

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

A Regular Board Meeting of Livingstone Range School Division No. 68 was held on Tuesday, January 17, 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, arrived at 1025 hours.

Curtis Uyesugi, Principal and Dana Burrows, Assistant Principal of West Meadow Elementary School entered the boardroom at 0930 hours.

A. Call to Order

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

B. Emergent Changes to the Agenda

16-168 Trustee Yagos moved that the January 17, 2017 Agenda be approved by the Board of Trustees as presented.

Carried

C. Adoption of Minutes

16-169 Trustee Ratcliffe moved that the minutes from the December 13, 2016 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

Carried

D. AERR Presentation

D.1 WMES AERR Presentation

Curtis Uyesugi, Principal and Dana Burrows, Assistant Principal of West Meadow Elementary School presented the schools' Annual Results and Three Year Plan to the Board of Trustees. Mr. Uyesugi reviewed their Improvement Plan, which included their curricular and co-curricular programs; highlights being the very successful Discovery Clubs which is new this year and put on by community members, and the 4 Schools, 1 Book program which had a very successful launching this week. Mr. Uyesugi also reviewed the school's positive data and the various assessment tools used to support the multiple data. He also reviewed areas to watch, the school goals and their celebrations, of note, community involvement and parents stepping forward to support the school. They ended their presentation by showing a school video.

The West Meadow Elementary School AERR can be viewed on their website, www.westmeadowschool.ca / under documents and plans and reports.

Ms. Lisa Furukawa entered the meeting at 1015 hours. Mr. Uyesugi and Ms. Burrows left the meeting at 1020 hours. A break was held and the meeting was called back to order at 1028 hours.

D.2 Early Learning in Our Communities

Lisa Furukawa, Early Learning Coordinator presented an update on Early Learning in Livingstone Range School Division. Topics included, 1) What is Early Learning? 2) What does Early Learning look like in Livingstone Range? 3) What have we been doing to support Early Learning? and 4) Where do we go from here? Ms. Furukawa's presentation can be viewed at <http://tinyurl.com/zaqslsk>

Ms. Furukawa left the meeting at 1103 hours.

E. Action Items

E.1 Summary of Substantive Board Motions

Trustee Scherger spoke on creating a summary of substantive board motions; to ensure that all Board members are aware of the status of all substantive motions which is critical to effective governance. This summary would include all active and completed motions approved at all board meetings and would include; 1) date the motion was made, 2) exact wording of the motion, including who moved the motion and approval or non-approval, 3) name of person(s) responsible, 4) status, and 5) date completed.

Trustee Hodges moved that the Board of Trustees approve the addition of a "Summary of Substantive Board Motions" as a standing procedural Board Meeting agenda item commencing in February, 2017.

16-170

Trustee Yagos moved to amend the motion as follows: replace "addition of a" with "creation of a digital" and replace "as a standing procedural Board Meeting agenda item commencing in February, 2017" with "to be available for review at board meetings.

Carried

16-171

Amended Motion: that the Board of Trustees approve the creation of a digital summary of all substantive board motions to be available for review at board meetings.

Carried

F. Discussion / Information

F.1 Financial Update

Jeff Perry, Associate Superintendent of Business Services reviewed the monthly financial update for the period ended December 31, 2016 which represents the completion of approximately 40% of the 2016-2017 school year and 33.3% of the fiscal year.

F.2 Budget Process Review

Jeff Perry, Associate Superintendent of Business Services reviewed the budget calendar process related to the 2017-2018 School Year Budget.

F.3 CEO and Board Self Evaluation

B. Toone

The mid-term Superintendent Evaluation and Board Self-Evaluation will take place at the January 23, 2017 Committee of the Whole Meeting.

Terry Gunderson, Alberta School Boards Association has agreed to facilitate the CEO Evaluation and Board Self-Evaluation. A date of June 19, 2017 was proposed

however Trustee Ratcliffe is unable to attend that day. Chair Toone will contact Mr. Gunderson for further available dates and report back to the board at the next meeting.

F.4 Health and Wellness Policy

Trustee Yagos led a discussion on Health and Wellness; will it become a policy or a procedure? Previously the statement, *The Board also strongly believes that a comprehensive approach to healthy schools is vital to creating a Welcoming, Caring, Respectful and Safe Learning Environment*, was included as an update to Board Policy 21, Welcoming, Caring Respectful and Safe Learning Environment, however the third reading of a motion was defeated at the October 18, 2016 Board Meeting. Further, Trustee Yagos moved that the Policy Committee further review Board Policy 21, and bring those changes back for the Trustee's review and approval.

16-172

Trustee Yagos moved that the Policy Committee draft a new policy on Health and Wellness.

Carried

A lunch break was held at 1210 hours and the meeting was brought back to order at 1246 hours.

