

March 2, 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, B. Huff, D. Peterson, B. Walker; Assistant Superintendent of Schools: A. Hester; Assistant Superintendent of Schools: C. Thorsteinson; Assistant Superintendent of Schools: M. McWhinnie; Secretary Treasurer: J. Henderson; Recording Secretary: J. Haines

Regrets: J. Lovell

Agenda Item 1.1 - Treaty Six Land Acknowledgement

Chair Jess called the meeting to order and read the Treaty Six Land Acknowledgement.

Agenda Item 1.2 - Adopt Agenda

65.17
Agenda Adopted

Moved by B. Walker that the agenda for the March 2, 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
 - 3.1 10:15 a.m. Amber Hester - School Code of Conduct Presentation
4. Superintendent's Report
5. Action Items
 - 5.1 Additions to the Agenda
 - 5.2 Minutes February 16, 2017
 - 5.3 Review Policy 22
 - 5.4 Budget Driver for Board Allocations/Priorities 2017-2018
 - 5.5 Establish Meeting Date with Red Deer Catholic School Division
 - 5.6 2017-2018 Instructional Material Fees
 - 5.7 2017-2018 Non Resident Tuition Fees
 - 5.8 2017-2018 Urban Transportation Fees
 - 5.9 Alberta Health Services Community Engagement
 - 5.10 Rename School Code 4231 to "Summer School"
 - 5.11 Early Development Instrument Summary Report
 - 5.12 Request for Judges Lacombe Junior High School
 - 5.13 Appoint of Board Registered Bargaining Agent
 - 5.14 Ratify Trustees' Attendance to Support Staff Conference
 - 5.15 Salary & Wage Review Minutes February 24, 2017
 - 5.16 School Council Parent Information Meeting
6. Trustee Reports
7. Information Items
 - 7.1 ASBA Zone 4
 - 7.2 PSBAA
 - 7.3 Board Highlights

Carried Unanimously.



In Camera

66.17
Meeting of the
Whole

Moved by P. Hansen that the Board hold a meeting of the whole with all persons excluded except Ms. Hester, Mrs. Thorsteinson, Mr. McWhinne, Mr. Henderson and Mrs. Haines.

Carried Unanimously.

Ms. Hester, Mrs. Thorsteinson and Mr. McWhinnie withdrew from the meeting.

Open Meeting

67.17
Open Meeting

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

Carried Unanimously.

Ms. Hester, Mrs. Thorsteinson and Mr. McWhinnie entered the meeting.

Appointments

Agenda Item 3.1 - 10:15 a.m. Amber Hester - Code of Conduct Presentation

Ms. Hester made a presentation to the Board on the proposed School Code of Conduct, to be implemented at the end of March 2017, in accordance with Welcoming, Caring, Respectful and Safe Learning Environments.

Superintendent's Report

The attached report was presented for information.

Action Items

Agenda Item 5.1 - Additions to the Agenda

There were no further additions to the agenda.

Agenda Item 5.2 - Minutes February 16, 2017

68.17
February 16, 2017
Minutes Accepted

Moved by P. Hansen that the minutes of February 16, 2017 be accepted as presented.

Carried Unanimously.

Agenda Item 5.3 - Review Policy 22

69.17
Superintendent to
Prepare Draft
Changes to Policy 22

Moved by B. Huff that the Board direct the Superintendent to prepare draft changes to Policy 22 to create a greater consistency with the School Code of Conduct.

Carried Unanimously.

Agenda Item 5.4 - Budget Driver for Board Allocations/Priorities 2017-2018

70.17

Mrs. Thorsteinson withdrew from the meeting.

Moved by B. Walker that the Board amend the Board budget driver for Board allocations/priorities 2017-2018 as follows:

"Ensure all WCPS students are provided with a safe, caring and welcoming learning environment that continually builds towards high levels of achievement. This requires a high level of support from teachers and support staff by continually building their professional skills to meet the diverse needs of our students."

Carried Unanimously.

Agenda Item 5.5 - Establish Meeting Date with Red Deer Catholic School Division

71.17
Establish Meeting
Date with RDRCS

Moved by B. Huff that the Board direct the Superintendent to establish a date with Red Deer Catholic School Division Trustees and Superintendent to meet with Wolf Creek Public Schools Superintendent, Board Chair and Ward 5 Trustees for the purpose of discussing items of mutual interest in the Town of Blackfalds.

Carried Unanimously.

Agenda Item 5.6 - 2017-2018 Instructional Material Fees

There was no action taken on this item pending Government direction on school fees.

Agenda Item 5.7 - 2017-2018 Non Resident School Fees

There was no action taken on this item pending Government direction on school fees.

Agenda Item 5.8 - 2017-2018 Urban Transportation Fees

There was no action taken on this item pending Government direction on school fees.

Agenda Item 5.9 - Alberta Health Services Community Engagement

72.17
Trustee to Attend
AHS Community
Engagement

Moved by L. Jess that the Board authorize Trustee Bratland to attend the AHS Community Engagement on the Board's behalf.

Carried Unanimously.

