

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board of Trustees shall hold meetings as often as is necessary. The Board has adopted policies and procedures so that the business of the Board can be conducted in an orderly and efficient manner. Robert's Rules of Order will apply unless superseded by Board Policy.

1. Ward Structure - Elections

1.1 Background

Livingstone Range School Division was formed in 1994-95 as a result of the amalgamation of Willow Creek School Division No. 28, Pincher Creek School Division No.29, and Crowsnest School District No. 78. At the time of amalgamation, Willow Creek School Division was assigned three trustees; Pincher Creek School Division and Crowsnest Consolidated School District were each assigned two trustees.

In 2007, the Livingstone Range School Division Board passed Bylaw 97/01 to adjust boundaries to more closely align with school attendance areas and defined three distinct wards, with trustees representing these wards as follows:

- Two (2) trustees in Ward 1;
- Two (2) trustees in Ward 2;
- Three (3) trustees in Ward 3.

In 2019, the Livingstone Range School Division Board passed Bylaw 2019-01, which outlines the Ward Boundaries, which will be in place for the October 2021 School Board election (see 1.2.2).

1.2 Wards

1.2.1 Three (3) wards have been established within Livingstone Range School Division.

1.2.2 Three (3) trustees are to be elected in Ward 1;
Two (2) trustees are to be elected in Ward 2;
Two (2) trustees are to be elected in Ward 3.

1.3 Revisions to the ward structure may be made from time to time as determined by the Board.

1.3.1 The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held in order to have the revision in effect following that general election.

1.3.2 In the determination of revised ward boundaries, the Board must take into consideration representation by population, trading areas, school attendance areas and growth/depopulation forecasts.

- 1.3.2.1 In balancing representation by population, the unwritten representation rule that can be used is +/- 25% of the average ward population.
 - 1.3.3 Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
- 1.4 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
- 1.5 By-elections may be held as determined by the Board.
 - 1.5.1 During the three (3) year period immediately following a general election, a by-election need not be held if there is only one (1) vacancy on the Board and during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduces the Board to a number that is less than the quorum of the Board plus one (1).

2. Meetings

Where possible the Board is encouraged to schedule committee and other meetings on the same day as its regular meetings in order to be as efficient as possible with divisional resources.

2.1 Organizational Meeting

In accordance with the Education Act, [Board Procedure Regulation](#) Section 1, an Organizational Meeting shall be held annually.

On non-election years, the organizational meeting shall be held in conjunction with the September regular Board meeting.

In any year when Municipal Election takes place the Organizational Meeting shall be held within four weeks following the date of that election.

Each Trustee will take the oath of office immediately following the call to order of the organizational meeting after a Municipal Election. Special provisions will be made for a Trustee taking office following a by-election.

The Associate Superintendent (Business Services) shall act as Chair of the meeting for the purpose of the election of the Board Chair.

Trustees interested in fulfilling the Chair position shall put their names forward at the Organizational Meeting. Each candidate shall provide brief remarks.

Upon election, the Board Chair shall preside over the remainder of the Organizational Meeting.

The election of the Vice-Chair position shall follow the same electoral procedures as the Chair.

The election of the Board Chair and the Vice-Chair shall be for a period of two years. During year two of the chair's mandate, the Organizational Meeting will not consist of elections for Chair and Vice-Chair.

The election to standing committees of the Board and appointment of Board representatives shall be for a period of two years.

The annual organizational meeting shall, in addition:

- a) Confirm the schedule for regular meetings and Committee of the Whole meetings;
- b) Reaffirmation of Standing Committees of the Board in accordance with Policy 9;
- c) Reaffirmation of Board Representatives in accordance with Policy 10;
- d) As per Section 10 of this policy, establish annual honorarium, benefits, mileage rates, board professional development allocation and other expense rates; and
- e) In accordance with the Education Act, Section 85 and 86, review Board member conflict of interest stipulations and determine any disclosure of information requirements.

2.2. Regular Meeting

The Board will meet at least once a month with the exception of the months of July and August. Such meetings will ordinarily be held in the Livingstone Range School Division Board office in Fort Macleod in accordance with the schedule established by the Board.

2.3. Special Meetings

Special meetings of the Board of Trustees may be held from time to time as provided for under Section 69 of the Education Act [Board Procedure Regulation](#) (3)

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all Trustees are present at the special meeting, no other business may be transacted.

