



# AGENDA

## Golden Hills School Division No. 75

*"Powering Hope and Possibilities"*

**Vision:** *Inspiring confident, connected, caring citizens of the world*

**Mission:** *Intentionally maximizing learning for all*

### Regular Meeting of The Board of Trustees

Tuesday, November 27, 2018

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

## AGENDA

1. **Attendance**
2. **Call to Order**
3. **Acknowledgment**
4. **In Camera**
5. **Approval Of Agenda**
6. **Welcome Public, Vision and Mission Statements**
7. **Presentation of Minutes**
  - 7.1 **Regular Meeting of The Board of Trustees (2018/10/23)**
8. **REPORTS**
  - 8.1. **Chair's Report**
  - 8.2. **Board Committees**
  - 8.3. **Board Representatives to External Organizations**
  - 8.4. **Administration Reports**
9. **NEW BUSINESS**
  - 9.1. **Action Items**
    - 9.1.1. **Audited Financial Statements for the year ending August 31, 2018** T. Sabir
    - 9.1.2. **Final Budget Submission 2018-2019** T. Sabir

9.1.3. **Final Three Year Education Plan 2018-2021 and Annual Education Results Report 2017-2018** B.Daverne

9.1.4. **Policies Review** B.Daverne

9.1.5. **Division Office Capital Planning** B.Daverne

9.2. **Information Items**

9.2.1. **Monthly Enrolment Monitoring Report (October 2018)** T. Sabir

10. **School Monitoring Reports**

10.1. **Trinity Christian Academy (W. Funk, S. Dykema)**

10.2. **Strathmore High School (K. Larson, K. Mertz, A. Barwacz-Riou)**

11. **ADJOURNMENT**





# MINUTES

## Golden Hills School Division No. 75

### Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, October 23, 2018

Start time : 9:30 AM

Location : Boardroom of the Golden Hills School Division No. 75

### Minutes

#### Attendance

Present were:

**a) Chair**

- Laurie Huntley

**b) Vice Chair**

- Jennifer Mertz

**c) Trustee**

- Barry Kletke
- Jim Northcott
- Rob Pirie

**d) Superintendent**

- Bevan Daverne

**e) Associate Superintendent**

- Wes Miskiman

**f) Deputy Superintendent**

- Dr. Kandace Jordan

**g) Secretary Treasurer**

- Tahra Sabir

**h) Recording Secretary**

- Kristy Polet

Absent:

**c) Trustee**

- Justin Bolin

#### Call to Order

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

#### In Camera

**Resolution #BD20181023.1001**

**MOVED by Trustee Northcott** that the Board of Trustees go *In Camera* at 9:32 a.m. to discuss legal matters.

Carried

**Resolution #BD20181023.1002**

**MOVED by Trustee Pirie** that the Board of Trustees rise from In Camera at 11:40 a.m.

Carried

**BREAK**

**Recessed at 11:40 a.m.**

**Reconvene at 11:45 a.m.**

**Approval Of Agenda**

**Resolution #BD20181023.1003**

**MOVED by Trustee Kletke** to approve the agenda as amended.

- 9.1.4 Facility Review

Carried

**Presentation of Minutes**

**Resolution #BD20181023.1004**

**MOVED by Trustee Mertz** that the Board of Trustees approve Regular minutes of September 25, 2018 as presented.

Carried

**Chair's Report**  
(REPORTS)

Chair Huntley reported on the following items:

- Discussed topics that will be presented at the Public School Boards Association of Alberta (PSBAA) AGM being held October 24-26, 2018 in Edmonton.

**Board Committees**  
(REPORTS)

No information to report on at this time.

**Board Representatives to External Organizations**  
(REPORTS)

Trustee Mertz presented information on Alberta School Boards Association (ASBA) meeting Friday, October 5, 2018.

- Trustee Northcott attended on behalf of Trustee Pirie. The meeting was based more around business items, reviewing processes with the Zone 5 committee.

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

**Administration Reports**  
(REPORTS)

Associate Superintendent Miskimans' reports will be discussed during Information Items:

- 9.2.2. Human Resources Monitoring Report and;
- 9.2.3. Diplomas and Provincial Exam Results

Deputy Superintendent Jordan had no further information to report on at this time.

Superintendent Daverne presented information on the following items:

- Discussed the the next Collaborative Day happening Friday, October 26, 2018.
- Reviewed the new Board of Trustees information page on Division Office website,
- Discussed marketing information that will be released to the public, an overview on all schools in the area.
- Discussed the curriculum changes that Alberta Government is proposing for grades Kindergarten to grade four.

Secretary Treasurer Sabir had no information to present at this time.

**BREAK**

**Recessed at noon**

**Reconvene at 12:15 p.m.**

**Annual Modular Request Submission**  
(Action Items)

Secretary Treasurer Sabir presented information on Annual Modularity Request for the 2019-2020 year.

**Resolution #BD20181023.1005**

**MOVED by Trustee Pirie** that the Board of Trustees request twelve modulars from Capital Planning, Alberta Education for the 2019-2020 school year.

School	Request
Strathmore High School	1 modular
Trinity Christian Academy	4 modulars
Wheatland Crossing	1 modular
Prairie Christian Academy	1 modular
Ecole Brentwood School	4 modulars
Crowther Memorial Jr. High	1 modular

**Carried**

**Enrolment Monitoring Report (September 2018)**  
(Information Items)

Secretary Treasurer Sabir presented information on the Monthly Enrolment Report for the month of September 2018.

**Human Resources Monitoring Report**  
(Information Items)

Associate Superintendent Miskiman presented the Human Resources Monitoring Report for information to the Board of Trustees.

**Diploma and Provincial Exam Results**  
(Information Items)

Associate Superintendent Miskiman presented information on the 2017-18 Provincial Testing Results for Diploma Exams and Provincial Achievement Tests.

**Three Year Education Plan 2018-2021 and Annual Education Results Report 2017-2018**  
(Information Items)

Superintendent Daverne presented information on the draft Three Year Education Plan 2018-21 and Annual Education Results Report 2017-18 for submission to Alberta Education November 30, 2018.

**Policies Review**  
(Action Items)

**Resolution #BD20181023.1006**

**Moved by Trustee Kletke** that the Board of trustees table action item 9.1.2. Policies Review until the November 27, 2018 Board Meeting.

**Carried**

**ASBA Class Size and Classroom Pressures Survey**  
(Action Items)

**Resolution #BD20181023.1007**

**MOVED by Trustee Mertz** that the Board of Trustees review and participate in this survey related to *ASBA Class Size and Classroom Pressures*.

**Carried**

**Facility Review**  
(Action Items)

**Resolution #BD20181023.1008**

**MOVED by Trustee Northcott** that the Board of Trustees have administration explore solutions to building codes and space requirements for the Division Office.

**Carried**

**ADJOURNMENT**

**Resolution #BD20181023.1009**

**MOVED by Trustee Kletke** that the Board of Trustees adjourn at 2:10 p.m.

**Carried**

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Chair

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Secretary Treasurer

Draft



## AUDITED FINANCIAL STATEMENT

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

**November 27, 2018**

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### **Background:**

Pursuant to Section 151(1) of the School Act, the Board of Trustees is responsible for submitting to the Minister by November 30<sup>th</sup> the Audited Financial Statements for the fiscal year September 1<sup>st</sup>, 2017 - August 31<sup>st</sup>, 2018. The auditors, Avail CPA will attend the Regular Meeting of the Board of Trustees to present the Auditor's Report including an analysis and commentary on the financial statements.

As the annual financial statements are an important tool in evaluating the Division's performance, Trustees will have an opportunity to ask due diligence questions of both Administration and the Auditor.

Attached is a Quick Facts sheet for Audit 2017/2018.

### **Recommendation:**

That the Board of Trustees approves the 2017-18 amounts on the Audited Financial Statements for the year ending August 31, 2018 to be transferred to restricted reserves as follows:

Capital Reserves – transfer of \$1,007,377

That the Board of Trustees approves the Audited Financial Statements for the year ending August 31, 2018 for submission to Alberta Education by November 30, 2018 subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2018.

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Bevan Daverne  
Superintendent

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Tahra Sabir  
Secretary Treasurer



# Golden Hills School Division

Inspiring Confident, Connected, Caring Citizens of the World

## Quick Facts – Audit 2017/2018



GHSD Auditors

Total Operating Budget  
**\$83M**

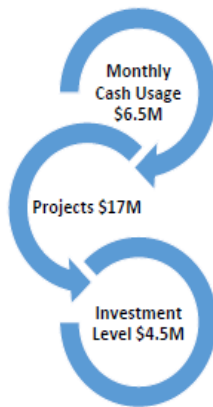
### Annual Surplus/ (Deficits)

	Actual Surplus/Deficit	Projected
Overall	\$1,211,966	\$(1,051,943)
Transportation	\$(270,258)	\$(226,032)
Facilities	\$(651,503)	\$(268,796)

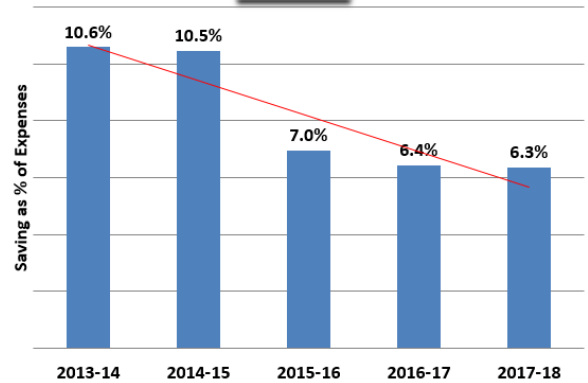


- Payroll ✓
- Capital Assets/Projects ✓
- School Generated Funds ✓
- Financial Statements ✓
- Internal Controls ✓

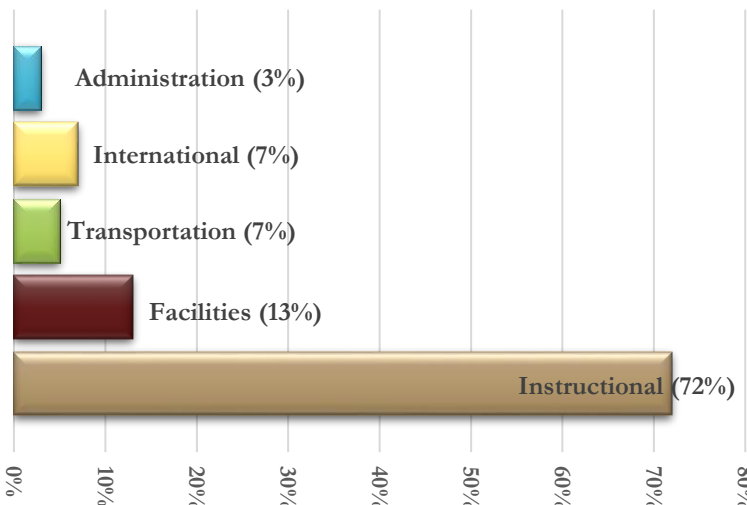
### Cash Flow



### Savings 5 year history



### Areas \$ are Spent



### Funding Sources

Provincial Government	84.0%
Federal Government	2.0%
International Program	7.0%
School Fees, SGF and Other Revenue	7.0%

### Where are \$\$ Going?

- Staffing in our schools
- Capital Projects
- Busing Students
- Ensuring Safe and Functional School Spaces

### Golden Hills Commits to:

- ✓ Provide the best education for our students
- ✓ Respond to parents and students
- ✓ Make local decisions for local needs



## BUDGET 2017-2018

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

November 27, 2018

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### **Background:**

The submission deadline for boards is November 30, 2018. This submission incorporates final student counts for the 2018/2019 school year and funding changes.