Agenda Item 5.10 - Rename School Code 4321 to Summer School

73.17
Rename School Code
4321 to Wolf Creek
Summer School

Moved by D. Peterson that the Board approve the request to rename school code 4321 from "Home Education" to "Wolf Creek Summer School".

Carried.

Agenda Item 5.11 - Early Development Instrument Summary Report

It was the consensus of the Board to move this item to the PR Committee meeting.

Agenda Item 5.12 - Request for Judges LJHS

This item was presented for information.

Agenda Item 5.13 - Appointment of Board Registered Bargaining Agent

This item was presented for information.

Agenda Item 5.14 - Ratify Trustee Attendance to Support Staff Conference

74.17
Trustees Attendance
at Support Staff
Conference Ratified

Moved by P. Hansen that the Board ratify the attendance of trustees to the Support Staff Conference held February 23, 2017.

Carried Unanimously.

Agenda Item 5.15 - Salary & Wage Review Minutes

75.17
Facilities Department
Support Staff to
Receive Increase in

Moved by B. Huff that the Board direct the Superintendent to amend the vacation schedule for Facilities Department Support Staff including laborers, plumbers, carpenters, painters, custodians, cleaning people and building operators as follows:

Vacation Schedule	0 - 5 years	15 days
	6-14 years	20 days
	15-19 years	25 days
	20+ years	30 days

Carried Unanimously.

76.17
Facilities Staff to
Receive Increase in
Boot Allowance

Moved by B. Huff that the Board direct the Superintendent to amend the work boot allowance for Facilities Maintenance staff to \$200 every two years.

Carried Unanimously.

77.17
Undertake Review
and Comparative
Analysis for
Administrative
Assistants

Moved by D. Peterson that the Board direct the Superintendent to undertake a review and comparative analysis of School Administrative Assistants and Division Office Administrative Assistant positions.

Carried Unanimously.

78.17
Wording Change in
Assistant
Superintendents'
Contracts

Moved by B. Huff that the Board direct the Superintendent to change the current five (5) "discretionary days" to "personal days" in the Assistant Superintendents' contracts, and further that said personal days are to be used within each school year with no banking or carryover from year to year.

Carried Unanimously.

79.17
Salary and Wage
Review Minutes
Accepted

Moved by P. Hansen that the Board accept the attached Salary and Wage Review Committee minutes of February 24, 2017 for information.

Carried Unanimously.

Agenda Item 5.16 - School Council Parent Information Meeting

80.17
Endorse Proposed
Joint School Council
Parent Information
Session

Moved by D. Peterson that the Board endorse the proposed joint school council parent information session as arranged by Sonja Dykslag, Principal Ecole Lacombe Junior High, for March 22, 2017.

Carried.

Agenda Item 6.1 – 7.3 were accepted for information.

Adjournment


81.17
Meeting Adjourn

Moved by D. Peterson that the board meeting adjourn. Time 12:53 p.m.

Carried Unanimously.



Chair



Secretary-Treasurer



SUPERINTENDENT'S REPORT
Office of the Superintendent
for
March 2, 2017

SRO Meeting with the Town of Ponoka

On February 2, 2017 Superintendent Lovell and Secretary-Treasurer Joe Henderson met with administrative officials from the Town and County of Ponoka, as well as the Detachment Commander for the Town of Ponoka RCMP, to discuss the School Resource Officer (SRO) Program. This meeting outlined the current status of the program in relation to funding agreements and possible opportunities for further enhancement of the program in the Town of Ponoka and area.

The meeting created more awareness and shared understanding of the benefits of the SRO program to support students, staff and our communities.

EA Support Staff Conference

The WCPS Board of Trustees has supported our Educational Assistants in their attendance of the 2017 CARC Support Staff Conference. The PD packed day was on Thursday, February 23. Attendees were treated to a keynote presentation from Albertan Chris Koch. Check out his story at www.ifican.ca. After the opening keynote, there were over 30 more sessions for attendees to choose from supporting a wide range of student needs across all grade levels. WCPS staff lead a number of the sessions, with Inclusive Learning Services staff providing 15 of these sessions for Educational Assistants from across all of Central Alberta.

Poverty Simulation

The Community Action Poverty Simulation (CAPS) was designed to help people better understand the realities of poverty. Attendees were invited to walk a mile in the shoes of those facing poverty by participating in the Community Action Poverty Simulation (CAPS) that was held on Friday, February 3rd at the Ponoka Legion.

The Community Action Poverty Simulation (CAPS) provides participants with the opportunity to assume the role of a low-income family member that must provide for their family and maintain their home while living on a limited budget.

Participating in a Community Action Poverty Simulation (CAPS) allows educators to build awareness and develop their understanding of the issues related to poverty. As an engagement tool, a poverty simulation can bring together educators, support agencies, and community members to promote and inspire positive change. Facilitation can include statistics, demographics, and current contextual realities of poverty in your local area. This activity is designed for senior administrators, school administrators, teachers, educational assistants, school psychologists, support staff, preservice teachers, community agencies, service organizations, and community members.

February 3, 2017 focused on Inclusion Coaches, School Social Workers, and District Office staff alongside select community members. Following this initial session, Inclusion Coaches and Social Workers will be invited to lead this activity in their communities.

Summer School Planning

A meeting for all interested teachers and school administrators will be held on March 2 to provide additional details around the summer school program that WCPS will be offering. We anticipate several staff being interested and significant interest from students given that the summer school program will have some flexible opportunities this year with utilizing both face-to-face and the Enhanced Learning Model for program delivery.

Bright Futures Play Academy & Family Oriented Programming

Spring registrations are underway and spring information sessions will be held across various communities in WCPS in the next several months encouraging more families to access this early years learning opportunity. In addition, parent meetings are scheduled at two other school locations with their school councils that are interested in looking at offering pre-K in Fall 2017. To assist parents further, we are working with *Parent Link Centres* in Blackfalds and Lacombe to promote some parenting sessions in addition to our regular Family Oriented Programming sessions that take place on various Fridays. Information on the March 22 afternoon and evening sessions on *Parenting Stress Buster Workshops* is available [at this link](#).

Junior High Literacy Cohort

During this year there have been several meetings with junior high teachers on understanding and implementing key literacy strategies to support adolescent readers. Participants will gather on March 16 at their next meeting and will also be attending the CARC PD Workshop ([linked here](#)) with Cris Tovani on May 12 to further their understanding and learn about additional literacy supports.

Leveled Literacy Intervention (LLI) Training

Learning Services is coordinating with CARC to offer some spring training opportunities on Leveled Literacy Intervention as our teachers across WCPS continue to look at implementation of these key strategies to support student learning. This past fall, a session was offered jointly



with CARC and Red Deer Catholic in Lacombe. As more interest grows and schools have LLI resources as part of their school ACE Plan, additional training sessions are planned. We appreciate CARC supporting and working with us to offer these training opportunities for staff.

Mental Health First Aid

Barb Reaney, Lana Nogue and Amber Hester trained two groups of Admin Assistants on January 27, 2017 and February 24th, 2017. Mental Health First Aid teaches first aid skills to help someone who is developing mental health problems or is experiencing a mental health crisis. Mental Health is one of the top concerns facing children, youth and adults and it is important that we have staff that are aware and sensitive to mental health issues and topics.

We Thinkers/Zones of Regulation PD

Inclusive Learning Services is supporting professional development and training on the effective use and implementation of the social thinking curriculum We Thinkers and how it can be connected to existing programs with Zones of Regulation. This full day of PD was for staff involved with programs in the early years including all Kindergarten and Bright Futures programs. This training was on February 17, 2017 and impacted teachers, educational assistants, inclusion coaches, and social workers.

Safe and Caring (Gender Identity & Sexual Orientation) - Staff Advisory Meeting

We were pleased to have Lauren Alston, GSA Coordinator, return to work with Staff Advisors, SSW's, and a few School Administrators on February 8, 2017. A greater understanding around legislation and language was developed. We also had a panel of 2 guest speakers who shared their personal stories. Both are from the Lacombe community so they were able to provide some insight into needs as well as supports available. The afternoon was spent on guidelines for best practise, GSA's, AP 308, Advisor role, and work around thoughts and ideas to inform the direction in this area. The next meeting is scheduled for Friday, May 5, 2017.

Program Unit Funding Information

February 1, 2017 was the deadline for final submission which was moved up from March 1. The Annual PUF Audit is due February 15, 2017 has been moved up from April 15, 2017. To date we have 108 Program Unit Funding Applications. This has resulted in a total budget of \$1.72 million. This funding is external to the regular WCPS funding. It is money that comes in as a result of PUF and is used to provide supports and services to students who were approved through the program unit funding process. Some services include: EA's, Contracted Therapists, program coordination, supplies, and Professional Development. Family Oriented Programming also is a component of PUF and there are a variety of Family Oriented Program opportunities for families that are available. These programs are being coordinated with Learning Services and Inclusive Learning services and are offered in our BFPA and for other PUF families across the Division.

French Immersion Interviews



Interviews and classroom observations were held in Lacombe on February 14, 16, 17, 2017 in our Lacombe schools with French Immersion Programs. Six promising candidates attended the process and we look forward to follow-up opportunities with a number of the candidates once we have determined our staffing needs for 2017/18.

Potential WCPS M.Ed Cohort with City University

Plans are underway to generate interest in establishing a WCPS Cohort with City University's M.Ed - Leadership program. Information was sent to all certified staff this week regarding an information session on February 28, 2017 at 5 p.m. at Division Office. Interested staff were asked to RSVP by February 22, 2017 to indicate if they were interested in attending the information session. Eight attendees are required to hold the information session. A minimum of ten registrations is needed to establish a two year M.Ed Cohort with a Fall 2017 start.

Substitute Teacher Appreciation Week

March 13-17, 2017 is Substitute Teacher Appreciation Week. People Services will be collaborating with the Wolf Creek ATA Local on acknowledging the important work our substitute teachers do in our schools. Stay tuned for more details!

