

January 19, 2017

Call to Order

The regular meeting of the Board of Trustees of the Wolf Creek School Division No. 72 was called to order by the chair at 9:00 a.m. in the Learning Centre of the Ponoka office.

Present

Chair: L. Jess; Trustees: T. Bratland, P. Hansen, D. Peterson, B. Walker;  
Superintendent of Schools: J. Lovell; Recording Secretary: J. Haines

Regrets: Trustee B. Huff; Secretary Treasurer: J. Henderson

Agenda Item 1.1 - Treaty Six Land Acknowledgement

Trustee Walker recited the Treaty Six Land Agreement and Acknowledgement.

Agenda Item 1.2 - Adopt Agenda

1.17  
Adopt Agenda

Moved by B. Walker that the agenda for the January 19, 2017 regular meeting of the Board of Trustees be adopted as follows:

1. Call to Order
  - 1.1 Treaty Six Land Acknowledgement
  - 1.2 Adopt Agenda
2. In Camera
3. Appointments
4. Superintendent's Report
5. Action Items
  - 5.1 Additions to the Agenda
  - 5.2 Minutes December 15, 2016
  - 5.3 Summary of AERR Results - Newspaper Campaign
  - 5.4 Volunteer Hours for Credit
  - 5.5 Proposed Dates for School Visits
  - 5.6 Superintendent Evaluation Date
  - 5.7 National Congress on Rural Education in Canada
  - 5.8 PSBAA Campaign Seminars
  - 5.9 PSBAA Awards
  - 5.10 Alberta School Councils Association Conference & AGM
  - 5.11 Salary & Wage Review Committee Date
  - 5.12 ASBA Local Bargaining Boot Camp
  - 5.13 Kindergarten Task Force
6. Trustee Reports
7. Information Items
  - 7.1 Modernized Municipal Government Act - School Sites
  - 7.2 Facilities Report
  - 7.3 OHS Report
  - 7.4 Transportation Report
  - 7.5 Board Year Plan
  - 7.6 Board Highlights
  - 7.7 Modular Classroom Approval
8. In Camera

Carried Unanimously.



2.0 - In Camera

2.17  
Meeting of the  
Whole

Moved by D. Peterson that the Board hold a meeting of the whole with all persons excluded except Mr. Lovell and Mrs. Haines.

Carried Unanimously.

3.17  
Open Meeting

Moved by P. Hansen that the Board revert back to an open meeting.

Carried Unanimously.

Appointments

Superintendent's Report

Agenda Item 4.1 - Superintendent's Report

Mr. Lovell spoke to the attached report with emphasis on the Accountability Pillar. He advised the Board that some schools are getting creative in encouraging parents/guardians to complete the survey by holding contests for the students. He also advised the Board that he has compiled a short survey for staff to complete with regards to aligned calendar days and will have the results for the February Board meeting for discussion on the 2017-2018 School Calendar.

Action Items

Agenda Item 5.1 - Additions to the Agenda

Agenda Item 5.2 - Minutes December 15, 2016

4.17  
Approve Minutes of  
December 15, 2016

Moved by B. Walker that the Board approve the minutes of December 15, 2016 as presented.

Carried Unanimously.

Agenda Item 5.3 - Summary of AERR Results - Newspaper Campaign

Mr. Lovell advised the Board that the AERR results will be advertised in the local community newspapers. This item was accepted for information.

Agenda Item 5.4 - Volunteer Hours for Credit

Following up on a trustee query from an earlier Board meeting, Mr. Lovell advised that the Alberta curriculum does not currently require students to have volunteer hours, unlike some other provinces. This item was accepted for information.

Agenda Item 5.5 - Proposed Dates for School Visits

5.17  
Set Dates for School  
Visits

Moved by D. Peterson that the Board direct the Superintendent to utilize February 14, 2017 and March 21, 2017 to complete the proposed school visit schedule.

Carried Unanimously.

Agenda Item 5.6 - Superintendent Evaluation Dates

6.17  
Superintendent  
Evaluation October  
10, 2017

Moved by B. Walker that the Board hold the Superintendent's Evaluation on October 10, 2017 beginning at 1:00 p.m. in Learning Centre of Division Office.

Carried Unanimously.



Agenda Item 5.7 - National Congress on Rural Education in Canada  
March 26-28, 2017

This item was accepted for information as a conference of choice.

Agenda Item 5.8 - PSBAA Campaign Seminars

7.17  
Publish PSBAA  
Governance Election  
Workshops to  
Website

Moved by B. Walker that the Board direct the Superintendent to publish the PSBAA Governance Seminar workshop dates on the website and make readily available to interested parties.

Carried Unanimously.

Agenda Item 5.9 - PSBAA Awards (package attached)

It was the consensus of the Board to add this item to the PR Committee meeting January 27, 2017.

Agenda Item 5.10 - ASCA Conference & AGM, April 28-30, 2017

8.17  
Board Sponsors Two  
Individuals to ASCA  
AGM

Moved by P. Hansen that the Board sponsor two (2) school council representatives to attend the Alberta School Councils' Association Conference and AGM April 28-30, 2017.

Carried Unanimously.

Agenda Item 5.11 - Salary & Wage Review Committee Date

9.17  
Salary & Wage  
Review Committee  
Meeting February 24,  
2017

Moved by D. Peterson that the Salary and Wage Review Committee hold a meeting on February 24, 2017 beginning at 1:00 p.m.

Carried Unanimously.

Agenda Item 5.12 - ASBA Local Bargaining Boot Camp

10.17  
Trustees Attendance  
Ratified at ASBA  
Bargaining Boot  
Camp

Moved by P. Hansen that the Board ratify the attendance of Trustees Bratland and Jess at the ASBA Local Bargaining Boot Camp January 18, 2017.

Carried Unanimously.

11.17  
Superintendent  
Directed to Find a  
Negotiator for Local  
Bargaining

Moved by T. Bratland that the Board direct the Superintendent to investigate options for a person to serve as the negotiator during the upcoming round of ATA local bargaining.

Carried Unanimously.

Agenda Item 5.13 - Kindergarten Task Force

12.17  
Trustee Attendance  
Ratified at  
Kindergarten Task  
Force

Moved by D. Peterson that the Board ratify the attendance of Trustee Hansen at the Kindergarten Task Force meeting held January 16, 2017.

Carried Unanimously.

The Board recessed for lunch at 11:45 a.m. and reconvened at 1:00 p.m. with the following persons in attendance:

Chair: L. Jess; Trustees: T. Bratland, P. Hansen, D. Peterson, B. Walker; Superintendent of Schools: J. Lovell; Recording Secretary: J. Haines

13.17  
Additions to the  
Agenda

Moved by B. Walker that the Board add items 5.14 ATA/Board Liaison Meeting January 24, 2017 and 5.15 Wisdom and Guidance Committee Meeting to the agenda.



Carried Unanimously.

Agenda Item 5.14 - ATA/Board Liaison Meeting January 24, 2017

As there are no items for discussion from either parties, it was the consensus to postpone this meeting to another mutually agreeable time.

Agenda Item 5.15 - Wisdom and Guidance Committee Meeting

Trustee Walker will attend the next Wisdom and Guidance Committee meeting.

Agenda Items 6.0 – 7.7 were accepted for information.

In Camera

14.17  
Meeting of the  
Whole

Moved by P. Hansen that the Board hold a meeting of the whole with all persons excluded except Mr. Lovell and Mrs. Haines.

Carried Unanimously.

15.17  
Open Meeting

Moved by B. Walker that the Board revert back to an open meeting.

Carried Unanimously.

Meeting Adjourn

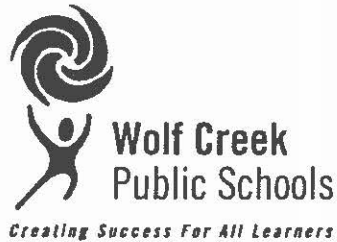
16.17  
Meeting Adjourn

Moved by B. Walker that the meeting adjourn. Time 2:15 p.m.

Carried Unanimously.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer



**SUPERINTENDENT'S REPORT**  
**Office of the Superintendent**  
**for**  
**January 19, 2017**

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**EA Advisory Group**

Plans have been finalized for the first EA Advisory Group meeting on January 27. An EA representative from each school will participate. In addition, one EA to represent the colony schools will also attend. The meeting will provide an overview of the Three Year Plan with an opportunity for EAs to discuss and reflect on how their roles contribute to the Three Year Plan. In addition, a World Cafe Model will enable EAs to reflect upon and provide input on the key themes resulting from the EA Input Survey that was administered in November. A second meeting for the EA Advisory Group has been planned for April 7.

**Apply to Education**

We have entered into a one year agreement with web-based Apply to Education recruitment platform ([www.applytoeducation.com](http://www.applytoeducation.com)). We are currently working with PathFive (our WCPS website developer) to ensure that positions posted in Wolf Creek are live on both our website and Apply to Education. We will be promoting our presence on Apply to Education at the post-secondary recruitment fairs that Corrine Thorsteinson and Alda Lovell will be attending at the University of Alberta, Campus Saint Jean, and Concordia University.

**WCPS Wellness Day- February 22**

Registration opens on February 17 for the second WCPS Staff Wellness day on February 22. WCPS Staff will have the opportunity to focus on their health and wellness with over 30 break-out sessions that encompass all aspects of health including physical fitness, nutrition, mental health, and holistic health. The keynote speaker this year will be Dr. Jody Carrington, an Alberta Psychologist who speaks on the power of relationships ([www.drjodycarrington.com](http://www.drjodycarrington.com)). The planning committee has been working hard to ensure that this year's event is a key opportunity to promote health and wellness for Wolf Creek staff.

### **Catch-Up Cohort**

The third and final session for this year's Catch Up Cohort wrapped up on January 11. This cohort serves teachers with two or more years of experience who are new to Wolf Creek. This year there were 14 teachers participating. Sessions have included a focus on targeted literacy strategies, FNMI Student Supports, FreshGrade, Assessment & Reporting, and general information about WCPS. Feedback from these teachers has been most positive about this opportunity to become more familiar with our WCPS culture and initiatives.

### **AP 440- Process for Establishing Terms of Employment**

A memo was sent in December to all staff not covered by the Collective Agreement who wish submit proposals for revisions to their terms of employment for the 2017/18 School Year. The deadline for these submissions is February 1st and Corrine Thorsteinson will be meeting with individuals and group representatives to ensure she has clarity on their requests prior to presenting these requests to the Board of Trustees.

### **Change of Status Memo**

In early February, the People Services Department will forward a memo to all WCPS staff regarding the submission of requests for change of status for the 2017/18 School Year. This memo will encompass such requests as changes in FTE, transition to retirement, and leaves of absence; the process is the first step in the staffing process for the upcoming school year.

### **Enhanced Learning Model (High School Programming)**

Several meetings with high school principals and staff that are interested in pursuing the Enhanced Learning Model that Alix and Bentley have been accessing have taken place in preparation for Semester 2 and/or the start of the 2017-18 school year. The programming at Alix and Bentley have been closely monitored in semester one with several additional supports provided for both staff and students. Many other schools are interested in utilizing this model to support program needs in the near future. Learning Services is working directly with schools as they seek to implement this enhanced programming.

### **Rock the Diploma Math Preparation Programs**

January 20-21-22 will find over 120 Math 30-1 and Math 30-2 students from across WCPS attending LCHS during the weekend to work with experienced math teachers on diploma preparation. We had a very strong response to this and appreciate the financial support that the Board of Trustees has provided to allow this program to take place. We



anticipate offering this support again in June for both Math as well as Social Studies. Staff from Learning Services will coordinate this support and be in attendance as well.

### **January Diploma Exams**

Learning Services is coordinating diploma exam supports across WCPS from January 16 to January 30. Many students are continuing to write online and use their own device to complete their exam where a specific Alberta Education allows for that option.

### **Dual Credit Opportunities**

Learning Services is exploring some options with Red Deer College and has had a couple meetings around these potential opportunities for our students. There are several critical elements around credits, costs and logistics that are still being addressed in the coming months. Further meetings with the Superintendent and Learning Services will take place in the coming months to explore how dual credit opportunities might look for WCPS students.

### **Summer School Planning**

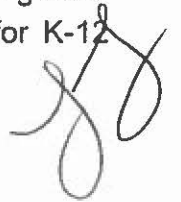
The Superintendent met with Outreach principals and Learning Services to explore some potential options and planning details for offering summer school. Those discussions are ongoing and we hope to have some details in place for February to start promoting summer school programming.

### **Bright Futures Program Update**

Registrations continue to come in for the existing school year for pre-kindergarten as well as interest from parents for the upcoming 17-18 school year. Advertising has started in conjunction with promotion of WCPS kindergarten programs. Teachers within the pre-kindergarten program meet regularly as a cohort to share and develop aspects of the program as we work towards finishing our first year of this program. We have received many positive comments from parents about the value and supports that Bright Futures Play Academy provides. Planning for programming to continue in 2017-18 is also underway.

### **Literacy Supports Ongoing**

Schools continue to receive strong supports around their literacy plans through resources, implementation and professional development supports. These occur on professional development days as well as during in-school mentorship and classroom support. Schools are monitoring their literacy growth through Fountas and Pinnell and STAR testing on a regular basis throughout the year and use these results during their collaborative response model discussions to determine additional supports for K-12



students. Specific cohort supports in Junior High will continue to meet to explore the importance of literacy development in Grade 7-9 as part of the district's Three Year Plan.

#### **Kindergarten Task Force**

The kindergarten task force has met twice and has further meetings scheduled in February and March. The task force is comprised of school administrators, kindergarten teachers, division office staff and trustees. Task force members are examining current and new practices related to instruction and assessment in an effort to provide recommendations to the Superintendent and board for establishing common practices. Other school divisions with strong kindergarten programs are also being examined. We anticipate the recommendations report coming in early April.

#### **Library Advisory Committee**

A committee comprised of school administrators, kindergarten teachers, division office staff and trustees will soon be meeting in February and March to look at how WCPS libraries are structured and programmed. This committee will explore both existing and new library practices as it relates to service and support within schools both inside WCPS and outside the division. A recommendations report to the Superintendent and board for addressing library services as we move forward will be developed to provide advice on programming directions for Wolf Creek libraries.

#### **2017 Accountability Pillar Parent, Student and Staff Surveys**

Alberta Education has released information around processes for parents, students and staff to complete the Accountability Pillar surveys and this information was consolidated and provided to school principals to initiate survey collections. The Learning Services team is coordinating this work, providing advice and support to school principals. A one page information sheet was created and distributed via local newspapers which highlighted the previous years AERR results to create more awareness with parents and community on the growth and improvement areas across WCPS.

#### **WCPS Budget Advisory Committee**

A committee comprised of the four principals from the Administrator Association Executive, two additional principals representing large high schools and K-13 schools, the Superintendent and Assistant Superintendents and the Secretary-Treasurer and Assistant Secretary-Treasurer, will meet January 20, 2017 to examine our current budget allocation model to identify areas of strength and areas requiring enhancements. A second purpose is to advise the superintendent to ensure our budget allocation model functions at the highest level to meet the priorities and direction of WCPS. This





information will then move to the Board to assist them in their Spring budget deliberations.

**School Staff Survey: 2017-2018 Base Calendar**

In the interest of advising the Board of Trustees in the establishment of the 2017-2018 base calendar, Superintendent Lovell will be sending out a brief survey to all school staff across WCPS to gather information on the value of the aligned calendar days and the configuration of the calendar. This feedback will be shared with the Board of Trustees to assist them in setting the 2017-2018 and future calendars.

A handwritten signature in black ink, appearing to be the initials 'JL' or similar, located in the bottom right corner of the page.