



2022–2023 School Year
Division Office, Fort Macleod

REGULAR BOARD MEETING

Date: May 29, 2023

Time: 9:00 am

Venue: Division Office, GR Davis Administration Building, Fort Macleod

Trustees: Lori Hodges, Lacey Poytress, Brad Toone, Greg Long, Clara Yagos and Carla Gimber

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

9:00-9:01	A.	Call to Order	<i>Chair</i>
9:01-9:03	A.1	Acknowledgement of Land	<i>L. Hodges</i>
9:03-9:05	A.2	O Canada	

Consent Agenda

9:05-9:10	B.	Consent Agenda	<i>Chair</i>
	B.1	Approval of Minutes If there are no errors or omissions in the minutes of the April 24, 2023 Board Meetings 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	Superintendent Monthly Report	
	B.5	Associate Superintendent Monthly Report	
	B.6	Committee Reports	
	B.7	Professional Learning	

Every student, every day.

Recommendation:

That the May 29, 2023 Consent Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: _____

Emergent Changes to the Agenda

9:10-9:12 C. Emergent Changes to the Agenda

Chair

Recommendation:

That the May 29, 2023 Regular Board Meeting Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: _____

Declaration of Conflict of Interest

9:12-9:15 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 May 29, 2023 Board Meeting and if so should declare them.

Declared: _____

In-Camera

E. In-Camera

9:15-10:15 E.1 In-Camera Items

Chair

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

Moved by: _____

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

Moved by: _____

Action Items

F. Action Items

10:15-10:25 F.1 Separation of Honorarium, Professional Development and External Committees C. Gimber

In response to the Notice of Motion on April 24, 2023 made by Trustee Gimber.

For the purpose of this motion, External Committee refers to any committee a Trustee is a member and attends meetings that are not paid by the Board, but instead receives remuneration from them.

Policy 8.6.1 specifies "Trustees will receive remuneration in the form of Honoraria and expenses when involved in eligible activities of the Board." The remuneration comprises Base Honorarium and Per Diem Honorarium. There is no mention of how Remuneration for/from External Committees should be calculated nor how they are paid or recorded.

For example, the process for recording time spent at an External Committee meeting. Consider when the payment is made to LRSD (they receive the cheque). Clear direction in policy should answer:

- How does the Trustee claim the remuneration?
- Is the cheque handed over to the Trustee?
- Does LRSD deposit the cheque to their bank and a cheque issued to the Trustee?
- Is there any record of the Trustee having attended that meeting?

Transparency is of utmost importance. At the April 24, 2023 Regular Board meeting the Board voted in favour of creating a policy to, among other things, detail how Professional Development remuneration is to be calculated, paid and recorded. In the spirit of transparency and keeping these sections separate for the budget, External Committees should also be held separately. A policy shall be created to address these questions.

Recommendation:

The Board of Trustees direct the Policy Committee to create a policy for External Committees. It will include how meetings and time spent on an External Committee is reimbursed in terms of the calculation, payment and record keeping.

Moved by: _____

10:25-10:35 F.2 Unused Professional Development Allocation

C. Gimber

In response to the Notice of Motion on April 24, 2023 made by Trustee Gimber.

With the resignation of a Trustee from Ward 1, there are PD dollars that have been allocated from the budget, but will not be used. Trustee Toone and Trustee Gimber have been responsible for the Ward and assumed community communications and representation in that area of the Ward. For the majority of the 2022-2023 school year, they have had an increase in responsibility and with that increase in responsibility, there should be a coinciding increase in professional dollar allocation. It is for this reason, the professional development dollars remaining in the 2022/2023 budget that were allocated to the departed Trustee should be divided equally among the remaining Ward members. They may be able to use those funds to cover additional professional development costs to help manage the expectations in that Ward.

Recommendation:

The Board's recommendation is to equally divide the \$2,980.76 from the former Ward 1 Trustee's Professional Development budget and apply it to Trustee Toone and Trustee Gimber's 2022/2023 Professional Development Budget.

Moved by: _____

10:35-10:40 F.3 Trustee Input into Budget

C. Gimber

In response to the Notice of Motion on April 24, 2023 made by Trustee Gimber.

Policy 9 and 10 details information regarding The Committees of the Board and Board Representatives. Currently there are expenses incurred by some committees for which there is no budget.

For example, the Audit committee provides dinner to the public committee members and Trustees, however there is no budget specifically allocated for this use.

When a committee has a budget, they are better equipped to plan for the year's events and activities. It allows them to be more effective and inventive in their plan for the upcoming school year.

Recommendation:

The Board recommends, during the Organizational Meeting, the members of each Committee and Board Representation discuss their budget needs for the upcoming school year and present a budget for approval at the first Regular Board Meeting after the Organizational meeting.

Moved by: _____

10:40-10:50 F.4 Vaping in Schools

C. Gimber

In response to the Notice of Motion on April 24, 2023 made by Trustee Gimber.

There are significant concerns from students, staff, and parents regarding vaping by students at the secondary schools. There have been reports of regular vaping occurring outside but more disturbingly, in restrooms. Teachers continuously have to police and chase students to try and manage the problem. Students won't go into change rooms due to vaping occurring there. The problem was identified, but it has gotten out of hand with some of the vaping containing cannabis.

Recommendation:

The Board is requesting information from the Administration, to be shared at the next Regular Board meeting, regarding vaping in schools. Specifically, the Board would like details such as the measures taking place in the schools to combat vaping, how law enforcement may be involved to support school administration for the cannabis use, and the communication plan that has been, or will be made, to the schools/parents.

Moved by: _____

Education Act Section 33(1) outlines a Board's responsibilities. Section 33(1)(i) requires that school board's "ensure effective stewardship of the board's resources". It is not the responsibility of the Secretary-Treasurer to interpret or rule on expenses claims, professional development claims, or the appropriateness of various trustee requests or expenses. Furthermore this responsibility is not listed under the role of the chair, vice chair, or role of the trustee..

Recommendation:

That the Board of Trustees form a Trustee Timesheets & Expense Claims committee consisting of three trustees to review and approve all trustee timesheet and expense claims on a monthly basis. This committee would have the ability to make changes to timesheets and deny claimed expenses with a written explanation being sent to the individual trustee. If the trustee disagrees with the committee's decision, it can be disputed through board motion at a future board meeting.

Moved by: _____

The 2023-2024 Livingstone Range School Division Budget Report is to be approved by the Board of Trustees and submitted to Alberta Education by May 31, 2023. Mr. Jeff Perry, Associate Superintendent of Business Services will review the proposed budget for the Board's Approval.

Recommendation:

That the 2023-2024 Budget for the Livingstone Range School Division be approved by the Board of Trustees for submission to Alberta Education.

Moved by: _____

Darryl Seguin, Superintendent will review the 2023-2026 Education Plan for the Board of Trustees' approval.

Recommendation:

That the Board of Trustees approve the 2023-2026 Education Plan for the Livingstone Range School Division.

Moved by: _____

Trustee Toone will review the 2023-2024 membership costs proposed by the Rural Caucus of Alberta School Boards.

Recommendation:

That the Board of Trustees of Livingstone Range School Division pay a recovery cost up to \$799.14 to the Rural Caucus.

Moved by: _____

11:55-12:00 F.10 PSBAA Membership

L. Poytress

The Board of Trustees had a presentation by PSBAA on May 8, 2023. The Board will discuss potential membership.

Recommendation:

Moved by: _____

LUNCH

12:00 -12:40 Lunch

Discussion/Information Items

G. Discussion/Information Items

12:40-12:45 G.1 Stavely School Portable

C. Gimber

In response to the Notice of Motion on April 24, 2023 made by Trustee Gimber.

The Stavely Portable is a visible representation of Board effectiveness. Originally communicated as being available for student use for the 2022/2023 school year, there have been significant delays to have it installed and operational. Without communication to the community, it reflects poorly on the Board and it permits the generation of rumors and negative conversations.

Administration will provide an update regarding the Stavely Portable, including what the delays have been, an update on the status with the new estimated time for completion and occupation, and the communication that has been or will be made to the school/parents.

12:45-1:05 G.2 Livingstone Leaders

(enclosure G.2)

E. Grose

Teacher Advisor- Eliza Grose will present to the Board of Trustees regarding Livingstone Leaders - Every Student Can Make a Difference Every Day. Reflecting on the year and sharing their successes, challenges, growth and looking towards the future and how they want to do more.

1:05-1:25 G.3 Early Learning

(enclosure G.3)

L. Feller

Leanne Feller, Early Learning/Inclusive Learning Coach, will provide the Board with an update of the work being accomplished throughout the division.

1:25-1:40 G.4 Admin Procedure

(enclosure G.4)

D. Seguin

Senior admin will share the proposed admin procedure changes with the Board of Trustees for information.

1:40-1:55 G.5 Nanton & Granum Engagements

B.Toone/C. Gimber

An update will be provided on the progress of the Nanton and Granum School Community Engagements

Key Messages

1:55-2:00 H. Key Messages from Today's Meeting
1)
2)
3)

Potential Press Release Items

2:00-2:05 I. Press Release Items from Today's Meeting
1)
2)
3)

In-Camera

J. In-Camera

2.05:-3:00 J.1 In-Camera Items

Chair

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

Moved by: _____

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

Moved by: _____

Adjournment

3:00 K. Adjournment

Recommendation:

That the Board of Trustees vote in favour of the meeting being adjourned at ____ hours.

Moved by: _____