

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, April 19, 2016 beginning at 1:00 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, Derek Baron

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

ACTION ITEMS

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

Under Action Items:

A.6 – School Security Cameras

Carried Unanimously

AGENDA APPROVED
58/16

A.2 Moved by Terry Michaelis that the Board approve the *Minutes of the Regular Board Meeting held Tuesday, March 15, 2016*, as provided in Enclosure 1 of the agenda.

Carried Unanimously

BOARD MEETING
MINUTES APPROVED
59/16

A.3 Moved by Rick Anderson that the Board approve the *Minutes of the Special Board Meeting held Wednesday, March 16, 2016*, as provided in Enclosure 2 of the agenda.

Carried Unanimously

MINUTES OF THE
MARCH 16, 2016
SPECIAL BOARD
MEETING APPROVED
60/16

A.4 Moved by Bruce Francis that the Board approve the *Minutes of the Special Board Meeting held Monday, March 28, 2016*, as provided in Enclosure 3 of the agenda.

Carried Unanimously

MINUTES OF THE
MARCH 28, 2016
SPECIAL BOARD
MEETING APPROVED
61/16

A.5 Moved by Rick Anderson that the Board approve the *March/April 2016 Payment of Accounts Report* in the amount of \$2,453,653.14 as provided in Enclosure 4 of the agenda.

Carried Unanimously

PAYMENT OF
ACCOUNTS REPORT
APPROVED
62/16

A.6 Moved by Derek Baron that the Board provide \$15,000.00 from Board reserves for the installation of school security cameras.

Carried Unanimously

INSTALLATION OF
SCHOOL SECURITY
CAMERAS USING
BOARD RESERVES
APPROVED
63/16

DISCUSSION ITEMS

D.1 Policy IHCE – Student Illness/Injury

Wilco Tymensen recommended an amendment to the above policy (Regulation 3.1.1).

The original wording to the regulation read as follows: *It shall be the responsibility of each school Principal to ensure that a vehicle is at the school each school day for the purposes outlined in the policy statement.*

The recommended amendment will be changed to read as follows: *Each School Principal shall be responsible to endeavor to have a staff vehicle at the school each school day for the purposes outlined in the policy statement.*

INFORMATION ITEMS

I.1 Superintendent's Progress Report

Wilco Tymensen's April report to the Board was enclosed in the agenda and included the following information:

Educational Leadership and Student Welfare

- Dialogue between schools and division office are ongoing. Conversation topics are typically regarding processes that ensure student safety and well-being, financial management, instructional leadership and off-campus activities.
- Participated in a CASSIX Teacher Quality Standards and School Leader Standards feedback session. CASS is collecting member feedback to provide to AB ED regarding the new standards for teachers, school leaders and school system leaders that are to be in place for the 2016-2017 school year

Fiscal Responsibility

- AB ED has announced that they will be transitioning to quarterly updates until the end of 2016 and then enhancing financial accountability requirements. Will be implementing monthly reporting.
- Division oversight regarding the financial expenditures of the Warner Hockey Program are ongoing
- Preparation for the Jurisdiction's budget for 2016-2017 is underway in response to the April 14th release of the provincial budget and jurisdiction changes communicated previously to principals and board members.

Personnel Management

- Recruitment for a new Principal of Lomond School was concluded. We are pleased to have Travis Magierowski as our successful applicant. With Travis' new role, we are currently undergoing a search for a new Principal for Erle Rivers Jr./Sr. High School. Meetings to collect input from parents and staff occurred for both positions
- Principal evaluations regarding their term positions and evaluations for new Associate Superintendents are in progress and schedule to be concluded in the upcoming month.
- Participated in an AB ED conference call participation regarding collective bargaining

Policy and Strategic Planning

- Senior Administrative Leadership Team Meeting
- AB ED Capital Planning Review participation
- Policy IHF (*Welcoming, Respectful and Safe Learning Environments*) refinement occurred based on ongoing parent and community feedback. The policy received final approval on March 30th

Organizational Leadership and Management

- Meetings with DAF/WRM Administration, Sahuri and Alberta Infrastructure and Alberta Education

Communications and Community Relations

- A number of other meetings and celebrations have taken place over the last month which included:
 - APEX Youth Awards
 - Schools Administrators' Meeting
 - Copperfield Colony School's graduation ceremony
 - Family School Liaison Program staff meeting
 - Warner Hockey Society meeting
 - Division Office staff social
 - Barnwell sod turning ceremony
 - Board tours of Milk River Elementary School, Erle Rivers High School and Warner School

- School visits also took place at Taber Mennonite School, ACE Place, Lomond School, Hays School, Vauxhall High School, Chamberlain School and Enchant School.
- Dr. Tymensen also provided an update on the D.A. Ferguson/W.R. Myers modernization which has stalled due to the Alberta Infrastructure's realization that the entire facility requires a new sprinkler system to be installed in order to comply with new codes and that this additional expense was not included in the original modernization allocation. Alberta Infrastructure who is managing the modernization is reviewing this oversight and exploring options.

I.2 2016 Edwin Parr Nominee

Vauxhall Elementary School teacher, Kaitlyn Smith has been selected as the 2016 Edwin Parr Nominee for Horizon School Division. The Edwin Parr Award recognizes outstanding beginning teachers across the province for high quality teaching in their first year of service to students. Ms. Smith will join nine other nominees from Zone 6 at the annual Edwin Parr Awards Banquet which takes place on Wednesday, May 11th at the Heritage Inn in Taber where one finalist will be selected to compete for the provincial award.

Ms. Smith teaches Grade 1 at Vauxhall Elementary School and stands out as a beginning teacher with a deep grasp of effective teaching strategies. She is exemplary in how she connects with every child in her class. Not only does she have strong relationships with her students, but she takes those relationships to a higher level by conferencing one on one with her students and having them set learning goals for themselves in language arts and math – even at their very young age! Her student-centered approach also includes the use of breathing/calming exercises to help her young students manage transitions from one activity to another, and by incorporating simple sign language into classroom routines. Kaitlyn is also a very involved professional colleague and community member.

I.3 Trustee/Committee Reports

I.3.1 Zone 6 ASBA Report – Marie Logan

Marie Logan, Zone 6 representative, provided an overview of the ASBA Zone 6 meeting that took place in Lethbridge on 6th which included the following information:

- The May Zone 6 meeting will be taking place in the Horizon School Division Board Room on Wednesday, May 11th. The annual Edwin Parr Awards will take place the same day following the Zone meeting at the Taber Heritage.
- A committee has been selected to review the Inclusive Education Policy Framework document. This is scheduled to be completed by the end of May 2016

I.3.2 Facilities Committee Report – Derek Baron

Derek Baron, Facilities Committee Chair, provided a report to the Board on the work undertaken during the past month within the Facilities Department including:

- Maintenance Projects including:
 - Decanting at Warner School
 - Painting projects
 - Foliage maintenance, tree pruning and fertilization
 - Surveillance camera upgrades at W.R. Myers and D.A. Ferguson schools
 - IMR and upcoming capital projects

Please *click here* to review the entire April 2016 Facilities Committee Report.

I.4. Associate Superintendent of Finance and Operations Report

Phil Johansen provided an April 2016 update to the Board as follows:

- An agreement has been signed to move forward with a new school generated funds accounting system (KEV). Jason Miller will be working with schools and central office for system implementation and training. The intent is for the new system to go live with the commencement of the 2016-2017 school year
- Ongoing involvement and time spent working with the Barnwell, Warner, DAF/WRM school modernization projects. Additional meetings as well as ongoing communication with Alberta Education will be taking place during the month of May. Spent a considerable amount of time with David LeGrandeur, Principal of Warner School reviewing the Warner Hockey School budgets
- Gathering information for the TEBA (Teacher Employee Bargaining Association) Survey
- Working on the 2016-2017 budget

I.5 Associate Superintendent of Programs, Services and Human Resources Report

Clark Bosch's April report to the Board was distributed and included the following information:

Human Resources:

- Information regarding the **Administrator/Teacher Staffing Process** for the 2016-2017 school year.

It was also noted that for teachers who are under temporary contract and substitute teachers will not be considered for placement until:

- a) All surplus continuing contracted teachers and teachers returning from leave have been placed.
- b) Continuing contract teachers have had the opportunity to apply, and be considered for positions.
- c) Probationary teachers are considered and given preference.

All **Open Competition Positions** will be posted on our Division website and Apply to Education. Candidate(s) will apply via the online process on our Division website.

Early and Inclusive Learning:

- Robbie Charlebois has met with all school administrators and LST's about student projections and Response to instruction and intervention models.
- PUF Audit is complete - 3 students were selected from HSD
- LST's have been asked to begin transition planning process for students who require more intensive supports.
- Intranet - we have asked for LST feedback to make sure we include necessary information for easy access
- The remaining dates for Pre-K Screening are as follows:
 - April 19th LT Westlake
 - April 20th Warner
 - April 26th Vauxhall
 - April 27th Enchant
 - April 29th Milk River *This will most likely be moved to April 20th with Warner
- April 19, 20 - Lethbridge - Self-Regulation 2 Day training (Laura, Terri-Lynn and Robbie)
- April 25th - Ready to go - support staff doing online sign up for afternoon breakout sessions
- Robbie will deliver professional learning regarding the Inclusive Education Policy Framework for administrators and learning support teachers in May.
- Early Learning has been hosting Family Orientated Programming Sessions throughout the Division. We held one at the Taber Gymnastics Club, at the end of February, that lead the children through simple motor activities while working on language concepts and speech skills. We also held one in Warner last Thursday, and have another in Vauxhall this Friday, called Book Sharing. With parents, we discuss the benefits of books and strategies to implement while reading books together with their child.
- Robbie attended the monthly SW RCSD meeting. Laura was invited to attend the SW RCSD Mental Health Committee meeting.
- Terri-Lynn and Glenn hosted a SIVA Refresher training for those whose SIVA certificates were about to expire. The training was 1 full day and had 12 participants.
- Laura did an evening parent presentation at Central School on parenting strong-willed children.
- Robbie and Laura attended a behaviour seminar in Calgary called 'Save Your Sanity' by Colleen DeVeyrac. Training was on proactively supporting children and youth.
- Elisha attended the Early Childhood Development Coalition Conference in Edmonton. The Conference was hosted by Family & Community Support Services Association of Alberta. There were a lot of Members of coalitions were given opportunities to talk and share ideas of what they have done.
- JoAnn and Tanya have finished facilitating the Hanen Program *Learning Language and Loving It* to all our Instructors and Speech Language Assistants. This program had 8 sessions to it and has been ongoing since October.
- Robbie and Laura started participating in a new initiative with Severe/Complex Behaviour Community of Practice. It is an online based collaborative effort of all 17 RCSD regions throughout the province.
- Angela, Glenn, Amy Davis (counsellor) and Alyson Archibald are facilitating a 'Go To' Educators Training this Thursday, March 17th and Friday, March 18th.
- Budget time is upon us again and we will be referring to Centralized and Decentralized funds:

- **What are Centralized Funds?** - Centralized Inclusive Learning funds are intended to meet the needs of students who require more individualized support, and to ensure that specialized services, such as psychologist/behaviour support, are accessible to students in all schools, regardless of school size, location or demographics, through division office.
- **What are Decentralized Funds?** - Decentralized funds are a means of channeling resources “to provide for a continuum closer to the learner” (*Planning for a Continuum of Specialized Supports and Services*, Alberta Education, 2012). Schools are best placed to identify the strengths and needs of each learner and to plan for and provide universal supports and targeted interventions. Learner profile data gathered from assessments, such as literacy or numeracy benchmark assessments, or from interest/learning preferences inventories, enable schools to establish their own priorities in terms of the strategies and interventions needed. Decentralized funds are weighted to reflect the need for early intervention, with Div. I students receiving 38% of funds, Div. II 28%, Div. III 22% and Div. IV 12%. Decentralized funds may be used to provide or enhance supports such as:

FNMI Education:

- Lisa Sowinski continues to enable some parents to get to and from appointments with appropriate service agencies. Many of our families in need have no way to keep these appointments without Lisa’s help.
- Lisa has attended school-based meetings along with students and parents in an effort to assist in success planning for our FNMI students who are struggling.
- Lisa continues to transport some students to school, and continues to facilitate the picking up and dropping off of homework for students who have been ill.

Counselling:

- Mentorship sessions have been completed or are ongoing at L.T. Westlake, DAF, VES, VHS, and W.R. Myers, Dr. Hamman, Central and W.R. Myers students as mentors. Our FSLC’s and Family Connections Workers facilitate and organize the program.

Angela Miller - Clinical Team Leader

- Attended RCSD Mental Health Meeting in Lethbridge in December to update other divisions on what our Family School Liaison Program is doing in Horizon. Gathered resources from other Counselling Coordinators to share with the Horizon Team. Attended a four-day Cognitive Behaviour Training workshop in Calgary with two other counselors.
- Attended a Family Connections South Zone Project Coordinators meeting in Brooks to plan for a cost share PD session in Brooks April 11, 2016 from Sheldon Kennedy on Abuse. Community members and staff from Horizon School Division will be invited.
- Provided a Fourth R training workshop on health relationships to community members and Horizon staff.
- Hosting our second Lethbridge College CYCW practicum student with Family Connections.
- Attended a FMNI strategic planning meeting in Lethbridge with Lisa Sowinski on how to best serve our FMNI population and how to address the gaps in resources in the community.
- Provided approximately 44 supervision sessions for FSLP staff and was available by phone for consultation to staff.

Career Counselling:

- Discussions with schools have led to very positive reviews of the performance of both Kristin and Garth, our career counsellors.
- We will soon be discussing the future roles and assignments of both of our Career Counsellors.
- We will continue to focus on grade 11 student individual appointments as the second semester continues.
- Garth and Kristin are busy completing career presentations to all students in the division taking Career and Life Management. (CALM)
- We will continue to inform, encourage, support and guide Grade 12 students as they enter scholarship competitions

High School Redesign:

- Advisor Programs are up and running at VHS, ERHS and WRM. Warner will be beginning an Advisor Program next year.

- We will be hosting Alberta Education officials for a meeting with our High School Principals meeting on April 27 where we will be visiting all things in the High School world in an effort to report on, and continue to move forward on, the foundations of the HS Redesign project. These foundational areas include:
 - Mastery Learning
 - Rigorous and Relevant Curriculum
 - Personalization
 - Flexible learning Environments
 - Educator Roles and Professional Development
 - Meaningful Relationships
 - Assessment
 - Welcoming, Caring, Respectful and Safe Environments
 - Home and Community Involvement

Hutterian Brethren Schools:

- Currently waiting for the announcement on a date for the opening of Goldspring Colony. (Miltow Colony split)
- Gary is in the process of calendar development for the 2016-17 school year.

Teacher Evaluation:

- I continue to evaluate ten teachers and Robbie.

College of Alberta School Superintendents:

I attended the spring CASS learning symposium in Calgary where I took part in sessions dealing with Alberta Education directions in Human Resources, literacy, numeracy, assessment, school improvement, and possible future directions for FNMI learners.

I.6 Associate Superintendent of Curriculum and Instruction Report

Amber Darroch's April report to the Board was distributed 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.

- Literacy Instruction – The Director of Learning (C&I) attended a workshop hosted by Kyleene Beers and Bob Probst on “Encouraging Attentive & Engaged Adolescent Readers of Fiction and Nonfiction: The Signposts and Strategies that Matter Most” through SAPDC.
- Numeracy Instruction – Dr. Richelle Marynowski from the U of L presented to the Numeracy Committee on numeracy and assessment on the morning of April 18th and in the afternoon the group worked together to develop common assessments that could be shared and used at all schools.
- Assessment – The Associate Superintendent facilitated meets with the elementary and junior high report card working groups to further refine our report card templates and share alternatives for assessment management software. In a different activity, teachers had the opportunity to come to District office for a Diploma exam and Provincial Achievement test exam review of important documents.
- Science Olympics - Jr. High Science teachers and the Director of Learning (C&I) have organized the Science Olympics event scheduled for May 18, 2016 from 9:30 to 2:30. The committee would like to invite a board member to be a judge on this day.
- Professional Learning – the third and final division wide professional learning day will be held next Monday, April 25th. Robbie Charlebois has designed a program for assistants that includes a morning keynote address from Dr. Robbin Gibb from the U of L on brain research and a wide variety of breakout sessions in the afternoon. Teachers will meet in their collaborative groups (Teachers Learning through Collaboration – TLC) for the morning, then will be together as a whole group in the afternoon. The afternoon session will be focused on sharing the recommendations for division-wide report cards for kindergarten, elementary and junior high, as well as a demonstration of a software program that could help manage the assessment data quite easily.
- Student-Centred Learning – The Associate Superintendent attended a two-day summit on “Ed Tech Strategies” in Toronto as one of two representatives from provincial CASS. The summit included K-12 and Higher Education and showcased innovative approaches to engage students.

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.

- Mental Health Literacy – the Go-To Educator training based on Dr. Stanley Kutcher's work in the area of supporting adolescent mental health was hosted by Horizon and co-presented by Angela Miller, Glenn Jankowiak,

Amy Davis and Alyson Archibald. The participants included division staff as well as 8 community partners. The focus of the learning was breaking down the stigma of mental health disorders and giving educators an informed perspective on the types of mental health concerns youth in schools may be dealing with.

KEY ACTION AREA #3:

Increase parent and community engagement through reciprocal and collaborative relationships.

- District Wellness – The Health and Wellness committee met as one large group lead by Alberta Health Promotion Coordinator Norah fines and the Director of Learning. Almost all schools in our district had a representative at the meeting where there was a focus on what do we already do in our district to meet the needs of students in Comprehensive School Health and what new ideas and initiatives could we start
- International Education - The International Coordinator has been contacting all international education agents through a list provided by CAPS-I (Canadian Association of Public Schools-International) and we have been video conferencing with agents to discuss possible partnerships between their agencies and Horizon School Division. We currently do not have any International Students registered for the fall.
- Friends of Horizon – It was with disappointment that the “Friends of Horizon” celebration scheduled for April 14 had to be cancelled. There were too few responses from past and present homestay families to warrant proceeding with the event. Instead, a Certificate of Appreciation was mailed to each host family. The International Education program could not succeed without the generosity with which these families share their homes with visiting students.
- Project Citizenship at Lomond School – The Director of Learning (C&I) attended the event and acted as a judge for the student projects. This project-based culminating activity is a great illustration of how Career & Technology Foundations (CTF) can really be brought to life through real-world challenges.
- Low German-Speaking Mennonite Liaison – The liaison worker continues to share information about congregated home school settings which may compete for Horizon students in the 2016-17 school year. It’s perceived that Mennonite families continue to move to southern Alberta in search of work, leaving Ontario where unemployment is higher and Mexico where living conditions/safety may be a concern. The liaison worker and Associate Superintendent are meeting this week to review the year to date activities with each Horizon school.

LEADERSHIP PRACTICES

- Leadership Symposium 2016 – The Learning & Technology Policy Framework (LTPF) school administrator community of practice recommended our symposium this year focus on strategic leadership for innovation. Suhayl Patel from Apple Education is facilitating a program for all school leaders on Thursday, April 21 and senior administrators will follow up on Friday with promoting leadership, change management and innovation related to Horizon’s Three Year Education Plan and each school’s goals.
- Automated Absence and Substitute Management System –All teacher absences and substitute teacher bookings have been made through the automated system since April 4th. The learning curve has been steep for some as they get used to using the tool, but difficulties are being ironed out as individuals learn how the system works and how to use it to their benefit.
- Upgrade of Wireless Network Infrastructure – In order to ensure a standard of functional wireless connectivity in all classrooms, the board approved the use of technology reserves to expand the required infrastructure. The quote for the access points and the switches (hardware) required to expand the capacity of the networks at each school has come in at approximately \$217,000 plus soft costs like cabling and connections, compared to the original projection in late 2015 of \$173,500. The increase in costs is primarily attributed to adjustments vendors have made for the low Canadian dollar over the winter.
- CASSIX Consultation on the Draft Teacher Quality Standard and School Leader Standard – the Associate Superintendent facilitated a full day meeting of senior admin from five Zone 6 jurisdictions to discuss the draft TQS and SLS and next steps for implementing it next year. All feedback was shared to provincial CASS to be included in a response to Alberta Education.

Correspondence

No items of discussion came forward from Correspondence as provided in Enclosure #4 of the agenda.

COMMITTEE ITEMS

Moved by Terry Michaelis that the Board meet in Committee.

Carried Unanimously

COMMITTEE
64/16

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
65/16

Moved by Jennifer Crowson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
66/16

Original Signed May 17, 2016

Marie Logan, Chair

Original Signed May 17, 2016

Barb McDonald, Secretary