

## **APPENDIX B**

Alberta Education letters to the Society dated March 28, 2014,  
May 28, 2014, and March 25, 2015

March 28, 2014

Pastor Brian Coldwell, Superintendent/Board Chair  
Independent Baptist Christian Education Society  
26404 Highway 16, West  
Spruce Grove, Alberta  
T7X 3H5

Dear Pastor Coldwell:

On behalf of Greater Edmonton Services Branch, Bob Gerhart and I would like to thank you and your staff for taking time out of your busy schedule to accommodate us on March 6 and 7, 2014 for the Alberta Education onsite private school monitoring of Harvest Baptist Academy and Meadows Baptist Academy.

We appreciated the opportunity to tour your schools and to meet with you and your staff. These meetings gave us further insight into the successful teaching and learning practices that occur in the schools. Our discussions with you and your staff also provided us with insights regarding how education in Harvest Baptist Academy and Meadows Baptist Academy is aligned with the vision outlined in the provincially developed document *Inspiring Education*.

Based on our review of onsite documentation and interviews with administrators at the schools, we are of the opinion that Harvest Baptist Academy and Meadows Baptist Academy are meeting regulatory requirements. In addition, we would like to provide you with feedback regarding commendable practices and recommendations that may contribute to your school's continuous growth and improvement.

Throughout our meetings with staff and the tour of both schools, a number of commendable practices were identified. These practices include:

- The philosophy and practices of the two schools have elements that are aligned with the vision of Albertans as defined in the publication *Inspiring Education*.
- The principals and staff have created school environments that are welcoming, safe and respectful of others.
- The principals and staff work collaboratively as a team and practice distributed leadership to accomplish tasks that enhance the learning environment.
- Teachers and administrators make good use of relatively limited learning resources.
- Students were observed to be focused, engaged and interested in learning tasks and activities that are relevant and related to curriculum.
- Teaching and learning is taking place in a personalized manner.
- Classrooms are bright, with attractive bulletin boards and samples of student work prominently displayed.

The following recommendations are provided to support your school's focus on continuous improvement:

- The school administrators are encouraged to take full advantage of the services offered by Alberta Independent Schools and Colleges Association (AISCA) by becoming a full member of the Association.
- Teachers consider exploring professional development opportunities by becoming associate members of the Alberta Teachers Association.
- A formal technology plan should be developed and documented to continue to enhance and utilize technology as a resource and service for students and staff.
- Ensure that all student records include:
  - Year-end progress reports and reports of days attended;
  - The student's resident board;
  - Previous schools attended by the students; and
  - A standard Student Record file folder developed for Alberta Schools.
- All school policies should show the date that the policy was approved by the board, the review period (e.g., every 3 to 4 years), and references to the *School Act*/Education Act, regulations or other pertinent legal documents.
- The suspension/expulsion policy should be reviewed and revised with a focus on strengthening the suspension component of the policy, as described in the *School Act*.
- The school administrators are encouraged to develop a more robust teacher mentorship plan that includes supports for new teachers and other new non-certified staff.
- Continue to advocate for an intercom system for the school (Meadows Academy).

We look forward to the opportunity to meet with you as part of the post-monitoring process to further discuss our observations, accommodations and recommendations. It is our intent to meet with you, for approximately one hour, by the end of April 2014. I will be in contact with you to arrange a meeting date and time.

Again, thank you and your staff for the taking the time to participate in the monitoring activity. Your participation and warm hospitality were greatly appreciated.

If you or your staff have any questions please do not hesitate to call me at 780-415-6571 or contact me by email at [Jim.McClellan@gov.ab.ca](mailto:Jim.McClellan@gov.ab.ca).

Sincerely,



Jim McClellan  
Education Manager  
Metro Services Branch

cc: Pastor Brian Coldwell, Board Chair  
Randy Billey, Director, Greater Edmonton Services Branch  
Bob Gerhart, Education Manager, Greater Edmonton Services Branch

May 28, 2014

Pastor Brian Coldwell, Superintendent/Board Chair  
Independent Baptist Christian Education Society  
26404 Highway 16, West  
Spruce Grove, Alberta  
T7X 3H5

Dear Pastor Coldwell:

Thank you for meeting with me on March 23, 2014 to discuss Independent Baptist Christian Education Society **2013/2014 - 2015/2016 Three Year Education Plan and 2012/2013 Annual Education Results Report**.

I appreciate the information you provided and our discussions about the planning activities that are underway, the highlights of significant accomplishments, and the challenges within your school. I am especially pleased to note your efforts in continuous improvement with your staff through your commitment to ensuring quality teaching and learning in a safe, productive and respectful learning environment.

I commend Independent Baptist Christian Education Society for the results on your Accountability Pillar Overall Summary in the areas of Safe and Caring, Education Quality, Dropout Rate, Citizenship and Parental Involvement. I am pleased to note the efforts and improvements that are being addressed and achieved in these areas.

Based on my review, the planning and reporting processes conducted by the private school authority are aligned with the planning and reporting requirements established by the Ministry of Education in the **Policy and Requirements for Accredited Private School Authority Planning and Results Reporting** April 2013. The plan and annual report include all required elements. I hope that our ongoing communication will help to support your efforts to enhance student success in your private school authority.

If I can be of assistance in your planning or reporting process or any other matter, please do not hesitate to contact me at 780 415-6571 or by email at [Jim.McClellan@gov.ab.ca](mailto:Jim.McClellan@gov.ab.ca).

Sincerely,



Jim McClellan  
Education Manager  
Metro Services Branch

cc: Randy Billey, Director, Greater Edmonton Services Branch

March 25, 2015

Brian Coldwell  
Pastor  
Independent Baptist Christian Education Society  
26404 Highway 16, West  
Spruce Grove, AB  
T7X-3H5

Dear Brian Coldwell:

Thank you and Genessa Ardron and Brian Hunter for meeting with Christine Bouchard and me to discuss Independent Baptist Christian Education Society's *2014/2015-2016/2017 Three Year Education Plan and 2013/2014 Annual Education Results Report*. I appreciated the dialogue focused on your plan and results for continuous improvement in your private school authority.

I appreciated the information you provided and our discussion of the planning activities underway, highlights of significant accomplishments, and the challenges within the private school authority. I commend the private school authority for the results on your Accountability Pillar Overall Summary in the areas of Safe and Caring Schools, Citizenship and School Improvement. I am pleased to note the efforts and improvements that are being addressed and achieved in these areas.

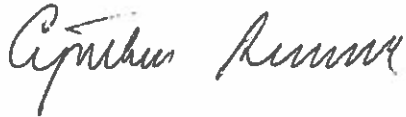
From my review, the planning and reporting processes established by the private school authority are aligned with the planning and reporting requirements established by the Ministry of Education in the *Policy and Requirements for Accredited Private School Authority Planning and Results Reporting* April 2014. The plan and annual report include all required elements. Please express my appreciation to those who coordinated and assisted in the development of the plan and report.

I trust you will find our discussion regarding the alignment of strategies directly to student learning outcomes and the use of the logic model will both support your school in creating effective school improvement plans. I hope that our ongoing dialogue will support your efforts to enhance student success in your private school authority.

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If I can be of assistance in your planning or reporting process or any other matter, please do not hesitate to contact me at 310.0000, then 780-638-9436 or [cynthia.drumond@gov.ab.ca](mailto:cynthia.drumond@gov.ab.ca)

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia Drumond". The signature is written in a cursive style with a large initial 'C'.

Cynthia Drumond  
Education Manager  
Greater Edmonton Services Branch

cc. Doreen Lupaschuk, Director, Greater Edmonton Services Branch