



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

Tuesday, February 26, 2013

Start time 1:30 PM

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 (2013/01/14)
  - 6.2 SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES (2013/02/05)
7. REPORTS
  - 7.1 CHAIR'S REPORT
  - 7.2 BOARD COMMITTEES
  - 7.3 BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS
  - 7.4 ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 5 MEETING, FEBRUARY 1, 2013
  - 7.5 ADMINISTRATION REPORTS
8. NEW BUSINESS
  - 8.1 ACTION ITEMS
    - 8.1.1 BUDGETING PRINCIPLES AND PROCESS

T. Sabir

8.1.2. **LEASE REQUESTS**

T. Sabir

8.1.3. **FIELD STUDIES/EXCURSION**

K. Jordan

8.2. **INFORMATION ITEMS**

8.2.1. **MONTHLY ENROLMENT MONITORING REPORT**

T. Sabir

8.2.2. **TRANSPORTATION MONITORING REPORT**

T. Sabir

9. **ADJOURNMENT**

Draft



# MINUTES

## Golden Hills School Division No. 75

### Regular Meeting Of The Board Of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Monday, January 14, 2013

Start time : 9:30 AM

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
- Bob McKay

**d) Superintendent of Schools**

- Bevan Daverne

**e) Associate Superintendent**

- Kandace Jordan
- Gordon Welch

**f) Secretary/Treasurer**

- Tahra Sabir

**g) Recording Secretary**

- Brenda Scott

#### CALL TO ORDER

Chair Price called the meeting to order at 9:30 a.m.

#### IN-CAMERA

**Resolution #BD20130114.1001**

**MOVED by Trustee Maerz** that the Board go in-camera at 9:32 a.m. to discuss legal and personnel issues as well as board operations.

**CARRIED**

**Resolution #BD20130114.1002**

**Moved by Trustee Bolinger** that the Board of Trustees rise from in-camera at 10:07 a.m.

**CARRIED**

**APPROVAL OF  
AGENDA**

**Resolution #BD20130114.1003**

**MOVED by Trustee Tucker** to approve agenda for meeting Regular Meeting of the Board of Trustees as amended.

- Delete 7.3 - January 4th, 2013 ASBA Zone 5 meeting as the meeting was cancelled

**CARRIED**

**PRESENTATION OF  
MINUTES**

**Resolution #BD20130114.1004**

**MOVED by Trustee McKay** that the Board to approve the December 11, 2012 Regular Meeting of the Board of Trustees as amended.

- Page 4, Administration Reports: Secretary-Treasurer Sabir reported on the following items:
- Brentwood School preliminary design for a new school entrance CHANGE TO: an enhanced school entrance

**CARRIED**

**Resolution #BD20130114.1005**

**MOTION FROM IN-CAMERA PORTION OF MEETING:**

**Moved by Trustee Harries** that the Board of Trustees approve an increase in compensation for exempt support staff effective September 1, 2012 as recommended in Schedule D, dated January 14, 2013.

**CARRIED**

**CHAIR'S REPORT  
(REPORTS)**

Chair Price reported on the following items:

- December 17, 2012 meeting with the Honorable J. Johnson, Minister of Education

**ADMINISTRATION  
REPORTS  
(REPORTS)**

Secretary-Treasurer Sabir reported on the following items:

- The transportation report will be presented at the February board meeting

Associate Superintendent Jordan reported on the following items:

- Mount Royal University partnership opportunity

Associate Superintendent Welch reported on the following items:

- Apply to Education (online process for applications)

Superintendent Daverne reported on the following items:

- Resignation of Deputy Minister of Education, T. Wiles
- January 9, 2013 Meeting with Alberta Education re: Combined Three Year Education plan 2012-2015 (AERR) Annual Education Results Report
- December 19, 2012 letter from Town of Drumheller re: funding for an RCMP school liaison officer
- Tentative expulsion hearing

**Resolution #BD20130114.1006**

**Moved by Trustee Harries** that the entire Board attend expulsion meetings.

**CARRIED**

**BREAK**

**Recessed at 10:50 a.m.**

**Reconvene at 11:00 a.m.**

**EAST WHEATLAND  
SITE REVIEW  
(ACTION ITEMS)**

Superintendent Daverne presented information on the East Wheatland Site Review. Trustees were given the opportunity to ask questions regarding the process and information received to date.

**Resolution #BD20130114.1007**

**Moved by Trustee Maerz** that the Board of Trustees move in-camera at 11:27 a.m. to consider the detailed information for the sites.

**CARRIED**

**Resolution #BD20130114.1008**

**MOVED by Trustee Tucker** that the Board Rise from In Camera at 12:41 p.m.

**CARRIED**

**Resolution #BD20130114.1009**

**MOVED by Trustee McKay** that the Administration proceed to negotiate a potential and conditional purchase agreement contingent on county rezoning and provincial funding for Parcels A & B.

**CARRIED**

Chair Price thanked Administration for the work that had gone into the preparation and planning for the change in the board meeting date.

**BREAK**

**Recessed at 12:43 p.m.**

**Reconvene at 1:32 p.m.**

**BYLAW #01/2013**

(ACTION ITEMS)

**Resolution #BD20130114.1010**

**Moved by Trustee Bolinger** that the Board of Trustees give first reading to Bylaw #01/2013.

**CARRIED**

**Resolution #BD20130114.1011**

**Moved by Trustee McKay** that the Board of Trustees give second reading to Bylaw #01/2013.

**CARRIED**

**Resolution #BD20130114.1012**

**Moved by Trustee Tucker** that the Board of Trustees give unanimous consent for third and final reading of Bylaw #01/2013.

**CARRIED UNANIMOUSLY**

**PUBLIC SCHOOL  
BOARDS  
ASSOCIATION OF  
ALBERTA**

(ACTION ITEMS)

Superintendent Daverne provided membership and fee information on the Public School Boards Association.

**Resolution #BD20130114.1013**

**Moved by Trustee Harries** that the Board of Trustees join the Public School Boards Association of Alberta for a trial year period and that membership be reviewed in April, 2013.

**CARRIED**

The next Public School Boards Association meeting will be held February 7-9, 2013 (Spring General Meeting).

**Resolution #BD20130114.1014**

**Moved by Trustee Harries** that the Board of Trustee designate Trustee Maerz to attend the February 7-9, 2013 Public School Boards Association in Edmonton, Alberta.

**CARRIED**

**FIRST QUARTER  
FINANCIAL REPORT  
(SEPT-NOV 2012)**

Secretary-Treasurer Sabir provided information on the First Quarter Financial Report (September November, 2012).

(INFORMATION ITEMS)

**MONTHLY  
ENROLMENT  
MONITORING  
REPORT**

(INFORMATION ITEMS)

Secretary-Treasurer Sabir provided information on the Monthly Enrolment Monitoring Report for the record.

**STUDENT HEALTH  
INITIATIVE  
PARTNERSHIP  
(SHIP) MONITORING  
REPORT**

(INFORMATION ITEMS)

Associate Superintendent Jordan provided information on the Student Health Initiative Program (SHIP) for the record.

**INTERNATIONAL  
SERVICES  
MONITORING  
REPORT**

(INFORMATION ITEMS)

Associate Superintendent Jordan provided information on International Services Monitoring Report for the record.

**SPECIAL/INCLUSIVE  
EDUCATION  
MONITORING  
REPORT**

(INFORMATION ITEMS)

Associate Superintendent Jordan provided information on Special/Inclusive Education Monitoring Report for the record.

**EDUCATION ACT**  
(INFORMATION ITEMS)

Superintendent Daverne provided information on the new Education Act. The Education Act comes into effect in 2015.

**ACME/DR.  
ELLIOTT/CARBON  
SCHOOLS (K.  
RATZLAFF)**

(SCHOOL MONITORING  
REPORTS)

Superintendent Daverne welcomed K. Ratzlaff, Principal (Acme, Carbon and Dr. Elliott Schools) who presented information on the schools Education Plan and results received. Chair Price thanked K. Ratzlaff for the presentation.

**ADJOURNMENT**

**Resolution #BD20130114.1015**

**Moved by Trustee Maerz** that the Board of Trustees adjourn the meeting at 3:45 p.m.

**CARRIED**

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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 : Tuesday, February 05, 2013

Start time : 1:00 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
- Bob McKay

**d) Superintendent of Schools**

- Bevan Daverne

**f) Recording Secretary**

- Brenda Scott

### CALL TO ORDER

Chair Price called the meeting to order at 1:04 p.m.

### IN CAMERA

**Resolution #SM20130205.1001**

**MOVED by Trustee Maerz** that the Board of Trustees go in-camera at 1:05 to discuss board operations.

(D. Hartman, Facilities Manager was in attendance to answer Trustee questions).

**CARRIED**

**Resolution #SM20130205.1002**

**MOVED by Trustee Tucker** that the Board of Trustees rise from in-camera at 2:38 p.m.

**CARRIED**

### APPROVAL OF AGENDA

**Resolution #SM20130205.1003**

**MOVED by Trustee McKay** that the Board of Trustees approves the agenda as

presented.

**CARRIED**

**EAST WHEATLAND  
LAND  
INFORMATION AND  
DISCUSSION  
(IN-CAMERA)  
(BUSINESS ARISING)**

**Resolution #SM20130205.1004**

**MOVED by Trustee McKay** that the Board of Trustees complete a conditional agreement for purchase based on Schedule A for Parcel A of approximately 12 acres of land at NW 11-24-22-W4 as the site for the consolidated East Wheatland school.

**CARRIED UNANIMOUSLY**

**Resolution #SM20130205.1005**

**MOVED by Trustee Maerz** that the Board of Trustees start the process with Wheatland County for application to seek rezoning of Parcel A to allow construction of the new school in East Wheatland.

**CARRIED UNANIMOUSLY**

**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 site services, project development and project enhancement based on Schedule A.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**Resolution #SM20130205.1007**

**MOVED by Trustee McKay** that the meeting adjourn at 2:46 p.m.

**CARRIED**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer





### BUDGET DEVELOPMENT PRINCIPLES and PROCESS

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

**February 26, 2013**

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#### **Background:**

In accordance to the School Act S. 147 (1)(b) the Board of Trustees is required to submit to the Minister an annual budget for the fiscal year beginning September 1, 2012.

The Board's most significant policy decision is the budget as it directs the resources of the division to achieve the Board's objectives and ensure a balanced budget. The Board of Trustees sets the policy and direction for the school division by which administration develops key budget assumptions.

Current budget guidelines are as follows (*with the exception of the proposed change to include reserves to achieve a balanced budget*):

1. The budget will be a balanced budget.
2. Enveloped revenues will balance expenditures within the envelope.
3. The budget process is open and involves stakeholders.
4. The budget will address the goals identified in the Education Plan and the Priorities of Alberta Education.
5. Resources will be allocated to provide equitable and fair opportunity for each student to receive a quality education program.
6. The budget is guided by principles of transparency and public accountability for the use of resources and the results achieved.
7. The budget will reflect appropriate reserves that ensure financial health and meet encumbrances.

The above principles have resulted in fiscal success in recent years as the Division has ended the five most recent fiscal years with reserves, thereby significantly improving the Division's financial health. Continuing with these principles will help the Division to maintain financial health in the future. As a result, to ensure sustainable initiatives, Golden Hills may choose to access accumulated operating reserves. Accessing these reserves will result in an operational deficit for the current budget year.

## Appendix 1 for 8.1.1.: Budgeting Principles and Process

Please see attached diagram for details on the Budget Development Process.

Proposed Planning Dates	Action	Responsible
February	Approve Process	Board
February	Approve Budget Principles, Priorities and Assumptions	Board
February - April	Budget Review – Gather Information <ul style="list-style-type: none"> <li>• Global Challenges</li> <li>• Budget Challenges by Envelope</li> <li>• Analysis of Demographics <ul style="list-style-type: none"> <li>-enrolment estimates</li> </ul> </li> <li>• Provincial Grants</li> <li>• Expenditure Estimates <ul style="list-style-type: none"> <li>-salary and cost benefits</li> </ul> </li> </ul>	Executive Team
March-May	Budget Development Stage <ul style="list-style-type: none"> <li>• Budget Allocations</li> <li>• Expenditure Decisions</li> </ul>	Administrators and Managers
February -May	Budget Consultation	Board Executive Team Administrators Stakeholders
April	Draft to Board	Executive Team
May	Education Plan and Budget Approval	Board

### **Recommendation:**

That the Board of Trustees affirms the Budgeting Principles and timeline for the 2012-2013 fiscal year subject to a potential review following a provincial budget announcement.

