



# **GOLDEN HILLS**

## **SCHOOL DIVISION**

## *AGENDA*

**TYPE:** Regular Board Meeting

**DATE:** 4/29/2025      **TIME:** 9:30 AM

**LOCATION:** Acme Community Centre

**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 March 25, 2025 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 Substitute Returning Officer - Elections 2025 (T. Sabir) Action

9.2 Joint Elections - Trustee Elections 2025 (T. Sabir) Action

9.3 Field Trip Studies/Student Excursion - Emerald Isles - Wheatland Crossing (J. Grimsdale) Action

#### **B) Information Items**

9.4 Monthly Enrolment Monitoring Report - March 2025 (T. Sabir) Info

9.5 Board of Trustees Elections - Update (T. Sabir) Info

9.6 Second Quarterly Financial Report (T. Sabir) Info

9.7 Budget Reporting (T. Sabir) Info

9.8 Education Plan and Budget - DRAFT (J. Grimsdale) Info

9.9 Advocacy Planning (J. Grimsdale)

Info

9.10 Administrative Procedures - 260, 360, 430 and 551 (J. Grimsdale)

Info

## **10.0 Round Table Discussion**

## **11.0 School Monitoring Report Visit**

11.1 Acme School Tour

Info

## **12.0 ADJOURNMENT**

12.1 Adjournment

Action



# MINUTES

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## Golden Hills School Division

### Regular Meeting of the Board of Trustees

Location: Golden Hills School Division

**Tuesday, March 25, 2025 (9:30 AM)**

#### 1.0 Attendance

##### Present:

- a) Chair
  - Laurie Huntley
- b) Vice Chair
  - Barry Kletke
- c) Trustees
  - Jim Northcott
  - Justin Bolin (via Zoom, excused himself at 10:52 am due to prior commitment)
  - Jen Mertz
  - Rob Pirie
- d) Superintendent
  - Jeff Grimsdale
- e) Secretary Treasurer
  - Tahra Sabir
- f) Recording Secretary
  - Kristy Polet

##### Absent:

- e) Deputy Superintendent
  - Wes Miskiman

#### 2.0 Call to Order

Chair Huntley called the meeting to order at 9:34 AM

#### 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 Stoney Nakoda Nations, the Métis Nation (District 3 and 4), 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#20250325.1001**

**MOVED by Trustee Pirie** that the Board of Trustees go In Camera at 9:36 AM.

Carried

##### **4.2 Out of In Camera**

**Recommendation: BD#20250325.1002**

**MOVED by Trustee Northcott** that the Board of Trustees rise from In Camera at 10:52 AM.

Carried

#### **5.0 Approval of Agenda**

##### **5.1 Approval of Agenda**

**Recommendation: BD#20250325.1003**

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

Carried

#### **6.0 Welcome Public, Vision and Mission Statements**

#### **7.0 Presentation of Minutes**

##### **7.1 Regular Minutes of February 25, 2025**

**Recommendation: BD#20250325.1004**

**MOVED by Trustee Mertz** that the Board of Trustees approve the Regular Minutes of February 25, 2025, as presented.

Carried

#### **8.0 REPORTS**

##### **A) Chair's Report**

Chair Huntley presented information on the following topics:

Events:

- March 7, 2025, Alberta School Boards Association (ASBA) Zone 5 meeting, held at Golden Hills School Division Office.
- March 10, 2025, ASBA Professional Development session on Municipal Election Planning.
- March 15, 2025, attended International Women's Day Celebration with MLA Chantelle de Jonge.
- March 24, 2025, ASBA Professional Development session on Collective Bargaining.
- March 27, 2025, attending ASBA Chair's meeting with Alberta Education Ministry Representatives, including Minister of Education, Demetrios Nicolaides to discuss educational priority items.
- Discussion on Power School Cyber Security letter.
- Public School Boards' Association of Alberta (PSBAA) Special Recognition deadline is March 31, 2025.
- April 7, 2025, ASBA Speakers Corner - more information to follow.

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

**Correspondence:**

- April 23, 2025, PSBAA meeting with Superintendents regarding Jordan's Principle.
- April 9-11, 2025, Public School Board Council (PSBC) Meeting and Professional Development being hosted
- April 14, 2025, Honouring Spirit: Indigenous Student Award
- April 4, ASBA Zone 5 meeting will be held at Golden Hills School Division Office.

**B) Board Committees**

No information to report on at this time.

**C) Board Representatives to External Organizations**

Trustee Kletke had no new information to present regarding the Public School Boards' Association of Alberta (PSBAA).

- Next meeting: April 9-11, 2025

Trustee Northcott presented information on the Alberta School Boards Association (ASBA) Zone 5 meeting held March 7, 2025, at the Golden Hills Division Office.

- Discussion and presentation of reports were as follows:
  - Tariffs (implications), PowerSchool breach, Budget, Government website, Chartered Schools, Bill 13 (Real Property Governance Act) and Bill 18 (Provincial Priorities Act), Jordan's Principal, Rural School Board Caucus (RSBC) presentation at the Alberta Rural Education Symposium (ARES), Edwin Parr Awards Evening and the 11 new schools that Alberta Government is funding.
  - ASBA Election Tool kit - Guide for School Board Trustees.

**D) Administration Reports**

Secretary Treasurer Sabir presented information on the following topics:

- Carbon Tax - revised the 2025/2026 natural gas budget pending the removal of the carbon tax for April 1, 2025.

**Finance Update:**

- Submitted the Government Reporting Entity (GRE) March 15, 2025.
- March 6, 2025 - Secretaries Inservice went well.
- Finance Coordinator has been visiting schools to support the Secretaries with utilizing KEV to the fullest potential.
- T4A's have been submitted.
- Internal audits continue to streamline.

**Transportation Update:**

- As of March 24, 2025, all routes being covered by relief drivers are now being covered by the new drivers.
- Fuel price decreases due to Carbon Tax changes and direct purchase from United Farmers of Alberta (UFA).

**Facilities Update:**

- Westmount Elementary Water Main Break - Golden Hills will be replacing the sewer and waterlines this summer.
- Trinity Christian Academy Flooring has been replaced.
- Dr. Elliott and Carbon Schools Partial Roof Replacement is out for Tender.
- Strathmore Maintenance Shop needs some repairs.
- Strathmore High School Modular addition will be installed this summer.

Chair Initials\_\_\_\_\_ Secretary Treasurer Initials\_\_\_\_\_

Superintendent Grimsdale presented information on the following topics:

- Acme School Update - Presented videos of the Acme construction, approximately 40 workers on site, construction is progressing rapidly with extensive steel framework underway, drywall installation expanding and electricians laying conduit while plumbers install underground piping. The mechanical floor has been poured, and the gymnasium's truss system is being erected. Lear indicates that everything is on schedule.
- Working on updating and revising some Administrative Procedures, as well as developing a new AP on Artificial Intelligence and Responsible Use. These will be brought to the next Board meeting.
- March 11, 2025 - Administrators Meeting held at Golden Hills Division Office.
- March 12, 2025 - GHSD hosted an ESL/ELL Professional Development for school lead teachers.
- March 13, 2025 - met with the Strathmore Staff Sergeant, Mark Wielgosz and his leadership team.
- March 14, 2025 - College of Alberta School Superintendents (CASS) was hosted by Golden Hills.
- March 19-21, 2025 – Attended CASS Annual Learning Conference.
- March 21, 2025 - Shared Alberta Health Services (AHS) Measles information with parents and guardians.

Upcoming:

- April 30-May 2, 2025 - CASS Indigenous Education Gathering.
- May 1, 2025 - Alberta Teachers' Association (ATA) - New Teacher Inductions.
- Canadian Association of School Administrators (CASA) Mental Health Classroom potential placement will be at Ecole Brentwood School.

Human Resources Update:

- Administrative appointments are as follows:
  - Principal of Wheatland Crossing - Ryan Hunter
  - Vice Principal of Trochu - Nicole Kubinec
  - Vice Principal of Strathmore High School - Michael Bradford
  - Vice Principal of Strathmore Storefront - Alicia Nameth
  - Vice Principal of Crowther Memorial Junior High School - James Atkinson
  - Acting Vice Principal of Drumheller Valley Secondary School - Jeff Messom
  - Acting Vice Principal of George Freeman School - Matt Laslo
- Two rounds of teaching positions were posted and filled; third round will be posted on March 26, 2025.
- Substitute Teacher Appreciation Week was March 10-15, 2025.

Recessed at 12:17 PM

Reconvened at 1:01 PM

## 9.0 NEW BUSINESS

### A) Action Items

#### 9.1 Capital Planning (T. Sabir)

**Recommendation: BD#20250325.1005**

**MOVED by Trustee Kletke** that the Board of Trustees approves the request replacement schools for the following:

1. Greentree School - Replacement
2. Dr. Elliott School - Replacement
3. Strathmore High School - Modernization and Addition

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

Carried

## **9.2 Field Trip Studies/Student Excursion - Indianapolis, Indiana - Three Hills School (J. Grimsdale)**

### **Recommendation: BD# 20250325.1006**

**MOVED by Trustee Kletke** that the Board of Trustees approves the proposed high school field studies/excursion for Three Hills School to Indianapolis, Indiana from July 13 - 18, 2025, 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](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

## **B) Information Items**

### **9.3 Monthly Enrolment Monitoring Report - February 2025 (T. Sabir)**

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for February 2025 to the Board of Trustees as information and for the record.

### **9.4 Budget Announcement Reporting (T. Sabir)**

Secretary Treasurer Sabir reviewed the 2025/2026 Provincial Education Budget highlights that was announced February 28, 2025. More information will be provided at the April 29, 2025, board meeting.

### **9.5 Advocacy Planning (J. Grimsdale)**

Superintendent Grimsdale reviewed the current Advocacy Plan with the Board of Trustees.

## **10.0 Round Table Discussion**

## **11.0 School Monitoring Report Visit**

### **11.1 Wheatland Elementary**

Wheatland Elementary was not able to present due to unforeseen circumstances, they will be rescheduled for a later date.

### **11.2 Trinity Christian Academy**

Superintendent Grimsdale welcomed Principal, M. Walsh and Vice Principal, S. Krulicki to the Board of Trustees meeting to present their schools Education Plan that has seen academic success which goes hand in hand with Powerful Learning, Goals and Strategies. Trinity Christian Academy has embraced the community by connecting with the local Church's, hosting parent prayer, Tea Times, Student and Volunteer Appreciation Events. Superintendent Grimsdale and Chair Huntley thanked them for their informative presentation.

### **11.3 Wheatland Crossing School**

Superintendent Grimsdale welcomed Principal, M. Hilton and Vice Principal, T. Desmet to the Board of Trustees meeting to present their schools current Education Plan, Goals and Strategies that they incorporate in their school's day to day lessons, working with Dr.

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

Trantor. The introduction of a Fine Arts and 3D Program that was created by forming a partnership with SAIT. Wheatland Crossing has embraced a strong Community Culture by collaborating with the local farmers. The school also hosts a Student Conference Day that brings in keynote speakers, hosts different academic sessions and encourages getting to know each other. Superintendent Grimsdale and Chair Huntley thanked them for their informative presentation.

## **12.0 ADJOURNMENT**

### **12.1 Adjournment**

#### **Recommendation: BD#20250325.1007**

The Board of Trustees adjourned at 2:15 PM.

Carried

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Chair

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Secretary Treasurer

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_





## SUBSTITUTE RETURNING OFFICER Elections 2025

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

**April 29, 2025**

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### **Background:**

As per the Local Authorities Election Act (LAEA) s.13(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 for the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

The appointment of a Substitute Returning Officer is necessary to ensure continuity and compliance in the administration of the School Board Trustee elections in the event that the Returning Officer is unable to fulfill their duties.

The Substitute Returning Officer shall have all the powers, duties, and responsibilities of the Returning Officer as set out in the applicable legislation in the event that the appointed Returning Officer is unable to act.

### **Recommendation:**

That the Board of Trustees approves to appoint Kristy Polet as the Substitute Returning Officer for the purpose of conducting the School Board Trustee Elections for the 2025 Election year.

Jeff Grimsdale  
Superintendent of Schools

Tahra Sabir  
Secretary Treasurer



## JOINT ELECTIONS TRUSTEE ELECTIONS 2025

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**April 29, 2025**

### **Background:**

### **Joint Elections**

Nomination Day is Monday, September 22, 2025, for Golden Hills School Division Board of Trustee Elections.

The Wards and current Trustees are as follows:

<b>Ward #</b>	<b>Area</b>	<b>Current Trustees</b>
<b>Ward #1</b>	Three Hills, Torrington, Huxley, Trochu and Area	Barry Kletke
<b>Ward #2</b>	Acme, Carbon, Linden and Area	James Northcott
<b>Ward #3</b>	Drumheller	Justin Bolin
<b>Ward #4</b>	Strathmore	Robert Pirie Jennifer Mertz
<b>Ward #5</b>	Carseland, Gleichen, Cluny, Hussar, Rockyford, Standard and Area	Laurie Huntley

As per Local Authorities Election Act 3(1) An elected authority may, by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdiction that do not have contiguous boundaries but do have areas in common.

Golden Hills School Division is exploring partnerships with municipalities and towns for the Board of Trustees Elections which would share in the financial aspects.

### **Recommendation:**

That the Board of Trustees approves Golden Hills School Division to enter into Joint Election Agreements with towns and municipalities that are in our jurisdiction, if a Board of Trustees Election is warranted.

Jeff Grimsdale  
Superintendent

Tahra Sabir  
Secretary Treasurer



## FIELD TRIP STUDIES/STUDENT EXCURSION Wheatland Crossing School

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**April 29, 2025**

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### **Background:**

Wheatland Crossing School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to the Emerald Isles (Ireland) from April 2, 2026, to April 11, 2026.

### **Field Excursion Summary:**

- The purpose of the 2026 Europe trip is to allow students to become Global citizens by experiencing many different European cultures.
- Students: 30 - grades 10, 11 and 12
- The trip will be 9 days
- One day of instructional time will be missed
- Supervision to student ratio 1:6 (5 parents/staff)
- 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 Wheatland Crossing School the Emerald Isles from April 2, 2026, to April 11, 2026 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](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.

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Jeff Grimsdale  
Superintendent of School

### **The Emerald Isle (Ireland):**

This is a planned 9 - Day Tour, leaving Thursday, April 2, and returning Sunday, April 12, 2026, with EF Tours. Students will miss one instructional day of school.

#### **Itinerary:**

Day 1 - Overnight flight to Dublin from Calgary

Day 2 - Dublin

Day 3 - Guided sightseeing of Dublin, visit St. Patrick's Cathedral, visit the EPIC Irish Emigration Museum, Irish Song and Dance

Day 4 - Dublin/Connemara/Galway – Walking tour of Galway, excursion to Connemara

Day 5 - Galway/Cliffs of Moher/Killarney region - Visit the Cliffs of Moher, visit Bunratty Castle and Folk Park

Day 6 - Killarney region/Ring of Kerry – Private motorcoach tour, visit the Bog Museum, see a sheep dog demonstration

Day 7 - Killarney region/Blarney Castle/Cork – Visit Blarney Castle, walking tour of Cork, visit the Queenstown Story Museum

Day 8 - Cork/Kilkenny/Dublin – Visit the Kildare National Stud Farm

Day 10 - Depart Home



## ENROLMENT BACKGROUNDER

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**April 29, 2025**

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### **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, 2024, enrolment of provincially funded students, Siksika funded students and International funded students.

### **Recommendation:**

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

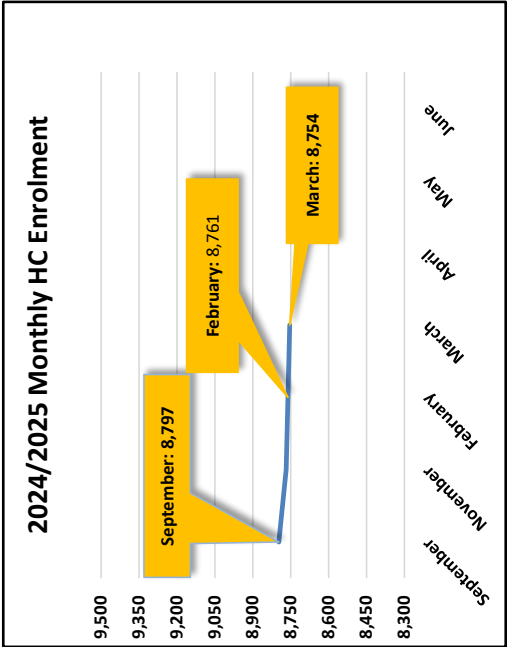
Jeff Grimsdale  
Superintendent

Tahra Sabir  
Secretary Treasurer

Schools - Month to Month Comparison  
Feb 28 to Mar 31, 2025

\* Please note  
kindergarten adjusted to  
1.0

\* Enrolment information has been adjusted for the  
New Funding Model



Configuration	School	September 30, 2024*	March 31, 2025	February 28, 2025	Difference
K-6, 10-12	Acme School	225.00	223.00	226.00	-3.00
K-9	Carbon School	60.00	58.00	57.00	1.00
K-6	Carsland School	77.00	76.00	76.00	0.00
7-9	Crowther Memorial Jr. High School	466.00	470.00	469.00	1.00
K-9	Dr. Elliott Community School	191.00	192.00	193.00	-1.00
7-12	Drumheller Valley Secondary School	364.00	361.00	367.00	-6.00
K-6	École Brentwood Elementary School	186.00	188.00	187.00	1.00
K-9	George Freeman	476.00	474.00	476.00	-2.00
K-6	Greentree School	361.00	370.00	369.00	1.00
K-12	Prairie Christian Academy School	316.00	316.00	315.00	1.00
10-12	Strathmore High School	694.00	696.00	695.00	1.00
K-12	Three Hills School	449.00	448.00	449.00	-1.00
K-9	Trinity Christian Academy	247.00	240.00	239.00	1.00
K-12	Trochu Valley School	270.00	264.00	264.00	0.00
K-6	Westmount School	372.00	371.00	370.00	1.00
K-12	Wheatland Crossing	326.00	329.00	325.00	4.00
K-6	Wheatland Elementary School	310.00	317.00	318.00	-1.00
	Sub Total	5,390.00	5,393.00	5,395.00	-2.00
7-9	Colonies	405.00	392.00	396.00	-4.00
7-12	Drumheller Outreach	12.00	22.00	17.00	5.00
1-12	Golden Hills Learning Academy	926.00	920.00	918.00	2.00
1-12	NorthStar Academy	394.00	394.00	394.00	0.00
7-12	Strathmore StoreFront	144.00	140.00	140.00	0.00
	Sub Total	1,881.00	1,868.00	1,865.00	3.00
	Homeschool	882.00	875.00	877.00	-2.00
	Shared Responsibility	199.00	193.00	194.00	-1.00
	Sub Total	1,081.00	1,068.00	1,071.00	-3.00
	Provincial Total	8,352.00	8,329.00	8,331.00	-2.00
	Siksika	148.00	148.00	148.00	0.00
	International (Incl. Online)	297.00	277.00	282.00	-5.00
	Sub Total	445.00	425.00	430.00	-5.00
	Total HEADCOUNT	8,797.00	8,754.00	8,761.00	-7.00



## BOARD OF TRUSTEES ELECTIONS - UPDATE Upcoming Information

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**April 29, 2025**

### Background:

In preparation for the upcoming Board of Trustees election, some key administrative actions must be completed by June 30, 2025.

The below chart are upcoming resolutions and/or Bylaws that need to be completed:

Deadline	Description	Action Required
<b>June 30, 2025</b>	<b>Substitute Returning Officer – (LAEA s. 13(2.1))</b> School boards must appoint a substitute RO by resolution before receiving nominations. <b>Returning Officer</b> – Secretary Treasurer Tahra Sabir is automatically deemed as the RO.	<b>Resolution</b> April 29, 2025, Board Meeting
	<b>Joint Election Agreement – (LAEA s. 3)</b> A school board can pass a resolution to enter into an agreement with one or more municipalities in the same area to conduct a joint election.	<b>Resolution</b> April 29, 2025, Board Meeting
	<b>Voting Hours – (LAEA s. 46)</b> School boards can pass a bylaw that allows the voting station to be open before 10:00 a.m.	<b>Bylaw</b> (GHSD Bylaw 04-2021) May 27, 2025, Board Meeting
	<b>Additional Voting Stations – (LAEA s.37)</b> School boards may pass a bylaw to designate more than one voting station for each subdivision and their locations.	<b>Bylaw</b> (GHSD Bylaw 05-2021) May 27, 2025, Board Meeting
<b>September 23, 2025</b>	<b>Advance Vote – (LAEA s.73)</b> A school board can pass a resolution to allow an advance vote for an election to be held. The RO is responsible for determining the date and time of the advance vote. Advance votes can't be held within 24 hours of election day.	<b>Resolution</b> June 24, 2025, Board Meeting

Historically, election costs have varied significantly depending on the number of wards involved as shown in the below chart. These figures demonstrate the range of financial considerations school boards must account for when planning trustee elections.

## Election Costs Over the Years

Ward(s)	Election Year	Advertising	Supplies	Polling Stations	Workers	Legal Advice	Subtotal
One, Four and Five	2010	\$3,177.37	\$1,039.34	\$506.40	\$8,344.15	\$810.00	<b>\$13,877.26</b>
One and Five	2013	\$5,028.00	\$1,084.21	\$1,810.00	\$10,026.69	\$0.00	<b>\$17,948.90</b>
Three	2017	\$1,194.22	\$325.50	\$4,000.00		\$0.00	<b>*\$5,519.72</b>
Two	2021	\$1,379.70	\$875.96	\$0.00	\$2,174.89	\$0.00	<b>\$4,430.55</b>

\*Town of Drumheller ran elections for GHSD

## Ward Areas

One	Two	Three	Four	Five
Trochu, Three Hills, Torrington, Huxley and area	Acme, Carbon and Linden	Drumheller	Strathmore	Carseland, Gleichen, Cluny, Hussar, Rockyford, Standard and areas south of Township 270

As part of the preparations for the Board of Trustees election, GHSD is exploring Joint Use Agreements with our Towns and Counties.

### Recommendation:

That the Board of Trustees receives this as information and for the record.



Jeff Grimsdale  
Superintendent of Schools



Tahra Sabir  
Secretary Treasurer





## SECOND QUARTERLY FINANCIAL REPORT

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

**April 29, 2025**

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### **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 that will be reviewed.

The Quarterly Financial Report for September 2024 – February 2025 (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.

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Jeff Grimsdale  
Superintendent of Schools

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Tahra Sabir  
Secretary Treasurer



***Powering Hope and Possibilities***

# 2nd Quarterly Report 2025

For the six months from September 2024 to February 2025

Prepared by the Finance Department for the April 29, 2025 Board Meeting

## I BUDGET BENCHMARKS

The second quarterly financial report lists revenues and expenditures recorded to **February 28, 2025**, representing the first **six** months of the fiscal year. As there are six (6) months expended in Q2, the normal benchmark for comparison is 50% (6/12 months). For some categories 60% (6/10 months) is used to reflect expenses incurred only during the instructional months.

The **Spring 2024-25 Budget** was prepared by GHSD and submitted to Alberta Education. All budget points referenced in this report are from this spring 2024-25 budget.

## II ACTUALS AND COMPARISON TO BUDGET

A

**Golden Hills School Division**  
**Statement of Revenue and Expenses**  
**Budget vs. Actual Variance**  
**From September 1, 2024 - February 28, 2025**

	Annual Budget	Q2 Prorated Budget	YTD Actuals	YTD Budget Variance	% Budget	Benchmark %
<b>Revenues</b>						
Alberta Education/Infrastructure	86,485,520	43,242,760	42,614,625	(628,135)	49%	50%
Federal government and/or First Nations	1,487,032	892,219	949,353	57,134	64%	60%
Fees	1,543,886	1,080,720	6,210,908	5,130,188	402%	70%
Other revenues	12,164,819	6,082,410	2,943,811	(3,138,599)	24%	50%
Amortization	4,478,921	2,239,461	2,245,897	6,437	50%	50%
<b>Total revenues</b>	<b>106,160,178</b>	<b>53,537,569</b>	<b>54,964,594</b>	<b>1,427,025</b>	<b>118%</b>	<b>56%</b>
<b>Expenses</b>						
Certificated salaries & benefits	54,773,772	27,386,886	26,302,644	1,084,242	48%	50%
Non-certificated Salaries & benefits	19,284,703	10,606,587	11,627,091	(1,020,504)	60%	55%
<b>Sub-Total</b>	<b>74,058,475</b>	<b>37,993,473</b>	<b>37,929,735</b>	<b>63,738</b>	<b>54%</b>	<b>53%</b>
Supplies and services	27,077,219	16,246,331	13,048,095	3,198,236	48%	60%
Amortization	5,993,588	2,996,794	3,126,900	(130,106)	52%	50%
Interest charges	-	-	4,072	(4,072)	100%	50%
<b>Total expenses</b>	<b>107,129,282</b>	<b>57,236,598</b>	<b>54,108,802</b>	<b>3,127,796</b>	<b>64%</b>	<b>53%</b>
<b>Surplus/(Deficit)</b>	<b>(969,104)</b>	<b>(3,699,029)</b>	<b>855,792</b>	<b>4,554,821</b>		

*The surplus of \$856K for the first quarter is due to higher than expected fees other revenues, which includes SGF funds collected by schools and enrolment of students in International Student Services.*

*Certificated salaries and benefits are lower than projected while non-certificated salaries and benefits were higher than projected. Supplies and services are variable, but typically higher in the first three quarters of the year and these expenses also variably increase in tandem with SGF and ISS revenue increases.*

**B NOTES ON COMPARISON TO BUDGET –REVENUES**

The **\$856K** year-to-date **surplus of revenues over expenses** is due, to the different in enrolment numbers from the Spring to the Fall budget. Enrolment was conservatively estimated in the spring.



**Additional payments from  
Alberta Education**



**School Generated Funds**

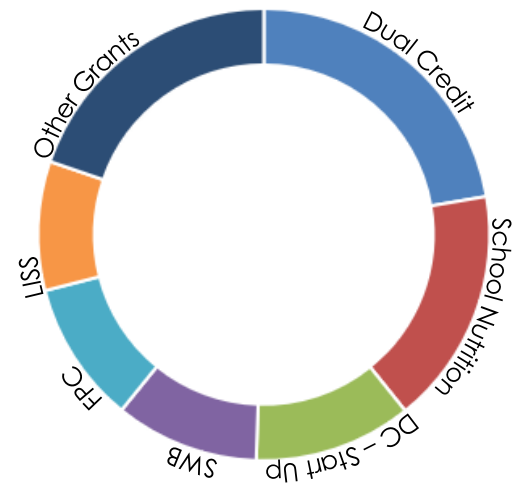


**International  
Student Fees**

In these categories, expenses typically lag behind revenue recognition, creating surpluses in the first quarter. We expect surpluses in the above categories to decrease in subsequent quarters as the full years' expenses are incurred.

- **Additional Payments from Alberta Education** are 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:

<b>Additional Payments Received Q2</b>	<b>Amount Received</b>
■ Dual Credit Program	98,603
■ School Nutrition	74,845
■ Dual Credit Programming-Start Up	50,000
■ Student Well-Being Mental Health	45,606
■ Fuel Price Contingency	45,606
■ Low Incidence Supports/Services	40,800
■ Other Irregular Grants < 40K	63,756
	<b>376,946</b>

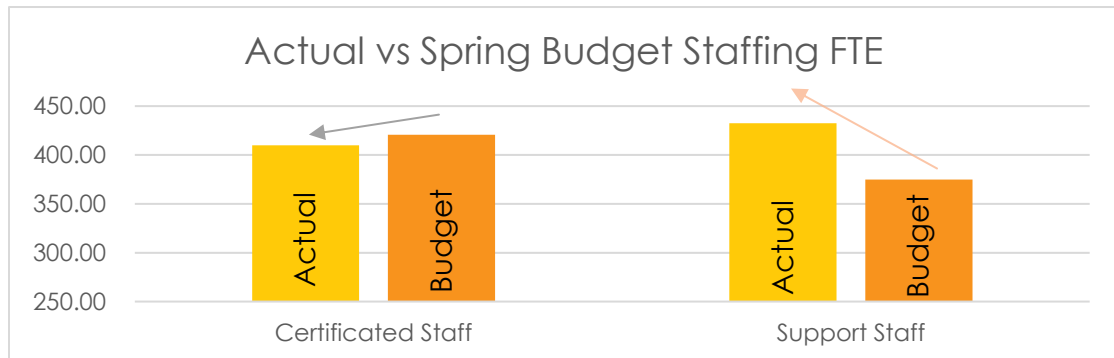


- **School Generated Funds** Included in the Q2 operations are as follows:

<b>Category</b>	<b>SGF amounts collected - Q2</b>	
	<b>Current year</b>	<b>Prior year</b>
Fees	2,022,881	2,787,616
Athletics	501,002	629,250
Cafeteria/Lunch Programs	336,460	371,452
Trips	251,637	397,045
FT Kindergarten	79,017	119,146
<b>Total</b>	<b>3,190,996</b>	<b>4,304,509</b>

The majority of SGF fees are received and recorded in the first two quarters of the school year and represent current programs for students. All fees charged by schools are cost neutral.

C **NOTES ON COMPARISON TO BUDGET –EXPENSES**



**Certificated Salaries and Benefits**

Total certificated salaries and benefits for the Q2 were **\$26.3M** (48% of a \$54.8M budget) which is within the range of what the budget would permit by the 2<sup>nd</sup> quarter.

*Overall, certificated salary and benefits are under the budgeted amounts.*

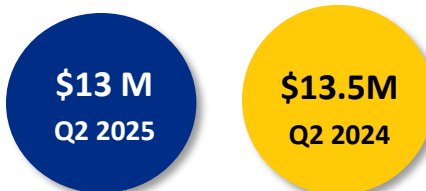
**Non-Certificated Salaries and Benefits**

Total non-certificated salaries and benefits for the Q2 were **\$10.7M** (60% of an \$19.3M budget) which is higher than the pro-rated budget. A significant portion of non-certificated staff is paid over 10 months and not 12 months; therefore, the expenditure is typically higher for first 10 months but decreases in the last two months of the fiscal year.

*Enrolment fluctuations in the fall may require staffing adjustments. Actual FTE is significantly higher in the year compared to budgeted amounts. Also, payroll costs trend lower over the summer months: we anticipate some fluctuation in quarterly labour costs.*

**Supplies and Services**

Supplies and services year-to-date are **\$13M** (48% of \$27.1M budget). Typically, many of these costs occur over a 10-month school year and not the 12-month fiscal year, resulting in higher costs in the first 3 quarters and lower costs in the 4<sup>th</sup> quarter. Department managers will continue to carefully monitor their budgets to ensure they stay within their spending limits.



*Supply costs year-to-date are comparable to the prior year, but remain lower compared to the Q2 benchmark. Because supplies and services are variable expenses, the decrease in 2025 is expected as SGF and ISS revenues have decreased vs the prior year; representing the cost of implementing increased trips, activities, and co-curricular programming.*

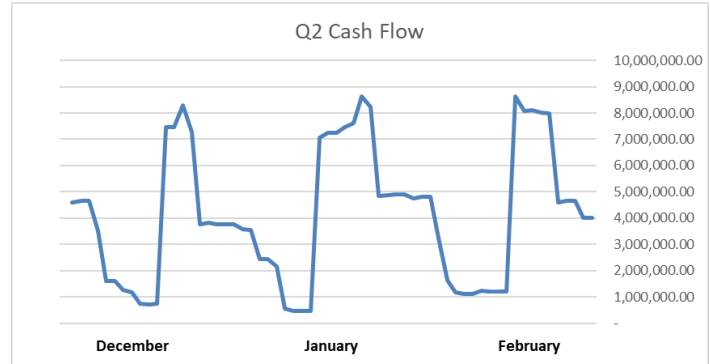
**III AVERAGE SOURCE AND USE OF CASH**

**A APPROXIMATE AVERAGE MONTHLY CASH FLOW VALUES**

**Monthly Cash Flow February**

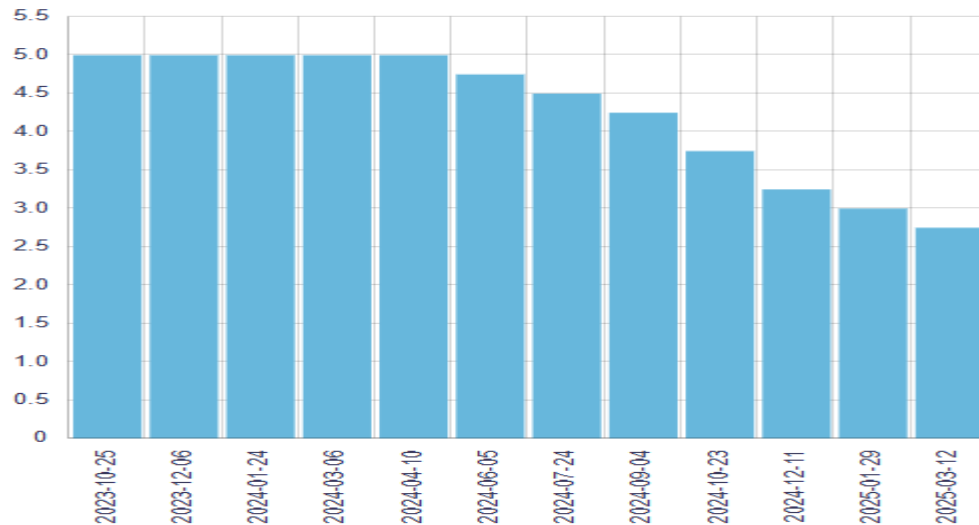
Grants	7,137,839
ISS Revenue	1,999,335
SGF Revenue	494,352
	<b>9,631,526</b>

Accounts Payable	1,789,258
Payroll	7,083,219
SGF amounts	353,706
Board Funded Capital Payments	60,754
Total Cash Out	<b>9,286,937</b>



**B GOLDEN HILLS IS CURRENTLY IN A POSITIVE CASH POSITION.**

As of February 28, 2025, **\$11.25M** of the cash balance has been invested into GIC's with maturing dates ranging from March 4, 2025 to December 9, 2026, earning yields ranging from 3.7% - 5.60%. Of these investments, **\$2.25M** are cashable within 90 days. Our GIC's currently outperform cash balances held in our chequing account by approximately 1.75%



**IV REVENUE AND EXPENSES BY ENVELOPE****A**

**Golden Hills School Division**  
**Revenue and Expenses by Envelope**  
**From September 1, 2024 - February 28, 2025**

	SGF	ECS -Grade 12	Operations and Maintenance	Transportation	Board and System Admin	External Services	Total	Budget %	Benchmark %
<b>Revenue</b>									
Alberta Education/ Infrastructure	-	34,706,404	3,543,341	2,792,801	1,572,079	-	42,614,625	50%	50%
Federal Gov't/First Nations	-	949,353	-	-	-	-	949,353	41%	60%
Fees	1,991,082	177,402	-	-	-	4,042,424	6,210,908	402%	70%
Fundraising revenues -SGF	199,369	-	-	-	-	-	199,369	58%	50%
Other sales & services	1,000,545	750,644	-	29,613	-	-	1,780,802	16%	50%
Investment Income	-	-	-	-	425,870	7,286	433,156	58%	50%
Gifts & donations -SGF	-	57,547	-	-	-	-	57,547	87%	50%
Rental of facilities	-	1,320	6,942	-	-	-	8,262	6%	50%
Gain on disposal of Capital assets	-	-	-	6,525	-	-	6,525	100%	50%
Other revenues	-	449,165	-	-	8,985	-	458,150	100%	60%
Amortization of capital allocations	-	-	2,245,897	-	-	-	2,245,897	50%	50%
<b>Total revenues</b>	<b>3,190,996</b>	<b>37,091,835</b>	<b>5,796,180</b>	<b>2,828,939</b>	<b>2,006,934</b>	<b>4,049,710</b>	<b>54,964,594</b>	<b>87%</b>	<b>54%</b>
<b>Expenditures</b>									
Certificated salaries & wages	-	21,096,743	-	-	296,747	119,726	21,513,216	48%	50%
Certificated benefits	-	4,742,432	-	-	35,440	11,556	4,789,428	46%	50%
Non-certificated salaries & wages	-	5,573,086	1,159,884	1,286,562	652,752	516,837	9,189,121	59%	50%
Non-certificated benefits	-	1,707,128	298,395	167,723	163,849	100,875	2,437,970	64%	55%
Service, contracts and supplies	2,841,051	4,215,419	2,325,886	832,718	542,807	2,290,214	13,048,095	48%	50%
Amortization	-	383,166	2,141,814	394,901	127,511	79,508	3,126,900	52%	50%
Interest/bank charges	-	240	-	-	-	3,832	4,072	100%	50%
<b>Total expenses</b>	<b>2,841,051</b>	<b>37,718,214</b>	<b>5,925,979</b>	<b>2,681,904</b>	<b>1,819,106</b>	<b>3,122,548</b>	<b>54,108,802</b>	<b>60%</b>	<b>51%</b>
<b>Positive/-Negative variance to date</b>	<b>349,945</b>	<b>(626,379)</b>	<b>(129,799)</b>	<b>147,035</b>	<b>187,828</b>	<b>927,162</b>	<b>855,792</b>		

ECS -Grade 12 labour cost analysis	Prior Yr Q2	Current Yr Q2	\$ Change	% Change
Certificated salaries	20,250,987	21,096,743	845,756	4.2%
Certificated benefits	4,609,267	4,742,432	133,165	2.9%
Non-certificated salaries & wages	5,184,215	5,573,086	388,871	7.5%
Non-certificated benefits	1,464,916	1,707,128	242,212	16.5%
<b>Total ECS -Grade 12 labour cost</b>	<b>31,509,385</b>	<b>33,119,389</b>	<b>1,610,004</b>	<b>5.1%</b>

**B ANALYSIS OF REVENUE/EXPENSES BY ENVELOPE****1. INSTRUCTION**

*School Generated Funds are allowable fees collected and held by individual schools and are associated with non-curricular supplies and travel as well as other fees to enhance education.*

**2. PLANT OPERATIONS AND MAINTENANCE (PO&M)**

Golden Hills School Division  
Statement of Revenue and Expenses - Comparison to Budget  
Plant Operations and Maintenance  
From September 1, 2024 - February 28, 2025

	Annual Budget	Q2 Budget	Q2 Actuals	Budget Remaining \$	Q2 Budget %	Q2 Benchmark
<b>Revenues</b>						
Alberta Education	7,029,856	3,514,928	3,543,341	3,486,515	50%	50%
Other revenues	0	0	6,942	-6,942	100%	50%
Amortization of capital allocations	4,096,256	2,048,128	2,245,897	1,850,359	55%	50%
<b>Total revenues</b>	<b>11,126,112</b>	<b>5,563,056</b>	<b>5,796,180</b>	<b>5,329,932</b>	<b>68%</b>	<b>50%</b>
<b>Expenses</b>						
Non-certificated salaries & benefits	3,014,122	1,507,061	1,458,279	1,555,843	48%	50%
Supplies and services	4,487,921	2,243,961	2,325,886	2,162,035	52%	50%
Amortization	4,243,274	2,121,637	2,141,814	2,101,460	50%	50%
<b>Total expenses</b>	<b>11,745,317</b>	<b>5,872,659</b>	<b>5,925,979</b>	<b>5,819,338</b>	<b>50%</b>	<b>50%</b>
<b>Surplus/(deficit)</b>	<b>(619,205)</b>	<b>(309,603)</b>	<b>(129,799)</b>			

	Prior Year Q2	Current Year Q2	% Change
<b>Expenses</b>			
Non-certificated salaries & wages	1,098,325	1,159,884	5.6%
Non-certificated benefits	294,956	298,395	1.2%
<b>Total Labour expenses</b>	<b>1,393,281</b>	<b>1,458,279</b>	<b>4.7%</b>
Services, contracts & supplies	1,776,969	2,325,886	30.9%
Amortization	2,243,337	2,141,814	-4.5%
<b>Total service &amp; supplies</b>	<b>4,020,306</b>	<b>4,467,700</b>	<b>11.1%</b>
<b>Total expenses</b>	<b>5,413,587</b>	<b>5,925,979</b>	<b>9.5%</b>

*The annualized bottom line agrees to the estimated budget for the year, with some timing variations in revenue and spending. Management anticipates PO&M to meet its budget target at year-end.*



**3. TRANSPORTATION**

**Golden Hills School Division**  
**Statement of Revenue and Expenses - Comparison to Budget**  
**Transportation**  
**From September 1, 2024 - February 28, 2025**

	Annual Budget	Q2 Prorated Budget	Q2 Actuals	Budget Remaining \$	Q2 Budget %	Q2 Benchmark
<b>Revenues</b>						
Alberta Education	5,255,074	2,627,537	2,792,801	2,462,273	53.1%	50.0%
Other revenues	0	0	36,138	-36,138	100.0%	50.0%
<b>Total revenues</b>	<b>5,255,074</b>	<b>2,627,537</b>	<b>2,828,939</b>	<b>2,426,135</b>	<b>53.8%</b>	<b>50.0%</b>
<b>Expenses</b>						
Non-certificated salaries & benefits	2,353,825	1,412,295	1,454,285	899,540	61.8%	60.0%
Contracted Bus Services	100,000	60,000	59,914	40,086	59.9%	60.0%
Fuel	960,000	480,000	428,309	531,691	44.6%	50.0%
Other Supplies and services	1,301,584	650,792	344,495	957,089	26.5%	50.0%
Amortization	539,665	269,833	394,901	144,764	73.2%	50.0%
<b>Total expenses</b>	<b>5,255,074</b>	<b>2,837,740</b>	<b>2,681,904</b>	<b>2,573,170</b>	<b>51.0%</b>	<b>54.0%</b>
<b>Surplus/(deficit)</b>	<b>-</b>	<b>(210,203)</b>	<b>147,035</b>			

	Prior Yr Q2	Current Yr Q2	% Change
<b>Expenses</b>			
Non-certificated salaries & wages	553,025	1,286,562	132.6%
Non-certificated benefits	70,121	167,723	139.2%
<b>Total Labour expenses</b>	<b>623,146</b>	<b>1,454,285</b>	<b>133.4%</b>
Services, contracts & supplies	608,378	832,718	36.9%
Amortization	144,360	394,901	173.6%
<b>Total service &amp; supplies</b>	<b>752,738</b>	<b>1,227,619</b>	<b>63.1%</b>
<b>Total expenses</b>	<b>1,375,884</b>	<b>2,681,904</b>	<b>94.9%</b>

**Overall, with careful monitoring of expenses throughout the year, management anticipates Transportation to meet its budget target by year-end.**

#### 4. BOARD AND SYSTEM ADMINISTRATION

Board and System Administration currently has a surplus **\$187K** for the 2<sup>nd</sup> quarter of the current year. Expenses are weighted more heavily in the first half of the year, and management would expect the department to be in a deficit position without higher than normal interest revenue. No other unusual changes in budgeted to actual expenses have been experienced, it is anticipated that revenues and expenses will reach a breakeven point by year end.

Note: Alberta Education makes a provision for a separate System Administration Targeted Grant. The 2.8K grant amount has remained static since 2019.

**Golden Hills School Division**  
**Statement of Revenue and Expenses - Comparison to Budget**  
**Board of Trustees**  
**From September 1, 2024 - February 28, 2025**

	Annual Budget	YTD Actuals	Budget Remaining	% Budget Used
<b>Revenues</b>				
Budgeted Revenues	301,050	301,050	-	100%
<b>Total revenues</b>	<b>301,050</b>	<b>301,050</b>	<b>-</b>	<b>100%</b>
<b>Expenses</b>				
Trustee Earnings and Benefits	212,050	91,215	120,835	43%
Trustee Travel & Supplies	89,000	37,110	51,890	42%
<b>Total expenses</b>	<b>301,050</b>	<b>128,325</b>	<b>172,725</b>	<b>43%</b>

*To date, Board expenses are in line with the range of projected expenditure amounts.*

## 5. EXTERNAL SERVICES

**Golden Hills School Division**  
**Statement of Revenue and Expenses - Current to Prior Year Comparison**  
**External Services**  
**From September 1, 2024 - February 28, 2025**

	Q2 2024	Q2 2025	\$ Change	% Change
<b>Total revenues</b>	<b>4,641,771</b>	<b>4,049,710</b>	<b>(592,061)</b>	<b>-13%</b>
<b>Expenditures</b>				
Certificated salaries & wages	119,726	119,726	-	0%
Certificated benefits	11,231	11,556	325	3%
Non-certificated salaries & wages	492,215	516,837	24,622	5%
Non-certificated benefits	94,326	100,875	6,549	7%
Service, contracts and supplies	2,375,415	2,290,214	(85,201)	-4%
Amortization	78,120	79,508	1,388	2%
Interest/bank charges	7,548	3,832	(3,716)	-49%
<b>Total expenses</b>	<b>3,178,581</b>	<b>3,122,548</b>	<b>(56,033)</b>	<b>-2%</b>
<b>Net Surplus/(deficit) to date</b>	<b>1,463,190</b>	<b>927,162</b>	<b>(536,028)</b>	<b>-</b>

External Services has generated more revenue in 2024 due to an increase in fees charged across all programs. External services continues to see strong demand, including on line students, despite some changes with external operator partnerships.

**Q2 ISS REVENUE****\$4.0M**

Down 13% from prior year

**ENROLMENT****227****STUDENTS**

Students represent 21 countries and territories around the world

**DORM OCCUPANCY****79%**Strathmore dorm capacity – 96  
Drumheller dorm capacity - 88**HOMESTAY****14**

External Services includes International Services, joint-use agreements, and external contract service agreements. Included within this period is the recognition of **\$4.0M** of **ISS tuition fees** revenue, out of the total **\$6.2M** unearned revenue as at Aug 31, 2024. ISS Revenues are received in unequal amounts throughout the year, and most international students prepay tuition several months in

advance. As a result, this unearned tuition revenue related to the 2023/2024 fiscal year is pro-rated to each quarter based on an estimation of related expenses (35%/30%/25%/10%), while expenses are recognized when they occur.

GHSD charges a fixed 3.6% admin fee to the ISS and Siksika programs to recognize the administrative costs that these programs use, but which are otherwise not directly charged to the program accounts.

Expenses are expected to increase in Q3 versus revenues and management expects external services to continue to remain in a surplus position to year-end. These dollars will allow us to invest in our dorm facilities which will see increased capital maintenance in future years.

## **6. SUMMARY**

### **QUARTERLY SUMMARY**

*Golden Hills continues to manage expenses in line with expected funding despite higher cost inflation in some areas. At the end of Q2 Golden Hills is in a surplus position for the year.*

*Overall, GHSD is keeping expenditures within the parameters of the Board's May 25, 2024 approved and submitted 2024-25 budget.*

*We continue to fund programs that are in alignment with our goals and vision of inspiring confident, connected, caring citizens of the world.*



## BUDGET REPORTING

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

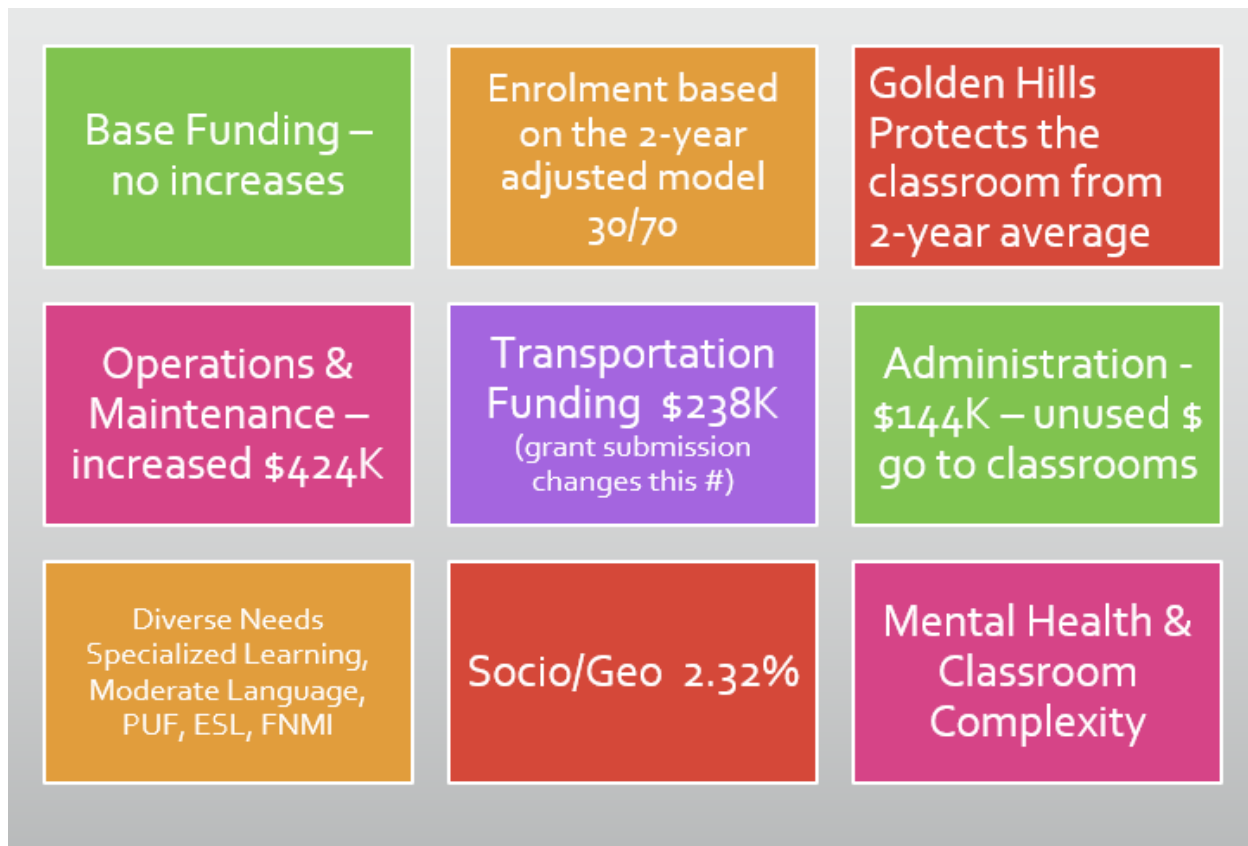
**April 29, 2025**

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### **Background:**

On February 28<sup>th</sup>, 2025, the Honorable Demetrios Nicolaides, Minister of Education, provided an overview of the budget for the 2025/2026 fiscal year. Funding profiles and manual were released

The submission deadline for this budget is May 31<sup>st</sup>, 2025.



Administrators and Department Managers are working through their budgets for next year. They are in the process of projecting their enrolments, staffing and expenditure numbers.

We will continue to provide updated enrollment by school in May.

Golden Hills Priorities are as follows:

- Align with Golden Hills Mission and Vision;
  - resources to incorporate Powerful Learning in our classrooms
  - Support teachers and staff to support deep understanding of development necessary skills,
- Support Assurance Model to respond to the needs and priorities in our communities.

- Support the Key Priorities:
  - Every Student is Successful
  - First Nations, Metis, and Inuit Students are Successful
  - Literacy and Numeracy Success
  - Promote Well-Being through Positive Relationships and Skill building

As we continue to use the site-based model, this allows administrators to make the local decisions that meet the local needs of the schools and communities.

For the month of May, we will continue to work with Administrators to balance their budgets and will bring the final information to the May 27<sup>th</sup>, 2025, Board Meeting.

A PowerPoint presentation will be presented at the meeting.

**Recommendation:**

That the Board of Trustees receives the Budget Reporting for information and for the record.



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Jeff Grimsdale  
Superintendent



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Tahra Sabir  
Secretary Treasurer



## DRAFT EDUCATION PLAN AND BUDGET

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

April 29, 2025

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### **Backgrounder:**

The Government Accountability Act, Education Act and Ministerial Regulations (see: *Policy and Requirements for School Board Planning and Results Reporting*), 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.

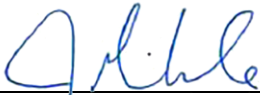


In response to budget dialogues between Alberta Education and the various school authorities, the planning and reporting requirements were streamlined. While boards must have an updated Education Plan and budget in place before the start of the school year.

As per the Funding Manual for School Authorities, the Education Plan and annual budget must be prepared for review by the Board of Trustees and posted on the website by May 31, 2025. School authorities must notify the Field Services Branch Director of the posting, including a permalink to the document.

**Recommendation:**

That the Board of Trustees reviews the draft Education Plan 2025-2028 and annual budget 2025/2026 for submission to Alberta Education on May 31, 2025.



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Jeff Grimsdale  
Superintendent of Schools





## ADVOCACY PLANNING

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

**April 29, 2025**

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### **Background:**

The Board's main priority is to advocate for quality education and equal programming opportunities for students at Golden Hills. To this end, the Board of Trustees maintains an Advocacy Committee with the purpose of developing advocacy priorities and a plan to share these concerns with the Golden Hills stakeholders and community, provincial authorities and other municipal officials.

### **Recommendation:**

That the Board of Trustees consider potential updates of the Advocacy Plan for the 2024/2025 school year.

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Jeff Grimsdale  
Superintendent



## ADMINISTRATIVE PROCEDURES

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

**April 29, 2025**

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### **Background:**

Administrative Procedures (AP) are regularly reviewed, and new procedures are drafted to support the necessary changes in administrative best practices. This process of review and development, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system. The following APs have been reviewed by appropriate stakeholders and are recommended for implementation:

- AP 260 Field Trips
  - AP 260-1.1 Community Field Trips
  - AP 260-2 International Consent
- AP 360 Student Assessment and Evaluation
- AP 430 Organizational Structure
- AP 551 Transportation of Students in Private Vehicles

The above APs are attached for review.

### **Recommendation:**

That the Board of Trustees receives the attached information around the development of *AP 260 Field Trips*, *AP 260 - 1.1 Community Field Trips*, *AP 260 – 2 International Travel*, *AP 360 Student Assessment and Evaluation*, *AP 430 Organizational Structure*, and *AP 551 Transportation of Students in Private Vehicles*.

Jeff Grimsdale  
Superintendent



## FIELD TRIPS: FIELD STUDIES / STUDENT EXCURSIONS

### Background

Golden Hills School Division believes that experiences beyond the classroom can play an important part in the education of students; therefore, Golden Hills supports field studies and student excursions that complement the school curriculum. Purposeful, carefully planned field studies are valuable educational opportunities that promote student learning and personal development. Golden Hills is committed to ensuring that a safe learning environment is provided to students, volunteers, and staff while participating in field studies and student excursions.

### Definitions

1. A field trip describes a field study or student excursion. These are learning experiences sponsored by a school or the Division that take place away from the school premises. Field trips will require parental permission.
  - 1.1 Curricular Field Study – A field study is related to, or an extension of, a course of study and will be supervised by Golden Hills personnel. Examples may include field trips to the Legislature, science centre or outdoor education excursions.
  - 1.2 Extra-curricular Excursion – The excursion is a part of an extra-curricular program offered at the school and will be supervised by Golden Hills Personnel or an approved volunteer. Examples may include travel for a basketball tournament, or a mountain bike club trip.
2. Activities associated with the following programs/events for which supervision is not provided by Golden Hills personnel are excluded from Golden Hills definition of a field trip and do not fall under the scope of this procedure:
  - 2.1 Job shadowing programs (e.g. Take your Child to Work Day)
  - 2.2 Student conferences in which staff supervision is not provided (e.g. Forum for Young Canadians, Encounters with Canada)
  - 2.3 Off Campus Education (see AP 217 Off Campus Education)
  - 2.4 Extended visits to another province or country which are organized by agencies other than the school
  - 2.5 Other activities as determined by the Superintendent

All field trips shall be categorized as per the chart below:

Field Trips – Form 260-1 must be completed for all categories						
		Approved by Principal	Inform Superintendent	Approved by Superintendent	Inform Board of Trustees	Approved by Board of Trustees
<b>Category 1</b>	Day trips within the province	X				
<b>Category 2</b>	1 - 3 overnight stays within province	X	X			
<b>Category 3</b>	4+ overnight stays within province	X		X	X	
	Any travel outside the province but within Canada	X		X	X	
	Any field trips containing High Risk Activities <i>Appendix 260–A</i>	X		X		
<b>Category 4</b>	Any travel outside of Canada <i>** Parents must also complete Form 260-2</i>	X		X		X

## Procedures

### 1. Category 1 -- Day trips within the province - must be completed for all categories of field trips

- 1.1 Field trips require the approval of the Principal or designate, subject to the following conditions:
  - 1.1.1 Satisfactory objectives are considered;
  - 1.1.2 A lead teacher who is responsible for the trip's organization and ensuring that all parameters are adhered to is designated for each field trip;
  - 1.1.3 Adequate teacher or adult supervision is provided. There are to be enough supervisors to cope effectively with an emergency. Supervision levels should be set accordingly when field trips are to remote areas or involve activities with more risk;
  - 1.1.4 Transportation is in accordance with procedure 5 of this administrative procedure;
  - 1.1.5 **Form 260-1: Field Trip Parent Consent Form** is completed;
  - 1.1.6 The Principal may cancel a field trip or a portion of the field trip if the conditions under which the field trip was approved have changed.
- 1.2 Parents will be provided with details of the field trip and will be required to return a signed consent form (**Form 260-1: Field Trip Parent Consent Form**) to the school to satisfy the notion of informed consent.
- 1.3 The supervisor in charge is responsible for carrying a master list or a copy of **Form 260-1: Field Trip Parent Consent Form** of the following on each field trip:

- Names of all participants
- Telephone contact numbers for participant guardians
- Medication and medical alert needs for participants (which may include correspondence to enable the emergency filling of a prescribed medication)

**The list must be carried by the supervisor in charge. Other supervisors should have access to pertinent student information, as needed.**

- 1.4 A detailed itinerary is submitted and shared with parents.
    - 1.4.1 Unless there is an emergent issue or the safety of students or staff is at risk, the supervisor shall not knowingly deviate from the activities and schedule outlined in the itinerary.
  - 1.5 Each student participating in a field trip must comply with all school and Division rules and regulations. The use of alcohol, marijuana, or the illicit use of drugs is prohibited by all participants, including but not limited to students, staff members and volunteer supervisors, during all field trips.
  - 1.6 Arrangements for the handling of all financial matters, including a refund procedure, a contingency fund, and an accounting of all expenditures must be in place.
2. **Category 2 – Three or fewer overnight stays within Alberta**
    - 2.1 All requirements for Category 1 are completed.
    - 2.2 In addition to the Principal's or designee's approval, notification of the field trip must be sent to the Superintendent.
    - 2.3 Overnight co-ed field trips shall have both male and female adult supervisors. An adult supervisor must be available to students at all times (24 hours per day) on all overnight field trips.
  3. **Category 3 - Four or more overnight stays, or travel outside the province but still within Canada, or field trips containing high risk activities**
    - 3.1 All requirements for Category 1 and 2 are completed.
    - 3.2 Field trips that involve high risk activities (as per **Appendix 260-A: Activity List**) require the approval of the Superintendent, in addition to that of the Principal or designate. High risk activities must be identified in **Form 260-1: Field Trip Parent Consent Form**.
      - 3.2.1 Suggested supervision guidelines for many activities associated with field trips are included in the publication, [School Physical Activity, Health and Education Resource for Safety](#). All supervisors/organizers of high risk activities should familiarize themselves with and reference the appropriate section(s) of the *Safety Guidelines* document.
    - 3.3 Field trips that are four or more overnight stays or outside of the province of Alberta require **approval** of the Superintendent and **notification** of the Board of Trustees.
    - 3.4 Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate training/qualifications/experience to lead students in specialized activities. In the event that external organizations or personnel are employed to lead or supervise high risk activities, the Principal must be satisfied that appropriate certifications and/or qualifications are present.

#### 4. Category 4 - International Field Trips

- 4.1 All requirements for Category 1, 2 and 3 are completed.
  - 4.2 In addition to the approval of the Principal (or designate) and Superintendent, all international trips must be approved by the Board of Trustees. Principals are expected to submit the requests with sufficient advanced notice, preferably at least **six months**, excluding July and August, prior to the date of the proposed trip.
    - 4.2.1 The Board of Trustees will not provide approval if an “*Avoid all travel*” or an “*Avoid all non-essential travel*” advisory is in place on the Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp)
    - 4.2.2 If travel advisories change prior to departure, Board permission may be revoked.
  - 4.3 The Principal is responsible to assess the qualifications of the teacher supervising on the field trip.
  - 4.4 Parent information meetings shall be held for all field trips requiring Board approval. In addition to **Form 260-1: Field Trip Parent Consent Form, Form 260-2: International Travel Consent Form** must be completed by all staff and parents of students participating in international travel.
  - 4.5 In order to keep students safe when travelling internationally, principals must check with local health authorities and/or the Department of Foreign Affairs Canada at [www.voyage.gc.ca/consular\\_home-en.asp](http://www.voyage.gc.ca/consular_home-en.asp) for country-specific immunization recommendations and details on health-related concerns. This information is to be shared with students and their parents.
  - 4.6 The Principal must ensure that participants have adequate and appropriate medical coverage that covers all reasonably foreseeable circumstances.
  - 4.7 All forms of transportation throughout the travel will be provided by licensed, insured operators.
5. The Division encourages the use of public licensed carriers, including school buses, whenever possible. However, circumstances may require the use of private vehicles. At no time will students transport other students as part of the transportation arrangements for a field trip. Severe weather or poor driving conditions may necessitate postponement or cancellation of a field trip.
6. The Board, the Superintendent, and/or the Principal, reserve the right to unconditionally cancel any field trip. The Division and the school will not assume responsibility for any costs related to such cancellation. Principals are responsible to inform parents of this condition.

#### References:

- Education Act. AS.A 2012
- Traffic Safety Act, R.S.A. 2000, C. T-6
- School Physical Activity, Health and Education Resources for Safety
- Appendix 260-A: Activity List
- Form 260-1: Field Trip Parent Consent Form
- Form 260-2: International Travel Consent Form
- Form 260-3: Field Trip Transportation Form



## Community Field Trip Parent Consent Form

<b>Date of Form</b>	
<b>School</b>	
<b>Class</b>	
<b>Trip Details</b> (Where & Why)	<p>This consent form covers all in-town field trips held within the current school year _____.</p> <p>Please complete this form and indicate whether or not you give consent for your child/student to participate in field trips within:</p> <p>_____</p> <p>Please complete this form and return it to school as soon as possible.  <i>This <b>does not</b> cover field trips planned outside of the community. Trips outside of the community require a separate consent form to be completed.</i></p> <p style="text-align: center;"><b>The school will inform families when the field trip is scheduled to take place.</b></p>
<b>Transportation:</b>	<input type="checkbox"/> Walking <input type="checkbox"/> Busing
<b>Supervisors:</b>	<p>The students will be under the supervision of:</p> <p><b>Teachers, school staff and potentially parent volunteers</b></p>
<b>Emergency #:</b>	
<b>Total trip cost:</b>	<p><b>Individual trip costs will be communicated with families in advance of the field trip.</b></p>

### Acknowledgement of Risks

Educational activity programs involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, the identified high risk activities, the risks involved and injuries that may result:

Field Trip Risks	Precautionary Measures

NOTE: Supervision Level 1: Close Proximity - Can see and can hear students  
 Supervision Level 2: On-Site – Can view students in the vicinity  
*This form does not include aquatic activities.*

Some activities have inherent risk and injuries can occur without fault of either the student, or the school board, its employees/agents or the facility where the activity is taking place. By choosing to take

part in the activity, you are accepting those risks. Students who follow instructions reduce the chances of injury.

**NOTE:** As this trip is considered a regular school activity, all normal school policies and student expectations apply. In certain circumstances, parents may be required to pick up their child before the end of the trip.

Students not taking part in the field trip will remain at school and be engaged in \_\_\_\_\_

If you require more information or wish to discuss the field trip further, please contact the school.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of Principal

### ***STUDENT INFORMATION AND PARENT CONSENT***

#### **Health and Contact Information**

In the case of a medical emergency, local emergency services will be called and parents will be contacted immediately.

Indicate any health related problems your child has: \_\_\_\_\_

Special medical, dietary or other instructions: \_\_\_\_\_

#### **Emergency Contacts**

		Name	Contact Number
Parent/Guardian 1			
Parent/Guardian 2			
Alternate Emergency Contact			

#### **Parent/Guardian Consent**

RE: STUDENT \_\_\_\_\_ Grade: \_\_\_\_\_

***Please check the appropriate box.***

- ☐ I hereby consent to \_\_\_\_\_ participating in all in town field trips and agree to pay the applicable costs.
- ☐ Thank you. I do not wish my child to participate in any in town field trips.

\_\_\_\_\_  
Parent/Guardian Name (Please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





## International Travel Consent Form

### *Preamble*

Golden Hills School Division supports international travel as a valuable opportunity for students to develop a deeper understanding of the global society, historical events and the impact those have on our collective development of a world citizen viewpoint. However, there are occasions when international travel must be considered in the light of security concerns or impacts of a pandemic that exist in various parts of the world. In these situations, it is the wish of the Board of Trustees that all participants in the trip are given the opportunity to decide if they want to continue with their personal commitment to be involved in the event.

To allow all participants to have the background information necessary for that decision the administration of the school, in conjunction with supporting documentation from the trip provider, will provide opportunity to meet and discuss the following: the complete itinerary of the trip including destinations, accommodation arrangements and "in country travel" structures; the current levels of concern around the security of all aspects of the trip, potential impacts of travel interruptions due to pandemic or quarantine and the cancellation cost structure if the decision is made to not participate in the trip. With that background information, this consent form will allow the school to ensure that each participant is fully knowledgeable about the trip and has made a decision that meets their needs and expectations. In addition to the decisions of individual parents, Golden Hills School Division will also continue to follow its policies and exercise its own discretion as to the suitability and safety of a trip and may choose to cancel student and staff international travel for a particular trip or for all schools.

### *Section One*

As a parent/guardian or staff member, I have received and fully understand the information relative to the proposed international trip. As part of this information package, I fully understand the itinerary, the destination points, the accommodation arrangements and the travel structures inside the country(s) we will be visiting. I have also been informed as to any trip advisories by the Canadian government and how that may change plans prior to the departure date.

☐ Yes ☐ No

Comments:

### *Section Two*

As a parent/guardian or staff member, I fully understand and have considered all security concerns around this proposed international trip. I acknowledge that during international travel there is a potential risk of exposure to communicable diseases, including but not limited to COVID-19 or similar illnesses. I understand that Golden Hills

**GOLDEN HILLS SCHOOL DIVISION**

Reviewed:

Revised:

December 2021

Adopted:

December 2021

School Division will take reasonable precautions to minimize these risks but cannot guarantee complete protection. I consent to my child's participation and agree to provide necessary medical information, accepting responsibility for any additional costs incurred due to quarantine, medical treatment, or changes in travel arrangements resulting from communicable disease.

