



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

Friday, April 22, 2016

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 **Special Meeting of The Board of Trustees (2016/03/30)**
 - 6.2 **Regular Meeting of The Board of Trustees (2016/03/22)**
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. **Sale of Property Request - Village of Linden**
 - 8.2. **Information Items**

B. Daverne

8.2.1. Monthly Enrolment Monitoring Report (March 2016)	T. Sabir
8.2.2. Second Quarter Financial Report (Dec/Jan/Feb)	T. Sabir
8.2.3. Budget Announcement Reporting	T. Sabir
8.2.4. Alberta Education New Reporting Requirements	T. Sabir
8.2.5. AP 140 - Acceptable Technology Use	B. Daverne

9. **School Monitoring Reports**

- 9.1. **Three Hills School Report (L. Boody)**
- 9.2. **Hutterite School Report (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, March 22, 2016

Start time : 10:00 AM

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

Minutes

Attendance

Present were:

a) Chair

- David Price

b) Vice-Chair

- Larry Tucker

c) Trustee

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

d) Superintendent

- Bevan Daverne

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

g) Secretary - Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Call to Order

Chair Price called the meeting to order at 9:56 a.m.

In Camera

Resolution #BD20160322.1001

MOVED by Trustee Bazant that the Board of Trustees go In Camera at 9:57 a.m. to discuss legal matters.

Carried

Trustee Tucker excused himself from the meeting at 9:57 a.m. due to conflict of interest.

Trustee Tucker returned to meeting at 10:00 a.m.

Resolution #BD20160322.1002

MOVED by Trustee Nielsen that the Board of Trustees rise from In Camera at 11:15 a.m.

Carried

BREAK

Recessed at 11:15 a.m.

Reconvene at 11:25 a.m.

Approval Of Agenda

Resolution #BD20160322.1003

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

Carried

Presentation of Minutes

Resolution #BD20160322.1004

MOVED by Trustee Tucker that the Board of Trustees approve the Special Minutes of March 8, 2016 as amended:

- Alan Larsen (via conference call)

Carried

Resolution #BD20160322.1005

MOVED by Trustee Nielsen that the Board of Trustees approve Regular Minutes of March 3, 2016 as presented.

Carried

Chair's Report

(REPORTS)

Chair Price reported on the following topics:

- Met with County of Wheatland to discuss the progress of the New K-9 School Recreational Facility.
- Letter to Education Minister, David Eggen has been approved by the Board of Trustees and will be sent.

Board Committees

(REPORTS)

Policy Committee presented information on the following topic:

- Reviewed and changes made to Policy 20 - *Disposition of Property*. This Policy was last reviewed March 2014.

Board Representatives to External Organizations

(REPORTS)

Trustee Nielsen presented information from the Alberta School Boards' Association (ASBA) Zone 5 meeting held on March 4, 2016.

- Guest Speakers - Brian Callaghan and Grace Garcia Cooke from ASBA. Provided an in depth presentation in support of Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Students, with question and answer.
- ASBA Zone Director highlighted the Strategic Planning that was done February 18-19 with positive feedback.
- ASBA Provincial Issues Forum, April 12-13, 2016 in Edmonton.
- The mission, vision and values will be reviewed, last time was in 2000.
- Deadline for ASBA bylaw submission is March 23, 2016.
- Deadline to submit Policy positions is May 27, 2016. The Zone can submit three.
- Deadline for school authorities to submit policies and procedures is March 31, 2016.
- Edwin Parr - deadline for submission is March 18, 2016.
- Next meeting is April 8, 2016

Administration Reports (REPORTS)

Associate Superintendent Miskiman presented information on the following topics:

- HR Update:
 - Local Authorities Pension Plan (LAPP) Support Staff Workshop, 38 in attendance, positive feedback from all in attendance.
- Teacher Retirement Workshop:
 - Alberta Teachers' Association (ATA) hosted it at Holy Cross Collegiate in Strathmore - April 2016.
- Wheatland Crossing:
 - Advertisements have been placed for support staff and caretakers.
- Administrators appointments - notifications will be going out March 23, 2016.

Secretary-Treasurer Sabir presented information on the following topics:

- Wheatland Crossing -concrete is being poured inside building and the building is scheduled to be enclosed by early April.
- Prairie Christian Academy - modernization is almost complete. Project is on schedule and on budget.
- Alberta Education will be requiring monthly reporting on financials.

Deputy Superintendent Jordan did not have any information to present at this time.

Superintendent Daverne presented information on the following topics:

- Discussed letter from Town of Linden requesting transfer of land/buildings into their name. The town would like to make improvements to the outdoor rink and ball diamonds.
- Final Collaborative Day of the school year was held March 18, 2016, well attended.
- Council of Council meeting dates need to be set.
- Technology Department finalized our Supernet update to 100 mega bytes.
- Golden Hills Learning Academy will be changing it's website branding to be Learning Academy. This will allow them to broaden to different divisions in the southern half of the province.
- Mission, vision and values statement - continue collecting information as we review.
- Discussed Administrator appointments.
- Trinity Christian Academy is at full capacity, temporary plan would be to add two new modulars.

BREAK

Recessed at 12:15 p.m.

Reconvene at 1:05 p.m.

Rockyford/Standard/Hussar (K. Smith/G. Lendvay)
(School Monitoring Reports)

Superintendent Daverne welcomed L. Huntley, Principal (Brentwood/Central Bow Valley), who presented the Schools' education plan and results achieved. Superintendent Daverne and Chair Price thanked her for her presentation and for all the years of Principalship of 34 years.

Brentwood/Central Bow Valley (L. Huntley/E. Friesen)
(School Monitoring Reports)

Superintendent Daverne welcomed K. Smith, Principal and G. Lendvay, Associate Principal (Rockyford/Standard/Hussar), who presented the Schools' education plan and results achieved. Superintendent Daverne and Chair Price thanked them for their presentation and the great work building bridges between the communities.

BREAK

Recessed at 2:40 p.m.

Reconvene at 2:46 p.m.

Capital Planning
(Action Items)

Resolution #BD20160322.1006

MOVED by Trustee Kletke that the Board of Trustees approve the Capital Plan for 2016-2017 as follows:

Modernizations in order of priority:

1. Westmount School
2. Greentree School

Lease Requests:

1. Trinity Christian Academy

Continued Board support:

1. Conversion of existing Acme gym to Career Technology Studies (CTS) space, flex space and building a new gym with the opportunity for potential community partnerships.

Carried

Calendar 2016-17 and 2017-18
(Action Items)

Resolution #BD20160322.1007

MOVED by Trustee Kletke that the Board of Trustees approves the proposed amendment to the 2016-2017 School Year Calendar as a pilot for the school year.

Carried

School Closures
(Hussar/Standard/Rockyford/Central Bow Valley)
(Action Items)

Resolution #BD20160322.1008

MOVED by Trustee Larsen that pursuant to Alberta Regulation 238/1997, and the Board Policy 15, that the Board of Trustees approves closure of Central Bow Valley, Hussar, Rockyford and Standard Schools.

Carried

Policy 20 - Disposition of Property
(Action Items)

Resolution #BD20160322.1009

MOVED by Trustee Bazant that the Board of Trustees approves Policy 20 - *Disposition of Property*, which has been reviewed and changes made by the Policy Committee.

Carried

ASBA Bylaw Amendment
(Action Items)

Superintendent Daverne and Chair Price presented information on ASBA Bylaw Amendments.

Resolution #BD20160322.1010

MOVED by Trustee Kletke that the Board of Trustees approves the complete replacement of 8.2.7 with two parts, .1 and .2 as follows:

8.2.7.1 Shall operate and strictly adhere to, and advocate in accordance with, existing ASBA Policy positions established by the membership at a General Meeting;

8.2.7.2 When the Board of Directors feels there is an immediate need for a new policy or a policy revision prior to the next scheduled General meeting, the Board of Directors shall call a Special General Meeting for the Members to consider any policy revisions and/or additions.

Carried

Resolution #BD20160322.1011

MOVED by Trustee Kletke that the Board of Trustees approves the proposed amendment to 5.4.1 as follows:

5.4.1 The Zone, at its annual meeting (as referred to in Bylaw A3.1), and thereafter at anytime during the term, as determined by the Zone, shall elect one of its members to serve as Director. This election shall be confirmed in writing to the Executive Director of the Association. Members will so elected shall take office at the next General Meeting or the next Board of Directors Meeting of the Association, whichever is the earlier.

Carried

Resolution #BD20160322.1012

MOVED by Trustee Larsen that the Board of Trustees approves the proposed amendments to 1.1.14, 11.1, 11.1.1 and 11.1.2 as follows:

1.1.14 "Special General Meeting" means a meeting of the Association called by the Board of Directors, or by the President, pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.

11.1 Special General Meetings of the Association to deal with high priority or emergent issues that require urgent direction/action and which have significant implications for Boards shall be held:

11.1.1 following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors; or

11.1.2 at the call of the President, either on their own determination of such a need, or as the result of the President being notified of by a group of Members representing not less than 20 percent of the current number of non-Metro Full Member Boards and not less than 20 percent of the current number of Metro Boards. This Special General Meeting to be called in accordance with the time frame indicated by the requesting Boards while remaining in compliance with Bylaw 11.2 below.

Carried

Resolution #BD20160322.1013

MOVED by Trustee Kletke that the Board of Trustees approves the submission of the proposed amendments to Alberta School Boards Association (ASBA) to meet their March 23, 2016 deadline.

Carried

Monthly Enrolment Monitoring Report (Feb 2016)

(Information Items)

Secretary-Treasurer Sabir presented information on Monthly Enrolment Monitoring Report (February 2016).

Budget Process Update

(Information Items)

Secretary-Treasurer Sabir presented information on Budget Process.

K to 9 New Strathmore School

(Information Items)

Superintendent Daverne presented an information update on K to 9 Strathmore School.

AP - 350 - Safe and Caring Environments, Student Conduct and Discipline

(Information Items)

Superintendent Daverne presented Administrative Procedure 350 - *Safe and Caring Environments, Student Conduct and Discipline* to the Board of Trustees as information.

Resolution #BD20160322.1014

MOVED by Trustee Larsen that after extensive development, including community and staff consultation, the Board of Trustees receives the completed Administrative Procedure 350 - *Safe and Caring Environments, Student Conduct and Discipline* and moves that it be forwarded to Education Minister David Eggen.

Carried

Resolution #BD20160322.1015

MOVED by Trustee Larsen that the Board of Trustees approves the proposed 2017-2018 School Year Calendar as a pilot for the school year.

Carried

Resolution #BD20160322.1016

MOVED by Trustee Bazant that the Board of Trustees go *In Camera* at 4:10 p.m. to discuss legal matters.

Carried

Resolution #BD20160322.1017

MOVED by Trustee Tucker that the Board of Trustees rise from In Camera at 4:35 p.m.

Carried

Resolution #BD20160322.1018

MOVED by Trustee Bazant that the Board of Trustees authorizes administration to make an offer to purchase as per Schedule A, dated March 22, 2016.

Carried

ADJOURNMENT

Resolution #BD20160322.1019

MOVED by Trustee Nielsen the meeting adjourn at 4:39 p.m.

Carried

Chair

Secretary-Treasurer

Draft



MINUTES

Golden Hills School Division No. 75

Special Meeting of The Board of Trustees

Meeting Type : SPECIAL BOARD MEETING

Date : Wednesday, March 30, 2016

Start time : 5:30 PM

Location : Conference Call Meeting

Minutes

Attendance

Present were:

a) Chair

- David Price (via conference call at 5:43 p.m.)

b) Vice-Chair

- Larry Tucker (via conference call)

c) Trustees

- Joyce Bazant (via conference call)
- Barry Kletke (via conference call)
- Alan Larsen (via conference call)
- Sherri Nielsen (via conference call)

Call to Order

Vice-Chair Tucker called the meeting to order at 5:37 p.m.

In Camera

Resolution #SM20160330.1001

MOVED by Trustee Kletke that the Board of Trustees go *In Camera* at 5:38 p.m. to discuss legal matters.

Carried

Chair Price joined the conference call meeting at 5:43 p.m.

Resolution #SM20160330.1002

MOVED by Trustee Nielsen that the Board of Trustees rise from *In Camera* at 5:55 p.m.

Carried

Resolution #SM20160330.1003

MOVED by Trustee Kletke that The Board of Trustees, following careful consideration of the past performance of our Superintendent of Schools, respectfully requests Education Minister Eggen's prior written approval for the reappointment of Bevan Daverne as Golden Hills School Division No. 75 Superintendent.

Carried

ADJOURNMENT

Resolution #SM20160330.1004

MOVED by Trustee Bazant that the meeting adjourn at 6:02 p.m.

Carried

Chair

Secretary-Treasurer

Draft



SALE OF PROPERTY REQUEST – VILLAGE OF LINDEN

"Inspiring confident, caring citizens of the world"

April 22, 2016

Background:

The Village of Linden recently had a land survey done on the area that includes the skating rink north of the school. The survey stakes show that the land that the Village thought belonged to them, in fact belongs with the school property. The boundary line is defined as roughly the center line of the ice surface, which also includes a good portion of the ball diamond (approximately the second base line).

The Ag Society manages the Linden Outdoor Skating Rink and is currently working at placing a roof over the facility so that it may be utilized year round. Without owning the land or a long term lease which the Village has given them with the building they are unable to apply for and receive certain grants.

The Village of Linden proposes that Golden Hills School Board/Province grant the Village of Linden authority to transfer and register the property in the Village of Linden's name, only to include the line parallel from the road east of the outfield fence of the ball diamond. The school would still retain the fire lane as well as the track behind the school. The Village of Linden's offer is for \$1.00 and the Village of Linden would be responsible for all costs associated with the transfer.

Recommendation:

That the Board of Trustees request detailed information from the Village of Linden and collect information for next steps.

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

Bevan Daverne
Superintendent



Approximate current property line





ENROLMENT BACKGROUNDER

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

April 22, 2016

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, 2015. 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

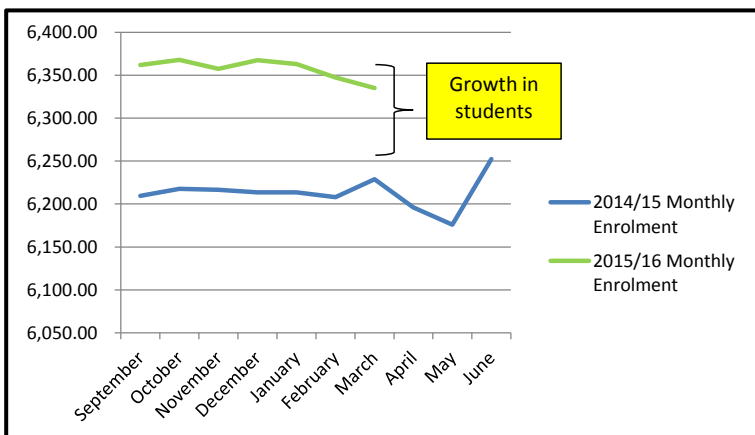
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

February 29, 2016 & March 31, 2016

Funded Total Enrolment	31-Mar-16 Enrolment	29-Feb-16 Enrolment	Difference	% Change
Provincially Funded Students	6,047.50	6,060.00	-12.50	-0.21%
Siksika Students	154.00	154.00	0.00	0.0%
International Students	133.60	133.60	0.00	0.0%
Total	6,335.10	6,347.60	-12.50	-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	March 31, 2016 Provincially Funded	February 29, 2016 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	197.00	198.00	-1.00	-0.5%
K-6	Brentwood Elementary School	353.50	354.00	-0.50	-0.1%
K-9	Carbon School	93.00	93.00	0.00	0.0%
K-6	Carseland School	60.50	60.00	0.50	0.8%
K-8	Central Bow Valley School	26.50	26.50	0.00	0.0%
7-9	Crowther Memorial Jr. High School	563.00	562.00	1.00	0.2%
K-9	Dr. Elliott Community School	167.50	168.50	-1.00	-0.6%
7-12	Drumheller Valley Secondary School	390.00	402.00	-12.00	-3.0%
K-6	Greentree School	418.50	417.50	1.00	0.2%
K-6	Hussar School	37.50	37.50	0.00	0.0%
K-12	Prairie Christian Academy School	248.00	248.00	0.00	0.0%
K-6	Rockyford School	30.50	30.50	0.00	0.0%
K-12	Standard School	239.50	240.00	-0.50	-0.2%
10-12	Strathmore High School	602.00	602.00	0.00	0.0%
K-12	Three Hills School	468.00	465.00	3.00	0.6%
K-9	Trinity Christian Academy	148.00	148.00	0.00	0.0%
K-12	Trochu Valley School	300.50	301.50	-1.00	-0.3%
K-6	Westmount School	449.50	449.50	0.00	0.0%
K-6	Wheatland Elementary School	367.50	370.50	-3.00	-0.8%
	Totals	5,160.50	5,174.00	-13.50	-0.3%
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	337.50	336.50	1.00	0.3%



SECOND QUARTERLY FINANCIAL REPORT

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

April 22, 2016

Background:

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

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

The Quarterly Financial Report for September 2015 – February 2016 (attached) will be discussed at the Board Meeting.

Recommendation:

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

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No.75



2nd Quarterly Report – DRAFT V1

September 2015 – February 2016

Prepared by the Finance Department for the April 2016 Board Meeting

Purpose of Quarterly Report

1. Monitor Activity
2. Review Variances
3. Highlight Key Points

I Context

The first quarterly financial report lists revenues and expenditures recorded to **February 28, 2016**, which are the first **six** months of the fiscal year. The number of months expended in the quarter are six (6); therefore the normal benchmark for comparison is 50% (6/12 months) or 60% (6/10 months) for some categories.

The updated 2015-16 Budget was submitted to Alberta Education November 25, 2015 and budget points of reference are from the November 30, 2015 submitted budget.

II. Actuals and Comparison to Budget

A.

