

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, September 22, 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, Derek Baron, Jennifer Crowson, Terry Michaelis, Rick Anderson

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools
John Rakai, Associate Superintendent of Finance & Operations
Clark Bosch, Associate Superintendent of Programs, Services & Human Resources
Amber Darroch, Associate Superintendent of Curriculum & Instruction
Phil Johansen, Director of Finance
Barb McDonald, Recording Secretary
Greg Price, Taber Times

ACTION ITEMS

- | | | |
|-----|---|---|
| A.1 | Moved by Jennifer Crowson that the Board approve the agenda as presented. | AGENDA
APPROVED
107/15 |
| | Carried Unanimously | |
| A.2 | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Monday, August 24, 2015 as provided in Enclosure 1 of the agenda. | BOARD MEETING
MINUTES
APPROVED
108/15 |
| | Carried Unanimously | |
| A.3 | Moved by Blair Lowry that the Board approve the August/September Payment of Accounts report in the amount of \$3,877,167.63 as provided in Enclosure 2 of the agenda. | PAYMENT OF
ACCOUNTS REPORT
APPROVED
109/15 |
| | Carried Unanimously | |

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Wilco Tymensen presented a brief verbal report to the Board including:

Educational Leadership and Student Welfare

- Meetings and conversations have been ongoing regarding student welfare and jurisdiction practices. Dialogue has included consultation with legal counsel regarding a number of items.

Fiscal Responsibility

- Student enrollment monitoring is ongoing as is the monitoring of budget implications. To date Horizon is down approximately 30 students from the 2015-16 school year projections. Initial analysis appears to be that more families have opted to home school this year. The jurisdiction has yet to receive Home Schooling Enrollment Verifications however.

Personnel Management

- Held interviews for the Director of Finance and successfully filled the position
- New principal evaluation and teacher evaluation conversations have occurred

Policy and Strategic Planning

- Alberta Education Field Services meeting – regarding the jurisdiction’s three year plan

Organizational Leadership and Management

- Meetings with Barnwell Administration, Barnwell Community, Sahuri Architects, Altus Cost Consultants, Alberta Education, and Alberta Infrastructure are ongoing. Recommendations to bring the scope of the Barnwell School modernization project within budget are also ongoing. Barnwell is at 90% stage and dialogue about the community’s level of contributions is being finalized.
- Warner is at the 60% stage with dialogue about unforeseen expenses being discussed with Alberta Education.
- Meeting with the Transportation Coordinator occurred to discuss the high level of last minute transportation requests (over 170 requests were processed just prior to school). The meeting also included a review of approval priorities given that a number of buses reached capacity. Parents will be reminded that the deadline for such requests is June 1.
- Meet with Associate Superintendent and Director of Learning to discuss Dual Credit opportunities within Horizon (e.g. welding)

Communications and Community Relations

- A number of other meetings and celebrations have taken place over the last month. These include but are not limited to:
 - Schools (over 75 senior administration visits have already been made to schools)
 - Warner Hockey Program (welcomed the new Warner Warriors and their parents)
 - Government of Alberta meeting regarding Provincial Mental Health Review
 - Child and Family services meeting regarding high risk youth
 - Administrator’s meeting
 - Division Office staff meeting
 - Maintenance end of summer BBQ and Rick Petrov’s retirement
 - CASSIX meeting
 - ATA Executive meeting

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report - Marie Logan, Zone 6 Representative

Marie Logan shared some of the items that were discussed at the ASBA Zone 6 meeting that took place in Lethbridge on September 9, 2015. The main item of discussion at the meeting was collective bargaining. There was also a presentation on Healthy Children and Youth in South Western Alberta. The next meeting will take place on Wednesday, October 7th in Lethbridge.

I.2.2 September 22, 2015 Administrator Meeting Report – Bruce Francis

Bruce Francis reviewed the summary of the September 8th Administrators’ Meeting as presented in Enclosure #4 of the agenda. [Click here to view the entire September 8th Administrators meeting summary.](#)

I.2.3 Facilities Committee Report

Derek Baron, Facilities Committee Chair, provided an update on work undertaken during the past month within the Facilities Department. [Click here to view the entire September 2015 Facilities Committee Report.](#)

I.3. Associate Superintendent of Finance and Operations Report

John Rakai did not have an activity report for the Board for September outside of that provided in Committee.

I.4 Associate Superintendent of Programs, Services and Human Resources Report

Mr. Bosch's report was enclosed in the agenda and included the following information:

Human Resources:

- This fall finds Horizon School Division with 1 new Principal and 38 new teachers.
- 28 of our new teachers will be evaluated this year by their Principal and/or a Division Office representative.
- Only one school, Central, will be receiving additional teacher FTE this month. (.30 FTE).
- Armada Colony teaching position, (leave of absence) has been filled.
- Taber Mennonite School Acting Principalship (leave of absence beginning in October) has not yet been filled. There were no applicants for this position from our current Vice Principals or Assistant Principals. We are in the process of talking to past members of our Leadership Cohort about this opportunity.

Early Learning / Inclusive Education:

- JoAnn Hill has returned from her leave of absence. Welcome back JoAnn.
- Tanya Harvey is our new Supervisor of Early Learning. Tanya has replaced Lynn Saler in this position.

Submitted by Ann Muldoon, Director of Learning:

Key Action 2 - Employ a Response to Instruction and Intervention Framework for teaching and learning to improve literacy and numeracy proficiency and enable all students to reach higher levels of academic achievement.

Response to Instruction and Intervention

In September 2012 the division convened an Inclusive Learning committee to determine how we could best meet the needs of all Horizon students through a "Continuum of Supports and Services" approach. The work of this committee resulted in a new funding model that has facilitated the ability of schools to move forward with supporting all students through universal assessments, leveled literacy interventions, provision of time for completing benchmark assessments and monitoring progress, additional professional development for teachers, and collaborative team meetings.

At division level, supports for this work have included: focused PD for teachers and assistants on benchmark assessments and literacy learning, the creation of a new strengths-based Instructional Support Plan (ISP), the integration of the ISP and ESL Program Plans into PowerSchool to streamline teachers' work, behavior consultation, specialized assessments, introduction of new Level B assessment (WIAT), the purchase of Leveled Literacy Interventions, a collaborative team at division office available to support schools as needed, and active participation in the SW Regional Collaborative Service Delivery to access additional supports for our students.

In the spring we sought to consolidate all these initiatives into a framework for student support by asking Kurtis Hewson from Jigsaw Learning to present on the Collaborative Response Model at the division-wide PD Day in March and the Admin Symposium in April. Although his model was useful in furthering our thinking, it did not fully reflect the elements we considered essential in a framework for teaching and learning that enables all students to be successful. Given that Alberta Education is now using the terminology of "Response to Intervention" rather than "Continuum of Supports and Services", we have proposed using a "Response to Instruction and Intervention (RTII)" framework that focuses primarily on support with core instruction but provides for supplemental and intensive instruction for students who are not meeting grade-level expectations. A draft framework is attached.

To support the work of schools in planning for and providing interventions, I attended two Fountas and Pinnell workshops (K-2 and Grades 3-8) in July on Leveled Literacy Interventions (LLI). Many of our schools already have the LLI systems, and I can now provide support with implementation.

Dossier Information System

Following extensive work with Intellimedia to customize Dossier to meet the needs of Horizon teachers and students, we are ready to begin using the tool to plan for student support in 2015-16. All teachers now have

access to Dossier through PowerSchool, thanks to the work of the tech department and Dorthea over the summer.

We arranged an introduction to Dossier for administrators and learning support teachers on August 27, and I have been working with individual schools to provide additional support to teachers. To date the following sessions have taken place or been scheduled:

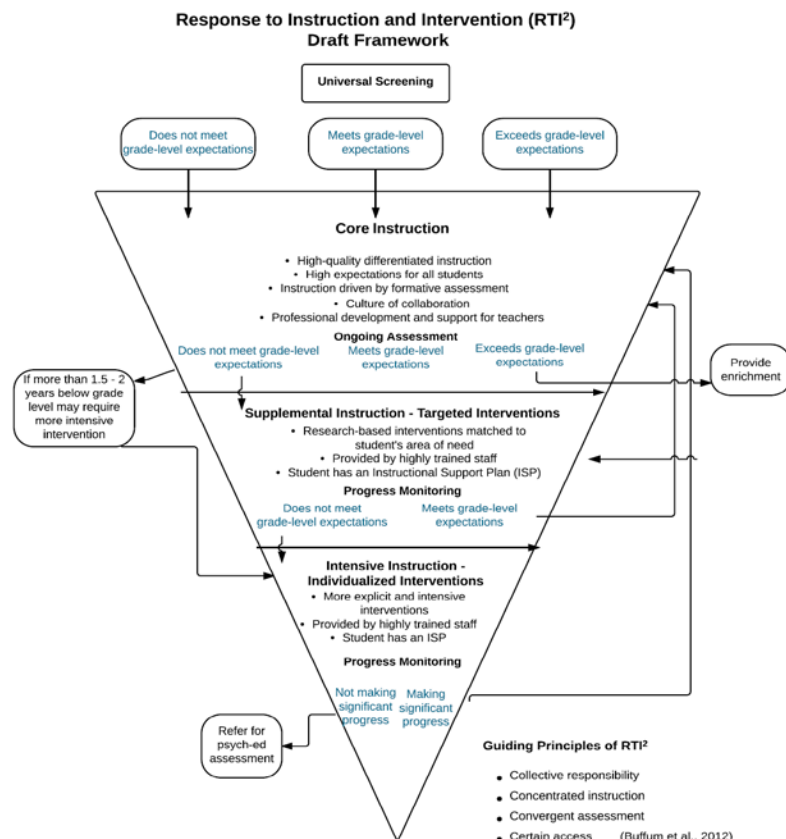
- August 24 – Lomond
- August 28 – Colony Schools
- August 28 – LT Westlake
- September 11 – Dr. Hamman
- September 14 – Chamberlain
- September 18 – Warner
- September 24 – Milk River Elementary

Key Action 3 - Increase parent and community engagement through reciprocal and collaborative relationships.

SW Regional Collaborative Service Delivery

The temporary boundary change that allows our three most northern schools – Lomond School, Lomond Colony, and Armada Colony – to access services through the SWRCSD is now in effect, and funds have been transferred from Bow River Collaborative Service Delivery for the 2015/16 school year. At present we have two students requiring speech/language support in Lomond School and no identified needs in the two colony schools.

Horizon holds the role of co-chair of the SWRCSD Leadership Team for the 2015/16 school year.



RTI is a school-wide, systematic, collaborative process in which all school resources are seamlessly integrated and singularly focused on the same outcome - to ensure that every student learns at high levels. (Buffum et al., 2009)

Ann Muldoon 2015
Adapted from Tennessee Framework

Career Counselling:

Submitted by Garth Mouland on Sept 11, 2015

Update for Itinerant Career Program in September 2015

1. Events and Dates:

DATE	EVENT and NOTES
Aug 31	<i>Warner Hockey School meeting for parents</i>
Sept 10	<i>First Opportunity Shop Newsletter handed out to students, web page and parent email to follow</i>
Sept 18	<i>ELAA Admissions Update in Canmore</i>
Sept 23	<i>South Career Rally 12 presenters for Warner and ERHS at Milk River Community Center</i>
Sept 25	<i>Deadline for Career Displays in Schools (2 interns working and looking for more)</i>
Sept ??	<i>Job Shadow meetings at WHS and VHS arranged</i>
Oct 3	<i>U of L Open House – Advertise and attend but will not transport students</i>
Oct 5	<i>ELAA all Post-Secondary evening at Catholic Central in Lethbridge – Advertise and attend but will not transport students</i>
Oct 7	<i>Career Rally North 12 presenters for Lomond, Hays, Enchant, MAP, ACE and VHS at VHS</i>
Oct 8	<i>Parents Meeting – post secondary planning and scholarships – Vauxhall</i>
Oct 14	<i>PSAT Exam 8:30 to 12:30 at VHS</i>
Oct 28	<i>Parents Meeting – post secondary planning and scholarships – ERHS</i>

2. Education Sub Committee for Lethbridge Chamber of Commerce: I plan to withdraw from this group as travel to Lethbridge for events and meetings uses considerably more resources than we have.

3. Career Rally: The Chinook Health Region Volunteer Recruitment Program dropped out of the Rallies but Career Transitions from Youth has volunteered to do a Career Building booth that will cover volunteering. Thanks to Career Transitions for the save.

4. Review of Program Goals

- 1.1 Provide students with career counselling
- 1.2 Promote advantages of career management
- 1.3 Supply and promote career resources
- 1.4 Promote and provide special career events
- 2.1 Provide career programming
- 2.2 Connect present education to career choices
- 2.3 Liaise with career / school related groups or projects
- 3.1 Advise and assist students as they prepare to act on their transition plans
- 3.2 Assist parents

FNMI Education:

- Lisa Sowinski has been registering new students around the Taber and south areas.

- We are planning the second year of our successful FMNI group which brings students, parents and elders together. Lisa would has set up an initial meeting for everyone who is interested. This meeting is to brain storm about forming a group committee for our FNMI students and families. Our initial meeting will be held **Tuesday Sept. 15th, 2015** at the W.R. Myers High School library from 5:00- 7:00pm.
- Lisa has been involved in acquiring school supplies for students that need them.
- Lisa continues to help families with applications for their status or directing them to the proper places. It's a long process and does take a year or more. We have had some success in this area and am proud of that.
- We have been helping families fill out kid sport forms, taking moms to their appointments and bringing them to the schools for the student testing.
- Some families are in need of the food bank and have been helping them get set up with this. Also helping to try and get them into low income housing.
- Lisa has been working with Heather Brantner and Kristen Bodnar setting up students to see her to make sure they are on the right track with their credits etc...
- We have been setting up dates with teachers that have requested some aboriginal presentations in their class rooms.

Counselling:

- With the added FSLC position we were able to create a full time counselor position for D.A. Ferguson.
- Kelsey Atkinson former Family Connections Worker took on the full time counselor role at D.A. Ferguson.
- Melanie Mueller who was at DAF moved to L.T. Westlake and Vauxhall Elementary increasing FSLC time at Westlake.
- South Schools have increased FSLC time and our FSLC Amy Davis is based solely in the south schools.
- Family Connections Worker Amy Stroeve, is also based in the South one day a week.
- Joel Blake will be a .6 CYCW for Vauxhall High, Elementary and MAP.
- Family Connections Worker Brandon Petite is covering Angela Miller's .3 FSLC, at Ace Place and Taber Christian School. He will also serve as CYCW, Family Connections Worker/Assistant Coordinator to Angela Miller for the 2015-2016 school year.
- Two Family Connections Workers were hired both past Horizon students. Dionne Sawatzky will serve Central School and Westlake and Rylee Heller will be based out of D.A. Ferguson and W.R. Myers High.
- The Family School Liaison Counsellors and Family Connections Workers have begun planning for mentorship and training and mentorship will start in October.
- Tammy Vollo our Family Connections Worker will be running a friendship group with the grade 5 class at VES.
- Ashley, Cheryl and Tammy are starting a mental health series at VHS on Sept 21. At the first staff meeting before school started a survey was taken from the staff at VHS and had them let the counselor, FC Worker and Mental Health Worker know which topics they would like to know more about. This month the focus will be on stress. Tammy Vollo made up a bulletin board in the hallway that announces that the FSLP staff will be set up in the cafeteria on Sept 21 with more info on stress and has a bunch of ideas on there for "stress busting apps" that you can download.
- On Sept. 21 a booth will be set up where students will be given take aways and engage in some stress relieving activities. In October the focus will be on Emotional regulation and November will be substance abuse.
- In Grassy, Tammy Vollo will be taking 4 girls in grade 9 to the YWCA "power of being a girl" conference in Lethbridge next month.
- Grassy Lake junior high students are learning about fitness opportunities in their community. They are learning to be creative and use what is available in town such as using the playground equipment to exercise, hill exercises, and work out cards available for free online.
- The Family School Liaison Program will be offering free Fourth R (Healthy Relationships) training to Division staff and community members. The training will take place on Nov. 17 all day at Division Office.
- Angela Miller, Glenn Jankowiak, Amy Davis (FSCLC's) and Alyson Archibald and Todd Ojala will be taking Go To Educator Train the Trainer in Calgary October 13-16. This is a mental health literacy program for teens that once trained they can come back to Horizon and provide a day and half training to

staff to be able to use in the classrooms. The curriculum is for high school however there are resources that can be used with elementary school children. For more information please go to the website teenmentalhealth.org/curriculum.

High School Redesign:

- We will be meeting with Alberta Education representatives in the near future to discuss our successes and plans for the future to each of our schools in the project this year. (Lomond, WRM, ERHS and Warner) to review successes and plans for the future. AB ED commended our schools on their efforts this year and wished them well in 2014-15.
- Vauxhall High School has initiated a cross graded Advisor Program for their students.
- Clark, along with representatives from participating Horizon schools will be attending a learning opportunity, aimed at teachers, in Red Deer hosted by Alberta Education for all schools in the project on October 1, 2015.
- Erle Rivers High School has made Assessment a focus of their school development plan for the 2015- 2016 school year.

Hutterian Brethren Schools:

- We have one new teacher and several new assistants at our colony schools.
- One Colony elder has expressed displeasure with Horizon's practice only having Division personnel present during the interview process.
- It continues to be a challenge to staff our more remote colony schools with both teachers and support staff.

Teacher Evaluation:

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

I.5 Associate Superintendent of Curriculum and Instruction Report

Amber Darroch's report was enclosed in the agenda and included the following information:

KEY ACTION AREA #1:

Maximize instructional strategies and activities that enhance student competencies in Ministerial Order (#001/2013) in order for students to participate in more relevant, meaningful, engaging, hands-on, and interdisciplinary learning experiences.

- Assessment – In the move to support implementation Policy HK Student Assessment, Evaluation and Reporting across the division, schools have been invited to designate teachers to join one of three Report Card Template working groups: Kindergarten, elementary, and secondary. The goals of these working groups will be to discuss what effective reporting looks like at each level and make recommendations to the division. Some individual schools are beginning dialogue about improving clarity and coherence of report cards and the Associate Superintendent is working closely with them to do so.
- Project Innovation PD series – 18 teachers from 14 schools are part of this professional learning group identifying best practice in core instruction and technology integration. Apple Education is supporting training with this initiative.
- Jurisdiction Student Engagement Team – Initial planning is in the works to invite student representatives from all Horizon high schools to be part of an ongoing JSET whose mandate will be to consult on jurisdictions priorities, goals and plans as well as explore engagement at the local, provincial, national and global levels.
- Division Professional Learning – Communication is being shared with teachers about how to maximize their own learning on the three division days through their Teachers Learning through Collaboration groups. The first division day, October 26th, will include a half day session for all teachers offered in conjunction with Southern Alberta Professional Development Consortium (SAPDC) on the topic of

performance-based assessment. The ATA PD Committee is involved in shaping this topic and the development of a long term Horizon Professional Development Plan.

- International Students- In the move to support principals, teachers, and international students, Director of Learning Terri-Lynn Duncan and Sheila Kurtz, Program Coordinator for International Students, went to individual schools to visit with the new students from Brazil, their teachers, Learning Support teachers and principals. Suggestions on apps and programming were given to the schools and the transition went very smooth. Communication between Principals and District Office has been positive and will continue throughout the students stay.
- Student Learning Assessments - The Director of Learning attended a SLA video conference with Alberta Education and provided schools with information on technology requirements in order to provide a smooth assessment for students and teachers. Feedback from the first week of SLA administration in schools regarding the technology indicates few problems compared to last year. At the SLA orientation held for Horizon's Grade 3 teachers on August 27, teachers felt this year's pilot assessments have improved in many of the ways they had shared it should. Comments included, "I was dreading the SLAs, and now I'm actually looking forward to it!"

KEY ACTION AREA #2:

Employ a Response to Instruction and Intervention Framework for teaching and learning to improve literacy and numeracy proficiency and enable all students to reach higher levels of academic achievement.

- The Director of Learning provided instruction to Hays staff for a half day on August 31 for Fountas and Pinnell Benchmark Assessment System.
- Fountas and Pinnell Benchmark Assessment training was offered two days, after school on September 14 and September 16 in the afternoon. Both sessions were well attended by new and veteran staff members. Feedback on the session has been positive.
- A network of Horizon teachers interested in improving numeracy instruction has been established. The Numeracy Committee will have a face to face meeting next month.

KEY ACTION AREA #3:

Increase parent and community engagement through reciprocal and collaborative relationships.

- In order to support Home Stay Families and our new students from Brazil, the Director of Learning had the entire group meet at Boston Pizza for dinner on Saturday, September 5, 2015. The students were able to speak Portuguese and the Director of Learning and Home Stay families were able to discuss how things are going. All families are very happy with the children in their homes and 2 families commented in particular noted what a great fit it was for their family.

Leadership Practices

- Leadership Cohort – Invitations have gone out to schools to nominate teacher leaders for this jurisdiction program. Current vice principals who have not previously participated and other potential leaders will be part of this program. Sessions promote effective school leadership practice, as well as awareness of administrative roles specific to Horizon.
- Remote Access Service – In order to support staff in accessing files they need when they are working from home in the evenings or weekends, Remote Access Service is now actively being rolled out to schools. Central, Hays, Division Office and WR Myers were the first four staffs to trial this service, and it is now being extended to additional schools each week. For improved network security, a forced network password reset is also being implemented at the same time.

Correspondence

No items of discussion came forward from Correspondence as provided in [Enclosure 8](#) of the agenda.

COMMITTEE ITEMS

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE
110/15

Moved by Bruce Francis that the meeting reconvene.

Carried Unanimously

RECONVENE
111/15

Moved by Derek Baron that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
112/15

Original Signed October 20, 2015

Marie Logan, Chair

Original Signed October 20, 2015

Barb McDonald, Secretary