



# **Board Meeting**

# **Agenda Package**

**September 13, 2017**

☞ *New Horizons Charter School Society* ☞

**AGENDA****Type of Meeting:** Board**Date:** September 13, 2017**Page:**1 of 2*"TOWARDS NEW HORIZONS":**Is it in the best interest of our students?**Does it support excellence?*

**NEW HORIZONS CHARTER SCHOOL SOCIETY  
BOARD OF DIRECTORS' MEETING  
SEPTEMBER 13, 2017**

**AGENDA**

- |     |  |                          |         |
|-----|--|--------------------------|---------|
| 1.  | <b>Call to Order</b>   | Jill Weiss               | 7:00 pm |
| 2.  | <b>Adoption of Agenda</b>  | Jill Weiss               | 7:01 pm |
| 3.  | <b>Disclosure of Conflict of Interest</b>  | Jill Weiss               | 7:03 pm |
| 4.  | <b>Approval of Minutes</b>   |                          | 7:04 pm |
|     | 4.1 June 28, 2017 – attachment   | Jill Weiss               |         |
| 5.  | <b>Administration Reports</b>  |                          | 7:06 pm |
|     | 5.1 Principal's Report – attachment  | Ted Zarowny              |         |
|     | 5.2 Superintendent's Report – attachment   | Don Falk                 |         |
| 6.  | <b>Board Reports</b>   |                          | 7:26 pm |
|     | 6.1 Board Chair's Report   | Jill Weiss               |         |
|     | 6.2 Committee Reports  | Jill Weiss               |         |
| 7.  | <b>Presentation to the Board</b>   |                          | 7:31 pm |
|     | 7.1 Joint Presentation from School Council and<br>Fundraising Association for New Horizon School | Kim Johnson<br>Abe Chang |         |
| 8.  | <b>New Business</b>  |                          | 7:41 pm |
|     | 8.1 Staff Recognition – attachment   | Jill Weiss               |         |
|     | 8.2 Report from School Counsellor – attachment   | Don Falk                 |         |
|     | 8.3 Draft Board Policy 209 (School Fees) – attachment  | Don Falk                 |         |
|     | 8.4 Aurora Academic Charter School High School<br>Initiative                                     | Don Falk                 |         |
|     | 8.5 Board Elections and Fall Series of Board & Society<br>Meetings – attachments                 | Don Falk                 |         |
| 9.  | <b>Board Work Plan</b>   |                          | 8:50 pm |
|     | 9.1 Draft Board Work Plan 2017-18 - attachment   | Jill Weiss               |         |
| 10. | <b>Receipt of Reports</b>  | Jill Weiss               | 9:00 pm |
| 11. | <b>Correspondence Sent</b>   | Jill Weiss               | 9:01 pm |

**AGENDA**

**Type of Meeting:** Board

**Date:** September 13, 2017

**Page:**2 of 2

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*"TOWARDS NEW HORIZONS": Is it in the best interest of our students? Does it support excellence?"*

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- |     |  |            |         |
|-----|--|------------|---------|
| 12. | <b>Correspondence Received</b>   | Jill Weiss | 9:02 pm |
|     | 12.1 Letter (2017-05-29) from Deputy Education Minister<br>Curtis Clarke re Re-appointment of Superintendent |            |         |
|     | 12.2 Email (2017-06-15) from Education Minister David<br>Eggen re New Approach to Support Student Attendance |            |         |
|     | 12.3 Email (2017-08-15) re Schedule for Release of Provincial<br>Achievement Test Results                    |            |         |
| 13. | <b>In Camera</b>   | Jill Weiss | 9:07 pm |
| 14. | <b>Adjournment</b>   | Jill Weiss | 9:30 pm |

**Next Board Meeting – To Be Determined**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board (Special)

**Date:** June 28, 2017

**Initials:** Chair

**Approved:** DRAFT

**Recorded By:** William Watson

**Secretary**

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**June 28, 2017 - 7:00 PM**

**Board Members Present at Call to Order:**

Jill Weiss  
CHAIR

Nicole Pasemko  
VICE CHAIR

Trevor Panas  
TREASURER

Dan Coles  
DIRECTOR

William Watson  
SECRETARY

Michelle Macdonald  
CO-SECRETARY

Inna Mackay  
DIRECTOR

**Administration Present:**

Don Falk  
SUPERINTENDENT

**1. Call to Order**

Chair Weiss called the meeting to order at 7:04 PM.

**2. Adoption of Agenda**

*Motion 2017-6-28-01*

*Motion to adopt agenda for the Board Meeting, June 28, 2017, as distributed*

*Moved: Director Macdonald; Seconded: Director Coles; Carried*

**3. Disclosure of Conflict of Interest**

None

**4. Approval of Minutes**

**4.1 Minutes from June 14, 2017**

*Motion 2017-6-28-02*

*Motion to approve minutes from the board meeting June 14, 2017, as distributed*

*Moved: Director Coles; Seconded: Director Mackay; Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board (Special)

**Date:** June 28, 2017

**Initials:** Chair

**Approved:** DRAFT

**Recorded By:** William Watson

**Secretary**

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**5. New Business**

**5.1. Contract with Superintendent**

Chair Weiss spoke to meetings with the personnel committee and made recommendations to approve the proposed three-year contract for superintendent services with Mark 4 Education Services Ltd. as written. Board deferred motion.

**6. In Camera**

**6.1. Motion to Move Into Camera**

*Motion 2017-6-28-03 Motion to move into camera at 7:07pm*

*Moved: Director Coles; Seconded: Director Panas; Carried*

**6.2. Motion to Move Out of Camera**

*Motion 2017-6-28-04 Motion to move out of camera at 7:28pm*

*Moved: Director Panas; Seconded: Director Mackay; Carried*

**6.3. Motions Arising From In Camera**

*Motion 2017-6-28-05 Motion to approve the proposed three-year contract for superintendent services with Mark 4 Education Services Ltd. as written.*

*Moved: Director Macdonald; Seconded: Director Panas; Carried*

**7. Adjournment**

Chair Weiss adjourned the meeting at 7:31pm

*Next Board Meeting: September 13, 2017 @ 7:00 PM*

# Board Meeting

## New Horizons Charter School Society

Principal's Report

September 13, 2017

7:00 p.m.

New Horizons School

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### 1. Start-Up

1. Overall, start-up has been smooth despite the limited time available to complete the typical pre-start-up tasks.
  - Our priority during the days leading up to the first day of school was to ensure a safe physical environment that was ready for student learning.
  - The office, being the last space in the school to be renovated and furnished, is still being unpacked creating a bit of a backlog on some fronts.
  - Our “new look,” despite still receiving some finishing touches, was met with many smiling faces on opening day.
2. We welcomed two new staff members joining us for the 2017-2018:
  - Ms. Anika Kooger: Grade 2
  - Ms. Allison Kwantes: Music K-9; Grade 6

### 2. Enrolment Update 2017-2018

Our 2017-2018 budget is based on an enrolment of 318 students (282 gr. 1-9 students and 36 kindergarten students.)

Our anticipated enrolment has been fluctuating by a few over the last two weeks. Just before the summer holidays, 322 students were registered with us.

As recent as September 8, our enrollment has dropped to 315 students. However, we have three pending students and expect to meet our budgeted amount. As well, on occasion, we have students register with us prior to the September 30<sup>th</sup> count.

Table I below illustrates the class population by grade.

Grade	Enrolment
Kindergarten	36
Grade 1	38
Grade 2	44
Grade 3	45
Grade 4	37
Grade 5	40
Grade 6	22
Grade 7	25
Grade 8	17
Grade 9	11
<b>TOTAL</b>	<b>315</b>



## Superintendent's Report to the Board of Directors

September 13, 2017

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### I. **School Modernization**

Access to the school facility was turned over to the Fillmore Construction Management Inc. during the summer months so as to provide the contractor with opportunity to maximize progress on the modernization project. Work completed during the summer included the following:

- Demolition of the entire main office area and construction of a new, re-configured office. Renovation of the lobby in front of the general office is presently underway.
- Installation of water service to all classrooms.
- Construction of an enlarged, more prominent and more prominent main entrance, including a vestibule.
- Demolition of the commercial kitchen and construction of a kitchen that will serve as an instructional space for our Foods program.
- Major renovation of the gymnasium, including refinishing and re-lining of gym floor, installation of new lighting, heating and ventilation systems, and replacement of acoustic panels. Still to come are the replacement of four existing basketball backboards with height-adjustable backboards.
- Renovation of the stage, including replacement of existing flooring, installation of acoustic panels, and repainting. Under-stage storage is also being upgraded.
- Demolition of the existing east of portable classrooms. Landscaping of the area previously occupied by these portables has begun and will be completed in the weeks to come.
- Continuation of work on the heating, ventilation and electrical systems.

Work continues on the exterior of the school, including the installation of new cladding on the west face of the school, flashing along the roof parapets, and new exterior signing adjacent to the main entrance.

Also completed during the summer was demolition of the existing west parking lot and the construction of a new, enlarged parking lot. Although technically part of the Francophone school project, and funded separately from our school's modernization, the parking lot project was re-scheduled for the summer and assigned to Fillmore Construction so as to coordinate with the work being undertaken at our school.

## **2. Sherwood Park and District Chamber of Commerce**

Near the end of the 2017-18 school year, I had opportunity to attend the monthly luncheon meeting of the Sherwood Park and District Chamber of Commerce. The meeting featured an informative, engaging presentation by Mr. Mick Elliott, whose position is Team Lead – Indigenous, Community and Stakeholder Relations with Imperial Oil Ltd. Mr. Elliott’s presentation focused on the topic, “Indigenous Relations in Canada.” The key points of his presentation, presented as actions to undertake, were:

- Establish lasting relationships built on mutual trust and respect.
- Build a sense of community in the workplace through cultural awareness and mentorship.
- Identify and support competitive local Indigenous businesses.
- Understand community needs to bridge the socioeconomic divide.

## **3. Out-of-School Care Program**

In order to maximize the use of our school’s instructional space and to accommodate our school’s growing enrolment, the out-of-school care program has been assigned to shared space in our school’s music classroom. Operated by Friends Club, the out-of-school care program provides a valuable service to many New Horizons’ families.

## **4. Sherwood Park News**

A story on the modernization of our school was recently (June 22, 2017) featured in the Sherwood Park News. A copy is attached to this report.



Don Falk,  
Superintendent





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## NEWS LOCAL

# Modernizing New Horizons



By Sarah Comber, Sherwood Park News  
 Thursday, June 22, 2017 12:29:03 MDT PM



Heavy construction has been ongoing at New Horizons Charter School, located just off Broadmoor Boulevard, where a massive modernization project is being undertaken. Photo by Sarah Comber/Sherwood Park News/Postmedia Network

New Horizons Charter School is moving towards modernization.

The school, built roughly 40 years ago and formerly the home of St. Theresa Catholic School, was approved for funding by the Government of Alberta — through Alberta Education and Alberta Infrastructure — for a modernization process that began in the fall of 2016. Construction at the school is anticipated to be completed by August.

“Alberta Education has a process by which it evaluates the condition of schools across the province, public schools — of which we are one — to determine the extent to which they are in need of modernization,” said Don Falk, superintendent at New Horizons. “And our school was deemed several years ago of being in need of a major renovation or a major modernization.

“So, it was the government that awarded the funds and determined that now would be the time to do that.”

The school is looking at \$6.3 million in construction to the institution’s core structure, \$1.2 million to replace old portables with six new modular classrooms, and \$400,000 for furniture and equipment for the new school.

“There will be many changes to the school that will not be seen, and they are really important ones. The entire mechanical system of the school is being replaced,” Falk said. “That has to do with heating, ventilation systems, plumbing, a sprinkler system being installed, and all new plumbing fixtures.”

Additionally, each classroom will be receiving a water supply, and new windows, flooring and roofing will be added to the building. Classrooms will also receive new cabinetry and counter tops, and New Horizon's learning commons/library will also get a face lift.

"The school will certainly be an improved, enhanced learning environment for students. With water in every room, when there are learning activities, whether it is science or art or some other subject that requires water, it will be readily accessible," Falk said.

"Secondly, our learning commons/library will be a more attractive, inviting, welcoming space.

"It is really the heart and centre of our school — physically the centre, as well. And that will contribute to a better, improved learning environment."

While renovating the school with students still in attendance, Falk said the construction has gone well.

