

Livingstone Range School Division Minutes of the Board of Trustees

The Regular Board Meeting of Livingstone Range School Division was held on September 26, 2022 commencing at 1037 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, Brad Toone, Lacey Poytress, Greg Long, Joscelyn Stangowitz, Carla Gimber and Clara Yagos

Attendance: Darryl Seguin, Superintendent
Jeff Perry, Associate Superintendent, Business Services
Chad Kuzyk, Associate Superintendent, Innovation and Curriculum
Richard Feller, Associate Superintendent, Human & Learning Services
Nikki Lytwyn, Executive Assistant

A. Chair called meeting to Order at 1037 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 June 21, 2022 Regular Board Meeting and the June 30, July 25 and August 23, 2022 Special Meeting minutes 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 2022-23

B.4 Chair Monthly Report

B.5 Superintendent Monthly Report

B.6 Associate Superintendent Monthly Reports

B.7 Committee Reports

B.8 Professional Learning

Remove the Superintendent Report and Mr. Feller's Associate Superintendent as Item F.4 and F.5 – Trustee Yagos

22-016 Trustee Yagos moved that the September 26, 2022 Consent Agenda be approved by the Board of Trustees as amended.

Carried

C. Emergent Changes to the Agenda

Add Item E.12 - ATA Executive/LRSD Trustee Liaison Committee – Trustee Yagos

Recommendation: Due to business arising would like to make a motion to amend the ATA Executive/LRSD Trustee Liaison Committee in Policy 8 to reflect one trustee and the Board Chair.

Add Item E.13 - Policy 8 – Trustee Yagos

Other than housekeeping changes, the Board of Trustees has not reviewed Policy 16 in depth to ensure that the contents are congruent with the Education Act and current realities in the Division.

Recommendation: That the Board of Trustees direct the Policy Committee to review Policy 16 – “School Closures, Modernizations and Reconfigurations” for the October Board Meeting.

Add Item E.14 - NOM – Special Meeting recording – Trustee Toone

Recommendation: That the Board of Trustees approve to record all Special Meetings and post for transparency.

Add Item E. 15 - Kilometer Rates - Trustee Gimber

Recommendation: The Board directs Administration to determine the impact of an increase to the budget and report at the next Meeting of the Whole.

22-017 Trustee Long moved that the September 26, 2022 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

D. Declaration of Conflict of Interest

22-018 Chair asked that the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the September 26, 2022 Board Meeting and if so should declare them.

None Declared

E. Action Items

E.1 Borrowing Resolution

22-019 Trustee Stangowitz moved that the Board of Trustees approve the Borrowing Resolution, which authorizes the Board to borrow such sums as the Board may deem necessary to meet current expenditures during the 2022-2023 school year.

Carried

E.2 Deputy Superintendent

22-020 Trustee Yagos moved that the Board of Trustees approve the appointment of Associate Superintendent Chad Kuzyk as Deputy Superintendent for the 2022-2023 school year.

Carried

Chair asked to recuse herself as Chair at 1051 hours.
Jeff Perry assumed Chair position at 1051 hours.

E.3 Professional Learning Budget

22-021 Trustee Poytress moved that the Board of Trustees move to divide all unused funds earmarked for personal development from 2021-2022 year to be divided equally among the seven trustees. Be it further moved that the full amount of unused PD dollars be rolled over for Trustees to use in the 2022-2023 school year.

Trustee Toone called the question.
Trustee Long requested a recorded vote.
For: Trustee(s) Gimber, Yagos, Poytress, Stangowitz
Against: Trustee(s) Hodges, Toone, Long

Carried

Proposed
Amendment
22-022

Trustee Long – that the board of trustees move to divide unused funds earmarked for Professional Development to be divided into \$1000 increments distributed to trustees over the next three years.

Trustee Toone called the question.

Defeated

E.4 School Visit Schedule

22-023

Trustee Stangowitz moved that the Board of Trustees approve the proposed school visit schedule for the 2022-2023 school year as presented.

Carried

Chair asked to recuse herself as Chair at 1124 hours.
Mr. Perry assumed Chair position at 1124 hours.

E.5 Alberta School Board Association (ASBA) Positions

22-024

Trustee Poytress moved that the Board of Trustees support Trustee Hodges in putting her name forward for ASBA Zone 6 Director.

Carried

Trustee Poytress assumed the Chair position at 1128 hours.

Karly Bond, Coordinator of Communications, Culture & Engagement, Joel Gamache, Place-Based Learning Supervisor and Greg Freer, Summer School Principal entered meeting at 1125 hours.

22-025

The Chair moved that the Board of Trustees suspend the agenda and move on to Item F.2 & F.3, as presenters are here.

Carried

F.2 Summer School

Greg Freer, Summer School Principal provided the Board with an update of the work accomplished through the summer of 2022. Refer to Key Messages for more information.

F.3 FACES

Joel Gamache, Place-Based Learning Supervisor provided an update of the work being accomplished through the 2022 FACES summer school initiative. Refer to Key Messages for more information.

