

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

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The scheduled Board Meeting of Livingstone Range School Division No. 68 was held on Tuesday, September 9, 2014 at 1035 hours at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

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

Dave Driscoll, Superintendent  
Kathy Olmstead, Associate Superintendent, Learning Services  
Jeff Perry, Associate Superintendent, Business Services  
Darryl Seguin, Associate Superintendent, Administrative Services  
Olwyn Buckland, Executive Assistant

### A. Call to Order

Chair Ratcliffe called the meeting to order at 1035 hours.

In recognition of the recent passing of Dale Slade, a moment of silence took place in Dale's honor.

### B. Emergent Changes to the Agenda

- D.1 d) Deferred Motion from the Organization Meeting; First Nation, Metis & Inuit Working Committee Representation
- D.3 Trustee Representation Assigned to School Councils
- E.2 Setting of Board Planning Dates
- E.3 Regional School and Regional Student Council Meetings Lead

**14-020** Trustee Scherger moved that the September 9, 2014 Agenda be approved by the Board of Trustees amended.

**Carried**

### C. Adoption of Minutes

**14-021** Trustee Hodges moved that the minutes from the June 10, 2014 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as amended.

**Carried**

### D. Action Items

#### D.1 Board Policy Review

**14-022** a) Trustee Yagos moved that the Board the Trustees approve the new Board Policy 20, Public Interest Disclosure (Whistleblower Protection) as presented.

**Carried**

**14-023** b) Trustee Scherger moved that the Board of Trustees approve the amendment to Board Policy 13, Role of the Superintendent as presented.

**Carried**

14-024

c) Trustee Yagos moved that the Board of Trustees approve the amendment to *Section 2, External Committees, First Nation Metis Inuit and LRSD Working Committee* of Board Policy 9, Committees of the Board, as amended, and to move this committee to a Standing Committee within this policy.

**Carried**

d) Deferred Motion from the Organization Meeting; First Nation, Metis & Inuit Working Committee - to appoint representation.

As item (c) above was approved by the Board of Trustees, this committee becomes a Standing Committee of which all trustees are members.

## **D.2 Alberta Borrowing Resolution, 2014-15 School Year**

14-025

Trustee Hodges moved that the Board of Trustees approve the Borrowing Resolution which authorizes the Board to borrow such sums as the Board may deem necessary to meet current expenditures up to a maximum of one million dollars during the 2014-2015 school year.

**Carried**

## **D.3 Trustee Representation Assigned to School Councils**

Trustee Toone opened discussion on assigning a trustee to each school's School Council due to the number of schools in the wards, making it sometimes difficult to attend all School Councils.

Trustee Toone moved that the Board of Trustees assign a trustee within their electoral boundary to each school council in the division.

Trustee Decoux moved to amend the motion by adding the words, "as the situation warrants".

After discussion Trustee Decoux withdrew his motion to amend to which there was no objection.

Trustee moved to amend the motion by adding the words, "with the additional trustee(s) within that ward being able to attend".

As there was no objection to the motion to amend, the Chair declared it accepted.

The new motion reads:

14-026

Trustee Toone moved that the Board of Trustees assign a trustee within their electoral boundary to each School Council in the division with the additional trustee(s) within that ward being able to attend.

**Carried**

Assignments to this motion will be made at the end of the meeting.

## **E. Discussion**

### **E.1 Audited Financial Statement Inservice**

As part of the Board's Work Plan and in preparation for the 2013-2014 School Division audit, Associate Superintendent Perry reviewed the 2012-2013 Audited Financial Statements in order to provide clarification where needed and to prepare the Board for the Pre-Audit Meeting with auditors that will be held as part of the October Board meeting.

At this time Chair Ratcliffe presented Trustee Decoux with the Queen Elizabeth II Diamond Jubilee medallion recognizing his service to Alberta.

## **E.2. Setting of Board Planning Dates**

Board Planning Meetings were set as follows:

Monday, September 29, 2014	9:30-12:00	CO Boardroom
Monday, January 26, 2015	9:30-12:00	CO Boardroom
Monday, February 23, 2015	9:30-12:00	CO Boardroom
Monday, March 30, 2015	9:30-12:00	CO Boardroom
Monday, April 27, 2015	9:30-12:00	CO Boardroom

A lunch break was held at 1220 hours and the meeting was called back to order at 1250 hours.

## **E.3 Regional School and Regional Student Council Meetings Lead**

Trustee Scherger opened discussion on the role of the trustees at Regional School and Regional Student Council Meetings and specifically who is responsible for taking the lead for these meetings. Associate Superintendent Olmstead referred to the Terms of Reference which states the roles but suggested these be reviewed with the Board. Superintendent Driscoll stated Associate Superintendent Olmstead will take the lead for Regional Student Council and he will for Regional School Council. The Board Chair and Board Vice-Chair will also work together with Central Office Senior Staff to create agendas for these meetings.

## **F. Information**

### **F.1 Student Registration Form**

Associate Superintendent Seguin provided the Board with information on the new student registration form which all parents are required to complete this year. Mr. Seguin stated the new form is in line with current registration requirements and includes information for the new anti-spam legislation as well as changes to the FOIP legislation, and social media use. The division is working toward having an on-line form available in the near future.

### **F.2 2014-2015 School Year Enrollment Update**

Associate Superintendent Perry distributed and reviewed the preliminary enrollment figures as at September 5, 2014. With current enrollment at 3417 students, this represents a decrease of 29 students from the September 30, 2013 enrollment; however it is up 110 students from the projected January, 2014 figure. Official enrollment figures as of September 30, 2014 will be reviewed at the October Board Meeting.

## **G. Reports**

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

- a) Superintendent Report. Superintendent Driscoll distributed and reviewed his report to the Board. Since the last meeting Mr. Driscoll spoke on attending Fort Macleod sites and planning meetings in regards to the modernization, hosting the annual CASSIX/ASBOA 2014 Summer Conference held in Waterton Lakes, participated in the New Teacher Orientation, attended the Technology Conference at Castle Mountain, and attended the Dual Credit Meeting with Lethbridge College. Superintendent Driscoll's full report can be located on the division website under Board.
- b) Associate Superintendent - Administrative Services. Mr. Seguin's highlights included working on the New Student Registration form, staffing of schools,

hosting the New Teacher Orientation, planning and attending the CASSIX/ASBOA Summer Conference, PowerSchool quarterly meeting with Alberta Education representatives, attended FACES celebration and work on the new LRSD website.

- c) Associate Superintendent - Business Services. Some of Mr. Perry's highlights included attending meetings and the preparation surrounding the modernization and relocation of the Fort Macleod Schools, planning and attending the CASSIX/ASBOA Summer Conference as well as the ongoing corporate secured responsibilities.
- d) Associate Superintendent - Learning Services. Some of Ms. Olmstead highlights included hiring new FSL's in the Crowsnest Pass, CASSIX/ASBOA Summer Conference, work on the Curriculum Redesign, as well as working on work plans for the learning services team for the 2014-15 school year.

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

Some of Chair Ratcliffe's highlights included attending; the Norlein Foundation luncheon in Fort Macleod, welcome back barbeques at the schools in Fort Macleod, the Willow Creek Colony tea and concert. Chair Ratcliffe also spoke on the last zone meeting's presentation by Jim Gibbons on Growing in Governance and spoke on the emotional event at the F.P. Walshe graduation when Rebecca Neels, who has grown up with cerebral palsy, got out of her wheelchair and walked across the stage to receive her diploma.

## **G.3 Professional Learning Sharing.**

There was nothing to report.

## **G.4 Committee Reports**

### Standing Committees

- a) Awards Committee  
Nothing to report.
- b) Professional Learning Committee  
Trustee Scherger reviewed the Professional Learning update for September.

**14-027** Trustee Scherger moved that Trustee McKee attend the Treaty Seven Conference in Calgary on September 11, 2014. **Carried**

**14-028** Trustee Scherger moved that Trustee McKee attend the Treaty Seven Conference in Calgary on November 11-12, 2014. **Carried**

- c) Policy Review Committee  
Superintendent Driscoll reported the new Admin Policy Review Committee will join together with the Board Policy Review Committee during the 2014-15 school year. Dates for these meetings are to be set.

### External Committee

- a) First Nation Metis, Inuit and LRSD Working Committee  
Olwyn will contact the Peigan and Kainai Education Boards to set up meeting dates.
- b) ATA Executive and LRSD Liaison Committee  
The first meeting is set for October 15, 2014.

### Board Representatives

- a) ASBA Zone 6 Representation  
Meeting will be held September 10, 2014.

- b) Alberta SouthWest Regional Alliance. Chair Ratcliffe distributed the report which highlighted Broadband, the temporary Foreign Workers' Program and information on John Barlow, MP who was in attendance.
- c) First Nation Education Council  
Nothing to report.

**G.5 Work List Review**

The Board of Trustees reviewed the Work List for 2014-15.

**G.6 Celebrations**

Trustee McKee reported the Back to School Breakfast held for parents and students at West Meadow Elementary School was well attended.

Trustee Decoux reported Isabelle Sellon School had a welcome back barbeque which was well attended by parents.

**G.7 Key Messages**

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

- 1) Policy Changes
- 2) Committee and Chair Assignments
- 3) Enrollment Numbers

**Assignment of Trustees to School Councils**

Further to Board Motion 14-026 above, the Trustees were assigned to School Councils as follows:

Ward 1

Trustee McKee	A.B. Daley School J.T. Foster School
Trustee Toone	Stavelly Elementary School West Meadow Elementary School Willow Creek Composite High School Granum School

Ward 2

Trustees Decoux and Yagos are both assigned to all schools in Ward 2.

Ward 3

Trustee Hodges	F.P. Walshe School
Trustee Ratcliffe	W.A. Day Elementary School
Trustee Scherger	Canyon School Matthew Halton High School

**H. In-Camera**

*Commencing with the October Board Meeting, In-Camera sessions will be held prior to Board Meetings (9:30 am).*

**14-029** Trustee Decoux moved the meeting go in-camera at 1430 hours. **Carried**

**14-030** Trustee Hodges moved the meeting revert to regular session at 1508 hours. **Carried**

**I. Adjournment**

**14-031**

Trustee Yagos moved to adjourn the meeting at 1508 hours.

**Carried**

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**Chairman**

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**Secretary-Treasure**