

# 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 15<sup>th</sup>, 2016 beginning at 1:00p.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Anita Richardson, Associate Superintendent of Programs & Human Services  
Nikki Jamieson, Taber Times  
Sheila Laqua, Recording Secretary

## ACTION ITEMS

- A.1 Moved by Derek Baron that the Board approve the agenda as presented with the following addition:
- Under Action Items:**  
A.5 - Final IMR
- |   |                     |   |
|---|---------------------|---|
|   | Carried Unanimously | AGENDA APPROVED<br>123/16                               |
| A.2 Moved by Jennifer Crowson that the Board approve the Minutes of the <a href="#"><u>Organizational Board Meeting held Tuesday, October 18<sup>th</sup>, 2016</u></a> as provided in the Enclosure 1 of the agenda. | Carried Unanimously | ORG. BOARD MEETING<br>MINUTES APPROVED<br>124/16        |
| A.3 Moved by Blair Lowry that the Board approve <a href="#"><u>the Minutes of the Regular Board Meeting held Tuesday, October 18<sup>th</sup>, 2016</u></a> , as provided in Enclosure 2 of the agenda.               | Carried Unanimously | BOARD MEETING<br>MINUTES APPROVED<br>125/16             |
| A.4 Moved by Rick Anderson that the Board approve the <a href="#"><u>2017-2018 Horizon School Division Calendar</u></a> .   | Carried Unanimously | 2017-2018 SCHOOL<br>YEAR CALENDAR<br>APPROVED<br>126/16 |
| A.5 Moved by Bruce Francis that the Board approve the 2016-2017 <a href="#"><u>Horizon School Division Infrastructure Maintenance &amp; Renewal</u></a> as presented.   | Carried Unanimously | 2017 IMR APPROVED<br>127/16                             |

## INFORMATION ITEMS

### **I.1 Superintendent's Progress Report**

Wilco Tymensen's November report was distributed as a handout to the Board and included the following information:

#### **Educational Leadership and Student Welfare**

- Dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety and well-being, financial management, instructional leadership, and legal matters. This month they also included staffing, and facility use.
- Meetings between Southern Alberta superintendents, the University of Lethbridge, and Lethbridge College leadership occurred as part of the groups desire to draft a provincial model for funding Dual Credit programming.

- The Division hosted a division wide professional learning day for all 500 of our employees.

### **Fiscal Responsibility**

- Our finance department has been hard at work preparing for the fall budget update and audited financial report, both of which will be presented to the Board at the November 29th Board meeting.
- Partnered with Holy Spirit Regional Schools to explore alternate funding for the School Resource Officer

### **Personnel Management**

- Evaluation meetings including conversations about school three year plans and principal professional growth plans have taken place with the majority of principals.
- Planning related to the evaluation of the new Associate Superintendent and new Executive Secretary have commenced.

### **Policy and Strategic Planning**

- Policy Committee met to discuss Policy JG: Community Use of Facilities. Following several recommendations, a second meeting was scheduled to continue the dialogue.
- The Superintendent and senior leadership team attended the CASS Fall conference. The focus of the conference targeted Alberta Education's Learning and Technology Policy Framework and supporting school authorities with implementation of the framework. Superintendents also met with the Deputy Minister.
- Attended a meeting with Barnwell's Library board and commenced contractual discussions relating to the Library's occupancy within the new school.

### **Organizational Leadership and Management**

- Met with Alberta Education to discuss the jurisdiction's goals and strategic priorities
- Provided a strategic planning workshop for Alberta Agriculture

### **Communications and Community Relations**

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
  - Admin Meeting
  - ATA executive meeting
  - Division Office staff meeting
  - Senior administrative leadership team meeting
  - Council of School Council meeting
  - Meeting with Apple
  - Gold Spring colony grand opening celebration
  - MD of Taber meeting
  - Attended Milk River's November 11 ceremony

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

### **I.2.1 Zone 6 ASBA Report**

Marie Logan, Horizon's Zone 6 representative, provided an update of the Zone 6 meeting that took place on November 9<sup>th</sup>, 2016. Key information included:

- Zone election results as follows:
  - Zone Director – Shannon Scherger
  - Alternate Director – Craig Whitehead
  - FNMI Task Force – Anna Joyce Frank
- ASBA held a discussion on suggestion for changes to their vision and mission
- ASBA will be holding a Bargaining Boot Camp at the end of January 2017 and at the end of March 2017
- Grasslands has requested the implementation of the recommendations from the Valuing Mental Health: Report of the Alberta Mental Health Review Committee 2015 to insure that resources for teacher, timely screening for students, and interventions are available to all school age children
- Westwinds School Division did a presentation on Literacy and Blankets. The trustees made 420 reading blankets for all the grade 1 students.
- The next ASBA meeting will be held January 11<sup>th</sup>, 2017

### **I.2.2 November 8<sup>th</sup>, 2016 Administrator's Report – Jennifer Crowson**

Jennifer Crowson reviewed the highlights of the November 8<sup>th</sup>, 2016 Administrators Meeting. Highlights included the presentation on fentanyl given by Constable Gyepesi, Health and Wellness Grant, Spark Fair, assessment support and report cards, Inclusive Ed update, 2017-2018 School Calendar, first aid kits and policy, PAT and Diploma results and a parent survey.

### **I.2.3 Facilities Committee Report – Bruce Francis**

Bruce Francis, Facilities Committee Chair, provided an update to the Board on the work undertaken during the past month within the Facilities Department. Highlights included:

- Capital Projects:
  - Barnwell School Capital Project
    - Phase I completion date – December 16<sup>th</sup>, 2016
    - Phase II start date – January 2017
  - Warner School Capital Project
    - Phase I completion date – Summer 2017
    - Phase II start date – Fall 2017
  - D.A. Ferguson/W.R. Myers Projects is currently at 30% costing
- The second draft of the 2017 IMR Projects was presented
- Staff training on the security cameras at the schools have taken place

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

Phil Johansen provided an update to the Board. The majority of time has been taken up by financial items, and capital projects

- Other work included rolling out the new accounting program (KEV). Monthly reporting will start in April 2017
- Phil also met with the Barnwell Library Society

### **I.4 Associate Superintendent of Programs and Human Services**

Anita Richardson provided the following update:

- Toured schools and several Colony Schools. “It was wonderful to walk through each school, to meet every administrator and many staff and to get a richer sense of Horizon School Division, the incredible work that is going here and the dedication to learning that is evident in our staff and students”
- Attended the CASS fall conference with the senior leadership team
- Additional time has been spent learning policy, processes and tools to complete my daily work: daily Human Services needs, working to resolve concerns with our sub list and “sub hub”, following up with school administrators regarding their preference for tools that capture student voice, and having initial discussions in regards to FNMI in Horizon
- Attended an ATA meeting to gain a deeper sense of the areas of concern and pride in our teaching staff

### **I.5 Associate Superintendent of Learning Resources**

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

KEY ACTION AREA #1:

#### **Strong core instruction that develops student competencies**

*Curriculum* – October included a number of beginning teacher/mentor pairings where more experienced teachers collaborated with their protégés with a proactive and supporting perspective.

- The Associate Superintendent, Director of Learning and 7 teachers attended the Curriculum Development Engagement Session in Lethbridge on October 14, related to the online survey Alberta Education is conducting to inform the new curriculum.
- A workshop on preparing students for diploma exams was extended to teachers in the Horizon Induction Program.
- After school opportunities for teachers to join discussions about new curriculum are offered after school on November 8 and 15.

*Assessment* – Support continues for those school implementing the new report card templates. Schools are sending report cards home throughout the second and third weeks of November. Communication tools have been distributed for schools to use as enclosures and supplements to the report card itself.

*Professional Development* – A number of Learner Services staff, Horizon teachers, and community partners presented on a wide range of topics at the October 20<sup>th</sup> Joint Horizon/ATA PD Day. The survey administered with staff following the day indicated 98.4% of teachers, 100% of secretaries, and 94.8% of support staff were satisfied with the day.

*Student-Centred Learning/Technology Integration* – Senior administration and directors attended the CASS/Alberta Technology Leaders in Education (ATLE) conference on Nov 2 & 3 called “Leveraging System Leadership”, focussed on continuing implementation of the Learning and Technology Policy Framework (LTPF) and enabling structures at the division level. The Associate Superintendent and Alyson Archibald, Principal of Chamberlain School and Arden T Litt Learning Centre presented at Alberta Education’s provincial “Jurisdiction Technology Contacts” (JTC) session in Edmonton on October 19<sup>th</sup>. Horizon was asked to share its successes in leveraging leadership to implement the LTPF over the past year.

#### KEY ACTION AREA #2:

##### **Response to Instruction and Intervention Framework to improve literacy and numeracy proficiency**

*Literacy* – A key annual conference, “The Vulnerable Readers Conference”, was held in Calgary on Oct 27 & 28 and Horizon had 16 attendees, including the Director of Learning, administrators and teachers.

*Dossier Software* – CASS Zone 6 leaders joined a collaborative session hosted by Horizon on November 7<sup>th</sup> to share best practices related to: Instructional Support Plans (ISPs), English Language Learning Plans, and Individual Program Plans (IPPs). One of the goals of the session was to align practice and customization of the software so that the vendor can make the improvements for all participating school divisions, vs. individual pay-per-customization at the jurisdiction level.

#### KEY ACTION AREA #3:

##### **Stakeholder engagement impacts student success**

*Low German-Speaking Mennonite Liaison* – The Liaison Worker has reached out to some of the families from Wisdom Home Schooling and they remain committed to stay with their current provider in the hope that the school will be able to remain open. The LGM presentation at the Oct 20 Division PD Day was very well received and some schools are following up with additional PD for their staff at the school level.

*International Education* – Two new agreements have been signed with international education agents in China and Spain in the hope of hosting new international students in the next year.

*Comprehensive School Health* – Horizon is involved at the regional and provincial level in sharing best practice for health promotion in schools. Our division initiative includes an opportunity for participation Horizon schools to apply for up to \$1100/school in seed funding to help enhance Health and Wellness initiatives in the school and community.

#### LEADERSHIP PRACTICES

- The Associate Superintendent is participating in meetings between senior admin and school principals to review preliminary school goals and each principal’s professional growth plan.

#### **I.6 – Inclusive Education Update**

##### **Early Learning**

- 45 Program Unit Funded Children
- The additional .5 FTE Speech Language Pathologist has increased the number of contact sessions with the PUF and M/M children as well as the Early Learning staff. This expertise will provide a direct benefit for the children as well as build the capacity of the staff at each site to support the speech/language development of all children.
- We have hosted five Family Oriented Programming sessions (FOP’s). Attendance has been varied but parents are beginning to recognize the benefits of supporting their child’s goals outside of the Kindergarten and Early Learning programming.

### Review 360

- Our Behaviour Consultant Laura Elliott is piloting a new software called Review 360 (product from Pearson). This software is an integrated, web-based behaviour system designed to support students across multiple tiers of intervention. We are hoping to offer increased access to strategies and supports, as well as a streamlined method of data collection and progress monitoring for some of our most at-risk students.

### Dossier

- Members of the CASSIX group met on Nov. 7th at Horizon Board Office to discuss Dossier systems. The purpose of meeting was to view each jurisdiction's software and discuss best practices and streamlining possibilities.
- Schools have been strongly encouraged to enter their school-wide literacy assessment data into Dossier in order to build data, monitor progress and review trends.
- To date there are 97 students with severe coding (code 40's), 253 students with mild moderate coding (code 50's), 987 ELL students and 125 FNMI students.

### Response to Instruction and Intervention

- Each school has completed or is in the process of completing a continuum of supports model or a pyramid of intervention. Rich conversations are continuing at the school level on how to best support students on each tier of the pyramid.

### Correspondence

**1 item of discussion** came forward from Correspondence as provided in Enclosure #8 of the agenda.

- Bruce Francis brought forward the conversation regarding solar panels in Alberta's new schools. More information needs to be collected before any commitment is made to this opportunity.

### COMMITTEE ITEMS

Moved by Terry Michaelis that the Board meet in Committee.

Carried Unanimously

COMMITTEE  
128/16

Moved by Jennifer Crowson that the meeting reconvene.

Carried Unanimously

RECONVENE  
129/16

Moved by that Derek Baron the meeting adjourn

Carried Unanimously

MEETING  
ADJOURNED  
130/16

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary