



# AGENDA

## Golden Hills School Division No. 75

**Vision:** *Inspiring confident, connected, caring citizens of the world*

**Mission:** *Engaging all learners in achieving their highest levels of academic and personal competence within a caring, innovative environment.*

### Regular Meeting Of The Board Of Trustees

Tuesday, March 26, 2013

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

### AGENDA

1. ATTENDANCE
2. CALL TO ORDER
3. IN CAMERA
4. APPROVAL OF AGENDA
5. WELCOME AND OPENING PRAYER
6. PRESENTATION OF MINUTES
  - 6.1 REGULAR MEETING OF THE BOARD OF TRUSTEES (SUBJECT TO CHANGE BASED ON THE MEETING WITH THE MINISTER OF EDUCATION) (2013/02/26)
  - 6.2 SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES (2013/02/25)
  - 6.3 SPECIAL MEETING OF THE BOARD OF TRUSTEES (2013/03/20)
7. REPORTS
  - 7.1 CHAIR'S REPORT
  - 7.2 BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS
  - 7.3 ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 5 MEETING, MARCH 1, 2013
  - 7.4 PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA MEETING, MARCH 18, 2013
  - 7.5 ADMINISTRATION REPORTS
8. NEW BUSINESS
  - 8.1 ACTION ITEMS

8.1.1. **LOCALLY ACQUIRED/DEVELOPED COURSES**

E. Holt

8.1.2. **PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA**

B. Daverne

**8.2. INFORMATION ITEMS**

8.2.1. **MONTHLY ENROLMENT MONITORING REPORT**

T. Sabir

8.2.2. **ADMINISTRATIVE PROCEDURE 470, ROLE OF THE  
SECRETARY-TREASURER**

B.Daverne

8.2.3. **TROCHU VALLEY SCHOOL MODERNIZATION PROJECT UPDATE**

T. Sabir

8.2.4. **FIELD STUDIES/EXCURSION (STRATHMORE HIGH SCHOOL)**

K. Jordan

8.2.5. **BUDGET ANNOUNCEMENT**

T. Sabir

**9. SCHOOL MONITORING REPORTS**

9.1. **1. STRATHMORE HIGH SCHOOL**

9.2. **2. SEQUOIA OUTREACH**

9.3. **3. CENTRAL BOW VALLEY**

**10. ADJOURNMENT**

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# MINUTES

## Golden Hills School Division No. 75

### Regular Meeting Of The Board Of Trustees (Subject To Change Based On The Meeting With The Minister Of Education)

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, February 26, 2013

Start time : 1:30 PM

Location : Boardroom of the Golden Hills School Division No. 75

## MINUTES

### ATTENDANCE

Present were:

**a) Chair**

- David Price

**b) Vice-Chair**

- Larry Tucker

**c) Trustee**

- Janet Bolinger
- Karen Harries
- Lawrence Maerz

**d) Superintendent of Schools**

- Bevan Daverne

**e) Associate Superintendent**

- Kandace Jordan
- Ed Holt

**f) Secretary/Treasurer**

- Tahra Sabir

**g) Recording Secretary**

- Brenda Scott

**Absent:**

- Bob McKay, Trustee

## CALL TO ORDER

Chair Price called the meeting to order at 2:41 p.m. (late start due to meeting with the Minister of Education)

## APPROVAL OF AGENDA

### Resolution #BD20130226.1001

**MOVED by Trustee Bolinger** the Board of Trustees approves the agenda as amended:

- Move 8.1.3 to follow approval of minutes

**CARRIED**

## WELCOME AND OPENING PRAYER

Trustee Bolinger offered the opening prayer.

## PRESENTATION OF MINUTES

### Resolution #BD20130226.1002

**MOVED by Trustee Harries** that the minutes of Regular Meeting of January 14, 2013 be approved as amended:

- Resolution #BD20130114.1006 Moved by Trustee Harries that the entire Board attend **the** expulsion hearing.

**CARRIED**

### Resolution #BD20130226.1003

**MOVED by Trustee Harries** that the minutes of the Special Meeting of February 5, 2013 be approved as amended:

- Tahra Sabir, Secretary-Treasurer absent from meeting
- Resolution #SM20130205.1006 MOVED by Trustee Tucker that the Board of Trustees submit an application requesting support from Wheatland County through their Municipal reserve funds for school projects for land, site services, project development and project enhancement based on Schedule A.

**CARRIED**

## FIELD STUDIES/EXCURSION (ACTION ITEMS)

### Resolution #BD20130226.1004

**MOVED by Trustee Bolinger** that the Board of Trustees approve the proposed high school field studies/excursion for Strathmore High School to Washington DC, from May 5-10 2013 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

**CARRIED**

## CHAIR'S REPORT (REPORTS)

Chair Price reported on the following items:

- February 25, 2013 attendance at Central Bow Valley Community meeting
- February 26, 2013 attendance at Alberta School Boards Association framework meeting

Associate Superintendent Jordan reported on the following items:

- Recruiting in Thailand

Secretary-Treasurer Sabir reported on the following items:

- Wholesale electricity - school divisions looking at options

Superintendent Daverne reported on the following items:

- Koinonia School agreement

**BUDGETING  
PRINCIPLES AND  
PROCESS**

(ACTION ITEMS)

**Resolution #BD20130226.1005**

**MOVED by Trustee Maerz** that the Board of Trustees affirms the Budgeting Principles and timeline for the 2013-14 fiscal year subject to a potential review following a provincial budget announcement.

**CARRIED**

**LEASE REQUESTS**

(ACTION ITEMS)

**Resolution #BD20130226.1006**

**MOVED by Trustee Tucker** that the Board of Trustees approves the request for the following leases:

- Prairie Christian Academy (Elementary and Junior/Senior High)
- Trinity Christian Academy

**CARRIED**

**MONTHLY  
ENROLMENT  
MONITORING  
REPORT**

(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the monthly enrolment monitoring report (January 31, 2013).

**TRANSPORTATION  
MONITORING  
REPORT**

(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the Transportation Monitoring Report. K. MacLean, Transportation Manager was in attendance to answer Trustee questions.

**ADJOURNMENT**

**MOVED by Trustee Maerz** that the Board of Trustees adjourn the meeting at 4:42 p.m.

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Chair

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Secretary-Treasurer



# MINUTES

## Golden Hills School Division No. 75

### Special Board Meeting Of The Board Of Trustees

Meeting Type : SPECIAL BOARD MEETING

Date : Monday, February 25, 2013

Start time : 2:30 PM

Location : Boardroom of the Golden Hills School Division No. 75

### MINUTES

#### ATTENDANCE

Present were:

**a) Chair**

- David Price

**c) Trustee**

- Janet Bolinger
- Karen Harries
- Lawrence Maerz
- Bob McKay

**d) Superintendent of Schools**

- Bevan Daverne

**e) Associate Superintendent**

- Ed Holt

**f) Secretary/Treasurer**

- Tahra Sabir

**g) Recording Secretary**

- Brenda Scott

Absent:

**b) Vice-Chair**

- Larry Tucker

**e) Associate Superintendent**

- Kandace Jordan

#### CALL TO ORDER

Chair Price called the meeting to order at 2:35 p.m.

#### IN CAMERA

**Resolution #SM20130225.1001**

**MOVED by Trustee Bolinger** that the Board of Trustees go in-camera at 2:36 p.m. to discuss board operations.

**CARRIED**

**Resolution #SM20130225.1002**

**MOVED by Trustee Harries** that the Board of Trustees rise from in-camera at 4:00 p.m.

**CARRIED**

#### APPROVAL OF

**Resolution #SM20130225.1003**

**AGENDA**

**MOVED by Trustee Bolinger** that the Board of Trustees approves the agenda, as presented.

**CARRIED**

**GOVERNMENT  
PROPOSAL TO THE  
ALBERTA  
TEACHERS'  
ASSOCIATION  
(IN-CAMERA)  
(ACTION ITEMS)**

**Resolution #SM20130225.1004**

**MOVED by Trustee Maerz** that the Board of Trustees indicate to Alberta School Boards Association to recommend the framework presented by the Minister of Education as discussed, back to their membership.

**CARRIED**

**ADJOURNMENT**

**Resolution #SM20130225.1005**

**MOVED by Trustee McKay** that the Board of Trustees adjourn the meeting at 4:07 p.m.

**CARRIED**

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Chair

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Secretary-Treasurer

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# MINUTES

## Golden Hills School Division No. 75

### Special Meeting Of The Board Of Trustees

Meeting Type : SPECIAL BOARD MEETING

Date : Wednesday, March 20, 2013

Start time : 9:00 AM

Location : Meeting by Conference Call

### MINUTES

#### ATTENDANCE

Present were:

**a) Chair**

- David Price

**c) Trustee**

- Janet Bolinger
- Karen Harries
- Lawrence Maerz
- Bob McKay

**d) Superintendent of Schools**

- Bevan Daverne

**e) Associate Superintendent**

- Ed Holt

**f) Secretary/Treasurer**

- Tahra Sabir

Absent:

**b) Vice-Chair**

- Larry Tucker (absence due to a potential conflict of interest)

**e) Associate Superintendent**

- Kandace Jordan

**g) Recording Secretary**

- Brenda Scott

#### CALL TO ORDER

The Conference call was initiated at 9:05 a.m.