"We have had to undertake the modernization in phases. So, we sectioned off a portion of the building, turned that off to the contractor for several months, moved our children to other parts of the building during that time. And when the initial part was finished, we moved the children back into it and sectioned off another part of the building," he said, noting construction for the project is being undertaken in five stages.

New Horizons Charter School currently has 274 enrolled from kindergarten to Grade 9.

Falk said he anticipates that number to grow to 318 in the new school year.

"We are growing quite rapidly; we expect 16-per-cent growth from the current year to next year," he said.

scomber@postmedia.com

twitter.com/SarahComber

## This Week's Flyers





**Don Falk**  
Superintendent  
Phone: 780-416-2353  
Email: dfalk@newhorizons.ca

**MEMORANDUM**

September 6, 2017

To: Board of Directors

From: Don Falk – Superintendent

Subject: Presentation by School Council and Fundraising Association of New Horizons School

**Background:**

The New Horizons School Council and the Fundraising Association of New Horizons School (FANHS) have requested opportunity to make a brief presentation to the Board of Directors. Ms. Kim Johnson, Chair of the School Council, and Mr. Abe Chang, President of FANHS, will be present at the Board meeting to highlight the work of these organizations and underscore how of the school and its students benefit from them.

**Recommendation:**

It is recommended that the presentation from the School Council and FANHS be received as information.

A handwritten signature in blue ink, appearing to read "Don Falk", is written over a light blue horizontal line.

Don Falk – Superintendent

**MEMORANDUM**

September 6, 2017

To: Board of Directors  
From: Don Falk – Superintendent  
Subject: Recognition of Employees

**Background:**

In keeping with Board Policy 315 (Employee Recognition), which provides for Board recognition of employee service and accomplishments, and with Administrative Procedure 315, which provides for the recognition of “an employee who attains an outstanding and unique achievement or develops a notable advancement in the field of education,” two members of the New Horizons’ staff will be presented to the Board of Directors for special recognition at the Board meeting of September 13, 2017.

In June 2017, a two-year action research project undertaken by Lori Vigfusson (vice principal) and Janice Dinel (teacher) was published in the *Canadian Journal for Teacher Research*. Entitled “Individual Pursuits as Project-based Learning,” the entire publication can be viewed online at <http://www.teacherresearch.ca/blog/article/2017/06/25/331-individual-pursuits-as-project-based-learning>.

Ms. Vigfusson and Ms. Dinel will be in attendance at the Board meeting of September 13, in order to provide a summary of their research project and to receive the acknowledgment of the Board of Directors. The first two pages of their publication, including a summary of their work, are attached for the reference of directors.

**Recommendation:**

It is recommended that Ms. Vigfusson and Ms. Dinel be acknowledged for their outstanding contribution to the field of educational research and the practice of teaching.



Don Falk – Superintendent

Attachment

(/home/)

Home (/home/)

Articles (/blog)

Videos (/video)

Editions (/editions/)

Events (/events-calendar)

Resources (/resources/)

Submissions (/submissions/)

Register (/register/)

Editorial Board (/editorial-board/)

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## Individual Pursuits as Project-based Learning (/blog/article/2017/06/25/331-individual-pursuits-as-project-based-learning)

Posted: June 25, 2017, 11:12 PM THEMES: ALL Articles, Metacognition, Project-based Learning



by Janice Dinel and Lori Vigfusson

Janice Dinel has been a teacher at New Horizons School since 2001. In that time, she has taught a variety of grade levels and different courses. Her love for technology drives her to seek learning opportunities for her students that enhance their skill sets. Throughout her 16 years of experience with gifted learners, she has come to understand their unique needs. She strives to incorporate a more project-based learning approach in her teaching as a way to engage and push gifted learners to be creative problem solvers in a collaborative environment. This action research project was borne out of this need to provide this approach, but yet preserve the unique learning needs of each student.

Lori Vigfusson has been a teacher since 2006 at New Horizons Charter School in Strathcona County. She received her Masters in Education in 2015 and moved into the role of Vice Principal. She is also the school counsellor, providing social and emotional support to students in individual, small group, and whole class settings. Her 11 years of experience working with gifted students has allowed her to learn much about working with this unique population. She loves helping students find the joy in learning and has always strived to provide engaging, hands-on learning opportunities where students can collaborate and share their discoveries with others.

# Summary/Abstract

This research focused on how to move individualized student research projects (Independent Studies) to a more project-based approach, yet still allow students to explore a research area that would be of their own choosing. Our first strategy moved from topic-based inquiry to a problem/question based inquiry, which is more in line with Project-Based Learning (PBL). Our second strategy moved toward a more collaborative approach in the inquiry process. This approach incorporated the collaboration aspect of PBL to solve inquiry problems. Finally, we incorporated a number of PBL components into our lesson plans including: PBL Elements from the Buck Institute for Education, PBL protocols, surveys, student self-reflections, and interview questions. Essentially, our research focuses on how, as teachers, we might change individualized student learning to more collaborative student learning.

## Context

Our research took place with three Alberta elementary classes from a Charter school within central Alberta. Charter schools are unique in that they are publicly funded and therefore accountable for the Program of Studies as set out by Alberta Education; yet, each school has a specific mandate or charter for which it is also accountable. The school in this research includes kindergarten to grade 9 with about 250 students and has a charter of meeting the academic, social, and emotional needs of gifted learners.

The classes involved in the research were grades 4, 5, and 6 with a total of 68 students. The school's charter mandates that the school will "Promote specific projects geared to individual student interests and abilities while focusing on in-depth research and the development of strong presentation skills." To meet this mandate, every student in the school completes an Independent Study (I.S.) research project each year based on a unique area of interest to that student.

The school also has a focus within its Education Plan to incorporate Project-Based Learning activities throughout the school year. Because the format of the I.S. was intended to be inquiry-based and allowed students to research and share information on a passion area, some aspects of the I.S. fit within the Project-based Learning model and so became a strong foundation upon which to base our research project.

## Aims and objectives

### How can we move our independent studies (individual pursuits) towards using a project-based learning approach?

At the onset of our research project, we were hoping to address three main problems over the course of our study. These were:

1. As previously mentioned, our school is moving towards implementing a more project-based learning approach to deliver learning outcomes.
2. We have also had an ongoing desire to improve our Independent Study projects to make them more meaningful to students and allow greater engagement within these individual pursuits.
3. Students at our school have access to a lot of technology (a 1-1 ratio from grades 4-9) on a Google platform and we were looking for ways to better incorporate this technology into student learning.

