

## Livingstone Range School Division #68 Minutes of the Board of Trustees

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A Regular Board Meeting of Livingstone Range School Division No. 68 was held on Tuesday, November 15, 2016 at 0930 hours at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

Attendance: Trustees Lori Hodges, John McKee, Martha Ratcliffe, Shannon Scherger, Kristy Stevens, Brad Toone and Clara Yagos.

Dave Driscoll, Superintendent  
Jeff Perry, Associate Superintendent, Business Services  
Darryl Seguin, Associate Superintendent, Administrative Services  
Olwyn Buckland, Executive Assistant  
Regrets: Ken Sampson, Associate Superintendent, Programs & Services

Paul Pichurski, Principal of Isabelle Sellon School entered the boardroom at 0930 hours.

### A. Call to Order

Brad Toone, Chairman called the meeting to order at 0930 hours.

Chair Toone congratulated Trustee Scherger as she will be joining the ASBA Board of Directors as the elected Zone 6 representative.

### B. Emergent Changes to the Agenda

**16-135** Trustee Hodges moved that the November 15, 2016 Agenda be approved by the Board of Trustees as presented.

**Carried**

### C. Adoption of Minutes

**16-136** Trustee Yagos moved 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 amended.

**Carried**

### D. AERR Presentation

#### D.1 ISS AERR Presentation

Paul Pichurski, Principal of Isabelle Sellon School presented his Annual Education Results Report to the Board of Trustees. Mr. Pichurski highlighted the Alberta Education school results data noting their accountability pillar survey results were either high or very high in each category. He noted however an area of concern is the low number of students meeting the acceptable standard in Provincial Achievement Tests in Mathematics and Social Studies; he noted how the school has been addressing this concern by administering Canadian Achievement Tests to the students entering grade 4 and monitoring through to grade 6 which is showing gains in results, specifically a growth in Mathematics. Mr. Pichurski also spoke on Emerging Trends, the schools Strategic Planning for 2016-17 and the many celebrations in their school. One celebration is the 'Breakout Groups' which was implemented last year which provides students with the opportunity to select from a wide range of topics of study that was so successful they are continuing this program. Mr. Pichurski's Annual Education Results Report can be viewed on the school's website on December 1, 2016.

Mr. Pichurski left the meeting at 1035 hours and a break was held. The meeting was brought back to order at 1040 hours.

**E. Action Items**

**E.1 Board Policy 8, Board Operations**

The Board of Trustees 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.

**16-137** Trustee Ratcliffe moved that the Board of Trustees approve the second reading of Board Policy 8, Board Operations, as presented.  
*Carried*

**E.2 Board Policy 9**

The Board of Trustees 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. Discussion took place and the decision to retain all three items under Powers and Duties of The Policy Review Committee was made.

**16-138** Trustee Yagos moved that the Board of Trustees approve the second reading of Board Policy 9, Committees of the Board, as amended.  
*Carried*

**E.3 Board Policy 4**

The Board of Trustees 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.

**16-139** Trustee Hodges moved that the Board of Trustees approve the second reading of Board Policy 4, Role of the Trustee, as presented.  
*Carried*

**E.4 Board Policy 21**

The Board of Trustees recently approved the second 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 final reading.

**16-140** Trustee Yagos moved that the Board of Trustees approve the third reading of Board Policy 21, Welcoming, Caring, Respectful, and Safe Learning Environment.as presented.  
*Defeated*

**16-141** Trustee Yagos moved that the Policy Committee further review Board Policy 21, Welcoming, Caring, Respectful and Safe Learning Environment and bring those changes back for the Trustees' review and approval.  
*Carried*

Greg Gorzitza entered the boardroom at 1110 hours.

**E.5 Infrastructure Maintenance & Renewal Expenditure Results & Plan**

Jeff Perry, Associate Superintendent of Business Services reviewed the purpose of the Infrastructure Maintenance and Renewal Expenditure Results and Plan. 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.

Jeff Perry reviewed the report and Greg Gorzitza, Coordinator of Facility Services was on hand to answer any questions that the Board of Trustees had. The report showed what was planned and completed in the 2015-16 school year and then provides a plan for the 2016-17 school year.

**16-142**

Trustee Ratcliffe moved that the Board of Trustees approve the 2016-2017 Infrastructure Maintenance and Renewal Expenditure Plan as presented.

***Carried***

Mr. Gorzitza left the meeting at 1132 hours.

#### **E.6 LRSD Division Office**

*B. Toone*

Chair Toone removed himself as chair in order to take part in discussion. Trustee Scherger took over the chair for this item. A recorded vote was requested for this motion.

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 Fort Macleod. The rationale 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 rationale 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.

**16-143**

Trustee Toone moved 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 Fort Macleod.

***Carried***

Trustee McKee was opposed to the motion; all other trustees were in favor of the motion.

## **E.7 Notice of Motion; Ward Review**

Chair Toone removed himself as chair in order to take part in discussions. Jeff Perry, Associate Superintendent of Business Services chaired this item. A request to record the votes was made.

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 was held regarding a ward review at this time

**16-144**

Trustee Ratcliffe moved 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.

***Carried***

Trustees McKee, Yagos, Ratcliffe and Stevens were in favor of the motion. Trustees Toone, Hodges and Scherger were opposed to the motion.

## **E.8 Ward Review**

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.

As item E.7 was voted in favor of rescinding a ward review, this item is void at this time.

A lunch break was held at 1210 hours and the meeting was brought back to order at 1245 hours.

## **E.9 Professional Learning**

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.

**16-145**

Trustee Yagos moved that the Board of Trustees approve the following recommendations from 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 changes to the Trustee Monthly Claim form.
- 3) That the Board of Trustees approve template changes to the LRSD Monthly Professional Learning Update.

***Carried***

**16-146**

Trustee Scherger moved that the Board of Trustees request the Policy Committee to make changes, if necessary, to board policy to reflect approved changes to practice.

***Carried***

## **F. Discussion**

### **F.1 Definition of School Fees**

The School Fee Committee, made up of 4 Administrators, the Board Policy Committee, Board Chair, Superintendent and Associate Superintendent, Business Services 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. Jeff Perry, Associate Superintendent of Business Services, on behalf of the Policy Review Committee presented the recommendations 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.

### **F.2 Fort Macleod Aquaponics Greenhouse Project**

Superintendent Driscoll updated the Board of Trustees on the Fort Macleod Aquaponics Greenhouse Project. He spoke on the project moving forward and the committee met last week in regards to the land use. The committee is still working with the architect in regards to the best usage of land. The next step will be to meet with the town of Fort Macleod for further approval.

### **F.3 Preparation for ASBA Fall General Meeting**

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

### **F.4 Divisional Student Code of Conduct**

Trustee Scherger opened conversation requesting information on whether the divisions had a Student Code of Conduct. Superintendent Driscoll spoke on our division procedure in this respect, Administrative Procedure 350, Student Expectations and Discipline and will find out if our procedure meets the requirements and is in compliance with Alberta Education.

### **F.5 Google Classroom**

Trustee Scherger discussed 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.

### **F.6 Admin Procedure Review Committee**

Trustee Yagos spoke on Board representation on the Admin Procedure Review Committee which the Policy Committee attended in the past. Superintendent Driscoll noted an invite to these meetings would be sent out in the future.

**16-147**

Trustee Yagos moved that the Policy Committee attend meetings of the Administrative Procedure Review Committee as required and report back to the board on these meetings.

***Carried***

## **F.7 Christmas Lunch, Colony Visits**

Chair Toone led a discussion in regards to a central office Christmas lunch as well as the annual holiday visits to the colony schools. Superintendent Driscoll was asked to make arrangements with Willow Creek Composite High School to have a Christmas staff lunch held at the school on December 13, 2017.

Chair Toone made arrangements with the trustees to pick up candy canes to take out to the colonies. Further discussion on colony visits took place and Superintendent Driscoll will coordinate visits with Wes Wescott, Colony Principal which will start in the spring.

A break was held at 1420 hours and the meeting was brought back to order at 1420 hours.

Discussion on a Christmas gift for the public schools took place. Board Motion 15-052 was updated as follows.

**16-148**

Trustee Yagos moved that the Board of Trustees donate \$50.00 to each public school to go towards a donation of their choice.

***Carried***

## **H. Reports**

Superintendents and Trustee reports are located on our website under Board / Board Information. Each spoke on highlights from their report.

### **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**

Further to the Chair's Report, Chair Toone noted the Rural Transportation committee will be meeting to discuss their next steps. The Chair and Superintendent Driscoll will be attending this meeting.

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

Further to reports submitted Trustee Yagos spoke on the following:

Horace Allan School will be holding Tricksters Theater this year instead of their Christmas concert.

Crowsnest Consolidated High School is becoming heavily involved with international visits and exchange programs with the Grades 7-9 and the high school.

### **H.4 Professional Learning Sharing**

Trustee Yagos spoke on the project by Gord Downie, The Secret Path which has been shown on CBC. A very powerful film and worth watching.

## H.5 Committee Reports

- 1) Awards Committee *Trustee Hodges reviewed a draft of awards put together.*  
*Next Meeting Date:*
- 2) Professional Learning Committee *Trustee Scherger noted this will be updated with budget numbers from Jeff Perry and posted on Google Classroom.*

16-149

*Trustee Scherger moved that Trustees Yagos, Hodges and Ratcliffe attend the Shaping the Future Conference in the Kananaskis Jan 26-28, 2017.*

**Carried**

*Next Meeting Date:*

- 3) Policy Review Committee (C. Yagos)  
*Next Meeting Date: December 7, 2016*
- 4) ATA Executive and LRSD Liaison Committee (M. Ratcliffe)  
*Next Meeting Date: December 1, 2016*
- 5) ASBA Zone 6 Representation *Trustee Hodges spoke on events from the November 9th meeting. Highlights included topic on home schooling by Ron Taylor, and a boot camp on bargaining the end of January.*  
*Next Meeting Date: January 11, 2017*
- 6) Alberta SouthWest Regional Alliance *Trustee Toone attended the last meeting. Highlights included the dismantling of the broadband committee as well as Volume II of 13 Ways to Kill a Community is now available.*  
*Next Meeting Date:*
- 7) First Nation Education Council (J. McKee) *Associate Superintendent Seguin noted that Georgina Henderson will attend the Meeting of the Whole on November 29, 2016 and update the Board on the council. It was also noted of the name change to the Wisdom and Guidance Council.*  
*Next Meeting Date: November 30, 2016*
- 8) Regional School Council (L. Hodges)  
*Next Meeting Date: January 16, 2017*
- 9) Regional Council of Student Leaders *Trustee Scherger noted the Talent Show has been postponed until the spring.*  
*Next Meeting Date: December 8, 2016*
- 10) Pincher Police Advisory (S. Scherger)  
*Next Meeting Date: November 16, 2016*

## H.6 Upcoming Dates

November 29, 2016 Board Meeting followed by the Committee of the Whole meeting.

## H.7 Next Month Work List Items Review

Chair Toone reviewed the work list items for December.

## H.8 Key Messages

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

- 1) *Infrastructure Maintenance & Renewal Expenditure Results & Plan*  
The Board of Trustees approved the 2016-2017 Infrastructure Maintenance and Renewal Expenditure Plan.
- 2) *LRSD Division Office*  
The Board of Trustees agreed 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 Fort Macleod.
- 3) *ASBA Board of Director Appointment*

The Board of Trustees is pleased to announce that Trustee Shannon Scherger was recently elected to the Board of Directors of the Alberta School Boards' Association as the Zone 6 representative.

**I. In-Camera**

**16-150** Trustee Yagos moved to go in-camera at 1535 hours. ***Carried***

**16-151** Trustee Ratcliffe moved to revert to regular session at 1619 hours. ***Carried***

**J. Adjournment**

**16-152** Trustee Hodges moved that the Board of Trustees adjourn the meeting at 1619 hours. ***Carried***

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***Chairman***

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***Secretary-Treasure***