

## 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 October 9, 2019 commencing at 1300 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, Lacey Poytress, Brad Toone, John McKee, Greg Long  
Not in attendance: Trustees Lori Hodges and Clara Yagos – send their regrets

Darryl Seguin, Superintendent  
Jeff Perry, Associate Superintendent, Business Services  
Richard Feller, Associate Superintendent, Learning Services  
Chad Kuzyk, Associate Superintendent, Curriculum & Innovation  
Nikki Lytwyn, Executive Assistant

Frank McTighe, Fort Macleod Gazette entered at 1255 hours.  
Savi Houldin – ATA President entered matting at 1255 hours.

### **A. Call to Order**

Vice Chair Poytress called the meeting to order at 1300 hours.

#### **A.1 Acknowledgement of Land – B. Toone**

### **B. Consent Agenda**

Superintendent monthly report was removed from consent agenda. Darryl Seguin, Superintendent gave more information to the Board of Trustees regarding the Minister of Education visit to WAD and Division Office, school visits, Admin Council Meeting and the Teacher2Teacher session.

### **C. Emergent Changes to the Agenda**

Item F.2 – Board Policy 4 – tabled until November 13, 2019 Board Meeting – B. Toone

**19-051** Trustee McKee moved that the October 9, 2019 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

***Carried***

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

**19-052** The Board of Trustees were asked to declare if they have any conflicts of interests relating to agenda items from the October 9, 2019 Board Meeting and if so should declare them.

***None Declared***

### **E. Discussion Items**

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

Mr. Jeff Perry, Associate Superintendent of Business Services reviewed the official September 30, 2019 enrollment figures. The Division is up 67.5 students from the projected enrolment count. The actual enrolment count is 3,671; this includes all Schools, Outreach Schools, Colony Schools, Home School Students, Teacher Directed Program Students and International Students

#### **E.2 Audited Financial Statement In-service**

As part of the Board's Work Plan and in preparation for the 2019-20 School Division Audit, Jeff Perry, Associate Superintendent, Business Services reviewed the Board the 2019-20 Audited Financial Statements. The intent was to provide clarification where needed and to prepare the Board for the audit meeting with auditors that will be held as part of the November Board Meeting.

### **E.3 Regional School Council**

Trustee Poytress provided the Board with an update regarding Regional School Council for the 2019-20 school year. First Meeting will be held October 23, 2019 at the Division Office in Fort Macleod, 410-20<sup>th</sup> Street, starting at 6:30 pm.

### **E.4 Alberta South West Update**

Trustee Burdett gave an update regarding the Alberta South West meeting that was held on October 2, 2019 at the MD of Pincher Creek.

Kristi Edwards, Transportation Secretary entered the meeting at 1347 hours.

### **E.5 Transportation**

Kristi Edwards, Transportation Secretary provided the Board with an update on the LRSD Transportation Department.

2018-2019 Accomplishments:

1. 9 new (to us) buses were purchased through the bus center in Edmonton.
2. The 2 oldest buses were decommissioned
3. The radio repeater signal was boosted to allow for better communication for the buses in the Crowsnest Pass and Lundbreck/Pincher Creek areas.
4. Transportation Department has a part time assistant.
5. Division owned repair shop with a certified and experienced mechanic.

Future Initiatives: For the 2019/2020 school year.

1. Implementation of new software for fleet maintenance program, work order creation, parts inventory and safety inspection management
2. Train and execute the Trip Finder software that will streamline scheduling of field trips and extracurricular trips
3. Scheduling two more 'S' Endorsement courses to meet the extended July 31, 2020 deadline
4. Complete Pincher Creek Bus Shop setup
5. Investigate possible route restructuring to reduce ride times

Kristi Edwards, Transportation Secretary exited the meeting at 1302 hours.

Karly Bond, Communications Coordinator entered the meeting at 1304 hours.

### **E.6 Weekdays til 6**

Richard Feller, Associate Superintendent, Learning Services provided information to the Board of Trustees regarding a Weekdays til 6 practice. The Board of Trustees fully support this practice as presented.

Livingstone Range School Division is committed to staff health and wellness. As a result, we would like to take a bold, new approach to the challenges associated with the increasing number of emails/texts that we all face in the evenings and on weekends.

In LRSD, non-emergency emails/texts are sent prior to 6pm on weekdays and not in the evenings or on weekends. We believe after-hours activities should include rest, exercise, time with family and friends, and the other work/life responsibilities. Some urgent or emergency situations may require discretionary exceptions.

Beginning November 1, 2019, all LRSD staff are encouraged to send work-related emails and texts prior to 6pm on weekdays. And not at all in the evenings and on weekends. We believe after-hours activities should include rest, exercise, time with family and friends, hobbies, volunteering, and other responsibilities, but NOT work emails and texts.

**E.7 Art Gala**

Trustee Toone informed the Board of Trustees that this year's 13<sup>th</sup> Annual Emerging Artists' Art Gala will be held on October 29, 2019 at the GR Davis Administrative Building, Fort Macleod, AB. This gala honors the winning pieces of the 2018-2019 Best of LRSD Student Art Acquisition Program. These great art pieces are displayed throughout the 2019-2020 school year at the Division Office.

**E.8 Communication Plan**

Karly Bond, Communications Coordinator presented the 2019-2020 Communications Plan to the Board of Trustees. The goal of the LRSD 2019-2020 Communications Plan is to promote the Division's key messages and brand through effective internal and external communication, using appropriate channels and collaboration. By doing so, we will inform our stakeholders, celebrate our successes, and expand our Division family.

A short health break was taken from 1450 hours until 1500 hours.  
Karly Bond, Communication Coordinator exited meeting at 1450 hours.

**F. Action Items**

**F.1 Wisdom & Guidance Council Update**

19-053

Trustee Toone moved that the Board of Trustees table the Wisdom and Guidance Council Update until after the policy committee has met.

*Carried*

**F.2 Board Policy 4**

See Item C. Emergent Changes to the Agenda – Item was tabled

**F.3 Professional Learning**

No motion for approval needed at this time. Trustee McKee will be attending the Indigenous Numeracy Day that will be held on Friday October 11, 2019

**G. Success for all Learners**

**G.1 Career Practitioner Report**

Richard Feller, Associate Superintendent, Learning Services presented information on the Career Practitioners.

- a. Lettie Croskery: West Meadow, Willow Creek Composite, Stavely, AB Daley, and JT Foster
- b. Christy Bazell: Granum, WA Day, FP, Walshe, Canyon, Matthew Halton
- c. Jennifer Ziebert: Livingstone, Horace Allen, Isabelle Sellon, Crowsnest Consolidated

**H. Key Messages from Today's Meeting**

- 1) Career Practitioners Report
- 2) Enrollment Update
- 3) Transportation Update

Frank McTighe, Fort Macleod Gazette exited the meeting at 1525 hours.  
Savi Houldin, ATA President exited the meeting at 1525 hours.

**I. In-Camera**

**19-054** Trustee Burdett moved that the Board of Trustees go in-camera at 1522 hours.

**19-055** Trustee Burdett moved that the Board of Trustees revert the meeting back to the regular board meeting at 1634 hours.

**J. Adjournment**

**19-056** Trustee Long moved that the Board of Trustees adjourn the meeting at 1636 hours.

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***Chairman***

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***Secretary-Treasurer***