

November 2, 2017

Call to Order

The regular meeting of the Board of Trustees of the Wolf Creek School Division No. 72 was called to order by the chair at 9:00 a.m. in the Learning Centre of the Ponoka office.

Present

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

Agenda Item 1.1 - Treaty Six Land Agreement Acknowledgement

Trustee Lowry recited the Treaty Six Land Agreement Acknowledgement.

Agenda Item 1.2 - Adopt Agenda

293.17  
Adopt Agenda

Moved by P. Hansen that the Board approve the November 2, 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 10:00 a.m. - Doug Hart
  - 3.2 10:15 a.m. - Mr. Mark McWhinnie & Mr. Sean Loughheed - AERR & 3 Yr Plan Presentation
4. Superintendent's Report
5. Action Items
  - 5.1 Additions to the Agenda
  - 5.2 Minutes October 19, 2017
  - 5.3 Organizational Minutes November 1, 2017
  - 5.4 Audit Committee Meeting Date
  - 5.5 Crestomere School Visit
  - 5.6 PR Committee Meeting Date
  - 5.7 Memorandum of Agreement
  - 5.8 Set Regular Board Meeting November 28, 2017
  - 5.9 Engagement Session on Promising Practices, Assurance Review and Collective Bargaining
  - 5.10 Board Development Opportunities
  - 5.11 Trustee Equipment
6. Trustee Reports
7. Information Items

Carried Unanimously.

In Camera

294.17  
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.

295.17  
Open Meeting

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

Carried Unanimously.

The Board took a short recess and reconvened with all Board members present.

Mr. Hall withdrew from the meeting.

Appointments

Agenda Item 3.1 - 10:00 a.m. - Doug Hart - Donation

Mr. Doug Hart entered the meeting.

Mr. Hart made a donation presentation of \$5,185.62 to the Board to be used at the Ponoka Secondary Campus. Funds were raised by the Class of 1967 at their 50th High School Reunion. Mr. Hart had two challenges for the Board: 1) a challenge to subsequent reunion classes to fund raise and 2) a challenge to the Board to raise public awareness and actively solicit alumni support.

Mr. Hart withdrew from the meeting.

Mr. Hall entered the meeting.

Agenda Item 3.2 - 10:15 a.m. AERR & 3 Year Plan

Mr. Mark McWhinnie, Assistant Superintendent of Schools, and Mr. Sean Loughheed, Learning Services Director, entered the meeting.

Mr. McWhinnie and Mr. Loughheed made presentation to the Board on the 2016-17 PAT and diploma results directly impacting the AERR and Three Year Plan. A copy of the presentation is attached.

Mr. McWhinnie and Mr. Loughheed withdrew from the meeting.

Superintendent's Report

Mr. Lovell spoke to the attached report.

The Board recessed for lunch at 11:50 a.m. and reconvened at 12:35 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; Recording Secretary: J. Haines

Action Items

Agenda Item 5.1 - Additions to the Agenda

No action taken.

Agenda Item 5.2 - Minutes October 19, 2017

Moved by P. Hansen that the Board approve the minutes of October 19, 2017 as presented.

296.17  
October 19, 2017  
Minutes Approved

Carried Unanimously.

Agenda Item 5.3 - Organizational Meeting Minutes November 2, 2017

Moved by L. Henry that the Board approve the Organizational Minutes of November 1, 2017 as presented.

297.17  
November 1, 2017  
Organizational  
Meeting Minutes  
Approved

Carried Unanimously.

Agenda Item 5.4 - Audit Committee Meeting Date

- 298.17  
Audit Committee Meeting November 28, 2017
- Moved by P. Hansen that the Board hold an Audit Committee meeting November 28, 2017 in the Learning Centre of Division Office commencing at 1:30 p.m.
- Carried Unanimously.
- Agenda Item 5.5 - Crestomere School Visit
- 299.17  
Crestomere School Visit November 30, 2017
- Moved by B. Buchanan that the Board tour Crestomere School November 30, 2017 beginning at 9:00 a.m.
- Carried Unanimously.
- Agenda Item 5.6 - PR Committee Meeting Date (Christmas trays & Friends of Education Award)
- 300.17  
Board to Purchase Candy/Nut Trays from WCO
- Moved by L. Henry that the Board purchase candy/nut trays from West Country Outreach School for distribution to schools and division facilities prior to the Christmas break and further that the Board hold a PR Committee meeting November 30, 2017 beginning at 11:00 a.m. in the Financial/Business Room of Division Office.
- Carried Unanimously.
- Agenda Item 5.7 - Memorandum of Agreement
- 301.17  
Board Ratifies Memorandum of Agreement
- Moved by T. Bratland that the Board ratify the Collective Bargaining Memorandum of Agreement as presented.
- Carried Unanimously.
- Agenda Item 5.8 - Set Regular Board Meeting November 28, 2017
- 302.17  
Regular Board Meeting November 28, 2017
- Moved by P. Hansen that the Board hold a Regular Meeting directly following the Audit Committee meeting November 28, 2017 for the purpose of approving the Audited Financial Statements and the AERR & 3 Yr Plan.
- Carried Unanimously.
- Agenda Item 5.9 - Engagement Session on Promising Practices, Assurance Review and Collective Bargaining
- 303.17  
Trustees Attendance Ratified for Meeting with the Minister
- Moved by P. Hansen that the Board ratify the attendance of Trustees Bratland, Hansen, Jess and Buchanan at the Engagement Session on Promising Practices, Assurance Review and Collective Bargaining November 9, 2017.
- Carried Unanimously.
- Agenda Item 5.10 - Board Development Opportunities
- 304.17  
Board Retreat December 7, 2017
- Moved by B. Buchanan that the Board hold a Board Retreat December 7, 2017 beginning at 9:30 a.m. in the Learning Centre of Division Office.
- Carried Unanimously.
- Agenda Item 5.11 - Trustee Equipment (iPad, Chromebooks)
- It was the consensus of the Board that Chromebooks and iPads are required for doing Board related business.
- Agenda Items 6 – 7 were presented for information.
- Meeting Adjourn
- 305.17  
Meeting Adjourn
- Moved by T. Bratland that the meeting adjourn. Time 2:10 p.m.

Carried Unanimously.

Jolie Jess  
Chair

Roger Hall  
Secretary-Treasurer



**SUPERINTENDENT'S REPORT**  
**Office of the Superintendent**  
**for**

**November 2, 2017**

**Action-Collaboration-Evidence (ACE) Plan Review Process**

Each Wolf Creek school is currently creating their annual ACE Plan. This plan represents their school's education plan and is designed to meet district and Alberta Education requirements in terms of aligned goals and strategies to improve student success. These plans will report progress through Alberta Education's Accountability Pillar Reports, local data measures and initiatives all designed to create a strategically aligned plan to guide the ongoing work in our schools. These plans will be fully reviewed and discussed in late November with each school's administration and senior leadership team from district office.

**Ponoka-Sector Quarterly Meetings Established to Discuss First Nations, Métis and Inuit Student Success**

Quarterly assurance meetings have been established with all three Ponoka schools to provide an opportunity for regular updates and information sharing with senior leadership team members on First Nation, Métis and Inuit student success. Four meetings are scheduled (October, January, March and June) this year with a focus on roles, staff professional development, trends and patterns with student enrollment/demographics, student academic progress and attendance. The goal is to ensure strategies, resources and supports are targeted to meet the needs of our Ponoka-sector First Nations, Métis and Inuit students.

**New Administrative Procedures Reviewed by Wolf Creek Administrators**

During the 2016-2017 school year a complete review of Wolf Creek's Administrative Procedures (APs) was completed through the assistance of Mr. Terry Gunderson, a consultant with the Alberta School Boards' Association. This review resulted in over 100 new APs developed and existing APs revised to reflect most recent legislation and best practices. Two full-day sessions have been scheduled with all Wolf Creek school administrators (November 29, 2017 and January 15, 2018) to review with full implementation scheduled for the start of the 2018-2019 school year.

A handwritten signature in black ink, appearing to be the initials "JF".

### **Memorandum of Agreement reached with Wolf Creek ATA Local #3**

The Board Negotiating Committee reached a Memorandum of Agreement with the ATA Local #3 on October 24 following four (4) productive days of local bargaining. Both committees engaged in positive dialogue and understanding that was characterized by a positive and respectful tone. We look forward to sharing this MOA with the Board of Trustees for ratification in November.

### **Administrative Assistant Advisory Group**

Plans are underway to establish an Administrative Assistant Advisory Group consisting of five (5) school-based Administrative Assistants. The purpose of this group will be to develop a position description for our school-based Administrative Assistants. Two (2) meetings are tentatively scheduled for January 11 and February 6. Administrative Assistants who wish to take part in this Advisory Group will be asked to put their names forward at the Administrative Assistant Meeting on November 24. The five (5) participants will be chosen to reflect a broad range of communities (urban / rural), grade levels, and experience levels. The Advisory Group will be facilitated by the People Services Department

### **MyBlueprint Training Session**

Teachers and Administrators from schools across WCPS gathered on October 24 to attend a session on supporting students with career planning using MyBlueprint. This tool assists students in Grade 7-12 with a variety of planning tools as they examine areas of career interests for preparing for life beyond Grade 12. Learning Services supported the workshop and will be following up with schools in the coming weeks.

### **English As A Second Language (ESL) Supports**

Teachers across WCPS participated in an ESL workshop on October 26 where they learned many new learning and literacy strategies on assisting ESL students. Resources were provided and discussed as Learning Services staff assisted a speaker arranged through CARC who shared many valuable strategies. The workshop and resources were well received from participants who will be implementing these back at their respective schools.

### **French Immersion Literacy Intervention and Assessment Planning**

Learning Service is working with a team of teachers from Lacombe across several schools on planning for literacy assessment strategies to assist our French Immersion students with literacy. Prior to the meeting on October 30, six (6) school districts across Alberta were consulted to gather feedback on the French Immersion resources that were useful in their work around developing literacy interventions and assessment. This committee will continue to work closely with Learning Services to identify the resources, interventions and assessment plan in the coming months.

### **EYE Assessment Roll Out in Pre-Kindergarten and Kindergarten**




Teachers across all WCPS Pre-K Programs (Bright Futures Play Academy) and Kindergarten Programs have been trained in using the Early Years Evaluation (EYE) tool that will assess student needs across several areas within the early childhood domains. A recent article in CBC News confirmed that children across Canada need to be given more early intervention to build and develop strong essential skills for entering school. The EYE tool assists teachers in identifying these needs from our youngest learners. 985 children across WCPS will participate. Results will be discussed with families and used to assist with programming needs.

**November Diploma Exams Underway**

Approximately 175 students will be writing November Diploma exams this week. Learning Services and Technology Services have developed online supports and exam accounts that allow students to complete many of these diploma exams in a digital format. There are five potential writing windows for Diploma Exams during a 12 month calendar which has increased the frequency of support in this area. This increased writing window assist students in writing an exam earlier, due to earlier course completion or completing a second re-write where needed and is part of several supports within the High School ReDesign model.

**Teacher and Admin Cohorts**

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.

<p><u>Year One Teacher Cohort- November 29, 2017</u></p> <ul style="list-style-type: none"> <li>• Culture of Technology in WCPS...communicating with parents electronically and using technology within the guidelines of the ATA Professional Code of Conduct.             <ul style="list-style-type: none"> <li>◦ Greg Esteves</li> </ul> </li> <li>• Classroom Culture and Management             <ul style="list-style-type: none"> <li>◦ Classroom Management Ninjas (various WCPS veteran teachers)</li> </ul> </li> </ul>	<p><u>Year Two Teacher Cohort- November 21, 2017</u></p> <ul style="list-style-type: none"> <li>• Differentiation in the classroom             <ul style="list-style-type: none"> <li>◦ Differentiating for content, process &amp; product</li> </ul> </li> </ul> 
<p><u>Admin Cohorts</u></p> <p><b>- November 8 &amp; December 5, 2017</b></p> <ul style="list-style-type: none"> <li>• Setting the stage for 2017/2018             <ul style="list-style-type: none"> <li>◦ Dealing with conflict through the use of the WCPS Admin Procedures.</li> </ul> </li> </ul> <p><b>ADMIN COHORTS</b></p>	<p><u>Aspiring Leaders</u></p> <ul style="list-style-type: none"> <li>• November 28, 2017             <ul style="list-style-type: none"> <li>◦ Zone 4 Aspiring</li> <li>◦ "Leadership Essentials"                 <ul style="list-style-type: none"> <li>▪ Del Litke</li> </ul> </li> </ul> </li> </ul> <p><i>Aspiring Leaders 2017-2019</i></p>

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### **Safe and Caring School Review - On Hold**

We had three (3) schools conduct the review in October. It was surfaced that there were some technical errors and some items that were to be adjusted from our pilot last year that were not fixed to the degree we expected. Safe and Caring Schools and Communities has halted the reviews to ensure that any glitches have been fixed. They will be resume in the new year.

### **Impact Assessment Reviews - Underway**

ILS Team is meeting with every school to review their Impact Assessments. This process is a collaborative process with the ILS Team and School Teams. They review all Impact Assessments to identify if there are any adjustments needed for current identified students and to create new profiles for any new students that have arrived thus far this year.

### **Upcoming Meeting and ILS Events**

The following [LINK](#) provides an overview of the meeting dates for our Inclusion Coaches, School Social Workers, and Cohort groups. There is always an open invitation for anyone who would like to attend.

### **Autism Workshop**

Inclusive Learning Services has Dr. Sonnenberg, a pediatrician from the Glenrose, presenting a workshop on Autism to our Inclusion Coaches and School Social Workers. The workshop is on December 13th at District Office. More information will be shared closer to the date.

