

Regular Board Meeting Agenda – 1:00 pm

Monday, September 26th, 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 Wednesday, August 31, 2022	ENCLOSURE 1
A.3 September Payment of Accounts	ENCLOSURE 2
A.4 First Reading Policy EAA – Administrative Organization	ENCLOSURE 3
A.5 First Reading Policy EAF – Hutterite Colony Schools	ENCLOSURE 4
A.6 First Reading Policy ECA – School-Based Decision Making	ENCLOSURE 5
A.7 First Reading Policy ECG – Staff Mileage Payment	ENCLOSURE 6
A.8 First Reading Policy EDDBA – Portable Division Equipment and Resources	ENCLOSURE 7
A.9 First Reading Policy JG – Community Use of Facilities	ENCLOSURE 8
A.10 Second & Final Reading Policy BBB – Electioneering and Politically Motivated Communications	ENCLOSURE 9
A.11 Second & Final Reading Policy BHD – Board Member Compensation and Expenses	ENCLOSURE 10
A.12 Second & Final Reading Policy BK – System Assurance	ENCLOSURE 11
A.13 Second & Final Reading Policy DGA – Authorized Signatures	ENCLOSURE 12
A.14 Second & Final Reading Policy DJD – Procurement Obligations	ENCLOSURE 13
A.15 Second & Final Reading Policy DJF – Purchasing Procedures	ENCLOSURE 14
A.16 Delete Policy FCA – Construction Tendering	ENCLOSURE 15
A.17 Delete Policy FEF – Contract for Services	ENCLOSURE 16

D. Discussion Items

D.1 ASBA Fall Conference – November 20 – 22, 2022 – Edmonton (attending)	
D.2 CSBA Annual Congress 2023	ENCLOSURE 17

I - Information Items

I.1 Superintendent’s Report – Wilco Tymensen	ENCLOSURE 18
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 Resources – Robbie Charlebois
- I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan

ENCLOSURE 19
ENCLOSURE 20

C-Correspondence

- C.1 Minister’s Back to School Letter
- C.2 News Release: Online teacher registry launches Sept. 1
- C.3 ASCA Letter to Horizon School Division Chair
- C.4 News Release: Her Majesty Queen Elizabeth II: Premier Kenney

ENCLOSURE 21

2:15 – Board Tour of Taber Christian High School

Dates to Remember

• September 29 – Indigenous Steering Committee Meeting (PM)
• October 5 – Colony Elder’s Meeting
• October 6 – Policy Committee Meeting – 8:30 – 12:00
• October 7 – Indigenous Allies Meeting
• October 10 – Thanksgiving – No School
• October 11 – Administrator’s Meeting/Cognitive Coaching
• October 24 – Organization Meeting & Board Meeting
• November 17 – Policy Committee Meeting – 1:00 – 3:30
• December 6 - Policy Committee Meeting – 1:00 – 3:30
• January 10 - Policy Committee Meeting – 1:00 – 3:30
• February 15 - Policy Committee Meeting – 1:00 – 3:30
• March 10 - Policy Committee Meeting – 8:30 – 12:00
• April 20 - Policy Committee Meeting – 1:00 – 3:30
• May 24 - Policy Committee Meeting – 1:00 – 3:30

Horizon School Division

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The Board of Trustees of Horizon School Division held its Regular Board meeting on Wednesday, August 31, 2022 beginning at 2:15p.m.

TRUSTEES IN ATTENDANCE: Marie Logan, Board Chair
Derek Baron, Blair Lowry, Jennifer Crowson, 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: Bruce Francis, Board Vice-Chair (left early)

ACTION ITEMS

A.1	Moved by Derek Baron that the Board approve the agenda. Carried Unanimously	AGENDA APPROVED 91/22
A.2	Moved by Blair Lowry 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 92/22
A.3	Moved by Jennifer Crowson that the Board approve the August 2022 Payment of Accounts in the amount of \$9,178,963.78 as provided in Enclosure #2 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNTS APPROVED 93/22
A.4	Moved by Derek Baron that the Board approve first reading of Policy BBB: Electioneering and Politically Motivated Communication as provided in Enclosure #3 in the agenda. Carried Unanimously	FIRST READING POLICY BBB APPROVED 94/22
A.5	Moved by Derek Baron that the Board approve first reading of Policy BHD: Board Member Compensation as provided in Enclosure #4 in the agenda, with amendments. Carried Unanimously	FIRST READING POLICY BHD APPROVED 95/22

A.6	Moved by Derek Baron that the Board approve first reading of Policy BK: System Evaluation as provided in Enclosure #5 in the agenda. Carried Unanimously	FIRST READING POLICY BK APPROVED 96/22
A.7	Moved by Blair Lowry that the Board approve first reading of Policy DGA: Authorized Signatures as provided in Enclosure #6 in the agenda. Carried Unanimously	FIRST READING POLICY DGA APPROVED 97/22
A.8	Moved by Mandy Court that the Board approve first reading of Policy DJD: Procurement Obligations as provided in Enclosure #7 in the agenda, with amendment. Carried Unanimously	FIRST READING POLICY DJD APPROVED 98/22
A.9	Moved by Derek Baron that the Board approve first reading of Policy DJF: Purchasing Procedures as provided in Enclosure #8 in the agenda. Carried Unanimously	FIRST READING POLICY DJF APPROVED 99/22
A.10	Moved by Derek Baron that the Board approve the Locally Developed Courses as outlined in the August 31, 2022, Board Meeting Agenda. Carried Unanimously	LOCALLY DEVELOPED COURSES APPROVED 100/22

DISCUSSION ITEMS

D.1 TRUSTEE ATTENDANCE AT SEPTEMBER AND OCTOBER ADMINISTRATOR'S MEETING

The following trustees will attend the September and October Administrator's meetings:

- September 13, 2022 – Blair Lowry
- October 11, 2022- Jennifer Crowson

INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

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

- View August 2022 report here.

I.2 TRUSTEE/COMMITTEE REPORT

I.2.1 Zone 6 Report

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

- Next Meeting: September 21, 2022 - review of handbook and budget
- Zone 6 AMG – October 19, 2022

I.2.2 Facilities Report

Trustee, Derek Baron, provided a summary of the Facilities Department for the month of July/August 2022:

- Milk River Capital Project Update
- 2022 IMR projects completed

I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS

Philip Johansen, Associate Superintendent of Finance and Operations, shared the August 2022 summary:

- Set-up for Collective Bargaining
- Budget Projections
- New Insurance requirements
- Financial Year-End – August 31, 2022

I.4 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT

- View August 2022 report here.

I.5 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

- View August 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

101/22

COMMITTEE ITEMS

Moved by that Blair Lowry the Board meet in Committee.

Carried Unanimously

COMMITTEE

102/22

Moved by Derek Baron that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED

103/22

Marie Logan, Chair

Sheila Laqua, Executive Secretary

PAYMENT OF ACCOUNTS REPORT
Board Meeting - September 26, 2022

General	August 23/22		283471.13
General	August 31/22		1282828.07
General	August 31/22		92839.23
General	August 31/22		279009.39
U.S.	September 8/22		18795.20
General	September 9/22		22514.19
U.S.	September 12/22		1,262.90
"A" Payroll	August 2022	Teachers	1,404,674.94
		Support	259,304.52
"B" Payroll	August 2022	Casual	9,120.54
		Subs	
Total Accounts			3,653,820.11
Board Chair	<hr/>		
PJ:dd			
September 15/22			

HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: EAA
Policy Title: Administrative Organization
Cross Reference: BBA, GA, GCAD
Legal Reference: *Education Act, S. ~~ee~~-52*
Adoption Date: November 27, 1996
Amendment or Re-affirmation Date: June 15, 2009

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DELEGATES MOST OF THE DECISION AND ACTION RESPONSIBILITIES WITH THE HORIZON SCHOOL DIVISION TO THE SUPERINTENDENT AND ~~TO THE SUPERINTENDENT DELEGATES RESPONSIBILITIES TO OTHER~~ ADMINISTRATORS WHO ARE RESPONSIBLE TO THE BOARD THROUGH THE SUPERINTENDENT.

