

Regular Board Meeting Agenda – to follow Organizational Meeting
Thursday, October 28th, 2021

A – Action Items

A.1 Agenda	<p>ENCLOSURE 1 ENCLOSURE 2 ENCLOSURE 3 ENCLOSURE 4 ENCLOSURE 5</p>
A.2 Minutes of Regular Board Meeting held Monday, September 27 th , 2021	
A.3 Minutes of Special Board Meeting held on Monday, October 7 th , 2021	
A.4 October 2021 Payment of Account	
A.5 First Reading of Policy EEACAA – Private Vehicles and Volunteer Drivers	
A.6 First Reading Policy GBA – COVID Harm Reduction	

I - Discussion Items

D.1 ASBA Long Service Awards - Presentation	
---	--

I - Information Items

I.1 Superintendent’s Report – Wilco Tymensen	<p>ENCLOSURE 6</p> <p>ENCLOSURE 7 ENCLOSURE 8 ENCLOSURE 9 ENCLOSURE 10 ENCLOSURE 11</p>
I.2 Trustee/Committee Report	
I.2.1 Zone 6 Report – Marie Logan	
I.2.2 Facilities Meeting Report – Bruce Francis	
I.2.3 Administrator’s Meeting Report – Blair Lowry	
I.3 Associate Superintendent of Finance and Operations – Phil Johansen	
I.4 Associate Superintendent of Human Services Report – Robbie Charlebois	
I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan	
I.6 TCHS construction update	
I.7 Election results	
I.8 Organization Chart	

C-Correspondence

C.1 Alberta Public Service bargaining: Statement from Minister Toews	<p>ENCLOSURE 12</p>
C.2 News Release: Listening to rural communities	
C.3 Welcome to new and returning trustees	

NOTE: BOARD/SR. ADMIN. PHOTOS @ 2:30

Dates to Remember

• November 9 – Administrator’s Meeting
• November 11 – Remembrance Day – Stat Holiday
• November 12 – School PD Day – no school
• November 14-16 – ASBA Conference - Edmonton
• November 17 – COSC Meeting

- | |
|---|
| • November 17 – TCS – Grandparent Day (<i>trustee/Sr. Admin. invited to attend</i>) |
| • November 29 – Board Meeting |
| • December 2 – TEBA Meeting |
| • December 9 – ASBA rural Caucus Meeting (virtual) |
| • December 13 – Board Meeting |
| • December 14 – Administrator’s Meeting |
| • December 17 – TCS – Christmas program and pancake breakfast (<i>trustee/Sr. Admin. Invited to attend</i>) |
| • December 20 – January 3 – Christmas Vacation – All Schools |
| • January 10 – Administrator’s Meeting |
| • January 24 – Board Meeting |

Horizon School Division

6302 – 56 Street Taber, Alberta T1G 1Z9
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999
www.horizon.ab.ca

The Board of Trustees of Horizon School Division held its Regular Board meeting on Monday, September 27th, 2021, beginning at 1:00 p.m.

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

ALSO IN ATTENDANCE:
IN PERSON Dr. Wilco Tymensen, Superintendent of Schools
Phil Johansen, Associate Superintendent of Finance & Operations
Amber Darroch, Associate Superintendent of Learner Services
Sheila Laqua, Recording Secretary
Cole Parkinson, Taber Times

VIRTUAL Christa Runka

ACTION ITEMS

A.1	Moved by Blair Lowry that the Board approve the agenda with the following addition: A.5 – Partnership with MRE Modernization Society Carried Unanimously	AGENDA APPROVED 104/21
A.2	Moved by Jennifer Crowson that the Board approve the Minutes of the Regular Board Meeting held Monday, August 30 th , 2021, as provided by Enclosure #1 of the agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 105/21
A.3	Moved by Derek Baron that the Board approve the Minutes of the Special Board Meeting held Wednesday, September 8 th , 2021, as provided by Enclosure #2 of the agenda. Carried Unanimously	SPECIAL BOARD MEETING MINUTES APPROVED 106/21
A.4	Moved by Rick Anderson that the Board approve the September 2021 Payment of Accounts in the amount of \$867,369.72 as provided in Enclosure #3 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNT APPROVED 107/21

A.5	<p>Moved by Bruce Francis that the Board allocate \$50,000 from the Capital Reserve, upon Minister approval, to enlarge the school gymnasium as part of the Milk River Modernization.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>CONTRIBUTION APPROVED</p> <p>108/21</p>
------------	---	--

DISCUSSION ITEMS

D.1 EXTRA-CURRICULAR TRANSPORTATION

The Board of Trustees discussed the possibility of schools experiencing a lack of volunteer drivers for extracurricular activities, pursuant to policy EEACAA. Discussions revolved around the ability for schools to proceed with extracurricular activities when there is a shortage of voluntary drivers, by informing parents that no school organized transportation will be in place upon such situations. School responsibility for students would commence upon arrival at the location of the extra-curricular activity. The superintendent will review Policy EEACAA and revise accordingly.

D.2 ATA NEW TEACHER INDUCTION CEREMONY

The ATA New Teacher Induction Ceremony will take place on Thursday, October 7th @ 4:00pm. Along with Sr. Administrators', the following Trustees will be in attendance, Marie Logan, Board Chair, Derek Baron and Blair Lowry.

INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

Wilco Tymensen, Superintendent shared the September 2021 report with the Board as provided in Enclosure 4 of the agenda:

- [View September 2021 Report here.](#)

I.2 TRUSTEE/COMMITTEE REPORT

I.2.1 Zone 6 Report

Marie Logan, Zone 6 Rep, provided that following September Zone 6 Report:

- All positions are up for election except for the Provincial Zone Director
- AGM will be held on Nov. 3, 2021

I.2.2 Facilities Report

Bruce Francis, Facilities Committee Chair, provided the following summary points to the Board, on the work undertaken by the Maintenance Department for the month of September 2021:

- Electrical Car Plugins an option during school modernization
- Partnership with Milk River Society - gym enhancement
- Milk River Modernization
 - Sahuri Architecture
 - Construction to begin June 2022
- Lomond Heating project
- 2021 IMR Complete

- Enchant Roof completion summer of 2022
- 2022 IMR Discussion

I.2.1 Administrator’s Meeting Report

Bruce Francis, Vice Chair, provided the following summary points to the Board, on the September 2021 Administrator’s Meeting:

- Tools for education
- Administrator’s Meeting Dates
- OHS
- First Aid
- Emergency School Closures
- COVID re-entry plan
- Afternoon Professional Development – New Curriculum
- COSC – meeting dates
- Enrollment Update

I.3 ASSOCIATE SUPERINTENDENT OF OPERATIONS AND FINANCE REPORT

Phil Johansen, Associate Superintendent of Operations shared the following September 2021 summary with the Board:

- Facilities
- Transportation
- Election Work
 - Wards 3 and 5 will be holding Trustee elections
- Auditors
- Fall Budget Update
- Temporary Payroll Coordinator – Joely Megyes

I.4 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

Amber Darroch, Associate Superintendent of Learner Services, shared the following September 2021 report with the Board:

- [View September 2021 Report here.](#)

CORRESPONDENCE

No Discussion Items came forward from the Correspondence.

Moved by Rick Anderson that the meeting adjourn.
Carried Unanimously

MEETING ADJOURNED
109/21

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

COMMITTEE

Carried Unanimously

110/21

Moved by Bruce Francis that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED

111/21

Marie Logan, Chair

Sheila Laqua, Executive Secretary

HORIZON SCHOOL DIVISION



6302 – 56 Street Taber, Alberta T1G 1Z9
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999

The Board of Trustees of Horizon School Division held a Special Board Meeting on Thursday, October 7, 2021 beginning at 1:00 p.m.

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

Waiver of Notice of Special Meeting and Special Meeting Agenda Attached

A.1	Moved by Derek Baron that the Board approve the Special Meeting Agenda as contained in the Waiver of Notice of Special Meeting Carried Unanimously	AGENDA APPROVED 112/21
A.2	Moved by Bruce Francis that the Board of Trustees commence work on a COVID-19 policy that would require employees and adults working with students in our schools to show a negative COVID test (rapid test or PCR test) or provide proof of vaccination. Carried Unanimously	COVID-19 POLICY APPROVED 113/21
A.3	Moved by Rick Anderson that the meeting adjourn Carried Unanimously	MEETING ADJOURNED 114/21

PAYMENT OF ACCOUNTS REPORT

Board Meeting - October 28, 2021

General	September 27/21		1176540.39
General	August 31/21		24806.45
General	October 5/21		81339.23
U.S.	October 5/21		1498.18
General	October 12/21		306425.83
General	October 19/21		99924.27
U.S.	October 19/21		5,226.95

"A" Payroll	September 2021	Teachers	1,636,188.88
	September 2021	Support	623,521.07

"B" Payroll	September 2021	Casual Subs	10,123.81
			68,825.80

Total Accounts			4,034,420.86
-----------------------	--	--	---------------------

Board Chair _____

PJ:dd
October 20, 2021

Horizon School Division October 2021 U.S. Accounts

	U.S. Funds	Canadian Funds
I Know It	1170.00	1498.18
Total U.S. Accounts	1170.00	1498.18

KO:dd
October 5/21

Horizon School Division October 2021 U.S. Accounts

	U.S. Funds	Canadian Funds
Level Data	4152.00	5226.95
Total U.S. Accounts	4152.00	5226.95

KO:dd
October 20/21

HORIZON SCHOOL DIVISION

Policy Code: EEACAA
Policy Title: Private Vehicles and Volunteer Drivers

POLICY HANDBOOK

Cross Reference: EEA, EEACAB, EEACAC

Legal Reference:

Adoption Date: December 18, 1996

Amendment or Re- Jan. 12/1998 Oct. 24/2001

affirmation Date: Jan. 23/2003 June 12/2008
Aug. 19, 2014

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO ENSURING STUDENTS ARE TRANSPORTED TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES IN AS SECURE A MANNER AS POSSIBLE AND BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS, WHEREVER AVAILABLE AND FEASIBLE. THE BOARD ALSO SUPPORTS THE CONCEPT OF VOLUNTEER DRIVERS AND THE USE OF PRIVATELY OWNED VEHICLES IN PROVIDING TRANSPORTATION TO SCHOOL OR JURISDICTION APPROVED ACTIVITIES ~~PROVIDED THAT DRIVERS ARE NOT STUDENTS~~ ~~AND~~ PROVIDED THAT SUCH ARRANGEMENT CONFORMS TO THE LAWS AND REGULATIONS OF THE PROVINCE AND ARE IN ACCORDANCE WITH THE SPECIFIC GUIDELINES AND PROCEDURES ESTABLISHED BY THE BOARD.

DEFINITIONS

Volunteer Driver: Has volunteered to drive students to or from school sponsored events at the request of the school. A volunteer driver must be a minimum of 21 year of age, and adhere to all guidelines and regulations contained within this policy.

Non-Volunteer Driver: A parent or guardian who declines arranged transportation by the school and chooses to:

- Assume responsibility for the transportation of his/her child(ren) to or from a school sponsored event.
 - drives their child(ren) themselves
 - allows his/her child(ren) to drive themselves to a school sponsored event.
 - makes private arrangements with another family for the transportation of his/her child(ren) to a school sponsored event.

Privately Owned Vehicles: A private or rented vehicle used to provide transportation to and from school related activities

- operated by a volunteer at the request of the school or
- operated by a non-volunteer, not at the request of the school.

POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.

GUIDELINESPROCEDURES

1. Schools will organize transportation for co-curricular activities.

1.1. Should the school not be able to find adequate transportation, the activity will be cancelled or postponed.

2. Schools will attempt to organize transportation for extra-curricular activities

2.1 Should the school not be able to find adequate transportation, the activity may be cancelled, postponed, or the school may inform parents in writing that there is no transportation being provided by the school.

2.1.1 When no transportation is provided, parents assume full responsibility for transporting their children to the event.

2.1.2 School staff, and/or volunteers will assume supervision of students upon the students’ arrival at the venue.

3. Student drivers

3.1 At no time, should students transport students from other families.

3.2 Due to the possibility of a potential injury (suspected concussion) at extra-curricular sporting event, students should not drive to extra-curricular sporting events (e.g. games at another school).

3.3 Parents that decline arranged transportation related to extra-curricular sporting events should have an adult drive their child.

3.3.1 Under rare circumstances, a parents decline of arranged transportation and request for their child to drive themselves may be approved under the following conditions.

3.3.1.1 The parent must inform the school prior to the event in writing, and

3.3.1.2 The student would be driving less than or equal to the distance they would normally drive from their house to their school, or

3.3.1.3 The parent has informed the school in writing that the student is either not coming from home or returning to home after the event and the distance they would be driving is equal to or less than the distance they would be driving if they were to access the arranged transportation.

3.4 Should the student experience an injury or suspected concussion, the student will not be allowed to drive from the venue.

3.4.1 Parents will be notified and will need to make arrangements to pick up the student’s vehicle from the venue.

POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.

~~2.~~ Non-Volunteer Driver

4.

~~2.1~~ A student cannot transport another student unless they are from the same family and their parent or guardian has assumed responsibility for transportation,

4.1 A student cannot transport another student unless they are from the same family and their parent or guardian has assumed responsibility for transportation.

~~2.2~~ A family must not transport another student unless both families have declined arranged transportation by the school and

4.2 there is a private agreement between two families which is not arranged by the school.

~~1.~~

~~2.~~

~~3.4.3~~ Non-volunteer drivers and their parent or guardian as defined above assume all responsibility and any associated liability for transportation.

~~4.~~

4.4 In the event a parent or guardian and/or non-volunteer driver is assuming responsibility for transportation as defined above (non-volunteer), the school must have parent or guardian written consent (Attachment A) in advance of the transportation to or from the event and the permission of the principal when the parent or guardian is not in the vehicle. The written note must indicate:

~~5.~~

4.4.1 that the parent or guardian has declined arranged transportation by the school

~~6.~~

4.4.2 that the parent or guardian has made private arrangements to transport their child(ren)

~~7.~~

4.4.3 that the parent or guardian and the driver are assuming responsibility for transportation and any associated liability for transportation.

~~8.~~

4.4.4 The note should also include:

~~9.~~

4.4.4.1 the date of the event for which they are providing consent for

~~10.~~

4.4.4.2 the location of the event for which they are providing consent for

~~11.~~

~~12.4.4.3~~ whom the driver will be

~~13.~~

14.4.5 Parents, guardians, students, and other community members will not transport another family's child to or from a school sponsored event without written consent of that Child's family being filed with the school administration

~~15.~~

16.4.6 Students who disregard this provision may be prohibited from participating in the activities.

~~17.~~

5. Privately Owned Vehicles

POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.

~~18.5.1~~ —A private or rented vehicle operated by a volunteer may be used to provide transportation to and from school related activities provided that:

~~19.~~

~~20.5.2~~ ~~2.1~~—The vehicle, if designed to transport eleven or more passengers including the driver, meets the National Safety Code requirements and Alberta Transportation regulations for commercial vehicles defined as a bus;

~~21.~~

~~22.5.3~~ ~~2.2~~—The vehicle, if designed to transport ten or less passengers, including the driver, meets the safety and insurance requirements of Alberta Transportation; (see attachments C & D)

~~23.~~

~~24.5.4~~ ~~2.3~~—The vehicle meets road worthiness requirements as specified in the Traffic Safety Act regulations and any other relevant provincial legislation;

~~25.~~

~~26.~~ ~~2.4~~—The owner of the vehicle carries a minimum of \$2,000,000 third party liability insurance and that the owner notifies his/her insurance company of his/her intention to use the vehicle voluntarily for the benefit of the students of the Horizon School Division when transporting students at the request of the school;

~~27.~~

~~28.5.5~~

~~29.~~

~~30.5.6~~ The Board provides automobile liability insurance coverage only in excess of the \$2 million (or higher) coverage provided by the vehicle owner, when privately owned vehicles are used to transport students for school-sponsored activities.

~~31.~~

~~32.5.6.1~~ The principal shall receive written confirmation from drivers that they have adequate third-party liability coverage with a minimum amount of \$2 million when students are being transported.

~~33.~~

~~2.2.1~~~~5.6.2~~ The vehicle owner’s coverage applies before the coverage by the Board, in the event of any related claims or actions by other parties;

~~34.~~

~~2.3~~~~5.7~~ Any damages to the owner’s vehicle are not insured by or deemed the responsibility of the Board;

~~35.~~

~~36.5.8~~ The driver is in possession of a valid driver’s license of the appropriate class;

~~37.~~

~~38.5.9~~ The ~~Division or P~~principal or designate shall ensure that an acceptable driver’s abstract, dated within the last year, and a copy of the driver’s license are on file at the school.

~~39.~~

~~40.5.10~~ Drivers with 6 or more demerits will not be approved.

~~41.~~

~~2.4~~~~5.11~~ The driver and owner of the vehicle completes the Volunteer Driver and Automobile Authorization form (Attachment B);

~~2.5~~~~5.12~~ The principal shall obtain written permission from a student's parent/guardian when an employee or private individual shall be transporting students in a private vehicle; and

POLICY EEACAA –*Private Vehicles and Volunteer Drivers, Cont’d.*

2.65.13 The Principal of the school approves this type of transportation arrangement.

3.6. A vehicle owned and operated by a Division employee who is regularly required to provide transportation to a student(s) as an expectation of employment will:

3.16.1 Ensure a 6A Insurance Endorsement is included as part of the vehicle’s insurance;

3.26.2 Upon application, verification, and approval, be entitled to monetary compensation for an annual amount from the School Division for being required to carry the 6A Insurance Endorsement.

HORIZON SCHOOL DIVISION**Policy Code:**

GBA

Policy Title:COVID Harm
Reduction**POLICY HANDBOOK****Cross Reference:****Legal Reference:**Freedom of Information and Protection
of Privacy Act, Occupational Health and
Safety Act, Alberta Human Rights Act.**Adoption Date:**

TBD

**Amendment or Re-
affirmation Date:**

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITMENT TO PROVIDING A SAFE AND HEALTHY LEARNING AND WORK ENVIRONMENT. THE DIVISION COMMITS TO PROTECTING STUDENTS AND EMPLOYEES FROM INJURY, ILLNESS, AND ACCIDENTS AS REQUIRED BY OCCUPATIONAL HEALTH AND SAFETY LEGISLATION, THE EDUCATION ACT, AND COMMON LAW. TRANSMITTABLE DISEASES, INCLUDING COVID-19 ARE IDENTIFIABLE WORKPLACE HAZARDS. SUCH HAZARDS CAN HAVE A DETRIMENTAL EFFECT ON HEALTH AND SAFETY, DIVISION OPERATIONS, STUDENT LEARNING, EMPLOYEE PRODUCTIVITY, DIVISION COSTS, AND EMPLOYEE MORALE. THE DIVISION HAS LEGAL OBLIGATIONS TO TAKE ALL REASONABLE STEPS TO IDENTIFY, ELIMINATE, AND CONTROL WORKPLACE HAZARDS LIKE COVID-19. THIS POLICY AND ANY RELATED PROCEDURES OUTLINE THE REQUIREMENTS FOR ALL EMPLOYEES AND ADULTS WORKING WITH STUDENTS IN HORIZON SCHOOLS TO MITIGATE THE RISK OF SPREAD OF COVID-19 INFECTION IN ALL DIVISION FACILITIES TO PROTECT, EMPLOYEES, STUDENTS, AND THEIR FAMILIES FROM THE HIGHLY CONTAGIOUS ILLNESS DURING A GLOBAL PANDEMIC.

DEFINITIONS

For the purposes of the Policy and Procedure, the following terms have the following meanings:

- **COVID-19:** The disease caused by the SARS-CoV-2 coronavirus (including any variant).
- **COVID-19 Vaccine:** A COVID-19 vaccination authorized by Health Canada (e.g. Pfizer-BioNTech/Comirnaty; Moderna/Spikevax; Janssen (Johnson & Johnson); AstraZeneca/COVISHIELD/Vaxzevria).
- **Employee(s):** All individuals who are employed by the school division on any basis, including full-time, part-time, permanent, temporary, and casual, and also includes those working with students in schools such as classroom volunteers and volunteer coaches.
- **Fully Vaccinated:** Having obtained all required doses of a COVID-19 Vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series or a one dose of a COVID-19 vaccine considered valid by Health Canada, including having observed a two (2) week period (or longer where required) following the final dose.
- **School:** means all Horizon School Division owned, operated or leased spaces and properties, including but not limited to offices, classrooms, libraries, study areas, recreational and sports facilities and fields, cafeterias, buildings, school division vehicles.

- **Other individuals:** those adults who work with school division students while they are in the Horizon School Division's schools whether or not the school is owned by the school division:
 - a) trustees
 - b) adult students of a post-secondary educational institution of any kind who are on educational placements or practicums (i.e. student teachers, educational assistants, nurses, psychologists, behavioral therapists, speech language pathologists etc.);
 - b) any individual who is on an internship, co-op placement or apprenticeship program with the school division;
 - c) volunteers;
 - d) independent contractors and the employees of independent contractors
 - f) any person providing professional services of any kind to a school division student at a school division facility or on school division property; and
 - g) any other member of an organization who may not be an employee of the school division but who provides services to students within school or on school division property.
- **Proof of Vaccination:** means a paper or electronic vaccination record of an individual's COVID-19 vaccination date(s) and status in a form acceptable to the Division, as communicated by the school division from time to time, which may include any government-implemented proof of vaccination system. Self-produced documentation of a negative result is not sufficient evidence.
- **COVID Test:** means a COVID-19 testing device that is listed in Health Canada's Authorized medical devices for uses related to COVID-19 including rapid tests and PCR tests.

GUIDELINES

1. The Horizon School Division has legislated obligations to provide a safe and healthy workplace. This policy outlines the actions Horizon is taking to protect the health and safety of workers at the work site; protect the health and safety of all members of the school community; and enable educational programming and other school activities to be in-person wherever reasonable in the circumstances.
 - 1.1. The school division manages the risks related to COVID-19 through the hierarchy of hazard controls (engineering controls, administrative controls and personal protective equipment). When a hazard cannot be managed by a single method, such as an engineering control, a combination of controls are used.
 - 1.2. Having a maximally vaccinated workforce is an effective engineering control to further protect against the hazards of COVID-19. Vaccinations help reduce the risk of spread within schools and lowers the risks of severe outcomes.
 - 1.3. The school division recognizes its duties and responsibilities under the Alberta Human Rights Act. The school division will continue to consider and pursue reasonable workplace accommodations for those persons who are unable to be vaccinated due to reasons protected by the Alberta Human Rights Act.
 - 1.4. Scientific and medical evidence has shown that immunization against COVID-19 is the most

effective way to protect communities from the severe outcomes of COVID-19. Therefore, the Horizon School Division has determined negative tests and vaccinations to be another layer to the school division's controls against the hazard of COVID-19 and a critical part of the school division's safety plan.

