

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

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The Regular Board Meeting of Livingstone Range School Division was held on May 29, 2023 commencing at 0900 hours virtually. Following are the minutes from the meeting.

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

Attendance: Darryl Seguin, Superintendent

Chad Kuzyk, Associate Superintendent, Innovation and Curriculum

Richard Feller, Associate Superintendent, Human & Learning Services

Jeff Perry, Associate Superintendent, Business Services

Nikki Lytwyn, Executive Assistant

**A. Chair called meeting to order at 0903 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 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**

22-183 Trustee Yagos moved that the May 29, 2023 Consent Agenda be approved by the Board of Trustees as presented.

*Carried*

**C. Emergent Changes to the Agenda**

22-184 Trustee Hodges moved that the May 29, 2023 Regular Board Meeting Agenda be approved by the Board of Trustees as presented.

*Carried*

**D. Declaration of Conflict of Interest**

22-185 The Chair asked 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.

*None Declared*

**E. In- Camera**

**E.1 In-Camera Items**

22-186 Trustee Long moved that the Board of Trustees go in-camera at 0907 hours.

*Carried*

22-187 Trustee Hodges moved that the Board of Trustees revert the meeting back to the regular board meeting at 1003 hours.

*Carried*

Chair called a 7min health Break at 1003 hours.  
Chair called meeting back to order at 1013 hours.

**F. Action Items**

**F.1 Separation of Honorarium, Professional Development and External Committees**

22-188 Trustee Gimber moved that 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.

*Carried*

22-189 Chair asked the Board of Trustees to suspend the rules and consider adding out of order a motion arising from business in-camera.

*Carried*

22-190 The Chair moved to add Item F.11 - Alberta Teaching Profession Commission Resolution Committee, with the recommendation: that the board of trustees form a standing committee consisting of three member (excluding the chair) to address concerns within their purview arising from the Alberta Teaching Profession Commission

*Carried*

**F.2 Unused Professional Development Allocation**

22-191 Trustee Gimber moved that 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.

*Defeated*

Chair has requested to be recused at 1027 hours.  
Mr. Perry assumed Chair position at 1027 hours.  
Trustee Poytress assumed the Chair position at 1045 hours.

22-192 Trustee Hodges moved that the Board of Trustees approve that the \$2,980.76 PD dollars remaining from the resigning Trustee be held over for the newly elected Ward 1 Trustee and that the Ward 1 Trustee start in year 1 of the PD budget cycle for the remaining two years.

22-193 Trustee Gimber moved to postpone the motion until we have clarification for the yearly PD allotment.

*Carried*

**F.3 Trustee Input into Budget**

22-194 Trustee Gimber moved that 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.

*Carried*

#### F.4 Vaping in Schools

22-195 Trustee Gimber moved that 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.

Trustee Toone requested that his vote be recorded: For

*Defeated*

Recommended  
Amendment

22-196 Trustee Poytress moved that the Board is requesting information from the Administration, to be shared at the next Regular Board meeting, regarding vaping in schools.

Trustee Toone requested a recorded vote.

Against: Toone, Hodges, Gimber

For: Poytress, Long, Yagos

*Defeated*

Jordan Gunderson, Director of Finance entered meeting at 1055 hours.

Chair requested to be recused at 1113 hours.

Mr. Perry assumed Chair position at 1113 hours.

Trustee Poytress assumed Chair position at 11:35 hours.

22-197 The Chair requested that the Board of Trustees suspend the agenda and move on to Item F.7.

*Carried*

Jordan Gunderson, Director of Finance exited meeting at 1214 hours.

Break for lunch from 1215 hours.

Chair called the meeting back to order at 1245 hours.

Livingstone Leaders entered meeting at 1245 hours.

Mr. Perry, Associate Superintendent, Business Services exited meeting at 1245 hours.

Mr. Perry, Associate Superintendent, Business Services reentered meeting at 1325 hours.

22-198 Chair moved to suspend the agenda and move to item G.2.

*Carried*

Livingstone Leaders exited meeting at 1301 hours.

22-199 Chair moved to return to agenda order at 1301 hours.

*Carried*

Chair requested to be recused at 1302 hours.

Trustee Long assumed Chair position at 1302 hours.

Mr. Feller, Associate Superintendent, Human & Learning Services exited meeting at 1301 hours and reentered at 1303 hours.

#### **F.5 Trustee Timesheets & Expense Claims**

22-200 Trustee Poytress moved 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.

Friendly  
Amendment  
22-200

Trustee Yagos moved that the Board of Trustee add "Standing" Committee

*Carried*

Amended  
22-200

Trustee Poytress moved that the Board of Trustees form a Trustee Timesheets & Expense Claims standing 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.

Friendly  
Amendment  
22-200

Trustee Toone moved to include an in-service of expense claims forms and remuneration policy at an upcoming meeting of the whole.

*Carried*

Amended  
22-200

Trustee Poytress moved that the Board of Trustees form a Trustee Timesheets & Expense Claims standing 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. To include an in-service of expense claims forms and remuneration policy at an upcoming Meeting of the Whole.

*Carried*

22-201 Trustee Yagos moved that the composition of the Trustee Timesheets & Expenses Claims standing committee consists of three trustees not including the chair as ex officio. *Carried*

22-202 Trustee Toone moved to suspend the rules and organize this committee at the end of this meeting. *Carried*

**F.7 Budget Report – Livingstone Range School Division**

22-203 Trustee Long moved that the 2023-2024 Budget for the Livingstone Range School Division be approved by the Board of Trustees for submission to Alberta Education. *Carried*

**F.8 Ed Plan 2023-2026**

22-204 Trustee Hodges moved that the Board of Trustees approve the 2023-2026 Education Plan for the Livingstone Range School Division. *Carried*

**F.9 Rural Caucus Budget**

22-205 Trustee Long moved that the Board of Trustees of Livingstone Range School Division pay a recovery cost up to \$799.14 to the Rural Caucus. *Carried*

**F.10 PSBAA Membership**

22-206 Trustee Toone moved that the Board of Trustees create an Ad-Hoc committee to explore the cost of PSBAA. *Carried*

22-207 Trustee Toone moved to suspend the rules and create this committee at the end of this meeting. *Carried*

Leanne Feller, Early Learning/Inclusive Learning Coach entered meeting at 1354 hours.

22-208 The Chair moved to suspend the rules and move to Item G.3. *Carried*

22-209 Trustee Long exited meeting at 1404 hours and returned to the meeting at 1407 hours.  
Leanne Feller, Early Learning/Inclusive Learning Coach exited meeting at 1421 hours.

Emergent Item

Added **F.11 Alberta Teaching Profession Commission Resolution Committee**

22-210 Trustee Toone moved that the board of trustees form a standing committee consisting of three member (excluding the chair) to address concerns within their purview arising from the Alberta Teaching Profession Commission.

*Carried*

22-211 Trustee Toone moved to suspend the rules and create this committee at the end of this meeting.

*Carried*

Chair called a Health Break at 1427 hours.  
Chair called meeting back to order at 1436 hours.

Suspended  
Item **F.12**

22-212 Trustee Hodges moved that the Board of Trustees approve the following Trustee committee memberships:

1. Trustee Timesheets & Expenses Claims standing committee consists of three trustees not including the chair as ex officio.

Trustee 1: Poytress      Trustee 2: Toone      Trustee 3: Long

2. Ad-Hoc committee to explore the cost of PSBAA.

Trustee 1: Gimber      Trustee 2: Yagos

3. Alberta Teaching Profession Commission Resolution committee - three member (excluding the chair)

Trustee 1: Toone      Trustee 2: Gimber      Trustee 3: Hodges

*Carried*

22-213 Trustee Toone moved to destroy all the ballots & results.

*Carried*

## **G. Discussion/Information Items**

### **G.1 Stavely School Portable**

Mr. Jeff Perry, Associate Superintendent, Business Services provided an update regarding the Stavely Portable, including what the delays, status, new ETA for completion and occupation, and the communication that has been or will be made to the school/parents.

### **G.2 Livingstone Leaders**

Teacher Advisor- Eliza Grose presented to the Board of Trustees regarding Livingstone Leaders. For full presentation and more information see our [Live Video recording](#) and the [Key Messages](#).

### **G.3 Early Learning**

Leanne Feller, Early Learning/Inclusive Learning Coach, provided the Board with an update of the work being accomplished throughout the division. For full presentation and more information see our [Live Video recording](#) and the [Key Messages](#).

**G.4 Admin Procedure**

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

**G.5 Nanton & Granum Engagements**

An update was provided on the progress of the Nanton and Granum School Community Engagements.

**H. Key Messages from Today's Meeting**

- 1) Presentations – Early Learning & Livingstone Leaders
- 2) Budget Report – Livingstone Range School Division
- 3) Ed Plan 2023-2026

**I. Press Release Items from Today's Meeting**

- 1) Budget Report – Livingstone Range School Division
- 2) Ed Plan 2023-2026
- 3)

**J. In- Camera – Not needed at this time.**

**K. Adjournment**

22-214

Trustee Gimber moved that the Board of Trustees vote in favour of the meeting being adjourned at 1513 hours.

*Carried*

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*Chairperson*

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*Secretary-Treasurer*