



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Regular Board Meeting

DATE: 10/29/2024

TIME: 9:30 AM

CODE:

LOCATION: Boardroom of the Golden Hills School Division

"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 24, 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 Annular Modular Request (T. Sabir) Action

9.2 Field Trip Studies/Student Excursion - Acme School (J. Grimsdale) Action

9.3 Field Trip Studies/Student Excursion - NorthStar Academy (J. Grimsdale) Action

9.4 Field Trip Studies/Student Excursion - Drumheller Valley Secondary School (J. Grimsdale) Action

B) Information Items

9.5 Human Resources Monitoring Report (W. Miskiman) Info

9.6 Enrolment Monitoring Report (T. Sabir) Info

9.7 IMR Monitoring Report (T. Sabir) Info

9.8 Annual Education Results Report (J. Grimsdale) Info

10.0 Round Table Discussion

11.0 School Monitoring Report Visit

11.1 Three Hills School

Info

12.0 ADJOURNMENT

12.1 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, September 24, 2024 (9:30 AM)

1.0 Attendance

Present:

a) Chair

- Laurie Huntley

b) Vice Chair

- Jen Mertz (via Zoom)

c) Trustees

- Barry Kletke (via Zoom at 9:51 AM)
- Justin Bolin
- Rob Pirie
- 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 9:37 AM.

3.0 Acknowledgment

Chair Initials _____ Secretary Treasurer Initials _____

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.

4.0 In Camera

4.1 In Camera

Recommendation: BD#20240924.1001

MOVED by Trustee Bolin that the Board of Trustees go In Camera at 9:38 AM.

Carried

4.2 Out of In Camera

Recommendation: BD#20240924.1002

MOVED by Trustee Pirie that the Board of Trustees rise from In Camera at 10:15 AM. Carried

Recessed at 10:15 AM

Reconvened at 10:23 AM

5.0 Approval of Agenda

5.1 Approval of Agenda

Recommendation: BD#20240924.1003

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

Carried

6.0 Welcome Public, Vision and Mission Statements

7.0 Presentation of Minutes

7.1 Organizational Minutes of August 27, 2024

Recommendation: BD#20240924.1004

MOVED by Trustee Bolin that the Board of Trustees approve the Organizational Minutes of August 27, 2024, as presented.

Carried

7.2 Regular Minutes of August 27, 2024

Recommendation: BD#20240924.1005

MOVED by Trustee Pirie that the Board of Trustees approve the Regular Minutes of August 27, 2024, as presented.

Carried

8.0 REPORTS

Chair Initials _____ Secretary Treasurer Initials _____

A) Chair's Report

Chair Huntley presented information on the following topics:

- Alberta School Board Association (ASBA) Zone 5 September 17, 2024, email to representatives - next meeting, October 4, 2024, will focus on position statement information.
- ASBA Professional Learning session, September 16, 2024, Implementing Responsible AI in K-12.
- Discussed Honourable Danielle Smith's Funding Announcement made on September 17, 2024.
- ASBA Board Chairs Meeting September 25, 2024, focus on funding model.
- Discussed suggestions for response to new charter and private school funding.
- October Board Meeting date change, October 29, 2024.
- Discussed social media for Golden Hills School Division.
- Discussed social media content from Public School Boards' Association of Alberta (PSBAA) monthly messaging.
- ASBA will be hosting a virtual session on Municipal Affairs Statutes Amendment Act, Bill 20. This legislation makes a number of amendments to the Local Authorities Election Act that impacts trustees.
- Municipal Election Survey has been completed on September 20, 2024.

B) Board Committees

No information to report on at this time.

C) Board Representatives to External Organizations

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

- PSBAA Fall Conference takes place October 16-18, 2024, in Edmonton, AB.

Trustee Northcott presented information on Alberta School Boards Association (ASBA) Zone 5 that was held September 6, 2024.

- ASBA President, Marilyn Dennis discussed:
 - New initiative - link to executive updates on ASBA website
 - Meeting with Minister of Technology and Innovation
 - AI, highspeed internet, cellphone use
 - News releases - additional investments and mental health dollars
 - Modular investments
 - Board Chairs Engagement, September 25, 2024, in Calgary
 - Position Statement Framework and writers guide
 - Zone 5 Financial Statements, GST discussion.

Chair Initials _____ Secretary Treasurer Initials _____

Trustee Pirie presented updates on his ASBA Directors report:

- Discussed proposed revisions to Governance Policies, Position Statements, these will be presented at the ASBA FGM November 17-19, 2024.
- Alberta School Employee Benefit Plan (ASEBP) discussion regarding fees.

D) Administration Reports

Secretary Treasurer Sabir presented information on the following items:

Transportation:

- Experiencing driver shortage, three routes are using relief drivers.
- Current training group has three candidates.
- Fuel prices are around \$1.38
- Transportation has a full time Trainer/Instructor.

Facilities:

- PowerPoint was provided with progress pictures of Acme construction and other school projects.
- Acme Replacement School - piles are being drilled along with grade beam framework.
- Trinity Christian Academy Administrative Addition - almost complete, awaiting final inspections.
- Strathmore High School Washroom Renovations - 95% complete, passed all inspections, waiting for some final material.
- Strathmore Dorms Roof Replacement - work is complete.
- Strathmore Dorms Skylights Removal - work is scheduled to start September 17, 2024.
- Division Office/Learning Academy - currently removing three walls, four interior doors, the office space layouts have been finalized with Office Concepts.

Superintendent Grimsdale presented on the following topics:

- September 20, 2024, Leading and Learning Day, held in Three Hills.
- Child and Adolescent Services Association (CASA) Classroom - Strathmore Community has been selected, we are exploring the possibilities.
- September 25, 2024 - Wheatland Crossing Open House, show casing the new fitness centre.
- September 26, 2024 - hosting Professional Development on Facilitating Challenging Situations in School.
- Mobile Device Administrative Procedure - in the review process.
- National Day for Truth and Reconciliation September 30, 2024 - lots of activities in a range of schools.
- October 1, 2024 - New Administrator Orientation

- Discussed the School Construction Accelerator Program recently announced by the Province.
- First Aide Training Dates on October 18 and November 27, 2024.
- Pre-Retirement Sessions - teachers will have the opportunity to participate virtually, January, February and March.

Recessed at 11:56 AM

Reconvened at 12:33 PM

9.0 NEW BUSINESS

A) Information Items

9.1 Preliminary Enrolment Monitoring Report (T. Sabir)

Secretary Sabir presented information on the Preliminary Enrolment for the month of September 2024, 2025.

9.2 System Enhancement (J. Grimsdale)

Superintendent Grimsdale presented information to the Board of Trustees on how GHSD continues to focus on system improvement by offering teachers and administrators access to high quality professional learning opportunities aimed to optimize achievement for all students.

9.3 Family School Community Resource Program (J. Grimsdale)

Superintendent Grimsdale presented information to the Board of Trustees on how GHSD 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.

11.0 ADJOURNMENT

11.1 Adjournment

Recommendation: BD#20240924.1006

The Board of Trustees adjourned at 1:35 PM.

Carried

Chair

Secretary Treasurer

Chair Initials _____ Secretary Treasurer Initials _____



MODULARS REQUEST
2025/2026 SCHOOL YEAR

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

October 29, 2024

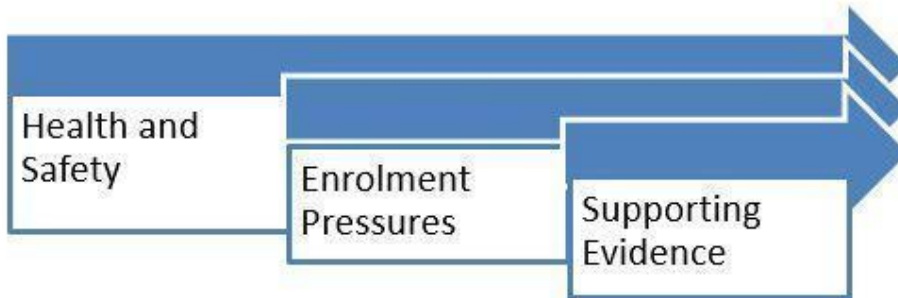
Backgrounder

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 1, 2024**.

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:

Strathmore High School (SHS) Strathmore - Grades 10-12	
Utilization Rate from 2023/2024	81%
Enrolment Headcount	768 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 Relocated the band program and a number of other programs have been relocated to temporary locations outside of the school
Request	Funding for 1 modular classroom
Proposed Placement	See attached

Trinity Christian Academy Strathmore – Grades 1-9	
Utilization Rate from 2023/2024	90%
Enrolment Headcount	223 students
Issue	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. 2024/2025 student headcount is 233.5 which is 95% ACU.
Request	Funding for 2 modular classrooms
Proposed Placement	See attached

Recommendation:

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

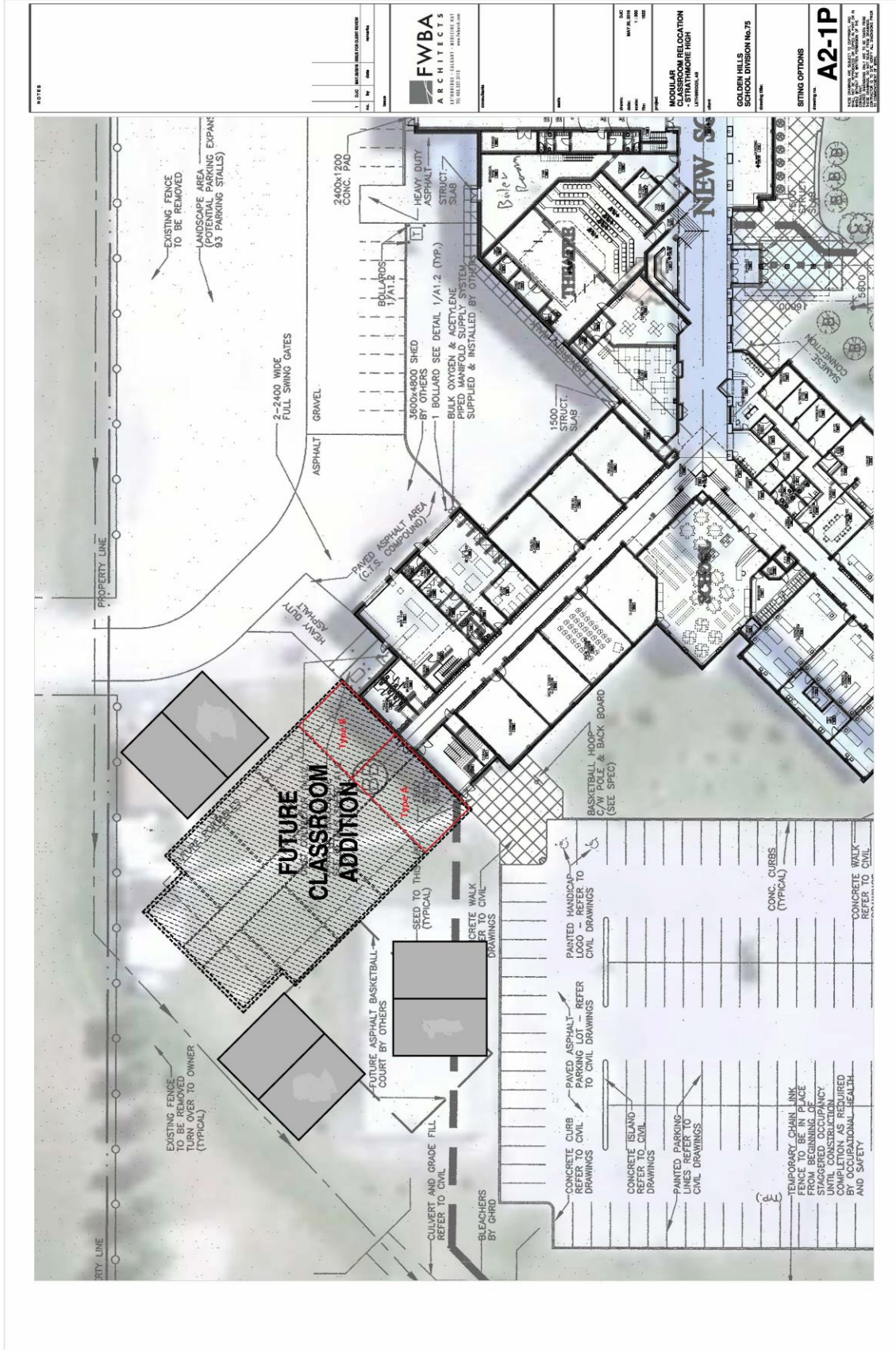
School	Request
Strathmore High School (Strathmore)	1 modular
Trinity Christian Academy (Strathmore)	2 modulars
TOTAL	3 modulars



Jeff Grimsdale
Superintendent



Tahra Sabir
Secretary Treasurer



Trinity Christian Academy - Modular Site

NOTES

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE SCHEDULED CODES.

**FWBA
ARCHITECTS**

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PROJECT: MODULAR CLASSROOM RELOCATION
CLIENT: TRINITY CHRISTIAN ACADEMY
LOCATION: 1475 MONROE, LA

DATE: 03/14/2023
SCALE: 1/8" = 1'-0"

PROJECT: MODULAR CLASSROOM RELOCATION
CLIENT: TRINITY CHRISTIAN ACADEMY
LOCATION: 1475 MONROE, LA

DATE: 03/14/2023
SCALE: 1/8" = 1'-0"

Modulars Installed
2022-2023 School Year

Future Modular
Locations

Potential Future
Modular Locations



FIELD TRIP STUDIES/STUDENT EXCURSION Acme School

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

October 29, 2024

Background:

Acme School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Portugal and Spain from March 31, 2026 to April 11, 2026.

Field Excursion Summary:

- The purpose of the 2026 Europe trip is to allow students to become Global citizens by experiencing many different European cultures.
- Students: 51 students currently interested
- The trip will be 12 days
- Three days of instructional time will be missed
- Supervision to student ratio 1:5
- 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 Acme School to Portugal and Spain from March 31, 2026 to April 11, 2026 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

Trip Details:

This is a planned 12 - Day Tour, leaving Tuesday, March 31, 2026 and returning Saturday, April 11, 2026 with EF Tours. We plan to travel to Portugal and Spain. The students will miss 3 instructional days (Tuesday, March 31. Wednesday, April 1 and Thursday, April 2, 2026)

There are two confirmed excursions for this trip.

Sintra & Cascais: *"Enjoy a half-day excursion to the hillside town of Sintra, referred to by Lord Byron as "glorious Eden." Here you'll visit the National Palace of Sintra, whose two conical chimneys reign as the town's most recognizable landmarks. Continue to the charming beach town of Cascais, home to many of the exiled royal families of Europe after World War II, including those of Spain, Italy and Bulgaria."*

Flamenco Evening: *"Encounter the drama, rhythm, and heartbeat of Spain at an optional Flamenco performance. Born of Indian, Moorish, Arabian and gypsy influences, Flamenco dance is a passionate blend of intricate heelwork and clapping, accompanied by songs and guitar." There is one beach trip in Spain. Beach visits with any kind of body of water will always be supervised and students will have had water safety information prior to the trip and have reminders during the trip. At this time, swimming is not planned, however, it is important to note that it may be considered when finalizing details of the trip. It is included in the Field Trip form incase the organizers decide to include it in the itinerary.*

Itinerary:

- Day 1- Overnight flight to Lisbon from Calgary
- Day 2-Lisbon, Portugal
- Day 3- Lisbon, Portugal
- Day 4- Lisbon to Algarve, Portugal
- Day 5- Algarve, Portugal
- Day 6- Algarve to Costa del Sol, Spain
- Day 7- Costa del Sol, Spain
- Day 8- Costa del Sol to Granada, Spain
- Day 9- Granada to Valencia, Spain
- Day 10- Valencia to Barcelona, Spain
- Day 11- Barcelona, Spain
- Day 12 - Depart for home from Barcelona to Calgary



FIELD TRIP STUDIES/STUDENT EXCURSION North Star Academy

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

October 29, 2024

Background:

North Star Academy requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international high school field trip to Ireland, Scotland and England from April 2, 2026 to April 12, 2026.

Field Excursion Summary:

- The purpose of the 2026 Europe trip is to allow students to become Global citizens by experiencing many different European cultures.
- Students: Estimated 10 (grades 10 to 12)
- The trip will be 10 days
- Two days of instructional time will be missed
- Supervision to student ratio 1:5 (2 chaperones, 10 students, 10 adults)
- 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 North Star Academy to Ireland, Scotland and England from April 2, 2026 to April 12, 2026 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

Tour Itinerary

Ireland, Scotland and England – 11 days

Day 1: Fly overnight to Ireland

Day 2: Dublin/Kilkenny

Day 3: Cobh/Waterford/Kilkenny

- Visit the Titanic Experience (Cobh)
- Visit the Waterford Medieval Museum

Day 4: Kilkenny/Dublin

- Visit St. Patrick's Cathedral
- Take a tour of Dublin

Day 5: Dublin/Holyhead/Cheshire region

- Take a ferry from Dublin to Holyhead
- Visit Conwy Castle

Day 6: Cheshire Region/Lake District/Edinburgh

Day 7: Edinburgh

- Walking tour of Edinburgh

Day 8: Edinburgh/London

- Walking tour of London

Day 9: London

- Take a guided tour of London

Day 10: London

- Visit the British Museum

Day 11: Depart for home



FIELD TRIP STUDIES/STUDENT EXCURSION Drumheller Valley Secondary School

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

October 29, 2024

Background:

Drumheller Valley Secondary School requests permission, in accordance with Administrative Procedure 260 and Board Policy 2, for an international ecotourism high school field trip to Italy and Spain tentatively from April 2 to April 12, 2026 (dates may change by a day or two depending on flights).

Field Excursion Summary:

- The purpose of the 2026 international ecotourism trip to Italy and Spain is to allow students to become Global citizens by experiencing and engaging in activities related to biodiversity and eco investigation.
- Students: 32 (estimated) grades 10 to 12
- The trip will be 10 days
- Possibly one day of instructional time will be missed
- Supervision to student ratio 1:8
- 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 Drumheller Valley Secondary School to Italy and Spain from April 2 to April 12, 2026 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 Schools

Trip Itinerary:

This is a planned 10 - day tour, leaving Thursday, April 2, and returning Sunday, April 12, 2026, with EF Tours. DVSS plans to travel to Italy and Spain. The students will not miss any instructional days, unless flight schedules change.

Itinerary:

Day 1- Flight to Rome from Calgary

Day 2-Rome

Day 3-Rome

- Guided Sightseeing of Vatican City
- Self guided walking tour

Day 4- Rome/Florence

- Guided sightseeing of Rome

Day 5- Florence

- Guided sightseeing of Florence
- Visit the San Lorenzo Market

Day 6- Florence/Madrid

- Walking tour of Madrid

Day 7- Madrid

- Guided sightseeing of Madrid

Day 8- Madrid/Barcelona

- Walking tour of Barcelona

Day 9- Barcelona

- Guided sightseeing of Barcelona
- Visit Park Guell

Day 10- Depart Home



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 29, 2024

REPORTING PERIOD: (Actuals 2023-2024 & Estimates to Current 2024-2025)

OVERVIEW:

- Information presented assists the Board in fulfilling its governance role.
- Local decision-making is facilitated by “site-based management” (14th 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, 2024)

