



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, April 24, 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 (2018/03/27)**
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. **PSBAA Membership Review**
 - 9.2. **Information Items**

B. Daverne

9.2.1. **Monthly Enrolment Monitoring Report (March 2018)**

T. Sabir

9.2.2. **Budget 2018/2019**

T. Sabir

9.2.3. **Second Quarterly Financial Report**

T. Sabir

10. **School Monitoring Reports**

10.1. **School Tours - Set Dates**

11. **ADJOURNMENT**

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, March 27, 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

- Barry Kletke

c) Trustee

- Jim Northcott
- Justin Bolin
- Rob Pirie
- Jennifer Mertz

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

Acknowledgment (Call to Order)

Chair Huntley called the meeting to order at 9:35 a.m.

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

In Camera

Resolution #BD20180327.1001

MOVED by Trustee Mertz that the Board of Trustees go In Camera at 9:36 a.m. to discuss legal matters.

Carried

Resolution #BD20180327.1002

MOVED by Trustee Pirie that the Board of Trustees rise from In Camera at 10:25 a.m.

Carried

BREAK

Recessed at 10:25 a.m.

Reconvene at 10:35 a.m.

Approval Of Agenda

Resolution #BD20180327.1003

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

Carried

Presentation of Minutes

Resolution #BD20180327.1004

MOVED by Trustee Pirie that the Board of Trustees approve minutes of February 27, 2018 as presented.

Carried

Chair's Report
(REPORTS)

Chair Huntley reported on the following meetings and correspondence:

- Reviewed the 2018-2019 Budget Announcement for school modernizations, replacements and new school projects.
- Letter to Mary Martin, President of Alberta School Boards' Association (ASBA).
- Discussed cover letter response to the Education Minister, David Eggen's, request for Superintendent compensation information.
- Information on Educational Services Agreements from Alberta School Boards' Association (ASBA).
- Correspondence from ASBA responding to City Charter Regulation draft.
- Request from Edmonton Media in regards to drug education programs.
- Discussed the Education Minister, David Eggen's, request for Student Voice Participant Nominations.
- St. Thomas Aquinas Roman Catholic (STAR) letter to the Education Minister in regards to Teachers Employer Bargaining Association (TEBA).
- Public School Boards' Association of Alberta (PSBAA) link to media articles <http://www.public-schools.ab.ca/headlines-more>

Board Committees
(REPORTS)

Trustee Mertz and Pirie presented information on the Alberta School Boards Association (ASBA) Zone 5 meeting.

- Trustee Mertz organized a Professional Development day for Zone 5 Committee members with Team Member, Bill Brandon of Impact 8. Working on strategic planning; define what the zones role is, change agenda structure, develop more active roles.
- Discussion on Policies for ASBA SGM.
- Edwin Parr Awards Evening being held May 24, 2018 at the Teatro Restaurant in Calgary, AB. Golden Hills School Division Nominee, Rachel Evans from Greentree School in Drumheller, AB.
- Zone 5 Meeting dates - April 6, May 4, June 1, 2018

Trustee Kletke presented informaton on the following topics:

- Public School Boards' Association of Alberta (PSBAA) - no meeting to report on at this time.
- Discussed the Mayors Caucus Conference that was held in Edmonton - networking, met with MLA's and Ministers.

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

No information to report on from our External Organization Representatives.

**Administration
Reports**
(REPORTS)

Superintendent Daverne presented information on behalf of Associate Superintendent Miskiman and Deputy Superintendent Jordan on the following topics:

- Human Resources Update:
 - Edwin Parr Nominee, Rachel Evans, is a Grade 6 Teacher with our Greentree School located in Drumheller, AB.
 - District Nominees are Brent Moldrup at Acme School and Sarah McCorquindale at Wheatland Elementary School.
 - New Administration Announcement - Corinna Hampson appointed to the position of Principal of Westmount Elementary school effective for the 2018/2019 school year.
 - Open Administration positions at Brentwood, Greentree, Westmount, George Freeman, Strathmore High School, Wheatland Crossing and Trinity Christian Academy.
- CUPE Bargaining - met March 12, 2018, working on a tentative agreement.
- Long Service Awards - Will be held May 30, 2018 at Travelodge in Strathmore, AB.
- Attending Recruitment Job Fairs, going well.
- 41 probationary Teacher Evaluations need to be completed by the end of school year.
- Deputy Superintendent Jordan has been working on International Recruiting of students, numbers are promising for next school year.

Superintendent Daverne presented information on the following topics:

- College of Alberta School Superintendents (CASS) has contracted Dr. Robert Murray to support the Board of Directors in its consultation with the Ministry about Superintendent compensation made public by Alberta School Boards Association (ASBA),
- CASS Zone 5 meeting held March 2, 2018 - shared and discussed Strengthening Voice Action Plan with the committee.
- Transportation will be sending out a survey to all parents whose child(ren) rides a bus to school.
- Council of Council meeting - being held Tuesday, March 27, 2018 at Division Office.
- Meeting with Microsoft - looking into additional support as Google is experiencing issues.

Secretary Treasurer Sabir presented information on the following topics:

- Facilities Update - powerpoint presentation on progress of George Freeman School and Recreational Facility. Will arrange a tour of the facility at a later date for Trustees.
- Transportation - discussed issues that transportation is encountering due to weather.

Capital Planning
(Action Items)

Resolution #BD20180327.1005

MOVED by Trustee Kletke that the Board of Trustees approve the Capital Plan for 2018-2019 in the order of priority as follows:

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

Carried

**Field Trip Studies
Excursion -
Strathmore High
School - Ecuador**
(Action Items)

Resolution #BD20180327.1006
MOVED by Trustee Northcott that the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School to Ecuador from April 19 - April 27, 2019 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Carried

Chair Huntley suggested that the Board of Trustees should extend an invitation out to a student leader who attended the field trips to present information.

**Monthly Enrolment
Monitoring Report**
(Information Items)

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for February 28, 2018.

BREAK

Recessed at 12:05 p.m.

Reconvene at 12:50 p.m.

**Budget
Announcement**
(Information Items)

Secretary Treasurer Sabir presented information on the 2018-2019 Budget Announcement from Alberta Education.

Class Size Initiative
(Information Items)

Superintendent Daverne presented information on Class Size Initiative on behalf of Deputy Superintendent Jordan.

**Golden Hills Board
of Trustees Public
Profile and
Communication**
(Information Items)

Superintendent Daverne presented a discussion towards opportunities for communication with the Board of Trustees.

Resolution #BD20180327.1007

MOVED by Trustee Northcott that the Board of Trustees take the information to the Committee for further discussion.

Carried

ADJOURNMENT

Resolution #BD20180327.1008

MOVED by Trustee Mertz that the Board of Trustees adjourn at 1:15 p.m.

Carried

Chair

Secretary Treasurer



PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA

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

April 24, 2018

Background:

The Golden Hills School Division Board of Trustees joined the Public School Boards Association of Alberta for a trial period commencing in February, 2013. In April 2014, the board approved the continuation of membership with a review to be scheduled for April of every consecutive year.

The Association hosts the following meetings and events each year:

- a) **Public School Boards Council Meetings** – each Member Board chooses a representative who serves as their representative and attends each Council Meeting as a voting member. The Council meets three or four times a year – February, April, August and November. These meetings are also open to all Trustees, thus Boards often send additional Trustees who attend as Observers;
- b) **Spring General Assembly** – this gathering takes place June 1-3, 2018, in Red Deer, AB. Typically members bring the full Board along with their Superintendent and/or Secretary Treasurer.
- c) **Fall Events** – this includes our annual Trustee University / Lois E. Hole Dinner and Lecture / Annual General Meeting. The event begins on the Wednesday evening and concludes on the Friday. October 24-26, 2018 DoubleTree by Hilton, Edmonton these events are open to all Member Trustees and Senior Administration;
- d) **Governance Seminars** – these one day Professional Development seminars are offered in response to member requests.

During the Board of Trustees Organizational Meeting held every year in August, the Trustee who is voted in, serves as the Board's representative and attends each Council Meeting as a voting member.

The PSBAA Membership was last reviewed April 28, 2015 as per below motion:

**PSBAA Membership
Review**
(Action Items)

Resolution #BD20150428.1005

MOVED by Trustee Kletke that the Board of Trustees continue with membership in the Public School Boards Association, with a review in April 2016.

Carried



PUBLIC SCHOOL BOARDS'
ASSOCIATION OF ALBERTA

Event	2018
Public School Board Council Meeting	February 8 th -10 th DoubleTree by Hilton Hotel West Edmonton
Public School Board Council Meeting	April 12 th – 14 th DoubleTree by Hilton Hotel West Edmonton
Spring General Assembly	June 1 st – 3 rd Sheraton, Red Deer
Public School Board Council Meeting	August 16 th – 18 th DoubleTree by Hilton Hotel West Edmonton
Fall Events: – Trustee University – Lt. Gov. Lois E. Hole Lecture – Annual General Meeting	October 24 th – 26 th DoubleTree by Hilton Hotel West Edmonton
Public School Board Council Meeting	November 16 th – 17 th DoubleTree by Hilton Hotel West Edmonton

Fee Schedule for PSBAA

- 2017/2018 Annual Fee
 - \$18,291.00
- Council Meetings
 - \$550.00 per person
- Governance Sessions
 - \$225.00 per person
- 2016/2017 Spring General Meeting (SGM)
 - \$625.00 per person
- 2016/2017 Fall General Meeting (FGM)
 - \$765.00 per person

Recommendation:

That the Board of Trustees reviews the continuation of membership in Public School Boards Association (PSBAA) every consecutive year.

Bevan Daverne
Superintendent



ENROLMENT BACKGROUNDER

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

April 24, 2018

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, 2017 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, 2017. High school funding is based on the Credit Enrolment Units earned per student.

Recommendation:

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

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Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary Treasurer

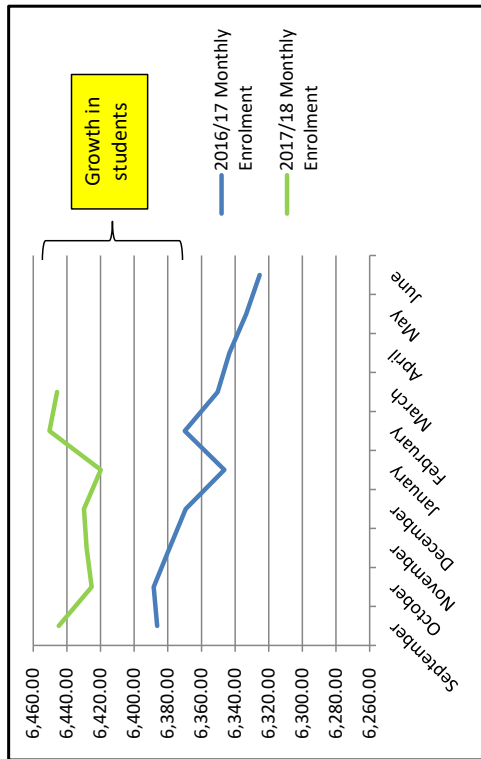
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

Feb 28, 2018 & Mar 31, 2018

	31-Mar-18	28-Feb-18	Difference	% Change
Funded Total Enrolment	6,067.25	6,071.75	-4.50	-0.07%
Provincially Funded Students	156.00	156.00	0.00	0.0%
Siksika Students	222.60	222.60	0.00	0.0%
International Students	6,445.85	6,450.35	-4.50	-0.1%
Total				

Last Year Monthly Enrolment & Comparison to September 2017



Grade Figure Analysis Comparison of Sept 2017 and Sept 2016

	30-Sep-16	30-Sep-17	Difference	% Change
Provincially Funded				
Kindergarten	203.50	213.00	9.50	4.5%
Grades 1-3	1,435.00	1,407.00	-28.00	-2.0%
Grades 4-6	1,431.00	1,381.00	-50.00	-3.6%
Grades 7-9	1,448.00	1,475.00	27.00	1.8%
Grades 10-12	1,539.25	1,504.00	-35.25	-2.3%
Total	6,056.75	5,980.00	-76.75	-1.3%

Schools - Year to Year Comparison

Configuration	SCHOOL	March 31, 2018			February 28, 2018		
		Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	197.00	-1.00	-0.5%	198.00	-1.00	-0.5%
K-6	Brentwood Elementary School	339.50	1.00	0.3%	338.50	1.00	0.3%
K-9	Carbon School	88.50	-3.00	-3.3%	91.50	-3.00	-3.3%
K-6	Carseland School	64.50	3.00	4.9%	61.50	3.00	4.9%
7-9	Crowther Memorial Jr. High School	552.00	0.00	0.0%	552.00	0.00	0.0%
K-9	Dr. Elliott Community School	180.00	0.00	0.0%	180.00	0.00	0.0%
7-12	Drumheller Valley Secondary School	429.00	-2.00	-0.5%	431.00	-2.00	-0.5%
K-6	Greentree School	368.00	-3.50	-0.9%	371.50	-3.50	-0.9%
K-12	Prairie Christian Academy School	285.50	3.00	1.1%	282.50	3.00	1.1%
10-12	Strathmore High School	591.00	-6.00	-1.0%	597.00	-6.00	-1.0%
K-12	Three Hills School	443.00	1.00	0.2%	442.00	1.00	0.2%
K-9	Trinity Christian Academy	173.50	-1.00	-0.6%	174.50	-1.00	-0.6%
K-12	Trochu Valley School	258.50	-2.00	-0.8%	260.50	-2.00	-0.8%
K-6	Westmount School	452.00	3.00	0.7%	449.00	3.00	0.7%
K-12	Wheatland Crossing	340.00	2.00	0.6%	338.00	2.00	0.6%
K-6	Wheatland Elementary School	352.50	1.00	0.3%	351.50	1.00	0.3%
	Totals	5,114.50	-4.50	-0.1%	5,119.00	-4.50	-0.1%
Configuration	SCHOOL	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	10.00	0.00	0.0%	10.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	0.00	0.0%	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	146.75	0.00	0.0%	146.75	0.00	0.0%
1-12	NorthStar Academy	390.50	0.00	0.0%	390.50	0.00	0.0%
7-12	Strathmore StoreFront	43.00	0.00	0.0%	43.00	0.00	0.0%
	Totals	608.25	0.00	0.0%	608.25	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-9	Colonies	344.50	0.00	0.0%	344.50	0.00	0.0%



Background:

On March 22, 2018, Honorable Minister of Education, David Eggen announced 2018/2019 Budget.

A quick summary of the announcement is provided as follows:

- Infrastructure Maintenance and Renewal (IMR) reduction of \$237,000.
- Local Authorities Pension Plan (LAPP) contribution reduction of \$108, 000.
- Classroom Improvement Fund for 2017/2018 is \$820,000 but no funds announced for this year.
- Funding for School Fees Commitment will continue.
- Funding for Nutrition Program to increase.

Some of the key challenges are:

- ***Enrolment volatility*** – currently our straight-line projections and preliminary enrolment estimates show an increase in students. Straight-line enrolment shows 488 students starting grade 1 and 482 graduating which is a difference of 6 students. Last year it was 86 student decline projected but actual enrolment went up 5 Provincially Funded Students. Given the economic landscape in Alberta we have noticed lots of mobility and this will impact our enrolment numbers.

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

- Currently there are two areas that continue to operate in deficits – Transportation and Plant Operations & Maintenance.
 - Carbon tax will negatively impact both these budgets.
 - Continuously reviewing all budgets for efficiencies and operational economies.

Priorities

- Align with Golden Hills Mission and Vision
- Program Continuity; and
- Powerful Learning

Where are we in the Process?

- Board established Budgeting Principles (February 27, 2018 Board Meeting #20180227.1006)
- Budget Development Stage – Principals and Manager have projected enrolment and adjusted staffing levels and expenditures and are in the process of finalizing budgets.

Enrolment Projections				
Grades	Projections 2018/2019	Enrolment 2017/2018	Student Difference	% Difference
Kindergarten	382	443	-61	-14%
Grade 1-3	1411	1409	2	0%
Grades 4-6	1365	1384	-19	-1%
Grades 7-9	1453	1470	-17	-1%
Grades 10-12	1477	1491	-14	-1%
Total (K@ 1/2)	5897	5975.50	-78.5	-1%

Points of Interest

- Overall enrolment is down by 78.5 students which is a 1% decrease in total enrolment.
- Siksika Enrolment is 155.

We continue to work through the challenges and will bring a recommended budget at the May Board meeting.

Recommendation:

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



Bevan Daverne
Superintendent



Tahra Sabir
Secretary Treasurer



SECOND QUARTERLY FINANCIAL REPORT

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

April 24, 2018

Background:

The Office of the Auditor General (OAG) recommends that school board trustees hold management accountable for achieving goals while staying within budget. In order for trustees to hold management accountable they must monitor actual spending against the budget. The OAG recommends that this monitoring should be through quarterly interim reporting.

The Quarterly Financial Report (attached) provides monitoring information and major variances will be reviewed.

The Quarterly Financial Report for September 2017 – February 2018 (attached) will be discussed at the Board Meeting.

Recommendation:

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

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary Treasurer

Golden Hills School Division No.75



2nd Quarterly Report – draft V1.3

September 2017 – February 2018

Prepared by the Finance Department for the April 24, 2018 Board Meeting

Purpose of Quarterly Report

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

I CONTEXT

The second quarterly financial report lists revenues and expenditures recorded to **February 28, 2018**, which represent the first **six** months of the fiscal year. The number of months expended in the 2nd quarter are six (6); therefore the normal benchmark for comparison is 50% (6/12 months) or 60% (6/10) months for some categories.

The updated 2017-18 Budget was submitted to Alberta Education November 28, 2017 and budget points of reference are from this November 30, 2017 fall budget submitted.

II. ACTUALS AND COMPARISON TO BUDGET

A.

Golden Hills School Division No.75							
Statement of Revenue and Expenses							
Budget vs. Actual Variance							
Period - September 1, 2017 - February 28, 2018							
	Initial 2017/18 Annual Budget submitted June 20, 2017	Revised 2017/18 Annual Budget submitted Nov 30, 2017	Prorated Budget for Q2	YTD Actuals 2017/2018 -Q2	YTD Budget Variance-Q2	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	69,507,360	70,428,981	35,214,491	34,478,814	(735,676)	49%	49%
Federal Government and/or First Nations	1,404,765	1,537,565	768,783	810,916	42,133	53%	50%
Alberta Municipalities	70,000	40,000	20,000	17,200	(2,800)	43%	43%
Fees	6,723,772	6,166,504	3,083,252	3,606,969	523,717	58%	60%
Other Revenues	1,321,500	3,372,761	1,686,381	2,957,447	1,271,066	88%	60%
Amortization	3,513,950	3,650,000	1,825,000	1,828,212	3,212	50%	50%
Total Revenues	82,541,347	85,195,811	42,597,906	43,699,558	1,101,652	51%	52%
EXPENSES							
Certificated Salaries and Benefits	46,046,673	47,164,507	23,582,254	22,679,697	902,556	48%	50%
Non-Certificated Salaries and Benefits	14,356,609	15,375,526	7,687,763	8,201,316	(513,553)	53%	53%
Sub-Total	60,403,282	62,540,033	31,270,017	30,881,013	389,004	49%	51%
Supplies and Services	18,075,016	18,339,388	9,169,694	10,061,713	(892,019)	55%	55%
Amortization	5,124,269	5,298,333	2,649,167	2,547,570	101,597	48%	50%
Interest Charges	70,000	70,000	35,000	41,594	(6,594)	59%	50%
Total Expenses	83,672,567	86,247,754	43,123,877	43,531,890	(408,013)	50%	53%
Surplus/(Deficit)	(1,131,220)	(1,051,943)	(525,972)	167,668			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					693,640		

Notes: Overall, a Surplus of \$168K for the second quarter is within the expected range for the projected deficit budget planned for the 2017-18 fiscal year.

B. NOTES ON COMPARISON TO BUDGET – REVENUES

The overall **\$168 K** year-to-date excess of revenues over expenses along with the positive budget variance of approximately **\$694 K** are, in part, the result of the following:

- The dissolution of ALARIE (Alberta Local Authorities Reciprocal Insurance Exchange) and the distribution of it’s remaining assets to which Golden Hills’ portion of this distribution was **\$457K**.
- Timing of revenue from Alberta Education is normally disbursed on a monthly basis. Exceptions to this are those payments which are received either annually, bi-annually or as a one-time-payment:

Alberta Education non-monthly Grant Revenues Received in Q2		
Name of Grant	Amount Received	% of Grant Received
Building Collaboration/Capacity in Education	\$ 53,265	100%
Regional Collaborative Service Delivery	\$ 629,951	58%
School Nutrition Program	\$ 140,927	100%
Supernet grant	\$ 145,592	59%
Family School Resource Counseling	\$ 110,961	50%
Total	\$ 1,080,696	

- Revenues from Alberta Education have contributed to the overall revenue variance by \$212K (1081K less a 6-month calculated equivalent of 869K), primarily due to certain grants being received in lump amounts covering more than 6 months of revenues.
- Included in the second quarters’ operations are the following:

SGF Revenues	\$2,046,094
SGF Expenses	<u>-\$2,102,929</u>
Over expended	-\$ 56,835

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

C Notes on Comparison to Budget - Expenses

Certificated Salaries and Benefits

Total Certificated Salaries and Benefits for the 2nd quarter were **\$22,679,697** (48% of a \$46.1M budget) which is less than what the budget would permit by the 2nd quarter primarily because benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff can occur throughout the 1st quarter so labour costs are typically lower than budget at the start of the fiscal year.

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

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 2nd quarter were **\$8,201,316** (53% of a \$15.4M budget) which is above the budget; however, a significant portion of non-certificated staff is paid over 10 months and not 12 months; therefore the expenditure is higher for first 10 months but decreases in the last TWO months.

*The variance of **-\$513K** will be monitored over the next quarter; however, because of the decreased payroll costs over the summer months, we anticipate this cost to balance itself at year-end.*

Supplies and Services

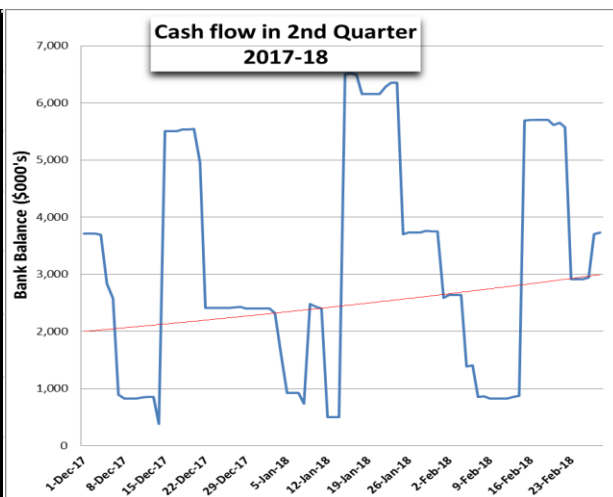
Supplies and services year-to-date are **\$10,061,713** (55% of \$18.3M budget). Because many of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to carefully monitor their budgets throughout the year to ensure they stay within their spending limits.

- Overall, supply costs year-to-date at February 28th is actually less compared to the same time period last year by \$144K and is on target to meeting budget by years end. These expenses will continue to be carefully monitored and brought to a level which each budget will support.*

III AVERAGE SOURCE AND USE OF CASH

A. Approximate average monthly cash flow values as at February 28, 2018:

Statement of Cash Flow	
Grants/Fees	6,650,000.00
Account Receivable	525,000.00
Total Cash In	7,175,000.00
Accounts Payable	3,300,000.00
Payroll	4,025,000.00
Total Cash Out	7,325,000.00



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

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

Cash is critical for short-term operations as it pays the salaries and vendors, which comprises the largest part of the budget. Note: as of February 28, 2018, **\$4.5M** of the cash balance has been invested into 1-Year fixed term and 30/90 cashable GIC's to obtain more favourable investment returns, of which \$3M are cashable after 90 days of purchase.

We continue to utilize the services of two Institutional Cash Management Financial Advisory Teams – Canaccord Genuity Corp. as well as RBC Dominion Securities. As of February 23, 2018, the Cash Management Group of Raymond James was acquired by Canaccord Genuity Corp. As at February 28th, we had **\$4.5M** invested in GIC's with Canaccord Genuity and **\$0** with RBC Dominion, with maturing dates ranging from June 25' 2018 to February 26' 2019, earning yields ranging from 1.75%-2.05%.

C. Other Notes:

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

IV. REVENUE AND EXPENSES BY ENVELOPE SEPTEMBER 1, 2017 – FEBRUARY 28, 2018

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2017 - February 28, 2018									
REVENUE FROM	SGF	ECS -Grade 12	Operations and Maintenance	Transportation	Board and System Admin	External Services	Total	% Budget Rec'd / Used	Management Benchmark %
ALBERTA EDUCATION		28,446,723.04	2,719,720.88	1,836,045.24	1,224,437.06	0.00	34,226,926.22	49%	49%
OTHER - GOVERNMENT OF ALBERTA		251,888.00	0.00	0.00	0.00	0.00	251,888.00	25%	50%
FEDERAL GOV'T AND/OR FIRST NATIONS		685,915.66	125,000.00	0.00	0.00	0.00	810,915.66	53%	50%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		17,200.00	0.00	0.00	0.00	0.00	17,200.00	43%	43%
ADULT/ALTERNATIVE FEES		41,500.00		0.00	0.00	0.00	41,500.00	73%	75%
FEES	577,117.89	0.00				2,988,351.52	3,565,469.41	59%	60%
FUNDRAISING REVENUES -SGF	262,577.30						262,577.30	40%	50%
OTHER SALES AND SERVICES	1,188,730.22	544,164.00	75.00	60,072.04	61.00	56,994.63	1,850,096.89	148%	50%
INVESTMENT INCOME		0.00		0.00	68,859.13	0.00	68,859.13	100%	100%
GIFTS AND DONATIONS -SGF	17,668.12	84,091.30	0.00	0.00	0.00	0.00	101,759.42	24%	50%
RENTAL OF FACILITIES		0.00	62,747.38	0.00	0.00	13,200.00	75,947.38	71%	50%
OTHER REVENUES		75,889.82	521,016.89	486.96	812.82	0.00	598,206.49	100%	75%
AMORTIZATION OF CAPITAL ALLOCATIONS		93,795.00	1,734,417.00	0.00	0.00	0.00	1,828,212.00	50%	50%
TOTAL REVENUES	2,046,093.53	30,241,166.82	5,162,977.15	1,896,604.24	1,294,170.01	3,058,546.15	43,699,557.90	51%	52%
EXPENDITURES									
CERTIFICATED SALARIES		18,385,238.10	0.00	0.00	196,310.04	47,485.96	18,629,034.10	48%	50%
CERTIFICATED BENEFITS		3,986,074.87	0.00	0.00	58,587.05	6,001.12	4,050,663.04	48%	50%
NON-CERTIFICATED SALARIES & WAGES		3,913,578.49	925,169.39	939,848.21	578,141.60	249,362.53	6,606,100.22	54%	53%
NON-CERTIFICATED BENEFITS		1,090,521.11	231,884.92	95,800.40	126,045.81	50,963.30	1,595,215.54	49%	53%
SERVICE, CONTRACTS AND SUPPLIES	2,102,929.23	2,667,674.98	1,749,164.16	721,755.15	503,052.75	2,317,136.97	10,061,713.24	55%	55%
AMORTIZATION		185,161.81	1,860,482.95	383,749.16	42,740.39	75,435.40	2,547,569.71	48%	50%
INTEREST CHARGES		733.50	0.00	0.00	12,000.00	28,860.45	41,593.95	59%	50%
TOTAL EXPENSES	2,102,929.23	30,228,982.86	4,766,701.42	2,141,152.92	1,516,877.64	2,775,245.73	43,531,889.80	50%	53%
POSITIVE/-NEGATIVE VARIANCE TO DATE	(56,835.70)	12,183.96	396,275.73	(244,548.68)	(222,707.63)	283,300.42	167,668.10		
ECS -Grade 12 labor cost analysis									
	2016-17 Q2	2017-18 Q2	change						
CERTIFICATED SALARIES	18,621,263	18,385,238	-236,025		-1.3%				
CERTIFICATED BENEFITS	4,028,589	3,986,075	-42,514		-1.1%				
NON-CERTIFICATED SALARIES & WAGES	3,866,160	3,913,578	47,418		1.2%				
NON-CERTIFICATED BENEFITS	1,075,230	1,090,521	15,291		1.4%				
	27,591,243	27,375,413	-215,830		-0.8%				

B. ANALYSIS OF REVENUE/EXPENSES BY ENVELOPE

1. Instruction

- A minor surplus variance within the Instruction envelope occurred primarily because of the timing of certain grants results in higher revenues than budgeted.
- Instructional Resource Fees are no longer collected at the schools.
- Analysis of collection of Instructional Resources Fees (current year/prior year) as at February 28, 2018 is as follows:

Invoiced	Collected -prior years	Waived
\$ 0	\$ 945	\$ 0

- Note: As per the directive from Alberta Education, Resource fees and Transportation fees for 2017-18 have officially been eliminated. (see AP505) However, a balance of \$62,479 in resource fees remains outstanding from 2016-17 and prior years.

Internally, collections continue on outstanding non-curricular fees, enhanced course fees and alternative program fees. Collections have improved with the introduction of KEV with roughly 60% of all parents utilizing the payment-on-line option for school fees.

2. Plant Operations and Maintenance (PO&M)

A positive variance of approximately \$396 K at the end of the 2nd quarter is almost entirely due to the recording of the revenues from the ALARIE dissolution and is subsequent distribution of assets to which Golden Hills received approximately \$457K. We anticipate that this amount will be placed in the Capital Reserve fund to assist with future capital projects.

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2017 - February 2018					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2017/2018	Yr 2017/2018	Remaining	Used	Benchmark %
Alberta Education	6,796,567.00	2,719,720.88	4,076,846.12	40%	50%
Other Revenues*	560,917.00	708,839.27	-147,922.27	126%	50%
Amortization	3,650,000.00	1,734,417.00	1,915,583.00	48%	50%
Total Revenues	11,007,484.00	5,162,977.15	5,844,506.85	47%	50%
EXPENSES					
Non-Certificated Salaries and Benefits	2,293,984.00	1,157,054.31	1,136,929.69	50%	50%
Sub-Total	2,293,984.00	1,157,054.31	1,136,929.69	50%	50%
Supplies and Services	5,083,819.00	1,749,164.16	3,334,654.84	34%	50%
Amortization	3,898,478.00	1,860,482.95	2,037,995.05	48%	50%
Total Expenses	11,276,281.00	4,766,701.42	6,509,579.58	42%	50%
POSITIVE/(NEGATIVE) VARIANCE	-268,797.00	396,275.73			
*ALAIRE dissolution asset distribution (\$457,377)					
YTD Actuals breakdown	YTD @ Feb 28, 2018	Prior YTD @ Feb 28, 2017			
NON-CERTIFICATED SALARIES & WAGES	925,169.39	1,100,923.76			
NON-CERTIFICATED BENEFITS	231,884.92	284,973.08			
TOTAL LABOUR EXPENSE	1,157,054.31	1,385,896.84			
SERVICE, CONTRACTS AND SUPPLIES	1,749,164.16	1,727,821.84			
INTEREST CHARGES	-	-			
AMORTIZATION	1,860,482.95	1,645,221.84			
TOTAL SERVICE & SUPPLIES	3,609,647.11	3,373,043.68			
TOTAL EXPENSES	4,766,701.42	4,758,940.52			

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

3. Transportation

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2017 - February 28, 2018					
Revenues	Total 2017-18 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,748,655	1,836,045	1,912,610	49.0%	50.0%
Other Revenues	70,000	60,559	9,441	86.5%	50.0%
Total Revenues	3,818,655	1,896,604	1,922,051	49.7%	50.0%
EXPENSES					
Non-Certificated Salaries and Benefits	1,860,610	1,035,649	824,961	55.7%	55.0%
Sub-Total	1,860,610	1,035,649	824,961	55.7%	55.0%
Services and Supplies	1,394,203	721,755	672,448	51.8%	54.0%
Amortization	789,874	383,749	406,125	48.6%	50.0%
Total Expenses	4,044,687	2,141,153	1,903,534	52.9%	54.0%
POSITIVE/(NEGATIVE) VARIANCE	(226,032)	(244,549)			
Variations in Services and Supplies					
	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	210,000.00	126,191.82	60%	55%	
Fuel	650,000.00	319,763.40	49%	55%	
Other supplies	534,203.00	275,799.93	52%	52%	
Total	1,394,203.00	721,755.15	52%	54%	

a. For the 2nd quarter, a negative YTD variance of **-\$244K** is higher than the expected budgeted parameters; however, it can be attributed primarily to the following:

- Transportation expends its budget over a **10 month period** vs. a 12 month period. Both salaries and supplies expenses are higher for 10 months than the projected July and August expenditures while revenues are recorded over a 12 month period.

b. No transportation fees were charged nor can be charged in fiscal 2017-18 per the new directive from Alberta Education. GHSD had already eliminated these fees five years ago.

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

It is anticipated there will be a deficit in transportation, at year-end, of approximately \$-226K which will be covered by operating reserves. Overall, with careful monitoring of expenses throughout the year, we anticipate Transportation to meet its budget target by year-end.

4. Board and System Administration

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

System administration currently has a negative variance of **-\$223K** for the second quarter. It is however, anticipated that this will near a breakeven point at year end. This is not enveloped funding, rather systems are permitted to spend to a maximum of 3.6% of their expenditures, where the total net enrolment of students is over 6,000. Amounts spent over the limit may be subject to claw back. In effect, the formula has a built in mechanism for reducing Board and System Administration when overall expenses decrease. As system expenditures decrease, the formula for Board and System Administration automatically decrease. Historically, this envelope is under 3.6%.

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

SUMMARY STATEMENT OF REVENUES AND EXPENSES						
BOARD OF TRUSTEES						
BUDGET vs. ACTUAL						
FOR THE PERIOD OF SEPTEMBER 1, 2017 TO FEBRUARY 28, 2018						
Expense		ANNUAL BUDGET	YTD ACTUALS	BUDGET REMAINING	% BUDGET USED	
Budgeted Revenues		172,200.00	172,200.00	-	100%	
TOTAL REVENUES		\$ 172,200.00	\$ 172,200.00	\$ -	100%	
Trustee Earnings and Benefits		126,200.00	77,076.05	49,123.95	61%	
Trustee Travel & Supplies		46,000.00	51,736.65	- 5,736.65	112%	
TOTAL EXPENSES		\$ 172,200.00	\$ 128,812.70	\$ 43,387.30	75%	

- To date, Board expenses related to professional development and travel relates to training for new Board Trustees and is higher than budgeted as Board members are attending more meetings and are engaged in more training to better serve the communities they represent.

5. External Services

For the first quarter, External Services has a positive variance of **+\$283K**.

External Services includes International Services, joint use agreements and external contract service agreements. Included within this period is the recognition of **\$3,683,311** of ISS tuition fee revenues of which **\$2,603,002** was originally recorded as Deferred Revenue at prior year end. ISS Revenues are received in unequal amounts throughout the year, much of it in the first few months. As a result, this revenue is pro-rated to each quarter based on an estimation of related expenses (35/30/25/10), while expenses are recognized when they occur.

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

QUARTERLY SUMMARY

Golden Hills continues to manage expenses despite the decrease in funding in certain areas and higher costs, and continues to fund programs that are in alignment with our goals and missions.

Overall, GHSD appears to be on track and is aligned with meeting the Board's November 30, 2017 approved and submitted budget (\$1.05M deficit). A planned deficit budget will be covered by our operating reserves.

School Reports to Board (For 2017-2018 the Board of Trustees will visit each school)

2017/2018 School presentations to the Board of Trustees will focus on the following:

1. How do you live out your mission and vision?
2. How are you doing with your AERR results and what actions are you taking to improve?
3. How are you sharing your story with your community? (social media, website, etc.)

School	2017-2018 School Year	Time	Confirmed With Principal	Complete/ Notes
Brentwood	Visited			
Crowther	Visited			
SHS	Visited			
Wheatland Elementary	Visited			
Westmount & Trinity	Visited			
Wheatland Crossing	Visited			
Carseland	Visited			
Learning Academy & StoreFront & Hutterite	Visited			
NorthStar Academy				
DVSS				
Greentree				
Acme				
Carbon				
Dr. Elliott				
PCA				
Three Hills				
Trochu Valley				