Golden Hills School Division No.75							
Statement of Revenue and Expenses							
Budget vs. Actual Variance							
Period - December 1, 2015 - February 29, 2016							
	Initial 2015/16 Annual Budget submitted June 30, 2015	Revised 2015/16 Annual Budget submitted Nov 30, 2015	Prorated Budget for Q2	YTD Actuals 2015/2016 -Q2	YTD Budget Variance-Q2	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	69,111,116	70,093,954	35,046,977	36,115,321	1,068,344	52%	50%
Federal Government and/or First Nations	1,400,000	1,400,000	700,000	836,909	136,909	60%	50%
Alberta Municipalities	44,200	39,200	19,600	44,200	24,600	113%	100%
Fees	6,956,763	4,956,763	2,478,382	3,224,496	746,115	65%	65%
Other Revenues	1,533,003	3,613,792	1,806,896	2,207,002	400,106	61%	50%
Amortization	2,057,182	2,057,182	1,028,591	1,298,865	270,274	63%	50%
Total Revenues	81,102,264	82,160,891	41,080,446	43,726,794	2,646,348	53%	51%
EXPENSES							
Certificated Salaries and Benefits	46,476,242	47,283,629	23,641,815	23,307,828	333,986	49%	50%
Non-Certificated Salaries and Benefits	14,566,923	14,625,000	7,312,500	8,092,311	-779,811	55%	53%
Sub-Total	61,043,165	61,908,629	30,954,315	31,400,139	-445,825	51%	51%
Supplies and Services	19,210,250	18,009,507	9,004,754	10,392,566	-1,387,813	58%	55%
Amortization	3,367,103	3,367,103	1,683,552	1,914,402	-230,850	57%	50%
Interest Charges	90,500	90,500	45,250	44,953	297	50%	50%
Total Expenses	83,711,018	83,375,739	41,687,870	43,752,060	-2,064,191	52%	52%
Surplus/(Deficit)	-2,608,754	-1,214,848	-607,424	-25,266			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					582,158		

Notes: Overall, a Deficit of \$25K (essentially Break-even) for the second quarter is well within the expected range for the projected deficit budget planned for the 2015-16 fiscal year.

B. Notes on Comparison to Budget – Revenues

The overall \$25 K year-to-date excess of expenses over revenues along with the positive budget variance of approximately \$582 K are, in part, the result of the following:

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

Alberta Education non-monthly Grant Revenues Received in Q1 & Q2			
Name of Grant	Amount Received (accrued)		% of Grant Received (accrued)
Regional Collaborative Service Delivery	\$ 663,838		59%
Infrastructure Maintenance & Repairs	\$ 527,153		50%
School Facility Leasing Cost-mitigation	\$ 157,950		50%
Supernet grant	\$ 139,992		58%
FSCR grants	\$ 110,961		48%
Total	\$ 1,672,597		

- Revenues from Alberta Education have contributed to the positive revenue variance by \$117K (1,600K less a 6-month calculated equivalent of 1,482K), primarily due to certain grants being received in lump amounts covering more than 6 months of revenues.
- Included in the first 3 quarters' operations are the following:

SGF Revenues	\$2,413,979
SGF Expenses	<u>-\$1,895,975</u>
Unexpended	\$ 518,003

 PSAS impact – the unexpended SGF funds are not recorded as deferred revenues but instead, an operating reserve is established.

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

Total Certificated Salaries and Benefits for the 2nd quarter were \$23,307,828 (49% of a \$47.3M budget) which is slightly less than what the budget would permit by the 2nd quarter primarily because benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff occurs throughout the 1st quarter so labour costs are typically lower than budget at the start of the fiscal year.

Notes: Overall, certificated salary and benefit costs are within budget.

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 2nd quarter were **\$8,092,311** (55% of a \$14.6M budget) which is slightly above the budget; however, a significant portion of non-certificated staff is paid over 10 months and not 12 months; therefore the expenditure is higher for first 10 months but decreases in the last TWO months.

The variance of -\$780K will be carefully monitored over the next quarter; however, because of the decreased payroll costs over the summer months, we anticipate this cost to balance itself at year-end.

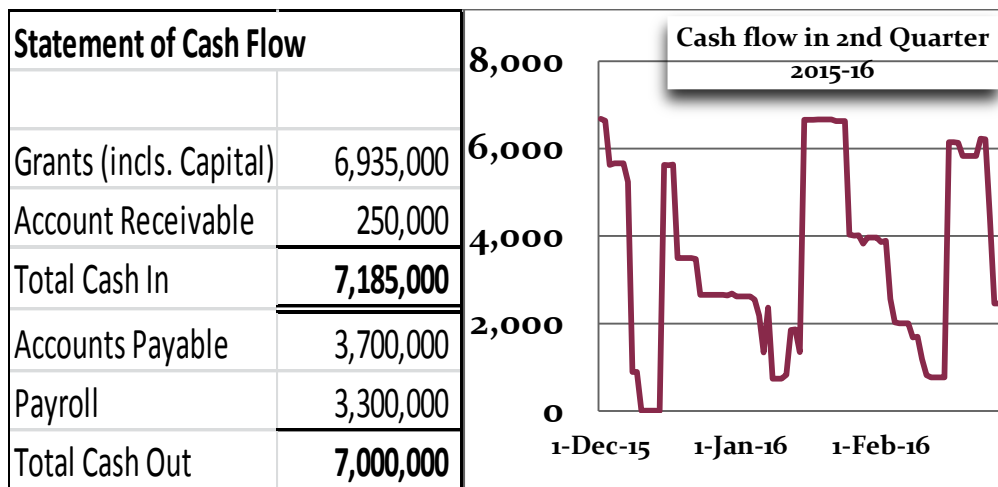
Supplies and Services

Supplies and services year-to-date are **\$10,392,566** (58% of budget \$18.M). Because many of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to monitor their budgets throughout the year to ensure they stay within their spending limits.

- *Overall, supply costs year-to-date at February 29th is higher compared to the same time period last year, by \$696K.*

III Average Source and Use of Cash

A. Approximate average monthly cash flow values as at February 29, 2016:



Included in the grants are monthly operating grants and monthly grant amounts for capital projects.

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

Cash is critical for short-term operations as it pays the salaries and vendors, which comprises the largest part of the budget. Note: as of February 29, 2016, **\$13.85M** of the cash

balance has been invested into 12-18 month GIC's to obtain more favourable investment returns, of which \$3.0M is cashable at any time.

We have enlisted the services of two Institutional Cash Management Financial Advisory Teams – Raymond James Ltd. as well as RBC Dominion Securities. As at February 29th, we had **\$12.0M** invested in GIC's with Raymond James and **\$1.85M** with RBC Dominion with maturing dates ranging from March 30'2016 to February 24'2017, earning yields ranging from **1.45%-1.91%**.

C. Other Notes:

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

IV. Revenue and Expenses by Envelope September 1, 2015 – February 29, 2016

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2015 - February 29, 2016									
REVENUE FROM	SGF	ECS -Grade 12	Operations and Maintenance	Transportation	Board and System Admin	External Services	Total	% Budget Rec'd / Used	Management Benchmark %
ALBERTA EDUCATION		29,579,704.49	3,212,033.81	1,835,038.00	1,274,394.43	0.00	35,901,170.73	51%	50%
OTHER - GOVERNMENT OF ALBERTA		140,961.00	0.00	0.00	0.00	73,189.52	214,150.52	50%	50%
FEDERAL GOV'T AND/OR FIRST NATIONS		761,909.33	75,000.00	0.00	0.00	0.00	836,909.33	60%	50%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		44,200.00	0.00	0.00	0.00	0.00	44,200.00	113%	100%
INSTRUCTIONAL RESOURCE FEES		377,824.20		0.00	0.00	0.00	377,824.20	98%	90%
FEES	693,502.86	0.00				2,153,169.37	2,846,672.23	62%	60%
FUNDRAISING REVENUES -SGF	196,819.99						196,819.99	28%	50%
OTHER SALES AND SERVICES	1,504,498.20	411,734.52	0.00	8,743.88	14.62	(244,337.29)	1,680,653.93	84%	50%
INVESTMENT INCOME		0.00		0.00	143,200.38	0.00	143,200.38	57%	100%
GIFTS AND DONATIONS -SGF	19,157.51	50,455.00	0.00	0.00	0.00	0.00	69,612.51	46%	50%
RENTAL OF FACILITIES		835.50	46,844.41	0.00	0.00	0.00	47,679.91	45%	50%
OTHER REVENUES		18,194.19	44,378.88	6,430.00	31.76	0.00	69,034.83	54%	50%
AMORTIZATION OF CAPITAL ALLOCATIONS		41,945.76	1,256,919.54				1,298,865.30	63%	50%
TOTAL REVENUES	2,413,978.56	31,427,763.99	4,635,176.64	1,850,211.88	1,417,641.19	1,982,021.60	43,726,793.86	53%	51%
EXPENDITURES									
CERTIFICATED SALARIES		18,682,264.86	0.00	0.00	189,749.91	15,957.45	18,887,972.22	49%	50%
CERTIFICATED BENEFITS		4,398,942.00	0.00	0.00	19,590.43	1,323.72	4,419,856.15	49%	50%
NON-CERTIFICATED SALARIES & WAGES		3,611,036.53	1,080,809.32	974,321.64	544,334.83	289,492.94	6,499,995.26	56%	53%
NON-CERTIFICATED BENEFITS		1,028,433.01	273,728.99	104,300.61	124,205.60	61,647.38	1,592,315.59	54%	53%
SERVICE, CONTRACTS AND SUPPLIES	1,895,975.13	3,251,083.62	2,518,647.46	704,200.67	464,656.70	1,558,002.79	10,392,566.37	58%	55%
AMORTIZATION		101,821.50	1,356,747.62	344,007.65	54,825.12	57,000.08	1,914,401.97	57%	50%
INTEREST CHARGES		578.00	0.00	0.00	15,000.00	29,374.77	44,952.77	50%	50%
TOTAL EXPENSES	1,895,975.13	31,074,159.52	5,229,933.39	2,126,830.57	1,412,362.59	2,012,799.13	43,752,060.33	52%	52%
POSITIVE/-NEGATIVE VARIANCE TO DATE	518,003.43	353,604.47	(594,756.75)	(276,618.69)	5,278.60	(30,777.53)	(25,266.47)		

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE**1. Instruction**

- A negative variance within the Instruction envelope occurred primarily because of the non-certified labor cost is higher than budgeted.
- Instructional Resource Fees are collected at the schools and a process is in place for monthly submission by the schools to include in the quarterly reports.
- Analysis of collection of Instructional Resources Fees (current year) as at February 29, 2016 is as follows:

Invoiced	Collected	Waived
\$310,740	\$240,135 (77.3%)	\$1,950 (0.6%)

- Note: Resource fees for 2015-16 have remained the same as 2014-15, which had been reduced by 50% from the 2011-12 rates. In the previous year, collections of Resource Fees were 61.7% at February 28, 2015.

Year-to-date collections have improved from the same time during the previous year. Collections have improved with the introduction of KEV with 42% of all parents utilizing the payment-on-line option for school fees.

2. Plant Operations and Maintenance (POM)

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2015 - February 2016					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2015/2016	2015/2016	Remaining	Used	Benchmark %
Alberta Education	6,665,525.00	2,896,651.91	3,768,873.09	43%	50%
Other Revenues	877,764.00	481,605.19	396,158.81	55%	40%
Amortization	2,057,182.00	1,256,919.54	800,262.46	61%	50%
Total Revenues	9,600,471.00	4,635,176.64	4,965,294.36	48%	48%
EXPENSES					
Non-Certificated Salaries and Benefits	2,712,558.00	1,354,538.31	1,358,019.69	50%	50%
Sub-Total	2,712,558.00	1,354,538.31	1,358,019.69	50%	50%
Supplies and Services	4,618,319.00	2,518,647.46	2,099,671.54	55%	50%
Amortization	2,269,594.00	1,356,747.62	912,846.38	60%	50%
Total Expenses	9,600,471.00	5,229,933.39	4,370,537.61	54%	50%
POSITIVE/(NEGATIVE) VARIANCE		-594,756.75			
YTD Actuals -Comparison breakdown	YTD @ Feb. 29, 2016	Prior Year YTD @ Feb 28, 2015	\$ Increase	% increase	
NON-CERTIFICATED SALARIES & WAGES	1,080,809.32	1,024,858.32	55,951.00	5.2%	
NON-CERTIFICATED BENEFITS	273,728.99	258,934.38	14,794.61	5.4%	
TOTAL LABOUR EXPENSE	1,354,538.31	1,283,792.70	70,745.61	5.2%	
SERVICE, CONTRACTS AND SUPPLIES	2,518,647.46	2,099,671.54	418,975.92	16.6%	
INTEREST CHARGES	-	-	-		
AMORTIZATION	1,356,747.62	912,846.38	443,901.24	32.7%	
TOTAL SERVICE & SUPPLIES	3,875,395.08	3,012,517.92	862,877.16	22.3%	
TOTAL EXPENSES	5,229,933.39	4,296,310.62	933,622.77	17.9%	

A negative variance of approximately **-\$595 K** at the end of the 2nd quarter is primarily the result of the higher spending on Building Repairs & Maintenance, including IMR project spending.

Overall, with careful monitoring of expenses throughout the year, we anticipate PO&M to meet its budget target (\$-630K) at year-end.

3. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2015 - February 29, 2016					
Revenues	Total 2015-16 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,810,455	1,835,038	1,975,417	48%	50%
Other Revenues	50,000	15,174	34,826	30%	50%
Total Revenues	3,860,455	1,850,212	2,010,243	48%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	1,992,785	1,078,622	914,163	54%	60%
Sub-Total	1,992,785	1,078,622	914,163	54%	60%
Services and Supplies	1,364,760	704,201	660,559	52%	58%
Amortization	687,578	344,008	343,570	50%	50%
Total Expenses	4,045,123	2,126,831	1,918,292	53%	58%
POSITIVE/(NEGATIVE) VARIANCE	(184,668)	(276,619)			
Variances in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	290,000.00	165,688.20	57%	60%	
Fuel	565,000.00	254,445.89	45%	60%	
Other supplies	509,760.00	284,066.91	56%	55%	
Total	1,364,760.00	704,201.00	52%	58%	
Comments:					
-fuel cost coming down (budget \$1.15/L vs. average \$0.85+/L) has created savings					
-mild weather has reduced costs for fuel; however, poor road conditions adds to maintenance cost					

- a. For the second quarter, a negative YTD variance of **-\$276 K** can be attributed to the following:
- Transportation expends its budget over a **10 month period** vs. a 12 month period. Both salaries and supplies expenses are higher for 10 months than the projected July and August expenditures while revenues are recorded over a 12 month period.
- b. No transportation fees were charged nor will be charged in fiscal 2015-16, as was the case in the previous three fiscal years.

Golden Hills is opting not to shift the financial shortfalls to parents. Due to reduced funding, it is anticipated there will be a deficit in transportation, at year-end, of approximately \$-185K which will be covered by operating reserves.

4. Board and System Administration

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

System administration is on target with only a small positive variance of **+\$5K** showing for the second quarter. This is not enveloped funding, rather systems are permitted to spend to a maximum of 3.6% of their expenditures, where the total net enrolment of students is over 6,000. Amounts spent over the limit may be subject to claw back. In effect, the formula has a built in mechanism for reducing Board and System Administration when overall expenses decrease. As system expenditures decrease, the formula for Board and System Administration automatically decrease. Historically, this envelope has been under 3.6%.

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

SUMMARY STATEMENT OF REVENUES AND EXPENSES						
BOARD OF TRUSTEES						
BUDGET vs. ACTUAL						
FOR THE PERIOD OF SEPTEMBER 1, 2015 TO FEBRUARY 29, 2016						
Expense		ANNUAL BUDGET		YTD ACTUALS	BUDGET REMAINING	% BUDGET USED
Budgeted Revenues		151,000.00		151,000.00	-	100%
TOTAL REVENUES		\$ 151,000.00		\$ 151,000.00	\$ -	100%
Trustee Earnings and Benefits		103,000.00		57,922.75	45,077.25	56%
Trustee Travel & Supplies		48,000.00		20,268.79	27,731.21	42%
TOTAL EXPENSES		\$ 151,000.00		\$ 78,191.54	\$ 72,808.46	52%

- To date, Board expenses are within the range of projected expenditure amounts.

5. External Services

For the first quarter, External Services has a negative variance of **-\$31K**.

External Services includes International Services, joint use agreements and external contract service agreements. Included within this period, year-to-date is the recognition of **\$2,153,169** of ISS tuition fee revenues of which \$1,355,875 was originally recorded as Deferred Revenue at prior year end. ISS Revenues are received in unequal amounts throughout the year, much of it in the first few months. As a result, this revenue is pro-rated to each quarter based on an estimation of related expenses (35/30/25/10), while expenses are recognized when they occur.

A break-even for External Services is anticipated for year-end.

QUARTERLY SUMMARY

Golden Hills is continuing to manage expenses despite the decrease in funding in certain areas and escalating expenses, and continues to fund programs that are in alignment with our goals and missions.

Overall, GHSD appears to be on track and is aligned with meeting the Board's November 30, 2015 approved and submitted budget (\$1.2 deficit). A deficit budget will be covered by our operating reserves.



BUDGET ANNOUNCEMENT REPORTING

"Inspiring confident, caring citizens of the world"

April 22, 2016

Background:

On April 14, 2016, Honorable Minister of Education, David Eggen announced 2016/2017 Budget.

The following information was provided:

- No changes in all the grant rates.
- IMR 70% increase - \$652,000.
- RCSD 2.7% increase - \$13,270
- Carbon Tax Levy
- Budget deadline submission extended from May 31st to June 30, 2016.

Some of the key challenges are:

- **Enrolment volatility** – currently our straight-line projections and preliminary enrolment estimates show a decrease in students. Straight-line enrolment shows 431 students going into grade 1 and 502 graduating which leaves a reduction of 71 students. Given the economic landscape in Alberta we have noticed lots of mobility and this will impact our enrolment numbers.
For the past three years we have anticipated straight-line projection declines, however we have experienced growth as a result of the various initiatives throughout the school division.
- **Collective Bargaining** implications are unknown at this time.
- **Carbon Levy Impact**

Carbon Tax Levy				
Rates as per: www.alberta.ca/climate-carbon-pricing.cfm				
	2017	2018		
Gasoline	4.49	6.73	cents per litre	
Diesel	5.35	8.03	cents per litre	
Natural Gas	1.01	1.52	\$ per gigajoule	
Propane	3.08	4.62	cents per litre	
Estimated Impact on Golden Hills				
	2017	2018	Total	Usage
Fuel	\$36,000	\$ 53,000	\$89,000	660,000 litres
Natural Gas	\$77,599	\$ 129,000	\$206,599	76,755 gigajoules
			\$295,599	
Estimated 2016/2017 Budget Impact				
	Monthly	8 Months		
Fuel	\$3,000.00	\$24,000.00		
Natural Gas	\$6,466.61	\$51,732.87		
		\$75,732.87		
Electricity	\$0.02 Kwh			
We use 600,000 Kwh a month				
As we are under a contract - not exposed until 2019				

- Currently there are two areas that continue to operate in deficits – Transportation and Plant Operations & Maintenance.
 - Carbon tax will negatively impact both these budgets.

Please see attached, Golden Hills School Division No. 75 estimated Funding profile for 2016/2017, prepared by Alberta Education.

Recommendation:

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



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No. 75

As of March 2016

Funding for the 2016/2017 school year is projection only and may not reflect the amount paid to the school authority. Payments will be based on the authority's actual student enrolment and courses taken by high school students in the 2016/2017 school year.

School Year		Enrolment 2015/2016		Projected Enrolment %	Projections 2016/2017 *
Enrolment					
	Enrolment for Early Childhood Services	438		-1.5%	431
	Enrolment for Grades 1 - 12	5,999		-0.8%	5,949
Funding Framework Estimates					
	Base Funding	Estimates 2015/2016 *	Grant Rate % Change	Projected Enrolment %	Projections 2016/2017
	Early Childhood Services Base Funding	\$1,463,000	0.0%	-1.5%	\$1,440,000
	Base Funding (Grades 1 - 9)	\$28,817,000	0.0%	-0.4%	\$28,716,000
	Base Funding (Grades 10 - 12)	\$11,878,000	0.0%	-2.0%	\$11,636,000
	Home Education	\$262,000	0.0%	-0.8%	\$260,000
	Class Size - Early Childhood Services to Grade 3	\$2,305,000	0.0%	-1.0%	\$2,283,000
	Class Size - Career Technology Studies	\$220,000	0.0%	-2.0%	\$216,000
	Sub -Total	\$44,945,000			\$44,551,000
	Additional Funding - For Differential Factors				
	ECS Program Unit	\$1,194,000	0.0%	0.0%	\$1,194,000
	English as a Second Language	\$401,000	0.0%	0.0%	\$401,000
	Equity of Opportunity	\$1,482,000	0.0%	-0.9%	\$1,477,000
	First Nations, Metis and Inuit Education	\$260,000	0.0%	0.0%	\$260,000
	Hutterite Colony Schools	\$208,000	0.0%		\$208,000
	Inclusive Education	\$3,907,000	0.0%	-0.9%	\$3,884,000
	Outreach Programs	\$315,000	0.0%		\$315,000
	Plant Operations & Maintenance	\$5,042,000	0.0%		\$5,110,000
	Small Schools By Necessity	\$1,400,000	0.0%		\$1,320,000
	Socio-Economic Status	\$631,000	0.0%	-0.9%	\$626,000
	Transportation	\$3,772,000	0.0%	-0.9%	\$3,740,000
	Other Funding				
	SuperNet	\$240,000	0.0%		\$240,000
	Reduction in School Boards Administration Spending	-\$312,000			-\$328,000
	TOTAL FUNDING	\$63,485,000			\$62,998,000
	Increase (Decrease) in Total Funding				-\$487,000
	Percentage Increase (Decrease) in Total Funding				-0.8%
Financial Health		August 2012	August 2013	August 2014	August 2015
	Accumulated Surplus from Operations (ASO)	\$7,834,000	\$7,175,000	\$6,763,000	\$6,921,000
	ASO as a % of Operating Expenses	10.8%	9.5%	8.9%	8.5%
	Capital Reserves	\$1,139,000	\$2,140,000	\$2,145,000	\$2,315,000
	ASO - Provincial Total	\$302,068,000	\$413,304,000	\$460,905,000	\$458,976,000
	ASO as a % of Operating Expenses	4.6%	6.1%	6.6%	6.3%
	Capital Reserves -Provincial Total	\$149,926,000	\$136,156,000	\$147,162,000	\$ 199,341,000
Other Funding Support					
	Infrastructure Maintenance Renewal	\$1,054,000			\$1,706,000
	Regional Collaborative Service Delivery	\$64,383,000			\$66,121,000
	Regional Consortium	\$1,344,000			\$1,344,000
Provincial Totals					

Notes: * Enrolment projections for the 2016/2017 school year is based on Work Force Planning Model.

2 Funding Estimates for 2015-16 school year is based on the actual enrolment of 2015-16 school year as of March, 2016.



ALBERTA EDUCATION NEW REPORTING REQUIREMENTS MONTHLY REPORTING

"Inspiring confident, caring citizens of the world"

April 22, 2016

Background:

We have recently been advised that the Government of Alberta would like School Boards to report monthly financial information.

This will allow the finance community to be more strategic in how information is provided to decision-makers, and it will help with evaluating government projects regarding the allocation of resources to those projects. School boards are part of the consolidated reporting entity of Alberta Education and the Government of Alberta and school board spending accounts for approximately 90 per cent of Alberta Education's total consolidated expenses.

Therefore, each school board is to provide specific operational information. For the first year, this will be on a quarterly basis, and for subsequent years on a monthly basis. Alberta Education has advised that for now, we are required to report revenue and expenses. We have the opportunity to transition into monthly reporting from now until March 31, 2017.

This information will be used by Alberta Education to meet the monthly reporting requirements of Treasury Board and Finance, as per the following schedule:

- The quarterly reporting will commence for the period ending June 30, 2016.
 - First submission will be July 15, 2016
 - Second submissions October 15, 2016
 - Third submission January 15, 2017
- Starting in April 2017, the template will be required each month and will be required by the 15th day of the following month.

Implications:

School Staff - School Generated Funds

Regular Monthly Bookkeeping which includes:

- Bank Reconciliation
- Posting Receipts
- Posting Cheques
- Reconciliation of Fund Balances

School Operations

Submission of invoices & receipts within 5 business days of month end.

Finance Staff at Division Office

1. Generating School Reports from KEV – once secretaries have finalized month end – after the 10th.
2. Estimate and Prepare Accruals as appropriate;
3. Prepare Reconciliation Report and manually consolidate with Alberta Education Template.
4. Monthly Reporting to Board of Trustees;

Currently many of these practices are performed monthly; however, some are quarterly. We will change our processes so we can do this monthly.

Attached is the template they are requesting us to submit and Alberta Education's FAQ's.

Recommendation:

That the Board of Trustees receives the Alberta Education New Reporting Requirements – Monthly Reporting as information and for the record.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer

#N/A

School Jurisdiction Code and Name

YEAR-TO-DATE REVENUES & EXPENSES - April, 2016 - March, 2017**Due to Alberta Education by April 15, 2017**January, 2017 -
March, 2017April, 2016 - March,
2017**OPERATIONS (SUMMARY)****Revenues**

Alberta Education	\$0	\$0
Other - Government of Alberta	\$0	\$0
Federal Government and First Nations	\$0	\$0
Other Alberta school authorities	\$0	\$0
Out of province authorities	\$0	\$0
Alberta Municipalities - special tax levies	\$0	\$0
Property taxes	\$0	\$0
Fees	\$0	\$0
Other sales and services	\$0	\$0
Investment income	\$0	\$0
Gifts and donation	\$0	\$0
Rental of facilities	\$0	\$0
Fundraising	\$0	\$0
Gain on disposal of capital assets	\$0	\$0
Other revenue	\$0	\$0
Total revenues	\$0	\$0

Expenses By Program

Instruction - ECS	\$0	\$0
Instruction - Grade 1 - 12	\$0	\$0
Plant operations and maintenance	\$0	\$0
Transportation	\$0	\$0
Board & system administration	\$0	\$0
External services	\$0	\$0
Total expenses	\$0	\$0
Annual Surplus (Deficit)	\$0	\$0

Expenses by Object

Certificated salaries & wages	\$0	\$0
Certificated benefits	\$0	\$0
Non-certificated salaries & wages	\$0	\$0
Non-certificated benefits	\$0	\$0
Services, contracts and supplies	\$0	\$0
Amortization expense	\$0	\$0
Interest on capital debt	\$0	\$0
Other interest and finance charges	\$0	\$0
Losses on disposal of tangible capital assets	\$0	\$0
Other expenses	\$0	\$0
Total Expenses	\$0	\$0

Attestation of Secretary-Treasurer/Treasurer:

This information was reviewed by the secretary-treasurer / treasurer on the following date and, to the best of his/her knowledge and belief, reflects the results of operations of the jurisdiction.

Monthly Reporting

Questions and Answers

1. Why do we need to report monthly?

It is the desire of the Government of Alberta to report monthly financial information to the people of Alberta and thus allow the finance community to be more strategic in how information is provided to decision-makers and to help with evaluating government projects regarding the allocation of resources to those projects. School boards are part of the consolidated reporting entity of Alberta Education and the Government of Alberta, and school board spending accounts for approximately 90 per cent of the total Alberta Education expenses.

2. Is Alberta Education going to increase the Board System and Administration cap back to previous levels, or will there be additional funding for this additional reporting requirement?

There are no plans to raise the cap, nor is there any plan to increase funding. Alberta Education has examined numerous reporting alternatives in order to meet Treasury Board and Finance's (TBF) requirements. We have also taken into consideration the cost and time required to complete the template and believe that the final template proposed should not add significant time or cost to school boards.

3. What are school boards reporting?

Treasury Board and Finance has asked for statement of operation information – basically, revenues and expenses by program and object.

4. Will there be any additional reporting requirements in the future, such as Statement of Financial Position (SFP) information and capital expenditures?

At this time we do not know if any further information will be required. We have been in discussion with TBF, indicating to them that school boards only report SFP information on an annual basis, and that capital expenditure information is often managed by another ministry and difficult to obtain. For the 2016/2017 government fiscal year, we believe this will not be required.

5. How accurate does the information need to be?

We are relying on your professionalism, and the information should therefore be as accurate as is possible in the time period provided. If adjustments are required after the submission, these should be included in the next submission.

6. Will it be necessary to accrue expenses?

Material accruals should be included. If not known, then estimates should be made and included in the information provided. Any adjustments to these should be made in future submissions.

7. Will we be required to provide any type of analysis or explanation with our submission?

No variance analysis or explanation will be required with the submission of the information, although Alberta Education may contact individual school boards for specific explanations of material variances.

8. What if we find that the information submitted was incorrect or there was some significant financial adjustments made?

If after the submission deadline, then adjust the subsequent year-to-date submission to reflect the correct information. Do not resubmit your previous template on an adjusted basis.

9. What is the process for reporting, and how will the reporting information be submitted?

A standard template, similar to the one used for the Fall Update, will be provided to each school jurisdiction by Financial Reporting and Accountability (FRA). This template must be submitted for the first year on July 15, 2016, October 15, 2016 and January 15, 2017. This will include information for the periods April 1 to June 30, July 1 to September 30, October 1 to December 31 respectively. Starting in April 2017, monthly reporting will be required. Each month, the same template will have to be submitted to FRA by the 15th of the subsequent month. For example, the April 30th month will require a May 15th submission.

10. When will the finalized template be available?

Once we receive approval of the process, including the format and timing of submission of the template from the Assistant and Deputy Ministers, Alberta Education will, through Financial Reporting and Accountability, be sending out the templates immediately thereafter.

11. Is it possible to get an extension to the 15th deadline?

No it is not possible to extend that deadline, as Alberta Education reporting deadlines to Treasury Board and Finance are not flexible.

12. What if we do not submit?

Under Section 77(1) of the *School Act* “A board shall provide the Minister with any information the Minister requests in writing.” If these requests are not met, the department has the right to withhold funding.



AP 140 – ACCEPTABLE TECHNOLOGY USE

"Inspiring confident, caring citizens of the world"

April 22, 2016

Background:

The Division recognizes that instructional resources, made available through technology, can enhance learning and teaching and support program delivery based on the prescribed curriculum. Further, it is recognized that telecommunications, including video, audio and text services, because they may be connected to any publicly available source in the world, will open classrooms to electronic information resources which may not have been specifically chosen or previewed for use by students of various ages. Access to these resources can support individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contact with people all over the world, bringing into the classroom, experts in every content area.

The GHSD Administrators Association along with stakeholder input have reviewed the current procedure and recommended to remove AP 140 Acceptable Technology Use as it is outdated and is now covered in Digital Citizenship AP 391 and Safe and Caring Environments, Student Conduct and Discipline AP 350.

Recommendation:

That the Board of Trustees receives the information around the removal of AP 140 – *Acceptable Technology Use* as information.

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

Bevan Daverne
Superintendent