

The background of the page features a photograph of a school sign. The sign is made of wood and is supported by two concrete pillars. It reads "New Horizons School" in blue and green lettering. Behind the sign, there are several trees, including a large evergreen and a deciduous tree with vibrant red autumn leaves. The entire image is overlaid with a semi-transparent white filter.

# **New Horizons Charter School Society**

## **Board Meeting**

**September 18, 2024**

**NEW HORIZONS CHARTER SCHOOL SOCIETY  
BOARD OF DIRECTORS' MEETING  
SEPTEMBER 18, 2024  
AGENDA**

Online streaming available via Zoom, [click here to join](#).

- |  |  |              |         |
|--|--|--------------|---------|
| 1.   | <b>Call to Order</b>   | A. Asquini   | 7:00 pm |
| 2.   | <b>Statement of Territorial Acknowledgment</b>                     | A. Asquini   | 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, a 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>  | A. Asquini   | 7:02 pm |
| 4.   | <b>Disclosure of Conflict of Interest</b>                          | A. Asquini   | 7:03 pm |
| 5.   | <b>Approval of Minutes</b>   | A. Asquini   | 7:05 pm |
|  | 5.1 June 19, 2024 - attachment                                     |              |         |
| 6.   | <b>Netsmart Presentation</b>                                       |              | 7:07 pm |
| 7.   | <b>Administration Reports</b>                                      |              | 7:40 pm |
|  | 7.1 Principal's Report - attachment                                | L. Vigfusson |         |
|  | 7.2 Secretary Treasurer's Report - attachment                      | P. Dundas    |         |
|  | 7.3 Superintendent's Report - attachment                           | T. Moghrabi  |         |
| 8.   | <b>Board Reports</b>   |              | 8:00 pm |
|  | 8.1 Board Chair's Report   | A. Asquini   |         |
|  | 8.2 Other Committee Reports  | A. Asquini   |         |
| 9.   | <b>New Business</b>  |              | 8:15 pm |
|  | 9.1 Approve Policy #100 Revision - motion required<br>- attachment | J. Clarke    |         |
|  | 9.2 Approve Policy #313 Revision - motion required<br>- attachment | J. Clarke    |         |

9.3	Draft Responsible Use of Technology Admin Procedure - attachment	T. Moghrabi	
9.4	Adopt 2024-25 Board Work Plan - motion required - attachment	T. Moghrabi	
9.5	Schedule October Board Meeting - motion required - attachment	T. Moghrabi	
9.6	Appointment of Auditor - attachment	P. Dundas	
10.	<b>Board Work Plan</b>	A. Asquini	8:45pm
11.	<b>The Association of Alberta Public Charter Schools</b>	A. Asquini	8:48pm
12.	<b>Receipt of Reports</b>	A. Asquini	8:55 pm
13.	<b>Correspondence Sent</b> •	A. Asquini	8:55 pm
14.	<b>Correspondence Received</b> • EDC Minister to Parents - Cell Phone Restrictions • EDC Minister - New rules balance student well-being and learning • EDC Deputy Minister - Enhanced Early Years Assessment Framework • MLA Kyle Kasawski to Board Members • EDC Minister to Parents - Welcome to 2024-25 • EDC Minister - Welcome Back to Another School Year	A. Asquini	9:00 pm
15.	<b>In Camera</b>	A. Asquini	9:00 pm
16.	<b>Business Arising from In Camera</b>	A. Asquini	9:10 pm
17.	<b>Adjournment</b>	A. Asquini	9:15 pm

**Special General Meeting – Wednesday, October 9, 2024  
Next Board Meeting – TBD**

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

<b>Type of Meeting:</b>	Board	<b>Date:</b>	June 19, 2024	<b>Initials:</b>	<b>Chair</b>	
<b>Approved:</b>	DRAFT	<b>Recorded By:</b>	A. DeJong		<b>Secretary</b>	

**June 19, 2024, 7:00 p.m.**

Board Members Present at Call to Order:

Dan Hanson DIRECTOR / ACTING CHAIR	Vincent Tong BOARD SECRETARY-TREASURER	Adam Koziak DIRECTOR
Jason Clarke DIRECTOR		

Board Members Joining During the Meeting:

Kristie Derkson VICE CHAIR		
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Board Members Absent:

Adam Asquini CHAIR	Trevor Panas DIRECTOR	
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Administration Present at Call to Order:

Terry Moghrabi SUPERINTENDENT	Patti Dundas SECRETARY-TREASURER	Lori Vigfusson PRINCIPAL
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Virtual Attendee: Anita Sanderson

**1. Call to Order**

Chair Asquini was unable to attend. In the absence of the Vice Chair, Director Hanson was chosen by directors in attendance to chair the meeting. Acting Chair Hanson called the meeting to order at 7:03 p.m. and made opening remarks.

**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, and 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.*

NEW HORIZONS CHARTER SCHOOL SOCIETY  
MINUTES

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**3. Adoption of Agenda**

The following items were added to the agenda:

- 9.8 - Limiting Distractions in Alberta's Classrooms
- 9.9 - Reserve Letter sent to Education Minister

<i>Motion 2024-06-19-01</i>	<p><i>Moved that the agenda for the Board Meeting of June 19, 2024 be adopted as amended.</i></p> <p><i>Moved: Director Clarke</i>  <i>Seconded: Board Secretary and Treasurer Tong</i>  <i>Carried</i></p>
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**4. Disclosure of Conflict of Interest**

No conflicts of interest were cited.

**5. Approval of Minutes**

**5.1 Minutes of May 15, 2024**

<i>Motion 2024-06-19-02</i>	<p><i>Moved that the Board Meeting minutes of May 15, 2024 be approved as presented.</i></p> <p><i>Moved: Director Clarke</i>  <i>Seconded: Director Koziak</i>  <i>Carried</i></p>
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**6. School Council Update**

In her absence, Principal Vigfusson provided the School Council update on behalf of School Council Chair Elizabeth Macve. The update summarized the school council executive, meetings, and activities and events held over the past year. Discussion followed.

**7. Administration Reports**

**7.1 Principal's Report**

Principal Vigfusson provided a summary of her written report including spring carnival, Indigenous People's Month and Day, provincial achievement tests, staffing update, Powerschool, report cards and awards ceremony as included in the meeting package. Discussion followed.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
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<b>Approved:</b>	DRAFT	<b>Recorded By:</b>	A. DeJong		<b>Secretary</b>	

**7.2 Secretary-Treasurer’s Report**

Secretary-Treasurer Dundas indicated that the quarterly financial report will be discussed later in the meeting under item 9.2.

**7.3 Superintendent’s Report**

Superintendent Moghrabi summarized his written report including high school expansion update, meeting with Alberta Education Chief of Staff James Johnson, hosting of the TAAPCS SGM and spring carnival, as included in the meeting package. Discussion followed.

Vice-Chair Derkson joined the meeting at this point.

**8. Board Reports**

**8.1 Board Chair’s Report**

Acting Chair Hanson indicated on behalf of Chair Asquini that Chair Asquini had participated in the meeting with Education Minister Chief of Staff James Johnson. He has reached out to MLA Glubish and will follow up with an invitation to visit the school in the fall. Hosting the TAAPCS SGM was well received and productive. He expressed appreciation to directors for participating in the superintendent evaluation. The policy committee will need to meet to begin working on cell phone policy; more information will be shared later in the agenda.

**8.2 Committee Reports**

**8.2.1 Finance and Audit Committee**

The committee met to review the quarterly financial report for March to May, 2024. Board Secretary and Treasurer Tong provided a brief summary of the Q3 report.

