

# 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 27, 2013 beginning at 1:15 p.m. in the Eric Johnson Room

TRUSTEES PRESENT: Audrey Krizsan, Board Chair  
Derek Baron, Board Vice-Chair  
Marie Logan, Bruce Francis, Sharon Holtman,  
Jennifer Crowson, Terry Michaelis

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools  
John Rakai, Associate Superintendent of Finance & Operations  
Clark Bosch, Associate Superintendent of Programs & Services  
Erin Hurkett, Associate Superintendent of Curriculum & Instruction  
Trevor Bush, Taber Times  
Barb McDonald, Recording Secretary

## ACTION ITEMS

Moved by Marie Logan that the Board approve the agenda as presented with the following addition:

### Under Action Items:

#22. Approve date change for October Regular Board Meeting

### Under Information Items

#9. Third Annual Rural Education Symposium in Canmore

#10 Taber & District Year Book

Carried Unanimously

AGENDA APPROVED  
123/13

Moved by Terry Michaelis that the Board approve the Minutes of the Regular Board Meeting held Tuesday, June 18, 2013 as provided in Enclosure 1 of the agenda noting an amendment to reflect that the May meeting was held on the 14<sup>th</sup>.

Carried Unanimously

REGULAR BOARD  
MEETING MINUTES  
APPROVED  
124/13

Moved by Derek Baron that the Board approve the Minutes of the Special Board Meeting held Tuesday, July 23, 2013 as provided in Enclosure 2 of the agenda.

Carried Unanimously

May 31, 2013 SPECIAL  
BOARD MEETING  
MINUTES APPROVED  
125/13

Moved by Bruce Francis that the Board approve the Payment of Accounts report in the amount of \$9,494,136.41 as provided in Enclosure 3 of the agenda.

Carried Unanimously

PAYMENT OF  
ACCOUNTS REPORT  
APPROVED  
126/13

Moved by Jennifer Crowson that the Board approve second reading of Policy IFGA *Interrogation/Search of Students and Seizure of Property* as provided in Enclosure 4 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY IFGA APPROVED  
127/13

Moved by Derek Baron that the Board approve third and final reading of Policy IFGA *Interrogation/Search of Students and Seizure of Property* as provided in Enclosure 4 of the agenda.

Carried Unanimously

THIRD AND FINAL  
READING OF POLICY  
IFGA APPROVED  
128/13

Moved by Sharon Holtman that the Board approve second reading of Policy BCE *Board Organization/Committees* as provided in Enclosure 5 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY BCE APPROVED  
129/13

Moved by Marie Logan that the Board approve third and final reading of Policy BCE *Board Organization/Committees* as provided in Enclosure 5 of the agenda.

Carried Unanimously

THIRD AND  
FINAL READING OF  
POLICY BCE APPROVED  
130/13

Moved by Terry Michaelis that the Board approve second reading of Policy GCL *Staff Learning* as provided in Enclosure 6 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY GCL APPROVED  
131/13

Moved by Bruce Francis that the Board approve third and final reading of Policy GCL *Staff Learning* as provided in Enclosure 6 of the agenda.

Carried Unanimously

THIRD AND FINAL  
READING OF POLICY  
GCL APPROVED  
132/13

Moved by Derek Baron that the Board approve second reading of Policy GCAH *Professional Staff Induction* as provided in Enclosure 7 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY GCAH  
APPROVED  
133/13

Moved by Sharon Holtman that the Board approve third and final reading of Policy GCAH *Professional Staff Induction* as provided in Enclosure 7 of the agenda.

Carried Unanimously

THIRD AND FINAL  
READING OF POLICY  
GCAH APPROVED  
134/13

Moved by Bruce Francis that the Board approve first reading, with modifications as noted (replacing "Associate Superintendent of Curriculum and Instruction" with "Superintendent or Designate" of Policy HGADA *Off-Campus Education* as provided in Enclosure 8 of the agenda.

Carried Unanimously

FIRST READING OF  
POLICY HGADA  
APPROVED  
135/13

Moved by Derek Baron that the Board approve first reading of Policy HGAC *Religious Instruction* as provided in Enclosure 9 of the agenda.

Carried Unanimously

FIRST READING OF  
POLICY HGAC  
APPROVED  
136/13

Moved by Jennifer Crowson that the Board approve first reading of Policy HGAE *Human Sexuality* as provided in Enclosure 10 of the agenda.

Carried Unanimously

FIRST READING OF  
POLICY HGAE  
APPROVED  
137/13

Moved by Marie Logan that the Board approve the locally developed junior high school course *Student Leadership* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 11 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE STUDENT  
LEADERSHIP APPROVED  
138/13

Moved by Derek Baron that the Board approve the locally developed junior high school course *Working with Leather* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 12 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE WORKING WITH  
LEATHER APPROVED  
139/13

Moved by Sharon Holtman that the Board approve the locally developed junior high school course *Advanced Leather* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 13 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE WORKING WITH  
ADVANCED LEATHER  
APPROVED  
140/13

Moved by Bruce Francis that the Board approve the locally developed junior high school course *Working with Tile* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 14 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE WORKING WITH  
TILE APPROVED  
141/13

Moved by Jennifer Crowson that the Board approve the locally developed junior high school course *Working with Glass* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 15 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE WORKING WITH  
GLASS APPROVED  
142/13

Moved by Derek Baron that the Board approve the locally developed junior high school course *Robotics* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 16 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE ROBOTICS  
APPROVED  
143/13

Moved by Sharon Holtman that the Board approve the locally developed junior high school course *Photography 1* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 17 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE  
PHOTOGRAPHY 1  
APPROVED  
144/13

Moved by Terry Michaelis that the Board approve the locally developed junior high school course *Rockets* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 18 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE ROCKETS  
APPROVED  
145/13

Moved by Sharon Holtman that the Board approve the locally

developed course *Bible Studies K-9 (Taber Christian School)* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 19 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE BIBLE STUDIES  
K-9 APPROVED  
146/13

Moved by Derek Baron that the Board approve the locally developed junior high school course *Fitness and Lifelong Learning* and the resources being used to teach the course from September 1, 2013 to August 31, 2016 as outlined in Enclosure 29 of the agenda.

Carried Unanimously

LOCALLY DEVELOPED  
COURSE FITNESS AND  
LIFELONG LEARNING  
APPROVED  
147/13

Moved by Jennifer Crowson that the Board approve the date of November 5, 2013 for the 2013 Board Organizational Meeting.

Carried Unanimously

2013 BOARD  
ORGANIZATIONAL  
MEETING APPROVED  
148/13

Moved by Sharon Holtman that the Board approve the change in date of the October regular Board meeting from October 22, 2013 to October 15, 2013 beginning at 1:00pm in the Division Office Eric Johnson Room.

Carried Unanimously

OCTOBER 2013  
REGULAR BOARD  
MEETING DATE CHANGE  
APPROVED  
149/13

### **INFORMATION ITEMS**

#### **1. Financial Report**

Philip Johansen, Director of Finance, provided the Board with a [financial report](#) and update for the period ending June 30, 2013 (as attached).

#### **2. Superintendent's Progress Report**

##### **Division Office flooding**

Worked with the Maintenance, and Division Office staff following the flooding during the significant rain event of July 5, 2013 which included a temporary move into W.R. Myer's library, restoration of water damage, and a 2<sup>nd</sup> move back into the Division Office. On behalf of the Division Office staff, I would like to formally thank all the individuals whose quick response during this event significantly reduced the extent of damage and loss.

##### **New Staff Orientation**

I would like to formally welcome new Associate Superintendents Erin Hurkett and Clark Bosch to TEAM HORIZON. Orientation and planning for the upcoming 2013/14 school year has been ongoing with the Associate Superintendents including role descriptions and ongoing orientation. An orientation was also facilitated for the new Lomond School principal (Jason Porteous) and Hays School principal (Lindsey Hagen) in addition to their attendance in the CASS Start Right program.

Congratulations to Murray Brown, the new principal for L. T. Westlake School and Alyson Archibald, the new principal for Chamberlain School and Arden T. Litt Center for Learning.

The superintendent also worked with the Associate Superintendent of Curriculum and Instruction to bring the New Teacher Orientation to fruition.

New colony teachers also attended the new colony teacher conference, and school secretaries attended a one day workshop to familiarize them with the new Student Information System requirements as the Provincial Approach to Student Information goes live this September.

## **Human Resources**

Human resources processes of contract determination and hiring is coming to a close with most schools finishing professional staffing. There are one or two positions left that are close to the interview phase of hiring. To date, Horizon has filed 23 teaching positions (13 probationary).

## **Facilities**

As is typical of most summers, the maintenance staff has been working hard to finish some larger IMR projects as well as general maintenance of all the buildings. The work at the Vauxhall Bus Garage – future home of Horizon MAP Outreach School is proceeding, W.R. Myers gym floor and front entrance tile replacement is reaching completion, Lomond roof replacement, furnace replacement work at Erle Rivers High School and work at Milk River Elementary is also underway.

## **Dual Credit**

The division is continuing to partner with the Lethbridge College and exploring further Dual Credit opportunities. Meetings to discuss the potential of Dual Credit opportunities in welding have occurred over the summer months.

## **Negotiations**

The superintendent attended meetings regarding current CUPE negotiations.

## **Professional Learning**

The superintendent and Associate Superintendents attended the CASS (College of Alberta School Superintendents) summer conference. The focus of the conference was community engagement and communication.

## **Other**

During the summer months, attention was also given to personal issues including a move to Taber, Doctorate course work, parent concerns, and transportation questions. The Superintendent also attended a Together We Raise Tomorrow forum as a follow up to the government's Social Policy Framework.

## **Focus for September**

Staffing

School Start up

Principal mentoring and evaluation

SALT strategic planning and goal setting for the year

Budget

Implementation of Curriculum Redesign initiatives

ATA negotiations

C2 committee

CUPE negotiations

Organizing and familiarizing myself with the previous superintendent's files.

### **3. Off-Campus Education Report**

Mr. Tymensen provided an overview of the off-campus annual evaluation report (Enclosure #22 of the agenda) for the 2012-2013 school year. Schools were commended.

### **4. Trustee/Committee Reports**

**4.1 ASBA Zone 6 Report** – Marie Logan, Zone 6 Representative reported that the summer months have been quiet and that the next zone meeting for ASBA Zone 6 will take place on Wednesday, September 11, 2013. She will provide a Zone 6 update to the Board at the September Board meeting.

**4.2 CSBA Conference Overview** – Audrey Krizsan, Sharon Holtman and Terry Michaelis provided an overview of the 2013 Canadian School Boards' Association annual conference that they attended this past July in Vancouver. The theme of the conference was Engagement – Diversity Matters.

**4.3 Facilities Committee Report** – Jennifer Crowson, Facilities Committee Chair, provided an update on work undertaken during the summer months within the Facilities Department. The report included the following information:

- Vauxhall Bus Garage – future home of Horizon MAP Outreach School
- Site work at Vauxhall Elementary and Vauxhall High Schools
- 2013 IMR Projects including:
  - Site development and student washroom improvements at Chamberlain School
  - Enchant School Grade 1 / 2 Classroom improvements
  - Erle Rivers High School furnace replacement, flooring replacement, window replacement and upgrading of the frontage
  - Milk River Elementary School – flooring and stucco replacements
  - Hays School improvements – student and staff washroom improvements
  - Lomond Community School improvements – roofing replacement, lighting and other electrical work
  - L.T. Westlake School – boulevard paving
  - W.R. Myers School improvements – gym floor replacement, furnace replacement and flooring replacement

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

John Rakai reported on the following:

- Mr. Rakai thanked the Facilities Department as well as the custodians, insurance adjusters and contractors that provided prompt service as a result of the July 5<sup>th</sup> hail storm that flooded the division office building
- Attended the Zone 6 Waterton Conference – Building Community in the New Media World
- Participated in Employee Group Negotiation Meetings
- Worked with ASBA Legal on contract agreements

### **4. Associate Superintendent of Programs & Services Report**

Clark Bosch reported on the following:

#### **International Education:**

- International Education has been busy getting ready for the Fall. There will be 10 students coming to Horizon School Division to study for the full school year, from Mexico, China, Japan and Germany.
- We have 3 Korean Interns coming to Horizon. They will be in Lomond, Milk River Elementary and D.A. Ferguson Middle School.
- In addition to our long term stays we are preparing to host two short term groups coming to us from Colombia. One Columbian group will be here from September to November and the other group from November to December.
- One complication that International Education facing right now is the work slowdowns and strikes this summer in different Embassies around the world by Canadian Immigration and Citizenship workers. As a result of this labor action there will be a few students that may not make it to us for the first day of school.

It could be as late as the end of September before their Visas come through and they can make it here. We have noted a date of September 28<sup>th</sup> as a deadline for acceptance with the Canadian Association of Public Schools – International.

- We are currently advertising to fill our International Education Administrative Support position. We are in the process of defining a job description based on what has transpired during the 2012-13 school year in order to accurately structure the position and pay.

- I will be away September 15 – October 1 participating in an Alberta Education Student Recruitment Mission in Brazil and Chile. Alberta Education believes these two markets will be increasingly fertile for international students in the immediate future.
- We are discussing the potential of a Sisterhood Agreement between Vauxhall High School Baseball Academy and the **Sendai Ikuei Gakuen School** in Japan. Todd Ojala, Les Mc Tavish and I will discuss the potential benefits of an agreement to our students prior to moving forward.
- We are continuing to work with **Nenoshiroishi Elementary School**. This school was visited by Dave Driscoll Kenji Makise from the Alberta trade commission. This connection has arisen as a result of conversations Glen Logan had with Kenji and school alumni while he was in Japan on a trade mission. There was as strong desire to partner Lomond with this small elementary school in Sendai City area. To help facilitate this process, Fleur Sweetman, a teacher at Lomond Colony School is excited to take the lead liaison position. Fleur lived and taught in Japan for 10 years. She has been introduced to Kenji and Mr. Dewar, the Vice Principal at the Nenoshiroishi Elementary School. Fleur will soon open the conversations regarding the best way to proceed in order to achieve the best possible outcomes for this partnership.

#### **Early Learning:**

- We currently have 127 students registered in our pre-kindergarten programs.
- We currently have 27 identified Program Unit Funding students. (PUF)
- Both our Pre-K and PUF numbers are to be considered extremely preliminary as we are very early in the school year and the number of students in each category will assuredly increase as we proceed into the fall of 2013.

#### **Inclusive Learning:**

- Interviews were held on July 3 for the position of Supervisor of Early Learning, and Lynn Saler was the successful candidate. Lynn has 25 years' experience in Early Learning and was a kindergarten teacher and Vice-Principal in Holy Spirit School Division prior to coming to Horizon. Lynn officially starts on August 31, but is currently working with Ann Muldoon on staffing and programming to ensure that programs are ready by the September 11 start date.
- Interviews for the part-time behavior consultant position have been scheduled for Tuesday, August 20, and we hope to have that position filled for the beginning of the school year.
- We are continuing to search for the Position of Educational Psychologist
- Students at the upper end of the continuum in terms of their need for support had assistant time allocated to them in June from the centralized inclusive learning budget. We retained approximately 2 full time equivalent positions to cover any new students with severe special needs who registered in Horizon schools over the summer months. To date 1.5 FTE assistants have been identified as needed for new students.

#### **Counselling:**

- Our Family School Liaison Counsellors are in place for 2013-14.
- We are in the process of securing a new Career Counsellor for W.R. Myers High School.
- Daelynn Takasaki will be back this year. She will be sharing the position of Clinical Team Leader with Angela Miller.
- The Children's Mental Health Plan (Family Connections Program) was extended in June and will continue until December 31, 2013.

#### **Public Health:**

- Meetings were held with Alberta Health Services where school division personnel were briefed on issues of public health.
- Eight Horizon schools participated in the South Zone Oral Health Program during the 2012-13 school year.
- Tips from the Canadian Public Health Association about how to evaluate health information online were shared. These tips will be shared with schools.

- Initial dates, times and locations for Southern Alberta Influenza Clinics were shared. Please see attached.

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

Erin Hurkett's report was enclosed in the agenda and included the following information:

### **Goal 1: All learners will finish school possessing 21<sup>st</sup> century learning competencies.**

**Key Action:** Develop a common language and understanding of the following 21<sup>st</sup> century learning competencies and their relationship to innovation and entrepreneurialism: critical thinking, problem solving, and creative thinking. Support the professional capacity to integrate the competencies across grades and subjects.

- Horizon Induction Program – met with new teachers to introduce Horizon philosophy and expectations.
- Jr. High Locally Developed Courses – seeking renewal until 2016

**Key Action:** Support the professional capacity to understand and successfully implement early intervention and effective teaching strategies for literacy and numeracy to improve proficiency across the grades.

- Working on October 28<sup>th</sup> PD – ensure there is a morning session pertaining to comprehensive early literacy instruction. There will be a focus on guided reading, phonetic instruction, reading to self and others, and writing practices. Assessment practices that inform instruction and methods of intervention will be discussed.

**Key Action:** Support the professional capacity for responsible, effective, and purposeful use of technology by all jurisdiction learners.

- Keynote speaker for October 28<sup>th</sup> PD Day is Alec Couros. His focus is digital citizenship.

### **Goal 2: All learners will demonstrate the personal attributes of contributing global citizens.**

**Key Action:** Support the capacity of learners to set and accomplish goals through ownership of personal learning.

- Beginning to plan Safe and Caring Schools (SACS).
- Beginning to plan Science Olympics (planning meeting to be held on Oct. 28<sup>th</sup> PD Day) – students engage in a day of science problem solving challenges.
- Adolescent Literacy Session on Oct. 28<sup>th</sup> PD Day – One focus will be personal goal setting – one school will share how they are implementing a program that involves jr. high students setting goals for themselves pertaining to literacy.

**Key Action:** Align structures and practices with Horizon's model of the Continuum of Supports and Services.

- Collaborate with Ann Muldoon, Wilco Tymensen, and Clark Bosch to ensure principals understand and are implementing the new inclusive learning funding model in line with the Continuum of Supports and Services.

## **COMMITTEE ITEMS**

Moved by Sharon Holtman that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
150/13

Moved by Terry Michaelis that the meeting reconvene.

RECONVENE



Carried Unanimously

151/13

Moved by Derek Baron that the meeting adjourn

MEETING  
ADJOURNED  
152/13

Carried Unanimously

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Chair

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Secretary