



# **GOLDEN HILLS SCHOOL DIVISION**

## *AGENDA*

**TYPE:** Regular Board Meeting

**DATE:** 8/24/2021     **TIME:** 9:30 AM

**LOCATION:** Boardroom of the Golden Hills School Division

**DETAILS:**

"Powering Hope and Possibilities" Vision: Inspiring confident, connected, caring citizens of the world

Mission: Intentionally maximizing learning for all

**1.0 Attendance**

**2.0 Call to Order**

**3.0 Acknowledgment**

**4.0 In Camera**

4.1 In Camera

Action

4.2 Out of In Camera

Action

**5.0 Approval of Agenda**

5.1 Approval of Agenda

Action

**6.0 Welcome Public, Vision and Mission Statements**

**7.0 Presentation of Minutes**

7.1 Regular Minutes of June 22, 2021

Action

**8.0 REPORTS**

A) Chair's Report

B) Board Committees

C) Board Representatives to External Organizations

D) Administration Reports

**9.0 NEW BUSINESS**

A) Action Items

9.1 Board Annual Leadership Plan 2021-2022 (B. Daverne)

Action

B) Information Items

9.2 Monthly Enrolment Monitoring Report (June 2021) (T. Sabir)

Info

9.3 Guide for Respiratory Illness (B. Daverne)

Info

**10.0 ADJOURNMENT**

10.1 Adjournment

Action



# MINUTES

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## Golden Hills School Division

### Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

**Tuesday, June 22, 2021 (9:30 AM)**

#### 1.0 Attendance

##### Present:

- a) Chair
  - Laurie Huntley
- b) Vice Chair
  - Jennifer Mertz
- c) Trustees
  - Barry Kletke
  - Rob Pirie
  - Justin Bolin
  - Jim Northcott
- d) Superintendent
  - Bevan Daverne
- e) Secretary Treasurer
  - Tahra Sabir
- h) Recording Secretary
  - Kristy Polet

##### Absent:

- f) Associate Superintendent
  - Jeff Grimsdale (prior commitment)
- g) Deputy Superintendent
  - Wes Miskiman (prior commitment)

#### 2.0 Call to Order

Chair Huntley called the meeting to order at 9:32 a.m.

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

### 3.0 Acknowledgment

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

### 4.0 In Camera

#### 4.1 In Camera

**Recommendation: BD#20210622.1001**

**MOVED by Trustee Northcott** that the Board of Trustees go In Camera at 9:33 am.

#### 4.2 Out of In Camera

**Recommendation: BD#20210622.1002**

**MOVED by Trustee Pirie** that the Board of Trustees rise from In Camera at 10:25 am.

Break:

Recessed at 10:25 am

Reconvened at 10:36 am

### 5.0 Approval of Agenda

#### 5.1 Approval of Agenda

**Recommendation: BD#20210622.1003**

**MOVED by Trustee Kletke** that the Board of Trustees approve the June 22, 2021 agenda as presented.

### 6.0 Welcome Public, Vision and Mission Statements

### 7.0 Presentation of Minutes

#### 7.1 Regular Minutes of May 25, 2021

**Recommendation: BD#20210622.1004**

**MOVED by Trustee Bolin** that the Board of Trustees approve the May 25, 2021 Regular Minutes.

### 8.0 REPORTS

#### A) Chair's Report

Chair Huntley presented information on the following topics:

- Meetings attended by all Trustees:
  - May 27, 2021 - attended virtually, Public School Boards Association (PSBAA) Professional Development Session.
  - June 3-4, 2021 - attended virtually, PSBAA SGM and Professional Development Sessions.
  - June 7-8, 2021 Alberta School Boards Association (ASBA) SGM and Professional Development Sessions.
- Correspondence received from:
  - Child and Youth Well-Being Review
  - Targeted Funding for Learning Disruptions
  - Flags at half mast - in respect to the 215 British Columbia Indigenous students.
  - Information on vaccines for parents.
  - Curriculum Working Group (CWG) Nominations.

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

- Summer School COVID Plan.
- ASBA information on the following:
  - Release of Assurance Framework Resource.
  - Honouring Spirit: Indigenous Student Awards 2021 nominee from Strathmore High School, Sage Running Rabbit.
  - ASBA president's summary of latest meeting with the Minister of Education, Adriana LaGrange.
- PSBAA information on the following:
  - Embargoed Copy of the review done on K-12 Education Funding in Alberta.
- Rural Caucus of Alberta School Boards (RCASB) - highlights of SGM
- Upcoming Events:
  - Equity and Inclusion Conference for Student Well-Being, July 7-9, 2021 being held virtually.
- Correspondence sent:
  - Congratulations from Golden Hills School Division Board of Trustees to Clarence Wolfleg on his honorary Doctor of Laws degree from Mount Royal University.
- On behalf of the Board of Trustees, Chair Huntley expressed gratitude to Superintendent Daverne and team for all the work that has been done through out the pandemic.

## **B) Board Committees**

Trustee Pirie presented information on the following topic from Alberta School Boards Association (ASBA) Zone 5 meeting held June 4, 2021.

- The 2021-2022 Budget was approved
- Discussed new committees that are being formed.

## **C) Board Representatives to External Organizations**

Nothing to report on currently.

## **D) Administration Reports**

Secretary Treasurer Sabir will report on information through out the board meeting.

Superintendent Daverne presented information on the following topics:

- Early/Numeracy Intervention Funding - \$45M announced by Provincial Government, support will go towards grades one, two and three.
- Instructional Coaches Survey - survey results show high appreciation for support.
- Discussed the Indigenous Program coaches provide for Carseland School, and all the positive feedback.
- Staff recognition barbeque will take place Friday, June 25, 2021 at Golden Hills Division office.
- First Collaboration Day will be held Monday, August 30, 2021.

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

## 9.0 NEW BUSINESS

### A) Action Items

#### 9.1 Calendar 2022/2023 (B. Daverne)

**Recommendation: BD#20210622.1005**

**MOVED by Trustee Kletke** that the Board of Trustees approve the proposed 2022/2023 School Year Calendar as a pilot for the school year.

#### 9.2 Board of Trustees 2021-2022 Meeting Dates - Election 2021 (T. Sabir)

**Recommendation: BD#20210622.1006**

**MOVED by Trustee Kletke** that the Board of Trustees review and approve the upcoming Board of Trustees meeting dates for the months of August, September, and October to coincide with election regulations.

- August 24, 2021 (Regular)
- September 21, 2021 (Regular)
- October 26, 2021 (Regular and Organizational Meeting)

#### 9.3 Bylaw 04/2021 - Establish Voting Hours (T. Sabir)

**Recommendation: BD#20210622.1007**

**MOVED by Trustee Kletke** that the Board of Trustees give first reading to Bylaw 04/2021 - Voting Hours. Unanimously

**Recommendation: BD#20210622.1008**

**MOVED by Trustee Pirie** that the Board of Trustees give second reading to Bylaw 04/2021 - Voting Hours. Unanimously

**Recommendation: BD#20210622.1009**

**MOVED by Trustee Northcott** that the Board of Trustees give unanimous consent for third and final reading of Bylaw 04/2021 - Voting Hours. Unanimously

**Recommendation: BD#20210622.1010**

**MOVED by Trustee Mertz** that the Board of Trustees approve Bylaw 04/2021 - Voting Hours. Unanimously

**Recommendation: BD#20210622.1011**

**MOVED by Trustee Bolin** that the Board of Trustees rescind Bylaw 04/2013 and adopt Bylaw 04/2021 - Voting Hour.

#### 9.4 Bylaw 05/2021 - Establish Voting Stations (T. Sabir)

**Recommendation: BD#20210622.1012**

**MOVED by Trustee Northcott** that the Board of Trustees give first reading to Bylaw 05/2021 - Voting Stations. Unanimously

**Recommendation: BD#20210622.1013**

**MOVED by Trustee Kletke** that the Board of Trustees give second reading to Bylaw 05/2021 - Voting Stations. Unanimously

**Recommendation: BD#20210622.1014**

**MOVED by Trustee Mertz** that the Board of Trustees give unanimous consent for third and final reading of Bylaw 05/2021 - Voting Stations. Unanimously

**Recommendation: BD#20210622.1015**

**MOVED by Trustee Pirie** that the Board of Trustees approve the current Bylaw 05/2021 - Voting Stations.

## **B) Information Items**

### **9.5 Monthly Enrolment Monitoring Report - May 2021 (T. Sabir)**

#### **Recommendation:**

Secretary Treasurer Sabir presented information on the Monthly Enrolment for May 2021.

### **9.6 Third Quarter Financial Report (Mar/Apr/May 2021) (T. Sabir)**

#### **Recommendation:**

Secretary Treasurer Sabir presented the Third Quarterly Financial Report to the Board of Trustees, which outlines Golden Hills School Divisions revenues and expenditures, budget variances and comparisons with benchmarks from September 2020 to May 2021.

Break:

Recessed at 11:59 am

Reconvened at 12:49 pm

### **9.7 Administrative Designations (W. Miskiman)**

#### **Recommendation:**

On behalf of Associate Superintendent Miskiman, Superintendent Daverne reviewed the Administrative Designations/Appointments set out below for upcoming 2021-22 school year.

- New administrative appointments for acting Principal Designation:
  - Joan Boles (Carseland School May-June 2021)
- Renewed Administrative appointments for Principal Designation:
  - LaToya Bartlett (Carseland School)
  - Todd Hoover (Three Hills School)
  - Kyle Larson (Strathmore High School)
  - Amy Van Vliet (Wheatland Elementary)
- Renewed Administrative appointments for Associate Principal Designations:
  - Dana Alsafi (Greentree School)
  - Adam Baxter (Westmount School)
  - Lisa Daverne (Golden Hills Learning Academy/Storefront)
  - Greg Lendvay (Three Hills School)
  - Denise Lockhart (Prairie Christian Academy)
  - Adam Pirie (Crowther Memorial Junior High School)
  - Marci-Jo Steen (Carbon School)
  - Brad Teske (Drumheller Valley Secondary School)

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_

**9.8 Elections - General Information (T. Sabir)**

**Recommendation:**

Secretary Treasurer Sabir presented general election information regarding important dates, Golden Hills wards, role of a Trustee, locations to submit nomination papers and what the requirements are to vote.

**9.9 Capital Projects Updates (T. Sabir)**

**Recommendation:**

Secretary Treasurer Sabir updated the Board of Trustees on capital projects, most recently announced, two new modular classrooms for Trinity Christian Academy and the funding for a fitness center located at Wheatland Crossing school.

**10.0 Guest**

**10.1 CASS Executive Director, David Keohane (10:30 a.m.)**

**Recommendation:**

Superintendent Daverne welcomed CASS Executive Director, David Keohane to the June 22, 2021 Board of Trustees meeting. Mr. Keohane presented Superintendent Daverne with a plaque in recognition of his time as CASS President.

**11.0 ADJOURNMENT**

**11.1 Adjournment**

**Recommendation: BD#20210622.1016**

The Board of Trustees adjourned at 1:22 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary Treasurer

Chair Initials \_\_\_\_\_ Secretary Treasurer Initials \_\_\_\_\_



## BOARD ANNUAL LEADERSHIP PLAN

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

**August 24, 2021**

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### **Background:**

In the Board's policy handbook at 2. Role of the Board, specifically 9, Selected Responsibilities, (9.1) "The board shall: Establish a comprehensive annual leadership plan with suggested timelines."

The Board's Annual Leadership Plan provides corporate direction and informs leadership flow for the administrative functions. A copy of the Board's Annual Leadership Plan is provided in the trustee's agenda packages for each regular board meeting. It is understood that internal forces as well as external organizations, such as Alberta Education, also establish timelines for various functions and these may result in ongoing changes and updates.

The Board of Trustees are urged to review the attached Annual Leadership Plan, to suggest and discuss any desired changes, and to consider additional opportunities for community engagement. The Board's Annual Leadership Plan is usually approved with the understanding that internal and external factors may necessitate changes as the year progresses.

Since 2021 is an election year, the meeting dates will not be established until the Organizational Meeting is held in October 2021. However, meeting dates up until election may be established by the current board. This will include meeting dates for September and up to October 2021.

### **Recommendation:**

That the Board of Trustees approves the Board's Annual Leadership Plan subject to the necessity for ongoing changes as a result of internal and external influences.

That the Board of Trustees approves the meeting dates for September and up until October 2021. (these dates were already set at the June 2021 Board Meeting)

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

Bevan Daverne  
Superintendent





**Motto:** *Powering hope and possibilities*  
**Vision:** *Inspiring confident, connected, caring citizens of the world*  
**Mission:** *Intentionally maximizing learning for all*

<b>Board Priorities</b>	<p style="text-align: center;"><b>The Board developed the following priorities for itself for 2021/22:</b></p> <ol style="list-style-type: none"> <li>1. Position our schools as “schools of choice” for students and their families.</li> <li>2. Continue to build relationship with Alberta government and other partners including other partner School Boards.</li> <li>3. Developing a relationship with the ATA Local that advances the quality of education in Golden Hills.</li> <li>4. Build on existing advocacy strategies and strengthen the approach.</li> <li>5. Continue to develop understanding of measures and the outcomes of the linkages between planning and budget processes.</li> <li>6. Explore authentic opportunities to inform and consult with all communities.</li> <li>7. Continue to expand and implement a strategy on social media.</li> </ol>	
<b>August</b> REGULAR AUGUST 24 AGENDA SETTING AUGUST 18	<p><b>Regular Meeting:</b></p> <ul style="list-style-type: none"> <li>• Monthly Enrolment Monitoring Report (June)</li> <li>• Board Leadership Plan 2021-22</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PSBAA Council Meeting (Aug 11-13, 2021) Location: Hilton Hotel west Edmonton</li> <li><input type="checkbox"/> PSBAA PD Session (Aug 27, 2021)</li> <li><input type="checkbox"/> Organizational Professional Day (Aug 27 and 30, 2021)</li> <li><input type="checkbox"/> GHSD Collaborative PD Day (Aug 30, 2021)</li> </ul>
<b>September</b> REGULAR SEPTEMBER 21 AGENDA SETTING SEPTEMBER 15	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>• Preliminary Enrolment Monitoring Report</li> <li>• IMR and Capital Projects Report</li> <li>• System Enhancement</li> <li>• Advocacy Planning</li> <li>• Provincial Exam Results (annual and five year trends – in-camera as per AB ED protocol)</li> <li>• Family School Community Resource Program Report</li> </ul> <p><b>Presentations/School Reports: AT THE SCHOOLS</b></p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Day for Students (Sept 1, 2021)</li> <li><input type="checkbox"/> ASBA Zone 5 Zoom Meeting (Sept 10, 2021)</li> <li><input type="checkbox"/> Professional Day (Sept 24, 2021)</li> <li><input type="checkbox"/> New Teachers Orientation (Sept 29, 2021)</li> </ul>
<b>October</b> REGULAR OCTOBER 26 AGENDA SETTING OCTOBER 20	<p><b>ORGANIZATIONAL MEETING:</b></p> <p>Review the following items:</p> <ul style="list-style-type: none"> <li>• Pecuniary Interest Forms, Election of Chair and Vice Chair, Signing Authority, Meeting Dates and times, Trustee Expenses/Pier Diems/Mileage rate/Benefit Rate/Other Expenses, Conference attendance (PSBAA &amp; ASBA), External and Standing Committee Members</li> </ul> <p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>• Enrolment Monitoring Report (September)</li> <li>• 2021-2024 Three Year Education and AERR (Draft)</li> <li>• Human Resources Staffing Report</li> <li>• Provincial Exam Results (annual and five year trends – In Camera and for Public)</li> <li>• Annual Modular Request</li> <li>• Policies Review</li> </ul> <p><b>Presentations/School Reports: AT THE SCHOOLS</b></p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Zoom Meeting (Oct 1, 2021)</li> <li><input type="checkbox"/> GHSD Collaborative Day (Oct 29, 2021)</li> </ul>



## GOLDEN HILLS SCHOOL DIVISION BOARD ANNUAL LEADERSHIP PLAN 2021-2022

<b>November</b> REGULAR NOVEMBER TBD AGENDA SETTING NOVEMBER TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>Audited Financial Statements YR End August 31, 2021</li> <li>Enrolment Monitoring Report (October)</li> <li>2021-2024 Three Year Education &amp; AERR – FINAL</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (Nov 5, 2020)</li> <li><input type="checkbox"/> New Teacher Orientation (Nov 3, 2021)</li> <li><input type="checkbox"/> ASBA Fall General Meeting, (Nov 14-16, 2021) Location: Delta Hotel Edm South Conference</li> <li><input type="checkbox"/> PSBAA Fall Event/AGM (Nov 17-19, 2021) Location: Hilton Hotel West Edmonton</li> <li><input type="checkbox"/> Remembrance Day Ceremonies (TBD)</li> </ul>
<b>December</b> REGULAR DECEMBER TBD AGENDA SETTING DECEMBER TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>Enrolment Monitoring Report (November)</li> <li>Technology Services Report</li> <li>International Services Report (2020-21) Results &amp; 2020-21 Planning)</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (Dec 3, 2021)</li> <li><input type="checkbox"/> Christmas Luncheon with Division Office &amp; Maintenance Staff (TBD)</li> <li><input type="checkbox"/> Christmas Break – Schools (Dec 20, 2021 – Jan 2, 2022)</li> </ul>
<b>January</b> REGULAR JANUARY TBD AGENDA SETTING JANUARY TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>First Quarter Financial Report (Sept/Oct/Nov)</li> <li>Enrolment Monitoring Report (December)</li> <li>School Summaries Report</li> <li>Advocacy Planning</li> <li>AP Updates</li> <li>Inclusive Education Report (2020-21 Results &amp; 2021-22 Plans)</li> <li>Calendar 2023-2024</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (Jan 7, 2022)</li> <li><input type="checkbox"/> Professional Development Day (Jan 31, 2022)</li> <li><input type="checkbox"/> New Teacher Orientation (Jan 26, 2022)</li> </ul>
<b>February</b> REGULAR FEBRUARY TBD AGENDA SETTING FEBRUARY TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>Enrolment Monitoring Report (January)</li> <li>Budget Process Begins – (Principles, Direction, Envelope Review)</li> <li>Transportation Monitoring Report 2020-21</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (Feb 4, 2022)</li> <li><input type="checkbox"/> PSBAA Council Meeting (TBD) Location: <input type="checkbox"/> Family Day (Feb 21, 2022)</li> <li><input type="checkbox"/> Collaborative Day (Feb 23, 2022)</li> <li><input type="checkbox"/> Teachers’ Convention (Feb 24-25, 2022)</li> </ul>
<b>March</b> REGULAR MARCH TBD AGENDA SETTING MARCH TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>Enrolment Monitoring Report (February)</li> <li>Capital Planning: Asset Management, Review of Facilities, IMR Plans and Capital Priorities Submission</li> <li>Budget Announcement</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (Mar 4, 2022)</li> <li><input type="checkbox"/> Rural Education Symposium (ARES) (Mar 6-8, 2022) Location: Fantasyland Hotel</li> </ul>
<b>April</b> REGULAR APRIL TBD AGENDA SETTING APRIL TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>Second Quarter Financial Report (Dec/Jan/Feb)</li> <li>Enrolment Monitoring Report (March)</li> <li>Budget Reporting</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (Apr 1, 2022)</li> <li><input type="checkbox"/> Collaborative PD Day (Apr 1, 2022)</li> <li><input type="checkbox"/> Spring Break (Apr 15-22, 2022)</li> <li><input type="checkbox"/> PSBAA Council Meeting (TBD) Location: <input type="checkbox"/></li> </ul>



## GOLDEN HILLS SCHOOL DIVISION BOARD ANNUAL LEADERSHIP PLAN 2021-2022

<b>May</b> REGULAR MAY TBD AGENDA SETTING MAY TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>• Enrolment Monitoring Report (April)</li> <li>• Budget Submission 2022-2023</li> <li>• Locally Developed and/or Acquired Courses Report and Approvals for Semester I</li> <li>• 2022-25 Three Year Ed Plan and AERR - FINAL</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (May 6, 2022)</li> <li><input type="checkbox"/> Edwin Parr Teacher Award Recognition (TBD)</li> <li><input type="checkbox"/> Employee Retirement and Long Service Recognition Event (TBD)</li> <li><input type="checkbox"/> Professional Day (May 6, 2022)</li> <li><input type="checkbox"/> GHSD Graduations (TBD)</li> <li><input type="checkbox"/> PSBAA Spring General Meeting (TBD)</li> </ul> <p>Location:</p>
<b>June</b> REGULAR JUNE TBD AGENDA SETTING JUNE TBD	<p><b>Agenda and Monitoring Reports:</b></p> <ul style="list-style-type: none"> <li>• Board and CEO Evaluations</li> <li>• Enrolment Monitoring Report (May)</li> <li>• Report on Administrative Appointments</li> <li>• Third Quarter Financial Report (Mar/Apr/May)</li> </ul> <p><b>Presentations/School Reports:</b></p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	<p><b>Other Events:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASBA Zone 5 Meeting (June 3, 2022)</li> <li><input type="checkbox"/> ASBA Spring General Meeting (TBD)</li> </ul> <p>Location:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organizational Professional Day (June 30, 2022)</li> </ul>



## MONTHLY ENROLMENT MONITORING REPORT

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

**August 24, 2021**

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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 the September 30, 2020 enrolment of Provincially funded students, Siksika funded students and International funded students. Enrolment information has been adjusted for the New Funding Model.

### **Recommendation:**

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

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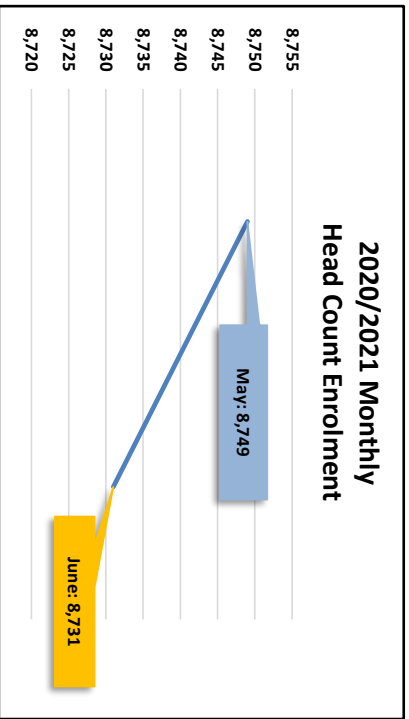
Bevan Daverne  
Superintendent

