



AGENDA

Golden Hills School Division No. 75

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

Mission: *Engaging all learners in achieving their highest levels of academic and personal competence within a caring, innovative environment.*

Regular Meeting of The Board of Trustees

Tuesday, February 21, 2017

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 (2017/01/24)**
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. **Wheatland Crossing School Joint-Use Agreement**
 - 8.1.2. **Budget Development Principles and Process**
 - 8.2. **Information Items**

B. Daverne

T. Sabir

8.2.1. **Monthly Enrolment Monitoring Report (January 2017)**

T. Sabir

8.2.2. **Transportation Monitoring Report**

T. Sabir

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 24, 2017

Start time : 9:30 AM

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

Minutes

Attendance

Present were:

a) Chair

- David Price

b) Vice-Chair

- Larry Tucker

c) Trustee

- Sherri Nielsen
- Alan Larsen
- Joyce Bazant

d) Superintendent

- Bevan Daverne

f) Deputy Superintendent

- Dr. Kandace Jordan

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

c) Trustee

- Barry Kletke

e) Associate Superintendent

- Wes Miskiman

Call to Order

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

In Camera

Resolution #BD20170124.1001

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

Carried

Resolution #BD20170124.1002

MOVED by Trustee Nielsen 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 #BD20170124.1003

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

Carried

Presentation of Minutes

Resolution #BD20170124.1004

MOVED by Trustee Tucker that the Board of Trustees approve minutes of December 13, 2016 as presented.

Carried

Resolution #BD20170124.1005

MOVED by Trustee Nielsen that the Board of Trustees deems the Rockyford School building and land surplus to the Golden Hills' School Board's needs and request for Ministerial approval for transfer of ownership.

Carried

Resolution #BD20170124.1006

MOVED by Trustee Nielsen the Board of Trustees direct Administration to communicate with the Village of Rockyford regarding conditions of sale for the Rockyford School.

Carried

Chair's Report

(REPORTS)

Chair Price reported on the following items:

- Informed Trustees of upcoming Public School Boards' Association of Alberta (PSBAA) being held on Thursday, February 2, 2017 at Golden Hills Division Office.
- Chair Price, drafting "Congratulations" letter for new Wild Rose Education Critic Representative, Mrs. Leela Aheer.
- Rural Education Symposium Conference being held March 5 - 7, 2017 in Edmonton, AB.
- Alberta School Board Association (ASBA) Zone 5 meeting on Friday, February 3, 2017 - Chair Price will be attending on behalf of Trustee Nielsen.

Board Committees

(REPORTS)

No information to present at this time.

Board Representatives to External Organizations

(REPORTS)

Trustee Nielsen presented information on the Alberta School Boards Association (ASBA) Zone 5 Meeting held on Friday, January 6, 2017.

- Alberta School Boards Association (ASBA) Zone Director, Anne-Marie Boucher, welcomed Suzanne Polkosnik, ASBA Executive Director to the group. She presented information on key issues that are an ongoing work within ASBA.
- Guest Speaker, Brian Callaghan, ASBA Representative, presented a power point on "Learning and Technology Policy Framework 2.0".
- Discussion on how Trustees are appointed/elected in other Provinces.
- Future Meeting Dates - February 3, March 3, April 7 and May 5, 2017.

**Administration
Reports**
(REPORTS)

Deputy Superintendent Jordan presented information on the following:

- Recruitment - ongoing and invigorating to meet positive, skilled candidates.
- Government Research - Golden Hills School Division has sent in a proposal to be part of a funded government research project with a post secondary institute.

Superintendent Daverne presented information on the following:

- College of Alberta School Superintendents (CASS) discussion on Alberta School Boards Association (ASBA) extending an invitation to Siksika Board of Education.
- SPEC Meeting Date - need to schedule or set aside a day to meet.

Secretary Treasurer Sabir presented information on the following:

- Facilities:
 - Wheatland Crossing - fire tanks are in the ground, Phase One 98% complete, Phase Two 95% complete and Phase Three 95% complete. Speed Zone sign appeared by Wheatland Crossing, trying to determine who erected.
 - Trochu Valley Fitness Centre - progressing and will have financial information for next board meeting.

**Field Studies
Excursion Los
Angeles, California
(Prairie Christian
Academy)**
(Action Items)

Resolution #BD20170124.1007

MOVED by Trustee Bazant that the Board of Trustees approves the proposed high school field studies/excursion for Prairie Christian Academy to Disneyland, Los Angeles/Anaheim California from April 19, 2017 to April 23, 2017 subject to advisory notices from Foreign Affaires 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

**Trochu Outreach
Building**
(Action Items)

Resolution #BD20170124.1008

MOVED by Trustee Tucker that the Board of Trustees moves to approve the transfer of the Trochu Outreach building and land to the Town of Trochu.

Carried

**Field Studies
Excursion Eastern
Canada (Crowther
Mem. Jr. High)**
(Information Items)

Superintendent Daverne presented information on the Field studies/excursion to Eastern Canada for Crowther Memorial Jr. High taking place Saturday, May 13, 2017 to Friday, May 19, 2017.

**First Quarter
Financial Report
(Sept/Oct/Nov 2016)**
(Information Items)

Secretary Treasurer Sabir presented information on the First Quarter Report (Sept/Oct/Nov 2016).

Anchors Outreach
(Information Items)

Superintendent Daverne presented information in regards to the Anchors Outreach.

Resolution #BD20170124.1009

MOVED by Trustee Larsen that the Board of Trustees approve the name change for Anchors Outreach to Anchors Outreach School.

Carried

BREAK

Recessed at 12:05 p.m.

Reconvene at 12:50 p.m.

Regional Collaborative Service Delivery (RCSD)
(Information Items)

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

Inclusive Education Monitoring Report
(Information Items)

Deputy Superintendent Jordan presented information on the Inclusive Education Monitoring Report.

International Services Monitoring Report
(Information Items)

Deputy Superintendent Jordan presented information on the International Program Monitoring Report.

Monthly Enrolment Monitoring Report (December 2016)
(Information Items)

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report (December 2016).

Resolution #BD20170124.1010

MOVED by Trustee Tucker that the Board of Trustees re-schedule Tuesday, February 28, 2017 Board Meeting to Tuesday, February 21, 2017.

Carried

Crowther Memorial Jr. High (L. Tucker/R. Hunter/C. Lenox)
(School Monitoring Reports)

Superintendent Daverne welcomed L. Tucker, Principal, R. Hunter and C. Lenox, Associate Principals (Crowther Memorial Jr. High), whom presented the Schools' Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Price thanked them for their presentation.

Drumheller Valley Secondary School (C. LaPierre/B. Teske)
(School Monitoring Reports)

Superintendent Daverne welcomed C. LaPierre, Principal (Drumheller Valley Secondary School) via Skype. C. LaPierre presented the Schools' Education Plan, results achieved and schools involvement with the community. Superintendent Daverne and Chair Price thanked him for his presentation.

ADJOURNMENT

Resolution #BD20170124.1011

MOVED by Trustee Larsen that the meeting adjourn at 2:35 p.m.

Carried

Chair

Secretary-Treasurer



WHEATLAND CROSSING SCHOOL JOINT-USE AGREEMENT Joint Use Agreement

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

February 21, 2017

Background:

Through The Friends of East Wheatland Society, Wheatland County is prepared to invest in additional bleacher space as well as a fitness center at Wheatland Crossing School.

Wheatland County has committed to a \$750,000 investment, which will be divided into five payments, an initial \$250,000 investment, and four additional payments of \$125,000 which will be paid over four years.

This investment is intended to support additional space as well as a fitness center at Wheatland Crossing School.

As a condition of investment, Wheatland County has requested a formal Joint Use Agreement for this facility. A final draft of the agreement is attached.

Recommendation:

That the Board of Trustees reviews the Joint Use Agreement for Wheatland Crossing Recreation Facility in consideration for approval.

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

Bevan Daverne
Superintendent of Schools

**WHEATLAND CROSSING SCHOOL
RECREATION FACILITY
JOINT USE AGREEMENT**

THIS AGREEMENT made effective as of the _____ day of _____ 2017

BETWEEN:

GOLDEN HILLS SCHOOL DIVISION NO. 75
of 435A Highway #1, Strathmore, Alberta T1P 1J4
(the "School Division")

AND:

WHEATLAND COUNTY
of Highway #1 RR1 Strathmore, Alberta, T1P 1J6
(the "County")

WHEREAS:

RECITALS

- The School Division and the County have entered into the Facility Use Agreement effective February 8, 2017.
- The Facility Use Agreement provides that the County will contribute to the construction of additional gymnasium space and Fitness Centre space at Wheatland Crossing School.
- The Facility Use Agreement provides that the School Division will support defined community access to the facility

ARTICLE ONE

DEFINITIONS AND INTERPRETATIONS

1. Definitions:

1.1. **County** – Wheatland County

1.2. **Community** – Community groups and individuals of Wheatland County wishing access to school and facilities for not for profit purposes.

1.3. **School Division** – Students and staff of Golden Hills School Division

- 1.4. **Business and Industry** is defined as an organization established for profit.
- 1.5. **For profit use** is defined as an organization which stands to gain financially from the use of the facility.

ARTICLE TWO FACILITY USE PRINCIPLES

2. General Use Access and Priority of Facility:

- 2.1. The School Division shall operate the Facilities in accordance with these priorities:
 - **Educational** - athletic and administrative use by the school.
 - **Community use** - non-profit community organizations and other non-profit groups. Community and/or external user groups will be subject to facility rental, equipment and set-up fees where applicable as per GHSD Administrative Procedure 556 (attached).
 - **Business and For Profit use** - when the use is aligned with the vision, mission and mandate of the School Division and the County. Business and Industry user groups will be subject to facility rental, equipment and set-up fees where applicable. Rental fees will be set as per GHSD Administrative Procedure 556 (attached)
- 2.2. The School Division has exclusive access to the 'gym' area at no cost during ("School Hours"). School Hours are from 8:30 am to 5:00 pm, on designated instructional days, based on the published calendar for the School Division provided in advance of the school year.
- 2.3. The School Division has first rights to book the 'gym' area 30 days' notice during non-School Hours. The School Division will work cooperatively with the community and County around tournaments, events and other non-School bookings.
- 2.4. The Community has access to book the 'gym' area during non-School Hours based on availability. An opening, closing or cleaning fee may be charged.
- 2.5. Access to the Fitness Centre will be available to the community during school hours, a membership fee may be charged.
- 2.6. The School Division reserves the right to refuse Community, External, Business and Industry use of the Facilities, providing written explanation (letter or email) to the County as to the reason why a refusal was deemed necessary, upon request from the County.
- 2.7. The fee structure for Community, External, Businesses and Industry use of the Facilities will be established and approved annually by the School Division. Fees will incorporate direct and indirect costs and contribution margins, providing at least thirty days notification prior to approval of fees and then confirming fees that the board approves within five business days of approval. Fees will be aligned with GHSD AP 556 (attached).

**ARTICLE THREE
PARTNER RESPONSIBILITIES**

- 3.1 Completed building to be owned by the School Division, the County will have no responsibility for ongoing building management or maintenance fees.
- 3.2 The School Division will determine all rental and access fees, schedule will be published in Administrative Procedure 556, and forwarded to Wheatland County within 7 business days of any changes being made.

**ARTICLE FOUR
INDEMNIFICATION OF School Division and County**

- 4.1 The County and School Division jointly agree to indemnify and hold harmless each other for all liabilities which they may incur or become subject to as a result of their actions within the course and scope of the terms of this Agreement.
- 4.2 The School Division and County agree that in the event of any claim by any third party against either the School Division or the County, arising from any act or omission, while acting within the scope of this agreement, that neither the School Division nor the County shall defend, settle, or otherwise deal with, or compromise such claim, without the written consent of each other.
- 4.3 All provisions of this Agreement providing indemnity of or other protection to the School Division or County shall survive any termination or expiration of this Agreement.

**ARTICLE FIVE AGREEMENT
REVIEW PROCESS**

- 5.1 The agreement will be reviewed at the end of the first year and subsequently upon written request of either party.

**ARTICLE SIX GENERAL
PROVISIONS**

- 6.1 **Notice.** Any Notice, demand or request required or permitted to be given under this Agreement shall be sufficiently given if in writing and if delivered personally or by courier, transmitted by facsimile machine or mailed by registered mail addressed to the address, or sent to the facsimile number, shown for each of the Joint Users as follows:

GOLDEN HILLS SCHOOL DIVISION

435A Highway #1
Strathmore, Alberta T1P 1J4
Attention: Superintendent
Fax: 403-934-5125

WHEATLAND COUNTY

Highway 1 RR1
Strathmore, Alberta T1P 1J6
Attention: Chief Administrative Officer
Fax: 403-934-4889

- 6.2 A notice, demand or request sent by mail pursuant to Article 6.1 shall be deemed received on the fourth business day (excluding Saturdays, Sundays and statutory holidays) after the date of mailing.
- 6.3 A notice, demand or request sent by delivery or facsimile pursuant to Article 6.1 shall be deemed received on the day following the date of delivery or transmission, as the case may be.
- 6.4 Each Joint User shall be responsible for keeping its address and facsimile number current and in the event of any change shall notify the other Joint User showing the effective date of such change.
- 6.5 **Severability.** If any provision of this Agreement is found by any court to be unenforceable, that provision shall be severed from the Agreement, and the remainder of this Agreement, shall not be affected thereby and shall be enforceable in accordance with the terms of the remaining provisions, to the extent permitted by law.
- 6.6 **Governing Law.** The interpretation of this Agreement will be governed by the laws of the Province of Alberta and, except for the provisions herein specifically providing otherwise, any action to enforce this Agreement or any provision herein, shall only be taken in a court of competent jurisdiction in the Judicial District of Drumheller, Alberta and all steps in such action shall likewise be taken therein.
- 6.7 **Further Assurances.** The Joint Users hereto agree to execute such further assurances and agreements as the Agent may request in order to achieve business efficiency for, and the best protection of, the Agent.

6.8 **Reasonableness and Good Faith.** The Joint Users shall act reasonably and in good faith in carrying out this Agreement.

6.9 **Successors and Assigns.** This Agreement shall be binding on the successors of the Joint Users, howsoever created. No Joint User shall assign any of its interest under this Agreement.

IN WITNESS WHEREOF the Joint Users have executed this Agreement under seal attested by the hands of their proper officers duly authorized in that regard to be effective the day and year first above written.

Golden Hills School Division

Per _____
Board Chairman

Date

Per _____
Superintendent
Golden Hills School Division

Date

Wheatland County

Per _____
Reeve
Wheatland County

Date

Per _____
Chief Administrative Officer

Date



BUDGET DEVELOPMENT PRINCIPLES and PROCESS

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

February 21, 2017

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, 2017.

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"> • Global Challenges • Budget Challenges by Envelope • Analysis of Demographics <ul style="list-style-type: none"> -enrolment estimates • Provincial Grants • Expenditure Estimates <ul style="list-style-type: none"> -salary and cost benefits 	Executive Team
March-May	Budget Development Stage <ul style="list-style-type: none"> • Budget Allocations • Expenditure Decisions 	Administrators and Managers
February -May	Budget Consultation <ul style="list-style-type: none"> - Where are we Now? - Where are we Going? - Where do we want to Go? 	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 2017-2018 fiscal year subject to a potential review following a provincial budget announcement.

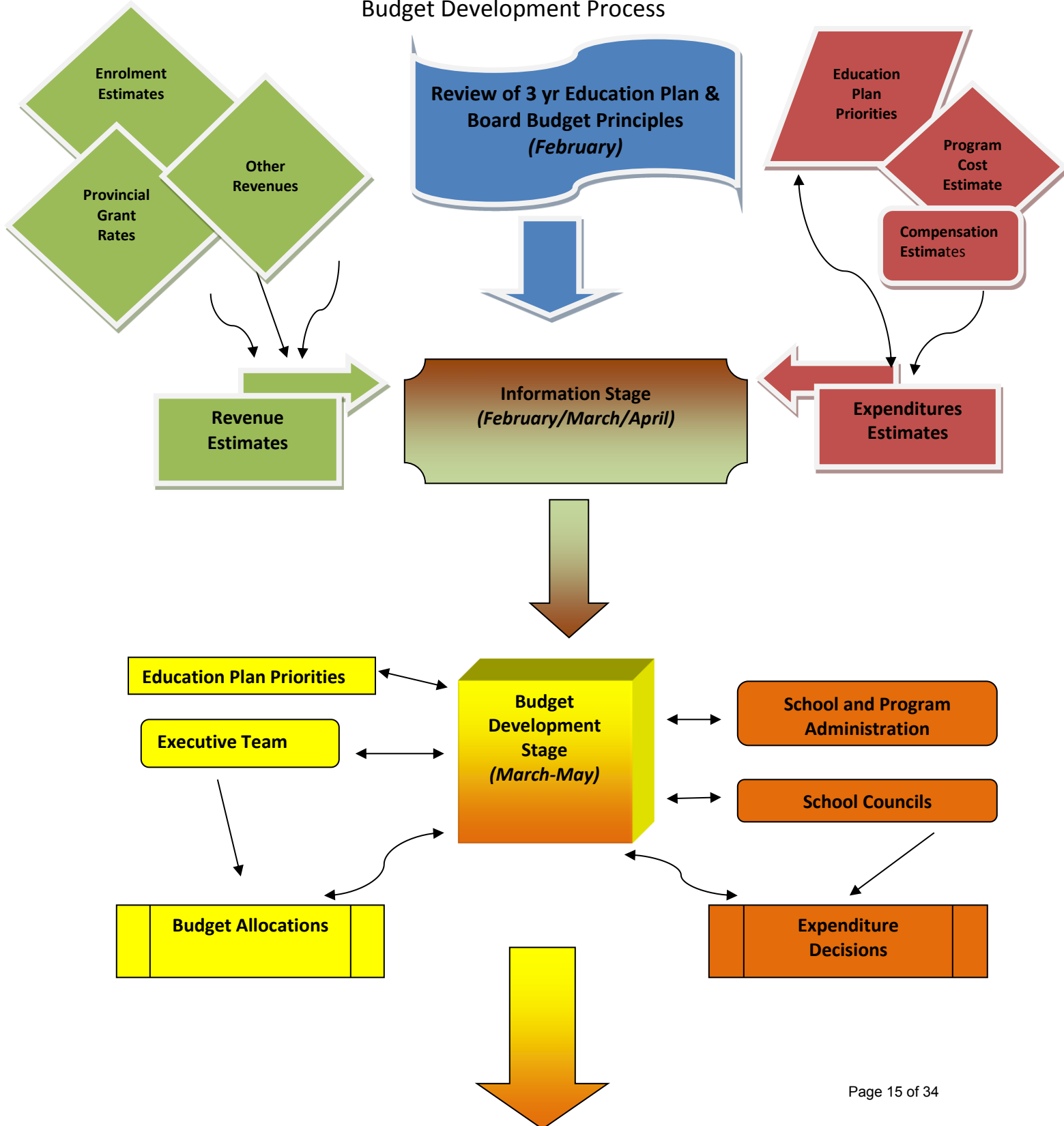


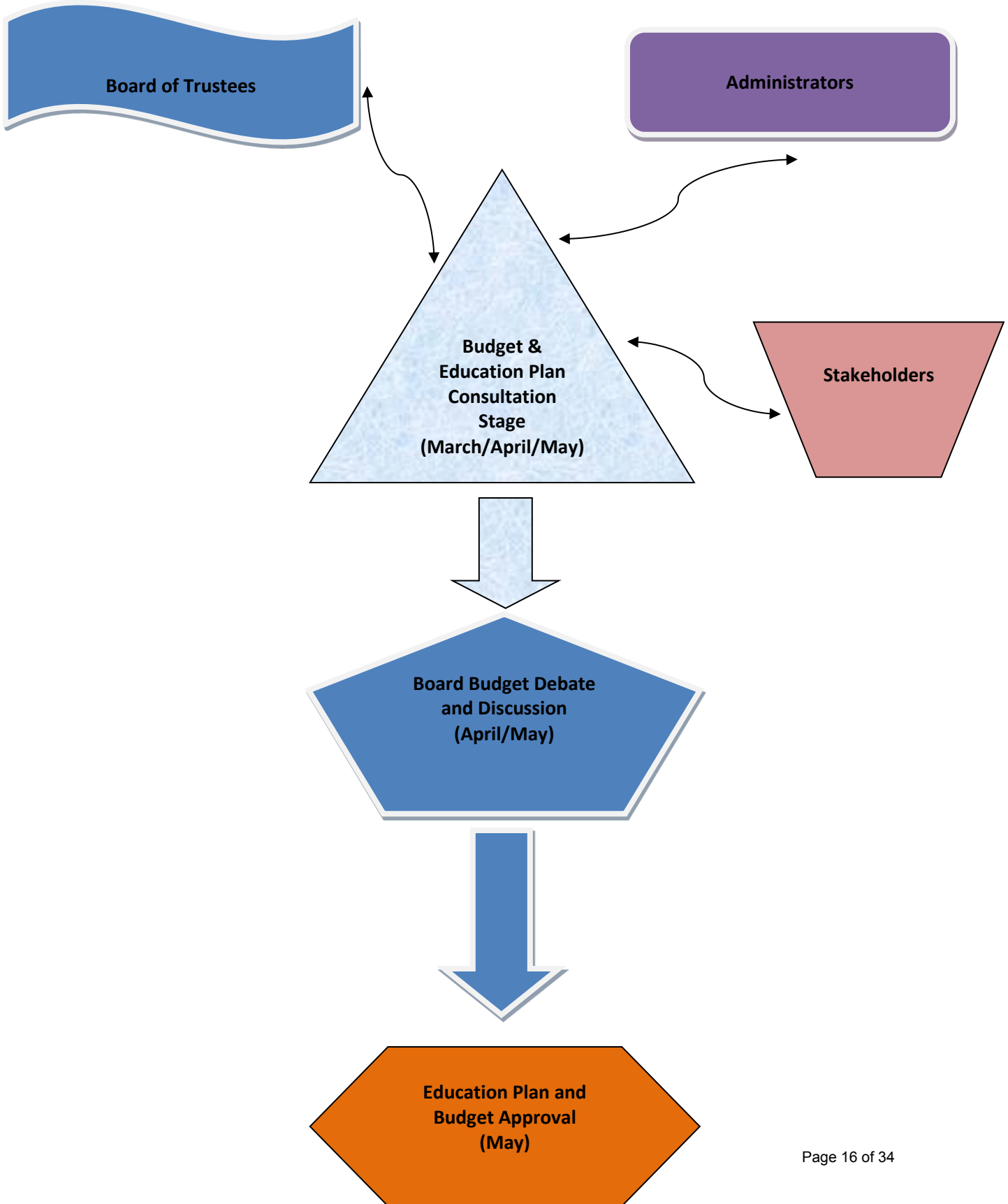
Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer

Golden Hills School Division No. 75 Budget Development Process







ENROLMENT BACKGROUNDER

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

February 21, 2017

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, 2016 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, 2016. 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

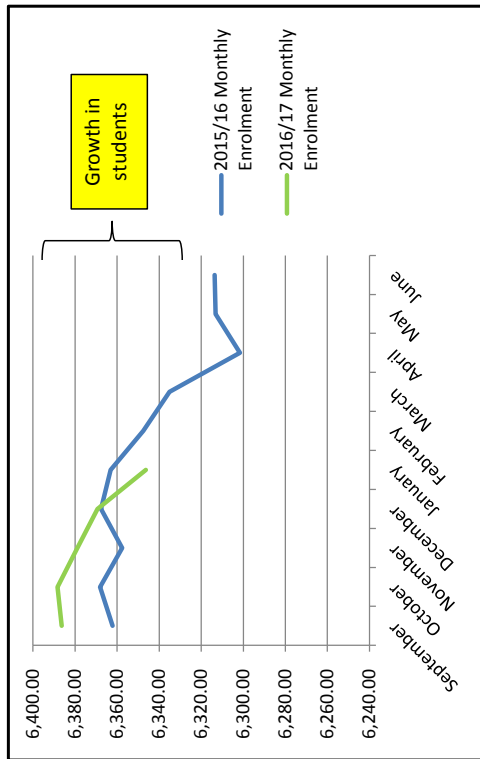
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

December 31, 2016 & January 31, 2017

Funded Total Enrolment	31-Jan-17 Enrolment	31-Dec-16 Enrolment	Difference	% Change
Provincially Funded Students	6,016.75	6,039.75	-23.00	-0.38%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	174.65	174.65	0.00	0.0%
Total	6,346.40	6,369.40	-23.00	-0.4%

Last Year Monthly Enrolment & Comparison to September 2016



Grade Figure Analysis Comparison of Sept 2016 and Sept 2015

Provincially Funded	30-Sep-15	30-Sep-16	Difference	% Change
Kindergarten	215.50	203.50	-12.00	-5.9%
Grades 1-3	1,414.00	1,435.00	21.00	1.5%
Grades 4-6	1,445.00	1,431.00	-14.00	-1.0%
Grades 7-9	1,453.00	1,448.00	-5.00	-0.3%
Grades 10-12	1,503.00	1,539.25	36.25	2.4%
Total	6,030.50	6,056.75	26.25	0.4%

Schools - Year to Year Comparison

Configuration	SCHOOL	January 31, 2017			December 31, 2016		
		Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	195.00	0.00	0.0%	195.00	0.00	0.0%
K-6	Brentwood Elementary School	347.50	2.50	0.7%	345.00	-2.50	-0.7%
K-9	Carbon School	99.00	-3.00	-2.9%	102.00	3.00	2.9%
K-6	Carseland School	68.00	-1.00	-1.4%	69.00	1.00	1.4%
7-9	Crowther Memorial Jr. High School	563.00	561.00	0.4%	561.00	2.00	0.4%
K-9	Dr. Elliott Community School	169.50	167.50	1.2%	167.50	2.00	1.2%
7-12	Drumheller Valley Secondary School	389.00	-4.00	-1.0%	393.00	4.00	1.0%
K-6	Greentree School	386.00	-6.00	-1.5%	392.00	6.00	1.5%
K-12	Prairie Christian Academy School	268.00	-1.00	-0.4%	269.00	1.00	0.4%
10-12	Strathmore High School	600.00	-14.00	-2.3%	614.00	14.00	2.3%
K-12	Three Hills School	447.50	-3.00	-0.7%	450.50	3.00	0.7%
K-9	Trinity Christian Academy	171.00	4.00	2.4%	167.00	-4.00	-2.4%
K-12	Trochu Valley School	274.00	-2.50	-0.9%	276.50	2.50	0.9%
K-6	Westmount School	441.50	2.00	0.5%	439.50	-2.00	-0.5%
K-6	Wheatland Elementary School	358.00	0.00	0.0%	358.00	0.00	0.0%
K-12	Wheatland Crossing	332.50	-1.00	-0.3%	333.50	1.00	0.3%
	Totals	5,109.50	-23.00	-0.4%	5,132.50	23.00	0.4%
Configuration	SCHOOL	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	14.00	0.00	0.0%	14.00	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	122.50	0.00	0.0%	122.50	0.00	0.0%
1-12	NorthStar Academy	377.25	0.00	0.0%	377.25	0.00	0.0%
7-12	Strathmore StoreFront	34.00	0.00	0.0%	34.00	0.00	0.0%
	Totals	565.75	0.00	0.0%	565.75	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Difference	% Change	Provincially Funded	Difference	% Change
K-9	Colonies	341.50	0.00	0.0%	341.50	0.00	0.0%



TRANSPORTATION MONITORING REPORT

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

January 21, 2017

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, 2015 – August 31, 2016 and September 2016 – current, for information and 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



TRANSPORTATION MONITORING REPORT

Presented to the Board of Trustees by Bevan Daverne, Superintendent of Schools

Resource Persons:

Tahra Sabir, Secretary Treasurer

Kelly-Anne McCarry, Transportation Supervisor

Monica Giberson, Transportation Support

Helen Baines/Jennifer Schultz, School Bus Operator Trainer/ Evaluator

February 21, 2017

REPORTING PERIOD: September 2, 2015 – August 31, 2016 and September 1, 2016 to current

OVERVIEW: 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 for information.

This report provides opportunity to consider the impact of Transportation Policy on the education of students in the jurisdiction.

SUMMARY & IMPLICATIONS:

- Safety is paramount and Golden Hills has made this a priority with success.
- Future Initiatives – Continue to increase efficiency with increased flexibility to support Golden Hills' program initiatives while keeping costs within funding limits.
- Currently (2016/2017) Golden Hills operates 96% and contractors operate 4% of the bus route, which is different from last years 93% owned and 7% contracted (2015/2016).

76 Board Operated
3 Contracted

What's
new?

- Route Information on GHSD Website
- New software – BusPlanner
- More professional development and evaluations for drivers
- WIFI/GPS on all busses
- Increased Field Trips
- Increased Ridership

RECOMMENDATION:

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

Safety - #1 Priority

Golden Hills transports over 3,500 students, 177 days a year over an area of 8,400 square kilometers for a total of 2,400,000 km a year. Safety of transporting students is the number one priority and continues to be successful.

Golden Hills monitors bus routes in a variety of ways which include driver and parent consultation. Golden Hills works with the busing industry to develop a standardized route risk assessment checklist to ensure that all areas of the province are consistently applying best practices concerning the safety of routes and any modifications required due to adverse conditions such as weather and geographical challenges. This government program formalizes the procedures and standardizes the assessments for all routes in Alberta.

Safe Driving Program

For the past 2 years Golden Hills has formalized a training and evaluation program for all our professional school bus operators. The purpose of this program is to ensure the safety of passengers on Golden Hills buses and that Golden Hills operators are equipped with the skills they need to safely operate a school bus and manage the passengers. We want to elevate the perception of school bus operators with parents and the community. School bus operators are professionals who participate in ongoing training to safely transport extremely precious cargo.

Three classes of new school bus operators have gone through the program and Golden Hills was complimented by the examiner on the standard of training they had received when they took their road tests.

New Operator Training

Dexterity Testing	<ul style="list-style-type: none">✓ A series of physical tests to ensure that the driver is physically able to:<ul style="list-style-type: none">- Execute a full pre-trip inspection- Move in the seat to minimize blind spots- Maneuver the bus safely- Evacuate the bus in an emergency situation.
Skills Circuit Training	<ul style="list-style-type: none">✓ A series of activities and demonstrations which get the driver really familiar with the bus, how it maneuvers in tight spaces, how to correctly adjust and use the mirrors, and to raise awareness of the blind zones around the bus before they head out on the road.✓ The purpose of the skills circuit training is to make the driver aware of the bus and to get them comfortable with the bus in a controlled environment. Serpentine and Tail Swing Demonstration Videos
Classroom Training	There is a lot for new school bus operators to learn, classroom training allows us to cover and prepare operators for situations which they will only encounter when they have passengers on their bus. Classroom training

	<p>covers:</p> <ul style="list-style-type: none"> ✓ Health & Safety ✓ Workplace Hazardous Materials Information System (WHMIS) ✓ School Bus Inspections and Maintenance ✓ Loading, Unloading, Transporting Passengers and Passenger Management ✓ Bus Manoeuvres and Defensive Driving ✓ Emergencies, Bus Evacuations, First Aid, Emergency Equipment and Mechanical Breakdowns ✓ Passengers with Disabilities, Mobility Aids and Child Safety Seats
On Road Training	<p>This covers:</p> <ul style="list-style-type: none"> ✓ The Pre-trip Inspection ✓ Yard Procedures ✓ Backing Procedures ✓ General Driving ✓ Highway Driving ✓ City Driving and Procedures ✓ Town Driving and Procedures ✓ Country Driving and Procedures ✓ Student Pick-Ups and Drop-Offs ✓ Rail Road Crossings ✓ "Turn Around" and various bus maneuvers ✓ Advanced Driving Techniques and the SMITH System(5 Keys): <ul style="list-style-type: none"> 1. Aim High In Steering 2. Get The Big Picture 3. Keep Your Eyes Moving 4. Leave Yourself An Out 5. Make Sure They See You ✓ The Post Trip Inspection

School Bus Operator Evaluations

Golden Hills performs three types of operator evaluations in addition to dexterity testing:

Scheduled Evaluation	<p>Evaluations are scheduled for the following reasons:</p> <ul style="list-style-type: none"> • Probationary <ul style="list-style-type: none"> - Operators must complete a satisfactory on-road evaluation within three months of employment • Scheduled <ul style="list-style-type: none"> - Operators aged under 47: Every 5 years - Operators aged 47-67: Every 2 years - Operators aged over 67: Annually • Remedial, for example <ul style="list-style-type: none"> - Preventable Collision - Parent Complaint - Unsatisfactory Observation
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On-Road Observation	From time to time Golden Hills randomly follows our drivers to observe their driving habits and monitor their student management.
School Representative* and Parent Evaluation <small>*An administrator or delegate responsible for monitoring the buses at the school</small>	Golden Hills contacts the school representative and randomly contacts the parents who have children on the route to assess and identify potential issues. This is not a formalized survey, but we may consider surveys in the future.

Golden Hills has conducted 62 evaluations this year. An evaluation (unless remedial) consists of the School Bus Operator/ Evaluator riding along on the route and assessing communication with passengers and passenger management as well as the operators’ driving skills and abilities.

As part of Golden Hills Safety Procedures we do Safety/Training meetings, shown in the chart below, every 3 months as well as a mandatory Professional Development day for all our Bus Operators.

2015/2016		
Month	Safety Meetings	PD Day
September	4	
October	1	
November	2	
December	3	
February		1
April	5	1
May	5	

Route Risk Assessments

Route Risk Assessments have been conducted formally by Golden Hills for the last three years. These assessments are filled out by every driver in the division and then returned to the Transportation Department. Approximately **47%** of the forms returned had no issues. The other **53%** were returned with concerns such as weather conditions, sight distances and traffic volumes. As drivers are learning more about the risk assessment process, they are better able to assess and prepare for potential risks.

In these situations Golden Hills suggested possible solutions to the bus drivers as follows:

Issue	Analysis	Recommendation
Weather	Snow drifts, sleet, fog, rain, etc.	Encourage drivers to follow Inclement Weather procedure. Use the Smith Keys to identify and avoid potential problems. Attend the Winter Driving training session offered at staff/safety meeting.
Sight Distance	Visit location and review area	Possible options: <ul style="list-style-type: none"> • May change from gate service to yard service or vice versa; or • Installation of signs; or • Route reconfigured to change direction of

		travel for the bus; or <ul style="list-style-type: none"> • Re-locate stop to different location. • Encourage home owners to prune trees, shrubs, etc. to improve line of sight. • Communicate with counties to have trees/bushes on public property pruned. • Use SMITH System to improve skills (Big Picture etc.)
Traffic Volume	Picking up/dropping off on busy highway	<ul style="list-style-type: none"> • Warning lights on earlier and for longer periods of time. • Instruct students on safety and danger zones.
Left-Handed Stops	Review safety implications of left handed stops	Made changes for high traffic routes as follows: <ul style="list-style-type: none"> • Obtain permission from parents to have bus pick up student in yard, if possible. • Re-route bus route to change from left handed to right handed.

The bus driver route assessment is an excellent process for all drivers to reassess their route each year. One of the many benefits of this process also facilitates collaboration with the Counties. An example of this would be the request for signage (School Bus Stop Ahead Signs).

Bus Route Inclement Weather

In January 2015, Golden Hills implemented an updated Inclement Weather Administrative Procedure. This Administrative Procedure introduced some significant changes to how stakeholders (parents, staff, managers, administrators and senior administration) are notified of school closures and a new procedure for the decision making process.

Three levels of school closures were introduced:

Levels	Description
Green Closure	Due to weather and travel conditions, some buses are not running. School is open and regular classes will be offered.
Yellow Closure	Due to severe weather and travel conditions, no buses are running. School is open but regular classes are not being offered. We encourage parents and students to stay home and avoid the risks of travel.
Red Closure	Due to the severe weather and travel conditions school is closed. Do not send students to school. Due to the severe weather we are unable to ensure the school doors will be unlocked, or any staff will be in the building.

Bus drivers continue to play a primary role in the decision making process as they are the first to evaluate weather conditions and decide if it is safe to transport students. If conditions are deemed to be unsafe, one driver acting on behalf of all the drivers in the area affected will call the administrator(s) of the school(s) to inform them of the decision not to run the buses. Administrators will then evaluate road conditions and weather trends and make the decision on the level of closure for their school.

If the decision is to declare either a yellow or red closure level, the administrator will call the Superintendent for approval. A green level of closure (when only some buses are not running) does not require approval.

In order to assure that the messaging to students, parents, and staff is distributed in a timely manner, we try to make the decision prior to 6:30 am.

Significant changes were made, a couple years ago, in how information regarding school closure is communicated to all stakeholders. Messaging consistent with the level of closure (and with the travel recommendations) will be distributed by voicemail, text or email using Synrevoice to staff and parents. The message will also be posted to the social media (school/division websites, Twitter, and Facebook pages). Notice of school closure will NO LONGER be distributed by radio or television stations.

Each school will begin the process of informing parents of the change and to direct them to check social media in the event of inclement weather.

Golden Hills continues the practice of running an afternoon bus (when the weather conditions have improved significantly and it is safe to do so) if the morning bus was cancelled due to weather conditions. This has been successful since its implementation in January 2013. The majority of buses that could not run in the morning due to inclement weather ran in the afternoon. Since this is a new approach and fortunately inclement weather does not happen on a regular basis it will take some time for parents to adjust to the afternoon bus running. As a result the afternoon buses continue to have minimal numbers of students on them. However, we anticipate this to increase over time.

AM Bus Cancellations		Bus Ran in PM		Run Cancelled PM	
2015/2016	2014/2015	2015/2016	2014/2015	2015/2016	2014/2015
4	15	3	6	5	9

No Child Left Behind

“No Child Left Behind” is a system that forces the driver to go to the back of the bus before it can be shut off. This prevents students from being left on a bus after a run. Currently all of our route buses have this system. We have 3 buses that do not have this system, our “Hockey Bus” and 2 of our spare buses which are primarily used for sporting events and field trips.

A two part “post-trip” inspection has been introduced which drivers perform shortly after drop-off at their last stop and then again when the bus is parked at the park-out to ensure that no students or belongings are left on the bus.

Budget / Financial Implications

The Chart below shows the Projected Revenue and Expenses for the Transportation Department for 2016/2017 and provides the 2015/2016 Audited Financial Statements.

Description	Budget 2016/2017	% of Budget	AFS 2015/2016	% of Budget
Revenue				
Grants	3,744,000.00	99%	3,664,934.00	99%
Fees/Other sales & Service	50,000.00	1%	54,032.00	1%
Total Revenue	3,794,000.00		3,718,966.00	
Expenses				
Salaries and Benefits	2,116,657.00	51%	1,903,062.00	47%
Supplies and Services	1,320,653.00	32%	1,420,707.00	35%
Amortization	735,258.00	18%	688,015.00	17%
Total Expenses	4,172,568.00		4,011,784.00	
Net Deficit	(378,568.00)		(292,818.00)	

Challenges to our Budget

- Carbon Tax
- Fuel funded at \$0.60 per litre
- Sparsely populated Rural areas impact efficiency.

Fee Structure

Golden Hills eliminated all transportation fees as of the 2012/13 school year. We believe this has positively impacted our enrolment.

Fleet

Pursuant Administrative Procedure 555, *Bus Replacement*, it is desirable to replace buses on a timely basis for the safety and efficiency of the operation. Urban buses are replaced within 14 years and rural buses are replaced within 12 years. Golden Hills continues to ensure buses are replaced within the appropriate time periods while taking budget constraints into consideration.

Age of Bus	2016/2017		2015/2016		2014/2015	
	# of Buses	% of Fleet	# of Buses	% of Fleet	# of Buses	% of Fleet
0-2 years	63	59%	48	53%	42	43%
3-5 years	17	16%	27	30%	22	23%
6-10 years	17	16%	10	11%	17	18%
11-17 years	9	8%	5	6%	16	16%
Total	106		90		97	

Currently Golden Hills operates 79 routes; however spare buses (25%) are needed for the fleet to operate efficiently while maintaining the current levels of service. Some of the challenges are:

1. Allowing for optimal amount of wheelchair buses;
2. Having buses available for field trips that overlap regular routes; and
3. Golden Hills is a large geographical area and we need to ensure there are spare buses distributed throughout the division to ensure they are quickly available when needed.

Field Trips

Golden Hills Transportation supports all schools in the division with busing for students on field trips and extra-curricular events. The following table shows how many field trips occurred.

2015/2016			2014/2015		
Total Field Trips	In Town Field Trips	Out of Town Field Trips	Total Field Trips	In Town Field Trips	Out of Town Field Trips
536	180 (34%)	356 (66%)	431	127 (29%)	304 (71%)

We supply both operators and buses for school field trips.

*34 Trips were **not included** in these numbers as they were Non-GHSD Rentals:

- 30 trips for U of C
- 3 trips for AB Assessors Association
- 1 trip for Girl Guides of Canada

\$5,500 Revenue in
2015/2016

We adjusted the per kilometre rate in the fall of 2016. As we are currently running a deficit in transportation this will help cover more of the expenses associated with buses supporting field trips. Approximatley \$5,400.00 last year was attributed to external contracted work.

Bus Size

A common public misconception is cost savings associated with bus size. Contract routes are paid by the weighted load which means Golden Hills pays the contractor for number of students versus the size of bus. Contractors and Divisions often choose to purchase a bigger bus to maximize their flexibility (change buses from one area to another) and efficiency (schools can hire one bus for a field trip vs. two) and effectiveness (in an emergency evacuation for either a community or school).

The major cost associated with bus routes is the labour. Differential fuel, tire and insurance costs for a small or larger bus is minimal. The benefit of a larger bus is the flexibility, efficiency and effectiveness.

Board and Contracted Route Information – take out and talk only

Costs

- Cost per kilometer is less for Board than Contracted routes (15%+) over the years.

Number of Routes

- 2016/2017 - 3 contracted routes were changed to Board Operated by Golden Hills School Division. Each year an analysis is prepared to determine the costs and efficiencies for operating a contracted route versus Board Operated Route.
- Table below shows how Board owned routes have increased to reduce costs and increase flexibility.

History of Routes

Year	Total Routes	Board Operated	% Board Operated	Contracted	% Contracted
2016/2017	79	76	96%	3	4%
2015/2016	81	75	93%	6	7%
2014/2015	81	75	93%	6	7%
2013/2014	79	65	82%	14	18%
2012/2013	77	43	56%	34	44%

Staffing

Table below shows the staffing levels (total full time equivalent) in the transportation department.

	2016/2017	2015/2016	2014/2015
Administration/Bus Evaluator	3	2.6	2.6
Trades	3.6	3.6	3.6
Bus Drivers	76	75	75
Shop Helper	1	1	1
Total	83.6	82.2	82.2

Bus Driver number – reduced by 2 routes overall; however to over 3 contracted routes.

Golden Hills has maintenance shops located in Strathmore and Trochu.

The purpose of the transportation shops are to provide mechanical services to the board owned buses. Regular maintenance continues to be a priority to ensure safety. As per the Commercial Vehicle Program requirements, inspections are performed at a minimum of twice a year. Oil changes are performed every 5,000 km or 10,000 km depending on the type of engine. Currently the newer V8 and V6 cylinder engines require oil changes every 10,000 km, however any bus older than the year 2000 requires oil changes every 5,000 km (currently have 3).

Ridership Information

Currently (2016/2017) Golden Hills is transporting 3,471 students which represents 52 of our regular funded student enrolment. Alberta has approximately 600,000 students and about 50% of those students ride the bus on a daily basis.

Year	Students that ride the bus	% of Total
2016/2017	3,471	52%
2015/2016	3,055	50%
2014/2015	2,793	47%

Urban and Rural

Table below shows the distribution percentage of urban and rural funded students transported by bus for two years. (These numbers do not include Siksika and International students)

Year	Totals	Urban	Rural
2016/2017	3,471	34% (1187)	66% (2284)
2015/2016	3,055	28% (844)	72% (2,211)
2014/2015	2,793	24% (682)	76% (2,111)

The number for both urban and rural students increased

Courtesy and Choice

Courtesy Rider - someone who lives less than 2.4 km from their designated school and is meeting an existing route.

The Table below shows the percentage of courtesy riders who are urban and rural.

Courtesy Ridership	2016/2017	Percentage	2015/2016	Percentage	2014/2015	Percentage
Urban	769/1187	65%	373/844	44%	330/682	48%
Rural	323/2284	14%	269/2,211	12%	160/2,111	8%
International	66/111	59%	12/170	7%	29/170	17%

Courtesy Ridership increased for rural and urban. Please note that included in Courtesy Ridership may be choice ridership as they do not meet the 2.4 km criteria to their designated school, however we would not receive any funding to transport to their school of choice even if it was greater than 2.4 km.

Choice Ridership - someone who is meeting an existing route and is attending a school other than their designated school.

The Table below shows the percentage of choice riders who are urban and rural.

Choice Ridership	2016/2017	Percentage	2015/2016	Percentage	2014/2015	Percentage
Urban	342/1187	29%	241/844	29%	174/682	26%
Rural	283/2284	12%	328/2,211	15%	342/2,111	16%

Choice ridership has increased for urban but decreased for rural. This is in line with our population trend where population is increasing in the urban areas and decreasing in the rural areas. More students are choosing our transportation system and more students are attending a school of choice.

In summary, there is additional demand to transport students who we do not receive any funding.

Special Needs Students

Currently Golden Hills provides transportation for 121 special needs students who are designated to programs unavailable in their attendance area. The following table breaks down the type of transportation provided. Golden Hills incurs the costs and receives the funding.

Type of Transportation	Number of Students		
	2016/2017	2015/2016	2014/2015
Regular School Bus	141	114	96
Taxi or Handicap Bus	7	5	8
Parent Provided	3	2	4
Totals	151	121	108

Riders in Other Districts

Golden Hills School Division has entered into agreements with other school jurisdictions to allow students to attend a school of another school authority and to allow students who in other school jurisdictions to be enrolled in Golden Hills Schools.

School District	# of Students Attending GHSD from other Districts		# of GHSD students going to other District that we have information on *	
	2016/2017	2015/2016	2016/2017	2015/2016
Grasslands RD#6	0	0	22	20
Palliser RD #26	6	5	0	0
Prairie Land RD #25	10	13	8	6
Chinook's Edge RD #73	18	19	17	17
Totals	34	37	47	43

*Only have student information from other divisions if there is an agreement. There may be other students leaving the division that we do not have any information on.

Affect

Transportation Agreements allows Golden Hills to claim grant money for the students. Transportation grants may not cover all of the expenses, however, the offset is the claim of the education grants and stability for the students attending their school of choice. At the end of the day parents and students are choosing Golden Hills.

Ride Times

Ride times have decreased over the last couple of years as per the table below:

One Way Minutes	2016/2017	2015/2016	2014/2015	2013/2014
75+ Minutes	0%	1%	1%	1%
61-75 Minutes	4%	6%	9%	5%
46-60 Minutes	37%	10%	16%	18%
0-45 Minutes	59%	83%	74%	76%

Decreased ride times are a result of:

- More students have moved from rural areas to urban areas; and
- More board owned runs; increased flexibility within system.

Communication and Culture

Communication and “customer service” are two areas of importance within the Transportation Department. Areas of concerns are communication with parents and students, school administration and staff, and division office staff.

With the goal of creating a cohesive and collaborative relationship between all stakeholders, improvements/enhancements are being made and will be ongoing.

Transportation Department Initiatives			
Date	Issue/Project	Action/Resolution	Date Complete
Jan 2017	Bus Route Notification	Online information available to public using GHSD 75 and school websites	Ongoing
July 2016	Student Information	Purchase of new department software (Busplanner) to allow for increased productivity and parent web access	Ongoing
June 2016	Transportation Web Page	Improvements to department web page to allow parents access to online information	Ongoing

Transportation Department Initiatives			
Date	Issue/Project	Action/Resolution	Date Complete
May 2016	Student Registration	Introduction of online registration form	Ongoing
Dec 2015	Accident/Incident Procedure	Introduction of procedure which involves drivers being able to have multiple contact people (within Transportation Dept and Division office) in the event of an incident	Ongoing
Sept 2015	Bus Operator Skills Training	Instruct/Review skills in skills circuit	Ongoing
Sept 2015	Develop Best Practice Kindergarten/GR 1 Student Drop Off	Drivers now contact parents of K/GR 1 students to determine who will meet child at bus stop	Ongoing
Sept 2015	Communication between transportation dept. and bus drivers	Introduction of Remind (communication software) to alert drivers, administrators and dept staff of road conditions, weather alerts, route/school cancellations, etc	Ongoing
Sept 2015	WIFI/GPS	Installed WIFI on all GHSD buses, used to monitor location and speed of buses to improve student safety	Ongoing
July 15	Plus 55 Games Strathmore	Drivers provided transportation services for games	July 15
May 2015 - ongoing	WIFI /GPS Pilot	Piloted WIFI/GPS on two buses with premise being that GPS would assist in location and monitoring of buses, eventual remote diagnosis of bus mechanical issues and lastly providing WIFI for students and operator	Ongoing
Jan 2015	Inclement Weather	Creation of new Inclement Weather Administrative Procedure and procedures in various areas of Golden Hills School Division – communicated to drivers at staff meetings	Jan/Feb 2015

Stakeholder Issues

Issue	Summary	Resolution
School Start Up	Parent concerns regarding the lack of communication regarding bus pick up times and locations.	Bus Planner Web will publish stop location and time for parents to access. Dept staff will advise parents to subscribe as students are added to passenger lists. Operators will be encouraged to text/call parents prior to first day of school. Schools will be encouraged to update student information prior to the end of school year.
Bus Run Times in excess of 1 hr	Concerns with students (especially K – 1) being on the bus for long periods.	Review routes and whenever possible (when not affected by geography of area) make changes.
Bus Operator Communication	Operators not communicating with parents.	Fan out Lists used (text message) Operators advised that they must call parents to inform them about stop times and locations etc.
Unsafe Driving Practices	Concerns regarding operators driving too fast for road conditions, using cell phones, etc.	Performed evaluations, delivered letters of direction, set up driver training, created development plan for operators, advised operators of new changes to distracted driving law, implementing “no cell phones” during bus run. GPS on the bus allows us to monitor buses
Bus Climate	Concerns with driver attitude and student interaction.	Ongoing professional development regarding student management, explaining behavior expectations and creating positive climate on the bus.

Summary

- Improved overall level of information and customer service
- Reduced overall ride times
- Reduced costs in our control
- No fees charged to parents and this has contributed to the increased enrolments

Proposed Areas for Advocacy

1. Choice – funding to follow choice principle
2. Equitable Funding Model – funding for rural areas
3. Carbon Tax – rebate to GHSD