

Horizon School Division No. 67

6302 – 56 Street Taber, Alberta T1G 1Z9
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999
www.horizon.ab.ca

The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, April 15, 2014 beginning at 100 p.m. in the Eric Johnson Room

- TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
Blair Lowry, Rick Anderson, Derek Baron, Jennifer Crowson,
Terry Michaelis
- ALSO PRESENT: Wilco Tymensen, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Barb McDonald, Recording Secretary
J.W. Schnaar, Taber Times
- REGRETS: Clark Bosch, Associate Superintendent of Programs & Services
Erin Hurkett, Associate Superintendent of Curriculum & Instruction

ACTION ITEMS

- A.1 Moved by Bruce Francis that the Board approve the agenda as presented with the following additions:

Under Action Items:

- A.5. Horizon School Division Three-Year Capital Plan
A.6. Employee Computer Purchase Plan
A.7. Budget Committee Meeting Date

Under Discussion Items:

- D.1. Request from ASBA for Input on Curriculum Redesign

Under Information Items:

- | | | |
|---|---------------------|---|
| I.1.6 ASBA Spring General Meeting | Carried Unanimously | AGENDA APPROVED
56/14 |
| A.2 Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Tuesday, March 18, 2014 as provided in Enclosure 1 of the agenda. | Carried Unanimously | REGULAR BOARD
MEETING MINUTES
APPROVED
57/14 |
| A.3 Moved by Terry Michaelis that the Board approve the February/March Payment of Accounts report in the amount of \$4,276,753.17 as provided in Enclosure 2 of the agenda. | Carried Unanimously | PAYMENT OF
ACCOUNTS REPORT
APPROVED
58/14 |
| A.4.1 Moved by Jennifer Crowson that the Board approve second reading of Policy EAD <i>School Board Reporting</i> as provided in Enclosure 3 of the agenda. | Carried Unanimously | FIRST READING OF
POLICY EAD
APPROVED
59/14 |
| A.4.1.1 Moved by Derek Baron that the Board approve final reading of Policy EAD <i>School Board Reporting</i> as provided in Enclosure 3 of the agenda. | Carried Unanimously | FINAL READING OF
POLICY EAD
APPROVED
60/14 |

<p>A.4.2 Moved by Bruce Francis that the Board table the second and final reading of Policy EEACAA <i>School Purchased Vehicles, Private Vehicles and Volunteers</i> as provided in Enclosure 4 of the agenda, until the May 2014 Board Meeting as additional clarification and modifications to this policy will be required as a result of the outcomes of the recent Government of Alberta Transportation Audit Report that has taken place.</p>	<p>Carried Unanimously</p>	<p>POLICY EEACAA TABLED 61/14</p>
<p>A.4.3 Moved by Bruce Francis that the Board approve second reading of Policy HNA <i>Lord's Prayer</i> as provided in Enclosure 5 of the agenda.</p>	<p>Carried Unanimously</p>	<p>SECOND READING OF POLICY HNA APPROVED 62/14</p>
<p>A.4.3.3 Moved by Derek Baron that the Board approve final reading of Policy HNA <i>Lord's Prayer</i> as provided in Enclosure 5 of the agenda.</p>	<p>Carried Unanimously</p>	<p>FINAL READING OF POLICY HNA APPROVED 63/14</p>
<p>A.4.4 Moved by Jennifer Crowson that the Board approve second reading of Policy IEB <i>Entrance Age</i> as provided in Enclosure 6 of the agenda.</p>	<p>Carried Unanimously</p>	<p>SECOND READING OF POLICY IEB APPROVED 64/14</p>
<p>A.4.4.1 Moved by Bruce Francis that the Board approve final reading of Policy IEB <i>Entrance Age</i> as provided in Enclosure 6 of the agenda.</p>	<p>Carried Unanimously</p>	<p>FINAL READING OF POLICY IEB APPROVED 65/14</p>
<p>A.4.5 Moved by Derek Baron that the Board approved second reading of Policy IHEB <i>Child Abuse and Neglect</i> as provided in Enclosure 7 of the agenda.</p>	<p>Carried Unanimously</p>	<p>SECOND READING OF POLICY IHEB APPROVED 66/14</p>
<p>A.4.5.1 Moved by Terry Michaelis that the Board approve final reading of Policy IHEB <i>Child Abuse and Neglect</i> as provided in Enclosure 7 of the agenda.</p>	<p>Carried Unanimously</p>	<p>FINAL READING OF POLICY IHEB APPROVED 67/14</p>
<p>A.4.6 Moved by Blair Lowry that the Board approve second reading of Policy BBF <i>School Board Member Ethics and Code of Conduct</i> as provided in Enclosure 8 of the agenda.</p>	<p>Carried Unanimously</p>	<p>SECOND READING OF POLICY BBF APPROVED 68/14</p>
<p>A.4.6.1 Moved by Rick Anderson that the Board approve final reading of Policy BBF <i>School Board Member Ethics and Code of Conduct</i> as provided in Enclosure 8 of the agenda.</p>	<p>Carried Unanimously</p>	<p>FINAL READING OF POLICY BBF APPROVED 69/14</p>
<p>A.5 Moved by Derek Baron that the Board approve Horizon School Division's Three-year Capital Plan identifying the following top three priority projects:</p> <ol style="list-style-type: none"> 1. New high school in Taber with partial demolition and preservation of existing building to accommodate D.A. Ferguson Middle School 2. Erle Rivers High School modernization to accommodate K – Grade 12. 3. New elementary school in Taber 	<p>Carried Unanimously</p>	<p>THREE-YEAR CAPITAL PLAN APPROVED 70/14</p>