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Tahra Sabir  
Secretary Treasurer

# Golden Hills School Division Enrolment

\* Enrolment information has been adjusted for the New Funding Model



## Schools - Month to Month Comparison May 2021 to June 2021

Configuration	School	June 30, 2021	May 31, 2021	Difference
K-6, 10-12	Acme School	197.00	198.00	-1.00
K-9	Carbon School	64.00	64.00	0.00
K-6	Carseland School	70.00	70.00	0.00
7-9	Crowther Memorial Junior High School	480.00	480.00	0.00
K-9	Dr. Elliott Community School	182.00	184.00	-2.00
7-12	Drumheller Valley Secondary School	391.00	391.00	0.00
K-6	École Brentwood Elementary School	238.00	238.00	0.00
K-12	George Freeman School	391.00	392.00	-1.00
K-6	Greentree School	352.00	353.00	-1.00
K-12	Prairie Christian Academy School	270.00	273.00	-3.00
10-12	Strathmore High School	577.00	577.00	0.00
K-12	Three Hills School	469.00	469.00	0.00
K-9	Trinity Christian Academy	169.00	170.00	-1.00
K-12	Trochu Valley School	241.00	240.00	1.00
K-6	Westmount School	367.00	368.00	-1.00
K-12	Wheatland Crossing School	329.00	328.00	1.00
K-6	Wheatland Elementary School	303.00	306.00	-3.00
	<b>Sub Total</b>	<b>5,090.00</b>	<b>5,101.00</b>	<b>-11.00</b>
7-9	Colonies	347.00	348.00	-1.00
7-12	Drumheller Outreach	47.00	37.00	10.00
1-12	Golden Hills Learning Academy	780.00	827.00	-47.00
1-12	NorthStar Academy	663.00	653.00	10.00
7-12	Strathmore Storefront	89.00	69.00	20.00
	<b>Sub Total</b>	<b>1,926.00</b>	<b>1,934.00</b>	<b>(8.00)</b>
	Homeschool	1,005.00	1,004.00	1.00
	Shared Responsibility	314.00	314.00	0.00
	<b>Sub Total</b>	<b>1,319.00</b>	<b>1,318.00</b>	<b>1.00</b>
	<b>Provincial Total</b>	<b>8,335.00</b>	<b>8,353.00</b>	<b>-18.00</b>
	Siksika	157.00	157.00	0.00
	International (Incl. Online)	239.00	239.00	0.00
	<b>Sub Total</b>	<b>396.00</b>	<b>396.00</b>	<b>0.00</b>
	<b>Total HEADCOUNT</b>	<b>8,731.00</b>	<b>8,749.00</b>	<b>-18.00</b>



**Guide for Respiratory Illness**  
*"Inspiring confident, connected, caring citizens of the world"*

**August 24, 2021**

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**Background:**

Golden Hills has developed and published a school planning document to address pandemic management and developed a communication and program plan for internal and external stakeholders.

Plans continue to be updated as recommendations from Alberta Education and the Chief Medical Officer change.

The Golden Hills School Division Guide for Respiratory Illness Prevention and Management in Schools can be found on the school division website at: <https://www.ghsd75.ca/download/361545>

**Recommendation:**

That the Board of Trustees receives the updated Golden Hills School Division Guide for Respiratory Illness Prevention and Management in Schools for information and for the record.

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Bevan Daverne  
Superintendent of Schools



**DRAFT**



**GOLDEN HILLS  
SCHOOL  
DIVISION**

**GUIDE FOR  
RESPIRATORY  
ILLNESS PREVENTION  
AND MANAGEMENT IN  
SCHOOLS  
2021/2022**

*Powering Hope and Possibilities*

# Guide for Respiratory Illness Prevention and Management in Schools

## Overview

Procedures outlined within this document are intended to provide guidance to Golden Hills School Division Administrators and staff so as to minimize the transmission of respiratory infection, including COVID-19, influenza and common colds. It presents several strategies and considerations as we move forward to embrace the new normal for managing our schools.

These practices include:

- getting vaccinated
- staying home when sick
- proper hand hygiene and respiratory etiquette
- enhanced cleaning and disinfecting
- maintaining ventilation
- supporting voluntary use of masks

The following guiding principles can be used by Administrators and staff to provide educational environments that are beneficial to learning, while maintaining the safety and security for students, teachers and staff.

### **Principles to guide decisions, preparations and actions:**

- Ensure the health, safety and well-being of students, teachers, staff and all workers by providing safe and healthy teaching and learning environments and counselling services, to ensure their wellbeing including mental health.
- Keep informed of all protocols and requirements established by Alberta Health Services and the Medical Officer of Health and ensure they are adhered to.
- Take into consideration that some teachers, administrators, school staff and students may fall into the at-risk category because of their age or other health risks and provide reasonable accommodations for them when possible.
- Differentiate instruction strategies to ensure students have access to high quality learning opportunities that are guided by Alberta Education mandates and the Programs of Study for all potential methods of delivery.
- Support professional development by ensuring staff have access to professional learning, collaboration, and the support they need to grow their instructional practice in all potential methods of delivery.

These guiding principles will give direction and support so as to minimize the transmission of respiratory infection, including COVID-19, influenza and common colds.

Alberta Health Services Medical Officers of Health (MOH) and their designates are available to provide guidance and support. Their role is to undertake communicable disease risk assessments and provide guidance on risk management. If you need specific guidance or have questions about how to apply the measures in this document, please contact Human Resources.



# Core Public Health and Enhanced Golden Hills Preventative Measures

## Vaccines

- The Chief Medical Officer of Health encourages all eligible staff and students to be fully vaccinated for respiratory illnesses, where applicable, such as COVID-19 and influenza.
- The annual influenza vaccine is available to all Albertans six months and older beginning every fall.
- All staff and students born in 2009 or prior are eligible to receive COVID-19 vaccine.
- At this time, children born in 2010 or later are not currently eligible for a COVID-19 vaccine.
- It is important for those who are eligible to get vaccinated to reduce the risk to the broader community and those who are unable to receive the vaccine at this time.

## Environmental measures

- HVAC systems should be maintained in accordance with manufacturer operational guidelines.
- HVAC systems should be checked regularly to ensure good ventilation.
- Windows and doors are left open where possible to increase air circulation and encourage outdoor activities, when weather permits.
- Schools should have procedures that outline routine cleaning requirements, including regular cleaning and disinfecting of high touch surfaces.
- Soap and water/disinfectant spray bottles will be provided for individual classroom use as needed.
- Offer/utilize physical barriers (plexi-glass) when requested by staff.
- Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. doorknobs, handrails, microwave ovens and vending machines).
  - Disinfectants used must have a Drug Information Number (DIN) with a virucidal claim. Alternatively, 1000 ppm bleach solution can be used. More information on cleaning and disinfection can be accessed [here](#).
  - Make sure to follow the instructions on the product label to disinfect effectively.
- Bus cleaning and records.
  - Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run.
  - It is recommended that vehicle cleaning logs be kept.
- School facilities may be booked by the public when the students are not in attendance.

## Staying home when sick

- Before leaving home, staff (including substitute teachers), students (or their caregivers) and visitors, should assess whether they feel well enough to attend school for any reason see **Appendix C**.
- Parents/guardians should assess their children daily for any new signs or symptoms of COVID-19 using the Alberta Health Daily Checklist see **Appendix D**.
- Anyone that reports COVID-19 symptoms is directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.
- For information on isolation for staff and students with symptoms, or for confirmed COVID-19 cases, please see **Appendix B**.
- Anyone who feels unwell should stay at home until they are well.
- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms.
- During school hours, parents and visitors are allowed into the school with permission of the principal.
  - If allowed in the school parents/visitors need to complete the self screening tool (**Appendix C**) before they enter the school.

# Core Public Health and Enhanced Golden Hills Preventative Measures

## Hand hygiene

- Consider ways to promote and facilitate frequent and proper hand hygiene for all students, staff and visitors, such as:
  - Providing soap and running water or hand sanitizer containing at least 60% alcohol.
  - Placing hand sanitizer in convenient locations throughout the school where soap and water may not be available or nearby, such as in entrances, exits and near high touch surfaces.
  - Promoting hand hygiene regularly throughout the school day.
  - Giving verbal reminders for hand hygiene and posting signs.
  - If parents have questions about their child using alcohol-based hand sanitizer they should contact their school administration to discuss potential alternatives.
  - GHSD will use visual resources/posters to promote hand hygiene in all buildings.
  - Visual resources/posters will be provided to all buildings.

## Respiratory etiquette

- Encourage students, staff and visitors to use proper respiratory etiquette (e.g., sneezing into the elbow or a tissue, discarding tissues immediately into a lined bin, performing hand hygiene).
  - Have information available (e.g., signs) for individuals on these practices, as needed.
- Schools will support students, staff and visitors in their choice to wear a mask. Students, parents/guardians, staff and visitors should consider their own risk of acquiring COVID-19, influenza and other respiratory illnesses when making decisions on wearing a mask.
- Students, teachers, staff and visitors must follow provincial requirements for masks.
  - Masks remain mandatory for students, teachers, staff members and visitors on school buses and publicly accessible transit, such as municipal buses, taxis and ride-shares.
  - Exceptions to the mask requirement on school buses are listed in CMOH Order 34-2021.
  - Visual resources/posters to promote respiratory etiquette will be provided to all buildings.



# Responding to Illness

## Reporting and responding to high rates of absenteeism

- If a student develops symptoms while at school, the student should be asked to wear a non-medical mask if they are able to and be isolated in a separate room. The parent/guardian will be notified to come and pick up the student.
- A staff member caring for an ill student should consider wearing a mask.
- For information on isolation for staff and students with symptoms, or for confirmed COVID-19 cases, see **Appendix B**.
  - Individuals should not return to the school until they are feeling well.
  - Proof of a negative COVID-19 test result is not necessary for a student or staff member to return to school.
- If a child becomes symptomatic during the bus trip, the driver will inform the school to make the appropriate arrangements for the student and for the parents to be contacted (see Responding to Illness above).

## Confirmed cases of COVID-19

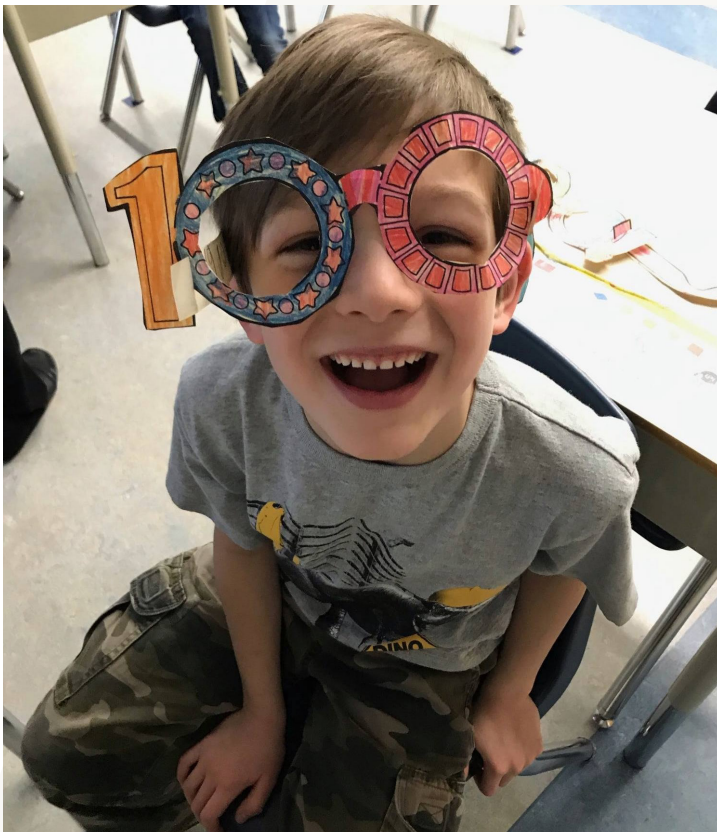
- AHS Public Health will not inform school authorities or administrators of individual cases of COVID-19 within their school setting, as notification to the school is not required for the individual's case management.
- Staff, students or parents/guardians may choose to notify school administrators of a positive COVID-19 test result.
  - Individuals are not required to share their COVID-19 test results with school administration.
- School administrators and/or school authorities are not required to contact AHS to report individual student or staff cases.
  - School administrators should continue to monitor their school population for additional cases (e.g., an individual voluntarily shares they are positive for COVID or they start to experience COVID-19 symptoms while at the school) and/or absenteeism due to illness.



# Responding to Illness

## Symptomatic students and staff

- If there is a school-wide absence rate of 10% or greater due to illness OR there are an unusual amount of individuals with similar symptoms, report to AHS Coordinated Early Identification Response (CEIR) team at 1-844-343-0971, regardless of the schools' participation in Alberta Real Time Syndromic Surveillance Network (ARTSSN).
  - The purpose of this reporting is to continue to monitor for clusters of respiratory or gastrointestinal illness and alert AHS to potential disease outbreaks.
- Where absenteeism of 10% or greater has been identified by AHS due to illness, AHS may declare an outbreak and recommend additional voluntary measures to reduce ongoing transmission for the duration of the outbreak, generally 14 days from when the outbreak was declared, unless absenteeism continues to increase.
  - Additional recommendations may include active health screening with questionnaires, increasing frequency of cleaning and disinfection, maintaining cohorts, mask recommendations, and/or limiting group/extra-curricular activities.
  - A Medical Officer of Health (MOH)/designate has the authority under the Public Health Act to recommend additional public health measures if they identify an unacceptable risk in a specific circumstance. Please follow all guidance and recommendations provided by the MOH/designate.
  - In addition to AHS, student absenteeism must be reported to Division Office.



# Appendix A:

## Environmental Public Health Contacts

### Alberta Health Services

Portal link: <https://ephisahs.albertahealthservices.ca/create-case/>

<b>ZONE</b>	<b>CONTACT EMAIL ADDRESS</b>	<b>PHONE NUMBERS FOR MAIN OFFICE</b>
Calgary Zone	calgaryzone.environmentalhealth@ahs.ca	Calgary 403-943-2288
Central Zone	centralzone.environmentalhealth@ahs.ca	Red Deer 403-356-6366
Edmonton Zone	edmontonzone.environmentalhealth@ahs.ca	Edmonton 780-735-1800
North Zone	northzone.environmentalhealth@ahs.ca	Grande Prairie 780-513-7517
South Zone	she.southzoneeph@ahs.ca	Lethbridge 403-388-6689

### Indigenous Services Canada – First Nations and Inuit Health Branch

<b>OFFICE</b>	<b>REGULARY BUSINESS HOURS 8:00 AM - 4:00 PM</b>	
Edmonton	Environmental Public Health	780-495-4409
Tsuut'ina	Environmental Public Health	403-299-3939

# Appendix B:

## Management of Symptomatic Individuals and Individuals Tested for COVID-19

Symptoms	COVID-19 Test Result:	Management of Individual:
Symptomatic	Positive	Isolate for a minimum 10 days or until symptoms have improved AND no fever for 24 hours, without the use of fever-reducing medications, whichever is longer.
	Negative	Stay home until symptoms resolve.
	Not tested	<p><b>Student:</b> If symptoms include fever, cough, shortness of breath or loss of sense of taste/smell: Isolate for a minimum for 10 days or until symptoms have improved AND afebrile for 24 hours, without the use of fever-reducing medications, whichever is longer.</p> <p><b>Adult:</b> If symptoms include fever, cough, shortness of breath, sore throat or runny nose: Isolate for a minimum for 10 days or until symptoms have improved AND afebrile for 24 hours, without the use of fever-reducing medications, whichever is longer.</p> <p><b>Student:</b> If other symptoms (chills, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite, muscle/joint aches, headache or conjunctivitis):</p> <ul style="list-style-type: none"> <li>• ONE symptom: stay home, monitor for 24h. If improves, return when well enough to go (testing not necessary).</li> <li>• TWO symptoms OR ONE symptom that persists or worsens: Stay home until symptom(s) resolve (testing recommended but not required).</li> </ul> <p><b>Adult:</b> If other symptoms, stay home until symptoms resolve.</p>
Asymptomatic	Positive	Isolate for a minimum of 10 days from the collection date of the swab.
	Negative	No isolation required.

# Appendix C:

## COVID-19 Alberta Health Daily Checklist (Adults 18 Years and Older)

This tool was developed to support Albertans in protecting others and reducing the risk of transmission of COVID-19. Adults 18 years and older can complete this checklist every day to self-monitor for symptoms of COVID-19.

If you have traveled outside Canada in the last 14 days, follow the Government of Canada Travel, Testing, Quarantine and Borders instructions, including any requirements for exempt travelers related to attending highrisk environments.

### Screening Questions for Adults 18 Years and Older:

1.	<b>Do you have any new onset (or worsening) of the following symptoms:</b>		
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of breath	YES	NO
	• Runny nose	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Nasal congestion	YES	NO
	• Feeling unwell / fatigued	YES	NO
	• Nausea / vomiting / diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle / joint aches	YES	NO
• Headache	YES	NO	
• Conjunctivitis (commonly known as pink eye)	YES	NO	
<b>If you answered "YES" to any symptom:</b>			
<ul style="list-style-type: none"> <li>• Stay home.</li> <li>• Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation.</li> <li>• Individuals with fever, cough, shortness of breath, runny nose, sore throat or loss of sense of taste or smell are required to isolate for 10 days as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activities.</li> </ul>			
<b>If you answered "NO":</b>			
<ul style="list-style-type: none"> <li>• You may attend work, school, and/or other activities.</li> </ul>			



# Appendix D:

## COVID-19 Alberta Health Daily Checklist (Children Under 18) - Question 1

This checklist applies for all children, as well as all students who attend kindergarten through Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

If your child has traveled outside Canada in the last 14 days, follow the Government of Canada Travel, Testing, Quarantine and Borders instructions, including any requirements for exempt travelers related to attending high-risk environments.

### Screening Questions for Children under 18:

1.	<b>Does the child have any new onset (or worsening) of the following core symptoms:</b>		
	• Fever - Temperature of 38 degrees Celsius or higher	<b>YES</b>	<b>NO</b>
	• Cough - Continuous, more than usual, not related to other known causes or conditions such as asthma	<b>YES</b>	<b>NO</b>
	• Shortness of breath - Continuous, unable to breathe deeply, not related to other known causes or conditions such as asthma	<b>YES</b>	<b>NO</b>
	• Loss of sense of taste or smell - Not related to other known causes or conditions like allergies or neurological disorders	<b>YES</b>	<b>NO</b>
<b>If the child answered “YES” to any symptom in question 1:</b>			
<ul style="list-style-type: none"><li>• The child is required to isolate for 10 days from onset of symptoms as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activities</li><li>• Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation.</li></ul>			
<b>If the child answered “NO” to all of the symptoms in question 1, proceed to question 2.</b>			



# Appendix D:

## COVID-19 Alberta Health Daily Checklist (Children Under 18) - Question 2

2.	<b>Does the child have any new onset (or worsening) of the following other symptoms:</b>		
	• <b>Chills</b> - Without fever, not related to being outside in cold weather	<b>YES</b>	<b>NO</b>
	• <b>Sore throat/painful swallowing</b> - Not related to other known causes/conditions, such as seasonal allergies or reflux	<b>YES</b>	<b>NO</b>
	• <b>Runny nose/congestion</b> - Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	<b>YES</b>	<b>NO</b>
	• <b>Feeling unwell/fatigued</b> - Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	<b>YES</b>	<b>NO</b>
	• <b>Nausea, vomiting and/or diarrhea</b> - Not related to other known causes/conditions, such as anxiety, medication or irritable bowel syndrome	<b>YES</b>	<b>NO</b>
	• <b>Unexplained loss of appetite</b> - Not related to other known causes/conditions, such as anxiety or medication	<b>YES</b>	<b>NO</b>
	• <b>Muscle/joint aches</b> - Not related to other known causes/conditions, such as arthritis or injury	<b>YES</b>	<b>NO</b>
	• <b>Headache</b> - Not related to other known causes/conditions, such as tension-type headaches or chronic migraines	<b>YES</b>	<b>NO</b>
	• <b>Conjunctivitis</b> (commonly known as pink eye)	<b>YES</b>	<b>NO</b>

**If the child answered “YES” to ONE symptom in question 2:**

- Keep your child home and monitor for 24 hours.
- If their symptom is improving after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary.
- If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the AHS Online Assessment Tool or call Health Link 811 to check if testing is recommended.

**If the child answered “YES” to TWO OR MORE symptoms in question 2:**

- Keep your child home.
- Use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

**If the child answered “NO” to all questions:**

- Your child may attend school, childcare and/or other activities.

*Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started or until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.*

# Appendix E:

## Principal Checklist

- Communicate to parents regarding their responsibility for daily screening of children (**Appendix D**). Encourage parents to keep their children home when they are sick.
- Provide parents and students with a copy of the Screening Questionnaire (**Appendix D**) at registration with communication that they need to complete it daily.
- Communicate to staff, including subs, the need to assess themselves daily for symptoms as per the Screening Questionnaire (**Appendix C**) prior to entering school.
- Post self screening signage on front doors of school.
- Post signs reminding persons not to enter if they have COVID-19 symptoms.
- Establish protocols for the parents/visitors to follow for school entry.
- Use the visitor log to keep a record of all visitors and retain the log for a minimum of 3 years per OHS regulations.
- Develop procedures for students who become sick during school including where they can isolate and appoint staff to hold the position of care giver until parents arrive.
- Develop procedures for disinfecting the sick room.
- Develop procedures for staff who become sick during school.
- Ensure student records are up to date for pre-existing conditions.
- Post hand hygiene, respiratory etiquette signage throughout school.
- Monitor and support cleaning and disinfecting of frequently touched surfaces in common areas
- Develop procedures that outline increased frequency of hand hygiene and cleaning requirements ensuring the following (if possible):
  - placement of hand sanitizer in all entrances, exits, and classrooms;
  - incorporate hand washing opportunities into the schedule including posting signage;
  - develop procedures to reinforce respiratory etiquette including posting signage;
  - provide each teacher with a copy(ies) of all signage to post in their classroom.
- Offer/utilize physical barriers (plexi-glass) when requested by staff.