

October 6, 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; Superintendent of Schools: J. Lovell; Secretary Treasurer: R. Hall; Recording Secretary: J. Haines

Agenda Item 1.1 - Treaty Six Land Agreement Acknowledgement

Trustee Walker recited the Treaty Six Land Agreement Acknowledgement.

Agenda Item 1.2 - Adopt Agenda

247.17  
Adopt Agenda

Moved by D. Peterson that the Board approve the October 6, 2017 agenda as follows:

1. Call to Order
  - 1.1 Treaty Six Land Acknowledgement Agreement
  - 1.2 Adopt Agenda
2. In Camera
3. Appointments
  - 3.1 9:30 a.m. - AERR & 3 Year Plan Presentation
  - 3.2 10:30 a.m. - Capital Plan Revision Presentation
  - 3.3 11:30 a.m. - Library Advisory Committee - Cheryl Gascoyne & Mark McWhinnie
4. Superintendent's Report
5. Action Items
  - 5.1 Additions to the Agenda
  - 5.2 Minutes September 21, 2017
  - 5.3 Board Budget Reduction Discussion
  - 5.4 Revised Capital Plan
  - 5.5 PSBAA - Northern Gateway Public Notice Motion
  - 5.6 Out of Country Conference of Choice
  - 5.7 Town of Blackfalds Joint Meeting Ratification
  - 5.8 Teacher Advisory Group (TAG) October 17, 2017
  - 5.9 Audit Committee Minutes September 26, 2017
  - 5.10 Board/ATA Bargaining Communications
  - 5.11 School Society Names
6. Trustee Reports
7. Information Items
  - 7.1 ASBA Zone 4
  - 7.2 PSBAA
  - 7.3 Wisdom & Guidance Committee

Carried Unanimously.

In Camera

248.17  
Meeting of the  
Whole

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

Carried Unanimously.

249.17  
Open Meeting

Moved by T. Bratland that the Board revert back to open meeting.

Carried Unanimously.



Appointments

Agenda Item 3.1 - 9:30 a.m. - AERR & 3 Year Plan Presentation

Mr. Lovell provided a review of the AERR & 3 Year Plan with the current information provided to date. As there is still information to be received from Alberta Education, this is a "work in progress". Once the outstanding information is received, this item will be brought back to the Board for approval.

Superintendent's Report

Mr. Lovell spoke to the attached report.

Action Items

Agenda Item 5.1 - Additions to the Agenda

There were no additions to the agenda.

Agenda Item 5.2 - Minutes September 21, 2017

250.17  
September 21, 2017  
Minutes Approved

Moved by D. Peterson that the Board approve the September 21, 2017 minutes as presented.

Carried Unanimously.

Agenda Item 5.3 - Board Budget Reduction Discussion

In respect of the time for scheduled appointments, Chair Jess tabled this discussion until after the appointments.

Agenda Item 3.2 - 10:30 a.m. - Capital Plan Revision Presentation

Mr. Lovell spoke to the Capital Plan Revision. As background information, site meetings with Alberta Infrastructure conducted at Rimbey Jr. Sr. High and Iron Ridge Elementary School in July and September, 2017, respectively, have identified the need for the revision. Conversation with AB Infrastructure has indicated the advisability to revise and provide updated information on Blackfalds and Lacombe census; to share modular capacity in the three schools in Blackfalds; provide cost for transportation of students from Blackfalds to Lacombe. transport studnet to LA.

The proposed revised capital plan would be as follows:

- 1) Iron Ridge Elementary Campus
- 2) Core new high school in Blackfalds with 850 student capacity
- 3) modernization of RJSH specifically CTS area

Mr. Lovell spoke to the possibility of addressing the Rimbey Jr.Sr. High modernization needs in house which would allow Wolf Creek Public Schools to move quickly with modernization for RJSH.

251.17  
Approve the Revised  
Capital Plan in  
Principle

Moved by B. Huff that the Board approve the revised three year capital plan, in principle, for submission to Alberta Education with the following priorities:

- 1) Iron Ridge Elementary School,
- 2) Gr. 9-12 850 Student Core High School,
- 3) Modernization of Rimbey Jr. Sr. High, and

further that the final plan be brought back to the October 19, 2017 meeting with updated enrollment numbers.

Carried Unanimously.



252.17  
Proceed with  
Tendering Process for  
RJSH Modernization

Moved by T. Bratland that the Board direct the Superintendent to proceed with the architect tendering process of the modernization of Rimbey Jr. Sr. High School.

Carried Unanimously.

Agenda Item 3.3 - 11:30 a.m. Library Advisory Committee - Cheryl Gascoyne & Mark McWhinnie

Mr. Mark McWhinnie, Assistant Superintendent and Mrs. Cheryl Gascoyne, Learning Supports Coordinator, entered the meeting.

Mrs. Gascoyne and Mr. McWhinnie spoke to the attached *Library Advisory Committee Recommendations to the Superintendent's Team*.

253.17  
Scope and Sequence  
in Moving  
Recommendations  
Forward to  
November Meeting

Moved by B. Huff that the Board direct the Superintendent to come back to a November meeting with possible scope and sequence in moving recommendations presented by the Library Advisory Committee forward.

Carried Unanimously.

The Board recessed for lunch at 12:00 p.m. and reconvened at 12:30 p.m. with the following persons in attendance:

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

254.17  
Amend Policy 7

Moved by B. Walker that the Board amend Policy 7.11 with "... *Careful* consideration of the overall benefit to the Board's work..." and further that items 7.11.5.9 and 7.11.12.13 be deleted.

Carried.

Agenda Item 5.4 - Revised Capital Plan

This item was dealt with under Item 3.2.

Agenda Item 5.5 - PSBAA - Northern Gateway Public Notice of Motion

255.17  
Support Northern  
Gateway Public  
Notice of Motion

Moved by D. Peterson that the Board support the Northern Gateway Public Notice of Motion.

Carried Unanimously.

Agenda Item 5.6 - Out of Country Conference of

259.17  
Align Policy 7 with  
Administrative  
Procedure

Moved by P. Hansen that the Board direct the Superintendent to contact Mr. Terry Gunderson to align Policy 7 with administrative practice as to it relates to international travel and further to clarify Conference of Choice.

Carried Unanimously.

Agenda Item 5.7 - Town Of Blackfalds Joint Meeting Ratification - October 5, 2017

256.17  
Ratify Trustees  
Attendance at Joint  
Meeting

Moved by P. Hansen that the Board ratify the attendance of Trustees Jess, Walker and Huff to the joint meeting with the Town of Blackfalds to discuss partnerships and capital planning.

Carried Unanimously.



Agenda Item 5.8 - Teacher Advisory Group (TAG) - October 17, 2017

257.17  
One Trustee  
Authorized to Attend  
TAG Meetings

Moved by B. Walker that the Board authorize the attendance of Trustee Huff to attend the October 17, 2017 Teacher Advisory Group meeting and further that one trustee attend subsequent meeting.

Carried Unanimously.

Agenda Item 5.9 - Audit Committee Minutes September 26, 2017

258.17

Moved by B. Huff that the Board accept the September 26, 2017 Audit Committee Minutes for information amended to indicate Trustee D. Peterson was not in attendance.

Carried Unanimously.

Agenda Item 5.10 - Board/ATA Bargaining Communications

No action taken.

Agenda Item 5.11 - School Society Names - create division (Audit Committee)

No action taken.

Agenda Item 6.1 – 7.3 were presented for information.

Meeting Adjourn

259.17  
Meeting Adjourn

Moved by P. Hansen that the meeting adjourn. Time 2:17 p.m.



Chair



Secretary-Treasurer



**SUPERINTENDENT'S REPORT**  
**Office of the Superintendent**  
**for**  
**October 6, 2017**

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**September 30, 2017 Enrollment Numbers**

The September 30, 2017 enrollment numbers have been finalized at 7,313. This represents 177 fewer students in Wolf Creek than September 30, 2016. The enrollment variance is 266 students below projected enrollment. The most significant reduction is in Blackfalds due to the opening of a new school, St. Gregory the Great Catholic School. The final enrollment will also result in approximately a \$1,831,520 revenue reduction.

**Partnerships for Dual Credit and High School ReDesign**

Learning Services continues to explore some partnership opportunities with various colleges and industry partners to provide High School students with some exciting potential career choices and opportunities beyond the classroom. This Ministry recently announced some upcoming provincial grant opportunities that will be explored around dual credit that WCPS will pursue on behalf of our students. Additional local opportunities will also be expanded in Semester 2 with career and trade exposures.

**Early Years Evaluation (EYE) Assessment Preparations**

Direct and teacher assisted assessments will be completed during October and November by both pre-kindergarten and kindergarten teachers as part of the implementation from the advisory groups over the past two years. The EYE-DA (Pre-K) and EYE-TA (Kindergarten) will provide some baseline formative assessment information for teachers and will also be used to compare and measure growth over time in our youngest learners in five domain areas around early learning.

**Mild Moderate Supports for Pre-Kindergarten Students**

During September, Learning Services worked with agency partners to assess pre-kindergarten children across 22 classrooms in WCPS to determine if there are mild-moderate needs for 3 and 4 year old children. These assessments provide information for the classroom teacher on

specific areas such as speech and language skills, occupational therapy and English language acquisition skills. Approximately 100 children, a 20% increase from last year, were identified through this process. Early learning supports through Bright Futures Play Academy will be provided for these children to assist in addressing these growth areas before they enter kindergarten.

#### **Leveled Literacy Intervention Training & Read 180 Expansion**

Over 30 teachers from across Wolf Creek are participating in Leveled Literacy Intervention training on October 5 and 6 to further implement this literacy intervention program more widely across Wolf Creek from Grade 1-9. Students in Grade 7-12 also have access to literacy intervention programs such as Read 180 which is being expanded at some locations this year. Further training and support has been provided to these teachers as well.

#### **Substitute Teachers Orientation Session- September 29**

Seventeen substitute teachers attended the fourth orientation session on September 29. The next opportunity for orientation for substitute teachers is scheduled for October 18. These sessions continue to be highly regarded by those in attendance

#### **School ACE Plans**

All schools will be commencing work on their School ACE Plan for 17-18 in October. School administrators will have an opportunity to begin analysing their ILS and AERR Data to report on their progress from their 16-17 Planning and determine goals and strategies for attending to a wide range of student achievement and Accountability Pillar data in their ACE Plans.

#### **Meeting with AB Education regarding Teacher Growth, Supervision & Evaluation**

Superintendent Jayson Lovell and Assistant Superintendent Corrine Thorsteinson met with representatives from Leadership Excellence at Alberta Education on October 2nd to review policy implementations successes and challenges and to consider recommendations or ideas for potential improvements to provincial policy.

#### **Local Bargaining**

Dates have been established for the month of October to commence local bargaining between Wolf Creek Public Schools and the Wolf Creek ATA Local #3.

#### **Teacher & Administrative Cohorts**

Teacher and administration cohorts are off to a great start. The Teacher Catch-up Cohort was introduced to several elements of our WCPS culture including: technology, assessment, literacy and inclusion. Year One Teacher Cohort members delved into the ATA Code of Conduct and E-Liability. Later this week, the Year Two Cohort will be examining pre-assessment and differentiation. New Administrator Cohort members have been exploring their professional growth plans in connection with the Leadership Practice Inventory. AT the end of October, the Aspiring Leaders cohort will meet learn more about the WCPS Three Year Plan and its connection to teacher and administrative leadership. We are excited to collaborate across the



Central Office departments to introduce all cohort members to the profession and Wolf Creek. These cohort meetings are an important time for cohort members to network and collaborate both within the cohort and throughout the division as well as learn more about our school division, our three year plan and the available supports and resources.

#### **Impact Assessment Review**

In conjunction with the regularly scheduled Impact Assessment updates at all schools within WCPS, a **System-Wide Impact Assessment Review** is being implemented during the 2017-18 school year. Impact Assessments are a part of Wolf Creek's process of identifying the indicators and needs of students with diverse needs. By creating an individual profile, school teams may refer to this document to assist with developing programming for individual students, and determining required resources at the school level. During the regularly scheduled Impact Assessment visit, a new segment of the visit will be an in-depth Impact Assessment review of a single Level 4 - Severely impacted student profile in order to ensure consistency and clarity of the Impact Assessment data across the district. In order to ensure the success of students with diverse needs across Wolf Creek Public Schools, data collected will provide the school-based team and Inclusive Learning Services with valuable information to help ensure equitable distribution and access to supports across the district.

#### **WCPS Inclusive Learning Data - Initial Document for Alberta Education**

The ILS Team is compiling data for Alberta Education that will present them with an accurate profile of the number of diverse learners in WCPS and the supports that are provided to ensure they are successful. This document outlines the number of severe and complex students, the number of new students and increases from last year, where they are coming from and explaining this increase. We are also outlining how we are meeting all of the provincial mandates: inclusion, safe and caring, First Nations, Metis and Inuit expectations, gender and sexuality, bullying, etc. Another important component is to describe the additional funds the WCPS School Board is augmenting provincial funding to ensure students are safe and supported adequately. This document will be submitted to our Superintendent on Friday October 6th, 2017 and he will proceed to secure additional conversations and meetings with the government to discuss our profile.

#### **Family Oriented Programming - Supporting our Youngest and their Families**

Learning Services and Inclusive Learning Services have developed an amazing selection of sessions for parents to attend throughout the school year. These sessions will help families to attain skills that will reinforce the programming goals we work towards in the early years. Highlights include sessions focused on speech and language development, fine and gross motor skills, and Triple P Parenting. Bright Futures teachers lead sessions and our School Social Workers are supporting us as well. We collaborate with community resources such as Parent Link Centres and have worked together to bring these exciting opportunities to many communities across the district. Click [HERE](#) for more details!



### **First Nations, Metis and Inuit - Update**

There are two FNMI Cohorts this year. One is for teachers in the Ponoka sector and one for teachers outside of the district. They are together for their first meeting on Oct. 3, 2017. Here is a [LINK](#) to the agenda. The first Wisdom and Guidance meeting is on October 10th at 5:30 pm. We extend an invitation to Board members to attend as they have in the past. We have two Elders working with us again this year: Joseph Deschamps four days a week and Esther Makinaw one or two days a week. A FNMI session is being held at Admin Retreat to continue to enhance the foundational knowledge of our Administrators. November 15, 2017 will be an exciting day in that we have a full morning with Charlene Bearhead. She will be attending the Admin meeting that morning and is internationally recognized in her work the the Truth and Reconciliation Committee and FNMI foundational knowledge. She is a dynamic speaker! We will also have some cultural dancers, drummers etc., as we celebrate and share in the First Nations culture.

### **PD Opportunity: Grief and Loss in a School Setting**

On October 25, from 12:30 - 4:00, the School Social Workers and Inclusion Coaches will have the opportunity to take part in a "Grief and Loss in the School Setting" presentation.

Workshop overview: In a death denying culture, the significant loss experienced by a student, or the loss of a student or staff member can result in turmoil and confusion in the school setting. This workshop will offer the participants insight into the process of grief and loss experienced by children, adolescents, and adults and some concrete strategies of how to respond when death affects an individual student or a school community.

About the presenter: Blair Collins is a registered social worker with over 30 years of experience in a variety of not-for-profit settings, including over 10 years as a crisis counselor at the Calgary Distress Centre and almost five years of experience as a grief counselor working with children and adolescents. Presently Blair is self-employed as a provincial Marriage Commissioner, and continues to offer workshops to a variety of groups on a variety of topics.

Board members are invited to attend. For any Board members interested please let ILS Administrative Assistant, [Kim Thirsk](#), know.

JK



**Wolf Creek Public Schools**  
**Library Advisory Committee**  
**Recommendations to the Superintendent Team**  
*June 2017*

**Background:**

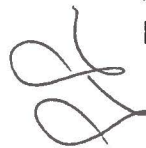
The experience and perspective of Wolf Creek staff is essential when setting direction, and visioning initiatives, in the school division. The *Library Advisory Committee* was designed to bring WCPS representatives together throughout the year, to meet in an advisory capacity, with senior administration and the board of trustees.

The work of the committee was centered around creating awareness of various school library programs within Wolf Creek Public Schools and the exploration of Learning Commons. The 2013 Ministerial Order on Student Learning requires school authorities to ensure students have access to a learning commons. The policy statement further defines the learning commons *as an inclusive, flexible, learning-centred, physical and/or virtual space for collaboration, inquiry, imagination and play to expand and deepen learning.*

These advisory committee meetings focused on discussing challenges, or areas requiring clarity, while providing engaging learning experiences to strengthen the committee's focus and direction. The purpose of these meetings was to explore teaching and instructional activities in the context of how school libraries were utilized and in doing so:

- Gather Input and feedback
- Provide consistent communication
- Explore future possibilities around programming supports and design
- Allow a mechanism to inform further areas of focus

An invitation to be a member of this committee was sent out on February 1st, 2017. The committee was formed on February 12, 2017. The committee members were as follows; Trustee Lorie Jess and Trustee Bob Huff, Assistant



- [Connecting, Collaborating & Creating - The role of the Library Learning Commons in Today's Schools](#)
  - [Notes](#) from sessions that were shared back with committee members
- [Learning Commons Spring Tour](#)
  - [Highlights](#) from tour that were shared back with committee members

The following is a link to the Terms of Reference which the committee adhered to throughout its work.

- [Terms of Reference Document Link](#)

The committee also accessed the following resources to guide our work:

- [Leading Learning: Standards of Practice for School Library Learning Commons in Canada](#)
- [From School Library to Library Learning Commons](#)
- [Learning Commons Guidelines Alberta Education](#)
- [ARPDC Professional Resources](#)

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## **Recommendation #2:**

### **Equitable Access to Best Resources and Teaching Expertise**

- Provide the necessary professional development for all stakeholders (e.g., administrators, teachers, librarians, support staff, students, and parents) around the Learning Commons philosophy (start with the “Why”). This could include, but not be limited to, a cohort for WCPS Library support staff.
- Access to financial resources allocated to support purchase of resources (e.g., digital, technology, print, & furniture) to support transition to Learning Commons. Consideration to be made in regards to a funding model which schools can access to support the transition from a library to learning commons.
- Collaborative time for teachers and library staff to work together on planning around curricular outcomes.
- A collection of resources/professional resources/areas of expertise/materials/technology that could be housed at a central location to be signed out to be used on a sign-out need basis.
- Access to teaching or other specialists to support specific initiatives or projects to build staff and student capacity.

## **Recommendation #3:**

### **Learning and Leading Partnerships**

- School communities engaging in a purposeful, meaningful, and intentional process to plan and collaborate with stakeholders through this paradigm shift to a learning commons. (Examples: shared planning documents with curricular objectives, resource inventory - school based inventory shared within the division).
- Build common elements in each of our school's related to the operation of a Learning Commons, e.g., common language and set of expectations.
- Enrich the school's Learning Commons by involving the the broader village - parent community, division office, public library, authors, experts from the local and global communities. Prepare a shared document of “living experts”.
- Built in collaborative time for teachers and library staff to work together on planning around curricular objectives.
- Set up a Learning Commons Team in each school to help guide/steer the direction and champion the move to




**Next Steps:**

We have valued the opportunity to come together to explore this work, as well as provide these recommendations for consideration. Should these recommendations be accepted, in whole or in part, the Library Advisory Committee is willing to provide representation to give clarity to stakeholder groups such as trustees and school administrators, around the recommendations moving forward. We also see the opportunity for further learning opportunities as we move into the 2017-2018 school year to continue this important work.

***Respectfully Submitted,***

*WCPS Library Advisory Committee Members*

A handwritten signature in black ink, appearing to be a stylized 'R' or similar character.

Audit Committee Meeting  
September 26, 2017  
Learning Centre, Division Office Ponoka

Chair: B. Huff; Trustees: T. Bratland, P. Hansen, L. Jess; Superintendent of Schools: J. Lovell; Auditors: T. Rowland, M. Hatal; Committee Member at Large: D. Beck; Recording Secretary: J. Haines

Regrets: Trustee: D. Peterson, B. Walker, R. Hall

Chair Huff called the meeting to order at 1:10 p.m.

Mr. Huff welcomed Auditor Mr. Tim Rowland, CA, Rowland Parker and Associates, Auditor Margo Hatala, CA, Rowland Parker and Associates and Mrs. Deb Beck, Committee Member at Large, to the meeting.

***Moved by L. Jess that the agenda for the September 26, 2017 Audit Committee Meeting be adopted as follows:***

- 1. Call to Order***
- 2. Adoption of Agenda***
- 3. Review of Minutes November 16, 2016***
- 4. Business Arising from Minutes***
- 5. Review Audit Procedures***
- 6. In Camera Discussion with the Auditor***
- 7. Board Audit Priorities***
- 8. Other Items***
- 9. Adjournment***

***Carried Unanimously.***

Review of Minutes – November 20, 2016

***Moved by P. Hansen that the minutes of the Audit Committee meeting held November 16, 2017 be adopted.***

***Carried Unanimously.***

Business Arising from Minutes

There was no business arising from the minutes.



Review of Audit Procedures

Auditor Tim Rowland explained the profile audit as risk based. Auditor Margo Hatala reviewed the attached draft of the audit procedures. Mr. Rowland requested that the auditors be made aware of decisions impacting the audit up to the date of final approval.

Mrs. Hatala also informed the committee that the audit will be performed independently and in accordance with Canadian generally accepted auditing standards.

The auditors inquired if the Board would like for them to continue to look at holidays, international professional development, cell phone useage, and school generated funds and if there were additional items for them to focus. Mr. Lovell advised the auditors that all the Policies and Administrative Procedures were reviewed in the spring and have been updated. There are 104 new Administrative Procedures that will be reviewed with administrators and district staff this current school year, 2017-2018, with implementation September, 2018. It was the consensus of the committee that for the auditors to continue to review unused holidays. It was suggested by the auditors that the cell phone policy and use be reviewed next year once the AP has been put in place. Mr. Lovell advised that international travel has been kept at bay as requests must now be sent directly to him for approval.

Mrs. Beck recommended that the Board have the Auditors peruse the new Policies and Administrative Procedures to ensure internal control compliance.

It was the consensus of the Committee that Audit Committee Meeting date be added as an agenda item to the first regular meeting held by the newly elected Board of Trustees.

In Camera Discussion with the Auditor

***Moved by L. Jess that the Audit Committee hold a meeting of the whole with all persons excluded except Mr. Rowland, Mrs. Hatala and Mrs. Beck.***

***Carried Unanimously.***

Mr. Lovell and Mrs. Haines withdrew from the meeting.

***Moved by T. Bratland that the Audit Committee revert to an open meeting.***

***Carried Unanimously.***

Mr. Lovell and Mrs. Haines entered the meeting.

Board Audit Priorities

The committee discussed practices on staff recognition. It was suggested this be an item to look at next year.

Other Items

There were no other items to discuss.

Adjournment

*Moved by T. Bratland that the Audit Committee meeting adjourn. Time: 2:35 p.m.*

*Carried Unanimously.*

*JS*

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