



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, April 23, 2013

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

AGENDA

1. ATTENDANCE
2. CALL TO ORDER
3. IN CAMERA
4. APPROVAL OF AGENDA
5. WELCOME AND OPENING PRAYER
6. PRESENTATION OF MINUTES
 - 6.1 REGULAR MEETING OF THE BOARD OF TRUSTEES (2013/03/26)
7. REPORTS
 - 7.1. CHAIR'S REPORT
 - 7.2. BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS
 - 7.3. ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 5, APRIL 5, 2013
 - 7.4. PUBLIC SCSCHOOL BOARDS ASSOCIATION OF ALBERTA, APRIL 18-20, 2013
 - 7.5. ADMINISTRATION REPORTS
8. NEW BUSINESS
 - 8.1. ACTION ITEMS
 - 8.1.1. SCHOOL YEAR CALENDAR 2014/2015
 - 8.1.2. HUSSAR ALTERNATE SCHOOL YEAR CALENDAR 2013/2014
 - 8.1.3. ROCKYFORD ALTERNATE SCHOOL YEAR CALENDAR 2013/2014

B.Daverne

B.Daverne

B.Daverne

- 8.1.4. **SECOND QUARTER FINANCIAL REPORT (SEPT 2012 - FEB 2013)** T. Sabir
- 8.1.5. **BYLAW 02/2013: ESTABLISHMENT OF LOCATIONS TO RECEIVE ELECTION NOMINATIONS** T. Sabir
- 8.1.6. **BYLAW 03/2013: ESTABLISHMENT OF VOTER IDENTIFICATION REQUIREMENTS** T. Sabir
- 8.1.7. **ADVANCE POLL** T. Sabir

8.2. **INFORMATION ITEMS**

- 8.2.1. **MONTHLY ENROLMENT MONITORING REPORT** T. Sabir
- 8.2.2. **PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA MEMBERSHIP REVIEW** B.Daverne
- 8.2.3. **ADMINISTRATIVE PROCEDURES 320, STUDENT RECORDS AND 260, FIELD STUDIES/STUDENT EXCURSIONS** B.Daverne
- 8.2.4. **BUDGET UPDATE** T. Sabir

9. **SCHOOL MONITORING REPORTS**

- 9.1. **HUSSAR SCHOOL (K. SMITH)**
- 9.2. **STANDARD SCHOOL (K. SMITH)**
- 9.3. **ROCKYFORD SCHOOL (K. SMITH)**
- 9.4. **NORTHSTAR ACADEMY (K. BROWN)**

10. **ADJOURNMENT**



MINUTES

Golden Hills School Division No. 75

Regular Meeting Of The Board Of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, March 26, 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

- Ed Holt

f) Secretary/Treasurer

- Tahra Sabir

g) Recording Secretary

- Brenda Scott

Absent:

e) Associate Superintendent

- Kandace Jordan

CALL TO ORDER

Chair Price called the meeting to order at 9:36 a.m.

IN CAMERA

Resolution #BD20130326.1001

MOVED by Trustee McKay that the Board of Trustees go in-camera at 9:37 a.m. to discuss personnel and board operations.

(Trustee Tucker left the meeting at 9:37 a.m. due to a potential conflict of interest)

(Trustee Tucker rejoined the meeting at 10:42 a.m.)

CARRIED

Resolution #BD20130326.1002

MOVED by Trustee that the Board of Trustees rise from in-camera at 11:30 a.m.

CARRIED

WELCOME AND OPENING PRAYER

Trustee Maerz offered the opening prayer.

APPROVAL OF AGENDA

Resolution #BD20130326.1003

MOVED by Trustee Bolinger that the Board of Trustees approves the March 26, 2013 agenda as presented.

CARRIED

PRESENTATION OF MINUTES

Resolution #BD20130326.1004

MOVED by Trustee Harries that the Board of Trustees approves the minutes of the regular meeting of February 26, 2013, as amended.

CARRIED

Resolution #BD20130326.1005

MOVED by Trustee Harries that the Board of Trustees approves the minutes of the Special Meeting of February 25, 2013, as amended.

CARRIED

Resolution #BD20130326.1006

MOVED by Trustee Bolinger that the Board of Trustees approves the minutes of the Special Meeting of March 20, 2013, as amended.

CARRIED

**ALBERTA SCHOOL
BOARDS ASSOCIATION
ZONE 5 MEETING,
MARCH 1, 2013
(REPORTS)**

Trustee Tucker reported on the Alberta School Boards Association meeting, March 1, 2013.

**PUBLIC SCHOOL
BOARDS ASSOCIATION
OF ALBERTA MEETING,
MARCH 18, 2013
(REPORTS)**

Trustee Maerz reported on the Public School Boards Association of Alberta meeting, March 18, 2013.

Trustees Harries and Tucker reported on the Rural Education Conference, March 3 - 5, 2013.

BREAK

Recessed at 12:07 p.m.

Reconvened at 12:50 p.m.

**CHAIR'S REPORT
(REPORTS)**

Chair Price reported on the following items:

- Attended East Wheatland community meetings, February 25-28

**ADMINISTRATION
REPORTS
(REPORTS)**

Secretary-Treasurer Sabir reported on the following items:

- Request for Proposal - provision of electrical services
- Election update re: potential partnerships with municipalities

Superintendent Daverne reported on the following items:

- Associate Superintendent recruiting for Golden Hills School Division No. 75

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

Resolution #BD20130326.1007

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

CARRIED

Resolution #BD20130326.1008

MOVED by Trustee Maerz that the Board of Trustees authorizes the use of the acquired locally developed course *Ceramics (Advanced Techniques) 15/25/35 (5 credits)* acquired from Edmonton School District No. 7 beginning February 1, 2013 until August 31, 2015 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20130326.1009

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

CARRIED

Resolution #BD20130326.1010

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

CARRIED

Resolution #BD20130326.1011

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

CARRIED

**PUBLIC SCHOOL
BOARDS ASSOCIATION
OF ALBERTA**
(ACTION ITEMS)

Resolution #BD20130326.1012

MOVED by Trustee Harries that the Board of Trustees appoint Trustee Maerz as voting member to the Public School Boards Association of Alberta.

CARRIED

Resolution #BD20130326.1013

MOTION FROM IN-CAMERA PORTION OF THE MEETING:

MOVED by Trustee Bolinger that the Board of Trustees approve an adjustment in compensation for the role of Secretary-Treasurer effective September 1, 2012, commensurate with the changes and increased responsibilities of that role, and as recommended in Schedule E, dated March 26, 2013.

CARRIED

**MONTHLY ENROLMENT
MONITORING REPORT**
(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the monthly enrolment monitoring report for the record.

**ADMINISTRATIVE
PROCEDURE 470, ROLE
OF THE
SECRETARY-TREASURER**
(INFORMATION ITEMS)

Superintendent Daverne presented information on Administrative Procedure 470, *Role of the Secretary-Treasurer* for the record.

**TROCHU VALLEY
SCHOOL
MODERNIZATION
PROJECT UPDATE**
(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the Trochu Valley Modernization project for the record.

**FIELD
STUDIES/EXCURSION
(STRATHMORE HIGH
SCHOOL)**
(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the Field Studies/Excursion to Montague, P.E.I. for Strathmore High School for the record. G. Reagan, Principal was in attendance to answer Trustee questions.

**1. STRATHMORE HIGH
SCHOOL**
(SCHOOL MONITORING
REPORTS)

Superintendent Daverne welcomed G. Reagan, Principal; D. Raycroft and K. Larson, Associate Principals (Strathmore High School) who highlighted the school's Education Plan and results achieved. Chair Price thanked G. Reagan for the presentation.

2. SEQUOIA OUTREACH
(SCHOOL MONITORING
REPORTS)

Superintendent Daverne welcomed D. Peterson, Principal (Sequoia Outreach School) who highlighted the school's Education Plan and results achieved. Chair Price thanked D. Peterson for the presentation.

**3. CENTRAL BOW
VALLEY**
(SCHOOL MONITORING
REPORTS)

Superintendent Daverne welcomed E. McLane, Principal (Central Bow Valley School) who highlighted the school's Education Plan and results achieved. Chair Price thanked E. McLane for the presentation.

**BUDGET
ANNOUNCEMENT**
(INFORMATION ITEMS)

Resolution #BD20130326.1014
MOVED by Trustee Maerz that the Board of Trustees extend the meeting to 5:00 p.m.

CARRIED

Secretary-Treasurer Sabir presented information on the budget 2012/2013 and 2013/2014.

ADJOURNMENT

MOVED by Trustee Tucker that the Board of Trustees adjourn the meeting at 5:15 p.m.

Chair

Secretary-Treasurer



CALENDAR 2014/15

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

April 23, 2013

Background:

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board may establish a school year calendar up to three years in advance. This facilitates long range planning for staff as well as students and their families.

The proposed calendar for 2014-15 (attached), which was developed in consultation with school administrators, staff and school councils, meets the required criteria including submission for Board approval at least six months in advance of the school year.

According to Board Governance Policy 2, *Role of the Board*, S.9., a school calendar may come to the board for approval up to three years in advance.

Recommendation:

That the Board of Trustees approves the Division's School Year Calendar for 2014-15.

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

Bevan Daverne
Superintendent of Schools

Appendix 1 for 8.1.1.: School Year Calendar 2014/2015

Golden Hills School Division No. 75		
2014 – 2015 SCHOOL YEAR		DRAFT REVISED February 14, 2013

AUGUST 2014							SEPTEMBER 2014							OCTOBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24/31	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
NOVEMBER 2014							DECEMBER 2014							JANUARY 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3T	4T	5T	6T	7T	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14T	15T	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21T	22T	23T	24
23/30	24	25	26	27	28	29	28	29	30	31				25	26	27	28T	29T	30	31
FEBRUARY 2015							MARCH 2015							APRIL 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8T	9T	10T	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		
MAY 2015							JUNE 2015							JULY 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12T	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15T	16T	17T	18T	19T	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22T	23T	24T	25T	26T	27	19	20	21	22	23	24	25
24/31	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

Student Instructional Days				Instructional	181
Aug.	2	Feb.	17	Non-Instructional	10
Sept.	20	March	20	School Instructional Time: Elementary – Minimum - 960 hours (Provincial Requirement – 950 hours) Junior High – Minimum – 1010 hours (Provincial Requirement – 950 hours) Senior High – Minimum – 1010 hours (Provincial Requirement – 1000 hours)	
Oct.	20	April	16		
Nov.	17	May	18		
Dec.	14	June	19		
Jan.	18				
Total	91	Total	90		

Day in lieu of Parent/Teacher)	2
Interview	3
Organizational Professional	2
Teachers' Convention	3
Professional Development	10
Non-Instructional Days	9
School Closure	
T	
→	

The Regular Board of Trustees meetings are normally held on the fourth Tuesday of each month except for July and August.

****Recommended Parent/Teacher Interview Day – Alternate day may be designated**

Diploma Exam Days
First Day of Semester

Students start classes
Semester break



Appendix 1 for 8.1.1.: School Year Calendar 2014/2015

Notes: August – ADDED TWO SCHOOL DAYS TO AUGUST

Added a Flex day on January 16, 2015 (there are no exams scheduled)

Added a Flex day on June 5, 2015

The Diploma Examination schedules for 2014–2015 are to be considered draft until confirmed in the November 2013 update. They may, however, be used as a planning tool when preparing the 2014–2015 school year calendar.

Draft



ALTERNATIVE SCHOOL YEAR CALENDAR REQUEST – HUSSAR SCHOOL

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

April 23, 2013

Background:

Hussar School, in correspondence from Principal K. Smith, requests an extension of their alternate [from the Division's] school year calendar for 2013-2014. For the past year, 2012-2013, the school operated under Board approval for an alternate school year which is popular with the school and community.

Most weeks consisted of four instructional days with each day extended to ensure compliance with the instructional hours required by the *School Act* s. 39 (1) (c) and Ministerial Regulation as noted in both the *Funding Manual* and *Guide to Education* (pp. 29-38):

School authorities must provide students with access to:

- a) up to 950 hours of instruction for Grade 1;
- b) a minimum of 950 hours of instruction for Grades 2 to 9;
- c) a minimum of 1000 hours of instruction for Grades 10 to 12; and
- d) a minimum of 25 hours of instruction per high school credit timetabled for both the student and teacher in the same time period.

Governance Policy 2, *Role of the Board* at 9 Selected Responsibilities notes the Board approves, up to three years in advance, the school year calendar for the Division. Further, Administrative Procedure 130 *School Year and School Day* specifies the additional instructional hours required by Golden Hills and the opportunity for the Board to consider alternate school year calendars.

The alternate school year calendar extended the instructional day at Hussar and supported a more efficient transportation service for grades 7-12 students who accessed an express bus from Hussar to the designated school - Standard.

According to the Principal, parents strongly support the extension of a four-day attendance week and believe the alternate calendar supported student learning and family life. The calendar "did not have any negative effects on learning and students returned each week more rested," in part, it seems, due to one less day of riding a school bus.

Attached, please find the alternate calendar proposal from Hussar.

Recommendation:

That the Board of Trustees approves the alternate school year calendar as proposed by Hussar School for the 2013-14 school year.

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

Bevan Daverne
Superintendent of Schools

Appendix 1 for 8.1.2 : Hussar Alternate School Year Calendar 2013/2014

Golden Hills School Division No. 75 – ROCKYFORD/HUSSAR SCHOOL – 2013-2014 SCHOOL YEAR

AUGUST / 2013							SEPTEMBER / 2013							OCTOBER / 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER / 2013							DECEMBER / 2013							JANUARY / 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13T	14T	15T	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20T	21T	22T	23T	24T	25
24	25	26	27	28	29	30	29	30	31					26	27T	28T	29T	30	31	

FEBRUARY / 2014							MARCH / 2014							APRIL / 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1			1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

MAY / 2014							JUNE / 2014							JULY / 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16T	17T	18T	19T	20T	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23T	24T	25T	26T	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Student Instructional Days				Instructional 158	Day in lieu of Parent/Teacher Interview Organizational Professional Teachers' Convention Professional Development Non-Instructional Days Golden Hills School Closure Diploma Exam Days First Day of Semester) 2 ♠ 3 ♦ 2 + 3 <hr/> 10 ■ 8 <hr/> T - DRAFT ➔
Aug.	3	Feb.	12	Non-Instructional 10		
Sept.	17	March	17			
Oct.	19	April	14	School Instructional Time:		
Nov.	16	May	17	Elementary – Minimum - 960 hours (Provincial Requirement – 950 hours) Junior High – Minimum – 1010 hours (Provincial Requirement – 950 hours) Senior High – Minimum – 1010 hours (Provincial Requirement – 1000 hours)		
Dec.	12	June	16			
Jan.	15					
The Regular Board of Trustees meetings are normally held on the fourth Tuesday of each month except for July and August.					Note: The Exam dates are draft (May 2012)	
					Golden Hills calendar:	
**Recommended Parent/Teacher Interview Day – Alternate day may be designated					May 15, 2012 – Approved by Administrators Association Board Approval June 26, 2012 Motion BD20120626.1012	
6 hours & 5 min. = 365 min/day; 365 x 158 = 57,670/60 = 961.16 hours					Rockyford/Hussar School Calendar: DRAFT	



ALTERNATIVE SCHOOL YEAR CALENDAR REQUEST ROCKYFORD SCHOOL

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

April 23, 2013

Background:

Rockyford School, in correspondence from Principal K. Smith, requests and extension of their alternate (from the Division's) school year calendar for 2013-2014. For the past year, 2012-2013, the school operated under Board approval for an alternate school year which is popular with the school and community.

Most weeks consisted of four instructional days with each day extended to ensure compliance with the instructional hours required by the *School Act* s. 30 (1) (c) and Ministerial Regulation as noted in both the *Funding Manual* and *Guide to Education* (pp. 29-38):

School authorities must provide students with access to:

- a) up to 950 hours of instruction for Grade 1;
- b) a minimum of 950 hours of instruction for Grades 2 to 9;
- c) a minimum of 1000 hours of instruction for Grades 10 to 12; and
- d) a minimum of 25 hours of instruction per high school credit timetabled for both the student and teacher in the same time period.

Governance Policy 2, *Role of the Board* at 9 Selected Responsibilities notes the Board approves, up to three years in advance, the school year calendar for the Division. Further, Administrative Procedure 130 *School Year and School Day* specifies the additional instructional hours required by Golden Hills and the opportunity for the Board to consider alternate school year calendars.

According to the Principal, parents strongly support the extension of a four-day attendance week and believe the alternate calendar supported student learning and family life. The calendar "did not have any negative effects on learning and students returned each week more rested," in part, it seems, due to one less day of riding a school bus.

Attached, please find the alternate calendar proposal from Rockyford.

Recommendation:

That the Board of trustees approves the alternate school year calendar as proposed by Rockyford School for the 2013-2014 school year.

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

Bevan Daverne
Superintendent of Schools

Appendix 1 for 8.1.3 : Rockyford Alternate School Year Calendar 2013/2014

Golden Hills School Division No. 75 – ROCKYFORD/HUSSAR SCHOOL – 2013-2014 SCHOOL YEAR

AUGUST / 2013							SEPTEMBER / 2013							OCTOBER / 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER / 2013							DECEMBER / 2013							JANUARY / 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

FEBRUARY / 2014							MARCH / 2014							APRIL / 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1			1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

MAY / 2014							JUNE / 2014							JULY / 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Student Instructional Days				Instructional 158	Day in lieu of Parent/Teacher Interview Organizational Professional Teachers' Convention Professional Development Non-Instructional Days Golden Hills School Closure Diploma Exam Days First Day of Semester) 2 ♠ 3 ♦ 2 + 3 <hr/> 10 ■ 8 <hr/> T - DRAFT ➔
Aug.	3	Feb.	12	Non-Instructional 10		
Sept.	17	March	17			
Oct.	19	April	14	School Instructional Time:		
Nov.	16	May	17	Elementary – Minimum - 960 hours (Provincial Requirement – 950 hours) Junior High – Minimum – 1010 hours (Provincial Requirement – 950 hours) Senior High – Minimum – 1010 hours (Provincial Requirement – 1000 hours)		
Dec.	12	June	16			
Jan.	15					
The Regular Board of Trustees meetings are normally held on the fourth Tuesday of each month except for July and August.					Note: The Exam dates are draft (May 2012)	
**Recommended Parent/Teacher Interview Day – Alternate day may be designated					Golden Hills calendar:	
6 hours & 5 min. = 365 min/day; 365 x 158 = 57,670/60 = 961.16 hours					May 15, 2012 – Approved by Administrators Association Board Approval June 26, 2012 Motion BD20120626.1012	
					Rockyford/Hussar School Calendar: DRAFT	



SECOND QUARTERLY FINANCIAL REPORT

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

April 23, 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 – February 2013 (attached) 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



2nd Quarterly Report Draft V.1

September 2012 – February 2013

Prepared by the Finance Department for the April, 2013 Board Meeting

Purpose of Quarterly Report

1. Monitor Activity
2. Review Variances

I Context

The second quarterly financial report lists revenues and expenditures recorded to **February 28, 2013**, which are the first **six** months of the year. The number of months expended in the year are three (6); therefore the normal benchmark for comparison is 50% (6/12 months) or 60% (6/10) 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 - February 28, 2013							
	Initial Annual Budget	Revised Annual Budget	Prorated Budget	YTD Actuals	YTD Budget	% Budget	Management
	2012/2013	Fall Update 2012/2013	for Q2	2012/2013 -Q2	Variance-Q2	Rec'd/Used	Benchmark %
Revenues							
Alberta Education	62,571,881	64,241,161	32,120,581	31,464,081	-656,500	49%	50%
Federal Government and/or First Nations	1,371,738	1,340,000	670,000	822,563	152,563	61%	60%
Alberta Municipalities	67,200	67,200	33,600	67,200	33,600	100%	100%
Fees	1,600,000	1,575,000	787,500	752,302	-35,198	48%	50%
Transportation Fees	0	0	0	0	0	0%	0%
Other Revenues	5,298,709	4,783,499	2,391,750	3,555,583	1,163,834	74%	60%
Amortization	2,631,309	2,636,284	1,318,142	1,411,342	93,200	54%	50%
Total Revenues	73,540,837	74,643,144	37,321,572	38,073,071	751,499	51%	53%
EXPENSES							
Certificated Salaries and Benefits	42,230,210	41,959,989	20,979,995	18,875,373	2,104,622	45%	50%
Non-Certificated Salaries and Benefits	12,561,473	12,701,225	6,350,613	6,888,823	-538,211	54%	55%
Sub-Total	54,791,683	54,661,214	27,330,607	25,764,196	1,566,411	47%	52%
Supplies and Services	16,976,121	17,024,723	8,512,362	9,179,483	-667,122	54%	50%
Amortization	3,320,372	3,524,854	1,762,427	1,749,790	12,637	50%	50%
Interest Charges	133,126	135,000	67,500	65,449	2,051	48%	50%
Total Expenses	75,221,302	75,345,791	37,672,896	36,758,919	913,977	49%	51%
Budgeted Surplus/(Deficit)	-1,680,465	-702,647	-351,324	1,314,152			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					1,665,476		

B. Notes on Comparison to Budget – Revenues

The overall **\$1,314K** year-to-date excess of revenues over expenses, and the positive budget variance of approximately **\$1,665K**, 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-Q2		
Name of Grant	Amount Received	% of Grant Received
RCSD Regional Planning Team Support	\$ 38,000	100%
IMR grant	\$ 504,411	50%
SHIP grant	\$ 485,067	58%
Supernet grant	\$ 139,992	58%
Fuel Price Contingency Funding	\$ 172,247	82%
School Facility Leasing Cost	\$ 587,264	100%

- Included in the second quarter are SGF year-to-date revenues of \$1,642,086 and SGF year-to-date expenses of \$1,527,134. 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 65% of Internationals’ deferred revenues have been recognized (\$2.08M) vs. an overall International revenue budget of \$2.75M, contributing over **\$700K** 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 2nd quarter were \$18,875,373 (45% of a \$42M budget) which is lower than what the budget would permit by the 2nd quarter primarily because 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. This positive variance of \$1.5M is similar to the \$1.3M positive variance achieved in the 2nd quarter of the previous year.

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 2nd quarter was \$6,888,823 (54% 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 similar variance achieved in the 2nd quarter of the previous year.

Supplies and Services

Supplies are \$9,179,483 (54% 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 February 28th are showing a negative variance of approximately **\$-667K**. This compares against a negative variance of \$-872K in the previous quarter (Q1).

The overall second quarter **positive variance of \$1,665K**, when mediated by all the factors highlighted in this report, is estimated to be in the actual range of \$250,000 to \$350,000.

III Average Source and Use of Cash

- A. Approximate average monthly cash flow values as at February 28, 2013:

Statement of Cash Flow	
Grants	5,300,000.00
Account Receivable	250,000.00
Total Cash In	5,550,000.00
Accounts Payable	2,500,000.00
Payroll	2,850,000.00
Total Cash Out	5,350,000.00

- 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%.

Positive/Negative Variance – profit/surplus is not an actual record of money. This number does not represent actual cash. For example, amortization is a way of the spreading the cost of an asset over many years but there is not actual exchange of cash in that particular period.

- 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 – February 28, 2013

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2012 - February 28, 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		24,835,969.15	3,334,815.75	1,908,134.48	1,279,099.49	-	31,358,018.87	25%	25%
OTHER - GOVERNMENT OF ALBERTA		96,178.00	9,883.80	-	-	-	106,061.80	25%	25%
FEDERAL GOV'T AND/OR FIRST NATIONS		747,562.88	75,000.00	-	-	-	822,562.88	19%	19%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		67,200.00	-	-	-	-	67,200.00	100%	100%
INSTRUCTIONAL RESOURCE FEES		382,818.27	-	-	-	-	382,818.27	25%	25%
TRANSPORTATION FEES		-	-	-	-	-	-	0%	0%
FEES	358,483.39	11,000.00	-	-	-	-	369,483.39	25%	25%
FUNDRAISING REVENUES -SGF	409,194.55	-	-	-	-	-	409,194.55	25%	25%
OTHER SALES AND SERVICES	769,322.12	-	-	2,017.90	99.10	2,082,098.92	2,853,538.04	25%	25%
INVESTMENT INCOME	-	-	-	-	73,642.13	-	73,642.13	25%	25%
GIFTS AND DONATIONS -SGF	105,086.40	-	-	-	-	-	105,086.40	0%	25%
RENTAL OF FACILITIES	-	3,836.57	80,118.71	-	-	-	83,955.28	25%	25%
OTHER REVENUES	-	28,095.77	-	2,071.00	-	-	30,166.77	25%	25%
AMORTIZATION OF CAPITAL ALLOCATIONS	-	42,474.54	1,368,867.90	-	-	-	1,411,342.44	27%	25%
TOTAL REVENUES	1,642,086.46	26,215,135.18	4,868,686.16	1,912,223.38	1,352,840.72	2,082,098.92	38,073,070.82	25%	25%
EXPENDITURES									
CERTIFICATED SALARIES	-	16,892,481.32	-	-	152,029.33	9,999.47	17,054,510.12	22%	23%
CERTIFICATED BENEFITS	-	1,793,700.39	-	-	26,158.27	1,004.20	1,820,862.86	26%	27%
NON-CERTIFICATED SALARIES & WAGES	-	2,972,464.33	1,182,796.06	595,263.95	493,508.93	229,432.03	5,473,465.30	22%	23%
NON-CERTIFICATED BENEFITS	-	890,051.40	295,581.05	71,943.22	119,370.68	38,411.51	1,415,357.86	26%	27%
SERVICE, CONTRACTS AND SUPPLIES	1,527,134.13	2,634,130.56	2,124,075.16	1,328,289.56	375,928.40	1,189,925.29	9,179,483.10	30%	29%
AMORTIZATION	-	101,870.88	1,395,366.06	140,799.36	58,530.72	53,223.36	1,749,790.38	25%	25%
INTEREST CHARGES	-	456.00	9,883.80	-	19,375.02	35,734.27	65,449.09	24%	25%
TOTAL EXPENSES	1,527,134.13	25,285,154.88	5,007,702.13	2,136,296.09	1,244,901.35	1,557,730.13	36,758,918.71	25%	25%
POSITIVE/-NEGATIVE VARIANCE TO DATE	114,952.33	929,980.30	(139,015.97)	(224,072.71)	107,939.37	524,368.79	1,314,152.11		

