

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, May 22nd, 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, 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

- | | | | |
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| A.1 | Moved by Blair Lowry that the Board approve the agenda. | Carried Unanimously | AGENDA
APPROVED
196/19 |
| A.2 | Moved by Jennifer Crowson that the Board approve the <u>Minutes of the Regular Board Meeting, held Thursday, April 18th, 2019</u> as provided by Enclosure #1 of the agenda. | Carried Unanimously | BOARD MEETING
MINUTES APPROVED
197/19 |
| A.3 | Moved by Derek Baron that the Board approve the <u>May 2019 Payment of Accounts</u> in the amount of \$1,657,997.72 was provided in Enclosure #2 of the Agenda. | Carried Unanimously | PAYMENT OF ACCOUNT
APPROVED
198/19 |
| A.4 | Move Rick Anderson by that the Board approve the second reading of <u>Policy GCNN: School Administrator Evaluation</u> as provided by Enclosure #3 of the agenda. | Carried Unanimously | SECOND READING OF
POLICY GCNN APPROVED
199/19 |

DISCUSSION ITEMS

D.1 Years of Service Recognition Awards

Members of the Board of Trustees will be handing out the Years of Service Recognition Awards to employees in the Horizon School Division. This award is given to employees who have reached significant milestones. I.e. 5, 10, 15, 20 years of service etc.

D.2 CSBA Strategic Plan Survey

Trustee provided input into the national priorities to ensure effective national collaboration and leadership.

D.3 Rebranding (Logo)

A discussion was held regarding possibilities for rebranding including a redesign of the logo.

D.4 Letter to MLAs and Minister of Education

The Horizon School Division Trustees unanimously agreed to send a letter to the Premier, Minister of Education and the 2 local MLAs, outlining the Board's priorities and what the trustees believe to be among the most pressing issues for Alberta's education system.

Jason Miller, Director of Finance presented the Financial Report for the period ending April 30, 2019

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the May 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 instructional and assignable time, staffing, short listing, transportation, off-campus excursions, student and staff conduct and discipline, and guidance with regard to student and parental concerns.

Personnel Management

- School administration hiring has concluded with the latest announcements:
 - Taber Christian School –Vice Principals
 - Wendy Peters and Trina Mantler-Friesen
 - W.R. Myers High School – Vice Principal
 - Greg Bowes

Policy and Strategic Planning and Reporting

- No policy meetings have occurred this month.

Fiscal Responsibility, Organizational Leadership and Management

- School administration is working with Senior Leadership in the preparation of a balanced budget that will be coming to the Board in June for approval. There has been little communication from the new government regarding financial plans but the Premier indicated that a provincial budget will not be forthcoming until the fall. As such, the spring budget will be based on assumptions with a fall update to follow.

Communications and Community Relations

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
 - Division Office staff meeting
 - Senior Administrative Leadership Team meeting
 - DAF/WRM modernization meeting. DAF is scheduled to move into the modernized portion of the DAF/WRM complex on the long weekend.
 - Kanai Board of Superintendent meeting
 - Council of School Council meeting
 - Board tour – the superintendent and three (3) trustees toured five (5) Hutterian Colony Schools (Fairlane, Prairiehome, Delco, Oaklane, and Hillridge)
 - Admin meeting
 - Edwin Parr Awards (celebration of Zone Six, outstanding first year teachers)

I.2 Trustee/Committee Reports

I.2.1 Zone 6 ASBA Report

Marie Logan shared the following May 2019 Zone 6 ASBA meeting update with the Board:

- The Edwin Parr evening was well attended with all 10 schools in Zone 6 having nominees.
- The ASBA Budget was presented
- The Canadian School Board Association 2020 Conference will be held in Banff
- A Zone 6 collective agreement summary will be prepared once all of the agreements have been finalized

I.2.2 Facilities Report

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

Capital Projects:

- D.A. Ferguson/W.R. Myers move-in date has been postponed to the summer months
 - The Board will be touring the Modernized complex after the Board Meeting on June 26th
- Possible ceremony to be held in the Spring of 2020

Other:

- The shared, Vauxhall High School, Vauxhall Elementary School & Horizon MAP, greenhouse project is complete.
- School address signs being updated
- Camera installation is ongoing
- IMR Projects are nearing completion
- 2019-2020 2nd draft of IMR project presented. Final approval by the Board will be held at the June Board Meeting

I.2.3 Administrator's Meeting Report

Wilco Tymensen, Superintendent provided the following May 2019 Administrator's Meeting update to the Board.

Topics discussed included:

- May Administrator's Meeting was held at the Saipoyi Community School in Stand Off
- Morning Professional Development focused on the new TQS and Career-Long Learning
- Afternoon focused on staffing & preliminary budgeting and "What if...Scenarios"

I.3 Associate Superintendent of Finance and Operations Report

Phil Johansen provided a May 2019 update to the Board:

- Addressing the Budget
- Attended the ASBOA Annual Conference
 - Talked to colleagues about possible budget scenarios
- Preliminary work on the budget
- Reviewing Insurance schedule
- OH&S

I.4 Associate Superintendent of Learner Services Report

Amber Darroch, Associate Superintendent of Learner Services, shared the following May 2019 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

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- Benita Peters provided a presentation on Low German Mennonite education to our Learning Support Teachers group. She did a wonderful job describing what school is like for our students in Mexico and the dramatic differences in the schooling and education we provide here in Canada and Horizon School Division.
- Jurisdiction Technology Leaders meet twice provincially and Amber attended the spring meeting in Edmonton. The group shares updates on educational trends and challenges in the area of technology. A highlight was a presentation by "Millenium STEM", a new society of first-year university students who wish to promote STEM (science, technology, engineering, math) career opportunities to middle and high school students. The students organized a career conference this past November and Horizon will be watching for the November 2019 event so that we can promote our students' attendance if possible. The careers in this area are so diverse and unknown that it is an excellent opportunity for students.
- With evolving technology, we are looking at alternatives to the "SMARTBoard" to support instruction. Many schools are

choosing to replace SMARTboards with other hardware as the need arises. Amber has investigated how math tools we have already adopted (Equatio) might be used in new ways to provide students with the same degree of interaction and engagement in their learning as the interactive whiteboard has in the past.

- As mentioned in her March report, Amber has been consulting with partners regarding "Leader in Me", the school-based offshoot of Franklin Covey's Seven Habits of Highly Effective People which promotes student leadership, strong relationships, social-emotional skills, student achievement and engagement. Through April and May, she has collaborated with four other CASS Zone 6 school jurisdictions to propose how we could take advantage of a "district" level license with Franklin Covey and share the advantages between us. Meetings have led to a pioneering model to explore "Leader in Me" across a region while at the same time actively seeking large scale corporate sponsorship that would enable us to offer the highest level of support and service to schools across our region who choose to participate.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Christa Haverhals, Learning Support Teacher from Taber Christian School provided a presentation to our LST group on the PATH (Planning Alternative Tomorrows with Hope) - a person centered planning approach for transitioning students. Her energy and passion for the process were very well received.
- Robbie Charlebois attended a transitions services fair hosted by the Lethbridge College and the University of Lethbridge. The fair offered valuable information regarding academic support, learning or testing accommodations, counselling and career services, and Indigenous services available to our high school students who transition to Lethbridge post-secondary schools.
- Southwest Regional Collaborative Service Delivery (RCSO) hosted day two of the Educational Assistant Community of Practice (EA CoP), including some of our Horizon assistants.
- Angela Miller provided and Animal Assisted Therapy Group for 6 weeks for 5 students from DAF for 6 weeks around boundaries, relationships, conflict and assertiveness. Feb. 25-April 15.

LEADERSHIP PRACTICES

- Amber is joining Angela in participating regularly at TCAPS (Taber Community Action & Prevention Society) meetings. The group's participation spans more broadly than the Family School Liaison Program alone, so it will be helpful to have two roles participate.
- Benita and Amber have participated with the Southern Alberta Kanadier Association (SAKA) in coordinating services and supports for Low German Mennonite people. Benita is leading an initiative to compile Low German audio files that share general information for newcomers to Canada about how things like education, health care, and policing work in Canada. This resource and a compilation of services by the community will be hosted on our new Horizon website which will also drive web traffic to our site.
- Amber is a member of the Lethbridge College Child and Youth Care Program Advisory Committee and attended the annual meeting held May 2nd. The committee shares dialogue about the ongoing evolution of the program and its associated practice and Horizon's feedback on what we require from CYC's in the field is shared. The May meeting highlighted new legislation which will require all Horizon counselling staff to become provincially certified.
- Horizon is a member of the Southern Alberta Computer Consortium (SACC), a group of school jurisdictions which leverages purchases and support of technology by working together. Due to a global shortage of materials required to process computer chips, many organizations, including school divisions, are encountering delays of months at a time to take delivery of their orders. Our contracted vendor, TLD Computers, is buying up a supply of some of our frequently purchased equipment like Chromebooks so we can have a local back up plan. Amber and the tech team attended the spring SACC meeting to review this and other strategies.
- Alberta Education has the intent that student records shared between school authorities within the province must be digital by Fall of 2020. As all of our student records (cumulative files) are paper at this point, the challenge of digitizing all student records is significant. Amber is partnering with CASS Zone 6 leaders to develop a shared strategy to support schools in scanning current and future documents in order to be compliant with the long term requirements.
- The new Horizon website is well on its way to being designed. A small group is consulting with the developers as decisions need to be made on the division site layout and content. A group of principals are also consulting on decisions regarding the school website template which will also be adopted. The websites will launch for the start of the school year along with the new Horizon School Division #67 logo, also under development and looking great!

LOW GERMAN MENNONITE SUPPORT SERVICES

Highlights of Recent Activities

As per our goals this year, the LGM Consultant position transitioned to full time. The following summarizes the ongoing nature of supports being extended to schools and the division:

- Translated for parent-teacher interviews and Instructional Support Plan meetings at different schools during March

reporting time

- Made phone calls for school staff to parents who don't speak English
 - Clarified misconceptions about our public schools to parents who then decided to stay in school or come back to school
 - Did a few school tours with parents new to the area or our schools
 - Helped parents fill registration forms
 - Supported Locally Developed Language and Culture course by visiting classes and concerts. Also, Benita collaborates with the "German teacher" Educational Assistants on best practices and implementing resources acquired from Mexico.
 - Hosted a booth at the Taber and Community Adult Learning Multicultural Event
 - Helped organize a Mennonite History night together with TMS
 - Connected with parents through a socializing event at school (Faspa)
 - Translated for meetings with AISH workers
 - Translated for Developmental Checkups for the Horizon Early Learning Program
 - Assisted the clinical team with translation from Low German to English
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FAMILY SCHOOL LIAISON PROGRAM

Highlights of Recent Activities

Clinical Team Leader Activities

- Clinical Team Leader sat on the Rural Collaborative Service Delivery Committee for planning and running a Mental Health Conference for all mental health professionals and educators throughout Southern Alberta.
- Clinical Team Leader sits on several boards and committees in Taber such as: Taber and Community Action and Prevention Society and board for Horizon Victims Services, Multi-disciplinary Services Team, Multi-disciplinary Intervention Services Team for Youth Committee, Mental Health Committee for RCSd, VTRA protocol writing committee, VTRA scenario writing committee, Child and Youth Care committee from the Lethbridge College, Interjurisdictional Wellness Committee and Headstrong Planning committee for Southern Alberta.
- We were successful in securing an expansion grant from AHS for our Mental Health Capacity Building project and will be hiring new staff over the next couple of months to expand our preventative mental health work to our rural schools.
- We are partnering with Safe Haven for 6 weeks over the summer by having two of our Family Connections Worker staff help plan and run summer camps for children. Our FSLP team does referrals to these camps as well.
- Currently working on setting up students with summer camps by helping families register their children.
- Family School Liaison Program received \$2000 and 400 backpacks from Telus for our backpack program that will run by referral only from our FSLP team and outside agencies. The backpack program will run August 28, 2019. Additionally, received \$3000 from Interpipeline to go towards the backpack program, Spark Fair and Wellness packs that we deliver to grade 5/6 students in June to discuss transitioning to a new school.
- Received \$1500 from Kinsmen towards funding students to attend summer camps.
- Growers Supply gave our program for our Spark Fair that will be running May 23.
- Our Family Connections Program took two CYC practicum students from the Lethbridge College this year. Additionally, we took a Social Work Student for four months.
- We will be accepting a BSW student for the next school year that will remain with our FSLC program for nine months. Potentially will be taking a Masters student for the 2019-2020 school year as well.
- Clinical Team Leader attended the Banff VTRA conference in April around updates in VTRA.
- Clinical Team Leader provided supervision monthly and Professional Development to FSLP staff around updates in VTRA, hoarding behaviors, emotional regulation, documentation, file keeping, LGM presentation, updated policies, file reviews, and Jody Carrington Book Review and Wellness day in Lethbridge (where I presented at) ran once a month case consults, and organized once a month FSLP staff meetings.
- Clinical Team Leader provided evaluations to new staff
- Clinical Team Leader went over personal growth plans with FSLP staff
- Clinical Team Leader conducted and consulted on 9 threat assessments 2019 school years so far.
- Clinical Team Leader is the main contact for mental health concerns for Principals.
- Clinical Team Leader attends Collaborative Response Meetings at schools when possible.
- Clinical Team Leader provided a Mental Health and Animal Assisted Therapy Workshop to MAP students during mental health week.

Division-Level Activities

- Family Connections staff have been working on Spark Fair organizing/donations, Resiliency Celebration planning, Wellness Packs donations, and updating Summer Camp lists

Further highlights from some schools include:

Vauxhall High School (Joel Blake, FSLC; Katie West, Family Connections)

- For Mental Health Week the Headstrong students used their grant money to purchase silicone bracelets that read 'Don't believe everything you think', and the Kids Help Phone number on the opposite side. Students handed the bracelets out at lunch for free, asking for food or monetary donations. The students will put the funds back into the VHS Staff's 'Christmas Family' fund.
- Experiential Learning Week May 6-10. Grade 10 and 11 students are participating in a wide array of specific topics for the week. Experiences were held at Lethbridge College, VHS and MAP. Examples include psychology, medical sciences, climbing, baseball, cosmetology, outdoor survival and agriculture.
- A "4th R" program has been running with grade 8 students.
- For Mental Health week, the Headstrong students were supported to set up a booth and sell bracelets (purchased with Headstrong fund money) to raise money for the local food bank.
- The ongoing mentorship program is wrapping up the end of this month.

Horizon MAP (Joel Blake, FSLC; Katie West, Family Connections)

- The Healthy Snack program has been a consistent success at MAP. The staff members have taken pride ensuring healthy snacks are available to the students.
- A Monthly Feature Snack is organized with the Nutrition Committee (grade 7-12 students)
- Katie presented on self-care to MAP/VHS students for Experiential Learning Week. MAP students participated along with VHS student in the Experiential Week events.

Central School (Jenn Hengeveld, FSLC; Dionne McCracken, Family Connections)

- We were running a lunch club group as well as participated in Hats On for Mental Health.

Taber Mennonite School (Jenn Hengeveld, FSLC)

- At TMS I have been running a girl's friendship group for all grade 6 and 7 girls as well as meeting with the Headstrong group.
- A Mental Health presentation was shared with the grade 8 and 9 students.

Chamberlain/ATL (Glenn Jankowiak, FSLC; Katie West, Family Connections)

- Small counselling groups have been running:
 - Boys' counselling group
 - Second Step with grade 3/4 class
 - G.I.R.L.S program with Grade 8/9 girls
 - Tattling vs. Telling with Grade 1/2
- A Community Toy and Clothing Swap was organized at the school (April 15)
- For Mental Health Week, a stress kit making booth was set up and daily "brain break" dances/exercises were run with students.
- Mental Health Literacy is being taught to Grade 9 students

Vauxhall Elementary School (Katie West, Family Connections Worker)

- Small counselling groups are running with targeted students:
 - Kelso's Choices with grade 3 at VES
 - Second Step with grade 4 at VES
 - Social Group for select grade 3 girls at VES - working on Empathy, Friendship, and Leadership skills
- The Weekly Healthy Snack Program is operated utilizing grade 6 students help
- Daily "brain break" dances/exercises were run with students during Mental Health Week

LT Westlake Fine Arts Elementary (Marie Hutchison – FSLC; Dionne McCracken)

- FSLP staff have been helping with a School Wide Wellness Initiative

I.5 Associate Superintendent of Programs and Human Services Report

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

Building Effective Relationships

- Participating in local bargaining process ongoing.
- Career Transitions – Chair of the board.
- Spring staffing process has been slightly delayed and will continue
- Attending Lomond Graduation Celebration May 17

Modeling Commitment to Professional Learning

- Attend CASS Professional Learning Events and CASSIX meetings
- 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
- Attending Accommodation Law Conference May 29/30
- Completed SLOS certification

Visionary Leadership

- Supported school based planning for a Horizon Experiential Week in conjunction with LCC, Livingstone Range, and Palliser School Division May 6-10, 2019.
 - ERHS, HMAP, VHS and ATL participated

Leading Learning

- Ongoing support for Principals with staffing concerns.
- Facilitated multiple FNMI learning opportunities for teaching staff and administrators

Supporting First Nations, Metis and Inuit Education for All Students

- Indigenous Champions – sharing resources and professional learning opportunities.
 - Champions attending an experiential learning opportunity May 28 at Kainai
- 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).
 - Member of board of directors
- Professional learning opportunities for staff
 - Blanket Exercise
 - Scheduled Blanket Exercises: Colony Teachers, May 30
 - Completed in 11 schools
 - May 28 Kainai day of land learning
 - May 30/June 1 Land based learning at Olds College
 - May 30 Indigenous Hand Games and Ways of Knowing, Piikani Nation
- Learning facilitated for students
 - Multiple cultural presentations in schools – dancers, drummers, moccasin making, beading, Elder presentations
 - May 14 – Lomond School Field Trip to Siksika – hosted by and partnership with Siksika Outreach School
 - National Indigenous Peoples Day celebrations occurring in many schools in May/June and public event June 21 at Confederation Park
 - Orange shirt Day competition

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

School Authority Operations and Resources

- Finalizing spring staffing adjustments
- Developing jurisdiction approach to Indigenous resource purchases and dispersion through heading a working committee.

1.6 UCP Education Platform

- The United Conservatives presented their plan on Making Life Better for Students, Parents and Teachers.

1.7 Task Force on Teaching Excellence

- 25 recommendations were shared from the Task Force on Teaching Excellence as the UCP has indicated that they intend to implement selected recommendations

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure #12 of the agenda.

COMMITTEE ITEMS

Moved by Christa Runka that the Board meet in Committee.

Carried Unanimously

COMMITTEE
200/19

Moved by Blair Lowry that the meeting reconvene.

Carried Unanimously

RECONVENE
201/19

Moved by Derek Baron that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
202/19

Marie Logan, Chair

Sheila Laqua, Executive Secretary