

# 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, June 18, 2013 beginning at 1:30 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: Cheryl Gilmore, Superintendent of Schools  
John Rakai, Associate Superintendent of Finance & Operations  
Dave Driscoll, Associate Superintendent of Programs & Services  
Wilco Tymensen, Associate Superintendent of Curriculum & Instruction  
Mr. Gary Bikman, MLA – Cardston, Taber, Warner Constituency  
Stan Ashby, Taber Times  
Barb McDonald, Recording Secretary

## ACTION ITEMS

Moved by Terry Michaelis that the Board approve the agenda as presented with the following addition:

### Under Action Items

#24. Approve 2013 Election Considerations	Carried Unanimously	AGENDA APPROVED 71/13
Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Tuesday, May 14, 2013 as provided in Enclosure 1 of the agenda.	Carried Unanimously	REGULAR BOARD MEETING MINUTES APPROVED 72/13
Moved by Jennifer Crowson that the Board approve the Minutes of the Special Board Meeting held Friday, May 31, 2013 as provided in Enclosure 2 of the agenda.	Carried Unanimously	May 31, 2013 SPECIAL BOARD MEETING MINUTES APPROVED 73/13
Moved by Sharon Holtman that the Board approve the Minutes of the Special Board Meeting held Thursday, June 6, 2013 as provided in Enclosure 3 of the agenda.	Carried Unanimously	June 6, 2013 SPECIAL BOARD MEETING MINUTES APPROVED 74/13
Moved by Bruce Francis that the Board approve the Payment of Accounts report in the amount of \$4,553,526.61 as provided in Enclosure 4 of the agenda.	Carried Unanimously	PAYMENT OF ACCOUNTS REPORT APPROVED 75/13
Moved by Derek Baron that the Board approve second reading of Policy EBCE <i>School Security (Lockdown)</i> as provided in Enclosure 5 of the agenda.	Carried Unanimously	SECOND READING OF POLICY EBCE APPROVED 76/13
Moved by Jennifer Crowson that the Board approve third reading of Policy EBCE <i>School Security (Lockdown)</i> as provided in Enclosure 5 of the agenda.	Carried Unanimously	THIRD READING OF POLICY EBCE APPROVED 77/13

Moved by Terry Michaelis that the Board approve second reading of Policy HG <i>Citizenship in a Digital Age</i> as provided in Enclosure 6 of the agenda	SECOND READING OF POLICY HG APPROVED
Carried Unanimously	78/13
Moved by Sharon Holtman that the Board approve third reading of Policy HG <i>Citizenship in a Digital Age</i> as provided in Enclosure 6 of the agenda	THIRD READING OF POLICY HG APPROVED
Carried Unanimously	79/13
Moved by Derek Baron that the Board approve removal of Policy HGAN <i>Technology Resources</i> and Policy HGAO <i>Use of Technology</i> as provided in Enclosure 7 of the agenda	REMOVAL OF POLICIES HGAN AND HGAN APPROVED
Carried Unanimously	80/13
Moved by Bruce Francis that the Board approve second reading of Policy GBL <i>Personnel Records</i> as provided in Enclosure 8 of the agenda	SECOND READING OF POLICY GBL APPROVED
Carried Unanimously	81/13
Moved by Marie Logan that the Board approve third reading of Policy GBL <i>Personnel Records</i> as provided in Enclosure 8 of the agenda	THIRD READING OF POLICY GBL APPROVED
Carried Unanimously	82/13
Moved by Jennifer Crowson that the Board approve second reading of Policy GCAE <i>Vice-Principal and Assistant Principal Positions</i> as provided in Enclosure 9 of the agenda	SECOND READING OF POLICE GCAE APPROVED
Carried Unanimously	83/13
Moved by Bruce Francis that the Board approve third reading of Policy GCAE <i>Vice-Principal and Assistant Principal Positions</i> as provided in Enclosure 9 of the agenda	THIRD READING OF POLICE GCAE APPROVED
Carried Unanimously	84/13
Moved by Marie Logan that the Board approve second reading of Policy ECG <i>Staff Mileage Payment</i> as provided in Enclosure 10 of the agenda	SECOND READING OF POLICY ECG APPROVED
Carried Unanimously	85/13
Moved by Sharon Holtman that the Board approve third reading of Policy ECG <i>Staff Mileage Payment</i> as provided in Enclosure 10 of the agenda	THIRD READING OF POLICY ECG APPROVED
Carried Unanimously	86/13
Moved by Terry Michaelis that the Board approve second reading of Policy JAB <i>Flag Protocol</i> as provided in Enclosure 11 of the agenda.	SECOND READING OF POLICY JAB APPROVED
Carried Unanimously	87/13
Moved by Bruce Francis that the Board approve third reading of Policy JAB <i>Flag Protocol</i> as provided in Enclosure 11 of the agenda.	THIRD READING OF POLICY JAB APPROVED
Carried Unanimously	88/13
Moved by Jennifer Crowson that the Board approve second reading of Policy BF <i>Policy Development</i> as provided in Enclosure 12 of the agenda.	SECOND READING OF POLICY BF APPROVED
Carried Unanimously	89/13

