

Regular Board Meeting Agenda – 1:00 p.m.

MONDAY, APRIL 22ND 2024

Acknowledgement of the Land

Horizon School Division is located on the traditional land of the Blackfoot Confederacy, Treaty 7 territory and the home of the Métis Nation of Alberta, District 1. 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 ITEMS

A.1 Agenda	<p>ENCLOSURE 1 ENCLOSURE 2 ENCLOSURE 3 ENCLOSURE 4 ENCLOSURE 5</p> <p>ENCLOSURE 6 ENCLOSURE 7</p>
A.2 Minutes of Regular Board Meeting held Monday, March 25, 2024	
A.3 April 2024 Payment of Accounts	
A.4 Second & Final Reading Policy EEACB – Bus Route Contractors	
A.5 Second & Final Reading Policy JBB – Canadian Anti-Spam Legislation	
A.6 Second & Final Reading Policy JH – Playground Equipment and Playfield Facilities	
A.7 First Reading Policy IGB – Cell Phones	
A.8 First Reading Policy GBL – Personnel Records	

D – DISCUSSION ITEMS

D.1 Graduation/Celebration Ceremonies	ENCLOSURE 8
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I – INFORMATION ITEMS

I.1 Superintendent’s Report – Dr. Wilco Tymensen	<p>ENCLOSURE 9</p> <p>ENCLOSURE 10 ENCLOSURE 11 ENCLOSURE 12</p>
I.2 Trustee/Committee Report	
I.2.1 Zone 6 Report – Mandy Court	
I.2.2 Facilities Meeting Report – Bruce Francis	
I.3 Associate Superintendent of Finance and Operations – Phil Johansen	
I.4 Associate Superintendent of Human Services – Karen Rancier	
I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan	
I.6 Education Week – April 15-19, 2024 (A gift card (Indigo/Chapters) from the Board & Sr. Admin. was sent to each school)	

C - CORRESPONDENCE

C.1 Real Property Governance Act	ENCLOSURE 13
C.2 Press Release: W.R. Myers Modernization	
C.3 Press Release – New name for Taber Mennonite School	
C.4 News Release – Alberta taking back control of federal agreements	

Board will move back into Committee

DATES TO REMEMBER

• April 22 – Board Meeting
• April 23-24 – Developmental Check-ups
• April 26 – 28 – ASCA Annual General Meeting - Edmonton
• May 1 – COSC Meeting
• May 2 – Developmental Check-ups
• May 6 – 10 – Education Week
• May 8 – Mental Health in Schools Meeting (MHIS)
• May 9 – Developmental Check-ups
• May 10 – Horizon Induction Program -Celebration of Learning
• May 14 – Administrator’s Meeting
• May 15 – ASBA Zone 6 Meeting – Horizon School Division
• May 15 – Edwin Parr Banquet & Awards
• May 20 – Stat Holiday – Victoria Day
• May 28 – Board Meeting

Horizon School Division



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

The Board of Trustees of Horizon School Division held its Regular Board meeting on Monday, March 25th, 2024, beginning at 1:00 p.m.

TRUSTEES IN ATTENDANCE: Marie Logan - Board Chair, Bruce Francis – Vice 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
Karen Rancier, Associate Superintendent of Human Services
Terri-Lynn Duncan, Associate Superintendent of Learner Services
Sheila Laqua, Recording Secretary

VIA ZOOM Heather Cameron, Taber Times

ACTION ITEMS

A.1	Moved by Blair Lowry that the Board approve the agenda with the following additions: A.9 – 3-Year Capital Plan A.10 – DAF/WRM Modernization Phase 2 Letter Carried Unanimously	AGENDA APPROVED 27/24
A.2	Moved by Bruce Francis that the Board approve the Minutes of the Regular Board Meeting held Tuesday, Monday, February 26, 2024 as provided by Enclosure #1 of the agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 28/24
A.3	Moved by Jennifer Crowson that the Board approve the March 2024 Payment of Accounts in the amount of \$4,729,945.77 as provided in Enclosure #2 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNTS APPROVED 29/24
A.4	Moved by Derek Baron that the Board approve the second reading of Policy JAB – Flag Protocol as provided in Enclosure #3 of the agenda. Carried Unanimously	SECOND READING POLICY JAB APPROVED 30/24

	Moved by Derek Baron that the Board approve the final reading of Policy JAB – Flag Protocol as provided in Enclosure #3 of the agenda. Carried Unanimously	FINAL READING POLICY JAB APPROVED 31/24
A.5	Moved by Jennifer Crowson that the Board approve the first reading of Policy EEACB – Bus Route Contractors as provided in enclosure #4 of the agenda, with amendments. Carried Unanimously	FIRST READING POLICY EEACB APPROVED 32/24
A.6	Moved by Maxwell Holst that the Board approve the first reading of Policy JBB – Canadian Anti-Spam Legislation as provided in enclosure #5 of the agenda, with amendments. Carried Unanimously	FIRST READING POLICY JBB APPROVED 33/24
A.7	Moved by Mandy Court that the Board approve the first reading of Policy JH – Playground Equipment and Playfield Facilities as provided in enclosure #6 of the agenda, with amendments. Carried Unanimously	FIRST READING POLICY JH APPROVED 34/24
A.8	Moved by Bruce Francis that the Board approve the name change of the current Taber Mennonite School to Horizon Christian Program. Carried Unanimously	NAME CHANGE APPROVED 35/24
A.9	Moved by Bruce Francis that the Board approved the 2024-2027 Three Year Capital Plan as presented. Carried Unanimously	3-YEAR CAPITAL PLAN APPROVED 36/24
A.10	Moved by Bruce Francis that the Board send out a press release to the public regarding the W.R. Myers/D.A Ferguson Modernization. Planning work for Phase 2 will continue in preparation for construction approval. Carried Unanimously	PRESS RELEASE DAF/WRM PHASE 2 APPROVED 37/24

DISCUSSION ITEMS

D.1 CELL PHONE POLICY

- Implementing a division-wide cell phone policy was discussed. The Board looked at several different policies in School Divisions across Alberta, as well as legislation across Canada and the United States. The board has directed the superintendent to develop a policy.

INFORMATION ITEMS

I.1 MILK RIVER RIDGE 4-DAY WEEK

- The Superintendent informed the Board that less than 67% of parents supported transitioning to a 4 day school week. As such, no discussion was brought to the board regarding this matter.

I.2 SUPERINTENDENT'S REPORT

- View Dr. Wilco Tymensen, Superintendent's March 2024 Report [here](#).

I.3 TRUSTEE/COMMITTEE REPORT

I.3.1 ASBA Zone 6 Report

Mandy Court , Zone 6 Rep, provided a summary from the Zone 6 meeting:

- Pres. Marilyn Dennis talked about the current curriculum engagement
- Presentation regarding acoustics and student learning
- Individual reports were shared
- Germanic education model

I.3.2 Facilities Meeting Report

Vice Chair, Bruce Francis, provided an update regarding Facilities Department work for the month of March 2024:

- 3-year Capital Plan
 - With W.R. Myers Modernization not yet approved for construction, it will remain the boards number one priority. Priority two and three remain unchanged.
- Milk River Capital Project
 - Project completion estimated for December 2024, however unforeseen circumstances could see an adjustment to that date

I.3.3 Administrator's Meeting Report

Vice Chair, Derek Baron, provided a summary/discussion from the March 2024 Administrator's Meeting:

- New Hiring/Onboarding Workflow for Administrators/Supervisors
- Administrator's Learning Symposium – April 2024
- Cell phone policy
- Early years testing
- Budget
- 25 new classroom supervisors were trained in 2024
- Horizon Assurance Survey

I.3.4 Southern Alberta Collegiate Institute Report

Blair Lowry provided a summary/discussion from the Southern Alberta Collegiate Institute:

- Alberta Education is providing \$6-million to help six school divisions set up the Southern Alberta Collegiate Institute with Lethbridge College.
- Plans include creating a dedicated education space for secondary students at Lethbridge College.
- This partnership is a great example of what can happen as neighbouring school divisions

including post-secondary institutions work together and collaborate in providing a broad range of programming options for students.

- The Southern Alberta Collegiate Institute will better prepare our students to successfully transition to career paths that may not have been available to them otherwise.
- School divisions in the partnership are Palliser, Lethbridge, Holy Spirit, Horizon, Livingstone Range and Westwind.
- The collegiate institute will create more room for students to explore post-secondary options and experience hands-on, technical training.
- Students in the collegiate institute will pursue career exploration and training in trades programs offered at the college, including: agricultural equipment technician, automotive service technician, heavy equipment technician, parts technician, carpentry, baking, cooking, electrical, power line technician, plumbing, welding and wind turbine technician.

I.4 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS

- Philip Johansen, Associate Superintendent of Finance and Operations:
 - It has been a month since the province announced their budget, but we still have not received the funding manual and funding sheets. We are expecting those later this week. I have been doing preliminary work for the budget and as with most years, there appears to be significant challenges including:
 - a second tier of CPP for earnings over \$
 - increased absenteeism rates
 - increasing carbon tax
 - increasing ASEBP rates
 - This month we also filed the annual GRE report. It is a significant financial report to the government to provide them with key information that will allow them to consolidate school division information into their year end, which is March 31.

I.5 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT

- View Karen Rancier, Associate Superintendent of Human Services' March 2024 Report [here](#).

I.6 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

- View Terri-Lynn Duncan, Associate Superintendent of Learner Services' March 2024 Report [here](#).

Moved by Derek Baron that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
38/24

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE
39/24

Moved by Maxwell Holst that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
40/24

Marie Logan, Chair

Sheila Laqua, Executive Secretary

PAYMENT OF ACCOUNTS REPORT

Board Meeting - April 22, 2024

General	March 26/24		1425388.23
General	March 28/24		45426.12
General	April 2/24		103353.35
General	April 9/24		392475.78
General	April 16/24		97240.23
"A" Payroll	March 2024	Teachers	1,735,602.98
		Support	672,353.92
"B" Payroll	February 2024	Casual	17,067.07
		Subs	77,873.91
Total Accounts			4,566,781.59
Board Chair	_____		
PJ:dd			
April 17, 2024			

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: EEACB
Policy Title: Bus Route Contracts
Cross Reference: EEAB
Legal Reference: Education Act, School
Transportation Regulation
Adoption Date: December 18, 1996
**Amendment or Re-
affirmation Date:** ~~October 24, 2001~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION MAY CONTRACT ROUTES TO INDIVIDUALS AND/OR COMPANIES TO PROVIDE THE REQUIRED SERVICE. ~~IN EXERCISING THIS OPTION FOR TRANSPORTATION, THE FOLLOWING GUIDELINES SHALL BE FOLLOWED.~~

REGULATIONS

1. The Board retains ownership of all bus ~~routes, and routes and~~ will endeavor in all cases to select qualified contractors whose drivers will meet the required standards.
2. A contractor shall be required to ~~enter into~~enter a standard transportation contract. The contractor shall not assign, ~~transfer~~transfer, or subcontract any of his ~~rights responsibilities, burdens,~~ duties or obligations without the prior consent of the Horizon School Division.
3. While performing services, a contractor is not an officer, ~~agent~~agent, or employee of the Horizon School Division.
- ~~4. A route contract shall remain with the contractor as long as the contractor remains eligible. Should it be necessary to transfer the route to another party the following guidelines shall be followed:~~
 - ~~4.1. Applicant shall possess the required standards.~~
 - ~~4.2. Applicant shall provide a letter of fiscal responsibility from their financial institution.~~

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	JBB
Policy Title:	CASL; Anti-Spam Policy
Cross Reference:	
Legal Reference:	Canadian Anti-Spam Legislation, Electronic Commerce Protection Regulations
Adoption Date:	January 20, 2015
Amendment or Re- affirmation Date:	

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT UNSOLICITED COMMERCIAL ELECTRONIC MESSAGES (CEMS) MUST BE REGULATED AS PER CANADA'S ANTI-SPAM LEGISLATION (CASL).

DEFINITIONS

Canada's Anti-Spam Legislation (CASL): An Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities.

Commercial electronic message (CEM): CEMs are commercial electronic messages that encourage participation in commercial activity. Even if a commercial message is not sent with an expectation of garner a profit, it still qualifies as a CEM. CEMs include: emails, instant messaging, and telephone communication.

Electronic address: An address used in connection with the transmission of an electronic message to an electronic mail account, an instant messaging account, a telephone account, a social media account, or any similar account.

Express consent: written or oral consent.

Implied consent: exists with recipients with whom the sender has a pre-existing relationship, either business or non-business.

- The implied consent may be extended to recipients who have conducted business with the sender, volunteered, or provided donations, no more than two years immediately before the day on which the message is being sent or
- Extends to a recipient who made an inquiry or application, within the six-month period immediately before the day on which the message was sent.

Personal relationship: means a relationship between the sender and the recipient, where those individuals have had direct, voluntary, two-way communication and it would be reasonable to conclude that they have a personal relationship.

Spam: The simplest definition of spam is unsolicited email, though it can also include unsolicited text messages and software. The legal definition of spam also encompasses:

GUIDELINES

1. ~~All staff and students shall comply with Canada's Anti-Spam Legislation.~~
2. ~~All information systems within the Horizon School Division are the property of the Horizon School Division and will be used in compliance with policy.~~
3. ~~All users will report any irregularities found in incoming or outgoing CEMs to the Superintendent or Designate immediately upon detection.~~
4. ~~Generally, employer-employee communications will not fall within CASL parameters and thereby will not be subject to CASL.~~
5. ~~Employees shall not use Horizon School Division email or mobile telephones to conduct any business or promotion not directly concerning the activities of the organization. This includes, but is not limited to:~~

Policy **JBB**: CASL – *Canadian Anti-Spam Legislation, Cont'd.*

- unauthorized alteration of transmission data;
- the installation of computer programs without consent;
- false or misleading electronic representations (including websites);
- the harvesting of addresses (collecting and/or using email or other electronic addresses without permission); and
- the collection of personal information by accessing a computer system or electronic device illegally.

GUIDELINES

1. All information systems within the Horizon School Division are the property of the Horizon School Division and shall be used in compliance with Canada's Anti-Spam Legislation and this policy.
2. CASL does not apply to a commercial electronic message (CEM) sent to an individual with whom the sender has a personal or family relationship.
 - 2.1. Legal entities, such as corporations, cannot have a personal relationship. Someone who sends a CEM on behalf of a corporation may not claim to have a personal relationship with the recipient.
3. Generally, employer-employee work related communications will not fall within CASL parameters and thereby will not be subject to CASL.
4. CASL provides an exemption that CASL does not apply to CEMs sent by an employee of an organization to an employee of another organization if the organizations have a relationship and the message concerns the activities of the organization to which the message is sent.
5. All users should report any irregularities found in incoming or outgoing CEMs to the Superintendent or designate upon detection.
 - ~~5.1. Sale of any personal goods or services;~~
 - ~~5.2. Promotion of any fundraising outside of the school or division;~~
 - ~~5.3. Promotion of personal or third party business.~~

REGULATIONS

1. All staff and students shall comply with Canada's Anti-Spam Legislation and
 - 1.1. obtain prior consent from the recipient (either express or implied) before sending commercial electronic messages;
 - 1.2. provide identification and contact information; and
 - 1.3. include a working unsubscribe mechanism.

Policy JBB: CASL – Canadian Anti-Spam Legislation, Cont’d.

2. Employees shall not use Horizon School Division to send electronic messages to conduct any business or promotion not directly concerning the activities of the organization. This includes, but is not limited to:

2.1. sale of any personal goods or services;

2.2. promotion of any fundraising outside of the school or division; and

2.3. promotion of personal or third party business.

~~1.3. Express consent is the preferred mode of~~Employees ~~subscribing to~~sending CEMs ~~are required to.~~

3.1. obtain consent before sending the CEM;

3.1.1. Subscribers may opt in through a mode determined by the school.

3.1.2. The database of all subscribers granting express consent for CEMs shall be maintained by a designate at each school site.

~~1.1.3.1.3. Parents-Subscribers shall consent via each child’s school registration form, to be completed annually~~may withdraw consent at any time.

~~1.2. The database of all subscribers granting express consent for CEMs shall be maintained by a designate at each school site (e.g. school secretary).~~

~~1.3. Community subscribers may opt in through a mode determined by the school.~~

~~2. Implied consent exists with recipients with whom the send has a pre-existing relationship, either business or non-business. The implied consent may be extended to recipients who have conducted business with the sender, including providing donations or volunteer work, no more than two years immediately before the day on which the message is being sent.~~

~~3. include identification information that includes your All CEMs must contain the following minimum information, clearly laid out:~~

~~3.1.3.2. cContact information for and the division’s contact information~~sender, including first and last name, sender email address, school name, school mailing address, and school phone numbe; and;

~~3.2. If the CEM is to be sent on behalf of another contact, the name of this contact and the sender must both be included in addition to the information listed above;~~

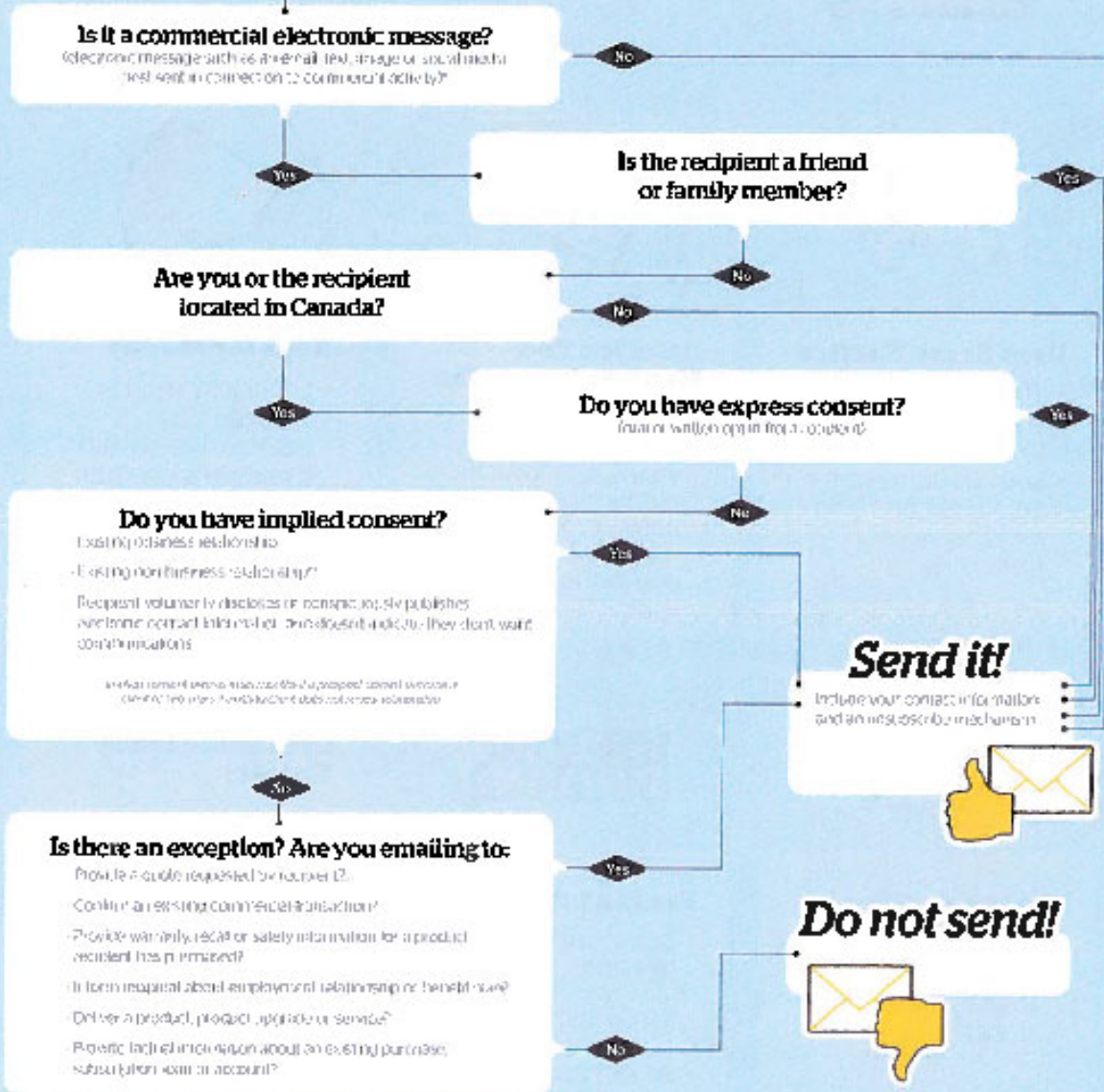
3.3. aAn “unsubscribe” link-mechanism or instructions for contacting the sender to unsubscribe (e.g. including a statement that an end-user can unsubscribe by responding to the email with the word "UNSUBSCRIBE" in the subject or instructions for contacting the sender to unsubscribe.

Policy **JBB:** CASL – *Canadian Anti-Spam Legislation*, Cont'd.

4.3.3.1. All “unsubscribe” requests must be ~~immediately forwarded to the site database manager in order to ensure prompt processing of the request and to maintain accurate records~~ actioned within 10 business days. ~~Employees must not send any further communication to the unsubscribed party.~~

Compliant marketing under Canada's Anti-Spam Legislation

Can I send it?



The prohibition on unsolicited commercial electronic messages (spam) is contained in section 17 of the **Personal Information Protection and Electronic Information Act** (PIPEDA).
 The prohibition on unsolicited commercial electronic messages (spam) is contained in section 17 of the **Personal Information Protection and Electronic Information Act** (PIPEDA).
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HORIZON SCHOOL DIVISION

Policy Code:

JH

Policy Title:

Playground Equipment
and Playfields ~~Facilities~~

POLICY HANDBOOK

Cross Reference:

[Policy JC: Gifts & Donations](#)

Legal Reference:

Adoption Date:

March 23, 2009

Re-Affirmation or

Amendment Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION ~~RECOGNIZES THE NEED TO PROMOTE POSITIVE PLAY EXPERIENCES WITHIN~~ SHALL MAINTAIN A SAFE SCHOOL ENVIRONMENT ~~AND THE INHERENT VALUE OF WHICH INCLUDES~~ PLAYGROUND EQUIPMENT ~~AND PLAYFIELDS IN THE DEVELOPMENT OF CHILDREN AS PER INSURANCE AND LEGISLATIVE REQUIREMENTS.~~ THE BOARD, AS A RESPONSIBLE COMMUNITY PARTNER, SUPPORTS THE PUBLIC USE OF SCHOOL PLAYGROUNDS, PLAYGROUND EQUIPMENT, AND PLAYFIELD FACILITIES OUTSIDE OF REGULAR SCHOOL HOURS AND REGULAR SCHOOL DAYS. THE BOARD IS RESPONSIBLE TO ENSURE THAT SAFETY IS PARAMOUNT IN ALL DECISIONS REGARDING PLAYGROUNDS, PLAYGROUND EQUIPMENT AND PLAYFIELD FACILITIES.

~~THE BOARD SUPPORTS THE SAFETY AND INSTALLATION OF SAFE PLAYGROUND EQUIPMENT AND PLAYFIELD FACILITIES BY THE SCHOOL COMMUNITY PARENT COMMITTEES AND/OR OTHER COMMUNITY PARTNERS WITHIN THE GUIDELINES OF THIS POLICY WHERE THE SELECTED EQUIPMENT PROMOTES A WIDE VARIETY OF PLAYGROUND ACTIVITIES DESIGNED TO PROMOTE LIFE LONG PHYSICAL FITNESS.~~

DEFINITION

Playfields Facilities: School outdoor play areas ~~that are outside of the~~ which may include playground equipment ~~on school property and playfield structures~~ (e.g. baseball diamond, soccer ~~field posts~~, track, field pitches).

REGULATIONS

A. A. Playground

1. Newly Purchased or Newly Donated Playground Equipment

- 1.1. All donated equipment must be new from the manufacturer. No used or 'homemade' equipment will be installed on Board property.
- 1.2. All newly purchased or donated playground equipment must comply with Canadian Standards Association's most current version of Children's Play Spaces and Equipment. Letters of compliance with this standard from the equipment manufacturer must be retained with all other documents for the equipment.

~~1.3. — Manufacturers of playground equipment that have been in business for ten years or more shall be given preference over other manufacturers of playground equipment. Refer to Board Policy DJD — Purchasing Locally.~~

- 1.3. Play structures manufactured by companies that have, or will be going out of business ~~will should not be purchased due be avoided due~~ to future unavailability of parts and comprehensive liability insurance ~~of that manufacturer.~~

1.4. The Principal, in consultation with the School Council, is responsible for defining the needs of the school in considering the purchase of playground equipment.

1.5. For the purpose of insurance, all donated or purchased playground equipment becomes the sole property of the Board.

1.6. Except where funded by government, the school, through the School Council or other parent or community group, is responsible for:

1.6.1. acquiring the funds to purchase new playground equipment;

1.6.2. all costs of the installation including equipment, containment, protective surfacing material, and any excavation work required beyond the capacity of the Maintenance Department;

1.6.3. developing a plan for replacement of playground equipment.

~~1.4.~~

Policy JH – ~~Playground Equipment and Playfield Facilities~~, Cont'd.

~~1.5. The Principal, in consultation with the School Council, is the primary contact with the Board and is responsible for defining the needs of the school in considering the purchase of playground equipment.~~

~~1.6. For the purpose of insurance, all donated or purchased playground equipment becomes the sole property of the Board.~~

~~1.7. The school, through the School Council or other parent or community group, is responsible for:~~

~~1.7.1. Acquiring the funds to purchase new playground equipment;~~

~~1.7.2. all costs of the installation including equipment, containment, protective surfacing material, and any excavation work required beyond the capacity of the Maintenance Department;~~

~~1.7.3. developing a plan for replacement of playground equipment.~~

1.8.1.7. The Board encourages schools, through its School Council or other community group, to establish a contingency fund of at least ten (10%) of the purchase price of playground equipment for ongoing maintenance and repairs.

1.9.1.8. The Principal, in consultation with the School Council, is responsible for selecting a play structure from a manufacturer which must meet or exceed design and performance specifications as established by the Horizon Facilities Manager.

1.10.1.9. The Horizon Facilities Manager is responsible for the final approval regarding standards of design, construction, and location of all playground equipment prior to purchase. Preference will be given to lower risk and lower maintenance structures. The Facilities Manager also oversees the installation of equipment and appropriate signage.

1.11.1.10. Schools are encouraged to give consideration to alternative play areas such as naturalized areas, berms, trees, and pathways. All plans require prior approval of the Horizon Facilities Manager.

~~1.12.1.11. Although the Board accepts design standards of reputable manufacturers, it~~The board has restricted certain design aspects (~~—Please see Policy~~ Attachment A: Design Considerations)

2. -Installation of Playground Equipment

2.1 The Principal, in consultation with the School Council is responsible for choosing a location on the property for the playground equipment with approval of Horizon's Facilities Manager.

2.2 Volunteer installations are not permitted unless supervised by a representative of the manufacturer.

2.3 A qualified professional (e.g. manufacturer or vendor) must install all structures, equipment, materials and containment (as approved by Horizon's Facilities Manager). On completion, the manufacturer must provide the Board with a letter indicating that the equipment and installation conforms to the current CAN/CSA guidelines and standards, and the terms and conditions of the guarantee and warranty.

2.4 Horizon's Facilities Manager shall ensure that all installers of playground equipment on Board property provide proof of liability insurance in the amount of not less than two million dollars (\$2,000,000.00) with the Board named as an additional insured. The installer must also provide a Certificate of Good Standing from the Workplace Safety and Insurance Board.

2.5 The installer is required to barricade equipment on a daily basis until all work is completed.

Policy JH – *Playground Equipment and Playfield ~~Facilities~~*, Cont'd.

- 2.6 All surface and ground preparation must be provided by qualified personnel in accordance with recommended CSA standards.
- 2.7 The Principal and Horizon's Facilities Manager shall ensure that all newly installed equipment and site preparation and ground cover is inspected prior to use by a certified playground inspector. The Principal will retain the inspector's checklist for future reference, and a copy will be sent to Horizon's Facilities Manager.
- 2.8 All playgrounds must have signage to identify manufacturer's information, the intended age of users (provided by manufacturer), and the manufacturer's contact number.
- 2.9 All playgrounds must have signage indicating that they are unsupervised outside of school hours.
~~This signage will be provided by the Facilities Department.~~

3. Inspections for New or Existing Equipment

- 3.1 The Facilities Department shall conduct at minimum a quarterly inspection program ~~performed by a certified playground inspector~~. The annual inspection will be done in accordance with the manufacturer's recommendations and the current CSA standards. ~~The Principal will be notified of the inspection date and time and he/she or a designate should attend the inspection so that first hand knowledge of potential problems can be gained.~~ If, during an inspection, a safety hazard is identified in a structure and it cannot be immediately repaired, the equipment shall be isolated or removed from service by the Facilities Department until repairs can be made. ~~Copies of the inspection report will be delivered to the school for the Principal and School Council.~~

4. On-Going Maintenance and Repairs

- 4.1 The School shall, ~~through the School Council, or other community groups,~~ assume responsibility for maintaining the structures to required standards and will make repairs to play structures. The Facilities Manager will provide a list of approved playground repair contractors, and all repairs that are beyond the capability of the facilities department will be completed by one of the pre-qualified contractors. ~~The repairs shall be completed using the 10% contingency fund established by the School Council. The fund shall be returned to the minimum of 10% within a reasonable length of time.~~
- 4.2 Some minor repairs may be performed by the Board's maintenance staff. The Principal is responsible for contacting the Facilities Manager to determine what work, if any, can be accomplished in-house.
- 4.3 If the Facilities Manager becomes aware of a maintenance issue when the Principal and/or School Council are not available (i.e. summer months) Board maintenance staff will take action to remove or make the play structure safe.
- 4.4 The Board maintenance staff shall assume responsibility for maintaining the protective surfaces of play structures to required standards ~~for each creative play structure.~~

5. Play Structure Removal

- 5.1 Once a Principal and School Council have received an inspection report that designates aspects of a play structure/equipment as unsafe and not conforming to the CSA guidelines, the equipment will immediately be taken out of service and the school will have a period of three (3) months to develop a plan to rectify the situation. If a playground action plan is not submitted to the Facilities Manager the structure can be removed from the site by Board maintenance staff.

Policy JH – Playground Equipment and Playfield ~~Facilities~~, Cont’d.

- 5.2 If at any time, the Principal, in consultation with the School Council, determines that their play structure is not worth repairing, the Facilities Manager can be contacted to remove the structure.
 - 5.3 Equipment taken out of permanent service shall be dismantled, destroyed and disposed of.
 - 5.4 Notwithstanding the above, the Board recognizes that existing play structures/equipment may not conform to CSA guidelines. In such cases, the Principal, in conjunction with School Council shall submit a play structure/equipment replacement plan to the Facilities Manager delineating a timeline for replacement.
6. Schools shall develop a set of playground safety rules that promote safe use of the equipment. The safety rules shall be communicated to appropriate stakeholders (staff, parents, students).
 7. Accident Insurance
 - 7.1 ~~Parents are to be notified by the school that t~~The Board does not carry comprehensive accident insurance for students. Student Accident ~~Enrolment forms for comprehensive~~ coverage ~~are is~~ available at the start of each school year for parents to obtain for their children.

B. ~~B.~~ Playfield Structures ~~Facilities~~

1. The school, ~~through the School Council or other parent or community group~~ is responsible for acquiring the funds to purchase and/or install and/or construct playfield- ~~structures~~ facilities.
 - ~~1.1. Schools may seek assistance of the School Council and/or other parent or community groups.~~
2. The Division’s Facilities Department will, to the extent possible, contribute toward playfield structure purchase or installation when funds may be available through Capital Project initiatives or Infrastructure Maintenance Renewal Project approvals. ~~The Board will only contribute funds to such planning within the limits of its financial capability.~~
3. Acquisition and installation of playfield ~~structures~~ facilities ~~is~~ subject to this policy and may only proceed following approval by Horizon School Division Facilities Manager.
4. The Division, Schools and Parent Councils shall ensure that playfield ~~structures~~ facilities on school property conform, at minimum with CSA standard.
5. The Division’s Facilities Department shall implement, in compliance with the CSA Standard, a regular inspection and maintenance program conducted by certified inspectors.
6. The Division’s school playfield ~~facilities~~ structure maintenance program shall include minor maintenance and repairs that are conducted on an ongoing basis (e.g. irrigation repairs, grounds keeping, and minor repairs to playfield ~~equipment~~ structures within the capacity of the facilities department).

Policy JH – Playground Equipment and Playfield ~~Facilities~~, Cont’d.

**Horizon School Division
Policy: Playground Equipment
Attachment A: Design Considerations**

Although the Board accepts design standards of reputable manufacturers, it has restricted certain design aspects. The following considerations shall be adhered to when purchasing any playground structure:

Design:

~~(a)~~1. Non CSA approved shall not be installed.

~~(b)~~2. Maximum fall height of structures must be in accordance with current code.

~~(c)~~3. Pulleys and similar equipment hazardous to fingers, long hair, and loose clothing shall not be installed.

~~(d)~~4. Pea stone, conforming to current ~~p~~Provincial ~~s~~Standards is to be used for the protective surface and must conform to the sizing regulations outlined in the current CAN/CSA standard.

Location:

1. The equipment must be situated away from fire exits, fire routes, plowing routes, potential portable sites, high traffic areas, underground and overhead service gullies, waterways, rocky terrain, and hard surfaces, and must minimally affect the operations of grass cutting.