2.4. In-Camera Sessions

The Board reserves the right within the constraints of statute to hold In-Camera Sessions. Such sessions shall be convened only by proper resolution of the Board. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the In-Camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- a) individual students;
- b) individual Board employees;
- c) matters of collective negotiations with employees;
- d) acquisition of real property or litigation brought by or against the Board; and
- e) other topics that a majority of the Trustees present feel should be held in private, for the public interest

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session are honour bound not to disclose the details or leave with any minutes or notes of discussion at such sessions.

No official action shall be taken in In-Camera sessions. The Board shall convene or re-convene a regular meeting to take action on any matter discussed.

3. Participation by Electronic Means

Although physical attendance is preferred at regular or special board meetings, participation by electronic means is permitted. The Chair and or designate and one other trustee must be physically present at the meeting location. Individual trustees may access this type of attendance with permission of the Board Chair and/or designate.

4. Agenda for Regular Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Board Meetings. (See Board Agenda Template Appendix A.) The Board of Trustee Annual Work List will be used as a reference in development of agendas.

4.1 Agenda Items

Items may be placed on the agenda in one of the following ways:

- a) By request to the Superintendent and Board Chair at least nine days prior to the Board meeting. (See Board Meeting Item Template Appendix B.)
- b) By notice of motion at the previous meeting of the Board.
- c) By request from a committee of the Board.

The agenda package, containing the agenda and supporting information, will be distributed to each Trustee at least seven days in advance of regular Board meetings.

The Board agenda shall be posted on the Divisional website 5 days prior to the Board meeting.

The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an emergent item.

The Board Chair, with permission of the Board, may change the order of items on the agenda in order to meet deadlines or accommodate delegations.

4.2 Minutes

The Minutes shall record:

- a) a brief summary of the circumstances which gave rise to the matter being placed before the Board;
- b) all resolutions, including the Board's disposition of same, placed before the Board; and
- c) the votes, when and as requested, by a Trustee, as per Section 69 of the Education Act [Board Procedure Regulation](#) (8).

The Minutes shall:

- a) be prepared by the recording secretary;
- b) be reviewed by the Superintendent of Schools or designate prior to submission to the Board;

- c) be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
- d) the unofficial minutes will be posted in draft form on the website within five days of the Board meeting; and upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Associate Superintendent (Business Services) shall establish and maintain a file of all Board Minutes.

It is the responsibility of all Trustees present at a meeting to check the minutes for errors or omissions. Upon adoption by the Board, an electronic copy is saved and the approved minutes are posted on the website.

4.3 Motions

Motions do not require a seconder.

a) Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A Trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A Trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The Trustee need not be present during the reading of the motion, however if the Trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

b) Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

c) Speaking to the Motion

The mover of a motion speaks first and every Trustee shall have an opportunity to speak to the motion. The mover of the motion is permitted to close debate on the motion.

The Board Chair has the responsibility to limit the discussion by a Trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a Trustee arrive at the meeting after a motion has been made and prior to taking a vote, the Trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

d) Reading of the Motion

A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking. At the conclusion of the debate and immediately prior to the vote the motion will be read.

e) Required Votes

The Board Chair and all Trustees present, unless excused by resolution of the Board or by the provisions of the Education Act [Board Procedure Regulation](#) (9), shall vote on each question. Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

f) Recorded Vote

The recording secretary shall, whenever a recorded vote is requested by a Trustee before the vote is taken, record in the minutes the name of the Trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken and on the request of a Trustee, record in the minutes the name of that Trustee and whether that Trustee voted for or against the matter or abstained.

5. Delegations to Board Meetings

The Board of Trustees believes that public participation in the affairs of the Division strengthens and enhances the educational services made available to students. The Board will meet with delegations at regular Board meetings in accordance with the following procedures.

Individuals or groups wishing to make representation to the Board:

- a) shall make a request to the Superintendent and provide the nature of the matter to be discussed with the Board at least nine days prior to the regular Board meeting; and
- b) may be granted, by the Superintendent and the Board Chair, an appointed time on the meeting agenda at which to make representation.

The following procedures will normally govern the conduct of the hearing and will be provided to the delegation prior to the Board meeting:

- a) the delegation will be asked if they object to their personal names appearing in the minutes;
- b) the delegation may make its presentation in writing and/or orally;
- c) the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum;
- d) the delegation shall be entitled to complete its presentation, within a period of fifteen minutes, or as determined by the Board Chair without questioning or comments from the Board;
- e) upon completion of the presentation the Board Chair shall allow Trustees to ask questions of clarification of the delegation for a period of fifteen minutes, or as determined by the Board Chair; and

- f) an acknowledgement of the delegation and any decision, if required, by the Board will be communicated to the delegation in writing as soon as possible.

6. Board Member Honoraria, Benefits and Expenses

Trustees are expected to participate in the established meetings of the Board and its Committees. They are also encouraged to engage in appropriate meetings and events that enhance the effectiveness of their governance work, in accordance with the following guidelines:

- 6.1 Trustees will receive remuneration in the form of honoraria and expenses when involved in eligible activities of the Board as specified in Appendix C.

- a) Base Honorarium (Remuneration)

Trustees shall receive a base monthly amount for activities and incidental costs, as specified in Appendix C, related to their duties as trustees including but not limited to the following:

- (a) Meeting preparation;
- (b) Filling the responsibilities outlined in Policy 4, Role of the Trustee;
- (c) Attendance at school events including but not limited to school fundraisers, school celebrations, etc.
- (d) Professional reading
- (e) Visiting with stakeholders;
- (f) Advocating for public education;
- (g) Referring administrative matters/complaints to the Superintendent;
- (h) Internet, phone, and mobile costs

- b) Per Diem Honorarium (Remuneration)

Trustees shall receive remuneration, as specified in Appendix C, for the following activities:

- a) Regular Board Meetings; In-Camera Sessions
- b) Special Board Meetings;
- c) Meetings of committees of the Board;
- d) Meetings with Division staff, tours of facilities and other meetings as planned by the Board;
- e) ASBA Zone 6 Meetings
- f) ASBA FGM, SGM and Orientation (New Trustees only);
- g) Attendance at school activities assigned by the Board. Trustees are welcome to attend all Graduations and other special events but only the Trustee assigned to the event will be compensated.
- h) Other meetings for Trustees assigned by the Board as representatives such as TEBA.
- i) School Council Meetings

The Board Chair or designate will be expected to represent the Board at other events as required or deemed appropriate.

The Board will determine by motion at a regular board meeting if Trustee representation is desired, and the nature of such representation, at other professional learning opportunities, community meetings or events.

c) Time for Travel

- a) Claim for travel time is only permitted where the Trustee is eligible for the per diem remuneration (10.1.b) and professional development activities that fit within the guidelines in Appendix C (4)
- b) Trustees will be remunerated on an hourly basis for their time traveling to and from eligible events > than 15 km based on the rate and formula in Appendix C.

6.2 Trustees will be reimbursed for the actual time included on the agenda or program for a meeting or event. (For example, a meeting that starts at 9:00 and ends at 4:00 would be considered 7 hours.)

6.3 The Board, on an annual basis, shall establish rates for trustee base honorarium, per diem honorarium, hourly travel and reimbursement of personal expenses.

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 will be paid for hotel accommodations, meals, parking fees, taxi fares, hotel Internet access, and business phone calls upon submission of receipts.
 - c) Required registration fees for attendance at 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 third day of the following 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.
- d) The Division will maintain a group, member-only, 24-hour-a-day accident insurance plan for each Trustee to the maximum principal sum of \$350,000 in recognition that the Trustee may be involved in an accident resulting in death, dismemberment, loss of sight, or paralysis while involved on Board business.
- e) The Division will subsidize the Alberta School Employee Benefit Plan (ASEBP) premiums for Trustee coverage at a rate of 100%. Trustees 65 years and over will be

reimbursed the equivalent amount to cover their benefit premiums upon submission of supporting documentation.

Legal Reference: Section 1, 2, 3, 4, 7, 8, 10, 53, 64, 65, 85, 88, 137, Education Act

Board Procedure Regulation

Approval Date: October 14, 2003

Revised: February 13, 2007

Amended: September 08, 2009

Part 6: Public Service Subsistence, Travel and Moving Expenses Regulation

Renumbered BP 7 September 08, 2009 (Previously BP 8)

Renumbered BP 8 September 14, 2010

Updated: December, 2011

Revised: February, 2013; October, 2013; January, 2015; June, 2015; December, 2016, March, 2017, December, 2018, February, 2019, September, 2019, January 2020

**Livingstone Range School Division
Central Office, Fort Macleod**



2019 – 2020 School Year

Board Meeting

Trustees:

Date:
Venue:

Time:

Call to Order

(Time) **A. Call to Order** *Chair*

(Time) **A.1 Acknowledgement of Land**

Consent Agenda

(Time) **B. Consent Agenda** *Chair*

- B.1 Approval of Minutes**
- B.2 Business Arising from the Minutes**
- B.3 Board Chair Monthly Report**
- B.4 Trustee Monthly Reports**
- B.5 Central Office Senior Management Reports**
- B.6 Community Updates and Committee Reports**

Emergent Changes to the Agenda

(Time) **C. Emergent Changes to the Agenda**
Chair

Declaration of Conflict of Interest

(Time) **D. Declaration of Conflict of Interest**
Chair

Discussion/Information Items

E. Discussion/Information Items

(Time) **E.1 Professional Learning**

Action Items

(Time) **F. Action Items**

Literacy and Numeracy

(Time) **G. Literacy and Numeracy**

Success for All Learners

(Time) **H. Success for All Learners**

Transitions

(Time) **I. Transitions**

Key Messages

(Time) **J. Three Key Messages from Today's Meeting**
 1)
 2)
 3)

In-Camera

(Time) **K. In-Camera** *Chair*

Adjournment

(Time) **L. Adjournment**

Trustee Board Agenda Item



Trustee Name:

Meeting Date:

To be sent to the Board Chair, Superintendent and Executive Assistant prior to the Board Meeting (per Board Policy 8). The Board Chair will confirm the agenda item(s) with the Superintendent and sender of items.

Email to: hodge1@lrsd.ab.ca; seguind@lrsd.ab.ca; lytwynn@lrsd.ab

Item 1

Action Item Discussion Item Information Item

Heading:

Time Required:

Lead in (as it is to appear on the agenda):

Item 2

Action Item Discussion Item Information Item

Heading:

Time Required:

Lead in (as it is to appear on the agenda):

Item 3

Action Item Discussion Item Information Item

Heading:

Time Required:

Lead in (as it is to appear on the agenda):

Appendix C. Trustee Honorarium & Personal Expense Reimbursement - See Section 6.

TRUSTEE HONORARIUM & PERSONAL EXPENSE REIMBURSEMENT

September 11, 2019

1. Base honorarium (remuneration) (6)
 - Board Chair \$566.67 per month
 - Board Vice Chair \$491.67 per month
 - Trustee \$416.67 per month

1a. KM will be paid, not travel time

2. Per Diem honorarium (remuneration)(6)
 - \$ 50.85 (up to 2 hours)
 - \$101.70 (up to 4 hours)
 - \$180.90 (up to 8 hours)
 - \$265.50 (over 8 hours)

3. 2a Travel Time (remuneration) (6) \$20

The calculation of Trustee time to attend meetings and events will recognize the time it takes to travel from one's residence to the location of the meeting or event, and return. Travel is calculated based on 1 hour of time per 100 km of travel rounded to the closest quarter hour. (For example, 140 km would equate to 1.5 hours of travel time and 130 km would equate to 1.25 hours of travel time.)

4. Professional development (PD) funds for Trustees shall be set at a total of \$28,000 per year during the 4 year term, budget permitting. Of this \$24,500 is designated for individual Trustee remuneration and expenses related to attendance at Conferences, Conventions, Workshops and any other meeting that does not meet the criteria found in section 6 of policy 8. The remaining \$3,500 is designated for group professional development for Trustees.

Individual Trustee PD funds to a maximum of \$2,000 can be carried over one year in order to attend an event with higher costs.

In order to access PD funds the individual Trustee will request approval at a public board meeting to ensure that the funds are being spent in line with relevant Trustee professional development activities, Board Goals and Priorities.

5. Per km reimbursement for travel > 5 km as per the provincial rate: \$0.505 per km for eligible meetings. (6)
6. Meals reimbursement Breakfast \$10, Lunch \$12, Supper \$25 or based on receipt.