

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, November 25, 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

A.1 Moved by Derek Baron that the Board approve the agenda as presented with the following additions:

Under Action Items:

A.9 Draft No. Three IMR		AGENDA
A.10 Audited Financial Statements		APPROVED
	Carried Unanimously	150/14
A.2 Moved by Jennifer Crowson that the Board approve the Minutes of the Board Organizational Meeting held Tuesday, October 21, 2014 as provided in Enclosure 1 of the agenda.		BOARD
		ORGANIZATIONAL
		MEETING MINUTES
		APPROVED
	Carried Unanimously	151/14
A.3 Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Tuesday, October 21, 2014 as provided in Enclosure 2 of the agenda.		REGULAR BOARD
		MEETING MINUTES
		APPROVED
	Carried Unanimously	152/14
A.4 Moved by Terry Michaelis that the Board approve the October/November Payment of Accounts report in the amount of \$4,059,270.57 as provided in Enclosure 3 of the agenda.		PAYMENT OF
		ACCOUNTS REPORT
		APPROVED
	Carried Unanimously	153/14
A.5.1 Moved by Rick Anderson that the Board approve first reading of Policy JBB <i>Canadian Anti-Spam Legislation</i> as provided in Enclosure 4 of the agenda.		FIRST READING OF
		POLICY CASL
		APPROVED
	Carried Unanimously	154/14
A.5.2 Moved by Derek Baron that the Board approve first reading of Policy GCM <i>Teacher Professional Growth Planning</i> as provided in Enclosure 4 of the agenda.		FIRST READING OF
		POLICY GCM
		APPROVED
	Carried Unanimously	155/14

A.5.3	Moved by Blair Lowry that the Board approve first reading of Policy HC <i>School Year</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY HC APPROVED 156/14
A.5.4	Moved by Jennifer Crowson that the Board approve first reading of Policy IFC <i>Student Conduct</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY IFC APPROVED 157/14
A.5.5	Moved by Rick Anderson that the Board approve first reading of Policy IG <i>Student Discipline</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY IG APPROVED 158/14
A.5.6	Moved by Terry Michaelis that the Board approve first reading of Policy IHCE <i>Student Illness/Injury</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY IHCE APPROVED 159/14
A.5.7	Moved by Derek Baron that the Board approve first reading of Policy IHCG <i>Head Lice</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY IHCG APPROVED 160/14
A.5.8	Moved by Blair Lowry that the Board approve first reading of Policy IHF <i>Welcoming, Caring, Respectful and Safe Learning Environments</i> as provided in Enclosure 4 of the agenda.	Carried Unanimously	FIRST READING OF POLICY IHF APPROVED 161/14
A.6	Moved by Bruce Francis that the Board approve Horizon School Division's 2014-2017 Three-Year Education Plan and the 2013-2014 Alberta Education Results Report with the approved revision in wording on page 24, indicating that the D.A. Ferguson/W.R. Myers complex is approved for a modernization/replacement rather than just modernization.	Carried Unanimously	THREE-YEAR PLAN AND AERR APPROVED 162/14
A.7	Moved by Bruce Francis that the Board approve Horizon School Division's 2014-2015 School year budget.	Carried Unanimously	2014-2015 BUDGET APPROVED 163/14
A.8	Moved by Derek Baron that the Board approve the 2015-2016 school year calendar as provided in Enclosure 5 of the agenda.	Carried Unanimously	2015-2016 SCHOOL YEAR CALENDAR APPROVED 164/14
A.9	Moved by Derek Baron that the Board approve the third draft of the 2014-2015 IMR as per the handout that was distributed.	Carried Unanimously	THIRD DRAFT OF 2014-2015 IMR APPROVED 165/14
A.10	Moved by Derek Baron that the Board approve the Audited Financial Statements as presented.	Carried Unanimously	AUDITED FINANCIAL STATEMENTS APPROVED 166/14

DISCUSSION ITEMS

D.1 Home-Schooled Students and Extra Curricular Activities

The Board's discussed the practice of providing non-Horizon students, students living within the jurisdictional boundary but registered with our jurisdictions, or private schools, the opportunities to participate in extra-curricular activities (such as sports teams).

The Board felt strongly that it was important to continue to welcome and support these students and allow them to participate in Horizon extra-curricular activities. The Board communicated that in order for these students to participate, their jurisdiction or private school needs to approve the activity and provide evidence of proper liability insurance coverage prior to the student partaking in the activity.

INFORMATION ITEMS

1. Superintendent's Progress Report

Educational Leadership

- The Superintendent made 63 individual visits to schools in September and October. The senior leadership team including directors made an additional 209 visits to schools in September and October. Schools received visits from a minimum of 7 to a maximum of 24 with the average being 15 visits over two months.
- The Superintendent provided ongoing support and advice to principals on matters related to school operations including: parent concerns, teacher competence and conduct matters, and other legal issues such as access to instruction and health care for non-citizens.
- Meetings with all principals occurred to discuss their Annual Education Results and Three Year Plans. Conversations about how the jurisdiction can support school's efforts to passionately engaged learners who confidently pursue continual improvement now and in the future as contributing global citizens also occurred.
- The joint Horizon/ATA division wide Professional Development days came to fruition. Teachers spent the day learning and working collaboratively within professional learning communities. The Superintendent had the opportunity to address all 220 of Horizon's teachers.

Fiscal Responsibility

- The Superintendent would like to thank the Associate Superintendent of Finance and Operations and the Director of Finance for bring the audited financial statement and 2014-15 budget to fruition.
- A meeting was also held to finalize the separation of Horizon Mennonite Alternative Program and Taber Mennonite School.
- The Superintendent and Associate Superintendent of Finance and Operations also met with schools to discuss funding allocations that would ensure predictable and sustainable allocations for distance learning

Personnel Management

- Principal Professional Growth Planning meetings were conducted with the remaining ten principals who have not yet had a meeting earlier in the school year. Evaluation observations and conversations and ongoing support occurred with the seven new principals undergoing evaluation.

Policy

- As part of the ongoing policy focus, dated policies are being reviewed. The jurisdiction policy committee reviewed eight policies which are coming to the Board today in November for first reading. Work is progressing on a plethora of additional policies which will be brought forth at subsequent meetings.

Organizational Leadership and Management

- Barnwell and Warner Modernization meetings continue to be attended. A design plan has been submitted to Alberta Education and Alberta Infrastructure. Alberta Infrastructure has indicated that both plans are over budget and planning is underway to review and reduce the scope of the work so that the design is in alignment with the approved budget.
- The third administrator meeting of the year was held on November 24^h. A major focus of the day was on assessment best practice as well as evaluation and reporting

- The Superintendent is continuing to work with the Clinical Team Leader to create an Emergency Response Manual.
- As per the C.U.P.E. collective agreement, the Senior Leadership Team met with C.U.P.E. representatives as part of the C.U.P.E. management agreement. Clarity around assistant attendance expectations at P.D. events, personal leaves, family medical leaves, and sick leaves were discussed as were employee hour templates and a voluntary retirement plan.

Communications and Community Relations

- Meetings with outside agencies were attended. These include: Alberta School Board Association annual general meeting (provincial meeting with Minister Dirks), Alberta Education – home schooling meeting with Hope Christian and AB ED Zone Six Services, College of Alberta School Superintendents conference where Minister Dirks spoke, and Taber Adult Learning regarding planning for their education dialogue scheduled for February 6, 2015. Communication also occurred with the Board regarding access of LDS churches during times of emergency and modernization.
- The superintendent, Associate Superintendent of Programs and Services, and the Director of Learning accompanied four board members on a tour of five Hutterian Brethren Colony Schools.
- The Superintendent met with the chairs of Horizon Schools Councils. Council chairs shared school priorities and the work of the council and were engaged in discussions around assessment, evaluation, and reporting. The Alberta School Council Association (ASCA) made a presentation on strategies to ensure a productive meeting and participants discussed making a motion for the upcoming ASCA Annual General Meeting; ensuring sustainable opportunities for Dual Credit Strategies.
- The Superintendent met with the C2 co-chair to create the agenda for the C2 meeting. C2 is a teacher and jurisdiction committee with a mandate to “design, direct and conduct internal reviews to determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce teacher workload and improve teacher efficacy.” To date, the committee has made nine recommendations with progress being made in all areas.
- As part of the Lethbridge Herald’s eye on education, the Superintendent printed an article about empowering and engaging all learners and the importance of life-long learning.

Leadership Practices

- The Senior Administration Leadership Team including Directors met to discuss progress with regard to the jurisdiction’s three year education plan
- The Superintendent partook in Horizon’s leadership cohort which aims to build leadership capacity within Horizon’s seven new principals and eight teacher leaders.

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, November 12th in Lethbridge. The majority of the day was spent on the importance of ensuring student safety and particularly the concept of Threat Assessment Protocols.

2.2 ASBA Fall Conference Report

Board members shared information from various workshops they attended at the 2014 ASBA Conference that was held in Edmonton from November 17th – 18th. Keynote speaker, Iris Evans provided an excellent session and Trustees also attended other various informative sessions both days.

2.3 Administrators’ Meeting Report – Marie Logan

The [November 24th Administrators’ Meeting summary](#) was enclosed in the agenda and included some of the following highlights:

- Professional Development session on fair student assessment practices, facilitated by Dr.’s Richelle Marynowski and David Slomp
- Discussion items including school storage issues, 2015-2016 school year calendar, early literacy, student learning assessments, technology and the law, Alberta Assessment Consortium. Information items included human resources, career and technology foundations, audio recordings for Grade 9 PAT’s and Diploma exams for January 2015 and Horizon’s new Emergency Response Manual

2.3 Facilities Committee Report

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

3. C2 Update

Erin Hurkett provided an update to Administrators on the accomplishments and continued work of the C2 Committee. The C2 Committee was established at the beginning of the 2013-2014 school year to “design, direct and conduct internal reviews to determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce teacher workload and improve teacher efficacy.” Updates regarding the nine recommendations that came forward are described in detail in an attachment to these minutes.

4. Associate Superintendent of Programs and Services Report

[Mr. Bosch's report](#) was enclosed in the agenda and included updates and highlights in the following areas:

- Human Resources Clarification regarding Early Retirement Options
- Early Learning/Inclusive Education
- FNMI Education
- FSLC
- Regional Collaborative Service Delivery
- High School Redesign
- Hutterian Brethren Schools
- Ongoing Teacher Evaluations

5. Associate Superintendent of Curriculum and Instruction Report

Erin Hurkett's report was distributed as a handout to the Board and included the following information:

Goal 1: All learners will finish school possessing 21st century learning competencies.

Key Action: Develop a common language and understanding of the following 21st century learning competencies and their relationship to innovation and entrepreneurialism: critical thinking, problem solving, and creative thinking. Support the professional capacity to integrate the competencies across grades and subjects.

- Jr. high ELA inquiry units have been organized and are now in circulation amongst teachers in the division. Units include: How easy is it to be green? What are advertisers really selling us? How can one person make a difference? How can we survive the extremes of nature? What does it take to make it in the music industry? What makes something funny? (All units include a focus on 21st Century learning competencies).
- October 27th: Division wide PD day – this day was organized with Horizon's ATA PD committee. A variety of sessions were available to teachers in the morning. Sessions included a focus on student resilience, diversity, assessment, literacy, and technology. Afternoon sessions were teacher driven by Google groups.

Key Action: Support the professional capacity to understand and successfully implement early intervention and effective teaching strategies for literacy and numeracy to improve proficiency across the grades.

- October 28th: Attended the Vulnerable Readers' Conference in Calgary.
- Collaborating with Colony teachers to implement guided reading practices.
- Follow up session with ERHS in regard to literacy practices and initiatives in their school
- CASS Fall Conference – presented on the merits of using Imagine Learning as a targeted intervention tool in Horizon School Division
- November 14th: Provided professional development for new teachers in regard to English language learners and best practices
- November 18th: Facilitated Horizon's Numeracy Committee meeting. Goals of the committee, mathematics foundations, and universal assessments were discussed.

Leadership

- November 19th: The leadership cohort met for the afternoon. The session focused on continuous professional growth and student-centered budgeting.

Community Engagement:

- November 19th: Attended D.A. Ferguson's Digital Awareness evening
- November 20th: Attended the Taber Mennonite School fall dinner

Director of Learning: Amber Darroch

Key Action Areas: 21st Century Learning Competencies:

- New Teachers – led October 27th PD session for new teachers that included themes of effective assessment, instruction, and engagement, and literacy instruction.
- November 21st – led a PD session for new teachers on diploma examination rules, regulations, and preparation.
- Assessment – consulted with two professors from the University and co-facilitated a morning session for administrators on November 24th in regard to assessment principles.
- Career and Technology Foundations – prepared a Powerpoint presentation that was shared with administrators. Administrators will be able to use the Powerpoint to inform their staff on the new curriculum that will be implemented in 2015.
- Students who are part of the Registered Apprenticeship Program and go on to pursue trade studies at approved post-secondary institutes are eligible to apply for scholarships from Alberta Innovation and Advanced Education. John Zacharias has been awarded one of these scholarships.

Literacy and Numeracy

- SLAs – served as the conduit between Learner Assessment branch and principals/grade 3 teachers. Feedback from teachers and administrators was gathered regarding how they have found the process to administer. Feedback will be shared with Alberta Education.

Effective and Purposeful Use of Technology

- Learning and Technology Policy Framework – exploring grant opportunity to be one of 7 school divisions in a provincial community of practice with Alberta Education
- November 16-18 – attended the ATLE conference in Edmonton
- Will serve as a member of the Technology Alberta Education Advisory Committee

International Education

- In International Education, we continue to provide support to our five long term students. Contacts are being made via email and Skype with agents who may partner with us in the future. This approach to networking may generate future registrations while saving the cost of travel to various countries.

6. Correspondence

No items of discussion came forward from [Correspondence as provided in Enclosure 11](#) of the agenda.

COMMITTEE ITEMS

Moved by Rick Anderson on that the Board meet in Committee.

Carried Unanimously
COMMITTEE
167/14

Moved by Jennifer Crowson that the meeting reconvene.

Carried Unanimously
RECONVENE
168/14

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously
MEETING
ADJOURNED
169/14

Original Signed December 15, 2014

Marie Logan, Chair

Original Signed December 15, 2014

Barb McDonald, Secretary

ADMINISTRATORS' MEETING

Monday, November 24, 2014
Division Office – Eric Johnson Room

MEETING CHAIR: Wilco Tymensen

BOARD MEMBER IN ATTENDANCE: Rick Anderson (AM) Marie Logan (PM)

ATA REPRESENTATIVE: Linda Virostek

ADMINISTRATORS IN ATTENDANCE:

Gary Bradbury, Johanna Kutanzi, Darlene Peckford, Melissa Gartly, Kim Kerr, Brock Campbell, Dan Vanden Dungen, Karen Ellert-Garber, Travis Magierowski, Dale Cummings, Todd Ojala, Klaas Hoekstra, David LeGrandeur, Allan Rancier, Alyson Archibald, Kelly Schmidt, Cindy Kurek, Murray Brown, Sheldon Hoyt, Darryl Moser, Holly Godson, Lindsey Hagen

REGRETS: Crystal McGregor

DIVISION OFFICE STAFF IN ATTENDANCE:

Ann Muldoon, Wilco Tymensen, Lynn Saler, Clark Bosch, Erin Hurkett, Amber Darroch

SUMMARY

PROFESSIONAL DEVELOPMENT

The morning portion of the meeting consisted of a Professional Learning session – facilitated by Dr. Richelle Marynowski and Dr. David Slomp. Principals and vice principals discussed principles of fair student assessment practice for education.

PRESENTATION: C2 Committee Update – Bob Peters

Bob Peters provided an update to Administrators on the accomplishments and continued work of the C2 Committee. The C2 Committee was established at the beginning of the 2013-2014 school year to “design, direct and conduct internal reviews to determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce teacher workload and improve teacher efficacy.” Updates regarding the nine recommendations that came forward are described in detail in an attachment to these minutes.

DISCUSSION ITEMS

1. Storage

Murray Brown brought up the issue of school storage and inquired about suggestions for storage solutions. Sea-Cans storage was discussed including bylaw restrictions as was storage sheds. Several high schools build and sell these as fund raisers or as student projects.

2. 2015-2016 School Year Calendar

Erin presented the final draft of the 2015-2016 school year calendar to Administrators for their review. No major concerns came forward so the calendar will be going to the Board at their November 25th meeting for final approval.

3. Early Literacy Update

Lynn Saler provided information on a Vulnerable Readers Summit in Calgary she attended. She distributed an information sheet on [Investing in Early Childhood Development](#). She also recommended an excellent resource by Janet Mort called *Joyful Literacy Interventions – Early Learning Classroom Essentials*. Any Administrators that may be interested in obtaining this resource were asked to email Lynn as she is compiling an order.

4. SLA Update

Amber noted that at this time no additional information is available regarding the piloting of Grade 6 SLA's. She spoke about the survey that was sent out to Grade 3 teachers and asked for feedback regarding the SLA administration and encouraged Administrators to also complete the survey. Amber will be resending the link.

5. Literacy Framework/Learning Framework/Core Goals

Administrators provided feedback on a draft Student Learning Framework the jurisdiction is developing to guide the jurisdiction's efforts around enhancing student learning and developing quality learning environments. The division will also be pursuing a literacy framework which will capture teacher's knowledge and the work being done within schools. The intent of the framework is to guide and provide support to future teachers and school leaders.

6. Transparency/Collaboration/Communication/Team Work

Wilco spoke about the need for ongoing team work, collaboration, and the need for transparency and openness with regard to the core work of the jurisdiction. An open and frank conversation was had about ways to enhance relationships with all stakeholders and enhance communication.

7. Technology and the Law

Amber reviewed the key highlights of [Policy HG Citizenship in a Digital Age](#) with Administrators. These include:

- Digital Rights and Responsibilities
- Protection of Personal Information
- Communication: Social Media, Web-Based, Division-Owned Devices
- Wireless and Bring your Own Device

8. Alberta Assessment Consortium

Administrators spoke about the value of being a member of the Alberta Assessment Consortium license. Erin requested that Administrators talk to their teaching staff and collect feedback. Principals were asked to respond to Erin by December 1st as to whether or not they felt it beneficial to acquire a membership.

INFORMATION ITEMS

1. Human Resources Clarity

Clark reminded Administrators of the jurisdiction's hiring protocol and the jurisdiction's expectation of doing detailed reference checks. Clark also provided clarification regarding the voluntary early retirement option notice that the Board sent out to staff at the beginning of November. The highlights of the plan include:

Voluntary Retirement Plan for Eligible Local Authorities Pension Plan (LAPP) Members

The Board supports a Voluntary Retirement Plan for all eligible members of the Local Authorities Pension Plan employed by Horizon School Division No. 67 who, by December 19, 2014, submit a letter stating their intent to retire between January 31, 2015 and March 31, 2015. Employees who qualify for a pension and are able to access their pension upon retirement will be offered equivalent temporary employment beginning the day following their effective retirement date continuing until the end of their particular period of employment for the 2014 – 2015 school year with a maximum duration of 5 months.

Voluntary Retirement Plan for Alberta Teachers' Association (ATA) Staff Members

The Board supports a Voluntary Retirement Plan for any ATA Staff member who, by December 19, 2014, submits a letter stating their intent to retire effective January 31, 2015. Teachers who qualify for a pension and are able to access their pension upon retirement will be offered an equivalent temporary teaching contract beginning February 1, 2015 continuing until June 26, 2015.

For any staff wishing to participate in either of the plans described above, please contact LeAn in Human Resources. If you have any additional questions or require more clarification, please contact Clark Bosch, Associate Superintendent Human Resources via email at clark.bosch@horizon.ab.ca or by phone at 403-223-3547 ext. 131 or by cell at 403-915-7779.

2. Career and Technology Foundations

Amber shared some highlights of this new Grades 5-9 curriculum which will be implemented province-wide in the fall of 2015. This new courses replaces existing junior high options classes which normally pull outcomes from CTS program of studies. A Powerpoint presentation will be emailed to all principals and principals are asked to share this presentation with your staff so teacher becomes aware of this new curriculum. If you have any additional questions or need further clarification, please contact Amber via email or at Ext. 152.

3. Audio Recordings for Grade 9 PAT's and Diploma Exams for January 2015

Amber reminded principals that they need communicate with the Technology Department in advance of PAT and Diploma Exam dates to ensure student user accounts can be configured for completing provincial assessments electronically. This year the province is shifting from CD's to a MP3 format for student s who quality for this accommodation. Schools are encouraged to select the MP3 format and the Technology Department will assist in adding the audio file to student log-in accounts when required.

4. Emergency Response Manual

The first draft of the Emergency Response Manual was sent out to Administrators for review. Discussion was tabled till January. Principals were asked to review the draft and come prepared to January's admin meeting to discuss the contents.

5. International Exchange Program

A brochure containing information on short-term International Education Exchange Programs was distributed. Please refer to the website <http://www.teachers.ab.ca/Teaching%20in%20Alberta/student-teacherexchanges/Pages/Index.aspx><http://www.ieep.ca/> for more detailed information.

Meeting Adjourned

Next Admin. Meeting – Tuesday, January 13, 2015

HORIZON SCHOOL DIVISION NUMBER 67 - FACILITIES DEPARTMENT
Facilities Committee Report – November 2014
Jake Heide

The past month has been filled with activity throughout Horizon School Division No. 67. In total, 148 service requests have been processed through the facilities office in the past 30 days. Additionally, the facilities crews have been active in terms of proactive and reactive maintenance, preparing for upcoming projects and scheduling the day to day activities for caretaking staff and contract laborers'.

With the arrival of subzero temperatures, heating systems are being tested, and for the most part have performed exceptionally well. A considerable amount of time is consumed monitoring, adjusting and correcting different climate control systems in an effort to achieve maximum efficiency while maintaining acceptable temperature levels.

Outlined below is a summary of progression in the past month.

2013/14 Infrastructure Maintenance and Renewal (IMR)

W.R. Myers / DA Ferguson

- The roofing structure on the modular classroom utilized by the athletics group has been slated for replacement. A Duralast roofing membrane has been selected as the permanent replacement for the existing tar and gravel roofing system.

Maintenance Projects

- Significant amounts of wall patching, repairing and painting in Enchant School including corridors and classrooms
- Completed the control room for LT Westlake School.
- Additional lockers were added to the Arden T. Litt Centre for Learning in Grassy Lake
- Replaced and re-secured the main rain water liter at Dr. Hamman Elementary School. A roofing RECAP project is planned for the upcoming summer which will permanently set the scuppers in place.

Taber Central School

- The existing retaining wall on the north side of Taber Central School has been removed and a new footing installed. The existing roof drainage scuppers will be re-routed towards a new underground weeping tile system which will be routed to the north fronting storm drainage waterway.
- Following the completion of the underground drainage, a new hard surface walk way is to be installed to provide additional drainage away from the building as well as improved accessibility.
- A complete site survey is underway including a complete site assessment to determine proper drainage options, elevation shots and geotechnical drilling.

Maintenance work During September and October

During the past month, a total of 148 Service request were submitted through Horizons electronic service request generating software, Asset Planner. 72 Request have been completed to date with the remaining in progress. Additionally, approximately 52 automatically generated proactive service requests were completed.

The following describes some of the service work performed during the past several weeks:

- Repairing and re-keying locksets, door hardware and closers for entryways throughout the division.
- Snow removal and ice remediation
- Ongoing lighting, electrical, plumbing and mechanical and heating repairs
- Hang bulletin boards, tack boards and white boards throughout the division
- During this past winter, a considerable amount of concrete movement occurred throughout Horizon School Division Schools, a number of concrete sidewalks and pathways required repair or partial replacement. This process has begun and will continue for the next few months.
- Held a one day watch-net video security in-service / training session at the maintenance building. I.T. staff were in attendance as well.
- Completed playground certification course for Horizon School Division No. 67 grounds lead. This course was held in Leduc Alberta encompassing four days of classroom instruction and field practical. Two final exams completed the course.

Facilities Administration

- Continued work with the upcoming capital projects in Barnwell and Warner.
- Continued compiling information for the 2014-15 Infrastructure Maintenance and Renewal projects.
- Amended the school utilization calculation formula information as requested by Alberta Education. Resubmitted same.
- Reviewed Horizon School Division No. 67 deferred maintenance list as submitted to Alberta Infrastructure in detail. Began preparing a five year plan to remediate the current values.
- Attended the fall AEFAA conference in Canmore. Sessions included a trade show, a series of round table discussions with AEFAA facilitators, administrator best practices seminars as well as a session dedicated to the Local Authorities Pension Plan.
- Attended a meeting in the Calgary Alberta Infrastructure office concerning upcoming capital projects progression.
- Performed in-depth caretaking inspections in Lomond as well as the ATL school facility in Grassy Lake.
- Interviewed candidates for a tradesman position to replace Horizons outgoing painter. After a second posting and round of interviews, a very suitable candidate was selected. His first day of employment was November 3, 2014.

Additional Responses

- Responded to two late night intrusion alarms at Division office. Both unintentionally set. A third call was handled by phone,
- Responded to a weekend fire alarm in Lomond
- Responded to a weekend boiler failure at Vauxhall High School. The problem with the boiler was discovered by caretaking staff during a regular check of the mechanical equipment.
- Facilitated evening meetings in Hays which included caretaking staff and school administration.

November 2014

Associate Superintendent of Programs and Services / Human Resources Report – Clark Bosch

Human Resources:

- Meeting was held with CUPE representatives in November to discuss concerns and introduce the new Executive.
- Clark attended, among others, 3 Human Resources centered session at the Fall CASS Conference
- All eligible LAPP and ATRF employees were sent an invitation to participate in a Voluntary Retirement Plan. (below)

Voluntary Retirement Plans 2014 – 2015

At its regular meeting on October 22, 2014 the Board of Trustees of the Horizon School Division (“the Board”) expressed their support for the following Voluntary Retirement Plans for the 2014 – 2015 school year:

Voluntary Retirement Plan for Eligible Local Authorities Pension Plan (LAPP) Members

The Board supports a Voluntary Retirement Plan for all eligible members of the Local Authorities Pension Plan employed by Horizon School Division No. 67 who, by December 19, 2014, submit a letter stating their intent to retire between January 31, 2015 and March 31, 2015. Employees who qualify for a pension and are able to access their pension upon retirement will be offered equivalent temporary employment beginning the day following their effective retirement date continuing until the end of their particular period of employment for the 2014 – 2015 school year with a maximum duration of 5 months.

Voluntary Retirement Plan for Alberta Teachers’ Association (ATA) Staff Members

The Board supports a Voluntary Retirement Plan for any ATA Staff member who, by December 19, 2014, submits a letter stating their intent to retire effective January 31, 2015. Teachers who qualify for a pension and are able to access their pension upon retirement will be offered an equivalent temporary teaching contract beginning February 1, 2015 continuing until June 26, 2015.

If you would like to participate in either of the plans described above, I have attached a letter you could use to express your intention to Human Resources.

If you have any questions, please contact Clark Bosch, Associate Superintendent Human Resources via email at clark.bosch@horizon.ab.ca or by phone at 403-223-3547 ext. 131 or by cell at 403-915-7779.

Inclusive Education:

- A team from division office (Laura Elliott, Daelynn Takasaki, Erin Hurkett, Lynn Saler, and Ann Muldoon) has attended seven collaborative team meetings in four schools since the beginning of the school year. At Vauxhall High school, Chamberlain, DA Ferguson and Erle Rivers High School, they have met with school staff to discuss individual students and their learning needs. In total, so far this year we have helped directly address the academic, social/emotional and behavioral needs of 74 students through this forum.
- On October 23 and 24, we offered SIVA (Supporting Individuals through Valued Attachments) training to any staff member who was interested. It's important to have people trained in every school to safely manage behaviour and to apply emergency safety interventions when required. Over the past two years we have encouraged administrators and Learning Support Teachers, in particular, to access this training, and many have done so. Five administrators, three teachers, three assistants, two Family School Liaison Counselors, and a Family Connections Worker attended the October training.
- This year we have five new Learning Support Teachers (LSTs) in Horizon. Ann Muldoon has been working with these LSTs on student files, coding, program plans, accommodations, and assessments. A particular focus in recent weeks has been requests for accommodations on Diploma Exams and applications to Alberta Education for special format materials.
- Lynn Saler and Ann attended the Vulnerable Readers Summit in Calgary on October 27 and 28.
- Ann attended a session with Dr. Caroline Musselwhite on literacy instruction for students with severe disabilities on November 3.
- At the regional level, Clark and Ann attended a joint meeting of the Southwest Regional Collaborative Service Delivery Leadership and Executive Teams on October 23.
- Ann represented our most northern schools (Lomond, Lomond Colony, and Armada Colony) at the Bow River Leadership meeting on October 2 in Calgary.

- At the provincial level, Ann has been serving as a member of the CASS Inclusive Education sub-committee that supports Alberta Education's Advisory Committee on Building an Inclusive Education System.
- Our Behavior Support Specialist, Laura Elliott, has presented in four schools (Hays, Lomond, LT Westlake, Vauxhall High) on FASD and Positive Behaviour Supports.
- Laura has provided targeted support in 10 classrooms, completed reports for 9 students, written 4 behaviour plans and attended 4 parent meetings for students of concern.
- Laura attended a two-day SCERTS training course on autism.

Early Learning:

- All children in Pre-K and Kindergarten who required assessments have been referred and assessed. Based on assessment results, Lynn Saler has secured Program Unit Funds for eligible children.
- Ongoing professional development for Pre-K staff has included supporting individuals through visual strategies and iPad apps for young children.
- We will soon be meeting with representatives from Family Connections to hear about programs available for children and families.
- Lacey Mueller (Speech Language Pathologist) attended a Hanen workshop (Learning Language and Loving It).
- Kindergarten teachers are meeting during the last week of November to discuss the Kindergarten curriculum and assessment.
- A requirement for maintaining the licenses for Pre-Kindergarten is for staff to have current first aid training. We will be hosting both re-certification training and full Standard First Aid training during the last week of November and first week of December.

Regional Collaborative Service Delivery:

- Over the past two years Horizon, together with other local school divisions, has been working with partners in Health and Human Services on a provincial initiative to develop a new service delivery model. Supports and services that had previously been accessed

through separate providers and a range of funding sources will now be integrated and coordinated under the umbrella of Regional Collaborative Service Delivery (RCSD).

- Most Horizon schools are part of the Southwest RCSD with services out of Lethbridge. Lomond School, Armada Colony and Lomond Colony are in Bow River RCSD with services mainly out of High River.

FNMI Education:

- Lisa Sowinski has been working along with Heather Brantner, Garth Moulan and Kristen Bodnar to help FNMI students who are interested in completing work experience work to secure jobs.
- Lisa and Heather have held meetings with parents to discuss their child's progress in high school and what we need to do to keep them on track.
- Lisa has facilitated the placement of some students in K&E programs.
- Lisa continues to attend learning meetings regarding our FNMI students.
- Lisa attended FASD (Fetal Alcohol) conference in Edmonton.
- We continue to facilitate a wide variety of support to our families in need. Whether it involves Family Services, getting some financial help, looking after other family members, driving those in need to appointments, coordinating services with Family Justice or giving rides to parents who were victims of theft.
- Lisa continues to help families out with the processes involved to apply for their status cards.
- We continue to support our families in need with proper clothing, furniture, and transportation.
- Lisa has been integral in the securing of Elders to speak in our schools as requested.

Counselling:

In addition to the day to day needs of our students and families, the following programs are occurring within our schools.

- Families First program - targeted families participate in evening groups that encourages and builds in quality family time, parenting tips, family activities and family meals together.
- Middle school boys leadership and role model group at D.A. Ferguson (targeted).
- MindUP program being implemented in several schools throughout the Division. This program focuses on emotional literacy and mindfulness strategies for both in and out of the classroom (universal).
- Guitar Group (targeted)- Students selected to be part of the group and at the end of the group one student will win their guitar (part of a TCAPS Grant).
- Kelso's choice - Conflict resolution program for elementary students (universal).
- Violent Risk and Threat Assessment Training
- Strengthening Individuals through Valued Attachments Training
- Participation in Division Wide Student Leadership day.
- Threat assessment and at-risk presentation to all bus drivers with First Student.
- Technology internet safety night for parents in Vauxhall
- Participation in WRM/DAF Girls Retreat
- Mentorship program after school in Vauxhall and Taber.
- Staff attended the 40 Developmental Assets PD.
- Random Acts of Kindness throughout the Division
- Working collaboratively with our RCSD Mental Health person to complete some Mental Health Assessments and working on getting Mental Health Tips on websites, Facebook and Twitter.

High School Redesign:

- Clark and representatives from each of our high schools participated in a “sharing best practices” day in Lethbridge with representatives from Alberta Education. (Lomond, WRM, ERHS, VHS and Warner).

Hutterian Brethren Schools:

- At our September and October staff meetings, time was taken to continue to develop our knowledge and skills with respect to guided reading practices. Teachers were given direction in determining their guided reading groups/levels and how they might structure the literacy block and organize the learning tasks that will occur while a teacher focuses on a particular group of students. Erin Hurkett, Associate Superintendent of Curriculum and Instruction, will work with colony teachers throughout the 2014-15 school year to mentor and provide feedback during the guided reading process. Six teachers have been scheduled to work with Erin during the next couple of months. All colony teachers will have the opportunity to work with Erin as the year progresses. We are pleased that we can access this support at the divisional level as we move further into the guided reading practices.
- With respect to the new Instructional Support Plan process, teachers were in-serviced on the final version of the document in late September. Late in October and early November, teachers, colony administration and Mitzi McDonnell (Learning Support Teacher) met with parents of children on IPPs to discuss their programming goals and instructional strategies that would be utilized. For the initial meeting with parents of students who now are on an ISP, teachers could involve either the colony LST or administrator if they chose to do so. In the future, ISP meetings will involve mainly teachers and parents. Colony parents provide plenty of valuable information regarding their children and were engaged in the process of supporting their child's learning. Overall, the introduction of the ISPs went relatively well and the streamlined format is very much appreciated by teachers.
- On another item of change, Student Learning Assessments (SLAs) at the grade three level, colony teachers guided students through the four segments of the assessments, including the 'performance based' components in language arts and mathematics. Not being able to be part of the 'digital' delivery of the SLAs, a paper copy of the digital assessments was provided for colony students. Unfortunately, some of the typical 'drag-and-drop' types of questions that are built into the digital version, proved a bit challenging to do with colony-based students using a paper format. A paper format that is not based on screen-shots of the digital test, or audio sounds provided by the teacher, would be more appropriate in the future. As this is the pilot version of the SLAs, what is

learned from this initial process will hopefully be used to further the development of this assessment tool with respect to a non-digital delivery process.

- Report cards recently went out to students at colony schools and parent teacher interviews were well attended at all colony schools. Colony based teachers continue to work collaboratively with their division based Google+ colleagues as part of our recent ATA/Horizon Professional Development day (October 27). Two of our colony teachers will participate in the upcoming assessment committee work at the division level.
- Colony school staff and students are off to a good start in the first segment of the year and our intention is to keep the momentum going as we move throughout the school year.

Teacher Evaluation:

- I have begun the process to evaluate 6 of our first year teachers. I will also be observing an additional 8 new teachers on temporary contracts.

A close friend of mine has lacked energy and has struggled to catch her breath most of her life. She repeatedly complains to her doctor about these symptoms. She's recently retired and her doctor attributes it to old age.

This summer during her annual checkup, instead of seeing her regular doctor, she was scheduled with a young intern. The recently graduated intern, having been exposed to the latest medical knowledge, correctly diagnosed her as having a hole in the wall of her heart that allowed oxygenated and deoxygenated blood to mix.

When she communicated to me that the hole was the size of a loonie, I envisioned open-heart surgery, whereby a 30-centimetre incision is made, the sternum cracked, and breastbone separated to expose the heart – surgery that easily has a one-year recovery period. Instead, she was scheduled for laparoscopic surgery, better known as minimally invasive surgery. The surgeon made a one-centimetre cut in her leg, entered her blood vessel using a small tube, and deployed an umbrella like structure in her heart to close the hole. Within weeks she was fully recovered.

Education is similar to the story above. While we know and often rely on past practices, there are newer educational practices being developed using recent discoveries about how the brain works. As we expect medical professionals to be up to date, so too must we expect teachers to be. Learning can't stop at graduation. Students as well as teachers must embrace life-long learning and keep up with changing times through personal and professional learning.

All too often the general public sees school through the eyes of their children, but there is a whole educational world less visible to the public. While your child is out of school, teachers continue learning, attending workshops and professional learning opportunities in order to keep up with the newest information about child development to improve their practice. One of the reasons such learning is so important is so they can enhance their teaching, and thus your child's learning.

"Give a man a fish, and you have fed him once. Teach him how to fish and you have fed him for a lifetime." A fish is only one meal É we want to teach students to be excited about learning, excited about fishing for information; we want to give them the tools to become life-long fishermen for knowledge. Teachers, too, must have time to be such fisherman.

Wilco Tymensen is the superintendent of Horizon School Division No. 67.

2013/2014 Horizon Provincial Achievement Test (PAT) Results

Marie Logan, Horizon School Division Board chair, states that the Board is very pleased with the accomplishments of our school jurisdiction and the achievement of our students. The support of parents, teachers, and other partners is essential to our continued success. These results illustrate a passion for learning commitment and excellence. We have every confidence that together we can build on our achievement and continue to provide quality learning for the students we serve.

Cohort Summary:

The Cohort summary includes all students, even those who did not write (may have been excused or absent from writing). Those who did not write are counted as not having met the acceptable standard.

Acceptable Standard:

This is an achievement standard established by Alberta Education. The Acceptable Standard is a pass on the exam.

Horizon Highlights:

Cohort Results: Horizon students wrote PAT exams in grades 6 and 9. Students in grade 3 did not write the exam because they were piloting the provincial Student Learning Assessment (SLA). All of the grade 6 and 9 subject areas tested exceeded provincial acceptable standard performance.

Standard of Excellence:

This is an achievement standard established by Alberta Learning. The Standard of Excellence is 80% or above on the exam.

Horizon Highlights:

Cohort Results: Horizon was close to provincial average in 7 or 8 areas tested and exceed the provincial standard or excellent in grade 9 Math.

Horizon Population Characteristics:

Horizon School Division has a large ELL (English Language Learner) population in grade 6 - 40.1% compared to the provincial average of 15.5%.

Horizon Goals: One of Horizon's core goals is for all learners to finish school possessing 21st century learning competencies. A key action under this goal includes supporting effective

strategies for teaching early literacy and numeracy. The PAT results are one reflection of dedication toward literacy and numeracy that is shown within the division. With high ESL populations and diversity within classrooms, Horizon teachers continue to focus on practices that meet the needs of their learners.

2013/2014 Horizon Diploma Exam Results

Acceptable Standard:

This is an achievement standard established by Alberta Education. The Acceptable Standard is a pass on the exam.

Horizon Highlight:

All but one diploma exam (Physics 30) achieved an acceptable standard that met or exceeded the province.

Standard of Excellence:

This is an achievement standard established by Alberta Learning. The Standard of Excellence is 80% or above on the exam.

Horizon Highlight:

All but four diploma exams (Social 30-1, Biology 30, Physics 30, and Chemistry 30) achieved a standard of excellence that met or exceeded the province. Nine exams were written by Horizon students in total. When averaged, Horizon students scored 6.6% above provincial exam results at the acceptable level.

Horizon Goals: Horizon is committed to two core goals: 1) All learners will finish school possessing 21st century learning competencies and 2) All learners will demonstrate the personal attributes of contributing global citizens. Horizon's outstanding diploma results are one measure that indicate a focus on the above goals, and dedication to student learning and success within the division.

Enrollment exploding at Mennonite school

By Trevor Busch

Taber Times

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Student numbers are showing a marked increase at Taber Mennonite School for the 2014-2015 school year, while new principal Crystal McGregor settles into her administrative role.

"Enrollment is skyrocketing, so we're pretty packed in here, which is awesome — it's a great problem to have," she said.

Taber Mennonite School was previously a branch of Horizon School Division's Mennonite Alternative Program (MAP), which was paired with the MAP school in Vauxhall.

This year, Taber Mennonite School has been separated as its own entity within the division.

"We have a fall supper coming up on Nov. 20. We're opening that up to the community," said McGregor. "Part of our three-year plan is to really work on educating our parent population on what we're doing at the school, what our education actually involves. We're focusing a lot on our off-campus programs, like our RAP program, which is a registered apprenticeship program; our health care aid program, which is a dual-credit program through Lethbridge College."

New staff for the school includes Shaun Dupuis (Grade 11-12 English and Social Studies), Stephanie Soto (Math), and Anthony Dunlop (Sciences).

"We're really focusing on preparing students academically for post-secondary, so we're really looking at a lot of career goal setting and developing graduation plans," said McGregor. "Along with that, we want to empower students and parents with the knowledge and the value of higher education."

Minor renovations over the summer months have enhanced the school's flooring.

"We had the floors re-done. We had squash lines and a gymnasium-style floor, so they've taken all of the squash court lines off. It looks like a new floor."

With enrollment up from 65 last year to 98 for the 2014-2015 school year, space is becoming a premium at the school, which is looking at other solutions.

"Challenges would be in terms of space. We're really overpopulated here right now in terms of facilities, but our school division is aware of that problem, so we are looking at other spaces in the area to possibly use. We are currently renting — across out back alley — Community Futures Chinook's board room, because we've had such a huge increase in our enrollment."

McGregor has a Masters in Early Literacy, and originally hails from Ontario. She spent five years at another Horizon school prior to coming to Taber Mennonite.

"I was formerly a teacher and vice-principal at Chamberlain School in Grassy Lake, so I'm very familiar with the Mennonite population. I taught predominantly elementary, so Grade 1-3."

McGregor is currently teaching junior high and Grade 9-10 English.

"I think we'd like to get more students into our school, and staying longer. We're always striving to improve literacy. I'm really enjoying it. It's a great place, and really has a great sense of community."

She has been enjoying her leadership role in an administrative capacity since taking on the role of principal.

"A strength would probably be my instructional leadership, leading a learning community, and offering professional development and different strategies in the area of English as a second language."

Exam results solid for Horizon

By **J.W. Schnarr**
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Horizon School Division has posted strong numbers when it comes to provincial achievement and diploma exams.

During their regular meeting on Oct. 21, Erin Hurkett, associate superintendent of curriculum and instruction, updated the HSD board of trustees on the results of the Provincial Achievement Tests (PAT) for Grade 6 and Grade 9 students and for the Grade 12 diploma exams.

The numbers for acceptable standards were nearly universally higher than provincial standards, while the number of "Standard of Excellence" scores were lower, but still comparable to the provincial standards.

"Acceptable standard" is an achievement set by Alberta Education, and, in this case, is the same as a passing grade on the exam.

These marks represent those of all students in their respective grades – even those who did not write the test for any reason. Anyone who did not write the exam was counted as having not met the acceptable standard.

The exams also noted a "standard of excellence" achieved by students who recorded a grade of 80 per cent or more on their exams.

The results showed the percentage of division students were higher than the provincial average in nearly all cases.

But, the number of students achieving a standard of excellence was consistently below the provincial average except in Grade 9 math. At the Grade 12 level, all but four diploma exams (Social 30, Biology 30, Physics 30, and Chemistry 30) achieved a standard of excellence that met or exceeded the percentages attained by the province.

HSD diploma writers earned an average of 6.6 per cent higher than the average acceptable standard for the province as a whole.

They also met or exceeded the provincial average in all instances but one (Physics 30).

HSD's test numbers come in spite of the fact Grade 6

level schooling has one of the highest rates of English Language Learners in the province at the Grade 6 level.

"We have quite a significant ELL population when compared to the province," she said.

The province has identified 40.1 per cent of HSD students as ELL compared to 15.5 provincially, while at the Grade 9 level, 14 per cent of students have been identified ELL compared to 9.2 per cent provincially.

"The (Grade 9 levels) are more based on funding and English language proficiency," she said.

Hurkett said funding comes in blocks of five years, beginning in Grade 1, and by Grade 9, many of those students are proficient in English to the point their ELL designation no longer applies. This would explain the much larger ELL designation at the Grade 6 level.