



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, December 15, 2015

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 (2015/11/24)**
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. **Travel Advisory**
 - 8.1.2. **Field Studies Excursion Europe (Strathmore High School)**
 - 8.2. **Information Items**

B. Daverne

B. Daverne

8.2.1. Enrolment Monitoring Report (November 2015)	T. Sabir
8.2.2. School Summaries Monitoring Report	T. Sabir
8.2.3. Class Size Initiative	K. Jordan
8.2.4. Technology Services Plan	K. Jordan
8.2.5. AP 171 - Workplace Health and Safety	W. Miskiman

9. **School Monitoring Reports**

- 9.1. **Westmount/Trinity Christian Academy (W. Funk/D. Graff)**
- 9.2. **Learning Academy/Storefront (J. Bertsch/L. Daverne)**

10. **ADJOURNMENT**

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, November 24, 2015

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(Absent)

c) Trustee

- Barry Kletke
- Sherri Nielsen (excused herself at 2:45 p.m.)
- Alan Larsen
- Joyce Bazant

d) Superintendent of Schools

- Bevan Daverne

e) Associate Superintendent

- Kandace Jordan
- Wes Miskiman

f) Secretary/Treasurer

- Tahra Sabir

g) Recording Secretary

- Kristy Polet

Call to Order

Chair Price called the meeting to order at 9:32 a.m.

In Camera**Resolution #BD20151124.1001**

MOVED by Trustee Bazant that the Board of Trustees go *In Camera* at 9:33 a.m. to discuss legal matters.

Carried

Resolution #BD20151124.1002

MOVED by Trustee Kletke that the Board of Trustees rise from In Camera at 10:47 a.m.

Carried

BREAK

Recessed at 10:48 a.m.

Reconvene at 10:55 a.m.

Approval Of Agenda**Resolution #BD20151124.1003**

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

Carried

Presentation of Minutes**Resolution #BD20151124.1004**

MOVED by Trustee Nielsen that the Board of Trustees approve minutes of October 27, 2015 as presented.

Carried

**Chair's Report
(REPORTS)**

Chair Price reported on the following items:

- Alberta School Boards' Association (ASBA) Zone 5 meeting, attended with Trustee Nielsen on November 6, 2015.
- Discussion with other Board Chairs on topic of Bargaining and Policies.
- Letter from Education Minister, Honorable David Eggen. Superintendent Daverne and Chair Price will draft a response letter.

**Board Committees
(REPORTS)**

No information to report on at this time.

**Board Representatives to External Organizations
(REPORTS)**

Trustee Kletke presented information on the Public School Boards Association of Alberta (PSBAA) held on November 13-14, 2015.

- Dr. Kris Wells received the PSBAA award for his contribution to public schools
- Discussed how every child should feel safe and included in their school.
- Black Gold School Division has withdrawn from the PSBAA. Fort Vermillion School Division has joined the Association.
- Motion was passed to change the wording of the Education Act (carried).
- Discussed which school boards have a policy on the Lord's Prayer.
- K. Worobec made a presentation on Environmental and Energy Literacy.
- L. Hagen, Campaign Director for Wellness Alberta, made a presentation on Chronic Disease Prevention.

Trustee Nielsen presented information on the Alberta School Board Association (ASBA) Zone 5 meeting held on November 6, 2015.

- Discussed Fee structure and how they differ from between each Zone.
- Mentioned that the voting process for positions will change at the FGM.
- Reviewed and approved, Policy Development Advisory Committee (PDAC) Policies 1-8.
- All ASBA expenses will be posted online as of January 1, 2016.
- ASBA President Helen Cleese reported on the ongoing work with Advocacy, Bargaining consultations, meetings and announcements.

- Discussed topic ideas for PD opportunities and Board sharing:
 - FNMI, Bus Driver Recruitment, Nutrition Programs, Reduction in School Fees, Mental Health and Student Anxiety, Local Municipality Involvement and Interaction, Bullying Policies, Funding Framework, Accountability Pillars Review, Community and Parent Involvement, ASBA Advocacy Linking of Boards, Student Voice, Fiduciary Responsibility, Natural Persons Powers.

Resolution #BD20151124.1005

MOVED by Trustee Kletke that the Board of Trustees approves the PSBAA (Public School Boards' Association of Alberta) invoice for \$0.90 per student annually for 4 years.

Carried

BREAK

Recessed at 12:15 p.m.

Reconvene at 12:45 p.m.

**Administration
Reports
(REPORTS)**

Associate Superintendent Miskiman presented information on the following topics:

- HR Update:
 - Long Service Awards Gala Evening is planned for the evening of May 26, 2016 at the Travelodge.
 - Discussion on Planning Pre-Retirement Workshops for Golden Hills School Division.
 - Teachers - ATA (Alberta Teachers Association)
 - Division Staff - LAPP (Local Authorities Pension Plan)
 - Teacher Bargaining - Golden Hills School Division No. 75 expires August 2016.

Associate Superintendent Jordan presented information on the following topics:

- Teacher recruiting is underway.
- Leadership Training being held throughout the month.
 - Guest Speakers, A. Rose and G. Newman

Superintendent Daverne presented information on the following topics:

- Carbon School fire on Sunday, November 22, 2015. Carbon Volunteer Fire Dept. was called immediately, they arrived on scene promptly and extinguished the fire. The gym and shop rooms are off limits until fixed as there was some structural damage.
- Discussed field trip excursions that have been approved for some of our schools in 2016. Due to the recent terrorist attacks, Golden Hills School Division No. 75 have a set protocol in place, this will also involve the parents of the students that are registered for any International excursion.
- Regional Water Corporation meeting; discussed the potential waterline.
- Don Hartman's Retirement last day is Wednesday, November 25, 2015. Christa Seepish will be stepping into the Project Manager's position on a 2 year contract.
- ASBOA is collecting information on school fees for Alberta Education, deadline is Friday, November 27, 2015.
- Minister of Education, David Eggen, is collecting information on Student Food Programs in schools.
- Discussed Provincial Math curriculum.
- East Wheatland naming Committee update:
 - Narrowed the possibility of school names down to five submissions.
- Green Acres Colony was featured in the Green Energy Futures Magazine as the largest Solar farm in Western Canada.

Secretary-Treasurer Sabir presented information on the following topics:

- Facilities Update:
 - Prairie Christian Academy (PCA) is progressing well.
 - Trochu Valley Fitness Centre, working on HVAC pricing and securing local trades people.

**Audited Financial
Statements for the
year ending August
31, 2015**

(Action Items)

Terry Booth, FCA and Alicia Simmonds, CPA, CA, Manager (Collins Barrow Chartered Accountants) were in attendance via conference call to present the AFS and answer Trustee questions regarding the audit.

Michael Kuystermans, Manager of Financial Services was also in attendance.

Resolution #BD20151124.1006

Moved by Trustee Nielsen that the Board of Trustees approves the 2015-16 amount on the Audited Financial Statements for the year ending August 31, 2015 to be transferred to restricted reserves as follows:

Capital Reserves - transfer of \$500,000

Operating Reserves - transfer of \$380,000

Carried

Resolution #BD20151124.1007

Moved by Trustee Bazant that the Board of Trustees approves the Audited Financial Statements for the year ending August 31, 2015 for submission to Alberta Education by November 30, 2015 subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2015.

Carried

**Final Budget
Submission
2015-2016**

(Action Items)

Secretary-Treasurer Sabir presented information on the fall update to the 2015-2016 Budget.

Resolution #BD20151124.1008

Moved by Trustee Larsen that the Board of Trustees approves the Budget 2015-2016 for submission to Alberta Education by November 30, 2015 as required subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2015.

Carried

**2015-2018 Three
year Education Plan
and 2014-2015 AERR**

(Action Items)

Superintendent Daverne presented information on the Three Year Education Plan and Annual Education Results Report.

Resolution #BD20151124.1009

MOVED by Trustee Kletke that the Board of Trustees approves the combined Three Year Education Plan 2015-2018 and Annual Education Results Report 2014-2015 for submission to Alberta Education November 30, 2015.

Carried

**Field Studies
Excursion Bogoto,
Colombia(Prairie
Christian Academy)**

(Action Items)

Resolution #BD20151124.1010

MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school field studies/excursion for Prairie Christian Academy to Bogota, Colombia from February 5, 2016 - February 15, 2016 subject to advisory notices from Foreign Affairs and International Trade Canada website:

http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Carried

**Field Studies
Excursion Europe
(Prairie Christian
Academy)**
(Action Items)

Resolution #BD20151124.1011

MOVED by Trustee Larsen that the Board of Trustees approves the proposed high school field studies/excursion for Prairie Christian Academy to Europe from March 24 - April 3, 2016 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Carried

Advocacy Planning
(Action Items)

Resolution #BD20151124.1012

MOVED by Trustee Larsen that the Board of Trustees review and adopt new updated advocacy priorities for the 2015/2016 school year.

Carried

**Monthly Enrolment
Monitoring Report
(October 2015)**
(Information Items)

Secretary-Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report (October 2015).

**Drumheller Valley
Secondary School
(C. LaPierre)**
(School Monitoring
Reports)

Superintendent Daverne welcomed C. LaPierre, Principal (Drumheller Valley Secondary School), who presented the Schools' education plan and results achieved. Superintendent Daverne and Chair Price thanked C. LaPierre for his presentation.

**Greentree School (E.
Campbell-Bentley)**
(School Monitoring
Reports)

Superintendent Daverne welcomed E. Campbell-Bentley, Principal (Greentree School), who presented the Schools' education plan and results achieved. Superintendent Daverne and Chair Price thanked E. Campbell-Bentley for the presentation.

ADJOURNMENT

Resolution #BD20151124.1013

MOVED by Trustee Larsen that the Board of Trustees go *In Camera* at 3:20 p.m. to discuss legal matters.

Carried

Resolution #BD20151124.1014

MOVED by Trustee Larsen that the Board of Trustees rise from In Camera at 3:28 p.m.

Carried

Resolution #BD20151124.1015

MOVED by Trustee Bazant that the meeting adjourn at 3:29 p.m.

Carried

Chair

Secretary-Treasurer



Travel Advisory

"Inspiring confident, caring citizens of the world"

December 15, 2015

Background:

Recently we received a travel advisory from ASBIE, our insurance providers about travel to Europe.

The travel advisory from ASBIE indicates that they "strongly recommend for all international travel be re-evaluated for the remainder of 2015 and going forward through 2016. All school trips going to Europe should make alternative arrangements and should meet with the parents to discuss their travel arrangements and destination options."

Golden Hills Policy on international trips includes a review process prior to the trip leaving that considers the political climate abroad as well as any federal travel advisories for that destination.

To date, Principals are taking the following steps if they have a planned trip to the European area:

1. Check with the trip provider on their cancellation policy and date deadlines for refunds. Inform parents as to the review process GHSD will be following, including references to the travel advisories provided by the Canadian government as the trip timeline gets closer.
2. Inform parents that in addition to a decision made at the school level to cancel a trip, we may also receive direction from the district or School Board in this regard. Should our insurance provider still not be recommending student travel prior to the trip that decision is likely.
3. Schools that have booked trips to destinations that now appear to be too much risk, and are perceived to be moving to a higher risk should consider alternative plans sooner rather than later.

Golden Hills wants to continue to provide opportunities for students with levels of risk that are understood and accepted by parents and by our district. We understand that there is always some risk with any travel, locally or abroad, and are working to ensure all stakeholders are aware of those risks and balance that against the rich learning opportunities that this travel provides

Recommendation:

That the Board of Trustees continues with the current policy that supports monitoring government travel advisories and recommendations from our insurance provider and parental feedback as a process of review prior to travel and the process of review will continue in January.

Bevan Daverne
Superintendent

ALBERTA SCHOOL BOARDS' INSURANCE EXCHANGE INSURANCE PROGRAM

BULLETIN | International Travel

We have had several questions regarding international travel as school groups are now looking at their travel plans for 2016.

At this time we are monitoring the situation closely and obtaining feedback as to what other provincial programs are doing. We do know that several school board programs across Canada have cancelled their international trips for 2016.

As the ASBIE Risk Manager, we have several concerns regarding international travel for students groups within this program. First, terrorist attacks and events are not new but they do seem to be growing in number and now in historic and tourist destinations with more loss of lives and destruction. Secondly, the aggressive disregard for all life makes ISIS very dangerous and volatile with the clear mandate which focusses more on the number of deaths versus making a political statement by hitting a specific building or center. Thirdly, the unpredictability of ISIS as to where these extremists will hit next is a concern as they have supporters throughout the world.

Abu Muhammad Al-Adnani urged ISIS supporters to kill Canadians, Americans, Australians, French and other Europeans, regardless of whether they were civilians or members of the military. If ISIS considers the Paris attacks successful, that will give momentum to more attacks against who they consider to be their enemies – kafirs or non-believers - and these will be at locations with a lot of civilians. France voted last week to extend the State of Emergency for three months and other countries are on high alert.

Other terrorist organizations are now jockeying for position and capitalizing on the publicity of ISIS such as the Jihadist group Al Mourabitoun and al Qaeda in the Islamic Maghreb (AQIM) who took responsibility for the attack in a joint operation against the Radisson Hotel in Mali.

We **strongly recommend** for all international travel that ASBIE members have sanctioned be re-evaluated for the remainder of 2015 and going forward through 2016. All school trips going to Europe should make alternate arrangements and should meet with parents to discuss their travel arrangements and destination options.

The teacher-in-charge, the principal, and the school board have a legal obligation to ensure a safe and caring environment. Student, staff and chaperone safety should be first and foremost.

School boards have the responsibility to educate but that does not mean putting travellers in a potential hazardous situation given the economic, political and extremist situations of today.

- **Alberta School Act - Section 45(8)**
 - The school board must ensure a safe and caring environment

- **Occupational Health and Safety Act – Section 2(1)**

- Every **employer** shall ...
 - ensure the health and safety of workers engaged in the work of that employer
 - that workers are aware of their responsibilities and duties under the Act, Regulations and Code

Should an incident occur, the Court will ask the question:

Did the defendant (the teacher-in-charge, the principal, the school board) exercise the skill, the prudence and attention to be reasonably expected from an educator?

The standard of care that will be applied by the Court given the circumstances of the current threats and events occurring will be that of a “supra-parent”. With all the information available through many a variety of mediums it will be expected that educators planning international trips will be very well informed on their destinations and travel plans.