2. Subject to applicable legislation, this policy will not be interpreted or applied to limit or amend the provisions contained in any collective agreement or employment contract entered into between the school division and its Employees.
3. These principles are effective upon the passing of this policy and will be reviewed by the school division on a regular basis at the school division's discretion in consideration of all surrounding circumstances and any recommendations that may be made by the provincial and federal governments, public health officials, and other experts consulted by the school division from time to time.
 - 3.1. The school division is closely monitoring government health guidelines related to COVID-19 and will review, revise, and adjust its hazard controls in response to changes in public health directives.
 - 3.2. The school division has the right to modify or revoke these principles at any time, or to implement supplementary principles that may apply to specific matters impacted by these principles.
 - 3.3. This policy is temporary. Current rates of transmission in Alberta indicate rapidly increasing numbers of individuals are exposed to COVID-19. The school division will reevaluate the need for this policy when the government and medical authorities no longer support the identification of COVID-19 as a workplace hazard. The Board of Trustees will review this policy for amendment or elimination a minimum of every 6 months, or as deemed necessary.
4. School division COVID-19 information is available on the school division's website.

PROCEDURES

1. This policy and procedure are in addition to other employee requirements mandated by government authorities and by the Board with respect to COVID-19 (e.g., mask wearing requirements) and does not supersede or replace any other measures or policies in place to address the hazard posed by COVID-19. The policy imposes two alternatives for compliance, semi-weekly rapid testing or vaccination against COVID-19.
2. COVID-19 Vaccination
 - 2.1. Employees must provide to the Human Resource Department acceptable proof of a negative COVID test or be Fully Vaccinated against COVID-19 by December 1, 2021, before attending School.
 - 2.2. Employees who cannot be Fully Vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption.

Individuals must provide written reasons for their inability to comply with this procedure (see Appendix A). If the reason an individual cannot comply with this procedure is related to a medical condition the school division will require medical documentation from a physician or nurse practitioner, including whether the medical reason is permanent or temporary and confirm that the individual cannot safely receive the COVID-19 vaccine.

Requests for exemptions or accommodation will be reviewed on an individual basis and a decision regarding approval or rejection will be provided to the individual. This review may include a request for additional information.

School division employees who are approved for an exemption will be accommodated to the point of undue hardship

- 2.3. Employees hired after the approval date of this Policy will be required to be Fully Vaccinated or to have an approved exemption before beginning work with the school division.
- 2.4. All employees are entitled to paid leave to obtain a COVID-19 vaccination to the extent provided under s. 53.982 of the *Employment Standards Code* (Alberta).

3. Providing Proof of COVID-19 Vaccination

- 3.1. By December 1, 2021, Employees must provide proof of his/her Fully Vaccinated Status (i.e. all COVID-19 vaccine doses received to date) in a form satisfactory to the school division, with 14 days having passed since the second vaccination as administered, and in any event, in accordance with this AP.
- 3.2. Employees will provide a copy of their COVID-19 immunization record (that shows their name) along with their employee ID number electronically or by mail or facsimile to the human resource department. The date of vaccination, type and dose will be recorded and kept on file in accordance with retention and disposition schedules.
 - 3.2.1. All information regarding an individual's vaccination status will be secured in a confidential location and will only be retained for a period of 1 year or as long as the information is deemed relevant to the school division's response to the COVID-19 pandemic, whichever is longer.]
- 3.3. Employees providing proof of vaccination are confirming that they have read, acknowledged, and accepted the information found in this administrative policy.

4. Accommodation Exemptions

- 4.1. An Employee may request an exemption from the requirement to be Fully Vaccinated by submitting a written request for vaccination exemption (see Appendix A) to the Human Resource Department on the basis of a protected legal ground, which may include:
 - 4.1.1. a sincerely held religious belief which prohibits the Employee from receiving a COVID-19 Vaccine (accompanied by a sworn or affirmed declaration of that belief declaring an identifiable denomination of faith and not a personal spiritual belief); or

- 4.1.2. a medical condition which prevents the Employee from safely receiving a COVID-19 Vaccine (accompanied by medical documentation from a physician licensed to practice in Alberta confirming that the Employee cannot safely receive a COVID-19 Vaccine and the anticipated duration of the required exemption and whether the medical reason is permanent or temporary).
- 4.2. Employees submitting a request will be required to provide support for the basis of the request, including providing any information reasonably requested by the school division.
- 4.3. Employees with an approved exemption will be accommodated as per legal requirements under the *Alberta Human Rights Act* to the point of undue hardship.
- 4.4. Any employee who is unable to be vaccinated due to a medical reason, or for another protected ground under the *Alberta Human Rights Act*, will be reasonably accommodated where possible, up to the point of undue hardship.
 - 4.4.1. Employees seeking information about accommodations should contact the Associate Superintendent of Human Services for accommodation information.
- 4.5. Any employee requesting workplace accommodation shall make a request for the accommodation as soon as possible. Employees who are seeking accommodation must discuss their needs with the Associate Superintendent of Human Services and seek a verified accommodation. Employee accommodations for medical reasons will require a medical confirmation from a licensed physician and may require employee responses to further inquiry from the school division to determine whether accommodations are possible, and what they will be. Accommodations based on a protected grounds will also require verification, including an explanation of various circumstances surrounding the request and response to school division inquiries.
- 4.6. Employees who have received an approved accommodation to the mandatory vaccination requirement will be required to obtain a negative COVID-19 Test result within 72 hours prior to attending School. The school division will reimburse employees for the cost of testing up to \$50 per week for those employees who have received an approved accommodation until January 31, 2022.
 - 4.6.1. Proof of report demonstrating a negative result of a Health Canada approved rapid antigen, rapid PCR or lab-based PCR test completed within the previous 72 hours of work attendance shall be submitted to the human resource department; said report must clearly state the type of test, time of sample collection, clear indication of a negative result and laboratory or pharmacy that completed the test, if applicable.
- 4.7. Arrangements for remote work for an employee will not be granted based on an employee's decision not to receive a COVID-19 vaccination. As well, personal preference will not be considered as grounds for an exemption and requests citing personal preference will be declined. All employees are expected to be able to attend School at any time in order to fulfill their work responsibilities and because COVID-19 is an occupational health and safety hazard, regardless of location of work,

5. COVID-19 Vaccination Discussion

- 5.1. The school division strongly encourages any employee who is not Fully Vaccinated to meet with a physician to have a full and frank, two-way dialogue about the benefits and risks of a COVID-19 Vaccine.

6. Unvaccinated Employees Without an Exemption and Employees Opting to not Disclose Vaccination Status

- 6.1. Employees who prefer not to disclose vaccination status will be required to submit to approved ongoing COVID-19 testing up to twice per week or as required by the school division in its discretion, at the Employee's own cost in accordance with this administrative procedure. Proof of report demonstrating a negative result of a Health Canada approved rapid antigen, rapid PCR or lab-based PCR test completed within the previous 72 hours of work attendance shall be submitted to the human resource department; said report must clearly state the type of test, time of sample collection, clear indication of a negative result and laboratory or pharmacy that completed the test, if applicable.
- 6.2. Employees who do not comply with this administrative procedure and who are not the subject of a bona fide accommodation to the point of undue hardship may be disciplined up to and including termination as set out in further detail at paragraph 7 below.
- 6.3. If an employee has been placed on leave without pay and subsequently becomes Fully Vaccinated and has provided Proof of Vaccination, the employee is eligible to return to work. The employee will need to arrange with the human resource department to start the process to return to work. The employee should give notice to the Associate Superintendent of Human Services immediately after the employee has received the second dose of vaccine.
- 6.4. As Health Canada updates its requirements for full vaccination protection, the school division will update this administrative procedure and communicate requirements for maintaining Fully Vaccinated status accordingly.
- 6.5. The school division reserves the right to modify the application of this administrative procedure based on operational needs, including any requirement or processes relating to testing.

7. Non-Compliance

- 7.1. Except where an approved accommodation applies, failure to comply with this AP, shall result in:

- 7.1.1. A meeting being held with the employee to discuss their concerns with vaccination against COVID-19 and provide educational materials on the COVID-19 vaccines.

If the employee remains non-compliant with these principles as of December 1, 2021, including, but not limited to refusal to disclose vaccination status, refusal to comply with applicable testing requirements or the provision of false or misleading

information, it may result in the employee being subject to disciplinary action, up to and including termination of employment pursuant to the Education Act (where applicable), applicable collective agreement or employment contract and school division policies and practices.

- 7.1.2. Notwithstanding the commencement of a leave under this Policy and Procedure, the school division reserves the right to terminate the employment of an Employee who is away from work on a non-culpable basis or on a culpable basis where warranted.

8. Submitting Fraudulent Information

- 8.1. Any Employee who submits fraudulent Proof of Vaccination, fraudulent documentation supporting an accommodation, or any other fraudulent or misleading information regarding any issue arising under these principles will be deemed, during this period, to have been trespassing on school division property and shall be removed from school. Employees may also be subject to discipline up to and including termination of employment.

9. Employees can take paid time during the work day to get a COVID-19 Vaccine dose. Employees must provide advance notice to their supervisor of their appointment time.

- 9.1. To book a COVID-19 Vaccine dose, contact Alberta Health Services online or call 811.

- 9.2. The time required for unvaccinated employees to complete a COVID test will be the sole responsibility of the employee. Such a test shall not be completed during work time.

10. The information being collected under this Policy and Procedure is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed and protected in accordance with FOIP. If you have any questions about the collection and use of your information under FOIP, please contact the Associate Superintendent of Finance and Operations, in writing (by mail to 6302 56 Street, Taber, AB T1G 1Z9), email, or by phone (403-223-3547).

- 10.1. Vaccination information, including but not limited to proof of vaccination, vaccination status, and requests for accommodation, is collected, used, and stored in accordance with the school division's obligations pursuant to applicable privacy legislation. Such information will only be used and disclosed in accordance with privacy legislation, including but not limited for the purposes of the school division (or its designated administrators or managers who have a need to know) determining and addressing whether there has been a breach or satisfaction of these principles, whether an employee is permitted to attend a school as set out herein, and to address health and safety concerns at school including whether additional or different safety protocols are necessary in the event of a COVID-19 outbreak or otherwise.

- 10.2. The school division makes reasonable security arrangements to protect information against unauthorized access, collection, use, disclosure or destruction pursuant to Section 38 of FOIP. The information will be retained to achieve the purposes stated above and will be securely destroyed in accordance with retention and disposition schedules.

11. The school division has support available if employees are feeling stress, anxiety, or overwhelmed by COVID-19. Keep in mind that reaching out for support and assistance is not a

sign of weakness, but a sign of strength and your commitment to your health and well being.

11.1. For more information, please contact the school division’s Human Services Department.

**COVID-19 COVID Harm Reduction Policy
Frequently Asked Questions
October 28, 2021**

This document is continuously updated - please see questions marked ***UPDATED*** or ***NEW***

POLICY BACKGROUND

As an employer with a strong commitment to health and safety, the Horizon School Division has enhanced control measures to mitigate the hazard of COVID-19 and protect the health, safety and welfare of its employees, students, and school communities.

Policy GBA: COVID Harm Reduction Policy outlines the requirements for employees and those adults who work with school division students in school division schools to be provide a negative COVID tests or proof of vaccination against COVID-19.

QUESTIONS ABOUT THE POLICY

Who does this policy apply to?

All school division employees including full-time, part-time, permanent, temporary, casual, and individuals, whether employed via a collective agreement or an individual employment contract and any adult who works with school division students in school division schools whether or not the school division owns the school.

It also includes all adults who work with students in school division schools in any capacity, including volunteers. This includes, but is not limited to trustees, contractors, coaches, and service providers who enter school division schools when such adults work with or interact regularly with students.

School divisions schools includes all 39 of Horizon’s schools including all Hutterite colony schools (while colony students are engaged in “English” school), Taber Christian School, and Taber Christian High School, Vauxhall Baseball Academy dormitory, Lomond community multipurpose facility, and public libraries operating within Horizon’s schools during school hours, including but not limited to the Barnwell public library.

