

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, May 15th, 2018 beginning at 1:00 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
Derek Baron, Blair Lowry, Rick Anderson, Jennifer Crowson, 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 Blair Lowry that the Board approve the agenda with the following additions:
A.4 – W.R. Myers Roofing Tender
A.5 – 2019 IMR | AGENDA
APPROVED |
| | Carried Unanimously | 68/18 |
| A.2 | Moved by Jennifer Crowson that the Board approve the Minutes of the Regular Board Meeting, held Tuesday, April 17th, 2018 as provided by Enclosure 1 of the agenda | BOARD MEETING
MINUTES APPROVED |
| | Carried Unanimously | 69/18 |
| A.3 | Moved by Derek Baron that the Board approve the May 2018 Payment of Accounts in the amount of \$3,531,470.37 as provided in Enclosure 2 of the Agenda | PAYMENT OF ACCOUNT
APPROVED |
| | Carried Unanimously | 70/18 |
| A.4 | Moved by Bruce Francis that the Board approve the W.R. Myers Roofing Project tender from Charlton & Hill. | W.R. MYERS ROOFING
PROJECT APPROVED |
| | Carried Unanimously | 71/18 |
| A.5 | Moved by Bruce Francis that the Board approve the second draft of the 2019 IMR funded project as the final IMR list for 2018-2019. | SECOND DRAFT 2019
IMR APPROVED |
| | Carried Unanimously | 72/18 |

DISCUSSION ITEMS

D.1 ENCHANT POSTAL BOXES

The postal service through the Enchant store is being discontinued and outside postal boxes are being considered for the Enchant area. The potential new location for the postal boxes would be located near the Enchant School in the NE corner of the school property. Horizon School Division Board of Trustees discussed the matter no objection to the new site was noted.

D.2 JUNE 14TH, 2018 – COLONY VISIT

The Colony visit scheduled for June 14th, 2018 has been postponed. A new date to be decided at the August Board Meeting.

D.3 EMPLOYEE YEARS OF SERVICE RECOGNITION

Trustees will be attending school staff meeting over the next month to present the jurisdiction's 'Employee Years of Service Recognition' awards. This recognition is presented to Horizon School Division employees who have reached 5, 10, 15, 20, 25, etc. years of service within the Division.

INFORMATION ITEMS

I.1 Superintendent's Report

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

Educational Leadership and Student Welfare

- Meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety, well-being, and conduct; teacher discipline; financial management; Grievances; and instructional leadership. This month they also included budgeting, staffing, custodial contract services, transportation, off-campus excursions, student supervision, and guidance with regard to student and parental concerns.
- School visits this month included: ACE Place, Chamberlain School, D.A. Ferguson Middle School, Dr. Hamman School, Lomond School, Vauxhall High School, and W.R. Myers High School.
- School visits with AB ED representation (Field Services and High School Redesign) were undertaken. Schools visited included: Lomond, Vauxhall High School, and W.R. Myers. Senior leadership also attended meetings at Erle Rivers and Warner School.
- Daily emergency control center teleconferences were incorporated in my schedule related to the M.D.'s local state of emergency for approximately two weeks.

Personnel Management

- Meetings and conversations have taken place with regard to teacher and support staff allocations, as well as the teacher transfer process.
- Teacher instructional and assignable time templates have also been created and share with schools.

Policy and Strategic Planning and Reporting

- Principal professional learning with regard to the new Leadership Quality Standard and how the competencies can be leveraged to achieve the goals within school three year plans has occurred.
- Attendance at CASS' superintendent leadership quality standard advisory committee meetings has taken place. Work is underway related to creating learning modules that are aligned with the competencies within the standard.

Fiscal Responsibility, Organizational Leadership and Management

- ATA Collective Bargaining regarding local table matters is ongoing. Meetings between the Ministry and all Alberta Superintendents were attended related to discussions around central vs local table matters for the upcoming round of bargaining.
- Attendance at provincial meetings have also occurred related to the Ministry's Superintendent Compensation review and CASS' Superintendent Compensation Advisory Committee. This includes dialogue with ADM Williams.
- The construction start-up meeting for the DAF/WRM modernization was attended.

Communications and Community Relations

- A number of 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
 - APEX Youth Awards
 - Council of School Councils
 - W.R. Myers staff meeting
 - Science Olympics
 - D.A. Ferguson student cyber safety presentation
 - Elmspring Colony grand opening ceremony

- Edwin Parr Banquet and outstanding new teacher celebration
- Vauxhall High School graduation ceremony

I.2.1 Zone 6 ASBA Report

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

- Webinar - Tash Taylor, School Board Advisor with ASBA shared "Telling Your Story with Meaning: The importance of governance in our society, the relevance of elected school boards, ways to strengthen purpose and image of school board trustees and what lies ahead."
- Roy Taylor encourages everyone to fill out the Transportation Survey.
- ASBA Budget Presentation

I.2.2 Administrator's Meeting Report

Derek Baron, trustee, shared highlights from the May 2018 Administrator's Meeting.

Highlights included:

- Assessment Demo
- Three-Year Educational Plan sharing
- Division Improvement and Instructional Model
- 2018-19 Professional Learning
- Library Software
- Diploma Rewrite Case Study
- 2019-2020 Jurisdictional Calendar
- New Dashboards in Atrieve
- Employment Standard Codes
- Acceptable Use for Students & Updated Policy HG
- iGen
- Role of the Low German Mennonite Consultant

I.2.3 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of May 2018:

- Capital Project
 - D.A. Ferguson Middle School Modernization is underway, with Prime Contractor, Clark Builders
 - Warner School – Grounds work has begun
- Caretaking Contracts – Board Policy
- 2019 IMR – Second Draft

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided May 2018 update to the Board. Highlights as follows:

- Preparing for May 23rd, 2018 Budget Meeting
- Attended a FOIP Meeting in Calgary
- Attended the Annual ASBOA General Conference with discussions focused on transportation and budget

I.4 Associate Superintendent of Learner Services Report

Amber Darroch, Associate Superintendent of Learner Services, shared the following May 2018 report with the Board:
Report:

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

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- Terri-Lynn and Amber worked with first & second year elementary teachers during the Division Wide Professional Development day (Teachers Learning Through Collaboration). The focus of the first year group was best practice in literacy and the second year focussed on numeracy. These programs are part of our Horizon Induction Program to build a common instructional foundation as beginning teachers join the division.
- More advertising has been sent out and distributed around the community about Early Learning and Kindergarten registration. Communication includes both English and Low German.
- Representatives from all but two schools and members of the division Learner Services team attended a full day assessment event with Anne Davies and Brenda Augusta. These Canadian authors and speakers have been working in the area of assessment for over a decade and some of their research has formed the foundation for our approach to assessment in Horizon. It was an excellent day including actionable strategies for continuing to move this work forward with the division.
- Amber attended an Alberta Education meeting in Edmonton for all jurisdiction technology contacts on May 2nd. Sessions included updates on privacy matters, curriculum development, Alberta's new professional learning standards, and technology infrastructure.
- As co-chair of the executive for Southwest Regional Collaborative Service Delivery (RCSD), Amber attended a cross-ministry provincial event on April 25th. Amber helped to present a celebration of our region's collaboration toward improved mental health supports in schools and other cross-ministry successes were shared.
- Horizon's Low German Mennonite Consultant, Benita Peters, has visited almost all Horizon schools and is actively engaged with supporting the educational assistants involved with supporting the German Programs in select schools. Benita also joined some of the developmental check-up days held in schools where translation services were needed.

Learner Success Coach: Coral James

<i>Date</i>	<i>Drop-In Visit</i>	<i>Time with Teachers</i>	<i>Principal Meetings</i>	<i>Group Presentation</i>	<i>CRM's or PLC Meetings</i>
March	5	7	3	1	10
April	6	1	2	0	4

English Language Learning/Literacy Coach: Crystal MacGregor

<i>Date</i>	<i>Drop-In Visits</i>	<i>Teacher Meetings</i>	<i>Principal Meetings</i>	<i>Group Presentations</i>	<i>CRM Meetings</i>
March	4	6	3	2	2
April	2	7	2	0	0

Assessment Coach

<i>Date</i>	<i>Teacher Coaching</i>	<i>School & Parent Presentations</i>	<i>Principal Meetings</i>	<i>Other Meetings (IE Tech)</i>
March	21	6	4	
April	14	3	2	2

KEY ACTION AREA #2:

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

- Terri- Lynn has been planning for the 2018-2019 school year with a number of schools for professional development with staff in terms of Levelled Literacy Instruction training and guided reading modelling with teachers and students.

- Robbie is spending time in a variety of schools for professional learning support for the collaborative response model, core story, trauma informed practices, and the changing role of Educational Assistants

KEY ACTION AREA #3:

Student success is a collective endeavour

- University professors Dr. Chris Mattatall and Dr. Jeffrey MacCormack and Terri-Lynn met to further discuss a possibility of grant funding from the University to work with K-3 teachers in terms of literacy and best practices.
- Thank you to Rick Anderson and Bruce Francis for attending and helping with the scoring of the events Below are some pictures of the teachers sharing some learning in the after lunch event. It was a great day and students built a judo-bot to compete against each other, worked in teams to build a ski jump out of paper and built a Mars Robot without talking.

LEADERSHIP PRACTICES

- Terri-Lynn attended the Curriculum Coordinators Meeting with Alberta Education. Topics of discussion were Provincial Achievement information on Grade 3 SLA's that can be used at the teachers discretion at any point during the year to assess Math or language arts progressions. Information was also provided about the PAT math numerical response portions for grades 6 and 9.
- Terri Lynn attended a Guided Math workshop that was offered through SAPDC with 5 other teachers from the school division. Information from the workshop was sent to numeracy leads in the district to share with other teachers.
- Ken Pon, Klaas Hoekstra, and Robbie attended the Collaborative Response Model Conference in Edmonton focused on improving school and jurisdictional intervention practices
- Angela, Robbie and several Horizon staff members attended a one day session on compassion fatigue. Valuable information will be shared in breakout sessions at our first division wide professional learning day
- in breakout sessions at our first division wide professional learning day on August 27.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services shared the following May 2018 report with the Board:

Human Resources

- Participating in local bargaining process ongoing.
- Spring staffing process is underway.
- 2019-2020 Calendar discussed at last admin meeting
- Probationary teacher evaluations finalized this week. 15 teachers and 3 admin under evaluation this year.

Leadership Practices

- Ongoing support for Principals with staffing concerns.
- Leadership Cohort – final meeting is May 28
- JSET (Jurisdiction Student Engagement Team) –
 - 34 students and 9 teachers representing each of our high schools participated in second session April 26 – We spent the morning finalizing our Terms of Reference and an inter-jurisdictional collaboration with Palliser and Livingstone Range to host a regional event for students and in the afternoon, the students had the opportunity to hear from and share with a panel of experts in regards to post-secondary connections, support and preparation.
 - Attending Regional Student Event planning meeting May 18
- 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 –
 - Joined Dan Ferguson and Susan Poole from Alberta Education in visiting each of our high schools last week. The work occurring in each site on school improvement is impressive and individualized.

- Visited Mathew Halton High School in Pincher Creek and Lethbridge College with the high school principals last week to increase understanding and opportunity around hosting an experiential week in our schools and possibly in partnership with Livingstone and LCC.

Stakeholder Engagement

- Attended University of Lethbridge mini Career Fair for new graduates

First Nations, Metis, Inuit

- Indigenous Champions – concluded for this school year
- Indigenous Committee –
 - Met May 7 for final meeting this year
- Blanket Exercise
 - Have two more school Blanket Exercises scheduled prior to the end of the year
 - Barnwell School, May 11
 - Warner School, May 22
 - Second Community Blanket Exercise in the works, being led by Taber Police Services
- Attended a 'Train the Trainer' event to support the development of First Nations, Metis and Inuit Foundational Knowledge in our staff, May 14

I.6 News Release – Student Transportation

An online survey is now available to help determine potential changes to the distance criteria, the mandated service levels and what safety considerations should be included in the criteria. Albertans have two months to provide feedback on what changes should be made to the current student transportation eligibility criteria.

Click on the link to complete the survey: [Student Transportation Survey](#)

I.6 Letter to Minister Jansen

The Town of Taber sent a letter to The Honourable Minister Jansen expressing thanks to the Government of Alberta and the Ministry of Infrastructure for the upgrades to a number of schools in Taber. It was noted that a significant portion of the financial investment came from Alberta Education as opposed to Alberta Infrastructure. There was also a significant investment by the Board of Trustees using reserve funds.

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 10 of the agenda.

COMMITTEE ITEMS

Moved by Rick Anderson that the Board meet in Committee.	COMMITTEE
Carried Unanimously	73/18
Moved by Jennifer Crowson that the meeting reconvene.	RECONVENE
Carried Unanimously	74/18
Moved by Derek Baron that the meeting adjourn	MEETING ADJOURNED
Carried Unanimously	75/18

Marie Logan, Chair

Sheila Laqua, Executive Secretary