

# Horizon School Division No. 67

6302 – 56 Street Taber, Alberta T1G 1Z9  
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999  
[www.horizon.ab.ca](http://www.horizon.ab.ca)

The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, March 31, 2015 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  
John Rakai, Associate Superintendent of Finance & Operations  
Erin Hurkett, Associate Superintendent of Curriculum & Instruction  
Barb McDonald, Recording Secretary  
J.W. Schnarr, Taber Times

REGRETS: Clark Bosch, Associate Superintendent of Programs, Services & HR

## ACTION ITEMS

A.1 Moved by Jennifer Crowson that the Board approve the agenda as presented with the following addition:

### Under Action Items:

- |     |  |                     |  |
|-----|--|---------------------|--|
| A.5 | Demand for the use of the Central School Gymnasium   | Carried Unanimously | AGENDA<br>APPROVED<br>54/15                        |
| A.2 | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Tuesday, February 24, 2015 as provided in Enclosure 1 of the agenda.   | Carried Unanimously | BOARD MEETING<br>MINUTES<br>APPROVED<br>55/15      |
| A.3 | Moved by Terry Michaelis that the Board approve the February/March Payment of Accounts report in the amount of \$4,468,373.06 as provided in Enclosure 2 of the agenda.  | Carried Unanimously | PAYMENT OF<br>ACCOUNTS REPORT<br>APPROVED<br>56/15 |
| A.4 | Moved by Bruce Francis that the Board approve first reading of Policy HK <i>Student Assessment, Evaluation and Reporting</i> as provided in Enclosure 3 of the agenda.   | Carried Unanimously | FIRST READING OF<br>POLICY HK<br>APPROVED<br>57/15 |
| A.5 | Due to the increased utilization of the Central School gymnasium from other Horizon schools (as a result of a lack of current gym space available in several schools due to re-modernization projects that are currently taking place), a recommendation was brought forward that the Division not renew the Kid Zone after school contract. |                     |  |
|     | Moved by Derek Baron that the Board approve the motion to not renew the contract with service provider of the Kid Zone contract.   | Carried Unanimously | NON-RENEWAL OF<br>KID ZONE<br>APPROVED<br>58/15    |

## DISCUSSION ITEMS

### **D.1 Transportation Policy Meeting Date**

The Board has set a meeting date of Monday, June 8, 2015 beginning at 9:00 a.m. to re-open discussions regarding the Transportation policy.

### **D.2 2015 Budget**

Discussions were held regarding the implications to education regarding the Provincial Budget that was released on March 29<sup>th</sup>. The Horizon School Division Budget Committee will be meeting on April 14, 2015 to have further discussions on how this budget will be impacting students, staff and the jurisdiction.

## INFORMATION ITEMS

### **I.1. Financial Report**

Phil Johansen presented a financial report to the Board for the period ending February 28, 2015.

### **I.2. Superintendent's Progress Report**

#### **Educational Leadership**

- Planning has taken place for the jurisdiction's leadership symposium. This symposium, taking place in April is part of the jurisdiction's ongoing focus on building the leadership capacity of Horizon's principals and vice/assistant principals.
- Work was also undertaken as part of the jurisdiction's new principal / leadership cohort where new and aspiring leaders come together regularly to improve their practice.

#### **Student Welfare**

- Meetings and conversations have been ongoing regarding student welfare. Dialogue with schools revolved around student conduct matters that could have led to recommendations for expulsion. In some cases, multiple agencies have met to not only discuss interventions that ensure the learning needs and safety of individual students is being met but that the safety of all students is considered.

#### **Fiscal Responsibility**

- Budget meetings have been held with the senior administrative leadership team and discussions regarding the implications of the 2015 budget are ongoing.

#### **Personnel Management**

- Principal evaluations are ongoing for Horizon's seven probationary principals. Meetings with all seven principals occurred in March.
- Meetings were also had to discuss reappointments of principals. Conversations and reflections regarding practice were guided by the principal quality practice guidelines.

#### **Policy**

- New policies continue to be developed and old policies reviews in light of the upcoming proclamation of the Education Act.

#### **Strategic Planning and Reporting**

- The senior administrative leadership team met to review jurisdiction priorities and discuss current work and its alignment with the jurisdiction goals.
- Conversations with Intellimedia have occurred as the jurisdiction finalizes transitioning from google docs to Powerschool as the platform for Individual Student Plans
- A meeting was attended with W.R. Myers and ACE Place regarding student program planning and how it relates to the provision of Knowledge and Employment courses.

## **Organizational Leadership and Management**

- As per the provincial framework agreement, the Superintendent in collaboration with the Board and senior leadership met with a number of representatives from the Alberta Teachers' Association. Conversations included discussions around needs based staffing and other hiring practices.
- A meeting was organized between the principals of D.A. Ferguson, W.R. Myers, and Taber Mennonite School to arrange facility sharing given the student attendance numbers at TMS. Meetings also occurred with MCC and George Epp regarding accessing more space for Taber Mennonite School.
- Other meetings that were attended included
- High School Video Conferencing meeting
- Administrators' meeting
- Enchant student programming and how collaboration with Horizon MAP could enhance high school completion rates.
- To enhance transparency and superintendent visibility, I've been attending every schools' staff meeting to engage staff in a dialogue about where Horizon is going, what Horizon's priorities are, and provided for an open and honest Question and Answer session regarding staff's inquiries.
- I was also able to attend the provincial CASS / AB ED Learning Symposium
- One of the jurisdiction's goals focuses on ensuring student needs in relation to the jurisdiction's continuum of supports and services. This was the focus of the March division wide professional learning day and the upcoming administrator leadership symposium will continue to focus on bringing this structure into being in every school within Horizon.

## **Communications and Community Relations**

- Conversations with home school providers are ongoing. I had the opportunity to spend the day at Circle Hill, north of Vauxhall, and engage in conversations with some 400 Low German Speaking Mennonites (LGSM) who home school their children.
- I also attended Alberta Education's Low German Speaking Mennonite community forum where conversations revolved around successes, challenges, and next steps to meeting our students' needs.
- Conversations with the Lethbridge College and Taber and District Adult Community Learning regarding Trades programs for youth and adults stemming from the D.A. Ferguson/W.R. Myers value management scoping session also occurred.
- Lastly, I am pleased to indicate that I was able to attend Copperfield colony's high school graduation ceremony.

## **I.2 Trustee/Committee Reports**

**2.1 Zone 6 ASBA Report** - Marie Logan, Zone 6 Representative, provided some of the following highlights of the Zone 6 meeting that took place on Wednesday, March 8, 2015 in Lethbridge:

- A task force has been established for a different way of bargaining for public sector unions.
- The SLA's that are to be piloted for the fall of 2015 have now been rescheduled to begin in the Fall of 2016
- The Speak-Out Conference this year will be taking place from April 17-19. This conference is a Student Engagement Initiative to support Alberta youth in sharing education ideas and experiences with each other and the Ministry. *Speak Out* is dedicated to providing students with opportunities to be leaders of change in their schools and communities. Through this initiative, students, ages 14 to 19, from across the province are provided with the tools they need to engage in discussions about their education with each other and with key education partners on how to improve the education system in Alberta.

## **2.2 Administrators 'Meeting Report**

Terry Michaelis reviewed highlights of the [Administrators' meeting](#) which took place on March 10, 2015

### **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 [March Facilities report](#) was enclosed in the agenda and included the following highlights:

#### **2015 Maintenance and Renewal (IMR)**

##### *Chamberlain School IMR Project 2*

- The Horizon School Division #67 engaged MPE Engineering Ltd. to evaluate the Fire Separations of the Chamberlain School as a result of the 2005 assessment report questioning the adequacy of the fire separations between the central corridor and adjoining rooms. After required remediation's, MPE Engineering conducted a final inspection and issued required certifications

##### *Enchant School*

- Repointing and repair of exterior masonry has begun. Brick and mortar replacement has been extensive. Stucco walls will be strapped using CCA preserved lumber and finished using resilient synthetic polymer to enhance its esthetics appeal.

##### *Lomond School IMR Project 1*

- Flooring for the classrooms and main floor corridor has been completed. Standard colors were selected by the facilities department along with new rubber base throughout. The remaining flooring including the lower 1961 corridor, and the 1956 entry is now underway as well

##### *Lomond School IMR Project 2*

- The flooring in the administration and staff room were replaced during the week of February 16. The existing flooring was removed, and the flooring was prepared by Horizon in-house staff. Professional flooring installers completed the project. The staff room and remaining administrative storage space flooring to be replaced as time and access permits.

##### *Hays School Underfloor ducting*

- Underfloor ducting replacement, repair and cleaning have been completed. The overall condition of the ductwork is now acceptable to very good. Several sections required repair while approximately 8 linear feet required replacement. No additional repairs or replacement should be required within the next five years.

#### **Maintenance Projects**

- In conjunction with the flooring replacement and upgrading through Infrastructure Maintenance and Renewal in Lomond School, Horizon facilities crews are also continuing the process of repairing corridor and classroom walls. Repainting has begun as well.
- Heating and circulating pump was repaired and replaced in Vauxhall High School
- Inspection and repair / replacement of playground equipment is underway. This project was undertaken by certified facilities staff.
- Testing and repair of all Horizon commercial cross connection backflow preventers is underway.
- Boiler chemical testing and the annual recertification are underway and is expected to be complete by April 15.
- LED lighting upgrading in various schools. Particularly in exterior lighting.

### **Thermal image Scanning**

As part of Horizon School Division #67's annual preventative maintenance program, thermal image scanning was conducted at DA Ferguson Middle School and WR Myers High School during regular school hours on the complete electrical distribution systems with a full electrical load applied.

During these scans and tests, a number of "warm" and "hot" spots were identified. Where possible, corrective action was taken before moving on, in one case a facility wide shut down will be required.

### **Maintenance work During February and March**

During the past month, a total of 157 new Service request and generated preventive maintenance requests were submitted through Horizons electronic service request generating software, Asset Planner. Requests included climate control, plumbing, electrical, access, painting requests etc

Several other Maintenance repair projects and preventative maintenance projects were undertaken. Graffiti removal, wall repairs and painting, plumbing and heating repairs, installation of tack boards, and relocation of the display screen and shelving unit at WR Myers High School, rooftop unit repairs etc.

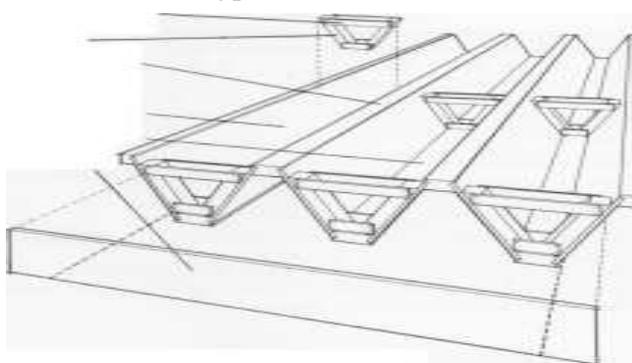
### **DA Ferguson WR Myers Structural Review**

Horizon School Division #67 engaged MPE Engineering to undertake an investigation into the condition of the interior cinderblock foundation walls, the trofdek roof support structure and the roofing structure over the existing gymnasium.

#### ***Trofdek***

Trofdek roofing and flooring systems were used from 1957 to approximately 1975, this is a, trough-shaped lightweight structural system for roofs and floors. Units are fabricated components consisting of V-shaped beams with slanting plywood webs attached to lumber flanges. They were designed to span as much as 14 meters between principal supporting members. The trofdeking used at DAF spans approximately 9 meters.

Typical Trofdek



#### ***Design***

Since 1960's Trofdek sections are basically multiple plywood beams with sloping webs, with due regard for sloping webs and location of web splices. Special attention to shear deflection is required. Regular inspection and maintenance is required to maintain integrity

#### ***Purpose of study***

MPE Engineering has undertaken the project to determine the deflection stability of the roofing system presently in place, and to determine its expected remaining lifespan as well as determining the

need, if determined to be one, for structural reinforcement necessary to carry rooftop mechanical equipment and abnormal snow loads.

Final reports of the investigation concerning the trofdek structure, cinderblock condition and gymnasium structure are expected to be available in May 2015.

- Enhancement of fire separations between the central corridor and adjoining rooms at Chamberlain School
- Completion of flooring project in the main corridor as well as replacement of flooring in the administration and staff room of Lomond Community School
- Repair and painting of games lines at the Hays School gym
- Update of maintenance projects throughout the division
- Updates on the Facilities Department Administration

### **I.3. Associate Superintendent of Finance and Operations Report**

Mr. Rakai provided the following report

- Mr. Rakai participated in a LAPP stakeholder meeting.
- The Division is waiting for the formal approval of the 60% stage specification drawing for Barnwell and Warner Schools.
- Attended meeting with the Warner Community Hockey Society
- Provided a report of the outcome of the transportation that took place in March
- The RFP for the jurisdiction-wide new multi-function device contract has been awarded to Xerox. The new equipment will be installed into schools after the Easter break
- Met with Warner School regarding their commercial vehicle inspection

### **I.4 Associate Superintendent of Curriculum and Instruction Report**

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

#### **Literacy & Numeracy**

1. Colony Guided Reading Observations – Erin is visiting Colony teachers to assist with guided reading practices. Erin models some lessons and observes and gives teachers feedback in relation to this practice.
2. Word Work Workshop for beginning teachers – Erin facilitated a word work (phonetic, phonemic awareness, sight word recognition) workshop for new teachers at the division wide PD day.
3. David Slomp from the University of Lethbridge continued his work with Sr. High School teachers – teaching for transfer in writing.
4. Attended a training session for Literacy Place for the Early Years.
5. Assisted D.A. Ferguson with BICS and CALP strategies for ELL students.
6. Trained MAP teachers how to assess using the Fountas & Pinnell Benchmarks and assisted them with setting up their literacy intervention program.
7. Facilitated a professional development session with Milk River Elementary teachers in relation to using assessment to inform instruction and how to facilitate guided reading sessions.
8. Organized a numeracy committee meeting that was facilitated by Lenee Fyfe. Lenee is a teacher from Lethbridge who created a numeracy assessment directly linked to the Alberta Curriculum for grades K-9. The Committee was trained in how to use the assessment and will recommend the assessment to their schools.

#### **Inclusive Learning**

1. Division Wide Professional Development Day: March 9<sup>th</sup> – Kurtis and Lorna Hewson facilitated a morning workshop with Horizon staff regarding the Collaborative Response Model. The model includes the importance of assessment, collaborative team meetings, and an articulated pyramid of interventions. When all of these

components are in place in a school, schools are better equipped to make informed decisions about meeting the needs of all students.

2. Leadership Symposium Committee –The Committee has continued to plan for the April leadership symposium. Kurtis Hewson will facilitate the first day’s session regarding the Collaborative Response Model as a follow up to the division wide PD day. The senior leadership team will lead the second day where a focus will include identifying the components of a quality classroom environment (the first level of the pyramid of interventions).
3. Collaborative Team Meetings - Erin, Ann, and Daelynn met with Vauxhall High School staff for a collaborative team meeting. Staff identify students whose needs they would like to address to a further degree (behavioural, emotional, or academic), and the team shares expertise and discusses various ways to support students in the classroom.

### 21<sup>st</sup> Century Learning Competencies

1. Attended a Colony workshop on Project Based Learning and presented the units that were developed by the division that can be utilized in Colony settings (The Big Picture, Environmental Choices, Surviving Extremes).
2. Attended a trade school meeting with individuals from Lethbridge College to discuss future possibilities of trade opportunities for students and adults in Taber.

### Other

1. Attended the joint Horizon/ATA PD Committee meeting.
2. Attended a meeting to discuss scheduling between DAF, Myers and TMS
3. Attended an inter-jurisdictional Alberta Education meeting regarding the Low German Speaking Mennonite population.
4. Attended a home schooling (LGSM) meeting.

---

### **Director of Learning**

Amber Darroch

Key Action Areas:

#### 21st Century Learning Competencies

1. Assessment - Horizon's Policy Committee of stakeholders reviewed Policy HK Student Assessment, Evaluation, and Reporting. One of the leading educational researchers and speakers on assessment, Dylan William, presented in Edmonton on February 18. Amber attended with Shannon Fulton from Chamberlain School; the session was excellent.
2. CTF Implementation - Career and Technology Foundations is Alberta Education's curriculum for implementation in the 2015-16 school year. Amber has been working with school staffs to understand this increased focus on career possibilities, project based learning, and more authentic assessment in junior high option classes. Seven schools have arranged for short workshops to support their teachers in this work.

#### Effective and Purposeful Use of Technology

1. Multi-function Business Machine Request for Proposal (RFP for copiers) - The RFP was provided to two shortlisted vendors selected from the responses the previous "RFI". A selection committee comprised of Amber, John Rakai, Klaas Hoekstra, Darryl Moser, Sanjeev Pradhan and David Harmon heard presentations on Monday, Feb 23. Xerox Canada has been awarded the contract and an implementation plan is underway

to replace all current equipment new Xerox machines. Anticipated delivery to all sites is the week of April 20th.

2. Alberta Education School Technology Advisory Committee (STAC) - Amber attended this meeting in Edmonton on January 21 and was part of a dialogue about the state of effective technology integration across the province, and the successes/obstacles school jurisdictions are experiencing. The next meeting will be in May.
3. Internet Bandwidth Improvement - The Technology Department, working with Axia, the company who administers the Supernet in Alberta, completed the infrastructure upgrade on Thursday, February 19. Initial results indicated that a Horizon student or staff member working on a computer at one of our sites saw an increase of speed from 5 Megabits per second (Mbps) to over 50 Mbps. Computers worked noticeably faster. As soon as users encountered this improvement, usage increased so much that the network was saturated within a number of days. The reason the system becomes so slow is the increased number of devices connecting to the network. Next steps are being taken to increase bandwidth another increment, and switching to a new service provider in July will result in significant further improvements.

### Inclusive Education

1. The Leadership Symposium Planning Committee has planned for a focus on a Collaborative Response Model, as a follow up for leaders to the Division Wide professional learning session facilitated on March 9th. This year's symposium has been moved to Waterton Lakes Lodge upon the request of some administrators to find an alternative to the Bloomin' Inn near Pincher Creek. We were pleased to find a suitable venue that also offers us \$1000 in savings over last year for accommodations and meals.

### Other

1. Crisis Response - Amber joined the ad hoc committee struck to give a final review of the Crisis Response resource. She also observed WR Myers/ DA Ferguson lockdown practice on February 11 and debriefed about best practices for all schools with Taber Police Service and the two schools' administrators.
2. University of Lethbridge Faculty of Education Keynote Address for PS II Students - Amber was asked to be the keynote speaker at a one day conference of all Professional Semester II students at the U of L. The session focused on inclusive education, classroom management, and positive relationships with students. The U of L has it's biggest group of PS II's this semester: about 240 students.
3. Online Substitute Teacher Dispatch/Teacher Absence Module - WR Myers and DA Ferguson will be piloting this new service upon the return from Easter Break. Orientation sessions for substitutes were held March 25 and 26, and teacher sessions are March 30 and 31.

### Correspondence

No items of discussion came forward from Correspondence as provided in Enclosure 8 of the agenda.

**COMMITTEE ITEMS**

Moved by Blair Lowry that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
59/15

Moved by Rick Anderson that the meeting reconvene.

Carried Unanimously

RECONVENE  
60/15

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
61/15

---

Marie Logan, Chair

---

Barb McDonald, Secretary