

Livingstone Range School Division #68 Minutes of the Board of Trustees

The Regular Board Meeting of Livingstone Range School Division No. 68 was held on Wednesday, November 14, 2018 commencing at 1248 hours at the LRSD No.68 Central Office, G.R. Davis Administrative Building, Fort Macleod, Alberta. Following are the minutes from the meeting.

Attendance: Trustees Jim Burdett, Lori Hodges, Greg Long, John McKee, Lacey Poytress, Brad Toone and Clara Yagos.

Darryl Seguin, Superintendent
Jeff Perry, Associate Superintendent - Business Services
Ken Sampson, Deputy Superintendent – Administrative Services
Nikki Lytwyn, Executive Assistant

A. Call to Order

Chair Toone called the meeting to order at 1248 hours.

B. In-Camera

Nikki Lytwyn left the meeting at 1248 hours.

18-045 Trustee Hodges moved that the Board of Trustees go in-camera at 1248 hours.

Carried

18-046 Trustee Yagos moved that the Board of Trustees revert the meeting back to the regular board meeting at 1304 hours.

Carried

Nikki Lytwyn re-enter the meeting at 1305 hours

A short health break was held at 1304 hours and Chair Toone called meeting back to order at 1313 hours.

C. Consent Agenda

18-047 Trustee Long moved that the Board of Trustees approve the consent agenda as presented.

Carried

D. Emergent Changes to the Agenda

Letter to Town of Pincher Creek, inserted as Item G.9 – Chair Toone

Piikani Language Symposium, inserted as Item H.2 – Trustee McKee

18-048 Trustee McKee moved that the November 14, 2018 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

E. Declaration of Conflict of Interest

18-049 That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the November 14, 2018 Board Meeting and if so should declare them.

None Declared

F. Discussion items

F.1 Christmas Concerts

The Board of Trustees reviewed the school schedules for the upcoming 2018 Christmas concerts/celebrations. Trustees volunteered to attend upcoming Christmas concerts/celebrations at varying schools throughout the division.

F.2 Terms of Reference for Board Committees (Policy 9)

Trustee Yagos reminded the Board of Trustees that each committee should review the Terms of Reference for accuracy and relevance.

Discussion ensued.

- 18-050** Trustee Yagos moved that every two years all committee chairs should review the Terms of Reference before the end of the year and submit any changes to the policy committee for the January Board Meeting.

Carried

F.3 Policy Updates

The Board of Trustees Policy Committee recently met and made revisions to Board Policy 1 - wording update; Policy 5 - change wording on #2; Policy 9 - add "*including the Board Chair*", Page 7, -iii); Policy 11 - Page 1, #4. Evaluation: change to "*within a four year term*"; Policy 13 - page 6 (appendix) update timelines for evaluation; Policy 17 - Page 2, #7, wording changes; Policy 21 - changes as per Alberta Education requirements (June, 2018)

- 18-051** Trustees Yagos moved that the Board of Trustees approve the revisions to Board Policy 1, Policy 5, Policy 9, Policy 11, Policy 13, policy 17 and Policy 21, as amended.

Carried

F.4 Work List

Trustee Hodges reviewed the draft 2018-2019 work list. Changes were suggested and the work list will continue to be updated and reviewed. The updated version will be presented at an upcoming Board Meeting.

G. Action Items

G.1 Policy 10

Trustee Yagos discussed the addition of the Livingstone Ski Academy Society to Policy 10, Board Representatives. The Livingstone Ski Academy Society should be added as the Fourth committee to have a Board representative as identified at the Organizational Meeting.

- 18-052** Trustee Yagos moved that the Board of Trustees add The Livingstone Ski Academy Society to Policy 10, Board Representatives.

Carried

G.2 Student Retention Ad-Hoc Committee

Chair Toone asked Superintendent Seguin to speak to the Board of Trustees regarding the creation of this committee. The Student Retention Ad-Hoc Committee would be created to engage community conversations around student engagement and retention.

- 18-053** Trustee Poytress moved that the Board of Trustees create an Ad-Hoc committee to engage in community conversations around student engagement and retention.

Discussion followed and Trustee McKee and Yagos amended the motions as follows:

**Proposed
18-054**

Trustee McKee moved to amend the original motion to change the word retention to retaining student enrollment.

Carried

**Proposed
18-055**

Trustee Yagos moved to amend the amended motion to change retaining student enrollment to continued enrollment and to add, "to commence from November 14 or formation of committee until September 2019."

Carried

**Withdrawn
18-054**

Trustee McKee withdrew his proposed 18-052 motion.

**Proposed
18-056**

Trustee McKee moved to amend the amended motion to change "continued enrollment" to "enrollment" and to change Ad-Hoc name to Student Enrollment Ad-Hoc Committee.

Carried

**Amended
18-053**

Trustee McKee moved that the Board of Trustees create a Student Enrollment Ad-Hoc Committee to engage community conversations around student engagement and enrollment to commence November 14 or formation of committee until September 2019.

Carried

G.3 Communications Plan

Superintendent Seguin provided the Board of Trustees with a DRAFT Communications Plan for 2018-2019. The in-depth communications plan included such items as; 1) Goals and Objectives, 2) Guiding Principles, 3) Key Messages, 4) Target Audiences, 5) Internal & External Communications Strategies, 6) School Based Communications, 7) Division Projects, 8) Communication Protocols, 9) Crisis Communications and 10) Media Requests.

The goal of the LRSD Communication plan is to improve the internal and external two-way communications and collaboration between division, its schools, staff, parents and other applicable stakeholder groups. All of LRSD's communications strategies continue to support the division's priorities and initiatives with the underlying foundation of two driving question, 1) How do we advance out students' educational success? 2) How do we communicate our objectives and our results to our stakeholders?

18-057

Trustee Hodges moved that the Board of Trustees approve the 2018-19 Communications Plan as presented.

Carried

G.4 TEBA

The Teacher Employer Bargaining Association has called a meeting for Dec. 11. Trustee Long will attend as the Board's TEBA representative. In addition, Trustee Yagos has been invited to attend.

18-058

Trustee Long moved that the Board of Trustees approve Trustee Yagos to attend the TEBA session in December.

Carried

G.5 Regional Council of Student Leaders

Trustee Hodges spoke to the Board of Trustees regarding Policy 9, Committees of the Board, item 1. G. iii. Membership – "All Trustees; one trustee will assume the role of the

primary facilitator and another as vice-facilitator.” may no longer be necessary. As this is a student run, administration assisted committee; not all trustees may need to attend every meeting. Moving forward the suggestion of updating the board throughout the year and having the students doing an end of the year presentation may be enough.

The Board of Trustees discussed details of change and have tabled the item until December 12, 2018 Board Meeting. At that time, Trustee Hodges will have an updated outline for the policy committee to review.

G.6 Committee Structures Pertaining to Quorum

Trustee Burdett discussed Quorum under Robert's Rules of Order; that some committees should not have three trustees' memberships in attendance.

Proposed 18-059

Trustee Burdett moved that the Board of Trustees consider that if committee structures of committees of three and the Board Chair are keeping with the rules of Quorum under Robert's Rules of Order.

The Board of Trustees discussed in detail the number of memberships for committees.

Retracted 18-059

As there are not any committees that have three trustee memberships Trustee Burdett retracted the recommended motion: *That the Board of Trustees consider that if committee structures, of committees of three and the Board Chair, are keeping with the rules of Quorum under Robert's Rules of Order.*

G.7 Board Approval for Trustee Service on Outside Boards & Committees

Trustee Burdett opened a discussion with the Board of Trustees regarding board approval before seeking positions, outside committees or Boards related to education. As the Board only gets one vote for certain positions, Trustee Burdett feels that the Board of Trustees should back one candidate and be aware of positions other Trustees may be seeking.

Proposed 18-060

Trustee Yagos moved that Trustees of Livingstone Range School Division seek the approval of the Board before seeking positions on any outside committees or Boards related to education. I.e. (Zone appointments and or ASBA appointments)

The Board of Trustees discussed that it is not always possible for preapproval, as some of the positions become known at time of meeting attendance.

Rescinded 18-060

Trustee Yagos rescinded the motion Trustees of Livingstone Range School Division seek the approval of the Board before seeking positions on any outside committees or Boards related to education. I.e. (Zone appointments and or ASBA appointments)

Further discussion ensued. As some of the positions are incumbent and emergent in nature, item G.7 Board Approval for Trustee Service on Outside Boards & Committees and item G.8 Advanced notice of Outside Committees and/or Boards Positions have been tabled to discuss further at the December 12, 2018 Board Meeting.

G.9 Letter to Town of Pincher Creek

Chair Toone informed the Board of Trustees that the Town of Pincher Creek received an application for a development permit of a proposed Cannabis Retail Store. The proposed location for the Cannabis Retail Store is in extremely close proximity to the Pincher Creek Outreach School.

18-061

Trustee Poytress moved that the Board of Trustees approve sending a letter to the Town of Pincher Creek in opposition of the proposed Cannabis dispensary being located adjacent to the Pincher Creek Outreach School.

Carried

A short health break was held at 1512 hours and Chair Toone called meeting back to order at 1520 hours.

Danny Roberts, Director of Learning entered the meeting at 1510 hours.

H. Accountability Pillar

Mr. Danny Roberts, Director of Learning updated the Board of Trustees regarding the annual Accountability Pillar. The Accountability Pillar uses 16 Separate Measures to evaluate our division as a whole including separate data for our individual schools. The October 2018 summary indicates that; overall our division is rated excellent in one category, good in five categories, acceptable in five categories, issues in four categories and N/A (not enough participation this year) in one category. LRSD students have demonstrated improvement in many areas over last year. LRSD continues to focus on Literacy, Numeracy and success for all students and transitions in 2018-19.

Dr. Kendra Massie, Clinical Team Leader entered the meeting at 1535 hours.

Danny Roberts, Director of Learning left meeting at 1542 hours.

H.1 Student Wellness

Dr. Kendra Massie, Clinical Team Leader presented to the Board of Trustees on Student Wellness. Her presentation included, 1) **Family School Liaison Counsellor (FSLC) Program**, developed in response to the social, emotional, behavioural, and learning needs of children and families in the communities of LRSD; 2) **Clinical Team Leader Background, Role and Responsibilities**. Dr. Kendra Massie commenced her role with LRSD on August 27, 2017. She has a PhD in School and Clinical Child Psychology and varied clinical experiences including working as a Medical Psychologist at Alberta Children's Hospital and Family Psychologist with an early intervention preschool program. 3) **FSLC Team**, LRSD has nine FSLCs on staff working with the schools within our division with varying degrees and years of service. 4) **Student Population and Needs**. The FSLC program provides services to meet the needs of a diverse student population. 5) **Family School Liaison Roles and Responsibilities**. Roles and responsibilities are varied and numerous and reflect a host of factors including student and school needs. 6) **FSLC Program Statistics**. The statistics show an incline and need for these supports to continue with our division. 7) **Future Direction FSLC program & Clinical Team Leader**. Given changes in the needs of the LRSD students and staff, the roles and responsibilities of the FSLCs are constantly changing.

Kendra Massie, Clinic Team Leader left meeting at 1609 hours.

H.2 Piikani Language Symposium

The Piikani Language Symposium is being held at the Lethbridge University on November 19, 2018. Trustee McKee would like the Board of Trustees assign a member from LRSD Central Office staff to attend as the Board of Trustees will be away at the ASBA Fall General Meeting from November 18-20, 2018.

18-062

Trustee McKee moved that the Board of Trustees investigate the possibility of supporting attendance by a LRSD central office staff member to the Piikani Language Symposium being held on November 19, 2018.

Defeated

I. Key Messages From Today's Meeting

1. Communications Plan – Darryl Seguin
2. Student Engagement Ad/Hoc Committee
3. Letter of Concern to Town of Pincher Creek
4. Student Wellness Presentation – Kendra Massie
5. Accountability Pillar – Danny Roberts

J. Adjournment

18-063

Trustee Burdett moved to adjourn the meeting at 1632 hours.

Carried

Chairman

Secretary-Treasurer