

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

The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, April 23, 2013 beginning at 1:30 p.m. in the Eric Johnson Room

TRUSTEES PRESENT: Audrey Krizsan, Board Chair
Derek Baron, Board Vice-Chair
Marie Logan, Bruce Francis, Sharon Holtman, Jennifer Crowson
Terry Michaelis

ALSO PRESENT: Cheryl Gilmore, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Dave Driscoll, Associate Superintendent of Programs & Services
Stan Ashbee, Taber Times
Barb McDonald, Recording Secretary

REGRETS: Wilco Tymensen, Associate Superintendent of Curriculum & Instruction

ACTION ITEMS

Moved by Derek Baron that the Board approve the agenda as presented with the following additions:

Under Action Items

#6. Approve L.T. Westlake Alternative Program Proposal

#7. Approve Horizon School Division Financial Update as of March 31, 2013

Carried Unanimously

AGENDA APPROVED
20/13

Moved by Marie Logan that the Board approve the Minutes of the Regular Board Meeting held Tuesday, March 19, 2013 as provided in Enclosure 1 of the agenda.

Carried Unanimously

REGULAR BOARD
MEETING MINUTES
APPROVED
21/13

Moved by Terry Michaelis that the Board approve the Payment of Accounts report in the amount of \$4,456,128.41 as provided in Enclosure 2 of the agenda.

Carried Unanimously

PAYMENT OF
ACCOUNTS REPORT
APPROVED
22/13

Moved by Sharon Holtman that the Board approve the acquired Edmonton School District No. 7, three credit locally developed senior high school course Forensic Science 25-3/35-3 sequence and the resources being used to teach the course from September 1, 2013 to August 31, 2014 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED
COURSE FORENSIC
SCIENCE 25-3/35-3
APPROVED

Moved by Bruce Francis that the Board approve the acquired Westwind School Division No. 74, three and five credit locally developed senior high school course Religious Studies (Book of Mormon) 35-3/35-5 sequence and the resources being used to teach the course from February 1, 2013 to August 31, 2014 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

23/13
LOCALLY DEVELOPED
COURSE RELIGIOUS
STUDIES (BOOK OF
MORMON) 35-3/35-5
APPROVED

24/13

Moved by Jennifer Crowson that the Board approve the acquired Calgary School District No. 19, three and five credit locally developed senior high school course Chamber Ensemble 15-3/15-5/25-3/25-5/35-3/35-5 sequence and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED
COURSE CHAMBER
ENSEMBLE 15-3/15-5/25-
3/25-5/35-3/35-5
APPROVED

25/13

Moved by Terry Michaelis that the Board approve the acquired Calgary School District No. 19, three and five credit locally developed senior high school course ESL English for Academic Success 35-3/35-5 sequence and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED
COURSE ESL ENGLISH
FOR ACADEMIC
SUCCESS 35-3/35-5
APPROVED

26/13

Moved by Derek Baron that the Board approve the acquired Calgary School District No. 19, five credit locally developed senior high school course ESL Introduction to Mathematics 15-5 and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED
COURSE ESL
INTRODUCTION TO
MATHEMATICS 15-5
APPROVED

27/13

Moved by Marie Logan that the Board approve the acquired Calgary School District No. 19, three and five credit locally developed senior high school course Instrumental Jazz 15-3/15-5/25-3/25-5/35-3/35-5 sequence and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED
COURSE
INSTRUMENTAL JAZZ
15-3/15-5/25-3/25-5/35-
3/35-5 APPROVED

28/13

Moved by Sharon Holtman that the Board approve the acquired Calgary School District No. 19, five credit locally developed senior high school course Film Studies 15-5/25-5/35-5 sequence and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 3 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED
COURSE FILM STUDIES
15-5/25-5/35-5
APPROVED

29/13

Moved by Bruce Francis that the Board approve the tender for the Lomond Community School roof replacement project received from the lowest bidder, Charlton & Hill, in the amount of \$106,527.000 + GST

Carried Unanimously

LOMOND COMMUNITY
SCHOOL ROOFING
REPLACEMENT TENDER
APPROVED

30/13

Moved by Sharon Holtman that the Board approve, in accordance with Policy HGBHA *Alternative Programs*, the establishment of an alternative program in the area of fine arts at the L.T. Westlake Elementary School commencing at the start of the 2013-2014 school year. Further, that L.T. Westlake Elementary School be authorized to investigate further alternative programs such as French Immersion with the intent to start additional alternative programming at the start of the 2014-2015 school year.

Carried Unanimously

FINE ARTS
ALTERNATIVE PROGRAM
APPROVED FOR L.T.
WESTLAKE SCHOOL
COMMENCING WITH THE
START OF THE 2013-2014
SCHOOL YEAR

31/13

Phil Johansen, Finance Director, circulated and reviewed the Financial Report, including a Statement of Financial Position, Statement of Revenues and Expenses and supplemental information for the seven month period of operations - September 1, 2012 to March 31, 2013.

The reported surplus of \$662,674 at March 31, 2013 is projected to be approximately \$350,000 at year end - August 31, 2013. The reduction in the projected year-end surplus is attributed to the Board remitting full employer premiums for CPP and EI throughout the remainder of this fiscal year prior to the maximum premium limits being reached. In addition, as is generally the case each year, an increase in the amount of purchasing at schools is expected in the upcoming months as schools acquire additional resources for the next school year. In addition, significant purchases were made out of reserves for school and non-school buildings, and equipment amounting to \$375,527. These purchases are capital assets that had no additional funding. Capital assets are not expensed in the year of acquisition, but are amortized over time.

Net Assets reported in the Statement of Financial Position include:

- Board unrestricted reserves at \$2,262,102. These reserves are not all cash held in the bank. They include investments and operational requirements for cash flow, accounts receivable, accounts payable and prepaid expenses \$2,262,102
- Restricted reserves for Board initiatives 4,539,243
- Funds Allocated and Controlled by schools 2,017,705
- Board funded capital assets 5,092,630

Board funded capital assets represent long-term expenses for non-school buildings, equipment and vehicles.

Moved by Jennifer Crowson that the Board approve the financial report as presented by Phillip Johansen, Finance Director for the period ending March 31, 2013

Carried Unanimously

FINANCIAL REPORT FOR
THE PERIOD ENDING
MARCH 31, 2013
APPROVED
32/13

DISCUSSION ITEMS

1. Budget Update – John Rakai

Mr. Rakai provided a 2013 – 2014 budget update. There will be significant revenue reductions from the province affecting operations. A handout was provided outlining the following:

Increased funding

- 2% grant increase to Inclusive education
- 2% grant increase to Class Size – ECS to Grade 3 and Career Technology Studies
- Equity of Opportunity grant restructuring

The above is projected to provide an additional \$285,718 in funding.

Suspended, discontinued and reduced funding:

Effective April 1, 2013:

- Alberta Initiative for School Improvement (AISI) funding is suspended effective April 1, 2013
- Fuel Price Contingency funding is discontinued effective April 1, 2013

Effective September 1, 2013:

- Learning Resources Credit Allocation funding is discontinued
- Introduction of Tier Four Credit Enrolment Units (CEU) for work experience and special projects where by funding is reduced from \$187.48 to \$112.48 per CEU
- Distance Learning CEU funding is reduced from \$187.48 to \$82.49 per CEU
- FTE Funded enrolment replaces FTE weighted enrolment in the Plant Operations and Maintenance (PO&M) formula resulting in a reduction
- Infrastructure Maintenance and Renewal will be reduced by approximately 20%
- Board governance and system administration spending cap is reduced by 10%
- English as a Second Language (ESL) funding will be reduced from 7 years to 5 years

The above funding adjustments are projected to reduce revenue by \$1,550,300.

The Budget Committee has made recommendations identified in the handout to increase revenue or reduce operating expenditures in the amount of \$1,204,386. With other budget considerations, the final shortfall for 2013 – 2014 is projected to be \$298,500. The Committee recommended to the Board that this shortfall be funded by reserves in order to balance the budget.

The Board concurred and directed that Administration use the above projections and recommendations to commence planning for the 2013-2014 school year with no changes to staffing formula allocations, inclusive learning allocations or reductions in programs and services. The Board will formally approve the budget following a progress report in May. The deadline to submit the budget to Alberta Education is May 31, 2013.

INFORMATION ITEMS

1. Superintendent's Progress Report **Staffing and Personnel Meetings**

The Superintendent met with all teachers requesting a meeting with the Superintendent. Enrollment projections are complete and subsequent staffing allocations are being reviewed and will be distributed to schools this week.

Budget Preparation

The Senior Administrative Team worked on the budget over the Easter break based on assumptions and priorities established by the Board at the March Board meeting. Subsequent to the preparation, the Board reviewed recommendations and called a Budget Committee meeting. The Budget Committee is comprised of a number of stakeholders including support staff, administration, professional staff, and parents. A number of recommendations were approved by the Budget Committee reducing an original \$1,418,318 shortfall to just under 300,000 shortfall. The recommendations will go to the April Board meeting including the recommendation to access the Board reserve by \$300,000 given the emergent situation caused by Alberta government fiscal restraint. Two priority areas identified by the Board, staffing formulas and Inclusive Learning, are not reduced in the proposed budget.

Administrator's Meeting

Professional Learning: Alyson Archibald shared learning from the Rural Education Symposium she attended on behalf of Horizon School Division. Administrators who attended an Alberta Education stakeholder input session regarding "Welcoming, Caring, Respectful and Safe Learning Environments" provided their impressions of the session. Time was spent looking at Core Practices of Successful School Leaders – Improving the Instructional Program .

Discussion: Wilco Tymensen provided a curriculum update regarding changes in high school credentialing and the focus of curriculum development on learning competencies. Dave Driscoll and Ann Muldoon provided some background regarding the work of the Inclusive Learning Budget Committee, and John Rakai provided a budget update. The ELI Recommendations formulated by the Horizon Early Literacy Intervention were reviewed.

High School Program Meetings

Some meetings with high school principals examining video-conferencing as well as the provincial high school flexibility project were held. A proposal for inclusion in the project for the 2013-14 school year was submitted to Alberta Education and approved. Administrators of schools wanting to be part of the project will attend an information meeting in Calgary on May 1.

Policy Committee

The following policies were reviewed and prepared for distribution to stakeholders for feedback:

- School Security (Lockdown) Policy EBCE
- New policy – Citizenship in a Digital Age
- Personnel Records Policy GBL
- Vice-Principal and Assistant Principal Positions Policy GCAE
- Policy Development Policy BF
- Staff Mileage Payment Policy ECG
- Flag Protocol Policy JAB

Professional Meetings

The Superintendent spent time with the Alberta Education Zone 6 Manager, Dan Ferguson, and a project proposal writer to formulate ideas with other cross ministry representatives for a potential project focusing on Low German-speaking Mennonite programs. The project would try to address the issue of school attendance.

Meetings included: ASBA Rural Education sub-committee meeting, Taber and District Community Adult Learning Board Meeting, TCAP meeting, CUPE Negotiating Committee meetings, ATA Negotiating Committee meetings, Budget Committee meetings, ASBA Outcomes Based Budgeting in-service attended

-Facilitated discussion in grade 6 classes at D. A. Ferguson regarding local government and School Boards

APEX Awards

The Superintendent had the pleasure of attending the annual APEX Awards banquet recognizing youth for their leadership and contribution to their communities.

Trustee/Committee Reports:

2.1 ASBA Zone 6 Report – Marie Logan, Zone 6 Representative provided information from the Zone 6 meeting that was held April 10, 2013 and included the following highlights:

- Edwin Parr Award nominee interviews will be taking place on April 24, 2013 - Horizon's nominee this year is Cody Young, teacher at Hays School
- Edwin Parr Awards will take place on Wednesday, May 8, 2013 at the Taber Heritage Inn
- Ron Taylor's (Director, Alberta Education Zone 6 Services) Report including information and updates on the Regional Collaborative Service Delivery (RCSD) process and the Early Childhood Development Priority Initiative
- Review of Budget workshop
- Upcoming ASBA SGM in Red Deer in June
- ASBA presentation at May zone meeting

2.2 Facilities Committee Report – Jennifer Crowson, Facilities Committee Chair, provided updates on work undertaken during the past month within the Facilities Department. The report included the following information:

- Vauxhall Bus Garage/Vauxhall Horizon MAP renovation
- Arden T. Litt Centre renovation progress in Grassy Lake

- 2013 IMR Project Planning
- Miscellaneous Maintenance work completed during March and April 2013

2.3 April Administrators' Meeting Review

Audrey Krizsan provided a brief review of the Administrators' Meeting (as per the handout that was distributed) that took place on Tuesday, April 9, 2013 in Hays School. Highlights included the following:

- Professional Learning for High School Principals
- A presentation from Alyson Archibald, Principal of Hays School, on the Rural Education Symposium that she attended where Dr. Phil McCrae's presentation focused on citizenship in a digital age, the concept of personalized learning and children's' need for structure

3. Associate Superintendent of Finance and Operations Report

No additional items were reported by John Rakai

4. Associate Superintendent of Programs & Services Report

Dave Driscoll, reported on the following:

- Provided an update regarding the on-going work of the Inclusive Learning Committee, and the development of a funding model for Horizon School Division that will be a long-term sustainable approach to meet the needs of students
- Continuing with attendance at ongoing Regional Collaborative Services delivery meetings where an agreement was reached that funding from the existing Student Health Initiative Partnerships (SHIP) model will continue into next year
- Attended the Rural Alberta Development Fund Big Sky Symposium as part of a panel that presented on Horizon School Division's Opportunity Shop Program
- Horizon School Division is presently hosting a group of students from Columbia ranging in ages from 11 to 17. These students are attending schools throughout the Division and will be here until May 14th. The start of the new school year will see international students welcomed into our Division from Germany, China and Korea.

5. Associate Superintendent of Curriculum and Instruction Report

Wilco Tymensen's report was enclosed in the agenda and included the following information:

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

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

- Teacher Evaluation. Continued with ongoing observations of probationary teachers
- AB ED Curriculum Policy Advisory Committee (CPAC). Met with the assistant deputy minister to discuss curriculum redesign
- Video Conferencing (VC) meeting. Met with Senior High principals to discuss alignment of 2013-14 calendars and explore Video Conferencing opportunities.
- Locally Developed Courses Management System (LDCOMS). Submitted a number of locally developed courses which should be coming to the board in May for approval

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.

- Although AISI Cycle 5 has been canceled we continue to provide early intervention PD opportunities for teachers with Vickie Glass and Critical Thinking and Literacy across the grades at the senior high level with the Critical Thinking Consortium.

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

- Digital Policy meeting. Met with the digital policy committee to finalize the “Citizenship in a digital age” policy and administrative guidelines
- Myers Tech meeting. Met with Myers’ administrative team to discuss technology requirements

Goal 2: All learners will demonstrate the personal attributes of contributing global citizens.

Key Action: Increase parent and community engagement through reciprocal and collaborative relationships.

- Attended a number of schools with the Board
- Attended the April Admin Meeting
- MD of Taber SuperNet
- Subbed for Crystal Boese at Hays school
- Attended the Apex Youth awards
- Attended the College of Alberta School Superintendents (CASS) Executive meeting
- Attended the Horizon Budget meetings

Key Action: Support the capacity of learners to set and accomplish goals through ownership of personal learning.

- Tell Them From Me survey – a small number of schools chose to complete the final survey
- Safe and Caring Schools (SACS). 80 students from our junior and senior high schools came together at D.A. Ferguson to share how students are making a difference in their schools.
- Science Olympics. 80 students came together in Taber to engage in a day of science problem solving challenges.

Key Action: Align structures and practices with Horizon’s model of the Continuum of Supports and Services.

COMMITTEE ITEMS

Moved by Sharon Holtman that the Board meet in Committee.

Carried Unanimously

COMMITTEE
33/13

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
34/13

Moved by Marie Logan that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
35/13

Chair

Secretary