

## Livingstone Range School Division #68 Minutes of the Board of Trustees

---

A Regular Board Meeting of Livingstone Range School Division No. 68 was held on Tuesday, September 19, 2017 at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

**Attendance:** Trustees Lori Hodges, John McKee, Martha Ratcliffe, Shannon Scherger, Kristy Stevens, Brad Toone and Clara Yagos.

Dave Driscoll, Superintendent of Schools  
Darryl Seguin, Associate Superintendent, Administrative Services  
Olwyn Buckland, Executive Assistant  
Jeff Perry, Associate Superintendent, Business Services

Ken Sampson, Associate Superintendent, Programs & Services was unable to attend.

### **A. Call to Order**

Brad Toone, Chairman called the meeting to order at 1013 hours.

### **B. In-Camera**

**17-008** Trustee Ratcliffe moved the meeting go in-camera at 1013 hours.

***Carried***

**17-009** Trustee Ratcliffe moved the meeting revert to regular session at 1059 hours.

***Carried***

### **B. Emergent Additions to the Agenda**

D.9 Board Policy 9 - C. Yagos  
F.9 Rename F.10  
F.9 Shiny Star Award - B. Toone

**17-010** Trustee Stevens moved that the September 19, 2017 Agenda be approved by the Board of Trustees as amended.

***Carried***

### **C. Adoption of Minutes**

**17-011** Trustee Yagos moved that the minutes from the June 20, 2017 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

***Carried***

**17-012** Trustee McKee moved that the minutes from the July 31, 2017 Special Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

***Carried***

**17-013** Trustee Scherger moved that the minutes from the September 6, 2017 Special Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

***Carried***

### **D. Action Items**

#### **D.1 Superintendent Evaluation**

On June 16, 2017 Terry Gunderson from the Alberta School Board Association led the Board of Trustees through the annual evaluation of the Superintendent of Schools, Mr. Dave Driscoll.

**17-014** Trustee Toone moved that the Board of Trustees approve the Superintendent's evaluation of June 16, 2017.

**Carried**

#### **D.2 Board of Trustees Self-Evaluation**

The Board of Trustees Self-Evaluation took place on June 16, 2017 led by Mr. Terry Gunderson of the Alberta School Board Association.

**17-015** Trustee Ratcliffe moved that the Board of Trustees approve the Board of Trustees Self-Evaluation that took place on June 16, 2017.

**Carried**

#### **D.3 Alberta Borrowing Resolution, Re 2017-2018 School Year**

**17-016** Trustee McKee 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 2017-2018 school year.

**Carried**

#### **D.4 Board Remuneration**

Chair Toone spoke on requesting that Administration bring specifics to the October Organizational Meeting on Trustee Remuneration, annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates.

**17-017** Trustee Yagos moved that the Board of Trustees approve the request that Administration bring specifics to the October Organizational Meeting on Trustee Remuneration, annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates.

Discussion followed and Trustee Toone amended the motion as follows:

**Proposed 17-018** Trustee Toone moved to amend the motion to include "including structure and current tax implications based" on annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates.

**Carried**

**Amended 17-017** Trustee Yagos moved that the Board of Trustees approve the request that Administration bring specifics to the October Organizational Meeting on Trustee remuneration, including structure and current tax implications based on annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates.

**Carried**

#### **D.5 ASBA Membership Dues**

In order for the Alberta School Boards Association to be able to do the work they have set out in achieving its Vision of excellence in education through exceptional school board governance and the Mission of serving school boards in their role of establishing the conditions for student success, they proposed a 2017/2018 budget that would allow the following strategic goals to be pursued and advanced:

- a) Developing relevant, effective and timely communication, information and education to empower school boards;
- b) Bolster the viability, credibility and sustainability of the Association and school boards;

- c) Develop opportunities which result in efficiencies and cost savings for school boards;
- d) Provide services that are delivered in a fiscally sound manner and deploy resources in alignment with Association priorities.

Trustee Scherger spoke that the budget that was passed at the SGM included a 0% increase to membership fees and stated it is not a budget that can uphold the work that ASBA wants to do and what we need them to do and believes that we need to support ASBA in helping them to do the work we have asked them to do by paying the 3% increase to fees as originally proposed.

**17-019** Trustee Scherger moved that the Board of Trustees approve Livingstone Range School Division paying 2017-2018 membership fees to the Alberta School Boards Association as per the original budget presented at the ASBA 2017 Spring General Meeting.

**Proposed 17-020** Trustee Ratcliffe moved to amend the original motion to include paying a 3% increase over the invoiced 2017-2018 membership fees.

**Carried**

Trustee McKee requested a recorded vote on this motion.

**Amended 17-019** Trustee Scherger moved that the Board of Trustees approve Livingstone Range School Division paying a 3% increase over the invoiced 2017-2018 membership fees to the Alberta School Boards Association, as per the original budget presented at the ASBA 2017 Spring General Meeting.

**Carried**

Trustees McKee and Toone were opposed to the motion. All other trustees were in favour of the motion.

#### **D.6 Pre-Organizational Meeting**

At the Board Organizational Meeting held on June 14, 2016, the next Pre-Organization Meeting was approved to be held on October 17, 2017. Due to the School Trustee Election being held on October 16, 2017, it is the will of the Board to re-schedule the Pre-Organizational meeting to October 24, 2017, prior to the Organization and Regular Meetings and hold a Committee of the Whole Meeting on Monday, October 17, 2017.

**17-021** Trustee Hodges moved that the Board of Trustees reschedule the date of Pre-Organization Meeting of October 17, 2017 to October 24, 2017, prior to the scheduled Organization Meeting and Regular Meeting due to the School Trustee Election being held on October 16, 2017, and hold a Committee of the Whole Meeting on Monday, October 17, 2017.

**Defeated**

#### **Emergent Motion**

**17-022** Trustee Toone moved that the Board of Trustees move the scheduled Organizational and Regular meeting of Tuesday, October 24, 2017 to Monday, October 23, 2017.

Chair Toone removed himself as Chair in order to partake in discussion. Trustee Scherger took over as Chair and discussion took place on this motion.

**17-023** Trustee Ratcliffe moved to table this item until after item E.3 for further discussion.

**Carried**

A lunch break was held at 1210 hours. The Board of Trustees treated the Central Office staff to a luncheon which was greatly appreciated by all.

The meeting was brought back to order at 1255 hours and Trustee Scherger passed the Chair back to Trustee Toone.

#### **D.7 Regional Council of Student Leaders Leadership for Teens Project**

Trustee Scherger spoke on the Regional Council of Student Leaders which will embark on a Leadership for Teens training project for LRSD students. The project, in an effort to increase LRSD student sense of belonging and help reduce student anxiety, will begin with 50 students from across the Division engaging in intense leadership training over the course of the 2017-18 school year. As students work on their self-leadership growth they will collaborate to generate school based projects that will cultivate ways of impacting school culture in a positive manner, influence student health and wellness, build confidence in students to stand up for what is positive and right, and develop and hone student time management, communication and decision making skills. Along with the student / school leadership growth, 7 LRSD staff members will be trained as 7 Habits of Highly Effective Teen Workshop Facilitators. This will ensure an on-going year to year division wide emphasis on increasing student sense of belonging and reducing student anxiety. Funding has been secured for the majority of this ambitious project but a small portion remains unfunded.

**17-024** Trustee Scherger moved that the Board of Trustees support the Regional Council of Student Leaders - Leadership for Teens project to the amount of \$3,900.00 in an effort to increase LRSD student sense of belonging and help reduce student anxiety.

***Carried***

#### **D.8 Transparency, Expense Claims**

Chair Toone passed the chair to Jeff Perry, Associate Superintendent of Business Services in order to speak to this item.

**17-025** Trustee Toone moved that the Board of Trustees approve the posting on the division website of monthly expense claim forms for all Trustees and the Superintendent on a quarterly basis.

