



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 4/30/2019 **TIME:** 9:30 AM

LOCATION: Conference Room at Blackfoot Crossing Historical Park

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

Action

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of March 26, 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) Information Items

9.1 Monthly Enrolment Monitoring Report (March 2019) - T. Sabir

Info

9.2 Budget Planning Update 2019/2020 - T. Sabir

Info

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

Info

9.4 Class Size Initiative - K. Jordan

Info

9.5 Action on Smoking and Health (ASH) - B. Daverne

Info

10.0 School Monitoring Reports

10.1 Acme/Carbon/Dr. Elliott (K. Ratzlaff)

Info

10.2 Prairie Christian Academy (D. Hern/D. Lockhart)

Info

11.0 ADJOURNMENT

11.1 Adjournment

Action



MINUTES

Golden Hills School Division No. 75

Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

Tuesday, March 26, 2019 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Jennifer Mertz

c) Trustees

- Barry Kletke
- Jim Northcott
- Rob Pirie

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

c) Trustees

- Justin Bolin

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

2.0 Call to Order

Chair Huntley called the meeting to order at 9:34 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: Resolution #BD20190326.1001

MOVED by Trustee Mertz that the Board of Trustees go In Camera at 9:34 a.m. to discuss legal matters.

4.2 Out of In Camera

Recommendation: Resolution #BD20190326.1002

MOVED by Trustee Pirie that the Board of Trustees rise from In Camera at 10:06 a.m.

Recessed at 10:06 a.m.

Reconvened at 10:15 a.m.

5.0 Approval of Agenda

5.1 Approval

Recommendation: Resolution #BD20190326.1003

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 February 26, 2019

Recommendation: Resolution #BD20160326.1004

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

7.2 Special Minutes of March 15, 2019

Recommendation: Resolution #BD20190326.1005

MOVED by Trustee Northcott that the Board of Trustees approve Special Minutes of March 15, 2019 as amended:

1.0 Attendance Present: b) Vice Chair - Jennifer Mertz (recused herself)

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

- Attended the Alberta School Boards Association (ASBA) Zone 5 meeting with Trustee Pirie that was held Friday, March 1, 2019.
 - Discussed the Honoring Spirit: Indigenous Student Award (March 4), the Edwin Parr Award (March 15) and the ASBA Policy Statements (May 17).
 - Shared Golden Hills Advocacy Plan with ASBA President, Lorrie Jess and PSBAA President, Cathy Hogg. Link: [Advocacy Plan 2018-19](#)
- Public School Boards' Association (PSBAA) has invited students to present at the SGM, which is being held May 31 - June 2, 2019.
- Attended Teachers' Employer Bargaining Association (TEBA) meeting and conference call.

B) Board Committees

Trustee Pirie presented information on the following topics:

- Attended the Alberta School Boards Association (ASBA) Zone 5 meeting on Friday, March 1, 2019.
- Discussed strategic planning, Advocacy and Youth Summit.
- Suggestion was made to include a Board Sharing portion at the ASBA FGM - idea of sharing our Powerful Learning model.
- No membership fee increase.
- Strathmore Teacher has been nominated for the Edwin Parr Award Thursday, May 23, 2019.
- Next ASBA Zone 5 Professional Development Day is April 5, 2019, all Trustees are invited.

C) Board Representatives to External Organizations

- Nothing to report on at this time.

D) Administration Reports

Superintendent Daverne presented information on the following topics:

- Discussed Council of Council meeting on April 2, 2019 that coincides with the Political Candidates Forum that is held in Strathmore, Drumheller and Three Hills High Schools.
- Town of Trochu Grand Opening Ceremony will be held April 2, 2019 from 3:00 - 4:00 p.m.
- Superintendent Daverne has acquired the role of College of Alberta School Superintendents (CASS) President, which begins July 1, 2019.
- Associate Superintendent Miskiman attended 14 Career Fairs for Teacher Recruitment. Over this period, he met with 600 prospective teachers.
- Teacher Evaluations will be directed by the Associate Principals and by Associate Superintendent Miskiman.
- Long Service Awards will be held Thursday, May 30, 2019 at the Travelodge in Strathmore, AB.
- Stefan Dykema newly appointed to the position of Principal at the Trinity Christian Academy effective 2019/2020 school year.
- Edwin Parr Award candidate for Golden Hills School Division is Rachel Cool from Crowther Memorial Jr. High.
- Reviewed Tragic Incidents protocol for Staff/Student.

Secretary Treasurer Sabir presented information on the following topics:

- Updated Trustees on the Central Office Renovations that began the week of March 18, 2019 and showed pictures of demolition.

9.0 NEW BUSINESS

A) Action Items

9.1 Capital Planning - T. Sabir

Recommendation: Resolution #BD20160326.1006

MOVED by Trustee Northcott that the Board of Trustees approve the Capital Plan for 2019-2020 in the order of priority as follows:

1. Conversion of existing Acme Elementary sized gym to flex space and Career Technology Studies Area with the addition of a newly constructed, appropriately sized gym, with opportunity for potential community partnership.
2. Westmount School Modernization
3. Greentree School Modernization

Chair Initials _____ Secretary Treasurer Initials _____

9.2 Field Studies Excursion - Golden Hills' Global Leader Program - B. Daverne

Recommendation: Resolution #BD20190326.1007

MOVED by Trustee Pirie that the Board of Trustees approves the proposed out-of-province and International Field Trip for the Golden Hills' Global Leader Program to Ontario, Quebec, Boston, New York, New Jersey, Pennsylvania and Washington, departing April 18, 2019 and returning April 27, 2019, subject to advisory notices from the Foreign Affairs and International Trade Canada website, such that if 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

9.3 Field Studies Excursion - Prairie Christian Academy - B. Daverne

Recommendation:

Superintendent Daverne informed the Board of Trustees of the proposed junior high school field trip for Prairie Christian Academy to Ross River, Yukon from April 17, 2019 to April 22, 2019.

9.4 Monthly Enrolment Monitoring Report (February 2019) - T. Sabir

Recommendation:

Secretary Treasurer Sabir presented information to the Board of Trustees on the Enrolment Monitoring Report for the month of February 2019.

9.5 Budget Announcement - T. Sabir

Recommendation:

Secretary Treasurer Sabir informed the Board of Trustees that there was no budget announcement due to the NDP Leader and Premier of Alberta, Rachel Notley, announcing Elections will be held on April 16, 2019. Due to the announcement, Alberta Education Minister, David Eggen, extended the deadline from May 31 to June 30, 2019.

10.0 ADJOURNMENT

10.1 Adjournment

Recommendation: Resolution #BD20190326.1008

MOVED by Trustee Northcott that the Board of Trustees adjourn at 12:09 p.m.

Chair

Secretary Treasurer

Chair Initials _____ Secretary Treasurer Initials _____



ENROLMENT BACKGROUNDER

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

April 30, 2019

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, 2018 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, 2018. 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.

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary Treasurer

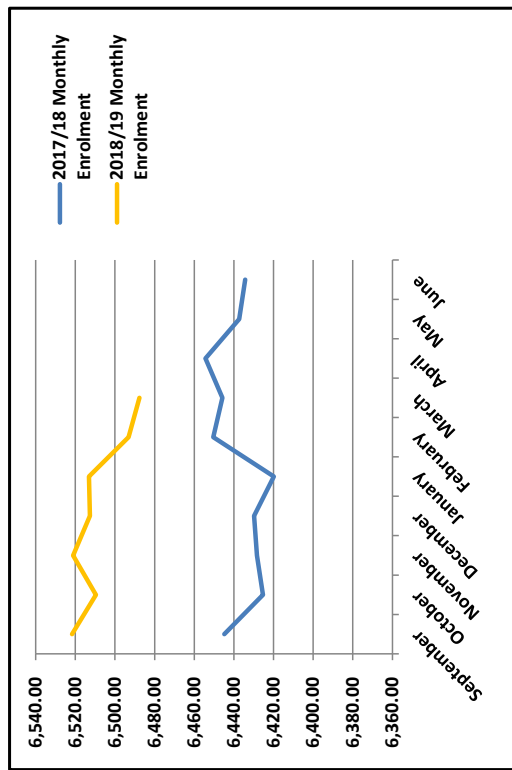
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Month to Month Comparison

February 28, 2019 to March 31, 2019

	31-Mar-19 Enrolment	28-Feb-19 Enrolment	Difference	% Change
Funded Total Enrolment	6,072.75	6,078.25	-5.50	-0.1%
Provincially Funded Students	155.00	155.00	0.00	0.0%
Siksika Students	259.90	259.90	0.00	0.0%
International Students	6,487.65	6,493.15	-5.50	-0.1%
Total				

Last Year Monthly Enrolment & Comparison to September 2018



Schools - Year to Year Comparison

Configuration	SCHOOL	March 31, 2019			February 28, 2019		
		Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	191.50	0.00	0.0%	191.50	0.00	0.0%
K-9	Carbon School	76.00	-1.00	-1.3%	77.00	1.00	1.3%
K-6	Carseland School	61.50	0.00	0.0%	61.50	0.00	0.0%
7-9	Crowther Memorial Jr. High School	554.00	3.00	0.5%	551.00	-3.00	-0.5%
K-9	Dr. Elliott Community School	189.00	2.00	1.1%	187.00	-2.00	-1.1%
7-12	Drumheller Valley Secondary School	414.00	-6.00	-1.4%	420.00	6.00	1.4%
K-6	École Brentwood Elementary School	277.00	0.50	0.2%	276.50	-0.50	-0.2%
K-12	George Freeman	212.50	0.00	0.0%	212.50	0.00	0.0%
K-6	Greentree School	348.50	2.50	0.7%	346.00	-2.50	-0.7%
K-12	Prairie Christian Academy School	280.00	-1.00	-0.4%	281.00	1.00	0.4%
10-12	Strathmore High School	558.00	-3.00	-0.5%	561.00	3.00	0.5%
K-12	Three Hills School	442.50	0.00	0.0%	442.50	0.00	0.0%
K-9	Trinity Christian Academy	180.50	2.50	1.4%	178.00	-2.50	-1.4%
K-12	Trochu Valley School	242.50	-1.00	-0.4%	243.50	1.00	0.4%
K-6	Westmount School	366.00	-0.50	-0.1%	366.50	0.50	0.1%
K-12	Wheatland Crossing	359.50	-1.00	-0.3%	360.50	1.00	0.3%
K-6	Wheatland Elementary School	345.00	-1.50	-0.4%	346.50	1.50	0.4%
Totals		5,098.00	-4.50	-0.1%	5,102.50	4.50	0.1%
Configuration	SCHOOL	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	8.00	8.00	0.0%	8.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.0%	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	152.50	152.50	0.0%	152.50	0.00	0.0%
1-12	NorthStar Academy	411.25	411.25	0.0%	411.25	0.00	0.0%
7-12	Strathmore StoreFront	41.00	41.00	0.0%	41.00	0.00	0.0%
Totals		630.75	630.75	0.0%	630.75	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-9	Colonies	344.00	-1.00	-0.3%	345.00	1.00	0.3%



BUDGET REPORTING

"Inspiring confident, caring citizens of the world"

April 30, 2019

Background:

On April 16, 2019 the election was won by: Jason Kenney, United Conservative Party

Budget 2019/2020 is usually announced sometime early March and must be submitted by May 2019. As a result of the election process the deadline has been changed to June 30, 2019.

We have provided Administrators and Department Managers with a scenario budget in anticipation of what we "think" will happen.

Some of the key challenges are:

- **Enrolment volatility** – currently our straight-line projections and preliminary enrolment estimates show a decrease in students. Straight-line enrolment shows 450 students starting grade 1 and 500 graduating which is a difference of 50 students. Given the economic landscape in Alberta we have noticed lots of mobility and this will impact our enrolment numbers. Some of our schools have been experiencing a decline in students throughout the year on a larger scale than what we have seen in a while.

For the past three years we have anticipated straight-line projection declines, however we have experienced growth as a result of the various initiatives throughout the school division.

- **Collective Bargaining** - currently in Arbitration is the issue of Salary and the outcome is unknown at this time.
- **Deficit Budgets** - currently there are two areas that continue to operate in deficits – Transportation and Plant Operations & Maintenance.
 - Reviewing all budgets for efficiencies and operational economies.

Priorities

- Align with Golden Hills Mission and Vision
- Program Continuity; &
- System Improvements

Where are we in the Process?

- Board established Budgeting Principles (February 26, 2019 Board Meeting #20190226.1006)

- Budget Development Stage – Principals and Managers have projected enrolment and adjusted staffing levels and expenditures and are in the process of finalizing budgets.

Projected Enrolment as at April 17, 2019			
Grade Configuration	2019/2020 Enrolment	2018/2019 Enrolment	Difference
Kindergarten	380.00	423.00	- 43.00
Hutterite K	23.00	18.00	5.00
Grades 1-3	1,197.00	1,246.00	- 49.00
Hutterite Grades 1-3	134.00	140.00	- 6.00
Grades 4-6	1,420.00	1,400.50	19.50
Grades 7-9	1,462.00	1,503.00	- 41.00
Grades 10-12	1,496.00	1,487.00	9.00
Total	6,112.00	6,217.50	- 105.50
K at 1/2	5,910.50	5,997.00	- 86.50
ISS	230.00	230.00	-
Siksika	155.00	155.00	-
Total FTE Enrolment	6,295.50	6,382.00	- 86.50

Points of Interest

- Overall projected enrolment is down by 100 students which is a 2% decrease in total enrolment.

We continue to work through the challenges and will bring a recommended budget to June 25th, 2019 Board meeting.

Recommendation:

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



Bevan Daverne
Superintendent



Tahra Sabir
Secretary Treasurer



SECOND QUARTERLY FINANCIAL REPORT

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

April 30, 2019

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 2018 – February 2019 (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.

Bevan Daverne
Superintendent

Tahra Sabir
Secretary Treasurer

Golden Hills School Division



2nd Quarterly Report – Draft VI

September 2018 – February 2019

Prepared by the Finance Department for the April 30, 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 **February 28, 2019**, which represent the first **six** months of the fiscal year. There are six (6) months expended in the 2nd quarter; therefore, the normal benchmark for comparison is 50% (6/12 months) or 60% (6/10) months for some categories.

