



# GOLDEN HILLS SCHOOL DIVISION

## AGENDA

**TYPE:** Regular Board Meeting

**DATE:** 1/29/2020     **TIME:** 9:30 AM

**LOCATION:** Boardroom of the Golden Hills School Division No. 75

**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 December 17, 2019

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 Field Trip Studies - Acme School - Europe (B. Daverne)

Action

9.2 Field Trip Studies - Prairie Christian Academy - Europe (B. Daverne)

Action

9.3 Field Trip Studies - Strathmore High School - Victory in Europe (B. Daverne)

Action

9.4 Advocacy Planning (B. Daverne)

Action

9.5 Calendar 2020-2021 (B. Daverne)

Action

B) Information Items

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

Info

9.7 Monthly Enrolment Monitoring Report (Dec) (T. Sabir)

Info

9.8 School Summaries Monitoring Report (T. Sabir)

Info

### 10.0 ADJOURNMENT

10.1 Adjournment

Action



# MINUTES

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## Golden Hills School Division No. 75

### Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

**Tuesday, December 17, 2019 (9:30 AM)**

### 1.0 Attendance

#### Present:

- a) Chair
  - Laurie Huntley
- b) Vice Chair
  - Jennifer Mertz
- c) Trustees
  - Rob Pirie
  - Justin Bolin (arrived 10:05 am)
  - Jim Northcott
- d) Superintendent
  - Bevan Daverne
- e) Secretary Treasurer
  - Tahra Sabir
- f) Associate Superintendent
  - Wes Miskiman
- h) Recording Secretary
  - Kristy Polet

#### Absent:

- g) Deputy Superintendent
  - Dr. Kandace Jordan

### 2.0 Call to Order

Chair Huntley called the meeting to order at 9:42 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: #BD20191217.1001**

**MOVED by Trustee Kletke** that the Board of trustees go In Camera at 10:51 a.m.

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

**Recommendation: #BD20191217.1002**

**MOVED by Trustee Kletke** that the Board of Trustees rise from In Camera at 12:05 p.m.

## **5.0 Approval of Agenda**

### **5.1 Approval of Agenda**

**Recommendation: #BD20191217.1003**

**MOVED by trustee Kletke** that the Board of trustees approve the agenda as presented.

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

## **7.0 Presentation of Minutes**

### **7.1 Regular Minutes of November 26, 2019**

**Recommendation: #BD20191217.1004**

**MOVED by Trustee Pirie** that the Board of Trustees approve the Regular Minutes of November 26, 2019.

## **8.0 REPORTS**

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

Chair Huntley presented information on the following topics:

- Discussed letter that is being sent to the Minister of Education, Honorable Adriana LaGrange, in regards to the funding framework and the possibility of meeting with her in the new year.
- Discussed Golden Hills School Divisions Powerful Learning Videos and website that you can reference on the divisions' website. Link: <http://powerfulllearning.com/>

### **B) Board Committees**

Trustee Pirie presented information on Alberta School Boards Association (ASBA) Zone 5 meeting that was held December 6, 2019.

- Discussed Advocacy presentation.

Trustee Kletke had no new information at this time to report on from the Public School Boards' Association of Alberta (PSBAA).

Trustee Pirie had no new information at this time to report on from the Teachers Employer Bargaining Association (TEBA).

## C) Board Representatives to External Organizations

Nothing to report on at this time.

## D) Administration Reports

Associate Superintendent Miskiman presented information on the following topics:

- HR Update:
  - Finalized dates for Alberta Teachers Association (ATA) Retirement sessions, April 29 and May 6, 2020.
  - Discussed Sub Program - effective roll out date February 1, 2020.
  - Discussed Alberta Labor Law Standards:
    - 1) 1 Committee required (instead of at every school site).
    - 2) Training Requirements - only one training session required.

Secretary Treasurer Sabir presented information on the following topics:

- Discussed demolition progress of the three schools:
  - Standard School - Complete,
  - Hussar - on going,
  - Central Bow Valley - abatement work is currently being done.

Superintendent Daverne presented information on the following topics:

- Discussed the new direction that the Regional Consortium will be taking.
- Discussed notice given to Alberta School Boards Insurance Exchange (ASBIE) that Golden Hills School Division will no longer be participating in the reciprocal insurance program.

## 9.0 NEW BUSINESS

### A) Action Items

#### 9.1 Field Studies Excursion - Eastern Europe - Strathmore High School (B. Daverne)

##### **Recommendation: #BD20191217.1005**

**MOVED by Trustee Northcott** that the Board of Trustees approves the proposed high school field trip/excursion for Strathmore High School to Eastern Europe (Berlin, Prague, Krakow and Budapest) from April 8, 2020 - April 19, 2020 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.

#### 9.2 Field Studies Excursion - Europe Trip - Strathmore High School (B. Daverne)

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

The Board of Trustees has tabled the proposed high school field trip/excursion for Strathmore High School to Europe (England, France, Belgium and the Netherlands) due to requiring more information.



### **9.3 Field Studies Excursion - Ecuador - Wheatland Crossing (B. Daverne)**

#### **Recommendation: #BD20191217.1007**

**MOVED by Trustee Pirie** that the Board of Trustees approves the proposed high school field studies/excursion for Wheatland Crossing to Ecuador (Quito, Otovalo, the Amazon Rainforest and Banos) from April 1, 2021 to April 11, 2021 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.

## **B) Information Items**

### **9.4 Enrolment Monitoring Report (November 2019) (T. Sabir)**

#### **Recommendation:**

Secretary Treasurer Sabir reviewed the Monthly Enrolment Monitoring Report for November 2019.

### **9.5 Technology Services Report (K. Jordan)**

#### **Recommendation:**

On behalf of Deputy Superintendent Jordan, Director of Learning and First Nations, Metis and Inuit Coordinator, Jeff Grimsdale, presented information on the primary role of Technology Services in our Division.

### **9.6 Alberta School Boards Insurance Exchange (ASBIE) (B. Daverne)**

#### **Recommendation:**

Superintendent Daverne and Secretary Treasurer Sabir presented information to the Board of Trustees in regards to the premium increases that has resulted in additional costs to the Board. We are continuing to explore all our current and future options.

## **10.0 ADJOURNMENT**

### **10.1 Adjournment**

#### **Recommendation: #BD20191217.1008**

**MOVED by Trustee Kletke** that the Board of Trustees adjourn at 12:06 p.m.

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Chair

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Secretary Treasurer



**FIELD TRIP STUDIES/STUDENT EXCURSION**  
Acme School

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

**January 28, 2020**

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**Background:**

Acme School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Europe (Berlin, Prague, Krakow, Aushwitz, and Budapest) from April 8, 2020 to April 18, 2020.

**Field Excursion Summary:**

- The purpose of the 2020 Europe trip to Europe is to allow students to become Global citizens by experience many different European cultures.
- 9 students
- The trip will be 11 days.
- One day of instructional time will be missed.
- Supervision to student ration 1:2
- 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 Acme School to Europe (Berlin, Prague, Krakow, Aushwitz, and Budapest) from April 8, 2020 to April 18, 2020 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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Bevan Daverne  
Superintendent of Schools

Four parents and two teachers, Brent Moldrup and Julia Turner will be attending. That gives us more than a chaperone for every two students.

