

Regular Board Meeting Agenda – 1:15 pm
Wednesday, August 31, 2022

Acknowledgement of the Land

Horizon is located on the traditional land of the Blackfoot Confederacy and on Treaty 7 territory and the home of the Métis Nation of Alberta Zone 3. We honor the Blackfoot people and the diverse Indigenous peoples whose ancestors have marked this territory for centuries, a place that has welcomed many peoples from around the world to make their home here. Together we call upon all our collective communities to build a stronger understanding of all peoples who dwell on this land we call home.

A – Action Item

- A.1 Agenda
- A.2 Minutes of Regular Board Meeting held Monday, June 27, 2022
- A.3 August Payment of Accounts
- A.4 Policy BBB: Electioneering and Politically Motivated Communication
- A.5 Policy BHD: Board Member Compensation
- A.6 Policy BK: System Evaluation
- A.7 Policy DGA: Authorized signatures
- A.8 Policy DJD: Procurement Obligations
- A.9 Policy DJF: Purchasing Procedures
- A.10 Locally Developed Courses
 - [Applied Graphic Arts 15, 25, 35](#)
 - [Astronomy 15, 25, 35](#)
 - [Band 15](#)
 - [Ceramic Advanced Techniques \(2019\) 15, 25, 35](#)
 - [Competencies in Math \(2022\) 15](#)
 - [Dance Performance \(2022\) 15](#)
 - [Fantasy & Science Fictions Appreciation 15, 25](#)
 - [Game Design and Development \(2019\) 15](#)
 - [Game Theory \(2019\) 15](#)
 - [Guitar \(2022\) 15, 25](#)
 - [Holocaust Studies 15, 25, 35](#)
 - [Leather Technologies \(2019\) 15, 25, 35](#)
 - [Life Skill \(2019\) 15](#)
 - [Media and Cinema 15, 25, 35](#)
 - [Paleontology \(2021\) 15, 25, 35](#)
 - [Religious Studies Ethical Issues \(2021\) 35](#)
 - [RS New Testament Part B \(2022\) 25](#)
 - [RS The Old Testament Part B 35](#)
 - [Self-Directed Learning 15](#)
 - [Tabletop Game Design \(2022\) 15](#)
 - [Theatre Appreciation \(2019\) 15, 25, 35](#)

ENCLOSURE 1
ENCLOSURE 2
ENCLOSURE 3
ENCLOSURE 4
ENCLOSURE 5
ENCLOSURE 6
ENCLOSURE 7
ENCLOSURE 8

- [Ukulele- Guitar 15](#)
- [Workplace Essential Skills \(2021\) 25, 35](#)
- [Yoga \(2019\) 15, 25, 35](#)

D. Discussion Items

D.1 Trustee representation at September and October Administrator’s Meetings.

I - Information Items

I.1 Superintendent’s Report – Wilco Tymensen	ENCLOSURE 6
I.2 Trustee/Committee Report <ul style="list-style-type: none"> I.2.1 Zone 6 Report – Marie Logan I.2.2 Facilities Meeting Report – Bruce Francis 	
I.3 Associate Superintendent of Finance and Operations – Phil Johansen	ENCLOSURE 7 ENCLOSURE 8
I.4 Associate Superintendent of Human Resources – Robbie Charlebois	
I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan	

C-Correspondence

- C.1 Press Release – New Name for Modernized School in Milk River
- C.2 Task force to strengthen career education
- C.3 News Release – More dollars going into classrooms to support today’s students

ENCLOSURE 9

Dates to Remember

• September 13 – Administrator’s meeting
• September 22 – School Based PD
• September 23 – School Based ISP Day
• September 26 – Board Meeting
• September 29 – Indigenous Steering Committee Meeting (PM)
• October 5 – Colony Elder’s Meeting
• October 7 – Indigenous Allies Meeting
• October 10 – Thanksgiving – No School
• October 11 – Administrator’s Meeting/Cognitive Coaching
• October 24 – Organization Meeting & Board Meeting

Horizon School Division

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The Board of Trustees of Horizon School Division held its Regular Board meeting on Monday, June 27, 2022 beginning at 1:00 p.m.

TRUSTEES IN ATTENDANCE: Marie Logan, Board Chair
 Bruce Francis, Board Vice-Chair
 Derek Baron, Blair Lowry, Maxwell Holst, Mandy Court :

ALSO IN ATTENDANCE: Dr. Wilco Tymensen, Superintendent of Schools
 Phil Johansen, Associate Superintendent of Finance & Operations
 Robbie Charlebois, Associate Superintendent of Human Services
 Terri-Lynn Duncan, Associate Superintendent of Learner Services
 Sheila Laqua, Recording Secretary
 Cole Parkinson, Taber Times

REGRETS: Jennifer Crowson, Trustee

ACTION ITEMS

A.1	Moved by Blair Lowry that the Board approve the agenda with the following additions: A.3 – with corrections A.5 – moved to discussion D.1 A.6 – moved to discussion D.2 New A.5. – addition of superintendent evaluation report New A.6. – addition of superintendent contract extension Addition of A.7 –mileage remuneration Addition of A.8 – senior administration compensation Carried Unanimously	AGENDA APPROVED 78/22
A.2	Moved by Maxwell Holst that the Board approve the Minutes of the Regular Board Meeting held Monday, June 27, 2022, as provided by Enclosure #1 of the agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 79/22
A.3	Derek Baron made a motion that the Board approve the Minutes of the Special Board Meeting held Thursday, June 23, 2022, as provided by Enclosure #2 of the agenda with amendments as included in the updated agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 80/22
A.4	Moved by Maxwell Holst that the Board approve the June 2022 Payment of Accounts in the amount of \$4,514,031.18 as provided in Enclosure #3 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNT APPROVED 81/22

A.5	Moved by Bruce Francis that the Board approve the Superintendent's Evaluation Report as developed in the evaluation workshop of June 23, 2022 as an accurate accounting of the Superintendent's performance for the period September 1, 2021 to June 15, 2022; and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf. Carried Unanimously	SUPERINTENDENT'S EVALUATION REPORT APPROVED 82/22
A.6	Moved by Derek Baron that, based on the most recent Superintendent's Evaluation Report, the Board approve the extension of the current Superintendent's contract to July 31, 2028. Carried Unanimously	SUPERINTENDENT CONTRACT EXTENDED TO JULY 31, 2028 APPROVED 83/22
A.7	Moved by Bruce Francis that mileage remuneration be updated to \$0.58/km and that mileage remuneration be reviewed annually at the Board's organizational meeting. Carried Unanimously	84/22
A.8	Moved by Derek Baron that the Senior Administration Leadership Team compensation be approved as discussed in committee. Carried Unanimously	85/22

DISCUSSION ITEMS

D.1 MILK RIVER SCHOOL NAME

At the Board's request, a naming committee was formed to discuss a name for the new Milk River School project. After discussing the results Board member came to a unanimous decision.

A.9	Moved by Maxwell Holst that the Board approve the modernized school name in Milk River be the Milk River Ridge School. Carried Unanimously	SCHOOL NAME APPROVED 86/22
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D.2 2024-2024 JURISDICTIONAL CALENDAR

The Board discussed the results of the survey sent out regarding the 2023-2024 Jurisdictional Calendar resulting in the following action item.

A.10	Moved by Maxwell Holst that Board approve the 2023-2024 Jurisdiction Calendar be approved as presented with the March PD being moved to March 8 and 11. Carried Unanimously	2023-2024 JURISDICTION CALENDAR APPROVED 87/22
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INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

Wilco Tymensen, Superintendent, shared the following June 2022 report with the Board:

- [View June 2022 report here.](#)

I.2 TRUSTEE/COMMITTEE REPORT

I.2.1 Zone 6 Report

Marie Logan, Zone 6 Rep, provided a summary of highlights from the Zone 6 meeting.

- SAPDC will have a session on curriculum in September
- School board Governance Learning Certificate will run as a pilot the first year. Cost of the program were a concern
- The Handbook Committee will be reviewing documents over the summer. The document will then be reviewed in September and voted on at the AGM in October
- Resolutions at the SGM were reviewed

I.2.2 Facilities Report

Facilities Chair, Bruce Francis provided a summary of the Facilities Department for the month of June 2022.

- Milk River Modernization
 - 90% drawing submitted
 - Meetings via zoom held each Wednesday to discuss the project
 - Decanting over the summer months
- IMR projects to begin during the summer months
- Insurance walk-through at Myers with the insurance consortium
- General Maintenance – W.R. Myers High School field updated

I.2.3 Administrator's Meeting Report

Superintendent, Wilco Tymensen shared highlights of the Administrator's Meeting held this month.

- Book Study review
- Recent mediator's report by ATA
- Horizon Assurance survey was shared with administrators
- Graduation (grade 12) certificate clarification
- Success of the Exploratory Days at the Lethbridge College
- HR Documents (google vs Microsoft)
- Pilot projects happening over the summer months
- Structure of the Admin. Agenda (format, clarity, etc.)

I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS

Philip Johansen, Associate Superintendent of Human Services, shared a June 2022 summary:

- Attended annual ASBOA Conference
- Insurance application submitted
- W.R. Myers insurance inspection

I.4 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT

- View June 2022 report here.

I.5 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

- View June 2022 Report here.

CORRESPONDENCE

Discussion Items

No discussion came forward from the Correspondence.

Moved by Mandy Court that the meeting adjourn.
Carried Unanimously

MEETING ADJOURNED
88/22

COMMITTEE ITEMS

Moved by that Blair Lowry the Board meet in Committee.
Carried Unanimously

COMMITTEE
89/22

Moved by Derek Baron that the meeting adjourn.
Carried Unanimously

MEETING ADJOURNED
90/22

Marie Logan, Chair

Sheila Laqua, Executive Secretary

PAYMENT OF ACCOUNTS REPORT
Board Meeting - August 31, 2022

General	June 23/22		547724.21
U.S.	June 29/22		2836.49
U.S.	June 29/22		5737.33
General	June 29/22		1407604.5
General	July 5/22		78051.22
General	July 12/22		667867.34
U.S.	July 12/22		576.52
U.S.	July 14/22		55.50
General	July 25/22		232,719.02
General	July 18/22		27,072.07
General	Aug 2/22		913,734.86
General	Aug 3/22		150,009.39
General	Aug 9/22		380,016.03
U.S.	Aug 9/22		6,751.84
General	Aug 10/22		2,205.63
General	Aug 17/22		265,423.08

"A" Payroll	June 2022	Teachers	2,059,626.30
		Support	631,057.63

"B" Payroll	June 2022	Casual	25,991.33
		Subs	41,048.96

"A" Payroll	July 2022	Teachers	1,462,509.25
		Support	258,288.69

"B" Payroll	July 2022	Casual	11,938.34
		Subs	118.25

Total Accounts			9,178,963.78
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Board Chair _____

PJ:dd
 August 18/2022

HORIZON SCHOOL DIVISION

Policy Code: BBB
Policy Title: Electioneering and Politically Motivated Communications

POLICY HANDBOOK

Cross Reference:
Legal Reference:
Adoption Date: February 25, 2014
Amendment or Re-affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT ~~JURISDICTION-DIVISION~~ STAFF, STUDENTS, AND RESOURCES SHOULD ONLY BE USED FOR ADMINISTRATIVE AND INSTRUCTIONAL PURPOSES CONSISTENT WITH THE BOARD'S EDUCATION MANDATE UNDER THE *EDUCATION ACT*. AS SUCH ~~JURISDICTION-DIVISION~~ STAFF, STUDENTS, AND RESOURCES SHALL NOT BE USED FOR DISTRIBUTION OF POLITICALLY MOTIVATED COMMUNICATIONS OR CAMPAIGN MATERIALS WITH THE EXCEPTION OF BOARD AUTHORIZED ADVOCACY COMMUNICATIONS.

DEFINITIONS

Campaign: For the purposes of this policy, a "campaign" means an attempt by an individual or group to create action by students, staff, or others regarding school board, municipal, provincial or federal elections.

REGULATIONS

1. Any materials posted or distributed by the ~~jurisdiction-division~~ regarding candidates for school board elections shall treat all candidates equally and may not solicit or imply support for any individual candidate or slate of candidates.
2. The Board prohibits campaigning in or through Horizon schools by individual candidates or parties for school board, municipal, provincial or federal elections except that:
 - 2.1. schools may organize all-candidate forums for educational purposes; and
 - 2.2. schools may be utilized as polling stations.
 - 2.3. The Board prohibits the posting or distribution of campaign materials associated with school board, municipal, provincial and federal elections on lands, within buildings, or through communication ~~vehicles-processes~~ owned and/or operated by the Horizon School Division except that campaign materials may be:
 - 2.4-2.3.1. posted and distributed in that portion of a school used for an all-candidate forum, however, all political materials must not be posted or distributed prior to the forum with the exception of advertising the forum and must be removed from school premises at the end of any such event;
 - 2.5-2.3.2. used as classroom teaching aids on condition that support for an individual candidate or political party is not solicited; and

| 2.6.2.4. posted and distributed material regarding school board elections as directed by the Superintendent of Schools and in accordance with Section 1 above.

