



AGENDA

Golden Hills School Division No. 75

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

Mission: *Intentionally maximizing learning for all*

Regular Meeting of the Board of Trustees

Tuesday, August 29, 2017

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 Public, Vision and Mission Statements**
6. **Presentation of Minutes**
 - 6.1 **Regular Meeting of The Board of Trustees (2017/06/20)**
7. **REPORTS**
 - 7.1. **Chair's Report**
 - 7.2. **Board Committees**
 - 7.3. **Board Representatives to External Organizations**
 - 7.4. **Administration Reports**
8. **NEW BUSINESS**
 - 8.1. **Action Items**
 - 8.1.1. **Board Annual Leadership Plan 2017-2018**
 - 8.1.2. **Elections 2017 - Advance Poll**
 - 8.1.3. **Strathmore High School Utility Right of Way**

B. Daverne

T. Sabir

B. Daverne

8.2. Information Items

8.2.1. Monthly Enrolment Monitoring Report (June 2017)

T. Sabir

8.2.2. Administrative Procedure 505 - School Fees

T. Sabir

9. ADJOURNMENT

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, June 20, 2017

Start time : 9:30 AM

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

Minutes

Attendance

Present were:

a) Chair

- David Price

c) Trustee

- Barry Kletke
- Sherri Nielsen
- Alan Larsen
- Joyce Bazant

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

b) Vice-Chair

- Larry Tucker

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

Call to Order

Chair Price called the meeting to order at 9:35 a.m.

In Camera

Resolution #BD20170620.1001

MOVED by Trustee Kletke that the Board of Trustees go *In Camera* at 9:35 a.m. to discuss legal matters.

Carried

Resolution #BD20170620.1002

MOVED by Trustee Nielsen that the Board of Trustees rise from In Camera at 10:11 a.m.

Carried

BREAK

Recessed at 10:11 a.m.

Reconvene at 10:16 a.m.

Approval Of Agenda

Resolution #BD20170620.1003

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

Carried

Presentation of Minutes

Resolution #BD20170620.1004

MOVED by Trustee Larsen that the Board of Trustees approve minutes of May 23, 2017 as presented.

Carried

Chair's Report

(REPORTS)

Chair Price reported on the following items:

- Discussed Public School Boards Association of Alberta (PSBAA) SGM held June 2-4, 2017 in Red Deer, AB.
 - Noted attendance was up.
 - Superintendent Daverne and Chair Price presented Wheatland Crossing Schools background at the PSBAA SGM.
- Discussed Alberta School Boards Association (ASBA) SGM held June 4-6, 2017 in Red Deer, AB.
 - Reviewed Budget
- Rural Caucus Meeting, new Funding Formula bases for Transportation (Rural and Urban). Chair Price will be corresponding with the Caucus.
- New School Fees Report from the Alberta Government. This has elevated the amount of extra work in our Division Office due to all the new requirements.

Board Committees

(REPORTS)

No information to present at this time.

Board Representatives to External Organizations

(REPORTS)

Trustee Kletke had no new information from the Public School Boards Association of Alberta (PSBAA) to present at this time.

Trustee Nielsen had no new information from the Alberta School Boards Association (ASBA) to present at this time.

Administration Reports

(REPORTS)

Superintendent Daverne presented information on the following:

- Trinity Christian Academy - experienced water damage in the gym June 13, 2017 rain storm. Meeting with the Town of Strathmore Engineers to discuss drainage issues at TCA.
- Westmount Elementary School - experienced water damage on the roof June 13, 2017 rain storm.
- New K-9 School - Meeting with Architects regularly.
- Carseland School - would like Siksika students to be attending school there. Superintendent Daverne showed Trustees the powerpoint that was

- played during Carseland School Open House.
- Working with Microsoft - reviewing our Technology (BYOD, Apps for parents), product and support.
- Strathmore High School - working on drainage pond.

