

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, February 27, 2018 beginning at 1:00 a.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools
Phil Johansen, Associate Superintendent of Finance & Operations
Amber Darroch, Associate Superintendent of Learning Services
Anita Richardson, Associate Superintendent of Programs and Human Services
Cole Parkinson, Taber Times
Sheila Laqua, Recording Secretary

REGRETS: Jennifer Crowson, Trustee
Derek Baron, Trustee

ACTION ITEMS

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|-----|---|---------------------------------------|
| A.1 | Moved by Rick Anderson that the Board approve the agenda with the following additions:
A.7 – W.R. Myers Heat Pumps
A.8 – Delete policy IFC: Code of Conduct
D.4 – Grad Ceremony Attendance | AGENDA
APPROVED |
| | Carried Unanimously | 47/18 |
| A.2 | Moved by Blair Lowry that the Board approve the Minutes of the Regular Board Meeting, held Tuesday, February 13, 2018 as provided by Enclosure 1 of the agenda | BOARD MEETING
MINUTES APPROVED |
| | Carried Unanimously | 48/18 |
| A.3 | Moved by Bruce Francis that the Board approve the March 2018 Payment of Accounts in the amount of 5,209,574.63 as provided in Enclosure 2 of the Agenda | PAYMENT OF ACCOUNT
APPROVED |
| | Carried Unanimously | 49/18 |
| A.4 | Moved by Christa Runka that the Board approve the second reading of policy IHF – Welcoming, Respectful and Caring as provided by Enclosure 3 of the agenda. | POLICY IHF SECOND
READING APPROVED |
| | Carried Unanimously | 50/18 |
| | Moved by Blair Lowry that the Board approve the final reading of policy IHF – Welcoming, Respectful and Caring as provided by Enclosure 3 of the agenda. | POLICY IHF FINAL
READING APPROVED |
| | Carried Unanimously | 51/18 |
| A.5 | Moved by Christa Runka that the Board approve the second reading of policy IG – Student Discipline as provided in Enclosure 4 of the agenda. | POLICY IG SECOND
READING APPROVED |
| | Carried Unanimously | 52/18 |
| | Moved by Rick Anderson that the Board approve the final reading of policy IG – Student Discipline as provided in Enclosure 4 of the agenda. | POLICY IG FINAL
READING APPROVED |
| | Carried Unanimously | 53/18 |

- A.6 Moved by Bruce Francis that the Board approve the second reading of policy IGD – Suspension and Expulsion as provided in Enclosure 5 of the agenda. POLICY IGD SECOND READING APPROVED
- Carried Unanimously 54/18
- Moved by Christa Runka that the Board approve the final reading of policy IGD – Suspension and Expulsion as provided in Enclosure 5 of the agenda. POLICY IGD FINAL READING APPROVED
- Carried Unanimously 55/18
- A.7 Moved by Bruce Francis that the Board approve the W.R. Myers Heat Pump Replacement tender from KB Heating & Air Conditioning. W.R. MYERS HEAT PUMP TENDER APPROVED
- Carried Unanimously 56/18
- A.8 Moved by Christa Runka that the Board delete policy IFC – DELETE POLICY IFC APPROVED
- Content from policy IFC is now in IHF
- Carried Unanimously 57/18

DISCUSSION ITEMS

D.1 NAMING OF SCHOOLS

The Board of Trustee discussed creating a policy/procedure for the naming of new schools. The Superintendent indicated that he would bring forth a procedure in the fall for further discussion.

D.2 2019-2020 CALENDAR

A preliminary draft of the 2019-2020 School Calendar was shared with the Board.

D.3 DAF/WRM TENDER RESULTS

Alberta infrastructure has gone through the tendering process and has chosen a contractor for the DAF/WRM Modernization. More information to follow.

D.4 GRAD CEREMONY DATES

The Board discussed attendance at the upcoming Graduation ceremonies.

SCHOOL	DATE	TIME	PLACE	Board/SALT
VHS	Friday, May 11	Banquet 5:30 PM Ceremony 7:30 pm	Mennonite Brethren Church Vauxhall Community Hall	Jennifer Crowson Terri-Lynn Duncan Wilco Tymensen
Enchant (Gr. 9)	Friday, May 25	Dinner 6:30 Program to follow	Enchant Community Hall	Marie Logan Robbie Charlebois
Warner	Friday, May 25	6:00 pm	Warner School Gym	Derek Baron Christa Runka Terri-Lynn Duncan
WRM	Friday, May 25 Saturday, May 26	Ceremony 4:00 Banquet 5:00 PM	Taber Ice Arena Taber Ice Arena	Blair Lowry Bruce Francis Rick Anderson Philip Johansen Wilco Tymensen
ERHS	Friday, June 1	Banquet 5:00 pm Ceremony 7:00 pm	Milk River Civic Center Erle River Gymnasium	Christa Runka Philip Johansen
Horizon MAP	Friday, June 1	Dinner 5:30 pm Program 7:00 pm	Vauxhall Community Hall	Jennifer Crowson Terri-Lynn Duncan
Lomond	Friday, June 1	Dinner - 6:30 pm Ceremony – 8:00 pm	Lomond Community Center	Marie Logan Wilco Tymensen
TMS	Friday, June 1	Dinner – 5:30 pm Ceremony – 7:00 pm	Taber Civic Center	Blair Lowry Rick Anderson Amber Darroch
ATL/Chamberlain	Saturday, June 2	Ceremony 11:00 am	Chamberlain Gym	Derek Baron

		Dinner 6:00 pm	Grassy Lake Community Hall	Amber Darroch - ceremony only
ACE Place	Tuesday, June 26	Doors open 5:30 pm Dinner 6:00 pm Ceremony 7:15 pm	Heritage Inn - Taber	Blair Lowry Rick Anderson Robbie Charlebois Wilco Tymensen

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following March 2018 report with the Board:

Educational Leadership and Student Welfare

- Meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety, well-being, and conduct; financial management; and instructional leadership. This month they also included budgeting, staffing, transportation, off-campus excursions, and guidance with regard to parental concerns.
- School visits this month included: ACE Place, Central School, Chamberlain School, D.A. Ferguson Middle School, Taber Mennonite School, and W.R. Myers High School.

Personnel Management

- Three new principals (Hays, W.R. Myers, and Chamberlain) are being evaluated this year. Teaching observations and discussions regarding the principal.
- Meetings and conversations have also taken place with regard to teacher and support staff allocations, as well as the teacher transfer process.

Policy and Strategic Planning and Reporting

- Policies revisions are ongoing with a focus on policies that have not been reaffirmed for 5 or more years and policies requiring legislative changes.
- Work on the leadership symposium, scheduled for April has also taken place. This year's focus will be on the new Leadership Quality Standard and how its competencies can be leveraged to achieve the goals within school three year plans.

Fiscal Responsibility, Organizational Leadership and Management

- ATA Collective Bargaining regarding local table matters is ongoing. A meeting took place on March 15, 2018.
- Attendance at provincial meetings have also occurred related to central bargaining and central table matters.
- DAF/WRM modernization tender has been awarded by Alberta Infrastructure.

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
 - APEX Youth Awards
 - Council of School Councils
 - Taber Mennonite School and Central LGM program parent meeting

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

Marie Logan shared the following Zone 6 Meeting update with the Board:

- The Provincial ASBA Budge will be presented at the May Zone 6 Meeting and voted on at the SGM in June

- Zone 6 Handbook to be approved in May
- Zone 6 meetings will be moved to the third Wednesday of each month starting in November
- 2019 Edwin Parr Awards will be held on the third Wednesday in May.
- Indications are that School Boards will no longer be exempt under copyright
- According to the Nova Scotia Government, Nova Scotia School Board Trustees will be done their job in 2 weeks due to lower student achievement.

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I.2.2 Administrator's Meeting Report

Christa Runka, reviewed the highlights of the March 13, 2018 Administrator's Meeting.

Highlights included:

- Morning Professional Development Teaching Quality Standard
- Upcoming Budget discussion

I.2.3 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of March 2018 within the Facilities Department and included the following highlights:

- W.R. Myers Heat Pump Upgrade contract was awarded to KB Heating & Air Conditioning.
- Capital Projects
 - o Warner School
 - Modernization is substantially complete
 - o D.A. Ferguson/W.R. Myers
 - Tenders for the DAF Partial Modernization project received and closed on Thursday, March 8th @ 2:00 pm
- The majority of Board Funded Projects have been completed.

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided March 2018 update to the Board as follows:

- Budget – Provincial Budget to be announce on March 22, 2018
- Enrolment Data
- Funding manual and operating grants
- Planning for the upcoming school year
- Discussions with Principals
- Attended the Vauxhall Academy of Baseball Annual Gala

I.4 Associate Superintendent of Learner Services

Amber Darroch, Associate Superintendent of Learner Services, shared the following February 2018 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

Instructional Coaches: Sharon Skretting, Assessment
 Crystal McGregor, Secondary Literacy & ELL
 Coral James, Learner Success

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- March 12th marked the first of two division-wide days dedicated to this year's **Teachers Learning through Collaboration** (TLC) groups. All Horizon teachers self-selected topics for targeted professional growth and formed a total of 34 different groups. All topics align with the division's key action areas. Rather than an external source for professional learning, the

collaborative groups are intended to allow teachers to directly build on their own knowledge and engage in learning that is immediately relevant to the realities of our classrooms. A second day for these groups' work is planned for April 30th.

- This year we are taking a three-prong approach to moving our work in the area of **numeracy** forward. In addition to our ongoing Grade 1 cohort and Middle Years Math research project, Terri-Lynn met with a small group of numeracy leads in the division to work examine key strategies for math instruction and recommended readings. Numeracy leads were given summary of key messages to share staff meeting and cascade this knowledge to all teachers.
- As part of our **Horizon Induction Program** for beginning teachers, Terri-Lynn lead a group of first year teachers in literacy during the Division Wide Professional Development Day and Amber had a group of second year teachers focussed on numeracy. This helps ensure all elementary teachers get a thorough introduction to identified best practice and expectations for what literacy and numeracy instruction should look like in our schools. It also helps raise awareness of recommended resources and the instructional tools teachers should be finding in their schools to support teaching and learning.
- The three **instructional coaches** continue to engage with all schools in their focus areas: assessment, learner success, and literacy/English language learning.
- Eleven Horizon staff, including Crystal and Terri-Lynn along with nine secondary teachers, attended a Southern Alberta Professional Development **adolescent literacy workshop** with Kelly Gallager. Kelly Gallager is a well-renowned author and teacher. He has devoted himself to the teaching of reading, writing, listening and speaking—first and foremost, as a high school ELA teacher in Anaheim, California, and also as a author/consultant who works with educators around the world. Today, he is considered one of the leading voices in literacy education.

KEY ACTION AREA #2:

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

- Various members of the Learner Services team continue to attend **collaborative response team meetings** at the school level. All schools are implementing this team approach to consult and collaborate on strategies to ensure individual students are experiencing the greatest success possible.
- One area targeted for improvement in supporting student needs is how we **transition** students from one school or grade level to another. In order to maximize the ease into a new school and/or classroom at the beginning of a new school year, it is important to examine how to relay key strategies for learner success from the previous school year. Transitions out of grade 12 into the world of work, further study, or community programs also need to be carefully navigated. Robbie is meeting with Learning Support Teachers and Administrators regarding best practices in effective student transitions. These meetings also include specific student needs, inclusive practices, and collaborative response model planning for next year.
- **Developmental Check-Ups** (early learning screening) will take place at varying schools as well as division office during the month of April. Early Learning planning to run the same number of programs in the same communities next school year. Always looking to welcome more little ones into our programs through a variety of advertising and communication techniques.

KEY ACTION AREA #3:

Student success is a collective endeavour

- Rather than replace the division's former Low German Mennonite Liaison Worker, an adjusted approach has been taken to supporting education of our LGM students. Benita Peters has been hired to work two days per week until the end of the school year as **Horizon's Low German Mennonite Consultant**. The other three days per week she will continue in her educational assistant role at Chamberlain School facilitating the Low German Language and Culture program. This position will be re-assessed later in the spring for the next school year. The consultant's purpose is to focus on three goals:
 - a. Low German-English translation services
 - b. Staff development related to cultural understanding
 - c. Support for the locally developed course "German Language and Low German-Speaking Mennonite Cultural Studies"
- Terri-Lynn and Darryl Moser met with the Alberta Education Nutrition program leads to tour the **nutrition program** at Central School. The lunch program continues at Central this year and a snack program is funded at Chamberlain School.
- SIVA is a program in support of providing staff and students with the proactive tools and practical knowledge to create an environment where safety is a prosocial, healthy and respectful part of the day to day life, which is built on trusted

relationships. Terri-Lynn and Glenn Jankowick (FSLC) lead 15 staff through the **SIVA workshop which stands for Supporting Individuals Through Valued Attachments.**

LEADERSHIP PRACTICES

- Terri-Lynn and Robbie attended the **Rural Education Symposium** in Edmonton on March 4-6. The symposium theme, "Building Healthy Rural Communities", focused on developing strategies for meeting complex needs in remote areas around health.
- The division's **Leadership Cohort** series continued in March with its 11 participants. Amber led the topic of instructional leadership for this session.
- An Apple Education forum in Calgary on March 15th brought together post-secondary, industry and K-12 education representatives from across Southern Alberta to discuss the **demands of technology-related careers on the education systems**. Amber participated on a panel representing the K-12 sector to discuss how we can support pathways for students to land in the workforce with the required skills and - most importantly - competencies like critical thinking, problem solving, collaboration, and the ability to know how to learn.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following March 2018 report with the Board:

Human Resources

- Participating in local bargaining process
- Spring staffing process is underway. Met with every principal and currently collecting input from teaching staff about their future plans.
- Approved 2018-2019 Calendars going out to schools this week.
- Probationary teacher evaluations are ongoing. 15 teachers and 3 admin under evaluation this year.

Leadership Practices

- Ongoing support for Principals with staffing concerns.
- Met with all principals a second time in regards to staffing updates.
- Visited every school except two this month
- Leadership Cohort – third meeting occurred March 14th with topic of Instructional Leadership
- JSET (Jurisdiction Student Engagement Team) – Feb. 15th session postponed until March 27th due to snow day. 34 students and 9 teachers representing each of our high schools will be participating.
- Career Transitions – Currently the vice chair of the board. Supporting the Executive Director to address funding concerns has been a primary focus.
- High School Re-design – met with Dan F. and Susan P. from Alberta Education will be visiting each of our high schools May 2-4.
 - Attended Spring Collaborative Meeting March 1 with reps from each of our high schools
- Attending CASS Spring meeting

Stakeholder Engagement

- Attended Apex Youth Awards

First Nations, Metis, Inuit

- Indigenous Champions – concluded for this school year
- Indigenous Committee –
 - Meeting March 26 to formulate our 3 year plan
- Blanket Exercise
 - Blanket Exercise for the Taber Public Library on March 9 was well attended and highly successful based on feedback
- SAPDC FNMI Advisory Committee meeting March 2 provided access to great resources and connections

I.6 Letter of Support

A Letter of Support was sent, to those involved, expressing support to the Vauxhall Academy of Baseball in their efforts to construct an indoor baseball complex to be located in the Town of Vauxhall.

I.7 Capital Plan Press Release letter

The Horizon Board of Trustees sent out a Press Release confirming the approval of their 2018 Capital Plan.

I.8 TMS Hosting Dr. Hans Werner

TMS is hosting Dr. Hans Werner, Associate Professor, Mennonite Studies at the University of Winnipeg. Presentation on Early Mennonite History, April 16th, 2018, 7:00pm, W.R. Myers Gymnasium.

Click here for Biography - [Mennonite Studies | Hans Werner](#)

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 10 of the agenda.

COMMITTEE ITEMS

Moved by Bruce Francis that the Board meet in Committee.	Carried Unanimously	COMMITTEE 56/18
Moved by Blair Lowry that the meeting reconvene.	Carried Unanimously	RECONVENE 57/18
Moved by Rick Anderson that the meeting adjourn	Carried Unanimously	MEETING ADJOURNED 58/18

Marie Logan, Chair

Sheila Laqua, Executive Secretary