

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, September 26th, 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
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.11 – Letter to Alberta Infrastructure

Carried Unanimously | AGENDA
APPROVED
104/18 |
| A.2 | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting, held Wednesday, August 22, 2018 as provided by Enclosure 1 of the agenda.

Carried Unanimously | BOARD MEETING
MINUTES APPROVED
105/18 |
| A.3 | Moved by Jennifer Crowson that the Board approve the September 2018 Payment of Accounts in the amount of \$2,183,335.67 was provided in Enclosure 2 of the Agenda.

Carried Unanimously | PAYMENT OF ACCOUNT
APPROVED
106/18 |
| A.4 | Move by Bruce Francis that the Board approve the first reading of Policy FCB – Facilities Capital Plan as provided by Enclosure #3 of the agenda.

Carried Unanimously | POLICY FCB FIRST
READING APPROVED
107/18 |
| A.5 | Move by Derek Baron that the Board approve the first reading of Policy FEA – Custodial Services as provided by Enclosure #4 of the agenda.

Carried Unanimously | POLICY FEA FIRST
READING APPROVED
108/18 |
| A.6 | Move by Christa Runka that the Board approve the first reading of Policy FF – Naming of Schools as provided by Enclosure #5 of the agenda.

Carried Unanimously | POLICY FF FIRST
READING APPROVED
109/18 |
| A.7 | Move by Bruce Francis that the Board approve the first reading of Policy GAA – Code of Conduct as provided by Enclosure #6 of the agenda.

Carried Unanimously | POLICY GAA FIRST
READING APPROVED
110/18 |
| A.8 | Move by Rick Anderson that the Board approve the first reading of Policy GDN – Evaluation of School Support Staff Member as provided by Enclosure #7 of the agenda. | POLICY GDN FIRST
READING APPROVED |

	Carried Unanimously	111/18
A.9	Move by Blair Lowry that the Board approve the first reading of Policy HGBG – Home Education as provided by Enclosure #8 of the agenda.	POLICY HGBG FIRST READING APPROVED 112/18
	Carried Unanimously	
A.10	Moved by Derek Baron that the Board approve the 2019 -2020 Jurisdiction Calendar as provided by Enclosure #9 of the agenda.	2019-2020 JURISDICTION CALENDAR APPROVED 113/18
	Carried Unanimously	
A.11	Moved by Rick Anderson that the Board approve a letter of concern be written to Alberta Infrastructure.	LETTER TO ALBERTA INFRASTRUCTURE APPROVED 114/18
	Carried Unanimously	

DISCUSSION ITEMS

D.1 Staff Christmas Cards

The Board will continue to send out Staff Christmas cards along with a gift certificate.

D.2 Public School Board Association

The Board tabled the discussion to join the PSBA until the December Board meeting. More information will be required to make a decision.

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following September 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.
- Welcomed new teachers to Horizon at the jurisdiction's induction program.
- Welcomed all teachers back at the school year kick of division wide professional development day – Headstrong for Teachers. The day focused on providing teachers with strategies to maintain their physical and mental health.
- School visits this month included: ACE Place, Central Elementary School, Chamberlain School, D.A. Ferguson Middle School, Dr. Hamman Elementary School, Enchant School, Hays School, L.T. Westlake Elementary School, Milk River Elementary School, Erle Rivers Jr. Sr. High School, Taber Christian School, Warner School, Lomond Community School, Taber Mennonite School, and W.R. Myers High School.

Personnel Management

- Meetings and conversations have taken place with regard to enrollment projections.
 - Below are some stats with regard to enrollments and projection based on attendance during the first week of school.
 - Current enrollment (bums in seats) for K-12 are 89 students below projections (This translates into about \$700,000 less funding than expected based on February projections)
 - Current enrollment (bums in seats) for K are 9 students below projections

- Current enrollment (bums in seats) for gr. 1-9 are 65 students below projections
- Current enrollment (bums in seats) for gr. 10-12 are 33 students below projections
- When we look at clusters of schools
 - Regular Schools (excluding outreach and colony) are 24 students below projections
 - Outreach Schools are 62 students below projections (we know that there are quite a few that are currently working and expect these to show up prior to Sept 30)
- The biggest discrepancy between enrollments and projections are
 - Two schools with about 26 less students than projected and
 - One school with 34 more students than projected
- Teacher instructional and assignable time templates work was finalized.
- Interviews for Horizon's courier position have taken place.

Policy and Strategic Planning and Reporting

- Horizon's policy committee met to review a number of policies. (see regular meeting for list)

Fiscal Responsibility, Organizational Leadership and Management

- ATA Collective Bargaining. The Board met on September 25, 2018.
- Teachers' Employer Bargaining Association (TEBA) meeting
- D.A. Ferguson modernization meetings were 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
 - College of Alberta School Superintendent Zone Six meeting
 - Chamberlain Pancake Breakfast
 - Milk River welcome back BBQ
 - Warner Grand Opening
 - Board tour – Sunnyside and Kingsland
 - Taber Players donation

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

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

- No Report

I.2.2 Facilities Report

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

- One of Horizon School Divisions top priorities regarding school facilities is to ensure that health, safety and essential upgrade needs are completed as required. IMR funding is provided by the provincial government to meet those needs as well as deal with deferred maintenance. For the school year 2017-18 all IMR expenditures are complete or awaiting final invoicing, with many 2018-19 IMR projects being planned and some underway.
- 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.

I.2.3 Administrator's Meeting Report

Bruce Francis provided a report to the Board from the September Administrator's meeting:

- Jurisdiction Goals
- Professional Development Planning

- Administrators of Division Committees
- Administrator Meeting Dates
- Inclusive Learning
- Administrator's Symposium
- Start-up Week Feedback
- Absence Tracking
- Hiring Documentation
- OH & S
- Emergency First Aid Training
- Evaluating Substitute Teachers

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided a September 2018 update to the Board:

- Updating payroll and staffing contracts
- Warner Project completion
- Occupational Health & Safety
 - Committees & Reps

I.4 Associate Superintendent of Learner Services Report

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

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- During the last week of August, the Learner Services team provided a number of professional learning sessions for staff on a range of topics aligned with our improvement priorities. Some meetings were held (Learning Support, Indigenous Champions, K-6 Literacy) were also held, saving teacher sub costs over meeting dates during the regular school year. About 150 teachers, support staff, and administrators participated in events over August 28, 30 and 31.
- The opening professional learning day for teachers and counsellors on Monday, August 27th was a great success based on participant feedback and the scope of partners we engaged. United by a theme of wellness, components included an engaging keynote, nine guest presenters in breakout sessions and a number of hands-on activities.

95% of the 102 teachers responding to an August 27th feedback survey were satisfied with the day and 98% enjoyed the keynote speaker, Joyce Sunada. As this was the first time in a number of years a division-wide day was held before school started, it was also helpful to hear back from staff that 90% feel professional learning the first week back to school is effective. This has informed the draft calendar for 2018-19.

- The University of Lethbridge and four schools in our division are working with Terri-Lynn to ensure and enhance foundational literacy skills for students in Kindergarten to grade two. The schools who are part of this project are Central, Dr. Hamman, Chamberlain and LT Westlake.
- The University of Calgary Werklund School of Education, Vauxhall High School, and Director of Learning, Terri-Lynn Duncan are working together on another literacy project where students will explore their own identities through literature.
- Taber was host to the annual Networking Meeting of key representatives of the Mennonite Central Committee (MCC) the week of September 17th. As part of the week's events, Amber and Benita Peters, Horizon's Low German Mennonite Consultant, hosted 20 delegates from Saskatchewan, Manitoba, Ontario, Bolivia and Mexico for a discussion about education in Southern Alberta. The activities included tours of both Taber Mennonite School and Horizon Mennonite Alternative Program and visits with parents in both communities.
- In anticipation of new curriculum implementation beginning in 2019, some of Horizon's Learner Service team have joined a growing network of school jurisdiction curriculum leaders to collaborate on the strategies we are using across

the province as we tackle this work in each of our divisions. Amber attended the first full day meeting on September 14th. Insights gained are helping to inform Learner Services strategy moving forward.

KEY ACTION AREA #2:

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

- All schools have been asked to update their pyramid of interventions and send a copy to Robbie. The "pyramid of intervention" document articulates the plan each school has for how they will respond at the classroom, school, and partner levels when students are not experiencing success.
- Early Learning Programs have identified 34 students for Program Unit Funding (PUF) and 34 students have qualified for Mild/Moderate and English Language Learner interventions.
- A collaborative response meeting was held for non-attending, high-risk students on Sept. 12. Staff from Myers, ACE, Counselling services, and Division office attended with the goal of strategizing to re-engage identified students.

LEADERSHIP PRACTICES

- Amber is representing CASS (College of Alberta School Superintendents) Zone 6 as Zone Director for the term 2018-2020 and attended this year's first Board of Directors Meeting in Edmonton on September 6 & 7, 2018.

I.5 Associate Superintendent of Programs and Human Services Report

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

Building Effective Relationships

- Participating in local bargaining process ongoing.
- Career Transitions – Currently the vice chair of the board. Supporting the Executive Director to address funding concerns has been a primary focus.

Modeling Commitment to Professional Learning

- Participating in Cognitive Coaching 10-day course over this school year. Hosted by Holy Spirit Roman Catholic School Division

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) → interjurisdiction event to be held Nov. 14, 2018 at University of Lethbridge (all Zone 6 jurisdictions invited to participate)
- Working with Career Counseling team to support implementation of career related outcomes in Health 8 and 9 courses. Hosting a one day collaborative workshop with the Health 8 and 9 teachers to develop lesson plans and partnerships.

Supporting First Nations, Metis and Inuit Education for All Students

- Indigenous Champions – full day session with an instructor from the ATA on Aug. 30 was well attended and received.
 - Goal is to maximize the dispersion of the knowledge and skills beyond the champions to all of our teachers/staff
- Blanket Exercise
 - Hosted a blanket exercise with all grade 7 student Sept. 20. Was impressed by the student participation and feedback.
 - Scheduled Blanket Exercises:
 - ERHS, March 8
 - Colony Teachers, May 30
 - Second Community Blanket Exercise in the works, being led by Taber Police Services, October 4, 2018

- Completed in 9 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

- Continuing to refine hiring process and documentation
- Participated in CASSIX fall 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.

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 11 of the agenda.

COMMITTEE ITEMS

Moved by Rick Anderson that the Board meet in Committee.	Carried Unanimously	COMMITTEE 115/18
Moved by Blair Lowry that the meeting reconvene.	Carried Unanimously	RECONVENE 116/18
Moved by Christa Runka that the meeting adjourn.	Carried Unanimously	MEETING ADJOURNED 117/18

Marie Logan, Chair

Sheila Laqua, Executive Secretary