The updated 2018-19 Budget was submitted to Alberta Education November 30, 2018 and budget points of reference are from this November 30, 2018 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, 2018 - February 28, 2019							
	Spring 2018/19 Annual Budget submitted May 29, 2018	Fall Update 2018/19 Annual Budget submitted Nov 27, 2018	Prorated Budget (50%) for Q2	YTD Actuals 2018/2019 -Q2	YTD Budget Variance-Q2	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	68,779,535	70,167,309	35,083,655	34,870,261	-213,394	50%	50%
Federal Government and/or First Nations	1,512,658	1,622,314	811,157	964,865	153,708	59%	60%
Alberta Municipalities	42,200	47,200	23,600	0	-23,600	0%	50%
Fees	7,517,321	7,959,304	3,979,652	4,755,738	776,086	60%	60%
Other Revenues	2,262,000	3,602,458	1,801,229	1,946,158	144,929	54%	55%
Amortization	4,174,344	4,174,344	2,087,172	2,070,126	-17,046	50%	50%
Total Revenues	84,288,058	87,572,929	43,786,465	44,607,148	820,683	51%	52%
EXPENSES							
Certificated Salaries and Benefits	46,664,839	47,849,958	23,924,979	22,621,475	1,303,504	47%	50%
Non-Certificated Salaries and Benefits	15,549,402	15,949,232	7,974,616	8,391,444	-416,828	53%	53%
Sub-Total	62,214,241	63,799,190	31,899,595	31,012,919	886,676	49%	51%
Supplies and Services	19,806,707	19,077,716	9,538,858	11,002,745	-1,463,887	58%	55%
Amortization	5,439,514	5,543,523	2,771,762	2,782,377	-10,615	50%	50%
Interest Charges	72,500	72,500	36,250	34,915	1,335	48%	50%
Total Expenses	87,532,962	88,492,929	44,246,465	44,832,956	-586,492	51%	52%
Surplus/(Deficit)	-3,244,904	-920,000	-460,000	-225,809			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					234,191		

Notes: Overall, a Deficit of -\$226K for the second quarter is within the expected range for the projected deficit budget planned for the 2018-19 fiscal year.

B. NOTES ON COMPARISON TO BUDGET – REVENUES

The overall **\$226 K** year-to-date **excess of expenses over revenues** (deficit), along with the positive budget variance of approximately **+\$234 K** 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 Q2		
Name of Grant	Amount Received	% of Grant Received
Regional Collaborative Service Delivery	\$ 628,473	58%
Infrastructure Maintenance & Repairs	\$ 812,879	46%
School Nutrition Program	\$ 195,388	100%
Supernet grant	\$ 95,193	47%
Family School Resource Counseling	\$ 110,961	50%
Total	\$ 1,842,894	

- Revenues from Alberta Education, as per above, have contributed to the overall revenue variance by \$ +402K (782K less a 3-month calculated equivalent of 380K), primarily due to certain grants being received in lump amounts covering more than 3 months of revenues.
- Included in the second quarters’ operations are the following:

SGF Revenues	\$2,115,010
SGF Expenses	<u>-\$1,805,233</u>
Unexpended	\$ 309,777

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 2nd quarter were **\$22,621,475** (47% of a \$47.8M budget) which is less than what the budget would permit by the 2nd quarter primarily because benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff occurs throughout the 1st 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 2nd quarter were **\$8,391,444** (53% of a \$15.9M budget) which is somewhat 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 (+887K) for the second quarter but will fluctuate over the next two quarters. Because administrators tend to wait until enrollment numbers are finalized before hiring in the fall coupled with payroll costs trending lower over the summer months, we anticipate this cost to balance itself at year-end.

Supplies and Services

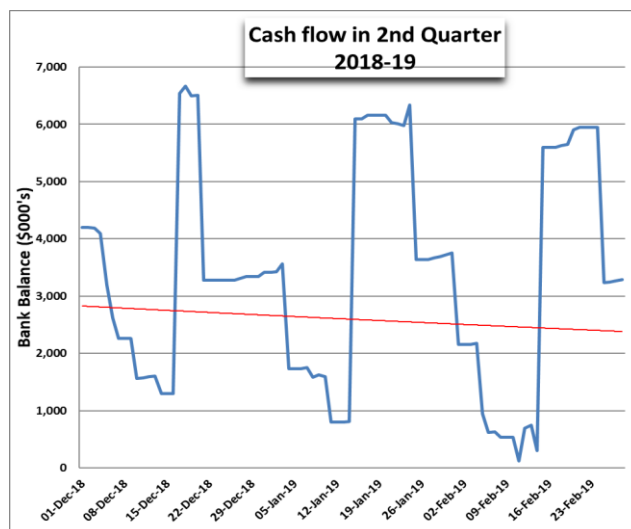
Supplies and services year-to-date are **\$11,002,745** (58% of \$19.1M budget). Because many of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4th quarter. That said, department managers must continue to carefully monitor their budgets throughout the year to ensure they stay within their spending limits.

- Overall, supply costs year-to-date at February 28th are higher compared to the same time period last year by approximately \$941K. However, the expenditures are only somewhat higher at 58% YTD, compared to 55% YTD from the previous year. Management will monitor these expenditures carefully over the next two quarters.*

III AVERAGE SOURCE AND USE OF CASH

A. Approximate average monthly cash flow values as at February 28, 2019:

Statement of Cash Flow	
Grants/Fees	6,055,000.00
Account Receivable	375,000.00
Total Cash In	6,430,000.00
Accounts Payable	3,075,000.00
Payroll	3,975,000.00
Total Cash Out	7,050,000.00



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 February 28, 2019, **\$5.0M** of the cash balance has been invested into 12 month GIC's to obtain more favourable investment returns, of which \$4.5M was cashable.

At present, we are utilizing the services of one Institutional Cash Management Financial Advisory Team – **Canaccord Genuity Corp.** As at February 28th, we had **\$5.0M** invested in GIC's with maturing dates ranging from October 7th to December 20th, 2019, earning yields ranging from 2.20% - 2.55%.

C. Other Notes:

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, 2018 – NOVEMBER 30, 2018

A.

GOLDEN HILLS SCHOOL DIVISION									
Revenue and Expenses by Envelope									
From September 1, 2018 - February 28, 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		28,391,787.50	2,777,818.96	1,804,735.83	1,543,026.38	0.00	34,517,368.67	49%	50%
OTHER - GOVERNMENT OF ALBERTA		346,049.00	6,843.00	0.00	0.00	0.00	352,892.00	101%	50%
FEDERAL GOV'T AND/OR FIRST NATIONS		839,864.52	124,999.98	0.00	0.00	0.00	964,864.50	59%	60%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
INSTRUCTIONAL RESOURCE FEES		27,700.00		0.00	0.00	0.00	27,700.00	49%	50%
FEES	733,178.08	0.00				3,994,859.95	4,728,038.03	62%	60%
FUNDRAISING REVENUES -SGF	238,956.64						238,956.64	60%	55%
OTHER SALES AND SERVICES	1,116,862.91	713,365.75	0.00	23,125.14	0.00	-509,635.13	1,343,718.67	49%	55%
INVESTMENT INCOME		0.00		0.00	57,881.01	0.00	57,881.01	39%	50%
GIFTS AND DONATIONS -SGF	26,012.98	87,518.00	0.00	0.00	0.00	0.00	113,530.98	69%	55%
RENTAL OF FACILITIES		190.50	78,371.46	0.00	0.00	14,400.00	92,961.96	96%	55%
OTHER REVENUES		25,477.00	36,506.19	6,000.00	31,125.83	0.00	99,109.02	80%	55%
AMORTIZATION OF CAPITAL ALLOCATIONS		159,555.36	1,910,570.88	0.00	0.00	0.00	2,070,126.24	50%	50%
TOTAL REVENUES	2,115,010.61	30,591,507.63	4,935,110.47	1,833,860.97	1,632,033.22	3,499,624.82	44,607,147.72	51%	52%
EXPENDITURES									
CERTIFICATED SALARIES		18,306,192.55	0.00	0.00	202,663.45	201,420.37	18,710,276.37	48%	50%
CERTIFICATED BENEFITS		3,870,312.43	0.00	0.00	22,949.39	17,936.83	3,911,198.65	44%	50%
NON-CERTIFICATED SALARIES & WAGES		3,962,182.33	983,414.04	944,975.62	588,970.30	332,786.99	6,812,329.28	53%	53%
NON-CERTIFICATED BENEFITS		1,057,492.61	236,815.60	89,969.24	130,339.73	64,497.40	1,579,114.58	50%	53%
SERVICE, CONTRACTS AND SUPPLIES	1,805,233.72	3,184,468.61	2,091,621.67	799,210.69	554,997.47	2,567,213.14	11,002,745.30	58%	55%
AMORTIZATION		238,032.96	2,055,380.91	368,119.20	42,740.46	78,103.14	2,782,376.67	50%	50%
INTEREST CHARGES		1,087.03	0.00	0.00	10,500.00	23,328.46	34,915.49	48%	50%
TOTAL EXPENSES	1,805,233.72	30,619,768.52	5,367,232.22	2,202,274.75	1,553,160.80	3,285,286.33	44,832,956.34	51%	52%
POSITIVE/-NEGATIVE VARIANCE TO DATE	309,776.89	-28,260.89	-432,121.75	-368,413.78	78,872.42	214,338.49	-225,808.62		
ECS -Grade 12 labor cost analysis									
	2017-18 Q2	2018-19 Q2	change						
CERTIFICATED SALARIES	18,385,238	18,306,193	-79,046	-0.4%					
CERTIFICATED BENEFITS	3,986,075	3,870,312	-115,762	-2.9%					
NON-CERTIFICATED SALARIES & WAGES	3,913,578	3,962,182	48,604	1.2%					
NON-CERTIFICATED BENEFITS	1,090,521	1,057,493	-33,029	-3.0%					
	27,375,413	27,196,180	-179,233	-0.7%					

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

I. 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.
- Note: As per the directive from Alberta Education, Resource fees and Transportation fees beginning 2017-18 have officially been eliminated. (see AP505) However, a balance of \$55,986 in resource fees remains outstanding from 2016-17 and prior years.

