

Livingstone Range School Division Minutes of the Board of Trustees

The Regular Board Meeting of Livingstone Range School Division was held on November 10, 2020 commencing at 1300 hours at the LRSD Division Office, G.R. Davis Administrative Building, Fort Macleod, Alberta. Following are the minutes from the meeting.

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

Virtually: Trustee Clara Yagos and John McKee

Unable to Attend: Trustee Greg Long

Attendance: Darryl Seguin, Superintendent

Jeff Perry, Associate Superintendent, Business Services

Richard Feller, Associate Superintendent, Learning Services/HR

Chad Kuzyk, Associate Superintendent, Curriculum & Innovation

Nikki Lytwyn, Executive Assistant

Virtually: ATA President Savi Houldin

A. Chair called the meeting to Order at 1305 hours.

A.1 Acknowledgement of Land

A.2 O' Canada

B. Consent Agenda

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

20-043 Trustee Poytress moved that the November 10, 2020 Consent Agenda be approved by the Board of Trustees as presented.

Carried

C. Emergent Changes to the Agenda

Add Item E.11 – Meetings of the Board – C. Yagos

Table Item E.5 – move to December 2020 meeting – Terms of reference – Poytress

20-044 Trustee Burdett moved that the November 10, 2020 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

D. Declaration of Conflict of Interest

20-045

The Chair asked 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.

None-Declared

E. Action Items

E.1 Superintendent Evaluation

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 reviewed the evaluation and requested approval of Superintendent Seguin's evaluation.

20-046

Trustee Poytress moved 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.

Carried

Mike Cahoon, Assistant Coordinator of Facilities entered meeting at 1313 hours

E.2 Board of Trustees Self-Evaluation

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 reviewed and requested approval of their evaluation.

Areas of Focus 2020/21

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

20-047

Trustee Toone moved 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.

Carried

E.3 IMR Results & Plan

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 Greg Gorzitza, 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.

20-048 Trustee McKee moved that the Board of Trustees approve the 2020-2021 Infrastructure Maintenance and Renewal Expenditure Plan as presented. ***Carried***

Mike Cahoon, Assistant Coordinator of Facilities exited meeting at 1337 hours.

E.4 Rural Caucus

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

*Proposed
20-049*

Trustee Yagos moved that as a member of the ASBA Rural Caucus the Board of Trustees accept the Terms of Reference and the 2020-2021 Budget.

*Proposed Amendment
20-049*

Trustee McKee moved that as a member of the ASBA Rural Caucus the Board of Trustees accept the extension of Vice Chair and one Director for one year.

Carried

*Amended
20-049*

Trustee McKee moved that as a member of the ASBA Rural Caucus the Board of Trustees accept the extension of Vice Chair and one Director for one year.

Carried

E.5 Advocacy Committee

Tabled to next meeting in December as per today's motion #20-044 Emergent Changes to the Agenda, "Trustee Burdett moved that the November 10, 2020 Regular Board Meeting Agenda be approved by the Board of Trustees as amended."

E.6 Board Policy

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

To clarify remuneration for Trustees attending events, the following is to be added at end of 6.4. Item f. will read “Reimbursement for attending other professional learning opportunities, community meetings or events shall come from individual trustee P.D.”

20-050

Trustee Yagos moved that the Board of Trustees approve the changes made to Board Policy 8 – *Board Operations* as presented.

Carried

E.7 Professional Learning

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

20-051

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

Alberta Public School Board virtual professional development, \$50 per session

- 1) November 19, 2020 – Political Landscape/Advocacy
- 2) November 26, 2020 – Inclusion / Diversity / Unconscious Bias
- 3) November 30, 2020 - 5 Brave Moves – Dr. Jody Carrington

Trustee(s): Clara Yagos and Brad Toone (all three sessions)

Trustee: Lacey Poytress (November 26 and 30 sessions)

Trustee: Lori Hodges (November 30 session)

Carried

E.8 Audit Committee - Terms of Reference

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

Add Item 2.8 to the Audit Committee terms of reference to read as:

A meeting quorum will be two Trustee members and one community member.

20-052

Trustee Burdett moved 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.

Carried

E.9 Audit Committee - Quarterly Financial Reports

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

20-053 Trustee Toone moved 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.

Carried

E.10 Remuneration Committee – Technology Allowance

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

Proposed
20-054

Trustee Toone moved that the Remuneration Committee create a Technology Allowance Framework for approval at a future Board meeting.

Proposed Amendment
20-055

Trustee Burdett moved that the Remuneration Committee explore the feasibility of the Technology Allowance Framework for approval at a future Board Meeting.

Discussion ensued.

Withdrawn Proposed Amendment
20-055

Trustee Burdett moved that the Remuneration Committee explore the feasibility of the Technology Allowance Framework for approval at a future Board Meeting.

*Friendly
Amendment*
20-054

Trustee Toone moved that the Remuneration Committee create a draft Technology Allowance Framework for approval at a future Board meeting.

Carried

Emergent Item Added

E. 11 – Meetings of the Board

20-056 Due to the most recent recommendations for staff cohorting during the COVID-19 pandemic Trustee Yagos moves that all meetings of the Board should be held electronically until further notice.

Carried

A health break was held from 1418 hours and meeting was called back to order at 1428 hours.

NOM Trustee Toone brought forth a notice of motion for the November 25, 2020 Board Meeting.
Recommendation: The Board of Trustees approve John Lehnert, Chair of Grande Prairie Public present to the Board on evaluation framework at a future Committee of the Whole Meeting.

F. Discussion/Information Items

F.1 Christmas Activities

In light of the COVID 19 pandemic, Trustee Poytress discussed 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.

20-057 Trustee Poytress moved that the Board of Trustee direct the Advocacy Committee to create a \$50.00 - Book and Candy Cane gift basket for each of our colony schools and a well wish video is created to be sent out to all schools.

Carried

F.2 Meeting of the Whole

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

20-058 Trustee Poytress moved that the Board of Trustees cancel the December 15, 2020 Meeting of the Whole.

Carried

A health break was held from 1443 hours and meeting was called back to order at 1446 hours.

Kristi Edwards, Transportation Secretary and Phil McGale, Transportation Coordinator entered meeting at 1445 hours.

Dr. Kendra Massie, Clinical Team Lead entered meeting at 1510 hours.

Trustee Lacey Poytress exited meeting at 1512 hours.

Jeff Perry, Associate Superintendent, Business Services exited meeting at 1516 hours.

Kristi Edwards, Transportation Secretary and Phil McGale, Transportation Coordinator exited meeting at 1516 hours.

F.3 Student Wellness Presentation

Dr. Kendra Massie, Clinical Team Lead updated the Board of Trustees regarding Student Wellness throughout the Livingstone Range School Division. The LRSD Family School Liaison Counsellor Program truly inspires excellence through meaning relationships, innovation, and collaboration. The program always strives to attain the vision statement Every student, every day. The Family School Liaison Counsellor's optimize learning, development, and wellbeing of students by reducing or preventing student challenges.

F.4 Transportation Bus Driver Recruitment

Transportation Secretary, Kristi Edwards presented a Transportation Bus Driver Recruitment plan to the Board of Trustees. The LRSD Transportation department is dawning a remarkable new brand for the recruitment of new drivers.

*Dr. Kendra Massie, Clinical Team Lead exited meeting at 1549 hours.
Trustee Poytress re-entered meeting at 1538 hours.*

G. Key Messages from Today's Meeting

- 1) Presentation – Student Wellness
- 2) Presentation - Bus Driver Recruitment
- 3) Meetings of the Board
- 4) IMR Results & Plan

H. In-Camera

Not required at this time.

I. Adjournment

20-059

Trustee Poytress moved that the Board of Trustees vote in favour of the meeting being adjourned at 1552 hours.

Chairman

Secretary-Treasurer