

# 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, August 28<sup>th</sup>, 2017 beginning at 12:50p.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Anita Richardson, Associate Superintendent of Programs and Human Services  
Cole Parkinson, Taber Times  
Sheila Laqua, Recording Secretary

REGRETS: Amber Darroch, Associate Superintendent of Learning Services

## ACTION ITEMS

- |     |   |  |
|-----|---|--|
| A.1 | Moved by Blair Lowry that the Board approve the agenda with the following additions:<br>A.34 – Motions to Change Capital Plan<br>D.2 – AB Ed Meeting – September 19 & 20, 2017                | AGENDA<br>APPROVED                           |
|     | Carried Unanimously   | 93/17  |
| A.2 | Moved by Derek Baron that the Board approve the <a href="#">Minutes of the Regular Board Meeting, held Tuesday, June 20<sup>th</sup>, 2017</a> as provided by Enclosure 1 of the agenda.      | BOARD MEETING<br>MINUTES APPROVED            |
|     | Carried Unanimously   | 94/17  |
| A.3 | Moved by Terry Michaelis that the Board approve the <a href="#">July/August 2017 Payment of Accounts report</a> in the amount of \$5,603,617.48 as provided in Enclosure 2 of the agenda.     | PAYMENT OF<br>ACCOUNT<br>APPROVED            |
|     | Carried Unanimously   | 95/17  |
| A.4 | Moved by Jennifer Crowson that the Board approved The Minutes of the <a href="#">Special Board Meeting held Tuesday, June 27<sup>th</sup>, 2017</a> as provided by Enclosure 3 of the agenda. | SPECIAL BOARD<br>MEETING MINUTES<br>APPROVED |
|     | Carried Unanimously   | 96/17  |
| A.5 | Moved by Derek Baron that the Board approve the first reading of <a href="#">Policy EBCB – Fire Drills</a> as provided in Enclosure 4 of the agenda.  | POLICY EBCB FIRST<br>READING<br>APPROVED     |
|     | Carried Unanimously   | 97/17  |
| A.6 | Moved by Terry Michaelis that the Board approve the first reading of <a href="#">Policy FD – Disposal of Division Property</a> as provided in Enclosure 5 of the agenda.                      | POLICY FD FIRST<br>READING<br>APPROVED       |
|     | Carried Unanimously   | 98/17  |
| A.7 | The Board postponed the first reading of <a href="#">Policy FL – School Closure</a> as provided in Enclosure 6 of the agenda.   |  |
| A.8 | Moved by Jennifer Crowson that the Board approve the first reading of <a href="#">Policy GBK – Tobacco-free Environment</a> as provided in Enclosure 7 of the agenda.                         | POLICY GBK FIRST<br>READING<br>APPROVED      |
|     | Carried Unanimously   | 99/17  |
| A.9 | Moved by Bruce Francis that the Board approve the first reading of <a href="#">Policy GCAA – Central Office Administrators</a> as provided in Enclosure 8 of the agenda.                      | POLICY GCAA FIRST<br>READING<br>APPROVED     |

