



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 6/21/2022 **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 May 24, 2022 Action
- 7.2 Special Minutes of June 5, 2022 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 Locally Developed and/or Acquired Courses Report and Approvals for Semester I (J. Grimsdale) Action
 - 9.2 Wheatland Crossing Fitness Facility (T. Sabir) Action
 - 9.3 Community Request to Name Football Field (DVSS) (B. Daverne) Action
- B) Information Items
 - 9.4 Monthly Enrolment Monitoring Report (May 2022) (T. Sabir) Info
 - 9.5 Third Quarter Financial Report (Mar/Apr/May 2022) (T. Sabir) Info
 - 9.6 Administrative Designations (W. Miskiman) Info

10.0 ADJOURNMENT

- 10.1 Adjournment Action



MINUTES

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, May 24, 2022 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Rob Pirie

c) Trustees

- Jen Mertz
- Barry Kletke
- Justin Bolin
- Jim Northcott

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

e) Deputy Superintendent

- Wes Miskiman

f) Associate Superintendent

- Jeff Grimsdale

2.0 Call to Order

Chair Huntley called the meeting to order at 9:30 a.m.

3.0 Acknowledgment

In the spirit of reconciliation, we acknowledge that we live, work and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.

4.0 In Camera

4.1 In Camera

Recommendation: BD#20220524.1001

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

4.2 Out of In Camera

Recommendation: BD#20220524.1002

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

Recessed at 10:34 a.m.

Reconvened at 10:49 a.m.

4.3 In Camera

Recommendation: BD#20220524.1003

MOVED by Trustee Pirie that the Board of Trustees go In Camera at 10:50 a.m.

4.4 Out of In Camera

Recommendation: BD#20220524.1004

MOVED by Trustee Pirie that the Board of Trustees rise from In Camera at 10:57 a.m.

5.0 Approval of Agenda

5.1 Approval of Agenda

Recommendation: BD#20220524.1005

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

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of April 26, 2022

Recommendation: BD#20220524.1006

MOVED by Trustee Northcott that the Board of Trustees approve the Minutes of April 26, 2022 as presented.

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

- Discussed response to the Public School Boards Association (PSBAA) inquiry.
- All correspondence forwarded as received to Trustees.
- Discussed Council of Council Meeting held May 12, 2022.

- Upcoming Conferences:
 - Public School Boards' Association (PSBAA) SGA is being held June 2-4, 2022.
 - Alberta School Board Association (ASBA) SGM is being held June 5-7, 2022.

B) Board Committees

Alberta School Boards Association (ASBA) Zone 5 meeting was held Friday, May 6, 2022.

- Chair Huntley and Trustee Pirie attended; Trustee Northcott was unable to attend.
- Discussed the K-3 curriculum.
- Dr. Vivian Aboud presented the 2022-2023 Budget, the lease arrangement and new staff hired.
- Discussed Edwin Parr event that was held May 19, 2022.
- ASBA Zone 5 meeting will be held on Friday, June 10, 2022 at Golden Hills Division Office.

Trustee Kletke had no new information to report on for Public School Boards' Association (PSBAA).

C) Board Representatives to External Organizations

Nothing to report on at this time.

D) Administration Reports

Superintendent Daverne presented information on the following topics:

- Long Service Awards (LSA) will be held on Thursday, June 26, 2022 at the Travelodge in Strathmore, AB. Reviewed the layout of the evening with the Trustees.
- CUPE Bargaining has begun.
- Teacher Staffing - nearly complete, 70 teaching positions have been filled.
- Edwin Parr Awards was held Thursday, May 19, 2022.
- Administrators Meeting will be held Tuesday, June 7, 2022 at Division Office.

9.0 NEW BUSINESS

A) Action Items

9.1 Calendar 2022-23 (B. Daverne)

Recommendation: BD#20220524.1007

MOVED by Trustee Pirie that the Board of Trustees approve moving the October 7, 2022 school closure day to Friday, September 30, 2022 on the 2022/2023 School Year Calendar. Friday, October 7 will now be a regular instructional day.

9.2 Budget Submission 2022-23 (T. Sabir)

Recommendation: BD#20220524.1008

MOVED by Trustee Kletke that the Board of Trustees approve the 2022/2023 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.

RECOMMENDATION: BD#20220524.1009

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

9.3 Interim Education Plan and Budget (B. Daverne)

Recommendation: BD# 20220524.1010

MOVED by Trustee Bolin that the Board of Trustees review and approve the final Interim Education Plan 2022-2023 and Annual Budget 2022-2023 for submission to Alberta Education on May 31, 2022.

9.4 Community Request to Name Football Field (B. Daverne)

Recommendation: BD#20220524.1011

MOVED by Trustee Bolin that the Board of Trustees direct the Superintendent to collect more information regarding the naming of the Drumheller Valley Secondary School football field.

9.5 Superintendent Evaluation

Recommendation: BD#20220524.1012

MOVED by Trustee Pirie that the Board of Trustees approve the Superintendent Evaluation Report as developed during the evaluation on May 12, 2022 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

BD#20220524.1013

MOVED by Trustee Northcott, that the Board of Trustees following a review of the evaluation report, approve an addendum to the Superintendent's contract as described in Schedule "C".

9.6 Board Self-Evaluation

Recommendation: BD#20220524.1014

MOVED by Trustee Mertz that the Board of Trustee approve the Board self-evaluation report as developed at the facilitated workshop of June 23, 2022 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

B) Information Items

9.7 Monthly Enrolment Monitoring Report (April) (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for the month of April 2022.

10.0 ADJOURNMENT

10.1 Adjournment

Recommendation: BD#20220524.1015

The Board of Trustees adjourned at 1:33 p.m.

Chair

Secretary Treasurer



MINUTES

Golden Hills School Division

Special Meeting of the Board of Trustees

Location: Cambridge Hotel Red Deer, AB

Start Time: 9:30 PM

Sunday, June 5, 2022 (8:00 PM)

1.0 Attendance

Present:

b) Vice Chair

- Rob Pirie

c) Trustees

- Jen Mertz
- Barry Kletke
- Justin Bolin
- Jim Northcott

d) Superintendent

- Bevan Daverne

g) Secretary Treasurer

- Tahra Sabir

Absent:

a) Chair

- Laurie Huntley

e) Deputy Superintendent

- Wes Miskiman

f) Associate Superintendent

- Jeff Grimsdale

2.0 Call to Order

Vice Chair Pirie called the Special Meeting to order at 8:50 p.m.

3.0 Approval of Agenda

3.1 Approval of Agenda

Recommendation: SM#20220602.1001

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

4.0 In Camera

4.1 In Camera

Recommendation: SM#20220602.1002

MOVED by Trustee Bolin that the Board of Trustees go In Camera at 8:51 p.m.

4.2 Out of In Camera

Recommendation: SM#20220602.1003

MOVED by Trustee Kletke that the Board of Trustees rise from In Camera at 9:18 p.m.

5.0 NEW BUSINESS

A) Action Items

5.1 Capital Project Planning

Recommendation: SM#20220602.1004

MOVED by Trustee Northcott that the Board of Trustees moves to write the Minister to request a change in scope of the Acme project from a modernization/addition to a replacement school and offer to provide Board funds to manage the difference in cost as estimated by Alberta Infrastructure.

6.0 ADJOURNMENT

6.1 Adjourn

Recommendation: SM#20220602.1005

The Board of Trustee adjourn at 9:21 p.m.

Chair

Secretary Treasurer



LOCALLY DEVELOPED/ACQUIRED COURSES

“Inspiring confident, caring citizens of the world”

June 21, 2022

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 developed courses have been forwarded to Alberta Education for review and are being submitted for the Board’s consideration.

<i>Competencies in Math (2022)</i> <i>(3 & 5 credits)</i>	Acquired from The Red Deer School Division	September 1, 2022 until August 31, 2026	Three Hills School Trochu Valley School
Competencies in Math (2022) will cover topics including number sense, logical reasoning, measurement, algebra, graphical reasoning, statistics and probability. The course will enhance numeracy skills in students, develop their critical thinking and problem solving abilities, and set them up for success in future courses in mathematics.			
<i>Media & Cinema 15/25/35 (5 credits only)</i>	Acquired from The Black Gold School Division	September 1, 2022 until August 31, 2026	Prairie Christian Academy
Media and Cinema 15 examines the history of the medium, including the development of production and exhibition technologies that broadened the impact of the subject matter. Media and Cinema 25 explores the ways in which other cultures/national identities are represented by themselves as well as others. Media and Cinema 35 seeks to highlight the impact of and creation, by Media and the Cinema, of individual identity			
<i>Learning Strategies 15/25/35</i> <i>(3 & 5 credits)</i>	Acquired from The Calgary Roman Catholic Separate School Division	September 1, 2022 until August 31, 2026	Golden Hills Learning Academy Three Hills School Trochu Valley School Drumheller Valley Secondary School
Learning Strategies is a series of courses designed to assist high school students in developing the understandings, literacies, skills, and values to be successful in learning in all high school subjects and in lifelong learning.			
<i>Speech and Debate (2022)</i> <i>15/25/35 (3 credits only)</i>	Acquired from The Edmonton School Division	September 1, 2022 until August 31, 2026	Golden Hills Learning Academy Trochu Valley School
Students will use a variety of formats and structures to plan and execute effective presentations. They will build confidence in their public speaking abilities and conduct research to distinguish between fact and opinion and evaluate the quality and credibility of information. It will also encourage responsible citizenship through the examination and analysis of a variety of social issues.			

<i>Psychology – Abnormal 35 (3 credits only)</i>	Acquired from The Pembina Hills School Division	September 1, 2022 until August 31, 2026	Golden Hills Learning Academy
Psychology - Abnormal 35 provides students with an overview of normal and abnormal behaviour within the conditions that affect individuals in our society. Students learn about perspectives of abnormality, causal factors, types of disorders, as well as assessment methods, prevention, and treatment.			
<i>Musical Theatre 15/25/35 (3 & 5 credits)</i>	Acquired from The Calgary Roman Catholic Separate School Division	September 1, 2022 until August 31, 2026	Trochu Valley School
Musical Theatre 15/25/35 courses will focus on all performance components of the musical theatre genre: dance, drama, and music. Students will learn to work as a repertory company and promote an entrepreneurial spirit through collaborating with each other, the school community, as well as community arts partners. They will research the historical content of the production through scripts and other useful resources. Students will also become aware of and design all costume and makeup requirements of their characters as well as the decisions and planning regarding technical aspects of the production.			
<i>Technical Theatre 15/25/35 (3 & 5 credits)</i>	Acquired from The Calgary School Division	September 1, 2022 until August 31, 2026	Trochu Valley School
Technical Theatre 15-25-35 offers students the chance to engage in non-acting roles that are required to realize complex theatrical performances. Students will be challenged to think and react creatively and critically while collaborating with teams to support the production and performance aspects of theatre. Students will have the opportunity to explore multiple technical roles, including stage management, sound, lighting, set & props, as well as costumes and makeup. Students will also develop an appreciation for the role and impact of the technical aspects of theatre as a means of communicating with an audience.			
<i>Tabletop Game Design (2022) 15 (3 credits only)</i>	Acquired from The Lakeland Roman Catholic Separate School Division	September 1, 2022 until August 31, 2026	Trochu Valley School
Students will be provided an opportunity to use the inductive design method in order to develop a novel table-top role-playing game. Students will inquire into, explore, assess the qualities of appropriate social behaviour and strategic game design. Throughout Tabletop Game Design students will explore and assess the basic structures of a role-playing game as well as evaluate the need for in-person social interactions by means of communication, leadership and decision-making capabilities as informed, responsible interactions. Students will create an original role-playing game by the end of the course.			
<i>Life Skills (2019) 15 (5 credits only)</i>	Acquired from The Clearview School Division	September 1, 2022 until August 31, 2025	Trochu Valley School
Life Skills 15 course provides pregnant and parenting students an opportunity to feel valued and capable in an academic setting. Students will develop strategies to move forward in their high school learning. Major topics of study include strategies to support positive behaviour, qualities of healthy relationships in a variety of settings and strategies to increase self-esteem, self-reflection and self-advocacy to support both the parent and child's well-being.			
<i>Game Design and Development (2019) 15-5</i>	Acquired from The Calgary School Division	September 1, 2022 until August 31, 2023	Trochu Valley School Golden Hills Learning Academy
Students practice designing and developing games through hands-on practice. Students will solve problems and create content, building the design and technical skills necessary to develop their own games. Students will further hone their skills in communication, project and time management, and creative problem solving while focusing on different aspects of asset creation, design, and coding.			
<i>Game Theory (2019) 15-5</i>	Acquired from Rundle College Society	September 1, 2022 until August 31, 2023	Golden Hills Learning Academy
Students explore a branch of mathematics known as game theory. Students will learn different strategies when engaged in competition and will investigate what makes one strategy better than others. Game theory has applications in fields as diverse as diplomacy, political science, philosophy, anthropology, economics, popular culture – in short, anywhere that conflict, competition, and cooperation occur.			
<i>Big History (2019) 15 (5 credits only)</i>	Acquired from Rundle College Society	September 1, 2022 until August 31, 2023	Golden Hills Learning Academy
Big History (2019) 15-5 is an interdisciplinary study of change over time from the Big Bang to the present with projections for the future. The course is founded on three essential skills: thinking across scales, integrating multiple disciplines and three core concepts: thresholds of history, collective learning, and origin stories.			

Competencies in Science (2020) 15 (5 credits only)	Acquired from The Chinook's Edge School Division	September 1, 2022 until August 31, 2023	Golden Hills Learning Academy
The overall aim of Competencies in Science 15 is to deepen students' knowledge and skills in order to build a strong foundation for success in Science 10, other high school science courses, and post-secondary programs.			
EA: Assistive & Adaptive Tech (2022) 35 (5 credits only)	Acquired from The Edmonton School Division	September 1, 2022 until August 31, 2024	Golden Hills Learning Academy
Educational Assistant: Assistive and Adaptive Technology 35 provides an introduction to the variety of assistive and adaptive technologies that may be used to support learners to achieve success in their learning.			
Forensic Studies (2021) 35 (5 credits only)	Acquired from The Edmonton School Division	September 1, 2022 until August 31, 2026	Golden Hills Learning Academy
Students will investigate and evaluate the processes involved in the collection and preservation of crime scene evidence. This course allows students to study scientific concepts, technologies, and methods relating to the investigation of crimes leading to solving active cases and cold cases and overturning wrongful convictions. As students delve into forensic studies, they will investigate and analyze the strengths and limitations of forensic evidence analysis.			
Intro to Educational Assistant (2022) 35 (5 credits only)	Acquired from The Pembina Hills School Division	September 1, 2022 until August 31, 2025	Golden Hills Learning Academy
Students will explore a range of special needs and various classroom models that address those needs. As well, students will examine strategies that may assist in meeting the diverse learning, behavioural, emotional and social needs of learners. Students will have opportunities to develop the interpersonal skills needed to work productively as educational assistants in a variety of educational contexts.			
Painting – Advanced Techniques (2019) 15/25/35 (5 credits only)	Acquired from The Edmonton School Division	September 1, 2022 until August 31, 2026	Golden Hills Learning Academy
This course supports students in developing their creative studio practice and technical artistic skill. Creation, material exploration, critique, and studio management are components of the Advanced Techniques courses that emphasize the student becoming an informed creator of solutions to artistic questions.			
Understanding Video Games	Acquired from The Calgary School Division	September 1, 2022 until August 31, 2023	Golden Hills Learning Academy
In this course students will begin to develop an understanding about the mechanics of video games, multiple theories of game development, and the social and cultural aspects of games. Students will learn how to study video games in order to engage in informed discussions about them.			
Surviving Financially As An Adult 25	Acquired from the Clearview School Division	September 1, 2022 until August 31, 2025	Trochu Valley School
This course provides students with an opportunity to increase their financial literacy. It is an area of study which would be beneficial in equipping and supporting students for life regardless of what they choose to explore after they have completed high school.			

Recommendation:

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



Bevan Daverne
Superintendent



Jeff Grimdsdale
Associate Superintendent



WHEATLAND CROSSING FITNESS CENTRE Ministerial Approval Request

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

June 21, 2022

Background:

As per the *Education Act Section 195 School building and non-school building project, subsection (1)* a school jurisdiction may not engage in a school building project with out the prior written approval of the minister.

At the December 14, 2021 Board Meeting:

- Wheatland Crossing Fitness Facility draft drawings were reviewed as information.
- Additional funding for the Fitness Centre project has been raised by Friends of East Wheatland and Wheatland County, totalling \$500,000.

Due to the facility centre supporting educational programming, Golden Hills School Division will need to ask for Ministerial approval.

Recommendation:

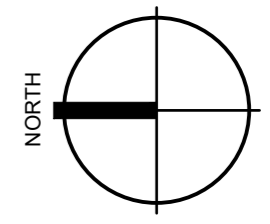
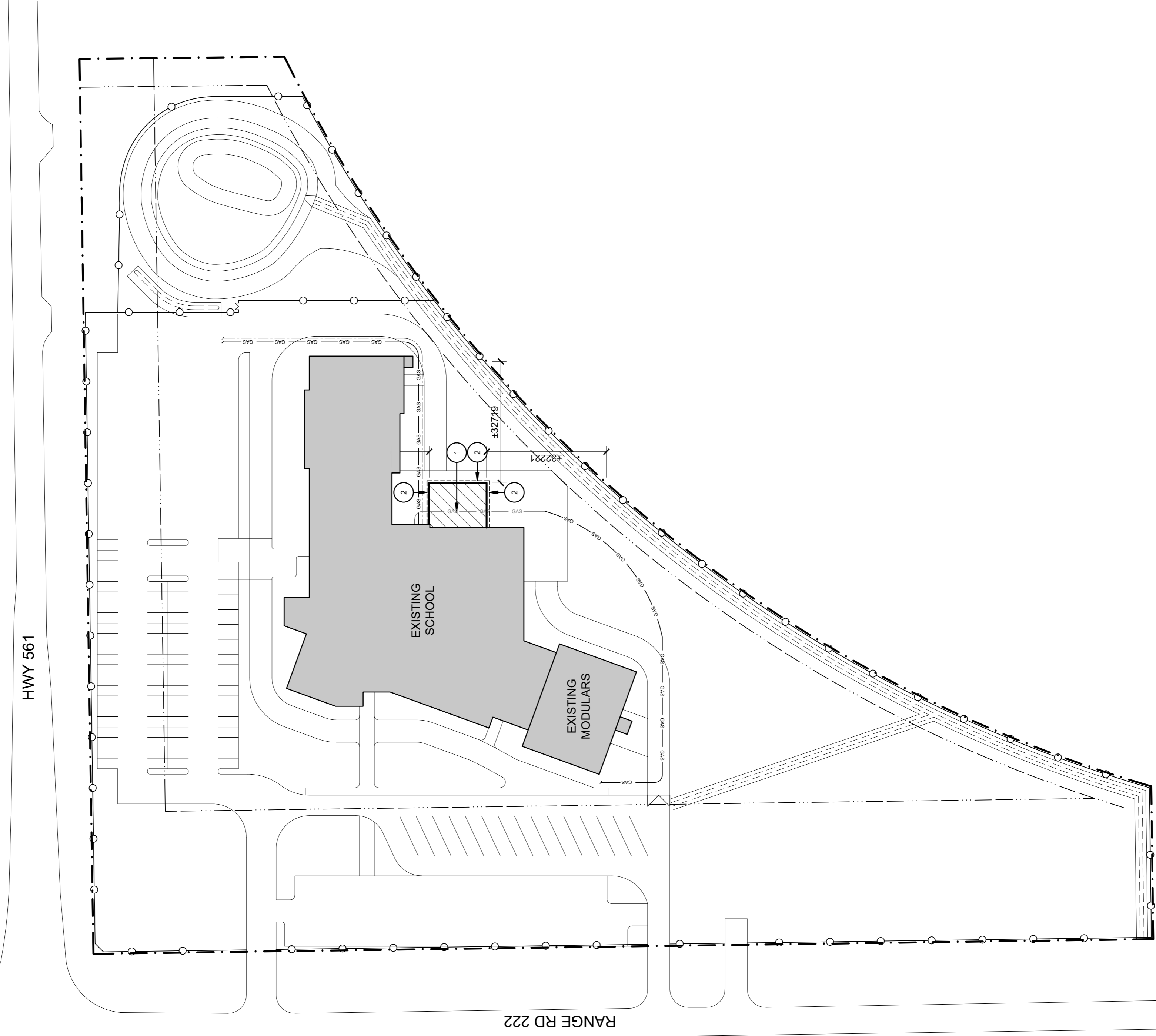
That the Board of Trustees directs Administration to request Ministerial Approval for the Wheatland Crossing Fitness Centre Project.

Bevan Daverne
Superintendent of Schools

Tahra Sabir
Secretary Treasurer

SITE PLAN LEGEND	
---	PROPERTY LINE
—○—	EXISTING FENCING
—○—	EXISTING SUPER NET LINE - REFER TO ELECTRICAL
—○—	EXISTING TELEPHONE
—○—	EXISTING ELECTRICAL
—○—	EXISTING GAS
—○—	EXISTING SANITARY
—○—	EXISTING DOMESTIC WATER
—○—	DENOTES ITEM TO BE REMOVED
[Hatched Box]	NEW FITNESS ADDITION
[Solid Grey Box]	EXISTING BUILDING

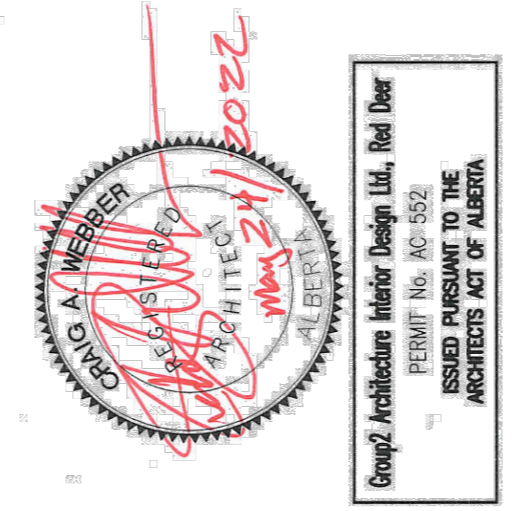
KEYNOTES LEGEND	
①	RELOCATE PARTIAL SECONDARY GAS LINE
②	REMOVE EXISTING ASPHALT TO #600 BEYOND NEW FITNESS BUILDING OUTLINE



1 | SITE PLAN
SCALE: 1:750

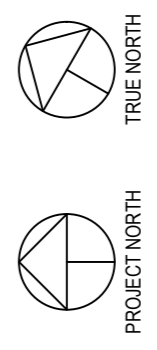
ISSUES / REVISIONS		
NO.	DATE	REVISION
1	22/05/24	ISSUED FOR CONSTRUCTION

Group2 Architecture Interior Design Ltd.
SEAL



Group2 Architecture Interior Design Ltd., Red Deer
PERMIT No. AD-552
ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA

KEY PLAN



PROJECT NORTH TRUE NORTH

PROJECT TITLE
**WHEATLAND CROSSING
FITNESS ADDITION**

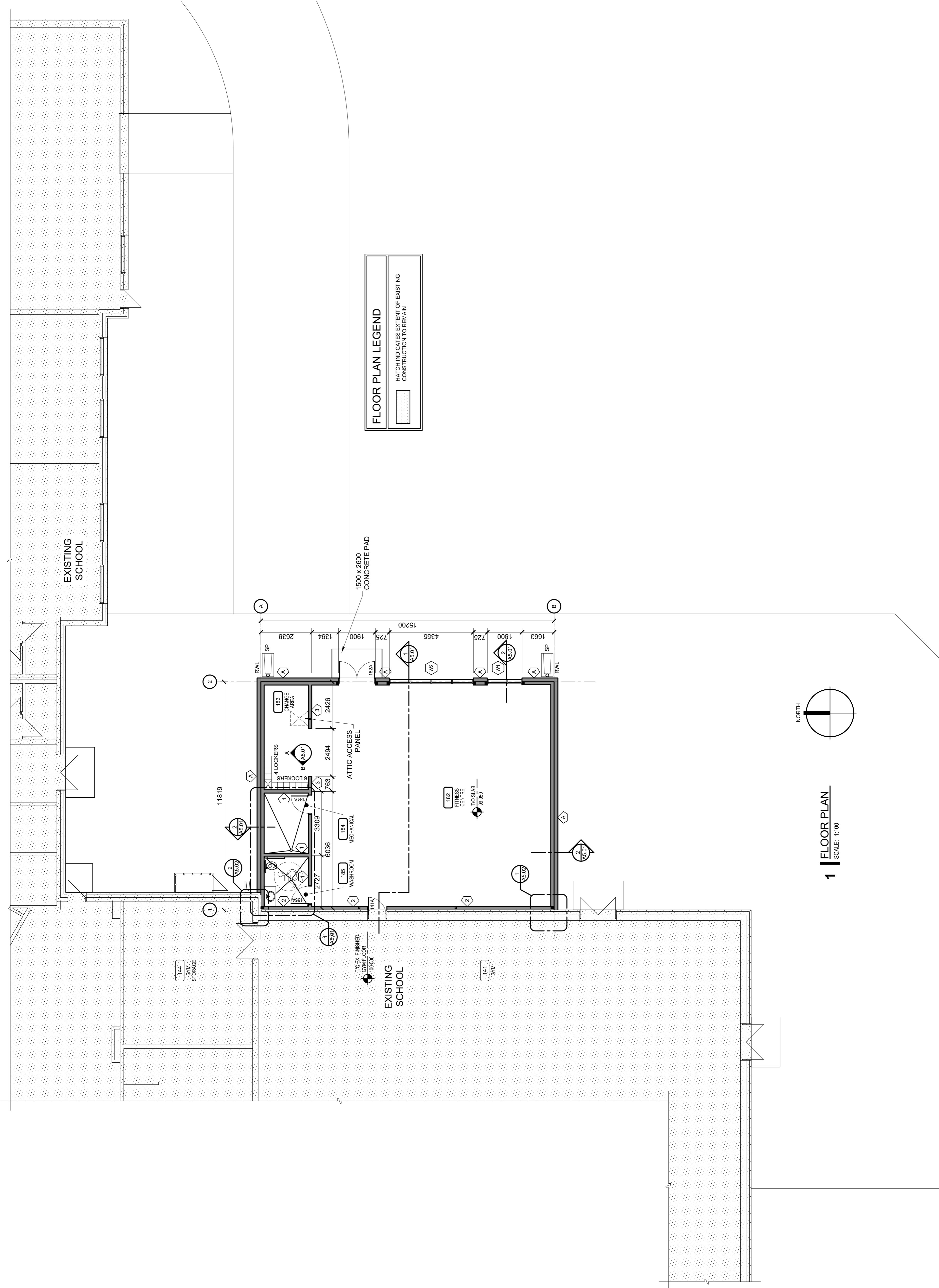
DRAWING TITLE
**STANDARD, AB
SITE PLAN**

DESIGNED	DRAWN	CHECKED	REVISION
RB	SJB		

FILE 21065

A1.01

1



FLOOR PLAN LEGEND
 HATCH INDICATES EXTENT OF EXISTING CONSTRUCTION TO REMAIN

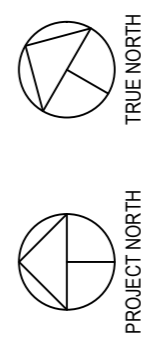
ISSUES / REVISIONS

NO.	DATE	REVISION
1	22/05/24	ISSUED FOR CONSTRUCTION

Group2 Architecture Interior Design Ltd.
SEAL



KEY PLAN



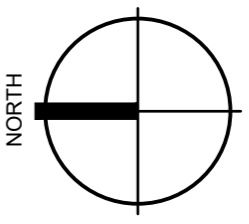
PROJECT TITLE
WHEATLAND CROSSING
FITNESS ADDITION

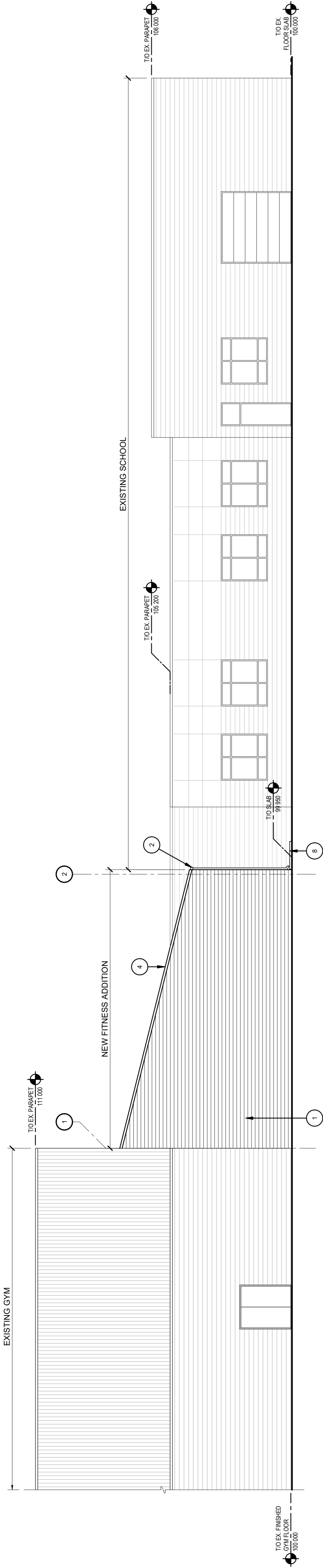
STANDARD, AB

DRAWING TITLE
 FLOOR PLAN

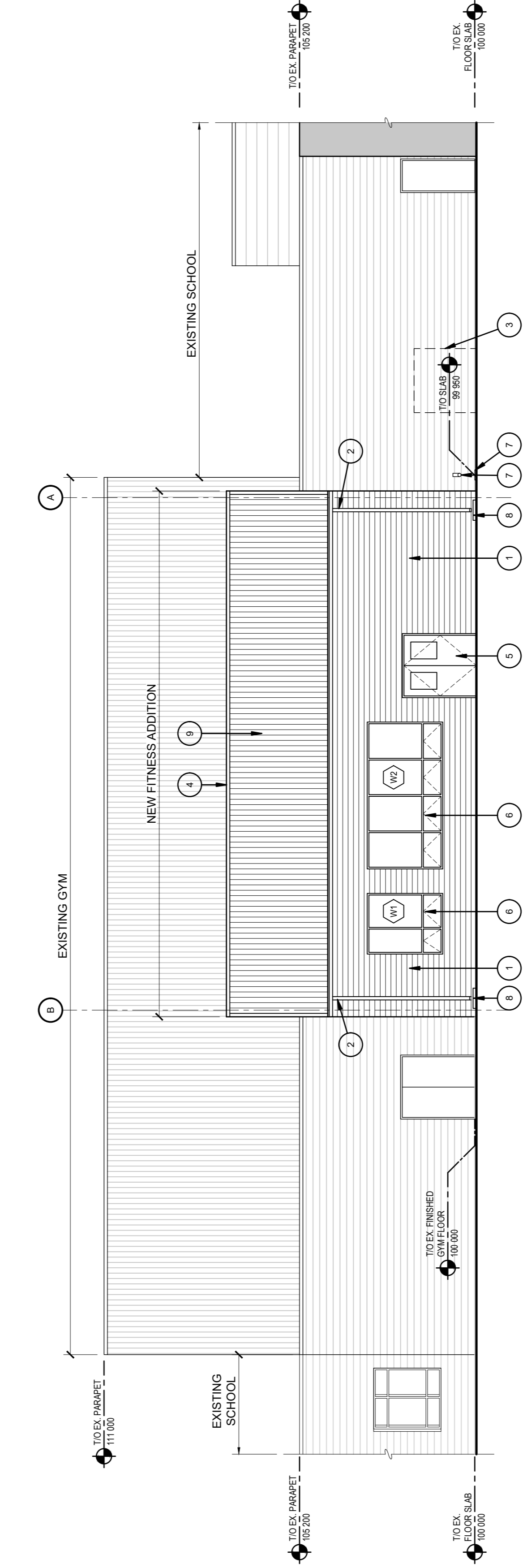
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21065		

