



GOLDEN HILLS

SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 1/24/2023 **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 December 13, 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 Annual Education Financial Report (AERR) 2021-2022 (J. Grimsdale) Action

9.2 Field Trip Studies/Excursion - Wheatland Crossing (B. Daverne) Action

B) Information Items

9.3 First Quarter Financial Report(Sept/Oct/Nov 2022) (T. Sabir) Info

9.4 Monthly Enrolment Monitoring Report (Dec 2022) (T. Sabir) Info

9.5 Canada Revenue Agency (CRA) Mileage Rate Review (T. Sabir) Info

9.6 School Summaries Monitoring Report (T. Sabir) Info

9.7 Inclusive Education Report (2021-22 Results and 2022-23 Plans) (J. Grimsdale) 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, December 13, 2022 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Barry Kletke

c) Trustees

- Rob Pirie (via Zoom until 11:42 a.m.)
- Justin Bolin
- Jim Northcott

d) Superintendent

- Bevan Daverne

e) Deputy Superintendent

- Wes Miskiman

f) Associate Superintendent

- Jeff Grimsdale (excused himself at 1:55 p.m.)

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

c) Trustee

- Jen Mertz

2.0 Call to Order

Chair Huntley called the meeting to order at 9:35 a.m.

Chair Initials _____ Secretary Treasurer Initials _____

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#20221213.1001

MOVED by Trustee Northcott that the Board of Trustees go In Camera at 9:36 a.m.

Senior Administrators were excused from the meeting at 10:16 a.m.

Returned to the meeting at 10:53 a.m.

4.2 Out of In Camera

Recommendation: BD#20221213.1002

MOVED by Trustee Kletke 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#20221213.1003

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

- Action Item addition: 9.3 Legal Personal Matter

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of November 29, 2022

Recommendation: BD#20221213.1004

MOVED by Trustee Bolin that the Board of Trustees approve the Regular Minutes of November 29, 2022 as presented.

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

- Congratulated Trustees Barry Kletke and Jim Northcott for receiving the Queen Elizabeth II's Platinum Jubilee Medal.

B) Board Committees

Trustee Northcott presented information on the Alberta School Boards Association (ASBA) Zone 5 meeting that took place December 2, 2022.

- Next ASBA Zone 5 meeting is January 13, 2023.

Chair Kletke had no new information to present on the Public School Boards' Association of Alberta (PSBAA).

Chair Initials _____ Secretary Treasurer Initials _____

C) Board Representatives to External Organizations

Nothing to report on currently.

D) Administration Reports

Secretary Treasurer Sabir presented information on the following topics:

- Trinity Christian Academy Modulars update:
 - Occupancy for the Modulars approved staff and students will move in after the Christmas break.
- Boiler at Prairie Christian Academy has been completed, the boiler at Brentwood School will be complete the week of December 19, 2022.
- Wheatland Crossing Fitness Centre – have building permit and in process of getting various quotes.
- Transportation - continued relief driver shortage, doubling up runs, this causes late arrivals at schools, continuing driver training and S-endorsement classes.
- Strathmore High School parking lot - have been in contact with Magnum Cementing Services Ltd.

Deputy Superintendent Miskiman presented information on the following topics:

- HR Update:
 - Teacher Recruitment - have been attending career fairs in person.
 - SFU Teaching Opportunities Fair (British Columbia)
 - University of Regina Careers Day
 - Mount Royal University
 - Education Job Fairs at:
 - Ambrose University
 - University of Lethbridge
 - University of British Columbia
 - University of Alberta
 - University of Calgary
 - University of Regina
 - University of Saskatchewan
 - King's University
 - Apply to Education (Spring Job Fair)
 - Concordia University
- Workers Compensation Rates (WCB) - received a discount in our 2023 WCB Rates.

Associate Superintendent Grimsdale presented information on the following topics:

- Leadership work with Katie White, Educational Consultant, nine sessions to date.
- January 31, 2023 is the next Professional Development Day.

Superintendent Daverne presented information on the following topics:

- Discussed Christmas break, last day of school is December 23, students return back to school January 9, 2023.
- Illnesses have been hitting all age ranges in schools, not a huge influx of students out.

Recessed at 12:09 p.m.

Reconvened at 1:17 p.m.

Chair Initials _____ Secretary Treasurer Initials _____

9.0 NEW BUSINESS

A) Action Items

9.1 Locally Developed and/or Acquired Courses (J. Grimsdale)

Recommendation: BD#20221213.1005

MOVED by Trustee Kletke that the Board of Trustees authorizes the locally developed acquired courses and any learning resources detailed in the course outline for use in Golden Hills School Division.

- Hindi Language and Culture 15-3Y, January 1, 2023, until August 31, 2025, Strathmore High School.

9.2 Board Policy 13 - Appeals and Hearings Regarding Student Matters (B. Daverne)

Recommendation: BD#20221213.1006

MOVED by Trustee Bolin that the Board of Trustees approve the updated Policy 13: Appeals and Hearing Regarding Student Matters.

9.3 Legal Personnel Matter (B. Daverne)

Recommendation: BD#20221213.1007

MOVED by Trustee Northcott that the Board of Trustees, in response to matter 2022-001, Trustee Huntley is to form an Ad Hoc subcommittee of the Board of Trustees authorized to carry out all matters described below including all of the following authority:

- a. to retain and instruct legal counsel and consultants as deemed appropriate, which may be necessary to fully review and consider matter 2022-001 and to direct the payment of related fees;
- b. to seek information and direct any Division employee with respect to carrying out completing the review of matter 2022-001;
- c. notwithstanding Board Policy 11 Delegation of Authority and Board Policy 12 Role of the Superintendent, the Subcommittee shall have full authority to direct the review of matter 2022-001 to fully review and consider the matter as it relates to any Golden Hills School Division employee;
- d. to establish and carry out a communications plan and to allow the subcommittee to be the spokesperson for the Board of Trustees relative to this matter; and
- e. to report back to the Board of Trustees respecting any decisions made, or suggested actions, or recommendations in response to matter 2022-001.

B) Information Items

9.4 Enrolment Monitoring Report (November) (T. Sabir)

Recommendation:

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

9.5 Technology Services Report (J. Grimsdale)

Recommendation:

Associate Superintendent Grimsdale presented information on the primary role of the Technology Services that supports the teachers, staff, and students throughout Golden Hills School Division. Technology infrastructure is key to supporting Powerful Learning whether in school or at home.

9.6 International Program Report (B. Daverne)

Recommendation:

Superintendent Daverne presented information on Golden Hills International Program, which provides opportunity for our resident students to experience global competencies by interacting with students around the world. Our international students have the opportunity to learn English and benefit from quality academic programming.

9.7 Annual Education Results Report (AERR) (B. Daverne)

Recommendation:

No new information to discuss at this time. The final Annual Education Results Report (AERR) will be presented to the Board at the January 24, 2023, meeting.

9.8 Employee Handbook (New and Updated) (W. Miskiman)

Recommendation:

Deputy Superintendent Miskiman presented information on new and updated Employee handbooks to the Board of Trustees. The Employee handbooks are evergreen documents that may be adjusted from year to year.

9.9 Administrative Procedures 161 and 380 (B. Daverne)

Superintendent Daverne presented information around the revisions to administrative procedures 161 - Harassments and 380 - Student Appeals and Dispute Resolution.

10.0 ADJOURNMENT

10.1 Adjournment

Recommendation: BD#20221213.1008

The Board of Trustees adjourned at 2:23 p.m.

Chair

Secretary Treasurer

Chair Initials _____ Secretary Treasurer Initials _____



ANNUAL EDUCATION RESULTS REPORT 2021-2022

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

January 24, 2023

School boards must have an updated Three-Year Education Plan (3YEP) in place before the start of the school year, but plans are finalized after the new year of provincial achievement results become available in the fall. The Annual Education Result Report (AERR) must be approved by the Board, posted to the website, and sent to Alberta Education by November 30. Planning and reporting on results achieved provides assurance to the public and the provincial government on the quality of education in the school system.

The Board approved the Education Plan and Budget on June 21, 2022.

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

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

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

Recommendation:

That the Board of Trustees approves the Annual Education Results Report 2021-2022 for submission to Alberta Education January 31, 2023.

Bevan Daverne
Superintendent of Schools



FIELD TRIP STUDIES/STUDENT EXCURSION Wheatland Crossing School

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

JANUARY 24, 2023

Background:

Wheatland Crossing School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to the Alps, Venice and the Mediterranean Coast from April 7, 2023 to April 17, 2023.

Field Excursion Summary:

- The purpose of the 2023 Europe trip is to allow students to become Global citizens by experiencing many different European cultures.
- Students: 31, grades 10 to 12
- The trip will be 11 days
- One day of instructional time will be missed
- Supervision to student ratio 1:5.2
- Trip Itinerary attached

The administration will complete a risk assessment as required by Administration Procedure 260- *Field Studies/ Student Excursions*. The risk assessment process will ensure that all the requirements of Procedure 260 are fully completed before departure.

Please find attached, for your reference, the Itinerary for the Field Trip/Student Excursion.

Recommendation:

That the Board of Trustees approves the proposed high school field studies/excursion Wheatland Crossing School to the Alps, Venice and the Mediterranean Coast from April 7, 2023 to April 17, 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 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.

Bevan Daverne
Superintendent of School

Tour Itinerary

The Alps, Venice & the Mediterranean Coast

11 days

Day 1: Board your overnight flight to Zurich!

Day 2: Zurich | Lucerne

Meet your Tour Director at your destination

Arrive in Zurich and Transfer to Lucerne

Exploration Time in Lucerne

Day 3: Lucerne

Take a walking tour of Lucerne

With your Tour Director you will see:

- Lion Monument
- Kapellbrücke
- Lake Lucerne

Visit Mount Pilatus

Day 4: Lucerne | Lake Como | Venice

Travel to Venice via the Italian Lakes District

Take a cruise on Lake Como

Day 5: Venice

Guided Sightseeing of Venice

With your expert local guide you will see:

- St. Mark's Square
- Grand Canal

See a glass-blowing demonstration

Enjoy a Traditional Venetian Gondola Ride

Day 6: Venice | Modena | Cinque Terre

Transfer to Cinque Terre via Modena

Lunch Stop in Modena

Day 7: Cinque Terre

Spend the Day Exploring Cinque Terre

Sample Traditional Focaccia

Day 8: Cinque Terre | Monaco | French Riviera

Travel to the French Riviera via Monaco

Take a tour of Monaco

With your Tour Director you will see:

- Prince's Palace
- Monaco Cathedral

Take a walking tour of Nice

With your tour director you will see:

- Vieille Ville
- Promenade des Anglais

Day 9: French Riviera | Barcelona

Travel to Barcelona

Take a walking tour of Barcelona

Day 10: Barcelona

Take a guided tour of Barcelona

With your expert local guide you will see:

- La Sagrada Família
- Gothic Quarter
- Montjuïc

Visit Park Güell

Bike Tour of Barcelona

Day 11: Depart for home



FIRST QUARTERLY FINANCIAL REPORT

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

January 24, 2023

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 provides monitoring information and major variances that will be reviewed.

The Quarterly Financial Report for September 2022 – November 2022 will be discussed at the Board Meeting.

Recommendation:

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

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

Bevan Daverne
Superintendent

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

Tahra Sabir
Secretary Treasurer



Powering Hope and Possibility

1st Quarterly Report 2023

For the three months September to November 2022

Prepared by the Finance Department for the January 24, 2023 Board Meeting

I CONTEXT

The first quarterly financial report lists revenues and expenditures recorded to **November 30, 2022**, representing the first **three** months of the fiscal year. As there are three (3) months expended in the 1st quarter, the normal benchmark for comparison is 25% (3/12 months); however, for some categories 30% (3/10 months) is used.

The **Fall 2022-23 Budget** was internally prepared by GHSD and all budget points referenced in this report are from this Fall 2022-23 budget.

II. ACTUALS AND COMPARISON TO BUDGET

A.

Golden Hills School Division
Statement of Revenue and Expenses
Budget vs. Actual Variance
Period - September 1, 2022 - November 30, 2022

	Annual Budget 2022/2023	Q1 Prorated Budget (25-30%)	YTD Actuals	YTD Budget Variance-Q1	% Budget	Benchmark %
Revenues						
Alberta Education/Infrastructure	74,962,336	18,740,584	18,876,674	136,090	25%	25%
Federal government and/or First Nations	1,526,050	457,815	444,423	(13,392)	29%	30%
Other Government of Alberta	55,000	13,750	391,701	377,951	712%	100%
Fees	1,400,000	420,000	783,501	363,501	56%	30%
Other revenues	9,684,391	2,421,098	4,438,570	2,017,472	46%	25%
Amortization	4,223,683	1,055,921	1,109,043	53,122	26%	25%
Total revenues	91,851,460	23,109,168	26,043,911	2,934,743	28%	26%
Expenses						
Certificated Salaries & benefits	49,061,029	11,774,647	11,856,092	(81,446)	24%	24%
Non-certificated Salaries & benefits	18,299,795	4,757,947	4,971,950	(214,003)	27%	26%
Sub-Total	67,360,824	16,532,594	16,828,042	(295,449)	25%	25%
Supplies and services	21,525,615	6,457,685	6,899,754	(442,069)	32%	30%
Amortization	5,729,065	1,432,266	1,471,722	(39,456)	26%	25%
Interest charges	23,239	5,810	2,696	3,114	12%	25%
Total expenses	94,638,743	24,428,354	25,202,215	(773,860)	27%	26%
Surplus/(Deficit)	(2,787,283)	(1,319,187)	841,696	2,160,883		

Overall, a surplus of \$842K for the first quarter is due to \$311K higher COVID 19 funding received than what was expected, increased donations, as well as higher than expected SGF revenue and ISS fees collected.

Supplies and services are variable expenses and these have increased in tandem with increases in SGF and International student fee revenue as expected.

A variance in Other revenues is largely due to increased revenue from international students.

B. NOTES ON COMPARISON TO BUDGET – REVENUES

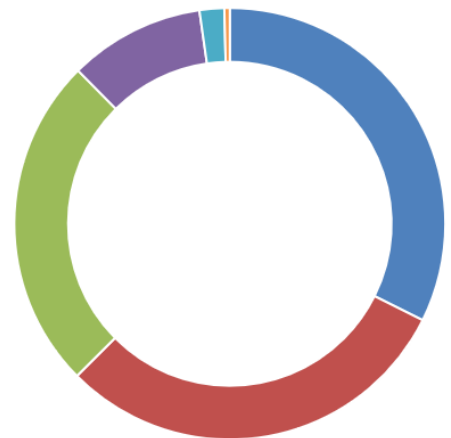
The overall **\$842K** year-to-date **excess of revenues over expenses**, are due, in part, to the skewing effect of the irregular payments received.

- COVID 19 funding
- Increased SGF net revenue
- Increased International student fees

A significant portion of fees are received and recorded in the first quarter of the school year when first semester student programming commences.

- **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:

Irregular Q1 Payments Received	Amount Received
■ Ukrainian Student Support	148,500
■ Dual Credit Programming	138,475
■ Distant Ed 2021-22 Adjustment	114,750
■ Learning Disruption	46,708
■ School Council Engagement Grant	8,500
■ French Language Programming	1,860
	458,793



- The above revenues are all received from Alberta Education. These have contributed to the overall positive Q1 revenue, especially as certain grants are received in lump amounts in the fall, while associated expenditures will continue to be incurred in the following quarters.
- School Generated Funds Included in the Q1 operations are as follows:

SGF Revenues	\$2,151,251
SGF Expenses	<u>\$1,822,880</u>
Unexpended	\$ 328,371

The majority of these fees are received and recorded in the first quarter of the school year and represent current programs for students.

Unexpended SGF funds are not recorded as deferred revenues but instead are added to an established operating reserve. Additional expenses are expected to be recorded in subsequent quarters that will reduce this Q1 SGF surplus continuing into the 2022/2023 fiscal year.

C Notes on Comparison to Budget - Expenses

Certificated Salaries and Benefits

Total certificated salaries and benefits for the 1st quarter were **\$11,856,092** (24% of a \$49M budget) which is less than what the budget would permit by the 1st quarter. This is primarily due to benefit being lower in the 1st quarter (end of the calendar year) and higher in January. The benefits paid drop off later in the calendar year as maximums on premiums are reached. Hiring of staff also occurs throughout Q1 rather than immediately on September 1st, which means labour costs are typically lower than budgeted for at the start of the fiscal year.

Notes: Overall, certificated salary and benefit costs are within budgeted amount and management's expectation of variance.

Non-Certificated Salaries and Benefits

Total non-certificated salaries and benefits for the 1st quarter were **\$4,971,950** (27% of an \$18.3M budget) which is higher than the pro-rated budget. 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 of the fiscal year.