In the beginning, our interest was primarily how we could use technology to assess and manage project-based learning. We soon discovered the vastness and complexity of such a task. We narrowed our investigation to how we could use Google applications to manage and assess project-based learning. With this in mind, we began to explore areas in our current program that could be improved through a Project-based Learning approach using technology.

We had previously decided that our Independent Study (I.S) projects from grades 4-6 would be a good context for collecting our research data. We have linked our Independent Study projects in the Alberta Language Arts Program of Studies General Outcome 3; "Students will listen, speak, read, write, view and represent to manage ideas and information" (Alberta Education, 2000). Through this outcome we assess the skills associated with research rather than the content so students are free to choose a topic that is of interest to them. Many key components of Project-based Learning were already embedded in the I.S. projects and technology use was also a key component to the research and presentation components. Through further discussion and understanding of Project-based Learning, we concluded that, although technology was a valuable tool in implementing project-based learning activities, it was not where the focus should be to move our educational program forward. Rather, we realized that we had an opportunity to improve the depth and complexity of these I.S. projects by including a more PBL approach.

This opportunity felt like a more meaningful approach to our research because it solved a problem we had been having about how to improve upon our current I.S. projects while at the same time incorporating more PBL into the learning environment. After studying the issue, we had that Project-based learning would provide deeper learning opportunities for our students; thus, our new question became:

***"How can we move our Independent Studies program to a more project-based learning approach?"***

## Related Literature

As part of our research, we conducted a literature review. The literature review found here explores research in project-based learning and best practices within gifted education. Although our research took place in a congregated setting with gifted learners, we believe this review is applicable to a variety of learners across many grades and learning environments.

## Project-based Learning

There are many definitions of project-based learning (PBL). For our research, we focused on the idea that "project-based learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge" (Buck Institute, 2017). *Gold Standard PBL* (Larmer, Mergendoller, & Boss, 2015) notes seven essential elements to successful project-based learning activities: Student voice and choice, Authenticity, Sustained Inquiry, a Challenging Problem or Question, a Public Product, Critique and Revision, and Reflection.

## PBL Benefits



**MEMORANDUM**

September 6, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Report from School Counsellor

**Background:**

Attached for the information of the Board of Directors is a report from our school counsellor. Ms. Vigfusson will be in attendance at the Board meeting to speak to the report and respond to questions from members of the Board.

**Recommendations:**

It is recommended that the report from the school counsellor be received as information.

A handwritten signature in blue ink, appearing to read "Don Falk", is written over a light blue horizontal line.

Don Falk

Attachment

## Counsellor's Report

I began counselling here April 3, 2017 after spring Break and took over the caseload from Ken Boschman. At that time I set up and delivered whole class, small group, and individual counselling programs.

At the whole-class level, I delivered a series of lessons relating to sportsmanship and fair play to grade 5 along with a few mini lessons to grade 6. I also led mini-lessons on using our social filter to Kindergarten, and grade 1 classes.

In my small group counselling I developed 2 themes for these groups based on student needs as reported by teachers in a survey I sent out. Groups were delivered for students in grades 1-4 based on needs as reported by the teachers. I had 3 groups that focussed on social skills and making friends with 4-6 students per group and 3 groups focussed on managing anxiety with 3-5 students per group. Groups met once per week for about 10 weeks each. This varied based on the needs of the members of each group.

After each group, I debriefed with classroom teachers about the topics covered and explained any strategies that were taught so that consistency could be maintained. I also offered some lessons from these groups to teachers to cover with their whole class if there was need.

Individual counselling included scheduled appointments, informal check-ins and meetings at student/teacher/parent request. When possible strategies were given as take-aways for students and when appropriate, parents and teachers. The topics that came up most during these sessions were executive functioning, anxiety, perfectionism, sensory processing concerns and self esteem.

Over the summer I had the opportunity to attend the American School Counsellor Conference in Denver. It was reassuring to hear research that continues to support strategies we use here such as mindfulness and self-regulation. I was able to attend sessions dealing with perfectionism, executive functioning and growth mindset that provided information and strategies for me to use here at school.

This year I plan to expand my small group counselling sessions to reach more students as the feedback I received from teachers and parents was positive. I will continue to offer similar sessions to last year and expand to include sessions on topics of need based on a teacher survey that will be sent to teachers in the next couple of weeks. I would also like to expand my group/whole class programs to include Jr. High as needed by the Jr. High teachers. This may involve me providing instruction, resources or some combination of both.

Referrals for groups or individual counselling come to me from teachers, often in consultation with parents. Referrals also have come from the students themselves, most often from older students, although once rapport was built with younger students, requests were made to see me as well. I plan to have a process in place where students can request to see me or let me know of issues through a mailbox system outside the counselling space.





**Don Falk**  
Superintendent  
Phone: 780-416-2353  
Email: dfalk@newhorizons.ca

## MEMORANDUM

September 6, 2017

To: Board of Directors  
From: Don Falk - Superintendent  
Re: Draft Board Policy #209 – School Fees

### **Background:**

Draft Board Policy #209 (School Fees) was initially presented to the New Horizons Board of Directors at the regular Board meeting of February 15, 2016, with the following motion being approved at that time:

*Motion to refer draft proposed Policy #209 (School Fees) to the Policy, Guidelines and Bylaws Committee for review, with a request that the Committee bring a recommendation to the Board of Directors at its regular meeting in April 2017.*

*Moved: Director Panas, Seconded: Director Mackay, Carried*

Just two weeks later (March 2, 2017), however, and without the prior knowledge of the Board, the Government of Alberta introduced Bill 1: An Act to Reduce School Fees. As a result, and not knowing how Bill 1 would affect the potential Board policy, the procedure that was contemplated in the Board resolution was suspended, pending the outcome of the provincial legislation. During the consultation and debate leading the proclamation of Bill 1 as law, there was considerable uncertainty as to how the legislation would affect charter schools, or if charter schools would even be included in its provisions.

Following consultation and debate, Bill 1 was proclaimed as law on June 5, 2017. Immediately following proclamation, Deputy Education Minister Curtis Clarke advised superintendents, including charter school superintendents, that board policies and procedures respecting school fees were to be submitted to the Minister by June 30 for his review.

Realizing that there would not be sufficient time to complete the Board policy review process (e.g. review by Board committee, obtain feedback from parents and staff, bring policy back to the Board for its consideration and possible approval), approval from Alberta Education to submit the draft policy for ministerial review was requested and obtained.

Following his review of the draft policy, Education Minister Eggen provided the attached email response to Board Chair Jill Weiss on August 11, 2017. As I understand his response, Minister Eggen is supportive of the draft policy, with only the following four items identified as “missing”:

- The circumstances under which any fee or cost may be waived or refunded;
- The process a parent has to follow to request any fee or cost be waived or refunded;
- A process designed to ensure school staff and parents of students enrolled in that school are notified of the circumstances under which any fee or cost may be waived or refunded; and
- A process designed to enable the resolution of disputes and concerns between parents and the board with respect to fees and costs.

Further, the Minister's email message requires the Board to "... address these concerns at your next board meeting and submit a revised policy to the ministry."

It seems reasonable that the four "missing" items can be addressed through administrative procedure and that the Board can therefore meet the Minister's directive by approving the draft policy as written, in the context of administrative procedures that address the identified deficiencies. The draft Board policy is therefore attached as originally presented to the Board on February 15, 2017. Also attached for the information of the Board is a set of administrative procedures, designed to not only support the policy, but also to address the "missing" items identified by the Minister.

**Recommendations:**

It is recommended that:

- Board Policy #209 (School Fees) be approved as presented.
- Administration be directed to submit Board Policy #209 and Administrative Procedures #209 to the Minister of Education for his review.



Don Falk – Superintendent

Attachments (3)



Don Falk <dfalk@newhorizons.ca>

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## 2017/18 School Fees Submission - New Horizons Charter School Society

1 message

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**EDC Minister** <Education.Minister@gov.ab.ca>

Fri, Aug 11, 2017 at 1:58 PM

To: "jweiss@newhorizons.ab.ca" <jweiss@newhorizons.ab.ca>

Cc: "dfalk@newhorizons.ab.ca" <dfalk@newhorizons.ab.ca>, "fdekleine@newhorizons.ca" <fdekleine@newhorizons.ca>

Ms. Jill Weiss

Board Chair

New Horizons Charter School Society

Dear Ms. Jill Weiss:

Thank you for submitting your school fees and policies for the 2017/18 school year. While reviewing your draft policy, the following items appear to be missing:

- the circumstances under which any fee or cost may be waived or refunded;
- the process a parent has to follow to request any fee or cost be waived or refunded;
- a process designed to ensure school staff and parents of students enrolled in that school are notified of the circumstances under which any fee or cost may be waived or refunded; and
- a process designed to enable the resolution of disputes and concerns between parents and the board with respect to fees and costs.

Please address these concerns at your next board meeting and submit a revised policy to the ministry.

I appreciate your continued support as we work to make life more affordable for Alberta families. I wish your students a successful 2017/18 school year.

Sincerely,

David Eggen

Minister

Alberta Education

MLA for Edmonton – Calder

cc: Don Falk, Superintendent

Fred deKleine, Secretary-Treasurer

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## **POLICIES**

**Approved:** 2017-00-00

**Amended:**

**Section:** School Operations

**Policy:** #209

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### **#209 School Fees**

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#### **POLICY STATEMENT**

The Board of Directors believes that all students should have fair, equitable, and affordable access to the basic resources and materials required for publicly funded education as provided by the Government of Alberta. The Board further believes that, to the extent possible, these basic resources and materials should be provided at no cost to parents or students.

At the same time, the Board understands that it has a duty to provide quality programs for and services to students. Moreover, the Board acknowledges that the School Act permits a board to charge a parent of a student fees with respect to specified supplies and services.

Finally, the Board believes that its practices related to school fees must reflect the principles of clarity, transparency, fairness, and accountability.

In accordance with these beliefs and understandings, as well as with the provisions of the School Act, the Board of Directors authorizes the establishment and collection of fees, as prescribed in and limited by the Guidelines associated with this Policy.

The Superintendent of Schools is responsible to develop and implement administrative procedures that are consistent with this Policy.

#### **DEFINITIONS**

1. "Basic resources and materials" means those materials and resources that are necessary to fulfill the compulsory components of the Alberta Program of Studies. Further, anything that the school determines to be mandatory, and thus essential to a student's compulsory coursework or daily functioning, is included in the definition.

#### **GUIDELINES**

1. The school is authorized to charge fees for the following supplies, materials, activities, and services:
  - a. instructional supplies and materials
  - b. field trips
  - c. extracurricular activities
  - d. lunch supervision services
  - e. copies of student records
  - f. transportation services
2. This Policy does not apply to the following costs:
  - a. The cost of general supplies and materials that a school may expect students to provide for themselves, e.g. pens, pencils, erasers, notebooks, binders, gym wear.
  - b. The cost of goods, services, and activities that a student/parent may choose to purchase from the school, e.g. school photos, hot lunches, student planners/agendas, yearbooks, purchases from book fairs, school logo clothing/gear, graduation activities, school activity costs such as dances or other social activities.

3. Fees shall only be used for the purpose for which they were collected and must be directly related to the cost of resources, services, or activities provided to students.
4. Fees should be set in consultation with the staff and School Council.
5. A flexible payment schedule and a fee waiver program shall be developed and implemented so as to address circumstances of financial hardship.
6. A student's school experience shall not be impacted by the non-payment of mandatory fees by parents. Only goods, services, or activities of choice may be denied to students as a result of non-payment of fees.

DRAFT

**NEW HORIZONS CHARTER SCHOOL**  
**ADMINISTRATIVE PROCEDURES**

**#209 School Fees**

Approved: 2017-00-00

Section: School Operations

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In accordance with the provisions of Board Policy #209 (School Fees), the following procedures shall be implemented at New Horizons School:

1. The administration, collection, and utilization of school fees is subject to the terms and conditions established in Board Policy #209 (School Fees).
2. Detailed information regarding school fees, including the means by which parents can make application for the waiver of fees, shall be provided to parents in the school's Parent Handbook, which shall be continuously available to parents on the school website.
3. A fee waiver program shall be established that provides opportunity for parents to make application for the full or partial waiver of school fees.
4. The Government of Canada Low Income Cutoff table shall be used to determine the thresholds at which fees will be waived.
5. 100% of the following fees shall be waived for families whose income is below the Low Income Cutoff:
  - a. Basic School Fee (i.e. fee for materials, resources, textbook rental)
  - b. Junior High Option Course Fee
  - c. Lunch Supervision Fee
  - d. Basic Field Trip Fee
6. 50% of the fees listed in #5 above shall be waived for families whose income is above the Low Income Cutoff, but is below 133% of the Low Income Cutoff.
7. An "Application for Waiver of Fees" form shall be developed that provides detailed information on the fee waiver program and on the process by which parents may make application for the waiver of fees.
8. The principal is responsible to evaluate applications for the waiver of fees and to make decisions regarding the extent to which applicants are eligible for a fee waiver.
9. Parents may appeal the decision of the principal to the superintendent. Decisions of the superintendent may be appealed to the Board of Directors.



**Don Falk**  
Superintendent  
Phone: 780-416-2353  
Email: dfalk@newhorizons.ca

## MEMORANDUM

September 6, 2017

To: Board of Directors  
From: Don Falk – Superintendent  
Subject: High School Program

### Background:

As noted following, the establishment of a New Horizons high school program has been referenced in each of the five New Horizons School charters:

1. Original charter (1995): *The Charter School for gifted students would cover the entire range of grades (kindergarten to grade 12) ...*
2. Second charter (1997): *New Horizons School currently offers kindergarten to grade 9, but could expand to include all grades up to, and including, grade twelve.*
3. Third charter (2002): *New Horizons School currently offers kindergarten to grade 9, but could expand to include all grades up to, and including, grade twelve.*
4. Fourth charter (2007): *New Horizons School currently offers kindergarten to grade nine, and may in the future include high school grades.*
5. Statement by Minister Liepert in approving Charter #4: *I am pleased to approve a five-year renewal of your charter, the maximum term allowed by the Charter Schools Regulation, from September 1, 2007 to August 31, 2012, to operate an Early Childhood Services to Grade 12 school with a maximum enrollment of 300 students.*
6. Fifth and current Charter (2012): *New Horizons School currently offers kindergarten to grade nine in a single campus, and may in the future include high school grades and more than one campus.*

Recently, the matter of possible high school program for New Horizons School has been raised with the Board of Directors on two occasions, as noted below:

1. At the Board meeting of June 14, 2017, the possibility of a high school program was raised in the context of and in response to the decision by the Minister of Education to deny the Board's request for an increase in the school's enrolment cap. Given that development of a high school program has been referenced in each of the five NHS charters, and that each of these has received approval from the minister of education in office at the time, it was suggested that an increase in the enrolment cap is essential to building sufficient student enrolment in the K-9 years to enable the successful implementation of a high school program.
2. At the Board retreat of August 27, 2017, directors had opportunity to hear from the Board chair and deputy superintendent of Aurora Academic Charter School with respect to initiatives undertaken by Aurora to seek ministerial approval for development of a high school program. The presentation



included an invitation from Aurora to engage in further discussions regarding a high school program. Such discussions could have several possible outcomes, ranging from wishing Aurora well in their high school endeavours, to inviting New Horizons' grade 9 students to consider enrolling in an Aurora high school program, to collaborating with Aurora in the development of a high school program .

**Options:**

Giving consideration to the consistent references in respective New Horizons School charters to the possible establishment of a high school program and to the invitation extended by Aurora Academic Charter School to continue discussions regarding the establishment of a high school program, the Board is invited to consider the following options:

1. Express support for Aurora Academic Charter School's initiatives to establish a high school program.
2. Participate in a scheduled visit to Aurora Academic Charter School to learn more about the program offered there.
3. Engage in further discussion with Aurora Academic Charter School to learn more about Aurora's efforts to establish a high school program.
4. Engage in dialogue with Aurora Academic Charter School to explore the possibility of a collaborative high school venture designed to meet the learning needs of students from both schools.



Don Falk – Superintendent

**MEMORANDUM**

September 6, 2017

To: Board of Directors

From: Don Falk - Superintendent

Re: Board Elections / Fall Series of Society and Board Meetings

**Background:**

Attached is information regarding the series of fall meetings of the New Horizons Charter School Society and of the Board of Directors, as required by the bylaws of the Society.

The Board is also advised of the status of the current members of the Board of Directors:

1. Elected in October 2015 for a two-year term:
  - Nicole Pasemko
  - William Watson
  - Jill Weiss
2. Elected in October 2016 for a two-year term:
  - Michelle Macdonald
  - Inna Mackay
  - Trevor Panas
  - Vicky Qualie (resigned on October 6, 2016)
3. Appointed by the Board of Directors on December 14, 2016 to complete the remaining balance of the two-year term vacated by Vicky Qualie:
  - Dan Coles

There is therefore a need to elect three directors at the upcoming Special General Meeting.

**Recommendations:**

It is recommended that the information regarding Society meetings and Board elections be received as information.



Don Falk

Attachment

## Fall Series of NHCS Society and Board Meetings

### Special General Meeting of NHCS Society to elect Directors

- Must be held on or before October 10 (Bylaws Article 6.1.5.1).
- Notification must be provided to Society members at least 21 days in advance (Bylaws Article 5.3.2). This will be provided in an email to parents on September 12, 2017.
- Meeting date must be established by Board motion (Bylaws Article 5.3.1). This was done on June 14, 2017.
- Our practice has been to circulate a special information bulletin at beginning of each school year. Completed August 31, 2017.

### Annual General Meeting

- Must be held on or before November 30 (Bylaws Article 5.2.1). A date has not yet been determined.
- Notification must be provided to Society members at least 21 days in advance. The place, date and time of the AGM are stated in this notice as well as any business requiring a Special Resolution (Bylaws Article 5.2.2).
- Bylaws identify agenda items that must be included (Bylaws Article 5.2.3).

