



# **GOLDEN HILLS**

## **SCHOOL DIVISION**

# *AGENDA*

**TYPE:** Regular Board Meeting

**DATE:** 10/24/2023      **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 September 26, 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 Annual Modular Request Submission (T. Sabir) Action
  - 9.2 Field Trip Studies/Student Excursion - Prairie Christine Academy - Germany, Italy and Switzerland (J. Grimsdale) Action
  - 9.3 Field Trip Studies/Student Excursion - Prairie Christian Academy - Colombia (J. Grimsdale) Action
  - 9.4 Field Trip Studies/Student Excursion - Trochu Valley and Three Hills Schools - London and Paris (J. Grimsdale) Action
- B) Information Items
  - 9.5 Enrolment Monitoring Report (September 2023) (T. Sabir) Info
  - 9.6 IMR Monitoring Report (T. Sabir) Info
  - 9.7 Human Resources Monitoring Report (W. Miskiman) Info
  - 9.8 Annual Education Results Report (J. Grimsdale) Info

### **10.0 School Monitoring Reports**

10.1 Prairie Christian Academy - Tour

Info

**11.0 ADJOURNMENT**

11.1 Adjournment

Action



# MINUTES

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## Golden Hills School Division

### Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

**Tuesday, September 26, 2023 (9:30 AM)**

#### 1.0 Attendance

##### Present:

###### a) Chair

- Laurie Huntley

###### b) Vice Chair

- Jen Mertz

###### c) Trustees

- Barry Kletke (excused himself at 1:36 PM)
- Jim Northcott (arrived at 11:19 AM)
- Rob Pirie

###### d) Superintendent

- Jeff Grimsdale

###### f) Secretary Treasurer

- Tahra Sabir

###### g) Recording Secretary

- Kristy Polet

##### Absent:

###### c) Trustee

- Justin Bolin

###### e) Deputy Superintendent

- Wes Miskiman

##### Guest:

- Bevan Daverne, Daverne Consulting Inc (9:30 - 10:30 AM)

#### 2.0 Call to Order

Chair Huntley called the meeting to order at 9:30 AM

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#20230926.1001**

**MOVED by Trustee Pirie** that the Board of Trustees go In Camera at 9:31 AM

#### 4.2 Out of In Camera

**Recommendation: BD#20230926.1002**

**MOVED by Trustee Mertz** that the Board of Trustees rise from In Camera at 10:55 AM

Recessed at 10:55 AM

Reconvened at 11:07 AM

### 5.0 Approval of Agenda

#### 5.1 Approval of Agenda

**Recommendation: BD#20230926.1003**

**MOVED by Trustee Kletke** that the Board of Trustees approve the agenda as amended with the following additional action items.

- 9.2 Acme Alumni Association Response
- 9.3 Bus Driver Schedule D

### 6.0 Welcome Public, Vision and Mission Statements

### 7.0 Presentation of Minutes

#### 7.1 Organizational Minutes of August 23, 2023

**Recommendation: BD#20230926.1004**

**MOVED by Trustee Pirie** that the Board of Trustees approve the Organizational Minutes of August 23, 2023, as presented.

#### 7.2 Regular Minutes of August 23, 2023

**Recommendation: BD#20230926.1005**

**MOVED by Trustee Mertz** that the Board of Trustees approve the Regular Minutes of August 23, 2023, as presented.

#### 7.3 Special Minutes of August 25, 2023

**Recommendation: BD#20230926.1006**

**MOVED by Trustee Kletke** that the Board of Trustees approve the Special Minutes of August 25, 2023, as presented.

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

#### **7.4 Special Minutes of September 13, 2023**

**Recommendation: BD#20230926.1007**

**MOVED by Trustee Pirie** that the Board of Trustees approve the Special Minutes of September 11, 2023.

#### **8.0 REPORTS**

##### **A) Chair's Report**

Chair Huntley presented information on the following topics:

- Email Communications:
  - Endorsement letter from Parkland School Division
  - September 30 - National Day for Truth and Reconciliation
  - AB Ed Curriculum approved resources.
  - AB Ed Survey regarding Social Studies
    - Phase One: Preliminary Engagement
    - Phase Two: Targeted Engagement
    - Phase Three: Public Engagement
  - Phase Four: Classroom Piloting Alberta.ca - Substitute Teacher Issue
  - October 12, 2023 - Chairs meeting with the Ministry, Superintendent Grimsdale and Chair Huntley will be attending via Zoom.
    - Topics that will be discussed:
      - Career Ed, Capital Planning, Mental Health, Complex Needs, PUF, Curriculum.

**BD#20230926.1008**

**MOVED by Trustee Kletke** that the Board of Trustees go In Camera at 11:36 AM

**BD#20230926.1009**

**MOVED by Trustee Kletke** that the Board of Trustees rise from In Camera at 11:52 AM

##### **B) Board Committees**

No information to be presented at this time.

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

Trustee Northcott presented information on ASBA Zone 5 Professional Development that was held Friday, September 8, 2023, at Golden Hills School Division.

- The Professional Development was chaired by Trustee Melyssa Bowen of Rocky view School Division.
- October 6, 2023, Zone 5 meeting will be held at the Prairie Land School Division Office in Hanna, AB.

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

Trustee Kletke presented information from Public School Board Association of Alberta (PSBAA).

- September 29, 2023 - PSBAA Webinar - Leadership Through Whirlwind and Uncertainties.
- October 18-20, 2023 - PSBAA Fall Conference and FGM will take place at the DoubleTree by Hilton in Edmonton.

#### **D) Administration Reports**

Secretary Treasurer Sabir presented information on the following topics:

- Facilities Update:
  - Learning Academy - construction is complete, furniture has been installed.
  - Trinity Christian Academy parking lot is complete, and the office addition construction will continue weather pending.
  - Prairie Christian Academy parking lot is almost complete, working on the landscaping now.
  - Strathmore Maintenance Shop roof top units have been delayed.
- Transportation Update:
  - Ongoing driver training.
  - Fuel prices have risen \$0.31 since June 2023.
  - Student Bus passes have all been distributed.
  - Seven (7) new buses have been purchased.
  - The Pick Up route distances have been changed by Alberta Education:
    - 1 km for grades K-6
    - 2 km for grades 7-12
    - School Boards have one year to transition.

Superintendent Grimsdale presented information on the following topics:

- All schools, teachers and staff had a great start to their year.
- Desiree Schmidt from Trochu Valley School has been selected to join the 2023/2024 Minster's Youth Council.
- Grants:
  - Golden Hills will be applying for the Dual Credit Grant in the amount of \$77K, Drumheller Valley Secondary School and Storefront working along side with SAIT in the Culinary Arts program. The dual credit programs allow high school students to graduate with their diploma and a post-secondary credential or course credits.
  - Applying for the Low Incident Grant for the visually impaired and complex needs students as well.
- Collaborative Day was held August 31, 2023, and was another successful day.
- New Teacher Orientation was held September 21, 2023, approximately 30 new teachers attended.
- September 22, 2023, was the Leading and Learning Day.
- September 29, 2023 - Truth and Reconciliation Day, resources were provided to teachers with the help of Elder Clarence Wolfleg.
- Administrators Meeting was held on October 3, 2023, at Division Office.

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

- Career Practitioner, Kurt Ratzlaff will work closely with Division Office and will connect with the principals.
- Teacher Recruitment:
  - Deputy Superintendent Miskiman has attended two career fairs, Simon Fraser University and University of Regina.
- Golden Hills will be hosting two First Aid Training sessions on September 26 and October 13, 2023.
- Alberta Teachers' Association (ATA) will be hosting Retirement Workshops in November 2023, February and March 2024.

## 9.0 NEW BUSINESS

### A) Action Items

#### 9.1 Field Trip Studies/Student Excursion - Acme School (J. Grimsdale)

**Recommendation: BD#20230926.1010**

**MOVED by Trustee Northcott** that the Board of Trustees approves the proposed high school field studies/excursion for Acme School to Germany, Poland and the Czech Republic from March 27, 2024 to April 5, 2024 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

#### 9.2 Acme Alumni Association Response

**Recommendation: BD#20230926.1011**

**MOVED by Trustee Northcott** that the Board of Trustees accept the formal proposal from the Acme Alumni Association to increase the size of the gym by 325m<sup>2</sup> at a cost of \$4,500 per square metre for a total investment of \$1,462,500 upon project completion.

#### 9.3 Bus Drivers Schedule D

**Recommendation: BD#20230926.1012**

**MOVED by Trustee Kletke** that the Board of Trustees approve Schedule D for Bus Drivers effective September 1, 2023.

### B) Information Items

#### 9.4 Preliminary Enrolment Monitoring Report (T. Sabir)

Secretary Treasurer Sabir presented information on the Preliminary Enrolment for the month of September 2023.

#### 9.5 System Enhancement (J. Grimsdale)

Superintendent Grimsdale presented information to the Board of Trustees on how we are committed to constant improvement, ongoing professional learning opportunities both within and external to our division.

**9.6 Family School Community Resource Program Report (J. Grimsdale)**

Superintendent Grimsdale presented information on the Family School Community Resource Program and how it continues to partner with other agencies to support and provide services to ensure optimal functioning of children and their families in the social-emotional/behavioral domain.

**9.7 Advocacy Planning (J. Grimsdale)**

Superintendent Grimsdale and the Board of Trustees will discuss Advocacy Planning at a later date.

**10.0 School Monitoring Reports**

**10.1 Carseland School - Tour**

Superintendent Grimsdale and the Board of Trustees visited the Carseland school and looked at the different initiatives and goals. They observed the greenhouse and the Nature Connections area and visited some classrooms. Following the tour, we went to Wyndham Park where they explored the QR codes that were developed by the students of the Ik Ku Nutsi program and visited the student's "Learning Log".

Principal LaToya Bartlett discussed the program and the success they have seen and the goals they will build on moving forward.

**11.0 Guest**

**11.1 Bevan Daverne, Daverne Consulting Inc.**

Bevan Daverne of Daverne Consulting Inc. presented information on the progress of the Acme Project.

**12.0 ADJOURNMENT**

**12.1 Adjournment**

**Recommendation: BD#20230926.1013**

The Board of Trustees adjourned at 1:46 p.m.

\_\_\_\_\_  
Chair

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

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





**MODULARS REQUEST**  
**2024/2025 SCHOOL YEAR**

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

**October 24, 2023**

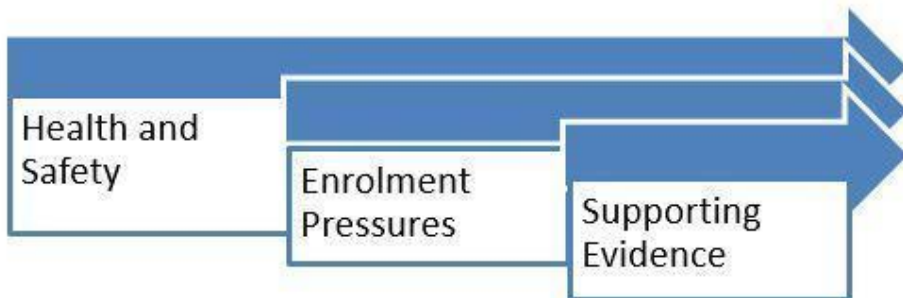
**Backgrounder**

The provincial government requires a prioritized list of modular classroom requests from all school boards annually. By relieving accommodation pressures within a school, modular classrooms can make an important contribution to bettering the student learning experience.

Alberta Education’s submission date for requesting new modular classrooms for the 2024/2025 school year is **November 3, 2023**.

Capital Planning has requested that school jurisdictions identify, in priority order, emergent modular classroom needs and portable/modular classroom move requests for 2024/2025. As in previous years, Alberta Education will use the following criteria to determine the priority order for the allocation of modular classrooms to school jurisdictions:

**Criteria to Determine Priority Order for Modular Classrooms**



It is recommended that Golden Hills request modular classrooms for the following schools:

<b>Strathmore High School (SHS) Strathmore - Grades 10-12</b>	
Utilization Rate from 2022/2023	85%
Enrolment Headcount	819 students; projections indicate continued growth
Issue	Every classroom is fully utilized Exhausted all other approaches to increase usage & efficiency of existing space Growth in students and programs have created the need for more classroom space Currently relocated the band program and a number of other programs at temporary locations outside of the school
Request	<b>Funding</b> for <b>1</b> modular classroom
Proposed Placement	<b>See attached</b>

<b>Trinity Christian Academy Strathmore – Grades 1-9</b>	
Utilization Rate from 2022/2023	85%
Enrolment Headcount	210 students
Issue	Actual headcount 2022/2023 210 students Program Continues to grow and all the TCA classrooms are full. For the past 5 years enrollment has grown. We anticipate future growth to continue at a similar rate. 2023/2024 student count is 222 which is 90% ACU
Request	<b>Funding</b> for <b>2</b> modular classrooms
Proposed Placement	<b>See attached</b>

**Recommendation:**

That the Board of Trustees approves the recommended modular requests for the 2024/2025 school year.

<b>School</b>	<b>Request</b>
Strathmore High School (Strathmore)	1 modular
Trinity Christian Academy (Strathmore)	2 modulars
<b>TOTAL</b>	<b>3 modulars</b>




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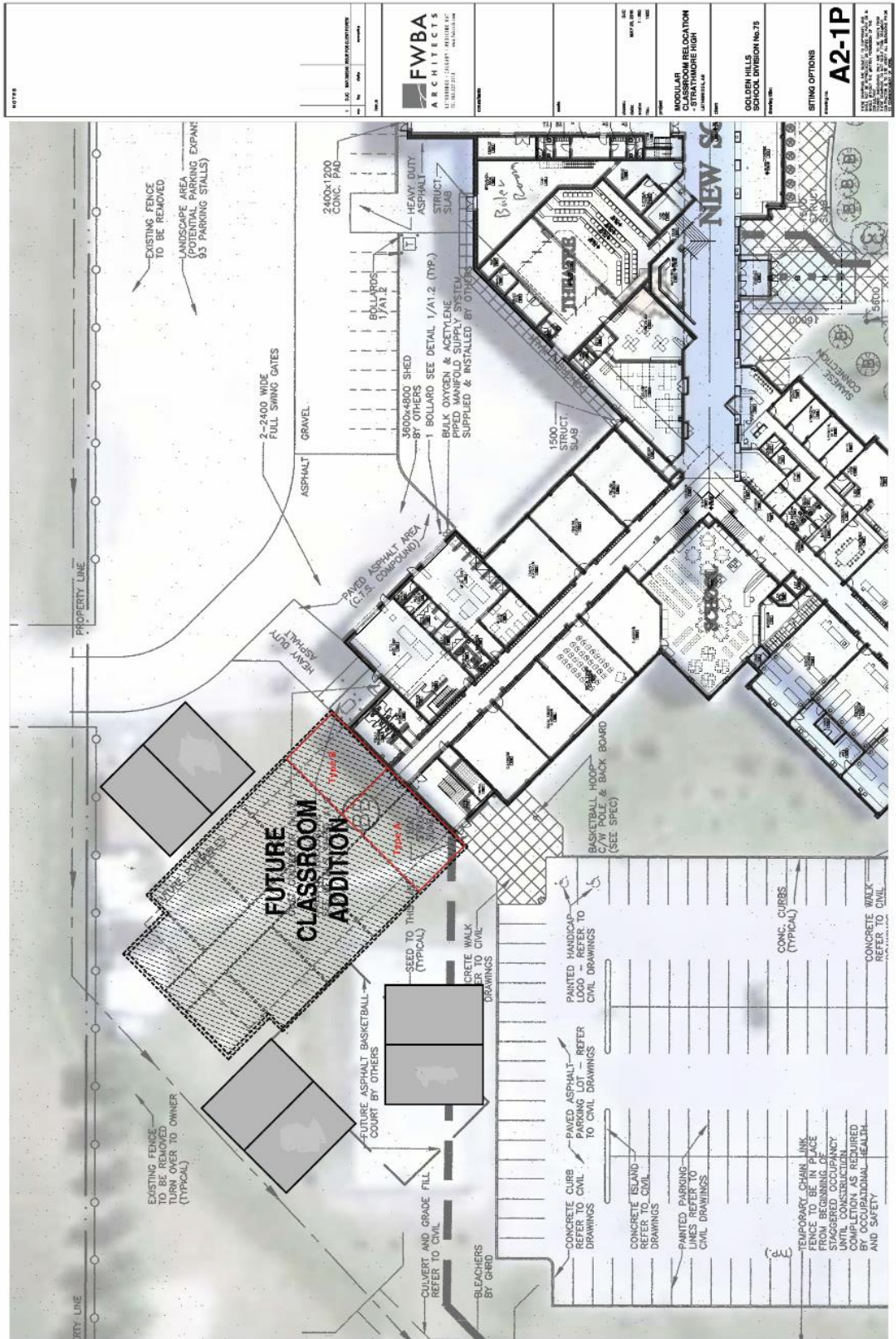
Jeff Grimsdale  
Superintendent




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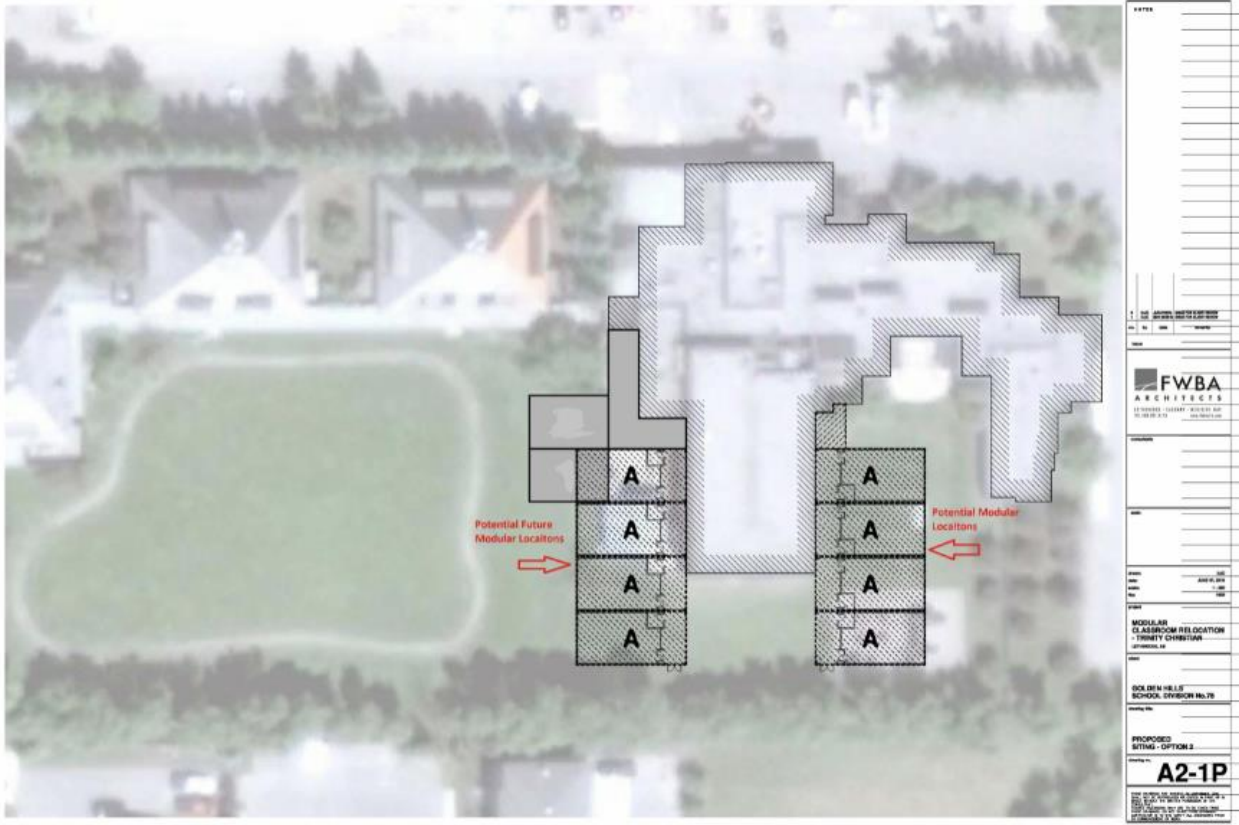
Tahra Sabir  
Secretary Treasurer

# Strathmore High School



URBAN DESIGN ARCHITECTS INC. 10000 W. 10TH AVE. SUITE 100 DENVER, CO 80231	
DATE: 10/15/2014 DRAWING NO: 1014-001	SHEET NO: 1014-001-01
PROJECT: MODULAR CLASSROOM RELOCATION STRATHMORE HIGH SCHOOL	
CLIENT: BOULDER HILLS SCHOOL DIVISION No. 75	
DRAWING TITLE: SITING OPTIONS	
<b>A2-1P</b>	
SCALE: AS SHOWN	

Trinity Christian Academy







**FIELD TRIP STUDIES/STUDENT EXCURSION**  
Prairie Christian Academy

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

**October 24, 2023**

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**Background:**

Prairie Christian Academy requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Germany, Italy and Switzerland from March 29 to April 7, 2024.

**Field Excursion Summary:**

- The purpose of the 2024 Europe trip is to allow students to become global citizens by experiencing many different European cultures.
- Students: 8 (6 from PCA, 1 from DVSS, 1 from GHCLA)
- The trip will be 10 days.
- Supervision to student ratio 1:3 (three chaperones/staff)
- 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 for Prairie Christian Academy to Germany, Italy and Switzerland from March 29 to April 7, 2024 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

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Jeff Grimsdale  
Superintendent of School

### **Trip Details:**

This is a planned 10 - day tour, leaving Friday, March 29, and returning Sunday, April 7, 2024, with EF Tours. We plan to travel to Germany, Italy and Switzerland.

### **Itinerary:**

Day 1- Fly overnight to Germany

Day 2-Frankfurt/Rothenburg

Day 3-Rothenburg/Neuschwanstein/Munich

Day 4- Munich

Day 5- Munich/Innsbruck/Venice

Day 6- Venice

Day 7-Venice/Verona/Lucerne

Day 8-Lucerne

Day 9- Lucerne/Heidelberg

Day 10- Depart for home



## FIELD TRIP STUDIES/STUDENT EXCURSION Prairie Christian Academy

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**October 24, 2023**

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### **Background:**

Prairie Christian Academy requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international mission trip to Colombia from February 15 to February 26, 2024.

### **Field Excursion Summary:**

- The purpose of the 2024 Colombia trip is to educate students to think and act Christianly, constructively, and critically, in order to know Jesus Christ as Saviour and Lord, and to pursue Godly character and lifelong service.
- Students: 6
- The trip will be 12 days.
- Three instructional days will be missed.
- Supervision to student ratio 1:3 (two chaperones/staff)
- 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 for Prairie Christian Academy to Colombia from February 15 to February 26, 2024 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

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Jeff Grimsdale  
Superintendent of School



### **Trip Details:**

This is a planned 12 day – Mission Trip, leaving Thursday, February 15 and returning Monday, February 26, 2024. We plan to visit Bogota Colombia

### **Itinerary: (full details have not been finalized yet)**

Day 1- Fly to Bogota, Colombia

- Visiting schools in Bogota
- Visiting orphanages, before and after school programs and a teen mom's home as well as other ministries
- Attending National church services
- Briefly visiting common tourist areas such as Mount Montserrate (via cable car), Old Bogota, and a salt cathedral
  
- Please note the group will not be travelling outside of the city of Bogota

Day 12- Depart for home



## FIELD TRIP STUDIES/STUDENT EXCURSION Trochu Valley School and Three Hills School

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

**October 24, 2023**

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### **Background:**

Trochu Valley School and Three Hills School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to London and Paris from March 27 to April 6, 2024.

### **Field Excursion Summary:**

- The purpose of the 2024 Europe trip is to allow students to become Global citizens by experiencing many different European cultures.
- Students: 31 (13 from Trochu and 18 from Three Hills)
- The trip will be nine days
- Two days of instructional time will be missed
- Supervision to student ratio 1:5 (six chaperones/staff)
- 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 for Trochu Valley School and Three Hills School to London and Paris from March 27 to April 6, 2024 subject to advisory notices from Foreign Affairs and International Trade Canada website [http://www.voyage.gc.ca/countries\\_pays/updates\\_mise-a-jour-eng.asp](http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp) such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

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Jeff Grimsdale  
Superintendent of School

### **Trip Details:**

This is a planned nine - Day Tour, leaving Wednesday, March 27, and returning Saturday, April 6, 2024 with EF Tours. We plan to travel to London and Paris.

### ***Itinerary: Tentative***

Day 1- Fly overnight to London England

Day 2- London to Canterbury

Day 3- Canterbury to London

Day 4- London

Day 5- London

Day 6- London train to Paris

Day 7-Paris

Day 8-Paris

Day 9- Depart for home



## ENROLMENT BACKGROUNDER

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

**October 24, 2023**

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### **Background:**

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

As per the attached monitoring report, information is provided on the September 29, 2023, enrolment of provincially funded students, Siksika funded students and International funded students.

### **Recommendation:**

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

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Jeff Grimsdale  
Superintendent

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Tahra Sabir  
Secretary Treasurer

updated up to Oct 16		23/24 ACTUAL		22/23 ACTUAL		Difference from 22/23 to 23/24 ACTUAL		Actual Difference from Projected	
SCHOOLS	Enrolment #	Total	Enrolment #	Total	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	Increase/ (Decrease)	
Prairie Christian Academy (Gr. K-12)	276.50		281.00		(14.50)	(1.50)			
Three Hills School (Gr. K-12)	436.00		450.50		(14.50)	5.50			
Trochu Valley School (Gr. K-12)	255.50		249.50		6.00	(3.00)			
<b>Sub Total</b>		<b>968.00</b>		<b>981.00</b>	<b>(23.00)</b>	<b>1.00</b>			<b>Siksika Students</b>
Acme School (Gr. K-6, 10-12)	202.50		198.00		4.50	(3.50)			Carseland School
Carbon School (Gr. K-6)	48.50		50.50		(2.00)	0.50			Crowther Memorial Junior High
Dr. Elliott Community School (Gr. K-6)	191.00		184.50		6.50	(0.50)			Strathmore High School
<b>Sub Total</b>		<b>442.00</b>		<b>433.00</b>	<b>9.00</b>	<b>(3.50)</b>			Westmount Elementary
Drumheller Valley Secondary School (Gr. 7-12)	368.00		382.00		(14.00)	(8.00)			Wheatland Crossing
Greentree Elementary School (Gr. K-6)	328.00		327.50		0.50	(4.00)			<b>Siksika Total FTE</b>
<b>Sub Total</b>		<b>686.00</b>		<b>709.50</b>	<b>(13.50)</b>	<b>(13.00)</b>			<b>International Students (ISS)</b>
Ecole Brentwood Elementary School (Gr. K-6)	197.00		192.50		4.50	12.50			Crowther Memorial Junior High
Crowther Memorial Junior High (Gr. 7-9)	470.00		505.00		(35.00)	(1.00)			Drumheller Valley Secondary School
George Freeman School (Gr. K-9)	489.00		440.00		29.00	2.00			George Freeman School
Strathmore High School (Gr. 10-12)	691.00		672.00		19.00	14.00			Prairie Christian Academy
Trinity Christian Academy (Gr. K-9)	210.50		196.00		14.50	(3.50)			Strathmore High School
Westmount Elementary School (Gr. K-6)	342.00		351.50		(9.50)	18.00			Three Hills School
Wheatland Elementary School (Gr. K-6)	283.50		292.00		(8.50)	(3.50)			Wheatland Elementary
Carseland School (Gr. K-6)	78.00		72.00		6.00	4.50			Westmount School
Wheatland Crossing School (Gr. K-12)	329.00		335.50		(6.50)	(2.50)			<b>ISS Total FTE</b>
<b>Sub Total</b>		<b>3,070.00</b>		<b>3,066.50</b>	<b>3.50</b>	<b>40.50</b>			<b>ISS Total Headcount</b>
Colony Schools	374.50		370.00		4.50	(1.00)			<b>ISS Online Students</b>
Drumheller Outreach	9.00		17.00		(8.00)	(4.00)			<b>Total ISS</b>
Strathmore Storefront	103.00		72.00		31.00	13.00			
<b>Sub Total</b>		<b>486.50</b>		<b>459.00</b>	<b>27.50</b>	<b>8.00</b>			
<b>TOTAL</b>		<b>5,662.50</b>		<b>5,649.00</b>	<b>13.50</b>	<b>33.00</b>			0.24%
Golden Hills Learning Academy	467.00		140.00		327.00	321.00			
Northstar Academy	394.00		230.00		164.00	121.00			
<b>Sub Total</b>		<b>861.00</b>		<b>370.00</b>	<b>491.00</b>	<b>442.00</b>			
<b>PROVINCIAL FTE TOTAL</b>	<b>6,523.50</b>		<b>6,019.00</b>		<b>504.50</b>	<b>475.00</b>			
<b>Headcount</b>									
Homeschool	750.00		735.00		15.00				
Shared Responsibility	196.00		180.00		16.00				
Kindergarten at full	214.00		202.50		11.50				
ISS	279.00		256.00		23.00				
Siksika	155.00		155.00		0.00				
<b>HEADCOUNT TOTAL</b>	<b>8,117.50</b>		<b>7,547.50</b>		<b>570.00</b>	<b>7.55%</b>			



