

March 29, 2018

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, L. Henry;
Superintendent of Schools: J. Lovell; Secretary Treasurer: R. Hall;
Recording Secretary: J. Haines

Regrets: K. Lowry

Agenda Item 1.1 - Treaty Six Land Agreement Acknowledgement

Trustee Buchanan recited the Treaty Six Land Agreement Acknowledgement.

"We acknowledge that we are on Treaty Six territory and recognize all the many First Nations, Metis, Inuit and non-First Nations whose footsteps have marked these lands."

Agenda Item 1.2 - Adopt Agenda

70.18
Adopt Agenda

Moved by L. Henry that the agenda for March 29, 2018 be adopted as follows:

1. Call to Order
 - 1.1 Treaty Six Land Agreement 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 03.08.2018
 - 5.3 Salary & Wage Review Minutes 03.12.2018
 - 5.4 Committee of the Whole Minutes 03.12.2018
 - 5.5 Renaming of Ponoka Outreach School
 - 5.6 Review Policy 7
 - 5.7 WCPS Foundation Implementation
 - 5.8 Superintendent Evaluation Process
 - 5.9 Capital Plan
 - 5.10 Budget Deliberations Meeting Date
 - 5.11 Policy 6 - Board Chair Evaluation
 - 5.12 Municipal Networking Evening Date Change
 - 5.13 Zone 4 Wellness Conference
 - 5.14 Superintendent's Report Frequency
 - 5.15 Teacher Advisory Group Meeting April 10, 2018
 - 5.16 Review Policy 19
 - 5.17 STAR Catholic Meeting Agenda
 - 5.18 Edwin Parr Banquet
 - 5.19 Blackalds Town Council Joint Meeting
6. Trustee Reports
7. Information Items
 - 7.1 ASBA Zone 4 and ASBA Spring GM
 - 7.2 PSBAA Spring GM
 - 7.3 Facilities Report
 - 7.4 Transportation Report
 - 7.5 Fiscal Monitoring Report

7.6 What We Did For Students Today

Carried Unanimously.

Agenda Item 2.0 - In Camera

71.18
Meeting of the
Whole

Moved by B. Buchanan that the Board hold a meeting of the whole to discuss labour with the all persons excluded except Mr. Lovell, Mr. Hall and Mrs. Haines.

Carried Unanimously.

Open Meeting

72.18
Open Meeting

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

Carried Unanimously.

Appointments

The Board recessed for a break at 10:03 am and reconvened at 10:13 with the following people in attendance:

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

Superintendent's Report

Mr. Lovell spoke to the attached report.

Agenda Item 4.2 - China Visit and MOU Update

Mr. Lovell and Mr. McWhinnie presented to the Board on the recent trip to China for the signing of the Memorandum of Understanding. Mr. Lovell and Mr. McWhinnie informed the Board on the implementation of plans to proceed with the student exchange program with the Chinese students.

Mrs. Corrine Throsteinson, Assistant Superintendent, entered the meeting.

Mr. McWhinnie withdrew from the meeting.

Action Items

Agenda Item 5.1 - Additions to the Agenda

There were no additions to the agenda.

Agenda Item 5.2 - Minutes 03.08.2018

73.18
March 8, 2018
Minutes Approved

Moved by P. Hansen that the Board approve the March 8, 2018 minutes as presented.

Carried Unanimously.

Agenda Item 5.3 - Salary & Wage Review Minutes 2018.03.12

74.18
Increase on Custodial
Foreman Pay Grid

Moved by B. Buchanan that the Board direct the Superintendent to increase each step of the Custodial Foreman pay grid by \$3,500.00, effective September 1, 2018.

Carried Unanimously.



75.18 Driver Medical Reimbursements Increased
 Moved by L. Henry that the Board direct the Superintendent to increase required driver medical reimbursements to a maximum of \$110.00 with receipt effective September 1, 2018.
 Carried Unanimously.

76.18 Bus Shop Foreman and Bus Mechanics Salary Grid increase 5%
 Moved by L. Henry that the Board direct the Superintendent to increase the Transportation Bus Shop Foremen and Bus Mechanic salary grids by 5% effective September 1, 2018.
 Carried Unanimously.

