

December 14, 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, B. Buchanan, P. Hansen, K. Lowry; Superintendent of Schools: J. Lovell; Assistant Superintendent of Schools: C. Thorsteinson; Secretary Treasurer: R. Hall; Director of People Services: A. Lovell; Recording Secretary: J. Haines

Agenda Item 1.1 - Treaty Six Land Agreement Acknowledgement

Trustee Bratland recited the Treaty Six Land Agreement Acknowledgement.

Agenda Item 1.2 - Adopt Agenda

329.17
Adopt Agenda

Moved by B. Buchanan that the Board approve the December 14, 2017 agenda as follows:

1. Call to Order
 - 1.1 Treaty Six Land Agreement Acknowledgement
 - 1.2 Adopt Agenda
2. In Camera
3. Appointments
 - 3.1 10:15 a.m. Jan Voorbij
 - 3.2 10:30 a.m. Janice McDonald - Youth Tech Nation
 - 3.3 1:00 p.m. Roger Hall and Kevin Pobuda - 2017-2018 Budget Update
4. Superintendent's Report
5. Action Items
 - 5.1 Additions to the Agenda
 - 5.2 Minutes November 23, 2017
 - 5.3 Audit Committee Minutes November 28, 2017
 - 5.4 Minutes November 28, 2017
 - 5.5 Rural Education Symposium - March 4-6, 2018
 - 5.6 February 22, 2018 Meeting Date
 - 5.7 RDC State of the College Address
 - 5.8 Sunny 94 Christmas Radio Campaign
 - 5.9 Meet and Greet with Municipalities/Counties February 2018
 - 5.10 PR Committee Minutes
 - 5.11 ASBA Winter Leadership Academy
 - 5.12 2017-2018 Budget Update
 - 5.13 Board Retreat - January 30, 2019
 - 5.14 Board/School Council Liaison Meeting Date
 - 5.15 Review Policy 2
 - 5.16 Review Policy 3
 - 5.17 International Education
 - 5.18 Electronic Christmas Card
 - 5.19 EA Advisory Meeting January 19, 2018
6. Trustee Reports
7. Information Items
 - 7.1 ASBA Zone 4
 - 7.2 PSBAA
 - 7.3 Fiscal Monitoring Report
 - 7.4 What We Did for Students Today (previously Board Highlights)

Carried Unanimously.



Agenda Item - 2.0 In Camera

330.17
Meeting of the
Whole

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

Carried Unanimously.

Trustee L. Henry entered the meeting.

Mrs. Thorsteinson and Mrs. Lovell withdrew from the meeting.

Open Meeting

331.17
Open Meeting

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

Carried Unanimously.

Appointments

Mr. Jan Voorbij entered the meeting.

Agenda Item 3.1 - 10:15 a.m. Jan Voorbij

Mr. Voorbij made presentation to the Board on his 15 years plus of involvement in the previously offered Christian Education program in the Lacombe schools.

Mr. Voorbij withdrew from the meeting.

Agenda Item 2.0 - In Camera Con't

332.17
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.

Open Meeting

333.17
Open Meeting

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

Carried Unanimously,

Appointments

Agenda Item 3.2 - 10:30 a.m. - Janice MacDonald - Youth Tech Nation

This appointment has been rescheduled to January 25, 2018.

Superintendent's Report

Mr. Lovell reviewed the attached Superintendent's Report.

Mr. Lovell spoke to a meeting held at Iron Ridge Elementary Campus with Alberta Education Capital Planning, Wolf Creek personnel, Town of Blackfalds CEO and community representation, December 13, 2017 on the tentative project proposal for Iron Ridge Elementary Campus.

Action Items

Agenda Item 5.1 - Additions to the Agenda

334.17
Additions to the
Agenda

Moved by L. Henry that the following items be added to the agenda:
Agenda Item 5.20 - Christian Education;
Agenda Item 5.21 - Handbook Clarification;

Agenda Item 5.22 - Memorandum of Agreement Application to Support Staff.

Carried Unanimously.

Agenda Item 5.2 - Minutes November 23, 2017

335.17
November 23, 2018
Minutes Approved

Moved by P. Hansen that the Board approve the Minutes of November 23, 2017 as presented.

Carried Unanimously.

Agenda Item 5.3 - Audit Committee Minutes November 28, 2017

336.17
November 28, 2017
Audit Committee
Minutes Accepted

Moved by B. Buchanan that the Board accept the Audit Committee Minutes of November 28, 2017 as presented.

Carried Unanimously.

Agenda Item 5.4 - Minutes November 28, 2017

337.17
November 28, 2017
Minutes Approved

Moved by T. Bratland that the Board approve the Minutes of November 28, 2017 as presented.

Carried Unanimously,

Agenda Item 5.5 - Rural Education Symposium - March 4 - 6, 2018

Mrs. Haines will register the Trustees to the Rural Education Symposium.

Agenda Item 5.6 - February 22, 2018 Meeting Day (teacher convention Feb 22-23)

338.17
February 22, 2018
Board Meeting
Cancelled

Moved by K. Lowry that the Board cancel the February 22, 2018 Board meeting as it is in conflict Teachers' Convention.

