

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, December 10, 2013 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
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 0935 hours.

B. Additions / Changes to the Agenda

Delete Item G. Students First. Due to poor weather and road conditions, students will not be attending from Matthew Halton High School.

13-054 Trustee Yagos moved that the December 10, 2013 Agenda be approved by the Board of Trustees as amended.

Carried

C. Adoption of Minutes

13-055 Trustee Scherger moved that the minutes from the November 26, 2013 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

Carried

D. Action

D.1 Annual Results and Three Year Plan

13-056 Trustee Toone moved that the Board of Trustees approve the 2013-14 Annual Results Report and the 2013-16 Three Year Plan for Livingstone Range School Division as presented.

Carried

E. Discussion

E.1 ASBA Strategic Plan

Chair Ratcliffe and the Trustees completed the Alberta School Boards Association Strategic Plan Survey.

F. Information Items

F.1 Financial Update

Jeff Perry, Associate Superintendent of Business Services reviewed the Monthly Financial update for the period ended November 30, 2013. This update represents the completion of approximately 25% of the 2013-14 school year.

F.2 Budget Information Session – Budgeting 101

Jeff Perry, Associate Superintendent of Business Services led the Trustees through a Budget Information Session which included the steps involved in developing and approving the divisional budget and the importance of monitoring the results.

F.3 Wellness Readiness Grant

At the January, 2013 Board Meeting, a motion was made for Livingstone Range School Division to apply for a Wellness Readiness Grant for \$10,000.00 and the application was submitted and approved. Kathy Olmstead, Associate Superintendent of Learning Services provided information on the committee formed to lead this work and the brainstorming currently going on. Our results will be put together in January and further information will be provided at the February Board Meeting. Website links of interest are as follows.

<http://www.wellnessfund.ualberta.ca/en/Videos.aspx>

<http://jcsh-cces.ca/index.php/school-health>

<http://www.everactive.org/shaping-the-future>

[Parkland Wellness - 5th Edit - The Process Model](#)

F.4 Healthy School, Healthy Communities

Trustee Yagos presented a video entitled Healthy Schools, Healthy Communities: How you Can Make a Difference. This video, developed by Ophea's Physical Activity Resource Centre, is designed to support individuals and communities in working towards healthy schools. It provides the foundation for healthy schools that is fundamental to the Comprehensive School Health Initiative in Alberta.

A luncheon with Central Office staff was held at 1200 hours and the meeting was called back to order at 1255 hours.

ASBA Presentation

On behalf of Alberta School Board Association, Chair Ratcliffe presented Kelly Hall, retired trustee, with a plaque for the work she has done with the Alberta School Boards Association.

H. Reports

H.1 Central Office Senior Management Reports

a) Superintendent Report

Superintendent Driscoll distributed and spoke on his report since the last board meeting. Mr. Driscoll made special mention to schools, parents and staff for their patience and consideration for student safety over the last few weeks, and thanked Bus Drivers for their great efforts and dedication to ensure the students were safe in getting to and from school during the challenging weather over the past week. Highlights of Mr. Driscoll's report included the completion of the AERR and Three Year Plan, participation in the Board Planning Meeting and the Governance Workshop led by Terry Gunderson; the ASBA Annual General Meeting; Divisional Day; Chairing the CASSIX Meeting and Annual Christmas

Dinner and Retiree Recognition; Speaking at the 15th Annual Celebration of Career Transitions; participation in a webinar on Negotiations and Collective Bargaining; the Annual Colony Elders Meeting, and participation in the Deputy Minister of Educations meeting with Superintendents.

- b) Associate Superintendent - Administrative Services
Associate Superintendent Seguin reviewed highlights he worked on over the past month. In the area of Human Resources, the ongoing work of staff placements; distribution of the early retirement offer; and preparation of two career days up in January (UofL and UofC). Additionally he spent time in the classroom evaluating four new teachers. In the area of Professional Development, Mr. Seguin spoke on collecting survey data from the recent Division Day and additionally attended a PD Council meeting. Mr. Seguin attended two Tech Conferences, the CASSIX Meeting and the webinar on Negotiations.
- c) Associate Superintendent - Business Services
Associate Superintendent Perry spoke on highlights he has been involved in which included the preparation of the financial statement and school budget updates; setting up a new communication system due to concerns by WCBDA; attended the ASBOA Business Forum and ASBA Fall General Meeting and prepared financial information required for the AERR. Mr. Perry also attended a meeting with Ron Taylor and Donna Crowshoe, AB ED as well as the Colony Minister Meeting.
- c) Associate Superintendent - Learning Services
Associate Superintendent Olmstead distributed and spoke on highlights she has been involved in over the past month which included work with the First Nation Programming, meeting with Ron Taylor and Donna Crowshoe, AB ED and completion of the AERR and Three Year Plan, Off Campus Programming meetings, Attendance Officer Referrals, presentation at Division Day, JT Foster Flexibility Project and CTS Programming.

H.2 Chair's Report

Chair Ratcliffe reviewed correspondence received and reported on events she has attended since the last meeting; Zone 6 General Meeting, Governance Session led by Terry Gunderson, Edmonton ASBA Fall General Meeting, Divisional Day and a meeting she and Trustee Hodges attended with the Town of Fort Macleod.

H.3 Professional Learning Sharing

- a) Trustee Scherger and Darryl Seguin, Associate Superintendent, Administrative Services shared information from the Jurisdiction Technology Contacts Event they attended in Calgary. Alberta Educations 2013 Learning and Technology Policy Framework which was just completed was distributed and Mr. Seguin spoke on future work of compiling our current documentation and putting in the same format of the new framework. Information on the new framework is located <http://education.alberta.ca/admin/technology/policyframework.aspx>
- b) Trustees were asked to share their impressions and learnings from Divisional Day held November 25, 2013 by identifying areas of growth, emerging from the presentations, that would be beneficial to Trustees at the Board Table. Discussion focused on J.T. Foster's session on the Flexibility Project they are involved in. The Professional Learning Committee will meet and have further discussions on flexibility projects.
- c) Trustees highlighted their learning from the ASBA Fall General Meeting. The Reimagining School Board Governance Project was highlighted as a good topic for future discussion.

- d) Trustee Scherger discussed the upcoming Regional School Council Meeting scheduled for January 13, 2014. A reminder will be sent to Council Chairs to remind them to submit any items they may have for the agenda.

H.4 Committee Reports

Standing Committees

- a) Awards Committee
Nothing to report.
- b) Professional Learning Committee
Trustee Yagos spoke on two ASBA conferences being held in January. January 19-21, Unlock your potential: New trustees and board chairs conference featuring Jamie Vollmer as the guest speaker and January 21-22, Engaging matters: Community engagement for school boards. Trustees will notify Trustee Yagos if they are interested in attending.
- c) Policy Review Committee
A Policy Review Meeting will be set.

External Committee

- a) First Nation Metis, Inuit and LRSD Working Committee
Nothing to report.
- b) ATA Executive and LRSD Liaison Committee
Next meeting will be held in January.

Board Representatives

- a) ASBA Zone 6 Representation
Zone 6 Meeting being held December 11, 2013.
- b) Alberta SouthWest Regional Alliance
The next meeting will be held in February.
- c) First Nation Education Council
The next meeting will be held February 14, 2014.

H.5 Work List Review

The Board reviewed and updated the Work Plan for the 2013-2014 school year. Updated copies will be distributed at the next Board Meeting.

Discussion on the Report to the Community took place. Input from the Trustees will be reviewed at the January Board Meeting.

H.6 Celebrations

- 1) First Nation Parent Dinner
- 2) Claresholm Technology Session
- 3) J.T. Foster, Queen's Ball
- 4) Matthew Halton High Reception, Experiential Learning Celebration

H.7 Key Messages

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

- 1) Approval of AERR and Three Year Plan.
- 2) Challenging Weather. Thanks to Bus Drivers and Staff.
- 3) Wellness Grant.

I. In Camera

13-057 Trustee Scherger moved that the meeting go in-camera at 1450 hours. **Carried**

13-058 Trustee Yagos moved the meeting revert to regular session at 1550 hours. **Carried**

J. Adjournment

13-059 Trustee Hodges moved the meeting be adjourned at 1551 hours. **Carried**

Chairman

Secretary-Treasurer