77.18 Change Discretionary Days to Personal Days for Directors
 Moved by T. Bratland that the Board direct the Superintendent to change the current five (five) "discretionary days" to "personal days" for all Directors and further that said personal days are to be used within each school year with no banking or carryover from year to year, effective September 1, 2018.
 Carried Unanimously.

78.18 Bus Drivers Receive One Paid Day in August for Bus Start Up
 Moved by P. Hansen that the Board direct the Superintendent to provide one paid day in August to the Bus Drivers for the purpose of bus start up requirements such as contacting families on their route.
 Carried Unanimously.

79.18 Increase to Bus Driver Vacation Rates
 Moved by T. Bratland that the Board direct the Superintendent to increase the Bus Driver vacation rates as follows:

<u>Years of Service Completed</u>	<u>Vacation Rates</u>
0 to 5	6.00%
6 to 14	8.00%
15 +	10.00%

Carried Unanimously.

80.18 Directors' Requests Added to Budget Deliberations
 Moved by L. Henry that the Board add further Director's requests to the 2018-2019 Budget Deliberations.
 Carried Unanimously.

81.18 March 12, 2018 Minutes Accepted for Information
 Moved by T. Bratland that the Salary & Wage Review Minutes of March 12, 2018 be accepted for information.
 Carried Unanimously.

Mrs Thorsteinson withdrew from the meeting.

Agenda Item 5.4 - Committee of the Whole Minutes 2018.03.12

82.18 Superintendent to Create Administration Procedure to Deal with Board Donation Requests from Schools
 Moved by P. Hansen that the Board direct the Superintendent to create an Administration Procedure regarding requests for Board donations to schools and that the following parameters be established beginning 2019-2020 school year:
 1) Application process with annual deadline of March 15;
 2) Request must be within the parameters of the Educational Three Year Plan;
 3) Must provide the outcomes for the proposed event(s) and how it fits the above parameters;
 4) Must provide the reasons for the request; and
 5) Must provide a "business plan" with revenues and expenses.
 Carried Unanimously.

Agenda Item 5.5 - Renaming of Ponoka Outreach School

83.18
Approve Request to
Rename Ponoka
Outreach School

Moved by T. Bratland that the Board approve the proposed request to rename the Ponoka Outreach School.

Carried Unanimously.

Agenda Item 5.6 - Review Policy 7

84.18
Amend Policy 7.2.1

Moved by P. Hansen that the Board amend Policy 7.2.1 to "... An organizational meeting followed by a regular meeting is to be held in June in a non-election year. ..."

Carried Unanimously.

85.18
Amend Policy 7.11.2

Moved by T. Bratland that the Board amend Policy 7.11.2 to "Travelling time is to be included in the per diem charge for meetings at Division Office."

Carried Unanimously.

86.18
Amend Policy
7.11.5.9

Moved by L. Henry that the Board amend Policy 7.11.5.9 to "Official representation of the Board at graduation, farewell and award events."

Carried Unanimously.

87.18
Amend Policy 7.11.11

Moved by L. Henry that the Board amend Policy 7.11.11 to include Alberta Rural Education Symposium.

Carried Unanimously.

88.18
Amend Policy 7.11.11

Moved by B. Buchanan that the Board amend Policy 7.11.11 by combining 7.11.11.1 and 7.11.11.2 into one and 7.11.11.3 and 7.11.11.4 into one.

Carried Unanimously.

89.18
Amend Policy 7.11.14

Moved by P. Hansen that the Board amend Policy 7.11.14 to "Trustees may claim per diem for three (3) days per month to be called preparation time for other duties as a trustee effective September 1, 2018."

Carried Unanimously.

Agenda Item 5.7 - WCPS Foundation Implementation

90.18
Superintendent to
Investigate
Foundation Status for
WCPS

Moved by P. Hansen that the Board direct the Superintendent to investigate the implementation of foundation status in Wolf Creek Public Schools.

Carried Unanimously.

Agenda Item 5.8 - Superintendent Evaluation Process

91.18
Mr. Gunderson to
Facilitate
Superintendent
Evaluation

Moved by B. Buchanan that the Board contact Mr. Terry Gunderson to facilitate the Superintendent's Evaluation.

Carried Unanimously.

