

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, September 16, 2014 beginning at 1:00 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,

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Erin Hurkett, Associate Superintendent of Curriculum & Instruction
Barb McDonald, Recording Secretary
J.W. Schnarr, Taber Times

REGRETS: Terry Michaelis, Trustee
Clark Bosch, Associate Superintendent of Programs & Services/Human Resources

ACTION ITEMS

- A.1 Moved by Derek Baron that the Board approve the agenda as presented with the following addition:
- | | | |
|--|---------------------|----------|
| <u>Under Action Items:</u> | | AGENDA |
| A.4 Recommendation for revision to Policy FEF <i>Contract for Services</i> | | APPROVED |
| | Carried Unanimously | 130/14 |
- A.2 Moved by Jennifer Crowson that the Board approve the [Minutes of the Regular Board Meeting held Tuesday, August 19, 2014](#) as provided in Enclosure 1 of the agenda.
- | | | |
|--|---------------------|--|
| | Carried Unanimously | REGULAR BOARD MEETING MINUTES APPROVED |
| | | 131/14 |
- A.3 Moved by Rick Anderson that the Board approve the [August/September Payment of Accounts](#) report in the amount of \$3,393,251.94 as provided in Enclosure 2 of the agenda.
- | | | |
|--|---------------------|-------------------------------------|
| | Carried Unanimously | PAYMENT OF ACCOUNTS REPORT APPROVED |
| | | 132/14 |
- A.4.1 Moved by Derek Baron that the Board approve the recommendation to revise Policy FEF *Contract for Services* to include a \$15,000 per year threshold after which contracting for long-term services must be tendered or re-tendered in accordance with the Policy..
- | | | |
|--|---------------------|---------------------------------|
| | Carried Unanimously | REVISION TO POLICY FEF APPROVED |
| | | 133/14 |

INFORMATION ITEMS

I.1 Board School and Colony Tour Dates

The Horizon Board of Trustees as well as members of the Senior Administrative Leadership team will be touring and visiting schools and colonies throughout the 2014-2015 school year. The first two tours of the year will be taking place on October 28th at Delco and Kingsland Colonies, and on November 4th at Bluegrass, Sunnysite and Elmspring Colonies. The remaining school and colony tour dates will be scheduled at the October Board meeting.

I.2 Enrollment Update

Wilco Tymensen reported to the Board that enrollment numbers to date are up approximately 125 students from original projections for this school year, with 80 additional students in grades 1-12 and 45 additional students in Kindergarten. The Division is up approximately 70 students overall compared to last year's enrollment numbers.

I.3 Superintendent's Progress Report

Educational Leadership

- The Superintendent provided ongoing support and advise to principals on matters related to school operations including: new hires, leaves, parent council matters, teacher summative evaluations, conflict mediation, and other legal issues.
- The Superintendent toured Amber Darroch, the new Director of Learning around to a number of schools and was able to visit all schools excluding colonies. A schedule for board colony school tours is in the works.
- An orientation day was facilitated for seven new principals and Horizon's Director of Learning to acquaint them to our culture and practice.
- The Superintendent also had the opportunity to sit in on portions of the new teacher orientation, facilitated by the Associate Superintendent of Curriculum.

Fiscal Responsibility

- To ensure alignment of program breadth and fiscal responsibility, visits were made to neighboring jurisdictions to tour their mobile shop facilities.

Personnel Management

- Evaluation meetings were set up with the seven new principals undergoing evaluation

Policy

- In alignment with policy, new requests for transportation were processed by the Transportation coordinator; by the end of the first day of school 150 last minute transportation requests were processed. Decisions continue to be guided by precedent and past practice until decisions regarding upcoming changes are made. Expectations are that these decisions will be made this fall once Alberta Education regulations are released. Preliminary work on policy changes has already commenced.

Organizational Leadership and Management

- Barnwell and Warner Modernization meetings continue to be attended every two weeks
- As part of the school year start up Division Office staff met, fire drill processes were discussed and the fire alarm was sounded. Taber's Fire Chief Steve Munshaw was also in attendance to discuss the Division Office fire evacuation procedure.
- The first administrator meeting of the year was held on September 9th.

Communications and Community Relations

- The Superintendent had the opportunity to attend Hays School and share in a community engagement opportunity where Hays' seniors shared their childhood stories with the children of Hays School as part of a Social Studies project. A huge thank you to the seniors who attended. A great time was had by all.
- Meetings with outside agencies were attended. These include: University of Lethbridge (Leadership Cohort support), Alberta School Board Association (assessment workshop), Alberta Education (Zone Services).

Leadership Practices

- The Senior Administration Leadership Team including Directors met to discuss the jurisdiction's three year plan
- As part of the Jurisdiction's efforts to build leadership capacity, Horizon's leadership program had its first meeting.

- Lastly I am pleased to be able to communicate to the Board that I accepted the Deputy Minister's and Vauxhall High School's Vice Principal's ICE Bucket Challenge. A big thank you to Bert and Larry's for the copious amount of slush.

I.3.1 ASBA Zone 6 Report

Marie Logan, Zone 6 Representative reported on the Zone 6 meeting that took place on Wednesday, September 10th at the Lethbridge School District No. 51 Education Centre. Highlights of the meeting included the following:

- The annual FGM in Edmonton this November will focus on advocacy. Attendees will obtain a better understanding of the value of local autonomy. ASBA will be inviting the new Education Minister, along with several MLA's to attend.
- The ASBA reported that only 40 schools have Gay Straight Alliance(GSA) policies. It was noted that all school boards are encouraged to have such a policy in place.
- Colleen Deitz, Palliser Regional Division gave a presentation on a proposed model called "Strengthening the Voice". The purpose of this model is to give ASBA and school boards a stronger provincial voice in education.
- An informative presentation on Assessment was hosted by Dr. John Rymer.

I.3.2 Administrators' Meeting Report – Rick Anderson

The [September 9th Administrators' Meeting summary](#) was enclosed in the agenda and included some of the following highlights:

- Division Office Restructuring
- Policy Review
- Proposal of Automated Substitute Teacher Requests
- 2015-2016 School Year Draft Calendar
- Horizon Leadership/Mentorship Cohort Program
- Student Learning Assessment Pilots
- Instructional Support Plans
- Alberta Health Services Updates
- CASL (Canadian Anti-Spamming Legislation)
- School Three Year Plans and Professional Growth Planning
- Occupational Health & Safety
- Student Advisory Council and School Councils
- Cellular Mobility Plan Changes

I.3.2 Facilities Committee Report

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The [September Facilities report](#) was enclosed in the agenda and included the following information:

- The Vauxhall MAP Project will be complete by October 10, 2014
- 2014 IMR and Renewal Projects including:
 - W.R. Myers/D.A. Ferguson Playing Field
 - Barnwell School roofing project
 - Horizon MAP window replacements
- Taber Irrigation Metering
- Vauxhall Irrigation Repairs
- Various maintenance work completed during the months of August and September.

I.5. Associate Superintendent of Finance and Operations Report

John Rakai reported the following information:

- Participated in both the Barnwell and Warner Schools design team meetings that took place on August 21st on September 11th. The next meeting will take place on October 2, 2014.

- Waiting for architect feedback (for both Barnwell and Warner Schools re-modernizations) regarding the schematic design cost consultant's reports. Participated in the new Principal orientation session and also met with the seven new principals to review decentralized budgets.
- Met with both Warner Hockey School and W.R. Myers High School co-curricular and extra-curricular bus drivers where a review of the Safety Program and requirements regarding the operation of these vehicles was conducted.
- Mr. Rakai and Jake Heide (Facilities Manager) participated in a telephone conference workshop regarding procurement that was presented by Alberta Infrastructure and Alberta Education. The conference pertained mainly to proceedings of tendering and purchasing protocol for approved construction projects.

I.6. Associate Superintendent of Programs and Services Report

Mr. Bosch's report was distributed at the meeting and included updates and highlights in the following areas:

- Human Resources
- Early Learning/Inclusive Education
- Regional Collaborative Service Delivery
- Counselling Services and FNMI Education
- Kannadier Mennonite Program updates
- High School Redesign
- Hutterian Brethren Schools
- Teacher Evaluations

I.7. Associate Superintendent of Curriculum and Instruction Report

Erin Hurkett's report was provided as Enclosure 8 of the agenda and included the following information:

Goal 1: All learners will finish school possessing 21st century learning competencies.

Key Action: Develop a common language and understanding of the following 21st 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.

- August 21 & 22nd: Facilitated the new teacher orientation for Horizon School Division.
- September 4th: Attended a Dual Credit meeting at Lethbridge College. Students taking the Health Care Aide program will receive 25 tier 3 credits. Because the funding is now at tier 3, school districts have been asked how they plan to spend the increased credit revenue (it was funded at tier 1 in the past).

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.

- August 25th: Trained staff members from D.A. Ferguson, W.R. Myers, and Taber Mennonite School in the Fountas & Pinnell literacy benchmarks
- August 26th: Assisted Kacie Neamtu from Erle Rivers with training to use the Fountas & Pinnell literacy benchmarks
- August 26th: Provided professional development for colony teachers on using assessment to inform instruction – creating guided reading groups. Colony teachers were also given an update and information on the SLAs.
- September 2nd: Facilitated a grade 3 teacher SLA meeting. Almost all grade 3 teachers in the division were in attendance. Digital question examples were shown and the performance task was discussed. Questions from teachers were sent to Alberta Education for clarification.
- September 3rd: Attended an SLA VC meeting with Alberta Education to clarify any concerns before administration of the assessments. The period for SLA administration will be between September 29th and October 10th.

In addition to the above areas, I have been able to conference with all new teachers I will be evaluating this year.

I.8. Correspondence

No items of discussion came forward from Correspondence as provided in [Enclosure 8](#) of the agenda.

COMMITTEE ITEMS

Moved by Bruce Francis on that the Board meet in Committee.

Carried Unanimously

COMMITTEE
134/14

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
135/14

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
136/14

Original Signed October 21, 2014

Marie Logan, Chair

Original Signed October 21, 2014

Barb McDonald, Secretary

Horizon School Division No. 67

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Terry Michaelis

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Clark Bosch, Associate Superintendent of Programs & Services/Human Resources
Erin Hurkett, Associate Superintendent of Curriculum & Instruction
Barb McDonald, Recording Secretary
J.W. Schnarr, Taber Times

ACTION ITEMS

- | | | |
|---------|--|--|
| A.1 | Moved by Bruce Francis that the Board approve the agenda as presented. | AGENDA
APPROVED
112/14 |
| | Carried Unanimously | |
| A.2 | Moved by Jennifer Crowson that the Board approve the Minutes of the Regular Board Meeting held Tuesday, June 17, 2014 as provided in Enclosure 1 of the agenda. | REGULAR BOARD
MEETING MINUTES
APPROVED
113/14 |
| | Carried Unanimously | |
| A.3 | Moved by Terry Michaelis that the Board approve the May/June Payment of Accounts report in the amount of \$8,753,358.90 as provided in Enclosure 2 of the agenda. | PAYMENT OF
ACCOUNTS REPORT
APPROVED
112/14 |
| | Carried Unanimously | |
| A.4.1 | Moved by Derek Baron that the Board approve second reading of the revised Policy EAACAA <i>Private Vehicles and Volunteer Drivers</i> as provided in Enclosure 3A of the agenda. | SECOND READING
OF POLICY EAACAA
APPROVED
113/14 |
| | Carried Unanimously | |
| A.4.1.1 | Moved by Terry Michaelis that the Board approve final reading of the revised Policy EAACAA <i>Private Vehicles and Volunteer Drivers</i> as provided in Enclosure 3A of the agenda. | FINAL READING OF
POLICY EAACAA
APPROVED
114/14 |
| | Carried Unanimously | |
| A.4.2 | Moved by Blair Lowry that the Board approve second reading of new policy EAACAB <i>Division Owned Co-Curricular/Extra-Curricular Activity Vehicles</i> as provided in Enclosure 3B that was enclosed in the agenda | SECOND READING
OF POLICY EAACAB
APPROVED
115/14 |
| | Carried Unanimously | |
| A.4.2.2 | Moved by Jennifer Crowson that the Board approve final reading of new policy EAACAB <i>Division Owned Co-Curricular/Extra-Curricular Activity Vehicles</i> as provided in Enclosure 3B of the agenda | FINAL READING OF
POLICY EAACAB
APPROVED
116/14 |
| | Carried Unanimously | |

- A.4.3 Moved by Derek Baron that the Board approve second reading of new policy EAACAC *Acquisition of Co-Curricular/Extra-Curricular Activity Vehicles* as provided in Enclosure 3C of the agenda. SECOND READING OF POLICY EAACAC APPROVED 117/14
Carried Unanimously
- A.4.3.3 Moved by Bruce Francis that the Board approve final reading of new policy EAACAC *Acquisition of Co-Curricular/Extra-Curricular Activity Vehicles* as provided in Enclosure 3C of the agenda. FINAL READING OF POLICY EAACAC APPROVED 118/14
Carried Unanimously
- A.4.4 Moved by Rick Anderson that the Board approve second reading of the revised Policy FEF *Contract for Services*, with noted amendments, as provided in Enclosure 3D of the agenda. SECOND READING OF POLICY FEF APPROVED 119/14
Carried Unanimously
- A.4.4.4 Moved by Blair Lowry that the Board approve final reading of the revised Policy FEF *Contract for Services* as provided in Enclosure 3D of the agenda. FINAL READING OF POLICY FEF APPROVED 120/14
Carried Unanimously
- A.5 Moved by Jennifer Crowson that the Board approve the date of Tuesday, October 21, 2014 beginning at 1:00 p.m. for the 2014 Board Organizational Meeting. 2014 BOARD ORGANIZATIONAL MEETING DATE APPROVED 121/14
Carried Unanimously
- A.6 Moved by Derek Baron that the Board approve the information presented regarding Principal designations for the 2014 – 2015 school year as follows (*Indicates a New Principal): PRINCIPAL DESIGNATIONS FOR THE 2014-2015 SCHOOL YEAR APPROVED 122/14

ACE Place	Brock Campbell
ATL/Chamberlain	Alyson Archibald
Barnwell	Sheldon Hoyt
Central	Darryl Moser
D.A. Ferguson	Holly Godson
Dr. Hamman	Darlene Peckford
Enchant	Kelly Schmidt*
Erle Rivers High School	Travis Magierowski
Horizon MAP	Dan Vanden Dungen*
Lomond	Kim Kerr*
Milk River Elementary	Allan Rancier*
Taber Christian School	Klaas Hoekstra*
Taber Mennonite School	Crystal McGregor*
Vauxhall Elementary	Dale Cummings
Vauxhall High School	Todd Ojala
W.R. Myers High School	Johanna Kutanzi
Warner	David LeGrandeur*
Colony Schools	Gary Bradbury

Carried Unanimously

A.7 Moved by Bruce Francis that the Board approve the information presented regarding Vice-Principal and Assistant Principal designations for the 2014 – 2015 school year as follows:

VICE-PRINCIPAL
DESIGNATIONS FOR
THE 2014-2015
SCHOOL YEAR
APPROVED
123/14

ACE Place	NO Designation
ATL/Chamberlain	Vice-Principals: Jamie Van Ham Rebecca Nelson
Barnwell	Assistant Principal: Aaron Edlund
Central	Vice Principal: Andra Johnson
D.A. Ferguson	Vice Principal: Bev Wilk
Dr. Hamman	Vice Principal: Chris Ward
Enchant	Assistant Principal: Cindy Kurek
Erle Rivers High School	Assistant Principal: Karen Ellert-Garber
Horizon MAP	NO Designation
L.T. Westlake	Vice-Principal: Tom Filgas
Lomond	To Be Determined
Milk River Elementary	NO Designation
Taber Christian School	Vice Principal: Rene Angermeier
Taber Mennonite School	NO Designation
Vauxhall Elementary	Vice-Principals: Lori Jo Barnes Shelley Rourke
Vauxhall High School	Vice Principal: Scott Reiling
W.R. Myers High School	Vice Principals: Mark Harding, Greg Thompson
Warner	Assistant Principals: Janet Serniak Corey Makoloski

Carried Unanimously

A.8 Moved by Bruce Francis that the Board approve Division Office staff remuneration effective August 1, 2014 as recommended in Committee of the Whole.

DIVISION OFFICE
STAFF
REMUNERATION
APPROVED
124/14

Carried Unanimously

A.9 Moved by Derek Baron that the Board approve Division Office Senior Management remuneration effective August 1, 2014 as recommended in Committee of the Whole.

SENIOR
MANAGEMENT
REMUNERATION
APPROVED
125/14

Carried Unanimously

A.10 Moved by Jennifer Crowson that the Board approve Board remuneration effective August 1, 2014 as recommended in Committee of the Whole.

BOARD
REMUNERATION
APPROVED
126/14

Carried Unanimously

DISCUSSION ITEMS

D.1 2014 – 2015 Board School and Colony Tours

The Board has postponed the scheduling of Horizon School and Colony School tour dates for the 2014-2015 school year. A selection of dates have been e-mailed to the Board and the final schedule of tour dates will be decided at the November Regular Board meeting.

D.2 September Board Meeting

Mr. Terry Michaelis informed the Board that he is unable to make the September 16th Board Meeting due to conflicting schedules. A date change was discussed but due to the unavailability of Board members on alternate dates, it was decided that the original date of September 16th would remain.

INFORMATION ITEMS

I.1 Financial Report

Phil Johansen, Director of Finance presented and reviewed a financial report to the Board for the period ending June 30, 2014.

I.2 Express vs. Implied Consent to Send Commercial E-Messages (CEM)

Wilco Tymensen reviewed with the Board Canada's new Anti-Spam law and regulations (CASL) which came into effect July 1, 2014. The purpose of CASL is to limit the sending of commercial electronic messages (CEM's) without the consent of a recipient. Under this new law, it is prohibited to send or cause or permit to send a CEM unless the recipient has consented to receiving it, whether the consent is express or implied; and the CEM contains all of the content required by CASL. Please refer to the following link for more detailed information:

http://www.sols.org/files/docs/develop/professionalinfo/legislation/Anti_Spam_SOLS_doc_postfinal_June12_rev.pdf

I.3 Superintendent's Progress Report

Educational Leadership

- Provided ongoing support and advise to principals on matters related to school operations including: principal, teacher and support staff resignations, interviews and new hires, leaves, parent council matters, student and staff discipline, teacher summative evaluations, conflict mediation, and other legal issues.
- The Superintendent and Associate Superintendents met with new principals on numerous occasions to answer questions and assist in transition planning for their new roles.

Fiscal Responsibility

- Planning and work has also been underway for school wide computer evergreening for Warner, Barnwell, and Lomond. Schools are looking at new technology including Chromebooks and enhancing flexibility during Barnwell and Warner's modernization.

Personnel Management

- Interviews for the following principalships and division office personnel occurred
 - Warner
 - Enchant
 - Lomond
 - Director of Learning
- For the 2014-15 school year 44 new staff have been hired
 - 7 of them principals
 - 21 of them full-time
 - 24 of them probationary

Policy

- The Superintendent was involved in ongoing policy development and review in preparation for proclamation of the Education Act and contextual issues requiring policy. Upcoming policies will include:
 - EEBB Vehicle Requirements
 - HGAA Locally Developed Courses
 - IE Student Attendance
 - IFC Student Conduct
 - IG Student Discipline
 - EEAACC Student Conduct on School Buses
 - IHCE Student Illness/Injury
 - IHCD Supervision of Students
 - IHCG Head Lice
 - IHF Welcoming, Caring, Respectful, Safe, and Healthy Learning Environments
 - GBEB Staff Harassment
 - GBJ Sexual Harassment
 - IFAA Bullying and Harassment

Organizational Leadership and Management

- Barnwell and Warner Modernization meetings were attended every two weeks throughout the summer
- Initial planning with the Associate Superintendents regarding the 2015-16 calendar meeting occurred.

Communications and Community Relations

- Attended the Taber Special Needs celebration at Joel Mill's gym
- Attended home schooling meetings to discuss partnership with Southern Alberta congregated home school sites to address attendance issues of teenage children
- Meetings with outside agencies were attended. These include: College of Alberta School Superintendents (CASS) meeting, Alberta Health Services.

Leadership Practices

- The Superintendent and a number of principals attended a workshop by John Hattie, the author of *Visible Learning* to discuss statistically significant strategies that impact student learning.
- Lastly I am pleased to be able to communicate to the Board that I have passed my Educational Doctorate candidacy exam and have commenced the last chapter of my EdD with hopes of completing in the summer of 2015.

I.4 Trustee/Committee Reports

I.4.1 ASBA Zone 6 Report

Marie Logan, Zone 6 Representative reported that the next Zone 6 meeting will take place on Wednesday, September 10th at the Lethbridge School District No. 51 Education Centre. This meeting will include a presentation from Mr. John Rymer who will share his expertise on assessment and outcomes-based reporting, growth reporting, summative and formative assessments as well as performance, self and peer assessment.

Other upcoming professional development opportunities were also shared including:

- October 8, 2014 – SAPDC will be hosting an *Inspiring Education Essential Conditions for Implementation* workshop in Lethbridge for Trustees and Superintendents
- October 9, 2014 – A *Conflict Resolution Skills* workshop will take place at the Executive Royal Hotel in Calgary
- November 16 – 18, 2014 – ASBA Annual Fall General Meeting in Edmonton

1.4.2 CSBA Conference Report

Terry Michaelis and Rick Anderson attended the annual CSBA (Canadian School Boards Association) Conference this past July in Niagara, Ontario. Their overall experience of the conference was excellent with the highlight of the conference being the attendance to the keynote speaker (Mr. Chris Hadfield) address.

I.4.3 Facilities Committee Report

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the summer months 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 substantially complete with the accounts for the project closing September 8, 2014.
- 2014 IMR Projects:
 - During the months of July and August, a total of 22 IMR projects were assigned with 18 of them completed and the balance to be completed with the return of staff and students.
- Warner Teacherage
 - The teacherage building has been demolished and removed from the property. Prior to demolition, asbestos contaminated flooring was removed and properly disposed of by a qualified abatement organization.
- Lomond School Industrial Arts Project
 - MPE Engineering has completed a cost estimate for the completion of a proposed industrial arts teaching space in Lomond School. A floor plan is being developed for review and proposal.
- Taber Irrigation Meeting
 - All irrigation metering has arrived and a local plumbing contractor has been awarded the project of installation of the equipment. The new irrigation meters are expected to be operational for the 2015 summer irrigation requirements.
- Vauxhall Irrigation Repairs
 - Landscaping crews have worked throughout the summer repairing the damaged underground irrigation infrastructure, with approximately 80% of the system now fully operational.

I.5. Associate Superintendent of Finance and Operations Report

John Rakai reported the following information:

- During the summer months, Mr. Rakai participated in both Barnwell School and Warner School modernization project meetings with a goal to submit the first Schematic Design submission, with costing to the province for review within a few weeks.
- Attended a transportation compliance committee review meeting in Red Deer
- Met with Bell Mobility, (Horizon's current cell phone service provider, regarding a new cell phone agreement that provides government rates. This new offer will result in a nearly 60% reduction in cell phone service costs per month.
- Met with CUPE regarding some errors that were noted in the references to some Article numbers of the recently negotiated collective agreement. Modifications and corrections have been made with a letter of understanding attached to the agreement. Attended the CASSIX/ASBOA annual conference in Waterton in August with Livingston Range School Division being the host this year.
- Have met with several of the new school principals, familiarizing them with budgeting and school decentralized funds

I.6. Associate Superintendent of Programs and Services Report

Mr. Bosch's report included an information report regarding the Off-Campus Annual Evaluation for the 2013-2014 school year as provided in Enclosure 7 of the agenda.

I.7. Associate Superintendent of Curriculum and Instruction Report

Erin Hurkett's report was provided as Enclosure 8 of the agenda and included the following information:

Goal 1: All learners will finish school possessing 21st century learning competencies.

Key Action: Develop a common language and understanding of the following 21st 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.

July 3: Facilitated a new teacher planning workshop. Long range, unit plans, and daily plans were discussed, and various examples distributed to participants. Engaging instructional strategies and 21st century learning competencies and assessment were discussed.

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.

- June 23rd: Facilitated a middle school reading workshop PD for ERHS.
- July 21st: Assisted teachers at Hays School set up their new Fountas & Pinnell literacy intervention program.

In addition to the above areas, I have attended a Low German Speaking Mennonite meeting on July 15th to discuss possible ways to ensure students stay in school past Jr. high. I have also assisted with teacher interviews for Taber Mennonite School. A PD budget and outline has been created for the 2014/2015 school year, and sessions for the New Teacher Orientation as well as the Horizon Leadership Cohort have been created.

I.8. Correspondence

No items of discussion came forward from Correspondence as provided in Enclosure 9 of the agenda.

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE
127/14

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
128/14

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
129/14

Marie Logan, Chair

Barb McDonald, Secretary

PAYMENT OF ACCOUNTS REPORT

Board Meeting - September 16, 2014

U.S. Funds	August 11/14		1,011.46
General	August 14/14		83,646.58
General	August 21/14		373,779.60
General	August 26/14		991,921.22
General	September 3/14		94,151.32

"A" Payroll	August 2014	Teachers	1,382,918.45
	August 2014	Support	465,823.31

"B" Payroll

Total Accounts			3,393,251.94
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Board Chair _____
Associate Superintendent _____

PJ:dd
September 4, 2014

ADMINISTRATORS' MEETING

Tuesday, September 9, 2014

Division Office – Eric Johnson Room

MEETING CHAIR: Wilco Tymensen

ATA REPRESENTATIVE: Linda Virostek

ADMINISTRATORS IN ATTENDANCE:

Darlene Peckford, Gary Bradbury, Darryl Moser, Todd Ojala, Dale Cummings, Alyson Archibald, Kelly Schmidt, Dan Vanden Dungen, Kim Kerr, Murray Brown, Crystal McGregor, Brock Campbell, David LeGrandeur, Klaas Hoekstra, Travis Magierowski, Allan Rancier, Holly Godson, Sheldon Hoyt

DIVISION OFFICE STAFF IN ATTENDANCE:

Lynn Saler, Ann Muldoon, Daelynn Takasaki, Amber Darroch, John Rakai, Clark Bosch, Erin Hurkett, Wilco Tymensen, Barb McDonald (Recording Secretary)

SUMMARY

PROFESSIONAL DEVELOPMENT

The morning portion of the meeting consisted of Professional Development sessions beginning with a new Principal mentorship session, followed by professional learning discussions with all Administrators that included the following topics:

- Three-year plan, goals and key actions
 - Discussions around three-year plans, goals and key actions included numeracy, assessment and Citizenship in a digital age.
- The April 2015 Administrator Leadership Symposium

ACTION ITEMS

1. Administrator Representation on Committees for the 2014 – 2015 School Year

Policy Committee: Sheldon Hoyt, Dale Cummings, David LeGrandeur, Todd Ojala, Johanna Kutanzi, Darryl Moser

Budget Committee: Alyson Archibald, Travis Magierowski, Kelly Schmidt

DISCUSSION ITEMS

1. Division Office Restructuring

Wilco informed Administrators of some of the staffing changes that have taken place within Division Office during the summer months. Please refer to the [Division Organizational Chart](#) for detailed information.

2. Policy Review

The following policies received second and final reading at the August 2014 Regular Board Meeting and were presented to Administrators for review and discussion:

- FEF *Contract for Services*
- EEACAA *Private Vehicles and Volunteer Drivers*
- EEACAB *Division Owned Co-Curricular/Extra Curricular Activity Vehicles*
- EEACAC *Acquisition of Co-Curricular/Extra Curricular Activity Vehicles*

Please note that all Board Policies can be found on the Horizon website by clicking on the *Board* tab, then the [Policy Manual](#) tab.

3. Proposal of Automated Substitute Teacher Requests

A small committee consisting of Division Office staff examined two alternatives for a possible substitute teacher call-out system: a module included by our *Breeze for Teachers* web service provider and a service that could be added on to SRB (our current HR/payroll/accounting system). The SRB solution provides options for phone and online absence entry, management and dispatch, and is integrated with payroll and HR. However, it comes with a high initial cost and maintenance fee. The Breeze module is web-based only but can provide some relief in scheduling a replacement.

It was suggested by Amber that several schools volunteer to pilot the sub-teacher system offered through Breeze. Any schools interested in participating in a pilot should contact Amber as soon as possible.

4. 2015 – 2016 School Year Draft Calendar

Erin Hurkett distributed the first draft of the 2015 – 2015 Horizon School Year Calendar for Administrator review and feedback. After some considerable input and discussion, Erin agreed to prepare a new draft and send it out to Administrators for their review with their staff. Feedback and further discussion will take place at the October Administrator meeting.

It is the intent to bring the 2015 – 2016 calendar to the Board for their approval at the December 2014 Board Meeting so that templates can be sent out in January 2015.

5. 2014 – 2015 Jurisdiction Calendar and PD Event Update

There will be a total of three division-wide PD Days taking place during the 2014 – 2015 school year as follows:

- Monday, September 29th

- The morning portion of the PD Day will consist of school teams working together (at their own schools) collaboratively to review student profiles and develop their instructional support plans. She reminded Principals that for those schools that are not located in Taber, rooms will be set up for them at W.R. Myers. Principals were also reminded to make sure to let their teachers know to bring their laptops or any other equipment they need to utilize to access their instructional support plans or any other documentation or assessment information they may require.

The afternoon will consist of various Google Groups sessions that will be meeting in assigned rooms at W.R. Myers or D.A. Ferguson. It was also noted that Daelynn has created a Google Group on how to provide better support and strategies for dealing with families and or students with higher emotional or behavioral needs. Administrators (or any other staff that would benefit from this group) were encouraged to join.

September 15th is the deadline to sign up for any of the September 29th Google Group sessions.

- Monday, October 27th

- The morning sessions will be hosted by the ATA with the afternoon PD dedicated to various Google Group sessions that have been established.

- Monday, March 9th

- Support staff will be invited to attend this PD day with the morning set aside for a keynote speaker.
- The afternoon will consist of the established Google Groups in various break-out sessions.

6. Horizon Leadership/Mentorship Cohort Program

Erin informed Administrators that there are seven teachers, as well as the seven new Principals that will be involved in Leadership/Mentorship Cohort program. Six days have been scheduled throughout the current school year to work with this cohort. The focus would be on different leadership practices (which closely follow the Principal Quality Practice Guidelines). The first tentative meeting date has been sent for September 15th beginning at 9:00am in the Eric Johnson Room.

7. Student Learning Assessment Pilots

Amber informed Administrators of three key areas Administrators need to be aware of in terms of the upcoming Student Learning Assessment Pilots:

1. All Grade 3 teachers who will be administering Student Learning Assessments must register for and have Extranet access. If teachers have not already applied, please ensure that this is done immediately.
2. Students should be accessing SLA practice opportunities now in order to become familiar with the types of tasks that will be required of them. These practice SLA's are interactive, digital assessments. It was also noted that all students will need a set of headphones.
3. There is a performance-based task portion of the SLA for numeracy and literacy that will need to be marked by teachers with each result posted in the Extranet by October 10th. The Administration period for the SLA goes from September 29th until October 10th. It is highly recommended that teachers administer the performance-based portion of the SLA first, allowing themselves time to mark and have the grades entered by the October 10th deadline.

Amber also noted that an invitation to teachers has been sent to school Principals to join Alberta Education working groups. Please RSVP back to Amber with names of individuals wishing to participate by September 24th. There is also a [General SLA Information Bulletin](#) available on the Alberta Education website.

8. Instructional Support Plans

Ann indicated that working with LST's on the Instructional Support Plans will be part of the morning portion of the September 29th PD Day. She added that it is very important that prior to September 29th, that teachers are aware that they need to come prepared to the PD session with the assessment information on their students (including learning preferences, how they learn and their strengths and weaknesses) and that they understand the shifts in thinking from the IPP to the ISP. All of this information will be used to build a profile of each individual and to select meaningful strategies that will work for them in their areas of focus.

Ann was also asked by Administrators how communication will be relayed to parents in terms of the shift from the IPP to the ISP. It was agreed that Ann will create a template letter and forward it to schools to put onto their letterhead to send out to parents.

Because ISP's should not be shared in Google Docs, an ISP Committee has been formed to create a customized document that can be embedded into Power School. A company from Edmonton has been hired to assist the committee with the development of this document. The intent of this document is to make it easier for teachers to use by having strategies embedded, plus ensure confidentiality for each student. Ann noted that she may be requesting schools to provide reps to assist with the customization of this document.

9. Collaborative Team Meetings

The first meeting of the school year will be taking place during the afternoon on September 11th in Vauxhall. The Southwest RSCD will be presenting an orientation session and collaborating with groups during the morning of September 11th on universal, targeted and individualized levels to better meet student needs at all instructional levels.

10. Alberta Health Services Update

Amber provided an Alberta Health Services update that was distributed to all public schools in Alberta. The following items were brought to the Administrators' attention (the entire detailed document can be found in the Horizon Common – Administrator Information – Admin. Meetings folder):

10.1 Reptiles in Schools: It is strongly recommended that reptiles not be part of the school environment as Salmonellosis can be picked up by children in schools with pets/reptiles.

10.2 Playground Safety: Playground Safety is a new provincial program within Alberta Health Services. Public Health Inspectors will be conducting an inventory and inspecting all playground equipment within campgrounds, city parks, pre-schools/school, etc.

10.3 Absenteeism Due to Illness: If absenteeism is greater than 10% due to reported illness on any day please advise your Public Health Nurse immediately (if the high absentee rate is due to

weather, school trip, or school bus did not run, etc. there is no need to notify the Public Health Nurse). If absenteeism is greater than 10% for what is believed to be illness the Public Health Nurse may contact the school for a list of 4-6 students who are newly absent with illness for further investigation and follow-up.

10.4 HPV Immunizations: HPV immunization will be provided to grade five boys and girls. A catch-up program for HPV is being planned to provide immunization for the next 4 years for grade 9 boys in all schools.

10.5 Little Green Thumbs Program: The Little Green Thumbs is an indoor gardening program that would be targeted at elementary students in the south zone. This program provides the opportunity for hands on education in gardening, nutrition, environmental stewardship, sustainable food systems, and community interdependence.

10.6 Food Safety Classes: There are a number of options available. Food for Thought is a 2 hour session for schools on safety principles. Food Safety for Schools is a 1.5 hours session for students in food classes /home. There is also a one-day provincial certification, Food Safety Course that is required for at least one staff member if a Food Handling Permit is on site.

Administrators were also asked to share this pertinent information with their staff.

11. CASL (Canadian Anti-Spamming Legislation)

Amber reviewed the initial draft of Horizon's new CASL policy with Administrators. This policy will align with Canada's new Anti-Spam Legislation which came into effect on July 1, 2014. A key development that is already in place is the addition of a consent on the student registration form and the addition of parent(s) email. This data is maintained in PowerSchool. Regarding the sending and sharing of commercial electronic messages (includes anything that may be for sale; fundraising), it must be possible for a recipient to unsubscribe. Messages must indicate how to unsubscribe and each school will need to develop a way to manage their school wide email list. This might be similar to how a school tracks the names of student who do not have FOIP releases to be in media photos.

DISCUSSION ITEMS

1. 2014 – 2015 Administrator Meeting Dates

Admin. Meetings for the 2014-2015 School year will be as follows:

October 14, 2014
November 25, 2014
NO DECEMBER MEETING
January 13, 2015
February 10, 2015
March 10, 2015
April 14, 2015
May 12, 2015
June 9, 2015

Unless otherwise indicated, all meetings will be held at Division Office (Eric Johnson Room) and will begin at 10:00 am.

2. School Plans

Wilco discussed the following areas pertaining to School Plans:

907 Requirement: Wilco reminded Administrators that the 907 hours is a legal requirement (the maximum amount of instructional hours that teachers are allowed to be in the classroom. He also added that January 2015 is the deadline for schools to submit their application submissions for a 907 exemption. Wilco did ask that schools meet with him prior to submitting an exemption application. It was also noted that for schools that were able to meet the 907, they are expected to continue with meeting this requirement. If you are unsure

if your teachers are meeting the 907 requirement, there is a spreadsheet available in the Horizon Common folder for your use.

School Safety Plans: In terms of Safety Plans, Administrators were asked to ensure that their School Safety Plans be updated and sent (preferably electronically) to Barb at Division Office. A copy of your school plan also needs to be kept in your school office.

Medical Plans (Ann): As per [Policy IHCD Medication to Students/Medical Conditions](#), plans need to be in place for the proper and safe administration of medication to students and that these plans need to be in place for these students at the beginning of each school year. Schools need to provide an in-service at the beginning of each school year with their staff so they are also aware of the students who may require medical assistance and monitoring. She suggested that staff utilize the [Medical Management Plan Template](#) that is available on the Alberta Government Services website. This is an excellent tool that would provide thorough medical information on students with medical conditions. Ann also referred to another excellent and informative medical document that has just been recently released from the Canadian Diabetes Association titled "[Guidelines for the Care of Students Living with Diabetes at School](#)".

AERR/Three-Year Education Plan: Wilco reminded Administrators that the new AERR and Education Plans templates are available in the Horizon Common Folder. Once schools have completed their plans, they need to be submitted to Wilco or Barb (electronically please) and also placed on your school websites. These need to be completed by the middle of November.

Lockdowns and Fire Drills: A reminder to Administrators that as per [Policy EBCE School Security \(Lockdown\)](#), schools are required to have 3 lockdown drills throughout various times during the school year. It was also noted that schools are also required to have 3 fire drills in the first semester, and 3 fire drills in the second semester.

3. OH&S

John informed Administrators that the division is working with the Public Works system to update Horizon's employee file and also fine-tune the system so that it will become more user friendly for Horizon staff – including the ability to set our own passwords. Horizon is also in the process of recruiting a new OH&S officer. The hiring process will be in conjunction with the Facilities Department. The OH&S position will be responsible for custodial supervision monitoring and playground equipment safety monitoring.

4. Student Advisory Council

Wilco informed Administrators that the division will be looking to set up a Student Advisory Council where students will be able to provide their input and ideas in the areas of education technology and communications. Once the new Provincial Government has been established and guidance is in place in terms of direction and initiatives, Wilco will contact Administrators for their assistance in setting up a Student Advisory Council.

5. Council of School Councils

Wilco asked that Administrators encourage parents to join their school councils. The Chair of each School Council is invited to attend two meetings per year that are held at Division Office where school information and activities (such as fund raising, concerts, etc.) is shared amongst each other. The Division also sends up to three individuals each spring to the Alberta School Councils Association Annual General Meeting in Edmonton. Feedback from individuals that have attended this AGM have always been a very positive learning experience. Please ensure that you pass on the names of your school council chairs to Barb once your councils have been established for the school year.

6. Professional Growth Plans and AERR/Three-Year Education Plan Meetings

Wilco reminded Administrators that Clark, Erin as well as himself will be meeting with Administrators this fall to discuss annual Professional Growth Plans and AERR/Three-Year Education Plans. Barb will be sending out an email to Administrators within the next couple weeks to start setting up these meetings.

7. Threat Assessment Training

Daelynn informed Administrators that as Principals, you all need to be trained in Threat Assessment. A two-day training session has been tentatively set for September 30th and October 1st. Once Daelynn has received confirmation from the Taber Police Service, she will send out an email confirming these dates. She also added that there is also a Level 2 two-day training session taking place on November 17th and 18th in Lethbridge. If you or any other staff would like to participate in Level 2 training please let Daelynn know ASAP and she will get you registered. For any Administrators or staff who feel that they may need a “mini refresher” on Threat Assessment, please contact Daelynn and she will work with you individually to set something up with you.

8. ELL Documentation

Erin informed Administrators the ELL Program Plans can be found in the Horizon Common folder (ELL Program Plans folder).

9. Cellular mobility plan changes

John distributed a copy of the new Bell Mobility government cell phone contract agreement that will come into effect on September 20, 2014. This new plan with Bell Mobility will on average, save the Division approximately \$40.00 per phone per month.

10. “Around Horizon” News

Wilco let Administrators know that the “Around Horizon” news flyer will be reinitiated this year and that Dorthea will be visiting your schools over the next while. Please ensure that you have some pertinent news items relating to your school to share with her.

11. CSL Update

Holly Godson provided a brief update on the Council for School Leadership in terms of upcoming meetings, professional travel and professional development. Please refer to the [CSL website](#) for more detailed information.

Meeting Adjourned

Next Admin. Meeting – Tuesday, 14, 2014 at Division Office

September 16, 2014

HORIZON SCHOOL DIVISION NUMBER 67 - FACILITIES DEPARTMENT
Facilities Committee Report
Jake Heide

Vauxhall MAP Phase three Project Update

The final phase of Horizon MAP School in Vauxhall is substantially complete. During the summer months, the exterior work paused allowing the facilities crews to concentrate on IMR projects. It is expected that the accounts for the Vauxhall MAP project will be closed and complete by October 10, 2014.

Outstanding items:

- Two trees to be planted on the West side of the property
- Miner Landscaping on the North side of the property

2014 Infrastructure Maintenance and Renewal (IMR)

WR Myers / DA Ferguson Playing Field

- The playing field upgrading is behind schedule, but underway. The newly installed field drainage system was well tested on September 3rd, when Taber received almost four inches of rain in a relatively short period of time. The field drained as fast as the town drainage system would permit. The field is expected to perform extremely well when fully complete. Full completion is expected mid-September. Arrangements have been made to leave the field unused for major sporting activities for the remainder of the year.

Barnwell

- New 50 Millimeter Dura-Last roofing membrane was installed on both modular classrooms, including fan fold insulation to provide added heat resistance value to the roof. All new drainage scuppers along with down piping was installed.

Horizon MAP – Vauxhall

- Four West facing windows have been replaced on the modular classrooms.
- Installation of patio stone is complete

Taber Irrigation Metering

All irrigation meters have been installed and are fully operational in the Taber schools. With an average annual irrigation usage of 9,358 cubic meters, a savings of approximately \$5,708.00 is expected each summer.

The town of Taber, through Epcore services will be isolating the valves for the irrigation meters in October and will be re-enabling them in June of each year. A separate metering account has been set up for WR Myers High School /DA Ferguson Middle School, Central School, Dr. Hamman School and LT Westlake School.

Vauxhall Irrigation Repairation

Landscaping crews have worked throughout the summer repairing the damaged underground irrigation infrastructure. All irrigation zones are now fully operational. All damaged sod has been repaired and the new seed is taking well; all dried sod, trees and bushes are or have recovered extremely well.

Maintenance work During August and September

During the months of August and September, the facilities crews undertook a number of projects in addition to the fore listed IMR jobs.

The following describes some of the service work performed during the past several weeks:

- School start-up went relatively smoothly. As expected, a large volume of service requests were submitted subsequent to the start of school. Most of these have been completed. All ventilation systems were serviced in preparation. Additionally, the building management system has been re-programmed to operate during school hours and special functions.
- Ongoing lighting, electrical, plumbing and mechanical repairs
- Patch, repair and paint various classroom walls including Lomond school, WR Myers and Ace Place
- Hang multiple bulletin boards, tack boards and white boards throughout the division
- Continued mill work throughout Horizon School Division No. 67.
- Three concrete slabs were poured at WR Myers high school to accommodate new picnic tables purchased by the school. The tables arrived and were assembled by facilities staff. The gross weight of these tables exceeded 900 lbs.
- The process of building a sound booth at LT Westlake has begun. Framing and boarding and electrical rough in is complete. This project is primarily funded by LT Westlake.
- During this past winter, a considerable amount of concrete movement occurred throughout Horizon School Division Schools, a number of concrete sidewalks and pathways required repair or partial replacement. This process has begun and will continue for the next few months.
- The school colors for Erle Rivers High School gymnasium were repainted. Corridor walls were repaired and repainted as well.
- Continual irrigation repair throughout the jurisdiction.
- Changed the irrigation source from treated water at the Arden T Litt center to raw water fed directly from the Grassy Lake reservoir. Most of the underground infrastructure was existing, final hook-up and initialization was required. Additionally, a raw water course screen filtration system was installed.

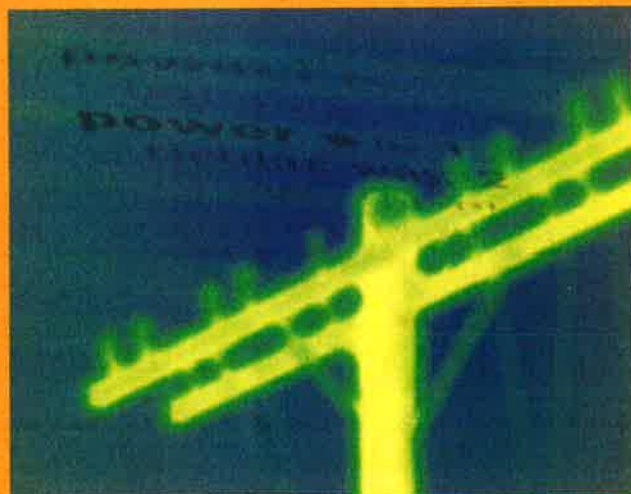
Other

- The caretaking service re-tender process for Vauxhall Jr / Sr. high school has been postponed until spring 2015.
- Prepared the PO&M budget for the 2014/15 school year.
- Continued work with the upcoming capital projects in Barnwell and Warner.
- Began compiling data collected throughout the year in regards to upcoming IMR projects. A request to all principals will be sent by the end of September inquiring about the needs they have identified. A significant portion of upcoming IMR funding will be directed towards roof recapping.

Carbon Busters Program[®]

Year 11 Results
(April 2013 - March 2014)

Horizon School Division No. 67



-Publisher: Carbon Busters Inc., 11340 - 79 Ave., Edmonton, Alberta, T6G 0P3, Canada
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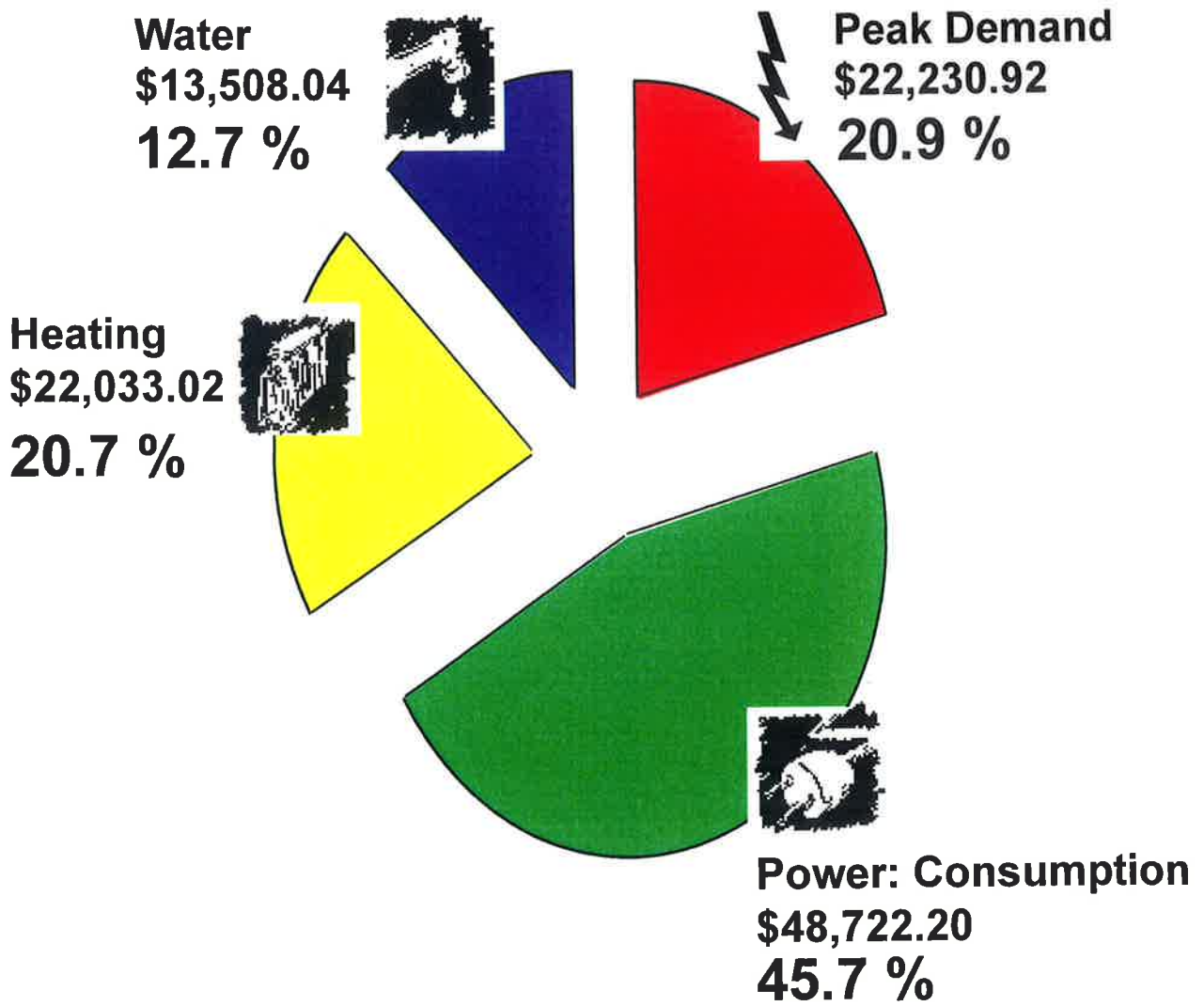
Carbon Busters Program[®]

Dollar Savings

Horizon Schools - Year 11 - (2013/2014)

\$106,494.17

(Percentages refer to the amount contributed to the total dollar savings)

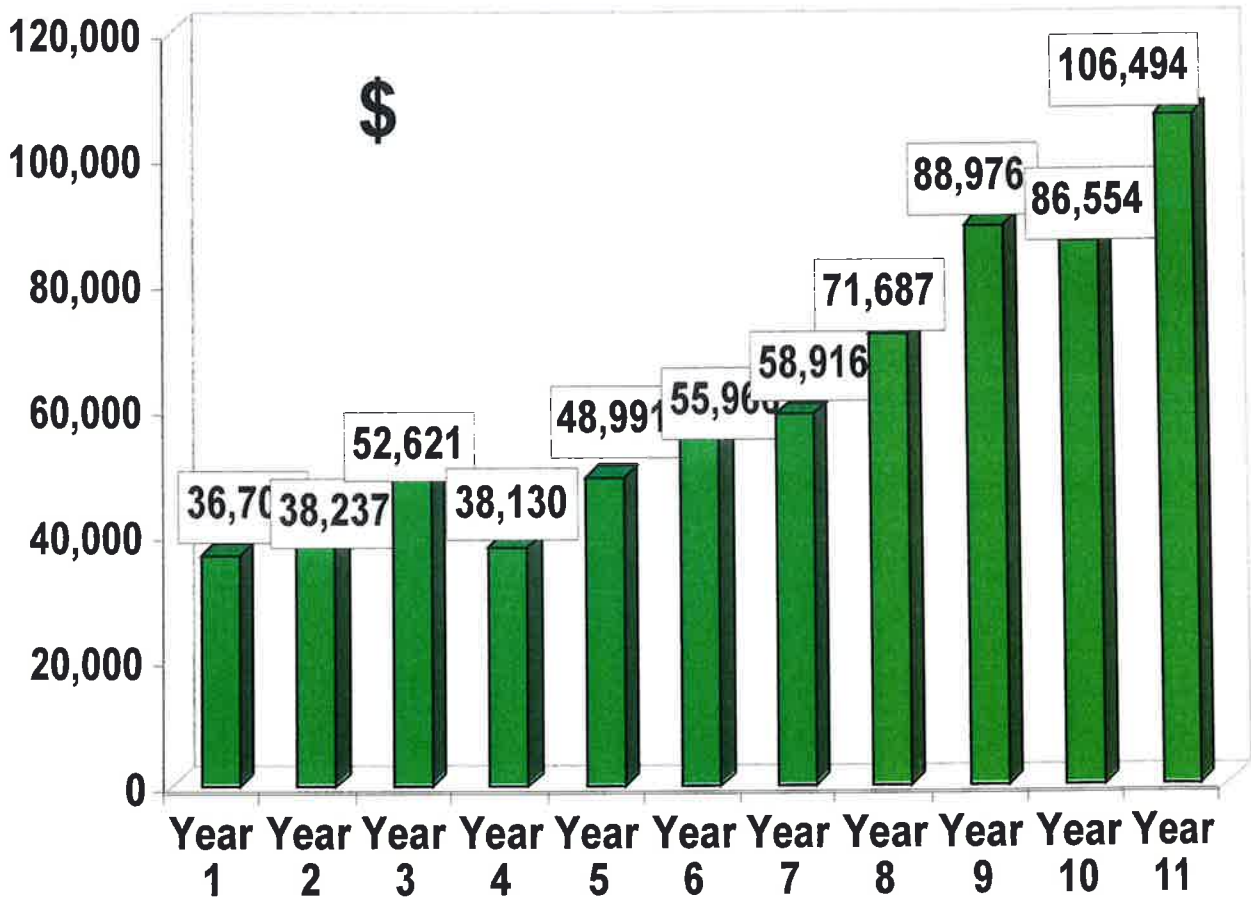




Total Dollar Savings

Horizon Schools - Year 11 - (2013/2014)

Savings over 11 Years \$683,277.45



\$683,277.45

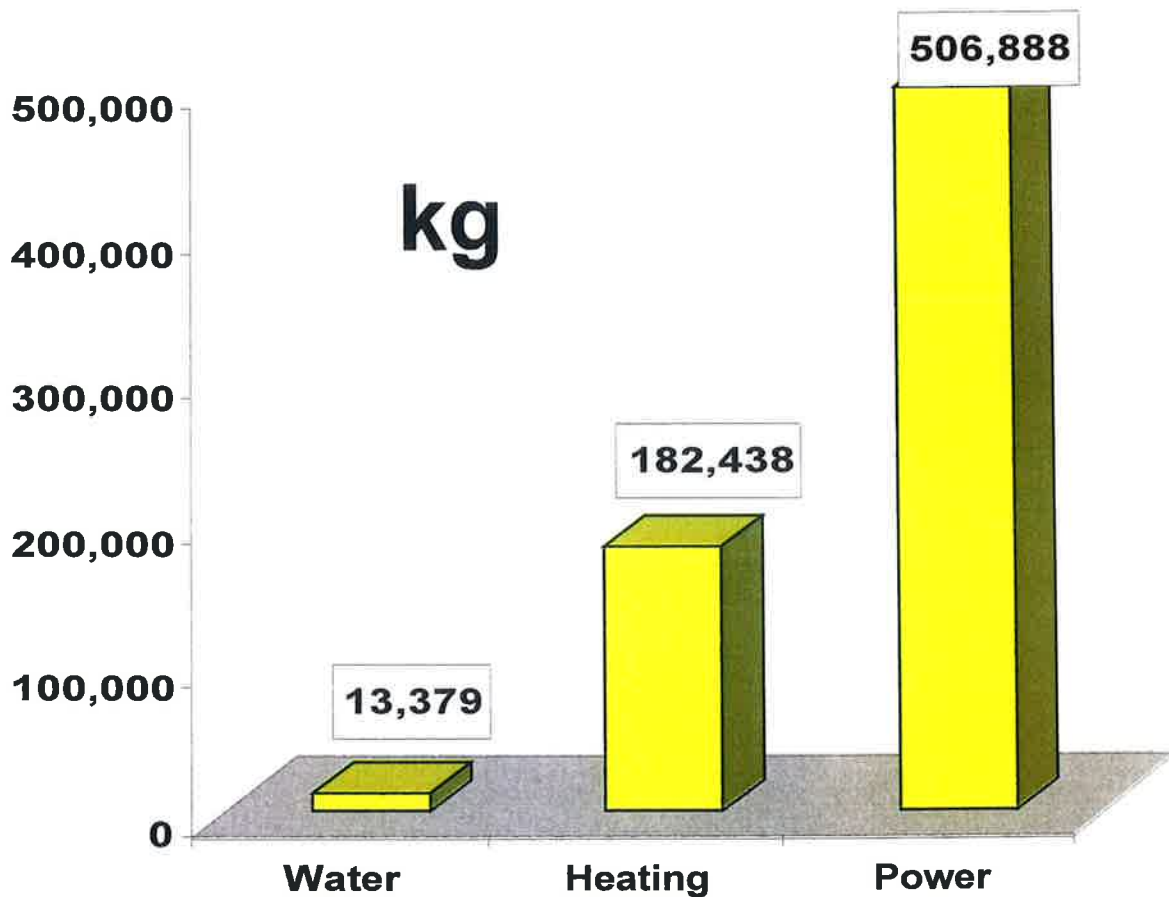


Carbon Busters Program[®]