	Carried Unanimously	100/17
A.10	Moved by Rick Anderson that the Board approve the first reading of <a href="#">Policy GK – Sales Personnel on School Premises</a> as provided in Enclosure 9 of the agenda.	POLICY GK FIRST READING APPROVED
	Carried Unanimously	101/17
A.11	Moved by Blair Lowry that the Board approve the first reading of <a href="#">Policy HND – Remembrance Day</a> as provided in Enclosure 10 of the agenda.	POLICY HND FIRST READING APPROVED
	Carried Unanimously	102/17
A.12	Moved by Jennifer Crowson that the Board approve the first reading of <a href="#">Policy IE – Student Attendance</a> as provided in Enclosure 11 of the agenda.	POLICY IE FIRST READING APPROVED
	Carried Unanimously	103/17
A.13	Moved by Derek Baron that the Board approve the first reading of <a href="#">Policy IECB – International Students</a> as provided in Enclosure 12 of the agenda.	POLICY IECB FIRST READING APPROVED
	Carried Unanimously	104/17
A.14	Moved by Terry Michaelis that the Board approve the first reading of <a href="#">Policy IED – Independent Student</a> as provided in Enclosure 13 of the agenda.	POLICY IED FIRST READING APPROVED
	Carried Unanimously	105/17
A.15	Moved by Bruce Francis that the Board approve the first reading of <a href="#">Policy IFC – Student Conduct</a> as provided in Enclosure 14 of the agenda.	POLICY IFC FIRST READING APPROVED
	Carried Unanimously	106/17
A.16	Moved by Derek Baron that the Board approve the first reading of <a href="#">Policy IFH – Formal Parent/Student Appeals</a> as provided in Enclosure 15 of the agenda.	POLICY IFH FIRST READING APPROVED
	Carried Unanimously	107/17
A.17	Moved by Rick Anderson that the Board approve the first reading of <a href="#">Policy IHF – Welcoming, Caring, Respectful, and Safe Learning Environments</a> as provided in Enclosure 16 of the agenda.	POLICY IHF FIRST READING APPROVED
	Carried Unanimously	108/17
A.18	Moved by Rick Anderson that the Board approve the first reading of <a href="#">Policy II – Student Awards and Scholarships</a> as provided in Enclosure 17 of the agenda.	POLICY II FIRST READING APPROVED
	Carried Unanimously	109/17
A.19	Moved by Terry Michaelis that the Board approve the first reading of <a href="#">Policy IO – Student Records</a> as provided in Enclosure 18 of the agenda.	POLICY IO FIRST READING APPROVED
	Carried Unanimously	110/17
A.20	Moved by Derek Baron that the Board approve the first reading of <a href="#">Policy JMA – School Councils</a> as provided in Enclosure 19 of the agenda.	POLICY JMA FIRST READING APPROVED
	Carried Unanimously	111/17
A.21	Moved by Jennifer Crowson that the Board delete <a href="#">Policy EAB - Administrative Councils</a> as provided in Enclosure 20 of the agenda.	DELETE POLICY EAB APPROVED
	Carried Unanimously	112/17
A.22	Moved by Blair Lowry that the Board delete <a href="#">Policy EAD – School Board Reporting</a> as provided in Enclosure 21 of the agenda.	DELETE POLICY EAD APPROVED
	Carried Unanimously	113/17
A.23	Moved by Rick Anderson that the Board delete <a href="#">Policy FC – Facilities Planning</a> as provided in Enclosure 22 of the agenda.	DELETE POLICY FC APPROVED
	Carried Unanimously	114/17

A.24	Moved by Bruce Francis that the Board delete <a href="#">Policy GDAC – Facilities Manager</a> as provided in Enclosure 23 of the agenda.	DELETE POLICY GDAC
	Carried Unanimously	APPROVED 115/17
A.25	Moved by Rick Anderson that the Board delete <a href="#">Policy HGAEB – CPR Training for Students</a> as provided in Enclosure 24 of the agenda.	DELETE POLICY CPR APPROVED
	Carried Unanimously	116/17
A.26	Moved by Bruce Francis that the Board delete <a href="#">Policy HGAM – Native Education</a> as provided in Enclosure 25 of the agenda.	DELETE POLICY HGAM
	Carried Unanimously	APPROVED 117/17
A.27	Moved by Terry Michaelis that the Board delete <a href="#">Policy HGBI – English as a Second Language</a> as provided in Enclosure 26 of the agenda.	DELETE POLICY HGBI
	Carried Unanimously	APPROVED 118/17
A.28	Move by Blair Lowry that the Board approve the locally developed high school course <a href="#">Creative Writing and Publishing 15/25/35</a> acquired from Calgary Board of Education from August 31, 2017 to August 31, 2019.	LOCALLY DEVELOPED COURSE CREATIVE WRITING AND PUBLISHING
	Carried Unanimously	APPROVED 119/17
A.29	Move by Terry Michaelis that the Board approve the locally developed high school course <a href="#">ESL Expository English 15/25</a> acquired from Calgary Board of Education from August 31, 2017 to August 31, 2020.	LOCALLY DEVELOPED COURSE ELS EXPOSITORY
	Carried Unanimously	ENGLISH APPROVED 120/17
A.30	Move by Derek Baron that the Board approve the locally developed high school course <a href="#">ESL Introduction to Mathematics 15</a> acquired from Calgary Board of Education from August 31, 2017 to August 31, 2020.	LOCALLY DEVELOPED COURSE ESL INTRODUCTION TO MATHEMATICS
	Carried Unanimously	APPROVED 121/17
A.31	Move by Jennifer Crowson that the Board approve the locally developed high school course <a href="#">Film and Media Art 15/25/35</a> acquired from Calgary Board of Education from August 31, 2017 to August 31, 2021.	LOCALLY DEVELOPED COURSE FILM AND MEDIA ART
	Carried Unanimously	APPROVED 122/17
A.32	Move by Bruce Francis that the Board approve the locally developed high school course <a href="#">Fire Rescue Services 25</a> acquired from Edmonton Public School Board from August 31, 2017 to August 31, 2019.	LOCALLY DEVELOPED COURSE FIRE RESCUE SERVICES
	Carried Unanimously	APPROVED 123/17
A.33	Moved by Bruce Francis that the Board request from the Minister prior written approval to reappoint Dr. Wilco Tymensen as the Superintendent of Schools for the Horizon School Division for a further five (5) YEAR term, from August 1, 2018 to July 31, 2023 via the submission of a “notice of intent to reappoint the superintendent of schools”.	REQUEST TO REAPPOINT SUPERINTENDENT OF SCHOOLS
	Carried Unanimously	APPROVED 124/17
A.34	Moved by Derek Baron that the Board exchange Erle Rivers High School and D.A. Ferguson Middle School/W.R. Myers High School within the Board’s Capital plan so that the number one (1) Board priority is Erle Rivers High School and the number two (2) priority is D.A.Ferguson Middle School/W.R.Myers High School, Phase two (2).	UPDATE CAPITAL PLAN
	Carried Unanimously	125/17

