

Regular Board Meeting Agenda – 1:00p.m.

TUESDAY, MAY 27TH, 2025

Acknowledgement of the Land

Horizon School Division is located on the traditional land of the Blackfoot Confederacy, Treaty 7 territory and the home of the Métis Nation of Alberta, District 1. We honor the Blackfoot people and the diverse Indigenous peoples whose ancestors have marked this territory for centuries, a place that has welcomed many peoples from around the world to make their home here. Together we call upon all our collective communities to build a stronger understanding of all peoples who dwell on this land we call home.

Budget Presentation

A – ACTION ITEMS

A.1 Agenda	ENCLOSURE 1 ENCLOSURE 2 ENCLOSURE 3
A.2 Minutes of Special Board Meeting held Monday, May 5, 2025	
A.3 Minutes of Regular Board Meeting held Monday, April 28, 2025	
A.4 May 2025 Payment of Accounts	
A.5 Budget	
A.6 Fee Schedules	
A.7 Three-Year Education Plan (LINK)	

D – DISCUSSION ITEMS

D.1 Employee Recognition	handout
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I – INFORMATION ITEMS

I.1 Superintendent's Report – Dr. Wilco Tymensen	ENCLOSURE 4
I.2 Trustee/Committee Report	
I.2.1 ASBA Zone 6 Report – Mandy Court	
I.2.2 Facilities Meeting Report – Bruce Francis	
I.2.3 Administrator Meeting Report – Bruce Francis	ENCLOSURE 5 ENCLOSURE 6
I.3 Associate Superintendent of Finance and Operations – Phil Johansen	
I.4 Associate Superintendent of Human Services – Karen Rancier	
I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan	

Board will move into Committee

DATES TO REMEMBER

• June 1 – 3 – ASBA Spring General Meeting
• June 10 – Administrator's Meeting – Milk River Ridge School
• June 18 – ASBA Zone 6 Meeting
• June 23 – Board Meeting

• June 25 – Last day for students

• June 26 – Last day for staff

HORIZON SCHOOL DIVISION



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

The Board of Trustees of Horizon School Division held a Special Board Meeting on Monday, May 4th, 2025 beginning at 3:34pm.

VIA EMAIL: Marie Logan, Board Chair
Maxwell Holst, Board Vice Chair
Derek Baron, Jennifer Crowson, Blair Lowry, Bruce Francis, Mandy Court

Waiver of Notice of Special Meeting and Special Meeting Agenda Attached

A.1	Moved by Bruce Francis that the Board approve the Special Meeting Agenda as contained in the Waiver of Notice of Special Meeting Carried Unanimously	AGENDA 63/25 APPROVED
A.2	Moved by Bruce Francis that the Board accepts DMT Mechanical's bid, but that an alternate boiler be negotiated if possible, and that the price be negotiated to reflect any adjustments that can be made to the bid bond requirements. Carried Unanimously	AUDITED FINANCIAL STATEMENT 64/25 APPROVED
A.3	Moved by Derek Baron that the meeting adjourn Carried Unanimously	MEETING ADJOURNED 65/25

Horizon School Division



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The Board of Trustees of Horizon School Division held its Regular Board meeting on Monday, April 28th, 2025, beginning at 1:00p.m.

TRUSTEES IN ATTENDANCE: Marie Logan - Board Chair, Maxwell Holst – Vice Chair
 Derek Baron, Bruce Francis, Jennifer Crowson, Blair Lowry, Mandy Court

ALSO IN ATTENDANCE: Dr. Wilco Tymensen, Superintendent of Schools
 Phil Johansen, Associate Superintendent of Finance & Operations
 Karen Rancier, Associate Superintendent of Human Services
 Terri-Lynn Duncan, Associate Superintendent of Learner Services
 Sheila Laqua, Recording Secretary

ACTION ITEMS

A.1	Moved by Derek Baron that the Board approve the agenda with the addition of A.16 Hays Caretaking Contract A.17 2025-2026 IMR Carried Unanimously	AGENDA APPROVED 40/25
A.2	Moved by Blair Lowry that the Board approve the Minutes of the Regular Board Meeting held Monday, March 31 st , 2025, as provided by Enclosure #1 of the agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 41/25
A.3	Moved by Maxwell Holst that the Board approve the April 2025 Payment of Accounts in the amount of \$4,916,421.78 as provided in Enclosure #2 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNTS APPROVED 42/25
A.4	Moved by Mandy Court that the Board approved Second reading of Policy HGB – Inclusive Learning as provided in Enclosure #3 of the agenda. Carried Unanimously	SECOND READING POLICY HGB APPROVED 43/25
	Moved by Mandy Court that the Board approved Final reading of Policy HGB – Inclusive Learning as provided in Enclosure #3 of the agenda. Carried Unanimously	FINAL READING POLICY HGB APPROVED 44/25
A.5	Moved by Blair Lowry that the Board approved Second reading of Policy HGBJ – Early Childhood Services as provided in Enclosure #4 of the agenda. Carried Unanimously	SECOND READING POLICY HGBJ APPROVED 45/25

	Moved by Blair Lowry that the Board approved Final reading of Policy HGBJ – Early Childhood Services as provided in Enclosure #4 of the agenda. Carried Unanimously	FINAL READING POLICY HGBJ APPROVED 46/25
A.6	Moved by Jennifer Crowson that the Board approved Second reading of Policy IE – Attendance as provided in Enclosure #5 of the agenda. Carried Unanimously	SECOND READING POLICY IE APPROVED 47/25
	Moved by Derek Baron that the Board approved Final reading of Policy IE – Attendance as provided in Enclosure #5 of the agenda. Carried Unanimously	FINAL READING POLICY EBCE APPROVED 48/25
A.7	Moved by Mandy Court that the Board approved First reading of Policy HGAE – Religion and Human Sexuality as provided in Enclosure #6 of the agenda. Carried Unanimously	FIRST READING POLICY HGAE APPROVED 49/25
A.8	Moved by Derek Baron that the Board approved First reading of Policy HNJ – Health Emergencies as provided in Enclosure #7 of the agenda. Carried Unanimously	FIRST READING POLICY HNJ APPROVED 50/25
A.9	Moved by Maxwell Holst that the Board approved First reading of Policy IP – Gender and Athletics as provided in Enclosure #8 of the agenda. Carried Unanimously	FIRST READING POLICY IP APPROVED 51/25
A.10	Moved by Mandy Court that the Board approved First reading of Policy IQ – Preferred Name and Pronoun as provided in Enclosure #9 of the agenda. Carried Unanimously	FIRST READING POLICY IQ APPROVED 52/25
A.11	Moved by Maxwell Holst that the Board approve the CUPE Memorandum of Agreement Ratification as presented. Carried Unanimously	CUPE MOA APPROVED 53/25
A.12	Moved by Jennifer Crowson that the Board enter into an agreement with the Municipality, County or MD to run a joint election. Horizon School Division shall have an Advance Vote if the other party in the agreement is having an Advance Vote. Carried Unanimously	ADVANCE VOTE APPROVED 54/25

A.13	<p>Moved by Derek Baron that the Board appoint Sheila Laqua as Substitute Returning Officer for the 2025 Board elections.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>SUBSTITUTE RETURNING OFFICER APPROVED 55/25</p>
A.14	<p>Moved by Bruce Francis that The Board of Trustees of Horizon School Division approve Bylaw 2025-01 to allow for multiple voting stations in the 2025 school board election as follows:</p> <p>The School Division shall provide for at least one voting station in each community represented by a Ward in the 2025 school board election.</p> <p>When the School Division has entered into an agreement with a Municipality, County or Municipal district to run joint elections, the opportunity to vote for School Board Trustee shall be provided at each municipal voting station where the local authority's subdivisions overlap with the School Division's Ward.</p> <p>When the School Division has not entered into an agreement to run joint elections, the School Division shall endeavor to provide a voting station at share locations with the Municipality, County or Municipal District. If there is not a shared voting location with the municipality, county or Municipal District two voting stations shall be established for each ward at the following locations:</p> <p>Ward 1: Lomond Community School, Enchant School Ward 2: Vauxhall High School, Hays School Ward 3: Barnwell School, W.R. Myers High School Ward 4: Chamberlain School, Warner School Ward 5: Milk River Ridge School, Public location in the Village of Coutts, to be determined.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>VOTING STATIONS APPROVED 56/25</p>
A.15	<p>Moved by Blair Lowry that The Board of Trustees of Horizon School Division approve Bylaw 2025-02 to allow for voting hours to occur before 10:00 am as follows:</p> <p>When the School Division has entered into an agreement with a Municipality, County or Municipal District to run joint elections, the voting hours shall align with the hours established by the municipality.</p> <p>When the School Division and a municipality share a voting</p>	

	location but have not entered into an agreement with the municipality to run joint elections, the voting hours may begin before 10:00 am to align with the voting hours at the voting station. (LAEA 46(2)) When the School Division is operating an election at a separate location from the municipal election, voting stations shall be open continuously from 10:00 a.m. and 8:00 p.m. (LAEA 46(1)) Carried Unanimously Amended motion 8:00am to 8:00pm	VOTING HOURS APPROVED 57/25
A.16	Moved by Bruce Francis that the Board of Trustees approve Keith Tucher as caretaker for Hays School for a term of 2 years. Carried Unanimously	HAYS CARETAKER APPROVED 58/25
A.17	Moved by Bruce Francis that the Board of Trustees approve the 2025-2026 IMR as presented. Carried Unanimously	2025-2026 IMR APPROVED 59/25

DISCUSSION ITEMS

D.1 GRADUATION CEREMONIES

The Board of Trustees discussed attendance at the upcoming graduation ceremonies and farewells throughout the Division.

D.2 EDWIN PARR BANQUET

The Edwin Parr Banquet will be held on Wednesday, May 21, 2025. Alexe Bara is Horizon School Division's nominee.

INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

Superintendent, Wilco Tymensen April 2025 report can be viewed [here](#).

I.2 TRUSTEE/COMMITTEE REPORT

I.2.1 ASBA Zone 6 Report

Trustee, Mandy Court provided the ASBA Zone 6 update to the Board.

- Budget presentation
- Pres. Marilyn Dennis presented information on Bill 51
- Friends of Education Awards nominee presented
- Travel to the United States
- ASEBP membership cost

I.2.2 Facilities Meeting Report

Trustee, Bruce Francis, provided an update regarding Facilities Department work for the month of April 2025:

- Hays Caretaking tender
- 2025-2026 IMR Projects
- Vauxhall Elementary School Boiler replacement
- DAF/WRM Capital Project

I.2.3 Administrator's Meeting Report

Trustee, Bruce Francis provided highlights from the April 2025 Administrator's Meeting.

I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS

Philip Johansen, Associate Superintendent of Finance and Operations shared the following April 2025 summary:

- Most of the last month has been spent working on the 2025-26 budget. We were provided with a 1.6% increase in overall funding, which will likely be insufficient to address the extra costs related to the CUPE collective agreement.
- I have reached out to each county and municipality to start negotiating Joint Election Agreements.

I.4 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT

Karen Rancier, Associate Superintendent of Human Services April 2025 report can be viewed [here](#).

I.5 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

Terri-Lynn Duncan, Associate Superintendent of Learner Services April 2025 report can be viewed [here](#).

CORRESPONDENCE

No discussion came from the Correspondence.

Moved by Derek Baron that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
60/25

COMMITTEE ITEMS

Moved by Mandy Court that the Board meet in Committee.

Carried Unanimously

COMMITTEE
61/25

Moved by Blair Lowry that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
62/25

Marie Logan, Chair

Sheila Laqua, Executive Secretary

PAYMENT OF ACCOUNTS REPORT			
Board Meeting - May 27, 2025			
General	April 23/25		118159.99
General	April 28/25		1553209.55
General	May 6/25		147580.29
General	May 12/25		5838.41
General	May 12/25		23527.26
General	May 13/25		137361.41
"A" Payroll	April 2025	Teacher	1753610.11
		Support	740161.49
"B" Payroll	April 2025	Casual	22,402.61
		Subs	68,694.21
Total Accounts			4,570,545.33
Board Chair _____			
PJ:dd			
May 13, 2025			

Superintendents Progress Report

May 2025

The Superintendent Leadership Quality Standard:

Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

The Superintendent Leadership Quality Standard is described by the following competencies.

Building Effective Relationships

- Establishing a welcoming, caring, respectful and safe learning environment.

Modelling Commitment to Professional Learning

- Enhancing leadership, teaching, and learning.

Visionary Leadership

- A preferred future.

Leading Learning

- Promotes shared responsibility for student success and continuous improvement.

Ensuring First Nations, Metis, and Inuit Education for all students

- Establishing structures and providing the resources for schools.

School authority operations and resources

- Alignment with goals and priorities.

Supporting Effective Governance

- Providing the board with information, advice and support to fulfill governance role.

Pleased to be able to announce the new principal of Enchant School is Mrs. Crystal Carver as well as sharing the highlight of my month (being able to read to students in Enchant School.

The following is a summary of meetings and activities that I have participated in.

- Teacher Employer Bargaining Association (TEBA) meeting regarding Alberta Teachers Association (ATA) Memorandum of Agreement (MOA)
- College of Alberta School Superintendent Zone Six (CASSIX) meeting
- Council of School Council meeting
- Senior Administrative Leadership Team (SALT) meeting
- Upcoming ATA Collective Bargaining preparation
- 2025-2026 budget meeting
- Administrator meeting
- Principal evaluation and recruitment meetings
- Division Office staff meeting
- Meetings and conversations with principals, staff, and parents as needed and/or requested. Conversations have focused on:
 - school off-campus excursions
 - student and parent concerns
- APEX Youth Awards meeting
- SPARK fair attendance
- Edwin Parr Awards Banquet attendance
- School Graduation attendance



250527 Board Report

Associate Superintendent of Human Services

Human Services

- We successfully followed our Administrator/Teacher Staffing Process and are currently in a phase of open competitions for teachers.
- Fourteen (14) teachers passed their probationary period and were offered a continuing contract for the coming school year.
- At the time of writing this report, 17 teachers were offered a temporary or probationary position with Horizon School Division for the coming school year.
- Our final Horizon Inductions Program (HIP) session occurred on May 9 with each teacher providing thoughtful celebrations and reflections.

Professional Development and Meetings

- I met with 9 Principals to review their shortlists for teacher postings.
- I met with 10 teachers to review their evaluations.
- I was witness to many outstanding student performances at a dramatic production and talent show at Lomond School.
- I attended the Edwin Parr Banquet on May 21, the Spark Fair on May 21 and VHS' Graduation on May 9 and Enchant's Grade 9 Farewell on May 23.
- I participated in the CASSIX Professional Development events and meetings in Medicine Hat on May 22 and 23.

Clinical Team Leader/FSLC/Wellness Coaches

- We have successfully hired for our two FSLC positions. Mackina Mouland was hired for a .6 for Hays, Enchant and Lomond and Emily Pattereson was hired for a 1.0 position in Warner and Milk River, replacing Kim Shakespeare who took another position.
- May is Mental Health Awareness month and May 5-9 was Mental Health Awareness Week. The theme for this year was "Unmasking". The CTL provided a Lunch and Learn for Division office staff on Tuesday, May 6, 2025 called "Workplace strategies for Mental Health" The Wellness Coaches and FSLCs provided activities for the week of May 5-9 for students around positive mental health. Our Wellness Coaches registered eight schools for "Move Your Mood" through AHS for Mental Health Week. Move Your Mood aims to teach children, youth, adults positive coping strategies that they can apply to their daily life to enhance their mental and physical well-being, build resilience, promote healthy decision making and positive relationships. The MYM program does this by providing opportunities for participants to experience how to move their bodies, fuel their bodies, practice mindfulness, and build positive coping strategies. The goal of the program is for participants to have fun, gain confidence and competence to be active and healthy for life.
- The CTL has scheduled wrap-up meetings with Principals and the Family Connections Manager to discuss how the school year went and what to focus on for the next school year. These meetings will take place starting the second week of May and concluding mid-June.

- Every year with the support of rural and local businesses, Family Connections puts together a "Wellness Pack" for grade 5 students. This "Wellness Pack" includes items promoting personal hygiene, mental health, physical activity, and nutrition. We talk to local businesses and community agencies to try and have some of these items donated. In exchange for their donation, we make sure that information goes home with these "Wellness Packs" about all of the wonderful people who helped to make it possible. We focus on grade 5 students and sometimes grade six to help with the transition from elementary school to middle school. This will be the eighth year that Family Connections has been putting together these packs, and the students always look forward to receiving them. We cannot thank our local agencies enough for the time and money they put into helping make these Wellness Packs such a success. If it weren't for all of them, we would not be able to provide over one hundred grade five students with the essential supplies and information they need to make the next chapter in their lives a little less stressful and a lot more joyful.
- Our counsellors at all schools are doing reviews with parents and students around counselling goals and are working with Families and students to put together resources/referrals for students for the summer when the counselling files are closed.
- The CTL is currently doing staff evaluations on Family Connections Worker and FSLCs and doing school visits to follow up on meetings for "at risk students." The CTL is putting together staff training for different counselling topics that were prevalent this year and working with Lethbridge Family Services to offer some free training at the staff retreat.
- Summer Programming this year will be run singularly by Family Connections and will provide Summer Camps into named rural communities as well as in Taber with the dates are as follows:
 - Warner July 8-10
 - Milk River - July 15-17
 - Grassy Lake - July 22-24
 - Vauxhall - July 29-31
 - Enchant - August 5-7
 - Lomond - August 12-14
 - Taber Elementary Student Age July 8-10
 - Taber Elementary Student Age July 15-17
 - Taber Middle School Student Age July 22-24
 - Taber Middle School Student Age August 5-7
- Currently have one open Wellness Coach Position for Milk River and Warner - staff Jody Platt is being redeployed to support those schools on a as needs basis for the short-term until the end of the year.
- As summer draws closer, the Family Connections Program is looking to hire a summer student for the months of Late June to August - 8 Weeks and ad has been posted.

Events/Programming

- 35 students participated in the evening Resiliency celebration from 10 different schools in Taber and the surrounding area on April 16th at the Taber Auditorium. This community event had approximately 205 people attend from the Horizon and Holy Spirit School Divisions.
- The 8th Annual Ignite “Ur” Spark Fair happened at the Taber Agri-plex on May 21st, 2025. There were a total of 29 Spark vendors attending this year from local communities with 10 different schools bringing students to attend for the day.
- Mental Health Week was Celebrated and Championed over the course of the first week of May 5-9, Wellness teams in the schools throughout the week put on movie nights, floats, and an array of activities with students to provide knowledge and reduce stigma of acknowledging mental health and wellbeing.
- Hutterite Colonies in Gold Spring and Lomond are participating in mental health programming until the end of May and beginning of June.

Mental Health Week Activities:



Indigenous Learning

- Lisa Sowinski, our Indigenous Liaison, is on leave until November 1.
- The Indigenous Steering Committee, comprised of Barb Arend, Tracy Forbes, Rhonda Hardin, David O'Connor, Marsha Johnson, and I planned and led the final Indigenous Ally PD day on May 7 at Indian Battle Park and the Galt Museum. The day consisted of land-based learning, facilitated by Gary Yellowhorn, and a Blackfoot PD session led by Blanche Bruised Head.
- A 0.47 FTE temporary Indigenous Learning Coach position has been posted to ensure Indigenous family connections and Indigenous content in classrooms continue to remain priorities in Lisa's absence.





Report completed by Karen Rancier, Associate Superintendent of Human Services



Associate Superintendent, Learner Services
Report to the Board of Trustees – May 26, 2025

Learner Services lead team members:

Terri-Lynn Duncan, Associate Superintendent
Dave LeGrandeur, Director of Learner Services
Amber Kallen, Coordinator of Learner Services/Instructional Coach
Crystal Carver, Instructional Coach
Garth Moulard and Sharla Kane, Career Practitioners
Bryan Pritchard, Off-campus Teacher
Helena Goertzen, Low German Mennonite Liaison

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- The Instructional Coach wrapped up Teaching Sprints at two schools within the division and has had other school Principals reach out to consult with the Instructional Coach as they would like to do teaching sprints in the fall as a school staff.
- The Instructional Coach and Associate Superintendent attended meetings on Math, English as an Additional Language, and Literacy hosted by the Southern Alberta Professional Development Consortium.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- The Director of Learner Services collaborated with Senior Administration to develop a budget and a new 3-year agreement to continue receiving services through the South West Collaborative Support Services. This agreement is in collaboration with six school divisions here in the south. Horizon school division, with this agreement, has access to a portion of FTE for a teacher for the deaf and hard of hearing, a teacher for the blind and visually impaired, and a Physiotherapist. We also have a full-time speech and language pathologist and a full-time occupational therapist to support students accessing Tier 3 and 4 supports within Horizon.
- The Director of Learner Services is joining the year-end Instructional Support Plans for students with complex needs throughout the school division.
- The Coordinator of Learner Services has been and will continue to attend meetings with parents and school teams to review student early childhood support plan transition plans for the 2025-26 school year.
- The Coordinator of Learner Services, our team of speech-language pathologists, and the occupational therapist have completed developmental checkups for new early learning and kindergarten registrants.
- The Learner Services team determined a schedule to provide training for up to 50 Educational

Assistants for the upcoming school year. We recently completed the EA Learning Modules Pilot (2024-25) with 34 experienced EAs who provided feedback, encouraging the opportunity for all EAs. This training will become embedded for new EAs over the next two to three years.

KEY ACTION AREA #3:

K-12 Career Exploration

- Several Junior High Students from Horizon presented and attended the 2025 SAIL (Southern Alberta Interjurisdictional Leadership conference this May.
- The Off-Campus teacher and the Associate Superintendent of Learner Services attended Lethbridge Polytechnic to listen to the Intro to Trades students share their experiences.

LEADERSHIP PRACTICES

- The Coordinator of Learner Services participated in early learning and literacy meetings hosted by the Southern Alberta Professional Development Consortium
- The Instructional Coach attended a leadership conference organized by the Canadian Teachers Federation and the Alberta Teachers Association.
- The Director of Learner Services and the Associate Superintendent of Learner Services collaborated with colleagues during the CASSIX spring conference.

TECHNOLOGY INFORMATION (Information will be shared as needed)

- The technology department has been working with Senior Administration to update and automate a number of email groups within the division.
 - The technology department will begin installing new switches and access points throughout all division schools as part of a network upgrade. The process will be done school by school and will take approximately 6-8 months to complete.
-