

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

---

The scheduled Board Meeting of Livingstone Range School Division No. 68 was held on Tuesday, January 13, 2015 at 0930 hours at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

Attendance: Trustees Bruce Decoux, Lori Hodges, John McKee, Martha Ratcliffe, Bruce Toone and Clara Yagos.

Dave Driscoll, Superintendent  
Jeff Perry, Associate Superintendent, Business Services  
Olwyn Buckland, Executive Assistant

Absent from the meeting were Trustee Scherger and Associate Superintendent Seguin.

### A. Call to Order

Chair Ratcliffe called the meeting to order at 0925 hours.

### B. In-Camera

**14-065** Trustee Decoux moved the meeting move to in-camera at 0927 hours.

**Carried**

**14-066** Trustee Yagos moved the meeting revert to regular session at 1026 hours.

**Carried**

A short break was held and the meeting brought back to order at 1035 hours.

### C. Emergent Changes to the Agenda

E.2 Action Item - Investment Protocol (J. Perry)

**14-067** Trustee Hodges moved that the January 13, 2015 Agenda be approved by the Board of Trustees as amended.

**Carried**

### D. Adoption of Minutes

**14-068** Trustee Yagos moved that the minutes from the December 9, 2014 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

**Carried**

### E. Action Items

#### E.1 Board Policies

The Board Policy Committee recently met and made revisions to Board Policy 8, *Board Operations*. Additionally a new Board Policy, 21 - *Welcoming, Caring, Respectful, and Safe Learning Environments* was created. Trustee Yagos reviewed both policies for the Board of Trustees approval.

Recommendations:

**14-069** Trustee Toone moved that the Board of Trustees approve the updates to Board Policy 8, Board Operations as amended. **Carried**

**14-070** Trustee Toone moved the Board of Trustees approve the new Board Policy 21 - Welcoming, Caring, Respectful, and Safe Learning Environments as presented. **Carried**

## **E.2 Investment Protocol**

Associate Superintendent Perry discussed setting up an interest bearing account for funds received for capital projects which falls within appropriate limitations set out by Alberta Legislation and Alberta Education. In order to maximize the rate of return Mr. Perry has been looking at secured lower risk liquid investments with protected principal to ensure access to the funds with reputable companies. He has found that our current banking organization, through their partners, are able to be competitive and are familiar with the types of limitations we as a public system face in the management of public funds. One requirement to direct their actions in managing our funds is to have an investment protocol statement which he proposed to the Board of Trustees for approval.

**14-071** Trustee Toone moved that the Board of Trustees permit the Superintendent of Schools to create an investment protocol to manage and invest division funds within the applicable provincial legislation and guidance from Alberta Education which ensures the protection and access to the principle funds while earning competitive returns on the investment. **Carried**

## **F. Discussion**

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

Associate Superintendent Perry reviewed the monthly financial update for the period ended December 31, 2014 which represents the completion of approximately 40% of the 2014-2015 school year and 33% of the fiscal year.

### **F.2 2015-2016 Budget Process Review**

Associate Superintendent Perry reviewed the timelines of the 2015-2016 School Year Budget calendar with the Trustees.

### **F.3 Regional School Council**

Due to unpredictable roads in January and the unreceptive view of video conferencing Regional School Council meetings, Trustee Toone discussed combining the scheduled January and April meetings into one meeting to be held in March. Trustees were in agreement and a meeting has been scheduled for March 23, 2015. Trustees will discuss this change further at School Council Meetings and request agenda topics be forwarded in a timely manner in order to make the meetings beneficial to everyone.

Mr. Rod Kettles entered the boardroom at 1120 hours.

### **F.4 Alberta SW Alliance Broadband Presentation**

Rod Kettles recently attended a presentation, Alberta SW "Broadband for Economic Development" which was held in Claresholm. Rod reviewed the presentation noting a feasibility study was undertaken to find out what it would take to build the infrastructure to encourage more broadband networking in the area to hopefully increase economic growth within the smaller communities, under the premise the

small population in southern Alberta will not attract the large contractors to set up higher use technology in these areas. Although it could work, the cost involved to install the fiber-optic cable in each community is the downfall to moving forward. Alberta SW Alliance's next step is to look at individual areas. Mr. Kettles answered questions after his presentation.

Mr. Kettles left the meeting at 1135 hours.

## **G. Reports**

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

#### **a) Superintendent Report**

Superintendent Driscoll welcomed everyone back after the Christmas break and reviewed continuing work the division will be involved in 2015; changes to the Education Act, Inspiring Education, High School Redesign, Curriculum Redesign, Curriculum Redesign and strengthening Literacy and Numeracy. Additionally Mr. Driscoll reviewed highlights over the past month; Christmas Concerts, Board Policy Meeting, Leadership Team Meeting and attending the Dual Credit Meeting.

#### **b) Associate Superintendent - Administrative Services**

In Darryl Seguin, Associate Superintendent of Administrative Services absence, Mr. Driscoll reviewed his report which highlighted: new teacher classroom observations, moving to a Google environment, visiting five different Learning Commons schools in Foothills and Chinook's Edge School Division, and attending the Senior Leadership Retreat.

#### **c) Associate Superintendent - Business Services**

Jeff Perry, Associate Superintendent of Business Services reported on the following highlights: attending the Admin Procedure Review, work on the copier RFP, attending the Senior Management Planning Session, and reviewed the follow-up work to Alberta Education on a financial position presentation he recently attended. Mr. Perry also spoke on the Fort Macleod modernization project noting we have now received approval this week on the tenders submitted to the architects.

#### **d) Lorna Hewson, Director of Learning Services entered the boardroom at 1150 hours and reviewed the work the Learning Services group has been involved in. Ms. Hewson distributed her report and spoke on the Learning Services 3 Year Plan, Regional Collaborative Service Delivery, Early Learning and Pre-School Services, goals of the Family School Liaisons and her work with Inspired Curriculum, working on the Curriculum Prototyping with CBA.**

The meeting was adjourned at 1225 hours for lunch which was provided by Bertha Yagos, Alberta Teachers' Association. The meeting was called back to order at 1254 hours.

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

Chair Ratcliffe spoke on events she was involved in since the December Board Meeting. These included school Christmas events, distributing candy canes to Colony Schools and attending the recent Zone Chair Meeting by teleconference. Chair Ratcliffe also discussed the draft regulations for the new Education Act which has been released and distributed copies to all trustees.

### **G.3 Trustees' Report**

Chair Ratcliffe asked trustees if they had any updates on their communities.

Trustee Toone noted the JTF School Council raised over \$1000 for the Christmas Helping Hamper for the Food Bank. An awesome job! Additionally Mr. Toone noted JTF has added a robotics class for their second semester.

Trustee Yagos spoke on the three Christmas concerts she attended in the Crowsnest Pass stating the great job done by all. She commented on how all three were so different in content yet all so wonderful.

Trustee McKee attended the Stavely concert and noted how spectacular it was with an overwhelming attendance.

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

Trustee Toone recently went on the Learning Commons tour, visiting five different schools in the Foothills and Chinook's Edge School Division. Mr. Toone spoke on the good variety of schools attended noting all maximized the space of the library areas to the fullest. He spoke on conversations held with principals in regards to discipline is the area and noted the behavior was not an issue as students feel it is a privilege to work in the space; additionally the good interaction between the younger and older students. Trustee Toone noted the tour was very beneficial.

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

##### Standing Committees

- a) Awards Committee: Trustee Decoux reported there was nothing to report on.
- b) Professional Learning Committee: Trustees Hodges reviewed the Professional Learning update.  
Trustees Ratcliffe and McKee will attend the 'Shaping the Future - Inspiring Connection and Celebrating Healthy School Communities' being held at the Delta Lodge in Kananaskis January 29-31, 2015. Trustees Toone and Decoux showed interest in attending the National Rural Congress being held in Saskatoon in March.

**14-072**

Trustee McKee moved that the Board of Trustees approve of Trustee Toone and Trustee Decoux attending the National Rural Congress in Saskatoon being held in March, 2015.

***Carried***

- c) Policy Review Committee: Trustee Yagos reported the committee held a meeting on January 7, 2015 and the next policy to be reviewed will be Board Policy 7, Role of the Vice-Chair. Other work pending of note is to include Regional School and Regional Student Councils in the contents of a Board Policy.

##### External Committee

- a) ATA Executive and LRSD Liaison Committee: Chair Ratcliffe reported the next meeting will be held on February 4, 2015.

##### Board Representatives

- a) ASBA Zone 6 Representation: Trustee Hodges reviewed the Zone 6 Executive Meeting held in December. Of note were the Labor Report, Grievances, and proposals to the Edwin Parr Award which will be forthcoming.
- b) Alberta SouthWest Regional Alliance: Chair Ratcliffe attended the last meeting and reported on: their purchase of a robot with the use for video conferencing, 13 Ways to Kill a Community and further discussion on broadband development they are working on.
- c) First Nation Education Council: Trustee McKee noted there was nothing to report at this time.

**G.6 Work List Review**

The Board of Trustees reviewed and updated the Work List for January.

**G.7 Key Messages**

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

- 1) The approval of the new Board Policy 21 - Welcoming, Caring, Respectful, and Safe Learning Environments.
- 2) School Council Meetings. To ensure agenda items are brought forward in a timely manner for the March 23, 2015 Regional School Council Meeting.
- 3) School Christmas Celebrations throughout the division were very well done and always so much fun to attend. The Board of Trustees greatly appreciated being given the opportunity to attend these events.

**H. Adjournment**

**14-073**

Trustee Hodges moved to adjourn the meeting at 1322 hours.

**Carried**

---

**Chairman**

---

**Secretary-Treasure**