



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, March 31, 2015

Start time 9:00 AM

Boardroom of the Golden Hills School Division No. 75

AGENDA

1. **Attendance**
2. **Call to Order**
3. **In Camera**
4. **Approval Of Agenda**
5. **Welcome Public, Vision and Mission Statements**
6. **Presentation of Minutes**
 - 6.1 **Regular Meeting of the Board of Trustees (2015/02/24)**
 - 6.2 **Special Meeting of the Board of Trustees Agenda (2015/03/25)**
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. **Field Studies Excursion(Strathmore High School)** B.Daverne
 - 8.1.2. **Field Studies Excursion (Standard School)** B.Daverne
 - 8.1.3. **Capital Planning** T.Sabir

- 8.1.4. **School Year Calendar 2015-16 and 2016-17** B.Daverne
- 8.1.5. **Alternate Calendar 2015-16(Hussar/Rockyford)** B.Daverne
- 8.1.6. **ASBA Survey of School Boards on Core Principles from Task Force** B.Daverne

8.2. Information Items

- 8.2.1. **Monthly Enrolment Monitoring Report (Jan-Feb 2015)** T.Sabir
- 8.2.2. **Second Quarterly Financial Report(Dec/Jan/Feb)** T.Sabir
- 8.2.3. **Budget Announcement** T.Sabir

9. SCHOOL MONITORING REPORTS

- 9.1. **Brentwood School (L.Huntley)**
- 9.2. **Central Bow Valley School (L.Huntley)**
- 9.3. **Hussar School (K.Smith)**
- 9.4. **Rockyford School (K.Smith)**
- 9.5. **Standard School (K.Smith)**
- 9.6. **Hutterite Colony Schools (J. Bertsch)**

10. ADJOURNMENT

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting of the Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, February 24, 2015

Start time : 9:30 AM

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

Minutes

Attendance

Present were:

a) Chair

- David Price

b) Vice-Chair

- Larry Tucker

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 9:33 a.m.

In Camera

Resolution #BD20150224.1001

MOVED by Trustee Bazant that the Board of Trustees go *In Camera* at 9:34 a.m. to discuss legal issues.

Carried

Resolution #BD20150224.1002

MOVED by Trustee Larsen that the Board of Trustees rise from *In Camera* at 10:40 a.m.

Carried

BREAK

Recessed at 10:41 a.m.

Reconvene at 10:58 a.m.

Approval Of Agenda

Resolution #BD20150224.1003

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

Carried

Presentation of Minutes

Resolution #BD20150224.1004

MOVED by Trustee Tucker that the Board of Trustees approve the minutes of January 27, 2015 Regular meeting as presented.

Carried

Chair's Report

(REPORTS)

Chair Price reported on the following items:

- Discussed response letter sent to ASBA President Helen Clease in respect to questions sent to individual school boards by Honorable G. Dirks.
- Strengthening ASBA's Provincial Voice Task Force - finalized Part I of report and distributed to all members of the ASBA Board of Directors.

Board Committees

(REPORTS)

No information to report on at this time.

Board Representatives to External Organizations

(REPORTS)

Trustee Bazant reported on the ASBA (Alberta School Boards Association) Zone 5 Meeting held February 6, 2015.

- Correspondence pertaining to the Zone 5 meeting was distributed to all Trustees.
- ASBA Zone 5 newly elected President Doug Garner and Alternative Mary Stengler.
- Informed the Board of 3 Issues discussed:
 - ASBA Bylaw review Christ the Redeemer Board of Trustees
 - Bylaw A6 - Zone Executive
 - Zone 7
- Note - if Trustees want issues discussed at the next Zone 5 meeting, deadline is March 20.
- No information to report on from the Regional Recreational Enhancement Committee (RREC), as meeting was canceled.

Trustee Kletke discussed the PSBAA Meeting held February 5-7, 2015.

- Informed the Board that Wild Rose School Division (WRSD) Board Chair, Nancy McClure resigned from her position due to health and family life commitments.
- Possibility that PSBAA August 2015 meeting may be held in Fort McMurray, AB.
- Discussed Bill 10, Transportation and the benefits of schools having a School Resource Officer (SRO), onsite.

Trustee Larsen discussed water issue for the new East Wheatland School.

Resolution #BD20150224.1005

MOVED by Trustee Larsen that the Board of Trustees write a letter to Wheatland Regional Water Corporation that we have an interest in being part of the Regional waterline for the new school in East Wheatland.

Carried

Administration Reports
(REPORTS)

Associate Superintendent Miskiman presented information on the following topics:

- HR Update:
 - Alberta Teachers Association (ATA) will be holding "one on one" retirement planning sessions.
- Safety Program being put in place for Golden Hills School Division.
 - Discussed manual is in draft form.
 - Health and Safety Workshop being held Thursday, February 26, 2015 and the Division Office.

Associate Superintendent Jordan presented information on the following topics:

- Collaborative Days have been very successful.
- Leadership Training Sessions will begin in March.

Secretary-Treasurer Sabir presented information on the following topics:

- East Wheatland School - Delnor Construction Ltd has been awarded construction contract. They have been in business for over 30 years and have offices located in Calgary, Edmonton and Kelowna.

Superintendent Daverne presented information on the following topics:

- Trochu Valley School - Construction is complete and students have been moved back into the building. Received fantastic support from the Town of Trochu.
- PCA Modernization - is being tendered. Students will be relocated to Campus 2 for the duration of the construction.

**Field Studies Excursion
to
Nicaragua(Strathmore
High School)**
(Action Items)

Resolution #BD20150224.1006

MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Nicaragua from March 26, 2016 - April 3, 2016 subject to advisory notices from Foreign Affairs and International Trade Canada website.

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

Carried

**Field Studies Excursion
to
Washington(Strathmore
High School)**
(Action Items)

Resolution #BD20150224.1007

MOVED by Trustee Kletke that the Board of Trustees approves the high school field studies/excursion for Strathmore High school to Washington D.C. from April 25, 2015 - May 1, 2015 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be canceled and parents must be advised that this will be the case.

Carried

BREAK

Recessed at 12:05 p.m.

Reconvene at 12:25 p.m.

Budget Process
(Action Items)

Resolution #BD20150224.1008

MOVED by Trustee Kletke that the Board of Trustees defer establishing the Budgeting Principles and timeline for the 2015-2016 fiscal year until after the provincial budget announcement.

Carried

Calendar for 2015/16
(Action Items)

Resolution #BD20150224.1009

MOVED by Trustee Bazant that the Board of Trustees approves the proposed School Year Calendars for 2015-16 as pilot for those school years.

Carried

**Sequoia Outreach
School Closure**
(Action Items)

Resolution #BD20150224.1010

MOVED by Trustee Nielsen that the Board of Trustees consider Sequoia Outreach School for closure for the end of June 30, 2015.

Carried

**Trochu Outreach
School Closure**
(Action Items)

Resolution #BD20150224.1011

MOVED by Trustee Kletke that the Board of Trustees consider Trochu Valley Outreach School program be transferred to Trochu Valley School.

MOVED by Trustee Kletke that the Board of Trustees apply for an exemption to the School Closure Regulations based on the transfer and continued delivery of this program through Trochu Valley School.

Carried

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

Secretary-Treasurer Sabir recommends that the Board of Trustees receives the January Enrolment in the March Enrolment Monitoring Report due to software change from SchoolLogic to PowerSchools.

**Transportation
Monitoring Report**
(Information Items)

Secretary-Treasurer Sabir presented information on the Transportation Monitoring Report.

**Administrative
Procedure 411-Job
Sharing-Teachers**
(Information Items)

Associate Superintendent Miskiman presented information on the AP 411 - *Job Sharing - Teachers* for information.

**Westmount and Trinity
Christian Academy**
(School Monitoring Reports)

Superintendent Daverne welcomed W. Funk, Principal (Trinity Christian Academy and Westmount) and K. Odegard, Associate Principal (Trinity Christian Academy), who highlighted the School's education plan and results achieved. Superintendent Daverne and Chair Price thanked W. Funk and K. Odegard for their presentations.

ADJOURNMENT

MOVED by Trustee Tucker that the meeting adjourn at 2:10 p.m.

Chair

Secretary-Treasurer

Draft



MINUTES

Golden Hills School Division No. 75

Special Meeting of the Board of Trustees Agenda

Meeting Type : SPECIAL BOARD MEETING

Date : Wednesday, March 25, 2015

Start time : 3:00 PM

Location : Golden Hills School Division Office No. 75

Minutes

Attendance

Present were:

a) Chair

- David Price (via conference call)

b) Vice-Chair

- Larry Tucker (attended)

c) Trustees

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

d) Superintendent of Schools

- Bevan Daverne (attended)

f) Secretary/Treasurer

- Tahra Sabir (attended)

Call to Order

Chair Price called the meeting to order at 3:08 p.m.

**ASBA Bylaw
Response by Golden
Hills School Division
Board**

(Action Items)

Resolution #SM20150325.1001

Moved by Trustee Tucker that the Board of Trustees submit amendments to the bylaws to ASBA as per attached, prior to the March 27, 2015 deadline.

ADJOURNMENT **MOVED by Trustee Larsen** that the meeting adjourn at 3:15 p.m.

Chair

Secretary-Treasurer

Draft



FIELD TRIP STUDIES/STUDENT EXCURSION Strathmore High School

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

March 31, 2015

Background:

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Berlin, Germany to attend the Unicef J7 Youth Summit from May 6 – May 14, 2015. The trip will involve approximately six high school students. The students will miss seven days of school.

An opportunity has been offered to a select team of six students (three boys and three girls) to apply to attend the J7 Youth Summit in Berlin, Germany <https://www.j7summit.org/faq/>. If Strathmore is selected to go they would be a team of six representatives for Canada at the Youth Summit.

Strathmore High School is requesting approval to invite students to apply for this opportunity. If there is board approval then the school will send out information to students to apply for the opportunity, chose the applicants and chose the representatives and then apply as a team and hope to be selected in order to take advantage of this opportunity.

The deadline for the school to apply was March 15th, 2015 and candidates will be notified in late March to confirm their attendance at the Summit.

Selection of teams is based on the application and supporting documentation (parent permission, video, and photos reflecting the school and the teams participation in the following categories

- Protecting the planet
- Building a healthy future for all
- Empowerment of women building an equitable future for all
- Fair economy
- Participation and Empowerment: raising our voice are committed to children and youth rights.

During the workshop phase of the Summit participants will receive ongoing input and support from experts on the various topics of the G7. In addition, there will be a well-balanced series of side events ensuring that participants have enough time to get to know each other as well as their surroundings. The provisional program of the J7 Youth Summit is:

- 6 May: Arrival
- 7 May: Opening, meet-and-greet session
- 8-10 May: Workshops and leisure activities
- 11 May: Meeting with the Federal Chancellor, handover of the workshop results (communiqué)
- 12 May: Presentation of the work results to other high-ranking G7 representatives

- 13 May: Closing meeting, summary
- 14 May: Departure
- After the J7 Summit, too, the young participants will be kept informed of the impacts of their work, the outcomes of the G7 Summit in June 2015, and how the positions they have come up with will be fed into the process.

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

Recommendation:

That the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Berlin, Germany from May 6-May 14, 2015 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.



Bevan Daverne
Superintendent of Schools

FAQ: Frequently asked Questions <https://www.j7summit.org/faq/>

1. What is the J7 Summit?

On behalf of the German Federal Government, the Federal Youth Ministry and UNICEF Germany are organizing the international youth summit J7 2015. It will take place from 6 to 14 May 2015 in Berlin under the heading "Responsibility to Act". J7 will be attended by teams of six young people aged 14 to 18 from all of the G7 states: Germany, the United States, Canada, the United Kingdom, France, Italy and Japan. Together with their peers and also with experts, they will examine the key issues of the summit of the G7 heads of state and government in June 2015 in Schloss Elmau from a youth perspective, discuss a variety of angles and opinions, and develop common positions. They will present the results of their work during J7 to Federal Chancellor Angela Merkel. A meeting with government representatives from the other G7 countries is also planned. J7 stands for Junior7 and indicates that the Summit is aimed at young people (juniors) from all G7 states.

2. When and where will the J7 Summit take place? Who will participate?

The J7 Summit will take place from 6 to 14 May 2015 in Berlin. A meeting with Federal Chancellor Angela Merkel has been scheduled for 11 May, during which the young participants will present her with the results of their discussions. A meeting with high-level representatives from the other G7 countries is also planned. J7 will be attended by teams of six young people aged 14 to 18 from each of the G7 states: Germany, the United States, Canada, the United Kingdom, France, Italy and Japan. Each delegation will be accompanied by two adult chaperones. During the Summit the young participants will hold meetings amongst themselves and with experts.

3. Who is the organizer of the J7 Summit?

The Federal Ministry of Family Affairs, Senior Citizens, Women and Youth and UNICEF Germany are jointly organizing the Summit on behalf of the German Federal Government. J7 officially forms part of the dialogue with civil society that itself is part of the G7 Summit in early June in Schloss Elmau. It is being organized in cooperation with IJAB, the International Youth Service of the Federal Republic of Germany.

4. Who can apply to participate?

We welcome applications for the J7 Summit 2015 from young people who are aged 14 to 18 (on 11 May 2015) and are permanently resident in one of the G7 states (Germany, the United States, Canada, the United Kingdom, France, Italy or Japan). Applicants must be able to communicate with ease in English, since all discussions will be held in English. Applicants should be familiar with the issues of the G7 Summit and demonstrate a commitment to the rights of children and young people. The application deadline is 15 March 2015. For full information on how to apply, go to [Application](#).

Please note that applicants from Canada must apply in teams of six. Unfortunately we are not able to accept individual applications from Canada.

5. How can young people apply to take part in the Summit?

Interested young people aged between 14 and 18 can apply by 15 March 2015 to participate in J7. The entire application is done online and consists of the following elements:

- A completed online application form plus a short letter of motivation;
- A permission form signed by your parent(s) or guardian(s) plus an informal letter from your school confirming that it supports your application for J7 and understands that you will be absent for the duration of the Summit;
- Documents, photos, videos, etc. that demonstrate your (joint) commitment to the topics of the J7 Summit.

You may apply both as an individual or as part of a team of up to six young people. Special rules apply for team applications:

- The team should ideally consist of an equal number of girls and boys.
- **Please note that applicants from Canada must apply in teams of six. Unfortunately we are not able to accept individual applications from Canada.**
- One of you is responsible for submitting an application on everyone's behalf. However, full information must be provided for each individual team member, along with a permission form for each member that has been signed by their parent(s) or guardian(s).

6. How will the successful applicants be selected?

A jury of adults and young people will select the German delegation. In the other G7 states, the UNICEF National Committees in the individual countries will assess the applications. Besides age and nationality, the criteria to be met by successful J7 applicants are: a good command of English, familiarity with the issues of the G7 Summit, and a track record of their commitment to children's and young people's issues. The application deadline is 15 March 2015. The delegations will be selected by the end of March.

7. What are the issues of the J7 Summit?

The J7 Summit is headed "**Responsibility to Act**".

During the Summit the young delegates will focus on the following key issues:

- Under "**Protecting our planet**", delegates will discuss the protection of the marine environment and marine governance, focus on how to use resources effectively, and discuss the fight against climate change.
- "**Building a healthy future for all**" is all about promoting healthy lifestyles and combating diseases, especially those that are caused by poverty, and fighting antibiotic resistance.
- Under "**Empowerment of women: Building an equitable future for all**", participants will focus on access to education and the realisation of equal rights for all men and women, and girls and boys.

- **"Fair economy"** will discuss standards for fair supply chains as well as the fight against poverty.
- Under **"Participation and empowerment"**, J7 delegates can contribute additional issues that they feel strongly about.

8. How will the J7 Summit be structured?

The J7 Summit 2015 will be opened on 7 May 2015 by Federal Youth Minister Manuela Schwesig at the Federal Youth Ministry in Berlin. In the days that follow, the young delegates will attend plenary meetings and workshops where they will discuss the G7 issues and draw up common positions. On 11 May 2015, they will present the results of their work to Federal Chancellor Angela Merkel. A meeting with high-level representatives from the other G7 countries is also planned. The entire Summit is all about creating an intensive dialogue between young people from the G7 states. In addition to the debates and workshops, there will be a series of side events ensuring that participants have enough time to get to know each other as well as their surroundings.

9. Why does the J7 Summit exist?

During Germany's G7 Presidency, Federal Chancellor Angela Merkel intends to engage in a comprehensive dialogue with civil society. She will be meeting representatives of the science and research community, the business community, the trade unions, non-governmental organisations, young people and women from G7 states. The decisions taken by the G7 policymakers impact heavily on young people's lives and futures. J7 is an opportunity for young people to make their voices heard at the highest international level.

10. How is the international youth summit funded?

The young delegates will come to Berlin as guests of the Federal Government, which welcomes their commitment and input to the current global policy issues that will be discussed by the G7 heads of state and government during the G7 Summit in June. The Federal Ministry of Family Affairs, Senior Citizens, Women and Youth has commissioned IJAB, the International Youth Service of the Federal Republic of Germany, to organise the J7 Summit.

11. What will be the cost to the young J7 delegates?

The delegates will attend J7 as the guests of the German Federal Government, since the Government wishes to give them an opportunity to discuss their opinions of the G7 issues. Travel costs, meals and accommodation will be taken care of by the Government for the Summit as well as for the national preparatory workshops.



FIELD TRIP STUDIES/STUDENT EXCURSION
Standard School
"Inspiring confident, connected, caring citizens of the world"

March 31, 2015

Background:

Standard School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Greece during the Easter Break in 2016. The trip will involve approximately 36 high school students and because this trip is during the Spring Break the students will miss no school.

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

This trip is planned in conjunction with EF Tours - the largest and most experienced student educational tour operator. The trip should not interfere with the regular school session but that may change once plans have been finalized according to airline schedules. (See appendix for a sample itinerary).

The educational purpose of the field study is to broaden students' minds through travel and to foster a sense of toleration.

Recommendation:

That the Board of Trustees approves the proposed high school field studies/excursion for Standard School to Greece from March 24, 2016 – April 2, 2016 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

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

Bevan Daverne
Superintendent of Schools

Sample Itinerary – Standard School to Greece – March 24, 2016 – April 2, 2016

<i>Day 1:</i>	Fly overnight to Greece
<i>Day 2: Athens</i>	Meet your Tour Director at the airport Take a walking tour of Athens; Plaka District; Temple of Olympian Zeus
<i>Day 3: Athens</i>	Take a guided tour of Athens; Visit the Acropolis; Visit the Acropolis Museum
<i>Day 4: Delphi • Athens</i>	Take a guided tour of Delphi; Temple of Apollo; Visit the Delphi Museum; Visit an olive farm
<i>Day 5: Greek Island Cruise</i>	Board your cruise ship: Sail to Mykonos
<i>Day 6: Greek Island Cruise</i>	Cruise the Greek islands and Turkey: Kusadasi; Patmos
<i>Day 7: Greek Island Cruise</i>	Cruise the Greek islands: Rhodes
<i>Day 8: Greek Island Cruise</i>	Cruise the Greek islands: Crete; Santorini
<i>Day 9: Athens</i>	Disembark in Athens; Take a guided tour of Cape Sounion; Visit the Temple of Poseidon at Cape Sounion
<i>Day 10: Depart for home</i>	



CAPITAL PLANNING

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

March 31, 2015

Background:

Alberta Education and Alberta Infrastructure require boards to submit annual capital planning priorities by April 1, 2015.

Capital planning considers the following needs: leases, modular classrooms, modernizations, new schools and replacement (new) schools. Alberta Education evaluates all requests according to factors such as utilization rates, facility condition, and enrolment patterns in order to establish the provincial priorities which may receive funding approval.

The Board approved the following modular requests at the October 21, 2014 meeting:

School	Request
Strathmore High School (Strathmore)	2 modulars
Crowther Memorial Junior High School (Strathmore) *Granted Jan 14/2015 Ministry will pay 100%	5 modulars *
Brentwood School (Strathmore)	1 modular

On January 14, 2015, the Minister of Education approved five modular classrooms for Crowther Memorial Junior High School.

Currently, Golden Hills has several Capital Projects underway throughout the jurisdiction:

- East Wheatland - New School (April 30, 2013 announcement)
- PCA – Modernization and Addition (April 30, 2013 announcement)
- Strathmore – K-9 School (January 23, 2015 announcement)

There are continuing challenges with the aging schools in South Kneehill County, with Greentree School in Drumheller and with Westmount School in Strathmore. These schools will require modernizing so they will be able to facilitate 21st Century learning opportunities.

Recommendation:

That the Board of Trustees approves the request for the modernizations in order of priority:

1. Westmount School (\$3,543,863 deferred revenue)
2. Greentree School (\$3,995,548 deferred revenue)
3. Dr. Elliott School ((\$2,325,376 deferred revenue)
4. Acme School (\$916,481 deferred revenue)
5. Carbon School (\$1,180,717 deferred revenue)

That the Board approve the following lease requests:

1. Prairie Christian Academy (Jr/Sr High) (Please note new location opening 2015 and lease will Expire)
2. Trinity Christian Academy

That the Board of Trustees approves the request for continued support for the following:

1. new 500 student K-9 school in Strathmore (January 23, 2015 announcement)
2. new 250 student K-9 school for Trinity Christian Academy (if we are unable to continue current lease arrangement)

It is possible to build these two projects on a common site and they will cost less. Reduction in overall costs can be achieved due to shared mechanical and electrical systems, shared staff and public parking, shared caretaking rooms, shared science and CTS labs, a shared divided gym, etc.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer



CALENDAR 2015/16

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

March 31, 2015

Background:

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board shall approve all school year calendars. The criteria for the development of this calendar is established through this same Administrative Procedure.

Over the past number of years parents have suggested changes to the school year calendar. As a district we have also experienced increased pressure to provide more collaborative time for staff in order to facilitate work towards our Educational Plan goals. After a series of consultations with school administration, staff and school councils, a pilot calendar for the 2015/2016 and 2016/2017 school years have been developed for the Board's consideration.

The school year calendar was taken to the February, 2015 board meeting with the understanding that minor adjustments may occur based on feedback received. These adjustments of the calendar did not change the number of instructional days for students which remain at 177. There were adjustments only to the days indicated as collaborative days and organizational professional days in August as per feedback for administration and staff. Student start days and student holidays were not affected.

Context for parents for this proposed change:

- We have had parent feedback over the past few years about specific concerns on our current calendar:
 - Parents are uncomfortable with an August school start for their children
 - Parents do not like having to come back to school for two days during Family day week
 - We get mixed feedback in regard to an Easter holiday vs spring break

Context for teachers for this proposed change:

- We have some challenges with our existing calendar for teachers:
 - Teachers do not work the same way as they did 20 years ago. Then, they planned alone, taught alone and their classroom was separate from every other classroom. Today, they plan together, they develop common assessments and share best practices between classrooms – they need to be much more connected to be effective.
 - We need more collaborative time for teachers to be able to accomplish this. The option of substitute teachers for release time is not the preferred solution from the perspectives of the school, the teachers or the parents.
 - Our recent C2 committee survey results indicated in addition to instructional coach support, teachers would appreciate more time to collaborate on district and school initiatives with their peers.

We have considered a calendar that would work for us in this new educational reality and also be appreciated by parents and responsive to feedback we have received from all stakeholders.

Proposed criteria for developing these pilot calendars:

- This is a continued pilot calendar for the 2015/16 and 2016/17 school years
- No reduction in annual instructional hours for students
- Students do not start school before September 1
- Same Christmas vacation
- Family day week is now a week off for students
- Easter holiday is still scheduled but may be under consideration to look at a spring break in future years based on additional feedback
- Continue a maximum of 177 Instructional Days and have 4 collaborative days (all still work days for staff)
- We will continue to add about 8-10 minutes on to the instructional day.

Provincial context

- Over the last few years, more than half of school districts in the province have made calendar adjustments in order to accommodate collaborative days to support staff capacity building and the success of district goals.
- To date, districts that have made this adjustment have reported positive feedback.

Additional considerations

- The attached proposed pilot calendar is exceptional in regard to our existing calendar criteria.
 - Our current AP 130 indicates that a calendar shall be submitted for Board approval at least 6 months in advance
 - Our current AP 130 indicates that a calendar shall include 181 instructional days
- There has been significant school administration and staff consultation as well as sharing and feedback from parents. More significant staff feedback regarding the Collaborative days is available.

Recommendation:

That the Board of Trustees approves the edited School Year Calendar for 2015-16 and the 2016-17 calendar as a pilot for those school years.



Bevan Daverne
Superintendent of Schools

Golden Hills School Division No. 75
2015 – 2016 SCHOOL YEAR DRAFT – Division Office Use Only

AUGUST 2015							SEPTEMBER 2015							OCTOBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1→	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25+	26	18	19	20	21	22	23	24
23	24	25	26	27♥	28♠	29	27	28	29	30				25	26	27	28	29	30♥	31
30	31♠																			

NOVEMBER 2015							DECEMBER 2015							JANUARY 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16)	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13T	14T	15T	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19T	20T	21T	22T	23	
29	30						27	28	29	30	31			24/31	25T	26T	27T	28T	29+	30	

FEBRUARY 2016							MARCH 2016							APRIL 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1→	2	3	4	5	6			1	2	3	4)	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6T	7T	8T	9	
14	15	16	17♥	18♦	19♦	20	13	14	15	16	17	18♥	19	10	11T	12T	13T	14	15	16	
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
28	29						27	28	29	30	31			24	25	26	27	28	29	30	

MAY 2016							JUNE 2016							JULY 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6+	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13T	14T	15T	16T	17T	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20T	21	22T	23T	24T	25	17	18	19	20	21	22	23	
29	30	31					26	27T	28T	29	30♠			24/31	25	26	27	28	29	30	

Student Instructional Days	Instructional	177	Day in lieu of Parent/Teacher Interview)	2
Aug 0	Feb. 15		Organizational Professional	♠	3
Sept 19	March 16	School Instructional Time:	Teachers' Convention	♦	2
Oct. 19	April 19	Elementary – Minimum – 960 hours	Professional Development	+	3
Nov. 18	May 19	(Provincial Requirement – 950 hours)	Collaborative P.D	♥	4
Dec. 13	June 20	Junior High – Minimum – 1010 hours	School Closure	■	9
Jan. 19		(Provincial Requirement – 950 hours)			
		Senior High – Minimum – 1010 hours	Diploma Exam Days	T	
Total 88	Total 89	(Provincial Requirement – 1000 hours)	First Day of Semester	→	

****Recommended Parent/Teacher Interview Day – Alternate day may be designated March 9, 2015 DRAFT – office use only**

Golden Hills School Division No. 75
2016 - 2017 SCHOOL YEAR DRAFT - Division Office Use Only

AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1→	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23+	24	16	17	18	19	20	21	22
28	29▲	30♥	31▲				25	26	27	28	29	30		23	24	25	26	27	28♥	29
														30	31					

NOVEMBER 2016							DECEMBER 2016							JANUARY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14)	15	16	17	18	19	11	12	13	14	15	16	17	15	16T	17T	18T	19T	20T	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23T	24T	25T	26T	27T	28
27	28	29	30				25	26	27	28	29	30	31	29	30T	31+				

FEBRUARY 2017							MARCH 2017							APRIL 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3)	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5T	6T	7T	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10T	11T	12T	13T	14	15
19	20	21♥	22♥	23♦	24♦	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23/30	24	25	26	27	28	29

MAY 2017							JUNE 2017							JULY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5+	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12T	13T	14T	15	16T	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19T	20T	21	22T	23T	24	16	17	18	19	20	21	22
28	29	30	31				25	26T	27T	28T	29	30▲		23/30	24/31	25	26	27	28	29

Student Instructional Days	Instructional	177	Day in lieu of Parent/Teacher Interview)	2
Aug 0	Feb. 14	Non-Instructional	Organizational Professional	▲	3
Sept 20	March 20	School Instructional Time:	Teachers' Convention	♦	2
Oct. 18	April 14	Elementary – Minimum - 960 hours	Professional Development	+	3
Nov. 19	May 20	(Provincial Requirement – 950 hours)	Collaborative P.D	♥	4
Dec. 16	June 20	Junior High – Minimum – 1010 hours	School Closure	■	8
Jan. 16		(Provincial Requirement – 950 hours)			
		Senior High – Minimum – 1010 hours	Diploma Exam Days (draft)	T	
		(Provincial Requirement – 1000 hours)	First Day of Semester	→	
Total	89	Total	88		

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

2016-2017 Calendar -DRAFT Office Use Only – Presented at the March 31 2015 Board of Trustees meeting



ALTERNATIVE SCHOOL YEAR CALENDAR REQUEST – HUSSAR/ROCKYFORD SCHOOL

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

March 31, 2015

Background:

Hussar and Rockyford Schools, in correspondence from Principal K. Smith, requests an extension of their alternate [from the Division's] school year calendars for 2015-2016. For the past year, 2014-2015, the schools operated under Board approval for an alternate school year which is popular with the school and community.

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

School authorities must provide students with access to:

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

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

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

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

Recommendation:

That the Board of Trustees approves the alternate school year calendar for Hussar and Rockyford Schools for 2015-16 as aligned with the proposed pilot district calendar.

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

Bevan Daverne
Superintendent of Schools

Hussar-Rockyford alternate calendar - Golden Hills School Division No. 75
2015 – 2016 SCHOOL YEAR DRAFT – Division Office Use Only

AUGUST 2015							SEPTEMBER 2015							OCTOBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1→	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25+	26	18	19	20	21	22	23	24
23	24	25	26	27♥	28♠	29	27	28	29	30				25	26	27	28	29	30♥	31
30	31♠																			

NOVEMBER 2015							DECEMBER 2015							JANUARY 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16)	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13T	14T	15T	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19T	20T	21T	22T	23	
29	30						27	28	29	30	31			24/31	25T	26T	27T	28T	29+	30	

FEBRUARY 2016							MARCH 2016							APRIL 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1→	2	3	4	5	6			1	2	3	4)	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6T	7T	8T	9	
14	15	16	17♥	18♦	19♦	20	13	14	15	16	17	18♥	19	10	11T	12T	13T	14	15	16	
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
28	29						27	28	29	30	31			24	25	26	27	28	29	30	

MAY 2016							JUNE 2016							JULY 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6+	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13T	14T	15T	16T	17T	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20T	21	22T	23T	24T	25	17	18	19	20	21	22	23	
29	30	31					26	27T	28T	29	30♠			24/31	25	26	27	28	29	30	

Student Instructional Days	Instructional	177	Day in lieu of Parent/Teacher Interview)	2
Aug 0	Feb. 13		Organizational Professional	♠	3
Sept 18	March 15	School Instructional Time:	Teachers' Convention	♦	2
Oct. 17	April 16	Elementary – Minimum - 960 hours	Professional Development	+	3
Nov. 15	May 18	(Provincial Requirement – 950 hours)	Collaborative P.D	♥	4
Dec. 11	June 18	Junior High – Minimum – 1010 hours	School Closure	■	9
Jan. 16		(Provincial Requirement – 950 hours)			
		Senior High – Minimum – 1010 hours	Diploma Exam Days	T	
Total	77	Total 80	First Day of Semester	→	

****Recommended Parent/Teacher Interview Day – Alternate day may be designated March 9, 2015 DRAFT – office use only**

157 days x 370 min/day = 968.16 hours



ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) Survey of School Boards on Core Principles from Task Force

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

March 31, 2015

Background:

The Alberta School Board Association set up a Special Task Force to study and make recommendations in regard to strengthening the Provincial Voice of the ASBA. Based on that report, the ASBA has constructed an online survey to get specific feedback from each School Board.

Recommendation:

That the Board of Trustees, as a group, discusses the survey questions and provides feedback by completing the online survey.

Bevan Daverne
Superintendent



ENROLMENT BACKGROUNDER

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

March 31, 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.

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.

Information is provided on February 27, 2015 on enrolment of provincially funded students, Siksika funded students and International funded students. At this time, information will be presented on January and February Enrolment, this set back was due to program change over from SchoolLogic to PowerSchools.

Recommendation:

That the Board of Trustees receives the January and February Enrolment information in the March Enrolment Monitoring Report for information and for the record.

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

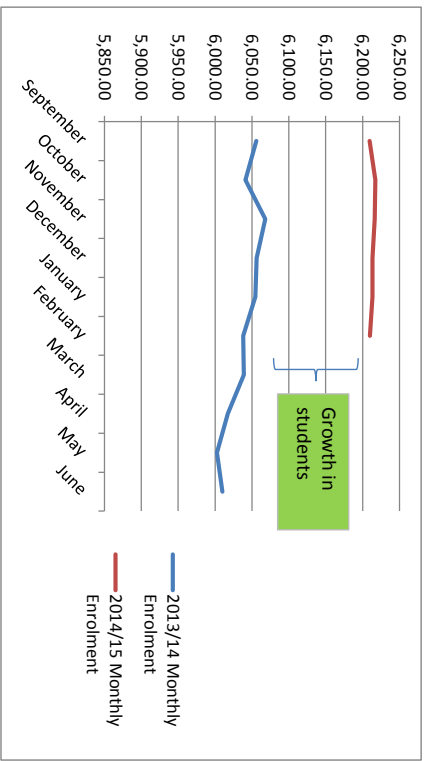
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

September 30, 2014 - February 28, 2015

Funded Total Enrolment	28-Feb-15 Enrolment	30-Sept-14 Enrolment	Difference	% Change
Provincially Funded Students	5,913.00	5,914.50	-1.50	-0.03%
Siksika Students	153.00	153.00	0.00	0.0%
International Students	142.00	142.00	0.00	0.0%
Total	6,208.00	6,209.50	-1.50	0.0%

Last Year Monthly Enrolment & Comparison to February 28, 2015



Grade Figure Analysis Comparison of Sept 2014 and Sept 2013

Provincially Funded	30-Sept-14	30-Sept-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%

Note: January 31, 2015 - no data due to program change over
Schools - Month to Month Comparison

Configuration	SCHOOL	February 28, 2015	September 30, 2014	Difference	% Change	December 31, 2014
K-6, 10-12	Acme School	181.00	186.50	-5.50	-2.9%	188.00
K-6	Brentwood Elementary School	354.50	351.00	3.50	1.0%	355.50
K-9	Carbon School	84.00	85.00	-1.00	-1.2%	84.00
K-6	Carsland School	60.50	60.50	0.00	0.0%	60.50
K-8	Central Bow Valley School	20.50	21.50	-1.00	-4.7%	21.50
K-9	Crowther Memorial Jr. High School	538.00	531.00	7.00	1.3%	537.00
K-9	Dr. Ellicott Community School	173.50	181.00	-7.50	-4.1%	177.50
7-12	Drumheller Valley Secondary School	386.00	381.00	5.00	1.3%	378.00
K-6	Greentree School	428.50	418.00	10.50	2.5%	424.00
K-6	Hussar School	45.00	45.00	0.00	0.0%	45.00
K-12	Prairie Christian Academy School	247.50	234.50	13.00	5.5%	237.00
K-6	Rockyford School	40.50	42.50	-2.00	-4.7%	40.50
K-12	Standard School	216.00	212.50	3.50	1.6%	218.00
10-12	Strathmore High School	622.00	638.00	-16.00	-2.5%	626.00
K-12	Three Hills School	447.00	445.00	2.00	0.4%	445.00
K-9	Trinity Christian Academy	135.50	129.50	6.00	4.6%	132.00
K-12	Trochu Valley School	319.00	315.50	3.50	1.1%	322.50
K-6	Westmount School	445.00	444.00	1.00	0.2%	446.50
K-6	Wheatland Elementary School	359.50	375.50	-16.00	-4.3%	367.00
Totals		5,103.50	5,097.50	6.00	0.1%	5,105.50
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	341.50	349.00	3.00	0.9%	346.00



SECOND QUARTERLY FINANCIAL REPORT

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

March 31, 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.

The Quarterly Financial Report for September 2014 – February 2015 (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

September 2014 – February 2015

Prepared by the Finance Department for the March 31, 2015 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, 2015**, 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 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 - February 28, 2015							
	Initial 2014/15 Annual Budget submitted May 31, 2014	Revised 2014/15 Annual Budget submitted Nov 30, 2014	Prorated Budget - 50%	YTD Actuals 2014/2015 - Q2	YTD Budget Variance-Q2	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	64,990,949	68,245,685	34,122,843	34,815,754	692,912	51%	50%
Federal Government and/or First Nations	1,420,000	1,378,536	689,268	533,390	(155,879)	39%	50%
Alberta Municipalities	39,200	46,000	23,000	44,200	21,200	96%	90%
Fees	1,845,170	1,160,170	580,085	983,451	403,366	85%	50%
Other Revenues	5,753,127	7,116,182	3,558,091	4,278,892	720,801	60%	60%
Amortization	2,058,095	2,085,095	1,042,548	1,042,441	(107)	50%	50%
Total Revenues	76,106,541	80,031,668	40,015,834	41,698,127	1,682,293	52%	51%
EXPENSES							
Certificated Salaries and Benefits	44,405,476	45,823,079	22,911,540	21,240,405	1,671,134	46%	50%
Non-Certificated Salaries and Benefits	14,696,588	15,054,097	7,527,049	7,734,098	(207,049)	51%	54%
Sub-Total	59,102,064	60,877,176	30,438,588	28,974,503	1,464,085	48%	51%
Supplies and Services	17,312,498	16,988,052	8,494,026	9,696,247	(1,202,221)	57%	55%
Amortization	3,269,086	3,416,866	1,708,433	1,734,092	(25,659)	51%	50%
Interest Charges	96,484	96,484	48,242	47,416	826	49%	50%
Total Expenses	79,780,132	81,378,578	40,689,289	40,452,258	237,031	50%	51%
Surplus/(Deficit)	(3,673,591)	(1,346,910)	(673,455)	1,245,869			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					1,919,324		

Notes: Overall, a surplus of \$1245K for the second quarter is similar to the second quarter results from last year (\$924K).

B. Notes on Comparison to Budget – Revenues

The overall \$1245 K year-to-date excess of revenues over expenses and the positive budget variance of approximately \$1919 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	% of Grant Received
RCSD	\$ 646,209	58%
School Facility Leasing Cost	\$ 315,900	100%
Supernet grant	\$ 139,992	58%
FSCR grants	\$ 132,975	51%
Total	<u>\$ 1,235,076</u>	

- Revenues from Alberta Education have contributed to the overall positive variance by \$273K (1,235K less a 3-month calculated equivalent of 962K), 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 549K.
- Included in the second quarters' operations are the following:

SGF Revenues	\$ 2,105,178
SGF Expenses	<u>-\$1,764,384</u>
Unexpended	\$ 340,794

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 \$21,240,405 (46% of a \$44.4M budget) which is lower than what the budget would permit by the 2nd quarter primarily because benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff occurs throughout the 1st quarter so labour costs are typically lower than budget at the start of the 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 2nd quarter were **\$7,734,098** (51% of budgeted \$14.7M) which is virtually in line with 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 -\$207 K is similar to the variance achieved in the 2nd quarter last year and we anticipate balancing at year end.

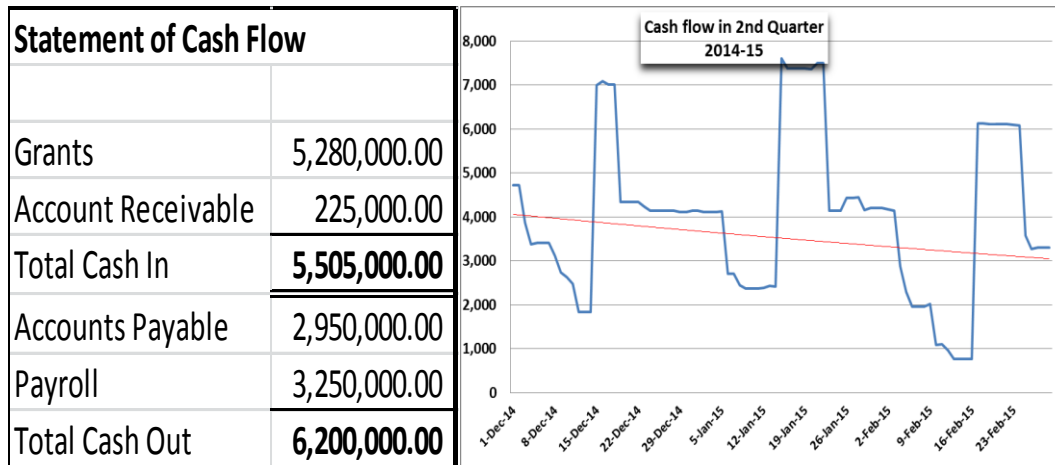
Supplies and Services

Supplies and services year-to-date are **\$9,696,247** (57% of budget \$17.3M). 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 28th is higher compared to the same time period last year, by \$566K.*

III Average Source and Use of Cash

A. Approximate average monthly cash flow values as at February 28, 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, **\$11.0M** of the cash balance has been invested into 12-18 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 **\$7.0M** 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 February 25'2016, earning yields ranging from 1.35%-2.05%.

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 – February 28, 2015

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2014 - February 28, 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		28,192,259.71	3,348,405.60	1,849,159.52	1,182,683.22	0.00	34,572,508.05	51%	50%
OTHER - GOVERNMENT OF ALBERTA		118,212.00	0.00	0.00	0.00	125,034.29	243,246.29	25%	50%
FEDERAL GOV'T AND/OR FIRST NATIONS		458,389.50	75,000.00	0.00	0.00	0.00	533,389.50	39%	50%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		44,200.00	0.00	0.00	0.00	0.00	44,200.00	96%	90%
INSTRUCTIONAL RESOURCE FEES		330,474.60		0.00	0.00	0.00	330,474.60	86%	85%
FEES	652,975.94	0.00					652,975.94	109%	85%
FUNDRAISING REVENUES -SGF	376,312.27						376,312.27	55%	60%
OTHER SALES AND SERVICES	1,049,501.19		124,932.75	5,295.92	365.25	2,515,140.21	3,695,235.32	30%	50%
INVESTMENT INCOME		0.00		0.00	61,033.27	0.00	61,033.27	100%	100%
GIFTS AND DONATIONS -SGF	26,388.50	57,000.00	0.00	0.00	0.00	0.00	83,388.50	48%	50%
RENTAL OF FACILITIES		3,214.06	54,506.68	0.00	0.00	0.00	57,720.74	54%	50%
OTHER REVENUES		2,416.66	0.00	2,750.00	35.17	0.00	5,201.83	4%	50%
AMORTIZATION OF CAPITAL ALLOCATIONS		13,393.68	1,029,047.28				1,042,440.96	51%	50%
TOTAL REVENUES	2,105,177.90	29,219,560.21	4,631,892.31	1,857,205.44	1,244,116.91	2,640,174.50	41,698,127.27	52%	51%
EXPENDITURES									
CERTIFICATED SALARIES		17,188,737.81	0.00	0.00	182,499.09	21,108.63	17,392,345.53	47%	50%
CERTIFICATED BENEFITS	0.00	3,833,784.83	0.00	0.00	12,479.10	1,795.97	3,848,059.90	44%	50%
NON-CERTIFICATED SALARIES & WAGES		3,429,096.25	1,024,858.32	975,521.58	526,642.33	286,712.60	6,242,831.08	52%	53%
NON-CERTIFICATED BENEFITS		946,234.60	258,934.38	105,733.39	126,780.59	53,583.65	1,491,266.61	49%	53%
SERVICE, CONTRACTS AND SUPPLIES	1,764,383.86	2,948,013.47	2,216,063.92	800,020.04	432,444.29	1,535,321.45	9,696,247.03	57%	55%
AMORTIZATION		65,770.74	1,247,427.24	322,361.76	50,804.10	47,727.78	1,734,091.62	51%	50%
INTEREST CHARGES		675.00	0.00	0.00	16,481.16	30,259.91	47,416.07	49%	50%
TOTAL EXPENSES	1,764,383.86	28,412,312.70	4,747,283.86	2,203,636.77	1,348,130.66	1,976,509.99	40,452,257.84	50%	51%
POSITIVE/-NEGATIVE VARIANCE TO DATE	340,794.04	807,247.51	(115,391.55)	(346,431.33)	(104,013.75)	663,664.51	1,245,869.43		

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 February 28, 2015 is as follows:

Invoiced	Collected	Waived
\$283,995	\$175,170 (61.7%)	\$490 (0.2%)

- 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 67.8% at February 28, 2014.

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 - February 2015					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2014/2015	Yr 2014/2015	Remaining	Used	Benchmark %
Alberta Education	6,681,418.00	3,348,405.60	3,333,012.40	50%	50%
Other Revenues	1,152,764.00	254,439.43	898,324.57	22%	25%
Amortization	2,085,095.00	1,029,047.28	1,056,047.72	49%	50%
Total Revenues	9,919,277.00	4,631,892.31	5,287,384.69	47%	48%
EXPENSES					
Non-Certificated Salaries and Benefits	2,659,228.00	1,283,792.70	1,375,435.30	48%	50%
Sub-Total	2,659,228.00	1,283,792.70	1,375,435.30	48%	50%
Supplies and Services	4,784,492.00	2,216,063.92	2,568,428.08	46%	50%
Amortization	2,475,556.00	1,247,427.24	1,228,128.76	50%	50%
Total Expenses	9,919,276.00	4,747,283.86	5,171,992.14	48%	50%
POSITIVE/(NEGATIVE) VARIANCE		(115,391.55)			
YTD Actuals breakdown		YTD @ Feb 28, 2015			
NON-CERTIFICATED SALARIES & WAGES		1,024,858.32			
NON-CERTIFICATED BENEFITS		258,934.38			
TOTAL LABOUR EXPENSE		1,283,792.70			
SERVICE, CONTRACTS AND SUPPLIES		2,216,063.92			
INTEREST CHARGES		-			
AMORTIZATION		1,247,427.24			
TOTAL SERVICE & SUPPLIES		3,463,491.16			
TOTAL EXPENSES		4,747,283.86			

A negative variance of approximately **-\$115 K** at the end of the 2nd quarter is primarily 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)

Overall, we anticipate POM to be close to a break-even at year end as a result of careful monitoring of expenses throughout the year (e.g. utilities, decanting and relocation costs).

2. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2014 - February 28, 2015					
Revenues	Total 2014-15 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,753,494	1,849,160	1,904,334	49%	50%
Other Revenues	20,000	8,046	11,954	40%	50%
Total Revenues	3,773,494	1,857,205	1,916,289	49%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	1,933,784	1,081,255	852,529	56%	60%
Sub-Total	1,933,784	1,081,255	852,529	56%	60%
Services and Supplies	1,459,117	800,020	659,097	55%	57%
Amortization	730,000	322,362	407,638	44%	50%
Total Expenses	4,122,901	2,203,637	1,919,264	53%	58%
POSITIVE/(NEGATIVE) VARIANCE	(349,407)	(346,431)			
Variations in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	288,000.00	168,797.44	59%	60%	
Fuel	665,000.00	351,165.95	53%	55%	
Other supplies	506,117.00	280,056.61	55%	57%	
Total	1,459,117.00	800,020.00	55%	57%	
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 \$1.10+/L)					
-cold weather (much of Q1) and bad roads adds to costs of fuel and maintenance cost					

- a. For the first quarter, a negative YTD variance of **-\$346 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 is opting 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 is close to target with a negative variance of **\$-104K** 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 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 FEBRUARY 28, 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	54,072.19	66,927.81	45%	
Trustee Travel & Supplies		144,000.00	18,586.53	125,413.47	13%	
TOTAL EXPENSES		\$ 265,000.00	\$ 72,658.72	\$ 192,341.28	27%	

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

5. External Services

For the second quarter, External Services has a positive variance of **+\$663K**.

External Services includes International Services, joint use agreements and external contract service agreements. Included within this period, year-to-date is the recognition of **\$2,439,977**

of ISS tuition fee revenues of which \$1,418,707 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 (insurance, utilities, 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.



BUDGET ANNOUNCEMENT

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

March 31, 2015

Background:

Funding History

Year	Description	Amount	Total Impact
2013/2014	AISI Plant Operations & Maintenance Transportation Infrastructure & Maintenance Administration	\$500K decrease \$220K decrease \$320K decrease \$200K decrease \$270K decrease	\$1,510,000 loss
2014/2015	Class Size Inclusive Education IMR	\$47K increase \$72,880 increase \$230,000 increase Total = \$350,650	\$350,650 increase
	IMR One time funding	\$974,403	Not including IMR one time funding

On March 26th, Honorable Minister of Education, Gordon Dirks announced a budget for 2015/2016.

For 2015/2016, there will be **no** additional funding for enrolment growth (we anticipate growth) and next year’s CEU funding is frozen based on this year’s CEU funded amount. However, should our enrolment decline our per student funding will also decline.

The Teacher Collective Agreement commitment of a two per cent increase to salary and one per cent lump sum payment to teachers in November 2015 will be funded by Alberta Education.

The following table shows the grant changes with enrolment being the same:

March 26, 2015 - Budget Announcement				
Grants	Original	New Amount	Difference	% Change
Certificated Staff	39,250,000	40,035,000	785,000	2.0%
Non-Certificated Staff	4,539,000	4,398,000	(141,000)	-3.1%
Lump Sum Amount		382,000	382,000	
			-	
ECS Program Unit	941,000	912,000	(29,000)	-3.1%
English as a Second Language	388,000	376,000	(12,000)	-3.1%
Equity of Opportunity	1,467,000	1,422,000	(45,000)	-3.1%
First Nations	242,000	235,000	(7,000)	-3.1%
Hutterite Colony Schools	208,000	202,000	(6,000)	-3.1%
Inclusive Ed	3,800,000	3,728,000	(72,000)	-1.9%
Outreach	315,000	305,000	(10,000)	-3.1%
Plant Operations & Maintenance	4,955,000	4,801,000	(154,000)	-3.1%
Small Schools by Necessity	1,502,000	1,455,000	(47,000)	-3.1%
Socio Economic Status	621,000	602,000	(19,000)	-3.1%
Transportation	3,862,000	3,810,000	(52,000)	-1.4%
Supernet	240,000	240,000	-	0.0%
Total	\$ 62,330,000.00	\$ 62,903,000.00	\$ 573,000.00	

There are new rules and restrictions surrounding the shortfall in funding and use of reserves.

Golden Hills has been experiencing deficits in both Plant Operations & Maintenance and Transportation and as a result reserves are used to offset the deficits. Both these envelopes have been cut further.

Golden Hill's reserves were originally set aside for specific purposes including updating technology, dual credit programs and various other system initiatives. As we are a site based school division, the majority of these reserves are at the individual schools. School Boards can now only access reserves with prior ministerial approval or be used as part of a transition strategy to a revised financial/cost structure and we do not yet have any information about the transition or future funding framework.

As grants are reduced and expenses must follow and Administration is automatically reduced as a result. System Administration and Board Governance is not enveloped funding, rather systems are permitted to spend a maximum of 3.6% of their expenditures. As systems expenditures decrease, the formula for Board and System Administration automatically decreases.

To summarize we did not see an increase in the Per Student Base or Plant Operations and Maintenance. The Fuel Price Contingency and Alberta Initiative for School Improvement have not been reinstated. Enrolment growth will not be funded; however enrolment decline will result in a reduction.

Golden Hills will continue to pursue program initiatives and system improvements to ensure that students get the best education in Golden Hills Schools. The challenges will continue and administration will work through the details and ensure decisions align with the vision and mission for Golden Hills and Inspiring Education.

Recommendation:

That the Board of Trustees receives as information.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer