

Horizon School Division No. 67

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, October 20, 2015 beginning at 1:30 p.m. in the Eric Johnson Room.

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

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

ACTION ITEMS

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

Under Action Items:

A.7 – New School (Goldspring Colony School)

A.8 – Voluntary Retirement Opportunity

A.9 – Board Meeting Dates for the Remainder of the 2015-2016 School Year

Under Discussion Items:

D.1 – October 27th Board School Tour Date Change

D2 – Friends of Horizon

AGENDA
APPROVED
118/15

Carried Unanimously

- A.2 Moved by Blair Lowry that the Board approve the *Minutes of the Regular Board Meeting held Tuesday, September 22, 2015* as provided in Enclosure 1 of the agenda.

BOARD MEETING
MINUTES
APPROVED
119/15

Carried Unanimously

- A.3 Moved by Terry Michaelis that the Board approve the appointment of Philip Johansen as the new Board Secretary Treasurer effective November 1, 2015.

APPOINTMENT OF
NEW SECRETARY
TREASURER
APPROVED
120/15

Carried Unanimously

- A.4 Moved by Jennifer Crowson that the Board approve the *September/October Payment of Accounts* report in the amount of \$3,961,393.26 as provided in Enclosure 2 of the agenda.

PAYMENT OF
ACCOUNTS REPORT
APPROVED
121/15

Carried Unanimously

- A.5 Moved by Bruce Francis that the Board approve the 2016-2017 Horizon School Division Calendar as provided in Enclosure 3 of the agenda. 2016-2017 SCHOOL YEAR CALENDAR APPROVED
122/15
Carried Unanimously
- A.6.1 Moved by Derek Baron that the Board approve a revised amendment to Policy DGA *Authorized Signatures* as provided in Enclosure 4 of the agenda. AMENDMENT TO POLICY DGA APPROVED
123/15
Carried Unanimously
- A.6.2 A recommendation was made by the Board to table first reading of Policy GAB *Police Information Checks* as additional information and research was requested.
- A.6.3 Moved by Rick Anderson that the Board approve first reading of Policy GBD *First Aid Training* as provided in Enclosure 4 of the agenda. FIRST READING OF POLICY GBD APPROVED
124/15
Carried Unanimously
- A.6.4 Moved by Blair Lowry that the Board approve first reading of Policy HICA *Off-Campus Activities* as provided in Enclosure 4 of the agenda. FIRST READING OF POLICY HICA APPROVED
125/15
Carried Unanimously
- A.6.5 Moved by Derek Baron that the Board approve first reading of Policy IGAA *Use of Physical Restraints* as provided in Enclosure 4 of the agenda. FIRST READING OF POLICY IGAA APPROVED
126/15
Carried Unanimously
- A.7 Moved by Derek Baron that the Board approve the addition of a new Hutterian Colony School– Goldspring Colony School, commencing September 2016 and also, that the Board provide half of the start-up funds to the school in amount of \$20,000. NEW HUTTERIAN BRETHERN COLONY SCHOOL APPROVED
127/15
Carried Unanimously
- A.8 Moved by Bruce Francis that the Board approve voluntarily retirement opportunity program offered by Horizon School Division to all teachers that are part of the ATRF (Alberta Teachers’ Retirement Fund) and any member of the LAPP (Local Authorities Pension Plan) that are eligible to retire. VOLUNTARY RETIREMENT OPPORTUNITY APPROVED
128/15
Carried Unanimously
- A.9 Moved by Rick Anderson that the Board approve the Board meeting dates for the period November 2015 to October 2016 inclusive, as follows: 2015-2016 BOARD MEETING DATES APPROVED
129/15
Carried Unanimously

Wednesday, November 25, 2015	Tuesday, April 12, 2016
Tuesday, December 15, 2015	Tuesday, May 17, 2016
Tuesday, January 19, 2016	Tuesday, June 14, 2016
Tuesday, February 23, 2016	Tuesday, August 30, 2016
Tuesday, March 15, 2016	Tuesday, September 20, 2016
Tuesday, October 18, 2016	

DISCUSSION ITEMS

D.1 Board School Tour Date Change

Due to some conflicting schedules, the Board school tour date that was originally scheduled for Tuesday, October 27th has been rescheduled to Wednesday, December 2, 2015. The Board along with Division Office Senior Administrators will be touring Vauxhall High School, Vauxhall Elementary School and Horizon MAP School.

D.2 Friends of Horizon

The Board, in conjunction with Horizon's International Education Program, will be hosting a "Friends of Horizon" evening at Luigi's in Taber on Thursday, March 17th to show our appreciation to all of our host families that have supported the program by providing homestays for our International Students.

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Wilco Tymensen's report was included as Enclosure #5 in the agenda package and included the following information:

Educational Leadership and Student Welfare

- Meetings and conversations have been ongoing regarding student welfare and jurisdiction practices. Dialogue has included consultation with legal counsel and law enforcement regarding a number of items.
- Dialogue between schools and division office has occurred regarding processes that ensure student safety and well-being including insurance coverage.

Fiscal Responsibility

- The October budget update has commenced following the September 2015 enrollment count. Horizon is down about 57 students from last year, but up 39 from February's prediction. There are approximately 60 students that left public education in favor of home schooling, although we have yet to receive the complete Home Schooling Enrollment Verification.
- Discussions with the Warner principal and Warner Hockey School staff are ongoing regarding budget expenditures. Contracts between Horizon and the Hockey Society are also being reviewed and updated.

Personnel Management

- Recruitment for a new Director of Learning (Inclusive Education) is ongoing
- I am pleased to be able to communicate that Horizon's new Director of Finance, Jason Miller, has commenced his new role.
- New principal evaluation and professional growth planning conversations with all principals are ongoing.

Policy and Strategic Planning

- Senior Administrative Leadership Team meeting
- Policy review is ongoing. The Policy Committee met to review four policies. Representation from the Board, Senior Administration, School Administration, A.T.A., C.U.P.E. and students were included in the conversation.
- Meetings with both the Minister of Education and Alberta Education have taken place. Meetings dealt with the upcoming collective bargaining model, as well as implications stemming from the delayed legislation and economic downturn and its implication on upcoming budgets.

Organizational Leadership and Management

- Meetings with Warner Administration, Sahuri, and MPE are ongoing. Recommendations to bring the scope within budget are also ongoing.
- Discussions with the Transportation Coordinator are ongoing regarding transportation requests.

Communications and Community Relations

- A number of other meetings and celebrations have taken place over the last month. These include but are not limited to
- School Administrator's meeting
- Division Office staff meeting
- Alberta Teachers' Association New Teacher Induction Banquet
- D.A. Ferguson and W.R. Myers Awards Ceremonies

As well, preliminary planning has commenced for the November 18th Council of School Councils meeting.

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report - Marie Logan, Zone 6 Representative

Marie Logan shared an update regarding the Education Minister's meeting that she attended in Calgary on October 13th. The next Zone 6 meeting will take place on Wednesday, November 4th where elections will also be taking place.

I.2.2 October 13, 2015 Administrator Meeting Report – Derek Baron

Derek Baron reviewed the summary of the October 13th Administrators' Meeting as presented in Enclosure #6 of the agenda. *Click here to view the entire October 13th Administrators meeting summary.*

I.2.3 Facilities Committee Report

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. *Click here to view the entire October 2015 Facilities Committee Report.*

I.3. Associate Superintendent of Finance and Operations Report

John Rakai provided a September/October update to the Board as follows;

- Participated in conference calls with Horizon's construction consultants as well as Alberta Education and Alberta Infrastructure regarding primarily the Barnwell and Warner modernization projects
- It is expected that the consultants will have completion at the 90% stage with their technical service branch review reports due the Barnwell project by the end of October and for the Warner project by the beginning of December
- Along with Clark Bosch, met with the members of the FSLC group to partake in discussions with the Board regarding upcoming talks with the Board regarding their employment agreements
- Attended a Collective Bargaining model discussion in Lethbridge
- Attended the Warner Community Hockey Society meeting in Warner
- Attended the September Division Office staff meeting and the October Administrator meeting
- Met with elders from Miltow Colony School to discuss the upcoming split that will be occurring.
- Will be completing the decentralized budgets for schools by the end of October

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

Clark Bosch provided a September/October update to the Board to include the following information:

- Presented a video to the Board regarding the Lomond Colony School students' pheasant project
- Travelled to Red Deer with a group of teachers and principals to participate in a high school re-design workshop that was hosted by Alberta Education
- Attended the two-day FNMI provincial symposium in Edmonton that was hosted by CASS
- In the process of hiring a new Director of Learning
- Participated in the October Administrators meeting where shared a presentation on Threat Assessment Protocol and also provided an update on snow days and emergency school closure protocol
- Participated in on-going teacher evaluations
- Met with Taber elementary school principals to discuss school capacity

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:

Maximize instructional strategies and activities that enhance student competencies in Ministerial Order (#001/2013) in order for students to participate in more relevant, meaningful, engaging, hands-on, and interdisciplinary learning experiences.

- Division Professional Learning – Excellent sessions have been developed for teachers on the morning of October 26th when all staffs will meet in the WR Myers/DA Ferguson gym. John Loree and Marian Biggins from SAPDC as well as Dr. David Slomp and a cohort of Horizon teachers will all help facilitate this large group session focussed on using performance assessments as a means for students to demonstrate what they have learned. There are some skills that students need to demonstrate through activities rather than traditional written responses, and the morning sessions will promote those strategies for all levels from Kindergarten through to high school.

Norah Fines, AHS Health Promotion Coordinator, will be doing a “Brain Break” activity at the morning break. This will not only model an effective strategy for incorporating a movement break into the classroom for students, but will introduce Norah to all staff and highlight the supporting role she can play with comprehensive school health promotion.

Finally, all Horizon teachers will be part of Teachers Learning through Collaboration (TLC) groups for the second half of the day. Teachers have created different groups and have posted them for their colleagues to peruse and join. These groups will dig deep into their chosen topic, working together this afternoon, all day on March 7th and again for one last half day on April 25th.

- Learning and Technology Policy Framework – Community of Practice Provincial Project (LTPF CoP) – The Associate Superintendent participated in two days of collaboration with five members of the Horizon Community of Practice team (Jim Steed, Darlene Peckford, Holly Godson, Klaas Hoekstra, and Travis Magierowski) and the nine other school jurisdictions who are a part of this network. The team travelled to Bonnyville where sessions included classroom visits to see how an exemplary school is integrated technology to engage students. Policy Direction #1, which describes Student-Centred Learning, articulates a vision for teaching and learning that includes the competencies (Key Action Area #1). The team's focus is on what a school leader needs to know to guide teachers in achieving that vision.
- Project Innovation PD series – The second learning session is being scheduled for November 23rd, when Apple Education specialist Suhayl Patel will co-facilitate with the Associate Superintendent to promote some truly transformative teaching strategies.
- School Technology Advisory Committee (STAC) – The Associate Superintendent is a representative to this advisory group working with Alberta Education's School Technology Branch and attended the first meeting of the year on October 6th. Horizon is one of just 15 jurisdictions (four of whom are the major urban boards in Calgary and Edmonton) invited to participate with other stakeholders to advise Alberta Education on policy directions and supports in schools. The committee meets quarterly.
- FNMI Education – Both Associate Superintendents (Curriculum & Instruction; Programs & Services) attended the first ever CASS/Alberta Education FNMI Symposium. Keynote speakers and specialized sessions focussed on how to create an inclusive community for FNMI learners, share best practices in engaging FNMI students in relevant learning, and deepen awareness of the unique needs of FNMI populations.
- Supporting Instruction – Google Groups have been set up with key teacher contacts in areas of Career and Technology Foundations (CTF), Literacy, Numeracy, Art, and Off-Campus Education. The purpose is to promote communication. These Google Groups are essentially email lists that all members of each group can use to share information with one another and for Senior Leadership to share information with key contacts in all schools.

- Student Learning Assessments – The digital assessments are now complete and Grade 3 teachers will be working collaboratively in marking Student Learner Assessments (SLA) grade three this month in three different locations. All teachers were invited to this collaborative marking piece. The Director of Learning will lead teachers through a Power Point presentation created by Alberta Education that will help them mark the performance assessments.

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.

- The Director of Learning and the Associate Superintendent of Curriculum and Instruction attended a two day course in “Daily 5” and “Daily 3”, methods of structuring a classroom for balanced literacy and numeracy instruction, respectively. These approaches are being used in many Horizon schools.
- In order to support all staff who work with difficult students the Director of Learning with Glen Jankowiak Family School Liaison Counselor trained 25 Horizon Staff members; teachers, educational assistants, and Principals in SIVA (Supporting Individuals Through Valued Attachments).
- The Director of Learning, along with a number of Horizon teachers, attended a session on Self- Regulation with Stuart Shanker. This learning opportunity has many implications for student learning and the brain. Students need to be calm, alert and learning. When students are stressed, experience anxiety, and/or display behaviours in the classroom, the brain is in fight or flight mode rather than being prepared for learning.

KEY ACTION AREA #3:

Increase parent and community engagement through reciprocal and collaborative relationships.

- CTF Parent Brochure – In collaboration with DA Ferguson, the Associate Superintendent had developed a division brochure designed to be sent home to parents to accompany report cards in November. This brochure introduces all of the basic facts of the new junior high option programming in non-educational jargon.

Correspondence

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

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.		COMMITTEE
	Carried Unanimously	130/15
Moved by Blair Lowry that the meeting reconvene.		RECONVENE
	Carried Unanimously	131/15
Moved by Bruce Francis that the meeting adjourn		MEETING
	Carried Unanimously	ADJOURNED 132/15

Original Signed November 25, 2015

Marie Logan, Chair

Original Signed November 25, 2015

Barb McDonald, Secretary