Ultimately it is the school board’s decision in consultation with the parents to determine if they will continue with their international trips abroad. If the decision is to carry on as normal, then we recommend the following:

- ✓ Monitor Canada’s Travel Advisory website daily (<http://travel.gc.ca/travelling/advisories>).
- ✓ Have your legal counsel draft a destination consent form specific for current affairs for parents’ signatures.
- ✓ Ensure all travellers have adequate travel insurance.
- ✓ Purchase Kidnap and Ransom Insurance (available through the ASBIE Program).
- ✓ Plan to have more parent / student / teacher meetings regarding the trip for updates on travel plans and current foreign affairs. Attendance sheets and minutes should be mandatory.
- ✓ Ensure all travellers understand the increased potential for delay and/ or disruption arising from increased security checks at ports of entry and key transport hubs. Adjust travel times and arrangements accordingly.
- ✓ Ensure all travellers are vigilant and pay attention to their surroundings, and be prepared to respond to instructions from the authorities.
- ✓ Consult trusted, reliable information sources for updates on the situation.
- ✓ Ensure all travellers have travel documents and personal identification documents on them at all times for use in any ID checks.
- ✓ For any new trips that are in the planning stages purchase Trip Cancellation Insurance (available through the ASBIE Program).

Attached for your reference is the ASBIE International Field Trip Planning Checklist from the ASBIE Off-Site Policy and Procedures Manual which is available on the ASBIE Website.

If you have any questions or concerns please, do not hesitate to contact our office.

Janice Boiko,
ASBIE Program Director

23.11 INTERNATIONAL FIELD TRIP PLANNING CHECKLIST

A. Effective Practice 1 The school defines risk, including the consequences and benefits of risk.	Check
Written risk management policies are in place	
Organizational risk tolerance statement is articulated	
Risk management policies are reviewed regularly	
Responsible individual for reviewing policies	
Current practices are monitored	
B. Effective Practice 2 The school identifies legal implications in Canada and destination country.	Check
Legal obligations/implications in Canada outlined and communicated to staff and volunteers	
Destination legislation identified and communicated to staff, students, parents and volunteers:	
C. Effective Practice 3 The objectives of all off-site activities are clearly defined and mission-appropriate	Check
Objectives are defined	
Activities are appropriate and support objectives	
Objectives are communicated to all stakeholders	
D. Effective Practice 4 The school establishes a planning, approval and documentation process for each off-site activity, including but not limited to assessing risks and hazards.	Check
D.1 Approval process	
Formal approval process in place refers to	
Objectives	
Destination and itinerary	
Transportation arrangements	
Budget	
Insurance arrangements	
Accommodation	
Target students: group size/age/grades/classes	
Experience and qualifications of staff	
Names of leader and accompanying staff	
Identification of students with educational or medical needs	
List of all activities	
Details of service providers (if applicable)	
D.2 Activities	
Risks for activities and programs are identified	
Risk mitigation strategies are identified	

Activities not permitted are outlined	
D.3 Budget	
Budget is prepared and reviewed	
Banking arrangements are in place	
Finance needs and methods are communicated effectively to students and parents	
Methods and timing of payment are established	
Policy for use and return of surplus funds	
D.4 Exploratory visit	
Criteria is established for when an exploratory visit is required	
Budget for exploratory visit is identified	
D.5 Transportation	
Appropriate transport arrangements are made for each off-site activity	
Policies are in place for use of school vehicles	
Vehicle inspections and insurance documentation are in place if using a transportation provider	
Suitable insurance is in place if using a private vehicle(s)	
Contingency plans are in place	
D.6 Accommodation	
Accommodation is appropriate for the aims and objectives of the off-site activity	
Suitability is assessed by reliable source	
Safety and emergency procedures are in place and are communicated to staff and students	
Room locations of staff, students and gender are considered	
D.7 Informed consent	
Parents receive a written information package outlining all aspects of the program	
Parents meetings, web sites and videos are used to fully convey the nature of the program to parents	
Acknowledgement of Risk and Informed Consent forms are created and communicated to administration, staff, students and parents	
Notarized "permission for minor to travel" documents are arranged	
Parent communication contains all pertinent information for informed consent:	
Objectives	
Destination	
Costs and methods of payment	
Itinerary and activities	
Mode(s) of transportation	
Size of group	
Group leader (experience and qualifications)	
Accompanying staff/volunteers (experience and qualifications)	
Service provider (if applicable)	
Details of accommodation	
List of all activities and associated risks	
How risks will be managed	
Clothing and equipment	
Insurance	

Expected standard of behaviour	
Spending money	
Passport and visa requirements	
Availability of medical care	
What to do in the event of an emergency	
Procedure for collection and storage of forms is implemented	
Parent responsibilities are clearly communicated to them	
D.8 Risk assessment	
Risks are assessed and reviewed by appropriate staff	
Risk control measures are identified	
Service providers are requested to produce a risk assessment	
Risk assessment considers, but not limited to:	
Transportation	
Supervision	
Accommodation	
Communication	
First Aid	
Emergency procedures	
Activities	
Expected behaviour	
Environmental conditions	
Risk assessment is communicated to all stakeholders	
Foreign Affairs Canada is consulted for international off-site activities	
D.9 Documentation	
Documentation is collected and reviewed prior to departure	
Responsibility for obtaining documentation is clearly communicated to all stakeholders	
Service provider responsibilities in documentation process are clear	
Documentation required may include:	
Passports	
Visas	
Permits	
Certificates	
Permission forms/consents/waivers	
Student medical insurance and emergency contact information	
Birth certificates	
Immunization Records	
D.10 Insurance	
Adequate insurance policies are secured (medical, trip cancellation, repatriation, liability, etc)	
Any activities not insured are communicated effectively	
Insurance of service providers is verified and certificate sought	
Procedure for claims is communicated effectively	
D.11 Equipment	
Equipment required is appropriate and in good repair	
Instruction is given for the use of specialized/personal protection equipment	
Personal protection equipment is provided or highlighted	

Personal equipment list is provided	
Checks made on personal equipment to ensure suitability	
D.12 Medical	
Current health status of staff and students is confirmed	
Written confirmation is obtained on previous and/or pre-existing medical conditions of staff and students	
Pertinent medical information is obtained regarding, but not limited to:	
Previous and/or current medical conditions	
Previous surgeries	
Previous and/or current medications	
Specialist medication pertaining to destination	
Dietary requirements	
Individual requirements	
Name of doctor	
Permission for treatment	
The use and documentation of prescription and over-the-counter medication is communicated effectively	
Reporting mechanism for accidents and incidents exists	
Environmental illness pertinent to destination country are identified and communicated effectively	
Travel medical insurance is in place	
D.13 Finance	
A budget is prepared	
Clear monitoring system for funds in and out of account established	
The allocation of contingency/emergency funds is established	
Protocols are established outlining the use of contingency/emergency funds	
Staff have access to contingency/emergency funds	
A method to make funds accessible in destination country is arranged	
Students advised on spending money	
Students are trained on money matters whilst in destination country	
Students given advice on fund-raising (if appropriate)	
E. Effective Practice 5	Check
The school has a process for ensuring the selection and preparedness of students.	
Criteria for selection of students is established and communicated to all stakeholders	
Pertinent information on each student is gathered	
Competency and maturity of each student is assessed	
Student responsibilities are communicated effectively	
Information meetings are held for students	
Students are provided with written overview	
Students are provided with advice on laws and cultural awareness of the destination country	
The school has a policy or Code of Conduct regarding student behaviour on off-site activities	
Procedures for transgressions of Code of Conduct are clearly communicated to all stakeholders	
Equipment and clothing	

