

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

The scheduled Board Meeting of Livingstone Range School Division No. 68 was held at Central Office in Claresholm on Tuesday, June 10, 2014 at 0930 hours. 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
Jeff Perry, Associate Superintendent, Business Services
Kathy Olmstead, Associate Superintendent, Learning Services
Darryl Seguin, Associate Superintendent, Administrative Services
Olwyn Buckland, Executive Assistant

Due to timing constraints, all items were not in the order as outlined below.
A delegation from Fort Macleod entered the Boardroom at 0931 hours.

A. Call to Order

Vice-Chair Ratcliffe called the meeting to order at 0932 hours.

B. B. Delegation

B.1 Fort Macleod Kids First Family Center

A delegation consisting of Susan Simpson, Niesje Vanden Dool and Conrad Van Hierden attended the meeting to discuss the Fort Macleod Kids First Family Center which is looking for support from the Board of Trustees to add space to the modernized W.A. Day Elementary School in Fort Macleod. The delegation has met multiple times with LRSD management to discuss the potential addition and partnership between the two groups. As Kids First will need to fundraise resources over time, they are looking at the Board to use divisional resources to support the construction of the facility allowing the group to fundraise and repay the debt back over time. The specifics will be provided by the delegation. The cost estimate to add onto the school is estimated at \$1,510,800.

The delegation left the meeting at 1020 hours and the meeting was called back to order at 1025 hours.

After the In-Camera session held at 1540 hours:

13-113

Trustee Yagos moved that the Board of Trustees support in principle the partnership between the Fort Macleod Kids First Family Center and to direct the Superintendent and the Associate Superintendent, Business Services to meet with the said organization to come to a mutually acceptable agreement.

Carried

C. Emergent Changes to the Agenda

Additions to the agenda include:

E.2 Introduction of Purchase Cards; Jeff Perry
F.5 Planning Meetings; Clara Yagos
G.3 Naming of Fort Macleod Schools; Jeff Perry

- 13-114** Trustee Toone moved that the June 10, 2014 Agenda be approved by the Board of Trustees as amended. **Carried**
- D. Adoption of Minutes** *Chair*
- 13-115** Trustee Yagos moved that the minutes from the May 29, 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 2014-2015 School Year Calendar**
- Darryl Seguin, Associate Superintendent of Administration discussed a request on behalf of the C2 Committee to switch a PD day in the 2014-15 school year calendar to an Inter-School Collaboration Day in an effort to build teacher efficacy.
- 13-116** Trustee Decoux moved that the Board the Trustees approve a change in the 2014-2015 school year calendar to support a request from the C2 Committee to incorporate more collaborative time. The current March 20, 2015 PD day will be switched to an Inter-School Collaboration Day for the 2014-2015 school year. **Carried**
- E.2 Introduction of Purchase Cards**
- Jeff Perry, Associate Superintendent of Business Services reviewed the benefits of introducing purchasing cards to the jurisdiction which senior management would like to implement at the beginning of the 2014-15 school year. Benefits include; 1) no costs or fees associated with them, 2) no capital investment, 3) receipt of a rebate on purchases and, 4) controls in place; easier, quicker, no purchase orders involved and they are paid on a regular basis.
- 13-117** Moved by Trustee Toone that the Board of Trustees for Livingstone Range School Division authorize the entering into an arrangement with the Bank to provide the division with credit by way of a Corporate Master Card account in an amount of up to \$350,000 CAD or such greater amount as the officers of the Division may from time to time deem appropriate, under which arrangement employees of the Division may be issued with Corporate Cards on the MasterCard corporate account of the Division with the Bank and the Division shall be responsible for the payment of all amounts, including fees and interest, charged to such corporate account, the whole substantially on the terms and conditions set forth in the draft Corporate MasterCard Account Agreement submitted to and hereby approved by the Board of Trustees, and; **Carried**
- 13-118** Moved by Trustee Scherger that the Superintendent of Schools or Associate Superintendent, Business Services, or any of them acting alone are hereby authorized to sign for an on behalf of the Division a Corporate MasterCard Account Agreement with the Bank substantially on the terms and conditions of the draft thereof approved by the Board of Trustees, with such changes or modifications as the person(s) so signing may be their/his sole discretion deem appropriate, and to sign such other documents and do such other things they/he in their/his sole discretion deem appropriate or advisable in connection with or to give effect to such Corporate MasterCard Account Agreement and the program contemplated there under. **Carried**

F. Discussion

F.1 Monthly Financial Update

Associate Superintendent of Business Services Jeff Perry reviewed the monthly financial update for the period ended May 31, 2014. This represents the completion of approximately 90% of the 2013-2014 school year and 75% of the fiscal year.

F.2 Budget Related Information System - Mybudgetfile.com

As this item was reviewed recently Mr. Perry will, at a later date, present information on amortization.

F.3 School Wi-Fi

Chair Ratcliffe led a discussion on the access to division Wi-Fi in our schools. Rod Kettles, Technician entered the meeting at 1110 hours and reviewed the current process stating there are only three schools opened to Wi-Fi at this time and there have been no reports from schools on students having issues connecting to this system. Opening Wi-Fi is a school based decision and the schools go through a training process prior to connecting if they wish to go this route. Mr. Kettles further discussed bandwidth at Central Office and how it is distributed to the schools. It was stated they are always looking ahead at improving the system as technology changes.

F.4 Air Conditioning / Air Exchange

As there have been concerns about air conditioning and air exchange at the schools, Chair Ratcliffe asked Jeff Perry, Associate Superintendent of Business Services to present this item. Mr. Perry explained the schools do not have air conditioning, only air exchange and there are a couple of months during the year which this becomes very challenging. In the older buildings there is no space to add air conditioning and the cost associated is too large. In the new modernized buildings air exchange/circulation is used. Additionally, if there are no students in the schools systems are put on a summer mode. It is important to note if schools are having a special event outside of regular hours they need to contact the maintenance staff to ensure systems are running.

F.5 Planning Meetings

Trustee Yagos requested clarification on board planning meetings requesting the purpose of the meetings to be clearly stated. Trustee Scherger stated the board needs to be proactive and ensure all items proposed are clearly aligned with the work list.

G. Information

G.1 Technology

Darryl Seguin, Associate Superintendent of Administration updated the Board on the next computer evergreen cycle and distributed information on the 2014-15 school allocation and planning principles. Mr. Seguin explained ETAC's recommendation to Admin Council, a 'Flex Fund' to change the current student ratio from 4-1 to 6-1, which allows more funding as needed, when needed. There still would be a process the schools go through to purchase computers. Chad Kuzyk, Coordinator of Technology and Learning has been overseeing several trials of different computers throughout the schools and will give recommendations when schools are purchasing future computers.

G.2 Curriculum Redesign - Literacy and Numeracy Benchmarks

Kathy Olmstead, Associate Superintendent of Learning Services reviewed the latest updates on Alberta Education's draft literacy and numeracy benchmarks and their connections to redesign. She explained when designing outcomes of the six disciplines, benchmarks are weaved throughout them. Benchmarks are broken down into awareness, knowledge and design and strategy. Ms. Olmstead pointed out the website link to Inspired Education on the jurisdictions website and reviewed the website with trustees. Further information will be shared at the next board planning meeting.

G.3 Naming of Schools

Associate Superintendent Jeff Perry discussed the process and the results of the votes that have taken place with the renaming of the modernized schools at Fort Macleod.

13-119 Trustee Scherger moved that the modernized Fort Macleod schools maintain their current names, those being W.A. Day Elementary School and F.P. Walshe School. **Carried**

A lunch break was held from 1200 to 1229 hours. The trustees thanked Bertha Yagos and the ATA for providing lunch.

H. In-Camera

H.1 Proposed September Salary Adjustments

Jeff Perry, Associate Superintendent of Business Services will go through data on how LRSD non-union employees compare with other divisions in Southern Alberta.

13-120 Trustee Yagos moved the meeting go in-camera at 1229 hours. **Carried**

13-121 Trustee Hodges moved the meeting revert to regular session at 1301 hours. **Carried**

A delegation from Fort Macleod entered the board room at 1305 hours.

I. Delegation

I.1 Fort Macleod Modernization

A delegation from Fort Macleod consisting of James Coast, Kristi Edwards, Chelsie Wolff and Cathie Harris attended the meeting to discuss the process of forming a community fundraising group in order to raise money to enhance the size of the modernized elementary school gym in Fort Macleod from 430 to 550 square feet as shown in a diagram at the recent tri-school meeting. Mr. Coast reviewed the work the delegation has been involved in over the past two weeks in the hopes of moving this forward and requested the board's assistance in: 1) a commitment to start the gym in the enhanced size, 2) working together in trust, 3) possible financial assistance and 4) timelines. Following Mr. Coast's comments there was an open discussion with many questions being brought forward.

Chair Ratcliffe thanked the delegation for attending stating the board would have a reply for them by the end of the week.

After the In-Camera session held at 1540 hours:

Trustee Hodges moved that the Board of Trustees direct the Superintendent and the Associate Superintendent of Business Services to further explore the Fort Macleod Gymnasium request by way of meeting with the presenting group to encourage a business plan that identifies the strategies in place to fundraise the resources needed to expand the gymnasium.

Carried

J. Reports

J.1 Central Office Senior Management Reports

The Superintendent and Associate Superintendents distributed their monthly reports.

J.2 Chair's Report

Chair Ratcliffe forwarded her monthly report to the trustees.

J.3 Professional Learning Sharing.

Each Trustee reviewed one of the sessions they attended at the ASBA Spring General Meeting.

J.4 Committee Reports

Committee chairs reported on the following committees.

Standing Committees

- a) Awards Committee
- b) Professional Learning Committee
- c) Policy Review Committee

External Committee

- a) First Nation Metis, Inuit and LRSD Working Committee
- b) ATA Executive and LRSD Liaison Committee

Board Representatives

- a) ASBA Zone 6 Representation
- b) Alberta SouthWest Regional Alliance
- c) First Nation Education Council

J.5 Work List Review for August, September

Chair Ratcliffe reviewed to work list for August and September. The work list will be reviewed further at the Board Planning Meeting.

- ⇒ Board/Admin Breakfast
- ⇒ Alberta School Boards Association Zone 6 Meeting
- ⇒ Borrowing resolution approved
- ⇒ Audited Financial Statement Inservice
- ⇒ Review Preliminary Enrolment data
- ⇒ Review process and timelines to monitor progress of student outcomes and other desired results from the 3 Year Plan.
- ⇒ Annual review of Work List (*election years, Dec*)
- ⇒ Review Trustee Honorarium, Benefits, Mileage Rates, Other Expenses
- ⇒ Board/ATA Teacher Induction and Retirement Banquet

J.6 Celebrations

J.7 Key Messages

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

- 1) Two delegations that attended the meeting.
- 2) Dr. Lloyd Cavers Scholarship.
- 3) Technician Information.
- 4) Inspired Curriculum.

K. Students First

K.1 Dr. Lloyd Cavers Scholarship

Each year one student from each of LRSD's six high schools is nominated for the Dr. Lloyd Cavers Scholarship. The scholarship is awarded to students who demonstrate leadership abilities both at the school as well as within the community. The selection criterion considers community service, citizenship, academic performance, extra-curricular activities, personal character and leadership. This year's candidates demonstrated excellence across all of our schools.

The following students from the six high schools were nominated this year:

Danielle McRae, J.T. Foster High School
Lane Verna, Willow Creek Composite High School
Rachelle Orr, F.P. Walshe School
Sabrina Stushnoff, Matthew Halton High School
Jilisa Finn-Fraser, Livingstone School
Jillian Montalbetti, Crowsnest Consolidated High School

Superintendent Driscoll welcomed the students, parents and principals to the meeting. Chair Ratcliffe introduced each student and presented them with a certificate and scholarship fund and called upon their principal, or designate, who provided information about the candidate's strengths and contributions. The overall winner was Lane Verna who was presented with a plaque.

Following the presentations students, parents and administrators mixed and were offered a light dessert.

L. In-Camera

13-123 Trustee Yagos moved the meeting go in-camera at 1540 hours.

Carried

13-124 Trustee Scherger moved the meeting revert to regular session at 1640 hours.

Carried

Two motions were presented after the in-camera session, refer to B.1 and I.1.

M. Adjournment

13-125 Trustee Toone moved the meeting be adjourned at 1645 hours.

Carried

Chairman

Secretary-Treasurer