

# 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, June 17, 2014 beginning at 1:30 p.m. in the Eric Johnson Room

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

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

REGRETS: Erin Hurkett, Associate Superintendent of Curriculum & Instruction

## ACTION ITEMS

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

### Under Action Items:

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

### Under Discussion Items:

D.2 Public Education

### Under Information Items:

I.5 Associate Superintendent of Programs and Services Report

Carried Unanimously

AGENDA  
APPROVED  
100/14

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

Carried Unanimously

REGULAR BOARD  
MEETING MINUTES  
APPROVED  
101/14

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

Carried Unanimously

PAYMENT OF  
ACCOUNTS REPORT  
APPROVED  
102/14

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

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

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

Carried Unanimously

FIRST READING OF  
POLICY EAACAA  
APPROVED  
103/14

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

Carried Unanimously

FIRST READING OF  
POLICY EAACAB  
APPROVED  
104/14

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

Carried Unanimously

FIRST READING OF  
POLICY EAACAC  
APPROVED  
105/14

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

Carried Unanimously

FIRST READING OF  
POLICY FEF  
APPROVED  
106/14

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

Carried Unanimously

SUPERINTENDENT'S  
EVALUATION  
REPORT APPROVED  
107/14

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

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

Carried Unanimously

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

## **DISCUSSION ITEMS**

### **D.1 Travel Clubs**

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

### **D.2 Public Education**

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

## **INFORMATION ITEMS**

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

#### **Educational Leadership**

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

#### **Fiscal Responsibility**

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

#### **Personnel Management**

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

#### **Policy**

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

#### **Organizational Leadership and Management**

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

## **Communications and Community Relations**

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

## **Leadership Practices**

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

## **I.2 Tobacco Free Environment**

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

## **I.3 Trustee/Committee Reports**

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

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

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

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

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

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

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

John Rakai reported the following information:

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

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

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

##### **International Education:**

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

##### **Early and Inclusive Learning:**

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

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

### **Instructional Support Plans:**

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

### **FNMI Education:**

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

### **Counselling:**

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

### **Kanadier Mennonite Programming:**

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

### **Career Counselling:**

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

**High School Redesign:**

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

**Hutterian Brethren Schools:**

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

**Teacher Evaluations:**

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

**College of Alberta School Superintendents:**

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

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

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

**Goal 1: All learners will finish school possessing 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.

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

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

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

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

**I.7. 2014 Tour Alberta**

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

**I.8. Correspondence**

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

**COMMITTEE ITEMS**

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
109/14

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE  
110/14

Moved by Jennifer Crowson that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
111/14

Original Signed August 19, 2014

Marie Logan, Chair

Original Signed August 19, 2014

Barb McDonald, Secretary