

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

---

The Regular Board Meeting of Livingstone Range School Division No. 68 was held on Monday, March 14, 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, Brad Toone and Clara Yagos.

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

### A. Call to Order

Brad Toone, Chairman called the meeting to order at 0932 hours.

### B. In-Camera

**15-080** Trustee Ratcliffe moved that the meeting go in-camera at 0932 hours. **Carried**

**15-081** Trustee Yagos moved the meeting revert to regular session at 0940 hours. **Carried**

### C. Emergent Changes to the Agenda

F.8 Ward Review (B. Toone)  
F.9 Planning Meetings (C. Yagos)

**15-082** Trustee Ratcliffe moved that the March 14, 2016 Agenda be approved by the Board of Trustees as amended. **Carried**

### D. Adoption of Minutes

**15-083** Trustee Ratcliffe moved that the minutes from the February 9, 2016 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented. **Carried**

*The following items did not occur exactly in the order as presented in the minutes.*

### E. Presentation

#### E.1 Willow Creek Composite High School AERR Presentation

Kirby Dietze, Principal of Willow Creek Composite High School presented his Annual Results Report and Three Year Plan to the Board of Trustees. Mr. Dietze, as he arrived as principal shortly after the start of the school year spoke on staff meetings held to get an in-depth look at data and review celebrations. Two areas of immediate

attention were focused on creating two goals: 1) By June, 2018 WCCHS Students, on grade 9 PAT's, will consistently display an acceptable standard at or above the provincial average, and 2) By June 2018, students at WCCHS will have increased levels of confidence and skills for managing anxiety. Mr. Dietze reviewed their strategies involved in accomplishing these goals.

To view the WCCHS Results Report please visit their website at <http://tinyurl.com/ze3abh4>.

Mr. Dietze had entered the meeting at 1002 hours and left at 1035 hours. A break was held and the meeting was brought back to order at 1045 hours.

## **F. Discussion Items**

### **F.1 LRSD Comprehensive School Health Grant Update**

Danny Roberts, Director of Learning Services updated the Board of Trustees with the status of the Comprehensive School Health Wellness Grant which LRSD has submitted an application for. Mr. Roberts explained the area of emphasis is in the area of mental health, which was the area identified as requiring the most attention from our students in the recent Tell Them From Me Survey. This wellness grant will target mental health in all grades 1 through 6 classrooms in LRSD.

### **F.2 LRSD Boundary Discussion**

As a follow-up to the February, 2015 Board agenda item of the same name, Jeff Perry, Associate Superintendent of Business Services updated the Board in regards to the process for the extension of the LRSD Boundary to include the Castle Mountain area, NE Section 24, TWP4, Range 4, W5M. In Mr. Perry's communication with representatives from Alberta Education, there is an unclear understanding as to how to designate uncategorized territory as part of a school boundary. Alberta Education representatives have however confirmed that any students living within the Castle Mountain region and attending LRSD schools will be funded according to all the funding manual grants.

**15-084**

Trustee Scherger moved that the Board of Trustees request Alberta Education to provide LRSD in writing confirmation that Alberta Education will acknowledge and fund any students living in the Castle Mountain region (uncategorized territory) and attending LRSD schools.

***Carried***

### **F.3 Financial Update**

Associate Superintendent Jeff Perry reviewed the Monthly Financial update for the period ended February 29, 2016 which represents the completion of approximately 60% of the 2015-2016 school year and 50% of the fiscal year.

Trustee Scherger inquired whether it was possible to separate the line item 'Partnerships' under Revenue into two separate items with one being International Students and the other Partnerships. Mr. Perry responded that it made a lot of sense and that he would adjust the financial statement for the next Board Meeting.

### **F.4 Awards**

Trustee Hodges, Chair of the Awards Committee discussed changes to documentation on awards including roles, criteria and process and creating a living document possibly attached to Admin Procedure 364 or rewriting Board Policy 9. A discussion took place and this item will be reviewed further at a Board Planning / Policy meeting.

#### **F.5 Grade 12 Academic Awards & Emerging Art**

Trustee Hodges reviewed the Grade 12 Academic Award. A discussion followed and it was decided the process will be reviewed by the committee and brought back to the next Board Meeting.

A discussion on the Emergent Art program took place which included narrowing down submissions, including a diverse subject matter and displaying at community partners offices. This topic will be further discussed at the Planning Meeting.

#### **F.6 Committee Membership**

Trustee Yagos discussed devising a process for Board Members to indicate which Standing Committee they would like to be on. As some of the Standing Committees are more intensive and time-consuming than others, an equitable balance of membership should be determined. Trustee Yagos also noted an annual review of the Standing Committees at a Planning Meeting prior to the Organizational Meeting should also take place to ensure that each is fulfilling their mandate. Discussion followed and a process will be discussed at the Planning Meeting.

#### **F.7 Political Advocacy Committee**

Trustee Yagos spoke on establishing an ad hoc committee for Political Advocacy with emphasis on, 1) follow-up with MLA, MP, 2) communicating information to community partners, and 3) ensure the trustee work is up-to-date. Discussion followed.

**15-085**

Trustee Yagos moved that the Board of Trustees create an Ad Hoc Policy Advocacy Committee with specific Terms of Reference to be determined by the Board of Trustees.

***Defeated***

The Board of Trustees broke from the meeting for a lunch break at 1215 hours and the meeting was called back to order at 1245 hours.

#### **F.8 Ward Review**

Chair Toone turned the chair over to Jeff Perry, Associate Superintendent of Business Services in order that he would partake in discussion.

Trustee Toone opened discussion on whether or not the Board should initiate a Ward review recognizing there are costs associated with it but that now may be a good time. He stated that the current setup was based on an earlier time when enrollment was higher and wonders whether the current system is governing in the best strategic way or does looking twenty years into the future warrant any changes?

Trustee Toone put forth a motion that the Board of Trustees engages in a ward review to be completed this term.

Trustee Yagos amended this motion to include 'internal' review.

**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***

The chair was turned back to Trustee Toone.

## **F.9 Planning Meeting**

Trustee Yagos opened discussion on a Board Planning Meeting. A meeting was set for 9:00 am, April 4, 2016 at Central Office.

## **G. Action Items**

### **G.1 Ten Year Facilities Plan / Three Year Capital Plan**

Jeff Perry, Associate Superintendent of Business Services noted the Alberta Education's deadline for submission of the Ten-Year Facilities Plan and the Three-Year Capital Plan is April 1, 2016. Livingstone Range School Division engaged FWBA Architects to review the schools within the division by community. Mr. Perry reviewed the independent report put together by FWBA Architects along with their findings and recommendations.

**15-087**

Trustee Ratcliffe moved that the Board of Trustees approve the Livingstone Range School Division No. 68 Ten-Year Facilities Plan and Three-Year Capital Plan as amended and that they be submitted to Alberta Education by April 1, 2016.

***Carried***

## **H. Information**

### **H.1 Fort Macleod Modernization**

Mr. Perry reported on the Fort Macleod modernization project stating we are still on schedule and they are currently working with the schools with their furniture and equipment needs.

### **H.2 Facilities Plan Highlights, Timelines & Updates**

At a previous Board Meeting the Board of Trustees requested a document that highlighted the process and timelines for the Facilities Restructuring Plan Priorities which also includes the G.R. Davis School in Fort Macleod. Jeff Perry, Associate Superintendent of Business Services distributed and reviewed the document and its contents with the Board.

In addition, Mr. Perry led a discussion on updating the Fact Sheet on Reserves and how the division's reserves are designated.

**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.

***Carried***

**15-089**

Trustee Scherger moved that the reserve fact sheet which reflects the designation of unrestricted and operating reserves be approved as amended.

***Carried***

### **H.3 Policy Framework**

Ken Sampson, Associate Superintendent of Programs and Services presented an overview of the Inclusive Education Policy Framework to the Board of Trustees. Mr. Sampson reviewed the history; of groups putting their thoughts together for the Alberta Government on what Inclusive Education should look like and a desire of a clear, relevant, aspirational outcome on what best describes the best learning environment for students. Mr. Sampson reviewed their 3 Goals; 1) Building Shared

understanding of inclusion, 2) Develop (or revise and enhance) outcome and action statements, and 3) Validate Content. Mr. Sampson summarized his presentation by stating the *Inclusive Education Policy Framework* was presented to the Board of Trustees and in keeping with our second Division Goal, *Success for All Learners*, it is incumbent upon each of us to embrace diversity and support inclusion for all learners. Inclusion is not a program, a policy, a place or something you do; it is a philosophical attitude and a process of belonging.

#### **H.4 ASBA Presentations**

Trustee Ratcliffe reviewed presentations entitled 'About School Boards and Trustees' to support the grade 6 curriculum on local government that are available from ASBA, complete with speaking notes. Superintendent Driscoll will notify principals that the trustees are available to present these to their classes.

### **I. Reports**

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

The Superintendent's and Associate Superintendent's reports were included in the board package. These are posted on our website under Board Information. To view: <http://tinyurl.com/zsr3aym> .

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

Chair Toone discussed moving the April 12, 2016 Board Meeting due to the ASBA Provincial Issues Forum being held in Edmonton on April 12-13, 2016.

**15-090**

Trustee Yagos moved that the April 12, 2016 Board Meeting be moved to Monday, April 11, 2016 in order that trustees can attend the ASBA Provincial Issues Forum in Edmonton on April 12-13, 2016.

**Carried**

Chair Toone discussed a letter received from the Claresholm Arts Society in regards to holding the gala at the museum in Claresholm during Alberta Cultural Days. Discussion followed.

**15-091**

Trustee Toone moved that the Board of Trustees hold and host our Art Gala with the Claresholm Arts Society at the Claresholm Museum.

**Defeated**

Trustees Toone and McKee requested their vote, in favor, be recorded.

#### **I.3 Policy Committee**

Trustee Ratcliffe noted that the second reading of Board Policy 21, Welcoming, Caring, Respectful, and Safe Learning Environment has been postponed in order that all School Councils have had a chance to review the revised policy.

#### **I.4 Key Messages**

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

- 1) The Board of Trustees approved the Ten Year Facilities Plan and the Three Year Capital Plan which is to be submitted to Alberta Education by April 1, 2016. Livingstone Range School Division engaged FWBA Architects to review the schools within the division by community. The number one priority continues to be the schools in the community of Nanton, with the Lundbreck School and Pincher Creek Schools as priorities 2 and 3 respectively. This plan will be available to view on the LRSD website on April 1, 2016.

- 2) Livingstone Range School Division has submitted an application for a Comprehensive School Health Wellness Grant through Alberta Health Services in the area of mental health, which was the area identified as requiring the most attention from our students in the recent *Tell Them From Me Survey*. This Wellness Grant will target mental health in all grades 1 through 6 classrooms in LRSD.
- 3) The Inclusive Education Policy Framework was presented to the Board of Trustees and in keeping with our second Division Goal, Success for All Learners, it is incumbent upon each of us to embrace diversity and support inclusion for all learners. Inclusion is not a program, a policy, a place or something you do; it is a philosophical attitude and a process of belonging.

**J. In-Camera**

- 15-092** Trustee McKee moved that the meeting go in-camera at 1545 hours. **Carried**
- 15-093** Trustee Yagos moved the meeting revert to regular session at 1603 hours. **Carried**

**K. Adjournment**

- 15-094** Trustee Hodges moved that the meeting be adjourned at 1603 hours. **Carried**

---

**Chairman**

---

**Secretary-Treasure**