## IMR MONITORING REPORT

Presented to the Board of Trustees by Jeff Grimsdale, Superintendent of Schools

Resource Persons:

Kevin Paschal

Jim Pike

**October 24, 2023**

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### OVERVIEW:

Alberta Education funds school divisions on an annual basis for buildings owned by the jurisdiction.

Alberta Education provides two envelopes of funding for Facilities as follows:

**Plant Operations and Maintenance (POM)** funding is for general maintenance and operation of school buildings to ensure safe, comfortable, and suitable learning. The majority of POM is based on a per student allocation.

**Infrastructure Maintenance Renewal (IMR) & Capital Maintenance and Renewal (CMR)** funding is to provide upgrading and/or replacing major building components to meet regulatory requirements for health and safety, extend the life and quality of school facilities meeting the requirements of educational programs and students with special needs, and improve energy efficiency to achieve cost savings.

Infrastructure Maintenance and Renewal (IMR) program is annual funding based on the school year. IMR funding is determined using student enrolment (50%), age of building (24%), area of building (21%), geographic location (3%), and other factors (2%).

**Capital Maintenance and Renewal (CMR)** Capital Maintenance and Renewal (CMR) program has been implemented, providing funding for specific maintenance and renewal projects. Funding and Reporting Dates are from April 1 to March 31 of each year.

### IMR & CMR Funding Schedule History

Year	Dollar Amount
2019/2020 (IMR)	\$ 1,942,000
2020/2021 (IMR)	\$ 1,935,190
2021/2022 (IMR)	\$ 834,846
2022/2023 (IMR)	\$ 834,782
April 2022 to March 2023 (CMR)	\$ 576,685
April 2023 to March 2024 (CMR)	\$ 423,634

**Summary of IMR 2021/2022 Funding**

Description	Amount
Annual IMR Funding 2022/2023	\$ 834,782.00
Last year's carry forward	\$ -37,607.00
Summer Projects	*\$ 1,018,342.32
Contingency	\$ 94,489.19

**Summary of CMR Funding 2022/2023 School Year**

Description	Amount
Annual CMR Funding April 2022 to March 2023	\$423,634.00
Last year's carry forward	\$ 246,000.00
Summer Projects	*\$ 447,117.22
Contingency	\$ 222,516.78

**SUMMARY & IMPLICATIONS:**

Currently Golden Hills has an approximate asset replacement cost of \$378,300,000 in owned schools and facilities. Industry standard advises a minimum benchmark of 1.5% to 3% of Infrastructure Maintenance Renewal Funding. These are funds considered necessary for annual preservation and maintenance of buildings. The combined funding from IMR and CMR is a total of \$1.4M which is below the industry standards.

PowerPoint to be presented at the board meeting.

**RECOMMENDATION:**

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



\_\_\_\_\_  
Jeff Grimsdale  
Superintendent



\_\_\_\_\_  
Tahra Sabir  
Secretary Treasurer

**IMR & CMR Summary**

Projects Completed for the year 2022/2023

<b>School</b>	<b>Description</b>
<b>Acme</b>	Replace three flush valves, replace Cosmo lab furnace, replace exhaust fan motor.
<b>Ecole Brentwood</b>	Upgrade Telecenter head end to a Telecenter U System. System would not call all locations and the bell times were slipping. Complete an air quality test for mould in portable classrooms. Replace one toilet to an accessible toilet. Replace two domestic water valves on main distribution. Replaced two boilers. Upgrade lights in administration area to dimmable LED.
<b>Carbon</b>	Upgrade gym lights to dimmable LED.
<b>Carseland</b>	Replace interior and exterior door hardware to enable building lockdown protocols. Replace security panel. Replace carpet and tile with new carpet and LVT. Replace bathroom faucets. Upgrade lights in administration area and hallways to LED.
<b>Crowther Memorial Junior High</b>	Renovate downstairs washroom into multi-use washroom. Install two new security cameras. Replace two fire escutcheons and replace a zone tamper switch. Replace edge detector sensor on elevator. Replace carpet in staff room and install LVT in two classrooms. Replace T-bar ceiling grid in theatre with new diffusers and lights. Upgrade lights in modular washroom and theatre to LED. Main electrical breaker.
<b>Dr. Elliott</b>	Replace parking lot light fixture. Replace boiler pump motor. Electrical distribution upgrade completed. Building Management System upgrade completed. Upgrade gym lights to dimmable LED.
<b>Drumheller Valley Secondary School</b>	Sand, refinish and re-line gym floor. Upgrade security panels. Replace 11 heating zone valves. Replace mechanical room unit heater motor. Replace two heat pump fan motors. Replace condensing unit on heat pumps. Replace heat pump control board. Install LED lighting in 12 classrooms with dimer switches. Install GFCI outlets in two barrier free washrooms. Replace lighting controller. Replace two fire door magnets. Replace door closer. Replace door latch solenoid. Replace staff room door electric strike. Replace one fire hose nozzle gasket. Replace gasket on pumper nozzle and missing escutcheons. Assess and repair zone six fire sprinkler issues. Replace emergency lighting batteries. Replace fire device protective covers in the gym. Paint north-west and south-west exterior walls. Upgrade computer lab lights to dimmable LED.
<b>George Freeman</b>	Replace five expired fire sprinkler gauges. Replace DSC communicator on fire panel. Replace hot water recirculating pump. Infrared thermographic review.



<b>Greentree</b>	Replace south main entry doors. Replace east playground doors. Replace boiler ignitor. Replace pump isolation valve. Replace two-unit heater motors. Replace portable furnace motor. Replace two emergency lights and wall battery packs. Replace two faulty smoke detectors and heat detectors. Replace two boiler flow switches. Replace two boiler high limit switches. Replace two boiler low water cutoff sensors. Replace UPS on library wheelchair lift. Installed second floor condenser unit. Upgrade lights in one classroom to LED.
<b>Prairie Christian Academy</b>	Replace boiler heat exchanger, all gaskets and BMS programming. Replace blast tubes, ignition transformer and diffusers on two boilers. Replace roofing cap sheets due to bubbling. Parking lot expansion.
<b>Strathmore High</b>	Replace theatre exit doors, hardware and install window for safety. Build two breakout rooms. Replace two boiler pump motors and pump enablers. Replace basketball winch and cable. Replace three urinal flush valves. Replace one toilet and two flush valves in boy's washroom. Replace hot water piping on hot water tank. Replace elevator car safeties and key switches. Sand, refinish and reline gym floor. Upgrade hallway and welding shop lights to LED. Spare main breaker.
<b>Storefront/Learning Academy</b>	Replace section of sewer line and replaced flooring.
<b>Three Hills</b>	Replace basketball winch and cable. Replace seven flush valves. Replace speed sensor, control module and cooling fan on AH7. Replace fire shut down relays on AH7. Replace vestibule heater fan motors. Replace condenser fan motor. Replace exhaust fan motor. Replace contactor for HV1 RTU. Upgrade lights in hallway, gathering space and canopy to LED
<b>Trinity Christian Academy</b>	Upgrade Telecenter head end to a Telecenter U System. System would not call all locations and the bell times were slipping. Install a Senturi ground fault protection relay. Replace six metering faucets to reduce flooding risk. Upgrade 10 fluorescent lights and pot lights to LED. Replace two exterior lights to LED. Install four hallway temperature sensors. Convert two shower rooms into gym changerooms. Parking lot expansion and upgrades. Start of building addition.
<b>Trochu Valley</b>	Install wall between canteen and common area. Replace washroom faucet. Install one exterior security camera. Replace two electric door strikes. Install new front entry sidewalk to reduce slip and fall risks. Upgrade gym lights to dimmable LED.
<b>Westmount</b>	Replace inducer motor for RTU #3. Replace pneumatic valve for radiant panel. Replace RTU motor. Replace frost heaved sections of sidewalk. Replace RTU. Install exterior LED lights to increase safety on north side. Install five exterior cameras for increased security. Replace 18 windows with tempered glass. Install exterior cameras and LED Lights.

<b>Wheatland Elementary</b>	Upgrade Telecenter head end to a Telecenter U System. System would not call all locations and the bell times were slipping. Replace four pneumatic thermostats. Replace roof section to stop leaks. Install metal parapet to reduce access from climbing on the roof. Replace 70 interior door locksets for lockdown protocol. Replace automatic door opener. Upgrade gym lights to dimmable LED lights. Install safety railings and glass around amphitheatre.
<b>Wheatland Crossing</b>	Install PVC ball valves to control discharge locations for winter and summer to help reduce lines from freezing. Convert stainless steel/cast iron fittings to PVC fittings, install PVC ball valve to control and adjust discharge to different mounds. Mounds closest to the discharge tanks to be used for wintertime. Replace sump pump. Install six temperature sensors in modulars. Replace exterior window. Replace PA system module. Replace two addressable fire pump modules. Structural inspection of some cracking block in the south wing. Breakout rooms. Modular relocation, Fitness centre. Lighting upgrades in Modulars.
<b>Trochu Maintenance Shop</b>	Upgrade HVAC system and some LED lights.
<b>Strathmore Maintenance Shop</b>	Upgrade lights to LED and install security camera.
<b>Division Office</b>	Roof replacement, acoustical panel installation and modular reviews.



## Human Resources Backgrounder

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

October 24, 2023

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### **Background:**

The information presented in the attached Human Resources Monitoring Report illustrates information on staffing demographics and levels to assist the Board in fulfilling its governance role.

Powerful Learning provides an overall framework for system improvement in Golden Hills. In order to achieve the proposed shifts, Human Resources is focussing on staffing decisions that support this framework. This supports a comprehensive approach to facilitate a competency-based system to achieve the desired outcomes.

As we strive to be an employer of choice, we are focussed on supporting and growing our staff with specialized supports, programs, and benefits so that we can not only recruit but retain the very best teachers and support staff for our students.

### **Recommendation:**

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

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Jeff Grimsdale  
Superintendent

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Wes Miskiman  
Deputy Superintendent



# HUMAN RESOURCES MONITORING REPORT

Presented to the Board of Trustees by Jeff Grimsdale, Superintendent of Schools

Resource Person:

Wes Miskiman, Deputy Superintendent of Schools

**October 24, 2023**

**REPORTING PERIOD: (Actuals 2022/2023 & Estimates to Current 2023/2024)**

**OVERVIEW:**

- Information presented assists the Board in fulfilling its governance role.
- Local decision-making is facilitated by “site-based management” (thirteenth year of operation)
  - Local decision-making helps address the unique circumstances in each school.
  - Staffing levels are based on the number of students and the local needs.

**SECTION I: Overview of Staffing** (Based on data as of October 15, 2023)

- **Total Certificated Staff (Teachers)** – Head Count is in black, and the FTE is in blue and in brackets.

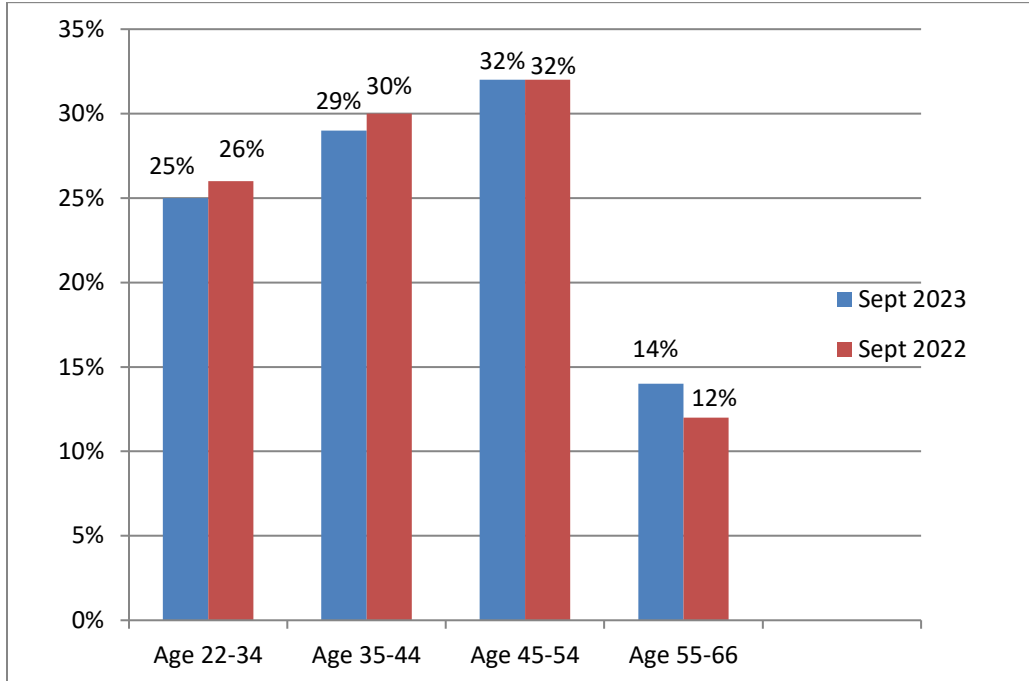
Role of Certificated Staff	2023/2024	2022/2023
School Based Certificated Staff	400 (381.73)	398 (371.73)
Educational Consultants (Certificated)	3 (2.6)	3 (2.6)
Instructional Coaches	5 (5.0)	6 (5.2)
Early Intervention- Literacy/Numeracy Teachers	9 (7.45)	9 (7.3)
Director of Learning	2 (2.0)	1 (1.0)
Superintendent/Associate Superintendents	2 (2.0)	3 (3.0)
<b>Total</b>	<b>421 (400.78)</b>	<b>420 (390.83)</b>

**Note:** An overall increase of approximately 9.95 FTE teachers which is in line with the budget and the increased enrolment in our two virtual schools.

- **Gender Breakdown of Certificated Staff**

Gender	2023/2024		2022/2023	
	Number	Percentage	Number	Percentage
Female	310	74%	312	74%
Male	111	26%	108	26%
<b>Total</b>	<b>421</b>	<b>100%</b>	<b>420</b>	<b>100%</b>

- **Age Percent of Total Certificated Staff by Head Count**



The goal is to increase the percentages of younger staff through a process of succession planning and retirements.

- **Total School-based Support Staff** – Head Count is in black, and FTE is in blue as of October 15, 2023

Job Classification	2023/2024	2022/2023
Educational Assistants	195* (165.49)	180* (152.93)
Secretaries	43 (37.64)	41 (36.31)
Caretakers	30 (26.48)	30 (26.11)
Family Resource Workers	13 (11.59)	10 (9.19)
Maintenance	15 (14.42)	14 (13.4)
Transportation	73 (73)	70 (70)
International	13 (12)	18 (15)
Division Office Support	26 (24.13)	25 (23.6)
<b>Total</b>	<b>408 (364.75)</b>	<b>388 (346.54)</b>

\*We normally start the new school year down in EA numbers and add additional EAs throughout the year as students are designated or student need increases. This school year, we were able to add EA support prior to October 15, 2023, so the increase in FTE is included in this report. As per last year,

the increase in educational assistants is also to support the implementation of the targeted intervention program and additional speech and occupational therapy supports.

- **Certificated vs. Non-Certificated Educational Assistants**

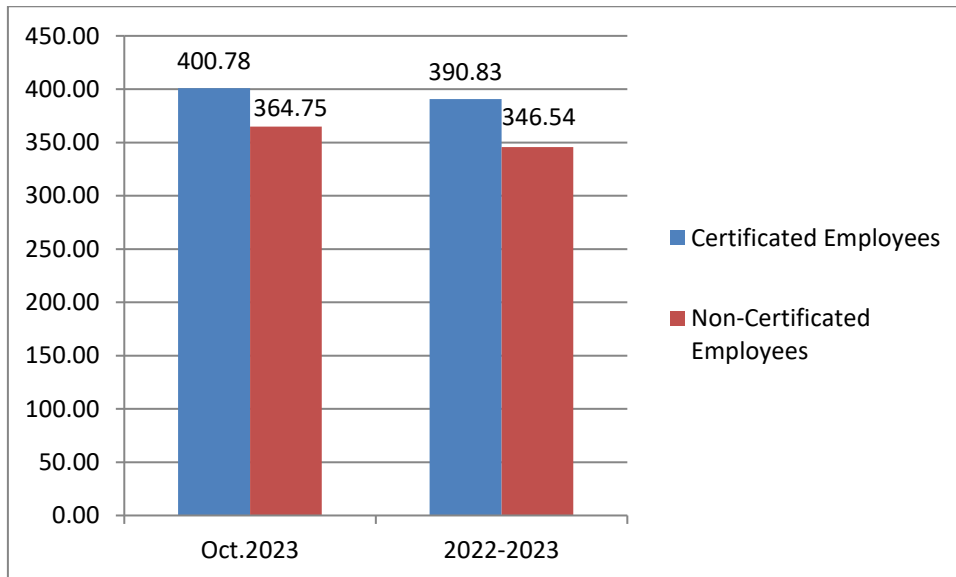
	2023/2024		2022/2023	
	Number	Percentage	Number	Percentage
Certificated	87	45%	85	47%
Non-Certificated	108	55%	95	53%
<b>Total</b>	<b>195</b>	<b>100%</b>	<b>180</b>	<b>100%</b>

- **Retirees, Resignations and New Hires** – (Numbers are based on *Headcount* not *FTE*)

	Retirees		Resignations		New Hires & Contract Renewals	
	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022
<b>Certificated Staff</b>	7	13	12	14	64	62
<b>Non-Certificated Staff</b>	8	10	21	34	62	70
<b>Total Staff</b>	<b>15</b>	<b>23</b>	<b>33</b>	<b>48</b>	<b>126</b>	<b>132</b>

- New hires are a result of position replacements and program needs.
- Enrolment changes and/or increases in student need and the subsequent staffing adjustments may result in a slight increase in new hires during November.

**SECTION II: Staffing Levels (Based on FTE)**



- Certified Employees includes Superintendents, Director of Learning, Principals, Associate Principals, Instructional Coaches, Consultants, and Teachers.

- Staffing levels fluctuate throughout the year and more hiring is anticipated in the second semester. Total FTE for 2023/2024 will end up being slightly higher than what is reported above.

<b>Calculation of Pupil Teacher Ratio (PTR)</b>	
<b>Enrolment Count as of September 30, 2023</b>	<b>2023/2024</b>
Provincially Funded Students (Does not include Traditional Home Ed or GHLA & NSA students)	5,550
Siksika Funded Students	155
International Funded Students*	271
<b>Total Students (Classroom Only)</b>	<b>5976</b>
<b>Total Professional Employees</b> (Does not include centrally-based/GHLA or NSA certificated staff.)	328.17
<b>PTR Calculation</b> (e.g. 5976/328.17)	<b>18.21</b>

\*The number of International Students fluctuates in FTE during the year due to the differences in the short and long-term programs.

- Golden Hills strives to keep PTR low and sustainable with the support of school reserves.
- The actual PTR has been under 18.0 for the last number of years:
  - 2022/2023- 17.65
  - 2021/2022- 17.93
  - 2020/2021- 16.75
  - 2019/2020- 17.65
  - 2018/2019- 17.78
  - 2017/2018 - 17.40
  - 2016/2017 - 17.25
  - 2015/2016 - 17.42
  - 2014/2015 - 17.76
  - 2013/2014 - 17.42
  - 2012/2013 - 17.74
  - 2011/2012 - 17.42
- The PTR does not include centrally based certificated staff.

### SECTION III: Recruitment of Certificated Staff (School-Based Administrators/Teachers)

- For the 2023/2024 school year, Golden Hills appointed eight new school-based administrators (4 new Principals and four new Associate Principals). Golden Hills renewed 11 school-based administrator contracts for the start of the 2023/2024 school year (four Principals and seven Associate Principals), (all as per the report to the Board – June 2023 – Administrative Designations).
- Teacher recruitment strategies, including participation at eleven career fairs (all in-person), during the 2022/2023 school year facilitated a strong candidate pool for our early spring postings which helped the district retain a balanced workforce. The school division responded to a strong interest shown by the graduating teachers at the following career fairs: Simon Fraser University, two at the University of Regina, Ambrose University, University of Lethbridge, Mount Royal University, University of British Columbia, University of Alberta, University of Calgary, University of Saskatchewan, and King’s University.
- For the 2023/2024 school year, new teachers in Golden Hills were recruited from across the country as per the following percentages. The percentages from the previous year are indicated in blue. The data shows that we continue the trend of hiring a larger percentage from inside of Alberta.
  - 94% from Alberta (88.9% - Previous Year)
  - 6% from elsewhere in Canada (11.1% - Previous Year)
- There are currently 125 approved substitute teachers in the district. Last year, there were 197 substitute teachers approved in the district. Supply for substitute teachers is adequate most of the time, in most schools in the district, however, at peak times substitute teachers are hard to book. We actively recruit all teacher applicants for substitute teaching and advertise on an ongoing basis. All substitute teachers are interviewed and referenced prior to being placed on the substitute list. This year, due to the distance of some our schools from Calgary, we are focusing our efforts on recruiting substitutes teachers for these specific regions/areas in our district. In addition, as a trial initiative, we negotiated a LOU that provides additional supports for substitute teachers to travel to our schools. We are also tracking the amount of internal coverage our teachers are doing during the 2023/2024 school year.

### SECTION IV: Other Highlights/Initiatives

- Human Resources Administrative Procedures
  - We have updated all of the human resources administrative procedures (drafts complete).
- Occupational Health & Safety and Alberta Health Services Inspections of our Schools
  - During the 2022/2023 school year, none of our schools were inspected by Occupational Health & Safety. Five of our schools were inspected by representatives from Alberta



Health Services. All five of the inspections went very well with no deficiencies noted in any of the schools.

- Workers Compensation Board Processes
  - We have updated all of our WCB processes and forms for the 2023/2024 school year. The forms and the processes were discussed with our Administrators at the last Administrators' Meeting.
- Bill 85 – Students First
  - Bill 85 requires all teachers to provide an updated Criminal Record Check and an updated Vulnerable Sector Search every five years. We are currently collecting the required checks from both our contract teachers and our substitute teachers.
- Payroll and Human Resources Processes
  - On an ongoing basis, we conduct a review of our payroll and human resources processes so as to make them as efficient as possible.
- Teacher Growth, Supervision and Evaluation
  - The Teacher Growth, Supervision and Evaluation Administrative Procedure is in the tenth year of implementation in the district. The renewed documents with the new Teaching Quality Standards were implemented during the 2020/2021 school year.
  - A database tracks the teacher summative evaluations. Principals, Associate Principals, and the Deputy Superintendent complete and submit summative evaluation reports for teachers as per the administrative procedure.
  - There were 96 teacher evaluation reports completed during the 2022/2023 school year. There were 92 teacher evaluations completed during the 2021/2022 school year.
- Supervision and Evaluation of Support Staff
  - The supervision and evaluation administrative procedure for support staff is in the ninth year of implementation. One quarter of all support staff and all new support staff to the district will be evaluated this school year. A database tracks the support staff evaluations within the district.
- Job Descriptions
  - We have completed the development of job descriptions for all positions in the district. The corresponding physical demands analysis for all positions in the district has also been completed. We continue to update both the job descriptions and the physical demands analysis as required.
- Staff Wellness Program
  - The District Staff Wellness Program, developed by a committee of staff and implemented during the 2016/2017 school year, will continue for the 2023/2024 school year. The District Staff Wellness Program distributes resources and funding to the different sites to support local staff wellness initiatives. Each site has a designated Wellness Champion to lead the local staff wellness initiatives. The feedback from staff has been very positive.

- Status of Collective Agreements
  - The term of the Collective Agreement between the Golden Hills School Division and the Alberta Teachers Association is September 1, 2020 to August 31, 2024. We achieved an agreement with our teachers in early spring 2023.
  - The term of the Collective Agreement between the Golden Hills School Division and CUPE Local 2347 is September 1, 2020 to August 31, 2024.
  
- Condition of Employment Handbooks
  - We have an updated or a new handbook for the following seven groups of employees:
    - Division Office (Non-Certificated) Employment Conditions Handbook
    - School-Based Support Staff Handbook
    - Bus Driver Handbook
    - Custodial Handbook
    - Dorm Supervisor Handbook
    - FSCRC Handbook
    - Maintenance Handbook

#### SECTION V: Concluding Comments

- An increase in student enrolment assists Golden Hills in being an employer of choice, implementing the Powerful Learning Framework, building teacher competencies, and providing a broad range of high-quality supports and programs for students.
  
- Always striving to be an employer of choice, the school division focusses on providing a range of competitive benefits and supports for all staff that are sustainable within the current financial context. The renewed supervision/evaluation procedures, safety, wellness, retirement workshops, return to work programs and the Employee Family Assistance Program are samples of enhanced human resources supports provided to all staff.



## ANNUAL EDUCATION RESULTS REPORT

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

October 24, 2023

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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 provide 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 May 23, 2023.

The AERR, in draft, will be presented at the Regular Meeting, October 24, 2023, for information and to solicit any further input from the Board. The financial information will not be available until the audit is finalized in November. That portion of the document will be updated at that time.

The 3YEP and AERR meets the Board's fiduciary obligations for planning and reporting as outlined by Alberta Education <https://education.alberta.ca/school-authority-planning-resources/current-requirements/>

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*?

Generative governance looks for ways to provoke discussion that "generates" ideas, not necessarily immediate action, but to practice ways to reframe issues and gain new insights. Thinking about, "what external factors/forces will most affect the school division in the coming year(s);" or, "What are we overlooking;" or "What are the most attractive, least attractive, most worrisome aspects of the plan?" are possible questions to generate thinking about the "whys" of planning and reporting. The Board may also wish to spend some time considering opportunities for engagement with stakeholders to identify issues and priorities in promoting *learning for all students*.

### **Recommendation:**

That the Board of Trustees reviews the draft Annual Education Results Report 2022/2023 for submission to Alberta Education November 30, 2023.

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Jeff Grimsdale  
Superintendent of Schools