



Horizon School Division No. 67
Regular Board Meeting – Division Office
ERIC JOHNSON ROOM
Tuesday, August 19, 2014

Regular Board Meeting Agenda

A - Action Items

- A.1. Agenda
- A.2. Minutes of Regular Board Meeting held Tuesday, June 17, 2014 [ENCLOSURE 1](#)
- A.3. June-August 2014 Payment of Accounts Report [ENCLOSURE 2](#)
- A.4. POLICIES FOR SECOND AND FINAL READING
- A.4.1. Policy EEACAA – *School Purchased Vehicles, Private Vehicles and Volunteer Drivers* [ENCLOSURE 3A](#)
- A.4.2. Policy EEACAB – *Division-Owned Co-Co-Curricular/Extra-Curricular Activity Vehicles* [ENCLOSURE 3B](#)
- A.4.3. Policy EEACAC – *Acquisition of Co-Curricular/Extra-Curricular Activity Vehicles* [ENCLOSURE 3C](#)
- A.4.4. Policy FEF – *Contract for Services* [ENCLOSURE 3D](#)
- A.5. 2014 Board Organizational Meeting Date
- A.6. Principal Designations HANDOUT
- A.7. Vice-Principal Designations HANDOUT
- A.8. Division Office Remuneration
- A.9. Senior Management Remuneration
- A.10. Board Remuneration

D – Discussion Items

- D.1. 2014 Board Tour Dates of Schools and Colony Schools
- D.2. September Board Meeting Date – Terry Michaelis

I- Information Items

- I.1. Financial Report – Philip Johansen HANDOUT
- I.2. Express vs. Implied Consent to Send a Commercial Electronic Message (CEM) – Wilco Tymensen [ENCLOSURE 4](#)
- I.3. Superintendent's Progress Report – Wilco Tymensen [ENCLOSURE 5](#)
- I.4. Trustee/ Committee Reports:
- I.2.1 Zone 6 ASBA Report – Marie Logan
- I.2.2 CSBA Conference Report – Rick Anderson/Terry Michaelis
- I.2.2 Facilities Committee Report – Derek Baron [ENCLOSURE 6](#)
- I.5. Associate Superintendent of Finance and Operations Report – John Rakai
- I.6. Associate Superintendent of Programs and Services Report – Clark Bosch [ENCLOSURE 7](#)
- Off-Campus Annual Evaluation Report for the 2013-2014 School Year



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I.7. Associate Superintendent of Curriculum and Instruction Report – Erin Hurkett

[ENCLOSURE 8](#)

I.8. Correspondence:

[ENCLOSURE 9](#)

- Horizon School Division Press Releases
- Back to School Ads
- From Education Minister re “Thank You” to Jurisdictions regarding Task Force for Teaching Excellence
- 2019 Canada Winter Games Community Rally

Horizon School Division No. 67

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, June 17, 2014 beginning at 1:30 p.m. in the Eric Johnson Room

TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
Blair Lowry, Rick Anderson, Derek Baron, Jennifer Crowson,
Terry Michaelis

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Clark Bosch, Associate Superintendent of Programs & Services
Barb McDonald, Recording Secretary
Greg Price, Taber Times

REGRETS: Erin Hurkett, Associate Superintendent of Curriculum & Instruction

ACTION ITEMS

- A.1 Moved by Jennifer Crowson that the Board approve the agenda as presented with the following additions:

Under Action Items:

A.6 Splitting of Horizon Mennonite Alternative Program (Vauxhall) and Taber Mennonite School (Taber) Outreach Schools

Under Discussion Items:

D.2 Public Education

Under Information Items:

I.5 Associate Superintendent of Programs and Services Report

Carried Unanimously

AGENDA
APPROVED
100/14

- A.2 Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Tuesday, May 20, 2014 as provided in enclosure 1 of the agenda.

Carried Unanimously

REGULAR BOARD
MEETING MINUTES
APPROVED
101/14

- A.3 Moved by Terry Michaelis that the Board approve the May/June Payment of Accounts report in the amount of \$4,088,413.65 as provided in enclosure 2 of the agenda.

Carried Unanimously

PAYMENT OF
ACCOUNTS REPORT
APPROVED
102/14

- A.4.1 Horizon School Division No. 67 owned, school based vehicles that are used for the transportation of passengers with an original manufactured seating capacity of 11 or more passengers, including the driver are considered a "Commercial Bus" and must meet Alberta Transportation and National Safety Code Compliance regulations. As a result of a recent Alberta Transportation Audit regarding Horizon School Division commercial buses that are used for co-curricular and extra-curricular activities, it was recommended that Policy EAACAA *Private Vehicles and Volunteer Drivers* be revised. The revisions suggested removes all reference to commercial

bus regulations from Policy EAACAA and establishes new policy to address the Alberta Transportation and National Safety Code Compliance requirements of these vehicles.

Moved by Bruce Francis that the Board approve first reading of the revised Policy EAACAA *Private Vehicles and Volunteer Drivers* as provided in the handout that was distributed.

Carried Unanimously

FIRST READING OF
POLICY EAACAA
APPROVED
103/14

A.4.2 Moved by Jennifer Crowson that the Board approve first reading of new policy EAACAB *Division Owned Co-Curricular/Extra-Curricular Activity Vehicles* as provided in the handout that was distributed.

Carried Unanimously

FIRST READING OF
POLICY EAACAB
APPROVED
104/14

A.4.3 Moved by Rick Anderson that the Board approve first reading of new policy EAACAC *Acquisition of Co-Curricular/Extra-Curricular Activity Vehicles* as provided in the handout that was distributed.

Carried Unanimously

FIRST READING OF
POLICY EAACAC
APPROVED
105/14

A.4.4 Moved by Blair Lowry that the Board approve first reading of the revised Policy FEF *Contract for Services*, with noted amendments, as provided in enclosure 3 of the agenda.

Carried Unanimously

FIRST READING OF
POLICY FEF
APPROVED
106/14

A.5 Moved by Bruce Francis that the Board approve the Superintendent's evaluation report as developed in the evaluation workshop held on June 5, 2014 as an accurate accounting of the Superintendent's performance for the period of August 1, 2013 to May 30, 2014. Further, the Board authorizes that the Chair of the Board may make any required technical edits and to sign the report on the Board's behalf.

Carried Unanimously

SUPERINTENDENT'S
EVALUATION
REPORT APPROVED
107/14

A.6 The jurisdiction is moving forward with the splitting of the Horizon Mennonite Alternative Program (located in Vauxhall) and the Taber Mennonite School (located in Taber) into two separate Outreach programs. In the past, Horizon had one principal assigned to both sites under one Outreach grant. Alberta Education has now given Horizon School Division advise to move forward with the spitting of these two programs as a result of increased enrollment. An Outreach School application form has been completed for submission to Alberta Education. Once approved, the jurisdiction will receive an additional Outreach grant. There will now be principals appointed to each of these two sites. In order to move forward with the application, a Board motion is required approving the creation of an additional outreach program that is separate and distinct from the Horizon Mennonite Alternative Program.

Moved by Jennifer Crowson that the Board approve the split of the Horizon Mennonite Alternative Program and the Taber Mennonite School into two individual Outreach programs. This will take effect with the commencement of the 2014-2015 school year.

Carried Unanimously

SPLIT OF HORIZON
MENNONITE
ALTERNATIVE
PROGRAM AND
TABER MENNONITE
SCHOOL APPROVED
108/14

DISCUSSION ITEMS

D.1 Travel Clubs

Wilco Tymensen requested what the Board's thoughts and perceptions are regarding extra-curricular activities in regards to school travel clubs and whether or not they felt that there was value in some of the trips that schools are partaking in. Feedback from the Board was that as long as these trips were education-based, provided students with valuable cultural experiences and did not incur any additional expenses to the jurisdiction, that they should be continued.

D.2 Public Education

Wilco Tymensen asked the Board whether or not they felt there was value in purchasing Horizon School Division advertising slots on a local Public Education television channel. At a yearly fee of approximately \$10,000, the Board felt that there would be more value in producing a Horizon-specific quarterly newsletter/newspaper for distribution to all communities within Horizon boundaries.

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Educational Leadership

- Provided ongoing support and advice to principals on matters related to school operations including: principal, teacher and support staff resignations and retirements, interviews and new hires, leaves, parent council matters, student and staff discipline, teacher summative evaluations, conflict mediation, and other legal issues.
- Meetings were also attended regarding the transportation review, general principal mentorship, home schooling, calendars, video conferencing, inclusive education funding, as well as individual meetings with 12 teachers to discuss their professional intentions for next year.
- The Superintendent had the fortune of presenting to a grade 6 class at D.A. Ferguson class to discuss local governance.

Fiscal Responsibility

- The Superintendent is working with IBM to complete a 360 review of Horizon's technology infrastructure. IBM was the successful applicant for the government's review process and will be working with jurisdictions to gain a provincial understanding as to where jurisdictions are with regard to technological capacity to move the vision of Inspiring Education forward.
- Planning and work has also been underway for school wide computer ever greening for Warner, Barnwell, and Lomond. Schools are looking at new technology including Chromebooks and enhancing flexibility during Barnwell and Warner's modernization.

Personnel Management

- The Superintendent and Senior Administrative Leadership Team met with the C2 committee to discuss recommendations coming from the 2014-15 teacher feedback. Communications including the recommendations were sent to all teachers.
- The Superintendent met with Enchant, Warner, Horizon Mennonite Alternative Program and Taber Mennonite School staff and parent council to develop a profile for the new principals. An interview committee will be established and interviews will be scheduled.
- The Superintendent met and or communicated with more than half the school principals to discuss personnel matters.

Policy

- The Superintendent was involved in ongoing policy development and review in preparation for proclamation of the Education Act and contextual issues requiring policy.

Organizational Leadership and Management

- The monthly administrator meeting was facilitated. Topics included: 2014-15 professional learning and Horizon's strategic goals.

Communications and Community Relations

- The Superintendent attended retirement socials for Bernie Wehlage and John Bronsema, as well as graduation ceremonies for W.R. Myers, Vauxhall High School, and Lomond School. Plans are to attend grads which have not yet occurred as well including ACE Place, Erle Rivers High School, Horizon Mennonite Program and Taber Mennonite School.
- Meetings with outside agencies were also attended. These include: a College of Alberta School Superintendents (CASS) meeting and CASS executive strategic planning workshop, Assistant Deputy Minister of Education Curriculum Policy Advisory Committee meeting, Taber and District Adult Learning Center meeting, Community Foundation of Lethbridge & Southwestern Alberta meeting and the University of Lethbridge Faculty of Education.

Leadership Practices

- The Superintendent also visited Barnwell, Dr. Hamman, D.A. Ferguson, Enchant, Horizon MAP, Lomond, Taber Mennonite School, Vauxhall Elementary, Warner, and Hays School for general administrative discussions this month.
- The Superintendent was invited by Western University to give a lecture on Ethics, Educational Law, and Educational policy.

I.2 Tobacco Free Environment

Wilco reviewed Policy GBK *Tobacco-free Environment* with the Board and informed them of an amendment to this policy that now includes the banning of electronic cigarettes.

I.3 Trustee/Committee Reports

I.3.1 ASBA Zone 6 Report – Marie Logan, Zone 6 Representative provided May/June 2014 Zone 6 updates including the following:

- Ms. Logan attended the ASBA annual SGM in Red Deer on June 1st and 2nd. In addition to workshops she attended, the main item of discussion at the SGM was the new bargaining model and the Task Force for Teaching Excellence
- Jim Gibbons presented a *Growing in Governance* workshop at the June 11th Zone 6 meeting which included topics related to the Task Force on Teaching Excellence. The workshop included five main themes which included recommendations for Boards to:
 - Do a better job of keeping communities informed
 - Set more time aside for discussions
 - Undertake Self-Evaluation Questions
 - Develop a work plan for the new year for reviewing and developing new or revised policies as a result of the introduction of the *Education Act* this fall.
 - Implement stronger controls on fiscal accountability
- Ms. Logan also reminded the Board of upcoming Professional Learning sessions that will be taking place in the new school year including an Assessment Workshop and a session on Inspiring Education.

I.3.2 Facilities Committee Report – Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The report was enclosed in the agenda and included the following information:

- Vauxhall MAP Project Phase Three Update
The third and final phase on construction is nearing completion with occupancy of the additional space taking place at the end of May. Exterior work is expected to be completed by the end of June
- 2014 IMR Projects:
 - Upcoming summer project preparation is underway. Pricing has been confirmed and scheduling is complete for the majority of the upcoming projects
- W.R. Myers/D.A. Ferguson Playing Field
 - The playing field drainage and surface upgrading is scheduled to begin on June 28th. Construction of the new field is expected to take approximately four weeks. The field will remain unusable until August 30, 2014. Facilities staff will erect safety and construction fencing around the construction site
 - The shop door at W.R. Myers has been replaced including new railing and all hardware

- Enchant Gymnasium Roofing Update
 - The roofing project is now complete. It was noted that a 25-30 year life is expected out of the new roof.
- Maintenance work completed during the months of April and May
- Warner Teacherage
 - Demolition is expected to take place the first week in July.
- Lomond School Industrial Arts Project
 - Alberta Education provided an opportunity to obtain some used shop equipment that the facilities department picked up at the Palliser School Division. MPE Engineering has started the process of a design for the industrial arts room with completion of the design and costing to be ready by mid-August.
 - The facilities department will be installing isolated irrigation meters for all Taber schools. This will result in a savings of approximately 42% in watering expenses as the irrigation water metering will no longer apply to sewer costs.
 - The Capital Planning Branch Manager from Alberta Education toured both D.A. Ferguson and W.R. Myers schools on May 20th to determine whether the Board's priority project would be considered for upcoming Value Management based facility discussions being planned for the new year.

I.3.3 Administrator Meeting Report – Terry Michaelis reviewed the May 17th Administrators' Meeting summary that was distributed at the meeting. Topics of discussion at the meeting included the 2014-2015 budget, jurisdiction priorities, staffing, student assessment, Inclusive Education and International Education. Information items included updates on the Horizon Induction Program, human resources, upcoming professional development, student email migration and a division-wide photocopier agreement.

I.5. Associate Superintendent of Finance and Operations Report – John Rakai

John Rakai reported the following information:

- Reviewed with the Board, the 2014-2015 approved budget statement of operations in the Provincial Budget Report Template format that was submitted (as per the handout that was distributed)
- Attended construction and design committee meetings for the upcoming modernization projects in both Warner and Barnwell schools.
- Attended the June Administrators' meeting
- Attended a meeting at Lomond Colony
- Attended a meeting of the Warner Community Hockey Society
- Hosted a representative visit to the division from the Alberta School Employee Benefits Program Working with Cypress Business Equipment regarding a jurisdiction wide fleet pricing agreement. This agreement would include monthly automatic readings of copiers, maintenance and toner.

I.6. Associate Superintendent of Programs and Services Report – Clark Bosch

Mr. Bosch's reported was circulated as a handout and included updates as follows:

International Education:

- The final short term group of 11 students and 2 chaperones from Columbia left on June 3rd.
- Mr. Bosch attended an Alberta Education led meeting regarding International Education. Horizon has expressed interest in travelling to Chile to meet with government officials to discuss the "Penguins Without Borders" program which is a government scholarship program aimed at building capacity in under-privileged academic students.

Early and Inclusive Learning:

- All budget allocations have now been sent to schools. Despite a 2% increase in the Inclusive Education grant from Alberta Education, Horizon's Inclusive Learning budget did not increase significantly from last year because our enrollment is down. However, decentralized funds have been increased for the 2014/15 school year.
- The division allocation from both the Bow River and SW Regional Collaborative Service Delivery (formerly Student Health budget) has been reduced to reflect the transfer of REACH services to the RCSD. However, Horizon has been able to offset that reduction by eliminating the student health assistant that had previously been assigned to that budget. At the same time, Horizon has been able to meet the increased need for SLA hours in some schools.

- Mr. Bosch provided an update on Pre-K registrations to date, noting that we are down in numbers compared to the same time last year
- Horizon will no longer be contracting out specialized assessments as Daelynn Takasaki is now trained in the administration of psych-ed assessments and will be administering them next year in consultation with Shaun Metz, her supervisor. The referral forms for psych-ed assessments will be revised over the summer to reflect Alberta Education's move away from reliance on specialized assessments towards an increased focus on benchmark assessments, classroom assessments and progress monitoring information.
- As accommodations will be built into the new Student Learning Assessments (SLA's) for any students who require them, there will also be reduced emphasis non specialized assessments to support the need for accommodations, as was required for PAT's.

Instructional Support Plans:

- As the transition is being made to meet the expectations of the Education Act and related regulations in 2015, some LST's have been working with Mr. Bosch to redesign Horizon's existing Google IPP to meet the requirements of the Instructional Support Plan templates that Alberta Education has provided to reflect the shift in thinking and practice articulated in *Inspiring Education*. These templates focus on instructional planning and academic learning. The focus is very different from that of the traditional IPP which often contained goals based on SLP, OT and other specialized assessments. The focus for this year is to only use the template designed for students with learning disabilities or mild cognitive disabilities, and/or for student working two to three years below grade level expectations in one or more areas of Language Arts. The goal of this template is to identify instructional supports and strategies that align with students' strengths.
- The following was also noted:
 - Screening has taken place in all communities
 - All identified children have been referred to Children's Allied Health for further assessment
 - Lacey Mueller has been appointed Horizon's new Speech Language Pathologist for the 2014-2015 school year. Lacey will be filling in for JoAnn Hill who will be commencing her maternity leave at the end of June.
 - Mr. Bosch attended several meetings in the past month including the Bow River Regional Collaborative as well as the South West Regional Collaborative.

FNMI Education:

- Lisa Sowinski has been involved in year-end meetings for Horizon's FNMI students in order to review the year's successes and challenges and to maximize student success for the new school year.
- Lisa has been facilitating meeting between FNMI students and Horizon's career counselors where support has been given in the area of resumés for those seeking employment and scholarship applications for those students going into post-secondary studies.

Counselling:

- The FSLC team continues to be busy as the school year comes to an end. The team has recently supported students and families regarding the sudden and tragic student death in Milk River as well as a busing accident in Vauxhall.
- The Family Connections Program has been renewed for three more years
- The division will be adding a .2 FSLC position to Horizon for the 2014-2015 school year.

Kanadier Mennonite Programming:

- The Principal role at Vauxhall MAP and Taber Mennonite School has now been separated and now each school will have their own Principal. Dan Vanden Dungen has been appointed as the new Principal for Vauxhall MAP and Chrystal MacGregor has accepted the position as principal for the Taber Mennonite School.

Career Counselling:

- Horizon has renewed their software subscription to "Career Cruising" for the next school year. This software is used throughout the division and is seen as a great resource for students as the proactively plan for the future.
- Garth Mouland and Kristen Bodnar are busy completing career presentations to all students in the division that are taking Career and Life Management (CALM).

High School Redesign:

- Mr. Bosch travelled with Alberta Education to each of the Horizon Schools in the redesign project this year (including Lomond, W.R. Myers, Erle Rivers High School and Warner) to review successes and plans for the future. Alberta Education commended our schools on their efforts this year.

Hutterian Brethren Schools:

- Mr. Bosch as well as Mr. Rakai met with elders of the Lomond Colony School to determine a plan for next year and beyond. Next fall, the colony will only have a total of six students and it will be a number of years until those numbers increase.
- Interviews will be taking place for a new teacher for Bluegrass Colony School

Teacher Evaluations:

- Mr. Bosch completed evaluations on ten first or second year teachers.

College of Alberta School Superintendents:

- Mr. Bosch attended the spring CASSIX meeting in Medicine Hat.

I.7. Associate Superintendent of Curriculum and Instruction Report – Erin Hurkett

Erin Hurkett's report was distributed and included the following updates:

Goal 1: All learners will finish school possessing 21st century learning competencies.

Key Action: Develop a common language and understanding of the following 21st century learning competencies and their relationship to innovation and entrepreneurialism: critical thinking, problem solving, and creative thinking. Support the professional capacity to integrate the competencies across grades and subjects.

- May 22: Met with curriculum coordinators in the Southern region and discussed plans for moving forward with Inspiring Education in our jurisdictions.
- May 27-29: Attended a three day project based learning workshop hosted by the BUCK Institute for Learning. Teachers from D.A.F. and Chamberlain attended as well. Participants learned how to create driving questions for student learning, and how to engage and progress students through authentic learning projects. Alberta Education competencies were discussed and utilized during the development of projects. Blaine Carlsen and Terryn Gutfriend are starting a professional learning community based on PBL in the 2014 2015 school year.
- Schools have been given the Health Care Aide dual credit application forms for 2014 2015. So far, three students from the Arden T. Litt Centre for Learning have been registered for the new cohort. Other schools have expressed concerns with the cost of the program. The cost will be discussed at the next dual credit meeting on June 13th.

Key Action: Support the professional capacity to understand and successfully implement early intervention and effective teaching strategies for literacy and numeracy to improve proficiency across the grades.

- May 23rd: A presentation from Scholastic in regard to Read 180, a jr./sr. high literacy intervention program was given to teachers in Horizon. A decision was made not to invest in this program at this time as there is limited teacher capacity to (45-90 minutes/day) to run the program. We will continue to investigate other means of intervention that is more viable for our context.
- May 26th: Attended and presented on leveled literacy intervention and English Language Learners at a workshop in Calgary hosted by Pearson Education. Connections with a school in Grasslands were made, and some Jr. high teachers will be observing a jr. high classroom in Tilley in the fall in regard to literacy intervention in Jr./Sr. high school.
- Assisted ERHS and DAF with order literacy assessments and resources for the 2014 2015 school year.
- IRC license orders have been made for interested schools. Licenses include RAZ Kids, Reading A-Z, Tumblebooks, and Mathletics. All schools will have access to Discovery Education, Access Learning, and Learn 360.

In addition to the above areas, Ms. Hurkett facilitated meetings for a leadership committee that consists of Holly Godson, Mark Lowe, Alyson Archibald, and Lindsey Hagen. The committee plans to implement a leadership cohort for new administrators and aspiring leaders in Horizon for the 2014-2015 school year.

I.7. 2014 Tour Alberta

Wilco Tymensen wanted to inform the Board of and upcoming Tour of Alberta professional cycling stage race that will be taking place in Lethbridge on September 3, 2014. This unique tour stage presents an excellent educational opportunity for local and regional students. The tour promotes cycling as a part of a healthy and active lifestyle and encourages an environmentally friendly method of transportation. Students from Southern Alberta have been invited to attend this event as they will have the opportunity to interact with top-level professional cyclists from throughout the world. The start of the race takes place at the Galt Gardens in Lethbridge at 3:00 p.m.

I.8. Correspondence

No items of discussion came forward from Correspondence as provided in enclosure 11 of the agenda.

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE
109/14

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
110/14

Moved by Jennifer Crowson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
111/14

Chair

Secretary

PAYMENT OF ACCOUNTS REPORT

Board Meeting - August 19, 2014

U.S. Funds	June 4/14		50.34
U.S. Funds	June 9/14		108.63
General	June 10/14		637,796.52
General	June 17/14		88,825.94
General	June 24/14		331,953.66
General	June 27/14		1,197,522.16
U.S. Funds	June 27/14		229.59
General	July 3/14		92,745.24
General	July 8/14		160,763.47
U.S. Funds	July 9/14		5,117.45
General	July 9/14		334,611.65
General	July 25/14		1,137,534.78
General	August 6/14		306,869.06
"A" Payroll			
	June 2014	Teachers	1,850,151.74
	June 2014	Support	576,065.14
	July 2014	Teachers	1,380,068.30
	July 2014	Support	478,808.31
"B" Payroll			
	May 2014	Casuals	27,115.15
	May 2014	Subs	69,631.61
	June 2014	Casuals	22,304.25
	June 2014	Subs	37,792.16
	July 2014	Casuals	15,212.77
	July 2014	Subs	2,080.98
Total Accounts			8,753,358.90
Board Chair _____			
Associate Superintendent _____			
PJ:dd			
August 11, 2014			

HORIZON SCHOOL DIVISION NO. 67

Policy Code: EEACAA
Policy Title: ~~School Purchased Vehicles,~~
Private Vehicles and
Volunteer Drivers

POLICY HANDBOOK

Cross Reference: EEA, ~~EEACAB, EEACAC~~
Legal Reference:
Adoption Date: December 18, 1996
Amendment or Re-
affirmation Date: Jan. 12/1998 Oct. 24/2001
Jan. 23/2003 June 12/2008

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION **IS COMMITTED TO ENSURING STUDENTS ARE TRANSPORTED TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES IN AS SECURE A MANNER AS POSSIBLE AND** BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS, WHEREVER AVAILABLE AND FEASIBLE. THE BOARD ALSO SUPPORTS THE CONCEPT OF VOLUNTEER DRIVERS AND **THE USE OF PRIVATELY OWNED VEHICLES** ~~(PRIVATE AND SCHOOL OWNED)~~ IN PROVIDING TRANSPORTATION TO SCHOOL OR JURISDICTION APPROVED ACTIVITIES PROVIDED THAT DRIVERS ARE NOT STUDENTS AND PROVIDED THAT SUCH ARRANGEMENT CONFORMS TO THE LAWS AND REGULATIONS OF THE PROVINCE AND ARE IN ACCORDANCE WITH THE SPECIFIC GUIDELINES AND PROCEDURES ESTABLISHED BY THE BOARD.

DEFINITIONS

Volunteer Driver: Has volunteered to drive students to or from school sponsored events at the request of the school. A volunteer driver must be a minimum of 21 year of age, and adhere to all guidelines and regulations contained within this policy.

Non-Volunteer Driver: A parent or guardian who declines arranged transportation by the school and chooses to:

- Assume responsibility for the transportation of his/her child(ren) to or from a school sponsored event.
 - drives their child(ren) themselves
 - allows his/her child(ren) to drive themselves to a school sponsored event.
 - makes private arrangements with another family for the transportation of his/her child(ren) to a school sponsored event.

Privately Owned Vehicles: A private or rented vehicles used to provide transportation to and from school related activities

- operated by a volunteer at the request of the school or
- operated by a non-volunteer, not at the request of the school.

GUIDELINES1. **Non-Volunteer Driver**

1.1 A student cannot transport another student unless

- 1.1.1 they are from the same family and their parent or guardian has assumed responsibility for transportation,
- 1.1.2 there is a private agreement between two families which is not arranged by the school

POLICY EEACAA – ~~School Purchased Vehicles~~, Private Vehicles and Volunteer Drivers, Cont’d.

- 1.2 Non-volunteer drivers and their parent or guardian as defined above assume all responsibility and any associated liability for transportation.
- 1.3 In the event a parent or guardian and/or non-volunteer driver is assuming responsibility for transportation as defined above (non-volunteer), the school must have parent or guardian written consent (Attachment A) in advance of the transportation to or from the event and the permission of the principal when the parent or guardian is not in the vehicle. The written note must indicate:
 - 1.3.1 that the parent or guardian has declined arranged transportation by the school
 - 1.3.2 that the parent or guardian has made private arrangements to transport their child(ren)
 - 1.3.3 that the parent or guardian and the driver are assuming responsibility for transportation and any associated liability for transportation.
 - 1.3.4 The note should also include:
 - 1.3.4.1 the date of the event for which they are providing consent for
 - 1.3.4.2 the location of the event for which they are providing consent for
 - 1.3.4.3 whom the driver will be
- 1.4 Parents, guardians, students, and other community members will not transport another family’s child to or from a school sponsored event without written consent of that Child’s family being filed with the school administration
- 1.5 Students who disregard this provision may be prohibited from participating in the activities.
2. Privately Owned Vehicles – A private or rented vehicles operated by a volunteer may be used to provide transportation to and from school related activities provided that:
 - 2.1 The vehicle, if designed to transport eleven or more passengers including the driver, meets the National Safety Code requirements and Alberta Transportation regulations for commercial vehicles defined as a bus;
~~These vehicles must comply with the policy guidelines delineated in Section 2;~~
 - 2.2 The vehicle, if designed to transport ten or less passengers, including the driver, meets the safety and insurance requirements of Alberta Transportation;
 - 2.3 The vehicle meets road worthiness requirements as specified in the Traffic Safety Act regulations and any other relevant provincial legislation;
 - 2.4 The owner of the vehicle carries a minimum of \$1,000,000 third party liability insurance and that the owner notifies his/her insurance company of his/her intention to use the vehicle voluntarily for the benefit of the students of the Horizon School Division;
 - 2.5 The Board provides automobile liability insurance coverage only in excess of the \$1 million (or higher) coverage provided by the vehicle owner, when privately owned vehicles are used to transport students for school-sponsored activities. The vehicle owner’s coverage applies before the coverage by the Board, in the event of any related claims or actions by other parties;
 - 2.6 Any damages to the owner’s vehicle are not insured by or deemed the responsibility of the Board;
 - ~~2.57~~ The driver is in possession of a valid driver’s license of the appropriate class;

POLICY EEACAA —~~School Purchased Vehicles, Private Vehicles and Volunteer Drivers, Cont'd.~~

2.68 The driver and owner of the vehicle completes the Volunteer Driver and Automobile Authorization form (Attachment B); and

2.79 The Principal of the school approves this type of transportation arrangement.

~~2.—School Purchased Vehicles~~

~~2.1—All vehicles designed to carry eleven or more passengers, including the driver, are classified as a bus and subject to all applicable commercial vehicle Provincial Safety Code requirements and Alberta Transportation regulations.~~

~~—2.2—Purchasing a Vehicle~~

~~2.2.1—With the approval of the Associate Superintendent of Finance and Operations, schools may purchase vehicles for transportation to and from school approved activities.~~

~~2.2.2—School purchase of fifteen passenger vans will not be approved. Fifteen passenger vans that have been purchased prior to this date may remain in operation provided that all National Safety Code requirements and Alberta Transportation regulations continue to be met.~~

~~2.2.3—Before purchasing a vehicle, have it inspected and appraised by a licensed mechanic.~~

~~2.2.4—All pertinent purchase documentation (see Policy EEACAA Attachment B) will be provided to the Associate Superintendent of Finance and Operations. The vehicle will be insured under Horizon School Division insurance carrier.~~

~~2.2.5—All costs of purchasing, licensing, insuring, maintaining, and operating school purchased vehicles shall be the sole responsibility of the school.~~

~~—2.3—Operating a School Owned Vehicle~~

~~2.3.1—Drivers may include teachers, coaches, or other adults approved by the principal. Drivers of school owned vehicles must be at least 25 years of age. All drivers must have appropriate operator's license for the classification of vehicle (e.g. Class 4 for vehicles designed to carry 11 passengers including the driver up to 24 passengers; Class 2 for a bus with a seating capacity exceeding 24).~~

~~2.3.2—At all times the Vehicle Registration Certificate, the Safety Fitness Certificate, the pink card, and the current C.V.S.A. (Commercial Vehicle Safety Alliance) must be carried in the vehicle.~~

~~2.3.3—Schools will ensure that all operators and ongoing operation of school purchased vehicles comply with Provincial Safety Code Requirements. The Horizon School Division Transportation Coordinator/Safety Officer or designate will update annually and distribute Horizon School Division procedures for meeting Provincial Safety Code requirements. Procedures will include, at a minimum, requirements in the following areas: insurance, commercial vehicle inspection program compliance, vehicle file documentation requirements, volunteer driver requirements, safety and employee training program requirements, preventative maintenance program requirements, hours of service records, and~~

~~driver file documentation requirement.~~

3. A vehicle owned and operated by a Division employee who is regularly required to provide transportation to a student(s) as an expectation of employment will:
 - 3.1 Ensure a 6A Insurance Endorsement is included as part of the vehicle's insurance;
 - 3.2 Upon application, verification, and approval, be entitled to monetary compensation for an annual amount from the School Division for being required to carry the 6A Insurance Endorsement.



POLICY EEACAA – Attachment EA

HORIZON SCHOOL DIVISION

Parent/Guardian Responsibility of Student Transportation for School Sponsored Events

Date: _____

I _____ the (parent/guardian) of _____
[parent/guardian name] [student(s) name(s)]

hereby formally decline the arranged transportation by _____ school for the following event:

Description of event:

Date of event:

Location of event:

I have made private arrangements to transport _____ to and from
[Student(s) Name(s)]
the event specified above.

The individual driving will be _____
[Driver's name]

I _____ along with the driver, _____
[Parent/Guardian Name] [Driver's Name]

Assume full responsibility for transportation and any associated liability for transportation.

Name of Parent:

Name of Driver:

Signature of Parent:

Signature of Driver:

FOR OFFICE USE ONLY
Request
<input type="checkbox"/> Approved
<input type="checkbox"/> Not approved
_____ Signature of Principal



Policy EEACAA – Attachment B

HORIZON SCHOOL DIVISION NO. 67
VOLUNTEER AUTOMOBILE AND/OR DRIVER AUTHORIZATION

Volunteers shall take note of the following:

- 1. The owner of the vehicle shall have a minimum of \$1,000,000 third party liability insurance coverage...
2. Students shall not be authorized to act as volunteer drivers. Drivers must be a minimum of 21 years of age.
3. The vehicles shall have seat belts for each passenger and the driver and seat belts shall be worn.

School _____

Volunteer Driver's Name _____ Phone No. _____

Address _____

Driver's License No. _____ Class _____ Expiry Date _____

Registered Owner of Vehicle _____

Type of Vehicle Used _____ Make _____ Model _____

Name of company you are insured with _____

I have notified my insurance company: _____ Yes _____ No

Policy No. _____ Expiry Date _____

Agent _____

Third Party Liability Limits \$ _____

I hereby declare that:

- 1. The vehicle described above is road worthy and that the information provided is complete and accurate.
2. I agree to drive safely in accordance with the requirements of the Highway Traffic Act and City Traffic Bylaws.
3. I confirm that my driver's license is valid and has not been suspended, that the vehicle is regularly maintained...

Signature of Owner _____

Based on the above declaration I hereby authorize the above named automobile and/or driver to be used on a voluntary basis for the period _____ for the purpose of _____

Principal OR Designate Signature _____

Attach a copy of the driver's license and pink card.
Original to Principal's Office
Copy to Volunteer



Policy EEACAA—Attachment B

SCHOOL PURCHASED VEHICLE DOCUMENTATION

School: _____ **Date:** _____

Request to purchase school-owned vehicle:

Description of vehicle, including classification of vehicle, make of vehicle, manufacturer's rated seating capacity, approximate cost and source of financing for purchase.

~~Before proceeding with purchase, pre-approval of Associate Superintendent of Finance and Operations is required.~~

~~Signature:~~ _____ ~~Date:~~ _____

~~Complete following purchase:~~

- ~~1. Safety Fitness Certificate—School Division copy (if applicable classification):~~
- ~~2. Make, model and manufacturer, including year of vehicle: _____~~
- ~~3. Serial Number: _____~~
- ~~4. Colour of paint: _____~~
- ~~5. Single or dual wheels: _____~~
- ~~6. Manufacturer's seating capacity: _____~~
- ~~7. Odometer Reading: _____~~

~~8. Photograph of Vehicles
(Please Attach)~~



HORIZON SCHOOL DIVISION NO. 67

Policy Code: EEACAB
Policy Title: Division Owned Co-Curricular/Extra-Curricular Activity Vehicles

POLICY HANDBOOK

Cross Reference: EEA, EEACAA, EEACAC
Legal Reference:
Adoption Date: August 19, 2014
Amendment or Re-affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO ENSURING STUDENTS ARE TRANSPORTED TO AND FROM CO-CURRICULAR/ EXTRA-CURRICULAR ACTIVITIES IN AS SECURE A MANNER AS POSSIBLE AND BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS, WHEREVER AVAILABLE AND FEASIBLE. THE BOARD ALSO SUPPORTS THE CONCEPT OF DIVISION OWNED CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLES IN PROVIDING TRANSPORTATION TO AND FROM SCHOOL OR JURISDICTION APPROVED ACTIVITIES PROVIDED THAT DRIVERS ARE NOT STUDENTS AND PROVIDED THAT SUCH ARRANGEMENT CONFORMS TO THE LAWS AND REGULATIONS OF THE PROVINCE AND ARE IN ACCORDANCE WITH AN APPROVED SAFETY PROGRAM FOR PROVINCIALY REGULATED COMMERCIAL TRANSPORTATION ESTABLISHED FOR THE ACQUISITION, MAINTENANCE AND OPERATION OF SCHOOL OWNED EXTRA-CURRICULAR ACTIVITY VEHICLES.

DEFINITIONS

Bus means all vehicles designed to carry eleven or more passengers, including the driver and subject to all applicable commercial vehicle Provincial Safety Code requirements and Alberta Transportation regulations.

Commercial Transportation Vehicles under this policy are:

- trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta under a provincial operation status,
- buses with a manufactured seating capacity of 11 persons or more, including the driver.

Co-curricular/Extra-curricular Activities are student activities endorsed by the school administration, organized for students by person who may or may not be employed by the school, may or may not contribute to curriculum objectives, and may be conducted inside and/or outside the instructional day. They may or may not involve all students in a class, course, or program.

Co-curricular/Extra-curricular Activity Vehicle a motor vehicle acquired by or on behalf of a school and registered in the name of the Horizon School Division No. 67 for the purpose of transporting students to and from off-site school related co-curricular/extra-curricular activities. A co-curricular/extra-curricular activity vehicle is not considered to be a school bus for the purposes of the *Student Transportation Regulation* under the *Education Act*.

Safety Program establishes policies, guidelines and requirements in order to meet the minimum regulatory requirements of a commercial transportation vehicle operation in the province of Alberta.

POLICY EEACAB – Commercial Vehicle Transportation to and from Off-Site School Related Extra-Curricular Activities, *Cont'd.*

School Staff Drivers means superintendents, directors and other administrative and supervisory staff including principals, vice and assistant principals, teachers, and staff other than teachers engaged to assist in the delivery of programs and services to pupils or in support areas.

Non-School Staff Drivers means parent or other volunteers that make application to Horizon School Division No. 67 to be a driver of any commercial transportation vehicle.

GUIDELINES

1. The superintendent shall assign overall responsibility for the co-curricular/extra-curricular activity vehicles operations to one member of the Senior Administrative Leadership Team.
2. The principal, at each school that operates a co-curricular/extra-curricular activity vehicle(s), shall assign overall responsibility for the co-curricular/extra-curricular activity vehicle operations to one member of the school staff.
3. The staff members assigned the above responsibility shall ensure that these vehicles are registered, inspected, maintained, equipped and operated in accordance with the Horizon School Division's approved Safety Program (Attachment A) for Provincially Regulated Commercial Transportation.
4. The Safety Program will include, at a minimum, requirements in the following areas: insurance, commercial vehicle inspection program compliance, vehicle file documentation requirements, driver file documentation requirements including daily service logs, safety and driver training program requirements, preventative maintenance program requirements, hours of service records, and driver file documentation requirement.
5. All co-curricular/extra-curricular activity vehicles must be registered under the Horizon School Division No. 67 Safety Fitness Certificate number.
6. All co-curricular/extra-curricular activity vehicles will be insured under the Board's fleet insurance.
7. Co-curricular/Extra-curricular activity vehicles are not to be used for out-of province travel.
8. Drivers of co-curricular/extra-curricular activity vehicles must be at least 25 years of age.
9. All drivers must have an appropriate operator's license for the classification of vehicle:
 - Class 1,2 or 4 for vehicles designed to carry 11 passengers, including the driver, up to 24 passengers,
 - Class 1 or 2 for a bus with a seating capacity exceeding 24 passengers,
 - Class 1,2 or 4 for trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms
10. At all times the Vehicle Registration Certificate, a copy of Horizon School Division's Safety Fitness Certificate, the pink fleet insurance certificate, the current semi-annual Commercial Vehicle Inspection Program (CVIP) inspection report, Daily vehicle inspection reports and the Provincial Daily Driver's log of the person operating the vehicle must be carried in the vehicle.

HORIZON SCHOOL DIVISION NO. 67

Policy Code: EEACAC
Policy Title: Acquisition of Co-Curricular and Extra-Curricular Activity Vehicles
Cross Reference: EEA, EEACAA, EEACB
Legal Reference:
Adoption Date: August 19, 2014
Amendment or Re-affirmation Date:

POLICY HANDBOOK**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO ENSURING STUDENTS ARE TRANSPORTED TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES IN AS SECURE A MANNER AS POSSIBLE AND BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS, WHEREVER AVAILABLE AND FEASIBLE. THE BOARD ALSO SUPPORTS THE CONCEPT OF DIVISION OWNED CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLES IN PROVIDING TRANSPORTATION TO SCHOOL OR JURISDICTION APPROVED ACTIVITIES. THE ACQUISITION OF A CO-CURRICULAR/ EXTRA-CURRICULAR ACTIVITY VEHICLE MUST RECEIVE PRIOR APPROVAL AND MEET THE FOLLOWING CRITERIA PRIOR TO PURCHASE.

DEFINITIONS

Acquire means to purchase, receive as a gift or otherwise come into possession of.

Bus means all vehicles designed to carry eleven or more passengers, including the driver and subject to all applicable commercial vehicle Provincial Safety Code requirements and Alberta Transportation regulations.

Commercial Transportation Vehicles under this policy are:

- trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta under a provincial operation status,
- buses with a manufactured seating capacity of 11 persons or more, including the driver.

Co-Curricular/Extra-Curricular Activities are student activities endorsed by the school administration, organized for students by persons who may or may not be employed by the school, may or may not contribute to curriculum objectives, and may be conducted inside and/or outside the instructional day. They may or may not involve all students in a class, course or program.

Co-Curricular/Extra-Curricular Activity Vehicles are motor vehicles acquired by or on behalf of a school and registered in the name of the Horizon School Division No. 67 for the purpose of transporting students to and from off-site school related co-curricular/extra-curricular activities. A co-curricular/extra-curricular activity vehicle is not considered to be a school bus for the purpose of the *Student Transportation Regulation* under the *Education Act*.

Safety Program establishes policies, guidelines and requirements in order to meet the minimum regulatory requirements of a commercial transportation vehicle operation in the province of Alberta.

POLICY EEACAC – *Acquisition of Extra-Curricular Activity Vehicles, Cont’d.*

GUIDELINES

1. Prior to acquiring a co-curricular/extra-curricular activity vehicle, the approval of the Associate Superintendent of Finance and Operations must be received.
2. Prior to acquiring the vehicle, it must be inspected by a qualified mechanic at a Department of Transportation approved inspection facility.
3. Acquisition of fifteen passenger vans as co-curricular/extra-curricular activity vehicles will not be approved for transporting students. Fifteen passenger vans that have been acquired prior to the adoption date of this policy may remain in operation provided that all Provincial Safety Code requirements and Alberta Transportation regulations continue to be met.
4. All pertinent purchase documentation (see Attachment A) will be provided to the Associate Superintendent of Finance and Operations.
5. All approved acquisitions of co-curricular/extra-curricular activity vehicles will be insured under Horizon School Division’s fleet insurance carrier.
6. All costs of purchasing, licensing, insuring, maintaining, and operating school purchased vehicles shall be the sole responsibility of the school.
7. When purchasing a vehicle with the capacity to carry ten or more passengers, the vehicle must meet Canadian Standards Association CSA D270-08 for multi-functional buses and conform to the *Motor Vehicle Act* and its regulations.
8. So as not to be confused with school buses, co-curricular/extra-curricular activity vehicles cannot have school bus lighting or crossing arms.
9. Funding:
 - 9.1 Leasing or borrowing funds to acquire a co-curricular/extra-curricular activity vehicle is not permitted.
 - 9.2 Funds from decentralized budgets will not be used to acquire or supplement the acquisition of co-curricular/extra-curricular activity vehicles.
 - 9.3 Where school-raised funds are used for the purpose of acquisition, the funds shall be accounted for in the same manner as any other school-raised funds.
 - 9.4 Operating budgets may be used to cover costs associated with the operation and maintenance of co-curricular/extra-curricular activity vehicles.
10. All co-curricular/extra-curricular activity vehicles acquired must be registered under the Horizon School Division No. 67 Safety Fitness Certificate



Policy EEACAC – Attachment A

SCHOOL PURCHASED VEHICLE DOCUMENTATION

School: _____ **Date:** _____

Request to purchase school-owned vehicle:

Description of vehicle, including classification of vehicle, make of vehicle, manufacturer's rated seating capacity, approximate cost and source of financing for purchase.

Before proceeding with purchase, pre-approval of Associate Superintendent of Finance and Operations is required.

Signature: _____ **Date:** _____

Complete following purchase:

1. Safety Fitness Certificate – School Division copy (if applicable classification).
2. Make, model and manufacturer, including year of vehicle: _____
3. Serial Number: _____
4. Color of paint: _____
5. Single or dual wheels: _____
6. Manufacturer's seating capacity: _____
7. Odometer Reading: _____
8. Photograph of Vehicles
(Please Attach)

HORIZON SCHOOL DIVISION NO. 67

Services

POLICY HANDBOOK**Policy Code:** FEF**Policy Title:** Contract ~~For~~for**Cross Reference:** FCA**Legal Reference:** The Income Tax Act**Adoption Date:** May 18, 1999**Amendment or Re-** March 21, 2000**affirmation Date:** January 23, 2003

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION AND INDIVIDUAL SCHOOLS MAY CONTRACT FOR SERVICES WHERE THE BOARD DEEMS APPROPRIATE. IN SUCH INSTANCES, THE FOLLOWING REGULATIONS SHALL BE FOLLOWED.

REGULATIONS FOR HORIZON SCHOOL DIVISION CONTRACTS

1. Construction Tendering, including new construction, modernization and [Infrastructure, Maintenance, and Renewal](#) ~~BORP~~ projects shall be guided by regulations included in Policy FCA.
2. Contracting for ongoing long-term services, such as caretaking and transportation, shall be guided by the following:
 - a) Initial contracts for services shall be awarded only after an appropriate tendering process.
 - b) Contracts shall be reviewed by the Board at the time of renewal or at least every five years.
 - c) Contracts [will be re-tendered at the time of renewal but](#) may be renewed from time to time, without a re-tendering process, at the discretion of the Board.
 - d) The Board shall designate appropriate staff and/or trustees to re-negotiate contracts.
 - e) All ~~contracts, contracts~~ or renewal of contracts, for ongoing services shall be in writing and require Board approval.
3. Agreements for provision of ongoing long-term services, such as insurance and banking shall be guided by the following:
 - a) Initial agreements shall be made only after an appropriate competitive bidding process.
 - b) Agreements shall be reviewed by the Board at least every five years.
 - c) Agreements may continue in force without competitive bidding at the discretion of the Board.
 - d) The Board shall designate appropriate staff and/or trustees to renew agreements.
 - e) Initial agreements or renewal of agreements for the provision of ongoing long-term services require Board approval.

4. Contracts for short-term services shall be guided by the following:
- a) Short-term contracts need not be tendered but competitive bids shall be required for contracts that exceed 90 days.

~~b)~~ The Board shall designate an appropriate manager/division administrator to negotiate short-term contracts.

~~b)~~

~~e)~~ All short-term ~~contracts, contracts~~ or renewal of short-term contracts, covering a time period of 90 days or more shall require Board approval and shall be in writing and shall meet the standards set by Revenue Canada to qualify as contracted service versus employment service.

~~c)~~

Policy FEF - Contract for Services, Cont'd.

~~(d)~~ All short-term ~~contracts, contracts~~ or renewal of contracts, covering a period of less than 90 days shall require the approval of the Secretary /Treasurer or Superintendent of Schools.

5. Contracts for ongoing long-term services, such as caretaking, that will result in individuals being in division schools on a regular basis shall require that such individuals provide a ~~security clearance check~~ Police Information Check and Vulnerable Sector Check performed by law enforcement officials. Any cost incurred for this security check shall be the responsibility of the contractor.

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REGULATIONS FOR SCHOOL CONTRACTS

1. Prior to negotiating any contract, the school Principal shall consult with the Superintendent of schools, or designate.
2. The school Principal shall ensure that an appropriate competitive bidding process occurs.
3. Contracts shall be negotiated between the school Principal and the contractor of services.
4. Contracts shall be reviewed by the Secretary-Treasurer prior to signing.
5. At the discretion of the Superintendent or Secretary-Treasurer, contracts may require Board approval.
6. A signed copy of a contract shall be provided to the Secretary-Treasurer and the Principal shall also retain a copy at the school in a central file to be provided to a new Principal, when a change in administration occurs.
7. Contracts for ongoing long-term services, such as cafeteria staff, that will result in individuals being in division schools on a regular basis shall require that such individuals provide a Police Information Check and Vulnerable Sector Check ~~security clearance check~~ performed by law enforcement officials. Any cost incurred for this security check shall be the responsibility of the contractor.

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Express vs. Implied Consent to receive a CEM

Canada's new Anti-Spam law and regulations ("CASL") came into effect on July 1, 2014. The purpose of CASL is to limit the sending of commercial electronic messages ("CEMs") without the consent of a recipient.

Under CASL, it is prohibited to send or cause or permit to be sent a CEM unless:

- the recipient has consented to receiving it, whether the consent is express or implied; and
- the CEM contains all of the content required by CASL.

CASL and its regulations recognize that certain facts and/or underlying relationships between the sender of a CEM and the recipient can either justify an exception to the requirement of consent (in very limited circumstances) or be used as a basis for implied consent to receive a CEM.

Implied consent means that the sender of a CEM does not have to secure the recipient's express answer such as "YES, I agree to receive your CEMs" prior to sending that particular recipient a CEM. However, the reality is that CASL and its regulations create a legal regime in which express consent is the preferred option for most cases where consent is required.

In brief, CASL and its regulations list the following facts and/or underlying relationships as a basis for implied consent:

- an existing business relationship;
- an existing non-business relationship;
- the CEM being sent is relevant to the recipient person's business, role, functions or duties in a business or official capacity;
- the recipient has conspicuously published an electronic address and such publication does not include a statement that the recipient person does not wish to receive unsolicited CEMs.

By way of example, CASL has attempted to define "existing business relationship" as follows:

"Existing Business Relationship" means a business relationship between the person to whom the message is sent and any of the other persons arising from:

- a) the purchase or lease of a product, goods, a service, land or an interest or right in land, **within the two-year period immediately before the day on which the message was sent**, by the person to whom the message is sent from any of those other persons;
- b) the acceptance by the person to whom the message is sent, **within the period referred to in paragraph (a)**, of a business, investment or gaming opportunity offered by any of those other persons;
- c) the bartering of anything mentioned in paragraph (a) between the person to whom the message is sent and any of those other persons **within the period referred to in that paragraph**;
- d) a written contract entered into between the person to whom the message is sent and any of those other persons in respect of a matter not referred to in any of paragraphs (a) to (c), **if the contract is currently in existence or expired within the period referred to in paragraph (a)**; or
- e) an inquiry or application, **within the six-month period immediately before the day on which the message was sent**, made by the person to whom the message is sent to any of those other persons, in respect of anything mentioned in any of paragraphs (a) to (c).

***Note the bold and underlined text above is intended to bring your attention to the time limits placed on the use of implied consent and to send CEMs to certain recipients.**

In contrast, CASL does not place any time limits on the validity of express consent to receive a CEM. As a policy stance, Canada's federal government has framed CASL and its regulations to encourage senders of CEMs to secure the express consent of recipients. In other words, express consent to receive a CEM, once granted by a recipient, is valid until that recipient expressly communicates its instructions to unsubscribe from the recipient list.

This is a powerful distinction between express and implied consent to receive a CEM and should be taken into consideration before implied consent is relied on by the sender of CEMs. That is, use of implied consent to send a CEM necessarily means that the sender is obligated to monitor the currency of the facts/underlying relationship on which implied consent is based.

Minimum Required Content of all CEMs

The purpose of CASL is to limit the sending of commercial electronic messages ("CEMs") without the consent of a recipient. However, CASL also imposes content requirements for all CEMs sent on and after July 1, 2014, regardless of whether the basis for sending the CEM is express or implied consent.

It makes practical sense to ensure that CEMs sent in compliance with the law make it transparent who has sent the CEM as well as facilitate the withdrawal of consent by a recipient.

CASL is very clear on the minimum content of all CEMs sent on and after July 1, 2014:

The [CEM] must be in a form that conforms to the prescribed requirements and must:

- a) set out prescribed information that identifies the person who sent the message and the person — if different — on whose behalf it is sent;*
- b) set out information enabling the person to whom the message is sent to readily contact one of the persons referred to in paragraph (a); and*
- c) set out an unsubscribe mechanism in accordance with [the requirements of CASL].*

However, CASL makes content compliance a bit more complicated by the inclusion of a "timing" requirement with respect to the requirements listed above. Note the following CASL provision:

The person who sends the commercial electronic message and the person — if different — on whose behalf the commercial electronic message is sent must ensure that the contact information referred to [above] is valid for a minimum of 60 days after the message has been sent.

Given that our workplaces are in a constant state of activity and change, it does not seem practical to have to keep track of which person sent which CEM on any given day for the purposes of CASL compliance. We recommend that our clients consider providing position titles as well as individual names in CEMs so that there is continuity with respect to the contact information required by CASL. Our clients may also wish to consider identifying a "CASL Compliance Officer" so that such position is identified within CEMs as the default for all contact information as required by CASL.

It is interesting to note that certain regulations made under CASL have not yet come into force. However, these regulations include additional content requirements for all CEMs and these requirements shall apply in addition to the requirements stated above when the regulations are enacted. The key provisions of these yet-to-be-enacted regulations are as follows:

- 1. For the purposes of subsection 6(2) of the Act, the following information must be set out in any commercial electronic message:*
 - a) the name by which the person sending the message carries on business, if different from their name, if not, the name of the person;*

- b) *if the message is sent on behalf of another person, the name by which the person on whose behalf the message is sent carries on business, if different from their name, if not, the name of the person on whose behalf the message is sent;*
 - c) *if the message is sent on behalf of another person, a statement indicating which person is sending the message and which person on whose behalf the message is sent; and*
 - d) *the mailing address, and either a telephone number providing access to an agent or a voice messaging system, an email address or a web address of the person sending the message or, if different, the person on whose behalf the message is sent.*
2. *If it is not practicable to include the information referred to in subsection (1) and the unsubscribe mechanism referred to in paragraph 6(2)(c) of the Act in a commercial electronic message, that information may be posted on a page on the World Wide Web that is readily accessible by the person to whom the message is sent at no cost to them by means of a link that is clearly and prominently set out in the message.*

What Employers Need to Know: Exception to Consent Requirement within CASL

CASL grants certain exceptions to the requirement of consent before sending CEMs. Employers should take note of the consent exceptions that apply within the employment context so that internal business communications are not disrupted or subject to doubt due to this new law.

CASL expressly states that the consent required to send a CEM does not apply where the CEM solely:

provides information directly related to an employment relationship or related benefit plan in which the person to whom the message is sent is currently involved, is currently participating or is currently enrolled. [emphasis added]

Employers should also bear in mind that, regardless of how broad CASL's definitions of "commercial activity" and "CEM" may be, most employer-employee communications will not fall within those definitions and thereby are not subject to CASL at all. Instead, it is pertinent for employers to acknowledge that some communications with employees fall within the definition of "commercial activity" under CASL because of the "commercial character" of such communications (i.e. promoting a new benefit plan, offering discounts at local retailers, and possibly a wide variety of content). Where this definition applies, employers are able to send CEMs to employees without consent where the relationship between employer and employee is current. Reasonable facts would determine the currency of the relationship.

Exception to Consent Requirement under CASL's Regulations CASL's Regulations, introduced in December 2013, provide employers with additional freedom to operate outside of CASL's consent requirements. The Regulations provide that the requirement of consent does not apply to a CEM:

- a. that is sent by an employee, representative, consultant or franchisee of an organization
 - I. to another employee, representative, consultant or franchisee of the organization and the message concerns the activities of the organization, or
 - II. to an employee, representative, consultant or franchisee of another organization if the organizations have a relationship and the message concerns the activities of the organization to which the message is sent.

Clearly, this provision includes freedom for parties other than employers. However, as an employer plans for CASL compliance, which necessarily includes vetting of its internal business communications transacted by electronic means, it should be a great relief to have this wide CASL exception apply to those parties which are the employees and agents of the business itself.

Superintendents Progress Report

August, 2014

Educational Leadership

- Provided ongoing support and advise to principals on matters related to school operations including: principal, teacher and support staff resignations, interviews and new hires, leaves, parent council matters, student and staff discipline, teacher summative evaluations, conflict mediation, and other legal issues.
- The Superintendent and Associate Superintendents met with new principals on numerous occasions to answer questions and assist in transition planning for their new roles.

Fiscal Responsibility

- Planning and work has also been underway for school wide computer evergreening for Warner, Barnwell, and Lomond. Schools are looking at new technology including Chromebooks and enhancing flexibility during Barnwell and Warner's modernization.

Personnel Management

- Interviews for the following principalships and division office personnel occurred
 - Warner
 - Enchant
 - Lomond
 - Director of Learning
- For the 2014-15 school year 44 new staff have been hired
 - 7 of them principals
 - 21 of them full-time
 - 24 of them probationary

Policy

- The Superintendent was involved in ongoing policy development and review in preparation for proclamation of the Education Act and contextual issues requiring policy. Upcoming policies will include:
 - EEBB vehicle requirements
 - HGAA locally developed courses
 - IE student attendance
 - IFC student conduct
 - IG student discipline
 - EEAACC student conduct on school buses
 - IHCE student illness/injury
 - IHCD supervision of students
 - IHCG head lice
 - IHF welcoming, caring, respectful, safe, and healthy learning environments
 - GBEB staff harassment
 - GBJ sexual harassment
 - IFAA bullying and harassment

Organizational Leadership and Management

- Barnwell and Warner Modernization meetings were attended every two weeks throughout the summer
- Initial planning with the Associate Superintendents regarding the 2015-16 calendar meeting occurred.

Communications and Community Relations

- Attended the Taber Special Needs celebration at Joel Mill's gym
- Attended home schooling meetings to discuss partnership with Southern Alberta congregated home school sites to address attendance issues of teenage children
- Meetings with outside agencies were attended. These include: College of Alberta School Superintendents (CASS) meeting, Alberta Health Services.

Leadership Practices

- The Superintendent and a number of principals attended a workshop by John Hattie, the author of *Visible Learning* to discuss statistically significant strategies that impact student learning.
- Lastly I am pleased to be able to communicate to the Board that I have passed my Educational Doctorate candidacy exam and have commenced the last chapter of my EdD with hopes of completing in the summer of 2015.

Superintendent Action Items - Stemming from Aug 19, 2014 Board Meeting

Action	Note: Green = Complete; clear=new; MRP('s)	Yellow = In Progress or carried forward	Timeline	Follow up Comment	Completion Comments
CTS equipment (AB ED)	Wilco	Would like to have in place by the fall of 2014		CTS equipment has been acquired and exploring cost of bringing Lomond Shop to code	
Transportation review	Wilco	tabled till Regulations released in July		Postponing till Sept Board agenda as Transportation policy coming out in early fall	
Revise Safe and Caring policy to include ASBA comments and respectful and welcoming	Wilco	summer		bringing to fall Board meeting	
Home Schooling meeting with AB ED, Brian Brewin, Dale Anger, John Ross, and other home schoolers	Wilco	immediate		Brought to June Board meeting - next meeting in Sept	ongoing communication and emphasis
Policy EEACAA, EEACAB, EEACAC - send out following 1st reading, bring back to board in Aug	John	August			
Policy FEF - bring back to Aug board meeting	John	September			
CASL (anti spamming) - follow through with policy and practice changes	Wilco	summer		communication already been sent to schools, will be on Sept admin meeting	
TMS pressure with regard to student numbers	Wilco	fall			
Remuneration	Wilco	August			

August 19, 2014

HORIZON SCHOOL DIVISION NUMBER 67 - FACILITIES DEPARTMENT
Facilities Committee Report
Jake Heide

Vauxhall MAP Phase three Project Update

The final phase of Horizon MAP School in Vauxhall is substantially complete. During the summer months, the exterior work paused allowing the facilities crews to concentrate on IMR projects. It is expected that the accounts for the Vauxhall MAP project will be closed and complete by September 8, 2014.

Outstanding items:

- Two trees to be planted on the West side of the property
- Fronting paving stone and signage as part of 2014 IMR project.
- Replacement of four windows in the existing modular classrooms as part of the 2013/14 IMR projects.
- Miner Landscaping on the North side of the property

2014 Infrastructure Maintenance and Renewal (IMR)

During the months of July and August, a total of 22 IMR projects were assigned, 18 projects have been completed while three remain unfinished and can be completed with the return of staff and students without interruption of regular school activities.

Completed IMR projects are summarized as follows:

Dr. Hamman Elementary School

- Flooring for six classrooms has been replaced. The existing floor was removed, repairs were made to the concrete slab before the floor was floated and leveled. The new PVC floor has a life expectancy of 30 years.
- The fire alarm system partially failed in mid-June this year; due to the cost and difficulty in finding replacement components for the aging fire alarms panel, it was more feasible to replace the existing system with an upgraded non-addressable fire alarm panel. All devices and components of the fire alarm system have been replaced.
- The gymnasium floor was sanded down to bare wood and re-finished including all new game lines and a new resilient floor finish.
- The damaged concrete at the main entry way to Dr. Hamman was removed and re-poured eliminating the safety hazards.

Enchant Gymnasium Roofing Recap

- Roofing project is complete. Thermal image scanning revealed several areas of the existing roofing that required repair. The roofing contractor removed the existing SBS roofing as well as the insulation and non-treated lumber. All damaged lumber was replaced with grade 2 pressure treated lumber, all damaged insulation was replaced and the new SBS roofing membrane installed in the damaged area. A 25 – 30 year life is expected out of the re-capped 1955 section. The remaining roof life expectancy is approximately 10 – 15 years

Horizon MAP – Vauxhall

- New 50 Millimeter Dura-Last roofing membrane was installed on both modular classrooms, including fan fold insulation to provide added insulation value to the roof. All drainage scuppers along with down piping was installed.

Hays School

- A The furnace serving the main entryway, corridor and administration office was replaced along with the main ducting and electrical feeds

Milk River Elementary School

- All aluminum exterior doors were removed and replaced with modern insulated steel doors with rated glass windows. The frames required modifications to accommodate the heavier doors. The main entrance door has been equipped with barrier free access.
- The gym floor base was repaired and covered with Kahrs multi-layer maple sports hardwood flooring. This floor was recovered from Vauxhall elementary school and installed before being sanded down and finished with new game lines and three coats of final finish. All floor sockets were replaced as well.

Taber Mennonite School

- All hardwood flooring in the lower level of the Taber Mennonite school was sanded to bare hard maple. Three coats of new finish was applied to the floor, all baseboard and trim has been replaced.

Vauxhall Elementary School

- Air conditioning has been added to all six modular classrooms. The existing RELIABLE controls were removed and new convergint controls were installed to enable Building Management System (BMS) access and control.

WR Myers / DA Ferguson Playing Field

- Due to the rainy month of June as well as other unforeseen challenges, the project start time was significantly delayed. The playing field was completely sprayed with round up before all grass and existing irrigation was removed. Approximately 4,700 m³ of Top soil was donated and added to the field. While the field is expected to be complete by August 29th, it will remain un-usable until approximately September 15 to allow for the newly placed sod to set.

WR Myers Shop

- The shop door replacement is complete; a new door with all new tracking, closure and all hardware has been installed.

WR Myers Staff Room

- All carpeting and floor base was removed from the WR Myers staff room and work room. The floor required extensive repair, and was floated and patched before the installation of new plank flooring as chosen by WRM administration.

WR Myers Cafeteria

- All furniture and equipment was removed from the cafeteria and the existing Vinyl Composite (VC) tile was removed. The Slab-on-grade concrete required extensive preparation work including the removal of sections of floor and re-pouring, repairing a significant area of the remaining floor and patching, floating and leveling of the entire surface area. Upon completion of the prep work, the Eberlay sub floor was set in place and the PVC flooring was adhered and welded in place. A life of ten to fifteen years is expected from this floor.

WRM Furnace Replacement

- Two furnaces in the 1965 section, one servicing the Arts room, the other the corridor was replaced with high efficiency Carrier units.

WRM Washroom Upgrade

- Behind-the-wall infrastructure was replaced for both male and female washrooms in the 1965 section of WRM. Additionally, all toilets, urinals and some of the countertops were replaced. All drainage systems have been replaced and will provide many years of use.

WRM Air Conditioning

- Two ton air conditioning units were added to three classrooms on the second floor of the 1967 section. Duct work was modified to accommodate the evaporator coil and the condensing unit was installed on the exterior of the 1967 section at ground level with heavy duty cages to provide protection as well as allow for maintenance access.

Warner Teacherage

The teacherage building has been demolished and removed from the property. Prior to its demolition, Asbestos contaminated flooring was removed and properly disposed of by a qualified abatement organization.

Lomond School Industrial Arts Project

MPE Engineering has completed and cost estimate for the completion of a proposed industrial arts teaching space in Lomond School. A floor plan is being developed for review and proposal.

Taber Irrigation Metering

All irrigation metering has arrived. A local plumbing contractor has been awarded to project of installing the equipment. The new irrigation meters are expected to be operational for the 2015 summer irrigation requirements.

Vauxhall Irrigation Reparation

Landscaping crews have worked throughout the summer repairing the damaged underground irrigation infrastructure. Approximately 80% of the irrigation system is now fully operational. The remaining is in the process of being replaced and is expected to be functional within the next few weeks. The existing Sod will be fertilized again this fall and is expected to recover fully.

Maintenance work During June, July and August

During the months of June July and August, the facilities crews undertook a number of projects in addition to the fore listed IMR jobs.

The following describes some of the service work performed during the past several weeks:

- Ongoing lighting, electrical, plumbing and mechanical repairs
- Replacement of out-of-date T12 fluorescent light fixtures with new state-of-the-art LED fixtures for a couple of classrooms is complete. This is intended to be a pilot project to determine the long term feasibility of upgrading many more fixtures in the future.
- Patch, repair and paint various classroom walls including Lomond school, WR Myers and Ace Place
- Hang multiple bulletin boards, tack boards and white boards throughout the division
- Continued mill work throughout Horizon School Division No. 67 including Horizon MAP.
- Three concrete slabs were poured at WR Myers high school to accommodate new picnic tables purchased by the school,
- The process of building a sound booth at LT Westlake has begun. This project is funded by LT Westlake.
- During this past winter, a considerable amount of concrete movement occurred throughout Horizon School Division Schools, a number of concrete sidewalks and pathways required repair or partial replacement. This process has begun and will continue for the next few months.
- All waterless urinals in Dr. Hamman Elementary School were replaced with a low flush water urinal. New drainage and fresh water feeders were installed along with new Fiberglass Reinforced Panels (FRP) wall coverings.
- All gym floors, with the exception of Barnwell School were screened and finished.
- The school colors for Erle Rivers High School gymnasium were repainted

Other

- The process of employing a new caretaking contractor for the Vauxhall Jr./Sr. High school has begun. We are expecting to have a contract in place for December 2014.
- The Area utilization updates for all horizon schools have been completed and submitted to Alberta Education. No small scale floor plans existed for Vauxhall MAP, the Arden T. Litt Center, and Ace Place. These were developed by a local architectural firm and submitted with data sheets required.
- Continued work with the upcoming capital projects in Barnwell and Warner.

**Horizon School Division No. 67
Off-Campus Annual Evaluation Report for 2013-2014 School Year**

Submitted to Board as per policy HGADA, August, 2014

The report is based on school reports provided to this office by the following schools: ACE Place, Arden T. Litt, Colony Schools (Armada, Copperfield, Enchant, Hillridge, Kingsland, and Lomond), Erle Rivers High School, Horizon MAP/Taber Mennonite School, Lomond School, Vauxhall High School, Warner and W. R. Myers High School.

1. Student Enrollment Figures

1.1. High School credit programs:

	08/09 stud/CEU	09/10 stud/CEU	10/11 stud/CEU	11/12 stud/CEU	12/13 stud/CEU	13/14 stud/CEU
Work Experience	202/1633	201/1697	190/1821	218/2064	235/2187	272/2427
ACE	11	23	14	11	28/249	16/270
ATL	5	7	4	2	17/146	15/120
Colonies	25	22	23	18	22/240	20/205
ERHS	29	30	22	28	20/108	49/284
HMAP/TMS	0	0	6	11	15/240	15/175
Lomond	13	7	1	8	3/8	0/0
VHS	31	45	42	35	47/400	39/266
Warner	13	9	12	10	13/78	10/89
W.R. Myers	75	67	66	123	70/718	93/980
RAP (registered apprenticeship program)	14/280	19/305	11/135	25/415	19/345	18/430
Green Certificate	23/199	28/239	12/167	25/128	23/178	26/310
Total	239/2112	228/2241	214/2123	268/2607	277/2710	316/3167

Number of off-campus sites:

08/09	09/10	10/11	11/12	12/13	13/14
144	110	97	122	147	170

1. Program Innovations

Off-Campus coordinators indicated that there were no major innovations to the program. Taber schools (W.R. Myers, ACE Place, and Taber Mennonite School) continue to use common paperwork (forms, assessments) to streamline the off-campus program. This provides much desired continuity for employers as all schools access the same employers.

2. Assessment Practices

All schools utilized an employer student evaluation form as the primary basis for student assessment (many utilize the one from the Off Campus Handbook). The

evaluation forms are scaled appraisals based on employability skills. Attendance was also a common denominator with most schools for student assessment. In some cases, monitoring of student responsibilities included time sheets and daily duties/responsibilities record forms. Most schools included a mark for completed assignments (ex. Pre-placement student learning plan, resumes, cover letters, journals, research paper). A few schools also included student self-evaluations and a qualitative assessment (recognizing strong points and providing recommendations for improvement) as part of the overall student assessment. One school has students complete a final report that requires the student to reflect on job responsibilities, working relationships, growth and impressions.

3. Business Feedback

Schools primarily obtain feedback from off-campus sites through student feedback, visitations and phone calls. Most sites have an employer evaluation form completed at the end of the placement that provides more formal feedback to monitor business satisfaction and inform businesses that the off-campus experience has ended. School supervisors work to ensure ongoing satisfaction and act as a support system if student or site needs are not being met.

4. Integration of Work and School Program

Most of the schools have on-campus integration sessions with the students to address employability skills. Some of the integration occurs through the delivery of the Career component of CALM. There is also an increasing effort to direct students to sessions with the Division Career Counsellor. These sessions focus on job satisfaction, possible career opportunities and further educational needs. While some have integrations sessions, other schools approach integration by running CTS Career Transition strands as pre or co-requisite courses (all schools have students complete HCS3000) and encourage students to register in relevant CTS courses.

5. Challenges

Schools identified the following challenges:

- Schools noted the reduction in funding provided for Work experience was originally a concern but the High School Redesign project has alleviated this concern due to the fact that students in high school are now block funded.
- Making contact with employers continues to be challenging. Many are difficult to contact during school hours or are difficult to contact at their place of employment.
- Off Campus coordinator turnover has been an ongoing issue at some schools. When this occurs, teachers taking over the role are required to reestablish employer relationships and understand the uniqueness and expectations of off-campus requirements.

6. Work site visitations

All school sites reported that the initial work site visitations and safety inspections were completed as well as the ongoing supervisory visits and/or contact phone calls. The method and number of follow-up site visitations varied somewhat from school

to school. Most schools reported supervisory visits to sites an additional one to two times each placement. A few schools conduct more frequent monthly visitations. This on-going work site contact is maintained through a combination of informal and/or scheduled visits, as well as phone calls.

Summary

Overall, our schools can be commended for providing students with meaningful off-campus placements. 2013-14 saw a 14% increase in the number of students taking part in off campus education, a 17% increase in credits earned and a 16% increase in the number of community placements for our students. All of the figures are all time highs for Horizon School Division.

Certainly a challenge in some of the smaller communities, school off-campus supervisors have worked diligently to ensure all students who request an off-campus experience are provided with an opportunity, even if it is not of the exact nature requested.

Schools are diligent in conducting formal safety inspections during the initial site visitation. This can be extremely challenging for rural schools where work site placements may be some distance from the school. It is also difficult for the off-campus supervising teacher to fit visits into their school time allotment for the program. Work Experience School Supervisors can be commended for going above and beyond to ensure this requirement is met.

All schools deliver the pre-requisite and/or co-requisite courses required for some of the off-campus courses. The Division Career Counsellor has been very active in assisting schools with off-campus programs through one-on-one career planning sessions, assistance with HCS3000 and small group information sessions.

Division Office Support/Direction for 2014-2015

- Continue to ensure off-campus school coordinators are familiar with Off-Campus Education Policy HGADA and the new Alberta Education Off-Campus Handbook .
- Work with new off-campus coordinators to ensure a sound understanding of the role and responsibilities.
- Promote and support program developments with a focus on the following areas:
 - Safety Inspections
 - Thoroughness of inspection
 - Ensuring formal safety inspections occur prior to student enrollment in Work Experience
 - Record keeping: recording date of inspection
 - Communicating with employer when student comes off AB ED WCB.
 - Site visitations
 - Ensuring adequate frequency

- Record keeping: recording date of all visitations, indicating whether was by phone or site visitation, and whether was with employer or student
- Continue emphasis on on-campus integration of employability skills and completion of pre-requisite courses (ie. HCS3000).
- Continue the expectation of accountability by requiring submission of:
 - Work safety inspection forms that outline: location student is placed at and date of inspection
 - Year end reports that contain accurate and consistent information from all schools.

Associate Superintendent of Curriculum and Instruction Board Report July/August 2014

Goal 1: All learners will finish school possessing 21st century learning competencies.

Key Action: Develop a common language and understanding of the following 21st century learning competencies and their relationship to innovation and entrepreneurialism: critical thinking, problem solving, and creative thinking. Support the professional capacity to integrate the competencies across grades and subjects.

July 3: Facilitated a new teacher planning workshop. Long range, unit plans, and daily plans were discussed, and various examples distributed to participants. Engaging instructional strategies and 21st century learning competencies and assessment were discussed.

Key Action: Support the professional capacity to understand and successfully implement early intervention and effective teaching strategies for literacy and numeracy to improve proficiency across the grades.

- June 23rd: Facilitated a middle school reading workshop PD for ERHS.
- July 21st: Assisted teachers at Hays School set up their new Fountas & Pinnell literacy intervention program.

In addition to the above areas, I have attended a Low German Speaking Mennonite meeting on July 15th to discuss possible ways to ensure students stay in school past jr. high. I have also assisted with teacher interviews for Taber Mennonite School. A PD budget and outline has been created for the 2014/2015 school year, and sessions for the New Teacher Orientation as well as the Horizon Leadership Cohort have been created.



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes Director of Learning



Amber Darroch

The Board of Trustees is pleased to announce that Amber Darroch has been appointed as the new Director of Learning for Horizon School Division No. 67 effective August 11, 2014.

Marie Logan, Chair of the Horizon Board of Trustees, comments, “We were pleased that our province-wide advertising resulted in excellent applications from across the province. Ms. Darroch was selected from a field of truly outstanding candidates. We believe that Amber’s values, principles and organizational skills; her strong work ethic, her ability to foster and strengthen relationships, her commitment to school improvement and ensuring the success for each and every learner will propel Horizon School Division forward.”

Ms. Darroch has maintained an exemplary record over a twenty-year period as an educator in Alberta. Amber has taught elementary, middle and high school students across a breadth of grades and subjects from Grade 1 to Social 30. Amber has served as a principal in elementary, secondary, and alternative settings as well as district principal and Director of Learning for the past 12 years. Amber is currently the Director of Learning with Palliser Regional Schools overseeing counseling services, professional learning, health and wellness, crisis response, and technology. Ms. Darroch has a strong practical and theoretical background in educational leadership, holds a Master of Education degree, from the University of Lethbridge (2005), possesses a strong skillset for supporting work in the area of teacher mentorship and leadership development, and is committed to ensuring success for all students.

Amber comments, “I am excited and thankful for the opportunity to join the team at Horizon. I look forward to engaging directly with teaching and learning at all levels, as well the chance to get to know each school community within Horizon School Division.”

“We’re looking forward to Amber joining team Horizon,” said Board Chair Marie Logan.



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Enchant Principal Commencing the 2014/15 School Year



Kelly Schmidt

July 30, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Mr. Kelly Schmidt as the new principal of Enchant School effective the 2014-2015 school year.

Mr. Schmidt graduated from the University of Lethbridge with a Bachelor of Education degree in 1991. He has been teaching for the past 23 years in the Holy Spirit School Division with the last 18 years being grades K to 9 in a small rural community. Kelly has also been actively involved as a school ATA and EPC representative, and was on the SWATCA committee for 12 years and their executive for 6 years .

Kelly and his wife Lise, also a teacher, have been married for 25 years and have two children. His daughter Sylvia is in her fourth year of University at the U of A and his son Eric will be starting his first year at Lethbridge College.

Kelly is an avid golfer, enjoys travelling, working in the yard, reading and sitting on the deck by a campfire.

Kelly is very excited for the opportunity to come to the Horizon School Division and especially to take on the important and challenging role as Principal of Enchant School. He is looking forward to meeting new people and working closely with the students, staff and the community of Enchant.

The Board of Trustees is confident the learners, employees, and community will benefit from Mr. Schmidt's years of experience in education, positive focus on team work, and awareness of reciprocal community participation. Please join us in welcoming Kelly to Horizon School Division and most importantly, to Team Horizon.

Marie Logan, Board Chair



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Horizon Mennonite Alternative Program (Horizon MAP) Principal



Daniel Vanden Dungen

June 11, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Mr. Daniel Vanden Dungen as the new principal of Horizon MAP School effective the 2014-2015 school year.

Daniel has been at Vauxhall Elementary School for the past 20 years where he taught grades three and four and was a Classroom Support Teacher (CST) and Learning Support Teacher (LST). For the past three years he has also shared his skills, as a CST/LST, with Horizon MAP School.

On a personal note: Daniel and his wife Lorry have been married for 25 years and have 8 wonderful sons and a beautiful daughter-in-law. In his spare time Daniel enjoys coaching soccer along with recording and producing music for local, independent artists. Daniel also prides himself on completing a Master of Education Degree in Inclusive Education and Neuroscience with a focus on students with limited or interrupted education.

The Board of Trustees is confident the students, staff, and community will benefit from Mr. Vanden Dungen's well-rounded knowledge in education, student learning and community involvement. Please join us in welcoming Daniel to his new career adventure.

Marie Logan, Board Chair



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Lomond Community School Principal



Kimberly Kerr

August 7, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Ms. Kimberly Kerr as the new Principal of Lomond School effective the 2014-2015 school year.

Ms. Kerr has seen a portion of the world while educating and teaching. Kimberly graduated from the Bishop's University in Quebec with a Theatre Degree then went on to complete an Education Degree at the University of Prince Edward Island. Kimberly proudly shares that she has also just completed her Master of Education – Neuroscience and Inclusive Education at the University of Lethbridge, in May of this year.

Ms. Kerr's teaching career began in South Korea where she was an ESL Instructor. She remained in Asia for two years travelling and teaching English. Kimberly also shared her teaching talents in Newfoundland, for two years, before moving to Alberta.

Kimberly has been with Horizon School Division for the past ten years, with the past four years being at Lomond School where she has been the Grade 3-4 Teacher and Learning Support.

On a personal note: Kimberly and her partner Joshua have a beautiful sixteen month old baby girl named Cleo. As a family they love cooking, travelling, hiking, camping and spending time with family and close friends.

Kimberly states she is excited about her new career direction and looks forward to the upcoming challenges as she continues to learn and grow along with her colleagues and the students of Lomond School.

The Board of Trustees is confident that the Lomond School students, staff, and community will benefit from Ms. Kerr's worldly experiences and vision of the importance of education and continued personal and professional growth. Please join us in congratulating Kimberly in her new position as the Principal for Lomond Community School.

Marie Logan, Board Chair



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HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Milk River Elementary School Principal



Allan Rancier

April 30, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Mr. Allan Rancier as the new principal of Milk River Elementary School effective August 25, 2014.

Mr. Rancier has been with Horizon School Division for almost ten years. He began teaching in Barnwell in August of 2004 and remained there until August of 2011 at which time he moved to Central School to continue his teaching career. He holds a Bachelor of Arts (with distinction) and a Bachelor of Education (with distinction) and is currently looking at pursuing a Masters in Education.

Mr. Rancier has been married for 20 years to his “wonderful wife” Karen. Although they have no children of their own they consider the students they teach, to be their children. In his spare time Allan likes to hang out with his wife and family members, play games, soak up the sun, and eat all the good food that comes with the family gatherings. He is also passionate about cycling and has entered a few Gran Fondos (cycle rides) of 150km plus.

The Board of Trustees is confident Milk River Elementary School students, staff, and community will benefit from Mr. Rancier’s vision for a positive educational environment that focuses on student centered learning and development. Please join us in welcoming Allan to his new adventure as he continues to grow with Team Horizon.

Marie Logan, Board Chair



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Taber Christian School Principal



Klaas Hoekstra

March 13, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Mr. Klaas Hoekstra as the new principal of Taber Christian School effective the 2014-2015 school year.

Mr. Hoekstra has been with Horizon School Division for almost two years and has shared and enhanced his skills and abilities while working as a Teacher and Vice Principal for Taber Christian School.

Mr. Hoekstra and his wife Tanya have four children: Sebastian, Naamiya, Selah and Elias. His interests include: music, sports and church life at Taber CRC.

Mr. Hoekstra has been teaching for 12 years with 6 of those years including administrative duties. He sees himself as a lifelong learner and believes his high energy and love for education and instructional leadership will be a great fit within Taber Christian School.

The Board of Trustees is confident Taber Christian School students, staff, and community will benefit from Mr. Hoekstra's high energy, and unwavering focus on student learning. Please join us in welcoming Klaas to his new adventure as he continues to grow and prosper with Team Horizon.

Marie Logan, Board Chair



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Taber Mennonite School Principal



Crystal McGregor

June 11, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Ms. Crystal McGregor as the new principal of Taber Mennonite School effective the 2014-2015 school year.

Crystal joined Horizon School Division in 2009. It was at Chamberlain School that Crystal “hung her hat” and taught grades one and three curriculum to a high population of English Language Learners with Low German Speaking backgrounds. Crystal also took on the role as the Alberta Initiative for School Improvement (AIS) Lead Teacher and Vice Principal while with Chamberlain School; taking opportunity to continue to learn, grow, and share her knowledge with her colleagues.

On a personal note: Crystal is married. She and her husband Scott have a 10 month old baby boy named Declan. In her spare time Crystal enjoys reading, hiking, and photography and she and Scott are avid Edmonton Oiler Fans. Crystal brings with her a Master of Teaching and a Bachelor of Arts, with Honors.

The Board of Trustees is confident the students, staff, and community will benefit from Ms. McGregor’s wealth of knowledge along with her experience in education, student learning and community involvement. Please join us in welcoming Crystal to her new career adventure.

Marie Logan, Board Chair



Empowering All Our People to Excel

HORIZON SCHOOL DIVISION NO. 67

Horizon School Division Welcomes New Warner School Principal For 2014/15



David LeGrandeur

June 28, 2014

Horizon School Division No. 67 is pleased to announce the appointment of Mr. David LeGrandeur as the new principal of Warner School effective the 2014-2015 school year.

David brings with him several years' experience in the education field. He has been teaching for twelve years with assignments at Elementary, Middle School and University Secondment. David has also been the Assistant Principal at Westminster School (Lethbridge) for the past two years.

On a personal note: David and his wife Jen (a previous employee with Horizon) have two wonderful children Braigh (9) and Oliver (6). David is a former University of Lethbridge Pronghorn hockey player and he indicates the sport continues to be one of his passions.

David believes strongly in providing engaging opportunities for all students of all ages and he states that he can't wait to build strong connections with the Warner community.

The Board of Trustees is confident the students, staff, and community of Warner will benefit from Mr. LeGrandeur's energetic beliefs in education, student learning and community involvement. Please join us in welcoming David to Horizon School Division.

Marie Logan, Board Chair

From: Alyson Archibald <alyson.archibald@horizon.ab.ca>

Date: Tue, Jun 17, 2014 at 10:05 AM

Subject: 2014 APEGA Excellence in Teaching Award Recipient Terryn Gutfriend

To: gprice@tabertimes.com, Trevor Busch <tbusch@tabertimes.com>, Wilco Tymensen <wilco.tymensen@horizon.ab.ca>, editor@bowislandcommentator.com

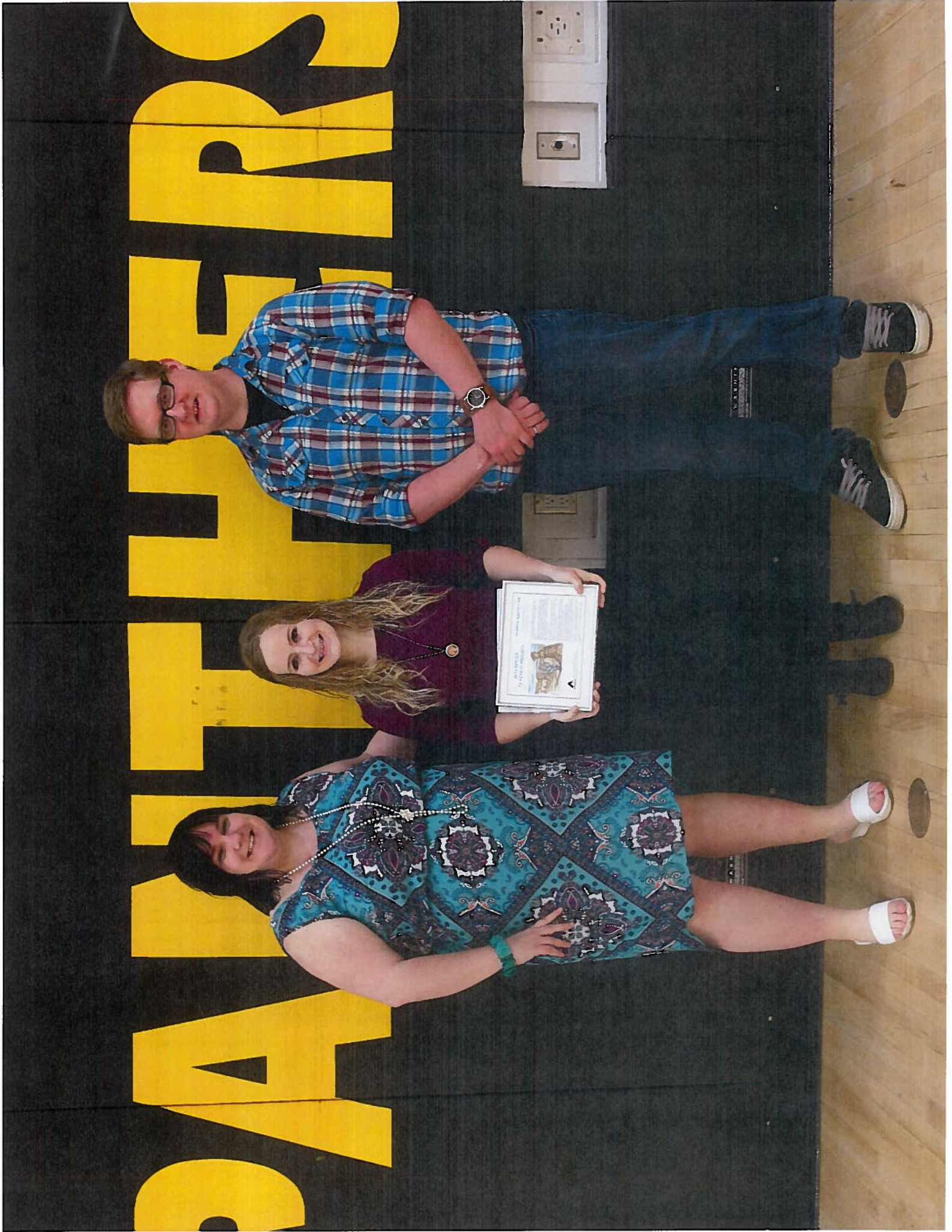
An Assembly was held this morning at Chamberlain School to recognize that our Middle Years Science Teacher Mrs. Terryn Gutfriend was recognized as one of 20 teachers around the province for excellence in teaching Science by The Association of Professional Engineers and Geoscientists of Alberta. The nomination package consisted of letters from students, parents, teacher colleagues and the school based administration team. Students wrote in their nominations about Mrs. Gutfriend's classes being practical and engaging sparking their interest towards Science. They also wrote about her solid commitment to our extra-curricular programming, including her badminton and spirit team coaching commitments. Students characterized Mrs. Gutfriend as knowledgeable, approachable and someone that they can trust.

Mrs. Gutfriend is a former Chamberlain School/Senator Gershaw student who was born and raised on a farm south of Grassy Lake. This award means a great deal to the school community.

Chamberlain School had two other nominees that were recognized at the assembly, Mr. Blaine Carlsen-Middle Years Math Teacher and Mr. Ben Baker High school math and Science Teacher. Chamberlain School is incredibly proud of the collaborative nature of our Math and Science Program and know that all successes are a team effort.

The APEGA award includes:

- A framed certificate with quotes from her nomination package
- A copy of the nomination package we received for her
- A \$2,000 donation to the school to enhance math and/or science education for Chamberlain School.





HORIZON SCHOOL DIVISION 2014 BACK-TO-SCHOOL INFORMATION

LOMOND COMMUNITY SCHOOL

PRINCIPAL: Kimberly Kerr

SECRETARY: Cindy West

School Phone: 403-792-3620

TEACHER START DATE: Thursday, August 21, 2014

STUDENT START DATE: Monday, August 25, 2014

DIVISION OFFICE ADMINISTRATION

6302 – 56 Street
Taber, AB T1G 1Z9
PHONE: 403-223-3547
FAX: 403-223-2999
www.horizon.ab.ca

Wilco Tymensen, Superintendent
John Rakai - Associate Superintendent Finance & Operations
Clark Bosch - Associate Superintendent of Programs & Services
Erin Hurkett - Associate Superintendent of Curriculum & Instruction
Jake Heide – Facilities Manager

BOARD OF TRUSTEES



Marie Logan, Chair
Lomond/Enchant
403-792-3696



Bruce Francis, Vice-Chair
Taber
403-223-9115



Jennifer Crowson
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403-654-2218



Terry Michaelis
Milk River
403-647-3996



Derek Baron
Warner/Grassy Lake
403-642-3914



Rick Anderson
Barnwell/Taber
403-223-8022



Blair Lowry
Taber
403-223-1404

PLEASE CONTACT YOUR SCHOOL FOR ADDITIONAL INFORMATION

***SCHOOL SUPPLY LISTS CAN BE FOUND ON THE HORIZON WEBSITE (www.horizon.ab.ca)**

STUDENT TRANSPORTATION

Please direct any questions regarding route information and registering for bus service to:

TENILLE MILER @ 403-223-3547, Ext 126

For questions or concerns regarding a specific bus contact:

FIRST STUDENT CANADA @ 403-223-5670

EMERGENCY SCHOOL CLOSURE

Should inclement weather or emergency situations necessitate closing schools, appropriate announcements will be made by local radio stations (**COUNTRY 95.5, B93.3 THE HAWK, THE RIVER 107.7, ROCK 106, CKVN 98.1 & CJOC 94.1 THE LOUNGE**) beginning at 6:00am. If there are no announcements or no personal contact is made, schools are open and on normal schedules. You can also check the Horizon Website at www.horizon.ab.ca or Facebook for the most current and up-to-date school closure information.



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SCHOOL	TEACHER START DATE	STUDENT START DATE	PRINCIPAL	SCHOOL PHONE
ACE Place Learning Centre	August 25	August 27	Brock Campbell	403-223-4761
Arden T. Litt Centre for Learning	August 25	August 27	Alyson Archibald	403-655-2372
Barnwell School	August 25	August 27	Sheldon Hoyt	403-223-2702
Central School	August 25	August 27	Darryl Moser	403-223-2170
Chamberlain School	August 25	August 27	Alyson Archibald	403-655-2211
D.A. Ferguson Middle School	August 25	August 27	Holly Godson	403-223-8971
Dr. Hamman School	August 25	August 27	Darlene Peckford	403-223-2788
Enchant School	August 25	August 27	Kelly Schmidt	403-739-3770
Erle Rivers High School	August 25	August 27	Travis Magierowski	403-647-3665
Hays School	August 22	August 26	Lindsey Hagen	403-725-3755
Horizon MAP (Mennonite Alternative Program)	August 25	August 27	Dan Vanden Dungen	403-654-4654
L.T. Westlake School	August 25	August 27	Murray Brown	403-223-2487
Lomond Community School	August 21	August 25	Kim Kerr	403-792-3620
Milk River Elementary School	August 25	August 27	Allan Rancier	403-647-3747
Taber Christian Alternative School	August 25	August 27	Klaas Hoekstra	403-223-4550
Taber Mennonite School	August 25	August 27	Crystal McGregor	403-223-3547
Vauxhall Elementary School	August 25	August 27	Dale Cummings	403-654-2422
Vauxhall High School	August 25	August 27	Todd Ojala	403-654-2145
W.R. Myers High School	August 25	August 27	Johanna Kutanzi	403-223-2272
Warner School	August 25	August 27	David LeGrandeur	403-642-3928
Hutterian Brethren Schools	August 25	August 27	Gary Bradbury	403-223-3547

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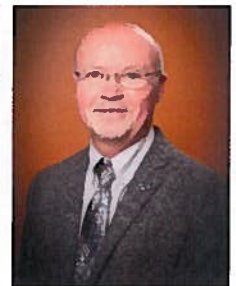
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Date: June 20, 2014 at 11:18:13 AM MDT

Subject: Responses to the Task Force for Teaching Excellence Report

TO: Board Chairs of Public, Separate, Francophone and Charter School Boards

I would like to take this opportunity to express my thanks to those of you who provided a response to the Task Force for Teaching Excellence Report.

Based on the quality of your submissions, it is apparent that you and your teams gave considerable thought to the recommendations. I appreciate your guidance and assure you that I will take your advice under serious consideration.

Your submissions have been forwarded to the Teacher Development Practice Advisory Committee, which will be providing me with further advice on the Task Force for Teaching Excellence recommendations by July 15, 2014.

Thank you again for your input.

Sincerely,

From: Education Minister <Education.Minister@gov.ab.ca>

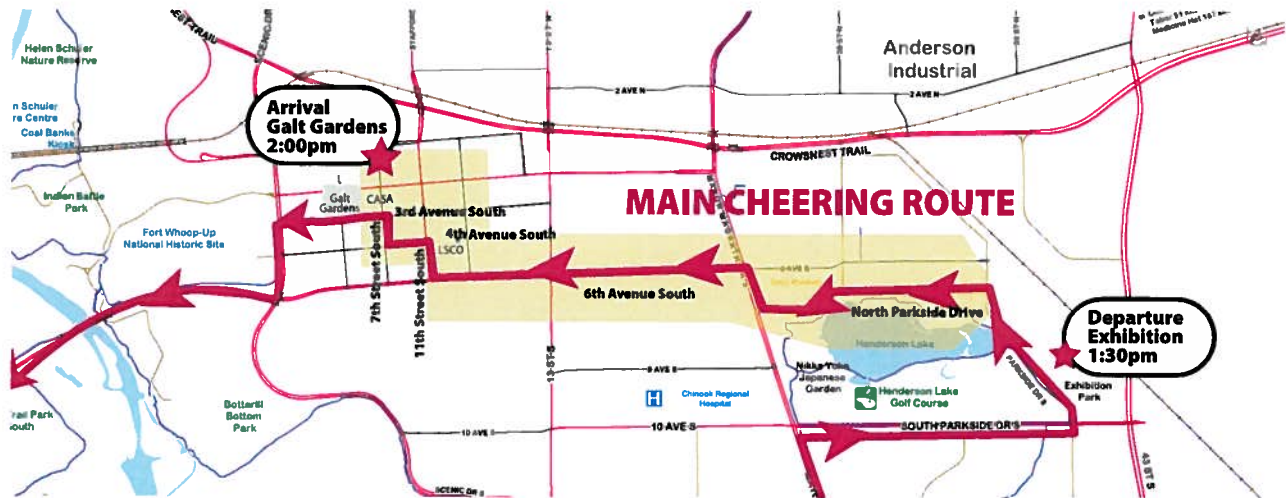
MLA, Athabasca-Sturgeon-Redwater

cc: Superintendents of Public, Separate, Francophone and Charter School Boards

Community Rally!

On August 21st, let's show everyone that Lethbridge is the 2019 Canada Winter Games city!

Wear your favourite jersey, bring banners and noise makers and show your support as the national Canada Games site selection team visits our city!



TENTATIVE SCHEDULE

EVENT 1: ENMAX

8:00am Pancake breakfast, ENMAX parking lot
10:00am Opening Ceremonies, ENMAX Arena

**LEAVING EXHIBITION AT 1:30PM,
ARRIVING AT GALT GARDENS BY 2PM**

EVENT 2: Galt Gardens

Winter Wonderland Community Rally in the Park
12:00pm-3:00pm
Free BBQ, live music, and lots of activities for all ages!

YOU CAN HELP!

ATTEND THE EVENTS ON AUGUST 21ST
PLEDGE your support online at lethbridge2019.ca
SUBMIT your business/organization's Letter of Support

OFFICIAL 2019 BID COMMUNITY
LETHBRIDGE
COMMUNAUTÉ CANDIDATE
OFFICIELLE POUR 2019



—JEU DU—
CANADA
—GAMES—



Living the Legacy
Faire vivre l'héritage

For more information, visit: lethbridge2019.ca @lethbridge2019