



# GOLDEN HILLS SCHOOL DIVISION

## AGENDA

**TYPE:** Regular Board Meeting

**DATE:** 5/25/2021      **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 April 20, 2021

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 Locally Developed/Acquired Courses (J. Grimsdale)

Action

9.2 Advance Poll - Trustee Elections 2021 (T. Sabir)

Action

9.3 Budget Submission 2021-2022 (T. Sabir)

Action

9.4 Interim Education Plan and Budget (B. Daverne)

Action

B) Information Items

9.5 Monthly Enrolment Monitoring Report (April 2021) (T. Sabir)

Info

### 10.0 ADJOURNMENT

10.1 Adjournment

Action



# MINUTES

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## Golden Hills School Division

### Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

Tuesday, April 20, 2021 (9:30 AM)

#### 1.0 Attendance

##### Present:

##### a) Chair

- Laurie Huntley

##### b) Vice Chair

- Jennifer Mertz

##### c) Trustees

- Barry Kletke
- Rob Pirie
- Justin Bolin (via Zoom)
- Jim Northcott

##### d) Superintendent

- Bevan Daverne

##### e) Secretary Treasurer

- Tahra Sabir

##### h) Recording Secretary

- Kristy Polet

##### Absent:

##### f) Associate Superintendent

- Jeff Grimsdale (prior commitment)

##### g) Deputy Superintendent

- Wes Miskiman (prior commitment)

## **2.0 Call to Order**

Chair Huntley called the meeting to order at 9:32 a.m.

## **3.0 Acknowledgment**

We would like to acknowledge that we are on lands in the Treaty 7 area. We are making this acknowledgment to demonstrate our commitment to work together as a community in laying the foundation for reconciliation through education.

## **4.0 In Camera**

### **4.1 In Camera**

**Recommendation: BD#20210420.1001**

**MOVED by Trustee Northcott** that the Board of Trustees go In Camera at 9:33 a.m.

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

**Recommendation: BD#20210420.1002**

**MOVED by Trustee Pirie** that the Board of Trustees rise from In Camera at 10:42 a.m.

Break

Recessed at 10:42 a.m.

Reconvened at 10:58 a.m.

## **5.0 Approval of Agenda**

### **5.1 Approval of Agenda**

**Recommendation: BD#20210420.1003**

**MOVED by Trustee Pirie** that the Board of Trustees approve the April 20, 2021 agenda as presented.

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

## **7.0 Presentation of Minutes**

### **7.1 Regular Minutes of March 23, 2021**

**Recommendation: BD#20210420.1004**

**MOVED by Trustee Northcott** that the Board of Trustees approve the March 23, 2021 Regular Minutes.

## **8.0 REPORTS**

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

Chair Huntley presented information on the following topics:

- March 24, 2021 - Superintendent Daverne and Chair Huntley met via Zoom with Alberta School Boards Association (ASBA) Executive regarding Teachers' Employer Bargaining Association (TEBA).

- March 25, 2021 - Superintendent Daverne and Chair Huntley met via Zoom with Wheatland County Reeve, Amber Link and CFO, Brian Henderson.
- March 29, 2021 - The Board of Trustees participated in the Public School Boards' Association of Alberta (PSBAA) Covey Training.
- March 29, 2021 - Zoom meeting with the Honourable Education Minister, Adriana LaGrange, regarding curriculum release.
- March 31, 2021 - Phone conversation with Shannon Zieman regarding SWAT, which is an organization in Strathmore that conducts drug education for students and parents.
- April 8-10, 2021 - Board of Trustees participated in the National School Boards Association (NSBA) Conference.
- April 16, 2021 - Board of Trustees participated in the PSBAA Council meeting.
- April 19, 2021 - Board of Trustees participated in the PSBAA Professional Day.

