

# 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 Regular Board meeting on Tuesday, December 17, 2013 beginning at 1:00 p.m. in the Eric Johnson Room

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

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools  
John Rakai, Associate Superintendent of Finance & Operations  
Clark Bosch, Associate Superintendent of Programs & Services  
Erin Hurkett, Associate Superintendent of Curriculum & Instruction  
Barb McDonald, Recording Secretary

## ACTION ITEMS

- A1 Moved by Bruce Francis that the Board approve the agenda as presented with the following changes and additions:
- Under Action Items (Changes):  
#A.4.1 Policy HNA – *Lord’s Prayer* moved to information items  
#A.4.11 Policy HGAC – *Religious Instruction* moved to information items
- Under Action Items (Additions):  
#A.4.12 Policy BBF – *Board Member Code of Conduct and Ethics*  
#A.4.13 Policy BD – *Board Meetings*  
#A.4.14 Policy GC – *Superintendent of Schools*  
#A.5 2014 IMR Plan  
#A.6 Arden T. Litt Name Change Request
- AGENDA APPROVED  
199/13
- Carried Unanimously
- A2 Moved by Derek Baron that the Board approve the Minutes (with noted correction under discussion items to remove the first paragraph from motion 194/13 made by Trustee Jennifer Crowson and to remove the first paragraph of motion 195/13 made by Trustee Bruce Francis) of the Regular Board Meeting held Tuesday, November 26, 2013.
- REGULAR BOARD  
MEETING MINUTES  
APPROVED  
200/13
- Carried Unanimously
- A3 Moved by Bruce Francis that the Board approve the Payment of Accounts report in the amount of \$3,478,621.06 as provided in Enclosure 2 of the agenda.
- PAYMENT OF  
ACCOUNTS REPORT  
APPROVED  
201/13
- Carried Unanimously
- A.4.2 Moved by Derek Baron that the Board approve first reading of new Policy JBA *Public Interest Disclosure (Whistle Blower Protection)* with noted amendment as provided in Enclosure 4 of the agenda.
- FIRST READING OF  
POLICY JBA  
APPROVED  
202/13
- Carried Unanimously
- A.4.3 Moved by Jennifer Crowson that the Board approve first reading of revised Policy HGAE *Religion and Human Sexuality* as provided in Enclosure 5 of the agenda.
- FIRST READING OF  
POLICY HGAE  
APPROVED  
203/13
- Carried Unanimously

<p>A.4.4 Moved by Bruce Francis that the Board approve first reading of revised Policy HNB <i>Controversial Issues in the Classroom</i> as provided in Enclosure 6 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY HNB APPROVED 204/13</p>
<p>A.4.5 Moved by Derek Baron that the Board approve first reading of new Policy HNG <i>Animals in Schools</i> as provided in Enclosure 7 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY HNG APPROVED 205/13</p>
<p>A.4.6 Moved by Terry Michaelis that the Board approve first reading of new Policy BBB <i>Electioneering and Politically Motivated Communications</i> as provided in Enclosure 8 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY BBB APPROVED 206/13</p>
<p>A.4.7 Moved by Bruce Francis that the Board approve first reading of revised Policy GCL <i>Staff Learning</i> as provided in Enclosure 9 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY GCL APPROVED 207/13</p>
<p>A.4.8 Moved by Blair Lowry that the Board approve first reading of Policy revised GCE <i>Substitute Teachers</i> as provided in Enclosure 110of the agenda.</p> <p style="text-align: right;">Carried</p>	<p>FIRST READING OF POLICY GCE APPROVED 208/13</p>
<p>A.4.9 Moved by Rick Anderson that the Board approve first reading of Policy revised HNI <i>Use of Visual Media in the Classroom</i> with noted amendment as provided in Enclosure 11 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY HNI APPROVED 209/13</p>
<p>A.4.10 Moved by Derek Baron that the Board approve first reading of revised Policy IFCH <i>Illicit Drugs</i> with noted amendments as provided in Enclosure 12 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY IGCH APPROVED 210/13</p>
<p>A.4.12 Moved by Derek Baron that the Board approve first reading of new Policy BBF <i>Board Member Code of Conduct and Ethics</i> a provided in Enclosure 20 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY BBF APPROVED 211/13</p>
<p>A.4.13 Moved by Terry Michaelis that the Board approve first reading of revised Policy BD <i>Board Meetings</i> with noted amendments as provided in Enclosure 21 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY BD APPROVED 212/13</p>
<p>A.4.14 Moved by Jennifer Crowson that the Board approve first reading of revised Policy GC <i>Superintendent of Schools</i> with noted amendment as provided in Enclosure 22 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING OF POLICY GC APPROVED 213/13</p>