**8.2.2 Policy Guidelines and Bylaws Committee**

The committee is planning to meet over the summer, prior to the September Board meeting.

**8.2.3 Survey Committee**

No report.

**8.2.4 Public Relations Committee**

No report.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
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**8.2.5 Personnel Committee**

No report.

**8.2.6 High School Ad Hoc Committee**

No report.

**8.2.7 Board Activities**

No report.

**9. New Business**

**9.1 Artificial Intelligence (AI) in the Classroom Presentation**

Vice Principal Watson provided information on AI in the classroom, current practices being used and links to existing AI policies in use by school boards, as included in the meeting package. She shared a presentation and indicated that AI will continue to be used by both teachers and students. Currently, students have limited access to AI at school; staff have received and will continue to receive professional development opportunities relating to the use of AI. Superintendent Moghrabi indicated that a draft policy was also included in the meeting package for information and potential starting point for the development of a policy. Discussion followed.

**9.2 Quarterly Financial Report for March-May, 2024**

Secretary-Treasurer Dundas provided an overview of the quarterly financial report for the March-May (third) quarter, as included in the meeting package. Discussion followed.

**9.3 Approve 2024-25 Extracurricular Fees**

Secretary-Treasurer Dundas provided a summary of the proposed extracurricular fees for 2024-25. Discussion followed.

<i>Motion 2024-06-19-03</i>	<p><i>Moved that the 2024-25 Extracurricular Fees be approved as presented.</i></p> <p><i>Moved: Vice Chair Derkson</i> <i>Seconded: Director Clarke</i> <i>Carried</i></p>
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**9.4 Superintendent Evaluation**

Acting Chair Hanson indicated that the Board met with Dr. Leroy Sloan to review the superintendent evaluation. He asked attending directors to provide a summary of the meeting. Discussion followed.

<i>Motion 2024-06-19-04</i>	<p><i>Moved that the Board approve the Superintendent Evaluation Report, as developed during the Superintendent Evaluation workshop of June 17, 2024, as an accurate assessment of his performance for the period July 3, 2023 - June 17, 2024, and further that the Chair be authorized to make any required technical edits and to sign the evaluation report on the Board's behalf.</i></p> <p><i>Moved: Director Clarke</i>  <i>Seconded: Vice Chair Derkson</i>  <i>Carried</i></p>
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**9.5 CASS Summer Conference**

Superintendent Moghrabi provided background information on the CASS summer conference and submitted a request for approval to attend, as included in the meeting package. Discussion followed.

<i>Motion 2024-06-19-05</i>	<p><i>Moved that the Board authorize the superintendent to attend the CASS summer conference.</i></p> <p><i>Moved: Director Koziak</i>  <i>Seconded: Director Clarke</i>  <i>Carried</i></p>
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**9.6 Schedule SGM and Election Date of Society**

Superintendent Moghrabi spoke to the background of hosting the annual Special General Meeting (SGM) and elections, as included in the meeting package. Discussion followed.

<i>Motion 2024-06-19-06</i>	<p><i>Moved that the Board select 7:00 p.m. on Wednesday, October 9, 2024 as the date and time for the SGM.</i></p> <p><i>Moved: Board Secretary and Treasurer Tong</i>  <i>Seconded: Director Koziak</i>  <i>Carried</i></p>
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NEW HORIZONS CHARTER SCHOOL SOCIETY  
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**9.7 Schedule Summer Board Housekeeping Retreat**

Superintendent Moghrabi provided background information on the annual summer board housekeeping retreat, as included in the meeting package. Discussion followed.

<i>Motion 2024-06-19-07</i>	<p><i>Moved that the Board select Saturday, August 24, 2024 for the summer Board housekeeping retreat.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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**9.8 Limiting Distractions in Alberta’s Classrooms**

Superintendent Moghrabi provided correspondence received from Alberta Education regarding personal mobile devices in classrooms. Discussion followed. Current practices in the school align closely with the Alberta Education policy requirements; a policy will need to be developed and approved by January, 2025.

**9.9 Reserve Letter to Education Minister**

Superintendent Moghrabi indicated that as part of the requested Value Scope tasks, Strathcona County has requested additional information including traffic and utility assessments. Each of these has costs attached and as a result, some reserve funding will be needed to cover the expenditure. Secretary-Treasurer Dundas indicated that she had already contacted Alberta Education to confirm the process; all that is needed is an emailed explanation. Discussion followed.

<i>Motion 2024-06-19-08</i>	<p><i>Moved that the Board approve an amendment to the November 30, 2023 reserve request letter submitted to the Education Minister to reduce technology funds by \$15,000 and to add Value Scope requirements for \$15,000.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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*Action: Include high school planning discussion on August Board Retreat Agenda.*

**10. Board Work Plan**

The Board reviewed the Work Plan for 2023-24, as included in the meeting package.

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**11. The Association of Alberta Public Charter Schools (TAAPCS)**

Director Koziak indicated that the spring TAAPCS meeting was held on May 25 at NHS. It was a well-organized and efficient meeting with ~ 40 attendees. Board Chairs and representatives were able to meet while the superintendents also met allowing for additional discussion.

**12. Receipt of Reports**

<i>Motion 2024-06-19-09</i>	<p><i>Moved that all reports be received as presented during the meeting.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Board Secretary and Treasurer Tong</i> <i>Carried</i></p>
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**13. Correspondence Sent**

- None.

**14. Correspondence Received**

- EDM Funding Commitment Letter
- Limiting Distractions in Alberta’s Classrooms (added at meeting)

**15. Motion to Move In Camera**

<i>Motion 2024-06-19-10</i>	<p><i>Moved that the meeting move in camera at 9:20 p.m.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Vice Chair Derkson</i> <i>Carried</i></p>
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**Motion to Move Out of Camera:**

<i>Motion 2024-06-19-11</i>	<p><i>Moved that the meeting move out of camera at 9:50 p.m.</i></p> <p><i>Moved: Director Clarke</i> <i>Seconded: Vice Chair Derkson</i> <i>Carried</i></p>
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NEW HORIZONS CHARTER SCHOOL SOCIETY  
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**16. New Business**

**16.1 Matters Arising from In Camera Meeting**

None.

**17. Adjournment**

Acting Chair Hanson adjourned the meeting at 9:50 p.m.

*Next Board Meeting: Wednesday, September 18, 2024 at 7:00 p.m.*

DRAFT

**MEMORANDUM**

Date: September 18, 2024

To: Board of Directors

From: Lori Vigfusson, Principal

Re: Principal's Report-September 2024

**Information and Highlights:**

**National Day of Truth and Reconciliation:**

As the school is closed for National Day of Truth and Reconciliation on September 30, NHS will recognize this on September 27th as Orange Shirt Day. Classes will participate in a number of learning activities around Truth and Reconciliation throughout the year and especially on Orange Shirt Day.

**School Support:**

Liam McFarlane, our school counsellor through ECSS will continue to see students on two days per week. Consent forms will be sent out as referrals come through from teachers. Liam also plans to provide more information on his role to parents and staff to ensure transparency and open communication.

**Technology:**

As per Alberta Education's Ministerial Order on the use of Cell Phones and Social Media, we have updated our Technology Use agreement for students.

With Netsmart providing technical support to the school, we have had a smooth start-up. Classroom technology was ready for student learning and Netsmart has been onsite to solve issues as they arise. I have received positive feedback from the staff regarding the service provided.

**Traffic Update:**

With the first few days of school resulting in higher traffic around the school, we had staff members walk along Hawkins Crescent and deliver flyers and verbal messages around our traffic management plan. This was recognized by one resident of the area and we received thanks for our effort. While there were only a handful of vehicles not following the plan, there was a significant drop the following day in vehicles across the road during drop-off. We plan to continue this personal approach more frequently throughout the year.

**Alberta Education Early Years Assessments:** Over the summer, Alberta Education announced that schools are required to administer Literacy and Numeracy Screens to students in Kindergarten and Grades 1-3. Some of

these assessments were completed in the two previous years and some are new. These are being administered and reported in September and January for Grades 1-3 and in January for Kindergarten.

**MLA Correspondence:** The office of MLA Kyle Kasawski has reached out to our school in a couple of ways since the start of the year. We first received a letter from his office offering to have the MLA come and read to the students during our Read-in Week at the beginning of October. As well, our Grade 9 classes will be taking a trip to the Provincial Legislature and MLA Kasawski's office reached out to let us know that they saw our booking and offered to meet the group at the Legislature for a tour and some question and answer time.

**Artist in Residence:** Our artist in residence this year will be local musician, Mallory Chipman. Mallory will be working with our music classes and groups to compose and perform a unique piece at our Winter Concert on November 29th. She will be in the school on September 16-18 to get to know our students before coming back for a 2 week residency at the end of November. Thanks go to School Council and FANHS for organizing and funding this opportunity. We did receive an Alberta Foundation for the Arts grant for this opportunity.

**Powerschool:** We have migrated student information over to our new Student Information System, Powerschool. Parents have been sent their login details for the parent portal. We will be using the features of this system more as staff familiarize themselves with the interface. This portal will allow parents to fill out forms, track student progress and track payments.

Lori Vigfusson  
Principal



Patti Dundas  
Secretary-Treasurer  
Phone: 780-416-2353  
Email: [pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

## MEMORANDUM

September 18, 2024

To: Board of Directors  
From: Patti Dundas – Secretary-Treasurer  
Subject: Monthly Report

### Update

We were not as busy with facility improvements this summer as we have been the last four years. Outdoor classroom picnic tables were set up.

### Audit

Our interim audit was completed on Aug.27, 2024. The full audit began Monday, Sept. 16, 2024.

### Enrolment

In 2023-24 we projected 427 students - we actually had 446. We received \$74,388 in additional funding for this adjustment from Alberta Education which was added to the 2024-25 school year budget.

Our projected enrolment for the 2024-25 school year was 451. This number was used to calculate funding for the 2024-25 school year as part of the WMA calculation. As of this date, we have 446 students. Any funding that we have received over our actual enrollment will be readjusted in our 2025-26 funding.

### Contracts

The following contracts have been renewed for 2024-25: Manager of Facilities and snow removal.

### Budget 2024-25

We have received a letter of approval from the Minister of Education for the 2024-25 budget.

### Value Scope

We are well on our way to getting the letter from the County. We are submitting the documentation to the County right away so we can schedule a meeting.

Traffic Impact and flooding assessments are done, and utility assessments should be done right away.

### **Recommendations:**

It is recommended that the Board accept this as information.

*P Dundas*

Patti Dundas – Secretary-Treasurer

## MEMORANDUM

Date: September 18, 2024  
To: Board of Directors  
From: Terry Moghrabi- Superintendent  
RE: Superintendent September Meeting Memo

### **Information and Highlights:**

**Technology:** Based on information shared in June, the need to provide a new IT service provider became more imminent and in July we transitioned from ODUS Information Solutions to Netsmart with a high priority on purchasing new network equipment to ensure reliability and stability in our connectivity. Current security protocols also needed revision and updating. Costs of the upgrades and new contract for the service provider were supported through the current technology budget as well as the supported funds from the budget reserves that were earmarked for technology. It should be noted that the immediate priority over the summer was to ensure that students and staff had working devices that were linked efficiently and securely to our new network before the start of the school year. The transition was as successful as we had hoped despite the unforeseen challenges of transferring IT support to a new company. Netsmart will provide a briefing and answer questions from the board about the current network stability and security.

### **Cellphone: Limiting Distractions in the Classroom**

Currently, Alberta school authorities have the autonomy to set their own policy on how students use cell phones in schools. Policies on cellphone use vary widely across school authorities, across the country, and internationally. Cellphones can be used as a research and learning tool, to stay up-to-date on practice or club schedules, and to keep in touch with family in case of emergency. School authorities will have until January 1st to formalize policies and procedures for implementing the restrictions.

**High School Programming:** During the summer retreat, the board received a summary of information regarding high school programming considerations as we plan for future expansion in anticipation of facility upgrades. The board first reviewed the conditions for high school graduation in The Guide to Education in Alberta. The superintendent shared a brief overview of the credit requirements and mandatory courses from grades 10-12. We also reviewed the Career and Technology Studies (CTS) clusters for a future focus on designing career pathways for gifted and talented students of New Horizons. Discussions around CTS cluster programming become significant when considering infrastructure design and needs. Some potential programming will be advanced once the additional modular classrooms are added to the facility later this spring. From the recent Stakeholder forum, we revisited the results around the qualities and characteristics we wanted potential graduates to possess when completing their studies at New Horizons. Finally, the superintendent reviewed the results of the 2019 High School Focus Group meetings with the grade 9 students of that time. The summary responses were focused on several questions generated by the High School Board Ad Hoc Committee which included:

- Describe the limitations and opportunities of our current facility envelope.
- Why would students choose New Horizons Charter School for their High School programming
- What are the barriers that would detract from students choosing to attend New Horizons High School?
- Who are the stakeholders that need to be involved in planning High School Programming

**CASS/ASBOA Summer Conference:** A new learning direction for College of Alberta School Superintendents was introduced this summer for Cass/A/ASBOA-regulated members. As part of the continuing education program credits are earned for studies that are related to the superintendent's leadership quality standards (SLQS) My first session focussed on "Leading to Support Effective Governance SLQS Competency 7", considering how to work productively with a board. There are seven communities of practice that will be part of CASS over the next five years to ensure the mandatory accreditation requirements are fulfilled by the province.

*"Understanding governance is necessary for system education leaders as they work to develop a productive working relationship with their board. Good governance supports and enhances student learning and achievement. While this course touches on concepts and theories, it is designed to help system education leaders develop practical and applied skills."*

**SGM** Information was shared with parents as to how they can be involved in various ways including School Council, FANHS, school volunteer, or becoming a member of the Board of Directors. The welcome package to parents included a copy of the **Declaration of Understanding** for voting membership according to the society bylaws. The nominations for positions to stand as a board member were shared along with information about board composition, board duties, and nomination criteria. Nominations for three available positions will be accepted until Friday, October 4th at 4:00PM. They can be emailed to [membership@newhorizons.ca](mailto:membership@newhorizons.ca) or handed in person to the school. The Notice of SGM will be sent on September 18th when the final tally of eligible voting membership will be determined. We benefit from highly engaged and involved parents and look forward to another successful year with our parents.

**Provincial commitment message from the Minister of Education :**

As you know, Alberta's population is growing, and school enrolment is too. Our government recognizes this growth comes with challenges, which is why we made a funding commitment over the summer to invest an additional \$125 million for operational costs associated with enrolment growth and inflationary pressures. And, we have invested \$2.8 billion over three years to maintain, enhance, plan, and build new schools. Our capital plan advances 43 priority school projects across Alberta, including 28 new schools, 10 replacement schools, and five modernizations, which will create 35,000 new and modernized student spaces! We recognize these advancements will not be realized immediately, and space is needed now, which is why we are also putting \$90 million toward the purchase of up to 100 modular classrooms and the relocation of up to 50 more, for the communities of greatest need. This will help address emergent enrolment pressures and urgent space needs.

In the new funding manual for this school year, more information was shared on the following topics:

- new chapter on playgrounds, which includes information on eligibility and grant funding supports;
- new chapter to provide additional clarity on items and contacts to consider post project approval;
- new appendix for furniture and equipment guidelines to provide information on funding eligibility for furniture and equipment items;
- new appendix for pre-planning and planning activities for school capital projects to provide information and clarity on the types of activities and expected outcomes/deliverables; and
- updates to key contact information and terminology to align with current policies, practices, and procedures.

**Recommendations and Governance Implications:**



Terry Moghrabi



**#100 Policy Development**

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**POLICY STATEMENT**

The Board of New Horizons Charter School Society (“NHCSS”) is responsible for the development of policy to provide effective parameters and procedures to guide the governance and administration of New Horizons School (the “School”). In fulfilling its responsibility, the Board is directed by the following:

1. Board policies shall be consistent with the Charter, relevant legislation and Alberta Education policies.
2. All references in Board policies shall be read with such changes in number and gender as may be appropriate according to whether the reference is to male or female person.
3. Policies shall contain a broad, general statement of policy and specific relevant guidelines. Guidelines shall reflect an appropriate balance between the responsibility of the Board to develop a framework to guide and support and the responsibility of the Board to allow the Superintendent to exercise his professional expertise.
4. Policy development or amendment may be initiated by the Board, administration, Alberta Education, or by legislation.
5. The process for developing or amending policies shall be determined by the Board and may include participation of stakeholders where appropriate.
6. Policies and amendments shall be approved by the Board and shall specify the policy code, approval date, and where appropriate, the amendment date. Approved policies shall be maintained in a Policy Manual.
7. Where appropriate, the Board will develop and include forms as appendices to a policy. Such forms shall be maintained in the Policy Manual.
8. The Board shall review policies on a periodic basis.
9. ~~The Superintendent is responsible for the implementation of appropriate administrative procedures which are guided by Board policy.~~
9. The Superintendent is responsible for drafting, maintaining and implementing administrative procedures that are consistent with Board policy. Revised or new administrative procedures will be shared with the Board for information purposes.

NEW HORIZONS CHARTER SCHOOL SOCIETY  
**POLICIES**

**Approved:** 2012-04-11

**Policy:** #313

**Amended:**

**Section:** Personnel & Employee Relations

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**#313 Staff Leaves and Absences**

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**POLICY STATEMENT**

The Board believes that all staff members are responsible to be at their assigned place of work unless legal authority has been granted for them to be absent, either through provisions in the *Education Act* or Board policy or the applicable collective bargaining agreement.

**Legal References:** Education Act, RSA 2000  
ATA Collective Agreement

**GUIDELINES**

- ~~1. In any planned absence of an employee from his/her regular duties, including authorized leaves of absence, the primary onus on each staff member is to ensure, to the satisfaction of the Principal, that effective and thorough planning and learning materials are provided in advance to minimize any negative impact on student learning resulting from the employee's absence.~~
1. In any planned absence, the employee requesting the leave of absence is responsible for ensuring, to the satisfaction of the Principal, that appropriate planning and materials are provided in order to minimize any negative impact on student learning.
- ~~2. Leaves of absence not granted through Alberta legislation or the provisions of an applicable ATA collective agreement or through applicable and relevant policies and procedures specific to non-teaching staff must be requested in writing in advance.~~
2. Leaves of absence not granted through Alberta legislation or the provisions of an applicable Collective Agreement or in the case of non-teaching staff, through applicable and relevant policies and procedures, must be requested in writing in advance to the Superintendent.
- ~~3. Such leaves will be granted at the sole discretion of the Board and will be without pay but with benefits, unless otherwise determined by the Board in each instance and the decision of the Board is final.~~
3. The Superintendent is granted, by the Board, the discretion to grant or deny requests for leaves of absence. Such discretion shall be exercised in accordance with this policy, the Education Act, the applicable Collective Agreement, and any other applicable legislation.
- ~~4. The Board will grant such requests for such leaves of absence only in extraordinary and infrequent circumstances for the employee and where other authority cannot accommodate the absence and the Board may set a limit on the amount of time that can be requested under this policy.~~

NEW HORIZONS CHARTER SCHOOL SOCIETY  
**POLICIES**

**Approved:** 2012-04-11

**Policy:** #313

**Amended:**

**Section:** Personnel & Employee Relations

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4. The Superintendent may grant requests for such leaves of absence only in extraordinary and infrequent circumstances where other authority cannot accommodate the absence. The Superintendent may also set a limit on the amount of time that can be requested under this policy.
- ~~5. Teachers wishing to receive leave to perform work for an agency outside the teacher's regular assignment must request permission from the board through written application to the Superintendent, accompanied by written commitment from the requesting agency to reimburse the Board for salary and other relevant benefit costs for the period of the teacher's leave.~~
5. Teachers wishing to receive leave to perform work for an agency outside their regular assignment must submit a written application to the Superintendent, accompanied by a written commitment from the requesting agency to reimburse the Board for salary and other relevant benefit costs for the period of the teacher's leave.

DRAFT

NEW HORIZONS CHARTER SCHOOL  
**ADMINISTRATIVE PROCEDURES**

Approved:  
Amended:  
Section:

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**ADMINISTRATIVE PROCEDURE #XXX – Responsible Use of Technology**

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**Background**

Technology provides staff, students and the community with unique and powerful ways to enhance teaching and learning.

New Horizons Charter School encourages the use of the Division's digital technology and networks for the purpose of enhancing and supporting teaching, learning and Division operational requirements by facilitating global communications, the exchange of information, resource sharing, and innovation and collaboration consistent with the mission of the Division.

The information requested on this form is collected pursuant to the School Act, Section 34, New Horizons School Society Policy #201, and in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The information will be used to establish that students, parents and teachers have an understanding of Board Policy #201 for Acceptable Internet Use and have consented to the rules and precautions in place for such usage. If you have questions concerning the collection or use of this information, please contact the principal.

**Definition**

Network shall refer to the physical infrastructure as well as all other devices (hubs, switches, routers, printers, servers, backup devices, etc.) connected to it.

Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the internet or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Vandalism and harassment will result in cancellation of user privileges and possible disciplinary action.

**Procedures**

**1. CONDITIONS AND RULES FOR USE**

New Horizons School reserves the right to **access, audit and monitor use** of all supplied Information Technology (IT) resources for non-compliance to this administrative , without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources.

All computers used through the School's networks are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the guidelines for the use of the network as described below may result in the revocation of access privileges and possible disciplinary action.

The expectation is that students will use technology in accordance with *Ministerial Order #014/2024*, New Horizons School's standards for the *Acceptable Use Agreement for Technology Use (2024-2025)*, Board Policy #201 (Information Technology Use) as well as the School's Code of Conduct. Some sites accessible via the internet may contain material that is inaccurate or inappropriate for educational use in a K-12 setting, such as hate literature, pornography, and information related to immoral or illegal activities.

NEW HORIZONS CHARTER SCHOOL  
**ADMINISTRATIVE PROCEDURES**

Approved:

Amended:

Section:

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**ADMINISTRATIVE PROCEDURE #XXX – Responsible Use of Technology (cont.)**

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The School does not condone the use of such materials and does not permit their use in the School environment. The School uses internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate websites. In the event a student inadvertently accesses an inappropriate website, they must advise the supervising teacher of the inadvertent access.