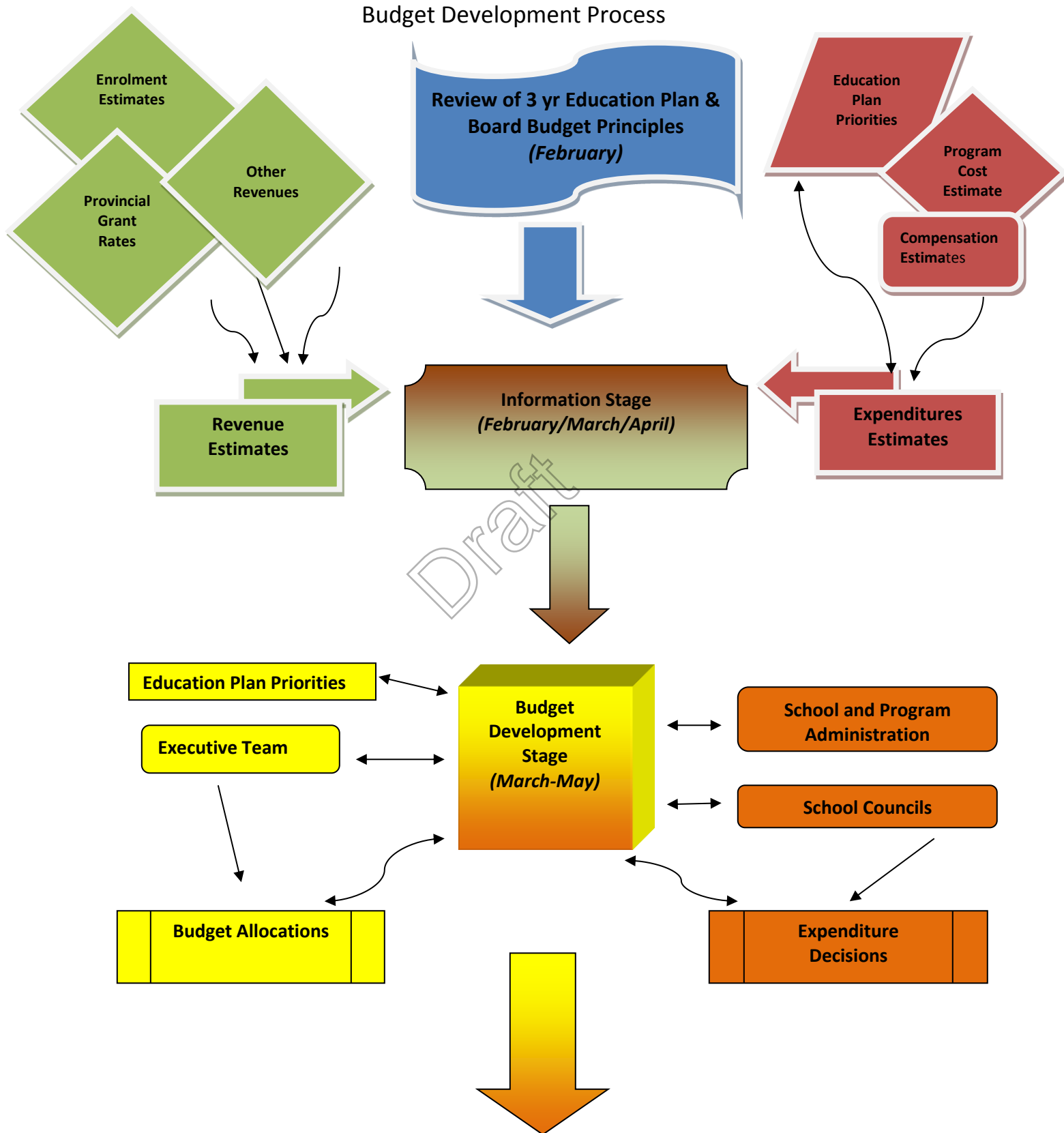


Bevan Daverne  
Superintendent

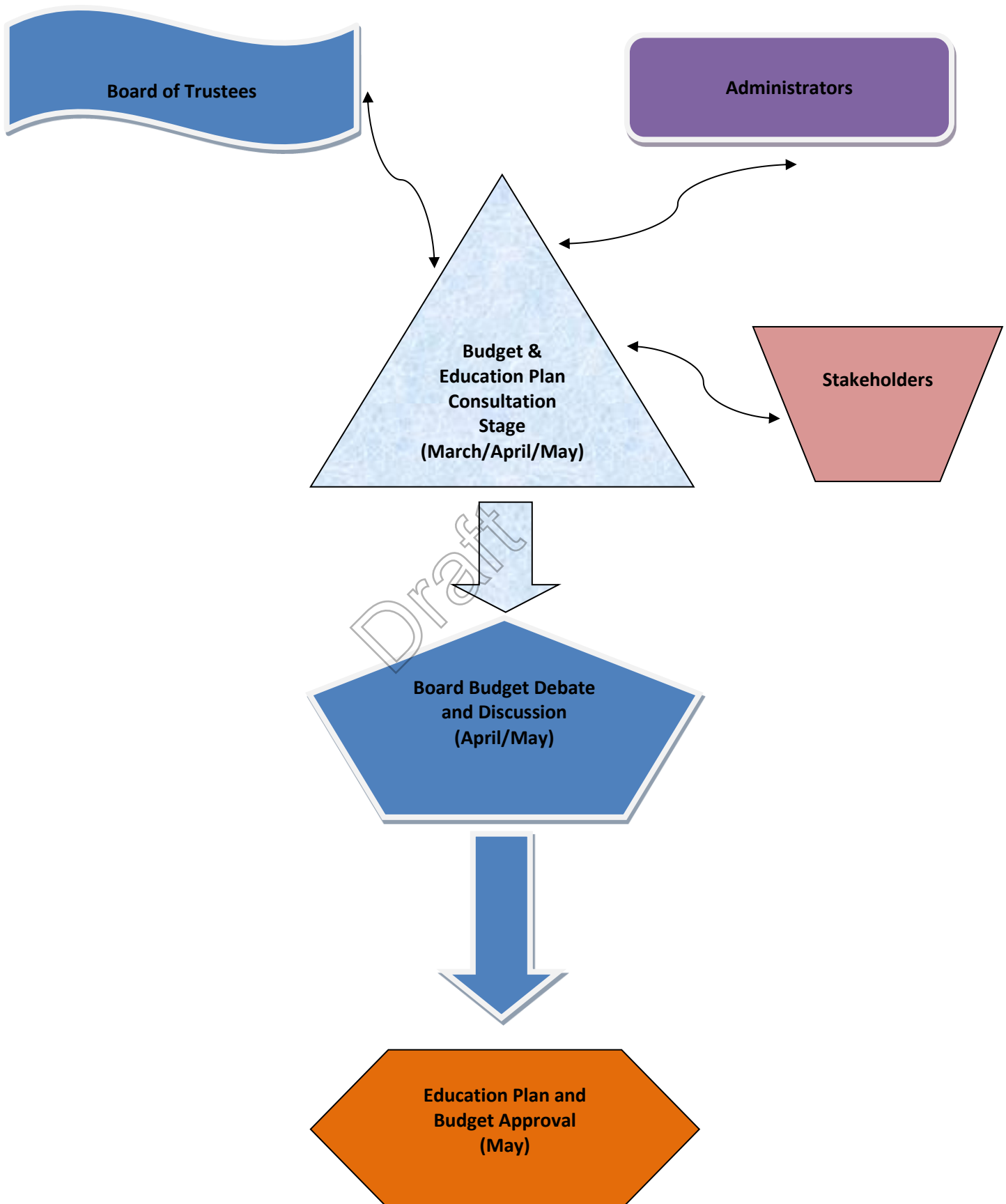


Tahra Sabir  
Secretary-Treasurer

Golden Hills School Division No. 75  
Budget Development Process



## Appendix 1 for 8.1.1.: Budgeting Principles and Process





### LEASE REQUESTS

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

**February 26, 2013**

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#### **Background:**

As per section 198, *School Act* the Board is required to submit annual leasing requests.

Recently Alberta Capital Planning advised the leasing information be submitted by March 1, 2013. In the past leases, modulars and capital plan requests were submitted together.

The submission deadlines have changed as follows:

Item	Submission Date	Completed
Modulars	November 1, 2012	Board Motion October 23, 2012
Leases	March 1, 2013	
Capital Plan	April 2, 2013 (recently extended to May 1, 2013)	

The following leases require approval for September 1, 2013 to August 31, 2014:

1. Prairie Christian Elementary School in Three Hills from Prairie Christian Academy Society to accommodate Prairie Christian Academy Elementary
2. Founders Hall, Oasis, Rick Down Athletic Centre, Industrial Arts Area, and North Auditorium in Three Hills from Prairie Bible Institute to accommodate Prairie Christian Academy Jr/Sr High
3. Trinity Christian Academy K-9 from Lutheran Church Canada.

#### **Recommendation:**

That the Board of Trustees approves the request for the following leases:

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

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"*

**February 26, 2013**

**Background:**

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for a proposed high school field trip to Washington DC, from Sunday, May 5, 2013 to Friday, May 10, 2013. The students participating in this trip will miss 4 school days and this trip will help reinforce student tolerance and sensitize students to the consequences of racism, promote tolerance and examine various contemporary human rights issues.

The administration will complete a risk assessment as required by Administration Procedure 261- *Field Studies/ Student Excursions Outside Canada*. The risk assessment process will ensure that all the requirements of Procedure 261 are fully completed before departure.

**Recommendation:**

That the Board of Trustees approves 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.

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

Bevan Daverne  
Superintendent of Schools

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

Dr. Kandace Jordan  
Associate Superintendent of Schools



### ENROLMENT BACKGROUNDER

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

**February 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 January 31, 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

**February 26, 2013**

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**REPORTING PERIOD:** January 31, 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.



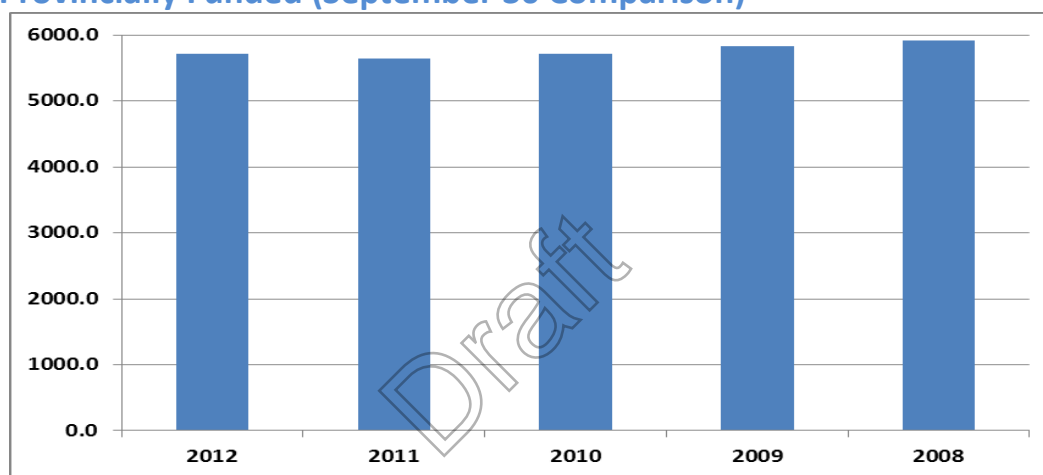
## Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

### Summary of Totals

	31-Jan-13 Funded Enrolment	31-Dec 12 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	5,702.50	5,721.00	-18.50	5,702.50	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>6,020.50</b>	<b>6,039.00</b>	<b>-18.50</b>	<b>6,038.50</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%

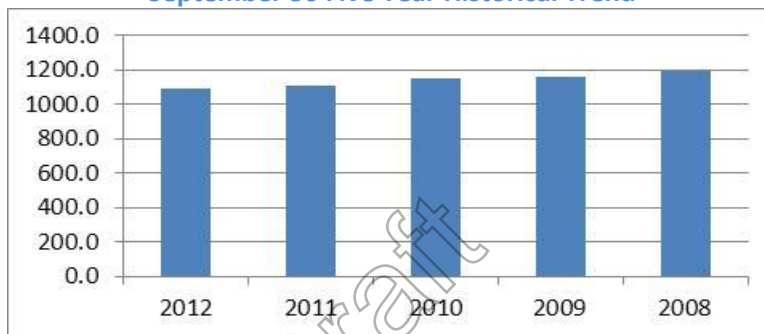
Funded – includes total provincial resident students  
Total – includes all students (Resident + Siksika + International)

## Schools

### Ward #1

	This Year			5 Year Historical Trend				
	31-Jan-13 Funded Enrolment	31-Dec-12 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	261.5	260.5	1.0	259.5	286.5	318.0	314.0	342.5
Three Hills School	460.0	467.0	-7.0	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	337.5	337.5	0.0	342.5	364.0	371.0	377.0	377.5
<b>Total</b>	<b>1,087.0</b>	<b>1,093.0</b>	<b>-6.0</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>

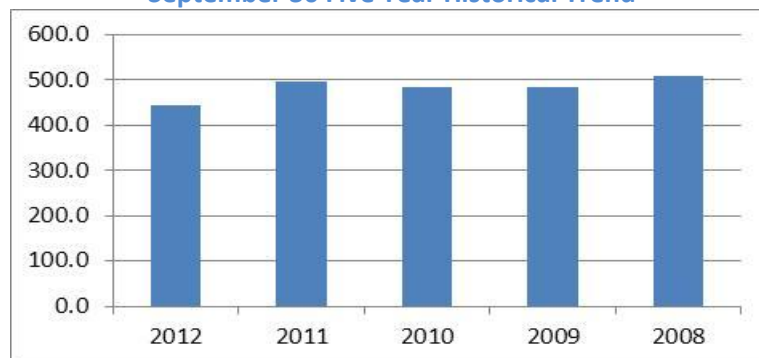
September 30 Five Year Historical Trend



### Ward #2

	This Year			5 Year Historical Trend				
	31-Jan-13 Funded Enrolment	31-Dec-12 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	181.0	182.5	-1.5	181.5	189.0	186.0	186.5	194.0
Carbon School	97.0	98.0	-1.0	100.0	143.5	150.0	153.5	158.5
Dr. Elliott Community School	156.0	160.0	-4.0	162.5	163.5	148.5	144.5	157.5
<b>Total</b>	<b>434.0</b>	<b>440.5</b>	<b>-6.5</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

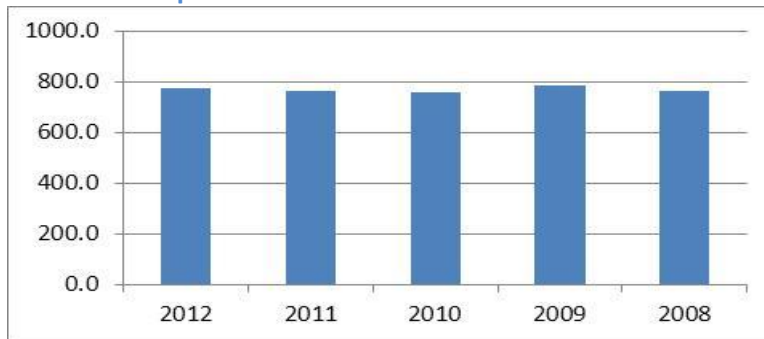


## Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

### Ward #3

	This Year			5 Year Historical Trend				
	31-Jan-13 Funded Enrolment	31-Dec-12 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	344.0	343.0	1.0	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	409.5	-3.0	408.5	410.0	385.5	361.5	336.5
<b>Total</b>	<b>773.5</b>	<b>775.5</b>	<b>-2.0</b>	<b>773.5</b>	<b>762.0</b>	<b>761.5</b>	<b>785.5</b>	<b>763.5</b>

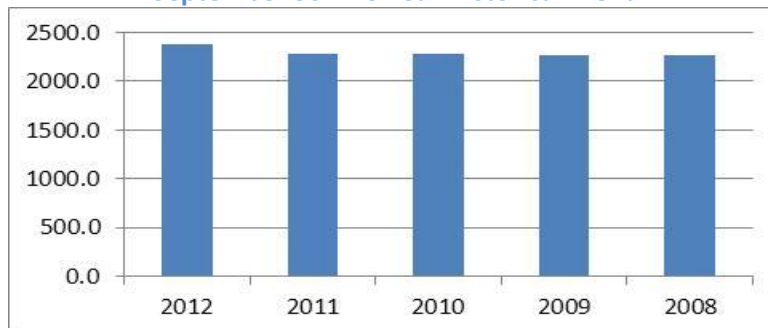
September 30 Five Year Historical Trend



### Ward #4

	This Year			5 Year Historical Trend				
	31-Jan-13 Funded Enrolment	31-Dec-12 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	324.0	323.5	0.5	320.5	314.5	298.0	285.0	297.0
Crowther Memorial Jr. High School	537.0	537.0	0.0	533.0	526.0	520.0	529.0	553.0
Strathmore High School	613.0	616.0	-3.0	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	93.0	3.0	90.0	69.0	72.0	91.0	53.0
Westmount School	429.0	436.0	-7.0	428.0	381.0	369.5	339.0	354.5
Wheatland School	355.0	354.0	1.0	350.5	355.5	355.0	336.5	314.5
<b>Total</b>	<b>2,393.0</b>	<b>2,398.5</b>	<b>-5.5</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

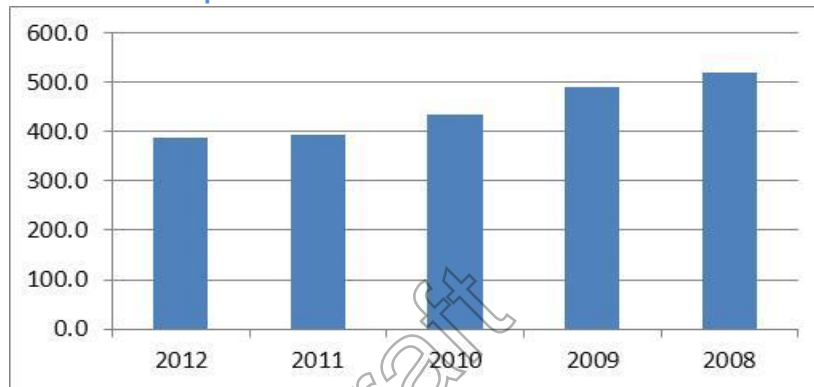


## Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

### Ward #5

	This Year			5 Year Historical Trend				
	31-Jan-13 Funded Enrolment	31-Dec-12 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	81.0	79.0	2.0	79.0	88.0	96.0	103.5	105.0
Central Bow Valley School	37.5	40.0	-2.5	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	191.0	190.0	1.0	186.5	176.0	191.0	182.5	145.5
<b>Total</b>	<b>391.0</b>	<b>390.5</b>	<b>0.5</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				
	31-Jan-13 Funded Enrolment	31-Dec-12 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				
	31-Jan-13 Funded Enrolment	31-Dec-12 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	350.0	349.0	1.0	353.5	373.5	368.5	377.0	394.0



## TRANSPORTATION MONITORING REPORT

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

**February 26, 2013**

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### **Background:**

Alberta Education provides funding to school boards to operate or contract transportation systems for K to Grade 12 students.

Annually, administration provides a Transportation Services Monitoring Report (attached) for information.

This report provides opportunity to consider the impact of Policy 18, Transportation Services on the education of students in the jurisdiction.

### **Recommendation:**

That the Board of Trustees receives the Transportation Monitoring Report for September 30, 2011 – August 31, 2012 and September 2012 – current, for information and 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



### TRANSPORTATION MONITORING REPORT

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

Resource Persons:

Tahra Sabir, Secretary-Treasurer

Ken MacLean, Transportation Supervisor

Susan Sturt-Gauthier, Transportation Support

**February 26, 2013**

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<b>REPORTING PERIOD:</b>	September 30, 2011 – August 31, 2012 and September 30, 2012 to current
<b>OVERVIEW:</b>	<p>Alberta Education provides funding to school boards to operate or contract transportation systems for K to Grade 12 students.</p> <p>Annually, administration provides a Transportation Services Monitoring Report for information.</p> <p>This report provides opportunity to consider the impact of Transportation Policy on the education of students in the jurisdiction.</p>

#### SUMMARY & IMPLICATIONS:

- Safety is paramount and Golden Hills has made this a priority with success.
- Transportation Fees - Golden Hills has eliminated all transportation fees effective September 1, 2012.
- Future Initiatives – Continue to increase efficiency with increased flexibility to support Golden Hills' program initiatives while keeping costs within funding limits.

#### RECOMMENDATION:

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

#### Safety - #1 Priority

Golden Hills transports over 2,700 students, 181 days a year over an area of 8,400 square kilometers for a total of 1,960,000 km a year. Safety of transporting students is the number one priority and continues to be successful.

In 2008 the Alberta Government announced a 10 point action plan for improving school bus safety across the province. One of the recommendations was for Alberta Transportation and Alberta Education to work with the bussing industry to develop a standardized route risk assessment checklist to ensure that all areas of the province are consistently applying best practices concerning the safety of routes and any modifications required due to adverse conditions such as weather, geographical

## Appendix 1 for 8.2.2.: Transportation Monitoring Report

challenges, etc. Golden Hills has implemented and was already fulfilling some of the recommendations from the Alberta Government. Golden Hills has consistently monitored routes through consultation with drivers and parents. The 10 point government program formalizes the procedures and standardizes the assessments for all routes in Alberta.

As part of the 2008 Alberta Government 10 point Transportation Safety Action Plan, the route risk assessment is currently in process as per the government's timeline and for the last two years assessments were distributed to every driver in the division. The questionnaires were filled out and returned to the Transportation Department. Approximately 85% of the forms returned had no issues. The other 15% were returned with concerns such as weather conditions, sight distances and traffic volumes.

In these situations Golden Hills suggested possible solutions to the bus drivers as follows:

Issue	Analysis	Recommendation
Weather – snow/rain/sleet/fog	Snow drifts	Inclement Weather procedure
Sight distance	Visit site and review area	Possible options: <ul style="list-style-type: none"><li>• May change from gate service to yard service or vice versa; or</li><li>• Installation of signs; or</li><li>• Route reconfigured to change direction of travel for the bus; or</li><li>• relocate stop to different location.</li></ul>
Traffic Volume	Picking up/dropping off on busy highway	<ul style="list-style-type: none"><li>• Warning lights turned on earlier</li><li>• Continually remind students to look both ways when boarding bus</li><li>• Reconfigure route so students do not have to cross the road.</li></ul>

The concerns raised by the bus drivers on the route risk assessment were similar to the concerns raised in the past couple of years. The location of some of the concerns has changed due to the change in ridership as it pertains to stop locations. The bus driver assessments of their routes is an excellent process for all drivers to reassess their route each year. One of the many benefits of this process is that it also facilitates collaboration with the Counties. An example of this would be the request for signage (School Bus Stop Ahead Signs).

### Bus Route Inclement Weather Change

In response to parent feedback, effective January 2013, Golden Hills has implemented a change that if the morning bus does not run then the afternoon bus will run as long as it is safe to do so. Many parents give their child a ride to school in the morning if the bus is not running and worry about how their child will get home. Sometimes the parent will not take their child to school as they are unsure

how to get them back home in the afternoon. A level of frustration is experienced by parents and in response, Golden Hills is opting to ensure the afternoon bus runs as long as there are no safety issues. In reviewing past history and in many cases there would be no safety issue with the bus route operating at the end of the school day.

### No Child Left Behind

“No child left behind” is a system that forces the driver to go to the back of the bus before it can be shut off. This prevents students from being left on a bus after a run. Currently 40% of the buses we own have the system. Through the replacement process, all of the new purchases are ordered with this system included. We are looking at retrofitting the newer current fleet buses with this system as well. The goal is to have all the busses retrofitted by September 2014.

### Budget / Financial Implications

The Chart below shows the Projected Revenue and Expenses for the Transportation Department for 2012/2013 and provides the 2011/2012 audited financial statements.

Transportation			
For Year Ending 2012/2013			
Revenue	Budget 2012/2013	% of Budget	Actual 2011/2012
Grants	3,858,858.00	100%	3,993,648.00
Fees	Eliminated		58,455.00
Total Revenue	3,858,858.00		4,052,103.00
Expenses			
Salaries and Benefits	1,143,705.00	30%	1,037,101.00
Supplies and Services	2,402,440.00	62%	2,608,774.00
Amortization	312,713.00	8%	280,096.00
Total Expenses	3,858,858.00		3,925,971.00

### Pressure Points

1. Transportation to a school of choice– unfunded
2. Ridership uncertainty; funding based on September 30, 2012 student count
3. Compliance costs re: government regulations
4. Potential impact with renewal of bus contracts
5. Recruiting and training bus drivers



### Fee Structure

In the past Golden Hills has relied on the transportation fees to help fund the various shortfalls. Due to the fuel contingency received in 2011/2012 Transportation was able to have a small surplus (3%). However, Golden Hills eliminated all transportation fees as of the 2012/13 school year.

Since the elimination of transportation fees enrolment has increased significantly. Based on feedback from the public, this has been in part due to the elimination of fees.

### Fleet

Pursuant Administrative Procedure 555, it is desirable to replace buses on a timely basis for the safety and efficiency of the operation. Urban busses are replaced within 14 years and rural buses are replaced within 12 years. Golden Hills continues to ensure busses are replaced within the appropriate time periods while taking budget constraints into consideration. When we purchase for August 2013 delivery, we will be at 14 years or less for urban buses and 12 or less for rural.

Age of Bus	Number of Buses	Percentage of Fleet
0-2 years	19	44%
3-5 years	10	23%
6-10 years	8	19%
11-17 years	6	14%

### Bus Size

A common public misconception is cost savings associated with bus size. Contract routes are paid by the weighted load which means GHSD pays the contractor for number of students versus the size of bus. Contractors and Divisions often choose to purchase a bigger bus to maximize their flexibility (change buses from one area to another) and efficiency (schools can hire one bus for a field trip vs. two) and effectiveness (in an emergency evacuation for either a community or school). The major cost associated with bus routes is the labour. Fuel, tire and insurance costs are the same for a small or larger bus. The benefit of a larger bus is the flexibility, efficiency and effectiveness.

### Board and Contracted Route Information

- Cost per kilometer is less for Board than Contracted routes
- 2011/2012 Board routes cost per kilometre - 9% less
- 2010/2011 Board routes cost per kilometre - 7% less
  - combination of discontinued fuel price contingency (increased costs) and reduction in administration expenses (decreased costs)
- Number of contracted routes reduced over time.
- June 2012 - 15 contracted routes were tendered (mostly Strathmore area)
  - i. Upon receipt of bids, administration prepares an analysis for each route
  - ii. Decision is made on a case by case basis

## Appendix 1 for 8.2.2.: Transportation Monitoring Report

- Table below shows how total routes have decreased due to declining enrolment and Board owned routes have increased to reduce costs.

Year	Total	Board	Contracted
2012/2013	77	43	34
2011/2012	74	39	35
2010/2011	78	37	41
2009/2010	86	38	48

### Staffing

Table below shows the total full time equivalent in the transportation department.

Department	Allocation
Administration	1.5 FTE
Trades	2.0 FTE
Bus Drivers	43.0 bus drivers (FTE)
Parts Person	.5
Shop Helper	.8
<b>Total</b>	<b>47.8 FTE</b>

GHSD has maintenance shops in both Carbon and Trochu. The purpose of the transportation shops is to provide mechanical services to the board owned buses. Regular maintenance continues to be a priority to ensure safety. As per the Commercial Vehicle Program requirements, inspections are performed at a minimum of twice a year. Oil changes are performed every 5,000 km or 10,000 km depending on the type of engine. Currently the newer V8 and V6 cylinder engines require an oil change every 10,000 km, however any bus older than the year 2000 requires an oil change every 5,000 km (currently have 7).

The 2000 and older V8 engines require a 5,000 km oil change. We have 7 of these. The newer V8 and 6 cylinder engines are 10,000 km. We are buying 6 cylinder engines since 2006.

### Ridership Information

In 2012/2013 Golden Hills is transporting 2,755 students (2011/2012 – 2,570 students), which represents 49% (43% in 2011/2012) of our regular funded student enrolment. Alberta has approximately 600,000 students and about 50% of those students ride the bus on a daily basis. Golden Hills compares reasonably to the percentage of riders in the whole province.

Golden Hills added 2 bus routes within the town of Strathmore to facilitate students wishing to attend their school of choice for the 2012/13 year.

### Urban and Rural

Table below shows the distribution percentage of urban and rural students transported by bus for 2 years.

Year	Totals	Urban	Rural
2012/2013	2,755	22% (607)	78% (2,148)
2011/2012	2,520	18% (449)	82% (2,071)

### Courtesy and Choice

**Courtesy rider** - someone who lives less than 2.4 km from their designated school and is meeting an existing route.

**Choice rider** - someone who is meeting an existing route and is attending a school other than their designated school.

The table below shows the percentage of courtesy and choice riders who are urban and rural and riding a bus.

Year	Rider Type	Urban	Urban Total	Rider Type %	Rural	Rural Total	%	Total
2012/2013	Courtesy	146	607	24%	150	2,148	7%	296
	Choice	138	607	23%	292	2,148	14%	430
<b>Grand Total</b>								<b>726</b>
2011/2012	Courtesy	75	449	17%	89	2,071	4%	164
	Choice	75	449	17%	241	2,071	12%	316
<b>Grand Total</b>								<b>480</b>

Total Choice students in 2012/2013 is 783, with 430 students utilizing Golden Hills transportation, there are 353 choosing their own means of transportation.

The use of the Golden Hills transportation system has increased by 246 students or 51%. The positive increase in usage is due in part to the elimination of fees in the transportation system, flexibility within transportation and various initiatives all supported by the Board.

### Special Needs Students

Currently Golden Hills' transportation department provides transportation for 91 special needs students who are designated to programs unavailable in their attendance area. The following table breaks down the type of transportation provided. Golden Hills incurs the costs for all of these types of transportation which is offset by funding.

## Appendix 1 for 8.2.2.: Transportation Monitoring Report

Type of Transportation	Number of Students	
	2012/2013	2011/2012
Regular School Bus	85	75
Cab or Handicap Bus	5	6
Parent	1	1
Total	91	82

### Attendance Exceptions

Golden Hills School Division has entered into agreements with other school jurisdictions to allow students to attend a school of another school authority and to allow students who in other school jurisdictions to be enrolled in Golden Hills Schools. However, due to capital planning request in East Wheatland, Golden Hills has not entered into an agreement with Grasslands. Agreements have been entered with Palliser, Prairieland and Chinook's Edge.

School Division	Reason	Number of Students			
		12-13 Gain	12-13 Loss	11/12 Gain	11/12 Loss
Grasslands Regional Division No. 6	No transportation agreement	0	18	0	18
Palliser Regional Division No. 26	Proximity to closest school is a GHSD school.	11	0	12	0
Prairie Land Regional Division No. 25	Verdant Valley students, result of amalgamation.	10	9	12	11
Chinook's Edge School Division No. 73	Individual approvals; proximity to schools.	19	19	20	21
Rocky View School Division No. 41	Student meeting bus in our boundary	2	8	2	unknown
<b>Total</b>		<b>42</b>	<b>54</b>	<b>44</b>	<b>50</b>

As per the above table, Golden Hills is losing more students than they are gaining.

### Impact

Transportation Agreements allows GHSD to claim grant money for the students. Transportation grants may not cover transportation all expenses, however, the offset is claim of the education grants and stability for the students attending their school of choice.

### Ride Times

Ride times have decreased over the last couple of years as per the table below:

One Way Minutes	2012/2013	2011/2012	2010/2011
75+	1%	2%	13%
61-75 minutes	7%	8%	20%
46-60 minutes	18%	21%	23%
0-45 minutes	74%	69%	44%

Decreased ride times are a result of:

- More students have moved from rural areas to urban areas
- More board owned runs; increased flexibility within system
  - Routes can do 2 runs;
  - Combine rural and urban into one route

### Communication and Response

Communication with the Transportation Department is monitored and reviewed. In September when the routes are developed and or changed, various inquiries are received. A number of these inquiries relate to start up concerns. Other main issues of concern are courtesy and choice ridership. Enhanced programming within the schools (eg. Hockey Program) initiated enquires about transporting hockey equipment on the school buses. Below is a table with some of the various issues and appropriate resolutions.

Date	Issue	Resolution	Date Resolved
Sept – Oct 2012	Concerns regarding kids being able to ride the bus with hockey bags due to capacity issues.	Re-assigned some of the routes to make room for hockey equipment.	Sept – Oct 2012
Sept 2012	Various concerns with parents wanting children who attend different schools (ie. Elementary-Junior High) on the same bus.	Explained to parents that this was not possible due to capacity issues. Most were understanding. Made one exception as a result of extenuating circumstances.	Sept 2012
Oct 2012	Route times may differ in a.m. and p.m.	Let parents know that the situation was looked at in every way possible. Golden Hills tries to do what is best for the students as a whole.	Oct 2012
Oct 2012	Complaints regarding the distance that children have to walk for some stops.	Each complaint was reviewed and when necessary the distance tracked by GPS. May have moved or added a stop and we were able to resolve situation.	Oct 2012

### Planning for the Future

1. Continue to transition to Board Owned busses – more flexibility, lower costs
2. Possible Strathmore Bus Shop Opportunities
3. Going Green – Qualitative and Quantitative analysis of CNG (Compressed Natural Gas) Busses

### Proposed Areas for Advocacy

1. Choice – funding to follow choice principle
2. Equitable Funding Model – funding for rural areas
3. Natural Gas Funding Initiatives/Conversion Incentives
4. WIFI on the bus for all rural riders

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### Policy 18

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#### STUDENT TRANSPORTATION SERVICES

The Board of Trustees believes student safety is of paramount importance in the operating of the transportation system.

Boards are required to provide transportation for students who reside more than 2.4 km from their designated schools. However, the Board permits other students to access available space at existing stops on existing routes.

Transportation routes support the school attendance boundaries.

The Board may set fees for transportation services as per the current AB ED Funding Manual.

The Board may enter into transportation agreements with other boards.

#### Specifically

1. The Superintendent or designate shall be responsible for designing safe, efficient, effective transportation services and may adjust, eliminate, establish or alter routes at any time during the year.

2. **Registration and Application Process**

All riders are category A or B. Students who are eligible for transportation and/or those requesting courtesy service must apply. See Request for Transportation Services Form (see Form 18-1). The Superintendent, or designate, approves the applications and in a timely manner notifies the applicant. Applications are approved according to the following order of priority.

3. **Order of Priority for Service**

A. *Essential Service - Distance 2.4+ km to designated school or exceptional special needs*  
*\* (special needs as defined by Alberta Education Coding Criteria)*

- 3.1 Distance

Students residing more than 2.4 km from their designated school are eligible for transportation services to that school. Registration and approval is considered continuous unless the student moves or changes school.

- 3.2 Exceptional Special Needs

Students with exceptional special needs may be directed to a school when services or programs are unavailable in the designated school. Students are eligible for transportation services to the directed school. (Subject to approval from the Superintendent or designate). Registration and approval is considered continuous unless the student moves or changes school.

### B. Courtesy Service - (listed by priority)

*Courtesy service is subject to availability and expires at the end of the school year in which it is offered. Parents must apply annually for courtesy service.*

#### 3.3 Safety Consideration

Students residing within the 2.4 km distance may access transportation if the walk to their designated school poses significant safety hazards (e.g. crossing a highway, outside town boundaries) subject to available space on existing routes.

#### 3.4 Elementary Students

Students K-6 residing further than 0.75 km from their designated school may access transportation to that school.

#### 3.5 Junior/ Senior High Students

Students in 7-12 residing within 2.4 km of their designated school may access transportation to that school, subject to availability on existing routes, at existing stops.

#### 3.6 Program of Choice (i.e., a school other than the designated school)

Subject to annual renewal students attending a program of choice may access transportation to the program of choice, subject to available space, at an existing stop, on an existing route. Parents are responsible for making appropriate arrangements for supervision of their child at the stop. Appropriate arrangements include written consent and agreement to provide supervision from the residents at the existing stop. Parents must contact the Transportation Supervisor for information regarding the supervision requirements.

#### 3.7 Children Drop Off/Pickup

A parent may request, with sufficient notice, that his/her child be picked up / dropped off at a *regular* caregiver's location rather than the child's place of residence. If these arrangements require the student to be transported on a different bus from his/her regular route, approval is subject to availability of a seat on the other bus. Requests will be approved by the Superintendent, or designate, only if the caregiver's location is on an established bus route.



#### 4. Other Considerations:

Materials required for a student's program at school may be transported on the school bus provided the size, weight, or nature of the materials do not compromise the safety of students. A driver may refuse to transport items that he/she deem to be a danger to the safety of the students.

Legal Reference: *School Act s.51 Transportation, s.52 Transport by parent, s.53 Maintenance allowance, s.60 Powers of boards, s.61 Delegation of power, s.62 Agreements*  
*Traffic Safety Act*  
*Alberta Education Funding Manual* (most current edition)

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