities of their Annual Education Results Reports due November 30.

If you have any questions or concerns, please contact Janet Rockwood, Director, Diploma Programs, Provincial Assessment, by phone at 780-422-5160 (dial 310-0000 first for a toll-free call in Alberta) or by email at [janet.rockwood@gov.ab.ca](mailto:janet.rockwood@gov.ab.ca).

I appreciate your continued support and commitment to delivering excellence in education in Alberta.

Sincerely,

Lora Pillipow

Deputy Minister of Education

cc: Communications Contacts at School Divisions

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**Destinataires:      Directions générales des autorités scolaires publiques, séparées, francophones et à charte**

**Autorités scolaires indépendantes**

**Directions de l'éducation des Premières Nations**

**CASS (College of Alberta School Superintendents)**

**Objet : Publication des résultats des tests de rendement provinciaux et des examens de diplôme de 2023-2024 ainsi que les rapports sur les mesures de l'assurance de qualité d'Alberta Education**

Chers collègues,

Les résultats des [tests de rendement provinciaux](#) et des [examens de diplôme](#) pour l'année scolaire 2023-2024 ont été rendus publics sur [Alberta.ca](#). Vous pouvez maintenant annoncer publiquement vos résultats.



Les résultats à l'échelle de la province sont publiés en plusieurs versions : sous forme de tableaux, de graphiques et de fichiers Excel. Les fichiers Excel dans lesquels figurent les résultats par école et par autorité scolaire sont également disponibles sur [Alberta.ca](https://alberta.ca).

Les résultats des tests de rendement provinciaux et des examens de diplôme permettent de s'assurer que le rendement des élèves est conforme aux normes provinciales. Les résultats permettent également d'orienter les mesures de l'assurance de qualité d'Alberta Education.

Le 29 novembre, les rapports sur les mesures de l'assurance de qualité d'Alberta Education seront publiés sur le site Web d'Alberta Education pour coïncider avec la publication publique par les autorités scolaires de leurs rapports annuels sur les résultats en éducation (RRAÉ), attendus le 30 novembre.

Si vous avez des questions ou des commentaires, veuillez communiquer avec Janet Rockwood, Director, Diploma Programs, Provincial Assessment, par téléphone au 780-422-5160 (composez d'abord le 310-0000 pour un appel sans frais en Alberta) ou par courriel à [janet.rockwood@gov.ab.ca](mailto:janet.rockwood@gov.ab.ca).

Je vous remercie de votre appui et de votre engagement continus envers l'excellence de l'éducation en Alberta.

Cordialement,

Lora Pillipow

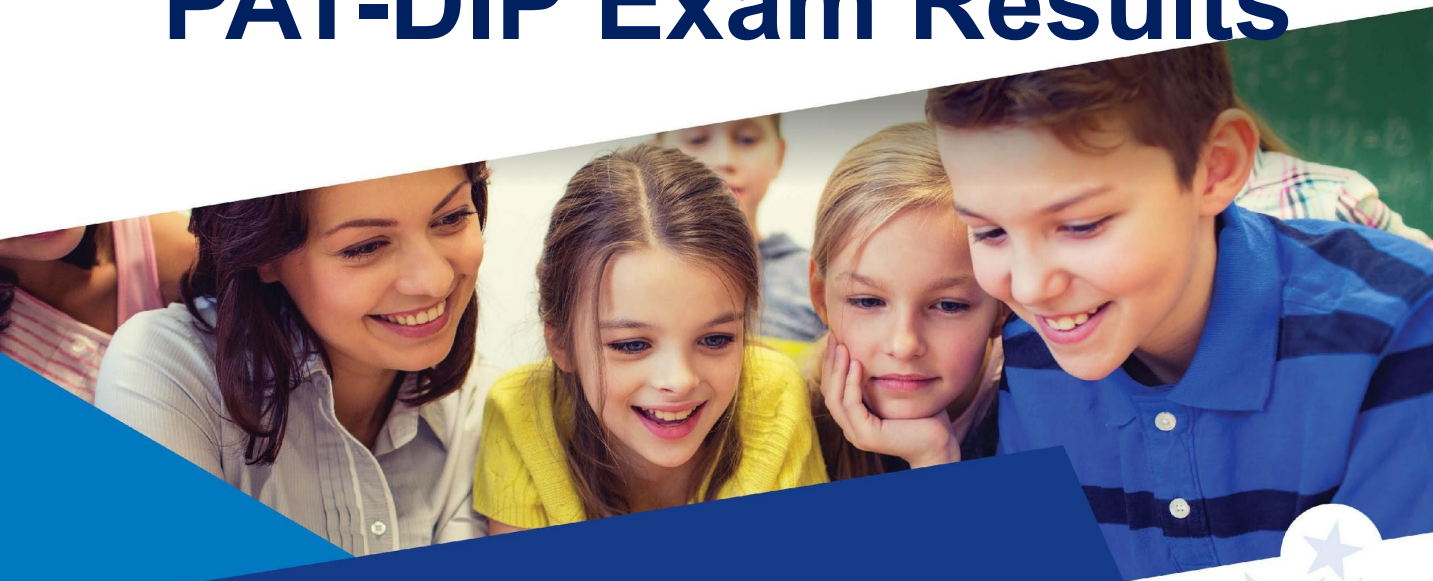
Sous-ministre de l'Éducation

c.c.: personnes-ressources en communication des autorités scolaires

Raptor Review: Is this Spam? Let PCCC know in just one click! [Open a Raptor Review ticket](#).

November 2024

# PAT-DIP Exam Results

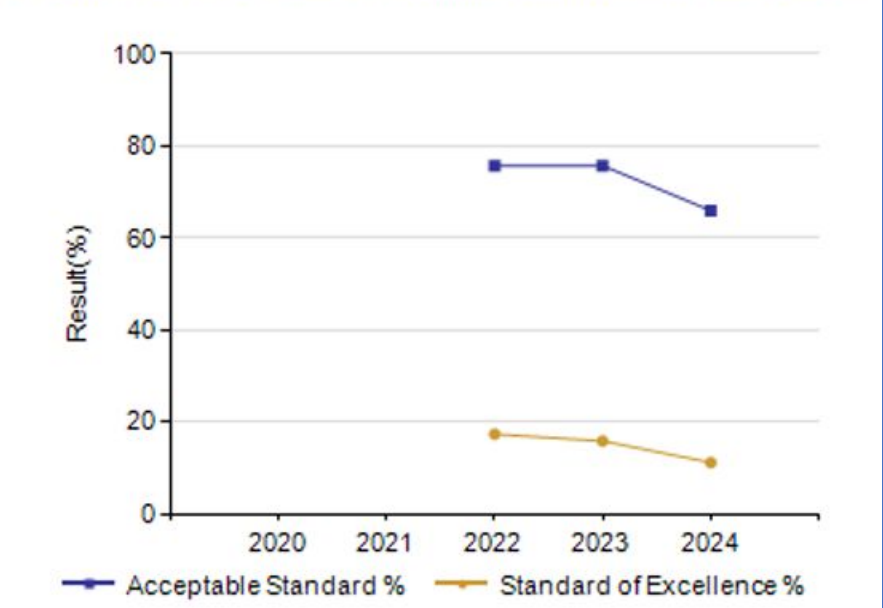


**Clearview  
Public Schools**

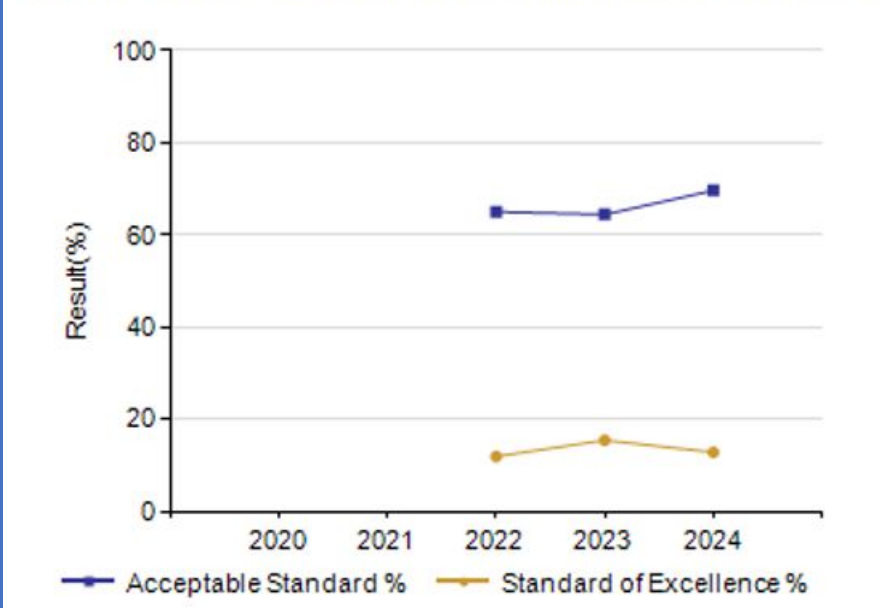
We All Belong – We All Succeed

The PAT results provided in grade 6 are only Grade 6 Social Studies due to new curriculum implementation. The grade 6 & 9 results presented are for all students, including those who did not write due to absence or exemption (12 students).

Graph of Overall Grade 6 Provincial Achievement Test Results



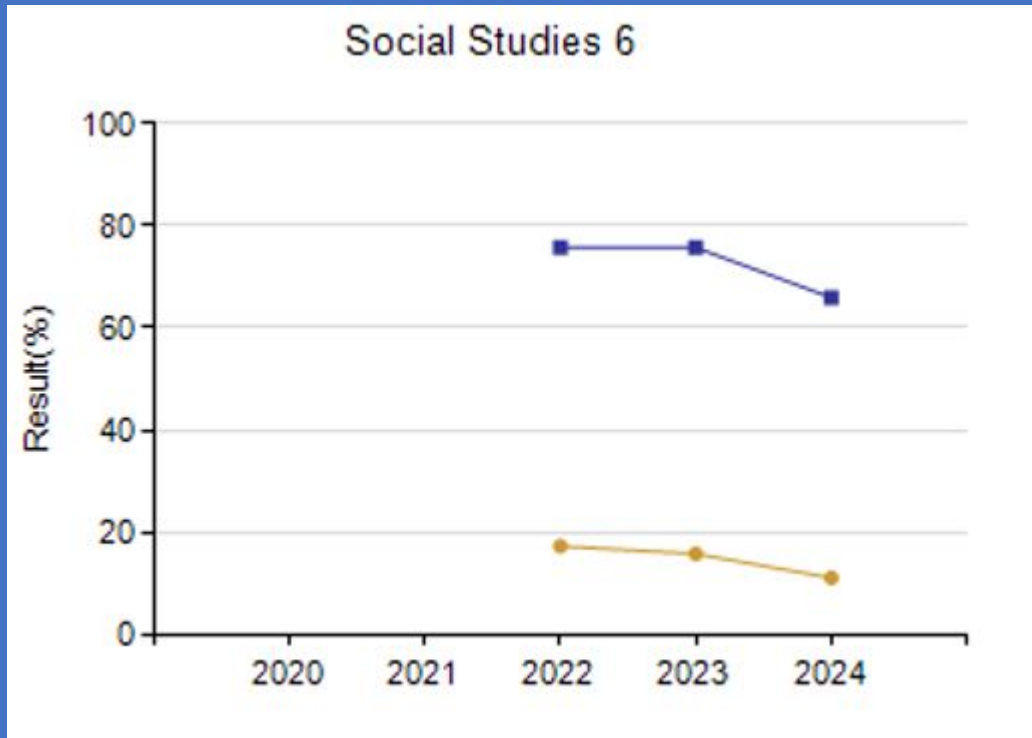
Graph of Overall Grade 9 Provincial Achievement Test Results



# PAT Course by Course Results by Number Enrolled.

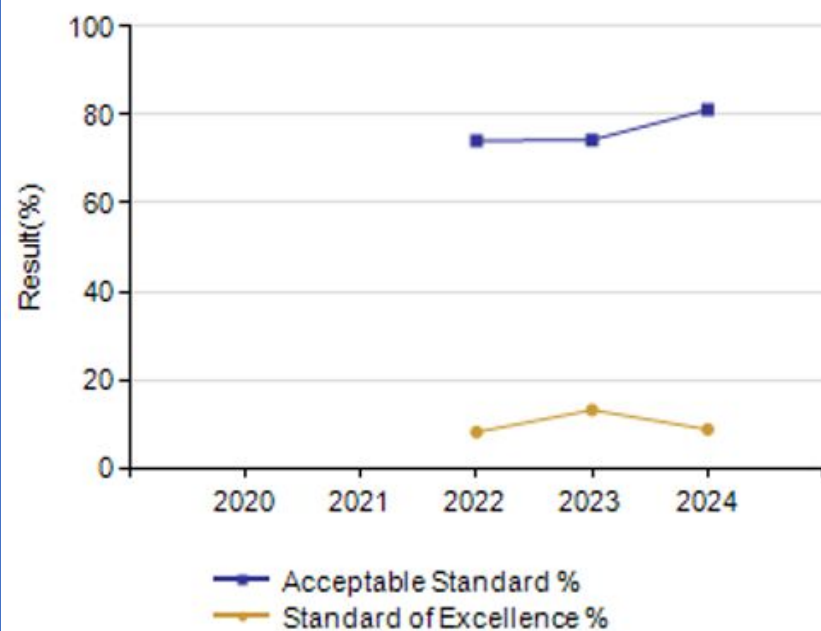
		Results (in percentages)									
		2020		2021		2022		2023		2024	
		A	E	A	E	A	E	A	E	A	E
Social Studies 6	Authority	n/a	n/a	n/a	n/a	75.7	17.3	75.7	15.8	65.9	11.1
	Province	n/a	n/a	n/a	n/a	67.8	20.1	66.2	18.0	68.5	19.8
English Language Arts 9	Authority	n/a	n/a	n/a	n/a	74.1	8.2	74.3	13.2	81.1	8.8
	Province	n/a	n/a	n/a	n/a	69.6	12.9	71.4	13.4	69.5	11.8
K&E English Language Arts 9	Authority	n/a	n/a	n/a	n/a	16.7	0.0	44.4	0.0	*	*
	Province	n/a	n/a	n/a	n/a	50.5	5.0	50.2	5.7	49.6	5.6
Mathematics 9	Authority	n/a	n/a	n/a	n/a	51.5	9.1	66.9	17.7	61.5	14.6
	Province	n/a	n/a	n/a	n/a	53.0	16.7	54.4	13.5	52.7	14.0
K&E Mathematics 9	Authority	n/a	n/a	n/a	n/a	59.3	7.4	71.0	29.0	75.0	20.8
	Province	n/a	n/a	n/a	n/a	55.3	11.1	52.7	11.3	52.2	9.9
Science 9	Authority	n/a	n/a	n/a	n/a	79.3	22.0	68.2	18.5	74.8	15.9
	Province	n/a	n/a	n/a	n/a	68.0	22.6	66.3	20.1	67.6	20.8
K&E Science 9	Authority	n/a	n/a	n/a	n/a	25.0	0.0	44.4	0.0	*	*
	Province	n/a	n/a	n/a	n/a	57.8	11.0	52.9	10.9	52.3	8.9
Social Studies 9	Authority	n/a	n/a	n/a	n/a	63.6	11.0	51.7	12.6	60.3	11.3
	Province	n/a	n/a	n/a	n/a	60.8	17.2	58.4	15.9	60.5	15.8
K&E Social Studies 9	Authority	n/a	n/a	n/a	n/a	12.5	0.0	30.0	0.0	*	*
	Province	n/a	n/a	n/a	n/a	53.2	14.1	49.6	10.6	50.4	11.3

PAT Course by Course Results by:					
		Written		Enrolled	
		2024		2024	
		Acc	Exc	Acc	Exc
ELA 6	Clearview	n/a	n/a	n/a	n/a
	Province	n/a	n/a	n/a	n/a
Math 6	Clearview	n/a	n/a	n/a	n/a
	Province	n/a	n/a	n/a	n/a
Science 6	Clearview	n/a	n/a	n/a	n/a
	Province	81.2	29.3	68.8	24.8
SS 6	Clearview	69.9	11.7	65.9	11.1
	Province	79.2	22.8	68.7	20.4
ELA9	Clearview	82.8	9	81.1	8.8
	Province	83.8	14.2	69.5	11.8
K&E ELA 9	Clearview	*	*	*	*
	Province	69	7.8	49.6	5.6
Math 9	Clearview	63.5	15.1	61.5	14.6
	Province	62	16.5	51.4	13.7
K&E Math 9	Clearview	*	*	*	*
	Province	64.8	12.3	52	9.9
Science 9	Clearview	78.8	23.9	74.8	15.9
	Province	79.2	24.4	66.8	20.9
K&E Science 9	Clearview	*	*	*	*
	Province	65.7	11.1	52.3	9
SS 9	Clearview	63.6	11.9	60.3	11.3
	Province	71	18.8	60	15.9
K&E SS 9	Clearview	*	*	*	*
	Province	63.1	14.2	50.4	11.3

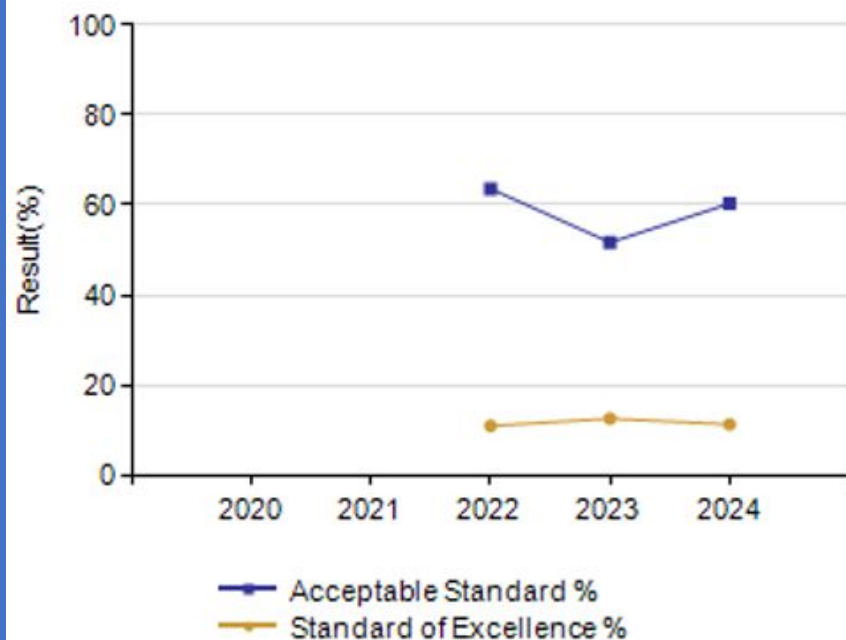


The grade 6 numbers include 22 cycled curriculum students.

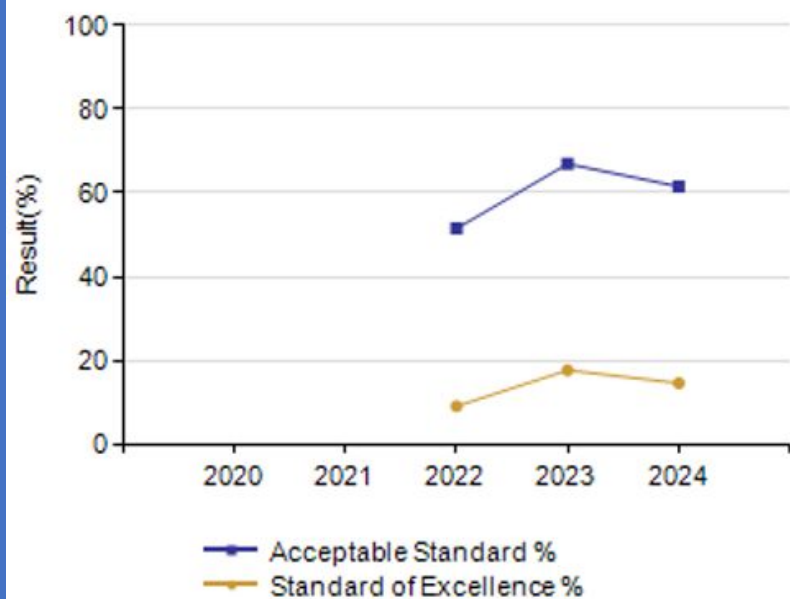
English Language Arts 9



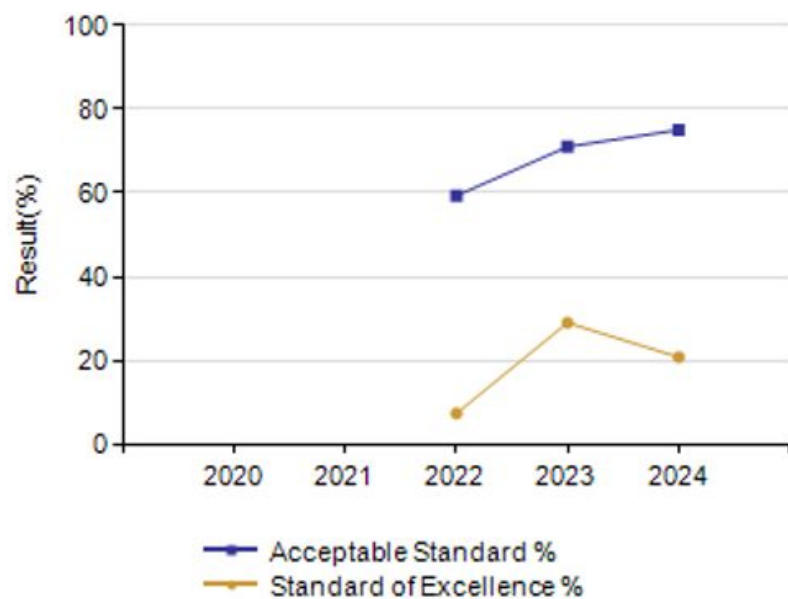
Social Studies 9



Mathematics 9

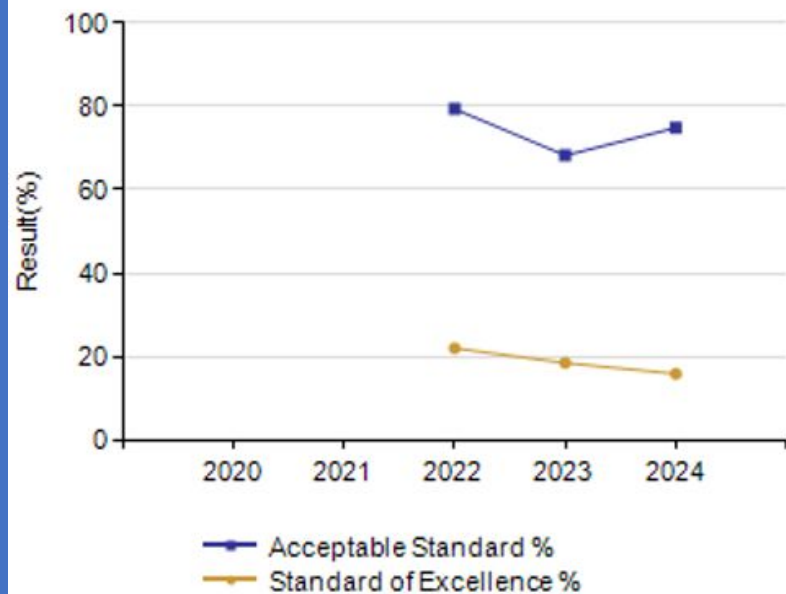


K&E Mathematics 9

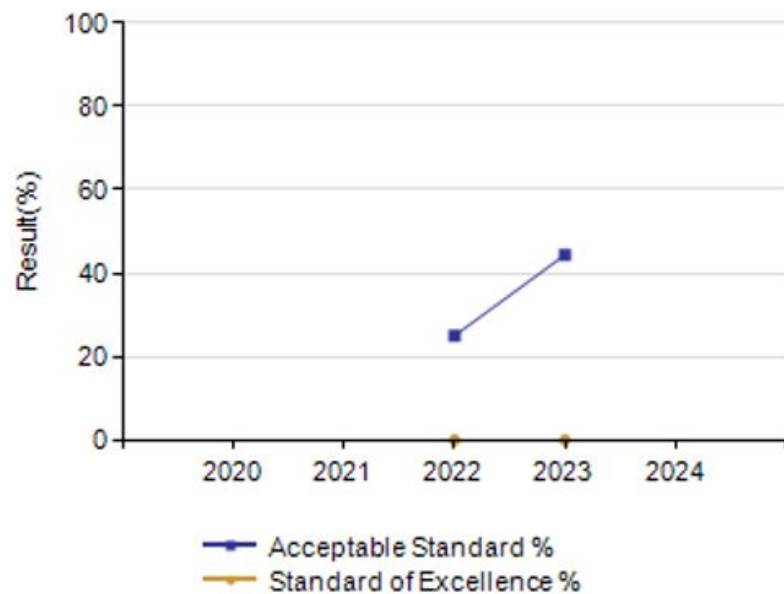




Science 9



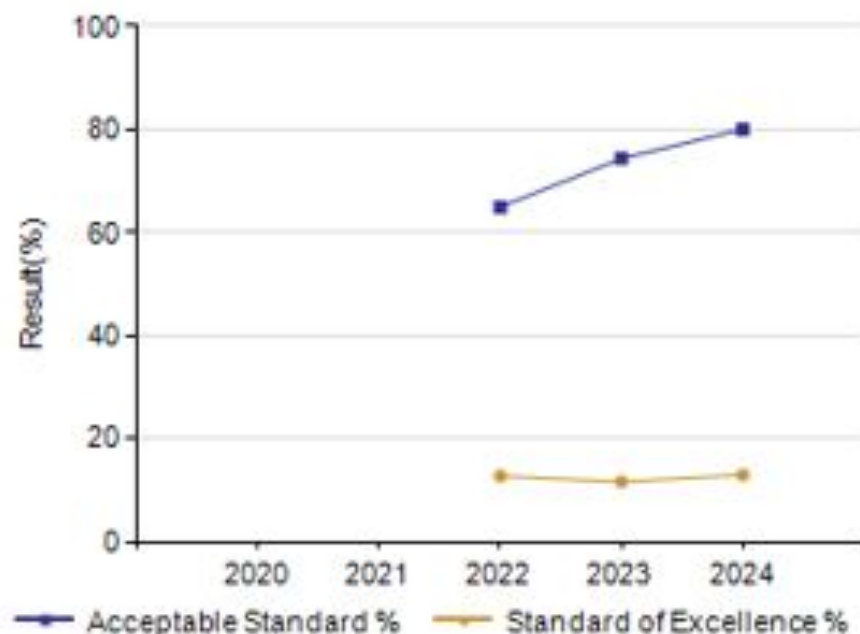
K&E Science 9



## Diploma Examination Results – By Students Writing Measure History

Diploma Exam Results By Students Writing Measure History													
	Clearview School Division					Measure Evaluation			Alberta				
	2020	2021	2022	2023	2024	Achievement	Improvement	Overall	2020	2021	2022	2023	2024
N	n/a	n/a	147	223	211	n/a	n/a	n/a	n/a	n/a	58,444	67,294	72,444
Acceptable Standard %	n/a	n/a	64.9	74.3	80.0	Intermediate	Improved	Good	n/a	n/a	75.2	80.3	81.5
Standard of Excellence %	n/a	n/a	12.7	11.6	12.9	Intermediate	Maintained	Acceptable	n/a	n/a	18.2	21.2	22.6

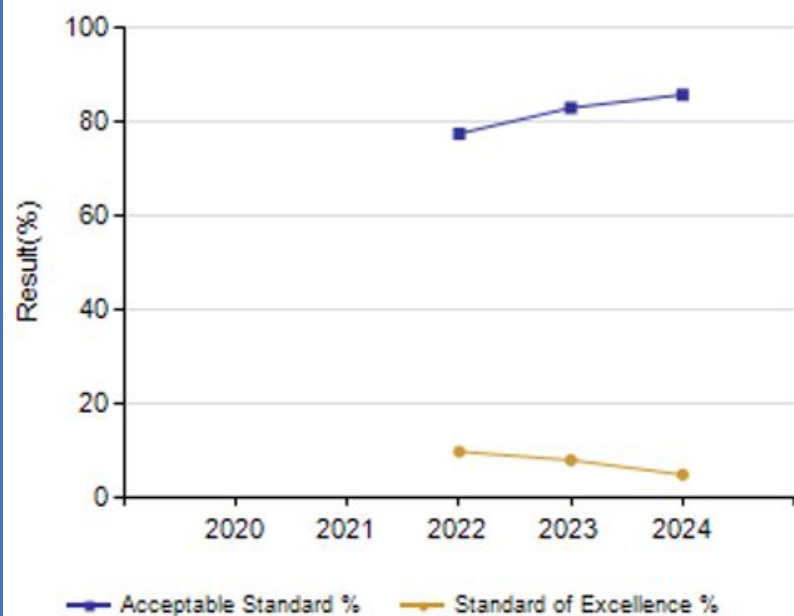
Graph of Diploma Examination Results - Overall



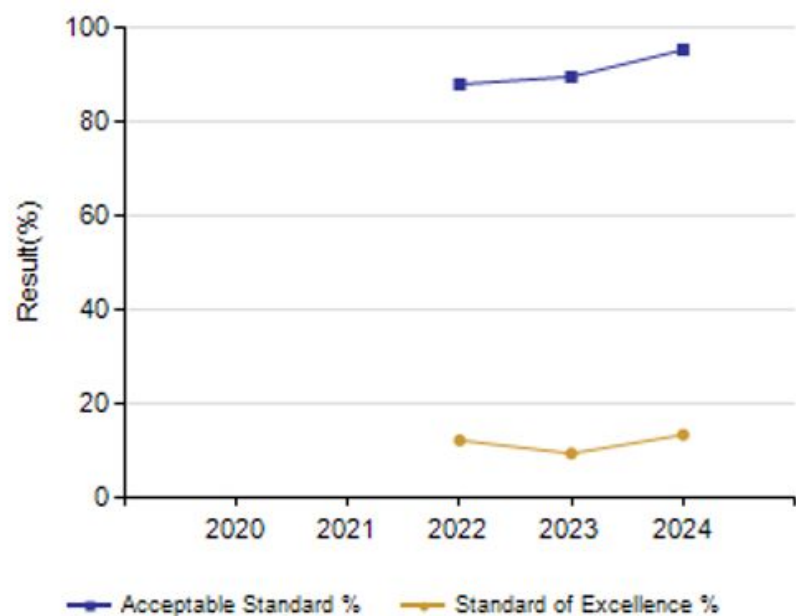
Diploma Exam Course by Course Results by Students Writing.

		Results (in percentages)									
		2020		2021		2022		2023		2024	
		A	E	A	E	A	E	A	E	A	E
English Lang Arts 30-1	Authority	n/a	n/a	n/a	n/a	77.4	9.7	82.9	7.9	85.7	4.8
	Province	n/a	n/a	n/a	n/a	78.8	9.4	83.7	10.5	84.2	10.1
English Lang Arts 30-2	Authority	n/a	n/a	n/a	n/a	87.9	12.1	89.5	9.3	95.2	13.3
	Province	n/a	n/a	n/a	n/a	80.8	12.3	86.2	12.7	85.7	12.9
Mathematics 30-1	Authority	n/a	n/a	n/a	n/a	20.0	0.0	35.9	7.7	61.5	23.1
	Province	n/a	n/a	n/a	n/a	63.6	23.0	70.8	29.0	75.4	34.9
Mathematics 30-2	Authority	n/a	n/a	n/a	n/a	34.8	0.0	55.3	12.8	60.3	6.3
	Province	n/a	n/a	n/a	n/a	61.5	11.8	71.1	15.2	70.9	15.4
Social Studies 30-1	Authority	n/a	n/a	n/a	n/a	73.1	19.2	83.1	5.1	84.8	7.6
	Province	n/a	n/a	n/a	n/a	81.5	15.8	83.5	15.9	85.2	18.7
Social Studies 30-2	Authority	n/a	n/a	n/a	n/a	72.1	11.6	79.4	7.2	80.0	5.9
	Province	n/a	n/a	n/a	n/a	72.5	13.2	78.1	12.3	77.6	12.7
Biology 30	Authority	n/a	n/a	n/a	n/a	68.0	32.0	80.8	19.2	83.8	17.5
	Province	n/a	n/a	n/a	n/a	74.3	25.2	82.7	32.8	83.1	33.7
Chemistry 30	Authority	n/a	n/a	n/a	n/a	46.3	14.6	59.7	16.1	74.2	25.8
	Province	n/a	n/a	n/a	n/a	77.1	31.1	80.5	37.0	82.9	38.0
Physics 30	Authority	n/a	n/a	n/a	n/a	n/a	n/a	69.7	27.3	79.2	25.0
	Province	n/a	n/a	n/a	n/a	78.5	34.6	82.3	39.9	85.1	43.1
Science 30	Authority	n/a	n/a	n/a	n/a	n/a	n/a	75.0	12.5	77.3	22.7
	Province	n/a	n/a	n/a	n/a	75.7	17.2	79.4	23.1	81.3	24.6

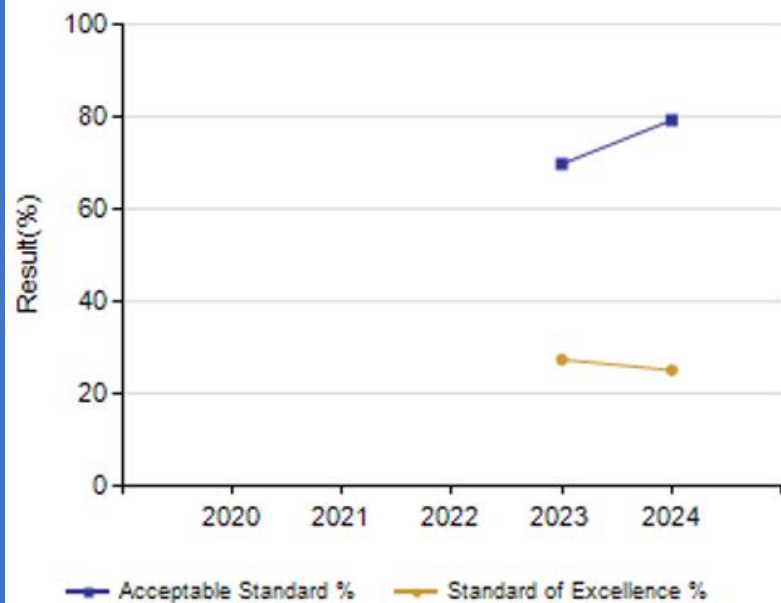
English Lang Arts 30-1



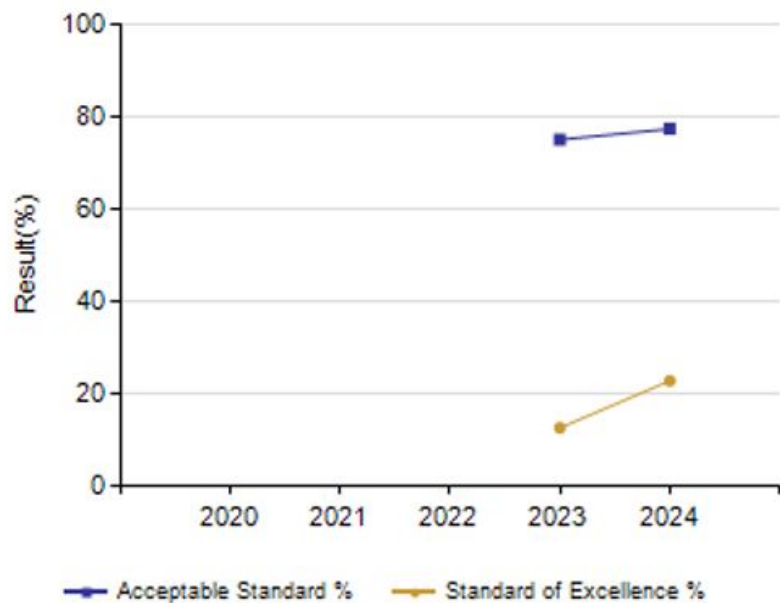
English Lang Arts 30-2



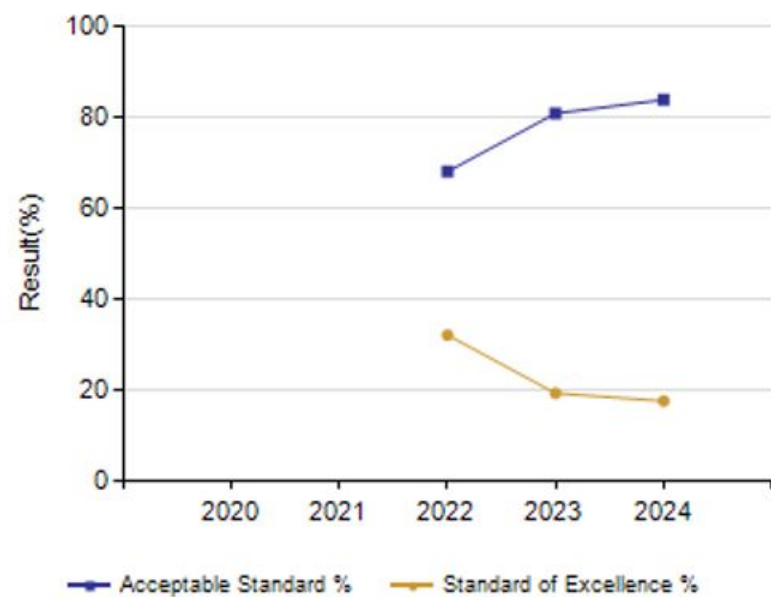
Physics 30



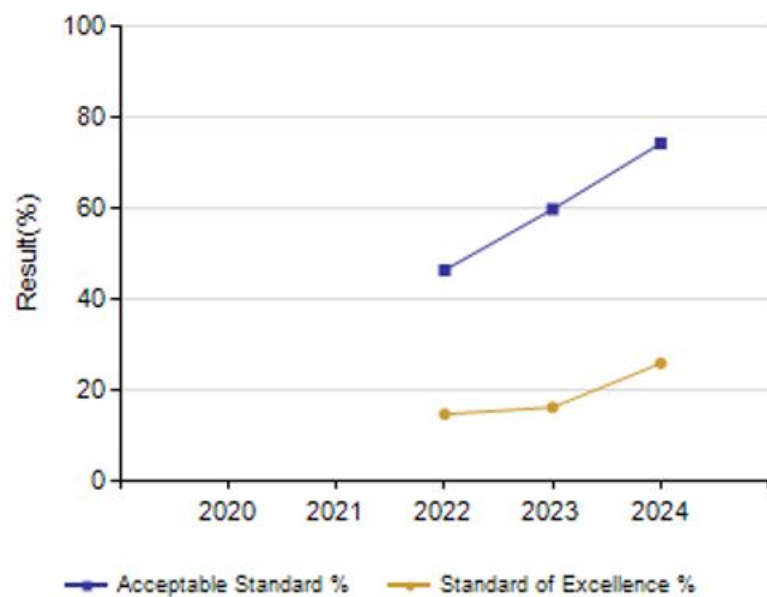
Science 30



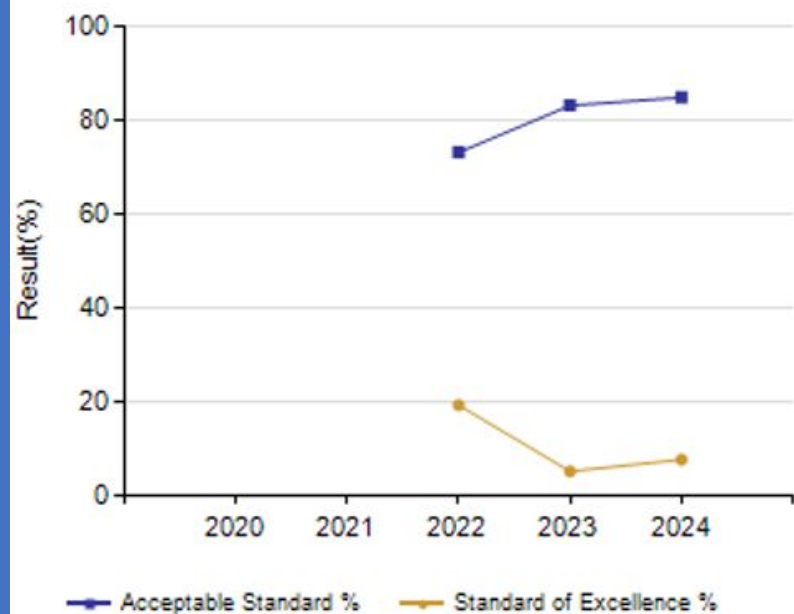
Biology 30



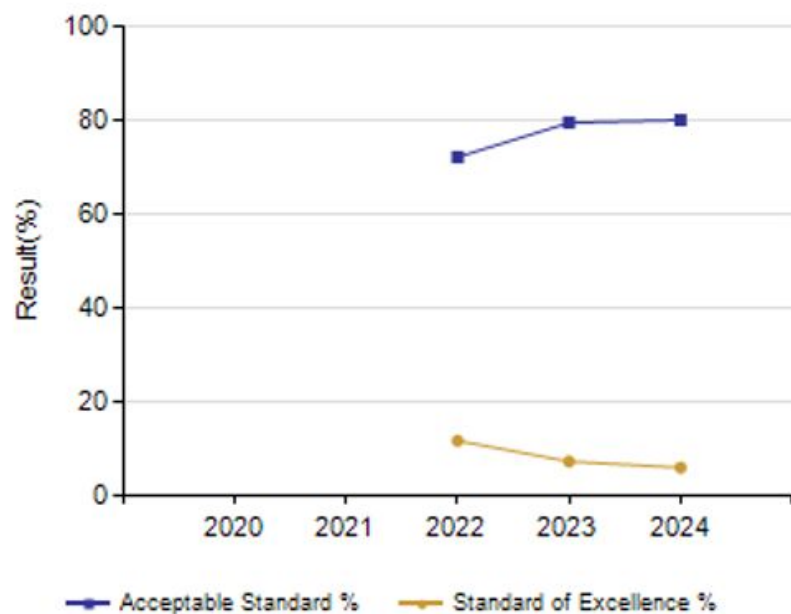
Chemistry 30



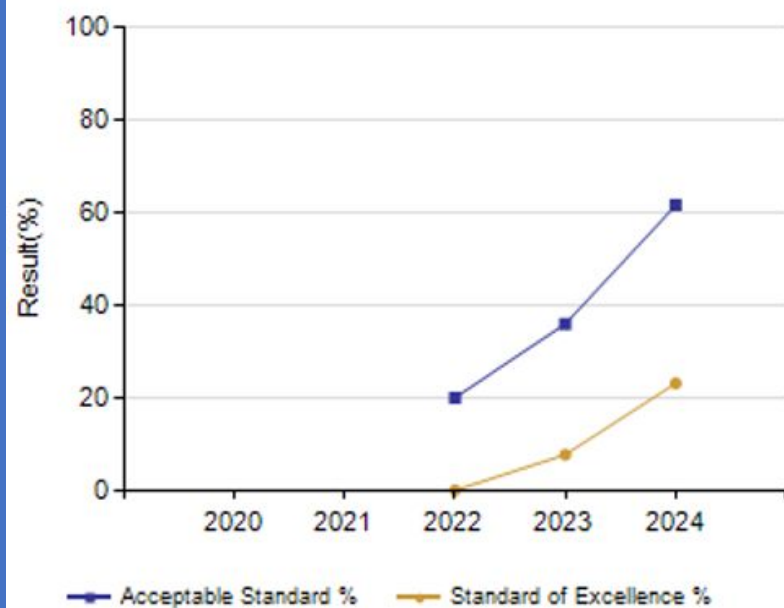
Social Studies 30-1



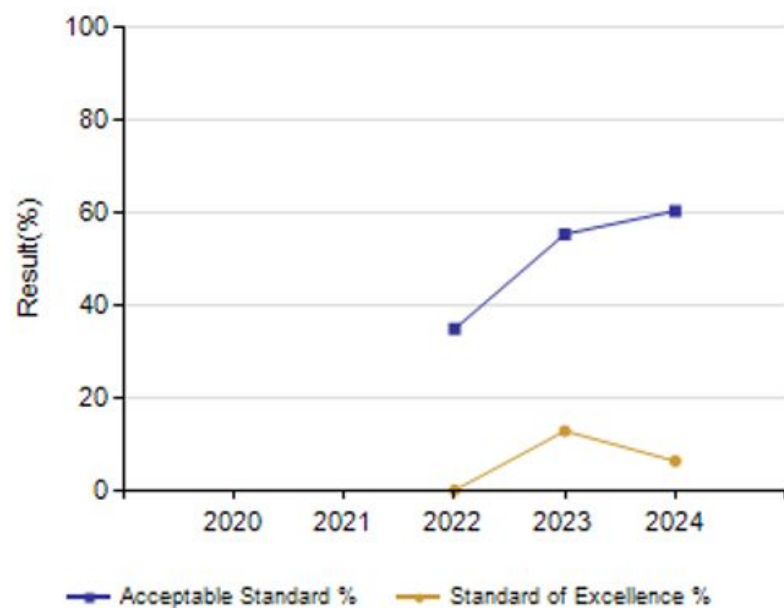
Social Studies 30-2



Mathematics 30-1



Mathematics 30-2





# PAT Analysis

- ◎ Grade 6 PAT - all new curriculums have been implemented now, but no exam information has yet to be released
- ◎ Grade 9 PAT - most courses trended upwards in the % of students meeting the Acceptable Standard. Math 9 saw a slight decrease, but we are currently working with all grade 2-9 mathematics teachers to improve numeracy instruction across Clearview.
- ◎ Grade 7 & 8 Common Final Exams were created last year to ensure all teacher's expectations were at an appropriate level.
- ◎ More work is needed in Math 30-1 & 30-2 on assessment. Currently the number of students reaching the acceptable standard on the exam (while

# DIP Analysis

- ◎ All Diploma exams saw an increase in % of Students meeting the Acceptable Standard.
- ◎ We began to see significantly less of a gap between School-Awarded Mark and Diploma Exam Mark. More work in mathematics is needed, but collaborative work on assessment and standards has begun in this area.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
				9:30am - CPS- Board 1:15pm - AB ED	K-9 Professional Day (No 8:30am - Central Services 9am - Central Leadership ██████████ 10:30am - ELT Meeting @ 12pm - Soup Day @	
3	4	5	6	7	8	9
	8:30am - LLT this week?	Casual/Sub Pay Run 9am - AERR 10:45am - Erskine 1pm - Botha 2pm - ELT @ DivOffice-2-	CASS Fall Conference @ Deerfoot Inn & Casino, 11500 35 St SE #1000, Calgary, AB 8am - LLT - LEARNING 9am - Hour Zero updates 1pm - Travel to CASS 2pm - TEBA Monthly	8am - CASS Conference	Schools Closed 8am - CASS Conference ██████████	
10	11	12	13	14	15	16
	8:30am - LLT this week?	10am - Communications 1pm - CPS - Meeting @	8am - LLT - BUSINESS 8:45am - Local 9am - AERR 2pm - Drive to Byemoor 3pm - Byemoor Staff	Jersey Day at Central 9am - School Visit - 3:30pm - Sr. Admin	8am - CPS @ Conference ██████████ 10:30am - Policy Meeting 11:30am - Final Board 1pm - Audit Committee 3pm - Communication 4pm - Facilities Meeting	
17	18	19	20	21	22	23
ASBA FGM	7am - ASBA	7:15am - ASBA 12pm - Scot -Vacation	██████████ 8am - Christine Stu Henry 8:45am - Shannon Stu 9:30am - Krista Stu Henry 10:15am - Joy Stu Henry 11am - Julie Stu Henry 1pm - Sr. Admin Stu 1:55pm - Emergency Test	8am - Meet with Kate and 8:30am - Dads at the 9am - CPS - LLT Meeting	Division PD Day 9am - Colony Staff Mtg 9am - Transportation ? ██████████ 10am - Quick 10:30am - Virtual 11am - AI Policy Creation 12pm - Clearview School	
24	25	26	27	28	29	30
	Regular Pay Run - 8:30am - LLT this week? 1:30pm - SRO @ Meeting 3:15pm - EDPAC Meeting	8am - SSR Room	8am - LLT - HR ██████████	9:30am - CPS - Board	AERR Due 8:30am - Scot - Personal ██████████	

## Balance Sheet

### As of October 31, 2024

	<u>2024-25</u>	<u>2023-24</u>
<b>FINANCIAL ASSETS</b>		
Cash And Cash Equivalents	5,644,853	4,873,629
Accounts Receivable	131,314	614,989
Portfolio Investments	170,359	19,573
	-----	-----
<b>Total For FINANCIAL ASSETS</b>	5,946,526	5,508,191
<b>LIABILITIES</b>		
A/P & Accrued Liabilities	-839,380	-740,650
Deferred Revenue	-1,083,048	-790,902
Deferred Revenue-Unexpended D C R	-51,318	-51,318
Deferred Revenue-Expended D C R	-16,371,510	-16,647,094
Asset Retirement Obligations Liab	-835,350	-835,350
	-----	-----
<b>Total For LIABILITIES</b>	-19,180,606	-19,065,314
<b>NON-FINANCIAL ASSETS</b>		
Other Non-Financial Assets	158,961	244,942
Prepaid Expenses	5,853	214,700
Land	1,256,789	1,256,789
Computer & Software	131,423	131,423
Buildings	60,441,125	59,225,269
Equipment	4,752,771	4,318,573
Vehicles	8,046,977	7,639,078
Accumulated Amortization-Buildings	-44,416,980	-42,130,700
Accumulated Amortization-Equipment	-3,729,632	-3,550,157
Accumulated Amortization-Vehicles	-4,598,962	-4,488,085
Accumulated Amortization-Comp & So	-123,964	-117,149
Asset Retirement Obligation	835,350	835,350
Accum Amortization-Aro	-554,116	-534,624
	-----	-----
<b>Total For NON-FINANCIAL ASSETS</b>	22,205,595	23,045,409
<b>ACCUMULATED SURPLUS</b>		
Unrestricted Net Assets	-352,139	-318,623
Operating Reserves	-1,708,988	-2,111,289
Investment In Capital Assets	-4,934,655	-5,097,269
Capital Reserve	-2,057,285	-1,472,161
	-----	-----
<b>Total For ACCUMULATED SURPLUS</b>	-9,053,067	-8,999,342
	-----	-----
Grand Total	-81,552	488,944

**Clearview School Division No. 71**  
**Revenue and Expense Summary**  
**For the Period ending October 31, 2024**

Total System:	<b>Actual</b>	
Revenue	\$	(6,413,366)
Expenses	\$	6,497,800
<b>(Surplus) Deficit</b>	<b>\$</b>	<b>84,434</b>

Breakdown		
Instruction	\$	136,250
Admin	\$	(40,058)
O & M	\$	(44,172)
Transportation	\$	60,716
Mental Health	\$	(28,302)
<b>(Surplus) Deficit</b>	<b>\$</b>	<b>84,434</b>

**REVENUE AND EXPENSE COMPARISON BY OBJECT****For the period ending October 31, 2024**

<u>Description</u>	<u>Annual Budget</u>	<u>2024-25 Ytd Exp</u>	<u>% Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>				
ALBERTA EDUCATION	0	-5,733,132	0	-5,942,685
ALBERTA ED-AMORTIZATION OF EDCR	0	-102,478	0	0
ALBERTA INFRASTRUCTURE	0	-224,525	0	0
OTHER GOV'T OF ALBERTA	0	-81,720	0	-22,287
FEES	0	-109,523	0	-85,641
OTHER SALES & SERVICES	0	-71,790	0	-103,961
INVESTMENT INCOME	0	-23,318	0	4,435
FUNDRAISING	0	-62,524	0	-21,374
RENTAL OF FACILITIES	0	0	0	-856
GAIN ON ASSETS	0	-18,000	0	0
GIFTS AND DONATIONS	0	-78,669	0	-54,336
OTHER REVENUE	0	92,313	0	-5,807
	-----	-----	----	-----
<b>Total For REVENUES</b>	0	-6,413,366	0	-6,232,512
<b>EXPENDITURES</b>				
CERTIFIED SALARIES	0	2,524,004	0	2,513,100
UNCERTIFIED SALARIES	0	1,248,009	0	1,302,011
CERTIFIED BENEFITS	0	518,727	0	500,691
UNCERTIFIED BENEFITS	0	320,656	0	324,748
SERVICES, CONTRACTS, SUPPLIES	0	1,423,913	0	1,129,008
AMORTIZATION-SUPPORTED	0	35,818	0	0
AMORTIZATION-CAPITAL ASSETS	0	423,888	0	0
AMORTIZATION-ARO	0	2,785	0	0
	-----	-----	----	-----
<b>Total For EXPENDITURES</b>	0	6,497,800	0	5,769,558
	-----	-----	----	-----
Grand Total	0	84,434	0	-462,954

**REVENUE AND EXPENSE COMPARISON BY PROGRAM****For the period ending October 31, 2024**

<u>Description</u>	<u>Annual Budget</u>	<u>2024-25 Ytd Exp</u>	<u>% Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>				
ALBERTA EDUCATION	0	-5,733,132	0	-5,942,685
ALBERTA ED-AMORTIZATION OF EDCR	0	-102,478	0	0
OTHER GOV'T OF ALBERTA	0	-81,720	0	-22,287
ALBERTA INFRASTRUCTURE	0	-224,525	0	0
FEES	0	-109,523	0	-85,641
OTHER SALES & SERVICES	0	-71,790	0	-103,961
INVESTMENT INCOME	0	-23,318	0	4,435
GIFTS AND DONATIONS	0	-78,669	0	-54,336
RENTAL OF FACILITIES	0	0	0	-856
FUNDRAISING	0	-62,524	0	-21,374
GAINS ON DISPOSAL OF CAP ASSETS	0	-18,000	0	0
OTHER REVENUE	0	92,313	0	-5,807
	-----	-----	----	-----
<b>Total For REVENUES</b>	0	-6,413,366	0	-6,232,512
<b>EXPENDITURES</b>				
INSTRUCTION	0	4,802,183	0	4,508,710
PLANT OPERATIONS & MAINTENANCE	0	761,471	0	385,649
TRANSPORTATION	0	609,935	0	563,991
ADMINISTRATION	0	278,757	0	266,779
EXTERNAL SERVICES	0	45,454	0	44,429
	-----	-----	----	-----
<b>Total For EXPENDITURES</b>	0	6,497,800	0	5,769,558
	-----	-----	----	-----
Grand Total	0	84,434	0	-462,954

**INSTRUCTION****Revenue and Expenditures Report**

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	<u>Annual Budget</u>	<u>2024-25 Ytd Exp</u>	<u>% Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>				
101 Ab Ed - Base Funding	0	-2,837,209	0	-2,800,841
102 Ab Ed - Additional Funding	0	-1,597,034	0	-1,572,900
103 Ab Ed - Targeted Funding	0	-51,096	0	-98,762
105 Amortization Of Edcr	0	-1,137	0	0
160 Ecs Tuition	0	0	0	-325
165 Activity Fees	0	-91	0	-20
170 Fees To Enhance Basic Instruction	0	-9,381	0	-11,750
171 Non-Curricular Fees	0	-53,823	0	-40,393
174 Sales	0	-18,887	0	-30,359
176 Fundraising Income	0	-62,524	0	-21,374
178 Other Income	0	-41,387	0	-55,765
179 Sundry Revenue	0	108,127	0	-3,460
180 Facility Rentals	0	0	0	-428
188 Sale Of Beverages	0	-4,559	0	-2,481
189 Sale Of Food	0	-6,947	0	-11,999
191 Donations	0	-78,669	0	-54,336
193 Other Supported Amortization	0	-3,235	0	0
	-----	-----	----	-----
<b>Total For REVENUES</b>	0	-4,657,852	0	-4,705,193
<b>EXPENDITURES</b>				
210 Certified Salaries Regular	0	2,383,580	0	2,353,230
230 Sub Costs	0	109,674	0	101,719
250 Uncertified Sal Regular	0	595,277	0	631,497
270 Uncertified Sal Temporary	0	8,935	0	21,668
310 Certified Benefits	0	515,303	0	494,308
312 Uncertified Benefits	0	172,098	0	183,857
332 Bursaries	0	0	0	0
410 Professional Services	0	95,841	0	49,597
413 Computer Services	0	0	0	0
417 Awards	0	2,179	0	2,462
420 Culture Expense	0	4,457	0	718
430 Tuition Expense	0	5,680	0	14,214
440 Postage	0	337	0	521
441 Telephone	0	4,844	0	4,154
442 Fax Costs	0	0	0	132
443 Internet	0	3,696	0	1,991
445 Supernet	0	23,267	0	23,023
451 Power	0	713	0	589
452 Gas	0	163	0	373
453 Water	0	185	0	186
460 Travel/Subsistence	0	14,419	0	13,773
461 Mileage Exp	0	10,150	0	11,446
510 Contract Maint@Repair	0	1,370	0	3,803
512 Equipment Maintenance	0	101	0	2,896
515 Vehicle Maintenance	0	627	0	502
520 Rentals General	0	38,435	0	14,827
521 Office Rental	0	11,379	0	11,989
523 Photocopier Rental	0	15,355	0	15,759
530 Health & Safety Training	0	0	0	305
550 Dues & Fees	0	23,967	0	13,745
553 Licenses/Subscriptions	0	74,300	0	53,933
571 Liability Insurance	0	12,614	0	2,993
574 Vehicle Insurance	0	0	0	0
580 Advertising	0	4,336	0	7,492
585 Field/Ski Trips	0	36	0	-1,164
590 Stdnt Fees Related Exp	0	14,820	0	11,084
592 Fundraising Costs	0	45,195	0	12,515
594 Donation Related Expenses	0	8,823	0	6,706



INSTRUCTION

Revenue and Expenditures Report

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	Annual Budget	2024-25 Ytd Exp	% Exp	2023-24 Ytd Exp
596 Other Related Exp	0	47,393	0	49,357
597 Other Expenses	0	7,821	0	4,677
598 Extra-Curricular Exp	0	14,644	0	19,260
600 Bereavment/Illness	0	236	0	100
610 Supplies	0	128,892	0	213,539
616 Fuel For Vehicles	0	323	0	467
640 Textbooks	0	5,230	0	380
650 Reference Materials	0	0	0	0
651 Library Books	0	1,662	0	1,709
652 Periodicals	0	0	0	0
655 Audio Visual Materials	0	0	0	0
656 Computer Software	0	192,885	0	77,728
710 Equipment	0	149,801	0	68,740
713 Amortization Expense	0	31,990	0	0
714 Equipment&Furniture >=\$5000	0	11,069	0	0
	-----	-----	----	-----
Total For EXPENDITURES	0	4,794,102	0	4,502,800
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Grand Total	0	136,250	0	-202,393

ADMINISTRATION

Revenue and Expenditures Report

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	Annual Budget	2024-25 Ytd Exp	% Exp	2023-24 Ytd Exp
REVENUES				
101 Ab Ed - Base Funding	0	-289,628	0	-278,939
105 Amortization Of Edcr	0	-5,869	0	0
175 Investment Income	0	-23,318	0	4,435
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Total For REVENUES	0	-318,815	0	-274,504
EXPENDITURES				
210 Certified Salaries Regular	0	30,750	0	58,151
250 Uncertified Sal Regular	0	88,557	0	86,176
270 Uncertified Sal Temporary	0	0	0	4,069
280 Trustees Remuneration	0	7,550	0	6,754
310 Certified Benefits	0	3,424	0	6,383
312 Uncertified Benefits	0	29,073	0	30,050
410 Professional Services	0	15,132	0	3,323
411 Audit Fees	0	0	0	0
412 Election Costs	0	0	0	0
413 Computer Services	0	55,861	0	52,207
440 Postage	0	163	0	182
441 Telephone	0	1,152	0	624
442 Fax Costs	0	0	0	132
451 Power	0	1,530	0	1,433
452 Gas	0	234	0	69
453 Water	0	41	0	38
460 Travel/Subsistence	0	389	0	1,153
461 Mileage Exp	0	2,986	0	4,220
510 Contract Maint@Repair	0	18,487	0	1,939
515 Vehicle Maintenance	0	474	0	111
523 Photocopier Rental	0	257	0	295
550 Dues & Fees	0	5,321	0	6,515
570 Bond	0	648	0	0
571 Liability Insurance	0	0	0	100
572 Building Insurance	0	3,141	0	0
574 Vehicle Insurance	0	0	0	0
580 Advertising	0	1,030	0	0
610 Supplies	0	953	0	828
616 Fuel For Vehicles	0	214	0	428
652 Periodicals	0	0	0	0
656 Computer Software	0	0	0	0
710 Equipment	0	172	0	1,599
713 Amortization Expense	0	11,032	0	0
714 Equipment&Furniture >=\$5000	0	0	0	0
825 Bank Interest@Charges	0	186	0	0
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Total For EXPENDITURES	0	278,757	0	266,779
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Grand Total	0	-40,058	0	-7,725

## OPERATIONS AND MAINTENANCE

## Revenue and Expenditures Report

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

		<u>Budget</u>	<u>2024-25 Ytd Exp</u>	<u>% Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>					
102	AB ED - ADDITIONAL F	0	-448,088	0	-450,462
105	AMORTIZATION OF EDCR	0	-308,240	0	0
107	IMR	0	-25,569	0	-30,172
180	FACILITY RENTALS	0	0	0	-428
187	SALE OR DISPOSAL OF	0	-18,000	0	0
193	OTHER SUPPORTED AMOR	0	-5,863	0	0
		-----	-----	-----	-----
<b>Total For REVENUES</b>		0	-805,760	0	-481,062
<b>EXPENDITURES</b>					
250	UNCERTIFIED SAL REGU	0	178,775	0	171,058
270	UNCERTIFIED SAL TEMP	0	10,354	0	12,912
312	UNCERTIFIED BENEFITS	0	58,731	0	53,787
410	PROFESSIONAL SERVICE	0	0	0	36,560
441	TELEPHONE	0	2,509	0	1,951
442	FAX COSTS	0	0	0	239
451	POWER	0	34,010	0	23,966
452	GAS	0	12,063	0	28,769
453	WATER	0	13,529	0	13,063
454	INSPECTION SERVICES	0	0	0	0
460	TRAVEL/SUBSISTENCE	0	0	0	49
461	MILEAGE EXP	0	0	0	649
510	CONTRACT MAINT@REPAI	0	7,894	0	8,104
511	GROUNDNS MAINTENANCE	0	1,596	0	4,377
512	EQUIPMENT MAINTENANC	0	4,649	0	0
515	VEHICLE MAINTENANCE	0	589	0	0
520	RENTALS GENERAL	0	679	0	514
550	DUES & FEES	0	633	0	356
552	LICENSES - RADIO	0	48	0	0
571	LIABILITY INSURANCE	0	0	0	0
572	BUILDING INSURANCE	0	49,110	0	0
574	VEHICLE INSURANCE	0	113	0	0
575	INSURANCE	0	480	0	0
580	ADVERTISING	0	0	0	0
610	SUPPLIES	0	4,090	0	3,337
615	SHOP TOOLS	0	152	0	42
616	FUEL FOR VEHICLES	0	1,916	0	3,609
617	OIL FOR VEHICLES	0	0	0	0
710	EQUIPMENT	0	0	0	0
713	AMORTIZATION EXPENSE	0	322,648	0	0
915	IMR	0	57,020	0	22,200
		-----	-----	-----	-----
<b>Total For EXPENDITURES</b>		0	761,588	0	385,542
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Grand Total		0	-44,172	0	-95,520

## TRANSPORTATION

## Revenue and Expenditures Report

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	<u>Budget</u>	<u>2024-25 Ytd Exp</u>	<u>% Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>				
101 Ab Ed - Base Funding	0	0	0	0
102 Ab Ed - Additional Funding	0	-671,046	0	-670,810
103 Ab Ed - Targeted Funding	0	186,538	0	-20,000
105 Amortization Of Edcr	0	-11,757	0	0
172 Transportation Fees	0	-46,228	0	-33,153
178 Other Income	0	-6,726	0	-5,704
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<b>Total For REVENUES</b>	0	-549,219	0	-729,667
<b>EXPENDITURES</b>				
250 Uncertified Sal Regular	0	282,688	0	291,012
270 Uncertified Sal Temporary	0	37,685	0	37,826
312 Uncertified Benefits	0	42,034	0	41,676
313 Hcsa Benefits - Non- Certified	0	8,050	0	5,500
410 Professional Services	0	4,709	0	0
427 Transportation Allowance	0	0	0	0
441 Telephone	0	409	0	303
451 Power	0	563	0	569
452 Gas	0	249	0	604
453 Water	0	271	0	302
460 Travel/Subsistence	0	126	0	92
461 Mileage Exp	0	2,073	0	2,579
509 Building Repairs	0	0	0	5,578
510 Contract Maint@Repair	0	13,536	0	5,950
511 Grounds Maintenance	0	0	0	71
520 Rentals General	0	1,785	0	1,038
523 Photocopier Rental	0	584	0	534
550 Dues & Fees	0	11,989	0	753
552 Licenses - Radio	0	3,071	0	0
572 Building Insurance	0	1,227	0	0
573 Bus Insurance	0	11,565	0	0
580 Advertising	0	0	0	0
610 Supplies	0	8,557	0	16,222
615 Shop Tools	0	220	0	14
616 Fuel For Vehicles	0	50,737	0	104,039
617 Oil For Vehicles	0	0	0	477
618 Parts Vehicle Repair	0	30,986	0	48,852
710 Equipment	0	0	0	0
713 Amortization Expense	0	96,821	0	0
714 Equipment&Furniture >=\$5000	0	0	0	0
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<b>Total For EXPENDITURES</b>	0	609,935	0	563,991
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Grand Total	0	60,716	0	-165,676

**MENTAL HEALTH WORKERS****Revenue and Expenditures Report**

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	<u>Budget</u>	<u>2024-25 Ytd Exp</u>	<u>%Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>				
129 Other Prov. Govt. Departments	0	-81,720	0	-42,086
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<b>Total For REVENUES</b>	0	-81,720	0	-42,086
<b>EXPENDITURES</b>				
250 Uncertified Sal Regular	0	38,188	0	39,039
312 Uncertified Benefits	0	10,670	0	9,878
410 Professional Services	0	1,350	0	0
441 Telephone	0	236	0	207
460 Travel/Subsistence	0	153	0	0
461 Mileage Exp	0	1,905	0	1,180
550 Dues & Fees	0	442	0	0
610 Supplies	0	474	0	146
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<b>Total For EXPENDITURES</b>	0	53,418	0	50,450
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Grand Total	0	-28,302	0	8,364

**TRUSTEES SUMMARY****Expenditures Report**

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	<u>Budget</u>	<u>2024-25 Ytd Exp</u>	<u>%Exp</u>	<u>2023-24 Ytd Exp</u>
<b>REVENUES</b>				
101 Ab Ed - Base Funding	0	0	0	0
	-----	-----	-----	-----
<b>Total For REVENUES</b>	0	0	0	0
<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	7,550	0	6,754
312 Uncertified Benefits	0	6,935	0	6,252
410 Professional Services	0	7,112	0	3,048
441 Telephone	0	0	0	0
460 Travel/Subsistence	0	0	0	192
461 Mileage Exp	0	2,829	0	3,111
550 Dues & Fees	0	0	0	580
580 Advertising	0	1,030	0	0
610 Supplies	0	0	0	21
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<b>Total For EXPENDITURES</b>	0	25,456	0	19,958
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Grand Total	0	25,456	0	19,958

**TRUSTEES****Revenue and Expenditures Report**

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	<u>Budget</u>	<u>2024-25 Ytd Exp</u>	<u>%Exp</u>	<u>2023-24 Ytd Exp</u>
<b>300 Board Of Trustees General</b>				
<b>REVENUES</b>				
101 Ab Ed - Base Funding	0	0	0	0
	-----	-----	-----	-----
<b>Total For REVENUES</b>	0	0	0	0
<b>EXPENDITURES</b>				
410 Professional Services	0	7,112	0	3,048
441 Telephone	0	0	0	0
460 Travel/Subsistence	0	0	0	24
550 Dues & Fees	0	0	0	580
580 Advertising	0	1,030	0	0
610 Supplies	0	0	0	21
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<b>Total For EXPENDITURES</b>	0	8,142	0	3,673
<b>304 Trustee-Erika Grice</b>				
<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	993	0	1,203
312 Uncertified Benefits	0	43	0	56
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	436	0	703
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<b>Total For EXPENDITURES</b>	0	1,472	0	1,986
<b>305 Trustee-Greg Hayden</b>				
<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	700	0	925
312 Uncertified Benefits	0	1,105	0	999
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	0	0	63
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<b>Total For EXPENDITURES</b>	0	1,805	0	2,011
<b>306 Trustee - John Schofer</b>				
<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	693	0	370
312 Uncertified Benefits	0	1,130	0	1,011
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	928	0	744
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<b>Total For EXPENDITURES</b>	0	2,751	0	2,149
<b>307 Trustee-Guy Neitz</b>				
<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	2,085	0	1,203
312 Uncertified Benefits	0	1,207	0	1,049
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	183	0	176
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<b>Total For EXPENDITURES</b>	0	3,475	0	2,452
<b>309 Trustee-Rebecca Scott</b>				

**TRUSTEES****Revenue and Expenditures Report**

G.L. Period Range: 202401 End Date: SEPTEMBER 30, 2023 To 202502 End Date: OCTOBER 31, 2024

	<u>Budget</u>	<u>2024-25 Ytd Exp</u>	<u>%Exp</u>	<u>2023-24 Ytd Exp</u>
<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	993	0	370
312 Uncertified Benefits	0	1,148	0	1,011
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	126	0	120
	-----	-----	-----	-----
<b>Total For EXPENDITURES</b>	0	2,267	0	1,525

**310 Trustee-Kimberley Smyth**

<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	993	0	1,480
312 Uncertified Benefits	0	1,148	0	1,071
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	159	0	432
	-----	-----	-----	-----
<b>Total For EXPENDITURES</b>	0	2,300	0	3,007

**316 Trustee - Shauna-Lee Thomas**

<b>EXPENDITURES</b>				
280 Trustees Remuneration	0	1,093	0	1,203
312 Uncertified Benefits	0	1,154	0	1,055
460 Travel/Subsistence	0	0	0	24
461 Mileage Exp	0	997	0	873
	-----	-----	-----	-----
<b>Total For EXPENDITURES</b>	0	3,244	0	3,155
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Grand Total	0	25,456	0	19,958



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SUMMARY - ISSUED CHEQUE REPORT

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START DATE: 01-Oct-2024 TO END DATE: 31-Oct-2024

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
-----						
COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Oct-2024 AND 31-Oct-2024						
0930000001	0001	0000017270	05360	1475799 ALBERTA LTD	09-Oct-24	464.77
0930000002	0001	0000017271	05362	ARMSTRONG, KINGSLEY	09-Oct-24	500.00
0930000003	0001	0000017272	05386	BAKER, HAYDEN	09-Oct-24	400.00
0930000004	0001	0000017273	05386	BAKER, HAYDEN	09-Oct-24	250.00
0930000005	0001	0000017274	03994	BOXMA PLUMBING & HEATING INC.	09-Oct-24	215.57
0930000006	0001	0000017275	05388	BRUGMAN, SIMONE	09-Oct-24	500.00
0930000007	0001	0000017276	02206	C.R. GLASS LTD.	09-Oct-24	248.06
0930000008	0001	0000017277	05051	CARA	09-Oct-24	100.00
0930000009	0001	0000017278	03203	COR SPRAYING	09-Oct-24	9,702.00
0930000010	0001	0000017279	00478	CORONATION HOME HARDWARE BUILDING CENTRE	09-Oct-24	159.58
0930000011	0001	0000017280	02155	EDUCATIONAL LIAISON ASSOC OF ALBERTA	09-Oct-24	10.00
0930000012	0001	0000017281	03414	FIVE STAR VENTURES LTD.	09-Oct-24	487.62
0930000013	0001	0000017282	02092	GOLBY HARDWARE LTD.	09-Oct-24	199.21
0930000014	0001	0000017283	05376	HAUSTEIN, ARYANN	09-Oct-24	200.00
0930000015	0001	0000017284	05366	LAISNEZ, ROWAN	09-Oct-24	350.00
0930000016	0001	0000017285	05377	LESCHERT, GRACE	09-Oct-24	200.00
0930000017	0001	0000017286	05377	LESCHERT, GRACE	09-Oct-24	200.00
0930000018	0001	0000017287	05390	LIVIU'S TILE & STONE	09-Oct-24	4,194.75
0930000019	0001	0000017288	05378	MCMULLIN, GRACE	09-Oct-24	500.00
0930000020	0001	0000017289	05378	MCMULLIN, GRACE	09-Oct-24	750.00
0930000021	0001	0000017290	05378	MCMULLIN, GRACE	09-Oct-24	200.00
0930000022	0001	0000017291	05384	MILES, DOMONIC	09-Oct-24	500.00
0930000023	0001	0000017292	05384	MILES, DOMONIC	09-Oct-24	400.00
0930000024	0001	0000017293	05180	MORRIS, BRANDON	09-Oct-24	350.00
0930000025	0001	0000017294	05381	MORRISON, ALEESA	09-Oct-24	100.00
0930000026	0001	0000017295	05381	MORRISON, ALEESA	09-Oct-24	200.00
0930000027	0001	0000017296	05381	MORRISON, ALEESA	09-Oct-24	400.00
0930000028	0001	0000017297	05389	NEUMANN, KARL	09-Oct-24	500.00
0930000029	0001	0000017298	00167	PETTY CASH - STETTLER ELEMENTARY SCHOOL	09-Oct-24	293.25
0930000030	0001	0000017299	00169	PETTY CASH - WM E HAY	09-Oct-24	598.45
0930000031	0001	0000017300	05375	PHILIPSEN, BEN	09-Oct-24	300.00
0930000032	0001	0000017301	05385	RICHARDSON, JACE	09-Oct-24	400.00
0930000033	0001	0000017302	05385	RICHARDSON, JACE	09-Oct-24	250.00
0930000034	0001	0000017303	05373	ROUSE, DREW	09-Oct-24	500.00
0930000035	0001	0000017304	05392	SHINE THERAPY WAINWRIGHT	09-Oct-24	848.75
0930000036	0001	0000017305	05387	SNODGRASS, WILLIAM	09-Oct-24	500.00
0930000037	0001	0000017306	05387	SNODGRASS, WILLIAM	09-Oct-24	1,000.00
0930000038	0001	0000017307	01740	TERRY FOX FOUNDATION, THE	09-Oct-24	2,450.00
0930000039	0001	0000017308	05380	VAN RINGEN, COLE	09-Oct-24	500.00
0930000040	0001	0000017309	05380	VAN RINGEN, COLE	09-Oct-24	200.00
0930000041	0001	0000017310	05371	VAN STRATEN, LIAM	09-Oct-24	500.00
0930000042	0001	0000017311	05158	VELDKAMP, KATIE	09-Oct-24	130.40
0930000043	0001	0000017312	05391	WENGRYN, KATIE	09-Oct-24	500.00
0930000044	0001	0000017313	05391	WENGRYN, KATIE	09-Oct-24	500.00
0930000045	0001	0000017314	05365	WIEBE, COLBY	09-Oct-24	350.00
0930ET0001	0001	*****	02542	1675019 ALBERTA LTD.	09-Oct-24	5,008.50
0930ET0002	0001	*****	03797	969754 ALBERTA LTD.	09-Oct-24	661.50
0930ET0003	0001	*****	00182	ALBERTA TEACHERS' ASSOCIATION	09-Oct-24	367.63
0930ET0004	0001	*****	00615	ALBERTA TEACHERS' RETIREMENT FUND BOARD	09-Oct-24	41.12

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SUMMARY - ISSUED CHEQUE REPORT

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START DATE: 01-Oct-2024 TO END DATE: 31-Oct-2024

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0930ET0005	0001	*****	01379	ALSCO CANADA CORPORATION	09-Oct-24	306.01
0930ET0006	0001	*****	05226	AMAZON.COM.CA	09-Oct-24	2,551.35
0930ET0007	0001	*****	02226	ASEBP (HSA)	09-Oct-24	10.00
0930ET0008	0001	*****	EM10377	ASPENES, WARREN D	09-Oct-24	25.00
0930ET0009	0001	*****	05162	BARBPEARS CONSULTING	09-Oct-24	4,998.00
0930ET0010	0001	*****	EM10601	BARTLETT, DEANNA R	09-Oct-24	10.50
0930ET0011	0001	*****	EM10490	BESSETTE, TANJA L	09-Oct-24	46.20
0930ET0012	0001	*****	EM11526	BLOUIN, GARRY ERIC	09-Oct-24	94.60
0930ET0013	0001	*****	03508	BOND-O SECURITY SYSTEMS LTD.	09-Oct-24	2,728.43
0930ET0014	0001	*****	EM10817	BREIDAL, CARMEN M	09-Oct-24	149.80
0930ET0015	0001	*****	EM10574	BROWN, CAMERON A	09-Oct-24	1,297.22
0930ET0016	0001	*****	EM10557	BROWN, LEISHA L	09-Oct-24	100.00
0930ET0017	0001	*****	EM11310	BUCHWITZ, BOBBI J	09-Oct-24	92.40
0930ET0018	0001	*****	EM11294	BUCHWITZ, TWILA D	09-Oct-24	103.60
0930ET0019	0001	*****	00005	BURMAC MECHANICAL 2000	09-Oct-24	3,051.22
0930ET0020	0001	*****	00235	BUS CENTRE, THE	09-Oct-24	194,427.88
0930ET0021	0001	*****	EM10955	BUSSING, CANDICE D	09-Oct-24	50.00
0930ET0022	0001	*****	02342	CANADIAN RECREATION SOLUTIONS INC.	09-Oct-24	5,838.00
0930ET0023	0001	*****	03654	CANOE PROCUREMENT GROUP OF CANADA	09-Oct-24	2,123.41
0930ET0024	0001	*****	01199	CANON CANADA INC.	09-Oct-24	1,411.53
0930ET0025	0001	*****	00927	CASTOR HOME HARDWARE	09-Oct-24	44.47
0930ET0026	0001	*****	04844	CBI WORKPLACE SOLUTIONS LP	09-Oct-24	653.86
0930ET0027	0001	*****	01347	CDW CANADA CORP.	09-Oct-24	6,061.59
0930ET0028	0001	*****	03280	CENTRAL PEST CONTROL LTD.	09-Oct-24	84.00
0930ET0029	0001	*****	05359	CHAO, NIKKI	09-Oct-24	37.50
0930ET0030	0001	*****	EM10518	CHARPENTIER, JACQUIE	09-Oct-24	226.27
0930ET0031	0001	*****	02540	CITADEL THEATRE, THE	09-Oct-24	1,323.00
0930ET0032	0001	*****	EM11067	CLARK, DINA L	09-Oct-24	100.00
0930ET0033	0001	*****	EM10843	CLEMENT, TANYA	09-Oct-24	100.00
0930ET0034	0001	*****	EM11568	CLENDINING, SHEILA GLADYS	09-Oct-24	363.25
0930ET0035	0001	*****	EM11367	COLEMAN, SANDRA G	09-Oct-24	295.00
0930ET0036	0001	*****	05358	COMMUNICATION OPTIONS INC.	09-Oct-24	5,836.00
0930ET0037	0001	*****	04839	COMPLETE COMMUNICATIONS INC.	09-Oct-24	63.00
0930ET0038	0001	*****	EM10662	COMTE, CHRISTY M	09-Oct-24	1,413.95
0930ET0039	0001	*****	01911	CORONATION INDUSTRIAL SALES & RENTALS	09-Oct-24	44.20
0930ET0040	0001	*****	00450	COUNTY OF PAINTEARTH NO.18	09-Oct-24	89.10
0930ET0041	0001	*****	00164	COUNTY OF STETTLE	09-Oct-24	526.54
0930ET0042	0001	*****	EM10558	COUPLAND, FAWN A	09-Oct-24	100.00
0930ET0043	0001	*****	EM10253	COURTNEY, MIKE	09-Oct-24	40.00
0930ET0044	0001	*****	EM11419	COX, HUGH	09-Oct-24	65.00
0930ET0045	0001	*****	00175	CUPE LOCAL 4292	09-Oct-24	41.87
0930ET0046	0001	*****	03309	CYBERA INC.	09-Oct-24	1,260.00
0930ET0047	0001	*****	EM10539	DAHL, PENNY D	09-Oct-24	400.00
0930ET0048	0001	*****	EM11446	DAWSON, RICHARD M	09-Oct-24	100.00
0930ET0049	0001	*****	EM11611	DEEMS, LORNE ALBERT	09-Oct-24	72.60
0930ET0050	0001	*****	02551	DIGITAL DIRECT CONTROLS & SERVICE LTD.	09-Oct-24	494.97
0930ET0051	0001	*****	EM10760	DOAN, BERNARD	09-Oct-24	66.50
0930ET0052	0001	*****	00398	DONALDA SCHOOL	09-Oct-24	54.00
0930ET0053	0001	*****	05361	EGGLESTON, ERIN	09-Oct-24	225.00
0930ET0054	0001	*****	03266	EMBER GRAPHICS TRIM & SIGNS LTD.	09-Oct-24	719.25
0930ET0055	0001	*****	02200	ENVIRONMENTAL 360 SOLUTIONS	09-Oct-24	2,756.16

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0930ET0056	0001	*****	EM10651	ENYEDY, DIANNE R	09-Oct-24	50.00
0930ET0057	0001	*****	EM10728	FABER, JASON L	09-Oct-24	50.00
0930ET0058	0001	*****	EM10699	FAHEY, CARLY J	09-Oct-24	247.00
0930ET0059	0001	*****	EM10383	FLEISCHHACKER, DARREN	09-Oct-24	50.00
0930ET0060	0001	*****	EM10351	FOSTER, SANDRA M	09-Oct-24	236.55
0930ET0061	0001	*****	EM11518	GENYK, DAVE	09-Oct-24	192.50
0930ET0062	0001	*****	00696	GLOVER INTERNATIONAL TRUCKS LTD.	09-Oct-24	976.78
0930ET0063	0001	*****	02585	GREENSLADES DISPOSAL LTD.	09-Oct-24	424.20
0930ET0064	0001	*****	EM10276	GROVER, JOAN	09-Oct-24	919.00
0930ET0065	0001	*****	EM11532	GROVER, MICHELLE ANNE	09-Oct-24	83.30
0930ET0066	0001	*****	EM10605	GROVER, SHALENE	09-Oct-24	100.10
0930ET0067	0001	*****	00494	GT HYDRAULIC & BEARING INC.	09-Oct-24	483.03
0930ET0068	0001	*****	00132	HARLAN FAIRBANKS	09-Oct-24	794.95
0930ET0069	0001	*****	EM11497	HASPECT, ERIN	09-Oct-24	100.00
0930ET0070	0001	*****	EM10879	HASSETT, JENELLE J	09-Oct-24	100.00
0930ET0071	0001	*****	02463	HEARTLAND AUTO & INDUSTRIAL SUPPLY LTD.	09-Oct-24	2,719.98
0930ET0072	0001	*****	00266	HEARTLAND GLASS LTD.	09-Oct-24	34,692.69
0930ET0073	0001	*****	04342	HENRY EXECUTIVE COACHING	09-Oct-24	525.00
0930ET0074	0001	*****	EM10790	HERNANDO, SUSAN T	09-Oct-24	50.00
0930ET0075	0001	*****	05145	HESCO FOODSERVICE LTD.	09-Oct-24	30,762.87
0930ET0076	0001	*****	EM10369	HOEKSTRA, KEN W	09-Oct-24	100.00
0930ET0077	0001	*****	EM11189	HOLLAND, STACY R	09-Oct-24	571.21
0930ET0078	0001	*****	EM10367	HOLLOWAY, CHRISTINE L	09-Oct-24	82.60
0930ET0079	0001	*****	EM10972	HUBER, MARLIN EARNEST	09-Oct-24	201.60
0930ET0080	0001	*****	02481	I.D. APPAREL	09-Oct-24	1,706.25
0930ET0081	0001	*****	EM11352	INNES, TRACY D	09-Oct-24	137.10
0930ET0082	0001	*****	EM10018	JEWETT, KRISTA G	09-Oct-24	50.00
0930ET0083	0001	*****	04738	JONES, MATTEA	09-Oct-24	225.00
0930ET0084	0001	*****	00110	KEITH'S REFRIGERATION LTD.	09-Oct-24	299.25
0930ET0085	0001	*****	02630	KEV SOFTWARE INC	09-Oct-24	1,512.00
0930ET0086	0001	*****	EM11341	KIEMELE, LEE	09-Oct-24	49.00
0930ET0087	0001	*****	EM10241	KLATT, BRENDA	09-Oct-24	37.10
0930ET0088	0001	*****	EM11157	KOVACH, GAYLE R	09-Oct-24	150.00
0930ET0089	0001	*****	EM11414	LAWLOR, GORDON T	09-Oct-24	57.72
0930ET0090	0001	*****	EM10810	LEE, LOUELLA A	09-Oct-24	50.00
0930ET0091	0001	*****	EM11285	LESCHERT, ERIN M	09-Oct-24	816.50
0930ET0092	0001	*****	EM11487	LEYS, D. SCOT	09-Oct-24	37.02
0930ET0093	0001	*****	02718	LINDE CANADA INC.	09-Oct-24	185.44
0930ET0094	0001	*****	EM10402	LINDMARK, JUDY	09-Oct-24	147.00
0930ET0095	0001	*****	EM11273	LINDSTROM, JENNIFER A	09-Oct-24	60.00
0930ET0096	0001	*****	02295	LOCAL AUTHORITIES PENSION PLAN	09-Oct-24	142.19
0930ET0097	0001	*****	02085	LOOMIS EXPRESS	09-Oct-24	41.70
0930ET0098	0001	*****	00146	M.A.C. LEASING & VENDING LTD.	09-Oct-24	393.51
0930ET0099	0001	*****	EM10885	MAGINN, RHONDA L	09-Oct-24	297.30
0930ET0100	0001	*****	00111	MAGNETSIGNS STETTLER LTD.	09-Oct-24	658.35
0930ET0101	0001	*****	EM11396	MARUK, CANDACE	09-Oct-24	50.00
0930ET0102	0001	*****	EM11512	MAXWELL, ROBERT G	09-Oct-24	80.00
0930ET0103	0001	*****	EM11604	MCCLEMENTS, REGAN KELLY	09-Oct-24	100.00
0930ET0104	0001	*****	03313	MCMAHON, JOANNE	09-Oct-24	213.00
0930ET0105	0001	*****	EM10714	MELNYK, KATHERINE J	09-Oct-24	23.36
0930ET0106	0001	*****	03875	MESSER CANADA INC., 15687	09-Oct-24	86.31

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0930ET0107	0001	*****	01632	MODERN BEAUTY SUPPLIES INC.	09-Oct-24	1,081.44
0930ET0108	0001	*****	05357	MORNINGWAY, CANDY	09-Oct-24	962.23
0930ET0109	0001	*****	00035	NELSON EDUCATION LTD.	09-Oct-24	4,725.00
0930ET0110	0001	*****	03598	NEXTGEN AUTOMATION	09-Oct-24	2,431.76
0930ET0111	0001	*****	EM11201	NORMAN, ALISON	09-Oct-24	154.70
0930ET0112	0001	*****	EM10575	NORMAN, SANDRA L	09-Oct-24	50.00
0930ET0113	0001	*****	02101	PADLOCK DISTRIBUTORS	09-Oct-24	1,030.05
0930ET0114	0001	*****	00536	PAINTTEARTH GAS CO-OP LTD.	09-Oct-24	255.87
0930ET0115	0001	*****	EM11541	PETERSON, CHRISTINE YVETTE	09-Oct-24	50.00
0930ET0116	0001	*****	01410	PITNEY BOWES LEASING	09-Oct-24	229.19
0930ET0117	0001	*****	00232	PLAINSMAN POTTERY SUPPLY	09-Oct-24	224.08
0930ET0118	0001	*****	EM11137	PLEHNERT, JESSICA M	09-Oct-24	132.30
0930ET0119	0001	*****	EM11626	QUAPP, SHANNON LEE	09-Oct-24	129.15
0930ET0120	0001	*****	05285	RALLY	09-Oct-24	587.48
0930ET0121	0001	*****	05203	RANGE ROAD HOLDINGS LTD.	09-Oct-24	631.64
0930ET0122	0001	*****	EM11569	REYES, MAURICIO JOSE	09-Oct-24	50.00
0930ET0123	0001	*****	EM11489	RHODES, JORDAN M	09-Oct-24	50.00
0930ET0124	0001	*****	EM11039	RIETMANN, MANDI A	09-Oct-24	70.31
0930ET0125	0001	*****	EM11501	ROLAND, NICOLE	09-Oct-24	437.78
0930ET0126	0001	*****	01305	ROLLIE'S VAC SYSTEMS (1991)	09-Oct-24	2,520.00
0930ET0127	0001	*****	EM11394	ROSTE, SHELL J	09-Oct-24	20.00
0930ET0128	0001	*****	02578	SBA CANADA ULC	09-Oct-24	584.92
0930ET0129	0001	*****	EM11420	SCHMIDT, THOMAS	09-Oct-24	120.00
0930ET0130	0001	*****	EM11530	SCHULTE, MICKEY	09-Oct-24	219.40
0930ET0131	0001	*****	04847	SECURTEK MONITORING SOLUTIONS INC.	09-Oct-24	743.40
0930ET0132	0001	*****	EM11336	SELZLER, SANDRA C	09-Oct-24	407.00
0930ET0133	0001	*****	EM10718	SHEPHERD, MYRANDA B	09-Oct-24	50.00
0930ET0134	0001	*****	EM10664	SIEMENS, JULIE	09-Oct-24	275.37
0930ET0135	0001	*****	EM10678	SIEMENS, MARK M	09-Oct-24	50.00
0930ET0136	0001	*****	EM11311	SINGH, ELISE	09-Oct-24	162.44
0930ET0137	0001	*****	EM10677	SORENSEN, MELITTA R	09-Oct-24	95.31
0930ET0138	0001	*****	00216	SPORTFACTOR INC.	09-Oct-24	15,633.14
0930ET0139	0001	*****	EM11503	STENLUND, PAULA	09-Oct-24	140.15
0930ET0140	0001	*****	03659	STETTLER BUILDING SUPPLIES LTD.	09-Oct-24	781.18
0930ET0141	0001	*****	01133	STETTLER ELEMENTARY SCHOOL	09-Oct-24	60.69
0930ET0142	0001	*****	00595	STETTLER FLOORING & PAINT LTD	09-Oct-24	1,845.38
0930ET0143	0001	*****	00017	STETTLER HOME HARDWARE	09-Oct-24	805.26
0930ET0144	0001	*****	02247	STETTLER TELEPHONE ANSWERING SERVICE	09-Oct-24	178.50
0930ET0145	0001	*****	EM10266	STEVENS, JOCELYN S	09-Oct-24	40.00
0930ET0146	0001	*****	03923	STINGRAY RADIO INC.	09-Oct-24	756.00
0930ET0147	0001	*****	EM11397	SUMAYO, DANNY GIOVANNI	09-Oct-24	50.00
0930ET0148	0001	*****	EM10994	SYSON, KATE	09-Oct-24	50.00
0930ET0149	0001	*****	EM10711	THIBEAU, JOSEPH	09-Oct-24	50.00
0930ET0150	0001	*****	04928	THINKTEL	09-Oct-24	429.11
0930ET0151	0001	*****	EM10277	THOMSON, DEBORAH A	09-Oct-24	149.80
0930ET0152	0001	*****	00068	TOSHIBA TEC CANADA BUSINESS SOLUTIONS	09-Oct-24	1,428.88
0930ET0153	0001	*****	00916	TOWN OF CORONATION	09-Oct-24	442.60
0930ET0154	0001	*****	05208	TURTLE CLUB CAR WASH, THE	09-Oct-24	267.54
0930ET0155	0001	*****	00145	UFA CO-OPERATIVE LIMITED	09-Oct-24	741.30
0930ET0156	0001	*****	02972	ULINE CANADA CORPORATION	09-Oct-24	1,152.46
0930ET0157	0001	*****	00057	VALLEY GREEN LANDSCAPING	09-Oct-24	4,254.68

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0930ET0158	0001	*****	EM10494	VAN HIENEN, TERESA P	09-Oct-24	160.00
0930ET0159	0001	*****	EM10451	VAN OERS, DARAM S	09-Oct-24	212.75
0930ET0160	0001	*****	00608	VILLAGE OF BIG VALLEY	09-Oct-24	201.07
0930ET0161	0001	*****	00610	VILLAGE OF DONALDA	09-Oct-24	246.38
0930ET0162	0001	*****	EM11583	WALTHAM, LYNETTE	09-Oct-24	51.80
0930ET0163	0001	*****	EM10609	WARFORD, PENNY M	09-Oct-24	61.59
0930ET0164	0001	*****	EM10657	WATTS, LEAH	09-Oct-24	31.47
0930ET0165	0001	*****	EM11434	WEBER, ELIZABETH	09-Oct-24	277.20
0930ET0166	0001	*****	02764	WESTLAB	09-Oct-24	2,523.13
0930ET0167	0001	*****	00618	WHITE OWL SERVICES 2002 LTD.	09-Oct-24	1,775.10
0930ET0168	0001	*****	EM11050	WHITE, ROBERT J	09-Oct-24	203.20
0930ET0169	0001	*****	EM11484	WIART, SELENA	09-Oct-24	91.01
0930ET0170	0001	*****	02600	WILD ROSE FOODSERVICE DIST INC.	09-Oct-24	3,640.99
0930ET0171	0001	*****	EM11286	WILSON, DALE P	09-Oct-24	116.20
0930ET0172	0001	*****	01779	WOLF CREEK SCHOOL DIVISION NO. 72	09-Oct-24	222.74
0930ET0173	0001	*****	00196	WOODY'S AUTOMOTIVE LTD.	09-Oct-24	62.98
0930ET0174	0001	*****	01820	WURTH CANADA LIMITED	09-Oct-24	498.56
0930ET0175	0001	*****	EM10507	WUZINSKI, SHERI	09-Oct-24	179.50
0930ET0176	0001	*****	00024	XEROX CANADA LTD.	09-Oct-24	1,736.06
0930ET0177	0001	*****	EM10588	ZITARUK, LORI N	09-Oct-24	100.00
0931000001	0001	0000017315	05410	FRIENDS OF CORONATION SCHOOL SOCIETY	28-Oct-24	20,000.00
0931000002	0001	0000017316	00643	IXL LEARNING, INC.	28-Oct-24	22,211.00
0931000003	0001	0000017317	05408	AIKEN, AMY	28-Oct-24	50.00
0931000004	0001	0000017318	00478	CORONATION HOME HARDWARE BUILDING CENTRE	28-Oct-24	373.97
0931000005	0001	0000017319	04482	HARRIS, BENNETT	28-Oct-24	175.00
0931000006	0001	0000017320	05409	JOHNSON, ASPEN	28-Oct-24	50.00
0931000007	0001	0000017321	01053	MAGNET AG FOODS	28-Oct-24	431.00
0931000008	0001	0000017322	04841	MANULIFE	28-Oct-24	2,724.60
0931000009	0001	0000017323	00552	PETTY CASH - STETTLER OUTREACH SCHOOL	28-Oct-24	136.90
0931000010	0001	0000017324	00136	RICHARDSON'S RECOGNITION & AWARDS	28-Oct-24	94.40
0931000011	0001	0000017325	00583	STETTLER MEDICAL CLINIC	28-Oct-24	60.00
0931000012	0001	0000017326	01411	STETTLER REGIONAL BOARD OF TRADE	28-Oct-24	100.00
0931000013	0001	0000017327	05158	VELDKAMP, KATIE	28-Oct-24	62.53
0931ET0001	0001	*****	03797	969754 ALBERTA LTD.	28-Oct-24	73.50
0931ET0002	0001	*****	01069	ACSI-ALTERNETIVE CONVERGED SOLUTIONS INC	28-Oct-24	19,974.38
0931ET0003	0001	*****	00397	ACTION PLUMBING & EXCAVATING (1998) LTD.	28-Oct-24	143.36
0931ET0004	0001	*****	01503	ADVANCED FIRE & SAFETY SYSTEMS INC.	28-Oct-24	1,304.10
0931ET0005	0001	*****	05290	ALBERTA BOOK BINDERY	28-Oct-24	286.65
0931ET0006	0001	*****	00647	ALBERTA MAINTENANCE ENFORCEMENT PROGRAM	28-Oct-24	800.00
0931ET0007	0001	*****	00182	ALBERTA TEACHERS' ASSOCIATION	28-Oct-24	18,283.07
0931ET0008	0001	*****	00615	ALBERTA TEACHERS' RETIREMENT FUND BOARD	28-Oct-24	111,910.79
0931ET0009	0001	*****	01379	ALSCO CANADA CORPORATION	28-Oct-24	459.01
0931ET0010	0001	*****	05226	AMAZON.COM.CA	28-Oct-24	5,159.58
0931ET0011	0001	*****	00055	APPLE CANADA INC.	28-Oct-24	1,942.29
0931ET0012	0001	*****	02226	ASEBP (HSA)	28-Oct-24	18,389.99
0931ET0013	0001	*****	01511	ASEBP (PREMIUMS)	28-Oct-24	168,229.58
0931ET0014	0001	*****	EM10377	ASPENES, WARREN D	28-Oct-24	55.72
0931ET0015	0001	*****	03617	AVI-SPL CANADA LTD.	28-Oct-24	1,445.93
0931ET0016	0001	*****	00028	BAGSHAW ELECTRIC LTD.	28-Oct-24	145.95
0931ET0017	0001	*****	EM10379	BALTIMORE, BECKY JO S	28-Oct-24	402.60
0931ET0018	0001	*****	05162	BARBPEARS CONSULTING	28-Oct-24	4,998.00

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CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0931ET0019	0001	*****	EM11563	BARTLETT, HOLLY M	28-Oct-24	57.84
0931ET0020	0001	*****	02827	BCOM COMPUTER CENTRE INC.	28-Oct-24	128,034.85
0931ET0021	0001	*****	05109	BELL CANADA	28-Oct-24	12,022.74
0931ET0022	0001	*****	00261	BOND-O COMMUNICATIONS LTD.	28-Oct-24	65.63
0931ET0023	0001	*****	03508	BOND-O SECURITY SYSTEMS LTD.	28-Oct-24	834.75
0931ET0024	0001	*****	EM10817	BREIDAL, CARMEN M	28-Oct-24	149.80
0931ET0025	0001	*****	00235	BUS CENTRE, THE	28-Oct-24	7,262.06
0931ET0026	0001	*****	04031	CALLAWAY, JEFF &/OR RAEALYN	28-Oct-24	4,505.00
0931ET0027	0001	*****	01203	CANADIAN LINEN & UNIFORM	28-Oct-24	241.32
0931ET0028	0001	*****	03654	CANOE PROCUREMENT GROUP OF CANADA	28-Oct-24	57,349.23
0931ET0029	0001	*****	01199	CANON CANADA INC.	28-Oct-24	2,358.58
0931ET0030	0001	*****	01057	CASTOR FAMILY FOODS	28-Oct-24	341.64
0931ET0031	0001	*****	00927	CASTOR HOME HARDWARE	28-Oct-24	204.30
0931ET0032	0001	*****	01347	CDW CANADA CORP.	28-Oct-24	10.05
0931ET0033	0001	*****	03280	CENTRAL PEST CONTROL LTD.	28-Oct-24	84.00
0931ET0034	0001	*****	00363	CFI FOODS LTD.	28-Oct-24	1,111.78
0931ET0035	0001	*****	EM11291	CHICK, CHRISTINE N	28-Oct-24	246.47
0931ET0036	0001	*****	EM10524	CHRISTIE, THERESA L	28-Oct-24	80.00
0931ET0037	0001	*****	03808	CIRA - CANADIAN INTERNET REGISTRATION	28-Oct-24	2,730.00
0931ET0038	0001	*****	01565	CONTACT SAFETY SERVICE LTD.	28-Oct-24	294.00
0931ET0039	0001	*****	01911	CORONATION INDUSTRIAL SALES & RENTALS	28-Oct-24	1,985.62
0931ET0040	0001	*****	00175	CUPE LOCAL 4292	28-Oct-24	473.94
0931ET0041	0001	*****	00783	DELL CANADA INC.	28-Oct-24	4,667.65
0931ET0042	0001	*****	04243	DYNAMIC SPECIALTY VEHICLES LTD.	28-Oct-24	507.53
0931ET0043	0001	*****	EM10728	FABER, JASON L	28-Oct-24	798.40
0931ET0044	0001	*****	05353	FLEX REHABILITATION SERVICES INC.	28-Oct-24	10,697.93
0931ET0045	0001	*****	04000	FOREMOST EQUIPMENT LP	28-Oct-24	1,932.42
0931ET0046	0001	*****	EM10566	FOX, CARMEN J	28-Oct-24	222.93
0931ET0047	0001	*****	04465	GIST, MELISSA	28-Oct-24	811.97
0931ET0048	0001	*****	00696	GLOVER INTERNATIONAL TRUCKS LTD.	28-Oct-24	2,907.12
0931ET0049	0001	*****	04815	GREEN SHIELD HEALTH INC.	28-Oct-24	154.35
0931ET0050	0001	*****	04278	GREGG DISTRIBUTORS LP	28-Oct-24	49.64
0931ET0051	0001	*****	EM11268	GRICE, ERIKA	28-Oct-24	182.70
0931ET0052	0001	*****	00494	GT HYDRAULIC & BEARING INC.	28-Oct-24	76.19
0931ET0053	0001	*****	02046	GUS WETTER SCHOOL TRUST	28-Oct-24	50.00
0931ET0054	0001	*****	02481	I.D. APPAREL	28-Oct-24	257.09
0931ET0055	0001	*****	00180	INDUSTRIAL ALLIANCE INSURANCE	28-Oct-24	50.00
0931ET0056	0001	*****	05010	INNOV8 DIGITAL SOLUTIONS INC.	28-Oct-24	472.14
0931ET0057	0001	*****	05093	INTELLIMEDIA LP	28-Oct-24	20,603.10
0931ET0058	0001	*****	01564	J & L TESTING LTD.	28-Oct-24	3,500.00
0931ET0059	0001	*****	00159	J.T. AUTO BODY LTD.	28-Oct-24	1,128.23
0931ET0060	0001	*****	00550	KONICA MINOLTA BUSINESS SOLUTIONS	28-Oct-24	835.62
0931ET0061	0001	*****	EM11285	LESCHERT, ERIN M	28-Oct-24	18.20
0931ET0062	0001	*****	EM10805	LESCHERT, HAYLEY A	28-Oct-24	315.00
0931ET0063	0001	*****	02718	LINDE CANADA INC.	28-Oct-24	1,741.48
0931ET0064	0001	*****	04710	LITTLE RED BARN INC.	28-Oct-24	838.80
0931ET0065	0001	*****	02295	LOCAL AUTHORITIES PENSION PLAN	28-Oct-24	69,498.33
0931ET0066	0001	*****	02085	LOOMIS EXPRESS	28-Oct-24	684.14
0931ET0067	0001	*****	00146	M.A.C. LEASING & VENDING LTD.	28-Oct-24	369.14
0931ET0068	0001	*****	EM10523	MACPHERSON, MARTHA	28-Oct-24	297.40
0931ET0069	0001	*****	00111	MAGNETSIGNS STETTLER LTD.	28-Oct-24	245.70

C L E A R V I E W   S C H O O L   D I V I S I O N   # 7 1

DATE 01-Nov-2024 09:42 AM

SUMMARY - ISSUED CHEQUE REPORT

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START DATE: 01-Oct-2024 TO END DATE: 31-Oct-2024

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0931ET0070	0001	*****	EM11378	MAZANKOWSKI, JUDITH	28-Oct-24	20.99
0931ET0071	0001	*****	EM11208	MCDONALD, ALIX	28-Oct-24	76.23
0931ET0072	0001	*****	03650	MCLENNAN ROSS LLP	28-Oct-24	4,088.18
0931ET0073	0001	*****	02659	MCMILLAN, LORENE	28-Oct-24	170.96
0931ET0074	0001	*****	01938	MERLIN SHREDDING INC.	28-Oct-24	57.23
0931ET0075	0001	*****	05407	MITCHINSON PIANO TUNING AND SERVICES	28-Oct-24	89.25
0931ET0076	0001	*****	01632	MODERN BEAUTY SUPPLIES INC.	28-Oct-24	388.30
0931ET0077	0001	*****	EM11269	NEITZ, GUY	28-Oct-24	84.00
0931ET0078	0001	*****	03598	NEXTGEN AUTOMATION	28-Oct-24	738.87
0931ET0079	0001	*****	EM10575	NORMAN, SANDRA L	28-Oct-24	100.00
0931ET0080	0001	*****	EM10595	OLAFSON, STEFAN	28-Oct-24	283.86
0931ET0081	0001	*****	03478	OLDS COLLEGE	28-Oct-24	5,680.00
0931ET0082	0001	*****	EM10587	OUGH, PATRICIA D	28-Oct-24	116.90
0931ET0083	0001	*****	EM11430	PELECH, KALLIE A	28-Oct-24	116.20
0931ET0084	0001	*****	01541	PITNEYWORKS	28-Oct-24	225.00
0931ET0085	0001	*****	01060	PRO-WATER CONDITIONING	28-Oct-24	49.00
0931ET0086	0001	*****	00282	PURULATOR INC.	28-Oct-24	194.92
0931ET0087	0001	*****	EM10808	RAUSCH, JAYMI LEIGH	28-Oct-24	133.19
0931ET0088	0001	*****	EM11489	RHODES, JORDAN M	28-Oct-24	83.30
0931ET0089	0001	*****	EM11039	RIETMANN, MANDI A	28-Oct-24	18.38
0931ET0090	0001	*****	EM11618	RINDERO, KRYSTAL A	28-Oct-24	168.70
0931ET0091	0001	*****	01748	ROLYN SECURITY GROUP INC.	28-Oct-24	21,387.82
0931ET0092	0001	*****	EM11480	SCHMIDT, STEPHANIE	28-Oct-24	80.00
0931ET0093	0001	*****	EM10298	SCHOFER, JOHN D	28-Oct-24	182.00
0931ET0094	0001	*****	00004	SCHWARTZ HOME BUILDING CENTRE	28-Oct-24	236.15
0931ET0095	0001	*****	EM11171	SCOTT, REBECCA L	28-Oct-24	130.20
0931ET0096	0001	*****	EM11336	SELZLER, SANDRA C	28-Oct-24	132.30
0931ET0097	0001	*****	EM11449	SLEMP, DEVON M	28-Oct-24	330.00
0931ET0098	0001	*****	EM10600	SMYTH, KIMBERLEY R	28-Oct-24	49.00
0931ET0099	0001	*****	01151	SNAP-ON TOOLS OF CANADA LTD.	28-Oct-24	48.72
0931ET0100	0001	*****	EM10677	SORENSEN, MELITTA R	28-Oct-24	49.00
0931ET0101	0001	*****	03659	STETTLER BUILDING SUPPLIES LTD.	28-Oct-24	1,429.34
0931ET0102	0001	*****	02746	STETTLER ELECTRIC INC.	28-Oct-24	2,471.55
0931ET0103	0001	*****	00017	STETTLER HOME HARDWARE	28-Oct-24	76.40
0931ET0104	0001	*****	01310	STETTLER REGISTRY SERVICES (1996) LTD.	28-Oct-24	167.25
0931ET0105	0001	*****	04337	STUFFED POTATO CO., THE	28-Oct-24	285.60
0931ET0106	0001	*****	04477	TC CATERING	28-Oct-24	299.62
0931ET0107	0001	*****	EM10711	THIBEAU, JOSEPH	28-Oct-24	227.94
0931ET0108	0001	*****	EM11464	THOMAS, SHAUNA-LEE	28-Oct-24	294.40
0931ET0109	0001	*****	00068	TOSHIBA TEC CANADA BUSINESS SOLUTIONS	28-Oct-24	1,304.38
0931ET0110	0001	*****	01296	TOWN OF CASTOR	28-Oct-24	1,559.79
0931ET0111	0001	*****	00048	TOWN OF STETTLER	28-Oct-24	8,322.58
0931ET0112	0001	*****	04366	TWO WAY OILFIELD SERVICES LTD.	28-Oct-24	608.91
0931ET0113	0001	*****	00010	UPTOWN OFFICE SUPPLY LTD.	28-Oct-24	14,602.87
0931ET0114	0001	*****	00057	VALLEY GREEN LANDSCAPING	28-Oct-24	157.50
0931ET0115	0001	*****	02764	WESTLAB	28-Oct-24	195.09
0931ET0116	0001	*****	00618	WHITE OWL SERVICES 2002 LTD.	28-Oct-24	2,533.06
0931ET0117	0001	*****	EM11050	WHITE, ROBERT J	28-Oct-24	165.00
0931ET0118	0001	*****	EM11484	WIART, SELENA	28-Oct-24	141.33
0931ET0119	0001	*****	02600	WILD ROSE FOODSERVICE DIST INC.	28-Oct-24	2,107.58
0931ET0120	0001	*****	02589	WM. E. HAY EXTRACURRICULAR	28-Oct-24	1,073.40

C L E A R V I E W   S C H O O L   D I V I S I O N   # 7 1

DATE 01-Nov-2024 09:42 AM

SUMMARY - ISSUED CHEQUE REPORT

PAGE 8

START DATE: 01-Oct-2024 TO END DATE: 31-Oct-2024

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	CHEQUE AMOUNT
0931ET0121	0001	*****	00196	WOODY'S AUTOMOTIVE LTD.	28-Oct-24	332.54
TOTALS FOR BANK - 0001						1,242,246.55
TOTAL NUMBER OF CHEQUES						356
TOTAL NUMBER OF CHEQUES WITH MICR						58

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2024 AND 31-Oct-2024

00LCET4234	0001	*****	00393	RECEIVER GENERAL - TAX CENTRE	04-Oct-24	413.02
00LCET4235	0001	*****	00393	RECEIVER GENERAL - TAX CENTRE	25-Oct-24	12,642.85
00LCET4236	0001	*****	04382	GAS ALBERTA ENERGY	09-Oct-24	47,527.04
00LCET4237	0001	*****	00173	TELUS COMMUNICATIONS INC.	18-Oct-24	1,606.87
00LCET4238	0001	*****	00393	RECEIVER GENERAL - TAX CENTRE	31-Oct-24	428,288.66
00LCET4239	0001	*****	00303	TELUS MOBILITY	24-Oct-24	821.48
TOTALS FOR BANK - 0001						491,299.92
TOTAL NUMBER OF CHEQUES						6
TOTAL NUMBER OF CHEQUES WITH MICR						0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Oct-2024 AND 31-Oct-2024

0930000001	0003	0000000389	02286	J.W. PEPPER & SON, INC.	09-Oct-24	258.90
0931000001	0003	0000000390	02734	BACKUPIFY, INC.	28-Oct-24	4,776.00
TOTALS FOR BANK - 0003						5,034.90
TOTAL NUMBER OF CHEQUES						2
TOTAL NUMBER OF CHEQUES WITH MICR						2

ON-LINE CHEQUES : ISSUED BETWEEN 01-Oct-2024 AND 31-Oct-2024

00LCET4240	0006	*****	02091	US BANK CANADA	01-Oct-24	37,848.32
00LCET4241	0006	*****	02091	US BANK CANADA	10-Oct-24	36,111.30
TOTALS FOR BANK - 0006						73,959.62
TOTAL NUMBER OF CHEQUES						2
TOTAL NUMBER OF CHEQUES WITH MICR						0
GRAND TOTAL						1,812,540.99
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,812,540.99
GRAND TOTAL NUMBER OF CHEQUES						366
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						60

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR





Meghan Thomson &lt;mthomson@clearview.ab.ca&gt;

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**Fwd: [External] Collegiate schools / Écoles collégiales**

1 message

---

**Guy Neitz** <gneitz@clearview.ab.ca>  
To: Meghan Thomson <mthomson@clearview.ab.ca>

Sun, Nov 24, 2024 at 7:04 PM

Please add to agenda  
Guy

----- Forwarded message -----

From: **Vivian Abboud** <VAbboud@asba.ab.ca>  
Date: Fri, Nov 22, 2024, 12:10 p.m.  
Subject: [External] Collegiate schools / Écoles collégiales  
To: Vivian Abboud <VAbboud@asba.ab.ca>

Raptor Remark: Please be careful! This email is from an EXTERNAL sender. Be aware of impersonation and credential theft.

Distribution:

Board of Directors

Board Chairs

Zone Chairs

\*\*\*\*\*

For your information, please see below / Pour votre information, voir ci-dessous.

Best, v

---

**From:** EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>  
**Sent:** Friday, November 22, 2024 10:16 AM  
**To:** EDC Deputy Minister <EducationDeputyMinister@gov.ab.ca>  
**Subject:** Collegiate schools / Écoles collégiales

**To:** Superintendents of Public, Separate, Francophone and Charter School Authorities

Independent (Private) School Authorities

Executive Directors of Stakeholder Associations

AISCA (Association of Independent Schools & Colleges in Alberta)

ASBA (Alberta School Boards Association)

ASBOA (Association of School Business Officials of Alberta)

CASS (College of Alberta School Superintendents)

FCSFA (Fédération des conseils scolaires francophones de l'Alberta)

TAAPCS (The Association of Alberta Public Charter Schools)

*Le texte français suit le texte anglais/French text follows English text.*

**Subject: Collegiate schools**

Dear colleagues,

In 2023, Alberta Education was mandated to bring more collegiate schools online across the province to create pathways for students to post-secondary or their chosen fields in the workforce. Alberta's government is making sure students have every opportunity to pursue their career interests and succeed in Alberta's dynamic job market.

Earlier this week, government [announced](#) the opening of the collegiate intake process for the 2025/26 school year. Several improvements have been made to the collegiate school application process based on valuable stakeholder feedback, including solidifying the role of industry as an essential partner in the collegiate model, in addition to the school and public post-secondary institution.

I am pleased to confirm that we will be hosting a collegiate schools workshop to discuss the revised application package on **Tuesday, December 3, 2024**, from 9 a.m. to 10 a.m. The workshop will include opportunities for discussion and questions.

Please join the meeting [through this link](#).

Meeting ID: 843 6634 4127  
Passcode: 181423

If you are interested in establishing a collegiate, you can request an application package through email at [edc.collegiateschools@gov.ab.ca](mailto:edc.collegiateschools@gov.ab.ca). Applications for the 2025/26 school year are to be submitted by January 31, 2025.

For more information, please visit [www.alberta.ca/collegiate-schools](http://www.alberta.ca/collegiate-schools) or contact Eric Tetreau, Manager, School Accreditation, Monitoring and Print Services, at 780-427-5293 (toll-free by first dialing 310-0000) or [eric.tetreau@gov.ab.ca](mailto:eric.tetreau@gov.ab.ca).

I appreciate your continued support and commitment to delivering excellence in education in Alberta.

Sincerely,

Lora Pillipow

Deputy Minister

cc: Secretary-Treasurers of Public, Separate, Francophone and Charter School Authorities

Communications Contacts at School Divisions

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**Destinataires: Directions générales des autorités scolaires publiques, séparées, francophones et à charte**

**Autorités scolaires indépendantes (privées)**

**Directions générales des associations des parties prenantes**

AISCA (Association of Independent Schools & Colleges in Alberta)

ASBA (Alberta School Boards Association)

ASBOA (Association of School Business Officials of Alberta)

CASS (College of Alberta School Superintendents)

FCSFA (Fédération des conseils scolaires francophones de l'Alberta)

TAAPCS (The Association of Alberta Public Charter Schools)

**Objet: Écoles collégiales**

Chers collègues,

En 2023, Alberta Education a reçu le mandat d'ouvrir un plus grand nombre d'écoles collégiales afin d'offrir aux élèves des cheminements vers les études postsecondaires ou une carrière dans les domaines de leur choix. Le gouvernement de l'Alberta veille à ce que les élèves bénéficient de toutes les occasions

possibles de poursuivre des carrières qui les intéressent et de réussir sur le marché du travail dynamique de l'Alberta.

Plus tôt cette semaine, le gouvernement a [annoncé](#) l'ouverture de la période de soumission de demandes d'admission collégiale pour l'année scolaire 2025-2026. Forts des précieux commentaires des parties prenantes, le ministre a apporté plusieurs améliorations au processus de demande d'admission collégiale, notamment en confirmant le rôle du secteur privé comme partenaire essentiel de ce modèle fructueux, aux côtés des écoles et des établissements publics d'enseignement postsecondaire.

Je suis heureuse de vous confirmer la tenue d'un atelier sur les écoles collégiales le **mardi 3 décembre 2024**, de 9 h à 10 h, pour discuter de la trousse de demande d'admission. L'atelier fournira l'occasion de discuter et de poser des questions.

Pour participer à la rencontre, [veuillez cliquer sur ce lien](#).

Numéro de la réunion Zoom : 843 6634 4127

Code d'accès : 181423

Si vous souhaitez ouvrir une école collégiale, vous pouvez obtenir une trousse de demande en écrivant à [edc.collegiateschools@gov.ab.ca](mailto:edc.collegiateschools@gov.ab.ca). La date limite de réception des demandes pour l'année scolaire 2025-2026 est le 31 janvier 2025.

Pour de plus amples renseignements, consultez [www.alberta.ca/collegiate-schools](http://www.alberta.ca/collegiate-schools) (en anglais seulement) ou communiquez avec Eric Tetreau, gestionnaire, School Accreditation, Monitoring and Print Services, au 780 427-5293 (sans frais en composant d'abord le 310-0000) ou à [eric.tetreau@gov.ab.ca](mailto:eric.tetreau@gov.ab.ca).

Je vous remercie de votre soutien continu et de votre engagement envers l'excellence en éducation en Alberta.

Cordialement,

Lora Pillipow

Sous-ministre

cc: Secrétaires-trésoriers des autorités scolaires publiques, sœurs, francophones et à charte

Personnes-ressources en communications des autorités scolaires

Raptor Review: Is this a Good Email? Let PCCC know in just one click! Open a [Raptor Review Ticket](#)

Raptor Review: Is this Spam? Let PCCC know in just one click! [Open a Raptor Review ticket](#).



# County of Stettler No. 6

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta T0C 2L0  
T:403.742.4441 F: 403.742.1277  
[www.stettlercounty.ca](http://www.stettlercounty.ca)

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November 20, 2024

The Honourable Mike Ellis  
Minister of Public Safety and Emergency Services  
Alberta Legislature  
Edmonton, AB

Dear Minister Ellis,

**Re: Police Requisition Funding Support for the School Resource Officer (SRO) Program**

The County of Stettler No. 6 respectfully requests funding for the School Resource Officer (SRO) program be sourced from the provincial policing funding model (PFM) requisition. Currently, we contribute \$436,277 annually to the province through this requisition to support policing services in Alberta. The SRO program is the embodiment of enhanced policing—positively influencing outcomes for youth in rural Alberta, supporting our educational professionals in their critical roles, and fostering safer communities.

The County of Stettler has partnered in a shared funding model with the Town of Stettler and Clearview Public Schools to maintain an SRO presence in our schools. We originally allocated \$40,000 annually toward this program. However, with costs set to double, this vital initiative risks becoming unsustainable despite its proven impact. It is important to note when the SRO is not engaged in school activities, they actively support the RCMP detachment, further enhancing rural policing capabilities.

In addition to this contribution, the County of Stettler funds its own Protective Services Department, which includes three full-time officers and one bylaw officer, at an annual cost of \$1,136,603. This department is committed to serving the residents of the County of Stettler by providing effective law enforcement along with protecting the County's interests including road infrastructure, parks/campgrounds, liability concerns and the enforcement of all County of Stettler Bylaws. In addition, they collaborate closely with the RCMP, Sheriff's Department, and Fish and Wildlife officers ensuring comprehensive protection for our rural community. These efforts represent a significant investment by rural Albertans in their safety and way of life, supplementing and enhancing the province's policing strategy.

Given our substantial contribution to the provincial policing requisition and to rural policing, we urge the province to allocate these funds to support the SRO program, in the same way EPP

Option 1 agreements were absorbed into the PFM. Doing so would ensure its sustainability and align with the requisition's purpose of enhancing policing services.

Rural Albertans are bearing a disproportionate share of the financial burden to protect our communities. We respectfully ask you consider this request to allow our requisition to fund the SRO program, ensuring its continuation and reinforcing the importance of proactive, community-oriented policing in Alberta's schools and rural areas.

Thank you for your consideration. We look forward to your response and remain committed to collaborating with the province to protect and enhance the quality of life for our residents.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Clarke". The signature is fluid and cursive, with the first name "Larry" written in a more compact, stylized manner and the last name "Clarke" written in a more extended, flowing script.

Larry Clarke  
REEVE

CC Honourable Nate Horner, MLA for Drumheller-Stettler  
Honourable Ric McIver, Minister of Municipal Affairs  
Honourable Nate Horner, MLA for Drumheller-Stettler  
Kara Westerlund, President of Rural Municipalities of Alberta  
Sean Nolls, Mayor, Town of Stettler  
Guy Neitz, Chair, Clearview Public School Board  
Staff Sergeant Cameron Russell, Stettler RCMP Detachment