



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 6/25/2019 **TIME:** 9:30 AM

LOCATION: Conference Room of Days Inn and Suites Strathmore, AB

DETAILS:

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

Mission: Intentionally maximizing learning for all

1.0 Attendance

1.1 Attendance

Info

2.0 Call to Order

2.1 Call To Order

Info

3.0 Acknowledgment

3.1 Acknowledgment

Info

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 May 28, 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 Locally Developed/Acquired Courses (W. Miskiman)

Action

9.2 Budget Submission 2019-2020 (T. Sabir)

Action

9.3 Red Tape Advocacy (B. Daverne)

Action

B) Information Items

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

Info

9.5 Third Quarter Financial Report (Mar/Apr/May 2019) (T. Sabir)

Info

9.6 Administrative Designations (W. Miskiman)

Info

9.7 Interim Three Year Education Plan For 2019-2022 (B. Daverne)

Info

10.0 School Monitoring Reports

10.1 Brentwood School (D. Seabrook, E. Friesen) 1:30 p.m.

Info

10.2 Trochu Valley School (L. Howard, C. Van Otterloo) 1:45 p.m.

Info

11.0 ADJOURNMENT



MINUTES

Golden Hills School Division No. 75

Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

Tuesday, May 28, 2019 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Jennifer Mertz

c) Trustees

- Barry Kletke
- Rob Pirie
- Jim Northcott
- Justin Bolin

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

2.0 Call to Order

Chair Huntley called the meeting to order at 9:47 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 #BD20190528.1001

MOVED by Trustee Northcott that the Board of Trustees go In Camera at 9:47 a.m. Carried

4.2 Out of In Camera

Recommendation: Resolution #BD20190528.1002

MOVED by Trustee Kletke that the Board of Trustees rise from In Camera at 10:35 a.m. Carried

5.0 Approval of Agenda

5.1 Approval

Recommendation: Resolution #BD20190528.1003

MOVED by Trustee Kletke that the Board of Trustees approve the agenda as presented. Carried

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of April 30, 2019

Recommendation: Resolution #BD20190528.1004

MOVED by Trustee Pirie that the Board of Trustees approve Regular Minutes of April 30, 2019. Carried

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

- Reviewing the possibility of our Board sponsoring the Alberta School Boards Association (ASBA) "Friends of Education" recognition awards.
- Alberta School Boards Association (ASBA) Education Act Webinar June 19, 2019, help Boards prepare for a possible shift from the School Act to the previous Education Act.
- The newly appointed Minister of Education, Adriana LaGrange, met with Foundations for the Future Charter Academy (FFCA) to discuss the new publicly funded replacement school.
- Newly appointed government imposed a delay on the Public Sector Wage Reopener Arbitration Meeting.
- Discussed the Public School Boards' Association of Alberta (PSBAA) newsletter, The Advocate.
- St. Albert Public Schools will be hosting the PSBC Council Meeting, August 15-16, 2019.
- Rural Caucus School Board meeting will be taking place June 2, 2019 in Red Deer, AB, Chair Huntley will be attending.

B) Board Committees

Trustee Pirie presented information on the Alberta School Boards Association (ASBA) Zone 5 meeting held May 3, 2019.

- ASBA Budget discussion, no increase on the membership for the next three years.
- Edwin Parr Awards Ceremony was held May 23, 2019. Sarah Hawley from Rockyview School Division was selected to represent ASBA Zone 5 in Edmonton at the November Conference.
- Discussed the Swearing in Ceremony of Alberta Premier, Jason Kenney on April 30, 2019.

Trustee Mertz presented information on the following:

- Canadian School Boards Association (CSBA) 2020 Conference will be held at Banff Center.
- Trustee Pirie will be attending the CSBA 2019 Conference being held in Toronto, ON July 3-7, 2019.

Trustee Kletke has no new information to report on from the Public School Boards Association of Alberta (PSBAA).

- The PSBAA AGM and Governance Session will be held May 31-June 2, 2019 in Red Deer, AB.

C) Board Representatives to External Organizations

Nothing to report on at this time.

D) Administration Reports

Secretary Treasurer Sabir presented information on Transportation:

- Golden Hills School Division will be conducting a pilot program with Bus Passes on Strathmore buses.
- George Freeman Trail bridge is under construction, plan is to have it reopen end of May 2019.

Superintendent Daverne presented information on the following topics:

- Long Service Awards is being held Thursday, May 30, 2019 at the Travelodge in Strathmore, Trustees will be participating in a variety of ways throughout the evening.
- Discussion on further engagement with Siksika Board of Education.
- HR Update:
 - Discussed OH & S Exemption.
- Administrative Designations
 - Shelley Friesen, Principal (Greentree School)
 - Adam Pirie, Associate Principal (Greentree School)
- Greentree, Carseland and École Brentwood Schools are researching before and after school programs.
- Updating the Parental/Maternal Leave Handbook. - Local Teacher bargaining will begin in the fall.

9.0 NEW BUSINESS

A) Information Items

9.1 Monthly Enrolment Monitoring Report (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented information on our Monthly Enrolment reporting within Golden Hills School Division.

9.2 Budget Announcement Reporting (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented information on Budget reporting for the 2019/2020 year. Due to the timing of the provincial election and the subsequent related events, the Government of Alberta will not be presenting a provincial budget until the fall of 2019. No decision has been made on the Education funding and the funding rates for 2019-2020. The deadline to submit to Alberta Education was extended to June 30, 2019.