HORIZON SCHOOL DIVISION**Policy Code:** BHD
Policy Title: Board Member Compensation and Expenses**POLICY HANDBOOK****Cross Reference:** BD
Legal Reference: *Education Act 85(3), 140*
Adoption Date: Nov. 24/94;
Amendment or Re-affirmation Date: ~~Jan. 19/99; Oct. 24/01;~~
~~June 18/13~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL PROVIDE ALLOWANCES AND PAYMENTS TO TRUSTEES TO COMPENSATE THEM FOR THEIR SERVICES AND TO REIMBURSE THEM FOR EXPENSES INCURRED WHILE ON OFFICIAL BOARD BUSINESS.

REGULATIONS

1. An annual trustee allowance, established by the Board at the annual organizational meeting, shall be paid to each Board member for accepting and managing the responsibilities inherent in being a trustee. The following are examples of these responsibilities:
 - 1.1. ~~Regular~~ Board mMeetings
 - 1.2. ~~Administrator m~~Meetings ~~with parents, and/or administration~~
 - 1.3. Awards ~~p~~Presentations and ceremonies
 - 1.4. Graduation ceremoniess
 - 1.5. Division social functions
 - 1.6. School ~~c~~Council meetingss
~~All committee meetings~~
 - 1.7. Alberta School Board Association and other provincial meetings
 - 1.8. Meetings with the Minister of Education, other politicians, and government staff
 - ~~1.8.1.9.~~ 1.8.1.9. All other meeting functions inherent in being a Trustee
2. Mileage
 - 2.1. Trustees may submit a Trustee Payment Claim or a Trustee Professional Development Claim for mileage to attend professional development, attend regular Board meetings, committee meetings (specified in Clause 1 above) and any meeting requiring the trustee's attendance. Mileage may be calculated from the trustee's residence and shall be paid at a rate determined by the Board
 - ~~2.2.~~ If a private vehicle is chosen over available air service, claims shall be made at the rate of the kilometer charge or the actual cost of air fare whichever is cheaper.
 - ~~2.2.~~

Policy BHD - Board Member Compensation and Expenses, Cont'd.

3. A trustee may claim a subsistence expense allowance with the following provisions:
 - 3.1. ACCOMMODATION: at the actual cost accompanied with a receipt. In lieu of accommodation expense, a per night allocation may be claimed without a supporting receipt at a rate determined by the Board.
 - 3.2. MEAL ALLOWANCES for out of Division business: breakfast may be claimed if an individual, by necessity, leaves home prior to 6:00 a.m.; and dinner may be claimed, if by necessity, arrives home after 7:00 p.m. An allowance for breakfast, lunch and dinner will be set at a rate determined by the Board.
 - 3.2.1. Where a function includes a banquet or other pre-determined meal, no claim is to be made.
 - 3.3. EXPENSE ADVANCE: may be authorized by the Treasurer to a maximum of \$1,000.00, exclusive of air fare.
4. Professional Development
 - 4.1. The School Board recognizes that attendance at educational conventions and seminars stimulates personal initiative and competence and provides a broadened perspective of educational procedures and matters.
 - 4.2. The School Board also recognizes that attendance at the A.S.B.A. Annual Conventions, Workshop, and Zone Meetings are important to fulfilling a trustee's role as an educational representative of the local electors.
 - 4.3. All Trustees are authorized to attend a maximum of 8 days per year for conventions, conferences, seminars and workshops.
 - 4.4. The attendance should have a direct relationship to the role of the trustee and their specific assignments.
 - 4.5. Expenses will be in accordance with the subsistence allowance and mileage.
5. Trustees are responsible for completion and submissions of the Claim forms.
 - 5.1. Claims should be submitted monthly and reimbursed upon approval by the Board Chair-
 - 5.2. Board Chair claims should be submitted monthly and reimbursed upon approval by the Board Vice Chair.



**HORIZON SCHOOL DIVISION
PROFESSIONAL DEVELOPMENT CLAIM
FOR OUT-OF-DIVISION BUSINESS
TRUSTEE/DIVISION OFFICE STAFF**

NAME _____ **CLAIM DATE** _____

FUNCTION _____

DATES COVERED BY CLAIM _____ **LOCATION** _____

EXPENSES:

Meals:

Breakfast _____ @ \$10.00 = _____

Lunch _____ @ \$15.00 = _____

Dinner _____ @ \$30.00 = _____

(Regulations outlined in Policy BHD)

TOTAL MEALS \$ _____
1-463-400-000-

HOTEL:

Receipt Total _____

Deduct Personal Expenses _____

(In lieu of accommodations, \$25.00/night
may be claimed without a supporting
receipt.)

HOTEL NET \$ _____
1-463-400-000

IN LIEU EXPENSES \$ _____
1-463-400-000

TRANSPORTATION:

Air Fare \$ _____

Auto (from _____ to _____ = _____ km @ \$0.~~50~~58/km

Total Mileage Expense \$ _____

Taxi _____

Parking _____

Other _____

TOTAL TRANSPORTATION \$ _____
1-463-400-000

Trustee Signature _____

Signature of Board Chair (Vice Chair if expense is for Chair) _____

TOTAL EXPENSE CLAIM \$

For Office Use Only

Total Claim \$ _____

Deduct Advance \$ _____

Comments and Explanation

Net Amount \$ _____

~~I certify that the above statements are correct~~ _____

Signature _____

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: BK
Policy Title: System ~~Evaluation~~ Assurance
Cross Reference: BF, BBA,
Legal Reference:
Adoption Date: Nov. 27/96
Amendment or Re- —Oct. 24/01
affirmation Date: -June 18/13

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT ONGOING SYSTEM EVALUATION ENHANCES THE QUALITY OF EDUCATION FOR STUDENTS.

GUIDELINES

1. System Assurance and Accountability shall comply with the following legislation and regulations.

1.1 Fiscal Planning and Transparency Act

1.2 Education Grants Regulation

1.3 Government Organization Act

1.4 Education Act

2. The purpose of system assurance is to:

2.1. Establish a system of accountability for results that encompasses their schools.

2.2. Interpret and report results to parents, students, the Department of Education and the public in a manner and at a time the Minister prescribes as part of ensuring transparency.

2.3. Use results to improve the quality and effectiveness of education programs provided to their students and to improve student learning and achievement.

~~1. The purpose of the System evaluation is to:~~

~~1.1—assure that all policies are approved and implemented are in harmony with the Education Act and Alberta Education regulations;~~

~~1.2—determine the extent to which the goals are being accomplished;~~

~~1.3—determine how effectively and efficiently processes and practices are carried out.~~

~~1.4—determine the effectiveness in meeting the educational needs of students;~~

~~1.5—determine how effectively the human, economic, and physical resources are distributed;~~

~~1.6—suggest directions for growth and improvement;~~

~~1.7—determine the effectiveness of communication and public engagement;~~

~~1.8—determine the effectiveness of leadership and personnel management of the Board and Central Office.~~

REGULATIONS

1. An evaluation of the Division ~~including Division programs~~:
 - 1.1 Shall be conducted each year using the Division Three--Year Education Plan and Annual Education Results Report. ~~Contents of the report are prescribed in the Alberta Education Guide for Developing School Board Three-year Education Plans and Annual Education Results Report;~~
 - 1.2 Maybe conducted in greater depth at the direction of the Board.
 - 1.3 The Superintendent shall be responsible for presenting the Division Three--Year Education Plan and Annual Education Results Report to the Board.

Policy BK – System Evaluation, Cont’d.

~~1.42.~~ The Superintendent shall monitor schools, programs and services, consider provincial accountability assurance measures and other identified measures of performance, and work with stakeholders to develop strategies for maintaining and improving performance.

~~2.3.~~ Evaluations of Schools:

~~2.1~~ Shall be conducted each year using school Three-Year Education Plan and school Annual Education Results Report.

~~2.2~~ Maybe conducted in greater depth at the direction of the Superintendent.

~~2.3~~ Principals shall be responsible for presenting their Three-Year Education Plan and Annual Education Results Report to the Superintendent.

~~2.1~~ Shall be conducted each year using the school’s Three Year Education Plan and Annual Education Results Report;

~~2.2~~ May be conducted in greater depth at the direction of the Board or Superintendent.

~~4.~~ Principals shall monitor staff, programs and services, consider provincial and division assurance measures and other identified measures of performance, and work the superintendent and other stakeholders to develop strategies for maintaining and improving performance.

~~2.3~~ Principals shall monitor their programs and services, consider provincial accountability measures and other identified measures of performance, and work with staff in the development of a school improvement plan.

~~3.~~ In the event that the monitoring process identifies a concern in a particular school, program, or service, a more detailed analysis may be initiated. Subsequent to a detailed analysis, a formal evaluation of a specific program, department, school, or the Division as a whole may be conducted as required at the direction of the Board or the Superintendent.

~~4.5.~~ All staff ~~The Superintendent~~ shall be evaluated as outlined in policy and applicable collective agreements and employment contracts.

~~5.~~ Policy shall be evaluated as per Horizon School Division Policy BF Policy Development.

~~6.~~ Opportunities will be provided for stakeholder feedback at the Division and school level at regular intervals as directed by the Board.

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: DGA
Policy Title: Authorized Signatures
Cross Reference: DJF
Legal Reference: *Education Act*
Adoption Date: November 27, 1996
Amendment or Re: ~~Sept. 18/03, Jan. 11/07~~
Affirmation Date: ~~Apr. 19, 2011, June 16, 2015~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION REQUIRES SIGNATURES FOR ~~CHEQUES DRAWN~~DEBIT TRANSACTION ON HORIZON SCHOOL DIVISION BANK ACCOUNTS.

REGULATIONS

1. Signatures for ~~division cheques-debit transactions drawn~~ shall be any two of the following division personnel.

1.1. Superintendent of Schools

~~1.2.~~ 1.2. Associate Superintendent of Finance and Operations

1.3. Associate Superintendent of Programs, and Human Services

1.4. Associate Superintendent of Learner Services

1.5. Payroll/Personnel Coordinator

1.6. Or any other person who may be authorized by the Board from time to time.

2. Signatures for School debit transactions shall contain two signatures. The principal's signature and

2.1. Secretary, or

2.2. Any other person who may be authorized by the principal

~~2. Transactions in Horizon School Division bank accounts that are required to be made on-line or at the bank shall require the signature of any one of the following division personnel:~~

~~2.1. Superintendent of Schools~~

~~2.2. Associate Superintendent of Finance and Operations~~

~~2.3. Finance Director~~

3. Credit cards reconciliations shall be verified and signed off by the card holder and the card holder's immediate supervisor.

~~3. Documents kept at the division office as a result of on-line or at bank transactions shall be verified and signed by any one of the two remaining employees from 2 above, upon completion of the transaction.~~

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: DJD
Policy Title: ~~Locally~~ Purchasing Procurement Obligations
Cross Reference: FEF
Legal Reference: Guidelines to the procurement obligations of domestic and international trade agreements
Adoption Date: June 19, 2003
Amendment or Re-affirmation Date: ~~May 17, 2011~~

POLICY

~~THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THE SUPPORT EXPECTS PROCUREMENTS TO ADHERE TO APPLICABLE TRADE AGREEMENTS; AND THE PRINCIPLES OF NON-DISCRIMINATION, OPENNESS AND TRANSPARENCY, AND REFLECT A COMMITMENT TO EFFECTIVELY MANAGING PUBLIC RESOURCES. -GIVEN TO SCHOOLS BY LOCAL BUSINESSES AND EXPECTS ALL SCHOOLS AND DEPARTMENTS TO PURCHASE GOODS AND SERVICES LOCALLY, WHEN PRICE, QUALITY, AND AVAILABILITY ARE REASONABLY COMPARABLE.~~

GUIDELINES

1. The division shall comply with all procurement obligations and as per applicable domestic and international trade agreements.
 - 1.1. The division shall accord no less favourable treatment to goods, services and suppliers of other jurisdictions that are parties to a trade agreement than the best treatment the procuring entity provides to goods, services and suppliers of their own or any other jurisdiction.
 - 1.2. The division shall provide open and non-discriminatory access to the suppliers of other jurisdictions as per trade agreements in cases in which the procurement is not otherwise excluded and is valued at or above the thresholds as outlined in trade agreements.
2. Procurement obligations under the trade agreements are triggered when a procuring entity contemplates a procurement valued at or above certain specified thresholds. A procurement that falls below the applicable thresholds is not subject to the procurement obligations of any trade agreements.
 - 2.1. Thresholds for trade agreements are adjusted regularly and should be reviewed when procuring to ensure compliance.
3. The division shall recognize the support and benefits provide by local businesses when purchasing below trade agreement thresholds.
 - 3.1. Local procurement should be considered when price, quality, and availability are reasonably comparable.
4. Contracting for ongoing long-term services, such as caretaking and transportation, shall be guided by the following:

4.1. Initial contracts for services shall be awarded only after an appropriate tendering process.

4.2. Contracts shall be reviewed by the Board at the time of renewal or at least every five years.

~~1. School principals and department managers shall make a reasonable effort to maintain an up-to-date awareness of the goods and services available to the school or department through local businesses.~~

~~Where possible and reasonable, quotes should be obtained from other businesses within the attendance area of Horizon School Division.~~