This policy does not include adults involved in transporting students to and from school or to and from extra-curricular activities when these are not Horizon owned vehicles or employees.

I’m not an employee, how do I submit rapid test results or proof of vaccination?

The human resource department will not collect or store proof of vaccination or rapid test results for non-employees, adults who work with students in schools as described in the previous question should have their rapid test results or proof of vaccination readily available and are required to show them to school administration upon arrival at school and/or upon request by those tasked with enforcing this policy. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately.

I'm a substitute, do I also submit my negative COVID test or proof of vaccination to the Human Resource department?

Substitute teachers (and casual support staff who sub for absent support staff) should submit their proof of vaccination to the human resource department. Those required to provide proof of a negative rapid test (e.g. have not provided proof of vaccination) should have their rapid test results or proof of vaccination readily available and are required to show them to school administration upon arrival at school and/or upon request by those tasked with enforcing this policy. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately. Unvaccinated staff showing up without proof of a negative test will not be paid for the day as they did not arrive fit for work (were not in compliance with this policy).

The school I work at is not owned by the division, does this policy still apply?

Employees whose worksites are located in buildings owned by organizations external to the Division are required to follow this regulation and requirements of the external organization. Other organizations may choose to impose additional, more stringent vaccination requirements. Employees must comply with the more stringent requirements.

Why is the school division introducing a COVID-19 vaccination policy?

Since the launch of the Provincial vaccination program, the school division has encouraged employees to make an informed choice on vaccination and strongly encouraged participation by all employees and students who are able to be vaccinated. At the same time, the school division has maintained a number of layered workplace controls to minimize the spread of COVID-19 in the workplace.

Alberta continues to see waves of cases during the COVID-19 pandemic and hospitals across Alberta face unprecedented capacity. The Government of Alberta has declared a state of public health emergency. Given COVID data, the circumstances in Alberta, and the information gathered on the vaccination rates of Albertans via Alberta Health Services, and the October 5, 2021 joint letter from the Premier and the Minister of Health strongly recommending school divisions implement a vaccination policy the Board of Trustees passed a motion to add another layer to the school division's workplace controls to further minimize the hazard of COVID-19.

Are contractors required to follow this policy?

The COVID-19 Vaccination Policy applies only to Horizon School Division employees and adults who work with students in school division schools. The school division will send a notice to contractors whose staff work with school division schools and/or who regularly interact with school division students in school divisions schools to inform them of this policy and administrative procedure. The school division will not be requiring proof of vaccination or negative COVID test results from its contractors, suppliers or partners at this time, unless they work with students or regularly interact with students in school division schools, but we expect that all workers on our sites continue to adhere to all legislated public health restrictions including physical distancing, masking and not attending the worksite while experiencing symptoms of COVID-19. Contractors who work with students or who interact with students should have their rapid test results or proof of vaccination readily available and are required to show them to school administration upon arrival at school and/or upon request by those tasked with enforcing this policy. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately.

Do employees on short term, long term or extended leaves (e.g. parental) leave need to comply with this policy?

All employees regardless of leave status will be required to adhere to the COVID-19 Harm Reduction Policy and will be required to provide proof of being fully vaccinated prior to their start date of work returning from their leave. If the employee is not fully vaccinated as of the time their respective leave has expired, they will be required to participate in the school division's rapid testing program at their own cost or seek an accommodation.

What does it mean to be fully vaccinated?

An employee is fully vaccinated within the meaning of the Policy once they have received all required doses of a COVID-19 vaccine series and at least two (2) weeks have passed following receipt of the final dose.

Does the school division have the authority to collect my personal information?

All public bodies, including the Horizon School Division, can collect personal information where that information relates directly to and is necessary for an operating program or activity. The school division has determined that it is necessary to require employees to provide proof of a negative COVID status or be vaccinated in order to protect the workplace and mitigate the hazard of COVID-19. Once collected, the school division has a statutory duty to protect the confidentiality of that information and to disclose and dispose as permitted by the *Freedom of Information and Protection of Privacy Act* (FOIP Act).

Do you have to comply with the *Health Information Act* when collecting this information?

The school division is not subject to the *Health Information Act* and will maintain this information in accordance with the FOIP Act. The personal information collected will be managed and protected in accordance with the FOIP Act. This information will only be used to the extent necessary for implementation of this Policy, health and safety protocols, and infection and prevention control measures in the workplace. Only those staff required to review this information for the purposes of determining policy compliance will see this information.

How long will this policy be in effect for?

This policy is temporary. The Division will reevaluate the need for this policy when the government and medical authorities no longer support the identification of COVID-19 as a workplace hazard. The Board of Trustees will review this policy for amendment or elimination a minimum of every 6 months, or as deemed necessary.

I am vaccinated but I don't feel I should have to provide my immunization record. Do I have to submit it?

This Policy requires all employees to provide proof of a negative COVID test or provide proof of vaccination. The school division requires this information to determine whether the policy and administrative procedures are being adhered to. If an employee does not submit proof of vaccination they will be required to comply with COVID-19 rapid antigen testing requirements at their own cost. The school division will reimburse employees for the cost of testing up to \$50 per week for those employees who have received an approved accommodation until January 31, 2022, at which point individuals will be responsible for testing at their own expense.

For unionized employees, did you engage with the unions when developing this policy?

The school division discussed its intention with local presidents of the Alberta Teachers' Association

(ATA) and Canadian Union of Public Employees (CUPE). A copy of the policy was also shared with employees and stakeholders prior to final reading. If you have questions regarding your union's position on the Policy, please speak with your union representative.

What happens if I am not fully vaccinated by December 1, 2021?

Employees who are not fully vaccinated by December 1, 2021 will need to comply with ongoing COVID-19 rapid antigen testing up to twice per week (frequency to be determined at the school division's discretion) at the employee's own cost. The school division will reimburse employees for the cost of testing up to \$50 per week for those employees who have received an approved accommodation until January 31, 2022, at which point individuals will be responsible for testing at their own expense.

Will my health benefits cover personal expenses for COVID-19 rapid testing?

No, the COVID-19 rapid testing under this Policy is not an eligible expense under the school division's health benefits plans. Alberta School Employee Benefit Plan only covers rapid testing under health care spending or wellness accounts when it is submitted with a physician's written order. Employees are encouraged to speak directly with ASEBP should they have questions.

What happens if I am not vaccinated and do not attend for COVID-19 rapid antigen testing?

Employees who are not fully vaccinated by December 1, 2021 and do not provide rapid antigen testing results through the school division's designated process will be placed on leave without pay. The placement of an employee on leave without pay in accordance with the policy and administrative procedure does not prevent the school division from ending the employment relationship on a non-culpable or culpable basis where individual circumstances warrant.

I am currently on leave; how does this policy apply to me?

You will be required to providing a negative COVID test or provide proof of vaccination upon your return date.

Can I be put on leave without pay for refusing to disclose my vaccine status?

Yes. If you do not submit your vaccine attestation and refuse to provide a negative COVID test, as per the policy you could be placed on leave without pay as early as December 1, 2021.

How long can I be placed on leave without pay?

The policy will be in place for the duration of the COVID-19 pandemic. A date for review of the policy is scheduled to take place in six months. This means that an employee could be placed on leave without pay for at least six months at this time.

Can I collect Employment Insurance (EI) or get a second job while on leave without pay?

An employee cannot receive EI payments when on leave without pay as Employment and Social Development Canada's [eligibility requirements](#) consider it to be the same as "if you voluntarily left your job without just cause." As for a second job, the employer has no right to limit an employee's activity if they respect the rules and policies concerning conflicts of interest and/or any provisions in a collective agreement that would limit the type of outside work an employee may perform.

Will I still receive health & welfare benefits if I am placed on a leave without pay?

ASEBP has existing provisions for members of the Horizon School Division who are on leave without pay. If a benefit plan member goes on authorized leave without pay, they are responsible for both the employee and the employer share of contributions for themselves, and their eligible dependents. It is important that the employee contact the Human Resources department before the leave starts, to

ensure they have communicated their choice to avoid unintentional discontinuation of their benefits coverage.

What happens to my pension during a leave without pay?

Employees who are on unpaid leaves do not accrue pensionable service. Employees who return to work may be able to purchase the leave of absence period upon their return. Payment of the employer share of the premiums is subject to Alberta Teachers' Retirement Fund or Local Authorities Pension plan regulations. Employees are encouraged to contact Human Resources to discuss their circumstances.

When do I have to be fully vaccinated?

All school division employees are required to be fully vaccinated against COVID-19 by December 1, 2021. Employees hired after the implementation of this Policy will be required to be fully vaccinated or to have an approved exemption before beginning work with the school division or be expected to provide regular negative COVID tests at their expense.

When do I have to provide proof of COVID-19 vaccination?

Employees are encouraged to submit proof of vaccination to Human Resources ASAP. Submissions must be received and verified prior to December 1, 2021. Given the number of employees submitting proof of vaccination, employees are strongly encouraged to submit documentation ASAP to ensure the human resource department has time to process their documentation and confirm the employee is able to come to work as of December 1, 2021. The division will also be requiring employees to submit the following attestation form via "google forms" by November 15, 2021 to aid in implementing this policy. An email with the link will be forthcoming.

Employee Attestation Form

All Horizon School Division employees must respond to this disclosure request regarding their vaccination status. Employees must submit their attestation by November 15, 2021 in preparation for the December 1, 2021 implementation of Policy GHA: COVID Harm Reduction.

By completing this attestation, you agree that you have reviewed and acknowledge the privacy statement and that the information you provide is truthful.

Legal First Name:

Legal Last Name:

Name you go by (if different from above):

Employee Number (retrievable via ATRIEVE/HR/My_Employee_Dashboard):

Phone Number:

Date Submitted:

School(s):

- Dropdown include division office, maintenance office, Hutterian Colony Schools, Other (explain) and allow multiple site selection

Assignment:

- Teacher
- Substitute Teacher
- Support Staff
- Casual replacement support staff

Vaccination status:

- **Fully vaccinated as of December 1, 2021**
 - Fully Vaccinated: Having obtained all required doses of a COVID-19 Vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series or a one dose of a COVID-19 vaccine considered valid by Health Canada, including having observed a two (2) week period (or longer where required) following the final dose.
- **Partially vaccinated as of December 1, 2021**
 - Partially Vaccinated: Having obtained only one of the two required doses of a COVID-19 Vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series, including having observed a two (2) week period (or longer where required) following the final dose.
- **Unvaccinated and will be requesting an accommodation**
 - I am **unable** to be vaccinated based on a medical, religious, or other prohibited ground of discrimination as defined under the *Canadian Human Right Act*, and will be requesting accommodation, I will be providing supporting documentation to support my request for an accommodation.
- **Unvaccinated (personal choice)**
 - I am unvaccinated and/or unwilling to get vaccinated based on a personal decision and will be providing regular proof of a negative COVID test as per policy HGA.
- **Undisclosed (prefer not to provide via this form)**
 - I do not wish to disclose my vaccination status (whether I am fully vaccinated, or not) and will be providing regular proof of a negative COVID test as per policy HGA.

If your situation changes in the future, please contact the Human Resource Department.

If you misrepresent your status

You have an obligation to provide a true attestation. Submitting a false statement would constitute a breach of the school division's code of conduct and may result in disciplinary action up to and including termination. Employees will be required to submit proof of vaccination to confirm their attestation by December 1, 2021.

How is your privacy protected

The Horizon School Division Vaccine Attestation Tracking System is an application for use by the human resource department. It facilitates the collection and retention of employees' vaccination status and enables the human resource department to report vaccination rates. All personal information from employees is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIPP) Act* and associated school division policy instruments. Specific accommodation information is limited to those with a need-to-know basis.

What if my rapid test comes back positive?

A positive rapid test result is considered a preliminary or presumptive positive. Anyone who receives a preliminary positive result must submit to mandatory AHS approved COVID-19 PCR testing as soon as possible but no more than 48 hours following confirmation of the results of the Rapid Antigen Screening test. The employee must immediately isolate until the AHS approved lab-based test results are confirmed negative. Absences during this time period should be recorded as sick.

What if I have taken a COVID test but have not received my results, am I able to come to work?

No, you are required to provide proof of a negative test to be able to come to work. It is your responsibility to ensure you have scheduled the test at a time that gives you appropriate time to get your results. While you await your results you would be on a personal leave. Whether you are paid or not for a personal leave will depend on your collective agreement or employment contract provisions.

How do I provide proof of a negative COVID test or proof of vaccination and who do I provide it to?

Employees provide Human Resources with proof of vaccination by either submitting a physical copy to the human resource department or an electronic copy by email (COVID@horizon.ab.ca).

Employees (except casual support staff (replacement staff), and substitute teachers provide Human Resources with proof of a negative COVID-19 rapid test by electronic copy by email (COVID@horizon.ab.ca).

Casual support staff (replacement staff), substitute teachers, and nonemployees provide proof of a negative COVID-19 rapid test result directly to school administration when they enter the building.

Human Resources will view and verify the proof of rapid testing or proof of vaccination and inform the employee of approval. Once proof of rapid testing is verified by Human Resources, Human Resources will approve the employee to work for a period of 72 hours dated from the time of the rapid test.

If Human Resources is unable to determine the authenticity or veracity of proof of rapid testing or proof of vaccination, then Human Resources shall inform the employee and school administration and the employee will not be able to work until the issue is resolved.

HUMAN RESOURCES DUTIES

1. Human Resources department is generally responsible to ensure the confidentiality of information obtained in this policy. Human Resources shall be responsible for taking all prudent and reasonable steps to protect the confidentiality and security of all personal information disclosed to the Division under this policy.
2. Human Resources, under the direction of the Associate Superintendent (Human Resources) or designate may designate an individual to assist with the collection and management of compliance with this policy and administrative procedure.
3. Where the Division has a legal obligation under the *Alberta Human Rights Act* to modify the requirements or expectations of this policy, the Associate Superintendent shall do so on behalf of the school division.
4. In regard to *proof of vaccination*, the designated individual shall be responsible for:
 - 4.1. Collecting information from employees regarding proof of vaccination.
 - 4.2. Verifying proof of vaccination prior to approving employees to work. The designated individual will retain physical or electronic copies of records from employees as per this policy.
 - 4.3. To protect employee private information, the designated individual will not openly provide proof of vaccination in the school division's human resource database. The designated individual will record employee proof of vaccination by making a coded notation in a secured file.
 - 4.4. Ensuring that information gathered under this policy is only used for the purpose of ensuring compliance with this policy. Such information will not be shared with any other person except

- when required to manage the employee's employment relationship with the Division or as otherwise permitted under the *Freedom of Information and Protection of Privacy Act*.
- 4.5. Destroying any notation or record in their possession gathered from the proof of vaccination at the appropriate time.
 - 4.6. Questions from employees with respect to the use, collection, and storage of information gathered under this policy should be addressed to the Associate Superintendent of Human Resources and or the division's FOIP coordinator (Associate Superintendent of Finance and Operations).
5. In regard to *proof of rapid testing*, the designated individual shall be responsible for:
- 5.1. Collecting information from employees (except casual support staff and substitute teachers) regarding proof of testing.
 - 5.2. Verifying proof of twice-weekly testing prior to approving employees to work. The designated individual will retain physical or electronic copies of records from employees as described in policy.
 - 5.3. Determining that the proof of rapid testing is authentic and relates to the employee submitting the proof of rapid testing.
 - 5.4. Advising the employee that the proof of rapid testing is valid only for a period of 72 hours, and that another test and proof will be required prior to commencing work after that 72 hour period. Should the test not be approved, the individual and school administration will be informed.
 - 5.5. Recording the date the rapid test was provided.
 - 5.6. Ensuring that information gathered under this policy is only used for the purpose of ensuring compliance with this policy. Such information will not be shared with any other person except when required to manage the employee's employment relationship with the Division or as otherwise permitted under the *Freedom of Information and Protection of Privacy Act*.
 - 5.7. Destroying any notation or record in their possession gathered from the proof of vaccination at the appropriate time.
 - 5.8. Questions from employees with respect to the use, collection, and storage of information gathered under this policy should be addressed to the Associate Superintendent of Human Resources and or the division's FOIP coordinator (Associate Superintendent of Finance and Operations).

Will I be expected to provide a negative COVID test upon a return to work from having COVID or is there an exemption for natural immunity?

Recent infection with COVID-19 may interfere with test effectiveness. Screening results in these individuals should be interpreted with caution. AHS does not recommend screening someone if they have been diagnosed with COVID-19 within the last 6 weeks. Individuals who have recently had COVID are not exempt from providing proof of a negative COVID test, however for 6 weeks following a COVID infection they will be excluded from COVID test expectations. Proof of a positive COVID test and the date of the positive test are required to be submitted to the Human Resource department (employees) and to school administration (nonemployees upon enter the building).

I'm not an employee of the school division, but volunteer with students to support the school and am not vaccinated, will I be required to provide a negative result on a rapid antigen test

Yes, but the school may opt to provide an honorarium for your volunteer services that covers the cost of the test.

The HR department will not track proof of a negative test or vaccination status of nonemployees given that there is no regular schedule. As such, nonemployees are required to show a negative COVID test or

proof of vaccination to school administration as they enter the school. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately.

What does a negative result on a rapid antigen test mean?

A negative rapid antigen test result does not guarantee that the individual is not infected with COVID-19 or will not spread it to others. In asymptomatic individuals, false negatives are common. As such, the individual is required to continue to adhere to public health rules such as masking, physical distancing, hand hygiene, etc

Who is collecting and will have access to employee vaccination records?

The Human Resource Department is collecting the vaccination records of all employees except casual employees and school administration will be reviewing proof of negative COVID tests and vaccination status of casual employees and nonemployees. Access to employee records is limited to those performing the verification of proof of vaccination and reporting functions. Employee records will be updated in the school division's database as part of the verification and reporting process.

What if I am currently partially vaccinated? How do I update my submission to include my second dose?

To update your employee vaccination record, please submit proof of your second dose by contacting the Human Resource Department.

How do I access my COVID-19 vaccination record?

Access your record through the [Alberta Vaccine Record Service](#). You will need to have your personal health care number, but do not need an account to access your record.

I've lost the documentation for my first dose. What if I can only find proof of my second dose?

Access your record through the [Alberta Vaccine Record Service](#). You will need to have your personal health care number, but do not need an account to access your record.

Can I show my supervisor my vaccination record instead of submitting the document to the Human Resource Department

For employees, proof of a negative COVID test and/or vaccination records must be submitted to the Human Resource department and verified. The vaccination information will be verified and retained on your employment. Casual support staff, substitute teachers, and other adults who work with students in schools (nonemployees) provide proof of a negative test or vaccination to school administration upon entering the building.

How can I get vaccinated?

Visit the Government of Alberta's [COVID-19 vaccines and records page](#) where you can find information on booking an appointment with Alberta Health Services or a pharmacy, find a walk-in clinic, or find a doctor's office.

Am I able to take time off work to be vaccinated?

Employees have provisions in their collective agreement or employment contract that may allow them to take time off to get a COVID-19 vaccine dose. Employees must provide advance notice to their supervisor via ATRIEVE. COVID testing is not considered a medical procedure and staff are expected to take COVID tests outside of work hours.

Where can I find more information on vaccinations?

Alberta Health Services' recommends that people who may have hesitations in receiving a COVID-19 vaccine to visit their family physician or call 811. Employees may also learn more about vaccine safety and effectiveness at this [Alberta Health Vaccine myths and facts site](#).

What if I have tested positive for COVID-19 in the past? Is this the same as being vaccinated?

Employees are required to show regular negative COVID tests or be vaccinated regardless of a past positive COVID-19 test. Advice from public health agencies is that eligible individuals who have had the virus should get immunized to provide the best possible protection.

Do I stop coming to work prior to December 1, 2021 if I am not vaccinated?

No. Employees continue to attend work in advance of December 1, 2021. For those who are not vaccinated, they are given the time to gather the information they may need to get vaccinated and understand how it will help protect themselves and others in the workplace.

Can I work from home so I do not have to be vaccinated?

The school division's workforce is unable to work remotely due to the nature of the work. All employees, therefore, are required to comply with this policy and administrative procedure.

What if there is a reason I am not able to be vaccinated?

An employee may request an exemption from the requirement to be fully vaccinated by submitting a written request for exemption (see Appendix A) on the basis of a protected legal ground, which may include:

- a sincerely held religious belief which prohibits the employee from receiving a COVID-19 vaccine (accompanied by a sworn or affirmed declaration of that belief); or
- a medical condition which prevents the employee from safely receiving a COVID-19 Vaccine (accompanied by medical documentation from a physician licensed to practice in Alberta containing the required information as per CMOH Order 43-2021, or as may be updated from time to time, and confirming that the employee cannot safely receive a COVID-19 vaccine and the anticipated duration of the required exemption).

Request for exemption forms should be submitted ASAP to minimize employee costs, and must be submitted prior to December 1, 2021. Employees will be required to provide a negative COVID test at their expense until the exemption is approved. Employees with an approved exemption will be accommodated as per the school division's accommodation policies, procedure and framework which includes the division reimburse employees for the cost of testing up to \$50 per week until January 31, 2022. After this date, the cost of testing will be at the individual's expense.

Does being vaccinated exempt me from daily screening, wearing a mask and/or physical distancing while in my workplace?

No. Employees who are fully vaccinated or who have an approved exemption are still required to adhere to all other school division workplace COVID-19 hazard controls.

I am feeling stressed. What supports are available to help me?

The COVID-19 pandemic is an unprecedented challenge that we are all facing together. There have been many changes in both our personal and work lives that have been stressful and require us to adapt and manage as best we can. The school division has supports available if you are feeling stress, anxiety, or overwhelmed due to COVID-19. Reaching out for support and assistance is not a sign of weakness, but a sign of strength and a commitment to your health and wellbeing. For more information contact the Human Resources department or reach out to the:

- Employee and Family Assistance Program (EFAP) - 1-800-663-1142

Is a Notice of Liability/Informed Consent letter relevant to this Policy?

Organizations such as AHS and pharmacies that administer COVID-19 vaccinations are responsible to ensure that they receive informed consent. As such, the school division is not responsible for and will not be responding to requests alleging further information be provided to employees before they provide informed consent to vaccination or compliance with this Policy. Should employees require further information about the COVID-19 vaccines including benefits and risks, the school division strongly encourages employees to consult their physician.

Do I need to submit my vaccination record with the QR code Alberta Health released?

Yes, you are required to submit your vaccination record using the most recent copy of your vaccination record which includes a QR code.

If government COVID-19 protocols are removed, do employers continue to have any obligation to their employees with respect to the possible spread of COVID-19?

Employers have a general obligation to provide employees with a safe workplace. This obligation does not translate into employers guaranteeing that an employee will not contract COVID-19 at work, or any other illness for that matter. If an employer did not cause the illness to be in the workplace, it would be difficult to foresee a fact circumstance where an employer would be held liable for an employee bringing COVID-19 to work and infecting other employees. An employer does not have a positive obligation to prevent every possible risk of COVID-19 entering the workplace, nor is it reasonable to expect employers to guarantee safety from COVID-19. Employers do have an obligation to identify hazards in the workplace and take reasonable steps to manage and reduce those hazards.

When will I need to be vaccinated by?

Within the current policy and administrative procedure, employees and adults who work with students in the school do not need to be fully vaccinated against COVID-19, as they are able to continue with providing negative COVID tests twice per week effective December 1, 2021.

Can my employer ask me for my vaccination status?

Yes, Horizon's COVID Harm Reduction policy states that employees and adults who work with students in schools are responsible for disclosing their testing status and/or vaccination status accurately as required. Mandatory vaccination policies have previously been implemented by other employers. In those cases, the collection and disclosure of vaccination status was permitted by arbitrators as a means of enforcing the policy. Employees have the right to medical privacy and any personal health information that is collected, used, or disclosed must comply with applicable privacy laws. Horizon limits the questions to gather only the information that is strictly necessary.

Can my employer require me to be vaccinated?

No, one can be physically forced to get a vaccine against their will. However, according to the limited case law available, grievors must live with the consequences of refusing to get vaccinated, which may include being placed on unpaid leave and termination. Employers have an obligation to keep workplaces safe and, in the context of a global pandemic. Horizon requires that employees and adults who work with students in schools provide a negative COVID test or be vaccinated.

I'm an employee and have COVID symptoms but don't want to get tested? Do I just stay home for a minimum of 10 days, or until I feel better which ever is longer?

Employees with core COVID symptoms are required to get tested via AHS within 48 hours. Given that

Individuals who test negative via AHS are only legally required to stay home until they feel better, employees who feel better before the 10 day period would be legally required to return to work if they were negative. An employee's decision to not get tested is therefore potentially costing the division. Employees opting to not get tested who are symptom free within 10 days should record "sick" in ATRIEVE while they are sick and "personal leave" for the remaining days of the 10 day isolation period. If they opted to get tested and the test was positive, they are required to stay home for 10 days and should enter "sick" for the entire period.

If I'm not vaccinated and required to show proof of a negative COVID test, when should I get the test?

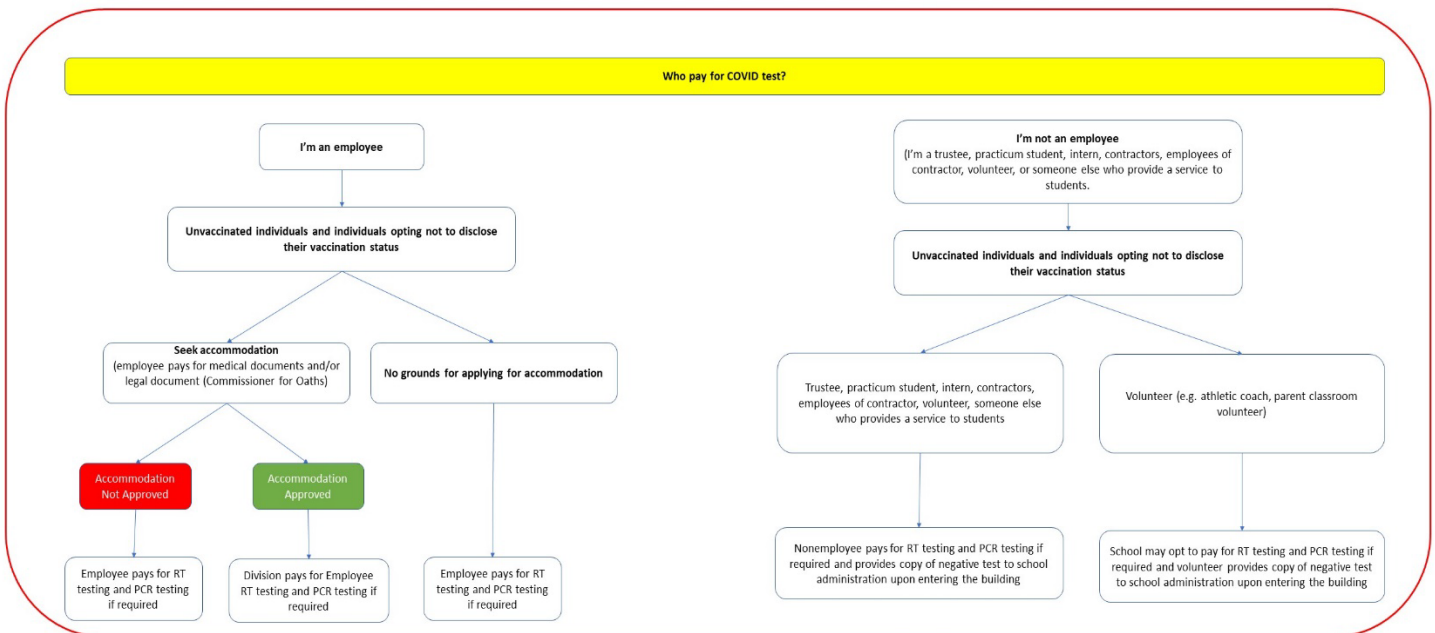
Acceptable proof of a negative COVID test is a negative test that has been completed within the previous 72 hours of the commencement of a "workday" or "shift" of the employee. Testing should normally occur on Sundays and Wednesday to provide the employee the opportunity to work Monday through Wednesday based on a negative result of the Sunday test, and Thursday and Friday based on a negative test result from the Wednesday test.

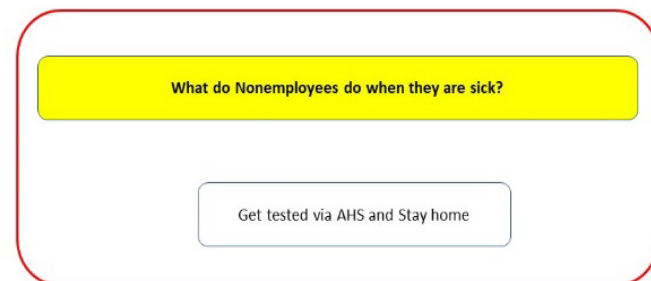
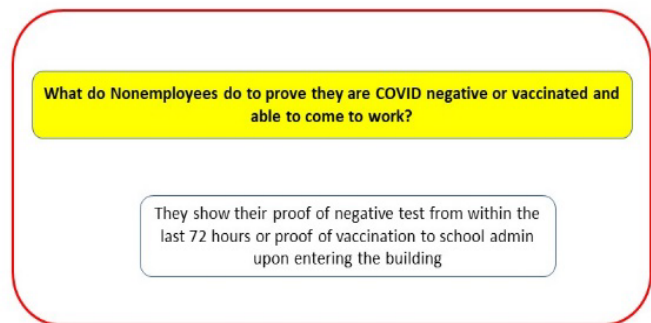
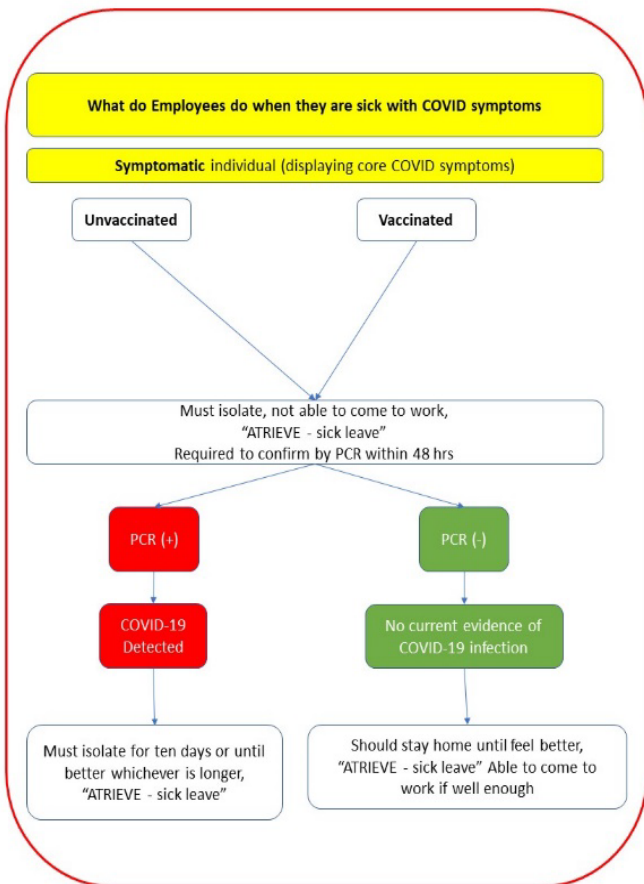
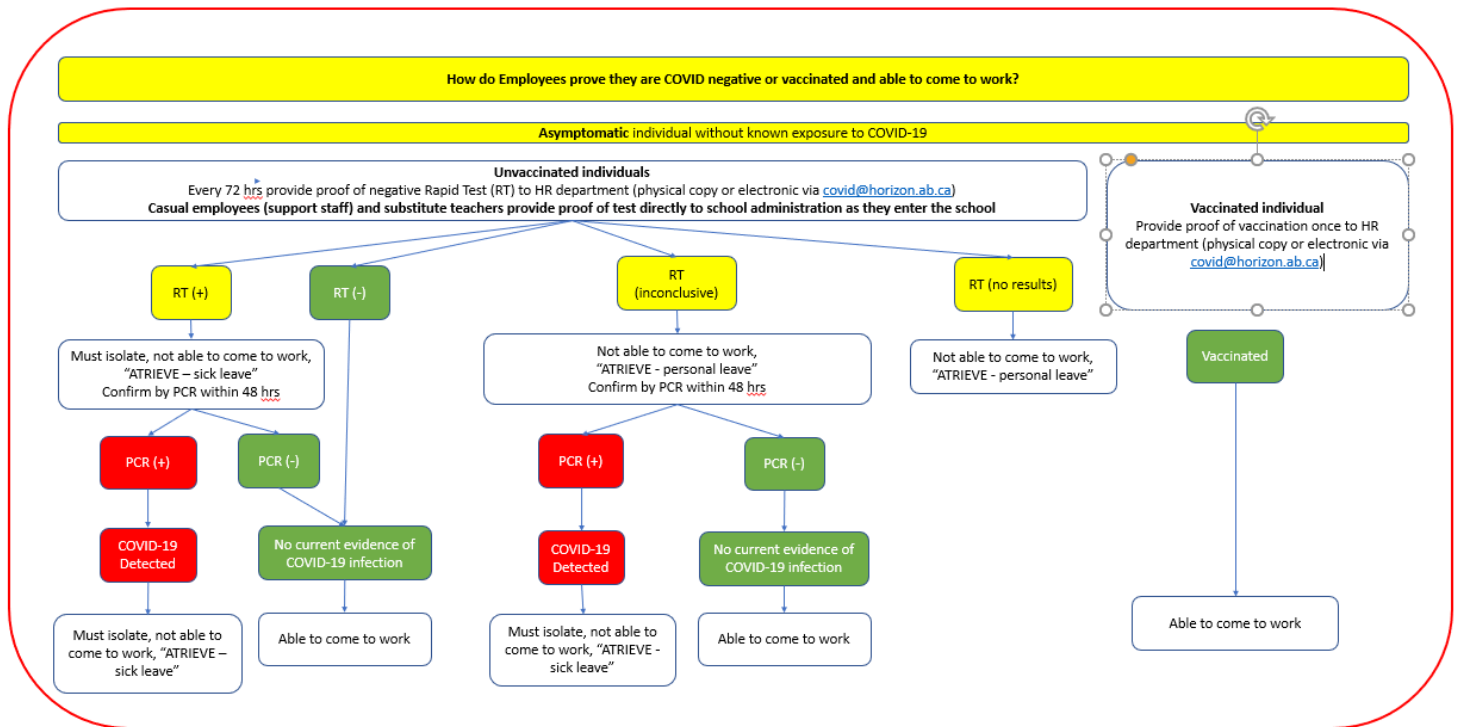
How do I get reimbursed for my COVID tests?

Effective February 1, 2022, employees with approved accommodations may submit an expense claim to the Human Resource department requesting reimbursement for COVID tests taken between December 1, 2021 and January 31, 2022. Expense claims must include receipts. Expense claims submitted after June 1, 2022 will not be reimbursed.

Can you provide an infographic that summarizes rapid testing expectations?

Rapid testing is only used for asymptomatic individuals. Individuals with core COVID-19 symptoms should stay home and get tested by AHS. The images below give a good summary of the expectations but may not describe every scenario outlined in the policy.





Appendix A: Request of Accommodation

All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please contact the Associate Superintendent of Human Services if there are questions regarding form completion.

Employee Name:	Employee ID #:		
School:	Position:		
Home Address:	Home Phone:		
City/Town:	Prov:	Postal Code:	Alt. Phone:

The Horizon School Division has implemented a COVID-19 harm reduction policy for its employees and adults that work with/regularly interact with students in horizon schools that requires employees and these adults to provide a negative COVID test or proof of vaccination by December 1, 2021.

If further information or clarification is required after the request form is submitted, Human Resources will make reasonable attempts to contact you by telephone and/or email to discuss the information required, which may include collecting additional documentation or obtaining consent for the school division to contact such persons necessary to obtain further information which is relevant to your request.

It is important you understand that by submitting a request for exemption, this does not automatically entitle you to an exemption. Your request will be reviewed and a determination will be made based on an individualized assessment conducted by the school division. You are required to facilitate the process by cooperating with the school division's assessment of your accommodation request. Failure to cooperate in the process could jeopardize the review and any approval of the accommodation request.

Employee Signature

Date

submit completed form to:

Associate Superintendent of Human Services
Human Resource Department

Email: Robbie.charlebois@horizon.ab.ca

** The cost of completing this form is the sole responsibility of the employee.*

All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please call 780-496-8835 or email disabilitymanagement@edmonton.ca if there are questions regarding form completion.

STEP A - This page must be completed by the Employee.

1. Which Human Rights ground(s) is your accommodation request related to?

- Medical (If selected, please complete the questions below and complete Step B)
- Religion (If selected, please complete the questions below and complete Step C)
- Other protected ground(s) under the *Alberta Human Rights Act* (Please specify: _____)
(If selected, please complete only the questions below)

2. Please outline why you feel you require an accommodation.

3. Please outline the accommodation you are requesting.

4. Please provide any additional information that may be useful in reviewing your accommodation request.

Employee Signature

Date



All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please call 780-496-8835 or email disabilitymanagement@edmonton.ca if there are questions regarding form completion.

STEP B - This page must be completed by the Physician.

The Horizon School Division has implemented a COVID19 harm reduction policy for its employees that requires all employees to provide proof of a negative test or be fully vaccinated by December 1, 2021. Your patient has requested an accommodation with respect to a disability which would prevent them from being vaccinated. Please complete the following questions to assist us in understanding the need for accommodation.

Patient Name:	Date of First Visit:
---------------	----------------------

Nature of Disability:

Describe why the Disability is impeding the ability to be vaccinated?

Is there a treatment plan in place that may change your patient's ability to be vaccinated? Is your patient compliant with the treatment plan? <i>(Note: the Horizon School Division has a variety of programs/services in place that may help in your patient's recovery (for example: Employee Family Assistance Program, etc). Should you wish for the school division to assist, please provide the service(s) that may be required.</i>
--

Prognosis: Permanent / Temporary (circle one). If temporary, please outline anticipated duration of exemption.
--

Any additional information to consider:

Physician Signature:	Date:
----------------------	-------

Physician Name:	Phone:	Fax:
-----------------	--------	------

* The cost of completing this form is the sole responsibility of the employee.



All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please call 780-496-8835 or email disabilitymanagement@edmonton.ca if there are questions regarding form completion.

STEP C - This page must be completed by the Employee and witnessed by a Commissioner for Oaths

Employee Name:	Date:
----------------	-------

Please specify the religious organization, belief, practice, or observance that is the basis for your request for accommodation.

Please explain how the requirement to be fully vaccinated against COVID-19 conflicts with the religious organization, belief, practice, or observance described above.

I, _____, of the _____ of _____, in the Province of Alberta, make oath and say:

1. The COVID-19 vaccination requirement conflicts with my sincerely held convictions based on my religious organization, belief, practice or observance.
2. I understand that if my request is successful, the Horizon School Division will still require me to follow other health and safety measures, including, but not limited to: COVID-19 rapid antigen testing as per the school division's process, physical distancing, masking, pre-shift screening, and/or alternative working arrangements.

Commissioner for Oaths:

Sworn (or affirmed) before me in the _____ of _____ in the Province of Alberta, this _____ day of _____, 20____.

Commissioner for Oaths in and for the Province of Alberta

Print Name and Expiry Date

Signature

* The cost of completing this form is the sole responsibility of the employee.

Superintendents Progress Report

October, 2021

Educational Leadership and Student Welfare

- Meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety, well-being, and conduct; financial management; and instructional leadership. This month included providing school administration updates related to COVID health restrictions, conversations with Alberta Health Services (AHS) and school administration related to positive COVID cases and creation and distribution of close contact notification letters. Conversations with administration also included discussions about student discipline and suspensions, and student transportation as it relates to extra-curricular.
- As the president of the College of Alberta School Superintendents, there are ongoing dialogue with other partner groups. Meetings typically involve provincial education perspectives, discussions. There is also normally a four partners meeting (Association of School Business Officials of Alberta (ASBOA), Alberta School Council Association (ASCA), Alberta School Board Association (ASBA), and College of Alberta School Superintendents(CASS)). This month also included a meeting with the Minister of Education, numerous meetings and discussions with the Deputy Minister, ASBA, as well as meetings with CASS zone 4 and 5.
- Attended AB ED meeting to discuss three year education plan and start up conversation.
- Off Campus requests
- AB ED meetings to discuss COVID-19 health guidelines and restrictions
- AHS discussions regarding positive cases, and reporting requirements
- Management of School COVID cases – discussions with schools regarding creation and distribution of close contact notification letters
- Admin symposium planning meeting
- School three-year education planning meetings have commenced with principals
- Violence Threat Risk Assessment (VTRA) protocol meeting

Personnel Management

- Central bargaining is ongoing and provincial updates continue via Teacher Employer Bargaining Association (TEBA) meetings

Policy and Strategic Planning and Reporting

- Planning for implementation of the new assurance framework is ongoing.
- Reviewed volunteer driver policy as it relates to student drivers

Fiscal Responsibility, Organizational Leadership and Management

- Regular meetings are taking place with Alberta Education regarding the Milk River modernization

Communications and Community Relations

- A number of meetings were attended, either in person or virtually, over the last month. Larger meetings have been virtual to comply with COVID restrictions. These include but are not limited to
 - Senior Administrative Leadership Team (SALT) meeting
 - Administrator meetings
 - Division Office staff meeting
 - Attended Milk River assembly to handout Orange Shirt contest winner related to National

Day for Truth and Reconciliation/

- College of Alberta School Superintendent (CASS) Superintendent Leadership Quality Standard (SLQS) Professional Development (PD) committee meeting
- ATA Induction celebration



211028 Board Report

Human Services

Human Resources

- Classroom Supervisor Orientation October 29th
 - Nine participants expected for the online orientation

Horizon Induction Program

- Oct. 14th Professional learning opportunity on Inclusion and Assessment
- Full participation from program participants (13)
- Oct. 22 - participants offered time to meet with their teacher mentor

FSLC/Wellness Coaches

- Begin implementation of a VTRA de-brief - meeting with the team involved after a VTRA has occurred to follow up with staff.
- Mentorship
 - 21 students in Taber, 6 in Vauxhall
 - Mentors are in grades 10-12, Mentees are in grades 5&6
 - Begins Nov. 3rd, 2021
- Headstrong - Oct. 27th (virtual event)
 - 33 Horizon students participating (Hays, Enchant, Barnwell, ATL, WR Myers, Erle Rivers, Warner and Lomond)

Indigenous Learning

- CASS First Nations Metis and Inuit Education Action Committee - Robbie Charlebois is a member of the committee representing CASS Zone 6
- October 25 PD day - Lisa Sowinski presented to Support Staff on Indigenous learning
- Indigenous Steering Committee meeting October 15, 2021
 - Review 3 year plan
 - Planning for Indigenous Allies meeting on Dec. 2, 2021

Low German Mennonite Programming

- LGM Consultant, Tina Friesen working with schools to translate covid information for families
- Tina working with German Educational Assistants to provide professional learning and resources for consistent German program delivery

- Working with schools to plan possible scenarios for Christmas concerts

Workplace Health and Wellbeing

- Presentation to school principals about Horizon workplace health and wellbeing
- Steering committee selection Nov. 2021
- Steering committee meeting Jan. 2022

Report created by Robbie Charlebois, Associate Superintendent of Human Services

Associate Superintendent, Learner Services
Report to the Board of Trustees – October 29, 2021

Learner Services lead team members:

Terri-Lynn Duncan, Associate Superintendent
Dave LeGrandeur, Director of Learner Services
Coral James, Coordinator of Learner Services/Instructional Coach
Amanda Cayford, Instructional Coach

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- Learner Services has been actively engaged in discussions with Alberta Education regarding the K-6 draft curriculum. Piloting teachers have monthly opportunities to meet and engage in professional development centered around curriculum implementation. Our next meeting is October 30, 2021. Amanda has been working with a teacher to gather evidence of learning for more meaningful feedback to the province.
- Horizon currently has 19 teachers piloting the draft curriculum and they are providing feedback to the province.
- Amanda has been working with a teacher who is developing a *Learning that Transfers* storyboard unit plan that focuses on helping students make connections with learning concepts so that they are able to apply their knowledge to multiple situations.
- The Learner Services team has worked together to plan and coordinate with presenters for the Division-Wide Professional Learning Day for all staff for October 25, 2021. There are a variety of sessions for support staff and teachers will be engaging in their collaborative groups for the day. The day will end with a keynote speaker Anthony McLean who will present on Staff Wellness.
- Horizon elementary schools and Early Learning staff are adjusting to a shift in responsibilities. The human resources component of new posting, interviews, hiring and absences is now being taken care of at the school level. Principals consult with Coral on new postings in accordance with student need in the context of the program. The Program Unit Funding (PUF) auditing has a delayed timeline this year due to Covid; it has been extended from September 30 to December 1 for this year.
- Coral is working with a small group of beginning teachers during the TLC time on PD days. The focus is work on English Language Arts in grades K-3, using the book *Visible Learning for Literacy* as the book study and guide. Helping new teachers determine appropriate, sound, research-based instruction that fits within Horizon's literacy framework and instructional model.
- Amanda has led a professional development afternoon at Taber Christian School to highlight digital platforms such as Hapara and Formative. The *Learning that Transfers* model was also promoted and it was well received.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- New referrals for speech and language, occupational therapy and physiotherapy for Early Learners through grade 3 are being approved by Coral, learner service coordinator. Once approved, these referrals are then given to SWCSS (Southwest Collaborative Support services. They are then given to the correct professionals: speech language pathologists (SLP's) for example. Those not approved would be considered not age-appropriate or mild enough to have universal strategies within the classroom such as the use of speech centres designed by the SLP's JoAnn Hill and Jaelyn Belisle.
- Fall meetings with each principal and the Coordinator of Learner Services have occurred highlighting school needs and how Coral may support them within the coaching role. Scheduled Collaborative Response Meetings and Professional Learning Communities invites have been sent. Discussions to support teachers individually or whole staff in literacy and numeracy have occurred during these meetings.
- Early Childhood Support Plan meetings and Individual Support Plan meetings have started and the Learner Services team has been attending in person or digitally to attend as many as possible.
- Dave LeGrandeur has been meeting with schools and Learning Support teachers to discuss Inclusive Ed. practices, student supports and areas for growth over the last few weeks. Over the course of the year the goal will be to support the growth of Collaborative Response Models in individual schools.
- The software transition from Dossier to Education Forms to house instructional support plans, ELL plans, Counselling Notes, etc, continues. Our "Planning for Student Support day" was successful for the most part and staff felt the day was valuable in terms of discussing how to best support students.
- The Learner Services team has been working with elementary schools in helping prepare resources for teachers in Kindergarten to grade 3 to use for the literacy and numeracy learning disruption grant. All resources will be centrally located in a Google Drive that is accessible to all staff.

LEADERSHIP PRACTICES

- Amanda and Coral are working through a professional development course on *Learning that Transfers (LTT)*. These strategies will be shared with teachers to encourage conceptual learning.
- Coral and Amanda are participating in various committees that promote leadership collaboration between districts. A few examples are: Numeracy Advisory Committee, SAPDC Instructional Leadership Advisory, LTT Extended Team
- Amanda and Terri-Lynn have been engaging beginning teachers in meaningful professional development opportunities, including a presentation on classroom assessment by the Alberta Assessment Consortium.
- Professional development is being front-loaded by Coral this fall, focusing on three core areas:
 - Early Learning: Learning Language and Loving It (workshop)
 - Instructional Coaching: Learning that Transfers for Elementary School
 - Leadership: ATA's Speaker Leaders Series
- Dave is working closely with Learning Support Teachers in order to develop greater consistency with inclusive practices in schools. During LST meetings, staff are provided with meaningful learning opportunities that they are, in turn, able to lead within their own staff.
- Coral is working on a sub-committee of the agency Parents as Teachers, to go through the Calls

to Action in order to identify areas of improvement. Also looking at the Circle of Courage model requested by the group as a potential guide for home workers, something which Coral helped lead during her time as VP at Central School.

- As part of the CASS Curriculum Review process, Terri-Lynn and Katie Graham from Grasslands will be working with CASS Director of Leadership Val Olekshy in the second tier for the feedback to Alberta Education on the Draft Curriculum for Zone 6, both Terri-Lynn and Katie will be compiling the information provided from School Boards across Alberta for Social Studies .
 - The Learner Service team would like to thank Amber Darroch for her leadership and mentorship these past few months.
-



**The Horizon School Division
Summary of Votes**

Election Date: 18-Oct-21

Ward 3

Voting Station Tally Sheet	Bruce Francis	Maxwell Holst	Blair Lowry	Barbara Nakashima
M.D. of Taber	43	41	35	41
Town of Taber 1	153	153	149	165
Town of Taber 2	219	199	232	207
Town of Taber 3	161	186	172	181
Village of Barnwell 1	108	133	93	84
Village of Barnwell 2	69	85	72	51
Total	753	797	753	729

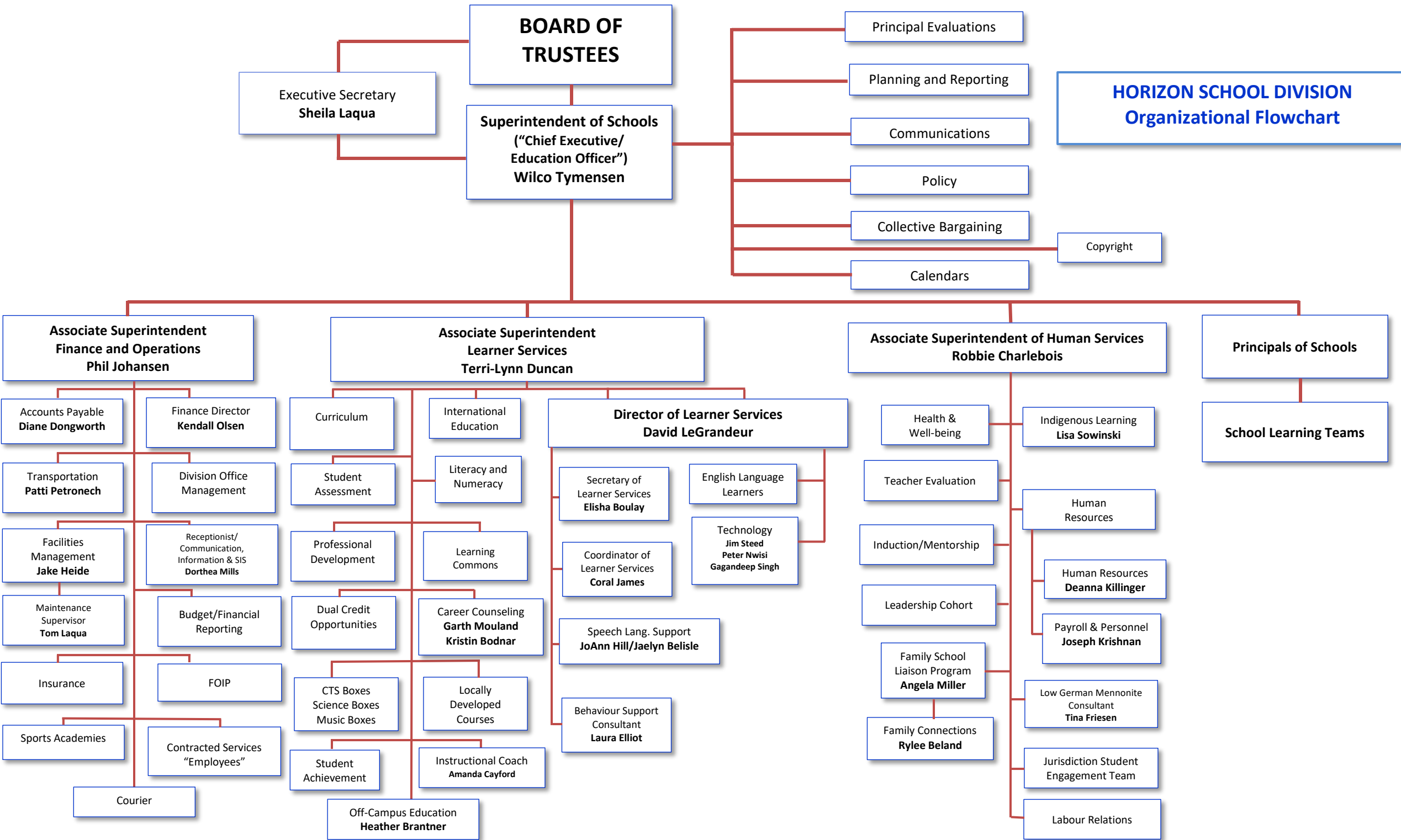
Voting Station	Spoiled	Rejected - Blank	Rejected - Other	Objected
M.D. of Taber	1	0	0	0
Town of Taber	0	0	0	0
Village of Barnwell	1	34	2	0
Total	2	34	2	0

Ward 5

Voting Station Tally Sheet	Mandy Court	Christa Runka
Village of Coutts	55	24
Town of Milk River	320	135
Total	375	159

Voting Station	Spoiled	Rejected - Blank	Rejected - Other	Objected
Village of Coutts	0	2	0	0
Town of Milk River	0	12	0	0
Total	0	14	0	0

**HORIZON SCHOOL DIVISION
Organizational Flowchart**



Alberta Public Service bargaining: Statement from Minister Toews

October 13, 2021 [Media inquiries](#)

Minister of Treasury Board and Finance Travis Toews issued the following statement about contract negotiations with the Alberta Union of Provincial Employees (AUPE) and the Government of Alberta (GoA):

“AUPE and the GoA have received a mediator’s recommendation to settle bargaining for the Alberta Public Service.

“The Mediator’s recommendation comes after months of dedicated negotiations, and I want to thank AUPE for their collaboration in helping us achieve labour stability for the public service.

“I respect the hard work and dedication of Alberta’s Public Service employees and look forward to the results of the ratification vote.”

Related news

- [Alberta Public Service negotiations: Minister Toews](#) (Nov. 6, 2020)

From: <alberta.news@gov.ab.ca>

Date: Thu, Oct 21, 2021 at 2:01 PM

Subject: News Release: Listening to rural communities

Listening to rural communities

October 21, 2021 [Media inquiries](#)

The Associate Minister of Rural Economic Development will meet with business and community leaders from across rural Alberta to hear about what they need to promote economic development and prosperity in their communities.

Associate Minister Nate Horner will hold online meetings with rural businesses across various sectors, including business associations, chambers of commerce, Indigenous- and Métis-owned businesses, and industry and community leaders, to hear their ideas on how to ensure Albertans from every corner of the province benefit from Alberta's Recovery Plan.

Alberta's government will continue listening to Albertans to determine what steps can be taken to foster and promote economic development in the province.

Bringing investment back to Alberta

"Supporting local businesses and attracting new investment to Alberta is key to the success of our economic recovery after the impacts of the COVID-19 pandemic, the global collapse of energy prices and the worst economic downturn in almost 100 years. All Albertans, urban and rural, should benefit from Alberta's Recovery Plan."

Nate Horner, Associate Minister of Rural Economic Development

The online tour is set to begin in late October and continue until December. An online survey for those who cannot attend will also be available.

Quick facts

- All sessions will be held via Zoom or Teams platforms.
- Attendees will be invited to participate in engagement sessions.

Related information

- [Rural economic development engagement](#)

The logo for Alberta's Recovery Plan features the text "ALBERTA'S RECOVERY PLAN" in white, bold, uppercase letters. The text is contained within a white rectangular border that is partially open at the top and right. A yellow rectangular block is positioned at the top right corner of the white border.

ALBERTA'S RECOVERY PLAN

Alberta's Recovery Plan is a plan to breathe new life into Alberta's economy and create new opportunities for every Albertan. It's a plan to build, to diversify, and to create jobs.

Welcome to new and returning trustees!

ASBA President <President@asba.ab.ca>

Hi everyone,

On behalf of Alberta School Boards Association (ASBA), I would like to extend my sincere congratulations to every newly elected and returning school board trustee across the province!

I am grateful that there were so many engaged and inspiring leaders that put their names forward to serve their communities. School board trustees are advocates for students, champion education, allocate resources and govern strategically to support students, schools and the entire community.

Trustees make a meaningful difference, and I am confident that Alberta's trustees will continue to uphold our world-class education system as they get to work supporting local students, schools and communities.

As an influential, impactful and collaborative provincial association, I want to emphasize that Alberta School Boards Association (ASBA) is here to support our members to the fullest. Whether through education services, resources or provincial advocacy, we are here to champion all locally elected public, catholic and francophone school boards across the province.

Thank you for committing to the invaluable role of school board trustee – together, we will make a difference for all of Alberta's students.

I was inspired to watch the 2021 municipal election process unfold with so many dedicated, hard-working and innovative trustees committing to the essential and rewarding role of serving on locally-elected school boards. Communities across the province are fortunate to be represented by trustees that have the drive and the dedication to strengthen and uphold our world-class education system.

ASBA is eager to support our new and returning members over the 2021-2025 term.

With that in mind, ASBA's CEO Dr. Vivian Abboud will be sending an email to all trustees shortly in order to gather trustee emails so we may provide information about resources and upcoming events for new and returning trustees. Please respond to this email as promptly as you're able to ensure you don't miss any important information!

Regards,

Lorrie Jess

President

Suite 1200, 9925 109 Street

Edmonton, Alberta T5K2J8

W asba.ab.ca