## **DISCUSSION ITEMS**

### **D.1 Board Meeting Dates**

Upcoming Board Meeting dates:

- Tuesday, September 26, 2017
- Tuesday, October 24, 2017

### **D.2 Alberta Education Meeting**

Alberta Education will be hosting a meeting with the Minister on September 19 & 20, 2017. Board Chair, Marie Logan and Trustee, Derek Baron will be attending, as will the Superintendent and Associate Superintendent of Finance and Operations.

## **INFORMATION ITEMS**

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

No Report

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

#### **I.2.1 Facilities Report**

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken over the summer months within the Facilities Department and included the following highlights:

- Capital Projects –
  - o Barnwell School - The second and final phase of the Barnwell School complete modernization project is scheduled for completion by the end of August 2017.
  - o Warner School – Schedule for completion the end of December 2017
  - o DAF/WRM – 90% drawings done with possible tendering in September
- All special board reserve projects are complete with the exception of two. Work on these two projects will continue into the 2017 calendar year.

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

Phil Johansen provided an update to the Board as follows:

- Reminder of the upcoming Election. Nomination forms, to become a candidate as a Board Trustee, are to be submitted Sept 18, 2017 between the hours of 10:00am – noon. Election Day is October 16<sup>th</sup>, 2017
- New filing/shelving system was installed at the Division Office to better accommodate secure personnel files and confidential records.

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

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following August 2017 with the Board:

##### **Human Resources**

- 18 new teachers, 14 mentor teachers and 8 Division Office Staff participated in the Horizon Induction Program. Thank you to Marie for attending and sharing well wishes on behalf of the board.
- 19 probationary teachers/administrators on evaluation this year
- All teaching positions currently filled
- Implementing new Attendance Management System Module of Atrieve for all ATA and Division Office Staff; prepared to utilize with CUPE staff when we wish to do so.

##### **Leadership Practices**

- Supported several principals with the hiring process at their schools
- Attended CASSIX Summer Conference

##### **Stakeholder Engagement**

##### **First Nations, Metis, Inuit**

- Oct. 19 Professional Learning Day – Presentation from Charlene Bearhead for all staff in the am, “Speaking to the Heart – The Importance of Understanding the First Nations, Metis, and Inuit Perspective for School Communities” and two breakout sessions in the afternoon – one for support staff and one for First Nations Champions
  - o Charlene’s Bio:  
Charlene Bearhead is a mother, grandmother, experienced educator and education innovator with 30 years of regional, national and international experience. Charlene currently serves as the Education Coordinator for the National Inquiry into Murdered and Missing

Indigenous Women and volunteers as the co-chair of the Downie-Wenjack Fund Board of Directors. She is also a member of the Pathways to Education Canada Indigenous Education Advisory Circle and works to support the Alberta Joint Commitment to Action: Education for Reconciliation.

Charlene most recently served as the first Education Lead for the National Centre for Truth and Reconciliation at the University of Manitoba. Prior to that, she was the National Coordinator for Project of Heart and for the National Day of Healing and Reconciliation, the primary goal of which was to educate Canadians on the legacy of federal government policy on various ethnic groups throughout Canada's history and to promote respect and reconciliation.

Charlene coordinated the Education Days within the TRC National Events for the Truth and Reconciliation Commission of Canada, which focused on inspiring teachers and students to further educate themselves around the history and legacy of residential schools, as well as to support and facilitate the building of positive and respectful relationships between Aboriginal and non-Aboriginal people in Canada.

- Committee currently working to submit several grants

## I.5 Roots of Empathy



Roots of Empathy  
Racines de l'empathie

Roots of Empathy is an evidence-based classroom program that has shown significant effect in reducing levels of aggression among schoolchildren by raising social/emotional competence and increasing empathy. The program reaches elementary schoolchildren from Kindergarten to Grade 8. In Canada, the program is delivered in English and French and reaches rural, urban, and remote communities including Indigenous communities. Roots of Empathy is also delivered in New Zealand, the United States, the Republic of Ireland, England, Wales, Northern Ireland and Scotland, Germany, Switzerland and Costa Rica.

Roots of Empathy's mission is to build caring, peaceful, and civil societies through the development of empathy in children and adults.

The focus of Roots of Empathy in the long term is to build capacity of the next generation for responsible citizenship and responsive parenting. In the short term, Roots of Empathy focuses on raising levels of empathy, resulting in more respectful and caring relationships and reduced levels of bullying and aggression. Part of our success is the universal nature of the program; all students are positively engaged instead of targeting bullies or aggressive children.

School in Horizon School Division that have participated in the program: Barnwell School, Enchant School, L.T. Westlake Fine Arts Elementary School and Milk River Elementary School.

## I.6 Policies that have 'Education Act' changed to 'School Act'

The following Policies have been changed from 'Education Act' to 'School Act'.

- ✓ BBF – School Board Member Code of Conduct and Ethics
- ✓ EEACAB – Division Owned Co-Curricular/Extra-Curricular Activity Vehicles
- ✓ EEACAC – Acquisition of Co-Curricular/Extra-Curricular Activity Vehicles
- ✓ GCMA – Staff Supervision
- ✓ HG – Citizenship in a Digital Age
- ✓ HNA – Lord's Prayer
- ✓ IGD – Suspension and Expulsion of Students
- ✓ IG – Student Discipline

## I.7 SLA (Student Learning Assessment) Resources – Quick Facts for Trustees

SLAs are a digitally based provincial assessment that provides a beginning of the year "check in". This enables parents/guardians and teachers to learn about and identify student strengths and areas for growth at the

start of the school year. The Grade 3 SLA is based on outcomes related to literacy and numeracy in language arts and mathematics in Alberta's current Grade 2 provincial programs of study. Some sets of questions are created using topics that may be familiar to students from other subject areas such as arts education, health, science, and social studies.

### **I.8 Review to Examine Workplace Health and Safety**

The Government of Alberta is launching a review of the province's occupational health and safety system to improve workplace safety and better protect Albertans.

Alberta's *Occupational Health and Safety (OHS) Act* sets the minimum standards for workplace health and safety, and outlines the roles and responsibilities of employers and employees. While there have been small changes over the years, the act has not been thoroughly reviewed since 1976.

The review will examine the *OHS Act*, as well as compliance, enforcement, education, engagement and prevention efforts in Alberta's OHS system. It will also clarify employer and worker responsibilities, improve worker engagement and maintain Alberta's strong focus on illness and injury prevention.

### **I.9 Annual Off Campus Report**

The Off-Campus Annual Evaluation Report for the 2016-2017 School Year, as per policy HGADA, was submitted to the Board.

### **Correspondence**

**No Discussion items came forward** from the Correspondence as provided by Enclosure 37 of the agenda.

### **COMMITTEE ITEMS**

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
126/17

Moved by Marie Logan that the meeting reconvene.

Carried Unanimously

RECONVENE  
127/17

Moved by Derek Baron that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
128/17

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary