

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 Wednesday, November 28th, 2018 beginning at 1:00 p.m. in the Eric Johnson Room.

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

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

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

ACTION ITEMS

- | | | |
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| A.1 | Moved by Blair Lowry that the Board approve the agenda with the following addition:
D.2 – December Board Meeting

Carried Unanimously | AGENDA
APPROVED
132/18 |
| A.2 | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting, held Wednesday, October 24th, 2018 as provided by Enclosure 1 of the agenda.

Carried Unanimously | BOARD MEETING
MINUTES APPROVED
133/18 |
| A.3 | Moved by Jennifer Crowson that the Board approve the Minutes of the Organizational Meeting, held Wednesday, October 24th, 2018 as provided by Enclosure 2 of the agenda.

Carried Unanimously | ORGANIZATIONAL
MEETING MINUTES
APPROVED
134/18 |
| A.4 | Moved by Derek Baron that the Board approve the November 2018 Payment of Accounts in the amount of \$2,797,776.71 was provided in Enclosure 3 of the Agenda.

Carried Unanimously | PAYMENT OF ACCOUNT
APPROVED
135/18 |
| A.5 | Moved by Derek Baron that the Board approve the Audited Financial Statements of the year ending August 31, 2018 as presented by Avail, CPA, Darren Adamson.

Carried Unanimously | AUDITED FINANCIAL
STATEMENTS
APPROVED
136/18 |
| A.6 | Moved by Blair Lowry that the Board approve the Fall Budget Update with a deficit of \$726,362.00

Carried Unanimously | BUDGET UPDATE
APPROVED
137/18 |
| A.7 | Moved by Jennifer Crowson that the Board approve the Horizon School Division 2018-2019 Three-Year Education Plan and Annual Education Results as presented in Enclosure 4 of the agenda with the following amendments:

Carried Unanimously | 3-YEAR EDUCATION
PLAN & AERR APPROVED
138/18 |

A.8	Moved by Bruce Francis that the Board approve the additions to the 2018-2019 Fee-Schedule	Carried Unanimously	2018-2019 FEE SCHEDULE APPROVED 139/18
A.9	Moved by Christa Runka that the Board delete Policy GCAH – Professional Staff Induction Program as provided by Enclosure 6 of the agenda.	Carried Unanimously	DELETE POLICY GCAH APPROVED 140/18

DISCUSSION ITEMS

D.1 Christmas Concerts

Over the month of December, Board members and Horizon Sr. Administrators and Directors will be attending a number of school and colony Christmas concerts.

D.2 December Board Meeting

Due to a number of events planned for December 20th, the scheduled Board meeting for that day, will be cancelled.

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following November 2018 updated 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; financial management; and instructional leadership. This month they also included budgeting, staffing, transportation, off-campus excursions, student conduct and discipline, and guidance with regard to student and parental concerns.
- Principal professional growth plan and Three Year Education Plan/Annual Education Results Report meetings have commenced
School visits this month included: Central School, Chamberlain Community School, D.A. Ferguson Middle School, Erle Rivers School, Horizon Mennonite Alternative Program, L.T. Westlake Fine Arts School, Lomond Community School, Milk River Elementary School, Taber Mennonite School, Vauxhall Elementary School, Vauxhall High School, W.R. Myers High School
- Attended the College of Alberta School Superintendent fall conference. The focus of the conference was on building personal and system capacity and enhancing system leaders ability to meet the Superintendent Leadership Quality Standard and related competencies.
- The Superintendent attended a College of Alberta School Superintendent, Superintendent Leadership Quality Standard Advisory Committee meeting to provide input into the provinces certification process.
- The senior leadership team attended a SAPDC AB ED curriculum coordinators meeting to learn about the new curriculum. Learning was brought back and shared with all school principals.

Personnel Management

- The Superintendent accompanied a large number of principals to a provincial professional learning session co-hosted by AB ED and the ATA. The focus was the new leadership quality standard that will be applying to all principals in Alberta.

Policy and Strategic Planning and Reporting

- The school division's Three Year Education Plan and Annual Education Results Report is included in November's agenda for Board approval.
- Meetings are ongoing about ways to meet the needs of Taber Mennonite Students given the space constraints within their current context.

Fiscal Responsibility, Organizational Leadership and Management

- The fall budget was updated by the Associate Superintendent of Finance and Operations with the assistance of school principals. The updated budget can be found online on our website.

- The Superintendent accompanied the Board of Trustees to the Alberta School Superintendent fall annual general meeting.

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
 - Council of School Council meeting
 - Horizon supported Family Violence Prevention Month by tying a purple ribbon.
 - TCAPS dry complex tour
 - AB ED sponsored Alberta Council for Environmental Education: A thought leaders' forum

I.2 Trustee/Committee Reports


I.2.1 Zone 6 ASBA Report

Marie Logan shared the following update with the Board:

- Boards attended the Alberta School Boards Association 2018 Fall General Meeting. The ASBA Board of Directors asked boards to provide feedback on four questions about why locally elected school boards are essential to Alberta students' success.
 1. In what way are locally elected boards able to fulfill the expectations of their communities and ensure that the diverse learning needs of students are met?
 2. What are some strategies your board is preparing t or currently using to build awareness about the work of your board?
 3. What kind of supports does your board need from ASBA as you build greater awareness of the benefit and value of locally elected school boards within your communities?
 4. Following the election, ASBA will continue to advocate to the Minister of Education about the need to respect and strengthen local board autonomy. As governors, in what areas do you need greater flexibility and increased decision making authority to meet students' diverse learning needs and attend to the expectations of your communities?
 - Responses to these questions will be used to inform ASBA advocacy efforts on board autonomy leading into and following the election.
- At the November Zone 6 Update
 - Zone 6 elections took place and the budget was presented and passed
 - Other updated included:
 - Anti-Racism update
 - Indigenous Languages in Education Grant Program
 - Playground Pilot Project
 - Enhancing Second-Level Supports in Educations
 - Ron Taylor from Alberta Education presented Alberta's New Provincial Curriculum

Curriculum Shift

Knowledge, Skills, and Attitudes	Concept-based
Is based primarily on topics, skills, and facts.	Focuses on the transfer of the important conceptual ideas of a discipline.
Content focuses on facts that are often isolated and disconnected. Knowledge is fragmented.	Concept-based focuses on making sense of facts and the world around us. Knowledge is presented as a "whole." Understand the relationship between individual facts, principles, or generalizations.
Verbs are used to tell students what to know or do.	Concept-based is a thinking curriculum. The verb describes the ways through which we come to understand the concept.
Represents a two-dimensional design model that includes process and content knowledge.	Has a third dimension—conceptual understanding.
Content-based teaching may not get beyond the transmission of superficial learning.	Concept-based curriculum focuses on critical concepts and processes students will be able to transfer to new situations.
Asks teachers to cover long lists of content and skill objectives ... but knowledge expands exponentially and there is not enough time to cover everything. Simply covering information does not result in deep understanding.	Key concepts (ideas) of a discipline become the "drivers" for learning, leading students to deeper understandings that transfer across different situations.



I.2.2 Facilities Report

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

- Capital Project – D.A. Ferguson/W.R. Myers
 - o The DA Ferguson / WR Myers partial facility modernization managed by Alberta Infrastructure is currently underway with all demolition of the interior spaces of the 1960 section being complete. Demolition of the WR Myers administration space to accommodate a new 2 hour fire wall is also complete. Renovations to the WR Myers administration area are approximately 10 weeks behind based on original completion goals; on the plus side, major components causing delays have been addressed and progress is moving forward on a steady pace.
- Maintenance Work
 - o Facilities and maintenance service staff provide hundreds of services ranging from event setup and clean up to HVAC, electrical, plumbing, painting, carpentry and locksmith services. Most service requests are initiated through our computerized maintenance and management system, Asset Planner.

I.2.3 Administrator's Meeting Report

Blair Lowry provided the following November 2018 Administrator's Meeting update to the Board:

- Professional Learning in the morning.
 - o Curriculum 101 with Dr. Rick Gilson, Executive Director, SAPDC
 - o Rick presented information from Alberta Education on the new provincial curriculum and its design. Terri-Lynn facilitated an activity to look more closely at the content of the curriculum and shared the draft implementation plan. Both slide decks and the activity are available in Horizon Common for principals to facilitate with their staff.
- Discussion Items included:
 - o Occupational Health and Safety
 - o What if...Scenarios
 - o Additional Non-Instructional Days
 - o Preferred Mode of Communication
 - o Exploring Social & Emotional Learning
 - o Playgrounds
- Other Information Items included:
 - o Atrieve Automated Dispatch
 - o Taber Food Bank Christmas Hampers
 - o APEX Youth Awards
 - o Bell Cell Phone User Information
 - o Budget Update
 - o School Carryovers
 - o Enrollment
 - o Expense Reimbursements

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided a November 2018 update to the Board:

- Preparing Budget & Financial Reports
- The first round of OH & S inspection reports have been submitted. Reports will be reviewed and any amendments will be made. The second round of report will be sent out in December.

I.4 Associate Superintendent of Learner Services Report

Amber Darroch, Associate Superintendent of Learner Services, shared the following November 2018 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
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KEY ACTION AREA #1:

Strong instruction that develops student competencies

- The October 18th Division-Wide Learning Day for teachers and support staff was an overwhelming success. Planned jointly between the ATA Local PD Committee and the Learner Services team, over 20 breakout sessions were provided on the morning of the 18th. In the afternoon, cohorts of support staff across a variety of schools met with colleagues in similar positions, while teachers and administrators had the first meeting of their "Teachers Learning through Collaboration" (TLC) Groups for this year.
- At the November Administrators' Meeting, the morning was dedicated to professional learning related to the new curriculum design and content. Dr Rick Gilson, Executive Director from Southern Alberta Professional Development Consortium (SAPDC) presented the Alberta Education overview called "Curriculum 101" and Terri-Lynn facilitated a close examination of specific curriculum for either English Language Arts or Mathematics. This session was intended to equip school leaders with the working knowledge of the new curriculum so they can facilitate school-level discussions with teachers.
- Terri-Lynn has been working with the University of Lethbridge and Dr. Hamman, LT Westlake, and Chamberlain schools in compiling pre-assessment data on Kindergarten through Grade 2 students' pre-literacy skills. These pre-literacy skills include alphabet, sounds, phonological and phonemic awareness (rhyming discrimination, rhyming production, isolation of sounds such as beginning, middle and end, blending of sounds and letter syllables, word reading of sight words). This is the focus for the K to 2 students and teachers currently in the 3 schools that are participating in the "Blitz" program. The "Blitz" has begun in classrooms and is an extra learning opportunity through literacy games to enhance and strengthen those foundational literacy skills that are needed to be successful readers. Our hypothesis is that this coordinated approach will catapult reading levels forward. Participating student results will be compared to a separate control group of Horizon students at the end of the project.
- Please see the final page of this report for a summary of Assessment Coach activities.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Robbie worked with Barnwell School on October 19th to further develop their CRM and practice using the CRM module (software on Dossier)
- Robbie has been to and met with each school and the Learning Support Teachers to discuss school needs, student needs, and the Collaborative Response Model. The face to face meetings at each school are planned again for January/February to continue supporting LST's and Principals with response to instruction and intervention.
- Upcoming professional learning opportunities have been shared with all Administrators and Learning Support Teachers to build capacity in a Collaborative Response to Instruction and Intervention Model.

LEADERSHIP PRACTICES

- To support parent-school engagement in our Low German Mennonite communities, Horizon's LGM Consultant, Benita Peters, has been hosting "faspa" (afternoon coffee and baking) at a number of schools. Benita has also been assisting schools with translation services at Parent/Teacher Interviews this month.
- The Learning Support Teacher's book club completed the first book of the school year, "Indian Horse". This is an excellent book portraying a young man's experience growing up in the 1960's in Manitoba, attending a residential school and connecting how hockey was a big part of his life.
- Amber attended the Associate for Curriculum & Development Educational Leadership Conference, themed "Champions for Equity". Sessions and speakers were highly relevant to the work related to inclusion we are doing in both the division and the province. Resources, presentations and speaker notes will be used to inform a variety of Learner Services strategies underway in our 3 Year Education Plan.
- Amber participated in eleven professional growth plan meetings with principals and Learner Services staff.
- On October 29, 2018, Amber, Terri-Lynn and Wilco attended an Alberta Education "Curriculum 101" session that facilitated learning about the new curriculum and how it is intended to be used by teachers along with explanations and examples of new components and terminology. This content was then brought to Horizon's Administrators' Committee.
- Amber, Terri-Lynn and Sharon continue to participate in multi-district network of about 15 school divisions connecting monthly on topics of curriculum and assessment in the context of Alberta's new curriculum implementation.
- Robbie is taking a Cognitive Coaching Course for professional learning this year. The 10-day course runs throughout the school year.
- Robbie and Andra are offering Educational Assistant staff an additional professional learning opportunity on Monday November 26. This is a paid, voluntary event focused on supporting students with Autism and will be presented by Key

Instructional Assessment Coach Activity Summary: November 2018

<i>Date</i>	<i>Teacher Coaching</i>	<i>School & Parent Presentations</i>	<i>Principal Meetings</i>	<i>Other Meetings (IE Tech)</i>
Aug/Sept.	1	2	8	4
October	20	7	5	3
November	19	5	6	4

In the months of September - November Sharon worked on the following:

- Met with Administrators to establish goals and create individual school plans for supporting each staff in best practice assessment
- Booked follow-up dates throughout the year to create an ongoing support system for schools.
- Continued self-directed individual coaching sessions for teachers during booked days. Moving teachers more in the direction of the pedagogy of the instructional model and how assessment is a key component in that process.
- Did several staff presentations which included the following topics:
 - Motivation - how assessment practices relate to and can increase student motivation
 - Writer's workshop model - how to set up for success and how to use materials created for teachers to support their writing program.
 - Using GoFormative as an inclusive formative assessment tool
 - Best practice Assessment practices in the classroom - how to set up your routines, how to plan for assessment, practical examples of plan sheets and scheduling, feedback frames for conferencing, etc.
- Worked on several technology projects to help teachers plan and implement best practice assessment and reporting, including:
 - Curriculum template updates for Students Achieve
 - Built various versions of Report Card Templates for all the Colonies and Kindergarten classrooms
 - Built on-line assessment planners for grades 1 - 9
 - Continued adding Alberta Curriculum outcomes to be tagged in GoFormative
 - Created and added, The Instructional Model, assessment planners, rubric generators, links to tech tools, writing support materials and How to videos to the Horizon Teacher Tools Website
 - Working on building a CTF Rubric generator
 - Assisted with the building of Health and Wellness CTF rubric for TLC group
 - Assisting with Literacy Framework where needed

- Amber also shared, with the Board, the Alberta's New Provincial Curriculum PowerPoint Presentation.

I.5 Associate Superintendent of Programs and Human Services Report

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

Building Effective Relationships

- Participating in local bargaining process ongoing.
- Career Transitions – Named chair of the board this month. Supporting the Executive Director to address funding concerns has been a primary focus.
- Participating in Professional growth plan meetings with all principals with the Senior Admin team.

Modeling Commitment to Professional Learning

- Participating in Cognitive Coaching 10-day course over this school year. Hosted by Holy Spirit Roman Catholic School Division
- Attend CASS Professional Learning Events
- Enrolled in Weaving Ways: Indigenous Ways of Knowing in Classrooms and Schools 5 part (8hr) Webinar series.
- Enrolled in 5 part ATA Webinar series, 'Teacher Talks' to develop First Nations, Metis and Inuit Foundational Knowledge with several Horizon teachers

Visionary Leadership

- Supporting committee planning for a Horizon Experiential Week in conjunction with LCC, Mount Royal University, University of Calgary, Livingstone Range, and Palliser School Division in May 2019.

Leading Learning

- Ongoing support for Principals with staffing concerns.
- JSET (Jurisdiction Student Engagement Team) →co-hosted the Southern Alberta Student Leadership Conference at the University of Lethbridge on Nov. 14th. Over 600 students attended from all over the south and Horizon students hosted 5 breakout sessions.

Supporting First Nations, Metis and Inuit Education for All Students

- Indigenous Champions – organizing a professional learning opportunity to develop knowledge and skills
 - Goal is to maximize the dispersion of the knowledge and skills beyond the champions to all of our teachers/staff
 - January session will focus on Understanding the Social Implications of Indigenous Realities and selecting resources that accurately reflect and demonstrate the strength and diversity of First Nations, Metis and Inuit.
- Blanket Exercise
 - Scheduled Blanket Exercises:
 - Taber Public Library Community Exercise – Dec 6, 2018, 5:30-9pm
 - ERHS, March 8
 - Colony Teachers, May 30
 - Completed in 11 schools
- Partnership with University of Lethbridge -> First Nations, Metis, Inuit Mentorship Program for high school and middle school students partnered with university students. Began last week.
- Charitable organization and fundraising to support a multicultural holistic education centre grounded in Indigenous Ways of Knowing, Eagle Spirit Nest Community Association (ESNCA). Holy Spirit has indicated a desire to come on board.
 - An initial board of directors has been set and will be moving forward to become a registered society
 - We will begin raising funds under the current TDLF (Taber and District Learning Foundation) while we begin the process of obtaining our own charitable organization number.

Sustaining Effective Instructional Leadership

- Hosting Horizon Induction Program Sessions this year
- Evaluation Process for Probationary Teachers – 19 this year under evaluation; I am completing 14 evaluations

School Authority Operations and Resources

- Participating in CASSIX winter meeting
- In response to feedback from our Admin team, implementing PowerSchool's automated call out system which will work with the attendance management system we implemented last school year. Should be operational by the end of November.

Correspondence

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

COMMITTEE ITEMS

Moved by Christa Runka that the Board meet in Committee.

Carried Unanimously

COMMITTEE
141/18

Moved by Jennifer Crowson that the meeting reconvene.

Carried Unanimously

RECONVENE
142/18

Moved by Rick Anderson that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
143/18

Marie Logan, Chair

Sheila Laqua, Executive Secretary