

## 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 at Central Office in Claresholm on Tuesday, February 11, 2014 at 0930 hours. Following are the minutes from the meeting.

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

Dave Driscoll, Superintendent  
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. In-Camera**

**13-066** Trustee Yagos moved that the meeting go in-camera at 0935 hours.

***Carried***

**13-067** Trustee Hodges moved the meeting revert to regular session at 1040 hours.

***Carried***

The meeting was called back to order at 1045 hours.

**C. Emergent Changes to the Agenda**

**13-068** Trustee Hodges moved that the February 11, 2014 Agenda be approved by the Board of Trustees as presented.

***Carried***

**D. Adoption of Minutes**

**13-069** Trustee Yagos moved that the minutes from the January 14, 2014 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

**E. Action Items**

**E.1 LRSD – ATA Memorandum of Agreement**

**13-070** Trustee Yagos moved that the Board of Trustees approve the changes to the collective agreement between Livingstone Range School Division No. 68 and the Alberta Teachers' Association Local No. 14 as provided for in the signed Memorandum of Agreement and additional clarification provided, with the understanding all enhancements, including personal leave, take effect September 1, 2014.

***Carried***

Trustee McKee abstained from voting.

## **E.2 Instructional Supplies and Materials Fees**

According to Administrative Procedure 505, Instructional Supplies & Materials Fees, the Board of Trustees, in annual consultation with Regional School Council and Administrative Council, will establish the division wide instructional supplies and materials fees for non-complementary courses. Mr. Perry, Associate Superintendent of Business Services discussed the process used to acquire input and presented the recommendation from every School Council and the Administrative Council.

Trustee Ratcliffe requested her vote be recorded on this item.

**13-071**

Trustee Yagos moved that the Instructional Supplies and Materials Fees for the 2014-2015 school year remain at the current 2013-2014 rates, as follows:

- ⇒ \$40 per student for students enrolled in Grades 1 through 6;
- ⇒ \$50 per student for students enrolled in Grades 7 through 9;
- ⇒ \$70 per student for students enrolled in Grades 10 through 12;
- ⇒ and a \$10 per student Divisional Technology Fee for students enrolled in Grades 1 through 12;
- ⇒ and that the School Principal be allowed the option of charging a refundable deposit per student per year.

Discussion on the above item took place and Trustee Scherger made an amendment to this recommendation, as follows:

**13-072**

Trustee Scherger moved that the Instructional Supplies and Materials Fees for the 2014-2015 school year are set at \$50 per student for students enrolled in Grades 1 through 12, and;

- ⇒ a \$10 per student Divisional Technology Fee for students enrolled in Grades 1 through 12;
- ⇒ and that the School Principal be allowed the option of charging a refundable deposit per student per year.

Further discussion took place and trustees requested information on cost factors per schools be prepared for review. A motion was presented to postpone this item until the next Board Meeting.

**13-073**

Trustee Yagos moved that the Board of Trustees table Item E.2 - Instructional Supplies and Materials Fees until the March 11, 2014 Board Meeting.

***Carried***

## **E.3 Board Policy 9, Committees of the Board**

**13-074**

Trustee Yagos moved that the Board of Trustees approve the amendment to Board Policy 9, Committees of the Board, as presented.

***Carried***

Lorna Hewson entered the Board Room at 1110 hours.

## **F. Presentation**

### **F.1 Learning Support Services**

Lorna Hewson, Director of Learning Services shared goals and priorities of LRSD Learning Support and provided an overview of the current focus of our teams. Mrs. Hewson shared the importance of collaboration and a systematic school wide approach in meeting the needs of all students. The work of Learning Support services is described through three visuals Pyramid of Interventions, Inquiry Matrix and the Team Planning Process which were described to the board. Mrs. Hewson discussed the collaborative work happening with three teams within Learning

Services, the Learning Support Teachers, Family School Liaisons and Regional Collaborative Service Delivery.

Mrs. Hewson left the meeting at 1210 hours.

A lunch break was held at 1210 hours and the meeting was brought back to order at 1235 hours.

## **G. Discussion Items**

### **G.1 Monthly Financial Update**

Associate Superintendent Jeff Perry reviewed the Monthly Financial update for the period ended January 31, 2014 which represents the completion of approximately 50% of the 2013-2014 school Year and 41.67% of the fiscal year.

### **G.2 Projected Enrollments**

Jeff Perry, Associate Superintendent of Business Services reviewed the projected enrollments for September 30, 2014. Current projects indicate a decline of 139.5 FTE students from the September 30, 2013 actual counts and a decline of 102 FTE students from projections from September 30, 2013. This projection is compiled as part of the budgeting process.

### **G.3 Communications Plan**

Trustee Yagos opened discussion on the Communications Plan which was updated for Livingstone Range School Division in 2010-2011. As a Communications Workshop is scheduled for March, trustees will review the current plan at a planning meeting after the workshop prior to updating it.

### **G.4 Action Inquiry Request Form**

Trustee Scherger reviewed the Action Inquiry Request Form, as per Board Policy 4, Appendix A as to the utilization and worthwhileness of the form. The Board and Senior Management felt this is an effective tool and that it is important to use.

## **H. Information Items**

### **H.1 School Board Reserve Survey**

Superintendent Dave Driscoll discussed the ASBA School Board Reserve Study which has been completed and received the board's approval to submit it as prepared.

### **H.2 Fort Macleod Modernization Project**

Dave Driscoll, Superintendent spoke on the recent announcement of the W.A. Day and F.P. Walshe schools modernization project at Fort Macleod. Mr. Driscoll talked on the successful Roundtable Discussion that took place in Fort Macleod on February 1 in preparation of the modernization at which time four questions were proposed to the group:

- 1) Given the direction of Inspiring Education and looking ahead to the future for our children and youth, what skills, competencies and attributes do you feel are important for our students / children to be successful in the future?
- 2) Partners are a vital part of the educational and learning process. What partners or services do you feel are important to have in your child's educational program or school? Why?

3) Upon completion of the modernization of the two schools in Fort Macleod, Livingstone Range School Division will have one building that will not be occupied by students. What does the community feel would be a good use of this facility?

4) During the modernization and building of schools, the Alberta Government encourages the involvement of partners to expand or enhance the facility to meet a specific need or desire in the community. (i.e. bigger gyms, expansion of a wing to allow for office space for other agencies ...) With this in mind, do you feel that there would be a potential for this in the completed projects in Fort Macleod? If so, how would this look and who could assist in the funding of this vision?

Responses are being collected and will be posted on the Fort Macleod Modernization site on our webpage. Additionally staff and students at Fort Macleod will be offered the same questions. Mr. Driscoll concluded by stating all lines of communication will be kept open during the project.

## **I. Reports**

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

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

Dave Driscoll distributed and spoke on highlights, the announcement of the Fort Macleod Modernization project and meetings attended since the last Board Meeting. These included the ASBA Community Engagement Workshop, Granum School Planning Session, Capitol Planning Session, Meeting with Alberta Education to review the LRSD AERR and Three Year Plan, C2 Committee Meeting, Regional School and Student Council Meetings, Transportation Review, Chairing the Regional CASSIX Meeting and attending the International Education Meeting with Alberta Education.

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

Darryl Seguin distributed and spoke to his report which highlighted attending two University Career Fairs, conducting seven classroom observations, Facilitating the C2 Meeting, Co-chaired the PD Council Meeting, Initiated an Online Advertising System, and represented LRSD at the announcement of the First Nations Education Agreement.

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

Jeff Perry distributed and spoke on his monthly report. Items included work around the modernization project, Budget Preparation for 2014-15, two school AERR visits, attended Regional School Council, AB Education / Infrastructure Meeting, Negotiations with CUPE, and attended the Pincher Creek Town Council Meeting. Mr. Perry additionally attended Canyon School and gave a math presentation to grades 3, 4 and 6.

#### **d) Associate Superintendent - Learning Services**

Kathy Olmstead was not present at the meeting.

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

Chair Ratcliffe spoke on events she attended since the last meeting. These included attending: an Alberta Transportation Meeting in Fort Macleod, Tri-School Meeting at W.A. Day, Conference on Community Engagement and the Modernization Announcement and Roundtable. In addition she visited Willow Creek Composite High with Fort Macleod parents to see the modifications that took place there.

### **I.3 Professional Learning Sharing.**

Trustee Toone and McKee along with Trustees Hodges and Scherger attended the ASBA New Trustees and Board Chairs Conference in Edmonton. Trustees Toone and McKee were both pleased with the sessions.

Trustees Ratcliffe, Hodges, Yagos and Scherger recently attended the ASBA Community Engagement Conference and discussed the sessions they attended.

Trustees Scherger and Yagos attended a workshop put on by Alberta SouthWest Regional Alliance and reported back it was an excellent session.

## I.4 Committee Reports

### Standing Committees

- a) Awards Committee: There was nothing to report.
- b) Professional Learning Committee
  - ⇒ Board Communication Workshop, March 17<sup>th</sup>, 9:30-4:00 at Pincher Creek
  - ⇒ Trustees are encouraged to read Chapter 3 "Communication is the Key" of the School Board Field Book by March's Board Meeting. A generative discussion about the contents of the chapter will take place at that time.
  - ⇒ Review of learning opportunities.

**13-075** Trustee Scherger moved that Trustees McKee, Hodges, Yagos, Toone and Scherger attend the Inspiring Education Symposium on February 19, 2014 in Calgary.

**Carried**

**13-076** Trustee Scherger moved that Trustees McKee and Yagos attend the Palliser Teachers Convention February 20-21, 2014, if sessions are deemed relevant.

**Carried**

It was noted that all trustees will be attending the Annual Rural Education Symposium in Canmore March 2-4, 2014.

- c) Policy Review Committee  
Trustee Yagos reported Board Policy 19 will be reviewed as we have heard from ASBA Legal on the text of this policy.

### External Committee

- a) First Nation Metis, Inuit and LRSD Working Committee  
A meeting has been scheduled with the Kainai Board of Education for March 25, 2014 at the F.P. Walshe PD Room. Trustee Scherger noted that the Terms of Reference need clarification and should be taken to this meeting for review.
- b) ATA Executive and LRSD Liaison Committee  
Chair Ratcliffe reported a meeting was held February 4, 2014 and Mr. Baxter reported on Finland, the Positive Behavior Program at J.T. Foster School and the High School Re-design at J.T. Foster. The next meeting will be held on May 6, 2014.

### Board Representatives

- a) ASBA Zone 6 Representation  
Trustee Hodges reported there will be a Zone 6 Executive Meeting on February 12, 2014.
- b) Alberta SouthWest Regional Alliance  
Trustee Yagos distributed her report and spoke on the meeting held on February 5, 2014. Highlights included: Ventus Development Services presentation on broadband issues; Canadian Geographic Travel Magazine highlighting Alberta Tourism; piloting new recommendations for ways that communities can enhance their current efforts; a partnership to pilot the Foreign Direct Investment Project. Also noted was the Alberta SouthWest Photo Gallery has been reformatted and shares many images of the region. The next meeting will be held March 5, 2014.
- c) First Nation Education Council
  - ⇒ The Council will meet February 13, 2014 at Walshe Crossroads Campus.

## I.5 Work List Review for March

Chair Ratcliffe reviewed the work list for the month of March which includes:

- ⇒ Approve Allocations for Funding Formula
- ⇒ Fiscal Monitoring Report

- ⇒ Updated Capital Plan / updated Facility Plan approved
- ⇒ Alberta School Boards Association Zone 6 Meeting
- ⇒ Discuss and submit proposed bylaw amendments to ASBA for Spring General Meeting
- ⇒ Consideration of paid professional leave requests
- ⇒ Budget related information session
- ⇒ Notice to Schools – Lloyd Cavers Scholarship

**I.6 Celebrations**

Trustee Yagos showed a video created by Kiana Miskulin, a grade 12 student at Crowsnest Consolidated High School who is part of the Keystone Group with the Boys and Girls Club of the Crowsnest Pass. This short video highlights the activities of the students from Horace Allen and Isabelle Sellon at the BGCCNP. This can be viewed at [www.bgccnp.com](http://www.bgccnp.com).

Trustee McKee attended the Teachers Assistant Conference which took place in Claresholm recently and felt it was very well done.

Trustee Toone spoke on J.T. Foster’s Winter Band Conference he attended and congratulated them on a great job.

**J.7 Key Messages**

**Four Key Messages** selected by the Board of Trustees from today’s meeting are:

- 1) ATA Memorandum of Agreement approval
- 2) Instructional Supplies and Materials Fees item postponed to March 11, 2014
- 3) Projected Enrollment Discussion
- 4) Fort Macleod Modernization Project

**K. In Camera**

**13-077** Trustee Toone moved that the meeting go in-camera at 1515 hours. **Carried**

**13-078** Trustee Yagos moved the meeting revert to regular session at 1531 hours. **Carried**

**L. Adjournment**

**13-079** Trustee Hodges moved the meeting be adjourned at 1531 hours. **Carried**

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**Chairman**

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**Secretary-Treasurer**