2. The location must be clearly visible from the school and, wherever possible, within public view.

3. The location must be a well-drained area.

4. The Board reserves the right to restrict other design and location aspects as deemed appropriate.

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code:

IGB

Policy Title:

Cell Phones

Cross Reference:

Policy IG: Student Discipline
IFGA Search and Seizure,
IGD suspension and expulsion

Legal Reference:

Adoption Date:

August, 2024

Re-Affirmation or

Amendment Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PERSONAL COMMUNICATION DEVICES OFFER POTENTIAL OPPORTUNITIES FOR COMMUNICATION, INFORMATION ACCESS AND ENHANCED OPPORTUNITIES FOR INSTRUCTION, BUT THAT RESTRICTED USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOLS AND THE DIVISION IS REQUIRED, PARTICULARLY AS IT RELATES TO STUDENT USE OF CELL PHONES TO ENSURE THE PROMOTION OF CARING AND RESPECTFUL LEARNING AND WORKING ENVIRONMENTS. AS SUCH, THE BOARD EXPECTS SCHOOLS TO IMPLEMENT SCHOOL BASED PRACTICES TO ENSURE APPROPRIATE USE OF PERSONAL COMMUNICATION DEVICES SO THAT PRACTICES CONTRIBUTES TO THE SAFETY AND SECURITY OF STUDENTS AND STAFF, MINIMIZES RISK TO PERSONAL WELLBEING AND DISRUPTION TO INSTRUCTION, AND PROTECTION OF PERSONAL PRIVACY AND ACADEMIC INTEGRITY.

DEFINITION

Personal Communication Devices: personal digital devices that connect to the internet, a cellular network, or other mobile devices.

GUIDELINES:

1. Schools have the right and authority to temporarily confiscate, restrict and/or prohibit cell phone usage while individuals are on school property and/or in attendance at school sponsored activities.
 - 1.1. Confiscation, restrictions and/or prohibition may extend to
 - 1.1.1. students and/or staff;
 - 1.1.2. instructional time;
 - 1.1.3. non-instructional times;
 - 1.1.4. periods of time students are being transported; and/or
 - 1.1.5. time staff are working

Policy IGB – Cell Phones, Cont’d.

- 1.1.6. specific locations within the building or on school property.
- 1.2. Schools should take into consideration the student population at the school when deciding on restrictions and/or prohibition.
2. Schools shall provide notice to staff, students and parents that use of personal communication devices may be banned and/or restricted, including what those bans/restrictions are and shall communicate the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.
3. Schools administrative procedures may include guidelines for parent/staff, staff/student, and staff/staff communication both during and after the school day, such as
 - 3.1. reasonable response timeframes
 - 3.2. evening, weekend, and holiday response expectations
 - 3.3. professionalism, and appropriateness of communication

REGULATIONS

1. Each school shall adopt administrative procedures governing the acceptable use of personal communication devices while individuals or on school property and/or in attendance at school sponsored activities. School administrative procedures shall include:
 - 1.1. Clear expectations and consequences regarding inappropriate use such as temporary confiscation and permanent loss of the privilege of having the device on school premises.
 - 1.1.1. Consequences may include:
 - 1.1.1.1. asked to put away;
 - 1.1.1.2. conversation with student and/or parent;
 - 1.1.1.3. temporary confiscation, where student or parent may pick up later; and/or
 - 1.1.1.4. prohibition.
 - 1.1.2. School administrative procedures must be published appropriately so that all stakeholders are aware.
 - 1.2. When restrictions and/or prohibitions are in place, schools administrative procedures shall include:
 - 1.2.1. expectations regarding storage of the personal communication device (e.g. location, whether in silent mode).
 - 1.2.1.1. Schools are expected to communicate that the security and storage of these

Policy IGB – Cell Phones, Cont’d.

items is the sole responsibility of the owner/user and that notwithstanding confiscation for the purpose of discipline, the division assumes no responsibility for the safety, security, loss, repair, or replacement of such items.

1.2.1.2. When temporarily confiscated from students by staff, devices must be securely stored.

1.3. That personal communication devices are prohibited:

1.3.1. from being used in bathrooms and changerooms.

1.3.2. during test or examination settings, unless students have been given permission to do so by the teacher administering the test or exam

1.4. Accommodations for the usage of personal communication devices during instructional time for the following reasons:

1.4.1. for educational purposes, as directed and/or approved by the teacher in the classroom;

1.4.2. to support, monitor, or regulate an identified health and/or medical condition as per their medical plan;

1.4.3. to support an identified inclusive educational need, including mental health need as per their individual support plan; and/or

1.4.4. emergencies whether real or practice.

2. The principal may authorize any specific use of a personal communication device during the school day.

A.8 HORIZON SCHOOL DIVISION

Management

POLICY HANDBOOK

Policy Code:	GBLDA
Policy Title:	Personnel Records Records
Cross Reference:	Policy IO: Student Records
Legal Reference:	Education Act, Employment Standards Code, FOIP
Adoption Date:	February 26, 1997;
Amendment or Re-affirmation Date:	June 18, 2013

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL MAINTAIN SECURE UP-TO-DATE RECORDS TO FACILITATE ~~BELIEVES THAT~~ THE EFFECTIVE OPERATION OF THE ~~SCHOOL SYSTEM REQUIRES THE MAINTENANCE OF EMPLOYEE RECORDS~~ DIVISION.

~~THE BOARD ALSO BELIEVES THAT SUCH RECORDS SHOULD BE ACCURATE AND ACCESSIBLE ONLY TO SYSTEM OFFICIALS AND THE EMPLOYEE AND THAT CERTAIN TYPES OF DATA SHOULD ONLY BE GATHERED OR RELEASED WITH THE EMPLOYEE'S CONSENT.~~

DEFINITIONS

Significant record means a record of enduring or legal value to the Division that is created or received relative to an employee, volunteer or student. Such records may include but are not limited to performance management actions and notes of verbal communications where significant actions or decisions have occurred (e.g., letters of expectation, change to working hours), and employee responses that may be attached to documentation retained in the working file.

Transitory records are routine documents and correspondence of short-term value that are not required to sustain administrative functions or are no longer relevant. Transitory records are required only for the duration required to complete actions associated with them and should be destroyed when those actions are complete (e.g., timetable or annual work schedule).

Working file is a file held by the employee's supervisor relative to the employee's performance, competence, conduct, or matters relating to employees, students, volunteers that have not yet been resolved. Significant records may also be held in the working file. The working file is the property of the division and may exist in paper and digital formats. The working file is separate from the employee file, and/or student record. The working file must not include:

- a. medical information, unless required for the immediate safety of and at the request of the employee;
- b. convenience/duplicate copies of documents retained in the employee file (e.g., resumes, disciplinary letters of reprimand, suspension);
- c. police information checks or vulnerable sector reports; and
- d. personal information of third parties.

Employee file is the permanent master record of an employee that is maintained centrally by Human Resources. As the official record, this file retains administrative (e.g. resumes, transcripts, payroll and benefits information, evaluations, contract information, etc.) and significant records (e.g., disciplinary action) relative to an employee's employment with the Division.

GUIDELINES

~~1. Collection of Data:~~

- ~~1. Student Records requirements are addressed in Policy IO: Student Records.~~
- ~~2. A records management program will be maintained to provide control over the quality and quantity of information produced by the school division from its creation to its disposal for legal, fiscal, and historical purposes.~~
- ~~1.1. The Superintendent is required to ensure that necessary information about staff is gathered, maintained, released and eliminated in accordance with the Employment Standards Code, the Freedom of Information and Protection of Privacy Act and District Policy.~~

REGULATIONS

~~1. Collection of Data:~~

- ~~1.1. A record file shall be maintained by a member of the division office staff designated by the Superintendent.~~
- ~~1.2. No information shall be collected from employees without either their prior consent or as required by the Board of Trustees.~~
- ~~1.2.1. The Board of Trustees requires that the following data be collected:~~
- ~~1.2.1.1. written evaluations as provided for in Board policy;~~
- ~~1.2.1.2. contractual and employment arrangements;~~
- ~~1.2.1.3. payroll data;~~
- ~~1.2.2. personal identifying information;~~
- ~~1.2.2.1. prior experience and training;~~
- ~~1.2.2.2. health information;~~
- ~~1.2.2.3. correspondence between the school division and employee;~~
- ~~1.2.2.4. data legally required by other government agencies;~~
- ~~1.2.2.5. correspondence between school administrators and staff members that could~~
- ~~1.2.2.6. impact future employment; and~~
- ~~1.2.2.7. criminal record information.~~

Policy ~~GBL-DA~~ – Personnel-Record Management Records, Cont'd.

- 2.1. Proper custody, storage, and disposal of records shall comply with statutory requirements.
- 2.2. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
- 2.3. The records management program shall consist of a Subject File Classification Guide and a Record Retention and Disposition Schedule that shall be consistent with federal and provincial legislation (see appendix A).
3. Division office shall create and maintain an employee file maintained by Human Services.
4. The superintendent or designate may create a significant record for an employee.
5. The superintendent or designate, and principals or department supervisors whose school or division department the employee is assigned may create a working file or transitory record.
 - 5.1. Working files and transitory records should be deleted, when and where possible, when no longer required.
 - 5.2. Supervisors may maintain notes and other memory aids for their personal use in assisting employees. All such notes and aids are considered to be the personal property of the supervisor.

REGULATIONS

1. All records and files are the property of the Horizon School Division.
 - 1.1. The Superintendent shall have access to all records and files.
2. All records and files, whether paper or electronic, must be kept in a secure location to which only authorized individuals have access.
 - 2.1. Permanent personnel files in paper format shall be securely stored at the division office.
3. Employee files may contain:
 - 3.1. pre-employment materials, including correspondence associated with the application, curriculum vitae, transcripts, letters of reference, and placement documents;
 - 3.2. prior experience and training;
 - 3.3. contractual and employment arrangements;
 - 3.4. personal identifying information;
 - 3.5. health information;
 - 3.6. materials used for payroll purposes;
 - 3.7. required information as per the Employment Standards Code;

Policy ~~GBL-DA~~ – ~~Personnel-Record Management~~Records, Cont'd.

3.8. copies of letters relating to Board actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.;

3.9. relevant correspondence between the employee and division;

3.10. materials respecting professional development;

3.11. performance related material including written evaluations as provided for in Board policy;

3.12. data legally required by other government agencies;

3.13. criminal record information; and/or

3.14. other information as determined by the division.

~~1.2.3. Individual informed consent of each employee is required for the gathering of information, other than that required under 1.2.1 above.~~

4. The collection, use, access, retention, disclosure, and disposal of personal information shall be accordance with the Employment Standards Code, the Freedom of Information and Protection of Privacy Act, the Education Act, and division policy.

4.1. Employees have the right to supervised access to their employee file and other records subject to requirements under the *Freedom of Information and Privacy (FOIP) Act*.

4.1.1. Upon a written request being directed to the Superintendent or designate, the employee or his/her duly authorized representative shall have the right to examine the contents of his/her employee file.

4.1.1.1. The Superintendent or designate shall make arrangements for the examination of the employee's employee file within a period not to exceed ten (10) working days from the date the request was received.

4.1.1.2. Such examination shall be in the presence of the Superintendent or designate.

4.1.1.3. The employee shall not be allowed to remove the personnel file or any original part thereof from division office; however, an employee may request a copy of any portion of their personnel file, which will be provided in a timely fashion.

4.2. School system personnel may disclose information found within records and files to:

4.2.1. any person with written consent of the employee; and/or

4.2.2. to administrative agencies as per a subpoena.

~~2.—Personnel files shall be retained until they are no longer employed with the division or until the person is seventy (70) years of age, whichever is longer. Classification and Maintenance of Data.~~

~~2.1.—Personal data necessary for the operation of the school system such as identifying data, birth date, academic work completed, level of achievement, and employment data shall be maintained in perpetuity.~~

Policy ~~GBL-DA~~ – ~~Personnel-Record Management~~Records, Cont'd.

~~2.2.— Other information that is filed in the personnel record shall be reviewed periodically and upon termination of employment with the view to eliminating information that is no longer relevant or is no longer accurate.~~

~~2.3.— Supervisors may maintain notes and other memory aids for their personal use in assisting employees. All such notes and aids are considered to be the personal property of the supervisor.~~

~~3.— Administration of Security.~~

~~3.1.— The member of the division office staff designated by the Superintendent is responsible for personnel record maintenance and access. He/she is also responsible for the periodic training of personnel in the proper application of these policies with emphasis upon privacy rights of employees.~~

~~3.2.— Records should be kept under lock and key when direct supervision of records by the member of the division office staff designated by the Superintendent is not possible.~~

~~3.3.— An employee may challenge the validity of any of the information contained in the individual's record and may file a request to the Superintendent to have the record changed.~~

~~4.— Release of Information Regarding Employees.~~

~~4.1.— The member of the division office staff designated by the Superintendent may, without consent of the employee, release an employee's permanent record file to:~~

~~1.1.1.— other officials within the school division who have a legitimate reason for access. A record indicating the name of the employee, the name of the school system official having access and the date of access shall be maintained. This record shall be available to employees and to the Superintendent as a means of auditing the operation of the system.~~

~~1.1.2.— the Minister of Education and his officers or subordinates, so long as the intended use of the data is consistent with the Minister's statutory powers and responsibilities.~~

~~4.2.— School system personnel may not divulge, in any form, to any persons other than those listed in 4.1, any information contained in the employee records except:~~

~~1.1.3.— with written consent of the employee specifying the records to be released, and to whom and with a copy of the records to be released to the employee if desired.~~

~~1.1.4.— to administrative agencies where those agencies have the power of subpoena. Employees shall be notified of all such orders and of the school system's compliance.~~

~~4.3.— Each matter of request for consent must be handled separately. Blanket permission for the release of data within an extended period of time may not be solicited since this, by definition, does not provide an opportunity for informed consent.~~

~~4.4.— School system personnel shall comply with employee requests for the release of information to other persons or agencies.~~

~~4.5.— Either an employee or the employee's legal representative may have access to data in the employee's record.~~

Policy ~~GBL-DA~~ – Personnel-Record Management Records, Cont'd.

~~4.6. The school system may provide anonymous data from its employee records for outside research purposes without consent under conditions where the likelihood of identifying any individual because of his/her unique characteristics is negligible.~~

~~5. General:~~

~~5.1.5. Where the principals and site supervisors maintain personnel files on the personnel under their jurisdiction information, the foregoing guidelines and procedures shall generally apply.~~

~~The Superintendent shall have access to any personnel files maintained by the Principal of a school under his/her jurisdiction.~~

~~5.2.5.1. The supervisor(s) must review the contents of employee working files annually and cull transitory records.~~

~~5.2. An employee's working file will be transferred to an incoming supervisor.~~

~~5.3. If an employee leaves the active employment of the Division, the contents of the working file should be destroyed unless significant conduct or performance issues warrant retention of the information by the division.~~

APPENDIX A RETENTION SCHEDULE

Schedule is adapted from ASBOA.

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>AM</u>	<u>Administrative Management</u>	<u>The function of overseeing the administration of teams and units within the board and schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services.</u>					
<u>AM-01</u>	<u>Associations/ Organizations</u>	<u>Includes reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.</u>	<u>Originating Department</u>	<u>transitory</u>		<u>Operational value</u>	
<u>AM-02</u>	<u>Committees - Internal & External</u>	<u>Includes records of committees and councils on which staff members participate as members. Records include meeting minutes, notices, reports, recommendations and supporting documentation.</u> <u>Excludes School Councils SEE: CG-03</u> <u>Excludes Corporate governance committees (trustee) - SEE: CG-03</u>	<u>Originating Department</u>	<u>E+3</u>	<u>E = committee is dissolved.</u>	<u>Operational value</u>	
<u>AM-03- 01</u>	<u>Meetings – Internal</u>	<u>Records include agendas, minutes, reports and resolutions from meetings involving staff.</u> <u>Excludes governance committees (e.g., admin. council, exec. council, etc.). SEE: CG-03</u>	<u>Originating Department</u>	<u>short</u>	<u>E=Aug. 31</u>	<u>Operational value Not specified 125</u>	
<u>AM-03- 02</u>	<u>Meetings – Senior Management</u>	<u>Includes records regarding Senior Management Team Meetings, such as the Chief Superintendent, Directors, Principals, and Vice Principals. Includes minutes, agendas, records of decision, terms of reference, and supporting documents.</u> <u>Excludes governance committees (e.g., admin. council, exec. council, etc.). SEE: CG-03</u>	<u>Originating Department</u>	<u>short</u>	<u>E=Aug. 31</u>	<u>Operational value Not specified 125, 183</u>	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
AM-04	Forms Inventory	Includes records regarding masters/originals of blank hard copy and electronic forms history used by the jurisdiction.	Originating Department	transitory	E=Until obsolete or superseded	Operational value	
AM-05	Service Requisitions and Reports: Internal Services	Includes records relating to translation, audio visual services, duplicating/ printing services and mail/courier services, requisitions and memos for services, confirmations and service logs/reports, correspondence, reports, etc. Excludes work order for Facilities Maintenance SEE: FM-09 series	Originating Department	short	E=Aug. 31	Operational value	
CG	Corporate Governance	The function of governing boards/schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning					
CG-01	Articles of Incorporation, By-laws and Constitution	Includes records related to the operation of the school board and capture details about the legal entity.	Corporate Office	E+2	E=Dissolution of the corporation	Archival	
CG-02	Program Administration	Includes records related to district-wide and/or area program oversight and administration of programs that do not belong to a specific function. Excludes: Educational Programs, Community Programs, Health and Safety Programs, etc. SEE applicable function series.	Originating Department	E + 3	E=Aug. 31	Operational Value Archival	
CG-03- 01	Committees - General	Includes routine committee work such as: school standing, ad hoc committees, directors' steering, standing, and advisory committees, and task forces. Examples include the Employee Assistance Program advisory committee; and Special Education advisory committee. Records include agendas, minutes, reports, and supporting documentation.	Originating	short	E=Aug. 31	Operational value	PIB

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>CG-03-02</u>	<u>Committees of the Board</u>	<u>Committees consisting of trustees, created by the board for a specific purpose.</u> <u>Includes agenda, minutes, resolutions, terms of reference, meeting briefs and supporting documentation.</u>	<u>Corporate Office</u>	<u>E + 2</u>	<u>E=Aug. 31</u>	<u>170, 183</u> <u>Archival</u>	<u>PIB</u>
<u>CG-03-03</u>	<u>Committees – External Board</u>	<u>Includes records of external committees and councils on which board members sit. Records include agendas, reports, resolutions and any documentation which reflects obligations of the board.</u> <u>(legal recommendation that these be kept for same period as CG-02 and CG-04)</u>	<u>Originating</u>	<u>long</u>	<u>E=Aug. 31</u>	<u>Operational value</u>	<u>PIB</u>
<u>CG-04</u>	<u>School Councils</u>	<u>Includes records of the school council; agendas, minutes, terms of reference, and supporting documentation.</u> <u>Excludes Parent societies/associations/advisory committees. These are separate entities from the board.</u>	<u>School Council/Corporate Office</u>	<u>E+7</u>	<u>E=Aug. 31</u>	<u>Operational Value</u> <u>180</u> <u>Archival</u>	
<u>CG-05</u>	<u>Guidelines, Policies and Directives: External</u>	<u>Includes documentation about initiatives and guidelines provided by Alberta Education. Records include memoranda, directives, and correspondence such as Alberta Education Guidelines and Ministry Policy/Program Memoranda.</u>	<u>Corporate Secretary Office</u>	<u>short</u>	<u>E=Superseded or obsolete</u>	<u>Operational Value</u> <u>Not Specified</u> <u>170</u>	
<u>CG-06-01</u>	<u>Guidelines, Policies and Directives – Board Approved</u>	<u>Includes records relating to the development and approval of board and school operating practices, activities, and policies that apply district-wide that have been approved by the Board. Includes best practices, guidelines, procedures, handbooks and standards approved by the Board.</u>	<u>Corporate Office</u>	<u>E + 2</u>	<u>E=Once obsolete or superseded.</u> <u>Core records may have archival value.</u>	<u>Operational Value.</u> <u>Not specified</u> <u>170, 180</u> <u>Archival</u>	
<u>CG-06-02</u>	<u>Guidelines, Policies and Directives - Administrative</u>	<u>Includes records regarding directives approved by the Superintendent of Schools referencing internal controls. Records may also include regulations and procedure manuals, guidelines and directives, and all other procedures established by departments and programs.</u>	<u>Corporate Office</u>	<u>E + 2</u>	<u>E=Until obsolete or superseded.</u>	<u>Not specified</u> <u>170, 202</u> <u>Archival</u>	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>CG-07</u>	<u>Intergovernmental Reporting and Communication</u>	<u>Includes correspondence and reports between the board and various levels of government such as the municipality, provincial ministries, etc. Also includes correspondence and information on other school boards.</u> <u>Some correspondence may have long term value.</u>	<u>Originating</u>	<u>long</u>	<u>E=Aug. 31</u>	<u>Operational value.</u>	
<u>CG-08</u>	<u>Organization Structure</u>	<u>Includes records regarding reporting relationships, organization structure, organization analysis, etc. for both schools and school board. Includes organizational charts and school profiles.</u>	<u>Corporate Office</u>	<u>Short</u>	<u>E=Aug. 31</u>	<u>Operational Value</u> <u>Archival</u>	
<u>CG-09</u>	<u>Trustee Management</u>	<u>Includes elections information, personal information, directories and news items regarding the trustees. Also includes trustees' distribution and orientation information</u>	<u>Corporate office</u>	<u>E+2</u>	<u>E=expiry of term of office.</u>	<u>Not specified</u> <u>170</u>	<u>PIB</u>
<u>CG-10</u>	<u>Elections</u>	<u>Includes records of elections procedures and information.</u> <u>NOTE: Ballot boxes are to be kept sealed for 6 weeks following the election (Section 101 of the LAEA).</u> <u>Nomination papers are kept for the term of the office (Section 28(5) of the LAEA).</u>	<u>Corporate office</u>	<u>medium</u>	<u>E=until obsolete or superseded.</u>	<u>Operational Value</u> <u>230</u>	
<u>CG-11</u>	<u>Information Requests from Trustees</u>	<u>Includes information collected in response to specific requests from trustees. Includes Ad hoc requests for information, speaking notes, parent complaints.</u>	<u>Corporate office</u>	<u>E+3</u>	<u>E=trustee's term of office</u>	<u>Operational Value</u>	
<u>CG-12</u>	<u>Complaints</u>	<u>Includes records related to complaints about the board and/or school and its activities. Includes correspondence, investigations, findings and related reports regarding resolution. Also includes complaints retained by area offices on schools.</u>	<u>Originating Department</u>	<u>E+1</u>	<u>E=Date complaint resolved</u>	<u>74</u> <u>Archival</u>	
<u>CP</u>	<u>Community Programs and Services</u>	<u>The function of offering programs and services to the community through school and board and school authority facilities. Generally refers to programs that are not part of day school.</u>			<u>Examples:Night school and summer programs, international hosting and services to the community including day care and safety awareness.</u>		

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
CP-01	Volunteer Programs	Includes records volunteer programs such as recruitment workshops, annual receptions and volunteer activities in schools.	Originating Department	Short	E=Aug. 31	Operational Value	
CP-02	Community Programs and Services	Includes records on the administration of specific programs, program reviews and reports of the activities of community liaison officers.	Originating Department	E+1	E=After the program has ended	Operational Value	
CP-03	Community Programs: Continuing Education	Includes objectives, lesson units, principal reports, program reviews, teaching materials and related records used in continuing education programs (such as heritage awareness, second language, multicultural, seniors programs). Excludes: Student records pertaining to these programs. SEE: SI-11	Originating Department	short	E=Until program obsolete or superseded	Operational Value	
CP-04	Community Programs: Driver Education	Includes program outlines and correspondence concerning education in the safe operation of motor vehicles	Originating Department	E+1	E=Until program obsolete or superseded	Operational Value	
CP-05	Community Programs: Parks and Recreation	includes correspondence and records of programs such as swimming and fitness made available through municipal Parks and Recreation or the YMCA/YWCA	Originating Department	short	E=Until program obsolete or superseded	Operational Value	
EP	Educational Programs	The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.					
EP-01	Development and Design	Includes proposals, correspondence and curriculum development materials. If individual copyright applies, refer to citation 15	Originating Department	E+5	E=Until program obsolete or superseded	15, 20	*
EP-02	Planning and Curriculum Guidelines	Includes directives, guidelines and proposals for new curriculum programs. Includes meeting notes and reports, material regarding comparisons with programs in other school boards. Includes program review reports and other valuations of specific programs in the curriculum. (e.g., junior/senior kindergarten, French immersion).	Originating Department	E+5	E=Until program obsolete or superseded	Operational value	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
EP-03	<u>Outline, Courses of Study</u>	Includes outlines of available programs and courses of study. Excludes: Home Schooling SEE: EP-05	<u>School/ Originating Department</u>	<u>medium</u>	<u>E=Aug. 31</u>	<u>Operational value</u>	
EP-04	<u>Library Management/ Learning Commons</u>	Includes records related to board and school library/learning commons operations. Records include collection inventories, correspondence, acquisition and disposal planning and strategies, and other records related to library holdings and operations.	<u>School/ Originating Department</u>	<u>short</u>	<u>E=Aug. 31</u>	<u>Operational Value</u>	<u>PIB</u>
EP-05	<u>Optional or Alternate</u>	Records include information on the development, administration, and management of programs such as home schooling, Registered Apprenticeship Program (RAP), work experience, languages, FMNI, religious instruction, etc. Note: retention of records for specific programs may be affected by legislations pertaining directly to that program. Excludes: Student records. SEE: SI-06	<u>Originating Department</u>	<u>long</u>	<u>E=Aug. 31</u>	<u>Operational Value.</u>	
EP-06	<u>Locally Developed Courses</u>	Includes proposals, correspondence and curriculum development materials. If individual copyright applies, refer to citation 15	<u>Originating Department</u>	<u>E+5</u>	<u>E=Termination of the program.</u>	<u>15, 20</u>	
FA	<u>Finance and Accounting</u>	<u>The function of managing board and school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.</u>					
FA-01	<u>Accounts Payable</u>	Includes records documenting funds payable such as legal fees, trustee and employee expenses, procurement credit card (P-Card) payment, vendor transaction listings, payment vouchers, cheque requisitions, gas, hydro and phone bills, petty cash disbursements and supporting documentation.	<u>Finance</u>	<u>7</u>	<u>E=Aug. 31</u>	<u>36, 42, 71</u>	<u>PIB</u>

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
FA-02	Accounts Receivable	Records related to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account	Finance	7	E=Aug. 31	36, 42, 71	PIB
FA-03	Audits - Financial	Includes records regarding internal and external financial audits of accounts. Also includes records regarding tax audits of Goods and Services Tax (GST) conducted by the Federal Government and other external auditors and internal auditors, such as working papers, audit reports and post audit correspondence. Excludes: Non-financial Audits	Finance	10	E=Aug. 31	36, 42	
FA-04	Banking and Cash Management	Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, cancelled cheques, cheque stubs and money order rates	Finance	7	E=Aug. 31	36, 42, 71	
FA-05	Budgets	Includes records pertaining to departmental and board budgets, both capital and operating and supporting documentation.	Originating Dept.	7	E=Aug. 31 Alberta Education requirements	Operational Value	
FA-06	Capital Projects: Financing	Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	Finance	E+7	E=Aug 31 of the year of project's completion.	36, 42, 71, 202	
FA-07	Capital Revenue	Includes records related to capital revenue from sale of property and rental income from leased premises and other sources	Finance	E+7	E=Aug 31 of the completion of sale	36, 42, 71, 146	
FA-08	Cost Allocations	Includes records relating to allocation of tuition and other costs between school boards/authorities, correspondence, reports and related supporting documentation.	Finance	7	E=Aug. 31	Operational Value	
FA-09	Financial Forecasts and Reports	Includes records relating to general ledger (GL) balancing, including GL reports, variance reports, yearly schedule, and variance report changes, financial and economic planning and analysis of various financial issues such as revenue analysis, tax, GST, planning and analysis and related correspondence.	Finance	7	E=Aug. 31	36, 42, 65, 71	
FA-10-01	Financial Statements – Final	Includes records regarding the final, signed, Board approved year-end financial statements and final statements.	Finance	P	E=Aug. 31	42, 71, 180 Archival	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
FA-10-02	Financial Statements - Working/Backup Documentation	Includes records associated with the development of financial statements.	Finance	7	E=Aug. 31	42, 180	
FA-11	Funding	Includes records related to funding from both government and other sources. Excludes: Agreements and Contracts SEE: LE Series Excludes Fees and Fundraising: SEE FA-12 and FA- 13	Originating	7	E=Aug. 31	42, 71, 90	
FA-12	Fees	Includes records regarding fee collection and fund raising by schools and/or district such as school fees, fee collection and supporting documentation (may also Include funds allocated to or raised by the student council) Excludes: Agreements and Contracts SEE: LE Series Excludes Funding and Fundraising: FA-11 and FA-13	Originating	7	E=Aug. 31	42, 71, 90	
FA-13	Fundraising: Charitable Organizations	Includes records regarding the raising of funds for charitable organizations (completed contribution forms, promotional materials and reports) Excludes Funding and Fees: SEE FA-11 and FA-12	Originating	7	E=Aug. 31	90	
FA-14-01	Inventory Control: Capital Asset	Records relating to capital assets valued over \$5000 that will have depreciating value, including asset listings, depreciation details, asset transfer information, and details of extraordinary entries.	Finance	E+10	E=Aug 31 of year of disposal of asset	71, 202	
FA-14-02	Inventory Control: Non-capital Assets	Records relating to non-fixed assets valued under \$5000, including inventories of board-/authority-owned equipment. Excludes hazardous materials SDS sheets SEE: HS- 04	Originating	7	E=Aug. 31	71, 202	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
FA-15	Investments	Includes records regarding the board’s investments, term deposits and promissory notes, investment portfolios, pooling, adjustments, status reports, performance reports, investment tickets and supporting documentation, and records regarding debentures and bonds issued (initial issuance of the debenture or bond and records of payments made to investors).	Finance	E+7	E=Aug 31 of year investment matures	42, 71	
FA-16	Journal Vouchers and Journal Entries	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	7	E=Aug. 31	65	
FA-17-01	General Ledgers	is a collection of all the assets, liability, owner’s equity, revenue and expense accounts of the organization * Government of Alberta Administrative Records Disposition Authority (ARDA) only requires a retention period of 10 years for General Ledgers (0740.01)	Finance	P*	E=Aug. 31	42	
FA-17-02	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, payroll registers, purchase order registers, and year-end adjustments.	Finance	7	E=Once obsolete or superseded NOTE: Payroll registers may be kept longer for operational value..	202	
FA-18	Enrolment Reporting	Includes all counts and projections documenting enrolments of students in the school system and statistical reports required by Alberta Education as part of the funding process for the preparation of educational statistics.	Finance	7	E=Aug. 31 Note: There is no specified retention period for these reports. The current retention period is based on the need to support other financial data.	Operational Value	
FA-19	Pension Contributions/ Support	Includes contribution cards detailing pension and benefits obligations due to retired employees and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments	Finance	E+6	E=from the end of the year in respect of which those records and books of account are kept	3, 74, 190, 202, 217	
FA-20	Purchasing	Includes records regarding the purchase of goods and services: purchase requisitions, purchase orders, requests for proposal, requests for quotations, specifications, invitations to tender, proposals, tender submissions, bid and performance bonds, and all documentation regarding the selection process.	Finance Facilities	7	E=Aug. 31	36, 42 65, 71	
FA-21	Tax Returns	Records relating to federal and provincial tax returns, property and goods and services taxes, charity information returns, assessments, receipts, details and supporting documentation.	Finance	10	E=Aug. 31	42, 65, 71, 90	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
FM	<u>Facilities Management</u>	<u>The function of managing and maintaining board and school authority buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships</u>					
FM-01	<u>Building and Site Approvals</u>	<u>Includes documentation such as site plan approvals, building permits and reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies</u>	<u>Facilities</u>	<u>E+10</u>	<u>E=Disposal of property</u>	<u>Operational value Legal Value 146, 169 Archival</u>	
FM-02-01	<u>Inspection and Testing Logs and Reports</u>	<u>Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations. Includes elevator logs, boilers and pressure systems, sanding and salting logs, certificates of inspection, deficiency lists, inspection sheets, condition analysis and reports. Also includes inspections of major systems, playground equipment inspections logs, chemical treatment log, playground inspections, physical education equipment inspections, technical program equipment, etc. Excludes: Emergency power systems inspections and testing, fire extinguisher testing, fire protection systems testing. SEE: FM-02-02 Excludes: Health and Safety logs and inspection reports SEE: HS-02 Series Excludes: Air Quality Reports SEE: HS-07</u>	<u>Facilities</u>	<u>6</u>	<u>E=Aug. 31</u>	<u>120, 122, 163, 202</u>	
FM-02-02	<u>Inspections Logs and Reports: Fire Protection Systems and Emergency Power Systems</u>	<u>Includes records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.</u>	<u>Facilities</u>	<u>E+1</u>	<u>E=superseded or obsolete</u>	<u>Operational Value</u>	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
FM-03	Site Specific Projects	<p>Records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports.</p> <p>Excludes: Original purchase orders SEE: FA-20 Excludes: Original contract documents SEE: LE Series</p>	Facilities	E + 10	E=Aug 31 of year of Disposal of property Consider separating records by disposition - i.e. Should routine records be such as meeting notes, purchase orders, etc. be with a different disposition?	146, 202 Archival	
FM-04	Infrastructure, Maintenance and Renewal Projects (IMR)	Includes project records regarding building improvements and supporting documents specific to additions, renovations, and alterations to schools and buildings. Records include drawings, project plans, specifications, meeting minutes, project updates, budgets, etc.	Facilities	E + 10	E=Aug 31 of year of Disposal of property	146, 202 Archival	
FM-05	Facilities - Capital Projects	<p>Records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports.</p> <p>Excludes: Original purchase orders SEE: FA-20 Excludes: Original contract documents SEE: LE Series</p>	Facilities	E + 10	E=Aug 31 of year of Disposal of property	146, 202 Archival	
FM-06	Drawings and Specifications	Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.	Facilities	E + 10	E=Aug 31 of year of Disposal of property	146, 202 Archival	
FM-07	Facilities Planning	Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, proposed student enrolment studies and reports, facilities use plans, facilities designs and layouts, furniture layouts, etc.	Facilities	Short	E=Aug. 31	Operational Value	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
FM-08	Land Surveys	Includes land survey information such as legal property surveys, construction layout and control surveys, and field notes.	Facilities	E + 10	E=Disposal of property	146 Archival	
FM-09-01	Maintenance and Operations – General	Includes records regarding maintenance of Board owned facilities, such as maintenance and repair requirements and arrangements, service work orders and schedules. Excludes: Fixed Asset maintenance and operations SEE: FM-09-02	Facilities	short	E=Aug. 31	Operational Value	
FM-09-02	Maintenance and Operations: Buildings/ Physical Plant and Equipment	Includes records related to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment, work orders for fixed assets and supporting documentation Include inspection certificates.	Facilities	short	E=Aug. 31	Operational Value Not specified 163, 202	
FM-09-03	Maintenance and Operations: Grounds	Maintenance requisitions, work orders, logs and reports showing action taken re grounds keeping, snow clearance, and cleaning.	Facilities	short	E=Aug. 31	Operational Value	
FM-09-04	Maintenance and Operations: Pesticides	Maintenance requisitions, work orders, logs and reports on pesticide application. See citation information – legislation only applies under certain circumstances	Facilities	5	E=Aug. 31	159*	
FM-10	Facility Bookings	Records of bookings issued by the board for the use of school property.	Originating dept.	short	E=Aug. 31	Not specified 169, 146 Operational Value	
FM-11	Physical Security	Includes records regarding the security of office and school facilities and properties, including transportation, such as control of keys, trespassing, surveillance reports, sign in and sign out logs, etc.	Originating dept./Facilities	medium	E=Aug. 31	Operational Value	PIB
HR	Human Resources	The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), and conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.					

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
HR-01	Attendance – Employee	<p><u>Includes records regarding the management of employee attendance, absences (leaves and sabbaticals) and vacations. Records include details about vacation schedules, hours of work, absenteeism reports and related reports from electronic systems.</u></p> <p><u>Excludes: Individual employee time management SEE: HR-02</u></p>	Human Resources	3	E=Aug. 31	106	PIB
HR-02	Payroll Administration – Time Management	<p><u>Generated by employee-entered information in Payroll system. Includes: Records regarding allocation and distribution of labour, such as timesheets, Employee Attendance records cards, vacation / lieu time requests, overtime banked, statutory holidays banked, time, relief pay, daily pay sheets, sickness and accident (S&A), off/on duty report payroll adjustment, time input forms (overtime paid, stand-by, relief authorizations, car allowance claims, shift change, time sheets, statutory holiday paid) wage paid / holiday advance requests, Electronic timesheets (E-timesheets) and supporting documentation. Excludes: Administration of attendance SEE: HR-01</u></p>	Human Resources	7	E=Aug. 31 This function may appear in Finance Administration or Human Resources	36, 71, 74, 106, 202	PIB
HR-03	Criminal Records/ Vulnerable Sector Checks	<u>Includes records listing any criminal code convictions (police clearances) that have not been pardoned for all existing and new employees and service providers that come into direct contact with students on a regular basis.</u>	Human Resources	E +2	E=termination of employment.	Operational Value. Not specified 249	PIB
HR-04	Criminal Offence Declarations	<u>Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the last offence declaration.</u>	Human Resources	short	E=obsolete or superseded.	Operational Value 249	PIB
HR-05	Staff Listings and Reports	<p><u>Includes all report listings concerning staff, e.g., staff directories, seniority lists, retirement lists and lists of supply teachers.</u></p> <p><u>Excludes: Emergency Call Out Lists SEE: HS-05</u></p> <p><u>Board could consider keeping a separate staff list that could be kept for archival purposes</u></p>	Human Resources	short	Until superseded.	Operational Value. Not specified Archival – staff list	PIB

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
HR-06	<u>Benefits Administration - General</u>	<u>Includes records regarding the administration of benefits generally, not shown elsewhere in this series. Records may include brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, dental plans, employee assistance program.</u> <u>Excludes: Individual Employee Benefit SEE: HR-07-01</u>	<u>Human Resources</u>	<u>E + 2</u>	<u>E=contract lapses or records are superseded</u>	<u>Operational Value</u>	
HR-07-01	<u>Employee Records – Master</u>	<u>Includes records regarding the employment history of the board employees.</u> <u>Includes initial resume and application, internal applications, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, and employee verification forms.</u> <u>Excludes: Employee Payroll Records: SEE HR-07-02</u>	<u>Human Resources</u>	<u>E + 10</u>	<u>E=termination of employment</u> <u>There are no legal reasons to keep records longer than 10 years past termination of the employee, however the Federal Retention Guidelines is 80 years from the employee's date of birth or 5 years past last date of employment, whichever is longer..</u>	<u>3, 36, 74, 106, 119, 125, 170, 202,215, 217</u>	<u>PIB</u>
HR-07-02	<u>Employee Records – Payroll</u>	<u>Includes records regarding individual employee payroll information, such as TD1s, log books, direct deposit authorizations, car allowance, and business travel forms and supporting documentation.</u>	<u>Human Resources</u>	<u>7</u>	<u>E=Aug 31</u>	<u>74, 202</u>	<u>PIB</u>
HR-07-03	<u>Employee Records – Performance Management</u>	<u>Includes records regarding employees' performance, such as reviews by supervisors, performance development process forms, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.</u>	<u>Human Resources</u>	<u>short</u>	<u>These records could be consolidated into the HR-07-01 Employee Records Master</u>	<u>Operational Value</u> <u>Not specified 170, 202</u>	<u>PIB</u>
HR-07-04	<u>Employee Records – Training</u>	<u>Includes records regarding employee training supported by the district, including conferences and seminars, and certifications / accreditation that an employee or a subcontractor must possess in order to successfully fulfill the position requirements.</u>	<u>Human Resource</u>	<u>E + 3</u>	<u>E=Termination of employment</u>	<u>Operational Value.</u>	<u>PIB</u>
HR-08	<u>Employee Surveys</u>	<u>Includes surveys and research conducted on board staff regarding issues and planning that affect them</u>	<u>Human Resource</u>	<u>short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	<u>PIB</u>
HR-09	<u>Job Descriptions</u>	<u>Includes job descriptions and specifications as well as background information used in their preparation or amendment and positions of responsibility.</u>	<u>Human Resource</u>	<u>E+ 2</u>	<u>E=Until obsolete or superseded</u>	<u>Operational Value</u>	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
HR-10-01	Labour Relations - Negotiations and Agreements	Includes records regarding the administration and interpretation of the board's collective agreements and includes seniority lists, implementation plans, records related to collective bargaining, e.g., final offers, memoranda of settlement, mediations, arbitrations used in preparation for bargaining. Also includes relationship and contact with management exempt staff associations and supporting documentation Excludes actual collective agreements. See LE-05-03	Human Resource	E + 5	E=Date collective agreement expires.	106, 141	PIB
HR-10-02	Labour Relations - Grievances and Arbitration	Includes records regarding grievances filed by employees, such as evaluation reports, notifications, correspondence with unions concerning grievance initiators, and legal opinions. NOTE: Service Units to forward all grievance material to Human Resources upon settlement of the grievance.	Human Resource	E + 5	E=Settlement of the grievance/ arbitration, or expiration of the appeal.	74	PIB
HR-10-03	Labour Relations: Union Certification	Includes original documents concerning the certification of Labour unions.	Human Resource	E + 1	E=Until dissolution of the union.	141	
HR-11	Pension Administration	Includes records regarding the administration of pensions such as plan documents, deduction registers, and prior service summary reports, records of decisions, annual/tri-annual evaluations, remittances and reconciliations. Also includes records regarding pension policy decisions. Excludes: Employee specific pension information SEE: HR-07 Series	HR	E+10	E=Final payout of the pension or date pension records are transferred to pension authority (e.g. LAPP or ATRF)	3, 71, 106, 217	
HR-12	Training Program Records	Includes Records regarding various internal and external training and education programs offered to employees. Excludes: Specific employee records pertaining to training SEE: HR-07-04	Human Resources/Originating Department	medium	E=Aug 31	Operational Value.	
HR-13	Recruitment and Hiring	Includes records regarding the administration of a specific competition such as requisitions, copies of advertisements, evaluation criteria, career fairs records and blank interview guides. Excludes: Specific Resumes and Job Applications SEE: HR-14	Human Resources	short	E=Completion of competition	Operational Value	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>HR-14</u>	<u>Resumes and Job Applications</u>	<p>Records include applications, resumes and applicant evaluations to support recruitment in the school and school board.</p> <p>Excludes resumes of candidates selected to be interviewed.</p> <p>NOTE: Shred unsolicited resumes on receipt</p> <p>Resume is transferred to employee file upon hiring.</p>	<u>HR</u>	<u>short</u>	<u>E=competition completed or date of receipt of resume/applicati on if unsolicited</u>	<u>Operational Value</u>	<u>PIB</u>
<u>HR-15</u>	<u>Salary Administration</u>	<u>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay.</u>	<u>HR</u>	<u>Short</u>	<u>E=Until obsolete or superseded</u>	<u>Operational Value.</u> <u>36, 71, 74, 106, 202</u>	
<u>HR-16</u>	<u>Staff Awards, Recognition and Honours</u>	<u>Includes records relating to special recognition and awards presented to staff.</u>	<u>HR</u>	<u>short</u>	<u>Historical value</u> <u>Subject to inclusion in the employee record</u>	<u>Operational Value</u>	<u>PIB</u>
<u>HR-17</u>	<u>Volunteers</u>	<u>Records include volunteer registration, guidelines, correspondence, criminal record and vulnerable sector checks, offense declarations, confidentiality agreements, technology use agreements and drivers' abstracts.</u>	<u>Schools</u>	<u>short</u>	<u>Retention should consider the procedures in place for volunteer management.</u>	<u>Operational Value</u>	<u>PIB</u>
<u>HS</u>	<u>Health and Safety</u>	<u>The function of promoting health and safety, and encouraging attitudes and methods that will lead to improved wellness in the jurisdiction.</u>					
<u>HS-01</u>	<u>Health and Safety Programs</u>	<u>Includes: Records regarding the development, objectives and administration of safety programs, program audits, guidelines and compliance and statistics.</u>	<u>Health & Safety</u>	<u>short</u>	<u>E=Aug 31</u>	<u>Operational Value. Not specified 202</u>	
<u>HS-02- 01</u>	<u>Health and Safety - Audits and Inspections</u>	<u>Includes records regarding health and safety audits and inspections.</u>	<u>Health & Safety or Originating</u>	<u>3</u>	<u>E=Aug. 31 of audit and all deficiencies rectified</u> <u>Note: Depending on the nature of the incident, records may have legal value</u>	<u>202</u> <u>http://work.alberta.ca/occupational-health-safety/cor-maintain-or-renew-a-certificate.html</u>	<u>PIB</u>
<u>HS-02- 02</u>	<u>Health and Safety - Inspection Reports</u>	<u>Includes records of inspections carried out in accordance with the Occupational Health and Safety Act.</u>	<u>Health and Safety</u>	<u>3</u>	<u>E=Aug. 31 of inspection and all deficiencies corrected</u> <u>Special circumstances might affect the retention of some inspections (e.g., fire code inspections, or machinery inspections, or playground inspections or monitoring ionizing radiation.)</u>	<u>106, 122, 202, 225</u>	<u>PIB</u>

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>HS-03</u>	<u>Health and Safety - Incident Reports:</u>	Includes completed forms reporting an incident. Excludes Individual student and employee medical health records (personally identifiable records) See: HR and ST series	<u>Health & Safety or Originating</u>	<u>8</u>	<u>E=Aug. 31 of incident report Incident reports relating to a WCB claim may be retained with WCB in LE-04</u>	<u>65, 71, 202</u>	<u>PIB</u>
<u>HS-04</u>	<u>Health and Safety - Safety Data Sheets</u>	Includes safety data sheets (SDS) as created and issued by the manufacturer. Note: Safety data sheets are not records of the board, however every location that uses the material must have access to a data sheet, as required by OH&S Act.	<u>Facilities</u>	<u>short</u>	<u>E=superseded or obsolete</u>	<u>Operational Value. Not specified 202</u>	
<u>HS-05</u>	<u>Emergency Plans</u>	Includes records regarding emergencies and related plans to support the board and school in case of fire or other emergencies. I.e. business continuity plans, call lists, supplier/vendor contacts, and related reports.	<u>School/ Facilities/ Health and Safety</u>	<u>E+2</u>	<u>E=offence</u>	<u>120, 122</u>	<u>PIB</u>
<u>HS-06</u>	<u>Designated Substances and Hazardous Materials Management</u>	Includes records related to the monitoring, management and disposal of chemical, biological or physical agents or substances.	<u>Facilities/ Health and Safety</u>	<u>E+2</u>	<u>E=date of offence</u>	<u>120, 122, 202</u>	
<u>HS-07</u>	<u>Air Quality, Asbestos/Mold removal and containment</u>	Includes records regarding renovation or removal projects on jurisdiction owned facilities containing asbestos/mold. Records include clearance documentation, regarding the removal of asbestos, air quality testing, asbestos removal consulting and removal report, asbestos audit testing, industrial waste receipt and supporting documentation.	<u>Facilities/ Health and Safety</u>	<u>E+12</u>	<u>E=Disposal of property</u>	<u>146, 225</u>	
<u>IM</u>	<u>Information Management</u>	The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information. Includes planning, determining requirements, developing, acquiring, modifying and evaluating information and systems to house information such as applications and databases. Also includes the systematic management of information and the appropriate decommission of systems and disposition of information					

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
IM-01	Archives	Includes records regarding schools and service units that have transferred records to the Archives; archival donations from external sources; and artifacts and cultural properties from the Board of Trustee's Office. Documentation includes information regarding the records received, accession and de-accession records / registers, organizational updates, box contents listings, donor forms, and supporting documentation	Records Management	E+3 months	E=Expiration of time limited by s. 33.1 for appeal	20	PIB
IM-02-01	Records Management Administration	Also includes records regarding the development, maintenance, and updating of records management program system documentation. May include records regarding the administration of the records management system such as inventory, lists, location and warehouse information, vendor contact and supplies information, scheduling and supporting documentation. Excludes Records Management Disposition Authorizations: SEE IM-02-03 Excludes: Records Management Retention Schedules: SEE IM-02-04	Records Management	short	E=Superseded or obsolete	Operational Value 146	
IM-02-02	Records Management – Transfer and Retrieval	Includes records regarding the transfer of custody and control of records from service units and schools to the records management system or to other jurisdictions. Records include: transmittals, requests for retrieval/return of records. Also includes student request /authorization and supporting documentation.	Records Management	medium	E=Aug 31	Not specified	PIB
IM-02-03	Records Management – Disposition Authorization	Includes records regarding authorization of records disposition, as well as requests to suspend disposition (holds). Includes original signed disposition forms and accompanying transmittals; documentation accounting for officially missing records; hold authorizations; attachments and supporting documentation.	Records Management	long	E=Dissolution of organization Note: Disposition authorizations could be considered permanent documents. Copies are retained indefinitely in the service unit/school to aid retrieval.	Not specified	PIB
IM-02-04	Records Management – Retention Schedules	Records include all histories and versions of approved system documentation.	Records Management	long	E=Until obsolete or superseded Note: Retention schedule policies are historical records and could be considered permanent documents	Not specified	

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IM-03-01	Freedom of Information and Protection of Privacy – (FOIP) Requests and Replies	Includes records regarding requests for information under the Province’s legislation, such as applications, correspondence and copies of material released	Legal	E + 5	E=Once request is closed	Operational Value 125	PIB
IM-03-02	Freedom of Information and Protection of Privacy (FOIP) – Personal Information Banks (PIB’s)	Includes records regarding directories of personal information banks (PIB's) and supporting documentation. A personal information bank lists the type of personal information held by a public body. A personal information bank does not provide direct access to an individual’s records.	Legal	E+1	E=Until obsolete or superseded	Operational Value 125	PIB
IM-03-03	Disclosure of personal information under FOIP Act	Includes records documenting disclosures of personal information to authorized personnel i.e.) social workers, law official investigating	School site Legal	E +1	E=disclosure * 246 & 250 may apply under certain circumstances.	125*	
IM-03-04	Freedom of Information and Protection of Privacy (FOIP) - Privacy Impact Assessments (PIA's)	Includes records regarding completed privacy impact assessments (PIA) and related documentation.	Legal	E + 3	E=Until obsolete or superseded	Operational Value 125	
IM-03-05	Freedom of Information and Protection of Privacy (FOIP) - Statistics	Includes records regarding statistical reporting of Freedom of Information and Protection of Privacy requests to the Province	Legal	short	E=Aug. 31	Operational Value	PIB
IM-03-06	Freedom of Information and Protection of Privacy (FOIP) - Investigations	Includes: Records regarding documents and reports concerning investigation of privacy breaches.	Legal	E+7	E=Once final report is completed	Operational Value	PIB

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
IM-04	Research and Statistical Analysis	Includes records regarding copies of research papers and background data and analysis relevant to the administrative functions of the district. Also includes records regarding the analysis of data, such as reports, opinions, position papers, studies, and supporting documentation. Excludes: Research and Planning on issues regarding schools/board SEE: RP Series	Originating	E + 5	E=Research complete	Operational Value,	
IM-05-01	Information Technology - Helpdesk	Includes records regarding the performance of typical daily helpdesk functions for the district. Records include helpdesk submissions background documentation submitted by the user, scripts used by the helpdesk to respond to inquiries. NOTE: Records may be escalated to IM -05-02	Information Technology Services	E + 1	E=Until obsolete or superseded/ Ticket resolved	Operational Value	
IM-05-02	Information Technology – Maintenance and Support	Includes records regarding system maintenance and support, such as change requests, system statistics, information and reports, hardware / software checks and testing. Also includes software upgrades, problem management and database change requests. e excludes: IT helpdesk functions See: IM-05-01	Information Technology Service	E + 3	E=Life of System	Operational Value	
IM-05-03	Information Technology – Functional, Technical Specifications	Includes records regarding systems development functional and technical specifications and requirements, such as background requests, requirement definitions, studies, surveys, stakeholder engagement information and business cases used to design/develop software/hardware specifications. Also includes acceptance/compatibility criteria, modeling, final specifications and supporting documentation	Information Technology Services	E + 3	E=Life of System	Operational Value	
IM-05-04	Information Technology – Installation and Implementation	Includes records regarding system installation / implementation, such as data conversion plans, copies of agreements with third parties, mapping information and implementation plans.	Information Technology Services	E + 3	E = Life of System	Operational Value	
IM-05-05	Information Technology – Backup Tapes	Backup tapes are considered transitory records until they are required in the event of a disaster or the district is required to access for data recovery.	Information Technology Services	E + 1	E = Data tape is full or taken out of rotation	Operational Value	

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<u>IM-05-06</u>	<u>Information Technology – Plan</u>	<u>Includes records regarding the comprehensive framework used to manage and align an organization's Information Technology (IT) assets, operations, and projects with its operational characteristics, defining how information technology will support the district's operations.</u>	<u>Information Technology Services</u>	<u>E+9</u>	<u>E = Until obsolete or superseded</u>	<u>Operational Value</u>	
<u>IM-05-07</u>	<u>information Technology – System, Server, Network Monitoring</u>	<u>Includes records regarding the management and monitoring of system / server network environment, such as performance statistics, configurations, performance benchmarks, job scheduling, installations, etc.</u>	<u>information Technology Services</u>	<u>short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	
<u>IM-05-08</u>	<u>Information Technology - Information Security</u>	<u>Includes records pertaining to the protection of information and information systems from unauthorized access, use, infection from viruses, disclosure, disruption, modification, perusal, inspection, recording or destruction in accordance with confidentiality, integrity and availability requirements.</u> <u>Excludes: physical security SEE: FM-11</u>	<u>Information Technology Services</u>	<u>short</u>	<u>E=Superseded or obsolete</u>	<u>Operational Value</u>	
<u>IM-05-09</u>	<u>Information Systems - Architecture</u>	<u>Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades</u>	<u>Information Technology Services</u>	<u>E+2</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	
<u>IM-06</u>	<u>Access Control and Password Records</u>	<u>Records related to the management of and access to programs. Includes individual access, password management, etc.</u>	<u>Information Technology Service</u>	<u>E+1</u>	<u>E = Termination of employee.</u>	<u>Operational Value</u>	
<u>IM-07</u>	<u>Telecommunication s Systems</u>	<u>Records relating to the management, maintenance and use of telecommunications including landline and wireless mobile devices and equipment. Includes system documentation, configuration details and services provided</u>	<u>Information Technology Services</u>	<u>E + 3</u>	<u>E=Aug. 31</u>	<u>Operational Value</u>	
<u>IM-08-01</u>	<u>Web Administration – Web Management</u>	<u>Includes: Web management and operations records that provide context related to the site such as administrative and technical records necessary for or produced during the management of a web site.</u>	<u>Information Technology Services</u>	<u>E + 3</u>	<u>E=Superseded or obsolete</u>	<u>Operational Value</u>	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>IM-08-02</u>	<u>Web Administration – Web Structure</u>	<u>Includes records that provide structure to the web site including site maps that show the directory structure into which content pages are organized, software configurations used to operate the site and establish its look and feel including server environment configurations and specifications and supporting documentation</u>	<u>Information Technology Services</u>	<u>E + 3</u>	<u>E = Life of web site</u>	<u>Operational Value</u>	
<u>IM-08-03</u>	<u>Web Administration – Web Content</u>	<u>Includes records regarding web content records such as the content pages that compose the site, inclusive of HTML markup, records generated when a user interacts with a site, lists of the URLs referenced by the site's hyperlinks and supporting documentation. Documents posted on websites are for publication only and are considered transitory</u>	<u>Originating</u>	<u>E+1</u>	<u>E = Until obsolete or superseded</u>	<u>Operational Value</u>	<u>PIB</u>
<u>LE</u>	<u>Legal</u>	<u>The function of addressing legal issues relating to the operations of the board and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board and schools, deeds and titles relating to properties, harassments incidents, etc.</u>			<u>Boards may wish to establish a longer retention for compliance.</u>		
<u>LE-01</u>	<u>Accident/ Incident Claims and Reports</u>	<u>Includes reports related to student/employee accidents that occur on board and school authority property, schools and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident</u> <u>Excludes: claims/ litigations, WCB claims/ reports SEE: LE-04</u>	<u>Originating location or corporate office keeps student accidents; all others kept at corporate office</u>	<u>E+10</u>	<u>E = date of incident or report and all action taken.</u>	<u>202</u>	<u>PIB</u>
<u>LE-03</u>	<u>Appeals/ Hearings</u>	<u>Includes records of hearings conducted with regard to issues that affect the school or school board. Records include correspondence, reports, discovery findings, hearing proceedings and final decisions</u>	<u>Corporate/Le gal</u>	<u>E+5</u>	<u>E = Last action taken that advances claim.</u>	<u>161, 170, 202</u>	<u>PIB</u>
<u>LE-04</u>	<u>Claims/ Litigation</u>	<u>Includes all liability claims and litigation against or entered into by the boards/authorities and schools. Records include reports, correspondence, investigations, WCB claims, etc.</u>	<u>Corporate/Le gal</u>	<u>E+5</u>	<u>E = Last action taken that advances claim. Note: Section 3.1 of the Limitations Act, R.S.A. 2000, c. L- 12 provides there is no limitation period applicable to claims involving sexual assault or sexual misconduct, including if the person with the claim was a minor</u>		<u>PIB</u>

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<u>LE-05-01</u>	<u>Contracts and Agreements - General</u>	<u>Correspondence and information related to contracts and agreements.</u>	<u>Originating Department or Corporate/ Legal</u>	<u>E + 7</u>	<u>E = contract lapses</u>		<u>PIB</u>
<u>LE-05-02</u>	<u>Contracts and Agreements - Employee</u>	<u>Includes records regarding employee related contracts, such as employment contracts, retirement agreements, etc. which may also contain memos and affidavits of execution and supporting documentation</u>	<u>Human Resources</u>	<u>E + 7</u>	<u>E = contract lapses</u>		<u>PIB</u>
<u>LE-05-03</u>	<u>Contracts and Agreements - Educational</u>	<u>Includes records regarding educational related agreements, such as cooperative education agreements, work experience agreements.</u> <u>Excludes: agreements related to employment SEE: LE- 05-02</u> <u>Excludes: agreements related to land SEE: LE- 10 series</u>	<u>Corporate/ Legal</u>	<u>E + 7</u>	<u>E = contract lapses</u>		<u>PIB</u>
<u>LE-06</u>	<u>Deeds and Titles</u>	<u>Includes original deeds to any board owned property.</u>	<u>Corporate/ Legal</u>	<u>E + 10</u>	<u>E = disposal of property</u>	<u>144, 146</u> <u>Archival</u>	
<u>LE-07</u>	<u>Insurance Policies</u>	<u>Includes records regarding liability insurance policies held by board such as copies of insurance certificates / policy documents and supporting documentation. Also includes records relating to policies to cover loss or damage to property or premises and cover staff and general public against injury or death resulting from accidents on school/ board premises or occurring during employment.</u> <u>Excludes: insurance claims and accident reports SEE: LE-01</u>	<u>Corporate/ Legal</u>	<u>E +2</u>	<u>E = Expiry Date of Policy</u>	<u>202</u>	
<u>LE-08</u>	<u>Legal Opinions/ Precedents</u>	<u>Records relating to legal opinions and precedents about legal issues identified by the school/board. Records include case law, correspondence, reports, and findings/opinions provided to requestor</u>	<u>Corporate/ Legal</u>	<u>E + 5</u>	<u>E=superseded or obsolete</u>	<u>Operational value</u>	
<u>LE-09</u>	<u>Policing Arrangements</u>	<u>Includes correspondence between schools and police departments regarding extra duty officers, police visits to schools, and related items.</u>	<u>Originating Department</u>	<u>medium</u>	<u>E=Aug. 31</u>	<u>Operational value</u>	
<u>LE-10-01</u>	<u>Property - Acquisition and Sale</u>	<u>Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board and school authority or under consideration for purchase.</u> <u>Also includes plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands.</u>	<u>Corporate/ Legal</u>	<u>E+10</u>	<u>E = disposal of property.</u>	<u>144, 146</u> <u>Archival</u>	

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<u>LE-10-02</u>	<u>Property - Occupancy</u>	<u>Includes: Records regarding lease and rental agreements and contracts for land, buildings or property, residential or commercial, by and to the board, such as signed leases, surveys, tenant information, schedules and receipts of payment and supporting documentation</u>	<u>Corporate/ Legal</u>	<u>E+6</u>	<u>E=expiry date of contract/agreeme nt and all conditions met</u>	<u>144</u>	<u>PIB</u>
<u>LE-11</u>	<u>Property Damage/ Trespassing Reports</u>	<u>Includes reports and general correspondence regarding property damage, theft or loss. Also includes vandalism reports, copies of repair invoices, monthly and annual summaries.</u> <u>(jurisdictions may choose to have separate series/retention periods for minor vandalism vs. major vandalism)</u>	<u>Originating Department</u>	<u>E + 12</u>	<u>E = Claim first knew injury occurred, attributable to defendant that warrants bringing proceeding)</u> <u>E= Claim arose; and other conditions</u>	<u>146</u>	<u>PIB</u>
<u>LE-13</u>	<u>Unclaimed Personal Property</u>	<u>Document of disposition regarding unclaimed property</u>	<u>Originating</u>	<u>E +10</u>	<u>E-disposition of property to minister</u>	<u>247</u>	
<u>LE-14</u>	<u>Canada's Anti-Spam Law (CASL)</u>	<u>Good record-keeping practices may help businesses establish a due diligence defence in the event of complaints to the Commission against the business. Consider Maintaining hard copy and/or electronic records of the following:</u> <ul style="list-style-type: none"> <u>• your commercial electronic message policies and procedures;</u> <u>• all unsubscribe requests and actions;</u> <u>• all evidence of express consent (e.g. audio recordings or forms) by consumers who agree to be contacted via a commercial electronic message;</u> <u>• commercial electronic message recipient consent logs;</u> <u>• commercial electronic message scripts; and</u> <u>actioning unsubscribe requests for commercial electronic messages.</u>	<u>Originating</u>	<u>medium</u>	<u>E = date of unsubscribe, last email of subscription or complaint or investigation</u> <u>Record of consent must be kept as long as contact may continue - which may be difficult to know. If you want to purge the record of consents more often, you would like require collection of them more often too.</u>	<u>Operational value 248</u>	
<u>LE-12</u>	<u>Incidents - Discrimination and Harassment</u>	<u>Includes records of incidents involving staff and students, incident reports, investigations, and correspondence regarding these issues.</u> <u>Excludes: appeals/hearings SEE: LE-03</u>	<u>Originating Department</u>	<u>E+10</u>	<u>E=Aug. 31 of report and all actions concluded.</u> <u>10 years</u>	<u>170, 193</u>	<u>PIB</u>

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<u>CO</u>	<u>Communication</u>	<u>The function of promoting and marketing board and school programs and services. Records in this function include board and school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.</u>					
<u>CO-01</u>	<u>Advertisements</u>	<u>Includes publications, artwork and copies of advertisements placed by the board or schools.</u> <u>Excludes: advertisements for job postings. SEE HR-13</u>	<u>Originating Department</u>	<u>Short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	
<u>CO-02</u>	<u>Appreciation and Commendation</u>	<u>Includes general commendations, certificates of appreciation and petitions received from the general public and parents.</u> <u>Excludes: records relating to specific employees or student records</u> <u>SEE: HR and SI series</u>	<u>Originating Department</u>	<u>Short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	
<u>CO-03</u>	<u>Communiqués</u>	<u>Includes memos, brochures, correspondence and related information about programs and activities sponsored by the board or by schools.</u>	<u>Originating Department</u>	<u>Short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	
<u>CO-04</u>	<u>Memos, Special Events, Presentations, Ceremonies and Celebrations</u>	<u>includes speeches, memos, notices, correspondence with parents and others, programs and all related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school opening ceremonies, reunions, community engagement etc.). Records include program schedules, correspondence, brochures, and event activity details.</u>	<u>Originating Department</u>	<u>Short</u>	<u>E=Aug 31</u>	<u>Operational value</u>	<u>PIB</u>
<u>CO-05</u>	<u>Media Kits, Communications and News Releases</u>	<u>Includes records regarding board relations with the various media.</u> <u>Includes press releases, marketing and information releases, speeches, photographs, correspondence, etc.</u>	<u>Originating Department</u>	<u>Short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	
<u>CO-06</u>	<u>Memorabilia and Branding</u>	<u>Includes school/board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school/board and school authority histories, logos and crests, songs, etc.</u>	<u>Schools/ Originating Department</u>	<u>E+1</u>	<u>E=Aug 31</u>	<u>Operational Value Archival</u>	
<u>CO-07</u>	<u>Press Clippings</u>	<u>includes reports from newspapers, magazines, websites and other publications regarding the board and school authority, school, staff, students and trustees</u>	<u>Originating Department</u>	<u>Short</u>	<u>E=Aug 31</u>	<u>Operational Value</u>	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
CO-08	Publications	Includes records for publications such as yearbooks, handbooks, marketing materials, calendars, annual reports, brochures, newsletters, and other promotional materials.	Originating Department	E+2	E=Aug. 31	Not specified 180 Operational Value Archival	PIB
CO-09	Communications Projects - originating from the district	Information that is prepared by communications on behalf of the board.	Originating Department	Short	E=Aug. 31 Records may be retained for longer period for historical purposes.	Operational Value	
CO-10	Communication about the district	Information that comes from external sources pertaining to the board.	Originating Department	Short	E=Aug. 31 Records may be retained for longer period for historical purposes.	Operational Value	
RP	Research and Planning	The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.			Final reports may be retained longer and/or in applicable department.		
RP-01	Research and Planning - School Enrolments	Includes records regarding planning and development issues within the municipality that may have implications on enrolments within the school system. Includes subdivision plans, official plan amendments, population reports, and traffic studies.	Originating Department	Short	E=Aug. 31	Operational Value Archival	
RP-02	Research and Planning: Student Demographics	Includes aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, and country of birth, religion, and other trend data.	Originating Department	E+ medium	E=Aug 31	Operational Value Archival	
RP-03	Research and Planning - School Boundaries	Includes information relevant to the establishment of school boundaries for purposes of enrolment and facility use. Includes boundary descriptions, school attendance areas and maps.	Originating Department	LONG	E = Until obsolete or superseded	Operational Value	
RP-04	Research and Planning - School System	Includes records relating to internal and external research. Records include applications, surveys and research reports undertaken to capture information about school system issues; student evaluation and scoring systems and student backgrounds; school and career selection; external research, applications, surveys and research reports.	Originating Department	E+1	E = Until obsolete or superseded	Operational Value Archival	

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
RP-05	Research and Planning – External Requests	Includes external applications to conduct research from sources such as universities, graduate students, and foundations, and their final reports	Originating Department	E+1	E=Aug 31	Operational Value	
RP-06	Research and Planning - Educational and Curriculum Planning	Includes all strategic and operational planning documents, and mandates, related correspondence, background and reference information, records of any research conducted into curriculum or program development, such as questionnaires, interest surveys and independent research studies.	Originating Department	short	E=Aug. 31	Operational Value Archival	
SI	Student Information	The function of providing students with programs and services in accordance with the School Act. Records cover such areas as admissions, transfers and withdrawals, Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation.					
SI-01	Bursaries and Awards	Includes supporting documentation regarding bursaries and awards presented to students at commencement or graduation. Financial records regarding awards should be retained in appropriate record series in Finance. SEE FA series.	School/ Originating Department	Long	E =Aug 31	Operational Value	PIB
SI-02	Preliminary Assessment/ Accommodation	Includes records used prior to a formal assessment, if required. Records may include anecdotal notes, accommodations and interventions used prior to formal assessments and supporting documentation.	School	Short	E=Aug. 31	Operational Value	PIB
SI-03	Case Files: Counseling	Includes case files of students who are referred for counseling. Records include referrals, reports, and case notes, authorization and counseling working documents, testing and test keys and supporting documentation. Not to be kept as part of the Student Record.	School Counselors/ Originating Department	E + 1	E=retirement or transfer of student	Not specified 170, 184	PIB
SI-04	Specialized Assessment - Working Notes	Includes case files referencing students referred for a specialized assessment which may include but is not limited to psychological, learning, speech language, occupational, physical therapy, vision, hearing assessments, testing protocols, authorizations and supporting documentation. Final reports resulting from assessments are placed in the Student Record file.	School/ Originating Department	E+10	E=date student turns 18 Case files are maintained in accordance with health care professional guidelines	Operational Value	PIB

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB
SI-05	Student Transfer Administration	Includes all office index cards, binders and student transfer logs that administer the transfer of students in and out of individual school. These contain personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as backup information. This may be retained electronically if a hard copy can be readily produced.	School	E + 3	Store with the Student Record files of students who have moved/transferred E= School year transfer date	184	PIB
SI-06-01	Student Records	Includes all information affecting the decisions made about the education of a student. Includes records specified in the Student Record Regulation. This is a provincial record that may be transferred to another board within Alberta as per the Student Record Regulation. If the student leaves the province the records is copied and the copy set is transferred out of province. This excludes records that are part of Off-Campus Education (see SI-07)	PASI and School	E + 27	E= Date of Birth Note: Schools employing school psychologists should be aware that psychologists are governed by the Health Professions Act and may have to extend the retentions of those applicable records. *CULL FILE: Suspension or expulsion = retain responsive records 3 years from date of incident then Destroy Note: Alberta Education has custody and control of Provincial standardized test results. (SB may want to make this a sub folder)	170, 184, 246	PIB
SI-06-02	Student Record – Administrative or Secondary File	Includes records not specified in the Student Record Regulation.	School	E+1	E= School year transfer date Administrative files are records that are specific to the student but not part of the SRR. Such as incident tracking, letters to parents, etc. These records are generally transitory or have a short retention and would not be transferred as part of the student record. On occasion some of these records may be transferred between schools at the discretion of the principal, for the safety of the student and to the benefit of the student’s education. (ie, VTRA)		

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
<u>SI-07</u>	<u>Programs: Co-operative Education</u>	<p><u>Includes correspondence with potential employers, surveys, and monthly monitoring teacher reports, statistics and other records of co-operative education programs. Also includes dual-credit, apprenticeship programs, off-campus education.</u></p> <p><u>Excludes: Work Education Agreements SEE: LE-05-03</u></p> <p><u>Excludes: Educational program administration and planning documents. SEE EP Series.</u></p>	<u>School/Origin ating Department</u>	<u>7</u>	<u>E=Aug. 31</u>	<u>120, 233, 236</u>	<u>PIB</u>
<u>SI-08-01</u>	<u>Student Activity Administration</u>	<p><u>Includes records regarding the administration of student exchanges, off site activity, field trips and arrangements for special events related to specific activities, such as concerts, festivals, track meets, facility tours, tournaments, art or essay contests, and science fairs. Records include correspondence, plans, schedules, etc.</u></p> <p><u>Excludes: consent forms SEE: SI-08-02</u></p>	<u>School</u>	<u>2</u>	<p><u>E=Aug. 31</u></p> <p><u>Records may be retained for longer periods if deemed to be of historical value OR if the activity is deemed "high-risk."</u></p>	<u>236</u>	
<u>SI-08-02</u>	<u>Student Activity Participation</u>	<p><u>Includes requests, consent/permission forms, acknowledgement of risk, correspondence and reports regarding school field trips and on and off site activities, consent for working in school laboratories (labs) such as science labs. Also includes reports relating to the student(s) involved in student exchanges.</u></p> <p><u>Excludes: information on international students and host families SEE SI-12 series</u></p>	<u>School</u>	<u>2</u>	<p><u>E=Aug. 31</u></p> <p><u>Subject to select inclusion in the ST-11 series dependent on the trip</u></p> <p><u>Records may be retained for longer periods if the activity is deemed "high-risk."</u></p>	<u>236</u>	<u>PIB</u>
<u>SI-09</u>	<u>Registers: Student Enrolment and Attendance</u>	<p><u>Includes registers and reports concerning the enrolment/attendance of students, recording of daily attendance, and daily absence reports. Also includes class registers for non-school system programs such as continuing education, driver education and heritage language programs.</u></p>	<u>School Principal</u>	<u>E+2</u>	<u>E=Aug. 31</u>	<u>Operational value</u>	<u>PIB</u>
<u>SI-10</u>	<u>Student Marks</u>	<p><u>Includes information on students' courses completed, marks received and mark verification sheets, and teacher mark books. Also includes electronic records.</u></p> <p><u>Excludes: report cards SEE: SI-06</u></p>	<u>School - Teaching</u>	<u>E+2</u>	<p><u>E = Verification in SIS (Student Info system)</u></p> <p><u>Note: Student marks are included in the ST-11 series as part of report card.</u></p> <p><u>E = on closing school, forward record for student to new school or minister if school unknown</u></p>	<u>184</u>	<u>PIB</u>

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
SI-11	Mature Student Records: Continuing Education	Includes student appraisals, marks and other student- centered records for continuing education courses.	School		E = Date of completed school attendance Subject to inclusion in the Student Record ST-11	170, 184	PIB
SI-12-01	International Students	Includes records pertaining to out of country students applying to attend schools. Records may include applications for admission, correspondence between the student's family and the International Bureau (Global Learning). May include copies of Government of Canada Embassy information, copies of Visa student permits, banking information and copies of educational reporting while student in attendance at a school. Excludes: Student Record file SEE: SI-06	Originating Department	E = 27	E=Date of Birth	Operational Value	PIB
SI-12-02	International Students - Hosting	includes correspondence and records of international hosting programs including documentation on host families, police clearances for host families, minutes of meetings for agent information and supporting documentation to pursue opportunities to bring international students to schools	Originating Department	long	E=Aug. 31	Operational Value	PIB
TR	Transportation	The function of providing students with transportation.					
TR-01	Transportation Reports and Costing	Includes records on bus route costing, fuel rates, bus capacity loading, and records regarding the escalation and de-escalation of fuel prices for vehicles and buses and its impact on the Bus Transportation Contract with the bus line Operators. Excludes: Student Bus Services SEE: TR-02	Transportation Services	short	E=Aug. 31 NOTE: if district does not have a transportation department, this record series could be moved to FA.	Operational Value	
TR-02	Student Bus Services	Includes records concerning transportation/busing for transportation of students to and from schools, Special Education, off site activities, field trips, and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries and student lists (names and addresses). Excludes: transportation bus costs SEE: TR-01	Transportation Services /Schools	Short	E=Aug. 31 NOTE: if district does not have a transportation department, this record series could be moved to SI.	Operational Value	PIB
TR-03-01	Vehicle - Records	Includes information relating to the vehicle, insurance and registration, copies of purchase invoice, bill of sale, vehicle specifications, modification records (i.e. wheelchair lift installation), maintenance logs, records pertaining to work performed for upkeep of vehicle, accident reports, repairs, and insurance communication. Excludes: Vehicle inspections. SEE TR-03-02	Transportation Services	E+1	E=Life of Vehicle These may be filed by unit number for each vehicle Note: Primary location for these asset documents falls under FA-14 Series Primary location for insurance documents falls under LE- 07 Use Aug 31 to close file.	238	PIB

<u>Record Number</u>	<u>Record Series</u>	<u>Scope Notes (Description)</u>	<u>Responsible Department</u>	<u>Retention</u>	<u>Notes</u>	<u>Retention Value & Legal Citation</u>	<u>PIB</u>
TR-03-02	Vehicle - Inspection	Includes daily and monthly trip inspection reports	Transportation Services	6 months	E=Aug. 31 of inspection report	238, 242.	
TR-04	Requests, Complaints & Appeals	Includes records concerning grievances and documentation of complaints or appeals to request Student Bus Services, such as school of choice appeals, yard service appeals, school bus stop complaints, etc. Note: Staff grievances are housed in HR10-02.	Transportation Services		E= Complaint/ Appeal resolved and decision communicated to complainant	Operational Value	PIB
TR-05	Bus Drivers	Includes driver licensing, abstracts, training, certifications, route or bus applications, medicals.		4	E=Aug. 31	238	PIB
TR-06	Bus Drivers - Logs	Daily logs.	Transportation Services	6 months	E=Aug. 31	238, 242	
TR-07	Routes	Includes route maps, ECS routes, extra service runs, temporary alternate routes, route optimization, bus passenger lists, route maintenance requests.	Transportation Services	Short	E=Aug. 31	Operational Value	PIB
TR-08	Grants	Includes transportation grant applications and supporting documentation.	Transportation Services/ Finance	7	E=Aug. 31	244	

2024 High School/Gr. 9 Graduation/Farewell/Celebration Dates

School	Date	Location	Time	Attending
VHS	Friday, May 10	Vauxhall Community Church Vauxhall Community Hall	5:30pm – banquet 7:30pm - ceremony	
WRM	Friday, May 24 Saturday, May 25	Myers (cap & gown) Taber Civic Centre (banquet)	5:00pm 5:00pm	
HMAP	Friday, May 31	Vauxhall Community Church	5:00pm – banquet 7:00pm - ceremony	
TMS	Friday, May 31	Myers gym	7:00pm	
WAR	Friday, May 31	Warner Gym	6:00pm	
ATL	Saturday, June 1	Chamberlain School	11:00am	
TCS	Thursday, June 6	Grade 8 Celebration		
ERHS	Friday, June 7	Erle Rivers Gym	7:30pm	
DAF	Friday, June 14	DAF Gym (gr. 8 farewell)	10:00am	
DRH	Friday, June 21	DRH Gym (gr. 5 farewell)	8:45am	
TCHS	Friday, June 21	TCHS	3:00pm	
VES	Wednesday, June 25	VES (gr. 6 farewell)	9:00am – 10:15am	
ACE	Tuesday, June 25	Ceremony – TBD Banquet – Heritage Inn	5:00pm - ceremony 6:00pm - banquet	
LOM	Wednesday, June 26	Lomond Gym	6:00pm – banquet 7:00pm - ceremony	
ENC	Friday, May 24	Enchant School (gr. 9 farewell)	6:00pm	

Superintendents Progress Report

April 2024

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.

- Meetings and conversations with principals, staff, and parents as needed and/or requested. Conversations have focused on:
 - school off-campus excursions,
 - human resource issues including support staff concerns,
 - Horizon assurance survey analysis
 - principal and vice principal evaluation meetings
 - home schooling
- 2024-2025 budget preparation is underway
- CUPE bargaining continues

A number of other activities, meetings, events, and professional learning activities were attended over the month. These include but are not limited to

- Developing cell phone policy and policy meeting to discuss the draft cell phone policy
- Alberta Education field services meeting re: Annual Education Results Report (AERR)
- Alberta Education meeting re: Parental Choice in Education

- Alberta Education meeting re: teacher recruitment
- College of Alberta School Superintendent (CASS) provincial executive meeting
- Senior Administrative Leadership Team (SALT) meeting
- Administrator symposium
- Division Office staff meeting
- W.R. Myers modernization meetings



240422 Board Report

Associate Superintendent of Human Services

Human Services

- We are on track in following the Administrator/Teacher Staffing Process document with the internal round of hiring (Round 1) closing on April 19. Shortlisting and interviewing will occur this week.
- Dave LeGrandeur and I met with three Principals to discuss the possibility of an EA PD project for the coming year.
- I continue to observe and provide feedback and support to teachers under evaluation this year.

Professional Development and Meetings

- Along with 10 of our Principals, I attended the 5th Mental Health in Schools PD Day in Burdett on April 26.
- Along with other Senior Leadership Team members, I met with an Alberta Education Field Services representative to review Horizon's AERR.
- I attended my first Horizon School Division Administrator's Symposium April 18-19.

Clinical Team Leader/FSLC/Wellness Coaches

- Taylor Williams, Mental Health Therapist from AHS provided a learning session to our FSLP team around Spirituality and Culture when providing counselling services.
- The Clinical Team Leader organized a PD March 11 for the Family School Liaison Program Team (Wellness Coaches and Family School Liaison Counsellors) which included new legislation and frequently asked questions around changes or updates with Child and Family Services. Brandon Petite, Taber CFS Manager, provided an update and question and answer period to clarify legislation in reporting and expectations. Chinook Sexual Advocacy Centre/Child and Youth Advocacy provided a presentation around resources, and referrals available to our team as well as the Division.
- Tara Odland, FSLC, resigned her position as of Mar 14, 2024 . The .6 FSLC position continues to be advertised. To date, no applicants.
- Gretchen Bourassa, Wellness Coach with Lomond, VES, VHS and MAP resigned her position as of Apr 9, 2024 . Her position is being advertised.
- CTL has been attending town hall meetings and researching upcoming counselling regulations that will come into effect Fall of 2024.
- CTL continues to meet with Southern Alberta agencies and counselling leads around updating threat assessment/assessment of risk to others guidelines and signing partners.
- CTL attended meetings with Lethbridge College and U of L around practicum students and policies.
- U of L Masters student completed her practicum as of Apr 15, 2024 . She has supported DAF and W.R. Myers since January 2024.

Resiliency Celebration Evening Wednesday May 8, 2024 at the Taber Auditorium (Open to the Community)

- There was 35 students whose postcards were selected to participate in the celebration evening from both Horizon School Division and Holy Spirit School Division
- Postcards were selected from the schools of Enchant, Grassy Lake, Warner, Milk River, Central, LT. Westlake, Dr. Hamman, Taber Christian School, Lomond, Vauxhall Elementary School and St. Pats School
- Supporters/Partners of the event such as TCAD, FCSS and Holy Spirit School Division will be helping out with expenses and supplies for the evening's festivities
- Anticipation of 200 people with families, children and mentors to attend

Summer Programming

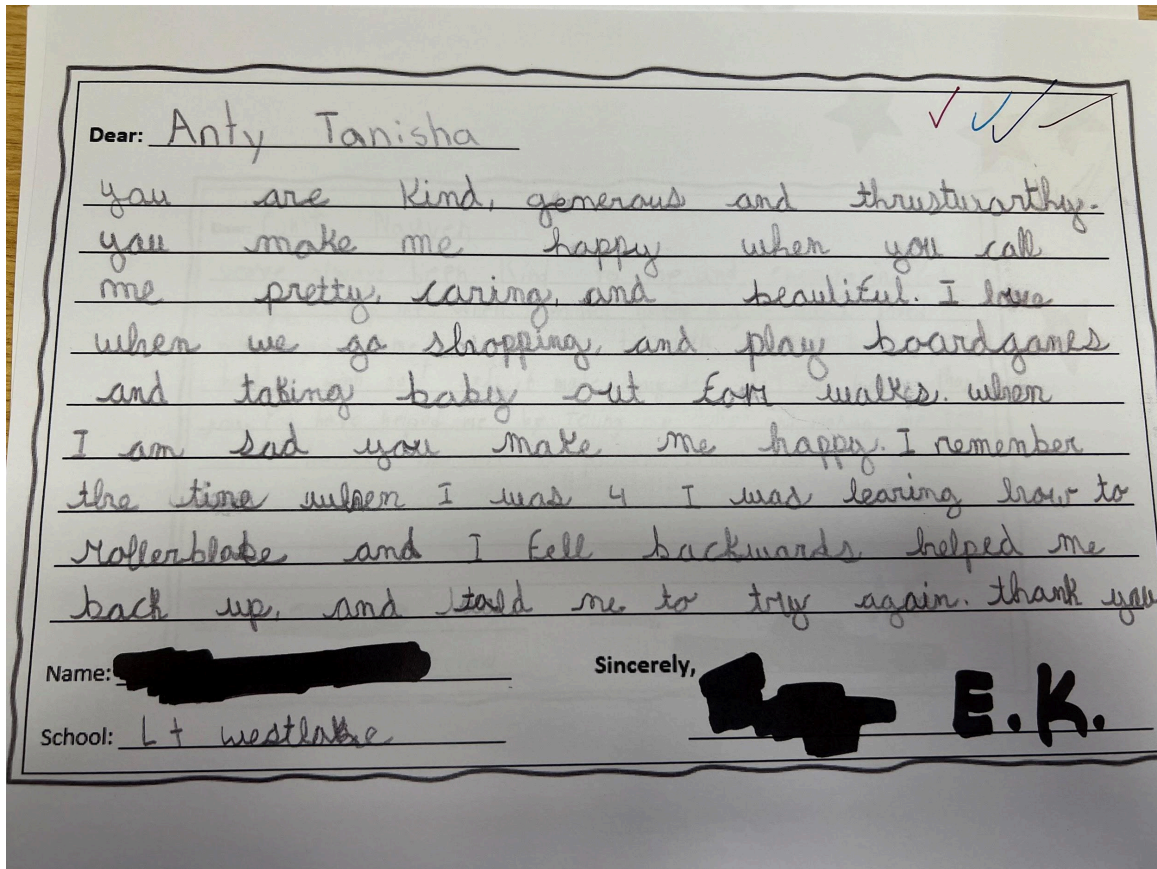
- Family Connections has received community donations to provide food for students throughout the summer programming
- Boston Pizza, McDonalds, TacoTime, and Wendy's have all donated to this point to support the summer programming


MHCB (Mental Health Capacity Building: Alberta Health Services)

Our program is undergoing a possibly rebrand with the provincial AHS restructuring this will look like:

- Our program contracts and budgets will be honored
- No changes to do the day-to-day operation of the program
- Instead of MCHB our program will change to be under the Recovery Alberta wing of health promotion and care if passing in legislation


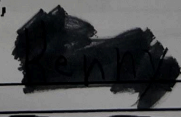
The following cards are samples of some of the chosen postcards for Resiliency Celebrations:



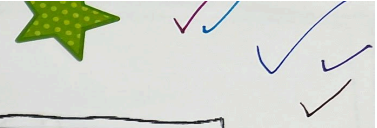


Dear: Scout Leader Dan

Hey! Dan I decided to chose you to write about! One of the many things you helped me with is that you have helped me get a lot more comfortable with going outside. Before I went to scouts I wasn't much of a outside guy but after going camping with you and the scout group I've started open up to going outside more often. I still don't fully like going outside but you have gave me a HUGE jump boost! The second thing you helped me with is socialising when I first joined scouts I was a really shy kid with not much friends but now I would say I'm Friends with everyone at scouts. Thank you Dan.



Name:  Sincerely,  K.H.

School: Dr Hamman



Dear: Coach Ben

Thank you for being there coach Ben, not just on the ice but also in my life. All the tricks on the ice and making me a better player. You are such a great person and hockey player. Thank you for helping me through the hard times. Also thanks for being such a cool person. You are one of my favourite coach.

Name:  Sincerely,  H.I.

School: Dr. Haman

Hamman

Indigenous Learning

- The Indigenous Steering Committee continues to meet to plan the next Indigenous Ally PD booked for Thursday, May 2.
- Lisa Sowinski was on leave until April 15.

Report completed by Karen Rancier, Associate Superintendent of Human Services



Associate Superintendent, Learner Services
Report to the Board of Trustees – April 22, 2024

Learner Services lead team members:

Terri-Lynn Duncan, Associate Superintendent
Dave LeGrandeur, Director of Learner Services
Amber Kallen, Coordinator of Learner Services/Instructional Coach
Rita Gejdos, Instructional Coach
Garth Moulard and Sharla Kane, Career Practitioners
Bryan Pritchard, Off-campus Teacher
Helena Goertzen, Low German Mennonite Liaison

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- The Instructional Coach, has been attending online PD “Cultures of Thinking” with 4 teachers in the division and collaborating with them to integrate these ideas into their classrooms. Cultures of Thinking Routines are eight cultural forces present in every group learning situation. These eight forces are language, time, environment, opportunities, routines, modelling, interactions and expectations. As teachers strive to create cultures of thinking in their classrooms, they can use a variety of methods, including making time for thinking, developing and using a language of thinking, making the classroom environment rich with the documents of thinking processes, and making their own thinking visible, to name a few.
- Teaching Sprints with Taber Christian School junior high teachers, and full school initiatives in Warner and Milk River, are wrapping up and Rita has offered another round in May and so far 6 teachers across the division are wanting to take part. With the next round of Sprints we have had 30 teachers take advantage of this researched-based improvement work.
- The Coordinator of Learner Services, hosted an Early Learning meeting for Educators and Educational Assistants focussed on SPOT (Speech, Physical and Occupational Therapy) team supports and de-escalating student behaviours in the classroom.
- SIOP (Sheltered Instruction Observation Protocol) Training has been provided to six teachers in the division, along with the Coordinator of Learner Services and the Associate Superintendent of Learner Services. This training helps teacher who are working with English as an Additional Language and provides strategies for student success.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Developmental check-ups throughout the division has been a key part of the Learner Services Team, including the Director of Learner Services, and the Instructional Coach. They have been supported by the Family Connections Workers, and the SPOT (Speech, Physical and Occupational Therapy) team. Many speech/language and EAL (English as an Additional Language) assessments have been booked for students going into early learning and Kindergarten next year.
- The Director of Learner Services has also been visiting schools to engage in “Spring Meetings” with principals and learning support teachers in order to determine the supports required for students with complex needs throughout the division.

KEY ACTION AREA #3:

K-12 Career Exploration

- EPIC (Exploring Possible Industries and Careers) happened this month and we had ten schools join this day that happened on April 17, 2024. For half the day, students are introduced to these career pathways in a meaningful and experiential manner by connecting directly with business and industry representatives and getting a glimpse of what it might be like to work in various fields. Students get to explore one occupation from each of the following industries: Agriculture/Environment, Health, STEM, Trades, plus one wildcard occupation that does not fall within these 4 sectors. Pictures are attached
- As of April 11, 2024 Horizon School Division has 178 students from grades 10-12 involved in Off-Campus Programming. Green certification-28, Dual Credit-21, Registered Apprenticeship Program (RAP)- 20, Work Experience- 109.
- The Off Campus Teacher and the Associate Superintendent have been meeting with local community fire stations and MD Volunteer Fire Departments to discuss a Locally Developed Course Fire Rescue Services 15-3. We are making great progress in this area and are looking forward to students having this experience in the future.
- The Associate Superintendent and the Off-Campus Teacher have arranged for several parent/student information sessions running in the evenings to provide information to both parents and students about the Off-Campus offerings such as Dual Credit, Collegiate, Junior High Exploratory, Registered Apprenticeship Program, Green Certificate, and Work Experience.
- Lomond School had a job shadow day on April 12, 2024 for grades 9-12 who chose to participate. Pratt Whitney Canada in Lethbridge was one of the partners for the job shadow and they have not done something similar to this in over 10 years and they were excited to have a student join them!

LEADERSHIP PRACTICES

- The Associate Superintendent of Learner Services has been meeting with six other school divisions to work on the Collegiate (SACI) Southern Alberta Collegiate Institute.

TECHNOLOGY INFORMATION (Information will be shared as needed)

- As part of a review, the tech team continues to evaluate and work to make improvements connected to network access, performance and security at all schools within the division

Photo Gallery (Job Shadow Day)





Photo Gallery (EPIC Day)



EDUCATION WEEK

April 15 - 19, 2024

Today, more than ever, teachers and staff are committed to creating an inspired future for every child and are working hard with our education partners to ensure that students have optimal learning conditions. Education Week is an excellent opportunity for us to support the value of strong relationships between our schools and the communities they serve and to recognize public education and the important role that schools play by assisting students to prepare for their futures.

We would like to say "THANK YOU" to our dedicated teachers, staff and volunteers in your school who are committed to providing the supports our students need to achieve success and fulfillment as engaged thinkers and ethical citizens.

As a token of appreciation, we have included a gift card to "Indigo". Please purchase a book(s) or supplies for your staff/students to enjoy.

Sincerely,
Horizon School Division Board of Trustee
& Sr. Administration

Real Property Governance Act

Overview

The Real Property Governance Act ensures that land and building sales across government are handled in a uniform manner and that government is given the option to hold onto land and buildings that have strategic value. The legislation would introduce a centralized approach which would create more efficiencies across government and maximize asset value to Albertans.

By streamlining land and building sales, the Act proposes to help support priority projects across government, create revenue and reduce red tape. These changes would modernize public land and building sales, improve accountability and transparency to Alberta's taxpayers.

Background

The Alberta government's physical asset portfolio is currently decentralized and is not managed in a consistent way across ministries. This decentralized approach creates inefficiencies, making it challenging to support government's priority investments and get the best value for Albertans taxpayer dollars.

For capital plan projects managed by Infrastructure, land is often acquired for program use. Examples include justice centres, health care centres, and mental health and addictions facilities. Once a facility is constructed, the land is transferred to the appropriate entity and control over the assets is no longer centrally maintained. Assets can then be disposed of through decentralized processes, creating inefficiencies and a missed opportunity to maximize asset value for Albertans.

Currently, the primary agencies, boards and commissions own real property with an approximate total replacement value of \$83 billion.

To address the issue of government lacking a single source to view or report on these consolidated real property assets, in 2019, the Blue-Ribbon Panel on Alberta's Finances Recommendation 16 stated:

"The Government of Alberta should redefine its inventory of land assets to include the broader public sector and create a definitive policy to clearly define surplus assets and a process for disposal of surplus assets. Providing an increased ability to core government and the broader public sector to dispose of surplus assets can act as an offset to the capital cost of new investments or provide revenue for the province."

Key legislative highlights

The Real Property Governance Act would create an enterprise approach to governance. With improved inventory awareness, government could streamline decisions, reduce red tape, and maximize the value of the real property portfolio.

- Centralized inventory information management
 - Consolidates real property information of departments and consolidated entities into a centralized inventory system with Alberta Infrastructure.
 - Provides a single holistic view of the provincially owned real property portfolio, which ensures informed and efficient decision making.
- Offer to Transfer
 - Under the Act, Departments and consolidated entities would offer surplus or no longer required real property to Alberta Infrastructure for repurposing and disposal analysis.
 - Infrastructure must refuse the transfer offer to own, sell, transfer or otherwise dispose of the property before it is offered to other parties.
 - This centralized approach is a cost-effective way to repurpose properties and generate revenues for government priorities.

Once the *Real Property Governance Act* is introduced for first reading, all sales, disposals of or other transfer transactions would require ministerial approval. This controls the disposal activities during the legislative process.

If an agreement for sale or other transfer has been fully executed prior to the introduction of the Act, that agreement may proceed.

Out of scope

The Act only applies to departments and consolidated entities which are listed as a government organization in the government's annual financial statement and not apply to Office of the Legislative Assembly and Offices of the Legislature, Regulated Funds, Government Business Enterprises or other non-consolidated entities.

Exceptions

The inventory requirements in Section 5 and 6 of the Act would apply to all land owned or leased by departments and consolidated entities. There are no exceptions to the requirements sections, other than owned land must have a Certificate of Title, as that determines legal ownership in Alberta and if required to sell, lease or otherwise dispose of property.

The exceptions listed in Section 7 (6) are exceptions to the Offer To Transfer process only. Entities or land outside the scope of the Act are not listed as exceptions. The Minister may create regulations to amend or create exceptions to sections of the Act.

The flexible and transparent approach of the Real Property Governance Act would balance the complexities of Agencies, Boards and Commissions with the need to establish a wholistic view of government's consolidated portfolio. Applying the governance approach will strengthen oversight of the entire portfolio through a consolidated inventory records systems, a simple transfer process between entities, and a clear and efficient ownership model.

March 25, 2024

PRESS RELEASE RE: W.R. Myers Modernization

On March 25, 2024, the Board of Trustees of the Horizon School Division discussed the Alberta Government tabled Budget 2024 and March 1, 2024 announcement regarding new schools Alberta's growing communities. While the board understands the governments decision to fund new schools in rapidly growing communities given the unprecedented growth of more than 28,000 new students arriving in Alberta Schools, the Board was disappointed that their number one project W.R. Myers High School was not on the list of approved projects.

The Board had hoped that the project would be approved in the spring of 2024 so that construction could start later this year. The Board is continuing with design funding activities in preparation of construction tender but will have to wait until March 2025 to see if W.R. Myers is approved before proceeding to full construction.



Marie Logan
Board Chair

March 25, 2024

PRESS RELEASE RE: new name for Taber Mennonite School

On March 25, 2024, the Board of Trustees of the Horizon School Division discussed D.A. Ferguson and W.R. Myers school administration's request to change the name of Taber Mennonite School (TMS). With the transition as a stand alone school in the main floor of the ACE Place Learning Center complex to the program within D.A. Ferguson Middle School and W.R. Myers High School, Taber Mennonite School ceased to exist as a school under the Alberta Education definition. Rather it meets the definition of a school program. Families requested that the program name represent what is important to their families and is reflective of their values. The Board is pleased to share that the name of the TMS program has officially been renamed **Horizon Christian Program**. The Board believes the name is reflective of the fact that the families who attend the program are from Taber and the broader Horizon community and that the program will continue to promote, protect, and preserve Mennonite values.



Marie Logan
Board Chair

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

Date: Wed, Apr 10, 2024 at 2:52 PM

Subject: News Release: Alberta taking back control of federal agreements

Alberta taking back control of federal agreements

April 10, 2024

Alberta has introduced legislation requiring provincial entities to obtain approval before entering, amending, extending or renewing agreements with the federal government.

The introduction of the *Provincial Priorities Act, 2024* will support Alberta's government in pushing back against the federal government's ongoing overreach into areas of provincial jurisdiction. Alberta's government will ensure federal funding is aligned with provincial priorities, rather than with priorities contrary to the province's interests. Under the legislation, agreements between the federal government and provincial entities, including municipalities, that have not received provincial approval would be invalid.

As an example, the federal government's unrelenting and ideological push toward electric buses in Canadian cities including Calgary does not acknowledge mounting evidence of significant problems with their effectiveness during harsh Alberta winters. Alberta's government believes the funds that Ottawa allocated for unreliable and impractical electric buses would have been better spent on Alberta priorities including strengthening the province's economic corridors with improved roads and commuter rail, or advancing the province's hydrogen strategy as an alternate clean-energy source for transportation.

If passed, the legislation would also support Alberta's government in getting its fair share of funding when it comes to roads, infrastructure, housing and other priorities. Nowhere is this more apparent than in housing. In summer 2023, Alberta received

only 2.5 per cent of the total \$1.5 billion in federal housing funds, despite having 12 per cent of the country's population and, by far, the fastest population growth.

The legislation would also work to prevent taxpayer dollars being wasted on duplicative programs like pharmacare and dental care when what the province really needs is envelope funding to expand existing provincial programs in these areas.

“It is not unreasonable for Alberta to demand fairness from Ottawa. They have shown time and again that they will put ideology before practicality, which hurts Alberta families and our economy. We are not going to apologize for continuing to stand up for Albertans so we get the best deal possible. Since Ottawa refuses to acknowledge the negative impacts of its overreach, even after losing battles at the Federal and Supreme Courts, we are putting in additional measures to protect our provincial jurisdiction to ensure our province receives our fair share of federal tax dollars and that those dollars are spent on the priorities of Albertans.”

Danielle Smith, Premier

Currently, the *Government Organization Act* requires intergovernmental agreements to be approved by the Minister of Intergovernmental Relations for Alberta government departments and some public agencies, such as Alberta Gaming, Liquor and Cannabis; Alberta Securities Commission; and Travel Alberta.

However, this requirement does not extend to all Alberta public agencies or broader public sector organizations including municipalities, public post-secondary institutions, school boards and health entities, which has created gaps that could result in federal agreements contradicting provincial priorities and investments. By introducing the *Provincial Priorities Act*, Alberta's government is working to close those gaps.

Under the proposed legislation, provincial entities include Alberta public agencies and Crown-controlled organizations, as well as public post-secondary institutions, school boards, regional health authorities, Covenant Health, municipal authorities and housing management bodies.

“For years, the federal government has been imposing its agenda on Alberta taxpayers through direct funding agreements with cities and other provincial organizations. Not only does Alberta not receive its per capita share of federal taxpayer dollars, the

money we do receive is often directed towards initiatives that don't align with Albertans' priorities. Albertans from all corners of the province expect our federal share of taxes for roads, infrastructure, housing and other priorities – not federal government political pet projects and programs in select communities.”

Ric McIver, Minister of Municipal Affairs

Currently, Quebec is the only other province or territory with similar legislation that requires provincial approval of intergovernmental agreements between a broad scope of public sector organizations and the federal government. During a federal-provincial-territorial meeting in November 2023, Premiers from across the country demanded that the federal government work with them, not around them when it came to agreements with municipalities. Additionally, the Premiers committed to exploring the need for provincial authorization on federal agreements.

Related information

- [Defending Alberta's provincial priorities](#)
- [Bill 18: Provincial Priorities Act](#)

From: **EDC Minister** <Education.Minister@gov.ab.ca>
Date: Wed, Apr 10, 2024 at 3:49 PM
Subject: Introduction of Bill 18, the Provincial Priorities Act

Subject: Introduction of Bill 18, the *Provincial Priorities Act*

Dear colleagues,

Today, Bill 18: *Provincial Priorities Act* received first reading in the Legislative Assembly of Alberta. This Bill was introduced by the Honourable Danielle Smith, Premier and Minister of Intergovernmental Relations.

Bill 18, if passed, would extend current requirements under the *Government Organization Act* to all public agencies in Alberta to obtain approval by the Minister of Intergovernmental Relations on any intergovernmental agreement with the federal government. Current legislation has created gaps that enable federal agreements to be made in absence of provincial input. Bill 18 would help close these gaps and ensure a fair deal for all Albertans by requiring any contract or agreement to consider provincial priorities and investments.

The *Provincial Priorities Act, 2024* would require all public agencies as defined by the *Alberta Public Agencies Governance Act*, including school boards, public post-secondary institutions, regional health authorities, Covenant Health, and other Crown-controlled entities, to obtain approval from the Government of Alberta prior to entering into any intergovernmental agreement with the Government of Canada. The Act would come into force upon proclamation after supporting regulations have been developed.

At a later date, my department will share information on engagement opportunities for education partners to inform changes to relevant legislation and regulations before revised regulations are established in early 2025. Your insights will be invaluable as we move to implementation and develop processes to support your educational needs related to intergovernmental agreements.

Many processes are already in place between Alberta Education and school boards to support access to additional funding from the Government of Canada. This work will continue.

If you have any questions, please reach out to Regena Wiseman, Director of Intergovernmental Relations, at regena.wiseman@gov.ab.ca.

Together, we can continue to ensure a fair deal for Albertans.

Best,

Demetrios Nicolaides ECA PhD
Minister of Education