- | | | |
|-----|---|--|
| A.6 | The Board has in the past, offered Horizon School Division Employees the opportunity to purchase interest free, technology equipment for personal use via monthly equal payroll deductions commencing each September. | EMPLOYEE
COMPUTER
PURCHASE PLAN
APPROVED
71/14 |
| | Moved by Derek Baron that the Board approve the continuation of offering the Employee Computer Purchase Plan for the remainder of the current Board of Trustees four-year term. | |
| | Carried Unanimously | |
| A.7 | Moved by Jennifer Crowson that the Board approve the 2014-15 Budget Committee Meeting date of April 29, 2014 commencing at 1:00 p.m. in the Division Office Eric Johnson Room. | BUDGET
COMMITTEE
MEETING
APPROVED
72/14 |
| | | |
| | Carried Unanimously | |

DISCUSSION ITEMS

D.1 Curriculum Redesign

A discussion was held regarding a letter that was sent to the Board from Helen Clease, President of the Alberta School Boards' Association requesting a response as to what Horizon's position is in terms of curriculum redesign and the government's achievement towards meeting the vision of Inspiring Education.

The outcome of the discussion was that the Board strongly supports the work the government is doing to meet the vision of Inspiring Education. Horizon is supportive of the shift from Provincial Achievement Tests to Student Learning Assessments where results from these assessments will provide teachers with valuable information they can use to enhance teaching and learning. The Board is also supportive of other components such as the high school redesign work (with Horizon having four schools piloting this project), the shift in philosophy and the refocusing on each individual as well as the Dual Credit Pilot (with Horizon having 10 LGM girls currently registered in the Health Care Aide program in partnership with Lethbridge College).

A letter will be sent to Helen Clease indicating Horizon's support of the government's vision of Inspiring Education

INFORMATION ITEMS

I.1 Financial Report – Phil Johansen

Philip Johansen, Director of Finance presented and reviewed a financial report to the Board for the period ending March 31, 2014. A surplus of approximately \$154,216 is being projected to year end of August 31, 2014.

I.2 Superintendent's Progress Report

Educational Leadership

- Provided ongoing support and advice to principals on matters related to school operations including: teacher and support staff resignations, new hires, leaves, parent council matters, student and staff discipline, conflict mediation, and other legal issues.
- The Superintendent met with the senior administrative leadership team as part of ongoing strategic planning.
- Meetings also occurred with Senior High principals to discuss the new funding model resulting from the High School Redesign pilot in which high schools are block funded rather than funded via CEUs.
- Meetings were also attended regarding the transportation review, general principal mentorship, home schooling, calendars, video conferencing, inclusive education funding, as well as individual meetings with 12 teachers to discuss their professional intentions for next year.

Fiscal Responsibility

- The Associate Superintendent of Finance and Operations met with principals and key stakeholders from all schools who operate school buses and school vans to discuss the changes in practice resulting from the division's transportation audit.
- The Superintendent facilitated a budget committee meeting along with the Associate Superintendent of Finance and Operations.

Personnel Management

- The Superintendent met with the Senior Administrative Leadership Team to discuss the C2 survey themes. Discussions revolved around teacher suggestions and ways to implement them to enhance student success and teacher efficacy.
- Observations and meetings continued as a result of Principal and Associate Superintendent evaluations.
- The Superintendent met with Milk River Elementary staff and parent council to develop a profile for the new principal. An interview committee has been established and interviews have been scheduled.
- The Superintendent met with all Colony staff to discuss the 907 hour legislated obligation under the collective framework agreement and its implications on colony teachers given that the jurisdiction's request for an exception was not supported by the local and provincial Alberta Teachers' Association or the exception's committee.
- The Superintendent met a number of school principals to discuss personnel matters.

Policy

- The Superintendent was involved in extensive and ongoing policy development and review in preparation for proclamation of the Education Act and contextual issues requiring policy such as the Lord's Prayer, and new collective agreements.

Strategic Planning and Reporting

- The senior administrative leadership team visited a large number of schools and met with principals from Barnwell, L.T. Westlake, Warner, Taber Christian, and Dr. Hamman to discuss school Annual Education Results Reports (AERR) and Three Year Education Plans (3YEP). Discussions included dialogue around school contexts, school goals, strategies, school professional learning plans, and plans for school reserves via a student centered lens. Opportunities to visit teacher classrooms were also undertaken.

Organizational Leadership and Management

- As part of the jurisdiction's commitment to maintaining a safe and caring environment, the Superintendent took part in the jurisdiction's Threat Assessment Training. Teachers and principals from across the jurisdiction came together for the program in an effort to ensure student safety.

Communications and Community Relations

- As part of the jurisdiction's commitment to international education Horizon is hosting a contingent of Columbian short stay students. As this group of 12 and 13 year old students arrived within the jurisdiction the Superintendent had the honor of welcoming them to Canada and watching as they were introduced to their Canadian host families. A huge thank you to all the families that opened their door to our Columbian guests.
- Following a lengthy battle with Cancer the Superintendent attended the funeral of a long time Horizon support staff member.
- While the Associate Superintendent of Curriculum and Instruction brought the Science Olympics to fruition the Superintendent had the opportunity to stop by and watch as students' popsicle robots battled it out. Students from across the jurisdiction came together for 3 Olympic events. A fun day was had by all.
- Meetings with outside agencies were also attended. These include: an Alberta School Board Association (ASBA) new bargaining model meeting, Assistant Deputy Minister of Education Curriculum Policy Advisory Committee meeting, MD of Taber Highway 3 twinning committee meeting, APEX youth award committee meeting, Alberta Education Log German Mennonite meeting,

and an Alberta Education and Alberta Infrastructure meeting in which Request for Proposals (RFP) were evaluated for the modernization of Barnwell and Warner Schools.

- As a member of the APEX planning committee, the Superintendent had the opportunity to attend the APEX youth Awards.

Leadership Practices

- In an ongoing effort to build internal leadership capacity, enhance a culture of collaboration, and strengthen commitment to the jurisdiction's vision, mission and goals, the Superintendent attended the Horizon Administrative Symposium.
- The Superintendent also visited Dr. Hamman, D.A. Ferguson, Horizon MAP, Vauxhall High, Warner, Erle River, Lomond, and Hays School for principal evaluations, and general administrative discussions this month.

I.2 Trustee/Committee Reports

I.2.1 ASBA Zone 6 Report – Marie Logan, Zone 6 Representative provided an update from the Zone 6 meeting she attended on April 9, 2014. Highlights from the meeting included the following:

- The Board of Directors from the ASBA have approved their draft 2014-2015 budget for presentation to school boards
- The annual Edwin Parr Awards will be taking place on Wednesday, May 14th at the Taber Heritage. The Zone 6 meeting will be held in Horizon's Eric Johnson Room and will begin at 12:00
- Updates on discussions held regarding new bargaining models
- Provided information on a one-day Safe and Caring Schools conference being held in Calgary on May 12th
- Informed members that Alberta Education has been working with members of five school authorities to create three locally developed courses based on First Nations Languages
- There will be a professional learning opportunity on June 11th at the Palliser Schools Regional office on Re-Imaging Board Governance
- Ms. Logan also provided some other points of interest from other Zone 6 jurisdictions
- The next Zone 6 meeting will take place on Wednesday, May 14, 2014

I.2.2 Facilities Committee Report – Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The report was enclosed in the agenda and included the following information:

- Vauxhall MAP Project Phase Three Update
The third and final phase on construction is progressing extremely well – approximately three weeks ahead of schedule. At the present rate of progression, the added space may be utilized for the later part of the current semester.
- 2014 IMR Projects:
 - The installation of remote fire and alarm monitoring for division office and all schools has been completed. All intrusion alarms are now being monitored through Canadian Security Systems.
 - The W.R. Myers/D.A. Ferguson playing field upgrade is scheduled to begin the beginning of June with construction expected to take approximately four weeks. The new field is expected to be ready for use with the commencement of the 2014/15 school year
 - The Enchant School gymnasium roof will be recapped, with a roofing contractor in place to begin the project
- Other Maintenance work Completed during March and April
 - During the latter half of March/beginning of April, a combined total of 98 service requests and 118 service requests were completed by in-house maintenance staff
 - Quotes were received for the demolition of the Warner teacherage with the total estimate cost for the demolition coming in at approximately \$13,000. Prior to demolition, a hazardous materials analysis is required and WA Environmental has been contracted to perform the hazmat analysis.

- Facilities Manager/Administration:
 - Ongoing effort from the Facilities Manager to visit schools, caretaking staff and contractors
 - Continue to update information for the new Instructional Area Utilization Formula Renewal with updates expected to be completed and submitted to Alberta Education by June 2014
 - Continual preparation for the upcoming capital projects
 - Attended a four-day landscape pesticide and herbicide tutorial in preparation for the upcoming grounds spraying season.

I.3. Associate Superintendent of Finance and Operations Report – John Rakai

John Rakai reported the following information:

- Alberta Government Transportation had a consultant present at Division Office in February to conduct a transportation compliance review regarding division school owned extra-curricular vehicles that are based at high schools for transporting to and from sporting events, tournaments, field trips, etc. The audit report summary outcomes were reviewed, with Mr. Rakai identifying some of the deficiencies that were found and noted that action plans have been put into place in order to comply with regulations for Provincially Regulated Commercial Transportation. It was also noted that a consultant has been hired to assist with implementation of the action plan.
- Work continues on Horizon School Division's 2014-15 budget in preparation of the upcoming Budget Committee Meeting to be held on April 29th.
- Attended the Alberta School Boards' Association Bargaining Model Review in Lethbridge along with Marie Logan, Blair Lowry and Wilco Tymensen.
- Participated in the spring Administrator Leadership Symposium at the Bloomin' Inn in Pincher Creek on April 7th and 8th.

Contacts with Sahuri + Partners, the architectural firm that has been hired to work with the Division on both the Barnwell and Warner Schools re-modernization projects including the establishment of a contract for services and initial design kick-off meetings.

I.5. Associate Superintendent of Curriculum and Instruction Report – Erin Hurkett

Erin Hurkett's report was distributed and included the following updates:

- Facilitated the Jr. High Science Olympics on March 27th at the Taber Civic Centre.
- Attended several meetings at the Lethbridge College in regard to the Dual Credit strategy. The college is taking cohort applications for the upcoming school year. Horizon School Division has several students interested in the Health Care Aide Program.
- Facilitated a high-school video-conferencing meeting on March 24th. Video-conferencing time tabling has been completed for the 2014/15 school year
- Met with the joint ATA/Horizon PD Committee on March 24th. Planning for the 2015/15 division wide PD day occurred.
- Facilitated professional development sessions on March 21st for D.A. Ferguson and Lomond Schools. The focus in D.A. Ferguson was English Language Learners and language acquisition theory. The focus in Lomond was literacy across all content areas.
- An April 1st, taught D.A. Ferguson teachers how to assess the literacy skills of six ELL students from the Philippines.

In addition to the above report, Erin also continued to observe and evaluate new teachers to Horizon as well as approve all ESL accommodations and exemptions for upcoming Provincial Achievement Tests. The Senior Leadership Team has continued to visit school principals to discuss their three-year plans. The Lion's Club donated funds to support the Safe and Caring Schools leadership initiatives.

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE
73/14

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
74/14

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
75/14

Original Signed – May 20, 2014
Chair

Original Signed – May 20, 2014
Secretary