



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 6/18/2024 **TIME:** 9:30 AM

LOCATION: Boardroom of the Golden Hills School Division

DETAILS:

"Powering Hope and Possibilities" Vision: Inspiring confident, connected, caring citizens of the world

Mission: Intentionally maximizing learning for all

1.0 Attendance

2.0 Call to Order

3.0 Acknowledgment

4.0 In Camera

4.1 In Camera Action

4.2 Out of In Camera Action

5.0 Approval of Agenda

5.1 Approval of Agenda Action

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of May 28, 2024 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 Field Trip Studies/Student Excursion - George Freeman (J. Grimsdale) Action

9.2 Compensation (W. Miskiman) Action

B) Information Items

9.3 Administrative Procedures - 131, 170, 303, 315 and 361 (J. Grimsdale) Action

9.4 Monthly Enrolment Monitoring Report (May 2024) (T. Sabir) Info

9.5 Third Quarter Financial Report (Mar/Apr/May 2024) (T. Sabir) Info

9.6 Administrative Designations (W. Miskiman) Info

10.0 ADJOURNMENT

10.1 Adjournment Action



MINUTES

Golden Hills School Division

Regular Meeting of the Board of Trustees

Location: Boardroom of the Golden Hills School Division

Start Time: 9:30 AM

Tuesday, May 28, 2024 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Rob Pirie

c) Trustees

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

d) Superintendent

- Jeff Grimsdale

f) Secretary Treasurer

- Tahra Sabir

g) Recording Secretary

- Kristy Polet

Absent:

e) Deputy Superintendent

- Wes Miskiman

2.0 Call to Order

Chair Huntley called the meeting to order at 9:27 AM.

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 Stoney Nakoda Nations, the Métis Nation (District 3 and 4), and all people who make their homes in the Treaty 7 region of Southern Alberta.

Chair Initials _____ Secretary Treasurer Initials _____

4.0 In Camera

4.1 In Camera

Recommendation: BD#20240528.1001

MOVED by Trustee Mertz that the Board of Trustees go In Camera at 9:29 AM.

Carried

4.2 Out of In Camera

Recommendation: BD#20240528.1002

MOVED by Trustee Kletke that the Board of Trustees rise from In Camera at 10:25 AM.

Carried

Recessed at 10:25 AM

Reconvened at 10:42 AM

5.0 Approval of Agenda

5.1 Approval of Agenda

Recommendation: BD#20240528.1003

MOVED by Trustee Pirie that the Board of Trustees approve the agenda as amended with the addition of 9.4 under Action Items:

- 9.4 Superintendent Evaluation

Carried

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Regular Minutes of April 23, 2024

Recommendation: BD#20240528.1004

MOVED by Trustee Mertz that the Board of Trustees approve the Regular Minutes of April 23, 2024, as presented.

Carried

8.0 REPORTS

A) Chair's Report

Chair Huntley presented information on the following topics:

Correspondence shared:

- 2024 ASBA SGM information
- All other correspondence forwarded as received

Meetings/conferences attended:

- Chair Huntley met with GHSD Superintendent to discuss his evaluation.
- Chair Huntley is preparing a prize basket for the Public School Boards' Association of Alberta (PSBAA) AGM taking place May 30-June 1, 2024.
- Council of Council Meeting via Zoom on May 21, 2024.

Chair Initials _____ Secretary Treasurer Initials _____

- Edwin Parr Awards Event which took place on May 24, 2024.
- GHSD Long Service Awards Banquet which took place May 23, 2024.
- Attended various GHSD Graduations.
- Attended the CGC Inc. (Canadian division of USG Corporation) groundbreaking event in Carseland, AB.
- Attended the Lieutenant Governor of Alberta Student Awards - this award recognizes Alberta Students in different grade levels who have shown tremendous growth in developing skills to better themselves.

B) Board Committees

No information at this time.

C) Board Representatives to External Organizations

Trustee Northcott presented the following information on the Alberta School Boards Association (ASBA) Zone 5 meeting that was held Friday, May 3, 2024.

- Many topics were discussed:
 - Artificial Intelligence (AI), pros and cons.
 - Bill 13 - The Real Property Governance Act
 - Carbon tax, how this is affecting school divisions. Secretary Treasurer Sabir reviewed what GHSD pays.
 - Edwin Parr Awards Banquet
 - Training for new Trustees - Election 2025 - should have one set of documents/guidelines for elections and what Trustees need to know.

Trustee Kletke had no new information to present regarding the Public School Boards of Association of Alberta (PSBAA) at this time as the PSBAA AGM will take place May 31-June 2, 2024.

The Board of Trustees watched the financial video from Alberta School Boards Association - ASBA Proposed Budget 24/25.

D) Administration Reports

Secretary Treasurer Sabir presented information on the following topics:

Transportation:

- Selling some of our "aged out" buses to some of our schools, they would be used for sports teams and different school functions. Drivers for these buses will consist of Teachers and Administration, training will be provided.

Facilities Report:

- Trinity Christian Academy Administration addition - inspected, fire compliance.
- Wheatland Crossing Fitness Centre - bathroom complete, working on electrical and mechanical, planning the grand opening for the fall. Friends of East Wheatland are raising funds for fitness equipment.
- Strathmore High School Used Modular - good shape, is in a temporary location at the school, will assess what needs to be upgraded in the next couple of months. The modular was purchased from Foundations of the Future Academy (FFCA) in Calgary.
- Strathmore High School Theatre - construction will begin end of June, contractor is Russpet.
- New Acme School will cost approximately \$24.5M.
- Caretaking RFP is out for tender.
- Wheatland Crossing - in house upgrades are being made, hose lines are being replaced.

Chair Initials _____ Secretary Treasurer Initials _____

- Maintenance Department is in the process of hiring for the Strathmore area.

Superintendent Grimsdale presented information on the following topics:

- Attended the Career Tech Summit at the Northern Alberta Institute of Technology (NAIT) on May 14-15, 2024. Discussed career exploration and dual credit, this information will be discussed with our secondary administrative group.
- Career Internships - great results, last year there was 14 placements, this year with the work of Kurt Ratzlaff, we have 44 with another 15 pending placements.
- New pediatrician to work with GHSD Connection Program.
- Working on communication plan for next year. Looking into a Facebook and Instagram page for Golden Hills Division Office to share good news stories and to keep our stakeholders informed.
- New Curriculum Professional Development Dates - May 15 and 22, 2024.
- New draft Curriculum for Social Studies was released, piloting opportunity for k-6 next year, 22 teachers have signed up to pilot. This allows GHSD to provide feedback and have input on potential recommendations. June 11 is an orientation session by Alberta Education.
- CASS Indigenous Gather was held April 24 and 25, 2024, GHSD presented at it, one about our journey and the other was our Ik Ka Nutsi Park partnership.
- Second New Administrative Orientation was held May 2, 2024.
- GHSD will be offering a Dual Credit E-Sports Business course, already have interest from a number of schools.
- GHSD E-Sports Competition was held at Three Hills School on May 23, 2024, where there were 24 teams participating, mostly our schools.
- Collaborative Day was held May 27, 2024.
- Honoring Spirit Awards, Honorable Mention Certificates - will be handed out to students at some of our schools.
- GHSD Annual Powwow will be held May 31, 2024.

Human Resources Update:

- Round three of spring staffing has taken place, placing ads when needed.
- Wheatland Elementary Principal, currently recruiting and interviewing.
- Long Service Awards was successful, received many complements.

Recessed at 11:57 AM

Reconvened at 12:20 PM

9.0 NEW BUSINESS

A) Action Items

9.1 Budget Submission 2024-2025 (T. Sabir)

Recommendation: **BD#20240528.1005**

MOVED by Trustee Kletke that the Board of Trustees approve the 2024/2025 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.

Carried

9.2 Education Plan and Budget (J. Grimsdale)

Chair Initials _____ Secretary Treasurer Initials _____

Recommendation: BD#20240528.1006

MOVED by Trustee Kletke that the Board of Trustees approves the final Education Plan 2024-2027 for submission to Alberta Education on May 31, 2024.

Carried

9.3 Locally Developed/Acquired Courses (J. Grimsdale)

Recommendation: BD#20240528.1007

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

- Introduction to Artificial Intelligence (5 credits), September 1, 2024, until August 31, 2027 Golden Hills Learning Academy and Strathmore Storefront.
- Traditional Land Based Learning 25/35 (5 credits only), September 1, 2024, until August 31, 2028, Golden Hills Learning Academy.
- English Literature 35 (3 & 5 credits), September 1, 2024, until August 31, 2028, Strathmore High School.
- ESL Introduction to Math 15, September 1, 2024, until August 31, 2028, Golden Hills Learning Academy, Trochu Valley School, Dr. Elliott School, Three Hills School and Strathmore High School.
- ESL Expository English Level 1-15 & 2-15 (5 credits only), September 1, 2024, until August 31, 2028, Golden Hills Learning Academy, Trochu Valley School, Dr. Elliott School, Three Hills School and Strathmore High School.

Carried

9.4 Superintendent Evaluation

Recommendation: BD#20240528.1008

MOVED by Trustee Huntley that the Board of Trustees, based on the approval of the annual Superintendent Evaluation review, the Board accepts Schedule E.

Carried

B) Information Items

9.5 Monthly Enrolment Monitoring Report (April 2024) (T. Sabir)

Secretary Treasurer Sabir presented information on the Monthly Enrolment Monitoring Report for April 2024 to the Board of Trustees.

10.0 School Monitoring Reports

10.1 Trochu Valley School Tour

Superintendent Grimsdale and the Board of Trustees were welcomed by Principal, J. Lammle at the Trochu Valley School. They toured the school while she presented her schools' new programs and school involvement with the community.

11.0 ADJOURNMENT

11.1 Adjournment

Recommendation: BD#20240528.1009

The Board of Trustees adjourned at 2:35 PM.

Carried

Chair

Secretary Treasurer

Chair Initials _____ Secretary Treasurer Initials _____



FIELD TRIP STUDIES/STUDENT EXCURSION George Freeman School

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

June 18, 2024

Background:

George Freeman School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international junior high school field trip to the Netherlands and France from May 2, 2025, to May 11, 2025.

Field Excursion Summary:

- The purpose of the 2025 Europe trip is to allow students to retrace George Freeman's steps from his landing place on D-Day to the liberation of the Netherlands.
- Students: 10-15 grades 8 and 9
- The trip will be 10 days
- Five days of instructional time will be missed
- Supervision to student ratio 1:4 (5-8 parents/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 junior high school field studies/excursion for George Freeman School the Netherlands and France from May 2-11, 2025 subject to advisory notices from Foreign Affairs and International Trade Canada website http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp such that if a travel warning is issued prior to the trip and not rescinded before the departure date, the trip will be cancelled and parents must be advised that this will be the case.

Jeff Grimsdale
Superintendent of School

VE 80 Netherlands and France Trip Details:

This is a planned 10 - Day Tour, leaving Friday, May 2, and returning Sunday, May 11, 2025, with EF Tours. We plan to travel to retrace George Freeman's steps from his landing place on D-Day to the liberation of the Netherlands. The students will miss five instructional days (Monday, May 5 to Friday, May 9, 2025)

We will discover Canada's role in WWI and WWII, journeying through the Netherlands and France. Learn about history where it happened and participate in the 80th anniversary of Dutch liberation in 2025. From Victory in Europe Day celebrations to the Vimy Ridge historic site, Amsterdam to Arnhem, Normandy and Juno Beach to Notre Dame Cathedral, this 10-day tour brings classroom learning to life.

This tour will be special for George Freeman School students as we will visit the site where Mr. Freeman landed during the D-Day invasion and learn about how George Freeman contributed to the war effort.

Itinerary:

Day 1- Overnight flight to Amsterdam to Calgary

Day 2-Amsterdam

Day 3-Visit Camp Vught Concentration Camp Memorial Site, participate in the VE ceremony at the Groesbeek Canadian War Cemetery

Day 4- Celebrate Liberation Day with EF- exclusive events

Day 5- Guided tour of Amsterdam including the Royal Palace, Westerkerk and the Anne Frank House

Day 6- Travel to the Vimy Regions and visit Vimy Ridge

Day 7-Travel to Normandy region and visit the Juno Beach Centre

Day 8-Take a walking tour of Paris and visit the Notre-Dame Cathedral

Day 9- Take a guided tour of Paris and see the Place de la Concorde, Arc de Triomphe, Les Invalides and the Eiffel Tower

Day 10- Depart Home



ADMINISTRATIVE PROCEDURES

"Inspiring confident, caring citizens of the world"

JUNE 18, 2023

Background:

Administrative Procedures (AP) are regularly reviewed, and new procedures are drafted to support 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 131 Emergency Closing of Schools Inclement Weather
- AP 170 Appendix A Critical Incident Manual
- AP 303 Independent Students
- AP 315 Pediculosis (Head Lice)
 - AP 315 Appendix A
- AP 361 Retention

The above APs are attached for review.

Recommendation:

That the Board of Trustees receives the attached information around the revisions to *AP 131 Emergency Closing of Schools Inclement Weather*, *AP 170 Appendix A Critical Incident Manual*, *AP 303 Independent Students*, *AP 315 Pediculosis (Head Lice)*, *AP 315 Appendix A* and *AP 361 Retention*.

A handwritten signature in black ink, appearing to read "J. Grimsdale", is written over a horizontal line.

Jeff Grimsdale
Superintendent



EMERGENCY CLOSING OF SCHOOLS / INCLEMENT WEATHER

Background

Every reasonable effort is to be made to hold school on the days stipulated in the annual school calendar. When the weather poses a significant safety concern for the welfare of students, bus route service may be cancelled and or schools may be closed. The Division supports the decision of parents who choose not to send their children to school, or to ride a school bus, because of safety concerns during severe weather.

Procedures

These procedures apply across Golden Hills. In the case of Strathmore Schools, a group of three administrators will be designated annually to coordinate some processes. They will be referenced as the "Coordinating Administrator" or "CA"

1. When severe or inclement weather exists, the bus driver shall make a decision, as outlined in the bus driver's handbook, about whether or not it is safe to transport students. If the bus driver deems it unsafe to operate their bus, the driver shall:
 - 1.1. Notify by 6:30 a.m. the Principal(s) of schools on your route or Coordinating Administrator (CA) and the Supervisor of Transportation.
 - 1.2. Notify the parents of all students on the bus route. Options to accomplish this include school website and social media, text messaging or direct phone calls to parents.
 - 1.3. If all bus drivers who serve a particular school cancel the routes, one driver acting on behalf of all drivers may contact the Principal or CA and Transportation Supervisor.
2. If road conditions and visibility are not of concern, bus routes will continue regular operation unless either the ambient temperatures drop below -35C or a windchill greater than -45C. Below either of these temperatures, bus drivers of rural routes may make a decision not to operate based on temperatures and other factors along their route.
3. If severe or inclement weather exists, there are three possible options for school status:
 - 3.1. **Green Level – Due to weather and travel conditions, some busses may not be running.**
School is open and regular classes will be offered
 - 3.2. ***Yellow Level – Due to severe weather and travel conditions, no busses are running.**
School is open but regular classes may or may not be offered.
Parents/guardians make their own decisions about sending their students to school.
 - 3.3. ***Red Level – Due to the severe weather and travel conditions the school is closed. Do not send students to school. Due to the severe weather we are unable to ensure the school doors will be unlocked, or any staff will be in the building**
*** Require Superintendent approval.**
4. When weather conditions warrant it, a Principal or CA may recommend a Yellow or Red status. Both Yellow and Red status require the approval of the Superintendent.
5. Schools with a Green or Yellow status are expected to remain open with staff in attendance for those students who are able to attend even if a bus route, several routes, or all routes affecting the school, do not run.
6. If school staff are unable to reach the school because of severe, inclement weather resulting in impassable or dangerous road conditions, the staff member will incur no loss of pay. The staff member must notify the

Principal. When the Principal is aware of severe weather which may pose a significant danger to staff, he/she may contact staff to advise them of the dangerous conditions and that travel to school is not required.

7. If the Superintendent authorizes the Principal or CA to announce a school status of yellow or red due to severe weather, the inability of most or all buses to serve the students, and the inability of staff to reach the school in reasonably safe traveling conditions, provision shall be made by the Principal to ensure that students who arrive at the school have access to the facility and supervision until alternative arrangements can be made with the parent(s). If more than one school in an area is affected by the severe weather, the Principals in the area may consult with one another regarding the closure of schools within the affected area. One Principal, acting on behalf of the group of Principals, may contact the Superintendent for authorization for yellow status or closure (red status) for the affected schools.
8. In situations where severe weather conditions occur or weather conditions have deteriorated after the students have been transported to school, no school bus shall transport students home until the regular dismissal time.
9. If the conditions are such that it is not safe for the buses to take rural students home, it is the responsibility of the Principal and staff to alert parents to the situation, and where necessary, to arrange for local billeting of students and /or their accommodation at the school. Schools are to obtain emergency contact numbers and alternative emergency contacts and billets for students at the time of registration.
10. In the event of a school plant emergency which may be related or unrelated to weather conditions, a school closure may be announced. This decision must be approved by the Superintendent.
11. Each Principal shall have a communication plan to inform parents, students, and staff in the event of an emergent change in school status or school closure. The communication plan must include provisions for communicating with those who are normally transported by school bus services and those who are not. The communication plan shall communicate the school status or closure with all stakeholders. The use of Social Media, School websites, e-mail and direct contact with parents through phone and text is recommended.
12. Principals are advised to communicate this Administrative Procedure and procedures to parents and other stakeholders in advance of inclement weather or other emergency school closure situation.

Summary Responsibilities

| Role | Responsibility |
|--|--|
| Bus Driver | <ol style="list-style-type: none"> 1. Make decision to run their route or not based on the conditions and their judgment of student safety as per the bus driver handbook 2. Contact the Principal(s) of schools on your route or Coordinating Administrator and Transportation Supervisor to inform them if they do not run 3. Contact all parents on their route to inform them if they do not run |
| Principal or Coordinating Administrator (CA) | <ol style="list-style-type: none"> 1. Communicate with local Bus Drivers 2. Consider information and conditions 3. CA also coordinates communication with local Administrators 4. Communicate with Superintendent to recommend closure, or yellow or red status if warranted |
| Principal | The Principal is responsible for all stake holder communication within their school community including students, parents and school staff and transportation supervisor in the event of a school status announcement or closure for other reason. |

Reference: *Section 59, 60, 62, Education Act*

CRITICAL INCIDENT MANUAL

(Insert School Name and Logo)

(Insert Revision Date)

CONTENTS

| | |
|---|----------|
| KEY CONTACTS AND PREPARATION | 3 |
| SCHOOL CRITICAL INCIDENT TEAM (SCIT) | 4 |
| CENTRAL OFFICE LEADERSHIP TEAM (COLT) | 4 |
| EMERGENCY MAINTENANCE CONTACTS | 5 |
| TRANSPORTATION CONTACTS | 5 |
| PROCEDURES | 6 |
| EVACUATION PROCEDURES | 6 |
| LOCK DOWN PROCEDURES | 7 |
| CRITICAL INCIDENTS | 9 |
| ABDUCTION/MISSING STUDENT | 9 |
| DEATH OF A STAFF MEMBER OR STUDENT OFF CAMPUS..... | 10 |
| DEATH OF A FAMILY MEMBER..... | 10 |
| ENVIRONMENTAL HAZARD | 11 |
| IMMINENT THREAT-AND VIOLENCE | 12 |
| MEDICAL EMERGENCY OR DEATH WHILE UNDER SCHOOL SUPERVISION.... | 13 |
| SEVERE WEATHER/NATURAL DISASTERS | 14 |
| SUICIDAL ATTEMPT/IDEATION..... | 15 |
| APPENDIX A – STAFF LIST | 16 |

CRITICAL INCIDENT MANUAL

The Alberta Education Act stipulates that students are entitled to a welcoming, caring, respectful and safe learning environment. In order to be able to support those values Golden Hills School Division has created this Critical Incident Manual to help school based staff manage critical incidents. Each incident will be unique and may require the steps outlined in this manual to be modified to meet the needs of that particular incident.

KEY CONTACTS AND PREPARATION

It may be necessary during certain critical events to establish an Emergency Administration Center. It will be the decision of the School Critical Incident Team to establish an Emergency Administration Center. This center needs to have some degree of privacy and have access to communication equipment (i.e. phone, laptops, and intercom). If an Emergency Administration Center is established the location and who the person in charge is should be communicated to emergency personnel.

Once the center is established the person in charge should remain there until the critical event ends or a more senior person takes charge.

For “name of school”

The alternative evacuation site is:

Contact information:

SCHOOL CRITICAL INCIDENT TEAM (SCIT)

The principal or designate will determine when the school response team should be deployed and which members should make up the team depending on the incident. **Update with school specific contacts.**

Principal
Associate Principal
Family School Resource Counsellor
Administrative Assistant
Educational Consultants
Other Staff Members as appointed
Facilities & Maintenance
Teachers with specific expertise

School Information

School's Physical Address
School's Phone Number
School's Website

CENTRAL OFFICE LEADERSHIP TEAM (COLT)

The services of the COLT are activated by contacting the superintendent who, in consultation with other members of the Intervention Team, will determine the level of assistance required.

Principals of each school will ensure that they have phone numbers and/or cell numbers for district office personnel and CIRT members. **Update contacts as appropriate.**

| | Office Number |
|-----------------------|---------------------------|
| Superintendent | 403-934-5121 ext. 2013 |
| Deputy Superintendent | 403-934-5121 ext. 2016 |
| Director of Learning | 403-934-5121 ext. 2011 |
| Secretary Treasurer | 403-934-5121 ext. 2017 |

Other supports: (Remove contacts not required)

| All Emergency Services | 911 |
|---|--------------|
| RCMP – Strathmore | 403-934-3968 |
| Drumheller | 403-823-7590 |
| Three Hills | 403-443-5539 |
| Alberta Mental Health – Strathmore Office | 403-361-7277 |

| | |
|--|--|
| Child and Family Health Services – Strathmore Office | 403-934-1706 |
| Drumheller Office | 403.823-1767 |
| Strathmore Emergency Response | 403-934-3133 (Administration) 403-934-3133 Press 4 (Emergency Only) |
| Family School Community Resource Worker | 403-934-5121 |
| Wheatland Community Crisis Shelter | 403-934-6634 |
| Strathmore District Health Services | 403-361-7000 |
| Drumheller Health Center | 403-823-6500 |
| Three Hills Health Center | 403-443-8064 |
| Poison Control Center | 1-800-332-1414 |
| Energy and Environmental Response Line (Alberta Ministry of Environment and Parks) | 1-800-222-6514 |

EMERGENCY MAINTENANCE CONTACTS

| | |
|--------------------|---------------------------|
| Facilities Manager | 403-934-5121 ext. 2053 |
|--------------------|---------------------------|

TRANSPORTATION CONTACTS

| | |
|------------------------|---|
| Secretary-Treasurer | Office Number 403-934-5121 ext. 2024 |
| Transportation Manager | 403-934-5121 ext. 2161 |

WHEN CALLING 911

Be prepared to provide the following information, as appropriate, when calling 911.

- Your name and the name and address of the location of the event (Rural: land description; Other: Civic address);
- Nature of the critical incident;
- Number of injured and if other individuals are in the immediate vicinity;
- Existence of any weapons in the environment;
- Types of injuries;
- Description and license of any vehicles involved.

Do not end the 911 call until the operator instructs you to do so!

While waiting for emergency response:

- Ensure that all steps are taken so there is no further harm and get assistance for the injured.
- Ensure that individuals are posted to direct emergency personnel to the specific area of the incident.

PROCEDURES

EVACUATION PROCEDURES

1. If there is an emergency that requires immediate evacuation, ensure the fire alarm system is triggered.
2. If the situation is not an emergency, contact the principal who will determine and communicate next steps.
3. Students must evacuate the building using the nearest exit. The teacher will appoint a student to lead the group out of the classroom. Keep all students as far away as possible from the emergency location.
4. Staff members will exit last, checking to make sure no students remain, and doors are closed (not locked).
5. Staff will check other specific areas (such as washrooms) for students.
6. Assemble students and staff at muster points, leaving fire routes clear.
7. Using evacuation kits, staff and teachers will take attendance once at muster points. Notify the principal of any missing students. Evacuation kits include class lists, school maps, emergency procedures etc.
8. The person responsible for activating the fire alarm will inform the principal of the location and extent of the emergency and any other information relevant to the situation.
9. Principal will meet emergency services, notify them of any unaccounted individuals and provide any other relevant information.
10. The superintendent will manage all media communications.
11. If required, move students and staff to alternate evacuation sites.
12. Allow students and staff to re-enter the building only after it is declared safe by emergency personnel.
13. The School Critical Incident Team will meet, when appropriate, to plan for the next steps and to debrief.

Alternate evacuation site is:

LOCK DOWN PROCEDURES

Soft Lockdown: A situation such as a medical emergency, disturbance, verbal fight, extended outburst, unwanted visitors, a non-school-related situation occurring near the school, etc.

Full Lockdown – Immediate safety concerns such as dangerous intruders, individual with a weapon, etc.

1. Principal will use the P.A. system (lockdown x3) to provide clear and concise directions to alert students and staff to return to their classrooms and remain inside. Ensure the school has a system to communicate immediately with all staff members inside and outside the building.
2. **Principal to call 911.** Stay on the line if safe and provide as much information as possible.
3. When safe and secure, the principal will inform the superintendent.
 - a. The superintendent will coordinate with the transportation department to ensure buses are available as required and so they **do not** show up at the school during a lockdown.
4. **For Soft Lockdown:**
 - a. Students in the hallways are to be directed to their own classroom.
 - b. Students in the washroom are to go back to their classroom.
 - c. Classroom doors are to be shut and locked.
 - d. No class changes will take place until the lockdown is lifted.
 - e. Regular activities may continue based on the principal's discretion.
 - f. Students who are out-of-doors, unless otherwise instructed, will move to a designated alternate site. Adults outside at the time of lock down should direct the students and remain with them until informed that the situation is clear. Teachers should let the office know where their alternative location is. Outside students should return to their class or designated classroom when notified.
5. **For Full Lockdown:**
 - a. Students in the hallways and common areas are to be directed into the nearest classroom or designated safe area. Students in the washroom are to go into the nearest stall, lock the door, and lift their feet above the level of the stall. Students will not return to their homeroom if a full lockdown is announced.
 - b. Doors are shut and locked, lights out and window blinds are shut if safe to do so. Students huddle (sitting or standing) in a corner of the room not visible from the classroom door. Create cover by moving furniture; keep students away from and below the level of windows, doors and other exposed areas. Maintaining absolute silence is important. All cell phones should be silenced.
 - c. Adults outside at the time of lockdown should direct the students and remain with them at an alternate site until informed that the situation is clear. Teachers should inform the office where their alternative location is.

6. Follow police directions with respect to ending the lock down and next steps.
 - a. The principal or emergency personnel will unlock the door to end the lockdown.
7. Once the dismissal order is received from the proper authority, the principal will:
 - a. In coordination with emergency personnel relay dismissal instructions to every classroom by the most rapid and efficient means.
 - b. Review dismissal procedure already provided to parents to ensure it is followed. This procedure should guide parents who have made special care arrangements if they are not home.
8. The superintendent will determine communication needs – media statement, telephone response fact sheet, parent notification etc.
9. The School Critical Incident Team will meet, when appropriate, to plan for the next steps and to debrief.

Note: There is a probability of a fear or emotional response among students in response to the potential circumstances surrounding these procedures. It is advisable therefore that students and staff and where possible parents are briefed prior to any drills. However, all adults working in the building must be familiar with and trained in these procedures.

CRITICAL INCIDENTS

ABDUCTION/MISSING STUDENT

1. **If an observed abduction occurs:**
 - a. **Call 911.**
 - b. Inform the principal.
 - c. Principal to call parents.
 - d. Principal to inform the superintendent.

2. **If a student is missing or there is a reported abduction:**
 - a. Inform the principal.
 - b. Verify that the student is missing, investigate circumstances and check regular places.
 - c. Principal to call the parents.
 - d. If a parent has called to report the student did not get off the bus, verify with the transportation department if the student was on the bus.
 - e. Principal to inform the superintendent.
 - f. Principal to **call 911**, if appropriate.

3. The superintendent will manage all media communications.

4. The School Critical Incident Team will meet, when appropriate, to plan for the next steps and to debrief.

DEATH OF A STAFF MEMBER OR STUDENT OFF CAMPUS

1. If the principal is informed of a death of a staff member or student, the family should be contacted to express condolences.
2. Inform the superintendent to plan for next steps, communication and debrief. The Central Office Leadership Team (COLT) will meet, when appropriate, to plan for the next steps and to debrief.

DEATH OF A FAMILY MEMBER

1. If notified of a death, and a student/family member is in the school, the principal and/or counselor will accompany student to a comfortable location.
2. The principal and/or counselor should discuss pick-up arrangements and then determine how best to assist the student/family member.
3. If the principal is informed of a death and the student/family member is not in the school, the family should be contacted to express condolences and to obtain information needed to support the student(s) prior to their return to school.
4. The School Critical Incident Team will meet, when appropriate, to plan for the next steps and to debrief.

ENVIRONMENTAL HAZARD

Environmental hazard: Natural gas, toxic spill, impacts to air quality, down power line etc.

1. Notify the principal regarding the incident.
2. Verify information surrounding the incident and secure the area, designated staff member start first aid if necessary.
3. In the event of power, heat, electrical failure contact the superintendent.
4. **Principal to call 911**, if appropriate.
5. Principal to inform the superintendent if students or staff are injured or if an evacuation is necessary.
6. The School Critical Incident Team should work with the facilities department and support emergency services personnel to determine the next steps.
7. If students or staff are taken to hospital by an ambulance:
 - a. Note names of all students/staff transported.
 - b. Assign a staff member to follow the ambulance.
 - c. Notify parents/guardians or spouse of anyone sent to hospital.

If directed by emergency personnel, the student/staff will be transported to a medical facility by a staff member.

8. The superintendent will manage all media communications.
9. The School Critical Incident Team will meet, when appropriate, to plan for the next steps and to debrief.
10. Complete **Incident Report** and forward to the Supervisor, HR & OHS. A further investigation may be required to comply with OHS regulations if a staff member was involved.

IMMINENT THREAT-AND VIOLENCE

1. All threats should be taken seriously and reported to the principal.
2. Imminent threats may include trespassers or intruders, an individual with a weapon or threat of a weapon, bomb threat.
3. If required, the principal implements a **lockdown procedure or evacuation and call 911.**
4. If violence occurs staff should take reasonable measures that do not endanger themselves or others to stop the incident.
 - a. Inform the principal when it is safe to do so.
 - b. Provide first aid as required.
 - c. Notify the parents, spouse or emergency contact of the impacted person of the incident.
5. Principal to inform the superintendent.
6. If the threat was made by a student, follow **AP 340 Students Who Pose a Threat to Others.**
7. The School Critical Incident Team will meet, when appropriate, to plan for the next steps and to debrief.
8. If an injury occurs, complete **Incident Report** and forward to the Supervisor, HR & OHS.

MEDICAL EMERGENCY OR DEATH WHILE UNDER SCHOOL SUPERVISION

1. Call 911.
2. Inform principal and determine if a lockdown is needed.
3. Designated staff member(s) start first aid.
4. If students or staff are taken to hospital by an ambulance:
 - a. Note names of all students/staff transported.
 - b. Assign a staff member to follow the ambulance.
 - c. Notify parents/guardians or spouse of anyone sent to hospital.

If directed by emergency personnel, the student/staff will be transported to a medical facility by a staff member.
5. Principal to inform the superintendent if an ambulance has been dispatched or staff/students are transported to the hospital.
6. The superintendent will determine the next steps and communication needs.
7. The Central Office Leadership Team (COLT) will meet, if appropriate, to debrief and review the incident.
8. Complete **Incident Report** and forward to the Supervisor, HR & OHS.

Note: if a student has sustained a less severe injury at school refer to Administrative Procedure 313 Emergency Medical Treatment.

SEVERE WEATHER/NATURAL DISASTERS

[Alberta Emergency Alerts](#) are issued to provide critical information about an immediate disaster, where it is occurring and what action you need to take.

When severe weather or natural disaster incident evolves the principal should take immediate action to ensure the safety of students and staff.

Tornado Watch/Warning:

- **Tornado Watch** – means no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - **Tornado Warning** – means a tornado has been reported; or when there is evidence based on radar, that a tornado is imminent.
1. The principal will notify all staff, the superintendent, and the transportation department of the watch/warning.
 2. In the event of a local tornado **warning**:
 - a. Use the intercom system to alert the entire school.
 - b. If the system fails, designate employees to alert all school staff.
 - c. Evacuate students to designated shelter areas in school – go to basement, interior hallways or rooms without exterior walls (if short of time, use classroom area away from doors and windows). Get under heavy furniture.
 - d. Teachers will determine missing students and report their names to the office.
 - e. Students and staff should assume a kneeling position and cover the backs of the neck and head with hands or coats to protect their eyes and head. Face away from the area of greatest danger of flying glass.
 - f. School buses will not leave during a tornado warning.

NOTE: Avoid windows, auditoriums, gyms, or any room with wide free span roof.

3. Students and staff will return to class only after the principal gives clearance.

Earthquakes

1. Follow Tornado Warning procedures above if inside.
2. For anyone outside, move quickly away from building and away from overhead electrical wires. Lie down and wait for shocks to subside.

Wildfires/Floods

1. Principal to inform the superintendent to determine the next steps.

SUICIDAL ATTEMPT/IDEATION

1. If a suicide attempt has been made, **call 911** immediately. Inform the superintendent.
2. In the case of suicidal ideation/attempt, make sure that the student is supervised in a secure place, and does not have any means to harm themselves.
3. A designated school point person (Family School Resource Counselor, Educational Consultant or other trained person) will determine the next steps and develop a safety plan.
4. The principal will inform parents or guardians.
5. Follow recommendations of the Safety Plan.
6. If an injury occurs, complete **the Incident Report** and forward it to the Supervisor, HR & OHS.

APPENDIX A – STAFF LIST

Update with school/site specific staff information.



INDEPENDENT STUDENTS

Background

Golden Hills School Division recognizes that independent students will have all the rights, benefits, and responsibilities of parents as outlined in the *Education Act*.

Definitions

The Education Act defines an Independent Student as a student who is:

- i) 18 years of age or older, or
- ii) 16 years of age or older and
 - a. Who is living independently, or
 - b. Who is a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act

Procedures

1. Students who turn 18 years old during the school year must be recognized and treated as an Independent Student from the date of their 18th birthday.
2. Independent Students may provide written consent for the release of Independent Student information to their parent(s)/guardian(s). Students who turn 18 years of age in a particular month, along with their parents, will be informed of their new status. Students will be given the opportunity to consider signing **Form 303-1**.
3. Students over the age of sixteen years shall be accorded independent status at their school should:
 - 3.1 The parents provide statutory declaration saying their child is independent; OR
 - 3.2 The student provides proof that they can support their own maintenance and make decisions with respect to their day to day living.
4. Students shall be accorded independent status at their school should the student present documentation under the *Child, Youth and Family Enhancement Act* or the *Social Development Act* verifying their independent status provided that they are over sixteen years of age.
5. The only exception to the above is if a guardian or trustee has been appointed for the student under the *Adult Guardianship and Trustee Act*. In this situation, the adult student does not need to give written consent as the guardian or trustee would have the rights, power and duties.

References:

- [Education Act, S.A. 2012, E. O.3](#) S-3, S. 3, 8, 13, 14, 15, 20, 30, 44, 45, 60, 61, 113
- Child, Youth and Family Enhancement Act
- Adult Guardianship and Trustee Act



PEDICULOSIS (HEAD LICE)

Background

Alberta Health sees lice as a nuisance that poses little risk to health.

The Division recognizes the concerns parents may have by the transmission of lice (pediculosis) in schools and therefore encourages close communication between school staff and parents when cases occur. Care will be taken to protect the individual from undue invasion of privacy.

Procedures

1. If the school becomes aware of a case of lice on a student the school will contact the parent/guardian with preventative and remedial procedures for dealing with instances of pediculosis. Appendix 315A – Routine Treatment Recommended for Pediculosis is recommended as a reference.
2. If a school is informed of a case of pediculosis within a classroom, the school will then provide parents of that class with information on detection and treatment.
3. If the school becomes aware of a case of pediculosis on a student, they will contact the parents of that student.

Reference:

- [Education Act, S.A. 2012, E. O.3 Section 31, 52, 196, 197](#)
- Alberta Health Services

ROUTINE TREATMENT RECOMMENDED FOR PEDICULOSIS



Head Lice and How to Treat Them

- Anyone who has hair can get head lice—they're not caused by being dirty. Head lice don't spread illness or disease.
- They're spread mainly by touching heads with someone who has head lice. They can sometimes be spread by sharing items such as hats, hairbrushes, and combs that were used by someone who has head lice.
- If 1 person in the family has lice, then someone else likely does too. It's important to check everyone in the family.
- It's a good idea for parents to check their younger school-aged children **every week** for head lice (see detection combing).
- These tiny insects can cause a lot of stress and create a lot of work!



Source: phil.cdc.gov/phil/details.asp

About Head Lice

- Head lice:
 - are tiny insects that can range from the size of a head of a pin up to about the size of a sesame seed (seeds found on a hamburger bun)
 - can vary in colour from tan, brown, dark grey, to greyish-white
 - crawl very quickly, which can make them hard to see. They **don't** jump, fly, or swim.
 - live only on the human head and can make the scalp itchy. They're found anywhere on the head, but especially behind the ears and the base of the scalp (neck area).
 - don't live on and aren't spread by family pets
- Adult head lice lay about 8 eggs (called nits) every day. The nits are stuck to the hair near the scalp. They're hard to see and are sometimes mistaken for dandruff or hairspray droplets. After the nits hatch, their empty shell stays stuck to the hair.
- You can't get rid of lice with a hair brush or with a hair dryer.

Life Cycle of Head Lice

- Only adult lice lay nits.
- Nits take between 7 and 10 days to hatch.
- The lice become adults 6 to 10 days after they've hatched.



What is detection combing?

Detection combing is an organized way to look for lice and nits in the hair, from the scalp outwards. You may miss seeing the lice or nits if you only part the hair and look at the scalp.

How do I do detection combing?

You need:

1. A **plastic fine-toothed comb** or plastic head louse detection comb (can buy in most drug stores)
2. Good lighting (daylight is best)
3. A regular comb



Source: ncbi.nlm.nih.gov/pmc/articles/PMC2870735/figure/fig002/

Steps

1. **Wash the hair well, dry it with a towel, then comb with a regular comb.** The hair should be damp so it doesn't become "fly away", which can make it harder for the lice or nits to stick to the comb.
2. **Change to the fine-toothed comb.** Start on one side of the head. Use your fingers to part the hair. Place the comb at the top of the head, with the teeth touching the skin of the scalp. Keeping the comb in contact with the scalp as long as possible, slowly pull the comb carefully towards the edge of the hair. For longer or thick hair, it might be helpful to clip the hair in several sections and thoroughly comb through 1 section at a time.
3. **Look closely at the teeth of the comb.** Wipe the fine-toothed comb on white tissue or paper towel after each stroke. Look on the tissue and the comb to see if there are any live lice (a magnifying glass may help).
4. Rinse the comb in a sink or bowl of warm water after every stroke, then wipe dry.
5. Comb over and over again from the top of the head to the ends of the hair in all directions, until you've worked around the entire head. It should take 10 to 15 minutes, depending how long the hair is.
6. When you're done, clean both combs and clips well under running water. Put the tissue you used to clean the comb in the garbage right away. If you find louse or nits, see "Washing Items" for how to clean the combs and clips.

How do I know if I need to treat my child?

When you do detection combing every 3 to 4 days and you:

| Find a live louse | Find only nits (eggs) | Find nothing after 12 days |
|---|--|---|
| <ul style="list-style-type: none">• treat hair with an approved product | <ul style="list-style-type: none">• keep detection combing every 3 to 4 days for 12 days• treat the hair if you find a live louse | <ul style="list-style-type: none">• don't treat |

If you do 1 detection comb and don't find nits or live louse, you don't have to check again until your regular weekly check.

If you find something in the hair while combing and aren't sure what it is, stick it on a piece of paper with clear sticky tape and show it to your public health nurse or family doctor. There may be other things in the hair that aren't lice.

Treating Head Lice

Head lice shampoos, cream rinses, and sprays have been tested and are safe and effective treatments for head lice. You can buy them at any pharmacy and don't need a prescription. If you're not sure which one is best for your needs, speak with the pharmacist.

Only treat when you find live head lice. If you have questions, ask the pharmacist.

Read and follow the directions on the head lice shampoo, cream rinse, or spray. If the treatment's going to work, you **must follow the instructions exactly** (including if the hair has to be wet or dry and when to treat a second time). You may have to buy more of the same product if you have to use it on longer hair.

It's important to use the correct amount of product each time. Using less of the product to make it go further will mean that the lice survive and more treatments will be needed.

Killing Live Head Lice

The shampoo, cream rinse, or spray kills the live lice on the head but may not kill the nits.

While the nits don't need to be removed from the hair, some people use a comb to remove nits after using lice treatment because they don't like the look of nits in the hair.

A second treatment with head lice shampoo, cream rinse, or spray is almost always needed 7 to 10 days later to kill newly-hatched lice. If you're not sure if a second treatment is needed, speak with your pharmacist.

Washing Items

Wash any items that were in contact with the head of the person who has lice (e.g., combs, brushes, bedding, hats).

- Washable items can be machine-washed, soaked in hot water, or put in the dryer on hot heat.
- Put non-washable items in a sealed plastic bag for 2 weeks. Lice can't live this long away from the human head.

To learn more about cleaning lice from items, go to MyHealth.Alberta.ca and search "lice cleaning".

How can I learn more?

To learn more about head lice, you can:

- speak with your pharmacist or family doctor
- visit your public health office
- call Health Link at 811

This material is for information purposes only. It should not be used in place of medical advice, instruction, and/or treatment. If you have questions, speak with your doctor or appropriate healthcare provider.



RETENTION

Background

Golden Hills School Division believes that students must be provided with academic experiences which lead to success both academically and socially.

Current research on retention clearly states that retaining students is not associated with positive outcomes and may lead to negative academic and non-academic outcomes for students. Negative impacts may include stigma, lowered self-esteem, reduced academic learning, and increased likelihood of dropping out of school. Instead of retention, students are provided with research-supported interventions and social-emotional support.

Procedures

1. In cases where there are concerns around student achievement communication with parents shall occur as early as possible within the school year and be ongoing.
2. Teachers adapt the curriculum to meet the needs of the student who is progressing differently than peers. Through review of the Individual Program Plan or Individual Support Program, parents are aware of the programming decisions to support their child's learning.
3. Instruction, learning tasks and assessment may be differentiated so that students have the best opportunity for academic success.
4. Grade level retention is not considered except in exceptional cases made early in the student's schooling experience (primarily kindergarten). This recommendation is made when parent/guardian and the school team are confident retention will support the student's growth through maturity.
5. The decision to retain shall be made by the principal in consultation with-school based team, including a recommendation by an educational consultant.

References:

- [Education Act, S.A. 2012, E. O.3](#), 3, 11, 18, 31, 56, 195, 197



MONTHLY ENROLMENT MONITORING REPORT

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

June 18, 2024

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. 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.

Jeff Grimsdale
Superintendent

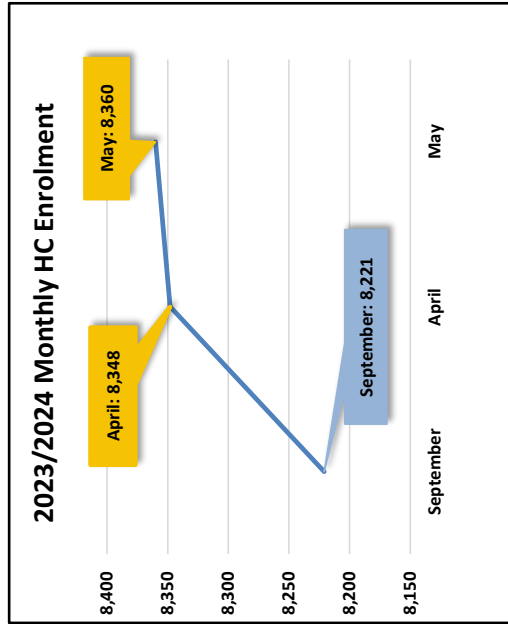
Tahra Sabir
Secretary Treasurer

Golden Hills School Division Enrolment

Schools - Month to Month Comparison Sept 30, 2023 to May 31, 2024

*Please note
kindergarten adjusted
to 1.0

* Enrolment information has been adjusted for the
New Funding Model



| Configuration | School | September 30, 2023 * | May 31, 2024 | April 30, 2024 | Difference |
|---------------|------------------------------------|----------------------|-----------------|-----------------|---------------|
| K-6, 10-12 | Acme School | 211.00 | 207.00 | 207.00 | 0.00 |
| K-9 | Carbon School | 51.00 | 51.00 | 51.00 | 0.00 |
| K-6 | Carseland School | 86.00 | 78.00 | 78.00 | 0.00 |
| 7-9 | Crowther Memorial Jr. High School | 470.00 | 460.00 | 460.00 | 0.00 |
| K-9 | Dr. Elliott Community School | 198.00 | 202.00 | 202.00 | 0.00 |
| 7-12 | Drumheller Valley Secondary School | 368.00 | 367.00 | 366.00 | 1.00 |
| K-6 | École Brentwood Elementary School | 210.00 | 210.00 | 207.00 | 3.00 |
| K-12 | George Freeman | 496.00 | 499.00 | 501.00 | -2.00 |
| K-6 | Greentree School | 359.00 | 362.00 | 359.00 | 3.00 |
| K-12 | Prairie Christian Academy School | 289.00 | 286.00 | 286.00 | 0.00 |
| 10-12 | Strathmore High School | 691.00 | 690.00 | 691.00 | -1.00 |
| K-12 | Three Hills School | 449.00 | 463.00 | 458.00 | 5.00 |
| K-9 | Trinity Christian Academy | 222.00 | 222.00 | 222.00 | 0.00 |
| K-12 | Trochu Valley School | 263.00 | 270.00 | 268.00 | 2.00 |
| K-6 | Westmount School | 365.00 | 370.00 | 369.00 | 1.00 |
| K-12 | Wheatland Crossing | 339.00 | 341.00 | 342.00 | -1.00 |
| K-6 | Wheatland Elementary School | 305.00 | 310.00 | 310.00 | 0.00 |
| | Sub Total | 5,372.00 | 5,388.00 | 5,377.00 | 11.00 |
| 7-9 | Colonies | 392.00 | 379.00 | 379.00 | 0.00 |
| 7-12 | Drumheller Outreach | 9.00 | 12.00 | 12.00 | 0.00 |
| 1-12 | Golden Hills Learning Academy | 467.00 | 608.00 | 608.00 | 0.00 |
| 1-12 | NorthStar Academy | 394.00 | 383.00 | 382.00 | 1.00 |
| 7-12 | Strathmore StoreFront | 103.00 | 115.00 | 114.00 | 1.00 |
| | Sub Total | 1,365.00 | 1,497.00 | 1,495.00 | 2.00 |
| | Homeschool | 854.00 | 868.00 | 868.00 | 0.00 |
| | Shared Responsibility | 196.00 | 187.00 | 188.00 | -1.00 |
| | Sub Total | 1,050.00 | 1,055.00 | 1,056.00 | (1.00) |
| | Provincial Total | 7,787.00 | 7,940.00 | 7,928.00 | 12.00 |
| | Siksika | 148.00 | 148.00 | 148.00 | 0.00 |
| | International (Incl. Online) | 279.00 | 272.00 | 272.00 | 0.00 |
| | Sub Total | 427.00 | 420.00 | 420.00 | 0.00 |
| | Total HEADCOUNT | 8,214.00 | 8,360.00 | 8,348.00 | 12.00 |



THIRD QUARTERLY FINANCIAL REPORT

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

June 18, 2024

Background:

The Office of the Auditor General (OAG) recommends that school board trustees hold management accountable for achieving goals while staying within budget. In order for Trustees to hold management accountable they must monitor actual spending against the budget. The OAG recommends that this monitoring should be through quarterly interim reporting.

The Quarterly Financial Report (attached) provides monitoring information and major variances will be reviewed.

Recommendation:

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

Jeff Grimsdale
Superintendent

Tahra Sabir
Secretary Treasurer



Powering Hope and Possibilities



3rd Quarterly Report 2024

For the nine months from September 2023 to February 2024

Prepared by the Finance Department for the June 20, 2024 Board Meeting

I BUDGET BENCHMARKS

The second quarterly financial report lists revenues and expenditures recorded to **May 31, 2024**, representing the first **six** months of the fiscal year. As there are nine (9) months expended in Q3, the normal benchmark for comparison is 75% (6/12 months). For some categories 90% (9/10 months) is used to reflect expenses incurred only during the instructional months.

The **Spring 2023-24 Budget** was prepared by GHSD and submitted to Alberta Education. All budget points referenced in this report are from this spring 2023-24 budget.

II ACTUALS AND COMPARISON TO BUDGET

A

**Golden Hills School Division
Statement of Revenue and Expenses
Budget vs. Actual Variance
Period - September 1, 2023 - May 31, 2024**

| | Annual Budget | Q3 Prorated Budget | YTD Actuals | YTD Budget Variance | % Budget | Benchmark % |
|---|--------------------|--------------------|-------------------|---------------------|------------|-------------|
| Revenues | | | | | | |
| Alberta Education/Infrastructure | 84,863,978 | 63,647,984 | 64,443,297 | 795,314 | 76% | 75% |
| Federal government and/or First Nations | 1,548,538 | 1,393,684 | 1,673,762 | 280,078 | 108% | 90% |
| Fees | 1,608,087 | 1,447,278 | 437,253 | (1,010,025) | 27% | 90% |
| Other revenues | 11,369,533 | 8,527,150 | 12,943,899 | 4,416,749 | 114% | 75% |
| Amortization | 4,478,921 | 3,359,191 | 3,383,191 | 24,000 | 76% | 75% |
| Total revenues | 103,869,057 | 78,375,287 | 82,881,402 | 4,506,116 | 80% | 81% |
| Expenses | | | | | | |
| Certificated salaries & benefits | 53,905,638 | 40,429,229 | 38,706,205 | 1,723,024 | 72% | 75% |
| Non-certificated Salaries & benefits | 18,937,480 | 16,096,858 | 16,276,955 | (180,097) | 86% | 85% |
| Sub-Total | 72,843,118 | 56,526,087 | 54,983,160 | 1,542,927 | 79% | 80% |
| Supplies and services | 25,159,765 | 18,869,824 | 19,591,066 | (721,242) | 78% | 75% |
| Amortization | 5,816,174 | 4,362,131 | 4,780,832 | (418,702) | 82% | 75% |
| Interest charges | 50,000 | 37,500 | 10,575 | 26,925 | 21% | 75% |
| Total expenses | 103,869,057 | 79,795,541 | 79,365,633 | 429,908 | 65% | 75% |
| Surplus/(Deficit) | - | (1,420,254) | 3,515,769 | 4,936,023 | | |

The surplus of \$3.5M for the third quarter is due in part to higher than expected other revenues, which includes SGF funds collected by schools and enrolment of students in International Student Services. Spring enrolment numbers were conservatively estimated while fall enrolment was higher. Note that the decrease in fees versus budget is due to a reclassification of some extra curricular fees to the sales and services category per Alberta Education guidelines and was not a change in actual amounts collected by schools.

Certificated Salaries and benefits are lower than projected. Supplies and services are variable, but typically higher in the first three quarters of the year and these expenses also variably increase in tandem with SGF and ISS revenue increases.

B NOTES ON COMPARISON TO BUDGET – REVENUES

The **\$3.5M** year-to-date **surplus of revenues over expenses** is due, to the different in enrolment numbers from the Spring to the Fall budget. Enrolment was conservatively estimated in the spring.



Additional payments from Alberta Education



School Generated Funds

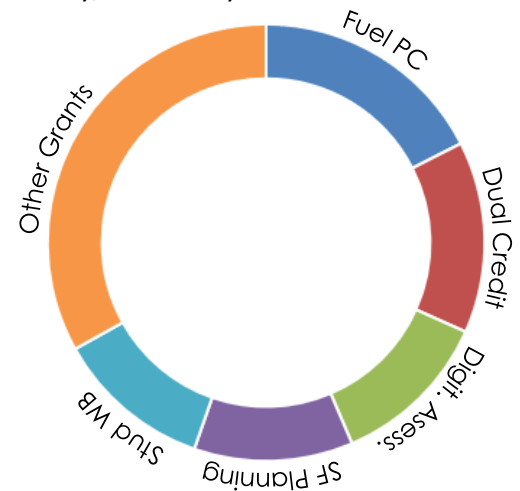


International Student Fees

In these categories, expenses typically lag behind revenue recognition, creating surpluses in the first quarter. We expect surpluses in the above categories to decrease in subsequent quarters as the full years’ expenses are incurred.

- **Additional Payments from Alberta Education** are normally disbursed on a monthly basis. Exceptions to this are those payments which are received either annually, bi-annually or as a one-time-payment:

| Additional Payments Received Q3 | Amount Received |
|--|------------------------|
| ■ Fuel Price Contingency | 148,864 |
| ■ Dual Credit Program | 120,660 |
| ■ Digital Assessment | 100,998 |
| ■ SF Planning Westmount | 100,000 |
| ■ Student Well Being Mental Health | 95,500 |
| ■ Other Irregular Grants < 85K | 281,374 |
| | 850,396 |



- **School Generated Funds** Included in the Q3 operations are as follows:

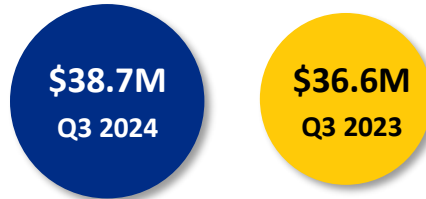
| Category | SGF amounts collected - Q3 | |
|--------------------------|-----------------------------------|-------------------|
| | Current year | Prior year |
| Fees | 3,650,595 | 2,373,134 |
| Athletics | 700,418 | 771,359 |
| Trips | 441,643 | 640,241 |
| Cafeteria/Lunch Programs | 555,418 | 526,754 |
| FT Kindergarten | 100,561 | 184,979 |
| Total | 5,448,633 | 4,496,467 |

The majority of SGF fees are received and recorded in the first three quarters of the school year and represent current programs for students. All fees charged by schools are cost neutral.

C NOTES ON COMPARISON TO BUDGET –EXPENSES

Certificated Salaries and Benefits

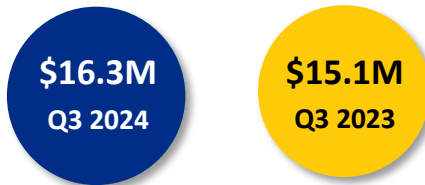
Total certificated salaries and benefits for the Q3 were **\$38.7** (72% of a \$53.9M budget) which is within the range of what the budget would permit by the 2nd quarter.



Overall, certificated salary and benefit costs are under the annual budgeted amounts.

Non-Certificated Salaries and Benefits

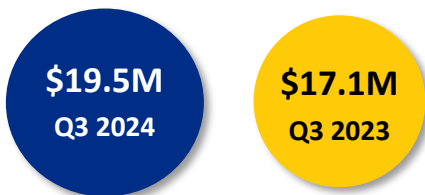
Total non-certificated salaries and benefits for the Q3 were **\$16.3M** (86% of an \$18.9M budget) which is higher than the pro-rated budget. A significant portion of non-certificated staff is paid over 10 months and not 12 months; therefore, the expenditure is typically higher for first 10 months but decreases in the last two months of the fiscal year.



Enrolment fluctuations in the fall may require staffing adjustments. As a result the budgeted amounts are often higher until June and balance out by the end of the year. Also, payroll costs trend lower over the summer months: we anticipate some fluctuation in quarterly labour costs.

Supplies and Services

Supplies and services year-to-date are **\$19.5M** (78% of \$25.2M budget). Typically, many of these costs occur over a 10-month school year and not the 12-month fiscal year, resulting in higher costs in the first 3 quarters and lower costs in the 4th quarter. Department managers will continue to carefully monitor their budgets to ensure they stay within their spending limits.

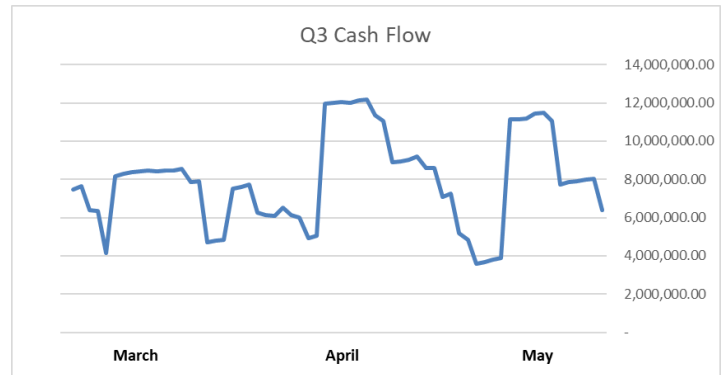


Overall, supply costs year-to-date are higher than the prior year, and within an acceptable range of the Q3 benchmark. Because supplies and services are variable expenses, we typically expect an increase in tandem with SGF and ISS revenues increases; representing the cost of implementing increased trips, activities, and co-curricular programming.

III AVERAGE SOURCE AND USE OF CASH

A APPROXIMATE AVERAGE MONTHLY CASH FLOW VALUES

| Monthly Cash Flow May | |
|-------------------------------|-------------------|
| Grants | 7,836,684 |
| ISS Revenue | 1,337,547 |
| SGF Revenue | 460,762 |
| | 9,634,993 |
| Accounts Payable | 2,191,367 |
| Payroll | 6,977,367 |
| SGF amounts | 486,058 |
| Board Funded Capital Payments | 563,423 |
| Total Cash Out | 10,218,215 |



B GOLDEN HILLS TAKES ADVANTAGE OF HIGH INTEREST EARNING INVESTMENT VEHICLES.

As of May 31, 2024, **\$13.75M** of the cash balance has been invested into GIC's with maturing dates ranging from July 20, 2024 to April 25, 2027, earning yields averaging 5.24%. Of these investments, **\$3.5M** are cashable within 90 days.

As at the end of Q3 2024 \$540K was earned on short and long term 100% guaranteed investments.

The Bank of Canada has cut rates from 5.00% to 4.75%. The majority of rate cuts (66%) in the last 50 years have been followed by consecutive reductions, creating a unique window of opportunity.

We believe GHSD's strategy over the last 12 month period of locking in 1-2 year GIC investments will present favorably over the next fiscal year as those investments mature and should help avoid the expected diminishing returns of variable-rate high-interest savings accounts and extends the higher returns in your portfolio.

We recommend reviewing your cash flow needs and locking into longer-term investments/deposits to continue to secure favorable rates prior to any further declines.

-William Dorr, Senior Investment Advisor, Canaccord Genuity Corp.

IV REVENUE AND EXPENSES BY ENVELOPE

A

**Golden Hills School Division
Revenue and Expenses by Envelope
From September 1, 2023 - May 31, 2024**

| | SGF | ECS -Grade 12 | Operations and Maintenance | Transportation | Board and System Admin | External Services | Total | Budget % | Benchmark % |
|--|------------------|-------------------|----------------------------|------------------|------------------------|-------------------|-------------------|------------|-------------|
| Revenue | | | | | | | | | |
| Alberta Education/ Infrastructure | - | 53,052,827 | 5,121,816 | 4,079,479 | 2,189,175 | - | 64,443,297 | 76% | 75% |
| Federal Gov't/First Nations | - | 1,554,187 | 119,575 | - | - | - | 1,673,762 | 108% | 90% |
| Fees | 251,878 | 185,375 | - | - | - | - | 437,253 | 27% | 90% |
| Fundraising revenues -SGF | 344,720 | - | - | - | - | - | 344,720 | 108% | 75% |
| Other sales & services | 4,852,035 | 1,366,231 | - | 44,000 | - | 5,274,172 | 11,536,438 | 118% | 75% |
| Investment Income | - | - | - | - | 543,475 | - | 543,475 | 100% | 75% |
| Gifts & donations -SGF | - | 55,865 | - | - | - | - | 55,865 | 18% | 75% |
| Rental of facilities | - | 7,672 | 89,924 | - | - | 10,000 | 107,596 | 81% | 75% |
| Gain on disposal of Capital assets | - | - | - | 1,100 | - | - | 1,100 | 100% | 75% |
| Other revenues | - | 81,125 | - | - | 273,580 | - | 354,705 | 68% | 75% |
| Amortization of capital allocations | - | 420,517 | 2,962,674 | - | - | - | 3,383,191 | 76% | 75% |
| Total revenues | 5,448,633 | 56,723,799 | 8,293,989 | 4,124,579 | 3,006,230 | 5,284,172 | 82,881,402 | 78% | 78% |
| Expenditures | | | | | | | | | |
| Certificated salaries & wages | - | 30,614,794 | - | - | 424,441 | 179,589 | 31,218,824 | 72% | 75% |
| Certificated benefits | - | 7,409,742 | - | - | 57,643 | 19,996 | 7,487,381 | 73% | 75% |
| Non-certificated salaries & wages | - | 7,855,451 | 1,660,749 | 1,764,497 | 961,234 | 753,887 | 12,995,818 | 86% | 85% |
| Non-certificated benefits | - | 2,231,238 | 444,157 | 222,726 | 237,936 | 145,080 | 3,281,137 | 87% | 85% |
| Service, contracts and supplies | 4,690,827 | 6,015,300 | 3,356,763 | 1,582,451 | 635,951 | 3,309,774 | 19,591,066 | 78% | 75% |
| Amortization | - | 515,315 | 3,314,361 | 632,333 | 202,709 | 116,114 | 4,780,832 | 82% | 75% |
| Interest/bank charges | - | 315 | - | - | - | 10,260 | 10,575 | 100% | 75% |
| Total expenses | 4,690,827 | 54,642,155 | 8,776,030 | 4,202,007 | 2,519,914 | 4,534,700 | 79,365,633 | 82% | 78% |
| Positive/-Negative variance to date | 757,806 | 2,081,644 | (482,041) | (77,428) | 486,316 | 749,472 | 3,515,769 | | |

| ECS -Grade 12 labour cost analysis | Prior Yr Q3 | Current Yr Q3 | \$ Change | % Change |
|---|--------------------|----------------------|------------------|-----------------|
| Certificated salaries | 29,040,057 | 30,614,794 | 1,574,737 | 5.4% |
| Certificated benefits | 6,871,749 | 7,409,742 | 537,993 | 7.8% |
| Non-certificated salaries & wages | 7,212,871 | 7,855,451 | 642,580 | 8.9% |
| Non-certificated benefits | 2,037,674 | 2,231,238 | 193,564 | 9.5% |
| Total ECS -Grade 12 labour cost | 45,162,351 | 48,111,225 | 2,948,874 | 6.5% |

B ANALYSIS OF REVENUE/EXPENSES BY ENVELOPE

1. INSTRUCTION

School Generated Funds are allowable fees collected and held by individual schools and are associated with non-curricular supplies and travel as well as other fees to enhance education. To follow Alberta Education guidelines, some amounts have been reclassified from "Fees" category to "Other Sales and Services" revenue.

2. PLANT OPERATIONS AND MAINTENANCE (PO&M)

**Golden Hills School Division
Statement of Revenue and Expenses - Comparison to Budget
Plant Operations and Maintenance
Period - September 1 2023 - May 31, 2024**

| | Annual Budget | Q3 Prorated Budget | Q3 Actuals | Budget \$ Remaining | Q3 % Budget | Q3 Benchmark |
|--------------------------------------|-------------------|--------------------|------------------|---------------------|-------------|--------------|
| Revenues | | | | | | |
| Alberta Education | 7,014,366 | 5,260,775 | 5,121,816 | 1,892,550 | 73% | 75% |
| Other revenues | 121,000 | 90,750 | 209,499 | -88,499 | 173% | 75% |
| Amortization | 4,032,264 | 3,024,198 | 2,962,674 | 1,069,590 | 73% | 75% |
| Total revenues | 11,167,630 | 8,375,723 | 8,293,989 | 2,873,641 | 107% | 75% |
| Expenses | | | | | | |
| Non-certificated salaries & benefits | 2,759,604 | 2,069,703 | 2,104,906 | 654,698 | 76% | 75% |
| Supplies and services | 4,768,016 | 3,576,012 | 3,356,763 | 1,411,253 | 70% | 75% |
| Amortization | 4,070,157 | 3,052,618 | 3,314,361 | 755,796 | 81% | 75% |
| Total expenses | 11,597,777 | 8,698,333 | 8,776,030 | 2,821,747 | 76% | 75% |
| Surplus/(deficit) | (430,147) | (322,610) | (482,041) | | | |

| | Prior Year Q3 | Current Year Q3 | % Change |
|-------------------------------------|------------------|------------------|--------------|
| Expenses | | | |
| Non-certificated salaries & wages | 1,606,655 | 1,660,749 | 3.4% |
| Non-certificated benefits | 419,482 | 444,157 | 5.9% |
| Total Labour expenses | 2,026,137 | 2,104,906 | 3.9% |
| Services, contracts & supplies | 3,522,431 | 3,356,763 | -4.7% |
| Amortization | 3,170,341 | 3,314,361 | 4.5% |
| Total service & supplies | 6,692,772 | 6,671,124 | -0.3% |
| Total expenses | 8,718,909 | 8,776,030 | 0.7% |

The annualized bottom line agrees to the estimated budget for the year, with some timing variations in revenue and spending. Management anticipates PO&M to meet its budget target at year-end.

3. TRANSPORTATION

**Golden Hills School Division
Statement of Revenue and Expenses - Comparison to Budget
Transportation
Period - September 1, 2023 - May 31, 2024**

| | Annual Budget | Q3 Prorated Budget | Q3 Actuals | Budget \$ Remaining | Q3 % Budget | Q3 Benchmark |
|--------------------------------------|------------------|--------------------|------------------|---------------------|--------------|--------------|
| Revenues | | | | | | |
| Alberta Education | 5,375,685 | 4,031,764 | 4,079,479 | 1,296,206 | 75.9% | 75.0% |
| Other revenues | 190,000 | 142,500 | 45,100 | 144,900 | 23.7% | 75.0% |
| Total revenues | 5,565,685 | 4,174,264 | 4,124,579 | 1,441,106 | 74.1% | 75.0% |
| Expenses | | | | | | |
| Non-certificated salaries & benefits | 2,190,926 | 1,971,833 | 1,987,223 | 203,703 | 90.7% | 90.0% |
| Contracted Bus Services | 100,000 | 75,000 | 70,875 | 29,125 | 70.9% | 75.0% |
| Fuel | 925,000 | 693,750 | 660,633 | 264,367 | 71.4% | 75.0% |
| Other Supplies and services | 1,727,427 | 1,295,570 | 850,943 | 876,484 | 49.3% | 75.0% |
| Amortization | 622,332 | 466,749 | 632,333 | -10,001 | 101.6% | 75.0% |
| Total expenses | 5,565,685 | 4,341,234 | 4,202,007 | 1,363,678 | 75.5% | 78.0% |
| Surplus/(deficit) | - | (166,971) | (77,428) | | | |

| | Prior Yr Q3 | Current Yr Q3 | % Change |
|-------------------------------------|------------------|------------------|--------------|
| Expenses | | | |
| Non-certificated salaries & wages | 1,546,119 | 1,764,497 | 14.1% |
| Non-certificated benefits | 165,980 | 222,726 | 34.2% |
| Total Labour expenses | 1,712,099 | 1,987,223 | 16.1% |
| Services, contracts & supplies | 1,413,142 | 1,582,451 | 12.0% |
| Amortization | 493,557 | 632,333 | 28.1% |
| Total service & supplies | 1,906,699 | 2,214,784 | 16.2% |
| Total expenses | 3,618,798 | 4,202,007 | 16.1% |

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

4. BOARD AND SYSTEM ADMINISTRATION

Board and System Administration currently has a positive variance of **517** for the 2nd quarter of the current year compared to the annual budget. The majority of this variance is due to investment income earned to date which was significantly higher than budgeted, excluding this line item revenues and expenses are expected to reach a breakeven point by year end.

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

**Golden Hills School Division
Statement of Revenue and Expenses - Comparison to Budget
Board of Trustees
Period - September 1, 2023 - May 31, 2024**

| | Annual Budget | YTD Actuals | Budget Remaining | % Budget Used |
|-------------------------------|------------------|----------------|---------------------|------------------|
| Revenues | | | | |
| Budgeted Revenues | 283,700 | 283,700 | - | 100% |
| Total revenues | 283,700 | 283,700 | - | 100% |
| Expenses | | | | |
| Trustee Earnings and Benefits | 210,700 | 148,545 | 62,155 | 71% |
| Trustee Travel & Supplies | 73,000 | 69,329 | 3,671 | 95% |
| Total expenses | 283,700 | 217,874 | 65,826 | 77% |

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

5. EXTERNAL SERVICES

**Golden Hills School Division
Statement of Revenue and Expenses - Current to Prior Year Comparison
External Services
Period - Q3 2023 vs Q3 2024**

| | Q3 2023 | Q3 2024 | \$ Change | % Change |
|--------------------------------------|------------------|------------------|------------------|-------------|
| Total revenues | 5,624,059 | 5,284,172 | (339,887) | -6% |
| Expenditures | | | | |
| Certificated salaries & wages | 187,256 | 179,589 | (7,667) | -4% |
| Certificated benefits | 26,255 | 19,996 | (6,259) | -24% |
| Non-certificated salaries & wages | 730,925 | 753,887 | 22,962 | 3% |
| Non-certificated benefits | 140,082 | 145,080 | 4,998 | 4% |
| Service, contracts and supplies | 3,183,763 | 3,309,774 | 126,011 | 4% |
| Amortization | 115,181 | 116,114 | 933 | 1% |
| Interest/bank charges | 5,837 | 10,260 | 4,423 | 76% |
| Total expenses | 4,389,299 | 4,534,700 | 145,401 | 3% |
| Net Surplus/(deficit) to date | 1,234,760 | 749,472 | (485,288) | - |

External Services has generated more revenue in 2024 due to an increase in fees charged across all programs. External services continues to see strong demand, including on line students, despite some changes with external operator partnerships.

Q3 ISS REVENUE

\$5.3M

Down 6% from prior year

ENROLMENT

272

STUDENTS



Students represent 28 countries and territories around the world

DORM OCCUPANCY

91%

Strathmore dorm capacity – 96
Drumheller dorm capacity - 88

HOMESTAY

23

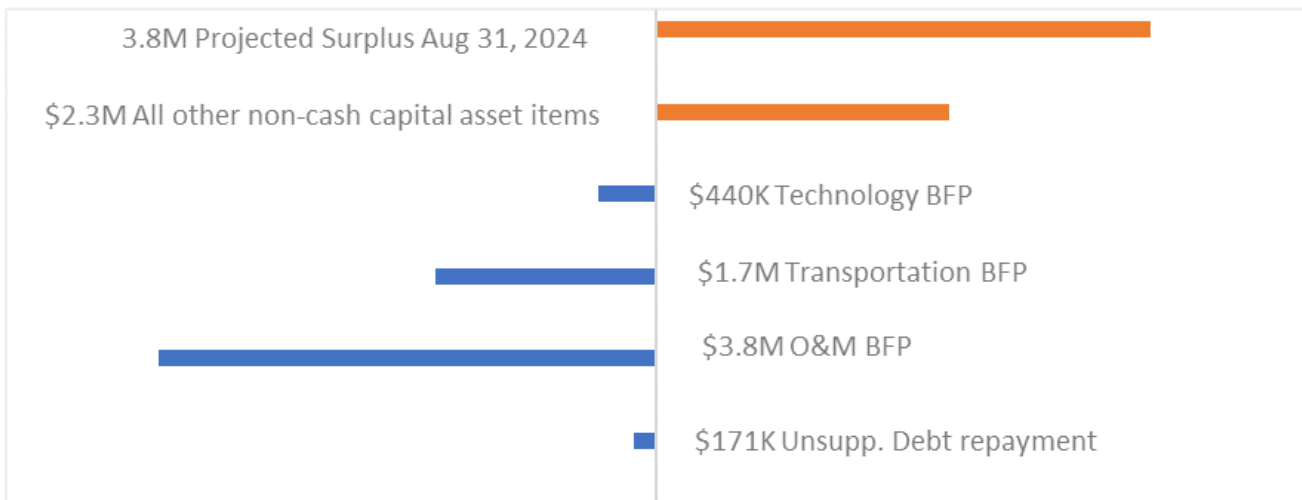
External Services includes International Services, joint-use agreements, and external contract service agreements. Included within this period is the recognition of **\$4.9M** of **ISS tuition fees** revenue, out of the total **\$5.5M** unearned revenue as at Aug 31, 2023. ISS Revenues are received in unequal amounts throughout the year, and most international students prepay tuition several months in advance. As a result, this unearned tuition revenue related to the 2023/2024 fiscal year is pro-rated to each quarter based on an estimation of related expenses (35%/30%/25%/10%), while expenses are recognized when they occur.

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

Expenses are expected to increase in Q3 versus revenues and management expects external services to continue to remain in a surplus position to year-end. These dollars will allow us to invest in our dorm facilities which will see increased capital maintenance in 2024.

6. SUMMARY AND ACCUMULATED SURPLUS

ASO will be used/added to as follows



**Capital Asset items include; amortization, and capital revenue recognition
BFP - Board Funded Purchase**

As at September 1, 2023 the ASO – Accumulated Surplus from Operations totalled \$4.97M. Added to this surplus will be our projected \$3.8M 2024 surplus, as well as \$2.3M in net non-cash revenue. These non-cash items include adjustments to recognize Alberta Infrastructure revenue on supported capital projects for accounting purposes. The projected ASO will be reduced by \$5.94M of projected Board funded expenses, as well as \$171K in unsupported debt repayments. Ending ASO is expected to decrease to 4.96M by year end.

QUARTERLY SUMMARY

Golden Hills continues to manage expenses in line with expected funding despite higher cost inflation in some areas. At the end of Q3 Golden Hills is in a surplus position for the year.

Overall, GHSD is keeping expenditures within the parameters of the Board’s May 25, 2023 approved and submitted 2023-24 budget.

We continue to fund programs that are in alignment with our goals and vision of inspiring confident, connected, caring citizens of the world.





ADMINISTRATIVE DESIGNATIONS BACKGROUNDER

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

June 18, 2024

Background:

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

The Board is advised of the following new 2023/2024 administrative appointments:

Acting Principal Designations:

| | |
|-----------------|----------------------------------|
| Laurianne Hewey | Carbon School (June 10-28, 2024) |
|-----------------|----------------------------------|

Acting Vice Principal Designations:

| | |
|---------------|--|
| Meagen Vesely | George Freeman School (June 03-28, 2024) |
|---------------|--|

The Board is advised of the following new 2024/2025 administrative appointments:

Principal Designations:

| | |
|-----------------|------------------------------------|
| Sadie Oberle | Acme and Dr. Elliott Schools |
| Dana Yemen | Drumheller Valley Secondary School |
| Shane Stockwood | Hutterite Colony Schools |
| Joan Boles | Three Hills School |
| Michael Walsh | Trinity Christian Academy |
| Emily Garrioch | Wheatland Elementary School |

Vice Principal Designations:

| | |
|----------------------|--------------------------------------|
| Jennifer Walker-Aoki | Acme and Dr. Elliott Schools |
| Kathryn Coulter | École Brentwood Elementary |
| Erin Friesen | Crowther Memorial Junior High School |
| Dana Levesque | Drumheller Valley Secondary School |
| Peter Ehrman | Greentree Elementary School |
| Sherry Krulicki | Trinity Christian Academy |
| Meagen Vesely | Wheatland Elementary School |

The Board is advised of the following renewal of administrative appointments for the 2024/2025 school year:

Principal Designations:

| | |
|-----------------|--------------------------------|
| Ryan Hatch | Carbon School |
| Shelley Friesen | Greentree Elementary School |
| Carmen Spitzer | International Student Services |
| Adam Pirie | Westmount School |

Vice Principal Designations:

| | |
|--------------------|------------------------------------|
| Brad Teske | Drumheller Valley Secondary School |
| Rosalind Schnieder | Strathmore Storefront School |
| Greg Lendvay | Three Hills School |
| Adam Baxter | Westmount School |

Recommendation:

That the Board receives the administrative appointments as information.



Jeff Grimsdale
Superintendent of Schools



Wes Miskiman
Deputy Superintendent/Human Resources