

# 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, March 21, 2017 beginning at 1:00p.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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Amber Darroch, Associate Superintendent of Learning  
Nikki Jamieson, Taber Times  
Sheila Laqua, Recording Secretary

REGRETS: Anita Richardson, Associate Superintendent of Programs and Human Services

## ACTION ITEMS

- |     |   |  |
|-----|---|--|
| A.1 | Moved by Jennifer Crowson that the Board approve the agenda as presented.   | AGENDA APPROVED<br>30/17                                 |
|     | Carried Unanimously   |  |
| A.2 | Moved by Derek Baron that the Board approve the <a href="#">Minutes of the Regular Board Meeting, held Thursday, February 16<sup>th</sup>, 2017</a> as provided by Enclosure 1 of the agenda. | BOARD MEETING<br>MINUTES APPROVED<br>31/17               |
|     | Carried Unanimously   |  |
| A.3 | Moved by Bruce Francis that the Board approved The Minutes of the <a href="#">Special Board Meeting held Monday, March 6, 2017</a> , as provided by Enclosure 2 of the agenda.                | SPECIAL BOARD<br>MEETING MINUTES<br>APPROVED<br>32/17    |
|     | Carried Unanimously   |  |
| A.4 | Moved by Terry Michaelis that the Board approve the <a href="#">March 2017 Payment of Accounts</a> report in the amount of \$2,384,105.69 as provided in Enclosure 3 of the agenda.           | PAYMENT OF<br>ACCOUNT APPROVED<br>33/17                  |
|     | Carried Unanimously   |  |
| A.5 | Moved by Bruce Francis that the Board approve the tender from Bosscaples for the Warner/Barnwell Tender Site Plans.   | WARNER/BARNWELL<br>TENDER SITE PLAN<br>APPROVED<br>34/17 |
|     | Carried Unanimously   |  |
| A.6 | Moved by Rick Anderson that the Board approve the second reading of <a href="#">Policy EBCE – School Security Lockdown as</a> provided in Enclosure 4 of the agenda.                          | POLICY EBCE SECOND<br>READING<br>APPROVED<br>35/17       |
|     | Carried Unanimously   |  |
|     | Moved by Derek Baron that the Board approved the final reading of Policy EBCE – School Security Lockdown as provided in Enclosure 4 of the agenda.  | POLICY EBCE FINAL<br>READING APPROVED<br>36/17           |
|     | Carried Unanimously   |  |
| A.7 | Moved by Blair Lowry that the Board approve the first reading of <a href="#">Policy GDB – School Support Staff</a> as provided in Enclosure 5 of the agenda.                                  | POLICY GDB<br>FIRST READING                              |

	Carried Unanimously	APPROVED 37/17
A.8	Moved by Jennifer Crowson that the Board approve the second reading of <u>Policy IE – Student Attendance</u> as provided in Enclosure 6 of the agenda.	POLICY IE SECOND READING APPROVED 38/17
	Carried Unanimously	
	Moved by Blair Lowry that the Board approved the final reading of Policy IE – Student Attendance as provided in Enclosure 6 of the agenda.	POLICY IE FINAL READING APPROVED 39/17
	Carried Unanimously	
A.9	Moved by Bruce Francis that the Board approve to extend the current Assessment Coach secondment to a second term for the 2017-2018 school year.	SECOND TERM ASSESSMENT COACH APPROVED 40/17
	Carried Unanimously	

## DISCUSSION ITEMS

### D.1 Canadian School Board Association Conference

The Board discussed the upcoming Canadian School Board Association Conference, held in Whistler, B.C. July 5-8, 2017. The Board expressed concerns regarding the cost of the event given its location. No decision was made regarding attendance or board representation at the annual Conference.

### D.2 Kairos Blanket Exercise (June Board Meeting)

A Kairos Blanket Exercise will be held on June 20, 2017 beginning at 8:00 am. The group will include Board Members, Division Office Staff and Horizon School Division Counselors. The exercise will provide a better understanding and awareness of Canada’s history through the perspective of our Indigenous people.