#### IN CAMERA

**Resolution #SM20130320.1001**

**MOVED by Trustee Bolinger** that the Board of Trustees go in-camera at 9:06 a.m.

**CARRIED**

**Resolution #SM20130320.1002**

**MOVED by Trustee Maerz** that the Board of Trustees rise from in-camera at 10:21 a.m.

**CARRIED**

#### MINISTER OF EDUCATION'S

**Resolution #SM20130320.1003**

**MOVED by Trustee Maerz** that the Board of Trustees urge the Alberta School Boards



**PROPOSAL AND  
ATA SETTLEMENT  
AND GOLDEN HILLS  
SCHOOL DIVISION  
NO. 75 POSITION,  
DATED MARCH 13,  
2013**  
(ACTION ITEMS)

Association to not recommend the proposed four year Alberta Teachers' Association settlement to Alberta School Boards for approval.

**CARRIED**

**ADJOURNMENT**

**Resolution #SM20130320.1004**

**MOVED by Trustee Harries** that the Board of Trustees adjourn the meeting at 10:24 A.M.

**CARRIED**

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Chair

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Secretary-Treasurer

Draft



### LOCALLY DEVELOPED/ACQUIRED COURSES

*"Inspiring confident, caring citizens of the world"*

March 26, 2013

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#### **Background:**

Alberta Education supports the local development and authorization of senior high school complementary courses which do not duplicate provincially authorized courses. The opportunity to authorize complementary courses allows boards to respond to the unique interests and abilities of its students and to foster educational improvement and excellence through innovation at the local level. Authorization for locally developed/acquired courses "shall be by board motion and shall be for a maximum of three years" (Alberta Education Policy 1.2.1, Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses).

The following locally acquired courses have been forwarded to Alberta Education for review and are being submitted for the Board's consideration.

Advanced Acting 15/25/35 (3 or 5 credits)	Acquired from Calgary Roman Catholic Separate School District No. 1
Ceramics (Advanced Techniques) 15/25/35 (5 credits)	Acquired from Edmonton School District No. 7
Arabic Language and Culture 12Y 15/25/35 (5 credits)	Acquired from Northern Lights School Division No. 69
Forensic Science Studies 25/35 (3 credits)	Acquired from Edmonton School District No. 7

A locally developed course has been forwarded to Alberta Education for review regarding overlap with provincially authorized curriculum and is being submitted for the Board's consideration.

Leadership, Character & Social Responsibility 15/25/35 (3 or 5 credits)	Locally Developed – Golden Hills School Division No. 75
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#### **Recommendation:**

That the Board of Trustees authorizes the use of the acquired locally developed course *Advanced Acting 15/25/35 (3 or 5 credits)* acquired from Calgary Roman Catholic Separate School District No. 1 beginning February 1, 2013 until August 31, 2015 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

That the Board of Trustees authorizes the use of the acquired locally developed course *Ceramics (Advanced Techniques) 15/25/35 (5 credits)* acquired from Edmonton School District No. 7 beginning

## Appendix 1 for 8.1.3.: Locally Acquired/Developed Courses

February 1, 2013 until August 31, 2015 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

That the Board of Trustees authorizes the use of the acquired locally developed course *Arabic Language and Culture – 12Y 15/25/35 (5 credits)* acquired from Northern Lights School Division No. 69 beginning September 1, 2011 until August 31, 2014 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

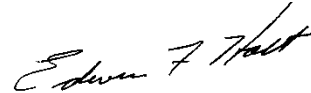
That the Board of Trustees authorizes the use of the acquired locally developed course *Forensic Science Studies 25/35 (3 credits)* acquired from Edmonton School District No. 7 beginning September 1, 2011 until August 31, 2014 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

That the Board of Trustees authorizes the use of locally developed course *Leadership, Character & Social Responsibility 15/25/35 (3 or 5 credits)* developed by Golden Hills School Division No. 75 beginning September 1, 2013 until August 31, 2016 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.



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Bevan Daverne  
Superintendent



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Edwin F. Holt  
Associate Superintendent of Schools



## PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA

*"Inspiring confident, connected, caring citizens of the world"*

March 26, 2013

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### **Background:**

The Golden Hills School Division Board of Trustees joined the Public School Boards Association of Alberta for a trial period commencing in February, 2013.

The Association hosts the following meetings and events each year:

- a) **Public School Boards Council Meetings** – each Member Board chooses a representative who serves as their representative and attends each Council Meeting as a voting member. The Council meets three times a year – February, April and August. These meetings are also open to all Trustees, thus Boards often send additional Trustees who attend as Observers;
- b) **Spring General Assembly** – this gathering takes place the first weekend in June, in Red Deer, AB. Typically members bring the full Board along with their Superintendent and/or Secretary Treasurer. We are pleased to confirm that the Minister of Education will be joining our members for dinner and conversation to begin our Spring General Assembly on the Friday evening;
- c) **Fall Events** – this includes our annual MLA Reception / Trustee University / Lois E. Hole Dinner and Lecture / Annual General Meeting. The event begins on the Wednesday evening and concludes on the Saturday afternoon. These events are open to all Member Trustees and Senior Administration;
- d) **Governance Seminars** – these one day Professional Development seminars are offered in response to member requests. This year we will be offering three regional seminars focussed on Campaign School for Public School Trustees. I have attached the information brochure for this year's Governance Seminars.

The Trustee who serves as the Board's representative, attends each Council Meeting as a voting member.

### **Recommendation:**

That the Board of Trustees appoints a Trustee as voting member to Public School Boards Association of Alberta.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

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Bevan Daverne  
Superintendent



### ENROLMENT BACKGROUNDER

*"Inspiring confident, connected, caring citizens of the world"*

March 26, 2013

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#### **Background:**

The Board of Trustees regularly monitors enrolment and notes trends over time. Funding is primarily enrolment-driven and monitoring and projecting enrolment trends informs the board's budgeting processes.

As per the attached monitoring report, information is provided on February 28, 2013 enrolment of resident funded students, Siksika funded students and International funded students.

Alberta Education calculates funding for Kindergarten to Grade 9 based on the full-time equivalent student count as of September 30, 2012. High school funding is based on the Credit Enrolment Units earned per student.

The Enrolment Monitoring Report indicates current month enrolment as well as 5-year trends.

#### **Recommendation:**

That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

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Bevan Daverne  
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

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Tahra Sabir  
Secretary-Treasurer



### ENROLMENT MONITORING REPORT

Presented to the Board of Trustees by Bevan Daverne, Superintendent of Schools

Resource Persons:

Tahra Sabir, Secretary-Treasurer

Kandace Jordan, Associate Superintendent of Schools

Norma Emde, Student Records Specialist

**March 26, 2013**

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**REPORTING PERIOD:** February 28, 2013

**OVERVIEW:** Enrolment is critical information which has various implications for funding and staffing levels. Pursuant to Board Governance Policy 2, the Board is responsible for monitoring the fiscal management of the Division. This requires knowledge of how resources are allocated to achieve desired results. The information provided in this report assists the Board in fulfilling its governance role.

**SUMMARY & IMPLICATIONS:**

- Alberta Education calculates funding for Kindergarten to Grade 9 based on the full-time equivalent student count as of September 30. High school funding is based on the historical averages of Credit Enrolment units earned per student.
- A comparison is provided for enrolments for a five year trend for September 30 enrolments.

**RECOMMENDATION:**

That that the Board of Trustees receives the Enrolment Monitoring Report for information and the record.

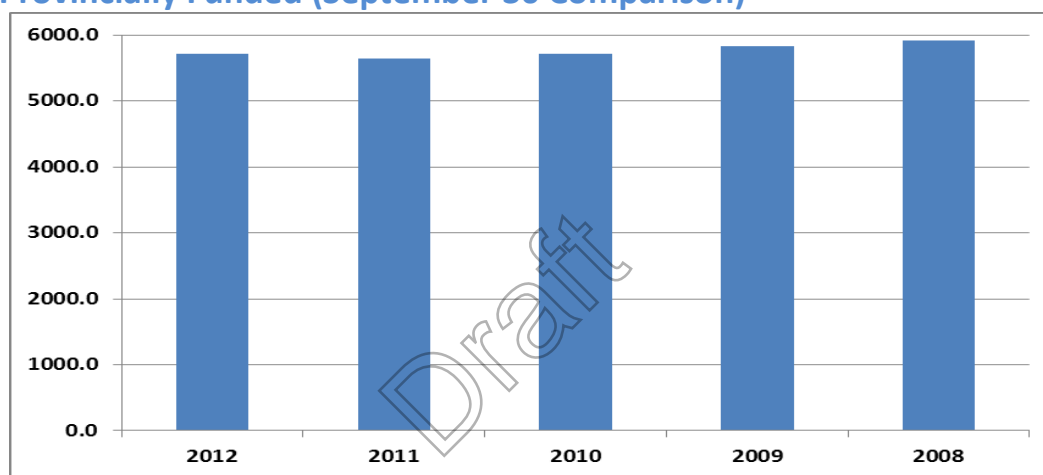
## Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

### Summary of Totals

	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	5 Year Historical Trend				
				30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Funded Total Enrolment</b>								
Provincially Funded Students	5,689.00	5,702.50	-13.50	5,689.00	5,638.00	5,708.00	5,835.50	5,921.00
Siksika Students	175.00	175.00	0.00	178.00	178.00	197.00	245.00	245.00
International Students	143.00	143.00	0.00	158.00	158.00	158.00	185.00	185.00
<b>Total</b>	<b>6,007.00</b>	<b>6,020.50</b>	<b>-13.50</b>	<b>6,025.00</b>	<b>5,974.00</b>	<b>6,063.00</b>	<b>6,265.50</b>	<b>6,351.00</b>

60.5 more than  
last year

### Total Provincially Funded (September 30 Comparison)



Graph includes provincially funded students only

Year	Funded %	Total %
2012	1%	1%
2011	-1%	-1%
2010	-2%	-3%
2009	-1%	-1%

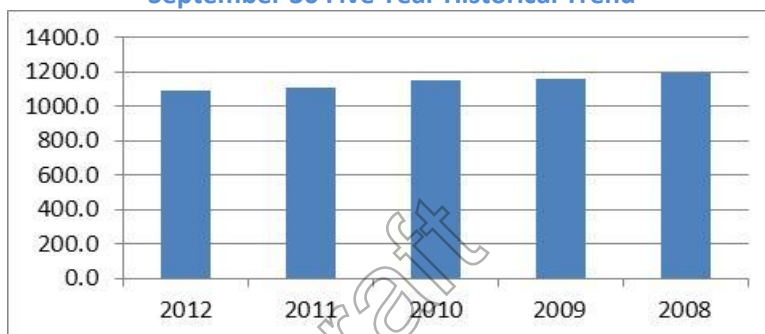
Funded – includes total provincial resident students  
Total – includes all students (Resident + Siksika + International)

## Schools

### Ward #1

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Ward #1 Area Schools</b>								
Prairie Christian Academy	264.5	261.5	3.0	259.5	286.5	318.0	314.0	342.5
Three Hills School	462.0	460.0	2.0	458.0	431.0	425.5	443.0	450.0
Trochu Outreach	28.0	28.0	0.0	28.0	27.0	33.0	21.0	26.0
Trochu Valley School	332.0	337.5	-5.5	342.5	364.0	371.0	377.0	377.5
<b>Total</b>	<b>1,086.5</b>	<b>1,087.0</b>	<b>-0.5</b>	<b>1,088.0</b>	<b>1,108.5</b>	<b>1,147.5</b>	<b>1,155.0</b>	<b>1,196.0</b>

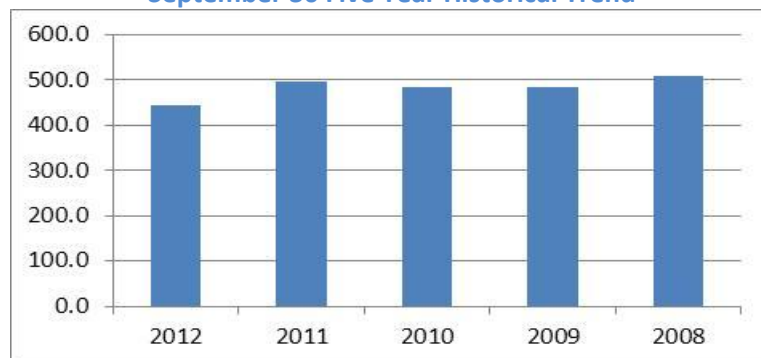
September 30 Five Year Historical Trend



### Ward #2

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Ward #2 Area Schools</b>								
Acme School	182.0	181.0	1.0	181.5	189.0	186.0	186.5	194.0
Carbon School	97.5	97.0	0.5	100.0	143.5	150.0	153.5	158.5
Dr. Elliott Community School	157.5	156.0	1.5	162.5	163.5	148.5	144.5	157.5
<b>Total</b>	<b>437.0</b>	<b>434.0</b>	<b>3.0</b>	<b>444.0</b>	<b>496.0</b>	<b>484.5</b>	<b>484.5</b>	<b>510.0</b>