Policy DJG: Procurement Cont'd

- 4.3. Contracts will be re-tendered at the time of renewal but may be renewed from time to time, without a re-tendering process, at the discretion of the Board.
- 4.4. All contracts or renewal of contracts, for ongoing services shall be in writing and require Board approval.
5. Agreements for provision of ongoing long-term services, such as insurance and banking shall be guided by the following:
 - 5.1. Initial agreements shall be made only after an appropriate competitive bidding process.
 - 5.2. Agreements shall be reviewed by the Board at least every five years.
 - 5.3. Agreements may continue in force without competitive bidding at the discretion of the Board.
 - 5.4. Initial agreements or renewal of agreements for the provision of ongoing long-term services require Board approval.
6. Contracts for short-term services shall be guided by the following:
 - 6.1. Short-term contracts need not be tendered but competitive bids shall be required for contracts that exceed 90 days.
 - 6.2. All short-term contracts or renewal of short-term contracts, covering a time period of 90 days or more shall meet the standards set by Revenue Canada to qualify as contracted service versus employment service.
 - 6.3. All short-term contracts or renewal of contracts shall require the approval of the Superintendent and/or Secretary /Treasurer.
7. School principals and department managers shall make a reasonable effort to maintain an up-to-date awareness of the goods and services available to the school or department through local businesses.
8. Where possible and reasonable, quotes should be obtained from other businesses within the attendance area of Horizon School Division.

REGULATIONS

1. All tendering will be in compliance with the MASH Annex of the following trade agreements.
 - 1.1. the New West Partnership Trade Agreement (NWPTA), www.newwestpartnershiptrade.ca;

Policy DJG: Procurement Cont'd

- 1.2. the Canadian Free Trade Agreement (CFTA), www.cfta-alec.ca;
 - 1.3. the Canada – European Union Comprehensive Economic and Trade Agreement (CETA), <http://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/text-texte/toc-tdm.aspx?lang=eng>; and
 - 1.4. any other applicable trade agreement
2. Construction projects estimated to less than trade agreement thresholds will be awarded through a request for quote process.
 - 2.1. Attempts will be made to obtain a minimum of three bidders.
 - 2.2. All things being equal (that is, quality, delivery, suitability and compatibility of product, service, environmental issues and payment terms) the award will normally be made to the lowest qualified bidder.
 - 2.3. Where price is not the sole factor determining the tender award, the evaluation process with its associated factors and weightings will be disclosed.
 - 2.4. Facilities may recommend and select a contractor other than the lowest bidder with Board approval.
 3. A call for tenders for construction projects estimated to less than trade agreement thresholds will be made through one or more of the following methods:
 - 3.1. Advertising in newspapers as chosen by the Facilities Manager.
 - 3.2. The use of direct invitations to contractors carried on source lists maintained at Facilities.
 4. Potential contractors and suppliers of construction goods and services are invited to pre-qualify in order to be placed on facilities' source lists.
 - 4.1. The following assessment guidelines will be used to pre-qualify applicants:
 - 4.1.1. Technical. An evaluation is made of past performance related to estimations accuracy, project management personnel, site superintendent, cost reporting ability and systems, and scheduling.
 - 4.1.2. Resources. Does the firm have sufficient human and equipment resources to complete the contemplated work? Firms should identify approximate volumes of work over the past five years.
 - 4.1.3. Financial. The firm's financial resources, bonding capacity, work on hand, and credit rating.

Policy DJG: Procurement Cont'd

4.1.4. Management. Are the firm's principles, senior project managers, and other key staff local (reside in Alberta).

4.1.5. Service. Does the firm have adequate technical support in staff and administration systems, a suitable post construction service capability, and a good track record with Facilities?

5. School negotiated contracts

5.1. Prior to negotiating any contract, the school Principal shall consult with the Superintendent, or designate.

5.2. The school Principal shall ensure that an appropriate competitive bidding process occurs.

5.3. Contracts shall be negotiated between the school Principal and the contractor of services.

5.4. Contracts shall be reviewed and approved by the Superintendent and/or Secretary-Treasurer prior to signing.

5.5. A signed copy of a contract shall be provided to the Secretary-Treasurer and the Principal shall also retain a copy at the school in a central file to be provided to a new Principal when a change in administration occurs.

6. Contracts for ongoing long-term services, such as caretaking, cafeteria services, that will result in individuals being in division schools on a regular basis shall require that such individuals provide the appropriate level of Police Information Check (Criminal Record and Vulnerable Sector Check) performed by law enforcement officials.

6.1. Any cost incurred for this security check shall be the responsibility of the contractor.

2.—

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: DJF
Policy Title: Purchasing Procedures
Cross Reference: DGA, DJD
Legal Reference:
Adoption Date: April 21, 1998,
Amendment or Re- ~~March 20, 2003,~~
affirmation Date: ~~February 24, 2015~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS ALL SCHOOLS AND DEPARTMENTS TO FOLLOW DIVISION PURCHASING PROCEDURES. ~~THAT WILL MAXIMIZE THE EDUCATIONAL VALUE DERIVED FROM THE EXPENDITURE OF FUNDS.~~

GUIDELINES

1. Schools shall comply with the terms and conditions of all ~~jurisdictional-division~~ purchasing contracts

1.1 This includes the requirement to purchase technology through the technology department ~~and~~ in compliance with any signed ~~jurisdictional-division~~ technology agreements.

2. ~~All expense claims, including mileage claims, should be submitted monthly for reimbursement.~~

3. ~~Reimbursement claims shall include original receipts including a detailed account of the items purchased.~~

~~1.1~~ —

REGULATIONS

1. ~~All expense claims shall be submitted within the school year to which they apply.~~

1.1 ~~Reimbursements shall not be provided for expenses incurred within a school year after that school year's books are closed.~~

1.2. Purchase Orders

~~1.1.2.1~~ 1.2.1 ~~Generally all s~~Supplies and equipment shall be ordered through Division Office on the appropriate purchase order forms which must be signed by the ~~p~~Principal (for schools) and by the ~~m~~Manager (for departments).

~~1.2.2.2~~ 1.2.2 Purchases should be made in writing to avoid errors in ordering.

~~1.3.2.3~~ 1.3.2.3 A purchase order must be completed at the time of ordering with a copy being sent to division office immediately after the order is received.

~~1.4~~ — Within ~~five days~~ one week of receiving an order, ~~the Principal (or designate) or department Manager shall ensure that~~ packing slips ~~are~~ shall be checked and returned to division office for

payment processing.

~~2. **Paper Purchase Through Bulk Tender**~~

~~2.1 When possible schools should purchase most of their paper supplies through the annual jurisdiction bulk purchase.~~

~~2.2 By the last courier day in January of each year schools shall submit their requests on the appropriate form provided by division office.~~

2.4

~~2.3 The Principal (or designate) shall ensure that the packing slips are checked with deficiencies identified and sent to division office within five days of receipt of supplies.~~

3. Paper Purchase Through Bulk Tender

3.1 When possible, schools should purchase their paper supplies through the annual division bulk purchase.

3.2 Packing slips shall be checked with deficiencies identified and sent to division office within one week of receipt of supplies.

3.4. Petty Cash

3.14.1 If advantageous, sSchools may purchase ~~low cost~~low-cost items from ~~their a~~ petty cash ~~accounts float~~ and submit a collection of proof of purchase documents together with a requisition ~~or purchase order~~ to division office for reimbursement.

3.24.2 Receipts must be provided for ~~the reimbursement~~ claims to be valid.

4.3 ~~Petty cash claims/receipts must be claimed in the school year in which the expense occurred.~~ Petty cash claims ~~must should~~ be submitted to division office ~~either~~ monthly.

3.34.3.1 Petty cash claims shall be submitted to division office ~~or~~ when the claim amount reaches \$500.

5. Personal Funds

5.1 Staff purchasing items with personal funds are responsible for seeking principal/supervisor authority prior to purchasing to ensure eligibility for reimbursement.

Visa

5.2 Original receipts must be provided for reimbursement claims to be valid.

4.6. Credit Cards

6.1 Corporate ~~visas credit cards~~ are available to ~~principals and secretaries at each school~~ authorized individuals via the Associate Superintendent of Finance and Operations. ~~They~~

4.46.1.1 Credit cards are a preferred method of payment ~~for decentralized items~~ rather than using petty cash and staff's personal funds.

6.1.2 ~~Those Individuals~~ utilizing Visas credit cards must adhere to ~~jurisdiction~~ the following division practices and procedures.

6.1.2.1 Detailed item receipts shall be obtained for all transactions.

6.1.2.2 Statements shall be reconciled.

6.1.2.3 Reconciled statements, including original receipts, shall be submitted to the card holder's supervisor monthly for verification and sign off.

6.1.2.4 Supervisors shall submit reconciled statements, including original receipts, monthly to division office for processing.

Policy DJF – Purchasing Procedures, Cont'd.

4.2—Individuals who fail to follow the division's practices may lose the privilege of utilizing a corporate credit card.

6.2

Superintendents Progress Report

August 2022

The Superintendent Leadership Quality Standard:

Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

The Superintendent Leadership Quality Standard is described by the following competencies.

Building Effective Relationships

Establishing a welcoming, caring, respectful and safe learning environment.

Modelling Commitment to Professional Learning

Enhancing leadership, teaching, and learning.

Visionary Leadership

A preferred future.

Leading Learning

Promotes shared responsibility for student success and continuous improvement.

Ensuring First Nations, Metis, and Inuit Education for all students

Establishing structures and providing the resources for schools.

School authority operations and resources

Alignment with goals and priorities.

Supporting Effective Governance

Providing the board with information, advice and support to fulfill governance role.

The following is a summary of meetings and activities that I have participated in over the summer.

- Horizon's own Assurance Survey (parent, student, and staff) closed May 30, 2022. Division data has been analyzed, included in the school division dashboard, and communication with schools about school specific results will continue into the new school year.
- Meetings and dialogue between principals and division office continue as needed, respecting principal vacation plans. Conversations have focused on instructional

leadership, assurance, operational planning for the 2022-2023 school year such as scheduling, and human resources.

- Conversations were also had with principals to ensure their three-year plans and PD plans were completed, and posted on their school websites.
- Staff recruitment continued into the summer
- Meetings have been scheduled with 4 principals and two system leaders who will be evaluated this year.
- Two hundred (200) 916/1200 teacher templates were reviewed
- Weekly meetings continue to take place with Alberta Education and Alberta Infrastructure regarding the Milk River modernization.
 - The goal remains to post the tender late August 2022, have a general contractor onboard late October 2022, and begin construction mid November 2022.
- A number of meetings and professional learning activities were attended over the summer. These include but are not limited to
 - Senior Administrative Leadership Team (SALT) meeting
 - Division Office staff meeting
 - Presented at College of Alberta School Superintendent (CASS) Leading for Learning Program for Experienced School Leaders
 - Governance of Public Sector Compensation consultation and information session
 - College of Alberta School Superintendent Zone Six (CASSIX) summer conference
 - Welcome new teachers at the July planning workshop
 - Welcome new teachers at the August Horizon Induction Program
 - Attend division wide PD day
 - Attend Alberta Health Services school operations meeting
- Government feedback has been provided regarding proposed changes to the local election's act
- Discussions and planning regarding ATA and CUPE local bargaining have taken place. Work on a draft proposal for ATA and CUPE bargaining and consultation with the division's new bargaining advisor (ATA bargaining) have taken place.
- Division office cleaning and organizing has taken place. Specific attention was given to organizing the back storage bay and storage shed. A big thank you to Sheila and Diane for their extra effort and thorough cleaning.
- Work was undertaken regarding Board committee requests
- The summer was spent reviewing and updating 61 policies that are more than five years old (30 are more than 10 years old).
 - Policy BF, regulation eleven (11) states: "All policies shall be reviewed at least once every 5 years and reaffirmed, revised, or deleted. Policy development is a continuous process."
 - The following (see next page) is a draft schedule of what a review of 61 policies would look like (about 6 policies would come to each board meeting for 1st reading, and many months would see an additional 6 that require 2nd and final reading).

Policy	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin	1 st	Fin
	Aug	Aug	Sept	Sept	Oct	Oct	Nov	Nov	Dec	Dec	Jan	Jan	Feb	Feb	Mar	Mar	April	April	May	May	June	June
BBB - Electioneering and Politically Moti	X			X																		
BHD - Board Member Compensation and	X			X																		
BK - System Evaluation	X			X																		
DGA - Authorized Signatures	X			X																		
DJD - Purchasing Locally	X			X																		
DJF - Purchasing Procedures	X			X																		
EAA - Administrative Organizations				X			X															
EAF - Hutterite Colony Schools				X			X															
ECA - School-Based Decision Making				X			X															
ECG - Staff Mileage Payment				X			X															
EDBA - Portable division equipment				X			X															
EDBA - Portable Division Equipment				X			X															
EEA - Student transportation																				X		X
EEACAB - Division Owned Co Curricular Activity Vehicles					X			X														
EEACAC - Acquisition Of Extra Curricular Activity Vehicles					X			X														
FCA - Construction Tendering	X			X																		
FEF-Contract for Services	X			X																		
FH - Hazardous Materials					X			X														
FL - School Closure																			X			X
GBD - 1 st aid training					X			X														
GBEA - Communicable Diseases - Staff					X			X														
GBL - Personnel Records																		X				X
GBN - Recognition of Employee Service					X			X														
GBO - Death of Employee or Student							X			X												
GCAD - School Principals							X			X												
GCK - Staff Allocation							X			X												
GCKB - School Staff Meetings							X			X												
GCL - Staff Learning							X			X												
GCNN - Evaluation of Administrators							X			X												
GCPA - Professional Teacher Reduction																		X				X
GFA - Volunteers									X			X										
GH - Substitute Support Staff								X			X											
HD - School Day								X			X											
HG - Digital Citizenship																		X				X
HGAA - Locally Developed Courses									X			X										
HGAB - Planning for Instruction									X			X										
HGAE - Religion And Human Sexuality									X			X										
HGBHA - Alternative Programs											X			X								
HIB - copyright										X				X								
HKF - High School Graduation Ceremonies										X				X								
HLBA - Course Challenge										X				X								
HNA - Lords Prayer										X				X								
HNB - Controversial Issues in the Classroom										X				X								
HND - Remembrance Day												X				X						
HNG - Animals in Schools												X				X						
HNI - Use of Visual Media in the Classroom												X				X						
IEB - Entrance Age																			X			X
IECB - International Students												X				X						
IFGA - Interrogation and search of student												X				X						
IHCCA - Communicable Diseases - Students								X														
IHCE - student illness and injury														X				X				
IHCF - Supervision Of Students														X				X				
IHCG - Head Lice														X				X				
IHCH - Student Accident Insurance														X								
IHEB - Child Abuse and Neglect														X				X				
IKA - Student Fund Raising														X				X				
JAB - Flag Protocol																	X					X
JB - Freedom of Information and Protection of Privacy (FOIP)																	X					X
JBB - Canadian Anti-Spam Legislation																	X					X
JC - Gifts and Donations																	X					X
JH - Playground Equipment and Play-field Facilities																			X			X



220831 Board Report

Associate Superintendent of Human Services

Human Resources

- Total teacher hires - 31
- Principal hires - 1
- AP/VP Hires/appointments - 5
- A new email human.resources@horizon.ab.ca established to better serve our staff with HR needs and communications (access includes Associate Superintendent HR Coordinators, Payroll Coordinator)

Horizon Induction Program

- August 22-23 - Induction Program/Orientation - 25 New Horizon teacher participants
- [HIP 2022-23 Program Schedule](#)

Clinical Team Leader/FSLC/Wellness Coaches

- August 18, 2022 Backpack Program @ Central School
 - 183 Students attended the even
 - 241 students in total will be receiving or have received a new backpack and school supplies
 - Community agency partners included: Taber Food Bank, FCSS, MyCityCare, Safe Haven, Taber Public Library, Alberta Health Services Addictions and Mental Health.
- Summer Camps
 - Two ran simultaneously for 6 weeks
 - Rural camps were divided week by week in Grassy Lake, Vauxhall, Lomond, Enchant, Warner and Milk River. Taber camp served Taber and Barnwell students.
 - 41 students served in Taber Camps
 - 34 students served in rural camps

Indigenous Learning

- Orange Shirt Logo Contest winner has been selected and was announced on National Indigenous People's Day on June 21st. - Maryah Alexan (grade 6) from DAF - Student will be presented with a shirt with their logo on a day chosen by the school - TBA
- Orange Shirt orders will be taking place the first two weeks of school so that they arrive before September 30th.

Low German Mennonite Programming

- Mennonite Heritage Week - September 12-16 2022

Workplace Health and Wellness

- We will be working with EdCan Well at Work. The Well at Work Advisor service will support our Division moving forward with workplace wellbeing

Student Leadership

- We will be gathering information from schools about what student leadership looks like in our schools
- Data collected will be used to determine strengths and areas of improvement/growth and support moving forward

Horizon Leadership Development

- Planning staff leadership development cohort for the 2022-23 school year continues
- Work of the Cohort tentatively planned to begin in November

Report completed by Robbie Charlebois, Associate Superintendent of Human Services

Associate Superintendent, Learner Services Report to the Board of Trustees

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

- Horizon School Division is a recipient of a Start-up Dual Credit grant of \$50 000.00. Before the end of June I applied for two dual credit grants, in which we were approved for one of the two. This money will go to paying for textbooks, tuition for our students who enroll in dual credit opportunities. Last year we had 4 students take dual credit opportunities, for the fall we already have 8 students signed up to take dual credit courses.
- Over the summer, Heather Brantner supervised students completing Off-Campus. In total there was over 600 credits earned by students completing Work Experience 15, 25 or 35.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Dave collaborated with members of the South West Collaborative Support Services team to apply for “*Enhancing Access for Specialized Assessments for School Authorities - 2022 Service Coordinator Grant Proposal.*” As a collaborative, if successful, we would be able to have the costs of our regional SWCSS Coordinator covered for the next three years. This would provide all members of the SWCSS a cost savings or the ability to increase in service from the Speech Language Pathologist, Occupational Therapist, Physical Therapist, Teacher for the Deaf and Hard of Hearing, Teacher for the Blind/Visually Impaired, etc.
- Dave and Terri are submitting another grant application for additional funds for *Low Incidence Supports and Services*. This grant would provide additional targeted funds to support students with Low Incidence Disabilities (Blind/Visually impaired, Deaf/Hard of Hearing, Deafblind, Complex Communication Needs)
- The Learner Services team met with all Learning Support Teachers to set the direction for the school year. We have a number of new Learning Support Teachers who were able to establish mentor relationships as well as learn about the roles and responsibilities of the LST. One of our focus areas for professional learning will be around refreshing our approach to Response to Instruction and Intervention. We are doing a book study on the Collaborative Response Model, facilitated by Kurtis and Lorna Hewson. We look forward to supporting schools in the practical application of the Collaborative Response Model to support students.
- Coral, Amanda and Terri-Lynn attended Shelley Moore - Differentiation and the new Alberta curriculum. This information learned at the workshop has already been implemented with beginning teachers, and curriculum planning group during the start up of the 2022-2023 school year.

LEADERSHIP PRACTICES

- Dave and Terri-Lynn attended the CASSIX Waterton Conference and connected with leads from across the South Zone on Inclusion and Curriculum and Assessment.

TECHNOLOGY INFORMATION (Information will be shared as needed)

- The Horizon Tech team worked in collaboration with maintenance to decant Milk River Elementary School and to set up Erle Rivers High School with technology
 - The Tech team has also collaborated with contractors and school staff to bring technology to life at the new Taber Christian High School
 - Many schools have had Viewboard technology installed over the summer and the team is participating in Professional Learning, along with staff who will be using Viewboard technology in their classrooms. Viewboards are an interactive panel that is gradually replacing Smartboards in classrooms
 - Tech team facilitated the ordering and is working on the deployment of new technology using school reserve dollars
 - The tech team also refreshed technology in a number of schools over the summer. Desktop computers in teaching and learning spaces, chromebooks, Ipads and other hardware are updated on a 3-5 year cycle for each school site.
-

PRESS RELEASE:

RE: New Name for Modernized School in Milk River

At the June 27, 2022 board meeting, the Board of Trustees of the Horizon School Division passed a motion officially naming the modernized school in Milk River the "Milk River Ridge School". The board wishes to thank the superintendent's Naming Advisory Committee members: Sharalyn Patching, Lara Johannsen, Karen Garber, and Rachelle Miller for collecting and ultimately making recommendations to the Board of Trustees. The naming committee received more than 45 submissions. The Board would also like to thank the Milk River and Erle Rivers School Councils as well as the overall community of Milk River for voting on the final three options for a school name. The Board is excited to continue planning for the modernization and is looking forward to the official opening of Milk River Ridge School upon the completion of the modernization.



From: **EDC Minister** <Education.Minister@gov.ab.ca>
Date: Thu, Jul 7, 2022 at 1:48 PM
Subject: Task Force to Strengthen Career Education

Subject: Task force to strengthen career education

Dear colleagues,

Today, I announced a Career Education Task Force to review career education programming and provide strategic advice and recommendations that will help strengthen student learning pathways in Alberta's education system. The task force will focus primarily on career education for grades 7 to 12 and how to effectively prepare students for seamless entry into post-secondary studies or employment. Read today's [news release](#).

The task force includes leaders from industry, labour, the education system, post-secondary institutions and government departments and will be chaired by Shane Getson, MLA for Lac Ste. Anne-Parkland. The task force will begin work in the fall and is expected to be in place until December. You can view the current list of task force members on the Career Education Task Force [webpage](#).

Their work will include:

- engaging with various education, industry and business stakeholders across Alberta throughout the fall to hear a broad range perspectives;
 - evaluating existing career education programming to determine opportunities for innovation and improvement; and
- creating a provincial framework that will inform future career education programming, including curriculum and funding.

Through their advice and recommendations, the task force will play a vital role in helping students gain foundational, experiential and hands-on learning opportunities to transition into a chosen career pathway through post-secondary education or the workplace. More details about the task force's mandate, deliverables and engagement activities will be available in the fall and I look forward to sharing this with you.

Sincerely,

Adriana LaGrange
Minister of Education

More dollars going into classrooms to support today's students

August 17, 2022

Staffing projections show up to 1,600 more teachers and support staff will be hired in the upcoming school year. Alberta's government is also providing school authorities additional funding to support higher salaries for teachers, address enrolment growth and support francophone education.

More staff in schools

School authorities are projecting up to 800 more teachers and principals will be hired in the upcoming school year. This represents an increase of 2.2 per cent from the certificated staff in the 2021/22 school year and means more teachers in the classroom supporting Alberta's students.

Additionally, an increase of approximately 800 support staff is also expected. This includes classroom-based educational and teacher assistants and represents an increase of 3.1 per cent from the previous school year.

"I'm thrilled to see more teachers and educational assistants will be hired in the coming school year. Alberta's school board reserve policy has played an important role in directing today's education dollars towards today's students."

Adriana LaGrange, Education Minister

Funding to support higher salaries for teachers

Alberta's government is also providing up to an additional \$50 million in 2022/23 to cover recently ratified bargaining agreements with teachers. By funding these agreements, Alberta's government is further ensuring stability for school authorities.

"ASBA appreciates that the government will provide funding for the recently ratified teacher bargaining agreements in addition to providing targeted supports for enrolment growth as school boards face rapidly increasing student populations. This funding will help offset pressures and enable boards to address operational needs while they continue to make informed decisions in support of students and their local school communities across Alberta."

Marilyn Dennis, president, Alberta School Boards Association

“ASBOA welcomes the commitment to fund teacher collective agreements, and the additional funding to support enrolment growth and francophone education in Alberta. This announcement provides greater funding certainty for publicly funded education as we are about to start a new school year.”

François Gagnon, president, Association of School Business Officials of Alberta

Additional funding for enrolment growth

More than \$7 million in additional funding will be provided to school authorities through a new enrolment growth grant. Early childhood services (ECS) operators will also receive support if they see significant enrolment increases.

The funding available through this new supplemental enrolment growth grant provides for additional student funding for authority enrolment growth above a set threshold, with higher rates for more growth.

“While the CASS Board of Directors recognizes that the current funding formula softens the impact of enrollment decline, we are pleased to see that this announcement will allow divisions to better meet their needs when addressing significant enrollment growth.”

Scott Morrison, president, College of Alberta School Superintendents

“The Association of Independent Schools & Colleges in Alberta appreciates the additional funding that is being allocated to school authorities that are seeing significant growth. The Supplemental Enrollment Grant will allow schools to better meet the needs of a growing student population, and ensure their students receive an educational experience that prepares them for future success.”

Abraham Abougouche, president, Association of Independent Schools and Colleges of Alberta

Redesigned grant for francophone school authorities

About \$5 million in additional funding will be provided to francophone school boards through an updated francophone equivalency grant. This increased investment means

that in the 2022/23 school year, Alberta Education will allocate \$7 million to francophone school authorities to support francophone education in Alberta.

“The Fédération des conseils scolaires francophones de l’Alberta welcomes the announcement of an adjustment to school funding to better meet the needs of francophone students in the province. We appreciate the collaborative work that has taken place over the past few months to make the challenges faced by francophone school boards heard. Their reality is unique and the response to their challenges must, by that very fact, be unique.”

Tanya Saumure, president, la Fédération des conseils scolaires francophones de l’Alberta (FCSFA)

Quick facts

- Increased staffing levels will be supported by the use of operating reserves in the 2022/23 school year.
 - The Minister of Education recently approved 64 requests to use operating reserves for the 2022/23 school year. This included \$88 million in requests for reserves to be spent on staffing, instruction and educational assistants.
- By the end of the 2022/23 school year, maximum operating reserve amounts will be set for school boards, as described in the Funding Manual for School Authorities to ensure public dollars go to educational purposes in the same year the funding is provided.
- The limit on allowable reserve balances was signaled to school jurisdictions with the new funding model in 2020.
- School authorities will also receive [additional funding](#) from the province to support higher than expected fuel costs, while monthly average diesel prices exceed \$1.25 per litre.