REGULATIONS

1. Generally each staff member is directly responsible to the individual(s) who is in charge of a department or school within the system.
2. School Principals are directly accountable to the Superintendent and are responsible for all employees allocated to their school.
3. Division Managers are directly accountable to the Associate Superintendent who oversees their area and in turn are responsible for all employees within their department, including those who may spend the majority of their time at schools, or shared between multiple schools.
4. The Associate Superintendents are directly accountable to the Superintendent and in turn are responsible for all employees within their areas of responsibility.
- 2.5. The Superintendent is directly accountable to the school board and in turn assumes the responsibility for all division employees.
- ~~3. The Associate Superintendents are directly accountable to the Superintendent and in turn are responsible for all employees within their areas of responsibility.~~
- ~~4. Division Managers are directly accountable to the Associate Superintendent who oversees their area and in turn are responsible for all employees within their department.~~
- ~~5. School Principals are directly accountable to the Superintendent and are responsible for all employees based at the school.~~

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: EAF
Policy Title: Hutterite Colony Schools
Cross Reference:
Legal Reference:
Adoption Date: November 27, 1996,
Amendment or Re- ~~October 24, 2001,~~
affirmation Date: ~~March 23, 2010~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES AND RESPECTS THE WISH OF THE HUTTERIAN BRETHREN IN THE DIVISION TO HAVE SCHOOLS BASED ON EACH COLONY AND WILL ESTABLISH SUCH SCHOOLS SUBJECT TO A MEMORANDUM OF AGREEMENT ~~AND BOARD FUNDING PRINCIPLES.~~

GUIDELINES

1. The Board is committed to providing a quality education to colony schools' students.
2. Colony schools will operate a balanced budget with respect to instructional revenue and expenses attributed to colony schools. If expenses exceed the total pooled colony revenue from Alberta Education, the board shall requisition a supplementary levy in accordance with Alberta Education policy and the procedures outlined in the Memorandum of Agreement.

REGULATIONS

1. The Memorandum of Agreement between the Board of Trustees of the Horizon School Division and Hutterian colonies will at minimum include:
 - ~~1. With the goal of providing a quality education to colony schools' students, a Memorandum of Agreement will be established between the Board of Trustees of the Horizon School Division and Hutterian colonies that describes responsibilities, procedures for operational expenses, staffing allocation, colony start-up procedures, and student registration procedures.~~
- 1.1 Term
- 1.2 Colony responsibilities
- 1.3 Board Responsibilities
- 1.4 Procedures for operational expenses
- 1.5 Procedures for staffing allocation
- 1.6 Procedures for termination
- ~~1.1 The Memorandum of Agreement will outline colony responsibilities including school facility structure and maintenance, furniture, outdoor play area, and storage.~~

Policy B—Hutterite Colony Schools, Cont'd

~~1.2—The Memorandum of Agreement will outline Board responsibilities including staffing and personnel procedures, classroom supplies, caretaking supplies, curriculum and instruction.~~

~~1.3—Colony schools will be operated on the assumption that the board is committed to achieving a balanced budget with respect to instructional revenue and expenses attributed to colony schools. If expenses to operate colony schools exceed the revenue of all the pooled resources from Alberta Education generated by colony schools, the board shall requisition a supplementary levy in accordance with Alberta Education policy and the procedures outlined in the Memorandum of Agreement between Horizon School Division and colony schools.~~

~~1.4—The Memorandum of Agreement will include a commitment to annual meetings with colony schools to ensure open and honest communication.~~

~~1.5—The Memorandum of Agreement will include procedures and cost sharing responsibilities for new colony school start-up.~~

~~2. Colony schools shall follow Alberta Education The programs of study requirements with the exception of outcomes related to human sexuality.~~

~~2.—in the colony schools shall be in accordance with Alberta Education requirements in both time and content.~~

~~3.—All colony schools will be exempted from Health instruction directed at sexual health outcomes in the Alberta Program of Study.~~

~~4.—Alberta Distance Learning materials may be permitted; however, the teacher shall be responsible for the monitoring of student progress.~~

Regulations

~~5.3.~~ The Horizon School Division shall host a meeting annually with Colony Brethren at which time the Memorandum of Agreement may be reviewed and revised and time given to discuss the education programs on the colonies in general.

~~6.—The Board shall identify a principal for Colony Schools.~~

HORIZON SCHOOL DIVISION

Policy Code: ECA
Policy Title: School-Based Decision Making

POLICY HANDBOOK

Cross Reference:
Legal Reference:
Adoption Date: December 18, 1996
**Amendment or Re-
affirmation Date:** ~~October 24, 2001,~~
~~February 18, 2011~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SUPPORTS A MODEL OF SCHOOL-BASED DECISION MAKING THAT FOCUSES ON OPTIMUM LEARNING FOR ALL STUDENTS ~~QUALITY LEARNING~~.

DEFINITIONS

School-based decision making: is a collaborative process at the school level where stakeholders have the opportunity to be involved through the sharing of concerns and providing advice with the intent that administration consistently understands and considers such advice when making decisions related to programs, policy and procedures, and financial decisions.

Stakeholders: ~~include students, parents, staff, and school councils provide a positive contribution to decisions relative to programs, policy and budget. Stakeholders include students, parents, staff, school councils, administrators, the board, central office staff, the community and Alberta Education.~~

GUIDELINES

1. The Board and Superintendent are ultimately accountable for Division outcomes and, therefore, have the ultimate decision-making responsibility.
2. Schools manage human and financial resources based on provincial legislation and regulations, Board policy, as directed by the Superintendent, and in alignment with the division and school's three-year education plan.
3. The primary avenue for stakeholder involvement is through school councils.

REGULATIONS

- ~~1. The Board and Superintendent are ultimately accountable for Division outcomes and, therefore, have the ultimate decision-making responsibility.~~
 - ~~2. The Board and Superintendent (in collaboration with the Administrative Council) allocates human and financial resources to schools based on principles of equity, fairness, and school context.~~
 - ~~3. Schools manage human and financial resources based on Board policy, regulations and for specific purposes as directed by the Superintendent consistent with school plans and in collaboration with stakeholders.~~
1. The jurisdiction shall provide opportunities for stakeholders to be involved in jurisdiction-level decisions on:

1.1. programs and services,

1.2. budget,

1.3. policy.

- ~~4. The roles, responsibilities and relationships associated with the collaborative decision making process utilized in their school shall be defined by the principal in consultation with staff and School Council and shall be consistent with legislation and Horizon School Division policy and regulations.~~
—
- ~~5. The degree of collaboration shall depend on the willingness of stakeholders to invest the time and effort required.~~
—
- ~~6. The nature of school based decision making may vary from school to school to address local context.~~
—
- ~~7. When making school based decisions, consideration should be given to the potential impact on other Horizon School Division Schools and the system as a whole.~~
—
- ~~8. Principals shall provide opportunities for stakeholder collaboration at the school level.~~

Policy ECA – School-Based Decision Making, Continued

2. The principal shall provide opportunities for the staff and School Council to be involved in school-based decisions on:

2.1. programs and services,

2.2. extra-curricular and co-curricular activities,

2.3. school fees and budget allocations,

2.4. school procedures.

~~9. The principal shall provide opportunities for the staff and School Council to be meaningfully involved in school-based decisions on:~~

~~9.1. programs and services, extra-curricular and co-curricular activities;~~

~~9.2. the allocation of funds to support them;~~

~~9.3. school policy issues.~~

~~10. The jurisdiction shall provide opportunities for the schools to be meaningfully involved in jurisdiction-level decisions on:~~

~~10.1. programs and services;~~

~~10.2. the allocation of funds to support them;~~

~~10.3. district policy issues.~~

~~11. School education planning shall guide all school-based decision-making.~~

~~12. The Superintendent, in collaboration with the principal and the School Council, shall supervise the effectiveness of school-based decision-making.~~

HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: ECG
Policy Title: Staff Mileage Payment
Cross Reference: BHD-A
Legal Reference:
Adoption Date: November 27, 1996
**Amendment or Re-
affirmation Date:** ~~October 24, 2001~~
~~June 18, 2013~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION WILL REIMBURSE STAFF WHO ARE REQUIRED TO USE PRIVATE VEHICLES WHILE TRAVELING ON APPROVED DIVISION ~~OR SCHOOL~~-BUSINESS SUBJECT TO ~~THE FOLLOWING BOARD POLICY AND REGULATION PRACTICES.~~

REGULATIONS

- ~~1.~~ 1. All meetings called under the direction of the Board or Superintendent shall be eligible for reimbursement.
- ~~2.~~ 2. Any meetings that staff are directed to attend by the Superintendent whether in or out of the ~~d~~Division shall be eligible for reimbursement.
- ~~3.~~ 3. ~~Travel for professional development and meetings may be reimbursed if the individual has pre-approval.~~
- ~~4.~~ 4. ~~The amount of travel reimbursement for division approved business shall be at the rate established by the Board.~~
 - ~~4.1.~~ 4.1. ~~Staff who use their private vehicle for approved in town business travel may be reimbursed a flat rate travel allowance as established by the Board.~~
- ~~3.~~ ~~Professional development and in-service activities may be reimbursed if the activity falls under an approved budget allocation and the participant has obtained pre-approval as required.~~
- ~~4.~~ ~~School administrators are authorized to use a portion of their school budget for mileage associated with extra-curricular and co-curricular travel approved at the school level at a rate established by the school.~~
- ~~5.~~ 5. ~~The~~
~~Employees should submit mileage claims monthly via the approved Travel and Expense Claim form. amount of reimbursement for Division approved business shall be at the rate established by the Board for travel reimbursement.~~
- ~~5.~~ 6. ~~Notwithstanding the mileage reimbursement, designated employees who use their own vehicles for required in town travel business shall be reimbursed a flat rate travel allowance as established by the Board.~~
- ~~7.~~ ~~Employees are encouraged, if appropriate, to submit mileage claims at the end of each month on the approved Travel and Expense Claim form.~~

6. 8. —A deadline for submission of mileage claims for the fiscal school year shall be communicated by the ~~Director of Finance~~ division.

6.1. Reimbursement claims that are submitted after the deadline for submission of mileage claims for the fiscal school year shall not be reimbursed.

HORIZON SCHOOL DIVISION

Policy Code: EDBA
Policy Title: Portable Division Equipment and Resources

POLICY HANDBOOK

Cross Reference: FD
Legal Reference:
Adoption Date: Dec. 13, 2001
Amendment or Re-
affirmation Date: ~~Dec. 18, 2003,~~
June 21, 2011

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PORTABLE EQUIPMENT PURCHASED BY , OR DONATED TO THE DIVISION ~~OR A SCHOOL~~ REMAINS THE PROPERTY OF THE DIVISION. DIVISION-OWNED EQUIPMENT IS INTENDED FOR EDUCATIONAL PURPOSES AND ~~SCHOOL-DIVISION SPONSORED-SUPPORTED FUNCTIONS/ACTIVITIES.~~

DEFINITION

Portable equipment: includes any school division owned equipment that is portable and may be removed from the school.

Portable electronic equipment: is electronic equipment that is portable such as laptops, iPads, Chromebooks, cameras, projectors, cell phones.

GUIDELINES

1. Use of division purchased portable equipment are intended for school related purposes.

1.1. Any other use by individuals, where permitted, shall be the sole responsibility of that individual including incurred operating costs, repair, and/or replacement of equipment.

REGULATIONS

~~1.2.~~ Principals s, in consultation with staff and school council, shall develop policy-written procedures for managing distribution and tracking of portable equipment, of a substantial value as determined by the principal, purchased through decentralized or other funds that includethrough procedures that include: the following:

~~1.2.1.~~ An accurate, up-to-date inventory of portable technology equipment that shall be reviewed annually and submitted to Division Office.

~~1.2.2.~~ Procedures for secure storageity of portable electronic equipment when housed in the school, including extended holidays.

~~1.2.3.~~ Procedures for staff and students' use of portable electronic equipment. equipment outside of the school context.

~~2.3.~~ Horizon School Division shall maintain an accurate, up-to-date inventory of all portable electronic equipment purchased directly by Division office. This inventory shall be reviewed annually.

~~3. Division Office will advise schools as to the required content of an inventory at the school level (eg. minimum purchase cost, serial number, model, etc.)~~

~~4. Use of Division purchased portable equipment (examples: lap top computers, digital cameras, image projectors, video cameras, computers, etc.) is intended for school related work. Any other use by individuals, where permitted, shall be the sole responsibility of that individual including repair and/or replacement of equipment.~~

4. Employees that are provided cell phones or use personal cell phones that are paid for by the division shall be responsible for their security and care.

4.1. Cell phones are intended solely for school division business unless payment to the employee is a partial cost allowance that facilitates joint business/personal use.

4.1.

~~5. Schools that make use of division owned equipment shall be responsible for care of the equipment while it is at their school. Schools that lose or damage any division owned equipment while it is at their school shall be accountable for repair or replacement. Schools shall be responsible for completing any inventory checklist that accompanies the equipment.~~

6.5. Upon termination of employment with Horizon School Division, any portable equipment being used by the employee shall be returned to Horizon School Division.

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: JG
Policy Title: Community Use of Facilities
Cross Reference:
Legal Reference:
Adoption Date: June 25, 1997
Amendment or June 20, 2000,
Re-affirmation Date: June 20, 2017

POLICY

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

DEFINITIONS**Facilities**

Facilities refers to all Horizon buildings including school grounds

Principal

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

Supervisor

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

User

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

GUIDELINES

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

Policy JG - Use of Facilities and Equipment – Continued

- 2.2.3. Educational Institutions
- 2.2.4. Private groups
- 2.2.5. For profit groups

2.2.5.1. Users should conclude their activity by 11:00 p.m.

2.2.5.2. The facility must be left in the same condition the user received it.

2.2.5.3. All use of facilities by users shall be automatically cancelled when facilities are closed due to inclement weather, or any other cause beyond the control of the Board.

3. Whenever possible, the school should direct those requesting to use Horizon facilities, to the local community facilities designed for recreation and social activities to avoid competition with the private sector.

4. While the Board believes schools should continue to be accessible to the community for Christmas, Easter, and summer use, access may be limited for maintenance requirements. Schools need to consult with the Facilities Manager prior to confirming community use to not conflict with maintenance requirements.

~~4. Christmas, Easter, and summer use of facilities are restricted by maintenance requirements. Where exceptions are to be made, they shall be authorized by the Facilities Manager.~~

5. Facilities may be made available for use in a School Board, Municipal, Provincial, or Federal Election upon request to the Board from government.

6. A fee may be charged to offset the operational and maintenance costs incurred by the use of the facility.

7. All users engaging in high risk or excluded activities as defined by the division's ASBIE Facility User Group Insurance Program (see attached) must provide a certificate of insurance with a minimum of \$2,000,000 (high risk activities) \$5,000,000 (excluded activities) general liability, naming the 'Horizon School Division' as an additional insured on the policy.

8. Users shall comply with all applicable health and safety regulations, local ordinances, fire and building code regulations.

9. Facility security is the responsibility of the Horizon School Division.

9.1. School Division representatives have the right to visit and inspect all users' activities operating within facilities.

9.2. The principal is responsible to ensure that an approved supervisor is designated to unlock the facility, is present to supervise the activity, and secure the facility after the activity.

9.3. The principal has the prerogative to provide keys to user groups as per Policy FE: building security and handing out of keys.

10. The Horizon School Division reserves the right to cancel users' facility bookings at any time.

Policy JG - Use of Facilities and Equipment – Continued

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

PROCEDURES

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

Policy JG - Use of Facilities and Equipment – Continued

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

Policy JG - Use of Facilities and Equipment – Continued

- 13.1.3. Users requesting use of facilities for excluded activities must provide a Certificate of Insurance from their own insurance provider (minimum of \$5 million general liability), naming the ‘Horizon School Division’ as an additional insured on the policy.
- 13.1.4. During the use and occupation of the facility, the user shall indemnify and save harmless the Horizon School Division including its employees from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the facility.
- 13.1.5. Industrial Arts facility requests should be made directly to the Associate Superintendent – Finance and Operations.

11. Miscellaneous

- 11.1. Permits are assigned and not transferable.
- 11.2. Arrangement must be made through the school for use of any equipment, prior to occupancy.
- 11.3. No food or drink is to be served or consumed in the gymnasiums without formal approval.
- 11.4. All tables, chairs, dishes and other equipment brought into the facility by the user shall be approved by the principal prior to occupancy and removed promptly after use.
- 11.5. Vehicle parking is permitted only in designated parking areas.
- 11.6. Users are prohibited from having weapons, object that are used, or intended to be used, to threaten or harm others, in their possession or objects which may be used to inflict injury or harm to others.

12. Fire Prevention

- 12.1. When a user intends to bring lighting, scenery, special effects, props, etc. into the facility, the user is responsible to inform the principal prior to use. The principal has the authority to approved such usage. Use of pyrotechnics, smoke machines and/or dry ice is strictly forbidden.
- 12.2. User shall not exceed occupancy capacity.
- 12.3. Users must vacate the facility upon the sounding of the fire alarm. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will individuals be allowed to re-enter the facility.

Policy JG - Use of Facilities and Equipment – Continued



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

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

Name of User (Individual/Organization) _____

If Organization, Name of Individual applying on behalf of Organization _____

Mailing Address _____

Telephone _____ **Email** _____

Name of facility that the user wishes to rent _____

- Facilities Requested:**
- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Change Rooms | <input type="checkbox"/> Classroom(s) |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Library |
| <input type="checkbox"/> Other/Equipment (Please Specify) _____ | | |

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

Purpose of Rental (Activity being undertaken) _____

- Admission Fee:**
- The User is NOT charging an admission fee for its participants
 - The User is charging an admission fee to its participants to cover the Division’s fees
 - The User is charging an admission fee as a source of income

Number of People Attending _____ **Age range** _____

FOOD AND BEVERAGES WILL BE SERVED Yes No **If yes, describe** _____

Date(s) _____

Time From _____ a.m. p.m. To _____ a.m. p.m. (NOTE: not to exceed 11:00pm)

Name of supervisor (must be over 21 yrs) who will be present during the activity _____

Supervisor Phone Work _____ Extension _____ Home _____ Cell _____

Please provide details on setup requirements _____

CONDITIONS OF USE:

Your cooperation is requested in observing the following regulations:

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

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

Print Name: _____ **Signature:** _____ **Date:** _____

Policy JG - Use of Facilities and Equipment – Continued

RATE SCHEDULE

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

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

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

Category 2 – Not exempt from rental fees

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

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

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

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

Policy JG - Use of Facilities and Equipment – Continued

FACILITY RENTAL FEES

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

The fees for each category are listed below:

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

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

CUSTODIAL FEES

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

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

INSURANCE FEES

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

DAMAGE DEPOSIT

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

EQUIPMENT RENTAL FEES

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

Policy JG - Use of Facilities and Equipment – Continued

Appendix A

ASBIE Facility User Group Liability Insurance Coverage

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

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

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

Who is Covered?

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

Coverage?

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

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

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

Policy JG - Use of Facilities and Equipment – Continued

Appendix B

ASBIE Facility User Group Program 2016-2017 Rates

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

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

Additional Premium required (includes 15% LS Fee)

Non-contact Martial Arts	1 - 25 students	\$575
	26 - 100 Students	\$863
	dosed tournament (own students only)	included
League Hockey	open tournament day (outside participants invited or allowed - up to 100 extra)	\$288
	\$225 per team per season	
Tournaments	Up to 8 teams	\$288
	9-16 teams	\$431
Events without Alcohol	1-100 Attendance	\$115
	101-500 Attendance	\$144

Policy JG - Use of Facilities and Equipment – Continued



ASBIE Insurance Program

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

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

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

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

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

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

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

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

Page 1 of 2
_____ Initials of Renter

Policy JG - Use of Facilities and Equipment – Continued

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

NOTICE TO APPLICANTS

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

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

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

Page 2 of 2
 _____ Initials of Renter

Policy JG - Use of Facilities and Equipment – Continued

Community Use of Facilities Checklist

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

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. ~~—~~ 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;

2.3.1. ~~used as classroom teaching aids on condition that support for an individual candidate or political party is not solicited; and~~

Policy BBB – Elections Cont’d

2.3.2. used as classroom teaching aids on condition that support for an individual candidate or political party is not solicited; and

~~2.5.~~

~~1.1.2.4.~~ 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-** ~~Jan. 19/99; Oct. 24/01;~~**affirmation Date:** ~~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 pPresentations and ceremonies
 - 1.4. Graduation ceremoniess
 - 1.5. Division social functions
 - 1.6. School cCouncil meetingss
 - 1.7. ~~All committee meetings~~ Alberta School Board Association zone and provincial meetings
 - 1.7.1.8. Meetings with the Minister of Education, other politicians, and government staff
 - 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.~~

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. ~~a~~Annual ~~c~~Conventions, ~~w~~Workshops, and ~~z~~Zone ~~m~~Meetings are important to fulfilling a trustee's role as an educational representative of the local electors.
 - 4.3. All ~~t~~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
 - 5.1.5.2. 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 claim is for Chair): _____

TOTAL EXPENSE CLAIM \$

For Office Use Only

Total Claim \$ _____

Deduct Advance \$ _____

Net Amount \$ _____

Comments and Explanation

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 school.

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.

- 1.4 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. ~~An evaluation of each~~ 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.
 - 2.1 ~~Principals shall be responsible for presenting their Three-Year Education Plan and Annual Education Results Report to the Superintendent. Shall be conducted each year using the school’s Three Year Education Plan and Annual Education Results Report;~~
 - ~~2.2.3~~ May be conducted in greater depth at the direction of the Board or Superintendent.
3. 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. 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. ~~The Superintendent~~ All staff shall be evaluated as outlined in policy, applicable collective agreements y and/or 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 TRANSACTIONS ON HORIZON SCHOOL DIVISION BANK ACCOUNTS.

REGULATIONS

1. Signatures for ~~cheques drawn~~ division debit transactions shall be any two of the following division personnel.
 - 1.1. Superintendent of Schools
 - 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 card reconciliation 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 Code: DJD
Policy Title: Purchasing Locally Procurement Obligations

POLICY HANDBOOK

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 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. RECOGNIZES THE SUPPORT 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 shall be considered when price, quality, and availability are reasonably comparable.

Policy DJG Procurement Cont'd

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.~~
 - ~~2. Where possible and reasonable, quotes should be obtained from other businesses within the attendance area of Horizon School Division.~~
 - 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

Policy DJG Procurement Cont'd

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;
 - 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/agracc/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.

Policy DJG Procurement Cont'd

4.1.3. Financial. The firm's financial resources, bonding capacity, work on hand, and credit rating.

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.

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.~~

~~1.13.~~ Reimbursement claims shall include original receipts including a detailed account of the items purchased.

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

~~1.12.1~~ Generally ~~all~~ 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 ~~Manager-manager~~ (for departments).

1.22.2 Purchases should be made in writing to avoid errors in ordering.

~~1.32.3~~ 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.

2.4

~~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.~~
- ~~2.3—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

Policy DJF – Purchasing Procedures, Cont'd.

- 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, schools may purchase low-cost items from their 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 claim 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 or.
 - 4.3.1 Petty cash claims shall be submitted to division office 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.
- 5.2 Original receipts must be provided for reimbursement claims to be valid.

5.6. Visa 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.
 - 5.16.1.1 They 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.
 - 5.26.2 Individuals who fail to follow the division's practices may lose the privilege of utilizing a

Policy DJF – *Purchasing Procedures, Cont'd.*

| corporate credit card.

HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: FCA
Policy Title: Construction Tendering
Cross Reference: FC
Legal Reference: Alta. Infrastructure –School
Capital Manual, AIT, TILMA
Adoption Date: December 18, 1996
**Amendment or Re-
Affirmation Date:** May 19, 2009

POLICY

FOR CONSTRUCTION PROJECTS WHERE THE DIVISION IS ABLE TO ACT AS ITS OWN CONTRACTOR, THE TENDERING PROCESS AND AWARDING OF THE FINAL CONTRACT OR SUB-CONTRACTS SHALL BE ACQUIRED ON GENERALLY COMPETITIVE TERMS AND WILL OFFER CONTRACTS FOR CONSTRUCTION SERVICES TO OBTAIN THE BEST VALUE FOR THE BOARD. THE TENDERING OF CONTRACTS WILL FOLLOW INDUSTRY STANDARDS AND PROVIDE A FAIR AND OPEN PROCESS TO PRODUCE QUALITY CONSTRUCTION WORK.

REGULATIONS

1. Construction projects estimated to be greater than \$50,000 will be tendered to selected contractors who have pre-qualified and are recorded as ‘Source Listed’ contractors with Facilities, or Facilities will publicly tender, with all tenders publicly opened. Construction projects estimated to less than \$50,000 will be awarded through a request for quote process.
2. Attempts will be made to obtain a minimum of three bidders.
3. All tendering will be in compliance with the MASH Annex of The Agreement on Internal Trade (AIT) and the Alberta-British Columbia Trade, Investment, and Labour Mobility Agreement (TILMA).
4. Facility representatives will treat contractors and suppliers in a fair and equitable manner and both parties will adhere to the terms and requirements of the contract documents.
5. 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. Facilities may recommend and select a contractor other than the lowest bidder if it represents optimum value.
6. Where price is not the sole factor determining the tender award, the evaluation process with its associated factors and weightings will be disclosed.
7. A call for tenders for construction projects will be made through one or more of the following methods:
 - 7.1. Advertising in newspapers as chosen by the Facilities Manager.
 - 7.2. The use of direct invitations to contractors carried on ‘Source Lists’ maintained at Facilities.
 - 7.3. For projects in excess of \$200,000 an electronic tendering method will be used in compliance with the AIT and TILMA.

Policy FCA – Construction Tendering – Cont’d

- 7.4. For projects less than \$200,000 ‘Source Lists’ are typically used, however the most appropriate tendering style will be chosen from one of the three above based on project type.
8. Potential contractors and suppliers of construction goods and services are invited to pre-qualify in order to be placed on Facilities Source Lists. These Source Lists may be used to invite contractors to tender on construction projects, maintenance projects, and smaller repair works of \$200,000.00 or less.
 - 8.1. The following assessment guidelines will be used to pre-qualify applicants:
 - 8.1.1. Technical. An evaluation is made of past performance related to estimations accuracy, project management personnel, site superintendent, cost reporting ability and systems, and scheduling.
 - 8.1.2. 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.
 - 8.1.3. Financial. The firm’s financial resources, bonding capacity, work on hand, and credit rating.
 - 8.1.4. Management. Are the firm’s principles, senior project managers, and other key staff local (reside in Alberta).
 - 8.1.5. 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?
 - 8.1.6. Facilities encourages all prospective contractors to apply for qualification of the Source List designation.

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	FEF
Policy Title:	Contract for Services
Cross Reference:	FCA
Legal Reference:	The Income Tax Act
Adoption Date:	May 18, 1999
Amendment or Re-affirmation Date:	Mar. 21/200, Jan 20/2003 Aug. 19/2014

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION AND INDIVIDUAL SCHOOLS MAY CONTRACT FOR SERVICES WHERE THE BOARD DEEMS APPROPRIATE. IN SUCH INSTANCES, THE FOLLOWING REGULATIONS SHALL BE FOLLOWED.

REGULATIONS (FOR HORIZON SCHOOL DIVISION CONTRACTS)

1. Construction Tendering, including new construction, modernization, and Infrastructure, Maintenance, and Renewal projects, shall be guided by regulations included in Policy FCA.
2. Contracting for ongoing long-term services, such as caretaking and transportation, shall be guided by the following:
 - 2.1. Initial contracts for services shall be awarded only after an appropriate tendering process.
 - 2.2. Contracts shall be reviewed by the Board at the time of renewal or at least every five years.
 - 2.3. 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.
 - 2.4. The Board shall designate appropriate staff and/or trustees to re-negotiate contracts.
 - 2.5. All contracts or renewal of contracts, for ongoing services shall be in writing and require Board approval.
3. Agreements for provision of ongoing long-term services, such as insurance and banking shall be guided by the following:
 - 3.1. Initial agreements shall be made only after an appropriate competitive bidding process.
 - 3.2. Agreements shall be reviewed by the Board at least every five years.
 - 3.3. Agreements may continue in force without competitive bidding at the discretion of the Board.
 - 3.4. The Board shall designate appropriate staff and/or trustees to renew agreements.
 - 3.5. Initial agreements or renewal of agreements for the provision of ongoing long-term services require Board approval.
4. Contracts for short-term services shall be guided by the following:

Policy FEF - Contract for Services, Cont'd.

- 4.1. Short-term contracts need not be tendered but competitive bids shall be required for contracts that exceed 90 days.
 - 4.2. The Board shall designate an appropriate manager/division administrator to negotiate short-term contracts.
 - 4.3. All short-term contracts or renewal of short-term contracts, covering a time period of 90 days or more shall require Board approval and shall be in writing and shall meet the standards set by Revenue Canada to qualify as contracted service versus employment service.
 - 4.4. All short-term contracts or renewal of contracts, covering a period of less than 90 days shall require the approval of the Secretary /Treasurer or Superintendent of Schools.
5. Contracts for ongoing long-term services, such as caretaking, that will result in individuals being in division schools on a regular basis shall require that such individuals provide a Police Information Check and Vulnerable Sector Check performed by law enforcement officials. Any cost incurred for this security check shall be the responsibility of the contractor.

REGULATIONS (FOR SCHOOL CONTRACTS)

1. Prior to negotiating any contract, the school Principal shall consult with the Superintendent of schools, or designate.
2. The school Principal shall ensure that an appropriate competitive bidding process occurs.
3. Contracts shall be negotiated between the school Principal and the contractor of services.
4. Contracts shall be reviewed by the Secretary-Treasurer prior to signing.
5. At the discretion of the Superintendent or Secretary-Treasurer, contracts may require Board approval.
6. 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.
7. Contracts for ongoing long-term services, such as cafeteria staff, that will result in individuals being in division schools on a regular basis shall require that such individuals provide a Police Information Check and Vulnerable Sector Check performed by law enforcement officials. Any cost incurred for this security check shall be the responsibility of the contractor.

2 rooms at the Pocaterra Inn for July 2 – 5, 2022 (3 nights) for Horizon School Division.

Subject: CSBA Congress 2023 - Banff Accommodations and Information

ASBA is pleased to host the 2023 Canadian School Boards Association (CSBA) Annual Congress 2023 and National Trustee Gathering on Indigenous Education - *Leading the Path Forward* in Banff, Alberta from July 3-5, 2023.

Below are details on accommodations and the event in Banff. Please visit [ASBA's](#) website for further information.

Accommodations

Space is limited, and reservations are on a first-come, first-served basis at the following venues:

[Banff Centre for Arts and Creativity](#)

- Use promo code **ASB2307** by phone at 1.800.884.7574 or online at <https://book.b4checkin.com/chameleon/banffcentre/rlp/ASB2307>
- Room rates range from \$230-\$250 per night + tax (taxes include TIF, Tourism Levy and GST)
- [Banff Centre for Arts and Creativity Campus Map](#)

The [Banff Lodging Company](#) has several hotels in Banff available for booking:

- Promo code **CSBA2023** will provide a 10% discount at some of their hotels from July 1-6, 2023, per rates and applicable taxes on their website at time of booking
- Bookings can be made by phone at 1.800.563.8764 or online at [Banff Lodging Company](#)

Camping

More information is available on the [Parks Canada website](#) for those who prefer to camp. Please keep in mind campsites in Banff are limited, and reservations book quickly.

Getting to the conference

Several shuttle companies provide transportation between the Calgary Airport and Banff. Below are links to some options; we recommend you book as soon as possible to ensure your preferred shuttle time.

- Banff Airporter: [Banff Airporter | Banff to Calgary Shuttle | Travel Alberta Canada](#)
- Vivo Green: [Calgary Airport to Banff Shuttle Bus - Vivo Green \(vivogreentravel.com\)](#)
- Mountain Park Transportation: [Calgary to Banff Direct Shuttle Service – Mountain Park Transportation \(mtnparktrans.com\)](#)

- Brewster Express: [Brewster Express: Banff to Calgary Airport Shuttle Bus Transfers \(banffjaspercollection.com\)](#)
- For members not staying at the Banff Centre for Arts and Creativity, alternative options to get to and from the Banff Centre from your accommodations include walking, biking, taking [Banff transit](#).

Please note that parking at the Banff Centre is limited. If you prefer to **rent a vehicle** at the airport, we recommend you confirm as soon as possible as rentals are limited.

Banff National Park fees

If you plan to drive, a Park pass is required for each day you are staying in Banff National Park. Park fees are often already included in shuttle costs. Current Park fees are available on the [Parks Canada website](#).

Suggestions of activities in Banff and Banff National Park

While Congress attendees can look forward to a full schedule of learning together, you will also be able to explore the picturesque mountains [hiking](#), canoeing or kayaking, white-water rafting, mountain biking, horseback riding, golfing, visiting the [hot springs](#), [gondola rides](#) or exploring the [town of Banff](#) and the museums and local festivals.

A more detailed list of activities is available on the [Banff Tourism](#) website. Be sure to also plan to stay in Calgary for the [Calgary Stampede](#) from July 7-16.

Stay tuned for more information on the [ASBA](#) website regarding registration and more.

Looking forward to seeing you all there.

Best,
V

Superintendents Progress Report

Sept 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.

- Meetings and dialogue between principals and parents continue as needed and/or requested. Conversations have focused on instructional leadership, assurance, operational planning for the 2022-2023 school year such as requests for students to change classes so as to be with friends, calendar changes, and human resources.
- Meetings have been scheduled with 4 principals and two system leaders who will be evaluated this year. Note some of these meetings have already taken place and the rest should be completed by the end of the month.
- Visited all schools within the first 2 weeks of the school year to welcome staff back and focus on relationships and staff wellbeing.
- Scheduled professional growth planning meetings with all principals. The goal is that these will be completed by the end of November.
- The Board met with Minister Lagrange in Taber to discuss topics of concern to the board. I also had the privilege of accompanying the Minister on a tour of Central School. A huge thank you to Shea Mellow and the students who toured the minister around.
- A number of other meetings and professional learning activities were attended over the month. These include but are not limited to
 - Senior Administrative Leadership Team (SALT) meeting
 - Division Office staff meeting
 - Administrator meeting
 - Policy meeting
 - College of Alberta School Superintendent Zone Six (CASSIX) meeting
 - College of Alberta School Superintendent provincial executive meeting
 - Welcome new teachers at the August division wide day
 - Welcome new teachers at the August Horizon Induction Program



220926 Board Report

Associate Superintendent of Human Services

Human Resources

- Two New FSLCs started their positions. Kristen Suderman will be covering Barnwell School, VES and Chamberlain/Arden T. Litt. Leslie-Ann Griffin will be at ACE Place and TCHS.
- 16 support staff positions are currently posted

Horizon Induction Program

- [HIP 2022-23 Program Schedule](#)

Clinical Team Leader/FSLC/Wellness Coaches

- New partnership with Big Brothers and Big Sisters to offer programming in our rural schools for rural mentorship programs (specifically north and south schools)
- Angela Miller and FSLC, Glenn Jankowiak ran Level 1 Threat Risk Assessment Training for 12 staff members on August 26 and **Aug 29, 2022**
- Angela Miller and Robbie Charlebois attended a threat assessment training/response update meeting at the North American Center for Threat Assessment and Trauma Response and Center For Trauma-Informed Practices on September 2, 2022.
- CTL has been visiting schools and going through growth plans with the FSLC team.
- Currently looking at partnering with Lori Gair from Vulcan FCSS to help support some of our Lomond students and Families around preventative mental health and wellness.
- FSLC staff is currently working with Dave LeGrandeur on integrating counselling notes/files over to EduForms. This will be a work in progress over the course of the 2022-2023 school year.

Indigenous Learning

- All schools will be participating in acknowledgment of September 30th - National Day for Truth and Reconciliation
- Horizon's **Elder in Residence Charlie Fox** will be visiting multiple schools during the month including DAF on Sept. 28 to celebrate our Orange Shirt Day t-shirt logo contest winner
- Many events will be taking place at schools such as:
 - Jaron Weasel Bear - Indigenous Games
 - Jerry First Charger - dancing
 - Greta Old Shoes - stories and crafts

- Tipi raising
- Bannock bread
- Majorville Medicine Wheel
- Classroom discussions about the impact of residential schools

Low German Mennonite Programming

- Mennonite Heritage Week - September 12-16 2022 - was acknowledged by the school division and many schools offer special events and activities.

Workplace Wellness

- A survey called Guarding Minds at Work will be distributed this month for all staff in HSD to complete. The survey data will be instrumental in the work we are doing with the Well At Work Advisor Program.

Student Leadership

- The South Zone will be partnering again with SAPDC to offer another student leadership, mentorship, and wellness initiative for the 2022-23 school year. Horizon had several students participate last year.

Horizon Leadership Development

- Planning staff leadership development cohort for the 2022-23 school year continues
- A small Principal Advisory Committee will be meeting to finalize the planning of the leadership development cohort.

Report completed by Robbie Charlebois, Associate Superintendent of Human Services

Associate Superintendent, Learner Services
Report to the Board of Trustees – September 26, 2022

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

- At our division wide PD, our learning coach, Amanda, promoted instructional strategies using the online platform called Formative. This interactive session integrated formative assessment into an interactive lesson to highlight some of the new features on this platform.
- A large focus for the Learner Services Coordinator in the month of September is to work with schools to ensure staffing is in place as many new Early Learners have registered. Programs that were minimal last June, have almost doubled in size at four programs. Most of the new registrants are new students to the community and that is the reason they missed Developmental Check-ups last spring.
- During the division wide PD day, there was work and learning to all the new viewboards that have been ordered and installed in many of the classrooms in the division. Amanda worked with 15 teachers from across the division who were in two TLC (Teachers Learning Through Collaboration) Groups. The week before Dave and the technology team arranged for on-line virtual training for these new viewboards.
- Terri-Lynn worked with new teachers on Fountas and Pinnell training this month, so that they have the understanding of the purpose and how to administer and record these reading assessments with their students.
- Amanda is leading a book study with a group of teachers in TCS with the Building Thinking Classrooms in Mathematics by Peter Liljedahl. A Professional Development page has been created in Hapara, a software that teachers use to plan and provide instruction in the district. This workspace was created to promote collaborative discussions and sharing while the staff and Amanda work through the strategies in the book. All Principals have been added to this workspace and it is also available to any teacher in the division who is reading this book.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Differentiated Instruction and Scaffolding has been a focus this month for the Learner Services team. Information and planning templates have been created and shared with staff through the Learning Support Teachers Meeting, Beginning teachers group, Curriculum Cafe meetings, and small working groups. The planning tool has been adapted to Horizon's context and continues to

be promoted. Through the promotion of its valuable differentiation and assessment planning tool, both new and experienced teachers have reached out to the coaches to work through the templates in collaboration. Both Amanda and Coral have worked with teachers in the month of September to create planning tools that are housed in the shared drive for all teachers to access.

- The Learner Services Team facilitated the support of teachers on the “Planning for Student Success Day” - Friday, September 23rd where staff collaboratively develop Instructional Support Plans/English Language Learner Benchmarks/Early Childhood Support Plans using the Education Forms software. This was our second year with the Education Forms software making the process and access for staff much smoother than the first year of implementation.
- The Learner Services team is busy providing assessments for new registrations in order to ensure that students in Early Learning receive the supports that they need. If LST’s and Educators see a need for a referral (eg. ELL or Speech/Language), they will send those into Coral who will ensure English Language Learning and Mild coded students are up-to-date for the end of September deadline.
- The Early Years Assessments for grades 2-4 are due on September 30, to Alberta Education. Teachers have been provided structured and detailed instructions in a Google Drive along with training on how to proceed with these assessments and the data entry needed. Terri-Lynn also met with each elementary principal individually to share that all classes were set up to save teacher time. These assessments will lead to identifying students who are at risk and require extra learning support to alleviate learning gaps.

LEADERSHIP PRACTICES

- Dave and Terri-Lynn met with the zone leaders for CASSIX in the areas of Inclusive Education and Curriculum and Assessment. This collaboration is always beneficial, as it gives the team a chance to learn from one another.
- Amanda has spent time updating her training with Hapara so that she is able to support teachers with the new tools that are available to them. She has also participated in training with the Viewsonic hardware and software, specifically with how to help teachers enhance their instruction.
- Coral led all Early Learning staff through their beginning of year Orientation/Staff Meeting. The focus was on reviewing best practices of Early Learning programming, referral processes and review of human resource processes going through the school. This is to clearly communicate the Coordinator of Learner Services role in supporting staff.
- Amanda and Coral will be meeting with principals this month to discuss plans with how they can best support their staff to meet their goals.
- To support school, teachers and parents with new curriculum. Terri-Lynn created a parent communication document for New Curriculum. [Attached here.](#)

TECHNOLOGY INFORMATION (Information will be shared as needed)



ALBERTA
EDUCATION

*Office of the Minister
MLA, Red Deer-North*

While some students participate in year-round schooling and have been in the classroom for a few weeks – the first day of school for many students and teachers is quickly approaching. I am pleased to welcome back all the students and teachers who are returning and give a warm welcome to those who will be joining us for the first time. I hope you had the chance to rest, relax and recharge over the summer and are ready for an exciting and productive school year.

I am truly thankful for everyone's collaborative efforts in providing a safe and healthy learning environment particularly over the last two years and look forward to a smooth return to in-person instruction. We remain committed to ensuring the health and safety of staff, and students. As we head into the school year, I encourage all students and staff to continue exercising regular personal hygiene and staying home when not feeling well. As I have said in the past it is important that individual family choices continue to be respected related to masking and vaccination. No student or staff member should be stigmatized for their choices.

While the last couple of years has taught us resilience and perseverance, we understand the impacts Covid-19 has had on our young learners' education and mental well-being. We are committed to ensuring our students feel connected and supported in their academic and mental-health needs. Alberta's Government is pleased to commit \$110 million over three years to improve mental health services, provide specialized assessments from qualified therapists and psychologists, and help students get their learning back on track after the pandemic. This is in addition to the over \$1.4 billion in Learning Supports Funding provided directly to school authorities each year. This funding envelope includes the Specialized Learning Supports (SLS) grant, the Nutrition grant, and Program Unit Funding (PUF), which support student mental health, specialized assessments and allow school authorities to provide supports to students and staff.

I sincerely appreciate all the teachers, support staff, school boards, administrators and parents who work tirelessly throughout the school year to prepare students for success and ensure they have the proper supports. Your efforts are both noticed and appreciated.

The school year ahead holds tremendous potential and opportunities for students and educators alike. I am proud of what we have accomplished, and what we continue to work towards – improving education and supporting young Albertans. I wish everyone a happy, healthy, and successful 2022-2023 school year!

Sincerely,

Adriana LaGrange
Minister of Education

From: **Alberta News** <alberta.news@gov.ab.ca>

Date: Tue, Aug 30, 2022 at 1:30 PM

Subject: News Release: Online teacher registry launches Sept. 1

Online teacher registry launches Sept. 1

August 30, 2022 [Media inquiries](#)

The Teacher and Teacher Leader Registry launching on Sept. 1 will increase transparency and accountability by showing the professional standing of Alberta's teachers.

A new registry will show information about teachers and teacher leaders dating back to 1954, including their name, the type of certificate they hold and whether it is still valid, and the date they received their certification. The registry will also show disciplinary decisions that resulted in a certificate being suspended or cancelled for unprofessional conduct or professional incompetence dating back to 1990.

The registry will help increase public confidence in the teaching profession by showing that the vast majority of Alberta's teachers are dedicated professionals in good standing. The registry sends a clear message that the government and teachers care deeply about safe learning environments for students and teacher professionalism.

"The vast majority of our teaching profession upholds the high standards we all have for those entrusted with our children each day. We will balance individual teachers' rights to privacy and procedural fairness with the public's right to know when a teacher has been disciplined, resulting in a teaching certificate being suspended or cancelled."

Adriana LaGrange, Minister of Education

"With students being the first interest of our members, the college values transparency in sharing information that supports the safety of students and the professionalism of those entrusted in their care."

Dr. Scott Morrison, president, College of Alberta School Superintendents

"We are pleased to see that the Government of Alberta takes student safety seriously enough to implement up-to-date measures. The online registry will greatly improve transparency relating to unprofessional teacher conduct. Having a registry

will increase the accountability of Alberta teachers. It will bring the teaching profession in line with other professional organizations like doctors, pharmacists, nurses and lawyers that already have searchable registries in place. This is another much-needed step in the right direction to ensure all of our children are safe at school and school activities.”

Todd and Loni Snow, Alberta parents

“Alberta is lucky to have incredible educators who work tirelessly to create safe and enriching learning environments. In the rare circumstances where a teacher or teacher leader chooses to abuse their power and has been disciplined as a result, the public has a right to know.”

Mary Jane James, CEO, Sexual Assault Centre of Edmonton

An online, searchable registry aligns with practices in other Canadian jurisdictions, such as British Columbia, Ontario and Saskatchewan, which share similar information about the status of teaching certificates and disciplinary matters. The registry is also similar to registries for members of other professions in Alberta such as nurses, doctors, lawyers and engineers. Alberta’s registry includes relevant information about serious disciplinary matters while still protecting the privacy of the disciplined individual’s colleagues, students and others who may be involved in the situation.

The registry will launch with information for about 162,000 current and former teachers and teacher leaders, with that number growing as more individuals become certificated. Requests for exemption from the online registry are considered on a case-by-case basis. As set out in the *Education Act*, exemptions may be granted including in situations where the disclosure of information on the registry:

- is contrary to another law in Alberta or Canada
- goes against an order that has been issued by a court
- could reasonably cause injury or hardship to a person

Quick facts

- On Sept. 1, 2019, professional practice standards came into effect for principals and superintendents, along with a revised standard for teachers. Additionally,

two new levels of certification for teacher leaders were introduced: a leadership certificate and a superintendent leadership certificate.

- On Dec. 15, 2021, part of the *Students First Act* became law, requiring the Alberta Teachers' Association (ATA) to notify the registrar of all complaints received. On Sept. 1, 2022, the remainder of the *Students First Act* becomes law to address gaps, issues and inconsistencies in Alberta's system of oversight and discipline for teachers and teacher leaders.
- On Jan. 1, 2023, the *Reforming Teaching Profession Discipline Act* will create the Office of the Alberta Teaching Profession Commissioner, separating the teacher disciplinary process from the ATA's mandate and functions.

Related information

- [Teacher and Teacher Leader Registry](#)



September 2, 2022

Via email: marie@wheatcrest.ca

Trustee Marie Logan
Board Chair
Horizon School Division
6302 – 56 Street
Taber, AB T1G 1Z9

Dear Board Chair Trustee Logan:

Thank you for your ongoing support of the Alberta School Councils' Association (ASCA) and the opportunity to work in partnership with the Horizon School Division.

I am writing to share our current Association fiscal reality, and potential avenues for assistance from your school division and school councils.

Alberta Education has, once again, denied funding for the ASCA. In the fiscal year ended June 30, 2022, a \$15,000 project specific Grant was the only funding obtained from the Ministry (not the \$170,000 received in 2020, or the \$654,000 received before that).

Indicated in an email from the Ministry on July 20, 2022, in response to the submission of ASCA conditional grant applications:

"I regret to inform you that the grant applications will not be approved for funding. Alberta Education does not provide operational funding to non-government organizations through grants.

Parent perspective is fundamentally important to Alberta's government. The Alberta School Council Engagement grant of \$1 million (\$500 for every school council) is evidence that this government values parent voice. Should individual school councils wish, they could use the funds from this grant to access ASCA resources." Jeff Willan, Assistant Deputy Minister, Strategic Services and Governance

You may be aware that Alberta Education previously provided ASCA with funding to deliver workshop learning opportunities, supports and services (at no cost) to school councils and School Divisions in Alberta. In 2021, the government changed this to a direct funding approach providing approximately \$1 million directly to school councils. Alberta Education provides the funding to School Divisions who provide each of their school councils with the \$500.

ASCA's current fiscal reality means we diligently monitor revenue and resource capacity to ensure a minimum rolling 90-day viability. With a potential revenue source in the Alberta School Council Engagement (ASCE) grant funding of \$500 to each school council in Alberta, the Association could sustain operations and deliver services for the 2022-2023 operating year.

The ASCE grant funding to school divisions for each school is to support school councils fulfilling their legislated responsibilities in the education system and enhancing parent involvement and engagement. Activities that grant funds can be used for include ASCA learning opportunities such as workshops and services for parents to increase capacity for school council members.

[ASCE Grant information](#)

ASCA will offer online Workshops, scheduled weekly throughout the year (September 2022 to June 2023) for school councils' registration. Workshops help school councils understand their legislated role, increase capacity, and enhance parent engagement in the school community.

Workshops are delivered to school councils (regardless of ASCA Membership status), in a fee structure aligned with the ASCE Grant.

ASCA is seeking 800 school councils to book their Level 1 \$200 and Level 2 \$300 training Workshops. [ASCA Workshops](#)

ASCA is asking School Divisions to assist with expediting the ASCE grant funds to their school councils and encourage EARLY registrations in ASCA workshops. Funding Manual [Division Submission Form](#). Return to: School Finance Branch by email at edc.schoolfinance@gov.ab.ca.

A second ask is for School Divisions to consider a sponsorship commitment with ASCA. Opportunity for Division marketing and brand promotion utilizing ASCA assets is a positive partner collaboration with mutual benefits of merit. [Partner Sponsor Program](#)

The ASCA Board of Directors continues its commitment to ensure the Association remains ***relevant, sustainable, autonomous, and innovative***. Additional revenue sources for the Association are being sought through fund development initiatives, Corporate Sponsorship opportunities, donations, and grant applications.

ASCA looks forward to a future supporting student success in education, with the help of our valued partner organizations and school boards in Alberta. For additional information, please contact Wendy Keiver, ASCA Executive Director: wendyk@albertaschoolcouncils.ca

Yours truly,



Brandi Rai
ASCA President

CC: Wilco Tymensen, Superintendent, Horizon School Division, wilco.tymensen@horizon.ab.ca

From: **Alberta News** <alberta.news@gov.ab.ca>

Date: Thu, Sep 8, 2022 at 1:53 PM

Subject: Statement: Her Majesty Queen Elizabeth II: Premier Kenney

Her Majesty Queen Elizabeth II: Premier Kenney

September 08, 2022 [Media inquiries](#)

Premier Jason Kenney issued the following statement on the death of Her late Majesty Queen Elizabeth II:

“I join Albertans, Canadians and the peoples of the Commonwealth in deepest grief and sorrow at the death of Her late Majesty the Queen.

“The long and glorious reign of Canada’s Sovereign has ended, and with it what Sir Winston Churchill called the second Elizabethan Age.

“For almost all of us, she is the only Canadian Monarch we have ever known. In an ever-changing world, she was for us a bedrock of stability and continuity, a ceaselessly gracious and dignified presence in our lives.

“Her late Majesty gave her whole life in service to her people and to the institutions that are the safeguards of our parliamentary democracy and liberties. Continuing her public duties into the seventh decade of her reign and her 96th year, it seemed like she was an eternal presence in our lives. And so today’s sad news is for me and for many a terrible shock, as something permanent in our lives has given way.

“On her many visits to Alberta, Her late Majesty demonstrated a deep affection for this place and its people. Her name will live on forever here, on schools and streets, roadways and buildings, and indeed Mount Queen Elizabeth and the Queen Elizabeth Range of our majestic Rocky Mountains.

“The late Queen was a woman who held a quiet but deep Christian faith. And so I join with countless people here and around the world in praying for the repose of her soul and the consolation of the Royal Family. She would have meditated many times on the parable of the talents, so I hope that she will finally hear the words: ‘Well done, good and faithful servant; you have been faithful over a few things, I will make you ruler over many things. Enter into the joy of your Lord.’

“Thank you, Your Majesty.

“And may God save The King.”