

# 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, February 24, 2015 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 & HR  
Erin Hurkett, Associate Superintendent of Curriculum & Instruction  
Barb McDonald, Recording Secretary  
J.W. Schnarr, Taber Times

## ACTION ITEMS

- A.1 Moved by Terry Michaelis that the Board approve the agenda as presented with the following addition:
- |   |                     |          |
|---|---------------------|----------|
| Under Action Items                          |                     | AGENDA   |
| A. 8 Employee and Family Assistance Program |                     | APPROVED |
|   | Carried Unanimously | 29/15    |
- A.2 Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Tuesday, January 20, 2015 as provided in Enclosure 1 of the agenda.
- |  |                     |               |
|--|---------------------|---------------|
|  | Carried Unanimously | BOARD MEETING |
|  |                     | MINUTES       |
|  |                     | APPROVED      |
|  |                     | 30/15         |
- A.3 Moved by Jennifer Crowson that the Board approve the January/February Payment of Accounts report in the amount of \$7,251,059.40 as provided in Enclosure 2 of the agenda.
- |  |                     |                 |
|--|---------------------|-----------------|
|  | Carried Unanimously | PAYMENT OF      |
|  |                     | ACCOUNTS REPORT |
|  |                     | APPROVED        |
|  |                     | 31/15           |
- A.4 The jurisdiction has under gone an open Request for Information followed by an invitation for two shortlisted vendors to respond to a Request for Proposal (RFP) for the provision of Multi-Function Devices (MFD) (photocopier/printer/scanner/fax) on a jurisdiction wide fleet replacement plan basis. An RFP Evaluation Committee comprised of division wide employee stakeholders, met with the two vendors on Monday, February 23, 2015 and is awaiting some final information required to complete the evaluation.
- |  |                     |              |
|--|---------------------|--------------|
| Moved by Bruce Francis that, based on the RFP information received from shortlisted vendors, that the Board approve a jurisdiction-wide multi-function device fleet replacement plan agreement based on the final recommendation of the RFP Evaluation Committee to senior management. |                     | JURISDICTION |
|  |                     | PHOTOCOPIER  |
|  |                     | PURCHASE     |
|  |                     | APPROVED     |
|  | Carried Unanimously | 32/15        |

A.5	Moved by Derek Baron that the Board approve Horizon School Division's Three-year Capital Plan 2015-2018 as provided in the handout that was distributed identifying W.R. Myers/D.A. Ferguson, Erle Rivers High School and Hays School as the Boards top 3 priorities for the next three years.	Carried Unanimously	THREE-YEAR CAPITAL PLAN APPROVED 33/15
A.6	It was determined by the Board that before moving ahead with the approval of the first reading of Policy EEA <i>Student Transportation</i> , that further review and consideration of this policy will need to take place. Future Policy Committee Meeting dates will be set at the March Board meeting.		FIRST READING OF POLICY EEA DEFERRED
A.7.1	Moved by Derek Baron that the Board approve second reading of Policy DFH <i>School Generated Funds</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY DFH APPROVED 34/15
A.7.1.1	Moved by Jennifer Crowson that the Board approve final reading of Policy DFH <i>School Generated Funds</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY DFH APPROVED 35/15
A.7.2	Moved by Derek Baron that the Board approve second reading of Policy DJF <i>Purchasing Procedures</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY DJF APPROVED 36/15
A.7.2.1	Moved by Blair Lowry that the Board approve final reading of Policy DJF <i>Purchasing Procedures</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY DJF APPROVED 37/15
A.7.3	Moved by Bruce Francis that the Board approve second reading of Policy HGAA <i>Locally Developed Courses</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY HGAA APPROVED 38/15
A.7.3.1	Moved by Jennifer Crowson that the Board approve final reading of Policy HGAA <i>Locally Developed Courses</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY HGAA APPROVED 39/15
A.7.4	Moved by Rick Anderson that the Board approve second reading of Policy IE <i>Student Attendance</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IE APPROVED 40/15
A.7.4.1	Moved by Terry Michaelis that the Board approve final reading of Policy IE <i>Student Attendance</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IHCE APPROVED 41/15

