

# Livingstone Range School Division #68

## Acting Superintendent Report

### 2017-2018 School Year



**Darryl Seguin**  
**For the Month of: October**

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## Highlights

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### Functions & Meetings

- Attended the AB Education invitation to discuss Education Legislation.
- Attended the Alberta Research Network Meeting. Various school boards who have received grants presented research on their findings. I attended sessions on FNMI and Early Learning practices.
- Sr. management met with the FACES representatives to discuss program successes and areas for continued growth. Next meeting is scheduled for the end of November.
- Board Awards Committee meeting.
- Once a month all LRSD departments meet in an effort to facilitate divisional communication and discussion between departments in a formal process called Interdepartmental meetings.
- Attended the 11<sup>th</sup> annual LRSD Art Gala. Well attended and appreciated by students and parents.
- Attended Divisional Day at MHHS. Thank you to the organizing committee for another successful day.
- Second admin council meeting of the year held prior to Admin. Retreat.
- Attended Admin. Retreat. Focus on Mental Health and FNMI.
- Met with committee members three times to draft and provide feedback on sections 1 & 2 of a draft manual.
- Board pre-organization meeting.
- Attended the Regional Council of Student Leaders training Fri. and Sat. Oct. 13/14. Thank you for Board support of this group. Opening days were extremely positive.

### Human Resources

- Attended our first ATA/LRSD negotiating meeting. Next meeting is set for the end of November.
- Instructional Allocations meeting with committee. Overall the allocation process seems to be working.
- Attended 2 webinar sessions on changes to the Employment Standards Code. Discussion of jurisdictional impact will be raised with administrators in the near future.
- Administrator Evaluations: Met with all principals who have evaluations due this year and reviewed process and criteria.

### First Nations, Metis, and Inuit

- Building Collaboration and Capacity in Education Symposium. Provincial presentations by First Nations authorities collaborating with provincial school divisions. Our ESA group presented with Kainai.
- ESA meeting occurred Oct. 6. Next meeting Nov. 13

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### Key Areas for Next Month

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- Accountability Pillar results
- ATA negotiations 2<sup>nd</sup> meeting
- Regional School Council meeting
- Attend CASS FNMI Education Action Committee meeting
- Attend CASS Fall Conference
- International students programming meeting
- Admin Council and Interdepartmental meetings
- High School Redesign meeting
- ASBA Zone 6 meeting
- School Tours and meeting with Education Manager South Services Branch
- ESA meeting with Kainai and 4 Provincial Jurisdictions
- ASBA Fall General Mtg, LRSD Governance Workshop and Trustee Orientation

**Livingstone Range School Division #68**  
**Administration, Programs & Services Report**  
**2017-2018 School Year**



**Ken Sampson**

**For the Month of: October, 2017**

**Highlights**

- ❖ Meetings
  - Divisional PD Council Meeting
  - Learning Support Teacher Meeting
  - Various Programs & Services Meetings, including Counselling, Behaviour and Early Learning
  - Divisional Day Planning Meeting
  - Admin Retreat Committee Planning Meeting
  
- ❖ Professional Development
  - CASSIX Fall Zone Meeting - September 21-22
  - Webinar: Understanding the Changes to Alberta Labour and Employment Standards Laws
  - Admin Retreat - October 11-13. Theme - LEAD: Learning with Empathy, Acceptance, and Dedication. Focus on understanding the incoming Teaching Quality Standards and how Foundational Knowledge impacts the Standards
  - Divisional PD Day - October 20th.
  
- ❖ Other
  - Bargaining Meeting with the ATA Local
  - Teacher and Administration Observations - as part of the Teacher Growth, Supervision and Evaluation Process
  - Hosting Colombian Supervising Teachers
  - Classroom Improvement Fund (CIF) Grant Applications from schools with a focus on Character and Citizenship Education
  - Interviews for Bus Drivers
  - Division's Annual Art Gala

**Key Areas for Next Month**

- ❖ Teacher2Teacher Mentorship Program for new teachers to the division along with divisional mentors - First Meeting October 25th
- ❖ Internal International Education Meeting
- ❖ Southwest RCSD Executive Team Meeting
- ❖ Internal Complex Case Application reviews to support students in our division
- ❖ Provincial CASS Fall Conference - Team Leadership Learning format. We will be led by Michael Fullan and his team with the focus on the implementation of the Professional Practice Standards: Teaching Quality Standard, Principal Leadership Quality Standards and the System Leader Quality Standard
- ❖ Admin Council Meeting - November 7th
- ❖ International Advisory Committee Meeting in Edmonton November 15th
- ❖ Upcoming PD - Emerging Trends in Education Law - November 16th
- ❖ Senior Admin & Board Retreat to include Governance Workshop

# Livingstone Range School Division #68

## Business Services Report

### 2017-2018 School Year



**Jeff Perry, Associate Superintendent of Business Services**

**Board Meeting: October 24, 2017**

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## Highlights

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- ❖ Capital Planning and Facilities
  - GRD Administration Building
    - Site Meeting
    - Hazardous Material Abatement ongoing
    - Some demo and masonry ongoing
  
- ❖ Labour Relations:
  - Met with ATA, September 27, 2017 – Dinner and Exchanged Proposals
  - Set up meeting for end of November
  
- ❖ Elections
  - Communications with Municipalities for elections
  - Prep (Ads, Ballots, Maps, Materials)
  - Election October 16
  - Communications on results
  - Board Pre-Organizational / Trustee Orientation Meeting
  
- ❖ Health and Safety
  - Health and Safety Manual Review
  - Section 1 shared with Admin Council
  - Implementation of sections of Public School Works – Incident Reporting
  
- ❖ Other Meetings:
  - FACES Meeting with FACES Corp Owners
    - Reviewed all aspects of program, discussion on positive feedback, benefits, challenges, potential areas for improvements.
  - Allocations Meeting
    - Review of current process and areas to focus on this year
  - Senior Administration Leadership Team Meetings
  - October Admin Council Meeting
    - Purchasing Card Expenses – When appropriate to use
    - School Budget Meetings
    - Public School Works – Fire Drills and Lock Down Drills
    - ADLC – Courses and Response from AB Education
    - September 30, Enrolment
  - Inter Departmental Meeting
  - Divisional Day
  
- ❖ Personnel Meetings with Finance/Payroll/Transportation/Maintenance

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## Key Areas for Next Month

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- ❖ International Program Meeting
- ❖ Health and Safety Meeting
- ❖ Budget Update and Yearend Financial Statements
- ❖ Auditors Meetings