

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 Monday, October 7th, 2019 beginning at 1:00 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
Derek Baron, Jennifer Crowson, Blair Lowry
Christ Runka (via conference call)

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: Rick Anderson, Trustee

ACTION ITEMS

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| A.1 | Moved by Blair Lowry that the Board approve the agenda with the following addition: A.14 – Transportation Policy D.4 – MLA Invitation | AGENDA APPROVED |
| | Carried Unanimously | 253/19 |
| A.2 | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting, held Monday, September 30th, 2019 as provided by Enclosure #1 of the agenda. | BOARD MEETING MINUTES APPROVED |
| | Carried Unanimously | 254/19 |
| A.3 | Moved by Bruce Francis that the Board approve the September 2019 Payment of Accounts in the amount of \$2,298,604.01 as provided in Enclosure #2 of the agenda | PAYMENT OF ACCOUNT APPROVED |
| | Carried Unanimously | 255/19 |
| A.4 | Moved by Bruce Francis that the Board approve first reading of Policy FD – Disposal of Division Property as provided by Enclosure #3 in the agenda, with the following changes: disposition limits for real and personal property set at \$10,000 and \$50,000 respectively. | FIRST READING POLICY FD APPROVED |
| | Carried Unanimously | 256/19 |

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| A.5 | Moved by Derek Baron that the Board approve first reading of Policy GC – Superintendent of Schools as provided by Enclosure #4 in the agenda. | FIRST READING POLICY GC APPROVED |
| | Carried Unanimously | 257/19 |
| A.6 | Moved by Jennifer Crowson that the Board approve first reading of Policy GCNO – Family School Liaison as provided by Enclosure #5 in the agenda. | FIRST READING POLICY GCNO APPROVED |
| | Carried Unanimously | 258/19 |
| A.7 | Moved by Blair Lowry that the Board approve first reading of Policy HGBG – Home Education as provided by Enclosure #6 in the agenda. | FIRST READING POLICY HGBH APPROVED |
| | Carried Unanimously | 259/19 |
| A.8 | Moved by Derek Baron that the Board approve first reading of Policy IFH – Formal Parent/Student Appeals & Dispute Resolution as provided by Enclosure #7 in the agenda. | FIRST READING POLICY IFH APPROVED |
| | Carried Unanimously | 260/19 |
| A.9 | Moved by Bruce Francis that the Board approve first reading of Policy IO – Student Records as provided by Enclosure #8 in the agenda. | FIRST READING POLICY IO APPROVED |
| | Carried Unanimously | 261/19 |
| A.10 | Moved by Derek Baron that the Board approve first reading of Policy JFCH – Illicit & Controlled Substances & Medical Management as provided by Enclosure #9 in the agenda. | FIRST READING POLICY JFCH APPROVED |
| | Carried Unanimously | 262/19 |
| A.11 | Moved by Jennifer Crowson that the Board approve first reading of Policy JHF – Welcoming, Caring, Respectful & Safe Learning Environments as provided by Enclosure #10 in the agenda. | FIRST READING POLICY JHF APPROVED |
| | Carried Unanimously | 263/19 |
| A.12 | Moved by Bruce Francis that the Board approve first reading of Policy JMA – School Councils as provided by Enclosure #11 in the agenda. | FIRST READING POLICY JMA APPROVED |
| | Carried Unanimously | 264/19 |
| A.13 | Move by Bruce Francis that the Board approve the 2020-2021 Jurisdiction Calendar as provided by Enclosure #12 in the agenda. | 2020-2021 JURISDICTION CALENDAR APPROVED |
| | Carried Unanimously | 265/19 |
| A.14 | Moved by Jennifer Crowson that the Board initiate a formal review of the Transportation Policy. | TRANSPORTATION POLICY REVIEW APPROVED |
| | Carried Unanimously | 266/19 |

DISCUSSION ITEMS

D.1 POLICY IGAA – USE OF PHYSICAL RESTRAINTS

Policy IGAA – Use of Physical Restraints will be reviewed by the Board when an updated Ministerial Order on Seclusion and Physical Restraint in schools and Time-out in Schools Standards is announced.

Policy is in alignment with the new ministerial order. Policy will be reviewed and brought to the Board after October 2019.

D.2 D.A. FERGUSON GRAND OPENING DATE

The Grand Opening date for the D.A. Ferguson Middle School will be held on Wednesday, May 6, 2020.

D.3 MACKINNON REPORT

The MacKinnon Report was shared with the Board.

D.4 MLA INVITATION

An invitation will be sent to local MLAs, Grant Hunter and Joseph Schow, inviting them meet and discuss the provincial agenda, including Legislative updates and anticipated changes stemming from the current examination of provincial service delivery and our fiscal reality.

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following September 2019 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; financial management; and instructional leadership. This month they also included: transportation, off-campus excursions, student and staff conduct and discipline, and guidance with regard to student and parental concerns.
- As the second vice president of the Collage of Alberta School Superintendents, September has included a number of CASS executive meetings. Meetings typically involve provincial education perspectives, discussions with the Ministry regarding future direction and sharing of perspectives. Discussions also included dialogue around the funding framework/assurance review being undertaken by ADM Gene Williams.
- Meetings with local Collage of Alberta School Superintendents (CASSIX) also occurred this month. A heavy focus of the conversations this month included sharing best practices related to human resources.
- The following school were visited this month: ACE, TMS, CEN, DAF, WRM, HMAP, LOM, ENC, CHA, LTW, DRH, CEN, VHS, VES

Personnel Management

- Meetings with principal regarding performance evaluations have begun.
- Five school evaluations will be undertaken this year as well as one division office evaluation.

Policy and Strategic Planning and Reporting

- No policy meetings have occurred this month. However, extensive review of policies due to legislative changes has occurred over the summer. Work continues with regard to implementation.
- Enrollment numbers were reviewed.
 - On September 4, the division was down 89 students from the May 2019 projections and down 38 students from September 30, 2018
 - By September 19, these numbers improved to
 - Down 40 students from the May 2019 predictions
 - Up 11 students from September 2018

Fiscal Responsibility, Organizational Leadership and Management

- Collective bargaining with both the ATA and CUPE has begun. Preparation of proposals is underway and a supper meeting was held with both groups this month.
- The Board of Trustees and senior administrative leadership team met with Minister LaGrange and Lethbridge MLA Nathan Neudorf. During the meeting the Board advocated for a number of items, discussed educational concerns with the Minister and
 1. highlighted Fostering Effective Relationships/Understanding and Responding to the Larger Societal Context – specifically with regard to the LGM community)
 2. Visionary Leadership – the division’s focus on “Coherence” – a focused direction,
 - Core Goal – Contributing global citizens
 - Key Action 1 – Strong Instruction
 - Key Action 2 – Intervention
 3. Modeling Commitment to Professional Learning/Leading Learning/Providing Instructional Leadership – Research and Based Practices
 - UofL research regarding literacy at elementary and junior high levels
 - Involvement with the Alberta Research Network (both numeracy and literacy)
 - Interjurisdictional collaboration around assessment
 - Standardized student assessment – Fountas and Pinnel
 - Mentorship and Horizon’s Instructional Model
 - Ongoing professional learning around “conceptual understanding”
 - Instructional Coaches - Sharon, Coral, Shea
 - Horizon’s Collaborative Response Model
 - Administrative Learning
 4. Ensuring First Nations, Métis and Inuit Education for all students
 5. School Authority Operations and Resources
 - Equity vs equality

- Systemic view vs independent silos
- Horizon commitment to supporting rural education
- Horizon's senior leadership met with ADM Michael Walters as part of the funding framework/assurance review

Communications and Community Relations

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
 - Division Office staff meeting
 - Senior Administrative Leadership Team meeting
 - Administrator meeting
 - Maintenance summer thank you barbeque
 - Division Office Terry Fox run

I.2 Trustee/Committee Reports

I.2.1 ASBA Zone Meeting Report

Marie Logan, Zone Chair, provided the following summary of the September Zone 6 ASBA Meeting:

- No Report - Zone meeting was cancelled

I.2.1 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of September 2019:

- Capital Project – DAF/WRM
 - Phase 2 underway
 - Completion and hand-over is expected prior to the end of the school year
- 138 Maintenance requests complete
- Highlights from the Kinnaird Report were shared with the Board
- Preparation of heating systems in all schools, for the upcoming winter season are complete

I.2.2 Administrator's Meeting Report

Rick Anderson, Trustee, provided the following summary of the September Administrator's Meeting:

- No Report

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen, Associate Superintendent of Finance and Operations shared the following September 2019 summary to the Board:

- Bussing requests
- Working on funding
- Meetings with Assistant Deputy Minister
- Meeting with ASBB

I.4 Associate Superintendent of Learner Services Report

Amber Darroch, Associate Superintendent of Learner Services, shared the following September 2019 report 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

- Amber initiated a new partnership with nine other Southern Alberta school divisions this month to focus on our shared work in the area of classroom assessment. With the UCP mandate including a need to “require clear, understandable report cards”, one of the goals of this group is to be a provincial voice in shaping how schools can best respond to improve reporting about student learning.
- Robbie hosted a morning session before school started focused on rigorous program planning for students with significant challenges. Key highlights included meaningful inclusion, presumed competence, family involvement, positive behaviour supports, self-determination, and meaningful assessment.
- Locally developed courses approved by the Board in the August meeting have been distributed and promoted to all high schools for their use.
- Horizon is hosting 5 international students in 2019-20, three from Spain all attending WR Myers, and 3 from Japan, two of whom are at Myers and one at Erle Rivers High School.
- Horizon is extending home education programming to 9 students within the division, spread across a number of communities. These home education families are using Alberta Distance Learning Centre (ADLC) materials and teacher support and are registered through the division.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Robbie has met with administrators to discuss and plan growth in our schools Collaborative Response Models. The purpose of the meetings is identifying the need to move from a focus on the structure and framework of our model to building on teacher efficacy and instructional leadership.
- Division-wide discussions have been had with administrators about how we are using our Fountas and Pinell literacy data to improve literacy instruction and intervention.
- Several Horizon staff members attended the Low-incidence Symposium hosted by SWRCSD. Low-incidence refers to Deaf and Hard of Hearing, Blind or visually impaired and complex communication needs.

LEADERSHIP PRACTICES

- The new Horizon logo and website were launched upon the start of the school year. Work continues on improving the content on the website.
- Amber, Robbie, Angela, Laura Elliott (Behaviour Consultant), and Andra Johnson (Supervisor of Early Learning) attended the first two days of four-day training on “Adaptive Schools”, training on how to build the systems and structures across the school division which promote and sustain collaborative work in support of students.
- Amber attended the September Board of Directors meetings in her roles on both the Alberta Assessment Consortium and the provincial College of Alberta School Superintendents.

- Amber is serving as a mentor through the CASS Mentorship Program in 2019-20 to an assistant superintendent new to his position in another division. She participated in a two-day event with her protege.
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Horizon School Division: Instructional Coach Update

Shea Mellow

September 2019

Starting the position of Instructional Coach only a month ago, daily I see deeper significance and set new goals for impact. Thus far, the focus has mostly been on supporting a shift in instructional practice from a traditional, linear approach (where student engagement is often restricted) to a concept-based, iterative process which is student-centered and rigorous, with the ultimate goal being increased engagement and transfer. Conceptual learning for transfer opens up the classroom for students to uncover and connect at a deeper level with their own learning. It's research-based and at the forefront of education around the world, and aligns directly with Horizon's Instructional model. It's what's best for kids, and as I continue to learn, I feel this more passionately each day.

As well as developing many accessible resources for teacher learning, planning, and classroom implementation this month, I have met with **six administrators** directly (Dr. Hamman, MAP, Lomond, Barnwell, Myers, & Hays) to discuss instructional supports and professional growth opportunities for staff. From here, we have arranged creative ways for coaching cycles and individual teacher coaching. I have met with **thirty-five teachers** this month, for various purposes. An overview of activity exists below:

- **Dr Hamman School:** An initial whole-staff presentation introduced 'The Why' of conceptual learning for transfer. Research and strategies were discussed and hurdles were noted. Alyson set up a PD growth plan for her staff, including four groupings of three days each (Sept., Nov., March, and May). I provided options for opportunities and I met with pods (K, Grade 5 pod, etc.) for half a day each. This cycle will continue throughout the year as we formalize planning and implementation of conceptual learning classrooms. I had very positive responses from teachers and administration noting that teachers appreciate the knowledge and resources developed and shared, as well as the support and guidance to establish something immediately into their classrooms.
- **Lomond Community School:** Meeting with Melissa Gartyly early in the school year allowed us to establish a monthly coaching cycle where each teacher will have the opportunity to meet with me once that booked day (one day per month October - May). This type of repetitive planning is, I believe, essential for the effective implementation of a new pedagogy. I will present a whole-staff introduction on Sept. 26, followed by an in-service and work bee focused on Formative, an online tool which enhances the opportunity for teachers to effectively implement formative assessment.
- **Hays School:** Tracey Nadeau invited me out early in the school year and proudly showed me the school and we discussed the unique multi-level classroom situations in Hays. The K/1 teacher is particularly interested in implementing conceptual learning for transfer, as is Tracey who wants to focus on the math discipline in upper elementary. For both, I have suggested they select a unit they plan to hit into January and prior to then, we can work together to dig deep into the planning and assessment end of conceptual learning for transfer. I hope to be a part of the planning and implementation, witnessing the results of a full unit being carried out in this manner.

- **MAP School:** Understanding the unique situation of the teachers instructing in the Mennonite Alternative Program was essential and Dan and I had had an in-depth discussion about these circumstances. We discussed some options for professional development for his small staff and I am going to focus on the opportunities conceptual planning can have for creating effective and focused multi-level units, which they need to do. Although teaching in the traditional, linear way may seem like the more appropriate way for these more traditional students, I still feel that the impact of reorganizing the classroom and planning will have a very positive effect on teacher practice and student engagement/ success in these classrooms. "Formative" is also a tool that can assist in providing assessment opportunities for English language learners and will be highlighted as such.
- **Barnwell School:** Discussions have been had with Sheldon Hoyt and a future whole-staff booking has been made for March. Sheldon is eager to establish other forms of this coaching with his staff, but formal plans have yet to be set. In the meantime, I have been working directly with one teacher on a conceptual unit for Science 4, Buildings and Structures. We have done initial steps to unit planning and transferring traditional methods into conceptual ones. We plan to meet every two weeks for the next three months. I have also met with the junior high social and science teacher. Our focus is on the macro concepts in Jr High and our goal is to establish a cross-curricular unit for Junior High core subjects. We have yet to set another meeting date, but I'm hoping to meet again in early October. Sheldon and I have loose plans to in-service on the "Formative" software tool.
- **W. R. Myers High School:** Ken Pon and I met to discuss his school's plan of focusing on FNMI integration into instruction at a high school level. We discussed many options for support throughout the year and I suggested it might be most effective if I worked directly with a select group of teachers. I have now met with two science teachers and we have discussed the hurdles associated with providing authentic learning experiences in the high school Math and Science curriculum. I'll continue to assist where I can with this goal, and seek to provide some instructional supports with this focus. I have suggested guiding a book club option for interested staff members to Ken, to increase the foundational knowledge and awareness for staff. He's going to discuss this with his staff.
- **Vauxhall High School, Walter Plumtree:** Walter has a very intriguing idea for offering learning experiences through his industrial arts shop facility to other schools. We spoke about the opportunities, the links to transfer and conceptual learning experiences, and the logistics around something such as this. We'll work out some more formal ideas, discuss it with the powers that be, and hope to plan some collaborative work with Vauxhall Elementary School. There seem to be some great learning opportunities with this creative idea.

Upcoming plans include engaging with schools on Hutterite Colonies (Oct. 2 with Johanna), participating in a writing strategies book study with select Dr Hamman staff, and continuing to focus on developing accessible classroom resources for instruction and assessment. Resource development thus far has focused on initial stages of conceptual learning (theory, classroom set up, and planning). I have shared a folder full of resources with teachers I have worked with. This month, I'd like to aim to organize some resources around how conceptual learning can improve literacy (for those schools with goals of improving F & P results), engage more teachers with Go Formative, and focus on assessment alignment with conceptual learning for transfer.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services shared the following September 2019 report with the Board:

Building Effective Relationships

- Participating in local bargaining process (ATA & CUPE) ongoing.
- Career Transitions – Chair of the board for second year.

Modeling Commitment to Professional Learning

- Attend CASS Professional Learning Events and CASSIX meetings
- Participated in professional learning day at Head Smashed In Buffalo Jump with 165 staff from 12 schools.
- Facilitated 4 LQS sessions

Visionary Leadership

- Continuing to support a Horizon Experiential Week in conjunction with LCC, Livingstone Range, and Palliser School Division spring 2020. Medicine Hat College coming on board.
 - Goal is to have all of our high schools participating

Leading Learning

- Ongoing support for Principals with staffing concerns and through evaluation process.
- Facilitated session to incorporate First Nations, Metis and Inuit content and ways of knowing into the curriculum

Supporting First Nations, Metis and Inuit Education for All Students

- Indigenous Champion work continuing in each school
- Division Indigenous Learning Commons operational by December 2019. Located in WR Myers Library with interlibrary loans available across the division.
- Eagle Spirit Nest Community Association (ESNCA).
 - Member of board of directors
- Professional learning opportunities for staff
 - Will facilitate several sessions pertinent to teachers related to actualizing the commitments of the TQS
- Learning facilitated for students
 - Multiple cultural presentations in schools – dancers, drummers, moccasin making, beading, Elder presentations
 - Orange shirt Day celebrations

Sustaining Effective Instructional Leadership

- Hosting Horizon Induction Program Sessions this year
- Will host a Leadership Cohort
- Evaluation Process for Probationary Teachers – worked with a committee of principals to update the supporting documents and process for evaluations to meet the requirements of the new TQS

School Authority Operations and Resources

- Ongoing staffing needs
- Developing jurisdiction approach to Indigenous resource purchases and dispersion through heading a working committee.

I.6 AHS Vaping Meeting

What: Vaping & E-Cigarette Conversation

When: October 23, 2019 9:30a-11:30a

Where: Palliser Division Office, 3305 18 Ave N, Lethbridge, Learning Centre

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure #17 of the agenda.

COMMITTEE ITEMS

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| Moved by Rick Anderson that the Board meet in Committee. Carried Unanimously | COMMITTEE 267/19 |
| Moved by Derek Baron that the meeting reconvene. Carried Unanimously | RECONVENE 268/19 |
| Moved by Bruce Francis that the meeting adjourn. Carried Unanimously | MEETING ADJOURNED 269/19 |

Marie Logan, Chair

Sheila Laqua, Executive Secretary