

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, October 24th, 2018 beginning at 1:30 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
Anita Richardson, Associate Superintendent of Programs and Human Services
Cole Parkinson, Taber Times
Sheila Laqua, Recording Secretary

REGRETS: Amber Darroch, Associate Superintendent of Learning Services

ACTION ITEMS

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| A.1 | Moved by Jennifer Crowson that the Board approve the agenda.
Carried Unanimously | AGENDA
APPROVED
121/18 |
| A.2 | Moved by Christa Runka that the Board approve the Minutes of the Regular Board Meeting, held Wednesday, September 24th, 2018 as provided by Enclosure 1 of the agenda.
Carried Unanimously | BOARD MEETING
MINUTES APPROVED
122/18 |
| A.3 | Moved by Rick Anderson that the Board approve the October 2018 Payment of Accounts in the amount of \$2,397,050.56 was provided in Enclosure 2 of the Agenda.
Carried Unanimously | PAYMENT OF ACCOUNT
APPROVED
123/18 |
| A.4 | Move by Bruce Francis that the Board approve the second reading of Policy IC – School Attendance as provided by Enclosure #3 of the agenda.
Carried Unanimously | POLICY IC SECOND
READING APPROVED
124/18 |
| | Move by Blair Lowry that the Board approve the third and final reading of Policy IC – School Attendance as provided by Enclosure #3 of the agenda.
Carried Unanimously | POLICY IC FINAL
READING APPROVED
125/18 |
| A.5 | Move by Christa Runka that the Board approve the first reading of Policy IFCH – Illicit Substances as provided by Enclosure #4 of the agenda.
Carried Unanimously | POLICY IFCH FIRST
READING APPROVED
126/18 |
| A.6 | Move by Rick Anderson that the Board approve the first reading of Policy IFCI – Threat Assessments as provided by Enclosure #5 of the agenda.
Carried Unanimously | POLICY IFCI FIRST
READING APPROVED
127/18 |

DISCUSSION ITEMS

D.1 Lomond Multi-Purpose Facility Usage Request

Moved by Derek Baron, that the Board approve the request from the Lomond Multi-Purpose Facility Committee to make a one-time exemption to Policy JG Community Use of Facilities Guideline 12.b. which states that "All users shall comply with the following: No possession, use, distribution, or sale of illicit substances and/or alcoholic beverages". The exemption was requested in order to hold the Lion's Club Steak Fry in the Lomond community Multi-Purpose Facility, given the unforeseen temporary closure of the Lomond Community Center. The approval of the exemption was contingent on the following: completion of a proper application by the Lions Club, proper liquor licensing, certificate of insurance, adequate damage deposit and no smoking on school property.

EXCEPTION TO
COMMUNITY USE
POLICY
128/18

Carried

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following October 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.
- Attended the Alberta Teachers' Association induction banquet.
- Principal professional growth plan and Three Year Education Plan/Annual Education Results Report meetings have commenced
School visits this month included: ACE Place, Barnwell School, Central Elementary School, D.A. Ferguson Middle School, Dr. Hamman Elementary School, Enchant School, Lomond School, Taber Christian School, Vauxhall High School, Lomond Community School, and W.R. Myers High School.
- Represented Horizon School Division at a Truth and Reconciliation session at the University of Lethbridge

Personnel Management

- A number of employment contracts and hiring letters were finalized this month

Policy and Strategic Planning and Reporting

- Horizon's policy committee met to review a number of policies. (see regular meeting's action items for list of policies)
- AB ED field services meeting

Fiscal Responsibility, Organizational Leadership and Management

- Enrollments have been finalized and the fall budget update has been sent to schools.

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
 - Division Office staff BBQ
 - Senior Administrative Leadership Team meeting
 - Board tour – Enchant Colony, Enchant School, Lomond Colony, Lomond School, and Armada Colony
 - Vauxhall High School awards banquet
 - D.A. Ferguson awards banquet

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

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

- The next Zone 6 Meeting will be held on November 21st, at the Lethbridge 51 Office
 - The ASBA budget will be voted on at that time
 - ASBA zone elections will also be held at the November meeting
- ASBA has a new logo and colours
- Updates from Zone 6 School Divisions

I.2.2 Facilities Report

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

- 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, however, components causing delays have been addressed and progress is moving forward at a steady pace.
- Infrastructure Maintenance and Renewal (IMR) currently in progress:
 - ACE Place/TMS – Repair storm sewers
 - ATL – Replacement of brick damage from weather & construction of new shed
 - Lomond – Replacement of lower level window, construction of small exterior storage shed
 - W.R. Myers – Drama room re-design and reconfiguration underway

I.2.3 Administrator's Meeting Report

Rick Anderson provided no report to the Board from the October Administrator's meeting:

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided a October 2018 update to the Board:

- Updating School Budgets
 - Enrollment numbers are consistent with projections
- Capital Planning Meeting
 - Toured Milk River, Warner and W.R. Myers
- Continued work on transportation need & requests
- Transportation Grant
- Working on the Budget update for the upcoming November Board meeting

I.4 Associate Superintendent of Learner Services Report

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

- A draft Administrators' Professional Learning Cycle has been developed to guide school leaders through the learning process related to strong instruction and the implications of the new curriculum. Horizon principals are preparing for the instructional leadership roles aligned with our 3 Year Educational Plan strategies and curriculum implementation this school year.

- In preparation for the new curriculum, Terri-Lynn and a team of teachers representing all schools with K-4 students attended a 2-day professional learning session led by Lois Lanning and Lynn Erickson, authors of *Transitioning to Concept-Based Curriculum and Instruction*.
- Terri-Lynn has been providing individual teachers with training in the Fountas and Pinnell Benchmark Assessment System, which enables teachers to assess the reading levels of their students.
- Amber and Sharon Skretting, Assessment Coach, attended the Alberta Assessment Consortium Leadership Day. Speaker Dr. Sam Sellar from the UK explored the use of large scale assessments which allow us to see the big picture of the education system (either as a division, province, country, etc.) compared to teacher formative assessment which allows us to see the next steps in learning for individual students. The implications for system leaders were explored.
- Sharon and Terri-Lynn attended a professional development opportunity on *Tools For Teaching Conceptual Understanding* by Julie Stern at Grasslands School Division Office.
- Sharon has a very active schedule underway working with teachers in schools individually and in small groups. She has met with each principal to establish differentiated plans of support for continuing to improve assessment.
- Amber and our two network administrators attended a regional network of technology teams at the Southern Alberta Computer Consortium. This network collaborates not only on purchasing, but on strategies anywhere from new ways to create scoreboards in school gyms to how to implement the provincial digitization of student records initiative.
- Amber and Sharon are participating provincially in a network of about 15 school jurisdictions examining how to use our current work in the area of assessment to help support implementation of the future curriculum. The group met in person on October 15th and is now working together in sub committees to generate tools and resources the whole network will be able to benefit from.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- The Family School Liaison Program Team has recently completed their two-day suicide assessment recertification training through Lethbridge Family Services.
- Our FSLP team have been opening caseloads and making the appropriate referrals to FCSS (Tanie Reid-Walker) and AHS Mental Health Therapist (Kelsey Atkinson). Our team has been collaborating with our partnerships agencies to create Professional Development opportunities, attend collaborative school team meetings and appropriate consultations with regards to the counselling pyramid of intervention.
- Horizon School Division Counselling team and other school staff accompanied 38 students to our 2018 Headstrong event in Lethbridge Oct.16. Our teams will thereafter meet at least once a month as a group to discuss monthly mental health themes. The FSLP's goal is to work with the schools' Wellness Champions to promote health and wellness for students and staff.
- Recently Angela Miller was invited to join Taber Community Youth Multidisciplinary Services Team to discuss how all Taber agencies can collaborate together to offer complex case team meetings for students and families in Taber and rural communities. The team is still working on how it would work for information sharing.
- Angela Miller will be attending a two-day event on strategic planning for our TCAPS (Taber Community Action and Prevention Society) board. This will look at what direction we want to take with TCAPS for funding initiatives in the future.
- During our Horizon School Division Planning for Student Success day on September 28th, school staffs worked through the collaborative response model - some in partnership with members of the Learner Services team - to develop Instructional Support Plans and/or English Language Learner Benchmarks for students as needed. Associated collaborative response meetings will continue throughout the year in Horizon schools.
- 2018-19 is Horizon's turn to take a lead with the Southwest Regional Collaborative Service Delivery (RCSD). Amber is serving as chair of the Executive Committee. The October meeting included a review of provincial RCSD satisfaction survey data which shows Southwest excels in almost every area over the province, as well as the review of the annual strategic plan.
- Amber is attending the Provincial RCSD Meeting in Edmonton with the Southwest Regional Manager on October 24th and regrets the conflict with the Board Meeting.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services shared the following October 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
- Attend CASS Professional Learning Events

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. Hosted a one-day collaborative workshop with the Health 8 and 9 teachers to develop lesson plans and partnerships. Several teachers initiated an ongoing TLC group to continue the work.

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
- Blanket Exercise
 - Scheduled Blanket Exercises:
 - VES, Oct. 19
 - ERHS, March 8
 - Colony Teachers, May 30
 - Second Community Blanket Exercise in the works, hosted by Taber Police Services, October 4, 2018 was an inspiring event
 - Completed in 10 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
- 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.

I.6 Nutrition Grant

As per Enclosure 9 of the agenda.

Correspondence

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

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE
129/18

Moved by Christa Runka that the meeting reconvene.

Carried Unanimously

RECONVENE
130/18

Moved by Rick Anderson that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
131/18

Marie Logan, Chair

Sheila Laqua, Executive Secretary