



# **Board Meeting**

# **Agenda Package**

**December 19, 2018**

☞ *New Horizons Charter School Society* ☞

**AGENDA****Type of Meeting:** Board**Date:** December 19, 2018**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  
DECEMBER 19, 2018**

**AGENDA**

*Vision: New Horizons School will enable gifted students to strive for excellence in a positive academic learning environment that fosters social and emotional support for each student.*

- |  |  |              |         |
|--|--|--------------|---------|
| 1.   | <b>Call to Order</b>                           | N. Pasemko   | 7:00 pm |
| 2.   | <b>Statement of Territorial Acknowledgment</b> | N. Pasemko   | 7:01 pm |
| <p><i>The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.</i></p> |  |              |         |
| 3.   | <b>Adoption of Agenda</b>                      | N. Pasemko   | 7:02 pm |
| 4.   | <b>Disclosure of Conflict of Interest</b>      | N. Pasemko   | 7:03 pm |
| 5.   | <b>Approval of Minutes</b>                     | N. Pasemko   | 7:04 pm |
|  | 5.1 November 21, 2018 – attachment             |              |         |
| 6.   | <b>Administration Reports</b>                  |              | 7:05 pm |
|  | 6.1 Principal's Report – attachment            | T. Zarowny   |         |
|  | 6.2 Superintendent's Report – attachment       | D. Falk      |         |
| 7.   | <b>Board Reports</b>                           |              | 7:25 pm |
|  | 7.1 Board Chair's Report                       | N. Pasemko   |         |
|  | 7.2 Committee Reports                          | N. Pasemko   |         |
| 8.   | <b>New Business</b>                            |              | 7:35 pm |
|  | 8.1 School Council Report – attachment         | S. Dargis    |         |
|  | 8.2 Counsellor's Report – attachment           | L. Vigfusson |         |
|  | 8.3 Board Committee Chairs – attachment        | N. Pasemko   |         |
|  | 8.4 Signing Authorities – attachment           | F. de Kleine |         |
|  | 8.5 Stakeholder Forum 2019 – attachment        | D. Falk      |         |

**AGENDA****Type of Meeting:** Board**Date:** December 19, 2018**Page:**2 of 2*"TOWARDS NEW HORIZONS"**Is it in the best interest of our students?**Does it support excellence?*

- |      |   |            |         |
|------|---|------------|---------|
| 8.6  | Board Policy #308 (Conferences, Workshops and Travel Expenses) – attachment                     | D. Falk    |         |
| 8.7  | Special Presentation  | N. Pasemko |         |
| 9.   | <b>Board Work Plan</b> – attachment   | N. Pasemko | 8:35 pm |
| 10.  | <b>The Association of Alberta Public Charter Schools</b>  | N. Pasemko | 8:40 pm |
| 10.1 | Letter from Education Minister (2018-11-19) re Response to Letter from TAAPCS – attachment      |            |         |
| 10.2 | Letter from Boyle Street Education Centre (2018-11-23) re Withdrawal of Membership – attachment |            |         |
| 11.  | <b>Correspondence Sent</b>  | N. Pasemko | 8:45 pm |
| 12.  | <b>Correspondence Received</b>  | N. Pasemko |         |
| 13.  | <b>In Camera</b>  | N. Pasemko | 8:46 pm |
| 14.  | <b>New Business (cont'd.)</b>   | N. Pasemko | 9:05 pm |
| 14.1 | Matters Arising from In Camera Meeting  |            |         |
| 15.  | <b>Adjournment</b>  | N. Pasemko | 9:10 pm |

**Next Board Meeting – 7:00 p.m., Wednesday, January 23, 2019**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: November 21, 2018

Initials: Chair \_\_\_\_\_

Approved: DRAFT

Recorded By: Shari Morin

Secretary \_\_\_\_\_

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**November 21, 2018 7:00 PM**

Board Members Present at Call to Order:

Nicole Pasemko  
CHAIR

Dan Hanson  
VICE CHAIR

Shari Morin  
SECRETARY

Vincent Tong  
TREASURER

Jason Clarke  
DIRECTOR

Michelle Macdonald  
DIRECTOR

Administration Present:

Don Falk  
SUPERINTENDENT

Fred de Kleine  
SECRETARY-TREASURER

Ted Zarowny  
PRINCIPAL

**1. Call to Order**

Chair Pasemko called the meeting to order at 7:00 pm.

**2. Statement of Territorial Acknowledgment**

*The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.*

**3. Adoption of Agenda**

*Motion 2018-11-21-01 Moved that the agenda for the Board Meeting of November 21, 2018 be adopted as presented.*

*Moved: Director Macdonald,  
Seconded: Director Hanson, Carried*

**4. Disclosure of Conflict of Interest:**

None

**5. Approval of Minutes**

**5.1 Minutes of October 10, 2018**

DRAFT

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NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: November 21, 2018

Initials: Chair \_\_\_\_\_

Approved: DRAFT

Recorded By: Shari Morin

Secretary \_\_\_\_\_

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*Motion 2018-11-21-02 Moved that the Board Meeting Minutes of October 10, 2018 be approved.*

*Moved: Director Clarke,  
Seconded: Director Hanson, Carried*

## 6. New Business

### 6.1 Consideration of Candidates for Board Director

*Motion 2018-11-21-03 Moved that Vicki Nielsen be appointed as Board Director to complete the term of Director Jill Weiss.*

*Moved: Director Hanson,  
Seconded: Director Macdonald, Carried*

Director Nielsen joined the meeting immediately following her appointment to the Board of Directors.

### 6.2 Audited Financial Statements

The Audited Financial Statements for the year ended August 31, 2018, as prepared by Vleeming Vleeming O'Neill Accountants, were presented to the Board of Directors.

*Motion 2018-11-21-04 Moved that the Audited Financial Statements for the year ended August 31, 2018, as presented by Vleeming Vleeming O'Neill Accountants, with changes as discussed, be approved.*

*Moved: Director Tong,  
Seconded: Director Macdonald, Carried*

*Motion 2018-11-21-05 Moved that the transfer of funds, as outlined in the Schedule of Changes in Accumulated Surplus for the year ended August 31, 2018, be approved.*

*Moved: Director Tong,  
Seconded: Director Macdonald, Carried*

DRAFT

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NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

Type of Meeting: Board

Date: November 21, 2018

Initials: Chair \_\_\_\_\_

Approved: DRAFT

Recorded By: Shari Morin

Secretary \_\_\_\_\_

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**6.3 Combined Annual Education Results Report for 2017-18 and Three-Year Education Plan for 2018-19 to 2020-21**

Principal Zarowny spoke to the combined Annual Education Results Report for 2017-18 and Three-Year Education Plan for 2018-19 to 2020-21, as attached to the agenda for the meeting.