### Membership

- “The membership year runs from the date of the Annual General Meeting of the Society of one year until the day prior to the Annual General Meeting of the Society of the following year. To exercise membership privileges at an AGM/SGM, a Society Member must be in the Register of Members on the Date of Notice of the AGM/SGM as per Article 5.2.1.” *(Note: This should read 5.2.2 and 5.3.2)*
- Individuals become members of the Society by completing a “Declaration of Understanding.” The process of circulating and receiving Declarations of Understanding is as follows:

Aug 31	Send out Information Bulletin re NHCS Society, Board Elections, and Board Governance. Attached are a Declaration of Understanding and a Board Nomination Form.
Sept 11	Deadline for submission of signed Declaration of Understanding
Sept 12	Circulate notice of SGM, to be held on Oct 4/17 (notice must be provided at least 21 days before SGM)
Oct 4	SGM & Board elections

### Appointment of Board Officers

- Within one week following the election of Directors, the Board of Directors must elect a Chair, a Vice Chair, a Secretary, and a Treasurer from among its members. The results of this election must be communicated to the Society members by written notice within seven days (Bylaws Article 6.1.5.3).

**Board of Directors – Work Plan for 2017-18**

<b>September</b>	<ul style="list-style-type: none"> <li>▪ Adopt Board Work Plan for 2017-18 <input type="checkbox"/></li> <li>▪ Receive Counsellor’s Report for 2016-17 School Year <input type="checkbox"/></li> <li>▪ Set date for October Board meeting <input type="checkbox"/></li> <li>▪ Receive report on provincial achievement test results (closed meeting) <input type="checkbox"/></li> <li>▪ Set date for NHCS Society AGM <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>▪ Conduct SGM; Hold Board elections <input type="checkbox"/></li> <li>▪ Elect Board executive officers (must be within one week of SGM) <input type="checkbox"/></li> <li>▪ Select members for Board standing committees <input type="checkbox"/></li> <li>▪ Set dates for Board meetings (motion required) <input type="checkbox"/></li> <li>▪ Notify Service Alberta of change in executive officers <input type="checkbox"/></li> <li>▪ Sign Board Member Code of Conduct – Policy #101 <input type="checkbox"/></li> <li>▪ Receive Accountability Pillar Results Report for October 2017 <input type="checkbox"/></li> <li>▪ Attend TAAPCS Annual General Meeting <input type="checkbox"/></li> <li>▪ Receive enrolment report for September 30, 2017 <input type="checkbox"/></li> <li>▪ Conduct initial orientation session for new Board members <input type="checkbox"/></li> <li>▪ Submit request to Alberta Education for modular classrooms <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>▪ Conduct AGM of NHCS Society <input type="checkbox"/></li> <li>▪ Approve final Three-Year Education Plan 2017-18 to 2019-20 <input type="checkbox"/></li> <li>▪ Approve revised budget for 2017-18 <input type="checkbox"/></li> <li>▪ Approve Annual Education Results Report 2017-18 <input type="checkbox"/></li> <li>▪ Approve Audited Financial Statement Year Ending Aug 31/17 <input type="checkbox"/></li> <li>▪ Receive Report #1 from School Council <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ Receive Quarterly Financial Report for Sep - Nov 2017 <input type="checkbox"/></li> <li>▪ Receive Class Size Report for 2017-18 <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>▪ Prepare breakfast for school staff <input type="checkbox"/></li> <li>▪ Receive mid-year progress report on Three-Year Education Plan 2017-20 <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ Approve school calendar for 2018-19 <input type="checkbox"/></li> <li>▪ Stakeholder Forum – Gather input on possible Education Plan priorities <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>

<b>March</b>	<ul style="list-style-type: none"> <li>▪ Receive Quarterly Financial Report for Dec 2017 – Feb 2018 <input type="checkbox"/></li> <li>▪ Approve Three-Year Capital Plan for 2018-19 to 2020-21 <input type="checkbox"/></li> <li>▪ Board Retreat – Identify priorities for upcoming Education Plan <input type="checkbox"/></li> <li>▪ Administer Board-developed Stakeholder Survey <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Provide provisional approval to Education Plan 2018-19 to 2020-21 <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ Attend TAAPCS Spring General Meeting <input type="checkbox"/></li> <li>▪ Approve Budget for 2018-19 <input type="checkbox"/></li> <li>▪ Receive Accountability Pillar Results Report for May 2017 <input type="checkbox"/></li> <li>▪ Receive Board-developed stakeholder survey results <input type="checkbox"/></li> <li>▪ Consider salary adjustment for support staff, senior administration <input type="checkbox"/></li> <li>▪ Receive report from FANHS <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ Assess Board Work Plan progress for 2017-18 <input type="checkbox"/></li> <li>▪ Receive Quarterly Financial Report for Mar – May 2018 <input type="checkbox"/></li> <li>▪ Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) <input type="checkbox"/></li> <li>▪ Schedule September 2018 Board meeting <input type="checkbox"/></li> <li>▪ Set date for Board Housekeeping Retreat <input type="checkbox"/></li> <li>▪ Receive Report #2 from School Council <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>▪ Consider proposals for new or amended Board policies <input type="checkbox"/></li> <li>▪ Receive recommendations from Board committees <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>Annually</b>	<ul style="list-style-type: none"> <li>▪ Negotiate collective agreement with ATA (as needed) <input type="checkbox"/></li> <li>▪ Undertake Superintendent evaluation <input type="checkbox"/></li> <li>▪ Undertake Board evaluation <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>
<b>As Needed</b>	<ul style="list-style-type: none"> <li>▪ Meet with: <input type="checkbox"/></li> <li style="padding-left: 20px;">- County Council <input type="checkbox"/></li> <li style="padding-left: 20px;">- MLAs <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>

AR98719

MAY 29 2017

Ms. Jill Weiss  
Board Chair  
New Horizons Charter School Society  
1000 Strathcona Drive  
Sherwood Park AB T8A 3R6

Dear Ms. Weiss:

Paul MacLeod, Registrar, has forwarded your May 25, 2017 request for the Minister's approval of the reappointment of Mr. Donald Falk as Superintendent of Schools for New Horizons Charter School Society. Attached was a completed *Notice of Intent to Reappoint the Superintendent*, Form 5. Thank you for providing this information.

Given your strong endorsement and request, the Minister has approved the reappointment of Mr. Falk as Superintendent of Schools for New Horizons Charter School Society, effective July 1, 2017 to June 30, 2020, pursuant to Section 114 of the *School Act*.

