



Livingstone Range School Division Minutes of the Board of Trustees

The Regular Board Meeting of Livingstone Range School Division was held on February 10, 2020 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

Frank McTighe, Fort Macleod Gazette entered meeting at 1300 hours

A. Call to Order

Chair Hodges called meeting 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 January 8, 2020 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 Associate Superintendent, Business Services Report

B.7 Associate Superintendent, Curriculum & Innovation Report

B.8 Associate Superintendent, Learning Services Report

19-114 Trustee Long moved that the February 10, 2020 Consent Agenda be approved by the Board of Trustees as amended.

Carried

Removed – Superintendent's Report

Darryl Seguin, Superintendent reviewed the following items in further detail:

1. School Visits - MHHS School & Shop, JTF & WMES staff meetings, WA Day school council meeting.
2. January 29, 2020 Meeting of the Whole – David George and Cal Houserman facilitated. Rebranding of our Vision, Mission and Values.
3. Administrative Procedures Reviews – on track for completion at the end of this school year.
4. Worst Day Ever Poem – written by former Brooklyn student Chanie Gorkin.

C. Emergent Changes to the Agenda

19-115 Trustee Poytress moved that the February 10, 2020 Regular Board Meeting Agenda be approved by the Board of Trustees as presented.

Carried

D. Declaration of Conflict of Interest

The Chair asked that the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the February 10, 2020 Board Meeting and if so should declare them.

None Declared

E. Action Items

E.1 2020-21 School Calendar

Darryl Seguin, Superintendent presented the Draft 2020-2021 School Calendar to the Board of Trustees for approval. The calendar consists of 183 Instructional days and 200 operational days.

19-116 Trustee Burdett moved that the Board of Trustees approve the 2020-2021 School Year calendar as presented.

Carried

E.2 Board Policies

Trustees Toone and Yagos reviewed recommended changes to Board Policy 3 – *Role of the Board* and Board Policy 8 – *Board Operations* for approval. Updated policies attached.

Changes made to the policies:

BP 3 - Natural Person powers included as per the Education Act - preamble to the Role of the Board changed.

BP 8 – Structural Changes

19-117 Trustee Yagos moved that the Board of Trustees approve the changes to Board Policy 3 and Board Policy 8 as presented.

Carried

E.3 Professional Learning

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

19-118 Trustee Poytress moved that the Board of Trustees approve the following Trustees to attend the following Professional Development:

1. Trustee McKee PD session: SW AB Teachers' Convention – Keynote speaker – February 20, 2020 – University of Lethbridge
2. Trustee Burdett PD session: National Congress on Rural Education – March 29-31, 2020 – Saskatoon, Sask.
3. Trustees – Hodges, Poytress and Burdett PD Session: AB School Councils Conference – April 24-26, 2020 – Edmonton

Carried

E.4 Voting Procedures

At the January 8, 2020 Board meeting Trustee Long put forth a Notice of Motion to change the voting procedures. Discussion took place regarding the voting procedures.

Proposed
19-119

Trustee Long moved that the Board of Trustees change the voting procedure for positions of Board Chair, Board Vice-Chair, Committee Members, and Committee Chair. Votes will no longer be cast by secret ballot; instead by show of hands.

Trustee McKee moved to strike out Board chair and Board Vice-Chair from the original motion. Board amended motion would read as:

Amendment

19-119 Trustee McKee moved that the Board of Trustees change the voting procedure for positions of Committee Members and Committee Chair. Votes will no longer be cast by secret ballot; instead by show of hands.

A friendly amendment was made by Trustee Toone to also remove Committee Chair. Trustee McKee accepted the friendly amendment. Board friendly amended motion would read as:

*Friendly
Amendment
19-119*

Trustee McKee moved that the Board of Trustees change the voting procedure for positions of Committee Members. Votes will no longer be cast by secret ballot; instead by show of hands.

Carried

E.5 Stakeholder Input

With the current realities facing local governments and school Boards alike in the Province, it is crucial to take extra time in preparing to approve this year's budget.

Trustees would like to hear from parents, students, staff, and our communities to help with planning for the unique challenges a new funding framework will create, and to assist us setting priorities as we approve our next budget.

19-120 Trustee Toone moved that the Board of Trustees request the Superintendent to draft a plan as to how to engage stakeholders in sharing place based priorities in regards to the 2020-2021 budget, and it be submitted for the Board approval at the next Regular Board Meeting – March 11, 2020. The Board of Trustees also approve to allow time to gain feedback on the draft budget prior to it being presented to the Board for approval.

Carried

E.6 MOA - Willow Creek Bus Drivers Association

The Livingstone Range School Division Labour Relations Committee has negotiated and reached a Memorandum of Agreement with the Willow Creek School Bus Drivers Association.

19-121 Trustee Poytress moved that the Board of Trustees ratify the Memorandum of Agreement between the Livingstone Range School Division and the Willow Creek School Bus Drivers Association.

Carried

E.7 Audit Committee Terms of Reference

Trustee Toone presented the Draft Terms of Reference for the Audit Committee.

Discussion ensued.

*Proposed
19-122*

Trustee McKee moved that the Board of Trustees approve the Draft Audit Committee Terms of Reference as presented.

*Amendment
19-122*

Trustee Yagos moved that the Board of Trustees approve the review draft of the Audit Committee Terms of Reference as presented to be sent to the policy committee for review.

Defeated

19-122 Trustee McKee moved that the Board of Trustees approve the Draft Audit Committee Terms of Reference as presented.

Carried

- 19-123 Trustee Yagos moved that the Audit Committee Terms of Reference be sent to the policy committee for review. **Carried**
- F. Discussion/Information Items**
- F.1 Fiscal Monitoring Report**
- Jeff Perry, Associate Superintendent, Business Services reviewed the monthly financial update for the period ending December 31, 2019. This represents the completion of approximately 40% of the school year and 33.3% of the fiscal year.
- F.2 Budget Review Process**
- Jeff Perry, Associate Superintendent, Business Services reviewed the proposed budget calendar related to the 2020-2021 School Year Budget.
- F.3 PSBAA** *Chair*
- The Board of Trustees discussed the advantages and disadvantages of potentially becoming a member of the Public School Boards' Association of Alberta (PSBAA).
- 19-124 Trustee Yagos moved that the Board of Trustees become members of the PSBAA. **Defeated**
- G. Presentations**
- G.1 Virtual School & Dual Credit Update**
- Chad Kuzyk, Associate Superintendent, Curriculum & Innovation presented an update on the Dual Credit programs provided within the Livingstone Range School Division. The Dual Credit program grants students the access to programming opportunities to personalize their high school experience and build on or discover their career passions and interests. Students earn high school credits at the same time as post-secondary credits toward a post-secondary certificate, diploma, or degree.
- H. Key Messages from Today's Meeting**
- 1) Dual Credit Program - Presentation
 - 2) 2020-2021 School Calendar
 - 3) Stakeholder Input
 - 4) MOA – Willow Creek Bus driver Assoc.
- I. In-Camera**
- 19-125 Trustee Burdett moved that the Board of Trustees go in-camera at 1454 hours.
- 19-126 Trustee Poytress moved that the Board of Trustees revert the meeting back to the regular board meeting at 1633 hours.
- J. Adjournment**
- 19-127 Trustee Long moved that the Board of Trustees vote in favour of the meeting being adjourned at 1634 hours.

Chairman

Secretary-Treasurer

ROLE OF THE BOARD

As a corporate entity with natural person powers established by provincial legislation and given authority by the Education Act and attendant Regulations, and the corporate body elected by the electors that support Livingstone Range School Division, the Board shall provide overall direction and leadership to the Division. It is accountable for the provision of appropriate educational programs and services to resident students of the Division to enable their success, in keeping with the requirements of government legislation and the values of the electorate.

The Board accepts the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction, the wise use of resources, fiduciary accountability and the generative engagements of constituents.

Specific Areas of Responsibility

1. Accountability to the Provincial Government

The Board shall:

- a. Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- b. Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to the Community

The Board shall:

- a. Model a culture of respect and integrity.
- b. Make decisions that reflect Divisional values and interests.
- c. Establish processes and provide opportunities which foster community input.
- d. Edit and approve the Annual Education Results Report (AERR) and the Report to the Community annually.

3. Three-Year Education Plan

The Board shall:

- a. Provide overall direction for the Division by establishing vision, mission, core values, and guiding principles.
- b. Annually review multiple sources of data, strategic priorities and key results.
- c. Annually approve the Three-Year Education Plan process and timelines.
- d. Approve annually its Three-Year Education Plan for submission to Alberta Education by the due date.
- e. Annually set process and timelines to monitor progress toward the achievement of student outcomes and other desired results identified in the Three-Year Plan.
- f. Approve the Annual Education Results Report.

4. Policy

The Board shall:

- a. Determine policies which outline how the Board is to function.
- b. Identify the need, approve policy statements, and annually evaluate the effectiveness of policy in meeting the identified need.

5. Board/Superintendent Relations

The Board shall:

- a. Select the Superintendent.
- b. Provide the Superintendent with clear corporate direction.
- c. Delegate in writing the administrative authority and responsibility subject to the provisions of provincial legislation and regulations.
- d. Annually evaluate the Superintendent in accordance with the approved Superintendent/CEO Evaluation Document including compensation.

6. Political Advocacy

The Board shall:

- a. Include in its Work Plan an advocacy plan which focuses on key messages and mechanisms.
- b. Meet with local Member of Parliament, Member of the Legislative Assembly, municipal governments and other educational/public service governing authorities.
- c. Participate in sessions and make decisions regarding Alberta School Boards Association issues.

7. Board Development

The Board shall:

- a. Annually evaluate the Board's effectiveness through self-evaluation. (See Appendix A.)
- b. Annually review Board Policies.
- c. Annually review the Board's goals, priorities and strategies.
- d. Ensure the review and implementation of the Board of Trustees Annual Work List. (See Appendix B.)

8. Fiscal

The Board shall:

- a. Determine the basis for annual resource allocations using the Board's Funding Allocation Principles.
- b. Approve the annual budget and ensure resources are allocated to achieve desired results.

- c. Approve annually its three-year capital plan and the facilities master plan for submission to Alberta Infrastructure by the date due.
- d. Appoint an auditor.
- e. Receive the audit report and ensure quality indicators are met.
- f. Monitor the fiscal management of the Division.
- g. Participate in negotiations with local bargaining units using the Board's Guiding Principles for Bargaining.
- h. Ratify memoranda of agreement with bargaining units.
- i. Approve annually the audited Financial Statement.
- j. Include in the Board of Trustees Annual Work List financial information sessions.

9. Celebration

The Board shall recognize and celebrate achievements of students, staff, and communities.

Selected Responsibilities

1. Approve annually the "Board of Trustees Annual Work List," outlining the timeframe for various actions. (See Appendix B.)
2. Naming of educational facilities.
3. Approval of annual calendars.
4. Receive and review information related to the tender selection for new building construction and modernization projects.
5. Approval of disposition of land and buildings.

Legal Reference: Section 33,51,52,53,54,60,67,139,184,185,200, 222

Education Act

Approval Date: October 14, 2003

Amended: May 10, 2005

Amended: June 23, 2009

Renumbered BP 2 September 08, 2009 (Previously BP 3)

Amended: February 9, 2010

Renumbered BP 3 September 14, 2010

Amended: September, 2011; June, 2012; October 9, 2012; November, 2012

Revised: January, 2013

Amended: June, 2015; February 2020

Role Expectations

Accountability to the Provincial Government

Responsibility

- Act in accordance with all statutory requirements of the Government of Alberta to implement educational standards and policies.
- Perform Board functions required by governing legislation and existing Board policy.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> ● Statutory obligations are fully met in a timely manner. ● Legislated functions are performed in an exemplary fashion. ● All resident students are provided an education program consistent with the Education Act and the statutory regulations. ● Non-resident students are provided an education program consistent with the Education Act and the statutory regulations, at the sole discretion of the Board. ● Board governance policies clearly specify required Board functions. 	<ul style="list-style-type: none"> ● Three-Year Education Plan. ● Annual Education Results Report. ● Budget Report Form. ● Audited Financial Statements. ● Parent and Student Satisfaction Survey data. ● Published academic results. ● Superintendent's evaluation. ● Policy review. ● Division litigation status. ● Relevant correspondence. ● Board self-evaluation results.

Accountability to the Community

Responsibility

- Model a culture of respect and integrity.
- Make decisions that reflect Divisional values and interests.
- Establish processes and provide opportunities which foster community input.
- Edit and approve the Annual Education Results Report (AERR) and the Report to the Community annually.

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> ● The Board and individual trustees model a culture of respect and integrity and operate in an open, transparent fashion. ● Decisions are reflective of Division values and interests. ● Mechanisms for community input are readily available. ● Processes are established to communicate Board decisions and key messages to constituents. ● Information is disseminated to the public. 	<ul style="list-style-type: none"> ● Briefing notes and reports. ● Public meetings / focus groups / surveys. ● Accountability Pillar results. ● Satisfaction Survey data. ● Annual Education Results Report. ● Audited Financial Statements. ● Division publications. ● Media reports. ● Superintendent's evaluation. ● Relevant correspondence. ● Board self-evaluation. ● Trustee Monthly Report.

Three Year Education Plan

(Appendix A, Continued)

Responsibility

- Provide overall direction for the Division by establishing vision, mission, core values, and guiding principles.
- Annually review multiple sources of data, strategic priorities and key results.
- Annually approve the Three-Year Education Plan process and timelines.
- Approve annually its Three-Year Education Plan for submission to Alberta Education by the due date.
- Annually set process and timelines to monitor progress toward the achievement of student outcomes and other desired results identified in the Three-Year Plan.
- Approve the Annual Education Results Report.

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> • Foundational statements for the Division are established which allow it to move forward to a future that continues to enhance student learning and to achieve the Division's education goals. • Planning process and timelines allow for development with Board and appropriate stakeholder input. • The Three-Year Education Plan identifies annual strategies, priorities and key results which move the Division forward. • The allocation of resources reflects an effort to ensure student achievement. • Division performance and achievement is monitored, evaluated and reported. 	<ul style="list-style-type: none"> • Foundational statements. • Annual goals and priorities. • Three-Year Education Plan. • Budget Report Form. • Three-Year Capital Plan. • Facilities Master Plan. • Annual Education Results Report. • Three-Year Education Plan Reports. • Superintendent's evaluation. • Relevant correspondence. • Board self-evaluation.

Policy

Responsibility

- Determine policies which outline how the Board is to function.
- Identify the need, approve policy statements, and evaluate policy's effectiveness in meeting the identified need.
- Renew its foundational statements on a ten year cycle. (Last review 2009.)

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> • Board governance policies clearly specify required Board functions and implementation standards. • Established policies facilitate smooth, effective provision of quality educational services for the Division. • Policy impact is regularly evaluated to determine if policy is producing the desired results. 	<ul style="list-style-type: none"> • Policy development and review: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> New policies <input checked="" type="checkbox"/> Revised policies • Board motions summary. • Superintendent's evaluation. • Board self-evaluation results.

Board / Superintendent Relations

(Appendix A, Continued)

Responsibility

- Selection of the Superintendent.
- Provide the Superintendent with clear corporate direction.
- Delegate in writing the administrative authority and responsibility subject to the provisions of provincial legislation and regulations.
- Annually evaluate the Superintendent in accordance with the approved Superintendent / CEO Evaluation Document including compensation.

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> ● The Board has absolute and final responsibility in the Superintendent selection subject to the Minister's statutory authority. ● Clear corporate direction is provided to the Superintendent. ● The Superintendent has been delegated responsibility for all executive functions together with commensurate authority. ● The Superintendent is evaluated annually, fairly and thoroughly in relation to specific roles and responsibilities and Board direction. ● The Superintendent's compensation package is reviewed annually with due consideration for fairness, equity and economic conditions. 	<ul style="list-style-type: none"> ● Hiring and re-appointment process. ● Policy review. ● Board motions summary. ● Superintendent's evaluation. ● Board self-evaluation results.

Political Advocacy

Responsibility

- Include in its annual goals planning for advocacy including focus, key messages and mechanisms.
- Meet with local Member of Parliament, Member of the Legislative Assembly, municipal governments and other educational/public service governing authorities as appropriate to achieve advocacy goals.
- Participate in sessions and make decisions regarding Alberta School Boards Association issues.

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> ● A plan for political advocacy is included in the Annual Work List. ● The Board conveys key messages regularly to MLAs, municipal partner and the media. ● The Board conveys key messages to Members of Parliament when appropriate. ● The Board participates in advocacy processes at the local, provincial and national levels. 	<ul style="list-style-type: none"> ● Board Annual Work List. ● Meetings with MP, MLAs, Ministers, municipal partners, educational / public service authorities. ● Relevant correspondence. ● Media releases. ● Active participation in regional, provincial and national organizations. ● Board self-evaluation results.

Board Development

(Appendix A, Continued)

Responsibility

- Annually evaluate the Board's effectiveness through self-evaluation.
- Annually review Board's policies.
- Annually review the Board's goals, priorities and strategies.
- Ensure the review and implementation of the Board of Trustees Annual Work List.

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> ● An annual Board self-evaluation, which defines a positive path forward, is completed. ● Annual education goals and priorities which move the Division forward are established. ● Individual trustees participate in conferences and other activities to further Board and Trustee effectiveness. ● Planning sessions and workshops are scheduled to enhance Board effectiveness. ● The Board Annual Work List is reviewed and implemented. ● Interactions amongst trustees demonstrate respect, understanding and integrity. 	<ul style="list-style-type: none"> ● Board Annual Work List. ● Board strategic planning sessions. ● Board workshops. ● Conference / Activity Reports. ● Board self-evaluation results. ● Trustee monthly reports.

Fiscal Responsibility

Responsibility

- Determine the basis for annual resource allocations using the Board's Funding Allocation Principles.
- Approve the annual budget and ensure resources are allocated to achieve desired results.
- Approve annually its three-year capital plan and the facilities master plan for submission to Alberta Infrastructure by the date due.
- Appoint an auditor.
- Receive the audit report and ensure quality indicators are met.
- Monitor the fiscal management of the Division.
- Participate in negotiations with local bargaining units using the Board's Guiding Principles for Bargaining.
- Ratify memoranda of agreement with bargaining units.
- Approve annually the audited Financial Statement.
- Include in the Board of Trustees Annual Work List financial information sessions.

Quality Indicators	Evaluation Evidence
<ul style="list-style-type: none"> ● Budget assumptions are clearly understood by the Board. ● Needs are determined and prioritized. ● The basis for resource allocations within the Division is established by the Board. ● The approved budget clearly reflects the Board's goals and priorities. ● Capital and facility plans allow for suitable student and program accommodation. ● An auditor is appointed. 	<ul style="list-style-type: none"> ● Monthly Financial Reports. ● External Audit Report. ● Audited Financial Statements. ● Annual Education Results Report. ● Negotiations mandates. ● Collective agreements. ● Board Work List. ● Relevant correspondence. ● Superintendent's evaluation. ● Board self evaluation results.

Fiscal Responsibility

(Appendix A, Continued)

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> ● Quality indicators for financial operations are established by the Board and confirmed by internal and/or external audits. ● Resources are used efficiently and effectively. ● Variance analyses and year-end projections are received on a regular basis. ● Negotiation processes and mandates are clearly established, with due consideration for fairness, equity and economic conditions. ● Successful completion and execution of collective agreements occur. 	

Celebration

Responsibility

- The Board shall recognize and celebrate achievements of students, staff and communities.**

<i>Quality Indicators</i>	<i>Evaluation Evidence</i>
<ul style="list-style-type: none"> ● Celebratory events are organized. ● Congratulatory correspondence is composed and dispatched. ● Suitable mementos are presented as determined. 	<ul style="list-style-type: none"> ● Events. ● Correspondence. ● Mementos. ● Website.

Appendix B. Sample Trustee Annual Work List

Month	Sample Item
Ongoing	<input checked="" type="checkbox"/> Monthly Board Meetings except July and August <input checked="" type="checkbox"/> Hear Appeals as needed <input checked="" type="checkbox"/> Individual Trustee Development <input checked="" type="checkbox"/> Trustee attendance at School Councils (in subdivisions) <input checked="" type="checkbox"/> Joint-use Agreement approved as required <input checked="" type="checkbox"/> Appoint Returning Officer in election years <input checked="" type="checkbox"/> Ratification of Collective Agreements <input checked="" type="checkbox"/> Monitor Progress of Board Priorities Monthly <input checked="" type="checkbox"/> Attend ASBA Zone 6 Meetings
August	<input checked="" type="checkbox"/> Board/Admin – “Welcome Back” Breakfast <input checked="" type="checkbox"/> Planning Meeting
September	<input checked="" type="checkbox"/> Organizational Meeting (<i>election years, Nov</i>) <input checked="" type="checkbox"/> Review Trustee Honorarium, Benefits, Mileage Rates, Other Expenses <input checked="" type="checkbox"/> Borrowing Resolution approved <input checked="" type="checkbox"/> Audited Financial Statement Inservice <input checked="" type="checkbox"/> Review Preliminary Enrollment data <input checked="" type="checkbox"/> CEO Evaluation and Compensation <input checked="" type="checkbox"/> Board Self Evaluation <input checked="" type="checkbox"/> Annual review of Work List (<i>election years, Dec</i>) <input checked="" type="checkbox"/> Board/ATA Teacher Induction and Retirement Banquet
October	<input checked="" type="checkbox"/> Annual Emerging Artists Gala <input checked="" type="checkbox"/> Board Retreat; Update / Establish Board Priorities <input checked="" type="checkbox"/> Plan for Board Members to meet with MLA / Minister <input checked="" type="checkbox"/> Review ASBA Directions for Action and Policy Changes for Fall General Meeting. <input checked="" type="checkbox"/> IMR Program Expenditure Plan <input checked="" type="checkbox"/> Review Actual September 30 th enrollment data <input checked="" type="checkbox"/> Audit Committee Pre-Audit Meeting <input checked="" type="checkbox"/> Regional School Council Meeting <input checked="" type="checkbox"/> Regional Council of Student Leaders
November	<input checked="" type="checkbox"/> Approval of Three-Year Education Plan <input checked="" type="checkbox"/> Board review results (Accountability Pillar, PATs and Diplomas) <input checked="" type="checkbox"/> Board approval of Annual Education Results Report <input checked="" type="checkbox"/> Board identifies and approves priorities / timelines <input checked="" type="checkbox"/> Audited Financial Statement received and approved <input checked="" type="checkbox"/> Budget Update reviewed based on Sept. 30 th count data <input checked="" type="checkbox"/> Review Priorities Results Summary <input checked="" type="checkbox"/> Alberta School Boards Association Fall General Meeting <input checked="" type="checkbox"/> Divisional Day - Long Service Recognition Awards <input checked="" type="checkbox"/> Regional Council of Student Leaders
December	<input checked="" type="checkbox"/> Fiscal Monitoring Report <input checked="" type="checkbox"/> Budget related information session <input checked="" type="checkbox"/> ATA / Board Supper / Scholarship Presentations

	<input checked="" type="checkbox"/> Board Christmas school visits and Christmas Concerts
January	<input checked="" type="checkbox"/> Fiscal Monitoring Report <input checked="" type="checkbox"/> Budget Process Review <input checked="" type="checkbox"/> Report to the Community
February	<input checked="" type="checkbox"/> Fiscal Monitoring Report <input checked="" type="checkbox"/> Review Instructional Materials Fees (2017-18 per motion 14-037) <input checked="" type="checkbox"/> Review Projected enrolment data <input checked="" type="checkbox"/> Meeting MLA / MP <input checked="" type="checkbox"/> Approval of School Calendar(s) as required
March	<input checked="" type="checkbox"/> Approve allocations for Funding Formula <input checked="" type="checkbox"/> Fiscal Monitoring Report <input checked="" type="checkbox"/> Updated Capital Plan / updated Facility Plan approved <input checked="" type="checkbox"/> Discuss and submit proposed bylaw amendments to ASBA for Spring General Meeting <input checked="" type="checkbox"/> Consideration of paid professional leave requests <input checked="" type="checkbox"/> Budget related information session <input checked="" type="checkbox"/> Awards Committee Selection and Submission of Edwin Parr Teacher Nomination to Zone VI <input checked="" type="checkbox"/> Regional Council of Student Leaders <input checked="" type="checkbox"/> Regional School Council
April	<input checked="" type="checkbox"/> Celebrate "Education Week" <input checked="" type="checkbox"/> Discuss and submit proposed policies and directives for action issues to Zone 6 <input checked="" type="checkbox"/> Alberta School Council Association Annual Conference/Meeting
May	<input checked="" type="checkbox"/> Fiscal Monitoring Report <input checked="" type="checkbox"/> Awards Committee Selection of Lloyd Cavers Scholarship Nominees <input checked="" type="checkbox"/> Zone 6 Edwin Parr Banquet <input checked="" type="checkbox"/> Zone Appreciation Award (Alberta School Boards Association) <input checked="" type="checkbox"/> ASBA Awards (Friends of Education Award, Honorary Life Member, Long-Service, Premier's Award) <input checked="" type="checkbox"/> Board/Admin Retreat; Review Priorities <input checked="" type="checkbox"/> Approve Annual Budgets <input checked="" type="checkbox"/> Attend Graduation Ceremonies
June	<input checked="" type="checkbox"/> Alberta School Boards Association Spring General Meeting <input checked="" type="checkbox"/> Fiscal Monitoring Report <input checked="" type="checkbox"/> Budget related information session <input checked="" type="checkbox"/> Review Proposed September salary adjustments <input checked="" type="checkbox"/> Develop Board Annual Work List <input checked="" type="checkbox"/> Set date CEO and Board Evaluation for September <input checked="" type="checkbox"/> Dr. Lloyd Cavers Awards (Board Meeting) <input checked="" type="checkbox"/> Awards Committee; Selection of Divisional Scholarships (Enmax, Livingstone Macleod Bursary) <input checked="" type="checkbox"/> Awards Committee; Selection of Emerging Artists <input checked="" type="checkbox"/> Review current 3 Year Plan / Accountability Pillar <input checked="" type="checkbox"/> Attend Graduation Ceremonies

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board of Trustees shall hold meetings as often as is necessary. The Board has adopted policies and procedures so that the business of the Board can be conducted in an orderly and efficient manner. Robert's Rules of Order will apply unless superseded by Board Policy.

1. Ward Structure - Elections

1.1 Background

Livingstone Range School Division was formed in 1994-95 as a result of the amalgamation of Willow Creek School Division No. 28, Pincher Creek School Division No.29, and Crowsnest School District No. 78. At the time of amalgamation, Willow Creek School Division was assigned three trustees; Pincher Creek School Division and Crowsnest Consolidated School District were each assigned two trustees.

In 2007, the Livingstone Range School Division Board passed Bylaw 97/01 to adjust boundaries to more closely align with school attendance areas and defined three distinct wards, with trustees representing these wards as follows:

- Two (2) trustees in Ward 1;
- Two (2) trustees in Ward 2;
- Three (3) trustees in Ward 3.

In 2019, the Livingstone Range School Division Board passed Bylaw 2019-01, which outlines the Ward Boundaries, which will be in place for the October 2021 School Board election (see 1.2.2).

1.2 Wards

1.2.1 Three (3) wards have been established within Livingstone Range School Division.

1.2.2 Three (3) trustees are to be elected in Ward 1;
Two (2) trustees are to be elected in Ward 2;
Two (2) trustees are to be elected in Ward 3.

1.3 Revisions to the ward structure may be made from time to time as determined by the Board.

1.3.1 The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held in order to have the revision in effect following that general election.

1.3.2 In the determination of revised ward boundaries, the Board must take into consideration representation by population, trading areas, school attendance areas and growth/depopulation forecasts.

- 1.3.2.1 In balancing representation by population, the unwritten representation rule that can be used is +/- 25% of the average ward population.
- 1.3.3 Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
- 1.4 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- 1.5 By-elections may be held as determined by the Board.
 - 1.5.1 During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduces the Board to a number that is less than the quorum of the Board plus one (1).

2. Meetings

Where possible the Board is encouraged to schedule committee and other meetings on the same day as its regular meetings in order to be as efficient as possible with divisional resources.

2.1 Organizational Meeting

In accordance with the Education Act, [Board Procedure Regulation](#) Section 1, an Organizational Meeting shall be held annually.

On non-election years, the organizational meeting shall be held in conjunction with the September regular Board meeting.

In any year when Municipal Election takes place the Organizational Meeting shall be held within four weeks following the date of that election.

Each Trustee will take the oath of office immediately following the call to order of the organizational meeting after a Municipal Election. Special provisions will be made for a Trustee taking office following a by-election.

The Associate Superintendent (Business Services) shall act as Chair of the meeting for the purpose of the election of the Board Chair.

Trustees interested in fulfilling the Chair position shall put their names forward at the Organizational Meeting. Each candidate shall provide brief remarks.

Upon election, the Board Chair shall preside over the remainder of the Organizational Meeting.

The election of the Vice-Chair position shall follow the same electoral procedures as the Chair.

The election of the Board Chair and the Vice-Chair shall be for a period of two years. During year two of the chair's mandate, the Organizational Meeting will not consist of elections for Chair and Vice-Chair.

The election to standing committees of the Board and appointment of Board representatives shall be for a period of two years.

The annual organizational meeting shall, in addition:

- a) Confirm the schedule for regular meetings and Committee of the Whole meetings;
- b) Reaffirmation of Standing Committees of the Board in accordance with Policy 9;
- c) Reaffirmation of Board Representatives in accordance with Policy 10;
- d) As per Section 10 of this policy, establish annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates; and
- e) In accordance with the Education Act, Section 85 and 86, review Board member conflict of interest stipulations and determine any disclosure of information requirements.

2.2. Regular Meeting

The Board will meet at least once a month with the exception of the months of July and August. Such meetings will ordinarily be held in the Livingstone Range School Division Board office in Fort Macleod in accordance with the schedule established by the Board.

2.3. Special Meetings

Special meetings of the Board of Trustees may be held from time to time as provided for under Section 69 of the Education Act [Board Procedure Regulation \(3\)](#)

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Trustees are present at the special meeting, no other business may be transacted.

2.4. In-Camera Sessions

The Board reserves the right within the constraints of statute to hold In-Camera Sessions. Such sessions shall be convened only by proper resolution of the Board. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the In-Camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- a) individual students;
- b) individual Board employees;
- c) matters of collective negotiations with employees;
- d) acquisition of real property or litigation brought by or against the Board; and
- e) other topics that a majority of the Trustees present feel should be held in private, for the public interest

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session are honour bound not to disclose the details or leave with any minutes or notes of discussion at such sessions.

No official action shall be taken in In-Camera sessions. The Board shall convene or reconvene a regular meeting to take action on any matter discussed.

3. Participation by Electronic Means

Although physical attendance is preferred at regular or special board meetings, participation by electronic means is permitted. The Chair and or designate and one other trustee must be physically present at the meeting location. Individual trustees may access this type of attendance with permission of the Board Chair and/or designate.

4. Agenda for Regular Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Board Meetings. (See Board Agenda Template Appendix A.) The Board of Trustee Annual Work List will be used as a reference in development of agendas.

4.1 Agenda Items

Items may be placed on the agenda in one of the following ways:

- a) By request to the Superintendent and Board Chair at least nine days prior to the Board meeting. (See Board Meeting Item Template Appendix B.)
- b) By notice of motion at the previous meeting of the Board.
- c) By request from a committee of the Board.

The agenda package, containing the agenda and supporting information, will be distributed to each Trustee at least seven days in advance of regular Board meetings.

The Board agenda shall be posted on the Divisional website 5 days prior to the Board meeting.

The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an emergent item.

The Board Chair, with permission of the Board, may change the order of items on the agenda in order to meet deadlines or accommodate delegations.

4.2 Minutes

The Minutes shall record:

- a) a brief summary of the circumstances which gave rise to the matter being placed before the Board;
- b) all resolutions, including the Board's disposition of same, placed before the Board; and
- c) the votes, when and as requested, by a Trustee, as per Section 69 of the Education Act [Board Procedure Regulation \(8\)](#).

The Minutes shall:

- a) be prepared by the recording secretary;
- b) be reviewed by the Superintendent of Schools or designate prior to submission to the Board;

- c) be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
- d) the unofficial minutes will be posted in draft form on the website within five days of the Board meeting; and upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Associate Superintendent (Business Services) shall establish and maintain a file of all Board Minutes.

It is the responsibility of all Trustees present at a meeting to check the minutes for errors or omissions. Upon adoption by the Board, an electronic copy is saved and the approved minutes are posted on the website.

4.3 Motions

Motions do not require a seconder.

a) Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A Trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A Trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The Trustee need not be present during the reading of the motion, however if the Trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

b) Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

c) Speaking to the Motion

The mover of a motion speaks first and every Trustee shall have an opportunity to speak to the motion. The mover of the motion is permitted to close debate on the motion.

The Board Chair has the responsibility to limit the discussion by a Trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a Trustee arrive at the meeting after a motion has been made and prior to taking a vote, the Trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

d) Reading of the Motion

A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking. At the conclusion of the debate and immediately prior to the vote the motion will be read.

e) Required Votes

The Board Chair and all Trustees present, unless excused by resolution of the Board or by the provisions of the Education Act [Board Procedure Regulation \(9\)](#), shall vote on each question. Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

f) Recorded Vote

The recording secretary shall, whenever a recorded vote is requested by a Trustee before the vote is taken, record in the minutes the name of the Trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken and on the request of a Trustee, record in the minutes the name of that Trustee and whether that Trustee voted for or against the matter or abstained.

5. Delegations to Board Meetings

The Board of Trustees believes that public participation in the affairs of the Division strengthens and enhances the educational services made available to students. The Board will meet with delegations at regular Board meetings in accordance with the following procedures.

Individuals or groups wishing to make representation to the Board:

- a) shall make a request to the Superintendent and provide the nature of the matter to be discussed with the Board at least nine days prior to the regular Board meeting; and
- b) may be granted, by the Superintendent and the Board Chair, an appointed time on the meeting agenda at which to make representation.

The following procedures will normally govern the conduct of the hearing and will be provided to the delegation prior to the Board meeting:

- a) the delegation will be asked if they object to their personal names appearing in the minutes;
- b) the delegation may make its presentation in writing and/or orally;
- c) the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
- d) the delegation shall be entitled to complete its presentation, within a period of fifteen minutes, or as determined by the Board Chair without questioning or comments from the Board;
- e) upon completion of the presentation the Board Chair shall allow Trustees to ask questions of clarification of the delegation for a period of fifteen minutes, or as determined by the Board Chair; and

- f) an acknowledgement of the delegation and any decision, if required, by the Board will be communicated to the delegation in writing as soon as possible.

6. Board Member Honoraria, Benefits and Expenses

Trustees are expected to participate in the established meetings of the Board and its Committees. They are also encouraged to engage in appropriate meetings and events that enhance the effectiveness of their governance work, in accordance with the following guidelines:

- 6.1 Trustees will receive remuneration in the form of honoraria and expenses when involved in eligible activities of the Board as specified in Appendix C.

- a) Base Honorarium (Remuneration)

Trustees shall receive a base monthly amount for activities and incidental costs, as specified in Appendix C, related to their duties as trustees including but not limited to the following:

- (a) Meeting preparation;
- (b) Filling the responsibilities outlined in Policy 4, Role of the Trustee;
- (c) Attendance at school events including but not limited to school fundraisers, school celebrations, etc.
- (d) Professional reading
- (e) Visiting with stakeholders;
- (f) Advocating for public education;
- (g) Referring administrative matters/complaints to the Superintendent;
- (h) Internet, phone, and mobile costs

- b) Per Diem Honorarium (Remuneration)

Trustees shall receive remuneration, as specified in Appendix C, for the following activities:

- a) Regular Board Meetings; In-Camera Sessions
- b) Special Board Meetings;
- c) Meetings of committees of the Board;
- d) Meetings with Division staff, tours of facilities and other meetings as planned by the Board;
- e) ASBA Zone 6 Meetings
- f) ASBA FGM, SGM and Orientation (New Trustees only);
- g) Attendance at school activities assigned by the Board. Trustees are welcome to attend all Graduations and other special events but only the Trustee assigned to the event will be compensated.
- h) Other meetings for Trustees assigned by the Board as representatives such as TEBA.
- i) School Council Meetings

The Board Chair or designate will be expected to represent the Board at other events as required or deemed appropriate.

The Board will determine by motion at a regular board meeting if Trustee representation is desired, and the nature of such representation, at other professional learning opportunities, community meetings or events.

c) Time for Travel

- a) Claim for travel time is only permitted where the Trustee is eligible for the per diem remuneration (10.1.b) and professional development activities that fit within the guidelines in Appendix C (4)
- b) Trustees will be remunerated on an hourly basis for their time traveling to and from eligible events > than 15 km based on the rate and formula in Appendix C.

6.2 Trustees will be reimbursed for the actual time included on the agenda or program for a meeting or event. (For example, a meeting that starts at 9:00 and ends at 4:00 would be considered 7 hours.)

6.3 The Board, on an annual basis, shall establish rates for trustee base honorarium, per diem honorarium, hourly travel and reimbursement of personal expenses.

6.4 Reimbursement for Personal Expenses

- a) The rate-per-kilometer for travel is permitted where the Trustee is eligible for the per diem remuneration. Per kilometer, reimbursement is also available for all meetings within a Trustees Ward that are covered in the monthly honorarium.
 - b) Trustees will be paid for hotel accommodations, meals, parking fees, taxi fares, hotel Internet access, and business phone calls upon submission of receipts.
 - c) Required registration fees for attendance at conferences, workshops or conventions will be paid if attendance at the workshop or convention is required or covered by this policy.
 - d) Each Trustee will submit a claim for expenses by the third day of the following month, using the prescribed form in order to be paid by the tenth day of the month. The Associate Superintendent, Business Services shall review each claim and authorize payment.
 - e) To ensure the ability of the Board to monitor its budget effectively any claims greater than 2 months old will not be paid without Board approval.
- d) The Division will maintain a group, member-only, 24-hour-a-day accident insurance plan for each Trustee to the maximum principal sum of \$350,000 in recognition that the Trustee may be involved in an accident resulting in death, dismemberment, loss of sight, or paralysis while involved on Board business.
- e) The Division will subsidize the Alberta School Employee Benefit Plan (ASEBP) premiums for Trustee coverage at a rate of 100%. Trustees 65 years and over will be

reimbursed the equivalent amount to cover their benefit premiums upon submission of supporting documentation.

Legal Reference: Section 53 , , , , , 64 , , , , 65 , 85 , 86 , 88 , 137 , Education Act

: Section 1, 2, 3, 4, 7, 8, 10, Education Act

Board Procedure Regulation

Approval Date: October 14, 2003

Revised: February 13, 2007

Amended: September 08, 2009

Part 6: Public Service Subsistence, Travel and Moving Expenses Regulation

Renumbered BP 7 September 08, 2009 (Previously BP 8)

Renumbered BP 8 September 14, 2010

Updated: December, 2011

Revised: February, 2013; October, 2013; January, 2015; June, 2015; December, 2016, March, 2017,

December, 2018, February, 2019, September, 2019, **January 2020**

**Livingstone Range School Division
Central Office, Fort Macleod**



2019 – 2020 School Year

Board Meeting

Trustees:

Date:
Venue:

Time:

Call to Order

(Time) **A. Call to Order** *Chair*

(Time) **A.1 Acknowledgement of Land**

Consent Agenda

(Time) **B. Consent Agenda** *Chair*

- B.1 Approval of Minutes**
- B.2 Business Arising from the Minutes**
- B.3 Board Chair Monthly Report**
- B.4 Trustee Monthly Reports**
- B.5 Central Office Senior Management Reports**
- B.6 Community Updates and Committee Reports**

Emergent Changes to the Agenda

(Time) **C. Emergent Changes to the Agenda**
Chair

Declaration of Conflict of Interest

(Time) **D. Declaration of Conflict of Interest**
Chair

Discussion/Information Items

E. Discussion/Information Items

(Time) **E.1 Professional Learning**

Action Items

(Time) **F. Action Items**

Literacy and Numeracy

(Time) **G. Literacy and Numeracy**

Success for All Learners

(Time) **H. Success for All Learners**

Transitions

(Time) **I. Transitions**

Key Messages

(Time) **J. Three Key Messages from Today's Meeting**
 1)
 2)
 3)

In-Camera

(Time) **K. In-Camera** *Chair*

Adjournment

(Time) **L. Adjournment**

Trustee Board Agenda Item



Trustee Name:

Meeting Date:

To be sent to the Board Chair, Superintendent and Executive Assistant prior to the Board Meeting (per Board Policy 8). The Board Chair will confirm the agenda item(s) with the Superintendent and sender of items.

Email to: hodge1@lrsd.ab.ca; seguind@lrsd.ab.ca; lytwynn@lrsd.ab

Item 1

Action Item Discussion Item Information Item

Heading:

Time Required:

Lead in (as it is to appear on the agenda):

Item 2

Action Item Discussion Item Information Item

Heading:

Time Required:

Lead in (as it is to appear on the agenda):

Item 3

Action Item Discussion Item Information Item

Heading:

Time Required:

Lead in (as it is to appear on the agenda):

Appendix C. Trustee Honorarium & Personal Expense Reimbursement -
See **Section 6**.

TRUSTEE HONORARIUM & PERSONAL EXPENSE REIMBURSEMENT

September 18, 2018

1. Base honorarium (remuneration) (6)
 - Board Chair \$566.67 per month
 - Board Vice Chair \$491.67 per month
 - Trustee \$416.67 per month

1a. KM will be paid, not travel time

2. Per Diem honorarium (remuneration)(6)
 - \$ 50.85 (up to 2 hours)
 - \$101.70 (up to 4 hours)
 - \$180.90 (up to 8 hours)
 - \$265.50 (over 8 hours)

3. **2a** Travel Time (remuneration) (6) \$20

The calculation of Trustee time to attend meetings and events will recognize the time it takes to travel from one's residence to the location of the meeting or event, and return. Travel is calculated based on 1 hour of time per 100 km of travel rounded to the closest quarter hour. (For example, 140 km would equate to 1.5 hours of travel time and 130 km would equate to 1.25 hours of travel time.)

4. Professional development (PD) funds for Trustees shall be set at a total of \$28,000 per year during the 4 year term, budget permitting. Of this \$24,500 is designated for individual Trustee remuneration and expenses related to attendance at Conferences, Conventions, Workshops and any other meeting that does not meet the criteria found in section 406 of policy 8. The remaining \$3,500 is designated for group professional development for Trustees.

Individual Trustee PD funds to a maximum of \$2,000 can be carried over one year in order to attend an event with higher costs.

In order to access PD funds the individual Trustee will request approval at a public board meeting to ensure that the funds are being spent in line with relevant Trustee professional development activities, Board Goals and Priorities.

5. Per km reimbursement for travel > 5 km as per the provincial rate : \$0.505 per km for eligible meetings. (6)
6. Meals reimbursement Breakfast \$10, Lunch \$12, Supper \$25 or based on receipt.