The September 30, 2018 enrolment has been finalized, therefore this budget represents actual student numbers versus projected numbers.

Changes from the Spring Budget to Fall submission include:

- Provincial Enrolment is up from Projected and 2017/2018
- International Student Enrolment up from Projected and 2017/2018
- School Generated Funds are projected to increase
- Increased expenses in the following areas:
  - Certificated Staff (\$1.1M)
  - Support Staff (\$332K)
  - Amortization (\$104K)

As enrolment has increased, deficit is anticipated to be lower than June Budget Submission.

- New anticipated deficit is \$920K

A budget presentation will be provided at the meeting and posted on the website under agendas shortly after.

Also attached is a Budget 2017/2018 Info graph.

### **Recommendation:**

That the Board of Trustees approves Budget 2018-19 for submission to Alberta Education by November 30, 2018 as required subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2018.

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Bevan Daverne  
Superintendent

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Tahra Sabir  
Secretary Treasurer

**2155 Golden Hills Regional Division No. 75**

School Jurisdiction Code and Name

**FALL 2018 UPDATE TO THE 2018/2019 BUDGET: Page 1**

	Fall 2018 Update to the Budget 2018/2019	Spring 2018 Budget Report 2018/2019	Variance	% Variance
<b>OPERATIONS (SUMMARY)</b>				
<b>Revenues</b>				
Alberta Education	\$74,030,739	\$72,135,869	\$1,894,870	2.6%
Other - Government of Alberta	\$310,914	\$818,010	(\$507,096)	-62.0%
Federal Government and First Nations	\$1,622,314	\$1,512,658	\$109,656	7.2%
Other Alberta school authorities	\$0	\$0	\$0	0.0%
Out of province authorities	\$0	\$0	\$0	0.0%
Alberta municipalities - special tax levies	\$47,200	\$42,200	\$5,000	11.8%
Property taxes	\$0	\$0	\$0	0.0%
Fees	\$1,402,496	\$1,420,276	(\$17,780)	-1.3%
Other sales and services	\$7,046,608	\$6,097,045	\$949,563	15.6%
Investment income	\$150,000	\$0	\$150,000	100.0%
Gifts and donation	\$165,658	\$237,000	(\$71,342)	-30.1%
Rental of facilities	\$97,000	\$97,000	\$0	0.0%
Fundraising	\$400,000	\$475,000	(\$75,000)	-15.8%
Gain on disposal of capital assets	\$0	\$0	\$0	0.0%
Other revenue	\$2,300,000	\$1,453,000	\$847,000	58.3%
<b>Total revenues</b>	<b>\$87,572,929</b>	<b>\$84,288,058</b>	<b>\$3,284,871</b>	<b>3.9%</b>
<b>Expenses By Program</b>				
Instruction - Early Childhood Services	\$3,370,900	\$2,810,203	\$560,697	20.0%
Instruction - Grades 1 - 12	\$60,501,271	\$60,928,276	(\$427,005)	-0.7%
Plant operations and maintenance	\$11,754,503	\$11,627,827	\$126,676	1.1%
Transportation	\$4,041,040	\$4,079,100	(\$38,060)	-0.9%
Board & system administration	\$2,591,078	\$2,550,909	\$40,169	1.6%
External services	\$6,234,137	\$5,536,647	\$697,490	12.6%
<b>Total Expenses</b>	<b>\$88,492,929</b>	<b>\$87,532,962</b>	<b>\$959,967</b>	<b>1.1%</b>
<b>Annual Surplus (Deficit)</b>	<b>(\$920,000)</b>	<b>(\$3,244,904)</b>	<b>\$2,324,904</b>	<b>71.6%</b>
<b>Expenses by Object</b>				
Certificated salaries & wages	\$38,978,620	\$38,398,605	\$580,015	1.5%
Certificated benefits	\$8,871,338	\$8,266,234	\$605,104	7.3%
Non-certificated salaries & wages	\$12,807,899	\$12,297,810	\$510,089	4.1%
Non-certificated benefits	\$3,141,333	\$3,251,592	(\$110,259)	-3.4%
Services, contracts and supplies	\$19,150,216	\$19,731,707	(\$581,491)	-2.9%
Amortization expense - supported	\$4,174,344	\$4,174,344	\$0	0.0%
Amortization expense - unsupported	\$1,369,179	\$1,265,170	\$104,009	8.2%
Interest on capital debt - supported	\$0	\$0	\$0	0.0%
Interest on capital debt - unsupported	\$0	\$65,000	(\$65,000)	-100.0%
Other interest and finance charges	\$0	\$7,500	(\$7,500)	-100.0%
Losses on disposal of tangible capital assets	\$0	\$0	\$0	0.0%
Other expenses	\$0	\$75,000	(\$75,000)	-100.0%
<b>Total Expenses</b>	<b>\$88,492,929</b>	<b>\$87,532,962</b>	<b>\$959,967</b>	<b>1.1%</b>
<b>Accumulated Surplus from Operations (Projected)</b>				
Accumulated Surplus from Operations - August 31, 2018	\$6,044,317	\$6,267,620	(\$223,303)	-3.6%
Accumulated Surplus from Operations - August 31, 2019	\$5,000,000	\$3,839,286	\$1,160,714	30.2%
Capital Reserves - August 31, 2018	\$596,827	\$8,050	\$588,777	7314.1%
Capital Reserves - August 31, 2019	\$600,000	\$18,050	\$581,950	3224.1%
<b>Certificated Staff FTE's</b>				
School based	382.0	370.3	11.7	3.2%
Non-school based	10.0	9.0	1.0	11.1%
<b>Total Certificated Staff FTE's</b>	<b>392.0</b>	<b>379.3</b>	<b>12.7</b>	<b>3.3%</b>
<b>Non-Certificated Staff FTE's</b>				
Instructional	205.2	0.0	205.2	100.0%
Plant operations & maintenance	37.0	36.7	0.3	0.8%
Transportation	72.6	71.0	1.6	2.2%
Other non-instructional	33.0	33.0	-	0.0%
<b>Total Non-Certificated Staff FTE's</b>	<b>347.8</b>	<b>140.7</b>	<b>207.1</b>	<b>147.2%</b>

**Attestation of Secretary-Treasurer/Treasurer:**

This information was formally received by the Board of Trustees at the meeting held on :

November 27, 2018

**\*\*Please complete the attached Comment Sheet to provide information regarding any material (>5% for revenues, expenses, fees, reserves, and surpluses, or >3% for staffing & enrolment) changes from the Spring Budget to the Fall forecast as identified in yellow above as well as any other pertinent information.**





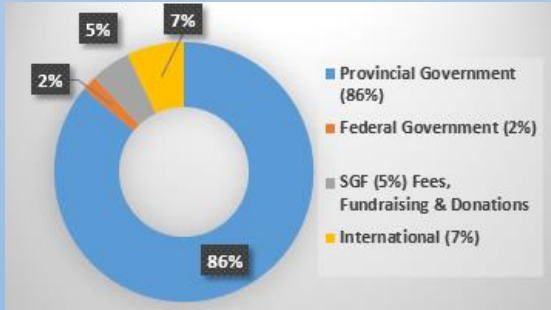
# GOLDEN HILLS SCHOOL DIVISION

## 2018 – 2019 Fall Budget Update

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

MISSION: Intentionally maximizing learning for all

### Revenue



### Spending



80% Staffing



20% Supplies/Buildings

Total Annual Budget

**\$88M**



- Use of reserves to balance budget
- Projected Deficit \$920,000

### Total Enrolment is Up

7,100 Students Plus

6,500 Provincially Funded

155 Federally Funded

300 International

311 Homeschool

### New School Facilities - September 2018

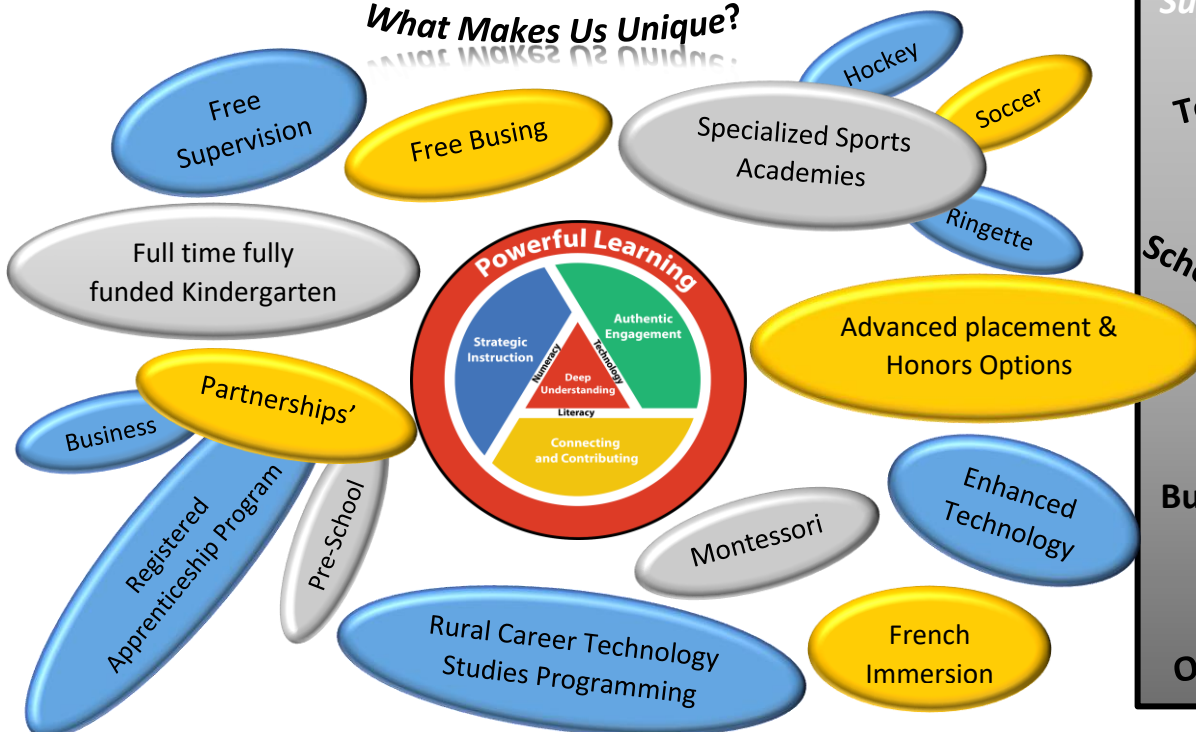
George Freeman School & Sports Center



Storefront and Learning Academy



### What Makes Us Unique?



### Supports for Students

Teachers 400

Caretakers 30

School Support Staff 220

Bus Drivers 74

Other Supports 51



## School Division Three Year Education 2018-2021 Plan and Annual Education Results Report 2017-2018

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

**November 27, 2018**

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Golden Hills adopts an interim three-year education plan (3YEP) prior to the start of the school year, but plans are finalized after the new year of provincial achievement results become available in the fall. The combined three-year education plan (3YEP) and annual education results report (AERR) must be approved by the board, posted to the website, and sent to Alberta Education by November 30. Planning and reporting on results achieved provide assurance to the public and the provincial government on the quality of education in the school system.

The 3YEP and AERR meets the Boards fiduciary obligations for planning and reporting as outlined by Alberta Education <https://education.alberta.ca/school-authority-planning-resources/current-requirements/everyone/planning-documents>

Strategically, the board needs to consider how the goals, outcomes, priorities and strategies align with and promote Alberta Education’s and the division’s mission and vision for student learning. Does the plan promote *learning for all students*?

The plan considers all elements reported in the AERR and is focused on our priorities around continued student success and achievement. The plan incorporates strategies focused on numeracy and literacy foundational learning, graduation rates, achievement equity for our FNMI students as well as priorities on student engagement and 21<sup>st</sup> C. skills.

### **Recommendation:**

That the Board of Trustees approves the Three Year Education Plan 2018-2021 and Annual Education Results Report 2017-2018 for submission to Alberta Education November 30, 2018.

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Bevan Daverne  
Superintendent of Schools



## BOARD POLICIES

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

November 27, 2018

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### **Background:**

The Superintendent and the Board Policy Committee has reviewed the following policies and recommend updates to the following:

- Policy 1: *Division Foundation Statements*
- Policy 2: *Role of the Board*
- Policy 3: *Role of the Trustee*
- Policy 5: *Role of the Board Chair*
- Policy 6: *Role of the Vice-Chair*
- Policy 7: *Board Operations*
- Policy 8: *Committees of the Board*
- Policy 9: *Board Representatives*
- Policy 11: *Board Delegation of Authority*
- Policy 12: *Role of the Superintendent*

All Board Policies are attached for review.

### **Recommendation:**

That the Board of Trustees approves the above as updated Board policies.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a horizontal line.

Bevan Daverne  
Superintendent



GOLDEN HILLS  
SCHOOL DIVISION

# Board Policy 1

## Division Foundation Statements

The Board of Trustees is a democratically elected body that holds in trust the education of students on behalf of the citizens of Golden Hills and is accountable for acting in a manner that is consistent with legislation, regulation and the Board's own policies.

The Board of Trustees provides leadership to the School Division through defining the mission, vision, and values of the organization on behalf of the community.

The collaboratively developed Foundation Statements include the vision, the ideal image of the future; the mission, the direction that emerges from the vision and guides the day-to-day behavior of the organization; and the motto, the desired culture of respectful relationships.

### **Vision**

Inspiring confident, connected, caring citizens of the world

### **Mission**

Intentionally maximizing learning for all

### **Motto**

Powering hope and possibility

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GOLDEN HILLS SCHOOL DIVISION ~~NO. 75~~

REPLACING POLICY DATED:

September 28, 2010

NEW POLICY

BOARD APPROVAL:

March 28, 2017

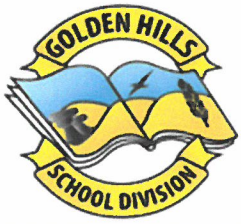
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# Board Policy 2

## Role of the Board

The Board of Trustees is a corporate body, democratically elected to represent, lead and inspire the School Division by determining and expecting appropriate and excellent organizational performance. The Board of Trustees, through its governance role, holds in trust the education of all students in Golden Hills. The Board of Trustees will act in accordance with the relevant Province of Alberta statutes and regulations, as well as the Board's own policies and procedures. The Board of Trustees is responsible for the development of goals and policies to guide the provision of educational services to students served by the Division.

Specific Areas of Responsibility:

1. Accountability to the Provincial Government

The Board shall:

- 1.1. Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies
- 1.2. Perform Board functions required by governing legislation and Board policies

2. Accountability to the Community of Golden Hills

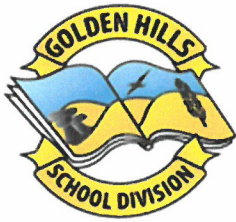
The Board shall:

- 2.1. Promote unity within the Division and model a culture of respect and integrity
- 2.2. Make governance decisions that reflect collective values and uphold the best interests of public education in the entire School Division.
- 2.3. Establish processes for dialogue and provide opportunities for input from stakeholders
- 2.4. Annually report results achieved
- 2.5. Develop procedures for hearing appeals as required by statute and/or Board policy

3. Advocacy on behalf of students, the Division and the community of Golden Hills

The Board shall:

- 3.1. Partner with the Ministers of Education and Infrastructure to inform their perspectives on public education in Golden Hills
- 3.2. Foster positive relationships with elected officials in provincial and municipal governments, and other education and public service authorities, to ensure a strong, appropriate legislative environment for public education within Golden Hills
- 3.3. Participate in provincial and/or national school board associations as deemed appropriate
- 3.4. Represent the interests of Golden Hills at various external organizations to which the Board holds membership



# Board Policy 2

## Role of the Board

3.5. Develop and periodically review a plan for advocacy that includes key messages, strategies, and evaluative criteria

### 4. Three-Year Planning and Reporting

The Board shall:

- 4.1. Define three-year priorities to drive district performance, review and/ or revise those priorities annually, to reflect current Division needs and to drive the resource allocations.
- 4.2. Approve the Three-Year Education Plan, the Three-Year Annual Education Results Report, and the annual operating and capital budgets for the Division

### 5. Policy Development

The Board shall:

- 5.1. Determine the goals and objectives of the Division
- 5.2. Produce, approve, review and monitor written governance policies which outline how the Board is to function and monitor its own performance, and which, at the broadest levels, address the desired organizational ends
- 5.3. Define the Superintendent's role, authority, responsibility and accountability; how authority and responsibility are delegated; and the process of monitoring those delegations

### 6. Board/ Superintendent (CEO) Relations

The Board shall:

- 6.1. Select the Superintendent and provide him/her with clear corporate direction
- 6.2. Delegate, in writing, administrative authority and responsibility subject to the provisions and restrictions defined by statutes and regulations of the Province of Alberta
- 6.3. Respect the privilege of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position
- 6.4. Annually evaluate the Superintendent's performance in light of the role description and Board direction and annually review compensation

### 7. Fiscal Accountability

The Board shall:

- 7.1. Approve the annual budget and ensure resources are allocated to achieve the desired results
- 7.2. Approve annually the three-year capital plan and facilities master plan
- 7.3. Appoint the auditor, receive the Audit Report and ensure quality indicators are met

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GOLDEN HILLS SCHOOL DIVISION ~~NO. 75~~

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

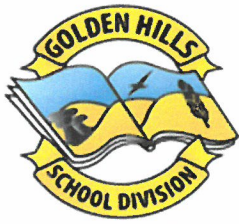
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January, 2010

Sept 28, 2010

2010-09-28-241





## Board Policy 2 Role of the Board

- 7.4. Monitor the fiscal management of the Division
- 7.5. Approve compensation for employees and ratify memoranda of agreement with bargaining units

### 8. Board Development

The Board shall:

- 8.1. Annually evaluate the Board's effectiveness
- 8.2. Annually plan for Board development to increase understanding of the governance role, knowledge of educational issues, and awareness of processes for achieving desired ends

### 9. Selected responsibilities:

The Board shall:

- 9.1. Establish a comprehensive annual work plan with suggested timelines
- 9.2. Acquire and dispose of land and buildings
- 9.3. Name schools, portions of schools, rooms within schools, school grounds and other Division-owned facilities and programs
- ~~9.4. Approve, up to three years in advance, the school year calendar for the Division~~
- ~~9.4. Approve education/ sabbatical leaves~~
- ~~9.6-9.5. Establish school attendance boundaries~~
- ~~9.7-9.6. Approve locally developed courses~~
- ~~9.8-9.7. Approve alternative programs~~
- ~~9.9-9.8. Approve field studies/student excursions/field trips outside of Canada~~
- ~~9.10-9.9. Approve requests for the dissolution of a School Council~~
- ~~9.11-9.10. Approve religious instruction in any of the Division's schools or alternative programs~~
- ~~9.12-9.11. Approve the number and locations of schools to be established and maintained, in a manner that is open to community input as determined by the Board, while demonstrating responsible stewardship of all resources~~
- ~~9.13-9.12. Authorize a plebiscite to consider taxation requisitions from a municipality~~
- ~~9.14-9.13. Make rules governing the Board's internal procedures and its meetings~~

#### Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 56, 60, 61, 62, 63, 187, 188

Revised – May 8, 2007

Amended - November 25, 2008

GOLDEN HILLS SCHOOL DIVISION ~~NO. 75~~

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

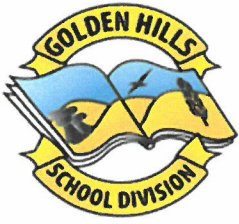
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January, 2010

Sept 28, 2010

2010-09-28-241



# Board Policy 2

## Role of the Board

Amended- January 12, 2010

Reviewed - Remain in Force – Sept 28, 2010

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**GOLDEN HILLS SCHOOL DIVISION** ~~NO. 75~~

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

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# Board Policy 3

## Role of the Trustee

The role of the trustee is to contribute to the Board as it carries out its governance role in order to achieve its mission and goals. The oath of office taken by each trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The Division will offer an orientation program for all newly elected trustees that provides information on:
  - 1.1 Role of the trustee and the Board;
  - 1.2 Organizational structures and procedures of the Division;
  - 1.3 Board policy, agendas and minutes;
  - 1.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
  - 1.5 Division programs and services;
  - 1.6 Board's function as an appeal body; and
  - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.

~~2. The Division will provide financial support for trustees to attend Alberta School Boards Association sponsored orientation seminars.~~

2. The Board Chair and Superintendent are responsible for developing and implementing the Division's orientation program for newly elected trustees.

3. Incumbent trustees are encouraged to help newly elected trustees become informed about functions, policies, procedures and problems.

### Specific Responsibilities of Individual Trustees

GOLDEN HILLS SCHOOL DIVISION ~~NO. 75~~

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NEW POLICY

BOARD APPROVAL:

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Adopted Jan., 2006 - Amended Oct. 28, 2008,  
Amended October 12, 2010

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2010-10-12-257

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## Board Policy 3 Role of the Trustee

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion and decision.
3. Refer administrative matters to the Superintendent. The trustee, upon receiving a complaint from a parent or community member about school operations, will refer the parent or community member back to the school and will inform the Superintendent of this action.
4. Assist the Superintendent with counsel and advice, providing the benefit of the trustee's judgment, experience and familiarity with the community.
5. Attend Board meetings; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division.
6. Support the Board's *one voice* commitment. The one voice commitment speaks to the legislated authority and accountability of the Board of Trustees acting as a corporate body to provide leadership for the Golden Hills School Division. The one voice commitment does not require unanimous votes but does require that all trustees shall respect decisions of the Board of Trustees. Board of Trustees decisions can be changed only by the Board of Trustees. Once the Board of Trustees has made a decision, each trustee shall support the decision of the Board. In keeping with the one voice commitment, trustees refrain from making statements that may give the impression that such statements reflect the corporate opinion of the Board when this is not the case.
7. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
8. Participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
9. Stay current with respect to provincial, national and international educational issues and trends.
10. Share with fellow trustees, in a timely manner, materials and ideas gained from trustee development activities.
11. Strive to develop a positive and respectful learning and working culture both within the Board and the Division.
12. Attend Division or school community functions when possible.
13. Become familiar with, and adhere to, the Trustee Code of Ethics.

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# Board Policy 3

## Role of the Trustee

14. Report any violation of the Trustee Code of Ethics to the Board during an in-camera session.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 60, 61, 68, 246
- Commissioner of Oaths Act, Section 6



# Board Policy 5

## Role of the Board Chair

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board.
2. Prior to each Board meeting, confer with the Superintendent and the Vice-Chair on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
3. Perform the following duties during Board meetings:
  - 3.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
  - 3.2 Ensure that all issues before the Board are well-stated and clearly expressed;
  - 3.3 Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
  - 3.4 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;
  - 3.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved;
  - 3.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands;
  - 3.7 Ensure that each trustee present votes on all issues before the Board unless the trustee is in a conflict of interest;
  - 3.8 Extend hospitality to trustees, officials of the Board, the press, and members of the public;
  - 3.9 Adjourn the meeting when the business is concluded.
4. Keep informed of significant developments within the Division.

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GOLDEN HILLS SCHOOL DIVISION

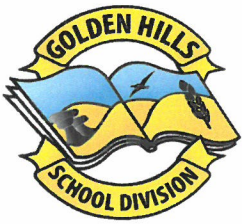
REPLACING POLICY DATED:

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November 27, 2007



## Board Policy 5 Role of the Board Chair

5. Keep the Superintendent and the Board informed of all matters coming to his/her attention that might affect the Division.
6. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
7. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
8. Provide counsel to the Superintendent, when requested to do so.
9. Bring to the Board all matters requiring a corporate decision of the Board.
10. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
11. Act as ex-officio member of all committees appointed by the Board.
12. Act as a signing officer for the Division.
13. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
14. Ensure that the Board engages in regular assessments of its effectiveness as a Board.
15. Preside over all meetings of Committees of the Whole Board and ensure that such meetings are conducted in accordance with the policies and procedures as established by the Board.

16. Approve the expense claims for the Board Vice-Chair and trustees.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 60, 61, 62, 64, 65, 67
- Local Authorities Election Act, Section 6

Amended Nov. 27, 2007

Reviewed Nov. 25, 2008





# Board Policy 6

## Role of the Vice-Chair

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office during the pleasure of the Board.

### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Superintendent and Board Chair on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

5. The Vice-Chair shall be an alternate signing authority for the Division.

5-6. Approve the expense claims for the Board Chair.

### Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 65

Reviewed December 9, 2008



# Board Policy 7

## Board Operations

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The design is described in the following categories: wards, organizational meeting, regular meetings, special meetings, in-camera sessions, agenda for regular meetings, minutes, motions, delegations to the Board, recording devices, trustee compensation, trustee conflict of interest, and Board self-evaluation. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public, as per the School Act, RSA, C S-3, 2005, s. 70(1) which states: "The meetings of a board shall be held in public and no person shall be excluded from them except for improper conduct."

While the Board believes its affairs should be conducted in public to the greatest extent possible, the Board also recognizes that there are times when public interest and the protection of individual privacy are best served by private discussion of specific issues in "in-camera" sessions.

The Board believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board believes that soliciting public feedback and input on a variety of educational topics, through a variety of methods, enhances communications and the effectiveness of the Board.

### 1. Wards

Within the stipulations of Ministerial Order 036/2000, establishing Golden Hills School Division No. 75, the Board provides for the nomination and election of trustees within the Division by wards.

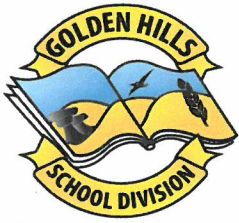
- 1.1 All wards shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be six (6); two (2) from Wward 4, and one (1) from each of Wwards ~~one, two, three and five~~ 1, 2, 3 and 5.

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#### GOLDEN HILLS SCHOOL DIVISION-~~NO. 75~~

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# Board Policy 7

## Board Operations

1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

### 2. Organizational Meeting

#### a. Non Election Year

Annually, an organizational meeting of the Board shall be held on the fourth Tuesday of August, usually just prior to the beginning of a new school year.

The Superintendent or his/her designate will give notice of the organizational mMeeting as if it were a special mMeeting.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair as per **Appendix B: Organizational Meeting Election Procedures**. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected, to serve during the pleasure of the Board.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- i. Elect a vice-chair;
- ii. Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- iii. Create such standing committees of the Board as are deemed appropriate, and appoint members;
- iv. Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- v. Establish a list of organizations for which general attendance is supported by the Board;
- vi. Establish or review trustee compensation rates; and
- vii. Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

#### b. Election Year

No later than four weeks following Election Day when there has been a general election, the Superintendent or his/her designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

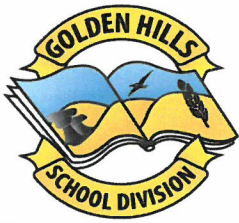
Each trustee will take the Oath of Office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee

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# Board Policy 7

## Board Operations

taking office following a by-election.

In an election year, the matters decided by the Board in the previous organizational meeting will continue until the organizational meeting following the election.

### 3. Regular Meetings

Regular Board meetings shall be as established at the annual organizational meeting unless otherwise altered by Bboard motion.

### 4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held from time to time as provided for under section 67 of the School Act. These are public meetings. Notwithstanding, the Board may, by resolution, meet in-camera when it is expedient to do so for the protection of an individual's privacy or when the Board believes the public interest is best served by private discussion.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

### 5. In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the in-camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons: matters related to individual student or individual employees, collective bargaining or compensation issues, litigation, acquisition/disposal of property, and other topics that a majority of trustees present believe should be held in private for the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Board members and other persons attending the session are honour-bound not to disclose the substance of deliberations at such sessions.

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#### GOLDEN HILLS SCHOOL DIVISION-~~NO.~~75

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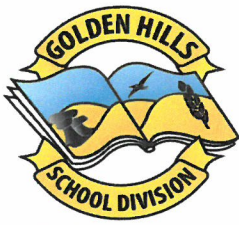
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# Board Policy 7

## Board Operations

The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

### 6. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem solving, and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board meetings in consultation with the Vice-Chair and the Superintendent, in accordance with Board policy and legislation.

Agendas shall include sufficient data and information so that the Board is able to make sound and objective decisions consistent with established goals.

The agenda is considered DRAFT until approved by the Board.

Items may be placed on the agenda in one of the following ways:

- 6.1 By notifying the Superintendent or Board Chair prior to the establishment of the agenda (at least seven days prior to the Board meeting).
- 6.2 By notice of motion at the previous meeting of the Board.
- 6.3 As a request from a committee of the Board.
- 6.4 Emergent issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may only be made with the approval of a majority of those trustees present.

Materials for Board meetings will be distributed to each trustee and the Superintendent at least three calendar days prior to the meeting. Agenda packages, minus any confidential materials, will be provided to members of the press and the general public attending the meeting. Copies of the agenda will be sent electronically to all schools for distribution through the principal to staff and School Councils. The agenda will be posted on the web site three days prior to the meeting. The Superintendent or designate is responsible for distribution and posting from the Division.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

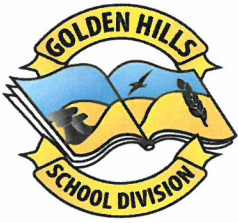
During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

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# Board Policy 7

## Board Operations

### 7. Minutes

The Board believes it is important to maintain a record of all proceedings at regular and special meetings and Board committees, both standing and ad hoc.

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

#### 7.1 The minutes shall record:

- 7.1.1 Date, time and place of meeting and time of adjournment;
- 7.1.2 Type of meeting (regular, special or committee);
- 7.1.3 Name of presiding officer;
- 7.1.4 Names of those trustees and administration in attendance;
- 7.1.5 Approval of preceding minutes;
- 7.1.6 All resolutions, including the Board’s disposition of the same, placed before the Board, should be entered in full;
- 7.1.7 Names of persons making the motion;
- 7.1.8 Points of order and appeals;
- 7.1.9 Appointments;
- 7.1.10 Summarized reports of committees;
- 7.1.11 Recording of the vote on a motion (when requested pursuant to the School Act, RSA, 2005, Chapter S-3, s. 72 *Voting on Question*); and
- 7.1.12 Trustee declaration pursuant to the Act, s. 80 Pecuniary interest.

#### 7.2 The minutes shall:

- 7.2.1 Be prepared as directed by the Superintendent;
- 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
- 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board’s business.

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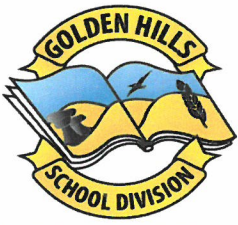
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# Board Policy 7

## Board Operations

- 7.3 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
  - 7.4.1 Provide for ready identification as to the meeting at which it was considered;
  - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Board office.
- 7.6 The approved minutes of a regular or special meeting shall be posted to the website, distributed to the schools, staff and School Councils as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 7.7 Agenda packages shall be filed with the approved minutes.

### 8. Motions

Motions do not require a seconder, except in rare instances as described below.

#### 8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion; however, if the trustee is not present, a seconder is required at the meeting at which the notice is given; otherwise the item will be dropped.

#### 8.2 Discussion on Motions

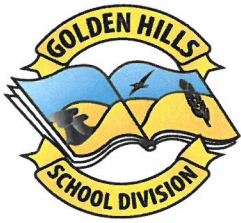
The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

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# Board Policy 7

## Board Operations

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

### 8.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

If the Chair wishes to speak on a motion, s/he shall ask the Vice-Chair to assume the Chair's role. The Chair may hand the gavel to the Vice-Chair and thus signal his/her desire to speak on a motion. The Chair normally speaks just prior to the last speaker, who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

### 8.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

### 8.5 Recorded Vote

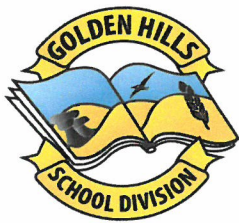
Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

### 8.6 Required Votes

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# Board Policy 7

## Board Operations

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

### 8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert’s Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 9. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving education in Division schools.

The presentation by a delegation shall be at a duly constituted meeting of the Board.

9.1 Notice to appear at the meeting, shall be given to the Superintendent or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Superintendent shall acquaint the Board members with the matter prior to the delegation meeting with the Board.

9.2 The purpose of the delegation shall be clearly stated in the notice.

9.3 A suggested amount of time required for the presentation shall be stated and recorded on the Board agenda. The Board Chair reserves the right to limit and control the discussion.

9.4 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.

9.5 It is understood that the delegation shall have a spokesperson.

9.6 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any

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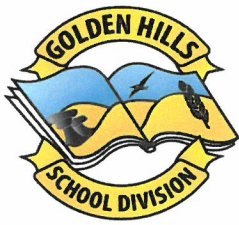
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trustee voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.

- 9.7 Except in an emergency the Board shall defer any action relative to the delegation’s presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation’s presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 9.8 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.
- 9.9 Notwithstanding the Board’s provision for a delegation, if the Board has reason to believe that more than one or two delegations will desire an opportunity to address the Board on a particular educational matter, the Board may limit delegations at a Regular Meeting and instead convene a public hearing for the purpose of receiving input on a specific matter.

### 10. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

### 11. Trustee Participation in Meetings via Video or Teleconference

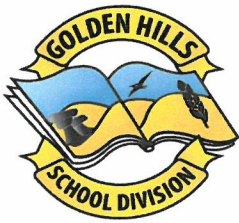
A trustee may participate in a meeting of the Board by electronic means or other communication facilities providing the communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other. Trustees participating by electronic or other communication facilities are deemed to be present at the meeting.

- 11.1 A trustee is normally expected to attend in person a meeting of the Board, unless there is a valid reason for attending by electronic means or other communication facilities. Valid reasons include weather conditions that affect the trustee’s ability to travel safely, illness that may limit the trustee’s ability to travel or be in a public meeting, or other circumstances that seem reasonable to the trustee.

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11.2 A trustee attending a meeting by electronic means or other communication facilities is expected to provide sufficient advance notice to the Board Chair so that necessary accommodations, such as video conferencing service, can be in place at the designated meeting place for the expected duration of the meeting.

11.3 A trustee who is not able to attend a meeting in person determines if he/she will be considered absent, or if he/she will attend by electronic means or other communication facilities. The trustee will consider the cost implications to the Board, especially if he/she is outside the jurisdiction, the presumed reliability of the electronic means or other communication facilities, or any other circumstances such as confidentiality which may impact the normal business of a Board meeting.

12. The Board believes that trusteeship, first and foremost, is a public service.

The Board, accordingly, intends that compensation for trustees be established and accepted within the spirit of trusteeship being a public service.

The Board recognizes, however, that the discharge of this public service makes considerable time demands and often results in the trustee incurring expenses.

The Board also believes there is a need for on-going trustee and Board development. The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions to remain current about educational issues.

12.1 Trustees shall be compensated in accordance with **Appendix A: Trustee Compensation**. The Board will review compensation rates regularly-annually.

12.2 Compensation will be contingent upon the completion of the appropriate claims form. Compensation claims forms are to be regularly, and within 90 days of the expense, submitted to and authorized by the Board Chair no later than the last Board meeting of the month. All claims are to be submitted prior to the end of the fiscal year for the year in which the expense occurred.

12.3 Trustees will establish an annual operating budget for trustees in conjunction with the Division budget planning process.

### 13. Trustee Conflict of Interest

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The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members.

- 13.1 The trustee is expected to be conversant with the School Act, R.S.A. 2000, Chapter S-3, Division 3 Conflict of Interest, and in particular, Pecuniary interest s. 80 and Disclosure of information s. 81.
- 13.2 The trustee is solely responsible for declaring himself/herself to be in possible conflict of interest.
- 13.3 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

### 14. Trustee Remuneration and Expenses

14.1 Trustees receive a monthly rate to remunerate them for regular business in their role as trustee. Regular business includes: attendance at school or public events in the Ward, and interactions with GHSD community, members and groups, etc.. These rates are listed in Appendix A.

14.2 Trustees will also receive monthly reimbursement for costs associated with technology, such as cellphone costs (see Appendix A).

14.3 Trustees may also claim reimbursement for meetings and travel, with Board Chair approval. Meetings that are eligible for reimbursement include: regular and special meetings of the Board, scheduled Professional Development and Information, Retreat, Committees of the Board, Representatives of External Organizations, PSBAA, Rural Caucus, ASBA Conventions and Provincial meetings or when representing the Board at other events in accordance with a Board motion, at the following rates as per daily/hourly rate.

#### 14.4 Meal Reimbursement - Per Diem

14.3.1 With the receipt, actual reasonable costs will be reimbursed.

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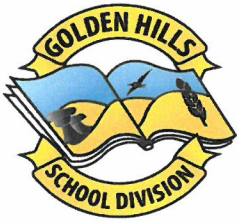
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14.3.2 Without the receipt, trustees may claim for a per diem rate aligned with district expenses (see Appendix A).

### 154. Board Self-Evaluation

154.1 The annual Board self-evaluation process will complement the Superintendent evaluation process.

154.2 The purpose of the Board self-evaluation is to answer the following questions:

154.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

154.2.2 How do we perceive our interpersonal working relationships?

154.2.3 How well do we receive input and how well do we communicate?

154.2.4 How well have we adhered to our annual work plan?

154.2.5 How would we rate our Board-Superintendent relations?

154.2.6 How well have we adhered to our governance policies?

154.2.7 What have we accomplished this past year? How do we know?

154.3 The principles upon which the Board self-evaluation is based are as follows:

154.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

154.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.

154.3.3 An evidence-based approach provides objectivity.

154.4 The components of the Board self-evaluation are:

154.4.1 Review of Board Role Performance

154.4.2 Monitoring Interpersonal Working Relationships

154.4.3 Monitoring Board Representation/Communication

154.4.4 Review of Annual Work Plan Completion

154.4.5 Monitoring Board-Superintendent Relations

154.4.6 Review of Board Motions

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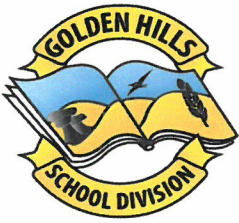
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154.4.7 Review of Board Governance Policies

154.4.8 Creating a Positive Path Forward

### Legal References:

- School Act, R.S.A. 2000, C. S-3, S. 60, 64, 65, 66, 67, 68, 70, 71\* (Miscellaneous Statutes Amendment Act, 2009 amended Section 71 as of November 26, 2009, enabling trustees to participate in meetings via video or teleconference) , 72, 73, 74, 75, 76, 80, 81, 83, 145, 208, 237, 246, 247

### Appendices:

- Appendix A: Trustee Remuneration and Expenses
- Appendix B: Organizational Meeting Election Procedures

Revised – Board Motion: October 23, 2007

Amended – Board Motion: November 13, 2007

Appendix: Amended – Board Motion October 14, 2008

Appendix: Amended – Board Motion BD#20120626.1014

Amended – Board Motion: April 7, 2009

Amended – Board Motion August 25, 2009

Amended – March, 2010

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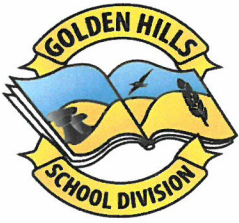
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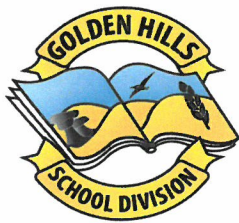
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### Appendix A – Trustee Compensation Remuneration and Expenses

#### Trustee Remuneration

<u>Trustee Remuneration Proposed Monthly Rate</u>				
	2015/2016	2016/2017	2017/2018	2018/2019
Chair	\$850	\$900	\$950	\$1,010
Vice-Chair	\$680	\$720	\$775	\$825
All other trustees	\$510	\$540	\$575	\$610
<u>Technology Allowance</u>	<u>\$50</u>	<u>\$50</u>	<u>\$50</u>	<u>\$50</u>

<u>Benefits</u>					
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
<u>As per trustee eligibility and choice</u>	<u>ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account</u>				

#### Trustee Expense Reimbursement (Requires Board Chair approval)

<u>Meeting Proposed Hourly Rate</u>				
	2015/2016	2016/2017	2017/2018	2018/2019
<u>Hourly Trustees</u>	<u>\$39</u>	<u>\$42</u>	<u>\$45</u>	<u>\$48</u>
<u>Full Day (7 or more hours)</u>	<u>\$273</u>	<u>\$294</u>	<u>\$315</u>	<u>\$336</u>

<u>Travel Rate*</u>					
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Travel Rate per hour	\$27	\$27	\$27	\$27	\$27

\* Other travel expenses (i.e. parking, taxi fares, airfare, internet access, etc.) will be reimbursed as receipted.

<u>Technology Allowance</u>					
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Technology Allowance	\$50-monthly	\$50-monthly	\$50-monthly	\$50-monthly	\$50-monthly

<u>Use of Personal Vehicle</u>					
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
As set for GHSD staff travel	As per Board motion in accordance with the CRA Automobile Allowance Rate Same Same				

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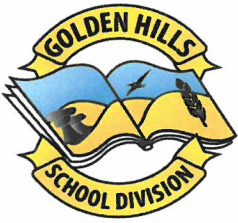
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	Same
	Same

<b>Meal Reimbursement</b>			
	Breakfast	Lunch	Dinner
<u>Without Receipt</u>	<u>\$12</u>	<u>\$17</u>	<u>\$22</u>
<u>With Receipt</u>	<u>As per receipt</u>		

**Trustee Development\*\***

\$4,000 allocation per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars) in topics specifically related to education and governance.

\* All Trustee development expenditures to be approved by Board Chair. ~~travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees.~~ Travel time and hourly/daily rates, if trustees wish to be compensated, are assessed to the trustee's individual allocation for self-directed development.

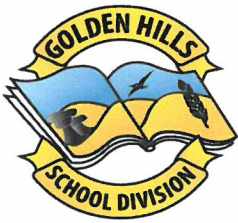
\*\* Includes travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates, if trustees wish to be compensated, are assessed to the trustee's individual allocation for self-directed development.

<b>Accommodation</b>	
<u>With Receipt</u>	<u>As receipted</u>
<u>Without Receipt</u>	<u>Gift allowance for private accommodations (e.g. relative's home) at \$75 max/stay</u>

<b>Benefits</b>					
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
<u>As per trustee eligibility and choice</u>	<u>ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account</u>				
	<u>ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account</u>				
	<u>ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 AESBP Health Spending Account</u>				
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### Meetings

~~In addition trustees are remunerated for meetings including: regular and special meetings of the Board, scheduled Professional Development and Information, Retreat, Committees of the Board, Representatives of External Organizations, PSBAA, Rural Caucus, ASBA Conventions and PProvincial meetings or when representing the Bboard at other events in accordance with a Bboard motion, at the following rates as per daily/hourly rate.~~

### Travel

~~This is remuneration for travel associated with rRegular and sSpecial Meetings of the Board, Retreats, Conventions and meetings of the provincial PSBAA, Rural Caucus and Alberta School Boards Association.~~

### Technology Allowance

~~This is reimbursement for costs associated with technology (i.e., cell phone costs, telephones, fax lines, internet fees, etc) to conduct Bboard business.~~

### Use of Personal Vehicle

~~This is reimbursement for the use of personal vehicles while on Board business to align with CRA rates. — Rate advised to coincide with district travel rates.~~

### Trustee Development

~~Trustees will have an allocation of \$4,000 per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars). This will be reimbursement for the expenses related to a trustee's development in topics related to education and governance. Expenses for the trustee include travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates, if trustees wish to be compensated, are assessed to the trustee's individual allocation for self-directed development.~~

### Insurance Benefits

~~ASEBP Benefits OR if not eligible for ASEBP, a Health Spending Account~~

### Meals

~~This is reimbursement for meals while on Board business:~~

<del>Per Diem</del>	<del>Without Receipt</del>	<del>Reasonable Cost (with receipt)</del>
<del>\$12</del>	<del>Breakfast</del>	<del>As per receipt</del>
<del>\$17</del>	<del>Lunch</del>	<del>As per receipt</del>

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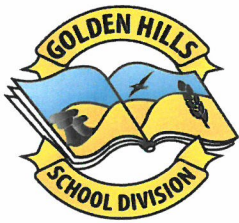
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~~\$22 — Supper — As per receipt~~

### Conference Attendance and Provincial Association/ASBA Meetings

Trustees are expected to participate in board and trustee development activities and avail themselves of opportunities to meet other trustees on a local, provincial, national and international basis. Trustee expenses for attendance at Provincial ASBA meetings are receipted. ~~Additionally, trustees have \$4,000 per person per term which is equivalent to \$1,000 per year, as in the past, for self-directed trustee development (e.g. conferences, and PD seminars).~~

- (i) Submitting of Claims – Trustees are expected to submit completed expense claim forms, with receipts attached, to the chair. The chair reviews the claims and by his/her signature authorizes reimbursement. Normally, claims are processed within a ten day period. Expense claims are to be submitted within 35 days from date of expenditure.
- (ii) School Division Staff Expenses – Expense reimbursements (where applicable) for school division staff is set at the same rates as for trustees.

~~All expenses for Board travel when attending Alberta School Boards Association (ASBA) and Public School Boards' Association of Alberta (PSBAA) Conferences on behalf of the Golden Hills School Division No. 75 and the Rural Caucus will be covered. Board Travel expenses for trustees attending ASBA, PSBAA or Rural Caucus conferences on behalf of GHSD do not require advance approval.~~

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### Accommodation

This is to reimburse the trustee for reasonable accommodation costs while on Board business.

- ◆ ~~As received~~
- ◆ ~~Gift allowance for private accommodations (e.g. relative's home) at \$75.00 max/stay~~

### Other Travel Expenses

This is to reimburse the trustee for reasonable expenses related to his/her attendance at Board meetings, conferences, and committee meetings. Typical expenses would include parking, taxi fares, airfare, internet access, etc.

- ◆ ~~As received~~

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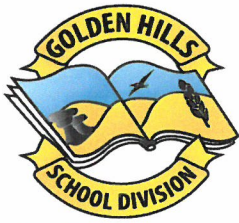
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### Appendix B - Organizational Meeting Election Procedures

#### Election of Chair and Vice Chair (Script)

##### CHAIR

Step 1 - Secretary Treasurer: "The next order of business is the election of Chair."

Step 2 - Secretary Treasurer: "I now call for nominations for the position of Chair of the Golden Hills School Division for the insert year Term." (Pause and wait for nominations to start.)

Step 3 - Trustee: "I nominate insert name for Chair".

Step 4 - Secretary Treasurer asks the Nominee: "Do you accept the nomination?"

Step 5 - Nominee replies: "Accept" or "Decline"

Step 6 - Secretary Treasurer: "I acknowledge the nomination of insert name. Are there any further nominations?" (Pause and wait for any further nominations. If there are more, repeat steps 3 - 6, then carry on to step 7.)

Step 7 - Secretary Treasurer: "I call for nominations a second time?"

Step 8 - Secretary Treasurer: "I call for nominations a third time?" (Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Secretary Treasurer declares nominations ceased.)

Step 9 - Secretary Treasurer: "I declare nominations closed." (This verifies the closing of nominations.)

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

##### PART A: If there is only one nomination

Secretary Treasurer: "May I have a motion to declare Trustee insert name acclaimed as the Chair of Golden Hills School Division for the insert year Term?"

Secretary Treasurer: "Congratulations, Chair insert name. Please accept the gavel." (ONLY the **NEW CHAIR** will accept the **GAVEL** from the Secretary Treasurer.)

##### PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Secretary Treasurer: "For Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc."

Secretary Treasurer: "I appoint insert name of Associate Superintendent as Returning Officer." (Ballots are distributed at this time.)

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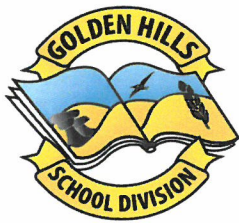
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**Secretary Treasurer:** "We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Chair."

**Returning Officer** (receives the ballots and tallies the official count. He then lets the Secretary Treasurer know the vote.)

**Secretary Treasurer:** "May I have a motion to declare that Trustee insert name has been elected as Chair of Golden Hills School Division for the insert year Term."

**Secretary Treasurer:** "May I have a motion to destroy the ballots? All in favour?"

**Secretary Treasurer:** "Congratulations, Chair insert name. Please accept the gavel." (ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)

### VICE CHAIR

**Step 1 - Chair:** "The next order of business is the election of Vice Chair".

**Step 2 - Chair:** "I now call for nominations for the position of Vice Chair of the Golden Hills School Division for the insert year Term. (Pause and wait for nominations to start.)

**Step 3 - Trustee:** "I nominate insert name for Vice Chair".

**Step 4 - Chair asks the Nominee:** "Do you accept the nomination?"

**Step 5 - Nominee replies:** "Accept" or "Decline"

**Step 6 - Chair:** "I acknowledge the nomination of insert name. Are there any further nominations?"

(Pause and wait for any further nominations. If there are more, repeat steps 3-6, then carry on to step 7.)

**Step 7 - Chair:** "I call for nominations a second time?"

**Step 8 - Chair:** "I call for nominations a third time?" (Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Chair declares nominations ceased.)

**Step 9 - Chair:** "I declare nominations closed." (This verifies the closing of nominations.)

- Depending on how many nominations are put forth, proceed with PART A or B.

#### **PART A: If there is only one nomination**

**Chair:** "May I have a motion to declare Trustee insert name acclaimed as the Vice Chair of Golden Hills School Division for the insert year Term?"

**Chair:** "Congratulations Vice Chair insert name."

#### **PART B: If there are multiple nominations**

(The election will be conducted by secret ballot.)

**Chair:** "For Vice Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc."

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#### **GOLDEN HILLS SCHOOL DIVISION-NO.-75**

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 3  
13 of 18 of 33

March 22, 2011

Nov. 29, 2011 2011-11-29- 052

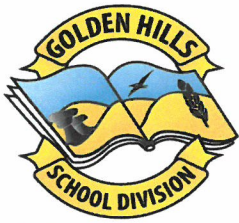
Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010

August 31, 2016

BD20160831.1005



# Board Policy 7

## Board Operations

Chair: "I appoint insert name of Associate Superintendent as Returning Officer." (Ballots are distributed at this time.)

Chair: "We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Vice Chair."

Returning Officer (receives the ballots and tallies the official count. He then lets the Chair know the vote.)

Chair: "May I have a motion to declare that Trustee insert name has been elected as Vice Chair of Golden Hills School Division for the insert year Term."

Chair: "May I have a motion to destroy the ballots? All in favour?"

Chair: "Congratulations Vice Chair insert name."

### TIE VOTE

In the event of a tie vote:

- You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address Trustees and answer questions may be provided prior to additional ballots.

### Election of Chair

#### Superintendent or designate (S/D):

The next item for business is the election of the Chair.

I now call for nominations for the position of Chair of the Golden Hills School Division for the \_\_\_\_\_ term.

Nominations are made and recorded. ACCEPT

#### S/D:

I acknowledge the nomination of Trustee \_\_\_\_\_ . Are there any further nominations?"

I call for nominations a second time.....

I am calling for nomination a third time.....

Having asked three times for nominations, if no trustee moves that nominations cease:

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#### **GOLDEN HILLS SCHOOL DIVISION-NO. 75**

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 4  
13 of 18 of 33

March 22, 2011

August 31, 2016

BD20160831.1005

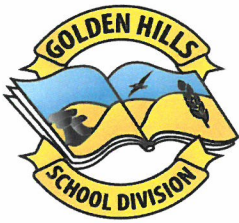
Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010





# Board Policy 7

## Board Operations

**S/D:**

I declare nominations closed.

**Vote:**

~~— S/D:~~

~~ALL IN FAVOUR? CARRIED~~

~~— If only one nomination is received:~~

~~S/D:~~

~~I declare Trustee \_\_\_\_\_ acclaimed as the Chair of the Golden Hills School Division for the \_\_\_\_\_ term.~~

~~— OR moved by? That nominations cease — all in favour? Carried~~

~~— If two or more nominations are made,~~

~~S/D:~~

~~The election will be conducted by secret ballot.~~

~~...~~

~~I appoint \_\_\_\_\_ and \_\_\_\_\_ as returning officers. They will distribute the ballots.~~

~~...~~

~~I declare that Trustee \_\_\_\_\_ has been elected as Chair of the Golden Hills School Division for the \_\_\_\_\_ term.~~

**S/D:**

May I have a motion to destroy the ballots?

The motion should be made and carried by the Board.

**S/D:**

Congratulations Chair \_\_\_\_\_ . Please accept the gavel.

The new Chair will accept the GAVEL from the Secretary-Treasurer.

### Election of Vice-Chair

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#### **GOLDEN HILLS SCHOOL DIVISION-NO. 75**

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

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March 22, 2011

Nov. 29, 2011 2011-11-29- 052

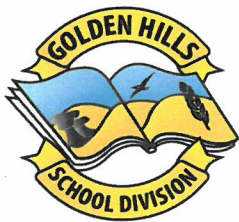
Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010

August 31, 2016

BD20160831.1005



# Board Policy 7

## Board Operations

**S/D:**

Let's proceed with the election of the Vice-Chair.

I now call for nominations for the position of Vice-Chair of the Golden Hills School Division for the \_\_\_\_\_ term.

I acknowledge the nomination of Trustee \_\_\_\_\_. Are there any further nominations?

**ACCEPT**

**S/D:**

I call for nominations a second time.....

I am calling for nomination a third time.....

Having asked three times for nominations, if no trustee moves that nominations cease:

**S/D:**

I declare nominations closed.

VOTE ALL IN FAVOUR? CARRIED

Choose Option 1 or 2:

— If only one nomination is received:

**S/D:**

— I declare Trustee \_\_\_\_\_ acclaimed as the VICE Chair of the Golden Hills School Division for the \_\_\_\_\_ term.

— If two or more nominations are made,

**S/D:**

May I have a motion to cease nominations?

---

**GOLDEN HILLS SCHOOL DIVISION-NO. 75**

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

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March 22, 2011

August 31, 2016

BD20160831.1005

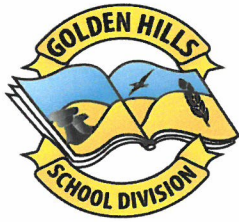
Nov. 29, 2011 2011-11-29- 052

Aug, 28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5, 2013

September 22, 2015 BD20150922.1010





# Board Policy 7

## Board Operations

All in favour? Carried

The election will be conducted by secret ballot.

If not done already: "I appoint \_\_\_\_\_ and \_\_\_\_\_ as returning officers. They will distribute the ballots.

...  
I declare that Trustee \_\_\_\_\_ has been elected as Vice-Chair of the Golden Hills School Division for the \_\_\_\_\_ term.

...  
May I have a motion to destroy the ballots?

All in favour? Carried

The motion should be made and carried by the Board.

**S/D:**

Congratulations Vice-Chair \_\_\_\_\_.

### **Tie Vote**

In the event of a tie vote: You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address trustees and answer questions may be provided prior to additional ballots.

---

#### **GOLDEN HILLS SCHOOL DIVISION-NO. 75**

REPLACING POLICY DATED:

NEW POLICY

BOARD APPROVAL:

MOTION NO.

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March 22, 2011

August 31, 2016

BD20160831.1005

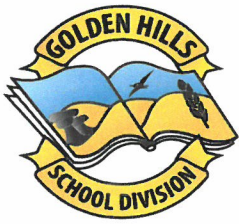
Nov. 29,2011 2011-11-29- 052

Aug,28, 2012 BD20120828.1006

June 25, 2013 BD20130625.1005 November 5,

2013

September 22, 2015 BD20150922.1010



# Board Policy 8 Committees of the Board

The **B**oard may establish committees to accomplish various governance roles in a manner which is consistent with the goals, objectives and principles of the Division. The **S**uperintendent may appoint personnel to work with **B**oard committees, and in so doing, shall determine their roles, responsibilities, and reporting requirements.

### Procedures:

#### 1. Establishment and Dissolution

Committees, standing or ad hoc, shall be established or dissolved by a **B**oard motion specifying the committee’s purpose, membership, term, required resources and remuneration.

#### 2. Appointment of Committee Membership

Appointments shall normally occur at the **o**rganizational **m**Meeting where trustees will be polled for their interest. All trustees are expected to be available to serve on **B**oard committees. Service on committees is by expressed interest. When the number of trustees expressing interest exceeds the positions available, a vote of the **B**oard shall establish the membership. Committee members serve at the pleasure of the **B**oard.

#### 3. Meeting Procedures

The committee members select a **C**hair and recording secretary. The committee chair calls the meetings and presents a written **s**ummary of the meeting for information and the record at a subsequent regular **B**oard meeting. Committee meetings are not public and attendance is limited to members appointed by the **B**oard.

### Committees

#### 1. Finance-Audit Committee

##### 1.1 Purpose

- To provide direction to the **B**oard in budget formation and implementation.

##### 1.2 Powers and Duties

- To recommend the auditor
- To review the Audited Financial Statements and the Auditor’s Management Letter

##### 1.3 Membership

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#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

October 26, 2010

NEW POLICY

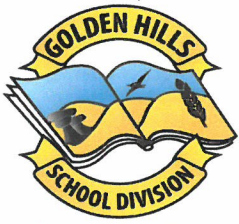
BOARD APPROVAL:

February 22, 2011  
August 28, 2012  
October 23, 2012

MOTION NO.

2011-02-22-362  
BD20120828.1007  
BD20121023.1008

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# Board Policy 8

## Committees of the Board

- The full **B**board

### 2. Capital Planning Committee

#### 2.1 Purpose

- To provide direction to the **B**board for the development of the Capital Plan

#### 2.2 Powers and Duties

- To consider enrolment patterns, utilization, condition of buildings and other relevant information that affects capital planning.
- To consider the need for leases, modular classrooms, major modernization, renovation and new schools
- To consider non-school buildings and other properties owned by the **B**board.

#### 2.3 Membership

- The full **B**board

### 3. Strategic Planning Committee

#### 3.1 Purpose

- To provide direction to the **B**board in developing the priorities for the strategic plan

#### 3.2 Powers and Duties

- To consider results achieved, input from various sources, and resources impacting the strategic plan

#### 3.3 Membership

- The full **B**board

### 4. Policy Committee

#### 4.1 Purpose

- To provide direction to the **B**board on policy development

#### 4.2 Powers and Duties

- At the **B**board's request, to draft new policy or amendments
- To make recommendations for policy review or development

#### 4.3 Membership

---

#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

October 26, 2010

NEW POLICY

BOARD APPROVAL:

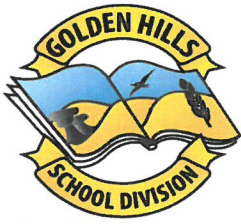
February 22, 2011  
August 28, 2012  
October 23, 2012

MOTION NO.

2011-02-22-362  
BD20120828.1007  
BD20121023.1008

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# Board Policy 8

## Committees of the Board

- Two trustees; one alternate
- Superintendent and/or designate

### 5. Advocacy Committee

#### 5.1 Purpose

- To provide direction to the Board for prioritizing district opportunities and growth initiatives for the purpose of advocacy on behalf of students, the Division and the community of Golden Hills.

#### 5.2 Membership

- The full Board

#### Legal Reference:

- School Act, R.S.A. 2000, C. S-3, Ss. 60, ~~s.~~61, ~~s.~~62, ~~s.~~63

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#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

October 26, 2010

NEW POLICY

BOARD APPROVAL:

February 22, 2011  
August 28, 2012  
October 23, 2012

MOTION NO.

2011-02-22-362  
BD20120828.1007  
BD20121023.1008

Page 3 of 3



## **Policy 9**

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### **BOARD REPRESENTATIVES**

The Board has a need to gather information, to seek counsel, and to be informed of the opinions of others regarding such matters as may be determined by the Board; this need may be met by joint membership committees. The Board may originate such committees and invite others to participate or the Board may appoint representation in response to invitations for membership on committees originated by other agencies. Cooperative committees shall function within the terms of reference determined by the Committee and approved by all parties.

Board representation on outside organizations is based on the Board's need to provide and receive information on matters relating to the operation of the Board. Board representatives to outside organizations shall act on behalf of the Board on issues authorized by the Board and bring recommendations to the Board.

Board representatives shall report to the Board.

The Superintendent may appoint resource personnel to work with representatives and shall determine roles, responsibilities and reporting requirements of resource personnel. The Superintendent or designate shall keep a list of all Board representatives.

At the Board's organizational meeting or other times throughout the year, the Board may choose to select trustee representatives to represent Golden Hills Board and support their attendance at meetings of various provincial or local organizations. Examples include: the Alberta School Boards Association (ASBA) Zone 5, the Public School Boards' Association of Alberta (PSBAA) and the Rural Caucus. The following committees will have Board representation as identified at the Organizational Meeting:

1. Alberta School Boards Association (ASBA) Zone 5

1.1 Purpose

- ~~◆ Represent the Board at meetings of ASBA Zone 5~~

1.2 Powers and Duties

- ~~◆ Attend ASBA Zone 5 meetings~~
- ~~◆ Represent the Board's positions and interests at the Zone level~~
- ~~◆ Communicate to the Board the work of ASBA Zone 5~~

1.3 Membership

- ~~◆ Two trustees plus alternate (one designated to report and vote – if required)~~

1.4 Meetings

- ~~◆ As called by ASBA Zone 5~~

---

GOLDEN HILLS SCHOOL DIVISION ~~NO. 75~~



Approximately 10/year

2. Public School Boards' Association of Alberta (PSBAA)

2.1 Purpose

- Represent the Board at meetings of the PSBAA Council

2.2 Powers and Duties

- Attend PSBAA Council Meetings
- Represent the Board's positions and interests
- Communicate to the Board the proceedings of the PSBAA

2.3 Membership

- One trustee
- One alternate

2.4 Meetings

- As called by PSBAA
- Approximately 4 per year

2. Central Alberta Governance Circle

2.1 Purpose

- ◆ Represent the Board at CAGC meetings

2.2 Powers and Duties

- ◆ Attend the CAGC meetings
- ◆ Represent the Board's positions and interests
- ◆ Communicate to the Board the proceedings of the

CAGC

2.3 Membership

- ◆ One trustee
- ◆ One alternate

2.4 Meetings

- ◆ As scheduled or called
- ◆ Approximately 1 or 2 per year

Legal Reference:

• School Act, R.S.A. 2000, C. S-3, Section S. 60, 61, 62, 63, School Act





# Board Policy 11

## Board Delegation of Authority

The School Act allows for the Board to delegate certain ~~of its~~ responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the School Act, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- ◆ ~~A~~includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- ◆ ~~Includes~~The ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- ◆ ~~Includes~~The ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

### Specifically

1. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with Alberta Education policies and procedures for the following program areas:

- 1.1. District and general administration
- 1.2. Instructional Programs
- 1.3. Students
- 1.4. Personnel and Employee Relations
- 1.5. Business and Finance

~~2.~~

~~3.0. — Special Education~~

~~4.0. Guidance and Counseling~~

~~5.0. Services for Students and Children~~

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#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

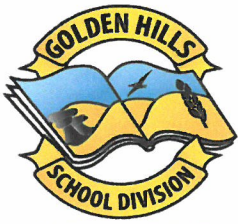
NEW POLICY

BOARD APPROVAL:

MOTION NO.

Page 1 of 2

February 24, 2009



# Board Policy 11

## Board Delegation of Authority

~~6.0. School-Based Decision-Making~~

~~0.0. Student Evaluation~~

~~0.0. Teacher Growth, Supervision and Evaluation~~

~~0.0. Home Education~~

~~0.0. Early Childhood Services~~

~~0.0. Outreach Programs~~

~~0.0. Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses.~~

~~0.0. Off-Campus Education~~

~~0.0. English as a Second Language~~

~~0.0. French as a Second Language~~

~~16.2.~~ The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation, or provincial legislation other than the School Act.

~~17.3.~~ The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the School Act, and the decision shall not be appealable to the Board.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 61, 105

Reviewed: February 24, 2009





# Board Policy 12

## Role of the Superintendent

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting directly to the corporate Board, and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

### Specific Areas of Responsibility

#### 1. Education Leadership

- 1.1 Provides leadership in all matters relating to education in the Division.
- 1.2 Fosters conditions which promote the improvement of educational opportunities for all students.
- 1.3 Implements educational policies established by the Minister and the Board.
- 1.4 Ensures all students in the Division have the opportunity to meet the standards of education set by the Minister.

#### 2. Fiscal Responsibility

- 2.1 Ensures the Secretary-Treasurer operates the Division in a fiscally responsible manner, including adherence to recognized accounting procedures, and in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or regulation.
- 2.2 Directs the development of and monitors the budget for the Division.
- 2.3 Encourages effective joint use of Division resources.
- 2.4 Explores alternative funding sources including potential revenue-generating initiatives.

#### 3. Personnel Management

- 3.1 Holds authority and responsibility for all personnel-related issues except for the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 3.2 Monitors and improves the performance of all staff.
- 3.3 Ensures the effective deployment of human resources within the Division.

#### 4. Policy/Procedures

- 4.1 Provides leadership in the planning, development, implementation, and evaluation of Board policies.

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#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

March 2009

NEW POLICY

BOARD APPROVAL:

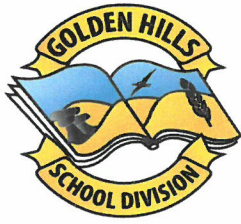
February 22, 2011

MOTION NO.

2011-02-22-363

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# Board Policy 12

## Role of the Superintendent

- 4.2 Develops and keeps current on Administrative Procedures Manual and informs the Board of any changes to this Manual.
5. Superintendent-Board Relations
  - 5.1 Establishes and maintains a positive, professional working relationship with the Board.
  - 5.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
  - 5.3 Provides information which the Board requires to perform its role in a timely manner.
6. Education Planning and Reporting
  - 6.1 Leads the development of the Three-Year Education Plan and the Annual Education Results Report.
  - 6.2 Works collaboratively with the Board to determine the strategic goals and priorities as well as the desired processes and timelines.
  - 6.3 Reports regularly to the Board on results achieved.
7. Organizational Management
  - 7.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates, policies and timelines.
  - 7.2 Reports to the Board as well as the Minister with respect to matters identified in and required by the School Act and Division policy guidelines.
  - 7.3 Acts as the designated head for Freedom of Information and Protection of Privacy Act.
8. Communications
  - 8.1 Develops communication strategies that enhance and support the Division's mission and profile within the community served.
  - 8.2 Supports the Board in providing accurate, consistent communications.
9. Student Welfare
  - 9.1 Ensures the safety and welfare of students while participating in all aspects of school programs or while being transported to and from school programs on transportation provided by the Division.
  - 9.2 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
  - 9.3 Acts as, or designates, the local attendance officer for the Division.

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### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

March 2009

NEW POLICY

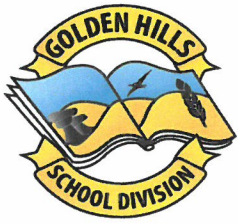
BOARD APPROVAL:

February 22, 2011

MOTION NO.

2011-02-22-363

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# Board Policy 12

## Role of the Superintendent

### 10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.
- 10.2 Fosters a collaborative culture where the focus is on the best interests of students.
- 10.3 Establishes positive, professional relationships with appropriate provincial and regional government departments and agencies.

### 11. Additional Responsibilities

- 11.1 Carries out additional responsibilities and duties which, from time to time, may be assigned by the Board.

### Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 14, 45, 113, 114, 115

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#### GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:

March 2009

NEW POLICY

BOARD APPROVAL:

February 22, 2011

MOTION NO.

2011-02-22-363

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## DIVISION OFFICE CAPITAL PLANNING

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

November 27, 2018

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### **Background:**

The Golden Hills Division Office is a building originally built in the 1970's. Over the years, there have been many ad hoc renovations. Over the past decade, we have been experiencing escalating challenges and with the expiry of the lease agreement with our tenant in the building, we have an opportunity to make a decision to remediate the challenges

### **Current Challenges**

1. Some elements of the building are no longer in compliance with safety code requirements:
  - Over time, the reconfiguration of meeting and office space has made us non-compliant with current safety building code regulations in the areas of fire exiting, including hall sizes (too narrow), distance to emergency exits (too far), dead end hallways and appropriate number of exits based on current building configuration
2. Meeting spaces in the division office are all used multiple times during the week by staff – both in the building and across the district including meetings involving outside parties. A number of challenges exist with those existing spaces:
  - Available spaces are disconnected and not flexible or reconfigurable
  - Available spaces are frequently too small for typical meeting size requirements
  - Of the three main spaces, the smaller of the three is not accessible except by moving through other existing meeting space or warehouse work spaces
3. Current office layout is based on an older model incorporating a series of individual offices. As needs have changed, this model does not provide the space necessary for all staff. Many staff members share a single office with no access to natural light. This arrangement does not provide flexibility and we are unable to provide a suitable work environment for permanent staff
4. With this current configuration, we are at capacity and have no space to add additional employees – over the next five years we expect the potential need to add 3-4 personnel
5. The current parking is insufficient to accommodate demands during larger meetings on site

### **Potential Solutions**

1. **We have almost 2000 additional sq ft currently occupied by a long term tenant. Our lease has expired and we could end our agreement to reclaim that additional space.**

#### **Advantages for this solution:**

- We recapture additional space and will have the ability to solve exiting problems, meeting room access and future growth challenges



#### Disadvantages for this solution:

- We lose our lease revenue
- We still have the same meeting spaces that are too small for some groups
- We still have challenges with our traditional office configuration and design – basic infrastructure will not have been updated for almost 50 years

#### **2. We continue to lease our space and use the revenue to fund a more significant renovation We approached Gibbs Gage Architects to provide a range of possible plans to this end**

#### Advantages for this solution:

- We solve the meeting room challenges with flexible, reconfigurable, accessible spaces to accommodate a range of meeting sizes including the addition of smaller meeting rooms
- We provide solutions to potential expansion needs in the future
- Existing staff work spaces are updated to a more efficient model and the majority of staff are moved to take advantage of available natural light
- We are able to provide updates to an aging building
- We retain the lease revenue we currently receive and are able to fund a renovation now and retain a mechanism to fund future renovations and building updates in the future

#### Disadvantages for this solution:

- The proposed configuration changes will provide transition challenges for some staff members
- A renovation will pose some challenges to maintain operation while under construction

Note: Gibbs Gage Architects was asked to provide a range of renovation solutions with a range of costs. The minimum criteria for the lowest cost option was to address the meeting room issues. The Gibbs Gage recommendation for a renovation estimated to cost approximately \$1.3M was the lowest cost option to meet that minimum criteria. (cost of furniture or major HVAC infrastructure replacement is not included in that estimate)

#### **Other Considerations**

- Heating infrastructure is nearing end of life and will require replacement in the near future (boilers and roof top HVAC units)
- Meeting room technology and presentation infrastructure is also at end of life and requires replacement

#### **Recommendation:**

That the Board consider the available options.



Bevan Daverne  
Superintendent



## ENROLMENT BACKGROUNDER

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

**November 27, 2018**

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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, 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.

---

Bevan Daverne  
Superintendent

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Tahra Sabir  
Secretary Treasurer

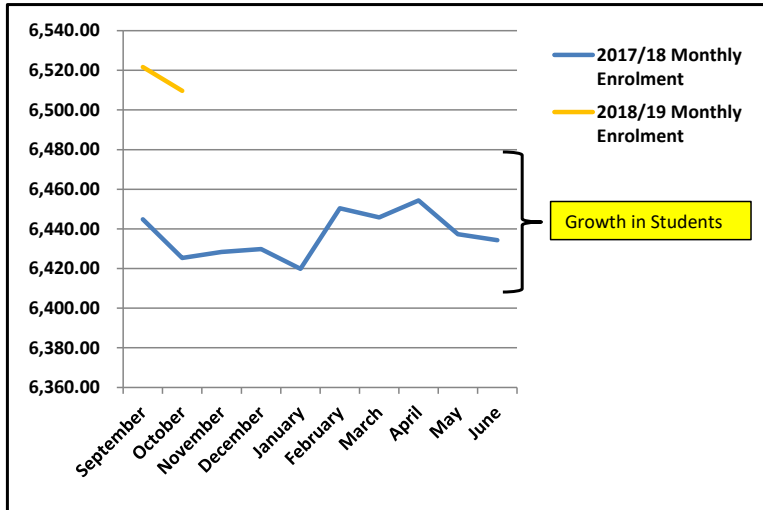
# Golden Hills School Division No. 75 Enrolment

## Summary of Totals - Month to Month Comparison

Sept 30, 2018 & Oct 31, 2018

Funded Total Enrolment	31-Oct-18 Enrolment	30-Sept-18 Enrolment	Difference	% Change
Provincially Funded Students	6,094.75	6,106.75	-12.00	-0.2%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	259.90	259.90	0.00	0.0%
<b>Total</b>	<b>6,509.65</b>	<b>6,521.65</b>	<b>-12.00</b>	<b>-0.2%</b>

## Last Year Monthly Enrolment & Comparison to September 2018



## Schools - Year to Year Comparison

Configuration	SCHOOL	October 31, 2018 Provincially Funded	September 30, 2018 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	193.00	193.50	-0.50	-0.3%
K-9	Carbon School	77.50	78.00	-0.50	-0.6%
K-6	Carseland School	61.50	59.50	2.00	3.4%
7-9	Crowthier Memorial Jr. High School	559.00	567.00	-8.00	-1.4%
K-9	Dr. Elliott Community School	187.00	187.00	0.00	0.0%
7-12	Drumheller Valley Secondary School	423.00	432.00	-9.00	-2.1%
K-6	École Brentwood Elementary School	275.50	278.50	-3.00	-1.1%
K-12	George Freeman	211.00	207.00	4.00	1.9%
K-6	Greentree School	343.00	347.00	-4.00	-1.2%
K-12	Prairie Christian Academy School	274.50	273.00	1.50	0.5%
10-12	Strathmore High School	569.00	569.00	0.00	0.0%
K-12	Three Hills School	444.50	445.50	-1.00	-0.2%
K-9	Trinity Christian Academy	180.50	182.00	-1.50	-0.8%
K-12	Trochu Valley School	248.50	249.50	-1.00	-0.4%
K-6	Westmount School	364.00	364.50	-0.50	-0.1%
K-12	Wheatland Crossing	359.00	357.00	2.00	0.6%
K-6	Wheatland Elementary School	345.00	343.00	2.00	0.6%
<b>Totals</b>		<b>5,115.50</b>	<b>5,133.00</b>	<b>-17.50</b>	<b>-0.3%</b>
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	8.00	8.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	152.50	152.50	0.00	0.0%
1-12	NorthStar Academy	411.25	411.25	0.00	0.0%
7-12	Strathmore StoreFront	41.00	41.00	0.00	0.0%
<b>Totals</b>		<b>630.75</b>	<b>630.75</b>	<b>0.00</b>	<b>0.0%</b>
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	348.50	343.00	5.50	1.6%