



AGENDA

Golden Hills School Division No. 75

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

Mission: *Engaging all learners in achieving their highest levels of academic and personal competence within a caring, innovative environment.*

Regular Meeting of the Board of Trustees

Tuesday, June 23, 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
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. Locally Developed and/or Acquired Courses
 - 8.1.2. Budget Submission
 - 8.1.3. School Resource Fees
 - 8.1.4. Interim Three Year Education Plan
 - 8.1.5. Friends of Tro-Val Society Funding

J. Grimsdale

T. Sabir

T. Sabir

B. Daverne

B. Daverne

8.2. Information Items

8.2.1. Monthly Enrolment Monitoring Report (May)

T. Sabir

8.2.2. Report on Administrative Appointments

W. Miskiman

8.2.3. Third Quarter Financial Report

T. Sabir

8.2.4. Boundary Change Review

T. Sabir

9. ADJOURNMENT

Draft



MINUTES

Golden Hills School Division No. 75

Regular meeting of the Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, May 26, 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

c) Trustee

- Barry Kletke
- Sherri Nielsen
- 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 9:38 a.m.

In Camera

Resolution #BD20150526.1001

MOVED by Trustee Kletke that the Board of Trustees go *In Camera* at 9:40 a.m. to discuss legal matters.

Carried

Resolution #BD20150526.1002

MOVED by Trustee Tucker that the Board of Trustees rise from *In Camera* at 10:35 a.m.

Carried

BREAK

Recessed at 10:40 a.m.

Reconvene at 10:50 a.m.

Approval Of Agenda

Resolution #BD20150526.1003

MOVED by Trustee Nielsen that the Board of Trustees approve the agenda as revised:
Add to Information Items; 8.1.4 Interim Three Year Education Plan for 2015-2018.

Carried

**Presentation of
Minutes**

Resolution #BD20150526.1004

MOVED by Trustee Bazant that the Board of Trustees approve the minutes of April 28, 2015 Regular meeting as presented.

Carried

**Chair's Report
(REPORTS)**

Chair Price reported on the following items:

- Attended Education Act School Policy Workshop May 19, 2015 in Okotoks;
 - Reviewed the new Education Act, status and requirements of School Boards anticipated with the associated Regulations.
 - Noted new Education Minister David Eggen had been sworn in.
- Discussed ASBA (Alberta School Boards Association) information package received for the SGM (Spring General Meeting) May 31 - June 2, 2015;
 - Adjustment made to GHSD (Golden Hills School Division) proposed resolution regarding two additional business meetings to be attended by Board Chairs.
 - Delay in implementation if the resolution is approved by the membership.
- Discussed ASBA's Board of Directors resolution along with the Strengthening ASBA's Provincial Voice Task Force report. Full Task Force reports were circulated to all Board members to help ensure there is the opportunity for members to be fully informed.
- Reviewed process for replacing a vacancy position amongst Zone 5 Board of Directors.

Resolution #BD20150526.1005

MOVED by Trustee Nielsen that the Board of Trustees resolution put forward by Golden Hills School Division for amendment to Bylaw discussion to take place at SGM (Spring General Meeting) and would take affect after the SGM.

Carried

**Board Committees
(REPORTS)**

No information to report on at this time.

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

Trustee Tucker presented information from the ASBA Zone 5 Meeting:

- ASBA's Strategic Plan for September 2015 - August 2018.
- Discussed powerpoint on Proposed Budget for 2015-2016; how the budget was decided upon.
- Discussed ASBA's Provincial Voice Task force and how it has changed.
- Three main goals that were discussed at Zone Meeting:
 1. Sustainability
 2. Infrastructure
 3. Advocacy
- Safe and Caring Schools & Communities will be establishing a new structure.
- Interim Funding June 15, 2015

- Labor Relations, possibility of structure change.
- Discussed funding framework.
- Held Executive Meeting, choose dates and times for next years Zone 5 Meetings.

Trustee Bazant presented information from the RREC (Regional Recreational Enhancement Committee) meeting:

- Working on bylaws.
- Councillor Steve Grajczyk announced that land (12.2 acres) for new K - Gr. 9 school in Strathmore has been approved.
- Next RREC meeting is June 24, 2015.

Administration Reports (REPORTS)

Associate Superintendent Miskiman presented information on the following topics:

- HR Update;
 - Discussed Teachers Supervision and Evaluations
 - Evaluations have been finalized by Principals and Associate Superintendent Miskiman.
 - Staffing
 - Teacher hiring is in process for next school season.
 - ATA Negotiations
 - ATA Teachers' Agreement has been finalized and expires August 31, 2016.

Associate Superintendent Jordan presented information on the following topics:

- Discussed hiring of new staff.

Secretary-Treasurer Sabir presented information on the following topics:

- PCA (Prairie Christian Academy) Modernization - viewed pictures of construction.
- New East Wheatland School - project is well underway. The school footprint is scraped of top soil and spread footings are being poured. The sewer line is being installed. A future water line is being installed from the pump house to the property line for eventual tie into the new regional water line. Temporary power is on site and the irrigation canal has been moved.
- CMJH (Crowther Jr. High) - replacement modulars are scheduled to be installed as soon as school is out for summer.
- TCA (Trinity Christian Academy) upgrades - three additional classrooms will be made by removing walls within the school as the number of students have doubled in the last four years.

Superintendent Daverne presented information on the following topics:

- Long Service Awards;
 - Held on May 28, 2015 at the Travelodge.
 - Theme - "Night with the Stars"
- Discussed revisiting Golden Hills School Division No. 75's Mission and Vision Statement.

Monthly Enrolment Monitoring Report (April) (Information Items)

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

Budget Update 2015/2016 (Information Items)

Secretary-Treasurer Sabir presented information on the 2015-2016 Budget and advised the deadline to submit to Alberta Education has been extended to June 30, 2015.

BREAK

Recessed at 12:15 p.m.

Reconvene at 12:59 p.m.

**AP 391 - Digital
Citizenship**

(Information Items)

Superintendent Daverne presented information on the AP 391 - Digital Citizenship.

**Interim Three Year
Education Plan for
2015-2018**

(Information Items)

Superintendent Daverne presented information on the Interim Three Year Education Plan for 2015-2018.

ADJOURNMENT

Resolution #BD20150526.1006

MOVED by Trustee Tucker that the meeting adjourn at 2:04 p.m.

Carried

Chair

Secretary-Treasurer

Draft



LOCALLY DEVELOPED/ACQUIRED COURSES

"Inspiring confident, caring citizens of the world"

June 23, 2015

Background:

Alberta Education supports the local development and authorization of senior high school complementary courses which do not duplicate provincially authorized courses. The opportunity to authorize complementary courses allows boards to respond to the unique interests and abilities of its students and to foster educational improvement and excellence through innovation at the local level. Authorization for locally developed/acquired courses "shall be by board motion and shall be for a maximum of four years" (Alberta Education Policy 1.2.1, Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses).

The following locally acquired courses have been forwarded to Alberta Education for review and are being submitted for the Board's consideration.

Advanced Acting/Touring Theatre 15/25/35 (3 or 5 credits)	Acquired from Calgary School District No. 19
Creative Writing and Publishing 15/25/35 (3 or 5 credits)	Acquired from Calgary School District No. 19
FACES Principles (15)/FACES Practicum (25)/FACES (35) (5 credits)	Acquired from Livingstone Range School Division No. 68
Korean Language and Culture 15-3Y/25-3Y/35-3Y (5 credits)	Acquired from Calgary School District No. 19
Portfolio Art 35 (3 or 5 credits)	Acquired from Edmonton Catholic Separate School District No.7
Religious Studies 15/25/35 (3 or 5 credits)	Acquired from Koinonia Christian School - Red Deer Society
Self-Directed Learning 15 (3 credits) (Formerly Freedom to Succeed 15)	Acquired from Calgary Roman Catholic Separate School District No. 1

A locally developed course has been forwarded to Alberta Education for review regarding overlap with provincially authorized curriculum and is being submitted for the Board's consideration.

Paleontology 15/25/35 (3 or 5 credits)	Locally Developed – Golden Hills School Division No. 75
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Recommendation:

That the Board of Trustees authorizes the use of the acquired locally developed course *Advanced Acting/Touring 15/25/35 (3 or 5 credits)* acquired from Calgary School District No. 19 beginning September 1, 2015 until August 31, 2019 and any learning resources detailed in the course outline for use in Golden Hills school division.

That the Board of Trustees authorizes the use of the acquired locally developed course *Creative Writing and Publishing 15/25/35 (3 or 5 credits)* acquired from Calgary School District No. 19 beginning September 1, 2015 until August 31, 2019 and any learning resources detailed in the course outline for use in Golden Hills school division.

That the Board of Trustees authorizes the use of the acquired locally developed course *FACES Principles (15), FACES Practicum (25) and FACES (35) (5 credits)* acquired from Livingstone Range School Division No. 68 beginning September 1, 2015 until August 31, 2016 and any learning resources detailed in the course outline for use in Golden Hills school division.

That the Board of Trustees authorizes the use of locally developed course *Korean Language and Culture 3-Y 15/25/35 (5 credits)* developed by Calgary School District No. 19 beginning September 1, 2015 until August 31, 2019 and any learning resources detailed in the course outline for use in Golden Hills school division.

That the Board of Trustees authorizes the use of the acquired locally developed course *Portfolio Art 35 (3 or 5 credits)* acquired from Edmonton Catholic Separate School District No. 7 beginning September 1, 2015 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills school division.

That the Board of Trustees authorizes the use of locally developed course *Religious Studies 15 /25/ (3 or 5 credits) and Religious Studies 35 (5 credits)* developed by Koinonia Christian School – Red Deer Society beginning September 1, 2015 until August 31, 2019 and any learning resources detailed in the course outline for use in Golden Hills school division.

That the Board of Trustees authorizes the use of locally developed course *Self-Directed Learning 15 (3 credits)* developed by Calgary Roman Catholic Separate School District No. 1 beginning September 1, 2015 until August 31, 2019 and any learning resources detailed in the course outline for use in Golden Hills school division.



Bevan Daverne
Superintendent



Wes Miskiman
Associate Superintendent



BUDGET 2015-2016

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

June 23, 2015

Background:

Pursuant to the recommendations of the Auditor General and in accordance to School Act S. 147(1)(b) the Board of Trustees is required to submit an annual budget to the Minister on or before May 31, for the fiscal year beginning on the following September 1.

The deadline to submit to Alberta Education has been extended to June 30, 2015.

Final budget, following enrolment confirmation (September 30th) is due by November 30, 2015.

On May 28, 2015, the Honorable David Eggen, Minister of Education, provided School Boards with an updated Budget for 2015-2016.

- **Reserves** can be accessed without prior approval from Minister
- Funded for **Growth**
- Base Rates Increased by 1.8%
- Grants fully restored back to 2014/2015 levels for 2015/2016 year
 - ECS (Early Childhood Services Program Unit)
 - ESL (English as a Second Language)
 - FNMI (First Nations Metis Inuit)
 - Hutterite Colony
 - Inclusive Education
 - Outreach Program
 - POM (Plant Operations and Maintenance)
 - SSBN (Small Schools by Necessity)
 - Social Economic Status
 - Transportation
 - Supernet

Historical
Moment

Golden Hills' projected enrolment is anticipated to increase by 0.42 % for 2015/2016

There are 491 students graduating with 406 students entering Kindergarten. This creates an enrolment short fall of students, however, based on the projections made by Administrators the enrolment increase is anticipated to be 25 students (0.42%).

The overarching goals for Golden Hills are to continue to support:

1. Student achievement;
2. System initiatives;
3. Programming at the school level and
4. Teacher efficiency and capacity.

Despite the various challenges and pressure points Golden Hills continues to strive to be the Preferred Choice.

Budget Challenges and Pressure points:

- Enrolment Projections – volatility of the Kindergarten students and mobility due to changes in economy.
- Change in Demographics, increase in Inclusive Education students with high needs (doubled in five years)
- Funding uncertainty i.e: growth, outcome of other decreased grants in earlier tabled budget, leasing, Infrastructure Maintenance Renewal Grant.
- Facilities funding shortfall, revenue is decreasing while expenses such as utilities, gas prices and insurance are increasing at a rapid rate.
- Transportation Funding shortfall – expenses are outpacing transportation grants, despite continuous review of operations to ensure efficiencies.

Due to the volatility of annual funding, system and school level reserves will be reduced to:

- Maintain program continuity and sustainability.
- Sustain teaching and support positions.
- Maintain buildings as safe education spaces.
- Sustain transportation's current level of service including bus routes and ride times.

We expect a potential shift to the 2015/2016 budget as our proposed budget is supported with reserves. However, any increase in enrolment will reduce the need to dip into reserves.

Potential Advocacy Efforts

- Predictable and Sustainable Funding to support Alberta Education Initiatives like Inspiring Education.
- Inclusive Education needs growing but current funding does not meet the needs or costs for these changes.
- Fully funded leases or approval of capital projects and then leased buildings are not required.
- Appropriate funding to maintain our facilities (Industry Standard would say we should receive \$4M annually vs what we actually received \$2M), however, next year we will only receive \$1M.
- Reinstate the Fuel Price Contingency as diesel is at \$1.20 per litre. In the past the fuel price contingency was triggered for anything over \$0.60 per litre. Review of Transportation Model to align more with costs.

The Alberta Education Budget Template will be distributed at the board meeting and then posted online once finalized.

Recommendations:

That the Board of Trustees approves the 2015/2016 budget for submission to Alberta Education, subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education.

That the Board of Trustees approves use of restricted reserves to sustain staffing positions and other initiatives.

That the Board of Trustees approves the use of unrestricted reserves to maintain the safety of students and continue to maintain the School Facilities.

That the Board of Trustees approves use of unrestricted reserves to sustain transportation's current level of service which includes bus routes and ride times.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer



SCHOOL RESOURCE FEES

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

June 23, 2015

Background:

Resources Fees

In accordance with the School Act s. 60(2) Powers of boards (j), A board may charge a parent of a student fees with respect to instructional supplies or materials. Golden Hills Policy 2, Role of the Board at (4) notes the board approves the annual operating and capital budgets. This includes fees to parents. Administrative Procedure 505, School Fees elaborates fee definitions and guidelines. The Board sets resource fees.

Current Rates

The table below shows the history of Resources Fees in Golden Hills

	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010
Kindergarten	30	30	30	\$60	\$60	\$60
Elementary	50	50	50	\$105	\$105	\$95
Junior High	60	60	60	\$120	\$120	\$95
Senior High	65	65	65	\$130	\$130	\$105

Family rate discount of 5.00 each/4 children; 10.00 each/5 children; \$20 each/6 or more

Collection rate of Resource fees are as follows:

2014/2015 - 87%
2013/2014 – 88%
2012/2013 – 84%
2011/2012 – 88%
2010/2011 – 92%

Comparison

Fees for neighboring jurisdictions are similar or less than Golden Hills. Attached is a chart showing the comparison of some jurisdictions:

RESOURCE FEES COMPARISON					
Jurisdiction	Kindergarten	Grades 1-6	Grades 7-9	Grades 10-12	
Chinook's Edge	No Fee	\$64.00	\$79.00	\$104.00	increased
Christ the Redeemer	\$50.00	\$55.00	\$60.00	\$65.00 \$170.00 (Family maximum)	same
Grasslands	Nil	Nil	Nil	Nil	eliminated
Golden Hills	\$30.00	\$50.00	\$60	\$65.00	same
Foothills School					
Big Rock	\$74.50	\$143.00 (Grade 1-3)	\$113.00 (Grade 4-6)		increased
Dr. Morris Gibson	\$165.00	\$175.00 (Grade 1-3)	\$190.00 (Grade 4-5) \$170.00 (Grade 6)		
Rockyview	\$25.00	\$105.00 (Grade 1-8)		\$145.00 (Grade 9-12)	increased

Recommendation:

That the Board of Trustees considers resource fees in Golden Hills Schools.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer



Interim Education Plan and Report to the Community

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

June 23, 2015

The Government Accountability Act, School Act and Ministerial Regulations (see: *Policy and Requirements for School Board Planning and Results Reporting, (April 2014)*) require that jurisdictions prepare three year education plans (revised annually in a rolling-forward process) and annual education results reports. Alberta Education receives, reviews, and monitors compliance with the planning and reporting requirements.

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



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

The draft Interim Three Year Education Plan has been prepared for review of the Board. The final document, incorporating feedback and updated budget information in the combined format of AERR and Education Plan, will be presented at the Regular November Meeting and submitted to Alberta Education on November 30 for final Board approval.

Recommendation:

That the Board of Trustees receives and reviews the draft Interim Education Plan described as the “Report to the Community”.

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Bevan Daverne
Superintendent of Schools



FRIENDS OF TRO-VAL SOCIETY FUNDING TROCHU VALLEY MODERNIZATION

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

June 23, 2015

Background:

The Friends of Tro-Val Society have committed funds for a proposed fitness center to be an addition to the Trochu Valley modernization project.

Friends of Tro-Val have an outstanding history of fundraising and meeting commitments with Golden Hills School Division No. 75. They have surpassed original fundraising commitments of \$618,000 for the additional gym space and technology enhancements for the newly modernized Trochu Valley School.

With the remaining funds, Friends of Tro-Val, would like to enhance the facility further with the addition of a fitness centre. As the proposed site is attached to Tro-Val School and modernized school building is back in operation, Friends of Tro-Val request that Golden Hills School Division No. 75 agree to act as general contractor for the project.

Recommendation:

That the Board of Trustees supports the proposal for the fitness center by coordinating the construction and sub-trades and acting as a general contractor for Friends of Tro-Val.

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Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer



ENROLMENT BACKGROUNDER

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

June 23, 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 May 31, 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.

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Bevan Daverne
Superintendent

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

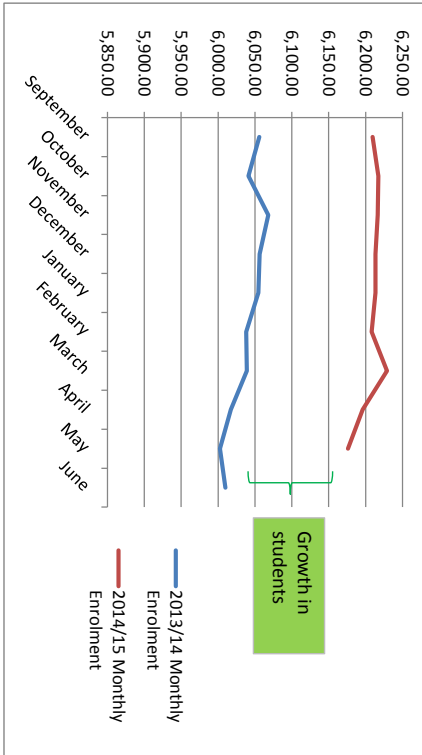
Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison September 30, 2014 - May 31, 2015

Funded Total Enrolment	31-May-15 Enrolment	30-Sept-14 Enrolment	Difference	% Change
Provincially Funded Students	5,881.00	5,914.50	-33.50	-0.57%
Stikilia Students	153.00	153.00	0.00	0.0%
International Students	142.00	142.00	0.00	0.0%
Total	6,176.00	6,209.50	-33.50	-0.5%

Last Year Monthly Enrolment & Comparison to March 31, 2015



Grade Figure Analysis Comparison of Sept 2014 and Sept 2013

Provincially Funded	30-Sep-14	30-Sep-13	Difference	% Change
Kindergarten	234.00	216.00	18.00	8.3%
Grades 1-3	1,426.00	1,385.00	41.00	3.0%
Grades 4-6	1,414.00	1,361.00	53.00	3.9%
Grades 7-9	1,347.00	1,311.00	36.00	2.7%
Grades 10-12	1,493.00	1,483.00	10.00	0.7%
Total	5,914.00	5,756.00	158.00	2.7%

Schools - Month to Month Comparison - April to May

Configuration	SCHOOL	May 31, 2015	September 30, 2014	Difference	% Change	April 30, 2015
K-6, 10-12	Acme School	181.00	186.50	-5.50	-2.9%	181.00
K-6	Brentwood Elementary School	354.50	351.00	3.50	1.0%	354.50
K-9	Carbon School	86.00	85.00	1.00	1.2%	86.00
K-6	Carsland School	62.50	60.50	2.00	3.3%	62.50
K-8	Central Bow Valley School	24.50	21.50	3.00	14.0%	23.50
K-9	Crowther Memorial Jr. High School	540.00	531.00	9.00	1.7%	540.00
K-9	Dr. Elliott Community School	173.50	181.00	-7.50	-4.1%	173.50
K-12	Drumheller Valley Secondary School	370.00	381.00	-11.00	-2.9%	374.00
K-6	Greentree School	428.50	418.00	10.50	2.5%	426.50
K-6	Hussar School	45.00	45.00	0.00	0.0%	47.00
K-12	Prairie Christian Academy School	246.50	234.50	12.00	5.1%	249.50
K-6	Rockyford School	39.50	42.50	-3.00	-7.1%	39.50
K-12	Standard School	218.50	212.50	6.00	2.8%	217.00
10-12	Strathmore High School	608.00	638.00	-30.00	-4.7%	623.00
K-12	Three Hills School	450.00	445.00	5.00	1.1%	447.50
K-9	Trinity Christian Academy	135.50	129.50	6.00	4.6%	135.50
K-12	Trochu Valley School	315.00	315.50	-0.50	-0.2%	315.00
K-6	Westmount School	441.50	444.00	-2.50	-0.6%	443.50
K-6	Wheatland Elementary School	363.00	375.50	-12.50	-3.3%	362.00
Totals		5,083.00	5,097.50	-14.50	-0.3%	5,101.00
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change	Provincially Funded
7-9	Anchors II Outreach	10.00	10.00	0.00	0.0%	10.00
7-12	Drumheller Outreach	23.00	23.00	0.00	0.0%	23.00
1-12	Golden Hills Learning Academy	98.00	98.00	0.00	0.0%	98.00
1-12	NorthStar Academy	287.00	287.00	0.00	0.0%	287.00
7-12	Strathmore Storefront	38.00	38.00	0.00	0.0%	38.00
10-12	Trochu Valley Outreach	12.00	12.00	0.00	0.0%	12.00
Totals		468.00	468.00	0.00	0.0%	468.00
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change	Provincially Funded
K-9	Colonies	330.00	349.00	-19.00	-5.7%	332.00
TOTAL		5,881.00	5,914.50	-33.50	-0.6%	5,901.00



ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

June 23, 2015

Background:

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

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

Principal Designations:

Jennifer Bertsch	GHLA/Storefront/Hutterite
Lloyd Boody	Three Hills
Erin Campbell-Bentley	Greentree
Curtis LaPierre	Drumheller Valley Secondary
Kurt Ratzlaff	Acme/Carbon/Dr. Elliott
Danielle Seabrook	Carseland
Linda Tucker	Wheatland
Ivan Wright	Crowther Memorial Jr. High

Associate Principal Designations:

Lisa Daverne	GHLA/Storefront/Hutterite
Cindy Gerodo	Greentree
Todd Hoover	Three Hills
Leana Howard	Trochu Valley
Greg Lendvay	Standard
Denise Lockhart	PCA/NorthStar
Marci-Jo Steen	Carbon
Brad Teske	Drumheller Valley Secondary
Erin Friesen	Brentwood

Recommendation:

That the Board receives the administrative term appointments as information.

A blue ink signature of Bevan Daverne.

Bevan Daverne
Superintendent of Schools

A blue ink signature of Wes Miskiman.

Wes Miskiman
Associate Superintendent/Human Resources



THIRD QUARTERLY FINANCIAL REPORT

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

June 23, 2015

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.

Recommendation:

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

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No.75



3rd Quarterly Report Draft v1.4

September 2014 – May 2015

Prepared by the Finance Department for the June 23, 2015 Board Meeting

Purpose of Quarterly Report

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

I Context

The third quarterly financial report lists revenues and expenditures recorded to **May 31, 2015**, which represent the first **nine** months of the fiscal year. The number of months expended in the third quarter are nine (9); therefore the normal benchmark for comparison is **75%** (9/12 months) or **80%** (8/10) months for some categories.

The updated 2014-15 Budget was submitted to Alberta Education November 30, 2014 and budget points of reference are from the November 30, 2014 submitted budget.

II. Actuals and Comparison to Budget

A.

Golden Hills School Division No.75							
Statement of Revenue and Expenses							
Budget vs. Actual Variance							
Period - September 1, 2014 - May 31, 2015							
	Initial 2014/15 Annual Budget submitted May 31, 2014	Revised 2014/15 Annual Budget submitted Nov 30, 2014	Prorated Budget - 75% for Q3	YTD Actuals 2014/2015 -Q3	YTD Budget Variance-Q3	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	64,990,949	68,245,685	51,184,264	51,488,742	304,478	75%	75%
Federal Government and/or First Nations	1,420,000	1,378,536	1,033,902	1,071,689	37,787	78%	75%
Alberta Municipalities	39,200	46,000	34,500	44,200	9,700	96%	95%
Fees	1,845,170	1,160,170	870,128	1,313,108	442,981	113%	95%
Other Revenues	5,753,127	7,116,182	5,337,137	6,413,224	1,076,087	90%	75%
Amortization	2,058,095	2,085,095	1,563,821	1,563,661	(160)	75%	75%
Total Revenues	76,106,541	80,031,668	60,023,751	61,894,624	1,870,873	77%	76%
EXPENSES							
Certificated Salaries and Benefits	44,405,476	45,823,079	34,367,309	32,488,189	1,879,120	71%	75%
Non-Certificated Salaries and Benefits	14,696,588	15,054,097	11,290,573	11,720,660	(430,087)	78%	80%
Sub-Total	59,102,064	60,877,176	45,657,882	44,208,849	1,449,033	73%	76%
Supplies and Services	17,312,498	16,988,052	12,741,039	15,014,925	(2,273,886)	88%	75%
Amortization	3,269,086	3,416,866	2,562,650	2,601,137	(38,488)	76%	75%
Interest Charges	96,484	96,484	72,363	71,439	924	74%	75%
Total Expenses	79,780,132	81,378,578	61,033,934	61,896,350	(862,417)	76%	76%
Surplus/(Deficit)	(3,673,591)	(1,346,910)	(1,010,183)	(1,726)			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					1,008,457		

Notes: We are effectively at break-even for the third quarter with respect to overall revenues and expenditures. This represents a positive variance of approx. \$1M at Q3 when compared against the budgeted annual deficit of \$1.3M.

B. Notes on Comparison to Budget – Revenues

The overall -\$2K in year-to-date excess of expenses over revenues and the overall positive budget variance of approximately \$1M 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 to Q3			
Name of Grant	Amount Received	% of Grant Received	
RCSD	\$ 646,209	58%	
School Facility Leasing Cost	\$ 315,900	100%	
Supernet grant	\$ 240,000	100%	
FSCR grants	\$ 178,964	69%	
IMR grants received	\$ 1,975,702	100%	
IMR grant deferred	-\$ 1,100,000	-56%	
Total	<u>\$ 2,256,775</u>		

- Revenues from Alberta Education have contributed to the overall positive variance by \$157K (2,256K less a 9-month calculated equivalent of 2,099K), primarily due to certain grants being received in lump amounts covering more than 6 months of revenues.
- Revenue to date from International Student Services also contributes to the overall positive revenue variances by 596K.
- Included in the third quarters' operations are the following:

SGF Revenues	\$ 3,167,922
SGF Expenses	<u>-\$2,908,185</u>
Unexpended	\$ 259,737

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 3rd quarter were **\$32,488,189** (71% of a \$45.8M budget) which is lower than what the budget would permit by the 3rd quarter, in part 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 well within budget.

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 3rd quarter were **\$11,720,660** (78% of budgeted \$15.1M) which is in line with the budget because 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 -\$430 K is similar to the variance achieved in the 3rd quarter last year and we anticipate balancing at year end.

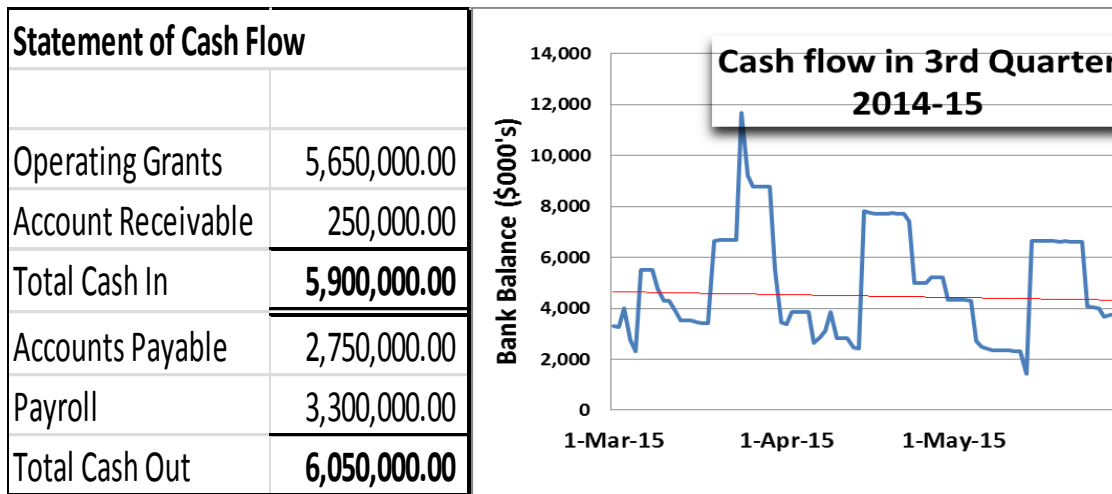
Supplies and Services

Supplies and services year-to-date are **\$15,014,925** (89% of budget \$17M). 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 final quarter to ensure they stay within their spending limits.

- Overall, supply cost year-to-date at May 31st is higher compared to the same time period last year, by \$2,099K.*

III Average Source and Use of Cash

- A. Approximate average monthly cash flow values as at May 31, 2015:



- 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 the date of report, **\$19.38M** of the cash balance has been invested into 6-18 month GIC's to obtain more favourable investment returns.

We continue to enlist the services of two Institutional Cash Management Financial Advisory Teams – Raymond James Ltd. as well as RBC Dominion Securities. Currently, we have **\$15.38M** invested in GIC's with Raymond James, **\$2.0M** with RBC Dominion and **\$2.0M** with the RBC bank with maturing dates ranging from January 7'2015 to April 10'2016, earning yields ranging from 1.35%-2.15%. As at May 31st, approximately \$8.13M in GIC's relates to East Wheatland project dollars received and invested in 6-month fixed and cashable GIC's until needed.

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, 2014 – May 31, 2015

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2014 - May 31, 2015									
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		41,665,698.31	4,847,554.15	2,763,257.58	1,819,589.13	0.00	51,096,099.17	75%	75%
OTHER - GOVERNMENT OF ALBERTA		195,994.00	0.00	0.00	0.00	196,649.04	392,643.04	75%	75%
FEDERAL GOV'T AND/OR FIRST NATIONS		959,188.98	112,500.00	0.00	0.00	0.00	1,071,688.98	78%	75%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		44,200.00	0.00	0.00	0.00	0.00	44,200.00	96%	95%
INSTRUCTIONAL RESOURCE FEES		328,938.50		0.00	0.00	0.00	328,938.50	85%	95%
FEES	983,609.59	0.00		560.00			984,169.59	164%	95%
FUNDRAISING REVENUES -SGF	444,657.79						444,657.79	65%	75%
OTHER SALES AND SERVICES	1,695,402.67	937,369.00	124,932.75	13,572.57	29,526.90	2,607,761.05	5,408,564.94	75%	75%
INVESTMENT INCOME		0.00		0.00	91,048.37	0.00	91,048.37	100%	75%
GIFTS AND DONATIONS -SGF	44,252.72	77,000.00	0.00	0.00	0.00	0.00	121,252.72	69%	75%
RENTAL OF FACILITIES		5,020.81	74,753.59	0.00	0.00	0.00	79,774.40	75%	75%
OTHER REVENUES		75,595.99	177,137.10	11,817.23	3,375.11	0.00	267,925.43	82%	75%
AMORTIZATION OF CAPITAL ALLOCATIONS		20,090.52	1,543,570.92				1,563,661.44	76%	75%
TOTAL REVENUES	3,167,922.77	44,309,096.11	6,880,448.51	2,789,207.38	1,943,539.51	2,804,410.09	61,894,624.37	77%	76%
EXPENDITURES									
CERTIFICATED SALARIES	0.00	26,040,588.61	0.00	0.00	273,748.59	32,093.95	26,346,431.15	71%	75%
CERTIFICATED BENEFITS	0.00	6,119,017.73	0.00	0.00	19,525.07	3,215.33	6,141,758.13	71%	75%
NON-CERTIFICATED SALARIES & WAGES		5,223,551.27	1,540,674.41	1,459,810.86	786,715.55	443,333.87	9,454,085.96	79%	80%
NON-CERTIFICATED BENEFITS		1,427,593.13	398,486.47	161,123.10	194,626.25	84,744.78	2,266,573.73	74%	80%
SERVICE, CONTRACTS AND SUPPLIES	2,908,185.30	4,643,632.46	3,597,476.90	1,267,617.28	528,489.82	2,069,523.40	15,014,925.16	88%	75%
AMORTIZATION		98,656.11	1,871,140.86	483,542.64	76,206.15	71,591.67	2,601,137.43	76%	75%
INTEREST CHARGES		1,048.00	0.00	0.00	24,721.74	45,668.90	71,438.64	74%	75%
TOTAL EXPENSES	2,908,185.30	43,554,087.31	7,407,778.64	3,372,093.88	1,904,033.17	2,750,171.90	61,896,350.20	76%	76%
POSITIVE/-NEGATIVE VARIANCE TO DATE	259,737.47	755,008.80	(527,330.13)	(582,886.50)	39,506.34	54,238.19	(1,725.83)		

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

1. Instruction

- A positive variance within the Instruction envelope occurs primarily because of the timing of certain grants results in higher revenues than budgeted; on the expense side, a positive variance occurs because during the 1st quarter, hiring continues to occur to fill all the required positions and benefit costs are lower towards the end of the calendar year because maximums on certain benefits premiums are reached.
- Instructional Resource Fees are collected at the schools and a process is in place for monthly submission by the schools to include in the quarterly reports.
- Analysis of collection of Instructional Resources Fees (current year) as at May 31, 2015 is as follows:

Invoiced	Collected	Waived
\$278,810	\$240,695 (86.3%)	\$2,045 (0.73%)

- Note: Resource fees for 2014-15 have remained the same as 2013-14, which had been reduced by 50% from the 2011-12 rates. In the previous year, collections of Resource Fees were 85.0% at May 31, 2015.

Year-to-date collections have been roughly the same as the previous year. It is anticipated that collections will improve as more of the Schools adopt the on-line payment options for their students/parents.

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 2014 - May 2015					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2014/2015	Yr 2014/2015	Remaining	Used	Benchmark %
Alberta Education	6,681,418.00	4,847,554.15	1,833,863.85	73%	75%
Other Revenues	1,152,764.00	489,323.44	663,440.56	42%	60%
Amortization	2,085,095.00	1,543,570.92	541,524.08	74%	75%
Total Revenues	9,919,277.00	6,880,448.51	3,038,828.49	69%	73%
EXPENSES					
Non-Certificated Salaries and Benefits	2,659,228.00	1,939,160.88	720,067.12	73%	75%
Sub-Total	2,659,228.00	1,939,160.88	720,067.12	73%	75%
Supplies and Services	4,784,492.00	3,597,476.90	1,187,015.10	75%	75%
Amortization	2,475,556.00	1,871,140.86	604,415.14	76%	75%
Total Expenses	9,919,276.00	7,407,778.64	2,511,497.36	75%	75%
POSITIVE/(NEGATIVE) VARIANCE		(527,330.13)			
YTD Actuals breakdown	YTD @ May 31, 2015				
NON-CERTIFICATED SALARIES & WAGES	1,540,674.41				
NON-CERTIFICATED BENEFITS	398,486.47				
TOTAL LABOUR EXPENSE	1,939,160.88				
SERVICE, CONTRACTS AND SUPPLIES	3,597,476.90				
INTEREST CHARGES	-				
AMORTIZATION	1,871,140.86				
TOTAL SERVICE & SUPPLIES	5,468,617.76				
TOTAL EXPENSES	7,407,778.64				

A negative variance of approximately **-\$527 K** at the end of the 3rd quarter is , in part, due to the timing of some of the grant revenues and the invoicing and collection of some of the Other Revenue sources (e.g. lease funding, Outreach, joint ventures).

On the expense side, utilities costs are typically highest in the 2nd quarter (Dec. 01 to Feb 28) and level out by the 3rd quarter. In addition, more resources were directed to repairs and maintenance of facilities.

*Overall, we anticipate POM to be close to their anticipated budget deficit of **-\$401K** at year-end, as a result of reduced funding and escalating expenses (e.g. building repairs & maintenance, utilities, fuel cost, decanting and relocation).*

3. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2014 - May 31, 2015					
Revenues	Total 2014-15 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,753,494	2,763,258	990,236	74%	75%
Other Revenues	20,000	25,950	(5,950)	130%	100%
Total Revenues	3,773,494	2,789,207	984,287	74%	75%
EXPENSES					
Non-Certificated Salaries and Benefits	1,933,784	1,620,934	312,850	84%	80%
Sub-Total	1,933,784	1,620,934	312,850	84%	80%
Services and Supplies	1,459,117	1,267,617	191,500	87%	80%
Amortization	730,000	483,543	246,457	66%	75%
Total Expenses	4,122,901	3,372,094	750,807	82%	80%
POSITIVE/(NEGATIVE) VARIANCE	(349,407)	(582,887)			
Variances in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	288,000.00	260,341.45	90%	85%	
Fuel	665,000.00	568,050.77	85%	100%	
Other supplies	506,117.00	439,224.78	87%	80%	
Total	1,459,117.00	1,267,617.00	87%	90%	
Comments:					
-transportation allocation utilizes operating reserves of \$350K to balance budget					
- more routes added to accommodate riders and keep ride times down					
-fuel cost coming down (budget \$1.20/L vs. average \$1.05+/L)					

- a. For the third quarter, a negative YTD variance of **-\$583 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 2014-15, as was the case in the previous two fiscal years.

Golden Hills has opted not to shift the financial shortfalls to parents. It is anticipated there will be a deficit in transportation due to reduced funding and uncertainty with diesel prices.

4. Board and System Administration

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

System administration has a positive variance of **+\$40K** for the third 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 is 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, 2014 TO MAY 31, 2015						
Expense		ANNUAL BUDGET		YTD ACTUALS	BUDGET REMAINING	% BUDGET USED
Budgeted Revenues		265,000.00		265,000.00	-	100%
TOTAL REVENUES		\$ 265,000.00		\$ 265,000.00	\$ -	100%
Trustee Earnings and Benefits		121,000.00		79,937.60	41,062.40	66%
Trustee Travel & Supplies		144,000.00		26,984.67	117,015.33	19%
TOTAL EXPENSES		\$ 265,000.00		\$ 106,922.27	\$ 158,077.73	40%

- To date, Board expenses are well below the projected expenditure amount.

5. External Services

For the third quarter, External Services has a positive variance of **+\$54K**.

External Services includes International Services, joint use agreements and external contract service agreements. Included within this period, year-to-date is the recognition of **\$3,413,161** of ISS tuition fee revenues of which \$1,964,363 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. In addition, transfer payments for both 1st and 2nd semesters, totally **-\$937,369**, have been made from International Student Services (External Services) directly to the schools (ECS-Grade12) for services provided. Since the quarterly was prepared there were some items that had to be adjusted due to special circumstances which included refunds for tuition payments where visa was denied and some added expenditures. As a result the overall surplus is minor and once further adjustments are made a *small positive variance 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 (utilities, repairs & maintenance, decanting and relocation costs that are all unfunded or under-funded)

Overall, GHSD appears to be on track and is aligned with meeting the Board's November 30, 2014 approved and submitted budget (\$1.3 deficit). A deficit budget means we are planning on using reserves.



PROPOSED BOUNDARY REVIEW

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

June 23, 2015

Background:

A board establishes school attendance boundaries in accordance with the School Act s.13 (2). Attendance boundaries affect transportation funding which is calculated on the basis of students who reside more than 2.4 km from their designated school.

While attendance boundaries define the catchment area for a local school and determine transportation funding, parents have the right to enrol their children in any school that has the resources and facilities to accommodate them.

A request has been received from two families who would like to have their children receive gate service to Rockyford and/or Standard School. Currently their designated schools are in Strathmore.

Attached is the map with boundary information and distances.

Recommendation:

That the Board of Trustees reviews the request.

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

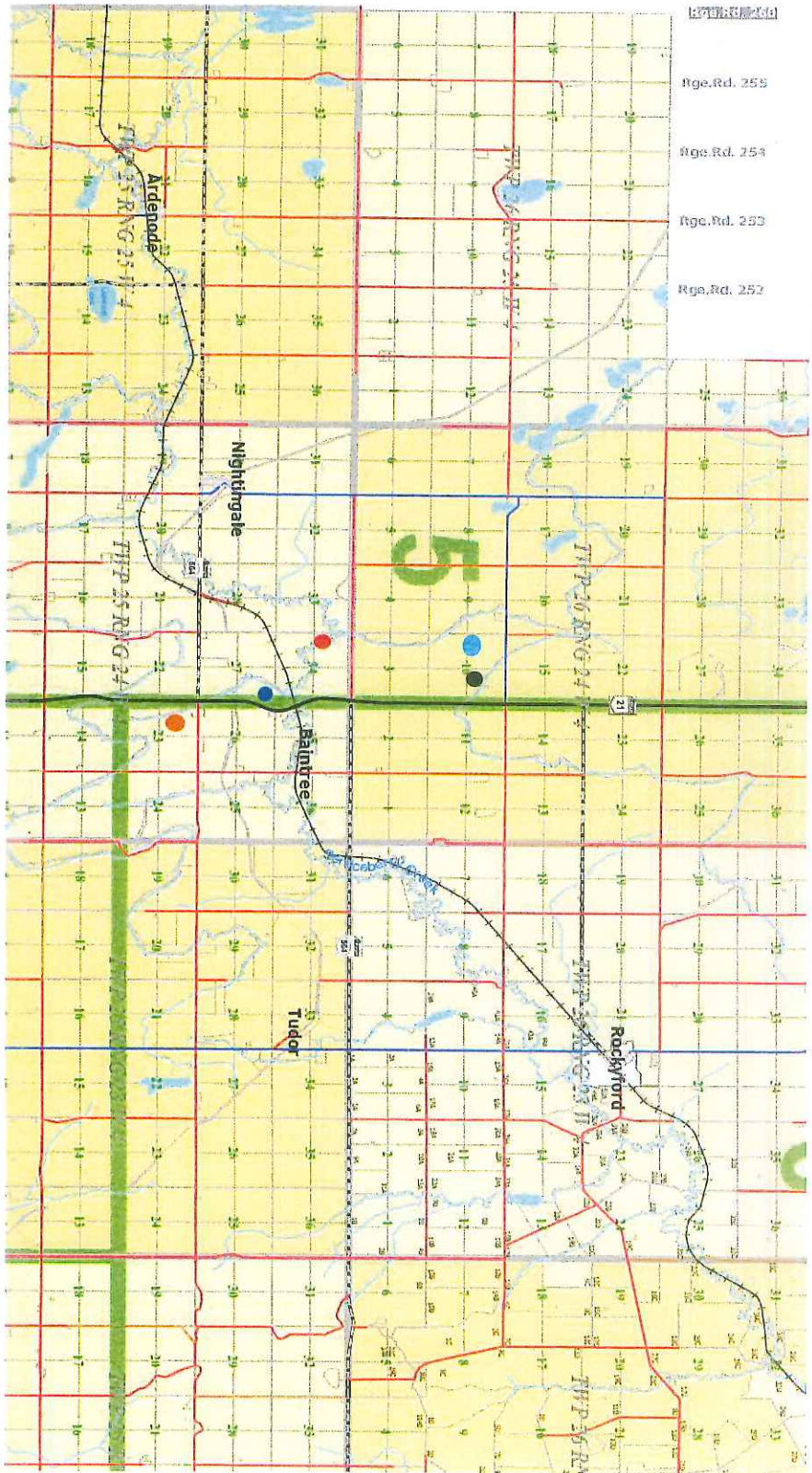
Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

Strathmore Boundary

Rockyford/Standard Boundary



Number of Students	School Attending	Grades	Distance to			
			Strathmore	Standard	Rockyford	Boundary
1	SHS	11	25km	32km	n/a	1.15km
2	Wheatland	K	26km	31km	11	303m
1	Rockyford	6	21km	29km	n/a	1.57km
2	Wheatland/SHS	1 & 11	20km	24km	n/a	129m
3	Standard/Wheatland	5,6,9	20km	24km	n/a	644m