

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 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, Terry Michaelis

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools
Amber Darroch, Associate Superintendent of Learning Services
Anita Richardson, Associate Superintendent of Programs and Human Services
Nikki Jamieson, Taber Times
Sheila Laqua, Recording Secretary

REGRETS: Phil Johansen, Associate Superintendent of Finance & Operations

ACTION ITEMS

- A.1 Moved by Derek Baron that the Board approve the agenda with the following additions: AGENDA APPROVED
44/17
- A.6 L.T. Westlake Roofing Tender
A.7 Board Reserves for D.A. Ferguson Decanting
A.7 Redirection of Funds for W.R. Myers Roofing Project
Carried Unanimously
- A.2 Moved by Jennifer Crowson that the Board approve the [Minutes of the Regular Board Meeting, held Tuesday, March 21st, 2017](#) as provided by Enclosure 1 of the agenda. BOARD MEETING
MINUTES APPROVED
45/17
- Carried Unanimously
- A.3 Moved by Derek Baron that the Board approve the [April 2017 Payment of Accounts](#) report in the amount of \$2,388,777.49 as provided in Enclosure 2 of the agenda. PAYMENT OF
ACCOUNT APPROVED
46/17
- Carried Unanimously
- A.4 Moved by Blair Lowry that the Board approve the second reading of [Policy HGB – Inclusive Learning](#) as provided in Enclosure 3 of the agenda. POLICY HGB SECOND
READING
APPROVED
47/17
- Carried Unanimously
- Moved by Terry Michaelis that the Board approved the final reading of Policy HGB – Inclusive Learning as provided in Enclosure 3 of the agenda. POLICY HGB FINAL
READING APPROVED
48/17
- Carried Unanimously
- A.5 Moved by Derek Baron that the Board approve the second reading of [Policy HGBJ – Early Childhood Services](#) as provided in Enclosure 4 of the agenda. POLICY HGBJ SECOND
READING
APPROVED
49/17
- Carried Unanimously
- Moved by Rick Anderson that the Board approved the final reading of Policy HGBJ – Early Childhood Services as provided in Enclosure 4 of the agenda. POLICY HGBJ FINAL
READING APPROVED
50/17

Carried Unanimously

A.6 Moved by Bruce Francis that the Board accept the low tender bid from Waterproofing Roofing, in the amount of \$89,500.00, for the L.T. Westlake Roofing Project.

LOW TENDER BID OF \$89,500 FOR THE L.T. WESTLAKE ROOFING PROJECT APPROVED 51/17

Carried Unanimously

A.7 Moved by Bruce Francis that the Board approve the amount of \$80,000.00 to be taken out of Board reserves which will be designated to the DAF/WRM Decanting Project.

\$80,000 FROM BOARD RESERVES DESIGNATED TO DAF/WRM DECANTING APPROVED 52/17

Carried Unanimously

A.8 Moved by Bruce Francis that the Board approve the redirecting of funds in the amount of \$60,000.00 from the L.T. Westlake project to the W.R. Myers Roofing Project.

REDIRECTION OF FUNDS TO WRM ROOFING PROJECT APPROVED 53/17

Carried Unanimously

Presentation – Robbie Charlebois, Director of Inclusive Learning, shared with the Board the “Core Story of Brain Development”. (<http://www.albertafamilywellness.org/>)

DISCUSSION ITEMS

D.1 2018-2019 Calendar

A draft copy of the 2018-2019 calendar was presented to the Board of Trustees for their review. The draft calendar will be presented to School Administrators at the May 2017 Administrator’s Meeting and then sent out to other stakeholders for further feedback.

D.2 High School Graduation Dates

The Board discussed attendance at upcoming graduation ceremonies

SCHOOL	DATE	TIME	PLACE	Board/SALT/Admin.
ACE Place	Monday, June 26	Doors open 5:30 pm Dinner 6:00 pm Ceremony 7:15 pm	Heritage Inn - Taber	Rick Anderson Blair Lowry Wilco Tymensen
ATL/Chamberlain	Saturday, May 27	Ceremony 11:00 am Dinner 6:00 pm	Chamberlain Gym Grassy Lake Community Hall	Derek Baron Amber Darroch
ERHS	Friday, June 2	4:30 pm	Milk River Civic Center	Terry Michaelis Terri-Lynn Duncan
Horizon MAP	Friday, June 2	TBD	Vauxhall Community Complex	Jennifer Crowson (?) Robbie Charlebois
Lomond	Saturday, May 13	Dinner - 6:00 pm Ceremony – 7:30 pm	Lomond Community Center	Marie Logan Wilco Tymensen
TMS	Friday, June 2	Dinner – 5:30 pm Ceremony – 7:00 pm	Taber Civic Centre	Rick Anderson Blair Lowry Wilco Tymensen
VHS	Friday, May 12	Banquet 5:30 pm Ceremony 7:30 pm	Mennonite Brethren Church Vauxhall Community Hall	Jennifer Crowson Anita Richardson
Warner	Friday, May 26	6:00 pm	Warner Civic Center	Derek Baron Amber Darroch
WRM	Friday, May 26 Saturday, May 27	Grad Ceremony 4:00 pm Banquet 5:00 PM	Taber Ice Arena Taber Ice Arena	Bruce Francis Blair Lowry Wilco Tymensen

D.3 Edwin Parr Banquet & Luncheon Attendance

Member of the Board of Trustee and Division Office Administration will be attending the Edwin Parr Banquet being held on Wednesday, May 10th, 2017,

INFORMATION ITEMS

I.1 Superintendent's Report

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 such as grievances. This month they also included staffing/transfers, facility use, off-campus excursions and parent concerns.

Personnel Management

- Two principal evaluation meetings were scheduled this month
- Eleven principal reappointment meetings have occurred this month
- CUPE collective bargaining draft agreement has been finalized and signed off
- I am very pleased to be able to announce that the new principal for Chamberlain School and Arden T. Litt Center for Learning is Scott Petronech.

Policy and Strategic Planning

- Senior Leadership Team strategic planning meeting occurred in March. Revisions to the 206-2017 Three Year Education Plan and 2017-2018 School Plan template were made
- Principals and senior leadership team attended the Leadership and Learning Series. This series is facilitated by Apple Canada and focuses on change management and system change
- Principals and senior leadership team attended the Administrator leadership symposium. School leaders spent two days working collaboratively to strengthen strategic partnerships with Horizon schools to strengthen the mobilization of key actions and supporting strategies as outlined in school Three Year Plans.
- The senior leadership team attended a FNMI session facilitated by Charlene Bearhead, the education lead from the National Research Centre for Truth and Reconciliation

Fiscal Responsibility, Organizational Leadership and Management

- ASBA local bargaining meeting was attended by senior administration and board representation
- DAF/WRM modernization meetings are ongoing with the latest announcement being that the 1949 three story does not need to be demolished as part of phase 1
- Work for preparation of Budget 2017 is ongoing. A huge thank you to Phil Johansen on the heavy lifting with regard to the current budget process review.

Communications and Community Relations

- A number of meetings and celebrations were attended over the last month. These include but are not limited to:
 - APEX Youth Awards banquet
 - Staff meeting
 - Warner Hockey Society meeting

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

Marie Logan, Zone 6 representative, shared information from the last Zone Meeting held on April 12th, 2017 at the Palliser Education Center. Highlights included the following:

- Edwin Parr
 - The ASBA Zone 6 meeting will be held at Horizon School Division and will start at 10:30 am and end at 4:00 pm. The Edwin Parr banquet will be at the Heritage Inn with the Atrium opening at 4:30 and banquet at 6:00 pm
- Teacher Bargaining Survey Data

- Members of the Board and Sr. Administration attended the Zone 6 session on the survey data. Feedback was requested for future surveys on issues, topics and the best way to engage Boards in the design of the next survey.

I.2.2 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken during the past month within the Facilities Department and included the following highlights:

- Capital Projects:
 - The Barnwell Modernization construction project has completed the first and primary phase of the work. The second phase of the project is progressing very well. There are no concerns with the progression of the project that would hinder the successful completion of the modernization within the governing schedule. Completion of the final phase of construction is anticipated to be June 30, 2017. Site work start date will be determined by the successful completion of phase two of the school modernization. With the project currently being ahead of schedule, it is expected that all site work will be finalized and ready for use by the start of the 2017/18 school year.
 - Demolition of the first phase is complete and the construction of new space is progressing well. While demolition uncovered a number of challenges, the current schedule still governs with a substantial completion date for phase one being August 2017. Site work is expected to begin in June as site conditions and construction schedules permit.

I.3 Associate Superintendent of Finance and Operations Report

No report

I.4 Associate Superintendent of Learning

Amber Darroch, Associate Superintendent of Learning shared the following April 2017 update 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
 George Epp, Low German Mennonite Liaison Worker

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- In support of student engagement and effective integration of technology, 48 Horizon educators participated in the **Lethbridge Google Summit** on March 24/25. These two full days – a Friday and Saturday – inspired participants to examine how they might design rich learning tasks that help students not only learn curriculum but build on competencies. Holy Spirit and Livingstone Range School Divisions partnered with Horizon to bring this event to Southern Alberta for the first time.
- The annual **Horizon School Division Science Olympics** was held on April 12th. Thanks to Blair Lowry for participating as a judge, as well as to the organizing committee of Terri-Lynn and 13 teachers. 106 students participated, representing 13 schools.
- Horizon’s **Literacy Committee**, including representatives from all schools and led by Terri-Lynn, worked together for a full day on the further development of the Literacy Framework document.
- Principals, vice principals, and division leaders participated in the third and final session of the **“Leadership & Learning” series** offered by Suhayl Patel from Apple Education. Amber and Suhayl designed the content together to not only address the Learning and Technology Policy Framework (LTPF), but also to equip school leaders with leadership and innovative strategies for improving student learning.

- CASS is providing professional learning opportunities for system leaders to expand knowledge of indigenous people and our history, and the Horizon senior leadership team attended a session offered on March 27th as part of this initiative. Charlene Bearhead, education lead with the National Centre for Truth and Reconciliation (NCTR), facilitated a **full day session on the history and legacy of residential schools** and strategies for moving forward in the work of reconciliation.

KEY ACTION AREA #2:

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

- South West Regional Collaborative Service Delivery (RCSD) hosted a session for system leaders which Amber, Robbie, Angela and Laura Elliott, behaviour consultant, attended on the nature of fentanyl use among youth and the scope of use of naloxone, its antidote.
- The Inclusive Education team is holding “Developmental Check-ups” in various communities throughout Horizon to screen young children for meeting developmental milestones before the enter Early Learning or Kindergarten programs. These sessions help identify those children who would benefit from early intervention to help jumpstart their learning.
- In preparation for next year, Robbie has met with all principals to discuss the specific needs of students at their schools and the approaches/interventions school teams will be taking in the 2017-18 school year.

KEY ACTION AREA #3:

Stakeholder engagement impacts student success

- The “Core Story of Brain Development” has been shared with all Early Learning instructors, Horizon’s Counselling team, and the Taber Mennonite School staff over the past month.
- Horizon School Division continues to participate in the “Five by Five Learning Coalition”. This community coalition for the MD of Taber and County of Warner areas collaborate to promote positive early development in children.

LEADERSHIP PRACTICES

- In follow up to a division-wide survey of teachers on the effectiveness of the **automated absence and substitute teacher dispatch system**, meetings were held with the current service provider and an alternative service to look at ways identified problems can be resolved. The outcome will be the implementation of a new and improved system offered by SRB, the company currently providing finance, payroll and human resources software to the division. This service will be in place for the beginning of the 2017-18 school year.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following April 2017 update with the Board.

Human Resources

- Spring staffing process – All schools received their teacher staffing allotments; reductions in overall teacher staffing summary:
 - 1 school met the reduction with a retirement
 - 2 schools met their reduction via 1 year teacher leaves (1 personal leave, 1 secondment to division office)
 - 2 schools met their reductions through not retaining their probationary teachers
 - 1 school met their reduction through 1 voluntary transfer and 1 division transfer of a surplus staff member
- 2017-2018 School Calendars have been approved
- 2018-2019 Calendar is ready to receive admin and board feedback
- Participated in Hiring Committee – CHA/ATL, LT Westlake
- Attended The 2017 Accommodation Law Conference last week

Leadership Practices

- Continuing with teacher evaluations for probationary teachers and working with principals in areas of concern
- Participated in Horizon Admin Symposium
- HS Redesign – working with Wilco, Dan and Susan to encourage rich participation in our spring meeting with principals from participating schools

Stakeholder Engagement Impacts Student Success

- OurSchool surveys and principal training on accessing and using data is complete
- I received training to set up the SOSQ Student Voice Survey last week and will initiate training with Principals once integration with PowerSchool is complete

FNMI

- Updated the FNMI Liaison Worker's Job Description to current expectations and role
- Attending the joint CASS/Alberta Education, First Nations, Metis, Inuit Education Gathering with 4 other Indigenous Committee Members
- Leading development of 3 year FNMI action plan with Indigenous Committee

Correspondence

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

- Wilco Tymensen, Superintendent, discussed areas of uncertainty regarding the implementation of Bill 8: An Act to Strengthen Municipal Government as it relates to required joint use agreements

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE
54/17

Moved by Rick Anderson that the meeting reconvene.

Carried Unanimously

RECONVENE
55/17

Moved by Rick Anderson that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
56/17

Marie Logan, Chair

Sheila Laqua, Executive Secretary