



2024–2025 School Year  
Division Office, Fort Macleod

# REGULAR BOARD MEETING

Date: December 17, 2024

Time: 9:00 am

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

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

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

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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

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## Call to Order

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9:00	A.	Call to Order	<i>Chair</i>
9:01	A.1	Acknowledgement of Land	<i>L. Poytress</i>
9:03	A.2	O Canada	

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## Consent Agenda

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9:05	B.	Consent Agenda	<i>Chair</i>
	B.1	Approval of Minutes If there are no errors or omissions in the minutes of the November 26, 2024 Regular 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 2024-25	
	B.4	Chair Monthly Report	
	B.5	Superintendent Monthly Report	
	B.6	Associate Superintendent Monthly Report	
	B.7	Committee Reports	
	B.8	Professional Learning	
	B.9	Granum Solution Update	

**Every student, every day.**

Recommendation:

That the December 17, 2024 Consent Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: \_\_\_\_\_

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**Emergent Changes to the Agenda**

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9:10      C.      **Emergent Changes to the Agenda** *Chair*

Recommendation:

That the December 17, 2024 Regular Board Meeting Agenda be approved by the Board of Trustees as (presented or amended)

Moved by: \_\_\_\_\_

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**Declaration of Conflict of Interest**

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9:12      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 December 17, 2024 Board Meeting and if so should declare them.

Declared: \_\_\_\_\_

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**Presentations**

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**E. Presentations**

9:15      E.1      **Career Practitioner Support** *(enclosure E.1)* *Lettie Croskery*

Lettie Croskery, Career Practitioner, will provide an update on the Career Practitioner support in the Livingstone Range School Division.

9:30      E.2      **Off Campus Programming** *(enclosure E.2)* *Rob Charchun/Eliza Grose*

Rob Charchun and Eliza Grose, Off Campus Coordinators will provide an update on Off Campus Education throughout the Livingstone Range School Division.

9:45      E.3      **International Education** *(enclosure E.3)* *C. Kuzyk*

Chad Kuzyk, Associate Superintendent, Programs and Innovation will update the Board of Trustees on the International Education program within the Division.

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## Action Items

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### F. Action Items

10:00      **F.1 By-Law 2024-2**      *(enclosure F.1)*      *Chair*

The Board of Trustees approved the first reading of by-law 2024-2 at the November 26, 2024 board meeting. The Board of Trustees will discuss the by-law and the second, third and final readings. The deadline for approval is December 31, 2024 as required in Bill 20, MUNICIPAL AFFAIRS STATUTES AMENDMENT ACT, 2024.

*Recommendation #1:*

That the Board of Trustees approve the second reading of by-law no. 2024-2.

*Moved by:* \_\_\_\_\_

*Recommendation #2:*

That the Board of Trustees approve the third and final reading of by-law no. 2024-2.

*Moved by:* \_\_\_\_\_

10:30      **F.2 Fee for School Board Trustee Nomination Package Submissions**      *K. Charchun/G. Long*

Trustees Charchun and Long will speak to the possible implementation of a fee for School Board Trustee Nominations beginning with the Livingstone Range School Division 2025 School Board Elections.

Local Authorities Act Section 29(1) reads: "An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.

(2) An amount fixed in a bylaw under subsection (1) may not exceed

(a) \$1000, in the case of a local jurisdiction with a population of more than 10 000, or

(b) \$100, in any other case.

*Recommendation #1:*

That the Board of Trustees approve the first reading of by-law no. 2024-3.

*Moved by:* \_\_\_\_\_

*Recommendation #2:*

That the Board of Trustees approve the second reading of by-law no. 2024-3.

*Moved by:* \_\_\_\_\_

Recommendation #3:

That the Board of Trustees, in attendance, has unanimous consent to approve the third and final reading of by-law no. 2024-3.

Moved by: \_\_\_\_\_

Recommendation #4:

That the Board of Trustees approve the third and final reading of by-law no. 2024-3.

Moved by: \_\_\_\_\_

11:00      **F.3 Quarterly Financial Report**

*Chair*

The Audit Committee met with the LRSD Finance Team and reviewed the Quarterly Report ending November 30, 2024. The Audit Committee will provide a summary of their review process and key findings at the Board Meeting. Documentation will be shared with the Board after the Audit Committee scheduled meeting on December 12, 2024.

Recommendation:

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

Moved by: \_\_\_\_\_

11:10      **F.4 Board Advocacy**

*Chair*

With the recent presentation from the transportation department the Board became more aware of concerns arising from the implementation of the distance changes contained in the new transportation regulations.

Recommendation:

That the board directs the advocacy committee to write a letter to the Minister of Education and cc our MLA, ASBA, and Board Chairs.

Moved by: \_\_\_\_\_

11:20      **F.5 2025 Election, Returning Officer & Substitute Returning Officer**

*J. Perry*

In accordance with the Local Authorities Election Act Section 13(1) "An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs" and Section 13(2.1) An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs". Given that nominations for trustee elections can be received as of January 1st, 2025 and up until nomination day it is recommended that the Board appoint the returning officer and substitute returning officer at their December Board Meeting.

Recommendation:

That the Board of Trustees name Mr. Jeff Perry, Associate Superintendent, Business Services the Returning Officer for the 2025 School Board Trustee Elections.

*Moved by:* \_\_\_\_\_

*Recommendation:*

That the Board of Trustees name Mrs. Nikki Lytwyn, Executive Assistant to the Superintendent the Substitute Returning Officer for the 2025 School Board Trustee Elections.

*Moved by:* \_\_\_\_\_

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## Discussion/Information Items

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### G. Discussion/Information Items

11:30      **G.1 Nanton Update** *B. Toone*

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

11:40      **G.2 President's Award** *Chair*

At the FGM in November our own trustee Brad Toone received the Alberta School Boards Association President's Award. This award, selected by ASBA's President, acknowledges those who have significantly shared education across Alberta. Brad is well-known for his unmistakable dedication to this work and commitment to excellence. Congratulations Brad!

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## Key Messages

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11:45      **H. Key Messages from Today's Meeting**

- 1) Presentation (s)
- 2)
- 3)

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## Potential Press Release Items

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11:47      **I. Press Release Items from Today's Meeting**

- 1)
- 2)
- 3)

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## In-Camera

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**J. In- Camera**

11:50 J.1 In-Camera Items

Chair

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:* \_\_\_\_\_

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## Adjournment

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1:00 K. Adjournment

*Recommendation:*

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

*Moved by:* \_\_\_\_\_