

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, September 20th, 2016 beginning at 1:20p.m. in the Eric Johnson Room.

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

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

ACTION ITEMS

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

Under Action Items:

A.4 SIPP

Under Discussion Items:

D.3 School Fees

Carried Unanimously

AGENDA APPROVED
105/16

- A.2 Moved by Blair Lowry that the Board approve the [Minutes of the Regular Board Meeting held Tuesday, August 30th, 2016](#), as provided in Enclosure 1 of the agenda.

Carried Unanimously

BOARD MEETING
MINUTES APPROVED
106/16

- A.3 Moved by Terry Michaelis that the Board approve the [September 2016 Payment of Accounts Report](#) in the amount of \$2,050,299.18 as provided in Enclosure 2 of the agenda.

Carried Unanimously

PAYMENT OF
ACCOUNTS REPORT
APPROVED
107/16

- A.4 Moved by Jennifer Crowson that the Board approve the amendment to remove the 35-year pensionable service cap to the Alberta School Boards Association Supplemental Integrated Pension Plan.

Terry Michaelis – opposed

Carried

SIPP AMMENDMENT
APPROVED
108/16

DISCUSSION ITEMS

D.1. ASBA Zone 6 Meeting Date Change

ASBA Zone 6 requested to move the monthly Zone 6 meeting date to the 3rd Wednesday of the month. Discussion was held over the date change and the Board decided that they would prefer that the Zone 6 Meeting dates remain the same.

D.2. Zone 6 Survey

“Efficiency within Zone 6 Survey” has been distributed to all Boards. The questionnaire is intended to generate dialogue among Zone 6 Boards. After some discussion, Board Chair, Marie Logan, agreed to complete the survey on the Board’s behalf.

D.3 School Fees

- Board members spoke about community response to the January 2015 Board decision to eliminate basic school fees.
- Note: Extra-curricular activities and option class fees will continue to be charged by schools

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

- Dialogue between schools and division office are ongoing. Conversations/tops typically focus on processes that ensure student safety and well-being, financial management, instructional leadership, and off-campus activities. This month they also included legal matters, staffing, and facility use.
- Met with a PhD candidate regarding conducting research within Horizon

Fiscal Responsibility

- Monitoring enrollment. As of the middle of September our enrollment is down approximately 38 students. Enrollment will be updated in the budget on September 30th and budgets adjusted accordingly.

Personnel Management

- Evaluation meetings with two (2) Principals and corresponded with eleven (11) principals regarding their evaluation as their term is ending June 2017
- Employee contracts have been reviewed and updated
- Meeting with CUPE president occurred
- Meeting with CUPE negotiation committee occurred in preparation for the upcoming negotiations

Policy and Strategic Planning

- Drafting updated Policy JG Community Use of Facilities

Organizational Leadership and Management

- Meeting with DAF/WRM modernization with Sahuri, Alberta Infrastructure and Alberta Education
- Working with Tenille to process transportation requests. Although the deadline for making requests, changes to transportation is June 1st of the prior year. Tenille has received over 165 requests in the last part of August. As such, not all are approved. To date there are 580 students attending non-designated schools within the jurisdiction. This includes all outreach students.

Communications and Community Relations

- A number of meetings and celebrations were attended over the last month. These included but are not limited to:
 - Alberta Education meeting
 - Alberta School Board Association meeting
 - Senior Administrative Leadership Team meeting
 - School Administrator’s meeting
 - Staff meeting
 - Hays welcome back pancake breakfast
- Schools were also visited as the school year started. Between the senior leadership team, all schools were visited. The Superintendent has visited the following schools to date:
 - Chamberlain, L.T. Westlake, Taber Mennonite School, Taber Christian School, ACE Place, Warner, Erle Rivers High School, Milk River Elementary School, Dr. Hamman, D.A. Ferguson, W.R. Myers High School, Vauxhall Elementary School, Vauxhall High School, Horizon MAP, and Hays

I.2 Trustee Committee Reports

I.2.1 Zone 6 ASBA Report

Parliamentary Procedures Presentation

On September 14, 2016 Marie Logan, Board Chair, Wilco Tymensen, and Amber Darroch attended the ASBA-Parliamentary Procedures workshop hosted by ASBA. Guest speaker, Kevin Feehan, presented “Parliamentary Procedures – The Key to Effective Governance.” Highlights from his presentation included: Governance Models, Canada Rules, America Rules, Use of the Rules of Procedure, Constitutional Documents Governing a Meeting, The Chairman of the Meeting, Calling the Meeting to Order and Establishing the Validity of the Meeting, and The Business of a Meeting.

I.2.2 Facilities Committee Report

Derek Baron, Facilities Committee Chair, provided a report to the Board on the work undertaken during the past month within the Facilities Department.

I.2.3 CSBA Report

Rick Anderson reported on the Canadian School Board Association (CSBA) Annual Professional Development Congress which was held in Winnipeg, MB in July 2016 – “*Courageous Leadership*”. Approximately 400 school trustees gather for Professional Development and to share best practices, compare experiences and learn new ways of better serving Canadian students. Keynote speaker, Joseph Boyden, best-selling and award-winning author began the conference along with Dr. Izzeldin Abuelaish, author of the book, “I Shall Not Hate”. Both speakers were tremendous. Rick concluded with his affirmation of the importance in attending this annual conference.

I.2.4 Administrators’ Meeting Report

Terry Michaelis reviewed the highlights of the September 13th, 2016 Administrators’ meeting.

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided the following update to the Board:

- MaryAnn Smith will be filling in for LeAn while she is on maternity leave
- Jessica Duncan, Maintenance Secretary started on September 19th, 2016
- Board issued an update on the work related to the Board mandate to review the budget allocation process
- Administrators had a financial management training session prior to the Admin. Meeting which included information on how to use “My Budget File”.

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

Clark Bosch’s August report to the Board included the following information:

- Student enrollment – 13 schools are +/- 2 students from predicted enrollment
- Clark was able to visit all of the Horizon Schools along with 5 colony schools
- Has had initial meetings with 15 of the 19 teachers he’s evaluating
- Attended a CUPE negotiating meeting
- Toured Barnwell School and toured the new Gold Spring Colony
- Self-declaration forms have been sent out to all schools
- A request for staff feedback related to Robbie Charlebois’ evaluation has been sent out
- Anita Richardson will commence her position on October 24th. Clark will be touring her around Horizon Schools as part of the orientation period.

I.5 Associate Superintendent of Curriculum and Instruction

Amber Darroch’s report to the Board included the following information:

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

Assessment – The largest area of work this month has been in supporting teachers and school leaders in the implementation of Students Achieve gradebook and report card software. A comprehensive plan to support teachers is underway in these early stages of implementation. Supports include:

1. Each school has a trainer who attended the half day on August 29th. This person has an overview of Students Achieve and has been included in ongoing updates as implementation continues.
2. Horizon Staff University (HSU) - This is the full online tutorial to check or explore dozens of mini-lessons on components of the Students Achieve gradebook. Accessed through the Intranet on Breeze.
3. Training manual - there is a complete electronic/print training manual also available @ HSU for anyone who prefers to print off a handout and make written notes on it.
4. The Assessment Coach is available for ongoing, direct support to you and your teachers. This should be more than one-time PD and is a means to help teachers specifically connect their current assessment practice with our report cards. She is booked by schools almost every day over the next two weeks.
5. The Associate Superintendent and Assessment Coach are available for PD sessions with your staff if you'd like to schedule us on a site-based day or staff meeting.

International Education – The Director of Learning (Curriculum & Instruction) is joining Alberta Education on a group student recruitment tour of Germany and Spain in October 2016. These two countries hold promise for us for future international students and serve to keep us generally connected to the provincial work in International Education. For 2016-17, Horizon is hosting 5 students from Japan through GPI: four are attending WR Myers High School and another is at Erle Rivers High School.

Student-Centered Learning/Technology Integration – The Associate Superintendent continues to consult with Warner and Barnwell staff in designing/equipping future-ready learning spaces as part of their modernization projects.

KEY ACTION AREA #2:

Response to Instruction and Intervention Framework to improve literacy and numeracy proficiency

Literacy – The Director of Learning (Curriculum & Instruction) has been active working in schools at the launch of this school year, providing consultation and training on best practice related to literacy. This work includes whole staff presentations as well as small group and individual coaching sessions.

KEY ACTION AREA #3:

Stakeholder engagement impacts student success

Low German-Speaking Mennonite Liaison – The liaison worker's focus with school start up has been outreach to families making new connections at schools and those whose children attended a Horizon school last year but have not yet returned.

Career Transitions – This regional organization serves Horizon School Division through career, post-secondary and employment programming for students of all ages. Two programs hold particular potential for our students this year.

“Ag Career Pathways” is a pilot project targeted at Low German Mennonite students and is designed to promote high school education through exposure to career pathways in agriculture. Up to 20 of Horizon's students will be participating in a three-day series of activities in October.

Trades Boot Camp – Career Transitions is working with Horizon to explore offering a two week Trades Boot Camp designed to provide youth with an introduction to construction trades. Participants leave the program with a number of workplace credentials to support their future job search and education.

Taber Public Library – The Associate Superintendent met with the library manager and special events coordinator to develop a closer relationship and collaborate on supports for students which may be available through the library. The library is hosting an author visit on Friday morning, September 23 and is interested in designing programming that complements schools, partnering in special events like International Literacy Day, and showcasing student art work.

LEADERSHIP PRACTICES

- CASSIX 2016-17 – The Associate Superintendent is into her second year of CASSIX Executive, serving as Treasurer for this school year.
- Alberta Education’s School Technology Advisory Committee – The Associate Superintendent has been asked to serve a third year on this provincial advisory group.
- Jurisdiction Technology Contacts (JTC) event on October 19 – The Associate Superintendent has been asked to present a session at this provincial conference representing the scope of work Horizon School Division has completed so far in implementing the Learning and Technology Policy Framework (LTPF).
- ASBA Governance and Parliamentary Procedure workshop – The Associate Superintendent attended this session on September 14.

I.6 – Vice/Assistant Principal’s Appointment

The following list of school vice principals and assistant principals was provided for information

ACE Place	NO Designation
A.T.L / Chamberlain	Vice-Principal: Terry Gutfriend Jaimie Van Ham
Barnwell School	Vice Principal: Aaron Edlund
Central School	Vice Principals: Barb Kusnir Coral James
D.A Ferguson Middle School	Vice Principal: Bev Wilk
Dr. Hamman School	Vice Principal: Christopher Ward
Enchant School	Assistant Principal: Cindy Kurek
Erle Rivers High School	Assistant Principal: Karen Ellertgarber
Hays School	NO Designation
Horizon MAP	NO Designation
L.T. Westlake School	Assistant Principal: Tom Filgas
Lomond School	Vice Principals: Melissa Gartly Tami McClure
Milk River Elementary School	NO Designation
Taber Christian School	Assistant Principal: Rene Angermeier
Taber Mennonite School	NO Designation
Vauxhall Elementary School	Assistant Principals: Lori Jo Barnes Shelley Rourke
Vauxhall High School	Assistant Principal: Scott Reiling
W.R. Myers High School	Assistant Principals: Mark Harding Greg Thompson
Warner School	Assistant Principal: Janet Serniak

Correspondence

No items of discussion came forward from Correspondence as provided in Enclosure #10 of the agenda.

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE
109/16

Moved by Terry Michaelis that the meeting reconvene.

Carried Unanimously

RECONVENE
110/16

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
111/16

Marie Logan, Chair

Sheila Laqua, Executive Secretary