



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 2/22/2022 **TIME:** 9:30 AM

LOCATION: Boardroom of the Golden Hills School Division

DETAILS:

"Powering Hope and Possibilities" Vision: Inspiring confident, connected, caring citizens of the world

Mission: Intentionally maximizing learning for all

1.0 Attendance

2.0 Call to Order

3.0 Acknowledgment

4.0 In Camera

4.1 In Camera

Action

4.2 Out of In Camera

Action

5.0 Approval of Agenda

5.1 Approval of Agenda

Action

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of January 25, 2022

Action

8.0 REPORTS

A) Chair's Report

B) Board Committees

C) Board Representatives to External Organizations

D) Administration Reports

9.0 NEW BUSINESS

A) Action Items

9.1 Budget Development Principles and Process (T. Sabir)

Action

9.2 Field Trip Studies/Student Excursion - Strathmore High School (B. Daverne)

Action

B) Information Items

9.3 Monthly Enrolment Monitoring Report (January) (T. Sabir)

Info

9.4 Transportation Monitoring Report 2020-21 (T. Sabir)

Info

10.0 ADJOURNMENT



MINUTES

Golden Hills School Division No. 75

Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

Tuesday, January 25, 2022 (9:30 AM)

1.0 Attendance

Present:

- a) Chair
 - Laurie Huntley
- b) Vice Chair
 - Jim Northcott
- c) Trustees
 - Barry Kletke
 - Jennifer Mertz
 - Rob Pirie
 - Justin Bolin
- d) Superintendent
 - Bevan Daverne
- e) Secretary Treasurer
 - Tahra Sabir
- f) Associate Superintendent
 - Jeff Grimsdale

Absent:

- g) Deputy Superintendent
 - Wes Miskiman

2.0 Call to Order

Chair Huntley called the meeting to order at 9:31 a.m.

3.0 Acknowledgment

In the spirit of reconciliation, we acknowledge that we live, work and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.

4.0 In Camera

4.1 In Camera

Recommendation: BD#20220125.1001

MOVED by Trustee Pirie that the Board of Trustees go In Camera at 9:32 a.m.

4.2 Out of In Camera

Recommendation: BD#20220125.1002

MOVED by Trustee Northcott that the Board of Trustees rise from In Camera at 10:19 a.m.

Recessed at 10:20 a.m.

Reconvened at 10:36 a.m.

5.0 Approval of Agenda

5.1 Approval of Agenda

Recommendation: BD#20220125.1003

MOVED by Trustee Mertz that the Board of Trustees approve the January 25, 2022, agenda as presented.

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of December 14, 2021

Recommendation: BD#20220125.1004

MOVED by Trustee Pirie that the Board of Trustees approve the December 14, 2021, Regular Minutes.

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

- Discussed Chairs' Meeting that was hosted with Education Minister, Adriana LaGrange regarding school re-entry plans.
- Discussed Chairs' Curriculum Meetings.
- Setup meeting dates for Council of Council, Advocacy and Wellness meetings.

B) Board Committees

Vice Chair Northcott, Chair Huntley and Trustee Pirie reported on the Alberta School Boards Association (ASBA) Zone 5 meeting that was held January 7, 2022.

- Volunteers are needed for the Edwin Parr Committee.
- ASBA Zone 5 agenda has been revamped, it now includes a "Discussion Session".

Trustee Kletke had no new information to report on for the Public School Boards Association (PSBAA).

- Reminder - PSBAA Meeting being held February 10-11, 2022, at the DoubleTree Hilton in Edmonton, AB.

Trustee Pirie had no new information to report on for the Teachers Employer Bargaining Association (TEBA).

C) Board Representatives to External Organizations

No new information to report on at this time.

D) Administration Reports

Secretary Treasurer Sabir presented information on the following topics:

- Looking forward to the provincial budget announcement Thursday, February 24, 2022.
- School Ventilation Systems:
 - Schools have excellent ventilation systems designed by engineers. HEPA filters are recommended when no mechanical ventilation exists which means instances when windows are the only way to increase ventilation.
 - Currently we are:
 - changing filters more than manufacturers recommendation.
 - increasing runtime for school ventilation systems i.e., an hour before and an hour after students are in the building.
 - Majority of HVAC systems have outside air dampers that draw fresh air and mixed with return air. Mechanical dampers are adjusted for intake based on outside air temperature.
 - Regular inspections for boilers, HVAC equipment, furnace, exhaust fans, air handling including all mechanical systems.
 - Inspected by Alberta Labour/Occupational Health & Safety and Alberta Health Services.
 - Air handling units in schools are subject to provincial standards which means they are monitored and maintained at regular intervals which include a quality filtration system by our handling units.
 - Ensuring safety is a multi-layered approach - masks, vaccination, cleaning, physical distancing, ongoing hand hygiene, respiratory etiquette, daily health screening, staying home when sick and encourage vaccinations all help to reduce exposure to COVID-19.

Superintendent Daverne presented information on the following topics:

- HR Update:
 - All staff members received COVID Rapid Test Kits, included are instructions and our own Golden Hills YouTube video.
 - Career Fairs - attending virtual Teacher Career Fairs, needing to increase GHSD candidate pool.
 - Absenteeism has increased, however, classrooms have staff and teaching has continued.
 - International Field Studies Trips - Wheatland Crossing has cancelled their approved trip to Europe (Switzerland, Monaco, Italy, Spain) that was to take place April 14 to April 25, 2022, due to parents decision. Strathmore High and Prairie Christian Academy Schools will be carrying on with their trips.
 - Canadian Rockies School Division (CRS) Winter Exposure Classes may have to be cancelled due to COVID restrictions and students not at school.
 - Long Service Awards (LSA) is tentatively planned for May 26, 2022, in person at the Travelodge in Strathmore, AB.

9.0 NEW BUSINESS

A) Information Items

9.1 Inclusive Education Report (2020-21 Results and 2021-22 Plans)

(J. Grimsdale)

Recommendation:

Associate Superintendent Grimsdale presented information on the Inclusive Education Report that provides support and services to ensure that our students with diverse learning needs receive quality education, thus ensuring them the opportunity to best achieve their potential.

9.2 First Quarter Financial Report (Sept/Oct/Nov 2021) (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented and reviewed the First Quarterly Financial Report to the Board of Trustees as information and for the record.

Recessed at 12:17 p.m.

Reconvened at 1:16 p.m.

9.3 Monthly Enrolment Monitoring Report (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for December 2021 to the Board of Trustees.

9.4 School Summaries Monitoring Report 2021 (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented the School Summaries Report 2020-2021, which provides information to assist the Board of Trustees in decision related to the annual budget and capital planning. The information presented summarizes key information for each school.

9.5 Administrative Procedure - 131 Emergency Closing of Schools Inclement Weather (B. Daverne)

Recommendation:

Superintendent Daverne reviewed and presented information around the development of AP 131 Emergency Closing of Schools Inclement Weather and AP 131 Appendix A as information.

10.0 ADJOURNMENT

The Board of Trustees adjourn at 1:53 p.m.

Chair

Secretary Treasurer



BUDGET DEVELOPMENT PRINCIPLES and PROCESS

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

February 22, 2022

Background:

In accordance with the Education Act S. 139 (2) (a) the Board of Trustees is required to submit to the Minister an annual budget for the fiscal year beginning September 1.

A budget is a process to achieve the vision and mission of Golden Hills. The financial goals and future of financial resources are aligned to the path of the Board's vision and mission. Quarterly reports are provided to the Board to monitor income and expenditures and evaluate progress to achieve the goals in the Education Plan.

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 principles 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.

Proposed Planning Dates	Action	Responsible
February	Approve Process, Budget Principles, Priorities & Assumptions	Board
February 24, 2022	Budget Announcement	Minister of Education, Honorable Adriana LaGrange
March - April	Budget Review and Gather Information about: <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 <ul style="list-style-type: none"> • Where are we Now? • Where are we Going? • Where do we want to Go? 	Board Executive Team Administrators Stakeholders
April	Draft to Board	Executive Team
May	Education Plan and Budget Approval	Board

Recommendation:

That the Board of Trustees adopts the Budgeting Principles and a timeline for the 2022-2023 fiscal year subject to a potential review following a provincial budget announcement.

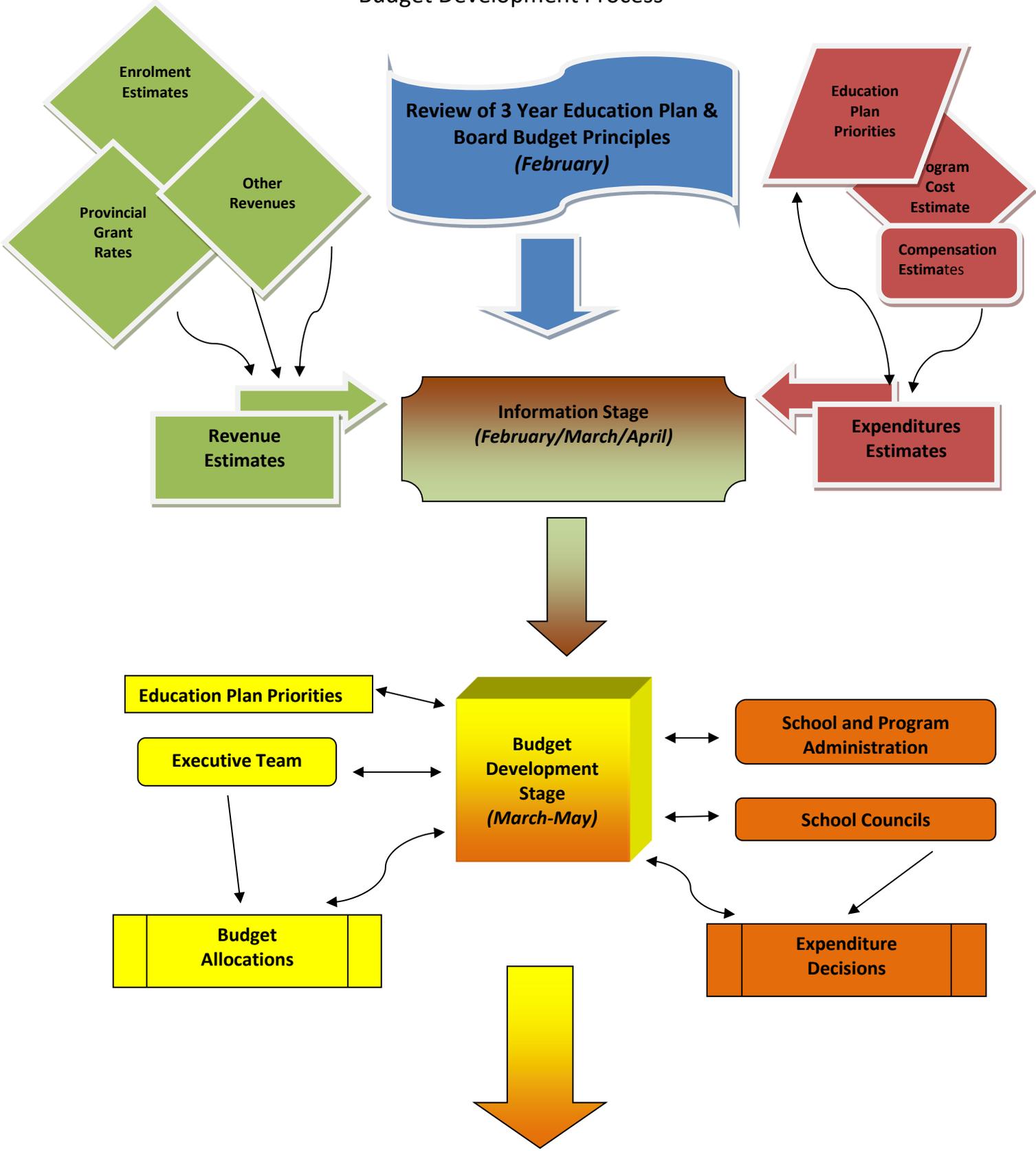


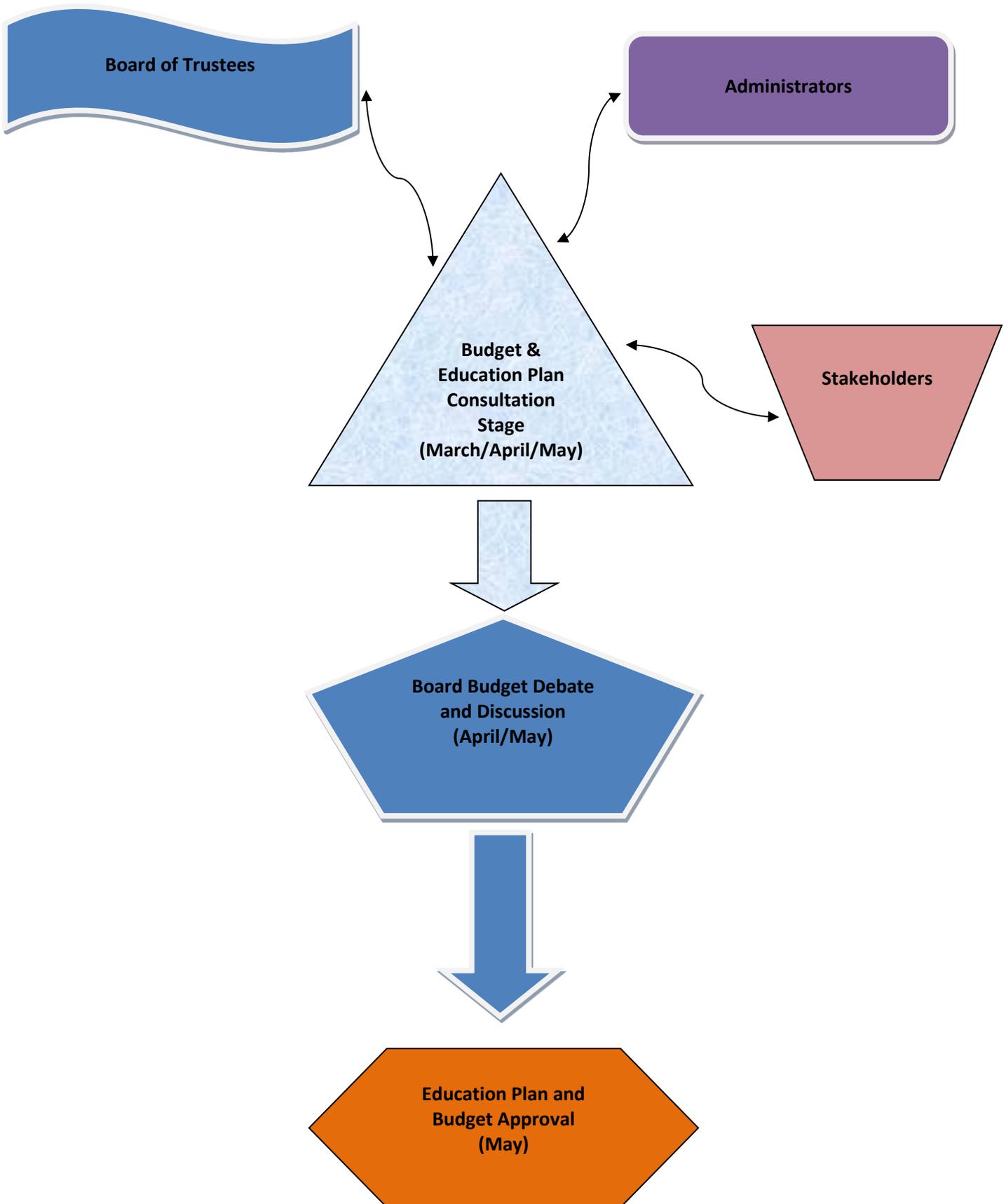
Bevan Daverne
Superintendent



Tahra Sabir
Secretary Treasurer

Golden Hills School Division Budget Development Process







FIELD TRIP STUDIES/STUDENT EXCURSION Strathmore High School

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

February 22, 2022

Background:

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Europe (United Kingdom and Switzerland) from April 12, 2022 to April 22, 2022. This is a revised itinerary from the trip (Eastern Europe) that was previously approved on November 23, 2021.

Field Excursion Summary:

- The purpose of the 2022 Europe trip to the United Kingdom and Switzerland is to immerse students in other cultures and to foster a sense of tolerance toward others.
- 91 students (3 grade 10, 28 grade 11, 56 grade 12, 4 other)
- The trip will be 12 days.
- Two days of instructional time will be missed.
- 1 parent for every 1.28 students. 162 people total (91 students/71 adults)
- Trip Itinerary attached.

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.

Please find attached, for your reference, the Itinerary for the Field Trip/Student Excursion.

Recommendation:

That the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Europe (United Kingdom and Switzerland) from April 12, 2022 to April 22, 2022 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Bevan Daverne
Superintendent of Schools

Strathmore High School and EF Tours Travel Itinerary

Day 1 - Apr 12 - FLY to LHR

Day 2 - Apr 13 - Arrival day - LONDON - guided sightseeing - Mamma Mia

Day 3 - Apr 14 - LONDON - Churchill war rooms, Bletchley Park, Jack the Ripper, London Eye (possibly)

Day 4 - Apr 15 - LONDON - MacBeth and/or Drury Lane Theatre Experience - Lion King

Day 5 - Apr 16 - Bath Excursion (possibly)

Day 6 - Apr 17 - Oxford (punting/gelato) BACK TO LHR FOR INTERNAL FLIGHT TO ZRH

Day 7 - Apr 18 - LUCERNE - Sightseeing - Nuclear bunker - Lucerne cruise

Day 8 - Apr 19 - LUCERNE - Mt Pilatus - Swiss Tobogganing under Pilatus gondola

Day 9 - Apr 20 - GENEVA - 1/2 the group to Mont Fort - GL-led activities 1/2 the group to Geneva for sightseeing / UN tour / CERN tour possibly / maybe Olympic museum in Lausanne.

Day 10 - Apr 21 - GENEVA - Group switches and does the same as Day 9

Day 11 - Apr 22 - FLY HOME FROM GEN AND ZRH



MONTHLY ENROLMENT MONITORING REPORT

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

February 22, 2022

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 the September 30, 2021 enrolment of provincially funded students, Siksika funded students and International funded students. Enrolment information has been adjusted for the New Funding Model.

Recommendation:

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

Bevan Daverne
Superintendent

Tahra Sabir
Secretary Treasurer

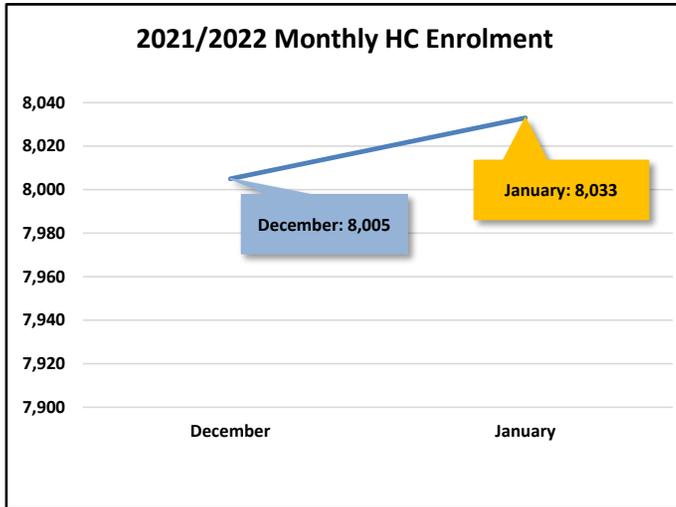
Golden Hills School Division Enrolment

Schools - Month to Month Comparison

Dec 31, 2021 to Jan 2022

*Please note
kindergarten adjusted
to 1.0

* Enrolment information has been adjusted for the
New Funding Model



Configuration	School	January 31, 2022	December 31, 2021	Difference
K-6, 10-12	Acme School	193.00	195.00	-2.00
K-9	Carbon School	57.00	57.00	0.00
K-6	Carseland School	70.00	70.00	0.00
7-9	Crowther Memorial Jr. High School	472.00	470.00	2.00
K-9	Dr. Elliott Community School	194.00	194.00	0.00
7-12	Drumheller Valley Secondary School	394.00	395.00	-1.00
K-6	École Brentwood Elementary School	223.00	222.00	1.00
K-12	George Freeman	434.00	434.00	0.00
K-6	Greentree School	352.00	349.00	3.00
K-12	Prairie Christian Academy School	287.00	286.00	1.00
10-12	Strathmore High School	641.00	641.00	0.00
K-12	Three Hills School	471.00	473.00	-2.00
K-9	Trinity Christian Academy	201.00	203.00	-2.00
K-12	Trochu Valley School	253.00	251.00	2.00
K-6	Westmount School	375.00	370.00	5.00
K-12	Wheatland Crossing	334.00	334.00	0.00
K-6	Wheatland Elementary School	317.00	315.00	2.00
Sub Total		5,268.00	5,259.00	9.00
7-9	Colonies	364.00	364.00	0.00
7-12	Drumheller Outreach	25.00	21.00	4.00
1-12	Golden Hills Learning Academy	255.00	250.00	5.00
1-12	NorthStar Academy	511.00	505.00	6.00
7-12	Strathmore StoreFront	82.00	82.00	0.00
Sub Total		1,237.00	1,222.00	15.00
Homeschool		936.00	931.00	5.00
Shared Responsibility		240.00	241.00	-1.00
Sub Total		1,176.00	1,172.00	4.00
Provincial Total		7,681.00	7,653.00	28.00
Siksika		153.00	153.00	0.00
International (Incl. Online)		199.00	199.00	0.00
Sub Total		352.00	352.00	0.00
Total HEADCOUNT		8,033.00	8,005.00	28.00



TRANSPORTATION MONITORING REPORT

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

February 22, 2022

Background:

Annually, administration provides a Transportation Monitoring Report for information. This report provides opportunity to consider the impact of Transportation Policy on the education of students in the jurisdiction.

Please see attached Monitoring Report.

Recommendation:

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

Bevan Daverne
Superintendent of Schools

Tahra Sabir
Secretary Treasurer