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

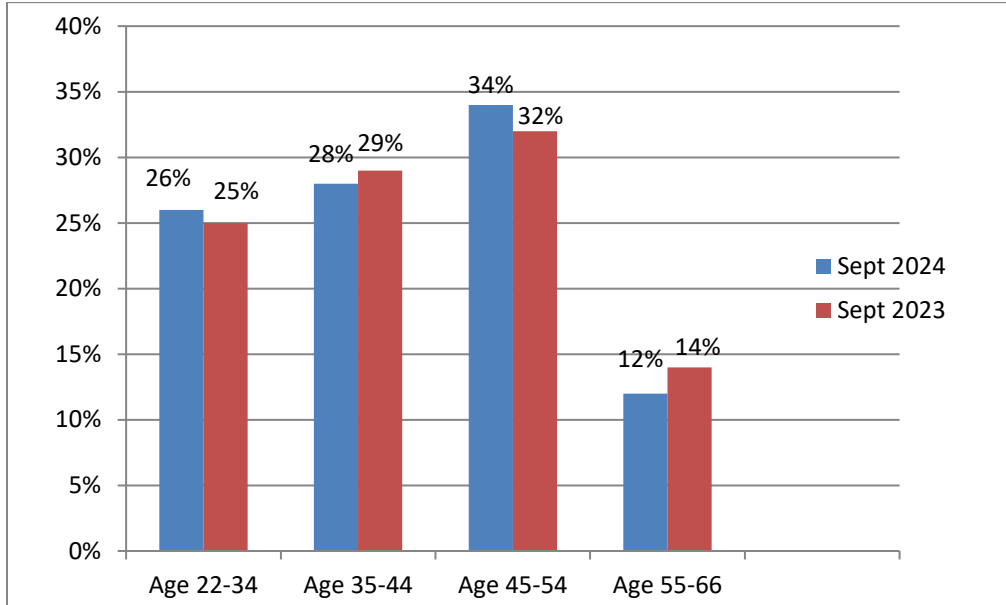
Role of Certificated Staff	2024-2025	2023-2024
School Based Certificated Staff	410 (396.83)	400 (381.73)
Educational Consultants (Certificated)	4 (3.5)	3 (2.6)
Instructional Coaches	5 (4.25)	5 (5.0)
Early Intervention- Literacy/Numeracy Teachers	8 (7.0)	9 (7.45)
Directors	2 (2.0)	2 (2.0)
Superintendent/Vice Superintendents	2 (2.0)	2 (2.0)
Total	431 (415.58)	421 (400.78)

Note: An overall increase of approximately 14.8 FTE teachers which is in line with the budget and the increased enrolment.

- **Gender Breakdown of Certificated Staff**

Gender	2024-2025		2023-2024	
	Number	Percentage	Number	Percentage
Female	322	75%	310	74%
Male	109	25%	111	26%
Total	431	100%	421	100%

- **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, 2024

Job Classification	2024-2025	2023-2024
Educational Assistants	198* (169.33)	195* (165.49)
Secretaries	45 (40.20)	43 (37.64)
Caretakers	29 (25.95)	30 (26.48)
Family Resource Workers	13 (11.69)	13 (11.59)
Maintenance	15 (14.42)	15 (14.42)
Transportation	76 (76)	73 (73)
International	13 (11.55)	13 (12)
Division Office Support	26 (24.45)	26 (24.13)
Total	415 (373.59)	408 (364.75)

*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, like last year, we were able to add EA support prior to October 15, 2024, so the increase in FTE is included in this report. 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**

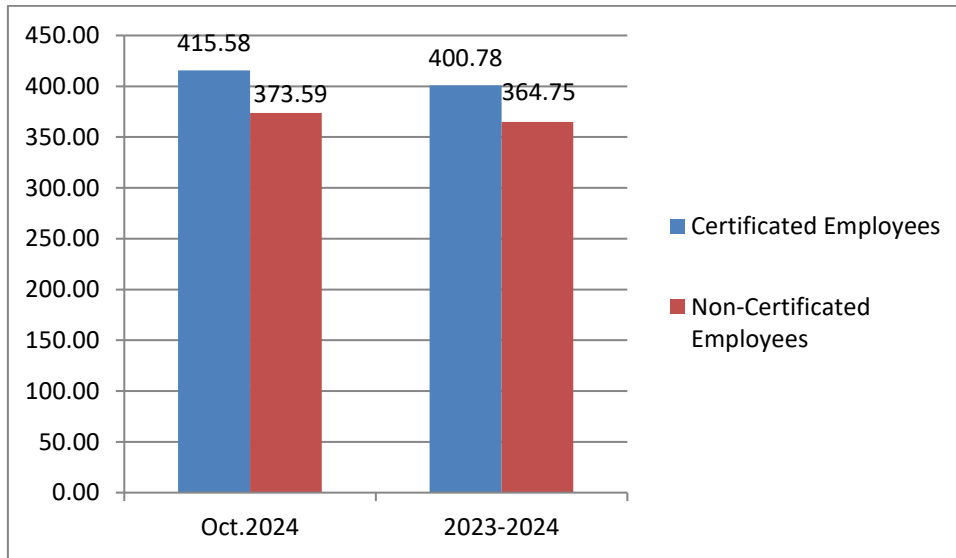
	2024-2025		2023-2024	
	Number	Percentage	Number	Percentage
Certificated	87	44%	87	45%
Non-Certificated	111	56%	108	55%
Total	198	100%	195	100%

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

	Retirees		Resignations		New Hires & Contract Renewals	
	2023/2024	2022/2023	2023/2024	2022/2023	2023/2024	2022/2023
Certificated Staff	12	7	8	12	71	64
Non-Certificated Staff	5	8	26	21	78	62
Total Staff	17	15	34	33	149	126

- 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)



- Certificated Employees includes Superintendents, Directors of Learning, Principals, Vice Principals, Instructional Coaches, Consultants, and Teachers.
- Staffing levels fluctuate throughout the year and more hiring is anticipated in the second semester. Total FTE for 2024/2025 will end up being slightly higher than what is reported above.

Calculation of Pupil Teacher Ratio (PTR)	
Enrolment Count as of September 30, 2024	2024/2025
Provincially Funded Students (Does not include Traditional Home Ed or GHLA & NSA students)	5729
Siksika Funded Students	147
International Funded Students*	270
Total Students (Classroom Only)	6146
Total Professional Employees (Does not include centrally-based/GHLA or NSA certificated staff.)	336.99
PTR Calculation (e.g. 6146/336.99)	18.24

*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.
- Historical bricks and mortar school PTR is as follows:
 - 2023-2024- 18.21
 - 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
- The PTR does not include centrally based certificated staff.

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

- For the 2024-2025 school year, Golden Hills appointed 13 new school-based administrators (6 new Principals and 7 new Vice Principals). Golden Hills renewed 8 school-based administrator contracts for the start of the 2024/2025 school year (4 Principals and 4 Vice Principals), all as per the report to the Board – June 2024 – Administrative Designations.

- Teacher recruitment strategies, including participation at fourteen career fairs (all in-person), during the 2023-2024 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, Apply to Education Career Fair in Toronto, Ambrose University, University of Lethbridge, Mount Royal University, University of British Columbia, University of Alberta, University of Calgary, University of Victoria, University of Saskatchewan, Concordia University, and King’s University.
- For the 2024-2025 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.
 - 96% from Alberta (94% - Previous Year)
 - 4% from elsewhere in Canada (6% - Previous Year)
- There are currently 106 approved substitute teachers in the district. Last year, there were 125 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. Like last year, due to the distance of some of our schools from Calgary, we are focusing our efforts on recruiting substitute teachers for these specific regions/areas in our district. We are also in our second year with the trial initiative that we negotiated as a LOU that provides additional supports for substitute teachers to travel to our schools. We are also again tracking the amount of internal coverage our teachers are doing during the 2024-2025 school year.

SECTION IV: Other Highlights/Initiatives

- Human Resources Administrative Procedures
 - By the end of the 2024-2025 school year, all of the updated human resources administrative procedures will be finalized.
- Occupational Health & Safety and Alberta Health Services Inspections of our Schools
 - During the 2023-2024 school year, none of our schools were inspected by Occupational Health & Safety. Five of our schools and the Strathmore Dormitory were inspected by representatives from Alberta Health Services. All six of the inspections went very well.
- Workers Compensation Board Processes
 - During the 2023 – 2024 school year, we updated our Injured at Work Brochure. WCB completed a review/audit of our processes and procedures for the administration of WCB in Golden Hills. The audit/review went very well with a few minor suggestions to further enhance our processes. The WCB processes and procedures were discussed with our principals and vice principals at our first Administrator Meeting of the school year.

- Payroll and Human Resources Processes
 - We conduct on an annual basis 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 eleventh 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, Vice Principals, and the Deputy Superintendent complete and submit summative evaluation reports for teachers as per the administrative procedure.
 - There were 97 teacher evaluation reports completed during the 2023-2024 school year. There were 96 teacher evaluations completed during the 2022-2023 school year.

- Supervision and Evaluation of Support Staff
 - The supervision and evaluation administrative procedure for support staff is in the tenth 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 2024-2025 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 will commence bargaining towards a new local table collective agreement as soon as the central table negotiations have concluded and have been ratified by both parties.
 - The term of the Collective Agreement between the Golden Hills School Division and CUPE Local 2347 is September 1, 2020, to August 31, 2024. We provided CUPE a number of potential bargaining dates. Our first CUPE Bargaining Session will be on November 14, 2024.

- Condition of Employment Handbooks
 - We have a Condition of Employment Handbook for the following seven groups of employees:
 - Division Office (Non-Certificated) Employment Handbook
 - School-Based Support Staff Handbook
 - Bus Driver Handbook
 - Custodial Handbook
 - Dorm Supervisor Handbook
 - FSCRC Handbook
 - Maintenance Handbook
 - We are currently in the process of developing a First Nations and Metis Liaison 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.

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ENROLMENT BACKGROUNDER

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

October 29, 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 30, 2024, 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.

Jeff Grimsdale
Superintendent

Tahra Sabir
Secretary Treasurer

updated up to Oct 23, 2024		24/25 ACTUAL		23/24 ACTUAL		Difference from 23/24 to 24/25 ACTUAL		Actual Difference from Projected	
SCHOOLS	Enrollment #	Total	Enrollment #	Total	Increase/ (Decrease)	Increase/ (Decrease)			
Prairie Christian Academy (Gr. K-12)	303.50		278.00		25.50	13.50			
Three Hills School (Gr. K-12)	433.50		430.50		3.00	4.50			
Trochu Valley School (Gr. K-12)	261.00		258.50		2.50	4.50			
Sub Total		998.00		967.00	31.00	22.50			
Acme School (Gr. K-6, 10-12)	215.00		206.00		9.00	5.50			
Carbon School (Gr. K-9)	57.00		48.00		9.00	0.00			
Dr. Elliott Community School (Gr. K-9)	185.00		191.50		(6.50)	1.00			
Sub Total		457.00		445.50	11.50	6.50			
Drumheller Valley Secondary School (Gr. 7-12)	363.00		377.00		(14.00)	(14.00)			
Greentree Elementary School (Gr. K-6)	334.50		332.00		2.50	9.50			
Sub Total		697.50		709.00	(11.50)	(4.50)			
Ecole Brentwood Elementary School (Gr. K-6)	173.50		184.50		(11.00)	5.50			
Crowther Memorial Junior High (Gr. 7-9)	467.00		471.00		(4.00)	3.00			
George Freeman School (Gr. K-9)	458.50		467.00		(8.50)	(6.50)			
Strathmore High School (Gr. 10-12)	704.00		677.00		27.00	(17.00)			
Trinity Christian Academy (Gr. K-9)	233.50		214.00		19.50	13.00			
Westmount Elementary School (Gr. K-6)	339.50		324.00		15.50	22.00			
Wheatland Elementary School (Gr. K-6)	289.00		287.00		2.00	(1.00)			
Carseland School (Gr. K-6)	74.50		73.50		1.00	2.50			
Wheatland Crossing School (Gr. K-12)	318.00		331.50		(13.50)	(6.00)			
Sub Total		3,057.50		3,029.50	28.00	15.50			
Colony Schools	386.00		375.50		10.50	0.00			
Drumheller Outreach	13.00		13.00		0.00	0.00			
Strathmore Storefront	120.00		90.00		30.00	0.00			
Sub Total		519.00		478.50	40.50	0.00			
TOTAL		5,729.00		5,629.50	99.50	40.00			
Golden Hills Learning Academy	282.00		146.00		136.00	157.00			
Northstar Academy	400.00		273.00		127.00	116.00			
Sub Total		682.00		419.00	263.00	273.00			
PROVINCIAL FTE TOTAL	6,411.00		6,048.50		362.50	313.00			
Headcount									
Homeschool	881.00		869.00		12.00				
Shared Responsibility	187.00		196.00		(9.00)				
Kindergarten at full	210.50		220.50		(10.00)				
ISS	297.00		256.00		41.00				
Siksika	148.00		155.00		(7.00)				
HEADCOUNT TOTAL	8,134.50		7,745.00		389.50	5.03%			

Siksika Students	# Students
Carseland School	19
Crowther Memorial Junior High	28
Strathmore High School	31
Westmount Elementary	35
Wheatland Crossing	35
Siksika Total FTE	148

International Students (ISS)	# Students
Crowther Memorial Junior High	42.50
Drumheller Valley Secondary School	76.40
Ecole Brentwood	8.00
George Freeman School	3.50
Prairie Christian Academy	16.50
Strathmore High School	96.00
Three Hills School	1.00
Wheatland Elementary	10.00
Westmount School	5.50

ISS Total FTE	259.40
ISS Total Headcount	294.0
ISS Online Students	3.0
Total ISS	297.0



IMR MONITORING REPORT

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

Resource Persons:

Kevin Paschal

Jim Pike

October 29, 2024

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 (49.37%), age of building (22.69%), area of building (25.94%), 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. CMR funding is determined using student enrolment (49.30%), age of building (22.86%), area of building (26.24%), and other factors (1.6%).

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
2023/2024 (IMR)	\$ 829,566
April 2022 to March 2023 (CMR)	\$ 576,685
April 2023 to March 2024 (CMR)	\$ 423,634
April 2024 to March 2025 (CMR)	\$ 1,043,450

Summary of IMR 2023/2024 Funding

Description	Amount
Annual IMR Funding 2023/2024	\$ 829,566.00
Last year's carry forward	\$ 94,489.00
Summer Projects	*\$ 710,735.04
Contingency	\$ 213,230.15

Summary of CMR Funding 2023/2024 School Year

Description	Amount
Annual CMR Funding April 2023 to March 2024	\$423,634.00
Last year's carry forward	\$ 226,914.00
Summer Projects	*\$ 409,657.00
Contingency	\$ 240,890.00

SUMMARY & IMPLICATIONS:

Currently Golden Hills has an approximate asset replacement cost of \$416,590,000 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 \$1.9M 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 2023/2024

School	Description
Acme	Add drainage rock and compact to northside of school to reduce the amount of dirt/mud being tracked into the school.
Ecole Brentwood	Replace asbestos containing tile flooring in classroom six and caretaking room with vinyl plank. Remove and repave section of asphalt tarmac with heavy duty asphalt
Carbon	Upgrade 99 light fixtures to dimmable LED
Carseland	Replace glycol loop switch. Replace 46 Fluorescent Light Fixtures with 2 X 4 LED Light Fixtures. Upgrade breaker and plugin in staff room for laminator. Replace Emergency Light Pack. Phase II interior and exterior door hardware. Replace three boilers, low water cut offs and butterfly valves. Replace hallway tile flooring with rubber flooring tile.
Crowther Memorial Junior High	Replace sink in canteen and two flush valves. Install RFP over drywall to reduce wall damage in portables washrooms. Run additional power from four access control panels to the main panel for quick lockdowns. Replace glycol pump motor and seals. Replacement RTU motors. Replace north door QEL panic hardware retraction kit and replace door hardware in staff room with lever style handle. Fire department connection hydrostatic testing and internal check valve assessment as per code. Change main panel breaker. Replace multiple lighting ballasts. Replace flooring with 5mm vinyl plank in three classrooms. Replace section of broken asphalt in parking lot.
Dr. Elliott	Electrical additions and alterations to the electrical systems to support different programming needs in the wood shop. Replace faulty fire alarm device. BMS Phase II completion. Install acoustical ceiling tile and replace 27 fluorescent light fixtures with LED light fixtures in three classrooms. Replace 47 Fluorescent Light Fixtures with LED Light Fixtures throughout the school. Replace wood shop boiler.
Drumheller Valley Secondary School	Replace four failed door closers, replace one vestibule fire door to bring up to code, install eight concealed door stops to prevent wall damage. Install fire door hold opens on main stairwell to ensure safe travel of students. Remove half-wall separating the work room and staff room to give staff a place to team build. Relocate electrical outlets and fire alarm device. Upgrade electrical wire, outlets and hook up new plumbing to accommodate new equipment in kitchen. Replace emergency light battery pack. Install new zone valves, replace three control boards and nine sensors on heat pumps. Replace flame control board on theatre RTU. Install splash guards around hand washing sinks due to water spillage. Replace seven toilet sensor flush valves. Replace 10 flushometer valves. Replace cable and safety strap device on basketball backstop. Replace air chiller with adiabatic chiller for the heat pump loop.
George Freeman	Fire department connection hydrostatic testing and internal check valve assessment as per code and install fire sprinkler heads. Replace air handler one heating coil actuator. Replace 80 sq ft of flooring Infront of the lower level washroom sink area. Install metal flashing between the brick veneer and concrete wall. Replace two failing door operators.
Greentree	Replace broken PA Speaker in front entrance. Replace flooring in two classrooms with 5mm vinyl plank. Replace faulty electrical contactors in library wheelchair lift. Replace furnace and compressor on condenser. Replace emergency light/battery pack combo. Remove flag pole and replace section of chain link fence. Sound proof Principals office to ensure privacy. Remove drywall ceiling, remove and dispose of fluorescent light fixtures and install new acoustical ceiling tiles with grills for venting, and new dimmable LED light fixtures in three south west main floor classrooms
Prairie Christian Academy	Upgrade door access control to include quick lockdown feature. Replace west exhaust fan motor. Replace old double pane windows with modern sealed unit windows in portable classroom and one school classroom window. Replace one basketball backstop safety device. Install VFD's on AHU 1 & 2 for electricity savings
Strathmore High School	Replace elevator second floor spirator. Replace carpet in theatre. Replace flush valves in changerooms. Add electrical outlet for welding fume extractor. Replace six hallway and library potlights with LED lights. Fire department connection hydrostatic testing and internal check valve assessment as per code and install sprinkler head. Replace main sprinkler supply valve tamper switch. Replace boiler flow switch & glycol pump seal. Replace barrier free door activation switch to a vandal resistant "wave" switch. Replace deteriorated grease trap. Replace west and east main basketball backstop winch.
Storefront	Install additional electrical outlets for increased program and staffing needs
Three Hills	Replace two countertops in gym washrooms. Replace section of 3" water main due to leak. Replace faucet in strive washroom. Replace gas valve, igniter, pilot burner and control board on RTU. Replace zone valves and actuators. Upgrade PA System. Replace marmoleum flooring in common gathering space with 5mm vinyl plank.
Trinity Christian Academy	Install reheat coil on VAV as the classroom is extremely cold. Replace VAV damper motor controller. Replace failed boiler pump and two pressure relief valves. Remove wood panel ceiling in the hallway outside the gym, inspect and secure all electrical and data wires, extend fire sprinkler heads, install acoustical ceiling tile and upgrade lighting to 2 X 4 LED Light panels. Grind tile washroom flooring and replace with epoxy flooring. Replace two cracked sinks.

Trochu Valley	Install VFD's on supply and return fans on AHU1 and AHU2 for electricity savings. Replace front door electric strikes. Replace 100 fluorescent light fixtures on second floor classrooms with dimmable LED. Replace washroom faucets.
Westmount	Replace barrier free and regular bathroom partition door. Replace economizer on RTU 6. Replace carpet in strive room with 5mm vinyl plank. Remove wall padding, mud, tape and paint in strive room.
Wheatland Elementary	Replace damaged and unsafe portion of side walk. Replace broadloom carpet in library with Mohawk Learn & Live carpet tile. Replace critical drive nut, faulty door lock and UPS battery on wheel chair lift. Install resilient bar, insulation and drywall to common wall of counselling rooms and insulation above T-bar ceiling to make sound resistant. Replace one window. Install VFD's on AHU 1 Supply (50HP) and Return (20HP). Replace motor on AHU 1 return fan and replace two transducers on pneumatic actuators. Install electric heater in exterior water meter room. Replace module on modular furnace. Upgrade two classroom lighting to LED with dimming. Replace pressure relief valves on boilers. Install barrier free door operator in barrier free washroom. including lock system and emergency help alarm
Wheatland Crossing	Replace shop light fixtures to LED. Replace three canopy light fixtures. Upgrade fluorescent light fixture to dimming LED in two modular classrooms, four elementary classrooms and admin offices. Replace fire pumps sprinkler pressure gauges and recalibrate system. Hook up hallway door to fire alarm system to close on alarm. Replace custom gray painted spandrel and re-seal framing components. Replace broken window handle. Replace window gaskets on main floor as they are shrinking causing leaks. Replace backflow preventor valve. Replace damaged exterior door hinges. Replace sections of clogged heating lines and replace boiler pump seal. Replace failed furnace control board. Replace broken classroom door.



ANNUAL EDUCATION RESULTS REPORT

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

October 29, 2024

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 28, 2024.

The AERR, in draft, will be presented at the Regular Meeting, October 29, 2024, 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 2023-2024 for submission to Alberta Education November 30, 2024.

Jeff Grimsdale
Superintendent of Schools