

The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, February 27, 2018 beginning at 1:00 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

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|-----|--|---------------------|--|
| A.1 | Moved by Derek Baron that the Board approve the agenda with the following additions:
D.2 – School Board Tour
D.3 – Vauxhall Indoor Baseball Complex | | AGENDA
APPROVED |
| | | Carried Unanimously | 19/18 |
| A.2 | Moved by Jennifer Crowson that the Board approve the Minutes of the Regular Board Meeting, held Tuesday, January 16, 2018 as provided by Enclosure 1 of the agenda. | | BOARD MEETING
MINUTES APPROVED |
| | | Carried Unanimously | 20/18 |
| A.3 | Moved by Bruce Francis that the Board approve the 2018-2021 Three-Year Capital Plan . | | 2018-2021 THREE-YEAR
CAPITAL PLAN
APPROVED |
| | | Carried Unanimously | 21/18 |
| A.4 | Moved by Bruce Francis that the Board approve the first reading of policy IFH – Welcoming, Respectful and Caring as provided by Enclosure 2 of the agenda with the additions of reference to the policy being reviewed every year. | | POLICY IFH FIRST
READING APPROVED |
| | | Carried Unanimously | 22/18 |
| A.5 | Moved by Derek Baron that the Board approve the first reading of policy IG – Student Discipline as provided by Enclosure 3 of the agenda. | | POLICY IG FIRST
READING APPROVED |
| | | Carried Unanimously | 23/18 |
| A.6 | Moved by Christa Runka that the Board approve the first reading of policy IGD – Suspension and Expulsion as provided by Enclosure 4 of the agenda. | | POLICY IGD FIRST
READING APPROVED |
| | | Carried Unanimously | 24/18 |
| A.7 | Moved by Derek Baron that the Board approve the option to approve first, second and final reading of policy GBK – Tobacco and Cannabis-Free Environment. | | APPROVAL OPTION
APPROVED |
| | | Carried Unanimously | 25/19 |
| A.8 | Moved by Blair Lowry that the Board approve the first reading of policy GBK – Tobacco and Cannabis-Free Environment as provided by Enclosure 5 of the agenda. | | POLICY GBK FIRST
READING APPROVED |
| | | Carried Unanimously | 26/18 |
| | Moved by Rick Anderson that the Board approve the second reading of policy GBK – Tobacco and Cannabis-Free Environment as provided by Enclosure 5 of the agenda. | | POLICY GBK SECOND
READING APPROVED |

	Carried Unanimously	27/18
	Moved by Jennifer Crowson that the Board approve the final reading of policy GBK – Tobacco and Cannabis-Free Environment as provided by Enclosure 5 of the agenda.	POLICY GBK FINAL READING APPROVED
A.9	Carried Unanimously Moved by Bruce Francis that the Board approve the second reading of policy EBAC – Facility Electronic Audio/Video Recording as provided by Enclosure 6 of the agenda.	28/18 POLICY EBAC SECOND READING APPROVED
	Carried Unanimously Moved by Derek Baron that the Board approve the final reading of policy EBAC – Facility Electronic Audio/Video Recording as provided by Enclosure 6 of the agenda.	29/18 POLICY EBAC FINAL READING APPROVED
A.10	Carried Unanimously Moved by Rick Anderson that the Board approve the second reading of policy FE - Building Security as provided in Enclosure 7 of the agenda.	30/18 POLICY FE SECOND READING APPROVED
	Carried Unanimously Moved by Blair Lowry that the Board approve the final reading of policy FE - Building Security as provided in Enclosure 7 of the agenda.	31/18 POLICY FE FINAL READING APPROVED
A.11	Carried Unanimously Moved by Christa Runka that the Board approve the second reading of policy FIB – Destroyed, Damaged, Lost, Converted, or Theft of School Board Property as provided in Enclosure 8 of the agenda.	32/18 POLICY FIB SECOND READING APPROVED
	Carried Unanimously Moved by Jennifer Crowson that the Board approve the final reading of policy FIB – Destroyed, Damaged, Lost, Converted, or Theft of School Board Property as provided in Enclosure 8 of the agenda.	33/18 POLICY FIB FINAL READING APPROVED
A.12	Carried Unanimously Moved by Bruce Francis that the Board approve the second reading of policy HC – School Year as provided in Enclosure 9 of the agenda.	34/18 POLICY HC SECOND READING APPROVED
	Carried Unanimously Moved by Derek Baron that the Board approve the final reading of policy HC – School Year as provided in Enclosure 9 of the agenda.	35/18 POLICY HC FINAL READING APPROVED
A.13	Carried Unanimously Moved by Rick Anderson that the Board approve the second reading of policy HGAC – Religious Instruction as provided in Enclosure 10 of the agenda.	36/18 POLICY HGAC SECOND READING APPROVED
	Carried Unanimously Moved by Blair Lowry that the Board approve the final reading of policy HGAC – Religious Instruction as provided in Enclosure 10 of the agenda.	37/18 POLICY HGAC FINAL READING APPROVED
A.14	Carried Unanimously Moved by Christa Runka that the Board approve the second reading of policy HGBH – Outreach School Programs as provided in Enclosure 11 of the agenda.	38/18 POLICY HGBH SECOND READING APPROVED
	Carried Unanimously Moved by Rick Anderson that the Board approve the final reading of policy HGBH – Outreach School Programs as provided in Enclosure 11 of the agenda.	39/18 POLICY HGBH FINAL READING APPROVED
A.15	Carried Unanimously Moved by Bruce Francis that the Board approve the second reading of policy HKA – Student Placement and Promotion as provided in Enclosure 12 of the agenda.	40/18 POLICY HKA SECOND READING APPROVED
	Carried Unanimously Moved by Derek Baron that the Board approve the final reading of policy HKA – Student Placement and Promotion as provided in Enclosure 12 of the agenda.	41/18 POLICY HKA FINAL READING APPROVED
A.16	Carried Unanimously Moved by Blair Lowry that the Board approve the updated Fee Schedules for D.A. Ferguson Middle School, Barnwell School, Central School and W.R. Myers High School.	42/18 UPDATED FEE SCHEDULE APPROVED

DISCUSSION ITEMS

D.1 COSC Meeting

Rick Anderson will be attending being held on Wednesday, February 28, 2018.

D.2 Board School Tours

The Board has rescheduled the Enchant Colony, Enchant School, Lomond Colony, Lomond School and Armada Colony to Wednesday, September 26, 2018.

D.3 Vauxhall Baseball Academy Facility

Vauxhall Baseball Society has requested a letter of support from the Board of Trustees, Supporting their effort to construct an indoor baseball complex located in the Town of Vauxhall.

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following February 2018 report with the Board:

Visionary Leadership; and Building Effective Relationships

- Meetings and 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. This month they also included new Ministerial Orders (TQS, LQS, and SLQS), suspensions, no trespass orders, transportation, off-campus excursions, parent concerns, school closures, and Alberta Education requirements
- Superintendent Quality Standard Advisory Committee
- School visits this month included: ACE Place, D.A. Ferguson, Enchant School, Erle Rivers High School, Horizon Mennonite Alternative Program (HMAP), Lomond School, Milk River Elementary School, W.R. Myers, Warner School
- TMS parent meeting
- Planning for April administrator leadership symposium is ongoing
- Educational Leadership meetings this month included:
 - Alberta Education (AB ED) Field Services meeting
 - AB ED consultation meeting re: Bargaining
 - College of Alberta School Superintendents CASSIX meeting
 - Colony elders meeting
- A number of other meetings and celebrations were attended over the last month. These include but are not limited to
 - Administrator Meeting
 - Division Office staff meeting
 - Senior Administrative Leadership Team meeting
 - Barnwell Grand Opening Celebration
 - DAF parent council meeting (modernization update)
 - Town of Taber Fire Hall open house

Leading Learning; Modelling Commitment to Professional Learning; and Ensuring First Nations, Metis, and Inuit Education for all Students

- First Aid certification
- See Associate Superintendent Learner Services and Associate Superintendent Programs and Human Services reports for additional information

School Authority Operations and Resources; and Supporting Effective Governance

- Three new principals (Hays, W.R. Myers, and Chamberlain) evaluations are ongoing
- Horizon's policy committee met to review four (4) policies
- ATA Collective Bargaining

- DAF/WRM modernization meetings are ongoing. Review and ranking of request for qualifications (RFQ) has concluded and those submissions that met Alberta Infrastructure (AI) qualifications have been invited to submit a more detailed request for proposal (RFP)
- Site walk through of Warner School was undertaken
- Principal mid-evaluations

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

Marie Logan shared the following Zone 6 Meeting update with the Board:

- Edwin Parr Banquet & Awards Evening – May 9, 218
- At the Zone meeting, School Divisions shared their Division updates.
- Next Zone Meeting will take place at the Holy Spirit Board Office. ASBA will be sharing the budget and Grasslands School Division will be presenting.
- The Zone Chair has asked that the Zone meetings be moved to the third Wednesday of each month, starting in September 2018.
- Horizon School Division will be presenting at the September 2018 meeting.

I.2.2 Administrator's Meeting Report

Wilco Tymensen, Superintendent, reviewed the highlights of the February 13, 2018 Administrator's Meeting.

Highlights included:

- School Messenger, Assessment and Alberta Education shift to digital CUM files effective September 2010

I.2.3 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of February 2018 within the Facilities Department and included the following highlights:

- Capital Projects
 - o Warner School
 - Warner School modernization is substantially complete.
 - Grand Opening projected for September 2018
 - o D.A. Ferguson/W.R. Myers
 - Design and tenders for the primary modernization project are complete with permits in place for the start of construction to proceed.
 - Tenders have been distributed with Bid Closing date of March 6, 2018
- 3-Year Capital Plan
- 10 Year School Facilities Planning Document
- Caretaking Contract Renewal

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided an update to the Board as follows:

- Barnwell modernization complete – statement of final costs has been submitted
- Budgets are being discussed with Administrators (Budget Calculator)
- Continued work on budgeting process for the upcoming year. Budget will follow the same criteria as previous years with a focus on balancing the budget
- Attended a Capital Planning meeting in Calgary
- Attended Annual Colony Elders Meeting

I.4 Associate Superintendent of Learner Services

Amber Darroch, Associate Superintendent of Learner Services, shared the following February 2018 report 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

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- Crystal continues to provide professional learning and support in administering and analyzing student data for Fountas and Pinnell's Benchmark Assessments System and Leveled Literacy Intervention. She is working extensively with teachers on determining "teaching points" from running records and planning small group guided lessons.
- Crystal and Dalziel Whipple from WR Myers hosted a follow-up workshop on book clubs following SAPDC's session. The group examined the role of teacher modeling and using mentor text in developing readers who are critical readers. Teachers had time to collaborate and begin planning a book club unit of study for their students. Interactive reading rubrics from grades 7-9 were shared as well as an eighth grade book club unit.
- Terri-Lynn is working closely with teachers from Dr. Hamman to support them in their professional learning on Benchmark Assessments using Fountas and Pinnell so that they will be able to implement the assessment in their schools next fall.
- Terri-Lynn supported Warner teachers on running records and analyzing reading errors and then turning those into teaching points for students.
- Sharon continues to work with small groups and individual teachers. Rather than several shorter sessions, these meetings are now lasting longer with each teacher. Many will book an entire morning or afternoon, which allows us to address the teacher's needs in a more in-depth manner. Coaching has also now moved away from a more "learning the tech" focus, and more toward the "how to" practical applications of setting up and using assessment strategies effectively in the classroom.
- Horizon School Division was asked to share the journey so far in improving numeracy instruction at a provincial networking meeting of system and school leaders. Amber presented on the lessons learned so far by the division Numeracy Committee, with a specific focus on the two special projects running this year with Grade 1 teachers and Middle Years Math. Horizon was recognized in leading practice in improving math instruction and having made gains so far which other divisions could learn from.
- Technology Evergreening is scheduled for five schools this year. With the new approach to including Chromebooks and iPads as student devices rather than the conventional computer lab, schools are able to acquire their new hardware during the year rather than waiting until the summer time. These student devices are much easier for the technology department to deploy as they can be put right into students' hands. Teachers, administrators, librarians, and secretaries still have their desktop workstation replaced, but those are easier to deploy as well when the numbers are smaller.
- Complete wireless infrastructure upgrades have been completed since the New Year at Barnwell and Warner Schools.
- Horizon hosted the EdTech Team's "Southern Alberta Google Summit" at Barnwell School on February 2nd and 3rd. Over about 100 attendees, almost 40 of them were Horizon staff. Overall feedback about the event was excellent, including comments that it was even better than the larger, inaugural event held last March in Lethbridge.

KEY ACTION AREA #2:

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

- Terri-Lynn and Crystal supported teachers at Erle Rivers in learning about the intervention reading program Levelled Literacy Intervention and how to structure lessons for effective growth in student reading.
- Terri-Lynn is working with Chamberlain primary teachers on an intervention strategy for reading and writing using an intervention and book called Joyful Literacy which is research-based, comprehensive classroom intervention approach that promises over 90% literacy success for all children by the end of third grade. It works on skill mastery and small group intervention.
- Coral continues to attend more Collaborative Response Meetings to contribute to strategies at the universal level. Additionally, she can facilitate the meetings. 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. Furthermore, she can provide PD opportunities for both teachers and educational assistants on a variety of topics within her wheelhouse (eg. differentiation, balanced literacy, self-

regulation). Moving into the second half of the year, the majority of her focus will be on attending as many CRM's at as many schools as possible.

- Amber participated as the Co-Chair of the Southwest Regional Collaborative Service Delivery (SWRCSD) in both a regional strategic planning session and a provincial consultation on the specific successes of the Southwest region and lessons to be shared with other areas of the province.

KEY ACTION AREA #3:

Student success is a collective endeavour

- Terri-Lynn met with Dr. Chris Mattatall, assistant professor for the Faculty of Education as well as Dr. Janet Mort, author and former school superintendent, to initiate a literacy grant proposal possibility through Alberta Education. This grant proposal was to initiate work with Dr. Mattatall and Dr. Mort along with 4 schools and 15 teachers on literacy intervention strategies using the research based strategies from Dr. Mort's books Joyful Literacy and Putting on the Blitz. Horizon School Division will be notified sometime in April on whether the proposal was accepted or not.
- Robbie is working with teachers to improve the use of education assistant supports and teacher effectiveness for student success. This past month a workshop was facilitated for the staff at Dr. Hamman School. Robbie also continues to guide Learning Support teachers on maximizing use of educational assistant supports and building EA capacity.
- Work is underway with Learning Support teachers and administrators where Robbie is helping them to streamline best practices in planning for student and school transitions. This is always a focus from teacher to teacher at the end of the school year when students move on to the next grade, but Learner Services is paying particular attention to how we can improve the transitions for students who move from their feeder school to a secondary school and for students completing high school.
- Angela and Robbie arranged for University of Alberta professor Dr. Kristopher Wells speak to our administrators' committee on January 9th, as well as our counselling team and interested parents who attend an evening information session. The topic was "Sexual Orientation and Gender Identity in Canadian Schools".
- Horizon's full Family School Liaison Program team have almost completed the Core Story Certification through Alberta Family Wellness and is setting up times with their schools to present to staff on trauma informed practice. They also have been presenting to school staff on "How to Report Suspected Abuse" using the resources from the Sheldon Kennedy Centre.
- Angela serves on the Southern Alberta Mental Health Conference Committee and they are bringing in Francois Mathieu on April 19 presenting on "Compassion Fatigue". The FSLP team as well as a few administrators and teachers will be attending.
- Rebecca Edwards and Ken Pon joined Amber on a series of webinars to examine options for automated communications between home and school.
- Terri-Lynn Duncan attended Shaping the Future Conference with five other teachers from the division. This conference focuses on Comprehensive School Health and is supported by the Wellness Fund and Everactive Schools. Conference costs for one teacher and Terri-Lynn were covered by the Wellness Fund Grant.
- Terri-Lynn coordinated a ski trip for our Brazilian international education students, home stay parents and family members. All of the 11 students made it off the bunny hill and had a wonderful time. This group of students returned home to Brazil at the end of the Semester 1.
- Robbie is collecting feedback from individual schools regarding inclusive practices. Continuing the conversations around intentional inclusion at the classroom, school and community levels, and building action plans to support them.

LEADERSHIP PRACTICES

- Within the annual calendar of Zone 6 College of Alberta School Superintendents meetings, the February event is traditionally hosted by the Zone Chair's division. As Amber is Zone Chair for this year, Horizon would have hosted the February 8 and 9 meetings, but weather prompted events to be cancelled and reorganized. Instead of the two day proposed agenda, discussion items were rolled into a condensed format and held as an online meeting using web conference tools made available by Alberta Education.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following February 2028 report with the Board:

Human Resources

- Dashboards in the Automated call out system for teachers (and admin), and Division Office staff on contract should be up and running by mid-March.
- Spring staffing process is underway. Met with every principal and currently collecting input from teaching staff about their future plans.
- Probationary teacher evaluations are ongoing. 15 teachers and 3 admin under evaluation this year.

Leadership Practices

- Ongoing support for Principals with staffing concerns.
- Leadership Cohort – third meeting occurring March 14th
- JSET (Jurisdiction Student Engagement Team) – Feb. 15th session postponed until March 27th due to snow day. 34 students and 9 teachers representing each of our high schools will be participating.
- Career Transitions – Currently the vice chair of the board. Supporting the Executive Director to address funding concerns has been a primary focus.
- High School Re-design – met with Dan F. and Susan P. from Alberta Education to discuss future plans. They will be visiting each of our high schools May 2-4.
 - Attending Spring Collaborative Meeting March 1
- Received Emergency First Aid Certification
- Attended CASSIX meeting

Stakeholder Engagement

- Implementing SOSQ student survey with 7 schools this year; training occurred November 20th. 1 school has already completed the survey.
- Attended the Grand opening of Barnwell School.

First Nations, Metis, Inuit

- Indigenous Champions –
 - Feb. 6 – Received training in teaching resources (Learning Pebbles) and participated in conversations to guide the development of our 3 year First Nations, Inuit and Metis plan
 - Was an incredibly productive and enriching day according to feedback
- Indigenous Committee –
 - Will be meeting in March or April (Date TBD) to formulate our 3 year plan
- Blanket Exercise
 - ACE held an exercise for all of their junior high students and several staff
 - Facilitating Blanket Exercise for the Taber Public Library on March 9, 1 – 4 pm
- Attending SAPDC FNMI Advisory Committee meeting March 2

1.6 Canada now officially gender neutral after bill receives royal assent

Heritage Minister, Mélanie Joly, told reporters that the national anthem is now officially gender neutral after legislation altering the lyrics receives royal assent.

1.7 New Standards to help build more inclusive school

- New educational standards will support student mental health, ensure educators have the tools they need to teach about Indigenous culture and boost student success.
- The new quality standards specify what competencies teachers, principals, school leaders, and superintendents must demonstrate to teach and lead in Alberta's education system. In addition to renewing the focus on establishing safe and inclusive learning environments, the new competencies will ensure teachers can apply foundational knowledge about First Nations, Métis and Inuit to enrich the learning experience of all students.

1.8 New Teaching Quality and Leadership Quality Standard

- Alberta Education, in collaboration with stakeholder organizations—including the Alberta School Boards Association—has revised the *Teaching Quality Standard* and created a new *Leadership Quality Standard* for principals and school jurisdiction leaders and a new *Superintendent Leadership Quality Standard* for superintendents. These professional practice standards will come into effect **September 1, 2019**.
- Effective September 1, 2019, there will be a new leadership certification process in place for new principals and superintendents. Individuals already in these roles during the 2018/19 school year will be grandfathered and issued leadership certificates to match their roles. School authorities will continue to be able to hire new principals and superintendents (including those recruited from out of province) who do not hold leadership certification. These newly hired

leaders will be expected to complete the programming necessary to receive leadership certification within a reasonable period of time.

I.9 Science Olympics

Trustee, Rick Anderson will be attending the Science Olympics which will be held at the Taber Civic Centre on April 24, 2017 from 9:15am – 2:30pm.

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 22 of the agenda.

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee. Carried Unanimously	COMMITTEE 44/18
Moved by Jennifer Crowson that the meeting reconvene. Carried Unanimously	RECONVENE 45/18
Moved by Bruce Francis that the meeting adjourn Carried Unanimously	MEETING ADJOURNED 46/18

Marie Logan, Chair

Sheila Laqua, Executive Secretary