

## 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, February 14, 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.

Jason Porteous, Principal of J.T. Foster 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

**16-177** Trustee Ratcliffe moved that the February 14, 2017 Agenda be approved by the Board of Trustees as presented.

**Carried**

### C. Adoption of Minutes

**16-178** Trustee Yagos moved that the minutes from the January 17, 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 J.T. Foster School AERR Presentation

Jason Porteous, Principal of J.T. Foster School in Nanton presented the schools' Annual Results and Three Year Plan to the Board of Trustees. Mr. Porteous reviewed the school profile, Mission and Vision Statements, Student, Teacher and Parent Values, and reviewed the school's plan for improvement, highlighting the results of the data that is being used to design their goals; 1) Accountability Pillar Survey Results, 2) Provincial Achievement results, 3) Diploma Exam results and 4) the Learning Bar results. In addition Mr. Porteous shared the schools many celebrations.

The J.T. Foster School AERR can be viewed on their website, or use the following link, <http://tinyurl.com/z6qInj6>

At 1035 hours Mr. Porteous left the meeting and Mr. Danny Roberts entered the meeting. A break was held and the meeting was called back to order at 1040 hours.

#### D.2 Healthy Schools

Danny Roberts, Director of Learning Services reviewed the history of the Comprehensive School Health Grant as well as the progress to date on the plan submitted to Alberta Health Services. Mr. Roberts discussed the three goals set forth to secure and move forward on the project: 1) to create and implement Division Policies and Admin Procedures to ensure an ongoing focus on Healthy Schools; 2) Ensure continuation of projects started with prior grants, and create a responsive system for wellness by building staff capacity for leadership by Health Champions, reporting to Alberta Health Services on project progress, and documenting success and challenges in school-based Annual Education Results Report and Three year School Goals documents; and 3) Train teachers in LRSD in Stress Lessons Toolkit, develop an implementation plan, and ensure sustainability once the grant has expired. He further reviewed the process, data taken from the 'Tell it From Me Survey', which identified the need to focus on Stress & Anxiety in the area of Mental Health.

The proposed budget was reviewed and Mr. Roberts explained the costs will be much less than the grant and has received approval from Alberta Health Services that the excess money can be used in other programs that support the goals set out in the proposal.

Mr. Roberts left the meeting at 1055 hours.

**E. Action Items**

**E.1 2017-2018 and 2018-2019 School Calendars**

Darryl Seguin, Associate Superintendent of Administration, on behalf of members of the School Calendar Committee, presented the 2017-2018 school year calendar to the Board of Trustees for approval, as recommended from the Calendar Committee. The 2018-2019 school calendar will remain in draft format until February, 2018.

**16-179**

Trustee Scherger moved that the Board of Trustees approve the 2017-2018 School Calendar as presented.

***Carried***

**E.2 Memorandum of Understanding & Interim Agreement  
Town of Fort Macleod**

Chair Toone removed himself as Chair and Associate Superintendent Perry chaired this item. A recorded vote was requested by Trustee Toone.

Jeff Perry, Associate Superintendent of Business Service spoke to Board Motion 144 and a summary provided on a Memorandum of Understanding and Interim Agreement with the Town of Fort Macleod.

*Carried Board Motion 16-144* "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"

**16-180**

Trustee Yagos moved that the Board of Trustees approve the Memorandum of Understanding and Interim Agreement and authorize appropriate signatures thus establishing a legal partnership and intent with the Town of Fort Macleod to move forward on repurposing of the G.R. Davis School facility as the future administrative office for both the Livingstone Range School Division No. 68 and the Town of Fort Macleod.

***Carried***

All trustees voted in favor of the motion.

Trustee Toone took over as chair.

### **E.3 LRSD No. 68 Fact Sheet on Reserves as at August 31, 2016**

The LRSD Fact Sheet on Reserves is the document that summarizes the financial reserves held by the Livingstone Range School Division No. 68 and where they have been designated. This document is reviewed on an annual basis after the completion of the Audited Financial Statements.

Associate Superintendent, Business Services, Jeff Perry reviewed this document.

16-181

Trustee McKee moved that the Board of Trustees approve the LRSD Fact Sheet on Reserves as at August 31, 2016 and revised delegation of reserves.

**Carried**

A lunch break was held at 1210 hours and the meeting was brought back to order at 1250 hours.

## **F. Discussion / Information**

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

Jeff Perry, Associate Superintendent of Business Services reviewed the monthly financial update for the period ended January 31, 2017 which represents the completion of approximately 50% of the 2016-2017 school year and 41.67% of the fiscal year.

## **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 distributed his report. On behalf of the Board of Trustees Chair Toone spoke on the resignation of ASBA President Helen Cleese and their appreciation of the work she has done over the years.

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

*Trustee Yagos:*

Livingstone School Science Fair was a great success. Two international students from Germany also arrived and was great to meet them.

The recent Bargaining Boot Camp was very well done.

The Minister's Meeting held at W.A. Day School was positive and a good exchange of information. The Board will extend an open invitation to our major events.

*Superintendent Driscoll:*

Kudos to Central Office senior staff for the quick response on the Pincher Creek incident. Also to Greg Freer while Acting Principal, an amazing job handling 'snow days' as well as the recent incident.

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

Trustee Stevens and Hodges attended an excellent conference, Shaping The Future. Kudos to the Bargaining Boot Camp.

#### **G.5 Committee Reports**

- 1) Awards Committee (*L. Hodges*)  
*There was nothing to report. Will set date with Superintendent Driscoll for meeting.*
- 2) Professional Learning Committee (*S. Scherger*)  
*Reviewed motions on those attending conferences.*
- 3) Policy Review Committee (*C. Yagos*)  
*Meeting will be held February 16th.*
- 4) ATA Executive and LRSD Liaison Committee (*M. Ratcliffe*)  
*The meeting scheduled for February 9, 2017 has been postponed until February 28th.*
- 5) ASBA Zone 6 Representation (*L. Hodges*)  
*The next general meeting will be held March 8, 2016.*
- 6) Alberta SouthWest Regional Alliance (*C. Yagos*)  
*Trustee Ratcliffe attended the February 1st meeting on behalf of Trustee Yagos and distributed her report.*
- 7) Wisdom and Guidance Council (*J. McKee*)  
*Trustee McKee attended the January 16th meeting and distributed his report. The Youth Summit is scheduled for April 5, 2017.*
- 8) Regional School Council (*L. Hodges*)  
*The next meeting will be held April 3, 2017.*
- 9) Regional Council of Student Leaders (*S. Scherger*)  
*The last meeting of the year will be held March 14th. The Student Leaders symposium will be held March 31st.*
- 10) Pincher Police Advisory (*S. Scherger*)  
*A meeting will be held on Wednesday, February 15th.*

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

March 01, 2017	Meeting of the Whole & Meeting with John Barlow, MP
March 21, 2017	Regular Board Meeting
March 31, 2017	Regional Student Leaders' Symposium
April 3, 2017	Regional School Council
April 13, 2017	Empress Theatre Play (FPW, Kainai and LCI)
June 16, 2017	CEO & Board Self-Evaluation

MLA Pat Stier is unable to meet with the Board during February and requested to meet on a Friday during March. We will request to meet Friday, March 31 with an invite to attend the Student Leadership Symposium.

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

Trustee Toone 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) Approval of the 2017-2018 School Calendar.
- 2) Approval of the Memorandum of Understanding & Interim Agreement with the Town of Fort Macleod.
- 3) Approval of the LRSD No. 68 Fact Sheet on Reserves as at August 31, 2016

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

**16-182** Trustee Yagos moved the meeting go in-camera at 1405 hours. **Carried**

**16-183** Trustee Ratcliffe moved the in-camera session revert to regular session at 1426 hours. **Carried**

**I. Adjournment**

**16-184** Trustee Hodges moved to adjourn the meeting at 1427 hours. **Carried**

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**Chairman**

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**Secretary-Treasure**