**Itinerary:**

Day 1- Overnight flight to Berlin from Calgary

Day 2-Berlin

Day 3-Berlin

Day 4-Berlin-Dresden-Prague

Day 5- Prague

Day 6-Prague-Krakow

Day 7-Krakow-Auschwitz

Day 8-Krakow-Budapest

Day 9- Budapest

Day 10- Depart Home.



## FIELD TRIP STUDIES/STUDENT EXCURSION Prairie Christian Academy

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

**January 28, 2020**

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### **Background:**

Prairie Christian Academy requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Europe (Italy and Greece) from April 9, 2020 to April 19, 2020.

### **Field Excursion Summary:**

- The purpose of the 2020 Europe trip to Europe is to enhance students learning of Social 10-20, Bible 15-25 and Philosophy of Man 30.
- 16 students
- The trip will be 11 days.
- One day of instructional time will be missed.
- Supervision to student ration 1:4
- 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 Prairie Christian Academy to Europe (Italy and Greece) from April 9, 2020 to April 19, 2020 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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Bevan Daverne  
Superintendent of Schools

## Request for Authorization for International Travel

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

From: Prairie Christian Academy  
Box 68  
Three Hills, AB T0M 2A0



(1) Name of Teacher(s) in charge of the field study: **Michael Robertson**

(2) Does this trip require travel out of Province: **Yes**

(3) Does this trip require 4 or more overnight stays: **Yes**

(4) What is the nature of the field study: **Co-Curricular**

(5) Statement of Educational Purpose:

Almost two millennia since Paul journeyed to Athens and Rome to spread the Gospel, a group of students, parents, and staff from PCA will be headed in the same direction. The trip will include the sights and sounds of Rome, Capri, Sorrento, Pompeii, Delphi, and Athens, while hitting many lovely places in between. For ten days we will travel through some of the most beautiful locations, view Classical and Renaissance art and architecture, and even traverse the very locales and reference points of the early Church. Every student will have a chance to apply and enhance their understanding of the Social



Studies and Bible courses in a very real and practical way. There is something to be said for standing on the very ground where Paul preached, rather than just talking about it from more than 8000Km away. Not only will the students come back with a better understanding of our world, but also they are required to be ambassadors to their peers, and teach them about the experience in a school-wide assembly after their return.

### (6) Destination & Itinerary

Student Trip to Italy and Greece - Europe 2020  
April 9, 2020 - April 19, 2020

#### Itinerary in Europe:

Day 1: Fly overnight to Italy

Day 2: Rome

Meet your Tour Director at the airport

Day 3: Rome

Take a tour of Vatican City

With your expert local guide you will see:

- Sistine Chapel
- St. Peter's Basilica
- Visit St. Peter's Basilica

Day 4: Rome

Take a guided tour of Rome

With your expert local guide you will see:

- Roman Forum
- Colosseum

Take a self-guided walking tour of Rome

You will see:

- Trevi Fountain
- Pantheon
- Piazza Navona
- Spanish Steps

Day 5: Rome • Capri • Sorrento region

• Travel via Capri to the Sorrento region

- Travel by ferry to Capri
- Enjoy a boat cruise
- See Sorrento

Day 6: Sorrento region • Pompeii • Brindisi

• Night ferry

- Travel via Pompeii to Brindisi
- Visit the Pompeii Roman Ruins
- Tour Pompeii with an expert local guide

- Board a night ferry to Patras

Day 7: Night ferry • Patras • Delphi

- Travel from Patras to Delphi
- Travel to Delphi

Day 8: Delphi • Athens

- Take a guided tour of Delphi
- With your expert local guide you will see:
  - Temple of Apollo
  - Delphi Archaeological Museum
  - Travel to Athens

Day 9: Athens

Take a guided tour of Athens

With your expert local guide you will see:

- Olympic Stadium
- Syntagma Square
- Acropolis
- Visit the Acropolis Museum

Take a walking tour of Athens

With your Tour Director you will see:

- Plaka district
- Temple of Zeus

Day 10: Depart for home

(7) Supervision: Supervision to student ratio 1:4  
This trip is being coordinated through EF Educational tours (EF).  
Traveling as chaperones will be:

Michael Robertson (Teacher)  
Irene Dobson (Staff)  
Pamela Robertson (Teacher and Spouse)  
Richard Laslett (Parent)  
Susan Cullum (Teacher and Parent)

(8) Transportation:  
Airline travel has been arranged through EF Educational Tours. We are being transported to and from Three Hills by the PCAS Bus. While in Europe we will be using a Charter Service with a qualified driver.

(9) Cost:  
The total cost for each participant is \$4,194.00 Canadian funds.

Each participant was asked to contribute all of their own funds in addition to an extra \$120.00 for tips and \$85 for a team jacket.

(10) Risk Assessment:  
Europe is has politically stable environment and there are no identifiable risks in traveling to Europe at this time.

We as team leaders and chaperones are committed to safety both in preparatory training of the students as well as on site supervision and restrictions.

All participants will be covered by a travelers insurance policy purchased through the EF All-Inclusive Protection Plan to cover any medical needs that may arise while on the trip. Two of the accompanying adult supervisors are certified with St Johns Ambulance in CPR

(11) Not Applicable

(12) Students Participating:  
We will be taking 16 Prairie Christian Academy High School students. These students have been through an application process and have been approved by the staff of PCA. These students are:

We will be completing the Golden Hills consent form detailing emergency contact and Alberta Health Care information.

(13) "No Alcohol or Drugs" :

All participants are adherents to the Prairie Christian Academy behavioral standards and all PCA students have signed an agreement prohibiting the use of alcohol and drugs. Also the Chaperones all adhere to the PCA behavioral standards.

(14) Right to Cancel: See attached Letter

Contact Information:

Prairie Christian Academy – Michael Robertson  
Prairie Christian Academy  
Box 68  
Three Hills, AB T0M 2A0  
(403) 988-6690 (cell)  
(403) 443-4220 (work)

EF Coordinator – Erica Monk – Tour Manager  
EF Educational Tours  
60 Bloor St. W., Suite 501  
Toronto, AB M4W 3B8  
1-800-387-1460  
[www.eftours.ca](http://www.eftours.ca)





**Prairie Christian Academy**  
Christ-centred education since 1938  
www.pca3hills.ca

December 6, 2019

Dear Parents of Europe Trip Participants,

Golden Hills School Division has an administrative procedure that has extensive guidelines for the planning and execution of field trips. The focus of this procedure is to ensure that all reasonable steps are taken to ensure “students’ safety – first and foremost”. The procedure is multifaceted and one of the components involves an application to the Board for all international trips.

When approving an excursion the Board considers many factors such as the educational value of the trip and the suitability of the activities planned, but they keep student safety at the forefront. As such, the Board retains the unqualified right to cancel any trip should they feel it is not in the best interest of the students to proceed. The parents of participants would be responsible for all costs related to a cancellation, should it become necessary.

As a part of the administrative procedure governing international trips I am required to demonstrate that parents have been informed of this right of the Board to cancel. As such, it would be helpful if you would sign this letter and return it to the school office at your earliest convenience.