Please extend my congratulations to Mr. Falk on his reappointment.

Sincerely,



Curtis Clarke, PhD  
Deputy Minister



Don Falk &lt;dfalk@newhorizons.ca&gt;

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**New Approach to Support Student Attendance**

1 message

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EDC Minister <Education.Minister@gov.ab.ca>

Thu, Jun 15, 2017 at 12:45 PM

**To: Board Chairs of Public, Separate, Francophone and Charter School Boards  
Presidents of Stakeholder Associations**

ACSTA (Alberta Catholic School Trustees' Association)

ASBA (Alberta School Boards Association)

AHEA (Alberta Home Education Association)

ASCA (Alberta School Councils' Association)

ATA (Alberta Teachers' Association)

AAPCS (Association of Alberta Public Charter Schools)

AISCA (Association of Independent Schools &amp; Colleges in Alberta)

CASS (College of Alberta School Superintendents)

CCSSA (Council of Catholic Superintendents of Alberta)

Fédération des parents francophones de l'Alberta

Fédération des conseils scolaires francophones de l'Alberta

PSBAA (Public School Boards' Association of Alberta)

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

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

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

The approach maintains an Attendance Board, moves the chair external to government and

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

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

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

Sincerely,

David Eggen

Minister

Alberta Education

MLA for Edmonton – Calder

cc: Superintendents of Public, Separate, Francophone and Charter School Boards  
Executive Directors of Stakeholder Associations  
Communications Contacts at School Divisions

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Don Falk <dfalk@newhorizons.ca>

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**Schedule For The Release of 2016/17 Provincial Achievement Test and Diploma Examination Results / Calendrier de publication des résultats des examens en vue de l'obtention du diplôme de 12e année et des tests de rendement provinciaux 2016-17**

1 message

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**Dan Karas** <dan.karas@gov.ab.ca>

Thu, Aug 17, 2017 at 3:02 PM

Cc: Joanne Neal <Joanne.Neal@gov.ab.ca>, Isabel Bolivar <Isabel.Bolivar@gov.ab.ca>, Gilbert Guimont <Gilbert.Guimont@gov.ab.ca>, Deanna Shostak <Deanna.Shostak@gov.ab.ca>, Nicole Lamarre <Nicole.Lamarre@gov.ab.ca>, Scott McCormack <Scott.McCormack@gov.ab.ca>, Suzanne Polkosnik <SPolkosnik@asba.ab.ca>, Keith Bowen <Keith.Bowen@gov.ab.ca>

*French text follows English text. Le texte français suit le texte anglais.*

**To: Assessment Contacts**

**Subject: Schedule For The Release of 2016/17 Provincial Achievement Test and Diploma Examination Results**

Attached for your information and records is the schedule for the release of the 2016/17 Provincial Achievement Test and Diploma Examination Results. Please forward a copy to all elementary, junior high and senior high school principals within your school authority. Please note that the public release of results will occur on October 12, 2017.

Your continuing support of the Provincial Achievement Testing and Diploma Examinations programs is appreciated.

Sincerely,

Dan Karas

Executive Director

Provincial Assessment Sector

Alberta Education

*As the primary Assessment contact for your school authority, please ensure this message is forwarded to school administrators. If you are no longer the primary Assessment contact for your school authority, please email back so our records are updated with current information.*

-----

**Destinataires : Personnes-ressources en évaluation****Objet : Calendrier de publication des résultats des examens en vue de l'obtention du diplôme de 12<sup>e</sup> année et des tests de rendement provinciaux 2016-17**

Vous trouverez ci-joint aux fins d'information et pour vos dossiers le calendrier de publication des résultats des examens en vue de l'obtention du diplôme de 12<sup>e</sup> année et des tests de rendement provinciaux 2016-17. Veuillez en faire parvenir un exemplaire à toutes les directions d'écoles élémentaires, secondaires premier et second cycle qui relèvent de votre autorité scolaire. Veuillez noter que la publication des résultats aura lieu le 12 octobre 2017.

Votre appui soutenu aux programmes des tests de rendement provinciaux et des examens en vue de l'obtention du diplôme de 12<sup>e</sup> année est très apprécié.

Cordialement,

Dan Karas

Executive Director

Provincial Assessment Sector


Alberta Education


*En tant que principale personne-ressource en évaluation de votre autorité scolaire, veuillez transmettre ce message à la direction des écoles. Si vous n'êtes plus la principale personne-ressource en évaluation de votre autorité scolaire, veuillez nous en aviser par retour de courriel afin que nous puissions mettre notre base de données à jour.*

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**2 attachments**

 **2016-17 PAT and Diploma Exam Results - Release Schedule.pdf**  
15K

 **01-FR\_PAT and Dip Exam Results-20170816.pdf**  
410K

**NOTE: The results are not final until the official release by the Minister.**

Dates	Action
August 25, 2017	Alberta Education makes available electronically on the Extranet the results reports for 2016/2017 Provincial Achievement Tests and June 2017 Diploma Examinations for individual schools, school authorities and province.
Late September 2017	Alberta Education provides a briefing on provincial results and trends to the Alberta School Boards Association Board of Directors via conference call.
September 29, 2017	<p>Alberta Education makes available electronically on the Extranet the individual student profiles, to be printed at the school for distribution to individual parents on or after September 29, 2017.</p> <p>(The individual student data is also available in <i>Table 7, Individual Student Results by Reporting Category</i>, of the school reports, which will be available on the Extranet on August 25, 2017.)</p>
October 2, 2017	Alberta Education makes available electronically on the Extranet Provincial Achievement Test and Diploma Examination Multiyear Reports.
By October 11, 2017	Superintendents inform their board of the school authority's results in a closed meeting.
October 11, 2017	Alberta Education hosts a technical briefing regarding the provincial results and trends with: Alberta School Boards Association, Alberta Teachers' Association, Alberta School Councils' Association, College of Alberta School Superintendents and the four major Calgary and Edmonton school authorities.
October 12, 2017 a.m.	Minister of Education officially releases Provincial Achievement Test and Diploma Examination results. This release is in conjunction with the release of Accountability Pillar results.
October 12, 2017 p.m.	School authorities release Provincial Achievement Test and Diploma Examination results to their communities.