

Livingstone Range School Division Minutes of the Board of Trustees

The Regular Board Meeting of Livingstone Range School Division was held on March 25, 2025 commencing at 0900 hours at the LRSD Division Office, G.R. Davis Administrative Building, Fort Macleod, Alberta. Following are the minutes from the meeting.

Attendance: Trustee(s) Lori Hodges, Lacey Poytress, Greg Long, Brad Toone, Clara Yagos, Carla Gimber and Kathy Charchun

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

A. Chair called the meeting to order at 0902 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 February 17 & 24, 2025 Special Meeting Minutes and the February 25, 2025 Regular Board Meeting 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 2024-25

B.4 Chair Monthly Report

B.5 Superintendent Monthly Report

B.6 Associate Superintendent Monthly Report

B.7 Committee Efficiencies Report(s)

B.8 Professional Learning

B.9 Board Policies (8, 19, 20 & 22)

B.10 Alberta Rural Education Symposium Reports

Trustee Charchun added item Rural Caucus PD Report.

24-225 Trustee Long moved that the March 25, 2025 Consent Agenda be approved by the Board of Trustees as amended.

Carried

C. Emergent Changes to the Agenda

24-226 Trustee Gimber moved to add a motion as Item F.7 regarding an Interview Panel.

Carried

- 24-227 Trustee Toone moved that the March 25, 2025 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

Carried

D. Declaration of Conflict of Interest

- 24-228 The Chair asked that the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the March 25, 2025 Board Meeting and if so should declare them.

None – Declared

Jason Kupery, Director of Learning, Palliser School Division and Joelle Reynolds, Director, Youth Initiatives, Lethbridge Polytechnic entered meeting at 0901 hours.

E. Presentations

E.1 Southern Alberta Collegiate Institute (SACI) Update

Jason Kupery, Director of Learning, Palliser School Division and Joelle Reynolds, Director, Youth Initiatives, Lethbridge Polytechnic updated the Board of Trustees regarding the Southern Alberta Collegiate Institute (SACI).

Laura Stocker, Health & Safety Coordinator, entered meeting at 0930 hours.

E.2 Occupational Health and Safety (OH&S)

Laura Stocker, Health & Safety Coordinator, provided an update on Health and Safety throughout the Livingstone Range School Division.

Chair called a health break at 1009 hours.

Chair called meeting back to order at 1016 hours.

Tara Tanner, Division Principal and Coby Potyok, Assistant Principal, LRSD Pursuits entered meeting at 1013 hours.

E.3 LRSD Pursuits

Tara Tanner, Division Principal, provided an update on Pursuits programming in the Livingstone Range School Division.

- 24-229 Trustee Poytress moved that the Board of Trustees go in camera at 1033 hours.

Carried

24-230 Trustee Yagos moved that the Board of Trustees revert the meeting back to the regular board meeting at 1038 hours.

Carried

Jason Kupery, Director of Learning, Palliser School Division and Joelle Reynolds, Director, Youth Initiatives, Lethbridge Polytechnic exited meeting at 0939 hours.

Laura Stocker, Health & Safety Coordinator, exited meeting at 1008 hours.

Tara Tanner, Division Principal and Coby Potyok, Assistant Principal, LRSD Pursuits exited meeting at 1031 hours.

F. Action Items

F.1 Third-Party Assessment for Capital Plan Prioritization

24-231 Trustee Poytress moved that the Board of Trustees engage a third-party consultant to assess the current state and future needs of Canyon, Matthew Halton, and Livingstone schools. This assessment will provide an objective analysis to determine which school should be prioritized first on the capital plan list.

Postponed

24-231 Trustee Gimber moved to postpone this question until the April regular board meeting and Administration provides information from the previous facility review report.

Carried

Mr. Jeff Perry, Associate Superintendent, Business Services will share update information regarding Livingstone School prior to motion.

F.2 Trustee Budget Report

24-232 Trustee Yagos moved that the Board of Trustees recommends that the 2024 and 2025 Trustee Budget Report as presented by Jeff Perry and Jordan Gunderson be posted on the Livingstone Range School Division Website for transparency and accountability to the public.

Trustee Charchun requested a recorded vote.

For: Toone, Long, Yagos and Charchun

Opposed: Gimber, Hodges, Poytress

Carried

F.3 Livingstone Range School Division Three Year Capital Plan and Ten Year Facilities

- 24-233 Trustee Poytress moved that the Board of Trustees approve the updated Livingstone Range School Division Three Year Capital Plan to be submitted to Alberta Education by April 1, 2025.

Carried

F.4 2025-2026 Instructional Funding Allocation

- 24-234 Trustee Yagos moved that the Board of Trustees approve the Instructional Funding Allocation Formula as presented for the 2025-2026 school year.

Carried

F.5 Quarterly Financial

- 24-235 Chair Hodges moved that the Audit Committee recommends that the Board of Trustees approve the Quarterly Financial Report as presented.

Carried

Chair called a lunch break at 1208 hours

Chair called meeting back to order at 1238 hours.

F.6 Capital and Facilities Plans Approved by the Board of Trustees

- 24-236 Trustee Yagos moved that the Board of Trustees recommends that Pre Planning begins through a community engagement session for Livingstone School modernization by the middle of May, 2025.

Amendment

- 24-236 Trustee Long moved that the Board of Trustees remove the date.

Carried

Amended

- 24-236 Trustee Yagos moved that the Board of Trustees recommends that Pre Planning begins through a community engagement session for Livingstone School modernization.

Defeated

F.7 Emergent motion March 25, 2025

- 24-237 Trustee Gimber moved that the Board believes strong leadership and administration at the Division and school levels are essential to the effective and efficient operation of the Division.

There are many school divisions in Alberta with a Policy 16 - the Recruitment and Selection of Personnel. While they all have unique characteristics for their Division, the commonality is their Boards believe that the recruitment and selection of Division administrative personnel is a shared responsibility between the Board and the Superintendent. Attached are Policy 16 from Rocky View Public School Division, Policy 16 from Red Deer Public School Division and

Policy 16 from Westwinds School Division. The Westwinds School Division is often used as a comparison due to its location and size being similar to LRSD.

The Livingstone Range School Board recommends:

1. Drafting a policy for the Recruitment and Selection of Personnel, to be known as Policy 25. The Westwinds School Division Policy 16 will be used as the template.
2. The Policy Committee reviews the content of the draft Policy 25 for inconsistencies with other LRSD policies relating to the recruitment and selection of personnel, and will bring it forward to the April Regular Board Meeting as the first reading of the new policy.
3. The immediate implementation of an interview panel, created by the Superintendent, for the appointment of candidates to the positions of principal and vice principal. The panel shall include Board Representative(s) who will be the local trustee(s), where possible. The final selection will be made by the Superintendent.

Amendment
24-237

Trustee Long moved to add after interview “and advisory” to item #3.

Carried

Amended
24-237

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and selection of personnel, and will bring it forward to the April Regular Board Meeting as the first reading of the new policy.

3. The immediate implementation of an interview and advisory panel, created by the Superintendent, for the appointment of candidates to the positions of principal and vice principal. The panel shall include Board Representative(s) who will be the local trustee(s), where possible. The final selection will be made by the Superintendent.

Trustee Toone requested a recorded vote:

For: Toone, Gimber, Hodges, Poytress, Long

Opposed: Yagos, Charchun

Carried

Motion Arising from Business

- 24-238 Trustee Toone moved that the Board of Trustees approve the recommendation of a comprehensive communication framework to establish best practices for communication among trustees and administration. This would come to a public meeting for approval. The framework aims to ensure that all trustees are informed and that the administration has clear guidelines for effective communication and information sharing.

Chair asked to be recused at 1327 hours.

Mr. Jeff Perry, Associate Superintendent, Business Services assumed Chair position at 1327 hours.

Amendment

- 24-238 Trustee Gimber moved to change the last line to read as: The framework aims to ensure that all parties are informed and have clear guidelines for effective communication and information sharing.

Carried

Amended

- 24-238 Trustee Toone moved that the Board of Trustees approve the recommendation of a comprehensive communication framework to establish best practices for communication among trustees and administration. This would come to a public meeting for approval. The framework aims to ensure that all parties are informed and have clear guidelines for effective communication and information sharing.

Carried

Trustee Hodges assumed chair position at 1339 hours.

Discussion/Information Items – Not required at this time.

- H. In-Camera
- H.1 In-Camera Items
- Labour

24-239 Trustee Yagos moved that the Board of Trustees go in-camera at 1341 hours.
Carried

24-240 Trustee Poytress moved that the Board of Trustees revert the meeting back to the regular board meeting at 1422 hours.
Carried

Motion Arising from Business

24-241 Trustee Toone moved that the Board of Trustees direct the Board Chair to contact Superintendent Recruiter X to facilitate the Livingstone Range School Division Superintendent Recruitment to begin as soon as possible.
Carried

H. Key Messages from Today's Meeting

- 1) Presentation (s) – All Three
- 2) Trustee Budget Report
- 3) 3 year Capital Plan – Announcement - Pre-Planning LIV
- 4) Quarterly Report

NOM Trustee Toone made a notice of motion for the April 29, 2025 Board Meeting. "That the Board of Trustees establish an Executive Governance Committee. This committee shall be responsible for overseeing governance review and evaluation matters and will include as one of its responsibilities the representation of the Board in the hiring process for Deputy Superintendent."

I. Press Release Items from Today's Meeting

- 1) Nothing at this time

24-242 Trustee Charchun moved to go back in camera at 1427 hours.
Carried

24-243 Trustee Yagos moved to revert back to the regular meeting at 1707 hours.
Carried

K. Adjournment

24-244 Chair Hodges moved that the Board of Trustees vote in favour of the meeting being adjourned at 1707 hours.
Carried

Chairperson

Secretary-Treasurer