

# 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, April 17<sup>th</sup>, 2018 beginning at 1:00 a.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

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

REGRETS: Christa Runka, Trustee

Presentation – Brian Schafer M.D. of Taber Regional Fire Chief, Jeremy Wickson MD of Taber Director of Public works and Corry Moline M.D. of Taber Utilities and Accounts Payable Clerk shared their work as it relates to the M.D. of Taber's local state of emergency.

## ACTION ITEMS

- |     |  |                     |       |
|-----|--|---------------------|-------|
| A.1 | Moved by Rick Anderson that the Board approve the agenda with the following additions:<br>A.4 Vauxhall Elementary School Caretaking Contract<br>A.5 Dr. Hamman Caretaking Contract<br>A.6 Arden T. Litt Center for Learning Caretaking Contract<br>D.4 Edwin Parr Attendance<br>D.5 Basket Deliveries for Education Week | Carried Unanimously | 59/18 |
| A.2 | Moved by Blair Lowry that the Board approve the <a href="#">Minutes of the Regular Board Meeting, held Tuesday, March 20<sup>th</sup>, 2018</a> as provided by Enclosure 1 of the agenda   | Carried Unanimously | 60/18 |
| A.3 | Moved by Derek Baron that the Board approve the <a href="#">April 2018 Payment of Accounts</a> in the amount of \$2,304,378.50 as provided in Enclosure 2 of the Agenda  | Carried Unanimously | 61/18 |
| A.4 | Moved by Bruce Francis that the Board award the Vauxhall Elementary School caretaking tender to Lamond Caretaking Services for a two-year term   | Carried Unanimously | 62/18 |
| A.5 | Moved by Bruce Francis that the Board award the Dr. Hamman School caretaking tender to FKT and KT Maintenance for a two-year term.   | Carried Unanimously | 63/18 |
| A.6 | Moved by Bruce Francis that the Board award the Arden T. Litt Center for Learning caretaking tender to Trudy Peters for a two-year term.   | Carried Unanimously | 64/18 |

## DISCUSSION ITEMS

### D.1 FINANCIAL REPORT

Jason Miller, Director of Finance shared the 2017-2018 Mid-Year Financial Report with the Board.

### D.2 2018-19 BOARD MEETING DATES

Wednesday, August 22, 2018
Wednesday, September 26, 2018
Wednesday, October 24, 2018
Wednesday, November 28, 2018
Wednesday, December 19, 2018
Wednesday, January 23, 2019
Wednesday, February 27, 2019
Wednesday, March 27, 2019
Thursday, April 18, 2019
Wednesday, May 22, 2019
Wednesday, June 26, 2019
Wednesday, August 28, 2019

### D.3 MAY BOARD MEETING DATE

The Board Budget meeting scheduled for Tuesday, May 29, 2018 has been moved to Wednesday, May 23, 2018 @ 1:00pm.

### D.4 EDWIN PARR ATTENDANCE

The following Board Member and Sr. Administration will be attending the Edwin Parr Banquet & Awards Evening on Wednesday, May 9<sup>th</sup>, 2018: Marie Logan, Board Chair, Bruce Francis, Board Vice-Chair, Jennifer Crowson, Trustee, Blair Lowry, Trustee, Rick Anderson, Trustee, Christa Runka, Trustee, Wilco Tymensen, Superintendent, Amber Darroch, Assoc. Superintendent, and Anita Richardson, Assoc. Superintendent.

### D.5 EDUCATION WEEK GIFT BASKETS

Horizon School Board of Trustees will be delivering gift baskets to Horizon Schools in celebration of Education Week, April 30 – May 4, 2018. The Board is looking forward to conveying their thanks to Horizon staff for all they do for our students.

## INFORMATION ITEMS

### I.1 Superintendent's Report

No Report

#### I.2.1 Zone 6 ASBA Report

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

- ASBA Zone 6 Budget will be presented at the May Zone 6 meeting and voted on at the SGM in June.
- May 6<sup>th</sup> General Meeting agenda items will include the ASBA Budget and Zone 6 Handbook
- Zone 6 ASBA meetings will be moved to the third Wednesday of the month, beginning in November 2018.

#### I.2.2 Facilities Report

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

- Capital Projects
  - Warner School
    - Currently working on deficiencies with site work to begin as soon as possible.
    - Grand Opening date has been set for September 19, 2018
  - D.A. Ferguson Middle School/W.R. Myers High School
    - Construction contract has been awarded with start date to be determined. A start up meeting with Clark Buildings is scheduled for April 24, 2018

- Southern Alberta Summer Games will be held in Taber this year. Dr. Hamman School has been designated as an emergency location.
- The preliminary list for the 2018-19 IMR projects has been compiled.

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

Phil Johansen provided April 2018 update to the Board as follows:

- Provincial Budget was released with no significant increases. Grants will remain at a consistent level.
- Focus on a balanced budget
  - o The Board continues to provide teacher allocations well beyond provincial class size recommendations
  - o The Board continues to provide support staff allocations well beyond provincial inclusive education funding
  - o The Board continues to provide decentralized per student allocations equal to or greater than neighbouring school jurisdictions
- Communications with Alberta Education
- Advertisement has been placed in the newspaper for a Vauxhall Academy of Baseball Residence Manager.

### I.4 Associate Superintendent of Learner Services Report

Amber Darroch, Associate Superintendent of Learner Services, shared the following April 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

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

- Crystal continued to provide one-on-one instructional supports to teachers by analyzing data, diagnosing reading needs and prescribing strategies teachers can implement to improve reading achievement for middle and high school students. This month she has modelled guided reading lessons and assisted teachers in organizing small group instruction into their reading blocks.
- One of Sharon's ongoing projects is the development of a writing resource for teaching and assessment in elementary English Language Arts. This multi-dimensional resource includes lesson plans, bulletin board displays, student writing tools, and all associated assessment components. It is being developed with teachers, for teachers.
- Several teachers have completed their first unit of study using book clubs and have been encouraged by the level of engagement and growth they have seen in their students. This approach sees a number of related novels at various reading levels used in a classroom rather than a whole class novel study with a single text. Crystal has been actively co-teaching, modelling lessons, and assisting with gathering resources for teachers embarking on book clubs with their students.
- Terri-Lynn has been spending time with Chamberlain K-3 teachers moving a pilot project forward in literacy with the school. This work is highlighting the importance of early literacy intervention: how we respond when beginning readers don't progress as they should. Parents, students and teachers are enjoying the project and we look forward to measuring the degree to which these strategies increase young students' reading levels.
- The division is examining a shift to a common library software program for schools to ease library circulation and collection management. A small committee including three librarians and two principals has had presentations from four different vendors and is working on a recommendation to bring to administrators at the May Administrators' Committee meeting.

#### KEY ACTION AREA #2:

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

- Many members of the Learner Services team continue to attend Collaborative Response Model (CRM) meetings at

schools to support school teams and students.

- A great representation of the Learner Services team, including members of Horizon's Counselling Team, attended the Southern Alberta Professional Development Consortia workshop "Networking for Mental Health in Schools: Working Together on Working Together" on April 11th. Robbie and Angela were also involved with facilitating breakout sessions.

### KEY ACTION AREA #3:

#### Student success is a collective endeavor

- The Early Learning Team (Andra, Robbie, Terri-Lynn, JoAnn, and Laura) will be hosting Developmental Check-ups (early learning screening) the entire month of April at both school and division office locations. Included in the check-ups will be Lomond Little Learners.

### LEADERSHIP PRACTICES

- The annual Leadership Symposium was held on April 12 and 13 with all school administrators. The focus of the Symposium was on school leadership and the new Leadership Quality Standard. School leaders participated in exercises and presentations to reflect on their personal strengths and improvement opportunities, learn from colleagues about leading school improvement, and strategize for next steps in collaboration between and within their schools.
- In an effort to better support staff with secondary trauma and burnout, several staff members will be attending a compassion fatigue workshop on April 19th.
- The senior leadership team, including Directors of Learning, attended the CASS Spring Conference in Edmonton on Deepening Learning in Classrooms, Schools and Districts with Michael Fullan, Joanne Quinn and Santiago Rincon Gallardo. The focus of the conference has driven our continually evolving strategy for system improvement and improving student learning in Horizon.

### I.5 Associate Superintendent of Programs and Human Services Report

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

#### Human Resources

- Participating in local bargaining process ongoing.
- Spring staffing process is underway.
- Approved 2018-2019 Calendars went out to schools.
- 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 – final meeting is May 28
- JSET (Jurisdiction Student Engagement Team) – 34 students and 9 teachers representing each of our high schools will be participated Mar. 27. Two key themes arose from the students – increased access to post secondary connections/support/prep & increased opportunity for interschool non-competitive collaboration. Next session is April 26. We will look more deeply into these topics.
- 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 – looking to collaborate with Livingstone Range, Palliser and LCC to participate in an experiential learning week
- Attended Horizon Admin Symposium and CASS Spring meeting

#### Stakeholder Engagement

#### First Nations, Metis, Inuit

- Indigenous Champions – concluded for this school year
- Indigenous Committee –
  - Met March 26 to formulate our 3-year plan
- Blanket Exercise
  - Second Community Blanket Exercise in the works, being led by Taber Police Services

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 3 of the agenda.

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.	Carried Unanimously	COMMITTEE 65/18
Moved by Jennifer Crowson that the meeting reconvene.	Carried Unanimously	RECONVENE 66/18
Moved by Rick Anderson that the meeting adjourn	Carried Unanimously	MEETING ADJOURNED 67/18

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary