



Livingstone Range School Division Minutes of the Board of Trustees

The Regular Board Meeting of Livingstone Range School Division was held on December 11, 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 Lori Hodges, Jim Burdett, Lacey Poytress, Brad Toone, John McKee, Clara Yagos and Greg Long

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

Richard Feller, Associate Superintendent, Learning Services and ATA Representative not in attendance
Anthony Burdett, Director of Finance entered the meeting at 1256 hours
Frank McTighe, Fort Macleod Gazette entered at 1257 hours
Darren Adamson, CPA, CA of Avail LLP Chartered Accounts entered at 1259 hours

A. Call to Order at 1300 hours

A.1 Acknowledgement of Land

B. Consent Agenda

B.1 Approval of Minutes

If there are no errors or omissions in the minutes of the November 13, 2019 Regular Board Meeting of the Livingstone Range School Division, it is recommended that the minutes be approved by the Board and signed by the Chair.

B.2 Business Arising from the Minutes

B.3 Board Annual Work List 2019-20

B.4 Chair Report

B.5 Superintendent Report

B.6 Ass't Superintendent, Business Services Report

B.7 Ass't Superintendent, Curriculum & Innovation Report

B.8 Ass't Superintendent, Learning Services Report

Superintendent Report was removed and the Superintendent reviewed the following with more detail: Board Retreat, T2T, Inspiring Leadership, Admin Council Meeting, Leader to Leader, Colony Minister Meeting. Upcoming Events: Christmas Concerts, Art Gala Meeting

19-075 Trustee Yagos moved that the December 11, 2019 Consent Agenda be approved by the Board of Trustees as amended.

Carried

C. Emergent Changes to the Agenda

Add – Item F.10 – Pincher Creek Early Learning Board - Chair

19-076 Trustee Poytress moved that the December 11, 2019 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

D. Declaration of Conflict of Interest

19-077 That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the December 11, 2019 Board Meeting and if so should declare them.

None Declared

E. Action Items

E.1 Audited Financial Statements; re Period Ended Aug. 31, '19

Mr. Darren Adamson, CPA, CA of Avail LLP Chartered Professional Accounts presented information related to the recently completed audit and from the 'Draft' Audited Financial Statements for the period ended August 31, 2019.

19-078 Trustee Toone moved that the Board of Trustees approve the Audited Financial Statements for Livingstone Range School Division for the period ended August 31, 2019.

Carried

A health break was held at 1339 hours and the meeting was called back to order at 1346 hours.

Darren Adamson- CPA, CA, of Avail LLP Chartered Professional Accounts exited meeting at 1342 hours

E.2 2019-2020 Budget Update

The 2019-2020 School Year Budget is to be approved by the Board of Trustees and submitted to Alberta Education. Mr. Jeff Perry, Associate Superintendent, Business Services reviewed the proposed budget for the boards' approval.

19-079 Trustee McKee moved that the 2019-2020 Budget for the Livingstone Range School Division be approved by the Board of Trustees for submission to Alberta Education.

Carried

Anthony Burdett, Director of Finance exited meeting at 1403 hours

Chair Hodges remove herself as chair in order to participate in the discussion of the following item at 1403 hours. Vice-Chair Poytress was asked to take over as Chair – Trustee Poytress declines as she wished to participate in the discussion also. Jeff Perry, Associate Superintendent, Business Services took over the chair position at 1404 hours.

E.3 Board Policy 9

In response to NOM from November 13, 2019 *"Trustee Toone brought forth a notice of motion for the November 27, 2019 Board meeting that the Board edit Board Policy 9 H) iii) Membership to include the addition of three working groups, each with a responsibility to negotiate with a current labour group. Only those individuals without a conflict of interest can serve on each specific working group."*

Negotiations with Labour groups is a key role and responsibility of the Board. It is vital to protect the integrity of those negotiations and at the same time allow as many members to gain this important experience.

Trustee Toone and Yagos provided a proposed update to Board Policy 9.

19-080 Trustee Toone moved that the Board of Trustees approve the Board to edit Board Policy 9 H) iii) Membership to include the addition of three working groups, each with a responsibility to negotiate with a current labour group. Only those individuals without a conflict of interest can serve on each specific working group.

Defeated

The Chair was turned back to Trustee Hodges at 1423 hours.

Jeff Perry, Associate Superintendent, Business Services exited meeting at 1424 hours.

Jeff Perry, Associate Superintendent, Business Services and Greg Gorzitza, Coordinator of Facilities entered meeting at 1425 hours.

E.4 3 Year Education Plan & AERR

Darryl Seguin, Superintendent reviewed the 3 Year Education Plan & 2018-2019 Annual Results Report for the Board of Trustees' approval.

19-081

Trustee Long moved that the Board of Trustees approve the 3 Year Education Plan & 2018-2019 Annual Results Report for Livingstone Range School Division.

Carried

E.5 IMR Results & Plan

In response to the emergent changes on the November 13, 2019, motion# 19-058 Item F.8 IMR Results & Plan to be tabled until the November 27, 2019 Board Meeting.

One of a school jurisdiction's highest priorities regarding their school facilities is to ensure that health, safety and essential upgrading needs, including emergent projects, are completed as required. IMR funding is provided to meet these needs and eliminate deferred maintenance. IMR funding is only provided for government owned facilities and is not provided for privately owned buildings. To deal with emergent projects as they arise, school jurisdictions should consider setting aside contingency funding.

IMR funding may be spent only for approved purposes. Jurisdictions may use the funds to:

- ensure school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment
- preserve and improve the quality of the learning environment by replacing building components that have failed
- prolonging the life of the facility through planned, proactive replacement of major components
- upgrading of the educational areas to meet program requirement
- meet the facility requirements of students with special needs
- replace or upgrade building components to improve energy conservation and efficiency and to achieve costs savings as a result.

The reviewed report was prepared by Greg Gorzitza, Coordinator of Facility Services. The report showed what was planned and completed in the 2018-19 school year and then provided a plan for the 2019-20 school year.

19-082

Trustee Yagos moved that the Board of Trustees approve the 2019-2020 Infrastructure Maintenance and Renewal Expenditure Plan as presented.

Carried

A health break was held at 1519 hours and the meeting was called back to order at 1528 hours.

E.6 Professional Learning

Time was provided for any trustee to discuss/report or seek approval of the Board for professional learning events.

19-083

Trustee Yagos moved that the Board of Trustees approve the following Trustees to attend the following Professional Development:

1. Trustee(s) Long, Yagos, Burdett, Poytress and Hodges PD session: Rural Symposium, Edmonton, AB, March 1-3, 2020

Carried

E.7 Advocacy Terms of Reference

Trustee Yagos presented the Terms of Reference for the Advocacy Committee.

19-084

Trustee Poytress moved that the Board of Trustees approve the Advocacy Committee terms of reference as presented.

Carried

E.8 ASBA Zone 6 Representative

19-085

Trustee Toone moved that the Board of Trustees appoint Trustee Greg Long as the ASBA Zone 6 Representative and Trustee Poytress as the alternate.

Carried

E.9 Insurance

Jeff Perry, Associate Superintendent, Business Services spoke to the Board regarding insurance throughout the division. Currently the Division has a membership with ASBIE. The membership in ASBIE opt out deadline is January 1, 2020 or we would be committed for an additional year after this one.

19-086

Trustee Long moved that the Board of Trustees provide senior management the ability to review the boards' options regarding insurance and opt out of our current membership in ASBIE if deemed appropriate.

**Proposed
19-086**

Trustee Toone moved to amend the motion "that the Board of Trustees provide senior management the ability to opt out of our current membership in ASBIE."

Carried

**Amended
19-086**

Trustee Long moved that the Board of Trustees provide senior management the ability to opt out of our current membership in ASBIE.

Carried

Kathy Charchun, Numeracy Lead entered meeting at 1538 hours.
Jeff Perry, Associate Superintendent, Business Services exited meeting at 1540 hours.

**Emergent
Item**

E.10 Pincher Creek Early Learning Board

19-087

Trustee Burdett moved that the Board of Trustees approve Trustee Poytress to attend the December 19, 2019 Pincher Creek Early Learning Board Meeting as the LRSD Board Representative.

Carried

F. Success for All Learners

F.1 Numeracy

Kathy Charchun, Numeracy Lead Teacher presented to the Board of Trustees on Numeracy that has been happening throughout the Division. The in-depth presentation covered a variety of information such as the Math Intervention/Programming Instrument (MIPI) results, PAT Reports and Expectations, K & E Math, Math 8/9, Curriculum and Administrative/Teacher Professional Learning. For more information on this presentation, please click [here](#) for the meeting video.

Trustee Poytress exited meeting at 1551 hours and re-entered meeting at 1552 hours.

Jeff Perry, Associate Superintendent, business Services re-entered meeting at 1557 hours.

Shannon Fraser, Behaviour Support Worker, Eliza Grose, Regional Council of Student Leaders, Lead Advisor, Nic Housenga, RCSL President entered at 1600 hours.

Kathy Charchun, Numeracy Lead exited meeting at 1604 hours.

Kevin Verberk, Behaviour Specialist Teacher entered meeting at 1608 hours.

Eliza Grose, Lead Advisor and Nic Housenga, RCSL President exited meeting at 1323 hours.

F.2 Behaviour Support Team

Kevin Verberk, Behaviour Specialist Teacher and Shannon Fraser, Behaviour Support Worker presented an update to the Board of Trustees. The Behaviour Team presentation covered such aspects as universal supports, targeted supports, intensive individualized supports, a current caseload summary, class observations and profiles, school based learning support meetings, the learning support resource library, professional development and peer mentoring. The schools all feel that the Behaviour Support Team is meeting the school's needs, is a worthwhile investment and contributes positively to the LRSD's goal of "Success for ALL Learners". For more information on this presentation, please click [here](#) for the meeting video.

F.3 Regional Council of Student Leaders

Eliza Gross, RCSL Lead Advisor and Nic Housenga, RCSL President presented a RCSL update. The RCSL consists of thirty- five (35) students from our Grades 7-12 schools in LRSD, nine (9) school advisors, the Board of Trustees and Division Office senior management. The RCSL is to build the capacity within the schools to engage our student leaders and to build positive school culture. The RCSL facilitated the RCSL Retreat on October 10 & 11 and attended the Regional Student Leadership Conference at the University of Lethbridge on November 13. During these events, the students had the opportunity to collaborate, gain leadership PD, share school goals and make connections to support student leadership in our division. Various student led activities are taking place in our jr/sr high schools across the school division. For more information on this presentation, please click [here](#) for the meeting video.

Kevin Verberk, Behaviour Specialist Teacher and Shannon Fraser, Behaviour Support worker exited meeting at 1651 hours.

G. Key Messages from Today's Meeting

- 1) AERR & 3 Year Education Plan
- 2) Budget Update
- 3) IMR
- 4) Presentation – RCSL, Numeracy & Behaviour

H. In-Camera

19-088 Trustee Burdett moved that the Board of Trustees go in-camera at 1654 hours.

19-089 Trustee Yagos moved that the Board of Trustees revert the meeting back to the regular board meeting at 1736 hours.

19-090 Trustee Toone moved that the Board authorize the Chair and the Vice-Chair to commence contract negotiations with the Superintendent.

Carried

I. Adjournment

19-100

Trustee Poytress moved that the Board of Trustees vote in favour of the meeting being adjourned at 1737 hours.

Chairman

Secretary-Treasurer