Secretary Treasurer Sabir presented information on the following:

- Trochu Fitness Centre - Progress is continuing and working into existing schedule to keep costs low, possibility of a September opening date.
- Wheatland Crossing - adding more pavement, extending sidewalk, parent drop off zone needs to be improved, will be adding a greenhouse in the future in conjunction with the Agricultural Program and discussion of when the Grand Opening should take place.

Appointment of Auditors

(Action Items)

Resolution #BD20170620.1005

MOVED by Trustee Kletke that the Board of Trustees approves the appointment of Avail CPA as recommended by management for the fiscal years of 2016 to 2020.

Carried

Locally Developed/Acquired Courses

(Action Items)

Resolution #BD20170620.1006

MOVED by Trustee Nielsen that the Board of Trustees authorizes the use of the acquired locally developed courses and any learning resources listed below:

Anthropology 35(5 credits only)	Acquired from Aspen View Public School Div. No. 78	September 1, 2017 until August 31, 2018
Design Thinking for Innovation 15/25/35 (3 or 5 credits)	Acquired from Calgary School District No. 19	September 1, 2017 until August 31, 2021
Film and Media Art 15/25/35 (3 or 5 credits) replaces Film Studies	Acquired from Calgary School District No. 19	September 1, 2017 until August 31, 2021
Fire Department Course 25 (3 credits only)	Sent request to acquire from Buffalo Trail Public Schools No, 28	September 1, 2017 until August 31, 2019
Fire Rescue Services 25 (3 credits only)	Acquired from Edmonton School District No. 7	September 1, 2017 until August 31, 2019
Working with Three Dimensional Data 15/25/35 (5 credits only)	Acquired from Fort McMurray Public School District No.,. 2833	September 1, 2017 until August 31, 2021

Carried

Trustee Larsen excused himself from the meeting at 11:45 a.m due to prior engagement.

Budget Submission 2017/2018

(Action Items)

Resolution #BD20170620.1007

MOVED by Trustee Bazant that the Board of Trustees approves the 2017/2018 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.

Carried

Resolution #BD20170620.1008

MOVED by Trustee Nielsen that the Board of Trustees approves use of restricted reserves to sustain staffing positions and other initiatives.

Carried

Resolution #BD20170620.1009

MOVED by Trustee Bazant that the Board of Trustees approves the use of unrestricted reserves to maintain the safety of students and continue to maintain the School Facilities.

Carried

Resolution #BD20170620.1010

MOVED by Trustee Kletke 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.

Carried

BREAK

Recessed at 12:20 p.m.

Trustee Larsen returned to the meeting at 12:30 p.m.

Reconvene at 1:00 p.m.

Interim Education Plan and Report to the Community

(Information Items)

Superintendent Daverne presented the Interim Education Plan as described as the "Report to the Community" for information and for review.

Monthly Enrolment Monitoring Report (May 2017)

(Information Items)

Secretary Treasurer Sabir presented information on the Monthly Enrolment for May 2017.

Third Quarter Financial Report (Mar/Apr/May 2017)

(Information Items)

Secretary Treasurer Sabir presented information on the Third Quarter Report for September 2016 - May 2017.

Elections - General Information

(Information Items)

Secretary Treasurer Sabir presented general information on the Board of Trustees Election 2017.

Administrative Procedure 505 - Bill 1 Resource Fees

(Information Items)

Superintendent Daverne presented information on the revisions of AP 505 - *School Fees* and *School Fees Waiver Form 505-1*.

Administrative Designations

(Information Items)

Superintendent Daverne presented information on Administrative Designations for 2017-2018 on behalf of Associate Superintendent Miskiman.

Resolution #BD20170620.1011

Moved by Trustee Larsen that the Board of Trustees approve the August Regular Meeting Date.

- Tuesday, August 29, 2017

Due to this being an Election year, the Organizational Meeting won't take place until October and/or November when the New Trustees have been elected.

Carried

Westmount/Trinity Christian Academy (W. Funk/D. Graff/K. Odegard)
(School Monitoring Reports)

Superintendent Daverne welcomed K. Odegard, Associate Principal (Trinity Christian Academy), who presented the Schools' Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Price thanked her for the presentation.

Superintendent Daverne welcomed W. Funk, Principal, D. Graff, Associate Principal and C. Hampton, Associate Principal (Westmount Elementary), who presented the Schools' Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Price thanked them for their presentation.

Learning Academy/Storefront/Colonies (J. Bertsch/L.Daverne)
(School Monitoring Reports)

Superintendent Daverne welcomed J. Bertsch, Principal (Learning Academy/Storefront/Colonies), who presented the Schools' Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Price thanked her for the presentation.

ADJOURNMENT

Resolution #BD20170620.1012
MOVED by Trustee Kletke that the meeting adjourn at 3:00 p.m.

Carried

Chair

Secretary Treasurer

Draft



BOARD ANNUAL LEADERSHIP PLAN

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

August 29, 2017

Background:

In the Board's policy handbook at 2. Role of the Board, specifically 9, Selected Responsibilities, (9.1) "The board shall: Establish a comprehensive annual leadership plan with suggested timelines."

The Board's Annual Leadership Plan provides corporate direction and informs leadership flow for the administrative functions. A copy of the Board's Annual Leadership Plan is provided in the trustee's agenda packages for each regular board meeting. It is understood that internal forces as well as external organizations, such as Alberta Education, also establish timelines for various functions and these may result in ongoing changes and updates.

The Board of Trustees is urged to review the attached Annual Leadership Plan, to suggest and discuss any desired changes, and to consider additional opportunities for community engagement. The Board's Annual Leadership Plan is usually approved with the understanding that internal and external factors may necessitate changes as the year progresses.

Since 2017 is election year, the meeting dates will not be established until the Organizational Meeting is held in October 2017. However, meeting dates up until election may be established by the current board. This will include meeting dates for September and up to October 2017.

Recommendation:

That the Board of Trustees approves the Board's Annual Leadership Plan subject to the necessity for ongoing changes as a result of internal and external influences.

That the Board of Trustees approves the meeting dates for September and up until October 2017.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a horizontal line.

Bevan Daverne
Superintendent



GOLDEN HILLS SCHOOL DIVISION BOARD ANNUAL LEADERSHIP PLAN 2013-2014

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

Mission: *Intentionally maximizing learning for all*

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Board Priorities</p>	<p style="text-align: center;">The Board developed the following priorities for itself for 2017/18:</p> <ol style="list-style-type: none"> 1. Position our schools as “schools of choice” for students and their families. 2. Continue to build relationship with Alberta government and other partners including other partner School Boards. 3. Developing a relationship with the ATA Local that advances the quality of education in Golden Hills. 4. Build on existing advocacy strategies and strengthen the approach. 5. Continue to develop understanding of measures and the outcomes of the linkages between planning and budget processes. 6. Explore authentic opportunities to inform and consult with all communities. 7. Continue to expand and implement a strategy on social media. 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">August REGULAR AGENDA SETTING AUGUST 29 AUGUST 23</p>	<p>Regular Meeting:</p> <ul style="list-style-type: none"> • Monthly Enrolment Monitoring Report (June 2017) • Board Leadership Plan 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> PSBAA Council Meeting (Aug 17-19, 2017) <input type="checkbox"/> Organizational Professional Day (Aug 29 and 31, 2017) <input type="checkbox"/> GHSD Collaborative PD Day (Aug 30, 2017)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">September REGULAR AGENDA SETTING SEPTEMBER 26 SEPTEMBER 20</p>	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Preliminary Enrolment Monitoring Report • IMR and Capital Projects Report • System Enhancement • Advocacy Planning • Provincial Exam Results (annual and five year trends – in-camera as per AB ED protocol) <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Day for Students (Sept 5, 2017) <input type="checkbox"/> ASBA Zone 5 Meeting (Sept TBD) <input type="checkbox"/> New Teachers Orientation (Sept 19, 2017) <input type="checkbox"/> Professional Day (Sept 22, 2017) <input type="checkbox"/> ASBA Provincial Issues Forum (TBD)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">October REGULAR OCTOBER 24</p>	<p>ORGANIZATIONAL MEETING</p> <p>REGULAR MEETING ITEMS</p> <p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Enrolment Monitoring Report (September) • Diploma and Provincial Exam Results • 2017-2020 Three Year Education and AERR – Draft • Human Resources Staffing Report • Provincial Exam Results (annual and five year trends) • Annual Modular Request Submission • Family School Community Resource Program Report <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 meeting (TBD) <input type="checkbox"/> New Teacher Orientation (Oct 25, 2017) <input type="checkbox"/> GHSD Institute Day (SHS) Oct 25– Trustees invited to attend – complimentary lunch provided – RSVP required <input type="checkbox"/> Collaborative Day (Oct 27, 2017) <input type="checkbox"/> Trustee Orientation workshop October 28 – Executive Royal Inn, 2828-23 St NE 10:00 a.m – 3:30 p.m.



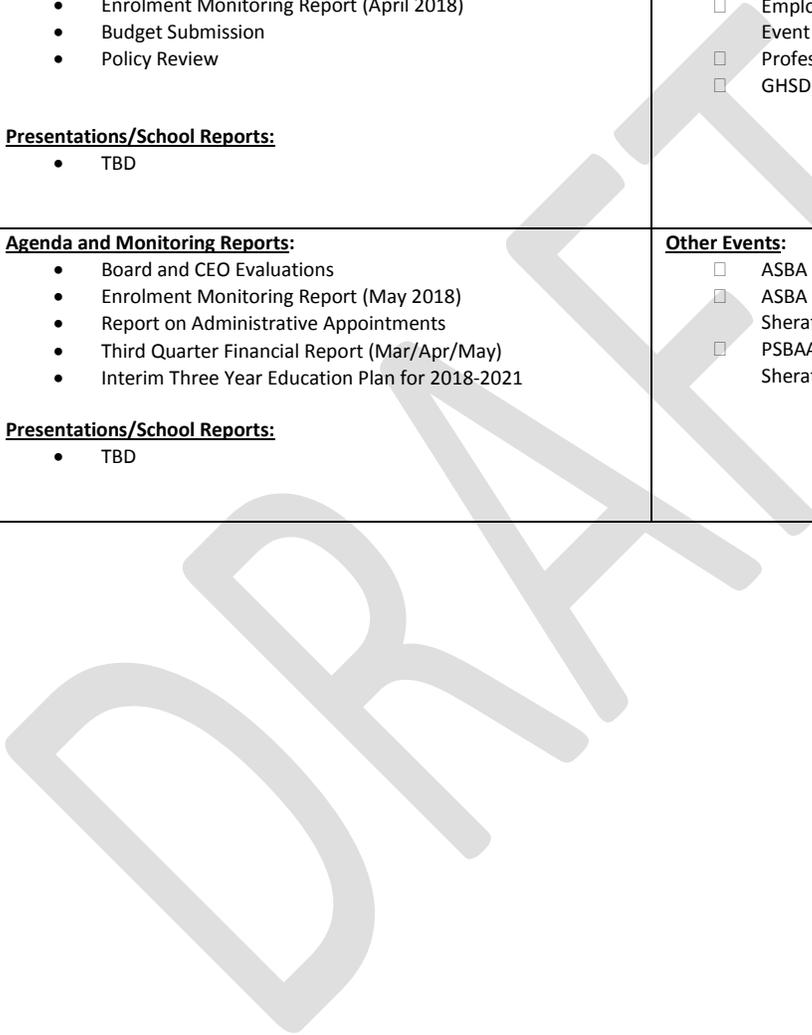
GOLDEN HILLS SCHOOL DIVISION BOARD ANNUAL LEADERSHIP PLAN 2013-2014