Correspondence received:

- Reappointment letter for Superintendent Daverne from the Honourable Education Minister, Adriana LaGrange.
- Curriculum Announcement from the Honourable Education Minister, Adriana LaGrange.
- Invitation to attend the joint CASSA/CSBA Conference and Indigenous Gathering being held July 7-9, 2021 - "Equity and Inclusion for Student Well-being".
- ASBA Governance Review - Board Chair survey.
- ASBA Election Resources - Literacy Program/Curriculum from Honourable Education Minister, Adriana LaGrange.
- PSBAA Non-member Board information package.
- ASBA draft Budget information.
- COVID rapid testing information update from the Honourable Education Minister, Adriana LaGrange.
- Lobbying Toolkit from Maurice Fritze, consultant lobbyist, who teaches seminars on lobbying, negotiation and resolving conflicts.
- Process for short term returns to at home learning from the Honourable Education Minister, Adriana LaGrange.

## **B) Board Committees**

Trustee Pirie presented information on the following topics from Alberta School Boards Association (ASBA) Zone 5:

- Edwin Parr Award (virtual) - there will be no banquet again this year, being held virtually on May 20, 2021 from 6:30 - 8:00 pm.
- May 7, 2021 - ASBA Budget presentation and guest speaker, Maurice Fritze, Lobbyist.

### **C) Board Representatives to External Organizations**

Nothing to report on currently.

### **D) Administration Reports**

Secretary Treasurer Sabir presented information on the following topics:

- Transportation Update:
  - We have two routes that are not running, this is due to a shortage of bus drivers. Currently recruiting and training.

Superintendent Daverne presented information on the following topics:

- Discussed draft letter of concerns to be forwarded to the Honourable Education Minister, Adriana LaGrange.
- Summer School - registration has increased, will need to prioritize courses.
- Friday, April 23, 2021 - hosted Collaborative Day, very successful.
- Long Service Awards (LSA) - currently working on, retirement videos are successfully being produced.
- 2021 Graduation - are in the planning stages, working with communities.
- Masks - distributing the KN95 masks to staff. Deputy Superintendent Miskiman has received appreciation for all the support provided by Division Office.
- Carseland School Principal, Latoya Bartlett, will be on Maternity leave. Joan Boles has been appointed to the position of Acting Principal effective May 2021 and ending June 2021.

## **9.0 NEW BUSINESS**

### **A) Action Items**

There were no action items presented at this time.

### **B) Information Items**

#### **9.1 Monthly Enrolment Monitoring Report - March (T. Sabir)**

##### **Recommendation:**

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for March 2021.

#### **9.2 Budget Reporting 2021-2022 (T. Sabir)**

##### **Recommendation:**

Secretary Treasurer Sabir presented updated information on Budget 2021-2022.

### **9.3 Second Quarter Financial Report - Dec/Jan/Feb (T. Sabir)**

#### **Recommendation:**

Secretary Treasurer Sabir presented the Second Quarterly Financial Report for the months of September 2020 to February 2021.

### **9.4 Interim Education Plan 2021 - DRAFT (B. Daverne)**

#### **Recommendation:**

Superintendent Daverne reviewed the DRAFT Interim Education Plan 2021-2024 and Budget 2021-2022 for submission to Alberta Education on May 31, 2021.

## **10.0 ADJOURNMENT**

### **10.1 Adjournment**

#### **Recommendation: BD#20210420.1005**

The Board of Trustees adjourned at 12:59 pm

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Chair

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Secretary Treasurer



## LOCALLY DEVELOPED/ACQUIRED COURSES

*“Inspiring confident, caring citizens of the world”*

**May 25, 2021**

### **Background:**

Alberta Education supports the local development and authorization of senior high school complementary courses which do not duplicate Provincially authorized courses. The opportunity to authorize complementary courses allows Boards to respond to the unique interests and abilities of its students and to foster educational improvement and excellence through innovation at the local level. Authorization for locally developed/acquired courses “shall be by Board motion and shall be for a maximum of four years” (Alberta Education Policy 1.2.1, Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses).

- The following locally acquired courses have been forwarded to Alberta Education for review and are being submitted for the Board’s consideration.

<b><i>Biology (Advanced) (2020) 35 (3 credits only)</i></b>	<b>Acquired from The Calgary School Division</b>	<b>September 1, 2021 until August 31, 2024</b>	<b>Strathmore High School</b>
The Biology (Advanced) course is based on the Fall 2019 College Board: Advanced Placement Chemistry and Exam Descriptions. This course extends from Biology 20 and 30 to prepare students to complete the College Board: Advanced Placement Biology exam			
<b><i>Choir (2021)15/25/35 (3 &amp; 5 credits)</i></b>	<b>Acquired from The Calgary School Division</b>	<b>September 1, 2021 until August 31, 2025</b>	<b>Prairie Christian Academy Strathmore High School</b>
Choir is process-driven and gives students the opportunity to develop skills necessary to understand and communicate musically, culminating with ensemble performance opportunities. Students develop personal and collaborative goals as they participate in and refine personal and group practice routines, rehearsal, and performance.			
<b><i>Film &amp; Media Art (2021) 15/25/35 (3 &amp; 5 credits)</i></b>	<b>Acquired from The Calgary School Division</b>	<b>September 1, 2021 until August 31, 2025</b>	<b>Prairie Christian Academy Strathmore High School Wheatland Crossing</b>
Film and Media Art is the exploration of film and media art as an artistic form of expression. This course provides an open and active structure for the learning and invites students, with the support of a collaborative community, to engage with ideas, colleagues and audiences through film and media art.			
<b><i>Forensic Studies (2021) 25/35 (3 credits only)</i></b>	<b>Acquired from The Edmonton School Division</b>	<b>September 1, 2021 until August 31, 2025</b>	<b>Acme School Golden Hills Learning Academy Prairie Christian Academy Strathmore Storefront Three Hills School Trochu Valley</b>
In Forensic Studies 25-35, students will investigate and evaluate the processes involved in the collection and preservation of crime scene evidence. They will investigate and analyze the strengths and limitations of forensic evidence analysis. This course sequence focuses on the ethical considerations involved in the use of forensic evidence. Students will explore a variety of occupations and potential career opportunities in the field of forensics.			

<b><i>Instrumental Jazz (2021)</i></b> <b><i>15/25/35 (3 &amp; 5 credits)</i></b>	<b>Acquired from The Calgary School Division</b>	<b>September 1, 2021 until August 31, 2025</b>	<b>Strathmore High School</b>
Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program.			

- These locally developed GHSD courses have been forwarded to Alberta Education for review regarding overlap with provincially authorized curriculum and are being submitted for the Board’s consideration.

<b><i>Leadership, Character &amp; Social Responsibility (2021)</i></b> <b><i>15/25/35 (3 &amp; 5 credits)</i></b>	<b>Developed by Golden Hills School Division</b>	<b>September 1, 2021 until August 31, 2025</b>	<b>Drumheller Valley Secondary School Golden Hills Learning Academy Strathmore High School Strathmore Storefront Three Hills School</b>
Students will demonstrate their understanding of the critical values and attitudes needed to become a leader of oneself, therefore, being able to lead others by example. Students will also define their leadership style; including their personal interests, passions, and an understanding of their social responsibilities.			

<b><i>Paleontology (2021)</i></b> <b><i>15/25/35 (3 &amp; 5 credits)</i></b>	<b>Developed by Golden Hills School Division</b>	<b>September 1, 2021 until August 31, 2025</b>	<b>Drumheller Valley Secondary School</b>
Palaeontology 15 is an introductory science course providing a foundation for Paleontology 25 and 35. Course topics are: the organization of past biodiversity; Earth history and life on Earth; and the ecological/evolutionary mechanisms that change the geological/biological balance on Earth. This course includes a field component provided by the ATCO Learning Centre at the Royal Tyrrell Museum in Drumheller.			

- The following locally developed course has been approved for a one-year extension and is being submitted for the Board’s consideration.

<b><i>Musical Theatre 15/25/35</i></b> <b><i>(3 &amp; 5 credits)</i></b>	<b>Acquired from Calgary Roman Catholic Separate School Division</b>	<b>September 1, 2021 until August 31, 2022</b>	<b>Drumheller Valley Secondary School Strathmore High School</b>
Students enrolled in this course will learn to work as a repertory company and promote an entrepreneurial spirit through collaborating with community arts partners.			

**Recommendation:**

That the Board of Trustees authorizes the use of the above acquired locally developed course and any learning resources detailed in the course outline for use in Golden Hills School Division.



Bevan Daverne  
Superintendent



Jeff Grimsdale  
Director of Learning





## ADVANCE VOTE – TRUSTEE ELECTIONS 2021

*“Inspiring confident, connected, caring citizens of the world”*

**May 25, 2021**

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### **Background:**

Section 73(2) of the *Local Authorities Election Act*: Subject to subsection (3), an elected authority may by resolution provide for holding an advance vote for an election. The returning officer (RO) must determine the days and hours when the advance vote under subsection (2) or (3) is to be held.

Below outlines key dates for the Board’s consideration:

### **SEPTEMBER 2021**

- **Nomination Day** - Monday, September 20, 2021

### **OCTOBER 2021**

- **Advance Vote** – TBD (Dates and locations to coincide with Municipalities)
- **Election Day** – Monday, October 18, 2021

### **Recommendation:**

That the Board of Trustees establishes dates and locations to coincide with Municipalities for the advance vote for the 2021 Elections.

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Bevan Daverne  
Superintendent

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

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Tahra Sabir  
Secretary Treasurer



## BUDGET SUBMISSION 2021-2022

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

May 25, 2021

### **Background:**

Pursuant to the recommendations of the Auditor General and in accordance with Education Act S. 139(2) (b) the Board of Trustees is required to submit an annual budget to the Minister on or before May 31, for the fiscal year beginning on the following September 1.

This will be the only budget required by Alberta Education. This is the second year an updated submission in the Fall is no longer required.

It is anticipated enrolment for next year will end up similar to the enrolment 2019/2020. Online learning enrolment increased this year but for next year we anticipate this to decrease.

Golden Hills operates 41 schools, which includes 19 colony schools. Included in these 41 schools are seven (7) regular high schools, three (3) outreach programs and two (2) online schools. Below is their respective projected enrolment for 2021/2022 and current Provincial enrolment for this year:

Schools/Grade Configuration	2021/2022 Students	2020/2021 Students	Difference
Acme Elementary School (K-6), (10-12)	204.50	186.50	18.00
Brentwood School (K-6)	207.00	220.00	-13.00
Carseland School (K-6)	69.50	60.00	9.50
Carbon School (K-9)	58.50	66.00	-7.50
Crowther Memorial Jr. High (7-9)	486.00	488.00	-2.00
Dr. Elliott School (K-9)	177.00	175.00	2.00
Drumheller Valley Secondary School (7-12)	390.00	404.00	-14.00
Greentree Elementary School (K-6)	322.00	318.50	3.50
George Freeman School (K-9)	405.00	366.00	39.00
Prairie Christian Academy (K-6), (7-12)	272.50	263.00	9.50
Strathmore High School (10-12)	620.00	592.00	28.00
Three Hills School (K-12)	442.00	443.00	-1.00
Trinity Christian Academy (K-9)	171.50	154.50	17.00
Trochu Valley School (K-12)	227.00	236.50	-9.50
Westmount Elementary School (K-6)	315.50	345.00	-29.50
Wheatland Crossing (K-12)	323.50	318.50	5.00
Wheatland Elementary School (K-6)	288.00	284.50	3.50
Colony Schools	338.50	345.00	-6.50
<b>Total</b>	<b>5,318.00</b>	<b>5,266.00</b>	<b>52.00</b>
Drumheller Outreach (7-12)	17.00	17.00	0.00
Golden Hills Learning Academy (1-12)	273.37	331.00	-57.63
Northstar Academy (1-12)	433.11	541.00	-107.89
Strathmore Storefront (7-12)	64.00	70.00	-6.00
<b>Total</b>	<b>787.48</b>	<b>959.00</b>	<b>-171.52</b>
<b>Total with Outreach &amp; Online</b>	<b>6,105.48</b>	<b>6,225.00</b>	<b>-119.52</b>
<b>Breakdown</b>	<b>Homeschool</b>	<b>CEU's</b>	
Northstar Academy	746.00	6,794.00	
Golden Hills Learning Academy	120.00	3,688.00	
	<b>866.00</b>	<b>10,482.00</b>	