92.18
Superintendent's
Evaluation October
15, 2018

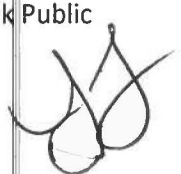
Moved by B. Buchanan that the Board hold the Superintendent's Evaluation October 15, 2018 in the Learning Centre of Division Office beginning at 9:00 a.m.

Carried Unanimously.

Agenda Item 5.9 - Capital Plan

93.18
Approve 2018-2020

Moved by L. Henry that the Board approve the 2018-2020 Wolf Creek Public Schools' Capital Plan with the following priorities:



Capital Plan 1) Iron Ridge Elementary School - 600 capacity K-3 replacement facility, demolition of existing school, four (4) modulars and relocate playground aread 4,713 m3
2) Blackfalds new 850 capacity 7-12 school.
Carried Unanimously.

Agenda Item 5.10 - Budget Deliberations Meeting Date

94.18 Moved by B. Buchanan that the Board hold Budget Deliberations April 6, 2018 beginning at 1:00 p.m. in the Learning Centre of Division Office.
Budget Deliberations April 6, 2018
Carried Unanimously.

Agenda Item 5.11 - Policy 6 - Re Board Chair Evaluation

95.18 Moved by P. Hansen that the Board amend Policy 6.11 to "Ensure that the Board engages in regular (annual) assessments of its effectiveness as a Board."
Amend Policy 6
Carried Unanimously.

Agenda Item 5.12 - Municipal Networking Evening Date Change

Federation of Canadian Municipalities

96.18 Moved by L. Henry that the Board move the Municipal Networking Evening to June 7, 2018 in the Learning Centre of Division Office beginning at 6:30 p.m.
Municipal Networking Evening June 7, 2018
Carried Unanimously.

Agenda Item 5.13 - Zone 4 Wellness Conference - May 8, 2018

97.18 Moved by B. Buchanan that the Board authorize Trustee Bratland to attend the Zone 4 Wellness Conference.
Trustee Authorized to Attend Zone 4 Wellness Conference
Carried Unanimously.

Agenda Item 5.14 - Superintendent's Report Frequency

98.18 Moved by P. Hansen that the Board direct the Superintendent to provide a written Superintendent's Report to the Board once per month.
Superintendent's Written Report Required Once per Month
Carried Unanimously.

Agenda Item 5.15 - Teacher Advisory Group Meeting - April 10, 2018

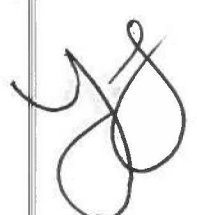
99.18 Moved by B. Buchanan that the Board authorize Trustees Hansen and Henry to attend the Teacher Advisory Group meeting April 10, 2018.
Trustees Authorized to Attend TAG
Carried Unanimously.

100.18 Moved by L. Henry that the Board cancel the joint Board/School Council Chairs meeting scheduled for April 17, 2018 and further direct the Superintendent to send out a message to all School Councils outlining budget concerns for the 2018-2019 school year.
School Council/Board Liaison Meeting Cancelled
Carried Unanimously.

Agenda Item 5.16 - Review Policy 19

101.18 Moved by P. Hansen that the Board re-affirm Policy 19 as is.
Policy 19 Re-Affirmed
Carried Unanimously.

Agenda Item 5.17 - STAR Catholic Meeting Agenda



This item was accepted for information.

Agenda Item 5.18 - Edwin Parr Banquet

102.18
Trustees Authorized
to Attend Edwin Parr
Banquet

Moved by P. Hansen that the Board authorize the attendance of all trustees
to the Edwin Parr Banquet May 28, 2018.

Carried Unanimously.

Agenda Item 5.19 - Blackfalds Town Meeting

103.18
Board Chair and
Ward 5 Trustees
Authorized to Attend
Blackfalds Town
Council Meeting.

Moved by P. Hansen that the board authorize the Chair and Ward 5
Trustees to attend a meeting with Blackfalds Town Council.

Carried Unanimously.

Agenda Items 6.0 – 7.6 were accepted for information

Meeting Adjourn

104.18

Moved by L. Henry that the meeting adjourn. Time 3:30 p.m.

Carried Unanimously.