Karly Bond, Coordinator of Communications, Culture & Engagement exited meeting at 1130 hours.

Karly Bond, Coordinator of Communications, Culture & Engagement entered meeting at 1206 hours.

Joel Gamache, Place-Based Learning Supervisor and Greg Freer, Summer School Principal exited meeting at 1206 hours.

E.6 Alberta School Board Association (ASBA) Award

Karly Bond, Coordinator of Communications, Culture & Engagement, will review the Board of Trustees submission package for the 2022 ASBA School Board Innovation and Excellence Award.

22-026 Trustee Yagos moved that the Board of Trustees instruct Karly Bond, Coordinator of Communications, Culture & Engagement to issue a press release about the 2022 ASBA School Board Innovation and Excellence Award submission.

Carried

Karly Bond, Coordinator of Communications, Culture & Engagement exited meeting at 1215 hours.

22-027 Trustee Toone moved to Item E.10 as Trustee Toone must leave the meeting.

Carried

22-028 Add to Agenda Item E.16 Approval of Trustees for ASBA Positions – Trustee Toone Motion arising: we approve trustees running for ASBA positions as follows:

Carried

Trustee Toone exited meeting at 1313 hours.

Chair called meeting back to order at 1351 hours.

Chair asked to recuse herself as Chair at 1223 hours.

Greg Long, Vice-Chair assumed Chair position at 1223 hours.

E.10 Public Engagement

22-029 Trustee Stangowitz moved that the Board of Trustees direct the Superintendent to hold a public engagement session in the community of Nanton prior to Christmas 2022.

Friendly
Amendment

22-029 Trustee Toone moved that the Board of Trustees direct the Superintendent to develop a plan at a Committee of the Whole meeting for a public engagement session in the community of Nanton prior to Christmas 2022.

Carried

E.11 Safe and Caring Schools

22-030 Trustee Toone moved that the Board of Trustees approve requesting administration begin monitoring the number and severity of incidents of discipline, including bullying at all schools and with all students in the jurisdiction to be presented quarterly in a report to the Board.

Friendly
Amendment
22-030

Be it further resolved Stakeholders be engaged on what improvements should be made in our schools to ensure students' rights are being respected in a safe and caring school environment.

Be it further resolved the Board of Trustees review policy 21, and bring forward any changes for approval to ensure that the current students' needs are met.

Trustee Gimber moved that In line with the Board Goal of Student Learning and Wellness, The Board of Trustees directs Administration to monitor the number and severity of incidents of discipline, including bullying, that occur at all schools, on buses and all students in the jurisdiction, and present it to the Board in a quarterly report.

Be it further resolved Stakeholders shall be engaged on what improvements should be made in our schools to ensure students' rights are being respected in a safe and caring school environment.

Be it further resolved the Board of Trustees review policy 21, and Administrative Procedures 348 and 350, and bring forward any recommendations for discussion to ensure the current students' needs are met.

Trustee Toone requested a recorded vote.

For: Trustee(s) Toone, Gimber, Long

Against: Trustee(s) Yagos, Hodges, Poytress, Stangowitz

Defeated

Chair requested to break for lunch at 1313 hours.

Trustee Toone exited meeting at 1313 hours.

Chair called meeting back to order at 1351 hours.

E.7 Board Of Trustees 2022-2023 Goals/Priorities

The Livingstone Range Board of Trustees has established the following goal areas as a focus for the 2022-23 School Year:

1. Accountability to Community

LRSD Board of Trustees will update the strategy about community engagement.

2. Student Learning and Wellness

LRSD Board of Trustees will increase awareness and accountability for student learning and wellness through data, information and Board Learning.

3. Fiscal Responsibility

LRSD Board of Trustees will develop a plan to develop Trustee capacity for fiscal responsibilities.

4. Board Development

LRSD Board of Trustees will develop a strategic plan around Professional Learning and Board Development.

22-031 Trustee Hodges moved that the Board of Trustees reaffirm their support of the Board Goals/Priority Areas of Focus as amended.

Carried

Amendment

22-031 Trustee Hodges moved that the Board of trustees remove Goal#3 Policy.

Carried

Amendment

22-031 Trustee Gimber moved that the Board of Trustees add Goal #4 Board Development – LRSD Board of Trustees will develop a strategic plan around Professional Learning and Board Development.

Carried

E.8 Board Policy 8 – Board Operations

22-032 Trustee Gimber moved that the Board of Trustees approve the following changes to be made to Board Policy 8.6.4:

“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 shall be reimbursed travel expenses as follows:*
 - a. Meals shall be reimbursed as per Appendix C.*
 - b. Parking fees shall be reimbursed upon submitting receipts*
 - c. Hotel accommodations shall be paid or reimbursed as receipts are submitted. Accommodation type shall be at the conference or standard room rate. If upgrades are requested, the difference in the hotel rate paid and the conference or standard room rate will be the responsibility of the Trustee.*
 - d. Tipping shall be no greater than 15%. In situations where group gratuities are automatically included in the meal total, the included gratuity will be reimbursed as stated on the receipt but no additional gratuity.*
 - e. Airfare shall be reimbursed based on economy fares, with one checked bag included. Seat selection fees will be covered.*
 - f. Safety is of utmost importance when a Trustee is required to travel. For this reason, when travel by Taxi is required, they must choose a recognized Yellow Cab class Taxi Company. They will be reimbursed for those fares, and a tip up to 15%. Trustees will not be reimbursed for using Town Cars or Limousines unless there are more than three Trustees traveling together.*
- c) Required registration fees for attendance at approved 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 last day of the 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.*

Carried

22-033 Trustee Gimber moved that the Board of Trustees approve Board Policy 8 - Board Operations to be amended to include section 8.6.5 as follows:

"6.5 Devices

The Trustees will be provided the choice of:

- *a Division Issued Laptop or tablet, with Division applications and security installed. The Division is responsible for maintaining the device and any required upgrades.*
- *\$400 for the use of a Trustee's personal device, to be paid at the beginning of the Term. Should a Trustee choose to use their own device, they are responsible for maintaining the device for the duration of the Term."*

Carried

22-034 Trustee Gimber moved that the Board of Trustees approve PSBAA Professional Learning opportunities be included in the expected Professional Learning and receive remuneration.

22-035 Trustee Yagos moved to postpone the question on motion #21-034 until we can get information on the financial impact of Trustees attending PSBAA events and discuss membership in PSBAA.

Carried

E.9 Professional Learning

22-036 Trustee Stangowitz moved that the Professional Learning Committee recommends that regularly scheduled learning sessions be held as the proposed schedule outlines (see attachment).

Carried

Chair asked to recuse herself as Chair at 1223 hours.
Greg Long, Vice-Chair assumed Chair position at 1223 hours.

E.10 & E.11 moved to earlier in the agenda

*Emergent
Item Added*

E. 12 ATA Executive/LRSD Trustee Liaison Committee

22-037 Trustee Yagos moved that the Board of Trustees direct the Policy Committee to amend the ATA Executive/LRSD Trustee Liaison Committee in Policy 8 to reflect one trustee and the Board Chair.

Carried

*Emergent
Item Added* **E.13 Policy 8**

22-038 Trustee Yagos moved that the Board of Trustees direct the Policy Committee to review Policy 16 – “School Closures, Modernizations and Reconfigurations” for the October Board Meeting.

Carried

Emergent

Item Added **E.14 NOM 25- July-2022 – Special Meeting recording**

Trustee Toone Nom from 25-July-2022 will discuss the recording of Special Meetings.
Recommendation: That the Board of Trustee record all Special Meetings.

22-039 The chair requested to Postpone Item E.14 to next Board meeting in October as Trustee Toone had to leave the meeting.

Carried

Emergent

Item Added **E. 15 Kilometer Rates**

22-040 Trustee Gimber moved that the Board directs Administration to determine the impact of an increase to the budget and report at the next Meeting of the Whole.

Carried

Emergent

Item Added **E.16 Approval of ASBA Positions** – Trustee Toone Motion arising:

22-041 Trustee Yagos moved that the Board of Trustees approve trustees for following ASBA positions:

| | |
|---------------------------|-----------------|
| Zone 6 Chair | Trustee: Hodges |
| Alternate Zone 6 Director | Trustee: Toone |

Carried

NOM Trustee Stangowitz put forth a Notice of Motion for the October Board Meeting regarding the Superintendent Evaluation for the 2022 – 2023 school year.

F. Discussion/Information Items

F.1 2022-2023 Preliminary Enrolment Numbers

Jeff Perry, Associate Superintendent, Business Services reviewed the preliminary enrolment numbers, the process for gathering the projections and any relevant trends for the 2022-2023 School Year.

Removed from
Consent Agenda

F.4 Superintendent Report

Darryl Seguin, Superintendent updated the Board of Trustees on his upcoming meeting with Alberta Accredited School in Mexico. Meeting will be virtual not in-person. Potential partnership in the next few years.

F.5 Associate Superintendent Report

Richard Feller, Associate Superintendent, Human & Learning Services.

G. Key Messages from Today's Meeting

- 1) Congratulations – Appointment of Deputy Superintendent
- 2) Trustee Goals
- 3) FACES & Summer School presentations
- 4) School Enrolment – Community – Summary only - share with trustees

H. In-Camera

Trustee Toone entered in-camera session via telephone at 1507 hours

22-042 Trustee Long moved that the Board of Trustees go in-camera at 1506 hours. *Carried*

22-043 Trustee Stangowitz moved that the Board of Trustees revert the meeting back to the regular board meeting at 1710 hours. *Carried*

I. Adjournment

22-044 Trustee Long moved that the Board of Trustees vote in favour of the meeting being adjourned at 1710 hours. *Carried*

Chairperson

Secretary-Treasurer