



Parkland School Division No. 70  
**BOARD OF TRUSTEES**

**A G E N D A**

**15 December 2009**

InCamera: 8:15 AM  
Public Session: 10:00 AM

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## **BOARD OF TRUSTEES REGULAR MEETING**

**15 December 2009**

InCamera 8:15 AM Public Session 10:00 AM  
Parkland School Division Centre for Education, Stony Plain

# **A G E N D A**

*Page Number*

1. **CALL TO ORDER at 8:15 AM**
  - 1.1. Board Incamera (8:15-10:00)
  - 1.2. National Anthem
  - 1.3. Announcements
  - 1.4. Changes to the Agenda
  - 1.5. Approval of the Agenda
  
- 4 -  
2. **APPROVAL OF MINUTES**
  - 2.1. Regular Meeting of 01 December 2009
  
3. **BUSINESS ARISING FROM THE MINUTES**
  - 3.1. Letter to Muir Lake Community School Foundation
  - 3.2. Letter to Prairie North Construction
  
4. **DELEGATION**

Spruce Grove Composite High School – Flexibility Enhancement Project
  
5. **BOARD CHAIR REPORT**
  - 5.1. Correspondence
    - 5.1.1. JACC Meeting of Boards
  
- 8 -  
6. **ACTION ITEMS**
  - 6.1. First Quarter Financial Reports (C. Jonsson)
  
- 16 -  
7. **ADMINISTRATION REPORTS**
  - 7.1. Vandalism Report (C. Jonsson)
  
- 29 -  
8. **TRUSTEE REPORTS**
  - 8.1. Audit Committee (Trustee Gilchrist)
  - 31 -  
8.2. Spruce Grove Joint Use Committee (Trustee Kolodnicki)

**9. FUTURE BUSINESS**

9.1. Meeting Dates:

*Open to the Public:*

19 January 2010 ..... Regular Board Meeting (evening)

*Closed to the Public:*

20 (afternoon) - 21 January 2010 Education Planning

9.2. Topics for future agendas

9.3. Requests for Information

9.4. Responses to Requests for Information

**10. ADJOURNMENT**

**MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES OF PARKLAND SCHOOL DIVISION NO. 70 HELD AT THE PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN STONY PLAIN, ALBERTA ON 03 NOVEMBER 2009**

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**TRUSTEE ATTENDANCE:**

Richard Gilchrist, Chair	Regrets
Dorcas Kilduff, Vice-Chair	Present
Kathleen Linder	Present
Irene Goebel	Regrets
Robert Gillard	Present
Darcy Kolodnicki	Present
Elsie Kinsey	Regrets

**ADMINISTRATION ATTENDANCE:**

Mary Lynne R. Campbell, Superintendent of Schools  
Tim Monds, Deputy Superintendent - Regrets  
Kelly Wilkins, Associate Superintendent  
Claire Jonsson, Associate Superintendent (Business and Finance)  
Ben Beil, Associate Superintendent (Learning Services)  
Stacey Vermeulen, Executive Assistant

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**CALL TO ORDER**

The meeting was called to order by the Chair, Dorcas Kilduff, at 6:10 p.m.

Res 190-2009

**MOTION TO MOVE INCAMERA**

MOVED by Trustee Gillard that the Board of Trustees moves to incamera at 6:10 p.m.

**CARRIED**

Res 191-2009

**MOTION TO REVERT TO A PUBLIC MEETING**

MOVED by Trustee Linder that the Board of Trustees reverts to a public meeting at 6:33 p.m.

**CARRIED**

**RECESS**

A recess was called and the meeting resumed at 7:00 p.m.

**NATIONAL ANTHEM**

Following the playing of the national anthem, the Chair requested a moment for attendees to reflect on their purpose here this evening

**ANNOUNCEMENTS**

Trustees shared written reports regarding their recent attendance at various school and community events.

Trustee Gillard invited Trustees to attend Seba Beach School on November 6<sup>th</sup> for a visit from a local artist.

Trustee Linder extended congratulations to the Tri-Community Municipalities on their successful bid to host the 2012 Alberta Winter Games.

**ADDITIONS TO THE AGENDA**

Item 5.10 – deferred to the Regular Meeting of 01 December 2009

Item 5.11 – Letter from the Minister of Energy regarding PSD70's  
Standard of Conduct agreement

Item 5.12 – Alberta Infrastructure's Annual Report

Res 192-2009

**APPROVAL OF THE AGENDA**

MOVED by Trustee Linder that the Agenda be approved with changes.


**CARRIED**

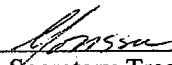
Res 193-2009

**APPROVAL OF THE MINUTES**

MOVED by Trustee Kolodnicki that the Minutes of the previous meeting held on 06 October 2009 be approved as presented.

**CARRIED**

  
Board Chair

  
Secretary-Treasurer

**BUSINESS ARISING FROM THE MINUTES**

Chair Kilduff confirmed that the Board's *School Act* Recommendations have been sent to the Minister of Education.

**DELEGATIONS**

There were no delegations.

**BOARD CHAIR REPORT**

Chair Kilduff reported on items received since the Board's last regular meeting.

**ACTION ITEMS**

Res 194-2009

**MONITORING REPORT THREE – STAFFING**

MOVED by Trustee Linder that the Board of Trustees approves *Monitoring Report Three – Staffing* as presented at the Regular Meeting of 03 November 2009.

**CARRIED**

Superintendent Campbell presented the report to the Board and answered Trustee questions.

**ADMINISTRATION REPORTS**

There were no reports from Administration.

**TRUSTEE REPORTS**

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

Trustee Linder shared highlights from PSBAA's University III and Fall AGM held 22-24 October 2009 in Edmonton.

*Chair Kilduff removed herself from the Chair to make the following recommendation.*

Res 195-2009

**EDUCATION COMMITTEE**

MOVED by Trustee Kilduff that the Board of Trustees receives as information, the Education Committee Minutes of 13 October 2009 as presented at the Regular Meeting of 03 November 2009.

**CARRIED**

*Trustee Kilduff returned to the Chair.*

**ASBA**

Trustee Linder presented Trustee Kinsey's written report, and shared highlights, from ASBA's Special *School Act* review meeting held 16 October 2009.

Trustee Linder presented Trustee Kinsey's written report, and shared highlights, from the ASBA Zone 2/3 meeting held 23 October 2009. ASBA's Fall General Meeting will be held 22-24 November 2009. The next Zone 2/3 Meeting will be held 27 November 2009.

**FUTURE BUSINESS**

Meeting Dates

Closed to the Public:

22-24 November 2009 .....ASBA Fall Conference

Open to the Public:

01 December 2009 .....Next Board Meeting (evening)

10 December 2009 .....Student Advisory Committee (9 am)

Topics for Future Agendas

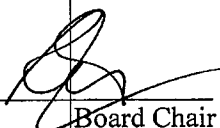
There were no requests for future agendas.

Requests for Information

There were no requests for information.

**ADJOURNMENT**

The meeting was adjourned at 7:25 p.m.

  
Board Chair

  
Secretary-Treasurer



Excellence In Education

## MEMORANDUM

**Date:** 15 December 2009  
**To:** Board of Trustees  
**From:** Mary Lynne Campbell – Superintendent  
**Originator:** Claire Jonsson, Associate Superintendent, Business & Finance  
**Subject:** **FINANCIAL REPORT – PERIOD  
ENDING 30 NOVEMBER 2009**

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### Recommendation

That the Board of Trustees approves the quarterly financial report for the period ending 30 November 2009 as presented at the regular meeting of 15 December 2009.

### Background

The Quarterly Financial reports are part of the Accountability responsibility and authority of the Corporate Board, as defined and directed by Policy A3: Accountability. The Budget year for our Learning Organization commences 01 September of each year and concludes on 31 August. Within the context of a full school year, Administration provides four Quarterly Financial reports as follows:

- First Quarterly Report (December)
- Second Quarterly Report (March/April)
- Third Quarterly Report (June)
- Final Audited Statements (December – of the subsequent school year)

The Board will recall that in December 2009 it received and approved the Final Audited Statements for the 2008/2009 school year. The Quarterly Financial statement included within this agenda is for the period ended 30 November 2009. The Final Audited Statements for the current school year will be presented to the Board in December 2010.

With each financial report, sites are expected to be at or below the percentage thresholds defined by the point within the budget/reporting cycle. The Financial Statements include details on any variances within any site reports that are greater than 2%. For example, the Transportation Site Budget will show a higher percentage used in all quarterly statements because the Transportation Department expends its annual budget over a ten month period rather than a twelve month period.

Administration would be pleased to respond to any questions regarding this report.

CJ:rs



**Statement of Revenues and Expenses- November 30, 2009**  
**Parkland School Division**

	Approved Budget 2009-10	YTD Actuals Nov 30/09	\$ Approved Budget Remaining	% Budget Used
<b>Revenues</b>				
Instruction ( ECS to Grade 12)	65,529,162	17,766,692	47,762,469	27.11%
School Generated Funds	317,285		317,285	
Operation and Maintenance	7,501,400	1,865,886	5,635,513	24.87%
Transportation	8,405,912	2,151,249	6,254,664	25.59%
Board and System Administration	3,281,439	909,555	2,371,884	27.72%
External Services	38,680	27,486	11,194	71.06%
Supported Capital Interest	145,321	27,742	117,579	19.09%
Infrastructure Maintenance Renewal	924,703	234,251	690,452	25.33%
Capital & Debt Services	2,333,924	585,777	1,748,147	25.10%
<b>Total Revenues</b>	<b>88,477,825</b>	<b>23,568,638</b>	<b>64,909,188</b>	<b>26.64%</b>
<b>Expenses</b>				
Instruction ( ECS to Grade 12)	69,297,173	17,015,187	52,281,986	24.55%
School Generated Funds	317,285		317,285	
Operation and Maintenance	7,962,229	1,528,111	6,434,119	19.19%
Transportation	8,786,539	2,848,778	5,937,760	32.42%
Board and System Administration	3,309,577	789,324	2,520,254	23.85%
External Services	38,680	21,071	17,609	54.48%
Supported Capital Interest	145,321	27,742	117,579	19.09%
Infrastructure Maintenance Renewal	924,703	234,251	690,452	25.33%
Capital & Debt Services	3,384,411	862,750	2,521,661	25.49%
<b>Total Expenses</b>	<b>94,165,918</b>	<b>23,327,214</b>	<b>70,838,704</b>	<b>24.77%</b>
<b>Surplus/(Deficit)</b>	<b>(5,688,093)</b>	<b>241,424</b>		
<b>Target Percentage</b>				<b>25.00%</b>

Block	Approved Surplus/(Deficit)	Actual Surplus/(Deficit)
Instruction	(3,620,248)	833,639
Board and System Administration	(129,384)	102,752
Operations and Maintenance	(514,632)	315,029
Transportation	(282,682)	(670,158)
External Services	-	2,505
Fiscal Correction	(1,141,147)	(342,344)
<b>Total</b>	<b>(5,688,093)</b>	<b>241,424</b>

## Revenue

	Approved Budget 2009-10	YTD Actuals Nov 30/09	\$ Approved Budget Remaining	% Budget Used
<b>Revenue Alberta Education</b>				
<b>School Jurisdiction Base Funding</b>				
Base Instruction (Gr 1-12)	47,456,766	11,961,885	35,494,880	25.21%
Early Childhood Services (ECS)	2,137,618	536,368	1,601,250	25.09%
Home Education	10,458	4,511	5,947	43.14%
Outreach Schools	183,135	46,081	137,054	25.16%
Fiscal Correction	-1,141,147	-342,344	-798,803	30.00%
<b>Sub Total</b>	<b>48,646,830</b>	<b>12,206,501</b>	<b>36,440,328</b>	<b>25.09%</b>
<b>Differential Cost Funding</b>				
ECS Program Unit	2,011,134	563,023	1,448,111	28.00%
Enhanced ESL & Support Services	9,184	1,728	7,456	18.82%
Enrolment Growth/Decline	84,348	20,542	63,806	24.35%
English as a Second Language	26,565	7,556	19,009	28.44%
First Nations, Metis & Inuit Education	674,520	149,961	524,559	22.23%
Intra-Jurisdiction Distance Funding	26,389	7,392	18,997	28.01%
ECS - Mild Moderate	80,454	29,446	51,008	36.60%
Relative Cost of Purchasing Goods & Services	683,890	178,305	505,585	26.07%
Severe Disabilities	3,013,095	758,159	2,254,936	25.16%
Small Schools by Necessity	767,956	195,415	572,540	25.45%
Socio - Economic Status	757,113	175,265	581,848	23.15%
Daily Physical Activity	21,093	22,200	-1,107	105.25%
<b>Sub Total</b>	<b>8,155,740</b>	<b>2,108,993</b>	<b>6,046,747</b>	<b>25.86%</b>
<b>Alberta Education - Administration</b>				
Administration allocation 4% of instruction	3,158,024	893,645	2,264,379	28.30%
<b>Sub Total</b>	<b>3,158,024</b>	<b>893,645</b>	<b>2,264,379</b>	<b>28.30%</b>
<b>Transportation Funding</b>				
Transportation - Rural	6,121,744	1,501,645	4,620,099	24.53%
Special Education Transportation	679,375	164,624	514,751	24.23%
Transportation - Disabled - ECS	137,719	34,655	103,064	25.16%
Transportation - In Home - ECS	30,076	7,568	22,508	25.16%
Urban Transportation	1,018,466	227,960	790,506	22.38%
<b>Sub Total</b>	<b>7,987,380</b>	<b>1,936,452</b>	<b>6,050,928</b>	<b>24.24%</b>

## Revenue

	Approved Budget 2009-10	YTD Actuals Nov 30/09	\$ Approved Budget Remaining	% Budget Used
<b>Differential Cost Funding - Operations and Maintenance</b>				
Operations & Maintenance Support	7,273,301	1,807,328	5,465,974	24.85%
<b>Sub Total</b>	<b>7,273,301</b>	<b>1,807,328</b>	<b>5,465,974</b>	<b>24.85%</b>
<b>Provincial Priority Targeted Funding</b>				
School Board Class Size Funding	3,136,288	783,758	2,352,529	24.99%
Student Health Initiative		500	-500	
Children and Youth with Complex Needs		290,287	-290,287	
Supernet Service	151,050	88,113	62,938	58.33%
Alberta Initiative for School Improvement	1,230,066	331,925	898,140	26.98%
<b>Sub Total</b>	<b>4,517,403</b>	<b>1,494,584</b>	<b>3,022,820</b>	<b>33.09%</b>
<b>Capital Funding</b>				
Infrastructure Maintenance and Renewal	924,703	234,251	690,452	25.33%
<b>Sub Total</b>	<b>924,703</b>	<b>234,251</b>	<b>690,452</b>	<b>25.33%</b>
<b>Alberta Education - Other</b>				
CTS Evergreening Funding	195,318	195,318		100.00%
Institutional Programs	210,881	55,738	155,143	26.43%
Learning Resources Credit	104,019		104,019	
Innovative Technology Funding	312,754	312,724	30	99.99%
High School Completion		66,555		
Supporting Innovative Classrooms	119,929	119,929		100.00%
<b>Sub Total</b>	<b>942,901</b>	<b>750,264</b>	<b>259,192</b>	<b>79.57%</b>
<b>Other Provincial Support Funding - Alberta Finance</b>				
Supported Capital Interest	145,321	27,742	117,579	19.09%
<b>Sub Total</b>	<b>145,321</b>	<b>27,742</b>	<b>117,579</b>	<b>19.09%</b>
<b>Other - Government of Alberta</b>				
Specialized Support Services Program	544,530	114,819	429,711	21.09%
<b>Sub Total</b>	<b>544,530</b>	<b>114,819</b>	<b>429,711</b>	
<b>Federal Government</b>				
First Nations Tuition's	1,425,580	404,399	1,021,182	28.37%
<b>Sub Total</b>	<b>1,425,580</b>	<b>404,399</b>	<b>1,021,182</b>	<b>28.37%</b>
<b>Federal French Funding</b>				
Federal French Funding	84,460		84,460	
<b>Sub Total</b>	<b>84,460</b>		<b>84,460</b>	
<b>From Alberta School Authorities</b>				
Tuition Fees	24,255	54,643	-30,388	225.28%
<b>Sub Total</b>	<b>24,255</b>	<b>54,643</b>	<b>-30,388</b>	<b>225.28%</b>

## Revenue

	Approved Budget 2009-10	YTD Actuals Nov 30/09	\$ Approved Budget Remaining	% Budget Used
<b>From Out of Province</b>				
Tuition Fees	8,755		8,755	
<b>Sub Total</b>	<b>8,755</b>		<b>8,755</b>	
<b>From Municipalities</b>				
Joint Use Agreements	25,000	916	24,084	3.66%
<b>Sub Total</b>	<b>25,000</b>	<b>916</b>	<b>24,084</b>	<b>3.66%</b>
<b>Private Organizations</b>				
Transportation - Private Schools	16,806		16,806	
Transportation Insurance	124,236		124,236	
<b>Sub Total</b>	<b>141,042</b>		<b>141,042</b>	
<b>Individuals</b>				
Tuition Fees		4,350	-4,350	
Transportation Fees	270,432	215,638	54,794	79.74%
Rentals - Facilities	13,680	10,005	3,675	73.14%
Instructional Material Fees (ECS)	37,398	5,187	32,211	13.87%
Instructional Material Fees	622,046	159,608	462,438	25.66%
Instructional Material Fees Prior Year		18,297	-18,297	
School Based Course Material Fees	422,146	192,899	229,247	45.69%
Misc. Sales	347,690	333,310	14,379	95.86%
<b>Sub Total</b>	<b>1,713,391</b>	<b>939,294</b>	<b>774,097</b>	<b>54.82%</b>
<b>Other</b>				
Interest & Investment Income	108,000	9,032	98,968	8.36%
School Generated Funds	317,285		317,285	
<b>Sub Total</b>	<b>425,285</b>	<b>9,032</b>	<b>416,253</b>	<b>2.12%</b>
<b>Other</b>				
Amortization of Capital Allocations	2,333,924	585,777	1,748,147	25.10%
<b>Sub Total</b>	<b>2,333,924</b>	<b>585,777</b>	<b>1,748,147</b>	<b>25.10%</b>
<b>TOTAL REVENUES</b>	<b>88,477,825</b>	<b>23,568,638</b>	<b>64,975,742</b>	<b>26.64%</b>

## Expenses

<b>By Program</b>	<b>Approved Budget 2009-10</b>	<b>YTD Actuals Nov 30/09</b>	<b>\$ Approved Budget Remaining</b>	<b>% Budget Used</b>
Early Childhood Services	3,437,863	640,379	2,797,484	18.63%
Instruction	66,176,595	16,374,808	49,801,787	24.74%
Board & System Administration	3,309,577	789,324	2,520,254	23.85%
Plant Operations & Maintenance	7,962,229	1,528,111	6,434,119	19.19%
Infrastructure Maintenance Renewal	924,703	234,251	690,452	25.33%
Transportation	8,786,539	2,848,778	5,937,760	32.42%
External Services	38,680	21,071	17,609	54.48%
Debt Services	145,321	27,742	117,579	19.09%
Amortization of Property and equipment	3,384,411	862,750	2,521,661	25.49%
<b>TOTAL EXPENSES</b>	<b>94,165,918</b>	<b>23,327,214</b>	<b>70,838,704</b>	<b>24.77%</b>

<b>By Category</b>	<b>Approved Budget 2009-10</b>	<b>YTD Actuals Nov 30/09</b>	<b>\$ Approved Budget Remaining</b>	<b>% Budget Used</b>
Salaries, wages and benefits	67,581,408	17,310,835	50,270,574	25.61%
Services, contracts and supplies	21,812,789	4,891,636	16,921,153	22.43%
School generated funds	317,285		317,285	
Infrastructure maintenance renewal	924,703	234,251	690,452	25.33%
Amortization of Property and equipment	3,384,411	862,750	2,521,661	25.49%
Interest on long-term debt	145,321	27,742	117,579	19.09%
<b>TOTAL EXPENSES</b>	<b>94,165,918</b>	<b>23,327,214</b>	<b>70,838,704</b>	<b>24.77%</b>

**Expenses by Site - November 30, 2009**  
**Parkland School Division**

Site	Approved Budget Expenditures 2009-10	Budgeted Reserves/ (Deficits) 2009-10	Total Approved Budget 2009-10	YTD Actuals Nov 30/09	\$ Approved Budget Remaining	% Budget Used	Variance Explanation
Governance	464,062	-	464,062	135,777	328,285	29.26%	Membership fees for entire year paid in September
Office of the Superintendent	761,507	-	761,507	147,001	614,506	19.30%	
Human Resources	426,410	-	426,410	101,233	325,177	23.74%	
Deputy Superintendent	288,835	-	288,835	66,923	221,912	23.17%	
Learning Services	1,448,951	-	1,448,951	314,650	1,134,301	21.72%	
Business & Finance	1,660,131	-	1,660,131	398,703	1,261,428	24.02%	
Tech Support Services	1,491,469	75,000	1,566,469	254,599	1,311,869	16.25%	
Ikon Print Centre	138,200	-	138,200	24,073	114,127	17.42%	
Student Transportation	8,785,902	-	8,785,902	2,848,778	5,937,123	32.42%	Costs are incurred over 10 months (Target % is 30%)
Maintenance	4,503,402	-	4,503,402	712,731	3,790,670	15.83%	Combine Maintenance and Custodial (19.0%)
Custodial	3,251,031	-	3,251,031	759,336	2,491,695	23.36%	
Instructional Pool	1,918,937	-	1,918,937	527,609	1,391,328	27.49%	
Instructional Pool - Projected Deficit		(927,834)	(927,834)				Projected deficit is a result of the 2009-10 funding correction. The deficit is to be covered by a reserve set aside for this purpose.
Blueberry School	3,226,777	121,985	3,348,762	825,405	2,523,356	24.65%	
Brookwood School	3,023,635	21,100	3,044,735	815,224	2,229,510	26.77%	
École Broxton Park School	5,470,351	(131,961)	5,338,390	1,487,706	3,850,684	27.87%	115k in outstanding transfers (adj 27.0%)
Connections for Learning	1,217,958	50,000	1,267,958	319,419	948,539	25.19%	
Duffield School	1,973,591	80,890	2,054,481	470,947	1,583,534	22.92%	
Entwistle School	1,144,708	-	1,144,708	286,146	858,561	25.00%	
Forest Green School	1,868,374	45,548	1,913,922	395,347	1,518,575	20.66%	
Graminia School	3,359,565	154,874	3,514,439	826,574	2,687,865	23.52%	
Greystone Centennial Middle School	2,462,360	138,017	2,600,377	612,393	1,987,984	23.55%	
High Park School	2,217,389	246,027	2,463,416	540,360	1,923,056	21.94%	
Keephills School	502,365	-	502,365	152,324	350,041	30.32%	Supplies, Textbooks and Assessments for entire year purchased in September
Memorial Composite High School	7,615,551	-	7,615,551	1,806,590	5,808,961	23.72%	Combine Memorial Composite & Outreach (23.1%)
Memorial Outreach Program	780,034	-	780,034	134,959	645,075	17.30%	
École Meridian Heights School	4,036,174	5,794	4,041,968	992,169	3,049,798	24.55%	
Millgrove School	3,040,998	485,188	3,526,186	647,599	2,878,587	18.37%	
Muir Lake School	3,279,572	122,596	3,402,168	832,819	2,569,349	24.48%	
Parkland Village School	915,999	152,344	1,068,343	221,084	847,260	20.69%	
Seba Beach School	1,148,940	116,682	1,265,622	271,848	993,774	21.48%	
Spruce Grove Composite High School	6,644,130	-	6,644,130	1,347,266	5,296,864	20.28%	Combine Spruce Grove Composite & Outreach (24.0%).
Spruce Grove Outreach Program	883,110	-	883,110	462,234	420,876	52.34%	
Stony Plain Central School	3,006,930	-	3,006,930	777,996	2,228,934	25.87%	
Tomahawk School	913,421	25,848	939,269	250,403	688,866	26.66%	
Wabamun School	824,524	102,273	926,797	215,833	710,964	23.29%	
Woodhaven Middle School	3,487,626	91,472	3,579,098	1,114,837	2,464,261	31.15%	Playground construction funded by donations and grants (adj 25.4%)
Early Education	1,978,274	-	1,978,274	425,237	1,553,037	21.50%	
<b>Total Expenses</b>	<b>90,161,192</b>	<b>975,843</b>	<b>91,137,035</b>	<b>22,524,136</b>	<b>68,612,899</b>	<b>24.71%</b>	

**Target Percentage**

**25.00%**

**Expenses by Site - November 30, 2009**  
**Parkland School Division**

	Approved Budget Expenditures 2009-10	Budgeted Reserves/ (Deficits) 2009-10	Total Approved Budget 2009-10	YTD Actuals Nov 30/09	\$ Approved Budget Remaining	% Budget Used	Variance	Explanation
<b>Other Sites</b>								
Capital and Debt Services	2,762,738	-	2,762,738	550,656	2,212,082	19.93%		
Infrastructure Maintenance Renewal	924,703	-	924,703	234,251	690,452	25.33%	896K of 2010-11 Funding	expended
School Generated Funds	317,285	-	317,285	-	317,285			
Parkland Village Daycare	-	-	-	182	(182)			
Leadership Council	-	-	-	-	-			
Tri-Community Adult Learning	-	-	-	17,989	(17,989)			
	<b>4,004,726</b>	<b>-</b>	<b>4,004,726</b>	<b>803,078</b>	<b>3,201,648</b>	<b>20.05%</b>		
<b>Total Expenses</b>	<b>94,165,918</b>	<b>975,843</b>	<b>95,141,761</b>	<b>23,327,214</b>	<b>71,814,547</b>	<b>24.52%</b>		



Excellence In Education

## MEMORANDUM

**Date:** 15 December 2008

**To:** Board of Trustees

**From:** Mary Lynne Campbell, Superintendent of Schools

**Resource Person(s):** Ed Paras, Facilities Manager

**Originator:** Claire Jonsson, Associate Superintendent

**Subject:** **Vandalism Report for 2008-2009 School Year**

---

### Recommendation

That the Board of Trustees receives as information, the 2008-2009 Vandalism Report as presented at its regular meeting of 15 December 2009.

### Background

See attached written report.

CJ:EP:jlf



Excellence In Education

## MEMORANDUM

DATE: November 16, 2009

TO: Claire Jonsson  
Associate Superintendent of Schools  
Business & Finance

FROM: Ed Paras  
Manager of Education Facilities

Re: **2008/2009 School Year Vandalism Reports**

The total number of incidents reported for the 2008/2009 year is 221, at a cost of \$85,085.80, of that amount 90 incidents were during school and 131 were after school. See Figure 1 spreadsheet itemizing vandalism for 2008/2009. Further breakdown on incidents and costs for the 2008/2009 school year are charted in figures 2 to 5.

Glass replacement accounts for \$49,965.33 of that total, of which we recovered \$2,285.88 from responsible students this past year. CFL, Keephills, Millgrove, and Wabamun report no day vandalism while Duffield and Wabamun report no after school incidents during this last school year.

In reviewing the three year comparison data, the number of instances per year have been on a steady decline however, the costs per year have fluctuated – see figures 6 through 11. For a complete breakdown of costs see the Three Year Comparison spreadsheet which itemizes schools with associated incidents and costs by year labelled figure 7.

If you have any questions please give me a call.

EP/br  
Attachments

## Vandalism Report for 2008/09 School Year

The total number of incidents reported for the 2008/09 school year is 221 at a cost of \$85,085.80, of that amount \$16,156.55 occurrences were during school and \$68,929.25 were after school. Glass replacement accounts for \$49,965.33, of that amount we recovered \$2,285.88 from responsible students. Graffiti removal accounts to \$6,889.97. CFL, Keephills, Millgrove, and Wabamun report no day vandalism while Duffield and Wabamun report no after school incidents.

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	<i>W.O. Day 08/09</i>	<i>Costs Day 08/09</i>	<i>W.O. After 08/09</i>	<i>Costs After 08/09</i>	<i>Total W.O. 08/09</i>	<i>Total Costs 08/09</i>
Non School Sites	3	\$ 458.50	6	\$ 3,667.12	9	\$ 4,125.62
Blueberry	2	\$ 273.16	13	\$ 7,258.67	15	\$ 7,531.83
Brookwood	1	\$ 100.00	6	\$ 1,826.10	7	\$ 1,926.10
Broxton Park	3	\$ 415.00	8	\$ 2,997.76	11	\$ 3,412.76
CFL	0	\$ -	1	\$ 167.50	1	\$ 167.50
Duffield	3	\$ 1,348.00	0	\$ -	3	\$ 1,348.00
Entwistle	1	\$ 90.00	2	\$ 635.00	3	\$ 725.00
Forest Green	1	\$ 75.00	1	\$ 122.01	2	\$ 197.01
Graminia	4	\$ 1,262.58	4	\$ 1,343.06	8	\$ 2,605.64
Greystone	19	\$ 1,584.59	8	\$ 1,578.73	27	\$ 3,163.32
High Park	6	\$ 911.08	4	\$ 4,216.85	10	\$ 5,127.93
Keephills	0	\$ -	2	\$ 1,192.47	2	\$ 1,192.47
MCHS	3	\$ 522.62	5	\$ 1,060.58	8	\$ 1,583.20
Meridian Heights	7	\$ 2,151.48	15	\$ 12,586.95	22	\$ 14,738.43
Millgrove	0	\$ -	9	\$ 4,872.61	9	\$ 4,872.61
Muir Lake	9	\$ 1,105.12	5	\$ 4,989.06	14	\$ 6,094.18
Parkland Village	2	\$ 397.50	20	\$ 12,145.30	22	\$ 12,542.80
Seba Beach	1	\$ 440.00	1	\$ 290.00	2	\$ 730.00
SGCH	9	\$ 2,158.93	6	\$ 4,323.16	15	\$ 6,482.09
Stony Plain Central	11	\$ 2,282.49	7	\$ 1,554.66	18	\$ 3,837.15
Tomahawk	1	\$ 50.00	2	\$ 347.50	3	\$ 397.50
Wabamun	0	\$ -	0	\$ -	0	\$ -
Woodhaven	4	\$ 530.50	6	\$ 1,754.16	10	\$ 2,284.66
<b>Division Totals</b>	<b>90</b>	<b>\$ 16,156.55</b>	<b>131</b>	<b>\$ 68,929.25</b>	<b>221</b>	<b>\$ 85,085.80</b>

**Day Incidents 08/09**

Non School Sites	3
BB	2
BW	1
BP	3
DF	3
EW	1
FG	1
GR	4
GS	19
HP	6
KH	0
MCHS	3
MH	7
MG	0
ML	9
PV	2
SB	1
SGCH	9
SPC	11
TH	1
WB	0
WH	4
<b>Totals</b>	<b>90</b>

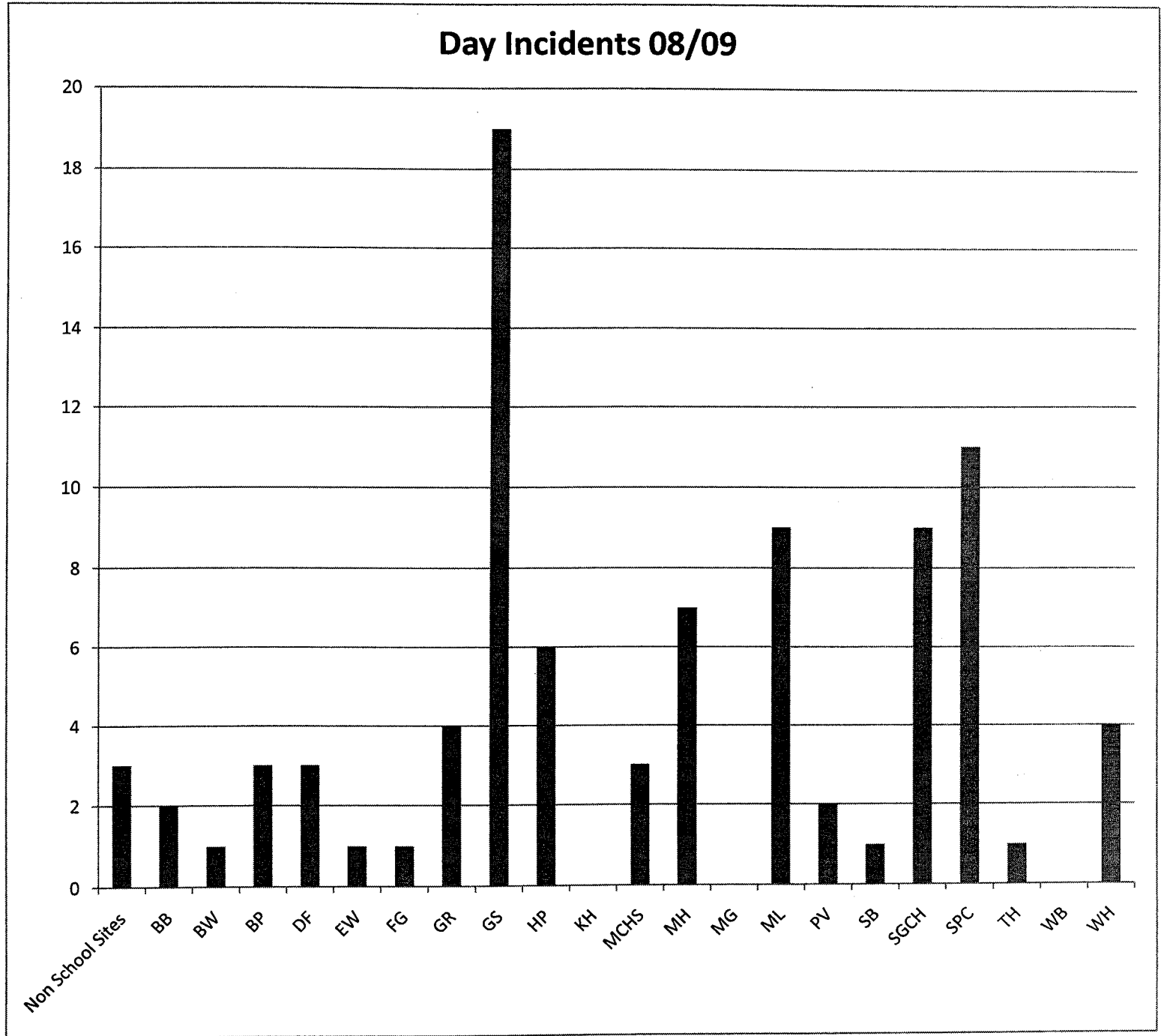


Figure 2

**Vandalism Costs 2008/09**

Non School Sites	\$	458.50
BB	\$	273.16
BW	\$	100.00
BP	\$	415.00
CFL	\$	-
DF	\$	1,348.00
EW	\$	90.00
FG	\$	75.00
GR	\$	1,262.58
GS	\$	1,584.59
HP	\$	911.08
KH	\$	-
MCHS	\$	522.62
MH	\$	2,151.48
MG	\$	-
ML	\$	1,105.12
PV	\$	397.50
SB	\$	440.00
SGCH	\$	2,158.93
SPC	\$	2,282.49
TH	\$	50.00
WB	\$	-
WH	\$	530.50

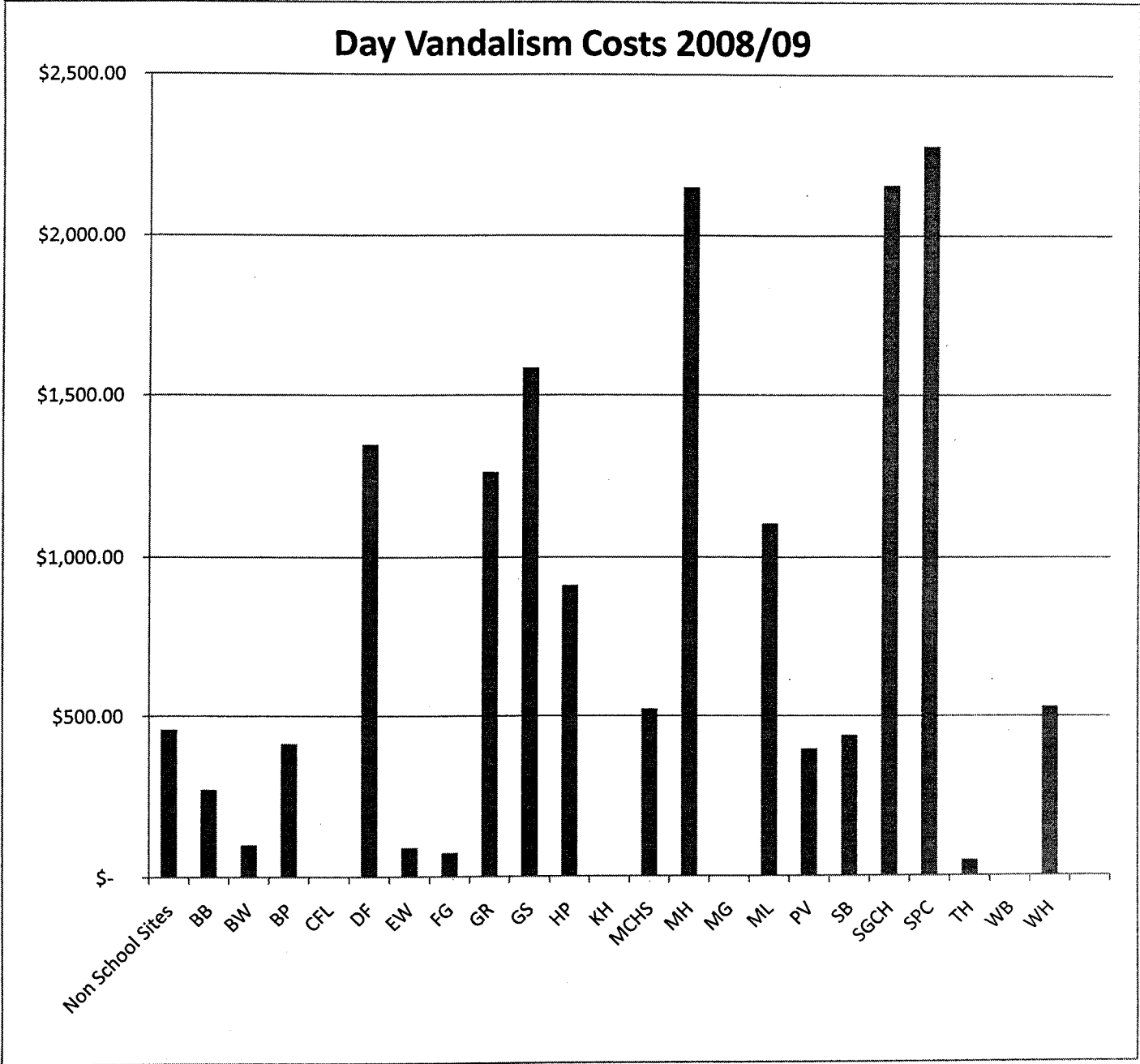


Figure 3

**After Incidents 08/09**

Non School Sites	6
Blueberry	13
Brookwood	6
Broxton Park	8
CFL	1
Duffield	0
Entwistle	2
Forest Green	1
Graminia	4
Greystone	8
High Park	4
Keephills	2
MCHS	5
Meridian Heights	15
Millgrove	9
Muir Lake	5
Parkland Village	20
Seba Beach	1
SGCH	6
Stony Plain Central	7
Tomahawk	2
Wabamun	0
Woodhaven	6
<b>Division Totals</b>	<b>131</b>

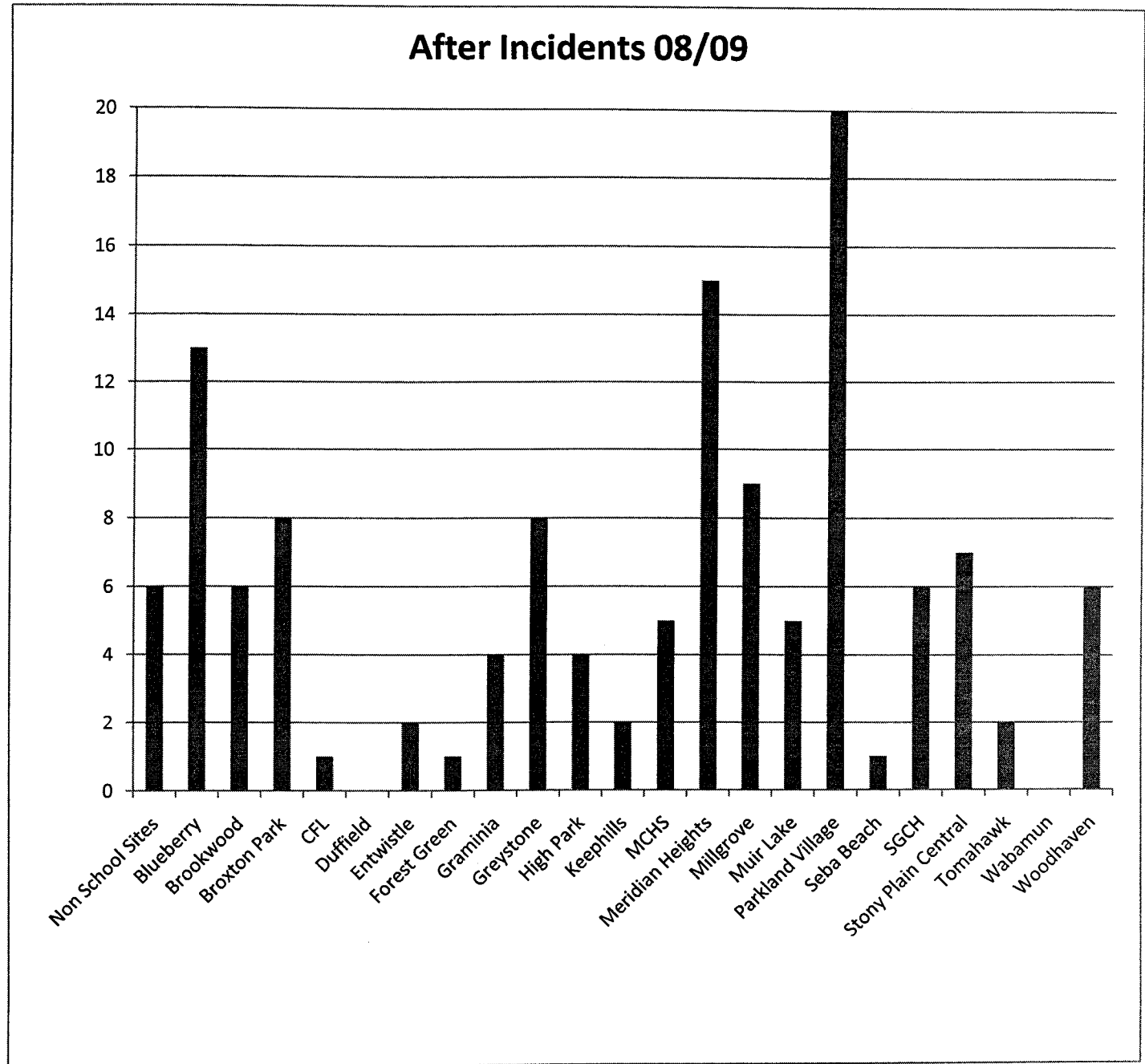


Figure 4

**After Vandalism Cost 2008/09**

Non School Sites	\$ 3,667.12
BB	\$ 7,258.67
BW	\$ 1,826.10
BP	\$ 2,997.76
CFL	\$ 167.50
DF	\$ -
EW	\$ 635.00
FG	\$ 122.01
GR	\$ 1,343.06
GS	\$ 1,578.73
HP	\$ 4,216.85
KH	\$ 1,192.47
MCHS	\$ 1,060.58
MH <sup>22</sup>	\$ 12,586.95
MG	\$ 4,872.61
ML	\$ 4,989.06
PV	\$ 12,145.30
SB	\$ 290.00
SGCH	\$ 4,323.16
SPC	\$ 1,554.66
TH	\$ 347.50
WB	\$ -
WH	\$ 1,754.16

**After Vandalism Cost 2008/09**

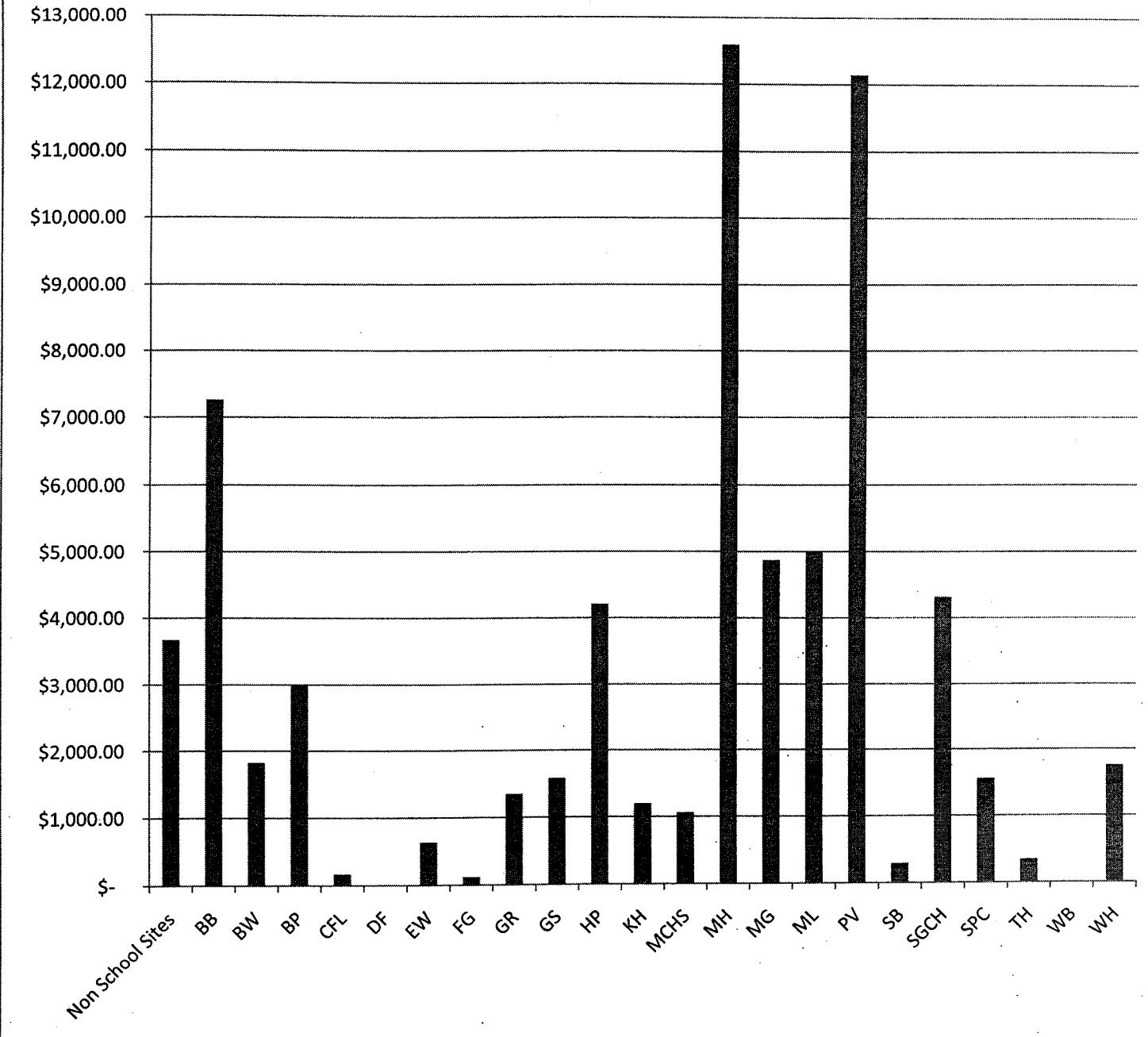
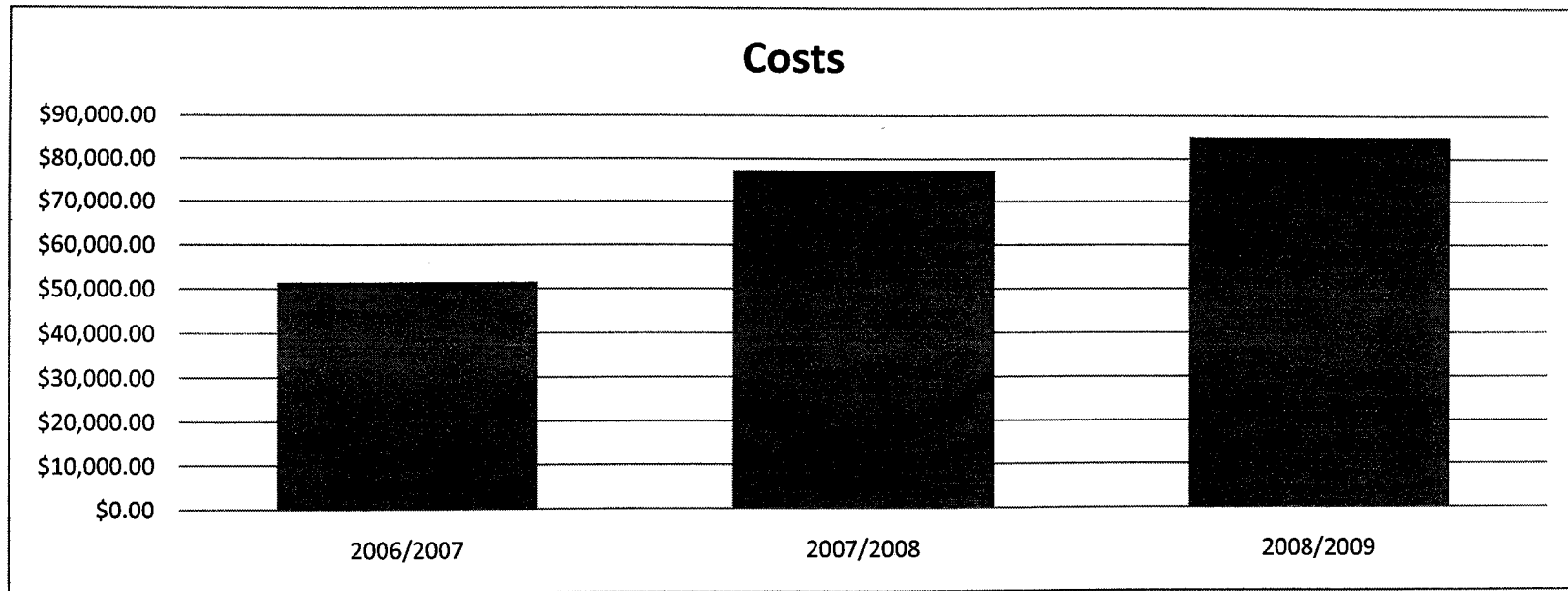
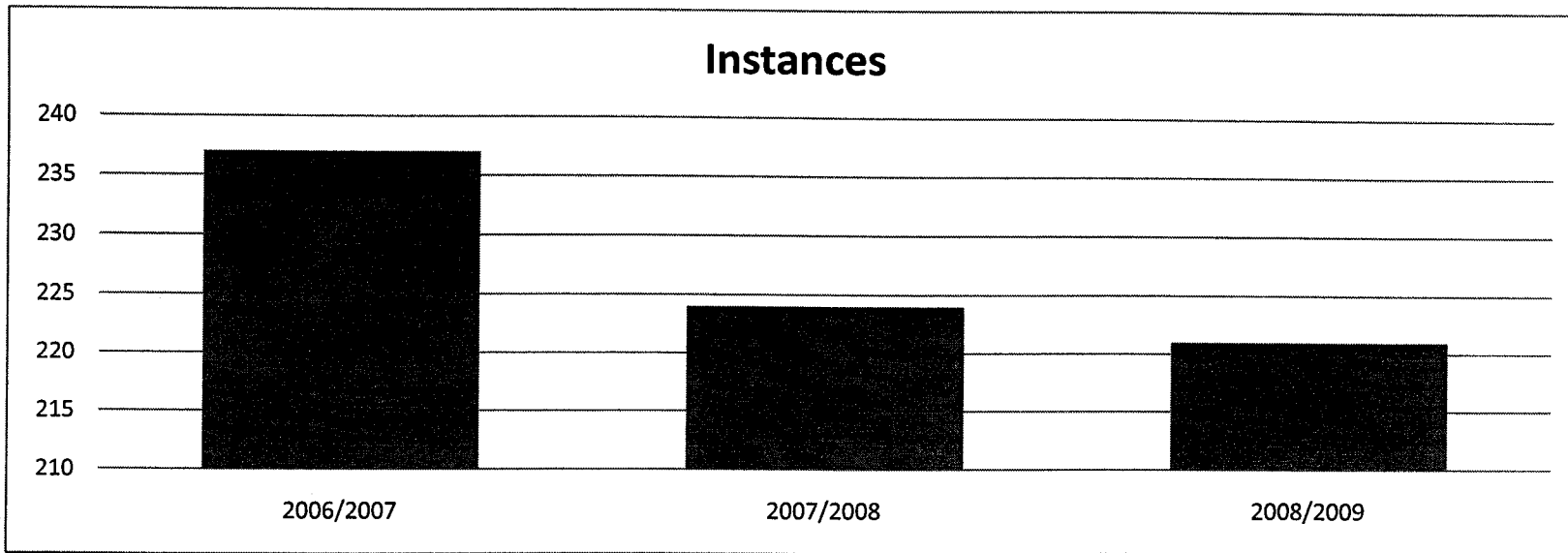