Moved by Derek Baron that the Board approve third reading of Policy BF *Policy Development* as provided in Enclosure 12 of the agenda.

Carried Unanimously

THIRD READING OF  
POLICY BF APPROVED  
90/13

Moved by Bruce Francis that the Board approve second reading of Policy BHD *Board Member Compensation and Expenses* as provided in Enclosure 13 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY BHD APPROVED  
91/13

Moved by Terry Michaelis that the Board approve third reading of Policy BHD *Board Member Compensation and Expenses* as provided in Enclosure 13 of the agenda.

Carried Unanimously

THIRD READING OF  
POLICY BHD APPROVED  
92/13

Moved by Sharon Holtman that the Board approve the removal of Policy HM *Program Evaluation* as provided in Enclosure 14 of the agenda.

Carried Unanimously

REMOVAL OF POLICY  
HM APPROVED  
93/13

Moved by Derek Baron that the Board approve removal of Policy HMA *School Evaluation* as provided in Enclosure 15 of the agenda.

Carried Unanimously

REMOVAL OF POLICY  
HMA APPROVED  
94/13

Moved by Jennifer Crowson that the Board approve second reading of Policy BK *System Evaluation* as provided in Enclosure 16 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY BK APPROVED  
95/13

Moved by Bruce Francis that the Board approve third reading of Policy BK *System Evaluation* as provided in Enclosure 16 of the agenda.

Carried Unanimously

THIRD READING OF  
POLICY BK APPROVED  
96/13

Moved by Derek Baron that the Board approve second reading of Policy AE *Goals and Objectives* as provided in Enclosure 17 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY AE APPROVED  
97/13

Moved by Marie Logan that the Board approve third reading of Policy AE *Goals and Objectives* as provided in Enclosure 17 of the agenda.

Carried Unanimously

THIRD READING OF  
POLICY AE APPROVED  
98/13

Moved by Bruce Francis that the Board approve second reading of Policy AD *Educational Philosophy* as provided in Enclosure 18 of the agenda.

Carried Unanimously

SECOND READING OF  
POLICY AD APPROVED  
99/13

Moved by Derek Baron that the Board approve third reading of Policy AD *Educational Philosophy* as provided in Enclosure 18 of the agenda.

Carried Unanimously

THIRD READING OF  
POLICY AD APPROVED  
100/13

Moved by Bruce Francis that the Board approve first reading of Policy IFGA *Interrogation/Search of Students and Seizure of Property* as provided in Enclosure 19 of the agenda.

Carried Unanimously

FIRST READING OF  
POLICY IFGA APPROVED  
101/13

Moved by Sharon Holtman that the Board approve first reading of Policy BCE *Board Organization/Committees* as provided in Enclosure 20 of the agenda with amendments.

Carried Unanimously

FIRST READING OF  
POLICY BCE APPROVED  
102/3

Moved by Sharon Holtman that the Board approve first reading of Policy GCL *Staff Learning* as provided in Enclosure 21 of the agenda with amendments.

Carried Unanimously

FIRST READING OF  
POLICY GCL APPROVED  
103/3

Moved by Derek Baron that the Board approve first reading of Policy GCAH *Professional Staff Induction* as provided in Enclosure 22 of the agenda.

Carried Unanimously

FIRST READING OF  
POLICY GCAH  
APPROVED  
104/3

### **ELECTION 2013 CONSIDERATIONS:**

#### **Joint Elections**

An elected authority may by resolution enter into an agreement with one or more elected authorities in the same area for the conduct of an election. An elected authority may by resolution enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have continuous boundaries but do have areas in common.

Moved by Terry Michaelis that the Board approve entering into agreements with one or more elected authorities for the conduct of joint elections for the 2013 School Board Election pursuant to the provisions of the *Local Authorities Election Act* Sections 2(2) and 3(1).

CONDUCT OF JOINT  
ELECTIONS FOR 2013  
SCHOOL BOARD  
ELECTIONS APPROVED  
105/13

#### **Appointment of Returning Officers**

An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections.

If the elected authority does not appoint a returning officer, the Board appointed Secretary, in accordance with the *School Act* Section 116, is deemed to have been appointed as the returning officer.

The Board concurred that Mr. John Rakai, the Board appointed Secretary be deemed as the appointed returning officer

#### **Voting Stations**

The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area. The *Modified voting Procedure Regulation*, as amended, provides that the returning officer of an elected authority that has passed a bylaw in accordance with Section 160(2) of the *Local Authorities Election Act* may designate the locations of more than one voting station for a voting subdivision.

#### **BY-LAW: Modified Voting Procedure:**

Whereas the *Local Authorities Election Act* permits the operation of only one voting station per subdivision.

And Whereas the Minister of Education has authorized school jurisdictions through Ministerial Order #029/2013, to pass a by-law adopting a modified procedure under Section 160(2) of the *Local*

*Authorities Election Act* and Section 2 of the *Modified Procedure Regulation, Alberta Regulation 5/2007* to permit the Returning Officer to designate more than one voting station in a subdivision.

Therefore be it resolved that pursuant to the provision of the *Local Authorities Election Act*, and under the authority of Ministerial Order #029/2013 the Board of Trustees of Horizon School Division No. 67, in the Province of Alberta, enact as follows:

1. The Board of Trustees of Horizon School Division No. 67 hereby adopt the modified system of conducting an election as prescribed by *Alberta Regulation 5/2007*
2. The modified voting procedures shall be used for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act*.
3. This by-law shall come into force and effect upon the date of passing of the third and final reading.

FIRST READING OF THE  
MODIFIED VOTING  
PROCEDURE BY-LAW  
APPROVED  
106/13

Moved by Bruce Francis that the Board approve first reading of the Modified Voting Procedure by-law.

Carried Unanimously

Moved by Derek Baron that the Board approve the second reading of the Modified Voting Procedure by-law.

SECOND READING OF  
THE MODIFIED VOTING  
PROCEDURE BY-LAW  
APPROVED.  
107/13

Carried Unanimously

Moved by Jennifer Crowson that the Board approve the authorization of the third and final reading of the Modified Voting Procedure by-law.

AUTHORIZATION OF  
THIRD AND FINAL  
READING OF THE  
MODIFIED VOTING  
PROCEDURE BY-LAW  
APPROVED.  
108/13

Carried Unanimously

Moved by Bruce Francis that the Board approve the third and final reading of the Modified Voting Procedure by-law.

THIRD AND FINAL  
READING OF THE  
MODIFIED VOTING  
PROCEDURE BY-LAW  
APPROVED.  
109/13

Carried Unanimously

**Advance Vote – Sections (73(1), (2) and (3) of the Local Authority Election Act**

An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election. No advance vote shall be held within 24 hours of election Day. If a resolution is enacted under Section 73(1), the returning officer must determine the days and hours when the advance vote is to be held.

ESTABLISHMENT OF  
ADVANCE VOTES  
APPROVED  
110/13

Moved by Sharon Holtman that the Board approve the establishment of advance votes for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act*, Section (72(1), (2) and (3), Advanced Vote, to be held on the same date and at the same time as other local authorities.

Carried Unanimously

**Death of Candidate – Section 33(1) and (2) of the Local Authority Election Act**

An elected authority may, by a bylaw passed prior to nomination day, provide that if prior to the opening of the voting stations on Election Day a candidate for an elected authority dies after being nominated,

- a) The election for the position for which the deceased candidate was nominated shall be discontinued, and
- b) The elected authority shall as soon as practicable provide for the holding of a new election(s) for that office

If a candidate dies after being nominated and a by-law has not been passed, the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations and the election shall proceed on that date including Advance Vote(s).

**BY-LAW: *Death of a Candidate***

Whereas the *Local Authorities Election Act* permits that if prior to the opening of the voting station on election day a candidate for an elected authority dies after being nominated, the election for the office for which the deceased candidate was nominated shall be discontinued.

Therefore be it resolved that pursuant to the provision of the *Local Authorities Election Act*, the Board of Trustees of Horizon School Division No. 67, in the Province of Alberta, enact as follows:

- 1. If a candidate for the Board of Trustees of Horizon School Division No. 67 2013 School Board Election dies, after being nominated and prior to opening of the voting stations on voting day, the election for that office shall be discontinued.
- 2. The holding of a new election for that office shall be held as soon as practicable as follows:
  - a) The returning officer shall establish a new election date for the office following the *Local Authorities Election Act* regarding notice for nomination and election
  - b) Nominations for candidates previously filed remain valid for the new election
  - c) This by-law shall come into force and effect upon the date of passing of the third and final reading.

Moved by Derek Baron that the Board approve first reading of the Death of Candidate By-Law.

Carried Unanimously

FIRST READING OF  
DEATH OF CANDIDATE  
BY-LAW APPROVED  
111/13

Moved by Jennifer Crowson that the Board approve second reading of the Death of Candidate By-Law.

Carried Unanimously

SECOND READING OF  
DEATH OF CANDIDATE  
BY-LAW APPROVED  
112/13

Moved by Marie that the Board approve the authorization of the third and final reading of the Death of Candidate By-Law.

Carried Unanimously

AUTHORIZATION OF THE  
THIRD AND FINAL  
READING OF DEATH OF  
CANDIDATE BY-LAW  
APPROVED  
113/13

Carried Unanimously

## **INFORMATION ITEMS**

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

#### **Human Resources**

Human resources processes of contract determination and hiring is in full swing with schools drawing close to finishing professional staffing. There are a few positions left that are close to the interview and/or acceptance phase of hiring. To date, Horizon has hired eight probationary contract teachers, eight temporary contract teachers, and there are fifteen positions to finalize.

*Welcome to Horizon...*

The new Associate Superintendent of Programs and Services, Clark Bosch will start the position in August.

*Congratulations to School Leaders with New Schools*

The new principal for L. T. Westlake School is Murray Brown

The new principal for Chamberlain School and Arden T. Litt Center for Learning is Alyson Archibald

#### **Leadership Development and Strategic Planning**

The plan for strategic priorities and the strategies that will be areas of focus for the 2013-2014 school year was completed following the Leadership Symposium in May. The plan was provided to principals to help guide school planning for the upcoming year.

#### **Horizon Council of School Councils Meeting**

The final meeting for the Council of School Councils Meeting was held at the end of May. The agenda consisted of:

- Annual General Meeting Review (Resolution Outcomes)
- Alberta Education Provincial Initiatives
- Jurisdiction updates
- School Council Planning
- School Council Sharing

#### **High School Flexibility Project Meetings**

Some meetings for high schools that will be involved in the provincial High School Flexibility Project were held to facilitate planning and development of the project submission. Centered on principles that underlie *Inspiring Education*, the pilot project focuses on maximizing flexibility for the purpose of meeting student needs. The focus of the structures within the high school and program delivery shifts from begin time centered to outcome centered.

#### **Policy Committee**

The Policy Committee met to review and revise the following policies:

- Policy HNI Movies Shown in Schools
- Policy HGADA Off Campus Education
- Policy HGAE Human Sexuality
- Policy HGAC Religious Instruction
- Policy GCAH Professional Staff Induction

These policies will go to the Board for First Reading in the fall and will subsequently be put out to stakeholders for feedback.

## **Administrator Meeting**

Vauxhall High School hosted the June Admin. Meeting. The agenda consisted of the following:

- Curriculum Re-Design
- Review of Horizon Strategic Priorities
- Horizon Induction Program (HIP)
- Threat Assessment Notices
- ESL Benchmarks and effective use of ELL funding
- Inclusive Education update
- Transportation

## **Other**

- Zone 6 College of Alberta School Superintendents meeting
- Warner graduation ceremonies
- Arden T. Litt Center for Learning graduation ceremonies
- Alberta School Board Association Conference
- Regional Collaborative Services Meeting
- Vauxhall Academy of Baseball year-end celebration

## **Trustee/Committee Reports:**

**2.1 ASBA Zone 6 Report** – Marie Logan, Zone 6 Representative provided information from the Zone 6 meeting that was held May 8, 2013 and included the following highlights:

- The next Zone 6 meeting will be taking place on September 11, 2013 at the Holy Spirit Office with a discussion on Bard Chairs as spokespersons (facilitated by ASBA)
- The draft of the new handbook on Zone 6 bylaws will be distributed at the Zone 6 meeting in September for review
- Susan Chomistek, Retired Superintendent from Grasslands School Division, was recently honoured by the Siksika Nation in a naming ceremony and was given the name *Long Time Brave Woman*
- Marie Logan attended a meeting with MLA's and the Premier on June 10<sup>th</sup> in Lethbridge
- BP Canada and Enerplus has donated \$70,000 over the past six years to Tilley School which has been put towards environmental and energy related projects.
- Cenovus Energy has donated \$65,000 to Bassano School in support of their computerized human simulator

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

- 2012 Kinniard Planning PO&M Survey Report
- Vauxhall Bus Garage – future home of Horizon MAP Outreach School
- Site work at Vauxhall Elementary and Vauxhall High Schools
- 2013 IMR Projects including:
  - W.R. Myers Gym Floor
  - Furnace Replacement at Erle Rivers High School
  - Site upgrading at Erle Rivers High School
  - New windows for Erle Rivers High School

## **2.3 May Administrators' Meeting Review – Jennifer Crowson**

Jennifer Crowson provided a review of the Administrators' meeting held June 11, 2013 at Vauxhall High School. Highlights of the meeting included:

- Curriculum Redesign
- Review of Horizon's Strategic Priorities
- Horizon Induction Program for September 2013
- Staff Recognition
- Inclusive Education Updates
- Transportation Updates



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

John Rakai reported on the following:

- Working with ongoing 2013-14 budget entry preparations
- Preparation work underway for upcoming meetings with employee groups (ATA, CUPE, CUPE Related)
- Attended an ASEBP review in June and provided an update to possible future benefit availability in terms of new concepts
- A Transportation data verification review/audit took place in June with the final report to be available shortly
- Attended various other meetings with the Superintendent and Associate Superintendents

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

Dave Driscoll reported on the following:

- Provided an update regarding the Family School Liaison Counseling Team – Daelynn Takasaki will be returning on a part-time basis. If Daelynn is not available, Angela Miller will be taking on the responsibility
- Pre-K Screening is now complete. The new screening process was very successful with being able to identify learning needs as early as possible
- Regarding International Education, Mr. Driscoll recently travelled to Japan (along with Les McTavish, Coach, Vauxhall Baseball Academy) as a follow-up to the work that has taken place over the past two years with a rural Japanese school considering to send their students to attend the Vauxhall Baseball Academy

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

Wilco Tymensen's report was enclosed in the agenda and included the following information:

- Provincial Dual Credit Strategy
- Ministerial Order on Student Learning
- Digital Diploma Exams
- High School Flexibility
- Student Learning Assessment
- Curriculum Redesign

### **COMMITTEE ITEMS**

Moved by Sharon Holtman that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
114/13

Moved by Bruce Francis that the meeting reconvene.

Carried Unanimously

RECONVENE  
115/13

Moved by Marie Logan that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
116/13

Chair



Secretary