☐ Yes ☐ No

Comments:

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### ***Section Three***

I have received and fully understand the information and financial impact around cancellation procedures relative to this international trip. I accept that I will face some financial costs in the event I decide to cancel my participation in the event.

☐ Yes ☐ No

Comments:

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### ***Section Four***

With consideration to all the information provided to me I wish to continue my/my child's participation in the international trip and will sign this document to confirm that position.

☐ Yes ☐ No

Comments:

School and trip destination: \_\_\_\_\_

Name of student(s) on trip: \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_



## STUDENT ASSESSMENT, EVALUATION AND REPORTING

### Background

Golden Hills School Division establishes and implements student assessment principles in accordance with the expectations of Alberta Education. The Division believes that high quality instruction depends upon valid, reliable and authentic classroom assessment practices that accurately indicate the achievement/learning of the student. The key purpose of assessment is to advance student learning and guide instructional practice and planning. A continuous cycle of instruction, assessment and adjustment serves to support students in navigating their learning.

### Procedures

1. Teachers shall ensure accurate, fair, consistent and equitable student evaluation, school level procedures, consistent with Division procedures.
2. Teachers shall ensure that students are informed about learning targets, standards or criteria that will be used for assessment, and the means of evaluation. In addition, parents/guardians shall have access to this same information.
3. The assessment and evaluation of student learning in Golden Hills schools shall be viewed as an ongoing process, through both formative and summative assessment practices.
4. Procedures shall be developed for interpreting and using assessment information (including data derived from the results of provincial assessments) to ensure responsive instruction.
5. A variety of assessment methods shall be used to ensure comprehensive, reliable and valid evaluation of student performance (Appendix 360-A: Student Assessment, Evaluation and Reporting and Appendix 360-B: the Seven Principles of Assessment).
6. The evaluation of student progress shall be based upon the curricular outcomes as outlined in the Alberta Program of Studies.
7. When determining grades for student report cards, teachers shall use the evidence that best indicates the achievement/learning of the student and it will be the result of regular and ongoing assessment.
8. Teachers and students will share the responsibility for making assessment decisions and determining the next steps in learning. Whenever possible, teachers shall involve students in regular progress conferences. This facilitates active student involvement and meaningful communication with students and parents/guardians.
9. Students will take responsibility for their own learning and assessment by engaging in self-reflection, self-assessment, goal setting and self-advocacy.
10. Student assessment and evaluation information shall be communicated to parents/guardians regularly and will include:
  - 10.1. A minimum of three (3) report cards per year regarding students in grades K-9.
  - 10.2. A minimum of two (2) report cards per semester regarding students in grade 10 - 12 programs.
  - 10.3. A copy of the final report card shall be placed in the Student Record.
11. For students with an Individualized Learning Plan (ILP), assessments shall be set in relation to the goals and time frames identified in the ILP.
12. Assessment information shall be accessible only to the individual student, their parents/guardians, teachers and other educational personnel who may require it to inform their practice.

13. Appeal procedures regarding student assessment and evaluation, available to both students and parents/guardians, are the following:
- 13.1. If a student or parent/guardian believes an error has been made, he or she shall first appeal the assessment result/grade to the teacher within five (5) school days of receiving the result/grade.
  - 13.2. In the event the issue is not resolved following the appeal to the Teacher, the assessment result/grade may be appealed to the Principal within five (5) school days of receiving the appeal.
  - 13.3. The Principal shall report the results of the review to the appellant, in writing, within five (5) school days. A copy of each appeal and a record of the Principal's decision shall be forwarded to the Superintendent.
  - 13.4. The parent/guardian or student may appeal the Principal's decision to the Superintendent in writing within fourteen (14) days of any final attempts to resolve the matter at the school level.
  - 13.5. The Superintendent or designate shall review all relevant information relating to this matter and render a decision in writing to be shared with all parties concerned within fourteen (14) days of receiving the appeal.
  - 13.6. The parent/guardian or student may appeal the Superintendent's decision to Alberta Education, whose decision on the appeal is binding on both parties.
  - 13.7. Divisional appeal policy is outlined in Board Policy 13: Appeals and Hearings Regarding Student Matters and AP 380: Student Appeals.

**Reference:**

- Education Act. AS.A 2012
- Alberta Education Teaching Quality Standard
- Board Policy 13: Appeals and Hearings Regarding Student Matters
- Appendix 360-A: Student Assessment, Evaluation and Reporting
- Appendix 360-B: the Seven Principles of Assessment
- AP 380: Student Appeals



## INDICATORS OF ACHIEVEMENT

**Beginning** – Student demonstrates insufficient knowledge and skills in relation to the Alberta Program of Studies. Student shows an incomplete understanding of the concepts and skills.

**Satisfactory** – Student demonstrates basic knowledge and skills in relation to the Alberta Program of Studies. Student shows an adequate understanding and is starting to apply learning.

**Proficient** – Student demonstrates solid knowledge and skills in relation to the Alberta Program of Studies. Student shows a strong understanding and relevant application of the learning.

**Excellent** – Student demonstrates exemplary knowledge and skills in relation to the Alberta Program of Studies. Student shows an in-depth understanding and insightful application of the learning on a variety of situations.



## SEVEN PRINCIPLES OF ASSESSMENT

### Principle 1: Moves Learning Forward

- Increases student achievement – moves learning forward
- Guides instructional practice
- Communicates about student achievement

### Principle 2: Intentional Connection to Curriculum

- Begins with the end in mind
- Measures performance against learning outcomes
- Clarifies and shares learning outcomes and success criteria

### Principle 3: Ongoing Process with Actionable Feedback

- Moves learning forward through timely, descriptive and specific feedback -“Feedback loop”
- Determines student readiness through formative assessment
  - Finds out what students know
  - Self-assessment, goal setting conferences
- Incorporates active student involvement in the assessment process
  - Set students as owners of their learning through:
    - Self-assessment and peer assessment
    - Goal setting
- Uses exemplars to identify next steps in learning
- Provide students with second chances to demonstrate learning

### Principle 4: Purposeful Assessment Design

- Provides clear descriptions of achievement expectations
- Compares student performance to curricular outcomes
- Provides students with multiple ways to demonstrate their learning

### Principle 5: High Quality Evidence of Student Achievement

- Delivers meaningful, accurate information about student achievement
- Uses evidence from a variety of assessment approaches (including professional judgement)
  - Triangulation of data – products, conversations and observations are used to determine student performance

### Principle 6: Clear and Accurate Reporting of Data

- Avoids using effort, behaviours, late or incomplete work, attendance or ‘bonus’ points as evidence of student achievement
- Emphasizes recent achievement
- Relies on central tendency and professional judgment rather than averages
- Uses individual achievement as evidence of learning - avoids using group scores
- Avoids punishing academic dishonesty with reduced grades – when necessary, seeks direction from school administration
- Recognizes that including zeros in determining student achievement is not a recommended practice. The teacher will work with the student to ensure that work is completed. When necessary, seek direction from school administration.
- Use summative assessments to report student achievement.

### Principle 7: Meaningful Communication about Student Achievement

- Remains ongoing through the learning process
- Provides students and parents with clear and accurate information

**Glossary:**

**Assessment for Learning (Formative Assessment):** assessment that results in an ongoing exchange of information between students and teachers about student progress toward clearly specified learner outcomes

**Assessment of Learning (Summative Assessment):** assessment designed to collect information about learning to make judgments about student performance and achievement at the end of a period of instruction to be shared outside of the classroom

**Learner Outcomes:** what we expect students to learn; directly related to the Alberta Program of Studies

References:

- Alberta Consortium (2015), Assessment Glossary
- O'Connor, K. (2012). Fifteen Fixes for Broken Grades: A Repair Kit. Toronto: Pearson Canada.
- William, D. (2011). Embedded Formative Assessment. Bloomington: Solution Tree.



## ORGANIZATIONAL STRUCTURE

### Background

Golden Hills School Division believes in establishing a clear organizational structure.

### Procedures

1. The Superintendent will annually develop an organizational structure, to facilitate the effective and efficient operation of the Division.
2. A current copy of the organizational structure can be found in [Appendix 430 -A: Organizational Chart.](#)

### Reference:

- Education Act. AS.A 2012
- Appendix 430 -A: Organizational Chart





## TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES OPERATED BY VOLUNTEER DRIVERS

### Background

In matters relating to the transportation of students, safety considerations must be paramount. Golden Hills School Division encourages the use of public licensed carriers, including school buses. At the same time, the division recognizes that the use of private vehicles and volunteer drivers, including teachers, may be necessary.

### Procedures

1. Parents/guardians are to be notified in writing if students are to be transported in private vehicles with volunteer drivers.
2. At no time shall students be approved to transport other students in private vehicles as part of the transportation arrangements for a field study/student excursion.
3. The following information must be provided to the Principal or designate prior to any volunteer adult drivers transporting any students on field studies/student excursions. The Principal will ensure that volunteer drivers:
  - 3.1 Have a minimum of two million dollars public liability current insurance coverage on their vehicles;
  - 3.2 Have a valid Alberta Operator's License;
  - 3.3 Provide a current (3 yr.) driver's abstract, **a criminal record check with a vulnerable sector check**. After initial approval, every 5 years, unless the volunteer is aware of a change, in which case they are required to notify the Principal.
4. The Principal, in their sole discretion shall determine whether the volunteer adult driver shall be allowed to transport any students and whether the vehicle is appropriate.
5. Volunteer drivers shall not be paid mileage but may be reimbursed for actual expenses, such as gasoline.
6. If an accident occurs that involves the transportation of students, this must be reported to the superintendent.

### Reference:

- Education Act. AS.A 2012
- Traffic Safety Act