



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, June 25, 2013

Start time 9:00 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 (2013/05/28)**
7. **REPORTS**
 - 7.1. **CHAIR'S REPORT**
 - 7.2. **BOARD COMMITTEES (POLICY COMMITTEE - MAY 31, 2013)**
 - 7.3. **BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS**
 - 7.4. **ADMINISTRATION REPORTS**
8. **NEW BUSINESS**
 - 8.1. **ACTION ITEMS**
 - 8.1.1. **POLICY 7, BOARD OPERATIONS** B.Daverne
 - 8.1.2. **POLICY 15, PROGRAM REDUCTION AND/OR SCHOOL CLOSURE** B.Daverne
 - 8.1.3. **LOCALLY ACQUIRED/DEVELOPED COURSES** G.Welch
 - 8.1.4. **THREE YEAR (2013-2016) EDUCATION PLAN AND ANNUAL EDUCATION** B.Daverne

RESULTS INTERIM REPORT

8.1.5. **THIRD QUARTERLY FINANCIAL REPORT (SEPTEMBER 2012-MAY 2013)** T.Sabir

8.1.6. **BYLAW 04/2013: A BYLAW TO ESTABLISH VOTING HOURS** T.Sabir

8.2. INFORMATION ITEMS

8.2.1. **REPORT ON ADMINISTRATIVE APPOINTMENTS** G.Welch

8.2.2. **MONTHLY ENROLMENT MONITORING REPORT** T.Sabir

8.2.3. **ELECTIONS - GENERAL INFORMATION** T.Sabir

9. SCHOOL MONITORING REPORTS

9.1. **TROCHU VALLEY SCHOOL**

9.2. **TROCHU OUTREACH**

9.3. **DRUMHELLER VALLEY SECONDARY SCHOOL**

9.4. **DRUMHELLER OUTREACH**

9.5. **GREENTREE SCHOOL**

10. ADJOURNMENT

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting Of The Board Of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, May 28, 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 9:36 a.m.

IN CAMERA

Resolution #BD20130528.1001

MOVED by Trustee Tucker that the Board of Trustees go in-camera at 9:38 a.m. to discuss board operations.

CARRIED

Resolution #BD20130528.1002

MOVED by Trustee Bolinger that the Board of Trustees rise from in-camera at 10:17 a.m.

CARRIED

**WELCOME AND
OPENING PRAYER**

Superintendent Daverne offered the opening prayer.

**BOARD
REPRESENTATIVES
TO EXTERNAL
ORGANIZATIONS
(REPORTS)**

Trustee Tucker reported on the Alberta School Boards Association Zone 5 meeting, May 17, 2013.

**CHAIR'S REPORT
(REPORTS)**

Chair Price reported on the following items:

- April 30, 2013 attended meeting re: Alberta Government capital announcement for a new K-12 school in East Wheatland and funding for Prairie Christian Academy in Three Hills to modernize the elementary campus and right-size for K-12
- May 6, 2013 letter from B. McAllister, MLA, Chestermere-Rockyview re: invitation for a meeting to discuss challenges and opportunities within the District
- May 13, 2012 meeting with Honorable J. Johnson, Minister of Education re: March 13, 2013 proposed framework agreement
- May 27, 2013 attended meeting with Alberta School Boards Association of Alberta representatives re: tripartite position
- May 28, 2013 correspondence sent to B. McAllister, MLA, Chestermere-Rockyview affirming meeting request

**ADMINISTRATION
REPORTS
(REPORTS)**

Superintendent Daverne reported on the following items:

- Strathmore Standard poll on new K-12 school in East Wheatland and favorable results
- Appreciation to those attending the Long Service Awards Night, May 22, 2013
- May 24, 2013 attended Standard graduation
- May 25, 2013 attended Strathmore High School graduation
- Update on Wheatland County and Golden Hills request for re-designation

Associate Superintendent Jordan reported on the following items:

- Update on Student Health Initiative Program (SHIP) and Family School Resource Worker Program (FSRW)
- Dual credit program, Acme School
- International Program press release, four new offices being located in different parts of the world, Golden Hills invited to provide feedback on the educational portion

Associate Superintendent Welch reported on the following items:

- Finalization of staffing
- May 11, 2013 attended Acme graduation

Secretary-Treasurer Sabir reported on the following items:

- Updated pictures of Trochu Valley School modernization in process

**APPROVAL OF
AGENDA**

Resolution #BD20130528.1003

MOVED by Trustee McKay that the Board of Trustees approve the agenda as presented.

CARRIED

**PRESENTATION OF
MINUTES**

Resolution #BD20130528.1004

MOVED by Trustee Tucker that the Board of Trustees approve the minutes of April 23, 2013, as presented.

CARRIED

Resolution #BD20130528.1005

MOVED by Trustee Harries that the Board of Trustees approve the minutes of May 13, 2013 as presented.

CARRIED

**LOCALLY
DEVELOPED
AND/OR ACQUIRED
COURSES**
(ACTION ITEMS)

Resolution #BD20130528.1006

MOVED by Trustee Tucker that the Board of Trustees authorizes the use of the acquired locally developed course *Abnormal Psychology 35 (3 credits)* acquired from Pembina Hills Regional Division 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.

CARRIED

Resolution #BD20130528.1007

MOVED by Trustee Maerz that the Board of Trustees authorizes the use of the acquired locally developed course *Biology 35 (AP) (3 credits)* acquired from Calgary School District No. 19 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.

CARRIED

Resolution #BD20130528.1008

MOVED by Trustee Harries that the Board of Trustees authorizes the use of the acquired locally developed course *Chemistry 35 (AP) (3 credits)* acquired from St. Albert Public School District No. 5565 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.

CARRIED

Resolution #BD20130528.1009

MOVED by Trustee Bolinger that the Board of Trustees authorizes the use of the acquired locally developed course *Content Literacy 15/25 (3 or 5 credits)* acquired from Edmonton Catholic Separate School district No. 7 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.

CARRIED

Resolution #BD20130528.1010

MOVED by Trustee McKay that the Board of Trustees authorizes the use of the acquired locally developed course *English (AP) 35 (5 credits)* acquired from Red Deer Public School District No. 104 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.

CARRIED

Resolution #BD20130528.1011

MOVED by Trustee Bolinger that the Board of Trustees authorizes the use of the acquired locally developed course *ESL English for Academic Success 35 (3 credits)* acquired from Calgary School District No. 19 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.

CARRIED

Resolution #BD20130528.1012

MOVED by Trustee Maerz that the Board of Trustees authorizes the use of the acquired locally developed course *ESL Introduction to Mathematics 15 (5 credits)* acquired from Calgary School District No. 19 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.

CARRIED

Resolution #BD20130528.1013

MOVED by Trustee Harries that the Board of Trustees authorizes the use of the acquired locally developed course *Film Studies 15/25/35 (5 credits)* acquired from Calgary School District No. 19 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.

CARRIED

Resolution #BD20130528.1014

MOVED by Trustee McKay that the Board of Trustees authorizes the use of the acquired locally developed course *Instrumental Jazz 15/25/35 (3 or 5 credits)* acquired from Calgary School District No. 19 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.

CARRIED

Resolution #BD20130528.1015

MOVED by Trustee McKay that the Board of Trustees authorizes the use of the acquired locally developed course *Sports Performance 35 (3 or 5 credits)* acquired from Edmonton Public School District No. 7 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.

CARRIED

**ADMINISTRATION
REPORTS**
(REPORTS)

BREAK

Recessed at 12:06 p.m.

Reconvene at 1:02 p.m.

BUDGET 2013-2014
(ACTION ITEMS)

Secretary-Treasurer Sabir presented information on the 2013-2014 budget.

Resolution #BD20130528.1016

MOVED by Trustee Harries that the Board of Trustees approves the 2013/2014 budget for submission to Alberta Education, subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education May 31, 2013.

CARRIED

Resolution #BD20130528.1017

MOVED by Trustee Tucker that the Board of Trustees approves the use of restricted reserves to sustain staffing positions for the 2013-2014 school term.

CARRIED

Resolution #BD20130528.1018

MOVED by Trustee Bolinger that the Board of Trustees approves use of unrestricted reserves to sustain transportation's current level of service which includes bus routes and ride times, for the 2013-2014 school term.

CARRIED

CAPITAL PLANNING
(ACTION ITEMS)

Secretary-Treasurer Sabir presented information on the Capital Planning.

Resolution #BD20130528.1019

MOVED by Trustee Tucker that the Board of Trustees approves the request for the modernizations in order of priority:

- Greentree School
- Westmount School
- Dr. Elliott School

- Acme School

CARRIED

Resolution #BD20130528.1020

MOVED by Trustee Harries that the Board of Trustees approves the request for new schools for the following areas based on criteria for capital development, in order of priority:

- new 500 student K-9 school in Strathmore
- new 250 student K-9 school for Trinity Christian Academy or continued lease support

CARRIED

**SCHOOL
RESOURCE AND
TRANSPORTATION
FEES**

(ACTION ITEMS)

Secretary-Treasurer Sabir presented information on Transportation and School Resource Fees.

Resolution #BD20130528.1021

MOVED by Trustee Maerz given that Board members understand the current economic climate and the financial pressure that parents are under, agrees to maintain the resource fees at the current rate as well as the family rate reduction, for the 2013-2014 school term.

- Kindergarten \$30
- Grades 1-6 \$50
- Grades 7-9 \$60
- Grades 10-12 \$65
- Family Discount: (3 children - \$5 each; 4 children - \$10 each; 5 children - \$15 each; 6 or more children - \$20 each)

CARRIED

**MONTHLY
ENROLMENT
MONITORING
REPORT**

(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the monthly enrolment (April 30, 2013).

**CALGARY
EDUCATIONAL
PARTNERSHIP
FOUNDATION**

(INFORMATION ITEMS)

Superintendent Daverne presented information on the Calgary Educational Partnership Foundation for the record.

**THREE HILLS
SCHOOL**

(SCHOOL MONITORING
REPORTS)

Superintendent Daverne welcomed L. Boody (Principal), Three Hills School who highlighted the school's education plan and results achieved. Chair Price thanked L. Boody for the presentation.

COLONY SCHOOLS

(SCHOOL MONITORING
REPORTS)

Superintendent Daverne welcomed J. Bertsch, Principal and L. Daverne, (Associate Principal), Colony Schools who presented the schools' highlights. Chair Price J. Bertsch and L. Daverne for the presentation.

**PRAIRIE CHRISTIAN
ACADEMY**

(SCHOOL MONITORING
REPORTS)

Superintendent Daverne welcomed R. Wood, Principal (Prairie Christian Academy) who highlighted the school's education plan and results achieved. Chair Price thanked R. Wood for the presentation.

ADJOURNMENT

Resolution #BD20130528.1022

MOVED by Trustee Maerz that the Board of Trustees adjourn the meeting at 4:02 p.m.

CARRIED

Chair

Secretary-Treasurer

Draft

Chair Initials _____ Secretary Treasurer Initials: _____



POLICY 7, BOARD OPERATIONS

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

June 25, 2013

Background:

The Board of Trustees Policy Committee reviewed Policy 7 (Board Operations) May 31, 2013.

The Board wanted clarification for election procedures. Appendix B was added to the policy to clarify procedures.

Recommendation:

That the Board of Trustees considers a further amendment to Governance Policy 7, *Board Operations* and approves the amendments as presented, or provides input for further consideration by the Policy Committee.

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

Bevan Daverne
Superintendent

Draft

Policy 7

BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The design is described in the following categories: Wards, Organizational Meeting, Regular Meetings, Special Meetings, In-camera Sessions, Agenda for Regular Meetings, Minutes, Motions, Delegations to the Board, Recording Devices, Trustee Compensation, Trustee Conflict of Interest, and Board Self Evaluation. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public, as *per the School Act, RSA, C S-3, 2005, s. 70(1) which states: "The meetings of a board shall be held in public and no person shall be excluded from them except for improper conduct."*

While the Board believes its affairs should be conducted in public to the greatest extent possible, the Board also recognizes that there are times when public interest and the protection of individual privacy are best served by private discussion of specific issues in "in-camera" sessions.

The Board believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board believes that soliciting public feedback and input on a variety of educational topics, through a variety of methods, enhances communications and the effectiveness of the Board.

1. Wards

Within the stipulations of Ministerial Order 036/2000, establishing Golden Hills School Division No. 75, the Board provides for the nomination and election of trustees within the Division by wards.

- 1.1 All wards shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be six (6); two (2) from ward 4, and one (1) from each of wards one, two, three and five.
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

2. Organizational Meeting

a. Non Election Year

Appendix 1 for 8.1.1.: Policy 7, Board Operations

Annually, an organizational meeting of the Board shall be held on the fourth Tuesday of August, usually just prior to the beginning of a new school year.

The Superintendent or his/her designate will give notice of the Organizational Meeting as if it were a Special Meeting.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected, to serve during the pleasure of the Board.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- 2.1 Elect a vice-chair;
- 2.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 2.3 Create such standing committees of the Board as are deemed appropriate, and appoint members;
- 2.4 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 2.5 Establish trustee compensation rates; and
- 2.6 Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

b. Election Year

No later than four weeks following Election Day when there has been a general election, the Superintendent or his/her designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting.

Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

In an election year, the matters decided by the board in the previous organizational meeting will continue until the organizational meeting following the election.

3. Regular Meetings

Regular Board meetings shall be as established at the annual organizational meeting unless otherwise altered by board motion.

Appendix 1 for 8.1.1.: Policy 7, Board Operations

4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held from time to time as provided for under section 67 of the School Act. These are public meetings. Notwithstanding, the Board may, by resolution, meet in-camera when it is expedient to do so for the protection of an individual's privacy or when the Board believes the public interest is best served by private discussion.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

5. In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the in-camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons: matters related to individual student or individual employees, collective bargaining or compensation issues, litigation, acquisition/disposal of property, and other topics that a majority of trustees present believe should be held in private for the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Board members and other persons attending the session are honor bound not to disclose the substance of deliberations at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

6. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem solving, and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board Meetings in consultation with the Vice-Chair and the Superintendent, in accordance with Board policy and legislation.

Agendas shall include sufficient data and information so that the Board is able to make sound and objective decisions consistent with established goals.

The agenda is considered DRAFT until approved by the Board

Items may be placed on the agenda in one of the following ways:

- 6.1 By notifying the Superintendent or Board Chair prior to the establishment of the agenda (at least seven days prior to the Board meeting).
- 6.2 By notice of motion at the previous meeting of the Board.

Appendix 1 for 8.1.1.: Policy 7, Board Operations

6.3 As a request from a committee of the Board.

6.4 Emergent issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may only be made with the approval of a majority of those trustees present.

Materials for Board meetings will be distributed to each trustee and the Superintendent at least three calendar days prior to the meeting. Agenda packages, minus any confidential materials, will be provided to members of the press and the general public attending the meeting. Copies of the agenda will be sent electronically to all schools for distribution through the principal to staff and School Councils. The agenda will be posted on the web site three days prior to the meeting. The Superintendent or designate is responsible for distribution and posting from the Division.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

The Board believes it is important to maintain a record of all proceedings at regular and special meetings and Board committees, both standing and ad hoc.

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

7.1 The minutes shall record:

7.1.1 Date, time and place of meeting and time of adjournment;

7.1.2 Type of meeting (regular, special or committee);

7.1.3 Name of presiding officer;

7.1.4 Names of those trustees and administration in attendance;

7.1.5 Approval of preceding minutes;

7.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;

7.1.7 Names of persons making the motion;

7.1.8 Points of order and appeals;

7.1.9 Appointments;

7.1.10 Summarized reports of committees;

7.1.11 Recording of the vote on a motion (when requested pursuant to the School Act, RSA, 2005, Chapter S-3, s. 72 *Voting on Question*); and

7.1.12 Trustee declaration pursuant to the Act, s. 80 Pecuniary interest

7.2 The minutes shall:

7.2.1 Be prepared as directed by the Superintendent;

Appendix 1 for 8.1.1.: Policy 7, Board Operations

- 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
 - 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 7.3 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
 - 7.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Board office.
- 7.6 The approved minutes of a regular or special meeting shall be posted to the website, distributed to the schools, staff and School Councils as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 7.7 Agenda packages shall be filed with the approved minutes.

8. Motions

Motions do not require a seconder, except in rare instances as described below.

8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

8.2 Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

8.3 Speaking to the Motion

Appendix 1 for 8.1.1.: Policy 7, Board Operations

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

If the Chair wishes to speak on a motion, s/he shall ask the Vice-Chair to assume the chair's role. The Chair may hand the gavel to the Vice-Chair and thus signal his/her desire to speak on a motion. The Chair normally speaks just prior to the last speaker, who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

8.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

8.5 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

9. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving education in Division schools.

Appendix 1 for 8.1.1.: Policy 7, Board Operations

The presentation by a delegation shall be at a duly constituted meeting of the Board.

- 9.1 Notice to appear at the meeting, shall be given to the Superintendent or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Superintendent shall acquaint the Board members with the matter prior to the delegation meeting with the Board.
- 9.2 The purpose of the delegation shall be clearly stated in the notice.
- 9.3 A suggested amount of time required for the presentation shall be stated and recorded on the Board agenda. The Board Chair reserves the right to limit and control the discussion.
- 9.4 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 9.5 It is understood that the delegation shall have a spokesperson.
- 9.6 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.
- 9.7 Except in an emergency the Board shall defer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 9.8 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.
- 9.9 Notwithstanding the Board's provision for a delegation, if the Board has reason to believe that more than one or two delegations will desire an opportunity to address the Board on a particular educational matter, the Board may limit delegations at a Regular Meeting and instead convene a public hearing for the purpose of receiving input on a specific matter.

10. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

11. Trustee Participation in Meetings via Video or Teleconference

A trustee may participate in a meeting of the board by electronic means or other communication facilities providing the communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other. Trustees participating by electronic or other communication facilities are deemed to be present at the meeting.

Appendix 1 for 8.1.1.: Policy 7, Board Operations

- 11.1 A trustee is normally expected to attend in person a meeting of the board, unless there is a valid reason for attending by electronic means or other communication facilities. Valid reasons include weather conditions that affect the trustee's ability to travel safely, illness that may limit the trustee's ability to travel or be in a public meeting, or other circumstances that seem reasonable to the trustee.
- 11.2 A trustee attending a meeting by electronic means or other communication facilities is expected to provide sufficient advance notice to the Board Chair so that necessary accommodations, such as video conferencing service, can be in place at the designated meeting place for the expected duration of the meeting.
- 11.3 A trustee who is not able to attend a meeting in person determines if he/she will be considered absent, or if he/she will attend by electronic means or other communication facilities. The trustee will consider the cost implications to the Board, especially if he/she is outside the jurisdiction, the presumed reliability of the electronic means or other communication facilities, or any other circumstances such as confidentiality which may impact the normal business of a board meeting.

12. The Board believes that trusteeship, first and foremost, is a public service.

The Board, accordingly, intends that compensation for trustees be established and accepted within the spirit of trusteeship being a public service.

The Board recognizes, however, that the discharge of this public service makes considerable time demands and often results in the trustee incurring expenses.

The Board also believes there is a need for on-going trustee and board development. The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions to remain current about educational issues.

- 12.1 Trustees shall be compensated in accordance with Appendix A: Trustee Compensation. The Board will review compensation rates annually.
- 12.2 Compensation will be contingent upon the completion of the appropriate claims form. Compensation claims forms are to be regularly, and within 90 days of the expense, submitted to and authorized by the Board Chair no later than the last Board meeting of the month. All claims are to be submitted prior to the end of the fiscal year for the year in which the expense occurred.
- 12.3 Trustees will establish an annual operating budget for trustees in conjunction with the Division budget planning process.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

Appendix 1 for 8.1.1.: Policy 7, Board Operations

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members.

- 13.1 The trustee is expected to be conversant with the School Act, R.S.A. 2000, Chapter S-3, Division 3 Conflict of Interest, and in particular, Pecuniary interest s. 80 and Disclosure of information s. 81.
- 13.2 The trustee is solely responsible for declaring himself/herself to be in possible conflict of interest.
- 13.3 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

14. Board Self-Evaluation

- 14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process.
- 14.2 The purpose of the Board self-evaluation is to answer the following questions:
 - 14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?
 - 14.2.2 How do we perceive our interpersonal working relationships?
 - 14.2.3 How well do we receive input and how well do we communicate?
 - 14.2.4 How well have we adhered to our annual work plan?
 - 14.2.5 How would we rate our Board-Superintendent relations?
 - 14.2.6 How well have we adhered to our governance policies?
 - 14.2.7 What have we accomplished this past year? How do we know?
- 14.3 The principles upon which the Board self-evaluation is based are as follows:
 - 14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
 - 14.3.3 An evidence-based approach provides objectivity.
- 14.4 The components of the Board self-evaluation are:
 - 14.4.1 Review of Board Role Performance
 - 14.4.2 Monitoring Interpersonal Working Relationships
 - 14.4.3 Monitoring Board Representation/Communication
 - 14.4.4 Review of Annual Work Plan Completion
 - 14.4.5 Monitoring Board-Superintendent Relations

Appendix 1 for 8.1.1.: Policy 7, Board Operations

14.4.6 Review of Board Motions

14.4.7 Review of Board Governance Policies

14.4.8 Creating a Positive Path Forward

References: Section 60, 64, 65, 66, 67, 68, 70, 71* (Miscellaneous Statutes Amendment Act, 2009 amended Section 71 as of November 26, 2009, enabling trustees to participate in meetings via video or teleconference, 72, 73, 74, 75, 76, 80, 81, 83, 145, 208, 237, 246, 247 School Act

Revised – Board Motion: October 23, 2007

Amended – Board Motion: November 13, 2007

Appendix: Amended – Board Motion October 14, 2008

Appendix: Amended – Board Motion BD#20120626.1014

Amended – Board Motion: April 7, 2009

Amended – Board Motion August 25, 2009

Amended – March, 2010

Draft

Appendix A – Trustee Compensation

Monthly Rate			
	2012/2013	2013/2014	2014/2015
Chair	\$625	\$695	\$770
Vice-Chair	\$500	\$555	\$615
All other Trustees	\$375	\$415	\$460

Travel Rate			
	2012/2013	2013/2014	2014/2015
Travel Rate per hour	\$27	\$27	\$27

Technology Allowance			
	2012/2013	2013/2014	2014/2015
Technology Allowance	\$50 monthly	\$50 monthly	\$50 monthly

Use of Personal Vehicle			
	2012/2013	2013/2014	2014/2015
As set for GHSD staff travel	51.5 cents/km (current)	subject to change	subject to change

Hourly Rate			
	2012/2013	2013/2014	2014/2015
Hourly Rate	\$29	\$32	\$35
Full Day (7 hr)	\$203	\$224	\$245

Benefits			
	2012/2013	2013/2014	2014/2015
As per trustee eligibility and choice	ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account

Meetings

In addition trustees are remunerated for meetings including: Regular and Special Meetings of the Board, scheduled Professional Development and Information, Retreat, Committees of the Board, Representatives of External Organizations, ASBA Conventions and Provincial meetings or when representing the board at other events in accordance with a board motion, at the following rates as per daily/hourly rate.

Appendix 1 for 8.1.1.: Policy 7, Board Operations

Travel

This is remuneration for travel associated with Regular and Special Meetings of the Board, Retreats, Conventions and meetings of the provincial Alberta School Boards Association.

Technology Allowance

This is reimbursement for costs associated with technology (cell phones, telephones, fax lines, internet fees, etc.) to conduct board business.

Use of Personal Vehicle

This is reimbursement for the use of personal vehicles while on Board business.

- ♦ To be reviewed from time to time

Trustee Development

Trustees will have an allocation of \$3,000 per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars). This will be reimbursement for the expenses related to a trustee's development in topics related to education and governance. Expenses for the trustee include travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates, if trustees wish to be compensated, are assessed to the trustee's individual allocation for self-directed development.

Insurance Benefits

ASEBP Benefits OR if not eligible for ASEBP, a Health Spending Account

Meals

This is reimbursement for meals while on Board business.

Per Diem	<u>Without Receipt</u>		<u>Reasonable Cost (with receipt)</u>
	\$10	Breakfast	As per receipt
	\$15	Lunch	As per receipt
	\$20	Supper	As per receipt

Accommodation

This is to reimburse the trustee for reasonable accommodation costs while on Board business.

- ♦ As receipted
- ♦ Gift allowance for private accommodations (e.g. relative's home) at \$75.00 max/stay

Other Travel Expenses

This is to reimburse the trustee for reasonable expenses related to his/her attendance at Board meetings, conferences, and committee meetings. Typical expenses would include parking, taxi fares, airfare, internet access, etc.

- ♦ As receipted

POLICY 7: BOARD OPERATIONS

APPENDIX B: ORGANIZATIONAL MEETING ELECTION PROCEDURES

Election Procedure:

The next item for business is the election of the Chair.

I now call for nominations for the position of Chair of the Golden Hills School Division for the _____ term.

Nominations are made and recorded. **ACCEPT**

"I acknowledge the nomination of Trustee _____. Are there any further nominations?"

I call for nominations a second time.....

I am calling for nomination a third time.....

Having asked three times for nominations, if no Trustee moves that nominations cease, **"I declare nominations closed".**

VOTE: ALL IN FAVOUR? CARRIED

If only one nomination is received, **"I declare Trustee _____ acclaimed as the Chair of the Golden Hills School Division for the _____ term."**

OR moved by? That nominations cease – all in favour? Carried

If two or more nominations are made,

"The election will be conducted by secret ballot

"I appoint _____ and _____ as returning officers. They will distribute the ballots."

I declare that Trustee _____ has been elected as Chair of the Golden Hills School Division for the _____ term.

"May I have a motion to destroy the ballots?"

The motion should be made and carried by the Board.

Congratulations Chair _____. Please accept the gavel.

The new Chair will accept the GAVEL from the Secretary-Treasurer.

Election of Vice-Chair

Let's proceed with the election of the VICE Chair.

I now call for nominations for the position of VICE Chair of the Golden Hills School Division No. 75 for the _____ term.

I acknowledge the nomination of Trustee _____. Are there any further nominations?"

ACCEPT

I call for nominations a second time.....

I am calling for nomination a third time.....

Having asked three times for nominations, if no Trustee moves that nominations cease, **"I declare nominations closed."**

VOTE ALL IN FAVOUR? CARRIED

If only one nomination is received, **"I declare Trustee _____ acclaimed as the VICE Chair of the Golden Hills School Division for the _____ term."**

OR If two or more nominations are made,

May I have a motion to cease nominations?

All in favour? Carried

"The election will be conducted by secret ballot

If not done already: **"I appoint _____ and _____ as returning officers. They will distribute the ballots.**

I declare that Trustee _____ has been elected as VICE Chair of the Golden Hills School Division for the _____ term.

"May I have a motion to destroy the ballots?"

All in Favour? Carried

The motion should be made and carried by the board.

Congratulations VICE Chair_____.

TIE VOTE

In the event of a tie vote: You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address trustees and answer questions may be provided prior to additional ballots.



POLICY 15, PROGRAM REDUCTION AND/OR SCHOOL CLOSURE

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

June 25, 2013

Background:

The Board of Trustees Policy Committee reviewed Policy 15 (Program Reduction/School Closure) May 31, 2013.

The Board amended the policy to provide more opportunity for community consultation. Provincial Regulations already determine timelines for school and program closures.

Recommendation:

That the Board of Trustees considers a further amendment to Governance Policy 15, *Program Reduction and/or School Closure* and approves the amendments as presented, or provides input for further consideration by the Policy Committee.

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

Bevan Daverne
Superintendent

Policy 15

PROGRAM REDUCTION and/or SCHOOL CLOSURE

In accordance with the School Act and accompanying Regulations, the Board of Trustees is responsible for the use of school facilities. The Board of Trustees may make recommendations or set priorities for replacement, modernization or new capital investment for submission to the Ministry of Education. Further, the Board of Trustees may make decisions regarding closure of schools or programs and disposition of property. In keeping with this responsibility, the Board may need to consider program reduction or closure of a school for efficiency and effectiveness of operations and may consider any one or more of the following criteria: the necessity to safeguard the health and safety of students, staff or the public; the sustainability of the operation; student enrolment which makes it difficult to resource instructional programming; the cost of maintaining operable conditions or restoring operable condition is unreasonably high, and the need to consolidate or relocate existing schools or programs to serve the overall interests of public education under the jurisdiction of the Board of Trustees.

Procedures

1. During the school year, the Board will receive information as part of regular board meetings regarding the status of all schools in the system. This information will be received through the annual school summaries report, enrollment reports, transportation reports, capital reports as well as others. In addition to the formal process for receiving information, the Board may also receive information through other sources including parent feedback or parent requests.

The Board may use any or all of this information to identify which schools or programs if ~~any~~ ~~Annually, at the December board meeting, the Superintendent shall provide a report to the Board on the status of all schools in the system. The Board of Trustees will then identify which schools or programs, if any,~~ should be considered for complete or partial closure.

2. Based on the consideration of information from various sources, the Board shall raise the matter ~~Based on that report and consideration of other information, the Board shall raise the matter~~ by way of a motion at a public board meeting that it is considering complete or partial closures of designated schools for the next year.
3. When considering the possible closure or partial closure of a school or school program, the Board will comply with the procedures outlined in the School Act and associated Ministerial Regulations.
4. When the Board of Trustees determines to close a school entirely, the Board shall request Ministerial consent to dispose of the building and site in a manner that is consistent with the best interests of the school division and with consideration for the community impacted by the decision.

Legal Reference: School Act R.S.A. 2000 Chapter S-3

- Closure of Schools s.58,
- Disposition of Property s. 200

Alberta Regulation Closure of School Regulation 238/97

(Note: Procedural requirements, including notice, public meeting, time frame are detailed in the Regulation which can be accessed at

http://www.qp.alberta.ca/574.cfm?page=1997_238.cfm&leg_type=Regs&isbncln=9780779735167



LOCALLY DEVELOPED/ACQUIRED COURSES

"Inspiring confident, caring citizens of the world"

June 25, 2013

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.

Biology (AP) 35 (5 credits)	Acquired from Fort McMurray Public School District No. 2833
Chemistry (AP) 35 (5 credits)	Acquired from Calgary Public School District No. 19
Musical Theatre 15/25/35 (3 or 5 credits)	Acquired from Calgary Roman Catholic Separate School District No. 1

Recommendation:

That the Board of Trustees authorizes the use of the acquired locally developed course *Biology 35 (AP) (5 credits)* acquired from Fort McMurray Public School District No. 2833 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.

That the Board of Trustees authorizes the use of the acquired locally developed course *Chemistry 35 (AP) (5 credits)* acquired from Calgary Public School District No. 19 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.

Appendix 1 for 8.1.3.: Locally Acquired/Developed Courses

That the Board of Trustees authorizes the use of the acquired locally developed course *Musical Theatre 15/25/35 (3 or 5 credits)* acquired from Calgary Roman Catholic Separate School District No. 1 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.



Bevan Daverne
Superintendent



Gordon Welch
Associate Superintendent of Schools

Draft



School Division Three Year Education Plan and Annual Education Results Interim Report

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

June 25, 2013

Background:

The Government Accountability Act, School Act and Ministerial Regulations (see: *Policy and Requirements for School Board Planning and Results Reporting, (April 2013)*) require that jurisdictions prepare three year education plans (revised annually in a rolling-forward process) and annual education results reports. Alberta Education receives, reviews, and monitors compliance with the planning and reporting requirements.

Planning for continuous improvement and reporting on results achieved are parts of the overall *Performance Management Cycle*, illustrated below, to improve the quality and effectiveness of education programs and to improve student learning and achievement.



In response to budget dialogues between Alberta Education and the various school authorities, the planning and reporting requirements were streamlined. While boards must have an updated three-year plan in place before the start of the school year, effective this year, the Three Year Education Plan (3YEP) and Annual Education Results Report (AERR) may be combined into a single document which is due annually on November 30. Changes between the preliminary and final document consider the fall report on the previous year's provincial achievement test and diploma examination results as well as any budget updates.

The combined 3YEP and AERR in draft (Interim) will be presented at the meeting. The draft Interim Three Year Education Plan is prepared. The final document, incorporating feedback and updated budget information, will be presented at the Regular November Meeting and submitted to Alberta Education on November 30 as required.

Recommendation:

That the Board of Trustees receives, reviews and provides input on the draft Interim combined Three Year Education Plan and Annual Results Report for 2013/14-2015/16.



Bevan Daverne
Superintendent of Schools

Draft



THIRD QUARTERLY FINANCIAL REPORT

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

June 25, 2013

Background:

The Office of the Auditor General (OAG) recommends that school board trustees hold management accountable for achieving goals while staying within budget. In order for trustees to hold management accountable they must monitor actual spending against the budget. The OAG recommends that this monitoring should be through quarterly interim reporting.

The Quarterly Financial Report (attached) provides monitoring information and major variances will be reviewed.

The Quarterly Financial Report for September 2012 – May 2013 will be discussed at the Board Meeting.

Recommendation:

That the Board of Trustees receives the Quarterly Financial Report as information and for the record.

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No.75



3rd Quarterly Report

Draft V.2

September 2012 – May 2013

Prepared by the Finance Department for the June 25, 2013 Board Meeting

Purpose of Quarterly Report

1. Monitor Activity
2. Review Variances

I Context

The **third quarterly financial** report lists revenues and expenditures recorded to **May 31, 2013**, which are the first **nine** months of the year. There are 9 months expended within the first 3 quarters of the fiscal year; therefore the normal benchmark for comparison is 75% (9/12 months). However, there may be 90% (9/10) months for some categories.

The *updated Budget* was submitted to Alberta Education November 30, 2012 and budget points of reference are from the November 30, 2012 submitted budget.

II. Actuals and Comparison to Budget

A.

Golden Hills School Division No.75							
Statement of Revenue and Expenses							
Budget vs. Actual Variance							
Period - September 1, 2012 - May 31, 2013							
	Initial Annual Budget	Revised Annual Budget	Prorated Budget	YTD Actuals	YTD Budget	% Budget	Management
Revenues	2012/2013	Fall Update 2012/2013	for Q3	2012/2013 -Q3	Variance-Q3	Rec'd/Used	Benchmark %
Alberta Education	62,571,881	64,241,161	48,180,871	50,406,716	2,225,846	78%	75%
Federal Government and/or First Nations	1,371,738	1,340,000	1,005,000	1,071,763	66,763	80%	75%
Alberta Municipalities	67,200	67,200	50,400	67,200	16,800	100%	100%
Fees	1,600,000	1,575,000	1,181,250	971,097	-210,153	62%	80%
Transportation Fees	0	0	0	0	0	0%	0%
Other Revenues	5,298,709	4,783,499	3,587,624	5,616,835	2,029,210	117%	75%
Amortization	2,631,309	2,636,284	1,977,213	1,977,213	-0	75%	75%
Total Revenues	73,540,837	74,643,144	55,982,358	60,110,824	4,128,466	81%	76%
EXPENSES							
Certificated Salaries and Benefits	42,230,210	41,959,989	31,469,992	31,469,329	663	75%	75%
Non-Certificated Salaries and Benefits	12,561,473	12,701,225	9,525,919	10,381,232	-855,314	82%	80%
Sub-Total	54,791,683	54,661,214	40,995,911	41,850,562	-854,651	77%	77%
Supplies and Services	16,976,121	17,024,723	12,768,542	13,740,237	-971,694	81%	75%
Amortization	3,320,372	3,524,854	2,643,641	2,624,686	18,955	74%	75%
Interest Charges	133,126	135,000	101,250	98,403	2,847	73%	75%
Total Expenses	75,221,302	75,345,791	56,509,343	58,313,886	-1,804,543	77%	76%
Budgeted Surplus/(Deficit)	-1,680,465	-702,647	-526,985	1,796,938			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					2,323,923		

B. Notes on Comparison to Budget – Revenues

The overall **\$1,797K** year-to-date excess of revenues over expenses, and the positive budget variance of approximately **\$2,324K**, is, in part, the result of the following:

- Timing of revenue from Alberta Education is normally disbursed on a monthly basis. Exceptions to this are those payments which are received either annually, bi-annually or as a one-time-payment:

Alberta Education non-monthly Grant Revenues Received in Q1-Q3		
Name of Grant	Amount Received	% of Grant Received
RCSD Regional Planning Team Support	\$ 38,000	100%
IMR grant	\$ 1,008,821	100%
SHIP grant	\$ 831,591	100%
Supernet grant	\$ 240,000	100%
School Facility Leasing Cost	\$ 587,264	100%

- Included in the second quarter are SGF year-to-date revenues of \$2,979,009 and SGF year-to-date expenses of \$2,755,517. This inclusion represents compliance with the new SGF reporting requirements. The term “School Generated Funds” has disappeared so the old SGF Assets are now reported as Cash and temporary investments and the old SGF Liabilities are now reported as Deferred Revenue.
- Approximately 90% of Internationals’ deferred revenues have been recognized (\$2.91M) vs. a year-to-date International Revenue budget of 75% of \$2.75M (\$2.07M), contributing over **\$840K** towards the overall positive variance recorded under total revenues.

C Notes on Comparison to Budget - Expenses**Certificated Salaries and Benefits**

Total Certificated Salaries and Benefits for the 3rd quarter were \$31,469,329 (75% of a \$42M budget) which is exactly what the budget would permit by the 3rd. Typically, benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff occurs throughout the 1st quarter so labour costs are typically lower than budget at the start of the year. By the end of the 3rd quarter, we expect the overall cost to be in line with the budget, which is the result.

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 3rd quarter was \$10,381,232 (82% of budgeted \$12.7M); A majority of non-certificated staff is paid over 10 months not 12 months; therefore the expenditure is higher for first 10 months but decreases in the last TWO months. This is a significantly smaller variance compared to the 3rd quarter of the previous year.

Supplies and Services

Supplies are \$13,740,237 (81% of budget \$17.0M). Because much of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to monitor their budgets throughout the year to ensure they stay within their spending limits.

Overall, supply costs year-to-date at May 31st are showing a negative variance of approximately **\$-972K**. This compares against a negative year-to-date variance of \$-667K in the previous quarter (Q2). This variance should reduce in the final quarter.

The overall third quarter **positive variance of \$2,324K**, when mediated by all the factors highlighted in this report, is estimated to be in the actual range of \$400,000 to \$500,000.

III Average Source and Use of Cash

- A. Approximate average monthly cash flow values as at May 31, 2013:

Statement of Cash Flow	
Grants	5,400,000.00
Account Receivable	275,000.00
Total Cash In	5,675,000.00
Accounts Payable	2,550,000.00
Payroll	2,850,000.00
Total Cash Out	5,400,000.00

- B. Golden Hills is currently in a positive cash position.

Cash is critical for short-term operations as it pays the salaries and vendors, which comprise the largest part of the budget. Note: as of the date of report, \$4.0M of the cash balance has been invested into 18-month GIC's to obtain more favourable investment returns. \$5.0M has been transferred into a premium investment account. Interest yields on these short term investments ranged from 1.27% to 1.70%.

- C. Other Notes:

Depreciation is method of recovering the cost of a **tangible asset** over its useful life for example a building. Amortization is the same process as depreciation, only for **intangible** assets - items that have value, but that you can't touch. For example, a patent or trademark has value, as does goodwill. In addition, amortization also has a meaning in paying off a debt, like a mortgage, but in the current context it has to do with business assets. Overall, amortization is a more general term which may apply to both tangible and intangible assets or liabilities, whereas, depreciation is a term restricted to tangible assets only.

1V Revenue and Expenses by Envelope September 1, 2012 – May 31, 2013

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2012 - May 31, 2013									
REVENUE FROM	SGF & General	ECS -Grade 12	Operations and Maintenance	Transportation	Board and System Admin	External Services	Total	% Budget Rec'd / Used	Management Benchmark %
ALBERTA EDUCATION		40,078,580.19	5,250,340.25	2,992,832.06	1,925,871.23	-	50,247,623.73	78%	75%
OTHER - GOVERNMENT OF ALBERTA		144,267.00	14,825.70	-	-	-	159,092.70	75%	75%
FEDERAL GOV'T AND/OR FIRST NATIONS		959,263.14	112,500.00	-	-	-	1,071,763.14	80%	75%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		67,200.00	-	-	-	-	67,200.00	100%	100%
INSTRUCTIONAL RESOURCE FEES		420,197.87	-	-	-	-	420,197.87	62%	90%
TRANSPORTATION FEES		-	-	-	-	-	-	0%	0%
FEES	539,899.30	11,000.00					550,899.30	62%	80%
FUNDRAISING REVENUES -SGF	627,472.02						627,472.02	61%	75%
OTHER SALES AND SERVICES	1,664,915.92	63.63	-	4,385.15	45.66	2,911,576.25	4,580,986.61	115%	75%
INVESTMENT INCOME		-		-	102,237.97	-	102,237.97	89%	75%
GIFTS AND DONATIONS -SGF	146,721.63	-	-	-	-	-	146,721.63	117%	75%
RENTAL OF FACILITIES		4,706.57	116,008.31	-	-	-	120,714.88	161%	75%
OTHER REVENUES		36,215.50	200.00	2,071.00	214.89	-	38,701.39	75%	75%
AMORTIZATION OF CAPITAL ALLOCATIONS		63,711.81	1,913,501.16		-		1,977,212.97	75%	75%
TOTAL REVENUES	2,979,008.87	41,785,205.71	7,407,375.42	2,999,288.21	2,028,369.75	2,911,576.25	60,110,824.21	81%	76%
EXPENDITURES									
CERTIFICATED SALARIES		25,564,809.30		-	219,976.93	15,664.19	25,800,450.42	75%	76%
CERTIFICATED BENEFITS		5,634,952.15		-	32,124.28	1,802.38	5,668,878.81	75%	76%
NON-CERTIFICATED SALARIES & WAGES		4,500,607.04	1,777,880.02	890,374.17	732,623.02	347,907.00	8,249,391.25	82%	84%
NON-CERTIFICATED BENEFITS		1,326,803.19	457,673.23	109,290.43	180,806.04	57,268.31	2,131,841.20	82%	84%
SERVICE, CONTRACTS AND SUPPLIES	2,755,517.27	3,830,816.68	2,894,990.62	2,077,152.86	458,181.94	1,723,577.19	13,740,236.56	81%	65%
AMORTIZATION		152,806.32	2,093,049.09	211,199.04	87,796.08	79,835.04	2,624,685.57	74%	75%
INTEREST CHARGES		746.00	14,825.70	-	29,062.53	53,768.35	98,402.58	73%	75%
TOTAL EXPENSES	2,755,517.27	41,011,540.68	7,238,418.66	3,288,016.50	1,740,570.82	2,279,822.46	58,313,886.39	77%	76%
POSITIVE/-NEGATIVE VARIANCE TO DATE	223,491.60	773,665.03	168,956.76	(288,728.29)	287,798.93	631,753.79	1,796,937.82		

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

1. Instruction

- Within the Instruction envelope, a positive variance of \$773K occurred primarily because of a) the timing of certain grants resulted in higher revenues compared to budget and b) hiring continues to occur to fill all the required positions and benefit costs are lower towards the end of the calendar year because maximums on certain benefits premiums are reached.
- Instructional Resource Fees are collected at the schools and a process is in place for monthly submission by the schools to include in the quarterly reports.
- Analysis of collection of Instructional Resources Fees (current year) as at May 31, 2013 is as follows:

Invoiced	Collected	Waived
\$332,395	\$266,397 (80.1%)	\$1,800 (0.2%)

- Note: Resource fees for 2012-13 have been reduced by 50% over prior year's rates.
- In the previous year, collections of Resource Fees were at 78% at May 31, 2012.

2. Plant Operations and Maintenance

- A positive variance of approximately **\$168,957** at the end of the 3rd quarter is due primarily because the full amount of the IMR grant (\$1,008,821) has been received but not yet spent, and the full amount of the School Facilities Leasing grant (\$587,264) has been received in full. It is anticipated that Plant Operations & Maintenance will finish the year with a near balanced budget at fiscal year-end.

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2012 - May 2013					
Revenues	Total Budget Yr 2012/2013	YTD Actuals Yr 2012/2013	Budget Remaining	% Budget Rec'd/Used	Management Benchmark %
Alberta Education	5,837,009.00	5,250,340.25	586,668.75	90%	85%
Other Revenues	1,359,064.00	243,534.01	1,115,529.99	18%	20%
Amortization	2,636,284.00	1,913,501.16	722,782.84	73%	75%
Total Revenues	9,832,357.00	7,407,375.42	2,424,981.58	75%	78%
EXPENSES					
Non-Certificated Salaries and Benefits	3,021,939.00	2,235,553.25	786,385.75	74%	75%
Sub-Total	3,021,939.00	2,235,553.25	786,385.75	74%	75%
Supplies and Services	3,927,277.00	2,909,816.32	1,017,460.68	74%	75%
Amortization	2,883,141.00	2,093,049.09	790,091.91	73%	75%
Total Expenses	9,832,357.00	7,238,418.66	2,593,938.34	74%	75%
POSITIVE/(NEGATIVE) VARIANCE		168,956.76			
YTD Actuals breakdown	YTD @ May 31, 2013				
NON-CERTIFICATED SALARIES & WAGES	1,777,880.02				
NON-CERTIFICATED BENEFITS	457,673.23				
TOTAL LABOUR EXPENSE	2,235,553.25				
SERVICE, CONTRACTS AND SUPPLIES	2,894,990.62				
INTEREST CHARGES	14,825.70				
AMORTIZATION	2,093,049.09				
TOTAL SERVICE & SUPPLIES	5,002,865.41				
TOTAL EXPENSES	7,238,418.66				

2. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2012 - May 31, 2013					
Revenues	Total 2012-13 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,578,858	2,820,585	758,273	79%	50%
Other Revenues	280,000	178,703	101,297	64%	50%
Amortization	0	0	0		
Total Revenues	3,858,858	2,999,288	859,570	78%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	1,143,705	999,665	144,040	87%	55%
Sub-Total	1,143,705	999,665	144,040	87%	55%
Services and Supplies	2,402,440	2,077,153	325,287	86%	57%
Amortization	312,713	211,199	101,514	68%	50%
Total Expenses	3,858,858	3,288,017	570,842	85%	54%
POSITIVE/(NEGATIVE) VARIANCE	0.00	-288,728.29			
Variances in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	1,678,943.00	1,458,071.59	87%	90%	
Fuel	410,991.00	303,634.80	74%	80%	
Other supplies	256,902.00	315,446.61	123%	80%	
Total	2,346,836.00	2,077,153.00	89%	86%	

- a. For the third quarter, a year-to date negative variance of **-\$288,728** is attributed to the following:
- Transportation expends its budget over a 10 month period vs. a 12 month period. Both salaries and supplies expenses are higher for 10 months than the projected July and August expenditures while revenues are recorded over a 12 month period.
- b. No transportation fees for the 2012-13 were charged. However, efforts are made to collect on the outstanding fees from 2011-12. (\$10,020). This quarter saw no further collections.

Invoiced in Q1 – 2012-13	Collected from 2011-12 year	Waived
\$nil	\$1,270	nil

- c. It is anticipated that due to the elimination of the Fuel Price Contingency mid-year, transportation will be in a deficit at year end.

4. Board and System Administration

A break-even year for Board and System Administration is expected for the year end.

System administration is exceeding target with a positive variance of **\$287,798** for the third quarter. This is not enveloped funding, rather systems are permitted to spend 4% of their expenditures. In effect, the formula has a built in mechanism for reducing Board and System Administration when overall expenses decrease. As system expenditures decrease, the formula for Board and System Administration automatically decrease. Historically, this envelope is always under 4%, usually less than 25% below what is allowed under the current formula.

- a. Below is a summary of the revenues and expenses associated with the **Board of Trustees**:

SUMMARY STATEMENT OF REVENUES AND EXPENSES						
BOARD OF TRUSTEES						
BUDGET vs. ACTUAL						
FOR THE PERIOD OF SEPTEMBER , 2012 TO MAY 31, 2013						
Expense		ANNUAL BUDGET	YTD ACTUALS	BUDGET REMAINING	% BUDGET USED	
Budgeted Revenues		180,805.00	180,805.00	-	100%	
TOTAL REVENUES		\$ 180,805.00	\$ 180,805.00	\$ -	100%	
Trustee Earnings and Benefits		106,000.00	73,992.66	32,007.34	70%	
Trustee Travel & Supplies		74,805.00	46,111.44	28,693.56	62%	
TOTAL EXPENSES		\$ 180,805.00	\$ 120,104.10	\$ 60,700.90	66%	

- Board expenses are well below the projected expenditure amount.

5. External Services

- For the third quarter, External Services has a year-to-date positive variance of **\$631,754**. External Services includes International Services, joint use agreements and external contract service agreements. Included within the first three quarters is the recognition of \$1,590,913 of ISS tuition fee revenues (originally recorded as Deferred Revenue). ISS Revenues are received in unequal amounts throughout the year, much of it in the first few months. As a result, this revenue is pro-rated to each quarter based on an estimation of related expenses (35/30/25/10), while expenses are recognized when they occur. This accelerated proration of revenue recognition in the first half of the fiscal year contributes approximately \$442K towards External Services' year-to-date positive variance.
- A break-even for External Services is anticipated for year-end.

SUMMARY OF QUARTERLY

Overall, GHSD appears to be on track and is aligned with meeting the Board November 30, 2012 approved and submitted budget with the exception of the mid-year elimination of Alberta Initiative for School Improvement (AISI) and Fuel Price Contingency. It is anticipated that due to the unanticipated elimination of both these grants there will now be deficits in both the Transportation and AISI budgets.

Draft



BYLAW 04/2013: A Bylaw to Establish Voting Hours

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

June 25, 2013

Background:

As per Section 46(1) and (2) of the *Local Authorities Election Act*, an elected authority may pass a bylaw prior to June 30 of a year in which an election is to be held providing that voting stations may be opened prior to 10:00 a.m.

Bylaw 004/2013, *A Bylaw to Establish Voting Hours* authorizes that voting stations for Golden Hills School Division No. 75 elections may be opened prior to 10:00 a.m. and provides for flexibility in voting hours in order that Golden Hills School Division No. 75 match the voting hours established by the municipalities that we partner with.

Recommendation:

That the Board of Trustees gives first and second readings to Bylaw 004/2013, A Bylaw to Establish Voting Hours.

That the Board determines whether third reading will occur at this meeting (unanimous consent required).

If so, that the Board gives third and final reading to Bylaw 004/2013.

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

BYLAW NO. 04/2013
A BYLAW OF THE GOLDEN HILLS SCHOOL DIVISION NO. 75
A BYLAW TO ESTABLISH VOTING HOURS

WHEREAS pursuant to Section 46(1) and (2) of the *Local Authorities Election Act*, an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the voting station(s) is(are) to be opened before 10:00 a.m.

WHEREAS provisions on the *Local Authorities Election Act, Revised Statutes of Alberta 2000, s.46(1)* and amendments thereto, authorize that the hours of operation at a voting station shall be from 10:00 a.m. until 8:00 p.m.

AND WHEREAS provisions in the *Local Authorities Election Act, Revised Statutes of Alberta 2000, s.46(2)* and amendments thereto, allows for earlier opening times for the voting stations.

AND WHEREAS it is the desire of the Golden Hills School Division No. 75 to have some voting stations open earlier than the prescribed 10:00 a.m.

NOW THEREFORE BE IT RESOLVED that the Golden Hills School Division No. 75 duly assembled, hereby enacts that, pursuant to provisions of the *Local Authorities Election Act, Revised Statutes of Alberta 2000*, and amendments thereto, on election day some voting stations may be open earlier than 10:00 a.m.

This By-law shall come into force and effect upon the date of the passing of the third and final reading.

READ A FIRST TIME THIS

Chair, Golden Hills Schools Division No. 75

Secretary-Treasurer

READ A SECOND TIME

Chair, Golden Hills Schools Division No. 75

Secretary-Treasurer

READ A THIRD TIME WITH THE UNANIMOUS CONSENT OF ALL MEMBERS PRESENT AND PASSED:

Chair, Golden Hills Schools Division No. 75

Secretary-Treasurer

THIS 25th DAY OF JUNE, 2013.

Chair, Golden Hills Schools Division No. 75

Secretary-Treasurer



ADMINISTRATIVE DESIGNATIONS

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

June 25, 2013

Background:

In accordance with Administrative Contracts (AP 431) principal and associate principal designations are term contracts for maximum three years. Term contracts are renewed at the discretion of the Superintendent who informs the Board. For contract purposes, principals and associate principals are evaluated in accordance with the Role of the Principal (AP 435) or Role of the Associate Principal (AP 436) and School Administrator Evaluation (AP 437).

The Board is advised of the following renewal of administrative appointments:

Principal Designations	
Laurie Huntley	Brentwood Elementary School
Gary Reagan	Strathmore High School

Associate Principal Designations	
Shawn Campbell	Carbon School
Colin Lenox	Crowther Memorial Jr. High School
Douglas Raycroft	Strathmore High School
Amy Van Vliet	Standard School

The Board is advised of the following new administrative appointments:

Consultant	
Denise Peterson	Secondment to Siksika Nation as a Consultant

Associate Principal Designation	
Kristen Odegard	Trinity Christian Academy

Recommendation:

That the Board receives the administrative term appointments as information.

Bevan Daverne
Superintendent of Schools

Gordon Welch
Associate Superintendent of Schools



ENROLMENT BACKGROUNDER

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

June 26, 2013

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 May 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".

Bevan Daverne
Superintendent

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

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

June 25, 2013

REPORTING PERIOD: May 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:

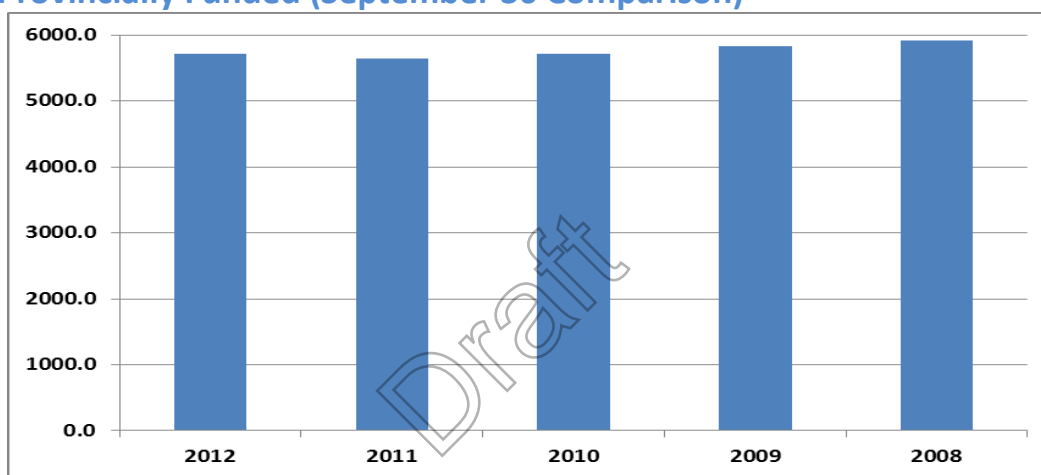
That that the Board of Trustees receives the Enrolment Monitoring Report for information and the record.

Summary of Totals

	31-May-13 Funded Enrolment	30-Apr-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
Funded Total Enrolment								
Provincially Funded Students	5,698.50	5,699.00	-0.50	5,698.50	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
Total	6,016.50	6,017.00	-0.50	6,034.50	5,974.00	6,063.00	6,265.50	6,351.00

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%

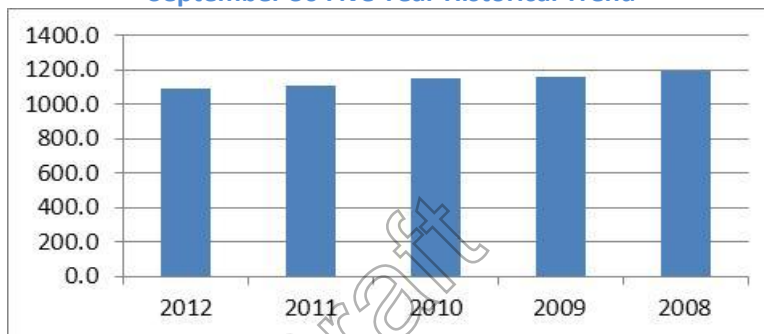
Funded – includes total provincial resident students
Total – includes all students (Resident + Siksika + International)

Schools

Ward #1

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Ward #1 Area Schools								
Prairie Christian Academy	266.5	265.5	1.0	259.5	286.5	318.0	314.0	342.5
Three Hills School	461.5	459.5	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	330.5	335.0	-4.5	342.5	364.0	371.0	377.0	377.5
Total	1,086.5	1,088.0	-1.5	1,088.0	1,108.5	1,147.5	1,155.0	1,196.0

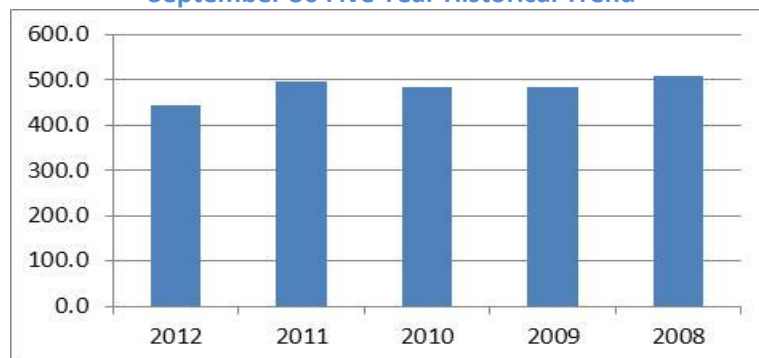
September 30 Five Year Historical Trend



Ward #2

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Ward #2 Area Schools								
Acme School	177.5	185.0	-7.5	181.5	189.0	186.0	186.5	194.0
Carbon School	97.5	97.5	0.0	100.0	143.5	150.0	153.5	158.5
Dr. Elliott Community School	161.0	160.5	0.5	162.5	163.5	148.5	144.5	157.5
Total	436.0	443.0	-7.0	444.0	496.0	484.5	484.5	510.0

September 30 Five Year Historical Trend

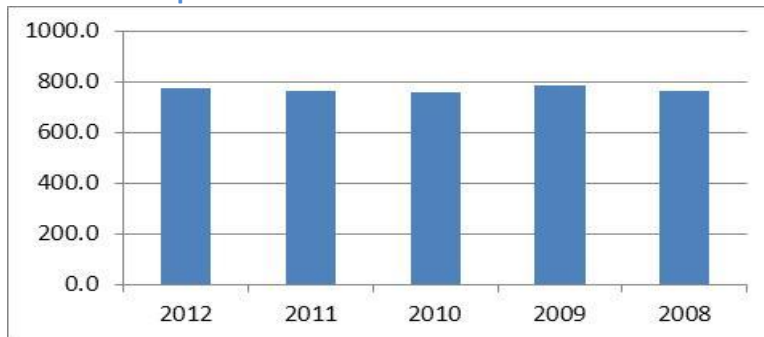


Appendix 1 for 8.2.2.: Monthly Enrolment Monitoring Report

Ward #3

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Ward #3 Area Schools								
Drumheller Valley Secondary School	332.0	333.0	-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	405.0	404.0	1.0	408.5	410.0	385.5	361.5	336.5
Total	760.0	760.0	0.0	773.5	762.0	761.5	785.5	763.5

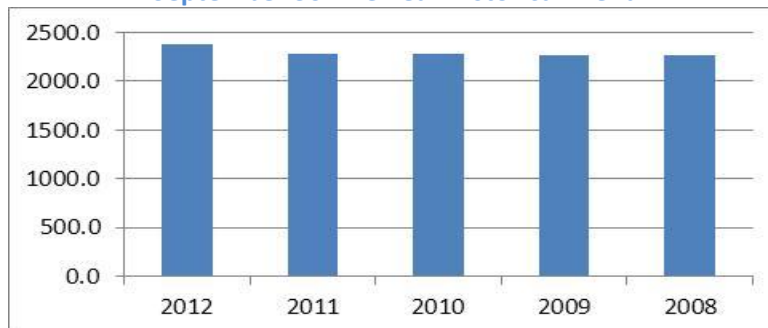
September 30 Five Year Historical Trend



Ward #4

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Ward #4 Area Schools								
Brentwood School	327.5	326.0	1.5	320.5	314.5	298.0	285.0	297.0
Crowther Memorial Jr. High School	548.0	547.0	1.0	533.0	526.0	520.0	529.0	553.0
Strathmore High School	599.0	601.0	-2.0	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	96.5	97.5	-1.0	90.0	69.0	72.0	91.0	53.0
Westmount School	430.0	425.5	4.5	428.0	381.0	369.5	339.0	354.5
Wheatland School	354.0	352.0	2.0	350.5	355.5	355.0	336.5	314.5
Total	2,394.0	2,388.0	6.0	2,377.0	2,281.0	2,276.5	2,267.5	2,268.0

September 30 Five Year Historical Trend

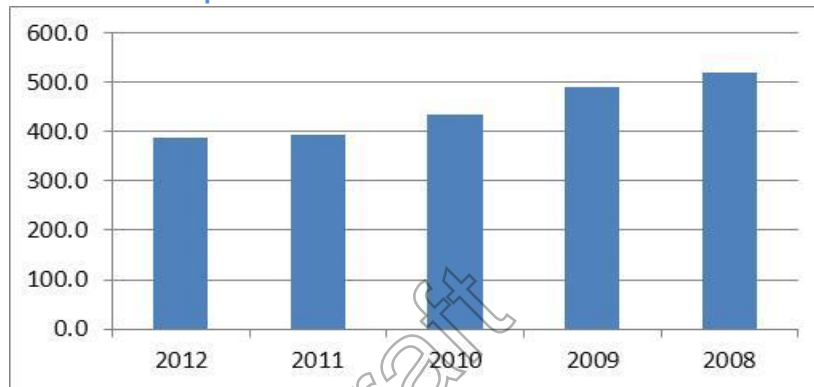


Appendix 1 for 8.2.2.: Monthly Enrolment Monitoring Report

Ward #5

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Ward #5 Area Schools								
Carseland School	80.0	82.0	-2.0	79.0	88.0	96.0	103.5	105.0
Central Bow Valley School	42.0	41.0	1.0	41.0	43.5	43.5	45.0	70.0
Hussar School	53.0	52.5	0.5	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	196.0	193.5	2.5	186.5	176.0	191.0	182.5	145.5
Total	400.0	398.0	2.0	388.5	392.0	434.5	489.0	519.5

September 30 Five Year Historical Trend



Specialty Schools

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Specialty								
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
Total	274.0	274.0	0.0	274.0	225.0	235.0	277.0	270.0

Colony Schools

	This Year			5 Year Historical Trend				
	31-May-13 Funded Enrolment	30-Apr-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
Colony Schools								
Colony Schools	348.0	348.0	0.0	353.5	373.5	368.5	377.0	394.0



ELECTIONS – GENERAL INFORMATION

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

June 25, 2013

Background:

Important Dates

September 9, 2013	First Notice of Nomination Day s.28.(1) Local Authorities Election Act
September 16, 2013	Second Notice of Nomination Day
September 23, 2013	NOMINATION DAY
October 13, 2013	Advanced Poll (tentative date)
October 7, 2013	First Notice of Election Day
October 14, 2013	Second Notice of Election Day
October 21, 2013	ELECTION DAY s.11(1) Local Authorities Election Act

What are the Wards? ([see ward maps](#))

(Polling stations will be determined at a later date)

What's New?

Term of Office: The term of office for elected officials has been increased to four years.

Voter ID Requirements: s. 53(3),(4),(5) [Local Authorities Election Act](#)

Bylaw No. 03/2013: A Bylaw [to Establish Voter Identification Requirements](#)

The Role of a Trustee?

Information Package: [Alberta School Boards Association of Alberta](#)

[Nomination Form](#)

Locations to submit Nomination papers

Village of Acme office: 203 Clarke Street, Acme, AB

Town of Drumheller office: 703-2nd Avenue West, Drumheller, AB

Village of Standard office: 120 Elsinore Avenue, Standard, AB

Town of Three Hills Municipal office: 135-2nd Avenue South, Three Hills, AB

Town of Trochu Municipal office: 416 Arena Avenue, Trochu, AB

Can I Vote? S.47(1) [Local Authorities Election Act](#)

Requirements:

- 18 years of age
- Canadian citizen
- Resided in Alberta for 6 consecutive months preceding Election Day
- Resident in ward
- Proof of eligibility

References

(Download free PDF versions on Queen's Printer website)

[School Act](#)

[Local Authorities Election Act](#)

Unknowns

Polling Stations: dependent on acclamations or election

Voting Hours: dependent on partnerships with municipalities

Advance Poll dates: dependent on partnerships with municipalities

Why Be a Part of Golden Hills?

Watch some videos that showcase exciting education programs.

[Golden Hills](#)

[Strathmore High School](#)

What do Schools in Golden Hills Offer?

Inspiring Education Initiatives/Improvements

- Focus on Powerful Learning Designs
- Pre-School Partnerships
- Full-Time, Fully-Funded Kindergarten
- Advanced Placement Classes
- CTS Rural School Co-operations
- Enhanced Technology
- Hockey Programs
- Enhanced Transportation
- Reduced Resource Fees
- No Transportation Fees for 2013/2014

For more information contact your local school to discover the programs available.

New Schools Coming

- [Rural Sustainability & Community Engagement](#)
- [Faith Based Opportunities](#)

Recommendation:

That the Board of Trustees receives as information and for the record.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer

Draft