

April 26, 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

Adopt Agenda

128.18  
Adopt Agenda

Moved by B. Buchanan that the agenda for April 26, 2018 be adopted as follows:

1. Call to Order
  - 1.1 Adopt Agenda
  - 1.2 Treaty Six Land Agreement Acknowledgement
2. In Camera
3. Appointments
4. Superintendent's Report
5. Action Items
  - 5.1 Additions to the Agenda
  - 5.2 Minutes April 12, 2018
  - 5.3 IMR Plan
  - 5.4 Non Resident Tuition Fee
  - 5.5 Nutrition Program
  - 5.6 ASBA Budget & Bylaws
  - 5.7 Differentiated Calendar 2018-2019
  - 5.8 Retirement Banquet - MC
  - 5.9 Catholic Demographics
  - 5.10 Board Development - Policy 3.3
6. Trustee Reports
7. Information Items
  - 7.1 ASBA Zone 4
  - 7.2 PSBAA
  - 7.3 Facilities Report
  - 7.4 Health & Safety Report
  - 7.5 Transportation Report

Carried Unanimously.

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 2.0 - In Camera

129.18  
Meeting of the  
Whole

Moved by B. Buchanan that the Board hold a meeting of the whole for the purpose of land, labour or legal discussion with all persons excluded except Mr. Lovell, Mr. Hall and Mrs. Haines.

Carried Unanimously.

Open Meeting

130.18  
Open Meeting

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

Carried Unanimously.

Appointments

There were no appointments

Superintendent's Report

Mr. Lovell spoke to the attached report.

Action Items

Agenda Item 5.1 - Additions to the Agenda

131.1B  
Agenda 5.11 Letter to  
ASBA

Moved by B. Buchanan that the Board approve the agenda amended with *Agenda Item 5.11 - Letter to ASBA - RE: Budget Presentation.*

Carried Unanimously.

Agenda Item 5.2 - Minutes April 12, 2018

132.18  
Minutes Approved  
April 12, 2018

Moved by L. Henry that the minutes of April 12, 2018 be approved as presented.

Carried Unanimously.

Agenda Item 5.7 - Differentiated Calendar

Mr. Mark McWhinnie, Assistant Superintendent Learning Support Services, entered the meeting.

Mr. McWhinnie presented the proposed Differentiated Calendar for 2018 - 2019 for information only.

Mr. McWhinnie withdrew from the meeting.

Agenda Item 5.3 - IMR Plan

Mr. Hall spoke to the facilities Infrastructure Maintenance Renewal plan for the 2018-2019.

This item was accepted for information.

Agenda Item 5.4 - Non Resident Tuition Fee

133.18  
Non Resident Tuition  
Fee Set @ \$12935.00

Moved by L. Henry that the Board establish the Non Resident Tuition Fee at \$12,935.00 for the 2018-2019 school year.

Carried Unanimously.

Agenda Item 5.5 - Nutrition Program

134.18  
Nutrition Submission

Moved by T. Bratland that the Board approve the submission to Alberta Education to continue the Nutrition Program at Ponoka Elementary and

for PES and The Brick Learning Centre

expand the program to The Brick Learning Centre for the 2018-2019 school year.

Carried Unanimously.

Agenda Item 5.6 - ASBA Budget & Bylaws

The board discussed the proposed policy changes for the ASBA Spring General Meeting.

Agenda Item 5.8 - Retirement Banquet - MC

135.18 Moved by L. Henry that the Board authorize Trustees Kelly Lowry and Brent Buchanan as the Masters of Ceremony for the 2018 Retirement and Recognition Banquet, June 14, 2018 at the Lacombe Memorial Centre.

Trustees Lowry & Buchanan to MC  
2018 Retirement & Recognition Banquet

Carried Unanimously.

Agenda Item 5.9 - Catholic Demographics

136.18 Moved by P. Hansen that the Board direct the Superintendent to contact Mr. Kenn Bur, Citizen Strategies, for student demographic information for the purpose of assisting the Board with planning.

Request for Student Demographics

Carried Unanimously.

The Board recessed for lunch at 11:50 a.m. and reconvened at 12:30 p.m. with the following persons in attendance:

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

Agenda Item 5.10 - Board Development - Policy 3.3.

137.18 Moved by B. Buchanan that the Board host a Growing in Governance session facilitated by Mr. Terry Gunderson with a date to be determined.

Board to Host Growing in Governance Session

Carried Unanimously.

Agenda Item 5.11 - ASBA Letter Regarding Budget Presentation

138.18 Moved by P. Hansen that the Board write a letter to the Alberta School Boards Association voicing their displeasure at the discontinuation of budget presentations at the ASBA Zone 4 meeting April 23, 2018.

Letter to ASBA Regarding Budget Presentation

Carried Unanimously.

The Board viewed the previously recorded ASBA Budget presentation.

Agenda Item 6.1 - 7.4 were presented for information.

Meeting Adjourn

139.18 Moved by B. Buchanan that the meeting adjourn. Time 3:10 p.m.

Meeting Adjourn

Carried Unanimously.

  
Chair

  
Secretary-Treasurer

yd



**SUPERINTENDENT'S REPORT**  
**Office of the Superintendent**  
**for**  
**April 26, 2018**

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**College of Alberta School Superintendents (CASS) First Nations, Metis & Inuit Gathering**

A number of Wolf Creek staff, including five trustees, attended the CASS FNMI Gathering April 18-20, 2018 in Edmonton, Alberta. The First Nations, Métis and Inuit Gathering began as a vision to bring Indigenous and non-Indigenous educators, education partners and members of our communities together to share experiences and stories to support a journey to reconciliation through education. Over the span of 3 years and 2 Gatherings the movement has gained strength, depth, momentum as the relationships, and commitments grow. This third Gathering builds upon the learning and experiences that CASS has gained. Superintendent Lovell was privileged to present at the Gathering on the topic of "Becoming an Ally in Indigenous Education".

**Update on Moving Budget 2018-2019 Forward in Inclusive Learning Services**

In light of the recent announcement detailing Wolf Creek's budget heading into 2018-2019, plans are underway to maintain strong support and services to staff and students in Inclusive Learning Services. School Social Workers, Inclusion Coaches and school principals/assistant principals were asked for their input through a survey to gather ideas and considerations as staff and program adjustments are planned. On April 24, 2018 Social Workers and Inclusion Coaches met with senior administration to understand the new models being considered including revised role descriptions and structure of both roles.

**Rimbey Junior/Senior High (RJSH) CTS Modernization Design Planning Underway**

On April 9, 2018 Group2 Architecture met with RJSH staff and Wolf Creek senior leadership to engage in a focused process to identify the priorities and opportunities with the modernization of the Career and Technology (CTS) area and additional sections including the administration suite and new student spaces. Design team representatives from Group2 provided a project overview and gathering details to understand the scope and priorities to meet student programming needs. The next meeting is scheduled for April 19, 2018.

### **Youth Tech Nation [www.youthtechnation.org](http://www.youthtechnation.org)**

On Friday, April 13 over 350 students from across WCPS gathered at École Lacombe Junior High School to learn together from peers around many aspects of learning and technology. Many teachers assisted by chaperoning students. The committee thanked the school board for their support as this made this event possible. Student presenters, including the keynote put together an excellent program. This event was also sponsored by a number of donations that make this day possible for our students.

### **Diploma Exams Supports**

Learning Services was working closely with schools as they continue to see an increasingly larger number of students write diploma exams during many different times of the school year. The writing period in April saw over 230 students write diploma level exams. Student that choose to write at this time of year typically includes those who needed additional time to complete courses from Semester 1 as well as students that wish to write early in the semester. Overall the number of students writing diploma exams continues to increase which is a positive gain for WCPS. Already, Learning Services is starting processes for upcoming May and June PAT and Diploma Exams.

### **Summer School Registration**

Summer School registration is underway and details around the program and registration process are available at [www.summer.wolfcreek.ab.ca](http://www.summer.wolfcreek.ab.ca) Last summer the students did incredibly well in the summer school program. Within five diploma level courses, 100% of students achieved acceptable on the diploma and the overall averages were the highest student averages WCPS has received in the past five years from summer school students. We are excited to see the enthusiasm from the same group of summer school teachers who indicated their desire to work again this summer.

### **Update on Literacy Framework and Staff Input**

Throughout the 2017-2018 school year a committee worked to develop a district wide Literacy Framework that represents the essential elements and conditions for a strong implementation of literacy within all schools. This process was collaborative as it involved stakeholders from schools and across several division office departments. Currently feedback is being gathered from teachers and school administrators around their professional development and learning needs related to the implementation of literacy skills with students. This feedback will inform some additional planning for the 2018-2019 school year and our district 3 year plan.

### **International Learning Program Update**

Additional details for the summer program plans around the International Learning Program was sent out to staff this week and various student events are being held to promote student involvement in upcoming partnerships as part of the MOU with Guangdong Province in China. We plan to have approximately 45 students involved in the summer program and we are currently engaging families to assist with homestay programs by hosting a Chinese student. Information is also being shared with parents at our two initial sister schools in early May (LCHS

and IRJC). Additional planning is also underway for a Fall partnership and a reciprocal visit for March 2019.

#### **Rock the Diploma Plans for June Underway**

Plans to offer diploma preparation will continue in June with a focus on Social Studies, Biology and Math. Details have been sent out to allow students to register. Our results from January were extremely positive due to the diploma preparation courses and we look forward to seeing our students participate again in June to assist them with completing diploma exams in these three subject areas.

#### **Dual Credit and Career Preparations Update**

The 2017-2018 school year has been and will continue to be an exciting year for Dual Credit and CTS/CTF opportunities for students here in Wolf Creek. During this year, Wolf Creek entered into a partnership with both Red Deer College and Olds College. These partnerships have opened up a number of program opportunities for students that continue to be arranged by Learning Services that will allow students to receive both high school credits and receive nationally recognized trades journeyman training from both institutions. Currently we have students receiving this training in the areas of welding, Automotive Service Technician and Agricultural Technician. These partnerships are also being supported by industry with both the academic learning and hands on training found in these programs. In Ponoka the local Cervus Dealership is working hand in hand with Olds College to provide journeyman training students.

In addition to these post secondary partnerships Wolf Creek has formed two other partnerships with Northern Lights school Division and the Bentley Fire Hall to create unique dual credit opportunities for Wolf Creek students. The Northern Lights partnership helps us to provide a robust Rig Training and certification program where students gain six industry standard certifications recognized in the oilfield industry. Also the Bentley Fire Hall has generously allowed us to utilize their facility and have our own certified instructor, Ian McLaren principal of Eckville Elementary, provide nationally recognized Fire Fighting training for Wolf Creek students. Both of these additional programs are underway with planning and implementation throughout the spring months. This area of growth is also in response to the targeted need from our recent AERR and ThoughtExchange feedback.

#### **Pre-Kindergarten and Kindergarten Spring Registration Events**

Several promotional and parent awareness sessions are currently being held for both pre-kindergarten and kindergarten programs across WCPS. Several schools are working with Learning Services to host joint events this spring for both pre-kindergarten and kindergarten families to attend. During the event families have an opportunity to acquire more information about our Bright Futures Play Academy or Kindergarten programs and an opportunity to register for fall programs.

At these events, a variety of professionals and community agencies are also involved and



available to connect with parents. These include agencies such as speech and language pathologists, occupational therapists, optometrists, early intervention program workers and various AHS personal, as well as community agencies like Parent Link Centres and local libraries. This is a wonderful opportunity for families to connect with the various resources and services in their communities and learn how these local supports can play such a vital role in their child's early development and readiness for school. These events also help schools to identify families who require early intervention supports in the areas of speech, occupational therapy or behaviour.

Staff also participated in the Lacombe Trade Fair and upcoming Ponoka Trade Fair to promote the program opportunities in WCPS. Meeting these families early in the spring at these events enable our schools to plan for these supports in order to give children the best early start to their school aged years.

### **WCPS Staffing**

Schools have been provided with their Teacher and Instructional Leadership FTE allocations on April 16. Principals are currently in the process of planning their preliminary timetables in order to communicate their staffing needs to People Services by the week of April 30. People Services will be working with teachers on continuing contract who require a transfer to another WCPS School due to staff reduction between May 3 and 17 to secure a placement for these teachers. Once all teachers on continuing contracts have been placed, schools may then proceed with remaining recruitment needs. Staffing timelines for support staff will take place in the later part of May.

### **Educational Assistant Advisory**

The next Educational Assistant Advisory Committee meeting is scheduled for April 27. The event will be co-facilitated by People Services and Inclusive Learning Services. The Advisory group will continue the work started at their January meeting on reviewing and providing input on the Educational Assistant Handbook and Rubric. This work will provide important feedback that will assist in the development of an Administrative Procedure for The Role of the Educational Assistant.

### **ILS Budget and Staffing**

In light of the budget announcements. There are several staffing processes taking place in ILS over the next few weeks. There will be some reductions in Inclusion Coaches, School Social Workers, and Educational Assistants. The Inclusion Coaches and School Social Workers will be meeting on April 24 to discuss what their new role will look like next year. We will be sharing how many positions they are, the school configurations, process to apply and selection process. All SSW's and IC's will know if they will remain as such for next year by May 3, 2018. We will also be providing schools with their final numbers of EA's by May 3rd as well as each school will be reduced EA's according to need as we remove 20 FTE from the system.

### **Indigenous Foundational Knowledge Culture Camp on May 11, 2018**





Ponoka Outreach School grounds (Weather permitting - outside)

Culture Camps are scheduled to allow Elders to share history, culture, and traditions. The one day camp is designed to provide Board Members and School/System Leaders in Education with a rich cultural experience that will assist in building Foundational Knowledge.

### Poverty Simulation

Rimbey Elementary hosted the Community Action Poverty Simulation (CAPS) on Friday, April 13. The Poverty Simulation was designed to help people better understand the realities of poverty. The simulation provided 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. The purpose of the CAPS was to increase awareness of the impact of poverty in educational communities.



### Impact Assessment Revisions

ILS has been researching possible new platforms for the document over the past year. We began discussions with Technology Services and it seemed, after some researching, that it was a possibility for the current document to be developed in PowerSchool. This was exciting news as access will become easier for not only administrators and inclusion coaches, but teachers will be able to utilize this document alongside student programs housed in the same area of PowerSchool.

As this opportunity has become available, we also wished to refine the indicators of the document, allowing for school staff to identify the primary needs of students and overall required supports. This student profile will provide the framework for recommended programming and student planning documents, and may be informed by specialized assessments.

Technology Services is able to begin developing this program mid-April, which required us to begin revising the document in a fairly short timeline. We invited an advisory working group of administrators, inclusion coaches and social workers to gather for two days to review all aspects of the document and provide suggestions that will make the document more concise, will better align with student program plan documents, and provide a guideline for recommended programming for students requiring targeted and specialized programming. We look forward to the document being ready for use in Fall 2018. Thank you to Darin Ratzlaff, James Matthie,

A handwritten signature or set of initials, possibly 'JR' or similar, written in dark ink.

Deejay Bowoade, Jan Hawkings, Stacy Sargeant, Karen Gabert, Christine Robertson, Maryann Armitage, Hannah Winsnes, and Carly Lang for your contributions!!

**Mental Health Week -May 7-13, 2018**

The theme for this year's Mental Health Week is "SMILE". Over the week, the School Social Workers will be organizing various learning opportunities for students and staff to increase their knowledge in the areas of mental health, including self-care; modeling and lifestyle choices. The Canadian Mental Health Association has a variety of brochures available. Check out their website [here!](#)

**Thoughtexchange**

Thoughtexchange ran from April 3 to April 16. Parents/guardians of students with individualized programming (IPP, CSP, BIP, SP) were invited to share their thoughts and rate the thoughts of others in response to the question:

*What is Wolf Creek Public Schools doing well and what could we do better to meet your child's unique needs?*

Over the next month, Thoughtexchange will analyze the results and share them with Wolf Creek Public Schools. Inclusive Learning Services will use the data to inform their planning for next year. They will also be developing a communication plan to share the themes of the data collected with all schools and different stakeholder groups.