September 30 Five Year Historical Trend



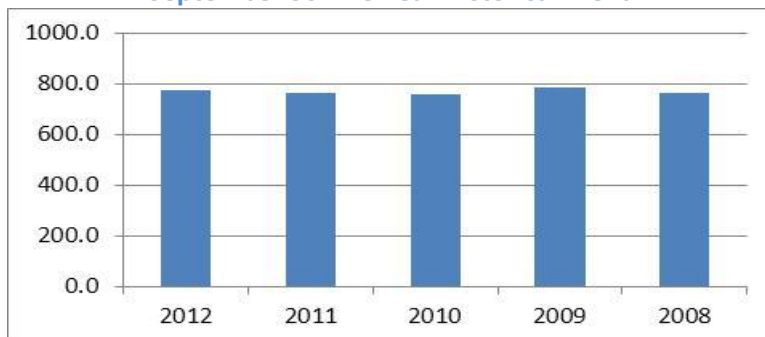


## Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

### Ward #3

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Ward #3 Area Schools</b>								
Drumheller Valley Secondary School	336.0	344.0	-8.0	342.0	337.0	360.0	397.0	400.0
Drumheller Outreach	23.0	23.0	0.0	23.0	15.0	16.0	27.0	27.0
Greentree School	406.5	406.5	0.0	408.5	410.0	385.5	361.5	336.5
<b>Total</b>	<b>765.5</b>	<b>773.5</b>	<b>-8.0</b>	<b>773.5</b>	<b>762.0</b>	<b>761.5</b>	<b>785.5</b>	<b>763.5</b>

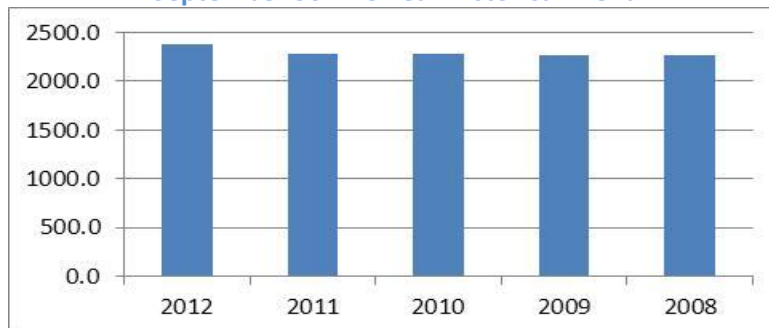
September 30 Five Year Historical Trend



### Ward #4

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Ward #4 Area Schools</b>								
Brentwood School	330.0	324.0	6.0	320.5	314.5	298.0	285.0	297.0
Crowther Memorial Jr. High School	539.0	537.0	2.0	533.0	526.0	520.0	529.0	553.0
Strathmore High School	604.0	613.0	-9.0	616.0	601.0	609.0	621.0	616.0
Strathmore StoreFront	39.0	39.0	0.0	39.0	34.0	53.0	66.0	80.0
Trinity Christian Academy	96.0	96.0	0.0	90.0	69.0	72.0	91.0	53.0
Westmount School	425.5	429.0	-3.5	428.0	381.0	369.5	339.0	354.5
Wheatland School	351.0	355.0	-4.0	350.5	355.5	355.0	336.5	314.5
<b>Total</b>	<b>2,384.5</b>	<b>2,393.0</b>	<b>-8.5</b>	<b>2,377.0</b>	<b>2,281.0</b>	<b>2,276.5</b>	<b>2,267.5</b>	<b>2,268.0</b>

September 30 Five Year Historical Trend

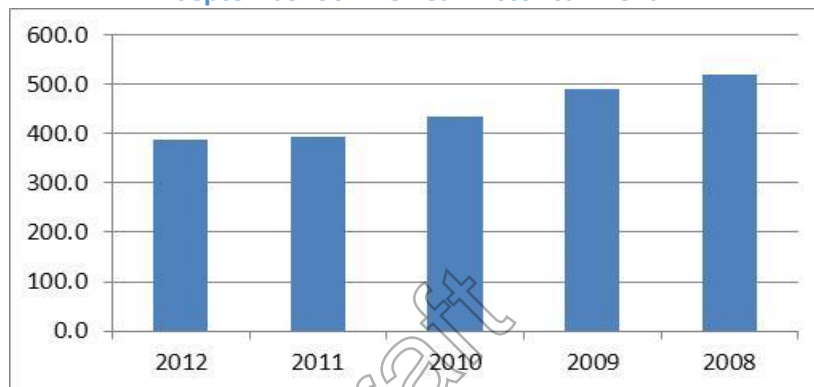


## Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

### Ward #5

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Ward #5 Area Schools</b>								
Carseland School	81.5	81.0	0.5	79.0	88.0	96.0	103.5	105.0
Central Bow Valley School	40.5	37.5	3.0	41.0	43.5	43.5	45.0	70.0
Hussar School	52.5	52.5	0.0	52.5	49.5	48.5	83.0	107.5
Rockyford School	29.0	29.0	0.0	29.5	35.0	55.5	75.0	91.5
Standard School	190.0	191.0	-1.0	186.5	176.0	191.0	182.5	145.5
<b>Total</b>	<b>393.5</b>	<b>391.0</b>	<b>2.5</b>	<b>388.5</b>	<b>392.0</b>	<b>434.5</b>	<b>489.0</b>	<b>519.5</b>

