



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, June 19, 2018

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

AGENDA

1. **Attendance**
2. **Call to Order**
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 (2018/05/29)**
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. **Locally Developed Acquired Courses**
 - 8.2. **Information Items**
 - 8.2.1. **Monthly Enrolment Monitoring Report (May 2018)**

J. Grimsdale

T. Sabir

- 8.2.2. **Interim Three Year Education Plan for 2018-2021**
- 8.2.3. **Third Quarter Financial Report (Mar/Apr/May 2018)**
- 8.2.4. **Administrative Designations**

B. Daverne
T. Sabir
W. Miskiman

9. **ADJOURNMENT**

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, May 29, 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

f) Deputy Superintendent

- Dr. Kandace Jordan

g) Secretary - Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

e) Associate Superintendent

- Wes Miskiman

Call to Order

Chair Huntley called the meeting to order at 9:31 a.m.

Acknowledgment

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

In Camera

Resolution #BD20180529.1001

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

Carried

Resolution #BD20180529.1002

MOVED by Trustee Bolin that the Board of Trustees rise from In Camera at 11:15 a.m.

Carried

Approval Of Agenda

Resolution #BD20180529.1003

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

Carried

Presentation of Minutes

Resolution #BD20180529.1004

MOVED by Trustee Northcott that the Board of Trustees approve Regular Minutes of April 24, 2018 as presented.

Carried

Resolution #BD20180529.1005

MOVED by Trustee Pirie that the Board of Trustees approve the Special Minutes of May 3, 2018 as presented.

Carried

Chair's Report

(REPORTS)

Chair Huntley reported on the following topics:

- Policy Review Committee meeting - on going process, will re-visit in the fall.
- Discussed conference call with Board Chairs that was held May 13, 2018.
- Discussed conference call with Mary Martin, President and Suzanne Polkosnik, CEO of Alberta School Boards Association that was held May 22, 2018.
- Discussed Alberta School Boards Association (ASBA) media coverage.
- Chair Huntley will continue to forward all Messenger Group email correspondence to Board of Trustees.
 - Public School Trustee Group
 - Conference Call Group
- Alberta School Boards Association (ASBA) call for input on Trustee Code of Conduct Questionnaire, one response per Board - due Friday, June 22, 2018.

Board Committees

(REPORTS)

No information to report on at this time

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 on the following topics:

- HR Update:
 - Long Service Awards - Wednesday, May 30, 2018 at Travelodge 5:30pm.
 - Special Retiree recognition - Barrie Vickery, 45 years as Bus Driver.
- New Administration announcements:
 - Shelly Friesen - Greentree Elementary School
 - LaToya Bartlett - Casreland Elementray School
 - Dana Yamen - Drumheller Valley Secondary School

- Discussed the process of having a Nutritional Program implemented at the Carseland Elementary School.
- Alberta Teachers Association (ATA) Pre-Retirement Workshops were held at Golden Hills Division Office on May 2, 2018 and May 9, 2018.
- Staffing placements should be complete by mid June.

Deputy Superintendent Jordan presented information on the following topics:

- Discussed the hiring of Teachers, should be complete soon.
- Golden Hills School Division Graduations are on:
 - Acme School - May 12, 2018
 - Three Hills School - May 19, 2018
 - Strathmore Storefront/Learning Academy - May 25, 2018
 - Drumheller Valley Secondary School/Outreach - May 26, 2018
 - Strathmore High School - May 26, 2018
 - NorthStar Academy - May 26, 2108
 - Trochu Valley School - May 26, 2018
 - Wheatland Crossing - June 1, 2018
 - Prairie Christian Academy - June 28, 2018

Superintendent Daverne presented information on the following topics:

- George Freeman School:
 - Sending out registration reminders to parents of Strathmore, in regards to registering students in the new school.
 - Tour date - Tuesday, June 19, 2018 after Board meeting.
 - Construction on the school is progressing at a steady pace.
- Realtor Open House being held to market schools in the Strathmore area. This will be held at Division Office on Tuesday, June 5, 2018 from 2:00-3:00 pm. An invitation has been extended to the Mayor of Strathmore, Pat Fule, to attend this event.

Secretary Treasurer Sabir presented information on the following information:

- Facilities update on the construction of George Freeman School and Recreation Facility - insulation, boiler system in the mechanical room and school gymnasium - washrooms have been installed. Contractors are working six days a week.

Renaming of Brentwood Elementary School
(Action Items)

Resolution #BD20180529.1006

MOVED by Trustee Mertz that the Board of Trustees considers the recommendation of the addition of school in the French language, Ecole, to Brentwood Elementary School - resulting in Ecole Brentwood Elementary School.

Carried

Renaming of Northstar Academy Canada
(Action Items)

Resolution #BD20180529.1007

MOVED by Trustee Pirie that the Board of Trustees considers the renaming of NorthStar Academy Canada to NorthStar Academy.

Carried

Naming of Midwest Colony School
(Action Items)

Resolution #BD20180529.1008

MOVED by Trustee Northcott that the Board of Trustees considers naming the Midwest Colony School to Country Hills School.

Carried

Field Trip Studies Excursion - Three Hills School - Indianapolis
(Action Items)

Resolution #BD20180529.1009

MOVED by Trustee Kletke that the Board of Trustees approves the proposed high school field studies/excursion for Three Hills School for Indianapolis, IN, USA departing July 22 and returning July 26, 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 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

Calendar 2019/2020
(Action Items)

Resolution #BD20180529.1010

MOVED by Trustee Bolin that the Board of Trustees approves the proposed 2019/2020 School Year Calendar as a pilot for the school year.

Carried

Central Bow Valley School - Property Transfer
(Action Items)

Resolution #BD20180529.1011

MOVED by Trustee Kletke that the Board of Trustees acknowledge receipt of the request from Wheatland County to purchase Central Bow Valley School and directs administration to gather further information with Wheatland County on the sale of the property as per Policy 20 - Disposition of Property and processes as per the School Act and Regulations (Disposal of Property Regulations AR 181/2020).

Carried

Resolution #BD20180529.1012

MOVED by Trustee Northcott that the Board of Trustees considers a request for Ministerial approval for the transfer of ownership for Central Bow Valley School.

Carried

BREAK

Recessed at 12:10 p.m.

Reconvene at 12:20 p.m.

Budget Submission 2018-2019
(Action Items)

Resolution #BD20180529.1013

MOVED by Trustee Northcott that the Board of Trustees approves the 2018/2019 budget for submission to Alberta Education, subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education.

Carried

Resolution #BD20180529.1014

MOVED by Trustee Pirie that the Board of Trustees approves use of restricted reserves to sustain staffing positions and other initiatives.

Carried

Resolution #BD20180529.1015

MOVED by Trustee Bolin that the Board of Trustees approves the use of unrestricted reserves to maintain the safety of students and continue to maintain the School Facilities.

Carried

Resolution #BD20180529.1016

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

Carried

Monthly Enrolment Monitoring Report (April 2018)
(Information Items)

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for April 2018.

Global Connections Certificate

(Information Items)

Deputy Superintendent Jordan presented information on the new Global Connections Certificate program that will be implemented in all Golden Hills Schools. The certificate encourages and recognizes student development and commitment to cultural awareness, global citizenship and sustainability competencies.

Interim Three Year Education Plan for 2018-2021

(Information Items)

Superintendent Daverne presented the Interim Education Plan as described as the "Report to the Community" for information and for review.

ADJOURNMENT

Resolution #BD20180529.1017

MOVED by Trustee Kletke that the Board of Trustees adjourn at 1:10 p.m.

Carried

Chair

Secretary Treasurer

Draft



LOCALLY DEVELOPED/ACQUIRED COURSES

“Inspiring confident, caring citizens of the world”

June 19, 2018

Background:

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

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

<i>Arabic Language and Culture-12Y 15 (5 credits only)</i>	Acquired from Northern Lights School Division No. 69	September 1, 2018 until August 31, 2022
<i>Chemistry (Advanced) (2018) 35 (3 credits only)</i>	Acquired from Calgary School District No. 19	September 1, 2018 until August 31, 2022
<i>Competencies in Math 15 (5 credits only)</i>	Acquired from Red Deer Public School District No. 104	September 1, 2018 until August 31, 2022
<i>Forensic Studies 25/35 (3 credits only)</i>	Acquired from Edmonton School District No. 7	September 1, 2018 until August 31, 2022
<i>Intercultural Studies (2018) 15 (3 credits only)</i>	Acquired from Calgary School District No. 19	September 1, 2018 until August 31, 2022
<i>Learning Strategies (2018) 15/25/35 (3 or 5 credits)</i>	Acquired from Calgary Roman Catholic Separate School District No. 1	September 1, 2018 until August 31, 2022
<i>Psychology – Abnormal 35 (3 credits only)</i>	Acquired from Pembina Hills Regional Division No. 7	September 1, 2018 until August 31, 2022
<i>Speech and Debate 15 (3 credits)</i>	Acquired from Edmonton School District No. 7	September 1, 2018 until August 31, 2022
<i>Technical Theatre 15/25/35 (3 or 5 credits)</i>	Acquired from Calgary School District No. 19	September 1, 2018 until August 31, 2022

A locally developed course will have a phased-out withdrawal resulting in a modified authorization of end dates and is being submitted for the Board’s consideration.

<i>Advanced Dance 25 (3 or 5 credits)</i>	Acquired from Lethbridge School District No. 51	September 1, 2018 until August 31, 2019
<i>Advanced Dance 35 (3 or 5 credits)</i>	Acquired from Lethbridge School District No. 51	September 1, 2018 until August 31, 2020

A locally developed course has been approved for a one-year extension and is being submitted for the Board’s consideration.

<i>Portfolio Art 35 (3 or 5 credits)</i>	Acquired from Edmonton Catholic Separate School District No. 7	September 1, 2014 until August 31, 2019
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Recommendation:

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



Bevan Daverne
Superintendent



Jeff Grimsdale
Director of Learning



ENROLMENT BACKGROUNDER

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

June 19, 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.

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary Treasurer

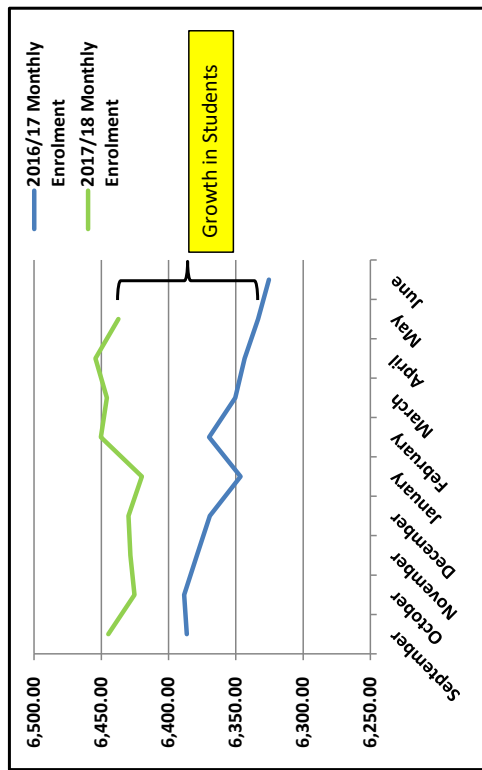
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

April 30, 2018 & May 31, 2018

	30-May-18 Enrolment	30-Apr-18 Enrolment	Difference	% Change
Funded Total Enrolment	6,058.75	6,075.75	-17.00	-0.28%
Provincially Funded Students	156.00	156.00	0.00	0.0%
Siksika Students	222.60	222.60	0.00	0.0%
International Students	222.60	222.60	0.00	0.0%
Total	6,437.35	6,454.35	-17.00	-0.3%

Last Year Monthly Enrolment & Comparison to September 2017



Schools - Year to Year Comparison

Configuration	SCHOOL	May 31, 2018			April 30, 2018		
		Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	197.00	197.00	0.00	197.00	0.00	0.0%
K-6	Brentwood Elementary School	339.50	339.50	5.50	339.50	5.50	1.6%
K-9	Carbon School	86.50	86.50	0.00	86.50	0.00	0.0%
K-6	Carseland School	60.50	60.50	-4.00	64.50	-4.00	-6.2%
7-9	Crowther Memorial Jr. High School	548.00	548.00	-1.00	549.00	-1.00	-0.2%
K-9	Dr. Elliott Community School	184.00	184.00	3.50	180.50	3.50	1.9%
7-12	Drumheller Valley Secondary School	430.00	430.00	-2.00	430.00	-2.00	-0.5%
K-6	Greentree School	366.00	366.00	-1.00	366.00	-1.00	-0.3%
K-12	Prairie Christian Academy School	284.00	284.00	-1.00	284.00	-1.00	-0.4%
10-12	Strathmore High School	589.00	589.00	-7.00	589.00	-7.00	-1.2%
K-12	Three Hills School	444.50	444.50	0.00	444.50	0.00	0.0%
K-9	Trinity Christian Academy	173.00	173.00	-5.50	178.50	-5.50	-3.1%
K-12	Trochu Valley School	260.50	260.50	-1.50	260.50	-1.50	-0.6%
K-6	Westmount School	455.50	455.50	-0.50	455.50	-0.50	-0.1%
K-12	Wheatland Crossing	343.00	343.00	-2.00	343.00	-2.00	-0.6%
K-6	Wheatland Elementary School	355.00	355.00	-0.50	355.00	-0.50	-0.1%
Totals		5,106.00	5,123.00	-17.00	5,123.00	-17.00	-0.3%
Configuration	SCHOOL	May 31, 2018			April 30, 2018		
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%
Totals		608.25	608.25	0.00	608.25	0.00	0.0%
Configuration	COLONY SCHOOLS	May 31, 2018			April 30, 2018		
K-9	Colonies	344.50	344.50	0.00	344.50	0.00	0.0%



INTERIM EDUCATION PLAN AND REPORT TO THE COMMUNITY

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

June 19, 2018

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

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



In response to budget dialogues between Alberta Education and the various school authorities, the planning and reporting requirements were streamlined. While boards must have an updated Education Plan in place before the start of the school year, the Three Year Education Plan (3YEP) and Annual Education Results Report (AERR) may be combined into a single document which is due annually on

November 30. Changes between the preliminary and final document consider the fall report on the previous year's provincial achievement test and diploma examination results as well as any budget updates.

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

Recommendation:

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

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

Bevan Daverne
Superintendent of Schools



THIRD QUARTERLY FINANCIAL REPORT

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

June 19, 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.

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



3rd Quarterly Report – draft V1.4

September 2017 – May 2018

Prepared by the Finance Department for the June 19, 2018 Board Meeting

Purpose of Quarterly Report

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

I Context

The third quarterly financial report lists revenues and expenditures recorded to **May 31, 2018**, which represent the first **nine** months of the fiscal year. The number of months expended in the 3rd quarter are nine (9); therefore the normal benchmark for comparison is 75% (9/12 months) or 90% (9/10 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 - May 31, 2018							
	Initial 2017/18 Annual Budget submitted June 20, 2017	Revised 2017/18 Annual Budget submitted Nov 30, 2017	Prorated Budget for Q3	YTD Actuals 2017/2018 -Q3	YTD Budget Variance-Q3	% Budget Rec'd/Used	Management Benchmark %
Revenues							
Alberta Education	69,507,360	70,428,981	52,821,736	51,706,167	(1,115,568)	73%	75%
Federal Government and/or First Nations	1,404,765	1,537,565	1,153,174	1,297,497	144,323	84%	75%
Alberta Municipalities	70,000	40,000	30,000	47,200	17,200	118%	100%
Fees	6,723,772	6,166,504	4,624,878	6,739,957	2,115,079	109%	100%
Other Revenues	1,321,500	3,372,761	2,529,571	3,844,059	1,314,488	114%	95%
Amortization	3,513,950	3,650,000	2,737,500	2,878,141	140,641	79%	75%
Total Revenues	82,541,347	85,195,811	63,896,858	66,513,021	2,616,163	78%	78%
EXPENSES							
Certificated Salaries and Benefits	46,046,673	47,164,507	35,373,380	34,630,022	743,358	73%	75%
Non-Certificated Salaries and Benefits	14,356,609	15,375,526	11,531,645	12,378,575	(846,931)	81%	80%
Sub-Total	60,403,282	62,540,033	46,905,025	47,008,598	(103,573)	75%	76%
Supplies and Services	18,075,016	18,339,388	13,754,541	15,262,681	(1,508,140)	83%	80%
Amortization	5,124,269	5,298,333	3,973,750	3,957,177	16,572	75%	75%
Interest Charges	70,000	70,000	52,500	61,362	(8,862)	88%	75%
Total Expenses	83,672,567	86,247,754	64,685,816	66,289,818	(1,604,003)	77%	77%
Surplus/(Deficit)	(1,131,220)	(1,051,943)	(788,957)	223,203			
POSITIVE/(NEGATIVE) BUDGET VARIANCE					1,012,160		

Notes: Overall, a surplus of \$223K for the third quarter is well below the projected deficit budget planned for the 2017-18 fiscal year.

B. Notes on Comparison to Budget – Revenues

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** which is not included in the overall revenues.

- The overall **\$223K** year-to-date excess of revenues over expenses is, in part, the result of the following:
- Timing of revenue from Alberta Education is normally disbursed on a monthly basis. Exceptions to this are those payments which are received either annually, bi-annually or as a one-time-payment:

Alberta Education non-monthly Grant Revenues Received in Q3		
Name of Grant	Amount Received	% of Grant Received
Building Collaboration/Capacity in Education	\$ 53,265	100%
Innovation in First Nations Educatin (IFNE)	\$ 89,358	100%
Regional Collaborative Service Delivery	\$ 880,721	100%
School Nutrition Program	\$ 140,927	100%
Supernet grant	\$ 241,600	100%
Family School Resource Counseling	\$ 163,980	75%

Total **\$ 1,569,851**

- Revenues from Alberta Education have contributed to the overall revenue variance by \$353K (1,570K less a 9-month calculated equivalent of 1,217K), primarily due to certain grants being received in lump amounts covering more than 9 months of revenues.
- Included in the Third Quarters’ operations are the following:

SGF Revenues	\$3,435,473
SGF Expenses	<u>-\$3,158,075</u>
Under expended	\$ 277,398

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 3rd quarter were **\$34,630,022** (73% of a \$46.1M budget) which is less than what the budget would permit by the 3rd quarter primarily because benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff 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 3rd quarter were **\$12,378,575** (81% 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 -\$846K will be monitored over the next quarter; however, because of the decreased payroll costs over the summer months, we anticipate this variance to significantly reduce by year-end.

Supplies and Services

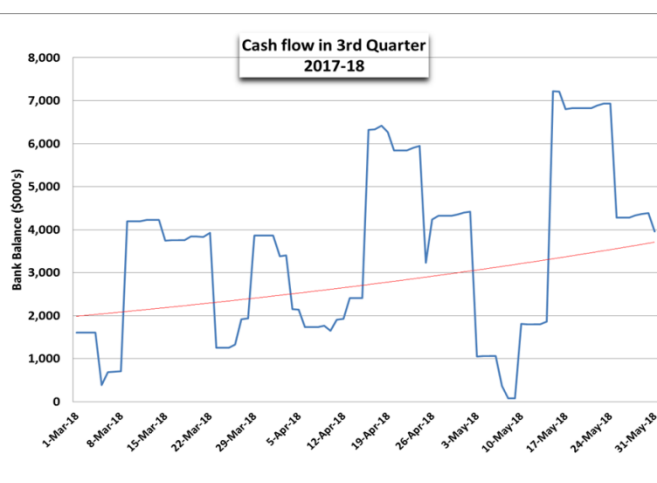
Supplies and services year-to-date are **\$15,390,394** (84% of \$18.3M budget). Because many of these costs occur over a 10-month school year and not the 12-month fiscal year, this results in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to carefully monitor their budgets throughout the year to ensure they stay within their spending limits.

- Overall, the spend % of supply costs year-to-date at May 31st is comparable to prior years. 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 May 31, 2018:

Statement of Cash Flow	
Grants/Fees	6,856,000.00
Account Receivable	375,000.00
Total Cash In	7,231,000.00
Accounts Payable	2,950,000.00
Payroll	4,025,000.00
Total Cash Out	6,975,000.00



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 May 31, 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 May 31st, Canaccord Genuity held \$3.0M in GIC's and Raymond James \$1.5M with maturing dates ranging from June 25' 2018 to February 26' 2019, earning yields ranging from 1.75%-2.10%.

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. 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 – May 31, 2018

A.

GOLDEN HILLS SCHOOL DIVISION #75									
Revenue and Expenses by Envelope									
From September 1, 2017 - May 31, 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		42,961,953.64	3,713,635.13	2,770,059.93	2,105,912.63	0.00	51,551,561.33	73%	75%
OTHER - GOVERNMENT OF ALBERTA		304,907.00	0.00	0.00	0.00	0.00	304,907.00	25%	75%
FEDERAL GOV'T AND/OR FIRST NATIONS		1,109,997.18	187,499.98	0.00	0.00	0.00	1,297,497.16	84%	75%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		47,200.00	0.00	0.00	0.00	0.00	47,200.00	118%	100%
ADULT/ALTERNATIVE FEES		62,050.00		0.00	0.00	0.00	62,050.00	109%	95%
FEES	974,438.34	0.00				5,553,167.11	6,527,605.45	108%	75%
FUNDRAISING REVENUES -SGF	349,266.68						349,266.68	54%	75%
OTHER SALES AND SERVICES	2,078,274.25	1,369,651.29	1,267.00	75,770.04	84.45	(1,063,391.15)	2,461,655.88	197%	90%
INVESTMENT INCOME		0.00		0.00	95,289.29	0.00	95,289.29	100%	75%
GIFTS AND DONATIONS -SGF	33,493.40	107,182.90	0.00	0.00	0.00	0.00	140,676.30	33%	75%
RENTAL OF FACILITIES		2,427.66	104,852.29	0.00	0.00	22,000.00	129,279.95	121%	75%
OTHER REVENUES		121,044.60	521,016.89	24,486.96	1,342.57	0.00	667,891.02	112%	90%
AMORTIZATION OF CAPITAL ALLOCATIONS		140,692.50	2,737,448.25	0.00	0.00	0.00	2,878,140.75	79%	75%
TOTAL REVENUES	3,435,472.67	46,227,106.77	7,265,719.54	2,870,316.93	2,202,628.94	4,511,775.96	66,513,020.81	78%	77%
EXPENDITURES									
CERTIFICATED SALARIES		27,671,526.86	0.00	0.00	294,465.06	275,951.45	28,241,943.37	73%	75%
CERTIFICATED BENEFITS		6,283,591.42	0.00	0.00	72,054.44	32,433.20	6,388,079.06	75%	75%
NON-CERTIFICATED SALARIES & WAGES		5,885,609.38	1,386,105.38	1,409,417.83	869,386.67	426,205.89	9,976,725.15	82%	80%
NON-CERTIFICATED BENEFITS		1,620,035.59	350,719.41	145,896.26	197,405.63	87,793.18	2,401,850.07	74%	80%
SERVICE, CONTRACTS AND SUPPLIES	3,158,074.87	3,969,428.88	2,958,707.12	1,234,253.31	631,826.27	3,310,391.00	15,262,681.45	83%	80%
AMORTIZATION		277,742.77	2,926,547.17	575,623.79	64,110.62	113,153.08	3,957,177.43	75%	75%
INTEREST CHARGES		1,107.00	0.00	0.00	18,000.00	42,254.66	61,361.66	88%	75%
TOTAL EXPENSES	3,158,074.87	45,709,041.90	7,622,079.08	3,365,191.19	2,147,248.69	4,288,182.46	66,289,818.19	77%	77%
POSITIVE/-NEGATIVE VARIANCE TO DATE	277,397.80	518,064.87	(356,359.54)	(494,874.26)	55,380.25	223,593.50	223,202.62		
ECS -Grade 12 labor cost analysis									
	2016-17 Q3	2017-18 Q3	change						
CERTIFICATED SALARIES	27,987,256	27,671,527	-315,729	-1.1%					
CERTIFICATED BENEFITS	5,950,095	6,283,591	333,497	5.6%					
NON-CERTIFICATED SALARIES & WAGES	5,826,970	5,885,609	58,640	1.0%					
NON-CERTIFICATED BENEFITS	1,617,319	1,620,036	2,716	0.2%					
	41,381,640	41,460,763	79,123	0.2%					

B. ANALYSIS OF REVENUE/EXPENSES BY ENVELOPE

1. Instruction

- A surplus variance within the Instruction envelope occurred primarily because of the timing of certain grants which 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 May 31, 2018 is as follows:

Invoiced	Collected –prior years	Waived
\$ 0	\$ 4,050	\$ 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 \$59,374 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. Amounts requiring collection have lessened with the introduction of KEV as roughly 65% of parents are utilizing the payment-on-line option for school fees.

2. Plant Operations and Maintenance (PO&M)

Note: not included are revenues from the ALAIRE dissolution and its 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 - May 2018					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2017/2018	Yr 2017/2018	Remaining	Used	Benchmark %
Alberta Education	6,796,567	3,713,635	3,082,932	55%	75%
Other Revenues	560,917	814,636	-253,719	145%	75%
Amortization	3,650,000	2,737,448	912,552	75%	75%
Total Revenues	11,007,484	7,265,720	3,741,764	66%	75%
EXPENSES					
Non-Certificated Salaries and Benefits	2,293,984	1,736,825	557,159	76%	75%
Sub-Total	2,293,984	1,736,825	557,159	76%	75%
Supplies and Services	5,083,819	2,958,707	2,125,112	58%	75%
Amortization	3,898,478	2,926,547	971,931	75%	75%
Total Expenses	11,276,281	7,622,079	3,654,202	68%	75%
POSITIVE/(NEGATIVE) VARIANCE	-268,797	-356,360			
ALAIRE dissolution asset distribution (\$457,377) not included.					
YTD Actuals breakdown	YTD @ May 31, 2018	Prior YTD @ May 31, 2017	\$ increase (decrease) over Prior Year	% increase (decrease)	
NON-CERTIFICATED SALARIES & WAGES	1,386,105	1,626,810	(240,705)	-15%	
NON-CERTIFICATED BENEFITS	350,719	430,877	(80,158)	-19%	
TOTAL LABOUR EXPENSE	1,736,825	2,057,687	(320,862)	-16%	
SERVICE, CONTRACTS AND SUPPLIES	2,958,707	2,698,114	260,593	10%	
INTEREST CHARGES	-	-	0		
AMORTIZATION	2,926,547	2,418,423	508,124	21%	
TOTAL SERVICE & SUPPLIES	5,885,254	5,116,537	768,717	15%	
TOTAL EXPENSES	7,622,079	7,174,224	447,855	6%	

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 - May 31, 2018					
Revenues	Total 2017-18 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,748,655	2,770,060	978,595	73.9%	75.0%
Other Revenues	70,000	100,257	(30,257)	143.2%	75.0%
Total Revenues	3,818,655	2,870,317	948,338	75.2%	75.0%
EXPENSES					
Non-Certificated Salaries and Benefits	1,860,610	1,555,314	305,296	83.6%	80.0%
Sub-Total	1,860,610	1,555,314	305,296	83.6%	80.0%
Services and Supplies	1,394,203	1,234,253	159,950	88.5%	80.0%
Amortization	789,874	575,624	214,250	72.9%	75.0%
Total Expenses	4,044,687	3,365,191	679,496	83.2%	78.0%
POSITIVE/(NEGATIVE) VARIANCE	(226,032)	(494,874)			
Variations in Services and Supplies					
	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	210,000.00	87,605.28	42%	85%	
Fuel	650,000.00	570,808.22	88%	85%	
Other supplies	534,203.00	575,839.50	108%	85%	
Total	1,394,203.00	1,234,253.00	89%	85%	

- a. For the 3rd quarter, a negative YTD variance of **-\$495K** 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 come close to meeting its budget target by year-end.

4. Board and System Administration

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

System administration currently has a positive variance of **\$55K** for the third quarter. This is not enveloped funding, rather systems are permitted to spend to a maximum of 3.6% of their expenditures, where the total net enrolment of students is over 6,000. Amounts spent over the limit may be subject to claw back. In effect, the formula has a built in mechanism for reducing Board and System Administration when overall expenses decrease. As system expenditures decrease, the formula for Board and System Administration automatically decrease. Historically, this envelope has been 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 MAY 31, 2018						
		ANNUAL	YTD	BUDGET	%	
Expense		BUDGET	ACTUALS	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	122,398.61	3,801.39	97%	
Trustee Travel & Supplies		46,000.00	64,380.61	- 18,380.61	140%	
TOTAL EXPENSES		\$ 172,200.00	\$ 186,779.22	-\$ 14,579.22	108%	

- 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 third quarter, External Services has a positive variance of **\$224K**.

External Services includes International Services, joint use agreements and external contract service agreements. Included within this 9-month period is the full recognition of **\$5,703,468** of Deferred Revenues - ISS tuition fee revenues, from which **\$1,296,042** was transferred over from External Services to the Instruction envelope, as *"Other Sales and Services"*, to cover the cost related to International students. 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.



ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

June 19, 2018

Background:

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

The Board is advised of the following new administrative appointments:

Principal Designations:

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

Associate Principal Designations:

Jill McDonald	George Freeman School
Shelly Friesen	Greentree Elementary School
Stefan Dykema	Trinity Christian Academy
Kevin Mertz	Strathmore High School
Dana Yemen	Drumheller Valley Secondary School

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

Principal Designations:

Kurt Ratzlaff	Acme School
Jennifer Bertsch	GHLA/Strathmore Storefront
Curtis LaPierre	Drumheller Valley Secondary School
Erin Campbell-Bentley	Greentree Elementary School
Kyle Larson	Strathmore High School

Associate Principal Designations:

Marci Steen	Carbon School
Brad Teske	Drumheller Valley Secondary School
Lisa Daverne	GHLS/Storefront School
Denise Lockhart	Prairie Christian Academy
Greg Lendvay	Three Hills School
Dana Graff	Westmount Elementary School

Recommendation:

That the Board receives the administrative term appointments as information.



Bevan Daverne
Superintendent of Schools



Wes Miskiman
Associate Superintendent/Human Resources