### D.3 Mid-year Financial Report

Jason Miller, Director of Finance presented the Mid-Year Financial Report ending February 28, 2017.

### D.4 Budget 2017

The Government released Budget 2017 on March 17, 2017. Key highlights include:

- Full funding of provincial enrollment growth, predicted to be 1.8% (approximately 12,000 students).
- \$1.3 Billion in Capital Funding, which includes an additional \$488 million for 24 new and modernized schools.
- Bill 1, which if approved, would remove school fees for textbooks, workbooks, printing, and paper costs as well as bus fees for eligible students who reside over 2.4km from their designated school. The province is committed to funding jurisdictions for the loss of such funds as per the August 31, 2016 audited financial statement.
- These additional dollars will come from a cost sharing approach between Ministerial administrative efficiencies, a reduction in the High School CEU cap (from 60 CEUs to 45 CEUs, which will not affect block funded schools that are part of High School Redesign), and transfer of funds from other Ministries.

## INFORMATION ITEMS

### I.1 Superintendent’s Progress Report

#### **Educational Leadership and Student Welfare**

- Dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety and well-being, financial management, instructional leadership, and legal matters. This month they also included staffing, facility use, and off-campus excursions.
- Met with the Board of Trustees and the Minister of Education regarding key provincial and jurisdiction priorities.

## **Personnel Management**

- Principal Evaluation meetings are ongoing.
- CUPE collective bargaining draft agreement has been reviewed and is ready for signing
- I am very pleased to be able to announce that the new principal for Dr. Hamman School is Alyson Archibald. We have commenced advertising for a new principal for Chamberlain School and Arden T. Litt Center for Learning.

## **Policy and Strategic Planning**

- Senior Leadership Team meeting
- Administrator leadership symposium planning meeting
- Strategic planning as it relates to the new Quality Standards and our three year plan

## **Organizational Leadership and Management**

- Council of School Councils meeting
- Phone meetings with the Minister of Education and the Deputy Minister regarding Bill 1 – School Fees, and Budget 2017
- Met with M.C.C. and T.M.S. regarding enhancing instructional space for T.M.S.

## **Communications and Community Relations**

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
  - Administrator's meeting
  - Meetings related to the APEX Youth Awards have been attended
  - University of Lethbridge Meeting regarding Professional Practicums
  - College of Alberta School Superintendent annual learning symposium, which included a CASS retirement banquet that honored retiree, Mr. Clark Bosch

## **I.2 Trustee/Committee Reports**

### **I.2.1 Zone 6 ASBA Report**

Marie Logan, Zone 6 representative, shared information from the last Zone Meeting held on March 8, 2017 at the Lethbridge 51 Office. Highlights included that following:

- Alberta Education Learning Technology Policy Framework Power Point Presentation by Brian Callaghan
- Trustees were asked to take the “Learning & Technology Policy Framework 2013” placemat and the “Joint Commitment to Action” placemat back to their Boards for completion
- ASBA will conduct an e-scan of existing board policies and administrative procedures related to First Nations, Metis and Inuit student success

### **I.2.2 December Administrator's Meeting Summary**

Jennifer Crowson reviewed the highlights of the March 14, 2017 Administrators' meeting. [Click here](#) to review the entire March 14, 2017 Administrators' meeting summary.

### **I.2.3 Facilities Report**

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken during the past month within the Facilities Department and included the following highlights:

- Capital Projects
  - The Barnwell Modernization construction project has completed the first and primary phase of the work. Completion of the final phase of construction is anticipated to be June 30, 2017. Site work is expected to begin in April as weather and site conditions permit.
  - The Warner Modernization demolition of the first phase is complete and the construction of new space is progressing well. The current schedule's substantial completion date for phase one remains August 2017. Site work is expected to take place in June.
- Special board reserve projects are complete with the exception of the following three which will extend further into the 2017 calendar year.
  - Lomond Industrial Arts facility design and construction nearing completion

- Roof fall protection for all schools
  - Maintenance office Code upgrade
- Board Reserve funds will also be used to build secure storage shelving to house long-term documents as per legal requirements

### **I.3 Associate Superintendent of Finance and Operations Report**

Phil Johansen provided an update to the Board as follows:

- Focus on compiling historical statistics for the budget
- Working on how to approach a balanced budget when working with a continuing operating deficit
- Transportation contract has been tendered with a closing date of April 28, 2017

### **I.4 Associate Superintendent of Learning**

#### **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  
 George Epp, Low German Mennonite Liaison Worker

#### **KEY ACTION AREA #1:**

#### **Strong core instruction that develops student competencies**

- Supports for assessment have continued this month, including a particular focus on the second report cards in elementary and junior high/middle schools.
- This time of year is also when teachers revisit Instructional Support Plans (ISPs) and even begin transition planning for students for next year. Robbie Charlebois has been involved with a number of these ISP meetings and supporting best practices in assessment and reporting with schools.
- The division wide professional learning day on March 13th involved all Horizon teachers. They created collaborative groups to focus on topics most relevant to each teacher, including literacy, numeracy, assessment, technology integration, and inclusive education. There is a 95% satisfaction rate among all the teachers who have responded to the post-survey so far.
- Terri-Lynn Duncan has worked with staff at 5 schools this month on guided reading and what that can look like in the classroom. She delivered a professional learning session to school principals on the Fountas & Pinnell Baseline Assessment System and its benefits for teachers and students.
- A new strategy for technology evergreening has been jointly developed with administrators and teachers, and was well received by the Administrators' Committee on March 14. This new strategy builds in flexibility for schools to select from a variety of technologies so that they can best support student learning in the classroom.
- Horizon School Division has received preliminary notice of funding for a research grant focussed on the effectiveness of a sustained professional learning model for middle years math teachers. The project, valued at approximately \$50,000, will be in partnership with the University of Lethbridge. More information will be shared via a press release when the details are finalized by Alberta Education.
- Amber Darroch presented to leaders at the Provincial CASS/Alberta Education Conference on March 7 regarding Horizon School Division's approaches to supporting professional learning related to the Learning and Technology Policy Framework (LTPF).
- Amber Darroch attended the Alberta Assessment Consortium Board of Directors meeting in Edmonton on March 15.
- The annual Science Olympics will be held on April 12 date and Terri-Lynn would like to extend an invitation to a trustee to come and help with judging.

**KEY ACTION AREA #2:**

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

- School literacy leads worked for a full day with Terri-Lynn Duncan in the development of a division wide literacy framework. 100% of the leads believe that our division needs a framework to provide best instructional strategies for all teachers in all subject areas. The group has also completed a book study of *Visible Learning for Literacy* by Nancy Frey, Douglas Fisher and John Hattie.
- Terri-Lynn has also worked with school numeracy leads this past month in the development of a numeracy assessment that can detect gaps in students learning as well as questions that will better fit the assessment practice and uses Blooms Taxonomy. Their Book Study has been *Mathematical Mindsets* by Jo Boaler.
- Each school is to have developed a pyramid of intervention and collaborative response to intervention that meets their schools’ needs. Robbie Charlebois is collaborating with staff as needed to help them complete this process.
- Robbie has designed a school profile review for schools that encompasses individual student needs, supports inclusive schools using a collaborative approach and can identify themes and trends happening throughout our school division. School profile reviews will be discussed throughout the month of March with individual school meetings.
- The Inclusive Practices Cohort met for the third time this year and, under Robbie’s leadership, worked through the root challenges of each of the 5 dimensions of focus. In their final meeting in May, the group will examine how to communicate the work that has been done as well as recommendations for continuous improvement for student success
- A new method of gathering statistics from Family School Liaison Counselors and Child and Youth Care Workers has been implemented. This data allows us to look at these services across the division and have a better overall impression of the counselling needs of Horizon students. The sum total of supports in the month of February follows. It is important to note there were only three weeks of school this past month due to the Family Day break.

<b>FEBRUARY COUNSELLING SERVICES</b>	<b>HORIZON TOTAL Students</b>
Students on a counselor’s caseload for one to one counseling	272
Students reached through various presentations	520
Students served this month in client sessions, drop-ins and small groups	794
Staff served through presentations and/or consultations on students	128
Suicide risk assessments completed	14
Violent Threat-Risk Assessments (VTRAs) completed	7

- Horizon’s Family Connections Program is a Mental Health Capacity Funding Program funded by Alberta Health Services. A total of five staff members totally 4.0 Full Time Equivalents serve all Horizon schools. The nature of their programming includes mental health promotion with staff and students as well as family outreach and support. Alberta Health Services requires mid-year reporting and the total statistics for Horizon’s team of Family Connections Workers follows. The team offers a repertoire of reviewed and high quality programs which can be extended to students, staff and parents. Many programs are comprised of multiple sessions, so, for example, the first line regarding Kindergarten students means that 177 students participated in 8 different groups in a total of 48 combined sessions. A single group of 14 elementary students might participate in a program like “Kelso’s Choice” in a series of 6 sessions.

<b>August to December 2016 Family Connections Activity Summary</b>	<b>Groups/ Total Sessions</b>	<b>Total Individuals Reached</b>
Kindergarten Student Programs	8/ 48 sessions	177
Grade 1-6 Student Programs	70/ 441 sessions	1894
Grade 7-9 Student Programs	17/ 72 sessions	1144
Grade 10-12 Student Programs	10/ 39 sessions	1119
Staff Presentations	2	69
Parent Programs	3/ 9 sessions	99

<b>TOTALS</b>	<b>110 Groups 611 Sessions</b>	<b>4502 total participants</b>
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### KEY ACTION AREA #3:

#### Stakeholder engagement impacts student success

- Through the health and wellness grant, many Horizon schools are looking at the well-being of staff and students, including examination of their cafeterias and healthier food options for students. Seed funding has been given to schools to implement their plans in amounts of ranging from \$500 to \$1800.
- Interest and enthusiasm for the Core Story, Trauma and Brain Development is taking off with our jurisdiction. Since the presentation to Horizon's Administrators' Committee, it has also been shared with LST's, Early Learning Instructors, and two individual schools. Future presentations include additional school staffs and groups of high school students.

#### LEADERSHIP PRACTICES

- The Associate Superintendent and Directors attended the CASS/Alberta Education Spring Conference and "BootCamp" March 8 – 10.
- The Associate Superintendent and Directors continue to work with probationary teachers on their summative evaluations.

### 1.5 Associate Superintendent of Programs and Human Services Report

#### Human Resources

- Spring staffing process is underway – Principal meetings are complete and meetings with teaching staff in regards to their intentions are underway
- School Calendars are being reviewed for approval
- 2018-2019 Calendar is being created
- Participated in Hiring Committee for Dr. Hamman School
- Attending MLT Aikins Human Resource Professionals Seminar today, regarding pertinent labour and employment law topics.

#### Leadership Practices

- Continuing with teacher evaluations for probationary teachers and working with principals in areas of concern
- Attended the CASS Spring Conference
- Presented at the "I Am Empowered Conference" for International Women's Day
- Attended Moving Forward with High School Redesign event with Division Principals and staff

#### Stakeholder Engagement Impacts Student Success

- OurSchool surveys are completed and training in how to investigate and utilize the data is underway.
- Met with University of Lethbridge with Wilco in regards to their teacher education program and practicum placements in Horizon

#### FNMI

- Hosted Tim Fox, Manager of Indigenous Initiatives for the Boys and Girls Clubs of Calgary at our March Admin Meeting. He presented on The Impacts of Intergenerational Trauma, incorporating his personal story with current research to help participants increase their tolerance, patience, understanding and ability to work with Indigenous Students as well as others who suffer the impact of long term, generational stress.
- Hali Heavy Shield attending Indigenous Committee Meetings on an ongoing basis to help us develop and incorporate our Action Plan
- Updating the FNMI Liaison Worker's Job Description to current expectations and role

#### Correspondence

No Discussions items came forward from Correspondence as provide in Enclosure 13 of the agenda.

**COMMITTEE ITEMS**

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
41/17

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE  
42/17

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
43/17

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary