

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 Wednesday, October 25, 2017 beginning at 1:00p.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools
Phil Johansen, Associate Superintendent of Finance & Operations
Anita Richardson, Associate Superintendent of Programs and Human Services

Cole Parkinson, Taber Times
Sheila Laqua, Recording Secretary

REGRETS: Amber Darroch, Associate Superintendent of Learning Services

ACTION ITEMS

- | | | |
|-----|--|------------------------------------|
| A.1 | Moved by Blair Lowry that the Board approve the agenda with the following additions: | AGENDA APPROVED |
| | A.5 – Policy BCE – Board Organizations and Committees
A.6 – Policy BD – Board Meetings
A.7 – Reserve Funding for Facilities Building
A.8 – Changes to SiPP
D.2 – Board School Tours | |
| | Carried Unanimously | 139/17 |
| A.2 | Moved by Jennifer Crowson that the Board approve the Board minutes for September 26, 2017 as provided by Enclosure 1 of the agenda. | BOARD MEETING MINUTES APPROVED |
| | Carried Unanimously | 140/17 |
| A.3 | Moved by Derek Baron that the Board approve the October 2017 Payment of Accounts report in the amount of \$3,566,465.18 as provided in Enclosure 2 of the agenda. | PAYMENT OF ACCOUNT APPROVED |
| | Carried Unanimously | 141/17 |
| A.4 | 2017-2018 IMR Projects was postponed to November 30, 2018 board meeting. | |
| A.5 | Moved by Jennifer Crowson that the Board approve the first reading of Policy BCE – Board Organizations/Committees to remove the committee that are no longer needed as per the discussion in the organizational meeting. | POLICY BCE FIRST READING APPROVED |
| | Carried Unanimously | 142/17 |
| | Moved by Bruce Francis that the Board approve the second reading of Policy BCE – Board Organizations/Committees with recommended changes. | POLICY BCE SECOND READING APPROVED |
| | Carried Unanimously | 143/17 |

	Moved by Bruce Francis that the Board approve the final reading of Policy BCE – Board Organizations/Committees with recommended changes.	POLICY BCE FINAL READING APPROVED
	Carried Unanimously	144/17
A.6	Moved by Blair that the Board approve the first reading of Policy BD – Board Meetings, to delete the mention of an ‘annual meeting’.	POLICY BD FIRST READING APPROVED
	Carried Unanimously	145/17
	Moved by Rick Anderson that the Board approve the second reading of Policy BD – Board Meetings, to delete the mention of an ‘annual meeting’.	POLICY BD SECOND READING APPROVED
	Carried Unanimously	146/17
	Moved by Jennifer Crowson that the Board approve the final reading of Policy BD – Board Meetings , to delete the mention of an ‘annual meeting’.	POLICY BD FINAL READING APPROVED
	Carried Unanimously	147/17
A.7	Moved by Bruce Francis that the Board approve \$70,000 from Board Reserves to reflect the increased cost for upgrading the Facilities Department up to code.	\$70,000 FROM BOARD RESERVES FOR FACILITES BUIDING UPGRADE APPROVED
	Carried Unanimously	148/17
A.8	Moved by Derek Baron that the Board approve the changes to SiPP as per the letter provided by the SiPP Governance Board.	SiPP CHANGES APPROVED
	Carried Unanimously	149/17

DISCUSSION ITEMS

D.1 Policy JG – Community Use of Schools

The Board of Trustee revisited Policy JG- Community Use of Schools. The Board discussed the rental fee structures and the requirement to submit fees and decided against making any changes to the policy at this time. The Board will revisit the policy in one year's time (at their October 2018 Board Meeting).

D.2 – Board School Visits

Horizon School Division’s Board of Trustee will visit several schools and colonies over the 2017-2018 school year. The schedule is as follows:

2017-2018	
February 15, 2018 Enchant School Enchant Colony Lomond Colony Lomond School Armada Colony	June 14, 2018 Delco Fairlane Hillridge Oaklane Prairie Home

INFORMATION ITEMS

I.1 ASBA Trustee Handbook

The ASBA Trustee Handbook was shared with the Board of Trustees and included as Enclosure 4 in the agenda.

I.2 Superintendent's Report

Wilco Tymensen's October report to the Board included the following:

Educational Leadership and Student Welfare

- Start-up meetings and 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. This month they also included budgeting, staffing, facility use, transportation, off-campus excursions, and Alberta Education requirements.
- Met with ATA representation related to the "Classroom Improvement Fund" stemming from the recently ratified provincial Memorandum of Agreement. \$50,000 worth of innovative projects were reviewed and approved.
- Attended a two (2) day training session for Violence Threat Risk Assessment (VTRA)
- Principal meetings have commenced to discuss administration professional growth planning and school Three Year Education Plans, and annual education results
- School visits this month included: Taber Christian School, Taber Mennonite School, Dr. Hamman School, Lomond School, Chamberlain School, Barnwell School, W.R. Myers High School, Vauxhall High School, D.A. Ferguson Middle School
- Planning for summer 2018 CASSIX Waterton conference is ongoing

Personnel Management

- Three new principals (Hays, W.R. Myers, and Chamberlain) are being evaluated this year. Teaching observations have occurred.
- Review of five hundred (500) self-declaration submissions related to vulnerable sector checks and police information checks
- Facilitated a new principal orientation which focused predominantly on financial and human resource practices

Policy and Strategic Planning and Reporting

- Policy committee met to review five (5) policies.

Fiscal Responsibility, Organizational Leadership and Management

- Preparation for ATA Collective Bargaining regarding local table matters is ongoing. First meeting is scheduled for November 15, 2017.
- DAF/WRM modernization meetings are ongoing. Review and ranking of request for qualifications (RFQ) scheduled for completion by the end of October.
- Legal regarding upcoming changes to Employment Standard Code and Labour Relations Code
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Communications and Community Relations

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
 - Administrator Meeting
 - Division Office staff meeting
 - Senior Administrative Leadership Team meeting
 - ATA Induction banquet
 - Alberta Infrastructure meeting
 - Vauxhall High School awards night
 - D.A. Ferguson Middle School awards night
 - W.R. Myers high School awards night
 - Taber Adult Learning 45th anniversary celebration

I.3 Trustee/Committee Reports

I.3.1 Zone 6 ASBA Report

Marie Logan, Zone 6 representative shared the following with the Board:

- The Zone 6 General Meeting is scheduled for November 8, 2018, 10:00 a.m. at the Palliser Board Office
- Nomination forms for the new Zone Executive will be forthcoming

I.3.2 Administrator's Meeting Report

Blair Lowry reviewed the highlights of the October 10th, 2017 Administrator's meeting.

Highlights included:

- Morning Professional Development - Learning Committee Groups
- Assessment Information
- Emergency School Closures
- PowerSchool – Booking Subs
- PAT/Diploma Results
- Support Team Reports
- Inclusive Learning Update
- Policy JG – School Use of Facilities

I.3.3 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of October 2017 within the Facilities Department and included the following highlights:

- Capital Projects:
 - o Barnwell – The Barnwell Capital Project is complete with the Library and Community portion of shelving and millwork being undertaken by Horizon forces and contract staff. Anticipated completion is prior to the end of October.
 - o Warner – Completion of the facility will carry over into the 2018 year.
 - o DAF - The Alberta Infrastructure run D.A. Ferguson Modernization is continuing at the design stages and has reached the tender drawing threshold. RFQ has been posted with an anticipated Bid Closing date in November 2017.
 - o
- The 2018 IMR preliminary draft was shared.
- Board Reserves requested to bring Maintenance Shop up to code.

I.4 Associate Superintendent of Finance and Operations Report

Phil Johansen provided an October 2017 update to the Board with highlights as follows:

- Focus on budget
- Enrollment numbers are consistent with the Spring projections.
- Auditor are currently on site
- Barnwell Project is complete with the last invoices processed. Statement of Final Costs will be submitted to AB Infrastructure
- Contract with the Barnwell Library Board is complete with split operating costs with the facility.
- Elections were held with all of the Trustees in by acclamation.

I.5 Associate Superintendent of Learner Services

Amber Darroch, Associate Superintendent of Learner Services, shared the following October 2017 report with the Board:

Learner Services lead team members:

Amber Darroch, Associate Superintendent
Terri-Lynn Duncan, Director of Learning (Curriculum & Instruction)
Robbie Charlebois, Director of Learning (Inclusive Education)
Angela Miller, Clinical Team Lead

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- Learner Services team members are welcoming opportunities to model a recommended practice in a teacher's own classroom. Demonstrating things like how to conduct a universal assessment in literacy with students, teaching a lesson on "making words" in Language Arts, or using effective classroom management strategies helps teachers observe the positive impact of that identified practice with their students, as well as

see how they can implement it directly themselves.

- October 19th was the first division-wide professional learning day of this school year. All teachers, leaders and educational support staff participated in a morning session with Charlene Bearhead focussed on building foundational knowledge and historical perspectives of indigenous peoples. Afternoon sessions provided specific professional development topics, opportunities for teachers to connect with subject area or grade level teams, and the launch of our “Teachers Learning through Collaboration” (TLC) groups for this year.
- The division Assessment Coach, Sharon Skretting, has been working one on one and with small groups of teachers in schools helping them plan assessments which align best with the curricular outcomes being taught. She is providing tools and resources to help teachers navigate this work.
- Robbie Charlebois, Director of Learning, completed school visits with Coral James to provide clarity about her role and how she can support students, teachers and schools. As Learner Success Coach, Coral has already visited many classrooms and is serving as a resource to individual teachers and staffs. Coral is specifically visiting all classrooms of teachers on probationary contracts this year to offer direct supports to beginning teachers.
- Amber Darroch, Associate Superintendent, led the the Learner Services team of Terri, Robbie, and the three instructional coaches in a strategic planning session and the group attended a full day presentation by author/speaker Dylan Wiliam, put on by the Alberta Assessment Consortium. These activities helped the team clarify its direction and goals for the year, as well as ensuring all are aligning their efforts.
- Amber presented an introduction to the Middle Years Math Project to the Alberta Research Network’s provincial meeting in Edmonton on October 4 and 5.

KEY ACTION AREA #2:

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

- Terri-Lynn Duncan, Director of Learning, and Robbie met with administrators at WR Myers school to discuss best practices and direction for assessing literacy in high school and the direction for struggling readers in grades 9-12. Fountas and Pinnell Assessment testing, the use of Levelled Literacy, Reading 15 and literature circles are identified as effective practices.
- Crystal McGregor, Secondary Literacy & English Language Learner Coach, is working across many schools supporting comprehensive literacy instruction and success for our ELL students.
- As the school year has been underway and teachers are becoming closely acquainted with the significant needs and challenges some of their students face, Robbie is consulting and supporting individualized program planning. All schools worked together to develop Instructional Support Plans (ISPs) and English Language Learner Benchmarks for identified students on our division-wide day on September 29th.
- Robbie has been working with Laura Elliott to ensure behaviour support plans are updated and current strategies are working with students who need this level of support. Laura’s position has been increased to 1.0 FTE through the use of Classroom Improvement Funds this year, and her time continues to be in very high demand.
- Terri-Lynn and Crystal visited Hays school to discuss literacy resources and talk to administration to see how they could be of assistance in supporting students who are struggling in literacy.
- All Horizon schools are implementing a pyramid of intervention and using a collaborative response model to address student needs. Robbie has attended a number of collaborative team meetings at various schools to support facilitation of the framework and model effective meeting strategies. Six schools are piloting the use of an added module of the Dossier software to monitor and track responses for individual students.

- During the 2016-17 school year, a group of teachers and administrators representing all schools participated in an “Inclusive Practices Cohort”. This group shared their priorities with at the Administrators’ Committee meeting in October and will go on to make the same presentation to each school staff. The goal is to develop a cohesive vision for inclusive practice in Horizon schools and keep moving forward strategically.

KEY ACTION AREA #3:

Stakeholder engagement impacts student success

- Level 1 Violent Threat Risk Assessment (VTRA) training was offered to 33 participants on October 11 and 12, and a refresher was extended to an additional five on October 13. Angela Miller, Clinical Team Lead led the training in partnership with Glenn Jankowiak and Sergeant Howie Kehler. All school administrators are kept up to date in VTRA practices should the need for this protocol arise in any school. Some external participants joined from organizations including Child & Family Services, Alberta Health Services Addiction & Mental Health, Safe Haven, and Grasslands School Division.
- Terri-Lynn met with the Health Promotion Coordinators from Alberta Health Services to discuss an Inter-jurisdictional Staff Wellness Day that will be held with Holy Spirit School Division Health Champions and Horizon School Division Health Champions on November 29th, 2017 in the Eric Johnson Boardroom.
- Terri-Lynn, Tammy Reiling and seven students from Vauxhall Elementary attended the Healthy Active School Symposium in Lethbridge where students went through the day of activities in physical fitness, mental health, healthy eating and planning what the focus would be for their school this year and what they already are currently doing.
- Terri-Lynn attended the Comprehensive School Health meeting in Medicine Hat with Alberta Health Services, Be Fit for Life, Ever Active Schools and other school Jurisdictions. Terri-Lynn led the group through the “Core Story of Brain Development,” the “Brain Game- Building a Healthy Brain.”

LEADERSHIP PRACTICES

- Amber is joining Wilco Tymensen and Anita Richardson for principal meetings to discuss each school’s goals and each principal’s professional growth plan.

Terri-Lynn Duncan, Director of Learning presented highlights from the 2016-2017 PAT/Diploma Exams. [Click here](#) to view the presentation.

I.6 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following October 2017 report with the Board:

Human Resources

- Still working through Atrieve implementation with ATA staff
- Probationary Teacher evaluation process underway

Leadership Practices

- Leadership Cohort has 10 participants this year – mix of principals, vice/assistant principals and teachers
- Request for JSET participants has been sent to schools
- Working with ATA to host one or more professional learning sessions/socials for our substitute teachers

Stakeholder Engagement

- Training to use data for the schools who used OurSchool Survey last year occurring in November
- Implementing SOSQ student survey with 7 schools this year; training will also occur in November

First Nations, Metis, Inuit

- Oct. 19 Professional Learning Day – Presentation from Charlene Bearhead for all staff in the am, “Speaking to the Heart – The Importance of Understanding the First Nations, Metis, and Inuit Perspective for School Communities” and two breakout sessions in the afternoon – one for support staff and one for First Nations Champions. Of feedback received so far, 78% agreed or strongly agreed it was an excellent day overall.
- Indigenous Committee meeting monthly
- Indigenous Culture Champions have had the first session – participated in the Blanket Exercise
- Interest from many schools to host a Blanket exercise for their staff

I.7 Proposed Alberta Cannabis Framework

Proposed Alberta Cannabis Framework Released

For more information : <https://www.alberta.ca/cannabis-framework.aspx>

Albertans are invited to provide feedback on the government’s draft framework to manage cannabis legalization in the province.

The Alberta Cannabis Framework proposes who will be able to buy and use cannabis once it is legal, where they will be able to buy it and where they will be allowed to use it.

The framework supports four policy priorities for legalization: keeping cannabis out of the hands of children, promoting public safety on roads, in workplaces and in public spaces, protecting public health and limiting the illicit market. – *Kathleen Ganley, Minister of Justice and Solicitor General*

I.8 Vauxhall Bus Bylaw

A brief discussion was held on the Vauxhall Bus Bylaw.

CORRESPONDENCE

No Discussion items came forward from the Correspondence as provided by Enclosure 5 of the agenda.

Next Board Meeting will be held on Thursday, November 30, 2017

ADD UPCOMING EVENTS

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.	COMMITTEE
Carried Unanimously	/17
Moved by Blair Lowry that the meeting reconvene.	RECONVENE
Carried Unanimously	/17
Moved by Derek Baron that the meeting adjourn	MEETING
Carried Unanimously	ADJOURNED
	/17

Marie Logan, Chair

Sheila Laqua, Executive Secretary