A.7.5	Moved by Derek Baron that the Board approve second reading of Policy IFH <i>Formal Parent/Student Appeals</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY IFH APPROVED 42/15
A.7.5.1	Moved by Blair Lowry that the Board approve final reading of Policy IFH <i>Formal Parent/Student Appeals</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IFH APPROVED 43/15
A.7.6	Moved by Bruce Francis that the Board approve second reading of Policy IHCF <i>Supervision of Students</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IHCF APPROVED 44/15
A.7.6.1	Moved by Jennifer Crowson that the Board approve final reading of Policy IHCF <i>Supervision of Students</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY IHCF APPROVED 45/15
A.7.7	Moved by Rick Anderson that the Board approve second reading of Policy II <i>Student Awards and Scholarships</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	SECOND READING OF POLICY II APPROVED 46/15
7.7.7.1	Moved by Terry Michaelis that the Board approve final reading of Policy II <i>Student Awards and Scholarships</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FINAL READING OF POLICY II APPROVED 47/15
A.8	As of January 1, 2015, Alberta School Employee Benefit Plan (ASEBP) has introduced an Employee Family Assistance Program that is available to employee groups who are participating in at least one ASEBP group benefit plan at no cost to the employer or employee. Early retirees, substitute teachers, casual staff and employees not participating in ASEBP are not eligible for this coverage.		HORIZON'S PARTICIPATION IN ASEBP'S EMPLOYEE FAMILY ASSISTANCE PROGRAM APPROVED
	Moved by Bruce Francis that the Board approve Horizon School Division's participation in the Employee Family Assistance Program offered through the Alberta School Employee Benefit Plan (ASEBP) for those employee groups participating in at least one ASEBP group benefit plan.	Carried Unanimously	48/15

### DISCUSSION ITEMS

#### **D.1 ASBA Spring General Meeting**

The Alberta School Boards' Association Spring General Meeting will be taking place from June 1<sup>st</sup> to 2<sup>nd</sup> in Red Deer. Marie Logan, Board Chair will be attending as Horizon's representative.

#### **D.2 ASBA Bylaw Amendments**

ASBA's bylaw amendments and proposed policy positions were reviewed with the Board and no recommendations for change to the bylaws came forward from the Horizon Board.

#### **D.3 ASBA Board Learning Opportunities**

Marie Logan reviewed some professional development/learning opportunities and workshops offered through the Alberta School Boards Association for school boards within the province which are designed to further empower, enhance and build capacity. Sessions include topics such as how to develop and review mission and vision statements, goal setting, strategic planning, engaging all audiences in future thinking, accountability, etc. Marie Logan will contact ASBA to obtain additional information regarding dates and costs.

**D.4 Budget Committee Meeting Dates**

The release of the provincial budget is rumored to be taking place on March 19th. School jurisdictions traditionally have received their information from the province within a two-day time frame outlining what they will receive from the province in terms of funding formula rates. Based on the time needed to transform these formulas into Horizon’s budget, and for the Board to have discussions regarding the budget, it was agreed upon that the March Board meeting be changed from March 17, 2015 to March 31, 2015.

Moved by Derek Baron that the Board approve that the March Board Meeting be changed from March 17, 2015 to March 31, 2015 to be held at the Division Office commencing at 1:00 p.m.	MARCH BOARD MEETING DATE CHANGE APPROVED 49/15
Carried Unanimously	

The Horizon School Division Budget Committee meeting date has been set for Tuesday, April 14<sup>th</sup>.

**INFORMATION ITEMS**

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

**Educational Leadership**

- The Superintendent continues to explore Career and Technology Studies opportunities with regard to Welding. Teachers met at Division Office to explore the online ADLC course that utilizes a virtual welder and the Superintendent visited the Lethbridge College to see how the College uses their virtual welder.

**Fiscal Responsibility**

- Met with David LeGrandeur to discuss the financial situation of the Warner Hockey School

Moved by Bruce Francis that the Board provide interim financing in the amount of \$25,000 to the Warner Hockey School effective immediately and to be repaid back over a period of three years.	ITERIM FINANCING FOR THE WARNER HOCKEY SCHOOL APPROVED 50/15
Carried Unanimously	

- Met with the Education Minister to discuss how the jurisdiction is moving forward with Inspiring Education. The Minister indicated that while he supported much of the content within the Task Force on Teaching Excellence, he did not support the requirement for teachers to be recertified every 5 years or the recommendation to remove principals from the Alberta Teachers’ Association. Discussions also included diploma exam weightings and challenges that the jurisdiction currently faces including the upcoming budget. The Minister spoke of a 15% loss in the Provincial budget and that “This is going to be a very difficult year and challenging year. A year where we “will need to cut public spending.” He called on people to reflect on "burden-sharing". Since that time, the Premier has communicated a possible 9% reduction in expenses. For Horizon’s \$45 million dollar budget that could equate to a reduction in more than \$4 million dollars.

**Personnel Management**

- Principal evaluation observations and conversations are ongoing with all seven probationary principals.
- The Superintendent also had the opportunity to spend an evening with Horizon’s Leadership cohort; a group of approximately 15 new and aspiring leaders.

## **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, work continues regarding student transportation. An ASBA meeting was also attended that provided further clarity around differences in the School Act and Education Act and the current regulations and the 16 new proposed regulations. Discussions included how these differences will impact policy requirements.

## **Organizational Leadership and Management**

- As per the provincial framework agreement, the Superintendent in collaboration with school principals applied for an exemption to the 907 instructional hour requirement for Hays and Warner schools. The request was approved.
- 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.
- A meeting was organized between the principals of D.A. Ferguson, W.R. Myers, and Taber Mennonite School to arrange facility sharing given the student attendance numbers at TMS.
- Work is coming to fruition regarding a new Emergency Response Manual. A simplified flip chart is being produced for all schools that will guide school leaders when faced with emergency situations.

## **Communications and Community Relations**

- 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 home school students to visit two of our schools (W.R. Myers and Vauxhall High School). Meetings regarding ongoing collaborative endeavor have been scheduled.
- As an integral partner within the Town of Taber, the Superintendent was a committee member for the Taber and District Community Adult Learning's Creating Vibrant Learning Community Forum held February 6<sup>th</sup>.
- As a proud supporter of the Apex youth awards, the Superintendent continues to work collaboratively with the dedicated individuals to once again bring this celebration to fruition.
- The Superintendent met with the Hutterian Brethren Elders at the jurisdiction's annual meeting. Thank you to Gary Bradbury and Clark Bosch for organizing the opportunity.
- The Superintendent along with the Board attended the jurisdiction's transportation open house. With over 200 parents in attendance, I would like to thank these individuals for sharing their perspectives. We are committed to taking your feedback under advisement as we progress during this time of change.
- The Superintendent also attended the following meetings and learning opportunities.
  - College of Alberta School Superintendents, zone six meeting
  - College of Alberta School Superintendents professional learning session: renowned New Zealand educational guru Dr. Viviane Robinson.
  - Monthly school administrator meeting.
- Lastly it was with sad news, that the Superintendent attended Paul Giroux's funeral. Paul served the jurisdiction and its students for some 20 years before retiring as its First Nations, Metis, and Inuit liaison worker.

## **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, February 11, 2015 in Lethbridge:

- Presentation by Terry Gunderson on education regulations
- Review of ASBA's Director's report including:
  - Engaging all education stakeholders regarding the development of future curriculum to ensure it prepares young Albertans for success
  - February 25<sup>th</sup> is Pink Shirt Day in support of creating welcoming, caring, respectful and safe learning environments
  - There are now over 150 schools involved in the *Moving Forward with High School Redesign* initiative
- The town of Cardston will be donating \$2,000,000 to assist with building a new CTS campus at the high school
- Livingston Range School Board has approved a two-year calendar
- A trustee from the Prairie Rose School Division has resigned

## **2.2 Administrators 'Meeting Report**

Bruce Francis reviewed highlights of the [Administrators' meeting](#) which took place on February 10, 2015

## **2.3 Facilities Committee Report**

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The [February Facilities report](#) was enclosed in the agenda and included the following highlights:

- Enhancement of fire separations between the central corridor and adjoining rooms at Chamberlain School
- Completion of flooring project in the main corridor as well as replacement of flooring in the administration and staff room of Lomond Community School
- Repair and painting of games lines at the Hays School gym
- Update of maintenance projects throughout the division
- Updates on the Facilities Department Administration

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

- In conjunction with the Transportation Coordinator, the jurisdiction has been preparing for the upcoming Provincial Transportation Compliance Audit which will be taking place in mid-March
- Together with the Facilities Manager the 60% specifications that were developed by the architect for Barnwell School were reviewed
- Attended the February Administrators meeting
- Met with David LeGrandeur - Warner Principal, Wilco Tymensen - Superintendent and Clark Bosch - Associate Superintendent regarding the Warner Hockey School
- Along with the Superintendent and Board Chair, attended the ASBA Regulatory Review meeting in Lethbridge
- Working on getting budget spreadsheets updated for schools for Budget 2015/16.
- Working with Amber Darroch regarding the review of documents for a jurisdiction wide RFP's for a multi-function device fleet replacement agreement.

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

Mr. Bosch's report included the following information and highlights:

- Attended the Hutterian Colony Schools Elder Meeting in February
- Met with all principals over the past couple weeks regarding grade by grade enrollment projections for the 2015/16 school year

- Almost all staff intentions for the 2015-2016 school year have been returned with no indications of any upcoming retirements at this point in time
- Attended the Vivian Robinson presentation in Calgary
- Met with Warner Hockey School regarding their current financial situation
- Met with Dan Ferguson and Susan Poole regarding high school re-design

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

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

#### Literacy & Numeracy

1. Colony Guided Reading Observations – Erin is visiting colony teachers to assist with guided reading practices. Erin models some lessons and observes and gives teachers feedback in relation to this practice.
2. Writing Workshop for Beginning Teachers – Erin facilitated a writing workshop for new teachers with UofL professor David Slomp. The morning session focused on the writing process and teaching for transfer. Erin worked with elementary teachers in the afternoon while David worked with sr. high teachers focused on writing developmental stages, assessment, and strategies to teach students how to write. David focused on unit planning, strategies, and daily writing prompts.
3. ERHS Literacy Enrichment Consultation – Erin collaborated with the principal of ERHS to develop a plan of action for a literacy enrichment block for the 2015/2016 school year.
4. Numeracy Committee – Trevor Calkins, the creator of Power of Ten, consulted with Horizon's Numeracy Committee for two days in February. He led the administrators through a leadership numeracy session and modeled math lessons at Central School for teachers on the Numeracy Committee. Trevor also facilitated a workshop for teachers on the Committee in relation to numeracy assessment and effective strategies.

#### Inclusive Learning

1. Collaborative Team Meetings - Erin, Ann, and Daelynn met with Chamberlain School staff for a collaborative team meeting. Staff identify students whose needs they would like to address to a further degree (behavioural, emotional, or academic), and the team shares expertise and discusses various ways to support students in the classroom.
2. Leadership Symposium Committee – Erin met with the leadership symposium committee to plan for the April symposium. The Committee decided to ask Kurtis Hewson to facilitate the first day's session regarding the Collaborative Response Model. This model includes the importance of student assessment, an articulated pyramid of interventions, and collaboration. It is a way of discussing and addressing student needs and sharing expertise with colleagues.

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

1. Welding Simulator ADLC – Erin was able to borrow a welding simulator from ADLC. Principals from Lomond, Chamberlain, W.R. Myers and Taber Mennonite School met to look at the simulator to see if it could be utilized in their schools.
2. Videoconferencing – Erin met with high school principals interested in video-conferencing for the 2015/2016 school year. A tentative schedule has been created that includes Math 20-1, Math 31, Art 10-30, and Physics 20/30.

3. K&E Programming – Erin and Ann consulted with the principals from ACE Place and WR Myers to discuss potential K&E programming for 2015/2016.
4. Dual Credit Programming – The provincial Health Care Aide Program is undergoing curriculum changes and development. The changes will not impact our current cohorts of students, but if a third cohort is accepted, students would be impacted by changes part way through the program. The College also predicts that program hours will change from 485 hours to 800-1000 hours. Because of these changes, jurisdictions involved in the HCA program with Lethbridge College have decided to suspend involvement in the program until the new curriculum has been developed and changes have been solidified.

Other

1. Vivianne Robinson – Erin attended a Vivianne Robinson workshop with the senior leadership team. The workshop focused on student-centred leadership.
2. Leadership Cohort – Erin facilitated another session for the leadership cohort with David Townsend from the UofL. The cohort engaged in a book study, reflected on leadership practices and growth, and discussed calendar and timetable creation.
3. C2 Committee – Erin attended a C2 Committee meeting.
4. Transportation Meeting – Erin attended the transportation at Taber Central School.
5. 7 Habits Training – Erin attended a 7 Habits training session facilitated by Amber Darroch.

Correspondence

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

**COMMITTEE ITEMS**

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE

51/15

Moved by Bruce Francis that the meeting reconvene.

Carried Unanimously

RECONVENE

52/15

Moved by Blair Lowry that the meeting adjourn

Carried Unanimously

MEETING

ADJOURNED

53/15

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Marie Logan, Chair

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Barb McDonald, Secretary