



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 25, 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 AND OPENING PRAYER**
6. **PRESENTATION OF MINUTES**
 - 6.1 **REGULAR MEETING OF THE BOARD OF TRUSTEES (2014/02/25)**
7. **REPORTS**
 - 7.1. **CHAIR'S REPORT**
 - 7.2. **BOARD COMMITTEES (POLICY)**
 - 7.3. **BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS (ASBA ZONE 5)**
 - 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. **POLICY 16, RECRUITMENT AND SELECTION OF PERSONNEL** B. Daverne
 - 8.1.3. **CAPITAL PLANNING** T. Sabir
 - 8.1.4. **EAST WHEATLAND THIRD READING AND LAND RE-DESIGNATION** B. Daverne

8.2. INFORMATION ITEMS

8.2.1. MONTHLY ENROLMENT MONITORING REPORT

T. Sabir

8.2.2. FIELD STUDIES/EXCURSION (HUSSAR)

B. Daverne

8.2.3. BUDGET ANNOUNCEMENT

T. Sabir

9. ADJOURNMENT

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MINUTES

Golden Hills School Division No. 75

Regular Meeting Of The Board Of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, February 25, 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) Trustee

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

d) Superintendent of Schools

- Bevan Daverne

e) Associate Superintendent

- Kandace Jordan
- Wes Miskiman

f) Secretary/Treasurer

- Tahra Sabir

g) Recording Secretary

- Brenda Scott

CALL TO ORDER

Chair Price called the meeting to order at 9:35 a.m.

IN CAMERA

Resolution #BD20140225.1001

MOVED by Trustee Kletke that the Board of Trustees go in-camera at 9:36 a.m. to discuss legal issues.

CARRIED

Resolution #BD20140225.1002

MOVED by Trustee Larsen that the Board of Trustees rise from in-camera at 10:15 a.m.

CARRIED

**APPROVAL OF
AGENDA**

Resolution #BD20140225.1003

MOVED by Trustee Bazant that the Board of Trustees approve the agenda as amended to add:

- 7.3 a) Friends of East Wheatland meeting February 24, 2014, Trustee Larsen

CARRIED

**WELCOME AND
OPENING PRAYER**

Trustee Larsen offered the opening prayer.

**PRESENTATION OF
MINUTES**

Resolution #BD20140225.1004

MOVED by Trustee Tucker that the Board of Trustees approves the January 28, 2014 minutes as presented.

CARRIED

**CHAIR'S REPORT
(REPORTS)**

Chair Price reported on the following items:

- Meeting with Minister of Education meeting, February 7, 2014

Resolution #BD20140225.1005

MOVED by Trustee Larsen that the Board of Trustees endorse a letter to be sent to the Minister of Education requesting that Golden Hills manage the East Wheatland New School project in collaboration with Alberta Infrastructure.

CARRIED

**BOARD
REPRESENTATIVES
TO EXTERNAL
ORGANIZATIONS
(PSBAA FEB 6-8)
(ASBA ZONE 5 - FEB
7)
(REPORTS)**

Trustee Kletke reported on the Public School Boards Association of Alberta meeting, February 6-8, 2014.

Trustee Tucker reported on the Alberta School Boards Association meeting, February 7, 2014.

Trustee Larsen reported on the Friends of East Wheatland meeting, February 24, 2014.

**ADMINISTRATION
REPORTS
(REPORTS)**

Superintendent Daverne presented information on the following items:

- Update on PCA re: architectural meetings and potential partnerships
- April 3, 2014 meeting with Honorable Jeff Johnson and request for specific questions from Trustees. The meeting is scheduled from 10:00-10:45 a.m.
- Confirmation of modular support for Crowther Memorial Junior High School (modular with washroom)

Associate Superintendent Miskiman presented information on the following items:

- Continuing work on teacher evaluation re: focus on supervision and protocols
- Occupational Health and Safety/Human Resources advertised position has been filled

Associate Superintendent Jordan presented information on the following items:

- Presented a video re: Professor Garfield Gini-Newman interview on CTV Morning Live (3 C's) - Critical, Creative and Collaborative Thinkers

**CALENDAR
(2014-2015
REVISION
REQUEST)
(ACTION ITEMS)**

Resolution #BD20140225.1006

MOVED by Trustee Kletke that the Board of Trustees approve the calendar amendment.

CARRIED

**BUDGET PROCESS
(ACTION ITEMS)**

Resolution #BD20140225.1007

MOVED by Trustee Kletke that the Board of Trustees affirms the Budgeting Principles and timeline for the 2014-2015 fiscal year subject to a potential review following a provincial budget announcement.

CARRIED

**MONTHLY
ENROLMENT
MONITORING
REPORT
(INFORMATION ITEMS)**

Secretary-Treasurer Sabir presented information on the monthly enrolment (January 31, 2014).

**AP 282, RESEARCH
STUDIES
(INFORMATION ITEMS)**

Superintendent Daverne presented information on Administrative Procedure 282, *Research Studies* for the record.

ADJOURNMENT

Resolution #BD20140225.1008

MOVED by Trustee Tucker that the Board of Trustees adjourn the meeting at 12:10 p.m.

CARRIED

Chair

Secretary-Treasurer



FIELD TRIP STUDIES/STUDENT EXCURSION
Strathmore High School

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

March 25, 2014

Background:

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Washington D.C. from May 4, 2014 to Friday May 9, 2014. The trip will involve between 6 to 12 grade twelve students and the students will miss 5 days of 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.

Recommendation:

That the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Washington D.C. May 4 – May 9, 2014 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



POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL

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

March 25, 2014

Background:

The Board of Trustees Policy Committee reviewed Policy 16 - Recruitment and Selection of Personnel.

The committee suggests an amendment to the policy to include the Deputy Superintendent as part of the selection team at (2).

Recommendation:

That the Board of Trustees approves the amendment, as presented, or provides input for further consideration by the Policy Committee.

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

Bevan Daverne
Superintendent of Schools

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Policy 16

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of personnel in formal leadership positions is a shared responsibility between the Board and the Superintendent.

The Board further believes strong central leadership and administration at the Division level is essential to the effective and efficient operation of the school system.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent.
2. The Board and Superintendent together select the Deputy Superintendent, Associate Superintendent and Secretary-Treasurer positions.
 - The Superintendent shall be responsible for advertising available positions.
 - The Superintendent shall be responsible for the creation of a short list of candidates for these positions.
 - The Board and the Superintendent shall constitute the interview team.
 - These positions shall have a role description and each person occupying one of the positions shall have a written contract of employment.
3. The Superintendent is delegated full authority to recruit and select staff for all central office positions not including the senior administration detailed above.
4. The following process will be followed for the appointment of candidates to the position of Principal.
 - The Superintendent shall form an interview team which will include at least one trustee.
 - The successful candidate must be supported by a clear majority of the interview team and the Superintendent must be one of the votes in the majority.
 - The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of school-based administrators.
 - The Superintendent may appoint an “acting principal” without going through the formal selection process. The position vacancy will be advertised prior to the commencement of the subsequent school years.
5. Other than the positions described above, the Superintendent is delegated full authority to recruit and select staff for all positions.

GOLDEN HILLS SCHOOL DIVISION NO. 75				
REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 1 of 2
June, 2009		March 2014		

Appendix 1 for 8.1.2.: Policy 16, Recruitment and Selection of Personnel

6. The Superintendent may initiate a procedure for transfers of Principals and Associate Principals between schools.
7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child welfare information system (CWIS) check that is acceptable to the Superintendent. Additionally, the Superintendent may require documentation certifying that the candidate is medically fit for the position.

Legal Reference:

School Act, Delegation of Power s. 61, Superintendent of Schools s. 113, 114, 115, Secretary Treasurer s. 116, Other non-teaching employees s.117

Amended June 23, 2009

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GOLDEN HILLS SCHOOL DIVISION NO. 75				
REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 2 of 2
June, 2009		March 2014		



CAPITAL PLANNING

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

March 25, 2014

Background:

Alberta Education and Alberta Infrastructure require boards to submit annual capital planning priorities by April 1, 2014.

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 November 26, 2013 meeting:

School	Request
Brentwood School	1 modular
Crowther Memorial Junior High School (Strathmore) *Granted Feb 20/2014 with school jurisdictions contributing a flat rate of \$50,000	1 washroom modular*
Strathmore High School	2 modular

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

- Trochu Valley School – Modernization and Addition (completion - fall 2014)
- Solution for East Wheatland - New School (April 30, 2013 announcement)
- PCA – Modernization and Addition (April 30, 2013 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

Appendix 1 for 8.1.3.: Capital Planning

That the Board of Trustees approves the request for new schools for the following areas based on criteria for capital development, in order of priority:

1. new 500 student K-9 school in Strathmore
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

Draft



EAST WHEATLAND THIRD READING LAND RE-DESIGNATION

"Inspiring confident, caring citizens of the world"

March 25, 2014

Background:

The Golden Hills School Division is working collaboratively with Wheatland County on the re-designation of land for the East Wheatland school project.

The third reading of the re-designation of land by Wheatland County is expected to occur on April 1, 2014. At that time, in addition to other conditions, Wheatland County is requesting an Irrevocable Letter of Credit for approximately \$1.3 million to provide assurance of completion for the site services and other conditions. As a school district, Golden Hills has no money of our own to ensure completion of any of the County's conditions and we will continue to rely completely on our partnership with Wheatland County and their financial support to complete this work in the re-designation, purchase, development and construction of site services for the parcel of land to service as the location for the new consolidated East Wheatland School.

We appreciate the working partnership with Wheatland County throughout this process and look forward to continuing our positive relationship as we move forward.

Recommendation:

That the Board of Trustees approves our final documentation submission to the County containing the Irrevocable Letters of Credit.

That the Board of Trustees approves the letter of understanding as information and for the record.

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Bevan Daverne
Superintendent



ENROLMENT BACKGROUNDER

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

March 25, 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 February 28, 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.

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Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

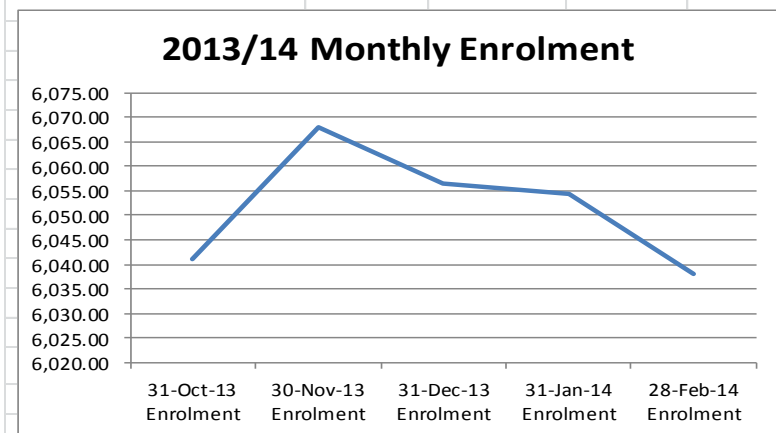
Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

Golden Hills School Division No. 75 Enrolment

Summary of Totals

January 31, 2014 - February 28, 2014

	28-Feb-14 Enrolment	31-Jan-14 Enrolment	Difference	% Change
Funded Total Enrolment				
Provincially Funded Students	5,738.00	5,754.50	-16.50	-0.29%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	145.00	145.00	0.00	0.0%
Total	6,038.00	6,054.50	-16.50	-0.3%



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

		February 28, 2014	January 31, 2014	Difference	% Change
Configuration	SCHOOL	Provincially Funded	Provincially Funded		
K-6, 10-12	Acme School	172.50	173.50	-1.00	-0.6%
K-6	Brentwood Elementary School	336.50	336.50	0.00	0.0%
K-9	Carbon School	90.50	89.50	1.00	1.1%
K-6	Carseland School	70.00	71.00	-1.00	-1.4%
K-8	Central Bow Valley School	26.00	25.00	1.00	4.0%
7-9	Crowther Memorial Jr. High School	547.00	556.00	-9.00	-1.6%
K-9	Dr. Elliott Community School	171.00	171.00	0.00	0.0%
7-12	Drumheller Valley Secondary School	349.00	354.00	-5.00	-1.4%
K-6	Greentree School	427.00	420.50	6.50	1.5%
K-6	Hussar School	47.00	48.50	-1.50	-3.1%
K-12	Prairie Christian Academy School	260.50	255.50	5.00	2.0%
K-6	Rockyford School	37.00	37.00	0.00	0.0%
K-12	Standard School	204.50	204.50	0.00	0.0%
10-12	Strathmore High School	616.00	625.00	-9.00	-1.4%
K-12	Three Hills School	450.50	454.00	-3.50	-0.8%
K-9	Trinity Christian Academy	114.50	115.50	-1.00	-0.9%
K-12	Trochu Valley School	314.00	311.00	3.00	1.0%
K-6	Westmount School	423.00	422.50	0.50	0.1%
K-6	Wheatland Elementary School	362.50	361.50	1.00	0.3%
	Totals	5,019.00	5,032.00	-13.00	-0.3%

Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	10.00	10.00	0.00	0.0%
7-12	Drumheller Outreach	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	331.00	334.50	-3.50	-1.0%



FIELD TRIP STUDIES/STUDENT EXCURSION
Hussar School

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

March 25, 2014

Background:

Hussar School, in accordance with Administrative Procedure 260, will be participating in a school field trip to the Legislature in Edmonton from Sunday, March 30th to Friday April 4th 2014. The trip will involve 12 grade five and six students and the students will miss 5 days of 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.

Recommendation:

That the Board of Trustees receives this as information.

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

Bevan Daverne
Superintendent of Schools



BUDGET ANNOUNCEMENT

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

March 25, 2014

Background:

On March 6th, Honorable Minister of Education, Jeff Johnson announced a budget for 2014/2015.

For 2014/2015, no funding envelopes have been eliminated and there are slight increases to Inclusive Education, Small Class Size, and Infrastructure and Maintenance Renewal.

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.

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.

The attached presentation on the budget will be discussed at the board meeting.

Recommendation:

That the Board of Trustees receives as information.

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

Bevan Daverne
Superintendent

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

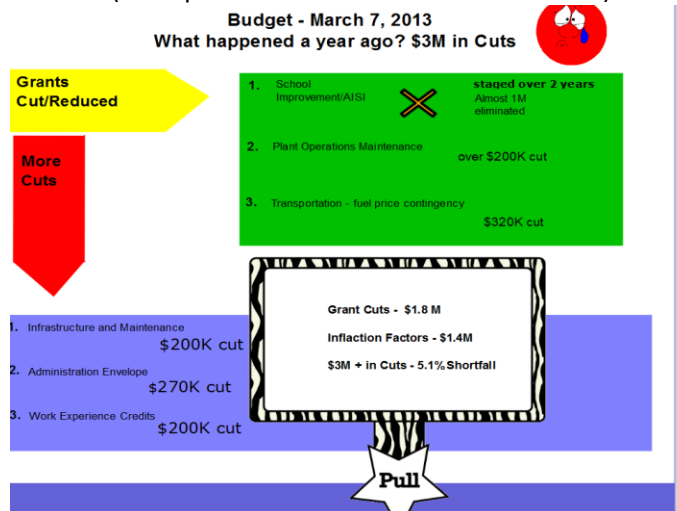
Tahra Sabir
Secretary-Treasurer

Appendix 1 for 8.2.3.: Budget Announcement

Budget 2014/2015

March 6th, 2014 Announcement

(Excerpts from Active Board Presentation)



March 6th, 2014 Announcement:

Class Size & Inclusive Education up (\$120,000) 2%
Infrastructure, Maintenance and Renewal up \$230,000

\$350,000
.6%

2013/2014 vs. 2014/2015 Changes only

Category	2013/2014	2014/2015	% Change
Class Size (ECS)	\$731.29	\$745.92	+2%
Class Size Gr. 1-3	\$1,462.59	\$1491.84	+2%

Category	2013-2014	2014-2015	% Change
Inclusive Education	\$3,644,000	\$3,716,880	+2%

\$72,880

Impact of 2% increase in Class Size Funding?

- \$29.25 Increase or a .36% Increase to the per funded student amount for Grades K-3 (K at ½)

$$\text{ECS} - 432 \times 14.63 = \$6,320.16$$

$$\text{Grades 1-3} = 1,385 \times 29.25 = \$40,511$$

Budget Impact without Enrolment Change

Category	\$ Amount
Class Size	\$ 47,000
Inclusive Education	\$ 72,880
IMR	\$230,000
Total	\$350,650
Percentage Increase	.59%

Summary

- Lost \$1.8 Million in 2013/2014
- Gained \$350,650 in 2014/2015

Still down
\$1.4M from 2
years ago

+

- Internal Cost Increases annually - no funding for this
 - Grid Creep - \$600,000 annually
 - Benefit Increases
 - Supplies/Expense increases
 - Collective Agreement Costs

Pull

**All Unfunded
annual
cost increases
1M+**