



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 24, 2014

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

AGENDA

1. **ATTENDANCE**
2. **CALL TO ORDER**
3. **IN CAMERA**
4. **APPROVAL OF AGENDA**
5. **WELCOME PUBLIC, VISION AND MISSION STATEMENTS**
6. **PRESENTATION OF MINUTES**
 - 6.1 **REGULAR MEETING OF THE BOARD OF TRUSTEES (2014/05/27)**
 - 6.2 **SPECIAL MEETING OF THE BOARD OF TRUSTEES (2014/06/03)**
7. **REPORTS**
 - 7.1. **CHAIR'S REPORT**
 - 7.2. **BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS**
 - 7.3. **ADMINISTRATION REPORTS**
8. **NEW BUSINESS**
 - 8.1. **ACTION ITEMS**
 - 8.1.1. **PCA SOCIETY PROPOSAL**
 - 8.1.2. **THREE YEAR (2014-2017) EDUCATION PLAN INTERIM REPORT**
 - 8.2. **INFORMATION ITEMS**

B. Daverne

B.Daverne

8.2.1. FRIENDS OF EAST WHEATLAND UPDATE	Friends of EW
8.2.2. MONTHLY ENROLMENT MONITORING REPORT	T.Sabir
8.2.3. REPORT ON ADMINISTRATIVE APPOINTMENTS	W. Miskiman
8.2.4. THIRD QUARTERLY FINANCIAL REPORT(SEPT 2013-MAY2014)	T. Sabir
8.2.5. AP 413 MULTIPLE SCHOOL COMMUNITY SITES	W. Miskiman
8.2.6. AP 414 LEAD TEACHER	W. Miskiman

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 27, 2014

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) Trustees

- Joyce Bazant
- Barry Kletke (Trustee Kletke left meeting at 3:29 p.m.)
- Alan Larsen
- Sherri Nielsen

d) Superintendent of Schools

- Bevan Daverne

f) Secretary/Treasurer

- Tahra Sabir

g) Recording Secretary

- Kristy Polet

Absent:

e) Associate Superintendents

- Kandace Jordan
- Wes Miskimin

CALL TO ORDER

Chair Price called the meeting to order at 9:38 a.m.

IN CAMERA

Resolution #BD20140527.1001

MOVED by Trustee Tucker that the Board of Trustees go in-camera at 9:40 a.m to discuss legal issues.

CARRIED

Resolution #BD20140527.1002

MOVED by Trustee Bazant that the Board of Trustees rise from in-camera at 10:02 a.m.

CARRIED

APPROVAL OF AGENDA

Resolution #BD20140527.1003

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

CARRIED

PRESENTATION OF MINUTES

Resolution #BD20140527.1004

MOVED by Trustee Kletke that the Board of Trustees approve the minutes of April 29, 2014, as presented.

CARRIED

CHAIR'S REPORT (REPORTS)

Chair Price presented information on the following:

- Task Force held Sunday May 25, 2014.

BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS (REPORTS)

Trustee Tucker presented information on the May 23, 2014 Alberta School Boards Association Zone 5 meeting.

ADMINISTRATION REPORTS (REPORTS)

Superintendent Daverne presented information on the following items:

- Council of Councils meeting Thursday, June 12, 2014 from 5:30 to 7:30 p.m. for supper.
- Board of Trustees School visits to be determined.
- C2 Committee - providing additional support for teachers.
- Parent Survey Questions:
 - What school does your child attend? *Response 808*
 - Grade of children? *Response 812*
 - What are the programs and/or experiences for students that you see are the most effective? *Response 420*
 - What supports have been most beneficial for you children? *Response 401*
 - Are there programs, learning opportunities, skills or other areas we need to work on or add? *Response 385*
 - What do you think about technology in the classroom and BYOD (bring your own device like laptops, tablets, smartphones to be used in class)? *Response 468*
 - Assessment is changing. How are we doing with the new report cards? What do you like? What do we need to work on? *Response 452*
 - **Summary:** Overall positive responses
- East Wheatland tentatively planning for Wednesday, June 18, 2014 BBQ Event that will bring the four schools together for a year end celebration.
- Discussed Tuition Agreement with Siksika.
- Alberta Education re: requested copies of GHSD agreements for our Christian Schools.
- The Long Service Employee Recognition Banquet was held Wednesday, May

14, 2014.

- A Realtor Open House was held May 6, 2014 to share information about GHSD Schools in Strathmore. Brochures were distributed to the Realtors.
- Spring General Meeting is June 2 to 3, 2014 ASBA Conference.

Secretary-Treasurer Sabir presented information on the following items:

- School Generated Funds (SGF) - new software program to be introduced called KEV which will allow School fees to be paid electronically along with many other benefits.
 - Pilot programs in four schools and all schools will be transitioned to KEV in the Fall.
- East Wheatland - ongoing consultation with Architects.
- PCA Modernization - Facilities Manager, had a meeting in early May to update Teachers on progress.
- Greentree School has a new modular on west side.

BREAK

RECESSED 12:01 PM

RECONVENED 12:56 PM

**CALENDAR (2014-2015
PILOT)**

(ACTION ITEMS)

Resolution #BD20140527.1005

MOVED by Trustee Nielsen that the Board of Trustees approves the Division's School Year calendar for 2014-2015 with the additional Collaborative PD days as a pilot for the 2014/2015 school year.

CARRIED

**ALTERNATIVE SCHOOL
YEAR CALENDAR
(HUSSAR/ROCKYFORD)**

(ACTION ITEMS)

Resolution #BD20140527.1006

MOVED by Trustee Larsen that the Board of Trustees approves the alternate school year calendar for Hussar and Rockyford Schools for 2014-15 as aligned with the proposed pilot district calendar.

CARRIED

**LOCALLY DEVELOPED
AND/OR ACQUIRED
COURSES**

(ACTION ITEMS)

Resolution #BD20140527.1007

MOVED by Trustee Kletke that the Board of Trustees authorizes the use of the acquired locally developed course *Abnormal Psychology 35* (3 credits) acquired from Pembina Hills Regional Division No. 7 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1008

MOVED by Trustee Kletke that the Board of Trustees authorizes the use of the acquired locally developed course *Advanced Dance 15/25/35 (3 or 5 credits)* acquired from Lethbridge School District No. 51 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1009

MOVED by Trustee Tucker that the Board of Trustees authorizes the use of the acquired locally developed course *Arabic Language and Culture 15/25/35 (5 credits)* acquired from Northern Lights School Division No. 69 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1010

MOVED by Trustee Tucker that the Board of Trustees authorizes the use of the acquired locally developed course *Chemistry (AP) 35 (3 or 5 credits)* acquired from Calgary School District No. 19 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1011

MOVED by Trustee Larsen that the Board of Trustees authorizes the use of the acquired locally developed course *Encore: Engaging Learning 15 (3 credits)* acquired from Calgary School District No. 19 beginning September 1, 2014 until August 31, 2016 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1012

MOVED by Trustee Bazant that the Board of Trustees authorizes the use of the acquired locally developed course *ESL Introduction to Canadian Studies 25 (5 credits)* acquired from Calgary School District No. 19 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1013

MOVED by Trustee Bazant that the Board of Trustees authorizes the use of the acquired locally developed course *ESL Introduction to Science 15 (5 credits)* acquired from Calgary School District No. 19 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1014

MOVED by Trustee Nielsen that the Board of Trustees authorizes the use of the acquired locally developed course *Forensic Science 25/35 (3 credits)* acquired from Edmonton School District No. 7 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1015

MOVED by Trustee Nielsen that the Board of Trustees authorizes the use of the acquired locally developed course *Freedom to Success 15 (3 credits)* acquired from Calgary Roman Catholic School District No. 1 beginning September 1, 2014 until August 31, 2015 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1016

MOVED by Trustee Kletke that the Board of Trustees authorizes the use of the acquired locally developed course *Intercultural Studies 35 (3 credits)* acquired from Calgary School District No. 19 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1017

MOVED by Trustee Kletke that the Board of Trustees authorizes the use of the acquired locally developed course *Learning Strategies 15/25/35 (3 or 5 credits)*

acquired from Calgary Roman Catholic School District No. 1 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1018

MOVED by Trustee Larsen that the Board of Trustees authorizes the use of the acquired locally developed course *Speech and Debate 15 (3 credits)* acquired from Edmonton School District No. 7 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

Resolution #BD20140527.1019

MOVED by Trustee Bazant that the Board of Trustees authorizes the use of the acquired locally developed course *Technical Theatre 15/25/35 (3 or 5 credits)* acquired from Calgary School District No. 19 beginning September 1, 2014 until August 31, 2018 and any learning resources detailed in the course outline for use in Golden Hills School Division No. 75.

CARRIED

**2014-2015 BUDGET
SUBMISSION TO
ALBERTA EDUCATION
(ACTION ITEMS)**

Resolution #BD20140527.1020

MOVED by Trustee Kletke that the Board of Trustees approves the attached 2014/2015 budget for submission to Alberta Education, subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education.

CARRIED

Resolution #BD20140527.1021

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

CARRIED

Resolution #BD20140527.1022

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

CARRIED

Resolution #BD20140527.1023

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

CARRIED

BREAK

Recessed at 3:02 p.m.

Reconvene at 3:10 p.m.

**BOUNDARY CHANGE
REQUEST
(ACTION ITEMS)**

Resolution #BD20140527.1024

MOVED by Trustee Tucker that the Board of Trustees approves the following recommended attendance boundary change:

Remove from Acme/Linden Attendance Area:	Add to Three Hills Attendance Area:
TWP 30 - RNG 24 - W4 NE 1/4 22 NW 1/4 23 SW 1/4 26 SE 1/4 27	TWP 30 - RNG 24 - W4 NE 1/4 22 NW 1/4 23 SW 1/4 26 SE 1/4 27

CARRIED

**TASK FORCE REPORT
RESPONSE TO PSBAA
AND ASBA**

(ACTION ITEMS)

Resolution #BD20140527.1025

MOVED by Trustee Larsen to defer recommendations of the Task Force for Teaching Excellence for ASBA and PSBAA until the special meeting scheduled for Tuesday, June 3, 2014 at 1:00 pm.

CARRIED

ADJOURNMENT

Resolution #BD20140527.1026

MOVED by Trustee Tucker that the Board of Trustees extend the meeting to 5:00 p.m.

CARRIED

Resolution #BD20140527.1027

MOVED by Trustee Nielsen that the Board of Trustees extend the meeting to 5:45 p.m.

CARRIED

**MONTHLY ENROLMENT
MONITORING REPORT**

(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for April 30, 2014.

**CALGARY
EDUCATIONAL
PARTNERSHIP
FOUNDATION (CEPF)
ANNUAL REPORT**

(INFORMATION ITEMS)

Superintendent Daverne presented information on Calgary Educational Partnership Foundation (CEPF) Annual Report.

**AP412 - LOCAL
AUTHORITIES PENSION
PLAN (LAPP)**

(INFORMATION ITEMS)

Superintendent Daverne presented information on the AP 412 - Local Authorities Pension Plan (LAPP).

ADJOURNMENT

Resolution #BD20140527.1028

MOVED by Trustee Bazant that the meeting adjourn at 5:20 p.m.

CARRIED

Chair

Secretary-Treasurer



MINUTES

Golden Hills School Division No. 75

Special Meeting Of The Board Of Trustees

Meeting Type : SPECIAL BOARD MEETING

Date : Tuesday, June 03, 2014

Start time : 7:30 AM

Location : Sheraton Red Deer Hotel 3310 50 Ave. Red Deer, AB

MINUTES

ATTENDANCE

Present were:

a) Chair

- David Price

b) Vice-Chair

- Larry Tucker

c) Trustees

- Joyce Bazant
- Alan Larsen
- Sherri Nielsen

d) Superintendent of Schools

- Bevan Daverne

f) Secretary/Treasurer

- Tahra Sabir

Absent

- Barry Kletke

CALL TO ORDER

Chair Price called the meeting to order at 7:30 a.m.

IN CAMERA

Resolution #SM20140603.1001

MOVED by Trustee Nielsen that the Board go in-camera at 7:31 a.m.

CARRIED

Resolution #SM20140603.1002

MOVED by Trustee Tucker that the Board of Trustees rise from in-camera at 7:35 a.m.

CARRIED

RECOMMENDATIONS RE: TASK FORCE FOR TEACHING EXCELLENCE FOR ASBA AND PSBAA (ACTION ITEMS)

Resolution #SM20140603.1003

MOVED by Trustee Tucker that the Board of Trustees approve a confidential submission along with further questions to ASBA.

CARRIED

ADJOURNMENT

Resolution #SM20140603.1004

MOVED by Trustee Nielsen that the meeting adjourn at 7:45 a.m.

CARRIED

Chair

Secretary-Treasurer

Draft



PCA Society Proposal

"Inspiring confident, caring citizens of the world"

June 24, 2014

Background:

With the recent announcement for funding for the Prairie Christian Academy Modernization, the process of consultation for school design has begun. There is an opportunity for the local PCA community to enhance the project and have input into school program and design.

At this stage in the very preliminary design process, we need to establish a school footprint. Alberta Education and Alberta Infrastructure, in a desire to be responsive to the community, are allowing communities to provide project input and even raise funds to enhance the capital project.

Alberta Education sets the allowable area that they will fund for a school based on the designed capacity of the school. Additional area is not funded by the province.

PCA Society is a non-profit group that is working to raise money to enhance the PCA Modernization. The PCA Society Board resolves to establish a Committee of the Board to be known as the "Growing the Vision" Campaign Committee (The Committee). The Committee is a non-executive committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference. The Committee is established in accordance with the PCA Society's by-laws.

Recommendation:

That the Board of Trustees accepts the letter of commitment and support for \$1,000,000 from the PCA Society and approves the planned expansion and design of the footprint for the PCA Modernization to the extent that this funding will accommodate.

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

Bevan Daverne
Superintendent



School Division Three Year Education Plan and Annual Education Results Report Interim Report

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

June 24, 2014

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 three-year plan in place before the start of the school year, effective this 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 combined 3YEP and AERR in draft (Interim) will be presented at the meeting. The draft Interim Three Year Education Plan is prepared. The final document, incorporating feedback and updated budget information, will be presented at the Regular November Meeting and submitted to Alberta Education on November 30 as required.

Recommendation:

That the Board of Trustees receives reviews and provides input on the draft Interim combined Three Year Education Plan and Annual Results Report for 2014/15-2016/17.

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

Bevan Daverne
Superintendent of Schools



FRIENDS OF EAST WHEATLAND UPDATE

"Inspiring confident, caring citizens of the world"

June 24, 2014

Background:

Further to the April 30, 2013 Funding announcement from the province to build a new East Wheatland School the Friends of East Wheatland was formed.

Friends of East Wheatland is a non-profit group that has been working to raise money to enhance the East Wheatland school. *Friends of East Wheatland* is made up of parents representing the communities of Gleichen, Rockyford, Standard and Hussar who are working together and with the broader communities with the goal to take advantage of the announced funding, raise additional financial support and enhance the project to the benefit of East Wheatland students and the broader community with additional space and equipment for the school.

Recommendation:

That the Board of Trustees receives the Friends of East Wheatland fundraising update as information and for the record.

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

Bevan Daverne
Superintendent



ENROLMENT BACKGROUNDER

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

June 24, 2014

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, 2014 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, 2013. High school funding is based on the Credit Enrolment Units earned per student.

Recommendation:

That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

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

Bevan Daverne
Superintendent

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

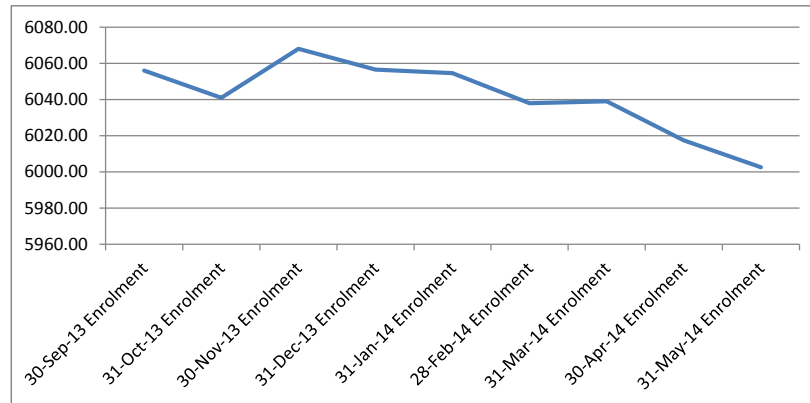
Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No. 75 Enrolment

Summary of Totals

April 30, 2014 - May 31, 2014

Funded Total Enrolment	31-May-14 Enrolment	30-Apr-14 Enrolment	Difference	% Change
Provincially Funded Students	5,702.50	5,717.50	-15.00	-0.26%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	145.00	145.00	0.00	0.0%
Total	6,002.50	6,017.50	-15.00	-0.2%



Grade Figure Analysis

	30-Sep-13 Provincially Funded Enrolment	30-Sep-12 Provincially Funded Enrolment	Difference	% Change
Kindergarten	216.00	204.50	11.50	5.6%
Grades 1-3	1,385.00	1,430.00	-45.00	-3.1%
Grades 4-6	1,361.00	1,312.00	49.00	3.7%
Grades 7-9	1,311.00	1,322.00	-11.00	-0.8%
Grades 10-12	1,483.00	1,430.00	53.00	3.7%
Total	5,756.00	5,698.50	57.50	1.0%

*Kindergarten expressed at 1/2 FTE

	This Year 30-Sep-13 Funded Enrolment	Last Year 30-Sep-12 Funded Enrolment
Funded Total Enrolment		
Provincially Funded Students	5,756.00	5,698.50
Siksika Students	155.00	178.00
International Students	145.00	158.00
Total	6,056.00	6,034.50

Schools

		May 31, 2014	April 30, 2014	Difference	% Change
Configuration	SCHOOL	Provincially Funded	Provincially Funded		
K-6, 10-12	Acme School	177.50	175.50	2.00	1.1%
K-6	Brentwood Elementary School	337.50	338.50	-1.00	-0.3%
K-9	Carbon School	90.50	89.50	1.00	1.1%
K-6	Carseland School	69.00	71.00	-2.00	-2.8%
K-8	Central Bow Valley School	27.00	28.00	-1.00	-3.6%
7-9	Crowther Memorial Jr. High School	545.00	546.00	-1.00	-0.2%
K-9	Dr. Elliott Community School	171.50	172.00	-0.50	-0.3%
7-12	Drumheller Valley Secondary School	346.00	347.00	-1.00	-0.3%
K-6	Greentree School	418.50	419.00	-0.50	-0.1%
K-6	Hussar School	47.00	47.00	0.00	0.0%
K-12	Prairie Christian Academy School	257.00	257.00	0.00	0.0%
K-6	Rockyford School	37.00	37.00	0.00	0.0%
K-12	Standard School	207.00	209.50	-2.50	-1.2%
10-12	Strathmore High School	591.00	599.00	-8.00	-1.3%
K-12	Three Hills School	459.00	456.00	3.00	0.7%
K-9	Trinity Christian Academy	116.50	116.50	0.00	0.0%
K-12	Trochu Valley School	314.50	311.00	3.50	1.1%
K-6	Westmount School	423.50	427.50	-4.00	-0.9%
K-6	Wheatland Elementary School	359.50	359.50	0.00	0.0%
	Totals	4,994.50	5,006.50	-12.00	-0.2%
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	10.00	10.00	0.00	0.0%
7-12	Drumheller Outreach	22.00	22.00	0.00	0.0%
1-12	Golden Hills Learning Academy	89.00	89.00	0.00	0.0%
1-12	NorthStar Academy	204.00	204.00	0.00	0.0%
7-12	Sequoia Outreach	0.00	0.00	0.00	0.0%
7-12	Strathmore StoreFront	38.00	38.00	0.00	0.0%
10-12	Trochu Valley Outreach	25.00	25.00	0.00	0.0%
	Totals	388.00	388.00	0.00	0.0%
Configuration		Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	320.00	323.00	-3.00	-0.9%



ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

June 24, 2014

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:

Debbie Barkman	Trochu Valley School
Wayne Funk	Westmount/Trinity Christian Academy
Randy Wood	Prairie Christian Academy/NorthStar Christian Academy

Associate Principal Designations:

Kyle Larson	Strathmore High School
Greg Lendvay	Standard School
Kristen Odegard	Trinity Christian Academy
Michelle Rushford	Wheatland Elementary School

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

Principal Designation:

Erin Campbell	Greentree Elementary School
Danielle Seabrook	Carseland Elementary School
Linda Tucker	Wheatland Elementary School
Laurie Huntley	Brentwood/Central Bow Valley Schools

Associate Principal Designation:

Erin Friesen	Brentwood Elementary School
Marci Steen	Carbon School
Leana Howard	Trochu Valley School
Cindy Gerodo	Greentree Elementary School

Director of Student Assessment and New Curriculum:

Jeff Grimsdale	Division Office
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Recommendation:

That the Board receives the administrative term appointments as information.



Bevan Daverne
Superintendent of Schools



Wes Miskiman
Associate Superintendent/Human Resources



THIRD QUARTERLY FINANCIAL REPORT

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

June 24, 2014

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 2013 –May 2014 (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



3rd Quarterly Report Draft V.1.2

September 2013 – May 2014

Prepared by the Finance Department for the June 24, 2014 Board Meeting

Purpose of Quarterly Report

- 1. Monitor Activity**
- 2. Review Variances**

I Context

The third quarterly financial report lists revenues and expenditures recorded to **May 31, 2014**, which are the first **nine** months of the fiscal year. The number of months expended in the quarter are nine (9); therefore the normal benchmark for comparison is 75% (9/12 months) or 90% (9/10) months for some categories.

The updated 2013-14 Budget was submitted to Alberta Education November 30, 2013 and budget points of reference are from the November 30, 2013 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, 2013 - May 31, 2014							
	Initial 2013/14 Annual Budget submitted May 31, 2013	Revised 2013/14 Annual Budget submitted Nov 30, 2013	Prorated Budget for Q3	YTD Actuals 2013/2014 -Q3	YTD Budget Variance-Q3	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	64,255,172	65,536,533	49,152,400	49,447,984	295,584	75%	75%
Federal Government and/or First Nations	1,565,000	1,320,000	990,000	1,034,559	44,559	78%	75%
Alberta Municipalities	67,200	45,825	34,369	45,825	11,456	100%	100%
Fees	1,565,000	929,012	696,759	1,007,047	310,288	108%	80%
Other Revenues	4,387,505	6,465,883	4,849,412	5,687,234	837,822	88%	80%
Amortization	2,950,000	2,140,052	1,605,039	1,607,807	2,768	75%	75%
Total Revenues	74,789,877	76,437,305	57,327,979	58,830,456	1,502,477	77%	76%
EXPENSES							
Certificated Salaries and Benefits	42,440,873	43,039,862	32,279,897	32,039,240	240,656	74%	75%
Non-Certificated Salaries and Benefits	12,899,737	13,398,371	10,048,778	10,789,532	-740,754	81%	80%
Sub-Total	55,340,610	56,438,233	42,328,675	42,828,773	-500,098	76%	76%
Supplies and Services	17,383,502	18,064,761	13,548,571	12,915,917	632,654	71%	75%
Amortization	4,136,257	3,449,873	2,587,405	2,549,706	37,699	74%	75%
Interest Charges	102,430	102,430	76,823	84,615	-7,792	83%	75%
Total Expenses	76,962,799	78,055,297	58,541,473	58,379,010	162,463	75%	76%
Budgeted Surplus/(Deficit)	-2,172,922	-1,617,992	-1,213,494	451,446			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					1,664,940		

Actual Variance is \$186,394 which is closer to breakeven.

Reserves may be used.....to continue to school year end.

B. Notes on Comparison to Budget – Revenues

The overall **\$451 K** year-to-date excess of revenues over expenses and the positive budget variance of approximately **\$1,665 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 to Q3**

Name of Grant	Amount Received	% of Grant Received
RCSD	\$ 789,897	100%
RCSD - One Time Funding	\$ 100,000	100%
IMR grant	\$ 769,236	100%
School Facility Leasing Cost	\$ 429,300	100%
Supernet grant	\$ 159,984	67%
FSCR grants	\$ 40,825	100%
Total	<u>\$ 2,289,242</u>	

- Revenues from Alberta Education have contributed to the overall positive variance by **\$710K** (2,368K less a 9-month calculated equivalent of 1,579K), primarily due to certain grants being received in lump amounts covering more than 9 months of revenues.
- Included in the first 3 quarters' operations are the following:
SGF Revenues **\$2,639,865**
SGF Expenses **-\$2,374,812**
Unexpended **\$ 265,052**
PSAS impact – last year's quarterly would not have included \$223,491 as it would have been recorded as deferred revenue.

C Notes on Comparison to Budget - Expenses

Certificated Salaries and Benefits

Total Certificated Salaries and Benefits for the 3rd quarter were **\$32,039,240** (74% of a \$43M budget) which is slightly lower than what the budget would permit by the 3rd 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 year.

This positive variance of \$241K is expected to be similar to the positive variance reported in the 3rd quarter last year.

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 3rd quarter were **\$10,789,532** (81% of budgeted \$13.4M); 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.

This negative variance - \$740 K is similar to the variance achieved in the 3^d quarter last year and we anticipate to balance at year end.

Supplies and Services

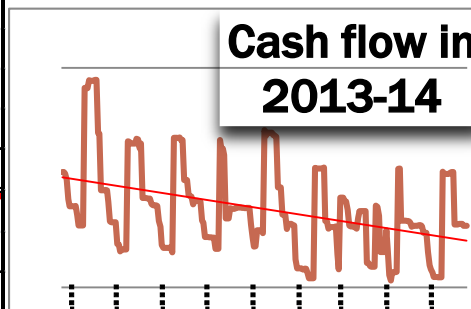
Supplies and services year-to-date are **\$12,915,917** (71% of budget \$18.1M). Because many of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to monitor their budgets throughout the year to ensure they stay within their spending limits.

Overall, supply costs year-to-date at May 31st are lower than in the past. This is due in part to the transition of contracted costs to board owned buses. Amortization expense increase and supplies decrease as a result of the transition.

III Average Source and Use of Cash

A. Approximate average monthly cash flow values as at May 31, 2014:

Statement of Cash Flow	
Grants	5,100,000.00
Account Receivable	250,000.00
Total Cash In	5,350,000.00
Accounts Payable	2,550,000.00
Payroll	3,200,000.00
Total Cash Out	5,750,000.00



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, **\$5.0M** of the cash balance has been invested into 12-18 month GIC's to obtain more favourable investment returns. In addition, **\$4.0M** has been transferred into a premium investment account. Interest yields on these short term investments ranged from 1.27% to 1.70%.

We have also enlisted the services of an additional Institutional Cash Management Financial Advisory Team – Raymond James Ltd. Currently, we have **\$3.23M** invested in GIC's with maturing dates ranging from July'14 to April'15, earning yields ranging from 1.55%-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, 2013 – May 31, 2014**

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2013 - May 31, 2014									
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		40,358,483.25	4,340,745.93	2,777,982.15	1,723,167.01	-	49,200,378.34	75%	75%
OTHER - GOVERNMENT OF ALBERTA		178,273.00	5,980.14	-	-	63,352.13	247,605.27	75%	75%
FEDERAL GOV'T AND/OR FIRST NATIONS		922,058.52	112,500.00	-	-	-	1,034,558.52	78%	75%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		45,825.00	-	-	-	-	45,825.00	100%	100%
INSTRUCTIONAL RESOURCE FEES		360,583.11		-	-	-	360,583.11	88%	80%
FEES	646,464.14	-					646,464.14	88%	80%
FUNDRAISING REVENUES -SGF	653,219.11						653,219.11	95%	75%
OTHER SALES AND SERVICES	1,226,097.00	489.84	-	8,561.82	230.62	3,340,928.60	4,576,307.88	80%	75%
INVESTMENT INCOME		-		-	78,771.01	-	78,771.01	100%	75%
GIFTS AND DONATIONS -SGF	114,085.38	80,070.00	-	-	-	-	194,155.38	111%	75%
RENTAL OF FACILITIES		5,050.56	80,989.31	-	-	-	86,039.87	80%	75%
OTHER REVENUES		94,181.42	-	4,380.00	179.48	-	98,740.90	80%	75%
AMORTIZATION OF CAPITAL ALLOCATIONS		43,771.77	1,564,035.57				1,607,807.34	75%	75%
TOTAL REVENUES	2,639,865.63	42,088,786.47	6,104,250.95	2,790,923.97	1,802,348.12	3,404,280.73	58,830,455.87	76%	76%
EXPENDITURES									
CERTIFICATED SALARIES		25,610,142.07	-	-	265,155.30	19,541.07	25,894,838.44	74%	75%
CERTIFICATED BENEFITS		6,093,044.43	-	-	49,520.48	1,837.09	6,144,402.00	74%	75%
NON-CERTIFICATED SALARIES & WAGES		4,646,797.95	1,540,529.21	1,242,763.55	774,760.31	441,297.21	8,646,148.23	81%	80%
NON-CERTIFICATED BENEFITS		1,340,767.70	393,256.85	145,393.20	195,123.08	68,843.26	2,143,384.09	81%	80%
SERVICE, CONTRACTS AND SUPPLIES	2,374,813.73	3,675,632.57	2,964,982.94	1,529,946.62	453,575.17	1,916,965.55	12,915,916.58	71%	75%
AMORTIZATION		129,627.63	1,880,869.14	403,520.85	54,475.74	81,212.67	2,549,706.03	74%	75%
INTEREST CHARGES		962.00	-	-	32,792.67	50,860.14	84,614.81	83%	75%
TOTAL EXPENSES	2,374,813.73	41,496,974.35	6,779,638.14	3,321,624.22	1,825,402.75	2,580,556.99	58,379,010.18	74%	76%
POSITIVE/-NEGATIVE VARIANCE TO DATE	265,051.90	591,812.12	(675,387.19)	(530,700.25)	(23,054.63)	823,723.74	451,445.69		

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, 2014 is as follows:

Invoiced	Collected	Waived
\$295,965	\$251,518 (85.0%)	\$3,175 (1.0%)

- Note: Resource fees for 2013-14 have remained the same as 2012-13, which had been reduced by 50% from the 2011-12 rates. In the previous year, collections of Resource Fees were 80.1% at May 31, 2013.

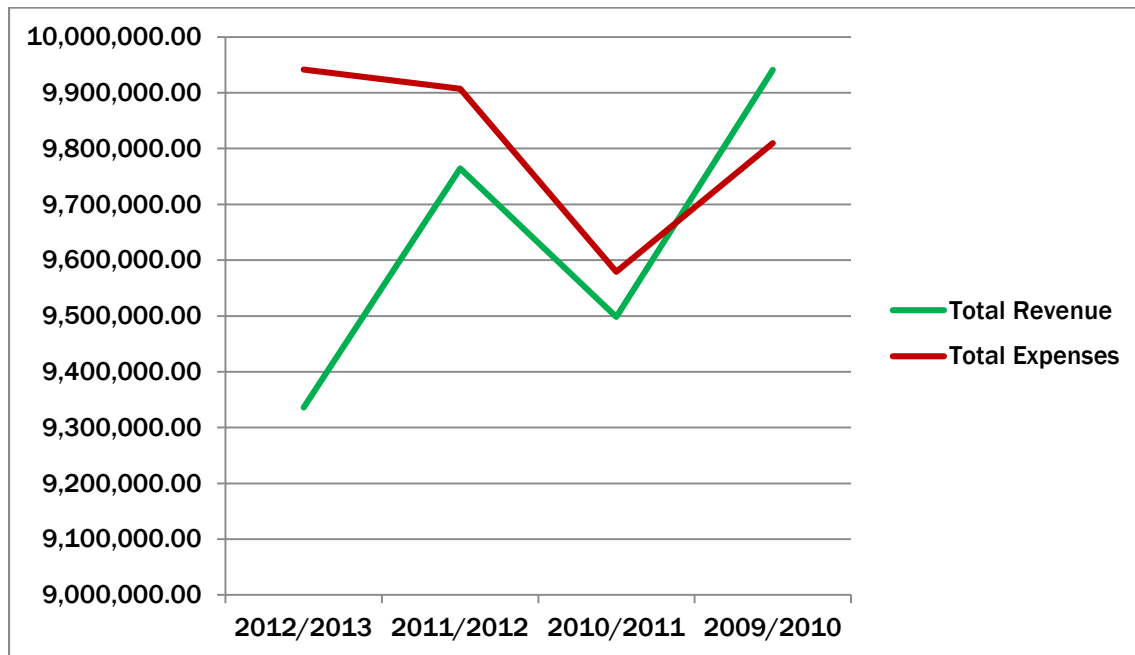
Overall parent fee collections have improved.

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 2013 - May 2014					
Revenues	Total Budget Yr 2013/2014	YTD Actuals Yr 2013/2014	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	5,895,692.00	4,340,745.93	1,554,946.07	74%	75%
Other Revenues	573,972.00	199,469.45	374,502.55	35%	40%
Amortization	2,140,052.00	1,564,035.57	576,016.43	73%	75%
Total Revenues	8,609,716.00	6,104,250.95	2,505,465.05	71%	74%
EXPENSES					
Non-Certificated Salaries and Benefits	2,346,073.00	1,933,786.06	412,286.94	82%	75%
Sub-Total	2,346,073.00	1,933,786.06	412,286.94	82%	75%
Supplies and Services	3,756,171.00	2,964,982.94	791,188.06	79%	75%
Amortization	2,507,472.00	1,880,869.14	626,602.86	75%	75%
Total Expenses	8,609,716.00	6,779,638.14	1,830,077.86	79%	75%
POSITIVE/(NEGATIVE) VARIANCE		-675,387.19			
YTD Actuals breakdown	YTD @ May 31, 2014				
NON-CERTIFICATED SALARIES & WAGES	1,540,529.21				
NON-CERTIFICATED BENEFITS	393,256.85				
TOTAL LABOUR EXPENSE	1,933,786.06				
SERVICE, CONTRACTS AND SUPPLIES	2,964,982.94				
INTEREST CHARGES	-				
AMORTIZATION	1,880,869.14				
TOTAL SERVICE & SUPPLIES	4,845,852.08				
TOTAL EXPENSES	6,779,638.14				

A negative variance of approximately **-\$675 K** is the result of lower than anticipated other revenues and higher than anticipated supply costs. For example: 1) revenues from facility rentals are lower than budget due to termination and/or renegotiated leases, 2) on the expense side, utilities and snow removal were significantly higher than anticipated as a result of colder temperatures and increased snowfall, and 3) the decanting costs at Trochu Valley School and the building upgrades to the leased property at Prairie Christian Academy are being amortized over the life of the lease which will add approximately \$215 K in amortization expense to Plant Operations, all of which is unsupported.

The graph below depicts how revenue has decreased (\$700K) over the last five years while expenses have increased (\$100K). Overall we are underfunded in this envelope. As a result we continue to incur deficits on a regular basis.



We anticipate the deficit in POM to be close to \$600K at year end as a result of reduced funding and escalating expenses (utilities, diesel, decanting and relocation).

3. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2013 - May 31, 2014					
Revenues	Total 2013-14 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,951,722	2,777,982	1,173,740	70%	75%
Other Revenues	10,000	12,942	-2,942	129%	100%
Amortization	0	0	0		
Total Revenues	3,961,722	2,790,924	1,170,798	70%	75%
EXPENSES					
Non-Certificated Salaries and Benefits	1,766,443	1,388,157	378,286	79%	80%
Sub-Total	1,766,443	1,388,157	378,286	79%	80%
Services and Supplies	1,619,279	1,529,947	89,332	94%	86%
Amortization	576,000	403,521	172,479	70%	75%
Total Expenses	3,961,722	3,321,624	640,098	84%	83%
POSITIVE/(NEGATIVE) VARIANCE	0.00	-530,700.25			
Variances in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	700,146.00	644,205.94	92%	90%	
Fuel	470,000.00	518,297.64	110%	85%	
Other supplies	449,133.00	367,443.42	82%	80%	
Total	1,619,279.00	1,529,947.00	94%	86%	

a. For the third quarter, a negative YTD variance of **-\$531 K** is attributed to the following:

- There is **higher** than anticipated **fuel cost** (budget \$1.15/L vs. \$1.20 -1.40/L) due to colder weather for both the 1st, 2nd and 3rd quarters as well as to the overall market price of diesel (Avg. YTD cost/ litre of diesel fuel=\$1.34 /L) . Along with the cold weather, bad roads has added to the overall cost of fuel as well as increased maintenance costs.
- More miles for **field trips** in which \$0.85/km is recoverable for the bus rental plus approx. \$0.20/km for bus labour vs. \$1.93 which is the actual average total \$cost/km. Therefore, there is a subsidy of approx. \$0.88 per km for field trips.
- 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 2013-14, as was the case in 2012-13.

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 escalating 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 only a small negative variance of **-\$23K** showing 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, 2013 TO MAY 31, 2014						
Expense			ANNUAL BUDGET	YTD ACTUALS	BUDGET REMAINING	% BUDGET USED
Budgeted Revenues			204,200.00	204,200.00	-	100%
TOTAL REVENUES			\$ 204,200.00	\$ 204,200.00	\$ -	100%
Trustee Earnings and Benefits			100,500.00	85,679.73	14,820.27	85%
Trustee Travel & Supplies			103,700.00	55,422.56	48,277.44	53%
TOTAL EXPENSES			\$ 204,200.00	\$ 141,102.29	\$ 63,097.71	69%

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

5. External Services

For the third quarter, External Services has a positive variance of **+\$820K**. However, this is due to timing issues for expenses which include: 1) transfer payments, 2) commissions and 3) facility rentals. As a result, these expenses will not be included until the 4th Quarter.

External Services includes International Services, joint use agreements and external contract service agreements. Also included in external services are revenues and expenses from Flood Recovery program, with year to date amounts of \$63K and \$60K respectively.

Included within this period is the recognition of \$2,005,746 of ISS tuition fee revenues (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 (over \$2M) and escalating expenses (diesel, utilities, decanting and relocation costs that are all unfunded)

Overall, GHSD appears to be on track and is aligned with meeting the Board's November 30, 2013 approved and submitted budget (\$1.6 deficit). A deficit budget means we are planning on using reserves.



ADMINISTRATIVE PROCEDURE 413 **ADMINISTRATION OF MULTIPLE SCHOOL COMMUNITY SITES**

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

June 24, 2014

Background

Administrative Procedure 413 - Administration of Multiple School Community Sites was developed by Human Resources in response to the need to recognize the additional administrative responsibilities for principals and associate principals assigned to multiple school community sites. On November 27, 2013, during teacher bargaining, the teachers and the school division agreed that the school division would create an Administrative Procedure that would provide additional recognition for administrators responsible for more than one school site. The total cost of the administrative procedure is just under \$20,000 per year and provides recognition for five principals and three associate principals.

The procedure will provide Administration with a guideline for the provision of the additional recognition.

Recommendation:

That the Board of Trustees receives Administrative Procedure 413 - *Administration of Multiple School Community Sites* as information and for the record.

A blue ink signature of Bevan Daverne, written in a cursive style.

Bevan Daverne
Superintendent

A blue ink signature of Wes Miskiman, written in a cursive style.

Wes Miskiman
Associate Superintendent

Administration of Multiple School Community Sites

Background

In recognition of the additional administrative responsibilities for principals and associate principals assigned to multiple school community sites, the Board of Trustees provides additional administrative allowances as outlined below, in addition to the benefits provided in the Collective Agreement - Article 4 – Additional Allowances.

Procedures

1. A school community site is defined as a standalone school serving the educational needs in a different and/or unique community of students and parents with a designated school parent council. For the purposes of this AP, all Hutterite schools in Golden Hills School Division will be considered together as one additional school community site. Outreach and Store Front Schools are not considered as additional school community sites.
2. In addition to the provisions provided in the Collective Agreement - Article 4 – Additional Allowances, a principal assigned to more than one school community site will receive an additional annual administrative allowance, in recognition of the additional school community(ies), as per Schedule D.
3. Payment of these additional administrative allowances shall commence the later of either September 1, 2013 or the effective date of appointment and shall continue for as long as the administrator is responsible for more than one school community site.
4. A principal who is employed on a part-time basis for the full school year or a portion thereof shall be paid that fraction of the annual additional administrative allowance which corresponds to the fraction of time employed.
5. Dependent upon the day to day administrative responsibilities, the associate principal who is employed on a part-time basis for the full school year or a portion thereof may be paid that fraction of half of the annual additional principal administrative allowance which corresponds to the fraction of time employed.



ADMINISTRATIVE PROCEDURE 414 LEAD TEACHER

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

June 24, 2014

Background

Administrative Procedure 414 – Lead Teacher was developed by Human Resources in response to the need to articulate the historical and current practice of recognizing additional administrative responsibilities assigned to teachers as a "lead teacher", in those sites where a principal has multi-school responsibilities. On November 27, 2013, during teacher bargaining, the teachers and the school division agreed that the school division would create an Administrative Procedure which articulates the historical and current practice of recognizing additional administrative responsibilities assigned to teachers as a "lead teacher". There is no new cost to the school division with the implementation of this administrative procedure as it has been current practice for the past number of years.

The procedure will provide Administration with a written guideline for the provision of the additional recognition.

Recommendation:

That the Board of Trustees receives Administrative Procedure 414 – *Lead Teacher* as information and for the record.

A blue ink signature of Bevan Daverne, written in a cursive style.

Bevan Daverne
Superintendent

A blue ink signature of Wes Miskiman, written in a cursive style.

Wes Miskiman
Associate Superintendent

Administrative Procedure 414

Lead Teacher

Background

In recognition of additional administrative responsibilities assigned to teachers as a "Lead Teacher", in those sites where a principal has multi-school responsibilities, the Board of Trustees provides an additional allowance as outlined below, in addition to the benefits provided in the Collective Agreement - Article 4.2.2.

Procedures

1. A "Lead Teacher" is defined as a teacher who has been assigned limited administrative responsibilities by the employer in those sites where a principal has multi-school responsibilities. The teacher shall not be subject to the provisions of Article 4.1, but shall be paid an additional allowance equivalent to the additional allowance provisions provided in Article 4.7 of the Collective Agreement.
2. The "Lead Teacher" Allowance does not apply to one-room, one-teacher or Hutterite Schools. The additional allowances for these teachers are addressed in Article 4.7 of the Collective Agreement.
3. The Superintendent or designate will appoint teachers on an annual basis for a one-year term as a "Lead Teacher". The appointment will be confirmed in writing prior to the start of the respective school year.
4. Payment of these additional allowances shall commence the later of either September 1, 2013 or the effective date of the appointment.
5. A "Lead Teacher" who is employed on a part-time basis for the full school year or a portion thereof shall be paid that fraction of the annual additional allowance which corresponds to the fraction of time employed.