1 | FLOOR PLAN
SCALE: 1:100

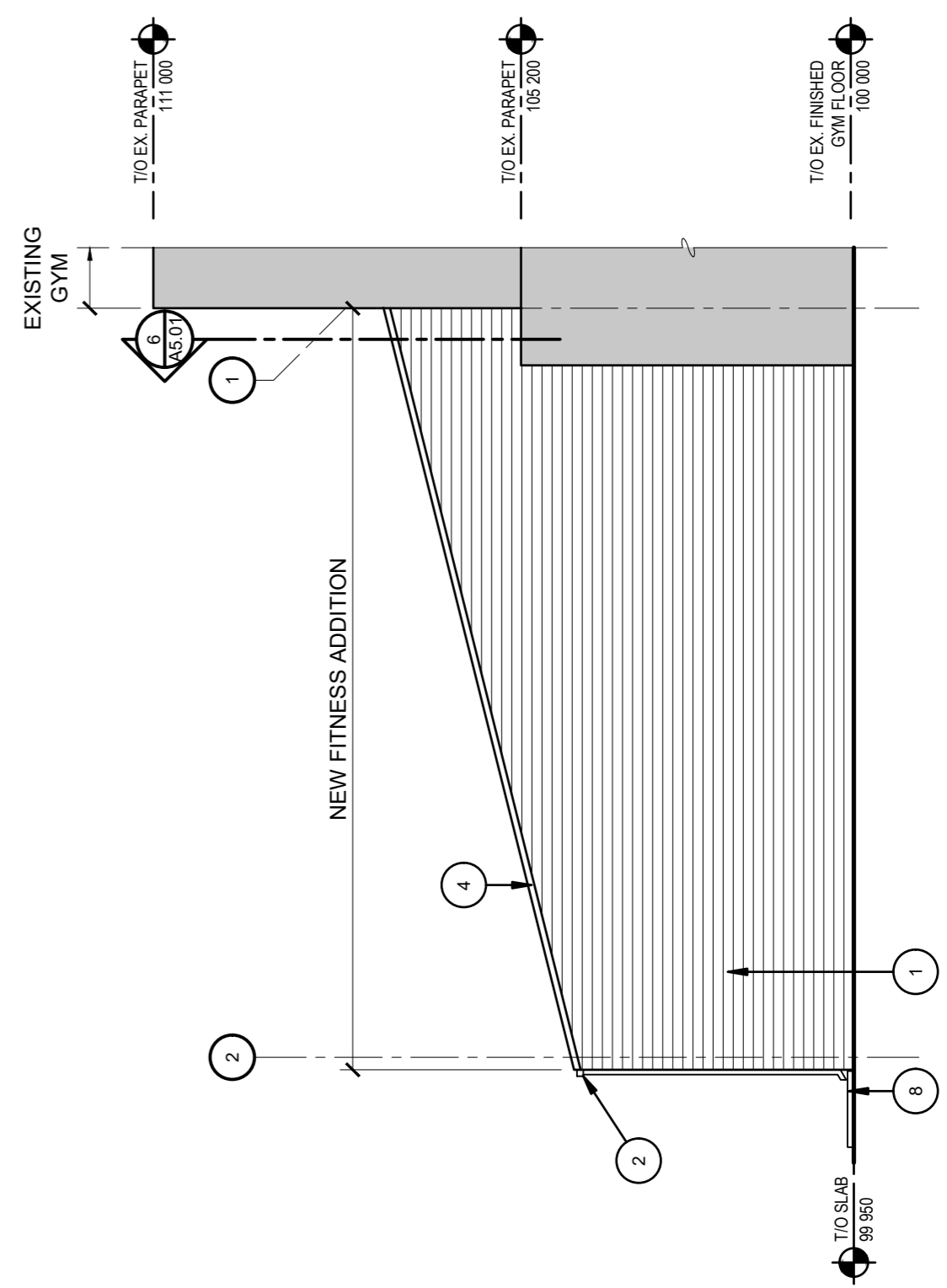




1 | SOUTH ELEVATION
SCALE: 1:100



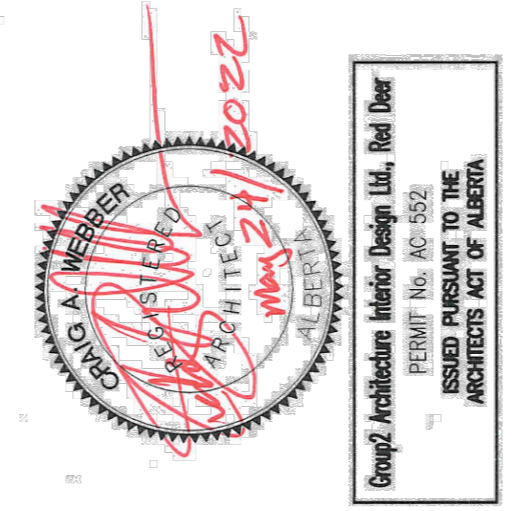
2 | EAST ELEVATION
SCALE: 1:100



3 | NORTH ELEVATION
SCALE: 1:100

ELEVATION KEYNOTES	
1	PRE-FINISHED CORRUGATED METAL CLADDING & COLOUR TO MATCH EXISTING CLADDING AT GYM WALL
2	GUTTER AND RAIN WATER LEADER
3	EXISTING GAS METER ENCLOSURE
4	PRE-FINISHED METAL FLASHING AND COLOUR TO MATCH CLADDING
5	PRESSED STEEL FRAME W/ INSULATED HOLLOW METAL DOOR
6	ANODIZED ALUMINUM CURTAIN WALL WINDOW FRAME
7	EXISTING RWL AND SPLASH PAD
8	PRECAST CONCRETE SPLASH PAD
9	CORRUGATED METAL ROOF

Group2 Architecture Interior Design Ltd.
SEAL



KEY PLAN

PROJECT TITLE
WHEATLAND CROSSING FITNESS ADDITION

DRAWING TITLE
STANDARD, AB EXTERIOR ELEVATIONS

CHECKED RB	DRAWN CSB	DATE 22/05/24	ISSUED FOR CONSTRUCTION
FILE	REVISION	A3.01	
21065	1		



COMMUNITY REQUEST TO NAME FOOTBALL FIELD Drumheller Valley Secondary School

"Inspiring confident, caring citizens of the world"

June 21, 2022

Background:

We have received a request from several Drumheller community members requesting Golden Hills School Division Board of Trustees to consider naming the Drumheller Valley Secondary School football field after Don Robertson, long time Drumheller community member.

Recommendation:

That the Board of Trustees considers the request for naming of the football field at Drumheller Valley Secondary School after community member Don Robertson.

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

Bevan Daverne
Superintendent of Schools



MONTHLY ENROLMENT MONITORING REPORT

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

June 21, 2022

Background:

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

As per the attached monitoring report, information is provided on the September 30, 2021 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.

Bevan Daverne
Superintendent

Tahra Sabir
Secretary Treasurer

Golden Hills School Division Enrolment

Schools - Month to Month Comparison Mar 2022 to Apr 2022

* Please note kindergarten adjusted to 1.0

* Enrolment information has been adjusted for the New Funding Model



Configuration	School	ACTUAL September 30, 2021	April 24, 2022	March 30, 2022	Difference
K-6, 10-12	Acme School	188.50	187.00	191.00	(4.00)
K-9	Carbon School	59.00	58.00	58.00	0.00
K-6	Carseland School	62.50	69.00	69.00	0.00
7-9	Crowthier Memorial Jr. High School	466.00	471.00	470.00	1.00
K-9	Dr. Elliott Community School	185.50	191.00	191.00	0.00
7-12	Drumheller Valley Secondary School	391.00	385.00	388.00	(3.00)
K-6	École Brentwood Elementary School	208.50	224.00	222.00	2.00
K-12	George Freeman	414.00	441.00	439.00	2.00
K-6	Greentree School	321.00	352.00	353.00	(1.00)
K-12	Prairie Christian Academy School	275.00	295.00	295.00	0.00
10-12	Strathmore High School	654.00	646.00	647.00	(1.00)
K-12	Three Hills School	457.50	461.00	461.00	0.00
K-9	Trinity Christian Academy	188.50	206.00	202.00	4.00
K-12	Trochu Valley School	235.50	260.00	263.00	(3.00)
K-6	Westmount School	350.50	380.00	378.00	2.00
K-12	Wheatland Crossing	327.00	341.00	339.00	2.00
K-6	Wheatland Elementary School	290.50	324.00	323.00	1.00
	Sub Total	5,074.50	5,291.00	5,289.00	2.00
7-9	Colonies	347.00	357.00	363.00	(6.00)
7-12	Drumheller Outreach	17.00	25.00	25.00	0.00
1-12	Golden Hills Learning Academy	238.00	257.00	251.00	6.00
1-12	NorthStar Academy	448.00	507.00	510.00	(3.00)
7-12	Strathmore StoreFront	65.00	66.00	68.00	(2.00)
	Sub Total	1,115.00	1,212.00	1,217.00	(5.00)
	Homeschool	935.00	930.00	932.00	(2.00)
	Shared Responsibility	194.00	220.00	220.00	0.00
	Sub Total	1,129.00	1,150.00	1,152.00	(2.00)
	Provincial Total	7,318.50	7,653.00	7,658.00	(5.00)
	Siksika	153.00	153.00	153.00	0.00
	International (Incl. Online)	197.00	272.00	272.00	0.00
	Sub Total	350.00	425.00	425.00	0.00
	Total HEADCOUNT	7,668.50	8,078.00	8,083.00	(5.00)



THIRD QUARTERLY FINANCIAL REPORT

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

June 21, 2022

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.

Bevan Daverne
Superintendent

Tahra Sabir
Secretary Treasurer



3rd Quarterly-draft Report – 2021-22

September 2021 – May 31 2022

Prepared by the Finance Department for the June 21, 2022 Board Meeting

Purpose of Quarterly Report

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

I CONTEXT

The second quarterly financial report lists revenues and expenditures recorded to **May 31, 2022**, representing the first **nine** months of the fiscal year. As there are nine (9) months expended in the 3rd quarter, the normal benchmark for comparison is 75% (9/12 months); however, for some categories 90% (9/10 months) is used.

The **2021-22 Budget** was submitted to Alberta Education May 25, 2021 and budget points of reference are from this May 25, 2021 Spring budget submission.

II. ACTUALS AND COMPARISON TO BUDGET

A.

Golden Hills School Division						
Statement of Revenue and Expenses						
Budget vs. Actual Variance						
Period - September 1, 2021 - May 31, 2022						
	Annual 2021/22 Annual Budget submitted May 25, 2021	Prorated Budget (75%) for Q3	YTD Actuals 2021/2022 - Q3	YTD Budget Variance-Q3	% Budget Rec'd/Used	Management Benchmark %
Revenues						
Alberta Education/Infrastructure	74,368,568	55,776,426	57,156,649	1,380,223	77%	75%
Federal Government and/or First Nations	1,526,050	1,144,538	1,424,271	279,733	93%	90%
Other Government of Alberta	149,200	111,900	15,000	-96,900	10%	75%
Fees	6,793,537	5,095,153	6,269,955	1,174,802	92%	90%
Other Revenues	3,846,978	2,885,234	3,393,882	508,649	88%	75%
Amortization	4,223,683	3,167,762	3,296,543	128,781	78%	75%
Total Revenues	90,908,016	68,181,012	71,556,300	3,375,288	79%	77%
EXPENSES						
Certificated Salaries and Benefits	48,977,311	36,732,983	35,309,698	1,423,285	72%	75%
Non-Certificated Salaries and Benefits	17,655,901	13,241,926	14,187,062	-945,136	80%	80%
Sub-Total	66,633,212	49,974,909	49,496,760	478,149	74%	76%
Supplies and Services	21,109,021	15,831,766	16,422,494	-590,728	78%	75%
Amortization	5,915,616	4,436,712	4,410,851	25,861	75%	75%
Interest Charges	32,065	24,049	29,172	-5,124	91%	75%
Total Expenses	93,689,914	70,267,436	70,359,278	-91,842	75%	76%
Surplus/(Deficit)	-2,781,898	-2,086,424	1,197,022			
POSITIVE/(NEGATIVE) BUDGET VARIANCE				3,283,446		

Notes: Overall, a surplus of \$1,197K for the third quarter is significantly better than the projected deficit budget initially planned for the 2021-22 fiscal year.

B. NOTES ON COMPARISON TO BUDGET – REVENUES

The overall **\$1,197K** year-to-date **excess of revenues over expenses**, along with the positive budget variance are due, in part, to the skewing effect of the irregular payments received.

- **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 Revenue Received in Q3			
Mar -May 2021-22			
Name of Grant	Amount Recieved		% of Grant Received
Alberta School Council Engagement Grant	\$ 8,500.00		100%
Conditional Grant Classroom Piloting	\$ 121,300.00		100%
French Language Grant	\$ 9,550.83		100%
Learning Disruption	\$ 478,842.00		100%
School Nutrition Grant	\$ 206,222.50		75%
Supernet Grant	\$ 158,378.88		75%
Federal Safe Indoor Air Grant	\$ 125,115.00		100%
Total	\$ 1,107,909.21		

- Revenues from Alberta Education, as per above, have contributed to the overall revenue variance by \$+307K (\$1,229K less a 9-month calculated equivalent of \$922K), 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	\$3,525,218
SGF Expenses	<u>\$3,067,815</u>
Unexpended	\$ 457,403

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

C Notes on Comparison to Budget - Expenses

Certificated Salaries and Benefits

Total Certificated Salaries and Benefits for the 3rd quarter were **\$35,309,698** (72% of a \$48.9M budget) which is less than what the budget would permit by the 3rd quarter primarily because benefit costs are lower in the 1st quarter and higher in January then drop off as maximums on premiums are reached. As well, hiring of staff occurs throughout the 1st quarter so labour costs are typically lower than budget at the start of the fiscal year but even out as the year progresses.

Notes: Overall, certificated salary and benefit costs are well within budget.

Non-Certificated Salaries and Benefits

Total Non-Certificated Salaries and Benefits for the 3rd quarter were **\$14,187,062** (72% of a \$17.6M budget) which is less than the budget. That said, a significant portion of non-certificated staff is paid over 10 months and not 12 months; therefore the expenditure is typically higher for first 10 months but decreases in the last two months.

The overall labour variance is positive (+478K) for the first 3 quarters and will likely fluctuate over the final quarter. Payroll costs typically trend lower over the summer months as a significant portion of the non-certified staff are paid over 10 months so payroll cost should be less in the summer months. However, we anticipate this cost to balance itself at year-end.

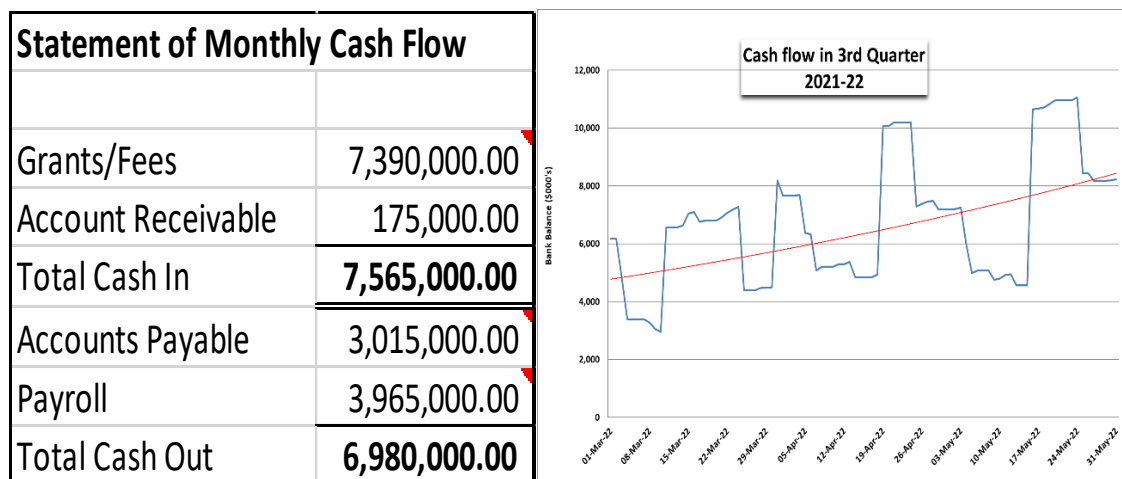
Supplies and Services

Supplies and services year-to-date are **\$16,422,494** (78% of \$21.1M budget). Typically, many of these costs occur over a 10-month school year and not the 12-month fiscal year, resulting in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to carefully monitor their budgets throughout the year to ensure they stay within their spending limits.

- *Overall, supply costs year-to-date at May 31st are higher compared to the same time period last year due, in part, because this year the entire annual insurance expense was posted in Q2 while in the prior year, the insurance was allocated throughout the year.*

III AVERAGE SOURCE AND USE OF CASH

A. Approximate average monthly cash flow values as at May 31, 2022:



Included in the Grants as well as the Accounts Payable are monthly operating grants and monthly grant amounts for any capital projects.

B. **Golden Hills is currently in a positive cash position.**

Cash is critical for short-term operations as it pays the salaries and vendors, which comprises the largest part of the budget. Note: as of May 31, 2022 **\$12.5M** of the cash balance has been invested into 12-18 month GIC's to obtain more favourable investment returns, of which \$4.5M are cashable within 90 days.

Currently, we are utilizing the services of an Institutional Cash Management Financial Advisory Team – **Canaccord Genuity Corp.** As at May 31st, we had **\$12.5M** invested in GIC's with maturing dates ranging from June 9th, 2022 to May 23rd, 2023, earning yields ranging from 1.10% - 3.05%. Rates for 1YR fixed are now available for 3.80% and are expected to gradually increase throughout the year.

C. **Note on Amortization:**

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, 2021 - MAY 31, 2022

A.

Revenue and Expenses by Envelope									
From September 1, 2021 - May 31, 2022									
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/ INFRASTRUCTURE		46,824,332.39	5,045,784.50	3,193,288.20	2,093,244.29	0.00	57,156,649.38	77%	75%
OTHER - GOVERNMENT OF ALBERTA		15,000.00	0.00	0.00	0.00	0.00	15,000.00	100%	100%
FEDERAL GOV'T AND/OR FIRST NATIONS		1,199,270.93	225,000.00	0.00	0.00	0.00	1,424,270.93	93%	90%
ALBERTA MUNICIPALITIES/SCHOOL AUTH.		0.00	0.00	0.00	0.00	0.00	0.00	0%	0%
INSTRUCTIONAL RESOURCE FEES		0.00		0.00	0.00	0.00	0.00	0%	0%
FEES	1,189,985.50	21,010.00				5,058,959.29	6,269,954.79	88%	90%
FUNDRAISING REVENUES -SGF	196,939.98					0.00	196,939.98	67%	75%
OTHER SALES AND SERVICES	1,985,250.45	1,190,492.22	0.00	94,542.24	0.00	-1,045,382.89	2,224,902.02	67%	75%
INVESTMENT INCOME	0.00	0.00		0.00	97,478.51	0.00	97,478.51	103%	75%
GIFTS AND DONATIONS -SGF	153,042.40	73,019.39	0.00	0.00	0.00	0.00	226,061.79	62%	75%
RENTAL OF FACILITIES		1,749.15	104,188.95	0.00	0.00	10,000.00	115,938.10	105%	90%
OTHER REVENUES		155,797.50	105,688.97	21,490.73	249,584.55	0.00	532,561.75	127%	75%
AMORTIZATION OF CAPITAL ALLOCATIONS		296,047.44	3,000,495.59	0.00	0.00	0.00	3,296,543.03	78%	75%
TOTAL REVENUES	3,525,218.33	49,776,719.02	8,481,158.01	3,309,321.17	2,440,307.35	4,023,576.40	71,556,300.28	79%	77%
EXPENDITURES									
CERTIFICATED SALARIES		28,005,043.87	0.00	0.00	454,236.01	196,059.71	28,655,339.59	72%	75%
CERTIFICATED BENEFITS		6,577,975.58	0.00	0.00	52,757.27	23,625.59	6,654,358.44	74%	75%
NON-CERTIFICATED SALARIES & WAGES		6,658,358.71	1,512,801.58	1,490,959.03	937,229.72	831,254.40	11,430,603.44	81%	80%
NON-CERTIFICATED BENEFITS		1,799,129.97	392,187.93	157,433.57	218,878.80	188,828.18	2,756,458.45	78%	80%
SERVICE, CONTRACTS AND SUPPLIES	3,067,814.87	4,549,678.05	3,671,233.19	1,513,795.41	526,744.41	3,093,228.24	16,422,494.17	82%	85%
AMORTIZATION		401,554.17	3,184,306.29	514,008.90	193,215.78	117,766.21	4,410,851.35	75%	75%
INTEREST / BANK CHARGES		649.63	0.00	0.00	9,000.00	19,522.74	29,172.37	31%	75%
TOTAL EXPENSES	3,067,814.87	47,992,389.98	8,760,528.99	3,676,196.91	2,392,061.99	4,470,285.07	70,359,277.81	78%	78%
POSITIVE/-NEGATIVE VARIANCE TO DATE	457,403.46	1,784,329.04	-279,370.98	-366,875.74	48,245.36	-446,708.67	1,197,022.47		
ECS -Grade 12 labor cost analysis									
	2020-21 Q3	2021-22 Q3	change						
CERTIFICATED SALARIES	27,883,402	28,005,044	121,642	0.4%					
CERTIFICATED BENEFITS	6,176,925	6,577,976	401,051	6.5%					
NON-CERTIFICATED SALARIES & WAGES	6,252,300	6,658,359	406,059	6.5%					
NON-CERTIFICATED BENEFITS	1,678,679	1,799,130	120,451	7.2%					
	41,991,306	43,040,508	1,049,202	2.5%					

Note: all ISS tuition fees collected last year relating to the current fiscal year (2021-22) have been recognized in full

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

1. Instruction

- Instructional Resource Fees are no longer permitted; however, fees associated with non-curricular supplies and travel as well as other fees to enhance education are allowed.

2. Plant Operations and Maintenance (PO&M)

The deficit shown below of approximately **\$-279K** at the end of the 3rd quarter, when taken with the full annual insurance expense recognized (\$936K), results in a bottom line that is fully in line with our estimated balanced budget at fiscal year end:

Golden Hills School Division					
Statement of Revenue and Expenses - Comparison to Budget					
Plant Operations and Maintenance					
Period - September 2021 - May 2022					
Revenues	Total Budget	YTD Actuals	Budget	% Budget	Management Benchmark %
	Yr 2021/2022	Yr 2021/2022	Remaining	Used	
Alberta Education	6,488,973.00	5,045,784.50	1,443,188.50	78%	75%
Other Revenues	1,099,180.00	434,877.92	664,302.08	40%	75%
Amortization	4,223,683.00	3,000,495.59	1,223,187.41	71%	75%
Total Revenues	11,811,836.00	8,481,158.01	3,330,677.99	72%	75%
EXPENSES					
Non-Certificated Salaries and Benefits	2,640,061.00	1,904,989.51	735,071.49	72%	75%
Sub-Total	2,640,061.00	1,904,989.51	735,071.49	72%	75%
Supplies and Services	4,711,097.00	3,671,233.19	1,039,863.81	78%	75%
Amortization	4,460,678.00	3,184,306.29	1,276,371.71	71%	75%
Total Expenses	11,811,836.00	8,760,528.99	3,051,307.01	74%	75%
POSITIVE/(NEGATIVE) VARIANCE	0.00	-279,370.98			
	Current Q3	Prior Year Q			
YTD Actuals breakdown	YTD @ May 31, 2022	YTD @ May 31, 2021	% increase		
NON-CERTIFICATED SALARIES & WAGES	1,512,801.58	1,501,038.26	0.8%		
NON-CERTIFICATED BENEFITS	392,187.19	375,162.45	4.5%		
TOTAL LABOUR EXPENSE	1,904,988.77	1,876,200.71	1.5%		
SERVICE, CONTRACTS AND SUPPLIES	3,671,233.19	3,640,252.70	0.9%		
INTEREST CHARGES	-	-			
AMORTIZATION	3,184,306.29	3,188,807.34	-0.1%		
TOTAL SERVICE & SUPPLIES	6,855,539.48	6,829,060.04	0.4%		
TOTAL EXPENSES	8,760,528.25	8,705,260.75	0.6%		

The deficit is due, in part, to the recording of the full year's insurance expense in Q1. Approximately, \$233K of insurance expense relates to Q4.

Overall, with continued monitoring of expenses over the next quarter, we anticipate PO&M to meet its balanced budget target at year-end.

3. Transportation

Golden Hills School Division					
Statement of Revenue and Expenses - Comparison to Budget					
Transportation					
Period - September 1, 2021 - May 31, 2022					
Revenues	Total 2021-22 Budget	YTD Actuals	Budget Remaining	% Budget Used	Management Benchmark %
Alberta Education	4,258,285	3,193,288	1,064,997	75.0%	75.0%
Other Revenues	57,548	116,033	-58,485	201.6%	75.0%
Total Revenues	4,315,833	3,309,321	1,006,512	76.7%	75.0%
EXPENSES					
Non-Certificated Salaries and Benefits	1,894,548	1,648,393	246,155	87.0%	85.0%
Sub-Total	1,894,548	1,648,393	246,155	87.0%	85.0%
Services and Supplies	1,735,989	1,513,795	222,194	87.2%	81.0%
Amortization	685,296	514,009	171,287	75.0%	75.0%
Total Expenses	4,315,833	3,676,197	639,636	85.2%	82.0%
POSITIVE/(NEGATIVE) VARIANCE	0	-366,876			
Variations in Services and Supplies	Budget	Actual	% of Budget Used	Management Benchmark %	
Contracted Bus Services	81,000.00	92,384.37	114%	90%	
Fuel	720,000.00	599,085.10	83%	80%	
Other supplies & services	934,989.00	822,325.53	88%	80%	
Total	1,735,989.00	1,513,795.00	87%	81%	

a. For the third quarter, a negative YTD variance of **\$-367K** can be attributed, in part, 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.
- The vehicle insurance for the entire year (\$162K) has been recorded in Q1.

Overall, with careful monitoring of expenses over the next quarter, we anticipate Transportation to come close to its balanced budget target by fiscal year-end.

4. Board and System Administration

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

Overall System administration currently has a positive YTD variance of +\$48K for the third quarter. It is anticipated that this will near a breakeven point at year end.

Alberta Education makes a provision for a separate System Administration Targeted Grant. This grant is effectively calculated to be 3.15% of our total operating expenditures. The 3.15% is the funding tier determined by the WMA (weighted moving average) of FTE enrolment. Note: amounts spent over the limit may be subject to claw back.

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

SUMMARY STATEMENT OF REVENUES AND EXPENSES						
BOARD OF TRUSTEES						
BUDGET vs. ACTUAL						
FOR THE PERIOD OF SEPTEMBER 1, 2021 TO MAY 31, 2022						
Expense		ANNUAL BUDGET	YTD ACTUALS	BUDGET REMAINING		% BUDGET USED
Budgeted Revenues		274,200.00	274,200.00	-		100%
TOTAL REVENUES		\$ 274,200.00	\$ 274,200.00	\$ -		100%
Trustee Earnings and Benefits		201,700.00	146,039.38	55,660.62		72%
Trustee Travel & Supplies		72,500.00	35,492.86	37,007.14		49%
TOTAL EXPENSES		\$ 274,200.00	\$ 181,532.24	\$ 92,667.76		66%

- To date, Board expenses are inline with the range of projected expenditure amounts.

5. External Services

For the **3rd quarter**, External Services has a negative variance of **-\$447K**, which is, in part, due to the timing of the revenue recognition.

External Services includes International Services, joint-use agreements and external contract service agreements. Included within this period is the full recognition of **\$5,162,150** of **ISS tuition fees** revenue, which was originally recorded as Unearned Revenue at the 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 tuition 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 uncertainty in funding along with continuing cost escalations, and continues to fund programs that are in alignment with our goals and missions.

Overall, GHSD is keeping expenditures within the parameters of the Board's May 25, 2021 approved and submitted 2021-22 budget (\$2,782K deficit). Any planned deficit that should occur will be covered by our operating reserves.



ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

June 21, 2022

Background:

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

The Board is advised of the following new 2021/2022 administrative appointments:

Principal Designations:

Ivan Wright	Tri-Campus Schools (Feb 2022 – June 2022)
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Acting Principal Designations:

Agnieszka Barwacz-Riou	Strathmore High School (Feb 2022 – May 2022)
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Associate Principal Designations:

Marci Penner	NorthStar Academy (Nov 2021 – June 2022)
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Acting Associate Principal Designations:

Joan Boles	Drumheller Valley Secondary School (Sept 2021 – June 2022)
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The Board is advised of the following new 2022/2023 administrative appointments:

Principal Designations:

Joan Boles	Tri-Campus Schools
Marci Penner	NorthStar Academy
Michelle Hilton	Wheatland Crossing School
Doug Raycroft	Strathmore High School

Associate Principal Designations:

Chelsea Berry	GHLA/Storefront/Colony Schools
Ryan Hatch	Carbon School
Angela Paine	NorthStar Academy
Barry Sommer	Prairie Christian Academy
Carmen Spitzer	GHLA/International
Emily Tumblin	Wheatland Elementary

The Board is advised of the following renewal of Administrative appointments for the 2022/2023 school year:

Principal Designations:

Stefan Dykema	Trinity Christian Academy
Shelley Friesen	Greentree Elementary
Corinna Hampson	Westmount Elementary
Jody Lamble	Trochu Valley School
Doug Raycroft	Strathmore High School

Associate Principal Designations:

Tracy Desmet	Wheatland Crossing School
Erin Friesen	Ecole Brentwood Elementary
Jill McDonald	George Freeman School
Chantalle Van Otterloo	Trochu Valley School
Kevin Mertz	Strathmore High School

Recommendation:

That the Board receives the administrative term appointments as information.



Bevan Daverne
Superintendent of Schools



Wes Miskiman
Associate Superintendent/Human Resources