September 30 Five Year Historical Trend



### Specialty Schools

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Specialty</b>								
Golden Hills Learning Academy	91.0	91.0	0.0	91.0	79.0	89.0	119.0	100.0
NorthStar Academy	163.0	163.0	0.0	163.0	124.0	131.0	151.0	128.0
Sequoia Outreach	20.0	20.0	0.0	20.0	22.0	15.0	7.0	42.0
<b>Total</b>	<b>274.0</b>	<b>274.0</b>	<b>0.0</b>	<b>274.0</b>	<b>225.0</b>	<b>235.0</b>	<b>277.0</b>	<b>270.0</b>

### Colony Schools

	This Year			5 Year Historical Trend				
	28-Feb-13 Funded Enrolment	31-Jan-13 Funded Enrolment	Difference	30-Sep-12 Funded Enrolment	30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment
<b>Colony Schools</b>								
Colony Schools	348.0	350.0	-2.0	353.5	373.5	368.5	377.0	394.0



## ADMINISTRATIVE PROCEDURE 470- Role of the Secretary-Treasurer

*"Inspiring confident, connected, caring citizens of the world"*

March 26, 2013

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### **Background:**

Administrative Procedure 470 *Role of the Secretary-Treasurer* has been revised.

In accordance with the governance delegation of authority, the Board is to be advised of our changes to the Administrative Manual.

### **Recommendation:**

It is recommended the Board of Trustees receive this as information and for the record.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne  
Superintendent

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## Administrative Procedure 470

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### ROLE OF SECRETARY–TREASURER

#### Background

Guided by the Division’s mission statement, vision, mandate, beliefs and values, the Secretary–Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

#### Procedures

The Secretary–Treasurer is directly responsible and accountable to the Superintendent.

The Secretary–Treasurer will have specific responsibilities as/for:

1. Corporate Secretary
  - 1.1 Ensures accuracy of recording of Board proceedings at meetings (minutes).
  - 1.2 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
  - 1.3 Ensures appropriate insurance policies are in place for the Division.
  - 1.4 Ensures the appropriate management of circumstance where the Board may be exposed to liability or may require legal counsel.
  - 1.5 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations.
  - 1.6 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
2. Finance
  - 2.1 Provides oversight and leadership in this department
  - 2.2 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
  - 2.3 Ensures the operation of the Division is fiscally responsible.
  - 2.4 Designs budget cycles which meet provincial requirements and provide for stakeholder input.
  - 2.5 Prepares the draft budget, aligned with the proposed three–year education plan, for the Superintendent’s consideration.
  - 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
  - 2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
  - 2.8 In collaboration with the Associate Superintendent (Human Resources), provides support to the Board’s negotiating committees.
3. Facilities and Property Management
  - 3.1 Provides oversight and leadership in this department
  - 3.2 Provides leadership in the development of a Facilities Master Plan, including provisions for instructional and support services.
  - 3.3 Provides leadership in the development of annually updated three-year Capital Plan and the annual Infrastructure Maintenance Plan (IMP).
  - 3.4 Ensures that building assets are maintained in an appropriate manner.
  - 3.5 Ensures Division compliance with the requirements of Occupational Health and Safety legislation.

4. Student Transportation
  - 4.1 Provides oversight and leadership in this department
  - 4.2 Ensures the safety and welfare of students while being transported to and from school programs on transportation provided by the Division.
5. Human Resources Management
  - 5.1 Ensures job descriptions are developed and updated, and evaluations processes are implemented, for direct reports, in accordance with the procedures established by the Associate Superintendent (Human Resources).
  - 5.2 Provides leadership with regard to the recruitment and appointment of Central Services, Facilities and Transportation support personnel.
  - 5.3 Provides support to the Associate Superintendent (Learning Services) in the provision of learning opportunities for secretaries, bus drivers, facilities and maintenance personnel and central services support staff and for business functions for principals.
6. Policy/Administrative Procedures
  - 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
  - 6.2 Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
  - 6.3 Ensures the application of Board policy and Administrative Procedures as required in the performance of duties.
7. Organizational Management
  - 7.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
  - 7.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
8. Communications and Community Relations
  - 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in his area of responsibility.
  - 8.2 Ensures parents and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
  - 8.3 Ensures FOIP processes are effectively implemented.
9. Superintendent Relations
  - 9.1 Establishes and maintains positive professional working relations with the Superintendent.
  - 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
  - 9.3 Provides the information which the Superintendent requires to perform his/her role in an exemplary fashion.
10. Leadership Practices
  - 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.
  - 10.2 Exhibits a high level of personal, professional and organizational integrity.

## Appendix 1 for 8.2.2.: Administrative Procedure 470: Role of the Secretary-Treasurer

References: Sections 60, 61, 96, 113, 116 School Act  
Freedom of Information and Protection of Privacy Act  
Occupational Health and Safety Act

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## TROCHU VALLEY MODERNIZATION PROJECT UPDATE

*"Inspiring confident, connected, caring citizens of the world"*

March 26, 2013

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### **Background:**

The project is progressing well, despite the elementary wing demolition work has stalled to facilitate the removal of additional asbestos found in some previously untested building materials. This has delayed the project about 2-3 months; however the expected completion date is still the end of June 2014.

Pilings for the new classroom addition and the new gym are expected to start in April, once the elementary wing is demolished.

Construction workers are still busy cutting the concrete floors for plumbing lines in the new food and science labs.

Most existing demising walls have been removed on both the main and second floors and 95% of the exterior stucco has been removed. Interior finishes are stripped away in most areas of the school.

ATCO is designing the new 3-phase power for the school and is expecting to do the installation in mid-April.

A video and powerpoint of construction pictures will be presented at the meeting.

### **Recommendation:**

That the Board of Trustees receives as information.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

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Bevan Daverne  
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

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Tahra Sabir  
Secretary-Treasurer



**FIELD TRIP STUDIES/STUDENT EXCURSION**  
**Strathmore High School**

*"Inspiring confident, connected, caring citizens of the world"*

**March 26, 2013**

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**Background:**

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for a proposed field trip for their Leadership Class to attend the Canadian Student Leadership Conference in Montague, Prince Edward Island from September 16 – September 21, 2013. The students participating in this field trip will miss 5 days of school.

The administration will complete a risk assessment as required by Administration Procedure 260- *Field Studies/Student Excursions*. The risk assessment process will ensure that all the requirements of Procedure 260 are fully completed before departure.

**Recommendation:**

That the Board of Trustees receives as information.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

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Bevan Daverne  
Superintendent of Schools

A handwritten signature in blue ink, appearing to read "Dr. Kandace Jordan".

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Dr. Kandace Jordan  
Associate Superintendent of Schools





## BUDGET ANNOUNCEMENT

*"Inspiring confident, connected, caring citizens of the world"*

**March 26, 2013**

### **Background:**

On March 7<sup>th</sup>, Honorable Minister of Education, Jeff Johnson announced a reduced budget for 2012/2013, effective April 1, 2013 and a reduced budget for September 2013/2014.

Alberta Initiative for School Improvement (AISi) and Fuel Price Contingency grants are discontinued effective April 1, 2013 with the dollar amounts are indicated in the table.

For 2013/2014, AISi and Fuel Price Contingency grants are completely suspended and there are reductions in English as a Second Language (ELL), Plant Operations and Maintenance (POM), Infrastructure, Maintenance and Renewal (IMR). Work Experience Credits are reduced by 40% and Learning Resource Credits have been eliminated. Students taking Alberta Distance Learning (ADLC) courses will be funded at 44% of the CEU's (56% reduction). System Administration and Governance envelope expenses are directed to be reduced by 10% of the current expenditures. Currently, Alberta Education guidelines indicate System Administration and Governance are limited to 4% of the total operating expenses. In the past Golden Hills has always been below this guideline, in the range of 3.2% to 3.6%. The reduction of 10% is expected to be applied to the current expenses, which in Golden Hills's case is a 10% reduction to the 3.6%.

Budget Implications - March 7, 2013		
	Total Estimated Cuts	
Decreases	2012/2013	2013/2014
Alberta Initiative for School Funding (AISi)	103,930.75	433,045.00
Fuel Price Contingency	80,000.00	320,000.00
English as a Second Language) (ELL) (funding reduced from 7 to 5 years)	-	138,345.00
Plant Operations and Maintenance (PO&M)		231,000.00
Infrastructure and Maintenance Repair (IMR)		201,764.20
Work Experience Credits - Off Campus		205,312.50
Administration Envelope		270,000.00
Alberta Distance Learning Centre (ADLC)		111,814.00
Learning Resources Credit Allocation (LRCA)		75,000.00
	183,930.75	1,986,280.70
Increases		
Equity of Opportunity		206,000.00
Class Size		47,399.53
Inclusive Education		71,426.15
Total		324,825.68
<b>Total Estimated Cuts</b>	<b>1,845,385.77</b>	

## Appendix 1 for 8.2.5.: Budget Announcement

As Golden Hills continues to face shortfalls in revenues and increase in expenses, we will continue to pursue program initiatives and system improvements to ensure that students get the best education in Golden Hills Schools. The challenges will continue and administration will work through the details and ensure decisions align with the vision and mission for Golden Hills.

**Recommendation:**

That the Board of Trustees receives as information.



Bevan Daverne  
Superintendent



Tahra Sabir  
Secretary-Treasurer

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