



2023–2024 School Year
Division Office, Fort Macleod

REGULAR BOARD MEETING

Date: March 25, 2024

Time: 9:00 am

Venue: Division Office, GR Davis Administration Building, Fort Macleod

Trustees: Lori Hodges, Lacey Poytress, Brad Toone, Greg Long, Carla Gimber and Kathy Charchun

Senior Admin: Darryl Seguin, Jeff Perry, Chad Kuzyk and Richard Feller

Mission	Livingstone Range School Division inspires excellence through meaningful relationships, innovation, and collaboration.
Vision	Every student, every day.
Core Values	Student-Centered • Leadership • Integrity • Wellness • Place-Based

Call to Order

9:00-9:01	A.	Call to Order	<i>Chair</i>
9:01-9:03	A.1	Acknowledgement of Land	<i>K. Charchun</i>
9:03-9:05	A.2	O Canada	

Consent Agenda

9:05-9:10	B.	Consent Agenda	<i>Chair</i>
	B.1	Approval of Minutes If there are no errors or omissions in the minutes of the February 26, 2024 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 2023-24	
	B.4	Chair Report	
	B.5	Superintendent Monthly Report	
	B.6	Associate Superintendent Monthly Report	
	B.7	Committee Reports	
	B.8	Professional Learning	

Every student, every day.

B.9 Granum Solution Update

Recommendation:

That the March 25, 2024 Consent Agenda be approved by the Board of Trustees as (presented or amended).

Moved by: _____

Emergent Changes to the Agenda

9:10-9:12 C. **Emergent Changes to the Agenda**

Chair

Recommendation:

That the March 25, 2024 Regular Board Meeting Agenda be approved by the Board of Trustees as (presented or amended).

Moved by: _____

Declaration of Conflict of Interest

9:12-9:15 D. **Declaration of Conflict of Interest**

Chair

Recommendation:

That the Board of Trustees declare if they have any conflicts of interest relating to agenda items from the March 25, 2024 Board Meeting and if so should declare them.

Declared: _____

Action Items

E. Action Items

9:15-9:35 E.1 **Board Policy**

(enclosures)

C. Gimber

Policy Committee Chair, Trustee Gimber will review Board Policies 4 – *Role of the Trustee*, 8 – *Board Operations* and 21- *Welcoming, Caring, Respectful and Safe Learning Environment*.

Recommendation #1:

That the Board of Trustees approve Board Policy 4 – *Role of the Trustee as* (presented or amended).

Moved by: _____

Recommendation #2:

That the Board of Trustees approve Board Policy 8 – *Board Operations* as (presented or amended).

Moved by: _____

Recommendation #3:

That the Board of Trustees approve Board Policy 21- *Welcoming, Caring, Respectful and Safe Learning Environment* as (presented or amended).

Moved by: _____

9:35-9:45

Regional School Council Terms of Reference

C. Gimber

The ASCA Conference and AGM is an important tool for parents to have a voice at the provincial level. Parents and/or delegates attending the annual general meeting vote on resolutions, sometimes also by proxy. With changes often occurring on the floor, it can be helpful to have at least one Trustee in attendance at these meetings.

Recommendation

That the Board of Trustees pay for the Chair of the Regional School Council to attend the ASCA Conference and AGM. If the chair is unable to attend, another Trustee may attend in their place, with preference given first to the other Regional School Council Committee member.

Moved by: _____

9:45-10:05 E.2

Livingstone Range School Division Three Year Capital Plan and Ten Year Facilities Plan

(enclosure E.2) J. Perry

The Alberta School Capital Manual requires Boards to submit annually a revised 3 Year Capital Plan to Alberta Education as part of their Capital Planning Process. This submission must be submitted by April 1 of each school year. Provided is the recommended priorities for the Board of Trustees to consider. The 10 Year Facilities Plan is provided for information only as this does not need to be submitted to Alberta Education unless requested. Mr. Jeff Perry will provide some insight as to the recommendation presented.

Recommendation:

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, 2024.

Moved by: _____

10:05-10:30 E.3

Ratification of CUPE Memorandum of Agreement

B. Toone

On February 24, 2024 the CUPE Local 2133 Negotiating Committee and the Livingstone Range School Division Board of Trustees Labour Relation Committee reached a Memorandum of Agreement for the term of September 1, 2022 to August 31, 2024. Prior to this meeting the CUPE Local 2133 membership voted and ratified the proposed changes to the collective agreement. The Livingstone Range School Division Labour Relations Committee will present the Memorandum of Agreement Terms for Settlement to the Board of Trustees for their ratification vote.

As this action item relates to labour, it is recommended that the details of the MOA be shared with the Board in Camera.

Recommendation:

That the Board of Trustees move in camera at _____
Moved by: _____

That the Board of Trustees move out of camera at _____
Moved by: _____

That the Board of Trustees accept and ratify the Memorandum of Agreement Terms for Settlement between the CUPE Local 2133 and the Livingstone Range School Division.

Moved by: _____

10:30-10:45 **E.4 Professional Learning**

C. Yagos

Trustee Yagos, Professional Learning Committee Chair, will discuss with the Board of Trustees a date change for the September 10, 2024 Meeting of the Whole.

Recommendation:

That the Board of Trustees approve changing the September 10, 2024 Meeting of the Whole date to September 11, 2024.

Moved by: _____

10:45-11:05 **E.5 Quarterly Financial Report**

L. Hodges

The Audit Committee met with the LRSD Finance Team on March 20th and reviewed the 2nd Quarterly Report ending February 29, 2024. The Audit Committee will provide a summary of their review process and key findings for the 2nd Quarter.

Recommendation:

The Audit Committee recommends that the Board of Trustees approve the Quarterly Financial Report as presented.

Moved by: _____

11:05-11:15 **E.6 2024-2025 Instructional Funding Allocation** (enclosure E.6) *J. Perry*

The Instructional Funding Allocation Formula is the way in which divisional resources are allocated out to schools, departments and initiatives. The proposed formula was discussed with Senior Management and will be shared with School Administration at an Admin Council meeting. Mr Jeff Perry, Associate Superintendent, Business Services, will share with the board a summary of the proposed formula.

Recommendation:

That the Board of Trustees approve the Instructional Funding Allocation Formula as presented for the 2024-2025 school year.

Moved by: _____

11:15-12:00 **E.7 School Principal Selection** *B. Toone*

Recognizing the critical role of school principals in fostering a positive learning environment and achieving educational excellence, it is imperative to ensure that the selection process for principals is comprehensive and inclusive. School board trustees, as elected representatives of the community, possess valuable insights and perspectives that can contribute significantly to the selection of principals who align with the vision, values, and needs of the school division.

Given the importance of selecting effective school principals, it is proposed that school board trustees be included in the interview process for principal candidates.

By involving school board trustees in the interview process for principal candidates, we affirm our commitment to collaborative governance, transparency, and the pursuit of educational excellence for all students within our division.

Recommendation:

That school board trustees shall be invited to participate in the interview panels for principal candidates, alongside other relevant stakeholders deemed by the superintendent such as administrators, teachers, or school council members.

Furthermore, the board shall establish guidelines and procedures for trustee involvement in the interview process, ensuring transparency, fairness, and accountability. These guidelines shall outline the roles and responsibilities of trustees, the selection criteria for the trustee, and the process for providing feedback on the process.

Moved By: _____

12:00-12:45 **Lunch**

12:45-1:05 **E.8 Professional Learning** *B. Toone*

One of the purposes of allocating Personal Professional Development (P.D.) funds is to empower board members to engage in relevant training that enhances their capacity to effectively govern the school board with confidence and respond to the ever changing educational landscape.

In order to foster transparency, collaboration, and cost-effectiveness, a more structured approach for sharing knowledge gained through P.D. is proposed.

Recommendation:

Any trustee participating in a professional learning activity must present a report on the activity during the first regular meeting following their attendance. This report will be included in the consent agenda. Per Diem for Professional Development will only be disbursed upon submission of this report.

Moved by: _____

Discussion/Information Items

F. Discussion/Information Items

1:05-1:25 **F.1 First Nations, Metis and Inuit Support Update** *R. Feller*

Richard Feller, Associate Superintendent, Human and Learning Services will provide the Board an update of the work being accomplished throughout the division.

1:25-1:30 **F.3 Edwin Parr Nomination** *R. Feller*

Richard Feller, Associate Superintendent, Human & Learning Services will provide the Board with information regarding the Livingstone Range School Divisions 2023-24 Edwin Parr nominee. This nomination is sponsored by the Alberta School Boards Association and is limited to eligible first year teachers.

1:30-1:40 **F.4 Nanton Update** *B. Toone*

The Nanton School Advisory Chair will update the Board of Trustees on the Nanton Schools.

In-Camera

G. In-Camera

1:40-2:25 **G.1 Land, Labour and Legal**

That the Board of Trustees go in-camera at _____ hours.

Moved by: _____

That the Board of Trustees revert the meeting back to the regular board meeting at ___ hours.

Moved by: _____

Key Messages

- 2:25-2:30 H. Key Messages from Today's Meeting
- 1)
 - 2)
 - 3)

Potential Press Release Items

- 2:30-2:35 I. Press Release Items from Today's Meeting
- 1)
 - 2)
 - 3)

Adjournment

- 2:35 J. Adjournment

Recommendation:

That the Board of Trustees vote in favour of the meeting being adjourned at _____ hours.

Moved by: _____