

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, January 23rd, 2019 beginning at 1:00 p.m. in the Eric Johnson Room.

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

ACTION ITEMS

- | | | |
|-----|---|---|
| A.1 | Moved by Blair Lowry that the Board approve the agenda with the following addition:
A.14 – Capital Plan
I.4 – APEX Awards

Carried Unanimously | AGENDA
APPROVED
144/19 |
| A.2 | Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting, held Wednesday, November 28th, 2018 as provided by Enclosure 1 of the agenda.

Carried Unanimously | BOARD MEETING
MINUTES APPROVED
145/19 |
| A.3 | Moved by Jennifer Crowson that the Board approve the January 2019 Payment of Accounts in the amount of \$6,448,728.37 was provided in Enclosure 3 of the Agenda.

Carried Unanimously | PAYMENT OF ACCOUNT
APPROVED
146/19 |
| A.4 | Move by Bruce Francis that the Board approve the second reading of Policy IFCH – Illicit Substances as provided by Enclosure #3 of the agenda.

Carried Unanimously | SECOND READING OF
POLICY IFCH APPROVED
147/19 |
| | Move by Derek Baron that the Board approve the third and final reading of Policy IFCH – Illicit Substances as provided by Enclosure #3 of the agenda.

Carried Unanimously | FINAL READING OF
POLICY IFCH APPROVED
148/19 |
| A.5 | Move by Bruce Francis that the Board approve the second reading of Policy FCB – Facilities Capital Planning as provided by Enclosure #4 of the agenda.

Carried Unanimously | SECOND READING OF
POLICY FCB APPROVED
149/19 |
| | Move by Blair Lowry that the Board approve the third and final reading of Inbox (8) - sheila.laqua@horizon.ab.ca - Horizon School Division MailPolicy FCB – Facilities Capital Planning as provided by Enclosure #4 of the agenda.

Carried Unanimously | FINAL READING OF
POLICY FCB APPROVED
150/19 |
| A.6 | Move by Jennifer Crowson that the Board approve the second reading of Policy FEA – Custodial Services as provided by Enclosure #5 of the agenda.

Carried Unanimously | SECOND READING OF
POLICY FEA APPROVED
151/19 |

- Move by Christa Runka that the Board approve the third and final reading of [Policy FEA – Custodial Services](#) as provided by Enclosure #5 of the agenda.
Carried Unanimously
FINAL READING OF
POLICY FEA APPROVED
152/19
- A.7 Move by Derek Baron that the Board approve the second reading of Policy FF – Naming Spaces and Programs as provided by Enclosure #6 of the agenda.
Carried Unanimously
SECOND READING OF
POLICY FF APPROVED
153/19
- Move by Rick Anderson that the Board approve the third and final reading of [Policy FF – Naming Spaces and Programs](#) as provided by Enclosure #6 of the agenda.
Carried Unanimously
FINAL READING OF
POLICY FF APPROVED
154/19
- A.8 Move by Blair Lowry that the Board approve the second reading of Policy GAA – Employee Code of Conduct as provided by Enclosure #7 of the agenda.
Carried Unanimously
SECOND READING OF
POLICY GAA APPROVED
155/19
- Move by Christa Runka that the Board approve the third and final reading of [Policy GAA – Employee Code of Conduct](#) as provided by Enclosure #7 of the agenda
Carried Unanimously
FINAL READING OF
POLICY GAA APPROVED
156/19
- A.9 Move by Bruce Francis that the Board approve the second reading of Policy GDN – Support Staff Evaluations provided by via email.
Carried Unanimously
SECOND READING OF
POLICY GDN APPROVED
157/19
- Move Derek Baron that the Board approve the third and final reading of [Policy GDN – Support Staff Evaluations](#) provided by via email.
Carried Unanimously
FINAL READING OF
POLICY IGDN APPROVED
158/19
- A.10 Move by Rick Anderson that the Board approve the second reading of Policy HGBG – Home Education as provided by Enclosure #8 of the agenda.
Carried Unanimously
SECOND READING OF
POLICY HGBG
APPROVED
159/19
- Move by Jennifer Crowson that the Board approve the third and final reading of [Policy HGBG – Home Education](#) as provided by Enclosure #8 of the agenda.
Carried Unanimously
FINAL READING OF
POLICY HGBG
APPROVED
160/19
- A.11 Moved by Blair Lowry that the Board delete [Policy GBK – Tobacco](#) as provided by Enclosure #9 of the agenda.
Carried Unanimously
DELETE POLICY GBK
APPROVED
161/19
- A.12 Moved by Bruce Francis that the Board delete [Policy IHCD – Medication to Students/Medical Conditions](#) as provided by Enclosure #10 of the agenda.
Carried Unanimously
DELETE POLICY IHCD
APPROVED
162/19
- A.13 Moved by Christa Runka that the Board delete [Policy GCAG – Teacher Responsibility](#) as provided by Enclosure #11 of the agenda.
Carried Unanimously
DELETE POLICY GCAB
APPROVED
163/19
- A.14 Moved by Bruce Francis that the Board accept the accept the [2018-2021 Three-Year Capital Plan](#).
APPROVE 2018-2021
THREE YEAR PLAN
164/19

DISCUSSION ITEMS

D.1 Spring Board Tours

The Horizon School Division Board of Trustees, along with Sr. Administration, will be visiting the following schools:

March 25 – ATL, Chamberlain, Barnwell School, Evergreen & Midland Colony

May 6 – Delco, Fairlane, Hillridge, Oaklane & Prairiehome

D.2 PSBA Membership

The Board discussed Public School Board Association membership but voted not to join at this time

D.3 ASBA Questions

At the ASBA 2018 Fall General Meeting, School Boards were asked to respond to the following questions:

1. In what way are locally elected boards able to fulfill the expectations of their communities and ensure that the diverse learning needs of students are met?
 - Address local context via staffing decisions
 - Address local context via facility decisions
 - Address local context via budgetary decisions
 - Policy development
 - Three-year plan priorities and strategies
 - Public board meetings with media present
 - Access to community groups and community members to get the community pulse and personal connection when issues arise
 - Provide reports to school councils and provide newspaper articles
 - Town hall meetings (opportunity for face to face dialogue and genuine listening)
2. What are some strategies your board is preparing or currently using to build awareness about the work of your board?
 - Three-year plan and Annual Education Results Report
 - School councils and council of school councils
 - Board minutes
 - Monthly board highlights shared publically
 - Social media and website presence
 - Board representation on committees
 - Board attendance at administrator meetings
 - Town hall meetings/forums
3. What kind of supports does your board need from ASBA as you build greater awareness of the benefit and value of locally elected school boards within your communities?
 - Include a minister's panel into the ASBA Fall AGM (Why do MLAs show up for ATA conferences?)
 - Get more ministers present during the ASBA fall AGM (Why do MLAs show up for the municipal government conference that occurs right around the same time?)
 - Opportunity to ask Minister questions at ASBA fall AGM
 - Communicate with GOA as a united voice representing Education
 - Gather and share best practices
4. Following the election, ASBA will continue to advocate to the Minister of Education about the need to respect and strengthen local board autonomy. As governors, in what areas do you need greater flexibility and increased decision making authority to meet students' diverse learning needs and attend to the expectations of your communities?"
 - Current bargaining model is broken; province is giving away conditions of practice (e.g. 907hrs) that would never have been given by local boards. Lost off ability to bargain salary means other items remain on the table.
 - Advocate return of board autonomy as has been eroded. E.g.
 - o Bargaining
 - o Policy approval
 - o Superintendent contracts and salary
 - o AI managed modernizations as opposed to board managed
 - o School fees

- Perhaps advocacy should not wait until after the election. Perhaps now is the time to act. ASBA could be bringing educational concerns forward as the election approaches. Support in setting up candidate forums, gathering candidate educational platforms and positions would inform voters.

D.4 APEX Youth Awards

The annual APEX Youth Awards will be held on Thursday, March 7th. Board Chair, Marie Logan along with Bruce Francis, Vice-Chair, Trustees, Blair Lowry and Rick Anderson and Wilco Tymensen, Superintendent, will be attending this event.

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the following January 2019 updated 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, student conduct and discipline, and guidance with regard to student and parental concerns.
- Principal professional growth plan and Three Year Education Plan/Annual Education Results Report meetings have concluded
School visits since the last Board meeting included: D.A. Ferguson Middle School, Horizon Mennonite Alternative Program, L.T. Westlake Fine Arts School, Lomond Community School, Vauxhall Elementary School, Vauxhall High School, W.R. Myers High School
- The Superintendent attended a College of Alberta School Superintendent, Superintendent Leadership Quality Standard Advisory Committee meeting to provide input into the provinces certification process.
- The Superintendent is part of the Lethbridge College – Taber Community Advisory Council which was recently created to look at providing learning opportunities for community members within the Taber Area
- Principals and school division leadership met with Alberta Education representatives to discuss the jurisdiction's best practices as they relate to High School Redesign
- Horizon senior leadership are organizing the College of Alberta School Superintendent and Alberta School Business Officials of Alberta summer conference in Waterton. Meetings are ongoing.

Personnel Management

- Principal evaluation meetings are ongoing
- The Superintendent is a mentor to the Superintendent of the Kanai Board of Education within CASS' mentorship program. A meeting was scheduled and attended to discuss Indigenous practices within Kanai
- TEBA bargaining meeting was attended
- Local ATA bargaining (Mediation) is ongoing

Policy and Strategic Planning and Reporting

- Meetings are ongoing about ways to meet the needs of Taber Mennonite Students given the space constraints within their current context.
- AB ED field services meeting to discuss the jurisdiction's Three Year Education Plan and Annual Education Results Report

Fiscal Responsibility, Organizational Leadership and Management

- An agreement has been reached with Taber Players so that Horizon Schools have access to Taber Players' props, sets, costumes, and other equipment while the organization goes dormant.

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
- Christmas concerts
- CASSIX Christmas and Retirement Banquet
- Christmas family
- APEX meeting

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

Marie Logan shared the following update with the Board:

- An information on Cannabis will be held in Lethbridge on Thursday, January 24th, 2019
- There will be no Zone 6 ASBA meeting in February

I.2.2 Facilities Report

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of January 2019:

- The Alberta Infrastructure managed, D.A Ferguson/W.R. Myers modernization is progressing but is behind schedule
- Projects over the Christmas break included work at Lomond, Hays and Vauxhall Elementary Schools
- Fire inspections are in progress

I.2.3 Administrator's Meeting Report

Blair Lowry provided the following December 2018 Administrator's Meeting update to the Board. Topics discussed included:

- System Leadership Succession Planning
- Exploring Strategies for Leadership Quality Standard (LQS) Credentials
- Automated Call Our System
- Early Learning Registration
- Bussing for School Activities
- Courier Service
- Budget Sharing with School Councils

I.2.4 Administrator's Meeting Report

Derek Baron provided the following January 2019 Administrator's Meeting update to the Board. Topics discussed included:

- New Curriculum Implementation (2019-2020)
- Furniture and Equipment Fund
- Grant Advance
- Draft 2020 – 2021 Calendar
- Lisa Todd, Franklin-Covey Representative presented "Leader in Me", based on the Seven Habits and programming available for schools

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided a January 2019 update to the Board:

- Statement of Final costs for Warner is complete
- Grant Advance – 1-year access to companies across Canada that provide grants
- Courier Service - service is running twice a month
- Second Round of OHS reports have been submitted
- Working on the Spring Budget model

I.4 Associate Superintendent of Learner Services Report

Amber Darroch, Associate Superintendent of Learner Services, shared the following January 2019 update with the Board:

Learner Services lead team members:

Amber Darroch, Associate Superintendent

Terri-Lynn Duncan, Director of Learning (Curriculum & Instruction)

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- A book study with curriculum leads, led by Terri-Lynn was started in December called "*Tools For Teaching Conceptual Understanding: Harnessing Natural Curiosity for Learning That Transfers*" by Julie Stern. Each K-4 school in the division has chosen a Curriculum lead for their school. These leads are sharing their learning and communicating the important information to all teachers so that each school has the necessary information to move forward with the new Concept-based curriculum.
- In order to create a wide network of new curriculum-ready educators across the division, the same book is being used with both the Administrators' Committee and the Assessment Committee.
- In keeping with the Administrators' Learning Plan developed for this school year and its focus on preparing all principals to be leaders in improving instruction and curriculum implementation, the December Admin Meeting learning focus was on assessment and concept-based learning. School leaders identified the essential principles of effective classroom assessment and looked at what may be the same and different in assessing a concept-based curriculum like we will have in Kindergarten through Grade 4.
- Horizon uses the Violent Threat Risk Assessment Regional Protocol when responding to student threats to harm others. The division is implementing an annual refresher course this school year so all principals will have their training current. Angela Miller and Family School Liaison Counsellor Glenn Jankowiak facilitated this half-day session at the January Administrators' Meeting.
- The joint Horizon/University of Lethbridge Research Partnership Project on Middle Years Math concluded and the final report was written in December. Major findings have concluded that professional development intending to influence teacher beliefs and practices should include the development of a constant community, an element of accountability back to the group, be extended over time, and provide a balance of theoretical development and practical support for teachers. Horizon teachers testified that ongoing collaboration with an instructional coach (Dr Richelle Marynowski) significantly impacted their professional practice.
- During the Teacher Learning Through Collaboration Day (TLC), Terri-Lynn met with first-year teachers in our school division to lead them through best instructional practices for Literacy. First-year teachers learned about Words Their Way and how to give and score the assessment, Words Their Way is an instructional practice focuses on a research-based practice in a classroom-proven framework. Teachers using this method focus on the five stages of spelling and students orthographic development so students can truly understand the meaning of words, and how they are put together. The first year teachers also took part in a book study "*Visible Learning for Literacy: Implementing the Practices that Work Best to Accelerate Student Learning.*" by Doug Fisher, Nancy Frey and John Hattie (This book is a book that new teachers have engaged in for the past three years).
- Terri-Lynn has been working with a number of teachers with the use of SuccessMaker math. This is an online program that the division purchased that allows teachers to assign extra practice in certain math concepts or strands of math. In December, there was also some work done with teachers on planning their literacy block and what that may look like in their classroom.
- Eleven teachers from a number of different schools have committed to 4 Friday afternoons with Terri-Lynn to learn more about Guided Math in the classroom. Guided Math is a structure for teaching whereby a teacher supports each child's development of mathematical proficiency at increasing levels of difficulty, within the context of a small group.
- "Social emotional learning" (SEL) refers to the strategies we teach students and even use ourselves to focus, learn, and manage our emotions. Research indicates a significant correlation between students having strong SEL skills and their academic achievement. Amber has submitted another Research Partnership Project proposal to Alberta Education to

explore this programming in partnership with the University of Lethbridge and Buffalo Trail Public Schools, a school division in the Wainwright region of a similar student population and rural makeup.

- Planning is well underway with organizers of the Southern Alberta Google Summit 2019, being held at Barnwell School on March 29th and 30th. This event has drawn top-notch North American keynote speakers and presenters at a caliber we have not seen in many years! The keynote sessions and breakout presentations will follow the themes of how to create engaging, relevant learning for students and fostering creativity, problem-solving and communication, among other competencies.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- South West Regional Collaborative Service Delivery - Robbie is working on a sub-committee focused on organizing and providing a regional Educational Assistant Community of Practice (EA COP). The purpose of the committee is to provide ongoing support, and professional learning to Educational Assistant staff working with the most significantly challenging students in the region.
- Robbie, Lisa Sowinski and Anita have been working on applications for Jordan's Principle (*Jordan's Principle makes sure all First Nations children can access the products, services and supports they need when they need them. It can help with a wide range of health, social and educational needs.*) to support individual students/families, as well as potential school initiatives to promote family engagement and cultural awareness and understanding.
- Teachers and Terri-Lynn met to discuss some students who were having significant reading difficulties in order to learn and choose some intervention strategies that would provide guidance in building on each student's strengths so that students could move forward in their learning progression.
- Angela has submitted a grant proposal to the "Community Helpers" program; a peer support initiative which fits seamlessly with our current Family Connections Program, specifically aiming to reduce risk to students from suicide or self-harm.

LEADERSHIP PRACTICES

- Robbie is part of the provincial CASS Time Out, Seclusion & Physical Restraint Advisory Committee and will be meeting with the committee to review the Draft Document from Alberta Education.
- Terri-Lynn attended the Vulnerable Readers Conference in Calgary, joined by a dozen K-12 teachers from the division. The conference focus was on literacy practices for K-2 students and 6-12 students. Participants learned how to help students who are struggling with literacy and how to build a strong foundation for the early years.
- Terri-Lynn attended an Alberta Education International Education meeting in Edmonton to learn about some new legislation that may be developed for the province to ensure that all boards are meeting a minimum standard when it comes to international students. More information will be shared as minimum requirements are developed.
- Terri-Lynn and Amber are part of a multi-district curriculum conversation across Alberta that meets monthly to share strategies and conversation to enhance learning in Districts on the New Curriculum. Other division leads share what they are doing in their divisions to learn about and be prepared for the curriculum.
- Terri-Lynn joined Dan Ferguson (field service manager for Alberta Education) on a tour of three nutrition program sites in the division before Christmas. He visited Warner, Milk River Elementary and Erle Rivers High School. The students from Milk River Elementary gave Dan and Terri-Lynn a tour of the school and explained how they run the supplemental snack programs in the school.
- Senior admin and directors attended the CASS Zone 6 meetings in Lethbridge on November 29 and 30.
- Since the last board meeting, Amber has had a number of meetings with school principals to extend support in areas like

the essential conditions for implementing change, innovative classroom technologies, social-emotional learning programs, and instructional supervision.

- Also on her school visits, Amber has been meeting with individual teachers to gain their insight and feedback on how we are approaching improving instruction and implementing the new curriculum as a division. This feedback will guide future strategy and key communication.
- Benita Peters, Horizon's Low German Mennonite Consultant, has been working with local partners to expand and promote services to children, youth and families. As part of this work, Horizon has provided a letter of support for a grant proposal Family and Community Support Services (FCSS) has submitted called "Halp fe Frues" (Help for Women) for women facing domestic violence. She has also presented to the staff at Safe Haven Women's Shelter on cultural awareness of LGM children and mothers.
- Angela Miller and Terri-Lynn met with Stephanie Wierl from Alberta Health Services to discuss the monthly school themes that are being shared with Health Champions, Family School Liason, Child Youth Care Workers, and Family Connections to focus on Comprehensive School Health. Decembers theme was Gratitude, and this months theme is Learn Something New. Themes were chosen by the complete team above in November when we met. Below is the remaining themes plus the two discussed:

Month	Dimension of Wellness	Topic/Theme
December	Spiritual	Gratitude
January	Intellectual	Learn Something New
February	Emotional/Psychological	Self-Care
March	Occupational	Work/Life Balance
April	Environmental	Power of Getting Outdoors
May	Physical	Let's Get Moving
June	Social	Taking a Break from Technology

Extra information:

- Terri-Lynn held a board game day for all the international students in our school division and their homestay families. Many families and students commented on their enjoyment of the day and the gratitude of being able to get together and meet one another.
- International Education students will be going on a ski trip to Castle Mountain. This year LT Westlake students and some staff will join us as this is a cost saving on bussing for the school.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services shared the following January 2019 report with the Board:

Building Effective Relationships

- Participating in local bargaining process ongoing.
- Career Transitions – Chair of the board.
- Attended Christmas concerts
- Joined the board of the Taber Notagawa Friendship Society to support community youth exchanges with Higashiomi City, Japan
- Participated in meeting with Alberta Education Field Services

Modeling Commitment to Professional Learning

- Attending 2-day Julie Stern Workshop on Concept Based Curriculum with a Horizon teacher
- Attending 2-day workshop to prepare for the National Knowledge Exam to receive CPHR designation.

- Participating in Cognitive Coaching 10-day course over this school year. Hosted by Holy Spirit Roman Catholic School Division
- Attend CASS Professional Learning Events
- Enrolled in Weaving Ways: Indigenous Ways of Knowing in Classrooms and Schools 5 part (8hr) Webinar series.
- Enrolled in 5 part ATA Webinar series, 'Teacher Talks' to develop First Nations, Metis and Inuit Foundational Knowledge with several Horizon teachers

Visionary Leadership

- Supporting committee planning for a Horizon Experiential Week in conjunction with LCC, Mount Royal University, University of Calgary, Livingstone Range, and Palliser School Division in May 2019.
- Attending Skills Exploration Day in Calgary to determine the quality of the opportunity for our students

Leading Learning

- Ongoing support for Principals with staffing concerns.
- Facilitated session for our Indigenous Champions on January 9.
- Looking to facilitate a joint admin session with the Kainai Board of Education as well as a learning day at Kainai with our Indigenous Champions.
- Will be instructing LOS training

Supporting First Nations, Metis and Inuit Education for All Students

- Indigenous Champions –
 - January session focused on Understanding the Social Implications of Indigenous Realities and selecting resources that accurately reflect and demonstrate the strength and diversity of First Nations, Metis and Inuit.
- Blanket Exercise
 - Scheduled Blanket Exercises:
 - MD of Taber Office staff and Council - February 14, 2019
 - ERHS, March 8
 - Colony Teachers, May 30
 - Completed in 11 schools
- Partnership with University of Lethbridge -> First Nations, Metis, Inuit Mentorship Program for high school and middle school students partnered with university students. Began last week.
- Eagle Spirit Nest Community Association (ESNCA).
 - Board of directors comprised of representatives from: The Blood Reserve, Town of Taber, MD of Taber, Horizon, Holy Spirit, Taber Special Needs, Taber Times, Taber Chamber of Commerce, and a Cree elder
 - Awaiting confirmation of our status as a registered society
 - Have begun fundraising

Sustaining Effective Instructional Leadership

- Hosting Horizon Induction Program Sessions this year
- Evaluation Process for Probationary Teachers – 19 this year under evaluation; I am completing 14 evaluations

School Authority Operations and Resources

- Draft 2020-2021 calendar developed. Will be shared online for feedback via a survey
- PowerSchool's automated dispatch fully functional and undergoing tweaks
- Developing jurisdiction approach to Indigenous resource purchases and dispersion through heading a working committee.

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure #16 of the agenda.

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

Carried Unanimously

COMMITTEE

165/19

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE
166/19

Moved by Rick Anderson that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
167/19

Marie Logan, Chair

Sheila Laqua, Executive Secretary