## **2. SCHOOL ASSIGNED DEVICES**

All devices issued to students are owned by and are the property of New Horizons School. Devices are issued for educational use only, and use of a device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct.

## **3. PERSONAL DEVICES**

Students are permitted to use personal devices at School. All student use of personal devices must abide by [Ministerial Order #014/2024](#). Highlights include:

- a) As per the Ministerial Order, “‘personal mobile device’ means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch.”
- b) “Children and students may not use personal mobile devices during instructional time. If children and students have personal mobile devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view” (at NHS “out of view” means in student lockers).
- c) “Children and students may not access social media on school networks or on school devices.”
- d) “Limited use of personal mobile devices must be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs.”
- e) “Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent.”
- f) “Limited access to social media may be permitted, as determined by a principal or equivalent.”
- g) leave their personal devices secured **in their lockers** or designated drop-off zones in the classroom during class time.
- h) use the student-owned device in class only with the teacher’s express permission.
- i) use devices that have up-to-date virus protection software.
- j) turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the School wireless network and respect the personal information of others.
- k) understand the School is not responsible for the loss, theft, or damage of their device - students are fully responsible for their property while it is at School.
- l) understand School and contracted IT personnel may access their personal electronic device if there are reasonable grounds to believe there has been a breach of School rules or discipline policies and that a search of the device would reveal evidence of the breach. This may include, but is not limited to, audio and video recording, photographs taken on School property that violate the privacy of others, and issues regarding bullying, etc.

Failure to adhere to these conditions may result in students being required to store their device in a secure location in the School office while at School.

NEW HORIZONS CHARTER SCHOOL  
**ADMINISTRATIVE PROCEDURES**

**Approved:**  
**Amended:**  
**Section:**

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**ADMINISTRATIVE PROCEDURE #XXX – Responsible Use of Technology (cont.)**

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**4. SECURITY MEASURES**

The School may provide additional security measures as is technically possible for devices that will be used outside the School's network filters. This may include device security settings and/or software that may be used to manage and safeguard the School's electronic resource. These tools may be used to track the School's inventory, block questionable sites, or limit access to sites when connected to the internet outside of the School's network.

**5. DISCLAIMER**

While New Horizons uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the School to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across areas of adult content and some material that parents/guardians might find objectionable. Moreover, the School makes no guarantee of quality of services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the use of the School's network or the electronic device. Any charge(s) accrued to the user while using the School's network are the responsibility of the user. Liability and responsibility for statements made by an individual user on the internet are specific to that user and do not represent the views of the School, its employees, or members of the School Board.

**6. PENALTIES FOR IMPROPER USE**

School and contracted IT personnel may access a student's personal electronic device or School issued device if there are reasonable grounds to believe there has been a breach of School rules or discipline policies and that a search of the device would reveal evidence of the breach. This may include, but is not limited to, audio and video recordings, photographs taken on School property that violate the privacy of others, and issues regarding bullying, or other violations of the School's Code of Conduct.

**VIOLATIONS OF THIS AGREEMENT MAY RESULT IN THE FOLLOWING:**

- a) restricted network access,
- b) loss of network access,
- c) disciplinary action, and/or
- d) involvement of local law enforcement.
- e) cost of parts and labour incurred for repair in case of damage or misuse
- f) Vandalism and harassment will result in cancellation of user privileges and possible disciplinary action.

## Board of Directors – Work Plan for 2024-25

<b>September</b>	<input type="checkbox"/> Adopt Board Work Plan for 2024-25 <input type="checkbox"/> Set date for October Board meeting <input type="checkbox"/> Receive report on provincial achievement test results (closed meeting) <input checked="" type="checkbox"/> Technology Update
<b>October</b>	<input type="checkbox"/> Complete Board Organizational Actions <ul style="list-style-type: none"> <li><input type="checkbox"/> - Conduct Special General Meeting; hold Board elections</li> <li><input type="checkbox"/> - Elect Board executive officers (must be within one week of SGM)</li> <li><input type="checkbox"/> - Select members for Board standing committees</li> <li><input type="checkbox"/> - Set dates for Board meetings (motion required)</li> <li><input type="checkbox"/> - Notify Service Alberta of change in executive officers</li> <li><input type="checkbox"/> - Identify Board signing authorities</li> <li><input type="checkbox"/> - Sign Board Member Code of Conduct – Policy #101</li> </ul> <input checked="" type="checkbox"/> Receive Alberta Education Assurance Measures (AEAMS) Report <input checked="" type="checkbox"/> Receive Accountability Pillar Results Report <input type="checkbox"/> Attend TAAPCS Annual General Meeting <input type="checkbox"/> Receive enrolment report for September 30, 2024 <input type="checkbox"/> Conduct initial orientation session for new Board members <input type="checkbox"/> Set date for NHCS Society Annual General Meeting
<b>November</b>	<input type="checkbox"/> Conduct AGM of NHCS Society <input type="checkbox"/> Approve revised budget for 2024-25 <input type="checkbox"/> Approve Annual Education Results Report 2023-24 <input type="checkbox"/> Approve audited financial statement year ending Aug 31, 2024 <input type="checkbox"/> Receive Report #1 from School Council <input type="checkbox"/> Determine priorities, possible date for Stakeholder Forum
<b>December</b>	<input type="checkbox"/> Set date for March Board Planning Retreat <input type="checkbox"/> Receive Counsellor’s Report #1 <input type="checkbox"/> Review Draft Stakeholder Forum Agenda <input checked="" type="checkbox"/> Review Charter Revisions
<b>January</b>	<input type="checkbox"/> Receive Quarterly Financial Report for Sep - Nov 2024 <input type="checkbox"/> Review Policy 210 and associated Student Code of Conduct <input type="checkbox"/> Approve school calendar for 2025-26 in principle <input type="checkbox"/> Host Stakeholder Forum, gather input on possible Education Plan priorities <input type="checkbox"/> Prepare breakfast for school staff

<b>February</b>	<input type="checkbox"/> Provide final approval of school calendar for 2025-26 <input type="checkbox"/> Receive mid-year progress report on Three-Year Education Plan 2025-28 <input checked="" type="checkbox"/> Technology Update
<b>March</b>	<input type="checkbox"/> Host Board Retreat – Identify priorities for upcoming Education Plan <input type="checkbox"/> Approve Three-Year Capital Plan for 2026-27 to 2028-29 <input type="checkbox"/> Administer Board-developed Stakeholder Survey <input type="checkbox"/>
<b>April</b>	<input type="checkbox"/> Receive Quarterly Financial Report for Dec 2024 – Feb 2025 <input type="checkbox"/> Review school fees for 2025-26 <input checked="" type="checkbox"/> Superintendent Evaluation
<b>May</b>	<input type="checkbox"/> Provide approval to Education Plan 2024-25 to 2025-26 <input type="checkbox"/> Attend TAAPCS Spring General Meeting <input type="checkbox"/> Approve budget for 2025-26, May 31 submission deadline <input type="checkbox"/> Approve school fees for 2025-26 <input checked="" type="checkbox"/> Receive Accountability Pillar Results Report <input type="checkbox"/> Receive Board-developed stakeholder survey results <input type="checkbox"/> Consider salary adjustment for support staff, senior administration <input type="checkbox"/> Receive report from FANHS <input type="checkbox"/> Receive Counsellor’s Report #2 <input checked="" type="checkbox"/> Prepare breakfast for school staff <input checked="" type="checkbox"/> Superintendent Evaluation Approval <input checked="" type="checkbox"/> Confirm Policy Alignment with Administrative Procedures (from superintendent)
<b>June</b>	<input type="checkbox"/> Assess Board Work Plan progress for 2024-25 <input type="checkbox"/> Receive Quarterly Financial Report for March – May 2025 <input type="checkbox"/> Schedule SGM of NHCS Society (requires 21 days’ notice; must be on or before Oct 10) <input type="checkbox"/> Schedule September 2025 Board meeting <input type="checkbox"/> Set date for summer Board Retreat <input type="checkbox"/> Receive Report #2 from School Council
<b>Ongoing</b>	<input type="checkbox"/> Consider proposals for new or amended Board policies <input type="checkbox"/> Receive recommendations from Board committees
<b>Annually</b>	<input type="checkbox"/> Negotiate collective agreement with ATA (as needed)



