

# 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](http://www.horizon.ab.ca)

The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, January 19, 2016 beginning at 2:00 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Board Chair  
Bruce Francis, Board Vice-Chair  
Blair Lowry, Jennifer Crowson, Terry Michaelis, Rick Anderson, Derek Baron

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Clark Bosch, Associate Superintendent of Programs, Services & Human Resources  
Amber Darroch, Associate Superintendent of Curriculum & Instruction  
Nikki Jamieson, Taber Times  
Barb McDonald, Recording Secretary

## ACTION ITEMS

- |       |  |                     |   |
|-------|--|---------------------|---|
| A.1   | Moved by Derek Baron that the Board approve the agenda as presented with the following additions:<br><br><u>Under Action Items:</u><br>A.7 – Barnwell Tender<br>A.8 – Warner Motion                | Carried Unanimously | AGENDA<br>APPROVED<br>04/16                           |
| A.2   | Moved by Terry Michaelis that the Board approve the <a href="#">Minutes of the Regular Board Meeting held Tuesday, December 15, 2015</a> , as provided in Enclosure 1 of the agenda.               | Carried Unanimously | BOARD MEETING<br>MINUTES<br>APPROVED<br>05/16         |
| A.3   | Moved by Jennifer Crowson that the Board approve the <a href="#">Minutes of the Special Board Meeting held Wednesday, January 13, 2016</a> as provided in Enclosure 2 of the agenda.               | Carried Unanimously | SPECIAL BOARD<br>MEETING MINUTES<br>APPROVED<br>06/16 |
| A.4   | Moved by Bruce Francis that the Board approve the <a href="#">December 2015/January 2016 Payment of Accounts</a> summary in the amount of \$2,300,934.12 as provided in Enclosure 3 of the agenda. | Carried Unanimously | PAYMENT OF<br>ACCOUNTS REPORT<br>APPROVED<br>07/16    |
| A.5   | Moved by Derek Baron that the Board approve the 2015-2016 <a href="#">Horizon School Division Infrastructure Maintenance &amp; Renewal</a> as presented.   | Carried Unanimously | 2015-2016 IMR<br>APPROVED<br>08/16                    |
| A.6.1 | Moved by Bruce Francis that the Board approve second reading of <a href="#">Policy GAB Police Information Checks</a> as provided in Enclosure 4 of the agenda.                                     | Carried Unanimously | SECOND READING<br>OF POLICY GAB<br>APPROVED<br>09/16  |

A.6.1.1	Moved by Derek Baron that the Board approve final reading of Policy GAB <i>Police Information Checks</i> as provided in Enclosure 4 of the agenda.	FINAL READING OF POLICY GAB APPROVED 10/16
	Carried Unanimously	
A.6.2	Moved by Rick Anderson that the Board approve second reading of <a href="#">Policy GBD</a> <i>First Aid Training</i> as provided in Enclosure 5 of the agenda.	SECOND READING OF POLICY GBD APPROVED 11/16
	Carried Unanimously	
A.6.2.1	Moved by Terry Michaelis that the Board approve final reading of Policy GBD <i>First Aid Training</i> as provided in Enclosure 5 of the agenda.	FINAL READING OF POLICY GBD APPROVED 12/16
	Carried Unanimously	
A.6.3	Moved by Bruce Francis that the Board approve second reading of <a href="#">Policy HICA</a> <i>Off-Site Activities</i> as provided in Enclosure 6 of the agenda.	SECOND READING OF POLICY HICA APPROVED 13/16
	Carried Unanimously	
A.6.3.1	Moved by Derek Baron that the Board approve final reading of Policy HICA <i>Off-Site Activities</i> as provided in Enclosure 6 of the agenda.	FINAL READING OF POLICY HICA APPROVED 14/16
	Carried Unanimously	
A.6.4	Moved by Blair Lowry that the Board approve second reading of <a href="#">Policy IGAA</a> <i>Use of Physical Restraints</i> as provided in Enclosure 7 of the agenda.	SECOND READING OF POLICY IGAA APPROVED 15/16
	Carried Unanimously	
A.6.4.1	Moved by Jennifer Crowson that the Board approve final reading of Policy IGAA <i>Use of Physical Restraints</i> as provided in Enclosure 7 of the agenda.	FINAL READING OF POLICY IGAA APPROVED 16/16
	Carried Unanimously	
A.7	Moved by Derek Baron that the Board approve the Facility Committee's recommendation to Alberta Infrastructure to award Venture Holdings Ltd. as the contractor for the Barnwell School re-modernization project.	RECOMMENDATION OF CONTRACTOR FOR BARNWELL SCHOOL RE- MODERNIZATION APPROVED 17/16
	Carried Unanimously	
A.8	Moved by Blair Lowry that Board Trustees Bruce Francis and Jennifer Crowson are to form a sub-committee authorized to complete a review into matter #2016-001. The sub-committee is authorized to seek information and assistance from Central Office administration to retain, direct payment and instruct legal counsel and consultants including a third-party investigator as deemed appropriate and necessary to fully review and consider matter harassment complaint #2016-001. The sub-committee shall report back to the Board of Trustees respecting any suggested actions or recommendations in response to matter #2016-001.	FORMATION OF BOARD SUB- COMMITTEE TO REVIEW MATTER #2016-001 APPROVED 18/16
	Carried Unanimously	

**DISCUSSION ITEMS**

## **D.1 Modernization Ground Breaking**

Wilco Tymensen asked the Board whether or not they felt that a ground-breaking ceremony be organized for the commencement of the Barnwell School re-modernization. Rick Anderson offered to speak with Barnwell School staff to see if they would want to work with the Board and Division Office to coordinate a ground breaking ceremony.

## **INFORMATION ITEMS**

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

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

Bill 10 came into effect June 1, 2015

- Added Gender expression and gender identity to Human Rights and
- The definition of 'bullying' and "safe and caring" school environment requirements were amended
  - e.g. requirement to support Gay/Queer Straight Alliances and develop policy for student code of conduct regarding bullying
- To ensure compliance the Minister of Education asked jurisdictions to forward safe and caring policies to his office by March 31, 2015
- To assist jurisdictions, Alberta Education created 2 tools
  - What is new in school act
  - [\*Alberta Education's Guidelines for Best Practice\*](#): Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expression
    - Provides description of what SACS looks like
    - 12 best practices – cultural and procedural practices
      - Related to students and staff
      - Grounded in principals of dignity and respect
      - Mutually supportive and interdependent

### **12 Best Practices**

1. Support student's individual needs
2. Respect right to self-identify
3. Maintaining school records in way that respects privacy
4. Ensure dress code respects gender identity and expression
5. Minimize gender-segregated activities
6. Full, safe and equitable participation in curricular and extra-curricular activities
7. Safe access to washrooms and change rooms
8. Building staff capacity regarding understanding and supporting
9. Comprehensive whole school approach (healthy relationships, responding to bullying)
10. Student contribution to welcoming, caring, respectful, and safe learning environments
11. All families welcomed and supported
12. Free from discrimination

### **I.2 Trustee/Committee Reports**

#### **I.2.1 Zone 6 ASBA Report – Marie Logan**

Marie Logan, Zone 6 representative, provided an overview of the ASBA Zone 6 meeting that took place in Lethbridge on January 13<sup>th</sup> which included the following information:

- A presentation from Sean Beaton (Learning and Innovation Coordinator for Grasslands School Division) on *The Changing Nature of Teaching and Assessment*
- An ASBA report on the Education Act and Regulations
- A request from ASBA President, Helen Cleese to continue consultations with school boards as regulations are developed. ASBA wants Boards to have the continued opportunity to provide input on

the right of access to education, student residency and school fees. Student transportation and home education are also areas of concern that require continued consultations.

- Discussions took place regarding concerns with municipalities along highway 3 (where the highway is not twinned). Statistics regarding motor vehicle accidents over the past five years were shared and as a result, a motion was passed that statistics will be collected from these affected municipalities. These statistics used to advocate to the provincial government that something needs to be done to ensure the safety of all individuals.
- ASBA Zone 6 Director provided his report

### **I.2.1 January Administrators' Meeting Report – Jennifer Crowson**

Jennifer Crowson reviewed the highlights of the January 12<sup>th</sup> Administrators' meeting as presented in Enclosure #10 of the agenda. [Click here](#) to review the entire January 12<sup>th</sup> Administrators' meeting summary.

### **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 and included the following highlights:

Facility crews have been engaged in all aspects of the physical plants and its contents ensuring prepared facilities for all staff and students. As an integral part of the facilities department responsibilities, they have been involved in all areas that operate behind the scenes such as enabling and setting up air moving equipment, water heating, all roof top equipment, as well as upgrading barrier free access as needs arise.

### **Maintenance Work During December and January**

During the past month, a total of 102 new service request and generated preventive maintenance requests were submitted through Horizons electronic service request generating software, Asset Planner. Most requests were completed while some are in progress

In addition to the generated requests, several other maintenance repair projects were undertaken during the month. Graffiti removal, wall repairs and painting, plumbing and heating initiating and repairs, installation of tack boards, rooftop unit repairs etc.

Horizon School Division facilities staff have engaged in conversation with local authority having jurisdiction (AHJ). Regular evaluations are being undertaken within the jurisdiction. Completed reports along with recommendations will be submitted to the facilities department and school administration.

### **Maintenance Projects**

- Central School Cold Storage Shed
- WRM HVAC
- Painting including: Interior painting of classroom, corridor and administration spaces is ongoing, Painting of door jams, interior and exterior doors remains ongoing as weather permits, covering and removal of miner graffiti, painting the small gymnasium in Lomond School, continue painting of the entire Lomond School facility
- Foliage maintenance and tree pruning

### **Infrastructure Maintenance and Renewal (IMR)**

All 2014/15 IMR projects are complete. Formal submission and reporting to Alberta Infrastructure for review and approval has also been finalized and submitted.

### **Capital Projects**

#### **Barnwell School**

Two contractor site visits were facilitated in Barnwell. The first resulted in approximately 40 contractor's attending including 8 general contractors. The second resulted in six contractors attending including two more generals.

Estimated Time line is as follows

Tender closing date:	January 14, 2016
Tender review process conclusion:	January 21, 2016
Tender award:	Early February, 2016
Construction start date:	Late February or March

Warner School

Horizon School Division No. 67's prime consultant is continuing to make progress as we move towards completing the tender documents. Approval to proceed to tender was issued by Alberta Infrastructure on January 12, 2016. Official tender opening is expected posthaste.

The process of decanting (moving staff and students out of the first phase of construction) will begin following the temporary construction of three classrooms. All staff, students and administration is will be evacuating the phase 1 sections including the entire elementary wing as well as the library and pre-kindergarten space. Adequate accommodations are being considered and are being finalized.

Estimated Time line is as follows

90% Submission:	Complete
Tender opening:	January, 2016
Mandatory Contractor Site visit 7 days after tender opening	
Tender closing date:	February 2016
Tender review process conclusion:	Late February
Decanting	February, 2016
Tender award:	March, 2016
Construction start date:	March or April

DAF / WRM School Capital Project

Working with Alberta Infrastructure and two other school jurisdictions, the process of comprehensively reviewing a total of 26 submissions for hazardous materials assessment contractors, project surveyors and Prime Consulting architectural firms was completed on December 23, 2015.

Following the broad gaged independent review of each discipline, all submissions were graded and a contractor selected. Formal notifications are in progress.

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

Phil Johansen provided a December 2015/January 2016 update to the Board as follows:

- Working with tenders for upcoming new school modernization projects
- Working with the LDS in Barnwell to lease space in their facility during the Barnwell modernization decanting.
- Working with ERHS on their proposal to purchase a bus for their school that was previously owned by a service club in Milk River
- Jason Miller, Director of Finance, provided a September 1<sup>st</sup> to December 31<sup>st</sup>, 2015 financial report to the Board

**I.4 Associate Superintendent of Programs, Services and Human Resources Report**

Clark Bosch provided a December 2015/January 2016 update to the Board which included the following information:

- The Family School Liaison Counselling and Family Connections Teams will be hosting their first Spark Fair on April 27, 2016 at the Taber Civic Centre. This event will be open to students aged 10 – 12. The intent of this fair is to help students learn how to become engaged in events, programs and their community and to open up opportunities for youth to explore their “Spark”. Youth will be connected with an adult “Spark” champion where they will help connect them to their “Spark” within their communities.
- On January 29, 2015 D.A. Ferguson (along with Joy Ohashi with the Native Counselling Services of Alberta) will be presenting information on the Truth and Reconciliation Commission (TRC). The objective of the TRC is to “Witness, support, promote and facilitate truth and reconciliation events at both the national and community levels”. She will be speaking about the work they have been doing in terms of resiliency, insights into First Nations culture and how aboriginal students can be better supported.
- There will be a Hutterian Elders’ meeting taking place on Thursday, February 11<sup>th</sup> at Division Office
- Noted that effective immediately, Pre-K programs will no longer be licensed and Horizon will now be administering the programs internally, ensuring the same standards of safety for the students. It was also added the Pre-K and Kindergarten registration information will be forthcoming in the next couple weeks
- New staff hires and mid-point teacher evaluations
- Mr. Bosch will be meeting with principals over the course of the next few weeks to discuss 2016-2017 enrollment projections
- Presented a Teacher Evaluation and Instructional Leadership PD Session at the January Administrators’ meeting

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

Amber Darroch’s report was enclosed in the agenda and included the following information:

#### **KEY ACTION AREA #1:**

**Ensure core instruction that enhances the development of student competencies (Ministerial Order #001/2013) and incorporates relevant, meaningful, engaging, hands-on, and interdisciplinary learning experiences.**

- Literacy Instruction – Sue Jackson, a national speaker and presenter from Scholastic Education Canada, facilitated an excellent session for 30 teachers on January 14 to examine the essential elements of comprehensive literacy instruction at each grade 1 through 9.
- Assessment – A dozen teachers and administrators attended a session on January 18 to overview an electronic portfolio tool called FreshGrade. This web-based software allows teachers to quickly upload a comment, photo, sound clip, or video to an individual or group of student portfolios.

#### **KEY ACTION AREA #2:**

**Employ a Response to Instruction and Intervention Framework for teaching and learning to improve literacy and numeracy proficiency and enable all students to reach higher levels of academic achievement.**

- Response to Intervention – Both Directors of Learning attended collaborative meetings with Warner and Chamberlain staffs to strategize how to meet the needs of individual students who are not experiencing success with core instructional strategies.

#### **KEY ACTION AREA #3:**

**Increase parent and community engagement through reciprocal and collaborative relationships.**

- Wellness Fund Project – Horizon’s successful Alberta’s Wellness Fund application is now being put into action. Early initiatives include funding groups of students from four Horizon schools to attend the Healthy Active School Symposium on February 9, and the Director of Learning and a teacher representative attending the Shaping the Future Symposium (EverActive Schools) on January 28<sup>th</sup> and 29<sup>th</sup>.
- Low German Mennonite Liaison – The Liaison Worker reports that a number of farm labourers facing unemployment this winter have remained in the area rather than heading south to Mexico for the winter. This has helped stabilize school attendance for the children in those families. Tracking has also been

completed with current and recently graduated students to monitor local businesses and organizations where they are employed.

**Leadership Practices**

- Leadership Cohort – The cohort on the evening of January 14<sup>th</sup> and explored leadership strategies related to promoting student discipline (facilitated by Clark Bosch) and the characteristics of highly effective principals.

**Correspondence**

No items of discussion came forward from Correspondence as provided in Enclosure 11 of the agenda.

**COMMITTEE ITEMS**

Moved by Jennifer Crowson that the Board meet in Committee.		COMMITTEE
	Carried Unanimously	19/16
Moved by Rick Anderson that the meeting reconvene.		RECONVENE
	Carried Unanimously	20/16
Moved by Bruce Francis that the meeting adjourn		MEETING
	Carried Unanimously	ADJOURNED
		21/16

Original Signed Feb. 24, 2016

Marie Logan, Chair

Original Signed Feb. 24, 2016

Barb McDonald, Secretary