

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, December 19th, 2017 beginning at 10:30 a.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools
Phil Johansen, Associate Superintendent of Finance & Operations
Amber Darroch, Associate Superintendent of Learning Services
Anita Richardson, Associate Superintendent of Programs and Human Services
Cole Parkinson, Taber Times
Sheila Laqua, Recording Secretary

ACTION ITEMS

A.1	Moved Rick Anderson by that the Board approve the agenda with the following additions: A.12 – Maintenance Shop Mechanical Tender A.13 – Maintenance Shop Electrical Tender	AGENDA APPROVED
	Carried Unanimously	193/17
A.2	Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting, held Tuesday, November 30th, 2017 as provided by Enclosure 1 of the agenda.	BOARD MEETING MINUTES APPROVED 194/17
	Carried Unanimously	
A.3	Moved by Jennifer Crowson that the Board approve the December 2017 Payment of Accounts report in the amount of \$2,356,393.14 as provided in Enclosure 2 of the agenda.	PAYMENT OF ACCOUNT APPROVED
	Carried Unanimously	195/17
A.4	Moved by Blair Lowry that the Board approve the first reading of policy HGAC – Religious Instruction as provided in Enclosure 3 of the agenda.	POLICY HGAC FIRST READING APPROVED
	Carried Unanimously	196/17
A.5	Moved by Christa Runka that the Board approve the first reading of policy HGBH – Outreach School Programs as provided in Enclosure 4 of the agenda.	POLICY HGBH FIRST READING APPROVED
	Carried Unanimously	197/17
A.6	Moved by Derek Baron that the Board approve the first reading of policy EBAC – Facility Electronic Audio/Video Recording as provided in Enclosure 5 of the agenda.	POLICY EBAC FIRST READING APPROVED
	Carried Unanimously	198/17
A.7	Moved by Rick Anderson that the Board approve the first reading of policy FE – Building Security as provided in Enclosure 6 of the agenda.	POLICY FE FIRST READING APPROVED
	Carried Unanimously	199/17
A.8	Moved by Bruce Francis that the Board approve the first reading of policy FIB – Destroyed, Damaged, Lost, Converted or Theft of School Board Property as provided in Enclosure 7 of the agenda.	POLICY FIB FIRST READING APPROVED
	Carried Unanimously	200/17
A.9	Moved by Blair Lowry that the Board approve the first reading of policy HC – School Year as provided in Enclosure 8 of the agenda.	POLICY HC FIRST READING APPROVED
	Carried Unanimously	201/17
A.10	Moved by Jennifer Crowson that the Board approve the first reading of policy HKA – Student Placement and Promotion as provided in Enclosure 9 of the agenda.	POLICY HKA FIRST READING APPROVED
	Carried Unanimously	202/17

A.11	Moved by Derek Baron that the Board approve the second reading of policy IFH – Formal Parent/Student Appeal as provided in Enclosure 10 of the agenda.	POLICY IFH SECOND READING APPROVED 203/17
	Carried Unanimously	
	Moved by Jennifer Crowson that the Board approve the final reading of policy IFH – Formal Parent/Student Appeal as provided in Enclosure 10 of the agenda.	POLICY IFH FINAL READING APPROVED 204/17
	Carried Unanimously	
A.12	Moved by Bruce Francis that the Board approve the low tender provided by Charlton & Hill for the Mechanical upgrade to be done at the Maintenance Shop.	MAINTENANCE SHOP MECHANICAL TENDER APPROVED 205/17
	Carried Unanimously	
A.13	Moved by Bruce Francis that the Board approve the low tender provided by Rivers Electric for the Electrical upgrade to be done at the Maintenance Shop.	MAINTENANCE SHOP ELECTRICAL TENDER APPROVED 206/17
	Carried Unanimously	

DISCUSSION ITEMS

D.1 ASBA Spring General Meeting (Red Deer) – June 4-5, 2018

Marie Logan, Board Chair and Christa Runka, Trustee along with Superintendent, Wilco Tymensen will be attending the ASBA Spring General Meeting in Red Deer, June 4-5, 2018

INFORMATION ITEMS

I.1 Superintendent’s Report

Wilco Tymensen, Superintendent, shared the December 2017 update with the Board:

On December 7 and 8, 2017, Alberta Education facilitated a more comprehensive value management session to more fully explore Horizon School Division’s options for Milk River. Representatives from school council (parents), Erle River student body, school staff and administration (both Milk River Elementary School and Erle Rivers High School), Town of Milk River, and County of Warner, met with Horizon School Division trustees, Horizon senior administration, Alberta Education, Alberta Infrastructure, architects, and cost consultants to look at a total of five options.

- (1) Partial demolition, and modernization of remaining ERHS with no modernization of MRE (the option from the 2016 value management session)
- (2) Full demolition of ERHS, modernization of MRE and the addition of new construction (a new gym and high school classrooms) at MRE that would turn MRE into a K-12 school
- (3) Full demolition/disposal of MRE, partial demolition and modernization of remaining ERHS, and the addition of new construction (elementary classrooms) at ERHS that would turn ERHS into a K-12 school
- (4) Full demolition of ERHS and creation of a new Gr. 6-12 school
- (5) Full demolition of ERHS, full demolition/disposal of MRE, and creation of a new K-12 school

The information, including stakeholder perspectives, that was generated as well as engineering and costing reports that will be created following the value management session will provide Horizon’s Board of Trustees and Alberta Education with improved organizational decision making and ultimately assist them with determining which of the options to approve.

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

Marie Logan, Zone 6 representative shared the following with the Board:

- The next general meeting will be held at Holy Spirit offices on January 10, 2018. This presentation will be aimed at helping school boards prepare for cannabis legislation. This presentation will include a review of effective policies, practices and programs to prevent tobacco and cannabis use among youth.
- The PD Committee would like suggestions from Board member of possible presentations.

I.2.2 Administrator’s Meeting Report

Derek Baron reviewed the highlight of the December 12, 2017 Administrator’s Meeting.

Highlights included:

- The morning Professional Learning session included a documentary on adverse childhood experiences, entitled “Paper Tigers”
- The General Administrator’s Meeting focused primarily on the budget.

I.2.3 Facilities Report

Bruce Francis, Facilities Committee Chair, proved a report to the Board on the work undertaken for the month of December 2017 within the Facilities Department and included the following highlights:

- Warner Capital Project's 1st phase is complete, with the 2nd phase to be complete by the end of January 2018. Site work will commence in the spring.
- DAF/WRM Capital Project has reached the tender drawing threshold with a projected start of construction date late in February 2018.
- Maintenance Shop code upgrade
 - o Tenders for mechanical and electrical to be awarded prior to Christmas
- Preparation and planning for the current 2017-18 IMR projects are underway
- Board Funded Projects to be complete this spring/summer include:
 - o Maintenance Shop Code upgrades
 - o W.R. Myers Heat Pump Infrastructure

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided an update to the Board as follows:

- Horizon School Division's Financial Report was shared with School Administrators.

I.4 Associate Superintendent of Learner Services

Amber Darroch, Associate Superintendent of Learner Services, shared the following December 2017 update with the Board:

Learner Services lead team members:

Amber Darroch, Associate Superintendent
Terri-Lynn Duncan, Director of Learning (Curriculum & Instruction)
Robbie Charlebois, Director of Learning (Inclusive Education)
Angela Miller, Clinical Team Lead

Instructional Coaches: Sharon Skretting, Assessment
Crystal McGregor, Secondary Literacy & ELL
Coral James, Learner Success

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- The **Learning Support Teachers meeting** on Dec. 6th focused on best practices and instructional strategies for ELL students. Crystal McGregor presented the information to the group, including content from an English as a Second Language workshop Terri-Lynn and Crystal attended in Calgary with Dr. Katy Arnett on her new book *Access For Success: Making Inclusion Work for Language Learners*.
- A secondary **English Language Arts workshop on Literature Circles (Book Clubs)** was facilitated by Crystal and Dalziel Whipple from WR Myers based on best practice and strategies the two facilitators learned through attending Columbia University's four-day Reading and Writing Project. The group explored how to shift teaching with a single novel for the whole class to facilitating a process that allows students to choose a book of their own interest and appropriate reading level. We recognize that many students never actually read the novel studied in class. Teachers were so excited about the advantages of this approach and engaging their students authentically, they requested to meet a second day before the Christmas break. Teachers from the nine schools represented also identified additional teacher colleagues they wanted to reach out to invite to the follow up session.
- Terri-Lynn hosted a session with SAPDC focused on the Alberta Education document *Guiding Framework For the Design and Development of Kindergarten to Grade 12 Provincial Curriculum*. As the **curriculum development process** continues to move forward, creating understanding of how the curriculum will be structured is a key step in preparing division staff for this transition.
- Robbie spent the morning school professional learning day on Dec 1st with the entire staff at LTW. The morning was focused on using the "**gradual release of responsibility**" teaching model to engage learners, along with roles and responsibilities of teachers and educational assistants in this model. Quality conversations took place between teachers and educational assistants about what that looks like in classrooms and for specific students.
- Vauxhall High School teachers worked with Amber on December 1st on a professional learning focus on **how to engage students and differentiate instruction** using tools including technology.

KEY ACTION AREA #2:

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

- Instructional coaches and Directors of Learning continue to work with school staff to support **collaborative response model** (working together to meet all students' needs) and to implement effective **literacy interventions** when needed.

KEY ACTION AREA #3:

Stakeholder engagement impacts student success

- The **school nutrition program** supported through Alberta Education is fully up and running as a hot lunch program at Central School and supplemental snack program at Chamberlain. Terri-Lynn has led implementation of both programs, including providing guidance as to the provincial requirements. Terri-Lynn met Dan Ferguson from Alberta Education Field Services and the Principals from both Central and Chamberlain to discuss the nutrition programs that are happening in their schools and the success and challenges at each site.
- The November 29th **Interjurisdictional Wellness Day** with Holy Spirit Schools had 51 attendees, including representatives from an additional four school divisions. Dr. Jody Carrington and Robin Gibb were the two keynote speakers. The day was exhilarating and survey results indicate huge success.
- Taber Adult Learning has received funding to add a "**Newcomer Navigator**" position for newcomers to Canada. Amber attended a meeting for all TDCALA partners on December 8th to learn about the services being provided to families, including those Low German Mennonites new to Canada as well as other from the Philippines and other countries.

LEADERSHIP PRACTICES

- The **Learning Support Teacher** group hosted their first **book club** event on Dec. 12. The book was "The Curious Incident of the Dog in the Night-Time" a fiction novel by Mark Haddon. The book was written from the point of view of a boy with Autism. Many insights and discussions were had about what we learned about Autism and some of the strategies that work the best for some students to help them succeed. Our next book is called "One Without the Other: Stories of Unity Through Diversity and Inclusion" by Shelley Moore.

SUMMARY OF COUNSELLING SERVICES IN HORIZON SCHOOL DIVISION YEAR-TO-DATE

Month	# of students on current caseload	Total number of student contacts this month	# of students served in presentations	# of total students served this month via client sessions, drop-in, small groups	# of staff served in presentations/consultations	# of suicide risk assessments completed	# of VTRAs/ worrisome behaviour completed
September	144	418	1352	469	253	5	2
October	181	793	80	386	133	9	7
November	178	795	141	183	187	1	0
TOTAL	n/a	2006	1573	1038	573	15	9

Instructional Coaches' Monthly Activity Summary: December 2017
 (SHARED WITH ADMINISTRATORS AT MONTHLY ADMIN MEETING)

Assessment Coach

Date	Teacher Meeting/coaching	School Presentations	Principal Meetings	Other Meetings (IE Tech)
November	29	2	3	Ongoing Tech troubleshooting

In addition to teacher coaching, a great deal of Sharon's contributions in November related technical support for completing report cards. A number of essential settings for initial setup in PowerSchool and Students Achieve were identified which will help reduce difficulties in subsequent reporting periods and for next year.

ELL/Literacy Coach

Date	School Visits	Teacher Meetings	Principal Meetings	Group Presentations
November	13	8	3	0

Crystal's has continued to support English Language Learner instruction as well as dedicated work with secondary ELA teachers to implement literature circles (book clubs) in their classrooms. Attending Columbia University's *Book Clubs in Middle and High School Institute 2017: The Art of Engaging Teens with Close Reading and Literary Conversations across Fiction and Nonfiction* with another teacher has fueled new work with secondary teachers.



Learner Success Coach

Date	Drop-In Visit	Teacher Meeting	Principal Meetings	Group Presentation	Meeting(PLC or RTI)
November	10	10	4	0	3

Coral is available to attend any Collaborative Response Meetings to contribute to strategies in the universal level. If it is helpful, she can also chair a meeting to model with a staff who are in the beginning stages of implementing this approach. Coral has supported teacher practice by continuing classroom observations and feedback as well as setting up model lessons and teacher "field trips" where one teacher can observe strategies in action in another teacher's classroom.

Horizon School Division will be hosting the Southern Alberta 2018 Google Summit.



I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following December 2017 with the Board:

- The Indigenous Committee hosted the first Blanket Exercise with students at Taber Mennonite School. Both staff and students participated in the activity. This was a great learning experience for all who took part and we

were highly impressed with the depth of student responses and understanding of the experience and information presented to them in the exercise.

- Working to move forward with JSET (Jurisdictional Student Engagement Team) with a potential date for February 2018. For 2019 we will partner with Palliser to co-host a Zone 6 Interjurisdictional Event.

I.6 Interjurisdictional Wellness Day

The Inter-Jurisdictional Health Champions held their workshop on November 29th, 2017 at the Horizon School Division Office. Information on the event and the professional goals for 2017/2018 were shared in enclosure 12 of the agenda.

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 13 of the agenda.

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee. Carried Unanimously	COMMITTEE 207/17
Moved by Blair Lowry that the meeting reconvene. Carried Unanimously	RECONVENE 208/17
Moved by Christa Runka that the meeting adjourn Carried Unanimously	MEETING ADJOURNED 209/17

Marie Logan, Chair

Sheila Laqua, Executive Secretary