



# Horizon School Division No. 67

6302 – 56 Street Taber, Alberta T1G 1Z9  
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999  
[www.horizon.ab.ca](http://www.horizon.ab.ca)

The Board of Trustees of Horizon School Division No. 67 held its Organizational Meeting of the Board on Tuesday, October 20, 2015 commencing at 1:00 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Bruce, Francis, 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 & Human Resources  
Amber Darroch, Associate Superintendent of Curriculum & Instruction  
Nikki Jamieson, Taber Times

## ACTION ITEMS

**1. John Rakai, Associate Superintendent, called the meeting to order at 1:00 p.m.**

**2. Nominations and Election for Chair of the Board**

John Rakai called for nominations from the floor for the position of Board Chair.

Derek Baron nominated Marie Logan for the position of Board Chair.

Marie Logan accepted the nomination.

Moved by Jennifer Crowson that nominations cease

Carried Unanimously

BOARD CHAIR  
ELECTED  
113/15

Marie Logan was declared to be the Chair of the Board of Trustees of Horizon School Division No. 67 until the next Organizational Meeting of the Board.

**3. Nominations and Election for Vice-Chair of the Board**

John Rakai called for nominations from the floor for the position of Board Vice-Chair.

Derek Baron nominated Bruce Francis for the position of Board Vice-Chair.

Bruce Francis accepted the nomination.

Moved by Marie Logan that nominations cease.

Carried Unanimously

BOARD VICE-CHAIR  
ELECTED  
114/15

Bruce Francis was declared the Vice-Chair of the Board of Trustees of Horizon School Division No. 67 until the next Organizational Meeting of the Board.

### **Chair Marie Logan assumed Chair of the Meeting**

**4. Approve Trustee Committees for 2015-2016**

Moved by Derek Baron that the Board approve the 2015-2016 term of office Trustee Committee memberships as attached to these minutes

Carried Unanimously

TRUSTEE  
COMMITTEE  
MEMBERSHIP  
APPROVED  
115/15

**5. Approve Trustee School Responsibilities for 2015-2016**

Moved by Terry Michaelis that the Board approve the Trustee School Responsibilities for the 2015-2016 term of office as attached to these minutes.

Carried Unanimously

TRUSTEE SCHOOL  
RESPONSIBILITIES  
APPROVED  
116/15

**6. Adjourn Organizational Meeting**

Moved by Derek Baron that the Organizational Meeting Adjourn.

Carried Unanimously

ADJOURNMENT  
117/15

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Chair

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Secretary

**Horizon School Division No. 67  
Trustee Committees  
(2015-2016 SCHOOL YEAR)**

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**Board Chair – Marie Logan  
Board Vice-Chair – Bruce Francis**

**Finance/Audit Committee**

All members of the Board

**Budget Committee**

All members of the Board

**A.T.A. Negotiating/Liaison Committee**

Marie Logan – Chair  
Bruce Francis  
Jennifer Crowson

**C.U.P.E./Support Staff  
Negotiating Liaison Committee**

Rick Anderson – Chair  
Blair Lowry  
Terry Michaelis

**Transportation Committee**

Bruce Francis – Chair  
Marie Logan  
Derek Baron

**Election Procedures/Boundary Ad Hoc  
Committee**

Rick Anderson - Chair  
Marie Logan  
Terry Michaelis

**Public Relations Committee  
and *Friends of Horizon***

Jennifer Crowson – Chair  
Marie Logan

**ASBA Zone 6 Director**

Marie Logan  
Blair Lowry – Alternate

**Policy Committee**

Bruce Francis  
Rick Anderson

**Hutterian Brethren Council**

Terry Michaelis  
Rick Anderson - Alternate

**Adult Learning/Further Education Councils**

Marie Logan  
Rick Anderson  
Blair Lowry

**Council of School Councils**

One member of the Board to attend  
meetings on rotation

**Administrative Council Meetings**

One member of the Board on  
a monthly rotation

**Student Transportation Ad Hoc  
Committee**

All members of the Board

**C2 Committee**

Derek Baron  
Jennifer Crowson

**Horizon School Division No. 67**  
**Board of Trustees School Responsibilities (2015-2016)**

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**Marie Logan (Ward 1 – Lomond/Enchant)**

Enchant School – Enchant  
Lomond Community School – Lomond  
Armada Colony School  
Enchant Colony School  
Hillridge Colony School  
Lomond Colony School

**Jennifer Crowson (Ward 2 – Hays/Vauxhall)**

Hays School – Hays  
Horizon MAP School - Vauxhall  
Vauxhall Elementary School – Vauxhall  
Vauxhall High School – Vauxhall  
Copperfield Colony School

**Bruce Francis (Ward 3 – Taber)**

Dr. Hamman School - Taber  
Midland Colony School  
Cameron Farms Colony School  
Evergreen Colony School  
W.R. Myers High School - Taber

**Blair Lowry (Ward 3 – Taber)**

Central School – Taber  
D.A. Ferguson Middle School - Taber  
L.T. Westlake School – Taber  
Taber Christian Alternative School – Taber  
Kingsland Colony School

**Rick Anderson (Ward 3 – Taber)**

ACE Place Learning Centre - Taber  
Barnwell School – Barnwell  
Taber Mennonite School – Taber  
Fairlane Colony School  
Oaklane Colony School  
Prairiehome Colony School

**Derek Baron (Ward 4 – Warner/Grassy Lake)**

Chamberlain School – Grassy Lake  
Warner School – Warner  
Arden T. Litt Centre for Learning – Grassy Lake  
Bluegrass Colony School  
Delco Colony School  
Goldspring Colony School  
Miltow Colony School

**Terry Michaelis (Ward 5 – Milk River/Coutts)**

Erle Rivers High School – Milk River  
Milk River Elementary School – Milk River  
Elmspring Colony School  
River Road Colony School  
Sunnysite Colony School

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, October 20, 2015 beginning at 1:30 p.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
John Rakai, Associate Superintendent of Finance & Operations  
Clark Bosch, Associate Superintendent of Programs, Services & Human Resources  
Amber Darroch, Associate Superintendent of Curriculum & Instruction  
Phil Johansen, Director of Finance  
Barb McDonald, Recording Secretary  
Nikki Jamieson, Taber Times

## ACTION ITEMS

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

### Under Action Items:

A.7 – New School (Goldspring Colony School)

A.8 – Voluntary Retirement Opportunity

A.9 – Board Meeting Dates for the Remainder of the 2015-2016 School Year

### Under Discussion Items:

D.1 – October 27<sup>th</sup> Board School Tour Date Change

D2 – Friends of Horizon

AGENDA  
APPROVED  
118/15

Carried Unanimously

- A.2 Moved by Blair Lowry that the Board approve the *Minutes of the Regular Board Meeting held Tuesday, September 22, 2015* as provided in Enclosure 1 of the agenda.

BOARD MEETING  
MINUTES  
APPROVED  
119/15

Carried Unanimously

- A.3 Moved by Terry Michaelis that the Board approve the appointment of Philip Johansen as the new Board Secretary Treasurer effective November 1, 2015.

APPOINTMENT OF  
NEW SECRETARY  
TREASURER  
APPROVED  
120/15

Carried Unanimously

- A.4 Moved by Jennifer Crowson that the Board approve the *September/October Payment of Accounts* report in the amount of \$3,961,393.26 as provided in Enclosure 2 of the agenda.

PAYMENT OF  
ACCOUNTS REPORT  
APPROVED  
121/15

Carried Unanimously

- |                              |  |   |                         |  |
|------------------------------|--|---|-------------------------|--|
| A.5                          | Moved by Bruce Francis that the Board approve the 2016-2017 Horizon School Division Calendar as provided in Enclosure 3 of the agenda.   | 2016-2017 SCHOOL YEAR CALENDAR APPROVED<br>122/15       |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.6.1                        | Moved by Derek Baron that the Board approve a revised amendment to Policy DGA <i>Authorized Signatures</i> as provided in Enclosure 4 of the agenda.   | AMENDMENT TO POLICY DGA APPROVED<br>123/15              |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.6.2                        | A recommendation was made by the Board to table first reading of Policy GAB <i>Police Information Checks</i> as additional information and research was requested.   |   |                         |  |
| A.6.3                        | Moved by Rick Anderson that the Board approve first reading of Policy GBD <i>First Aid Training</i> as provided in Enclosure 4 of the agenda.  | FIRST READING OF POLICY GBD APPROVED<br>124/15          |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.6.4                        | Moved by Blair Lowry that the Board approve first reading of Policy HICA <i>Off-Campus Activities</i> as provided in Enclosure 4 of the agenda.  | FIRST READING OF POLICY HICA APPROVED<br>125/15         |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.6.5                        | Moved by Derek Baron that the Board approve first reading of Policy IGAA <i>Use of Physical Restraints</i> as provided in Enclosure 4 of the agenda.   | FIRST READING OF POLICY IGAA APPROVED<br>126/15         |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.7                          | Moved by Derek Baron that the Board approve the addition of a new Hutterian Colony School– Goldspring Colony School, commencing September 2016 and also, that the Board provide half of the start-up funds to the school in amount of \$20,000.  | NEW HUTTERIAN BRETHREN COLONY SCHOOL APPROVED<br>127/15 |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.8                          | Moved by Bruce Francis that the Board approve voluntarily retirement opportunity program offered by Horizon School Division to all teachers that are part of the ATRF (Alberta Teachers’ Retirement Fund) and any member of the LAPP (Local Authorities Pension Plan) that are eligible to retire. | VOLUNTARY RETIREMENT OPPORTUNITY APPROVED<br>128/15     |                         |  |
|                              | Carried Unanimously  |   |                         |  |
| A.9                          | Moved by Rick Anderson that the Board approve the Board meeting dates for the period November 2015 to October 2016 inclusive, as follows:  |   |                         |  |
|                              | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Wednesday, November 25, 2015</td> <td style="width: 50%;">Tuesday, April 12, 2016</td> </tr> </table>   | Wednesday, November 25, 2015                            | Tuesday, April 12, 2016 |  |
| Wednesday, November 25, 2015 | Tuesday, April 12, 2016  |   |                         |  |

Tuesday, December 12, 2015	Tuesday, May 17, 2016
Tuesday, January 19, 2016	Tuesday, June 14, 2016
Tuesday, February 23, 2016	Tuesday, August 30, 2016
Tuesday, March 15, 2016	Tuesday, September 20, 2016
Tuesday, October 18, 2016	

2015-2016 BOARD  
MEETING DATES  
APPROVED  
129/15

Carried Unanimously

## DISCUSSION ITEMS

### D.1 Board School Tour Date Change

Due to some conflicting schedules, the Board school tour date that was originally scheduled for Tuesday, October 27<sup>th</sup> has been rescheduled to Wednesday, December 2, 2015. The Board along with Division Office Senior Administrators will be touring Vauxhall High School, Vauxhall Elementary School and Horizon MAP School.

### D.2 Friends of Horizon

The Board, in conjunction with Horizon's International Education Program, will be hosting a "Friends of Horizon" evening at Luigi's in Taber on Thursday, March 17<sup>th</sup> to show our appreciation to all of our host families that have supported the program by providing homestays for our International Students.

## INFORMATION ITEMS

### I.1 Superintendent's Progress Report

Wilco Tymensen's report was included as Enclosure #5 in the agenda package and included the following information:

#### **Educational Leadership and Student Welfare**

- Meetings and conversations have been ongoing regarding student welfare and jurisdiction practices. Dialogue has included consultation with legal counsel and law enforcement regarding a number of items.
- Dialogue between schools and division office has occurred regarding processes that ensure student safety and well-being including insurance coverage.

#### **Fiscal Responsibility**

- The October budget update has commenced following the September 2015 enrollment count. Horizon is down about 57 students from last year, but up 39 from February's prediction. There are approximately 60 students that left public education in favor of home schooling, although we have yet to receive the complete Home Schooling Enrollment Verification.
- Discussions with the Warner principal and Warner Hockey School staff are ongoing regarding budget expenditures. Contracts between Horizon and the Hockey Society are also being reviewed and updated.

#### **Personnel Management**

- Recruitment for a new Director of Learning (Inclusive Education) is ongoing
- I am pleased to be able to communicate that Horizon's new Director of Finance, Jason Miller, has commenced his new role.
- New principal evaluation and professional growth planning conversations with all principals are ongoing.

#### **Policy and Strategic Planning**

- Senior Administrative Leadership Team meeting
- Policy review is ongoing. The Policy Committee met to review four policies. Representation from the Board, Senior Administration, School Administration, A.T.A., C.U.P.E. and students were included in the conversation.
- Meetings with both the Minister of Education and Alberta Education have taken place. Meetings dealt with the upcoming collective bargaining model, as well as implications stemming from the delayed legislation and economic downturn and its implication on upcoming budgets.



## **Organizational Leadership and Management**

- Meetings with Warner Administration, Sahuri, and MPE are ongoing. Recommendations to bring the scope within budget are also ongoing.
- Discussions with the Transportation Coordinator are ongoing regarding transportation requests.

## **Communications and Community Relations**

- A number of other meetings and celebrations have taken place over the last month. These include but are not limited to
  - School Administrator's meeting
  - Division Office staff meeting
  - Alberta Teachers' Association New Teacher Induction Banquet
  - D.A. Ferguson and W.R. Myers Awards Ceremonies

As well, preliminary planning has commenced for the November 18<sup>th</sup> Council of School Councils meeting.

## **I.2 Trustee/Committee Reports**

### **I.2.1 Zone 6 ASBA Report - Marie Logan, Zone 6 Representative**

Marie Logan shared an update regarding the Education Minister's meeting that she attended in Calgary on October 13<sup>th</sup>. The next Zone 6 meeting will take place on Wednesday, November 4<sup>th</sup> where elections will also be taking place.

### **I.2.2 October 13, 2015 Administrator Meeting Report – Derek Baron**

Derek Baron reviewed the summary of the October 13<sup>th</sup> Administrators' Meeting as presented in Enclosure #6 of the agenda. *Click here to view the entire October 13<sup>th</sup> Administrators meeting summary.*

### **I.2.3 Facilities Committee Report**

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. *Click here to view the entire October 2015 Facilities Committee Report.*

## **I.3. Associate Superintendent of Finance and Operations Report**

John Rakai provided a September/October update to the Board as follows;

- Participated in conference calls with Horizon's construction consultants as well as Alberta Education and Alberta Infrastructure regarding primarily the Barnwell and Warner modernization projects
- It is expected that the consultants will have completion at the 90% stage with their technical service branch review reports due the Barnwell project by the end of October and for the Warner project by the beginning of December
- Along with Clark Bosch, met with the members of the FSLC group to partake in discussions with the Board regarding upcoming talks with the Board regarding their employment agreements
- Attended a Collective Bargaining model discussion in Lethbridge
- Attended the Warner Community Hockey Society meeting in Warner
- Attended the September Division Office staff meeting and the October Administrator meeting
- Met with elders from Milton Colony School to discuss the upcoming split that will be occurring.
- Will be completing the decentralized budgets for schools by the end of October

## **I.4 Associate Superintendent of Programs, Services and Human Resources Report**

Clark Bosch provided a September/October update to the Board to include the following information:

- Presented a video to the Board regarding the Lomond Colony School students' pheasant project
- Travelled to Red Deer with a group of teachers and principals to participate in a high school re-design workshop that was hosted by Alberta Education
- Attended the two-day FNMI provincial symposium in Edmonton that was hosted by CASS
- In the process of hiring a new Director of Learning
- Participated in the October Administrators meeting where shared a presentation on Threat Assessment Protocol and also provided an update on snow days and emergency school closure protocol
- Participated in on-going teacher evaluations

- Met with Taber elementary school principals to discuss school capacity

## **I.5 Associate Superintendent of Curriculum and Instruction Report**

Amber Darroch's report was enclosed in the agenda and included the following information:

KEY ACTION AREA #1:

**Maximize instructional strategies and activities that enhance student competencies in Ministerial Order (#001/2013) in order for students to participate in more relevant, meaningful, engaging, hands-on, and interdisciplinary learning experiences.**

- Division Professional Learning – Excellent sessions have been developed for teachers on the morning of October 26<sup>th</sup> when all staffs will meet in the WR Myers/DA Ferguson gym. John Loree and Marian Biggins from SAPDC as well as Dr. David Slomp and a cohort of Horizon teachers will all help facilitate this large group session focussed on using performance assessments as a means for students to demonstrate what they have learned. There are some skills that students need to demonstrate through activities rather than traditional written responses, and the morning sessions will promote those strategies for all levels from Kindergarten through to high school.

Norah Fines, AHS Health Promotion Coordinator, will be doing a “Brain Break” activity at the morning break. This will not only model an effective strategy for incorporating a movement break into the classroom for students, but will introduce Norah to all staff and highlight the supporting role she can play with comprehensive school health promotion.

Finally, all Horizon teachers will be part of Teachers Learning through Collaboration (TLC) groups for the second half of the day. Teachers have created different groups and have posted them for their colleagues to peruse and join. These groups will dig deep into their chosen topic, working together this afternoon, all day on March 7<sup>th</sup> and again for one last half day on April 25<sup>th</sup>.

- Learning and Technology Policy Framework – Community of Practice Provincial Project (LTPF CoP) – The Associate Superintendent participated in two days of collaboration with five members of the Horizon Community of Practice team (Jim Steed, Darlene Peckford, Holly Godson, Klaas Hoekstra, and Travis Magierowski) and the nine other school jurisdictions who are a part of this network. The team travelled to Bonnyville where sessions included classroom visits to see how an exemplary school is integrated technology to engage students. Policy Direction #1, which describes Student-Centred Learning, articulates a vision for teaching and learning that includes the competencies (Key Action Area #1). The team's focus is on what a school leader needs to know to guide teachers in achieving that vision.
- Project Innovation PD series – The second learning session is being scheduled for November 23<sup>rd</sup>, when Apple Education specialist Suhayl Patel will co-facilitate with the Associate Superintendent to promote some truly transformative teaching strategies.
- School Technology Advisory Committee (STAC) – The Associate Superintendent is a representative to this advisory group working with Alberta Education's School Technology Branch and attended the first meeting of the year on October 6th. Horizon is one of just 15 jurisdictions (four of whom are the major urban boards in Calgary and Edmonton) invited to participate with other stakeholders to advise Alberta Education on policy directions and supports in schools. The committee meets quarterly.
- FNMI Education – Both Associate Superintendents (Curriculum & Instruction; Programs & Services) attended the first ever CASS/Alberta Education FNMI Symposium. Keynote speakers and specialized sessions focussed on how to create an inclusive community for FNMI learners, share best practices in engaging FNMI students in relevant learning, and deepen awareness of the unique needs of FNMI populations.
- Supporting Instruction – Google Groups have been set up with key teacher contacts in areas of Career and Technology Foundations (CTF), Literacy, Numeracy, Art, and Off-Campus Education. The purpose is to promote communication. These Google Groups are essentially email lists that all members of each group can

use to share information with one another and for Senior Leadership to share information with key contacts in all schools.

- Student Learning Assessments – The digital assessments are now complete and Grade 3 teachers will be working collaboratively in marking Student Learner Assessments (SLA) grade three this month in three different locations. All teachers were invited to this collaborative marking piece. The Director of Learning will lead teachers through a Power Point presentation created by Alberta Education that will help them mark the performance assessments.

#### KEY ACTION AREA #2:

##### **Employ a Response to Instruction and Intervention Framework for teaching and learning to improve literacy and numeracy proficiency and enable all students to reach higher levels of academic achievement.**

- The Director of Learning and the Associate Superintendent of Curriculum and Instruction attended a two day course in “Daily 5” and “Daily 3”, methods of structuring a classroom for balanced literacy and numeracy instruction, respectively. These approaches are being used in many Horizon schools.
- In order to support all staff who work with difficult students the Director of Learning with Glen Jankowiak Family School Liaison Counselor trained 25 Horizon Staff members; teachers, educational assistants, and Principals in SIVA (Supporting Individuals Through Valued Attachments).
- The Director of Learning, along with a number of Horizon teachers, attended a session on Self- Regulation with Stuart Shanker. This learning opportunity has many implications for student learning and the brain. Students need to be calm, alert and learning. When students are stressed, experience anxiety, and/or display behaviours in the classroom, the brain is in fight or flight mode rather than being prepared for learning.

#### KEY ACTION AREA #3:

##### **Increase parent and community engagement through reciprocal and collaborative relationships.**

- CTF Parent Brochure – In collaboration with DA Ferguson, the Associate Superintendent had developed a division brochure designed to be sent home to parents to accompany report cards in November. This brochure introduces all of the basic facts of the new junior high option programming in non-educational jargon.

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#### **Correspondence**

No items of discussion came forward from Correspondence as provided in [Enclosure 8](#) of the agenda.

**COMMITTEE ITEMS**

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
130/15

Moved by Blair Lowry that the meeting reconvene.

Carried Unanimously

RECONVENE  
131/15

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
132/15

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Marie Logan, Chair

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Barb McDonald, Secretary

**PAYMENT OF ACCOUNTS REPORT**

**Board Meeting - November 25, 2015**

<b>General</b>	<b>October 20/15</b>		<b>383825.06</b>
<b>General</b>	<b>October 22/15</b>		<b>600</b>
<b>General</b>	<b>October 26/15</b>		<b>187,895.96</b>
<b>General</b>	<b>October 27/15</b>		<b>978,863.97</b>
<b>General</b>	<b>October 29/15</b>		<b>39,326.65</b>
<b>General</b>	<b>November 3/15</b>		<b>200,607.43</b>
<b>U.S. Funds</b>	<b>November 4/15</b>		<b>3,240.84</b>
<b>General</b>	<b>November 10/15</b>		<b>415,805.15</b>
<b>General</b>	<b>November 12/15</b>		<b>2,932.88</b>
<b>General</b>	<b>November 17/15</b>		<b>146,866.23</b>
<b>"A" Payroll</b>	<b>October 2015</b>	<b>Teachers</b>	<b>1,668,210.29</b>
	<b>October 2015</b>	<b>Support</b>	<b>577,341.29</b>
<b>"B" Payroll</b>	<b>October 2015</b>	<b>Casual</b>	<b>15,045.99</b>
	<b>October 2015</b>	<b>Subs</b>	<b>62,746.33</b>
<b>Total Accounts</b>			<b>4,298,883.01</b>
<b>Board Chair</b>	_____		
<b>PJ:dd</b>			
<b>November 19/15</b>			

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**HORIZON SCHOOL DIVISION NO. 67**

**Policy Code:** GAB  
**Policy Title:** Police Information Checks

**POLICY HANDBOOK**

**Cross Reference:**  
**Legal Reference:** School Act 34  
**Adoption Date:**  
**Amendment or Re-affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION REQUIRES ALL NEW EMPLOYEES TO PROVIDE CRIMINAL RECORD CHECKS, INCLUDING THE VULNERABLE SECTOR SCREENING. THE BOARD OF TRUSTEES ALSO REQUIRES ADEQUATE SUPERVISION FOR VISITORS AND OTHER GUESTS AS PART OF ITS OBLIGATION TO ENSURE THE SAFETY AND WELL-BEING OF STUDENTS, STAFF, VOLUNTEERS AND GUESTS/VISITORS.

**DEFINITIONS**

Police Information Check: means a document prepared by the police service identifying a criminal record resulting from a search of federal, provincial or local indices. This may include a Criminal Record Check which also includes a Vulnerable Sector Check.

Criminal Record Check

A check for criminal activity in the three databases of the criminal justice system – the local police services record for any non-conviction, locally held police records that represent a risk to public safety, the court system for any pending court cases, and the national system which accesses criminal activities across Canada.

Vulnerable Sector Check:

This process, completed by the police where you live, verifies whether an individual has any record suspensions (formally pardons) for sexual offences and local police records for information relevant to crimes against those most vulnerable (e.g., children, seniors, and those with disabilities).

Child Intervention Check

A child intervention record check, or child welfare check, is a review to determine whether an adult has an existing intervention record with Human Services, which indicates that the person may have caused a child to be in need of intervention as defined by the *Child, Youth and Family Enhancement Act*.

Volunteer:

A volunteer supports a classroom, school, or system-wide program under the ultimate responsibility and supervision of the principal at the school level. A volunteer is an optional support and agrees to undertake a designated task compliant with current legislative requirements. This includes presenters whose function it is to provide information or in-service to students on a school related topic on an ongoing basis as well as host families for international students. Policy GFA specifically addresses Volunteers.

## **Policy GAB – Police Information Checks, Cont’d.**

### Visitor:

An individual, including a one-time presenter, whose function it is to provide information or in-service to students on a school related topic, granted permission by the school principal or designate to be on school property.

### **GUIDELINES**

1. Employment and volunteering with the Horizon School Division is conditional on a satisfactory Child Intervention Check and Police Information Check (criminal record and vulnerable sector check).
  - 1.1. The Child Intervention Check, Criminal Record and Vulnerable Sector Checks MUST be acceptable to Horizon School Division, in order for Horizon School Division to honor the employment offer or offer to volunteer.
  
2. Child Intervention Check, Criminal Record and Vulnerable Sector Checks are valid if completed within one year prior to the date a successful candidate receives an employment offer or a volunteer commences with Horizon School Division.
  - 2.1. Criminal record and vulnerable sector checks for University practicum students are valid for three years (while the student is enrolled within a University Education Faculty).
    - 2.1.1. Once the school has seen that the document is authentic, should the practicum student require an original copy for other purposes a copy may be made, with a note that the original was originally provided, and then returned to the student. The school should keep the copy on file at the school similar to volunteer checks.
  
3. All potential new employees must submit a Criminal Record Check, and Vulnerable Sector Check as part of the hiring process.
  - 3.1. The Superintendent, Associate Superintendent, Directors, Family School Liaison Staff, Behavioral Consultant, teachers, and volunteer coaches must submit a Child Intervention Check as part of the hiring process.
  
  - 3.2. Employees who have not submitted a Child Intervention Check, Criminal Record and Vulnerable Sector Check after the coming into force of this policy will be required to submit either a Child Intervention Check, Criminal Record and Vulnerable Sector Check or complete a declaration (see Attachment A) stating that he/she has not been convicted of a criminal offence nor does he/she have charges pending under the Criminal Code of Canada, the Controlled Drugs and Substances Act, Child and Family Enhancement Act, or similar legislation of any jurisdiction.
  
  - 3.3. Original copies of Child Intervention Check, Criminal Record and Vulnerable Sector Checks must be provided.
  
  - 3.4. Should the record indicate that the individual has resided in the current community less than a specified period of time, as determined by police, further police checks will be required from communities the prospective employee has lived.
  
  - 3.5. Failure to comply with this policy could lead to disciplinary action, up to and including termination.
  
  - 3.6. Potential employees are responsible for the cost of providing Child Intervention Check, Criminal Record and Vulnerable Sector Checks.

## **Policy GAB – Police Information Checks, Cont’d.**

4. The Board shall not employ, or continue to employ, persons who have caused a child to be in need of intervention, or who have a record that demonstrate unacceptable levels of risk as determined by the Superintendent or designate.
5. All employees are required to immediately notify the HR department when there is a change in record or potential change or charge stemming from the Criminal Code of Canada, the Controlled Drugs and Substances Act, Child and Family Enhancement Act, or similar legislation of any jurisdiction.
  - 5.1. The HR department shall forward the information to the Superintendent or designate for review and further action. The Superintendent or designate will consider the factors in examining the results of the Criminal Record and Vulnerable Sector Checks and will communicate the impact, if any, to the employment contract.
6. All Horizon School Division volunteers, as part of a classroom school or system-wide program, are required to submit a criminal record and vulnerable sector check if they are unsupervised or spending one-on-one time with a student.
  - 6.1. All volunteers are required to immediately notify the principal or designate when there is a change in record or potential change or charge stemming from the Criminal Code of Canada, the Controlled Drugs and Substances Act, Child and Family Enhancement Act, or similar legislation of any jurisdiction.
  - 6.2. If the contents of the volunteer’s Police Information Check is considered to be incompatible with volunteering with the division, as determined by the school principal, the volunteer shall not be allowed to volunteer.
  - 6.3. Principals may request any volunteer to submit a criminal record and vulnerable sector check
7. A visitor, including presenters are not subject to a criminal record and vulnerable sector check, unless required by the principal or designate.
8. All information is retained confidentially, and complies with the FOIP Act.
9. This policy does not apply to students under the age of 18 years.

## **REGULATIONS**

### Child Intervention Check, Criminal Record Check and Vulnerable Sector Check Upon Initial Employment Offer

1. All successful employment applicants must obtain and provide an original copy of the results of a Child Intervention Check, and Police Information Check (Criminal Record and Vulnerable Sector check) as a condition of employment; employment will not commence until this has occurred.
  - 1.1. Once the HR Department has seen that the document is authentic and recorded it as such, should the employee require an original copy for other purposes a copy may be made and the original returned to the employee.
2. All applicants for employment with the Horizon School Division must declare any record or potential change or charge stemming from the Criminal Code of Canada, the Controlled Drugs and Substances Act, Child and Family Enhancement Act, or similar legislation of any jurisdiction at the time of application.



**Policy GAB – Police Information Checks, Cont’d.**

3. The Superintendent or designate will review all applicant’s suitability for employment based on the following factors:
  - 3.1. type of charge or offence;
  - 3.2. the age of the charge or offence;
  - 3.3. the type of work the applicant is being considered for;
  - 3.4. whether the criminal record impacts on the applicant’s ability to perform those duties;
  - 3.5. whether the behavior associated with the offence(s) if repeated, will pose a threat of physical, emotional, or sexual abuse to children or others; and
  - 3.6. whether the applicant’s declaration aligns with the results from the criminal record and/or vulnerable sector check.
  - 3.7. any other factor which the Superintendent, or designate determines to be relevant.
4. If it is determined that the successful applicant is deemed unsuitable for employment due to the content of their criminal record and/or vulnerable sector check or the applicants placement of a child in need of intervention, the conditions for employment have not been met and the offer of employment will be withdrawn.
5. HR will enter information pertaining to the results of the Child Intervention Check, Criminal Record and Vulnerable Sector Checks in employee’s personnel file.

Child Intervention Check, Criminal Record Check and Vulnerable Sector Check Updates

6. All employees and volunteers must sign a Self-Declaration (see Attachment A) annually, to update Child Intervention Check, Criminal Record and Vulnerable Sector Check information
  - 6.1. HR will track and follow-up with employees regarding annual declarations regarding child intervention check, criminal record and vulnerable sector information.
  - 6.2. Schools will track and follow-up with volunteers regarding annual declarations regarding child intervention check criminal record and vulnerable sector information.
  - 6.3. Failure to provide the annual declaration updating Child Intervention Check, Criminal Record and Vulnerable Sector information may result in termination of employment with Horizon School Division.

## ATTACHMENT A

### Self-Declaration: What is Screening and Why is it Important?

Horizon School Division's screening practices help define the relationship between people and the division and increase both the quality and safety of programs and services in our schools and communities. Screening takes into account the skills, experience, and qualifications that are required for an assignment and puts in place an ongoing process that reduces the risk and liability for both people and the jurisdiction.



Screening practices play a critical role for the division in fulfilling our moral, legal, and ethical responsibilities to all those we interact with, including students, parents, employees, and volunteers. This obligation is even greater when they are working with vulnerable people, including children, youth, and people with disabilities. School divisions have a unique set of considerations, influenced by our mandate, the population we serve, and the nature of our activities. Each position within the jurisdiction has a unique set of requirements, risks, and benefits. The Horizon School Division has established screening practices which include Police Checks, Vulnerable Sector Checks, and Self Disclosure that address the range of roles and circumstances within the jurisdiction and fulfill the Jurisdiction's Duty of Care, the obligation to take reasonable measure to care for and to protect its students, employees, and volunteers to an appropriate level or standard. The jurisdiction fulfills its legal, ethical, and moral duty of care towards students through careful screening of the people who provide services.

An organization's duty of care goes beyond its responsibility to protect students. The term encompasses an organization's obligation to all those involved with their organization, including paid employees and volunteers, whether or not they themselves are vulnerable. In the context of screening the Jurisdiction also has a Standard of Care. Screening practices for instance are specific to a role, position, or assignment and not to the individual applicant. The standard of care refers to the degree or level of service, attention, care, and protection that one owes another according to the law (e.g. Human Rights, Information and Privacy). In general, *Information Access and Protection of Privacy (IAPP)* legislation is about balancing the privacy expectations of individuals against the reasonable and lawful interest of a third party. It focuses on the need to ensure the fair use of personal information.

In the context of self-declaration, the privacy of individuals needs to be balanced against the legitimate need for an organization to collect, use and disclose personal information for reasonable screening-related purposes.

The very nature of screening employees and volunteers for positions of trust involves the collection, use, disclosure, and retention of a lot of sensitive personal information.

#### **Eligibility for VS checks**

The *Criminal Records Act* requires that a VS check be performed for "a paid or volunteer position" only when that "position is one of authority or trust relative to those children or vulnerable persons." A child means a person under the age of 18. Vulnerable persons are defined as:

"a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

- a) is in a position of dependency on others; or
- b) is otherwise at a greater risk than the general population of being harmed by a person of trust or authority towards them."

Because of the requirement that a person be in a position of "authority or trust," positions with casual or occasional contact with children or other vulnerable persons would not normally require VS checks unless the position could lead the organization's clients to have trust in the individual.

### **Vulnerable People**

For the purposes of screening the most relevant definition is found in the (federal) Criminal Records Act which defines vulnerable members of society as:

"a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

- a) is in a position of dependency on others; or
- b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them."

### **Position of Trust (Authority)**

A position of trust or authority is created when an individual's relationship with someone else has any of the following characteristics:

- Decision-making power
- Unsupervised access
- Closeness inherent in the relationship
- Personal nature of the activity itself

A Criminal Records Check and a Vulnerable Sector check is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction and is recommended as part of an overall employment or volunteer screening process. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

Horizon expects all new employees to provide a criminal record and vulnerable sector check that is no more than 6 months old. The only exception are Professional Practicum Students from Alberta Post-Secondary Institutions such as the University of Lethbridge and the Lethbridge College who are expected to provide one Criminal Records Check and a Vulnerable Sector check upon entering their program. Given that Criminal Records and Vulnerable Sector checks are outdated the day after they are created, the Horizon School Division expects all employees and volunteers to immediately inform the jurisdiction of any changes in the status of such checks. Furthermore, the jurisdiction expects all employees and volunteers to provide self-disclosures every year.



HORIZON SCHOOL DIVISION  
**CONFIDENTIAL**

SELF-DECLARATION of a CRIMINAL RECORD and/or  
VULNERABLE SECTOR CHECK

Please refer to the information sheet that accompanies this self-declaration.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_ E-mail: \_\_\_\_\_

I am: \_\_\_\_\_ a teacher \_\_\_\_\_ Support Staff \_\_\_\_\_ Volunteer

Please check [x] off the following statements that apply:

**NOTE:** In Canada, any statute includes, but is not limited to the Criminal Code and the Controlled Drugs and Substance Act

I have had an adult conviction (found guilty of any statute, whether in Canada or in any other country). Yes [ ] No [ ]  
If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

\_\_\_\_\_

I have outstanding charges (currently under investigation or charged with any offense under any statute, whether in Canada or in another country). [ ] [ ]

If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

\_\_\_\_\_

I am registered on the Vulnerable Sector Check or have been notified of the intent to be registered [ ] [ ]

If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF YOU INDICATED YOU ARE A TEACHER, PLEASE ALSO COMPLETE THE FOLLOWING FOUR QUESTIONS:**

Have you ever agreed to a settlement or resignation to avoid any proceedings or disciplinary action with respect to your professional conduct, competence or capacity to teach? Yes  No

If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

Has your credential, certificate, or license to teach, whether in Canada or another country, ever been under investigation or is currently under investigation? [ ] [ ]

If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

Has your credential, certificate, or license to teach, whether in Canada or another country, ever been denied, suspended, or cancelled? [ ] [ ]

If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

Have you ever voluntarily or involuntarily surrendered your credential, certificate, permit, or license to teach in another jurisdiction? [ ] [ ]

If yes: Where? \_\_\_\_\_ When: \_\_\_\_\_

Nature of offense(s): \_\_\_\_\_

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: \_\_\_\_\_

I certify that the information provided on this form is TRUE and COMPLETE and that NO relevant information has been withheld. I declare that all documentation that may be submitted by me has not been changed or altered in any way.

I understand that any false or misleading information in this self-declaration or willful omission, or submission of altered, tampered, or forged documentation may result in rejection of my application or withdraw of any offer of employment, volunteering, or, where I have already commenced employment or volunteering with the division, termination of my employment or volunteering.

I further understand that the Horizon School Division reserves the right to reject my application or withdraw any offer of employment or volunteering made or, where I have already commenced employment or volunteering with the division, terminate my employment or volunteering if I fail to submit this self-declaration form within a two month period or provide any information in this self-declaration which, in the reasonable opinion of the division, renders me unsuitable for employment or volunteering in the position I wish to be or am employed or volunteer in.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The presence of a record of charges or conviction does not necessarily exclude you from employment or volunteering with the Horizon School Division. Each case will be reviewed on an individual basis, to determine its relevance to the requirements of the teaching profession, support, or volunteer position.

Persons with a yes to any of the questions on Page 1 are required to provide additional information and submit an original criminal record check.

If a volunteer complete and return this form to your principal or designate.

If an employee, complete and return this form to:

Human Resources  
Horizon School Division  
6302 56 street, Taber, AB T1G 1Z9  
Horizon School Division  
**CONFIDENTIAL**



<b>SCHOOL</b>	<b>CONCERT DATE</b>	<b>CONCERT TIME</b>	<b>TRUSTEE/ADMIN. ATTENDING</b>
Ace Place	<b>NO CHRISTMAS ACTIVITIES</b>		
Barnwell	<i>Thursday, December 17<sup>th</sup></i>	<i>6:30 p.m.</i>	
Central	<i>Wednesday, December 9<sup>th</sup> (LGM Program &amp; Potluck)</i>	<i>6:00 p.m.</i>	
	<i>Wednesday, December 16<sup>th</sup> (Mainstream Christmas Concert)</i>	<i>7:00 p.m.</i>	
Chamberlain	<i>Tuesday, December 8<sup>th</sup> (German Class Concert)</i>	<i>6:00 p.m.</i>	
	<i>Tuesday, December 15<sup>th</sup> (Chamberlain School Concert) – Dress Rehearsal at 1:00 p.m.</i>	<i>7:00 p.m.</i>	
D.A. Ferguson (Band Concert)	<i>Tuesday, December 15<sup>th</sup> (Band Concert)</i>	<i>7:00 p.m. in the WRM Gym</i>	
Dr. Hamman	<i>Thursday, December 17<sup>th</sup>-Evening</i>	<i>6:45 p.m.</i>	
	<i>Thursday, December 17<sup>th</sup> (Aft.)</i>	<i>1:00 p.m.</i>	
Enchant	<i>Wednesday, December 16<sup>th</sup> (Enchant School Concert) – Dress Rehearsal on Dec. 16<sup>th</sup> @ 10:15</i>	<i>7:00 p.m.</i>	
Erle Rivers High School	<b>No Xmas Concert but Annual Awards Night on Thursday, December 17<sup>th</sup></b>		
Hays	<i>Wednesday, December 16<sup>th</sup></i>	<i>7:00 p.m.</i>	
Horizon MAP	<b>NO CHRISTMAS ACTIVITIES</b>		
L.T. Westlake Fine Arts Elementary School	<i>Wednesday, December 16<sup>th</sup></i>	<i>6:30 p.m. (There is a Dress Rehearsal at 1:00 the same day)</i>	
Lomond Community School	<i>Wednesday, December 16<sup>th</sup> Dress Rehearsal</i>	<i>7:00 p.m. 1:00 p.m.</i>	
Milk River Elementary School	<i>Wednesday, December 16<sup>th</sup> "Christmas Through the Eyes of a Child"</i>	<i>7:00 p.m. @ the Milk River Civic Centre</i>	
Taber Christian School	<i>Tuesday, December 15<sup>th</sup></i>	<i>10:45 a.m.</i>	
	<i>Wednesday, December 16<sup>th</sup></i>	<i>7:00 p.m.</i>	
Taber Mennonite School	<b>NO CHRISTMAS ACTIVITIES</b>		
Vauxhall Elementary School	<i>Thursday, December 17<sup>th</sup> (Dress Rehearsal</i>	<i>1:00 p.m.</i>	
	<i>Main Concert</i>	<i>7:00 p.m.</i>	
Vauxhall High School	<i>VHS will be hosting a Community Carol Festival in their gym on December 7<sup>th</sup>, but no students are involved in performing</i>		
W.R. Myers (Band Concert)	<i>Thursday, December 10<sup>th</sup> (Band Concert w/Bake Sale to Follow)</i>	<i>7:00 p.m.</i>	
Warner School	<i>Tuesday, December 16<sup>th</sup></i>	<i>6:30p.m.</i>	

# Superintendents Progress Report

## November, 2015

### **Educational Leadership and Student Welfare**

- Meetings and conversations have been ongoing regarding student and school welfare and jurisdiction practices. Dialogue has included consultation with legal counsel, law enforcement, school administration, and counseling services.
- Dialogue between schools and division office have occurred regarding processes that ensure student safety and well-being, financial management, instructional leadership, and insurance.

### **Fiscal Responsibility**

- The Audited Financial Statement for the 2014-2015 school year were prepared.
- The 2015-2016 jurisdiction budget, October update, has prepared following the September 2015 enrollment count.
- Division oversights regarding the financial expenditures of the Warner Hockey program are ongoing. Clean-up of the residence was also undertaken upon discovery of mold within the basement. Financial costs were absorbed by the Warner Hockey Society.

### **Personnel Management**

- Recruitment for a new Director of Learning (Inclusive Education) concluded. We are pleased to have Robbie Charlebois as our successful applicant.
- I am pleased to be able to communicate that Horizon's new Associate Superintendent, Phil Johansen, has commenced his new role. I Also wanted to formally thank John Rakai for his years of service and wish him a huge congratulations, as he officially departs (retires) from the jurisdiction.
- New principal evaluation and professional growth planning conversations with all principals have been completed.

### **Policy and Strategic Planning**

- Senior Administrative Leadership Team meeting.
- The jurisdiction three year education plan and annual education results report was prepared and presented to the Board for approval.
- Meetings with both the Minister of Education and Deputy Minister have taken place. Meetings dealt with a number of topics including: nutrition programs, school fees, capital, and jurisdiction reserves.

### **Organizational Leadership and Management**

- Meetings with Warner Administration, Sahuri, and MPE are ongoing. Recommendations to bring the scope within budget are also ongoing.
- Approval to go to tender was received for Barnwell School.
- Meetings with Alberta Infrastructure and Alberta Education have taken place with regard to Board and jurisdiction involvement in the D.A. Ferguson/W.R. Myers modernization.
- Discussions with the Transportation Coordinator are ongoing regarding transportation requests.



## **Communications and Community Relations**

- A number of other meetings and celebrations have taken place over the last month. These include but are not limited to
  - School Administrator's meeting
  - Division Office staff meeting
  - Council of School Council meeting
  - Provincial C2 meeting
  - ASBA Fall AGM
  - CASS Fall AGM
  - Board tour of Chamberlain School, Arden T. Litt , Oaklane and Hillridge Colony
  - Erle Rivers Remembrance Day ceremony

**HORIZON SCHOOL DIVISION NUMBER 67 - FACILITIES DEPARTMENT**  
**Facilities Committee Report – November 2015**  
*Jake Heide*

Facility crews have been engaged in all aspects of the physical plants and its contents ensuring prepared facilities for all staff and students. As an integral part of the facilities department responsibilities, we have been involved in all areas that operate behind the scenes such as enabling and setting up air moving equipment, water heating, all roof top equipment, as well as upgrading barrier free access as needs arise.

It is a pleasure to provide this progress report for the board of trustees meeting for the month of November 2016.

The following is a summary of activities during the months September and October:

**Maintenance Work During October and November**

During the past month, a total of 117 new service request and generated preventive maintenance requests were submitted through Horizons electronic service request generating software, Asset Planner. Most requests were completed while some are in progress

In addition to the generated requests, several other maintenance repair projects were undertaken during the month. Graffiti removal, wall repairs and painting, plumbing and heating initiating and repairs, installation of tack boards, rooftop unit repairs etc.

Horizon School Division facilities staff have engaged in conversation with local authority having jurisdiction (AHJ). In the upcoming weeks and months, inspectors will be evaluating facilities to ensure compliance with local building and fire codes, and provide information and direction as needed.

**Maintenance Projects**

**Warner Hockey Student Residence**

Following the discovery of mold in the hockey residence, in cooperation with the Warner hockey society and residence staffing, the Horizon School Division No. 67 facilities department undertook the coordination of the cleanup of the affected areas.

Horizon School Division No. 67 engaged the services of Sherlock environmental to oversee and supervise the cleanup. Certified crews were contracted to conduct the cleaning and proceeded to close the facility for 6 days to detail all affected areas. Following the cleaning, Sherlock Environmental took multiple air samples for testing which resulted in declared the facility safe for occupancy.

Verbal clearance to re-occupy was given on Wednesday November 19, while a complete written report was presented on Saturday November 21, 2016.

Outstanding is the duct cleaning which will be conducted on the week of November 23, 2016.

A special thanks to the residence staffing for discovering the mold and containing the area, thereby affectively preventing further contamination.

**LT Westlake Cold Storage Shed**

In conjunction with school administration, sharing the cost of the project, the facilities crews are preparing to erect a 37 square meter cold storage facility to accommodate the storage of combustible and non-combustible arts supplies presently stored within the main facility. The cold storage is necessitated to conform to institutional building fire code requirements.

Construction is expected to begin prior to the end of November.

### **Erle Rivers High School Industrial Arts**

In an effort to increase maneuverability within the industrial arts space, a wall was removed leaving only the support columns in place. As part of the space expansion, the following was completed.

- Removal of electrical within the walls and ceiling lighting,
- Installation of two new electrical distribution panels
- Installation of new electrical feeds for equipment Horizon School Division No. 67 received from Alberta Infrastructure,
- Assessment for a dust collection system,

Note: A dust collection system is a code requirement when any dust creating equipment is used. It is eligible for IMR funding. Cost sharing has also been discussed.

### **Lomond Stair Case and Railing Upgrade**

Both main stair case and railing upgrades are complete. Upgrades include added safety barriers, viewing windows, hand railings as required by the Alberta Building Code and paint.

### **Vauxhall jr. Sr. High School Basketball Provincial Tournaments**

Preparations for basketball provincial tournaments are underway, items for facilities crews to address included:

- Electrical requirements for vendors
- Camera placement for live streaming
- Ventilation adjustments through the schools building management system,
- Provide and setup bleachers,
- Hang provincial banners

### **Painting**

- Interior painting of classroom, corridor and administration spaces is ongoing,
- Painting of door jams, interior and exterior doors remains ongoing as weather permits

### **Infrastructure Maintenance and Renewal (IMR)**

Hays School Building envelope upgrading is complete. Project included as follows:

- Assessment of HAZMAT material including asbestos, Lead paints, and other suspect dated construction material
- Plan to conduct abatement and implement plan
- Build framing completing a transition from the Vertical structural supports to the newer roofing system installed in 2003,
- Applying an R40 urethane spray foam insulation
- Replacement of metal cladding

### **Capital Projects**

#### **Barnwell**

90% drawings completed by Horizon School Division No. 67's prime consultants. After review by Alberta Infrastructures Technical Service Branch (TSB) permission to proceed to tender was awarded.

Sahuri Architecture is preparing a Request For Proposal for general a general contractor the upcoming project. A mandatory site visit will be conducted prior to reviews of the applying contractors. A construction start time of January 2016 is anticipated.

**Warner**

Horizon School Division No. 67's prime consultants are continuing to make progress as we move towards completing the 90% schematic, electrical, mechanical, architectural and civil drawings. The scope of the project has been adjusted to meet the sizing requirements outlined in the original designs created during the Value Management / Scoping sessions conducted in March of 2013.

In order to meet budgetary requirements, certain adjustments were necessary including the removal of the gym floor replacement from the scope of the project. The gym flooring may be addressed utilizing future IMR funding.

**DAF / WRM Capital Project**

As announced, DA Ferguson Middle School will undergo a complete modernization including an upgrade of the mechanical, electrical and structural systems. WR Myers will see modernization to the 1967 section as well as the main entry way.

While Horizon School Division No. 67 will be involved with the project, it will be managed and run by Alberta Infrastructure.

The process of attaining service contractors and HAZMAT abatement consultants as well as Prime Consultants has begun with a public Request for Proposal (RFP) for four AI run projects including the DA Ferguson and WR Myers facility. The time lines for completion are as follows.

<b>Activity (HAZMAT)</b>	<b>Start</b>	<b>End</b>
<b>RFP Close Date</b>	<b>n/a</b>	<b>Dec. 2015</b>
<b>Evaluation of RFP Submissions</b>	<b>Dec. 2015</b>	<b>Dec. 2015</b>
<b>Award Contract to Successful Proponent of the RFP Process</b>	<b>n/a</b>	<b>Jan. 2016</b>
<b>Contract Start Date</b>	<b>Jan. 2016</b>	<b>n/a</b>
<b>Contract End Date</b>	<b>n/a</b>	<b>May 2018</b>

<b>Activity (Prime Consultant)</b>	<b>Start</b>	<b>End</b>
<b>RFP Close Date</b>	<b>n/a</b>	<b>Dec. 2015</b>
<b>Evaluation of RFP Submissions</b>	<b>n/a</b>	<b>Jan. 2015</b>
<b>Award Contract to Successful Proponent of the RFP Process</b>	<b>Jan. 2016</b>	<b>n/a</b>
<b>Contract Start Date</b>	<b>Feb. 2016</b>	<b>n/a</b>
<b>Contract End Date</b>	<b>n/a</b>	<b>Sept. 2019</b>

Horizon School Division No. 67 conducted preliminary reviews of the DA Ferguson / WR Myers complex engaging the services of practicing engineering organizations, environmental specialists, roofing consultants and sanitary infrastructure experts. While conducting the preliminary reviews, the focus was to determine structural limitations, HAZMAT awareness and electrical/mechanical requirements to be considered during a complete modernization.

Preliminary designs created during the November 2014 Value Management / Scoping sessions were considered by engineering staff. The designs include options for mechanical, and electrical systems, as well as budgetary estimates for each option. Architectural options were not included.

Also including are structural drawings to clarify the structural options for the new possible classrooms and entrance layouts. Structural options are based on preferential school layouts only, as there are no evident structural concerns for the existing building or significant challenges with the options presented.

**Other**

Attended the annual Alberta Educational Facilities Administrators Association fall workshops. Included in the sessions were:

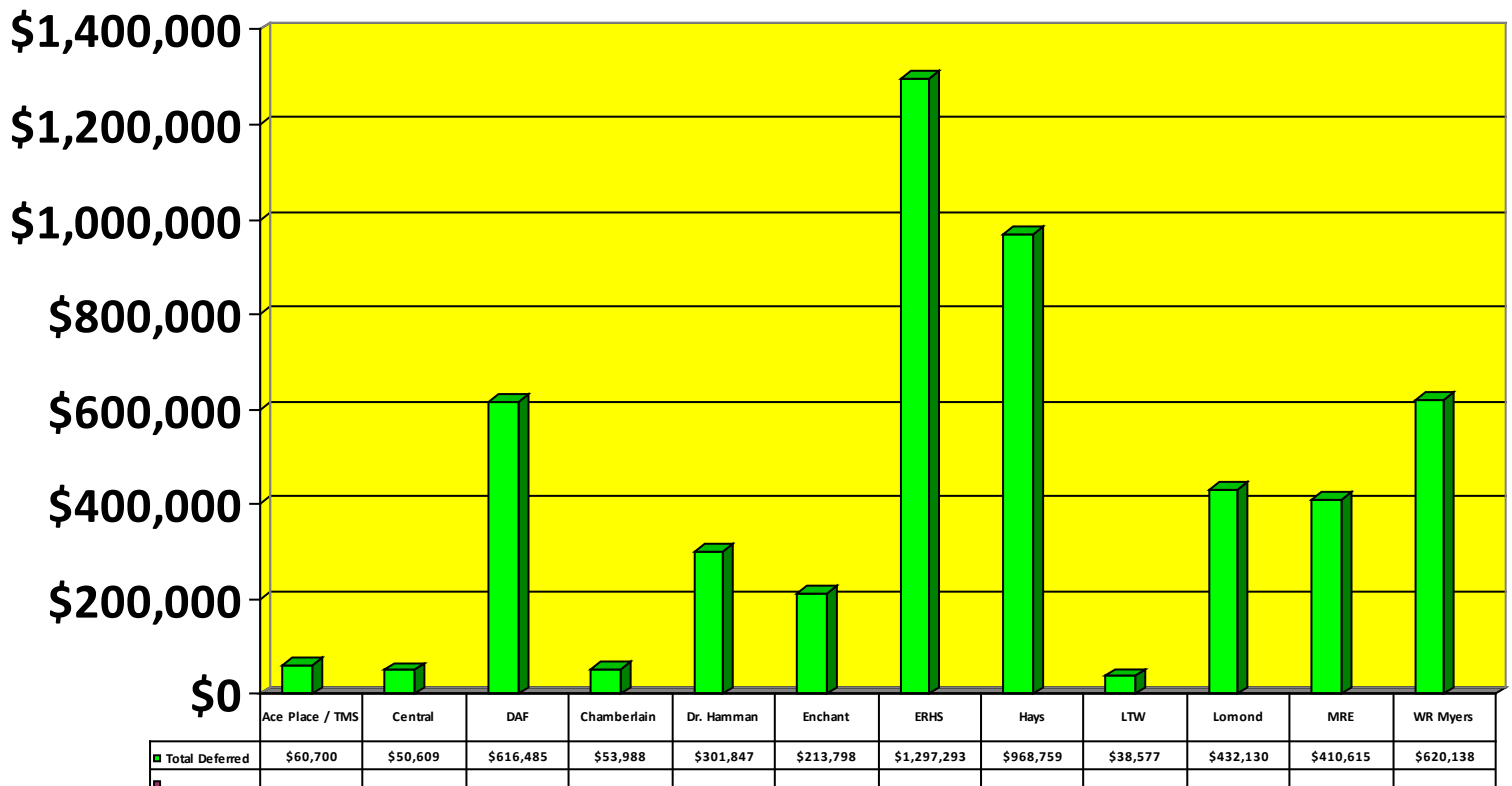
- Roofing 101
- Twenty first century team building
- Human Resources – Do’s and Don’ts.
- Understanding Employment Legislation & Performance Management

**Deferred maintenance**

Deferred maintenance, also known as unfunded maintenance is maintenance that was not performed when it should have been or was scheduled to be and which, therefore is put off or delayed for a future period. Horizon School Division No. 67 working with Alberta Infrastructure software, tracks, and estimates the cost of deferred maintenance.

On a five year rotation, Alberta Infrastructure, working with Horizon School Division No. 67 facilities staff audit all School Board owned facilities. The purpose of the Facility Audit and Inspection Program is to identify, quantify (provide budget estimates), and prioritize deferred maintenance projects and capital renewal and replacement projects according to the urgency of need.

**Deferred Maintenance 2000-2015**



Horizon School Division No. 67 combined deferred maintenance: \$5,064,939. (Excluded are Barnwell and Warner Schools of \$3,004,400 as they are currently undergoing full modernizations)

## **NOVEMBER 2015**

### **ASSOCIATE SUPERINTENDENT OF PROGRAMS, SERVICES & HUMAN RESOURCES – CLARK BOSCH**

#### **HUMAN RESOURCES:**

- Meeting was held with CUPE National Representative and Local Representative
- Clark attended, among others, 1 Human Resources centered session at the Fall CASS Conference
- We are currently advertising for three teaching positions. (TCS, ATL, Warner, ERHS)
- Ann Muldoon has assumed the responsibility of Principal at Taber Mennonite School
- Robbie Charlebois has started as our New Director of Learning.
- All eligible LAPP and ATRF employees were sent an invitation to participate in a Voluntary Retirement Plan. (below)

#### **Voluntary Retirement Opportunity 2015 - 2016**

At its regular meeting on October 20, 2015 the Board of Trustees of the Horizon School Division (“the Board”) expressed their support for the following Voluntary Retirement Opportunities for the 2015 – 2016 school year.

#### **Voluntary Retirement Opportunity for Eligible Local Authorities Pension Plan (LAPP) Members**

The Board supports a Voluntary Retirement Opportunity for any eligible member of the Local Authorities Pension Plan employed by Horizon School Division No. 67 who, by December 18, 2015, submits a letter stating their intent to retire between January 31, 2016 and March 31, 2016. Employees who qualify for a pension and are able to access their pension upon retirement will be offered equivalent temporary employment beginning the day following their effective retirement date continuing until the end of their particular period of temporary employment for the 2015 – 2016 school year with a maximum duration of 5 months.

#### **Voluntary Retirement Opportunity for Eligible Alberta Teachers’ Retirement Fund (ATRF) Members**

The Board supports a Voluntary Retirement Opportunity for any eligible member of the Alberta Teachers’ Retirement Fund who, by December 18, 2015, submits a letter stating their intent to retire effective January 31, 2016. Teachers who qualify for a pension and are able to access their pension upon retirement will be offered an equivalent temporary teaching contract beginning February 1, 2016 continuing until June 28, 2016.

If you would like to participate in either of the plans described above, I have attached a letter you could use to express your intention to Human Resources.

If you have any questions, please contact Clark Bosch, Associate Superintendent Human Resources via email at [clark.bosch@horizon.ab.ca](mailto:clark.bosch@horizon.ab.ca) or by phone at 403-223-3547 ext. 131 or by cell at 403-915-7779.

#### **INCLUSIVE EDUCATION:**

- Learning Support Teachers and Kindergarten Teachers, as well as, our Early Learning division office team attended the Early Years Evaluation (EYE) training. The EYE is a new assessment tool we will be using to screen pre-kindergarten and kindergarten aged children.
- First Aid re-certifications and full-certifications were completed for Early Learning and any other school/department that wanted to be included.
- JoAnn Hill (Speech Path) attended The Hanen Program - *ABC and Beyond* in Edmonton.
- Tanya Harvey (Early Childhood) attended a 2-day Early Literacy Reading Conference in Calgary
- Tanya and JoAnn have set dates to facilitate The Hanen Program - *Learning Language and Loving it* for the Early Learning Instructors and Speech Language Assistants to attend. There are seven sessions that will be facilitated over six dates from November to April.
- Tanya and Elisha Boulay are sitting on the Taber & Warner County Early Childhood Development Coalition. The Coalition will be planning three dates in the near future to offer various positive parenting information sessions for parents of preschoolers to attend.

- Our Behavior Support Specialist, Laura Elliott, has participated in our division wide P.D. day as a co-facilitator and has given three presentations so far this year: one on Positive behavior supports for individuals with FASD, one on Social Skill development, and one on Positive behavior supports for individuals with Autism.
- Laura has provided targeted support in 6 classrooms, completed observations and reports for 13 students, written 10 behaviour plans, attended 3 parent meetings and one complex case meeting for a students of concern.
- Laura attended a training course on Inclusive education for students with autism, by Paula Kluth, and a course on Self-regulation presented by Stuart Shenker.
- In Early Learning, we have our first two Family Orientated Programming Sessions coming up in the next couple of weeks. Andrea Ichikawa, Accredited Music Therapist, will be working with our Program Unit Funded children and their families.
- On November 17th, Angela Miller is hosting The Fourth R workshop that is being attended by FSLC and FC workers, as well as, Community Agencies. The Fourth R is an evidence-based program that uses best practice approaches to target multiple forms of violence, including bullying, dating violence, peer violence, and group violence. There are 42 people registered to attend the workshop.
- In October, we offered SIVA (Strengthening Individuals through Valued Attachments) training to any staff member who was interested. It's important to have people trained in every school to safely manage behaviour and to apply emergency safety interventions when required. Over the past three years we have encouraged administrators and Learning Support Teachers, in particular, to access this training, and many have done so. This year we had 26 participants.
- A particular focus in recent weeks has been requests for accommodations on Diploma Exams and applications to Alberta Education for special format materials. This year we requested 83 accommodations.
  - 48 requests in Grade 6
  - 21 requests in Grade 9
  - 14 requests in Grade 12
  - 27 of the 83 requests were for ELL
  - 53 were for codes 40 or 50.
  - 3 requests were for exemptions in Grade 6
- At the regional level, Clark and Ann attended a joint meeting of the Southwest Regional Collaborative Service Delivery Leadership and Executive Teams.
- Clark attended, among others, 1 Inclusive Education centered sessions at the Fall CASS Conference
- Our Behavior Support Specialist, Laura Elliott, has presented in four schools (Hays, Lomond, LT Westlake, Vauxhall High) on FASD and Positive Behaviour Supports.
- Laura has provided targeted support in 10 classrooms, completed reports for 9 students, written 4 behaviour plans and attended 4 parent meetings for students of concern.
- Laura attended a two-day SCERTS training course on autism.

### **EARLY LEARNING:**

- Almost all of our IPP meetings are finished.
- Tanya Harvey will be running some Family Oriented Program Sessions and
- The first two FOPS are going to be held at LTW with Music Therapist Andrew Ichikawa. These are for families of children receiving PUF programming. Andrew will do some music with the families and then we will have dinner together.
- JoAnn Hill and Tanya will be starting "Learning Language and Loving It" on November 27 and it will run into April. The program teaches individuals working in early childhood settings strategies to use in daily interactions to facilitate language development. The program is run through the HANEN centre in Toronto and LLLI is one of the many programs they have. For LLLI, there are 8 sessions total and after sessions 2-7, we do videotaping with the participants to review the strategies. The videos serve as a starting point for discussion with the participant, are used only for that educational purpose, and are deleted right away.
- Another program Joanne and Tanya are trained in and would like to offer eventually encourages emergent literacy for parents of children with language delays.

### **REGIONAL COLLABORATIVE SERVICE DELIVERY:**

- Over the past three years Horizon, together with other local school divisions, has been working with partners in Health and Human Services on a provincial initiative to develop a new service delivery model. Supports and services that had previously been accessed through separate providers and a range of funding sources are now integrated and coordinated under the umbrella of Regional Collaborative Service Delivery (RCSD).
- All Horizon schools are part of the Southwest RCSD with services out of Lethbridge. Lomond School, Armada Colony and Lomond Colony used to be in the Bow River RCSD with services mainly out of High River but are now supported by Southwest RCSD.

### **FNMI EDUCATION:**

- Clark, Lisa Sowinski and Holly Godson met to begin a new FNMI program at D. A. Ferguson. Once established, we hope to expand the program to other Horizon schools.
- Planning is underway to get some cultural dance lessons going in Milk River twice a week for all FNMI families from Horizon. There is a family of 5 that live in Milk River that will teach these classes. Allan Rancier has allowed them to use the gym after schools.
- Connecting with contacts in and out of schools in order to bring more awareness of the FNMI culture to the schools.
- Lisa is introducing Holly and staff to Joy Ohashi, from Native Counselling Services of Alberta. Lisa and Heather Brantford have held meetings with parents to discuss their child's progress in high school and what we need to do to keep them on track.
- Lisa has facilitated the placement of some students in K&E programs.
- We continue to facilitate a wide variety of support to our families in need. Whether it involves Family Services, getting some financial help, looking after other family members, driving those in need to appointments, coordinating services with Family Justice or giving rides to parents who were victims of theft.

### **COUNSELLING:**

- Amy Davis, FSLC at the South School, is starting the Mental Health Literacy Curriculum in Erle Rivers grade 8. As well, she is developing the Mentorship program, with our Family Connections Worker Amy Stroeve, to start in Warner in January. Amy is currently running a friendship group for girls in grade 5 at Milk River Elementary.
- Betty Adkins, our FSLC counselor at TMS: Will be starting a Girls Group this month (it is for all grade 7 and 8 girls), so there will be 2 groups of 8 students. Also, both Dionne and Betty are helping support the student led "bully awareness" committee at TMS. There are representative students from each grade and so far they have presented an educational video about bullying and what we can do to support each other. They will continue to do activities throughout the year to promote a kind and caring school. They have a lot of activities planned for next week.
- Tara Odland our FSLC at Enchant, will be running a "Kids in the Know" program for the grade 7, 8, 9 students at Enchant school. *Kids in the Know* is the [Canadian Centre for Child Protection](#)'s national safety education program. The program engages students with interactive activities to help build skills that increase their personal safety and reduce their risk of victimization online and in the real world.
- Amy Stroeve our Family Connections Worker in the South Schools and Taber Christian is currently running the following programs:
  - Kelso in grade 2 at TCS.
  - Mind up in grade 8-9 in Warner.
  - Project Happiness in grades 3-5 in Warner.
  - Mental health surveys in Warner and milk River.
  - Student check ins in grade 6 milk River.
- Rylee Heller, our Family Connections Worker at DAF and W.R. Myers is spear heading Taber's first Ignite Your Spark Fair with the help of all our Family Connections Workers and Family School Liaison Counsellors as well as Community and Agency members from the Taber Community. Lethbridge holds a Spark Fair every year and the Family School Liaison Program thought it would be a great idea to host one in Taber this year which will replace or Health and Wellness Fair. We plan on alternating the Wellness Fair and Spark Fair every



year. The Spark Committee will host the first ever Taber **Ignite UR Spark Fair** on April 27, 2016 for youths ages 10-18. The fair helps youth find the path to their future by engaging them in events, programs and community. Goals of the fair are to open up opportunities for youth to explore a spark and connect youth with an adult spark champion within the community.

- What are Sparks?

*“Sparks”-Those activities and interests that truly engage kids to be their best. Discovering those sparks can help students express their personalities and make unique contributions to the world.*

Kids who have a Spark to develop with adults supporting their Spark-have:

- Higher grades
- Better school attendance and physical health
- Empathy and social competence
- Concern for the environment
- A desire to help others and a sense of purpose

- What is a Spark Champion?

Spark champions help connect youth to their shared spark, but also to others within the community who can help strengthen that spark. Ignite UR Spark Fair has been hosted in Lethbridge for four years running, this being their fifth. Now it's Taber's turn to Spark our youths interest. Please join me in making the even possible.

- Our Family School Liaison Program will be hosting FOURTH R Training (Healthy Relationships curriculum) for all our counselors, Family Connections workers, liaison workers, interested teachers and community member and agencies. We had 42 people sign up for this training. The workshop took place Nov. 17
- Angela Miller – Acting CTL, Amy Davis – FSLC, Glenn Jankowiak – FSLC, Todd Ojala – VHS Principal, and Alyson Archibald – Chamberlain Principal all took part in the 4 day intensive train the trainer “Teen Mental Health Literacy” curriculum training and Go to Educator training. This training will allow for this group to train other staff on how to better understand what mental health is, and to train staff to be able to present teen mental health literacy to students. This allows for teens to better be able to identify what mental health is, to reduce stigma and to learn to self-refer if experiencing a mental health issue.
- Angela Miller attended a train the trainer Level 1 Threat Assessment Training Nov. 18-20.
- Mentorship is currently running at L.T Westlake School (16 mentors and mentees)DAF school (Taber mentors from W.R. Myers)and Vauxhall High and Elementary (14 mentees and 14 mentors).
- Dionne Sawatzky our Family Connections Worker at Central School and L.T. Westlake gave the following report :

### **WESTLAKE SCHOOL:**

#### **Kindergarten Class: Kelso's Choice**

In the Kindergarten class we are learning about Kelso's Choice. We are going into our third session, so we will be discussing all of the different choices Kelso gives us to use when there is a small problem.

#### **Grade 1 class: Kelso's Choice**

In the Grade one class I am also running the Kelso's Choice Program. We are also on our third session. We have talked about the difference between a small problem and a big problem and this week we will be discussing the different choices the students can use when they are faced with a small problem.

#### **Grade 4 class: K.C's Choice**

I will be starting my first K.C's Choice session in the grade four class this week.

#### **Mentorship:**

We have had 5 mentorship days so far this year at Westlake. We have a great group of Mentees and Mentors. Some of the activities we have done so far at Mentorship are, Minute to Win It, Bandana Designing, Pumpkin Carving, Scavenger Hunt, and creating Infomercials. The Mentees have been good role models this far for our Mentees.

## **CENTRAL SCHOOL:**

**Breakfast Program:** At Central School we have a Breakfast Program that runs Monday-Friday. We have two stations set up; one in the kitchen and one in the hallway. This gives the students a chance who forgot to eat breakfast, didn't have time too, or students who may not have a lot of food in the home to have breakfast and be ready to learn for the morning.

**Fit Kids:** I have been helping with Fit Kids on Tuesdays. When the home room teacher is in collaboration myself, Darryl, and Max (gym teacher) take the students into the gym and do different dynamic activities to get their brains turned on and ready for the day. At the end of Fit Kids we also give each students 2 pieces of fruit.

**Cool Cat Games:** Cool Cats Games is a Lunch time activity for either the Grade 1 students or grade 2 students. Every Wednesday either the grade one classes or grade two classes come to the gym at Recess time to play with the other grade 1 classes. This give the mainstream students a chance to get to know the LGM students, and vice versa.

### **Grade 2/3M Class: Kelso's Choice**

I have presented 4 different Kelso's Choice sessions in the 2/3M class. We are discussing the different choices they have to help solve a small problem. We have also talked about the difference between a small and big problem and if there is ever a big problem they need to tell a trusted adult.

### **Grade 2/3C Class: Kelso's Choice**

We have had two Kelso's Choice sessions in the 2/3C class and we will be having one more. We have discussed the difference between small and big problems. The teacher is wanting to teach the rest of the sessions after I have taught the students about small and big problems and the difference between the two.

### **Grade 5/6 class: K.C's Choice**

I have done one session of K.C's choice in the 5/6 class. They are leaning about minor and severe problems

### **Grade 1 class: Superflex**

I have done one session of Superflex in the grade 1 class. The students have learnt about Superflex and how he is in everyone's brain. We also have briefly talked about the Unthinkables. Our first session we focused talking about our bodies and eyes in the group

### **Grade 2/3C: Relaxation Techniques**

I have went in and done some calming activities for about 5 minutes after lunch or at the start of the day with the students.

## **FAMILIES FIRST:**

We will be having three sessions of Families First.

1. Internet Safety
2. "Why kids do what they do" an attachment based theory
3. Healthy eating and healthy living

## **HOME ALONE:**

We are offering the Home Alone Program to the grades 4, 5, and 6's.

The topic are

1. Home Alone Safety (Police)
2. Fire Safety (Fire Fighter)
3. First Aid (School Nurse)

**TMS:**

Speak Up Committee

- We have a student run Anti-Bullying group. We plan different activities and presentation to help promote anti-bullying.

**HIGH SCHOOL RE-DESIGN**

- Clark and representatives from each of our high schools participated in a “sharing best practices” meeting in Vauxhall with representatives from Alberta Education. (Lomond, WRM, ERHS, VHS and Warner).

**CAREER COUNSELLING**

**1. Events and Dates:**

DATE	EVENT	NOTES
<b>Oct 28</b>	Parents Meeting – post secondary planning and scholarships – ERHS	Well attended but that is most likely because it was scheduled with the grad meeting
<b>Oct</b>	Career Survey of Grade 11 students	Postponed until one on one meetings decrease
<b>Nov</b>	1 on 1 Career and Academic Planning Meetings with all Warner High School Students	All documentation is completed but meetings are Postponed but planned for late Nov or early Dec
<b>Nov / Dec</b>	Opportunity Shop Newsletter	Completed and posted to web site but no classroom presentations in November

**2. Review of Program Goals**

- 1.1 Provide students with career counselling
- 1.2 Promote advantages of career management
- 1.3 Supply and promote career resources
- 1.4 Promote and provide special career events
- 2.1 Provide career programming
- 2.2 Connect present education to career choices
- 2.3 Liaise with career / school related groups or projects
- 3.1 Advise and assist students as they prepare to act on their transition plans
- 3.2 Assist parents

Submitted by Garth Mouland on Nov 16, 2015

**Teacher Evaluation:**

- I have completed initial meetings and initial observations for 11 new teachers.

**Associate Superintendent, Curriculum & Instruction**  
**Report to the Board of Trustees – November 25, 2015**

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**KEY ACTION AREA #1:**

**Maximize instructional strategies and activities that enhance student competencies in Ministerial Order (#001/2013) in order for students to participate in more relevant, meaningful, engaging, hands-on, and interdisciplinary learning experiences.**

- Division Professional Learning – In the survey following the October 26<sup>th</sup> Division-wide Professional Learning Day, 89% of teachers responding indicated they were happy with their self-selected and created “Teachers Learning through Collaboration” Groups. 50% of teachers classified themselves as “very satisfied”.
- Literacy Instruction – Plans are confirmed to host national speaker and author, Sue Jackson, to work with Horizon’s Literacy Committee in January 2016. The full day session will cement the foundation for teachers of “What does comprehensive literacy instruction look like at my grade level?” and yield an initial draft of a literacy framework outlining expectations for best practice within Horizon School Division.
- FNMI Education – A compilation of resources for educators have been vetted and distributed to schools who have First Nations, Metis and Inuit students. The purpose of these tools is to assist principals in building insight and understanding among teachers about the social context and learning needs of these students.
- Assessment – The first meetings of the three assessment sub-committees are scheduled for late November/early December. Groups of kindergarten, elementary and secondary teachers will each meet for half a day to articulate division goals for reporting to parents and examine a variety of sample report cards which have been gathered from around the province.
- Student Learning Assessments – The Director facilitated collaborative marking sessions to support teachers in interpreting the SLA performance tasks. A total of 18 teachers participated; feedback from participants was positive.

**KEY ACTION AREA #2:**

**Employ a Response to Instruction and Intervention Framework for teaching and learning to improve literacy and numeracy proficiency and enable all students to reach higher levels of academic achievement.**

- Literacy Intervention - The Director of Learning, along with a number of Horizon teachers, attended a session on supporting vulnerable readers. The line-up of speakers was excellent, including Dr. Richard Allington, a leading educational speaker and author on literacy. Central School planned these two days as school-based professional development to enable a large number of their teachers to attend without having to incur substitute teacher costs.
- Numeracy Intervention – The Horizon Numeracy Committee will be meeting on December 2<sup>nd</sup> for the first time this year. The agenda includes updates on the ongoing examination of effective universal assessments/screenings to assist teachers in understanding the numeracy learning needs of their students. Recommended resources and professional learning opportunities continue to be shared.

### KEY ACTION AREA #3:

#### **Increase parent and community engagement through reciprocal and collaborative relationships.**

- Comprehensive School Health – The Director and Associate Superintendent are working with AHS, Horizon schools, students, and Family Connections to develop a grant proposal the province’s Wellness Fund. This project will lend structure and direction to our efforts to promote nutrition, active living, healthy relationships, and positive social environments in our schools.
- Low German Mennonite Supports – The Mennonite Liaison Worker continues to partner with service providers to support LGM families in our communities and build their relationships with schools. When needed, these supports may include police services and Child and Family Services. George Epp observes that with harvest concluded, unemployment has increased. This is not driving families out of their communities at this time and generally students are remaining in school. With the school start up demands subsiding, the liaison worker is focussing on working with students’ parents and promoting ways they can be involved in their school communities.
- CTF Parent Brochure – This brochure was mentioned in the previous board report and has since been circulated to Horizon’s secondary schools to accompany report cards. It has since been shared with colleagues in neighbouring school districts, and at the request of Southern Alberta Professional Development Consortium, it has now been circulated provincially and added the Alberta CTF website as a resource for other school jurisdictions.
- International Education - The Director of Learning and International Ed Coordinator met with 9 international students, their homestay families, and 2 Korean interns out at the corn maze near Park Lake. Our current Brazilian students are here for one semester only and will return home at the end of January. We welcome two new Brazilian students for the second semester, as well as two Colombian students for the same time frame.

#### **Leadership Practices**

- Technology – The Associate Superintendent is presenting as part of a panel at the Alberta Education’s “Jurisdiction Technology Contacts” (JTC) event on November 24 in Edmonton. She is representing Southern Alberta in the School Technology Advisory Committee (STAC) meeting on November 25.
  - Support for new Director of Learning – Inclusive Education – both Amber Darroch and Terri-Lynn Duncan have partnered with our newest team member, Robbie Charlebois, to make initial introductions and visits to a number of Horizon schools.
  - Leadership Cohort – The next session for this group is Monday, November 30<sup>th</sup>. Discussions in Session #2 focus on school operations relating to budgeting, calendar, timetabling, human resources, and discipline.
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October 22, 2015

Barnwell School Administration  
P.O. Box 160  
Barnwell, AB T0K 0B0

ATTENTION: Sheldon Hoyt, Principal

In our efforts to be transparent, Horizon School Division No. 67 would like to share with you project and schedule updates for the upcoming Barnwell School Modernization. Project delays to this date have been attributed to the following issues:

- Cost estimate and budget reconciliation/value engineering
- Project complexity and construction phasing

The Barnwell School Project is awaiting approval to proceed to tender documentation from Alberta Education and Alberta Infrastructure. The amended anticipated schedule at this point in time is as follows:

- Tender Date – November 6, 2015
- Construction Start – January-February 2016
- Occupancy – August, 2017

If you have any additional questions or would like further clarification on the Warner School modernization, please feel free to contact me at 403-223-3547, Ext. 130.

Sincerely,

Wilco Tymensen, Ed.D.  
Superintendent

cc Barnwell School Parent Council  
Village of Barnwell  
M.D. of Taber

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

Date: Thu, Nov 5, 2015 at 3:56 PM

Subject: Policy and procedures related to School Act sections 45.1 and 16.1

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

All students deserve a safe and respectful learning environment and to be treated with respect and dignity. Learning environments must respect diversity and foster a sense of belonging. Our government is committed to supporting safe, caring and inclusive schools for all students, including the lesbian, gay, bisexual, transgender and queer (LGBTQ) community.

In keeping with this commitment, it is my expectation that your board, as part of your responsibility under Section 45.1 of the *School Act*, will create the necessary policies or ensure that your current policies align with the letter and the intent of the legislation.

I will be looking for policy and regulations or procedures that address the board's responsibility to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. It is important to specifically address the board's responsibility as it relates to the LGBTQ community.

I am requesting that you share this policy with me, together with the required regulations or procedures, by March 31, 2016.

As part of my review, I will also be looking for evidence of policy and regulations or procedures related specifically to Section 16.1 of the *School Act* and the support for the establishment of gay-straight alliances (GSAs) and queer-straight alliances (QSAs). This expectation around Section 16.1 does not mean that we are anticipating that every school will have an alliance. It is meant to ensure that every board has a policy and regulation or procedure in place should a student request that an alliance be established in his or her school.

My staff will be in further contact with you in the near future to provide more guidance about the content I expect to see covered by your policies and regulations or procedures.

Our students are our most precious resource, and it is our collective responsibility to ensure they are successful and contributing members of our society.

Sincerely,

David Eggen  
Minister of Education

cc. School Division Communications Contacts

# Alberta school boards held 'captive' by association, says Edmonton public board chair

Published on: November 13, 2015 | Last Updated: November 13, 2015 8:40 PM MST



Edmonton Public School Board chair Michael Janz EDMONTON JOURNAL

## **The publicly funded Alberta School Boards Association in the spotlight over questionable expenses provides no “value” to the Edmonton public board, which wants the option to leave the group and potentially take \$200,000 in membership fees with it, says public board chair Michael Janz.**

“We don’t use their services, we don’t derive value from them, we’re very frustrated by how they are using their money and we believe we should have a choice on whether or not we want to be members,” said Janz.

The association is holding its annual general meeting in Edmonton next week, days after documents, including \$3,500 annually for Taste of Edmonton tickets, \$50 gift cards for individual birthdays, and more than \$900 for a team-building Easter egg hunt.

The Edmonton public school board is tabling a motion at the meeting to end what it feels is de-facto mandatory membership in ASBA by the province’s 61 school boards.

If a school board withdraws from the association, it could jeopardize its teachers’ eligibility to participate in an employee benefit plan jointly managed by the association and the Alberta Teachers’ Association, Janz said. This has left boards “captive” to the association, he said.

“We’re in a position where we would like them to amend the deed of trust (for the benefit plan) to allow school boards a choice of whether they want to be members of the ASBA,” Janz said. “We’re essentially being held captive by an organization that is taking our membership fees given to us to support public education and they’re using those fees in a way that we do not find responsible.”

The association was established to serve as a lobby group for Alberta’s school boards, to facilitate communication between boards on common topics of interest, to stay apprised of what similar organizations are doing in other jurisdictions, and to maintain the provision of a benefits plan. It runs on an annual budget of about \$5.5 million, coming directly or indirectly from public coffers. The province’s 61 school boards must pay annual membership fees out of their budgets.

Janz stepped down as vice-president of the association’s board earlier this year over financial concerns. His board vocally opposed the association’s budget earlier this year.

The Medicine Hat School District’s board of trustees backs the Edmonton public board’s motion, he said. “We believe it is morally wrong to use the health and welfare of our employees as a means of compelling a school district to remain a member of the ASBA when the democratically elected board members of that district believe that membership in the ASBA no longer serves the interests of the students — or may be harmful to their students — for whom they are responsible,” wrote board chair Terry Riley in a letter to the association earlier this month.



The association does provide “considerable benefit” to members, Riley said Friday, but he maintained his board needs the option to leave the organization. The Medicine Hat district pays about \$80,000 in annual membership fee.

“If ASBA is engaging in actions that are counter-productive to our students, then we want the option to leave without severing the benefits of our employees,” Riley said.

The Medicine Hat board is clashing with the association over a proposal for the creation of one provincial bargaining agency for teaching staff, something that board vigorously opposes.

The association did not respond Friday to a request for comment on this story.

Education Minister David Eggen is scheduled to speak at the association’s general meeting Tuesday and has said he will investigate any “inappropriate” expenditures.

Marilyn Bergstra, board chair for the Edmonton Catholic School District, said she has “concerns” about the recent financial revelations and hopes the recent news will spark “a shift in attitude among the board of directors at ASBA.”

“ASBA does play an important role and they do provide services, but you still want to ensure that every penny is spent in a cost-effective manner,” she said. “As a trustee with Edmonton Catholic, I want that assurance that if I’m going to be designating taxpayers’ dollars to any organization ... the money is being well spent.”

From: **Education Minister** <[Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)>  
Date: Fri, Nov 13, 2015 at 2:20 PM  
Subject: Welcoming Syrian refugees and their children  
**To: All public, separate and Francophone Board Chairs**

The Government of Alberta is working with its federal, provincial and community partners to welcome Syrian refugees to Alberta.

Our government is committed to investing in our children's education. While immigration is a federal government responsibility, education is a provincial responsibility and we want to ensure that all newcomers to Alberta have access to the same education as any other Alberta student. We are committed to providing our newest residents an opportunity to integrate quickly and successfully into Alberta's school system. As educators — and as Albertans — we will strive to ensure these children and students have the supports in place to be successful in school and in life.

By partnering with school authorities, our government will be able to ensure all children and students from Kindergarten to Grade 12 have access to meaningful learning experiences that include appropriate instructional supports. Under the Inclusive Education grant, Alberta Education provides \$5,200 per refugee student each year, in addition to base instructional funding. Alberta Education also provides funding for program planning and instructional supports for English language learners so that they may achieve grade-level learning expectations and realize their academic learning potential.

Our recently released Budget 2015 allocated \$419 million for Inclusive Education, an \$11 million increase over last year. Of that, \$86 million of this will be directed toward English language learners.

Over the longer term, our government's goal is to ensure supports are in place to help refugee families successfully settle into life in Alberta. The \$75,000 in immediate funding that the Alberta government has committed to provide is to support the Canadian Red Cross response to Europe's migration and refugee crisis. Alberta's contribution will aid the Red Cross efforts to provide refugees and migrants with essential relief items such as food, clothing, water, hygiene and medical assistance. The \$100,000 in funding pledged to Alberta-based settlement agencies will help support refugees who move to Alberta.

It is important to note that this funding is provided by the provincial government as a whole and is only for refugees. It is separate from the funding provided by Alberta Education to assist student learning.

I recognize the unique set of circumstances under which every school authority operates to deliver educational services to Alberta's children and students. Please be assured that the supports and services needed for our province's newest students will be addressed by our government.

We are here to support you in preparing to have the right supports and services in place to welcome Syrian families. If you have additional questions regarding educational programming, please contact Joe Shelast, Education Manager, Greater Edmonton Services, at [joe.shelast@gov.ab.ca](mailto:joe.shelast@gov.ab.ca) or [780-641-9366](tel:780-641-9366). For questions related to funding, please contact Daimen Tan, Director, School Finance, at [daimen.tan@gov.ab.ca](mailto:daimen.tan@gov.ab.ca) or [780-422-0865](tel:780-422-0865). Dial 310-0000 first for toll-free access within Alberta.

I am confident that our education system will be welcoming, compassionate and quick to address the needs of our newest Albertans.

Sincerely,

David Eggen  
Minister

cc: Superintendents  
Communications Contacts at School Divisions



**Michael JANZ**

web: [www.michaeljanz.ca](http://www.michaeljanz.ca)

email: [michael@michaeljanz.ca](mailto:michael@michaeljanz.ca)

phone: 780-429-8082

twitter: @michaeljanz

EDMONTON PUBLIC SCHOOL BOARD TRUSTEE - WARD F (Downtown, University, Southgate, Riverbend areas)

## **Can a School Board leave the ASBA?**

November 13th, 2015

On Monday, the Edmonton Public School Board invites the 61 member school boards of the Alberta School Boards Association to restore school board choice in membership. We have put forward an emergent amendment for discussion, requesting that our employee health plan ([the Alberta School Employees Benefit Plan](#)) not require school boards to be ASBA members. For over 34 years this was the case— boards could access the benefit plan, but were not required to be ASBA members to do so.

Section 5.3.1 of the ASEBP Deed of trust was amended in 1994, adding a new requirement that in order to participate in ASEBP, a school board must either be a member of the ASBA, or be approved for participation by the parties to the deed.

This amendment does not align with the *Alberta School Boards Association Act*, which provides that ASBA membership is voluntary, not mandatory, and was made without the District's approval, with the result that the Board feels that it has been deprived of its statutory right to choose ASBA membership, or not. This amendment was purely designed to artificially strengthen the ASBA and was politically motivated in nature. It does not enhance the benefits for employees or for boards.

### **EMERGENT MOTION:**

1. Section 3-3.1(b) shall be amended as follows:

Membership in ASBA shall **NOT** be a requirement for boards to be eligible for continued participation in group benefits through ASEBP; Current ASBA policy reads:

#### *Association Partnerships 3-1 Alberta School Employee Benefit Plan (ASEBP)*

The Alberta School Boards Association (ASBA) takes the following positions with regard to the Alberta School Employee Benefit Plan (ASEBP) Deed of Trust:

1. Membership in ASBA shall be a requirement for boards to be eligible for continued participation in group benefits through ASEBP;
2. ASEBP administration shall operate independently of the ASBA and the Alberta Teachers' Association (ATA) by reporting directly to the ASEBP Insurance Board;
3. The ASEBP Trust shall be solely responsible for any liabilities of the ASEBP plans or operation;
4. The ATA and the ASBA shall refrain from appointing their collective bargaining negotiators to the ASEBP board of directors; and
5.
  - a. Appointment of representatives from ASBA to the ASEBP board of directors shall be for a maximum of two successive three-year terms; and
  - b. Representatives from ASBA to the ASEBP board of directors may serve for more than two, three- year terms provided they are not successive.

This amendment would bring the ASBA back in conformance with the Alberta School Boards Association Act (which provides school boards the ability to leave the ASBA), and would make it more responsive to its member boards, leading to greater member satisfaction and a stronger ASBA. Lastly and most importantly, it would promote and honor local autonomy for all boards.

We will be proposing this emergent motion at 0900AM, Monday November 16th at the [ASBA Fall General Meeting](#). Edmonton Public Schools has been actively advocating to the ASBA Board of Directors to undo the amendment requiring membership since June 2015 ([01 – June 3, 2015 Letter from General Counsel re ASEBP Deed of Trust](#)).

We are optimistic that other school boards will support us, such as the board of Medicine Hat School District (below):



## Medicine Hat School District No. 76

601 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta T1A 4Y7 Phone: (403) 528-6726 Fax: (403) 528-6571

November 5, 2015

Ms. Helen Clease, President ASBA

Dear Ms. Clease:

We wish to support the proposal by Edmonton Public School Board with regard to the issue of the terms of reference of the ASEBP, and the requirement of membership in the ASBA in order to access insurance coverage through the ASEBP. We do so for these reasons:

1. The original agreement which was a contract between individual boards and the ASEBP had no such conditions. We believe that the ASBA had no right to change the terms of a contract between boards and an insurance provider which is an independent and separate entity, and which is entirely funded by premiums paid by the member boards, and to which ASBA makes no payments or contributions.
2. The ASBA Act – which is the legislation which establishes and governs our actions – states in Section 3 (d): *“to enter into arrangements for the provision of group benefits to its members and employees and the members and employees of other educational associations;”*
3. We believe that it is morally wrong to use the health and welfare of our employees as a means of compelling a School District to remain a member of the ASBA when the democratically elected board members of that district believe that membership in the ASBA no longer serves the interests of the students - or may be harmful to their students - for whom they are responsible.

We wish to make it clear that we do not endorse the Edmonton Public position on this issue because we wish to exercise the option of “leaving” the ASBA. In fact we believe that if this option were open, there would be an incentive for the ASBA to reform some of its practices, and thereby strengthen the ASBA and create greater unity within the ASBA. When member boards feel the organization is responsive to their needs, and governed in a democratic and open manner, there would be no desire on the part of member boards to leave the organization.

Yours

Terry Riley  
Board Chair



## Alberta School Boards Association won't discuss LGBTQ policy and membership issues

NOVEMBER 16, 2015 3:34 PM

The ASBA decided not to discuss policy that would protect sexual minorities or look at making it easier for boards to pull out of the association during its fall general meeting on Monday. The Edmonton public school board wanted the two controversial questions added to the agenda as “emergent issues,” but both were defeated because they didn’t get the two-thirds majority vote needed to pass.

Edmonton public school board chair Michael Janz said his board was “shocked” by the defeat of the motion to discuss sexual-minority and gender-identity policy. It failed to pass by just four per cent; 62 per cent of boards voted in favour but it needed 66 per cent support to pass.

*“Now I think the majority of us are going to have a conversation and determine what the next steps are,”* Janz said.

AABA president Helen Clease said she would have welcomed the discussion. However, the association’s current policy already supports all students even without including wording about sexual-minority groups, Clease said. She said the association would “honour” the directive Education Minister David Eggen made earlier this month when he ordered the province’s 61 school boards to write regulations supporting gay-straight alliances and protecting LGBTQ rights by March 31, 2016.

*Eggen is scheduled to speak at the Alberta School Boards Association conference Tuesday morning.*

The Grande Prairie Catholic school board was among those that voted “no.” Trustee Ralph Wohlgemuth said supporting LGBTQ students is important, but he did not think the question qualified as an emergent issue.

Kristopher Wells, a professor with the Institute for Sexual Minority Studies at the University of Alberta, said the defeat of the motion was troubling. The second motion, about whether boards should be able to opt out of association membership without causing teachers to lose eligibility for an employee benefit plan, was defeated after 52 per cent of boards voted in favour of adding it to the agenda.

Janz said the Edmonton public board pays \$200,000 in membership fees annually. But Edmonton public doesn’t use the association’s services and doesn’t feel the funds are used in a responsible way, Janz said. The Canadian Taxpayers Federation released documents earlier this month that showed association expenses for 20 staff included \$3,500 annually for Taste of Edmonton tickets, \$50 gift cards for individual birthdays, and more than \$900 for a team-building Easter egg hunt. However, Janz said the Edmonton board can’t leave the association without teachers losing health benefits. He likened it to being held “captive.”

Clease said membership isn’t mandatory and that she did not think withdrawing from the association was a concern to many boards, despite more than 50 per cent of them voting that it was an emergent issue.

*“When it comes to our benefit plan, it is a benefit of membership,”* she said. *“No one is held hostage. At the end of the day it’s your choice.”*

## Trustees refuse to discuss support of transgender students

Published on: November 16, 2015 |



Alberta Education Minister David Eggen said he was disappointed at ASBA's refusal to discuss a contentious issue.

**A coalition of rural and separate trustees — including those with Calgary Catholic School District and Rocky View Schools — blocked discussion of a motion at today's meeting of the province's school boards association in support of a policy to protect sexual or gender minority students.**

While those boards opposed to the motion represented less than 30 per cent of students in Alberta, they totaled more than the required one-third of districts needed to prevent debate of an "emergent" issue.

The move comes in the wake of the directive boards received this month from Education Minister David Eggen that they must develop stand-alone policies by April to address discrimination against LGBTQ students and staff.

Advocates for transgender rights say only 13 of 61 school boards have separate policies, despite last spring's passage of provincial legislation mandating gay-straight alliances or GSAs where students request them and preventing parents from removing their children from lessons addressing sexual orientation.

Helen Clease — who was acclaimed as ASBA president for another term despite recent controversy about her trips on the public dime to seven international conferences in the last two years — told the assembled trustees at the fall general meeting in Edmonton that the vote should not be viewed as a rejection of LGBTQ rights.

"I did call the minister's office right away and I told them the decision on the vote, but I also told them we have a directive for action (to develop policy to boards) on the floor," Clease said.

"We will work with the ministry to make sure that we have all the supports for you in terms of meeting his request."

Eggen said he was disappointed at ASBA's refusal to discuss a contentious issue because of the organization's current internal "turmoil."

But he said he still expects every board to review and rework its policies in the next few months to make them compliant with a new law that explicitly provides for GSAs.

"Some boards have tried to change the context and make it a social justice club. They're just testing the waters. The law is clear," he said in an interview.

“Some people have wanted me to just slam down some paper from on high, but I want people to move through this process and understand what the law entails.”

Michael Janz, chairman of Edmonton Public Schools, said he was shocked that the proposal made by his board didn't get enough support to be discussed. “We think that our association, which holds itself to be the gold standard of education policy, should have a policy for sexual orientation and gender minority students,” he said. “We have a policy on oil well sites. We have a policy on defibrillators. I think it is fair that we could ask for a policy on this area as well.”

When ASBA last discussed a sexual minorities policy three years ago, two thirds of its members – including both Calgary's public and separate boards – voted it down.

While Rocky View Schools supported the motion in 2012 and already has gay-straight alliances at three of its schools, chairwoman Colleen Munro said her board voted against discussing the proposal this time because the proper process was not followed to include it on the meeting agenda. “(Our vote) could be perceived the wrong way,” Munro said. “It has nothing to do with the essence of the motion, it's all about the procedure.”

Cheryl Low, chairwoman of Calgary's separate board, said she and her colleagues opposed the motion because ASBA already has a broader policy that gives students the right to learn in settings where “equality of opportunity, dignity and respect are promoted.” Low said she believes her board already complies with provincial law by providing for groups like a “diversity club” at one high school where “social justice” issues are discussed. She did not directly answer when asked whether trustees would ultimately listen to direction from Eggen or Roman Catholic Bishop Fred Henry of the Calgary diocese when it comes to reworking a policy that currently contains no mention of gay-straight alliances. “We work on a collaborative approach,” Low said. “We see the face of God in everyone and all students and they have the right to be respected and honored and have a safe and caring environment.”

Edmonton's Catholic School District, where trustees feuded openly last month while debating an LGBTQ policy, was one of only three separate boards to vote in favour of discussing the motion. Other public school districts that opposed the motion included Chinook's Edge, Clearview, Elk Island, Foothills, Pembina Hills and Westwind.

Trustees with the Calgary Board of Education supported the proposal and chairwoman Joy Bowen-Eyre posted a tweet online saying it was “very disappointing” the motion was defeated. Kris Wells, a University of Alberta expert on sexual minority issues, said it's time for the government to spell out what action it is prepared to take with school boards that refuse to establish an inclusive policy.

Wells said he can't understand why some boards are reluctant to talk about it.

“Why don't they see this as an issue that should be part of public discussion for a public Alberta School Boards Association?” he asked.

“What are they afraid of?”

**November 17, 2015**

## **Alberta school boards will not debate LGBTQ policy**

EDMONTON – A proposal for the Alberta School Boards Association to create a policy to protect all LGBTQ students and staff in Alberta was voted down Monday.

Alberta school boards are in Edmonton for their annual meeting and Edmonton Public was set to propose an “emergent resolution,” but the issue for debate was voted down.

The Edmonton Public School Board wanted to add the policy to the conference agenda. In order for that to append, two thirds of the more than 60 boards had to vote in favour.

It was close, but in the end, the motion was defeated.

Thirty-nine boards – or 62 per cent – voted in favour, including Edmonton Public and Catholic boards. But, 66 per cent was needed.

Twenty-four boards – or 38 per cent – did not feel the LGBTQ debate was an emergent issue.

“We’re shocked,” said Edmonton Public School Board Chair Michael Janz. “The minister gave clear direction to school boards that he expected policy to be enacted in the next four months.”

“We can’t think of a possibly more emergent issue right now in the province in education. This has been an international news story.”

One board that voted against the motion told *Global News* it is not against the policy, but already has one that protects all students and staff.

LGBTQ advocates say it’s a major blow.

“I’m really concerned by the boards that voted against this motion,” said Dr. Kristopher Wells, with the Institute for Sexual Minority Studies and Services. “Why don’t they see this as an issue that should be part of public discussion for a public Alberta School Boards Association? What are they afraid of?”

**“The silence is speaking overwhelmingly from the Alberta School Boards Association.”**

“They refuse to speak up on Bill 10, they refuse to speak up in support of gay-straight alliances, and today, they refuse to speak up in support of LGBTQ students,” added Wells.

Wells asked what will happen to school boards who do not meet the education minister’s policy deadline?





### **Important Dates for School Jurisdictions**

- November 15–21, 2015 — National Bullying Awareness Week
- November 16–20, 2015 — International Education Week
- November 27, 2015 — Great Kids Award nomination deadline
- November 30, 2015 — AERR and 3YEP submission deadline

### **Standards of Practice for Educators**

A review of the current *Teaching Quality Standard* (TQS) and the draft *School Leader Standard* (SLS) is underway. Working in collaboration with education stakeholders, Alberta Education will also develop a *School Authority Leader Standard* (SALS), applicable to the practice standard for those in school authority leadership roles including school superintendents, deputy superintendents and other identified leadership personnel.

Currently, Alberta Education is gathering feedback from stakeholders on a number of specific areas, including the competencies that are required by teachers, school leaders and school authority leaders to ensure high levels of success for First Nation, Métis and Inuit learners, the competencies necessary for using technology to maximize student learning and the competencies needed by teachers and leaders alike to build truly inclusive learning environments. An External Working Committee will provide advice and support to department staff through this process and will help to prepare recommendations related to the standards for the *Deputy Minister's Advisory Committee on Teaching and Leadership Excellence in Alberta*.

The work on development of the revised TQS, the SLS and the SALS is intended to culminate in authorization by Ministerial Order of each of the three educator practice standards by June 30, 2016.

Alberta Education will also be working with stakeholders and with the External Working Committee to develop implementation plans designed to support teachers, school and school authority leaders in their effort to successfully achieve the standards throughout their careers. A review of the current *Teacher Growth, Supervision and Evaluation Policy* will occur simultaneously with the development of the standards, and consideration will be given to policies and procedures necessary for supporting the professional growth, supervision and evaluation of school and school authority leaders.

For further information about this important work, please contact Carmen Somers, Director, Teaching Excellence and Certification Branch, at [carmen.somers@gov.ab.ca](mailto:carmen.somers@gov.ab.ca) or at 780-422-3210; or Randy Clarke, Director, Leadership Excellence Branch, at [randy.clarke@gov.ab.ca](mailto:randy.clarke@gov.ab.ca) or at 780-427-4370. Dial 310-0000 first for toll-free access in Alberta.

## Language Bursary for Teaching First Nations, Métis and Inuit Languages

Elders, teachers or instructors of First Nations, Métis and Inuit languages in grades 1 to 12 who plan to take a credit course during Summer 2016 at a Canadian university focusing on language, culture and/or pedagogical development (e.g., the Canadian Indigenous Languages and Literacy Development Institute), may apply for a bursary through the Language Bursary Program for Teaching First Nations, Métis and Inuit Languages. For more information and application forms, go to <http://alis.alberta.ca/et/fo/pay/scholarships/info.html?EK=2961>.

**Bursary Application Deadline:** The provincial deadline is February 10, 2016; however, as local deadlines may be earlier, please see the application for more information.

Applicants requiring further information may contact Alberta Scholarship Programs at 780-427-8640. Dial 310-0000 first for toll-free access in Alberta.

## Great Kids Award

Nominate a Great Kid!

Nominations are open for the 16th Annual Great Kids Award. These great kids capture the vitality of Alberta by helping, inspiring and changing the lives of others. They deserve our recognition because they are role models in our communities.

Nominate a child or youth between the ages of 5 and 18 for positively impacting our communities or the lives of Albertans. Sixteen great kids will be selected and celebrated at a special awards ceremony hosted by Alberta Human Services with the support of the Fantasyland Hotel. Any resident of Alberta can nominate a Great Kid - teachers, coaches, pastors, social workers, neighbours, friends and family.

All nominations must be received by November 27, 2015 at 4:00 p.m. For more information, visit the Great Kids Awards page on the Human Services website at <http://humanservices.alberta.ca/departement/great-kids-award.html>, or contact by phone at 780-415-8150 or by email [HS.greatkids@gov.ab.ca](mailto:HS.greatkids@gov.ab.ca).

## International Education Opportunities: At Home and Abroad

The International Education Services Branch and School Accreditation and Standards Branch have teamed up to provide educators with current information regarding international education and teaching opportunities for Alberta educators. Opportunities to get involved in various international education activities include:

- Teaching internationally.
- Reading and sharing your international education stories.
- Finding Alberta language advisors.
- Learning about teacher exchanges.
- Partnering with other classes/schools from around the world.
- Learning about:
  - the Handbook for International Education Administrators
  - Additional resources, links, events, or initiatives related to international education

- Upcoming international education events.

Teaching opportunities in Alberta Accredited (and pre-accredited) International Schools can also be found at: [www.education.alberta.ca/teachers/opportunities](http://www.education.alberta.ca/teachers/opportunities).

For more information about the posted opportunities, contact School Accreditation and Standards Branch at [edc.aais@gov.ab.ca](mailto:edc.aais@gov.ab.ca), or the International Education Services Branch at [intl.ed.sec@gov.ab.ca](mailto:intl.ed.sec@gov.ab.ca) or visit the following websites:

- [www.education.alberta.ca/students/internationaleducation/accreditation.aspx](http://www.education.alberta.ca/students/internationaleducation/accreditation.aspx)
- [www.education.alberta.ca/teachers/inted](http://www.education.alberta.ca/teachers/inted)

For further information, please contact Leah Dushenski, Senior Manager, School Accreditation and Standards Branch or at [leah.dushenski@gov.ab.ca](mailto:leah.dushenski@gov.ab.ca) or at 780-427-6894. Dial 310-0000 first for toll-free access in Alberta.

### 2016 Language Teacher Bursary: Reminder of the February 10 Application Deadline

Certificated teachers of languages other than English who are interested in a Summer 2016 program abroad focused on language immersion/language teaching methodology may apply for a bursary through the Language Teacher Bursary Program. For more information and application forms, go to <http://alis.alberta.ca/et/fo/pay/scholarships/info.html?EK=874>. (Note: Only individuals who have not received these bursaries within the last five years may apply.)

Bursary Application Deadline: The provincial deadline is February 10, 2016. However, local deadlines may be earlier. Applicants requiring further information may contact Alberta Scholarship Programs at 780-427-8640. Dial 310-0000 first for toll-free access in Alberta.

### Grade 3 Student Learning Assessments (SLA3) Fall 2015 Pilot

#### Implementation Supports – Marking and Sharing Results

Alberta Education is continuing to work closely with the Alberta Regional Professional Development Consortia (ARPDC) to provide implementation supports for teachers and administrators for the Fall 2015 SLA3 Pilot. This includes face-to-face sessions as well as online opportunities to allow teachers more choice and flexibility. Sessions are underway on collaborative marking of Performance Tasks, as well as on interpreting, sharing and using results to improve student learning. School authorities are encouraged to contact their Regional Consortium for information on sessions in their area.

#### Administration, Marking and Results – Performance Tasks

The administration of the Fall 2015 SLA3 Pilot Performance Tasks is well underway, spanning a total of seven weeks from September 14 to November 1, 2015.

In August 2015, Alberta Education provided school authorities with approximately \$300,000 in funding it previously used to centrally mark the former Grade 3 PATs to help them with local marking of the Literacy and Numeracy Performance Tasks. Given that local practices for marking Grade 3 SLA performance tasks may vary among school authorities, and that each authority is in the best position to meet local needs, school authorities have the flexibility to determine how their funding allocation will best support their teachers in local marking of the performance tasks.

Student results for the Performance Tasks will be reported at the local school level only this year, and not to Alberta Education.

### **Administration, Marking and Results – Digital Interactive Questions**

The Fall 2015 SLA3 Pilot Digital Interactive Literacy and Numeracy Questions were administered over four weeks. The administration period for these questions closed on October 9, 2015.

To help teachers apply the results of the digital interactive literacy and numeracy questions to student learning, the following reports will be available.

- **Preliminary Student Report (Raw Score) – Digital Interactive Questions**

To assist teachers with planning, the Preliminary Student Report (Raw Score) will be available on the SLA Teacher Dashboard by October 23, 2015. The Preliminary Student Report will include student responses to the digital interactive questions. This report will only provide a raw score for each student and it does not take into consideration other information, such as the level of difficulty of each question. Student responses to the embedded field test questions will not be included in the Preliminary Student Report (Raw Score).

By November 16, 2015, the Preliminary Student Report will be replaced on the SLA Teacher Dashboard by the Official Student Report and the Official Class Report.

- **Official Student Report and Official Class Report – Digital Interactive Questions**

Both the Official Student Report and the Official Class Report will be available on the SLA Teacher Dashboard by November 16, 2015. A sample of the Official Individual Student Report is available on the SLA Teacher Dashboard and the [SLA webpage](#). This sample report can be used to see the types of information that teachers will be receiving by November 16, 2015.

New for 2015, a print function has been built into the SLA Teacher Dashboard to allow teachers and administrators to print the Official Student Reports. The reports cover only digital interactive questions. Schools are expected to share students' SLA3 individual results report with students' parents or guardians. Teachers and parents/guardians are encouraged to discuss students' SLA3 results together, as teachers are in the best position to interpret the results. The SLAs are designed to inform student learning and improve instruction.

Recognizing the nature of a Pilot, there will be no public reporting of results at the school, school authority or provincial levels during the Pilot phase.

### **Superintendent Access to Teacher Dashboard**

Alberta Education has granted Superintendents automatic access to the SLA3 Teacher Dashboard. This year, they also have the ability to grant data coordinators and curriculum directors access to the Dashboard as long as those individuals have Extranet accounts. A guide specifically prepared for administrators, including superintendents is available at <http://education.alberta.ca/department/ipr/slas/resources-teachers-admins>

A reminder that the SLA Help Desk is available to assist Superintendents and their delegates. The Client Services Help Desk will continue to be available until November 27, 2015 for technical assistance or questions regarding Pilot administration of the Grade 3 Student Learning Assessment. To obtain assistance with accessing the above reports, contact the Client Services Help Desk at 780-427-5318. Dial 310-0000 first for toll-free access in Alberta. Press option #9 for SLA support. Email: [cshelpdesk@gov.ab.ca](mailto:cshelpdesk@gov.ab.ca)

Additional information about the Fall 2015 SLA3 Pilot can be accessed on the Alberta Education SLA webpages at <http://www.education.gov.ab.ca/sla>.

For further information, please contact Nicole Lamarre, Director, Student Learning Assessments, at [nicole.lamarre@gov.ab.ca](mailto:nicole.lamarre@gov.ab.ca) or 780-422-3535. Dial 310-0000 first for toll-free access in Alberta.

## Bullying Awareness Week

Our Government is committed to promoting welcoming, caring, respectful and safe learning environments and are excited to be supporting Bullying Awareness Week (November 15-21).

The goal of this annual event is to increase awareness around the importance of preventing bullying. To do so, we need to work together to create a civil society built on healthy and respectful relationships. All Albertans are encouraged to #Post-It-Forward by sticking positive, inclusive and respectful post its in their community and sharing them online with the hashtag #Post-It-Forward #BAW2015.

### **Participate in our Cyberbullying Webcast on November 18, 2015**

This interactive webcast will provide information on cyberbullying including: what it is, how it affects youth and tips on how to prevent it and promote healthy relationships online.

The webcast will feature a panel consisting of community leaders who will discuss cyberbullying prevention and promote healthy relationships online. Speakers include:

- Moderator: Kristy Harcourt from Red Cross
- Cpl. Laura Bristow, RCMP who will speak on the recent changes to the Canadian Criminal Code
- Wendy Hogg, PhD, from the University of Alberta who will speak about the affects cyberbullying has on youth
- Brad Burns, principal of Highlands School will discuss the role of schools in preventing cyberbullying and promoting healthy relationships online
- Shelly Smith from Telus who will speak about the role of internet service providers in preventing cyberbullying and promoting healthy relationships online

You can tune in on November 18, 2015 and ask questions by going to [alberta.ca/bullying](http://alberta.ca/bullying) (please note, this link will not be active until November 18).

For information and resources on bullying prevention, please visit the Alberta Education website: <https://education.alberta.ca/admin/supportingstudent/safeschools.aspx>

# Province to Strengthen Human Rights Legislation

Bill 7, the Alberta Human Rights Amendment Act 2015, would add gender identity and gender expression as expressly prohibited grounds of discrimination into the *Alberta Human Rights Act*.

Protection from discrimination on the basis of gender identity and gender expression is specifically relevant for trans and gender variant people, as their gender identity may differ from the sex they were assigned at birth.

“Our government is committed to standing up for all Albertans. If passed, Bill 7 will empower the trans and gender variant community as they confront the stereotypes and discrimination that we know still exist. All Albertans deserve to be treated with equal dignity and respect.”

***Kathleen Ganley, Minister of Justice and Solicitor General:***

“Instead of trans Albertans seeking remedy after discrimination has occurred, including gender identity and gender expression in the *Alberta Human Rights Act* will help discourage such discrimination from happening in the first place. Formal affirmation of human rights is an important step towards addressing ongoing social inequalities.”

***Jan Lukas Buterman, President, Trans Equality Society of Alberta:***

“This act of including gender identity and gender expression as prohibited grounds indicates recognition of the specific challenges the trans and gender variant community face. With this in place, it will be crystal clear that people cannot be discriminated against for their gender identity or gender expression. It’s a great day for human rights in Alberta.”

***Mickey Wilson, Executive Director, Pride Centre of Edmonton:***

“The addition of gender identity and gender expression under the *Alberta Human Rights Act* would make the current protection offered under the legislation clear. These changes strengthen Alberta’s commitment to ensuring that everyone is able to fully participate in the cultural, social, economic and political life of the province, without discrimination.”

*Robert A. Philp, QC, Chief of the Alberta Human Rights Commission and Tribunals*  
Gender identity refers to a person’s internal, individual experience of gender. Gender expression refers to the varied way in which a person expresses their gender, through a combination of dress, demeanor, social behavior and other factors.



TIMES PHOTO BY AMANDA BOULAY

**TOY TIME:** Gloria Ilczynski and Dale Sebok have three boxes in town you can donate to for Toys for Taber Tots.

# Taber included in Toys for Tots

By Greg Price  
Taber Times  
gprice@tabertimes.com

There is no doubt, there are crisis that are global in nature.

But, with an initiative that is being spearheaded by Dale Sebok and Gloria Ilczynski of MaxWell Realty, they are addressing a crisis closer to home — those families in need of perhaps some extra Christmas cheer.

“You hear on the news of other countries in need of help financially or whatever, but the people here in our own communities sometimes get overlooked I think,” said Sebok. “That was a big push.”

That push came in the form of a Toys for Taber Tots, for Christmas 2015 for local families in Taber and M.D. of Taber area.

“As the days go on and the oil prices being low, I hear more and more of people struggling,” said Sebok. “A toy can brighten up a child’s Christmas. There’s a selfish satisfaction of helping someone out that I know that I get which I’m sure other people are the same way.”

There will be a decorated box set up at both the MaxWell Realty office at 5103 48th Avenue and at Wal-Mart for people to drop off a new, unwrapped toy. There will also be a third roving box that will be featured at numerous locations up until mid-December. The donations will eventually be delivered to the Taber Food Bank where they will be issued to families in need.

“It can be a toy for any age, up to 18 years old,” said Sebok.

## Enrollment down at Horizon School Division

By Nikki Jamieson  
Taber Times

njamieson@tabertimes.com

While the Horizon School Division may be down in students from previous years, they still have more then predicted.

In his superintendent’s report during the October meeting for the Horizon School Board, superintendent Wilco Tymensen highlighted that although the school division was down 57 students, they are up 39 students from last February’s predictions.

“A number of parents were concerned about the economy, a number of individuals may have already lost their jobs, or were afraid of losing their jobs and had communicated that if they’re struggling, they may be forced to move to another community in looking for a job,” said Wilco Tymensen, superintendent for HSB.

“We already knew some of those facts, and we kind of tried to plan the best we could for some of those reductions in numbers.”

With the economic downturn, the HSB had anticipated an enrolment flux in the form of students moving away or moving back to the district.

HSB believed more students would move to another school district, and planned for it.

Enrolment numbers as of Sept. 30 are what determine government funding for a school division, since enrolment tends to fluctuate during September. However, this also means that if HSD gets more students after Sept. 30, they won’t get additional funding.

“Because at some point, you’ve got to have a cutoff, right? In terms of how you build your budget. And so the province uses Sept. 30 as that magic number.”

In addition, 60 students left the public school system to enter home schooling, bringing the total up to 115 students.

HSB is also welcoming a new director of finance, Jason Miller, and a new director of learning, Robbie Charlebois; the latter whom was hired after the report was released.

The report also talked about the modernization of several schools.

“Barnwell school and Warner School are moving ahead, Barnwell we’re hoping will go to tender in the next couple of days,” said Tymensen.

“Then as well, we’re hoping to move forward with design concepts for W.R. Meyers and D.A. Ferguson, early in the New Year.”



# NDP budget spending out of control; MLA Grant Hunter

By Trevor Busch  
Taber Times

tbusch@tabertimes.com

Alberta's new NDP government is showing no sign of departing from the days of deficit, citing the poor economic climate of the province and pressing infrastructure concerns as the key motivators behind pressing forward with unprecedented spending. Schools and hospitals topped the list, as well as the hiring of more teachers and nurses.

Money has also been allocated to reduce school fees, initiate a school nutrition program and bring in a child benefit for low income families.

With roughly \$6 billion in lost royalty revenues from the oil and gas sector in 2015, finance minister Joe Cecil's 2015 budget reflects that, with a \$6.1 billion deficit.

Some \$3.2 billion will also be coming out of the province's contingency fund, which is later planned to be wiped out in 2016.

"First of all, it's the largest budget that Alberta has ever seen, over \$50 billion," said Cardston-Taber-Warner MLA Grant Hunter.

"There's been no effort to curtail public spending. That's something that Albertans are very upset about. When you've got 40,000 jobs being lost in the oil and gas sector, and all of the industries that facilitate that sector, what we're seeing is a government that has really shown their face. They refuse to address the fact that there's a spending problem, they say it's a revenue problem."

Hunter contends the deficit numbers cited by the province don't tell the real story, which through some creative accounting actually paint a gloomier picture for Alberta.

"They've said it's a \$6.1 billion deficit, but that's just operational. The operational deficit doesn't show what the actual deficit is, which is \$9.7 billion. We've always maintained it's important to invest in infrastructure, the capital projects need to move forward. It's important to remember, though, that when you keep on spending \$24 billion on public employment

costs, that makes it difficult to balance the budget."

Dollars have also been set aside to provide employers with grants of up to \$5,000 for jobs created over the next two years, as well as \$1.5 billion to improve access to capital for small business.

Escalating debt can be a harsh taskmistress for provinces once they become too reliant on borrowing to achieve goals, according to Hunter.

"I think it's important that we commit to moving forward and infrastructure needs, such as schools, and hospitals, and we know there's a real deficit when it comes to seniors beds and facilities. Those are priorities, but let's be clear: The problem is when you don't cut back on a bloated government that we have, you won't have the money there to spend on those capital projects that we need. The other thing to remember, when you get yourself into debt — Ralph Klein got us out of debt, and he did it for a reason — when you get yourself out of debt, you take that money you'd normally be spending on interest, which is billions of dollars, and you re-invest in infrastructure. This is the reason why we're able to increase the amount we're actually spending on infrastructure over most provinces. You can't rob from Peter to pay Paul, it never works, it's a Ponzi scheme — and this is the problem that we have, and it's going to affect multiple generations."

The 2015 budget is taking on record debt, expected to reach \$36.6 billion by 2018, while longer-term forecasts have that number escalating to a whopping \$47 billion by 2020.

"What they're talking about — and we saw this in their business plan — at the end of the day we're going to have \$47 billion in debt," said Hunter.

"That's just under the 15 per cent we supposedly need to be under in order for us to be able to maintain our 'AAA' credit rating. When the 'AAA' rating goes down, what happens is municipalities that borrow, cities that borrow, government organizations that bor-

row, all borrow at higher interest rates. It makes it difficult for everybody. That's what we're trying to protect here."

By 2016, the province is also planning to fund not just capital projects by borrowing, but will enter the realm of structural deficit spending on programs on the operational side of the budget. In 2016, \$712 million is expected to be borrowed for operational expenses, and a further \$3 billion in 2017.

Hunter admitted from a fiscal perspective the 2015 budget deficit doesn't appear much different from previous PC budgets in recent years, but that's part of the problem.

"It's larger, but it's not much different. I think that's really the message that Wildrosers are saying, is that we need something different," said Hunter.

"Albertans wanted change, but they didn't want to have the same continued spending that we're seeing with this government. If you and I dealt with our finances the same way the NDP government and the previous government have with government spending, we'd be bankrupt. We are spending more than we have."

While debt and deficit continue to escalate, the province did signal a step in the right direction.

It promised legislation to limit government debt to 15 per cent of GDP in future.

Funding also saw increases for health, education and advanced education, but overall program spending growth in Alberta is being limited at two per cent per year.

Hunter went on to attack increased spending in the public sector on jobs and wages at a time when many Albertans are struggling just to make ends meet.

"When times are tough, we tighten our belts as individuals, and we shouldn't expect anything different from our government. And right now, when there's so many people losing their jobs, we have a situation where people in the public sector aren't losing their jobs and don't have to tighten their belts in any way, instead they're getting an increase in wages," said Hunter.

"That's when people get angry, that's when they get upset and say why do they get a special deal?"

So called "sin taxes" on tobacco and alcohol are again on the rise, with a carton of cigarettes up \$5, a dozen beer going up an extra \$0.24, and \$0.18 for a bottle of wine.

"It's always the low-hanging fruit, right? They know these guys are absolutely addicted, so that's one of the things they go after," said Hunter.

"And you see it again and again. I think that

it's wrong — if the measure was to help people with these addictions, if we're going to bump the increase up, maybe we should increase the amount we're actually trying to help these people. That's what we should be doing. But what they're doing is, we can get more money here, and the best place to get it is from people that are addicted. That's a terrible approach."

Hunter blamed job losses in the oil and gas sector on uncertainty in the market created by a provincial review of energy royalties.

"What we need to be focusing on as government, is when you shed a lot of jobs, what you want to do is be able to stop that bleeding. When those jobs go, that's a huge cost to families, a huge cost to government, and a huge cost to our future. Unfortunately, oil and gas companies are telling us the number one reason why we're shedding these jobs is not because of low oil prices, but because of uncertainty because of the royalty review," said Hunter.

"That's straight from the horse's mouth."

# School boards carrying excessive reserves, auditor finds

*Surpluses have grown by 45 per cent in past two years*

**Jonathan Teghtmeyer**  
ATA News Editor-in-Chief

The majority of the province's school jurisdictions have accumulated surpluses and operating reserves that exceed the reasonable range set out by Alberta Education.

That's one of the findings of Auditor General Merwan Saher as outlined in a quarterly report released on Oct. 6. The report includes a summary of school boards' audited financial statements for the fiscal year that ended Aug. 31, 2014, and found that 59 of 74 school jurisdictions (including charter schools) have excessive reserves. The report says the department of education monitors whether school jurisdictions' reserves and surpluses are within a reasonable range, which is defined as between one and four per cent of operating expenses.

In the two years preceding 2014, unrestricted surpluses and operating reserves for school jurisdictions grew by 45 per cent, from a total of \$347 million to a total of \$502 million. These accumulated surpluses are equivalent to seven per cent of the total operating expenses for school jurisdictions that year.



David Eggen

Alberta Education staff maintain regular communication with school board officials on the topic of reserves, but do not dictate how reserves should be prioritized, said Education Minister David Eggen.

"I am interested in the overall level of school board operating reserves and this will be something we discuss in the future in the context of the overall education funding framework," Eggen said in a statement provided by email. "All partners need to work together to ensure stability in our schools and that funds go directly to support classrooms and students."

The auditor general's report also says that provincial auditors were unable

to identify any analysis from the department on how the funds would be applied in the future or how their future application would improve performance at the jurisdictions.

Eggen said the department has recently implemented a requirement that school boards outline their plans for reserves when they submit their annual budgets.

"We think Albertans should be told what the plans are for using those accumulated surpluses in the future," said Saher. "The department and Albertans could use such analysis to hold school trustees accountable for achieving desired results in the effective use of accumulated surpluses."

Alberta Teachers' Association president Mark Ramsankar said school boards are provided with operational funding each year and should be using that money as much as possible to support current students and in-year programs.

"It becomes difficult to advocate for more funding if school boards simply continue to increase reserves," said Ramsankar. "We know that students are struggling because of high class sizes and undersupported special needs, so it makes no sense for school boards to hold back any available funding that they have."

School boards have recently been accumulating reserves to manage unforeseen changes to their budgets, said Helen Cleese, president of the Alberta School Boards Association.

"Given the unpredictable nature of government funding for public education, school boards have often dipped into these savings to sustain services for students when government funding is insufficient or dries up," Cleese said.

She said reserves are the result of careful financial stewardship, where boards are earmarking funds for local priorities, such as enhancing programs in specific communities, outfitting new schools, paying for capital projects that are not funded by the province, upgrading technology and equipment, or expanding classroom resources. ■

## Largest accumulated surpluses

(as a percentage of operating expenses)

	\$	%
Peace River School Division	12.1 million	24.6
East Central Alberta Catholic	5.3 million	23.1
Horizon School Division	9.9 million	21.8
Livingstone Range School Division	9.2 million	19.0
Southern Francophone Education Region	6.3 million	16.1
Pembina Hills Regional Division	8.9 million	16.0
High Prairie School Division	7.2 million	15.0

\*Source: School jurisdiction funding profiles released by the Government of Alberta in March 2015.

October 22, 2015

Reeve Ross Ford  
County of Warner No. 5  
Box 90, 300 County Road  
Warner, AB T0K 2L0

Dear Reeve Ford:

On behalf of Horizon School Division No. 67 we are pleased to share with you an updated timeline for the Warner School modernization project as follows:

- 90% Documentation Submission to Alberta Infrastructure – November 19, 2015
- Tender Date – January 4, 2016
- Construction Start – March 2016
- Occupancy – August, 2017

Our previous modernization project involving both Vauxhall Elementary and Vauxhall High Schools were very fortunate to receive continuous support from community stakeholders as well as the MD of Taber. Countless hours of volunteer work as well as donations were received throughout the duration of this project.

We are currently reviewing the scope of the modernization and in order for us to remain within budgetary allocations we are reaching out to key stakeholders. Any contributions you may see fit to donate towards this project including gifts in kind such as gravel, pit run or sod would be immensely appreciated. Your generous support to this project will not only benefit the community, but will enhance learning opportunities for our children for generations to come.

If you have any additional questions or would like further clarification on the Warner School modernization, please feel free to contact me at 403-223-3547, Ext. 130.

Sincerely,

Wilco Tymensen, Ed.D.  
Superintendent

wt/bm

October 22, 2015

Tyler Lindsay, Mayor  
Village of Warner  
P.O. Box 88  
Warner, AB T0K 2L0

Dear Mr. Lindsay:

On behalf of Horizon School Division No. 67 we are pleased to share with you an updated timeline for the Warner School modernization project as follows:

- 90% Documentation Submission to Alberta Infrastructure – November 19, 2015
- Tender Date – January 4, 2016
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If you have any additional questions or would like further clarification on the Warner School modernization, please feel free to contact me at 403-223-3547, Ext. 130.

Sincerely,

Wilco Tymensen, Ed.D.  
Superintendent

wt/bm

October 22, 2015

Warner School Administration  
P.O. Box 150  
Warner, AB T0K 2L0

ATTENTION: David LeGrandeur, Principal

In our efforts to be transparent, Horizon School Division No. 67 would like to share with you project and schedule updates for the upcoming Warner School Modernization. Project delays to this date have been attributed to some of the following issues:

- Designed remediation of deficiencies within the existing facility that were previously identified in the engineering reports
- Designed remediation of deficiencies within the existing facility that have been uncovered by the project team during project site reviews
- Budgetary overages attributed to remediation of the above mentioned deficiencies within the existing facility
- Project area reduction and resulting redesign at 60% due to an area miscalculation by Alberta Education at the onset of the project

The Warner School Project recently received approval from Alberta Education and Alberta Infrastructure to proceed to 90%. The amended anticipated schedule at this point in time is as follows:

- 90% Documentation Submission to Alberta Infrastructure – November 19, 2015
- Tender Date – January 4, 2016
- Construction Start – March 2016
- Occupancy – August, 2017

If you have any additional questions or would like further clarification on the Warner School modernization, please feel free to contact me at 403-223-3547, Ext. 130.

Sincerely,

Wilco Tymensen, Ed.D.  
Superintendent

cc Warner School Parent Council  
Village of Warner  
County of Warner



Horizon School Division No. 67

**Press Release – October 22, 2015**

***SCHOOL MODERNIZATION PROJECTS  
UPDATED TIMELINES***

In our efforts to be transparent with community stakeholders, Horizon School Division No. 67 would like to share updated project schedules for the Barnwell and Warner School Modernization Projects. Project delays have results in amended schedules for both schools as follows:

**BARNWELL SCHOOL MODERNIZATION PROJECT:**

- Tender Date – November 6, 2015
- Construction Start – January-February 2016
- Occupancy – August, 2017

**WARNER SCHOOL MODERNIZATION PROJECT:**

- 90% Documentation Submission to Alberta Infrastructure – November 19, 2015
- Tender Date – January 4, 2016
- Construction Start – February-March 2016
- Occupancy – August, 2017

Any additional information or questions the public may have can be directed to Horizon School Division by calling 403-223-3547.

**October 28, 2015: Response from Horizon School Division to Little Bow Constituency re their Request for Information regarding the upcoming School Modernizations:**

**Barnwell School Modernization Project**

The Barnwell Community is fundraising to partner with the Board to include some Community enhancements to the modernization project. The project was approved in 2014. The modernization budget being provided to the Horizon School Division No. 67 by the AB Government is approximately \$9,530,000.00. This budget covers construction, consultant fees, project expenses, site expenses, furniture & equipment, CTS equipment and net GST.

The Community enhancements, that are over and above the budget identified above. The enhancements include a larger gymnasium, than that included in the Government approved scope of the project, and the possibility of a shared School / Community Library and Fitness Centre. Recent costs estimates of the enhancements that the Community is fundraising for are:

- 290 m<sup>2</sup> larger gymnasium - \$1,121,902.00
- 528 m<sup>2</sup> School / Community Library & Fitness Centre - \$2,164,521.00

To date the Community has received funding commitments in the amount of \$1,220,920.00. At this time, this will cover the cost of the larger gymnasium. Fundraising continues in the hope of being in a position to include the School / Community Library & Fitness Center at the onset of construction.

The project is a grant funded project meaning that Horizon provides project management and coordination. We hope to tender for a general contractor for the project in November 2015, to be in a position to award a contract in December 2015, and have the construction start early in the new year - 2016.

Our intent is not to fully decant and thus the school will remain functional while the construction is going on.

**Warner School Modernization Project**

The Horizon Board of Trustees also received approval in 2014 to modernize the Warner School. There are no partnerships for community enhancements but the Board will be contributing additional funds - the majority of which are infrastructure maintenance renewal funding from the Government, to ensure that the project addresses the complex nature of this modernization project. The AB Government approved budget for the project is \$6,483,000.00. Board contribution of funds will include approximately \$585,000.00.

The project is a grant funded project thus Horizon will provide project management and coordination. We hope to tender for a general contractor for the project in February 2016 and have construction commence in March 2016.

The school will remain operational while the construction is going on.

**D.A. Ferguson Middle School / W.R. Myers High School**

The Board of Trustees received notice just this month, October 2015, that the AB Government has approved a modernization project for the D.A. Ferguson Middle School and W.R. Myers High School which are juxtaposed school facilities in Taber, Alberta. The project will be Alberta Infrastructure managed and coordinated. Full scope and budget has not yet been identified but will address modernization needs in D.A. Ferguson, mechanical and electrical systems in the 1967 section and the entrance of the high school. A budget of approximately \$10,000,000.00 is being anticipated.

Construction could possibly start late summer - early fall of 2016.

The school will remain operational while the construction is going on



Empowering all our people to excel

6302 - 56th Street  
Taber, Alberta T1G 1Z9  
Phone: (403) 223-3547  
Fax: (403) 223-2999  
www.horizon.ab.ca

## HORIZON SCHOOL DIVISION NO. 67

### Our Learning Community

**BARNWELL**  
Barnwell School  
Phone: 403-223-2902

**ENCHANT**  
Enchant School  
Phone: 403-739-3770

**GRASSY LAKE**  
Arden T. Litt Centre for Learning  
(Outreach School)  
Phone: 403-655-2211

Chamberlain School  
Phone: 403-655-2211

**HAYS**  
Hays School  
Phone: 403-725-3755

**HUTTERIAN BROTHERS  
SCHOOLS**  
Phone: 403-223-3547

**LOMOND**  
Lomond Community School  
Phone: 403-792-3620

**MILK RIVER**  
Erle Rivers High School  
Phone: 403-647-3665

Milk River Elementary School  
Phone: 403-647-3747

**TABER**  
ACE Place Learning Centre  
(Outreach School)  
Phone: 403-223-4761

Central Elementary School  
Phone: 403-223-2170

D. A. Ferguson Middle School  
Phone: 403-223-8971

Dr. Hamman Elementary School  
Phone: 403-223-2988

L.T. Westlake Elementary School  
Phone: 403-223-2487

Taber Christian Alternative School  
Phone: 403-223-4550

Taber Mennonite School  
Phone: 403-223-0179

W. R. Myers High School  
Phone: 403-223-2292

**VAUXHALL**  
Horizon MAP  
(Outreach School)  
Phone: 403-654-4654

Vauxhall Elementary School  
Phone: 403-654-2422

Vauxhall High School  
Phone: 403-654-2145

**WARNER**  
Warner School  
Phone: 403-642-3931

November 12, 2015

Bob Jones, Councillor  
County of Warner No. 5  
Box 90, 300 County Road  
Warner, AB T0K 2L0

Dear Councillor Jones:

On behalf of Horizon School Division No. 67 we are pleased to share with you an updated timeline for the Warner School modernization project as follows:

- 90% Documentation Submission to Alberta Infrastructure – November 19, 2015
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If you have any additional questions or would like further clarification on the Warner School modernization, please feel free to contact me at 403-223-3547, Ext. 130.

Sincerely,

Wilco Tymensen, Ed.D.  
Superintendent

cc Derek Baron, Trustee

wt/bm





## **HORIZON SCHOOL DIVISION NO. 67**

### **NEWS RELEASE**

**OCT. 27, 2015**

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## **DIRECTOR OF LEARNING**



The Board of Trustees is pleased to announce that Robbie Charlebois has been appointed as the new Director of Learning for Horizon School Division No. 67 effective Nov. 9, 2015.

Marie Logan, Chair of the Horizon Board of Trustees, comments, “We were pleased to be able to offer Ms. Charlebois a job following an extensive Canada-wide recruitment endeavour. We believe that Ms. Charlebois’ organizational skills; strong work ethic, ability to build relationships, and her commitment to inclusive learning are clearly evident from her previous leadership experience and will assist in our efforts to engage staff, parents, community partners and agencies in developing supportive environments and collaborative practices that serve as foundations to inclusive learning.”

Ms. Charlebois has an extensive education and K-12 experience in the areas of Inclusive Learning and leadership. She holds a Bachelor of Science and a Bachelor of Education granted from the University of Lethbridge, as well as a Master of Administration and Leadership granted from Gonzaga University. Ms. Charlebois began her teaching career as a Science Teacher in Horizon School Division for D.A. Ferguson School. Robbie left the division in 2004 to become an Inclusive Education Teacher within the Lethbridge School District #51 (Winston Churchill High School). Currently, Robbie is in her sixth year as Vice Principal at Dr. Probe Elementary School and oversees inclusive learning and early education programming. She describes her work in Inclusive Education as her “calling”.

Robbie and her husband have four children; in her spare time Robbie enjoys golfing and camping.

Robbie states, “I am thrilled and honoured to return to the Horizon School Division Team! I am passionate about Inclusive Education and student success. I am devoted to meeting the needs of ALL students, knowing it takes teamwork, commitment, and collaboration. Horizon is a dynamic School Division of which I am excited to be a member.”

Please help us in welcoming Robbie Charlebois back to Team Horizon!



## Horizon School Division No. 67

**Press Release – October 28, 2015**

### **Horizon School Division Reaction to Budget 2015**

As many of you are aware, the NDP government presented their first budget in the legislature. As predicted by media over the last few days, there were no surprises. The government continued to invest in Education as was announced in May 2015. The provinces education budget has increased to \$6.6 billion an increase of 3.2%. This increase covers the government's commitment to funding every child in the K-12 system including enrollment growth and its commitments to teachers for the last year of the provincial framework agreement.

Minister Eggen stated, "Budget 2015 ensures that current school construction projects will continue, as quickly as possible, toward completion."

Marie Logan, Board of Trustees chair stated that the budget is certainly good news for Horizon's students and staff. Marie also stated that as the province continues with its fiscal plan that she hopes that they consider sustainable funding in addition to stable and predictable funding.

Wilco Tymensen, Superintendent of Schools stated that it certainly appears as if the NDP government is following through on their election promises. "We are eager to see further details of the budget in order to more thoroughly understand the implications of the budget on our classrooms."

Minister Eggen's comment about needing to prioritize and the NDP government's commitment to their platform promises will certainly give Albertan's an idea what to expect from this government's future decisions as they deal with the financial uncertainty of our province.

**Marie Logan,  
Board Chair**