Figure 5



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Figure 6

**Three Year Summary Vandalism 2006/07, 2007/08 and 2008/2009**

	Day 06/07	Costs 06/07	Day 07/08	Costs 07/08	Day 08/09	Costs 08/09	After 06/07	Costs 06/07	After 07/08	Costs 07/08	After 08/09	Costs 08/09
Non School Sites	1	\$ 20.00	1	\$ 226.95	3	\$ 458.50	3	\$ 420.27	5	\$ 1,996.08	6	\$ 3,667.12
Bluebery	2	\$ 40.00	5	\$ 895.75	2	\$ 273.16	10	\$ 3,681.80	9	\$ 3,754.20	13	\$ 7,258.67
Brookwood	0	\$ -	1	\$ 160.00	1	\$ 100.00	5	\$ 904.00	8	\$ 3,503.29	6	\$ 1,826.10
Broxton Park	4	\$ 1,112.82	7	\$ 2,832.30	3	\$ 415.00	7	\$ 850.00	5	\$ 2,521.82	8	\$ 2,997.76
CFL	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	1	\$ 167.50
Duffield	5	\$ 960.00	1	\$ 144.00	3	\$ 1,348.00	5	\$ 225.00	5	\$ 1,690.59	0	\$ -
Entwistle	3	\$ 140.00	1	\$ 80.00	1	\$ 90.00	3	\$ 493.00	5	\$ 3,543.75	2	\$ 635.00
Forest Green	2	\$ 1,014.21	1	\$ 952.77	1	\$ 75.00	1	\$ 102.00	1	\$ 45.00	1	\$ 122.01
Graminia	10	\$ 1,921.28	4	\$ 519.78	4	\$ 1,262.58	8	\$ 2,351.16	4	\$ 1,597.91	4	\$ 1,343.06
Greystone	19	\$ 1,677.61	44	\$ 6,448.88	19	\$ 1,584.59	14	\$ 1,958.94	11	\$ 4,313.63	8	\$ 1,578.73
High Park	2	\$ 434.00	6	\$ 270.00	6	\$ 911.08	9	\$ 2,684.22	5	\$ 861.18	4	\$ 4,216.85
Keephills	0	\$ -	0	\$ -	0	\$ -	2	\$ 882.40	2	\$ 997.76	2	\$ 1,192.47
Memorial Comp	11	\$ 1,758.88	8	\$ 1,691.11	3	\$ 522.62	15	\$ 4,296.91	7	\$ 1,952.12	5	\$ 1,060.58
Meridian Heights	1	\$ 20.00	2	\$ 2,133.45	7	\$ 2,151.48	9	\$ 1,401.56	12	\$ 6,588.37	15	\$ 12,586.95
Millgrove	1	\$ 159.00	0	\$ -	0	\$ -	7	\$ 1,110.31	8	\$ 2,581.36	9	\$ 4,872.61
Muir Lake	2	\$ 1,508.03	4	\$ 2,105.13	9	\$ 1,105.12	2	\$ 286.00	4	\$ 1,308.08	5	\$ 4,989.06
Parkland Village	0	\$ -	0	\$ -	2	\$ 397.50	5	\$ 1,397.14	5	\$ 3,409.98	20	\$ 12,145.30
Seba Beach	2	\$ 105.00	1	\$ 20.00	1	\$ 440.00	2	\$ 575.00	2	\$ 816.94	1	\$ 290.00
Spruce Comp	11	\$ 1,246.00	4	\$ 2,103.65	9	\$ 2,158.93	22	\$ 12,233.40	7	\$ 6,265.23	6	\$ 4,323.16
Stony Central	10	\$ 1,184.18	3	\$ 474.02	11	\$ 2,282.49	7	\$ 569.48	13	\$ 5,110.60	7	\$ 1,554.66
Tomahawk	2	\$ 320.00	1	\$ 170.00	1	\$ 50.00	0	\$ -	0	\$ -	2	\$ 347.50
Wabamun	0	\$ -		\$ -	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Woodhaven	2	\$ 280.00	2	\$ 655.00	4	\$ 530.50	10	\$ 2,147.40	10	\$ 2,471.02	6	\$ 1,754.16
<b>Sub Totals</b>	<b>90</b>	<b>\$ 13,901.01</b>	<b>96</b>	<b>\$ 21,882.79</b>	<b>90</b>	<b>\$ 16,156.55</b>	<b>147</b>	<b>38,569.99</b>	<b>128</b>	<b>\$ 55,328.91</b>	<b>131</b>	<b>\$ 68,929.25</b>
<b>Combined Totals</b>							<b>237</b>	<b>\$ 52,471.00</b>	<b>224</b>	<b>\$ 77,211.70</b>	<b>221</b>	<b>\$ 85,085.80</b>

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### Three Year Comparison Day Incidents

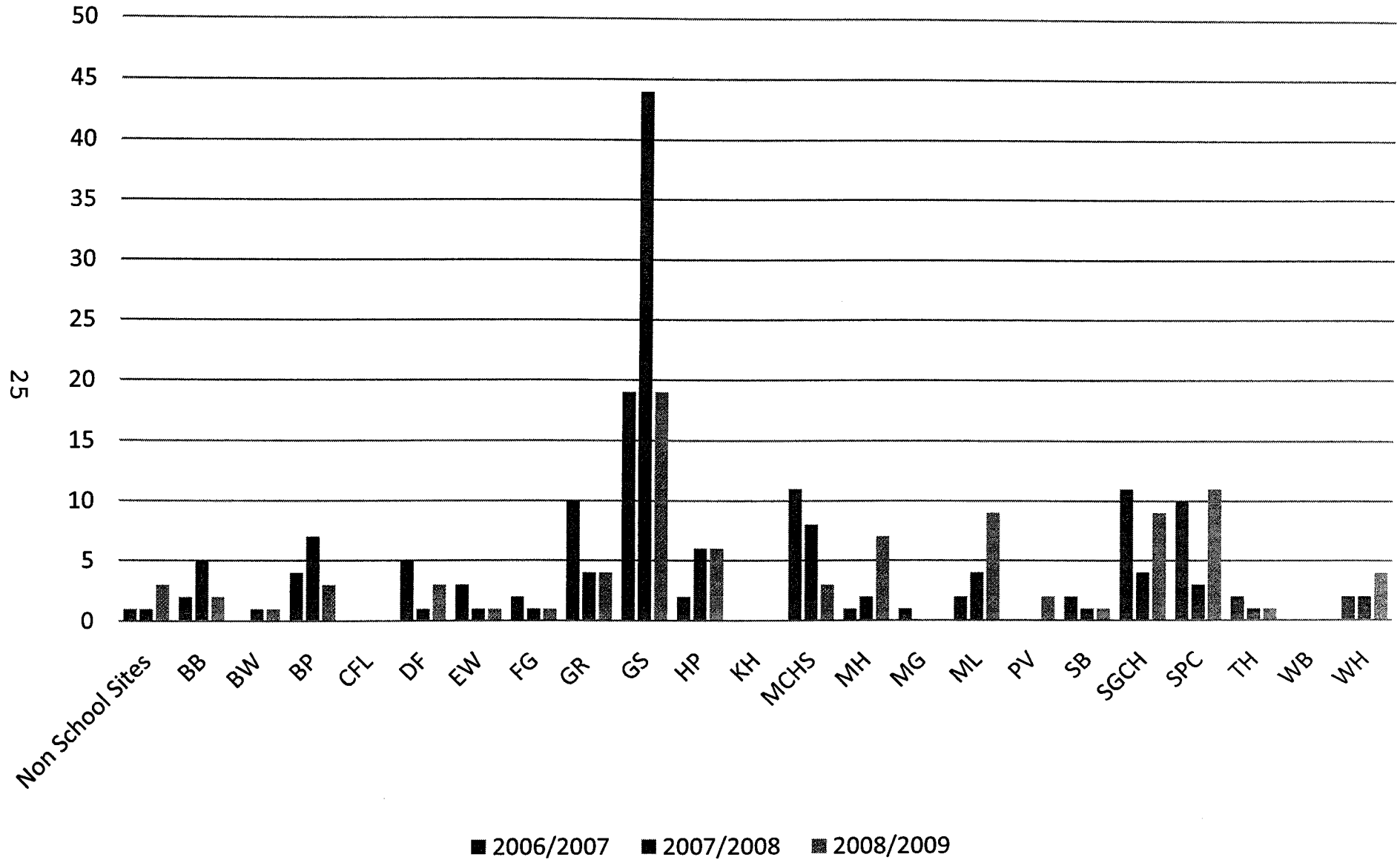


Figure 8

### Three Year Comparison Day Costs

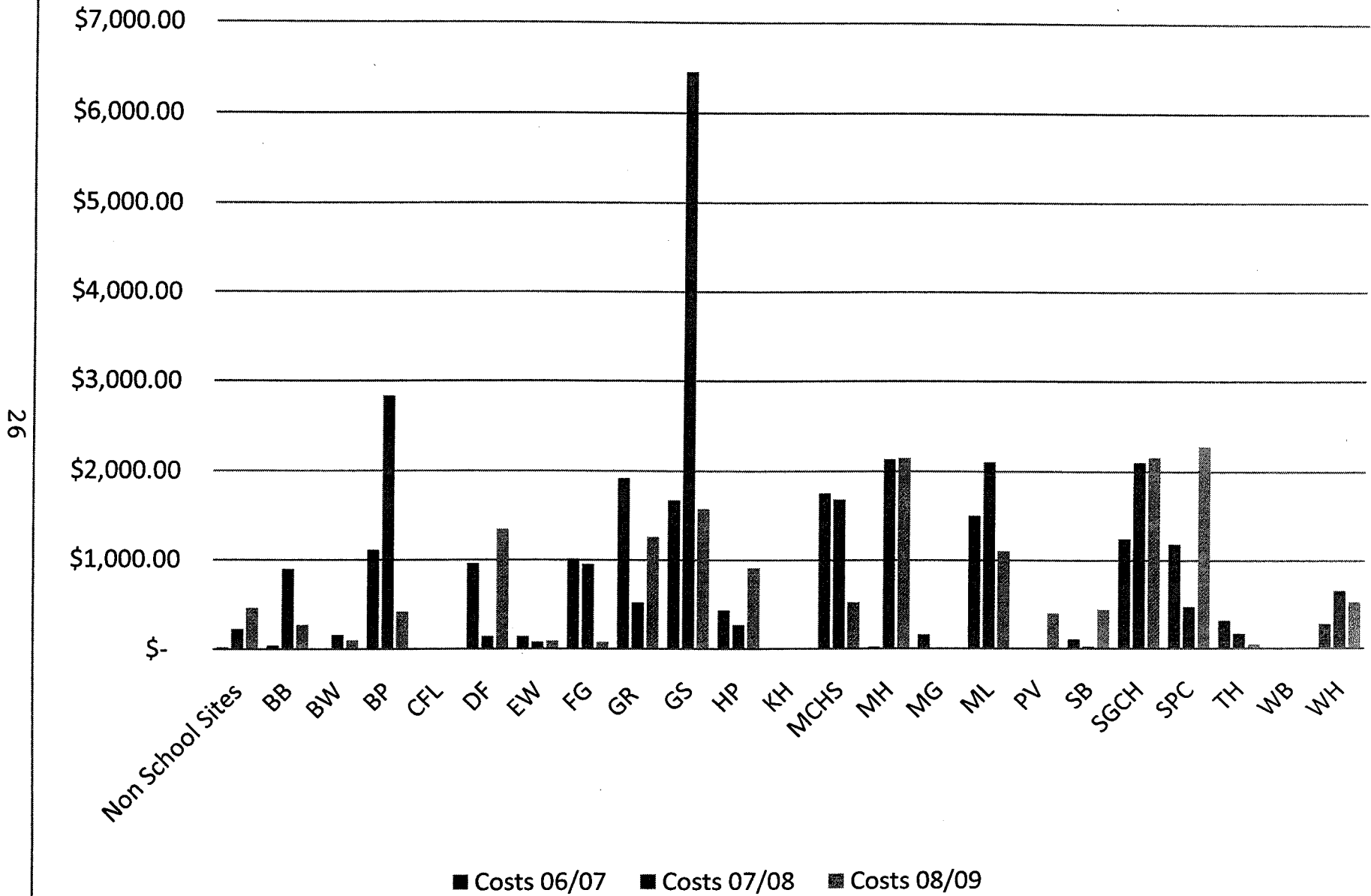


Figure 9

### Three Year Comparison After Incidents

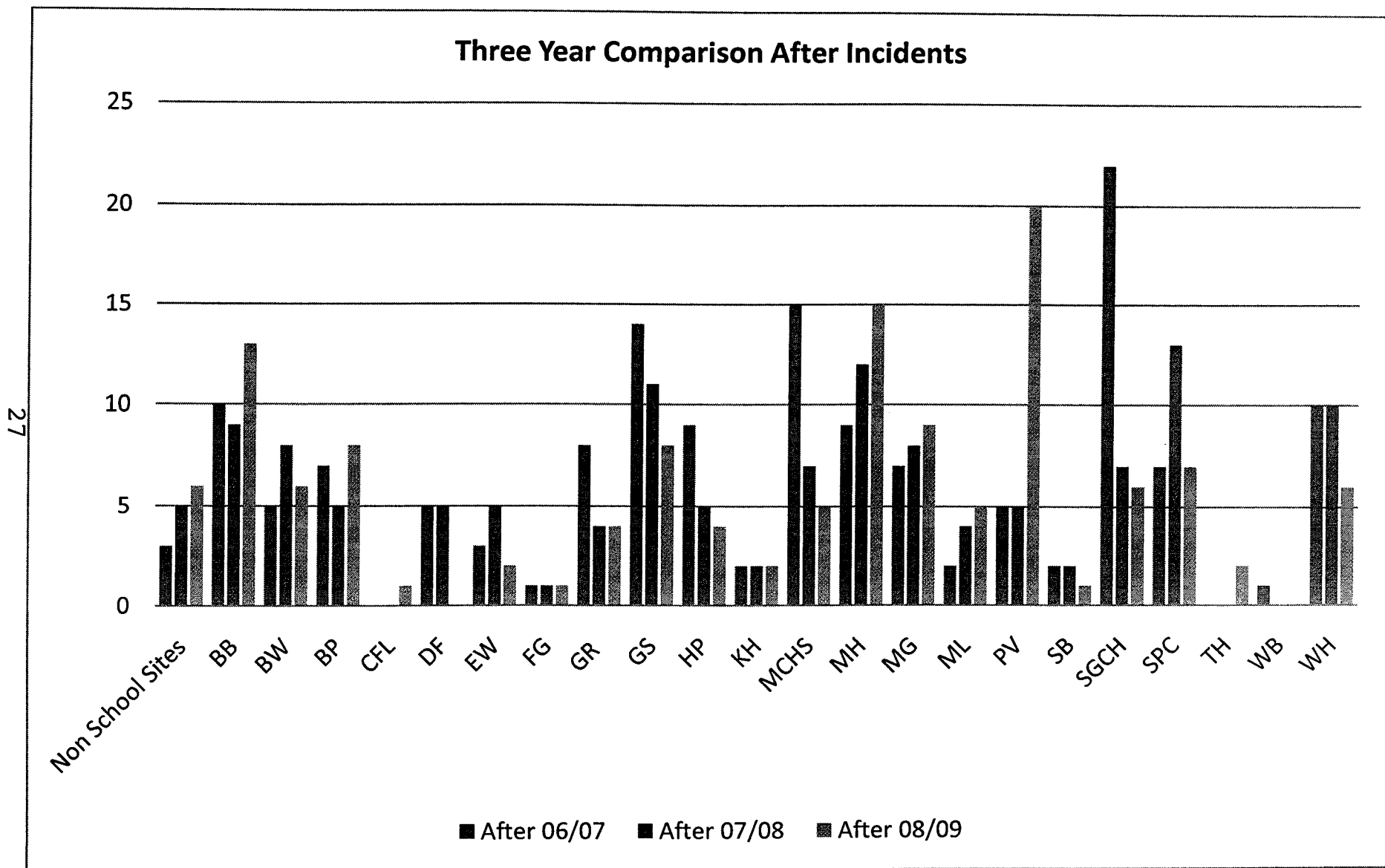


Figure 10

### Three Year Comparison After Costs

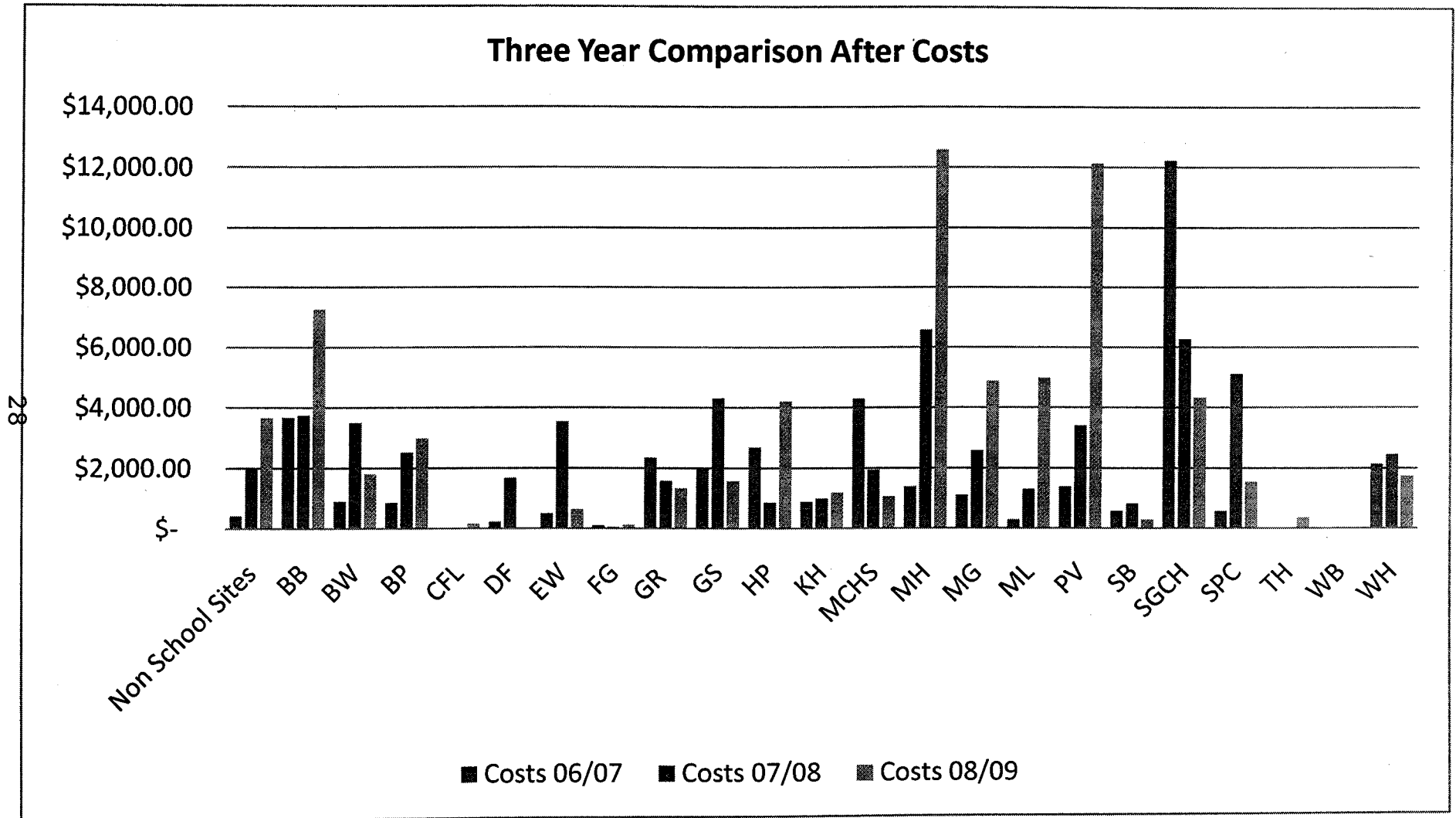


Figure 11



Excellence In Education

## MEMORANDUM

**Date:** 15 December 2009

**To:** Board of Trustees

**From:** Trustee Gilchrist – Chair, Audit Committee

**Resource** Audit Committee  
**Persons:**

**Subject:** **Audit Committee Meeting Minutes of 01 December 2009**

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### Recommendation

That the Board of Trustees receives as information the Minutes of the 01 December 2009 Audit Committee Meeting as presented at the Regular Board Meeting of 15 December 2009.

CJ:jlf



**MINUTES OF THE AUDIT COMMITTEE MEETING HELD AT THE  
PARKLAND SCHOOL DIVISION CENTRE FOR EDUCATION IN  
STONY PLAIN, ALBERTA ON 01 DECEMBER 2009**

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**ATTENDANCE:**

Richard Gilchrist, Board Chair  
Dorcas Kilduff, Trustee  
Darcy Kolodnicki, Trustee  
Mary Lynne Campbell, Superintendent of Schools  
Claire Jonsson, Associate Superintendent, Business & Finance  
Ryan Stierman, Manager, Business & Finance  
Jo-Ann Fowlie – Recording Secretary

**GUESTS**

Auditors Mr. Jeff Baker and Ms. Tanvi Nand of PricewaterhouseCoopers

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**CALL TO ORDER**

The meeting was called to order at 4:05 p.m.

**INTRODUCTIONS**

Board Chair, Mr. Richard Gilchrist, welcomed attendees to the meeting. Mr. Ryan Stierman, Manager of Business and Finance was introduced to present the Audited Financial Statements and Management's Discussion and Analysis Report to the Committee.

**ACTION ITEMS**

**2.1. AUDITED FINANCIAL STATEMENTS**

Mr. Ryan Stierman, Manager, Business and Finance, referred the committee to the Parkland School Division No. 70 Financial Statements. Mr. Stierman shared a presentation with the Committee to review the statements in more detail. Mr. Stierman answered questions from the Committee members. Discussions ensued.

*Darcy Kolodnicki joined the meeting at 4:23 pm.*

**2.2. AUDITOR'S REPORT (PricewaterhouseCoopers)**

Mr. Jeff Baker referred the Committee to the Report to the Audit Committee for review. Mr. Baker noted that the fiscal correction from the provincial cutbacks will be dealt with in the 2010-2011 school year Financial Statements. He then reviewed the audit process with the committee and indicated that there were no issues with the audit process this year. Mr. Baker also reviewed the Management Letter with the Committee and indicated that there are only a couple of minor recommendations suggested from the audit process. Mr. Baker reviewed the summary of unadjusted differences regarding the accounting treatment of a long term accounts receivable. The continued underfunding of IMR has put the Board into a position where they no longer have the financial capacity to address emergent issues such as the 1.7M Millgrove heat exchange unit without significantly impairing the instructional operations of the Division. Discussions ensued.

**2.3. OPERATING RESERVE**

Mrs. Claire Jonsson reviewed the Reserve Plans for both the 2009-2010 school year and subsequent future years. This report summarizes the type of expenditures to be funded by operating reserve by site. Discussions ensued.

**ADJOURNMENT**

The meeting was adjourned at 5:40 p.m.



Excellence In Education

## MEMORANDUM

**Date:** 15 December 2009  
**To:** Board of Trustees  
**From:** Trustee Kolodnicki, Spruce Grove Joint Use Committee  
**Originator:** Claire Jonsson, Associate Superintendent  
**Subject:** **Spruce Grove Joint Use Committee Minutes  
of 30 November 2009**

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### Recommendation

That the Board of Trustees receives as information the Minutes of the 30 November 2009 Spruce Grove Joint Use Committee Minutes as presented at the regular meeting of 15 December 2009.

CJ:jlf

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**JOINT USE COMMITTEE MEETING**  
**Monday, November 30, 2009**  
**Poplar Board Room – City of Spruce Grove**

**MINUTES**

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**In Attendance:**

Gerald Bernakevitch, School Trustee, Evergreen Separate Regional Division No. 2  
Sime Fatovic, Evergreen Separate Regional Division No. 2  
Darcy Kolodnicki, School Trustee, Parkland School Division No. 70  
Ed Paras, Parkland School Division No. 70  
Claire Jonsson, Parkland School Division No. 70  
Wayne Rothe, Alderman, City of Spruce Grove  
Doug Lagore, City of Spruce Grove  
Jackie Araujo, City of Spruce Grove  
Tonette Hauck, Recording Secretary, City of Spruce Grove

**1.0 CALL TO ORDER**

Chairperson Kolodnicki called the meeting to order at 9:00 a.m.

**2.0 ADDITIONS/AMENDMENTS TO THE AGENDA**

No additions were made to the agenda.

**MOTION #08/09** Wayne Rothe moved that the agenda be accepted as presented.  
**Motion CARRIED.**

**3.0 ADOPTION OF MINUTES – MARCH 2, 2009**

**MOTION #09/09** Gerald Bernakevitch moved that the minutes of the March 2, 2009 meeting of the Joint Use Committee be accepted as presented.  
**Motion CARRIED.**

**4.0 JOINT USE MAINTENANCE COSTS**

Jackie Araujo spoke on Joint Use Maintenance Costs. The city provides joint use maintenance services, and the school divisions share the costs, as per the Joint Use Agreement. In the past, the city billed the school divisions once a year, but this year, commencing in July billings have been done monthly. In 2010 the city will continue to bill monthly, and will also look at developing a Letter of Understanding which would outline the services being provided and a means of adjusting service provisions as

needed. This would also ensure that clear lines of responsibility and expectations are understood.

Ed Paras commented that the monthly billing process has been well received. The school division has been better able to keep track of the costs of joint use maintenance.

## **5.0 EVERGREEN SCHOOL DIVISION – UPDATE ON NEW HIGH SCHOOL**

Sime Fatovich provided an update on the new high school. Evergreen administration has had meetings with city staff regarding the high school grounds and possible amenities on the site, such as a AAA ball diamond and grass running track.

It is anticipated that they will be going into the ground in March or April of 2010. Clark Builders has been awarded the construction contract. The architect is Barr Ryder, and mechanical/electrical has been awarded to Stantec.

It is anticipated that the student population will be approximately 800, but the school will have capacity for 1,100 students. When this school is built, St. Thomas Aquinas will become a middle school, and St. Marguerite's will move to an elementary school. St. Joseph's will remain as an elementary.

A question was asked if the school has been named yet. Gerald Bernakevitch commented that not as yet, but there is usually a competition within six months prior to the opening of the school.

## **6.0 VANDALISM/GRAFFITI**

Doug Lagore commented that there has been a noticeable increase in vandalism and graffiti on school grounds and throughout the city in general. He indicated to school division representatives that if there was anything that the city could do to help curtail this to let administration know.

Ed Paras mentioned that the Public School Division has seen an increase in graffiti, and a decrease in vandalism, such as broken glass.

There was discussion regarding various areas that have been targeted, including the significant vandalism at the Japanese school. Doug Lagore provided an update on the school advising that the school has ceased operations and closed its doors, with the owners turning the building over to the City. The city will be conducting a review to determine the best use of the building, but in the meantime it has been secured in the hopes of reducing ongoing vandalism.

## **7.0 UPDATE ON BEACH VOLLEYBALL COURT AT GREYSTONE SCHOOL**

Ed Paras provided an update on the beach volleyball court at Greystone School. Earlier in the year the school administrators investigated the possibility of using the small

soccer pitch for an alternate use, i.e. beach volleyball, seeing that the area wasn't being used to its full capacity. The school's parent association has been working with city administration on the design for the area, and other details to have this project go forward. Ed commented that city staff has been very helpful with this initiative.

## **8.0 INFORMATION ITEMS**

### **8.1 Winchester Avenue Residents Concerns**

Jackie Araujo provided an update to committee members on recent events in the neighbourhood adjacent to the Spruce Grove Composite High school. Earlier in the fall, several complaints were received by the city regarding concerns that Winchester Avenue residents had with undesirable activity in the area. As a result city administration hosted a meeting with key stakeholders, including residents, city and high school administration, RCMP, and enforcement services.

There was a frank discussion among those in attendance and various strategies in hopes of alleviating the unwanted activity were discussed. Some of these strategies include more visibility of RCMP and Enforcement Services, additional lighting in the laneway, residents contacting RCMP immediately of any illicit activity, Citizens on Patrol (COPS) patrolling area more frequently. The city's Protective Services Team is continuing to work on other ideas in hopes of deterring adverse behaviour.

Wayne Rothe commented that there clearly seems to be a vandalism issue in area and asked if there have been any discussions with city and school administrations to do a campaign to bring awareness to students on this issue. Jackie replied that FCSS staff does talk to students about topics such as these and their effects on the community.

Chairperson Kolodnicki said that there have been discussions in the various schools on vandalism. Ed Paras talked about a vandalism presentation done through the division offices to students, with information provided on what can be done to prevent vandalism.

Jackie Araujo said that the city would certainly be willing to partner with schools on some type of activity to bring awareness of vandalism to the community and how this vandalism affects everyone.

Claire Jonsson mentioned that vandalism is not limited to Spruce Grove, but seems to be on the increase in the tri-region, and asked if there has been a tri-regional approach to this issue. Doug Lagore replied that there hasn't been anything discussed, but will bring it up at the next meeting of the three CAO's.

**8.2 Joint Technical Committee Outcomes – March 23, 2009,  
May 25, 2009, September 28, 2009 and November 23, 2009**

Received as information.

**8.3 Joint Use Committee Membership**

Wayne Rothe commented on the city council appointed and the fact that it was assigned to the deputy mayor position. He said that because the committee only meets two times per year, there is no consistency of who attends on behalf of the city. He asked Doug Lagore that this be addressed at the next organizational meeting of city council.

Received as information.

**9.0 DATE OF NEXT MEETING**

The date of the next meeting will be scheduled for spring 2009. Tonette Hauck will advise members of the next meeting.

**10.0 ADJOURNMENT**

**MOTION #10/09** Wayne Rothe moved that the meeting adjourn at 9:30 a.m.

**Motion CARRIED.**