

Horizon School Division

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Monday, November 25th, 2019 beginning at 1:20 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
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

REGRETS: Rick Anderson, Trustee

ACTION ITEMS

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| A.1 | Moved by Blair Lowry that the Board approve the agenda. | AGENDA
APPROVED
295/19 |
| | Carried Unanimously | |
| A.2 | Moved by Bruce Francis that the Board approve the Organizational Meeting, held Monday, October 28th, 2019 as provided by Enclosure #1 of the agenda. | ORGANIZATIONAL
MEETING MINUTES
APPROVED
296/19 |
| | Carried Unanimously | |
| A.3 | Moved by Bruce Francis that the Board approve the Minutes of the Regular Board Meeting, held Monday, October 28th, 2019 as provided by Enclosure #2 of the agenda. | BOARD MEETING
MINUTES APPROVED
297/19 |
| | Carried Unanimously | |
| A.4 | Moved by Derek Baron that the Board approve the November 2019 Payment of Accounts in the amount of \$2,250,626.88 as provided in Enclosure #3 of the agenda. | PAYMENT OF
ACCOUNT APPROVED
298/19 |
| | Carried Unanimously | |
| A.5 | Moved by Derek Baron that the Board approve the Audited Financial Statements of the year ending August 31, 2019 as presented by Avail, CPA, Darren Adamson. | AUDITED FINANCIAL
STATEMENTS
APPROVED
299/19 |
| | Carried Unanimously | |
| A.6 | Moved by Bruce Francis that the Board approve the Fall Budget Update with a deficit of \$967,458.00. | FALL BUDGET UPDATE
APPROVED
300/19 |
| | Carried Unanimously | |

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| A.7 | Moved by Jennifer Crowson that the Board approve the first reading of Policy HIAE – School Fees as provided by Enclosure #4 in the agenda. | FIRST READING
POLICY HIAE
APPROVED
301/19 |
| A.8 | Moved by Derek Baron that the Board approve the second reading of Policy FD – Disposal of Division Property as provided in Enclosure #5 in the agenda.

Carried Unanimously
Moved by Jennifer Crowson that the Board approve the final reading of Policy FD – Disposal of Division Property as provided by Enclosure #5 in the agenda. | SECOND READING
POLICY FD APPROVED
302/19

FINAL READING
POLICY FD APPROVED
303/19 |
| A.9 | Moved by Blair Lowry that the Board approve the second reading of Policy GC – Superintendent of School as provided in Enclosure #6 in the agenda.

Carried Unanimously
Moved by Bruce Francis that the Board approve the final reading of Policy GC – Superintendent of School as provided by Enclosure #6 in the agenda. | SECOND READING
POLICY GC APPROVED
304/19

FINAL READING
POLICY BGC
APPROVED
305/19 |
| A.10 | Moved by Christa Runka that the Board approve the second reading of Policy GCNO – Evaluation of Family Liaison Counsellors as provided in Enclosure #7 in the agenda.

Carried Unanimously
Moved by Derek Baron that the Board approve the final reading of Policy GCNO – Evaluation of Family Liaison Counsellors as provided by Enclosure #7 in the agenda. | SECOND READING
POLICY GCNO
APPROVED
306/19

FINAL READING
POLICY GCNO
APPROVED
307/19 |
| A.11 | Moved by Jennifer Crowson that the Board approve the second reading of Policy HGBG – Home Education as provided in Enclosure #8 in the agenda.

Carried Unanimously
Moved by Blair Lowry that the Board approve the final reading of Policy HGBG – Home Education as provided by Enclosure #8 in the agenda. | SECOND READING
POLICY HGBG
APPROVED
308/19

FINAL READING
POLICY HGBG
APPROVED
309/19 |
| A.12 | Moved by Christa Runka that the Board approve the second reading of Policy IFH – Formal Parent-Student Appeals and Dispute Resolution as provided in Enclosure #9 in the agenda.

Carried Unanimously
Moved by Bruce Francis that the Board approve the final reading of Policy IFH – Formal Parent-Student Appeals and Dispute Resolution as provided by Enclosure #9 in the agenda. | SECOND READING
POLICY IFH APPROVED
310/19

FINAL READING
POLICY IFH APPROVED
311/19 |
| | Carried Unanimously | |

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| <p>A.13 Moved by Jennifer Crowson that the Board approve the second reading of Policy IGAA – Use of Physical Restraints as provided in Enclosure #10 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> <p>Moved by Derek Baron that the Board approve the final reading of <u>Policy IGAA – Use of Physical Restraints</u> as provided by Enclosure #10 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> | <p>SECOND READING
POLICY IGAA
APPROVED
312/19</p> <p>FINAL READING
POLICY IGAA
APPROVED
313/19</p> |
| <p>A.14 Moved by Blair Lowry that the Board approve the second reading of Policy IO – Student Records as provided in Enclosure #11 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> <p>Moved by Christa Runka that the Board approve the final reading of <u>Policy IO – Student Records</u> as provided by Enclosure #11 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> | <p>SECOND READING
POLICY IO APPROVED
314/19</p> <p>FINAL READING
POLICY IO APPROVED
315/19</p> |
| <p>A.15 Moved Derek Baron by that the Board approve the second reading of Policy JFCH – Illicit and Controlled Substances and Medical Management as provided in Enclosure #12 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> <p>Moved by Jennifer Crowson that the Board approve the final reading of <u>Policy JFCH – Illicit and Controlled Substances and Medical Management</u> as provided by Enclosure #12 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> | <p>SECOND READING
POLICY JFCH
APPROVED
316/19</p> <p>FINAL READING
POLICY JFCH
APPROVED
317/19</p> |
| <p>A.16 Moved by Derek Baron that the Board approve the second reading of Policy JHF – Welcoming, Caring, Respectful and Safe Learning Environments as provided in Enclosure #13 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> <p>Moved by Christa Runka that the Board approve the final reading of <u>Policy JHF – Welcoming, Caring, Respectful and Safe Learning Environments</u> as provided by Enclosure #13 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> | <p>SECOND READING
POLICY JHF
APPROVED
318/19</p> <p>FINAL READING
POLICY JHF APPROVED
319/19</p> |
| <p>A.17 Moved by Blair Lowry that the Board approve the second reading of Policy JMA – School Councils as provided in Enclosure #14 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> <p>Moved by Bruce Francis that the Board approve the final reading of <u>Policy JMA – School Councils</u> as provided by Enclosure #14 in the agenda.</p> <p style="text-align: right;">Carried Unanimously</p> | <p>SECOND READING
POLICY JMA
APPROVED
320/19</p> <p>FINAL READING
POLICY JMA
APPROVED
320/19</p> |

DISCUSSION ITEMS

D.1 CHRISTMAS CONCERT ATTENDANCE

Trustees and Sr. Administrator's will be attending school and colony concerts throughout the month of December.

D.2 THREE-YEAR EDUCATION PLAN (Tabled until December 16, 2019)

INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

Wilco Tymensen, Superintendent, shared the following November 2019 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: off-campus excursions, student and staff conduct and discipline, guidance with regard to student and parental concerns, and attendance at Erle Rivers High School's school advisory council meeting.
- As the second vice president of the Collage of Alberta School Superintendents, November has included a number of CASS executive meetings. Meetings typically involve provincial education perspectives, discussions with the Ministry regarding future direction and sharing of perspectives. This month also included a meeting with the Minister of Education.
- The following school were visited this month: ACE, BAR, DAF, DRH, ERHS, HAYS, LTW, MRE, VES, VHS, and WAR

Personnel Management

- Principal Growth Planning Meetings as well as strategic and accountability sessions focused on school three year plans are underway
- Attended a McLennan Ross Law webinar regarding layoffs and terminations
- Interviews for the new Associate Superintendent of Programs and Human Services were undertaken

Policy and Strategic Planning and Reporting

- No policy meetings have occurred this month. However, extensive review of policies due to legislative changes has occurred over the summer. The school fee policy was also adjusted to allow for transportation fees and removal of the requirement for Ministerial approval.
- Met with AB ED field services and toured Hays School's tiny house project.

Fiscal Responsibility, Organizational Leadership and Management

- Collective bargaining with both the ATA and CUPE has begun.
- Budgeting conversations have been extensive this month
- Attended the College of Alberta School Superintendent fall issues forum where budgets and HR practices were a prominent discussion topic

Communications and Community Relations

- A number of meetings and celebrations were attended over the last month. These include but are not limited to
 - Senior Administrative Leadership Team meeting
 - Administrator meeting
 - Division Office staff meeting
 - College of Alberta School Superintendent, Superintendent Leadership Quality Standard PD committee meeting
 - Council of School Council meeting
 - Government of Alberta's Choice in Education Act webinar
 - Alberta School Board Association Fall General Meeting

I.2 TRUSTEE/COMMITTEE REPORTS

I.2.1 ASBA Zone Meeting Report

Marie Logan, Zone Chair, provided the following summary of the November Zone 6 ASBA Meeting:

- No report

I.2.1 Facilities Report

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

- DAF/WRM Capital Projects
 - Photos
 - DAF/WRM Gymnasium Acoustics
- Water Quality Testing
- Heat Detector Recall
- 2019 IMR projects are complete
- 2020 IMR project approved and will begin in December

I.2.2 Administrator's Meeting Report

Bruce Francis, Trustee, provided the following summary of the November Administrator's Meeting:

- Vaping Presentation by Alberta Health Services
- YouTube and Copyright
- "What if" scenarios
 - Responding to Student Incidents
 - Responding to Student Complaints
 - "You Be the Judge"
- Recess
- Teacher evaluation
- Budget
- After-hour communication
- Division Wide PD Day
- School Carryovers
- Transportation Review

- APEX Youth Awards
- AB ED Business Plan
- Instructional Coach Update

I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS REPORT

Phil Johansen, Associate Superintendent of Finance and Operations shared the following November 2019 summary to the Board:

- Focus on Year-end and Fall Budget Updates

I.4 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

Amber Darroch, Associate Superintendent of Learner Services, shared the following November 2019 report with the Board:

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

- A division-wide professional learning day was held Monday, Nov 18 and it had a strong focus on student success and professional collaboration. Teacher, educational assistants, secretaries and library/learning commons facilitators all had sessions geared to their roles. Teacher feedback on the day indicates that collaboration time (Teachers Learning through Collaboration groups) is highly valued, and support staff applauded keynote speaker Rick Gilson, Executive Director from SAPDC (Southern Alberta Professional Development Consortium) for sharing messages of teamwork, collaboration, and making a difference.

KEY ACTION AREA #2:

Response to Instruction and Intervention

LEADERSHIP PRACTICES

- Amber hosted the provincial online meeting of curriculum leaders from various school divisions on November 1st.
- Meetings with principals on their professional growth plans and school goals have continued this month.
- Amber and Robbie, along with a number of Horizon principals and vice-principals, attended one-day Teacher Growth, Supervision and Evaluation workshop put on by the ATA.

FAMILY SCHOOL LIAISON PROGRAM REPORT

Our counselling team, including the Family Connections Wellness Coaches funded through the Mental Health Capacity Building project, provide small group and class programming to help promote health,

wellness and social-emotional learning. These programs are research-based and geared to specific age levels. They include:

Second Step, Hope Squad, Kelso’s Choice, Peace Police recess program, Kimochis, and Superflex. The FSLP team also helps identify students who may have families with limited funds for Christmas and refers them to the “Angel Tree Program”. Christmas gifts get distributed to these children and youth before the Christmas break. A drive for cold-weather coats and clothing is happening right now for families in need of winter clothes.

The counselling team also has a strong tradition of a mentorship program, pairing younger students with older ones. There are currently 16 grade 9-1 mentors for 16 mentees from DA Ferguson, LT Westlake, Dr. Hamman and Central.

The Regional Headstrong event was October 30. We had 52 students participate out of 120 attendees from the southwest region. Hays, Enchant, Chamberlain, VES, Lomond, Barnwell, W.R.Myers and TMS students participated with the FSLP team accompanying them as well as Scott Petronech, Chamberlain Principal. Angela Miller was a co-MC for the event. Horizon will host the event October 29, 2020 in Taber.

SEPTEMBER/OCTOBER STATISTICS

	September	October
Number of students on current counsellor caseload this month	134	186
Total number of student contacts this month	687	1083
# of students served in presentations	1675	158
Total students served this month via client sessions, drop-in, small groups	379	421
Number of staff served in presentations/consultations	222	171
Number of suicide risk assessments completed	9	4
Number of VTRAs/worrisome behaviour completed	7	6



INSTRUCTIONAL COACH REPORT from Shea Mellow

October has been busy with active professional development for our Horizon staff in a multitude of facets! General statistics include:

October

Principal Meetings	Whole-Staff Coaching	Individual Teacher Coaching	Total School Visits	Additional PD Experiences
5	4	22*	15	3**

* 8 of these are involved in a coaching cycle; this is at least the second time we’ve met

** Inclusive of *Formative PD* (assessment), Southern AB Learning Coach meeting, and attending Ron Ritchhart (Creating Cultures of Thinking)

Highlights

#1: Colony School Visit/Coaching: Travelling with the principal of the Hutterite Schools, I was enlightened and inspired to learn more and set goals to provide more for this unique portion of our staff and students. Discussing the unique needs with one particular colony teacher, I was pleased to offer some suggestions which this teacher put into effect immediately. The success he saw that day shows great potential for future progress and success for this teacher, and ultimately, these students. With the other teacher, intentions to develop extensive 5-year ELA plans, which is unique to this context, but valuable for all colony contexts, is very conducive to conceptual learning. I'm eager to continue refining instruction with these teachers, with the intent of being beneficial to all colony teachers.

#2: Coaching Cycles: Having the opportunity to proceed with a coaching cycle with 8 teachers thus far has shown great rewards. With limited budgets, we are being creative with meeting times and the benefits of returning to the work we started previously, shows continuity and real progress. I'm very excited to continue working with these cycles as I see real results coming from these concerted efforts.

#3: PD morning with staff of 4 schools: Recently having the opportunity to address 4 elementary schools at once, with a requested focus on assessment within a conceptual classroom, there is real direction provided for so many staff. The organized effort of these administrators provided an opportunity to springboard a refined direction for so many teachers. Circulating around grade level groups after the presentation, I was able to narrow coaching to the specific needs of individual teachers, all at their own levels with implementing a new conceptual framework in their own classroom instruction. I felt a lot of positive energy as the teachers nodded along as we talked, and obviously understood the potential of refining instruction to facilitate conceptual learning for transfer, engagement, and enhanced assessment.



November 2019

November

Principal Meetings	Whole-Staff Coaching	Individual Teacher Coaching	Total School Visits	Additional PD Experiences
2	-	30*	10	3**

* 27 of these are involved in a coaching cycle; this is at least the second time we've met

** Concept-based Literacy Lessons, Tiffanee Brown and Horizon PD, focusing on conceptual learning in middle school and grade-level meetings focusing on secondary ELA

Highlights

#1: The power of Formative: There has been an increase in teachers becoming aware of the opportunity to enhance instruction and formative assessment through the use of Formative (www.goformative), an online tool our division is supporting and encouraging the use of in our

classrooms. As I work with teachers, in-servicing on the many benefits of this tool, their eyes light up as they foresee the potential. This tool offers engaging experiences for students and allows teachers to collect data on whole-class and individual achievement and track progress. This data can be used to guide instruction and provide clarity for differentiation. Among many attributes, this is an excellent tool to use with ELL students as it offers many modes of delivery, including audio, text, video, etc. I look forward to continuing to promote the many benefits and ease of use of Formative.

#2: Collaboration with other school divisions: Working alongside Lethbridge School Division and Holy Spirit School Division has provided for some wonderful dialogue on coaching systems throughout other divisions. Within a small group of coaches meeting periodically throughout the year, we all gain insight in how to provide opportunities to our staff to enhance all of our schools. It has opened an opportunity to visit a school in Lethbridge which focuses on multi-level classrooms with a colleague in Horizon who is looking for supports when developing new routines and effective instruction for a new multi-level class she is teaching. This sort of collaboration is what education is all about and inspires the idea of teachers as the lead learners.

I.5 ASSOCIATE SUPERINTENDENT OF PROGRAMS AND HUMAN SERVICES REPORT

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

- Facilitated a session for CALM teachers with the Horizon Career Practitioners to improve the quality of opportunities for students to investigate their career paths in CALM classes across the division, including having increased involvement from our Career Practitioners
- Held first meeting of our Indigenous Committee to develop our three-year plan and set our goals/strategies for this year's work in Indigenous Education in Horizon.
- Southern Alberta Student Leadership Conference happened Nov. 13 at the University of Lethbridge. Feedback from attendees has so far been very positive with student leadership action plans occurring in several of our schools as a result. Reports are that students returned 'fired up' to get things going. I have been a part of the planning committee for the first two years' events.
- Also been busy preparing to transition my role and making sure things are left in a good place for the person taking over.
- Thank you to Wilco and the board for the opportunity to grow and develop in such a positive environment. The board is exemplary in their role and has provided me a fabulous example of how trustee and senior administration relationships should function. I am sad to be leaving a wonderful organization and hope to be able to recreate the positive and productive relationship in my new jurisdiction.

CORRESPONDENCE

No Discussion items came forward from the Correspondence as provided by Enclosure #17 of the agenda.

COMMITTEE ITEMS

Moved by Blair Lowry that the Board meet in Committee.

Carried Unanimously

COMMITTEE

321/19

Moved by Derek Baron that the meeting reconvene.

Carried Unanimously

RECONVENE

322/19

Moved by Bruce Francis that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED

323/19

Marie Logan, Chair

Sheila Laqua, Executive Secretary

