

Regular Board Meeting Agenda – 1:00 p.m.

**Monday, September 28<sup>th</sup>, 2020**

**Presentation - VAB Canadian and International Travel – Les McTavish**

**A – Action Items**

A.1 Agenda	<p><b>ENCLOSURE 1</b> <b>ENCLOSURE 2</b> <b>ENCLOSURE 3</b> <b>ENCLOSURE 4</b>  <b>ENCLOSURE 5</b>  <b>ENCLOSURE 6</b></p>
A.2 Minutes of Regular Board Meeting held Tuesday, August 18 <sup>th</sup> , 2020	
A.3 September 2020 Payment of Account	
A.4 First Reading of Policy BE - Wards	
A.5 Second and Final Reading of Policy GCE – Instructional Replacement Personnel	
A.6 First, Second and Final Reading Policy GCBC – LAPP Membership (addition of MHCBC Coordinator)	
A.7 2021-2022 Jurisdictional Calendar	
A.8 Ratification of 2018-2020 ATA MOA	

**D – Discussion Items**

D.1 ASBA Board Member Recognition Awards	
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**I - Information Items**

I.1 Superintendent’s Report – Wilco Tymensen	<p><b>ENCLOSURE 7</b></p>
I.2 Trustee/Committee Report	
I.2.1 ASBA Repot – Marie Logan	
I.2.2 Facilities Meeting Report – Bruce Francis	
I.2.3 Administrator’s Meetings – Wilco Tymensen	<p><b>ENCLOSURE 8</b></p>
I.3 Associate Superintendent of Learner Services Report – Amber Darroch	

**C-Correspondence**

C.1 News Release: School start date: Minister LaGrange	<p><b>ENCLOSURE 9</b></p>
C.2 News Release: Update on PPE for schools: Minister Allard and Minister LaGrange	
C.3 News Release: Welcome back to school: Premier Kenney, Minister LaGrange	
C.4 News Release: Federal education funding for COVID-19	
C.5 News Release: UPDATE: Federal education funding for COVID-19	
C.6 News Release: P3 opportunity now open to build Alberta schools	

**Dates to Remember**

<ul style="list-style-type: none"> <li>• October 1 – CUPE Barraging Meeting</li> </ul>
<ul style="list-style-type: none"> <li>• October 5 – World Teacher Day</li> </ul>
<ul style="list-style-type: none"> <li>• October 12 - Thanksgiving</li> </ul>
<ul style="list-style-type: none"> <li>• October 13 – Administrator’s Meeting</li> </ul>

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|---|
| • October 23 – School Based PD Day – no students  |
| • October 26 – Board Meeting                      |
| • November 9 – Administrator’s Meeting            |
| • November 11 – Remembrance Day                   |
| • November 12 – Joint ATA PD Day - no students    |
| • November 13 - School Based PD Day – no students |
| • November 16 – ASBA AGM - <b>VIRTUAL</b>         |
| • November 23 – Board Meeting                     |

# Horizon School Division

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The Board of Trustees of Horizon School Division held its Regular Board meeting on Tuesday, August 18, 2020 beginning at 1:00p.m. in the Eric Johnson Room.

TRUSTEES IN ATTENDANCE: Marie Logan, Board Chair  
Bruce Francis, Board Vice-Chair  
Derek Baron, Jennifer Crowson, Blair Lowry, Rick Anderson, Christa Runka

ALSO IN ATTENDANCE: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Amber Darroch, Associate Superintendent of Learner Services  
Sheila Laqua, Recording Secretary  
Cole Parkinson, Taber Times

## ACTION ITEMS

<b>A.1</b>	Moved by Bruce Francis that the Board approve the agenda with the following additions: A.32 – Policy GCE – Instructional Replacement Personnel D.1.6 - Athletics  Carried Unanimously	AGENDA APPROVED  68/20
<b>A.2</b>	Moved by Jennifer Crowson that the Board approve the <a href="#">Minutes of the Regular Board Meeting, held Monday, June 22, 2020</a> as provided by Enclosure #1 of the agenda.  Carried Unanimously	BOARD MEETING MINUTES APPROVED  69/20
<b>A.3</b>	Moved by Christa Runka that the Board approve the <a href="#">Minutes of the Special Board Meeting, held Friday, June 24, 2020</a> as provided by Enclosure #2 of the agenda.  Carried Unanimously	SPECIAL MEETING MINUTES APPROVED  70/20
<b>A.4</b>	Moved by Derek Baron that the Board approve the <a href="#">Minutes of the Special Board Meeting, held Saturday, July 4, 2020</a> as provided by Enclosure #3 of the agenda.  Carried Unanimously	SPECIAL MEETING MINUTES APPROVED  71/20
<b>A.5</b>	Moved by Rick Anderson that the Board approve the <a href="#">Minutes of the Special Board Meeting, held Monday, July 13, 2020</a> as provided by Enclosure #4 of the agenda.  Carried Unanimously	SPECIAL MEETING MINUTES APPROVED  72/20
<b>A.6</b>	Moved by Blair Lowry that the Board approve the <a href="#">August 2020 Payment of Accounts</a> in the amount of as provided in Enclosure #5 of the agenda.  Carried Unanimously	PAYMENT OF ACCOUNT APPROVED  73/20

<b>A.7</b>	Moved by Blair Lowry that the Board approve the locally developed high school course <a href="#">American Sign Language 15/25/35</a> acquired from the Edmonton School Division from September 1, 2020 to August 31, 2022, as provided by Enclosure #6 of the agenda. Carried Unanimously	LDC AMERICAN SIGN LANGUAGE 15/25/35 APPROVED  74/20
<b>A.8</b>	Moved by Bruce Francis that the Board approve the locally developed high school course <a href="#">Audio 15/25/35</a> acquired from the Edmonton School Division from September 1, 2020 to August 31, 2023, as provided by Enclosure #7 of the agenda. Carried Unanimously	LDC AUDIO 15/25/35 APPROVED  75/20
<b>A.9</b>	Moved by Jennifer Crowson that the Board approve the locally developed high school course <a href="#">Autobody Repair 15/25/35</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2023, as provided by Enclosure #8 of the agenda. Carried Unanimously	LDC AUTOBODY REPAIR 15/25/35 APPROVED  76/20
<b>A.10</b>	Moved by Derek Baron that the Board approve the locally developed high school course <a href="#">Aviation Flight 15/25/35</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2023, as provided by Enclosure #9 of the agenda. Carried Unanimously	LDC AVIATION FLIGHT 15/25/35 APPROVED  77/20
<b>A.11</b>	Moved by Rick Anderson that the Board approve the locally developed high school course <a href="#">Aviation Navigation 15/25/35</a> acquired from the Foothills School Division from September 1, 2020 to August 31, 2024, as provided by Enclosure #10 of the agenda. Carried Unanimously	LDC AVIATION NAVIGATION 15/25/35 APPROVED  78/20
<b>A.12</b>	Moved by Christa Runka that the Board approve the locally developed high school course <a href="#">Aviation Structures 25/35</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2022, as provided by Enclosure #11 of the agenda. Carried Unanimously	LDC AVIATION STRUCTURES 25/35 APPROVED  79/20
<b>A.13</b>	Moved by Blair Lowry that the Board approve the locally developed high school course <a href="#">Building Communities of Hope 15/25</a> acquired from the Greater St. Albert Roman Catholic Separate School Division from September 1, 2020 to August 31, 2024, as provided by Enclosure #12 of the agenda. Carried Unanimously	LDC BUILDING COMMUNITIES OF HOPE 15/25 APPROVED  80/20
<b>A.14</b>	Moved by Bruce Francis that the Board approve the locally developed high school course <a href="#">Cake Decorating 15/25</a> acquired from the Wolf Creek School Division from September 1, 2020 to August 31, 2023, as provided by Enclosure #13 of the agenda. Carried Unanimously	LDC CAKE DECORATING 15/25 APPROVED  80/20
<b>A.15</b>	Moved by Jennifer Crowson that the Board approve the locally developed high school course <a href="#">Chamber Ensemble 15/25/35</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #14 of the agenda. Carried Unanimously	LDC CHAMBER ENSEMBLE 15/25/35 APPROVED  81/20

<b>A.16</b>	<p>Moved by Derek Baron that the Board approve the locally developed high school course <a href="#">Choir 15/25/35</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #15 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC CHOIR 15/25/35 APPROVED</p> <p style="text-align: right;">82/20</p>
<b>A.17</b>	<p>Moved by Rick Anderson that the Board approve the locally developed high school course <a href="#">ESL Expository English 15/25</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #16 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC ESL EXPOSITORY ENGLISH 15/25 APPROVED</p> <p style="text-align: right;">83/20</p>
<b>A.18</b>	<p>Moved by Christa Runka that the Board approve the locally developed high school course <a href="#">ELS Introduction to Math 15</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #17 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC ESL INTRODUCTION TO MATH 15 APPROVED</p> <p style="text-align: right;">84/20</p>
<b>A.19</b>	<p>Moved by Blair Lowry that the Board approve the locally developed high school course <a href="#">Forensic Science Studies 25/35</a> acquired from the Pembina Hills School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #18 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC FORENSIC SCIENCE STUDIES 25/35 APPROVED</p> <p style="text-align: right;">85/20</p>
<b>A.20</b>	<p>Moved by Bruce Francis that the Board approve the locally developed high school course <a href="#">Forensic Studies 25/35</a> acquired from the Edmonton School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #19 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC FORENSIC STUDIES 25/35 APPROVED</p> <p style="text-align: right;">86/20</p>
<b>A.21</b>	<p>Moved by Jennifer Crowson that the Board approve the locally developed high school course <a href="#">History Through Film 25</a> acquired from the Chinook Edge School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #20 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC HISTORY THROUGH FILM 25 APPROVED</p> <p style="text-align: right;">87/20</p>
<b>A.22</b>	<p>Moved by Derek Baron that the Board approve the locally developed high school course <a href="#">Instrumental Jazz 15/25/35</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #21 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC INSTRUMENTAL JAZZ 15/25/35 APPROVED</p> <p style="text-align: right;">88/20</p>
<b>A.23</b>	<p>Moved by Rick Anderson that the Board approve the locally developed high school course <a href="#">Leadership, Character &amp; Social Responsibility 15/25/35</a> acquired from the Golden Hill School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #22 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>LDC LEADERSHIP, CHARACTER &amp; SOCIAL RESPONSIBILITY 15/25/35 APPROVED</p> <p style="text-align: right;">89/20</p>
<b>A.24</b>	<p>Moved by Christa Runka that the Board approve the locally developed high school course <a href="#">Positive Psychology 15</a> acquired from the Rundle College from September 1, 2020 to August 31, 2023, as provided by Enclosure #23 of the agenda.</p>	<p>LDC POSITIVE PSYCHOLOGY 15 APPROVED</p>

	Carried Unanimously	90/20
<b>A.25</b>	Moved by Blair Lowry that the Board approve the locally developed high school course <a href="#">Reading 15/25</a> acquired from the Calgary School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #24 of the agenda. Carried Unanimously	LDC READING 15/25 APPROVED 91/20
<b>A.26</b>	Moved by Bruce Francis that the Board approve the locally developed high school course <a href="#">Religions of the World 35</a> acquired from the Edmonton Catholic Separate School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #25 of the agenda. Carried Unanimously	LDC RELIGIONS OF THE WORLD 35 APPROVED 92/20
<b>A.27</b>	Moved by Jennifer Crowson that the Board approve the locally developed high school course <a href="#">Religious Studies New Testament 35</a> acquired from the Westwind School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #26 of the agenda. Carried Unanimously	LDC RELIGIOUS STUDIES NEW TESTAMENT 35 APPROVED 93/20
<b>A.28</b>	Moved by Derek Baron that the Board approve the locally developed high school course <a href="#">Stained Glass 15/25/35</a> acquired from the Battle River School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #27 of the agenda. Carried Unanimously	LDC STAINED GLASS 15/25/35 APPROVED 94/20
<b>A.29</b>	Moved by Rick Anderson that the Board approve the locally developed high school course <a href="#">Understanding Video Games 15</a> acquired from the Parkland School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #28 of the agenda. Carried Unanimously	LDC UNDERSTANDING VIDEO GAMES 15 APPROVED 95/20
<b>A.30</b>	Moved by Christa Runka that the Board approve the locally developed high school course <a href="#">Video 25/35</a> acquired from the Black Gold School Division from September 1, 2020 to August 31, 2021, as provided by Enclosure #29 of the agenda. Carried Unanimously	LDC VIDEO 25/35 APPROVED 96/20
<b>A.31</b>	Moved by Bruce Francis that the Board approve the Second Reading of <a href="#">Policy GB – Occupational Health and Safety</a> as provided by Enclosure #30 of the agenda. Carried Unanimously	POLICY GB SECOND READING APPROVED 97/20
	Moved by Blair Lowry that the Board approve the Final Reading of <a href="#">Policy GB – Occupational Health and Safety</a> as provided by Enclosure #30 of the agenda. Carried Unanimously	POLICY GB FINAL READING APPROVED 98/20
<b>A.32</b>	Moved by Bruce Francis that the Board approve First Reading of <a href="#">Policy GCE -Instructional Replacement Personnel</a> . Carried Unanimously	POLICY GCE FIRST READING 99/20

## DISCUSSION ITEMS

### **D.1 COVID**

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D.1.1 **Transportation Guidelines** – In order to maximize physical distancing on buses, students who are not eligible for transportation services under provincial guidelines (residing less than 2.4 km from their school) will no longer be provided bussing. Transfer busses will continue to operate (some students will be required to share a seat). Masks will be required by all gr. 4-12 students upon entering the bus.

D.1.2 **Additional Cleaning** – 3 hours of additional cleaning will be provided by caretakers during the day.

D.1.3 **At Home Learning** – Horizon School Division will be providing At Home Learning for any families that would like to access it, with centralized supports in place.

#### **D.1.4 International Travel**

<b>A.33</b>	Moved by Bruce Francis that the Board restrict all international travel for the 2020-2021 school year.	INTERNATIONAL TRAVEL
	Carried Unanimously	100/20

#### **D.1.5 Community Use of Facilities**

<b>A.34</b>	Moved by Bruce Francis that any community use of Horizon facilities for the 2020-2021 school year, not be allowed	COMMUNITY USE OF FACILITIES
	Carried Unanimously	101/20

D.1.6 **Athletics** – No inter-school games/tournaments will be allowed within the Division until further notice.

### **D.2 ELECTORAL WARDS**

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Discussion was held over electoral boundaries vs. school boundaries. Policies and bylaws will be updated in order to reflect any changes, by the end of the 2020 year.

### **D.3 YEARS OF SERVICE AWARDS**

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2019-2020 Years of Service Awards will be distributed to schools by the end of September/October.

## INFORMATION ITEMS

### **I.1 SUPERINTENDENT'S REPORT**

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Wilco Tymensen, Superintendent shared an August 2020 summary with the Board:

- The primary focus has been Horizon School Division's Re-entry plans for the upcoming school year

### **I.2 TRUSTEE/COMMITTEE REPORT**

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

Bruce Francis, Facilities Committee Chair, provided a summary to the Board on the work undertaken by the Maintenance Department for the month of August 2020:

- Capital Project
  - D.A. Ferguson/W.R. Myers Project complete with a few deficiencies
- W.R. Myers Waterline Upgrade complete
- Capital Maintenance & Renewal Funding – all projects to be completed by the end of September
- Horizon MAP – parking lot paving to be completed by the end of the week
- 2019-2020 IMR projects completed
- Enhanced Cleaning Practices will be in place for the upcoming school year

### **I.2.2 Administrator’s Meeting Report**

The Administrator’s Meeting summary was provided by Wilco Tymensen:

- Virtual meeting was held on August 11, 2020 for administrators
- Reviewed processes that will need to be followed for the upcoming school year
- Next Administrator’s meeting will be held on September 8, 2020 via Zoom.

### **I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS REPORT**

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Phil Johansen, Associate Superintendent of Finance and Operations shared the following August 2020 summary to the Board:

- Electoral Boundary review
- Photocopier fleet replacement
- Working with the new Director of Finance Kendall Olsen
- Working with the new Payroll Coordinator Joseph Krishnan

### **I.4 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT**

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Amber Darroch, Associate Superintendent of Learner Services, shared the following August 2020 highlights with the Board:

- Preparing for the upcoming year with clear guidelines
- Working on at home learning within Horizon School Division
- Orientation with new technology department staff
- Professional Learning Day/Week preparation

### **CORRESPONDENCE**

**No Discussion Items** came forward from the Correspondence.

Moved by Rick Anderson that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED

102/20

### **COMMITTEE ITEMS**

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE

103/20



Moved by Jennifer Crowson that the meeting adjourn.  
Carried Unanimously

MEETING ADJOURNED  
104/20

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary

**PAYMENT OF ACCOUNTS REPORT**  
**Board Meeting - August 28, 2020**

General	August 19/20		264613.30
General	August 25/20		312708.16
General	August 25/20		966289.52
General	August 31/20		897151.11
U.S.	September 3/20		982.28
General	September 16/20		169761.00
"A" Payroll	August 2020	Teachers	1,459,619.11
		Support	298,420.81
"B" Payroll	August 2020	Casual	6,746.12
		Subs	
"A" Payroll	September 2020	Teachers	1,671,398.29
		Support	564,238.82
<b>Total Accounts</b>			<b>6,611,928.52</b>
<b>Board Chair</b> _____			
<b>PJ:dd</b>			
<b>September 23, 2020</b>			

<b>Horizon School Division September 2020 U.S. Accounts</b>
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	<b>U.S. Funds</b>	<b>Canadian Funds</b>
<b>Learning A-Z</b>	<b>734.80</b>	<b>982.28</b>
<b>Total U.S. Accounts</b>	<b>734.80</b>	<b>982.28</b>

JM:dd  
September 3, 2020

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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** BE  
**Policy Title:** Electoral Wards  
**Cross Reference:**  
**Legal Reference:** Education Act S.76, Local Authorities Election Act  
**Adoption Date:**  
**Amendment or Re-affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL REVIEW THE EXISTING BOARD STRUCTURE AND WARD BOUNDARIES PRIOR TO DECEMBER 31 OF THE YEAR PRECEEDING THE LOCAL AUTHORITIES ELECTION. AS A RESULT OF THIS REVIEW, A BYLAW SHALL BE PASSED TO EITHER AFFIRM OR AMEND THE EXISTING BOARD STRUCTURE AND WARD BOUNDARIES.

**GUIDELINES**

1. The Associate Superintendent of Finance and Operation shall conduct a division-wide ward review 1 year prior to any election to aid the Board in their board structure and ward review.
  - 1.1. The Associate Superintendent of Finance and Operations shall
    - 1.1.1. Provide the board with potential population and elector counts ;
    - 1.1.2. Provide the board with additional factors that may be considered in the establishment of board structure and ward boundaries;
    - 1.1.3. Develop ward boundary scenarios in keeping with the criteria identified in policy; and
    - 1.1.4. Provide the Board with recommendations for the Board's consideration.
2. Each electoral ward shall be represented by at least one (1) trustee.
3. No electoral ward shall have a majority of representatives on the board.
4. To respect public funds and provide for sufficient regional representation, the board shall consist of no more than seven (7) trustees.

**REGULATIONS**

1. The criteria for developing ward boundary recommendations in general order of priority are:

1.1. Communities of Interest

- 1.1.1. Ward boundaries will reflect the attendance boundaries of the schools within the ward. Where boundaries between regular schools and outreach schools overlap, the boundaries of the regular school will be used.
- 1.1.2. Wherever possible, ward boundaries will ensure communities with common interests or sharing a common roadway access are kept within the same ward.
- 1.1.3. Wherever possible, communities with a shared geographic interest will be combined in an electoral ward.

1.2. Total population

- 1.2.1. All calculations will be based on the total population from the most recent federal census.
  - 1.2.1.1. The population represented by each ward will be a consideration in either realigning boundaries or electing additional trustees.
  - 1.2.1.2. Population considerations will not take precedent over ensuring balanced community representation throughout the division.
  - 1.2.1.3. Population data of municipalities readily obtained from Statistics Canada will be used in evaluating populations of potential electoral wards.
  - 1.2.1.4. No effort will be made to separate the population between voters that are affiliated with the Separate or Public school divisions.

1.3. Deviation

- 1.3.1. Where the population represented per trustee is not equal, the board may allow additional trustees to be elected from that ward. The number of additional trustees will be limited by the guidelines regarding:
  - 1.3.1.1. A maximum number of trustees and,
  - 1.3.1.2. No single ward representing a majority of the board.

APPENDIX A

THE HORIZON SCHOOL DIVISION

Bylaw 2020-01

Re: Board Structure and Ward (Electoral Subdivision) Boundaries

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**First Reading of bylaw amendment to Board Structure and Ward (Electoral Subdivision) Boundaries:**

Moved by **TRUSTEE NAME** that The Horizon School Division Board of Trustees approve the first reading of Bylaw 2020-01 to provide for the amendment of the board structure and the amendment of ward (electoral subdivision) boundaries as follows:

**WHEREAS** at certain times some electors and/or trustees have expressed a desire to have the board structure and ward (electoral subdivision) boundaries of The Horizon School Division changed; and

**WHEREAS** section 76 of the *Education Act* of Alberta allows the Board to amend a by-law providing for the number of trustees and the determination of boundaries for wards (electoral subdivisions); and

**WHEREAS** the Board of Trustees of Horizon School Division is desirous of defining the board structure and adjusting the boundaries of the existing wards (electoral subdivision) boundaries;

**WHEREAS** the Board of Trustees of Horizon School Division has determined that:

- Electoral wards will reflect the defined attendance boundaries of the schools within each ward,
- Communities will be fairly represented on the board by defining wards that include at least two (2) communities attendance areas and each ward will have no less than 1 member of the board,
- No single ward will have a controlling share of the votes on the board,
- Total board members shall not exceed seven (7),
- After other representation requirements have been fulfilled, additional trustees may be elected from a ward in recognition of disproportionate population distribution.

**NOW THEREFORE**, be it resolved that, in accordance with *section 76* of the *Education Act*, changes be made to The Horizon School Division (electoral subdivision) boundaries, to be in effect for the October 2021 local authorities election, as follows:

**Ward One (1)**, representing the communities of Lomond, Enchant and surrounding areas, shall be comprised of those lands within The Horizon School Division between the following described boundaries:

Northern Boundary: South of Township 18.

Eastern Boundary: West of the Bow River between Range 18 Township 17 Section 36 and Range 16 Township 16 Section 5; North of Range 16 Township 15 Section 31,32 and Range 17 Township 15 Sections 35,36; West of Range 16 Township 15; West of Range 17 Township 15

## POLICY BE – WARDS CONT'D

Sections 2,11,14,23,26,35; West of Range 17 Township 14 Sections 4, 10, 15, 22, 27, 34; West of Range 17 Township 13 Sections 18, 19, 30, 32.

Southern Boundary: Highway 524 and Township Road 13-2 North of Range 18 Township 13 sections 7, 8, 9, 10, 11, 12 and North of Range 19 Township 13 sections 11, 12; the County of Lethbridge (North of Range 20 Township 13 Sections 35, 36; North of Range 19 Township 13 Sections 31,32,33,34; East of Range 19 Township 13 Sections 34, 27, 22, 25).

Western Boundary: East of the Traverse Reservoir, Lake McGregor and Vulcan County Range 20 Township 14 Sections 3, 6, 8, 18.

**Ward Two (2)**, representing the communities of Hays, Vauxhall and surrounding areas, shall be comprised of those lands within The Horizon School Division between the following described boundaries:

Northern Boundary: South of Township 16 and the Bow River South of Range 18 Township 13 sections 13, 14, 15, 16, ,7,18.

Eastern Boundary: West of the Bow River.

Southern Boundary: North of Range 18 Township 11 Sections 19, 20, 21, 22, 23, 24 and Range 17 Township 11 Sections 19, 20, 21, 22, 23, and 24 and Range 16 Township 11 Section 19; North of the Old Man River between Range 16 Township 11 Section 19 and Range 13 Township 11 Section 22.

Western Boundary: East of Range 17 Township 15 Sections 3, 10, 15, 22, 27, 34; East of Range 17 Township 14 Sections 3, 9, 18, 21, 28, 33; East of Range 17 Township 13 Sections 13, 24; South of Range 18 Township 13 Sections 13, 14, 15, 16, 17, 18; East of the County of Lethbridge at Range 18 Township 13 Sections 1, 12, Range 18 Township 12 Sections 1, 12, 13, 24, 25, 36, Range 18 Township 11 Sections 25, 36.

**Ward Three (3)**, representing the communities of Barnwell and Taber, shall be comprised of those lands within The Horizon School Division lying between the following described boundaries:

Northern Boundary: Lying South of Range 18 Township 11 sections 30,29,28,27,26,25; South of Range 17 Township 11 Sections 30, 29, 28, 27, 26, and 25, South of Range 16 Township 11 Section 30, and South of the Old Man River between Range 16 Township 11 Section 30 and Range 14 Township 11 Section 17.

Eastern Boundary: West of Range 14 Township 11 sections 17,8,5; West of Range 14 Townships 10, 9, 8, 7, 6. West of Range 14 Township 5 sections 31, 30.

Southern Boundary: Northern edge of the coulee running South-East between Range 17 Township 6 Section 30 and Range 15 Township 5 Section 25.

POLICY BE – WARDS CONT'D

Western Boundary: East of Range 19 from Range 19 Township 11 Section 24 south to Range 19 Township 9 Section 13 (Chin Lakes); North of Chin Lakes from Range 18 Township 9 Section 7 to Range 17 Township 8 Section 2; South of Range 17 Township 8 Sections 2, 3, 4, 5, 6; East of Range 18 Township 7, Sections 1, 12, 13, 24, 25, 36; East of Range 18 Township 7 Sections 1, 12, 13, 24, 25, 36; East of Range 18 Township 6 Sections 25, 36.

**Ward Four (4)**, representing the communities of Grassy Lake Warner and surrounding areas, shall be comprised of two areas within The Horizon School Division lying between the following described boundaries:

Area 1 (Surrounding Grassy Lake)

Northern Boundary: South of the Old Man River between Range 14 Township 11 Section 17 and Range 12 Township 11 Section 12.

Eastern Boundary: West of the County of Forty Mile from Range 12 Township 11 Section 7 south to Range 12 Township 7 Section 6.

Southern Boundary: North of the County of Forty Mile from Range 13 Township 7 Section 1 to Range 14 Township 7 Section 18.

Western Boundary: East of Range 14 Township 11 Section 18 south to Range 14 Township 7 Section 24.

Area 2 (Surrounding Warner)

Northern Boundary: Northern edge of the coulee running South-East between Range 17 Township 6 Section 30 and Range 15 Township 5 Section 25.

Eastern Boundary: West of the County of Forty Mile between Range 14 Township 7 Section 18 and Range 11 Township 3 Section 28.

Southern Boundary: North of Range 11 Township 3 Section 20 west to Range 16 Township 3 Section 19; West of Range 16 Township 3 Sections 6, 7, 18, 19; North of Range 17 Township 2 Sections 36 west to Range 19 Township 2 Section 36.

Western Boundary: East of Range 18 Township 6 Sections 1, 12, 13, 24, 25, 36; South of Range 18 Township 6 Sections 1, 2, 3, 4, 5, 6; East of Range 19 Township 5 Section 36 south to Range 19 Township 3 Section 1.

**Ward Five (5)**, representing the communities of Coutts, Milk River and surrounding areas, shall be comprised of those lands within The Horizon School Division lying between the following described boundaries:



POLICY BE – WARDS CONT'D

Northern Boundary: South of Range 18 Township 3 Section 6 east to Range 17 Township 3 Section 1; West of Range 17 Township 3 Sections 1, 12, 13, 24; South of Range 16 Township 3 Section 30 east to Range 11 Township 3 Section 29.

Eastern Boundary: West of the County of Forty Mile between Range 11 Township 3 Section 21 and Range 10 Township 1 Section 6.

Southern Boundary: North of the 49<sup>th</sup> Parallel – U.S.A. Border between Range 10 Township 1 Section 6 and Range 19 Township 1 Section 1.

Western Boundary: East of Range 19 Township 2 Section 36 south to Range 19 Township 1 Section 1.

The total number of trustees to be elected within the said wards or electoral subdivisions shall be seven (7). Trustee number from each ward or electoral subdivision is as follows:

Ward One (1):	one (1) trustee
Ward Two (2):	one (1) trustee
Ward Three (3):	three (3) trustees
Ward Four (4):	one (1) trustee
Ward Five (5):	one (1) trustee

**CARRIED UNANIMOUSLY**

2. Moved by **TRUSTEE NAME** that The Board of Trustees of Horizon School Division approve the second reading of the bylaw amendment to Ward (Electoral Subdivision) Boundaries.

**CARRIED UNANIMOUSLY**

**B. Third Reading of bylaw amendment to Ward (Electoral Subdivision) Boundaries:**

3. Moved by **TRUSTEE NAME** that The Board of Trustees of Horizon School Division approve the third reading and final reading of the bylaw amendment to Ward (Electoral Subdivision) Boundaries.

**CARRIED UNANIMOUSLY**

**First, Second and Third Readings made this ## day of MONTH 2020.**

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**POLICY**

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVE THAT COMPETENT AND QUALIFIED TEACHERS SHOULD BE EMPLOYED TO PERFORM THE DUTIES OF A SUBSTITUTE TEACHER IN SCHOOLS. WHEN CERTIFIED TEACHERS ARE NOT AVAILABLE FOR SUBSTITUTE TEACHING, COMPETENT AND QUALIFIED CLASSROOM SUPERVISORS MAY BE EMPLOYED TO PERFORM THE DUTIES OF THE SUBSTITUTE TEACHER.

**DEFINITIONS**

Substitute Teachers: certificated teachers

Classroom Supervisors: a non-certified individual assigned to supervise students when a certified teacher is not available for services. Described by Type A-B

- 1.1. Type A – Individuals must hold a minimum of two (2) years of post-secondary experience from a recognized college and/or university.
- 1.2. Type B - Individuals must have a high school diploma (GED does not qualify).

**GUIDELINES**

1. The school administration is responsible to ensure that suitable teachers are hired to replace an absent teacher and make every effort to see that the substitute teachers have been fairly selected.
2. The continuous learning and well-being of students, in the absence of the regular teacher, is the main criteria in substitute teacher selection.
  - 2.1. Classroom Supervisors (Types A – B) may be hired when substitute teachers are unavailable that day.
    - 2.1.1. Classroom supervisors may not be offered multi-day assignments.
    - 2.1.2. Type B replacement classroom supervisors may be utilized when Type A are unavailable.
    - 2.1.3. Type B replacement classroom supervisors shall not be used in Grades 10-12.
  - 2.2. A classroom supervisor must be supervised by a school administrator, or designate, on a regular basis throughout the day and not placed in learning environments where the activity poses increased risk to student safety.
3. Substitute teachers and Classroom supervisors are encouraged to attend division professional development activities at their own expense.
4. Schools are encouraged to develop a handbook for substitute teachers and classroom supervisors.

**Horizon School Division No. 67**  
**Policy GCE: Instructional Replacement Personnel Cont'd**

**REGULATIONS**

1. The school administration is responsible for:
  - 1.1. ensuring substitute teachers and classroom supervisors have been approved by division office;
  - 1.2. ensuring teachers prepare adequate lesson plans and classroom instructions for substitute teachers;
  - 1.3. ensuring teachers report their absence and identify their replacement as per jurisdiction procedures;
  - 1.4. ensuring substitute teachers and classroom supervisors are given proper orientation to the school including its policies and procedures.
  - 1.5. notifying central office if there are concerns about substitute teacher or classroom supervisor competence;
2. Substitute teachers and classroom supervisors are responsible for:
  - 2.1. signing up on the substitute teacher or classroom supervisor list at central office and providing necessary documentation as requested
  - 2.2. reaching the school at least 15 minutes before their duties commence;
  - 2.3. reporting directly to the school administration who will provide information regarding the day's assignment;
  - 2.4. recording student attendance;
  - 2.5. completing recess, noon-hour, and after school supervision as assigned by school administration;
  - 2.6. providing notes on the plan about progress of the students and other observations;
  - 2.7. reporting back to the school administration at the conclusion of the day;
  - 2.8. Assume other duties as assigned by the Principal.
3. Classroom Supervisors shall:
  - 3.1. Review the substitute plans and discuss their role in the office with the principal, or designate;
  - 3.2. Provide the instructions left to students from the classroom teacher and use the examples and processes provided;
  - 3.3. Seek assistance/advice from the School Administrator(s) about student disciplinary action;
4. Classroom Supervisors shall not
  - 4.1. instruct curriculum;

## **Horizon School Division No. 67**

### **Policy GCE: Instructional Replacement Personnel Cont'd**

- 4.2. plan lessons;
  - 4.3. alter the teachers lesson plans;
  - 4.4. supplement the teacher's lesson plans with additional resources;
  - 4.5. assess student learning;
  - 4.6. provide information to parents;
5. The absent teacher shall be responsible to:
- 5.1. provide suitable daily plans for the substitute teacher; and
  - 5.2. provide information such as class lists, seating plans, classroom rules and regulations and specialized instructions for specific students. (eg. Diverse Needs, Medical Conditions).
  - 5.3. Inform the principal when a classroom supervisor is utilized
  - 5.4. follow up with the substitute teacher or classroom supervisor as required.
6. Central office will be responsible for:
- 6.1. keeping current files for individual substitute teacher and classroom supervisor; and
  - 6.2. providing schools with up-to-date substitute teacher and classroom supervisor lists.
7. Applying for substitute teacher or classroom supervisor
- 7.1. All individuals wishing to apply for substitute teacher and classroom supervisor positions should consult the Horizon Substitute Employee Guide, contact the Human Resource department and must complete and submit the appropriate substitute teacher or classroom supervisor application and required documentation (available online at [www.horizon.ab.ca](http://www.horizon.ab.ca)).
    - 4.1.1. All applicants must submit a recent Criminal Record and Child Welfare Check.
    - 4.1.2. All applicants must submit proper academic credentials.
    - 4.1.3. Substitute teacher applicants must submit evidence that they have the proper teaching credentials for the Province of Alberta.
  - 7.2. Successful applicants will be notified upon being approved by Division Office.
  - 7.3. Classroom Supervisors are required to complete a paid orientation program and may be asked to shadow a classroom teacher for a period of time.

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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GCBC  
**Policy Title:** LAPP Membership  
**Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** February 19, 2004  
**Amendment or Re-  
affirmation Date:** March 6, 2017

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL PROVIDE MEMBERSHIP IN THE LOCAL AUTHORITIES PENSION PLAN (LAPP) TO THE CATEGORIES OF EMPLOYEES DEEMED TO BE OF A PERMANENT NATURE.

**DEFINITION**

Membership in the Plan allows members to accumulate pensionable service and salary toward eventual benefit payments. Members pay contributions and earn benefit entitlements as a condition of their employment. Once employees are registered, plan rules state they continue to participate until employment ends or until the end of the year in which they turn age 69.

Permanent employees, as defined by LAPP, means there is no foreseen end to employment other than retirement.

**REGULATIONS**

1. Membership is compulsory for permanent employees.
2. Employee categories considered to be permanent include employees as follows:
  - 2.1. School Secretaries,
  - 2.2. Family School Liaison Counsellors,
  - 2.3. **Mental Health Capacity Building Coordinator**
  - 2.4. Operations and Maintenance Staff,
  - 2.5. Division Office Staff,
  - 2.6. Career Counsellors,
  - 2.7. First Nations Metis and Inuit Liaison Workers,
  - 2.8. Computer Technicians,
  - 2.9. School Library Support Staff
  - 2.10. Secretary Assistants,
  - 2.11. Early Learning Educators,
  - 2.12. Speech Language Pathologists,
  - 2.13. Sign Language Interpreters
  - 2.14. Educator Behavioral Specialists.
3. Full time non-permanent employees and part-time non-permanent employees will not be offered membership.
4. Membership will begin when the employee commences employment.

# School Name

## 2021-2022 School Year Calendar

Aug-21				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
♥	23	♥	24	♦
♥	30	♥	31	

Instructional Days      0      M-Th 0      F 0

Sep-21				
M	T	W	T	F
		☀	1	2
H	6	7	8	9
	13	14	15	16
	20	21	22	●
	27	28	29	Π

Instructional Days      19      M-Th 16      F 3

Oct-21				
M	T	W	T	F
				1
	4	5	6	7
H	11	12	13	14
	18	19	20	21
●	25	26	27	28
				29

Instructional Days      19      M-Th 14      F 5

Nov-21				
M	T	W	T	F
1	☒	2	☒	3
☒	8	☒	9	10
	15	16	17	18
	22	23	24	25
	29	30		

Instructional Days      20      M-Th 17      F 3

Dec-21				
M	T	W	T	F
		1	2	3
	6	7	8	9
	13	14	15	16
H	20	H	21	H
H	27	H	28	H

Instructional Days      13      M-Th 10      F 3

Jan-22				
M	T	W	T	F
3	4	5	6	7
10	☒	11	☒	12
17	18	19	☒	20
☒	24	☒	25	☒
			27	28
				31

Instructional Days      19 1st Sem.      M-Th 16      F 3  
 Days      2 2nd Sem.      M-Th 1      F 1

Feb-22				
M	T	W	T	F
		1	2	3
	7	8	9	10
	14	15	16	17
H	21	H	22	H
	28			

Instructional Days      15      M-Th 12      F 3

Mar-22				
M	T	W	T	F
		1	2	3
♦	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	31

Instructional Days      21      M-Th 18      F 3

Apr-22				
M	T	W	T	F
				1
☒	4	☒	5	☒
☒	11	☒	12	☒
H	18	H	19	H
	25	26	27	28

Instructional Days      15      M-Th 12      F 3

May-22				
M	T	W	T	F
2	◀	3	4	5
9	10	11	12	13
16	17	18	19	20
H	23	24	25	26
	30	31		

Instructional Days      21      M-Th 17      F 4

Jun-22				
M	T	W	T	F
		1	2	3
	6	7	8	9
☒	13	☒	14	15
☒	20	21	☒	22
☒	27	☒	☀	29

Instructional Days      20      M-Th 16      F 4

	Sem. 1	Sem. 2	Total
Instructional Days	90	94	184
Non-Instructional Days	11	5	16
Total Days		200	

- ☀ First Day of School (1-12)
- ◀ Last day of 1st Semester
- ☀ First day of 2nd Semester
- ☀ Last Day of School (Elem.)
- ☀ Last Day of School (Jr. High & Sr. High)
- ◀ PAT Grades 6, 9
- ☒ PAT & Diploma Exams
- ☒ Diploma Exams
- R Report Card
- Π Planning for Student Support Day (All Schools) - no students

- H Division Wide Holiday - no students, no staff
- ♥ Division Wide Time Free From Instruction (TFFI) - no students
- ♦ Division Wide Teacher PD Day - no students
- Division Wide Teacher/Support Staff PD Day - no students
- ❖ Division Wide Unassigned Teacher Time - no students, no staff
- ♥ School Based Time Free From Instruction (TFFI) - no students
- School Based PD Day (All Schools) - no Students
- ◐ School Based PD Day, 1/2 day - No Students
- ❖ School Based Unassigned Teacher Time - no students, no staff
- School Based Parent/Teacher Interviews - no students
- School Based Parent/Teacher Interviews - after school

1st Sem.	M-TH	73	F	17
2nd Sem.	M-TH	76	F	18
Total Instructional Days		149	35	184

Elementary (enter manually):      M-TH      F      0

Date	Holidays & Observances
September 6, 2021	Labour Day
October 11, 2021	Thanksgiving Day
November 7, 2021	Daylight Savings Ends
November 11, 2021	Remembrance Day
December 25, 2021	Christmas Day
December 26, 2021	Boxing Day
January 1, 2022	New Year's Day
January 6, 2022	Epiphany
February 21, 2022	Family Day (Alberta)
February 24-25, 2022	Teachers Convention
March 12, 2022	Daylight Savings Begins
April 15, 2022	Good Friday
April 18, 2022	Easter Monday
May 23, 2022	Victoria Day
May 26, 2022	Ascension
June 5, 2022	Pentecost
June 21, 2022	National Indigenous Peoples Day
July 1, 2022	Canada Day

Gr. 12 Diploma Exams	Nov.	Jan.	Apr.	Jun.	Achievement Exams	Gr. 9*	Gr. 6*
English LA 30-1 Pt. A	2	11	4	13	English Language Arts Part A	Jan 11	May 3
English LA 30-2 Pt. A	2	11	4	13	English Language Arts Part B	Jan 21-29	June 14-25
Social 30-1 Pt. A	3	12	5	14	Science	Jan 21-29	June 14-25
Social 30-2 Pt. A	3	12	5	14	Social Studies	Jan 21-29	June 14-25
English LA 30-1 Pt. B	4	21	6	17	Mathematics Part A	Jan 21-29	June 14-25
English LA 30-2 Pt. B	4	21	6	17	Mathematics Part B	Jan 21-29	June 14-25
Social 30-1 Pt.B	5	24	7	22			
Social 30-2 Pt.B	5	24	7	22			
Math 30-1	8	20	8	20			
Math 30-2		20	8	20			
Physics 30	9	27	12	27			
Chemistry 30	8	26	11	24			
Biology 30	9	25	8	23			
Science 30			11	28			

\* Window periods approved by AB Education are draft 180905

APPROVED: DATE ENTERED BY HORIZON

# Superintendents Progress Report

## September, 2020

### Educational Leadership and Student Welfare

- Meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety, well-being, and conduct; financial management; and instructional leadership. This month they focused primarily on re-entry, and included a school walk through and review of every school's re-entry plan.
- As the vice president of the College of Alberta School Superintendents, June included a CASS executive meeting. Meetings typically involve provincial education perspectives, discussions with the Ministry regarding future direction and sharing of perspectives. Discussions this month primarily included dialogue around re-entry, and included a four partners meeting (Association of School Business Officials of Alberta, Alberta School Council Association, Alberta School Board Association, and College of Alberta School Superintendents)
- Significant work continues related to COVID-19.
  - Attending provincial Alberta Education and Alberta Health Services meetings regarding re-entry planning and health guidance
  - Meeting with College of Alberta School Superintendent (CASSIX) superintendents
  - Meeting with Facilities Manager and Associate Superintendent of Finance and Operations regarding caretaker/custodial protocols (enhancements in cleaning protocols, cleaning frequency, and PPE)
  - Meeting with ATA regarding re-entry
  - Occupational Health and Safety audit preparation. OHS is auditing 250 schools province wide with a focus on best practices related to COVID
  - Distribution of close to 10,000 pieces of personal protective equipment (PPE)
- Welcomed new teachers to Horizon at the commencement of the Horizon Induction Program (HIP)
- Presented a session on Horizon's vision, values, and core goals during the Horizon Induction Program (HIP)
- Welcomed all Horizon staff at the commencement of the jurisdiction's division wide professional learning day
- Alberta Health Services remain in contact with school divisions regarding COVID and other health matters.
  - Key Highlights from Aug 18 AHS School Superintendent Zone Meeting
    - Comprehensive School Health
      - School Nurses will continue to work with schools
      - Communicable disease monitoring is their 1st priority
      - Immunization programs with continue
    - Population Health
      - School fluoride varnish programs for K-2 are expected to resume in January 2021 pending guidelines and approval from schools.
      - Rural farm safety days may be offered on possibility of it being delivered though zoom
    - School Health and Wellness Promotion
      - Health promotion facilitators have been redeployed to help with testing so these supports and programs are on hold currently.

## **Personnel Management**

- ATA and CUPE bargaining is ongoing
  - Attended Horizon ATA bargaining mediation
  - Attended provincial Teacher Employer Bargaining Association (TEBA) meeting regarding the commencement of provincial bargaining
- Provided a Notice of Evaluation to six (6) principals

## **Policy and Strategic Planning and Reporting**

- Updating
  - Policy GCBC – Local Authorities Pension Plan
  - Policy GCE – substitute teachers
  - Policy BE – school board wards

## **Fiscal Responsibility, Organizational Leadership and Management**

- Enrollment update
  - As of September 9, 2020 Horizon was down 78 students
    - 23 of these 78 have transitioned to home education, facilitated by Horizon
    - The remaining 55 students have either transitioned to home education via a third party provider or moved out of Horizon's jurisdictional boundary.
    - There are currently 3158 students attending school
      - An additional 91 have opted to learn at home with support from Horizon
      - The 3249 (3158+91) is down from
        - 3357 weighted moving average
    - Variances in school attendance numbers range from plus 30 (D.A. Ferguson) to minus 54 (Taber Christian School)

## **Communications and Community Relations**

- A number of meetings were attended, either in person or virtually, over the last month. These include but are not limited to
  - Division Office staff meeting
  - Senior Administrative Leadership Team meeting
    - A virtual meeting was held on September 8<sup>th</sup>. During the meeting it was decided to hold subsequent meetings in person. COVID-19 safety measures will be in place to ensure the safety of staff and students.
      - October meeting held at Lomond School
      - November meeting held at Erle Rivers High School
      - December meeting held at L.T. Westlake School
      - January meeting held at Vauxhall Elementary School
      - February meeting held at Hays School
  - Administrator meeting
  - College of Alberta School Superintendent (CASSIX) meeting
  - College of Alberta School Superintendent (provincial executive) meeting
  - Canadian Association of School System Administrators (national executive) meeting



**Associate Superintendent, Learner Services**  
**Report to the Board of Trustees – September 28, 2020**

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Learner Services lead team members:

Amber Darroch, Associate Superintendent  
Terri-Lynn Duncan, Assistant Superintendent (Inclusive Education)  
Angela Miller, Clinical Team Lead  
Shea Mellow, Instructional Coach

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**KEY ACTION AREA #1:**

**Strong core instruction that develops student competencies**

- The largest focus of the associate superintendent’s Learner Services work to begin the school year has been the establishment of Horizon’s At Home Learning program, including staffing, program delivery, technology supports, registration processes, and extensive parent communication. A total of 2.3 full time equivalent teachers have been deployed to serve approximately 75 students in Kindergarten through Grade 9. Horizon also supports an additional 25 students in parent-driven home education programming.
- Professional learning opportunities were offered on teachers’ first week back to work, August 24-28. August 24th was a division-wide day which kicked off with a keynote address from Dr Greg Wells, a speaker on wellness who is a doctor of physiology at the Toronto Hospital for Sick Kids. He spoke about the importance of balancing adequate sleep, physical activity, nutrition and positive mental health in order to maintain optimal health. Other components of the day included grade level or subject discipline teacher meetings and time for the teacher-created “Teachers Learning through Collaboration” (TLC) groups which will work together over the three division-wide days this school year.
- Horizon has accessed curriculum supports from Edmonton Public Schools to support the At Home Learning program as well as all teachers who may need to provide work for students quarantining at home or if a class cohort is required to isolate. The Edmonton materials include weekly lessons for students and accompanying teacher materials. The resources could also be used in the case where a teacher is ill for an extended period of time and is preparing daily lesson plans for a substitute teacher. To facilitate this support, teachers have been asked to align their long range plans or units with the scope and sequence of curriculum Edmonton Public is using.
- Terri-Lynn has been providing training to individual beginning teachers in Fountas and Pinnell Benchmark Reading Assessments as they were unable to attend the August training date.

## KEY ACTION AREA #2:

### Response to Instruction and Intervention

- Terri-Lynn Duncan is having one on one Fall meetings with the Learning Support Teachers and Principals at each school. This enables her to understand the supports the staff and students in each context may require during the school year. It is also a way to have consistent messaging on the role of the Learning Support Teacher in the division.
- Terri also continues to consult on the placement and programming decisions for individual students needing specialized supports as registrations occur and/or new needs emerge.
- Terri-Lynn has met with each therapist that is supporting students in the area of Deaf/Hard of Hearing, Blind/Visually Impaired, Occupational Therapist, Physical Therapist and Speech Language Pathologists to set priorities for supporting our students and building capacity in teachers and educational assistants throughout the upcoming school year.
- Angela Miller created a Weekly Wellness Newsletter starting back in March which gets shared out on the division website and Facebook. The newsletter continues to reach 200-300 people per week.
- Seven replacement staff have been hired for this school year as part of the Family School Liaison Program. Maternity leaves and staff relocation led to vacancies and subsequent new hires in two Child and Youth Care Worker positions and five AHS Mental Health Capacity Building Wellness Coaches. Start up has included thorough orientation of new staff including Violent Threat Risk Assessment training.
- Angela attended a TCAPS meeting, Multi-disciplinary Community Sharing Team Meeting, e-mental health meeting and Taber Police Service Community Focus group in the month September.
- Programming extended to students in Horizon schools by Wellness Coaches this month includes:
  - Second Step -grade 8 (issues with online bullying and vaping in this grade) working with Constable Chris Nyguyen
  - Family check-ins for At Home Learning students
  - Fit Body and Mind at Central School
  - 4th R Healthy Relationship Program
  - Terry Fox Run - Foxes Run Together Program
  - Mental Health Literacy
  - Mental Health Toolkits (AHS program)
  - Kelso's Choice
  - Kelso's Character Building

## LEADERSHIP PRACTICES

- Amber is involved provincially in a number of roles this 2020-21 school year:
  - Chair, Board of Directors, Alberta Assessment Consortium
  - Chair, Provincial CASS Women in Leadership Committee
  - Director, Imagine Everything Advisory Board
- Amber and Terri-Lynn participated in the September Zone 6 CASS meeting, including the role-alike sessions for Inclusive Education and Curriculum & Assessment.
- Terri-Lynn attended the Southwest Collaborative Support Services Meeting



**Horizon School Division: Instructional Coach Update**

**Shea Mellow**

*August/September, 2020*

Principal Meetings	Whole-Staff Coaching	Individual Teacher Coaching	Additional PD Experiences
2	7	14	4

The ingenuity and positive outlook towards this distinctive upcoming school year by the Horizon staff has been uplifting. A bulk of my efforts since mid-August has been focused on participating in problem-solving and providing support for Horizon teachers moving into school reopening during the pandemic. I have been primarily occupied supporting our new At-Home Learning team of teachers as they navigate developing a new K - 12 program to support a very diverse group of needs.

Some highlights this far include:

- Continued support for all staff using Hapara, a digital platform revered for providing active student learning and teacher planning using best practice in instruction and assessment. This has included an emphasis on teacher collaboration across our division using Hapara workspace as well as introductions to Hapara Highlights, a feature offering added security to online browsing as well as promoting positive digital citizenship for our students; teachers are loving this newly enabled feature!
- Working with our off-campus education teacher as well as a key counsellor in our division who both actively sought out how Hapara can benefit their own positions, and ultimately student learning in their own context.
- Collaborating with and supporting our new (truly incredible) team of At-Home Learning

teachers. Their efforts are creating high-caliber learning experiences for our families choosing to learn from home as well as building programs and resources for our entire Horizon teaching staff; resources which will be useful across a variety of contexts and for future use.

Family School Liaison Counsellor/ CYCW September Stats

School	FSLC/CYCW	Case Load	Suicide Risk Assessment	VTRA
W.R. Myers	Kimberley and Reanne (CYCW)	14 + 2 CYCW and all Grade 9 check ins completed	3	
Dr. Hamman	Glenn Jankowiak	14		
TCS	Glenn Jankowiak	5		
Central	Jennifer Hengeveld	26		
TMS	Jennifer Hengeveld	1		
DAF	Linda Yamamoto	21	1	
LTW	Hollie Kimmins	9 plus 2 possible virtual (At Home Learners)		
CHA	Hollie Kimmins	6		
VES	Hollie Kimmins/ Jaime Porteous (CYCW)	6 + 2 CYCW		
VHS	Joel Blake/Jaime Porteous (CYCW)	11+2CYCW and new student check ins	1	

ACE	Joel Blake	4		
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From: <[alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)>  
Date: Fri, Aug 21, 2020 at 2:03 PM  
Subject: News Release: School start date: Minister LaGrange

## School start date: Minister LaGrange

August 21, 2020 [Media inquiries](#)

### Minister of Education Adriana LaGrange issued the following statement on school re-entry:

“Earlier this week I met with executives from the Alberta Teachers’ Association (ATA) to discuss school re-entry. One of their requests was that I engage with education partners to get their views on the ATA’s request to delay school re-entry.

“While our re-entry plan, as written, already provides school boards with the ability to delay or stagger school start dates should they decide that is in their local best interest, I agreed to further engage with education partners and get their views on this ATA request. This was done by having follow-up discussions with the Alberta School Boards Association and the College of Alberta School Superintendents.

“These partners remain confident, as do I, that the school re-entry plan already provides local school authorities with the autonomy and flexibility to ensure local needs are met and to prepare schools for a safe re-entry.

“I have also had the chance to review all the planned re-entry dates for schools across the province, and I see that time is clearly available to allow teachers to prepare for re-entry before their students arrive.

“These plans and timelines were created by school boards who continue to follow the expert medical advice of Alberta’s chief medical officer of health.

“I would like to reinforce that I continue to support school boards using this flexibility to adjust their plans if necessary in the coming days as they make preparations for a safe return to school.

“I encourage local education partners to continue to collaborate and work together on the decisions related to school calendars.”

For more information on Alberta’s return to school plan, visit [www.alberta.ca/returntoschool](http://www.alberta.ca/returntoschool).



From: <[alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)>

Date: Fri, Aug 28, 2020 at 1:33 PM

Subject: News Release: Update on PPE for schools: Minister Allard and Minister LaGrange

## Update on PPE for schools: Minister Allard and Minister LaGrange

August 28, 2020 [Media inquiries](#)

Municipal Affairs Minister Tracy Allard and Education Minister Adriana LaGrange issued the following statement on PPE for schools:

“By the end of the day today, every school division should have received their shipments of personal protective equipment (PPE) in advance of the 2020-21 school year.

“Alberta remains the only province in Canada to directly provide school authorities with PPE for their students, teachers and school staff. Because of this support, every single student, teacher and staff member will receive two reusable masks; every teacher and staff member will receive one face shield; every school will receive two contactless thermometers and 466,000 litres of hand sanitizer will be distributed across the education system.

“This is another example of Alberta’s strong procurement practices throughout the COVID-19 pandemic. Since the beginning of the pandemic, Alberta’s government, through the Provincial Operations Centre and the Pandemic Response Planning Team, has procured more than 12 million masks. Additionally, Alberta Health Services has purchased more than 185 million clinical masks, and 40 million masks were distributed directly to Albertans.

“Next week as schools begin re-opening their doors to their students, they will do so with the PPE they need to ensure the safety of their staff and students. This PPE, combined with Alberta’s robust school re-entry plan and health guidelines, will help support a successful return to school.”

Date: Mon, Aug 31, 2020 at 12:13 PM

Subject: News Release: Welcome back to school: Premier Kenney, Minister LaGrange

# Welcome back to school: Premier Kenney, Minister LaGrange

August 31, 2020 [Media inquiries](#)

Premier Jason Kenney and Education Minister Adriana LaGrange issued the following statement on the return to school:

“All across Alberta, students, teachers and educational staff are heading back to school.

“For students, a school can mean more than a place to just learn. It can be a place to reconnect with old friends and make new ones, and to interact with role models and mentors. For teachers and staff, school is a place to help young minds expand and thrive, and to provide meaningful daily supports and connections – whether through classroom instruction, teacher-directed learning at home, organizing activities, driving a bus or keeping schools safe.

“On behalf of Alberta’s government, we offer a heartfelt thank you to everyone involved in our education system for your resilience, flexibility and innovation these past several months.

“Whether you are a teacher who delivered lessons online, a student who finished the year despite missing friends and sports, a parent who helped children at home, or a staff member who helped your school adapt – you all rose to the challenge of supporting and protecting each other. And we know you will continue to rise to the challenge over the coming school year.

“This week, schools begin reopening their doors under Alberta’s robust re-entry plan, which will allow our students and staff to return to school safely with important public health and safety measures in place. Among the many measures will be extra cleaning, distancing, cohorting and masking.

“We all know how critical school can be to the well-being of young people and families everywhere. And thanks to the dedication and expertise of everyone involved in our education system – and the expert guidance of our health professionals – we know that this school year can, and will be, a great one.”

From: <[alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)>

Date: Wed, Sep 2, 2020 at 11:09 AM

Subject: News Release: Federal education funding for COVID-19

# Federal education funding for COVID-19

September 02, 2020 [Media inquiries](#)

Alberta's government will be distributing \$262 million in federal funding to school authorities for COVID-19 related expenses.

The federal government will be transferring the funding to the province in two phases – once in September and once later in the school year. The majority of the funding will be distributed to school authorities based on a per-student model, and it must be used to support additional COVID-19 related costs in one or more of the following categories:

- Staffing
- Adapting learning spaces and personal protective equipment
- Cleaning and safety considerations for schools and buses
- Supports for special needs students
- Online learning and teacher training

A total of \$250 million will be distributed to school authorities on an equal per-student basis, with an additional \$12 million dedicated to support school authorities who are seeing a large influx in enrolment due to increased demand for their online learning programs. This represents about \$350 per student for the upcoming school year.

“School authorities said that they wanted as much flexibility as possible to use this funding in ways that are most important for their schools and communities. I recognize the importance of this, and am pleased to set broad criteria for use of this funding. I would also like to express appreciation to the federal government for identifying these dollars to help with a successful school year.”

*Adriana LaGrange, Minister of Education*

Alberta's total share of the federal funding is \$262 million. This is in addition to increases in provincial funding, which includes a \$120-million increase in provincial operating funding for this school year, \$250 million in accelerated Capital Maintenance and Renewal Funding, \$10 million in PPE, which includes 1.6 million masks for staff and students, and the authorization for school boards to access their reserves, of which there is \$363 million available across Alberta.

This federal funding is also in addition to the \$3.021 billion the province has invested for COVID-19 related operational spending across government as outlined in last week's first quarter fiscal update.

The federal funding will immediately flow to school authorities once it is received from the federal government.

Alberta's government remains committed to ensuring that our school authorities have the support and resources they require to ensure the safety of our staff and students.

## Quick facts

- Funding is provided by the federal government in two phases – a September payment and a payment later in the school year
- The province must provide an outline of how funding was used in phase one, along with how additional funding would be used for the remainder of the school year before the funds are provided in phase two.
- The federal government calculated Alberta's funding based on total enrolment for public, separate, Francophone, charter and independent schools, along with early childhood service providers.

## Related information

- [Alberta's Return to School Plan](#)
- [List of funding by school authority](#) (PDF)

From: <[alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)>

Date: Wed, Sep 2, 2020 at 12:38 PM

Subject: News Release: UPDATE: Federal education funding for COVID-19

# UPDATE: Federal education funding for COVID-19

September 02, 2020 [Media inquiries](#)

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## Quick facts

- Funding is provided by the federal government in two phases – a September payment and a payment later in the school year
- The province must provide an outline of how funding was used in phase one, along with how additional funding would be used for the remainder of the school year before the funds are provided in phase two.
- The federal government calculated Alberta's funding based on Census population data for ages 4-18.

*Editor's note: A previous version of this release incorrectly stated how federal funding was calculated.*

## Related information

- [Alberta's Return to School Plan](#)
- [List of funding by school authority](#) (PDF)

## Multimedia

- [Watch the news conference](#)
- [Listen to the news conference](#)

## P3 opportunity now open to build Alberta schools

September 09, 2020 [Media inquiries](#)

Alberta's government is inviting industry to submit qualifications to deliver five new high schools through a public-private partnership (P3).

A request for qualifications (RFQ) for the P3 bundle, which includes high schools in Blackfalds, Edmonton, Langdon and Leduc, is posted on the [Alberta Purchasing Connection](#). Once the RFQ is closed on Oct. 8, a short list of up to three proponents will be invited to bid on the P3 project through the request for proposal stage.

"As part of Alberta's economic recovery, it's more important than ever our infrastructure investments are thoughtful and strategic. We have a successful track record of delivering much-needed school infrastructure using P3s. We know P3s offer value for money and we are confident this is the best method to provide these five communities with new high schools."

*Prasad Panda, Minister of Infrastructure*

"I am pleased to see these five high school projects continue to move forward. These future schools will provide modern learning environments for their students, and I am excited that we are another step closer towards getting shovels in the ground."

*Adriana LaGrange, Minister of Education*

A contract with the successful P3 proponent is expected to be in place by the end of September 2021. The five new high schools are anticipated to open in September 2024 with a total student capacity of about 6,938 students.

### Quick facts

- The five new high schools included in the P3 bundle are:
  - Blackfalds – Grade 9-12 school
  - Edmonton – Grade 10-12 school in the southeast
  - Edmonton – Grade 10-12 Catholic school in Heritage Valley
  - Langdon – Grade 7-12 school
  - Leduc – Grade 10-12 school
- These five new high schools are part of the more than \$10 billion infrastructure spending announced as part of Alberta's Recovery Plan.
- This spending includes:

- \$6.9 billion Budget 2020 capital spending
- \$980 million accelerated for Capital Maintenance and Renewal
- \$200 million for Strategic Transportation Infrastructure Program and water infrastructure projects
- \$600 million in strategic infrastructure projects, \$500 million in municipal infrastructure
- \$1.5 billion for Keystone XL

## **Related information**

- [P3 High Schools RFQ - Alberta Purchasing Connection](#)



Date: Mon, Sep 21, 2020 at 6:59 PM

Subject: News Release: Alberta's legislature gets back to business early

# Alberta's legislature gets back to business early

September 21, 2020 [Media inquiries](#)

Government House Leader Jason Nixon has indicated he will advise the Speaker to call Alberta MLAs back to the legislature on Tuesday, October 20.

Alberta's government will bring forward important legislation to keep platform commitments on electoral reform and renewal, while continuing to deliver policies that will build infrastructure, diversify our economy and create jobs now.

"Times are tough for Albertans and they expect their government to be all-in on delivering on policies that will get people back to work, diversify our economy and build the infrastructure Albertans rely on. We will be calling back the legislature a week earlier than planned to get back to the critical work of protecting Albertans and building our province for the future."

*Jason Nixon, Government House Leader*

Alberta's Government Caucus will be working with the Opposition to ensure that MLAs remain healthy and adhere to the best practices outlined by the Chief Medical Officer of Health.

## Related information

- [Alberta's Recovery Plan](#)