November REGULAR NOVEMBER 28 AGENDA SETTING NOVEMBER 22	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Audited Financial Statements • Enrolment Monitoring Report (October) • Budget Submission 2016-17 • 2017-2020 Three Year Education and AERR – Final • Diploma and Provincial Exam Results • Human Resources Staffing Report <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> ASBA Fall General Meeting, (Nov 19-21, 2017) Westin Hotel 10135-100 St Edmonton <input type="checkbox"/> PSBAA Fall General Meeting/Events (Nov 15-17 2017) DoubleTree by Hilton Hotel, West Edmonton <input type="checkbox"/> Remembrance Day Ceremonies (TBD)
December REGULAR DECEMBER 12 AGENDA SETTING DECEMBER 6	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • System Improvement Monitoring Report • Enrolment Monitoring Report (November 2017) • Class Size Report • Technology Services Report • School Summaries Monitoring Report <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> Christmas Luncheon with Division Office & Maintenance Staff (TBD)
January REGULAR JANUARY 23 AGENDA SETTING JANUARY 17	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • First Quarter Financial Report (Sept/Oct/Nov) • Enrolment Monitoring Report (December 2017) • RCSD Report • International Services Report (2016-17 Results & 2017-18 Planning) • Inclusive Education Report (2016-17 Results & 2017-18 Plans) <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> ASBA New Trustees Conference (TBD) <input type="checkbox"/> Professional Development Day (Jan 31, 2018)
February REGULAR FEBRUARY 27 AGENDA SETTING FEBRUARY 21	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Enrolment Monitoring Report (January 2018) • Budget Process Begins – (Principles, Direction, Envelope Review) • Transportation Monitoring Report 2016-17 • <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> PSBAA Council Meeting (Feb 8-10, 2018) Location: TBD <input type="checkbox"/> Family Day (Feb 19, 2018) <input type="checkbox"/> Collaborative Day (Feb 21, 2018) <input type="checkbox"/> Teachers' Convention (Feb 22-23, 2018)
March REGULAR MARCH 27 AGENDA SETTING MARCH 21	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Enrolment Monitoring Report (February 2018) • Capital Planning: Asset Management, Review of Facilities, IMR Plans and Capital Priorities Submission • Calendar 2019-20 (Division Office) • Budget Announcement <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> Rural Education Symposium (TBD) <input type="checkbox"/> Collaborative Day (Mar 16, 2018)



GOLDEN HILLS SCHOOL DIVISION BOARD ANNUAL LEADERSHIP PLAN 2013-2014

<p>April REGULAR APRIL 24 AGENDA SETTING APRIL 18</p>	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Second Quarter Financial Report (Dec/Jan/Feb) • Enrolment Monitoring Report (March 2018) • Budget Planning • PSBAA Membership Review <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> Spring Break (Apr 2-6, 2018) <input type="checkbox"/> PSBAA Council Meeting (Apr 12-14, 2018) Location: (TBD)
<p>May REGULAR MAY 29 AGENDA SETTING MAY 23</p>	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Locally Developed and/or Acquired Courses Report and Approvals for Semester I • Enrolment Monitoring Report (April 2018) • Budget Submission • Policy Review <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> Edwin Parr Teacher Award Recognition (TBD) <input type="checkbox"/> Employee Retirement and Long Service Recognition Event (TBD) <input type="checkbox"/> Professional Day (May 11, 2018) <input type="checkbox"/> GHSD Graduations (TBD)
<p>June REGULAR JUNE 19 AGENDA SETTING JUNE 13</p>	<p>Agenda and Monitoring Reports:</p> <ul style="list-style-type: none"> • Board and CEO Evaluations • Enrolment Monitoring Report (May 2018) • Report on Administrative Appointments • Third Quarter Financial Report (Mar/Apr/May) • Interim Three Year Education Plan for 2018-2021 <p>Presentations/School Reports:</p> <ul style="list-style-type: none"> • TBD 	<p>Other Events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ASBA Zone 5 Meeting (TBD) <input type="checkbox"/> ASBA Spring General Meeting (Jun 4-5, 2018) Sheraton Hotel, Red Deer <input type="checkbox"/> PSBAA Spring Assembly (Jun 1-3, 2018) Sheraton, Red Deer





ADVANCE POLL – TRUSTEE ELECTIONS 2017

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

August 29, 2017

Background:

Section 73(1) of the *Local Authorities Election Act*: Advance vote states that an elected authority may be 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.

Below outlines key dates for the Board’s consideration:

SEPTEMBER 2017

- **Nomination Day** - Monday, September 18, 2017

OCTOBER 2017

- **Advance Vote** – TBD (Dates and locations to coincide with Municipalities)
- **Election Day** – Monday, October 16, 2017

Recommendation:

That the Board of Trustees establishes dates and locations to coincide with Municipalities for the advance poll for the 2017 Elections.

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



STRATHMORE HIGH SCHOOL UTILITY RIGHT OF WAY

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

August 29, 2017

Background:

Currently a 200 mm Town of Strathmore waterline extends from Brent Boulevard through the Strathmore High School property and serves the Strathmore Agricultural Society land as well as Strathmore High School.

This is a Town waterline, but currently no Utility Right of Way (UROW) Plan or Utility Right of Way Agreement has been registered against Strathmore High School or the Strathmore Agriculture Society property.

At this time the UROW plan and the Agreement need to be registered against the Certificate of Title to allow the Town of Strathmore to claim the waterline and authorize access to service the line when necessary.

Recommendations:

That the Board of Trustees considers a request for Ministerial approval in accordance with Disposition of Property, AR 181/2010 6(1) to register a Utility Right of Way.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a horizontal line.

Bevan Daverne
Superintendent of Schools



Dave Price

Chair

435 A Highway # 1
Strathmore, AB T1P 1J4
(403)-934-5121 (Ext 2013)
Dave.price@ghsd75.ca

August 22, 2017

Hon. David Eggen
Minister of Education
Executive Branch
228 Legislature Building
10800-97 Avenue
Edmonton, AB, T5K 2B6

Honourable Minister Eggen,

Re: Golden Hills School Division No. 75 Utility Right of Way Agreement

Golden Hills School Division is seeking Ministerial approval to register a Utility Right of Way (UROW) in regards to Golden Hills School Division property.

Currently a 200 mm Town of Strathmore waterline extends from Brent Boulevard through the Strathmore High School property and serves the Strathmore Agricultural Society land as well as Strathmore High School.

This is a Town waterline, but currently no Utility Right of Way (UROW) Plan or Utility Right of Way Agreement has been registered against Strathmore High School or the Strathmore Agriculture Society property. At this time the UROW plan and the Agreement need to be registered against the Certificate of Title to allow the Town of Strathmore to claim the waterline and authorize access to service the line when necessary.

In accordance with Disposition of Property Regulation, AR 181/2010 6(1), please consider Golden Hills School Divisions Board of Trustees request for Ministerial Approval to declare the land designated to the UROW (Plan, Block, Lot, land title certificate attached) a surplus to the Board's needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Price".

Dave Price
Chair

On behalf of the Golden Hills School Board of Trustees



ENROLMENT BACKGROUNDER

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

August 29, 2017

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 September 30, 2016 enrolment of provincially 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, 2016. High school funding is based on the Credit Enrolment Units earned per student.

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

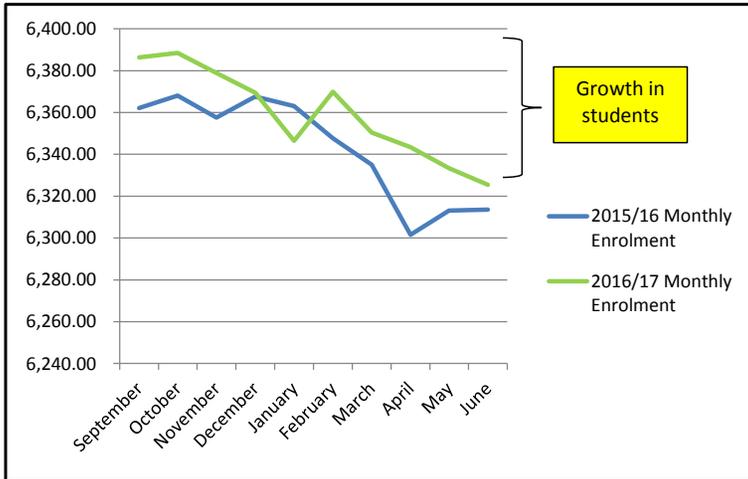
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

