



2020–2021 School Year
Division Office, Fort Macleod

BOARD MEETING

Date: November 10, 2020

Time: 1:00 pm

Venue: G.R. Davis Administration Building, Fort Macleod, AB – Division Office

Trustees: Lori Hodges, Lacey Poytress, Brad Toone and Jim Burdett

Virtually: Greg Long, Clara Yagos, and John McKee

ATA Savi Houldin

Senior Admin: Darryl Seguin, Richard Feller, Chad Kuzyk and Jeff Perry

Mission	Livingstone Range School Division inspires excellence through meaningful relationships, innovation, and collaboration.
Vision	Every student, every day.
Core Values	Student-Centered • Leadership • Integrity • Wellness • Place-Based

Call to Order

1:00-1:01	A.	Call to Order	<i>Chair</i>
1:01-1:02	A.1	Acknowledgement of Land	<i>J. McKee</i>
1:02-1:05	A.2	O' Canada	

Consent Agenda

1:02-1:05	B.	Consent Agenda	<i>Chair</i>
	B.1	Approval of Minutes	
		If there are no errors or omissions in the minutes of the October 14, 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	Superintendent Monthly Report	
	B.4	Board Annual Work List 2020-21	
	B.5	Division Office Senior Management Reports	
	B.6	Chair Monthly Report	
	B.7	Committee Reports	

Recommendation:

Every student, every day.

That the November 10, 2020 Consent Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: _____

Emergent Changes to the Agenda

1:05-1:07 C. **Emergent Changes to the Agenda**

Chair

Recommendation:

That the November 10, 2020 Regular Board Meeting Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: _____

Declaration of Conflict of Interest

1:07-1:10 D. **Declaration of Conflict of Interest**

Chair

Recommendation:

That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the November 10, 2020 Board Meeting and if so should declare them.

Action Items

E. **Action Items**

1:10-1:15 E.1 **Superintendent Evaluation**

(enclosure E.1)

Chair

On September 28, 2020, Mr. David George and Dr. Cal Hauserman led the Board of Trustees through the annual evaluation of the Superintendent of Schools, Mr. Darryl Seguin. The Board of Trustees will review the evaluation and request approval of Superintendent Seguin's evaluation.

Recommendation:

That the Board approve the Superintendent Evaluation report as developed during the workshop of September 28, 2020 as an accurate accounting of the Superintendent's performance for the period of September 1, 2019 to August 31, 2020; and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.

Moved by: _____

1:15-1:25 E.2 **Board of Trustees Self-Evaluation**

(enclosure E.2)

Chair

The Board of Trustees Self-Evaluation took place on September 28, 2020 led by Mr. David George and Dr. Cal Hauserman. The Board of Trustees will review and request approval of their evaluation.

Areas of Focus 2020/21

- Student Learning and Wellness
- Board-Superintendent Relations
- Political Advocacy

Recommendation:

That the LRSD Board approve the Board Self-Evaluation Report developed from the September 28, 2020 workshop and that the Board Chair be authorized to monitor the priorities, goals and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

Moved by _____

1:25-1:45

E.3 IMR Results & Plan

(enclosure E.3a, b)

J. Perry / M. Cahoon

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;
- and
- upgrading of the educational areas to meet program requirement;
- meet the facility requirements of students with special needs; and
- replace or upgrade building components to improve energy conservation and efficiency and to achieve costs savings as a result.

The attached report was prepared by Mike Cahoon, Assistant Coordinator of Facility Services. The report shows what was planned and completed in the 2019-20 school year and then provides a plan for the 2020-21 school year.

Recommendation:

That the Board of Trustees approve the 2020-2021 Infrastructure Maintenance and Renewal Expenditure Plan as presented.

Moved by: _____

1:45-1:50

E.4 Rural Caucus

C. Yagos/L. Hodges

Trustee Yagos will review the ASBA Rural Caucus Terms of Reference and the 2020-2021 annual Budget.

Recommendation:

That as a member of the ASBA Rural Caucus the Board of Trustees accept the Terms of Reference and the 2020-2021 Budget.

Moved by: _____

1:50-1:55

E.5 Advocacy Committee

L. Poytress

Advocacy Committee Chair, Lacey Poytress will review the proposed Advocacy Committee's Terms of Reference with the Board of Trustees.

Recommendation:

That the Board of Trustees accept the proposed Advocacy Committee's Terms of Reference as (presented or amended).

Moved by: _____

1:55-2:05

E.6 Board Policy

(enclosure E.6)

C. Yagos

Policy Review Committee Chair, Clara Yagos will provide proposed updates to Board Policy 8 – *Board Operations* to clarify remuneration for Trustees attending events.

Recommendation:

That the Board of Trustees approve the changes made to Board Policy 8 – *Board Operations* as (presented or amended).

Moved by: _____

2:05-2:10

E.7 Professional Learning

Chair

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

Recommendation:

That the Board of Trustees approve the following Trustees to attend the following Professional Development:

Trustee(s):

PD session:

Trustee(s):

PD session:

Moved by: _____

2:10-2:15

E.8 Audit Committee - Terms of Reference

(enclosure E.8)

B. Toone

Audit Committee Chair, Brad Toone will review proposed changes to the Audit Committee Terms of Reference for the Board of Trustees approval.

Recommendation:

That the Board of Trustees approve the proposed change to the Audit Committee Terms of Reference to include the definition of quorum for the committee.

Moved by: _____

2:15-2:20

E.9 Audit Committee - Quarterly Financial Reports

B. Toone

Audit Committee Chair, Brad Toone will discuss the reviewing of the quarterly financial reports with the Board of Trustees.

Recommendation:

That the Board of Trustees delegate the responsibility of reviewing the quarterly financial reports to the Audit Committee, and the Committee would bring back to the Board a recommendation for approval once reviewed.

Moved by: _____

2:20-2:30 **E.10 Remuneration Committee – Technology Allowance**

B. Toone

To help facilitate the work of future Trustees and provide possibilities for cost savings and efficiencies, Trustee Brad Toone will propose that the Remuneration Committee create a Technology Allowance Framework for approval.

Recommendation:

That the Remuneration Committee create a Technology Allowance Framework for approval at a future Board meeting.

Moved by: _____

Discussion/Information Items

F. Discussion/Information Items

2:30-2:40 **F.1 Christmas Activities**

L. Poytress

In light of the COVID 19 pandemic, Trustee Poytress would like to discuss and explore alternative options for expressing well wishes from the Board, sharing gratitude to all our staff, and supporting our students in their holiday celebrations as we will not be able to attend concerts or visit colonies in December.

2:40-2:45 **F.2 Meeting of the Whole**

Chair

The Board of Trustees will engage in a conversation to decide if they would like to continue with the planned Meeting of the Whole for December 2020.

2:45-3:05 **F.3 Student Wellness Presentation**

Dr. K. Massie

Dr. Kendra Massie, Clinical Team Lead, will update the Board of Trustees regarding Student Wellness throughout the Livingstone Range School Division.

3:05-3:25 **F.4 Transportation Bus Driver Recruitment**

K. Edwards

Transportation Secretary, Kristi Edwards will present a Transportation Bus Driver Recruitment presentation to the Board of Trustees.

Key Messages

3:25-3:30 **G. Key Messages from Today's Meeting**

- 1)
- 2)
- 3)

3:30-4:30

H. In-Camera

Chair

Recommendation:

That the Board of Trustees go in-camera at ___ hours.

Recommendation:

That the Board of Trustees revert the meeting back to the regular board meeting at ____ hours.

Adjournment

4:30

I. Adjournment

Recommendation:

That the Board of Trustees vote in favour of the meeting being adjourned at _____ hrs.