

## 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, March 21, 2017 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  
Ken Sampson, Associate Superintendent, Programs & Services

Kathy Charchun, Principal of Stavely School entered the boardroom at 0929 hours.

### A. Call to Order

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

### B. Emergent Changes to the Agenda

**16-185** Trustee Hodges moved that the March 21, 2017 Agenda be approved by the Board of Trustees as presented.

**Carried**

### C. Adoption of Minutes

**16-186** Trustee Scherger moved that the minutes from the February 14, 2017 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

**Carried**

### D. AERR Presentation

#### D.1 Stavely School AERR Presentation

Kathy Charchun, Principal of Stavely School presented the schools' Annual Results Report and Three Year Plan to the Board of Trustees. Mrs. Charchun noted the school is unique, a family school, where everyone knows everyone, and an area where parents and grandparents also grew up and went to school in Stavely. They live by, *The Child, Learning, and Having Fun Getting There!* Mrs. Charchun reviewed their climbing enrollment, staffing, their many celebrations, school activities and programs at the school. She also reviewed the school data; the accountability pillar, and results from both the Provincial Achievement Tests and from Tell Them From Me Survey. Mrs. Charchun also reviewed the school goals and their strategies and resources to meet them.

The Stavely School Annual Education Report is located on our division website. Please use the following link to review their report - <http://tinyurl.com/mvfarnf>

At 1025 hours Mrs. Charchun left the meeting. A break was held and the meeting was called back to order at 1030 hours.

**E. Action Items**

**E.1 Board Policy 8**

*C. Yagos*

The Policy Committee recently updated Item 1 of Board Policy 8, Board Operations as well as an update to Appendix A.

**16-187**

Trustee Yagos moved that the Board of Trustees approve the First, Second and Third reading of Board Policy 8, Board Operations as presented.

***Carried***

**E.2 Board Policy 10**

*C. Yagos*

The Policy Committee recently updated Board Policy 10, Board Representatives to reflect the changes to the First Nation Education Council.

**16-188**

Trustee Ratcliffe moved that the Board of Trustees approve the First, Second and Third reading of Board Policy 10, Board Representatives, as amended.

***Carried***

**E.3 Board Policy 22DR**

The Policy Committee recently drafted a new Board Policy 22, Healthy School Communities and Workplaces for the Board of Trustees approval.

**16-189**

Trustee Scherger moved that the Board of Trustees approve the first reading of Board Policy 22DR, Healthy School Communities and Workplaces as presented.

***Carried***

**E.4 Board of Trustees Annual Work List**

The Policy Committee recently amended the Annual Work List to reflect several recent updates.

**16-190**

Trustee Ratcliffe accepted the motion to approve the Annual Work List as an information item.

***Carried***

**E.5 Ten Year Facility Plan / Three Year Capital Plan**

Alberta Education's deadline for submission of the Ten-Year Facilities Plan and the Three-Year Capital Plan is April 1, 2017. Livingstone Range School Division engaged FWBA Architects in the prior year to review the schools within the division by community. A copy of the updated independent report put together by FWBA Architects along with their findings and recommendations was enclosed with the agenda package. Associate Superintendent, Business Services Mr. Jeff Perry discussed additional work that has transpired in relation to this report. To view this report please use this link: <http://tinyurl.com/msvt3wu> .

**16-191**

Trustee Yagos moved that the Board of Trustees approve the updated Livingstone Range School Division Ten Year Facility Plan and Three Year Capital Plan and that they be submitted to Alberta Education by April 1, 2017.

***Carried***

## **E.6 2017-2018 Instructional Funding Allocation Formula**

In the prior year the Instructional Funding Allocation Committee reviewed the manner in which LRSD had allocated its instructional resources out to the schools and departments. At that time the committee reviewed formulas from other divisions within Alberta. Discussions were held to address current challenges and improvements that could be made to the way LRSD allocates their resources. The major changes were around the allocation of Certificated Staffing in place of allocating the resources directly. This year the committee reviewed the results of those changes. Associate Superintendent, Business Services Mr. Jeff Perry shared with the board a summary of that discussion and presented to the Board the recommendation of retaining the current formula with minor changes for the 2017-2018 school year.

**16-192**

Trustee Ratcliffe moved that the Board of Trustees approve the Instructional Allocation Formula as presented for the 2017-2018 School Year.

***Carried***

## **F. Discussion / Information**

### **F.1 Financial Update**

Jeff Perry, Associate Superintendent of Business Services reviewed the monthly financial update for the period ended February 28, 2017 which represents the completion of approximately 60% of the 2016-2017 school year and 50% of the fiscal year.

### **F.2 Summary of 2017-18 Alberta Education Budget**

On March 16, 2017 Alberta Education presented the Budget for the 2017-2018 school year. Jeff Perry, Associate Superintendent, Business Services provided a summary to the Board and the impact it will have on the Livingstone Range School Division. For further information on the budget please use this link: <http://tinyurl.com/k5urn33>

### **F.3 2017-18 Projected Enrollment**

Information regarding projected enrollment for September 30, 2017 was distributed with the board meeting package. Associate Superintendent, Business Services, Jeff Perry spoke to the enrollment projections; current projections indicate a 0.5 FTE increase from the prior year, September 30th enrollment.

A lunch break was held at 1150 hours and the meeting was brought back to order at 1225 hours.

### **F.4 Rural Caucusus**

Chair Toone lead a discussion on the Rural Caucusus. Chair Toone noted while at the Rural Education Symposium in Edmonton he and Trustees Yagos and Stevens met with the Chair of the Rural Caucusus, and noted this is an advocacy group, not tied to Alberta School Boards' Association, for rural boards in which twenty boards had indicated joining. Discussion took place and a motion was made in regards to joining the Rural Caucusus.

**16-193**

Trustee Yagos moved that the Board of Trustees take part in the Rural Caucusus.

***Carried***

## **G. Reports**

### **G.1 Central Office Senior Management Reports**

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

- a) Dave Driscoll, Superintendent
- b) Darryl Seguin, Associate Superintendent - Administrative Services
- c) Jeff Perry, Associate Superintendent - Business Services
- d) Ken Perry, Associate Superintendent - Programs & Services

The Chair and Trustees' reports are located on the website under Board / Board Information.

## **G.2 Chair's Report**

Chair Toone distributed his report. Mr. Toone noted they have met twice with the Town of Fort Macleod Committee and work continues forward on the proposed move to G.R. Davis School.

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

*Trustee Toone:* Claresholm High School Boys placed 5th in 2A provincials.

*Trustee Scherger:* *A Day on the Creek.* Teachers, parents, community organizations working together to facilitate the development of outdoor education and stewardship experiences for students from schools within Pincher Creek, Lundbreck and Brocket (See website for further information.)

*Trustee Yagos:* Livingstone Ski Academy is holding a fundraiser on March 24th at Castle Mountain.

*Trustee Yagos:* Livingstone School High School Boys placed third at the 1A Provincials.

## **G.4 Professional Learning Sharing**

Trustees Yagos and Toone spoke on the Rural Symposium recently held in Edmonton. "Best ever!" There was a great attendance from MLA's and Alberta Education at the symposium.

## **G.5 Committee Reports**

1) Awards Committee (*L. Hodges*) The committee will be reviewing the ideas from Regional School Council in regards to where the \$100 they receive every year from Central Office should be used.

2) Professional Learning Committee (*S. Scherger*) Trustee Scherger reviewed upcoming seminars and conferences.

16-194

Trustee McKee moved that Trustee Scherger attend the 2017 Annual Alberta School Councils' Association conference.

**Carried**

3) Policy Review Committee (*C. Yagos*) The last meeting was held February 16 which led to Action Items E1-E4.

4) ATA Executive and LRSD Liaison Committee (*M. Ratcliffe*) A meeting was held on February 28, 2017. The next meeting is scheduled for May 21, 2017.

5) ASBA Zone 6 Representation (*L. Hodges*) A reminder the next general meeting and Edwin Par Banquet will be held on May 10, 2017.

6) Alberta SouthWest Regional Alliance (*C. Yagos*) Trustee Yagos distributed her report with the board meeting package. (See the LRSD website for further information.)

7) Wisdom and Guidance Council (*J. McKee*)

8) Regional School Council (*L. Hodges*) The next meeting will be held on April 3, 2017.

9) Regional Council of Student Leaders (*S. Scherger*) Trustee Scherger noted they are still waiting on final numbers for the Leadership Council being held on March 31, 2017 in order to finalize details. Additionally she and Darryl Seguin, Associate Superintendent are finalizing details of the Leadership Training in September.

10) Pincher Police Advisory (*S. Scherger*) Trustee Scherger distributed her report (see further information on the LRSD website).

#### **G.6 Upcoming Dates**

March 31, 2017	Meeting with MLA Pat Stier Regional Student Leaders' Symposium
April 3, 2017	Regional School Council
April 12, 2017	PBOE Dinner, Pincher Creek
April 13, 2017	Empress Theatre Play (FPW, Kainai and LCI)
June 16, 2017	CEO & Board Self-Evaluation

#### **G.7 Next Month Work List Items Review**

Trustee Scherger reviewed the work list items for next month.

#### **G.8 Substantive Motions**

Chair Toone spoke on the substantive motions.

#### **G.9 Key Messages**

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

- 1) Approval of the first reading of the new Board Policy 22DR, Healthy School Communities and Workplaces.
- 2) Approval of the Ten-Year Facilities Plan and the Three-Year Capital Plan.
- 3) Stavely School AERR and Three Year Plan.

#### **H. In-Camera**

**16-195** Trustee Yagos moved the meeting go in-camera at 1341 hours. **Carried**

**16-196** Trustee Ratcliffe moved the in-camera session revert to regular session at 1516 hours. **Carried**

#### **I. Adjournment**

**16-197** Trustee Hodges moved to adjourn the meeting at 1516 hours. **Carried**

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**Chairman**

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**Secretary-Treasure**