

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, February 23, 2016 beginning at 1:00 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:
- Under Action Items:**
A.8 – Three-Year Capital Plan
- Under Action Items:**
1.2.4 - Hutterian Brethren Colony Meeting Report
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| | Carried Unanimously | AGENDA APPROVED
24/16 |
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- A.2 Moved by Bruce Francis that the Board approve the [*Minutes of the Regular Board Meeting held Tuesday, January 19, 2016*](#), as provided in Enclosure 1 of the agenda.
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| | Carried Unanimously | BOARD MEETING
MINUTES APPROVED
25/16 |
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- A.3 Moved by Jennifer Crowson that the Board approve the [*Minutes of the Special Board Meeting held Wednesday, Monday, January 25, 2016*](#) as provided in Enclosure 2 of the agenda.
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| | Carried Unanimously | SPECIAL BOARD
MEETING MINUTES
APPROVED
26/16 |
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- A.4 Moved by Terry Michaelis that the Board approve the [*January/February 2016 Payment of Accounts summary*](#) in the amount of \$4,275,690.87 as provided in Enclosure 3 of the agenda.
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| | Carried Unanimously | PAYMENT OF
ACCOUNTS REPORT
APPROVED
27/16 |
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- A.5.1 Moved by Jennifer Crowson that the Board approve the amount of \$275,000 to be taken out of Board restricted reserves which will be designated to address OH&S requirements and to enhance OH&S best practices within all jurisdiction schools.
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| | Carried Unanimously | \$275,000 FROM BOARD
RESTRICTED
RESERVES
DESIGNATED FOR
OH&S REQUIREMENTS
APPROVED
28/16 |
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| A.5.2 | Moved by Derek Baron that the Board approve the amount of \$15,000 to be taken out of Board restricted reserves which will be designated to network and standardize school generated funds financial practices. | Carried Unanimously | \$15,000 FROM BOARD RESTRICTED RESERVES DESIGNATED FOR STANDARDIZING SGF FINANCIAL PRACTICES APPROVED
29/16 |
| A.5.3 | Moved by Rick Anderson that the Board approve the amount of \$20,000 to be taken out of Board restricted reserves which will be designated for instructional resources and supplies for a new colony school start up for Gold Springs Colony School. | Carried Unanimously | \$20,000 FROM BOARD RESTRICTED RESERVES DESIGNATED FOR NEW COLONY SCHOOL START UP APPROVED
30/16 |
| A.5.4 | Moved by Blair Lowry that the Board approve the amount of \$275,000 to be taken out of Board restricted reserves which will be designated towards technology in order to implement the provincial Learning and Technology Policy Framework. | Carried Unanimously | \$275,000 FROM BOARD RESTRICTED RESERVES DESIGNATED FOR TECHNOLOGY APPROVED
31/16 |
| A.5.5 | Moved by Bruce Francis that the Board approve the amount of \$25,000 to be taken out of Board restricted reserves which will be designated for the installation of basketball hoops in the Lomond Community School Multi-Purpose facility. | Carried Unanimously | \$25,000 FROM BOARD RESTRICTED RESERVES DESIGNATED FOR THE LOMOND SCHOOL MULTI-PURPOSE FACILITY APPROVED
32/16 |
| A.5.6 | Moved by Rick Anderson that the Board approve the amount of \$90,000 to be taken out of Board restricted reserves which will be designated to W.R. Myers High School to improve the handicapped elevator access within the school. | Carried Unanimously | \$90,000 FROM BOARD RESTRICTED RESERVES DESIGNATED TO WRM TO IMPROVE HANDICAP ELEVATOR ACCESS APPROVED
33/16 |
| A.5.7 | Moved by Terry Michaelis that the Board approve the amount of \$880,000 to be taken out of Board unrestricted reserves which will be designated towards the enhancement of infrastructure maintenance and renewal needs within Horizon schools. | Carried Unanimously | \$880,000 FROM BOARD UNRESTRICTED RESERVES DESIGNATED FOR THE ENHANCEMENT OF IMR WITHIN HORIZON SCHOOLS APPROVED
34/16 |

A.6	Moved by Rick Anderson that the Board approve first reading of Policy IHG Respecting Human Rights LGBOT as provided in Enclosure 4 of the agenda.	FIRST READING OF POLICY IHG APPROVED 35/16
	Carried Unanimously	
A.7	Moved by Bruce Francis that the Board approve the waiving of all general school instructional materials fees for all Horizon School Division students. This change will take place with the commencement of the 2016-2017 school year.	WAIVING OF ALL GENERAL SCHOOL FEES APPROVED 36/16
	Carried Unanimously	
A.8	Moved by Derek Baron that the Board approve the 2017-2020 three-year capital plan as presented.	2017-2020 THREE-YEAR CAPITAL PLAN APPROVED 37/17
	Carried Unanimously	

DISCUSSION ITEMS

D.1 Municipal Government Act (City Charter Review)

Wilco informed the Board that the provincial government is currently conducting its first comprehensive review of the Municipal Government Act since 1994. The government wants to ensure that the Act remains responsive to the needs of municipalities so that it can continue to help build strong, prosperous and sustainable communities and cities throughout Alberta. Included in this review will be the addition of a City Charter which could affect 18 cities across the province. Currently the cities of Edmonton and Calgary are piloting this Charter. School jurisdictions have expressed concerns as this City Charter will allow city authorities to gain more unilateral control over reserve lands with respect to land use that is currently mandated for use for schools and parks.

D.2 ASBA Spring Conference

The annual Alberta School Boards Association Spring General Meeting and conference will be taking place in Red Deer on June 6th and 7th. Marie Logan and Wilco Tymensen will be representing Horizon at this event.

D.3 Highway 3 Twinning Development Association

On February 5, 2016, the Highway 3 Twinning Development Association held a meeting where a motion was passed to request support for the twinning of Highway 3 from all municipalities along the Highway 3 corridor. Municipalities were sent a Resolution of Support, requesting signatures in support of the Town of Pincher Creek's application (on behalf of the Highway 3 Twinning Development Association) for funding from the Alberta Community Partnership Inter Municipal Collaboration Grant to fund research and collect data to update studies that were completed 15 years ago. The Horizon School Division Board of Trustees signed the letter of support for the Town of Pincher Creek to move forward with the grant application.

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Wilco Tymensen's February report to the Board included the following information:

- Brought to the attention of the Board changes that will be forthcoming with regard to the Teaching Quality Standard (TQS) and the Principal Quality Practice Guidelines. The government will be seeking feedback this spring with the hope of implementation by September 2016.

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 13th which included the following information:

- February 24th is Pink Shirt Day. Individuals have been asked to wear pink to show their support of welcoming, caring, respectful and safe learning environments and promoting healthy relationships
- The 2016 Alberta Rural Education Symposium will be taking place from March 6-8th in Banff. Keynote speakers for this year's conference are Ken Coates and Rex Murphy

- The March 9th Zone 6 meeting will be taking place at the Holy Spirit Board Office beginning at 9:45 a.m. Holy Spirit will be conducting a presentation on Grad Coach for FNMI. There will also be a presentation taking place from Rod Taylor and Donna Crowshoe on “Ensuring First Nations, Metis and Inuit Success: Leadership through Governance”.
- Boards have been asked to send feedback by the end of February to Alberta Education regarding the Inclusive Education Policy Framework
- Discussions were held regarding what jurisdictions are doing in terms of school fees

I.2.2 Facilities Committee Report – Derek Baron

Derek Baron, Facilities Committee Chair, provided an update on the work undertaken during the past month within the Facilities Department. Updates in the following areas were provided:

- Maintenance Work During January and February
During the past month, a total of 101 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
- Maintenance Projects
Central School Cold Storage Shed
- Painting
 - 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, tree pruning and fertilization
- Surveillance Camera Upgrade
- Infrastructure Maintenance and Renewal (IMR)
- Capital Projects including Barnwell, Warner, W.R. Myers and D.A. Ferguson Schools

Please [click here](#) to review the entire Facilities Committee Report.

I.2.3 February Administrators’ Meeting Report – Bruce Francis

Bruce Francis reviewed the highlights of the February 10th Administrators’ meeting as presented in Enclosure #7 of the agenda. [Click here](#) to review the entire February 10th Administrators’ meeting summary.

I.2.4 February Hutterian Brethren Meeting Report – Terry Michaelis, Rick Anderson

Terry Michaelis and Rick Anderson provided a report on the annual Hutterian Schools Meeting that took place with Colony elders from all Horizon Colony Schools on February 11, 2016

I.3. Associate Superintendent of Finance and Operations Report

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

- Continuing with ongoing work with the Barnwell, Warner, D.A Ferguson/W.R. Myers modernization projects.
- Informed the Board that the Warner tender has been delayed due to a request from Alberta Infrastructure that additional fire separations will need to be incorporated into the modernization plans. The tender process for Warner School will be taking place in the very near future
- Working closely with Administration and the Warner Hockey School Society
- Phil and Jason will be reviewing a new proposed software package for school based-funds accounting. The purpose of a new software package is that it will provide online access to schools’ accounting to better oversee what’s happening plus it will provide for faster financial reporting
- Participated in the February 11, 2016 Hutterian Brethren Colony Schools meeting. Mr. Johansen provided a financial update of the last three years to Colony elders at this meeting
- Working with Jason Miller and payrolls to discuss ways to streamline the budget process and budget presentations to schools

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:

- Participating in the Warner Hockey School new coach recruitment. Shortlisting will be taking place within the next week and interviews will follow shortly
- Working with Hockey Alberta and the Warner Hockey School application to become sanctioned
- Mr. Bosch has been meeting with principals during the past few weeks to discuss 2016-2017 enrollment projections
- Staffing timeline and processes have been sent out to teaching staff
- Lomond Community School will be recruiting a new principal with the commencement of the 2017-2017 school year due to the resignation of the current principal who will be relocating to the U.S.
- Participating in ongoing teacher evaluations
- Participated in the February 11, 2016 Hutterite Colony School meeting, the February 4th and 5th CASSIX meeting in Cardston

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 – Teachers from all schools participated in an excellent professional learning session on January 29th offered by national literacy speaker and trainer, Sue Jackson from Scholastic Education. The Associate Superintendent and both Directors of Learning participated alongside the teachers and are furthering their work to identify best practices for literacy instruction and promote them with all classroom teachers. The Director of Learning (Curriculum & Instruction) continues to work as a coach to individual teachers on practices like guided reading.
- Numeracy Instruction – The Director of Learning (C&I) joined five Horizon teachers for a webinar on “multiplicative thinking” for students from Kindergarten to Grade 6.
- Assessment – All three teacher working groups (Kindergarten, Elementary, and Junior High) met for the second time and arrived at draft report cards ready to share with other teacher and administrator colleagues. The professional development segment of the February 9th Administrators' Meeting focussed on these draft reporting tools, the rationale behind them, and school leaders' feedback.
- Dual Credit Initiative with Lethbridge College – Horizon currently has # students enrolled in the Health Care Aide program at the college. They complete their coursework online during the school day, attend on-campus training on scheduled weekends, and complete a summer practicum as part of the program. Alberta Health Services is establishing new criteria for the HCA credential, and Lethbridge College will not be doing an intake of new students for 2016-2017 while this transition occurs.
- Education Technology – The “Tech Guide” at each school serves as the first line of support for any technology concerns staff may have. All Tech Guides participated in a full day session with the Technology Department and Associate Superintendent to share feedback on school-level needs, find out about most recent division initiatives, and consult on future directions.

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 – A couple schools purchased the Fountas & Pinnell Levelled Literacy Intervention materials this month and the Director of Learning (C&I) worked with these schools to review the materials and best practices in using them.
- SIVA Training – The Director of Learning (C&I) co-facilitated SIVA (Supporting Individuals through Valued Attachments) training for 19 staff. SIVA provides a framework for supporting vulnerable students.

KEY ACTION AREA #3:

Increase parent and community engagement through reciprocal and collaborative relationships.

- Jurisdiction Student Engagement Team (JSET) – student representatives from all high schools (Grades 9 through 12) will be participating in a JSET organizational day February 29th.
- Health and Wellness – The Director of Learning attended the EverActive Schools “Shaping the Future” Conference on January 29th and 30th along with a teacher representative from Hays School. The focus of the conference supports priorities and strategies identified in Horizon's Wellness Fund Project.

- International Education - The International Students and Interns from Korea went and spent a day with the coordinator of International Education and Director of Learning in Castle Mountain where they attempted to learn how to ski for the first time and enjoyed some mountain views. New students from Columbia and from Brazil arrived in January to attend for the second semester. Horizon is hosting one student from Brazil and two students from Columbia attending WR Myers and one student from Brazil attending Vauxhall High School.

Leadership Practices

- CASSIX – The Associate Superintendent continues to serve as secretary on the executive of the Zone 6 CASS. Meetings were held in Cardston on February 4th and 5th.
- CASS Professional Learning with Simon Breakspear – the Senior Admin Leadership Team and Directors attended a one day work shop on January 28 with speaker Simon Breakspear on agile leadership at the system level. We are incorporating strategies from the session in our work implementing our Three Year Education Plan.
- Automated Absence and Substitute Management System – In response to the C2 Committee, the pilot of this software was completed with DA Ferguson Middle School and WR Myers High School and is now being extended to all Horizon schools. Communication and training is occurring with school staffs, as well as with substitute teachers who have not been a part of the pilot. The automated system will go live for all schools upon teachers’ return from the Easter Break.
- University of Alberta Career Fair –Associate Superintendents for Curriculum & Instruction and Programs & Services attended the one-day career fair in Edmonton on January 25th to promote Horizon School Division as an employer for beginning teachers.

Correspondence

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

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE
38/16

Moved by Bruce Francis that the meeting reconvene.

Carried Unanimously

RECONVENE
39/16

Moved by Blair Lowry that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
40/16

Original Signed March 15, 2016

Marie Logan, Chair

Original Signed March 15, 2016

Barb McDonald, Secretary