



# 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

Wednesday, November 30, 2016

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 (2016/10/25)**
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. **Audited Financial Statements for the year ending August 31, 2016** T. Sabir
    - 8.1.2. **Final Budget Submission 2016 - 2017** T. Sabir
    - 8.1.3. **Final 2015 - 2018 Three Year Education Plan and 2014 - 2015 AERR** B. Daverne
    - 8.1.4. **Advocacy Planning** B. Daverne

**8.2. Information Items**

**8.2.1. Monthly Enrolment Monitoring Report (October 2016)**

T. Sabir

**8.2.2. AP 131 - Emergency Closing of School/Inclement Weather**

B. Daverne

**8.2.3. Assessments and Reporting**

J. Grimsdale

**9. School Monitoring Reports**

**9.1. Carseland School Report (D. Seabrook)**

**9.2. Three Hills School Report (T. Hoover/G. Lendvay)**

**10. ADJOURNMENT**

Draft



# MINUTES

## Golden Hills School Division No. 75

### Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Tuesday, October 25, 2016

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

**e) Associate Superintendent**

- Wes Miskiman

**f) Deputy Superintendent**

- Dr. Kandace Jordan

**g) Secretary - Treasurer**

- Tahra Sabir

**h) Recording Secretary**

- Kristy Polet

#### Call to Order

Chair Price called the meeting to order at 9: 34 a.m.

#### In Camera

**Resolution #BD20161025.1001**

**MOVED by Trustee Nielsen** that the Board of Trustees go *In Camera* at 9:34 a.m. to discuss legal matters.

**Carried**

**Resolution #BD20161025.1002**

**MOVED by Trustee Bazant** that the Board of Trustees rise from In Camera at 10:34 a.m.

**Carried**

**BREAK**

**Recessed at 10:34 a.m.**

**Reconvene at 10:44 a.m.**

**Approval Of Agenda**

**Resolution #BD20161025.1003**

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

**Carried**

**Presentation of Minutes**

**Resolution #BD20161025.1004**

**MOVED by Trustee Nielsen** that the Board of Trustees approve minutes of September 19, 2016 Regular meeting as presented.

**Carried**

**Chair's Report**

(REPORTS)

Chair Price reported on the following topics:

- Strathmore K-9 School and Recreational Facility - Sod Turning Event held on Wednesday, October 19, 2016 was well attended.
- Discussed emails received from ASBA and Alberta Education Minister.
- Letter was sent to Education Minister David Eggen in regards to Trochu Outreach building and land.

**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 that was held on Friday, October 7, 2016.

- Zone 5 Elections took place; Chair - Amber Stewart (Trustee for Calgary Board of Education), Vice Chair - Jeanine Tucker (Trustee for Foothills), majority of the committees stayed the same.
- Meeting was shortened due to the severe weather.

Trustee Kletke presented information on the Public School Boards Association of Alberta (PSBAA) Fall Events and Annual General Meeting that was held in Edmonton on October 19 - 21, 2016.

- Discussion on Climate Change, no rebate on Carbon Levy for Schools.
- Elections took place for the 2016-2017 year.

**Administration Reports**

(REPORTS)

Associate Superintendent Miskiman presented information on the following topics:

- HR Update:
  - Division Office held a two day Administrators Workshop on Teacher Growth and Supervision on October 19-20, 2016.
    - 13 new based School Administrators attended.
  - C2 Committee meeting will take place on Thursday, October 27, 2016.

Deputy Superintendent Jordan presented information on the following:

- Focusing on the new Administrators and Teachers on creating a good start to the year.

Secretary Treasurer Sabir presented information on the following:

- Facilities - presented powerpoint on facility work completed in the summer.
  - Trochu Valley Fitness center - floor complete
  - Strathmore K-9 School and Recreational Facility held it's Sod Turning Event on October 24, 2016.
  - Wheatland Crossing - update on construction, followed by a site tour.

Superintendent Daverne presented information on the following:

- New K-9 School and Recreation Facility - awaiting final approval on schematics.
- Home Schooled and/or Online Students will no longer be reimbursed for curriculum purchases, this will now be done through the Online Schools.

**Annual Modular Request Submission**

(Action Items)

Secretary Treasurer Sabir presented information on Annual Modularity Requests for 2017 - 2018.

**Resolution #BD20161025.1005**

**MOVED by Trustee Bazant** that the Board of Trustees requests six modulars from Capital Planning, Alberta Education for the 2017/2018 school year.

School	Request
Strathmore High School	3 new modulars
Trinity Christian Academy	3 new modulars

**Carried**

**AP 214 - Inclusive Education**

(Action Items)

Deputy Superintendent Jordan presented AP 214 - *Inclusive Education* as information and for the record.

**Wheatland Crossing School Recreation Facility Joint Use Agreement**

(Action Items)

**Resolution #BD20161025.1006**

**MOVED by Trustee Larsen** that the Board of Trustees moves to approve and sign the Joint Use Agreement for Wheatland Crossing School.

**Carried**

**Monthly Enrolment Monitoring Report (September 2016)**

(Information Items)

Secretary Treasurer Sabir presented information along with a PowerPoint presentation on the Monthly Enrolment Monitoring Report for September 2016.

**IMR and Capital Projects Report (Summer Update)**

(Information Items)

Secretary Treasurer Sabir presented a PowerPoint on IMR and Capital Projects, completed and ongoing, over the summer. There is still the need to continue to advocate for funding closer to industry standards.

Trustee Tucker excused himself at 12:00 p.m. due to another engagement.

**BREAK**

**Recessed at 12:00 p.m.**

**Reconvene at 12:35 p.m.**

**Human Resources Monitoring Report**

(Information Items)

Associate Superintendent Miskiman presented the Human Resources Monitoring Report for information.

**Provincial Exam Results (Annual and Five Year Trends)**

(Information Items)

Jeff Grimsdale, Director of Student Assessment and Curriculum Support, presented information on the 2015-2016 Provincial Testing Results for Diploma Exams and Provincial Achievement Tests.

**Three Year Education Plan and AERR**

(Information Items)

Superintendent Daverne presented information on the draft Three Year Education Plan 2016-2019 and Annual Education Results Report 2015-2016 for submission to Alberta Education November 30, 2016.

**Family School  
Community  
Resource Program**  
(Information Items)

Deputy Superintendent Jordan presented the Family School Community Resource Program Report for information.

**ADJOURNMENT**

**Resolution #BD20161025.1007**  
**MOVED by Trustee Nielsen** that the meeting adjourn at 1:40 p.m.

**Carried**

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Chair

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Secretary-Treasurer

Draft



## AUDITED FINANCIAL STATEMENT

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

**November 30, 2016**

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### **Background:**

Pursuant to Section 151(1) of the School Act, the Board of Trustees is responsible for submitting to the Minister by November 30<sup>th</sup> the Audited Financial Statements for the fiscal year September 1<sup>st</sup>, 2015 - August 31<sup>st</sup>, 2016. The auditors, Collins Barrow will attend the Regular Meeting of the Board of Trustees to present the Auditor's Report including an analysis and commentary on the financial statements.

As the annual financial statements are an important tool in evaluating the Division's performance, Trustees will have an opportunity to ask due diligence questions of both Administration and the Auditor.

### **Recommendation:**

That the Board of Trustees approves the 2016-17 amounts on the Audited Financial Statements for the year ending August 31, 2016 to be transferred to restricted reserves as follows:

Capital Reserves – transfer of \$669,491

That the Board of Trustees approves the Audited Financial Statements for the year ending August 31, 2016 for submission to Alberta Education by November 30, 2016 subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2016.

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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



## BUDGET 2016-2017

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

**November 30, 2016**

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### **Background:**

The submission deadline for boards is November 30, 2016. This submission incorporates final student counts for the 2016/2017 school year and funding changes.

The September 30, 2016 enrolment has been finalized, therefore this budget represents actual student numbers versus projected numbers.

Changes from the Spring Budget to Fall submission include:

1. Increase in Enrolment 58 (1% increase) versus a projection of 1% decrease.
2. Alignment of expenditures;
3. Increase of staffing numbers and a decrease in supplies and services;
4. Less use of reserves resulting in less of a deficit (\$2.1M projected deficit (fall) vs 2.5M in the (Spring)).

The Budget 2016-17 fall template to be submitted to Alberta Education is attached.

A budget presentation will be provided at the meeting and posted on the website under agendas shortly after.

Also attached is a Budget 2016/2017 Quick Fact Sheet.

### **Recommendation:**

That the Board of Trustees approves Budget 2016-17 for submission to Alberta Education by November 30, 2016 as required subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2016.

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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



**2155 Golden Hills School Division No. 75**

School Jurisdiction Code and Name

**FALL 2016 UPDATE TO THE 2016/2017 BUDGET: Page 1**

	Fall 2016 Update to the Budget 2016/2017	Spring 2016 Budget Report 2016/2017	Variance	% Variance
<b>OPERATIONS (SUMMARY)</b>				
<b>Revenues</b>				
Alberta Education	\$73,090,515	\$73,047,368	\$43,147	0.1%
Other - Government of Alberta	\$740,375	\$886,957	(\$146,582)	-16.5%
Federal Government and First Nations	\$1,418,092	\$1,415,106	\$2,986	0.2%
Other Alberta school authorities	\$0	\$0	\$0	0.0%
Out of province authorities	\$0	\$0	\$0	0.0%
Alberta municipalities - special tax levies	\$40,000	\$40,000	\$0	0.0%
Property taxes	\$0	\$0	\$0	0.0%
Fees	\$1,912,000	\$1,987,000	(\$75,000)	-3.8%
Other sales and services	\$4,116,950	\$4,117,013	(\$63)	0.0%
Investment income	\$0	\$0	\$0	0.0%
Gifts and donation	\$50,000	\$50,000	\$0	0.0%
Rental of facilities	\$97,000	\$97,000	\$0	0.0%
Fundraising	\$0	\$0	\$0	0.0%
Gain on disposal of capital assets	\$0	\$0	\$0	0.0%
Other revenue	\$515,264	\$153,017	\$362,247	236.7%
<b>Total revenues</b>	<b>\$81,980,196</b>	<b>\$81,793,461</b>	<b>\$186,735</b>	<b>0.2%</b>
<b>Expenses By Program</b>				
Instruction - Early Childhood Services	\$3,106,962	\$3,246,813	(\$139,851)	-4.3%
Instruction - Grades 1 - 12	\$59,332,267	\$59,773,441	(\$441,174)	-0.7%
Plant operations and maintenance	\$10,734,698	\$10,829,536	(\$94,838)	-0.9%
Transportation	\$4,172,568	\$4,186,651	(\$14,083)	-0.3%
Board & system administration	\$2,559,630	\$2,591,727	(\$32,097)	-1.2%
External services	\$4,164,010	\$3,636,280	\$527,730	14.5%
<b>Total Expenses</b>	<b>\$84,070,135</b>	<b>\$84,264,448</b>	<b>(\$194,313)</b>	<b>-0.2%</b>
<b>Annual Surplus (Deficit)</b>	<b>(\$2,089,939)</b>	<b>(\$2,470,987)</b>	<b>\$381,048</b>	<b>15.4%</b>
<b>Expenses by Object</b>				
Certificated salaries & wages	\$38,976,697	\$38,262,964	\$713,733	1.9%
Certificated benefits	\$9,142,682	\$8,975,263	\$167,419	1.9%
Non-certificated salaries & wages	\$12,731,872	\$12,368,936	\$362,936	2.9%
Non-certificated benefits	\$3,182,967	\$3,092,234	\$90,733	2.9%
Services, contracts and supplies	\$15,690,358	\$17,230,453	(\$1,540,095)	-8.9%
Amortization expense - supported	\$2,913,297	\$2,913,297	\$0	0.0%
Amortization expense - unsupported	\$1,342,262	\$1,331,301	\$10,961	0.8%
Interest on capital debt - supported	\$0	\$0	\$0	0.0%
Interest on capital debt - unsupported	\$85,000	\$85,000	\$0	0.0%
Other interest and finance charges	\$5,000	\$5,000	\$0	0.0%
Losses on disposal of tangible capital assets	\$0	\$0	\$0	0.0%
Other expenses	\$0	\$0	\$0	0.0%
<b>Total Expenses</b>	<b>\$84,070,135</b>	<b>\$84,264,448</b>	<b>(\$194,313)</b>	<b>-0.2%</b>
<b>Accumulated Surplus from Operations (Projected)</b>				
Accumulated Surplus from Operations - August 31, 2016	\$5,875,856	\$8,702,962	(\$2,827,106)	-32.5%
Accumulated Surplus from Operations - August 31, 2017	\$3,785,917	\$6,163,276	(\$2,377,359)	-38.6%
Capital Reserves - August 31, 2016	\$3,000,000	\$2,315,049	\$684,951	29.6%
Capital Reserves - August 31, 2017	\$0	(\$0)	\$0	-100.0%
<b>Certificated Staff FTE's</b>				
School based	385.6	378.0	7.6	2.0%
Non-school based	10.0	10.0	-	0.0%
<b>Total Certificated Staff FTE's</b>	<b>395.6</b>	<b>388.0</b>	<b>7.6</b>	<b>2.0%</b>
<b>Non-Certificated Staff FTE's</b>				
Instructional	187.6	189.1	(1.5)	-0.8%
Plant operations & maintenance	42.7	42.2	0.5	1.2%
Transportation	82.0	80.0	2.0	2.5%
Other non-instructional	35.0	36.0	(1.0)	-2.8%
<b>Total Non-Certificated Staff FTE's</b>	<b>347.3</b>	<b>347.3</b>	<b>(0.1)</b>	<b>0.0%</b>

**Attestation of Secretary-Treasurer/Treasurer:**

This information was formally received by the Board of Trustees at the meeting held on : November 30, 2016

**\*\*Please complete the attached Comment Sheet to provide information regarding any material (>5% for revenues, expenses, fees, reserves, and surpluses, or >3% for staffing & enrolment) changes from the Spring Budget to the Fall forecast as identified in yellow above as well as any other**

**GOLDEN HILLS SCHOOL DIVISION No.75**  
Inspiring confident, connected, caring citizens of the world



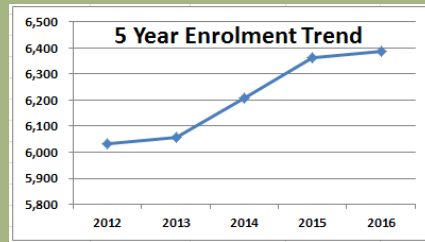
**Budget 2016/2017 Quick Fact Sheet**



**+58 students**  
**Enrolment 2016/2017**  
6,386 (k@1/2)



International &  
Online Learning  
Growth



**\$ 84M Budget**



Alberta Education – 86%  
Federal Government – 2%  
External – 5%  
Amortization – 4%  
SGF – 4%

**Used \$ 6.6M in Savings in 2015/2016**

1. Secured leased space as Board Owned
2. Purchased Buses: replacement & additional Board routes
3. Project Construction Costs

**Need ability to plan**  
**Rebuild savings:**  
✓ Enrolment volatility  
✓ Grant Changes  
✓ Capital Projects

**2016/2017 - using \$2.1M savings**



- ✓ Teachers – 57%
- ✓ Support Staff – 19%
- ✓ Contracted Services & Supplies – 24%

BY PROGRAM				
Instructional	Facilities	Transportation	Administration	External
74% (\$62.4M)	13% (\$10.7M)	5% (\$4.1M)	3% (\$2.5M)	5% (\$4.1M)

Teachers 395 FTE  
Support Staff 347 FTE



## School Division Three Year Education 2016-2019 Plan and Annual Education Results Report 2015-2016

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

**November 30, 2016**

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Golden Hills adopts an interim three-year education plan (3YEP) prior to the start of the school year, but plans are finalized after the new year of provincial achievement results become available in the fall. The combined three-year education plan (3YEP) and annual education results report (AERR) must be approved by the board, posted to the website, and sent to Alberta Education by November 30. Planning and reporting on results achieved provide assurance to the public and the provincial government on the quality of education in the school system.

The 3YEP and AERR meets the Boards fiduciary obligations for planning and reporting as outlined by Alberta Education <https://education.alberta.ca/school-authority-planning-resources/current-requirements/everyone/planning-documents>

Strategically, the board needs to consider how the goals, outcomes, priorities and strategies align with and promote Alberta Education's and the division's mission and vision for student learning. Does the plan promote *learning for all students*?

The plan considers all elements reported in the AERR and is focused on our priorities around continued student success and achievement. The plan incorporates strategies focused on numeracy and literacy foundational learning, graduation rates, achievement equity for our FNMI students as well as priorities on student engagement and 21<sup>st</sup> C. skills.

### **Recommendation:**

That the Board of Trustees approves the Three Year Education Plan 2016-2019 and Annual Education Results Report 2015-2016 for submission to Alberta Education November 30, 2016.

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Bevan Daverne  
Superintendent of Schools



## ADVOCACY PLANNING

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

**November 30, 2016**

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### **Background:**

The Board of Trustees is highly concerned about providing the best for students both in programming opportunities available to them and in quality facilities at which they attend.

To this end, The Board of Trustees maintains an Advocacy Committee with the purpose of developing advocacy priorities and a plan to share those concerns with provincial authorities and other municipal officials.

The Board's updated draft Advocacy Plan will be presented at the meeting.

### **Recommendation:**

That the Board of Trustees review and adopt new updated advocacy priorities for the 2016/2017 school year.

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Bevan Daverne  
Superintendent of School



## ENROLMENT BACKGROUNDER

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

**November 30, 2016**

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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, 2015 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.

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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

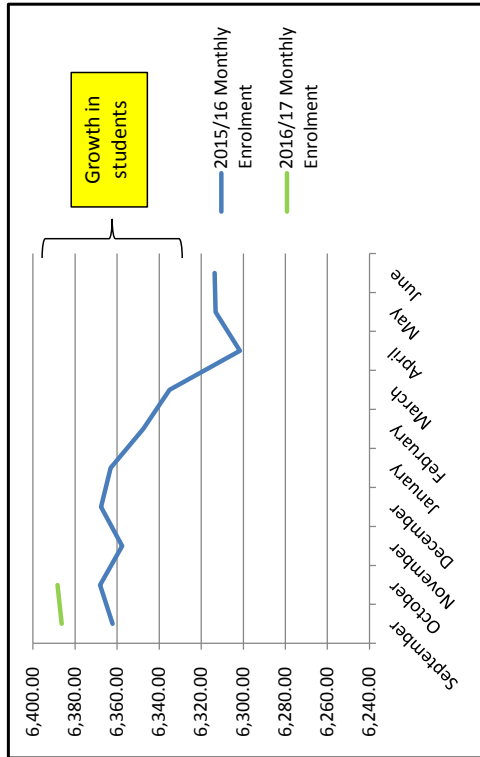
# Golden Hills School Division No. 75 Enrolment

## Summary of Totals - Year to Year Comparison

September 30, 2016 & October 31, 2016

Funded Total Enrolment	31-Oct-16 Enrolment	30-Sept-16 Enrolment	Difference	% Change
Provincially Funded Students	6,058.75	6,056.75	2.00	0.03%
Siksika Students	155.00	155.00	0.00	0.0%
International Students	174.65	174.65	0.00	0.0%
<b>Total</b>	<b>6,388.40</b>	<b>6,386.40</b>	<b>2.00</b>	<b>0.0%</b>

## Last Year Monthly Enrolment & Comparison to September 2015



## Grade Figure Analysis Comparison of Sept 2016 and Sept 2015

Provincially Funded	30-Sep-15	30-Sep-16	Difference	% Change
Kindergarten	215.50	200.00	15.50	7.8%
Grades 1-3	1,414.00	1,444.00	-30.00	-2.1%
Grades 4-6	1,445.00	1,428.00	17.00	1.2%
Grades 7-9	1,453.00	1,481.00	-28.00	-1.9%
Grades 10-12	1,503.00	1,453.00	50.00	3.4%
<b>Total</b>	<b>6,030.50</b>	<b>6,006.00</b>	<b>24.50</b>	<b>0.4%</b>

## Schools - Year to Year Comparison

Configuration	SCHOOL	October 31, 2016		September 30, 2016	
		Provincially Funded	Difference	Provincially Funded	% Change
K-6, 10-12	Acme School	196.00	1.00	195.00	0.5%
K-6	Brentwood Elementary School	346.00	0.00	346.00	0.0%
K-9	Carbon School	103.00	0.00	103.00	0.0%
K-6	Carseland School	70.00	0.00	70.00	0.0%
7-9	Crowther Memorial Jr. High School	561.00	14.00	547.00	2.6%
K-9	Dr. Elliott Community School	168.50	-4.00	172.50	-2.3%
7-12	Drumheller Valley Secondary School	398.00	0.00	398.00	0.0%
K-6	Greentree School	393.00	-3.50	396.50	-0.9%
K-12	Prairie Christian Academy School	269.00	2.50	266.50	0.9%
10-12	Strathmore High School	625.00	-8.00	633.00	-1.3%
K-12	Three Hills School	445.00	1.50	443.50	0.3%
K-9	Trinity Christian Academy	165.00	1.00	164.00	0.6%
K-12	Trochu Valley School	276.50	1.50	275.00	0.5%
K-6	Westmount School	437.00	-1.00	438.00	-0.2%
K-6	Wheatland Elementary School	360.50	-3.00	363.50	-0.8%
K-12	Wheatland Crossing	337.00	0.00	337.00	0.0%
	<b>Totals</b>	<b>5,150.50</b>	<b>2.00</b>	<b>5,148.50</b>	<b>0.0%</b>
Configuration	SCHOOL	Provincially Funded	Difference	Provincially Funded	% Change
7-9	Anchors II Outreach	14.00	0.00	14.00	0.0%
7-12	Drumheller Outreach	18.00	0.00	18.00	0.0%
1-12	Golden Hills Learning Academy	122.50	0.00	122.50	0.0%
1-12	NorthStar Academy	377.25	0.00	377.25	0.0%
7-12	Strathmore StoreFront	34.00	0.00	34.00	0.0%
	<b>Totals</b>	<b>565.75</b>	<b>0.00</b>	<b>565.75</b>	<b>0.0%</b>
Configuration	COLONY SCHOOLS	Provincially Funded	Difference	Provincially Funded	% Change
K-9	Colonies	342.50	0.00	342.50	0.0%



## AP 131 – EMERGENCY CLOSING OF SCHOOLS

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

November 30, 2016

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### **Background:**

The Division makes every reasonable effort to hold school on the days stipulated in the annual school calendar. When the weather poses a significant safety concern for the welfare of students, bus route service may be cancelled and or schools may be closed, The Division supports the decision of parents who choose not to send their children to school, or to ride a school bus, because of safety concerns during server weather.

The GHSD Administrators Association along with stakeholder input have reviewed the current procedure and recommended to update AP 131 Emergency Closure of Schools to include the additional information to the School Status Red Level –Due to the severe weather and travel conditions the 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.*

The GHSD Administrators Association along with stakeholder input have reviewed the current Frequently Asked Questions for AP 131 and recommended to update Parents will be notified *by school website and social media, text messaging or direct phone calls in regards to school bus cancellation or school closures.*

### **Recommendation:**

That the Board of Trustees receives the information around the revision of AP 131 – Emergency Closure of School and AP 131 Frequently Asked Questions as information.

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Bevan Daverne  
Superintendent

## EMERGENCY CLOSING OF SCHOOLS / INCLEMENT WEATHER

### Background

Every reasonable effort is to be made to hold school on the days stipulated in the annual school calendar. When the weather poses a significant safety concern for the welfare of students, bus route service may be cancelled and or schools may be closed. The Division supports the decision of parents who choose not to send their children to school, or to ride a school bus, because of safety concerns during severe weather.

### Procedures

These procedures apply across Golden Hills. In the case of Strathmore and Carseland Schools, a group of three administrators will be designated annually to coordinate some processes. They will be referenced as the "Coordinating Administrator" or "CA"

1. When severe or inclement weather exists, the bus driver shall make a decision, as outlined in the bus driver's handbook, about whether or not it is safe to transport students. If the bus driver deems it unsafe to operate his bus, the driver shall:
  - 1.1 Notify by 6:30 a.m. the Principal(s) of schools on your route or Coordinating Administrator (CA) and the Supervisor of Transportation.
  - 1.2 Notify the parents of all students on the bus route. Options to accomplish this include school website and social media, text messaging or direct phone calls to parents.
  - 1.3 If all bus drivers who serve a particular school cancel the routes, one driver acting on behalf of all drivers may contact the Principal or CA and Transportation Supervisor.
2. If some or all buses are not running, there are three possible options for school status:
  - Green Level – Due to weather and travel conditions, some busses are not running. School is open and regular classes will be offered**
  - \*Yellow Level – Due to severe weather and travel conditions, no busses 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 Level – Due to the severe weather and travel conditions the 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**
- \* Require Superintendent approval.
3. When weather conditions warrant it, a Principal or CA may recommend a Yellow or Red status. Both Yellow and Red status require the approval of the Superintendent.
4. Schools with a Green or Yellow status are expected to remain open with staff in attendance for those students who are able to attend even if a bus route, several routes, or all routes affecting the school, do not run.
5. If school staff are unable to reach the school because of severe, inclement weather resulting in impassable or dangerous road conditions, the staff member will incur no loss of pay. The staff member must notify the Principal. When the Principal is aware of severe weather which may pose a significant danger to staff, he/she may contact staff to advise them of the dangerous conditions and that travel to school is not required.



6. If the Superintendent authorizes the Principal or CA to announce a school status of yellow or red due to severe weather, the inability of most or all buses to serve the students, and the inability of staff to reach the school in reasonably safe traveling conditions, provision shall be made by the Principal to ensure that students who arrive at the school have access to the facility and supervision until alternative arrangements can be made with the parent(s). If more than one school in an area is affected by the severe weather, the Principals in the area may consult with one another regarding the closure of schools within the affected area. One Principal, acting on behalf of the group of Principals, may contact the Superintendent for authorization for yellow status or closure (red status) for the affected schools.
7. In situations where severe weather conditions occur or weather conditions have deteriorated after the students have been transported to school, no school bus shall transport students home until the regular dismissal time.
8. If the conditions are such that it is not safe for the buses to take rural students home, it is the responsibility of the Principal and staff to alert parents to the situation, and where necessary, to arrange for local billeting of students and /or their accommodation at the school. Schools are to obtain emergency contact numbers and alternative emergency contacts and billets for students at the time of registration.
9. In the event of a school plant emergency which may be related or unrelated to weather conditions, a school closure may be announced. This decision must be approved by the Superintendent.
10. Each Principal shall have a communication plan to inform parents, students, and staff in the event of a emergent change in school status or school closure. The communication plan must include provisions for communicating with those who are normally transported by school bus services and those who are not. The communication plan shall communicate the school status or closure with all stakeholders. The use of Social Media, School websites, e-mail and direct contact with parents through phone and text is recommended.
11. Principals are advised to communicate this Administrative Procedure and procedures to parents and other stakeholders in advance of inclement weather or other emergency school closure situation.

**Summary Responsibilities**

<b>Role</b>	<b>Responsibility</b>
Bus Driver	<ol style="list-style-type: none"> <li>1. Make decision to run their route or not based on the conditions and their judgment of student safety as per the bus driver handbook</li> <li>2. Contact the Principal(s) of schools on your route <b>or</b> Coordinating Administrator <b>and</b> Transportation Supervisor to inform them if they do not run</li> <li>3. Contact <b>all</b> parents on their route to inform them if they do not run</li> </ol>
Principal or Coordinating Administrator (CA)	<ol style="list-style-type: none"> <li>1. Communicate with local Bus Drivers</li> <li>2. Consider information and conditions</li> <li>3. CA also coordinates communication with local Administrators</li> <li>4. Communicate with Superintendent to recommend closure, or yellow or red status if warranted</li> </ol>
Principal	The Principal is responsible for <b>all</b> stake holder communication within their school community including students, parents and school staff and transportation supervisor in the event of a school status announcement or closure for other reason.

Reference: Section 57, 60, 61, School Act  
Employment Standards Act

**FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING INCLEMENT WEATHER**

1. Who decides if the buses will run?

Each bus driver decides for his/her route and/or the school division decides in consultation with drivers. The decision is based on a risk assessment. The driver is responsible to notify the Manager of Transportation services, the school principals affected by the route closure. Parents will then be notified by school website and social media, text messaging or direct phone calls in regards to the bus route cancellation.

2. If one bus doesn't run, are all buses cancelled?

No. The decision is route - by - route. The Division is over 3000 square miles and conditions vary a great deal on the same day. Usually the buses in a general area are all affected. For example, if there is a storm in Three Hills some of those buses may not run while the buses in Strathmore area may run.

3. What conditions result in a bus route cancellation for the day?

If the conditions appear to pose a significant risk to students, then the route will be cancelled. Risks include conditions like fog, snow-blocked roads, extreme cold, icy conditions, and impassable roads due to wash-outs. In Alberta winter driving conditions occur from September - May so the buses are equipped for normal winter driving. Cancellations occur only in extreme circumstances. Often the first inclement weather of the season causes the most difficulty.

4. How many times do bus route cancellations occur?

This depends entirely on weather conditions. Based on past experience, on average, a particular bus route might be cancelled 2-3 times per year. This varies from year to year.

5. Are schools open when buses aren't running?

Mostly, that depends in the severity of the weather. Parents will be notified as to the school status. Schools are open to receive children who are able to get to school. Remember that one or two route closures may impact only a few students. Many times a bus route or two is closed but school carries on in the normal way because the vast majority of students are able to attend.

6. If some or all buses are not running, there are three possible options for school status:

- a. Green Level – Due to weather and travel conditions, some busses are not running.
  - 1. School is open and regular classes will be offered
- b. \*Yellow Level – Due to severe weather and travel conditions, no busses are running.
  - 1. School is open but regular classes are not being offered.
  - 2. We encourage parents and students to stay home and avoid the risks of travel.
- c. \*Red Level – Due to the severe weather and travel conditions the 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

\* Require Superintendent approval.

7. If the school is officially closed, will someone be in the building to receive students who may not know about the closure?

If the school status is yellow, then yes, there will be somebody in the building. If the school status is red, we cannot guarantee any staff at school or the school doors will be unlocked. Do not send students to school when the status is red.

8. How will I know if the bus route is cancelled or the school is closed?

You will be notified by school website and social media, text messaging or direct phone call that the school bus route is not running. If the school is closed, buses won't be running. Announcements about school closures will be through school website and social media, text messaging and direct phone calls, school social media and websites will also be updated with this information.

9. Why don't the schools close every time the bus routes are cancelled?

Bus route closures may not affect the majority of the students and many parents are able to make other arrangements for their children to attend school, the schools don't automatically close because of bus route closures. The school closes only when the route closures are pervasive and staff, too, cannot safely drive to work.

10. What if the school is open, the buses aren't running, and I feel compelled to have my child at school?

Please don't take unnecessary risks. If your child attends school regularly, then missing a day or two over the course of the year, due to travel conditions will not affect his/her achievement. Missed assignments due to weather can be rescheduled to accommodate your child.

11. How soon will I know about bus route closures or a school closure?

The people who make the decisions about route closures will consult and a decision will be made no later than 6:30 a.m.

12. Most of the bus information applies to bus routes for students who live out of town. What about students who live in town?

Bus drivers in town can often drive their routes when closures are necessary for out-of-town routes. If the town buses won't be running, you will be notified by school website and social media, text messaging or direct phone calls. Town buses usually run in all weather conditions UNLESS the school is closed. If the school is closed, please do not send or transport your child to the school. In the event of a school closure announcements about school closures will be by school website and social media, text messaging or direct phone calls.

13. If a bus route is cancelled in the morning, will the bus run at the end of the school day to take students home who were able to find other transportation to school?

This depends. If a bus does not run in the morning due to inclement weather, the driver will do the same evaluation to determine if it is safe to run their route.

If it is determined to be safe, the bus will run in the afternoon.

If it is not safe afternoon (ie. Inclement weather) the bus WILL NOT run in the afternoon. The bus driver will contact administrators and parents will then be notified by school website and social media, text messaging or direct phone calls no later than noon that day.

For parents choosing to drive their children in the morning when the bus does not run, we cannot guarantee the bus will run to transport student's home from school. Parents choosing to drive should plan to pick their children



## ASSESSMENT & REPORTING

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

November 30, 2016

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### **Background:**

Golden Hills School Division is continually working to improve student learning. Assessment is a key component in our Powerful Learning Model. The information presented is to inform the Board on future direction in outcomes based reporting in Golden Hills.

### **Recommendation:**

That the Board of Trustees receives the presentation as information.

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

Bevan Daverne  
Superintendent

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

Jeff Grimsdale  
Director of Student Assessment and  
Curriculum Support