If you have any questions or concerns, please do not hesitate to contact me.

Yours in Christ,

Darryl Hern  
Principal

**I have been informed of that the Board has the unqualified right to cancel a trip and that parents are responsible for all costs related to cancellation.**

**Parent**

\_\_\_\_\_

**Student on the Europe Educational Trip**

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## FIELD TRIP STUDIES/STUDENT EXCURSION Strathmore High School

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

**January 28, 2020**

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### **Background:**

Strathmore High School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Europe (England, France, Belgium and the Netherlands) from April 30, 2020 to May 9, 2020.

### **Field Excursion Summary:**

- The trip will commemorate the 75<sup>th</sup> anniversary of the end of World War II, the trip is geared to provide students with a renewed sense of pride in Canada and the involvements in liberating countries during the World Wars.
- Four (1 grade 10, 1 grade 11, 2 grade 12) from SHS
  - As well as 22 student travellers from DUCHESS = **26 Students**
- The trip will be 10 days – Students will be missing 6 instructional days
  - Students must be in good academic standing and will be away six instructional days.
- 1 CHAPERONE for every 6 students. There are 51 people total (26 students/25 adults)
- Trip itinerary attached.

The administration will complete a risk assessment as required by Administration Procedure 260- *Field Studies/ Student Excursions*. The risk assessment process will ensure that all the requirements of Procedure 260 are fully completed before departure.

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

### **Recommendation:**

That the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Europe (England, France, Belgium and the Netherlands) April 30, 2020 to May 9, 2020 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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Bevan Daverne  
Superintendent of Schools



The 75<sup>th</sup> Anniversary

# VICTORY IN EUROPE



## VE Day 75: London, Paris & Amsterdam

April 30, 2020 – May 8, 2020 (May 10 with extension)

What was it like to be a civilian living in a European capital city during the Second World War? To protect your house with sandbags and blackout curtains during the London Blitz, or struggle through daily life watching as your country and countrymen fall to Nazi rule in occupied Holland and France. As you travel through these resilient capitals, explore the different perspectives and difficult decisions of those who faced this reality—living with clothing and food rations, bolstering community morale, and fighting in the resistance against a powerful enemy.

# Victory in Europe

May 5, 1945—Nazi forces finally surrender, and Canadian and Allied troops liberate the Netherlands after months of battling to push out the Nazis.

More than seven decades later, the connection forged between Canadians and the Dutch has stayed strong. In May 2020, students and cadets can experience firsthand present-day Dutch culture, and discover for themselves how the unique histories and contributions of the Allied forces continue to influence modern European life and our world today.



## What to expect on a Historic Event Tour

### ACTIVE PARTICIPATION

Students and cadets become part of history and carry on the legacy of past generations during once-in-a-lifetime commemoration ceremonies and exclusive EF-led events with thousands of fellow Canadians.

### CONNECTIONS

Whether it's researching the life of a local soldier, honouring a hometown Regiment, or connecting with international students before tour, travellers engage with the community at home and abroad.

### REFLECTION

Participate in group reflection through activities designed to engage travellers and reflect on the experience. Every itinerary is customizable to create a personalized and profound experience for your group.

### BUILDING PERSPECTIVE

By exploring significant sites, visiting the graves of Canadian soldiers, or taking part in special ceremonies, travellers develop a richer understanding of historic events and how they impact the present.






# What you'll experience on your tour

April 30, 2020 – May 8, 2020 (May 10 with extension)

## Day 1: Fly to London

Board your overnight flight to London.

## Day 2: Arrive in London

Touch down in the capital city of England and the United Kingdom, and meet your Tour Director at the airport. Then, enjoy a walking tour of London and take in the sights and sounds of the city. Afterwards, spend some free time in Borough Market—a market that has existed, in one form or another, for about 1,000 years. In the evening, you have the option to  ride the London Eye or enjoy a Thames River Cruise.

## Day 3: London

In the morning, enjoy an expertly guided tour of London with a licensed, local guide. [Then, visit Bletchley Park, the central location for British codebreakers during the Second World War. Participate in EF-enhanced programming and learn more about the role communication played in the world of secrets and spies, and how it affected the outcome of the war.](#) In the Cabinet War Rooms, get a glimpse of the life and legacy of Winston Churchill.

## Day 4: Amsterdam

Take an early morning train to Amsterdam, a city where 1,200 bridges crisscross 160 canals to make it one of Europe's most charming capitals. Enjoy a walking tour of the city where you'll see the *Westerkerk* (West Church), where Rembrandt is buried. You'll also visit Dam Square, which is home to *Koninklijk Paleis* (the Royal Palace), before seeing the Flower Market and Jewish Quarter. Then, visit the Dutch Resistance Museum, which tells the story of the Netherlands while it was occupied by Nazi Germany, and the choices, dilemmas, and resistance of the Dutch people.

## Day 5: Amsterdam

Every May 4, the people of the Netherlands participate in a two-minute moment of silence for Remembrance Day. [At the VE Day remembrance ceremony at the Groesbeek Canadian War Cemetery, join fellow Canadians and the local community in memorializing those who fell during the Second World War.](#)

## Day 6: Wageningen | Amsterdam

Travel to Wageningen, a historic town along the Rhine river. Here, you'll commemorate Liberation Day—when the Dutch celebrate the end of Nazi occupation and honour freedom, democracy, and human rights. [While you're here, you'll be participating in EF-enhanced events surrounding the celebrations.](#)


## Day 7: The Hague | Amsterdam

From Amsterdam, travel to The Hague. Get acquainted with The Hague and learn why it's the "City of International Peace and Justice." Explore the Humanity House, a museum established by the Red Cross to increase awareness of humanitarian issues. There you'll learn about the consequences of conflict, and have an opportunity to reflect on your own personal freedoms. [Then, take part in a series of interactive workshops that focus on peace and conflict in the 21st century, created with local experts and the community.](#)

## Day 8: Brussels | Paris

Transfer to Brussels, a prominent center of international politics and home to the European Union and NATO headquarters. During your visit, you'll pass by the buildings of the European Union, encircled by a row of colourful flags representing the member countries. Continue into the heart of medieval Brussels to see why Victor Hugo dubbed the *Grand-Place* "the most beautiful square in the world." Walk by the ornate façades of the eclectic Guild Houses, a row of tiered buildings that stand shoulder-to-shoulder. Travel from Brussels to Paris.

## Day 9: Paris

Paris was taken by German soldiers in 1940, and its people lived under the Nazi regime until the French uprising and liberation in 1944. Today, Paris is known as the City of Light—a fashion, art, and culinary capital of the world. Get to know Parisian history, from the Louvre to the *École Militaire*, during an expertly guided sightseeing tour. Enjoy more self-guided exploration of Paris, or  visit Versailles.

## Day 10: Depart for home

Say goodbye to your Tour Director at the airport and depart for home.

## ONE-DAY EXTENSION

### Day 10: Normandy

[At the Juno Beach Centre, take part in immersive activities and unique experiences exclusive to EF travellers.](#) Programming will encourage exploration of Juno Park and give travellers a more in-depth understanding of the site's history. Then, visit the Beny-sur-Mer War Cemetery which honours Canadian soldiers who fell during the initial attack on Normandy Beach.