*Motion 2018-11-21-06 Moved that the combined Annual Education Results Report for 2017-18 and Three-Year Education Plan for 2018-19 to 2020-21 be approved, pending revisions based on the approved 2018-19 Budget Update and on the approved Audited Financial Statements for the year ended August 31, 2018.*

*Moved: Director Morin,  
Seconded: Director Macdonald, Carried*

**6.4 Fall Budget Update 2018-19**

Secretary-Treasurer de Kleine spoke to the 2018-19 Fall Budget Update, as attached to the agenda for the meeting.

*Motion 2018-11-21-07 Moved that the 2018-19 Fall Budget Update be approved as presented.*

*Moved: Director Clarke,  
Seconded: Director Tong, Carried*

**6.5 Service on Board Committees**

Superintendent Falk spoke to the vacancies that exist on various Board committees and identified individuals who have volunteered to serve on each respective committee.

*Motion 2018-11-21-08 Moved that the following individuals be appointed to serve on Board committees for the 2018-19 school year:*

- *Stephen Abioye and Andrea Palmer – Public Relations Committee*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board                      **Date:** November 21, 2018                      **Initials:**                      **Chair** \_\_\_\_\_  
**Approved:** DRAFT                      **Recorded By:** Shari Morin                      **Secretary** \_\_\_\_\_

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- *Denise Jolley and Theresa Nobis – Policies, Bylaws and Guidelines Committee*
- *Chris Burrows – Audit Committee*
- *Liam Kelly – Policies, Bylaws and Guidelines Committee*

*Moved: Director Hanson,  
Seconded: Director Macdonald, Carried*

**6.5 Board Code of Conduct**

In keeping with longstanding practice, members of the Board of Directors signed a copy of Board Policy #101 – Role of the Board and Board Member Code of Conduct.

**7. Board Work Plan**

The Board reviewed the Work Plan for 2018-19, as attached to the agenda for the meeting.

**8. The Association of Alberta Public Charter Schools**

**8.1 Report on Annual General Meeting**

Superintendent Falk spoke to the Annual General Meeting of The Association of Alberta Public Charter Schools, which was held in Leduc on October 27, 2018, and to associated documents as attached to the agenda for the meeting. Discussion followed.

**12. Correspondence Sent**

None

**13. Correspondence Received**

None

**14. Motion to Move into Camera:**

*Motion 2018-11-21-09                      Moved that the meeting move in camera at 10:00 pm.*

*Moved: Director Morin,  
Seconded: Director Hanson, Carried*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

**Type of Meeting:** Board                      **Date:** November 21, 2018                      **Initials:**                      **Chair** \_\_\_\_\_  
**Approved:** DRAFT                      **Recorded By:** Shari Morin                      **Secretary** \_\_\_\_\_

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**15. Motion to Move Out of Camera:**

*Motion 2018-11-21-10      Moved that the meeting move out of camera at 10:21 pm.*

*Moved: Director Hanson,  
Seconded: Director Macdonald, Carried*

**16. Contract Ratification**

*Motion 2018-11-21-11      Moved that the respective contracts of employment for the following employees be approved:*

- Employee #0278*
- Employee #0292*
- Employee #0208*
- Employee #0287*

*Moved: Director Morin,  
Seconded: Director Tong, Carried*

**18. Adjournment**

Chair Pasemko adjourned the meeting at 10:21 pm.

*Next Board Meeting: 7:00 pm on Wednesday, December 19, 2018.*



# Board Meeting

## New Horizons Charter School Society

Principal's Report

December 19, 2018

7:00 p.m.

New Horizons School

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### 1. Class Size Report (see attached summary document)

- Our average class size for the 2018-2019 school year is as follows:
    - K-3: 20.8 students
    - 4-6: 21.3 students
    - 7-9: 16.5 students
  - Class sizes for grades K-6 have remained relatively stable for the last 3 years.
  - Class size for grades 7-9 continue to be our smallest classes.
    - The average class size for grades 7-9 in the report includes option class sizes, some of which are very small.
      - In order to generate interest and build our programming, Band (4 students) and Drama (6 students) were offered despite the small numbers.
    - Actual class (grade) size for junior high are the following:
      - Grade 7: 20
      - Grade 8: 21
      - Grade 9: 12
- 

### 2. Initiatives & Parent Involvement

#### Playground Expansion

- A playground committee has been meeting since November.
  - Our project manager is Theresa Nobis.
  - We are looking at two phases:
    - Phase One: swings as soon as possible
    - Phase Two: Enhanced Playground & Expansion : Two Years

#### Healthy Foods in School

- A healthy foods committee is being formed.
    - Staff Lead: Mrs. Dinel
      - The committee will begin meeting and offering recommendations after the Christmas Break.
- 

### 3. Violent Threat Risk Assessment Protocol (VTRA)

- Last Spring, New Horizons School signed onto the Violent Threat Risk Assessment Protocol
  - Other signatories are the following:
    - Alberta Health Services; Children, Youth and Families; Addiction and Mental Health : Edmonton Zone
    - Alberta Health Services; Children, Youth and Families; Addiction and Mental Health : Central Zone - East

- Ministry of Children Services: Edmonton and Area
  - Canadian Centre for Threat Assessment and Trauma Response (Kevin Cameron)
  - Eastern Edge Regional Collaborative Service Delivery
  - Elk Island Catholic Schools
  - Elk Island Public Schools
  - City of Fort Saskatchewan
  - Sherwood Park – Strathcona County Primary Care Network
  - Strathcona County
  - Vegreville Family and Community Support Services
  - Fort Saskatchewan RCMP
  - Strathcona County RCMP
  - A Safe Place – A Shelter for Abused Women and Their Children
  - Lamont County Family and Community Support Services
- The protocol is in place to help schools and community organizations respond appropriately to and assess serious threats and associated risks.
  - Serious threats **do not** include “worrisome” behaviors (e.g. picture drawings, violent stories, or vague statements or other behaviors that cause concern but are not direct threats)
    - Direct threats are “clear, direct, and plausible.”
    - The school-based VTRA team will evaluate threats and determine the level of risk and determine whether to respond in-school or to call a Stage I VTRA Team.
  - In the case of a serious threat in our school, we would have support of the Stage 1 VTRA team of trained individuals from various organizations including
    - Mr. Zarowny & Ms. Vigfusson
    - The RCMP
    - Additional VTRA Team Members if needed:
      - Children’s Services
      - Alberta Health Services: Addictions and Mental Health
      - Additional VTRA trained community members

**Jurisdiction Summary**

**ALL SUBJECTS**

**Jurisdiction:** **New Horizons Charter School Society [A.6015]**

**Number of Schools Reported:** **1**

**Total Number of Schools:** **1**

**Total Number of FTE Teacher Assistants:** **6.7**

**Number of FTE Teacher Assistants assigned to students with special needs:** **4.2**

	K to 3			4 to 6			7 to 9			10 to 12		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
Average Class Size	19.6	20.7	20.8	21.6	20.4	21.3	14.8	17.2	16.5			
Number of Students with Severe Disabilities per cl	0.4	0.3	0.4	0.2	0.0	0.1	0.0	0.0	0.0			
Number of Mild/Moderate Students per class	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0			
Number of Gifted/Talented Students per class	19.6	20.6	20.8	21.6	20.4	21.3	14.8	17.2	16.5			
Number of ESL Students per class	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			
Smallest Class	16.0	17.0	19.0	17.0	19.0	16.0	6.0	6.0	4.0			
Largest Class	22.0	23.0	23.0	24.0	23.0	27.0	29.0	27.0	24.0			

Distribution of Class Sizes - %	K to 3			4 to 6			7 to 9			10 to 12		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
1 to 5									2.5			
6 to 10							10.3	7.8	10.0			
11 to 15							30.8	29.4	22.5			
16 to 20	42.9	50.0	50.0	20.0	80.0	21.4	56.4	31.4	40.0			
21 to 25	57.1	50.0	50.0	80.0	20.0	76.8		27.5	25.0			
26 to 30						1.8	2.6	3.9				

Distribution of Class Sizes - #	K to 3			4 to 6			7 to 9			10 to 12		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
1 to 5									1			
6 to 10							4	4	4			
11 to 15							12	15	9			
16 to 20	24	36	36	8	36	12	22	16	16			
21 to 25	32	36	36	32	9	43		14	10			
26 to 30						1	1	2				

**Note:** 3/4 combined classes are included in the Gr. 4 to 6 average  
 6/7 combined classes are included in the Gr. 7 to 9 average  
 9/10 combined classes are included in the Gr. 10 to 12 average  
 Special Education classes are included  
 Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).  
 Colony/Hutterite schools have been excluded  
 Outreach/alternative schools have been excluded  
 Virtual/Home Ed/Distance Ed programs have been excluded  
 Core Classes: Math, Language Arts, Sciences, Social Studies, Special Education

**Jurisdiction Summary**

**ALL SUBJECTS**

**Jurisdiction:** **New Horizons Charter School Society [A.6015]**

**Number of Schools Reported:** **1**

**Total Number of Schools:** **1**

**Total Number of FTE Teacher Assistants:** **6.7**

**Number of FTE Teacher Assistants assigned to students with special needs:** **4.2**

Average by Subject Category	K to 3			4 to 6			7 to 9			10 to 12		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
ECS	16.5	18.5										
Language Arts English/French	22.0	21.5	20.9	21.6	20.4	21.5	15.0	17.7	17.7			
Mathematics	22.0	21.5	20.6	21.6	20.4	20.7	15.0	17.7	22.0			
Science	22.0	21.5	20.9	21.6	20.4	21.5	15.0	17.7	17.7			
Social Studies	22.0	21.5	20.9	21.6	20.4	21.5	15.0	17.7	17.7			
Health	22.0	21.5	20.9	21.6	20.4	21.5	15.0	17.7	17.7			
Physical Education	22.0	21.5	20.9	21.6	20.4	21.5	15.0	17.7	17.7			
Art	22.0	21.5	20.9	21.6	20.4	21.5	13.0	17.3	16.0			
Music	22.0	21.5	20.9	21.6	20.4	21.5	12.0	12.0	4.0			
Drama							17.5	12.0	6.0			
Second Languages		20.6	20.9		20.2	21.3	15.0	17.7	17.7			
Career and Technology Studies								17.0				
Career and Technology Foundations						20.0			15.6			
Other							14.7	18.4				

**Note:** 3/4 combined classes are included in the Gr. 4 to 6 average  
 6/7 combined classes are included in the Gr. 7 to 9 average  
 9/10 combined classes are included in the Gr. 10 to 12 average  
 Special Education classes are included  
 Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).  
 Colony/Hutterite schools have been excluded  
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 Virtual/Home Ed/Distance Ed programs have been excluded  
 Core Classes: Math, Language Arts, Sciences, Social Studies, Special Education



## Superintendent's Report to the Board of Directors

December 19, 2018

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### 1. Response to Questions

#### a. Planning Cycle

In response to a question raised at the November 2018 Board meeting, the attached New Horizons School Planning Cycle is provided for the information of Directors. The document presents the Board's and school's planning activities as a continuous, cyclical process rather than a linear set of actions with beginning and ending points.

#### b. Capitalization of Infrastructure, Maintenance & Renewal (IMR) Funds

Comments made at the November 2018 Board meeting suggested that the Board may be required to expend 30% of its IMR funds in each school year. Conversations with Alberta Education officials have confirmed that this is not the case. Secretary-Treasurer de Kleine will be prepared to offer additional explanatory comments at the December 19/18 Board meeting.

### 2. Leadership Certification

Recent amendments to the School Act require that, effective September 1, 2019, Alberta teachers serving in roles as school principals will need to hold leadership certification and school superintendents will need to hold both leadership certification and superintendent leadership certification. To support the transition to this new requirement, a number of pathways to certification have been identified, as discussed below.

All principals and superintendents active in their roles during the 2018-19 school year – this applies to both Mr. Zarowny and me – will receive “grandparented” certificates, subject to completion of an application to Alberta Education's Registrar and verification of employment status.

Individuals in other school leadership roles (e.g. vice principal) during the 2018-19 school year – this applies to Ms. Vigfusson – will have the opportunity to participate in an in-service program administered by stakeholder organizations and supported by consultation with Alberta Education and the Alberta Association of Deans of Education. Successful completion of this in-service program will lead to a recommendation to the Registrar for the issuance of leadership certification. This is optional for the individuals concerned, although should they aspire to the position of principal or superintendent, they will need to acquire the necessary certification. Planning is presently underway to deliver the in-service program at various times and locations during the remainder of the current school year.

In subsequent school years, a formalized leadership program will be offered through Alberta's post-secondary institutions. A number of institutions will provide coursework leading to leadership certification and superintendent leadership certification.

A Fact Sheet that provides additional details with respect to the Leadership Certification initiative is attached for the information of Directors.

### **3. Modular Classroom Update**

Progress continues, albeit more slowly than anticipated, on the installation of our new modular classroom. At the time of writing, the following tasks remain to be completed before occupancy can occur:

- Verification from the mechanical engineer that the school's overall sprinkler system is capable of supporting the addition of the modular classroom.
- Acquisition of an occupancy permit from Strathcona County (dependent on verification of sprinkler system).

The following additional tasks remain to be completed, but can be undertaken following occupancy:

- Installation of lockers; scheduled for the week of December 17.
- Completion of the installation of building controls, including installation of graphics on our BMS (Building Management System) computer.
- Installation of new sliding whiteboard; has been ordered and will be installed as soon as it arrives.
- Modification of downspout leading from the roof to the ground. At present, there is insufficient space below the downspout to accommodate a splashpad.
- Installation of air conditioning unit; scheduled for Spring 2019.

### **4. Enrolment Growth & Facility Needs**

As noted on the attached Area, Capacity and Utilization Report for the 2018/19 school year, our school's current utilization rate stands at 105%. (Note that the space provided by the new modular classroom is already included in this calculation, even though that space is not yet occupied.)

With an anticipated increase in enrolment of 26.0 FTE students next year, our school's utilization rate will rise to a projected 112% in 2019-20, unless additional space is provided.

Board members may recall that the school's Three-Year Capital Plan 2019-20 to 2021-22 calls for the addition of three new classrooms to the school, so as to accommodate the enrolment growth that is anticipated with the twinning of our grade 7, 8 and 9 classes. Accordingly, a request for three modular classrooms has been submitted to Alberta Education. It is anticipated that a response to that request will be received in January 2019.

Coincident with the need to add classroom space is the need to add space in our school parking lot. As a general rule, Strathcona County requires one parking space for every ten students who are enrolled, with additional spaces being required for child care programs. At present, the available parking spaces in our two parking lots matches the number of spaces required by the current enrolment (plus child care programming) at our school and at École Claudette-et-Denis-Tardif.

The Board is advised that, with the above circumstance in mind, Administration has been working, throughout the fall months, with ONPA Architects and Strathcona County on options

for increasing the capacity of our parking lots, especially the east parking lot, so as to be able to support increased student enrolment and the addition of space to our school facility. Details regarding these plans will be shared with the Board as they unfold.

**5. Solar for Schools Program**

The Government of Alberta recently announced that a \$15 million investment from the Climate Leadership Plan to install more solar panels on schools. The Solar for Schools Program provides financial rebates to Alberta Public School Authorities, including charter school authorities, that install solar photovoltaic systems on existing school facilities or land in their jurisdiction and complete a student education initiative as part of the project.

The program provides funding to install rooftop solar panels with rebates of up to \$1.50 per watt on the solar energy generated to offset the school's energy costs.

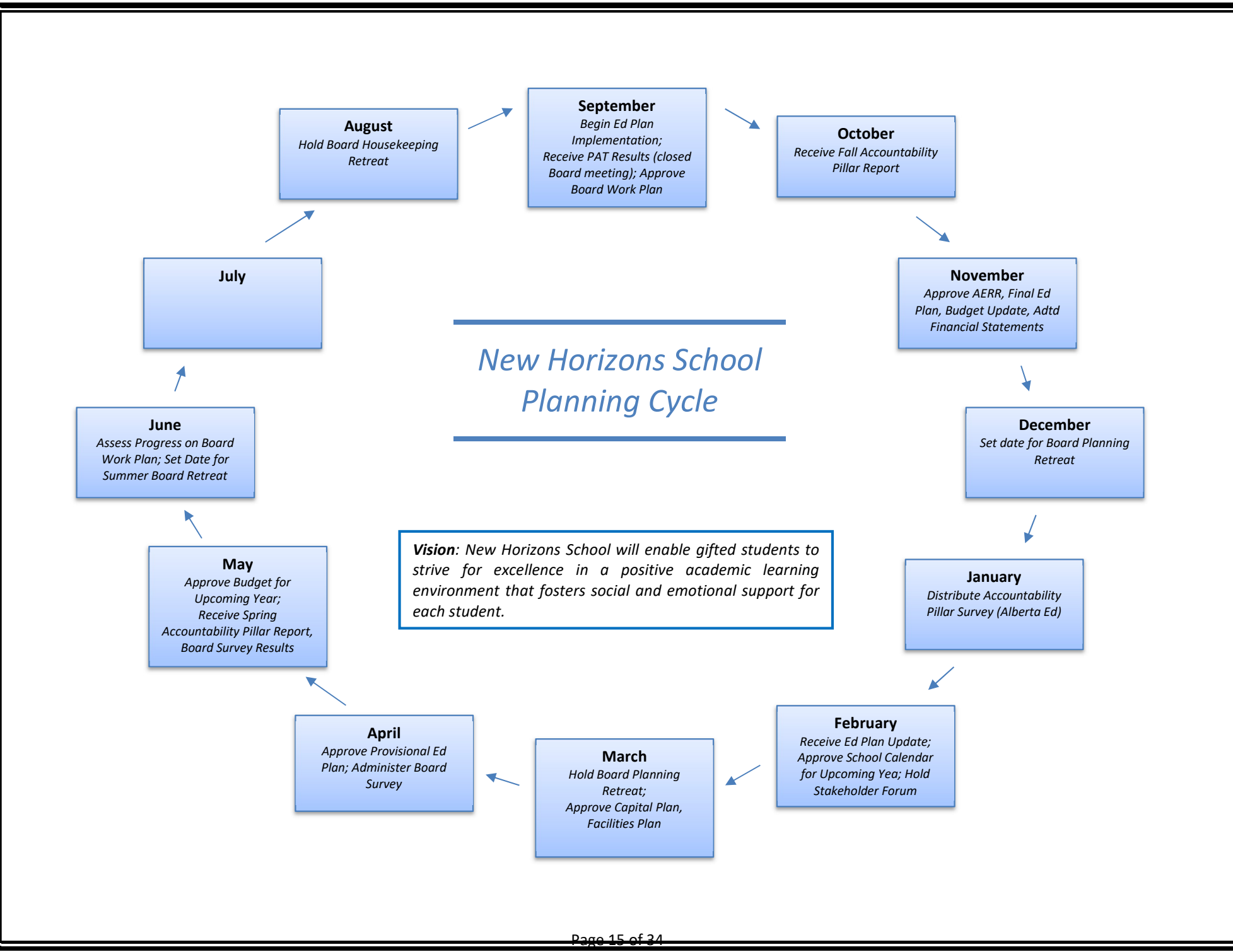
As an initial step, school authorities have been invited to submit an expression of interest in participating in the program. Administration is presently gathering and assessing additional information with respect to the program. This includes:

- Impact of requirement that school facility be “wholly owned” by the participating school authority.
- Initial financial commitment for participating school authority.
- Extent to which school authority expertise is required for installation and operation of the system.
- Time commitment required of school authority personnel for installation and operation of the system.
- Meaning of: “total rebate funding provided by the MCCAC (Municipal Climate Change Action Centre) will not exceed 50% of the total eligible expenses per Project.” To what extent can a school authority anticipate that the rebate will approximate 50%?



