



# 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, November 29, 2022 (9:30 AM)**

#### 1.0 Attendance

##### Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Barry Kletke

c) Trustees

- Jen Mertz
- Rob Pirie
- Justin Bolin
- Jim Northcott

d) Superintendent

- Bevan Daverne

f) Associate Superintendent

- Jeff Grimsdale

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

##### Absent:

e) Deputy Superintendent

- Wes Miskiman

#### 2.0 Call to Order

Chair Huntley called the meeting to order at 9:32 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#20221129.1001**

**MOVED by Trustee Northcott** that the Board of Trustees for In Camera at 9:33 a.m.

#### 4.2 Out of In Camera

**Recommendation: BD#20221129.1002**

**MOVED by Trustee Pirie** that the Board of Trustees rise from In Camera at 11:42 a.m.

### 5.0 Approval of Agenda

#### 5.1 Approval of Agenda

**Recommendation: BD#20221129.1003**

**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 October 25, 2022

**Recommendation: BD#20221129.1004**

**MOVED by Trustee Mertz** that the Board of Trustee approve the Regular Minutes of October 25, 2022.

### 8.0 REPORTS

#### A) Chair's Report

Chair Huntley presented information on the following topics:

- Alberta School Boards Association (ASBA) Zone 5 Meeting that was held November 4, 2022.
  - Presentation on the operations of the ASBA Executive and Board.
- Discussed the Career Education Task Force that took place Wednesday, November 30, 2022 from 10:00 a.m. to noon.
- Discussed the Public School Boards Association of Alberta (PSBAA) Learning Event and Meeting that was held November 16-18, 2022 in Edmonton.
  - Presenters: Paul McLoughlin, Christine Sewell and Catherine Keill.
  - Discussed upcoming PSBAA meeting changes to February and April only.
  - August different locations.
- November meeting will better align with the ASBA FGM.
- Thank you to Vice Chair Kletke and Director Pirie for their role at the ASBA FGM.

#### B) Board Committees

Nothing to report on currently.

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

Nothing to report on currently.

### **D) Administration Reports**

Superintendent Daverne reported information on the following topics:

- Discussed Tender for the Acme replacement.
- Transportation - discussed bus pass system, roll out is going smoothly.
- Staffing - shortage on hiring teachers across the province.
- Substitute teacher pool will improve in May once university is finished.
- Bandwidth - Golden Hills Division bandwidth is not as smooth, in the midst of doubling it and upgrading devices.

Secretary Treasurer Sabir presented information on the following topics:

- Audit Committee met on Monday, November 28, 2022 to review the audited financial statements with, Chandra Deaust, CPA, CA (Avail CPA - Chartered Accountant).
- Tuesday, November 29, 2022, Chandra Deaust will join the Board meeting via Zoom to review the audited financial statements to the Trustees.
- Facilities Staff - casuals are covering.
- Modularity submission - have been resubmitted.
- Transportation – continued driver shortage, doubling up runs, bus drivers are always helping out to cover routes. however, there are potentially late arrivals at schools.
- New bus drivers.
- Insurance (ARMIC) - Premiums savings \$2.7M.
- Wheatland Crossing Fitness Centre - once building permit has been received, next process will be looking at construction.
- Westmount Elementary and Trinity Christina Academy – waiting for final traffic impact assessment report.

## **9.0 NEW BUSINESS**

### **A) Action Items**

#### **9.1 Field Trip Studies/Excursion - Strathmore High School Band Trip (B. Daverne) Recommendation: BD#20221129.1005**

**MOVED by Trustee Pirie** that the Board of Trustees approves the proposed high school field studies/excursion for Strathmore High School Band to New York City, USA from April 26 to April 30, 2023 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

#### **9.2 Field Trip Studies/Excursion - Prairie Christian Academy (B. Daverne)**

**Recommendation: BD#20221129.1006**

**MOVED by Trustee Kletke** that the Board of Trustees approves the proposed grade 12 international mission trip to Bogota Columbia from February 9 to February 20, 2023 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

**9.3 Field Trip Studies/Excursion - Crowther Memorial Jr. High (B. Daverne)**

**Recommendation: BD#20221129.1007**

**MOVED by Trustee Mertz** that the Board of Trustees approves the proposed high school field studies/excursion for Crowther Memorial Jr. High School to Oeiras and Portugal from April 9 to April 20, 2023 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

**9.4 Public School Boards' Association of Alberta (PSBAA) Membership Review (B. Daverne)**

**Recommendation:**

No motion required at this time, for information only.

**9.5 Alberta School Boards Association (ASBA) Surveys - Strategic Plan Engagement Process and FGM Feedback (B. Daverne)**

**Recommendation: BD#20221129.1009**

**MOVED by Trustee Pirie** that the Board of Trustees reviews and participates in the survey related to the development of the ASBA 2023-2026 Strategic Plan.

**9.6 Audited Financial Statements for the year ending August 31, 2022 (T. Sabir)**

**Recommendation: BD#20221129.1010**

**MOVED by Trustee Pirie** that the Board of Trustees approves the 2021-22 amounts on the Audited Financial Statements for the year ending August 31, 2022, to be transferred to unrestricted as follows:

- Transfer from Unrestricted Net Assets to Capital Reserves in the amount of \$2,800,000.
- Transfer from Unrestricted Net Assets to the Operating Reserves in the amount of \$708,700.

**RECOMMENDATION: BD#20221129.1011**

**MOVED by Trustee Northcott** that the Board of Trustees approves the Audited Financial Statements for the year ending August 31, 2022 for submission to Alberta Education by November 30, 2022, subject to the Board being advised of any minor adjustments which may be necessary before the budget is submitted to Alberta Education November 30, 2022.

**B) Information Items**

**9.7 Monthly Enrolment Monitoring Report (October 2022) (T. Sabir)**

**Recommendation:**

Secretary Treasurer Sabir presented information on Enrolment for the Month of October 2022.

**9.8 Administrative Procedures 217, 340 and 351 (B. Daverne)**

**Recommendation:**

Superintendent Daverne presented information on the following Administrative Procedures that have been reviewed and revisions made by the appropriate stakeholders:

- AP 217 Off Campus Education
  - Form 217-1 Work Site Inspection Form
  - Form 217-2 Off-Campus Education Program
- AP 340 Students Who Pose a Threat
  - AP 340-Appendix A School Threat Assessment Decision Tree
  - AP 340-Appendix B Re-Entry Plan Sample Template
  - Form 340-1 Threat Assessment Summary
  - Form 340-2 Crisis Response Summary of Actions
- AP 351 Suspension and Expulsion

**9.9 Advocacy Discussion (B. Daverne)**

**Recommendation:**

Superintendent Daverne discussed the Advocacy Points for the 2022-23 school year.

**10.0 Guest**

**10.1 Avail LLP Chartered Professional Accountants (Chandra Deaust at 1:00 p.m.)**

**Recommendation:**

On Monday, November 28, 2022, the Audit Committee convened, as per the requirements of the Education Act to review the financial statements. On Tuesday, November 29, 2022, Chandra Deaust, CPA, CA (Avail CPA - Chartered Accountant) was in attendance via Zoom to present the Audited Financial Statements for the year ending August 31, 2022, and answered Trustee questions regarding the audit process and Audited Financial Statements.

**11.0 ADJOURNMENT**

**11.1 Adjournment**

**Recommendation: BD#20221129.1012**

The Board of Trustees adjourned at 3:07 p.m.

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Chair

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Secretary Treasurer