

# Horizon School Division No. 67

6302 – 56 Street Taber, Alberta T1G 1Z9  
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999  
[www.horizon.ab.ca](http://www.horizon.ab.ca)

The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Tuesday, September 26<sup>th</sup>, 2017 beginning at 1:00p.m. in the Eric Johnson Room.

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

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Anita Richardson, Associate Superintendent of Programs and Human Services  
Amber Darroch, Associate Superintendent of Learning 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 additions:  | AGENDA<br>APPROVED  |
|     | A.4 – Locally Developed Courses: Religious Studies  |   |
|     | Carried Unanimously   | 129/17  |
| A.2 | Moved by Derek Baron that the Board approve the <a href="#">Minutes of the Regular Board Meeting, held Tuesday, August 29<sup>th</sup>, 2017</a> as provided by Enclosure 1 of the agenda.  | BOARD MEETING<br>MINUTES APPROVED                             |
|     | Carried Unanimously   | 130/17  |
| A.3 | Moved by Terry Michaelis that the Board approve the <a href="#">September 2017 Payment of Accounts report</a> in the amount of \$2,064,372.30 as provided in Enclosure 2 of the agenda.   | PAYMENT OF<br>ACCOUNT<br>APPROVED                             |
|     | Carried Unanimously   | 131/17  |
| A.4 | Moved by Jennifer Crowson that the Board approve the locally developed high school courses Religious Studies: Book of Mormon, Part A and B (three credits each) acquired from Westwind School Division from August 31, 2017 to August 31, 2021. | LOCALLY<br>DEVELOPED<br>COURSES RELIGIOUS<br>STUDIES APPROVED |
|     | Carried Unanimously   | 132/17  |

## DISCUSSION ITEMS

### No Discussion Items

## INFORMATION ITEMS

### I.1 Superintendent's Report

Wilco Tymensen's September report to the Board included the following:

#### **Educational Leadership and Student Welfare**

- Start-up meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety and well-being, financial management, instructional leadership. This month they also included budgeting, staffing, facility use, transportation,

off-campus excursions, and Alberta Education requirements.

- Attended the AB ED School Act Consolation Meeting.
- Met with ATA representation related to the “Classroom Improvement Fund” stemming from the recently ratified provincial Memorandum of Agreement.

### **Personnel Management**

- Three new principals (Hays, W.R. Myers, and Chamberlain) are being evaluated this year.
- M.D. of Taber has hired three ex RCMP officers as community liaison law enforcement personnel who have reached out to Horizon Schools within the MD.

### **Policy and Strategic Planning**

- Policy work is ongoing.

### **Fiscal Responsibility, Organizational Leadership and Management**

- Preparation for ATA Collective Bargaining regarding local table matters is ongoing. First meeting is scheduled for November 15, 2017.
- DAF/WRM modernization meetings are ongoing.
- AB ED Nutrition Grant (Central and Chamberlain schools) has commenced for Central and Chamberlain is scheduled to commence in the upcoming month.
- Enrollment as of September 18<sup>th</sup>, 2017 were shared with the Board.

### **Communications and Community Relations**

- A number of meetings and celebrations were attended over the last month. These include but are not limited to:
  - Admin Meeting
  - Staff meeting
  - CASSIX and Pre-CASS HR meetings

## **I.2 Trustee/Committee Reports**

### **I.2.1 Zone 6 ASBA Report**

Marie Logan, Zone 6 representative shared the following with the Board:

- Fall AGM for Zone 6 will be held in November.
- The zone extended sympathy to the families and friends of Helen Cleese and Cathy Cooper.
- The AB ED Consultations Meeting held on September 19<sup>th</sup> & 20<sup>th</sup>, included the following topics: Age of Access, Common Age of Entry, Education Service Agreements, School Fees and Transportations. Information gathered from this meeting will be released in October.
- ASBA will be presenting the “Terms of Service” awards at the AGM. Horizon School Division Board members receiving the award are as follows:
  - Derek Baron                      8 Terms
  - Marie Logan                        7 Terms
  - Bruce Francis                      5 Terms
  - Terry Michaelis                    4 Terms
  - Jennifer Crowson                2 Terms

### **I.2.2 Administrator’s Meeting Report**

Jennifer Crowson reviewed the highlights of the September 12<sup>th</sup>, 2017 Administrator’s meeting. [Click here](#) to review the entire meeting summary.

### **I.2.3 Facilities Report**

Bruce Francis, Facilities Committee Chair, provided a report to the Board on the work undertaken for the month of September 2017 within the Facilities Department and included the following highlights:

- Capital Projects:

- *Barnwell School* - Barnwell School full modernization is substantially complete including all exterior site work. Minor deficiencies are currently being addressed
  - *Warner School* – Phase 1 is complete with work on the exterior in progress.
  - *D.A. Ferguson Middle School* – Construction projected to begin the middle of December.
- Draft 1 of the 2018 IMR Projects was presented to the Board
  - 2017 IMR & Board funded projects are on task

### **I.3 Associate Superintendent of Finance and Operations Report**

Phil Johansen provided an update to the Board as follows:

- Attended the AB ED Consultation meeting on September 19 & 20, 2017.
- Met with Barnwell Public Library Board
- Working on the agreement between the Community/Barnwell Fitness Facility
- Finalized election agreements with the Municipalities

### **I.4 Associate Superintendent of Learner Services**

Amber Darroch, Associate Superintendent of Learner Services, shared the following September 2017 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

## **KEY ACTION AREA #1:**

### **Strong core instruction that develops student competencies**

#### **Literacy**

- Crystal McGregor has been seconded from her principalship at Taber Mennonite School as the Secondary Literacy/English Language Learning Coach for the school year, as funded by the Classroom Improvement Fund negotiated between the provincial ATA and Alberta Education.
- In supporting our literacy initiative in the district, Terri-Lynn Duncan and Crystal worked with Barnwell Elementary staff in late August in the implementation of Fountas and Pinnell Benchmark Assessment in finding students potential of reading levels. There was also a portion of the day that was used to discuss and learn about the Fountas and Pinnell Levelled Literacy Instruction which is an intervention program for students who are struggling in reading.
- As of this school year, all Horizon schools will be aligning their practice by using and tracking universal assessment for all students. All schools have or will be implementing the Fountas & Pinnell Benchmark Assessment System, and will use that data to establish individual student learning profiles using the division's Dossier software.
- Terri-Lynn and Crystal have already worked with many new and continuing teachers to support the initiative above.
- Staff at Central School were led through a workshop on analyzing student running records looking at the meaning, structure, and visual information that students use in reading by Terri-Lynn. This will lead to better understanding of student comprehension and reading strategies used.

#### **Numeracy**

- The "Middle Years Math" project is underway in partnership with Amber Darroch, Dr. Richelle Marynowski, University of Lethbridge and with grant funding from the Alberta Research Network. Ten Horizon teachers representing 7 different schools are working together this year to identify best practice in math instruction and incorporate effective formative assessment strategies.
- A number of Grade 1 teachers are exploring the use of differentiation and assessment in math instruction using approaches parallel to how we are teaching literacy skills. Six teachers are specifically part of a national study on Early Math Instruction by Pearson Canada, and an additional eight teachers are all receiving professional learning support in this area.

#### **Assessment**

- The remainder of secondary schools have come on board with the implementation of Horizon's learner-centred report card for junior high/middle school. Assessment Coach Sharon Skretting has played a key role

in supporting teachers who have not used the software, Students Achieve, previously.

- Amber attended the Alberta Assessment Consortium (AAC) Board of Directors meeting on September 6 and will be working with neighbouring school divisions to participate in a regional assessment conference in Spring 2018.

### **Learning and Technology Policy Framework**

- New robotics and coding equipment kits have been put into circulation this year so that schools have the chance to access innovative learning via Career & Technology Foundations (CTF) or other cross-curricular learning even at elementary. Kits include: “Lego Mindstorm”, “Lego We Do 2.0”, “Dash & Dot” and “Cubelets”.

### **Other**

- During the August start up days for the schools, the Learner Services team facilitated five professional learning events open to all interested Horizon teachers, and also supported targeted training at schools as requested. General PD sessions included:
  - Read & Write Google
  - SIVA Refresher Training (Supporting Individuals through Valued Attachments)
  - English Language Learning
  - Middle Years Math
  - Learning Support Teacher Orientation.

## **KEY ACTION AREA #2:**

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

#### **Collaborative Response**

- Horizon’s other Classroom Improvement Funded position, the Learner Success Coach, has been filled by Coral James who has been seconded from her vice principalship at Central School. Coral’s initial activities have included classroom consultations with teachers with students already identified as requiring specific positive behaviour supports and joining in school-based collaborative response and professional learning community (PLC) meetings.
- The Directors of Learning and key school staff completed Collaborative Response Training with Kurtis and Lorna Hewston on tools to support the implementation of this software in five pilot schools (Milk River Elementary, Erle Rivers High, Vauxhall Elementary, Taber Mennonite, and Dr. Hamman Schools). Collaborative response is the ongoing consultation between classroom teachers, Learning Support teachers, and school leaders on the successes and supports needed for individual students in an inclusive learning environment.

#### **Mental Health**

- Family School Liaison Counselors have attended the opening staff meetings of all Horizon schools to promote a common understanding of the pyramid of counselling interventions available to students and how staff can help students to access these supports.
- The counselling team is pleased to partner with a new Alberta Health Services’ Mental Health Therapist position working on a one-year temporary position with the Holy Spirit and Horizon School Divisions in Taber and surrounding communities. The MHT is responsible for a caseload of children and adolescents in the elementary, middle and high schools with mental health issues and additional complexities such as concurrent substance use. This position will work collaboratively with Family School Liaison Counsellors, other AHS professionals, community partners and natural supports to enhance the lives of these individuals regarding mental health and concurrent disorders.

#### **Early Learning**

- Across the division, there is a slight reduction in Early Learning enrollment and fewer children than the trend in past years have been identified as requiring intervention as per Program Unit Funding (PUF) parameters. However, every school with an Early Learning program has been able to keep the program operating for the 2017-18 school year which promotes student engagement and retention of students for Kindergarten next year.

## **KEY ACTION AREA #3:**

### **Stakeholder engagement impacts student success**

- Horizon welcomes 13 international students from Brazil and Spain for this first semester of the school year. Terri-Lynn provided a workshop for new homestay parents and the to ensure success for the parents that have opened their homes and for the students new to our division.
- To grow and support our international education program in our division Terri-Lynn hosted a tour to a chaperone/agent from Spain to all of our high schools. This tour has the potential of bringing 20 Spanish

student to our division for one semester later this year or for the next school year.

- In support of the Nutrition Program funded by Alberta Education, Terri-Lynn and Darryl Moser hired a food service worker for Central School and have taken steps to set up the systems and equipment required to establish a successful program.

## LEADERSHIP PRACTICES

- All of the Learner Services team members contributed to the Horizon Induction Program for teachers new to Horizon and those new to the teaching profession itself during the orientation event on August 24 & 25.
- Amber attended a provincial meeting in Edmonton on August 23rd representing the Executive of Southwest Alberta Regional Collaborative Service Delivery. The purpose of the meeting was for the Deputy Minister, Alberta Education, Deputy Minister, Children's Services, and staff from the Premier's Office to understand the successes and any obstacles in the work of RCSD across the 17 provincial regions. The government is seeking ways to celebrate the positive impacts of this work on children, youth, and families.

### I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following September 2017 report with the Board:

#### Human Resources

- Still working through Atrieve implementation with ATA staff
- Held initial meetings with all teachers I am evaluating this year
- Created committees to look at:
  - The Teacher Transfer Process
  - The New TQS (when approved)
  - Principal Transition Framework

#### Leadership Practices

- Met with Dan Ferguson, AB Ed. Along with other SALT members.
- Initial phase of planning for the CASSIX summer conference with Senior leadership team
- Initiating the Leadership Cohort for this year

#### Stakeholder Engagement

- Implementing training to access data for the schools who used OurSchool Survey last year
- Implementing SOSQ student survey with several schools this year

#### First Nations, Metis, Inuit

- Visited Majorville Medicine Wheel with some Elders and members of SALT and the Indigenous committee as well as members from MD of Taber and Town of Taber.
- Oct. 19 Professional Learning Day – Presentation from Charlene Bearhead for all staff in the am, “Speaking to the Heart – The Importance of Understanding the First Nations, Metis, and Inuit Perspective for School Communities” and two breakout sessions in the afternoon – one for support staff and one for First Nations Champions
- Indigenous Committee is resuming
- Have established an Indigenous Culture Champion in most schools

### Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 5 of the agenda.

---

Next Board Meeting will be held on Wednesday, October 25<sup>th</sup>, 2017

---

### COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

COMMITTEE

Carried Unanimously

133/17

Moved by Derek Baron that the meeting reconvene.

RECONVENE

Carried Unanimously

134/17

Moved by Rick Anderson that the meeting adjourn

MEETING  
ADJOURNED

Carried Unanimously

135/17

---

Marie Logan, Chair

---

Sheila Laqua, Executive Secretary