Carried Unanimously.

Agenda Item 5.7 - Save the Date - RDC State of the College Address

339.17
Accepted for
Information

Moved by L. Henry that the Board accept this item for information.

Carried Unanimously.

The Board recessed for lunch at 12:00 p.m. and reconvened at 1:05 p.m. with the following persons in attendance:

Chair: L. Jess; Trustees: T. Bratland, B. Buchanan, P. Hansen, L. Henry, K. Lowry; Superintendent of Schools: L. Lovell; Secretary Treasurer: R. Hall; Assistant Secretary Treasurer: K. Pobuda; Recording Secretary: J. Haines

Appointments

Agenda Item 3.3 - 1:00 p.m. - Roger Hall and Kevin Pobuda - 2017-2018 Budget Update

Mr. Hall and Mr. Pobuda presented the attached 2017-2018 Budget Update.

Mr. Pobuda withdrew from the meeting.

Agenda Item 5.8 - Sunny 94 Christmas Radio Campaign

340.17
Board to Purchase
Christmas Radio
Campaign

Moved by P. Hansen that the Board purchase the Sunny 94 Christmas Campaign at a cost of \$500.00.

Carried Unanimously.

341.17
Addition to the

Moved by P. Hansen that the Board add *Agenda Item 5.23 - February 8,*

Agenda

2018 Meeting Date to the Agenda.

Carried Unanimously.

Agenda Item 5.23 - February 8, 2018 Meeting Date Change

342.17
February 8, 2018
Meeting Date
Changed to February
5, 2018

Moved by B. Buchanan that the Board change the February 8, 2018 meeting date to February 5, 2018 in order to accommodate the attendance of trustees at the PSBAA Council Meeting February 8 - 10, 2018 and further direct the Superintendent to re-arrange the luncheon with Lacombe Christian School to a mutually agreeable time.

Carried Unanimously.

Agenda Item 5.9 - Meet & Greet with Municipalities February 2018

343.17
Board to Hold
Meeting with
Municipal
Counterparts March
13, 2018

Moved by P. Hansen that the Board hold a Meet and Greet evening March 13, 2018 with Municipalities and Counties at the Division Office beginning at 7:00 p.m.

Carried Unanimously.

Agenda Item 5.10 - PR Committee Minutes

344.17
Board to Continue to
Support WCPS
Friends of Education
Award

Moved by L. Jess that the Board continue to support the Wolf Creek Public Schools' Friends of Education Award and further that the trustees champion the school/parent councils for nominations.

Carried Unanimously.

345.17
Trustees to Begin
Building
Relationships with
Municipal
Counterparts

Moved by K. Lowry that the Board direct trustees to begin building relationships with municipal counterparts in order to secure an appointment on an agenda to discuss and determine mutual needs and benefits.

Carried Unanimously.

346.17
November 28, 2017
PR Committee
Minutes Accepted

Moved by P. Hansen that the Board accept the November 28, 2018 Public Relations Committee minutes as presented.

Carried Unanimously.

Agenda Item 5.11 - ASBA Winter Leadership Academy

347.17
Trustees to Attend
ASBA Winter
Leadership
Conference

Moved by K. Lowry that the Board attend the ASBA Winter Leadership Conference January 15-16, 2018.

Carried Unanimously.

Agenda Item 5.12 - 2017-2018 Budget Update

348.17
2017-2018 Budget
Update Approved

Moved by T. Bratland that the Board approve the 2017-2018 Budget Update with revenues of \$89,390,353.00 and expenditures of \$91,332,530.00 with an overall deficit of (\$1,942,177.00).

Carried Unanimously.

Agenda Item 5.13 - Board Retreat - January 30, 2018

349.17
Board Retreat
January 30, 2018

Moved by L. Henry that the Board hold a Board Retreat on January 30, 2018 beginning at 9:00 a.m. in the Learning Centre of the Division Office.

Carried Unanimously.

Agenda Item 5.14 - Date for Board/School Council Liaison Meeting

350.17
Board/School Council
Meeting April 17,
2017

Moved by L. Henry that the Board organize a Board/School Council liaison meeting April 17, 2018 beginning at 6:30 p.m. in the Learning Centre of the Division Office.

Carried Unanimously.

Agenda Item 5.15 - Review Policy 2

351.17
Amendments to
Policy 2

Moved by L. Henry that the Board amend Policy 2 as follows:
4.5 "Monitor fiscal management of the Division through receipt of a bi-monthly statement of revenue and expenditures report";
4.6 "Appoint an Auditor and approve the Auditor's terms of engagement; ...";
4.14 Direct the Superintendent to review the wording and bring recommendations back to the Board for approval;
9.2 Delete "Establish entrance ages for student admission" as Alberta Education will be determining provincially through the School Act.

Carried Unanimously,

Agenda Item 5.16 - Review Policy 3

No action taken.

Agenda Item 5.17 - International Education

352.17
Superintendent to
Advance Opportunity
of International
Education and
Consult with BC
School Board for
Referrals and Explore
Potential Liability to
WCPS

Moved by K. Lowry that the Board direct the Superintendent to advance this opportunity of International Education through an expression of interest to Mr. Tom Ristimaki to have Wolf Creek Public Schools enter into discussions on formally reaching a Memorandum of Understanding with AQG Educational Consulting and further that the Superintendent consult with School Boards in British Columbia for referral/recommendations of AQG Educational Consulting and further explore all avenues of potential liability to Wolf Creek Public Schools.

Carried Unanimously.

Agenda Item 5.18 - Electronic Christmas Card Greeting

353.17
Superintendent to
Send Electronic
Christmas Greeting
on Behalf of Board

Moved by L. Henry that the Board direct the Superintendent to send out an electronic Christmas greeting from the Board of Trustees to neighboring school divisions and municipal partners.

Carried Unanimously.

Agenda Item 5.19 - EA Advisory Meeting January 19, 2018

354.17
Trustees to Attend EA
Advisory Meeting

Moved by K. Lowry that the Board authorize Trustees L. Henry and B. Buchanan to attend the EA Advisory Meeting January 19, 2018.

Carried Unanimously.

Agenda Item 5.20 - Christian Education

No action taken.

Agenda Item 5.21 - Support Staff Handbook Clarification

355.17
Superintendent to
Align All Employee
Group Support Staff
Handbooks

Moved by P. Hansen that the Board direct the Superintendent to align all employee group Support Staff Handbooks with regards to vacation day carryovers.

Carried Unanimously.

Agenda Item 5.22 Memorandum of Agreement Application to Support Staff

356.17
Superintendent to
Align All Employee
Group Support Staff
Handbooks with the
Recently Signed
Certificated Staff
Memorandum of
Agreement

Moved by P. Hansen that the Board direct the Superintendent to align all employee group Support Staff Handbooks with the recently signed Certificated Staff Memorandum of Agreement with respect to the following:

- 1) Support staff employee will be granted one (1) day leave of absence with pay per year for the purpose of supporting a family member when taking care of their obligation/needs, where the assistance of the employee is required. Any absence from the work site for family needs leave shall be recorded as such. The reduction in the entitlement for each occurrence of family needs shall be a minimum of one half day. Unused days may accumulate to a maximum of two (2) days;
- 2) For not more than five (5) working days for each occurrence because of the critical illness of spouse, child, parent, step-parent, legal guardian, brother, sister, step-sibling, parent of spouse, grandparent, grandchildren, grandparents of spouse, brother-in-law, sister-in-law or a relative who is a member of employee's household;
- 3) For not more than five (5) working days for each occurrence because of the death of spouse, child, parent, step-parent, legal guardian, brother, sister, step-sibling, parent of spouse, grandparent, grandchildren, grandparent of spouse, brother-in-law, sister-in-law, or a relative who is a member of the employee's household;
- 4) Handbook clause "One (1) day will be granted to attend the funeral of aunts and uncles of the employee or spouse, or nieces or nephews of the employee" will be replaced with "Up to a total of two (2) working days, with pay and benefits, per school year to attend the funeral of any other person."
- 5) When an employee who is a part time member of the Canadian Armed Forces (CAF), as a Reserve Force, is called into active service and /or required to attend mandatory training, the employee shall be granted the leave required to meet their obligations to the CAF.
- 6) Any leave where the employee would have to pay for their own benefits, the employee shall have the option to prepay for benefit contribution. In the event that the actual cost of benefits during the leave exceeds the prepayment, the employee remains responsible for the difference between what was pre-paid and the actual cost of the benefits.
- 7) Employees may prepay benefit premiums payable during the duration of a maternity, adoption or paternal leave.

Carried Unanimously.

In Camera

357.17
Meeting of the
Whole

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

Carried Unanimously.

358.17
Open Meeting

Moved by L. Henry that the Board revert back to an open meeting.

Carried Unanimously.

Agenda Items 6.1 – 7.3 were accepted for information.

Agenda Item 7.4 - What We Did for Students Today (previously Board Highlights)

It was the consensus of the Board to highlight the following action items:

- 1) Passed the 2017-2018 Budget Update.
- 2) Cultural Exchange
- 3) Meeting with Municipal Counterparts
- 4) Board/School Council Liaison Meeting Date Set

Meeting Adjourn

359.17
Meeting Adjourn

Moved by T. Bratland that the Board meeting adjourn. Time 4:17 p.m.

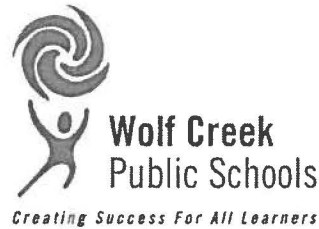
Carried Unanimously.



Chair



Secretary-Treasurer



SUPERINTENDENT'S REPORT
Office of the Superintendent
for
December 14, 2017

Wolf Creek School Administrator Professional Growth Plans Reviewed


Each year all Wolf Creek school administrators are expected to complete a professional growth plan as per Administrative Procedure 421 (Assessment Model for School Administrators). Recently, these plans were reviewed in a meeting with the Superintendent/Assistant Superintendents. These plans must include goals that are based on a self-assessment of the administrator's learning needs, consider feedback from the school and community, show a relationship to established competencies, and consider the education plans of the school, board and province.

Value Management Process on Possible Modernization of Iron Ridge Elementary Campus in Blackfalds

Alberta Education - Capital Planning Branch and Alberta Infrastructure have scheduled three full-day meetings (December 13, 2017 and January 18, 19, 2018) to work through a highly collaborative process to determine the most desirable options for the modernization of Iron Ridge Elementary Campus. These meetings will include representation from Wolf Creek senior leadership, Town of Blackfalds senior leadership, parents and students, consultants and Alberta Education and Alberta Infrastructure staff. Stakeholders will consider value metrics, including the decision-making process, on the project.

Moving Forward with High School ReDesign and Dual Credit Programs

Recently, Alberta Education shared with all school authorities their plans to continue to move forward with High School ReDesign and as part of that work, a continued emphasis on Dual Credit Programs. This is a new mandated part of the curriculum that will need some additional supports moving forward so early planning is essential. Wolf Creek Public Schools already has a number of dual credit opportunities for students and **recently approved six Grade 12 students from across WCPS to participate in some Red Deer College courses** on Automotive and Welding programs as part of the dual credit initiative. Further initiatives and




meetings with principals are planned to support students as they pursue opportunities into the workforce and post-secondary.

Leveled Literacy Intervention Training

We had a very positive response from the LLI training as nearly 30 teachers came together at the end of November to work with presenter Joe Stouffer, from Pearson on implementation planning for Leveled Literacy Intervention (LLI). Recently over \$54,000 of literacy resources were purchased and shared across numerous schools in expanding LLI through the provincial CIF (Classroom Innovation Fund) grant to Wolf Creek. Capacity around using LLI in school has been built as we now have hundreds of teachers who have been involved in training opportunities. Results from recent Fountas & Pinnell diagnostic testing this fall is showing that the literacy interventions are making a positive difference for our students!

French Immersion Literacy Support Planning




Recently a number of meetings have been held in Lacombe schools around future classroom instruction and assessment resources to assist students in French Immersion programming. Learning Services is working in partnership with school staff to strengthen the professional development and classroom resources in this area as part of our focus on literacy. Further discussions and plans are underway to assist staff in French Immersion programs with additional literacy resources.

English Language Learners (ELL)

Across Wolf Creek Public Schools, we have 420 students identified as English Language Learners from pre-kindergarten to Grade 12. 209 of these students were born in Canada, however their home language is a language other than English while 211 of these students moved to Canada from other countries where English is not their primary language. Learning Services recently held a workshop for teachers to support ELL strategies and provided some resources to support this growing need. Benchmark assessments were also completed in November by teachers with support from Learning Services.

Rock the Diploma Opportunity for Diploma Preparation



Learning Services is once again offering Rock the Diploma in January for students writing diploma exams in Math 30-1/30-2, Social Studies 30-1/30-2 and (new this year), Biology 30. This board sponsored event provides an incredible opportunity for students to participate in some well designed preparation for studying for upcoming diploma. Registration is now open, with response going well and is available from school district or high school websites online. Each student in these courses also received an email about this opportunity. Posters have also been distributed to schools and staff are talking with students about this opportunity.



Bright Futures Play Academy Update

Registrations open on January 15 for families interested in registering for fall programs in pre-kindergarten. We have had many families already starting to inquire as most programs are currently full this year. More information will be posted on the Bright Futures Play Academy website about the registration process after the Christmas break. We anticipate lots of interest again this year and community information events are being planned to make new families aware of this early learning opportunity.

Summer School Planning

Plans are underway to continue to offer a Summer School program based on the successful model that was implemented in Summer 2017. Promotion and website information for parents and students will be updated in early 2018 with additional information and staffing plans will be put in place over the first few months of 2018.

Lacombe Schools Literacy PD

On the aligned calendar (PD) day on Friday, December 8, three Wolf Creek schools in Lacombe with 120 staff focused together on a K-6 session with presenter Lori Jamison on reading and writing supports for students. Many practical examples were shared. Learning Services worked closely with the school administrators and CARC to provide this opportunity to support our staff. It was a great day of learning more about supporting our students with literacy.

Post-Secondary Recruitment Events

Once again People Services will be travelling to a number of post-secondary institutions to present to and meet upcoming education graduates. These include: University of Lethbridge (December), University of Alberta (January), Campus St-Jean (January), Concordia University (January), Burman University (March).

CTS Bridge to Certification Program

We are excited to announce that WCPS has been recommended for approval to the CTS Bridge to Certification program for 2018/19. This program was established by Alberta Education to encourage and facilitate the pursuit of a B.Ed for journeymen tradespeople in Alberta. Our application has been recommended and our candidate has a carpentry background. Once this teacher completes a condensed year of studies at the U of A and completes two practicum placements, they will be eligible to teach in CTS Woods/ Carpentry in our division while they complete the remainder of their B.Ed.

Educational Assistants Advisory Group

People Services and Inclusive Learning Services look forward to facilitating Educational Assistants Advisory Group again this year. Our First meeting is scheduled for January 19! The district office senior leadership team is committed to working closely with educational assistants in the best interest of Wolf Creek students. It is our hope wherever possible to have the same Educational Assistants school representatives who participated on the 16/17 Advisory Group to attend again



this year. Similar to last year, our meetings will focus on discussion and engaging learning experiences that strengthen our focus and direction. The purpose of the EA Advisory Group meetings will be to:

- Gather Input and feedback
- Provide consistent communication
- Allow a mechanism to inform further areas of focus

TEACHER & ADMIN COHORTS



ADMIN COHORTS

Aspiring Leaders 2017-2019

All of our teacher and administrator cohorts are up and running. Thank you to Jigsaw Learning for hosting our brand new teachers and teachers new to WCPS at the CRM workshop last month. This was an excellent introduction to the Collaborative Response Model and the system software. The administrator cohorts have recently delved into Conflict Resolution within the context of various WCPS Administrative Policies and the School Act. The Year Two Teacher Cohort was lead through a "Collaborating with Educational Assistants" workshop. This comprehensive, hands-on session provided tremendous insight and practical skills for our Year Two teachers. The Year One Teacher Cohort, joined by fourth year Burman University Students most recently worked through a classroom management and culture action plan as well as explored the roles of mentor and proteges. Mentors and proteges were brought together for some time to review the mentorship action plan as well as hear from a previous mentorship/protege team. Leadership Essentials, with Dr. Del Litke, was the focus for the most recent Zone 4 Aspiring Leaders Sessions. Aspiring Leaders will continue with this focus as well as "Fostering Effective Relationships" at the next cohort meeting.

Joint WCPS-ATA Professional Development Committee

Plans are underway to establish a Joint PD Committee with members of the Wolf Creek ATA Local #3. The purpose of the committee is to establish an Administrative Procedure for Professional Development, determine consistent guidelines for the use of WCPS Teacher PD funds and to discuss the uses of any carryover from those funds.

A handwritten signature in the bottom right corner of the page.

2017/2018

Fall Update to 2017/2018 Budget



**Wolf Creek
Public Schools**

Creating Success For All Learners

Budget Update Summary

Major changes

- ◆ **The Updated Budget projects a \$1,942,177 deficit balance for the 2017/2018 school year. This is an increased deficit of \$1,720,706 from a projected deficit balance of \$221,471 in the Spring Budget.**
- ◆ **Operational reserves are projected to be \$1,444,193 as at August 31, 2018.**
- ◆ **Capital Reserves are projected to be \$2,647,734 as at August 31, 2018.**
- ◆ **Student FTE decreased by 223.6 FTE compared to the Spring Budget.**

A handwritten signature in cursive is written over a faint image of a pen nib. The signature appears to be 'J. Jones'.

Updated 2017/18 Alberta Education Budget

| | Updated 17/18 Alberta Education Budget |
|---------------------|--|
| Revenue | 89,390,353 |
| Expenditures | 91,332,530 |
| Net Deficit | (1,942,177) |

Reserves balances as at Sept 1, 2017

- **Operational Reserves \$3,624,893**
 - Unrestricted Net Assets \$2,896,894
 - School Generated Fund Reserves \$728,199
- **Capital Reserves \$2,448,396**
 - Instruction \$212,839
 - Board and System \$886,552
 - Facilities \$516,840
 - Transportation \$832,165

2017/2018 Updated Budget Revenue

| | Fall 2017 Update to the Budget 2017/2018 | Spring 2017 Budget Report 2017/2018 | Variance |
|---|--|---|----------------------|
| OPERATIONS (SUMMARY) | | | |
| Revenues | | | |
| Alberta Education | \$82,933,899 | \$83,889,517 | (\$735,618) |
| Other - Government of Alberta | \$510,085 | \$465,083 | \$45,000 |
| Federal Government and First Nations | \$2,305,672 | \$2,408,279 | (\$102,603) |
| Other Alberta school authorities | \$104,000 | \$104,000 | \$0 |
| Out of province authorities | \$0 | \$0 | \$0 |
| Alberta municipalities - special tax levies | \$0 | \$0 | \$0 |
| Property taxes | \$0 | \$0 | \$0 |
| Fees | \$1,122,220 | \$1,317,923 | (\$195,703) |
| Other sales and services | \$1,279,192 | \$1,270,111 | \$9,081 |
| Investment income | \$87,700 | \$88,600 | (\$8,900) |
| Gifts and donation | \$34,900 | \$14,000 | \$20,900 |
| Rental of facilities | \$10,405 | \$10,345 | \$60 |
| Fundraising | \$1,002,300 | \$1,191,100 | (\$188,800) |
| Gain on disposal of capital assets | \$0 | \$0 | \$0 |
| Other revenue | \$0 | \$0 | \$0 |
| Total revenues | \$89,390,353 | \$90,608,938 | (\$1,218,583) |

Major revenue changes

- ◆ Funding reduction due to student changes
 - ◆ ECS Increase 53 students \$177,014
 - ◆ Grade 1-9 Decrease 192 students \$(1,262,480)
 - ◆ Grade 10-12 Decrease 16.6 students \$(110,694)
 - ◆ Class Size Funding Decrease \$(59,228)
 - ◆ First Nations Decrease 18 student \$(164,250)
 - ◆ Inclusion Funding Decrease \$(33,466)
 - ◆ Student Decrease Adjustment to Fall Revenue \$(1,453,104)
- ◆ Classroom Improvement Fund added to funding \$904,000
- ◆ Summer School Revenue added to funding \$68,134
- ◆ Estimated ATRF Revenue too high (matched by expenditure) \$(500,000)
- ◆ PUF Revenue decreased (matched by expenditures) \$(238,421)
- ◆ Plant Operations and Maintenance Funding Increased \$112,149
- ◆ Small School by Necessity Funding Increased \$65,134
- ◆ Nutrition Grant added to funding \$141,000

2017/18 Updated Budget Expenditures by Object

| Expenses by Object | Fall 2017 Update to the Budget 2017/2018 | Spring 2017 Budget Report 2017/2018 | Variance |
|---|--|-------------------------------------|------------------|
| Certificated salaries & wages | \$41,297,911 | \$40,839,108 | \$464,805 |
| Certificated benefits | \$9,108,890 | \$9,630,552 | (\$530,662) |
| Non-certificated salaries & wages | \$17,135,148 | \$16,791,751 | \$343,397 |
| Non-certificated benefits | \$4,390,627 | \$4,498,737 | (\$108,110) |
| Services contracts and supplies | \$14,899,818 | \$14,513,794 | \$386,022 |
| Amortization expense - supported | \$3,313,109 | \$3,360,488 | (\$47,389) |
| Amortization expense - unsupported | \$1,096,148 | \$1,134,388 | (\$38,240) |
| Interest on capital debt - supported | \$5,181 | \$5,181 | \$0 |
| Interest on capital debt - unsupported | \$0 | \$0 | \$0 |
| Other interest and finance charges | \$85,700 | \$51,400 | \$34,300 |
| Losses on disposal of tangible capital assets | \$0 | \$0 | \$0 |
| Other expenses | \$0 | \$0 | \$0 |
| Total Expenses | \$91,332,530 | \$90,828,407 | \$504,123 |

Major expense changes

- ◆ Certificated Salaries increased by \$464,805 due to an increase in teachers.
Funding from Classroom Improvement Fund and Board approved allocation to address school hot spots.
- ◆ Non-Certificated Salaries increased by \$343,397 due to an increase in Educational Assistants. Funding from Classroom Improvement Fund and Board approved allocations to address school hot spots.
- ◆ Certificated and Non-Certificated Benefits decreased by \$530,662 and \$108,110 respectively. The decrease reflects our improved estimates based on our current staffing and data from 2016/17 actual expenditures.
- ◆ Services, contracts and supplies increased by \$386,022 mainly due to increased CIF expenses (learning resources), increase in special needs transportation costs and nutritional program costs.
- ◆ Other interest and finance charges increased by \$34,300 to better match 2016/17 actuals. These charges relate to online fee collection.

2017/18 Updated Budget Expenditures by Program

| | Fall 2017 Update to the Budget 2017/2018 | Spring 2017 Budget Report 2017/2018 | Variance |
|--|--|-------------------------------------|------------------|
| Expenses By Program | | | |
| Instruction - Early Childhood Services | \$4,485,825 | \$3,484,003 | \$1,001,222 |
| Instruction - Grades 1 - 12 | \$67,042,323 | \$67,469,729 | (\$427,406) |
| Plant operations and maintenance | \$10,794,675 | \$10,904,470 | (\$109,795) |
| Transportation | \$5,078,760 | \$4,998,718 | \$80,042 |
| Board & system administration | \$2,955,666 | \$2,969,964 | (\$14,298) |
| External services | \$975,281 | \$1,000,923 | (\$25,642) |
| Total Expenses | \$91,332,530 | \$90,828,407 | \$504,123 |

JS

Updated 2017/2018 Funded Enrolments

| Funded Student Enrolments (FTE) | 2017/18 Actual | 2017/18 Projected | Variance |
|---------------------------------|----------------|-------------------|----------|
| | (Fall Update) | (Spring) | |
| ECS Provincially Funded | 352.50 | 326.00 | 26.50 |
| Grade 1-9 Provincially Funded | 4,795.00 | 4,984.00 | -189.00 |
| Grade 10-12 Provincially Funded | 1,689.00 | 1,744.00 | -55.00 |
| ECS Federally Funded | 0.50 | 0.00 | 0.50 |
| Grade 1-12 Federally Funded | 202.00 | 223.00 | -21.00 |
| | 7,039.00 | 7,277.00 | -238.00 |