### Day 11: Depart for home

Say goodbye to your Tour director at the airport and depart for home.

*Itinerary is subject to change. Accommodations and flight details to be announced approximately 14 days prior to departure.*

## EVERYTHING YOU GET



**Full-time Tour Director**



**Sightseeing:** 3 sightseeing tours led by expert, licensed, local guides; 2 sightseeing tours led by your Tour Director; 3 walking tours



**Entrances:** Cabinet War Rooms; Bletchley Park; Dutch Resistance Museum; Humanity House (*Juno Beach Centre with extension*)



**weShare:** Our personalized learning experience engages travellers before, during, and after tour, with the option to create a final, reflective project.



**EF-enhanced programming:** Our expert Educational Programming team has designed enhanced programming opportunities at [Bletchley Park, Groesbeek Canadian War Cemetery, Wageningen, and The Hague \(with extension: Juno Beach Centre\).](#)



Round-trip flights on major carriers; upgraded hotel accommodations; comfortable motor coach; European breakfast and dinner daily



# The world leader in international education

For over 50 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

## **AFFORDABLE**

We always offer the guaranteed lowest prices so more students and cadets have the opportunity to travel and experience the world.

## **INSIGHTFUL**

We believe in experiential learning at the most important sites. Your Tour Director is with you at every step, providing their own perspective and local tips.

## **SAFE**

We're committed to your safety. With 500 schools and offices in over 50 countries, EF staff can react quickly and in person wherever you travel.

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[eftours.ca/enrol](https://eftours.ca/enrol)

### **Enrol by phone**

1-800-263-2806

### **Mail your enrolment form**

EF Educational Tours  
80 Bloor Street West, 16th Floor  
Toronto, ON M5S 2V1



## ADVOCACY PLANNING

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

January 28, 2020

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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 review and adopt the attached Advocacy Points for the 2019/20 school year.

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Bevan Daverne  
Superintendent



## CALENDAR 2020/2021

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

January 28, 2020

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### **Background:**

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board shall approve all school year calendars. The criteria for the development of this calendar is established through this same Administrative Procedure.

Over the past number of years parents have suggested changes to the school year calendar. As a district we have also experienced increased pressure to provide more collaborative time for staff in order to facilitate work towards our Educational Plan goals. After a series of consultations with school administration, staff and school councils, a pilot calendar for the 2020/2021 school year has been developed for the Board's consideration.

### **Context for parents for this proposed change:**

- We have had parent feedback over the past few years about specific concerns on our current calendar:
  - Parents are uncomfortable with an August school start for their children
  - Parents do not like having to come back to school for two days during Family day week
  - We get mixed feedback in regard to an Easter holiday vs spring break

### **Context for teachers for this proposed change:**

- We have some challenges with our existing calendar for teachers:
  - Teachers do not work the same way as they did 20 years ago. Then, they planned alone, taught alone and their classroom was separate from every other classroom. Today, they plan together, they develop common assessments and share best practices between classrooms – they need to be much more connected to be effective.
  - We need more collaborative time for teachers to be able to accomplish this. The option of substitute teachers for release time is not the preferred solution from the perspectives of the school, the teachers or the parents.
  - Our recent C2 committee survey results indicated in addition to instructional coach support, teachers would appreciate more time to collaborate on district and school initiatives with their peers.

We have considered a calendar that would work for us in this new educational reality and also be appreciated by parents and responsive to feedback we have received from all stakeholders.

### **Proposed criteria for developing these pilot calendars:**

- This is a continued pilot calendar for the 2020/2021 school year
- No reduction in annual instructional hours for students
- Students do not start school before September 1



- Same Christmas vacation
- Family day week is now a week off for students
- Easter holiday is still scheduled but may be under consideration to look at a spring break in future years based on additional feedback
- Continue a maximum of 177 Instructional Days and have 4 collaborative days (all still work days for staff)
- We will continue to add about 8-10 minutes on to the instructional day.

**Provincial context**

- Over the last few years, more than half of school districts in the province have made calendar adjustments in order to accommodate collaborative days to support staff capacity building and the success of district goals.
- To date, districts that have made this adjustment have reported positive feedback.

**Additional considerations**

- The attached proposed pilot calendar is exceptional in regard to our existing calendar criteria.
  - Our current AP 130 indicates that a calendar shall be submitted for Board approval at least 6 months in advance
  - Our current AP 130 indicates that a calendar shall include 181 instructional days
- There has been significant school administration and staff consultation as well as sharing and feedback from parents. More significant staff feedback regarding the Collaborative days is available.

**Recommendation:**

That the Board of Trustees approves the proposed 2020/21 School Year Calendar as a pilot for the school year.



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Bevan Daverne  
Superintendent of Schools

AUGUST 2020

SEPTEMBER 2020

OCTOBER 2020

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

NOVEMBER 2020

DECEMBER 2020

JANUARY 2021

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

FEBRUARY 2021

MARCH 2021

APRIL 2021

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

MAY 2021

JUNE 2021

JULY 2021

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

Student Instructional Days

Aug.	0	Feb.	15
Sept.	20	March	21
Oct.	19	April	15
Nov.	19	May	18
Dec.	13	June	19
Jan.	18		

School Instructional Time:

Elementary – Minimum - 960 hours  
(Provincial Requirement – 950 hours)  
Junior High – Minimum – 1010 hours  
(Provincial Requirement – 950 hours)  
Senior High – Minimum – 1010 hours  
(Provincial Requirement – 1000 hours)

Instructional Days 177

Christmas Break – 2 weeks Family Break – 1 week Easter Break – 1 week

The Regular Board of Trustees meetings are normally held on the second Tuesday of each month except for July and August.

Day in lieu of Parent/Teacher Interview

Organizational Professional

Teachers' Convention

Professional Development

School Closure

Collaborative day

Diploma Exam Days

First Day of Semester

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Student Start Date September 1, 2019

Students start classes

Semester break

\*\*Recommended Parent/Teacher Interview Day – Alternate day may be designated

Draft exam dates –S/B updated by Ab Ed in Nov 2018



## FIRST QUARTERLY FINANCIAL REPORT

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

**January 28, 2020**

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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 provides monitoring information and major variances will be reviewed.

The Quarterly Financial Report for September 2019 – November 2019 will be discussed at the Board Meeting.

### **Recommendation:**

That the Board of Trustees receives the Quarterly Financial Report as information and for the record.

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

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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

Golden Hills School Division



# 1st Quarterly Report –

## September 2019 – November 2019

Prepared by the Finance Department for the January 22, 2019 Board Meeting

### Purpose of Quarterly Report

1. Monitor Activity
2. Review Variances
3. Highlight Key Points

## I CONTEXT

The first quarterly financial report lists revenues and expenditures recorded to **November 30, 2019**, which represent the first **three** months of the fiscal year. There are three (3) months expended in the 1<sup>st</sup> quarter; therefore, the normal benchmark for comparison is 25% (3/12 months) or 30% (3/10) months for some categories.

The updated 2019-20 Budget was submitted to Alberta Education November 27, 2019 and budget points of reference are from this November 30, 2019 fall budget submitted.