Chair


Secretary-Treasurer



SUPERINTENDENT'S REPORT
Office of the Superintendent
for
March 29, 2018

Liwan Education Bureau (Guangzhou, China) and Wolf Creek Public Schools Sign Historic Memorandum of Understanding

On March 19th, 2018, Superintendent Lovell, Assistant Superintendent McWhinnie and Director Loughheed travelled to Guangzhou, China at the request of the Guangdong Provincial Department of Education, to sign a historical Memorandum of Understanding (MOU). The "One Belt, One Road Education Initiative" between Guangzhou, Guangdong Province, China and the Province of Alberta and Wolf Creek Public Schools, under a Memorandum of Understanding on Education Exchange and Cooperation, was held in Guangzhou Municipal Bureau of Education. About 70 people from a Canadian education delegation and the Guangzhou Education System attended the event.

Guangdong Province and British Columbia have become sister provinces for more than 20 years and have engaged in a number of student cultural exchanges. Wolf Creek is the first Alberta district to actively engage in the MOU since Guangdong Province, China and the Province of Alberta first signed a province-wide MOU in 2007. This partnership will create strong opportunities for mutual benefit between the education bureaus of both sides and promote positive links between students and teachers. This is a new milestone in the educational cooperation between Alberta and Guangdong Province.

The first step of this MOU will involve a small group of students from three Liwan Education Bureau schools this July for a two-week short-term cultural and educational exchange. Other potential opportunities are also being discussed. In addition, Wolf Creek students will have the opportunity to participate in two-week short-term cultural and educational exchanges in Guangzhou, China in March, 2019.

Assistant Superintendent - Inclusive Learning Services Recruitment and Hiring Update

With the announcement that current Assistant Superintendent Amber Hester is resigning her position to pursue other opportunities in education and will be leaving Wolf Creek as of August

31, 2018, a nation-wide recruitment process is underway to seek a replacement. The advertisement closed on March 23, 2018 with interviews taking place on April 18, 2018.

Wolf Creek Approved for Innovation in First Nations Education Grant Program

The purpose of the Innovation in First Nations Education (IFNE) grant program is to build on the success of the Building Collaboration and Capacity in Education (BCCE) grant program and to increase opportunities for First Nations students to receive coordinated education programs and services that are responsive to their needs.

This initiative supports the Government of Alberta's commitment to increase the success of First Nations students.

Wolf Creek has been approved and your total funding allocation for the three-year project for \$391,152. These funds will provide enhanced support for First Nations, Metis and Inuit students through additional Elder support, coordination of support and services, and educational resources designed to impact students directly in the classroom.

Upcoming Teachers Advising and Guiding (TAG) Meeting Designed to Provide Voice for Budget Decisions

April 10, 2018 is the second TAG meeting for this school year. The classroom perspective of Wolf Creek teachers is essential when setting direction and visioning initiatives in the school division. TAG is designed to bring teachers together twice a year to meet with WCPS' Superintendent and other senior leaders.

These meetings will focus on discussing challenges or areas requiring clarity while providing engaging learning experiences to strengthen our focus and direction.

The agenda for this meeting will be an overview of budget priorities, framed around Wolf Creek's Three-Year Educational Plan, with the task of seeking classroom teacher perspectives to understand the needs and supports necessary to ensure Wolf Creek maintains excellent learning environments.

Literacy Framework Planning

A team of division office leaders from all departments have been working to put together a comprehensive set of documents and resources that will continue to support the ongoing implementation of the literacy focus in schools. Additionally there will be some staff surveys conducted in April to provide feedback around continued support needs with literacy in our schools. The results will assist senior leadership in planning to support this need into the upcoming school year and will assist school principals in focused plans with school ACE plans this spring.

Career Preparation Program Supports Continue

Schools from across Wolf Creek will be sending students to career expos and post-secondary awareness opportunities held at Red Deer College in April. This increased coordination and



support is part of the emphasis on career preparation programs and is part of the implementation of supports from MyBlueprint.

Fire Safety Training Program Commences

High School students interested in taking Fire Safety training have started an after school and weekend course supported through Learning Services through a partnership with Bentley Fire Hall to expose students to careers in Fire Safety. Students earn credits as part of their high school program and the program is being supported through a certified teacher. This pilot program will be evaluated for future offering, interest and potential as part of dual credit programming.

