



## Livingstone Range School Division Minutes of the Board of Trustees

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The Regular Board Meeting of Livingstone Range School Division was held on May 13, 2020 commencing at 1300 hours via video conferencing. Following are the minutes from the meeting.

Attendance: Trustees Lori Hodges, Jim Burdett, Lacey Poytress, Brad Toone, Clara Yagos, Greg Long and John McKee

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

**A. Chair called meeting to order at 1304 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 April 1, 2020 Special Board Meeting, April 8, 2020 Regular Board Meeting and the April 30, 2020 Special 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 Associate Superintendent, Curriculum & Innovation Report**

**B.6 Associate Superintendent, Learning Services Report**

**B.7 Associate Superintendent, Business Services Report**

19-168 Trustee Yagos moved that the May 13, 2020 Consent Agenda be approved by the Board of Trustees as presented.

***Carried***

**C. Emergent Changes to the Agenda**

*Chair*

19-169 Trustee Poytress moved that the May 13, 2020 Regular Board Meeting Agenda be approved by the Board of Trustees as presented.

***Carried***

**D. Declaration of Conflict of Interest**

*Chair*

The asked that the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the May 13, 2020 Board Meeting and if so should declare them.

***None Declared***

**E. Action Items**

**E.1 Board Policies**

Trustees Yagos will review recommended changes to Board Policy 1 – *Vision, Mission, Core Values & Guiding Principles*, Board Policy 2 – *Assurance Framework*, Board Policy 5 – *Trustee Code of Conduct*, Board Policy 9 – *Committees of the Board* and Draft Board Policy 23 – *Channels of Communication and Dispute Resolution* for approval.

Board Policy 5 – Trustee Code of Contact

Trustee Code of Conduct Sanctions number 2 – For Example, conciliatory measures...

- Remove “should” and replace with “must”
- Remove “Vice Chair or”

Sentence will read as: *“For example, conciliatory measures must include the Board Chair and a mutually agreed upon Trustee reviewing Board Policy 3 Role of the Trustee and Board Policy 5 Code of Conduct as it relates to any concerns.”*

Board Policy 9 – Committees of the Board

m) Emergency Response Committee see Appendix B

Remove Appendix B – not needed

Add iv) Meetings after iii) Membership

- 19-170 Trustee Yagos moved that the Board of Trustees approve the changes to Board Policies 1, 2, 5 and 23 as amended. **Carried**

**E.2 Emergency Response Committee Terms of Reference**

In response to the April 8, 2020 Board Motion #19-158 *“Trustee Yagos moved that the Board of Trustees form an Emergency Response Committee consisting of the Chair, Superintendent (or designate) and Trustees Brad Toone and Clara Yagos commencing immediately.”* Trustee Toone will present the Emergency Response Committee’s Term of Reference for approval.

Trustee McKee requests that the Emergency Response Committee review, identify and communicate the Crisis Communications Protocols to the Board of Trustees.

- 19-171 Trustee Poytress moved that the Board of Trustees approve the Emergency Response Committee Terms of Reference as presented and approve Board Policy 9 as amended. **Carried**

- 19-172 Trustee Toone moved that the Board of Trustees suspend all non-essential meetings and presentations until further notice. **Carried**

**E.3 Zone 6 Edwin Parr**

The Chair discussed the option of purchasing a gift for the Livingstone Range School Division Edwin Parr nominee.

- 19-173 Trustee Yagos moved that the Board of Trustees approve the purchase of a \$100 Visa gift card from the Board of Trustees for the LRSD Edwin Parr nominee. **Carried**

**E.4 Professional Learning**

As the Board of Trustees has suspended all Professional Development during this COVID 19 pandemic we will not be approving any at this time. Trustee Yagos has been informing the Trustees of many free webinars that are currently being presented.

**F. Discussion/Information Items**

- F.1 Superintendent Report** (Enclosure F.1) *D. Seguin*

Superintendent Darryl Seguin reviewed his monthly report discussing updates on Administrative Council meetings, Leader 2 Leader, Board Policy Committee, Insurance Providers and staffing information. Mr. Seguin is very impressed how all staff including

the Board have embraced the virtual meetings. With such a large learning curve all staff/Board members have continued to grow and move forward with this new way of collaborating. It has been fantastic to be able to continue moving the Division along during these unprecedented times. Thank you.

## **F.2 Fiscal Monitoring Report**

Mr. Jeff Perry, Associate Superintendent of Business Service spoke to the financial situation of the jurisdiction and provided an analysis of what the administration has been doing to continue to support the decisions that have been made as new funding will be different than what we originally anticipated.

## **F.3 IMR Grant Funding Submission**

Mr. Jeff Perry, Associate Superintendent of Business Services reviewed a recent IMR Grant Funding submission. On April 9<sup>th</sup>, 2020, the Premier announced that there would be additional funding for Capital Maintenance and Renewal. This grant is not just education specific but for all Ministries and areas in the province. The criteria for this grant application included that the projects had to be outside our current IMR plan and they needed to be tendered and completed within six months upon receiving approval. The application has been submitted but currently Livingstone Range School Division has not been notified if they have been granted approval.

## **F.4 Board Branding Review**

Karly Bond, Communications Coordinator reviewed the Mission, Vision, Core Values and Identity Branding Launch Plan with the Board of Trustees. The purpose of our launch plan is to celebrate and share the new us with our staff, students, families and stakeholders and apply these guiding principles to all we do across Livingstone Range School Division. These impactful statements and branding truly reflect who we are as well as who we strive to become through a really inspiring and collaborative process.

## **F.5 ASCA Conference Update**

Trustee Poytress gave an update to the Board of Trustees regarding the ASCA Conference.

## **F.6 ASCA Award**

The Board of Trustees would like to congratulate Cathie Harris on receiving the School Council Parent of Distinction Award from the Alberta School Councils' Association. The School Council Parent of Distinction Award recognizes an individual who demonstrates ability to promote parental engagement and involvement in the public education system. Truly exceptional in their dedication and initiative, this individual has dynamic leadership qualities and encourages opportunity to influence student learning success in the school community. Cathie was nominated by F.P. Walshe School and has been a huge asset to all. Congratulations Cathie on this well-deserved award.

## **F.7 Awards Committee**

*Chair*

Chair Hodges reviewed an Awards Committee update. The awards committee will still be moving forward with the Scholarships, Bursaries and Art Gala. These presentations will all been done differently compared to past years. More will be awarded or displayed virtually instead of in person. The committee is currently reviewing options and will keep the Board updated as they are decided.

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

- 1) Board Branding Review
- 2) ASCA Award winner – Cathie Harris
- 3) IMR Grant Funding Submission
- 4) Non-Essential Meeting Cancellation

19-174 Trustee Long moved that the Board of Trustees close the public portion of the Regular Board Meeting at 1508 hours.

A Health Break was held from 1508 hours to 1524 hours.

**H. In-Camera**

19-175 Trustee Yagos moved that the Board of Trustees go in-camera at 1524 hours.

Trustee McKee exited meeting at 1725 hours.

19-176 Trustee Yagos moved that the Board of Trustees revert the meeting back to the regular board meeting at 1751 hours.

**I. Adjournment**

19-177 Trustee Toone moved that the Board of Trustees vote in favour of the meeting being adjourned at 1751 hrs.

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**Chairman**

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**Secretary-Treasurer**