2017/2018 Certificated Staffing

| Total FTE: | | Budget Year <input checked="" type="checkbox"/> | | |
|---------------------------|--------------------------|---|-------------------|--------------|
| Area | Position | 17/18 Adjusted | 17/18 Preliminary | Variance |
| Instruction | Principal | 29.000 | 29.000 | 0.000 |
| | Assistant Principal | 25.600 | 25.600 | 0.000 |
| | Department Head | 12.625 | 13.225 | -0.600 |
| | Teacher | 315.490 | 309.500 | 5.990 |
| Instruction Total | | 382.715 | 377.325 | 5.390 |
| Instruction Support | Assistant Superintendent | 1.000 | 1.000 | 0.000 |
| | Psychologist | 1.000 | 1.000 | 0.000 |
| | Inclusion Coach | 15.600 | 15.600 | 0.000 |
| | Coordinator | 6.009 | 5.100 | 0.909 |
| | Director | 4.000 | 4.000 | 0.000 |
| Instruction Support Total | | 27.609 | 26.700 | 0.909 |
| Support Services | Superintendent | 1.000 | 1.000 | 0.000 |
| | Assistant Superintendent | 2.000 | 2.000 | 0.000 |
| Support Services Total | | 3.000 | 3.000 | 0.000 |
| External | Teacher | 5.730 | 5.750 | -0.020 |
| External Total | | 5.730 | 5.750 | -0.020 |
| Grand Total | | 419.054 | 412.775 | 6.279 |

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2017/2018 Non Certificated Staffing - Instruction and Instruction Supports

| FTE Area | Position2 | Budget Year | | |
|-----------------------------------|---------------------------|----------------|------------------|----------------|
| | | 1718 Adjusted | 1718 Preliminary | Variance |
| Classroom Support | Administrative Assistant | 35.260 | 34.260 | 1.000 |
| | Cafeteria | 1.053 | 1.230 | -0.177 |
| | Educational Aide | 156.633 | 139.850 | 16.783 |
| | Librarian | 7.166 | 7.840 | -0.674 |
| | PUF Educational Assistant | 27.883 | 35.590 | -7.707 |
| | Rehabilitation Therapist | 2.700 | 2.700 | 0.000 |
| Instruction Total: | | 190.685 | 221.470 | -30.785 |
| Instruction Support | Administrative Assistant | 1.000 | 1.000 | 0.000 |
| | Educational Aide | 0.290 | 0.290 | 0.000 |
| | Elder | 2.000 | 2.600 | -0.600 |
| | Executive Assistant | 1.000 | 1.000 | 0.000 |
| | Rehabilitation Therapist | 2.000 | 2.714 | -0.714 |
| | Social Worker | 20.895 | 20.375 | 0.520 |
| | Technology Support | 10.000 | 10.000 | 0.000 |
| Instruction Support Total: | | 37.185 | 37.979 | -0.794 |
| Referral | Administrative Assistant | 1.000 | 1.000 | 0.000 |
| | Educational Aide | 4.967 | 4.787 | 0.180 |
| Referral Total: | | 5.967 | 5.787 | 0.180 |
| Grand Total | | 273.847 | 264.946 | 8.901 |

EA FTE is up due to Classroom Improvement Funds (12.8 FTE) and additional Board allocation (7.0 FTE)

2017/2018 Non Certificated Staffing - Support Services

| FTE Area | Position2 | Budget Year | | | |
|------------------|----------------------------------|---------------|------------------|----------------|----------------|
| | | 1718 Adjusted | 1718 Preliminary | Variance | |
| Support Services | Accountant | 1.000 | 1.000 | 0.000 | |
| | Accounting Assistant | 2.792 | 2.000 | 0.792 | |
| | Administrative Assistant | 1.357 | 1.857 | -0.500 | |
| | Assistant Facilities Manager | 1.000 | 1.000 | 0.000 | |
| | Assistant Secretary-Treasurer | 1.000 | 1.000 | 0.000 | |
| | Assistant Transportation Manager | 1.000 | 1.000 | 0.000 | |
| | Building Maintenance Operator | 1.000 | 1.000 | 0.000 | |
| | Bus Driver | 84.000 | 34.500 | 49.500 | |
| | Bus Labourer | 1.554 | 1.443 | 0.111 | |
| | Bus Mechanic | 2.000 | 2.000 | 0.000 | |
| | Bus Shop Foreman | 2.000 | 2.000 | 0.000 | |
| | Caretaker Supervisor | 1.000 | 1.000 | 0.000 | |
| | Carpenter | 4.000 | 4.000 | 0.000 | |
| | Cleaner | 40.280 | 40.280 | 0.000 | |
| | Courier | 0.400 | 0.400 | 0.000 | |
| | Custodian | 3.000 | 3.000 | 0.000 | |
| | Executive Assistant | 3.000 | 3.000 | 0.000 | |
| | Facilities Manager | 1.000 | 1.000 | 0.000 | |
| | Maintenance Worker | 2.730 | 2.730 | 0.000 | |
| | OS&H Coordinator | 1.000 | 1.000 | -1.000 | |
| | Painter | 2.000 | 2.000 | 0.000 | |
| | Pay and Benefits Coordinator | 2.792 | 3.000 | -0.208 | |
| | Plumber | 1.000 | 1.000 | 0.000 | |
| | Receptionist | 0.500 | 0.600 | -0.100 | |
| | Secretary Treasurer | 1.000 | 1.000 | 0.000 | |
| | Transportation Clerk | 1.000 | 1.000 | 0.000 | |
| | Transportation Manager | 1.000 | 1.000 | 0.000 | |
| | Trustee | 6.000 | 6.000 | 0.000 | |
| | Support Services Total: | | 119.467 | 170.510 | -51.043 |
| | Grand Total | | 119.467 | 170.510 | -51.043 |

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2017/2018 Operational Reserves

| | 17/18 Projected Unrestricted | 17/18 School Generated | Total |
|----------------|------------------------------------|------------------------------|-------------|
| Opening | 2,896,694 | 728,199 | 3,624,893 |
| Ending | 676,094 | 768,099 | 1,444,193 |
| Change | (2,220,600) | 39,900 | (2,180,700) |

2017/2018 Capital Reserves

| | Instructional | Board and System | Facilities | Transportation | Total |
|----------------|---------------|---------------------|------------|----------------|-----------|
| Opening | 212,839 | 886,552 | 516,840 | 832,165 | 2,448,396 |
| Ending | 227,251 | 992,388 | 589,638 | 838,457 | 2,647,734 |
| Change | 14,412 | 105,836 | 72,798 | 6,292 | 199,338 |

Capital reserves are planned but are subject to change based on needs that might arise during the year.



JS

2017/2018 Capital Reserves

The capital uses for the 2017/2018 school year are as follows:

| | |
|-------------------------------------|---------------------------|
| Instruction: | |
| \$ 6,000 | Broiler |
| \$ 26,400 | Classroom Sewing Machines |
| \$ 5,000 | Puistry Cutter |
| \$ 5,000 | Stove |
| \$ 300,000 | Chromebooks |
| Facilities: | |
| \$ 40,000 | Cargo Van |
| \$ 8,000 | Floor Washer |
| \$ 8,000 | Floor Washer |
| \$ 40,000 | Sliding Table Saw |
| \$ 7,000 | Thickness Planer |
| \$ 80,000 | 2 Bobcats |
| Transportation: | |
| \$ 660,000 | 6 School Busses |
| Total Board approved Capital | \$ 1,185,400 |

- Board approved capital purchases are funded with Alberta Education operational funding
- Operational capital plan is being developed to align with the allocation model being developed.
- Emergent items do arise during year that need to be addressed.
- Projected costs may change due to current economy.

Updated 2017/18 Alberta Education Budget

| | Updated 17/18 Alberta Education Budget |
|---------------------|--|
| Revenue | 89,390,353 |
| Expenditures | 91,332,530 |
| Net Deficit | (1,942,177) |

Reserves balances as at Sept 1, 2017

- **Operational Reserves \$1,444,193**
 - **Unrestricted Net Assets \$676,094 (Prior \$2,896,694)**
 - **School Generated Fund Reserves \$768,099 (Prior \$728,199)**
- **Capital Reserves \$2,647,734 (Prior \$2,448,396)**

PR Committee Meeting
November 30, 2017
Learning Centre, Division Office Ponoka

Chair: Pamela Hansen; Trustees: T. Bratland, B. Buchanan, L. Henry, L. Jess, K. Lowry;
Recording Secretary; J. Haines

Chair Hansen called the meeting to order at 11:00 a.m.

The agenda for the November 30, 2017 PR Committee Meeting was as follows:

1. Call to Order
2. Adopt Agenda
3. WCPS Friends Of Education Award
4. Recognition & Retirement Banquet 2018
5. Community Engagement
6. Candy Trays

2. Adopt Agenda

Moved by L. Jess that the agenda be adopted as amended.

Carried Unanimously.

3. WCPS Friends of Education Award

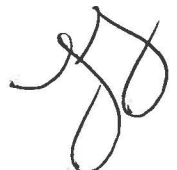
Discussion for trustees to promote the WCPS Friends of Education Award to the school/parent councils once the preliminary email request is distributed by Mrs. Haines.

Moved by L. Jess that the PR Committee recommend to the Board of Trustees to continue with the WCPS Friends of Education Award and further that trustees champion the school/parent councils for nominations.

Carried Unanimously.

4. Recognition & Retirement Banquet

The Lacombe Memorial Centre has been tentatively booked for June 14, 2018. Discussion centred on having placement cards for the Retiree and guest to ensure each retiree has a seat at their school table. The Master of Ceremonies will be determined at a later date.



It was the consensus to have the corsages and boutineers provided by "Earthy Accents", Bentley this year. For future reference, it was suggested that the flowers be put out to tender to the flower stores in the jurisdiction.

5. Community Engagement

Chair Hansen spoke to the need to build relationships with the municipal counterparts in the communities. Discussion centred on the trustees making connections with the municipalities in their communities in order to foster mutually beneficial relationships.

Moved by K. Lowry that the PR Committee recommend to the Board of Trustees that the trustees begin building relationships with municipal counterparts in order to secure an appointment on an agenda to discuss and determine mutual needs and benefits.

Carried Unanimously.

Moved by K. Lowry ttha the PR Committee recommend to the Board of Trustees to host a meet and greet evening with the municipalities in February 2018 for the purpose of engagement.

Trustee Jess withdrew from the meeting.

Carried Unanimously.

Trustee Jess entered the meeting.

6. Candy Trays

Candy trays will be delivered to the office and be available for trustees pick up by December 14, 2017.

Moved by T. Bratland to adjourn the meeting. Time 12:40 p.m.

Carried Unanimously.

