

Board Organizational Meeting Agenda

Monday, October 23rd, 2023 @ 1:00 pm

1. Call to Order – Phil Johansen
2. Nominations and Election for Chair of the Board – Phil Johansen
3. Nominations and Election for Vice-Chair of Board – Phil Johansen

CHAIR TAKES CONTROL OF THE MEETING

4. 2023-2024 Trustee Committees
 - ATA Negotiating (3)
 - Audit Committee (3) plus (2) community members
 - Budget (committee of the whole)
 - CUPE Negotiating (3)
 - Facilities (3)
 - Hutterian Brethren Board Representative (1)
 - Policy (2)
 - Public Relations (2)
 - Transportation (committee of the whole)

Enclosure 1
(2022-2023 Committees)
2023-2024 Committees
5. Committees on which the Board maintains representation
 - Admin Meeting Representation (rotating)
 - Alberta School Board's Association (Zone 6)
 - Alberta School Board Association Rural Caucus
 - Council of School Council
 - Teacher Employer Bargaining Association (1)

Enclosure 2
(2022-2023 Representatives)
2023-2024 Committees
6. Board of Trustees Board Meeting Dates
Enclosure 3
7. 2023-2024 Trustee School Liaison
Enclosure 4
(2022-2023 Representatives)
8. 2023-2024 School Visits
Enclosure 5
9. Trustee Contact Information
Enclosure 6
10. Trustee Remuneration
Policy BHD – Board Member Compensation and Expenses
11. Staff Mileage Reimbursement Rate
Enclosure 7
12. Adjourn Organizational Meeting

Policy Reference Enclosures

[Enclosure 7 - Policy BBA – School Board Powers and Duties](#)

[Enclosure 8 - Policy BBF – School Board Member Ethics and Code of Conduct](#)

[Enclosure 9 - Policy BCE – Board Organizations and Committees](#)

[Enclosure 10 - Policy BD – Board Meetings](#)

**Horizon School Division
Trustee Committees
(2022 – 2023 SCHOOL YEAR)**

**Board Chair – Marie Logan
Board Vice-Chair – Bruce Francis**

| | |
|--|---|
| A.T.A. Negotiating/Liaison Committee (3 – one acting as chair) Marie Logan – Chair Derek Baron Maxwell Holst | Audit Committee (3) Marie Logan Bruce Francis Mandy Court |
| Budget Committee All members of the Board | C.U.P.E./Support Staff Negotiating Liaison Committee (3 – one acting as chair) Blair Lowry – Chair Bruce Francis Jennifer Crowson |
| Facilities Committee (3 – one acting as chair) Bruce Francis – Chair Derek Baron Blair Lowry | Hutterian Brethren Board Representative (1) Mandy Court |
| Policy Committee (2) Maxwell Holst Mandy Court | Public Relations Committee and Friends of Horizon (2) Jennifer Crowson Marie Logan |
| Transportation All members of the Board | |

**Horizon School Division
Trustee Committees
(2023-2024 SCHOOL YEAR)**

**Board Chair –
Board Vice-Chair –**

| | |
|---|---|
| A.T.A. Negotiating Committee (3 – one acting as chair) | Audit Committee (3) |
| Budget Committee All members of the Board | C.U.P.E. Negotiating Committee (3 – one acting as chair) |
| Facilities Committee (3 – one acting as chair) | Hutterian Brethren Board Representative (1) |
| Policy Committee (2) | Public Relations Committee and <i>Friends of Horizon</i> (2) |
| Transportation All members of the Board | |

2022 – 2023 School Year
Board Representation

Administrative Council Meetings

One member of the Board on a monthly rotation.

| | |
|---------------------------|------------------|
| Tuesday, November 8, 2021 | Jennifer Crowson |
| Tuesday, January 17, 2023 | Maxwell Holst |
| Tuesday, March 14, 2023 | Derek Baron |
| Wednesday, April 19, 2023 | Bruce Francis |
| Tuesday, May 9, 2023 | Mandy Court |
| Wednesday, June 14, 2023 | Blair Lowry |

ASBA Zone 6 Director (1 + alternate)

Marie Logan
Mandy Court (alternate)

ASBA Rural Caucus (1)

Marie Logan

Council of School Councils

At least one member of the Board to attend meetings on rotation.

| | |
|--------------------|---------------|
| Wed., Nov.16, 2022 | Bruce Francis |
| Wed., Mar. 8, 2023 | Mandy Court |
| Wed., May 3, 2023 | Blair Lowry |

