

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, December 15, 2014 beginning at 1:00 p.m. in the Eric Johnson Room

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

ALSO PRESENT: Wilco Tymensen, Superintendent of Schools
Clark Bosch, Associate Superintendent of Programs, Services & HR
Erin Hurkett, Associate Superintendent of Curriculum & Instruction
Barb McDonald, Recording Secretary
J.W. Schnarr, Taber Times

REGRETS: John Rakai, Associate Superintendent of Finance & Operations

ACTION ITEMS

- | | | |
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| A.1 | Moved by Bruce Francis that the Board approve the agenda as presented. | AGENDA APPROVED
170/14 |
| | Carried Unanimously | |
| A.2 | Moved by Blair Lowry that the Board approve the Minutes of the Board Meeting held Tuesday, November 25, 2014 as provided in Enclosure 1 of the agenda. | BOARD MEETING MINUTES APPROVED
171/14 |
| | Carried Unanimously | |
| A.3 | Moved by Terry Michaelis that the Board approve the November/December Payment of Accounts report in the amount of \$3,655,201.44 as provided in Enclosure 2 of the agenda. | PAYMENT OF ACCOUNTS REPORT APPROVED
172/14 |
| | Carried Unanimously | |
| A.4.1 | Moved by Bruce Francis that the Board approve first reading of Policy DFH <i>School Generated Funds</i> as provided in Enclosure 3 of the agenda. | FIRST READING OF POLICY DFH APPROVED
173/14 |
| | Carried Unanimously | |
| A.4.2 | Moved by Jennifer Crowson that the Board approve first reading of Policy DJF <i>Purchasing Procedures</i> as provided in Enclosure 3 of the agenda. | FIRST READING OF POLICY DJF APPROVED
174/14 |
| | Carried Unanimously | |
| A.4.3 | Moved by Rick Anderson that the Board approve first reading of Policy HGAA <i>Locally Developed Courses</i> as provided in Enclosure 3 of the agenda. | FIRST READING OF POLICY HGAA APPROVED
175/14 |
| | Carried Unanimously | |
| A.4.4 | Moved by Blair Lowry that the Board approve first reading of Policy IE <i>Student Attendance</i> as provided in Enclosure 3 of the agenda. | FIRST READING OF POLICY IE APPROVED
176/14 |
| | Carried Unanimously | |

A.4.5	Moved by Derek Baron that the Board approve first reading of Policy IFH <i>Formal Student Appeals</i> as provided in Enclosure 3 of the agenda.	FIRST READING OF POLICY IFH APPROVED 177/14
	Carried Unanimously	
A.4.6	Moved by Bruce Francis that the Board approve first reading of Policy IHCF <i>Supervision of Students</i> as provided in Enclosure 3 of the agenda.	FIRST READING OF POLICY IHCF APPROVED 178/14
	Carried Unanimously	
A.5.7	Moved by Terry Michaelis that the Board approve first reading of Policy II <i>Student Awards/Scholarships</i> as provided in Enclosure 3 of the agenda.	FIRST READING OF POLICY II APPROVED 179/14
	Carried Unanimously	

INFORMATION ITEMS

1. Superintendent's Progress Report

Educational Leadership

- The Superintendent partook in the December 3 assessment workshop. The day was spent with 40 teachers from across the jurisdiction discussing fair assessment principles.

Fiscal Responsibility

- With the Associate Superintendent of Finance and Operations on leave, the Superintendent has taken on additional duties. On a more personal note, I would like to personally and publically thank all the Division Office staff for taking on additional duties during John's absence. Thank you.

Personnel Management

- Principal evaluation observations and conversations are ongoing.

Policy

- As part of the ongoing policy focus, dated policies are being reviewed. The jurisdiction policy committee reviewed seven policies which are coming to the Board today for first reading.

Organizational Leadership and Management

- Barnwell and Warner Modernization meetings continue to be facilitated. Design plans have been submitted to Alberta Education and Alberta Infrastructure, with Barnwell's being approved with the submitted cost cutting measures. Further design changes are being explored to bring Warner's design within budget.
- An Alberta Education/Alberta Infrastructure Value Scoping session was attended on November 27 and 28 that explored potential modernization scenarios for the D.A. Ferguson/W.R. Myers complex. Thank you to the Town of Taber, and M.D. of Taber as well as school staff and parent representatives for their perspectives.
- As per the provincial framework agreement, the Superintendent met with A.T.A. executive to discuss the January 2015, 907 submission deadline.

Communications and Community Relations

- The Superintendent and Senior Administrative Leadership Team are looking forward to attending school Christmas Concerts.
- Discussions with home school providers and home school parents regarding possible collaborations are ongoing with the intent of creating enhanced learning opportunities for older home schooled students.
- As part of the Lethbridge Herald's eye on education, the Superintendent printed an article about respecting diversity during the holiday season.

2. Trustee/Committee Reports

2.1 ASBA Zone 6 Report - Marie Logan, Zone 6 Representative reported on the Zone 6 meeting that took place on Wednesday, December 10th in Lethbridge. The 2015 Edwin Parr Awards will take place on Wednesday, May 13th with the Zone 6 meeting prior to the awards taking place at the Horizon School Division Central Office. Discussion also took place regarding how Board candidates are interviewed during the campaign process.

2.2 Facilities Committee Report

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. The [December Facilities report](#) was enclosed in the agenda.

3. Associate Superintendent of Programs and Services Report

Mr. Bosch provided a brief update to the following areas:

- December 19th early retirement options
- Assessments
- Ongoing Teacher Evaluations

5. Associate Superintendent of Curriculum and Instruction Report

Erin Hurkett and Amber Darroch's reports were distributed as a handout to the Board and included the following information:

Amber Darroch's Report:

Key Action Areas:

21st Century Learning Competencies

- December 10th: Curriculum Coordinator Meeting – Met with Alberta Education and curriculum coordinators in the Southern region. Topics of discussion included the Mathematics program of study, Dual Credit programs, Learning Commons, and Grade 3 SLAs. Grade 3 SLA data collection and analysis was discussed. It will be up to each district to decide when and how to communicate SLA results to parents of students.
- December 12th: Health Care Aide Meeting – Met with Lethbridge College and individuals from other school districts involved in the Health Care Aide program. Each school district reported on successes and challenges of the program. Horizon currently has 11 students enrolled in the program and the College instructors have said that Horizon students are having the most success compared to other jurisdictions. All of the students in the program from Horizon are from a LGSM background. Superintendents are requested to join the next meeting to discuss future funding and sustainability for the program.
- December 3rd: Assessment Committee – Attended the assessment committee session for teachers where the principles of fair assessment were analyzed by committee members.

Literacy and Numeracy

- November 27th: Southern Alberta Numeracy Advisory Committee – This committee meets several times per year. Members of the committee give guidance and advice to SAPDC in terms of professional development needs. The Mathematics curriculum and numeracy are discussed at length on this committee. Guided math and project based learning in math were topics discussed at the last committee meeting.
- Barnwell School will be piloting a diagnostic math assessment tool that is an online tool created by BC teachers. Their data is currently being uploaded and the pilot will occur in the new year.
- I have continued meeting with teachers at Colony Schools to model and give feedback regarding guided reading processes for students.
- I have met with teachers at Central School during their PLC time to discuss Fountas & Pinnell Benchmark assessments as well as reading intervention materials. I will meet with teachers from Central in January to continue discussions.

- I have met with several principals to discuss resources required to enable teachers to provide comprehensive literacy instruction for students. I will be working with schools to budget appropriately for guided reading resources, leveled classroom libraries, and appropriate materials for classroom centres.

In addition to the above, all calendars and timetables have been sent out to school principals. Principals are expected to submit their calendars and timetables by April, 2015.

Erin Hurkett's Report:

Key Action Areas:

21st Century Learning Competencies

- Assessment Committee - As a follow up to the school leadership session on November 24th, our full day assessment committee session on December 3rd included teachers from all schools. The session examined the principles of fair, valid and reliable assessment of student learning and provided opportunities for participants to explore the impact of these principles on their current instructional practice. Points for follow up in future discussions include: developing a communication plan about assessment for parents and community; articulating appropriate division guidelines in draft policy; and aligning assessment practice with Power School Gradebook and school report card formats.
- Career & Technology Foundations - this new curriculum will be implemented in Fall 2015 across all options in grades 5 through 9 where a current Program of Studies does not exist. Fine arts will not be impacted, but junior high options like foods, wood construction, and communication technology will have a curriculum framework for the first time. A PowerPoint presentation has been created for all principals to share with their school staff in order to assure that all Horizon teachers are aware of and begin to prepare for this shift. Amber Darroch is working with school staffs to present and/or answer questions as needed.
- International Education - Amber Darroch is hosting a new potential international education partner from Brazil on December 17th. This partnership would place Brazilian students in a Horizon high school setting for one semester. This specialized government program carefully selects top students from under-privileged communities within their country and provides them with the life-changing opportunity for education in Canada. This partnership has been cultivated through email and online meeting contact rather than international travel.
- Google Apps for Education Summit - Horizon is playing a key role in partnering with SAPDC to plan a Google Summit for teachers in Southern Alberta in March. This one day session is being designed to help teachers learn more about the learning tools that are part of our Google Apps domain.

Literacy and Numeracy

- Gr 3 Student Learning Assessments - Individual student results were made available to teachers on December 3rd. Since this is only a pilot implementation, parent, school, and jurisdiction results will not be prepared or released. Teachers have been asked to have conversations with parents about how individual students achieved on the SLAs through mechanisms like parent-teacher interviews.

Effective and Purposeful Use of Technology

- Learning and Technology Policy Framework - We were successful in our grant application to be one of 7 school divisions in a provincial community of practice with Alberta Education as we look at how to continue implementation of the LTPF. This grant is for a total of \$70,000, spanning the new year through the 2015-16 and 2016-17 school years. Our research question is, "[What capacity building strategies enable leaders to support the effective, efficient and innovative use of technology to enhance teaching and learning?](#)" Five principals have volunteered to be a part of this work at the school level in ERH, CHA/ATL, DAF, TCS, and DRH. The funds will be used to support professional learning and collaboration among the project participants, and to enable our project team to meet provincially twice per year (next year and the year after) with the other participating districts to share best practices.
- Multi-function Business Machine Request for Proposals (RFP for copiers) will be shared provincially early this week. The deadline for submissions is January 9th, and the goal is to bring a recommendation to the board at the February 24th meeting.

6. Correspondence

No items of discussion came forward from [Correspondence as provided in Enclosure 6](#) of the agenda.

COMMITTEE ITEMS

Moved by Jennifer Crowson on that the Board meet in Committee.

Carried Unanimously

COMMITTEE
180/14

Moved by Blair Lowry that the meeting reconvene.

Carried Unanimously

RECONVENE
181/14

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
182/14

Original Signed January 20, 2015

Marie Logan, Chair

Original Signed January 20, 2015

Barb McDonald, Secretary