

**Horizon School Division No. 67  
Regular Board Meeting – Division Office  
ERIC JOHNSON ROOM  
Tuesday, June 20<sup>th</sup>, 2017 – 1:00 p.m.**

**Regular Board Meeting Agenda**

**Note: 9:00 a.m. – 12:00 p.m. – Kairos Blanket Exercise**

**A – Action Items**

A.1 Agenda A.2 Minutes of Regular Board Meeting held Tuesday, May 15 <sup>th</sup> , 2017 A.3 June 2017 Payment of Accounts Summary A.4 Policy JG – Community Use of Facilities (2 <sup>nd</sup> & Final Reading) A.5 Policy HIAE – Fees (1 <sup>st</sup> Reading) A.6 Policy GDB – School Support Staff (2 <sup>nd</sup> & Final Reading) A.7 2018-19 Jurisdiction Calendar A.8 Budget	<b>ENCLOSURE 1 ENCLOSURE 2 ENCLOSURE 3 ENCLOSURE 4 ENCLOSURE 5 ENCLOSURE 6</b>
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**D – Discussion Items**

D.1 Quarterly Financial Report – Jason Miller, Director of Finance D.2 Letter to Minister - Re: ARPDC	
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**I - Information Items**

I.1 Superintendent's Report I.2 Trustee/Committee Reports <ul style="list-style-type: none"><li>• I.2.1 Zone 6 ASBA Report – Marie Logan</li><li>• I.2.2 June Administrator's Meeting Report – Jennifer Crowson</li><li>• I.2.3 June Facilities Committee Report – Bruce Francis</li></ul> I.3 Associate Superintendent of Finance and Operations Report – Phil Johansen I.4 Associate Superintendent of Learner Services – Amber Darroch I.5 Associate Superintendent of Programs and Human Services Report – Anita Richardson	<b>ENCLOSURE 7          ENCLOSURE 8</b>
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**C-Correspondence**

C.1 170518 – AI Letter – Re: DAF 1960 Window Replacement C.2 EDC Minister – Grade 3 Student Learning Assessments C.3 News Release – Bill to modernize Alberta's workplace legislation C.4 News Release - Teachers Agreement: Minister Ceci Statement C.5 News Release – Funding to Support Math Teachers C.6 Playground Grants Will Reduce Fundraising Burden C.7 Edmonton Journal – New school fees, big hikes now need Education Minister's blessing. C.8 News Release – Funding Connects Students to Agribusiness C.9 Bill 1: An Act to Reduce School Fees – Regulations C.10 Province Orders Review into CBE Operations – Calgary Herald C.11 Announcement: New ASBA Vice President C.12 EDC Minister - New Approach to Support Student Attendance	<b>ENCLOSURE 9</b>
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# Horizon School Division No. 67

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, May 16, 2017 beginning at 1:00p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Board Chair  
Bruce Francis, Board Vice-Chair  
Blair Lowry, Derek Baron, Jennifer Crowson, Rick Anderson

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Amber Darroch, Associate Superintendent of Learning Services  
Anita Richardson, Associate Superintendent of Programs and Human Services  
Nikki Jamieson, Taber Times  
Sheila Laqua, Recording Secretary

REGRETS: Terry Michaelis

## ACTION ITEMS

- |     |   |   |
|-----|---|---|
| A.1 | Moved by Blair Lowry that the Board approve the agenda with the following additions:<br><br>A.7 Barnwell Matching Contributions<br>A.8 D.A. Ferguson Modernization Windows  | AGENDA APPROVED<br>57/17  |
| A.2 | Moved by Derek Baron that the Board approve the <u><a href="#">Minutes of the Regular Board Meeting, held Tuesday, April 25<sup>th</sup>, 2017</a></u> as provided by Enclosure 1 of the agenda.<br><br>Carried Unanimously | BOARD MEETING<br>MINUTES APPROVED<br>58/17  |
| A.3 | Moved by Jennifer Crowson that the Board approve the <u><a href="#">May 2017 Payment of Accounts</a></u> report in the amount of \$2,347,119.00 as provided in Enclosure 2 of the agenda.<br><br>Carried Unanimously        | PAYMENT OF ACCOUNT<br>APPROVED<br>59/17   |
| A.4 | Moved by Bruce Francis that the Board award the Barnwell School Caretaking Services Contract to Allan Matthews.<br><br>Carried Unanimously  | BARNWELL SCHOOL<br>CARETAKING SERVICES<br>APPROVED<br>60/17                       |
| A.5 | Moved by Bruce Francis that the Board award the Lomond Community School Caretaking Services Contract to Janina Friesen.<br><br>Carried Unanimously  | LOMOND SCHOOL<br>CARETAKING SERVICES<br>APPROVED<br>61/17                         |
| A.6 | Moved by Bruce Francis that the Board award transportation services contract to First Student using pricing Option 1.<br><br>Carried Unanimously  | FIRST STUDENT<br>TRANSPORTATION<br>SERVICES PRICING<br>OPTION 1 APPROVED<br>62/17 |
| A.7 | Moved by Jennifer Crowson that the Board approve extending the deadline of Motion 71/16 (matching contribution) from May 31, 2017 to August 31, 2017.<br><br>Carried Unanimously  | EXTENDING DEADLINE<br>FOR MATCHING<br>CONTRIBUTION TO<br>AUGUST 31, 2017          |

- Carried Unanimously
- A.8 Moved by Bruce Francis that the Board approve \$465,000. 00 from board reserves for window replacement in the 1960 section of DAF during the DAF Modernization.

\$465,000 FROM BOARD  
RESERVES FOR D.A.  
FERGUSON WINDOW  
REPLACEMENT  
64/17

Carried Unanimously

## **DISCUSSION ITEMS**

### **D.1 Board Tour**

On June 12, 2017, Horizon School Division Board of Trustees and Senior Administration will be visiting the following Colony Schools: Goldspring, Miltow, Bluegrass, and Elmspring. Trustees and SALT will meet at Division Office at 8:30am and travel to Goldspring Colony by 9:40am.

### **D.2 Assurance in the K-12 Education System**

- [Click here](#) to see the May 2017 Accountability Pillar Overall Summary
- On May 5, 2017, Minister Eggen and Deputy Minister Clarke announced a review of assurance in the K-12 education system. As a part of that review, Alberta Education is inviting representatives from Public, Separate and Francophone school boards to attend an all-day session to provide input on the future direction of assurance and accountability in the K-12 education system. Participants will have an opportunity to engage in discussion focused on what evidence needs to be provided in order for Albertans to trust and have confidence in Alberta's K-12 education system.
- Marie Logan, Board Chair, and Wilco Tymensen, Superintendent will be attending the June 7<sup>th</sup> meeting in Edmonton.

### **D.3 Employee Years of Service Recognition**

Each year Horizon School Division recognizes staff members who will be receiving the years-of-service recognition award. Trustees will be presenting this award to staff member who have reached 5, 10, 15, 20, etc. years with Horizon School Division.

## **INFORMATION ITEMS**

### **I.1 Superintendent's Report**

Wilco Tymensen's May report to the Board included the following:

#### **Educational Leadership and Student Welfare**

- Dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety and well-being, financial management, instructional leadership, and legal matters such as grievances. This month they also included budgeting, staffing, facility use, off-campus excursions and parent concerns.

#### **Personnel Management**

- Two principal evaluations concluded this month
- Eleven principal reappointment concluded this month

#### **Policy and Strategic Planning**

- Senior leadership team attended Leadercast in Lethbridge

#### **Fiscal Responsibility, Organizational Leadership and Management**

- CUPE Labour Management Meeting
- AB ED/ASBA meeting: ATA Collective Bargaining regarding central table matters)
- Preparation for ATA Collective Bargaining (Local Table Matters)
- DAF/WRM modernization meetings are ongoing

- Budget 2017 work is ongoing.
- AB ED Nutrition Grant submission – 2 schools will be participating with breakfast or lunch being provided

## **Communications and Community Relations**

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
  - Admin Meeting
  - Staff meeting
  - Spark Fair
  - Student Resiliency Celebration
  - Edwin Parr Banquet
  - Jerry Jensen’s Funeral and
  - School Graduations

## **I.2 Trustee/Committee Reports**

### **I.2.1 Zone 6 ASBA Report**

- Marie Logan, Zone 6 representative, shared information from the last Zone Meeting held on May 10<sup>th</sup>, 2017 at the Horizon School Division Board Office. Highlights included the following:
- The morning meeting consisted of Provincial ASBA budget information and a Zone 6 budget. At the provincial level, membership and service fees will be increasing effective September 2017, but are still below business levels as ASBA is continuing to subsidize costs.
- The afternoon session included presentations on Fentanyl, E-cigarettes, cannabis and Comprehensive Health Partnership’s Academy for Tobacco Prevention for Grades 4-6.
- The Edwin Parr Banquet was held that evening at the Heritage Inn.

### **I.2.2 Administrator’s Meeting Report**

Derek Baron reviewed the highlights of the May 2<sup>nd</sup>, 2017 Administrator’s meeting. [Click here](#) to review the entire meeting summary.

### **I.2.3 Facilities Report**

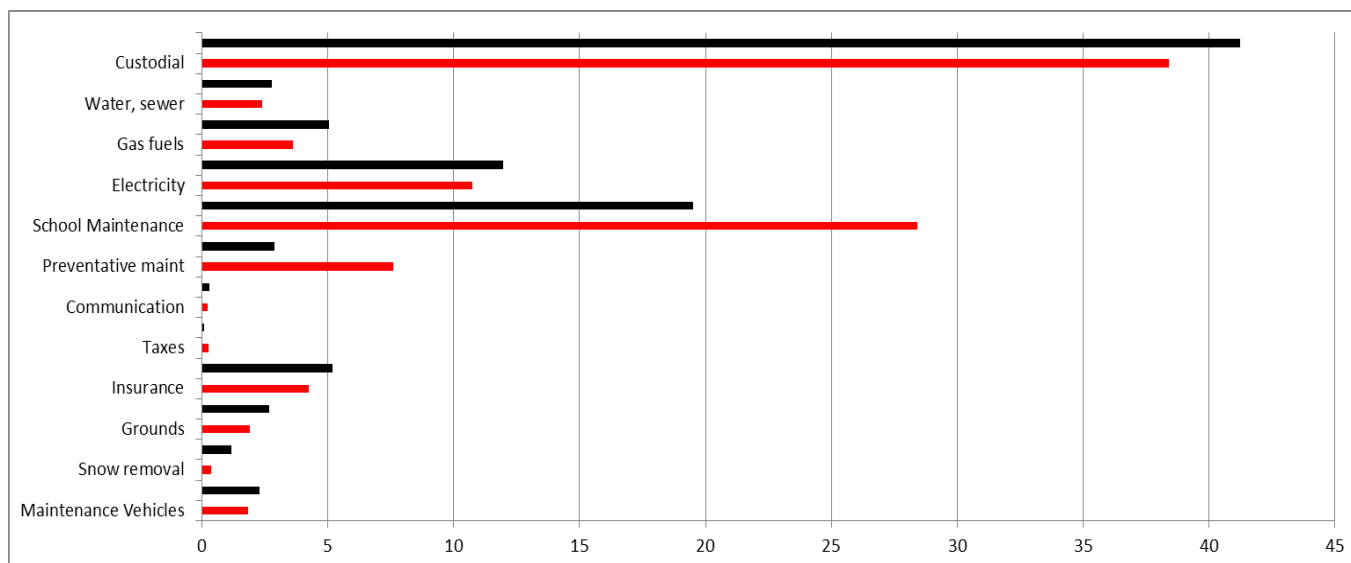
Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken during the past month within the Facilities Department and included the following highlights:

- Barnwell School
  - The general contractor has continued to make excellent progress in continuing on the second phase of the major modernization at Barnwell School. With no delays to speak of, the project should be fully complete with construction crews off the site well before the return of students in the 2017-18 school year.
- Barnwell School Site work
  - Site work start date will be determined by the successful completion of phase two of the school modernization. With the project currently being ahead of schedule, it is expected that all site work will be finalized and ready for use by the start of the 2017/18 school year.
- Warner School
  - Demolition of the first phase is complete and the construction of new space is progressing well. Additional heavy steel bracing will be installed in the 1957 section to accommodate snow and wind loads.
  - Additional fire separations are being installed to enhance the life safety plan within the scope of the renovations

- Facilities funding expenditures

The chart below indicates funding expenditures (by percentage) by the facilities department in comparison to 18 other school jurisdictions in Alberta. Black lines indicate the average while red indicate actual usage for Horizon School Division No. 67.

The chart does not include IMR or board funded expenditures which are entirely allocated towards schools and school outbuildings.



### I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided an update to the Board as follows:

- Attended the ASBOA Annual Conference in April
- Finalized the Transportation Contract with First Student
- Has been working with school on their budgets
- Preparing for the Fall election

### I.4 Associate Superintendent of Learning

Amber Darroch, Associate Superintendent of Learning shared the following May 2017 update with the Board.

Learner Services lead team members:

Amber Darroch, Associate Superintendent

Terri-Lynn Duncan, Director of Learning (Curriculum & Instruction)

Robbie Charlebois, Director of Learning (Inclusive Education)

Angela Miller, Clinical Team Lead

George Epp, Low German Mennonite Liaison Worker

### KEY ACTION AREA #1:

#### Strong core instruction that develops student competencies

- All Horizon teachers and school leaders participated in the final **Division-Wide Professional Learning** day on May 1st where the collaborative groups met for the second full day. Teachers reported a 95% satisfaction rate with the day and 96% of teachers wish to see this approach to professional learning continue in 2017-18.
- Robbie and Amber were part of the team attending the **Provincial CASS First Nations, Metis & Inuit Gathering** in Edmonton. Keynote presentations and breakout sessions served to inform strategies for system leadership and building foundational knowledge about indigenous people.
- This month, the Learner Services Directors and Associate have completed the **teacher supervision and evaluation process** with their assigned teachers on probationary contracts. Robbie also celebrated a successful evaluation of the Supervisor of Early Learning.
- The team is engaging the **budget process** to ensure appropriate supports and services are in place at the division level to support priority areas in moving forward.
- Consultations have occurred with a number of schools to support their **improvement planning** to finish this year and to launch 2017-18 successfully.
- Horizon students participated in the **Skills Canada Regional Competition** at Lethbridge College, and

Terri-Lynn served as a judge for the culinary event.

- Amber and Terri-Lynn joined 9 Horizon teachers at a regional consultation on **Alberta Education's new draft curriculum**. The scope and sequence (what should be taught for each subject and in what order) is being released for feedback for each of the six subject areas. The specific learner outcomes for K-4 will be developed during the 2017-18 school year and release for review this time next year.

#### KEY ACTION AREA #2:

##### Response to Instruction and Intervention Framework to improve literacy and numeracy proficiency

- **Learning Support Teachers** representing all schools met for their final session of the school year to review end of year procedures and planning for next year.
- **Student transition planning** continues in May and through the end of the school year to support students with significant needs as they transition from one grade to the next, including transitions to new schools or into the world of work after high school.
- The **Horizon Inclusive Practices Cohort** had its final meeting on May 2 and developed a communication plan for how to share the work completed with other Horizon educators by October 2017. This very dedicated, positive group achieved a great deal of successful collaboration and learning.

#### KEY ACTION AREA #3:

##### Stakeholder engagement impacts student success

- The **Low German Mennonite Liaison** work this past month has focused a great extent on individual student concerns, including the tragic collision that claimed the lives of two youth. Communication with parents about where their children will be attending next year are also central.
- For **international students** in 2017-18, it is expected that Horizon will at least host a student from each of Spain and Vietnam. Additional students are expected in partnership with the regional agency, GPI. Terri-Lynn attended the Canadian Association Public Schools International (CAPSI) in Calgary to learn about International Education and what other school divisions across Canada are doing to promote their school divisions.
- A **Healthy Schools** celebration with participating Horizon schools will be held on May 31st and is being planned in collaboration with the Alberta Healthy Schools Wellness Coordinator. Schools have received seed funding for school-based wellness initiatives.

#### LEADERSHIP PRACTICES

- The second of two Alberta Education **School Technology Advisory Committee** (STAC) meetings was held on May 3rd and Amber attended as a member of this committee. Horizon is one of twelve public boards represented on this stakeholder committee advising Alberta Education Technology Leadership Branch on needs across the province.
- Senior administrators and directors attended the "**Leadercast**" simulcast event on May 5th at Lethbridge College. Nine international speakers spoke to the overall theme of the *Power of Purpose*.

#### I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following April 2017 update with the Board.

##### Human Resources

- 2018-2019 Calendar is currently receiving feedback from schools
- Attended two sessions on bargaining – Central and Local matters

##### Leadership Practices

- Continuing with teacher evaluations for probationary teachers and working with principals in areas of concern
- HS Redesign – had our spring meeting with Dan and Susan. Principals have made some commitments for next year's HS Re-design in their buildings and in the Division.
- Where invited, supporting Principals working with tight budgets and decreased staffing in regards to timetable development

### Stakeholder Engagement Impacts Student Success

- OurSchool aggregated student data being shared with Principals
- After a difficult few months, the SOSQ Student Voice Survey set-up is complete. Training for Principals is forthcoming

### FNMI

- Attended the joint CASS/Alberta Education, First Nations, Metis, Inuit Education Gathering with 4 other Indigenous Committee Members
- Attended a Poverty Simulation

### Correspondence

**No Discussion items came forward** from the Correspondence as provided by Enclosure 7 of the agenda.

### COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
65/17

Moved by Jennifer Crowson that the meeting reconvene.

Carried Unanimously

RECONVENE  
66/17

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
67/17

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary

**PAYMENT OF ACCOUNTS REPORT**

**Board Meeting - June 20, 2017**

<b>General</b>	<b>May 16/17</b>		<b>236910.18</b>
<b>General</b>	<b>May 24/17</b>		<b>324517.90</b>
<b>U.S.</b>	<b>May 24/17</b>		<b>75.91</b>
<b>U.S.</b>	<b>May 25/17</b>		<b>536.64</b>
<b>General</b>	<b>May 30/17</b>		<b>1170459.99</b>
<b>General</b>	<b>May 30/17</b>		<b>24309.90</b>
<b>U.S.</b>	<b>June 1/17</b>		<b>36.45</b>
<b>U.S.</b>	<b>June 2/17</b>		<b>370.55</b>
<b>General</b>	<b>June 2/17</b>		<b>12285.00</b>
<b>General</b>	<b>June 6/17</b>		<b>299,048.42</b>
<b>General</b>	<b>June 6/17</b>		<b>3,000.00</b>
<b>U.S.</b>	<b>June 12/17</b>		<b>143.99</b>
<b>General</b>	<b>June 13/17</b>		<b>405,405.72</b>
<b>"A" Payroll</b>	<b>May 2017</b>	<b>Teachers</b>	<b>1,681,327.47</b>
	<b>May 2017</b>	<b>Support</b>	<b>582,304.21</b>
<b>"B" Payroll</b>	<b>May 2017</b>	<b>Casual</b>	<b>23,433.67</b>
	<b>May 2017</b>	<b>Subs</b>	<b>65,041.50</b>
<b>Total Accounts</b>			<b>3,059,704.98</b>
<b>Board Chair</b>	<hr/>		
<b>PJ:dd</b>			
<b>June 16, 2017</b>			



**Horizon School Division May 2017 U.S. Accounts**

	<b>U.S. Funds</b>	<b>Canadian Fund</b>
<b>Curriculum Associates</b>	<b>55.38</b>	<b>75.91</b>
<b>Total U.S. Accounts</b>	<b>55.38</b>	<b>75.91</b>

JM:dd

May 24, 2017

**Horizon School Division May 2017 U.S. Accounts**

	<b>U.S. Funds</b>	<b>Canadian Fund</b>
<b>Handwriting Without Tears</b>	<b>390.68</b>	<b>536.64</b>
<b>Total U.S. Accounts</b>	<b>390.68</b>	<b>536.64</b>

JM:dd  
May 25, 2017

<b>Horizon School Division June 2017 U.S. Accounts</b>
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	<b>U.S. Funds</b>	<b>Canadian Fund</b>
<b>Really Good Stuff</b>	<b>26.53</b>	<b>36.45</b>
<b>Total U.S. Accounts</b>	<b>26.53</b>	<b>36.45</b>

JM:dd  
June 1, 2017

**Horizon School Division June 2017 U.S. Accounts**

	<b>U.S. Funds</b>	<b>Canadian Fund</b>
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<b>Dynamic Measurement Group</b>		
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**269.00**

**370.55**

<b>Total U.S. Accounts</b>		
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**269.00**

**370.55**

JM:dd  
June 2, 2017

**Horizon School Division June 2017 U.S. Accounts**

**U.S. Funds      Canadian Fund**

**Dynamic Measurement  
Group**

**105.00**

**143.99**

**Total U.S. Accounts**

**105.00**

**143.99**

JM:dd

June 12, 2017

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**HORIZON SCHOOL DIVISION NO. 67**

**Policy Code:** JG  
**Policy Title:** Community Use of Facilities

**POLICY HANDBOOK**

**Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** June 25, 1997  
**Amendment or Re-affirmation Date:** June 20, 2000

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**POLICY**

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVES THAT SCHOOL FACILITIES ARE A COMMUNITY RESOURCE THAT SHOULD BE MADE AVAILABLE TO MEMBERS OF THE COMMUNITY FOR EDUCATIONAL AND RECREATIONAL ACTIVITIES.

**DEFINITIONS****Facilities**

Facilities refers to all Horizon buildings including school grounds

**Principal**

Principal in this policy refers to the principal of the school or designate. It also refers to site administrators for the division and maintenance offices

**Supervisor**

Supervisor refers to the individual who is overseeing the participants of the user group. The supervisor must be 21 years of age or older, approved by the principal, and be with the group at all times during the rental period.

**User**

Users are individuals and/or community groups that wish to use Horizon School Division facilities for non-school or non-division sponsored activities.

**GUIDELINES**

1. This policy applies to all community use requests outside of joint use agreements.
2. The Horizon School Division will make appropriate specified portions of its facilities, and equipment available for approved purposes, providing such use will not conflict with or restrict school programs or needs.
  - a. Schools shall have first claim to the use of their respective facilities at all times and any agreement made with an outside organization will be contingent on the needs of Horizon School Division and such agreements may be terminated or altered at any time.
  - b. Should multiple users make a request to use a facility, priority for granting usage is as follows:
    - i. Activities administered by the municipal government having a reciprocal use of facilities agreement with Horizon School Division
    - ii. Community non-profit groups.

## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

- iii. Educational Institutions
    - iv. Private groups
    - v. For profit groups
  - c. Users should conclude their activity by 11:00 p.m.
  - d. The facility must be left in the same condition the user received it.
  - e. All use of facilities by users shall be automatically cancelled when facilities are closed due to inclement weather, or any other cause beyond the control of the Board.
3. Whenever possible, the school should direct those requesting to use Horizon facilities, to the local community facilities designed for recreation and social activities to avoid competition with the private sector.
4. Christmas, Easter, and summer use of facilities are restricted by maintenance requirements. Where exceptions are to be made, they shall be authorized by the Facilities Manager.
5. Facilities may be made available for use in a School Board, Municipal, Provincial, or Federal Election upon request to the Board from government.
6. A fee may be charged to offset the operational and maintenance costs incurred by the use of the facility.
7. All users engaging in high risk or excluded activities as defined by the division's ASBIE Facility User Group Insurance Program (see attached) must provide a certificate of insurance with a minimum of \$2,000,000 (high risk activities) \$5,000,000 (excluded activities) general liability, naming the 'Horizon School Division' as an additional insured on the policy.
8. Users shall comply with all applicable health and safety regulations, local ordinances, fire and building code regulations.
9. Facility security is the responsibility of the Horizon School Division.
  - a. School Division representatives have the right to visit and inspect all users' activities operating within facilities.
  - b. The principal is responsible to ensure that an approved supervisor is designated to unlock the facility, is present to supervise the activity, and secure the facility after the activity.
  - c. The principal has the prerogative to provide keys to user groups as per Policy FE: building security and handing out of keys.
10. The Horizon School Division reserves the right to cancel users' facility bookings at any time.
11. The user shall be responsible to pay any cost associated with:

## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

- a. Damage or vandalism to the facility or equipment.
  - b. Inappropriate or insufficient clean up.
12. All users shall comply with the same standards of conduct that apply to division/school use. Specifically, the following shall be noted:
- a. No smoking in facilities and on school grounds.
  - b. No possession, use, distribution, or sale of illicit substances and/or alcoholic beverages.
  - c. Marking shoes must NOT be worn in the gymnasium for sports activities.
13. Failure by users to comply with Policy JG may result in immediate cancellation of approval of use and cancel eligibility for future usage.

### **PROCEDURES**

1. Users may request the use of a facility by contacting the principal directly.
2. The user shall complete the attached application, shall comply with Board policy, shall agree to all rules governing the use of the facility, and submit a completed/signed application to the principal for approval.
3. Once the principal has approved the application, the application shall be forwarded to the Associate Superintendent of Finance & Operations.
  - a. The Associate Superintendent of Finance and Operations has the ability to override principal approval.
4. Once approved, the principal should contact:
  - a. The Facilities Manager to enable heating, if required.
  - b. The custodian if custodial services are required.
5. Once all conditions for the event have been identified and approved, the principal may generate the invoice to provide to the user. Payment should be made prior to the event.
6. Adequate Adult Supervision must accompany all user groups.
  - a. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the facility does not occur and that all user participants leave the school on or before the ending time of the rental permit.
  - b. When groups are renting multiple facility space, there should be adequate supervision as determined by the principal.



## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

7. The use of facilities must be confined to the hours specified by the applicant.
8. Each user may request to view the facility before the event.
  - a. Following the event, the principal should ascertain that no damage was done and that appropriate clean up took place. If any required extra billing is necessary, the principal shall contact the Associate Superintendent of Finance and Operations who will communicate with the user regarding the additional charges.
  - b. The Board will seek full restitution for any damage done to its facilities by users.
  - c. All monies collected, with the exemption of equipment rental shall be forwarded to division office. Such fees will then pay any required custodial services or maintenance repairs required due to usage.
  - d. Equipment rental fees are considered SGF and will be remain at the school.
9. Fees
  - a. Certain minimum custodial coverage may be required to ensure the school is clean and ready for use by the school the next day. All coverage and costs are outlined in the 'custodial fees' section.
  - b. Fees shall be paid directly to the school. Any bank charges will be the responsibility of the user.
10. Liability and Insurance. **The user agrees to the following:**
  - a. To assume full responsibility for the acts and conduct of all persons admitted to the facility. The user will be responsible for the supervision of and behavior of each member of the user's group and jointly and severally liable for any costs arising from damage caused by the group or any of its members. One member of the group shall be designated by the organization to be responsible for supervision and behavior of the group and shall sign the use of facilities application form.
  - b. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the facility.
  - c. To supply and provide proof of insurance for high risk or excluded activities as defined by the division's ASBIE Facility User Group Insurance Program (see attached)
    - i. Users engaged in low and medium risk activities are automatically covered by the Divisions insurance
    - ii. Users requesting use of facilities for high risk activities must provide either a Certificate of Insurance from their own insurance provider (minimum of \$2 million general liability) or purchase insurance through the Division's insurance provider by contacting the Associate Superintendent of Finance and Operations

## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

- iii. Users requesting use of facilities for excluded activities must provide a Certificate of Insurance from their own insurance provider (minimum of \$5 million general liability), naming the 'Horizon School Division' as an additional insured on the policy.
  - d. During the use and occupation of the facility, the user shall indemnify and save harmless the Horizon School Division including its employees from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the facility.
  - e. Industrial Arts facility requests should be made directly to the Associate Superintendent – Finance and Operations.
11. Miscellaneous
- a. Permits are assigned and not transferable.
  - b. Arrangement must be made through the school for use of any equipment, prior to occupancy.
  - c. No food or drink is to be served or consumed in the gymnasiums without formal approval.
  - d. All tables, chairs, dishes and other equipment brought into the facility by the user shall be approved by the principal prior to occupancy and removed promptly after use.
  - e. Vehicle parking is permitted only in designated parking areas.
  - f. Users are prohibited from having weapons, object that are used, or intended to be used, to threaten or harm others, in their possession or objects which may be used to inflict injury or harm to others.
12. Fire Prevention
- a. When a user intends to bring lighting, scenery, special effects, props, etc. into the facility, the user is responsible to inform the principal prior to use. The principal has the authority to approved such usage. Use of pyrotechnics, smoke machines and/or dry ice is strictly forbidden.
  - b. User shall not exceed occupancy capacity.
  - c. Users must vacate the facility upon the sounding of the fire alarm. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will individuals be allowed to re-enter the facility.

**HORIZON SCHOOL DIVISION NO. 67**  
**Policy JG - Use of Facilities and Equipment - Continued**



**USE OF FACILITIES – PERMIT APPLICATION**  
 (full policy can be found on horizon.ab.ca under board/policy manual)

**This application must be received by the School principal, prior to the starting date of the permit.**

**Name of User (Individual/Organization)** \_\_\_\_\_  
**If Organization, Name of Individual applying on behalf of Organization** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name of facility that the user wishes to rent** \_\_\_\_\_  
**Facilities Requested:**  Gymnasium  Change Rooms  Classroom(s)  
 Cafeteria  Computer Lab  Library  
 Other/Equipment (Please Specify) \_\_\_\_\_

**Please note:** Facilities are non-smoking, (possession, use, & distribution of illicit substances and/or alcoholic beverages are prohibited)

**Purpose of Rental (Activity being undertaken)** \_\_\_\_\_  
**Admission Fee:**  The User is NOT charging an admission fee for its participants  
 The User is charging an admission fee to its participants to cover the Division's fees  
 The User is charging an admission fee as a source of income

**Number of People Attending** \_\_\_\_\_ **Age range** \_\_\_\_\_  
**FOOD AND BEVERAGES WILL BE SERVED** Yes  No  **If yes, describe** \_\_\_\_\_

**Date(s)** \_\_\_\_\_  
**Time** From \_\_\_\_\_  a.m.  p.m. To \_\_\_\_\_  a.m.  p.m. (NOTE: not to exceed 11:00pm)  
**Name of supervisor (must be over 21 yrs) who will be present during the activity** \_\_\_\_\_  
**Supervisor Phone** Work \_\_\_\_\_ Extension \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

**Please provide details on setup requirements** \_\_\_\_\_  
 \_\_\_\_\_

**CONDITIONS OF USE:**

Your cooperation is requested in observing the following regulations:

1. Groups using facilities are responsible for the conduct of all members of the group.
2. Users will be allowed to use only those facilities indicated on the application form and only during the times designated.
3. School equipment may be used only if indicated on the approved application form.
4. Users will be responsible for any damages.
5. Marking shoe are NOT to be worn in the gymnasium for sports activities.
6. Payment should be made prior to the use of the facility.
7. The user shall comply with Board policy including Policy JG Community Use of Facilities (located on www.horizon.ab.ca)
8. The User Group shall indemnify and save harmless the Owner from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or in any way relating to the rental or use of the facilities under this Agreement. Without restricting the generality of the foregoing, the User Group shall be responsible for any loss or damage to the facilities, howsoever caused, arising out of the use or rental of the facilities under this Agreement.
9. The User Group WILL be required to provide the Owner with a Certificate of Insurance, in a form acceptable to the Owner, evidencing the coverage specified or requested by the Owner prior to the occupation or use of the facilities by the User Group.
10. The user accepts responsibility for any damages resulting during the facility use, including the cost of janitorial services should any be required following usage.
11. All use of facilities by users shall be automatically cancelled when facilities are closed due to inclement weather, or any other cause beyond the control of the Board

*I hereby acknowledges/accepts the conditions and terms laid out in Policy JG: Community Use of Facilities.*

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

#### **RATE SCHEDULE**

Fees/deposits for the use of facilities vary depending on purpose and type of organization requesting use. Fee categorized are as follows.

#### **Category #1 – Exempt from Paying Rental Fees (note: other fees/deposits may still apply)**

- Activities of the Board
- Meetings or activities sponsored by School Councils
- Meetings of division staff and their respective Union
- General meetings or activities of the Community Health Association
- Registered, not-for-profit organizations, i.e. Boy Scouts, Guides, 4-H Clubs,
- Meetings/small social functions of recognized community service clubs (less than 20 people)
- Community functions sponsored by local community recreational commissions (less than 20 people)
- Government Agencies (e.g. emergency services)

#### **Category 2 – Not exempt from rental fees**

**Sub-category 2a – Profit is not the intent (User are NOT charging an admission fee or the admission fee is intended to cover the Division's fees.**

- Large social functions of recognized community service clubs (more than 20 people)
- Large community functions sponsored by local community recreational commissions (more than 20 people)
- Activities sponsored by non-recognized community recreational commission/community service clubs, i.e. dance or drama groups, choirs, cultural organizations
- Industrial or business athletic groups and leagues for purposes authorized by the school principal
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where an admission fee is charged to help defray expenses and/or for charitable work in the community, as authorized by the school principal.

**Sub-category #2b – Private functions and those users whose intent is making a profit**

- Commercial enterprises
- Private individuals
- All other groups not included in Category #1 or Category #2

## HORIZON SCHOOL DIVISION NO. 67

### Policy JG - Use of Facilities and Equipment - Continued

#### FACILITY RENTAL FEES

Facility Rental fees are in addition to costs for janitorial and insurance fees and are not subject to G.S.T.

The fees for each category are listed below:

RENTAL AREA	CATEGORY		
	1	2a (hourly rate)	2b (hourly rate)
Classroom	Nil	Nil	\$20
Library	Nil	Nil	\$40
Cafeteria	Nil	Nil	\$40
Kitchen	Nil	\$20	\$40
Gymnasium (under 450m2)	Nil	\$20	\$40
Gymnasium (over 450m2)	Nil	\$20	\$60
Sports Field (Striping NOT Included)	Nil	Nil	\$80

Groups requesting multiple rooms may be provided a discount up to 50% for any additional area (note: only applies to the lower rate area).

#### CUSTODIAL FEES

Custodial fees are *for cleaning and administration of custodial services are charged at \$35/hr, one-hour minimum, unless waived by the principal. The total number of hours are determined by the Facilities Manager in consultation with the principal and custodian.*

Note: Custodial fees may be waived by the principal for small groups where the group agrees to provide janitorial services that will result in facility being left in the same/or better condition than when the group arrived.

#### INSURANCE FEES

TBD by insurance provider. See appendix A and B for premiums examples from the Division's insurance provider. Please contact the Associate Superintendent for quotes.

#### DAMAGE DEPOSIT

	Risk Level	
	Low/Medium Risk Activity	High Risk/Excluded Activity
Less than 25 people	Nil	\$500
25 to 100 people	\$100	\$500
More than 100 people	\$200	\$500

#### EQUIPMENT RENTAL FEES

Schools have the prerogative to set and charge equipment rental fees.

## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

#### **Appendix A**

##### **ASBIE Facility User Group Liability Insurance Coverage**

The Alberta School Board Insurance Exchange (ASBIE), Horizon's insurance provider, provides a Blanket Facility Users Group (non-school based users – individuals or groups) policy to provide liability coverage for the protection of Facility Users. This is extremely valuable particularly when a Facility User does not have access to liability insurance coverage of their own from other sources. This coverage provided for the Users transfers liability away from the Board back to the User of the facility.

The policy covers the User's legal liability for bodily injury to, or damage to property of others such as spectators, passers-by, property owners and others resulting from the User's activity. In addition, their legal liability for injury to participants is covered except in cases where the activity is excluded – see Appendix B: ASBIE User Group Program information which identifies included activities (Low and Medium Risk) as well as excluded activities (High Risk).

**Those requesting to use Horizon facilities for the purpose of pursuit of High Risk activity will not be approved without the purchase of additional premiums. If High Risk Users cannot be covered, they will be required to provide proof of insurance from other insurers – if this is not available, use of our facilities for their activities will be denied.**

##### **Who is Covered?**

Any individual or group, not providing or associated with a school activity, using the facilities of the Board in low and medium risk activities, who does not have access to other insurance (i.e. drop-in basketball, volleyball – not league as they should have their own insurance). Persons covered are all members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties with respect to the activities.

##### **Coverage?**

Limit - \$2,000,000.00 general liability per occurrence including the following:

- Premises, Property and Operations
- Products and Completed Operations
- Blanket Contractual (liability arising from certain specified contracts, i.e. rental agreement)
- Personal Injury (libel and slander)
- Employees, Members and Volunteers as Additional Insured's
- Cross Liability (each insured covered, up to the policy limit in total)
- Tenants Legal Liability (for damage done to the premises)

A deductible of \$500.00 to bodily injury, property damage and legal expenses, for each User would apply and be billed to them for each claim.

**HORIZON SCHOOL DIVISION NO. 67**  
**Policy JG - Use of Facilities and Equipment - Continued**

**Appendix B**

**ASBIE Facility User Group Program 2016-2017**  
**Rates**

Low Risk Activities	Included in Blanket Program
Medium Risk Activities	Included in Blanket Program
High Risk Activities	Not Included in Blanket Program and must be referred to Insurer for consideration and premium quote

LOW RISK ACTIVITIES	MEDIUM RISK ACTIVITIES	HIGH RISK ACTIVITIES	EXCLUDED ACTIVITIES
Badminton	Baseball	<b>Any activity not indicated in Low Risk / Medium Risk / Excluded Category</b>	Alpine Skiing or Ski Hills
Bowling	Basketball		Animals, Petting Zoos
Curling	Field Hockey		Bungee Jumping
Dance Lessons	Ball/Floor Hockey		Boxing
Horseshoes	Handball		Carnivals
Tennis	Racquetball		Climbing Walls
Piano lessons	Soccer		Contact Hockey
Rope skipping	Softball		Cyding
Yoga/Pilates/Arobics(subject to certified instructor)	Squash		Fireworks (unless under direction of a licensed pyrotechnician)
Art classes	Non-Contact Touch/Flag Football		Gymnastics
Meetings	Track & field	Equestrian/horse related events	
	Volleyball	Beer Gardens	Kickboxing
	Swimming with Lifeguard		Lacrosse
	Adult non-contact hockey		Minor Hockey (18 & under)
	Ball hockey, in-line hockey		Mountain Climbing
	Recreational Skating		Rugby
	Farmers Markets		Skateboarding / Skateboard Parks
	Swap Meets		Snowboarding
	Garage Sales		Snowmobile or Sea-do Rentals
			Tackle Football
			Contact Martial Arts

Additional Premium required (includes 15% LS Fee)		
<b>Non-contact Martial Arts</b>	1 - 25 students	\$575
	26 - 100 Students	\$863
	closed tournament (own students only)	included
	open tournament day (outside participants invited or allowed - up to 100 extra)	\$288
<b>League Hockey</b>	\$225 per team per season	
<b>Tournaments</b>	Up to 8 teams	\$288
	9-16 teams	\$431
<b>Events without Alcohol</b>	1-100 Attendance	\$115
	101-500 Attendance	\$144



**HORIZON SCHOOL DIVISION NO. 67**  
**Policy JG - Use of Facilities and Equipment - Continued**



ASBIE Insurance Program

**FACILITY USER GROUP INSURANCE APPLICATION**  
**2015-2016 POLICY YEAR**

I hereby apply for Commercial General Liability Insurance with All-Sport Insurance Marketing Ltd. under the ASBIE Facility User Group Insurance Program for the limits and deductibles shown below.

<b>Commercial General Liability Coverage</b>		
Amount of Insurance	\$2,000,000	Per Occurrence for Bodily Injury and/or Property Damage
	\$250,000	Tenants Legal Liability, any one Premises, Broad Form
Deductible	\$500	Per Occurrence for Bodily Injury and Property Damage and Legal Expense combined

<b>Voluntary Medical Coverage</b>	
Amount of Insurance:	\$1,000. Any One Person
Deductible:	NIL

**\*\*\*Note:** *Voluntary Medical Coverage not applicable to Sports Injuries* \_\_\_\_\_ Initials of Renter

If insurance is bound and a Certificate of Insurance issued by or on behalf of AllSport Insurance Marketing Ltd., I agree to promptly report any known or potential claim or action pertaining to this insurance (regardless of how insignificant it may appear at the time) to:

**Lloyd Sadd Insurance Brokers Ltd. (Program Manager for ASBIE)**  
 Suite 700, 10240 – 124 Street  
 Edmonton, AB T5N 3W6  
 Toll Free: (800) 665-5243  
 Phone: (780) 483-4544  
 Fax: (780) 484-5727  
 Email: Krystle Yaghi, CIP [kyaghi@lloydsadd.com](mailto:kyaghi@lloydsadd.com)

Renter must fully complete this 2 page application and initial where indicated.

Page 1 of 2  
 \_\_\_\_\_ Initials of Renter

**HORIZON SCHOOL DIVISION NO. 67**  
**Policy JG - Use of Facilities and Equipment - Continued**

<b>Name of School Board</b>			
<b>Contact Person</b>		<b>Phone</b>	<b>Fax</b>
<b>Name of Renter (Applicant)</b>			
<b>Address of Renter</b>			
<b>Phone</b>		<b>Fax</b>	
<b>E-mail</b>			
<b>Name of Facility Used</b>			
<b>Expected Attendance</b>			
<b>Type of Activities and Specific Details of the Event</b>			
<b>Number of Days of the Event</b>		<b>(Date) From</b>	<b>(Date) To</b>
<b>Hours of the Event</b>			
<b>Will alcohol be served?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes, will it be free of charge?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, what controls are in place to limit consumption?</b>			
	Special Event Liquor License must be provided <i>prior</i> to insurance being effective.		
<b>Renter Signature</b>		<b>Date</b>	
<b>Print Name</b>			
<b>School Board Signature</b>		<b>Date</b>	
<b>Print Name</b>			

**NOTICE TO APPLICANTS**

This application does not bind the Applicant, Lloyd Sadd or the Insurer, but it is agreed that this application will be the basis of the contract should a Certificate be issued, and it will be attached to and made a part of the certificate. The Applicant represents that if the information supplied on this application changes between the date of this application and the time when the policy is issued, the Applicant will immediately notify Lloyd Sadd of such changes. Please note that if payment is not received, any Certificate issued will be null and void.

<b>LLOYD SADD INSURANCE COVERAGE CONFIRMATION</b>			
<b>APPLICATION REVIEWED BY</b>		<b>APPLICATION APPROVED BY</b>	
<b>MEETS FUG CRITERIA?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>DATE</b>	
<b>EFFECTIVE DATE OF COVERAGE</b>		<b>EXPIRY DATE OF COVERAGE</b>	
<b>COMMENTS</b>			

Renter must fully complete this 2 page application and initial where indicated.

Page 2 of 2  
 \_\_\_\_\_  
 Initials of Renter

## **HORIZON SCHOOL DIVISION NO. 67**

### **Policy JG - Use of Facilities and Equipment - Continued**

#### **Community Use of Facilities Checklist**

- Community member/group (user) requests use of facility
- Principal provides copy of policy to user
- User completes application
- Principal reviews application
- Principal determines need for janitorial services and determines fees
- User provides Certificate of Insurance, naming Horizon School Division as additional insured or requests (from own insurance provider or ASBIE coverage from Associate Superintendent (only for high risk and excluded activities))
- Principal approves application
- Principal sends application to Associate Superintendent F&O
- Principal contacts Facilities Manager to enable heat, if required
- Principal contacts custodian if custodial services required
- Principal invoices user
- User pays invoice
- Principal forwards fee to Associate Superintendent F&O
- User may request to preview facility (pre-possession walk through for damages)
- Principal arranges access to the facility (opens facility up or provides key)
- User accesses the facility
- Principal arranges for lock-up (if key provided, key is returned)
- Principal inspects facility for damages and confirmation of appropriate clean up
- If damage or clean-up is necessary, principal contacts Associate Superintendent (F&O) who contacts user
- Janitor invoices jurisdiction if required
- Associate Superintendent pays janitor's invoice

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**HORIZON SCHOOL DIVISION NO. 67**

**Policy Code:** HIAE  
**Policy Title:** Fees  
**(delete Policy DFH)**  
**Cross Reference:**  
**Legal Reference:** School Act,  
School Fees  
and Costs  
Regulation,  
IFH Formal  
Parent/Student  
Appeals  
**Adoption Date:** June, 2017  
**Amendment or Re-**  
**affirmation Date:**

---

**POLICY HANDBOOK**

**POLICY**

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVES THAT PARENTS AND INDEPENDENT STUDENTS HAVE SHARED RESPONSIBILITY FOR SCHOOL FEES AND COSTS IN RESPECT TO ANY MATTER PROVIDED FOR UNDER THE SCHOOL ACT AND REGULATIONS. THE BOARD AUTHORIZES SCHOOLS TO LEVY SCHOOL FEES AND COSTS AS PER THIS POLICY.

**DEFINITIONS**

Alternative Program Fees: means a fee charged by a school related to Horizon's alternative programs (Taber Christian School and Vauxhall Baseball Academy) for the purpose of defraying all or a portion of any non-instructional costs that: may be incurred by the board in offering the alternative program, are necessary for the delivery of the alternative program, and are in addition to the costs incurred by the board in providing education programs other than the alternative program.

Basic Instructional supplies fee: means a school fee charged by the jurisdiction to offset, in whole or in part, the costs of bulk supply purchases. Such fees are remitted to central office as they are expensed against the school decentralized budget.

Early Childhood Services: school fees in respect to an early childhood services program offered to a child who, as of September 1, is younger than 6 years of age, if the parent of the child agrees.

Fees for optional courses: means a school fee charged by the school, and remitted to central office as they are expensed against the school decentralized budget. They represent fees for course items, materials, or events available at or sponsored by a school, which are not required for core instruction, as provided for by Alberta Education funding and include:

- Personal property materials – the costs for supplies and materials provided by the school for the exclusive use of the student, which becomes the personal property of

Horizon School Division No. 67  
Policy HIAE Fees - Continued

the student at the end of the instructional period, e.g. raw materials for major student projects in Career and Technology Foundation (CTF) and Career and Technology Studies (CTS), fine arts, etc.

- Optional items and activities within school/courses, such as enhanced CTF/CTS supplies, and/or course related excursions.
- Extension of regular program or special program costs – charges which may be made for rental/purchase of equipment/facilities for extension of regular or special program charges which have been approved by the Superintendent, such as physical education 20 and 30, and.
  - The majority of students registered in a band program are expected to supply their own instruments; in the case of large instruments provided by the District, an annual rental fee may be assessed.

Non-curricular goods and services fees such as agenda books, refundable Transportation Fees: a transportation fee as per the School Transportation Regulation, set out in the Board's fee schedule, or a transportation fee that exceeds amounts set out in the Board's reviewed fee schedule

- deposits, locker rental, locks, uniforms, year book sales, lunch fees, and graduation fees

School Generated Funds: funds raised in the school and community for activities that come under the control and responsibility of schools. They represent monies collected and retained at the school for expenditures which are charged against revenue in a school's account. They include:

- Activity fees such as field trip fees,
- Non-curricular travel fees,
- Extracurricular sports fees,

Technology User Fees: fees associated with rental of personal devices such as graphing calculator, laptop, chromebook, tablet

Tuition Fees: In accordance with section 13 of the Education Act, A board may charge tuition fees in respect of an individual who attends a school operated by the board and who is not a resident student of the board or any other board or the Government.

## **ADMINISTRATIVE PROCEDURES**

1. Horizon schools shall not charge any fees or costs for textbooks, workbooks, or photocopying, printing, or paper supplies.
2. Fees charged to parents and independent students will be transparent (see individual school fee schedules on the jurisdiction's website).
  - 2.1. Schools shall not charge any fee or cost
    - 2.1.1. That is not set out in the board's review fee schedule

Horizon School Division No. 67  
Policy HIAE Fees - Continued

- 2.1.2. That exceeds the amount set out in the board's reviewed fee schedule
  - 2.1.3. That exceeds the amount that the board estimates to be the projected cost of providing for the subject matter of the charge, or
  - 2.1.4. That is not clearly expressed in the reviewed fee schedule to connect to specific goods or specific service or learning experience that is calculated to benefit students.
- 2.2. The Board shall publish its reviewed fee schedule on its website.
3. The Board will
  - 3.1. consult with school counsels prior to setting, increasing, or decreasing school fees or costs
  - 3.2. demonstrate to school counsels the need to charge school fees or costs, including the amounts
  - 3.3. communicate the circumstances under which school fees or costs may be waived or refunded
  - 3.4. communicate the process a parent must follow to request a school fee or cost be waived or refunded
4. The Board shall establish, and submit a schedule of fees and costs, as required, for approval by the Minister.
  - 4.1. Ministerial approval does not apply to:
    - 4.1.1. Educational, cultural or recreational trips inside or outside its district or division;  
or
    - 4.1.2. Non-curricular travel
5. The Board shall provide an annual statement, to the Minister, that demonstrates that the fees and costs collected by it have been spent for the purpose for which they were collected.
6. It is the Principal's responsibility to ensure fees are safeguarded and proper records are maintained.
7. Disputes and concerns between parents, and/or independent students, and the board shall be resolved as per policy IFH: Formal Parent/Student Appeals
8. Such fees may include a security deposit.
  - 8.1. A security deposit may be collected and refunded each school year, less any deductions for damage or loss.
9. Parents shall be informed of the school fees before the commencement of school each fall, at

Horizon School Division No. 67  
Policy HIAE Fees - Continued

the time of registration, or in advance of registration.

10. If school fees are not paid or a waiver obtained,

10.1. A principal may prohibit a student from participating in the benefit the fees would have provided

11. The Board may direct that students are exempt from payment of fees (see Appendix: Waiver).

11.1. A parent or independent student may apply to the principal for a waiver of the fees.

12. The school shall be responsible for the collection of school fees and the subsequent submission to Division Office.

13. If an off-site activity or event is cancelled and funds are returned to the school or the jurisdiction, the principal must distribute the funds to parents and independent students who paid the costs in accordance with amounts paid.

14. Generally speaking, progressive action will entail the following:

14.1. Letter from the school

14.2. Letter from Central Office

14.3. Collection agency

14.4. Progressive action is utilized with the final step implemented in exceptional cases where it is satisfied that this action is warranted.

### **Appendix: Waiver**

No child is ever denied access to an education in Horizon because of an inability to pay school fees. If you can't afford the fees, there are several ways to qualify to be eligible for the fees to be waived including:

- If you receive assistance from Provincial Social Services
- If your family is eligible for the Alberta Child Health Benefit
  - If your family makes between \$24,000 or less per year (single parent with one child) to approximately \$44,000 (couple with four children), your child can be signed up. Visit <http://humanservices.alberta.ca/financial-support/2076.html>
- If you are a Government Sponsored Convention Refugee
- If your children are Treaty Status living below an income threshold based on family size

If you do not meet the criteria above, you may declare a financial hardship to your school principal. Your principal will work with you to either come up with a manageable payment schedule, or decide to waive part or all of your fees.

If any of the following situations applies to your family you may apply for a waiver:

- **We receive assistance from Provincial Social Services**
  - You must provide a photocopy of **one** of the following documents:
    - A currently dated Social Services Benefit Card showing applicant's & student(s) names, or
    - A current letter from Social Services verifying you are in receipt of assistance & the children listed are covered as your dependents
- **We are low income but not on Provincial Social Services**
  - You must provide a photocopy of **one** of the following documents:
    - The Alberta Child Health Benefit card and letter of confirmation of renewal for the current year (DO NOT send Alberta Personal Health Card), or
    - A copy of your current Alberta Health Benefit card with all children's names and card expiry date (DO NOT send Alberta Personal Health Card)
- **We are Government Sponsored Conventional Refugees**
  - You must provide a photocopy of **both** of the following documents:
    - Parent(s) "Confirmation of Residency" papers indicating Convention Refugee and a current Citizenship & Immigration cheque stub, and
    - Copy of current dated "Interim Federal Health Certificate of Eligibility" for applicant and children
- **We have Treaty Status**
  - You must provide a photocopy of **all** of the following documents:
    - Parent(s) Status Card **and** Notice of Assessment for parents/guardians (this is the only situation where any form of income tax papers will be accepted)
    - Treaty Status cards for each of the children (or a letter from your band verifying each child has treaty status)
- **Independent Students**
  - You must provide a photocopy of one the following documents:



Horizon School Division No. 67  
Policy HIAE Fees - Continued

- A recent pay stub and a receipt for rent or a letter from your landlord indicating you are paying rent, or
  - A letter from your parent confirming you are an independent student living away from home
  - Alberta Child Health Benefit income guidelines
- \* For information regarding the Alberta Child Health Benefit, please call 310-0000 then dial 780-427-6848 (toll free) or visit the website at [www.employment.alberta.ca/FCH/2076.html](http://www.employment.alberta.ca/FCH/2076.html). Please note it can take several weeks to receive coverage.

### **Procedure to Request Waiver of Fees**

Step 1: Be sure you have the appropriate documents as noted above and if not, apply.

Step 2: Complete a Fee Waiver Application form (available at your child's school or on the Horizon website at [www.horizon.ab.ca](http://www.horizon.ab.ca)).  
Use only one form per family listing all of your children.

Step 3: Attach the documentation indicated for your situation (applicant's name must be on documentation).

Step 4: Mail it to the address on the front of the form or drop it off at your child's school.

### **Checklist for completing Waiver Application**

- Read the information section below and policy HIAE.
- Fill out the parent and student information sections.
- Sign and date the application.
- Attach a photocopy of supporting documents (see information section below). Copies will not be returned.
- Place this form and attached documents into an envelope, marked "Confidential – Waiver Form" on the envelope, and deliver to the office of your child's school or you can mail it to the address on the front of this form.

### **Information Regarding Waiver Application**

- Complete only one application form per family, listing all names of your children attending Horizon schools.
- It is recommended you submit your application as soon as possible, only complete waiver applications will be processed.
- Please allow 4 – 6 weeks for processing. After 7 weeks, if you have not received a reply from Horizon, please call 403-223-3547
- Applications may be faxed to 403-223-2999 or emailed to [phil.johansen@horizon.ab.ca](mailto:phil.johansen@horizon.ab.ca)
- Application for Waiver of Fee forms must be completed annually.
- If you have any questions, please phone your school or division office at 403-223-3547. To speak in person, please attend the office of your child's school.
- Applications without proper documentation will not be processed.



# Application for Waiver of Fees

APPLICATION DEADLINE DECEMBER 1

PLEASE READ BOTH SIDES

OFFICE USE ONLY

approved

PRIOR TO FILLING OUT FORM and complete Section A and either B or C

1. Waiver covers school fees: board and school instructional materials fees
2. Waiver does NOT cover: Band, School Established Non-instructional Fees, Tuition Fees, Alternative program fees
3. Waivers will not be approved if any students in the family have books outstanding from previous years. All books must be returned or paid for before the fee waiver can be approved
4. Any current school year School Fees that you have paid will be refunded at your request to the school upon approval of this waiver form

## SECTION A: PARENT/GUARDIAN

Last Name		First Name	
Street Address	City	Province	Postal Code
Home Telephone No	Business Telephone No.	Email address:	
Number of people residing in household: No. adults _____		No. children __	

Name of Child(ren) (Include all)	School(s) Attending

## SECTION B: CONFIDENTIAL FINANCIAL INFORMATION : Please Choose one of the following:

- I have attached a copy of a **OPTION C FORM** (equivalent to the last notice of assessment from Canada Revenue Agency for **ALL** adults in the household. Option C's may be obtained at no charge by calling Canada Revenue Agency at **1-800-959-8281**. **PLEASE DO NOT SEND NOTICE OF ASSESSMENT**)
- I have attached a copy of an August or later Social Services Health benefits card (**must list the students as your dependants**)
- I have attached a copy of my Alberta Works Health benefit card **WITH** proof of eligibility letter (**must list the students as dependents**)
- I am an independent student and have attached the Declaration of Independence form signed by the school principal

## SECTION C: EXCEPTIONAL CIRCUMSTANCES Please refer to information on the back of this form

- My circumstances are exceptional and I have provided the necessary documents as **outlined on the back of this form**

~~I certify the information provided on this application and in any documents attached is correct and complete. I also understand financial and other information provided above is confidential.~~

The personal information contained in this form is collected under the authority of the Education Act and the Freedom of Information and Protection of Privacy Act for the purposes noted. If you have any questions about this collection, please contact the school principal.

In signing this form:

- I understand that financial and other information provided is confidential, subject to the above information sharing;
- I certify that the information given in this application and in any documents attached is up to date, correct and complete.

\_\_\_\_\_  
Parent/Guardian (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXCEPTIONAL CIRCUMSTANCES

Check **Section C** on front if there are exceptional circumstances that are affecting your ability to pay your fee(s). In order to be considered for exceptional circumstances all of the following criteria must be met:

- 1) Provide a detailed letter explaining your circumstances
  - 2) Attach supporting documents that substantiate your claim such as the following:
    - Photocopies of your current reporting card and cheque stub for Employment Insurance
    - Benefits (name and amount received must be visible)
    - Letter from your present employer stating your current gross income
    - Letter from school/university you are attending full time or a photocopy of your student loan
    - A current statement from Social Services certifying that the applicant is on social assistance and the student(s) is/are dependent(s) of the applicant
    - Resettlement assistance program documents
  - 3) Waiver must also be signed by Principal(s) of your child(ren)'s school(s)
  - 4) Final decision rests with the Associate Superintendent, Finance and Operations
- 

**The following chart of family income levels outlines how the waiver of fees will be determined for the 2015-2016 school year**

<b><u># of Adults and Children Per Household</u></b>	<b><u>100% Waiver</u></b>	<b><u>50% Waiver</u></b>
1 person	<\$20,449	\$20,449 - 27,265
2 persons	<\$25,456	\$25,456 - 33,941
3 persons	<\$31,294	\$31,294 - 41,725
4 persons	<\$37,996	\$37,996 - \$50,662
5 persons	<\$43,095	\$43,095 - \$57,460
6 persons	<\$48,605	\$48,605 - \$64,806
7 or more persons	<\$54,114	\$54,114 - \$72,151

Statistics Canada information used as a guideline

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Sign and mail the completed application form with supporting document(s) to:

**Horizon School Division No. 67  
Associate Superintendent, Finance & Operations  
6302 – 56th Street  
Taber, Alberta T1G 1Z9**

<b>Mark "CONFIDENTIAL" on the envelope</b>
--

Or return completed form with copies of relevant documents to your child's school:

**\*\*You are liable for your school fees until which time you have been notified by our office with an approval notification. It is our goal to process your fee waiver within 3 weeks of the receipt date. If you have submitted a fee waiver and have not heard back with a reasonable time frame please contact our office at 403-223-3547.**

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**HORIZON SCHOOL DIVISION NO. 67****POLICY HANDBOOK**

<b>Policy Code:</b>	HGB
<b>Policy Title:</b>	Inclusive Learning
<b>Cross Reference:</b>	IFH, IEB
<b>Legal Reference:</b>	School Act, 47, 48 Alberta Education – (2004) Standards for Special Education
<b>Adoption Date:</b>	August 24, 1995
<b>Amendment or Re- affirmation Date:</b>	June 12, 2008

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT EVERY CHILD CAN BE EMPOWERED AND ACHIEVE SUCCESS. THE BOARD RECOGNIZES THE NEED TO PROVIDE A CONTINUUM OF SUPPORTS AND SERVICES IN PARTNERSHIP WITH HOME, SCHOOL, AND COMMUNITY TO ENSURE THAT ALL STUDENTS HAVE ACCESS TO APPROPRIATE INCLUSIVE LEARNING ENVIRONMENTS AND INCLUSIVE LEARNING OPPORTUNITIES.

**DEFINITIONS****Adapted programming**

means programming that retains the learning outcomes of the Program of Studies but adjustments to the instructional and/or assessment process are provided to address the needs of the student so he or she can achieve the learning outcomes.

**Differentiated Instruction**

is a philosophy and approach to teaching in which teachers and school communities actively work to support the learning of all students through strategic assessment, thoughtful planning and targeted, flexible instruction.

**Inclusion**

is a way of thinking and acting that demonstrates universal acceptance that promotes a sense of belonging for all learners. It is an attitude and approach that embraces diversity and learner differences and promotes opportunities for all learners to achieve success.

**Instructional Support Plan (ISP)/Individual Program Plan (IPP)**

means a concise plan of action designed to increase understanding of individual students' learning needs and strengths. It enhances communication between teachers, parents and students, and builds students' skills and knowledge in order to be effective self-advocates and participants in their own learning.

Accommodations – A change to the regular way a student is expected to learn, complete assignments or participate in the classroom. Accommodations match the specific learning needs of individual students to cope with gaps that may limit their success.

Intervention – Targeted assistance and or additional instruction for an individual or small group of students. It should be based on assessment, be in addition to regular classroom instruction, and is meant to effectively bridge a gap for students.

**HORIZON SCHOOL DIVISION NO. 67**  
**Policy HGB – Special Education Program Regulations**

Strategies – are typically used at the classroom level and focus on what could work for students. Targeted strategies support effective instruction and support for all learners in the classroom.

**Learning Team**

involves a group, including family members, who work collaboratively toward the success of the child or youth and family, through informal or formal supports and services. Team-based ensures the supports and services are consistently and effectively implemented, managed and measured.

**Modified Programming**

means programming in which the learning outcomes are significantly different from the provincial curriculum and are specifically selected to meet the student’s educational needs.

**Multi-Disciplinary Team**

an inclusive, responsive, accessible collaborative team that promotes and strengthens partnerships by eliminating barriers between the school and community. It operates in way to enhance the school, home and community life of the child or youth and family.

**GUIDELINES**

1. The education of all students is a shared responsibility of all staff.
2. The jurisdiction will ensure that teachers know and apply the knowledge, skills, and attributes of inclusion to meet the diverse learning needs of all students.
3. Every effort will be made to provide all students with an inclusive program whereby they are given every opportunity to participate in all aspects of school life.
4. Adapted programming and modified programming will be available and provided for students requiring additional supports to enable and improve learning.
5. Student information will be maintained in compliance with Board Policy IO: Student Records, Alberta Education Student Record Regulations and the Freedom of Information and Privacy Protection Act (FOIP).

**REGULATIONS**

1. When a teacher is concerned about the progress of an individual student the following steps will be taken:
  - a. Review the ISP/IPP with the learning team, if applicable
  - b. Consult with parents/guardians and individual, where appropriate
  - c. Gather more evidence and information about the student and his/her learning strengths and needs

**HORIZON SCHOOL DIVISION NO. 67**  
**Policy HGB – Special Education Program Regulations**

- i. Consult student cum file, anecdotal observation reports, previous report cards;
  - ii. Converse with previous teachers and/or schools;
  - iii. Conduct baseline assessment to determine current level of academic functioning work with the learning team to establish instructional strategies, differentiated instruction, adapted and/or modified programming based on the school's established pyramid of intervention or continuum of supports model.
- d. Develop an ISP/IPP with the learning team or multidisciplinary team
  - i. Obtain parent signature as acknowledgement and concurrence with the ISP/IPP
- e. Provide continuous review and progress monitoring of the ISP (minimum of two times per year)/IPP (three times per year)
- f. Complete an annual evaluation of the program and services and create a transition plan to be shared with the learning team.
- g. If further intervention is required, a level B and/or level C assessment could be considered the next step on the pyramid of intervention and supports.
  - i. The appropriate parental consent and referral forms must be signed and filled out.
  - ii. Parents must be consulted with before and after any level B or level C assessment is completed.
2. The jurisdiction will work together with members of the community (including community agencies, organizations and associations, other education authorities, Children's Allied Health, Alberta Health Services, Southwest Regional Collaborative Service Delivery, and Children's Services authorities) to meet the needs of individual children/students.
3. The Superintendent or designate (Director of Learning) is responsible for approving programs and services.
  - i. Approval is based on the student's needs and the level of inclusive learning funding available.
4. Parents/guardians shall be advised of their right to make a formal *appeal* of decisions regarding the programming needs of their children.
5. Should the Board determine that an educational program cannot be provided for an individual with diverse learning needs, the matter shall be referred to a Special Needs Tribunal as per the School Act.

# School Name

## 2018-2019 School Year Calendar



Aug-18				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
♥	27	♥	28	♥
		29	♦	30
				♥

Instructional Days 0 M-Th 0 F

Sep-18				
M	T	W	T	F
H	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	Π

Instructional Days 18 M-Th 15 F 3

Oct-18				
M	T	W	T	F
1	2	3	4	5
H	8	9	10	11
15	16	17	☼	18
22	23	24	25	26
29	30	31		

Instructional Days 20 M-Th 17 F 3

Nov-18				
M	T	W	T	F
			1	2
☒	5	☒	6	☒
H	12	13	14	15
19	20	21	22	23
♦	26	27	28	29
				30

Instructional Days 20 M-Th 15 F 5

Dec-18				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
H	24	H	25	H
H	31			

Instructional Days 14 M-Th 12 F 2

Jan-19				
M	T	W	T	F
	H	1	H	2
			H	3
			H	4
7	8	9	10	11
☒	14	☒	15	☒
☒	21	22	23	☒
☒	28	☒	29	☒
		30	31	

Instructional Days 18 1st Sem. M-Th 15 F 3  
Days 1 2nd Sem. M-Th 1 F 0

Feb-19				
M	T	W	T	F
				1
	4	5	6	7
	11	12	13	14
H	18	♦	19	♦
		20	♦	21
		25	26	27
				28

Instructional Days 15 M-Th 12 F 3

Mar-19				
M	T	W	T	F
				1
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28
				29

Instructional Days 20 M-Th 16 F 4

Apr-19				
M	T	W	T	F
☒	1	☒	2	☒
☒	8	☒	9	10
	15	16	17	18
H	22	H	23	H
		24	H	25
				26
		29	30	

Instructional Days 16 M-Th 14 F 2

May-19				
M	T	W	T	F
		1	2	3
	6	7	8	9
	13	14	15	16
H	20	21	22	23
		27	28	29
			H	30
				H

Instructional Days 22 M-Th 17 F 5

Jun-19				
M	T	W	T	F
	3	4	5	6
H	10	H	11	12
☒	17	18	19	☒
☒	24	☒	25	☒
		26	☒	28

Instructional Days 19 M-Th 16 F 3

	Sem. 1	Sem. 2	Total
Instructional Days	82	84.5	166.5
Professional Development Day	4.5	2	6.5
Parent Teacher Interviews	0	0	0
Teacher TFFI Days	3.5	0	3.5
Teacher Unassigned Time	0	2	2
School Based Holidays	0	0	0
<b>Staff Days</b>	<b>90</b>	<b>88.5</b>	<b>178.5</b>

**Symbols Legend:**

- First Day of School (1-12)
- Last day of 1st Semester
- First day of 2nd Semester
- Observance (Mennonite, Colonies): Regular School
- Aboriginal Day: Regular School
- Last Day of School (Elem.)
- Last Day of School (Jr. High & Sr. High)
- PAT Grades 6, 9
- PAT & Diploma Exams
- Diploma Exam
- Report Card
- Planning for Student Support Day (All Schools) - no students

- Division Wide Holiday - no students, no teachers
- Division Wide Time Free From Instruction (TFFI) - no students
- Division Wide Teacher PD Day - no students
- Division Wide Teacher/Support Staff PD Day - no students
- Division Wide Joint Horizon/ATA & Support Staff PD day - no students
- Division Wide Unassigned Teacher Time - no students, no teachers
- School Based Holiday - no students, no teachers
- School Based Time Free From Instruction (TFFI) - no students
- School Based PD Day (All Schools) - no Students
- School Based Unassigned Teacher Time - no students, no teachers
- School Based Parent/Teacher Interviews - no students
- School Based Parent/Teacher Interviews - after school

Gr. 12 Diploma Exams	Nov.	Jan.	Apr.	Jun.
English LA 30-1 Pt. A	2	14	1	13
English LA 30-2 Pt. A	2	14	1	13
Social 30-1 Pt. A	5	15	2	14
Social 30-2 Pt. A	5	15	2	14
English LA 30-1 Pt. B	6	24	3	20
English LA 30-2 Pt. B	6	24	3	20
Social 30-1 Pt.B	7	25	4	24
Social 30-2 Pt.B	7	25	4	24
Math 30-1	8	16	5	17
Math 30-2		16	5	17
Physics 30	9	30	8	27
Chemistry 30	8	29	5	26
Biology 30	9	28	8	25
Science 30		30	9	27

Achievement Exams	Gr. 9	Gr. 6
English Language Arts Part A	Jan 16-22	May 6-10
English Language Arts Part B	Jan 23-30	Jun 10-27
Science	Jan 23-30	Jun 10-27
Social Studies	Jan 23-30	Jun 10-27
Mathematics	Jan 23-30	Jun 10-27

\* Window periods approved by AB Education

	1st Sem.	M-Th	F
	74		16
	76		17
<b>Total Instructional Days</b>	<b>150</b>	<b>33</b>	<b>166.5</b>

Elementary (enter manually):	M-Th	F
<b>Total Instructional Days</b>		<b>0</b>

Date	Holidays & Observances
September 3, 2018	Labour Day
October 8, 2018	Thanksgiving Day
November 5, 2018	Daylight Savings Ends
November 11, 2018	Remembrance Day
December 25, 2018	Christmas Day
December 26, 2018	Boxing Day
January 1, 2019	New Year's Day
January 6, 2019	Epiphany
February 18, 2019	Family Day (Alberta)
February 21 & 22, 2019	Teachers Convention
March 10, 2019	Daylight Savings Begins
April 19, 2019	Good Friday
April 22, 2019	Easter Monday
May 20, 2019	Victoria Day
May 30, 2019	Ascension
June 9, 2019	Pentecost
July 1, 2019	Canada Day

APPROVED: DATE ENTERED BY HORIZON

# Superintendents Progress Report

## June, 2017

### **Educational Leadership and Student Welfare**

- Dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety and well-being, financial management, instructional leadership, and legal matters such as informal and formal complaints. This month they also included budgeting, staffing, facility use, off-campus excursions, and Alberta Education requirements.
- Attended the Alberta School Board Association annual Spring General Meeting
- Met with ATA representation related to the “Classroom Improvement Fund” stemming from the recently ratified provincial Memorandum of Agreement
- Continue to write monthly articles for the Lethbridge Herald. June’s article addressed bullying

### **Personnel Management**

- Some 25 teacher evaluations were completed this year by senior leadership as well as thirteen principal evaluations and reappointments
- Interviews for new school principals have also been undertaken for Colonies, Dr. Hamman, and W.R. Myers
- CASS meeting to discuss assignable time

### **Policy and Strategic Planning**

- With the proclamation of of Bill 1: An Act to Reduce School Fees, a jurisdiction policy was development. The policy will be submitted to the Minister for formal approval by June 30, 2017 as per the regulation along with a comprehensive fee schedule for the 2017-2018 school year.
- The senior administrative leadership team met to discuss the jurisdiction’s strategic and operational priorities

### **Fiscal Responsibility, Organizational Leadership and Management**

- Preparation for ATA Collective Bargaining regarding local table matters is ongoing. Notice to commence bargaining will occur by July 23, and the first meeting will occur prior to August 23, 2017.
- DAF/WRM modernization meetings are ongoing
- Budget 2017 work is ongoing.
- AB ED Nutrition Grant submission has been submitted. Central and Chamberlain schools will have a universal lunch program for the 2017-2018 school year
- Attended the Ministries “assurance model consultation” which reviewed the current provincial accountability pillar model and allowed participants to provide input and recommendations as the government transitions to an assurance model



## **Communications and Community Relations**

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
  - Admin Meeting
  - Staff meeting
  - School Graduations (e.g. W.R. Myers, Taber Mennonite School)
  - Council of School Council meeting
  - CASSIX and Pre-CASS HR meetings
  - Attendance at staff retirement celebrations
  - Board tour to four (4) colony schools: Goldspring, Miltow, Elmspring, and Bluegrass

## **Associate Superintendent, Programs and Human Services Report to the Board of Trustees – June 20, 2017**

### **Human Resources**

- 2018-2019 Calendar reviewed at June 13 Admin meeting and ready for Board review
- 52 ATA staffing changes so far this spring; will be about 25 Support staff changes

### **Leadership Practices**

- All teacher evaluations for probationary teachers are complete for 2016-2017 and contracts have been sent to those who are returning
- Supporting Principals working with the new 907 and 1200 guidelines
- Will be sitting on the Career Transitions Board Executive as Vice Chair for 2017-2018
- 

### **Stakeholder Engagement**

- Completed selection for the ENMAX Scholarship

### **First Nations, Metis, Inuit**

- Received the ATA Walking Together Train the Trainer training to present: The Blanket Exercise, History and Legacy of Residential Schools, and Learning Pebbles. This training will help attendees support teachers implement FNMI foundational knowledge. 4 other Horizon Employees attended.
- Joined the SAPDC First Nations, Metis, and Inuit Advisory Committee
- As a result of Lisa Sowinski being approached by community members, Horizon School Division is hosting an event at Confederation Park for National Aboriginal Day, June 21, 2017, 2 – 9:30 pm. We welcome the board to attend. Funding received from the Town of Taber and MD of Taber in addition to several businesses in town and many Aboriginal families.



## Horizon School Division No. 67

### Our Learning Community

#### BARNWELL

Barnwell School  
Phone: (403) 223-2902

#### ENCHANT

Enchant School  
Phone: (403) 739-3770

#### GRASSY LAKE

Arden T. Litt Centre for Learning  
(Outreach School)  
Phone: (403) 655-2211

Chamberlain School  
Phone: (403) 655-2211

#### HAYS

Hays School  
Phone: (403) 725-3755

#### HUTTERIAN BRETHREN SCHOOLS

Phone: (403) 223-3547

#### LOMOND

Lomond Community School  
Phone: (403) 792-3620

#### MILK RIVER

Erle Rivers High School  
Phone: (403) 647-3665

Milk River Elementary School  
Phone: (403) 647-3747

#### TABER

ACE Place Learning Centre  
(Outreach School)  
Phone: (403) 223-4761

Central Elementary School  
Phone: (403) 223-2170

D.A. Ferguson Middle School  
Phone: (403) 223-8971

Dr. Hamman Elementary School  
Phone: (403) 223-2988

L.T. Westlake Fine Arts  
Elementary School  
Phone: (403) 223-2487

Taber Christian Alternative School  
Phone: (403) 223-4550

Taber Mennonite School  
Phone: (403) 223-0179

W.R. Myers High School  
Phone: (403) 223-2292

#### VAUXHALL

Horizon MAP  
(Outreach School)  
Phone: (403) 654-4654

Vauxhall Elementary School  
Phone: (403) 654-2422

Vauxhall High School  
Phone: (403) 654-2145

#### WARNER

Warner School  
Phone: (403) 642-3931

May 18, 2016

Kijak, Maciej  
Project Manager  
South Region, Calgary  
Infrastructure  
10th fl John J. Bowlen Building  
620 - 7 Avenue SW  
Calgary, AB  
T2P 0Y8

Dear Mr. Maciej:

Re: Window replacement in the 1960 section of DAF during the DAF modernization

---

Please note that the Board of Trustees of the Horizon School Division approved \$465,000 towards the DAF modernization in order to replace the windows in the 1960 section of D.A. Ferguson. The Board motion is included for your reference.

### Motion 64/17

Moved by Bruce Francis that the Board approve \$465,000 from board reserves for window replacement in the 1960 section of DAF during the DAF modernization.

Carried Unanimously

Yours respectfully,

Wilco Tymensen  
Superintendent of Schools

From: EDC Minister <[Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)>

Date: Tue, May 23, 2017 at 8:00 AM

**Subject: Grade 3 Student Learning Assessments**

I am excited to provide an update on the Grade 3 Student Learning Assessments (SLAs) and to announce next steps for the 2017/2018 school year.

Pilot Grade 3 SLAs have been administered during the last three school years. For the first and second pilot years (2014/2015 and 2015/2016), SLAs were administered to students within school authorities that opted to participate.

For the 2016/2017 pilot year, we took a more focused approach, and participation was limited to a sample of 20 school authorities. To help inform next steps for the SLA, a research team led by the University of Lethbridge worked with Alberta Education and the 20 participating school authorities to examine the value and efficacy of the SLA through a research study.

While ministry staff are currently reviewing the research study in detail, I am happy to report that it confirms the SLA is a valued and innovative assessment that provides valuable information to teachers and administrators to help improve student learning.

I am pleased to announce that beginning in the 2017/2018 school year, the SLA will be available to teachers as a tool to use at their discretion.

Going forward, the SLA will continue to focus only on the first two purposes of assessment: improving student learning and enhancing instruction for students. I want to reaffirm that it will not be used in the Accountability Pillar. Alberta Education will soon be collaborating with stakeholders to determine the best approach for providing assurance at the provincial level.

Further information about the 2017/2018 SLA will be communicated in the coming months. If you have any questions, please contact Nicole Lamarre, Director of Student Learning Assessments and Provincial Achievement Testing, at [nicole.lamarre@gov.ab.ca](mailto:nicole.lamarre@gov.ab.ca) or [780-427-6204](tel:780-427-6204) (toll-free in Alberta by first dialing 310-0000).

I would like to give special thanks to all the school authorities that participated in Year 3 of the pilot for investing time, energy and resources to make this study possible. Thank you all for continuing to work with Alberta Education to help make the Grade 3 SLA a valuable and effective assessment tool to support student learning.

Sincerely,

David Eggen  
Minister  
Alberta Education  
MLA for Edmonton – Calder

## Bill to modernize Alberta's workplace legislation

May 24, 2017 [Media inquiries](#)

Proposed amendments to Alberta's *Employment Standards Code* and *Labour Relations Code* would support family-friendly workplaces and bring Alberta's standards into alignment with the rest of Canada.



*Lethbridge mom Amanda Jenson was fired from her job because she needed to care for her son who has leukemia.*

If passed, the *Fair and Family-friendly Workplaces Act*, would ensure Alberta has modern and fair labour laws that protect the rights of Albertans and meet the needs of today's workplaces.

"All Albertans deserve to be treated fairly at work. Modern and balanced workplace laws protect the rights of Albertans, support their families and help businesses stay competitive. Updates and improvements to Alberta's labour legislation are long overdue. The proposed changes ensure Albertans have the same rights as other Canadians while also supporting a strong economy. They respect the important balance of our labour relations system and will make our standards more family-friendly."

*Christina Gray, Minister of Labour*

"I listened carefully to the ideas and perspectives of both employers and employee groups during the course of this review. Drawing on my years of professional experience in this area, I was pleased to present the government with advice and workable options to modernize Alberta's labour relations system and bring it into alignment with the Canadian mainstream."

*Andrew Sims, QC, labour relations expert*

"I was fired from my job after I requested time off to care for my seven-year-old son when he was diagnosed with cancer. I didn't qualify for job-protected leave and it has made this difficult time much harder for me and my family. I want to thank the Government of Alberta for introducing changes that will help ensure this doesn't happen to any other parent in Alberta."

*Amanda Jensen, Lethbridge mom*

If passed, the amendments would:

- Improve and align maternity leave and compassionate care leave with federal policies:
  - Maternity leave would be extended by one week to 16 weeks.
  - Parental leave would be extended from 37 weeks to 52 weeks.
  - Compassionate care leave would be extended from eight weeks to 27 weeks.
- Guarantee job protection for new unpaid leaves, including:
  - Long-term Illness and Injury Leave (16 weeks)
  - Personal and Family Responsibility Leave (five days)
  - Bereavement Leave (three days)
  - Domestic Violence Leave (10 days)
  - Citizenship Ceremony Leave (half-day)
  - Critical Illness of a Child Leave (36 weeks)
  - Death or Disappearance of a Child (52 weeks when a child disappeared as a result of a crime, or up to 104 weeks when a child died as a result of a crime)
- Set the eligibility period for all job-protected leaves at 90 days of employment.
- Remove a provision that allowed employers to apply for a permit to pay persons with disabilities less than minimum wage.
- Raise the minimum age of work to 13 in accordance with the International Labour Organization's Convention 138 on youth employment.
- Modernize existing standards such as overtime, vacation pay and termination notice.
- Introduce stronger enforcement, including administrative penalties when warranted, for contraventions of the *Employment Standards Code*.
- Introduce access to first contract arbitration to assist parties in successful bargaining and improved dispute resolution methods under the *Labour Relations Code*.
- Simplify union certification and decertification processes.
- Expand essential services to continuing care operations.
- Enhance the rights of waged, non-family farm and ranch workers while protecting the family-farm way of life.

The proposed changes are the result of previous government reviews as well as broad consultations with Albertans, employers, business organizations, labour organizations, municipalities, academics, and advocacy groups. More than 7,000 submissions were received.

Following recommendations from two technical working groups studying employment standards and labour relations legislation for farms and ranches, the bill also includes amendments that would apply some employment standards and labour relations provisions to waged, non-family workers in Alberta's agricultural sector.

The proposed changes would have no effect on youth activities such as 4-H, casual work or branding parties and would ensure friends and neighbours can continue helping each other as they have done for generations.

<https://www.youtube.com/watch?v=b0-mvHjq4w>

## **Teachers agreement: Minister Ceci statement**

May 24, 2017 [Media inquiries](#)

Joe Ceci, Minister of Finance, made the following statement regarding ratification of an agreement with Alberta's teachers:

"I am pleased teachers and school board representatives worked together to reach a fiscally responsible agreement that makes a positive difference for students, respects teachers and protects the stability of public education.

"Our government is following through on our \$75-million commitment to make life better for students by improving classroom conditions. As a result of the agreement, teachers will now have a say on how this funding will be used during the next school year, such as hiring additional teachers and support staff, hosting professional development to address student needs and purchasing classroom equipment and materials.

"Clearly government, employers, unions and employees can work respectfully together to sustain quality public services while acknowledging the unprecedented financial challenges facing Alberta. We congratulate the Alberta Teachers' Association and the Teachers' Employer Bargaining Association for doing exactly that."

----- Forwarded message -----

From: <[alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)>

Date: Wed, May 31, 2017 at 12:01 PM

Subject: News Release: Funding to support math teachers

## Funding to support math teachers

May 31, 2017 [Media inquiries](#)

The province has launched a \$1-million bursary program to help teachers strengthen their knowledge, skill and confidence in teaching mathematics.

The bursary will provide \$1,000 per course, to a maximum of two courses per teacher. Teachers and education students can apply online for bursary pre-approval and view the list of eligible courses.

“Teachers have the biggest impact on student achievement and we want to support them in the classroom. Supporting professional development for teachers is a cornerstone of this government’s actions to help improve students’ math skills, and I am pleased that teachers will be able to access a variety of learning opportunities throughout Alberta.”

*David Eggen, Minister of Education*

### Quick facts

- Teachers and education students can apply for pre-approval for the bursary and view applicable courses online at: [www.education.alberta.ca/math-bursary](http://www.education.alberta.ca/math-bursary).
- Alberta Education began a comprehensive review of the math curriculum in 2015.
- To date, this work has included clarifications and updates to the current Program of Studies, additional learning resources, changes to provincial assessments for Grades 3 and 6, additional professional learning opportunities and discussions with post-secondary institutions about teacher preparation.

### Related information

- [Bursary Program](#)
- [Math K-9 Programs of Studies](#)



**\*Note that this grant is only for new schools and would not apply to Horizon.**

## **Playground grants will reduce fundraising burden**

June 02, 2017 [Media inquiries](#)

All new and replacement schools will soon get a \$250,000 provincial grant for a playground, saving Alberta families millions of dollars.



*Premier Notley and Minister Eggen announce playground grant program at Vista Heights School in Calgary*

The \$20-million program will apply to all new schools with kindergarten to Grade 6 programs announced between 2014 and 2018. Replacement schools approved in 2017-18 are eligible if the school is being built on a new site without an existing playground.

“We know that playgrounds not only benefit the students who get to use them, but they serve the community as a whole. They are hubs where parents and children meet and play together. Our government believes playgrounds are extremely important to local communities and that is why we are funding them to make life better and more affordable for Albertans.”

*Rachel Notley, Premier*

More than 50 previously announced school projects across the province are currently eligible for the playground grant funding. Should additional schools be announced in 2018, those schools would also be eligible. Alberta’s Capital Plan commits \$20 million over the next four years towards school playgrounds.

“Building a playground at the same time as a school is being built just makes sense. I am proud that our government is working to protect and improve education, and this includes the interactions and activity that students take part in outdoors.”

*David Eggen, Minister of Education*

“Playgrounds are an essential part of all students’ school experiences. Our children deserve safe, outdoor play areas that encourage engagement while they learn and develop their physical and social skills during free time and recess. I’m happy the province is committing more resources to playgrounds, and I would really like to see an even greater commitment to playgrounds in the future.”

*Justin Murray, parent and member of the Vista Heights School Council and Parent Enhancement Society*

Should a school community wish to build a playground that costs more than the \$250,000 provided, they will have the option of fundraising to supplement the project. New schools that receive the Education playground grant will not be eligible for other provincial grants that support playground construction.

If a community wants to upgrade or replace an existing playground, they are able to apply for the [Community Facility Enhancement Program](#) grant offered through Culture and Tourism.

### **Related information**

[Schools eligible for playgrounds](#)



## **New school fees, big hikes now need education minister's blessing**

June 6, 2017 7:00 am

*By Janet French*

Any new school fees or substantial increases need the approval of Alberta's education minister before school boards can foist them on parents, according to new provincial regulations.

On Monday, cabinet approved two regulations to rein in school fees on basic education costs and transportation as part of a [\\$50-million promise to reduce the burden of school fees](#) on Alberta families.

While some [Calgary parents say transportation changes will double their kids' busing fees](#) next year, Education Minister David Eggen said those types of proposals will have to make it across his desk first.

"I really don't think I would approve that," Eggen said in a Monday interview.

The new rules say a school board needs ministerial OK before hiking any fee more than five per cent.

As promised when the government introduced Bill 1, An Act to Reduce School Fees, the regulations say schools are forbidden from charging fees for textbooks, workbooks, photocopying, printing or paper supplies. School boards must also cover the cost of busing students who live more than 2.4 kilometres away from their designated school, and who are enrolled in special education programs.

Included in the free busing category are tots enrolled in government-funded early education programs, such as pre-kindergarten.

Edmonton Public school students are [paying between \\$240 and \\$470 a year](#) for school buses or transit passes. Catholic students are paying between \$320 and \$500 a year.

Families who [live outside school attendance areas or who live closer than 2.4 kilometres to school](#) may still be charged transportation fees. This limit has irked some families, who say they're being penalized for choosing specialty programs such as French immersion or Mandarin bilingual classes.

Those busing limits may not be permanent, Eggen hinted Monday. More announcements on the government's next steps on chipping away at the fees — which can vary substantially by school or district — could come within weeks, he said.

"I want to tackle more sort of a sense of universality in paying for (students) being bused to school, for sure. I know it's a lot more expensive to try and cover the whole thing," Eggen said.

Eggen unveiled the details of the regulations at a Monday evening meeting in Red Deer of school board trustees from across Alberta.

The new regulations say each school board must publish its schedule of school fees, and how families may apply for waivers or refunds, in a visible place on its website.

They also give the minister the power to impose "penalty or sanction" against any board that attempts to sneak a new school fee or big increase past the minister without approval.

Any surplus fees collected must be used to cover similar costs in subsequent years. Charter schools are not subject to the school fee restrictions.

Eggen also said he is looking at tweaking the provincial funding formula that determines how the province funds school boards. As enrolment in some rural school divisions declines, schools must still maintain a high quality of education, he said.

"You've got to make some adjustments to account for regional differences and geography," Eggen said.

[jfrench@postmedia.com](mailto:jfrench@postmedia.com)

[Twitter.com/jantafrench](https://twitter.com/jantafrench)

## Funding connects students to agribusiness

June 07, 2017 [Media inquiries](#)

New funding for Alberta's Green Certificate Program (GCP) is providing more opportunities for students to explore potential careers in agribusiness.



*Education Minister David Eggen, Agriculture Minister Oneil Carlier and students at the Whitemud Equine Learning Centre in Edmonton.*

Education will partner with Agriculture and Forestry and invest up to \$400,000 annually to cover the course fees for students enrolled in a range of GCP offerings, including:

- beekeeper production technician
- cow-calf beef production technician
- dairy production technician
- equine technician
- feedlot beef production technician
- field crop production technician
- greenhouse technician
- irrigated field crop production technician
- sheep production technician
- swine production technician

The program has been well received by the agriculture industry. However, schools have identified that the single largest barrier to participation in the GCP is the course fees.

“Our government is committed to protecting and improving education and preparing students for their futures. The Green Certificate Program is designed to connect students with our agricultural industry, and I am pleased to provide funding that ensures students no longer have to pay fees to access this outstanding program.”

*David Eggen, Minister of Education*

“Covering the fees for the Green Certificate Program will give more students access to specialized education. We are committed to supporting families by alleviating costs and improving growth in rural programs and the agricultural industry.”

*Oneil Carlier, Minister of Agriculture and Forestry*

“We are pleased to see support for programs that reflect the needs and interests of students, particularly in rural areas. This will help boards continue to provide valuable educational choices in the communities that they serve.”

*Mary Martin, president, Alberta School Boards Association*

“The Green Certificate Program provides more choices for students to develop the confidence, skills and knowledge they need for the real world. Through the program, we are able to attract more students to the agriculture industry and foster employability skills that support the development of a skilled and educated workforce.”

*Martin Zuidoff, board chair, Alberta Cattle Feeders' Association*

### **Quick facts**

- The GCP was developed by Alberta Agriculture and Forestry in 1975 as a way to address labour market needs for Alberta’s agriculture sector.
- On average, 750 students participate in the GCP each year.
- Like the Registered Apprenticeship Program, each of the Green Certificate specializations provides students with access to the first level of an agricultural-like apprenticeship.
- The GCP provides students with opportunities to enter a variety of agriculture-related, structured learning pathways as a part of their senior high school program and to earn a credential leading to a career in agribusiness.
- Students learn on the job, under the direction of experienced farm personnel and under the supervision of teachers.

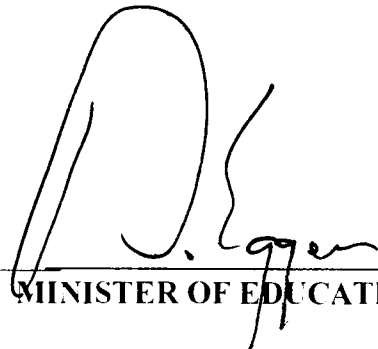
### **Related information**

- [Green Certificate Program Curriculum](#)
- [Green Certificate Program](#)

**GOVERNMENT OF ALBERTA**  
**DEPARTMENT OF EDUCATION**  
**MINISTERIAL ORDER (#036/2017)**

I, David Eggen, Minister of Education, pursuant to sections 39.1, 30, and 39 of the **School Act**, hereby make the Regulation in the attached Appendix, being the *School Fees and Costs Regulation*, jointly with the Lieutenant Governor in Council.

DATED at Edmonton, Alberta June 5<sup>th</sup> 2017.

  
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MINISTER OF EDUCATION

## APPENDIX

### School Act

#### SCHOOL FEES AND COSTS REGULATION

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- 1 Definitions
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- 3 Charges for resources related to instruction
- 4 Restrictions on fees and costs generally
- 5 Board policies on fees and costs
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- 8 Collection and use statement
- 9 Publication of reviewed policies and fee schedule
- 10 New fees and costs and increases
- 11 Refund and sanctions for contraventions
- 12 Transitional
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- 14 Coming into force

##### **Definitions**

**1** In this Regulation,

- (a) “board policies” means the policies referred to in section 5(1);
- (b) “proposed fee schedule” means the fee schedule referred to in section 6;
- (c) “reviewed board policies” means those policies as currently reviewed under section 7;
- (d) “reviewed fee schedule” means that fee schedule as currently reviewed under section 7.

##### **Charter schools exemptions**

**2** In accordance with an order in council made under section 36 of the Act, charter schools are exempt from the operation of sections 3, 4, 7(2), 10 and 11.



**Charges for resources related to instruction**

**3(1)** A board may charge a student's parent any fees or costs for resources related to instruction, subject to the prohibitions and restrictions contained in the Act and this Regulation.

**(2)** A board shall not charge any fees or costs for textbooks, workbooks or photocopying, printing or paper supplies.

**Restrictions on fees and costs generally**

**4** A board shall not charge any fee or cost

- (a) that is not set out in the board's reviewed fee schedule,
- (b) that exceeds the amount set out in the board's reviewed fee schedule,
- (c) that exceeds the amount that the board estimates to be the projected cost of providing for the subject matter of the charge, or
- (d) that is not clearly expressed in the reviewed fee schedule to connect to specific goods or a specific service or learning experience that is calculated to benefit students.

**Board policies on fees and costs**

**5(1)** A board shall establish, maintain and implement policies respecting the fees and costs it proposes to charge.

**(2)** The board policies must include

- (a) a requirement to consult with parents before the board sets, increases or decreases any fee or cost,
- (b) a requirement to demonstrate to parents the need to charge any fee or cost, including the amounts,
- (c) the circumstances under which any fee or cost may be waived or refunded,
- (d) the process a parent has to follow to request that a fee or cost be waived or refunded,
- (e) a process designed to ensure that the staff of each school and the parents of students enrolled in that school are notified of the circumstances under which a fee or cost

may be waived or refunded and of the procedures for requesting that a fee or cost be waived or refunded, as the case may be, and

- (f) with respect to fees and costs,
  - (i) processes designed to enable the resolution of disputes and concerns between parents and the board, and
  - (ii) any other requirements directed in writing by the Minister.

#### **Fee schedule**

**6** A board shall establish a schedule of fees and costs, in the form, if any, required by the Minister, listing each type of fee or cost, with its amount, that may be charged in the following school year, with the corresponding type and amount of fee or cost contained in the currently reviewed fee schedule.

#### **Submissions to the Minister**

**7(1)** A board shall provide to the Minister, together with the budget that is to be submitted under section 147(2)(b) of the Act, copies of its board policies and proposed fee schedule for the Minister's review.

- (2)** If the proposed fee schedule includes any fee or cost
  - (a) not set out in the board's currently reviewed fee schedule, or
  - (b) that is proposed to be increased by an amount that exceeds 5% of the fee or cost set out in the board's currently reviewed fee schedule,

the new fee or cost or the increase in the fee or cost, as the case may be, shall not be charged unless approved in writing by the Minister.

- (3)** Subsection (2) does not apply with respect to any fee or cost
  - (a) referred to in section 60(2)(h) of the Act, or
  - (b) related to non-curricular travel.

**Collection and use statement**

**8** A board shall provide to the Minister, annually before November 30, a statement, in the form, if any, required by the Minister, that demonstrates that the fees and costs collected by it have been spent for the purposes for which they were collected.

**Publication of reviewed policies and fee schedule**

**9** A board shall publish its reviewed board policies and reviewed fee schedule on its website or in such other written manner as the board considers will enable parents and the public to examine them fully.

**New fees and costs and increases**

**10(1)** In deciding under section 7(2) whether or not to approve a new fee or cost or an increase in a fee or cost, the Minister shall take into account

- (a) whether the board has demonstrated that it has complied with its applicable policies under section 5, and
- (b) whether the proposed new fee or cost or increase is reasonable and otherwise justified.

**(2)** Section 124(1.1) of the Act does not apply with respect to a new fee or cost or an increase in a fee schedule item that has been approved by the Minister under section 7(2).

**Refund and sanctions for contraventions**

**11** If, in the opinion of the Minister, a board has contravened section 7(2), the Minister may direct the board to refund any overpayment in fees or costs that has been made and may, after considering all the relevant circumstances, impose upon the board whatever penalty or sanction the Minister considers appropriate and commensurate with the level of the contravention.

**Transitional**

**12** In applying section 7(2) for the 2017–2018 school year, the reference to the board's currently reviewed fee schedule is to be taken as a reference to the applicable fee or cost or its nearest equivalent charged in the 2016–2017 school year.

**Expiry**

**13** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on August 31, 2019.

**Coming into force**

**14** This Regulation comes into force on the commencement of *An Act to Reduce School Fees*.

ALBERTA REGULATION 102/2017

FILED ON June 5 2017

GOVERNMENT OF ALBERTA  
DEPARTMENT OF EDUCATION  
MINISTERIAL ORDER (#037/2017)

I, David Eggen, Minister of Education, pursuant to Sections 51, 39.1, 30, and 39 of the **School Act**, hereby make the Regulation in the attached Appendix, being the *School Transportation Regulation*, jointly with the Lieutenant Governor in Council.

DATED at Edmonton, Alberta June 5<sup>th</sup> 2017.



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MINISTER OF EDUCATION

## APPENDIX

### School Act

#### SCHOOL TRANSPORTATION REGULATION

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- 15 Early childhood services charges  
to child under 6
- 16 Transitional
- 17 Repeal
- 18 Coming into force

##### **Definitions**

**1** In this Regulation,

- (a) "attendance area" means an attendance area established under section 13(2) of the Act;
- (b) "board policies" means the policies referred to in section 8(1);
- (c) "proposed fee schedule" means the transportation fee schedule referred to in section 9;
- (d) "reviewed board policies" means those policies as currently reviewed under section 10;
- (e) "reviewed fee schedule" means that fee schedule as currently reviewed under section 10;
- (f) "school" includes the site of the applicable school;

- (g) "transportation fee" means a fee referred to in section 6(1).

**Charter schools exemptions**

**2** In accordance with an order in council made under section 36 of the Act, charter schools are exempt from the operation of sections 4, 5, 6(3), (4) and (5), 10(2), 13, 14 and 15(3).

**Minimum distance from school**

**3** The distance from the school referred to in section 51(1)(a) of the Act is 2.4 kilometres or more.

**Special education program outside attendance area**

**4** If a student is entitled to access to a special education program under section 47 of the Act but does not reside in the attendance area for any school that provides a special education program that is suitable for the student, the board of which the student is a resident student shall provide for the transportation of the student to and from the school that provides the special education program in which the board places the student.

**Student residing outside areas**

**5(1)** In this section, "transportation service area" means the area surrounding a school in which a board establishes school bus routes on which students may be transported to and from the school.

**(2)** If a student is enrolled in a school pursuant to section 45(3) of the Act but does not reside in the attendance area or the transportation service area for that school, the student or the parent of the student shall provide for the transportation of the student

(a) to and from the school, or

(b) to and from a designated stop on a school bus route in the transportation service area for that school.

**(3)** If a student or the parent of a student chooses to provide transportation in accordance with subsection (2)(b), the board that enrolled the student in the school shall provide for the transportation of the student between the school and the designated stop nearest to the student's residence on a school bus route in the transportation service area for that school.

(4) Subsection (3) does not apply unless there is a seat available for the student on the school bus after the students referred to in section 51(1) of the Act are accommodated on that school bus.

**Transportation fees**

**6(1)** Subject to this section, a board may charge fees payable by the parent of a student for transportation provided to the student by the board.

(2) A board shall not charge any transportation fee

- (a) that is not set out in the board's reviewed fee schedule, or
- (b) that exceeds the amount set out in the board's reviewed fee schedule.

(3) A board shall not charge any transportation fee

- (a) subject to subsection (5), in respect of transportation that a board is required to provide to a student
  - (i) by section 51(1) of the Act, or
  - (ii) by section 4 of this Regulation,

or

- (b) in respect of a student who falls within a group of students with disabilities whose transportation is provided for on a specific route only for students with disabilities who are unable, because of the severity of their disabilities, to use regular transportation services, as determined by the board.

(4) A student who is directed by the board, on account of that board's determination that the student's enrolment in schools in the attendance area in which the student resides would exceed their attendance capacity, to attend a school that is 2.4 kilometres or more away from the student's residence and in another attendance area, is to be treated for the purposes of this section as if that student were one to whom subsection (3)(a)(i) applied.

(5) If a board decides to meet its obligations to provide for transportation under section 51(1) of the Act and section 5 of this Regulation through the use of a municipal transit pass, the board shall ensure that the net cost of that pass to the student's parent



does not exceed the difference between the actual cost of the pass and the funding rate for the transportation of that student under the *Education Grants Regulation* (AR 120 2008).

**Transportation fee amount limitations**

**7(1)** Subject to section 10(2), a transportation fee charged respecting the transportation of a student

(a) who is eligible for funding under the *Education Grants Regulation* (AR 120/2008) must not exceed the average difference per student between

(i) the estimated costs to the board of transporting those students whose parent may be charged the transportation fee under section 6, and

(ii) the funding received by the board under the *Education Grants Regulation* (AR 120 2008) in respect of the transportation of those students.

and

(b) who is not eligible for funding under the *Education Grants Regulation* (AR 120 2008) must not exceed the estimated average cost per student to the board for transporting those students whose parent may be charged the transportation fee under section 6.

**(2)** Subsection (1) does not apply to a transportation fee agreed to by the board and the parent of a student for the enhanced pick-up or drop-off location of the student.

**(3)** Any surplus from transportation fees charged under subsection (1) must be used to subsidize the cost of transportation of students referred to in that subsection in the 2 school years following the school year in which the surplus was collected.

**Board policies on transportation fees**

**8(1)** A board shall establish, maintain and implement policies respecting the transportation of students and the transportation fees it proposes to charge.

**(2)** The board policies must include

- (a) a requirement to demonstrate to parents the need to charge any transportation fee, including its amount.
- (b) the circumstances under which any transportation fee may be waived or refunded.
- (c) the process a parent has to follow to request that a transportation fee be waived or refunded.
- (d) a process designed to ensure that the staff of each school and the parents of students enrolled in that school are notified of the circumstances under which a transportation fee may be waived or refunded and of the procedures for requesting that a transportation fee be waived or refunded, as the case may be, and
- (e) with respect to the transportation of students and transportation fees.
  - (i) processes designed to enable the resolution of disputes and concerns between parents and the board, and
  - (ii) any other requirements directed in writing by the Minister.

**Transportation fee schedule**

**9** A board shall establish a schedule of transportation fees, in the form, if any, required by the Minister, listing each type of transportation fee, with its amount, that may be charged in the following school year, with the corresponding type and amount of transportation fee contained in the current reviewed fee schedule.

**Submissions to the Minister**

**10(1)** A board shall provide to the Minister, together with the budget that is to be submitted under section 147(2)(b) of the Act, copies of its board policies and proposed fee schedule for the Minister's review.

**(2)** If the proposed fee schedule includes any fee

- (a) not set out in the board's currently reviewed fee schedule,
- or

- (b) that is proposed to be increased by an amount that exceeds 5% of the fee set out in the board's currently reviewed fee schedule.

the new fee or the increase in the fee, as the case may be, shall not be charged unless approved in writing by the Minister.

#### **Collection and use statement**

**11** A board shall provide to the Minister, annually before November 30, a statement, in the form, if any, required by the Minister, that demonstrates that the transportation fees collected by it have been spent for the purposes for which they were collected.

#### **Publication of reviewed policies and approved fee schedule**

**12** A board shall publish its reviewed board policies and reviewed fee schedule on its website or in such other written manner as the board considers will enable parents and the public to examine them fully.

#### **New fees and increases**

**13(1)** In deciding under section 10(2) whether or not to approve a new fee or an increase in a fee, the Minister shall take into account

- (a) whether the board has demonstrated that it has complied with its applicable policies under section 8, and
- (b) whether the proposed new fee or increase is reasonable and otherwise justified.

**(2)** Section 124(1.1) of the Act does not apply with respect to a new fee or increase in a transportation fee schedule item that has been approved by the Minister under section 10(2).

#### **Refund and sanctions for contraventions**

**14** If, in the opinion of the Minister, a board has contravened section 10(2), the Minister may direct the board to refund any overpayment in fees that has been made and may, after considering all the relevant circumstances, impose upon the board whatever penalty or sanction the Minister considers appropriate and commensurate with the level of the alleged contravention.

**Early childhood services charges  
to child under 6**

**15(1)** In this section,

- (a) "board" means a board that, and to the extent that it, provides an early childhood services program to children;
- (b) "child" means a child referred to in section 30(2.1) of the Act.

**(2)** Subject to this section, a board may charge fees for transportation in the amounts set by that board to a child's parent.

**(3)** A board may not charge a fee for the transportation of a child who is eligible for transportation funding under the *Education Grants Regulation* (AR 120/2008).

**(4)** A fee charged for the transportation of a child who is not eligible for transportation funding under the *Education Grants Regulation* (AR 120/2008) must not exceed the amount estimated by the board to be the average cost to the board per child for transporting all children who are not so eligible.

**(5)** Subsections (3) and (4) do not apply to a fee agreed to by the board and the parent of a child for the enhanced pick-up or drop-off location of the child.

**(6)** Any surplus from transportation fees charged under subsection (4) must be used by the board to subsidize the cost of transportation of children referred to in that subsection in the 2 school years following the school year in which the surplus was collected.

**(7)** Subject to section 2, sections 6(2), 8 to 14 and 16 apply with respect to a board and children, but otherwise this Regulation does not apply.

**Transitional**

**16** In applying section 10(2) for the 2017-2018 school year, the reference to the currently reviewed fee schedule is to be taken as a reference to the applicable fee or its nearest equivalent charged in the 2016-2017 school year.

**Repeal**

**17** The *Student Transportation Regulation* (AR 250/98) is repealed.

**Coming into force**

**18** This Regulation comes into force on the commencement of *An Act to Reduce School Fees*.



## Province orders review into CBE operations

June 9, 2017 5:42 pm

Alberta Education Minister David Eggen is taking the rare step of ordering department officials to conduct an operational review of the Calgary Board of Education to make sure it is spending over \$1-billion of taxpayers' money properly.

The review, scheduled to be conducted in mid-August, will take a comprehensive look at CBE's financial records related to spending. It will include the board system and administration, trustee spending, department staffing levels in the offices and head office facility costs.

It will also look at transportation fees, service levels, the functionality of the department, ride times and routing.

"We will conduct an operational review of the Calgary Board of Education to provide clarity for parents and ensure the best use of public money to support students," said Eggen in a written statement provided to Postmedia.

The board was notified Friday morning about the review with a letter from the minister.

In a written statement to Postmedia, board chairperson Joy Bowen-Eyre said the CBE welcomes the review.

"The CBE is confident in our sound financial practices and budget history," Bowen-Eyre said.

"We are committed to being fully transparent. We submit all required financial information to the ministry monthly, quarterly and annually. We continue to receive clean audits that show our financial results are fully compliant with legislation, regulation and Canadian accounting standards."

The CBE will be the only school board in Alberta undergoing review at this time and discussions about a review have been ongoing for a few weeks.

The province does not believe such a review of the CBE has happened previously.

"[This] just shows some of the antagonism between the education department and the CBE. We've seen a number of spats between them over the years," said Mount Royal University political science professor Duane Bratt.

"This is just an escalation of those sorts of issues on how much autonomy local school districts have versus centralized control."

The CBE noted that it has undergone two independent reviews of their transportation department and plans.

“Our 2017-18 transportation plan has been guided by the findings of the initial technical review, what we heard from our families last year during our transportation engagement and the direction provided in Bill 1,” said Bowen-Eyre.

“We hope that through this review, the minister will gain a better understanding of the operational complexities that exist within such a large and diverse school system and the financial constraints under which we operate. We are extremely proud of the work staff do each day across the system to ensure students are at the forefront of everything we do,” the statement concludes. this review would support non-incumbent

This review may also have implications as we head into an election cycle.

“I think it would support non-incumbent candidates who have raised their own independent criticisms of how the CBE operates,” said Bratt.

The announcement of the review comes after a heated week of criticism of the CBE’s new transportation plans for students in response to Bill 1.

The CBE receives over \$1-billion annually from the provincial government. Across Alberta, school fees have been trending upwards. In 2012, the CBE’s overall fees were \$37.4 million compared to last year where they totalled \$51.5 million.

Since taking office, the NDP government has increased classroom funding to the CBE by \$63 million. This year, the CBE is receiving an additional \$18 million to reduce general fees for parents and families. Funding given to the CBE for transportation is expected to be around \$36 million next year.

Yet, according to the ministry, Alberta is lagging behind other provinces in regards to school fee legislation.

“Unlike in other Canadian provinces, Alberta had historically failed to regulate school fees in any manner,” Eggen said. “As the previous government continuously cut funding from classrooms, parents continued to make up the difference.”

B.C. does not charge for resources such as textbooks or other items needed to meet learning outcomes. In Saskatchewan, fees cannot be charged for tuition or transportation unless the transportation is for a special project.

## Announcement: New ASBA Vice President

Good morning,

It is my sincere pleasure to announce that Sheldon Ball, trustee with Chinook's Edge School Division, is ASBA's new Vice President. He was elected by our membership on June 5, 2017 at our Spring General Meeting (SGM).



Sheldon serves as the Vice Chair for the newly-formed Rural Caucus of Alberta school boards, as a labour representative with ASBA Zone 4 and as the TEBA representative for Chinook's Edge. Sheldon brings to ASBA his experience of 30 years in the newspaper industry, where he held several key management roles including Director of Pre-Press Operations – Western Canada for Sun Media. He also runs a successful consulting business and has been serving his community for the past 16 years, including 12 years as a municipal councillor for the Town of Carstairs before being elected as a school board trustee.

Sheldon says he is most excited about the opportunity to work with every school board in the province to benefit Alberta students. He is married to Deborah and their family includes two children, six grandchildren and a beautiful Weimaraner. Please join me in welcoming Sheldon to the ASBA Executive Team and ASBA Board of Directors. He can be reached at [vicepresident@asba.ab.ca](mailto:vicepresident@asba.ab.ca) or by mobile at [403-807-2478](tel:403-807-2478).

I would also like to take a moment to thank Anne-Marie Boucher for stepping in as our interim Vice President after being selected by the ASBA Board of Directors to so pending an election by the membership at the SGM. We have been fortunate to have Anne-Marie and the depth of experience she has brought to this role. As Vice President she chaired the standing committees of the Board of Directors (Finance and Audit and Policy Development Advisory committees) as well as the meetings of Zone Chairs and Vice-Chairs. We are pleased to note that Anne-Marie will continue to serve on the ASBA Board of Directors as the Zone 5 representative.

On a more personal note, I have greatly enjoyed and appreciated Anne-Marie's grace, warmth and pragmatic approach, and want to thank her for her service. Thank you Anne-Marie, for all you have done for ASBA and for Alberta students and families.

Sincerely,

Mary Martin,

ASBA President



## NEW APPROACH TO SUPPORT STUDENT ATTENDANCE

From: EDC Minister <[Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)>  
Date: Thu, Jun 15, 2017 at 12:45 PM  
Subject: New Approach to Support Student Attendance

Alberta Education, together with all of our stakeholders, continues to strive to improve outcomes and support the success of all students.

We recognize that an attendance issue is often a first indicator that a student is experiencing other challenges. Early intervention is important in preventing chronic absenteeism and helping students succeed.

As you all know, a review of Alberta's agencies, boards and commissions (ABCs) is underway as part of the government's plan to improve services for Albertans and ensure value for taxpayers. Through this review it has been determined that the Attendance Board's current compliance approach to chronic absenteeism is not meeting the needs of students and their families. While the work of the review continues, Alberta Education is intending to move forward with a new approach to supporting school authorities in addressing chronic student absenteeism.

The approach maintains an Attendance Board, moves the chair external to government and adds a new role for the ministry, providing support to school authorities to encourage and facilitate early intervention that will re-engage students in their learning. By September 2017, Alberta Education's efforts to support school authorities will be enhanced through an Office of Student Attendance and Re-engagement.

Alberta Education is committed to providing leadership and support as we work together to improve student attendance and re-engagement in learning. We recognize that the root causes of absenteeism are complex, which is why we are changing Alberta Education's approach to supporting school authorities. We also know that many school authorities are already leading the way with local strategies to promote student re-engagement. Improving attendance and reducing chronic absenteeism can happen through commitment and collaboration focusing on universal, targeted and specialized supports and interventions.

My ministry staff will be sharing further communications with you about this important initiative in the fall. This change in our approach to attendance is one of the many ways in which we are making practical changes that will make life better for students and their families.

Sincerely,

David Eggen  
Minister  
Alberta Education

MLA for Edmonton – Calder