9.3 Alberta School Board Association (ASBA) SGM Budget and Bylaw Review (B. Daverne)

Recommendation:

Superintendent Daverne and Chair Huntley reviewed the proposed Budget and Bylaw Amendments that will be presented at the ASBA SGM June 3-4, 2019.

10.0 School Monitoring Reports

10.1 Drumheller Valley Secondary School (C. LaPierre, B. Teske, D. Yemen) 11:30 a.m.

Recommendation:

Superintendent Daverne welcomed K. Ratzlaff, Principal (Acme, Carbon, Dr. Elliott Schools), who presented his schools' new programs and school involvement with the community and future plans. Superintendent Daverne and Chair Huntley thanked K. Ratzlaff for the presentation.

10.2 Acme/Carbon/Dr.Elliott Schools (K. Ratzlaff, M. Steen) 11:45 a.m.

Recommendation:

Superintendent Daverne welcomed C. LaPierre, Principal, D. Yemen and B. Teske, Associate Principals (Drumheller Valley Secondary School), whom presented their schools' Education Plan, results achieved, schools involvement with the community and future plans. Superintendent Daverne thanked them for their presentation.

11.0 ADJOURNMENT

11.1 Adjournment

Recommendation: Resolution #BD20190528.1005

MOVED by Trustee Mertz that the Board of Trustees adjourn at 12:35 p.m.

Chair

Secretary Treasurer



LOCALLY DEVELOPED/ACQUIRED COURSES

"Inspiring confident, caring citizens of the world"

June 28, 2019

Background:

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

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

<i>Fire Rescue Services (2019) 15-3</i>	Acquired from Edmonton School District No. 7	September 1, 2019 until August 31, 2023
<i>Self-Directed Learning 15-3</i>	Acquired from Calgary Roman Catholic Separate School District No. 1	September 1, 2019 until August 31, 2023

Recommendation:

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

Bevan Daverne
Superintendent

Jeff Grimsdale
Director of Learning



BUDGET SUBMISSION 2019-2020

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

June 25, 2019

Background:

Pursuant to the recommendations of the Auditor General and in accordance to School Act S. 147(1) (b) the Board of Trustees is required to submit an annual budget to the Minister on or before May 31, for the fiscal year beginning on the following September 1.

The deadline to submit to Alberta Education was extended to June 30, 2019.

Final budget, following enrolment confirmation (September 30th) is due by November 30, 2019.

Honorable Adriana LaGrange, new Minister of Education, will not be providing School Boards with an updated Budget for 2019-2020 until the fall of 2019.

A quick summary is as follows:

Year	Description	Enrolment	Total \$ Impact
2019/2020	Same as last year	Decrease 1.2% (72.5 students)	Grant rates the same-only impact that would incur would be a result of declining enrolment
2018/2019 March 22, 2018 - Budget Announcement	Full details unknown; however some information is as follows: <ul style="list-style-type: none"> ● IMR reduction of \$296K ● LAPP contribution reduction of \$74K. ● Funding for school fees commitment will continue. ● Funding for nutrition program to increase \$55K. 	Enrolment projected to decline 139 students	\$1.6M decrease \$296K decrease \$74K decrease \$55K increase
Total Impact			\$1.9M Decrease

The overarching goals for Golden Hills are to continue to support:

1. Every student is successful;
2. First Nations, Metis and Inuit (FNMI) students are successful;
3. Alberta's Education System is inclusive;
4. Alberta has quality teaching and school leadership;
5. Alberta's Education System is governed effectively.

In 2018/2019, Golden Hills operated 22 schools as per below with their respective projected enrolment for 2019/2020 and current enrolment for this year:

Schools/Grade Configuration	2019/2020 Students	2018/2019 Students	Difference
Acme Elementary School (K-6), (10-12)	192.50	193.50	-1.00
Brentwood School (K-6)	256.50	278.50	-22.00
Carseland School (K-6)	54.00	61.00	-7.00
Carbon School (K-9)	67.00	78.00	-11.00
Crowther Memorial Jr. High (7-9)	506.00	575.00	-69.00
Dr. Elliott School (K-9)	191.00	187.00	4.00
Drumheller Valley Secondary School (7-12)	397.00	432.00	-35.00
Drumheller Outreach (7-12)	27.00	18.00	9.00
Greentree Elementary School (K-6)	344.50	347.00	-2.50
George Freeman School (K-9)	303.00	207.00	96.00
Golden Hills Learning Academy (1-12)	133.00	135.00	-2.00
Northstar Academy (1-12)	311.00	319.50	-8.50
Prairie Christian Academy (K-6), (7-12)	275.50	273.00	2.50
Strathmore High School (10-12)	571.00	569.00	2.00
Strathmore Storefront (7-12)	40.00	41.00	-1.00
Three Hills School (K-12)	444.00	445.50	-1.50
Trinity Christian Academy (K-9)	180.50	182.00	-1.50
Trochu Valley School (K-12)	248.00	249.50	-1.50
Westmount Elementary School (K-6)	340.50	364.50	-24.00
Wheatland Crossing (K-12)	363.00	355.00	8.00
Wheatland Elementary School (K-6)	323.00	343.00	-20.00
Colony Schools	356.50	343.00	13.50
Total	5,924.50	5,997.00	-72.50

Golden Hills' projected enrolment is anticipated to decrease by 72 students (1.2%) for 2019/2020. There are 503 students graduating June 2019, with 405 students entering Kindergarten September 2019. This creates an enrolment short fall of students (102); however, based on the projections made by Administrators the enrolment is anticipated to decrease by 72 students (1.2%).

Budget Process

Budgets are submitted twice a year, once in May/June “the Spring Budget” and then November “the Fall Budget”.

Currently there are 133 budgets and the budget process starts in early January with the Board giving direction and guiding principles. February, March and April are the information stages and there is a lot of estimating of enrolment and calculating expenses.

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

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

Budget Challenges and Pressure points

- Enrolment Projections – volatility of the Kindergarten students and mobility due to changes in economy.
- Change in Demographics, increase in Inclusive Education students with high needs (doubled in five years).
- Instructional Grants funding changes and/or reductions unknown.
- Facilities funding shortfall, revenue is decreasing while expenses such as utilities, gas prices and insurance are increasing at a rapid rate.
- Transportation Funding shortfall – expenses are outpacing transportation grants, despite continuous review of operations to ensure efficiencies.
 - Escalation of Fuel prices, including the carbon tax levy which is unknown as provincial levy has been eliminated but the federal levy starts January 1, 2020.

High School Flexibility (HSF) Program – Effective September 2017, Golden Hills High schools began participation in the High School Flex (HSF) Program to help mitigate Credit Enrolment Units (CEU) cap change from 60 to 45. The Outreach and Online learning programs will continue to earn CEU’s outside of the HSF Program. Overall high school funding has declined and enrolment has exacerbated this as we are funded on a per student basis.

Plant Operations and Maintenance

This budget has been in a deficit for over 10 years now with the exception of a small surplus in 2008/2009 & 2009/2010.

Funding is on a per student basis and currently our enrolment is projected to go down over 130 students. The funding is “frozen” for a year but with enrolment decrease the POM funding continue to decline but is always a year behind.

The big ticket items that continue to be challenges are:

- Supply costs continue to increase ie filter, insurance, shop supplies
- Snow removal was high last year
- Unknown Fuel costs due to Carbon Levy

Infrastructure Maintenance and Renewal (\$1.7M)

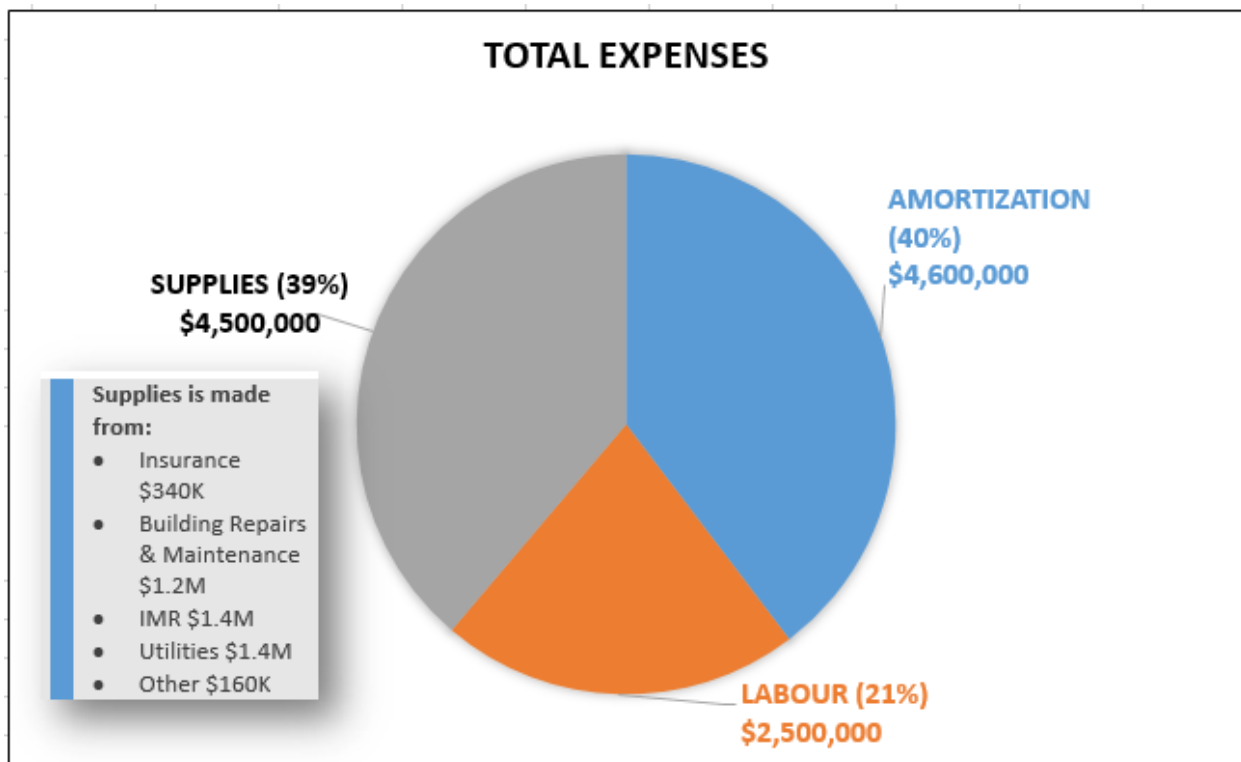
- Restrictive practices for allocating items to IMR which include capitalizing 30% of IMR.

Funding shortage creates challenges in heating, cleaning & repairing schools.

Plant Operations & Maintenance (POM) - Points of Interest

- Receive approximately \$1.7M for IMR - \$340,000 has been reallocated to IMR as we use internal labour as much as possible to decrease costs.
- Due to attrition, new replacement hired is a plumber. Potential to reduce contracted plumbing costs.
- Elevators have a lot more rules and regulations which results in higher operation costs.
- Carbon tax was taken out but if approved federally - would need to add back approximately \$150,000 to POM as an expense which would increase the deficit.
- Inspections and maintenance schedules are reduced, while still ensuring building is in compliance with code and safety regulations.
- Table below shows the breakdown of the Repairs & Maintenance costs which is \$1,270,955.00.

ITEM	COST
Caretaking Contracting (48%)	\$ 606,755.00
Caretaking Supplies (12%)	\$ 150,000.00
Snow Removal (12%)	\$ 150,000.00
Garbage (6%)	\$ 77,200.00
HVAC/Plumbing (9%)	\$ 112,000.00
Electrical (3%)	\$ 40,000.00
Security (1%)	\$ 15,000.00
Life Safety (Fire Alarm, Extinguishers, Emergency Lights Inspection) (1%)	\$ 20,000.00
Misc.	\$ 100,000.00
TOTAL	\$ 1,270,955.00



Transportation

Transportation has been in a deficit for over 10 years now with the exception of a small surplus in 2007/2008 & 2012/2013 as in both those years we received a fuel subsidy.

The projected budget for 2019/2020 continues to implement the 2018/2019 initiatives listed below. Funding is on a per student basis and currently our enrolment is projected to decrease over 72 students.

The big ticket items that continue to be challenges are:

- Insurance costs continue to rise
- Fuel costs will be reduced as provincial carbon levy eliminated, however federal carbon levy may start in January 2020.
- Potential costs to train for MELT "S".

The anticipated deficit for 2019/2020 is \$301K. The following initiatives will continue to be implemented for September 2019.

Transportation Initiatives

- Consolidation of routes while keeping ride times reasonable. (recently acquired last 3 remaining contracted routes in Drumheller).
- Maintenance adjustments without compromising bus rides.
- Continue to source parts from suppliers to reduce costs.
- Reduce bus driver wait time for repairs.
- Reduce service time with scheduled maintenance visits.
- Negotiate with suppliers for reduced pricing.

Status quo budget allows Golden Hills to:

- Maintain program continuity and sustainability.
- Sustain teaching and support positions.
- Maintain buildings as safe education spaces.
- Sustain transportation's current level of service including bus routes and ride times.

Any increase in enrolment from the projected decrease of 72 students will reduce the need to utilize reserves as the annual funding will increase as the number of students increase.

IMPACT IF REDUCTIONS IN FALL BUDGET

Classroom Improvement Fund

- Negatively impact staffing levels as these amounts along with class size funding helped keep class sizes within the recommended amounts.
- Class sizes will increase.
- Special needs supports will decrease.

Potential Advocacy Efforts

- Predictable and Sustainable Funding to support Alberta Education Initiatives.
- Inclusive Education needs growing but current funding does not meet the needs or costs for these changes.
- Appropriate funding to maintain our facilities (currently receive just under \$2M annually vs industry standard of \$4M however, next year we will only receive \$1.7M).
- Reinstate the Fuel Price Contingency as diesel is at \$1.25 per litre. In the past the fuel price contingency was triggered for anything over \$0.60 per litre.
- Review of Transportation Model to align with actual costs.
- Unknown Federal Carbon Levy.

The Alberta Education Budget Template will be distributed at the board meeting and then posted online once finalized.

Also, the budget presentation will be available at the board meeting and then posted online subsequent to the meeting.

Budget Infograph is attached.

Recommendations:

That the Board of Trustees approves the 2019/2020 budget for submission to Alberta Education, subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education.

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

That the Board of Trustees approves the use of unrestricted reserves to maintain the safety of students and continue to maintain the School Facilities.

That the Board of Trustees approves use of unrestricted reserves to sustain transportation's current level of service which includes bus routes and ride times.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary Treasurer

Golden Hills School Division No. 75

BUDGET 19/20 INFOGRAPH



Preliminary – June 2019

Total Budget ALL Funds \$88.2M
\$800k in savings – Total spend - \$89M

MOTTO: *Powering Hope and Possibilities*

MISSION: Intentionally maximizing learning for all

VISION: Inspiring confident, connected, caring citizens of the world



SALARIES & BENEFITS

Teachers	Support Staff
\$47,848,998	\$15,617,961
54%	18%

PROGRAM SUMMARY



Instructional	\$64,590,973
Plant Operations & Maintenance	\$11,208,394
Transportation	\$3,967,667
Administration	\$2,681,018
External Services	\$6,448,000

CONTRACTED SERVICES

\$19,550,708

20%

AMORTIZATION

\$5,902,897

7%

GHSD STAFFING (FTE)

Teachers - 383

Support Staff - 335

Total Staff - 718

Staff & Supplies Expense Comparison



TOTAL EXPENDITURES

\$88,920,564

Projected Student Numbers (Total Headcount– 7,052)

Provincial Students – 6,587

Federal Students - 155

International Students - 310





RED TAPE ADVOCACY Request for Feedback

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

June 25, 2019

Background:

CASS and ASBOA have compiled information to help support the Reduction of Red Tape with the Ministry.

Alberta School Boards Association (ASBA) would like to collect feedback and suggestions from Boards for ways in which the Ministry for Red Tape Reduction can ease the level of bureaucracy through which school boards are required to navigate.

Recommendation:

That the Board of Trustees receives the request and compiles suggestions for feedback to the Communications Manager at ASBA by June 28, 2019.

Bevan Daverne
Superintendent of Schools

Tahra Sabir
Secretary Treasurer



ENROLMENT BACKGROUNDER

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

June 25, 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

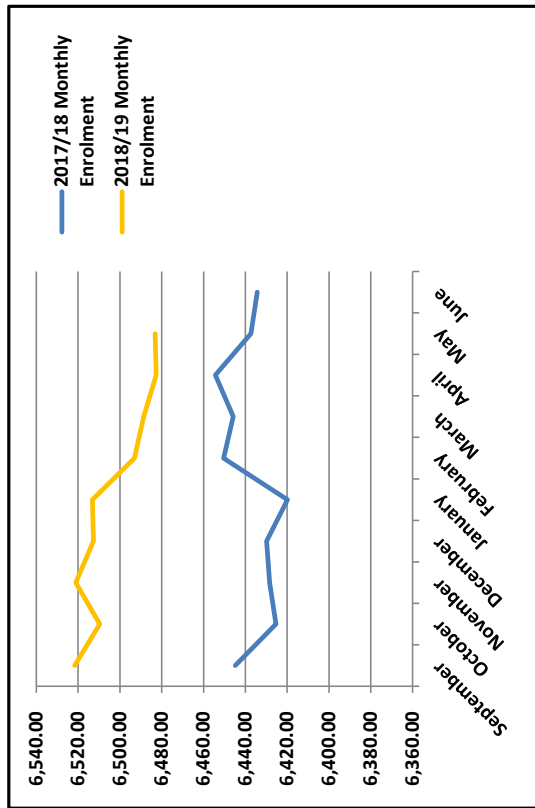
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Month to Month Comparison

April 30, 2019 to May 31, 2019

Funded Total Enrolment	28-May-19 Enrolment	30-Apr-19 Enrolment	Difference	% Change
Provincially Funded Students	6,068.25	6,067.75	0.50	0.0%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	259.90	259.90	0.00	0.0%
Total	6,483.15	6,482.65	0.50	0.0%

Last Year Monthly Enrolment & Comparison to September 2018



Schools - Year to Year Comparison

Configuration	May 28, 2019			April 30, 2019		
	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-6, 10-12	193.50	0.00	0.0%	193.50	0.00	0.0%
K-9	78.00	2.00	2.6%	76.00	2.00	2.6%
K-6	61.50	0.00	0.0%	61.50	0.00	0.0%
7-9	555.00	0.00	0.0%	555.00	0.00	0.0%
K-9	185.00	-2.00	-1.1%	187.00	-2.00	-1.1%
7-12	411.00	0.00	0.0%	411.00	0.00	0.0%
K-6	279.50	2.00	0.7%	277.50	2.00	0.7%
K-12	212.50	1.00	0.5%	211.50	1.00	0.5%
K-6	348.50	0.00	0.0%	348.50	0.00	0.0%
K-12	281.50	2.50	0.9%	279.00	2.50	0.9%
10-12	554.00	-4.00	-0.7%	558.00	-4.00	-0.7%
K-12	440.50	1.00	0.2%	439.50	1.00	0.2%
K-9	181.00	0.00	0.0%	181.00	0.00	0.0%
K-12	243.50	0.00	0.0%	243.50	0.00	0.0%
K-6	369.00	2.00	0.5%	367.00	2.00	0.5%
K-12	355.50	-3.00	-0.8%	358.50	-3.00	-0.8%
K-6	347.00	-1.00	-0.3%	348.00	-1.00	-0.3%
Totals	5,096.50	0.50	0.0%	5,096.00	0.50	0.0%
Configuration	SCHOOL	Provincially Funded	Difference	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	8.00	8.00	8.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	152.50	152.50	152.50	0.00	0.0%
1-12	NorthStar Academy	411.25	411.25	411.25	0.00	0.0%
7-12	Strathmore Storefront	41.00	41.00	41.00	0.00	0.0%
Totals		630.75	630.75	630.75	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Difference	Provincially Funded	Difference	% Change
K-9	Colonies	341.00	341.00	341.00	0.00	0.0%



THIRD QUARTERLY FINANCIAL REPORT

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

June 25, 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 will be reviewed.

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



3rd Quarterly Report – Draft VI

September 2018 – May 2019

Prepared by the Finance Department for the June 25, 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 **May 31, 2019**, which represent the first **nine** months of the fiscal year. There are six (9) months expended in the 3rd quarter; therefore, the normal benchmark for comparison is 75% (9/12 months) or 90% (9/10) 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 - May 31, 2019							
	Spring 2018/19 Annual Budget submitted May 29, 2018	Fall Update 2018/19 Annual Budget submitted Nov 27, 2018	Prorated Budget (75%) for Q3	YTD Actuals 2018/2019 -Q3	YTD Budget Variance-Q3	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	68,779,535	70,167,309	52,625,482	52,823,634	198,152	75%	75%
Federal Government and/or First Nations	1,512,658	1,622,314	1,216,736	1,390,529	173,793	86%	75%
Alberta Municipalities	42,200	47,200	35,400	50,700	15,300	107%	100%
Fees	7,517,321	7,959,304	5,969,478	7,105,411	1,135,933	89%	90%
Other Revenues	2,262,000	3,602,458	2,701,844	3,348,777	646,933	93%	90%
Amortization	4,174,344	4,174,344	3,130,758	3,165,156	34,398	76%	75%
Total Revenues	84,288,058	87,572,929	65,679,697	67,884,206	2,204,510	78%	77%
EXPENSES							
Certificated Salaries and Benefits	46,664,839	47,849,958	35,887,469	34,456,131	1,431,338	72%	75%
Non-Certificated Salaries and Benefits	15,549,402	15,949,232	11,961,924	12,636,315	-674,391	79%	80%
Sub-Total	62,214,241	63,799,190	47,849,393	47,092,445	756,947	74%	76%
Supplies and Services	19,806,707	19,077,716	14,308,287	16,441,084	-2,132,797	86%	80%
Amortization	5,439,514	5,543,523	4,157,642	4,107,103	50,540	74%	75%
Interest Charges	72,500	72,500	54,375	53,701	674	74%	75%
Total Expenses	87,532,962	88,492,929	66,369,697	67,694,333	-1,324,636	76%	77%
Surplus/(Deficit)	-3,244,904	-920,000	-690,000	189,874			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					879,874		

Notes: Overall, a Surplus of 190K for the third quarter is well within the expected range given the projected deficit budget planned for the 2018-19 fiscal year.

B. NOTES ON COMPARISON TO BUDGET – REVENUES

The overall **\$190 K** year-to-date **excess of revenues over expenses** (surplus), along with the positive budget variance of approximately **+\$880 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 Q3		
Name of Grant	Amount Received	% of Grant Received
Innovation in First Nations Education (IFNE)	\$ 89,358	100%
Regional Collaborative Service Delivery	\$ 1,077,443	100%
School Nutrition Program	\$ 195,398	100%
Supernet grant	\$ 211,638	91%
Family School Resource Counseling	\$ 163,980	75%
Total	<u>\$ 1,737,817</u>	

- Revenues from Alberta Education, as per above, have contributed to the overall revenue variance by **\$ +378K** (1,738K less a 9-month calculated equivalent of 1,360), primarily due to certain grants being received in lump amounts covering more than 9 months of revenues.
- Included in the third quarters' operations are the following:

SGF Revenues	\$3,506,399
SGF Expenses	<u>-\$3,055,722</u>
Unexpended	\$ 450,677

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 **\$34,456,131** (72% of a \$47.8M budget) which is less than what the budget would permit by the 3rd 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 3rd quarter were **\$12,636,315** (79% 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 (+757K) for the third quarter but may fluctuate somewhat within the last quarter. 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 come close to balancing itself by year-end.

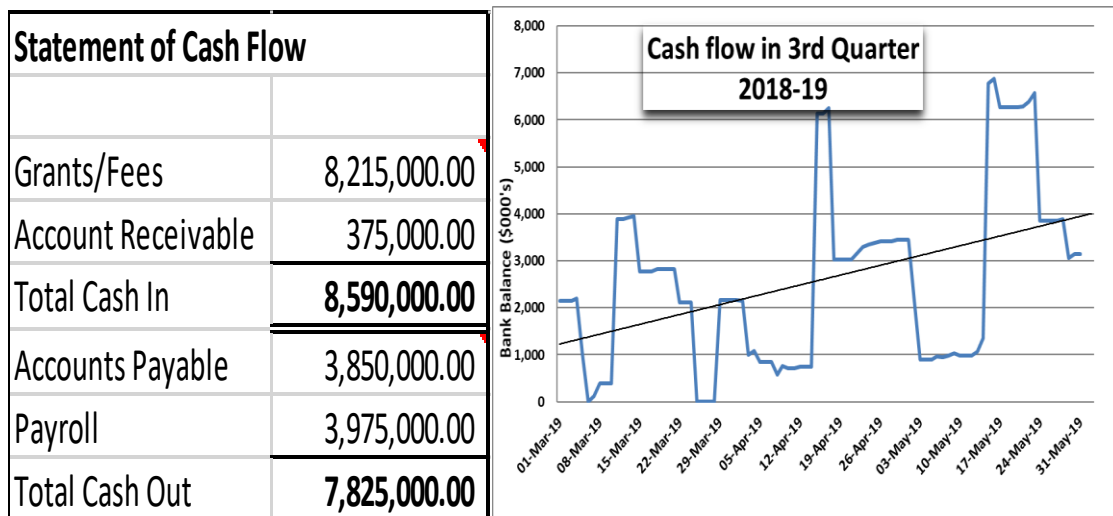
Supplies and Services

Supplies and services year-to-date are **\$16,441,084** (86% 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 will continue to carefully monitor their budgets throughout the last quarter to ensure they stay within their spending limits.

- Overall, supply costs year-to-date at May 31st are higher compared to the same time period last year by approximately \$1,178K. As a result, the expenditures year to date are higher at 86% of budget, compared to 83% of budget at the same time period last year. Management will monitor these expenditures carefully over the remaining fourth quarter to ensure they come in line with budget.*

III AVERAGE SOURCE AND USE OF CASH

- A. Approximate average monthly cash flow values as at May 31, 2019:
 B.



Included in the Statement of Cash Flow are monthly operating grants, grant amounts for capital projects, and tuition fees from International students for the 2019-20 school year.

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 May 31, 2019, **\$4.5M** of the cash balance has been invested into 12 month GIC's to obtain more favourable investment returns, of which \$3.5M is now cashable at any point.

At present, we are utilizing the services of one Institutional Cash Management Financial Advisory Team – **Canaccord Genuity Corp.** As at May 31st, we had all the **\$4.5M** invested in GIC's with maturing dates ranging from November 19th to March 4th, 2020, earning yields ranging from 2.50% - 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 - May 31, 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		43,165,111.22	4,191,239.95	2,751,571.60	2,326,989.99	0.00	52,434,912.76	75%	75%
OTHER - GOVERNMENT OF ALBERTA		381,878.00	6,843.00	0.00	0.00	0.00	388,721.00	111%	75%
FEDERAL GOV'T AND/OR FIRST NATIONS		1,203,028.78	187,499.97	0.00	0.00	0.00	1,390,528.75	86%	75%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		50,700.00	0.00	0.00	0.00	0.00	50,700.00	107%	100%
INSTRUCTIONAL RESOURCE FEES		27,700.00		0.00	0.00	0.00	27,700.00	49%	75%
FEES	1,062,897.41	0.00				6,014,813.62	7,077,711.03	93%	75%
FUNDRAISING REVENUES -SGF	333,657.78						333,657.78	83%	75%
OTHER SALES AND SERVICES	2,074,760.98	1,545,490.50	0.00	48,315.57	0.00	-1,236,267.55	2,432,299.50	88%	80%
INVESTMENT INCOME		0.00		0.00	134,928.62	0.00	134,928.62	90%	75%
GIFTS AND DONATIONS -SGF	35,082.98	106,518.00	0.00	0.00	0.00	0.00	141,600.98	85%	75%
RENTAL OF FACILITIES		3,132.77	108,775.15	0.00	0.00	20,000.00	131,907.92	136%	75%
OTHER REVENUES		98,950.93	36,506.19	6,000.00	32,924.81	0.00	174,381.93	141%	90%
AMORTIZATION OF CAPITAL ALLOCATIONS		239,333.04	2,925,822.99	0.00	0.00	0.00	3,165,156.03	76%	75%
TOTAL REVENUES	3,506,399.15	46,821,843.24	7,456,687.25	2,805,887.17	2,494,843.42	4,798,546.07	67,884,206.30	78%	77%
EXPENDITURES									
CERTIFICATED SALARIES		27,650,699.29	0.00	0.00	300,818.47	302,311.93	28,253,829.69	73%	75%
CERTIFICATED BENEFITS		6,135,749.88	0.00	0.00	34,949.93	31,601.18	6,202,300.99	70%	75%
NON-CERTIFICATED SALARIES & WAGES		5,967,861.58	1,469,845.32	1,423,295.91	889,924.31	505,341.39	10,256,268.51	80%	80%
NON-CERTIFICATED BENEFITS		1,583,065.73	360,331.71	138,152.10	200,823.92	97,672.84	2,380,046.30	76%	80%
SERVICE, CONTRACTS AND SUPPLIES	3,055,722.03	4,524,834.07	3,254,237.89	1,268,730.74	612,387.30	3,725,171.87	16,441,083.90	87%	80%
AMORTIZATION		354,636.33	3,081,149.30	490,825.60	64,110.69	116,380.75	4,107,102.67	74%	75%
INTEREST CHARGES		2,884.84	0.00	0.00	15,750.00	35,065.71	53,700.55	74%	75%
TOTAL EXPENSES	3,055,722.03	46,219,731.72	8,165,564.22	3,321,004.35	2,118,764.62	4,813,545.67	67,694,332.61	76%	77%
POSITIVE/-NEGATIVE VARIANCE TO DATE	450,677.12	602,111.52	-708,876.97	-515,117.18	376,078.80	-14,999.60	189,873.69		
ECS -Grade 12 labor cost analysis									
	2017-18 Q3	2018-19 Q3	change						
CERTIFICATED SALARIES	27,671,527	27,650,699	-20,828	-0.1%					
CERTIFICATED BENEFITS	6,283,591	6,135,750	-147,842	-2.4%					
NON-CERTIFICATED SALARIES & WAGES	5,885,609	5,967,862	82,252	1.4%					
NON-CERTIFICATED BENEFITS	1,620,036	1,583,066	-36,970	-2.3%					
	41,460,763	41,337,376	-123,387	-0.3%					

C. 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.

2. Plant Operations and Maintenance (PO&M)

A negative variance of approximately **\$-708 K** at the end of the 3rd 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 - May 2019					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2018/2019	Yr 2018/2019	Remaining	Used	Benchmark %
Alberta Education	6,389,243	4,191,240	2,198,003	66%	75%
Other Revenues	560,917	339,624	221,293	61%	75%
Amortization	4,174,344	2,925,823	1,248,521	70%	75%
Total Revenues	11,124,504	7,456,687	3,667,817	67%	75%
EXPENSES					
Non-Certificated Salaries and Benefits	2,413,012	1,830,177	582,835	76%	75%
Sub-Total	2,413,012	1,830,177	582,835	76%	75%
Supplies and Services	4,964,153	3,254,238	1,709,915	66%	75%
Amortization	4,376,213	3,081,149	1,295,064	70%	75%
Total Expenses	11,753,378	8,165,564	3,587,814	69%	75%
POSITIVE/(NEGATIVE) VARIANCE	-628,874	-708,877			
	Current Year Q3	Prior Year Q3			
YTD Actuals breakdown	YTD @ May 31, 2019	YTD @ May 31, 2018	% increase	increased \$'s	
NON-CERTIFICATED SALARIES & WAGES	1,469,845	1,386,105	6.0%	83,740	
NON-CERTIFICATED BENEFITS	360,332	350,719	2.7%	9,612	
TOTAL LABOUR EXPENSE	1,830,177	1,736,825	5.4%	93,352	
SERVICE, CONTRACTS AND SUPPLIES	3,254,238	2,958,707	10.0%	295,531	
INTEREST CHARGES	0	0			
AMORTIZATION	3,081,149	2,926,547	5.3%	154,602	
TOTAL SERVICE & SUPPLIES	6,335,387	5,885,254	7.6%	450,133	
TOTAL EXPENSES	8,165,564	7,622,079	7.1%	543,485	

Overall, even with careful monitoring of expenses throughout the year, we anticipate PO&M to be over 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 - May 31, 2019					
Revenues	Total 2018-19 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,720,030	2,751,572	968,458	74.0%	75.0%
Other Revenues	75,000	54,316	20,684	72.4%	75.0%
Total Revenues	3,795,030	2,805,887	989,143	73.9%	75.0%
EXPENSES					
Non-Certificated Salaries and Benefits	1,767,114	1,561,448	205,666	88.4%	85.0%
Sub-Total	1,767,114	1,561,448	205,666	88.4%	85.0%
Services and Supplies	1,538,588	1,268,731	269,857	82.5%	80.0%
Amortization	736,238	490,826	245,412	66.7%	75.0%
Total Expenses	4,041,940	3,321,004	720,936	82.2%	82.0%
POSITIVE/(NEGATIVE) VARIANCE	(246,910)	(515,117)			
Variances in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	210,000	196,049	93%	90%	
Fuel	723,961	600,652	83%	85%	
Other supplies	604,627	472,030	78%	75%	
Total	1,538,588	1,268,731	82%	82%	

- a. For the third quarter, a negative YTD variance of **-\$515 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.

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 **-\$250 K** which will be covered by operating reserves. Overall, with careful monitoring of expenses during the fourth quarter, we anticipate Transportation to be close to 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 \$376K** for the third quarter. 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**:

<i>SUMMARY STATEMENT OF REVENUES AND EXPENSES</i>						
<i>BOARD OF TRUSTEES</i>						
<i>BUDGET vs. ACTUAL</i>						
<i>FOR THE PERIOD OF SEPTEMBER 1, 2018 TO MAY 31, 2019</i>						
			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	130,175.96	20,024.04	87%
Trustee Travel & Supplies			84,500.00	44,538.21	39,961.79	53%
TOTAL EXPENSES			\$ 234,700.00	\$ 174,714.17	\$ 59,985.83	74%

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

5. External Services

For the third quarter, External Services has a minor negative variance of **\$15K**, 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 **\$6,072,662** of **ISS tuition fees** revenue year-to-date, of which **\$4,810,336** 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 or exceeding the Board's November 30, 2018 approved and submitted 2018-19 overall budget (\$920K deficit). A planned deficit budget will be covered by our operating reserves.



ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

June 25, 2019

Background:

The following new administrative appointments have been made in accordance with 4.5 of the Teachers' Collective Agreement and Administrative Contracts (AP 431). The administrative appointments are renewed at the discretion of the Superintendent who informs the Board. For contract purposes, principals and associate principals are evaluated in accordance with the Role of the Principal (AP 435) or Role of the Associate Principal (AP 436) and as per the School Administrator Evaluation (AP 437).

The Board is advised of the following new administrative appointments:

Principal Designations:

Shelley Friesen	Greentree Elementary School
Stefan Dykema	Trinity Christian Academy

Associate Principal Designations:

Adam Pirie	Greentree Elementary School
Tracy Desmet	Wheatland Crossing School

The Board is advised of the following renewal of Administrative appointments:

Principal Designations:

LaToya Bartlett	Carseland Elementary School
Danielle Seabrook	École Brentwood Elementary School
Corinna Hampson	Westmount Elementary School
Doug Raycroft	Wheatland Crossing School

Associate Principal Designations:

Erin Friesen	École Brentwood Elementary School
Colin Lenox	Crowther Memorial Jr. High School
Jill McDonald	George Freeman School
Kevin Mertz	Strathmore High School
Dana Yemen	Drumheller Valley Secondary School

Recommendation:

That the Board receives the administrative term appointments as information.



Bevan Daverne
Superintendent of Schools



Wes Miskiman
Associate Superintendent/Human Resources



INTERIM EDUCATION PLAN AND REPORT TO THE COMMUNITY

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

June 25, 2019

The Government Accountability Act, School Act and Ministerial Regulations (see: *Policy and Requirements for School Board Planning and Results Reporting, (April 2014)*) require that jurisdictions prepare three year education plans (revised annually in a rolling-forward process) and annual education results reports. Alberta Education receives, reviews, and monitors compliance with the planning and reporting requirements.

Planning for continuous improvement and reporting on results achieved are part of the overall *Performance Management Cycle*, illustrated below, to improve the quality and effectiveness of education programs and to improve student learning and achievement.



In response to budget dialogues between Alberta Education and the various school authorities, the planning and reporting requirements were streamlined. While boards must have an updated Education Plan in place before the start of the school year, the Three Year Education Plan (3YEP) and Annual Education Results Report (AERR) may be combined into a single document which is due annually on November 30. Changes between the preliminary and final document consider the fall report on the previous year’s provincial achievement test and diploma examination results as well as any budget updates.

The draft Interim Three Year Education Plan has been prepared for review of the Board. The final document, incorporating feedback and updated budget information in the combined format of AERR and Education Plan, will be presented at the Regular November Meeting for final Board approval and submitted to Alberta Education on November 30.

Recommendation:

That the Board of Trustees receives and reviews the draft Interim Education Plan described as the "Report to the Community".

A handwritten signature in blue ink, appearing to read "Bevan Daverne", written in a cursive style.

Bevan Daverne
Superintendent of Schools