CO₂ Reduction

Horizon Schools - Year 11 - (2013/2014)

CO₂ Reduction: 701,810 kg



**Total Reduction in
CO₂ Emissions
17.8 %**



Carbon Busters® Program

Environmental Protection

Horizon School Division - Program Year 11 (2013/2014)



Carbon Busters savings in the eleventh program year in the Horizon Schools:



17,152,519 liters
= 343,050 showers
@ 50 liters per shower
13.4 tonnes of CO₂



343,050 showers



992,849 kWh
= 40 starter homes
@ 24,700 kWh/year
181.5 tonnes of CO₂



**40 starter homes
(heating consumption)**



514,607 kWh
= 123 single family dwellings
@ 4,200 kWh/year
506.9 tonnes of CO₂



**123 single family dwellings
(power consumption)**



701,810 kg CO₂
= 468 cars with a
consumption of 7.5 l/100 km,
travelling 10,000 km/year



**468 subcompact cars
(carbon dioxide emissions)**

Total reduction in CO₂-Emissions: 17.8 % in the eleventh year.

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Recycled Paper



25-Aug-14

CARBON BUSTERS

Horizon School Division

Year 11 (2013/14) \$ Savings and Distribution (April 2013 - March 2014)



Utility	(%)	(\$)
Power - Peak Demand	16.9%	22,230.92
Power - Consumption	20.5%	48,722.20
Heating	12.7%	22,033.02
Water	42.2%	13,508.04
Total		106,494.17
Distribution		
Green Fund (Reinvestment)	30.0%	31,948.25
Horizon School District	20.0%	21,298.83
Schools	20.0%	21,298.83
Carbon Busters Inc.	10.0%	10,649.42
Custodians	100.0%	106,494.17

Climate Watch:

The emission of (701,810 kg CO2) was prevented.
 (17.8%)

School	Area	Portion of Total Area In %	Savings in \$				\$ Distribution to schools			\$ Distribution to Custodians		
			Power	Heating	Water	Total	Directly 10.0%	Per m2 10.0%	Total	Directly 5.0%	Per m2 5.0%	Total
1 Barnwell	2870	6.23%	3,991.83	2,173.28	200.45	636.76	670.15	1,306.90	318.38	335.07	653.45	
3 D.A. Ferguson/ W.R. Myers High	12399	27.18%	22,877.43	2,163.17	-262.50	2,478.31	2,894.98	5,373.29	1,239.16	1,447.49	2,686.65	
4 Dr. Hamman	3043	6.67%	4,128.79	1,511.35	6,818.77	1,243.89	210.51	1,956.50	622.95	355.30	978.25	
5 Enchant	2468	5.41%	9,969.97	3,882.78	2,767.12	1,361.87	576.20	1,938.19	680.99	288.10	969.09	
6 Erie Rivers High	3979	8.72%	9,420.90	2,988.80	33.03	1,244.27	929.00	2,173.28	622.14	464.30	1,086.64	
7 Hays	1480	3.24%	4,570.81	-108.14		446.27	345.56	791.83	223.13	172.78	395.91	
8 Lomond	3817	8.37%	1,547.29	31.47	426.69	200.54	891.13	1,091.68	100.27	445.57	545.84	
9 Vauxhall Elementary	3145	6.90%	-376.83	-520.22	37.45	-859.60	734.32	648.36	-42.98	367.16	324.18	
11 Warner	3517	7.71%	6,864.13	1,678.37	805.63	934.81	821.20	1,756.02	467.41	410.60	876.01	
12 L.T. Westlake	1823	4.00%	1,429.23	915.49	3,221.29	556.60	425.65	982.25	278.30	212.82	491.13	
13 Chamberlain	2185	4.79%	5,455.71	4,942.63	0.00	1,039.83	510.08	1,549.92	519.92	255.04	774.96	
14 Ace Place	433	0.95%	590.39	44.50	13.37	648.27	101.21	166.04	32.41	50.61	83.02	
15 Central	2870	6.29%	2,859.06	1,032.27	-553.10	333.82	670.15	1,003.97	166.91	335.07	501.98	
16 Milk River Elementary	1561	3.47%	6,524.98	1,290.26	-0.18	1,914.47	369.16	560.61	95.72	184.58	280.30	
Total	45810	100.00%	70953.12	27033.02	1,3508.04	106494.17	106494.42	21298.83	5324.71	5324.71	106494.42	

Report on Investments in the Carbon Busters Program:

Horizon School Division

Updated: Aug. 23, 2014

Date	Description of Measure	Building	Project No.	Approval by CBI?	Completion or Billing Date	Savings Revenues (\$)	Costs (\$)	\$ available in account for efficiency projects	Running Total of Expenditures (\$)	Estimated Costs of Expenditures Recommendations (\$)
	• Investment funds saved in program year 8: Thermostat installations (various)				2010	21,506.18	450.00	21,506.18	0.00	0.00
	• Investment funds saved in program year 9: Roof replacement Milk River Elementary				2010	26,692.81		21,056.18	450.00	0.00
	• Roof replacement Erle Rivers				2011		30,000.00	47,748.99	30,000.00	0.00
	• Investment funds saved in program year 10: Lighting retrofit Warner Gym.				May, 2012	25,966.16	8,500.00	17,748.99	30,000.00	0.00
	• Investment funds saved in program year 11: Lighting retrofit Erle Rivers				June/July 2013	31,948.25	4,875.00	-12,251.01	8,500.00	0.00
	Lighting retrofit Hays washrooms				June/July 2013		1,090.00	13,715.15	4,875.00	0.00
	Furnace replacement WR Myers				Summer 2012		3,120.00	37,163.40	1,090.00	0.00
	Furnace replacement Milk River Elem.				Summer 2012		23,165.00	28,078.40	3,120.00	0.00
Total:						106,113.40	101,200.00	4,913.40	23,165.00	0.00

Total costs:	\$68,950.00	of actual expenditures
Total costs:	\$0.00	of recommendations
Grand total:	\$68,950.00	

Balance available in efficiency fund: \$ 4,913.40

* Costs set off with a bold border represent estimates by Carbon Busters. Actual costs were not available.

September 2014

Associate Superintendent of Programs and Services / Human Resources Report – Clark Bosch

Human Resources:

- This fall finds Horizon School Division with 7 new Principals, 40 new teachers and 50 new or renewed support staff.
- We are currently examining the assignment of class size funding to areas in need as identified by school principals.

Early Learning / Inclusive Education:

- Horizon hosted a number of successful Pre-Kindergarten and Kindergarten Screening sessions in the spring, and Lynn Saler is now arranging screening for children who were unable to attend at that time. If needed, referrals for further assessment (speech/language, physiotherapy, occupational therapy) are made immediately so that instructors and teachers have assessment results to inform programming early in the school year.
- An orientation meeting on September 4 for Pre-Kindergarten staff included professional development on the use of iPads in early learning. An iPad was purchased for each program.
- Pre-Kindergarten orientation with children and parents is happening at each program on September 10 and 11 and programs will be up and running on September 15 and 16. Registration is ongoing.
- We have purchased some professional development resources for Kindergarten teachers and hope to provide opportunities for them to observe in one another's classrooms and/or opportunities for them to get together to discuss programming, assessment, and resources.
- Lacey Mueller is our new Speech Pathologist while JoAnn Hill is on maternity leave. Lacey is currently reviewing files and meeting with families of children new to our Division. JoAnn had a beautiful baby girl in July.

Regional Collaborative Service Delivery:

- Over the past two years Horizon, together with other local school divisions, has been working with partners in Health and Human Services on a provincial initiative to develop a new service delivery model. Supports and services that had previously been accessed through separate providers and a range of funding sources will now be integrated and coordinated under the umbrella of Regional Collaborative Service Delivery (RCSD).
- Most Horizon schools are part of the Southwest RCSD with services out of Lethbridge. Lomond School, Armada Colony and Lomond Colony are in Bow River RCSD with services mainly out of High River.
Throughout September a number of orientation sessions are being provided for both regions. School-based teams, division office staff, and trustees are invited to sign up online for one of these sessions to learn more about the provincial initiative and how our RCSD leadership and executive teams have responded locally. It is also an opportunity to

meet staff from Children's Allied Health, Addiction and Mental Health, Human Services and community agencies who help support our Horizon students.

Most of our school teams attended the Taber session on September 11 or will attend in Lethbridge on September 23. A few staff represented Horizon at the Bow River session in Vulcan on September 10. As members of the Leadership and Executive Teams for Bow River and SW RCSD, Ann and Clark will attend sessions in both regions.

- **New Approach to Student Support** - In June we reported on the development of the Instructional Support Plan (ISP) – a tool to help teachers identify the instructional strategies and supports individual students require to be successful within the program of studies. The Instructional Support Plan will replace the IPP for many of our students this year.

FNMI Education:

- Lisa Sowinski has been registering new student's around the Taber and south areas.
- Lisa has been involved in acquiring school supplies for students that need them.
- Lisa continues to help families with applications for their status or directing them to the proper places. It's a long process and does take a year or more. We have had some success in this area and am proud of that.
- We have been helping families fill out kid sport forms, taking moms to their appointments and bringing them to the schools for the student testing.
- Some families are in need of the food bank and have been helping them get set up with this. Also helping to try and get them into low income housing.
- Lisa has been working with Heather Brantner and Kristen Bodnar setting up students to see her to make sure they are on the right track with their credits etc...
- We have been setting up dates with teachers that have requested some aboriginal presentations in their class rooms.

Counselling:

- We have a two new FSLCs: Zac Rhodenizer at W.R. Myers and Amy Davis in Warner, Milk River and L.T. Westlake.
- We have two Masters level practicum students as part of our counselling team.
- We also have two new Family Connections Workers, Brandon and Jenny. We are talking with the south schools to expand Family Connections programming to their schools.
- Our counselling team has been doing individual check-ins with new students and starting client files for students. We are also meeting with administrators to brainstorm ways to support mental wellness in schools.
- Daelynn is participating in Collaborative meetings at schools, planning a Level 1 Threat assessment training and sessions for the Division PD day around Mental Health and Emotional Literacy.
- Daelynn and Angela are participating in presenting sessions at schools staff meetings and retreats.
- We are meeting with Mental Health to determine how we can provide supports in schools (rather than the Mental Health office). It looks like they are willing to allow their

children's therapist 1/2 day in schools in Taber and we will be sending her to work out of Vauxhall for 1/2 day. This will help with the students who cannot access this support in Taber. This is very new for our region and we are lucky to have the support of our rural manager, Bob Johnson. We are also excited that they have filled the RCSD Mental Health position. Daelynn am meeting with their team soon to determine how Horizon can best utilize this position. We are looking at Mental Health Assessments being completed right in the schools.

- Family Connections has been renewed for 3 more years and we have submitted our proposal for what the program will look like over the next three years. Our hope is to expand pieces of the program that currently do not have these resources (i.e., in the south), as well as maintain current programming.

Kanadier Mennonite Programming:

- The Principal role at Vauxhall MAP and Taber Mennonite School has been separated and now each school will have their own Principal. Dan Vandendungen will serve as Principal at VMAP and Crystal Macgregor will takes the reins at TMS.
- In the past few weeks George has visited all schools that have significant numbers of LGM students. Also, he has begun the follow up of students that did not come to school yet and is visiting other homes where children are not in school.
- George continues to phone the LGM parents who have children in school to see how it is going for them.
- George has attended most of the Welcome Back BBQs as these events are a great time to connect with parents. They often give us information that helps us determine how to make positive changes at the school, as well as tell us of other children who are not attending school.
- **Connection with MCC office** - Our office has a perfect view of TMS. It is nice for newcomers who maybe haven't given school a thought yet to see a Horizon school right here beside MCC where they get help with documents, to find and job or housing, etc. We are following up with families and keeping those connections for future follow-up.
- **German** - German Instruction is of top priority to LGM parents. We are updating our record of what is being asked for and what is being done is each school. We will again get staff together who a directly involved make sure any German in schools is useful and effective.
- **Bible lessons** - In the past couple of years we have had some Bible lessons in the classroom. We continue to look for the best material and approach.
- **Mennonite History and Integration** - more and more the LGM people are open to information regarding their recent history and sessions related integration into Canadian society.

- **Job work experience** - Culturally many LGM parents want for their children to quit school and join the work force after the eighth grade. This makes Outreach schools much more attractive to students, giving them the option to work and attend school.
- **Staffing and substitutes** - We have had a number of staff changes this year and are looking forward to building new relationships. George will be suggesting to schools that “substitute” staff are arranged carefully and in advance to ensure they are culturally prepared for the assignment.
- **Parents council reps and pot luck gathering** -George will continue to work with schools to help with and attend any parent meetings or gathering. In the past, George has attended parent council meetings. Every school and community is different and George will be seeking direction regarding the LGM people and parent council activities.
- **Barnwell – 150 students, some LGM** - The community of Barnwell has a rapidly growing LGM population. Although there are some LGM students in the Barnwell School, for the most part the LGM families in that area have their children attending the Mennonite program at Central school in Taber. George will continue to visit with LGM families in the area.
- **Central School** – The number of students in the Mennonite program are steadily growing. There are a few areas that need some work and George will keep working with the school on these matters. Last June there was an issue that came up at a parent meeting. It is the matter of Low German vs High German instruction. It is all related to how they want their children to learn.
- **TMS** – There is likely an increase of about 25 students from last year. Many of the new students are people that we have known for a long time and are finally agreeing to register for school. It is becoming apparent the school space at TMS is at a point where something needs to be done to make more room. We will continue to work with the school and the families.
- **Chamberlain and Arden T. Litt School** – In George’s opinion, an outreach initiative is needed in this community to promote the older children (13-19) from the Grassy Lake community to attend the school. He has spoken to the school about it and will soon bring some teenagers to them and ask them to make a plan of how to accommodate their education needs. Many families in the area send their children to the Old Colony School, we are also calling and visiting those parents, to see if they would consider public education.
- **VES** – There were about 11 students that have moved to OC School at Circle Hill. There are about 8 new students registered and others we are working on in the community to register. We continue to visit families in the area.
- **Vauxhall MAP** – New leadership is getting organized and students are getting settled. The number of students is the same as last year. There is a group of 6 students that has not moved from Enchant school to this school. We have been in contact with them and will continue discussions to see if we can get them to at least to start with a group

distance learning program. If they do that we can maybe get them to attend school sometime soon.

- **ACE Place** – Ace Place is working with a few LGM students and George will work with them to ensure they stay in school to be successful.
- **Enchant** – George will continue to visit families in the area. He has visited the school and spent some time with Kelly Schmidt, the new principal and school staff.
- **Lomond** – George will continue to visit families in area. They had their welcome back BBQ for families last week and there were a good number of LGM present. The number of students is up and we continue to work on a few families that will consider schooling.
- We have renewed our subscription to “Career Cruising” for next year. This software is used throughout the division and is seen as a great resource for students as they proactively plan for the future.
- Garth and Kristin are busy completing career presentations to all students in the division taking Career and Life Management. (CALM)

High School Redesign:

- Clark travelled with Alberta Education to each of our schools in the project this year. (Lomond, WRM, ERHS and Warner) to review successes and plans for the future. AB ED commended our schools on their efforts this year and wished them well in 2014-15.
- Vauxhall High School has officially been accepted into the project.
- Clark and Vauxhall High School participated in a learning opportunity in Calgary hosted by Alberta Education for all schools new to the project.
- Clark, along with representatives from participating Horizon schools will be attending a learning opportunity, aimed at teachers, in Red Deer hosted by Alberta Education for all schools in the project.

Hutterian Brethren Schools:

- Clark Ann and Gary met with a representative of Oak Lane Colony regarding support staff allocations.
- Clark and Gary continue to support colony teachers in the days up to the first writing of the Grade 3 SLAs.

Teacher Evaluation:

- I have begun the process to evaluate 6 of our first year teachers. I will also be observing an additional 8 new teachers on temporary contracts.

HORIZON SCHOOL DIVISION NO. 67

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PRESS RELEASE



Temporary Speech – Language Pathologist

The Board of Trustees of the Horizon School Division No. 67 is pleased to announce the appointment of Lacey Mueller as the temporary Speech Language Pathologist for the 2014-2015 school year.

To this position Lacey brings with her a variety of experience. Lacey was previously employed with Horizon School Division for 9 years with assignments in Barnwell and Grassy Lake. Her summer vacations include one summer in the south of France brushing up on French and another teaching underprivileged students, English, at a summer camp in Korea. As well, many of her summers have been spent working at Lethbridge College in the ESL Program.

For education, Lacey currently holds a Bachelor of Arts, Bachelor of Education and a Master's of Science in Speech Language Pathology.

In her spare time Lacey loves to travel, enjoys camping, golfing, scrap-booking, watching movies and spending time with her Bichon-Shih Tzu, Chloe.

Lacey states she is very happy to be back with Horizon School Division and looks forward to working with staff, students, and families once again.

Please help us in welcoming Lacey back to Team Horizon.

Marie Logan
Board Chair

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PRESS RELEASE



Secretary/Receptionist – Division Office

The Board of Trustees of the Horizon School Division No. 67 is pleased to announce the appointment of Marley Ahlstrom as the new Secretary/Receptionist, for the Division Office, commencing August 26, 2014. Marley brings with her 11 years of administrative experience earned working within government, insurance, and the oil and gas industry.

On a personal note, Marley grew up in the small town of Fruitvale B.C and moved to Taber in 2006. Marley and her spouse Blake have a three year old son named Cole. In her spare time Marley enjoys biking, baking, hiking and spending time with her family and friends.

Marley states she is very excited to join the office team at Horizon School Division.

Please help us in welcoming Marley to Team Horizon.

Marie Logan
Board Chair