Regular Board Meeting

Meeting Type: Regular Board Meeting
Date: Tuesday, November 28, 2017
Start time: 9:30 AM
Location: Wetaskiwin Regional Public Schools Board Room

Attendance
Present were:

Trustee
- Barb Johnson
- Karen Becker
- Dave Gursky
- Lynn Ware
- Leanne Axelsen
- Jayne Pettifor
- Randy Ermineskin

Superintendent
- Terry Pearson

Associate Superintendent
- Rick Hayes
- Brian Taje
- Sherri Senger

Central Administration
- Shannon Dewald

Communications Coordinator
- Sherry Knull

Absent:
Trustee:
- Stephanie Wilson

Call to Order
Board Chair Lynn Ware called the Regular Meeting of the Board of Trustees of Wetaskiwin Regional Public Schools to order at 9:31 a.m.

Treaty 6 Land Acknowledgement
Board Chair Lynn Ware began the meeting with the Treaty 6 Land Acknowledgement as follows:
"We acknowledge that we are on Treaty Six territory and we recognize all the many First Nations, Metis, Inuit and non-First Nations whose footsteps have marked these lands."
Consideration of Agenda

Resolution #WR20171128.1001
Moved By: Barb Johnson
That the agenda be approved with the addition of:
9.9 Classroom Improvement Fund Representation
9.10 Roots of Empathy
12.4 Policy Information
13.2 Trustee Resignation Letter

Carried Unanimously

Minutes Approval

Resolution #WR20171128.1002
Moved By: Barb Johnson
That the minutes for the Board Organizational Meeting (2017/10/24) be adopted as presented.

Carried Unanimously

Resolution #WR20171128.1003
Moved By: Barb Johnson
That the minutes for the Regular Board Meeting (2017/10/24) be adopted with a correction to a typing error under WCHS Awards Night "determined" was spelled incorrectly.

Carried Unanimously

2016-2017 Audited Financial Statements

As per Policy #2, Role of the Board, Section 8.3 requires that the Board approve the Audit Report, Ms. Sherri Senger, Associate Superintendent: Business introduced Meghan McConnan and Ashley Zutz, from Grant Thornton LLP who were in attendance to present the 2016-2017 Audited Financial Statements and related notes.

- The 2016-2017 approved budget reflected an annual operating deficit of $92,843.
- The 2016-2017 operating surplus was $403,645.
- The 2016-2017 surplus represents a $1.4 million positive swing to the organization's bottom line compared to the $1 million deficit incurred in the 2015-2016 year. This positive swing is a direct result of detailed implementation of the Board's Strategic Direction and the centralizing of the budgeting process which was formally implemented during the 2015-2016 school year.

Resolution #WR20171128.1004
Moved By: Jayne Pettifor
That the Board of Trustees approve the 2016-2017 Audited Financial Statements as presented.

Carried Unanimously

2017-2018 Board Reserves

Ms. Sherri Senger, Associate Superintendent, Business reviewed the proposed 2017-2018 Operating and Capital Reserve balances with the Board.

Resolution #WR20171128.1005
Moved By: Jayne Pettifor
That the Board of Trustees approved the 2017-2018 Board Reserves as presented.

Carried Unanimously
Meghan McConnan and Ashley Zutz (Auditors) left the meeting at 10:16 a.m.

**Information**

**Trustee Letter of Resignation**
*(Board Correspondence)*
*(Issue #20171128001)*

Dr. Terry Pearson, Superintendent of Schools advised the Board that he had received a letter of resignation from Trustee Stephanie Wilson who represents the Electoral Sub-Division 2.

A brief discussion ensued regarding the By-Election process. This item will be placed on the December 12, 2017 Board Meeting agenda.

**Information**

**Following Policy**
*(Information)*
*(Issue #20171128002)*

Trustee Dave Gursky spoke on the process outlined in Board Policy 7: 8.4 which states:

1. Speaking to the Motion
   1. The mover of a motion speaks first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
   2. If the Board Chair wishes to speak on a motion, s/he is to vacate his/her seat as Chair and ask the Vice-Chair to take over. The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.
   3. The mover of the motion is permitted to close debate on the motion.
   4. As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
   5. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker’s remarks, and any such interruption shall not be permitted without permission of the Board Chair.
   6. When a trustee arrives at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

Trustee Gursky indicated that it is important that moving forward we follow the above Policy in regard to Speaking to a Motion.

**Information**

**ASBA Zone 4**
*(Representative Reports)*
*(Issue #20171106001)*

Trustee Jayne Pettifor ASBA Zone 4 presented a report on the November 6, 2017 Zone 4 Meeting.

WRPS will be hosting the next ASBA Zone 4 Meeting in our Boardroom on December 4, 2017.

**Information**

**Canadian Parents for French**

Trustee Johnson indicated that there was no report at this time.

**Information**
Leaders of Tomorrow
(Representative Reports)
(Issue #20171106003)

Trustee Leanne Axelsen the Leaders of Tomorrow representative indicated that the Minutes of the November 16, 2017 Leaders of Tomorrow meeting were included as information.

Public School Board Association
(Representative Reports)
(Issue #20171106004)

Trustee Karen Becker, PSBAA Representative provided a report on the PSBAA activities.

Rural School Boards Caucus
(Representative Reports)
(Issue #20171106005)

The Board's representative Trustee Karen Becker reported on the Rural School Boards Caucus.

The meeting recessed at 10:44 a.m.

The meeting reconvened at 10:55 a.m.

School Community Health Education Partnership (SCHEP)
(Representative Reports)
(Issue #20171106006)

Trustee Jayne Pettifor the Board representative for the School Community Health Education Partnership (SCHEP) indicated that a meeting had been held but due to the fall conferences she was unable to attend.

Teacher Employer Bargaining Authority
(Representative Reports)
(Issue #20171106007)

Trustee Barb Johnson the Board's representative of the Teacher Employer Bargaining Authority presented a brief report.

Wetaskiwin Community Learning Council
(Representative Reports)
(Issue #20171106008)

Trustee Barb Johnson reported on the Wetaskiwin Community Learning Council which will be changing to the Wetaskiwin Community Learning Program. The Roots of Empathy Program was briefly discussed. Trustee Leanne Axelsen will contact Ms. Nikki Toon and ask her to do a presentation on the Roots of Empathy Program at a future board meeting.

Yellowhead Regional Library
(Representative Reports)
(Issue #20171106009)

Trustee Dave Gursky Board provided a report on the Yellowhead Regional Library as information.

Information included:

- YRL Staff Association Agreement
- 2018 Budget - No change to membership fees
- Public Library Service Branch Update
- Indigenous Grant Update
- Infrastructure Grant Update

Trustee School Council Activity

As trustee representatives Trustees reported on their respective school councils:
Trustee Becker - Alder Flats, Buck Mountain Central, Winfield & Lakedell
Trustee Ermineskin - Maskwacis
Trustee Johnson - EEFWC, & Norwood
Trustee Gursky - Griffiths-Scott School
Trustee - Trustee Axelsen - WCHS & Parkdale
Trustee Trustee Pettifor - Centennial & Ecole Queen Elizabeth
Trustee Ware - Gwynne, Clear Vista & Colony Schools

A brief discussion ensued regarding Trustee attendance at the Leadership Team Meetings. Dr. Pearson indicated that Leadership Team representation could be added to Board Policy 9: Board Representatives. The revised policy will be brought back to the December 12, 2017 Regular Board Meeting for final consideration by the Board.

Information

Ms. Sherri Senger, Associate Superintendent: Business advised that WRPS Policy 7 Board Operations Section 11. Trustee Compensation states 'In recognition of the time commitments required by trustees in conducting the business of the Board, trustees shall be provided reasonable honoraria and expense reimbursement.'

11.1 The honoraria and per diem rates are adjusted in September of each year by an increase equivalent to the percentage increase in base instructional grants provided to Wetaskiwin Regional Division No. 11 by Alberta Education.

11.1.1 Honoraria shall be reviewed by the Board, in consultation with the Associate Superintendent: Business every four (4) years.

The Associate Superintendent, Business presented a survey of the School Boards in ASBA Zone 4 and created the 2017 Trustee Compensation Survey document, included, which compares all areas of trustee compensation.

Also, included for trustees consideration is the ASBA Zone 4 Trustee Remuneration Comparison created by Trustee Becker in January 2017, the 2017 ASBA Trustee Remuneration Report and Schedule 7 Remuneration from the WRPS Audited Financial Statements ended August 31, 2017.

Trustee reviewed Board Policy 7: Board Operations in regard to Trustee compensation and recommended changes to the policy.

The meeting recessed at 12:02 p.m.

The meeting reconvened at 12:35 p.m.

The Board reviewed Board Policy 7: Board Operations and recommended the following:

That the Board amends Policy 7, retroactive to November 1, 2017: Board Operations as follows:

- That the Board remove 11.2.2 regular board committee meetings
- Amend 11.5.2 remove Fall Social
- That the Board amend 11.6 to add an new 11.6.11 “An external committee to which a trustee is appointed” then renumber the rest
- Amend 11.6.5 adding PSBAA
• Revise 11.6.8 to read Leadership Team meetings
• Add to 11.7 “This amount will be adjusted annually based on the actual number of regularly scheduled board meetings in the school calendar year.”
• That Policy 7 Appendix A be amended to reflect the following reimbursement rates:
  ○ Meeting rates (base rate $200), includes time in transit and waiting time between meetings:
    ▪ Up to 2.0 hrs = 0.25 x base rate
    ▪ Up to 4.0 hrs = 0.50 x base rate
    ▪ Up to 6.0 hrs = 0.75 x base rate
    ▪ Up to 8.0 hrs = 1.00 x base rate
    ▪ Over 8.0 hrs = 1.25 x base rate
  ○ Conference per Diem - $225
  ○ Mileage $0.53 per Km
  ○ Registration or Fees - Actual Receipts
  ○ Meals, actual receipts or a maximum of:
    ▪ Breakfast $15
    ▪ Lunch $20
    ▪ Supper $30
  ○ Parking – Actual Receipt
  ○ Commercial transportation (standard fare) – Actual Receipts

Amend 11.7.2.4 to read “Trustee Expense claims should be submitted by the 5th of the following month. Honoraria payments will be made on the 26th and mileage, per diems and expenses reimbursed by accounts payable will be paid within 10 days of approval.”
Amend 12.2.1 to read “Trustees will be provided with a laptop, meeting the standard set for administrative computers, and a printer, monitor and docking station, as requested. Hardware will be replaced consistent with the Division technology replacement plan, for laptop computers this is a 4-year cycle. Replacement printer cartridges will be provided on an ‘as needed basis.’”
The Board will discuss reallocation of school councils to try to achieve equity at a future Board Meeting.

Resolution #WR20171128.1006
Moved By: Barb Johnson
That the Board approves Policy 7: Board Operations as amended retroactive to November 1, 2017

Carried Unanimously

Resolution #WR20171128.1007
Moved By: Karen Becker
That any trustee who is directed to attend more than three school council meetings a month may claim an additional per diem allowance.

Carried Unanimously

2017-2018 Revised Budget (Action) (Issue #20171101004)
The Associate Superintendent, Business Ms. Sherri Senger presented the 2017-18 Revised Budget which is based on staffing levels and students enrollments as at September 30, 2017.
As directed by the Minister of Education, every school board is required to
submit a Board Approved budget by May 31st for the subsequent school year. The Approved Budget is based on projected enrollments and staffing levels determined by a detailed review of classroom configurations and student need.

Also, as directed by the Minister of Education, every school board is required to prepare a Fall Revised budget, which is to be presented to trustees and submitted to Alberta Education by November 30th of each school year. The revised budget is based on September 30th actual enrollments, the staffing levels determined in the Approved budget and any adjustments required as a result of increased enrollment or an increase in student need.

While the Minister of Education does not require the Board of Trustees to formally approved the Fall Revised budget it has been Wetaskiwin Regional Public Schools practice to have the Board approve the revised fall budget.

Resolution #WR20171128.1008
Moved By: Barb Johnson
That the 2017-2018 Fall Revised Budget be adopted as presented.
Carried Unanimously

Ms. Sherri Senger, Associate Superintendent: Business advised that historically, WRPS has been in a position to create a small contingency budget, the purpose of which was to address student needs arising subsequent to the budget being finalized. The 2017-2018 revised budget has a projected net surplus of $2,087 and does not include any contingency.

Subsequently, it has become evident that there are a couple of schools experiencing an increase in severe student behavior and senior administration is recommending additional staffing supports be put in place in an effort to address these issues.

As there are no monies available in the 2017-2018 budget, senior administration is requesting that the Board of Trustees pass a motion allocating $200,000 from operating reserves to be used to address these types of needs.

Discussion ensued.

Resolution #WR20171128.1009
Moved By: Barb Johnson
That the Board of Trustees allocate $300,000 of operating reserve as a contingency to be used to address student needs during the 2017-2018 school year.
Carried Unanimously

The Joint Town of Millet Committee met on November 7, 2017 to discuss the topics outlined in the letter dated August 17, 2017 sent from the Town of Millet.

The Joint Town of Millet Committee Chair, Trustee Gursky will presented an over view of the discussion and brought forward the recommendation that was agreed to at the meeting. Meeting notes are attached for trustees
information.

At the meeting it was determined that the next steps would be for the WRPS Town of Millet Liaison to bring forward the recommendation to the Board of Trustees that they host one evening as a public forum to measure community support and gather ideas for possible future uses of the Millet School Building and that the Board of Trustees use ThoughtStream survey software to measure community support and gather ideas for possible future uses of the Millet School Building.

Resolution #WR20171128.1010
Moved By: Dave Gursky
That the Board of Trustees host one evening as a public forum and send out a ThoughtStream survey in order to measure community support and gather ideas for possible future uses of the Millet School building.

Carried Unanimously

Trustee School Visits
(Action)
(Issue #20171117001)

Mr. Brian Taje, Associate Superintendent: Instruction advised that the need for Trustee School Visits is annually reviewed. Its purpose determines how meetings are arranged. A sample meeting agenda with scheduling options was presented.

It has been the Board practice for trustees to determine the need for school visits based on a clearly identified purpose. This past spring, trustees suggested the purpose for 2017-2018 Trustee School Visits could be to provide the new School Board with an orientation to all schools, preferably sooner rather than later in the school year. A school orientation could include:

- facility tour (may include classroom visits)
- school highlights by principal
- identification of community partners and resources
- review of staffing assignments
- debrief (opportunity to discuss impressions)

Discussion ensued. The Board determined that possibilities for scheduling the Trustee school visits include avoiding Friday’s and commencing the visits to schools beginning in January of 2018. Trustee’s requested that visits be scheduled on Tuesday’s. Of the three scenarios that were presented the Board decided that scenario C was preferred. The board also indicated that the agenda that was outlined will be acceptable.

Three Year Strategic Education Plan & Annual Results Report
(Action)
(Issue #20171120002)

The review of the Three Year Strategic Education Plan & Annual Results Report was postponed to the December 12, 2017 Regular Board Meeting in order to allow adequate amount of time to review it properly.

Classroom Improvement

Board Chair Lynn Ware indicated that Trustee Representation for the Classroom Improvement Fund Committee will need to be determined.
Discussion ensued.

**Resolution #WR20171128.1011**
Moved By: Karen Becker
That Trustee Johnson, Gursky and Ermineskin represent the Board on the Classroom Improvement Fund committee.

Carried Unanimously

**Roots of Empathy**
(Conversion)
(Issue #20171128003)

Roots of Empathy was discussed as part of the Community Learning Council Report.

**Council of School Councils**
(Committee Reports)
(Issue #20171026001)

Policy 9: *Board Representatives* states that the Board has a need to gather information, to seek counsel, and to be informed of the opinions of others regarding such matters as may be determined by the Board; this need may be met by joint membership committees. The Board may originate such committees and invite others to participate or the Board may appoint representation in response to invitations for membership on committees originated by other agencies.

The policy states further that Board representatives, unless otherwise directed, shall prepare and submit minutes or a report to the Board. It is expected that such material will be included in the agenda package.

The Council of School Councils met on October 25, 2017 and as per Policy 9 the minutes of those meetings were submitted to the Board for review.

**Audit Committee of The Board**
(Committee Reports)
(Issue #20171114003)

The Audit Committee of the Board met on November 7, 2017 the meeting minutes were provided to trustees information.

**Board Advocacy Committee**
(Committee Reports)
(Issue #201711060012)

The Board determined the following topics would be placed as "parking lot" items on the Board Advocacy Committee agenda:

- CA RCSD Hold Harmless Funding
- PUF Funding
- School Fees
- STAR Transportation Agreement
- Option opportunities in schools
- Winfield School New School Construction
- Transportation Funding
- Operational and Maintenance Funding

**Assignable Time**
(Division Staff Report)
(Issue #20171011015)

The Assignable Time agenda item was tabled to a future Board meeting.

**Bill 28 - School Act Amendments**
(Information)
(Issue #2017116001)

Bill 28 School Amendment Act was tabled in the legislature during the week of November 14 - 17 2017 information was provided to the Board outlining changes to Bill 28 as information.
Board Photos
(Information)
(Issue #201711030001)

It has been the practice of the Board to have official Board Photos taken at the beginning of each term. Jaspers Studio - Wetaskiwin has been booked to take Board Photos at 9:00 a.m. prior to the Regular Board Meeting on December 12, 2017. The photos will be used on the website as well as for press and news releases.

Board Annual Work Plan
(Information)
(Issue #201711060011)

The Board Annual Work Plan was presented as information.

Partner Organizational Meeting
Information
(Board Correspondence)
(Issue #201710300001)

A letter dated October 26, 2017 was received from the Town of Millet outlining the appointments for the 2017-2018 Term. A letter dated October 26, 2017 was received from the County of Wetaskiwin outlining the appointments for the 2017-2018 Term. A letter dated November 21, 2017 was received from the City of Wetaskiwin outlining the appointment for the 2017-2018 Term. Letters have been forwarded to the Town of Millet, County of Wetaskiwin and City of Wetaskiwin advising them of the WRPS appointments.

Upcoming Events
(Upcoming Events)
(Issue #201711200001)

December 1, 2, & 8, 9 SHREK the Musical @ Wetaskiwin Composite High Schools
December 4, 2017 ASBA Zone 4 Meeting @ Wetaskiwin Regional Public Schools (WRPS)
December 12, 2017 Board Photographs 9:00 a.m.
December 12, 2017 Regular Board Meeting 9:30 a.m.
December 12, 2017 Board / Staff Christmas Luncheon 11:30 - 1:00 p.m.
Christmas Concert List (See attached)

Board Ad Hoc Expulsion Committee
(Confidential)
(Issue #201711130001)

Resolution #WR20171128.1012
Moved By: Jayne Pettifor
That the meeting go in to In-Camera, at 4:15 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Board Ad Hoc Expulsion Committee and Statement of Claim.

Carried Unanimously

Statement of Claim
(Confidential)
(Issue #201711210002)

Resolution #WR20171128.1013
Moved By: Leanne Axelsen
That the meeting come Out-of-Camera at 4:28 p.m.

Carried Unanimously
Adjournment

Resolution #WR20171128.1014
Moved By: Leanne Axelsen
That the meeting be adjourned at 4:29 p.m.

Carried Unanimously

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Board Chair

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Associate Superintendent: Business