

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 Tuesday, June 19, 2018 commencing at 0930 hours at the Administrative Office, Claresholm, 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, Associate Superintendent - Administration, Programs & Services
Olwyn Buckland, Executive Assistant
Nikki Lytwyn, Administrative Assistant

A. Call to Order

Chair Toone called the meeting to order at 0930 hours.

B. In-Camera

B.1 Labour

17-169 Trustee Yagos moved the meeting go in-camera at 0931 hours.

Carried

17-170 Trustee Burdett moved the meeting revert to regular session at 1029 hours.

Carried

A break was held and the meeting was called back to order at 1033 hours.

C. Emergent Changes to the Agenda

F.11 Board Meeting Times - Trustee Toone
H.2 Board Policy 21 Approval - Trustee Yagos

17-171 Trustee Yagos moved that the June 19, 2018 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

D. Declaration of Conflict of Interest

Trustee McKee declared a conflict of interest in regards to Item F.9, ATA – LRSD No. 68 Memorandum of Agreement.

Declaration Noted

E. Adoption of Minutes

17-172 Trustee Poytress moved that the minutes from the May 22, 2018 Regular Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

Carried

F. Action Items

F.1 Board Consent Agenda

At the May 22, 2018 Board Meeting, Trustee Hodges moved that the Board of Trustees approve of creating a new Consent Agenda, the structure to be approved at the next Board Meeting, and direct the Policy Committee to update Policy 8 - Board Operations accordingly. (Motion 17-158)

17-173

Trustee Long moved that the Board of Trustees approve of creating a Consent Agenda for the Board of Trustees and direct the Policy Committee to update Policy 8 - Board Operations. This update would include, "A consent agenda may be presented by the chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the chair with approval from the Board. It is important to make sure that all trustees know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program."

Carried

F.2 Board Meetings and Committee of the Whole Meeting Dates

At the May 22, 2018 Board Meeting, Trustee Burdett moved that the Board of Trustees approve of directing Superintendent Seguin to bring forward a proposal for meeting dates for the 2018-2019 Board Meetings and 2018-2019 Meeting of the Whole Meetings to the June Board Meeting. (Motion 17-159). Superintendent Seguin reviewed proposed dates with the Board of Trustees.

17-174

Trustee Hodges moved that the Board of Trustees approve the proposed meeting dates for the 2018-2019 Board Meetings and 2018-2019 Meeting of the Whole Meetings as amended.

Carried

2018-2019 Board Meeting Dates
September 18, 2018
October 10, 2018
November 14, 2018
November 28, 2018 (AERR Approval)
December 12, 2018
January 9, 2019
February 13, 2019
March 13, 2019
April 10, 2-19
May 8, 2019
May 29, 2019 (Budget Approval)
June 12, 2019

2018-2019 Meeting of the Whole Dates
September 26, 2018
October 24, 2018 (CCHS)

November 28, 2018 (FPW)
No Meeting of the Whole
January 30, 2019
February 27, 2019 (GRN)
March 27, 2019
April 30, 2019 (ABD)

May 29, 2019 (Colony Tour)

F.3 Breakfast – Coffee with the Board

At the May 22, 2018 Board Meeting, Trustee Poytress moved that the Board of Trustees, upon review of a draft schedule of school tours prepared by Superintendent Seguin and brought to the September 18, 2018 Board Meeting for approval, approve of scheduling school tours for the purpose of meeting with the school administration and direct Superintendent Seguin to contact administration to prepare a one page description highlighting the school and programs available. (Motion 17-160) Superintendent Seguin presented a draft schedule at this board meeting for review and approval by the Board of Trustees.

17-175

Trustee Long moved that the Board of Trustees approve of the school tour schedule for the purpose of meeting with school administrations, as amended, and that Superintendent Seguin contact administration to prepare a one page description highlighting the school and programs available.

Carried

Chair Toone removed himself as Chair to participate in the following item. Trustee Hodges took over as Chair.

F.4 Recording Board Meetings

Trustee Toone led a discussion on recording board meetings.
A recorded vote was requested by Trustee Toone.

17-176 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.

Carried

The above motion was carried unanimously.

Richard Feller and Sandra Lamouche entered the meeting at 1105 hours.

F.5 FNMI Protocols

At the December 17, 2017 Board Meeting, Trustee Hodges moved that the Board of Trustees establish First Nations Protocols for LRSD. (Motion 17-098) Richard Feller and Sandra Lamouche, on behalf of the LRSD Wisdom and Guidance Council presented their findings to the Board of Trustees.

17-177 Trustee Poytress moved that the Board of Trustees accept the FNMI protocols for Livingstone Range School Division created by the LRSD Wisdom and Guidance Council and direct Superintendent Seguin to create an Administrative Procedure for schools to follow the FNMI protocols established.

Carried

Richard Feller and Sandra Lamouche left the meeting at 1129 hours.

F.6 Superintendent Compensation

The Alberta Government recently introduced new compensation regulations after concluding a Superintendent Compensation Review. This review alters the conditions of employment for Superintendents.

17-178 Trustee Yagos moved that the Board of Trustees authorize the Chair and Vice-Chair to meet with the incoming Superintendent to meet the new requirements for superintendent compensation.

Carried

F.7 Trustee Code of Conduct

Chair Toone led a discussion on the Trustee Code of Conduct, Board Policy 5.

Proposed
17-179

Trustee Hodges moved that the Board of Trustees direct the Policy Committee to review Board Policy 5, Trustee Code of Conduct and make necessary changes to be brought to the September 18, 2018 Board Meeting for approval.

Amended
17-179

Trustee Toone moved that the Board of Trustees direct the Policy Committee to review Board Policy 5, Trustee Code of Conduct and make necessary changes to be brought to the November 14, 2018 Board Meeting for approval.

Carried

17-179 Trustee Hodges moved that the Board of Trustees direct the Policy Committee to review Board Policy 5, Trustee Code of Conduct and make necessary changes to be brought to the November 14, 2018 Board Meeting for approval.

Carried

F.8 Work List

- 17-180** Trustee Hodges moved that the Board of Trustees approve the Annual Work List for the 2018-2019 school year. **Carried**

Trustee McKee left the board meeting for the following item.

F.9 ATA – LRSD No. 68 Memorandum of Agreement

- 17-181** Trustee Long moved that the Board of Trustees ratify the Memorandum of Agreement between Livingstone Range School Division No. 68 and the local Alberta Teachers' Association for the period September 1, 2016 to August 31, 2018. **Carried**

F.10 Trustee Professional Development

Chair Toone removed himself as chair for this item and Associate Superintendent Perry took over as chair.

Trustee Toone led a discussion on the current year's Trustee budget status and requested a recorded vote.

- 17-182** Trustee Toone moved that the Board of Trustees approve the trustee professional development be frozen until the fall 2018 Organizational Meeting which includes ASBA professional development events and summer leadership academy. **Defeated**

Trustees Toone, Poytress and Burdett were in favour of the motion. Trustees Hodges, McKee, Yagos and Long were opposed.

F.11 Board Meetings - Meeting Times

Chair Toone removed himself as chair and Trustee Hodges chaired this item.

Trustee Toone led a discussion on proposing changing the meeting time for Regular Board Meetings to 1:00-4:30. With the Board moving toward using a consent agenda, thus creating a more efficient meeting in the future, start times could be adjusted to allow for committee work in the morning when needed. The proposed times would allow for a more succinct meeting and be at a cost savings to the Board.

Proposed
17-183

Trustee Toone moved that the Board of Trustees set the meeting time for the Regular Monthly Board Meetings for 1:00-4:30 pm for the upcoming year, starting in September.

Amended
17-183

Discussion followed and Trustee Poytress moved to amend the motion.

Trustee Poytress moved that the Board of Trustees set the meeting time for the Regular Monthly Board Meetings for 12:00-4:30 pm for the upcoming year, starting in September.

Defeated

- 17-183** Trustee Toone moved that the Board of Trustees set the meeting time for the Regular Monthly Board Meetings for 1:00-4:30 pm for the upcoming year, starting in September.

Carried

Trustee Toone returned to the chair position.

The meeting was adjourned at 1210 hours and a year-end lunch was hosted by the Board of Trustees for all Central Office staff.

Tacey Rabbit, Irma Small Legs and Sandra Lamouche entered the boardroom at 1302 hours.

The meeting was brought back to order at 1305 hours.

G. Presentation

G.1 Honouring Spirit: Indigenous Student Award

Tacey Rabbit, a grade 5 student at W.A. Day Elementary School recently was awarded the Honouring Spirit Award, an award sponsored by ASBA which recognizes FNMI students who model strength and commitment in pursuit of their education, while embracing and celebrating their heritage. Tacey and her grandmother, Irma Small Legs attended the board meeting for a presentation to honour and recognize her achievement. Trustees Poytress and McKee introduced Tacey and spoke on her award. Sandra Lamouche also was in attendance and also spoke on Tacey's achievements.

Tacey, Irma Small Legs and Sandra Lamouche left the meeting at 1310 hours.

Chair Toone presented a card and gift from the Board of Trustees to Olwyn Buckland, Executive Assistant as she is retiring at the end of June, 2018.

H. Discussion Items

H.1 Monthly Financial Statement

Jeff Perry, Associate Superintendent of Business Services distributed a copy of the Monthly Financial Update for the period ended May 31, 2018. This represents the completion of approximately 90% of the 2017-2018 school year and 75% of the fiscal year.

H.2 Board Policies

Trustee Yagos reviewed draft updates of Administrative Procedures 310 - Safety & Emergency Planning, 348 - Progressive Student Discipline and 350 - Code of Conduct as presented at the recent Administrative Policy Review Committee Meeting. As a result of some updates, Board Policy 21 - Welcoming, Caring, respectful, and Safe Learning Environment was updated to ensure the definition of bullying is in line with Administrative Procedure 348 and 350 as well as the current definition contained in the Alberta School Act.

17-184

Trustee Yagos moved that the Board of Trustees replace the definition of 'bullying' in Board Policy 21 - Welcoming, Caring, respectful, and Safe Learning Environment with the wording in revised Administrative Procedures 348 and 350 for consistency and to ensure it is in line with the current definition contained in the Alberta School Act.

Carried

I. Information Items

I.1 Division Office Move Update

Jeff Perry, Associate Superintendent of Business Services updated the Board of Trustees on the move to Fort Macleod this summer as per Board Motion 17-100, Central Office Move. Mr. Perry noted the work is progressing quickly and we are still looking at a completion date of July 31, 2018 and a Central Office move in date of August 15, 2018. Meetings are on-going with the Town of Fort Macleod as well as staff meetings at Central Office. A brief discussion on the Grand Opening of the G.R. Davis Administration Office scheduled for September 18, 2018 also took place.

I.2 Administrative Procedure 180, Records Management

Jeff Perry, Associate Superintendent of Business Services updated the Board of Trustees on the updated Administrative Procedure 180 – Records Management and the records retention schedule which is being implemented in the division.

Mr. Richard Feller entered the board meeting at 1355 hours.

I.3 Regional Council of Student Leaders

Mr. Richard Feller, Director of Learning Support and Trustee Hodges updated the board on the activities of the Regional Council of Student Leaders this past year and for future years. Mr. Feller presented a slide show highlighting the work that has taken place during the 2017-2018 school year; 1) 7 Habits of Highly Effective Teens Training, 2) Bringing Student Voice Into the School Improvement Process and highlighting their school projects, and 3) RCSL' Leadership Symposium. Mr. Feller also spoke on moving forward for 2018-2019 school year which highlighted a Regional Student Conference at the University of Lethbridge with a focus on empowering students regionally to have a stronger collaborative voice. Additionally Mr. Feller spoke on a Leadership Retreat which will alternate years with the symposium. This will be proposed at the first meeting in the fall of the Regional Council of Student Leaders.

Mr. Feller left the meeting at 1420 hours.

J. Reports

J.1 Central Office Senior Management Reports

The Superintendent and Associate Superintendents reports were distributed and spoke on at the meeting. Reports are posted on the website under Board / Information / Superintendent Reports.

- a) Acting Superintendent Report
- b) Associate Superintendent - Administrative, Programs & Services
- c) Associate Superintendent - Business Services

J.2 Chair's Report

- a) Correspondence Received: There was no correspondence to report.
- b) Correspondence Sent: Letter to the Alberta School Councils' Association stating the boards' dissatisfaction with the round table held at the ASCA Annual General Meeting.
- c) Events Attended: Chair Toone had nothing to report.
- d) Other: Chair Toone reviewed the Divisional Priorities Schedule of Presentations for upcoming Board Meetings as prepared by Superintendent Seguin.

J.3 Community Updates & Celebrations (Trustees' Reports)

Trustee Yagos: Livingstone School will be hosting their annual awards celebration tomorrow (June 20, 2018).

Trustee Yagos attended the Feather Blessing in Fort Macleod and reported it was very enjoyable.

Trustee Burdett noted the Dr. Lloyd Cavers' scholarship presentation and remarked on how talented the students were.

Trustee Poytress spoke on the Feather Blessing at Matthew Halton High School. Additionally she spoke on the track meets at W.A. Day and Canyon Schools.

Trustee Toone spoke on the Awards Night at J.T. Foster School and noted a great time to see all the achievements.

Trustee McKee spoke on the overwhelming number of functions held and all so very well done.

Associate Superintendent Perry spoke on the Rugby Provincials. It was a great year for the United Girls (students from Fort Macleod, Claresholm, Cardston) who won the

bronze medal and the United Boys (students from Fort Macleod, Claresholm, Cardston) who won the consolation award.

Chair Toone also recognized Ewen Erickson, Matthew Halton High School, who was selected as a member of the Alberta Education Minister's Youth Council for 2018-19.

J.4 Professional Learning Sharing

Trustees Yagos and Toone attended the recent Public School Board's presentation on Indigenous Education by Chris Strike noting it was an excellent presentation.

Trustees McKee and Poytress attended and spoke on the Indigenous Conference held at the University of Lethbridge.

J.5 Committee Reports

1) Awards Committee

Trustee Hodges noted the Art Gala would be held on October 10, 2018.

2) Professional Learning Committee

Trustee Poytress noted she would update the spreadsheet of upcoming professional development by adding a column with a link to conferences.

17-185

Trustee Yagos moved that Trustee Hodges be reimbursed for the hours spent attending sessions at the Annual CSBA Conference in Nova Scotia July 4-7, 2018. (Note; Zone 6 will be providing funds for hotel, travel and conference registration.)

Carried

3) Policy Review Committee

Trustee Yagos noted policies were reviewed; refer to item H.2 in the minutes.

4) ATA Executive and LRSD Liaison Committee

Trustee Long noted the next meeting will be held in September.

5) ASBA Zone 6 Representation

Trustee Poytress noted the next meeting will be held in September.

6) Alberta SouthWest Regional Alliance

Trustee Yagos noted a meeting was held in Waterton and the next meeting will be held in August.

7) Wisdom & Guidance Council

Trustee McKee noted there was poor attendance at the last meeting. Discussion took place on a FNMI Education Grant. The Land acknowledgment protocol was finalized and presented to the Board of Trustees earlier today.

Due to time constraints Items J.5 8) through J.8 were not reviewed.

8) Regional School Council

9) Regional Council of Student Leaders

10) Trustee Remuneration Committee

11) Pincher Creek Police Advisory Committee

12) Livingstone Ski Academy Society

13) ASBA Rural Caucus

J.6 Upcoming Dates

September 18, 2018

Regular and Organizational Board Meeting

October 4-5, 2018

Admin/Board Retreat; Castle Mountain

J.7 Work List Items Review

J.8 Review of Substantive Motions

<https://tinyurl.com/yajh6ocb>

J.9 Three Key Messages from Today's Meeting

- 1) The Board of Trustees ratified the Memorandum of Agreement between Livingstone Range School Division No. 68 and the local Alberta Teachers' Association for the period September 1, 2016 to August 31, 2018.
- 2) Several changes to the process of board meetings were approved by the Board of Trustees:

Consent Agenda The Board of Trustees approved of creating a new Consent Agenda for the Board of Trustees. A consent agenda may be presented by the chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the chair with approval from the Board. It is important to make sure that all trustees know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program. The Policy Committee will update Policy 8 - Board Operations to reflect this change.

Recording Board Meetings The Board of Trustees approved of directing Superintendent Seguin to explore video recording of board meetings and the necessary requirements for storage and use. This will be implemented by the December, 2018 Board Meeting.

Board Meeting Dates The Board of Trustees approved the meeting dates for the 2018-2019 Board Meetings and 2018-2019 Meeting of the Whole Meetings. These dates are posted on our website under Board / Board Meeting Dates.

Board Meeting Time Change The Board of Trustees set the meeting time for Regular Board Meetings for 1:00-4:30 pm for the upcoming year, starting in September.

Coffee with the Board The Board of Trustees approved a school tour schedule, over the trustees four year term, for the purpose of meeting with school administration and staff. This schedule will coincide with the dates of their Meetings of the Whole and as such, these meetings will be held at the school location.

- 3) Ms. Tacey Rabbit, a grade 5 student at W.A. Day Elementary School was recently awarded the Honouring Spirit Award, an award sponsored by ASBA which recognizes FNMI students who model strength and commitment in pursuit of their education, while embracing and celebrating their heritage. Tacey was one of 9 students honored through the province. Tacey and her grandmother attended the board meeting and she was presented a gift to honour and recognize her achievement.

K. Adjournment

17-186

Trustee Burdett moved to adjourn the meeting at 1505 hours.

Carried

Chairman

Secretary-Treasurer