



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

The Regular Board Meeting of Livingstone Range School Division No. 68 was held on Tuesday, February 9, 2016 at 0930 hours at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

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

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

Regrets: Ken Sampson, Associate Superintendent, Programs & Services

A. Call to Order

Brad Toone, Chairman called the meeting to order at 0932 hours.

B. Emergent Changes to the Agenda

F.3 Setting of Meetings with MP, MLA and Minister of Education *C. Yagos*
F.4 Update on School International Travel *D. Driscoll*

15-065 Trustee Yagos moved that the February 9, 2016 Agenda be approved by the Board of Trustees as amended.

Carried

C. Adoption of Minutes

15-066 Trustee Scherger moved that the minutes from the January 12, 2016 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

Carried

D. Action Items

D.1 Opening of New Bank Account

Jeff Perry, Associate Superintendent of Business Services discussed opening of a new bank account to accept credit card payments on School Cash Online. Mr. Perry explained the Bank of Montreal requires a Board Motion approving the opening of this account which will be a chequing account with deposits going in from the Credit Card purchases made by parents and money going out to the schools for the fees that parents paid online.

15-067 Trustee Hodges moved that the Livingstone Range School Division No. 68 Board of Trustees approve Senior Management to open a new bank account in order to accept credit card payments on School Cash Online and that both the signature of the Superintendent and Associate Superintendent of Business Services are required for the account.

Carried

D.2 Compensation Transparency

Chair Toone removed himself as Chair in order to participate in the discussion of this item. Chairmanship was passed to Jeff Perry, Associate Superintendent of Business Services.

Trustee Scherger spoke on the Public Sector Compensation Transparency Act which increases transparency by requiring the disclosure of compensation paid to a wide variety of public sector employees, appointees and others. New legislation will expand the so-called 'sunshine' list to include certain employees who work for agencies, boards, commissions, post-secondary institutions and health service entities.

School Boards are required by the School Act to disclose the compensation paid to board members, superintendents and secretary treasurers. Currently LRSD compensation is reported annually through the Division audited financial statements. Further to this level of transparency it is being proposed that compensation and expenses for all board members and the Superintendent be reported monthly at the Regular Board Meeting.

Part 1

Trustee Scherger moved that the Board of Trustees publicly disclose all compensation and expenses for Board Members and the LRSD Superintendent monthly at the LRSD Regular Board Meetings.

Trustee Toone moved to amend the above motion by changing 'monthly' to 'bi-annually' and striking 'to be reported monthly at the Regular Board Meeting' which was accepted by Trustee Scherger. Discussion of the amended motion took place.

15-068

Amended motion: that the Board of Trustees publicly disclose all compensation and expenses for Board Members and the LRSD Superintendent bi-annually.

Carried

Part 2

Trustee Scherger moved that the Board of Trustees establish through policy a standing committee with the responsibility of work as detailed below:

Purpose:

To review all compensation and expenses of Board Members and the Superintendent bi-annually.

Powers and Duties:

To review all compensation and expenses of Board Members and the Superintendent;

In relation to compensation and expenses to refer any discrepancies, concerns or lack of transparency to the Board;

To recommend amendments to policy in relation to transparency of compensation.

Membership:

Three Trustees;

Associate Superintendent of Business Services.

Meetings:

Bi-annually as convened by the Committee Chair.

Discussion followed.

15-069

Trustee Toone moved that the item of establishing through policy a standing committee to review all compensation and expenses of Board Members and the Superintendent bi-annually be postponed until the next Board Meeting.

Defeated

Discussion followed.

15-070

Trustee Ratcliffe moved that the Board of Trustees postpone the motion presented of establishing through policy a standing committee to review all compensation and expenses of Board Members and the Superintendent bi-annually until the Organization Meeting.

Carried

Associate Superintendent Jeff Perry passed the chair back to Trustee Toone.

D.3 Board Policy 21

Trustee Ratcliffe discussed how the NDP Provincial Government has mandated all Alberta School Boards put an LGBTQ policy in place by March 31, 2016 and that Board Policy 21, *Welcoming, Caring, Respectful, and Safe Learning Environment* has been amended to reflect the safety and well-being of LGBTQ students in Livingstone Range School Division.

A call for the motion was requested by Chair Toone.

Trustee Ratcliffe moved that the Board of Trustees approve the first reading of the amended Board Policy 21, *Welcoming, Caring, Respectful, and Safe Learning Environment* to reflect the safety and well-being of LGBTQ students in Livingstone Range School Division as presented, or amended.

Discussion followed and Trustee Scherger moved to amend the original motion by striking out 'Procedure XX, (Sexual Orientation and Gender Identity)' from Board Policy 21, Item (3) of Regulations.

15-071

Trustee Scherger moved that the Board of Trustees amend the wording of Item 3, Regulations of Board Policy 21, *Welcoming, Caring, Respectful, and Safe Learning Environment* to read; The Board expects that all trustees, staff and students will adhere to the School Act 16.1(1) and all other acts and legislations in effect which ensures a welcoming, caring, respectful and safe learning environment.

Defeated

Discussion followed. Chair Toone asked that the original motion be voted on.

Trustee Yagos appealed the chair's decision to call for a vote and requested further discussion.

15-072

Chair Toone called for a vote on re-opening the discussion.

Defeated

Chair Toone called to vote on the original motion.

15-073

Trustee Ratcliffe moved that the Board of Trustees approve the first reading of the amended Board Policy 21, *Welcoming, Caring, Respectful, and Safe Learning Environment* to reflect the safety and well-being of LGBTQ students in Livingstone Range School Division as presented.

Carried

D.4 Board of Trustees Benefits

Chair Toone had requested Mr. Perry to survey other jurisdictions to find out what benefits their Trustees receive above and beyond regular remuneration to support them in their role as Trustee, e.g., laptops, cell phones, tech allowances. Mr. Perry provided Trustees with the results of the survey.

Trustee Ratcliffe moved at the January 12, 2016 Board Meeting that the Board of Trustees table the discussion on Board Benefits and have a motion presented at the next Board Meeting.

15-074

Trustee Ratcliffe moved that the Board of Trustees add the item of Board Benefits to the February 22-23, 2016 Board Retreat agenda in order to provide Trustees with adequate time to review the related information in greater detail.

Carried

Due to time constraints the following agenda items did not occur as 3. Christy Bazell entered the Boardroom at 1040 hours and left at 1125 hours; Bill Forster entered at 1110 hours and left at 1210 hours. A break was held at 1043 hours and the meeting was called back to order at 1050 hours.

D.5 School Fees

Chair Toone requested Jeff Perry, Associate Superintendent of Business Services chair this item in order that he partake in discussion.

Based on the new Education Act regulations, Trustees Toone and Ratcliffe put forth a recommendation to create a committee to review the school fees of the division in conjunction with administration. This would include material and instruction fees and all other site based fees, with the desire of standardizing, reducing and/or eliminating fees where possible. The committee will present the recommendations back to the Board for approval of the updated fee structure for the 2016-2017 school calendar year.

Application: This regulation applies to every board that chooses to charge school fees pursuant to Section 57 of the Act.

Establishment of Policies and Procedures: A board must establish policies and procedures respecting the charging of school fees.

Contents of Policies and Procedures: The policies and procedures established under Section 2 must, at a minimum, include the following:

- a) a requirement to consult with parents prior to setting, increasing or decreasing school fees;
- b) a requirement to demonstrate to parents the need to charge school fees;
- c) a requirement to maintain financial statements in a form set by the Minister demonstrating that the school fees collected have been spent for the same purpose for which they were collected;
- d) the circumstances in which school fees may be waived;
- e) the process a parent must follow in order to request a school fee be waived.

Chair Perry called for the motion.

Trustee Toone moved that the Board of Trustees, based on the new Education Act 'draft' regulations, appoint a committee to review the school fees of the division in conjunction with administration to include material and instruction fees and all other site based fees, with the desire of standardizing, reducing and/or eliminating fees where possible. The committee will present the recommendations back to the Board for approval of the updated fee structure for the 2016-2017 school calendar year.

Discussion followed and Trustee Toone amended the above motion.

15-075

Trustee Toone moved that the Board of Trustees, based on the new Education Act 'draft' regulations, assign the Policy Review Committee to review the school fees of the division in conjunction with administration to include material and instruction fees and all other site based fees, with the desire of standardizing, reducing and/or eliminating fees where possible. The Policy Review Committee will present the recommendations back to the Board for approval of the updated fee structure for the 2016-2017 school calendar year.

Carried

E. Presentations / Putting Students First

E.1 Divisional Priority 3; Transitions

Darryl Seguin, Associate Superintendent of Administrative Services gave a history of the Career Practitioner Program which was initiated as a pilot program at the beginning of the current school year. Mr. Seguin introduced Christy Bazell, Career Practitioner at Willow Creek Composite High and F.P. Walshe. Ms. Bazell provided the Board with an update of her work in helping students prepare for success after high school, distributed handouts and spoke on her role in the schools, resources, relationship building and upcoming events. She also provided a history of what has been accomplished so far; 218 student appointments, 39 recruiters on campuses and 23 classroom presentations and workshops, all of which gives students a purpose of where they want to go after school. Ms. Bazell was accompanied by two Willow Creek Composite High School students, Josh Harder and Alex Willis, who each gave a presentation on how having Ms. Bazell and the career practitioner program in place, has helped and guided them towards their future career.

E.2 F.P. Walshe School AERR Presentation

Bill Forster, Principal of F.P. Walshe School presented his Annual Results Report and Three Year Plan to the Board of Trustees which was distributed to all board members. Mr. Forster reviewed the 2012-2015 school goals, summarizing the highlights and concerns. Mr. Forster spoke on the schools' current focus, those goals being; 1) Increased Achievement Through Improved Literacy Across the Curriculum, and 2) Increased Sense of Belonging for all School Community Members.

F.P. Walshe's presentation, AERR & Three Year Plan is located on their website for viewing at <http://tinyurl.com/jusu83v>

The meeting broke for lunch at 1210 hours and the meeting was called back to order at 1305 hours.

E.3 Matthew Halton High School Robotics

Matthew Halton High School students have been engaging in some inspiring work with Robotics. Kevin Sheen, Teacher and three students, Abi Cryderman, Brooke Hammond and Alyssa Dollman joined the Board via video conference to share their accomplishments, using EV3 Lego kits for building the robots and using the Lego Mindstorms software for the programming. The students demonstrated how they set up the programming and gave a demonstration with their robot 'driving bot'. Mr. Sheen noted that by the end of the year, most students in Grades 7-9 will have had the opportunity to have instruction in Robotics.

F. Discussion Items

F.1 Financial Update

Mr. Perry, Associate Superintendent of Business Services reviewed the Monthly Financial update for the period ended January 31, 2016 which represents the completion of approximately 50% of the 2015-2016 school year and 41.67% of the fiscal year.

F.2 Ward 2 Local Authorities By-Election

At the November 10, 2015 Board Meeting a motion was passed to revisit the Ward 2 Local Authorities By-Election at a later date. Trustee Yagos led a discussion on further action to this by-election.

Trustee Ratcliffe moved that the Board of Trustees hold a Local Authorities By-Election in Ward 2 with dates as set by Jeff Perry, Associate Superintendent of Business Services.

Carried

F.3 Setting of Meetings with MP, MLA and Minister of Education

Trustee Yagos opened discussion on setting of meetings with our MP, MLA and Minister of Education as set out in the Trustees Areas of Emphasis and Work List. Mr. Perry suggested with the opening of the Fort Macleod modernized schools is a good time to meet with the Minister of Education as he would be visiting at that time. Chair Toone will send an invitation to our MP and Ms. Buckland to our MLA.

F.4 Student International Travel

Superintendent Dave Driscoll updated the Trustees on international travel as a follow-up from the December, 2015 Board Meeting, in regards to current world events. Mr. Driscoll stated there haven't been any changes at this point, and travel sites are constantly being monitored. Parents have been advised if they are not personally comfortable with their child(ren) travelling they can withdraw from the travel program, however they need to be aware of the cancellation policy. Mr. Driscoll also reviewed Administrative Procedure 259, Off-Campus Activities.

G. Information

G.1 Fort Macleod Modernization

Jeff Perry, Associate Superintendent of Business Services gave an update on the modernization project in Fort Macleod, showing pictures of the progress of work taking place. Both W.A. Day and F.P. Walshe schools are on schedule with a foreseen opening this September.

Mr. Perry also informed the Board that Alberta Education has given LRSD notice they will hold a Value Management Session in Nanton in March. Prior to having the VMS with Alberta Education Mr. Perry spoke on the importance of having another community session facilitated by FWBA Architects.

G.2 Projected Enrollment

Jeff Perry, Associate Superintendent provided the Board with projected enrollment figures for the 2016-2017 school year. Currently school administrators show a decline of 115.5 students (3.4%) from the current enrollment.

H. Reports

H.1 Central Office Senior Management Reports

The Superintendent and Associate Superintendents distributed their monthly reports and spoke on the highlights of meetings and work they have been involved in since the last meeting and key areas of projects they will be working on next month. A copy of their reports is posted on our website under Board / Documents.

- a) Dave Driscoll, Superintendent Report
- b) Darryl Seguin, Associate Superintendent - Administrative Services
- c) Jeff Perry, Associate Superintendent - Business Services
- d) Ken Samson, Associate Superintendent - Programs & Services was absent from the meeting however his report was available.

H.2 Chair's Report

Chair Toone spoke on attending two TEBA Meetings as well as attending the PBOE Dinner Meeting.

H.3 Trustees' Report (Community Updates & Celebrations)

- (B. Toone) Attended the Livingstone School Parent Ski Meeting.
(C. Yagos) Isabelle Sellon School, 2 Schools - 1 Book. Very well done. Excellent coverage by the local radio station.
- (J. McKee) Stavely and West Meadow Elementary; 2 Schools - 1 Book. A.B. Daley and Stavely; joint fiddle session Granum; Family Literacy Night was very well done
- (S. Scherger) Matthew Halton High working with PBOE, Elder in the Making. Exciting partnership.
Worked on Principal Profile with community. Great process.

H.4 Professional Learning Sharing

Trustee Ratcliffe shared information on Shaping the Future Conference which was held in Kananaskis January 28-30, 2016.

H.5 Committee Reports

Standing Committees

- a) Awards Committee (L. Hodges)
Awards Committee met and reviewed the list of awards. Will forward the minutes from the meeting and would like to have this item as an agenda item at the next board meeting.
- b) Professional Learning Committee (S. Scherger)
The Board Retreat is scheduled for February 22-23, 2016 at Waterton. Researching further speakers for the board planned Parliamentary Workshop being held in June at Red Deer.
- c) Policy Review Committee (M. Ratcliffe)
The Committee has been working on Board Policy 21, per Action Item. No further work to report at this time.

External Committee

- a) ATA Executive and LRSD Liaison Committee (M. Ratcliffe)
Trustee Ratcliffe noted the next meeting will be held February 11, 2016.

Board Representatives

- a) ASBA Zone 6 Representation (L. Hodges)
Trustee Hodges reviewed items from the last General Meeting and noted the executive meeting was being held February 10, 2016 at Lethbridge No. 51.
- b) Alberta SouthWest Regional Alliance (C. Yagos)
Trustee Yagos noted there wasn't a recent meeting however distributed their February Bulletin.
- c) First Nation Education Council (J. McKee)
Trustee McKee's noted the Council Meeting scheduled for February 8, 2016 at Kainai High School was cancelled.

Other

- a) Regional School Council (L. Hodges)
Trustee Hodges said the February 1, 2016 VC Meeting went well. She will be sending out the minutes from the meeting.
- b) Regional Council of Student Leaders (S. Scherger)
The next meeting is scheduled for March 16, 2016. Their conference is set for April 15, 2016. Mr. Perry noted he will be meeting with the Treasurer to review the budget prior to the conference.
- c) Alberta SW Broadband (B. Toone)

Attended the meeting last month and work is moving along. The current CRTC survey was discussed; an opportunity for all to have voice in the shaping of rural internet.

- d) Pincher Creek Police Advisory Committee (S. Scherger)
Was unable to attend the last meeting.

I.6 Key Messages

Three Key Messages selected by the Board of Trustees from today's meeting are:

- 1) At the November 10, 2015 Board Meeting a motion was passed to revisit the **Ward 2 Local Authorities By-Election** at a later date. Today at the Board Meeting the Board of Trustees passed a motion to hold another By-Election, the dates to be set by Jeff Perry, Associate Superintendent of Business Services.
- 2) The Board of Trustees, based on the new Education Act 'Draft' regulations, assigned the Policy Committee to review **school fees** of the division in conjunction with administration to include material and instructions fees and all other site-based fees, with the desire of standardizing, reducing and/or eliminating fees where possible. The Policy Committee will present the recommendations back to the Board for approval of the updated fee structure for the 2016-2017 school calendar year.
- 3) The Board of Trustees approved the first reading of the revised Board Policy 21, **Welcoming, Caring, Respectful and Safe Learning Environment** to reflect Section 16.1(1) of the School Act. The first reading of this policy will now be provided to school administrators to share and seek consultation with staff and parents. The board will take the information gained and review the policy prior to the 2nd and 3rd readings. Once approved the division and school administrators will prepare an Administrative Procedure which will align with the board policy.

J. In-Camera

15-077 Trustee Yagos moved that the meeting go in-camera at 1535 hours. **Carried**

15-078 Trustee Hodges moved the meeting revert to regular session at 1634 hours. **Carried**

K. Adjournment

15-079 Trustee Yagos moved that the meeting be adjourned at 1635 hours. **Carried**

Chairman

Secretary-Treasure