

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

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The Regular Board Meeting of Livingstone Range School Division No. 68 was held on Wednesday, October 10, 2018 commencing at 1302 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 1302 hours.

### B. Consent Agenda

Chair Toone requested that items B.1 (Approval of Minutes) and B.12 (Professional Development Approval) be removed from the consent agenda for discussion.

Trustee Yagos requested that item E.1 Appointment of Standing Committees, on the Organizational Meeting minutes wording be changed from All Trustees are appointed to the following *four* committees: to All Trustees are appointed to the following five committees as *five* committees are listed. In addition, the motion 18-007 Trustee Remuneration Committee was a HOC committee last year and is not needed this year.

Trustee Yagos requested that item D.1 Superintendent Compensation motion, on the Regular Board Meeting minutes 18-016 Trustee Burdett motioned to table Superintendent Compensation until October 10, 2018 Board meeting the item should be placed on this agenda. Chair Toone noted that as the Special Meeting on October 2, 2018 superseded this date and Superintendent Compensation was discussed at that time, it does not need to be added to this meeting.

**18-033** Trustee Yagos moved that the Board of Trustees approve the consent agenda, the September 26, 2018 Special Board meeting minutes, the September 18, 2018 Regular and Organizational meeting minutes as discussed and amended.

**Carried**

Item B.12 Professional Approval was discussed.

**18-034** Trustee McKee moved that Trustees be approved to attend the Truth and Reconciliation in Every School session being held on October 12 from 1-4:30 pm at the University of Lethbridge.

**Carried**

### C. Emergent Changes to the Agenda

Chair Toone moved that item E.3 Claresholm Facility Update be changed to an In camera session.

**18-035** Trustee Hodges moved that the October 10, 2018 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

## **D. Declaration of Conflict of Interest**

18-036

That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the October 10, 2018 Board Meeting and if so should declare them.

***None Declared***

## **E. Discussion items**

### **E.1 Enrollment Update**

Mr. Jeff Perry, Associate Superintendent, Business Services updated the Board of Trustees with the actual enrolment numbers for the Livingstone Range School Division No.68 as of September 30, 2018. The Division is up 46 students from the projected enrolment count. The actual enrolment count is 3,459.50; this includes all Schools, Outreach Schools, Colony Schools, Home School Students, Teacher Directed Program Students and International Students.

### **E.2 Audited Financial Statement Inservice**

Mr. Jeff Perry, Associate Superintendent, Business Services reviewed A Guide to Reading School Jurisdiction Financial Statements written by the Association of School Business Officials of Alberta (ASBOA). The guide includes Communicating Financial Information, Elements of Financial Statements, Quarterly Reporting, Audit Committees and Financial Health Indicators & Other Questions. Mr. Perry explained such items as:

- a. What is PSAS? Public Sector Accounting Standards is a set of financial reporting standards to ensure consistency of reporting across government entities. The SUCH sector (Schools, Universities, Colleges, and Hospitals) are required to report financial information under these new standards.
- b. How to interpret a Statement of Financial Position.
- c. Statement of Operations – Most important document – shows financial Health of the Jurisdiction.
- d. Quarterly Reporting – Why? Components of report, inform and educate throughout the year.
- e. Audit Committees – Purpose and Sample Terms of reference.
- f. Questions that Audit Committees should be asking.

### **E.3 Claresholm Facility Update**

Item moved to in camera session at end of agenda.

### **E.4 Regional Council of Student Leaders**

Trustee Hodges had the first meeting with the Regional Council of Student Leaders October 9, 2018. Great turnout - every school had at least one member at the meeting. The students are moving in the right direction. They are looking at doing a retreat instead of a symposium this year. The students will plan the retreat. Trustee Long attended and wanted to mention that the seminar that Trustee Hodges and Richard Feller, Director of Learning (Support Services) hosted was incredible. During the meeting, the students also voted on their executive and were very engaged. The Regional Council of Student Leaders will present to the Board of Trustees near the end of the 2018-19 school year. New this year is that the council is incorporating the FACES program for a leadership process. Eliza Grose the FACES Principal will be helping facilitate.

### **E.5 Regional School Council**

Trustee Poytress and Trustee Hodges have planned the first Regional School Council Meeting for October 23, 2018 at GR Davis Administration Building from 6:30 – 8:00 pm. They are hoping to have one Chair and one Vice Chair attend from each school. Some of the schools are still trying to gather members. If Chairs or Vice Chairs cannot attend, the schools will be sending a representative. This meeting is a face-to-face meeting with ASCA presenting Role of Schools Councils. The Regional School Council is focused on having parents involved. The meetings will be one fall and one spring face-to-face meeting with a V/C in between. Trustee Poytress would like the Board of Trustees to promote meetings at their School Councils.

#### **E.6 Board/Admin Retreat**

Mr. Darryl Seguin, Superintendent recapped the Board/Admin Retreat that was held October 3-5 at Castle Mountain. The retreat focused on ideals from the book *Deep Learning: Engage the World Change the World*. By Michael Fullan, Joanne Quinn and Joanne McEachen. The Thursday session of the retreat the Board of Trustees were invited to attend. On behalf of the administration, we would like to thank you for supporting us. It was great to see the Board of Trustees in attendance and appreciate all the discussions and involvement. At the retreat throughout the discussions, it was good to see the coherence and alignment with the students' visions and administrations' visions. What is next? Administrator will be attending Leader 2 Leader meetings every quarter. At the meetings, administration will reflect on the experience. A survey has been done and will be reviewed. The Board of Trustees asked Darryl Seguin to be kept involved.

Phil McGale, Coordinator of Transportation/OHS entered meeting at 1427 hrs.

#### **E.7 Transportation**

Mr. Phil McGale, Coordinator of Transportation/OHS gave a presentation of Livingstone Range School Division's 2017-2018 Transportation needs.

Currently the Division fleet consists of 80 buses.

- a. 52 routes (35 LRSD & 17 First Student Canada Buses) & 28 spare buses are spread over 6 communities for back up.
- b. Buses run 8356 km/day = 152,915 km/mth = 1,529,148 km/year
- c. Extra trips /year – 1350 (421 (in town) & 546 (sports trips))
- d. First Student Canada provides services in Pincher Creek and Lundbreck.

**Safety** – Top Priority for Livingstone Range School Division. As the AP 543 states “The Division believes that it is necessary to establish rules and regulations to ensure the safety and comfort of those people using school buses operated by the Division”

In compliance with Alberta Transportation regulations:

- a. Daily pre-trip inspections are completed by bus drivers and recorded.
- b. If bus is deemed unsafe – bus is taken out of service.
- c. Deficiencies are repaired as soon as possible to remain in compliance.
- d. Bus drivers are required to hold a class 2 license and obtain the “S” endorsement.
- e. Every three years the drivers must have a refresher “S” endorsement course.
- f. The Safety on Board Program is presented to K-6 students each October.

Danny Roberts, Director of Learning and Career Practitioners, Lettie Croskery, Alanna Whitaker and Christy Bazell entered meeting at 1439 hrs.

#### **Accomplishments for 2017-2018**

- a. Five new (to us) buses were purchased
- b. Five old were decommissioned; two sent to the junk yard, two for parts and one donated to the Boys and Girls Club.

- c. The radio repeater was repaired and a second channel was added for Crowsnest pass radios.
- d. All division owned buses are now equipped with lock boxes for emergency response mobilization.

Kristi Edwards entered meeting at 1454 hrs.

**Future Initiatives for 2018-2019**

- a. Develop a call out/call system to report to the Coordinator of Transportation when routes are starting and completed each day.
- b. . Create and keep accurate inventory of all bus parts
- c. Update and replace all bus binders and registration cards.
- d. Reorganize the extra trip scheduling procedures

Phil McGale and Kristi Edwards exited meeting at 1503 hrs.

A health break was held at 1503 hrs. and the meeting was called back to order at 1510 hrs.

**E.8 Career Services Intro (Originally Item G)**

Moved from 1540 hrs. to 1510 hrs.

**Career Practitioners** – The Board of Trustees were introduced to the LRSD Career Practitioners.

**Lettie Croskery** – Claresholm, Nanton, Stavely and Granum

**Alanna Whitaker** – Coleman, Blairmore and Lundbreck

**Christy Bazell** – Fort Macleod and Pincher Creek

The LRSD Career Practitioners offer professional, dedicated service to students, parents and staff. They focus on addressing the LRSD Priority 3: Transitions and K-12 career resource programming.

Our Career Practitioners prepare students for lifelong learning, citizenship and the world of work through individual appointments, classroom presentations, field trips and in-house career/educational fairs. Working with students individually our Career Practitioners help students:

- a. complete career assessments,
- b. choose post-secondary programs,
- c. secure scholarships/loan funding
- d. help develop quality job search skills

The field trips are coordinated with the Chinook Regional Foundation for Career Transitions, Junior Achievement, ELAA and SAIT. Our Career Practitioners update our websites and twitter feeds (@CareersLRSD) regularly. They network with post-secondary recruiters, school staff and parents.

All the Career Practitioners are accredited members of CDAA (Career Development Association of Alberta).

Danny Roberts, Lettie Croskery, Alanna Whitaker and Christy Bazell left meeting at 1530 hrs.

**F. Action Items**

**F.1 Communications Plan**

Original Motion is 17-156

Trustee Yagos moved that the Board of Trustees direct Superintendent Seguin to create a Communication Plan and bring this plan back to the September 18, 2018 Board Meeting for approval.

18-037

Trustee Yagos moved that due to the unexpected absence of the Communications Coordinator that the Board of Trustees direct Superintendent Seguin to explore other options for the creation of a Communications Plan.

**Carried**

**F.2 Naming of Schools**

As per Administrative Procedure 530, *Naming of Schools*, if the Division proposes a change to the name of an existing school, a motion to accept the new name “in principle” shall be followed by local advertisements for a period of not less than one-month.

Mr. Jeff Perry, Associate Superintendent, Business Services received two names to propose to The Board of Trustees for their choice and approval “in principle”. Once the Board of Trustees have chosen a name and approved “in principle” the process may continue for the renaming of the Napi Friendship Centre Outreach School.

1. Matthew Halton High School Gateway School
2. Matthew Halton High School Gateway Outreach School

Trustee Hodges moved that the Board of Trustees approve the new name for the Napi Friendship Centre Outreach School “in principle” as Matthew Halton High School Gateway School.

**Carried**

**G. Three Key Messages From Today’s Meeting**

1. Transportation Presentation – Phil McGale
2. Career Practitioner’s Presentation
3. LRSD Enrollment

**H. In-Camera**

**H.1 Claresholm Facility Update (Originally E.3)**

18-038

Trustee Poytress moved the meeting go in-camera at 1532 hrs.

**Carried**

18-039

Trustee Burdett moved the meeting revert to regular session at 1629 hrs.

**Carried**

**Adjournment**

18-040

Trustee Hodges moved to adjourn the meeting at 1629 hours.

**Carried**

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**Chairman**

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**Secretary-Treasurer**