

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, December 19, 2018 commencing at 1336 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, Lacey Poytress, Brad Toone, John McKee and Clara Yagos.

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

Mr. Jim Gibbons, ASBA Consultant entered the meeting at 1336 hours.

Mr. Frank McTighe, Fort Macleod Gazette entered meeting at 1336 hours.

A. Call to Order

Chair Toone called the meeting to order at 1336 hours.

A.1 Acknowledgement of Land – Trustee McKee

B. Consent Agenda

Removed items:

Item B.1 – November 12, 2018 Special Meeting Minutes – Trustee Burdett
Item B.4 – Superintendent Report – Trustee Toone

C. Emergent Changes to the Agenda

Item B.1 – November 12, 2018 Special Meeting Minutes moved to Item J1 - In – Camera Session
Item B. 4 – Superintendent Report moved to Item E2

18-071 Trustee Poytress moved that the December 19, 2018 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

D. Declaration of Conflict of Interest

The Board of Trustees were asked to declare if they have any conflicts of interests relating to agenda items from the December 19, 2018 Board Meeting and if so should declare them.

None Declared

E. Discussion/Information Items

E.1 Ward Review Summary

In response to the Board Motion 17-112, 22-Jan-2018. “Trustee Yagos moved that the Board of Trustees approve the ward boundary review proposal prepared by Alberta School Board Association of what would be involved in a ward review facilitated by them.”, Mr. Jim Gibbons, ASBA Consultant, provided the Board of Trustees with a summary of the feedback gathered from the Ward Review process which took place from September to November 2018. The finalized report of the Ward Review will be provided in the New Year.

A Health Break was held at 1435 hours and the meeting was called back to order at 1440 hours.

Mr. Jim Gibbons, ASBA Consultant exited the meeting at 1438 hours.

E.2 Superintendent Report

Mr. Darryl Seguin, Superintendent of Schools reviewed his Superintendent's Monthly Report. Highlights were the FACES discussion with Alberta Education, tour of WAD school nutrition program and the Colony Minister's meeting.

E.3 Superintendent Evaluation

On December 6, 2018, Mr. Jim Gibbons from the Alberta School Board Association led the Board of Trustees through the annual evaluation of the Superintendent of Schools, Mr. Darryl Seguin. The Board of Trustees reviewed the evaluation and request approval of Superintendent Seguin's evaluation.

18-072

Trustee Yagos moved that the Board approve the Superintendent evaluation report as developed during the evaluation workshop of December 6, 2018 as an accurate accounting of the Superintendent's performance for the period October 1, 2017 to October 31, 2018; and further, that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.

Carried

E.4 Board of Trustees Self-Evaluation

The Board of Trustees Self-Evaluation took place on December 6, 2018 led by Mr. Jim Gibbons of the Alberta School Board Association. The Board of Trustees reviewed and requested approval of their evaluation.

**Proposed
18-073**

Trustee Hodges moved that the Board approve the Board self-evaluation report as developed at the facilitated workshop of December 6, 2018 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

Discussion ensued.

**Tabled
18-073**

Trustee Yagos moved that, due to the Trustees not receiving the conclusion documentation in advance, proposed motion #18-073 be tabled until January 9, 2019

Carried

E.5 Parent Café Summary

Mr. Danny Roberts, Director of Learning, will provide the Board of Trustees with a summary of the responses gathered from stakeholders following the Ward Review Meetings at the next Committee of the Whole Meeting.

E.6 Recording of Board Meetings

In response to Board Motion 17-176, June 19, 2018. *Trustee Toone moved that the Board of Trustees direct Superintendent Seguin to explore video recording of board meetings and the necessary requirements for storage and use, to be implemented by the December, 2018 Board Meeting,* Mr. Darryl Seguin, Superintendent of Schools presented a proposal for recording regular Board Meetings to the Board for consideration. Test recordings will take place from March thru June and September 2019 recording and posting regular board meetings to the LRSD website for public viewing will begin.

