

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, December 15, 2015 beginning at 1:15 p.m. in the Eric Johnson Room.

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

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

REGRETS: Derek Baron, Trustee

ACTION ITEMS

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

Under Action Items:

A.5 – Include Board Compensation for Representation on TEBA

Carried

AGENDA
APPROVED
145/15

A.2 Moved by Rick Anderson that the Board approve the *Minutes of the Regular Board Meeting held Wednesday, November 25, 2015* as provided in Enclosure 1 of the agenda.

Carried

BOARD MEETING
MINUTES
APPROVED
146/15

A.3 Moved by Blair Lowry that the Board approve the *November/December Payment of Accounts* report in the amount of \$4,200,111.53 as provided in Enclosure 2 of the agenda.

Carried

PAYMENT OF
ACCOUNTS REPORT
APPROVED
147/15

A.4 Moved by Bruce Francis that in the event a Board motion is not possible due to periods when the Board is recessed, the Board provide Delegation of Authority to Phil Johansen, Associate Superintendent of Finance and Operations, to act on behalf of the Board for the tender approval process.

Carried

DELEGATION OF
TENDER APPROVAL
AUTHORITY
APPROVED
148/15

A.5 Moved by that Jennifer Crowson that the Board nominate Marie Logan to act as the representative for the TEBA (Teacher Employer Bargaining Association) and that Bruce Francis be nominated to act as the alternate representative and in addition, that a per diem allowance based on the Zone 6 average, be provided to the trustee attending these meetings.

Carried

BOARD
REPRESENTATION
FOR TEBA
APPROVED
149/15

D.1 International School Trips

Wilco Tymensen led a discussion regarding new procedures that have been put into place in terms of school international travel for Horizon School Division students and staff. Given that the division's main concern is for the safety of our students and staff, each international travel request will be carefully reviewed on an

individual basis. Trips will be cancelled to all locations that have an official Government of Canada travel advisory or when travel must be considered due to security concerns that exist in various parts of the world. [Click here](#) to review the detailed information letter regarding international travel was sent out to schools and parents on December 15th.

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Wilco Tymensen shared a verbal report with the Board which included his activities during the months of November and December as follows:

Policy and Strategic Planning

- Ongoing policy review of Horizon's Transportation policy.

Communication and Community Relations

- Participated with the Board and Senior Administrative staff in school tours at Hays, Vauxhall Elementary School, Vauxhall High School and Horizon MAP
- Bill 8 – Participated in meetings with Senior Administration to review Horizon's current collective agreement
- Participated in a meeting with Horizon's Council of School Councils parent group
- Along with Division Office staff, sponsored a Christmas family

I.2 Trustee/Committee Reports

I.2.1 December Administrators' Report – Bruce Francis

Bruce Francis reviewed the highlights of the December 1st Administrators' meeting as presented in Enclosure #4 of the agenda. [Click here](#) to review the entire December 1st Administrators' meeting summary.

I.2.2 Facilities Committee Report

Bruce Francis, Facilities Committee Co-Chair, provided an update on work undertaken during the past month within the Facilities Department and included the following highlights:

- During the past month, a total of 81 new service request and generated preventive maintenance requests were submitted through Horizons electronic service request generating software, Asset Planner. Most requests were completed while some are in progress.

Maintenance Projects:

LT Westlake cold Storage Shed

In conjunction with school administration, sharing the cost of the project, the facilities crews are in the process of erecting a 37 square meter cold storage shed to facilitate the storage of combustible and non-combustible arts supplies presently stored within the main facility. The cold storage is necessitated to conform to institutional building fire code requirements.

Construction is expected to conclude prior to the end of December.

Vauxhall Jr. Sr. High School Basketball Provincial Tournaments

Basketball provincials have concluded. The facilities crews assisted in setting up prior and removing after, the following:

- Electrical requirements for vendors
- Camera placement for live streaming
- Ventilation adjustments through the schools building management system,
- Provide and setup bleachers,
- Hang provincial banners

Painting

- Interior painting of classroom, corridor and administration spaces is ongoing,
- Painting of door jams, interior and exterior doors remains ongoing as weather permits
- Covering and removal of miner graffiti
- Painting the small gymnasium in Lomond School
- Continue painting of the entire Lomond School facility

Capital Projects:

Barnwell: Tender deadline for the Barnwell School Capital Project has been changed from December 22, 2015 to January 14, 2016 with the conclusion of the tender review process taking place on January 29, 2016. The tender award will take place in early February 2016 with the construction start date to commence in late February/early March.

Warner: Tender documentation is near completion, with the tender opening to take place in January, 2016, closing date to take place in February 2016 with the tender award taking place in March 2016. Construction start date is expected to commence in March or April 2016.

D.A. Ferguson/W.R. Myers:

D.A. Ferguson will undergo a complete modernization, including an upgrade of the mechanical, electrical and structural systems. W.R. Myers will see a modernization to the 1967 section as well as the main entry way. Tender deadline for the DAF/WRM project is December 2015 with the awarding of the contract to the successful tender to take place in January 2016. Construction commencement is expected to take place in February 2016.

I.3. Associate Superintendent of Finance and Operations Report

Phil Johansen provided a November/December update to the Board as follows:

- Working on completion of Horizon's year-end budget
- Spending time with Horizon's Director of Finance by getting him acquainted and trained in his new role. Arranged for SRB to come to Division office to provide a training session for the Director of Finance
- Along with the Director of Finance, attended the ASBOA Annual Issues Forum
- Ongoing work on the Barnwell and Warner capital projects

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

Clark Bosch provided a November/December update to the Board which included the following information:

Voluntary Retirement Opportunity

The Board supports a Voluntary Retirement Opportunity for any eligible member of the Alberta Teachers' Retirement Fund who, by December 18, 2015, submits a letter stating their intent to retire effective January 31, 2016. 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, 2016 continuing until June 28, 2016.

Human Resources

During the month of December the following positions have been filled:

- Grade 1 teacher for Chamberlain School
- High School Social Studies teacher at Arden T. Litt
- Mixed Grade, Grade 1 and part-time teachers at Taber Christian School
- Multi-grade teacher at ERHS
- Various assistant positions

Counselling

- Continuous working on case consultations

Colony Schools

- Colony Schools Elders meeting will be taking place on Thursday, February 11, 2016

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:

Ensure core instruction that enhances the development of student competencies (Ministerial Order #001/2013) and incorporates relevant, meaningful, engaging, hands-on, and interdisciplinary learning experiences.

Assessment – Three report card working groups - kindergarten, elementary and secondary – have met since the last Board meeting. Each group examined the purpose of reporting (clear, concise communication about student learning to parents) and a sampling of report cards for its level from some Horizon schools and other Alberta jurisdictions. The secondary group decided to pursue a junior high/middle school template and defer detailed discussion of high school reporting to a future year. Each group progressed toward a draft template that will include select information beyond a single grade for each subject area. The three groups will re-convene in the new year to develop their recommendations further, then strategies for teacher, parent and student consultation will be enacted.

Student Learning Assessments – The Director of Learning led principals through the Extranet Dashboard to demonstrate the many ways educators can use the SLA data to inform their teaching and generate reports to share with parents.

Professional Learning through Webinars – Many education partners are offering learning opportunities via after school webinars rather than teachers needing to attend a full or half day session. In some instances teachers access these opportunities online on their own and in others, invitations to gather as a group at division office are extended.

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.

- Numeracy Intervention – The Horizon Numeracy Committee met on December 2nd for the first time this year. 17 teachers representing 12 schools attended and the group reviewed strategies for articulating math instruction from grade to grade, how schools are supporting students who struggle in math, and a discussion of the pilot of “Success Maker” software at DA Ferguson Middle School, Vauxhall High School, and Enchant School.

KEY ACTION AREA #3:

Increase parent and community engagement through reciprocal and collaborative relationships.

- Comprehensive School Health – A grant proposal to Alberta's Wellness Fund, jointly administered by Alberta Education and Alberta Health Services, has been submitted in the amount of \$ and communication about approvals is expected before Christmas. The grant project would put an emphasis on supporting existing school initiatives and extending supports particularly for positive social environments and healthy nutritional choices for students.
- Healthy Active School Symposium (HASS) - The Director of Learning attended the HASS planning committee. The theme for this year's HASS on February 9, 2016 is: *“Inspire, connect, and celebrate student leaders for mental wellness within a healthy school community! – All about Student Leadership”*. We have one Horizon school registered so far and the event is open to students in Grades 4 to 8. Should the Wellness Fund proposal come through, some of the grant funds would be used to support registration (about \$125/school) and transportation for more schools to attend.

Leadership Practices

- Learning & Technology Policy Framework (LTPF) – The Associate Superintendent was one of two panelists in a session on equitable access at the Alberta Education’s “Jurisdiction Technology Contacts” (JTC) event on November 24 in Edmonton. The other panelist represented the municipalities’ perspective on supporting internet access in rural communities. Obstacles to having every learner have the same access to the relevant technologies to support learning were identified and discussed, from the quality of internet service to some schools to the preparedness of school leaders and jurisdictions to use best practices in purchasing and deploying technologies.

Administrators participated in a professional learning session prior to the December 1st Administrators’ Meeting focussed on the LTPF. Two outcomes resulted:

- a) A Policy “Direction 5 Sub-Committee” focussing on “Access, Infrastructure, and Digital Learning Environments” will meet to determine recommendations for multiple platforms (IE. Apple vs. Microsoft vs. Google) and a new approach to school technology evergreening.
- b) The April 2016 Leadership Symposium will have a focus on Strategic Planning and Visioning for Student Centred Learning, facilitated by Apple Education. This session is the first of four in a series which will be made available to administrators.

Correspondence

No items of discussion came forward from Correspondence as provided in Enclosure 6 of the agenda.

COMMITTEE ITEMS

Moved by Terry Michaelis that the Board meet in Committee.

Carried Unanimously

COMMITTEE
150/15

Moved by Blair Lowry that the meeting reconvene.

Carried Unanimously

RECONVENE
151/15

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
152/15

Marie Logan, Chair

Barb McDonald, Secretary