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

1. Instruction

- Within the Instruction envelope, a positive variance of \$930K 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 February 28, 2013 is as follows:

Invoiced	Collected	Waived
\$337,248	\$220,970 (65.5%)	\$795 (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 61% at Feb 28, 2012.

2. Plant Operations and Maintenance

- A negative variance of approximately **-\$139,016** is the actual result at the end of the 2nd quarter. Utilities and snow removal are higher than anticipated as a result of a colder winter along with more snow. Often this balances out through the year. 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 - February 2013					
Revenues	Total Budget Yr 2012/2013	YTD Actuals Yr 2012/2013	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	5,837,009.00	3,334,815.75	2,502,193.25	57%	55%
Other Revenues	1,359,064.00	165,002.51	1,194,061.49	12%	12%
Amortization	2,636,284.00	1,368,867.90	1,267,416.10	52%	50%
Total Revenues	9,832,357.00	4,868,686.16	4,963,670.84	50%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	3,021,939.00	1,478,377.11	1,543,561.89	49%	50%
Sub-Total	3,021,939.00	1,478,377.11	1,543,561.89	49%	50%
Supplies and Services	3,927,277.00	2,133,958.96	1,793,318.04	54%	50%
Amortization	2,883,141.00	1,395,366.06	1,487,774.94	48%	50%
Total Expenses	9,832,357.00	5,007,702.13	4,824,654.87	51%	50%
POSITIVE/(NEGATIVE) VARIANCE		-139,015.97			
YTD Actuals breakdown	YTD @ Feb 28, 2013				
NON-CERTIFICATED SALARIES & WAGES	1,182,796.06				
NON-CERTIFICATED BENEFITS	295,581.05				
TOTAL LABOUR EXPENSE	1,478,377.11				
SERVICE, CONTRACTS AND SUPPLIES	2,124,075.16				
INTEREST CHARGES	9,883.80				
AMORTIZATION	1,395,366.06				
TOTAL SERVICE & SUPPLIES	3,529,325.02				
TOTAL EXPENSES	5,007,702.13				

2. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2012 - February 28, 2013					
Revenues	Total 2012-13 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,578,858	1,735,887	1,842,971	49%	50%
Other Revenues	280,000	176,336	103,664	63%	50%
Amortization	0	0	0		
Total Revenues	3,858,858	1,912,223	1,946,635	50%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	1,143,705	667,207	476,498	58%	55%
Sub-Total	1,143,705	667,207	476,498	58%	55%
Services and Supplies	2,402,440	1,328,290	1,074,150	55%	57%
Amortization	312,713	140,799	171,914	45%	50%
Total Expenses	3,858,858	2,136,296	1,722,562	55%	54%
POSITIVE/(NEGATIVE) VARIANCE		0.00	-224,072.71		
Variances in Services and Supplies					
	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	1,678,943.00	963,407.23	57%	55%	
Fuel	410,991.00	202,132.80	49%	55%	
Other supplies	256,902.00	162,749.97	63%	60%	
Total	2,346,836.00	1,328,290.00	57%	57%	

a. For the second quarter a negative variance of **-\$224,072** 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)

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 on target with a positive variance of **\$107,939** showing for the second 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 FEBRUARY 28, 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	46,643.19	59,356.81	44%	
Trustee Travel & Supplies		74,805.00	31,474.00	43,331.00	42%	
TOTAL EXPENSES		\$ 180,805.00	\$ 78,117.19	\$ 102,687.81	43%	

- Board expenses are well below the projected expenditure amount.

5. External Services

- For the second quarter, External Services has a year-to-date positive variance of **\$524,368**. External Services includes International Services, joint use agreements and external contract service agreements. Included within the first two quarters is the recognition of \$1,148,993 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 \$300K 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 (AIS) and Fuel Price Contingency. It is anticipated that due to unanticipated elimination of both these grants there will now be deficits in both the Transportation and AIS budgets.

Draft



BYLAW 002/2013

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

April 23, 2013

Background:

In order to establish locations in addition to Golden Hills School Division office where a deputy may receive trustee nomination papers, a bylaw must be established prior to June 30 in an election year determining the locations.

Bylaw 002/2013, *A Bylaw to Establish Locations, in Addition to the Local Jurisdiction Office Where a Deputy May Receive Election Nominations* (attached).

Recommendation:

That the Board of Trustees gives first and second readings to Bylaw 002/2013.

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 002/2013.

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

A BYLAW OF THE GOLDEN HILLS SCHOOL DIVISION NO. 75

A BYLAW TO ESTABLISH LOCATIONS, IN ADDITION TO THE LOCAL JURISDICTION OFFICE WHERE A DEPUTY MAY RECEIVE ELECTION NOMINATIONS.

WHEREAS Section 69 of the School Act provides for the Readings of a Board By-Law;

AND WHEREAS Sub Section 28 (2) (b) of the Local Authorities Election Act provides that a Board may provide by Bylaw, prior to June 30 of a year in which an election is to be held, that the returning officer may establish locations, in addition to the local jurisdiction office, where a deputy (appointed by the returning officer) may receive nominations.

THEREFORE, be it resolved that the Board of Trustees of the Golden Hills School Division No. 75 hereby authorizes the returning officer to establish the following additional locations where election nominations may be received.

Village of Acme Office

203 Clarke Street

Acme, AB T0M 2A0

Town of Drumheller Municipal Office

703-2nd Avenue West

Drumheller, AB T0J 0Y3

Village of Standard Office

120 Elsinore Avenue

Standard, AB T0J 3G0

Town of Three Hills Municipal Office

135-2nd Avenue South

Three Hills, AB T0M 2A0

Town of Trochu Municipal Office

416 Arena Avenue

Trochu, AB T0M 2C0

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

Chair, Golden Hills Schools Division No. 75

Secretary-Treasurer



BYLAW 003/2013

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

April 23, 2013

Background:

Whereas Ministerial Order(#107/2013), an order to alter the date to pass voter identification requirements bylaw, pursuant to Section 6(2) of the *Local Authorities Election Act*, for elections held on or before December 31, 2013, a bylaw may be passed no later than four months prior to nomination day.

Bylaw 003/2013, *A Bylaw to Establish Voter Identification Requirements* (attached) must be passed prior to May 27, 2013.

Recommendation:

That the Board of Trustees gives first and second readings to Bylaw 003/2013.

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 003/2013.

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. 03/2013

A BYLAW OF THE GOLDEN HILLS SCHOOL DIVISION NO. 75

A BYLAW TO ESTABLISH VOTER IDENTIFICATION REQUIREMENTS

WHEREAS Ministerial Order (#017/2013), an order to alter the date to pass a voter identification requirements bylaw, pursuant to Section 6(2) of the *Local Authorities Election Act*, for elections held on or before December 31 31, 2013, a bylaw under Section 53(3) or 53(4) of the *Local Authorities Election Act* may be passed no later than four months prior to nomination day.

THEREFORE, be it resolved that the Board of Trustees of the Golden Hills School Division No. 75 hereby authorizes that an elector must produce two pieces of identification from the following list prior to voting. Both pieces of identification must establish the elector's name. One piece must establish the elector's current address.

Appendix A: Acceptable identification with elector's name and address

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

Chair, Golden Hills Schools Division No. 75

Secretary-Treasurer

APPENDIX A: BYLAW NO. 03/2013
Acceptable identification with elector's name:

Alberta Assured Income for the Severely Handicapped (AISH) Card	Alberta Forestry Identification Card	Alberta Health Insurance Plan (AHCI) Card
Alberta Health Services Identification Band (patient wrist identification band)	Alberta natural Resources Conservation ID Card	Alberta Service Dog Team ID Card
Alberta Wildlife (WIN) ID Card	Baptismal Certificate	Birth Certificate
Canadian Air Transportation Security Agency (CATSA) ID Card	Canadian Blood Services Card	Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) Card
Canadian Border Services Agency Free and Secure Trade (FAST) Card	Canadian Border Services Agency Nexus Card	Canadian Forces Civilian ID Card
Canadian Forces Health Card	Canadian Forces Identity Card	Canadian Passport
Citizenship Card	Canadian National Institute for the Blind (CNIB) ID Card	Confirmation Certificate
Credit/Debit Card	Employee/Staff Card	Firearm Possession and Acquisition Licence or Possession Only Licence
Fishing, Trapping or Hunting Licence	Hospital/Medical Card	Library Card
Marriage Certificate	Membership Card: Service Club, Community Organization, Fitness/Health Club, Political Party of Retail Outlet	Old Age Security Card
Outdoors or Wildlife Card/Certificate	Pleasure Craft Operator (PCOC) Card Government of Canada	Public Transportation Card
Secure Certificate of Indian Status (SCIS) Card	Social Insurance Number Card	Student ID Card
Veteran's Affairs Canada Health Card		

Acceptable identification with elector's address:

Attestation of Residence issued by the responsible authority of First Nations band or reserve	Bank/Credit card statement or personal cheque	Correspondence issued by a school, college or university
Government cheque or cheque stub	Income/property tax assessment notice	Insurance policy or coverage card
Letter from a public curator, public guardian or public trustee	One of the following, issued by the responsible authority of a shelter or soup kitchen: Attestation of residence, letter of stay, admission form or statement of benefits	Pension plan statement of benefits, contributions or participation
Prescription bottle insert	Residential lease or mortgage statement	Statement of government benefits: Employment insurance, old-age security, social assistance, disability support, or child tax benefit
Utility bill: telephone, public utilities commission, television, hydro, gas or water	Vehicle ownership or insurance benefit	



ADVANCE POLL – TRUSTEE ELECTIONS 2013

“Inspiring confident, connected, caring citizens of the world”

April 23, 2013

Background:

Section 73(1) of the *Local Authorities Election Act*: Advance vote states that an elected authority may by resolution provide for holding an advance vote to be held in an election. The returning officer must determine the day and hours when the advance vote is to be held.

The calendar below outlines advertising and key dates for the Board’s consideration:

SEPTEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 NOMINATION DAY	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12 ADVANCE POLL
13	14	15	16	17	18	19 LAST DAY POSSIBLE TO HOLD AN ADVANCE POLL
20	21 ELECTION DAY	22	23	24	25	26
27	28	29	30	31		

Recommendation:

That the Board of Trustees establishes Saturday, October 12, 2013 between the hours of 10:00 a.m. and 4:00 p.m. for the advance poll for the 2013 elections or the same date as chosen by municipalities that Golden Hills has partnered with for the election.

Bevan Daverne
Superintendent

Tahra Sabir
Secretary-Treasurer



ENROLMENT BACKGROUNDER

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

April 23, 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 March 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

March 26, 2013

REPORTING PERIOD: March 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.

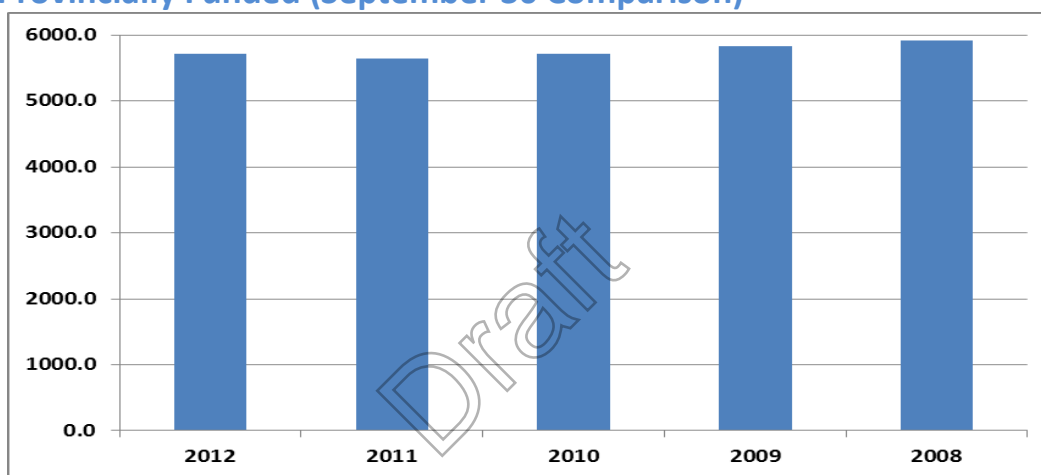
Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

Summary of Totals

	31-Mar-13 Funded Enrolment	28-Feb-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	5,693.00	5,689.00	4.00	5,693.00	5,638.00	5,708.00	5,835.50	5,921.00
Siksika Students	175.00	175.00	0.00	178.00	178.00	197.00	245.00	245.00
International Students	143.00	143.00	0.00	158.00	158.00	158.00	185.00	185.00
Total	6,011.00	6,007.00	4.00	6,029.00	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)

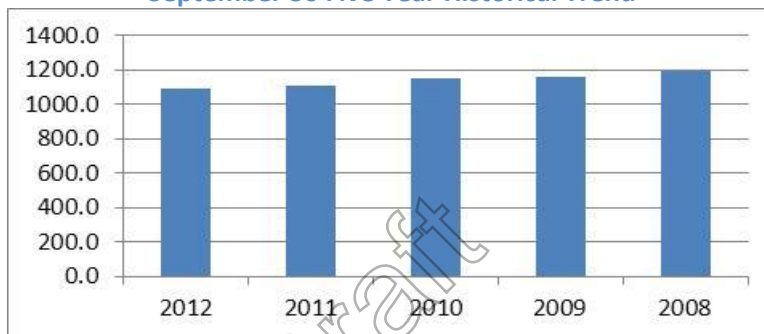
Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

Schools

Ward #1

	This Year			5 Year Historical Trend				
	31-Mar-13 Funded Enrolment	28-Feb-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	263.5	264.5	-1.0	259.5	286.5	318.0	314.0	342.5
Three Hills School	463.0	462.0	1.0	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	335.0	332.0	3.0	342.5	364.0	371.0	377.0	377.5
Total	1,089.5	1,086.5	3.0	1,088.0	1,108.5	1,147.5	1,155.0	1,196.0

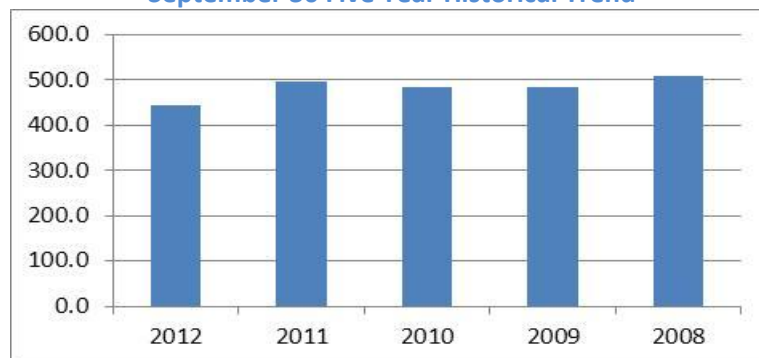
September 30 Five Year Historical Trend



Ward #2

	This Year			5 Year Historical Trend				
	31-Mar-13 Funded Enrolment	28-Feb-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	183.0	182.0	1.0	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	159.5	157.5	2.0	162.5	163.5	148.5	144.5	157.5
Total	440.0	437.0	3.0	444.0	496.0	484.5	484.5	510.0

September 30 Five Year Historical Trend

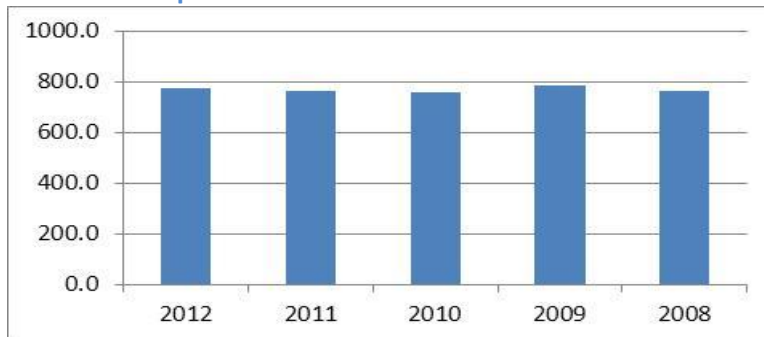


Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

Ward #3

	This Year			5 Year Historical Trend				
	31-Mar-13 Funded Enrolment	28-Feb-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	337.0	336.0	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	406.5	0.0	408.5	410.0	385.5	361.5	336.5
Total	766.5	765.5	1.0	773.5	762.0	761.5	785.5	763.5

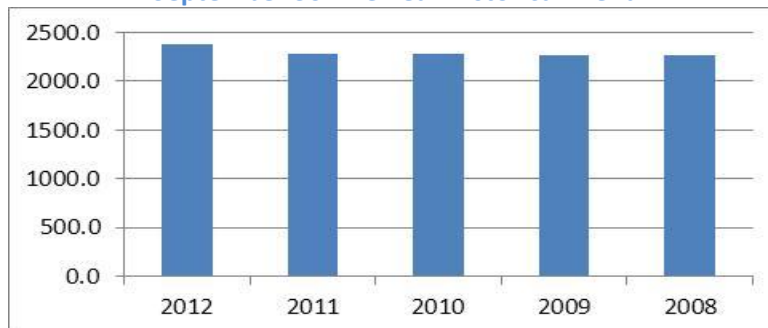
September 30 Five Year Historical Trend



Ward #4

	This Year			5 Year Historical Trend				
	31-Mar-13 Funded Enrolment	28-Feb-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	319.5	330.0	-10.5	320.5	314.5	298.0	285.0	297.0
Crowther Memorial Jr. High School	543.0	539.0	4.0	533.0	526.0	520.0	529.0	553.0
Strathmore High School	604.0	604.0	0.0	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	94.0	96.0	-2.0	90.0	69.0	72.0	91.0	53.0
Westmount School	428.0	425.5	2.5	428.0	381.0	369.5	339.0	354.5
Wheatland School	352.0	351.0	1.0	350.5	355.5	355.0	336.5	314.5
Total	2,379.5	2,384.5	-5.0	2,377.0	2,281.0	2,276.5	2,267.5	2,268.0

September 30 Five Year Historical Trend

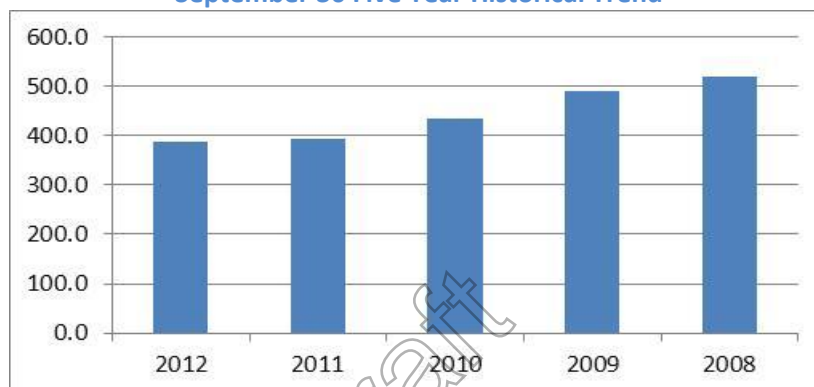


Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

Ward #5

	This Year			5 Year Historical Trend				
	31-Mar-13 Funded Enrolment	28-Feb-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	81.5	81.5	0.0	79.0	88.0	96.0	103.5	105.0
Central Bow Valley School	42.5	40.5	2.0	41.0	43.5	43.5	45.0	70.0
Hussar School	52.5	52.5	0.0	52.5	49.5	48.5	83.0	107.5
Rockyford School	29.0	29.0	0.0	29.5	35.0	55.5	75.0	91.5
Standard School	190.0	190.0	0.0	186.5	176.0	191.0	182.5	145.5
Total	395.5	393.5	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-Mar-13 Funded Enrolment	28-Feb-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-Mar-13 Funded Enrolment	28-Feb-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



PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA

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

April 23, 2013

Background:

In January 2013 the Board passed motion #BC20130114.1013 which stated that the Board of Trustees join the Public School Board Association of Alberta for a trial year period and that membership be reviewed in April, 2013.

The PSBAA is a voluntary membership association incorporated as a non-profit society according to the laws of Alberta. Members are school jurisdictions, not individuals. There are 64 school jurisdictions that are members and in Alberta: 29 belong to the Association. Member boards educate about 60% of the public school students in Alberta.

The mission of PSBAA is to ensure the continuation and constant improvement of a universally accessible form of public education, which is locally governed, student centered and challenging. The goal is to provide constructive leadership – represented by effective strategies, advocacy and communication – to work with others, wherever possible for the good of public education. The website can be accessed at <http://public-schools.ab.ca/>

1. How many meetings would there be each year?

The Association hosts the following meetings and events each year:

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

2. What would be the cost of the membership?

Each Member Board pays the *basic annual fee* of \$4067.00, *plus a supplemental fee* based on the F.T.E. student enrolment; the Association uses a student enrolment grid in the calculation of the supplemental fee. Thus, the 2013 membership fee for Golden Hills School Division would be as follows:

<i>Basic Annual Fee:</i>	\$4,067.00
<i>Supplemental Fee (Student Enrollment of 4001 – 6500):</i>	\$12,046.00
Total Membership Fee:	\$16,113.00

In addition, the cost of attendance at the meetings would be approximately \$4,000.00.

The Association's Fiscal Year is 01 January – 31 December inclusive each year.

3. What steps would need to be taken for reinstatement

A letter from the from the Golden Hills School Division Board of Trustees, directed to Patty Dittrick, President, Public School Boards' Association, which confirms the Board's interest in being reinstated as a Member Board of the Association, is all that is needed. Following receipt of the letter, the Association will issue a Membership Fee invoice for 2013. Once the membership fee is received the Division becomes a full and active member of the Association.

There are both costs and benefits to PSBAA membership. The board needs to consider the cost/benefit ratio with respect to Golden Hills.

If the Board determines that it wishes to withdraw from PSBAA, the following bylaw applies:

Withdrawal of Membership

Withdrawal of Membership

6.1 A member may only withdraw from membership in the Association after giving notice in writing to the Association at its head office no less than six months before the commencement of a fiscal year, and the withdrawal will have effect on the last day of the Association's fiscal year in which notice is given.

There is no provision for returning fees. PSBAA's fiscal year is January 1st to December 31st, so 6 months notice given by the 1st of July is effective the following December 31st.

Recommendation:

That the Board of Trustees considers its membership in PSBAA and determines that it remain in force, or notify PSBAA of the intention to withdraw (appropriate notice will apply).



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer



ADMINISTRATIVE PROCEDURES
320 – Student Records and
260 – Field Studies/Student Excursions

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

April 23, 2013

Background:

Section 4(1)u *Freedom of Information and Protection of Privacy Act* states that health information as defined in the *Health Information Act* that is in custody or under control of a public body that is a custodian as defined in the *Health Information Act*. In other words, only health related authorities can request your Alberta Health Care number.

Administrative Procedure 320 *Student Records* and Administrative Procedure 260 *Field Studies/Excursion* have been revised to be compliant with the FOIP Act. References to collection of Alberta Health Care Numbers were removed as follows:

AP320: Student Records (referenced in 2.)

AP260: Field Studies/Student Excursions (referenced in 19)

Form 260-1 and 260-2 both referenced AHC

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

Recommendation:

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

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

Bevan Daverne
Superintendent



BUDGET DEVELOPMENT PROCESS UPDATE

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

April 23, 2013

Background:

Alberta Education requires all Boards to submit a budget by May 31, of each year. Final budget is submitted by November 30, of each year.

Priorities:

1. Enrolment
2. Programming
3. System Improvements

Where are we in the Process?

- Board established Budgeting Principles – February 2013
- Budget Development Stage – Principals are projecting enrolment and adjusting staffing levels and expenditures.

Enrolment Projection Update (2013/2014)

- Funded Students have decreased
- Siksika students cap may be adjusted and the information is unknown at this time
- International student count anticipated to stay at 143 FTE students for 2013/2014

Challenges:

- Enrolment volatility
- Aging Infrastructure
- Rural Recruiting
- Funding Uncertainties
- Teacher Collective Agreement expired August 2012
- Escalating and unfunded expenses

Next Steps

Continue:

1. Reviewing Education Plan and Priorities to align with budget development
2. Working with Administrators and Managers on budget development
3. Reviewing Impact on Envelopes, Departments and Schools

Appendix 1 for 8.2.4.: Budget Update

There will be a powerpoint presentation at the meeting.

Recommendation:

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



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer

Draft

Golden Hills School Division No. 75
Budget Development Process