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**As Needed**

- Meet with:
- County Council
  - MLAs
- 

Potential Additions to Work Plan

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DRAFT

**MEMORANDUM**

Date: September 18, 2024  
To: Board of Directors  
From: Terry Moghrabi- Superintendent  
Re: October 2024 Board Meeting

**Background:**

The October Board Meeting is typically held on the evening of the NHCSS Special General Meeting. The SGM is scheduled for October 9, 2024. Traditionally, the NHCSS Annual General Meeting is scheduled for late November (*e.g. 2023 AGM was held November 15*). This results in seven weeks between the October and November Board Meetings.

As such, the administration is recommending the following:

1. Schedule a Board Meeting to appoint officers immediately following the Special General Meeting on October 9, 2024. ***Appointment of Officers must be completed within one week of the election of directors as specified in the bylaws.***
2. Schedule the monthly October Board Meeting for October 30<sup>th</sup> at 7:00 p.m. The rationale for this is to reduce the time gap between regularly scheduled meetings.
3. Anticipated official notice of AGM sent to members no later than November 6<sup>th</sup>.
4. Anticipated Annual General Meeting on November 27<sup>th</sup>.
5. Alternatively, If the Board prefers to hold the regular October Board Meeting on October 23<sup>rd</sup>, administration will proceed accordingly. It should be noted that this evening is also a Parent/Teacher conference.



Terry Moghrabi



Patti Dundas  
Secretary-Treasurer  
Phone: 780-416-2353  
Email: [pdundas@newhorizons.ca](mailto:pdundas@newhorizons.ca)

MEMORANDUM

September 18, 2024

To: Board of Directors  
From: Patti Dundas – Secretary-Treasurer  
Subject: Auditor

Background:

At the Fall 2020-2023 AGMs we appointed Rob Rizzo from Yaremchuk & Annicchiarico as our auditors for the upcoming school year.

We will ask to appoint them again for the 2024-25 school year at the Fall 2024 AGM.

Recommendation:

The following recommendation:

- That the Board of Directors accept this as information.

Patti Dundas – Secretary-Treasurer



ALBERTA  
EDUCATION

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*Office of the Minister  
MLA, Calgary - Bow*

June 20, 2024

Dear parents:

On June 17, Alberta's government introduced [new restrictions](#) on the use of cellphones and access to social media in schools. Beginning this fall, we will no longer permit the use of personal mobile devices in classrooms, or access to social media sites on school networks. In recent months and years, Ontario, Quebec, British Columbia, and Nova Scotia have all done the same.

Alberta's new standards were developed following months of consultation with those most impacted, including students, parents, and teachers. The feedback was clear: more than 90 per cent of 68,000 survey respondents said they are concerned about cellphone use in schools.

In addition to our stakeholder engagement, my department reviewed recent research and statistics regarding the impact of mobile devices and social media use in classrooms and found reports of increased distraction, instances of inappropriate usage, negative impacts on learning and mental health, and an increase in cyberbullying.

According to the [2023 UNESCO report on Technology in Education](#) it can take up to 20 minutes for a student to refocus on learning after checking their phone, which in turn impacts recall and comprehension.

A 2023 Statistics Canada report found that one in every four Canadian teens has experienced cyberbullying, ranging from online or text message threats, to hurtful information posted about them online, to being excluded from virtual communities. Another Statistics Canada study reported mental wellness rates dropped from 77.9 per cent in 2015 to 62.3 per cent in 2021 in young Canadians between 12 and 17.

The new restrictions announced June 17 will answer the call for a standard approach to how schools navigate these policies in Alberta, while still affording those authorities the autonomy and flexibility needed to implement policies that best meet the needs of their students and communities.

.../2

While schools *must* make exceptions for health or medical reasons, or learning needs, these restrictions are decisive and clear. This fall, students will return to class, but their devices will not. By doing this, we're prioritizing learning and protecting student mental health.

Your school authority will communicate the specific details of their personal mobile device and social media policy in the coming months. This will include information on whether access to personal mobile devices is being limited during class or whether the school will be going further and not allowing them to be used during the school day. School authority policies will also outline where and how mobile devices will be stored during class time, how to apply for an exemption if your child has health or medical needs that require the use of a mobile device during class time, and the consequences for violations of the policy.

If you have specific questions regarding your school's specific policy, please contact your school authority, as they will be best positioned to speak to how these restrictions will be implemented at the local level.

As a parent, I am happy to know that when kids head back to the classroom this fall, their devices won't be with them. Students should be fully focused on learning and developing healthy social skills away from screens.

I'm proud of the world-class education system we've built in Alberta. I trust these changes will only make that system stronger by minimizing distractions and protecting our children's mental health and well-being.

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with a long horizontal stroke at the end.

Demetrios Nicolaides ECA PhD  
Minister of Education

Subject: New rules balance student well-being and learning / De nouvelles règles pour un équilibre entre le bien-être et l'apprentissage des élèves  
To:

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

ACFA (Association canadienne-française de l'Alberta)  
ACSTA (Alberta Catholic School Trustees' Association)  
AEFAA (Alberta Educational Facilities Administrators Association)  
AISCA (Association of Independent Schools & Colleges in Alberta)  
ASBA (Alberta School Boards Association)  
ASBOA (Association of School Business Officials of Alberta)  
ASCA (Alberta School Councils' Association)  
ATA (Alberta Teachers' Association)  
CASS (College of Alberta School Superintendents)  
CCSSA (Council of Catholic School Superintendents of Alberta)  
CPFA (Canadian Parents for French – Alberta)  
FPFA (Fédération des parents francophones de l'Alberta)  
FCSFA (Fédération des conseils scolaires francophones de l'Alberta)  
PSBAA (Public School Boards' Association of Alberta)  
TAAPCS (The Association of Alberta Public Charter Schools)

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

**Subject: New rules balance student well-being and learning**

Dear colleagues:

As educators and associations invested in Alberta's education system, you are well aware of the concerns around the use of personal mobile devices in classrooms. The prevalence of these devices has been associated with increased distraction among children and students and instances of inappropriate usage, both of which negatively impact learning and mental health.

On June 17, I announced [new restrictions](#) on the use of personal mobile devices and access to social media platforms for children and students in Kindergarten to Grade 12 schools and private Early Childhood Services programs, effective September 1, 2024. These new rules were developed based on extensive feedback from students, parents, teachers, education partners, and stakeholder associations I am confident these restrictions will reduce distractions, maximize learning time, support student mental health, and reduce opportunities for cyberbullying.

While these restrictions are decisive and clear, they also provide school authorities with the autonomy and flexibility to apply the [ministerial order](#) in a way that best meets the needs of the students and communities you serve.

To support your work in communicating these new requirements, I have prepared the attached letter that can be shared directly with parents. The letter outlines the reasons this policy was introduced, some details on what schools are being asked to do, and some general information on what parents can expect in the coming months.

Deputy Minister Lora Pillipow will share additional information with superintendents and executive directors of your organizations later today regarding these new restrictions.

Thank you for your ongoing commitment to supporting student safety, well-being, and learning.

Best,

Demetrios Nicolaidis ECA PhD  
Minister of Education

Attachment:

1. Minister's letter to parents

cc: Superintendents of Public, Separate, Francophone and Charter School Authorities  
First Nations Education Directors  
Executive Directors of Stakeholder Associations  
Communications Contacts at School Divisions

From: **EDC Deputy Minister** <[EducationDeputyMinister@gov.ab.ca](mailto:EducationDeputyMinister@gov.ab.ca)>

Date: Fri, Jul 5, 2024 at 10:03 AM

Subject: Enhanced Early Years Assessment Framework / Cadre d'évaluation provinciale amélioré au niveau primaire

To:

**To: Superintendents of Public, Separate, Francophone and Charter School Authorities  
Independent (Private) School Authorities  
Independent (Private) ECS Operators  
Executive Directors of Stakeholder Associations**  
ACFA (Association Canadienne-française de l'Alberta)  
ACSTA (Alberta Catholic School Trustees' Association)  
AISCA (Association of Independent Schools & Colleges in Alberta)  
ASBA (Alberta School Boards Association)  
ASCA (Alberta School Councils' Association)  
ATA (Alberta Teachers' Association)  
CASS (College of Alberta School Superintendents)  
FPFA (Fédération des parents francophones de l'Alberta)  
FCSFA (Fédération des conseils scolaires francophones de l'Alberta)  
PSBAA (Public School Boards' Association of Alberta)  
TAAPCS (The Association of Alberta Public Charter Schools)

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

**Subject: Enhanced Early Years Assessment Framework**

Dear colleagues:

Today, the Minister of Education shared the enhanced early years assessment framework with system leaders. This enhanced framework will be implemented beginning in September 2024.

Earlier this year, we engaged stakeholders, academic experts, and education partners to inform an enhanced early years assessment framework. This feedback contributed to the enhanced framework.

Beginning in the 2024/25 school year, the following changes to the mandatory literacy and numeracy screening requirement will take effect:

**Overview of the early years assessment framework:**

Kindergarten

- **New:** Starting in **January 2025**, screening will be required in literacy and numeracy for all students in January of each year.
- Alberta Education will provide screening assessments for school authorities to use, and will also be generating a government-approved list of commercial screening assessments, similar to the process used in Grades 1 to 3.
- School authorities interested in having a commercial assessment tool at the Kindergarten level added to the government-approved list may contact [litnumscreening@gov.ab.ca](mailto:litnumscreening@gov.ab.ca) to request a review of the tool.
- Locally developed screening assessments may be submitted for review in future. They will not be considered for the 2024/25 school year because of the robust review that these assessments require to be considered for the government-approved list.

Grades 1 to 3

- Mandatory screening assessments will continue in Grades 1 to 3; however, the timing and frequency of these assessments will change.
- **New:** Starting in **September 2024**, the literacy and numeracy screening for students in Grades 1 to 3 will now be completed in September and January, with an additional assessment in June for those students identified in January as requiring additional supports.



- These assessments will continue to be administered using the Alberta Education-provided or the Alberta Education-approved screening assessments.
- *New:* The September Grade 1 literacy assessments will be conducted using government-provided or government-approved Kindergarten screening assessments.
- The administration window to complete all screening assessments in these grades will be extended to three weeks.
- Grade 3 Student Learning Assessments will be permanently discontinued and will no longer be available for use.

#### Grades 4 and 5

- Starting **September 2026**, screening assessments in literacy and numeracy for students in Grades 4 and 5 will be introduced. Further information about this requirement will be shared at a future date.

#### Grade 6

- Provincial achievement tests for students in Grade 6 will continue to occur in May and June.

Additional details about the enhanced early years assessment framework, including reporting requirements and available resources, will be included in the *Guide to Education* and communicated at a later date.

If you have immediate questions about the revised early years assessment framework, please email [litnumscreening@gov.ab.ca](mailto:litnumscreening@gov.ab.ca).

Thank you for your ongoing commitment to support the success of Alberta students.

Sincerely,

Lora Pillipow  
Deputy Minister

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LEGISLATIVE ASSEMBLY  
ALBERTA

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**Kyle Kasawski, MLA**  
Sherwood Park

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September 1, 2024

Dear Board Members,

Welcome back to the school year! I want to wish you a successful academic year ahead. Thank you to all the staff for their hard work in preparation for the return of students. All the work you do is tremendously valuable. It is an honour to be the MLA for Sherwood Park and part of His Majesty's Loyal Opposition. In this role, I am advocating daily for important causes, including high-quality public education in all schools.

I would like to inquire about finding a time to meet with some or all the New Horizons Board Members, to discuss the priorities of the board for this academic year and how I might be able to support those goals.

This week, I sent a letter to every school in my riding to offer my services for the following:

- Non-partisan visits to grade 6 Social Studies classes or other subjects;
- Attend or speak at school gatherings such as Remembrance Day;
- An annual book donation to each school library;
- Reading my favourite frisbee book to students for Read-In week;
- Letter-writing practice for language arts classes;
- Congratulatory scrolls/Certificates for graduations or awards

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Field trips to the Legislature are another opportunity available to students and teachers. Feel free to contact my Constituency Manager, Laura, at the email address below anytime to make arrangements. Thanks again for your service to the board.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kyle Kasawski'.

Kyle Kasawski  
MLA for Sherwood Park



ALBERTA  
EDUCATION

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*Office of the Minister  
MLA, Calgary - Bow*

September 5, 2024

Dear parents,

As the summer winds down and a new school year begins, I want to take a moment to share updates you may hear more about as your child returns to the classroom.

As Alberta's Minister of Education, my mandate is to ensure our students are receiving a world-class education that sets them up for success. An important piece of this work is building an inclusive and comprehensive curriculum that reflects our modern world and inspires a passion for learning.

Since the 2022-23 school year, school authorities have implemented new curriculum in six Kindergarten to Grade 6 (K-6) subjects through a phased approach. This school year, all students in Grades 4-6 will be learning from new French first language and literature, French immersion language arts and literature and science curriculums. We continue to support school authorities and elementary teachers as they implement new curriculum by providing a variety of learning and teaching resources.

I am pleased to share that 62 school authorities have also chosen to pilot new draft K-6 social studies curriculum in classrooms across Alberta this school year. The new draft curriculum, which was developed after nine months of consultation with education partners, teachers, parents and Albertans, focuses on building students' critical thinking skills and empowers them to be engaged citizens. Throughout the piloting process, school authorities and teachers will provide valuable feedback to help Alberta Education finalize the new K-6 social studies curriculum.

This is just one change parents can expect in Alberta's schools this fall. When students return to class, their smart phones will not. In April 2024, we asked Albertans to tell us what they thought of cellphone use in schools. More than 68,000 educators, parents, and other stakeholders shared their thoughts. The feedback was clear: Almost 90 per cent of respondents were concerned about student cellphone use at school and 85 per cent said they believe cellphones have a negative impact on student achievement.

My government felt it was important to respond quickly to this feedback and has been working with educators and other stakeholders over the last several months to introduce restrictions on personal mobile devices and social media use in schools.

.../2

These changes come into effect on September 1, with school authorities having until January 1, 2025, to formalize their policies and procedures for implementing the restrictions within their schools. This means that, beginning immediately, students are asked to keep their devices silent or powered off during class and stored out of view, unless a valid exception is in place. Parents and guardians should reach out to their school or school authority if they have questions regarding how restrictions will apply to a particular student or child.

Restricting personal mobile devices and social media use in Alberta Early Childhood Services and kindergarten to Grade 12 classrooms will reduce distractions, maximize learning time, support student mental health, and reduce opportunities for cyberbullying. This is one of many things we are doing to support our children's mental health.

I recently announced an additional \$6.7 million to extend 59 Mental Health in Schools pilot projects across the province to ensure students can get the supports they need, when they need them. This is in addition to the Budget 2024 investment of \$1.5 billion for learning support funding, which includes funding that allows school authorities to provide students with psychological and social-emotional supports, and access to mental health workers and other wellness supports, as needed.

As you know, Alberta's population is growing, and school enrolment is too. Our government recognizes this growth comes with challenges, which is why we made a funding commitment over the summer to invest an additional \$125 million for operational costs associated with enrolment growth and inflationary pressures.

And, we have invested \$2.8 billion over three years to maintain, enhance, plan, and build new schools. Our capital plan advances 43 priority school projects across Alberta, including 28 new schools, 10 replacement schools, and five modernizations, which will create 35,000 new and modernized student spaces! We recognize these advancements will not be realized immediately and space is needed now, which is why we are also putting \$90 million toward the purchase of up to 100 modular classrooms and the relocation of up to 50 more, for the communities of greatest need. This will help address emergent enrolment pressures and urgent space needs.

In closing, I want to thank and acknowledge our hardworking teachers, educational assistants, principals, and other school support staff. Their work is at the heart of Alberta's education system and is deeply acknowledged and appreciated by Alberta's government.

Finally, I want to thank you, Alberta's parents. As a father myself, I know that a child's education does not start and end in the classroom. Parents are busy behind the scenes packing lunches and schoolbags, helping with homework, and cheering our kids on at their school concerts and sporting events. Thank you for all you do to support your children, their teachers, and the larger school community to which you belong.

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I am wishing you a wonderful year ahead!

Best,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides". The signature is fluid and cursive, with a long horizontal stroke at the end.

Demetrios Nicolaides ECA PhD  
Minister of Education

From: **EDC Minister** <[Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)>

Date: Fri, Sep 6, 2024, 15:53

Subject: Welcome back to another school year / Bienvenue en ce début d'année scolaire

To: EDC Minister <[Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)>

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

ACFA (Association canadienne-française de l'Alberta)

ACSTA (Alberta Catholic School Trustees' Association)

AEFAA (Alberta Educational Facilities Administrators Association)

AISCA (Association of Independent Schools & Colleges in Alberta)

ASBA (Alberta School Boards Association)

ASBOA (Association of School Business Officials of Alberta)

ASCA (Alberta School Councils' Association)

ATA (Alberta Teachers' Association)

CASS (College of Alberta School Superintendents)

CCSSA (Council of Catholic School Superintendents of Alberta)

CPFA (Canadian Parents for French – Alberta)

FPFA (Fédération des parents francophones de l'Alberta)

FCSFA (Fédération des conseils scolaires francophones de l'Alberta)

PSBAA (Public School Boards' Association of Alberta)

TAAPCS (The Association of Alberta Public Charter Schools)

**Subject: Welcome back to another school year**

Dear colleagues:

As summer winds down and a new school year begins, I want to take a moment to send a note with updates, acknowledgements, and finally, my well wishes for a great year ahead.

I am incredibly proud of the Alberta government's collaboration with our education partners and all the exciting things we are doing together to support student success in the classroom and beyond.

I want to begin by thanking and acknowledging each of you: our hardworking teachers, educational assistants, principals and teacher leaders, school administration and support staff, bus drivers, contractors, and everyone else involved in ensuring our schools remain safe, caring, and welcoming spaces, delivering a world-class education to students. Your work is at the heart of Alberta's education system and is deeply appreciated by Alberta's government.

As you know, Alberta's population is growing, and school enrolment is too. Our government recognizes that while this growth has many positives, it also comes with challenges, which is why we made a funding commitment over the summer to invest an additional \$125 million for operational costs associated with enrolment growth and inflationary pressures. In total, over the next three years, we are providing more than \$1.2 billion to address enrolment growth. We will also be continuing our supplemental enrolment growth funding this year.

We know that building and modernizing schools is crucial as we plan for Alberta's future, and we have invested \$2.8 billion over three years to maintain, enhance, plan, and build new schools. Our capital plan advances 43 priority school projects across Alberta, including 28 new schools, 10 replacement schools, and five modernizations. When complete, these projects will create 35,000 new and modernized student spaces.

We recognize that some school authorities need more student spaces now, which is why we announced in July that we are making a \$90 million investment in modular classrooms to help address emergent enrolment pressures and urgent space needs. This will purchase of up to 100 modular classrooms and support the relocation of up to 50 more, in the communities with the greatest needs.

This all builds on the record \$9.3 billion Alberta's government is investing in education for the 2024/25 school year, including \$44 million to continue government's commitment to addressing classroom complexity and improving access to educational assistants and other professionals, such as counsellors, psychologists and occupational therapists. Budget 2024 also provides \$1.5 billion for learning support funding, which includes funding that allows school authorities to provide students with psychological and social-emotional supports, access to mental health workers and other wellness supports, as needed.

This school year, 62 school authorities across the province have chosen to pilot the new draft K-6 social studies curriculum. Alberta's government appreciates every school authority and teacher participating in the classroom piloting process. Your feedback will be invaluable as we work to finalize the new K-6 social studies curriculum, and I look forward to learning more from your experiences this year.

In addition, new curriculums in grades 4 to 6 French first language and literature, French immersion language arts and literature and science are being implemented province-wide.

Alberta Education has provided a variety of supports and resources on [new.LearnAlberta.ca](https://www.learnalberta.ca), to support implementation including:

- a provincial resource review guide with new guidelines for selecting learning and teaching resources aligned to new curriculum;
- bridging resources to assist with transitioning from the current curriculum to the new;
- videos and support documents with an overview and orientation to the new curriculums;
- planning tools such as sample lesson plans;
- functionality on [new.LearnAlberta.ca](https://www.learnalberta.ca) that allows for teacher planning, collaboration and sharing (boards); and
- information about flexible professional learning opportunities.

I also greatly appreciate your support in implementing the new rules on personal mobile devices in classrooms, which will help to reduce distractions and allow students to focus on learning by keeping devices silent or powered off and out of view. While restrictions come into effect on September 1, school authorities have until January 1, 2025, to finalize their policies and procedures and roll these out within their school community.

With record investment in education, strong collaboration with our education partners, and Alberta's diverse, talented, and hardworking students, I am confident we have all the ingredients for another successful school year.

Once again, I extend my sincere thanks to all teachers, teacher leaders, support staff, and all those dedicated to the learning, success, and well-being of Alberta's children. Thank you for all you do, and best wishes for a great year ahead!

I have attached a letter to parents (In English and French), with good wishes for the year ahead. I would greatly appreciate it if you could ask your school communities to distribute the letter to parents.

Best,

Demetrios Nicolaides ECA PhD  
Minister of Education

Attachments: