

# Horizon School Division No. 67

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, January 20, 2015 beginning at 2:00 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  
Clark Bosch, Associate Superintendent of Programs, Services & HR  
Erin Hurkett, Associate Superintendent of Curriculum & Instruction  
Barb McDonald, Recording Secretary  
J.W. Schnarr, Taber Times

REGRETS: John Rakai, Associate Superintendent of Finance & Operations

## ACTION ITEMS

- |         |                                                                                                                                                                           |                                                       |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| A.1     | Moved by Jennifer Crowson that the Board approve the agenda as presented.                                                                                                 | AGENDA<br>APPROVED<br>01/15                           |
|         | Carried Unanimously                                                                                                                                                       |                                                       |
| A.2     | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Monday, December 15, 2014 as provided in Enclosure 1 of the agenda.             | BOARD MEETING<br>MINUTES<br>APPROVED<br>02/15         |
|         | Carried Unanimously                                                                                                                                                       |                                                       |
| A.3     | Moved by Rick Anderson that the Board approve the Minutes of the Special Board Meeting held Monday, January 5, as provided in Enclosure 2 of the agenda.                  | SPECIAL BOARD<br>MEETING MINUTES<br>APPROVED<br>03/15 |
|         | Carried Unanimously                                                                                                                                                       |                                                       |
| A.4     | Moved by Terry Michaelis that the Board approve the December/January Payment of Accounts report in the amount of \$4,083,850.93 as provided in Enclosure 3 of the agenda. | PAYMENT OF<br>ACCOUNTS REPORT<br>APPROVED<br>04/15    |
|         | Carried Unanimously                                                                                                                                                       |                                                       |
| A.5.1   | Moved by Derek Baron that the Board approve second reading of Policy GCM <i>Professional Growth Planning</i> as provided in Enclosure 4 of the agenda.                    | SECOND READING<br>OF POLICY GCM<br>APPROVED<br>05/15  |
|         | Carried Unanimously                                                                                                                                                       |                                                       |
| A.5.1.1 | Moved by Jennifer Crowson that the Board approve final reading of Policy GCM <i>Professional Growth Planning</i> as provided in Enclosure 4 of the agenda.                | FINAL READING OF<br>POLICY GCM<br>APPROVED<br>06/15   |
|         | Carried Unanimously                                                                                                                                                       |                                                       |
| A.5.2   | Moved by Blair Lowry that the Board approve second reading of Policy HC <i>School Year</i> as provided in Enclosure 4 of the agenda.                                      | SECOND READING<br>OF POLICY HC<br>APPROVED<br>07/14   |
|         | Carried Unanimously                                                                                                                                                       |                                                       |

A.5.2.1	Moved by Derek Baron that the Board approve final reading of Policy HC <i>School Year</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY HC APPROVED 08/14
A.5.3	Moved by Jennifer Crowson that the Board approve second reading of Policy IFC <i>Student Conduct</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IFC APPROVED 09/14
A.5.3.1	Moved by Rick Anderson that the Board approve final reading of Policy IFC <i>Student Conduct</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IFC APPROVED 10/14
A.5.3.1.1	Moved by Bruce Francis that the Board approve the deletion of Policy EEACC <i>Student Conduct on a Bus</i> .	Carried Unanimously	DELETION OF POLICY EEACC APPROVED 11/15
A.5.4	Moved by Blair Lowry that the Board approve second reading of Policy IG <i>Student Discipline</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IG APPROVED 12/15
A.5.4.1	Moved by Terry Michaelis that the Board approve final reading of Policy IG <i>Student Discipline</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IG APPROVED 13/15
A.5.5	Moved by Rick Anderson that the Board approve second reading of Policy IHCE <i>Student Illness/Injury</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IHCE APPROVED 14/15
A.5.5.1	Moved by Derek Baron that the Board approve final reading of Policy IHCE <i>Student Illness/Injury</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IHCE APPROVED 15/15
A.5.5.1.1	Moved by Jennifer Crowson that the Board approve the deletion of Policy EEBB <i>Vehicle Requirements</i> .	Carried Unanimously	DELETION OF POLICY EEBB APPROVED 16/15
A.5.6	Moved by Blair Lowry that the Board approve second reading of Policy IHCG <i>Head Lice</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IHCG APPROVED 17/15
A.5.6.1	Moved by Jennifer Crowson that the Board approve final reading of Policy IHCG <i>Head Lice</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IHCG APPROVED 18/15

A.5.7	Moved by Derek Baron that the Board approve second reading of Policy IHF <i>Safe and Caring Schools</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY II APPROVED 19/15
A.5.7.1	Moved by Bruce Francis that the Board approve final reading of Policy IHF <i>Safe and Caring Schools</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IFH APPROVED 20/15
A.5.7.1.1	Moved by Blair Lowry that the Board approve the deletion of Policy GBEB <i>Staff Harassment</i> .	Carried Unanimously	DELETION OF POLICY GBEB APPROVED 21/15
A.5.7.1.2	Moved by Derek Baron that the Board approve the deletion of Policy GBJ <i>Sexual Harassment</i> .	Carried Unanimously	DELETION OF POLICY GBJ APPROVED 22/15
A.5.7.1.3	Moved by Bruce Francis that the Board approve the deletion of Policy IFAA <i>Student Harassment</i> .	Carried Unanimously	DELETION OF POLICY IFAA APPROVED 23/15
A.5.8	Moved by Terry Michaelis that the Board approve second reading of Policy JBB <i>Canadian Anti-Spam Legislation</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY JBB APPROVED 24/15
A.5.8.1	Moved by Blair Lowry that the Board approve final reading of Policy JBB <i>Canadian Anti-Spam Legislation</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY JBB APPROVED 25/15

### **DISCUSSION ITEMS**

#### **D.1 Revised (Draft) Policy EEA Student Transportation**

The preliminary draft of revised policy EEA *Student Transportation* was reviewed with the Board and discussions took place. This revised policy will also be presented at the February 2<sup>nd</sup> Transportation Open House at Central School and will be reviewed with participants at that time. Based on feedback received from parents and community members, it is the intent to bring this policy forward to the Board for first reading at the February Board Meeting. After the anticipated first reading takes place in February, the policy will again be sent to Administrators, parents, school councils and community members and stakeholders for final review and feedback. It is the Board's intent to approve the final draft of the transportation policy at the May 2015 Board Meeting in order for it to take effect with the commencement of the 2015-2016 school year.

### **INFORMATION ITEMS**

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

##### **Educational Leadership**

- The Superintendent partook in the January 13 and 19 assessment workshop. Both days were spent with principals and teachers from around the jurisdiction discussing guidelines and procedures that will inform a new assessment policy. Opportunities for further discussion with all parents and staff will be an integral component of this process. With parent input, our intent is to create a policy that will not only align research

and best practice but lay the foundation for ongoing parental conversations about reporting student learning and student achievement.

### **Fiscal Responsibility**

- With the ongoing Associate Superintendent of Finance and Operations absence, additional duties continue to be attended to.

### **Personnel Management**

- Principal evaluation observations and conversations are ongoing and mid-evaluation reports have been completed and shared with all seven probationary principals.
- Conversations are also underway about changing practice within Horizon. Changes that will expedite hiring practices and put Horizon in a position to be able to hire to best and the brightest before they are snapped up by other jurisdictions. We are also exploring changes in staff allocation that include a shift away from formula based decisions and towards needs based decisions. Our hope is that this will provide more stability and predictability in teacher allocations and reduce the continual turnover of part time and temporary staff.

### **Policy**

- As part of the ongoing review of dated policies and the need to review these policies in light of the upcoming proclamation of the Education Act, extensive work has been undertaken regarding student transportation. Conversations regarding new directions have occurred with the board and Board direction has been shared with principals. The next step is collecting feedback from parents regarding shifts in practice including collection of critical perspectives and thoughts about implications of any proposed changes. I am looking forward to engaging parents and hearing their feedback.

### **Organizational Leadership and Management**

- As per the provincial framework agreement, the Superintendent met with school principals to discuss the possibility of applying for an exemption to the 907 instructional hour requirement. Principals are working to meet the submission deadline of January 2015.
- C2 conversations are ongoing, and preparations for the upcoming committee meeting have commenced. It is the intent of the C2 committee to continue to discuss teacher efficacy and workload and expand the conversation to include principal efficacy.
- Meetings with were also had with the following groups:
  - Horizon's School Administrators
  - Alberta School Board Association: Zone six
  - Alberta Education: Field Services – discussions around the jurisdiction's three year plan and annual education results report.
  - Regional Collaborative Services Delivery group – regional threat assessment protocol.

### **Communications and Community Relations**

- The Superintendent and Senior Administrative Leadership Team attended a large number of school Christmas Concerts in December.
- I wanted to formally thank the staff within the Division Office. Every year, this amazing staff goes above and beyond their duty to bring the Christmas spirit to families in need. This year was once again no exception. Staff adopted two families in need, brought gifts for each member of the families; gifts which took half a day to wrap. They then brought them to the unsuspecting family. Seeing the children's surprise and parental eyes makes it all worthwhile. Thank you for your generosity, you are an amazing group to work with.
- Conversations with home school providers and home school parents brought forth an opportunity for these students to visit our schools. An engaging day of project based learning was had by all. Our hope is that this experience will blossom into an ongoing collaborative endeavor that will further enhance student success and build lasting relationships with these community members.
- As an integral partner within the Town of Taber, I was able to represent Horizon on a Taber and District Community Adult Learning committee. The committee's work will come to fruition on February 6, 2015 with a half day community forum that will explore education within our community. Conversations will revolve around what we are doing well, what our challenges are, and how we can fill the gaps.

- As a proud supporter of the Apex youth awards, I have been working collaboratively with the dedicated individuals to once again organize this celebration for Taber and area's outstanding students. I can't wait to once again be present as we celebrate these amazing young citizens.

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

**2.1 Zone 6 ASBA Report** - Marie Logan, Zone 6 Representative, provided some of the following highlights of the Zone 6 meeting that took place on Wednesday, January 1, 2015 in Lethbridge:

- Craig Kielburger will be the keynote speaker at the SGM in Red Deer. Mr. Kielburger is a Canadian activist for the rights of children. He is the co-founder, along with his brother Marc, of the *Free the Children* charity and of the *Me to We*, a social enterprise that donates half of its annual profits to *Free the Children* by selling socially conscious products and services
- The ASBA Zone 6 audited financial statements indicated a surplus of \$33,611.00
- Scott McCormack was selected as the new ASBA Executive Director
- The deadline date for submission of nominations for the annual Zone 6 Edwin Parr Awards is Friday, March 20, 2015.
- Updates on Early Child Development Mapping Initiative
- Government's recently released *Plan for Promoting Healthy Relationships and Preventing Bullying*
- New Education Act Regulations are posted on the Alberta Education website, giving Albertans the opportunity to provide comments and feedback until January 31, 2015
- Changes to Alberta High School Transcripts with the new forms being released in April 2015
- Assurance Model for Board and Trustee Development
- The School Library Policy (from 1984) is now called Learning Commons. This is a shift in thinking from school library (a place) to learning (students and teachers sharing).

### **2.2 Administrators' Meeting Report**

Bruce Francis provided a handout which included a summary of the January 13<sup>th</sup> Administrators' Meeting.

### **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 [January Facilities report](#) was enclosed in the agenda and included the following highlights:

- Projects undertaken and completed during the Christmas break
- Monitoring energy and utility usage including electricity, gas and water has been a major focus for the Facilities department
- Snow removal for all Taber schools, Division Office and Maintenance Office
- All planned 2013/14 IMR projects have been completed with planning for the 2014/15 year also nearing completion
- Update of maintenance projects throughout the division
- Updates on the Facilities Department Administration

## **I.3. Associate Superintendent of Programs and Services Report**

Mr. Bosch's report was distributed as a handout and included the following information highlights ([Please click here to view Mr. Bosch's full report](#)):

- Human Resources/Staffing Updates
- Revised Teacher and Principal staffing process for the 2015-2016 School year
- Updates in the area of Inclusive Education including:
  - Instructional Support Plans
  - Pilot Initiative with Children's Allied Health
  - Regional Collaborative Service Delivery and the Request for Boundary Changes
- Updates in the area of Early Learning including:
  - Pre-K registration for the 2015-2016 school year
  - First-Aid training for Pre-K staff
  - Pre-K Teachers' book study using *Joyful Literacy Interventions*
  - Upcoming workshop for staff members on *The Explosive/Non-Compliant Child*.
- FNMI Education

- Counselling
- High School Re-Design
- Hutterian Brethren Schools
- Career Counselling
- Promoting and providing special career events
- Providing career programming
- Liaised with career/school related groups or projects
- Advised and assisted students as they prepare to act on their transition plans and assisted parents of Grade 12 students regarding post-secondary awards
- Career Rally
  - The Career Rally will be taking place during the 2015-16 school year in Vauxhall and Milk River. The rally will be open to students in grades 8, 9, 10 and 11.
- Ongoing Teacher Evaluations

#### **I.4 Associate Superintendent of Curriculum and Instruction Report**

Erin Hurkett's report was distributed as a handout and included the following information:

##### Literacy & Numeracy

1. Literacy Resources – Erin has been contacting schools to discuss resources required for comprehensive literacy programming. To address certain literacy components, specific resources are required. Erin will be working with schools to address the needs and provide direction in terms of quality resources.
2. Literacy Dream Team – Taber Christian School has developed a literacy dream team. Erin has been consulting with the team to provide feedback and assistance with their direction. The school will begin to gather baseline data on the understanding that teachers encompass regarding literacy components. This will be done via a survey/questionnaire. The results of the data will inform the staff about which components to address.
3. Literacy at Central School – Erin has been consulting with lower and upper elementary teachers regarding the Fountas & Pinnell leveled literacy resource. The staff will be making decisions about the purchase of this resource to support student learning in their school.
4. ELL Workshop - Erin provided a workshop for teachers at Taber Mennonite School based on English language acquisition, explicit vocabulary instruction.
5. Universal Numeracy Assessment – Barnwell has agreed to pilot a numeracy assessment called “testonline” that was developed by teachers in BC. Rebecca Nelson from Chamberlain School is a member on the Numeracy Committee who traveled to Edmonton to learn about the numeracy assessment tool that has been developed by that district. Sheldon and Rebecca will be providing feedback on the tools to the Numeracy Committee during the February meeting.
6. Harry Baker is the Grand Slam Poetry Champion from the UK. He will be visiting Horizon School Division on April 1<sup>st</sup> and 2<sup>nd</sup>. He will be spending April 1<sup>st</sup> at Barnwell School and on April 2<sup>nd</sup> will provide a poetry workshop for students in Jr. and Sr. high.

##### 21<sup>st</sup> Century Learning Competencies

1. Project Based Learning – Erin and Amber attended an instructional leadership session focused on project based learning. The session focused on the necessity of leadership to provide the conditions necessary for teachers to implement this kind of instruction. Several teachers within the division have taken workshops on project based learning and are beginning to implement this practice in their classrooms.
2. Dual Credit – Erin attended a meeting with Lethbridge College regarding the Health Care Aide program. The College will no longer be receiving a grant to assist with costs, so they are asking for an increased amount of funds from divisions -funding that would be equivalent to 25 CEUs (we are currently paying the equivalent of 16 CEUs) beginning in the 2015/2016 school year.
3. Welding Simulation – Erin has contacted Gary Frederickson from ADLC. He will be facilitating an information session for teachers and principals on Wednesday, January 21<sup>st</sup>. He will be bringing a welding simulator and discuss the courses that can be offered for students.
4. CTS Boxes – Erin is seeking assistance from high school CTS teachers to assist with developing new CTS boxes for students. Some initial thoughts have included wood burning, a “shed” box, and a wooden puzzle making box.

## Director of Learning – Amber Darroch

### 21<sup>st</sup> Century Learning Competencies

1. Assessment Committee - Amber has held three sessions this month for administrators, elementary teachers and secondary teachers. These sessions allowed us to extend our understanding about fair, reliable and valid assessment and the types of policy, procedures and other communication would support aligning our practice across the school division. Communicating effective assessment practice to parents and the community has also been a key point in our discussions this month.
2. Problem Based Learning - Amber and Erin attended an SAPDC session for instructional leaders on how to support project based learning in our schools. A number of Horizon teachers continue to seek professional learning on this approach and implement strategies in their classrooms. The session informs our district perspective on how to support school staff in this important work.
3. Apple Education Leadership Institute - Amber attended this two day session in Toronto for educational leaders to examine the best strategies for supporting 21St Century Learning at the jurisdiction and school levels. School superintendents and school leaders presented their best practices, and key note speakers, including Simon Breakspear, Ontario's Minister of Education, and Apple Education Vice President spoke about innovation and authentic learning/teaching.

### Effective and Purposeful Use of Technology

1. Learning and Technology Policy Framework - The December board report included information about our success in a grant application for a total of \$70,000, spanning the new year through the 2015-16 and 2016-17 school years. No further communication has been received on the project and it remains to be seen if Alberta Education will be moving forward with this work given the current financial climate across the province.
2. Multi-function Business Machine Request for Information (RFI for copiers) was shared provincially and closed January 14th, 2015. A shortlist of vendors will be determined from the respondents; shortlisted vendors will be invited to make a presentation to the district committee struck to evaluate the best option for a jurisdiction-wide contract.
3. Alberta Education School Technology Advisory Committee (STAC) - Amber was asked to join this provincial committee, representing Horizon as one of ten jurisdictions, along with other stakeholders.
4. School Modernization Planning - Amber is consulting with the architects and engineers collaborating on the Barnwell and Warner school modernization projects to help guide the vision for technology infrastructure and hardware we can expect to see in the buildings.
5. Internet Bandwidth Improvement - With the constantly growing use of mobile devices and the continuing integration of technology, the demand on Horizon's infrastructure is increasing also. Schools are finding lagging internet at peak use times of the day: early morning, noon hour, and early afternoon. It has reached the saturation point and become necessary to do a full upgrade of the division's Supernet infrastructure. The bandwidth will be increased at each school site and at the core of where all of our internet and VOIP traffic joins the main Supernet "pipeline". This planning is underway and the project is expected to be completed by the end of March.

### Other

1. Seven Habits of Highly Effective People - Amber is facilitating two days of training based on this Steven Covey program. Horizon's Family School Liaison Counsellors, Family Connection Workers, and Computer Technicians will be participating in this training together on January 27 & 28.

### 5. Other Information (Upcoming Dates Reminders)

- February 6, 2015 – Taber & District Community Adult Learning Education Forum
- February 9, 2015 – C2 Meeting
- March 20, 2015 – Alberta Education LGM Forum at the Taber Heritage
- April 22, 2015 – Annual APEX Youth Awards at the Taber Civic Centre

### 6. Correspondence

No items of discussion came forward from Correspondence as provided in Enclosure 8 of the agenda.

**COMMITTEE ITEMS**

Moved by Bruce Francis that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
26/16

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE  
27/15

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
28/15

*Original Signed February 24, 2015*

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Marie Logan, Chair

*Original Signed February 24, 2015*

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Barb McDonald, Secretary