The overall labour variance (certified & non-certified combined) is very close to what was budgeted, a (12K) variance, for the first quarter and will fluctuate over the next three quarters. Administrators typically wait until enrolment numbers are finalized before hiring in the fall, and because payroll costs trend lower over the summer months: we anticipate some fluctuation in quarterly labour costs, but that the annual totals will balance out at year-end.

Supplies and Services

Supplies and services year-to-date are **\$6.89M** (32% of \$21.5M 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.

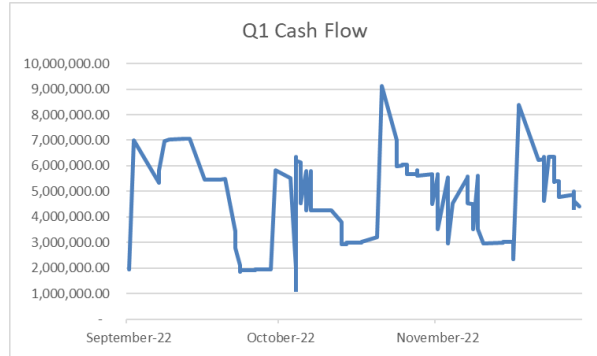
Overall, supply costs year-to-date at November 30th are 2% higher compared to the Q1 benchmark.

Because supplies and services are variable expenses, this amount has increased as SGF and ISS revenues have rebounded with the elimination of COVID 19 social distancing measures.

III AVERAGE SOURCE AND USE OF CASH

A. Approximate average monthly cash flow values for November 2022:

Monthly Cash Flow November	
Grants	6,186,567.07
SGF Fees	2,042,942.00
Total Cash In	8,229,509.07
Accounts Payable	3,400,804.00
Payroll	4,198,887.00
SGF amounts	1,947,767.00
Total Cash Out	9,547,458.00



Included in the grants and accounts payable totals are monthly operating grants and one-time expenses for 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 November 30, 2022, **\$16.5M** of the cash balance has been invested into 12-18 month GIC's to obtain more favourable investment returns, of which \$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 November 30th, we held **\$16.5M** invested in GIC's with maturing dates ranging from December 27th, 2022 to Nov 23rd, 2023, earning yields ranging from 1.5% - 5.0%.

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, 2022 – NOVEMBER 30, 2022

A.

Golden Hills School Division
Revenue and Expenses by Envelope
From September 1, 2022 - November 30, 2022

	SGF	ECS -Grade 12	Operations and Maintenance	Transportation	Board and System Admin	External Services	Total	% Budget	Benchmark %
Revenue									
Alberta Education/ Infrastructure	-	15,440,339	1,559,064	1,179,709	697,562	-	18,876,674	25%	25%
Other - Government of Alberta	-	391,701	-	-	-	-	391,701	263%	100%
Federal Gov't/First Nations	-	386,020	58,403	-	-	-	444,423	29%	25%
Alberta Municipalities/School Auth.	-	-	-	-	-	-	-	0%	0%
Instructional resource fees	-	31,911	-	-	-	-	31,911	319%	25%
Fees	751,590	-	-	-	-	-	751,590	11%	25%
Fundraising revenues -SGF	102,846	-	-	-	-	-	102,846	35%	25%
Other sales & services	1,229,715	744,513	-	23,809	-	1,899,157	3,897,195	117%	25%
Investment Income	-	-	-	-	61,907	-	61,907	65%	25%
Gifts & donations -SGF	67,100	1,800	-	-	-	-	68,900	19%	25%
Rental of facilities	-	1,200	38,299	-	-	-	39,499	36%	25%
Gain on disposal of Capital assets	-	-	-	-	-	-	-	0%	0%
Other revenues	-	152,307	100	-	115,817	-	268,224	64%	30%
Amortization of capital allocations	-	110,305	998,737	-	-	-	1,109,043	26%	25%
Total revenues	2,151,251	17,260,095	2,654,603	1,203,518	875,286	1,899,157	26,043,911	28%	25%
Expenditures									
Certificated salaries & wages	-	9,611,962	-	-	158,810	79,370	9,850,142	25%	25%
Certificated benefits	-	1,985,355	-	-	14,996	5,600	2,005,950	22%	25%
Non-certificated salaries & wages	-	2,324,774	527,651	516,986	365,629	238,760	3,973,800	28%	26%
Non-certificated benefits	-	677,538	136,165	54,689	81,391	48,367	998,150	28%	26%
Service, contracts and supplies	1,822,880	2,082,429	882,458	412,312	218,638	1,481,038	6,899,754	35%	25%
Amortization	-	132,908	1,055,432	182,391	62,597	38,394	1,471,722	25%	25%
Interest/bank charges	-	137	-	-	50	2,509	2,696	3%	25%
Total expenses	1,822,880	16,815,103	2,601,706	1,166,378	902,110	1,894,037	25,202,215	28%	26%
Positive/-Negative variance to date	328,371	444,992	52,897	37,141	(26,825)	5,120	841,696		

ECS -Grade 12 labour cost analysis	2021-22 Q1	2022-23 Q1	\$ Change	% Change
Certificated salaries	9,131,894	9,611,962	480,068	5.3%
Certificated benefits	1,857,338	1,985,355	128,017	6.9%
Non-certificated salaries & wages	1,928,342	2,324,774	396,432	20.6%
Non-certificated benefits	557,947	677,538	119,591	21.4%
Total ECS -Grade 12 labour cost	13,475,521	14,599,629	1,124,108	8.3%

B. ANALYSIS OF REVENUE/ EXPENSES BY ENVELOPE

1. Instruction

- School Generated Funds are allowable fees collected and held by individual schools and are associated with non-curricular supplies and travel as well as other fees to enhance education.

2. Plant Operations and Maintenance (PO&M)

Golden Hills School Division
Statement of Revenue and Expenses - Comparison to Budget
Plant Operations and Maintenance
Period - September 2022 - November 2022

	Annual Budget 2022/2023	Q1 Prorated Budget (25%)	Q1 Actuals 2022/2023	Budget \$ Remaining	Q1 % Budget	Q1 Benchmark
Revenues						
Alberta Education	6,658,692	1,664,673	1,559,064	5,099,628	23%	25%
Other revenues	575,000	143,750	96,802	478,198	17%	25%
Amortization	4,223,683	1,055,921	998,737	3,224,946	24%	25%
Total revenues	11,457,375	2,864,344	2,654,603	8,802,772	23%	25%
Expenses						
Non-certificated salaries & benefits	2,777,951	694,488	663,816	2,114,135	24%	25%
Supplies and services	4,858,391	1,214,598	882,458	3,975,934	18%	25%
Amortization	4,300,311	1,075,078	1,055,432	3,244,879	25%	25%
Total expenses	11,936,653	2,984,163	2,601,706	9,334,947	22%	25%
Q1 surplus/(deficit)	(479,278)	(119,820)	52,897			
	Prior Year Q1	Current Year Q1	% Change			
Q1 Actual expenses						
Non-certificated salaries & benefits	515,551	527,651	2.3%			
Non-certificated benefits	132,164	136,166	3.0%			
Total Labour expenses	647,715	663,817	2.5%			
Services, contracts & supplies	1,475,764	882,458	-40.2%			
Amortization	1,062,282	1,055,432	-0.6%			
Total service & supplies	2,538,045	1,937,890	-23.6%			
Total expenses	3,185,760	2,601,707	-18.3%			

The annualized bottom line agrees to the estimated budget for the year, and management anticipates PO&M to meet its budget target at year-end.

Note: current year Q1 Expenses have decreased compared to the prior years Q1 in large part because of a change in how insurance expenses are recorded. Previously annual insurance premiums were recorded when paid. This year management adopted a practice of recording 25% of insurance premiums in each quarter to better reflect when those expenses were incurred.

3. Transportation

Golden Hills School Division
Statement of Revenue and Expenses - Comparison to Budget
Transportation
Period - September 1, 2022 - November 30, 2022

	Annual Budget 2022/2023	Q1 Prorated Budget (25%)	Q1 Actuals 2022/2023	Budget \$ Remaining	Q1 % Budget	Q1 Benchmark
Revenues						
Alberta Education	4,454,167	1,113,542	1,179,709	3,274,458	26.5%	25.0%
Other revenues	441,148	110,287	23,809	417,339	5.4%	25.0%
Total revenues	4,895,315	1,223,829	1,203,518	3,691,797	24.6%	25.0%
Expenses						
Non-certificated salaries & benefits	1,974,635	493,659	571,675	1,402,960	29.0%	25.0%
Contracted Bus Services	120,000	30,000	17,476	102,524	14.6%	25.0%
Fuel	900,000	225,000	184,783	715,217	20.5%	25.0%
Other Supplies and services	1,200,680	300,170	210,053	990,627	17.5%	25.0%
Amortization	700,000	175,000	182,391	517,609	26.1%	25.0%
Total expenses	4,895,315	1,223,829	1,166,378	3,728,937	23.8%	25.0%
Q1 surplus/(deficit)	-	-	37,141			

	Prior Year Q1	Current Year Q1	% Change
Q1 Actual expenses			
Non-certificated salaries & benefits	477,029	516,986	8.4%
Non-certificated benefits	49,161	54,689	11.2%
Total Labour expenses	526,190	571,675	8.6%
Services, contracts & supplies	538,153	412,312	-23.4%
Amortization	171,425	182,391	6.4%
Total service & supplies	709,578	594,703	-16.2%
Total expenses	1,235,768	1,166,378	-5.6%

Overall, with careful monitoring of expenses throughout the year, management anticipates Transportation to meet its budget target by year-end.

4. Board and System Administration

Board and System Administration currently has a negative variance of **(\$27K)** for the first quarter. Since some expenses are more heavily weighted in Q1, and less in subsequent quarters, and because no other unusual changes in budgeted to actual expenses have been experienced, it is anticipated that revenues and expenses will reach a breakeven point at year end.

Note: Alberta Education makes a provision for a separate System Administration Targeted Grant. The 2.8K grant amount has remained static since 2019.

- **Board of Trustees** associated revenues and expenses is as follows:

Golden Hills School Division				
Statement of Revenue and Expenses - Comparison to Budget				
Board of Trustees				
Period - September 1, 2022 - November 30, 2022				
	Annual Budget	YTD Actuals	Budget Remaining	% Budget Used
Revenues				
Budgeted Revenues	274,200	274,200	-	100%
Total revenues	274,200	274,200	-	100%
Expenses				
Trustee Earnings and Benefits	201,700	44,293	157,407	22%
Trustee Travel & Supplies	72,500	7,191	65,309	10%
Total expenses	274,200	51,484	222,716	19%

To date, Board expenses are in line with the range of projected expenditure amounts.

5. External Services

For the first quarter, External Services has a small surplus of **5K**, which is due to the larger than expected number of international students taking part in the program.

With the elimination of all COVID 19 social distancing measures ISS is experiencing a near 100% capacity at dormitories and boosted numbers of students from pent up demand.

External Services includes International Services, joint-use agreements and external contract service agreements. Included within this period is the recognition of **\$2,677,641** of **ISS tuition fees** revenue, of which **\$2,068,6791** was originally recorded as unearned revenue as at Aug 31, 2022. ISS Revenues are received in unequal amounts throughout the year, and the majority of international students prepay tuition several months in advanced. As a result, this unearned tuition revenue related to the 2022/2023 fiscal year is pro-rated to each quarter based on an estimation of related expenses (35%/30%/25%/10%), while expenses are recognized when they occur.

GHSD charges a fixed 3.6% admin fee to the ISS and Siksika programs to recognize the administrative costs that these programs use, but which are otherwise not directly charged to the program accounts.

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

QUARTERLY SUMMARY

Golden Hills continues to manage expenses in line with expected funding despite higher cost inflation in some areas. We continue to fund programs that are in alignment with our goals and vision of inspiring confident, connected, caring citizens of the world

Overall, GHSD is keeping expenditures within the parameters of the Board's May 25, 2021 approved and submitted 2022-23 budget (\$2,782K deficit). Any planned deficit that should occur will be covered by our operating reserves.



MONTHLY ENROLMENT MONITORING REPORT

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

January 24, 2023

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 29, 2022, enrolment of provincially funded students, Siksika funded students and International funded students. Enrolment information has been adjusted for the New Funding Model.

Recommendation:

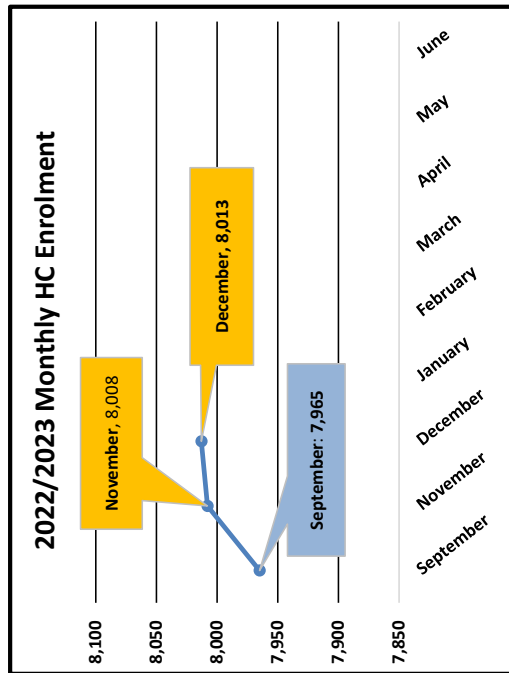
That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

Bevan Daverne
Superintendent

Tahra Sabir
Secretary Treasurer

Golden Hills School Division Enrolment

* Enrolment information has been adjusted for the New Funding Model



Schools - Month to Month Comparison Sept 30 to Oct 31, 2022

*Please note kindergarten adjusted to 1.0

Configuration	School	September 30, 2022 *	December 31, 2022	November 30, 2022	Difference
K-6, 10-12	Acme School	204.00	209.00	209.00	0.00
K-9	Carbon School	56.00	56.00	58.00	-2.00
K-6	Carseland School	77.00	77.00	77.00	0.00
7-9	Crowther Memorial Jr. High School	505.00	505.00	506.00	-1.00
K-9	Dr. Elliott Community School	191.00	196.00	193.00	3.00
7-12	Drumheller Valley Secondary School	382.00	381.00	380.00	1.00
K-6	École Brentwood Elementary School	207.00	207.00	207.00	0.00
K-12	George Freeman	461.00	458.00	458.00	0.00
K-6	Greentree School	355.00	359.00	357.00	2.00
K-12	Prairie Christian Academy School	298.00	297.00	298.00	-1.00
10-12	Strathmore High School	672.00	665.00	668.00	-3.00
K-12	Three Hills School	464.00	462.00	462.00	0.00
K-9	Trinity Christian Academy	210.00	211.00	211.00	0.00
K-12	Trochu Valley School	263.00	261.00	262.00	-1.00
K-6	Westmount School	378.00	378.00	377.00	1.00
K-12	Wheatland Crossing	348.00	345.00	346.00	-1.00
K-6	Wheatland Elementary School	310.00	311.00	310.00	1.00
	Sub Total	5,381.00	5,378.00	5,379.00	-1.00
7-9	Colonies	383.00	382.00	382.00	0.00
7-12	Drumheller Outreach	8.00	15.00	13.00	2.00
1-12	Golden Hills Learning Academy	290.00	323.00	320.00	3.00
1-12	NorthStar Academy	427.00	421.00	421.00	0.00
7-12	Strathmore StoreFront	78.00	86.00	85.00	1.00
	Sub Total	1,186.00	1,227.00	1,221.00	6.00
	Homeschool	780.00	781.00	779.00	2.00
	Shared Responsibility	207.00	205.00	206.00	-1.00
	Sub Total	987.00	986.00	985.00	1.00
	Provincial Total	7,554.00	7,591.00	7,585.00	6.00
	Siksika	155.00	155.00	155.00	0.00
	International (incl. Online)	256.00	267.00	267.00	0.00
	Sub Total	411.00	422.00	422.00	0.00
	Total HEADCOUNT	7,965.00	8,013.00	8,007.00	6.00



**CANADA REVENUE AGENCY (CRA)
Mileage Rate Review**

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

January 24, 2023

Background:

The Board of Trustees last reviewed the Mileage Rate at the April 26, 2022 Board meeting and decided to align with the Canada Revenue Agency (CRA) mileage rate.

2022 CRA mileage rates were as follows:

- \$0.61 per kilometre for the first 5,000 Kilometres driven,
- \$0.55 per kilometre driven after that.

2023 CRA mileage rates will increase as of January 1, 2023 as below:

- \$0.68 per kilometre for the first 5,000 kilometres driven,
- \$0.62 per kilometre driven after that.

For convenience, those who drive more than 5,000 kilometres, the annual rate would be \$0.65 per kilometre.

Recommendation:

That the Board of Trustees receives the Canada Revenue Agency (CRA) mileage rate as information.

Bevan Daverne
Superintendent of Schools

Tahra Sabir
Secretary Treasurer



SCHOOL SUMMARIES MONITORING REPORT

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

January 24, 2023

Background:

Annually administration review schools and provides information to assist the board in decisions related to the annual budget and capital planning. The School Summaries Report summarizes key information for each school and the jurisdiction including enrolment trends, facilities information and budget data.

The information informs the allocation of resources to support the vision (*Inspiring confident, connected, caring citizens of the world*) and mission (*Intentionally maximizing learning for all*).

- School Summaries Report will be handed out at Board Meeting.

Recommendation:

It is recommended that the Board of Trustees receives and reviews the School Summaries Report as information.

Bevan Daverne
Superintendent

Tahra Sabir
Secretary Treasurer



INCLUSIVE EDUCATION REPORT

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

January 24, 2022

Background:

Golden Hills School Division continues to provide support and services to ensure that our students with diverse learning needs receive a quality education thus ensuring them the opportunity to best achieve their potential.

Recommendation:

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

Bevan Daverne
Superintendent

Jeff Grimsdale
Associate Superintendent of Schools



Inclusive Education

Presented to Board of Trustees by Jeff Grimsdale
Associate Superintendent of Schools

Resource Persons: Deborah Hinds-Nunziata, Christina Hoover

January 24, 2023

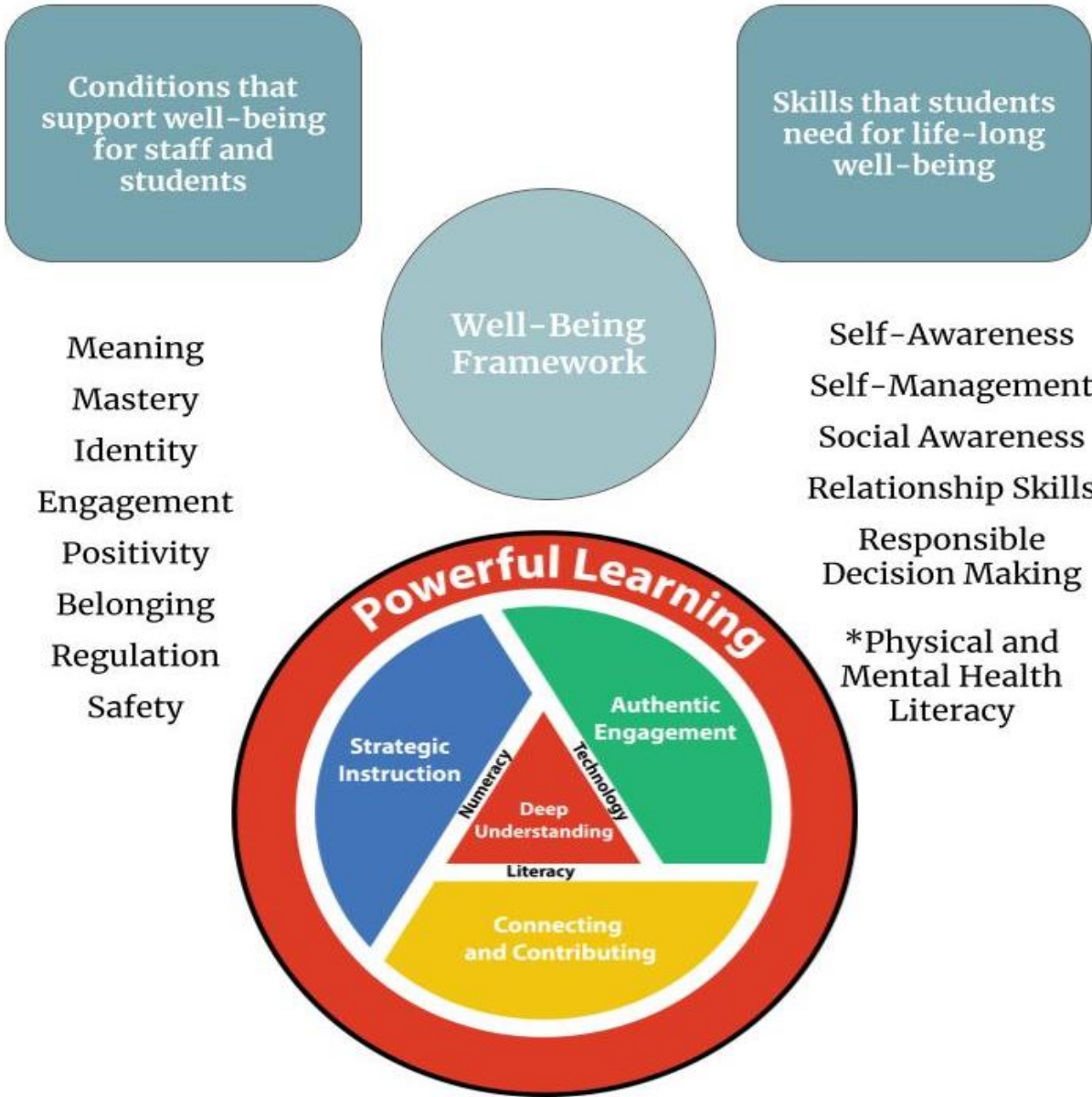
Foundational Values That Guide Service Delivery

Alberta's education system is built upon a values-based approach that accepts responsibility for the important contribution schools play in the academic, social, emotional, behavioral and ethical development of ALL children and youth. Golden Hills School Division (GHSD) strives to provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging for staff and students that enables them to experience success across domains.

Overview of the 2021-2022 School Year from An Inclusive Education Perspective

The 2021-2022 school year was a time to begin comprehensively addressing the continued impact of the pandemic on our school community. The Inclusive Education team learned that it needed to serve a population of students and their families that reached far beyond our list of "coded" children and youth. Students who would have been considered "typical" learners were demonstrating learning loss and social-emotional and behavioral challenges in the classroom. For example, at the early elementary level students were behind in their acquisition of basic literacy and numeracy skills. For Junior High and High School students it was difficult for them to sustain attention and mental effort during instruction and independent work time. Across age levels there was a significant increase in symptoms of anxiety and more school refusal. As a result, much of the time for consultants was devoted to consultation and support for teachers at the classroom level helping them differentiate and integrate universal Social Emotional Learning programs and positive behavioral supports, as well as providing suggestions for the home environment to parents/guardians.

The model developed by Dr. David Tranter and colleagues in their book, [The Third Path-A Relationship based Approach to Student Well-Being and Achievement](#), that emphasizes the importance of creating an environment that includes the conditions needed for optimal learning continued to guide our work. We recognized that depending on the experience of each student over the past few years we needed to consider those students for whom safety and regulation was the key area of focus, as well as the students who were ready to engage in learning and strive for mastery and meaning. Supporting the well-being of staff was critical in continuing to support resilience in our system and administrators, educational consultants, Family School Community Resource Counsellor's (FSCRC), learning coaches, school counselors and teachers themselves, worked collaboratively to address the needs at every level.



The Third Path: A Relationship Based Approach to Students' Well-Being and Achievement
www.thirdpath.ca

CASEL 5 (Collaborative for Academic Social Emotional Learning)

2021-2022 Inclusive Education Data

GHSD Coding Profile

	2011-2012	2016-2017	2021-2022
Mild/Moderate	639	727	998
Severe (including PUF)	226	333	368
ELL	747	724	925

Student Services Activities

In addition to on-going consultation, in response to administrator, teacher and parent requests the Student Services Consultants completed 175 assessments in total. These assessments include full psychoeducational assessments, behavioral assessments, and risk assessments.

In addition, 112 students were seen through the Connections clinic which involves a collaborative assessment meeting with students, their families, teachers, a Child/Adolescent Psychiatrist and /or the FSCRC and Educational Consultant involved with the case.

Moving Forward

The past few years have seen unprecedented change resulting from the pandemic as well as changes to service delivery within the Alberta government which has been challenging but also opportunities for learning and growth. The GHSD Inclusive Education team will continue to provide a range of programs and services that are evidence-based, outcome focused and that adhere to a continuous improvement model. The following are examples of key areas of focus:

GHSD has taken on a bigger role in the coordination and delivery of Allied Health Services (Speech Language Pathologist-SLP, Occupational Therapist – OT, Physical Therapist - PT). GHSD has contracted SLPs, OTs and a PT to provide assessments and therapy to students, and practice time with trained educational assistants, is provided between therapy sessions. Educational Consultants, Teachers and Administrators collaborate with therapists to identify and plan for students who require support. Feedback from administration, teachers, parents, and educational consultants has been largely positive. GHSD will continue this model moving forward.

As part of Allied Health Services, GHSD coordinates Low Incidence supports for students with significant communication delays, who are deaf or hard of hearing, or who are blind or have low vision. These students require specialized assessments and often assistive technology, to be successful in the classroom. Renfrew Educational Services works directly with students and school team members to ensure students have necessary accommodations and ongoing support. Renfrew worked with 22 students in GHSD. We will be continuing our partnership with Renfrew Educational Services.

Educational consultants adapted to the changed government requirements in early learning (PUF and Kinder Severe) and supported teachers based on the new funding requirements. We were able to meet the requirements of the yearly audit. Despite the changes in funding GHSD will continue to provide Early Intervention programming for students who require additional supports.

Teachers were provided with professional development in how to write effective IPPs (Individual Program Plans) and ISP's (Individual Support Plans) received ongoing follow up support but, there was also the recognition that we need to streamline this process given the high number of students requiring plans to support their learning. This school year we will be involved in a consultation process with key stakeholders to determine how to improve this process within GHSD given the lack of direction provincially.

During the 2021-2022 school year, GHSD staff continued to implement many creative solutions to support teachers in building capacity using an online format. The use of technology allowed for groups of GHSD professionals to come together more easily and collaborate, particularly in more remote areas. Supportive consultation and counselling were available through the Student Services team for staff in

their schools. Moving forward we will continue to offer a blend of online and in person collaboration to maximize efficiency and effectiveness.

The English as a Second Language (ESL) team continued to work collaboratively with teachers to support English Language Learners. During Leading and Learning several professional development opportunities were offered to teachers. To build teacher capacity, online Think Tanks were hosted where teachers could seek advice and support for how to best support students. The ESL team met with teachers regularly to build capacity and will continue to provide support for teachers that best meet their needs.

GHSD is continuing to be leaders in the implementation of protocols for the response to suicidal ideation and universal Social-Emotional Learning and Mental Health Literacy programs.

GHSD continues to be committed to providing a continuum of evidence-based programs and services to support the diverse needs of learners. This includes specialized learning environments such as the Anchor Program, Green Zone, and Strive classrooms, access to timely psychological services (Educational Consultants, FSCRC and Psychiatry) and Instructional Coaching.

Research strongly suggests that healthy school communities can strengthen and promote the protective factors that build student's capacity for resilience. Since the pandemic many services and programs within other government systems (FSCD, Children's Services and AHS) and the community are less accessible to children, youth and their families. Therefore, we need to continue to advocate to the province to better support our school division in building upon the effective work that we do within our own system that facilitates student and family well-being.