## II. ACTUALS AND COMPARISON TO BUDGET

### A.

Golden Hills School Division							
Statement of Revenue and Expenses							
Budget vs. Actual Variance							
Period - September 1, 2019 - November 30, 2019							
	Spring 2019/20 Annual Budget submitted May 29, 2019	Fall Update 2019/20 Annual Budget submitted Nov 27, 2019	Prorated Budget (25%) for Q1	YTD Actuals 2018/2019 -Q1	YTD Budget Variance-Q1	% Budget Rec'd/Used	Management Benchmark %
<b>Revenues</b>							
Alberta Education/Infrastructure	69,667,375	69,755,416	17,438,854	17,218,543	-220,311	25%	25%
Federal Government and/or First Nations	1,623,314	1,621,050	405,263	492,578	87,315	30%	30%
Other Government of Alberta	522,729	688,127	172,032	214,259	42,228	31%	50%
Fees	8,165,140	8,362,715	2,090,679	2,433,869	343,190	29%	30%
Other Revenues	3,822,877	3,696,522	924,131	1,433,935	509,805	39%	25%
Amortization	4,337,887	4,337,887	1,084,472	1,041,805	-42,667	24%	25%
<b>Total Revenues</b>	<b>88,139,322</b>	<b>88,461,717</b>	<b>22,115,429</b>	<b>22,834,989</b>	<b>719,560</b>	<b>26%</b>	<b>26%</b>
<b>EXPENSES</b>							
Certificated Salaries and Benefits	47,848,998	47,153,018	11,788,255	11,023,394	764,860	23%	24%
Non-Certificated Salaries and Benefits	15,617,961	16,546,021	4,136,505	4,315,270	-178,765	26%	26%
<b>Sub-Total</b>	<b>63,466,959</b>	<b>63,699,039</b>	<b>15,924,760</b>	<b>15,338,664</b>	<b>586,096</b>	<b>24%</b>	<b>24%</b>
Supplies and Services	19,376,208	20,667,134	5,166,784	6,651,186	-1,484,403	32%	30%
Amortization	6,004,897	5,873,197	1,468,299	1,407,496	60,803	24%	25%
Interest Charges	72,500	68,000	17,000	18,179	-1,179	27%	25%
<b>Total Expenses</b>	<b>88,920,564</b>	<b>90,307,370</b>	<b>22,576,843</b>	<b>23,415,525</b>	<b>-838,683</b>	<b>26%</b>	<b>26%</b>
<b>Surplus/(Deficit)</b>	<b>-781,242</b>	<b>-1,845,653</b>	<b>-461,413</b>	<b>-580,536</b>			
<b>POSITIVE/(NEGATIVE) BUDGET VARIANCE</b>					<b>-119,123</b>		

*Notes: Overall, a Deficit of -\$288K for the first quarter is within the expected range for the projected deficit budget planned for the 2019-20 fiscal year.*

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

The overall **\$580K** year-to-date **excess of expenses over revenues** (deficit), along with the negative budget variance of approximately **-119K** are due, in part, to the offsetting effect of the irregular payments received.

- Timing of revenue from Alberta Education is 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:

Alberta Education non-monthly Grant Revenues Received in Q1		
Name of Grant	Amount Received	% of Grant Received
Building Collaboration/Capacity in Education	\$ -	0%
Regional Collaborative Service Delivery	\$ 609,432	58%
Infrastructure Maintenance & Repairs	\$ -	0%
School Nutrition Program	\$ 156,318	80%
Supernet grant	\$ 123,193	58%
Duel Credit Start Up	\$ 45,000	100%
Total	<u>\$ 933,943</u>	

- Revenues from Alberta Education, as per above, have contributed to the overall revenue variance by \$ +560K (934K less a 3-month calculated equivalent of 374K), primarily due to certain grants being received in lump amounts covering more than 3 months of revenues.
- Included in the first quarters' operations are the following:

SGF Revenues	\$1,484,255
SGF Expenses	<u>-\$1,269,317</u>
Unexpended	\$ 214,938

Note – the overall unexpended SGF funds are not recorded as deferred revenues but instead, an operating reserve is established.

**C Notes on Comparison to Budget - Expenses****Certificated Salaries and Benefits**

Total Certificated Salaries and Benefits for the 1<sup>st</sup> quarter were **\$11,023,394** (23% of a \$47.1M budget) which is less than what the budget would permit by the 1<sup>st</sup> quarter primarily because benefit costs are lower in the 1<sup>st</sup> quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of

staff occurs throughout the 1<sup>st</sup> quarter so labour costs are typically lower than budget at the start of the fiscal year.

*Notes: Overall, certificated salary and benefit costs are well within budget.*

#### **Non-Certificated Salaries and Benefits**

Total Non-Certificated Salaries and Benefits for the 1<sup>st</sup> quarter were **\$4,315,270** (26% of a \$16.5M budget) which is slightly above the budget; however, a significant portion of non-certificated staff is paid over 10 months and not 12 months; therefore the expenditure is higher for first 10 months but decreases in the last TWO months.

*The overall labour variance is positive (+586K) for the first quarter but will fluctuate over the next three quarters. Because administrators tend to wait until enrollment numbers are finalized before hiring in the fall in addition to payroll costs trending lower over the summer months, we anticipate this cost to balance itself at year-end.*

#### **Supplies and Services**

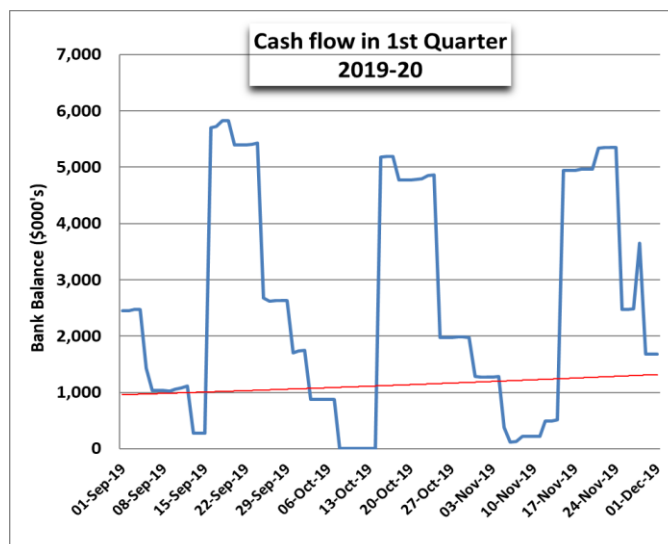
Supplies and services year-to-date are **\$6,651,186** (32% of \$20.6M budget). Because many of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4<sup>th</sup> quarter. Department managers will continue to carefully monitor their budgets throughout the year to ensure they stay within their spending limits.

- Overall, supply costs year-to-date at November 30<sup>th</sup> are higher compared to the same time period last year by approximately \$525K. However, the supply & services budget was increased over last year by approximately \$1.5M so the expenditures YTD as a % of budget are right in line with last years at 32%. Much of the increase can be attributed to the higher insurance cost.*

### III AVERAGE SOURCE AND USE OF CASH

A. Approximate average monthly cash flow values as at November 30, 2019:

Statement of Cash Flow	
Grants/Fees	6,880,000.00
Account Receivable	250,000.00
<b>Total Cash In</b>	<b>7,130,000.00</b>
Accounts Payable	3,425,000.00
Payroll	3,950,000.00
<b>Total Cash Out</b>	<b>7,375,000.00</b>



Included in the Grants as well as the Accounts Payable are monthly operating grants and monthly grant amounts for capital projects.

B. **Golden Hills is currently in a positive cash position.**

Cash is critical for short-term operations as it pays the salaries and vendors, which comprises the largest part of the budget. Note: as of November 30, 2019, **\$2.5M** of the cash balance has been invested into 6-12 month GIC's to obtain more favourable investment returns, of which the full amount of \$1.5M are cashable after 90 days from purchase date.

Currently, we are utilizing the services of only one Institutional Cash Management Financial Advisory Team – **Canaccord Genuity Corp.** As at November 30<sup>th</sup>, we had **\$2.5M** invested in GIC's with maturing dates ranging from February 4, 2020 to November 23<sup>rd</sup>, 2020, earning yields ranging from 2.40% - 2.55%.

C. **Note on Amortization:**

Depreciation is a method of recovering the cost of a **tangible asset** over its useful life for example a building. Amortization is the same process as depreciation, only for **intangible** assets - items that have value, but that you can't touch. For example, a patent or a trademark has value, as does goodwill. In addition, amortization also has a meaning in paying off a debt, like a mortgage, but in the current context it has to do with business assets. Overall, amortization is a more general term which may apply to both tangible and intangible assets and/or liabilities, whereas, depreciation is a term restricted to tangible assets only.



## IV. REVENUE AND EXPENSES BY ENVELOPE

### SEPTEMBER 1, 2019 – NOVEMBER 30, 2019

#### A.

Revenue and Expenses by Envelope									
From September 1, 2019 - November 30, 2019									
REVENUE FROM	SGF	ECS -Grade 12	Operations and Maintenance	Transportation	Board and System Admin	External Services	Total	% Budget Rec'd / Used	Management Benchmark %
ALBERTA EDUCATION/ INFRASTRUCTURE		14,076,221.95	1,438,645.98	918,654.22	785,020.47	0.00	17,218,542.62	25%	25%
OTHER - GOVERNMENT OF ALBERTA		214,259.40	0.00	0.00	0.00	0.00	214,259.40	31%	30%
FEDERAL GOV'T AND/OR FIRST NATIONS		430,077.90	62,499.99	0.00	0.00	0.00	492,577.89	30%	25%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
INSTRUCTIONAL RESOURCE FEES		20,282.22		0.00	0.00	0.00	20,282.22	72%	75%
FEES	499,346.34	0.00				1,914,240.60	2,413,586.94	29%	25%
FUNDRAISING REVENUES -SGF	122,143.27					57,171.90	179,315.17	42%	30%
OTHER SALES AND SERVICES	849,659.05	91,548.00	150.00	17,941.75	0.00	6,600.00	965,898.80	30%	25%
INVESTMENT INCOME	0.00	0.00		0.00	20,666.88	0.00	20,666.88	12%	40%
GIFTS AND DONATIONS -SGF	13,106.15	178,428.17	0.00	0.00	0.00	0.00	191,534.32	74%	30%
RENTAL OF FACILITIES		100.65	37,605.30	0.00	0.00	0.00	37,705.95	38%	30%
OTHER REVENUES		0.00	1,360.00	1,103.28	36,350.66	0.00	38,813.94	31%	30%
AMORTIZATION OF CAPITAL ALLOCATIONS		77,747.72	964,057.46	0.00	0.00	0.00	1,041,805.18	24%	25%
<b>TOTAL REVENUES</b>	<b>1,484,254.81</b>	<b>15,088,666.01</b>	<b>2,504,318.73</b>	<b>937,699.25</b>	<b>842,038.01</b>	<b>1,978,012.50</b>	<b>22,834,989.31</b>	<b>26%</b>	<b>26%</b>
<b>EXPENDITURES</b>									
CERTIFICATED SALARIES		9,020,491.48	0.00	0.00	98,155.02	78,787.50	9,197,434.00	24%	25%
CERTIFICATED BENEFITS		1,809,063.53	0.00	0.00	11,327.25	5,569.38	1,825,960.16	22%	25%
NON-CERTIFICATED SALARIES & WAGES		1,987,854.32	495,866.60	490,146.54	299,381.29	223,199.55	3,496,448.30	26%	26%
NON-CERTIFICATED BENEFITS		546,656.96	117,161.74	48,502.19	65,025.82	41,474.96	818,821.67	26%	26%
SERVICE, CONTRACTS AND SUPPLIES	1,269,317.04	1,799,745.02	1,156,998.30	370,520.59	207,086.60	1,847,518.59	6,651,186.14	32%	30%
AMORTIZATION		117,841.14	1,036,321.67	181,832.79	31,784.58	39,716.04	1,407,496.22	24%	25%
INTEREST CHARGES		1,439.65	0.00	0.00	5,250.00	11,489.17	18,178.82	27%	25%
<b>TOTAL EXPENSES</b>	<b>1,269,317.04</b>	<b>15,283,092.10</b>	<b>2,806,348.31</b>	<b>1,091,002.11</b>	<b>718,010.56</b>	<b>2,247,755.19</b>	<b>23,415,525.31</b>	<b>26%</b>	<b>26%</b>
<b>POSITIVE/-NEGATIVE VARIANCE TO DATE</b>	<b>214,937.77</b>	<b>-194,426.09</b>	<b>-302,029.58</b>	<b>-153,302.86</b>	<b>124,027.45</b>	<b>-269,742.69</b>	<b>-580,536.00</b>		
<b>ECS -Grade 12 labor cost analysis</b>									
	2017-18 Q1	2018-19 Q1	change						
CERTIFICATED SALARIES	9,120,028	9,020,491	-99,537	-1.1%					
CERTIFICATED BENEFITS	1,770,277	1,809,064	38,787	2.2%					
NON-CERTIFICATED SALARIES & WAGES	1,958,639	1,987,854	29,215	1.5%					
NON-CERTIFICATED BENEFITS	506,010	546,657	40,647	8.0%					
	13,354,954	13,364,066	9,112	0.1%					

#### B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

##### 1. Instruction

- Instructional Resource Fees are no longer permitted; however, fees associated with non-curricular supplies and travel as well as other fees to enhance education are allowed.

## 2. Plant Operations and Maintenance (PO&M)

A deficit of approximately \$302 K at the end of the 1<sup>st</sup> quarter is in line with our estimated deficit. It should also be noted that insurance costs of approximately \$278K has been included in the Supplies and Services cost for the first quarter.

Golden Hills School Division					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2019 - November 2019					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2019/2020	Yr 2019/2020	Remaining	Used	Benchmark %
Alberta Education	6,627,485.00	1,438,645.98	5,188,839.02	22%	25%
Other Revenues	563,917.00	101,615.29	462,301.71	18%	25%
Amortization	4,337,887.00	964,057.46	3,373,829.54	22%	25%
<b>Total Revenues</b>	<b>11,529,289.00</b>	<b>2,504,318.73</b>	<b>9,024,970.27</b>	<b>22%</b>	<b>25%</b>
<b>EXPENSES</b>					
Non-Certificated Salaries and Benefits	2,556,493.00	613,028.34	1,943,464.66	24%	25%
<b>Sub-Total</b>	<b>2,556,493.00</b>	<b>613,028.34</b>	<b>1,943,464.66</b>	<b>24%</b>	<b>25%</b>
Supplies and Services	5,902,314.00	1,156,998.30	4,745,315.70	20%	25%
Amortization	4,624,004.00	1,036,321.67	3,587,682.33	22%	25%
<b>Total Expenses</b>	<b>13,082,811.00</b>	<b>2,806,348.31</b>	<b>10,276,462.69</b>	<b>21%</b>	<b>25%</b>
<b>POSITIVE/(NEGATIVE) VARIANCE</b>	<b>-1,553,522.00</b>	<b>-302,029.58</b>			
	Current Q1	Prior Year Q1			
<b>YTD Actuals breakdown</b>	<b>YTD @ Nov. 30, 2019</b>	<b>YTD @ Nov. 30, 2018</b>	<b>% increase</b>		
NON-CERTIFICATED SALARIES & WAGES	495,866.60	465,553.75	6.5%		
NON-CERTIFICATED BENEFITS	117,161.74	114,600.69	2.2%		
TOTAL LABOUR EXPENSE	<b>613,028.34</b>	<b>580,154.44</b>	5.7%		
SERVICE, CONTRACTS AND SUPPLIES	1,156,998.30	786,871.76	47.0%		
INTEREST CHARGES	-	-			
AMORTIZATION	1,036,321.67	895,562.91	15.7%		
TOTAL SERVICE & SUPPLIES	2,193,319.97	1,682,434.67	30.4%		
<b>TOTAL EXPENSES</b>	<b>2,806,348.31</b>	<b>2,262,589.11</b>	24.0%		

*Overall, with careful monitoring of expenses throughout the year, we anticipate 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					
Period - September 1, 2019 - November 30, 2019					
Revenues	Total 2019-20 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,666,486	918,654	2,747,832	25.1%	25.0%
Other Revenues	95,000	19,045	75,955	20.0%	25.0%
<b>Total Revenues</b>	<b>3,761,486</b>	<b>937,699</b>	<b>2,823,787</b>	<b>24.9%</b>	<b>25.0%</b>
<b>EXPENSES</b>					
Non-Certificated Salaries and Benefits	1,842,190	538,649	1,303,541	29.2%	28.0%
<b>Sub-Total</b>	<b>1,842,190</b>	<b>538,649</b>	<b>1,303,541</b>	<b>29.2%</b>	<b>28.0%</b>
Services and Supplies	1,464,680	370,521	1,094,159	25.3%	27.0%
Amortization	746,640	181,833	564,807	24.4%	25.0%
<b>Total Expenses</b>	<b>4,053,510</b>	<b>1,091,002</b>	<b>2,962,508</b>	<b>26.9%</b>	<b>27.0%</b>
<b>POSITIVE/(NEGATIVE) VARIANCE</b>	<b>-292,024</b>	<b>-153,303</b>			
<b>Variations in Services and Supplies</b>	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Management Benchmark %</b>	
Contracted Bus Services	49,000.00	12,003.18	24%	29%	
Fuel	680,000.00	181,155.83	27%	29%	
Other supplies & services	735,680.00	177,361.58	24%	25%	
Total	1,464,680.00	<b>370,520.59</b>	25%	27%	

- a. For the first quarter, a negative YTD variance of **-\$153 K** can be attributed in part to the following:
- Transportation expends its budget over a **10 month period** vs. a 12 month period. Both salaries and supplies expenses are higher for 10 months than the projected July and August expenditures while revenues are recorded over a 12 month period.
- b. No transportation fees are planned for fiscal 2019-20 even though autonomy with Transportation Fees lies with the Boards. **GHSD had eliminated transportation fees six years ago.**

*Golden Hills has opted not to shift the financial shortfalls to parents.*

*It is anticipated there will be a deficit in transportation, at year-end, of approximately \$-292K which will be covered by operating reserves. Overall, with careful monitoring of expenses throughout the year, we anticipate Transportation to meet its budget target by year-end.*

#### 4. Board and System Administration

A break-even year for Board and System Administration is expected for the year end.

System administration currently has a positive variance of **\$124K** for the first quarter. It is anticipated that this will reach a breakeven point at year end. At present, this is not enveloped funding; rather school jurisdiction systems are permitted to spend to a maximum of 3.6% of their expenditures, where the total net enrolment of students is over 6,000. Amounts spent over the limit may be subject to claw back. As system expenditures decrease, the formula for Board and System Administration automatically decrease. Historically, this envelope has consistently been under 3.6%.

- a. Below is a summary of the revenues and expenses associated with the **Board of Trustees**:

<b>SUMMARY STATEMENT OF REVENUES AND EXPENSES</b>						
<b>BOARD OF TRUSTEES</b>						
<b>BUDGET vs. ACTUAL</b>						
<b>FOR THE PERIOD OF SEPTEMBER 1, 2019 TO NOVEMBER 30, 2019</b>						
<b>Expense</b>		<b>ANNUAL BUDGET</b>	<b>YTD ACTUALS</b>	<b>BUDGET REMAINING</b>	<b>% BUDGET USED</b>	
Budgeted Revenues		228,700.00	228,700.00	-	100%	
<b>TOTAL REVENUES</b>		<b>\$ 228,700.00</b>	<b>\$ 228,700.00</b>	<b>\$ -</b>	<b>100%</b>	
Trustee Earnings and Benefits		147,200.00	43,288.80	103,911.20	29%	
Trustee Travel & Supplies		81,500.00	14,494.36	67,005.64	18%	
<b>TOTAL EXPENSES</b>		<b>\$ 228,700.00</b>	<b>\$ 57,783.16</b>	<b>\$ 170,916.84</b>	<b>25%</b>	

- To date, Board expenses are right inline with the range of projected expenditure amounts.

## 5. External Services

For the first quarter, External Services has a negative variance of -\$270K, which is mostly due to the timing of the revenue recognition.

External Services includes International Services, joint-use agreements and external contract service agreements. Included within this period is the recognition of **\$1,914,240** of **ISS tuition fees** revenue, of which **\$1,715,056** was originally recorded as Deferred Revenue at the prior year end. ISS Revenues are received in unequal amounts throughout the year, much of it in the first few months. As a result, this revenue is pro-rated to each quarter based on an estimation of related expenses (35/30/25/10), while expenses are recognized when they occur.

*A break-even for External Services is anticipated for year-end.*

### QUARTERLY SUMMARY

*Golden Hills continues to manage expenses despite the significant decrease in funding for the current fiscal year along with higher costs, and continues to fund programs that are in alignment with our goals and missions.*

*Overall, GHSD appears to be on track and is aligned with meeting the Board's November 27, 2019 approved and submitted 2019-20 budget (\$1,846K deficit). A planned deficit budget will be covered by our operating reserves.*



## ENROLMENT BACKGROUNDER

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

January 28, 2020

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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 September 30, 2019 enrolment of provincially funded students, Siksika funded students and International funded students.

Alberta Education calculates funding for Kindergarten to Grade 9 based on the full-time equivalent student count as of September 30, 2019. High school funding is based on the Credit Enrolment Units earned per student.

### **Recommendation:**

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

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Bevan Daverne  
Superintendent

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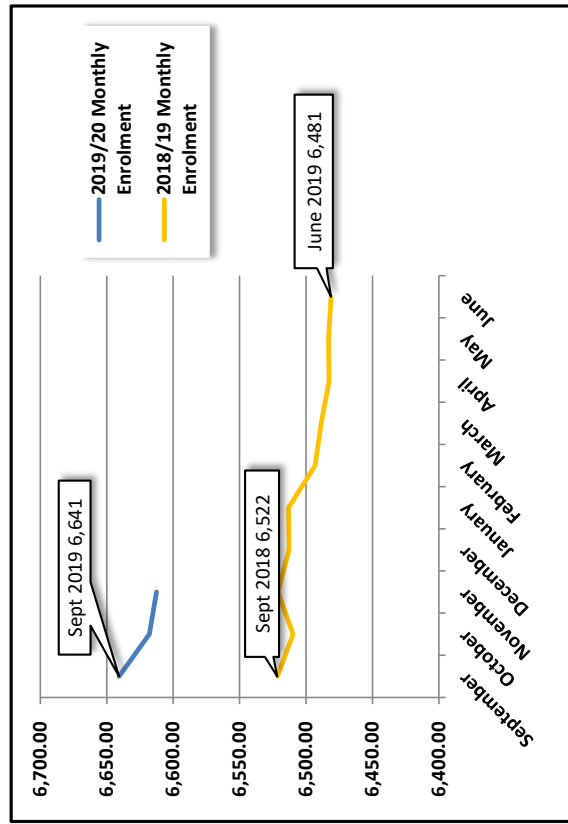
Tahra Sabir  
Secretary Treasurer

# Golden Hills School Division Enrolment

## Summary of Totals - Monthly

Funded Total Enrolment	31-Dec-19 Enrolment	30-Nov-19 Enrolment	Difference
Provincially Funded Students	6,029.00	6,030.00	-1.00
Siksika Students	155.00	155.00	0.00
International Students	270.00	266.00	4.00
<b>Total</b>	<b>6,454.00</b>	<b>6,451.00</b>	<b>3.00</b>

## Last Year Monthly Enrolment & Comparison to September 2019



## Schools - Month to Month Oct 31, 2019 to Sept 30, 2019

Configuration	December 31, 2019		November 30, 2019		Difference
	Provincially Funded	Difference	Provincially Funded	Difference	
K-6, 10-12	192.00	3.00	189.00	3.00	3.00
Acme School	192.00	3.00	189.00	3.00	3.00
K-9	66.50	-1.00	67.50	-1.00	-1.00
Carbon School	66.50	-1.00	67.50	-1.00	-1.00
K-6	56.00	0.00	56.00	0.00	0.00
Carseland School	56.00	0.00	56.00	0.00	0.00
7-9	499.00	-1.00	500.00	-1.00	-1.00
Crowther Memorial Jr. High School	499.00	-1.00	500.00	-1.00	-1.00
K-9	187.00	0.00	187.00	0.00	0.00
Dr. Elliott Community School	187.00	0.00	187.00	0.00	0.00
7-12	436.00	-1.00	437.00	-1.00	-1.00
Drumheller Valley Secondary School	436.00	-1.00	437.00	-1.00	-1.00
K-6	262.00	0.00	262.00	0.00	0.00
École Brentwood Elementary School	262.00	0.00	262.00	0.00	0.00
K-12	327.50	1.50	326.00	1.50	1.50
George Freeman	327.50	1.50	326.00	1.50	1.50
K-6	337.00	0.50	336.50	0.50	0.50
Greentree School	337.00	0.50	336.50	0.50	0.50
K-12	294.50	3.00	291.50	3.00	3.00
Prairie Christian Academy School	294.50	3.00	291.50	3.00	3.00
10-12	577.00	-5.00	582.00	-5.00	-5.00
Strathmore High School	577.00	-5.00	582.00	-5.00	-5.00
K-12	467.00	0.00	467.00	0.00	0.00
Three Hills School	467.00	0.00	467.00	0.00	0.00
K-9	169.50	3.00	166.50	3.00	3.00
Trinity Christian Academy	169.50	3.00	166.50	3.00	3.00
K-12	257.50	0.50	257.00	0.50	0.50
Trochu Valley School	257.50	0.50	257.00	0.50	0.50
K-6	364.50	-1.00	365.50	-1.00	-1.00
Westmount School	364.50	-1.00	365.50	-1.00	-1.00
K-12	345.50	-0.50	346.00	-0.50	-0.50
Wheatland Crossing	345.50	-0.50	346.00	-0.50	-0.50
K-6	333.00	-2.00	335.00	-2.00	-2.00
Wheatland Elementary School	333.00	-2.00	335.00	-2.00	-2.00
<b>Totals</b>	<b>5,171.50</b>	<b>0.00</b>	<b>5,171.50</b>	<b>0.00</b>	<b>0.00</b>
<b>SCHOOL</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>Difference</b>
7-9	13.00	0.00	13.00	0.00	0.00
Anchors II Outreach	13.00	0.00	13.00	0.00	0.00
7-12	12.00	0.00	12.00	0.00	0.00
Drumheller Outreach	12.00	0.00	12.00	0.00	0.00
1-12	159.00	0.00	159.00	0.00	0.00
Golden Hills Learning Academy	159.00	0.00	159.00	0.00	0.00
1-12	288.50	0.00	288.50	0.00	0.00
NorthStar Academy	288.50	0.00	288.50	0.00	0.00
7-12	40.00	0.00	40.00	0.00	0.00
Strathmore StoreFront	40.00	0.00	40.00	0.00	0.00
<b>Totals</b>	<b>512.50</b>	<b>0.00</b>	<b>512.50</b>	<b>0.00</b>	<b>0.00</b>
<b>COLONY SCHOOLS</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>Difference</b>
K-9	345.00	-1.00	346.00	-1.00	-1.00
Colonies	345.00	-1.00	346.00	-1.00	-1.00

Funded Total Enrolment	31-Dec-19 Enrolment	30-Nov-19 Enrolment	Difference
Provincially Funded Students	6,029.00	6,030.00	-1.00
Siksika Students	155.00	155.00	0.00
International Students	270.00	266.00	4.00
<b>Total</b>	<b>6,454.00</b>	<b>6,451.00</b>	<b>3.00</b>



## SCHOOL SUMMARIES MONITORING REPORT

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

January 28, 2020

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### **Background:**

Annually administration reviews schools and provides information to assist the board in decisions related to the annual budget and capital planning. The School Summaries Report summarizes key information for each school and the jurisdiction including enrolment trends, facilities information and budget data.

The information informs the allocation of resources to support the vision (*Inspiring confident, connected, caring citizens of the world*) and mission (*Intentionally maximizing learning for all*).

### **Recommendation:**

It is recommended that the Board of Trustees receives and reviews the School Summaries Report as information.

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

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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