18-074 Trustee Poytress moved that the Board of Trustees approve the proposal for recording regular Board Meetings as presented by the Superintendent. **Carried**

E.7 Christmas Celebrations

In the past the Board of Trustees has donated money to the schools in lieu of treats for the staff, the school then picks a charity of their choice to donate to.

18-075 Trustee McKee moved that the Board of Trustees donate \$50.00 to each public school in LRSD to go towards a donation of their choice. **Carried**

E.8 MHHS Rankin Inlet Trip

Mr. Darryl Seguin, Superintendent of Schools provided information to the Board as per Admin. Procedure 259 – Off Campus Activities regarding the upcoming MHHS cultural exchange trip to the Rankin Inlet April 25 – May 5, 2019 for approximately 20 Grade 7 & 8 students.

E.9 Monthly Financial Statement

As the Board of Trustees review a monthly update from Mr. Jeff Perry, Associate Superintendent, Business Affairs the copy of the Monthly Financial Update for the period ended November 30, 2018 was not reviewed, as the Board of Trustees had no questions or concerns at this time.

F. Action Items

Trustee Toone removed himself from the Chair position at 1510 hours

Mr. Jeff Perry, Associate Superintendent, Business Services assumed Chair position at 1511 hours.

F.1 2nd Vice Chair

A 2nd Vice Chair is requested to help facilitate the work of the Board, and to foster leadership within the Board. The 2nd Vice Chair would:

1. Perform all duties and hold responsibilities when the Board Chair and 1st Vice Chair are not available
2. Perform any other duties as required
3. Steps in for the 1st Vice Chair when the Board Chair is unable to complete their overall governance responsibilities.

18-076 Trustee Toone moved that the Board of Trustees approve the first reading to create the position of 2nd Vice Chair with duties and responsibilities to be created in draft form at the Meeting of the Whole in January 2019.

Recorded Vote was requested:

For the motion: Trustee Toone and Hodges

Opposed: Trustee Burdett, Yagos, McKee, Poytress and Long

Defeated

Mr. Jeff Perry, Associate Superintendent, Business Services turned the Chair position over to Trustee Hodges at 1524 hours.

F.2 Change to Division Priority Update Schedule

Due to recent events in the news, LRSD Board of Trustees request that Senior Administration provide an update to the Board around Inclusive Education in the Division.

18-077

Trustee Long moved that the Board of Trustees approve switching the Inclusive Education Accountability Report from the March Board Meeting to the January Board Meeting and have the FNMI/IFNE Accountability Report in March instead of January.

Trustee Hodges turned the Chair position over to Trustee Toone at 1528 hours.

F.3 Professional Learning

Time was provided for any Trustee seeking approval of the Board to attend professional learning events.

ASBA Winter Leadership – January 21-22, 2019, Leduc, AB
Trustee Toone, Hodges, Poytress, Long, Burdett, Yagos and McKee

Shaping the Future – January 31 – February 2, 2019, Lake Louise, AB
No Trustees in attendance

Alberta Rural Education Symposium – March 3-5, 2019, Edmonton, AB
Trustee Hodges, Poytress and Yagos.

18-078

Trustee Poytress moved that The Board of Trustees approve the attendance for the Professional Development as proposed.

Carried

Trustee Toone removed himself from Chair position at 1534 hours.

Trustee Hodges assumed Chair position at 1534 hours.

F.4 Board member approval for outside positions

Trustee Burdett will further discuss the November 14, 2018 Tabled Items G.7 *Board Approval for Trustee Service on Outside Boards & Committees* and G.8 *Advanced notice of Outside Committees and/or Boards Positions*.

**Proposed
18-079**

Trustee Burdett moved that Trustees seek Board approval for positions of ASBA, which require one board vote in advance of seeking the position. These positions being all Zone 6 Executive Positions, ASBA Zone Director, ASBA President or Vice President. In addition, that Trustees give notice to other Board members either in a board meeting or by email when planning to apply for other outside positions.

**Friendly
Amendment
18-079**

Trustee Burdett moved that Trustees seek Board approval for positions of ASBA, which require one board vote in advance of seeking the position. These positions being all Zone 6 Executive Positions, ASBA Zone Director, ASBA President or Vice President. In addition, that Trustees give notice to other Board members either in a board meeting or by email when planning to apply for other outside positions related to education.

**Amendment
18-079**

Trustee Toone moved that Trustees seek Board approval for positions of ASBA, which require one board vote in advance of seeking the position. These positions being, but not limited to, all Zone 6 Executive Positions, ASBA Zone Director, ASBA President or Vice President. That Trustees give notice to other Board members either in a board

meeting or by email when planning to apply for other outside positions related to education.

Carried

Trustee Hodges turned the Chair position over to Trustee Toone at 1550 hours.

Kathy Charchun, LRSD Numeracy Lead Teacher, entered the meeting at 1549 hours.

A Health Break was held at 1550 hours and the meeting was called back to order at 1600 hours.

Mr. Jeff Perry exited the meeting at 1600 hours and reentered at 1602 hours.

Mr. Kevin Verberk and Mrs. Shannon Fraser entered the meeting at 1602 hours.

G. Literacy & Numeracy

G.1 Numeracy Lead Teacher Update

Mrs. Kathy Charchun, LRSD Numeracy Lead Teacher, provided the Board with an in-depth update of her work in numeracy across the division as part of the Division's priority areas of focus.

Mrs. Kathy Charchun exited the meeting at 1632 hours.

H. Success for All Learners

H.1 Behaviour Support Team

Kevin Verberk, Behaviour Support Specialist Teacher and Shannon Fraser, Behaviour Support Worker presented the Behaviour Support Team's activities for the year providing information on the following areas highlighted in their presentation: Start, Plan, Lessons, Statistics and Future to the Board or Trustees. Their presentation will continue at the next Board Meeting on January 9, 2019.

Mr. Kevin Verberk and Shannon Fraser exited the meeting at 1657 hours.

I. Key Messages from Today's Meeting

1. **Ward Review Summary** – Mr. Jim Gibbons, ASBA Consultant provided the Board of Trustees with a summary of the feedback gathered from the Ward Review process, which took place from September to November 2018.
2. **Numeracy Lead Teacher Update** – Kathy Charchun, LRSD Numeracy Lead Teacher presented to the Board of Trustees, as part of the Division's priority areas of focus, the Numeracy Accountability Report.
3. **Behaviour Support Team** – Kevin Verberk, Behaviour Support Specialist Teacher and Shannon Fraser, Behaviour Support Worker presented the Behaviour Support Team's activities for the year providing information on the following areas highlighted in their presentation: Start, Plan, Lessons, Statistics and Future to the Board or Trustees.
4. **Recording of Board Meetings** – Mr. Darryl Seguin, Superintendent of Schools presented a proposal for recording regular Board Meetings to the Board of Trustees. Test recordings will take place from March thru June and September 2019 recording and posting regular board meetings to the LRSD website for public viewing will begin.

Mr. Frank McTighe, Fort Macleod Gazette exited meeting at 1658 hours.

J. In-Camera

18-080 Trustee Hodges moved that the Board of Trustees go in-camera at 1658 hours. **Carried**

18-081 Trustee Yagos moved that the Board of Trustees revert the meeting back to the regular board meeting at 1724 hours. **Carried**

K. Meeting of the Whole dates *Chair*

The Board of Trustees discussed that the scheduled January 30, 2019 Meeting of the Whole be cancelled and the June 26, 2019 Meeting of the Whole be moved to the morning of June 12, 2019.

NOM Trustee Toone brought forth a Notice of Motion to cancel the scheduled January 30, 2019 Meeting of the Whole and move the scheduled June 26, 2019 meeting to the morning of June 12, 2019.

K. Adjournment

18-082 Trustee Long moved to adjourn the meeting at 1726 hours. **Carried**

Chairman

Secretary-Treasurer