



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, February 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 (2014/01/28)
7. REPORTS
 - 7.1. CHAIR'S REPORT
 - 7.2. BOARD COMMITTEES
 - 7.3. BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS (PSBAA FEB 6-8) (ASBA ZONE 5 - FEB 7)
 - 7.4. ADMINISTRATION REPORTS
8. NEW BUSINESS
 - 8.1. ACTION ITEMS
 - 8.1.1. CALENDAR (2014-2015 REVISION REQUEST) B. Daverne
 - 8.1.2. BUDGET PROCESS T. Sabir
 - 8.2. INFORMATION ITEMS

8.2.1. **MONTHLY ENROLMENT MONITORING REPORT**

T.Sabir

8.2.2. **AP 282, RESEARCH STUDIES**

B. Daverne

9. **ADJOURNMENT**

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting Of The Board Of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, January 28, 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

f) Secretary/Treasurer

- Tahra Sabir

g) Recording Secretary

- Brenda Scott

Absent:

e) Associate Superintendent

- Wes Miskiman

Chair Initials _____ Secretary Treasurer Initials: _____

CALL TO ORDER

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

Resolution #BD20140128.1001

MOVED by Trustee Kletke that the Board go in-camera at 9:40 a.m. to discuss personnel matters.

CARRIED

Resolution #BD20140128.1002

MOVED by Trustee Tucker that the Board of Trustees rise from in-camera at 10:55 a.m.

CARRIED

**WELCOME AND
OPENING PRAYER**

Trustee Nielsen offered the opening prayer.

**APPROVAL OF
AGENDA**

Resolution #BD20140128.1003

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

CARRIED

**PRESENTATION OF
MINUTES**

Resolution #BD20140128.1004

MOVED by Trustee Larsen that the Board of Trustees approve the minutes of December 17, 2013 as presented.

CARRIED

Resolution #BD20140128.1005

MOTION FROM IN-CAMERA

MOVED by Trustee Bazant that the Board of Trustees approve an increase in compensation for *Exempt School-Based Support Staff* and *Exempt Other Support Staff* effective September 1, 2013 as recommended in Schedules A and B, dated January 28, 2014.

CARRIED

**CHAIR'S REPORT
(REPORTS)**

Chair Price reported on the following items:

- January 14, 2014, attended Siksika meeting
- December 12-13, 2013 attended ASBA meeting conference
- December 13, 2013 attended ASBA Task Force meeting

**BOARD
REPRESENTATIVES
TO EXTERNAL
ORGANIZATIONS
(REPORTS)**

Trustee Tucker reported on the Alberta School Boards Association, December 12-13, 2013 meeting.

**ADMINISTRATION
REPORTS
(REPORTS)**

Superintendent Daverne reported on the following items:

- Associate Superintendent Miskiman is recruiting at University of Saskatchewan
- Date for upcoming Golden Hills Annual Employee Recognition, May 21, 2014 (Strathmore Travelodge)
- Town of Strathmore will conduct a risk assessment of all Strathmore school zones
- Inclement weather and bussing, looking at AP131, *Emergency Closing of Schools Inclement Weather re: communication and safety*
- PCA new school project, looking at joint use agreements
- Results of Alberta Education's review of Golden Hills 2013-2016 Combined Three year Education Plan and AERR
- Invitation from Alberta Education, re: Inspiring Education February 19, 2014

Associate Superintendent Jordan reported on the following items:

- Presented information on Student Learning Assessment

Secretary-Treasurer Sabir reported on the following items:

- Presented information on Quick Facts sheet addressing school board budget
- Capital Planning deadline, April 1, 2014 re: changes to utilization rate formula

**FIELD
EXCURSION/STUDIES
(STRATHMORE HIGH
SCHOOL)**
(ACTION ITEMS)

Resolution #BD20140128.1006

MOVED by Trustee Bazant that the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Europe from April 30, 2015 – May 10, 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.

CARRIED

**FIELD
EXCURSION/STUDIES
(PRAIRIE CHRISTIAN
ACADEMY)**
(ACTION ITEMS)

Resolution #BD20140128.1007

MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school field studies/excursion for Prairie Christian Academy to Bogota, Columbia Feb. 5-16, 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.

CARRIED

Resolution #BD20140128.1008

MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school field studies/excursion for Prairie Christian Academy to Europe April 17 – April 30, 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.

CARRIED

Resolution #BD20140128.1009

MOVED by Trustee Tucker that Board Motion 20120925.1007 re: Strathmore High School field excursion dates be changed from April 17-27, 2014 to April 17-28, 2014 due to flight arrangements.

CARRIED

BREAK

Recessed at 12:05 p.m.

Reconvened at 1:12 p.m.

**FIRST QUARTER
FINANCIAL REPORT
(SEPT/OCT/NOV)**
(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the First Quartely Report (Sept/Oct/Nov).

**ADMINISTRATIVE
PROCEDURE 192,
PUBLIC INTEREST
DISCLOSURE**
(INFORMATION ITEMS)

Superintendent Daverne presented information on AP192, *Public Interest Disclosure* for information and the record.

**REGIONAL
COLLABORATIVE
SERVICE DELIVERY
(RCSD)/SHIP
MONITORING
REPORT**

(INFORMATION ITEMS)

Associate Superintendent Jordan presented information on the Regional Collaborative Service Delivery (RCSD)/SHIP Monitoring Report.

**INTERNATIONAL
PROGRAM
MONITORING
REPORT**

(INFORMATION ITEMS)

Associate Superintendent Jordan presented information on the International Program Monitoring Report.

**SPECIAL/INCLUSIVE
EDUCATION
MONITORING
REPORT**

(INFORMATION ITEMS)

Associate Superintendent Jordan presented information on the Special/Inclusive Education Monitoring Report.

**TRANSPORTATION
MONITORING
REPORT**

(INFORMATION ITEMS)

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

**FIELD
EXCURSION/STUDIES
(THREE HILLS
SCHOOL)**

(INFORMATION ITEMS)

Superintendent Daverne presented information on the Field Studies/Excursion (Three Hills School).

**MONTHLY
ENROLMENT
MONITORING
REPORT**

(INFORMATION ITEMS)

Secretary-Treasurer Sabir presented information on the December 31, 2013 Monthly Enrolment Monitoring Report.

ADJOURNMENT

**Resolution #BD20140128.1010
MOVED by Trustee Nielsen** that the Board of Trustees adjourn at 4:06 p.m.

CARRIED

Chair

Secretary-Treasurer

Chair Initials _____ Secretary Treasurer Initials: _____



CALENDAR 2014/15 - CHANGE
"Inspiring confident, connected, caring citizens of the world"

January 28, 2014

Background:

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board may establish a school year calendar up to three years in advance. This facilitates long range planning for staff as well as students and their families.

The 2014-15 calendar was approved in April, 2013 by motion #BD20130423.1006.

After recent discussions with the Professional Development Committee it concluded that the Professional Development Day that had been scheduled for October 24, 2014 would best serve staff if it were held on September 19th, 2014.

Golden Hills School Division No. 75
2014 – 2015 SCHOOL YEAR

SEPTEMBER 2014							OCTOBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Calendar as approved April, 2013

Golden Hills School Division No. 75
2014 – 2015 SCHOOL YEAR

SEPTEMBER 2014							OCTOBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Proposed new PD Day on September 19, 2014

By switching the September 19th, 2014 flex day to become a Professional Development Day and October 24th to become the flex day this would not impact student attendance days but would better facilitate the Professional Development activities for staff.

Recommendation:

That the Board of Trustees approves this calendar amendment.

Bevan Daverne
Superintendent of Schools



BUDGET DEVELOPMENT PRINCIPLES and PROCESS

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

February 25, 2014

Background:

In accordance to the School Act S. 147 (1)(b) the Board of Trustees is required to submit to the Minister an annual budget for the fiscal year beginning September 1, 2014.

The Board's most significant policy decision is the budget as it directs the resources of the division to achieve the Board's objectives and ensure a balanced budget. The Board of Trustees sets the policy and direction for the school division by which administration develops key budget assumptions.

Current budget guidelines are as follows:

1. The budget will be a balanced budget (may include restricted reserves).
2. Enveloped revenues will balance expenditures within the envelope.
3. The budget process is open and involves stakeholders.
4. The budget will address the goals identified in the Education Plan and the Priorities of Alberta Education.
5. Resources will be allocated to provide equitable and fair opportunity for each student to receive a quality education program.
6. The budget is guided by principles of transparency and public accountability for the use of resources and the results achieved.
7. The budget will reflect appropriate reserves that ensure financial health and meet encumbrances.

The above principles have resulted in fiscal success in recent years as the Division has ended the five most recent fiscal years with reserves, thereby significantly improving the Division's financial health. Continuing with these principles will help the Division to maintain financial health in the future. As a result, to ensure sustainable initiatives, Golden Hills may choose to access accumulated operating reserves. Accessing these reserves will offset an operational deficit for the current budget year.

Appendix 1 for 8.1.2.: Budget Process

Proposed Planning Dates	Action	Responsible
February	Approve Process	Board
February	Approve Budget Principles, Priorities and Assumptions	Board
February - April	Budget Review – Gather Information <ul style="list-style-type: none"> • Global Challenges • Budget Challenges by Envelope • Analysis of Demographics <ul style="list-style-type: none"> -enrolment estimates • Provincial Grants • Expenditure Estimates <ul style="list-style-type: none"> -salary and cost benefits 	Executive Team
March-May	Budget Development Stage <ul style="list-style-type: none"> • Budget Allocations • Expenditure Decisions 	Administrators and Managers
February -May	Budget Consultation	Board Executive Team Administrators Stakeholders
April	Draft to Board	Executive Team
May	Education Plan and Budget Approval	Board

Recommendation:

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.

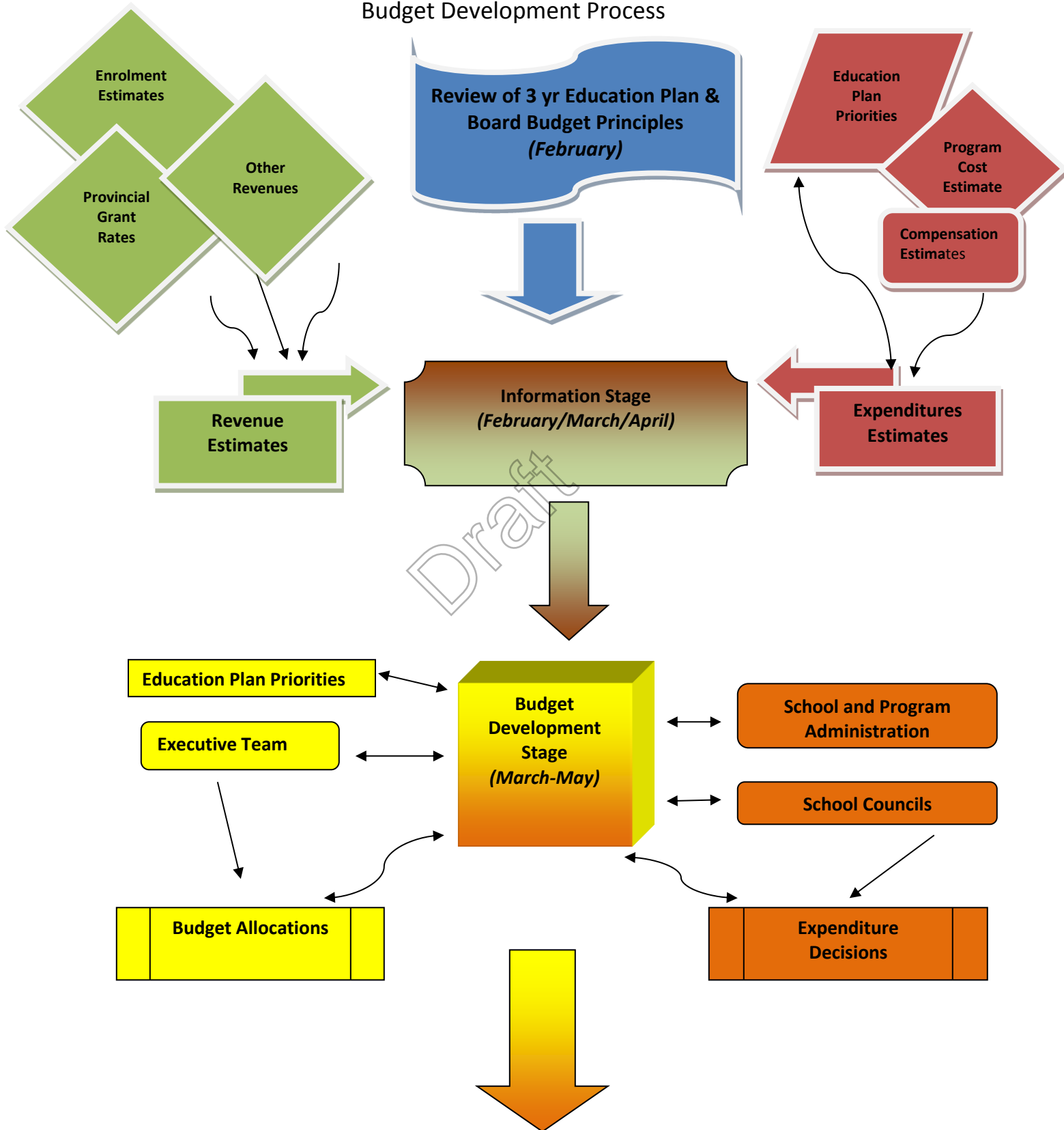


Bevan Daverne
Superintendent

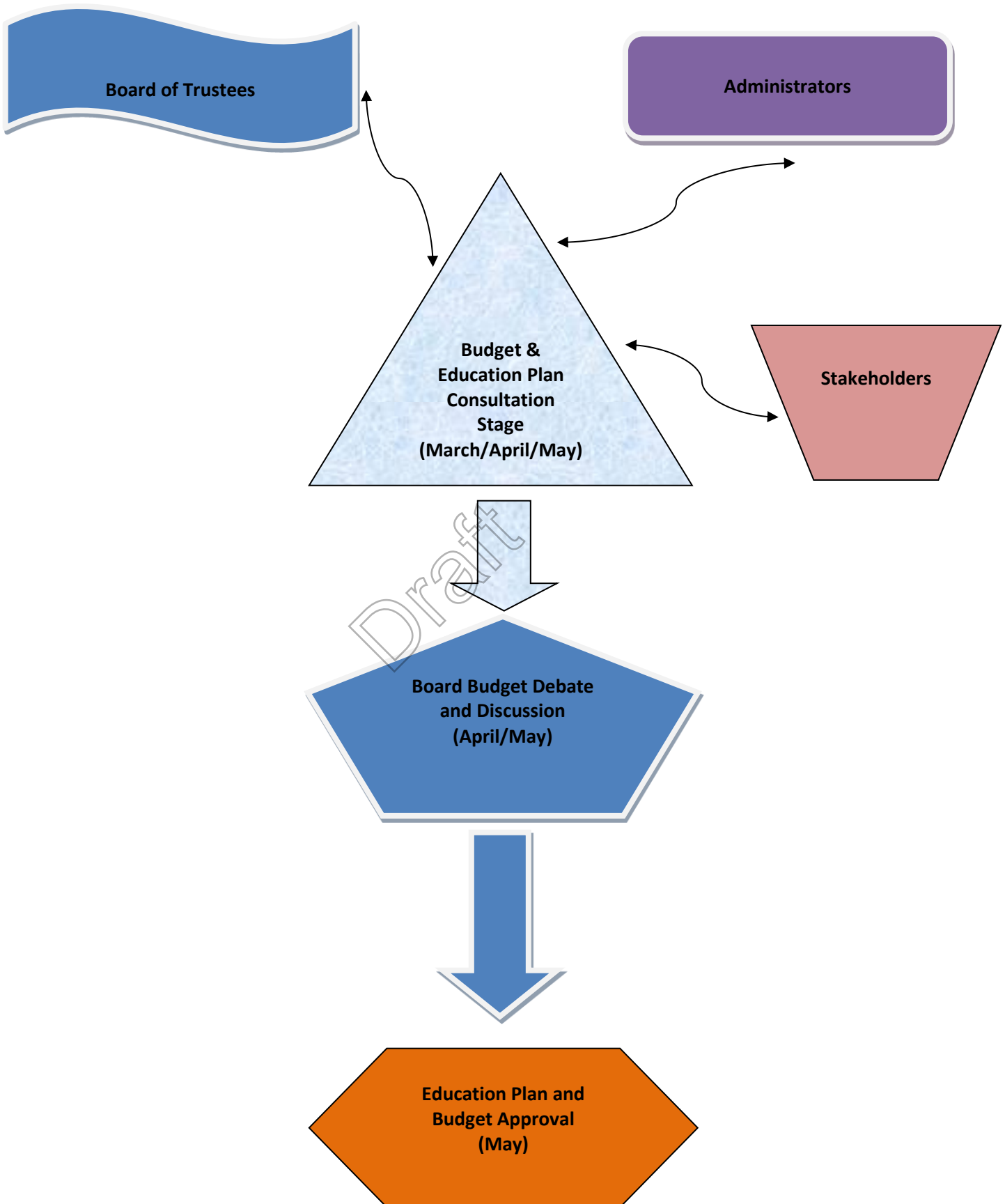


Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No. 75
Budget Development Process



Appendix 1 for 8.1.2.: Budget Process





ENROLMENT BACKGROUNDER

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

February 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 January 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.

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Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary-Treasurer

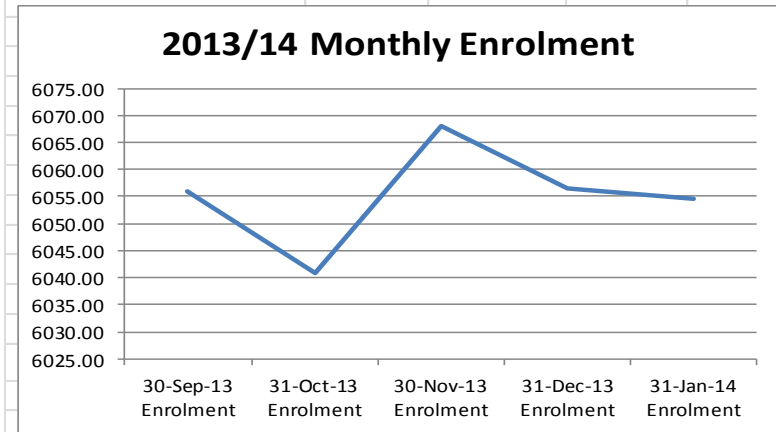
Appendix 1 for 8.2.1.: Monthly Enrolment Monitoring Report

Golden Hills School Division No. 75 Enrolment

Summary of Totals

December 31, 2013 - January 31, 2014 Comparison

Funded Total Enrolment	31-Jan-14 Enrolment	31-Dec-13 Enrolment	Difference	% Change
Provincially Funded Students	5,754.50	5,756.50	-2.00	-0.03%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	145.00	145.00	0.00	0.0%
Total	6,054.50	6,056.50	-2.00	0.0%



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	Last Year
Funded Total Enrolment	30-Sep-13 Funded Enrolment	30-Sep-12 Funded 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

Configuration	SCHOOL	January 31, 2014 Provincially Funded	December 31, 2013 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	173.50	173.50	0.00	0.0%
K-6	Brentwood Elementary School	336.50	337.00	-0.50	-0.1%
K-9	Carbon School	89.50	89.00	0.50	0.6%
K-6	Carseland School	71.00	72.50	-1.50	-2.1%
K-8	Central Bow Valley School	25.00	26.50	-1.50	-5.7%
7-9	Crowther Memorial Jr. High School	556.00	549.00	7.00	1.3%
K-9	Dr. Elliott Community School	171.00	174.00	-3.00	-1.7%
7-12	Drumheller Valley Secondary School	354.00	353.00	1.00	0.3%
K-6	Greentree School	420.50	422.00	-1.50	-0.4%
K-6	Hussar School	48.50	48.50	0.00	0.0%
K-12	Prairie Christian Academy School	255.50	257.50	-2.00	-0.8%
K-6	Rockyford School	37.00	31.50	5.50	17.5%
K-12	Standard School	204.50	206.50	-2.00	-1.0%
10-12	Strathmore High School	625.00	627.00	-2.00	-0.3%
K-12	Three Hills School	454.00	452.50	1.50	0.3%
K-9	Trinity Christian Academy	115.50	115.50	0.00	0.0%
K-12	Trochu Valley School	311.00	314.50	-3.50	-1.1%
K-6	Westmount School	422.50	425.50	-3.00	-0.7%
K-6	Wheatland Elementary School	361.50	357.50	4.00	1.1%
	Totals	5,032.00	5,033.00	-1.00	0.0%
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	334.50	335.50	-1.00	-0.3%



AP 282 – RESEARCH STUDIES

“Inspiring confident, caring citizens of the world”

February 25, 2014

Background:

The Division recognizes its responsibility to share educational experiences and provides opportunities for individuals to interact with the system and its schools. It recognizes that learning and teaching are improved through research and therefore values its relationships with colleges, universities, agencies and individuals engaged in this work.

Golden Hills recognizes three primary models of research we may be involved with:

- Division directed research with our own staff
- Division initiated research with external partners
- Research initiated by external individuals or organizations

All research initiated or directed by Golden Hills and involving our partners must comply with and meet all criteria for Ethics, FOIPP and Child Welfare guidelines. All requests by external individuals or organizations will follow procedures outlined in the procedure (attached).

Recommendation:

That the Board of Trustees receive AP 282 – Research Studies as information.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a light blue grid background.

Bevan Daverne
Superintendent



Administrative Procedure 282 - RESEARCH STUDIES

Background:

The Division recognizes its responsibility to share educational experiences and provides opportunities for individuals to interact with the system and its schools. It recognizes that learning and teaching are improved through research and therefore values its relationships with colleges, universities, agencies and individuals engaged in this work.

Golden Hills recognizes three primary models of research we may be involved with:

- Division directed research with our own staff
- Division initiated research with external partners
- Research initiated by external individuals or organizations

It is understood that research occurring as a result of Golden Hills direction or research occurring in a school or classroom as a result of school improvement processes must comply with and meet all criteria for Ethics, FOIPP and Child Welfare guidelines. All requests by external individuals or organizations will follow procedures outlined here.

Procedures:

1. All applications to undertake research projects or surveys within the school system or to obtain assistance from the system with respect to studies or research projects shall be submitted to the Superintendent or designate.
2. Any research study must receive the prior approval of the Superintendent or his/her designate. Teachers, administrators and other staff are encouraged to cooperate with researchers who have been approved by the Golden Hills School Division. If the study involves students, parents must also agree that their child will participate. In cases where researchers will be interacting directly with students, the researcher is expected to supply a current Criminal Record check and an Intervention Record Check (available from Calgary & Area Child and Family Services) prior to undertaking their work.
3. Externally initiated research projects may be terminated at any time if, in the judgment of the Superintendent or designate, the guidelines established for the study have been violated.
4. In determining the acceptance or rejection of a research proposal, the following will be kept in mind:
 - 4.1. Research will be of potential value to teaching and learning with the school district.
 - 4.2. Research conducted will not unduly interfere with the learning environment and the involvement of students or teachers does not require an unreasonable amount of time;
 - 4.3. The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students or parents;
 - 4.4. There should be a limited number of research projects on in any one school during the school year.
 - 4.5. All applications shall be satisfactorily completed at least one (1) month in advance of the study and must be submitted to the Superintendent or designate. Timelines shorter than one (1) month will be considered if extenuating circumstances exist.

Appendix 1 for 8.2.2.: AP 282, Research Studies

5. Incomplete applications will not be considered and returned. If resubmitted, must be completed in full.
6. Requests to undertake graduate level research or survey studies must be submitted to the Superintendent.
7. If part of a University program, a letter from the graduate supervisor or professor indicating that the project is part of a particular course requirement , or a letter of approval from a university's ethics approval committee if the research is part of a thesis for a Masters or Doctoral program is required.
8. Upon completion of the study, the researcher shall be required to submit to the Superintendent a complete report plus an abstract describing the project and the findings
9. All research studies will respect confidentiality and abide by the conditions set out in the Freedom of Information and Protection of Privacy Act (FOIP)
10. A successful application will provide permission for specific research in the district. Following district permission, researchers must also obtain written permission from the school to proceed.

Appendix A – Application to Conduct Research

Appendix B – Application for Ethics Review

Appendix C – Request for Informed Consent – Criteria and Template

Draft



Appendix A -Application to Conduct Research

1. IDENTIFYING INFORMATION:	Date:		
Name of Principal Researchers(s):			
Affiliated Institution/Agency:			
Mailing Address:			
Home phone:	Business: Mobile:		
Fax:	E-mail:		
<p>Please Check All That Apply: GHSD Employee: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Doctoral Thesis <input type="checkbox"/> Masters Thesis <input type="checkbox"/> Qualifying Research Paper <input type="checkbox"/> Other (<i>please specify</i>): Name of Institution _____ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Graduate Course Project <input type="checkbox"/> Institutionally funded project (<i>e.g., university, agency, hospital</i>) <input type="checkbox"/> Unfunded institutional project Your position: _____ </td> </tr> </table>		<input type="checkbox"/> Doctoral Thesis <input type="checkbox"/> Masters Thesis <input type="checkbox"/> Qualifying Research Paper <input type="checkbox"/> Other (<i>please specify</i>): Name of Institution _____	<input type="checkbox"/> Graduate Course Project <input type="checkbox"/> Institutionally funded project (<i>e.g., university, agency, hospital</i>) <input type="checkbox"/> Unfunded institutional project Your position: _____
<input type="checkbox"/> Doctoral Thesis <input type="checkbox"/> Masters Thesis <input type="checkbox"/> Qualifying Research Paper <input type="checkbox"/> Other (<i>please specify</i>): Name of Institution _____	<input type="checkbox"/> Graduate Course Project <input type="checkbox"/> Institutionally funded project (<i>e.g., university, agency, hospital</i>) <input type="checkbox"/> Unfunded institutional project Your position: _____		
2. TITLE OF STUDY:			

3. Application Checklist	
Completed/Attached	
Ethics Review <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attach Ethics approval of the agency or institution. Certification of Ethics Approval that follows TCP2 Protocol (a letter indicating that your graduate project meets the requirements for exempt status does not meet this requirement) <p style="text-align: center;">OR</p> Attach prior approval of the supervisory authority of the affiliated institution or agency <p style="text-align: center;">OR</p> Attach Ethics Review Application (Appendix B)-In cases where ethics approval cannot be obtained through the researcher’s affiliated institution, the researcher may submit to the Golden Hills School Division a Template for Ethics Review Application (Appendix B)
Recruitment of Participants	
<input type="checkbox"/>	Copy of the oral or written explanation that will be provided to participants before they are asked for consent to participate
<input type="checkbox"/>	Copy of recruitment notice, advertisement, information sheet (as well as that used by a sponsor or supportive organization if applicable).
<input type="checkbox"/>	Copy of the informed consent(s) that will be distributed to each participant.
<input type="checkbox"/>	Letter requesting participant consent
Data Collection	
<input type="checkbox"/>	Copy of Data collection and/or measurement instruments Including surveys and interview questions

4. ETHICS & STUDY DESIGN.

*(Please provide a copy of the signed ethics approval that meets Canadian standards (TCPS 2) for social and behavioural research with human participants **OR** GHSD Application for Ethics Review (Appendix B) with this form.*

Name & Position of Supervisor or Supervising Authority: _____

Institution/Agency: _____ Signature: _____ Phone _____

(If no signed ethics approval is available please attach the application in process or submit a Golden Hills Application for Ethics Review (Appendix B)

5. Approximate time period for data collection:

Preferred start date: _____ Estimated completion date: _____

6. OVERVIEW OF RESEARCH STUDY

Provide a succinct summary of the purpose, objectives, and aims of the research. Include a brief outline of the literature review. Please use language that can be understood by a non-specialist. Up to 1 additional page may be added, if required.

7. RESEARCH METHODOLOGY

Describe the study's design and **theoretical framework** (e.g. case study, action research, self-study, phenomenology) and what will be required of the human participants. Provide a clear explanation of the **researcher's position** in relation to the study setting (e.g. insider, insider in collaboration with other insiders, outsider studying insiders).

8. DESCRIPTION OF STUDY PARTICIPANTS:

Describe who will be or who are potential participants in this study.

Name(s) of School Site(s)

Number of students and grade level(s)

Number of teachers

School or system based administrators

Other GHSD employees

9. RECRUITMENT OF PARTICIPANTS

Describe your method(s) for recruiting participants and specify who will do the recruiting. Describe how and where you will advertise your project. Describe any provisions that have been made to accommodate the participants' language. If remuneration/compensation is offered, provide details, including amount and confirm the budget provisions to meet these obligations.

- Include Copy of recruitment notice, advertisement, information sheet (as well as that used by a sponsor or supportive organization if applicable).
- If actively seeking participation by speaking to specific groups, include a copy of the text used for oral presentations.

10. Informed Consent

Describe the process for obtaining informed consent. Include a copy of written informed consent form for participants with this application. (see Appendix C)

11. DESCRIPTION OF DATA, DATA GATHERING AND ANALYSIS

Describe the type of data that will be gathered for this study (e.g. interviews, survey results). Describe the method for gathering and analyzing data. List all **data collection and /or measurement instruments (surveys)** to be used and attach copies. If study involves interviews, include a copy of questions or thematic outline of questions.

11.1 Indicate whether data will contain any personal identifying information. **Researchers wishing to access student files must complete Section 12 of this document.**

11.2 Describe in detail how data will be used and to whom it will be disclosed (include any research colleagues or assistants who will have access to the data).

11.3 Describe security measures, procedures and controls you propose to have in place to ensure the security and confidentiality of the data (include computer security measures and controls to prevent unauthorized access or disclosure).

12. USE OF PERSONAL INFORMATION

Note: Researchers wishing to access GHSD files containing personal information (e.g. cumulative files and school logic) must also fill in the Personal Information Agreement.

Describe, in as much detail as possible, all records to which access is requested. Access will be given only to the records listed in this application and only for the purposes approved for the research project described above. Any changes or additions to this list after the application is submitted require approval and requests should be made in writing to the Golden Hills School Division.

- 12.1** Describe, in as much detail as possible, the personal information required from the existing records or the personal information that will be collected directly from research participants

- 12.2** Describe why the research project cannot reasonably be accomplished unless the information is provided in individually identifiable form (i.e., personal information about named or identifiable individuals):

- 12.3** Describe in detail how the personal information will be used and to whom it will be disclosed (include any research colleagues or assistants who will have access to the data).

- 12.4** Describe security measures, procedures and controls you propose to have in place to ensure the security and confidentiality of the personal information (include computer security measures and controls to prevent unauthorized access or disclosure).

- 12.5** The expected period of time during which access to these records may be required and the expected period of time during which these records will be used is:

- 12.6** Describe proposed procedures and the expected period of time required for removal and destruction of individual identifiers:

13. BENEFITS TO STUDENT AND ALIGNMENT WITH GHSD GOALS AND PRIORITIES

Outline the potential benefits of this study for GHSD students, the researcher, participants (if other than students) the research community and society at large. Outline how this study aligns with GHSD goals.

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14. DISSEMINATION OF RESEARCH

Feedback to system

At the conclusion of this study, the researchers are asked to complete the Research Summary Template (Appendix E) to be submitted electronically to the Superintendent of Schools. Researchers are invited to send a PDF of the full report.

Anticipated date of submission is: _____

Proposed workshops, publications

Please outline potential workshops or publications that may arise from this research.

15. Terms and Conditions for Researchers: Attach:

- | | Agree | Disagree |
|---|--------------------------|--------------------------|
| 1. The Researcher is required to comply with the provisions of the <i>Freedom of Information and Protection of Privacy Act</i> (FOIPP AP 180) and any of the Golden Hills Board of Education policies, procedures and guidelines relating to the confidentiality of personal information that was obtained, generated, collected or provided in records requested for this study. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The Researcher will have to obtain, from all persons who will have access to personal information, a written agreement that binds them to the same conditions in the legal agreement as the Researcher. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Completeness and clarity in filling out this form will assist the Golden Hills School Division in assessing this application quickly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A fee may be charged to provide the Researcher with the information requested. An estimate of the fee will be provided in advance. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The Researcher will not, without prior approval, include or reference the jurisdictional name (the Golden Hills School Division) or acronym (GHSD) in any report writing, course work, paper or publications. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The Researcher will not, without prior approval, include or reference any Golden Hills School Division school name or identified school acronym in any report writing, course work, paper or publications. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The Researcher will not offer token compensation to GHSD students, parents or staff for participation in the proposed research. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The Researcher will notify Golden Hills in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached | <input type="checkbox"/> | <input type="checkbox"/> |

16. AUTHORIZATION

Personal information contained on this form is collected under the Alberta *Freedom of Information and Protection of Privacy Act* and will be used to evaluate and administer the application to conduct a research project.

I agree that this research will be conducted according to the procedures outlined by the Golden Hills School Division and the forms and conditions for research. I agree that no Golden Hills School Division schools, staff or students will be identified in any report. I will notify the Golden Hills School Division of any presentation or publication representing the work of GHSD or identifying the GHSD prior to the event or release.

Signature of Researcher

Date

Signature of Witness

Witness Name & Position

Date

For Golden Hills Use Only:

The application for access to records pursuant to the Freedom of Information and Protection of Privacy Act

is approved

is not approved

The application to conduct research in GHSD

is not approved

is approved

Signature of Golden Hills School Division
Superintendent of Schools/Alternate

Date

Name and position



Appendix B - Application for Ethics Review

Please note: This application is for researchers who do not have ethics clearance from an Ethics Review Board governed by the standards outlined in the Canadian [Tri-Council Policy Statement \(TCPS 2\): Ethical Conduct for Research Involving Humans](#)

1.1 Applicant	
Name of Applicant	

2. Overview of the Research Study	
2.1 Title of the Study:	
2.2 Study Sponsorship or Support (please choose one) <input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	Name of sponsoring agency (if applicable) Anticipated end date of study involving human participants
2.3 List locations where data will be collected	
3.0 Follow Up with participants	
Do you plan to follow-up with participants after data has been collected?	
<input type="checkbox"/> YES	
<input type="checkbox"/> NO	
If yes, describe the nature of follow-up.	

4.0 Confidentiality and Anonymity			
<p>4.1 Check all that apply:</p> <p>Participant contributions will be <input type="checkbox"/> public and cited <input type="checkbox"/> anonymous <input type="checkbox"/> confidential</p> <p>Explain the proposed steps taken to respect an individual’s privacy in terms of access to raw data, as well as in terms of the write-up of the results. For example, will data be reported in aggregate? Will participants select a pseudonym?</p> <p>4.2 Provide specific details about the security procedures for the data as well as plans for the ultimate disposal of records/data. Who will have access to confidential data now or in the future? Specify the length of time the data will be retained and the plans for disposal of records/data.</p>			
5.0 Estimation of Risks			
<p>5.1 Please indicate the degree to which this study will involve or potentially involve the following risks:</p>			
	None	Minimal	More than minimal
Possible psychological or emotional manipulation			
Asking of potentially embarrassing or upsetting questions			
Physical risk or harm of any kind			
Social risk – e.g. possible loss of status, privacy and/or reputation			
Potential for coercion – potential for participants to feel pressured to participate in the research because of actual or perceived power relationships between recruiters and those being recruited			
Deception – withholding of information or misinforming participants			
<p>5.2 Explanation</p> <p>If you answered, "more than minimal risk" to any of the above, describe the risks (emotional, physical or psychological). Provide justification for any risks involved and explain why alternative approaches involving less risk cannot be used.</p>			

5.3 Describe the provisions for support should participants encounter distress or discomfort.

5.4 If, prior to the start of the research session, participants will not be fully informed of everything that will be required of them or deliberately misinformed about some aspect of the study, explain why. Please describe the procedures in detail and justify why deception is necessary to conduct the research.

5.5 If the potential for any perception of coercion exists, please explain what measures have been put in place to minimize the possibility that individuals will feel pressured to participate.

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6. Withdrawal from the study

Describe when and how participants will be informed of the right to withdraw from the study. Describe the procedures that will be followed for participants who wish to withdraw at any point during the study and what happens to the information contributed to this point. (Please note that researchers are not required to destroy partial data in cases of participant withdrawal, provided that it is made clear on the informed consent form that data collected to the point of withdrawal will be retained/used.

7. Signatures
I/We, the undersigned, certify that the information contained in this application is accurate and the Golden Hills School Division will be advised of any revisions to the protocol arising before or after ethical certification is granted.
Applicant's signature: _____ Date: _____
Co-applicant's signature: _____ Date: _____
Supervisor's Signature: I have been involved in the preparation of this application, and agree with the information it contains.
Supervisor's Signature: _____ Date: _____

For Golden Hills School Division Use Only:
This is to certify that Golden Hills School Division has examined this research proposal and found the proposed research involving human subjects to be in accordance with the Golden Hills Administrative Procedure and the Tri-Council Policy Statement on <i>Ethical Conduct in Research Using Human Subjects</i> . This certification is applicable to research within the Golden Hills School Division only.

Signature of Golden Hills School Division Superintendent of Schools/Alternate
_____ Date _____
Name and position



Appendix C - Request for Informed Consent

This document is a template and contains instructions written in italics. When creating the form, follow the instructions and then delete them (including these paragraphs).

Under each bold heading, provide the information and details relevant to your study. Use straightforward language that can be understood by your intended participants.

Researcher identity:

- *Researcher(s) Name(s)*
- *Position and institutional affiliation*
- *Supervisor if the researcher is a student*
- *Address and email and / or phone number where researcher can be contacted*

Title of the Research Project:

Insert here

Sponsor:

Identify the sponsor and funding source if this project is funded

This consent form, a copy of which has been given to you, is only part of the process of informed consent. Please take the time to read this carefully in order to understand any accompanying information. If you would like more details about this project or anything not mentioned here, please feel free to ask.

The Golden Hills School Division has approved this research study.

Purpose and Use of the Research:

- *Describe the purpose of this study and what the study hopes to establish.*
- *Indicate the function of the research (University degree, institutionally funded project, etc.).*
- *Explain why/how individuals/groups were selected as possible participants.*
- *Include a statement outlining any potential publication or commercialization of the research findings.*

What will I be asked to do?

- *Describe exactly the nature of the participant's involvement and what is expected of them.*
- *Indicate how much time is required for participant involvement.*
- *In order to guarantee that consent is fully informed include topics and samples of questions similar to those to be used in the study as well as number of questionnaires or other requirements.*
- *Indicate if there is any follow-up and when the follow-up will occur.*

Is my participation voluntary?

Include a statement making it clear that participation in the research is voluntary. Indicate that participants may discontinue participation in the research at any time without penalty. Indicate what will happen to the data gathered to date in the event a participant withdraws from the study.

What type of personal information will be collected?

If no personal identifying information is to be collected (e.g. names, student ID numbers) and the participant remains anonymous, use the following statement:

“No personal identifying information will be collected in this study, and all participants shall remain anonymous.”

If information such as gender, age, ethnicity, educational level, etc., is collected, provide a description of the type of information you will be collecting. For example, “Should you agree to participate, you will be asked to provide your gender, age and the grade you are in.”

If applicable to the research, describe options available to the participant. You may choose to use the suggested introductory statement as the sample choices listed below.

“If you decide to take part in this research there are a number options for you to consider. You can choose all, some or none of them. Please put a check mark on the corresponding line(s) that grants me your permission to:”

I grant permission to be audio taped: Yes: ___ No: ___

I grant permission to be videotaped: Yes: ___ No: ___

I wish to remain anonymous: Yes: ___ No: ___

I wish to remain anonymous, but you may refer to me by a pseudonym: Yes: ___ No: ___

The pseudonym I choose for myself is: _____

You may quote me and use my name: Yes: ___ No: ___

Are there any potential risks or discomforts as a result of participating in this study?

- *Include a clear statement of any risks, harm, or inconveniences to participants, including minimal risks.*
- *If there is a possibility of harm, it needs to be described and mitigation methods need to be indicated.*
- *Indicate if students will miss instructional time if they participate in the study. Indicate the amount of time that will be missed.*
- *Include a statement of the researcher(s)' potential conflicts of interest.*

How do I benefit from this study?

- *Describe benefits realized as a result of the research.*
- *Include benefits to the participant and/or possible benefits to society or science.*
- *If the participant will not benefit from participation, clearly state this fact.*

What happens to the information I provide?

Describe procedures in place to ensure confidentiality of data and anonymity of participants.

- *Explain how records identifying the participant will be kept confidential.*
- *Provide information on length of retention and security of data and who will have access to the data.*
- *If the information will be released to any other party for any reason, state the person/agency to whom the information will be given, the nature of the information, and the purpose of the disclosure.*
- *Include a statement indicating that the researchers intend to publish the research (for example, in scholarly publications), or that the researchers intend to make public presentations based on the research. If the results of the study are published, indicate that the participant's identity will remain confidential.*
- *In instances where it will not be possible to provide complete confidentiality, the limits on this obligation should be carefully explained.*
- *If activities are to be audio or videotaped, describe the participant's right to review/edit the tapes or transcripts, who will have access to the materials, whether they will be used for educational purposes, and when they will be erased.*

You may wish to model your explanation on the following example:

"Participation is completely voluntary, anonymous and confidential. You are free to discontinue participation at any time during the study. No one except the researcher and her supervisor will be allowed to see or hear any of the answers to the questionnaire or the interview tape. There are no names on the questionnaire. Only group information will be summarized for any presentation or publication of results. The questionnaires are kept in a locked cabinet only accessible by the researcher and her supervisor. The anonymous data will be stored for three years on a computer disk, at which time, it will

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be permanently erased.”

Written consent and signatures:

Your signature on this form indicates that you 1) understand to your satisfaction the information provided to you about your participation in this research project, and 2) agree to participate as a research subject.

In no way does this waive your legal rights nor release the investigators, sponsors, or involved institutions from their legal and professional responsibilities. You are free to withdraw from this research project at any time. You should feel free to ask for clarification or new information throughout your participation.

Participant's Name: (please print) _____

Participant's Signature _____ Date: _____

Name of the parent/guardian for students under the age of 18 _____

Signature of parent/guardian _____ Date _____

Researcher's Name: (please print) _____

Researcher's Signature: _____ Date: _____

Contact Information:

If you have any questions or concerns about this research and/or your participation, please contact *(include your contact information and, if applicable, contact information for your advisor/supervisor)*:

Name(s):

Organization:

Phone number:

Email address:

Extend Appreciation to Participants & Return of Consent Form:

- *Thank participants.*
- *Include instructions for the return of the form.*

If you have any concerns about the way you've been treated as a participant, please contact:

Superintendent,
Golden Hills School Division # 75
435 A Highway # 1
Strathmore, AB T1P 1J4

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A copy of this consent form has been given to you to keep for your records and reference. The researcher has kept a copy of the consent form.

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