



# 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, February 27, 2018

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

### AGENDA

1. **Attendance**
2. **Call to Order**
  - 2.1. **Acknowledgment**
3. **In Camera**
4. **Approval Of Agenda**
5. **Welcome Public, Vision and Mission Statements**
6. **Presentation of Minutes**
  - 6.1 **Regular Meeting of The Board of Trustees (2018/01/23)**
  - 6.2 **Special Meeting of The Board of Trustees (2018/02/08)**
7. **REPORTS**
  - 7.1. **Chair's Report**
  - 7.2. **Board Committees**
  - 7.3. **Board Representatives to External Organizations**
  - 7.4. **Administration Reports**
8. **NEW BUSINESS**
  - 8.1. **Action Items**
    - 8.1.1. **Budget Principles and Process**

8.1.2. **Strathmore High School Excursion to Europe - Additional Excursion**

B. Daverne

8.2. **Information Items**

8.2.1. **Monthly Enrolment Monitoring Report (January 2018)**

T. Sabir

8.2.2. **Transportation Monitoring Report**

T. Sabir

8.2.3. **Administrative Procedures - 218, 219 and 318**

B. Daverne

9. **ADJOURNMENT**

Draft



# MINUTES

## Golden Hills School Division No. 75

### Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, January 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**

- Barry Kletke

**c) Trustee**

- Jim Northcott
- Rob Pirie
- Jennifer Mertz

**d) Superintendent**

- Bevan Daverne

**f) Deputy Superintendent**

- Dr. Kandace Jordan

**g) Secretary - Treasurer**

- Tahra Sabir

**h) Recording Secretary**

- Kristy Polet

Absent:

**c) Trustee**

- Justin Bolin

**e) Associate Superintendent**

- Wes Miskiman

#### 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 commitment to work together as a community in laying the foundation for reconciliation through education.

**In Camera**

**Resolution #BD20180123.1001**

**MOVED by Trustee Northcott** that the Board of Trustees go In Camera at 9:35 a.m. to discuss legal matters.

**Carried**

**Resolution #BD20180123.1002**

**MOVED by Trustee Mertz** that the Board of Trustees rise from In Camera at 11:00 a.m.

**Carried**

**BREAK**

**Recessed at 11:00 a.m.**

**Reconvene at 11:10 a.m.**

**Approval Of Agenda**

**Resolution #BD20180123.1003**

**MOVED by Trustee Kletke** that the Board of Trustees approve the agenda as amended:

- Addition of: 8.1.5 Superintendent Evaluation Contract Amendment
- Present Information Items 8.2.2, 8.2.3 and 8.2.4 before Board Reports

**Carried**

**Presentation of Minutes**

**Resolution #BD20180123.1004**

**MOVED by Trustee Kletke** that the Board of Trustees approve minutes of December 12, 2017 as presented.

**Carried**

**Regional Collaboration Service Delivery Report**  
(Information Items)

Deputy Superintendent Jordan presented information on Regional Collaborative Service Delivery (RCSD) Monitoring Report.

**Inclusive Education Monitoring Report**  
(Information Items)

Deputy Superintendent Jordan presented information on Special/Inclusive Education Monitoring Report.

**International Services Monitoring Report**  
(Information Items)

Deputy Superintendent Jordan presented information on International Program Monitoring Report.

**BREAK**

**Recessed at 12:10 p.m.**

**Reconvene at 12:55 p.m.**

Deputy Superintendent Jordan excused herself at 12:00 p.m. due to a prior engagement.

**Chair's Report**  
(REPORTS)

Chair Huntley reported on the following items:

- Trustee Pirie, Trustee Bolin, Trustee Northcott along with Chair Huntley attended the Alberta School Boards Association (ASBA) Winter Leadership Academy held January 15 - 16, 2018 in Edmonton, AB - informative and great networking opportunities.
- The Rural School Board Caucus of Alberta (RSBC) requested information regarding transportation issues in our Division. Superintendent Daverne and Secretary Treasurer Sabir assisted with informing the RSBC..
- The Board of Trustees attended the local Alberta Teachers' Association (ATA) new Teachers Induction on January 17, 2018.
- The Board members have been invited to attend the Palliser District Teachers Convention keynote presentations on Thursday, February 22, 2018. Guest

speakers are: Dr. Kris Wells (LGBTQ student issues), Big Daddy Taz (Humour/bullying/mental health) and New Blood (Strathmore High School Drama production).

- Chair Huntley participated in a survey on stakeholder satisfaction regarding education that was conducted by the Ministry of Education in January 2018.

**Board Committees**  
(REPORTS)

No information to report on from the Public School Boards' Association of Alberta (PSBAA) or the Rural School Board Caucus (RSBC).

Trustee Mertz informed the Board of Trustees that she will be meeting with the Minister of Education and the ASBA Zone 5 meeting being held on

Trustee Pirie and Trustee Mertz attended the ASBA Zone 5 meeting held January 5, 2018.

- ASBA Policy Amendments will be reviewed.

**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:

- Associate Superintendent Miskiman and Deputy Superintendent Jordan have been attending Career Fairs, recruiting teachers.
- HR Update:
  - Shelley Friesen - Acting Associate Principal for Greetree School
  - Maureen Perdue - Retired
  - Virginia Howard - Payroll Administrator
- Long Service Awards - Thursday, May 24, 2018 (Tentative) at the Travelodge in Strathmore, AB

Secretary Treasurer Sabir presented information on the following topics:

- Facilities Update:
  - provided a powerpoint to show the progress on the George Freeman School, the renovations on the new location for Storefront and Learning Academy and the damage at Drumheller Valley Secondary School that took place on December 24, 2017,

**Naming for the Strathmore K to 9 School**  
(Action Items)

**Resolution #BD20180123.1005**

**MOVED by Trustee Pirie** that the Board of Trustees approves the committees recommended option, George Freeman School, as the name for the new school in Edgefield.

**Carried**

**Field Trip Studies Excursion - Acme School**  
(Action Items)

**Resolution #BD20180123.1006**

**MOVED by Trustee Mertz** that the Board of Trustees approves the proposed high school field studies/excursion for Acme School to Europe from March 28 to April 6, 2018 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

**Carried**

**Field Trip Studies  
Excursion -  
Drumheller Valley  
Secondary School**  
(Action Items)

**Resolution #BD20180123.1007**

**MOVED by Trustee Northcott** that the Board of Trustees approves the proposed high school field studies/excursion for Drumheller Valley Secondary School to Europe from April 18 to April 26, 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](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**

**Attendance Area for  
the Strathmore K to  
9 School**  
(Action Items)

**Resolution #BD20180123.1008**

**MOVED by Trustee Northcott** that the Board of Trustees, as per the Board's Policy 2, Sec 9.6, approves the recommended attendance boundary and establishes attendance boundaries, for the new Strathmore K-9 school located in the Edgefield subdivision.

**Carried**

**Superintendent  
Evaluation -  
Contract  
Amendment**  
(Action Items)

**Resolution #BD20180123.1009**

**MOVED by Trustee Kletke** that the Board of Trustees approves the motion to amend the Contract of the Superintendent based on Schedule "A".

**Carried**

Trustee Kletke excused himself at 1:50 p.m. due to a prior engagement.

**First Quarter  
Financial Report  
(Sept/Oct/Nov 2017)**  
(Information Items)

Secretary Treasurer Sabir presented information on the First Quarter Report (Sept/Oct/Nov 2017)

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

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for December 31, 2017.

**School Summaries  
Monitoring Report**  
(Information Items)

Secretary Treasurer Sabir presented information on Golden Hills School Division Schools including Colonies.

**Administrative  
Procedure 411 - Job  
Sharing - Teachers**  
(Information Items)

Superintendent Daverne presented information on the revisions made to Administrative Procedure 411 - *Job Sharing - Teachers*.

**Resolution #BD20180123.1010**

**MOVED by Trustee Pirie** that the Board of Trustees go *In Camera* at 2:50 p.m. to discuss legal matters.

**Carried**

**Resolution #BD20180123.1011**

**MOVED by Trustee Northcott** that the Board of Trustees rise from *In Camera* at 4:26 p.m.

**Carried**

**Resolution #BD20180123.1012**

**MOVED by Trustee Pirie** that the Board approve the Superintendent Evaluation Report as developed in the evaluation workshop of January 21, 2018 as an accurate accounting of the Superintendent's performance for the period May 1, 2016 to January 21, 2018; and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf.

**Carried**

**ADJOURNMENT**

**Resolution #BD20180123.1013**

**MOVED by Trustee Mertz** that the Board of Trustees adjourn at 4:30 p.m.

**Carried**

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Chair

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Secretary Treasurer

Draft



# MINUTES

## Golden Hills School Division No. 75

### Special Meeting of The Board of Trustees

Meeting Type : SPECIAL BOARD MEETING

Date : Thursday, February 08, 2018

Start time : 7:30 AM

Location : DoubleTree By Hilton Hotel West Edmonton, AB

### Minutes

#### Attendance

Present were:

##### a) Chair

- Laurie Huntley

##### c) Trustees

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

##### d) Superintendent

- Bevan Daverne

Absent:

##### b) Vice Chair

- Barry Kletke

##### g) Secretary Treasurer

- Tahra Sabir

#### Call to Order

Chair Huntley called the meeting to order at 7:35 a.m.

#### In Camera

**Resolution #SM20180208.1001**

**MOVED by Trustee Pirie** that the Board of Trustees go *In Camera* at 7:36 a.m. to discuss legal matters.

**Carried**

**Resolution #SM20180208.1002**

**MOVED by Trustee Northcott** that the Board of Trustees rise from *In Camera* at 7:45 a.m.

**Carried**



**Approval Of Agenda**

**Resolution #SM20180208.1003**

**MOVED by Trustee Mertz** that the Board of Trustees approve the Special agenda as presented.

**Carried**

**Collective Agreement Ratification**  
(Action Items)

**Resolution #SM20180208.1004**

**MOVED by Trustee Bolin** that the Board of Trustees approve the Collective Agreement between Golden Hills School Division No. 75 and the Alberta Teachers' Association for the period September 1, 2016 to August 31, 2018 as presented.

**Carried**

**ADJOURNMENT**

**Resolution #SM20180208.1005**

**MOVED by Trustee Northcott** that the Board of Trustees adjourn the Special meeting at 7:46 a.m.

**Carried**

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Chair

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Secretary-Treasurer

Draft



## BUDGET DEVELOPMENT PRINCIPLES and PROCESS

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

**February 27, 2018**

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### **Background:**

In accordance to the School Act S. 147 (2)(b) the Board of Trustees is required to submit to the Minister an annual budget for the fiscal year beginning September 1, 2018.

A budget is a process to achieve the vision and mission of Golden Hills. The financial goals and future of financial resources are aligned to the path of the Board's vision and mission. Quarterly reports are provided to the Board to monitor income and expenditures and evaluate progress to achieve the goals in the Education Plan.

The Board's most significant policy decision is the budget as it directs the resources of the division to achieve the Board's objectives and ensure a balanced budget. The Board of Trustees sets the policy and direction for the school division by which administration develops key budget assumptions.

Current budget principles are as follows:

1. The budget will be a balanced budget (may include restricted reserves).
2. Enveloped revenues will balance expenditures within the envelope.
3. The budget process is open and involves stakeholders.
4. The budget will address the goals identified in the Education Plan and the Priorities of Alberta Education.
5. Resources will be allocated to provide equitable and fair opportunity for each student to receive a quality education program.
6. The budget is guided by principles of transparency and public accountability for the use of resources and the results achieved.
7. The budget will reflect appropriate reserves that ensure financial health and meet encumbrances.

The above principles have resulted in fiscal success in recent years as the Division has ended the five most recent fiscal years with reserves, thereby significantly improving the Division's financial health. Continuing with these principles will help the Division to maintain financial health in the future. As a result, to ensure sustainable initiatives, Golden Hills may choose to access accumulated operating reserves. Accessing these reserves will offset an operational deficit for the current budget year.

Proposed Planning Dates	Action	Responsible
February	Approve Process, Budget Principles, Priorities & Assumptions	Board
March	Budget Announcement Late March	Minister of Education, Honorable David Eggen
March - April	Budget Review and Gather Information about: <ul style="list-style-type: none"> <li>• Global Challenges</li> <li>• Budget Challenges by Envelope</li> <li>• Analysis of Demographics -enrolment estimates</li> <li>• Provincial Grants</li> <li>• Expenditure Estimates -salary and cost benefits</li> </ul>	Executive Team
March-May	Budget Development Stage <ul style="list-style-type: none"> <li>• Budget Allocations</li> <li>• Expenditure Decisions</li> </ul>	Administrators and Managers
February -May	Budget Consultation <ul style="list-style-type: none"> <li>- Where are we Now?</li> <li>- Where are we Going?</li> <li>- Where do we want to Go?</li> </ul>	Board Executive Team Administrators Stakeholders
April	Draft to Board	Executive Team
May	Education Plan and Budget Approval	Board

**Recommendation:**

That the Board of Trustees adopts the Budgeting Principles and a timeline for the 2018-2019 fiscal year subject to a potential review following a provincial budget announcement.

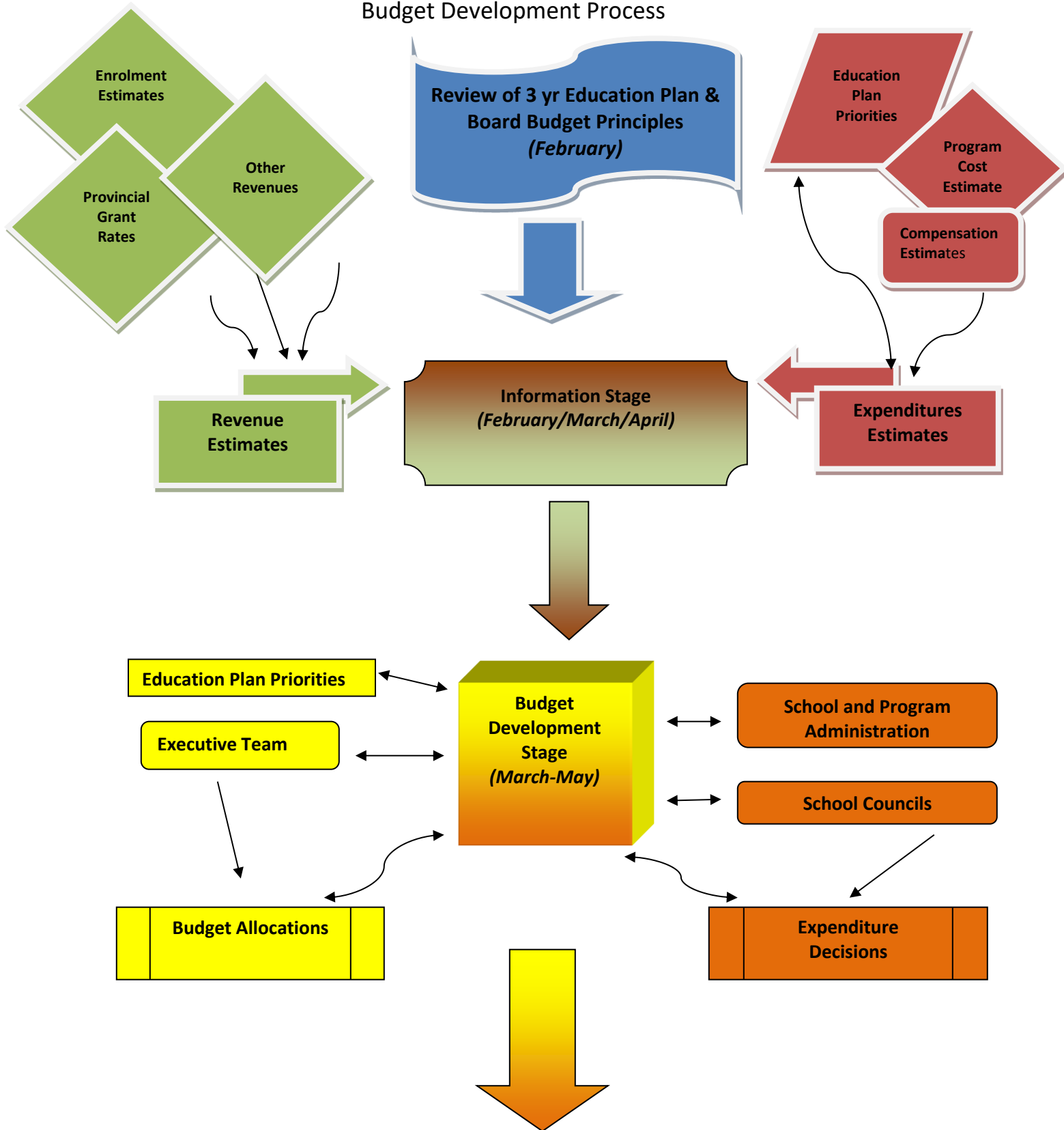


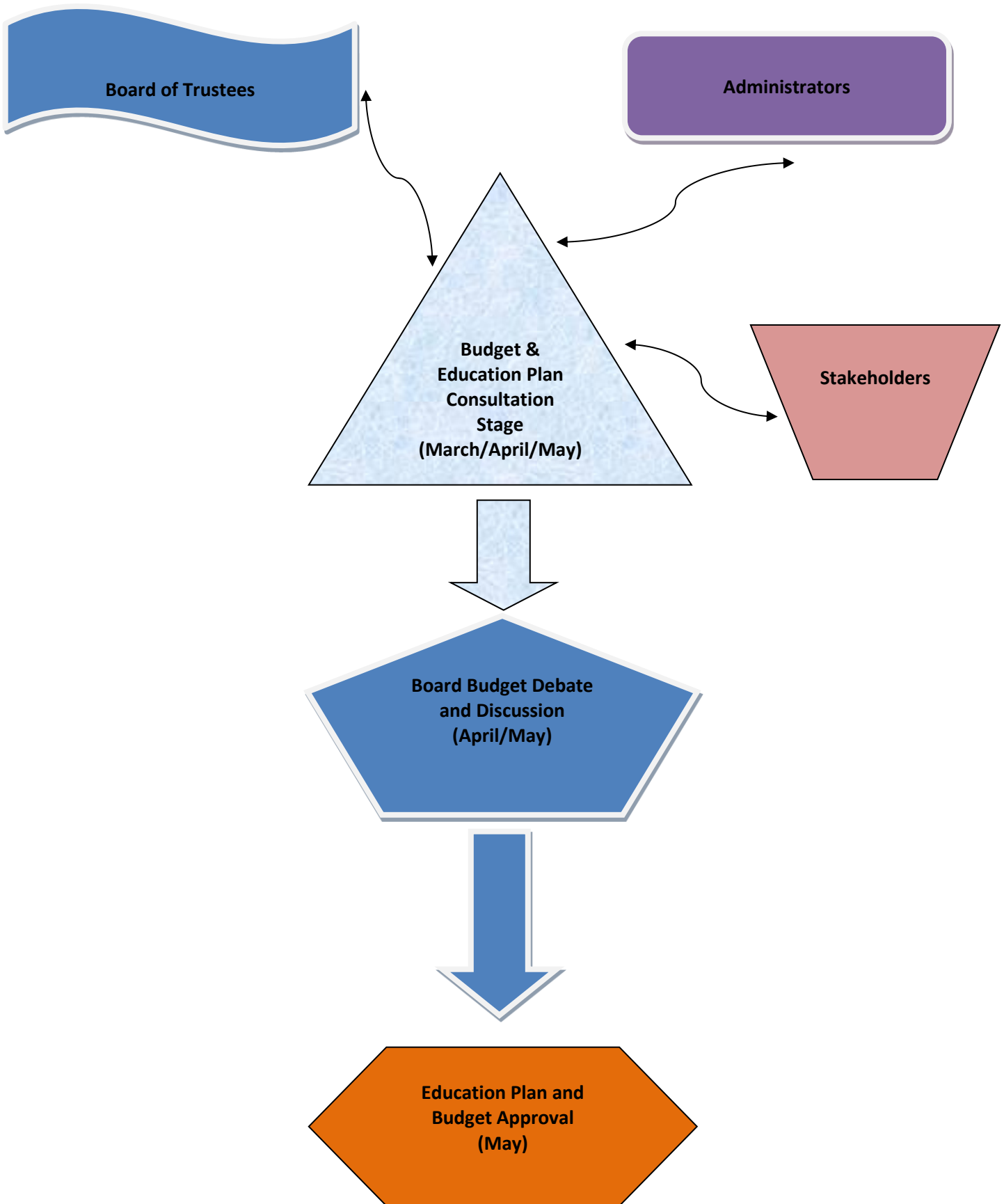
Bevan Daverne  
Superintendent



Tahra Sabir  
Secretary-Treasurer

# Golden Hills School Division No. 75 Budget Development Process







## FIELD TRIP STUDIES/STUDENT EXCURSION Strathmore High School - Addition

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

**February 27, 2018**

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### **Background:**

Strathmore High School has requested, and been granted permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Europe from March 28, 2018 to April 8, 2018.

The organizing teacher and administration are seeking permission for an optional excursion for students while on their Europe trip. The optional excursion is a 2-hour zip lining excursion in Spain, which will be provided by a commercial, licensed and legal tour partner.

### **Recommendation:**

That the Board of Trustees approves the proposed optional excursion of zip lining for Strathmore High School during their Europe trip on March 29, 2018.

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

Bevan Daverne  
Superintendent of Schools

## Questions

1. What training and certification does your company (and personnel) have?
2. What are the safety standards in place for your zipline?
3. Would you know how your safety standards compare to other zipline operations in Europe and elsewhere?
4. If we did pre-book and pay a deposit, what happens to our money if the zipline is inaccessible due to unforeseen circumstances such as weather?

Thanks for any information you can provide; I look forward to hearing from you as I'm sure my group would love to take advantage of this incredible opportunity.

## Answers

*In answer to your questions, LimiteZero is a commercial, legal, fully licensed international Zip line operating between two countries in Europe. We adhere to the European regulatory legislation in vigor in both countries along with the European industry standards.*

*The same instalation exists in other parts of Spain, France, Switzerland, Austria and Canada.*

*We have civil liability insurance, for active tourism specifying zip lines and have a 100% safety record for over 4 years*

*We have had nearly 35.000 clients up to date, and have received many International TV camera crews, celebrities and student groups from all over the world. The US Harvard University Lacrosse team visited us last year and another American University female soccer team will be visiting for the 3rd time this coming year.*

*Our staff have many years of experience, and are trained in both health and safety proceedures, along with being in permanent radio contact. In answer, the standards of safety that we provide with the operation of the International Zip Line LimiteZero, are as high or even higher than those you will encounter at various intalations throughout Europe and Canada.*

*Please also remember that we have a minimum age of 14 years and a maximum weight limit of 110kg.*

*A 50% deposit would be required to secure the number of places and time slots. This is completely refundable, given that the meteorological conditions would not permit the use of the Zip line on the day, (which is extremely unlikely),*

*I have attached our flyer, to this email for printing off.*



Haz tu reserva online  
[www.limitezero.com](http://www.limitezero.com)  
 @ info@limitezero.com  
 f limitezero  
 @limitezero

Avenida de Portugal  
 Sanlúcar de Guadiana, Huelva, Andalucía  
 Tfno.: +0034 670 313 933

**TIROLINA TRANSFRONTERIZA**  
 Sanlúcar de Guadiana - Alcoutim  
[www.limitezero.com](http://www.limitezero.com)



Cruzar el Río Guadiana desde España hacia Portugal mediante la única Tirolina Transfronteriza del mundo de unos 720 metros de longitud. Volar a una velocidad de 70 kilómetros por hora. Ganar una hora, debido del cambio de huso horario existente entre ambos países.

Se transporta a los participantes con el equipamiento y cascos en grupos de hasta 8 personas en nuestro vehículo 4x4 hasta la plataforma de salida.

Llegando, a Portugal, los participantes irán a pie hasta el muelle de Alcoutim, donde tienen a su disposición un Ferry para cruzar el río y volver a España, cuyo coste está incluido en el precio del ticket. No hay límite de tiempo para la visita en Alcoutim.



Cross the River Guadiana from Spain to Portugal on the only cross-border zip line in the world of 720 meters. Travel at a speed of 70 kilometers per hour, literally flying through time, due to the hour time difference between the two countries.

Clients are transported with equipment and helmets in groups of up to 8 people in our 4x4 vehicle to the departure platform.

When arriving in Portugal, users have to walk for approximately 5 minutes to reach the jetty in Alcoutim where there is a Ferry waiting for them for the return crossing over the river and back to Spain, which is included in the price of the ticket. There is no time limit for visiting Alcoutim.



Cruz o Rio Guadiana de Espanha até Portugal através a única Tirolesa transfronteiriça do mundo do 720 metros em uma velocidade de 70 quilómetros por hora, voando literalmente através do tempo, ganhando uma hora, devido à mudança de fuso horário existente entre ambos os países.

Os participantes são transportados com o equipamento e os capacetes em grupos de até 8 pessoas no nosso veículo 4x4 até à plataforma de saída.

Chegando em Portugal, os participantes devem caminhar durante cerca de 5 minutos para chegar ao cais de Alcoutim, onde se não é necessário para voltar para a Espanha o empresa Ferry reembolsará o cliente para o custo da primeira travessia de Portugal para Espanha.

**ATRÉVETE Y DISFRUTA**

**LIMITEZERO**

\* La tirolina es para personas con un peso máximo de 110kg y un mínimo 14 años edad.  
 \* The zipline is for people with a maximum weight of 110kg (approx 17st) and a minimum age of 14 years.  
 \* A tirolesa é para pessoas com um peso máximo de 110 kg e idade mínima de 14 anos.





## ENROLMENT BACKGROUNDER

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

**February 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, 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.

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

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Bevan Daverne  
Superintendent

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

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Tahra Sabir  
Secretary Treasurer

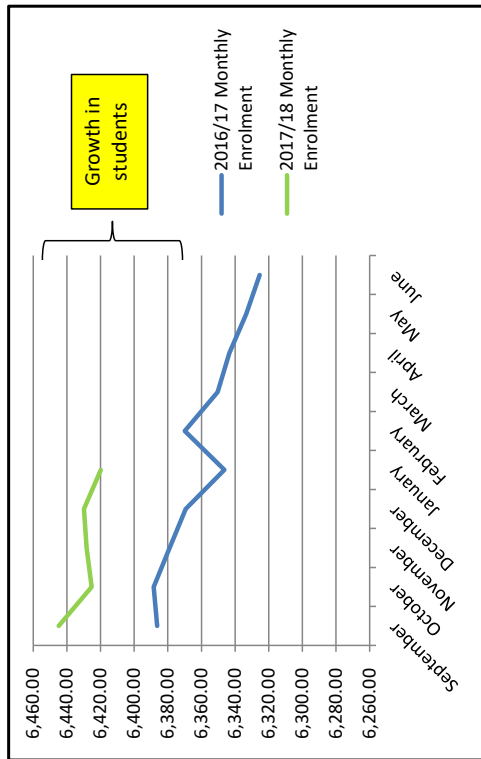
# Golden Hills School Division No. 75 Enrolment

## Summary of Totals - Year to Year Comparison

Dec 31, 2017 & Jan 31, 2018

	31-Jan-18	31-Dec-17	Difference	% Change
<b>Funded Total Enrolment</b>	<b>6,041.25</b>	<b>6,051.25</b>	<b>-10.00</b>	<b>-0.17%</b>
Provincially Funded Students	156.00	156.00	0.00	0.0%
Siksika Students	222.60	222.60	0.00	0.0%
International Students	6,419.85	6,429.85	-10.00	-0.2%
<b>Total</b>	<b>6,419.85</b>	<b>6,429.85</b>	<b>-10.00</b>	<b>-0.2%</b>

## 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
<b>Provincially Funded</b>	<b>203.50</b>	<b>213.00</b>	<b>9.50</b>	<b>4.5%</b>
Kindergarten	1,435.00	1,407.00	-28.00	-2.0%
Grades 1-3	1,431.00	1,381.00	-50.00	-3.6%
Grades 4-6	1,448.00	1,475.00	27.00	1.8%
Grades 7-9	1,539.25	1,504.00	-35.25	-2.3%
Grades 10-12	6,056.75	5,980.00	-76.75	-1.3%
<b>Total</b>	<b>6,056.75</b>	<b>5,980.00</b>	<b>-76.75</b>	<b>-1.3%</b>

## Schools - Year to Year Comparison

Configuration	SCHOOL	January 31, 2018			December 31, 2017		
		Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	199.50	198.50	1.00	198.50	1.00	0.5%
K-6	Brentwood Elementary School	338.50	336.00	2.50	336.00	2.50	0.7%
K-9	Carbon School	95.00	95.00	0.00	95.00	0.00	0.0%
K-6	Carseland School	61.50	61.50	0.00	61.50	0.00	0.0%
7-9	Crowther Memorial Jr. High School	555.00	558.00	-3.00	558.00	-3.00	-0.5%
K-9	Dr. Elliott Community School	180.00	180.50	-0.50	180.50	-0.3%	-0.3%
7-12	Drumheller Valley Secondary School	422.00	421.00	1.00	421.00	1.00	0.2%
K-6	Greentree School	371.00	369.50	1.50	369.50	1.50	0.4%
K-12	Prairie Christian Academy School	279.50	278.50	1.00	278.50	1.00	0.4%
10-12	Strathmore High School	584.00	597.00	-13.00	597.00	-13.00	-2.2%
K-12	Three Hills School	438.00	440.50	-2.50	440.50	-2.50	-0.6%
K-9	Trinity Christian Academy	169.00	167.00	2.00	167.00	2.00	1.2%
K-12	Trochu Valley School	257.50	254.50	3.00	254.50	3.00	1.2%
K-6	Westmount School	448.50	448.50	0.00	448.50	0.00	0.0%
K-12	Wheatland Crossing	338.00	339.50	-1.50	339.50	-1.50	-0.4%
K-6	Wheatland Elementary School	351.50	353.00	-1.50	353.00	-1.50	-0.4%
	<b>Totals</b>	<b>5,088.50</b>	<b>5,098.50</b>	<b>-10.00</b>	<b>5,098.50</b>	<b>-10.00</b>	<b>-0.2%</b>
<b>Configuration</b>	<b>SCHOOL</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>% Change</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>% Change</b>
7-9	Anchors II Outreach	10.00	10.00	0.00	10.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	146.75	146.75	0.00	146.75	0.00	0.0%
1-12	NorthStar Academy	390.50	390.50	0.00	390.50	0.00	0.0%
7-12	Strathmore StoreFront	43.00	43.00	0.00	43.00	0.00	0.0%
	<b>Totals</b>	<b>608.25</b>	<b>608.25</b>	<b>0.00</b>	<b>608.25</b>	<b>0.00</b>	<b>0.0%</b>
<b>Configuration</b>	<b>COLONY SCHOOLS</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>% Change</b>	<b>Provincially Funded</b>	<b>Difference</b>	<b>% Change</b>
K-9	Colonies	344.50	344.50	0.00	344.50	0.00	0.0%



## TRANSPORTATION MONITORING REPORT

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

**January 27, 2018**

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### **Background:**

Alberta Education provides funding to school boards to operate or contract transportation systems for K to Grade 12 students.

Annually, administration provides a Transportation Services Monitoring Report (attached) for information.

This report provides opportunity to consider the impact of Policy 18, Transportation Services on the Education of students in the jurisdiction.

A presentation (attached) will be given at the board meeting.

### **Recommendation:**

That the Board of Trustees receives the Transportation Monitoring Report for September 30, 2016 – August 31, 2017 and September 2017 – current, for information and the record.

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

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Bevan Daverne  
Superintendent

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

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Tahra Sabir  
Secretary Treasurer



## ADMINISTRATIVE PROCEDURES

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

February 27, 2018

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### **Background:**

Administrative Procedures are regularly reviewed and new Procedures are drafted to support necessary changes in and administrative best practice. This process of review and development, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system. The following Procedures have been reviewed by appropriate stakeholders and are recommended for implementation:

- AP 218 – *Outreach Programs (amended)*
- AP 219 – *Locally Authorized Courses (new)*
- AP 318 – *Service Dogs in Schools (new)*

All Administrative Procedures are attached for review.

### **Recommendation:**

That the Board of Trustees receives the attached information around the revision of AP 218 *Outreach Programs*, and the new Procedures, AP 219 *Locally Authorized Courses* and AP 318 *Service Dogs in Schools* as information.

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

Bevan Daverne  
Superintendent

**OUTREACH PROGRAMS**

**Background**

The Division believes that it has a responsibility to provide alternatives to regular school programs for those students who may not experience success in a traditional school setting.

**Definition**

An outreach program provides an educational alternative for students who, due to individual circumstances, find that traditional that traditional school settings does not meet their needs. Outreach programs must operate in a standalone school location separated from regular school programs.

**Procedures**

1. Outreach programs shall be run as standalone schools at locations separate from the regular schools.
2. Students may be dually-registered in an outreach program and at another school, depending upon individual circumstances.
3. Student participation in the Outreach Program must meet the following conditions:
  - 3.1 To be eligible for funding in an Outreach Program, students must be 19 years of age or younger on September 30 of the school year in which they are registered.
  - 3.2 Students over the age of 19 may be admitted with principal approval.
  - 3.3 Students attending an Outreach School may be required to meet performance, behavior or attendance criteria as described in a student contract. Adherence to that contract may be conditional to continued enrollment
4. The Outreach programs may provide personal and career counseling, conflict resolution and anger management training, study skills and time management sessions and job site training and/or work experience or other services to promote student success.

Reference: Section 8, 21, 60, School Act  
Outreach Programs Policy 1.1.4  
Outreach Programs Handbook  
Guide to Education: ECS to Grade 12, September 2017

**Appendix:**

The following Outreach Programs have been approved by the Board of Trustees and Alberta Education:

- Drumheller Outreach
- Strathmore Storefront
- Strathmore Anchors Program

## OUTREACH PROGRAMS

### Background

The Division believes that it has a responsibility to provide an alternative to the school program for those students who will likely be more successful than in a traditional school setting.

### Definition

An outreach program provides an educational alternative for students who, due to individual circumstances, find that traditional that traditional school settings does not meet their needs. Outreach programs must operate in a standalone school location separated from regular school programs.

Formatted: None

### Procedures

1. Outreach programs shall be run as standalone schools at locations separate from the regular schools.
2. Students may be dually-registered in an outreach program and at another school, depending upon individual circumstances. Students registered in Outreach programs shall be encouraged to return to regular instruction when that is seen as advisable. Students may be dually registered in an outreach program and at another school, depending upon individual circumstances.
3. Student participation in the Outreach Program must meet the following conditions:
  - 3.1 To be eligible for funding in an Outreach Program, students must be 19 years of age or younger on September 30 of the school year in which they are registered.
  - 3.2 Students over the age of 19 may be admitted with principal approval.
  - 3.3 Students attending an Outreach School may be required to meet performance, behavior or attendance criteria as described in a student contract. Adherence to that contract may be conditional to continued enrollment

~~Student participation in the Outreach program must meet the following conditions:~~

  - 3.1 ~~To be eligible for the Outreach program, students must be under twenty (20) years of age on September 1 of the school year in which they are registered.~~
  - 3.2 ~~Students over the age of twenty (20) may be admitted.~~
  - 3.3 ~~Students in the program are expected to complete a minimum of two courses per semester and maintain satisfactory performance throughout each semester, as assessed by the teacher in charge.~~
  - 3.4 ~~Students are encouraged to return to regular or alternative high school programs when they are ready. Some students, however, may complete their high school programs in the Outreach program.~~

~~3.5 Prospective Outreach program students will be interviewed prior to admittance and only after the application process (Student, Part A and recommending Principal, Part B) is complete.~~

~~3.6 Each student in the Outreach program will develop an attendance schedule with the teacher in charge and will adhere satisfactorily to this agreement as a condition of their continuing enrolment.~~

4. The Outreach programs may provide personal and career counseling, conflict resolution and anger management training, study skills and time management sessions and job site training and/or work experience or other services to promote student success.

Reference: Section 8, 21, 39, 60, 61, School Act  
Outreach Programs Policy 1.1.4  
Outreach Programs Handbook  
[Guide to Education: ECS to Grade 12, September 2017](#)

Appendix:

The following Outreach Programs have been approved by the Board of Trustees and Alberta Education:

- Drumheller Outreach
- ~~Trochu Outreach~~
- Strathmore Storefront
- Strathmore Anchors Program
- ~~Sequoia Outreach~~



## **LOCALLY DEVELOPED COURSES**

### **Background**

Golden Hills School Division supports the local development and authorization of junior and senior high school's complementary courses in order to be responsive to student needs and interests. Golden Hills encourages and supports innovative learning and teaching practices at the local school level in accordance with Alberta Education requirements.

Alberta Education maintains a list and description of currently authorized locally developed courses.

### **Definitions**

Locally Developed Courses are of three types:

1. Courses developed by Golden Hills teachers.
2. Locally Developed Courses Being Acquired from Provincially Authorized List
  - Courses that would be used locally without changes
3. Locally Developed Courses Being Adapted from Provincially Authorized List
  - Courses that would be used locally with changes

### **Procedures**

#### **1. Courses developed by Golden Hills teachers**

- 1.1 Superintendent approval must be granted to begin process of local course development.
- 1.2 Locally developed Junior High School course drafts must be submitted to the Superintendent for authorization. Completed courses must be approved by Golden Hills Board of Trustees prior to implementation. No Provincial approval is required.
- 1.3 Locally developed High School course drafts must be submitted to the Superintendent for Alberta Education authorization. Approval process with Alberta Education may take from 6 to 18 months.  
  
Once approved by Alberta Education the application of the locally developed course shall be submitted to the Superintendent anytime up to May 1<sup>st</sup> for semester one implementation or anytime up to November 1<sup>st</sup> for semester two implementation for final Board of Trustees approval.

#### **2. Locally Developed Courses Being Acquired from the Provincially Authorized List**

- 2.1 The Principal shall apply to the Superintendent for Board of Trustees approval to acquire locally developed courses. The application must occur prior to May 1<sup>st</sup> for semester one courses and November 1<sup>st</sup> for semester two courses.
- 2.2 In all cases, course outlines and learning outcomes must be aligned with the original authorized course.

**3. Locally Developed Courses Being Adapted from Provincially Authorized List**

- 3.1 The Principal shall request permission from the Superintendent to start the process to adapt a locally developed course.
  - 3.2 The Superintendent shall request permission from Alberta Education to adapt an existing locally developed course.
  - 3.3 Once permission has been received from Alberta Education the school can complete the adapted locally developed course draft.
  - 3.4 The newly adapted locally developed course draft must be submitted to the Superintendent for Alberta Education authorization. Approval process with Alberta Education may take from 6 to 18 months.
  - 3.5 Once approved by Alberta Education, the Principal must apply to the Superintendent for final Board of Trustees approval. The application must occur prior to May 1<sup>st</sup> for semester one courses and November 1<sup>st</sup> for semester two courses.
4. Renewals of locally developed/acquired and provincially authorized courses are done in compliance with Alberta Education requirements.

Reference: Section 39, 60 School Act  
Guide to Education  
<https://education.alberta.ca/locally-developed-courses-ldcs/locally-developed-courses/> Alberta Education

## LOCALLY DEVELOPED COURSES

### Background

Golden Hills School Division supports the local development and authorization of junior and senior high school's complementary courses in order to be responsive to student needs and interests. Golden Hills encourages and supports innovative learning and teaching practices at the local school level in accordance with Alberta Education requirements.

Alberta Education maintains a list and description of currently authorized locally developed courses.

Golden Hills School Division supports the local development and authorization of junior high school and senior high school complementary courses in order to be responsive to student needs and interests, as well as encourage and support innovative learning and teaching practices at the local school level in accordance with Alberta Education requirements.

### Definitions

Locally Developed Courses are of three types:

1. Courses developed by Golden Hills teachers.
2. Locally Developed Courses Being Acquired from Provincially Authorized List
  - Courses that would be used locally without changes
3. Locally Developed Courses Being Adapted from Provincially Authorized List
  - Courses that would be used locally with changes

Locally Developed Courses are of three types:

1. Courses developed by Golden Hills teachers subject to provincial and board approval.
2. Courses developed in other school districts authorized by the province to be acquired as is subject to provincial and board approval.
3. Courses developed in other school districts authorized by the province to be adapted, subject to provincial and board approval.

### Procedures

#### 1. Courses developed by Golden Hills teachers

- 1.1 Superintendent approval must be granted to begin process of local course development.
- 1.2 Locally developed Junior High School course drafts must be submitted to the Superintendent for authorization. Completed courses must be approved by Golden Hills Board of Trustees prior to implementation. No Provincial approval is required.
- 1.3 Locally developed High School course drafts must be submitted to the Superintendent for Alberta Education authorization. Approval process with Alberta Education may take from 6 to 18 months.

Once approved by Alberta Education the application of the locally developed course shall be submitted to the Superintendent anytime up to May 1<sup>st</sup> for semester one implementation or anytime up to November 1<sup>st</sup> for semester two implementation for final Board of Trustees approval.

## **2. Locally Developed Courses Being Acquired from the Provincially Authorized List**

- 2.1 The Principal shall apply to the Superintendent for Board of Trustees approval to acquire locally developed courses. The application must occur prior to May 1<sup>st</sup> for semester one courses and November 1<sup>st</sup> for semester two courses.
- 2.2 In all cases, course outlines and learning outcomes must be aligned with the original authorized course.

## **3. Locally Developed Courses Being Adapted from Provincially Authorized List**

- 3.1 The Principal shall request permission from the Superintendent to start the process to adapt a locally developed course.
  - 3.2 The Superintendent shall request permission from Alberta Education to adapt an existing locally developed course.
  - 3.3 Once permission has been received from Alberta Education the school can complete the adapted locally developed course draft.
  - 3.4 The newly adapted locally developed course draft must be submitted to the Superintendent for Alberta Education authorization. Approval process with Alberta Education may take from 6 to 18 months.
  - 3.5 Once approved by Alberta Education, the Principal must apply to the Superintendent for final Board of Trustees approval. The application must occur prior to May 1<sup>st</sup> for semester one courses and November 1<sup>st</sup> for semester two courses.
4. Renewals of locally developed/acquired and provincially authorized courses are done in compliance with Alberta Education requirements.

- 1. Approval of locally developed/acquired and provincially authorized courses shall be by board motion.

## **~~2. Local Courses Developed in Golden Hills~~**

- ~~2.1 Request Superintendent approval to begin process of local course development.~~
- ~~2.2 Send locally developed course to division office for submission to Alberta Education for authorization anytime up to March 1<sup>st</sup> for semester one implementation or anytime up to September 1<sup>st</sup> for semester two implementation. \*~~
- ~~2.3 Once approved by Alberta Education the application of the locally developed course shall be submitted to the Superintendent anytime up to May 1<sup>st</sup> for semester one implementation or anytime up to November 1<sup>st</sup> for semester two implementation for board approval.~~
- ~~2.4 Submission deadline does not guarantee approval by Alberta Education.~~

~~\*Junior High locally developed courses are developed and approved at the school authority level.~~

## **~~3. Locally Developed Courses Being Acquired from Provincially Authorized List~~**

- ~~3.1 Application for board approval of acquiring locally developed provincially authorized courses shall be submitted to the Superintendent anytime up to May 1<sup>st</sup> for semester one and November 1<sup>st</sup> for semester two.~~
- ~~3.2 In all cases, course outlines and learning outcomes must be aligned with the original authorized course.~~

## **~~4. Locally Developed Courses Being Adapted from Provincially Authorized List~~**

- ~~4.1 Request division office to notify Alberta Education about adapting a previous locally developed course.~~

- ~~4.2 — Receive approval from original school division to adapt the course.~~
- ~~4.3 — Adapt the locally develop course.~~
- ~~4.4 — Send adapted locally developed course to division office for submission to Alberta Education for authorization anytime up to March 1<sup>st</sup> for Semester one implementation or anytime up to September 1<sup>st</sup> for semester two implementation.~~
- ~~4.5 — Once approved by Alberta Education, the application for adapting existing locally developed provincially authorized courses shall be submitted to the Superintendent anytime up to May 1<sup>st</sup> for semester one and November 1<sup>st</sup> for semester two for board approval.~~
- ~~4.6 — Submission deadline does not guarantee approval by Alberta education.~~
- ~~5. — Renewals of locally developed/acquired and provincially authorized courses are done in compliance with Alberta Education requirements.~~

Reference: Section 39, 60 School Act  
Guide to Education  
<https://education.alberta.ca/locally-developed-courses-ldcs/locally-developed-courses/> Alberta Education

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## **SERVICE DOGS IN SCHOOLS**

### **Background**

The Division recognizes the diverse needs and unique accommodations students may require to enhance their learning. These accommodations, linked to the student's Individualized Program Plan (IPP), may include the use of a Service Dog. Service Dogs are working animals allowed full public access in Alberta and are trained to meet the specific needs of students with whom they have been partnered.

### **Procedures**

1. The Parent/Guardian shall:
  - 1.1 Provide a letter to the school indicating the student has been approved for a Service Dog and an indication of the supports that will be provided.
  - 1.2 Provide a letter from a physician or psychologist confirming the diagnosis of a recognized special need including a recommendation for a service dog.
  - 1.3 Ensure the Service Dog meets qualifications under the [Alberta Service Dogs Qualifications Regulations](#).
  - 1.4 Provide a copy of the [Service Dog Identification Card](#) to be placed in the cumulative file.
  - 1.5 Provide evidence of adequate insurance of \$2,000,000.00 for general liability.
  - 1.6 Work collaboratively with the Principal, school staff and Division to ensure successful integration and ongoing support for the student and Service Dog.
  - 1.7 Assume all financial obligations regarding the use and care and training of the Service Dog including special accommodations to the building.
  - 1.8 Provide the school with yearly documentation regarding vaccinations and health of the Service Dog.
  
2. The Principal shall:
  - 2.1 Review the AP for Service Dogs in Schools with Parents/Guardians who have made the request.
  - 2.2 Inform the Superintendent or designate of the written request for a Service Dog prior to arranging a meeting with parents.
  - 2.3 Review the student's Individualized Program Plan with consultants and school staff to ensure that a Service Dog is consistent with the needs outlined in the IPP.
  - 2.4 Meet with Parents/Guardians to discuss the requirements and the potential transition of the Service Dog, including entry dates into the school setting to ensure a safe and caring school environment for all students.
  - 2.5 Inform and educate appropriate stakeholders that a Service Dog will be working in the school to elicit information regarding possible issues such as allergies, phobias or anxiety.

- 2.6 Explore concerns including interference with the delivery of educational programs, classroom routines, hallways transitions and liaise with stakeholders to resolve specific issues that may arise.
3. The Principal, the Parent/Guardian(s), the Teacher and school based team will work collaboratively to create a transition plan to integrate the Service Dog into the school community. The transition plan will include:
  - 3.1 Establish an appropriate space and plan for the removal and disposal of waste.
  - 3.2 Establish guidelines for staff, students and general public regarding the Service Dog.
  - 3.3 Identify necessary changes to routines, procedures or programming needs including preparation of the school environment to ensure the safety of all students.
  - 3.4 In the case of conflicting students' needs the principal will first attempt to consider alternatives to schedules and routes etc. If no such accommodation exists, the conflicting needs will be assessed and a decision will be made which imposes the least hardship on the school and affected individuals.
  - 3.5 Notify the transportation department as required.
  - 3.6 Arrange for visible signage outside of the school to alert visitors of the Service Dog.
  - 3.7 Revise emergency procedures as necessary. Inform the fire department of the presence of a Service Dog.

Reference:

[Alberta Service Dog Qualification Regulation](#)  
[Service Dogs Act \(2017\)](#)  
[Section 45, School Act](#)