TEBA (1)

Marie Logan
Bruce Francis (alternate)

**2023 - 2024 School Year
Board Representation**

Administrative Council Meetings

One member of the Board on a monthly rotation.

| | |
|----------------------------------|--|
| November 14, 2023 | |
| December 12, 2023 (tentative) | |
| January 16, 2024 | |
| February 13, 2024 | |
| March 12, 2024 | |
| May 14, 2024 | |
| June 10, 2024 | |

ASBA Zone 6 Director (1 + alternate)

Marie Logan
Mandy Court (alternate)

ASBA Rural Caucus (1)

Marie Logan

Council of School Councils

At least one member of the Board to attend meetings on rotation.

| | |
|---------------|--|
| March 6, 2024 | |
| May 1, 2024 | |

TEBA (1)

Marie Logan
Bruce Francis (alternate)

HORIZON SCHOOL DIVISION
Board of Trustees Board Meeting Dates (2023-2024)

| |
|----------------------------|
| Monday, November 27, 2023 |
| Monday, January 29, 2024 |
| Monday, February 26, 2024 |
| Monday, March 26, 2024 |
| Monday, April 22, 2024 |
| Monday, May 27, 2024 |
| Monday, June 24, 2024 |
| Monday August 26, 2024 |
| Monday, September 23, 2024 |
| Monday, October 28, 2024 |

**Horizon School Division
Board of Trustees School Responsibilities**

Marie Logan (Ward 1 – Lomond/Enchant)

Enchant School – Enchant
Lomond Community School – Lomond
Armada Colony School
Enchant Colony School
Hillridge Colony School
Lomond Colony School

Jennifer Crowson (Ward 2 – Hays/Vauxhall)

Hays School – Hays
Horizon M.A.P. School - Vauxhall
Vauxhall Elementary School – Vauxhall
Vauxhall High School – Vauxhall
Copperfield Colony School

Bruce Francis (Ward 3 – Taber)

Dr. Hamman School - Taber
Midland Colony School
Cameron Farms Colony School
Evergreen Colony School
W.R. Myers High School (includes Sr. High Mennonite Program) - Taber

Blair Lowry (Ward 3 – Taber)

Central School – Taber
D.A. Ferguson Middle School (includes Jr. High Mennonite Program) - Taber
L.T. Westlake School – Taber
Taber Christian Alternative School – Taber
Taber Christian Alternative High School - Taber
Kingsland Colony School

Maxwell Holst (Ward 3 – Taber)

ACE Place Learning Centre - Taber
Barnwell School – Barnwell
Fairlane Colony School
Oaklane Colony School
Prairiehome Colony School

Derek Baron (Ward 4 – Warner/Grassy Lake)

Chamberlain School – Grassy Lake
Warner School – Warner
Arden T. Litt Centre for Learning – Grassy Lake
Bluegrass Colony School
Delco Colony School
Sunnysite Colony School

Mandy Court (Ward 5 – Milk River/Coutts)

Erle Rivers High School – Milk River
Milk River Elementary School – Milk River
River Road Colony School
Elmspring Colony School
Gold Spring Colony School
Miltow Colony School

| | | | | |
|---|--|---|---|---|
| 2023-2024 | | | | |
| Spring/Fall 2023 Taber Christian High School L.T. Westlake School ACE Place Maintenance Building October 23, 2023 - Taber Christian School November 27, 2023 – Dr. Hamman School | | Winter/Spring 2024 January 29, 2024 – W.R. Myers High School February 26, 2024 – D.A. Ferguson Middle School March 25, 2024 – Barnwell School April 22, 2024 – | | |
| 2022-2023 | | | | |
| December 1, 2022 Hays School Vauxhall Elementary School Vauxhall High School Horizon MAP Copperfield Colony School | | Spring 2023 Central School | | |
| 2021-2022 | | | | |
| SUGGESTION IS TO POSTPONE BOARD TOURS AT THIS TIME DUE TO PANDEMIC | | | | |
| 2020-2021 | | | | |
| BOURD TOURS POSTPONED DUE TO PANDEMIC | | | | |
| 2019-2020 | | | | |
| NO BOARD TOURS SCHEDULED IN FIRST SEMESTER, TOURS POSTPONED IN SECOND SEMESTER DUE TO PANDEMIC | | | | |
| 2018-2019 | | | | |
| September 19, 2018 Kingsland Sunnysite Warner | October 11, 2018 Armada Colony Enchant Colony Enchant School Lomond Colony Lomond School | Spring 2019* Delco Fairlane Hillridge Oaklane Prairie Home | Spring 2019* Arden T. Litt Barnwell School Chamberlain School Evergreen Colony Midland Colony | Spring 2019* D.A. Ferguson |
| 2017-2018 | | | | |
| NO BOARD TOURS SCHEDULED | | | | |
| 2016-2017 | | | | |
| Dec 5, 2016 ACE Place Dr. Hamman LT Westlake Taber Christian Taber Mennonite | | June 12, 2017 Bluegrass Colony Elm Spring Colony Gold Spring Colony Miltow Colony | | |
| 2015-2016 | | | | |
| Nov 2, 2015 Arden T Litt Chamberlain School Hillridge Colony Oaklane Colony | Dec 2, 2015 Hays School Horizon MAP Vauxhall Elementary Vauxhall High | April 4, 2016 Milk River Elementary Erle Rivers High School Warner School | | |
| 2014-2015 | | | | |
| Oct 28, 2014 Delco Colony Kingsland Colony | | Nov 4, 2014 Bluegrass Colony Elmspring Colony Sunnysite Colony | | |

| NAME | ADDRESS | PHONE (Res) | PHONE (Bus/Cell) | EMAIL |
|--|--|--------------|------------------|--|
| Marie Logan Ward 1 Lomond/Enchant | Box 249 Lomond , AB T0L 1G0 | | 403.485.8585 | marie.logan@horizon.ab.ca |
| Jennifer Crowson Ward 2 Vauxhall/Hays | Box 293 Vauxhall, AB T0K 2K0 | | 403.308.8610 | jennifer.crowson@horizon.ab.ca |
| Bruce Francis Ward 3 Taber | 5002 – 43 Street Taber, AB T1G 0C2 | 403.223.9115 | 403.382.7441 | bruce.francis@horizon.ab.ca |
| Blair Lowry Ward 3 Taber | 5714 – 47 Street Taber, AB T1G 1E2 | 403.223.1404 | 403.715.5412 | bllowry@gmail.com |
| Maxwell Holst Ward 3 Taber | 4445 – 57 Avenue Taber, AB T1G 0C5 | | 587.220.0844 | maxwell.holst@horizon.ab.ca |
| Derek Baron Ward 4 Warner/Grassy Lake | Box 61 Warner, AB T0K 2L0 | | 403.642.7832 | derek.baron@horizon.ab.ca |
| Mandy Court Ward 5 Milk River | Box 465 Milk River, AB T0k 1M0 | | 403.647.7421 | mkcourt13@gmail.com |

HORIZON SCHOOL DIVISION**Policy Code:**

BHD

Policy Title:

Board Member Compensation and Expenses

POLICY HANDBOOK**Cross Reference:**

BD

Legal Reference:*Education Act 85(3)***Adoption Date:**

Nov. 24/94;

Amendment or Re-**September 26, 2022****affirmation Date:**

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL PROVIDE ALLOWANCES AND PAYMENTS TO TRUSTEES TO COMPENSATE THEM FOR THEIR SERVICES AND TO REIMBURSE THEM FOR EXPENSES INCURRED WHILE ON OFFICIAL BOARD BUSINESS.

REGULATIONS

1. An annual trustee allowance, established by the Board at the annual organizational meeting, shall be paid to each Board member for accepting and managing the responsibilities inherent in being a trustee. The following are examples of these responsibilities:
 - 1.1. Board meetings
 - 1.2. Administrator meetings
 - 1.3. Awards presentations and ceremonies
 - 1.4. Graduation ceremonies
 - 1.5. Division social functions
 - 1.6. School council meetings
 - 1.7. Alberta School Board Association zone and provincial meetings
 - 1.8. Meetings with the Minister of Education, other politicians, and government staff
 - 1.9. All other meeting functions inherent in being a Trustee
2. Mileage
 - 2.1. Trustees may submit a Trustee Payment Claim or a Trustee Professional Development Claim for mileage to attend professional development, attend regular Board meetings, committee meetings (specified in Clause 1 above) and any meeting requiring the trustee's attendance. Mileage may be calculated from the trustee's residence and shall be paid at a rate determined by the Board

Policy BHD - Board Member Compensation and Expenses, Cont'd.