Internally, collections continue on outstanding non-curricular fees, enhanced course fees and alternative program fees. Collections have improved with the introduction of KEV with roughly 63% of all parents utilizing the payment-on-line option for school fees. A target of 75% by years end has been made for KEV utilization.

2. Plant Operations and Maintenance (PO&M)

A negative variance of approximately **\$432 K** at the end of the 2nd quarter is primarily the result of higher building repairs and maintenance occurring in the first half of the year.

Golden Hills School Division					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2018 - February 2019					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2018/2019	Yr 2018/2019	Remaining	Used	Benchmark %
Alberta Education	6,389,243.00	2,777,818.96	3,611,424.04	43%	50%
Other Revenues	560,917.00	246,720.63	314,196.37	44%	50%
Amortization	4,174,344.00	1,910,570.88	2,263,773.12	46%	50%
Total Revenues	11,124,504.00	4,935,110.47	6,189,393.53	44%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	2,413,012.00	1,220,229.64	1,192,782.36	51%	50%
Sub-Total	2,413,012.00	1,220,229.64	1,192,782.36	51%	50%
Supplies and Services	4,964,153.00	2,091,621.67	2,872,531.33	42%	50%
Amortization	4,376,213.00	2,055,380.91	2,320,832.09	47%	50%
Total Expenses	11,753,378.00	5,367,232.22	6,386,145.78	46%	50%
POSITIVE/(NEGATIVE) VARIANCE	-628,874.00	-432,121.75			
	Current Year Q2	Prior Year Q2			
YTD Actuals breakdown	YTD @ Feb. 28, 2019	YTD @ Feb. 28, 2018	% increase		
NON-CERTIFICATED SALARIES & WAGES	983,414.04	925,169.39	6.3%		
NON-CERTIFICATED BENEFITS	236,815.60	231,884.92	2.1%		
TOTAL LABOUR EXPENSE	1,220,229.64	1,157,054.31	5.5%		
SERVICE, CONTRACTS AND SUPPLIES	2,091,621.67	1,749,164.16	19.6%		
INTEREST CHARGES	-	-			
AMORTIZATION	2,055,380.91	1,860,482.95	10.5%		
TOTAL SERVICE & SUPPLIES	4,147,002.58	3,609,647.11	14.9%		
TOTAL EXPENSES	5,367,232.22	4,766,701.42	12.6%		

Overall, with careful monitoring of expenses throughout the year, we anticipate PO&M to meet its budget target by year-end.

3. Transportation

Golden Hills School Division					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2018 - February 28, 2019					
Revenues	Total 2018-19 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,720,030	1,804,736	1,915,294	48.5%	50.0%
Other Revenues	75,000	29,125	45,875	38.8%	50.0%
Total Revenues	3,795,030	1,833,861	1,961,169	48.3%	50.0%
EXPENSES					
Non-Certificated Salaries and Benefits	1,767,114	1,034,945	732,169	58.6%	55.0%
Sub-Total	1,767,114	1,034,945	732,169	58.6%	55.0%
Services and Supplies	1,538,588	799,211	739,377	51.9%	54.0%
Amortization	736,238	368,119	368,119	50.0%	50.0%
Total Expenses	4,041,940	2,202,275	1,839,665	54.5%	54.0%
POSITIVE/(NEGATIVE) VARIANCE	(246,910.00)	(368,413.78)			
Variations in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	210,000.00	133,004.21	63%	60%	
Fuel	723,961.00	345,233.52	48%	55%	
Other supplies	604,627.00	320,973.27	53%	52%	
Total	1,538,588.00	799,211.00	52%	55%	

- a. For the second quarter, a negative YTD variance of **-\$368 K** can be attributed in part to the following:
- Contract bus services are slightly higher than first anticipated.
 - 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 were charged nor can be charged in fiscal 2018-189 per the directive from Alberta Education. **GHSD had already eliminated transportation fees five 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 \$-250K 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 **\$79K** for the first quarter. It is however, anticipated that this will achieve a breakeven point at year end. This is not enveloped funding, rather 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. In effect, the formula has a built in mechanism for reducing Board and System Administration when overall expenses decrease. As system expenditures decrease, the formula for Board and System Administration automatically decrease. Historically, this envelope is under 3.6%.

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

SUMMARY STATEMENT OF REVENUES AND EXPENSES					
BOARD OF TRUSTEES					
BUDGET vs. ACTUAL					
FOR THE PERIOD OF SEPTEMBER 1, 2018 TO FEBRUARY 28, 2019					
		ANNUAL	YTD	BUDGET	%
Expense		BUDGET	ACTUALS	REMAINING	BUDGET USED
Budgeted Revenues		234,700.00	234,700.00	-	100%
TOTAL REVENUES		\$ 234,700.00	\$ 234,700.00	\$ -	100%
Trustee Earnings and Benefits		150,200.00	80,692.84	69,507.16	54%
Trustee Travel & Supplies		84,500.00	29,927.74	54,572.26	35%
TOTAL EXPENSES		\$ 234,700.00	\$ 110,620.58	\$ 124,079.42	47%

- To date, Board expenses are well within the range of projected expenditure amounts.

5. External Services

For the first quarter, External Services has a positive variance of **\$214K**, 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 **\$4,045,841** of **ISS tuition fees** revenue, of which **\$3,126,719** 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 decrease in funding in certain areas and 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 30, 2018 approved and submitted 2018-19 budget (\$920K deficit). A planned deficit budget will be covered by our operating reserves.



CLASS SIZE INITIATIVE

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

April 30, 2019

Background:

The Class Size Initiative was implemented during the 2004-2005 school term and the associated extra funding has been much appreciated by teachers, students and parents. The original goal of the funding was to achieve the following averages by the fall of the 2006-2007 school term:

K - 3:	17 students
4 - 6:	23 students
7 - 9:	25 students
10 -12:	27 students

Class Size funding is for grades K-3 and 10-12. Grades 4-9 only receive the base instruction funding and do not receive any class size funding. Guidelines are not expected to be met in each and every classroom and class composition is one of the factors considered when principals make decisions. Local decision-making allows the needed flexibility to organize classes in ways that best meet learning needs of students.

Alberta Education reporting requirements have changed. Class size results are reported in the Annual Education Results Report (AERR) rather than directly to the ministry.

As will be noted from the chart below, Golden Hills School Division has met all the guidelines except at the Kindergarten to Grade 3 level which is somewhat higher. The Grade 10-12 is significantly lower than the recommended level as schools try to provide a wide range of course options for their students. We are also lower than the recommended levels at the grades 4-6 and grades 7-9 levels. Each school principal makes decisions about how to best allocate their resources to serve students. The students of Golden Hills' schools learn under optimal conditions in terms of class size.

For further information, reference can be made at:

<http://education.alberta.ca/department/ipr/classsize.aspx>

Golden Hills School Division Results 2018-2019			
Grade	Target	Range	Actual Average
K - 3	17	7.5 – 25.9	18.1
4 – 6	23	12.0 – 29.8	21.9
7 – 9	25	13.6 – 25.8	21.9
10-12	27	9.4 – 22.7	18.5

Recommendation:

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



Bevan Daverne
Superintendent



Dr. Kandace Jordan
Associate Superintendent of Schools



**ACTION ON SMOKING AND HEALTH (ASH)
Campaign for a Smoke Free Alberta**

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

April 30, 2019

Background:

Founded in 1979, Action on Smoking and Health (ASH) is Western Canada's leading tobacco control organization.

Since the development of the renewed Alberta Tobacco Reduction Strategy in 2012, its funding has dwindled, several components have not been implemented, and critical measures to protect Alberta youth exposure to tobacco products remain unproclaimed and unenforced.

Please see attached Statement of Support Letter and Petition for further information.

Recommendation:

That the Board of Trustees receives this as information.

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

Bevan Daverne
Superintends of Schools

Trustee Jennifer Mertz
Golden Hills School Division No. 75
435A Highway No. 1
Strathmore AB T1P 1J4

April 9, 2019

Dear Trustee Mertz:

RE: Please ask your Board to approve the attached **Statement of Support** to help save crucial legislation that will protect thousands of Alberta youth from the ravages of tobacco use.

Critical sections of the *Tobacco Reduction Amendment Act (2013)* are at risk of being permanently revoked under the mandatory requirements of the *Statutes Repeal Act*.

The *Repeal Act* stipulates that any legislation (or sections thereof) not proclaimed into force within five years must be repealed unless the sections are enacted by the sixth anniversary of the passage of the legislation (by the end of 2019).

The following sections of the tobacco legislation are now on the **chopping block** for repeal in 2019 unless they are proclaimed into force beforehand:

- A ban on flavoured waterpipe tobacco (shisha tobacco), which has become increasingly popular among Alberta youth. Almost 5,000 Alberta youth reported smoking shisha tobacco in 2017.
- A ban on waterpipe use in indoor establishments. No one should be forced to breathe secondhand smoke in public establishments. Many of these establishments allow minors to enter.
- A ban on e-cigarettes and vaping in public establishments. Vaping among Alberta high school students almost tripled in Alberta between 2015 and 2017 and has become epidemic in scope. There are now over 35,000 youth vapers in Alberta. Kids must be protected from all forms of nicotine addiction.

Cabinet can rescue these outstanding sections in just *one meeting* by simply proclaiming them into force.

We urge your school board to approve and sign the enclosed Statement of Support to help rescue this important public health legislation. We will be sharing all of the endorsements received with the Premier and Cabinet in the weeks ahead.

Tobacco kills 3,800 Albertans annually and there are 27,000 school-aged youth tobacco users in Alberta. The tobacco legislation is intended to help kids remain tobacco-free for life.

We simply cannot allow this important legislation to be permanently repealed. Your support could be critical to the future of thousands of Alberta youth.

Please let me know if you need any further information.

Thank you to your prompt attention to this urgent request.

Sincerely,

Les Hagen, MSM

Executive Director

STATEMENT OF SUPPORT TO STOP THE REPEAL OF IMPORTANT LEGISLATION TO PROTECT THOUSANDS OF ALBERTA YOUTH FROM THE HAZARDS OF TOBACCO, SMOKING AND VAPING

DEAR PREMIER:

Five years have passed since the Legislative Assembly approved life-saving tobacco legislation—the *Tobacco Reduction Amendment Act* (2013). This legislation received all-party support in the Assembly including backing from your Caucus members.

As you know, several important sections of this bill remain unproclaimed and are now at risk of being permanently revoked under the requirements of the *Statutes Repeal Act*. The Repeal Act stipulates that any legislation (or sections thereof) not proclaimed into force within five years must be repealed unless the sections are proclaimed into force within one year of the five-year deadline.

The following sections of the tobacco legislation are now on the **chopping block** and will be permanently repealed in 2019 unless they are proclaimed into force beforehand:

- A ban on flavoured waterpipe tobacco (shisha tobacco), which has become increasingly popular among Alberta youth. Almost 5,000 Alberta youth reported smoking shisha tobacco in 2017.
- A ban on waterpipe use in indoor establishments. No one should be forced to breathe secondhand smoke in public establishments. Many of these establishments allow minors to enter.
- A ban on e-cigarettes and vaping in public establishments. Vaping among Alberta high school students almost tripled in Alberta between 2015 and 2017 and has become epidemic in scope. There are now over 35,000 youth vapers in Alberta. Kids must be protected from all forms of nicotine addiction.

Your Cabinet can rescue these outstanding sections in just *one meeting* by simply proclaiming them into force. If your government is truly committed to protecting Alberta youth from the deadly consequences of tobacco use, then you must rescue this important legislation from the chopping block. The health of Alberta youth should not be subject to political stalling and shenanigans.

SIGNED:

Signature

Print name

Organization

Title

Phone number

Email address

Date

Several more sections of the tobacco law have been proclaimed but remain unimplemented including:

- Mandatory training for all tobacco retailers.
- Mandatory carding of any tobacco purchaser who appears to be under 25.
- Prohibiting minors from selling tobacco. Minors as young as 13 can legally sell tobacco due to an unjustified exemption. Only properly trained adults should be allowed to sell harmful drugs.

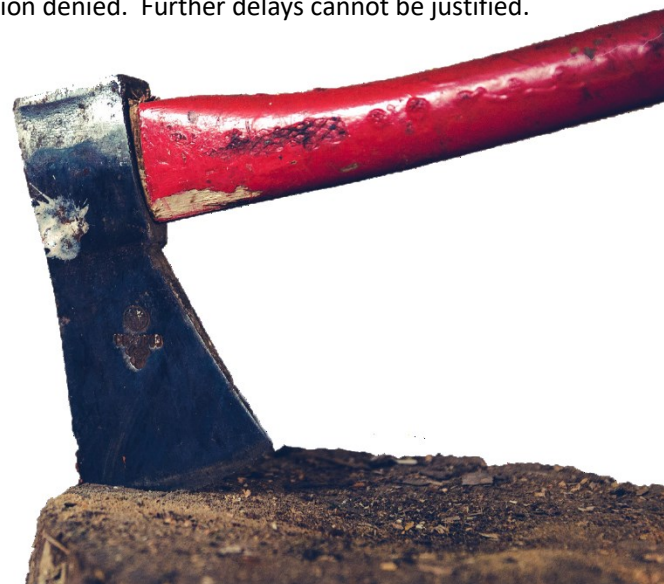
Ironically, parallel requirements presently apply to *every* alcohol and cannabis retailer in Alberta. Retailers who sell the deadliest drug on the planet are not subject to the same rules as those who sell cannabis and alcohol. This deadly double standard cannot be justified.

Tobacco kills 3,800 Albertans annually and there are 27,000 school-aged youth tobacco users in Alberta. The tobacco legislation is intended to provide children and youth with effective protection from the ravages of tobacco use and to help them remain tobacco-free for life.

As you know, the tobacco lobby has mounted a *full-court press* of 12 registered lobbyists who are now working the political backrooms, trying to derail important tobacco policy measures including those referenced above. Tobacco companies and their lobbyists cannot be allowed to dictate public health in Alberta.

We urge you and your Cabinet to move swiftly to protect Alberta youth by rescuing the tobacco legislation from the chopping block and by fully implementing this critical life-saving law.

Alberta youth deserve first-class protection from the ravages of tobacco use and addiction. Protection delayed is protection denied. Further delays cannot be justified.



PLEASE SCAN THE COMPLETED DOCUMENT AND EMAIL TO INFO@SMOKEFREEALBERTA.COM AND IT WILL BE DELIVERED TO THE PREMIER.