



# Board Meeting

**Trustees:**

Lori Hodges  
John McKee  
Martha Ratcliffe  
Shannon Scherger  
Kristy Stevens  
Brad Toone  
Clara Yaacs

**Date:** Tuesday, November 15, 2016  
**Venue:** LRSD No. 68 Central Office Boardroom  
5202 - 5th Street East, Claresholm, AB

**Time:** 9:30 am

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## Call to Order

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9:30 am    **A.    Call to Order** Chair

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## Emergent Changes to the Agenda

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9:30- 9:35    **B.    Emergent Changes to the Agenda** Chair

Recommendation:

That the November 15, 2016 Agenda be approved by the Board of Trustees (as presented or amended).

Moved by: \_\_\_\_\_

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## Adoption of Minutes

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9:35- 9:40    **C.    Adoption of Minutes** Chair  
(Attach)

Recommendations:

That the minutes from the October 18, 2016 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees (as presented or amended).

Moved by: \_\_\_\_\_

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## Presentation

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**D.    AERR Presentation**

9:40-10:20    **D.1 ISS AERR Presentation** P. Pichurski

Paul Pichurski, Principal of Isabelle Sellon School will present his Annual Results Report and Three Year Plan to the Board of Trustees.

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## Action Items

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### E. Action Items

- 9:40- 9:48 **E.1 Board Policy 8, Board Operations** C. Yagos  
(Attach)
- The Policy Committee approved the first reading of changes to Board Policy 8, Board Operations per recommendations at the Committee of the Whole meeting and Board Motions 16-114, 16-115 and 16-116. These changes will be reviewed for approval of the second reading.
- Recommendation:
- That the Board of Trustees approve the second reading of Board Policy 8, Board Operations, as presented or amended.
- Moved by: \_\_\_\_\_
- 9:55-10:02 **E.2 Board Policy 9** C. Yagos  
(Attach)
- The Policy Committee approved the first reading of changes to Board Policy 9, Committees of the Board. These changes will be reviewed for approval of the second reading.
- Recommendation:
- That the Board of Trustees approve the second reading of Board Policy 9, Committees of the Board, as presented or amended.
- Moved by: \_\_\_\_\_
- 10:02-10:08 **E.3 Board Policy 4** C. Yagos  
(Attach)
- The Policy Committee approved the first reading of changes to Board Policy 4, Role of the Trustee. These changes will be reviewed for approval of the second reading.
- Recommendation:
- That the Board of Trustees approve the second reading of Board Policy 4, Role of the Trustee, as presented or amended.
- Moved by: \_\_\_\_\_
- 10:08-10:15 **E.4 Board Policy 21** D. Driscoll  
(Attach)
- The Policy Committee recently approved the first reading of the updated Board Policy 21, Welcoming, Caring, Respectful, and Safe Learning Environment to include the addition of a health and wellness statement as per Board Motion 16-121. These changes will be reviewed for approval of the second reading.
- Recommendation:
- That the Board of Trustees approve the second reading of Board Policy 21, Welcoming, Caring, Respectful, and Safe Learning Environment, as presented or amended.
- Moved by: \_\_\_\_\_
- 10:15-10:35 **E.5 Infrastructure Maintenance & Renewal Expenditure Results & Plan** J. Perry  
(Attach)
- One of a school jurisdiction's highest priorities regarding their school facilities is to ensure that health, safety and essential upgrading needs, including emergent projects, are completed as required. IMR funding is provided to meet these needs

and eliminate deferred maintenance. IMR funding is only provided for government owned facilities and is not provided for privately owned buildings. To deal with emergent projects as they arise, school jurisdictions should consider setting aside contingency funding.

IMR funding may be spent only for approved purposes. Jurisdictions may use the funds to: -ensure school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment; -preserve and improve the quality of the learning environment by: - replacing building components that have failed, -prolonging the life of the facility through planned, proactive replacement of major components; and -upgrading of the educational areas to meet program requirement; -meet the facility requirements of students with special needs; and -replace or upgrade building components to improve energy conservation and efficiency and to achieve costs savings as a result.

The attached report was prepared by Greg Gorzitza, Coordinator of Facility Services. The report shows what was planning and completed in the 2015-16 school year and then provides a plan for the 2016-17 school year.

Recommendation:

That the Board of Trustees approve the 2016-2017 Infrastructure Maintenance and Renewal Expenditure Plan as presented.

Moved by: \_\_\_\_\_

10-35-10:50 **E.6 LRSD Division Office**

*B. Toone*

The Board of Trustees agree in principle to relocate the LRSD Central Office to the G.R. Davis Building in Fort Macleod, subject to negotiation of an acceptable and affordable agreement with the Town of For Macleod. The rational for this is:

- 1) Based on the fact LRSD has a surplus building in Fort Macleod;
- 2) Based on the March, 2016 Motion 15-088: Trustee Ratcliffe moved that given the present condition of the LRSD No. 68 Division Office and Maintenance Facilities, the Board requests that LRSD Senior Administration investigate facility needs, costs, and potential options available for both the Division Office and Maintenance Facilities while also updating the designation of reserves available;
- 3) Based on the June, 2016 Motion 15-123: Trustee Ratcliffe moved that senior administration continue the investigation of cost factors for locations, possible partnerships and rational for modernization of Livingstone Range School Division Central Office and maintenance shops; and
- 4) Based on the September, 2016 Motion 16-121: Trustee Yagos moved that the Board of Trustees direct the Superintendent to engage an independent facilitator to perform a feasibility study on all current and surplus administrative and maintenance facilities.

Recommendation:

That the Board of Trustees agree in principle to relocate the LRSD Central Office to the G.R. Davis Building in Fort Macleod, subject to negotiation of an acceptable and affordable agreement with the Town of For Macleod.

Moved by: \_\_\_\_\_

10-50-11:05 **E.7 Notice of Motion; Ward Review**

*M. Ratcliffe*

At the October, 2016 Board Meeting Trustee Ratcliffe served a Notice of Motion to rescind the March 2016 Board Motion 15-086: Trustee Toone moved that the Board of Trustees engage in a Ward Review with the process to be discussed at a planning meeting and the review to be completed internally unless determined by the Board the need to be completed by an external group or individual. A discussion will be held regarding a ward review at this time.

Recommendation:

That the Board of Trustees rescind the March, 2016 Board Motion 15-086: Trustee Toone moved that the Board of Trustees engage in a Ward Review with the process to be discussed at a planning meeting and the review to be completed internally unless determined by the Board the need to be completed by an external group or individual.

Moved by: \_\_\_\_\_

11:05-11:15 **E.8 Ward Review**

*B. Toone*

Administration feels at this time if a Ward Review is desired by the Board, it would be in the Divisions best interest to have an external group or individual move forward in the design process of a Ward review.

Recommendation:

That the Board of Trustees, based on the recommendation from Administration, engage ASBA to facilitate a ward review.

Moved by: \_\_\_\_\_

11:15-11:30 **E.9 Professional Learning**  
(Attach)

*S. Shannon*

The Professional Learning Committee met on October 26, 2016 as per Board Motion 16-118 of the September, 2016 Board Meeting. Trustee Toone moved that the Board Professional Development Committee, in collaboration with Central Office, engage in a fulsome review of PD, establishing a document that would provide guidelines, including budgets for the Board and individual Trustees, to be brought to the November Board Meeting for approval. The following items are being recommended by the Professional Learning Committee for approval by the Board of Trustees.

The following action items are being recommended by the Professional Learning Committee:

- 1) That the Board of Trustees approve an annual budget of \$20,000 for Board Professional Development that will be monitored at monthly board meetings.
- 2) That the Board of Trustees approve the implementation of a Request to Attend a Professional Development Event form and the Post Professional Development Accountability form.
- 3) That the Board of Trustees approve changes to the Trustee Monthly Claim form.
- 4) That the Board of Trustees approve template changes to the LRSD Monthly Professional Learning Update.

Recommendations:

That the Board of Trustees request the Policy Committee to make changes, if necessary, to board policy to reflect approved changes to practice.

Moved by: \_\_\_\_\_

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## Discussion

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**F. Discussion**

11:30-11:50 **F.1 Definition of School Fees**

*J. Perry*

The School Fee Committee, made up of 4 Administrators, the Board Policy Committee, Board Chair, Superintendent and Associate Superintendent, Business Services has met to discuss school fees based on Motion 15-075: Trustee Toone

moved that the Board of Trustees, based on the new Education Act 'draft' regulations, assign the Policy Review Committee to review the school fees of the division in conjunction with administration to include material and instruction fees and all other site based fees, with the desire of standardizing, reducing and/or eliminating fees where possible. The Policy Review Committee will present the recommendations back to the Board for approval of the updated fee structure for the 2016-2017 school calendar year.

The committee felt it was important to bring the definitions as discussed by the committee to the Board for feedback in order to continue the dialogue and eventually bring back a proposal to the Board at a later date.

Members of the committee will take the Board through the school fee definitions with the intent to seek feedback.

11:50-12:00 **F.2 Fort Macleod Aquaponics Greenhouse Project** *D. Driscoll*

Superintendent Driscoll will update the Board of Trustees on the Fort Macleod Aquaponics Greenhouse Project.

12:00-12:45 **Lunch Break**

12:45-12:50 **F.3 Preparation for ASBA Fall General Meeting** *B. Toone*

Chair Toone will review the proposed policy positions that will be placed before the membership at the Fall General Meeting.

12:50-13:00 **F.4 Divisional Student Code of Conduct** *S. Scherger*

A conversation about the requirements of Student Code of Conduct will take place.

13:00-13:10 **F.5 Google Classroom** *S. Scherger*

Trustee Scherger will discuss the Google Classroom that has been developed for the Board of Trustees. Trustee Scherger is requesting that Trustees pilot the new classroom over the next month with the intention of approving the classroom for permanent use in December.

13:10-13:20 **F.6 Admin Procedure Review Committee** *C. Yagos*

Trustee Yagos will head a discussion on Board representative to the Admin Procedure Review Committee.

13:20-13:30 **F.7 Christmas Lunch, Colony Visits** *B. Toone*

A discussion will take place in regards to a central office Christmas lunch as well as the annual holiday visits to the colony schools.

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## Reports

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13:30-14:15 **H. Reports**

**H.1 Central Office Senior Management Reports**

- a) Superintendent Report
- b) Associate Superintendent - Administrative Services
- c) Associate Superintendent - Business Services
- d) Associate Superintendent - Programs & Services

## H.2 Chair's Report

## H.3 Trustees' Report (Community Updates & Celebrations)

## H.4 Professional Learning Sharing

## H.5 Committee Reports

- 1) Awards Committee (*L. Hodges*)  
*Next Meeting Date:*
- 2) Professional Learning Committee (*S. Scherger*)  
*Next Meeting Date:*
- 3) Policy Review Committee (*C. Yagos*)  
*Next Meeting Date:*
- 4) ATA Executive and LRSD Liaison Committee (*M. Ratcliffe*)  
*Next Meeting Date:*
- 5) ASBA Zone 6 Representation (*L. Hodges*)  
*Next Meeting Date:*
- 6) Alberta SouthWest Regional Alliance (*C. Yagos*)  
*Next Meeting Date:*
- 7) First Nation Education Council (*J. McKee*)  
*Next Meeting Date:*
- 8) Regional School Council (*L. Hodges*)  
*Next Meeting Date:*
- 9) Regional Council of Student Leaders (*S. Scherger*)  
*Next Meeting Date:*
- 10) Pincher Police Advisory (*S. Scherger*)  
*Next Meeting Date:*

## H.6 Upcoming Dates

## H.7 Next Month Work List Items Review

## H.8 Key Messages

**Three Key Messages** selected by the Board of Trustees from today's meeting are:

- 1)
- 2)
- 3)

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## In-Camera

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### I. In-Camera

14:15-

#### I.1 Draft Financial Statement

*J. Perry*

An update will be provided on the divisions' preliminary financial results for the year ending August 31, 2016. As the results are preliminary they will be discussed in-camera. The financial results will be brought to the board by the auditors on November 29, 2016.

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## Adjournment

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### J. Adjournment

Recommendation:

That the Board of Trustees vote in favour of the meeting being adjourned.

*Moved by:* \_\_\_\_\_ at \_\_\_\_\_ hours