Golden Hills' straight-line Provincial enrolment is anticipated to decrease by 111 students for 2021/2022.

There are 461 students graduating June 2021, with 350 students entering Kindergarten in September 2021. This creates an enrolment shortfall of students (111). While student enrolment dropped this year due to the pandemic, we anticipate student enrolment will return to 2019/2020 numbers.

These numbers are Provincial enrolment only. We also anticipate 155 Siksika students and approximately 250 International students. Total headcount of students will be approximately 8,000 students.

### **Budget Process**

In the past, budgets were submitted twice a year, once in May/June "the Spring Budget" and then November "the Fall Budget". Since the inception of the new funding framework, the Fall budget submission has been eliminated. Funding for changes in enrolment will not be adjusted until 2022/2023 unless actual enrolment is higher than 5% of projected growth.

The budget process starts in early January with the Board giving direction and guiding principles. February, March and April are the information stages and there is a lot of estimating of enrolment and calculating expenses. This year (2020/2021) we are experiencing the new funding model and the budget presented (2021/2022) would be the second year of the new funding model.

As each budget has an Administrator/Manager, planning, reviewing and monitoring the budget, the process involves many stakeholders. School Administrators have consultations with their school councils and budget information is shared. As budgets are site-based, they are developed in conjunction with both school council and staff.

Despite the various challenges and pressure points, Golden Hills continues to strive to be the Preferred Choice.

### **Budget Challenges and Pressure points**

- One year of experience with the new funding model, changes still occurring.
- Weighted moving average complexities.
- Enrolment Projections – volatility of the Kindergarten students and mobility due to changes in economy.
- COVID-19 implications, difficulty in projecting regular enrolment.
- Increased online enrolment funding unknowns.
- International Program enrolment volatility.
- Operations and Maintenance formula changes with square metres and utilization rates.
- Bridge Funding/COVID Mitigation funding to be eliminated in 2022/2023.
- Reserve caps and use of reserve limitations.
- Summer School Funding Formula.

A preliminary draft of the Alberta Education Budget Template will be distributed at the Board meeting and then posted online once finalized.

The budget presentation will be available at the Board meeting.

**Recommendations:**

That the Board of Trustees approves the 2021/2022 budget for submission to Alberta Education, subject to the Board being advised of any minor adjustments, which may be necessary before the budget is submitted to Alberta Education.

That the Board of Trustees approves use of restricted reserves to sustain staffing positions and other initiatives.



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Bevan Daverne  
Superintendent



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Tahra Sabir  
Secretary Treasurer



## INTERIM EDUCATION PLAN AND BUDGET

*“Inspiring confident, connected, caring citizens of the world”*

**May 25, 2021**

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, the Three-Year Education Plan (3YEP) and Annual Education Results Report (AERR) may be combined into a single document which is due annually on November 30. Changes between the preliminary and final document consider the fall report on the previous year’s provincial achievement test and diploma examination results as well as any budget updates.

As per the Funding Manual for School Authorities, the Interim Education Plan and annual budget must be prepared for review by the Board of Trustees and posted on the website by May 31, 2021. School authorities must notify the Field Services Branch Director of the posting, including a permalink to the document.

**Recommendation:**

That the Board of Trustees receives and reviews the final Interim Education Plan 2021-2024 and annual budget 2021/2022 for submission to Alberta Education on May 31, 2021.

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Bevan Daverne  
Superintendent of Schools



## MONTHLY ENROLMENT MONITORING REPORT

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

**May 25, 2021**

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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, 2020 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.

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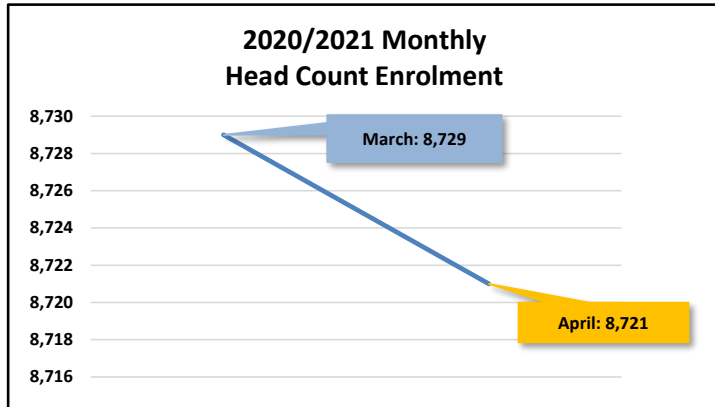
Bevan Daverne  
Superintendent

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Tahra Sabir  
Secretary Treasurer

# Golden Hills School Division Enrolment

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



## Schools - Month to Month Comparison

Mar 2021 to Apr 2021

Configuration	School	April 30, 2021	March 31, 2021	Difference
K-6, 10-12	Acme School	201.00	200.00	1.00
K-9	Carbon School	64.00	64.00	0.00
K-6	Carseland School	68.00	69.00	-1.00
7-9	Crowther Memorial Junior. High School	481.00	486.00	-5.00
K-9	Dr. Elliott Community School	185.00	185.00	0.00
7-12	Drumheller Valley Secondary School	387.00	389.00	-2.00
K-6	École Brentwood Elementary School	238.00	238.00	0.00
K-12	George Freeman School	388.00	385.00	3.00
K-6	Greentree School	354.00	351.00	3.00
K-12	Prairie Christian Academy School	273.00	271.00	2.00
10-12	Strathmore High School	577.00	578.00	-1.00
K-12	Three Hills School	469.00	462.00	7.00
K-9	Trinity Christian Academy	165.00	163.00	2.00
K-12	Trochu Valley School	242.00	246.00	-4.00
K-6	Westmount School	371.00	372.00	-1.00
K-12	Wheatland Crossing School	324.00	324.00	0.00
K-6	Wheatland Elementary School	308.00	309.00	-1.00
<b>Sub Total</b>		<b>5,095.00</b>	<b>5,092.00</b>	<b>3.00</b>
7-9	Colonies	351.00	356.00	-5.00
7-12	Drumheller Outreach	37.00	35.00	2.00
1-12	Golden Hills Learning Academy	798.00	805.00	-7.00
1-12	NorthStar Academy	655.00	657.00	-2.00
7-12	Strathmore Storefront	69.00	66.00	3.00
<b>Sub Total</b>		<b>1,910.00</b>	<b>1,919.00</b>	<b>(9.00)</b>
Homeschool		1,006.00	1,008.00	-2.00
Shared Responsibility		314.00	314.00	0.00
<b>Sub Total</b>		<b>1,320.00</b>	<b>1,322.00</b>	<b>-2.00</b>
<b>Provincial Total</b>		<b>8,325.00</b>	<b>8,333.00</b>	<b>-8.00</b>
Siksika		157.00	157.00	0.00
International (Incl. Online)		239.00	239.00	0.00
<b>Sub Total</b>		<b>396.00</b>	<b>396.00</b>	<b>0.00</b>
<b>Total HEADCOUNT</b>		<b>8,721.00</b>	<b>8,729.00</b>	<b>-8.00</b>