May 31, 2017 & June 30, 2017

Funded Total Enrolment	30-June-17 Enrolment	31-May-17 Enrolment	Difference	% Change
Provincially Funded Students	5,995.75	6,003.75	-8.00	-0.13%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	174.65	174.65	0.00	0.0%
Total	6,325.40	6,333.40	-8.00	-0.1%

Last Year Monthly Enrolment & Comparison to September 2016



Grade Figure Analysis Comparison of Sept 2016 and Sept 2015

Provincially Funded	30-Sep-15	30-Sep-16	Difference	% Change
Kindergarten	215.50	203.50	-12.00	-5.9%
Grades 1-3	1,414.00	1,435.00	21.00	1.5%
Grades 4-6	1,445.00	1,431.00	-14.00	-1.0%
Grades 7-9	1,453.00	1,448.00	-5.00	-0.3%
Grades 10-12	1,503.00	1,539.25	36.25	2.4%
Total	6,030.50	6,056.75	26.25	0.4%

Schools - Year to Year Comparison

Configuration	SCHOOL	June 30, 2017 Provincially Funded	May 31, 2017 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	200.00	201.00	-1.00	-0.5%
K-6	Brentwood Elementary School	346.50	347.50	-1.00	-0.3%
K-9	Carbon School	100.00	100.00	0.00	0.0%
K-6	Carseland School	67.50	67.50	0.00	0.0%
7-9	Crowther Memorial Jr. High School	565.00	566.00	-1.00	-0.2%
K-9	Dr. Elliott Community School	171.50	171.50	0.00	0.0%
7-12	Drumheller Valley Secondary School	393.00	393.00	0.00	0.0%
K-6	Greentree School	382.50	382.50	0.00	0.0%
K-12	Prairie Christian Academy School	268.00	268.00	0.00	0.0%
10-12	Strathmore High School	586.00	587.00	-1.00	-0.2%
K-12	Three Hills School	444.00	446.50	-2.50	-0.6%
K-9	Trinity Christian Academy	172.50	172.50	0.00	0.0%
K-12	Trochu Valley School	274.00	274.00	0.00	0.0%
K-6	Westmount School	444.00	445.50	-1.50	-0.3%
K-6	Wheatland Elementary School	353.50	353.50	0.00	0.0%
K-12	Wheatland Crossing	336.50	336.50	0.00	0.0%
Totals		5,104.50	5,112.50	-8.00	-0.2%
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	14.00	14.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	122.50	122.50	0.00	0.0%
1-12	NorthStar Academy	377.25	377.25	0.00	0.0%
7-12	Strathmore StoreFront	34.00	34.00	0.00	0.0%
Totals		565.75	565.75	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	325.50	325.50	0.00	0.0%



ADMINISTRATIVE PROCEDURE 505 – SCHOOL FEES

“Inspiring confident, caring citizens of the world”

August 29, 2017

Background:

Recently, the Alberta Government passed Bill 1, an Act to Reduce School Fees. Under this legislation and accompanying Ministerial Order, Boards may charge a student’s parent any fees or costs for resources related to instruction, subject to the prohibitions and restrictions outlined by this Ministerial Order.

School divisions must also develop administrative procedures for the assessment and collection of school fees and submit that administrative procedure to the Ministry for review.

The GHSD Administrative Procedure Review Committee, along with stakeholder input, have reviewed the current procedure and have a recommended update to AP 505 - *School Fees and Fee Waiver Form 505-1* to include current School Fee information that reflects the new Ministerial Order, the School Act and the School Fees and Costs Regulation, dated June 5, 2017 and expires on August 31, 2019.

Golden Hills School Division No. 75 Board of Trustees reviewed the recommendations made by the GHSD Administrative Procedure Review Committee at the June 20, 2017 Board Meeting. All information was received and reviewed by Alberta Education with suggestions coming back.

Attached is the AP 505 – *School Fees and Fee Waiver Form* with the revision to allow for refunds when required.

Recommendation:

That the Board of Trustees receives the information around the revisions of AP 505 - *School Fees and School Fees Waiver Form 505-1*.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a horizontal line.

Bevan Daverne
Superintendent

SCHOOL FEES

Background

The Board believes that all students should have access to education at the lowest possible cost to the students. The Board may charge a student's parent any fees or costs for resources related to instruction, subject to the prohibitions and restrictions in the School Act and the School Fees and Costs Regulation, dated June 5, 2017 and expires on August 31, 2019.

Guidelines - Golden Hills schools will ensure the following:

1. A fee schedule with specific fees for each school posted on each school website;
2. Consultation that includes school administration, staff, school councils and parents prior to establishing, increasing or decreasing fees;
3. Schools demonstrate the need to charge a fee and ensure the fees are only used for the purpose for which they were collected and are directly related to the cost of resources provided to the students;
4. A notification process for options to have the fee waived, if financial circumstances warrant.
5. A dispute process to allow resolution.
6. Proper accounting for all school fees through the school generated accounting system.

Fees eliminated beginning in the 2017/18 school year:

Resource Fees - There will be no charge for any fees or costs for textbooks, workbooks, photocopying, printing or paper supplies – often referred to as

The following fees may be charged, if applicable, as part of the School Fees and Costs Regulation:

Enhanced Course Fees – These fees would include the services, supports and materials that are not required to meet core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities.

Examples include: Field trips, programs of choice, options programming.

Non-curricular fees – These fees would include option activities or materials outside of the educational mandate of the jurisdiction.

Examples include: Sports teams, clubs, agendas, lockers, school supplies and extended non-curricular trips.

Alternative Program fees – These fees include optional programs such as faith-based, Montessori or sports programs that parents choose for their children.

Procedures

1. Any fee(s) charged for courses/options must be approved by the Superintendent prior to the school year in which they will be charged. A complete schedule of all fees and amounts must be submitted by the school with the spring budget submission to the Secretary Treasurer for further review and subsequent approval by the Minister of Education.
2. New fees added during the school year that have not been previously approved or existing fees that are being proposed for an increase of 5% or more, must receive written Ministerial approval prior to implementation.

3. The principal may assign fees for non-curricular program or travel; these fees do not require Ministerial approval.
4. The principal is responsible for publishing a complete list of all approved fees on the school website. A link to that fee list will be provided to the Secretary Treasurer.
5. The principal is responsible for the collection of fees and issuance of receipts to the students or parents.
6. Fees must be used for the stated purpose. Unused fees can be carried over to the next year or used for another purpose if specifically stated to the parents prior to being charged. **Unused fees shall be refunded to the parents or students who paid them.**
7. Students must return all textbooks and loaned resources or equipment at the end of the school semester or term in order to avoid charges.
8. Textbooks or other items that are lost, damaged or destroyed by a student must be paid for by the student or parent. The charge will be based on the condition of the textbook or other item at the time of issue to the student and recommendations by the principal.
9. If financial circumstances warrant, a parent may apply annually to the Principal to have some or all of their fees waived (Form 505-1).
10. Parents who are declined a waiver of their fees by the Principal may appeal that decision to the Superintendent. All appeals must be received within 14 days of notification that the request has been denied.

Reference: Sections 21.4, 23.3, 30, 39, 39.1, 60.2 School Act
School Fees and Costs Regulation - Ministerial Order (#306/2017)