F.5 Divisional Goals Update

Dave Driscoll, Superintendent spoke on the Division Goals and the work that has taken place. He called on Ken Sampson, Associate Superintendent of Programs and Services who highlighted the areas of success and updated outcomes for Goal 1, Literacy and Numeracy as well as Goal 2, Success for all Learners. Darryl Seguin, Associate Superintendent of Administrative Services spoke on Goal 3, Transitions. Mr. Driscoll noted there was still some work to do on this presentation and was asked by the Trustees to post it on our website once this was done.

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

G.2 Chair's Report

Chair Toone spoke on a Minister of Education meeting which has been tentatively set for February 10, 2017. Chair Toone will contact Alberta Education for a further update on this meeting.

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

Trustee Scherger: Matthew Halton High School English 20-1 students wrote, developed, and installed an interpretive sign for Beauvais Lake Provincial Park. The sign will be officially unveiled at a celebration in January. To quote Clair Hockley - LRSD lead teacher on the project "This kind of educational opportunity speaks to what kinds of learning opportunities exist when we collaborate with our community partners."

Trustee Yagos: Livingstone School recently held their grand opening of the Livingstone Ski Academy. A very good turnout and good press coverage; a great job by everyone that made it successful.

Trustee Yagos: Horace Allen and Isabelle Sellon launched *1 Book - 2 Schools - Flora & Ulysses* by Kate DiCamillo. This literacy project is being sponsored by TransCanada.

Trustee Toone. Attended the launch of *4 Schools - 1 Book* which took place Monday, January 16th at West Meadow Elementary School. Superintendent Driscoll was also in attendance. Four schools involved in this project are Granum, West Meadow Elementary, Stavely and A.B. Daley School.

G.4 Professional Learning Sharing

The trustees had nothing to report at this time.

G.5 Committee Reports

Trustee Reports and Committee Reports are located on the website under Board / Board Information.

- 1) Awards Committee (*L. Hodges*)
There was nothing to report.
- 2) Professional Learning Committee (*S. Scherger*)

16-173 Trustee Scherger moved that the Board of Trustees approve of Trustee Yagos attending the Palliser District Teachers' Convention February 23-24, 2017. **Carried**

16-174 Trustee McKee moved that the Board of Trustees approve of Trustees Stevens and McKee attending the First Nations, Metis & Inuit Education Symposium 2017 April 26-28, 2017 in Edmonton **Carried**

- 3) Policy Review Committee (*C. Yagos*)
A date for a meeting will be set up today after the board meeting.
- 4) ATA Executive and LRSD Liaison Committee (*M. Ratcliffe*)
A meeting will be held February 9, 2017 in Fort Macleod.
- 5) ASBA Zone 6 Representation (*L. Hodges*)
Trustee Hodges distributed her report. Items discussed were the Education Partners' Task Force on FNMI and the proposed Ministers Meeting in February. The next general meeting will be held March 8, 2016.
- 6) Alberta SouthWest Regional Alliance (*C. Yagos*)
Trustee Ratcliffe attended the last meeting on January 4, 2017 on behalf of Trustee Yagos. Her report was distributed and is posted.
- 7) Wisdom and Guidance Council (*J. McKee*)
A meeting with a great turnout was held Monday, January 16th. Great meeting, some items discussed was the Shining Star Award, Youth Summit Plans, the Project of Heart at Stavely School, the upcoming play by FPW, Kainai and LCI on April 13th at the Empress Theatre.
- 8) Regional School Council (*L. Hodges*)
Meeting was held last night. Audio of video conferencing was an issue. Minutes will be out shortly. The next meeting will be held April 3, 2017.
- 9) Regional Council of Student Leaders (*S. Scherger*)
Working on a preliminary plan for leadership training next year with Darryl Seguin and Danny Roberts. A grant for this training must be completed by the students. Following is a link, Comprehensive School Health - Student Voice which is worth sharing.
https://docs.google.com/spreadsheets/d/1py54qjF6786JfUr_6uYBzL2CxSH1Nap7QSAyUuRPJ4/edit#gid=0
- 10) Pincher Police Advisory (*S. Scherger*)
It is unknown at this time if this advisory is still active.

G.6 Upcoming Dates

January 23, 2017 Committee of the Whole
February 14, 2017 Regular Board Meeting
TBD CEO & Board Self-Evaluation
TBD Colony Tour

G.7 Next Month Work List Items Review

Trustee Scherger reviewed the work list items for next month.

G.8 Key Messages

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

- 1) Presentation on Early Learning by Lisa Furukawa
- 2) Alberta School Council's Association Conference and Annual General Meeting will be held April 28-30, 2017 at the Delta Edmonton South.
- 3) AERR Presentation by West Meadow Elementary School Principal, Curtis Uyesugi.

H. In-Camera

16-174 Trustee Hodges moved the meeting go in-camera at 1504 hours. **Carried**

16-175 Trustee Yagos moved the in-camera session revert to regular session at 1537 hours. **Carried**

I. Adjournment

16-176 Trustee Scherger moved to adjourn the meeting at 1538 hours. **Carried**

Chairman

Secretary-Treasure