Don Falk,  
Superintendent

Attachments (3)





# Leadership Certification in Alberta

## Pathways to Leadership and Superintendent Leadership Certification

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### Key Points

- All Alberta principals and superintendents must currently hold a valid Alberta teaching certificate.
- Recent amendments to the *School Act* require all Alberta principals and superintendents in public, separate, francophone and charter school authorities to hold appropriate leadership certification, effective September 1, 2019.
- Certification will not be a barrier to employment. In school authorities where certification is a provincial requirement, newly recruited leaders who do not hold leadership certification (including those from out of province) will be issued a letter of authority that will remain in effect for a reasonable amount of time, until they are able to complete an approved leadership development program required for certification.
- The certification requirement in the *School Act* does not apply to principals and system leaders in First Nations school authorities. However, certificated teachers in leadership roles (such as vice principals, directors, associate superintendents and First Nations school authority principals or directors of education) may complete the necessary requirements and obtain leadership certification.

### Grandparenting of Leadership Certificates

- All principals and superintendents with a Permanent Professional Certificate (PPC), active in their designations in the 2018/19 school year, will be able to apply for and receive leadership certification.
- This provision will also apply to school principals and certificated education directors in First Nations school authorities.

- This “grandparenting” will recognize leaders’ currency of experience in the role and there will not be a requirement for leaders to take additional coursework leading to certification.
- A superintendent of schools (section 113 – 115 of the *School Act*), is eligible to receive both a “grandparented” leadership certificate and superintendent leadership certificate.
- Acting principals and superintendents during the 2018/19 school year will also be eligible for “grandparented” certificates if they are acting for at least half of the school year.
- To prepare for the “grandparenting” process, school authorities must ensure their 2018/19 employment submission to Alberta Education is accurate.
- Certificated teachers can go the Teacher Self-Service at [education.alberta.ca/TWINS](http://education.alberta.ca/TWINS) to ensure their contact information, address and information are up-to-date.
- Individuals eligible for “grandparenting” will apply through the TWINS Registry in spring 2019.
- An individual’s application will be cross-referenced with the school authority’s employment submissions for verification.

**Effective September 2019, the *School Act* will require leadership certification for Alberta teachers in roles as principals and superintendents in Alberta**

## In-service Program Leading to Certification

- Teachers holding Permanent Professional Certificates (PPC) and serving in leadership roles (other than principal and superintendent) during the 2018/19 school year can obtain leadership certification through an in-service program connecting their practice to the competencies described in the Leadership Quality Standard (LQS) and Superintendent Leadership Quality Standard (SLQS).
- Leaders working in the following leadership roles in a school authority during the 2018/19 school year will be eligible for in-service programming:
  - assistant, associate and vice-principals,
  - deputy superintendents, and
  - school jurisdiction leaders (central office staff members, other than the superintendent or deputy superintendent, required by their leadership position to hold an Alberta teaching certificate).
- One in-service will be designed to align with the LQS and will lead to leadership certification.
- One in-service will be designed to align with the SLQS and will lead to superintendent leadership certification.
- Assistant, associate and vice-principals will be eligible to take the LQS in-service leading to leadership certification.
- School jurisdiction leaders and deputy superintendents will be eligible to take both the LQS in-service leading to leadership certification and the SLQS in-service leading to superintendent leadership certification.
- Beyond the 2019/20 school year, anyone seeking leadership certification must complete an approved leadership development program.

## Leadership Certification for new and aspiring Alberta educational leaders after September 2019

- For new and aspiring leaders, leadership certification requires the completion of a formalized leadership development program designed to enhance leadership practice across the competency areas identified in the new professional practice standards.
- Leadership development programs will be offered by several post-secondary institutions accredited by Alberta Education for this purpose.
- All principals and superintendents new to their roles, including those from out of province, will

be required to complete leadership certification within a reasonable period of time.

- Any other Alberta certificated teachers will be eligible to participate in one or more of the leadership learning programs, but only those with permanent professional certificates will be eligible for leadership certification on completion; and only those who meet the full requirements of the *Superintendent of Schools Regulation* will be eligible for superintendent leadership certification.
- On successful completion of the leadership development program, the Ministry will receive a recommendation from the approved program provider(s) through the Office of the Registrar, and certification will be indicated by a “designation” on the individual’s PPC.

## Timeline

- During the 2018/2019 School Year:
  - School Authorities should ensure the accuracy of their employment submissions.
  - Individuals should update their personal information in Teacher Self-Service.
- Eligible individuals can apply for “grandparenting” in spring 2019, ahead of the September 1, 2019 coming into force date of the certification requirement.
- In-service programs leading to certification will occur in winter and spring 2019.
- In summer and fall 2019, leadership development programs that meet certification requirements will be available.
- In summer and fall 2019, principals or superintendents new to their roles and who may not have completed certification requirements may receive Letters of Authority (temporary leadership authority).

**Certificated teachers can go the Teacher Self-Service at [education.alberta.ca/TWINS](http://education.alberta.ca/TWINS) to ensure their contact information, address and information is up to date.**



Area Capacity & Utilization Report (2018/2019 school year)

**School Authority: New Horizons Charter School Society (6015)**

Facility Name	Facility Location	Grade Configuration	Instructional Area m2	Instructional Area per Student	CTS Cap	GYM/PAR Cap	Lib Cap	Total Capacity	Exempt Instructional Area m2	Net Capacity	Enrolment 2018/2019					* Adj Total Enrol	Utiliz. %
											ECS	Gr.1-12	ECS Sp. Ed. Severe	Gr.1-12 Sp. Ed. Severe			
<b>New Horizons School (6001)</b>																	
NEW HORIZONS SCHOOL (F6271)	SHERWOOD PARK	K-9	1,085.00	3.61	40	0	0	341	0.00	341	38	315	5	9	357	105%	
<b>New Horizons Charter School Society - Total</b>			1,085.00		40	0	0	341	0.00	341	38	315	5	9	357	105%	

\* Total Adjusted Enrolment = ((ECS - ECS Sp. Ed. Severe) x 0.5) + (ECS Sp. Ed. Severe x 1.5) + (Gr.1-12 - Gr.1-12 Sp. Ed. Severe) + (Gr.1-12 Sp. Ed. Severe x 3)



Area Capacity & Utilization Report (2018/2019 school year)

\* Total Adjusted Enrolment = ((ECS - ECS Sp. Ed. Severe) x 0.5) + (ECS Sp. Ed. Severe x 1.5) + (Gr.1-12 - Gr.1-12 Sp. Ed. Severe) + (Gr.1-12 Sp. Ed. Severe x 3)



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

**MEMORANDUM**

December 12, 2018

To: Board of Directors

From: Don Falk – Superintendent

Subject: School Council Report

**Background:**

In keeping with the Board Work Plan for 2018-19, Sandra Dargis, Vice Chair of the New Horizons School Council, will be present at the Board meeting on December 19, 2017. At that time, she will provide a verbal report on the priorities and activities of the School Council thus far this year.

**Recommendation:**

It is recommended that the report from the School Council 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



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

**MEMORANDUM**

December 12, 2018

To: Board of Directors

From: Don Falk – Superintendent

Subject: Counsellor's Report

**Background:**

A written Counsellor's Report for the 2017-18 school year was included in the agenda of the Board meeting on September 19, 2018. However, because our school counsellor was unable to attend that meeting, the Board requested that she attend a subsequent meeting to comment on and respond to questions regarding her report.

The Board is advised that Ms. Lori Vigfusson will be in attendance at the December 19, 2018 Board meeting, in order to comment on the Counsellor's Report and to respond to questions from Directors.

Attached for the information of Directors is the Counsellor's Report for the 2017-18 school year.

**Recommendation:**

It is recommended that the Counsellor's Report be received as information.

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

Don Falk – Superintendent

Attachment

## Counsellor's Report

During the 2017-2018 school year 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 executive functioning (mainly organization, time management, self-regulation and )fair play to grades 4 and 5 along with a few mini lessons to grade 6 and Junior High. At the grade 6 level I provided additional materials on organization and note-taking for the teacher to deliver. I also led mini-lessons on using our social filter, turn taking and self-regulation to Kindergarten classes.

In my small group counselling I developed 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. Groups met once per week for about 6-8 weeks each. This varied based on the needs of the members of each group.

Before Christmas I had 4 groups that focussed on social skills and making friends with 4-6 students per group; 3 groups focussed on managing anxiety with 5-7 students per group and 3 groups focussed on organization, time management and prioritizing with 7-8 students per group. This was a new group from last year as many teachers reported having students that struggle with these executive functioning skills.

After Christmas, I had 3 new groups focussed on managing anxiety with 3-6 students in each group; 3 new groups focussed on organization, time management and self-regulation with 4-6 students per group.

In all I saw just over 90 students in a small group setting throughout the course of the year. 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, and computer use concerns relating to focus and dependence.

Last year, I also planned and hosted a mental health week with speakers coming from various groups including Alberta Health Services, the University of Alberta as well as not-for profit groups in addition to private Psychologists. These sessions were delivered to students throughout the week with a parent session in the evening. Students in Junior High also completed research and created displays on fostering positive mental health. I plan to hold another similar event in the spring.

This year I plan to include similar small group and individual counselling sessions as the feedback I received from teachers and parents was positive. I will also be working more closely with the Junior High teachers and students in their IPP planning and programming as there is now a designated block of time for students in Junior High to work on goals, similar to what occurs in grades 3-6. This will hopefully allow the IPPs in those grades to be more meaningful and effective in helping students build on strengths and areas of growth.

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 have a student survey to deliver beginning with grades 4-6 to allow students to voice their own concerns and areas of need.

**MEMORANDUM**

December 12, 2018

To: Board of Directors  
From: Don Falk – Superintendent  
Subject: Board Committee Chairs

**Background:**

Board Policy #103 (Board Committees) states, “Each committee shall be chaired by a Board member who is appointed by Board motion.” Accordingly, there is a need, at least in the case of one committee, for the Board to appoint a chair.

Board Policy requires that the Public Relations Committee be chaired by a Board Director. Two Directors are members of this committee and there is therefore a need for the Board to appoint one of those Directors as chair of the committee.

The Board is also advised that there may be a need to confirm formally the chair of the Policies, Guidelines and Bylaws Committee, in that it also requires that a Director serve as chair. Because Jason Clarke is the only Director who is presently a member of this committee, the Board may choose to understand that he automatically serves as chair.

Attached for the reference of the Board is a list of its committee members at the present time.

**Recommendation:**

The following recommendations are presented for the consideration of the Board of Directors:

1. That the Board appoint a chair of the Public Relations Committee.
2. That the Board confirm Jason Clarke as chair of the Policies, Guidelines and Bylaws Committee.



Don Falk – Superintendent

Attachment



# BOARD OFFICERS & COMMITTEES

2018-11-21

Position / Committee	2016 - 17	2017-18	2018-19
<b>Chair</b>	Jill Weiss	Nicole Pasemko	Nicole Pasemko
<b>Vice Chair</b>	Nicole Pasemko	Dan Coles	Dan Hanson
<b>Secretary</b>	Will Watson	Michelle Macdonald	Shari Morin
<b>Treasurer</b>	Trevor Panas	Trevor Panas	Vincent Tong
<b>Audit Committee</b>			
<i>Membership: Board Treasurer</i>	Trevor Panas	Trevor Panas	Vincent Tong - Chair
<i>(must chair); 2 or more Board</i>	Inna Mackay	Elaine Phillips	Chris Burrows
<i>members; 2 community members</i>	Michelle Macdonald	Vicki Nielsen	
<i>as specified in Policy</i>	Brandi Mah		
<b>Policies, Guidelines, Bylaws Cmte</b>			
<i>Membership: Unspecified; Board</i>	Jill Weiss	Jill Weiss	Jason Clarke - Chair
<i>member must chair</i>	Trevor Panas	Nicole Pasemko	Denise Jolley
	Nicole Pasemko	Shari Morin	Theresa Nobis
	Brandi Mah		Liam Kelly
<b>Personnel Committee</b>			
<i>Membership: Board members</i>	Jill Weiss	Nicole Pasemko	Nicole Pasemko - Chair
<i>only; unspecified number; Board</i>	Inna Mackay	Jill Weiss	Vincent Tong
<i>Chair must chair</i>	Nicole Pasemko	Inna Mackay	Shari Morin
		Elaine Phillips	
<b>Survey Committee</b>			
<i>Membership: Board members</i>	Jill Weiss	Dan Coles	Dan Hanson
<i>only; unspecified number</i>	Will Watson	Jill Weiss	
		Trevor Panas	
<b>Public Relations Committee</b>			
<i>Membership: Unspecified;</i>	Jill Weiss	Jill Weiss	Shari Morin
<i>School Council &amp; FANHS to be</i>	Nicole Pasemko	Nicole Pasemko	Michelle Macdonald
<i>invited to submit representation;</i>	Michelle Macdonald	Shari Morin	Andrea Palmer
<i>Board member must chair</i>	Vickie Qualie	Sandra Summers	Stephen Abioye

**MEMORANDUM**

November 28, 2018

To: Board of Directors

From: Don Falk – Superintendent

Subject: Signing Authorities for New Horizons Charter School Society

**Background:**

It has been the usual practice of the Board of Directors to confirm and/or appoint signing authorities for the New Horizons Charter School Society at the first Board meeting in the fall, immediately following Board elections. This action was not undertaken in the fall of 2018 and, therefore, the signing authorities remain unchanged from the 2017-18 school year.

In this context, the following recommendations are presented for the consideration of the Board.