**Proposed 17-026** Trustee Ratcliffe moved to amend the original motion to remove the Superintendent.

Trustee Toone requested a recorded vote.

***Defeated***

Trustees Yagos, Ratcliffe and Stevens were in favor of the motion. Trustees Hodges, McKee, Scherger and Toone were opposed.

**Proposed 17-027** Trustee McKee proposed amending the original motion to read, that the Board of Trustees approve, on a quarterly basis, the posting on the division website of monthly expense claim forms for all Trustees, and the Board of Trustees review the Superintendent's expenses by the Committee of the Whole on a quarterly basis.

***Defeated***

**17-028** Trustee Yagos moved that the Board of Trustee postpone the decision of posting trustees and the superintendent's expenses until the Organizational Meeting.

***Defeated***

A call to read the original motion was made and a recorded vote was requested by Trustee Toone to record the votes.

17-025

Trustee Toone moved that the Board of Trustees approve the posting on the division website of monthly expense claim forms for all Trustees and the Superintendent on a quarterly basis.

**Carried**

Trustees Hodges, McKee, Scherger and Toone were in favor of the motion. Trustees Yagos, Ratcliffe and Stevens were opposed.

**D.9 Board Policy 9**

17-029

Trustee Yagos moved that the Board of Trustees approve the following changes to Board Policy 9 - Committees of the Board:

1 (b) ii) to remove "consider a facilitator" and add "An External facilitator will be appointed";

1 e) ii) change FNMI Education Council to LRSD No. 68 Wisdom and Guidance Council;

1 (f) iii) add that the role of vice;

1 (h) iii) add point "Should the Province request a representative of the Board to be part of provincial negotiations one of the three committee members will be appointed."

**Carried**

**E. Discussion**

**E.1 Preliminary Enrollment**

Jeff Perry, Associate Superintendent of Business Services reviewed the preliminary enrollment figures for the 2017-18 school year. Currently the division is down 53 FTE from the projected numbers. As the Outreach Programs will be taking enrollments up to the end of September we are hopeful the September 30, 2017 official numbers will be close to projection.

**E.2 Committee of the Whole Meetings**

On behalf of Senior Staff, the Board of Trustees discussed agenda topics for the 2017-2018 Committee of the Whole Meetings. Topics included:

1) Hutterite Colonies, 2) First Nations, 3) FOIPP, 4) Technology Safety, Privacy, Confidentiality, 5) Policy Reviews (it was noted Mr. Terry Gunderson will be reviewing all policies at the next governance meeting, 6) Review goals of Board Self Evaluation and CEO Evaluation at the beginning of the year, 7) Relooking Goals, Guiding Principals

**E.3 Draft Dates for Upcoming Board Meetings**

Chair Toone reviewed draft dates for upcoming board meetings which will be brought forward to the October Organization meeting for approval from the Board of Trustees. Additionally Chair Toone will discuss the possibility of holding two board meetings per month. Discussion took place.

Currently Approved Dates

October 17, 2017	Pre-Organization Meeting (Art Gala to follow)
October 24, 2017	Organization / Regular Board Meeting
November 17-18, 2017	Governance Training, Edmonton

Proposed Future Dates

October 23, 2017	Committee of the Whole
November 13, 2017	Regular Board meeting
December 11, 2017	Regular Board Meeting
December 18, 2017	Committee of the Whole
January 08, 2018	Regular Board Meeting

January 15, 2018	Committee of the Whole
February 12, 2018	Regular Board meeting
February 19, 2018	Committee of the Whole
March 12, 2018	Regular Board Meeting
March 19, 2018	Committee of the Whole
April 09, 2018	Regular Board Meeting
April 16, 2018	Committee of the Whole
May 14, 2018	Regular Board Meeting
May 21, 2018	Committee of the Whole
June 11, 2018	Regular Board Meeting
June 18, 2018	Committee of the Whole

#### **D.6 Emergent Motion, Continued**

Chair Toone removed himself as Chair and Trustee Scherger acted as Chain.

17-022

Trustee Toone moved that the Board of Trustees move the scheduled Organizational and Regular meeting of Tuesday, October 24, 2017 to Monday, October 23, 2017.

***Defeated***

Trustee Scherger passed the Chair back to Trustee Toone.

#### **E.4 Divisional Priorities**

The Board of Trustees reaffirmed their support of the current division's goals; (1) Literacy and Numeracy, 2) Success for All Learners, and 3) Transitions in order for administration to continue their work on providing high quality student learning throughout our division.

#### **F. Reports**

##### **F.1 Central Office Senior Management Reports**

The Superintendent and Associate Superintendents reports were distributed and spoke on at the meeting. Reports are posted on the website under Board / Information / Superintendent Reports.

- a) Superintendent Report
- b) Associate Superintendent - Administrative Services
- c) Associate Superintendent - Business Services
- d) Associate Superintendent - Programs & Services

A discussion on attending the School Act review taking place September 21-22, 2017 in Calgary took place. Trustee McKee will attend on behalf of senior administration and the board.

##### **F.2 Chair's Report**

Chair Toone distributed his report and spoke on correspondence received since the last board meeting.

##### **F.3 Trustees' Report (Community Updates & Celebrations)**

Trustee Yagos. Livingstone Ski Academy. Nine international students enrolled. Program very successful and moving forward.  
Trustee McKee. West Meadow Elementary playground structure workshop was held. A huge thanks to all the volunteers that helped.  
Trustee McKee. Stavely Art Show (Willow Creek Composite High, Granum and Stavely) will be held September 29, 2017.

##### **F.4 Professional Learning Sharing**

There was nothing to report at this time.

#### **F.5 Committee Reports**

- 1) Awards Committee (*L. Hodges*)  
*Art Gala will be held October 17th.*  
*Admin Procedure 364, High School Grants & Awards has been updated and sent to all Administrators for review and approval.*
- 2) Professional Learning Committee (*S. Scherger*)  
*There was nothing to report.*
- 3) Policy Review Committee (*C. Yagos*)  
*Reviewed at Meeting of the Whole September 17, 2017; BP 9 updated.*
- 4) ATA Executive and LRSD Liaison Committee (*M. Ratcliffe*)  
*The next meeting will be held after the election.*
- 5) ASBA Zone 6 Representation (*L. Hodges*)  
*General Meeting held September 13, 2017. Two excellent presentations 1) Career Programming Opportunities, 2) Addictions & Mental Health. The next meeting will be November 8, 2017.*
- 6) Alberta SouthWest Regional Alliance (*C. Yagos*)  
*August and September Bulletins were distributed.*
- 7) Wisdom & Guidance Council (*J. McKee*)  
*Information sent to schools to see if current members want to continue on Council.*
- 8) Regional School Council (*L. Hodges*)  
*Request sent to Minister Eggen to attend a regional council meeting. First meeting is scheduled for October 2, 2017.*
- 9) Regional Council of Student Leaders (*S. Scherger*)  
*Funding approved by trustees for the Leadership for Teens training project. Training is scheduled for October 13-14, current venue Granum School.*
- 10) Pincher Creek Police Advisory (*S. Scherger*)  
*Meeting was cancelled. Trustee Scherger spoke on the importance of continuing to have a representative assigned to this advisory group, possibly school administration.*

#### **F.6 Upcoming Dates**

September 30, 2017	Orange Shirt Day
October 2, 2017	Regional School Council Meeting
October 13-14, 2017	RCSL - Leadership Training
October 16, 2017	Trustee Election
October 17, 2017	Pre-Organizational Meeting, LRSD Art Gala
October 20, 2017	Divisional Day
November 8, 2017	ASBA Meeting
November 17-18, 2017	Edmonton; Governance Meeting with ASBA
November 18-21, 2017	ASBA Fall General Meeting

#### **F.7 Next Month Work List Items Review**

- ⇒ Review Actual September 30<sup>th</sup> Enrollment Data
- ⇒ Pre-Audit Meeting
- ⇒ Regional School Council Meeting (October 2 '17; set future meeting dates)
- ⇒ Regional Council of Student Leaders October 13-14 '17
- ⇒ Committee of the Whole - Pre-organizational Meeting
- ⇒ Post-Election - Admin Welcome Back Lunch
- ⇒ Set Dates for Colony Tours
- ⇒ Review ASBA Directions for Action and Policy Changes for Fall General Meeting
- ⇒ Annual Emerging Artists Gala (October 17 '17)
- ⇒ Divisional Day - Long Service Recognition Awards - October 20, 17

#### Updates:

- Add - October, Review CEO / Trustee Self Evaluation
- Add - March, ASBA Review of Budget

## **F.8 Review of Substantive Motions**

The Substantive Motions were distributed to all trustees for review.

## **F.9 LRSD Shining Star Award**

Trustee Toone removed himself as Chair to participate in discussion and Trustee Scherger chaired this item.

**17-030**

Trustee Toone moved that the Board of Trustees establish an award given out monthly to an individual or group that has gone above and beyond to enhance our schools and enrich the lives of our students. In honour of their work the Board will donate \$400 to the school in the name of the recipient. Every year each school community would be recognized once. Selection could be through nomination by parents, staff, students or trustees with the final recommendation being made by the Awards Committee of the Board.

Discussion followed and Trustee Toone rescinded the above motion.

**17-031**

Trustee Toone moved that the Board of Trustees direct the Awards Committee to develop criteria for LRSD recognition towards individuals or groups and the Awards Committee bring the criteria to the Board Meeting in November, 2017 for review.

***Carried***

## **F.10 Three Key Messages From Today's Meeting**

- 1) The Regional Council of Student Leaders will embark on a *Leadership for Teens* training project for LRSD students in an effort to increase LRSD student sense of belonging and help reduce student anxiety. The project will begin with 50 students from across the Division engaging in intense leadership training over the course of the 2017-18 school year. As students work on their self-leadership growth they will collaborate to generate school based projects that will cultivate ways of impacting school culture in a positive manner, influence student health and wellness, build confidence in students to stand up for what is positive and right, and develop and hone student time management, communication and decision making skills. Along with the student / school leadership growth, 7 LRSD staff members will be trained as 7 Habits of Highly Effective Teen Workshop Facilitators in an effort to build staff capacity and enable sustainability of future projects and initiatives. Funding has been secured for the majority of this ambitious project but a small portion remains unfunded. At the September 19, 2017 Board Meeting the Board of Trustees approved support for this project in the amount of \$3,900.00.
- 2) The Board of Trustees reaffirmed their support of the current division's goals; (1) Literacy and Numeracy, 2) Success for All Learners, and 3) Transitions in order for administration to continue their work on providing high quality student learning throughout our division.
- 3) On June 16, 2017 Terry Gunderson from the Alberta School Board Association led the Board of Trustees through the annual evaluation of the Superintendent of Schools, Mr. Dave Driscoll as well as the annual Board of Trustees Self-Evaluation. The Board of Trustees approved both evaluations at the September 19, 2017 Board Meeting.

## **D.2 Board of Trustees Self-Evaluation**

The Board of Trustees Self-Evaluation took place on June 16, 2017 led by Mr. Terry Gunderson of the Alberta School Board Association. The Board of Trustees will review and request approval of their evaluation.



...

Prior to adjourning the meeting, Chair Toone presented a gift to the departing Superintendent, David Driscoll. Trustee Yagos and Chair Toone spoke, thanking him for his leadership, his dedication and hard work over the past four years ensuring growth and the high standards of our division were met. Additionally, Trustees Ratcliffe and Scherger, who decided not to run in the upcoming election, were thanked for their dedication and the work and time they have both put towards making the division successful.

**I. Adjournment**

**17-032**

Trustee Ratcliffe moved to adjourn the meeting at 1605 hours.

***Carried***

---

***Chairman***

---

***Secretary-Treasure***