



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 5/23/2023 **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 April 27, 2023

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 Calendar 2024-2025 (B. Daverne)

Action

9.2 Budget Submission 2023-2024

Action

9.3 Education Plan 2023-2026 and Budget 2023-2024 (B. Daverne)

Action

9.4 Locally Developed/Acquired Courses (J. Grimsdale)

Action

B) Information Items

9.5 Monthly Enrolment Monitoring Report (April 2023) (T. Sabir)

Info

9.6 Administrative Procedures 490, 491 and 551 (B. Daverne)

Info

10.0 School Monitoring Reports

11.0 ADJOURNMENT



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

Thursday, April 27, 2023 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice

- Chair Rob Pirie

c) Trustees

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

d) Superintendent

- Bevan Daverne

e) Deputy Superintendent

- Wes Miskiman

g) Secretary Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Absent:

f) Associate Superintendent

- Jeff Grimsdale

2.0 Call to Order

Chair Huntley called the meeting to order at 9:30 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#20230427.1001

MOVED by Trustee Mertz that the Board of Trustees go In Camera at 9:31 a.m.

4.2 Out of In Camera

Recommendation: BD#20230427.1002

MOVED by Trustee Pirie that the Board of Trustees rise from In Camera at 11:22 a.m.

Recessed at 11:22 a.m.

Reconvened at 11:30 a.m.

5.0 Approval of Agenda

5.1 Approval of Agenda

Recommendation: BD#20230427.1003

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

- 9.1 Human Resources
- 9.2 Memorandum of Understanding (MOU)

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of March 28, 2023

Recommendation: BD#20230427.1004

MOVED by Trustee Bolin that the Board of Trustees approve the Regular Minutes of March 28, 2023 as presented.

7.2 Special Minutes of April 6, 2023

Recommendation: BD#20230427.1005

MOVED by Trustee Pirie that the Board of Trustees approve the Special Minutes of April 6, 2023 as presented.

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

- Discussed all communication letters that had been forwarded to the Trustees.
- Cancelled the Special Meeting that was to be held April 28, 2023 as no longer required.

B) Board Committees

Chair Initials _____ Secretary Treasurer Initials _____

No information to be presented at this time.

C) Board Representatives to External Organizations

Trustee Pirie had no new information regarding Teachers Employer Bargaining Association (TEBA).

- Next meeting is Wednesday, May 3, 2023.

Trustee Kletke presented information on the Public School Boards' Association of Alberta (PSBAA).

- Discussed the PSBAA meeting that was held April 13-14, 2023 in Edmonton.
- Discussed financials, there will be a 5% increase to Membership Fees.
- Discussed the change to the Mandatory Entry Level Training (MELT) program.

Trustee Pirie presented information on the Alberta School Boards Association (ASBA) Zone 5 meeting that took place April 14, 2023.

- Next meeting will be held in Airdrie, AB by Rocky View School Division.
- Edward Parr Awards will take place May 18, 2023 at the Calgary Winter Club.
- Membership Fees will not be increased due to a large reserve.
- ASBA SGM will take place in Calgary on June 5-6, 2023 at the Westin Downtown Calgary.
- Policies and procedures will be reviewed at the SGM.

D) Administration Reports

Secretary Treasurer Sabir presented information on the following topics:

- Caretakers - using supervisors to cover caretaking staff when staff call in sick.
- Caretaking tenders for Trinity Christian Academy and Strathmore dormitories out for tender.
- Facilities Update:
 - Wheatland Crossing Fitness Centre - structural work has been delayed due to frost in ground.
 - Trinity Christian Academy Parking lot - has gone to tender, received bids back, now reviewing.
 - Trinity Christian Academy - discussed additional administrative area/flex space.
 - Westmount School - received letter from Alberta Education, that the capital project will have initial meeting soon.
 - Continuous LED lighting upgrades are occurring.
 - Greentree Elementary school - adding a condensing unit.
 - Strathmore Maintenance Shop – Roof top units on order.
 - Electric charging stations are being installed at Trochu Valley and Three Hills School.
 - Golden Hills Division Office – resume work on roof replacement.
 - Wheatland Crossing - relocating two modulars to accommodate growing enrolment.

Recessed at 11:59 p.m.

Reconvened at 12:20 p.m.

Chair Initials _____ Secretary Treasurer Initials _____

Superintendent Daverne presented information on the following topics:

- Edwin Parr Awards will be held May 18, 2023.
- New Administrative appointment:
 - Associate Principal
 - Michael Bradford - Crowther Memorial Junior High School effective for the 2023-2024 school year.
- Spring Staffing - hired 81 teachers, approximately half are new to Golden Hills School Division.
- Long Service Awards (LSA) will be held Thursday, May 25, 2023 at the Travelodge.
- Joint Use Agreements (JUA) with Municipalities are being circulated.

9.0 NEW BUSINESS

A) Action Items

9.1 Human Resources

Recommendation: BD#20230427.1006

MOVED by Trustee Kletke that the Board of Trustees approve the Collective Agreement between Golden Hills School Division and the Alberta Teachers' Association for the period September 1, 2020 to August 31, 2024 as presented.

9.2 Memorandum of Understanding (MOU)

Recommendation: BD#20230427.1007

MOVED by trustee Northcott that the Board of Trustees appoint Jeff Grimsdale to the position of Superintendent/CEO of Golden Hills School Division effective September 1, 2023.

B) Information Items

9.3 Monthly Enrolment Monitoring Report - March 2023 (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for March 2023 to the Board of Trustees.

9.4 Budget Reporting 2023-24 (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented updated information on Budget 2023-2024. The finalized Budget will be presented at the May 23, 2023 Board Meeting.

9.5 Second Quarter Financial Report - Dec/Jan/Feb (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented the Second Quarterly Financial Report for the months of September 2022 to February 2023.

9.6 Education Plan and Budget - Draft (B. Daverne)

Recommendation:

Superintendent Daverne reviewed the DRAFT Education Plan 2023-2026 and annual budget 2023-2024 for submission to Alberta Education on May 31, 2023.

9.7 Bus Driver Training (MELT) Changed (T. Sabir)

Recommendation:

Secretary Treasurer Sabir presented information on the Bus Driver Training (MELT) changes that the Government of Alberta announced Thursday, April 13, 2023. These changes take affect Sunday, April 23, 2023.

10.0 School Monitoring Reports

10.1 Drumheller Valley Secondary School Greentree Elementary School

Recommendation:

Superintendent Daverne and the Board of Trustees toured Drumheller Valley Secondary School and Greentree Elementary School.

11.0 ADJOURNMENT

11.1 Adjournment

Recommendation: BD#20230427.1008

The Board of Trustees adjourned at 1:01 p.m.

 Chair

 Secretary Treasurer

Chair Initials _____ Secretary Treasurer Initials _____



CALENDAR 2024/2025

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

May 23, 2023

Background:

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board shall approve all school year calendars. The criteria for the development of this calendar is established through this same Administrative Procedure.

Over the past number of years parents have suggested changes to the school year calendar. As a district we have also experienced increased pressure to provide more collaborative time for staff in order to facilitate work towards our Educational Plan goals. After a series of consultations with school administration, staff and school councils, a pilot calendar for the 2024/2025 school year has been developed for the Board's consideration.

Context for parents for this proposed change:

- We have had parent feedback over the past few years about specific concerns on our current calendar:
 - Parents are uncomfortable with an August school start for their children
 - Parents do not like having to come back to school for two days during Family day week
 - We get mixed feedback in regard to an Easter holiday vs Spring Break

Context for teachers for this proposed change:

- We have some challenges with our existing calendar for teachers:
 - Teachers do not work the same way as they did 20 years ago. Then, they planned alone, taught alone and their classroom was separate from every other classroom. Today, they plan together, they develop common assessments and share best practices between classrooms – they need to be much more connected to be effective.
 - We need more collaborative time for teachers to be able to accomplish this. The option of substitute teachers for release time is not the preferred solution from the perspectives of the school, the teachers or the parents.
 - Our recent C2 committee survey results indicated in addition to instructional coach support, teachers would appreciate more time to collaborate on district and school initiatives with their peers.

We have considered a calendar that would work for us in this new educational reality and also be appreciated by parents and responsive to feedback we have received from all stakeholders.

Proposed criteria for developing these pilot calendars:

- This is a continued pilot calendar for the 2024/2025 school year
- No reduction in annual instructional hours for students
- Students do not start school before September 1

- Same Christmas vacation
- Family Day week is now a week off for students
- Easter holiday is still scheduled but may be under consideration to look at a Spring Break in future years based on additional feedback
- Continue a maximum of 177 instructional days and have four collaborative days (all still workdays for staff)
- We will continue to add about 8-10 minutes on to the instructional day.

Provincial context

- Over the last few years, more than half of school districts in the province have made calendar adjustments in order to accommodate collaborative days to support staff capacity building and the success of district goals.
- To date, districts that have made this adjustment have reported positive feedback.

Additional considerations

- The attached proposed pilot calendar is exceptional in regard to our existing calendar criteria.
 - Our current AP 130 indicates that a calendar shall be submitted for Board approval at least six months in advance
 - Our current AP 130 indicates that a calendar shall include 181 instructional days
- There has been significant school administration and staff consultation as well as sharing and feedback from parents. More significant staff feedback regarding the Collaborative Days is available.

Recommendation:

That the Board of Trustees approves the proposed 2024/2025 School Year Calendar as a pilot for the school year.



Bevan Daverne
Superintendent of Schools

**Golden Hills School Division
2024 – 2025 SCHOOL YEAR - DIVISION OFFICE USE ONLY DRAFT**

AUGUST 2024

SEPTEMBER 2024

OCTOBER 2024

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3→	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20+	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28♠	29♥	30♠	31	29	30						27	28	29	30	31		

NOVEMBER 2024

DECEMBER 2024

JANUARY 2025

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1♥	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13T	14T	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20T	21T	22T	23T	24T	25
24	25	26	27	28	29	30	29	30	31					26	27T	28T	29	30	31+	

FEBRUARY 2025

MARCH 2025

APRIL 2025

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1			1	2	3	4♥	5
2	3→	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14)	15	13	14	15	16	17	18	19
16	17	18	19♥	20♦	21♦	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23/30	24/31	25	26	27	28	29	27	28	29	30			

MAY 2025

JUNE 2025

JULY 2025

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2+	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11T	12T	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17T	18T	19T	20T	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23T	24T	25T	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30♠					29	27	28	29	30	31		

Student Instructional Days

Aug.	0	Feb.	15
Sept.	18	March	20
Oct.	21	April	15
Nov.	17	May	19
Dec.	14	June	19
Jan.	19		

School Instructional Time:

Elementary – Minimum - 960 hours
 (Provincial Requirement – 950 hours)
 Junior High – Minimum – 1010 hours
 (Provincial Requirement – 950 hours)
 Senior High – Minimum – 1010 hours
 (Provincial Requirement – 1000 hours)

Total 89 Total 88

Instructional Days 177

Christmas Break – 2 weeks Family Break – 1 week Easter Break – 1 week
 The Regular Board of Trustees meetings are normally held on the fourth Tuesday of each month except for July and August.

****Recommended Parent/Teacher Interview Day – Alternate day may be designated**

Day in lieu of Parent/Teacher Interview

Organizational Professional
 Teachers' Convention
 Professional Development
 School Closure
 Collaborative day

Diploma Exam Days
 First Day of Semester

)	2
♠	3
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+	3
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Student Start Date September 5, 2023

Students start classes
 Semester break

Draft exam dates –S/B updated by Ab Ed in Nov 2022





BUDGET SUBMISSION 2023-2024

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

May 23, 2023

Background:

Pursuant to the recommendations of the Auditor General and in accordance with Education Act S. 139(2) (b) the Board of Trustees is required to submit an annual budget to the Minister on or before May 31, for the fiscal year beginning on the following September 1.

Golden Hills operates 41 schools, which includes 19 colony schools. Included in these 41 schools are seven (7) regular high schools, three (3) outreach programs and two (2) online schools. Below is their respective projected enrolment for 2023/2024 and current Provincial enrolment for this year:

Schools/Grade Configuration	2023/2024 Students	2022/2023 Students	Difference	2023-2024 Projected Numbers
Acme Elementary School (K-6), (10-12)	206	198	8	2022-2023 Actual Numbers
Brentwood School (K-6)	184.5	191.5	-7	
Carseland School (K-6)	73.5	72	1.5	
Carbon School (K-9)	48	50.5	-2.5	
Crowther Memorial Jr. High (7-9)	471	505	-34	
Dr. Elliott School (K-9)	191.5	184.5	7	
Drumheller Valley Secondary School (7-12)	377	382	-5	
Greentree Elementary School (K-6)	332	326.5	5.5	
George Freeman School (K-9)	467	440	27	
Prairie Christian Academy (K-6), (7-12)	278	291.5	-13.5	
Strathmore High School (10-12)	677	672	5	
Three Hills School (K-12)	430.5	450.5	-20	
Trinity Christian Academy (K-9)	214	196	18	
Trochu Valley School (K-12)	258.5	250.5	8	
Westmount Elementary School (K-6)	324	351.5	-27.5	
Wheatland Crossing (K-12)	331.5	334.5	-3	
Wheatland Elementary School (K-6)	287	292	-5	
Colony Schools	375.5	370	5.5	
Subtotal	5,526.50	5,558.50	-32.00	
Drumheller Outreach (7-12)	13	8	5	
Golden Hills Learning Academy (1-12)	75	69	6	
Northstar Academy (1-12)	128	128	0	
Strathmore Storefront (7-12)	90	79	11	
Subtotal	306	284	22	
Total	5,832.50	5,842.50	-10.00	

Projections	2023/2024	2022/2023
Homeschool	759	774
Non-Primary	4,000	2,000

Golden Hills’ projections are anticipated to increase by 160 students for September 2023/2024.

There are 472 students graduating June 2023, with 411 students entering Kindergarten in September 2023. This does not include online high school students.

These numbers are Provincial enrolment only. We also anticipate 155 Siksika students and approximately 275 International students. The total headcount for regular students will be approximately 8,000 students and if you include the non-primary, it is over 10,000 students.

Budget Process

Budgets are submitted annually to Alberta Education in May.

Golden Hills budget process starts in early January with the Board giving direction and guiding principles. February, March, and April are the information stages and there is a lot of estimating of enrolment and calculating expenses.

As each budget has an Administrator/Manager, planning, reviewing, and monitoring the budget, the process involves many stakeholders. School Administrators have consultations with their school councils and budget information is shared. As budgets are site-based, they are developed in conjunction with both the school council and staff.

Despite the various challenges and pressure points, Golden Hills continues to strive to be the Preferred Choice.

Budget Challenges and Pressure points

- New funding model for transportation
- Fourth year of experience with the new funding model, changes still occurring.
- Weighted moving average complexities.
- Enrolment Projections – volatility of the Kindergarten students and mobility due to changes in economy.
- International Program enrolment volatility.
- Reserve caps and use of reserve limitations.

A preliminary draft of the Alberta Education Budget Template will be distributed at the board meeting and then posted online once finalized.

The budget presentation will be available at the board meeting.

Recommendations:

Motion 1

That the Board of Trustees approves the 2023/2024 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.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary Treasurer



EDUCATION PLAN AND BUDGET

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

May 23, 2023

The Government Accountability Act, Education Act and Ministerial Regulations (see: *Policy and Requirements for School Board Planning and Results Reporting*, require that jurisdictions prepare annual education plans (revised annually in a rolling-forward process) and annual education results reports. Alberta Education receives, reviews, and monitors compliance with the planning and reporting requirements.

Planning for continuous improvement and reporting on results achieved are parts of the overall *Performance Management Cycle*, illustrated below, to improve the quality and effectiveness of education programs and to improve student learning and achievement.



In response to budget dialogues between Alberta Education and the various school authorities, the planning and reporting requirements were streamlined. While boards must have an updated Education Plan and budget in place before the start of the school year, the Education Plan and Annual Education Results Report (AERR) may be combined into a single document which is due annually on November 30. Changes between the preliminary and final document consider the fall report on the previous year’s provincial achievement test and diploma examination results as well as any budget updates.

As per the Funding Manual for School Authorities, the Education Plan and annual budget must be prepared for review by the Board of Trustees and posted on the website by May 31, 2023. School authorities must notify the Field Services Branch Director of the posting, including a permalink to the document.

Recommendation:

That the Board of Trustees receives and reviews the final Education Plan 2023-2026 and annual budget 2023/2024 for submission to Alberta Education on May 31, 2023.



Bevan Daverne
Superintendent of Schools



LOCALLY DEVELOPED/ACQUIRED COURSES

“Inspiring confident, caring citizens of the world”

May 23, 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).

<i>Smudging (Elder Chronicles)</i> <i>(3 credits)</i>	May 24, 2023 until August 31, 2023	Golden Hills Learning Academy
Smudging: Elder Chronicles (2019) 15 teaches smudging skills and describes the necessary materials needed to learn how to smudge in cultural or non-cultural contexts. Furthermore, the course examines diverse cultural practices that incorporate the burning of incense into a ritual of wellbeing. Regular practice has been known to provide cognitive (specifically: focus) and affective (specifically: calm) benefits.		

<i>Smudging (Elder Chronicles)</i> <i>(3 credits)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
Smudging: Elder Chronicles (2019) 15 teaches smudging skills and describes the necessary materials needed to learn how to smudge in cultural or non-cultural contexts. Furthermore, the course examines diverse cultural practices that incorporate the burning of incense into a ritual of wellbeing. Regular practice has been known to provide cognitive (specifically: focus) and affective (specifically: calm) benefits.		

<i>Creative Writing and Publishing</i> <i>15/25/35</i> <i>(3 & 5 credits)</i>	September 1, 2023 until August 31, 2027	NorthStar Academy/Golden Hills Learning Academy
Students follow their writing interests and passions and engage in opportunities to write in a variety of genres that encourage them to experiment with new ideas, concepts and processes in various communication forms and mediums. Students will create and manage their own portfolios. In the 3-credit course students will build a digital or non-digital portfolio to demonstrate skills and growth. In the 5-credit course, students will, in addition, select from their growth portfolio to create a professional portfolio that showcases their best work and assists them in marketing their skills and abilities.		

<i>Advanced Acting/Touring Theatre 15/25/35 (3 & 5 credits)</i>	September 1, 2023 until August 31, 2027	NorthStar Academy/Three Hills School/Strathmore High School/Prairie Christian Academy
Advanced Acting/Touring for Theatre is designed to develop an appreciation of theatre as an innovative form of performance art and communication that reflects diverse social, cultural, and global perspectives. Students will develop a deep understanding of acting for stage and the theatre community. The course will provide additional opportunities for students to develop and refine skills and competencies.		

<i>Traditional Land Based Learning 25/35 (5 credits only)</i>	May 24, 2023 until August 31, 2024	Golden Hills Learning Academy
This course will provide opportunities for students to acquire, demonstrate, and reflect on their knowledge of traditional land use. The primary goal is to allow students to participate in experiential land use activities that are culturally relevant and will provide students with an opportunity to articulate and expand their knowledge and skills. The intent is to complete the course in an outdoor camp setting with Elders/Knowledge Holders present and participating.		

<i>Seven Teachings (Elder Chronicles) 15 (3 credits only)</i>	May 24, 2023 until August 31, 2025	Golden Hills Learning Academy
The Seven Teachings are a holistic, time tested way to live in harmony with people and our planet. They are a method of finding balance and wholeness in one’s life. Together, the Teachings provide a road map to living the good life: love, respect, courage, honesty, wisdom, humility, and truth. The Seven Teachings offer a system of self-discipline that precludes reliance on discipline from others.		

<i>Braided Journeys 15/25/35 (3 credits only)</i>	May 24, 2023 until August 31, 2023	Golden Hills Learning Academy
With an emphasis on First Nations Metis and Inuit worldviews and traditions, the Braided Journeys 15-25-35 course sequence is intended to support all students to become leaders of character, vision and action. Students are provided multi-component, culturally-based programs that challenge their creativity, build on their skill set, and increase their support network. In addition, youth have the opportunity to develop citizenship skills, thereby enhancing self-esteem and confidence.		

<i>Medicine Wheel 15 (3 credits only)</i>	May 24, 2023 until August 31, 2025	Golden Hills Learning Academy
The Medicine Wheel encompasses all the teachings and traditions of their worldview. For millennia, people learned the circle process or the Medicine Wheel, to follow a balanced life in good health and in doing so, to learn to contribute to their community as a whole person, to create a lasting life worth living. There is a learned shared responsibility in this process. The Medicine Wheel teaches that to share is seen as a strength, a contribution to the community’s well-being and in turn, each person’s quality of life.		

<i>ESL Introduction to Science 15/25 (5 credits only)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
<p>ESL Introduction to Science 15 is intended to meet the needs of Beginner 1 (LP1), Beginner 2, (LP 2) and Intermediate 1 (LP3) and students who would benefit from explicit instruction, scaffolded learning opportunities and additional time to acquire English language competencies and science content and processes.</p> <p>ESL Introduction to Science 25 is intended to meet the needs of Beginner 1 (LP1), Beginner 2, (LP 2) and Intermediate 1 (LP3) and students who would benefit from explicit instruction, scaffolded learning opportunities and additional time to acquire English language competencies and science content and processes. Language learning outcomes are directly from the Draft Alberta K-12 English as an Additional Language (EAL) Proficiency Benchmarks (Benchmarks 2.0). Science concepts and processes are aligned with Alberta Education’s Science Programs of Study.</p>		

<i>Big History 15 (5 credits only)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
<p>More than a history course, Big History helps students see the whole picture and make sense of the pieces: it looks at the past from the Big Bang to modernity, seeking out common themes and patterns that can help us better understand people, civilizations, and the world in which we live.</p>		

<i>Contemporary Dance 25/35 (5 credits only)</i>	September 1, 2023 until August 31, 2027	Strathmore High School
<p>Contemporary Dance is designed for students who have completed a 15-level dance course and are interested in specializing in contemporary dance. Students in this course are introduced to various elements of contemporary dance, including vocabulary, technique, and movement concepts. Students collaborate to create a contemporary dance composition, using improvisational exercises, techniques and compositional elements.</p>		

<i>Game Theory 15 (5 credits only)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
<p>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.</p>		

<i>Dance 15/25/35 (3 & 5 credits)</i>	September 1, 2023 until August 31, 2027	Strathmore High School
<p>Students in Dance 15 develop basic genre-specific skills and techniques to demonstrate dance movements and phrases. Students create basic dance phrases incorporating elements of composition and explore self-expression through movement. In Dance 25, students develop increasingly complex skills and techniques in a variety of dance genres and styles. Students apply choreographic devices to the creation of dance phrases and analyze how artistic elements enhance communication and self-expression. In Dance 35, students extend and apply their knowledge of</p>		

complex skills and techniques to a variety of dance genres and styles. In this course, students evaluate their use of artistic elements in order to effectively communicate intention. Students also analyze how societies and cultures influence dance in various historical and present-day contexts.

<i>Myth Busting Methods 25 (3 credits only)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
<p>Myth Busting Methods is designed to give students multiple opportunities to experience the nature of science and to use scientific processes to help them critically evaluate some of the many myths that persist today. Myth Busting Methods will also give students some familiarity and understanding of non-scientific ways of knowing, and to help them appreciate when and how alternative ways of knowing contribute to our understanding of the world.</p>		

<i>ESL Introduction to Canadian Studies 15/25 (5 credits only)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
<p>ESL Introduction to Canadian Studies 15/25 is intended to meet the needs of Beginner 1, Beginner 2 and Intermediate 1 students who would benefit from explicit instruction, scaffolded learning opportunities and additional time to acquire English language competencies and social studies content and processes.</p>		

<i>Portfolio Art 35 (3 & 5 credits)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy/Strathmore High School/Prairie Christian Academy
<p>Portfolio Art 35 is designed for students who are serious about their intentions to continue their studies of Art at a post-secondary level. Three major areas of focus drive the course: investigative skills, technical skills, and the demonstration of the ability to compose and curate a collection of strong visual expressions. Portfolio Art is designed for the student who wishes to pursue art beyond high school in post-secondary studies and/or as a career path. The primary goal of the program is to help students develop competencies to become successful in the art world.</p>		

<i>Preparation for Parenting 35 (3 & 5 credits)</i>	September 1, 2023 until August 31, 2027	Golden Hills Learning Academy
<p>Preparation for Parenting 35 aims to help pregnant and parenting teens – as well as students planning to be parents one day – navigate the obstacles to successful parenting in areas such as educational choices, ethical issues, and support opportunities for their children.</p>		

<i>Ceramics 15/25/35 (5 credits only)</i>	September 1, 2023 until August 31, 2027	Strathmore High School
<p>In Ceramics 15, students are introduced to clay as a medium, with a focus on knowledge acquisition related to safe studio practices, identifying stages of clay, reclamation processes, as well as the wide variety of cultural influences on the medium. In Ceramics 25, students are introduced to clay as a medium, with a focus on knowledge acquisition related to safe studio practices, identifying stages of clay, reclamation processes, as well as the wide variety of cultural influences on the medium. In Ceramics 35, students express their personal style through the creation of a</p>		

self-directed body of ceramic artwork that demonstrates advanced combinations of skills, processes or techniques in multiple forms of specific dimensions.

The following locally developed courses are being submitted for the Board's consideration and approval.

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 Grimsdale
Associate Superintendent



MONTHLY ENROLMENT MONITORING REPORT

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

May 23, 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:

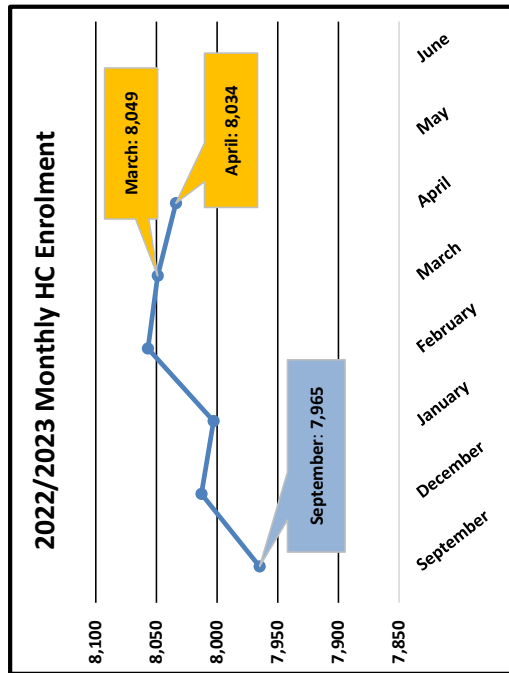
That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

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, 2022 to Apr 30, 2023

*Please note kindergarten adjusted to 1.0

Configuration	School	September 30, 2022 *	April 30, 2023	March 31, 2023	Difference
K-6, 10-12	Acme School	204.00	207.00	207.00	0.00
K-9	Carbon School	56.00	57.00	55.00	2.00
K-6	Carseland School	77.00	76.00	76.00	0.00
7-9	Crowther Memorial Jr. High School	505.00	496.00	496.00	0.00
K-9	Dr. Elliott Community School	191.00	200.00	200.00	0.00
7-12	Drumheller Valley Secondary School	382.00	373.00	380.00	-7.00
K-6	École Brentwood Elementary School	207.00	208.00	209.00	-1.00
K-12	George Freeman	461.00	455.00	457.00	-2.00
K-6	Greentree School	355.00	359.00	359.00	0.00
K-12	Prairie Christian Academy School	298.00	300.00	300.00	0.00
10-12	Strathmore High School	672.00	661.00	664.00	-3.00
K-12	Three Hills School	464.00	463.00	464.00	-1.00
K-9	Trinity Christian Academy	210.00	209.00	209.00	0.00
K-12	Trochu Valley School	263.00	269.00	270.00	-1.00
K-6	Westmount School	378.00	373.00	375.00	-2.00
K-12	Wheatland Crossing	348.00	347.00	347.00	0.00
K-6	Wheatland Elementary School	310.00	314.00	314.00	0.00
	Sub Total	5,381.00	5,367.00	5,382.00	-15.00
7-9	Colonies	383.00	377.00	378.00	-1.00
7-12	Drumheller Outreach	8.00	22.00	20.00	2.00
1-12	Golden Hills Learning Academy	290.00	336.00	335.00	1.00
1-12	NorthStar Academy	427.00	401.00	403.00	-2.00
7-12	Strathmore StoreFront	78.00	95.00	95.00	0.00
	Sub Total	1,186.00	1,231.00	1,231.00	0.00
	Homeschool	780.00	783.00	782.00	1.00
	Shared Responsibility	207.00	201.00	200.00	1.00
	Sub Total	987.00	984.00	982.00	2.00
	Provincial Total	7,554.00	7,582.00	7,595.00	-13.00
	Siksika	155.00	155.00	155.00	0.00
	International (incl. Online)	256.00	297.00	297.00	0.00
	Sub Total	411.00	452.00	452.00	0.00
	Total HEADCOUNT	7,965.00	8,034.00	8,047.00	-13.00



ADMINISTRATIVE PROCEDURES
"Inspiring confident, caring citizens of the world"

MAY 23, 2023

Background:

Administrative Procedures (AP) are regularly reviewed, and new procedures are drafted to support the necessary changes in administrative best practices. This process of review and development, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system. The following APs has been reviewed by appropriate stakeholders and is recommended for implementation:

- AP 490 Volunteers
- AP 491 Coaches, Volunteer Coaches/Supervisors for Extra/Co-Curricular Activities
- AP 551 Transportation of Students in Private Vehicles Operated by Volunteer Drivers
 - Form 551-1 Volunteer Automobile Driver Authorization

The above APs are attached for review.

Recommendation:

That the Board of Trustees receives the attached information around the revisions to *AP 490 Volunteers*, *AP 491 Coaches, Volunteer Coaches/Supervisors for Extra/Co-Curricular Activities*, *AP 551 Transportation of Students in Private Vehicles Operated by Volunteer Drivers* and *Form 551-1 Volunteer Automobile Driver Authorization*

Bevan Daverne
Superintendent



VOLUNTEERS

Background

Golden Hills School Division believes that volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools.

Procedures

1. The school staff may arrange for volunteers to work with students or in the school.
2. The school principal must approve all school volunteers. That approval may be rescinded by the principal at any time.
3. In circumstances where volunteers have unsupervised contact or are a primary supervisor of students, the principal must establish additional procedures for the approval of those volunteers. This must include a criminal record check and an intervention check.
4. Principals will communicate with parents how to properly complete criminal record check and intervention check in order to volunteer in school. Volunteers in a supervisory role must submit an updated criminal record check and intervention check every 5 years.
5. The principal shall ensure that there is a procedure in place for the orientation of volunteers who are working in the school on a regular basis. Volunteers shall be made familiar with school expectations including matters of confidentiality.
6. The list of approved volunteers and documentation shall be kept on file in the school office. Records shall be kept in accordance with **AP 181: Administrative Records**.
7. Approved volunteers must notify the principal of any occurrences that may result in changes to their criminal record or intervention check.
8. Volunteers are insured under the division's liability insurance policy only while they are acting within the scope of their duties as assigned by the teacher or principal.
9. Volunteer coaches, supervisors for extra cocurricular activities are discussed **AP 491: Volunteer Coaches Supervisors for Extra-co-curricular Activities**.

Reference:

- Education Act, Section 20, 27, 60, 61
- Freedom of Information and Protection of Privacy Act



COACHES, VOLUNTEER COACHES / SUPERVISORS FOR EXTRA / CO-CURRICULAR ACTIVITIES

Background

Golden Hills School Division recognizes that students benefit from the opportunity to be involved in school sponsored and approved extra/co-curricular activities. The division also recognizes that the involvement of qualified adult volunteers or, in particular instances, student coaches may be beneficial/necessary for these activities to take place.

- Championship zones or provincials: ASAA – each school team must be coached or supervised by a teacher.
- All other events: ASAA - agent of the school division.

The division supports the use of responsible and qualified adult volunteers to supervise or coach extra/co-curricular school clubs or teams.

Procedures

1. The principal is responsible for ensuring that the volunteer coach/supervisor is suitably qualified and capable of providing the required service. The volunteer must meet all the requirements of **AP 490: Volunteers**. All coaches should be familiar with the following - *ASAA handbook, safety guideline for physical activity in Alberta schools, safety guidelines for secondary inter-school athletics in Alberta*.
2. Transportation of participating students to/from school athletic events shall be in accordance with **AP 550: Transportation of Students** and **AP 551: Transportation of Students in Private Vehicles Operated by Volunteer Drivers**.
3. A Principal may choose to delegate coaching/supervision responsibilities to a volunteer who is not a teacher.
4. Students that are assisting with the team will always be supervised by an adult.
5. A teacher liaison is assigned to every team coached by a volunteer.
6. Field trip forms must be completed for all tournaments and game travel. A single field trip form can be used with an accompanying schedule for the season. Parents must be informed of any changes.
7. The principal must ensure an orientation session for community coaches is provided. At this session, philosophy will be discussed, guidelines established, and procedures clarified. Principals are required to provide an orientation for community coaches that discusses the following:
 - 7.1. Philosophy and playing time;
 - 7.2. Field trip form;
 - 7.3. Supervision expectations;
 - 7.4. Student behaviour expectations, discipline procedures and communication with administration;
 - 7.5. Communication with parents/guardians and students including the appropriate use of social media;
 - 7.6. Finances/fundraising;
 - 7.7. Transportation procedures – **AP 551: Transportation of Students in Private Vehicles Operated by Volunteer Drivers**;
 - 7.8. Use of school facilities and equipment;
 - 7.9. Tournaments and overnight stay conduct.

8. The principal is ultimately responsible for maintaining order and discipline at all school, club or team activities.

Reference:

- Section 20, 45, 60, 61, Education Act ASAA policy handbook



TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES OPERATED BY VOLUNTEER DRIVERS

Background

In matters relating to the transportation of students, safety considerations must be paramount. Golden Hills School Division encourages the use of public licensed carriers, including school buses. At the same time, the division recognizes that the use of private vehicles and volunteer drivers, including teachers, may be necessary.

Procedures

1. Parents are to be notified in writing if students are to be transported in private vehicles with volunteer drivers.
2. At no time shall students be approved to transport other students in private vehicles as part of the transportation arrangements for a field study/student excursion.
3. The following information must be provided to the principal or designate prior to any volunteer adult drivers transporting any students on field studies/student excursions. The principal will ensure that volunteer drivers:
 - 3.1 Have a minimum of two million dollars public liability current insurance coverage on their vehicles;
 - 3.2 Have a valid Alberta Operator's License;
 - 3.3 Provide a current (3 yr.) driver's abstract, a criminal record check and Child Intervention record check. After initial approval, every 5 years, unless the volunteer is aware of a change, in which case they are required to notify the principal.
4. The principal, in their sole discretion shall determine whether the volunteer adult driver shall be allowed to transport any students and whether the vehicle is appropriate.
5. Volunteer drivers shall not be paid mileage but may be reimbursed for actual expenses, such as gasoline.
6. If an accident occurs that involves the transportation of students, this must be reported to the superintendent.

Reference:

- Education Act, Section 54, 59, 59.1
- Traffic Safety Act



Volunteer Automobile Driver Authorization

SCHOOL _____

Volunteer Driver Information

NAME _____

ADDRESS _____

PHONE _____

DRIVER'S LICENSE# _____ CLASS _____ EXPIRY DATE _____

VEHICLE MAKE (1) _____ YEAR _____

VEHICLE MAKE (2) _____ YEAR _____

INSURANCE AGENT _____ POLICY # _____

ALL DOCUMENTATION LISTED BELOW SHALL BE PROVIDED TO THE PRINCIPAL

DOCUMENTATION	
Two Million Public Liability Insurance	✓
Current Driver's Abstract	
Criminal Check	
Child Welfare Check	

SIGNATURE OF DRIVER _____

PRINT NAME _____

AUTHORIZATION TO ACT AS A VOLUNTEER DRIVER

SIGNATURE OF PRINCIPAL _____ DATE _____