**Recommendation:**

The following recommendations are presented for the consideration of the Board of Directors:

- That the following individuals serve as signing authorities for the New Horizons Charter School Society:
  - Nicole Pasemko (Board Chair)
  - Victor Tong (Board Treasurer)
  - Don Falk (Superintendent)
  - Fred de Kleine (Secretary-Treasurer)
  - Ted Zarowny (Principal)
- That effective January 1, 2019, Fred de Kleine be replaced as a signing authority by Tracy Leigh.
- That each cheque be signed by one Director and one member of Administration.



Don Falk – Superintendent

**MEMORANDUM**

December 12, 2018

To: Board of Directors  
From: Don Falk – Superintendent  
Subject: Stakeholder Forum 2019

**Background:**

Beginning in 2015, the Board has invited parents, students and staff to participate in an annual Stakeholder Forum, the purpose of which has been to gather input from the school community on the issues, priorities, new initiatives etc. on which the school should focus its attention in the years ahead. Input from the Stakeholder Forum has then been considered at a Board Planning Retreat, held in the spring, and has contributed significantly to the development of the school's Three-Year Education Plan.

At its December 12, 2018 meeting, the Board will be invited to consider whether or not it wishes to hold a Stakeholder Forum again this year. If so, the Board will be asked to consider possible dates for this event and possible topics on which to focus discussion. Directors may recall that the following topics were the focus of discussion at last year's Stakeholder Forum:

- *School Programming: What's working well? How can our program be strengthened? Targeted discussions on the primary grades, upper elementary grades, and junior high grades were held.*
- *School Culture: What's working well? How can our school culture be enhanced?*
- *Strategies for promoting awareness of and communication about our school.*

During the review of the Board Work Plan, also at the December 12 meeting, the Board will be asked to identify a date for its Spring Planning Retreat.

**Recommendation:**

The following recommendations are presented for the consideration of the Board, if it decides to hold a Stakeholder Forum again this year:

1. That the Stakeholder Forum be scheduled for late January or early February, so as to provide sufficient time to process the results prior to the Board's Spring Planning Retreat.
2. That the Board identify several key topics on which to focus discussion at the Stakeholder Forum.



Don Falk – Superintendent



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

**MEMORANDUM**

December 12, 2018

To: Board of Directors

From: Don Falk – Superintendent

Subject: Board Policy #308 – Conferences, Workshops and Travel Expenses

**Background:**

The attached Board Policy #308 (Conferences, Workshops and Travel Expenses) was originally approved by the Board of Directors in 1998 and has not been amended since that time. The passage of twenty years since the original approval of this policy suggests it is in need of review and that some elements of the policy may be out of date.

Further, it is suggested to the Board that some components of the policy may be more appropriately placed in an administrative procedure.

**Recommendation:**

It is recommended that Board Policy #308 (Conferences, Workshops and Travel Expenses) be referred to the Policies, Guidelines and Bylaws Committee for review and that the committee bring recommendations to the Board at the earliest possible date.

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

Don Falk – Superintendent

Attachment

**POLICIES**

**Approved:** 1998-06-30

**Policy:** #308

**Amended:**

**Section:** Personnel & Employee Relations

---

**#308 Conferences, Workshops and Travel Expenses**

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**POLICY STATEMENT**

The New Horizons Charter School Society sponsors attendance of Board Members and staff of New Horizons School at work-related conventions, conferences, seminars/workshops, out-of-town meetings, and public relations activities. The Society will also support reasonable and actual travel expenses incurred that are related to the above sponsorship.

**GUIDELINES**

1. Attendance must have a direct relationship to the employee's position, or the Board member's role, and be of benefit to the New Horizons School or the Society.
2. Prior approval must be obtained from the Superintendent (in the case of school staff) or the Board as a whole (in the case of Board members and /or Society Members).
3. Reimbursement of allowable expenses for convention, conferences/workshops, seminars, out-of-town meetings and public relations activities on behalf of New Horizons School or the Society include:
  - a. Regular salary only (in the case of school staff), with no overtime or weekend allowance.
  - b. Travel expenses at a rate set by the Board, or the actual commercial fare (whichever is approved and used).
  - c. Payment of registration fees.
  - d. Actual cost of taxi fares or parking.
  - e. Reasonable and economical accommodation.
  - f. Meal (if not included in the registration) at a rate set by the Board.

**I. BOARD MEMBERS:**

1. Attendance must have a direct relationship to the Board member's role and be of benefit to the NHS or the Society.
2. Prior approval must be obtained from the Board as a whole.
3. Reimbursement for allowable expenses includes:
  - a. Travel expenses at a rate set by the Board, or the actual commercial fare (whichever is approved and used).
  - b. Payment of registration fees.
  - c. Actual cost of taxi fares or parking.

**POLICIES**

**Approved:** 1998-06-30

**Policy:** #308

**Amended:**

**Section:** Personnel & Employee Relations

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**#308 Conferences, Workshops and Travel Expenses (cont.)**

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- d. Reasonable and economical accommodation.
- e. Meal (if not included in the registration) at a rate set annually by the Board.

**I. TEACHING STAFF:**

- 1. The terms and conditions for professional development for teachers are outlined in the Collective Agreement.
- 2. Reimbursement for allowable expenses includes:
  - a. Travel expenses at a rate set by the Board, or the actual commercial fare (whichever is approved and used).
  - b. Actual cost of taxi fares or parking.
  - c. Reasonable and economical accommodation.
  - d. Meal (if not included in the registration) at a rate set annually by the Board.

**II. TRAVEL EXPENSES**

- 1. Business Kilometer rate: \$0.40
- 2. NOTE: Individuals must have at least \$1,000,000 third party public liability insurance on their personal vehicle.