A.5 Moved by Derek Baron that the Board approve the 2014 list of IMR projects with a total projected preliminary cost of \$625,037, \$558,048 of which is available 2013-14 provincial funding and \$66,989 as an estimated carry over from 2013 as listed below:

SCHOOL NAME	PROJECT DESCRIPTION	PROJECTED COST
Contingency		\$100,000
Taber Mennonite School	Flooring upgrade in lower level classrooms	\$21,000
Vauxhall MAP	Site upgrading – Paving stone along south and west sides	\$22,000
Dr. Hamman School	Replace 6 classroom floors with PVC flooring	\$48,000
	Remove and replace concrete sidewalks that have lifted and are causing a tripping hazard	\$8,000
Enchant School	Gym Roof Replacement	\$45,000
Lomond School	Replace Carpet in Library	\$12,500
Milk River Elementary School	Replace all exterior and aluminum vestibule entrance doors with steel frames and steel doors (with one handicap entrance)	\$22,000
	Install hardwood flooring that came out of Vauxhall Elementary School	\$25,000
Vauxhall Elementary School	Provide air conditioning for six modular classrooms, add controls to existing Building Management System	\$36,000
W.R. Myers High School	Replace shop overhead doors	\$6,000
	Replace flooring in staff room	\$11,000
	Remove paving stone, set base and replace paving stones at main entrance	\$5,000
	Furnace replacement in 1965 south (x) wing	\$12,000
	Upgrade washrooms in the 1965 section (x wing)	\$30,537
	Playing field site upgrade	\$150,000
	Cafeteria: Remove existing vinyl composite tile (VC) flooring, float the floor and install underlayment with a floating PVC floor	\$40,000
	Install air conditioning in grade nine wing	\$31,000

Carried Unanimously

2014 PRELIMINARY  
IMR PROJECTS  
APPROVED  
214/13

A.6 A written request was presented to the Board that some individuals have expressed an interest in seeking a name change to the Arden T. Litt Centre for Learning. Due to the provincial funding associated with this outreach school, a name change would not be feasible.

Moved by Bruce Francis that Board not approve a name change to the Arden T. Litt Centre for Learning.

Carried Unanimously

REQUEST TO  
CHANGE NAME OF  
ARDEN T. LITT  
CENTRE FOR  
LEARNING NOT  
APPROVED  
215/13

## DISCUSSION ITEMS

### D.1 Transportation Review

Horizon School Division's transportation department will be facing an approximate \$300,000 shortfall due to the elimination of the Fuel Price Contingency funding. As a result, the Board will be moving forward with a division-wide extensive transportation review. The Board felt that it was important to allow parents and stakeholders an opportunity to provide their thoughts and perspectives on transportation priorities and how they feel that Horizon could improve and become more efficient in light of this shortfall. The Board will be

organizing three community forums from 6:00 p.m. – 8:00 p.m. in Horizon communities (Enchant, Taber and Milk River) this February as follows:

- February 11, 2014 – Milk River Elementary School
- February 13, 2014 – Enchant School
- February 25, 2014 – D.A. Ferguson Middle School

Notices will also be sent to all schools for distribution to families. There will also be an online survey where parents and stakeholders may provide their input. The online survey will be available from February 14–28, 2014 at [www.surveymonkey.com/transport](http://www.surveymonkey.com/transport). Once all stakeholder feedback has been collected from the forums and online survey, the Board will review several of the most common suggestions of possibilities for solutions on how to improve Horizon’s transportation system. These suggestions will then be presented to stakeholders at open houses from 6:00 p.m. – 7:00 p.m. in April as follows:

- April 7, 2014 – Lomond Community School
- April 10, 2014 – Hays School
- April 17, 2014 – Warner School
- April 28, 2014 – D.A. Ferguson Middle School

A plan is in place for the board to make final decisions at the September 2014 board meeting which would outline Horizon’s revised Transportation policies and guidelines that would take effect with the commencement of the 2015-2016 school year.

### **D.2 Board School and Colony Tour Dates**

Because of the large commitment from the Board due to the Transportation review, the Board will resume their school and colony tours in the fall of 2014, with the tour dates to be determined at the August 2014 board meeting.

### **D.3 January 2014 Board Meeting Date**

Due to conflicts with dates between the upcoming ASBA professional learning events and the January 21, 2014 Board meeting, the Board considered rescheduling the January 21 meeting date.

Moved by Jennifer Crowson that the Board rescheduled the January regular Board Meeting to January 28, 2014.

Carried Unanimously

JANUARY 2014 BOARD  
MEETING DATE CHANGE  
APPROVED 216/13

## **INFORMATION ITEMS**

### **I.1 Superintendent’s Progress Report**

Before I get too far into my activities for November, I wanted to say *Prettige Kerstdagen and Gelukkig Nieuwjaar*. May your December include an opportunity to find time to enjoy the company of family and friends.

As most people are aware a new Education Act will be proclaimed on September 1, 2015. The Education Act is a significant step toward bringing to life the vision Albertans shared through *Inspiring Education* and requires further updating of 35 regulations. This also necessitates that jurisdiction policy be aligned to new provincial legislation. Policy review and revision has been ongoing these last few months and will continue to be a focus as we continue to transform education.

As part of my commitment to connect and engage our communities, both within the jurisdictional boundary and beyond a number of meetings have been attended. These include:

- College of Alberta School Superintendent – both provincial executive meetings and local zone meetings have been attended to bring the voice of Horizon to a larger political landscape
- School Administrators meeting have been facilitated
- Technology Guide meeting – the new Learning and Technology Policy Framework was shared as were discussions around the five key directions:

- Technology is used to support student-centered, personalized, authentic learning for all students.
- Teachers, administrators and other education professionals read, review, participate in, share and apply research and evidence-based practices to sustain and advance innovation in education.
- Teachers, administrators and other education professionals develop, maintain and apply the knowledge, skills and attributes that enable them to use technology effectively, efficiently and innovatively in support of learning and teaching.
- Education leaders establish policy and governance structures, cultivate innovation and build capacity within the system to leverage technology in support of student-centered learning and system efficiencies.
- All students, teachers, administrators and other education professionals have access to appropriate devices, reliable infrastructure, high-speed networks and digital learning environments.
- School Council meetings – school council chairs have been working collaboratively with division office to draft resolutions which will be taken forward to the spring Alberta Home and School Council association general meeting.
- Career Transitions – the 15<sup>th</sup> anniversary celebration was attended which included a tribute to Margaret Vennard, executive director who recently transitioned into the role of the regional manager for the Regional Collaborative Service Delivery which is a partnership with the Ministry of Health, Human Services, and Education.
- A meeting with the Deputy Minister of Education occurred which provided opportunities to provide and discuss input into the Taskforce for Teacher Excellence.
- Teacher efficacy work continues via the C2 teacher survey which received over 110 responses. Collation and theme identification will be forthcoming.

Work with the Board of Trustees includes:

- Discussions with community stakeholders, and media, as well as policy development regarding the recitation of the Lord's Prayer.
- Work has also begun regarding the jurisdiction Transportation Review which will be looking at changes in and alignment of, policy and practice in order to balance a budgetary shortfall of \$250,000.
- The jurisdiction 2012-2013 Annual Education Results Report and 2013-2014-2015-2016 Three Year Plan has been reviewed and approved and is now available on the jurisdiction website.

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

**I.2.1 ASBA Zone 6 Report** – Marie Logan, Zone 6 Representative provided an update from the Zone 6 meeting she attended on December 11, 2013. Highlights from the meeting included the following:

- A reminder to all members that the ASBA survey must be completed by January 6, 2014
- Thank you from Jacquie Hansen to Horizon for retirement gift
- Marie Logan has been appointed to the ASBA Handbook Committee where she will work along with Shannon Scherger to develop a vision/mission statement. A draft policy regarding who sits on the ASBA executive will also be developed.
- Notes of interest from several Zone 6 jurisdictions were also presented
- The next Zone 6 meeting will take place on Wednesday, January 8, 2014 at the Holy Spirit Board Office beginning at 9:45 a.m.

**I.2.2 Facilities Committee Report** – Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The report was enclosed in the agenda and included the following information:

- Vauxhall MAP Project Update
  - Expected completion date for exterior work is December 20, 2013
  - Interior work in both the first and second phase is complete
  - The third and final phase on construction is underway
- Other maintenance work completed during November/December 2013 including:

- Various safety additions and modifications in different facilities to accommodate school lock down procedures
- Monitoring of columns in the D.A. Ferguson Art Room
- Painting and esthetic work at various schools
- Heating, plumbing, general and preventative maintenance undertaken at all schools
- Filters for all HVAC units, furnaces and heat pumps were replaced as a preventative maintenance function
- Ongoing snow removal
- Facilities Manager/Administration:
  - Met with several schools and completed a walk-through of facilities and grounds with minor repairs being identified and repair work completed
  - Ongoing effort from the Facilities Manager to visit schools, caretaking staff and contractors
  - Continued preparation for the upcoming projects including the WRM/DAF playing field upgrades
  - Caretaking inspection report for Barnwell School

**I.2.3 Administrators Meeting Report** – Rick Anderson provided a brief report of the December 10<sup>th</sup> Administrators’ Meeting, as per the handout that was distributed, including discussions that took place regarding the issues surrounding the Lord’s Prayer, school closure communication, student registration forms, Horizon’s upcoming transportation review, professional development, the Technology Policy Framework and the development of a Horizon Leadership Cohort.

Information shared included updates to Inclusive Education, curriculum redesign, the Audited Financial Statements and school generated funds, technology purchasing, diploma exams and Council for School Leadership.

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

John Rakai reported the following information:

- Decentralized budget revenues have been sent out to schools and as they come back in, they are entered in the accounting system so that they are able to compare their budgeted allocation of expenses to their actual expenditures.
- Horizon School Division’s budget and Audited Financial Statements have been submitted to Alberta Education prior to the November 30<sup>th</sup> deadline.
- The signed CUPE Collective Agreement has been received and once signed by Board Members, the agreement will be placed on the Horizon School Division Website.

**I.4. Associate Superintendent of Programs & Services Report**

Clark Bosch did not provide a report to the board this month as there were no updates to the extensive and detailed report he provided to the board at the November meeting.

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

Erin Hurkett’s report was enclosed in the agenda and included the following updates:

**Goal 1: All learners will finish school possessing 21<sup>st</sup> century learning competencies.**

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

- SAPDC held a session on Curriculum Redesign in Lethbridge on December 5<sup>th</sup>. Five representatives from Horizon plus myself attended the information session.
- Bev Cunningham from Vauxhall MAP will be working on the provincial dual credit committee for curriculum mapping for the Health Care Aide Program.

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

- Jr. High ELA teachers from across the jurisdiction met for a committee meeting on December 9<sup>th</sup> at Division Office. The goal of this committee is to create inquiry-based units embedded with differentiation for various student reading abilities.
- I have started to work with a teacher from D.A. Ferguson in regard to English Language Learners and will be continuing to work with a group of Grade 6 teachers from this school in January.

**Key Action:** Support the professional capacity for responsible, effective, and purposeful use of technology by all jurisdiction learners.

- A Google community site was created for Horizon teachers. This site is a forum where teachers can set up professional learning groups that they will work with at division-wide PD days and to continue their learning and work together via the community site.
- Ken Hakstol met with myself on December 16<sup>th</sup> to review some of the critical technological teaching tools in education
- Curriculum representatives from the Southern jurisdictions met on December 6<sup>th</sup>. Pearson presented new digital resource materials.

### COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
217/13

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE  
218/13

Moved by Terry Michaelis that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
219/13

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Chair

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Secretary