

## 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, June 20, 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  
Darryl Seguin, Associate Superintendent, Administrative Services  
Ken Sampson, Associate Superintendent, Programs & Services  
Olwyn Buckland, Executive Assistant  
Jeff Perry, Associate Superintendent, Financial Services was away for this meeting.

Project Manager Mike Mahaffy and a delegation from the Town of Fort Macleod, Brent Feyter, Sue Keenan, Justin MacPherson, and Dave Fender, Principal of Canyon School were all present in the Board Room.

### **A. Call to Order**

Brad Toone, Chairman called the meeting to order at 0930 hours.  
Chair Toone welcomed the Board's guests. Acknowledgement that the meeting was taking place on traditional territory of Treaty 7 took place.

### **B. Emergent Additions to the Agenda**

H.2 Personnel (In-Camera) M. Ratcliffe

**16-217** Trustee Yagos moved that the June 20, 2017 Agenda be approved by the Board of Trustees as amended.

**Carried**

### **C. Adoption of Minutes**

**16-218** Trustee Hodges moved that the minutes from the May 23, 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 Canyon School AERR Presentation**

Mr. Dave Fender, Principal of Canyon School attended the Board Meeting to present the school's Annual Education Results Report, which can be viewed at <http://www.lrsd.ca/documents/general/CAN%20AERR%202016-2017.pdf>. Mr. Fender spoke on the items that have come up over the past year that were not included in their report that are extremely important to the overall welfare of students. Those being; 1) the nutrition program, a result of a grant applied for on behalf of WA Day and Canyon School, 2) the reconciliation program, 3) Literacy and Numeracy, and 4) Green School Initiative. To recap his presentation he focused on the following four points; Share Passion, Connect with the Outside World, Re-examine how we Deliver Education to Students, and Student Anxiety. Please view Mr. Fender's update to his AERR at <http://tinyurl.com/ya7bd6zu>.

Mr. Fender left the meeting at 1025 hours.

**E. Action Items**

Chair Toone removed himself as Chair for items E.1 and E.2 and Trustee Scherger took over as Chair. Trustee Scherger asked all present to introduce themselves to the delegation from the Town of Fort Macleod and Mike Mahaffy, Project Manager and vice-versa.

**E.1 Operational Agreement - Town of Fort Macleod & LRSD No. 68**

As a continuation of the preparations being made to modernize the GR Davis School for the purpose of creating administrative space and entering into a co-ownership arrangement with the Town of Fort Macleod, it is necessary to have an agreement in place that governs the operations, management, maintenance and use of the facility. Documentation was distributed referencing the executive summary of the Joint Operating, Management, Maintenance and User Agreement that has been created after multiple meetings with representatives from the Town of Fort Macleod. It was created with the intent to be a win-win for both parties operationally and financially and reflects each party contributing to the operations in their areas of strength to establish a positive and efficient partnership for many years to come.

**16-219**

Trustee Ratcliffe moved that the Board of Trustees approve the Executive Summary, as distributed, and authorize the appropriate signatures for the Joint Operating, Management, and Maintenance and Use Agreement thus finalizing the legal partnership and intent with the Town of Fort Macleod to proceed on repurposing of the G.R. Davis building as the future administrative office for the Livingstone Range School Division and the Town of Fort Macleod.

***Carried***

The above motion was carried unanimously.

**E.2 Tender for General Contractor - G.R. Davis School**

Dave Driscoll, Superintendent of Schools and Mike Mahaffy, Project Manager shared with the Board the costing that was received from the cost consultant on the detailed designs for the Administration Building to be shared with the Town of Fort Macleod. Given the costing is within the budget approved by the Town of Fort Macleod and the Livingstone Range School Division the next step is to go to tender for the project.

**16-220**

Trustee Yagos moved that the Board of Trustees approve the Governance Committee for the administration building to prepare and issue a tender for the project with the contingency that once the tenders are received the results will come before the Board of Trustees and the Town of Fort Macleod for approval to accept the proposed tender.

***Carried***

The delegation left at 1045 hours and a break was held.

The meeting was brought back to order at 1055 hours and the chair turned back to Chair Toone.

**E.3 2017 Election, Returning Officer**

In preparation for the 2017 School Board Trustee Elections the Board shall name a Returning Officer to facilitate the nomination and election processes.

**16-221**

Trustee Scherger moved that the Board of Trustees name the Associate Superintendent, Business Services the Returning Officer for the 2017 School Board Trustee Elections.

***Carried***

**E.4 LRSD By-Law 17-1 Trustee Nominations at Additional Sites**

In preparation for the 2017 School Board Trustee Elections in order to accept Trustee Nominations at additional sites other than the School Division Office a by-law must be passed prior to June 30, 2017.

**16-222**

Trustee Hodges moved that the Board of Trustees pass first, second and by unanimous consent of all trustees present the third reading of proposed LRSD By-Law 17-1.

**Carried**

**E.5 Memorandum of Agreement - CUPE**

The Livingstone Range School Division Labour Relations Committee has negotiated and reached a Memorandum of Agreement with the CUPE (Canadian Union of Public Employees) Local 2133. Trustee Yagos shared the highlights of the agreement with Board in preparation to hold a ratification vote.

**16-223**

Trustee Yagos moved that the Board of Trustees ratify the Memorandum of Agreement between the Livingstone Range School Division No. and the Canadian Union of Public Employees Local 2133.

**Carried**

**E.6 Memorandum of Agreement - Willow Creek Bus Drivers Association**

The Livingstone Range School Division Labour Relations Committee has negotiated and reached a Memorandum of Agreement with the Willow Creek School Bus Drivers Association. Trustee Yagos will share the highlights of the agreement with Board in preparation to hold a ratification vote.

**16-224**

Trustee Ratcliffe moved that the Board of Trustees ratify the Memorandum of Agreement between the Livingstone Range School Division No. and the Willow Creek School Bus Drivers Association.

**Carried**

Further Action Items are continued later in the meeting.

**F. Students First**

**F.1 Project of Heart - Stavely School**

*J. Guitton*

Julaine Guitton, along with 18 students of her split Grade 5-6 class from Stavely Elementary School, attended the Board Meeting and presented their project, driven by student questions and the desire to learn, on their journey of creating the Project of Heart, a journey of seeking truth about the history of Aboriginal people in our province. Georgina Henderson, FNMI Success Coordinator, who helped lead them on this project, and Kathy Charchun, Principal, also attended this presentation. For more information on the Project of Heart please view <http://projectofheart.ca/what-is-project-of-heart/>

A lunch break was held at 1240 hours and the meeting was brought back to order at 1310 hours. Lunch was provided by Chair Toone and his wife Andrea.

The following items were not presented in the order listed below.

**E. Action Items, Continued**

**E. 7 Technology Fee**

Chair Toone removed himself as Chair and Trustee Scherger took over as Chair.

Chair Toone submitted a notice of motion at the May 23, 2017 Board Meeting to remove the Technology Fee from school fees. This is based on the great work the School fees committee has done over that past year defining what we as a Division regard as enhanced and basic education, it is my belief that we as a Board should not charge this fee. He noted we should be proactive and not wait for the Government to mandate if we can or cannot continue collecting this fee. In doing so it will allow our Schools to plan accordingly and send a strong message that we as a Board support our students and schools by providing a true fee free basic education.

An amendment was made to the motion to remove the wording, for the 2017-2018 school year.

**16-225** Trustee Toone moved that the Board of Trustees remove the \$10 Technology Fee.

*Carried*

The Chair was turned back to Chair Toone.

**E.8 Delegation to the Superintendent - Develop Administrative Procedure, School Fees and Costs**

With the introduction of Bill 1 and the School Fees and Costs Regulation there is a requirement to provide Alberta Education with a copy of the policy or procedures that the division is putting in place to ensure the practices of the schools division and more specifically the schools are in line with the aforementioned legislation. The divisional School Fee Committee made up of Trustees, Principals and Senior Management, has been meeting over the past year and have spent significant time discussing, seeking feedback and preparing an Administrative Procedure that surpasses the requirements set out in the aforementioned legislation. As this has been a collaborative effort between the Board, School Principals, and Senior Management and given the governance style of this Board we believe an Administrative Procedure is the appropriate method to guide the divisions practice. In order for AB Education to accept this format versus a Board Policy, it must be delegated to the Superintendent.

**16-226** Trustee Yagos moved that the Board of Trustees pass first, second, and by unanimous consent of all trustees present, the third reading of proposed changes to Board Policy 12 where in the Board delegates to the Superintendent the authority to develop an Administrative Procedure that is consistent with provincial policies and procedures in the area of School Fees and Costs.

*Carried*

**E.9 2017-2018 Budget Revision**

The Director of Finance, Connie Bonetti updated with the Board the required changes necessary given the requirements by the Minister of Education around the reporting of School Fees and Costs

**16-227** Trustee Hodges moved that the Board of Trustees approve the revised 2017-2018 Livingstone Range School Division Budget.

*Carried*

**E.10 Trustee Annual Work List**

The Committee of the Whole recently met and updated the Trustee Annual Work List for 2017-2018.

**16-228** Trustee Scherger moved that the Board of Trustees approve the Annual Work List for 2017-2018 as amended.

**F. Discussion / Information**

**F.1 Financial Update**

Connie Bonetti, Director of Finance, reviewed the monthly financial update for the period ended May 31, 2017 which represents the completion of approximately 90% of the 2016-2017 school year and 75% of the fiscal year.

**G. Reports**

Reports were distributed to all attendees. Reports are located on our website under Board / Board Information. Each spoke on highlights from their report.

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

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

**G.2 Chair's Report**

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

Trustee Yagos reported on the Livingstone Ski Academy and the high enrollment for next year which is bringing new students to the area. She also gave kudos to the F.P. Walshe School graduation which she attended.

Trustee McKee thanked Superintendent Driscoll for the excellent address he gave at the recent Feather Blessing and reported it was a very nice celebration.

Trustee Toone noted that West Meadow Elementary School has concluded their fundraising for their playground. They will start installation September 7-9, 2017 and are looking for helping hands.

Trustee Scherger spoke on the three schools in Pincher Creek that are involved in the role out of the strategic plan around 'healthy students / natural playgrounds'.

**G.4 Professional Learning Sharing**

Trustee Ratcliffe spoke on the Public School Board Association meeting she attended on June 3, 2017 and the presentation by David King who spoke on the unification of public and separate education. Trustee Yagos also added further information on this presentation noting, although American based, the documentation Backpack Full of Cash by Matt Damon is noteworthy. Trustee Ratcliffe's notes are located along with Trustee Reports on our website.

**G.5 Committee Reports**

- 1) Awards Committee (*L. Hodges*)  
The Dr. Lloyd Cavers Award dinner and presentations was a great evening. The Art Gala will be held on October 17, 2017.
- 2) Professional Learning Committee (*S. Scherger*)  
A review of upcoming professional learning seminars took place.
- 3) Policy Review Committee (*C. Yagos*)  
The committee will meet again in the fall. Attended the School Fee's Committee Meeting on June 6, 2017.
- 4) ATA Executive and LRSD Liaison Committee (*M. Ratcliffe*)  
Minutes from the May 23, 2017 meeting were distributed.
- 5) ASBA Zone 6 Representation (*L. Hodges*)  
The Executive Meeting was held June 14, 2017. A debriefing of the ASBA Spring Meeting took place. Trustee Hodges presented a NOM for the September

19, 2017 Board Meeting, following, and spoke on the withdrawal of the ATA Membership on Alberta Regional Professional Development Consortia.

Reference re Notice of Motion: In order for the Alberta School Boards Association to be able to do the work they have set out in achieving its Vision of excellence in education through exceptional school board governance and the Mission of serving school boards in their role of establishing the conditions for student success, they proposed a 2017-2018 budget that would allow the following strategic goals to be pursued and advanced:

- a) Developing relevant, effective and timely communication, information and education to empower school boards;
- b) Bolster the viability, credibility and sustainability of the Association and school boards;
- c) Develop opportunities which result in efficiencies and cost savings for school boards;
- d) Provide services that are delivered in a fiscally sound manner and deploy resources in alignment with Association priorities.

The budget that was passed at the SGM included a 0% increase to membership fees. This is not a budget that can uphold the work that ASBA wants to do and what we need them to do! So I believe that we need to support ASBA in helping them to do the work we have asked them to do by paying the 3% increase to fees as originally proposed.

**NOM**

That Livingstone Range School Division pay 2017/2018 membership fees to the Alberta School Boards Association as per the original budget presented at the ASBA 2017 Spring General Meeting.

**16-229**

Trustee Hodges moved that the Livingstone Range School Division No. 68 send a letter of support to Minister Eggen and copy ATA in support of the Alberta Regional Professional Development Consortium.

**Carried**

- 6) Alberta SouthWest Regional Alliance (*C. Yagos*)  
The AGM was held and the next meeting will be held August 2, 2017.
- 7) Wisdom & Guidance Council (*J. McKee*)  
Attended the recent FNMI Data Sharing held at W.A. Day School on June 8, 2017. To view the 'impressive' work that has done in this area please view <http://tinyurl.com/y8bt998l>
- 8) Regional School Council (*L. Hodges*)  
Last meeting of the year was held June 12, 2017. Discussed what is and what is not working; good conversation. Also discussed the misconceptions of what school councils are about. The next meeting is scheduled for October 2, 2017.
- 9) Regional Council of Student Leaders (*S. Scherger*)  
Continue work with Darryl Seguin on finalizing plans for the workshop being held in Granum on Student Leadership.
- 10) Pincher Creek Police Advisory (*S. Scherger*)  
There was nothing to report at this time.

**G.6 Upcoming Dates**

June 29, 2017	J.T. Foster Graduation
June 30, 2017	Willow Creek Composite High Graduation

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

Trustee Scherger reviewed items for the month of September.

**G.8 Review of Substantive Motions**

Chair Toone reviewed the substantive motions.

**G.9 Three Key Messages From Today's Meeting**

- 1) Stavely Elementary School presentation on Project of Hearts.
- 2) Approval of the partnership and intent with the Town of Fort Macleod to proceed on repurposing of the G.R. Davis building as the future administrative office for the Livingstone Range School Division and the Town of Fort Macleod.
- 3) Presentation by Principal Dave Fender on Canyon School's AERR.
- 4) The approval of the elimination of the Technology School Fee.

**H. In-Camera**

**16-230** Trustee Yagos moved to go in-camera at 1440 hours.

**Carried**

**H.1 Non Union Staff Settlement**

**H.2 Personnel**

**16-231** Trustee Ratcliffe moved to revert to regular session at 1645 hours.

**Carried**

**I. Adjournment**

**16-232** Trustee Yagos moved to adjourn the meeting at 1646 hours.

**Carried**

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**Chairman**

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**Secretary-Treasure**