**III. MEAL ALLOWANCE**

- 1. Breakfast: \$8.00
- 2. Lunch: \$8.00
- 3. Dinner: \$15.00

### Board of Directors – Work Plan for 2018-19

<b>September</b>	<ul style="list-style-type: none"> <li>▪ Adopt Board Work Plan for 2018-19 <input checked="" type="checkbox"/></li> <li>▪ Set date for October Board meeting <input checked="" type="checkbox"/></li> <li>▪ Receive report on provincial achievement test results (closed meeting) <input checked="" type="checkbox"/></li> <li>▪ Receive Counsellor’s Report for 2017-18 School Year <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 checked="" type="checkbox"/></li> <li>▪ Elect Board executive officers (must be within one week of SGM) <input checked="" type="checkbox"/></li> <li>▪ Select members for Board standing committees <input checked="" type="checkbox"/></li> <li>▪ Set dates for Board meetings (motion required) <input checked="" type="checkbox"/></li> <li>▪ Notify Service Alberta of change in executive officers <input checked="" type="checkbox"/></li> <li>▪ Sign Board Member Code of Conduct – Policy #101 <input checked="" type="checkbox"/></li> <li>▪ Receive Accountability Pillar Results Report for October 2018 <input checked="" type="checkbox"/></li> <li>▪ Attend TAAPCS Annual General Meeting <input checked="" type="checkbox"/></li> <li>▪ Receive enrolment report for September 30, 2018 <input checked="" type="checkbox"/></li> <li>▪ Conduct initial orientation session for new Board members <input checked="" type="checkbox"/></li> <li>▪ Submit request to Alberta Education for modular classrooms <input checked="" type="checkbox"/></li> <li>▪ Set date for NHCS Society AGM <input checked="" type="checkbox"/></li> <li>▪ <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 checked="" type="checkbox"/></li> <li>▪ Approve final Three-Year Education Plan 2018-19 to 2020-21 <input checked="" type="checkbox"/></li> <li>▪ Approve revised budget for 2018-19 <input checked="" type="checkbox"/></li> <li>▪ Approve Annual Education Results Report 2017-18 <input checked="" type="checkbox"/></li> <li>▪ Approve Audited Financial Statement Year Ending Aug 31/18 <input checked="" type="checkbox"/></li> <li>▪ Receive Report #1 from School Council <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 Class Size Report for 2018-19 <input type="checkbox"/></li> <li>▪ Set date for March Board Planning Retreat <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>▪ Receive Quarterly Financial Report for Sep - Nov 2018 <input type="checkbox"/></li> <li>▪ Review Policy 210 and associated Student Code of Conduct <input type="checkbox"/></li> <li>▪ Approve school calendar for 2019-20 in principle <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>▪ Provide final approval of school calendar for 2019-20 <input type="checkbox"/></li> <li>▪ Stakeholder Forum – Gather input on possible Education Plan priorities <input type="checkbox"/></li> <li>▪ Prepare breakfast for school staff – Feb 15 <input type="checkbox"/></li> <li>▪ Receive mid-year progress report on Three-Year Education Plan 2018-21 <input type="checkbox"/></li> <li>▪ <input type="checkbox"/></li> </ul>

<b>March</b>	<ul style="list-style-type: none"> <li>▪ Board Retreat – Identify priorities for upcoming Education Plan <input type="checkbox"/></li> <li>▪ Approve Three-Year Capital Plan for 2019-20 to 2021-22 <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>▪ Administer Board-developed Stakeholder Survey <input type="checkbox"/></li> <li>▪ Receive Quarterly Financial Report for Dec 2018 – Feb 2019 <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 2019-20 <input type="checkbox"/></li> <li>▪ Receive Accountability Pillar Results Report for May 2019 <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 2018-19 <input type="checkbox"/></li> <li>▪ Receive Quarterly Financial Report for Mar – May 2019 <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 2019 Board meeting <input type="checkbox"/></li> <li>▪ Set date for Summer 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>▪ <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> <li>▪ <input type="checkbox"/></li> </ul>





ALBERTA  
EDUCATION

*Office of the Minister*

NOV 19 2018

AR103931

Mr. Ron Koper  
Chair, Board of Governors  
The Association of Alberta Public Charter Schools  
c/o 7000 Railway Street SE  
Calgary AB T2H 3A8

Dear Mr. Koper:

Thank you for your October 15, 2018 letter regarding the amended *Superintendent of Schools Regulation*.

Alberta Education's commitment to charter schools remains robust and unwavering. In fall 2018, our government approved three charter school enrolment cap increases and invited three charter schools to refine proposals they had submitted to the Minister for further consideration. Our government has also demonstrated its commitment to Alberta students by providing funding for every Kindergarten to Grade 12 student in our education system, including those attending charter schools.

With regard to superintendent compensation, the framework introduced on June 1, 2018 ensures alignment of superintendent compensation with executive pay in other Alberta public sector agencies, boards, commissions and post-secondary institutions, as well as with practices in other provinces such as British Columbia and Ontario.

The regulation's base salary schedule was developed following a thorough review informed by an analysis conducted by the Korn Ferry Hay Group. This review included input from board chairs and superintendents to understand their roles, job complexity and demographics, as well as observations from consultations with other government departments to ensure public sector compensation framework alignment. Changes to the regulation include provisions for boards to submit a request to the Minister to approve a base salary that is above the school board maximum up to the salary range maximum. Such requests will be considered on a case-by-case basis, and the board will need to demonstrate an impediment to superintendent recruitment or the existence of circumstances unique to the board that will result in significant changes to the size and scope of the position.

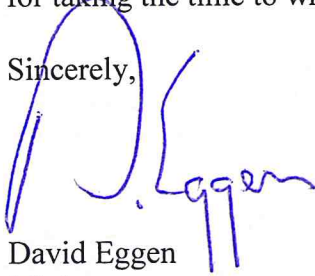
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Mr. Ron Koper  
Page Two

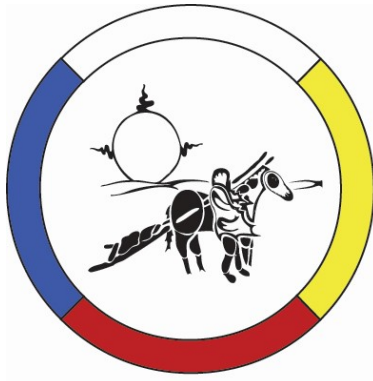
As you know, charter schools are autonomous and do not have resident students. Their mandates do not include a requirement to offer special education programs. They are not eligible for all grants, particularly the major components of the inclusive education grant. However, Alberta Education recognizes that many charter schools strive to provide inclusive environments for students who fit the charter mandate, and for the 2018/19 school year, the ministry funded them at \$57.22 per eligible student. Students requiring specialized supports receive additional funding for severe disabilities, as do children who are mildly/moderately disabled or who are gifted and talented, based on the eligibility of individual students. This is detailed in Section 3.3 of the *Funding Manual for School Authorities*. Currently, Alberta Education provides \$16,465 per student with severe disabilities attending charter schools; in the 2017/18 school year, this funding totalled \$2.8 million in grants.

Unfortunately, my schedule cannot accommodate a meeting with representatives of your Board of Governors at this time. I hope you find the information in this letter helpful, and I thank you for taking the time to write.

Sincerely,



David Eggen  
Minister



# BSEC

10312-105 Street Edmonton, Alberta T5J 1E6  
Phone: 780-428-1420 Fax: 780-429-1428  
[www.bsec.ab.ca](http://www.bsec.ab.ca)

November 23, 2018

Kath Rhyason,  
Executive Director  
TAAPCS

Dear Ms. Rhyason

With immediate effect and as directed by our Board, please accept this letter as notice that Boyle Street Education Centre Charter School wishes to rescind our membership in the TAAPCS organization. Please remove our school name from any further correspondence that TAAPCS may have with any other organization.

Thank you.

Yours sincerely,

Mavis Averill  
Superintendent  
Boyle Street Education Centre (BSEC)