Physical fitness	
Preventative medical treatment	
First Aid	
Activity specific training	
Language skills	
Cultural skills	
Emergency procedures	
In-country orientation	
Hygiene and health	
Assessing risks	
F. Effective Practice 6	Check
The school has a process for ensuring the selection and preparedness of employees and volunteers.	
Criteria for selecting staff and volunteers is established	
Clear roles and responsibilities are established for staff and communicated effectively	
Competencies may include:	
Prior trip leadership experience	
Proven conservative decision making	
Knowledge of school policies and expectations	
Familiarity with students	
Gender balance is considered for all off-site activities	
Staff training is monitored and kept current	
Competencies are assessed by qualifications, experience or specific training	
Files are kept on each instructor including copies of certifications and assessments.	
Specific responsibilities are assigned to each trip leader	
All staff and volunteers have undergone a police check	
G. Effective Practice 7	Check
The school has a process for ensuring the selection and preparedness of all service providers.	
The circumstances under which a service provider is used are clearly stated	
Service providers are carefully assessed by individuals with expertise in area.	
References from other schools are sought	
Schools enter into a contract with service providers that clearly states roles, responsibilities, insurance, financial arrangements, emergency plans and consequences of cancellation	
The contract outlines key roles and responsibilities for both the school and service provider and is communicated effectively	
The school requests a copy of the service provider's liability insurance and risk assessment	
The school establishes with the service provider what arrangements are in place in case of delay or other contingencies	

H. Effective Practice 8 The school has clear field practices.	Check
The levels and types of supervision are identified for each activity.	
All staff are aware of their supervisory duties	
Supervision levels and unsupervised time are clearly articulated to all stakeholders	
Students know what to do in an emergency if unsupervised	
Staff have a good knowledge of the students in their care and monitor for behavioural changes	
Students are made aware of responsibilities and boundaries at all times but especially if unsupervised	
Effective security measures are established for night time supervision	
Gender balance of staff is considered when considering supervisory duties	
I. Effective Practice 9 The school has a communication process with all stakeholders for both routine and emergency situations.	Check
A communication plan is established and communicated effectively to all stakeholders	
A 24-hour school base contact is established and is accessible by staff and parents	
Appropriate methods of communication are established and technology checked as operable in the area of travel	
Training in methods of communication is offered	
J. Effective Practice 10 The school establishes contingency and emergency processes for each off-site activity	Check
Written contingency plans include, but are not limited to:	
Common contingencies	
Provision for a student that cannot reach or maintain a required level of activity	
An emergency plan is communicated to all stakeholders	
All field and administration staff understand their roles and responsibilities in the emergency plan	
Staff are appropriately trained and deployed in first aid	
First Aid kits are available and appropriate for the off-site activity	
Medical protocols are communicated effectively to all stakeholders	
Procedures are in place for the use, storage and administration of all medications	
Training for local medical or environmental related illness is given to staff and students	
Advice is given regarding prophylactic medication and advice on travel clinics	
Medical screening for all staff, students and volunteers	

K. Effective Practice 11 The school has a process to review and evaluate each off-site activity.	Check
Evaluation procedure is established for off-site activities includes, but not limited to:	
Aims and objectives	
Itinerary and activities	
Transportation and accommodation	
Value for money	
Safety procedures	
Incidents and near misses	
Student satisfaction	
Staff satisfaction	
Evaluation documentation stored and reviewed	
Annual evaluation of all operating procedures	

Source: Canadian Educational Standards Institute



FIELD TRIP STUDIES/STUDENT EXCURSION Strathmore High School

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

December 15, 2015

Background:

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Europe from March 24, 2016 to April 3, 2016. The trip will involve 80 high school students and the students will miss one day of school as it is during the Easter break.

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

Statement of Educational Purpose:

The purpose of the 2016 Europe trip to Switzerland, Italy, France and Spain is to immerse students in other cultures and to foster a sense of tolerance toward others.

This is SHS's bi-annual trip to Europe that has been going for the past twenty years.

Risk Assessment:

The areas of Europe we are traveling to have a politically stable environment and there are no identifiable risks in traveling to the aforementioned countries at this time. However, in light of the recent events in Paris, the trip is taking us to rather remote (by tourist standards) areas of Europe. The trip lands in Zurich, Switzerland, but then goes immediately to Lucerne. Then we move to Lake Como, Italy followed by the Cinque Terre. From Italy, we visit Carcassonne and Avignon, France. From there, the trip finishes in Barcelona, Spain. Also, as per EF policy, If the political climate in these countries does change to the point where the Department of Foreign Affairs issues a formal travel warning, EF will include, at no additional charge, is our additional travel security, which covers cancellations due to an act of terrorism or the threat of an act of terrorism. Through this plan, participants will receive a full refund less the \$199 non-refundable deposit should all of the following conditions be met: (a) a terrorist act, or threats of terrorist acts occur(s), which is directed against Canadian interests on Canadian soil or in Canadian airspace or directed against Canadian interests in any other country or in international airspace; and (b) as a result of these events, a formal Travel Warning is issued by the Department of Foreign Affairs, stating that Canadians should not travel to any country or countries which are included in the participant's tour itinerary; and (c) the formal Travel Warning by the Department of Foreign Affairs is issued within 65 days of the participant's departure. Participants missing any payment deadlines will need to pay late fees to qualify for additional travel security.

Insurance is being made available through EF but participants have the option of getting their own insurance, or not obtaining insurance at all.

Recommendation:

That the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Europe from March 24 – April 3, 2016 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

A handwritten signature in blue ink, appearing to read 'Bevan Daverne', is positioned above a horizontal line.

Bevan Daverne
Superintendent of Schools

DAY 1: FLY OVERNIGHT TO ZURICH

DAY 2: LUCERNE REGION

- Meet your Tour Director at the airport
 - Travel to Lucerne
-

DAY 3: LUCERNE REGION

- Take a tour of Lucerne
 - ✦ *Optional: Mount Pilatus*
 - ✦ *Optional: Enjoy a Swiss Folklore Event*
-

DAY 4: CINQUE TERRE REGION

- Travel to Cinque Terre Region
-

DAY 5: CINQUE TERRE REGION

- Visit Cinque Terre
-

DAY 6: NICE | PROVENCE

- Travel to Nice
- Enjoy free time in Nice

DAY 7: PROVENCE

- Visit the Pont du Gard
 - Take a tour of Nîmes or Arles
 - Visit the Nîmes or Arles Amphitheatre
 - Take a tour of Avignon
 - Visit the Palais des Papes
-

DAY 8: BARCELONA

- Take a tour of Carcassonne via Barcelona
 - Take a walking tour of Barcelona
 - ✦ *Optional: Enjoy a Flamenco Evening*
-

DAY 9: BARCELONA

- Take a guided tour of Barcelona
 - Visit Parque Güell
 - ✦ *Optional: Barcelona Bike tour*
-

DAY 10: DEPART FOR HOME



ENROLMENT BACKGROUNDER

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

December 15, 2015

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, 2015 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, 2014. 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

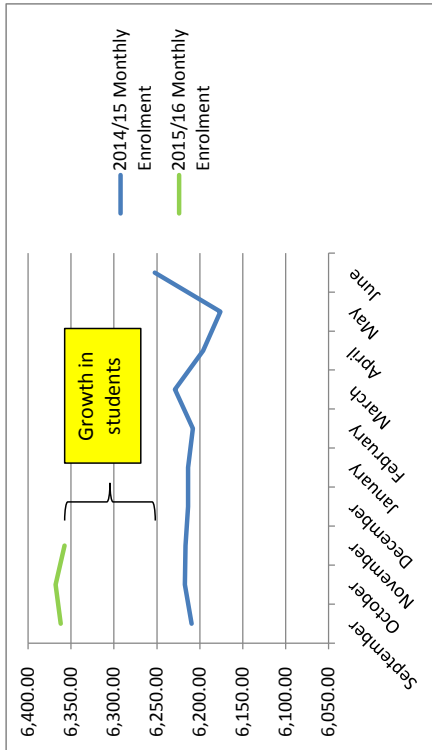
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

September 30, 2015 & November 30, 2015

Funded Total Enrolment	31-Oct-15 Enrolment	30-Sept-15 Enrolment	Difference	% Change
Provincially Funded Students	6,070.00	6,080.50	-10.50	-0.17%
Siksika Students	154.00	154.00	0.00	0.0%
International Students	133.60	133.60	0.00	0.0%
Total	6,357.60	6,368.10	-10.50	-0.2%

Last Year Monthly Enrolment & Comparison to September 2014



Grade Figure Analysis Comparison of Sept 2015 and Sept 2014

Provincially Funded	30-Sep-15	30-Sep-14	Difference	% Change
Kindergarten	215.50	234.00	-18.50	-7.9%
Grades 1-3	1,414.00	1,426.00	-12.00	-0.8%
Grades 4-6	1,445.00	1,414.00	31.00	2.2%
Grades 7-9	1,458.00	1,347.00	111.00	8.2%
Grades 10-12	1,533.50	1,493.00	40.50	2.7%
Total	6,066.00	5,914.00	152.00	2.6%

Schools - Year to Year Comparison

Configuration	SCHOOL	October 31, 2015 Provincially Funded	October 31, 2015 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	202.00	206.00	-4.00	-1.9%
K-6	Brentwood Elementary School	348.00	347.00	1.00	0.3%
K-9	Carbon School	95.50	95.00	0.50	0.5%
K-6	Carseland School	59.50	59.50	0.00	0.0%
K-8	Central Bow Valley School	23.00	23.00	0.00	0.0%
7-9	Crowther Memorial Jr. High School	557.00	556.00	1.00	0.2%
K-9	Dr. Elliott Community School	166.50	166.50	0.00	0.0%
7-12	Drumheller Valley Secondary School	395.00	395.00	0.00	0.0%
K-6	Greentree School	420.50	424.00	-3.50	-0.8%
K-6	Hussar School	37.00	38.00	-1.00	-2.6%
K-12	Prairie Christian Academy School	248.00	250.00	-2.00	-0.8%
K-6	Rockyford School	35.00	35.00	0.00	0.0%
K-12	Standard School	239.50	241.50	-2.00	-0.8%
10-12	Strathmore High School	615.00	617.00	-2.00	-0.3%
K-12	Three Hills School	464.00	462.00	2.00	0.4%
K-9	Trinity Christian Academy	149.00	149.00	0.00	0.0%
K-12	Trochu Valley School	315.00	313.00	2.00	0.6%
K-6	Westmount School	437.50	439.00	-1.50	-0.3%
K-6	Wheatland Elementary School	369.00	370.00	-1.00	-0.3%
Totals		5,176.00	5,186.50	-10.50	-0.2%
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	10.00	10.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	109.00	109.00	0.00	0.0%
1-12	NorthStar Academy	380.50	380.50	0.00	0.0%
7-12	Strathmore StoreFront	32.00	32.00	0.00	0.0%
10-12	Trochu Valley Outreach	0.00	0.00	0.00	0.0%
Totals		549.50	549.50	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	344.50	344.50	0.00	0.0%



SCHOOL SUMMARIES MONITORING REPORT

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

December 15, 2015

Background:

Annually administration reviews schools and provides information to assist the board in decisions related to the annual budget and capital planning. The School Summaries Report summarizes key information for each school and the jurisdiction including enrolment trends, facilities information and budget data.

The information informs the allocation of resources to support the vision (*Inspiring confident, connected, caring citizens of the world*) and mission (*Engaging all learners in achieving their highest levels of academic and personal competence within a caring, innovative environment*).

Recommendation:

It is recommended that the Board of Trustees receives and reviews the School Summaries Report as information.

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



CLASS SIZE INITIATIVE

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

December 15, 2015

Background:

The Class Size Initiative was implemented during the 2004-2005 school term and the associated supporting funding has been appreciated by teachers, students and parents. The original goal of the funding was to achieve the following averages by the fall of the 2006-2007 school term:

K - 3:	17 students
4 - 6:	23 students
7 - 9:	25 students
10 -12:	27 students

Class Size funding focuses on grades K-3 and CTS classes in 10-12. Grades 4-9 only receive the base instruction funding and do not receive any class size funding. Guidelines are not expected to be met in each and every classroom and class composition is one of the factors considered when principals make decisions. Local decision-making allows the needed flexibility to organize classes in ways that best meet learning needs of students.

Alberta Education reporting requirements have changed. Class size results are reported in the Annual Education Results Report (AERR) rather than directly to the ministry.

As indicated from the data, Golden Hills School Division has met all the guidelines except at the Kindergarten to Grade 3 level which is somewhat higher. The Grade 10-12 is significantly lower than the recommended level as schools try to provide a wide range of course options for their students. Each school principal makes decisions about how to best allocate their resources to serve students. For further information reference can be made at:

<http://education.alberta.ca/departments/ipr/classsize.aspx>

Golden Hills School Division Results 2014-2015				
Grade	Target	Range	Actual GHSD Avg	Actual Prov Avg
K - 3	17	4.0-37.0	20.1	20.2
4 – 6	23	5.0-31.0	21.2	22.7
7 – 9	25	8.0-58.0	23.0	23.4
10-12	27	1.0-52.0	19.8	23.3
Overall Average			21.0	22.4

Golden Hills School Division Results 2015-2016				
Grade	Target	* Range	Actual GHSD Avg	Actual Prov Avg
K - 3	17	1.0-48.0	18.2	Not Yet Available
4 – 6	23	1.0-39.0	21.3	Not Yet Available
7 – 9	25	1.0-46.0	22.4	Not Yet Available
10-12	27	1.0-43.0	16.4	Not Yet Available
Overall Average			19.6	Not Yet Available

*Range: On average, less than 1% (.7%) of classes in Golden Hills contains more than 35 students. In the majority of those cases, they represent non-core courses such as Music, Phys Ed, Drama or Band

Recommendation:

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



Bevan Daverne
Superintendent



Dr. Kandace Jordan
Associate Superintendent of Schools



Technology Services

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

December 15, 2015

Background:

Golden Hills School Division has made a priority of enhancing technology in our schools. Significant progress has been made over the last number of years and we are much closer to meeting our goals of anywhere, anytime, anyplace access that allows teachers and students to meet Information Communication Technology outcomes and engage students in rich real-world learning experiences. In addition, noteworthy efficiencies have been achieved in terms of system administration.

Recommendation:

That the Board of Trustees receives the Technology Services Report for information and for the record.

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Bevan Daverne
Superintendent

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

Dr. Kandace Jordan
Associate Superintendent of Schools



TECHNOLOGY SERVICES MONITORING REPORT

Presented to the Board of Trustees by Kandace Jordan

Associate Superintendent of Schools

Resource Person: Todd Kennedy

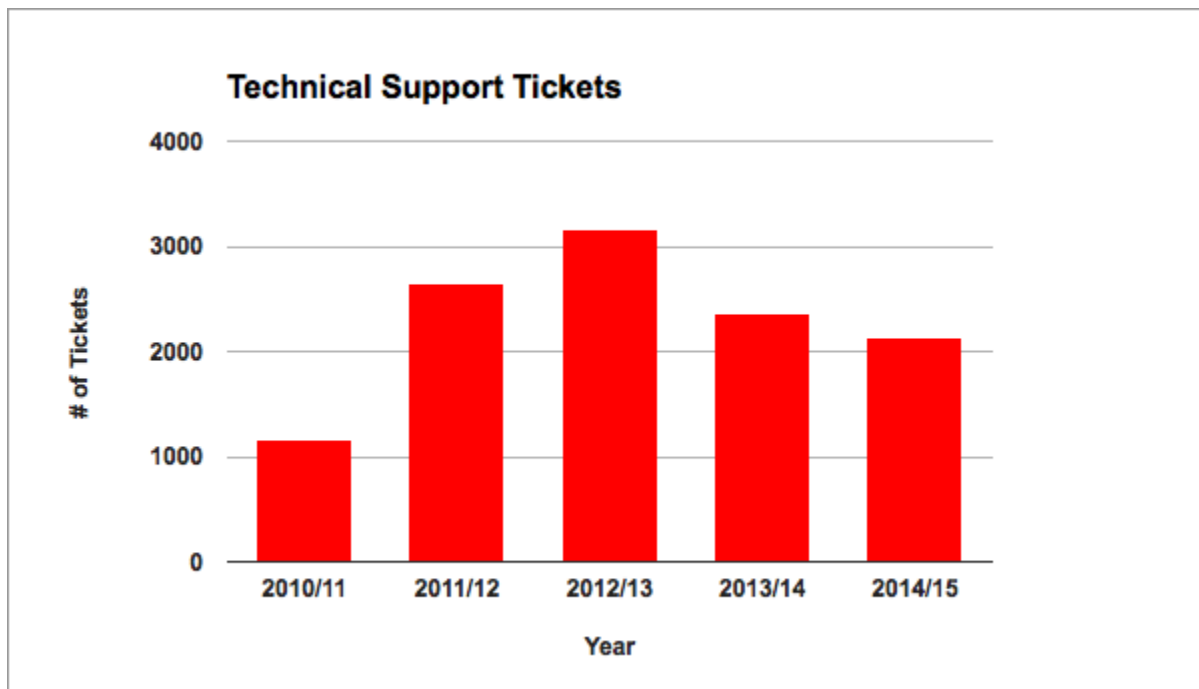
December 15, 2015

Overview

GHSD Technology Services Department maintains a solid infrastructure that is used daily by staff and students within our schools. As the demand on infrastructure has increased, so has the demand and dependence on wireless infrastructure.

Help Desk Ticketing

In the 2014/15 school term requests for technical support through the online ticketing system stabilized.

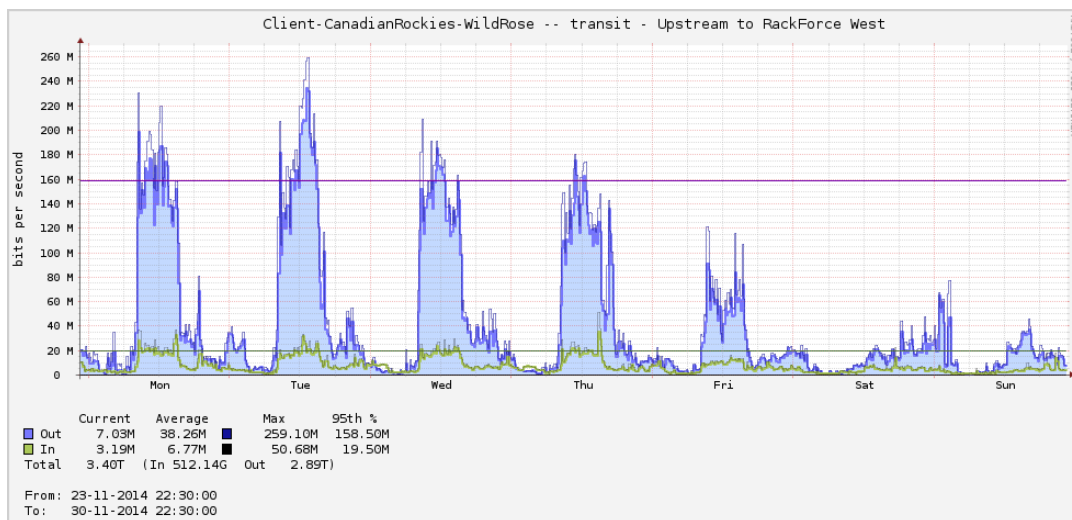


Bandwidth

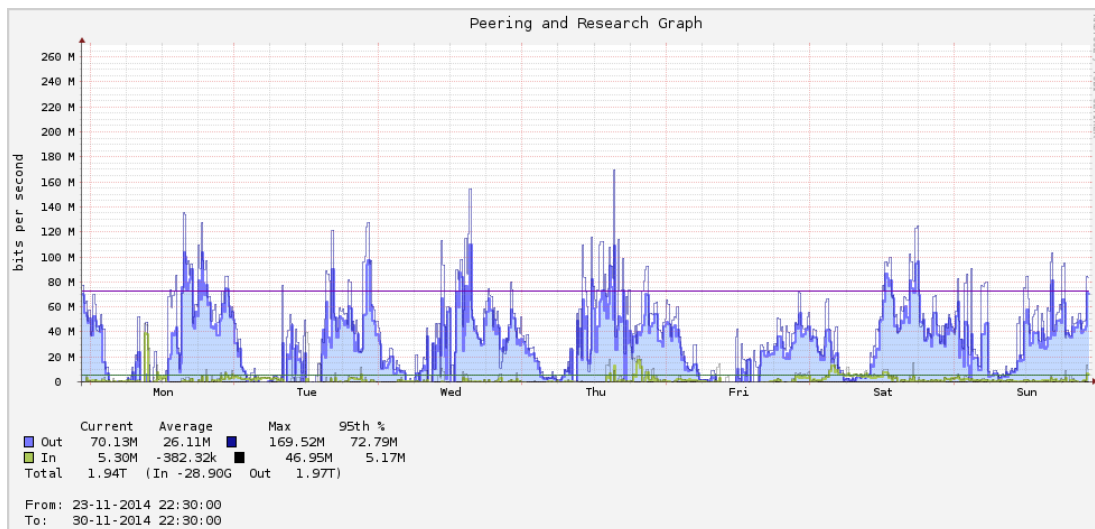
The chart below shows the last week of November for all of Golden Hills. Looking at the 95th percentile, we are typically using 288 Mb/s of Internet continuously throughout the day. Last year, November 2014 showed usage of about 230 Mb/s. This is an increase of approximately 25%. Note that just this sample week shows that internet activity actually exceeded 400 Mb/s at one peak time. GHSD is part of a partnership with four other school jurisdictions to share Internet bandwidth allowing for higher usage as it is needed.

Currently Supernet connections in some schools are maxed out, but when Bell finishes their Next Generation Network (NGN) upgrade more bandwidth available.

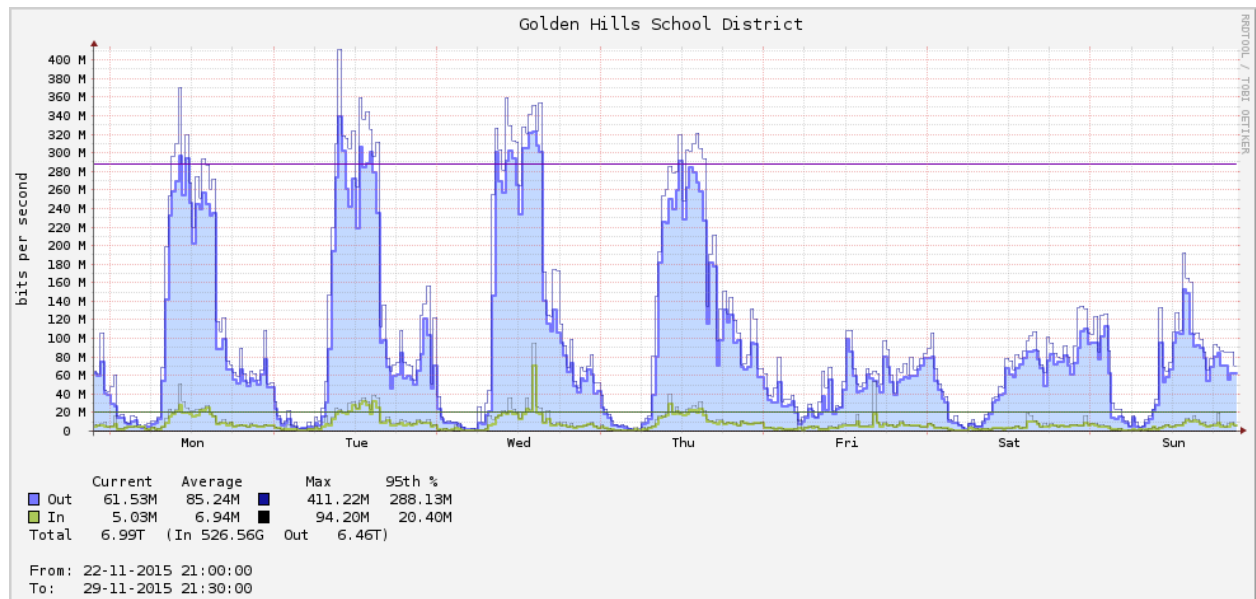
2014 Data: Traffic charts separated into Transit and Peering)



2014 Peering Traffic



2015 Chart: Combined Peering and Transit



PowerSchool Student Information System

In September 2014, a committee composed of participants from schools, and administration was formed to evaluate a replacement Student Information System (SIS) for SchoolLogic. The SchoolLogic product was not keeping up with changes as required by Alberta Education for connection to PASI (Provincial Approach to Student Information).

The committee met a number of times between September and November, participating in presentations from various vendors, as well as visiting schools from Christ Redeemer, Calgary Catholic, and Foothills School Division, and having conversations by phone with schools in other systems. A Request for Information was published to the Alberta Purchasing Connection, and ultimately the committee decided to move to the PowerSchool product.

The decision was made at the end of November to bring PowerSchool live to schools by mid-January with a goal to be fully operational by February 1, in time for the second half of the year. Normally this process should take approximately six months, but the GHSD team did it in six weeks. Throughout the second semester, the summer, and now fall 2015, schools and teachers have had to make the transition from SchoolLogic to PowerSchool. It was only in 2011 that schools had to move from SIRS to SchoolLogic. This is an especially challenging transition as all systems are fully integrated. It was a steep learning curve for schools. There are still some things to work out, but everyone is now on the PowerSchool system.

Business Continuity

GHSD team implemented a nearly 100% technology business continuity plan in 2014/15. All of core services and infrastructure are replicated over to Trochu Valley School. In the event that an outage occurs at Division Office, network services are automatically re-routed through Trochu Valley School. If core services, like e-mail, printing, file services, PowerSchool, etc. fail in Division Office; the team is able to start these services with minimal downtime from Trochu Valley School. Some services automatically fail-over to the alternate site and some must receive some manual intervention, but with the exception of one server all services are backed up and remotely monitored and managed.

In the extremely rare case that a catastrophe occurs and we lose access to the Division Office data centre, through a natural or man-made disaster, all technology services can be up and running with minimal or no loss of data within only a couple of hours from Trochu Valley School.

The technology to make this work is very complicated, especially to make it robust, reliable, and cost-effective.

New Schools / Renovations

We had a few extra challenges in 2014/15 with the modernization of Trochu Valley School and the modernization of Prairie Christian Academy.

Trochu Valley School

Although we had an excellent relationship with the contractors finishing Trochu Valley School, the timelines were extremely short in getting all of the ActivBoards, teacher computers, wireless, and other technologies ready for the modernized school.

Prairie Christian Academy

We were fortunate to have the temporary facility still available for use by PCA, however this was meant to be used for only a brief period of time for Trochu Valley School, and had to be extended as their school building was delayed. Though we are excited about the infrastructure in the new school, there will be challenges in moving the staff and students again, and it may be challenging keeping the temporary facility in working order - especially during the cold weather that comes with winter.

Evolving Technologies

Prior to 2011, and up to the end of school year 2015, schools used predominantly Windows-based computers. Close to 99% of the technologies were based on Windows, and most-recently Windows 7. We had over 3500 devices using the same operating systems and software.

Throughout school year 2014/2015 there was an influx of ChromeOS based computers and iOS (iPads). As of June 2015, the use of ChromeOS and iOS has exploded, such that there is now 1,400 iPads, and

almost 1,500 ChromeOS devices. Unfortunately Windows, iOS, and ChromeOS share very little in common. Additionally, the iOS devices have had some substantial challenges in how they are managed and supported, which has been compounded by Apple's methods for supporting management software. Complicating the OS variety, is the scope creep that the Tech department must support. Today the department manages video surveillance, digital signage, and Internet access on school buses.

Diploma Exams

Coupled with diverse technologies is the challenge of supporting Diploma Exams written on computers. For the last five years or more, the Tech department has enabled students to use computers to write their Social Studies 30 and English Language Arts 30 Part A exams. Systems in place to meet the Province's stringent requirements on what students can and cannot access during diploma exams and processes have been put in place to ensure all works out.

In the past couple of years the Province has supported the use of a "locked browser", thus enabling the use of ChromeOS and other student-owned devices for the writing of Diploma Exams. However their online services have not kept pace with the desired use by schools and students. In 2014/2015 the Tech department supported two methods for Diploma Exams - Windows 7 and the locked browser. The table below explains the three different methods of using technology including the addition of one for 2015/16 Diploma Exams:

Diploma Exam Technology Supported Methods

	Quest A+ Locked Browser	Windows	ChromeOS
Description	Students use any computer	Students use a school-based Windows computer and special exam accounts. When students login, they get a Microsoft Word Template. Students start working, save/auto save to a locked area.	Students use any ChromeOS based computer, and a special exam account. Students will receive a template upon login, and can write the exam and save the exam.
Printing - can students print?	Yes (it's not pretty)	Yes	Yes
Planning	Must apply for exam access codes through	Schools let Technology Services know this is the	Schools let Technology Services know this is the

	<p>Alberta Education. Limited codes available Provincially.</p> <p>Schools let Technology Services know this is the method they will be using, number of students writing each exam, and location of writing. (ie. computer lab)</p>	method they will be using, number of students writing each exam, and location of writing. (ie. computer lab)	method they will be using, number of students writing each exam, and location of writing. (ie. computer lab)
	Quest A+ Locked Browser	Windows	ChromeOS
Technology Services	Preferred method for Diploma Exams on ChromeOS or BYOD computers.	Method has been used for years, works well.	New setup for this year as needed.
Accommodations	Some challenges, need to know plans as soon as possible.	Moving to digital mp3 files stored in the exam account directories	mp3 files should be okay, still lots to learn. Working on some solutions.

Summary and Implications

GHSD's overall infrastructure accessibility and stability has continued to improve. During 2014/15 GHSD focused on a technology evergreen plan to meet the future needs of schools and students while finding a way to embrace the growth of BYOD.

Recommendation: That the Board of Trustees receives the Technology Report for information and for the record.



AP 171 – Workplace Health and Safety

"Inspiring confident, caring citizens of the world"

December 15, 2015

Background:

Our people are our most important resource and as we strive to be an employer of choice we are committed to ensuring the health and safety of our staff, students, volunteers, division contractors, the general public, property and the environment. The district's objective is to prevent all work related illness, injury, and property damage in all work execution and in the operation of the district schools. This will be achieved by creating a work culture in which health and safety is implemented in everyday operations.

All employees are responsible and accountable for the district's health and safety performance and are expected to provide leadership for the health and safety program. The attached Administrative Procedure 171 – *Workplace Health and Safety* was redeveloped by the Human Resources Department in response to the District's goal of achieving COR Certification. The attached Administrative Procedure replaces the current AP 171 – Workplace Health and Safety. The renewed AP 171 meets and/or exceeds all requirements of the *Alberta Occupational Health and Safety Act*, Code and Regulations and the *Workers Compensation Act*.

The attached administrative procedure and the accompanying Golden Hills Occupational Health and Safety Manual will assist all employees in providing a safe and healthy environment for their fellow employees, students, contractors, volunteers, and visitors.

Recommendation:

That the Board of Trustees receives Administrative Procedure 171 – *Workplace Health and Safety* and the Golden Hills Occupational Health and Safety Manual 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 "Wes Miskiman".

Wes Miskiman
Associate Superintendent

WORKPLACE HEALTH AND SAFETY

Background

Golden Hills School Division values the Health and Safety of its employees and is committed to an Occupational Health and Safety Program that protects our staff, students, volunteers, property, division contractors, the general public and the environment. The district's objective is to prevent all work related illness, injury and property damage in all work execution and in the operation of the district schools. This will be achieved by creating a work culture in which health and safety is implemented in everyday operations. We will continue to meet or exceed all occupational health and safety legislated requirements.

Employees at every level are responsible and accountable for the districts' health and safety performance and will provide leadership for the health and safety program. All Golden Hill's employees will comply with the requirements of the *Alberta Occupational Health and Safety Act*, Code and Regulations, Alberta Fire Code, the *Workers Compensation Act*, the District's Occupational Health and Safety Program and all other relevant legislation as it relates to their work processes.

Procedures:

1.0 Commitment to health and safety in Golden Hills is demonstrated through the following actions and processes:

1.1 Development of a Division occupational health and safety program which complies with legislative requirements relevant to the operation of the school district;

1.2 Implementation of the Division Health and Safety program so as to identify and eliminate (or control) hazards that lead to incidents and injuries;

1.3 All employees at all levels are responsible and accountable for the division's health and safety performance. Every employee is involved in implementing and maintaining the Division's Health and Safety Program in accordance with the responsibilities assigned in the Golden Hills Occupational Health and Safety Manual;

1.4 Superintendents, Secretary-treasurer, Managers, Supervisors, Principals, Associate Principals will take all reasonable steps to protect the health and safety of employees and students, and to ensure all employees are aware of their health and safety duties and responsibilities;

1.5 Every employee will take reasonable care to protect themselves, students and others in the workplace, and will provide leadership for the District's health and safety program so as to create safe working and learning environments;

1.6 The Division will provide resources and training to support every employee in carrying their health and safety responsibilities in accordance with the relevant legislation;

1.7 The performance review of every employee will include the job classification's health and safety responsibilities as assigned in the District's Occupational Health and Safety Manual; and

1.8 Contractors and subcontractors undertaking work for Golden Hills School Division must, as a part of their contract, comply with all relevant workplace and environmental health and safety statutes to meet or exceed Golden Hills program requirements.

GOLDEN HILLS SCHOOL DIVISION NO. 75

The effective implementation of this Administrative Procedure will allow Golden Hills to improve the quality of life for employees, reduce disruptions to student learning and minimize resources lost due to incidents.

Occupational Health & Safety Manual

Golden Hill's has developed the Occupational Health and Safety Manual to assist all employees in providing a safe and healthy environment for all their fellow employees, students, contractors, volunteers and visitors.

The manual contains the following health and safety elements:

- Management Leadership;
- Hazard Identification and Assessment;
- Hazard Control;
- Inspections;
- Qualifications, Orientation and Training;
- Emergency Response;
- Incident Investigation; and
- Program Administration.

Golden Hills Occupational Health & Safety Manual (November 2015) is located at [www.ghsd75.ca/documents/Occupational Health & Safety](http://www.ghsd75.ca/documents/Occupational%20Health%20&%20Safety)

Appendices, Forms and Safe Work Practices & Procedures

The various forms and protocols useful for the day-to-day administration of the Occupational Health and Safety Program are available on the Division's web portal location under Documents, Occupational Health and Safety and on eCompliance.

References:

Occupational Health & Safety Act R.S.A. October 01, 2013, C. O-2
Occupational Health & Safety Regulation (AR 62/2003-284/2009)
Occupational Health & Safety Code (AR 87/2009)
School Act, R.S.A. 2000, CA. S-3, June 1, 2015



Golden Hills School Division

Health and Safety Commitment

Golden Hills School Division No. 75 believes that our people are our single most important resource. Our commitment is to our students and employees safety. It is our goal to minimize the exposure to the risks and hazards associated with our operation.

To ensure we maintain a safe work environment for all employees, students, visitors, contractors and the public that remains in compliance with all applicable health and safety legislation, an ongoing program, consisting of the following elements, will be maintained:

- ✓ Employee education, orientation and training;
- ✓ Hazard identification, assessment, and control;
- ✓ Worksite inspections;
- ✓ Health and safety promotion; and
- ✓ Event (near miss, incident and accident) investigations.

Health and Safety is the responsibility of all staff and management. All occupational health and safety legislation, programs, and procedures will be adhered to and enforced.

Every employee shall be aware of his/her health and safety related responsibilities and will take all reasonable steps to protect the health and safety of their fellow employees, students and visitors. These responsibilities are outlined in the Golden Hill's Occupational Health and Safety Manual and Administrative Procedure 171 – Workplace Health and Safety.

It is our belief that all accidents and personal injuries are preventable. To attain an accident free workplace, everyone must contribute to this goal and maintain this commitment.

This statement and all health and safety policies will be reviewed on an annual basis to ensure that our health and safety administrative procedures and practices remain current.

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

Bevan Daverne, Superintendent of Schools

Date