3. A trustee may claim a subsistence expense allowance with the following provisions:
 - 3.1. ACCOMMODATION: at the actual cost accompanied with a receipt. In lieu of accommodation expense, a per night allocation may be claimed without a supporting receipt at a rate determined by the Board.
 - 3.2. MEAL ALLOWANCES for out of Division business: breakfast may be claimed if an individual, by necessity, leaves home prior to 6:00 a.m.; and dinner may be claimed, if by necessity, arrives home after 7:00 p.m. An allowance for breakfast, lunch and dinner will be set at a rate determined by the Board.
 - 3.2.1. Where a function includes a banquet or other pre-determined meal, no claim is to be made.
 - 3.3. EXPENSE ADVANCE: may be authorized by the Treasurer to a maximum of \$1,000.00, exclusive of air fare.
4. Professional Development
 - 4.1. The Board recognizes that attendance at educational conventions and seminars stimulates personal initiative and competence and provides a broadened perspective of educational procedures and matters.
 - 4.2. The Board also recognizes that attendance at the A.S.B.A. annual conventions, workshops, and zone meetings are important to fulfilling a trustee's role as an educational representative of the local electors.
 - 4.3. All trustees are authorized to attend a maximum of 8 days per year for conventions, conferences, seminars and workshops.
 - 4.4. The attendance should have a direct relationship to the role of the trustee and their specific assignments.
 - 4.5. Expenses will be in accordance with the subsistence allowance and mileage.
5. Trustees are responsible for completion and submissions of the Claim forms.
 - 5.1. Claims should be submitted monthly and reimbursed upon approval by the Board Chair
 - 5.2. Board Chair claims should be submitted monthly and reimbursed upon approval by the Board Vice Chair.



**HORIZON SCHOOL DIVISION
PROFESSIONAL DEVELOPMENT CLAIM
FOR OUT-OF-DIVISION BUSINESS
TRUSTEE/DIVISION OFFICE STAFF**

NAME _____ **CLAIM DATE** _____

FUNCTION _____

DATES COVERED BY CLAIM _____ **LOCATION** _____

EXPENSES:

Meals:

Breakfast _____ @ \$10.00 = _____

Lunch _____ @ \$15.00 = _____

Dinner _____ @ \$30.00 = _____

(Regulations outlined in Policy BHD)

TOTAL MEALS \$ _____
1-463-400-000-

HOTEL:

Receipt Total _____

Deduct Personal Expenses _____

(In lieu of accommodations, \$25.00/night
may be claimed without a supporting
receipt.)

HOTEL NET \$ _____
1-463-400-000

IN LIEU EXPENSES \$ _____
1-463-400-000

TRANSPORTATION:

Air Fare \$ _____

Auto (from _____ to _____ = _____ km @ \$0.58/km

Total Mileage Expense \$ _____

Taxi _____

Parking _____

Other _____

TOTAL TRANSPORTATION \$ _____
1-463-400-000

Trustee Signature: _____

Signature of Board Chair (Vice Chair if expense claim is for Chair): _____

TOTAL EXPENSE CLAIM \$

For Office Use Only

Total Claim \$ _____

Deduct Advance \$ _____

Net Amount \$ _____

Comments and Explanation

October 23, 2023

To: Board of Trustees of the Horizon School Division
From: Dr. Wilco Tymensen, Superintendent
Re: School Mileage Reimbursement Rate

Background

- The Board has a motion on file based on Canada Revenue Agency (CRA) automobile allowance rates.
 - June 26, 2022 Motion “Moved by Bruce Francis that mileage remuneration be updated to \$0.58 and that mileage remuneration be reviewed annually at the Board's organizational meeting.”
 - Mileage reimbursement for 2022 averages at \$0.58/km
 - 61¢/km for the 1st 5000 km driven and
 - 55¢/km for km driven after that
- Canada Revenue Agency (CRA) reviews mileage reimbursement rates annually and determines what is a reasonable reimbursement rate for Canadians as it relates to taxable benefits.
 - January 2023, average CRA rate is 65¢/km:
 - 68¢/km for the first 5,000 kilometres driven
 - 62¢/km driven after that

Recommendation

It is recommended that the Board make the following motion.

“Moved that the Horizon School Division adjust their mileage rate for the 2023-2024 school year to reflect the updated Canada Revenue Agency automobile allowance rates and adopt an average of the two CRA rates as their mileage reimbursement.”

Respectfully submitted
Dr. Wilco Tymensen