



# AGENDA

## Golden Hills School Division No. 75

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

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

### Regular Meeting of The Board of Trustees

Tuesday, June 20, 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 (2017/05/23)**
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. **Appointment of Auditors**
    - 8.1.2. **Locally Developed/Acquired Courses**
    - 8.1.3. **Interim Education Plan and Report to the Community**

T. Sabir

J. Grimsdale

B. Daverne

- 8.1.4. **Budget Submission 2017/2018** T. Sabir
- 8.2. **Information Items**
  - 8.2.1. **Monthly Enrolment Monitoring Report (May 2017)** T. Sabir
  - 8.2.2. **Third Quarter Financial Report (Mar/Apr/May 2017)** T. Sabir
  - 8.2.3. **Elections - General Information** T. Sabir
  - 8.2.4. **Administrative Procedure 505 - Bill 1 Resource Fees** B. Daverne
  - 8.2.5. **Administrative Designations** W. Miskiman
- 9. **School Monitoring Reports**
  - 9.1. **Westmount/Trinity Christian Academy (W. Funk/D. Graff/K. Odegard)**
  - 9.2. **Learning Academy/Storefront (J. Bertsch/L.Daverne)**
- 10. **ADJOURNMENT**

Draft



# MINUTES

## Golden Hills School Division No. 75

### Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, May 23, 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**

- Barry Kletke
- Sherri Nielsen
- Alan Larsen
- Joyce Bazant

**d) Superintendent**

- Bevan Daverne

**g) Secretary - Treasurer**

- Tahra Sabir

**h) Recording Secretary**

- Kristy Polet

Absent:

**e) Associate Superintendent**

- Wes Miskiman

**f) Deputy Superintendent**

- Dr. Kandace Jordan

#### Call to Order

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

#### In Camera

**Resolution #BD20170523.1001**

**MOVED by Trustee Nielsen** that the Board of Trustees go *In Camera* at 9:31 a.m. to discuss legal matters.

**Carried**

**Resolution #BD20170523.1002**

**MOVED by Trustee Bazant** that the Board of Trustees rise from In Camera at 10:55 a.m.

Carried

**BREAK**

**Recessed at 10:55 a.m.**

**Reconvene at 11:07 a.m.**

**Approval Of Agenda**

**Resolution #BD20170523.1003**

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

- 8.2.4. PCA Society Update Presentation be moved to present after Welcome Public, Vision and Mission Statements.

Carried

**PCA Society Update Presentation**

(Information Items)

Superintendent Daverne welcomed Mr. Floyd Cotton and Mr. Dave Amendt whom presented PCA Society's Commitment fundraising update to the Board of Trustees.

**Presentation of Minutes**

**Resolution #BD20170523.1004**

**MOVED by Trustee Bazant** that the Board of Trustees approve minutes of April 25, 2017 as presented.

Carried

**Resolution #BD20170523.1005**

**MOVED by Trustee Tucker** that the Board of Trustees approve Special minutes of May 11, 2017 as presented.

Carried

**Chair's Report**

(REPORTS)

Chair Price reported on the following items:

- Discussed emails that Chair Price forwarded to Trustees.
- Potential nominees for Alberta School Boards Association (ASBA).
- Rural Caucus discussion on Transportation issues.

**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 May 5, 2017.

- Amber Stewart, Calgary Board of Education, will not be running for Trustee next term. She is starting a new job.
- Discussed "In the Loop", which is an online communication tool located on the Alberta Education website.
- Discussed the Edwin Parr Banquet. Interviews of all candidates have been completed.
- ASBA proposed draft budget was presented.
- Important dates: May 24 (Edwin Parr Banquet), June 4-6 (ASBA SGM), July 6 (Stampede Networking Event).

Trustee Kletke had nothing to present at this time.

**Administration Reports**

(REPORTS)

Secretary Treasurer Sabir presented information on the following:

- Wheatland Crossing is complete, students started school May 15, 2017. Trustees will be touring the school after today's Board Meeting.
- Trochu Fitness Center - electrical is 90% complete and plumbing is 95% complete.

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

- Associate Superintendent Miskiman has been doing evaluations for Teachers and Associate Principals.
- A total combination of 12 retirements and teacher resignations.
- Deputy Superintendent Jordan has been recruiting new teachers, going very well.
- Increase in ISS students in the International Department.
- Golden Hills Education Team spent two weeks in India teaching the Alberta Curriculum in one of their schools.
- Meeting with Siksika to discuss agreement.
- Carseland School is hosting an Open House Event on May 23, 2017.
- The Town of Strathmore is looking at sponsorship opportunities with businesses in the area for the new K-9 school and Recreational Facility. Golden Hills School Division will be part of the approval process.
- Online Report cards - Golden Hills Division is moving towards online report cards instead of paper copies. Parents will be able to log on to review their Childs report card.
- Edwin Parr Banquet - May 24, 2017 at the Italian Cultural Centre. Trustees Larsen, Bazant and Tucker will be attending the banquet as this years nominee for Golden Hills is Justin Sylva from Wheatland Crossing School.
- Long Service Awards is being held on May 25, 2017 at the Strathmore Travelodge.

**Resolution #BD20170523.1006**

**MOVED by Trustee Tucker** that the Board of Trustees extend the interest free grace period on the remaining balance owed by the Prairie Christian Academy (PCA) Society until September 1, 2017. Any unpaid balance after that date will be assessed an annual interest rate of prime +1% to be calculated monthly.

**Carried**

**Resolution #BD20170523.1007**

**MOVED by Trustee Kletke** that the Board of Trustees agree to continue investigation and subsequent application to the Alberta Education High School Redesign Program in order to mitigate funding losses on a school by school basis. This is a result of the changes to the CEU funding cap as well as the impacts of new provincial agreements.

**Carried**

**2018-2019 School Calendar**  
(Action Items)

**Resolution #BD20170523.1008**

**MOVED by Trustee Kletke** that the Board of Trustees approves the edited School Year Calendar of 2018/2019 as a pilot for that school year.

**Carried**

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

**Resolution #BD20170523.1009**

**MOVED by Trustee Nielsen** that the Board of Trustees approves the proposed high school field studies/excursion for Drumheller Valley Secondary School to Cuba from November 26, 2018 to December 3, 2018 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

**Carried**

**Field Trip Studies - Three Hills School**  
(Action Items)

**Resolution #BD20170523.1010**

**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 16, 2017 and returning July 20, 2017 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be canceled and parents must be advised that this will be the case.

Carried

**Policy 18 - Student Transportation Services**  
(Action Items)

**Resolution #BD20170523.1011**  
**MOVED by Trustee Tucker** that the Board of Trustees approves the amendment and addition, as presented, or provided input for further consideration by the Administrative Procedure Review Committee.

Carried

**Bill 1 - Resource Fees Schedule & Policy Review**  
(Information Items)

Secretary Treasurer Sabir presented more information on Bill 1 from Alberta Education Minister, David Eggen.

**Monthly Enrolment Monitoring Report (April 2017)**  
(Information Items)

Secretary Treasurer Sabir presented information on the Monthly Enrolment for April 30, 2017.

**BREAK**  
**Recessed at 12:07 p.m.**  
**Reconvene at 12:55 p.m.**

**Budget Update 2017-2018**  
(Information Items)

Secretary Treasurer Sabir and Superintendent Daverne presented information on Budget 2017-2018 deadline extension.

**Wheatland Crossing (K. Smith/S. Latta) - Board Attending School**  
(School Monitoring Reports)

K. Smith, Principal (Wheatland Crossing School), presented the Schools' Education Plan, results achieved and school involvement with the community to the Board of Trustees during the school tour after the Board Meeting. Superintendent Daverne and Chair Price thanked her for the presentation.

**Brentwood School (C. Hoover/E. Friesen)**  
(School Monitoring Reports)

Superintendent Daverne welcomed C. Hoover, Principal (Brentwood School), who presented the Schools' Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Price thanked her for the presentation.

**Prairie Christian Academy (D. Hern/D. Lockhart)**  
(School Monitoring Reports)

Superintendent Daverne welcomed D. Hern, Principal (Prairie Christian Academy), who presented the Schools' Education Plan, results achieved and school involvement with the community. Superintendent Daverne and Chair Price thanked him for the presentation.

**ADJOURNMENT**

**Resolution #BD20170523.1012**  
**MOVED by Trustee Kletke** that the meeting adjourn at 2:24 p.m.

Carried

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Chair

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Secretary-Treasurer



## APPOINTMENT OF AUDITORS

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

**June 20, 2017**

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### **Background:**

Pursuant to the School Act s 146 the Board shall appoint an Auditor and further to GHSD's Administrative Procedure 515, contracts for auditing shall be tendered a minimum of once every five fiscal years.

**Bids Received – Six (6)**

**Price Range – \$17,000 to \$52,000**

### **Recommendation:**

That the Board of Trustees approves the appointment as recommended by Management for the fiscal years of 2016/2020.

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

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Bevan Daverne  
Superintendent of Schools

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

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Tahra Sabir  
Secretary Treasurer



## LOCALLY DEVELOPED/ACQUIRED COURSES

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

**June 20, 2017**

**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>Anthropology 35 (5 credits only)</i>	Acquired from Aspen View Public School Div. No. 78	September 1, 2017 until August 31, 2018
<i>Design Thinking for Innovation 15/25/35 (3 or 5 credits)</i>	Acquired from Calgary School District No. 19	September 1, 2017 until August 31, 2021
<i>Film and Media Art 15/25/35 (3 or 5 credits) replaces Film Studies</i>	Acquired from Calgary School District No. 19	September 1, 2017 until August 31, 2021
<i>Fire Department Course 25 (3 credits only)</i>	Sent request to acquire from Buffalo Trail Public Schools No. 28	September 1, 2017 until August 31, 2019
<i>Fire Rescue Services 25 (3 credits only)</i>	Acquired from Edmonton School District No. 7	September 1, 2017 until August 31, 2019
<i>Working with Three Dimensional Data 15/25/35 (5 credits only)</i>	Acquired from Fort McMurray Public School District No. 2833	September 1, 2017 until August 31, 2021

**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 Student Assessment and Curriculum Support





## INTERIM EDUCATION PLAN AND REPORT TO THE COMMUNITY

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

**June 20, 2017**

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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 parts 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 and submitted to Alberta Education on November 30 for final Board approval.

**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 in a cursive style.

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Bevan Daverne  
Superintendent of Schools

# REPORT TO THE COMMUNITY & EDUCATION PLAN

June 2017



***POWERING HOPE AND POSSIBILITIES***

GOLDEN HILLS SCHOOL DIVISION NO. 75  
435 A HIGHWAY #1 STRATHMORE, AB  
JUNE, 2017  
[www.ghsd75.ca](http://www.ghsd75.ca)

## OUR BOARD OF TRUSTEES



*In Golden Hills, students and learning come first and we Honor those who care for and support our children; Encourage collaboration within classrooms, schools, communities; Demonstrate Integrity; Embrace Diversity; Encourage Innovation; Provide a safe, healthy, respectful environment for learning; Strive for equitable learning opportunities; Encourage optimism; Celebrate successes*

## OUR SUPERINTENDENT OF SCHOOLS



This past year we revisited our Mission and Vision statements. We updated them to reflect the vision we share for our student learning and our future.

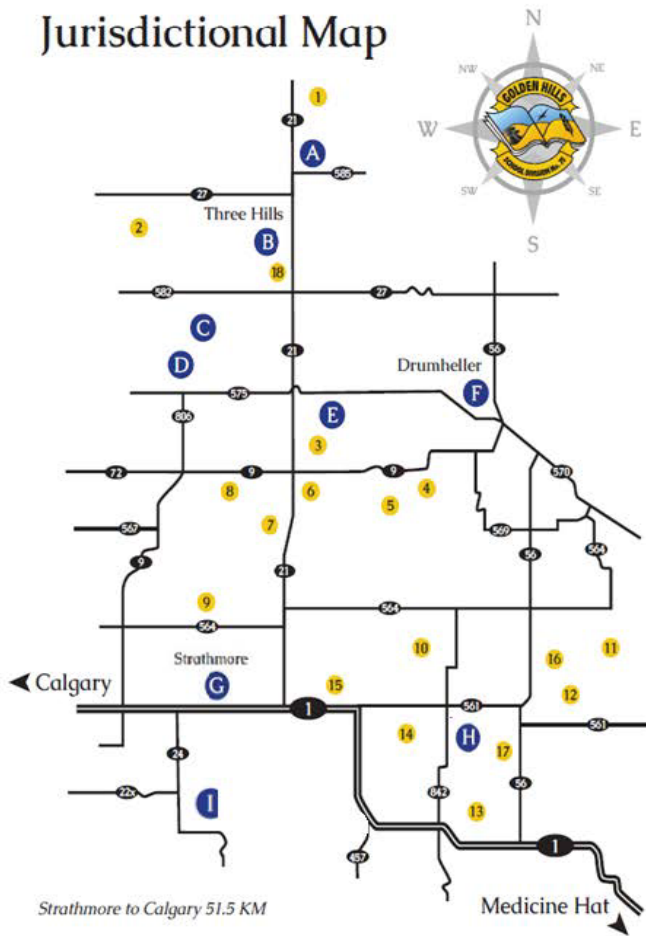
Over the past year, our teachers all across Golden Hills have worked hard to make significant enhancements to instruction in our classrooms. We are very proud of the work our teachers and staff have done. We want classrooms that are engaging for students and encourage interaction and collaboration. We see the results of this approach in our students' success and continued improvement. In addition to providing classroom environments that encourage high academic results, we want to be highly responsive to students, parents and their varied needs for schools. There are many school options today in Alberta, but we want each of our schools to be the first choice in each community.

*Bevan Daverne, Superintendent of Schools*

# GHSD FACTS

Golden Hills School Division encompasses a large geographical area across rural mid-eastern Alberta and serves approximately 6700 students. We value our diverse environments and the communities we are part of that are rich with culture and educational opportunities. But what makes our schools really incredible? Our students are inspired by outstanding teachers.

## Jurisdictional Map



## Map Legend

- A** Trochu  
Trochu Valley
- B** Three Hills  
Prairie Christian Academy  
Three Hills
- C** Linden - Dr. Elliott
- D** Acme
- E** Carbon
- F** Drumheller  
Drumheller Outreach  
Drumheller Valley Secondary  
Greentree
- G** Strathmore  
Brentwood  
Crowther Memorial Jr. High  
Golden Hills Learning Academy  
Strathmore High  
Strathmore Storefront  
Westmount  
Wheatland
- H** Wheatland Crossing
- I** Carseland

## Hutterite Colony Schools

- 1 Huxley
- 2 Valley View
- 3 Britestone
- 4 Rosebud Creek
- 5 Sayre
- 6 Rosebud
- 7 Hines
- 8 Sandhills
- 9 Mountainview
- 10 Poplar Row
- 11 Crawling Valley
- 12 Rising Sun
- 13 Towers
- 14 Twin Creek
- 15 Glenrose
- 16 Wintering Hills
- 17 Green Acres
- 18 Three Hills

## OUR STUDENTS

More than **6500** kindergarten to Grade 12 students are educated in Golden Hills.

- We offer alternative Outreach Programs as well as Christian Programs
- 18 Hutterite schools
- Approximately 200 students come from over 30 countries to study in Golden Hills in our International Program
- Over 150 students from Siksika First Nation study in Golden Hills through our Educational Services Agreement.



## OUR PARENTS

Golden Hills Schools continue to share local school results and invite parents to provide feedback and support in an advisory capacity. Schools share their Education Plans with their School Councils and receive feedback on the plan. Additionally, the Division Education Plan is shared and discussed at the Council of Councils annual meeting. At this meeting, School Council representatives have an opportunity to provide feedback on the division Education Plan as well as gain a level of understanding of the linkages between school and division plans.

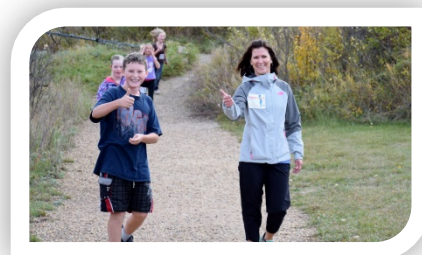
Our schools are following the process to engage students to participate in Speak Outs, and provide parents with similar opportunities.

Golden Hills has recently surveyed all Grade 4 to 12 students, teachers and parents. Feedback has been received on technology, school/home communications and student results reporting. This information will be critical to our planning for the 2017/2018 school year.

## OUR SCHOOLS

Golden Hills has 15 Regular Schools, 2 Christian Alternative Schools, 2 Virtual Schools and 3 Outreach Schools, 18 Hutterite Schools and an International Program located in 12 communities throughout the division.

The communities we work with consist of numerous farms and acreages, Siksika Nation, as well as local towns and villages and many countries of the world. Golden Hills is a global community.



## OUR SCHOOLS BY GEOGRAPHICAL AREAS



### Acme/Carbon/Linden (Tri Campus)

- Acme School
- Carbon School
- Dr. Elliott School



### Three Hills

- Three Hills School
- Prairie Christian Academy



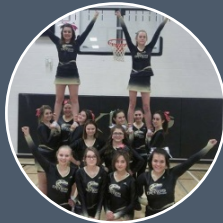
### Trochu

- Trochu Valley School



### East Wheatland

- Wheatland Crossing School



### Drumheller

- Drumheller Valley Secondary School
- Drumheller Outreach
- Greentree Elementary



### Strathmore Schools

- Brentwood Elementary
- Westmount Elementary
- Wheatland Elementary
- Carseland Elementary
- Crowther Memorial Junior High School
- Strathmore High School
- Trinity Christian Academy (k-9)
- Anchors Jr. High
- Strathmore Storefront School



### Virtual Schools

- Golden Hills Learning Academy
- NorthStar Academy

### Hutterite Colony Schools

Britestone, Crawling Valley, Glenrose, Green Acres, Hines, Huxley, Mountainview, Sandhills, Poplar Row, Rising Sun, Rosebud Creek, Rosebud River, Sayre, Three Hills, Towers Schools, Twin Creek, Valleyview and Wintering Hills Schools

## OUR PROGRAMS

- Outstanding programs and school choices for families in our communities
- Innovative approach to student instruction and student engagement
- Excellent academic preparation
- Full-Day/Part Time fully funded Kindergarten Programs
- Early Literacy
- Leveled Literacy Intervention
- Early Numeracy
- English as a Second Language
- Family School Community Resource Programs
- Learning Support Programs
- Technology
- Registered Apprenticeship Programing
- Counselling
- Fine Arts
- Post- Secondary and work partnerships
- Home Education
- Sports Programs, Hockey Programs
- Various clubs
- Extra-Curricular Activities
- Leadership
- Advanced Placement, Honors Programs
- French Immersion
- Languages
- CTS Programs
- Strong Technology presence across all of our schools





## OUR PEOPLE

Golden Hills employs over 800 people including bus drivers, maintenance workers, support staff, caretakers, teachers and others to support the delivery of education services. GHSD is one of the largest employers in this geographical area.

*“All the teachers are caring, inspiring and hard-working motivating my child by their example.” GHSD Parent*



## OUR STRONG ACADEMIC RESULTS CONTINUE

### Golden Hills Sees Growth in Student Achievement

We want the best for our students. That means we expect our students to achieve to the very best of their abilities and excel academically. We are pleased to see our students have demonstrated another year of strong academic results.

*“My daughter absolutely loves her teacher! She comes home and is able to share with me everything that she is learning.”  
GHSD Parent*

These annual exams are just one way of many ongoing tools used to assess how students are doing in school. Reporting on student results using the new report cards in GHSD is still in transition and we will continue to review and adjust our process this upcoming year to ensure that parents are comfortable with the new system and understand how their child is doing in school.

Alberta Education has changed provincial testing for Grades 3, 6, 9. The grade 3 PATs have been replaced by a new student learning assessment (SLA). For this next year Gr. 6 and 9 PATs will remain.

## OUR VISION FOR STUDENT SUCCESS

Students are our priority. Achieving student success requires the commitment of employees, students, parents, industry leaders and government. Our Vision “Inspiring confident, connected, caring citizens of the world” and our Mission “Intentionally maximizing learning for all” are the foundation statements for the division.

Everything we do is aligned with the direction of Alberta Education and our schools are aligned with our division goals.

The details of what best practices in our classrooms is described in our [Powerful Learning](#) document.

We know our world needs adults who can think critically, problem solve, connect and collaborate with others.

When [Powerful Learning](#) is occurring in our classrooms, students are engaged in their learning, developing a deep understanding of their learning and building the skills they will need as adults.

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*“I am really liking the hands on learning some teachers are starting to implement.”*

*“Any additional courses that can prepare kids for higher levels of education or life skills are great.”*

*“My kids used to hate going now they go on their own.”*

*“Language arts classes are great, love the extra-curricular sports and love the community involvement.”*

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## OUR GOALS

*“Our school’s kindergarten program is awesome. The teachers are very collaborative and work hard to ensure a consistent program is delivered to all students.” GHSD Parent*

### GOAL ONE: ALBERTA’S STUDENT ARE SUCCESSFUL

#### Our Strategies

- Improve assessment practices and instruction practices ([see Powerful Learning](#)) to facilitate learning and foster a deep understanding of innovative thinkers, doers and connectors
- Research Based data driven decision making.
- Proposal based innovation funding to GHSD Schools.
- Provide direct classroom support for improved assessment practices, instruction and the integration of technology through the use of instructional coaches and collaborative teacher planning
- Enhance, wherever possible, community partnerships (e.g. School Health Partners, Family and Community Social Services, post-secondary institutions including Bow Valley and Red Deer College) to support dual registration/credit, professional development and training, and life-long learning
- Implement strategies identified by the GHSD School Completion task force. Greater degree of cooperation, collaboration between outreach/virtual/high schools in GHSD.
- Support increased flexibility in high school programming (time, partnerships, inquiry projects)
- Re-engage students through “safety net” (Improve marketing of Outreach Programs and other alternatives)
- Implementation of Literacy and Numeracy Foundational instruction and consistent supports in all schools across the district
- Collaborative work opportunities to continue work on improving student achievement.
- [Powerful Learning](#) ensures:
  - Engaged students
  - Strong academic focus
  - Students who connect and collaborate
  - Students who are in touch and in control of their learning
  - Students who have a deep understanding of concepts and learner outcomes
  - Critical thinkers
- Identify characteristics of active citizenship and communicate in a variety of ways to students, parents, and the public how these are taught and reinforced through the education system



- Identify attitudes and behaviors essential for employment success and communicate in a variety of ways to students, parents, and the public how these are taught and reinforced through the education system
- Support pedagogy that is individualized, learner-focused, constructivist, and technology enabled to develop 21st Century skills
- Embed active citizenship activities and projects within core learning at the classroom level.
- The FNMI Strategic Action Plan is located in the Appendix.
- Engagement, Literacy, Numeracy strategies as part of regular reporting in absence of AISI reporting
- Develop literacy and numeracy frameworks based on best practice for district implementation
- [Powerful Learning Document](#) This document is a working document subject to change. We will continue to repost the document as updates occur. Please refer to the Appendix in this document for the link.



## GOAL TWO: FIRST NATIONS, MÉTIS AND INUIT STUDENTS ARE SUCCESSFUL

### Our Strategies

- We are working to eliminate the achievement gap between First Nations, Metis and Inuit (FNMI) students and all other students. Golden Hills has identified three targeted goals to improve FNMI student learning.
  - To improve basic literacy skills to ensure a stronger foundation for future learning
  - To improve basic numeracy skills to ensure a stronger foundation for future learning
  - To improve social-emotional functioning and in particular student's ability to self-regulate and be ready for learning and academic success.
- Implement the strategies (ongoing) identified by the Golden Hills First Nations, Métis, and Inuit *Action Team*
- Schedule meetings of GHSD and Siksika representatives to facilitate communication regarding events such as Education Pow Wow and School Achievement nights, graduation ceremonies and Parent-Teacher interviews
- Learning to Learn initiative
- Provide opportunities for all students to develop their understanding and appreciation of Blackfoot culture and the contribution of the Blackfoot people to Canadian society. Examples include: language arts reading, writing, and representations which celebrate the Blackfoot nation; artistic and other presentations of the First Nations virtues common to all peoples; post-secondary career fairs specific to FNMI students; Early Language Learning project to support vocabulary and writing skill development (a targeted intervention for First Nations students); networking and partnering with agencies to enhance services such as mentors
  - Meet regularly with the FNMI Community (Siksika Board & Leadership team) to develop communication strategies and discuss plans
  - Continued development of Literacy and Numeracy Foundations and consistent supports in all schools across the district.
  - Negotiate a new Educational Services Agreement between GHSD and the Siksika Board of Education to support these goals
  - Liaison workers and FSCR workers in partnership for FNMI Support



## GOAL THREE: ALBERTA'S EDUCATION SYSTEM IS INCLUSIVE

### Our Strategies

- Provide safe, caring and inclusive environments for all students in every classroom and school, [Administrative Procedure 350](#).
- Review, and revise as necessary, all joint use agreements with all towns, villages, municipalities to provide optimum opportunity for students and community to access facilities for learning, recreation and cultural activities
- Ensure all schools have locally developed plans to support safe and caring environments and anti-bullying strategies
- Ensure all schools have processes to maintain effective school discipline.
- Promote a culture of acceptance and belonging to reduce cyber bullying and promote appreciation of diversity
- Provide risk/threat training and risk/threat assessment as needed
- Continue Comprehensive School Health Projects
- Support implementation of self-regulation and mental health programs in elementary and secondary schools



## GOAL FOUR: ALBERTA HAS EXCELLENT TEACHERS, SCHOOL AND SCHOOL AUTHORITY LEADERS

### Our Strategies

- Elementary Intervention training
- Two days orientation and mentorship for new teachers
- Instructional Coaches for classroom teacher support
- Leadership development through collaboration and leadership learning
- Teacher Support through PIC's, supervision, coaches, collaborative and Professional Development opportunities
- Provide risk/threat training and risk/threat assessment as needed
- Further implement the Technology Plan and integrate technology to support Powerful Learning Design
  - Active Boards in all classrooms
  - Expand web based reporting to parents, Integrate technology appropriately in regular instruction
- Expand collaboration tools for teachers and students (e.g., videoconferencing, sharing through portal access, cloud computing and sharing, Google docs)
- Supervision/Evaluation training and support for school admin
  - Continued implementation of district pilot calendar to support collaborative, job embedded professional development focused on student achievement
  - School Administrators prioritize time in classrooms to provide strong supervision and support for teachers
  - Work towards OH & S Certificate of Recognition
  - Ensure all schools have emergency preparedness plans in place



## GOAL FIVE:

### ALBERTA'S EDUCATION SYSTEM IS WELL GOVERNED AND MANAGED

#### Our Strategies

- Plan stakeholder engagement opportunities at the school and system levels to build a collaborative, consultative culture that supports shared governance including student and community speak-outs and Council of Councils.
- Ensure all schools establish a School Council to provide, at least, input into the Education Plan and school budget, and receive the Annual Education Results Report.
- Post division's and all schools' improvement plans and results reports to website and/ or provide links to school websites
- Develop system leadership capacity through CASS and local initiatives to positively impact student learning
- Employ consistently, the evidence-based model for evaluating and coaching professional practice based on the Teaching Quality Practice Standards (e.g. Teaching Evaluation Model of Charlotte Danielson et al.)



- Improve facilities through the Capital Plan
- Maintain open communication with parents regarding Reporting Student Achievement (i.e., develop reporting processes based on outcomes in the program of studies and best practice that is consistent with assessment *for* learning)



## OUR FACILITIES AND CAPITAL PLANNING

### OUR FACILITIES AND CAPITAL PLANNING

Our facilities department works very hard to keep our students safe in our schools. To see our boards detailed capital plan please refer to March 2017 [Board Agenda](#) at 8.1.1.

**Trochu Valley School Modernization** began in 2011 and is now complete. In partnership with the community construction of a fitness facility is now commencing.



### Modular Classrooms

Golden Hills continued to grow and Alberta Education has provided support for this growth with a number of modular classroom additions for Greentree School, Trinity Christian Academy and Strathmore High School.



### Prairie Christian Academy

A long term modernization and new construction solution for the K-12 PCA program in Three Hills was approved in April 2013. The grand reopening occurred on October 26, 2016.

### Wheatland Crossing Opens in East Wheatland

A new K-12 School for East Wheatland was approved in April 2013. Wheatland Crossing opened May 15, 2017.



### A New School for Strathmore

A new K-9 school for Strathmore was approved in October 2014. Golden Hills School Division is working with municipal partners to build a joint project including a school and field house. Construction on the new K-9 school began June 17, 2017.



## AMENDED BUDGET 2017-2018

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

June 20, 2017

### Background:

Pursuant to the recommendations of the Auditor General and in accordance to School Act S. 147(1) (b) the Board of Trustees is required to submit an annual budget to the Minister on or before May 31, for the fiscal year beginning on the following September 1.

The deadline to submit to Alberta Education has been extended to June 30, 2017.

Final budget, following enrolment confirmation (September 30th) is due by November 30, 2017.

On March 16, 2017, Honorable David Eggen, Minister of Education, provided School Boards with an updated Budget for 2017-2018.

A quick summary of the announcement:

Description	Annual Impact	Current Deficit
No changes in all the basic grant rates		
Small School By Necessity	↓ \$224,000	
Plant Operations and Maintenance (POM)	↑ \$65,000	\$711,000
Infrastructure Maintenance and Renewal (IMR)	↑ \$286,000	
Carbon Levy	↓ \$150,000	Part of POM budget
Regional Collaborative Service Delivery (RCSD)	↓ \$79,000	
Credit Enrolment Unit (CEU) cap reduced from 60-45 per student	↓ \$850,000	Instructional Budget - \$800,000
Bill 1 – Resource fees Eliminated to Parents – funding now received from Alberta Education (\$415,000)	∅	

In 2017/2018, Golden Hills operates 21 schools and 18 Hutterite Colony Schools listed below:

Schools/Grade Configurations	Colonies
Acme Schools K-6, 10-12	Britestone K-Jr.
Anchors Outreach School 7-9	Crawling Valley 1-9
Brentwood K-6	Glenrose School 1-10
Carseland K-6	Green Acres K-8
Carbon K-9	Hines K-9
Crowther Memorial Jr. High 7-9	Huxley K-12
Dr. Elliott K-9	Mountainview K-9
Drumheller Valley Secondary School/ Drumheller Outreach 7-12	New Springvale K-9
Greentree K-6	Poplar Row 1-9
Golden Hills Learning Academy 1-12	Rising Sun K-9
Northstar Academy 1-12	Rosebud Creek K-9
Prairie Christian Academy K-6, 7-12	Rosebud River 1-10
Strathmore High School 10-12	Sayre K-10
Strathmore Storefront 7-12	Three Hills 1-9
Three Hills School K-12	Towers K-9
Trinity Christian Academy K-9	Twin Creeks 1-10
Trochu Valley K-12	Valleyview K-9
Westmount Elementary K-6	Wintering Hills 1-9
Wheatland Crossing K-12	
Wheatland Elementary K-6	

Golden Hills' projected enrolment is anticipated to decrease by 82 students (1.4%) for 2017/2018. There are 493 students graduating June 2017, with 375 students entering Kindergarten September 2017. This creates an enrolment short fall of students (118); however, based on the projections made by Administrators the enrolment is anticipated to decrease by 82 students (1.4%).

**The overarching goals for Golden Hills are to continue to support:**

1. Student achievement;
2. First Nations Metis Inuit (FNMI) Success
3. System initiatives;
  - Learning Outcomes, Early Intervention, Levelled Literacy
4. Alberta has excellent teachers, school and school authority leaders and;
5. Alberta's Education System is well governed and managed.

**Budget Process**

Budgets are submitted twice a year, once in May/June "the Spring Budget" and then November "the Fall Budget".

Currently there are 110+ budgets and the budget process starts in early January with the Board giving direction and guiding principles. February, March and April are the information stages and there is a lot of estimating of enrolment and calculating expenses.

As each budget has an Administrator/Manager, planning, reviewing and monitoring the budget, the process involves many stakeholders. School Administrators have consultation with their school councils and budget information is shared. As budgets are site based, they are developed in conjunction with both school council and staff.

Despite the various challenges and pressure points Golden Hills continues to strive to be the Preferred Choice.

#### **Budget Challenges and Pressure points**

- Enrolment Projections – volatility of the Kindergarten students and mobility due to changes in economy.
- Change in Demographics, increase in Inclusive Education students with high needs (doubled in five years).
- Instructional Grants funding changes and/or reductions unknown.
- Facilities funding shortfall, revenue is decreasing while expenses such as utilities, gas prices and insurance are increasing at a rapid rate.
- Transportation Funding shortfall – expenses are outpacing transportation grants, despite continuous review of operations to ensure efficiencies.
- Carbon Tax has escalated the risks for potential increases especially in transportation.

**High School Flexibility (HSF) Program** – Effective September 2017, Golden Hills High schools will begin participation in the HSF Program to help mitigate CEU cap change from 60 to 45. The Outreach and Online learning programs will continue to earn CEU's outside of the HSF Program.

#### **Plant Operations and Maintenance (POM) Initiatives**

- Caretaking tasks reductions.
- "Lights Out" approach.
- Air handling practices.
- Review of unused classroom space.
- Use modular for one room rentals.
- Review of contracted caretaking.

#### **Transportation Initiatives**

- Consolidation of routes while keeping ride times reasonable.
- Maintenance adjustments without compromising bus rides.
- Continue to source parts from suppliers to reduce costs.
- Reduce bus driver wait time for repairs.
- Reduce service time with scheduled maintenance visits.
- Negotiate with suppliers for reduced pricing.

Due to the volatility of annual funding, system and school level reserves will be reduced to:

- Maintain program continuity and sustainability.
- Sustain teaching and support positions.
- Maintain buildings as safe education spaces.
- Sustain transportation's current level of service including bus routes and ride times.

However, any increase in enrolment will reduce the need to utilize reserves.

**Potential Advocacy Efforts**

- Predictable and Sustainable Funding to support Alberta Education Initiatives.
- Inclusive Education needs growing but current funding does not meet the needs or costs for these changes.
- Appropriate funding to maintain our facilities (currently receive \$2M annually vs industry standard of \$4M however, next year we will only receive \$1M).
- Reinstate the Fuel Price Contingency as diesel is at \$1.20 per litre. In the past the fuel price contingency was triggered for anything over \$0.60 per litre.
- Review of Transportation Model to align with actual costs.
- Advocate for Carbon Levy exemption.

The Alberta Education Budget Template will be distributed at the board meeting and then posted online once finalized.

Also, the budget presentation will be available at the board meeting and then posted online subsequent to the meeting.

**Recommendations:**

That the Board of Trustees approves the 2017/2018 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.

That the Board of Trustees approves use of restricted reserves to sustain staffing positions and other initiatives.

That the Board of Trustees approves the use of unrestricted reserves to maintain the safety of students and continue to maintain the School Facilities.

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.



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Bevan Daverne  
Superintendent



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Tahra Sabir  
Secretary Treasurer



## ENROLMENT BACKGROUNDER

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

**June 20, 2017**

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### **Background:**

The Board of Trustees regularly monitors enrolment and notes trends over time. Funding is primarily enrolment-driven and monitoring and projecting enrolment trends informs the board's budgeting processes.

As per the attached monitoring report, information is provided on September 30, 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".

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Bevan Daverne  
Superintendent

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

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Tahra Sabir  
Secretary-Treasurer

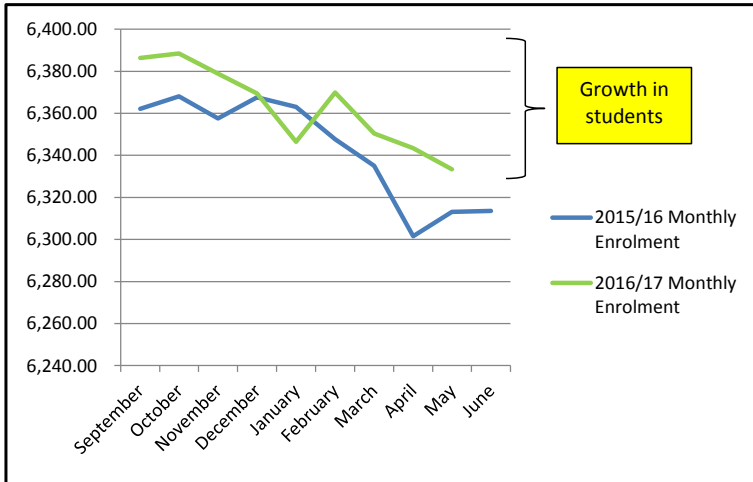
# Golden Hills School Division No. 75 Enrolment

## Summary of Totals - Year to Year Comparison

April 30, 2017 & May 31, 2017

Funded Total Enrolment	31-May-17 Enrolment	30-Apr-17 Enrolment	Difference	% Change
Provincially Funded Students	6,003.75	6,013.75	-10.00	-0.17%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	174.65	174.65	0.00	0.0%
<b>Total</b>	<b>6,333.40</b>	<b>6,343.40</b>	<b>-10.00</b>	<b>-0.2%</b>

## 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%
<b>Total</b>	<b>6,030.50</b>	<b>6,056.75</b>	<b>26.25</b>	<b>0.4%</b>

## Schools - Year to Year Comparison

Configuration	SCHOOL	May 31, 2017 Provincially Funded	April 30, 2017 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	201.00	200.00	1.00	0.5%
K-6	Brentwood Elementary School	347.50	346.00	1.50	0.4%
K-9	Carbon School	100.00	98.00	2.00	2.0%
K-6	Carseland School	67.50	66.50	1.00	1.5%
7-9	Crowther Memorial Jr. High School	566.00	569.00	-3.00	-0.5%
K-9	Dr. Elliott Community School	171.50	171.50	0.00	0.0%
7-12	Drumheller Valley Secondary School	393.00	393.00	0.00	0.0%
K-6	Greentree School	382.50	383.50	-1.00	-0.3%
K-12	Prairie Christian Academy School	268.00	270.00	-2.00	-0.7%
10-12	Strathmore High School	587.00	590.00	-3.00	-0.5%
K-12	Three Hills School	446.50	447.00	-0.50	-0.1%
K-9	Trinity Christian Academy	172.50	174.00	-1.50	-0.9%
K-12	Trochu Valley School	274.00	274.00	0.00	0.0%
K-6	Westmount School	445.50	445.50	0.00	0.0%
K-6	Wheatland Elementary School	353.50	355.00	-1.50	-0.4%
K-12	Wheatland Crossing	336.50	336.50	0.00	0.0%
<b>Totals</b>		<b>5,112.50</b>	<b>5,119.50</b>	<b>-7.00</b>	<b>-0.1%</b>
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	14.00	14.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	122.50	122.50	0.00	0.0%
1-12	NorthStar Academy	377.25	377.25	0.00	0.0%
7-12	Strathmore StoreFront	34.00	34.00	0.00	0.0%
<b>Totals</b>		<b>565.75</b>	<b>565.75</b>	<b>0.00</b>	<b>0.0%</b>
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	325.50	328.50	-3.00	-0.9%



## THIRD QUARTERLY FINANCIAL REPORT

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

**June 20, 2017**

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### **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".

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Bevan Daverne  
Superintendent

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

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Tahra Sabir  
Secretary-Treasurer



Golden Hills School Division No.75



# 3rd Quarterly Report - DRAFT

September 2016 – May 2017

Prepared by the Finance Department for the June 20, 2017 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, 2017**, which represent the first **nine** months of the fiscal year. The number of months expended in the 3<sup>rd</sup> 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 2016-17 Budget was submitted to Alberta Education November 23, 2016 and budget points of reference are from the November 30, 2016 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, 2016 - May 31, 2017							
	Initial 2016/17 Annual Budget submitted June 30, 2016	Revised 2016/17 Annual Budget submitted Nov 30, 2016	Prorated 2016-17 Budget for Q3	YTD Actuals 2016/2017 -Q3	YTD Budget Variance-Q3	% Budget Rec'd/Used	Management Benchmark %
<b>Revenues</b>							
Alberta Education	71,877,143	70,917,593	53,188,195	51,970,700	(1,217,495)	73%	75%
Federal Government and/or First Nations	1,415,106	1,418,092	1,063,569	1,193,739	130,170	84%	75%
Alberta Municipalities	40,000	40,000	30,000	42,200	12,200	106%	100%
Fees	6,104,013	5,528,950	4,146,713	5,336,556	1,189,843	97%	90%
Other Revenues	300,017	1,162,264	871,698	3,338,765	2,467,067	287%	75%
Amortization	2,057,182	2,913,297	2,184,973	2,344,597	159,624	80%	75%
<b>Total Revenues</b>	<b>81,793,461</b>	<b>81,980,196</b>	<b>61,485,147</b>	<b>64,226,557</b>	<b>2,741,410</b>	<b>78%</b>	<b>76%</b>
<b>EXPENSES</b>							
Certificated Salaries and Benefits	47,238,227	48,119,379	36,089,534	34,267,734	1,821,800	71%	75%
Non-Certificated Salaries and Benefits	15,461,170	15,914,839	11,936,129	12,631,819	(695,690)	79%	80%
<b>Sub-Total</b>	<b>62,699,397</b>	<b>64,034,218</b>	<b>48,025,664</b>	<b>46,899,553</b>	<b>1,126,111</b>	<b>73%</b>	<b>76%</b>
Supplies and Services	17,230,453	15,690,358	11,767,769	14,430,147	(2,662,378)	92%	85%
Amortization	4,244,598	4,255,559	3,191,669	3,429,030	(237,361)	81%	75%
Interest Charges	90,000	90,000	67,500	60,395	7,105	67%	75%
<b>Total Expenses</b>	<b>84,264,448</b>	<b>84,070,135</b>	<b>63,052,601</b>	<b>64,819,125</b>	<b>(1,766,523)</b>	<b>77%</b>	<b>77%</b>
<b>Surplus/(Deficit)</b>	<b>(2,470,987)</b>	<b>(2,089,939)</b>	<b>(1,567,454)</b>	<b>(592,568)</b>			
Exclude: SGF excess revenue over expenses				(465,957)	(465,957)		
<b>POSITIVE/(NEGATIVE) BUDGET VARIANCE</b>				<b>(1,058,525)</b>	<b>508,930</b>		

*Notes: Overall, a Deficit of -\$593K for the third quarter is well within the expected range for the projected deficit budget planned for the 2016-17 fiscal year. Even excluding the current SGF surplus, the operations deficit of -\$1,059 is well within the planned deficit budget of -\$2,090K. (Note: negative revenue variance (Alberta Ed) of \$1,217 is primarily due to unspent IMR monies.)*

The **-\$593K** year-to-date deficit is actually a **-\$1,059K** YTD operating deficit at the end of the **3<sup>rd</sup> quarter** if you exclude the surplus as a result of the SGF activity, yielding an **overall positive operating budget variance of \$509K** and can be explained, in part, as follows:

- 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 <b>Q1-Q3</b>		
Name of Grant	Amount Received	% of Grant Received
Building Collaboration/Capacity in Education	\$ 51,925	100%
Regional Collaborative Service Delivery	\$ 1,100,785	100%
RCSD - Other Provincial Allocation	\$ 233,150	100%
Supernet grant	\$ 246,891	100%
Family School Resource Counselling	\$ 163,980	75%
Total	<u>\$ 1,796,731</u>	

- Revenues from Alberta Education have contributed to the overall positive revenue variance by **\$409K** (1,797K less a 9-month calculated equivalent of 1,387K), 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	\$3,662,696
SGF Expenses	<u>-\$3,196,046</u>
Unexpended Fund Balances	<u>\$ 466,650</u>

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

### **C Notes on Comparison to Budget - Expenses**

#### **Certificated Salaries and Benefits**

Total Certificated Salaries and Benefits for the 3<sup>rd</sup> quarter were **\$34,267,734** (71% of a \$47.2M budget) which is less than what the budget would permit by the 3<sup>rd</sup> quarter because **benefit costs** are lower in the 1<sup>st</sup> quarter and higher in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter as maximums on premiums are reached. As well, hiring of staff occurs throughout the 1<sup>st</sup> quarter so **salary 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 3<sup>rd</sup> quarter were **\$12,631,819** (79% of a \$15.5M budget) which is slightly above the budget; however, a significant portion of non-certificated staff are 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 **-\$696K** will be monitored over the next quarter; however, because of the decreased payroll costs over the summer months, we anticipate this cost to balance itself at year-end.*

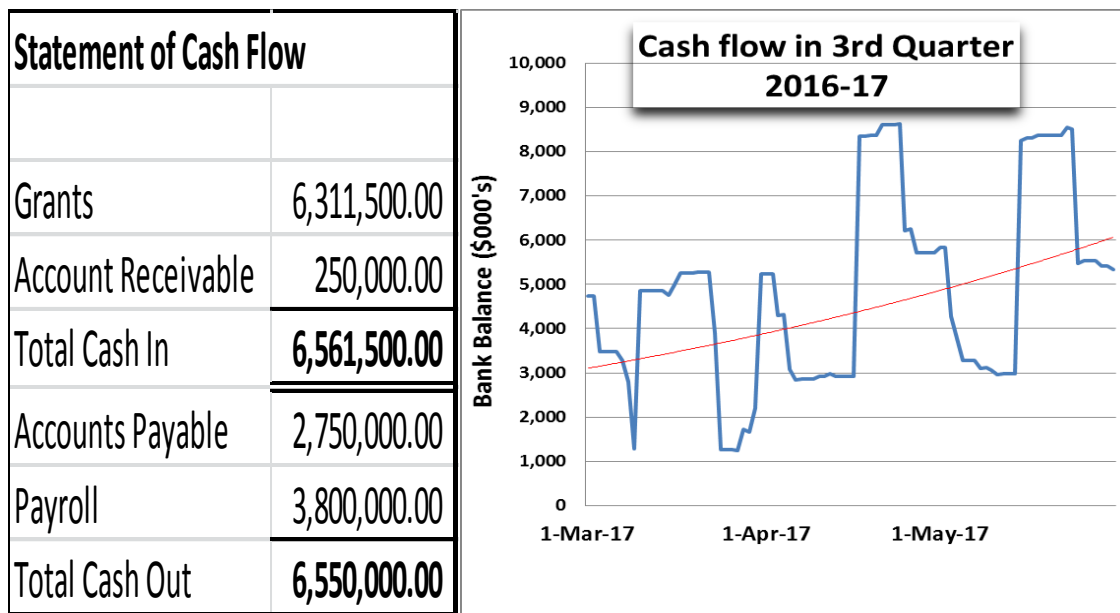
**Supplies and Services**

Supplies and services year-to-date are **\$14,430,147** (92% of \$17.2M 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 4<sup>th</sup> quarter. Department managers will continue to carefully monitor their budgets over the next quarter to ensure they stay within their spending limits.

- Overall, supply costs and depreciation expenses year-to-date at May 31<sup>st</sup> are only slightly more compared to the same time period last year by \$30K.*

**III AVERAGE SOURCE AND USE OF CASH**

A. Approximate average monthly cash flow values as at May 31, 2017:



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 in order to pay for salaries & benefits as well as our vendors, which comprises the largest part of the budget. Note: as of May 31, 2017, **\$3.0M** of the cash balance has been invested into 9-12 month GIC's to obtain more favourable investment returns, of which \$1.5M is cashable after 60/90 days.

We continue to enlist the services of an Institutional Cash Management Financial Advisory Teams – Raymond James Ltd. As at May 31<sup>st</sup>, we had all of our **\$3.0M** invested in GIC's with Raymond James, with maturing dates ranging from Sept 5'2017 to April 19'2018, earning yields ranging from 1.20%-1.50%.

C. **Other Notes:**

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

#### IV. REVENUE AND EXPENSES BY ENVELOPE

##### SEPTEMBER 1, 2016 – MAY 31, 2017

#### A.

GOLDEN HILLS SCHOOL DIVISION No.75									
Revenue and Expenses by Envelope									
From September 1, 2016 - May 31, 2017									
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		42,975,814.93	4,114,387.04	2,748,907.59	1,877,510.99	0.00	51,716,620.55	73%	75%
OTHER - GOVERNMENT OF ALBERTA		246,429.20	7,650.02	0.00	0.00	0.00	254,079.22	34%	75%
FEDERAL GOV'T AND/OR FIRST NATIONS		1,006,239.34	187,499.99	0.00	0.00	0.00	1,193,739.33	84%	75%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		42,200.00	0.00	0.00	0.00	0.00	42,200.00	106%	100%
INSTRUCTIONAL RESOURCE FEES		385,019.00		0.00	0.00	0.00	385,019.00	100%	90%
FEES	1,088,820.59	978,248.00				2,884,468.32	4,951,536.91	82%	80%
FUNDRAISING REVENUES -SGF	422,896.38						422,896.38	85%	75%
OTHER SALES AND SERVICES	2,117,053.46	48,447.00	0.00	31,663.35	31,470.07	95,776.91	2,324,410.79	100%	75%
INVESTMENT INCOME		0.00		0.00	144,630.22	0.00	144,630.22	100%	75%
GIFTS AND DONATIONS -SGF	33,925.26	70,178.28	0.00	0.00	0.00	0.00	104,103.54	59%	75%
RENTAL OF FACILITIES		7,672.16	72,688.19	0.00	0.00	0.00	80,360.35	75%	75%
OTHER REVENUES		116,960.00	137,903.88	7,500.00	0.00	0.00	262,363.88	51%	75%
AMORTIZATION OF CAPITAL ALLOCATIONS		101,915.28	2,242,681.38				2,344,596.66	80%	75%
<b>TOTAL REVENUES</b>	<b>3,662,695.69</b>	<b>45,979,123.19</b>	<b>6,762,810.50</b>	<b>2,788,070.94</b>	<b>2,053,611.28</b>	<b>2,980,245.23</b>	<b>64,226,556.83</b>	<b>78%</b>	<b>76%</b>
<b>EXPENDITURES</b>									
CERTIFICATED SALARIES		27,987,256.28	0.00	0.00	294,847.52	0.00	28,282,103.80	73%	75%
CERTIFICATED BENEFITS		5,950,094.67	0.00	0.00	35,535.65	0.00	5,985,630.32	65%	75%
NON-CERTIFICATED SALARIES & WAGES		5,826,969.84	1,626,809.86	1,558,441.49	816,482.14	333,528.38	10,162,231.71	80%	80%
NON-CERTIFICATED BENEFITS		1,617,319.40	430,877.23	163,899.88	187,912.34	69,578.29	2,469,587.14	78%	80%
SERVICE, CONTRACTS AND SUPPLIES	3,196,045.83	4,438,370.41	2,698,114.06	1,115,362.01	580,646.25	2,401,608.07	14,430,146.63	92%	75%
AMORTIZATION		215,793.36	2,418,422.76	623,146.50	63,091.89	108,575.46	3,429,029.97	81%	75%
INTEREST CHARGES		1,309.00	0.00	0.00	20,250.00	38,836.13	60,395.13	67%	75%
<b>TOTAL EXPENSES</b>	<b>3,196,045.83</b>	<b>46,037,112.96</b>	<b>7,174,223.91</b>	<b>3,460,849.88</b>	<b>1,998,765.79</b>	<b>2,952,126.33</b>	<b>64,819,124.70</b>	<b>77%</b>	<b>76%</b>
<b>POSITIVE/-NEGATIVE VARIANCE TO DATE</b>	<b>466,649.86</b>	<b>(57,989.77)</b>	<b>(411,413.41)</b>	<b>(672,778.94)</b>	<b>54,845.49</b>	<b>28,118.90</b>	<b>(592,567.87)</b>		
Exclude: SGF surplus (budgeted to break-even)							(465,956.64)		
Actual YTD Surplus / (Deficit)							(1,058,524.51)		

Identicle

#### B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

##### 1. Instruction

- A negative variance within the Instruction envelope occurred primarily because of the non-certified benefit cost is higher than budgeted.
- Instructional Resource Fees are collected at the schools and a process is in place for monthly submission by the schools to include in the quarterly reports.

- Analysis of collection of Instructional Resources Fees (current year) as at May 31, 2017 is as follows:

Invoiced	Collected	Waived
\$306,459	\$257,136 (83.9%)	\$4,542 (1.5%)

- Note: Resource fee rates for 2016-17 have remained the same as 2015-16, which had been reduced by 50% from the 2011-12 rates. In the previous year, collections of Resource Fees were identical at 84.0% as at May 31, 2016.

*Year-to-date collections have been virtually the same as the previous year. Collections have improved with the introduction of KEV with roughly 50% of all parents utilizing the payment-on-line option for school fees. KEV School Cash supports the reclassification of Fees Revenue and permits compliance with the new reporting requirements of Alberta Education.*

## 2. Plant Operations and Maintenance (POM)

Golden Hills School Division No.75					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2016 - May 2017					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management
	Yr 2016/2017	Yr 2016/2017	Remaining	Used	Benchmark %
Alberta Education	6,549,114	4,114,387	2,434,727	63%	75%
Other Revenues	560,917	405,742	155,175	72%	75%
Amortization	2,913,297	2,242,681	670,616	77%	75%
<b>Total Revenues</b>	<b>10,023,328</b>	<b>6,762,811</b>	<b>3,260,517</b>	<b>67%</b>	<b>75%</b>
<b>EXPENSES</b>					
Non-Certificated Salaries and Benefits	2,766,708	2,057,687	709,021	74%	75%
<b>Sub-Total</b>	<b>2,766,708</b>	<b>2,057,687</b>	<b>709,021</b>	<b>74%</b>	<b>75%</b>
Supplies and Services	4,861,081	2,698,114	2,162,967	56%	75%
Amortization	3,106,910	2,418,423	688,487	78%	75%
<b>Total Expenses</b>	<b>10,734,699</b>	<b>7,174,224</b>	<b>3,560,475</b>	<b>67%</b>	<b>75%</b>
<b>POSITIVE/(NEGATIVE) VARIANCE</b>	<b>-711,371</b>	<b>-411,413</b>			

A negative variance of approximately \$ **-411K** at the end of the 3<sup>rd</sup> quarter is primarily due to higher spending (\$250K) on Building Repairs & Maintenance, including IMR project spending. Included in the **Other Revenues** is an insurance refund of **\$124.5K** due to the TCA flooding which had been received and recorded in the 2<sup>nd</sup> quarter. (Note: approx. \$1.3M of IMR monies is unspent/unrecognized at May 31<sup>st</sup>.)

*Overall, with careful monitoring of expenses throughout the year, we anticipate PO&M to 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, 2016 - May 31, 2017					
Revenues	Total 2016-17 Budget	2016-17 YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	3,744,000	2,748,908	995,092	73.4%	75.0%
Other Revenues	50,000	39,163	10,837	78.3%	75.0%
<b>Total Revenues</b>	<b>3,794,000</b>	<b>2,788,071</b>	<b>1,005,929</b>	<b>73.5%</b>	<b>75.0%</b>
<b>EXPENSES</b>					
Non-Certificated Salaries and Benefits	2,116,657	1,722,341	394,316	81.4%	80.0%
<b>Sub-Total</b>	<b>2,116,657</b>	<b>1,722,341</b>	<b>394,316</b>	<b>81.4%</b>	<b>80.0%</b>
Services and Supplies	1,320,653	1,115,362	205,291	84.5%	80.0%
Amortization	735,258	623,147	112,112	84.8%	75.0%
<b>Total Expenses</b>	<b>4,172,568</b>	<b>3,460,850</b>	<b>711,718</b>	<b>82.9%</b>	<b>78.0%</b>
<b>POSITIVE/(NEGATIVE) VARIANCE</b>	<b>(378,568)</b>	<b>(672,779)</b>			
<b>Variations in Services and Supplies</b>					
	<b>Budget</b>	<b>Actual</b>	<b>% of Budget Used</b>	<b>Management Benchmark %</b>	
Contracted Bus Services	190,000.00	163,203.13	86%	85%	
Fuel	640,000.00	469,702.15	73%	85%	
Other supplies	490,653.00	482,456.72	98%	85%	
Total	1,320,653.00	1,115,362.00	84%	85%	

- a. For the third quarter, a negative YTD variance of **-\$673K** can be attributed 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 will be charged in fiscal 2016-17, as was the case in the previous three fiscal years.

*Due to reduced funding, there is a planned deficit budget in transportation, of approximately \$-378K which will be covered by operating reserves. Overall, with careful monitoring of expenses throughout the year, we anticipate Transportation to come close to 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 is basically on target but with a small positive variance of **\$55 K** 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 is under 3.6%.

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

<b>SUMMARY STATEMENT OF REVENUES AND EXPENSES</b>						
<b>BOARD OF TRUSTEES</b>						
<b>BUDGET vs. ACTUAL</b>						
<b>FOR THE PERIOD OF SEPTEMBER 1, 2016 TO MAY 31, 2017</b>						
<b>Expense</b>		<b>ANNUAL BUDGET</b>	<b>YTD ACTUALS</b>	<b>BUDGET REMAINING</b>	<b>% BUDGET USED</b>	
Budgeted Revenues		177,600.00	177,600.00	-	100%	
<b>TOTAL REVENUES</b>		<b>\$ 177,600.00</b>	<b>\$ 177,600.00</b>	<b>\$ -</b>	<b>100%</b>	
Trustee Earnings and Benefits		127,900.00	88,526.04	39,373.96	69%	
Trustee Travel & Supplies		49,700.00	25,811.78	23,888.22	52%	
<b>TOTAL EXPENSES</b>		<b>\$ 177,600.00</b>	<b>\$ 114,337.82</b>	<b>\$ 63,262.18</b>	<b>64%</b>	

- To date, Board expenses are well within the range of projected expenditure amounts.

#### 5. External Services

For the third quarter, External Services has a positive variance of **+\$28K**.

External Services includes International Services, joint use agreements and external contract service agreements. Included within this period is, year-to-date, the recognition of **\$3,862,716** of ISS tuition fee revenues of which **\$2,546,226** was originally recorded as Deferred Revenue at prior year end. ISS Revenues are received in unequal amounts throughout the year, much of it in the first few months. As a result, this revenue is pro-rated to each quarter based on an estimation of related expenses (35/30/25/10), while expenses are recognized when they occur.

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

### *QUARTERLY SUMMARY*

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

*Overall, GHSD appears to be on track and is aligned with meeting or spending under the Board's November 30, 2016 approved and submitted budget (\$2.1 deficit). A planned deficit budget will be covered by our operating reserves.*



## ELECTIONS – GENERAL INFORMATION

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

June 20, 2017

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### Background:

### Important Dates

September 4, 2017	First Notice of Nomination Day s.26 (1) <a href="#">Local Authorities Election Act</a>
September 11, 2017	Second Notice of Nomination Day
<b>September 18, 2017</b>	<b>NOMINATION DAY</b>
October 2, 2017	First Notice of Election Day
October 7, 2017	Advanced Poll (tentative date)
October 9, 2017	Second Notice of Election Day
<b>October 16, 2017</b>	<b>ELECTION DAY s.11 (1) <a href="#">Local Authorities Election Act</a></b>

### What are the Wards? ([see ward maps](#) Coming soon)

(Polling stations will be determined at a later date)

### What's New?

Term of Office: The term of office for elected officials has been increased to four years.

Voter ID Requirements: s. 53 (1) [Local Authorities Election Act](#)

53(1) Every person who attends at a voting station for the purpose of voting must be permitted to vote

(a) if the person's name appears on the list of electors, if any, or

(b) if the person makes a statement in the presence of an officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector and produces for inspection the following proof of the person's identity and current residence and, where required by a bylaw passed under subsection (3), age

### The Role of a Trustee?

Alberta School Boards Association (ASBA) Information Package: [Alberta School Boards Association of Alberta](#)

### [Nomination Form](#)

### Locations to submit Nomination papers

Golden Hills School Division No. 75 office: 435A Highway No. 1, Strathmore, AB T1P 1J4

Village of Acme office: 203 Clarke Street, Acme, AB T0M 0A0

Town of Drumheller office: 224 Centre St., Drumheller, AB T0J 0Y4

Village of Standard office: 120 Elsinore Avenue, Standard, AB T0J 3G0

Town of Three Hills Municipal office: 232 Main St., Three Hills, AB T0M 2A0

Town of Trochu Municipal office: 416 Arena Avenue, Trochu, AB T0M 2C0

## **Can I Vote?** S.47 (1) [Local Authorities Election Act](#)

### **Requirements:**

- 18 years of age
- Canadian citizen
- Resided in Alberta for 6 consecutive months preceding Election Day
- Resident in ward
- Proof of eligibility

## **References**

(Download free PDF versions on Queen's Printer website)

[School Act](#)

[Local Authorities Election Act](#)

## **Unknowns**

Polling Stations: dependent on acclamations or election

Voting Hours: dependent on partnerships with municipalities

Advance Poll dates: dependent on partnerships with municipalities

## **Why Be a Part of Golden Hills?**

Watch some videos that showcase exciting education programs.

[Schools Today in Golden Hills](#)

## **What do Schools in Golden Hills Offer?**

### **Inspiring Education Initiatives/Improvements**

- Focus on Powerful Learning Designs
- Pre-School Partnerships
- Full-Time or Part-Time Fully-Funded Kindergarten
- Advanced Placement Classes
- Career Technology Studies (CTS) Rural School Co-operations
- Enhanced Technology
- Hockey Programs
- Enhanced Transportation
- No Transportation Fees

For more information contact your local school to discover the programs available.

## What's New in Facilities?

- Drumheller Modular



- Trochu Valley Modular



- Prairie Christian Academy Modular



- Wheatland Crossing



- Proposed K-9 Strathmore School and Recreational Facility



### **Recommendation:**

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



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Bevan Daverne  
Superintendent



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Tahra Sabir  
Secretary-Treasurer



## ADMINISTRATIVE PROCEDURE 505 – SCHOOL FEES

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

June 20, 2017

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### **Background:**

Recently, the Alberta Government has passed Bill 1, and Act to Reduce School Fees. Under this legislation and accompanying Ministerial Order, Boards may charge a student's parent any fees or costs for resources related to instruction, subject to the prohibitions and restrictions outlined by this Ministerial Order.

School divisions must also develop administrative procedures for the assessment and collection of school fees and submit that administrative procedure to the Ministry for review.

The GHSD Administrative Procedure Review Committee, along with stakeholder input, have reviewed the current procedure and have a recommended update to AP 505 School Fees and Fee Waiver Form 505-1 to include current School Fee information that reflects the new Ministerial Order, the School Act and the School Fees and Costs Regulation, dated June 5, 2017 and expires on August 31, 2019.

### **Recommendation:**

That the Board of Trustees receives the information around the revisions of AP 505 School Fees and School Fees Waiver Form 505-1.

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

Bevan Daverne  
Superintendent

## SCHOOL FEES

### Background

The Board believes that all students should have access to education at the lowest possible cost to the students. The Board may charge a student's parent any fees or costs for resources related to instruction, subject to the prohibitions and restrictions in the School Act and the School Fees and Costs Regulation, dated June 5, 2017 and expires on August 31, 2019.

### Guidelines - Golden Hills schools will ensure the following:

1. A fee schedule with specific fees for each school posted on each school website;
2. Consultation that includes school administration, staff, school councils and parents prior to establishing, increasing or decreasing fees;
3. Schools demonstrate the need to charge a fee and ensure the fees are only used for the purpose for which they were collected and are directly related to the cost of resources provided to the students;
4. A notification process for options to have the fee waived, if financial circumstances warrant.
5. A dispute process to allow resolution.
6. Proper accounting for all school fees through the school generated accounting system.

### Fees eliminated beginning in the 2017/18 school year:

**Resource Fees** - There will be no charge for any fees or costs for textbooks, workbooks, photocopying, printing or paper supplies – often referred to as

### The following fees may be charged, if applicable, as art of the School Fees and Costs Regulation:

**Enhanced Course Fees** – These fees would include the services, supports and materials that are not required to meet core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities.

Examples include: Field trips, programs of choice, options programming.

**Non-curricular fees** – These fees would include option activities or materials outside of the educational mandate of the jurisdiction.

Examples include: Sports teams, clubs, agendas, lockers, school supplies and extended non-curricular trips.

**Alternative Program fees** – These fees include optional programs such as faith-based, Montessori or sports programs that parents choose for their children.

### Procedures

1. Any fee(s) charged for courses/options must be approved by the Board prior to the school year in which they will be charged. A complete schedule of all fees and amounts must be submitted by the school with the spring budget submission to the Secretary Treasurer for further review and subsequent approval by the Minister of Education.
2. New fees added during the school year that have not been previously approved or existing fees that are being proposed for an increase of 5% or more, must receive written Ministerial approval prior to implementation.

3. Fees for co-curricular activities or travel that are increased or added mid-year do not require Ministerial approval. The Secretary Treasurer must be notified of co-curricular fee changes.
4. The principal may assign fees for non-curricular program or travel; these fees do not require Ministerial approval.
5. The principal is responsible for publishing a complete list of all approved fees on the school website. A link to that fee list will be provided to the Secretary Treasurer.
6. The principal is responsible for the collection of fees and issuance of receipts to the students or parents.
7. Fees must be used for the stated purpose. Unused fees can be carried over to the next year or used for another purpose if specifically stated to the parents prior to being charged.
8. Students must return all textbooks and loaned resources or equipment at the end of the school semester or term in order to avoid charges.
9. Textbooks or other items that are lost, damaged or destroyed by a student must be paid for by the student or parent. The charge will be based on the condition of the textbook or other item at the time of issue to the student and recommendations by the principal.
10. If financial circumstances warrant, a parent may apply annually to the Principal to have some or all of their fees waived (Form 505-1).
11. Parents who are declined a waiver of their fees by the Principal may appeal that decision to the Superintendent. All appeals must be received within 14 days of notification that the request has been denied.

Reference: Sections 21.4, 23.3, 30, 39, 39.1, 60.2 School Act  
School Fees and Costs Regulation - Ministerial Order (#306/2017)





Form 505-1

# 2017-2018 School Year Application for Waiver of School Fees

Note: The Outreach refundable 25% deposit on texts and the voluntary fees will not be waived.  
**Please complete all sections of this application.**

Name and Complete Address of Parent/Guardian			
Last Name		First Name	
Street Address		City	Province
		Postal Code	
Home Telephone No.		Business Telephone No.	
Name of Student(s)	School(s) Attending		

Please list the fees you are applying to have waived. (You may attach a school invoice or additional documents)	
Course, program, etc.	Fee amount
Total Fees	

**GOLDEN HILLS SCHOOL DIVISION NO. 75**

REPLACING PROCEDURE  
DATED: April 2012

NEW PROCEDURE  
DATED: June 2017

BOARD RECEIVED AS  
INFORMATION

Page 1 of 2

**Please describe your circumstances. Why are you applying to have fees waived?**


*I certify that the information provided on this application and in any documents attached is correct and complete. I also understand that the information shared on this form is confidential.*

Signature (Print and Sign)

Date

**Textbooks not returned at the end of the school year will be charged to the student.  
ALL APPLICATIONS WITH INSUFFICIENT INFORMATION WILL NOT BE PROCESSED.**

**FOR OFFICE USE ONLY**

<b>Approved</b> <input type="checkbox"/>
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<b>Not Approved</b> <input type="checkbox"/>	<b>Comments:</b> _____
	_____
	_____

<b>Date:</b> _____	<b>Principal Signature:</b> _____
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## ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

**June 20, 2017**

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### **Background:**

In accordance with Administrative Contracts (AP 431) principal and associate principal designations are term contracts for maximum three years. Term contracts 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 School Administrator Evaluation (AP 437).

The Board is advised of the following new administrative appointments:

#### Principal Designations:

Corinna Hampson	École Brentwood Elementary School
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#### Associate Principal Designations:

Tausha Braithwaite	Westmount Elementary School
Sarah Richardson	Greentree Elementary School

#### Director of Learning Designation:

Christina Hoover	Division Office
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The Board is advised of the following renewal of Administrative appointments:

#### Principal Designations:

Linda Tucker	Crowther Memorial Jr. High School
Randy Wood	NorthStar Christian Academy
Darryl Hern	Prairie Christian Academy
Kyle Larson	Strathmore High School
Todd Hoover	Three Hills School
Leana Howard	Trochu Valley School
Wayne Funk	Westmount School/Trinity Christian Academy
Amy Van Vliet	Wheatland Elementary

Associate Principal Designations:

Ryan Hunter	Crowther Memorial Jr. High School
Kristen Odegard	Trinity Christian Academy
Chantalle Van Otterloo	Trochu Valley School
Agnieszka Barwacz-Riou	Strathmore High School
Sean Latta	Wheatland Crossing School
Michelle Rushford	Wheatland Elementary School

**Recommendation:**

That the Board receives the administrative term appointments as information.



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Bevan Daverne  
Superintendent of Schools



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Wes Miskiman  
Associate Superintendent/Human Resources