Speech and Language Supports for Kindergarten & Pre-Kindergarten Teachers

On March 22, kindergarten and pre-kindergarten teachers met for a workshop on phonemic awareness and to discuss EYE-DA and EYE-TA assessments. Working together this cohort of teachers has been meeting this past year to address speech supports for strong transitions of students into Grade 1.

Family Oriented Programs (FOP) Expand Supports for Young Families

This past year between October 2017 and March 2018 on approximately two Fridays per month, a variety of family sessions were offered in Wolf Creek for families with children age 3-6. Sessions focused on SLP (articulation & language development), OT (fine motor dev & self regulation), SW - Circle of Security program, Physical Literacy Development, Early Literacy Development and Parent Link Sessions: Establishing Good Bedtime Routines, Managing Fighting and Aggression, Potty Training, Raising Resilient Children. Over 240 families were registered between October and March attending over 50 sessions this year! Through this program WCPS also built strong community partnerships with local Parent Link Centres, FCSS agencies and various service providers as well as the three local Early Childhood Coalitions in Central Alberta. Sessions were well received by parents and plans are underway to begin planning for the 2018-2019 school year FOP Sessions.

April Diploma Exam Assessments Begin

Learning Services will be supporting another round of diploma exams as students are given the opportunity to write diploma exams early in Semester Two, rewrite a diploma or complete a writing of an extended course from Semester One. Each year we typically see an increase in student writing in during November and April as part of student choice in assessment and course completion.

Summer School Program Registrations Underway

Information for Summer School programs has been sent out to all schools and information on the website, social media, newspapers and radio has been updated. A full slate of courses is offered at www.summer.wolfcreek.ab.ca for students and parents to review.



Thought Exchange Process for Diverse Learner Programming

We are seeking information from parents of students who have any of the following: Individual Program Plan, Behaviour Intervention Plan, Safety Plan or Coordinated Services Plan. The Thought Exchange process will help us understand what we are doing well and what we can do better to meet their children's unique needs. The exchange will take place from **April 3 to April 16th**. We look forward to hearing from the parents of the children the Inclusive Learning Services supports.

Elder Esther Mackinaw - Resigns

It is with regret that we announce the resignation of Elder Esther Mackinaw effective as of June 30th, 2018. Esther is leaving due to family commitments and personal health concerns.

Elder Esther joined WCPS two years ago and has been a valuable member of our team supporting students at Ponoka Elementary, Ponoka Outreach, Ponoka Secondary Campus, and Mecca Glen. On behalf of everyone at WCPS, we wish Elder Esther good luck with her future endeavors. In June, we will host a farewell gathering for her. Details of the event will be shared soon.

Elder Esther wanted to share her thoughts with you.

Tansi,

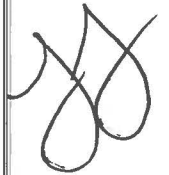
Due to family commitments and personal health issues, I have realized that I can no longer serve as a resident female elder. I say "hai hai" to all of you for giving me the privilege of assisting with the children. It has been an honour to have been allowed to enter all of the Wolf Creek Schools and it is with regret that I will be leaving.

Please keep up the excellent work.

Akose Pitama,
Elder Esther Mackinaw

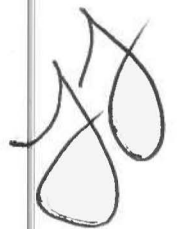
SRO Program

ILS has arranged meetings throughout the year for our School Resource Officers. They come together and share information/ resources, engage in professional development and share their successes and challenges. As an extension to meeting regularly with our SRO's we have also been meeting with their supervisors to develop an SRO Program Review. This document and process will be finalized in April and administered throughout the year next year to provide both the Police Services and WCPS with valuable information on the impact and effectiveness of the SRO Program.



GSA Representative Cohort

A teacher representative from each school has held the position of GSA Rep over the past two years . They have had three meetings this year. Their last one was on Friday, March 23. They had an excellent day with professional development on Crucial Conversations and sharing information. This group of teachers has had some sub committees and they created the following: GSA Rep Role Description Revised, and a handout for students, staff and families Support Our LGBTQ2+. They are also in the process of creating a website for all our GSA Reps to be able to access and post resources for staff and students.

Handwritten signature or initials in the bottom right corner of the page.