

The Regular Board Meeting of Livingstone Range School Division was held on December 17, 2024 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, Greg Long, Brad Toone, Clara Yagos, Lacey Poytress, Carla Gimber, Kathy Charchun and Brad Toone

Attendance: Darryl Seguin, Superintendent  
Richard Feller, Associate Superintendent, Human & Learning Services  
Jeff Perry, Associate Superintendent, Business Services  
Chad Kuzyk, Associate Superintendent, Programs & Innovation  
Nikki Lytwyn, Executive Assistant  
Julia Mathis, ATA Vice President

**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 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**

24-153 Trustee Toone moved that the December 17, 2024 Consent Agenda be approved by the Board of Trustees as presented.

*Carried*

**C. Emergent Changes to the Agenda**

Add Item F.6 - Christmas Concert List/Approval – Trustee Gimber

24-154 Trustee Yagos moved that the December 17, 2024 Regular Board Meeting Agenda be approved by the Board of Trustees as amended.

*Carried*

**D. Declaration of Conflict of Interest**

24-155

The Chair asked 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.

*None-Declared*

*Lettie Croskery, Career Practitioner entered meeting at 0907 hours.  
Eliza Grose, Off Campus Coordinator entered meeting at 0915 hours.  
Rob Charchun, Off Campus Coordinator entered meeting at 0925 hours.*

**E. Presentations (see YouTube video for full presentations)**

**E.1 Career Practitioner Support**

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

**E.2 Off Campus Programming**

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

**E.3 International Education**

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

*Rob Charchun and Eliza Grose, Off Campus Coordinators exited meeting at 0955 hours.  
Lettie Croskery, Career Practitioner exited meeting at 1007 hours.*

**F. Action Items**

*Chair recused herself from the Chair position at 1007 hours.  
Jeff Perry, Associate Superintendent, Business Services assumed Chair at 1007 hours.*

**F.1 By-Law 2024-2**

24-156

Trustee Toone moved that the Board of Trustees approve the second reading of by-law no. 2024-2.

*Trustee Toone requested a recorded vote – Trustee Toone  
For: Toone, Gimber  
Against: Charchun, Long, Poytress, Hodges, Yagos*

*Defeated*

**F.2 Deposit for School Board Trustee Nomination Package Submissions**

24-157 Trustee Charchun moved that the Board of Trustees approve the first reading of by-law no. 2024-3.

*Trustee Long called the question.*

***Defeated***

*Trustee Hodges assumed chair position at 1042 hours.*

*Chair called a 10 min health break 1042 hours.*

*Chair called meeting back to order at 1053 hours.*

*Jordan Gunderson, Director of Finance entered meeting at 1045 hours.*

### **F.3 Quarterly Financial Report**

24-158 Chair Hodges moved that the Audit Committee recommends that the Board of Trustees approve the Quarterly Financial Report as presented.

***Carried***

*Jordan Gunderson, Director of Finance exited meeting at 1114 hours.*

### **F.4 Board Advocacy**

24-159 Chair Hodges moved that the board directs the advocacy committee to write a letter to the Minister of Education and cc our MLA, ASBA, and Board Chairs.

***Carried***

### **F.5 2025 Election, Returning Officer & Substitute Returning Officer**

24-160 Trustee Poytress moved that the Board of Trustees name Mr. Jeff Perry, Associate Superintendent, Business Services the Returning Officer for the 2025 School Board Trustee Elections.

***Carried***

24-161 Trustee Yagos moved 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.

***Carried***

**Added  
Item**

### **F.6 Christmas Celebration List**

24-162 Trustee Gimber moved that the Board of Trustees approve to attend assigned school Christmas Celebrations and receive Per Diem.

***Defeated***

### **F.7 Motion arising**

24-163 Trustee Toone moved that the Board of Trustees approve receiving a report at the January Board Meeting of the outstanding cost, if any, of the unapproved Jordan's Principle funded staff.

*Carried*

**G. Discussion/Information Items**

**G.1 Nanton Update**

24-164 Trustee Toone moved that the board of trustees add Nanton Update to the consent agenda.

*Carried*

**G.2 President's Award**

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!

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

- 1) Presentation (s) Career Practitioner Support, Off campus, International
- 2) Board Advocacy
- 3) 2025 Election, Returning Officer & Substitute Returning Officer
- 4) Quarterly Financial Report

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

- 1) By-Law 2024-2
- 2) International Students
- 3)

**J. In- Camera**

**J.1 In-Camera Items**

24-165 Trustee Yagos moved that the Board of Trustees go in-camera at 1146 hours.

*Carried*

24-166 Trustee Charchun moved that the Board of Trustees revert the meeting back to the regular board meeting at 1304 hours.

*Carried*

**Motion Arising from in-camera**

24-167 Trustee Yagos moved that the Board of Trustees provide Administration the authority to utilize non-instructional capital reserves in the acquisition of a

facility, as described to the Board of Trustees in camera, to house a transportation shop.

*Carried*

24-168 Trustee Poytress moved that the Board of Trustees go in-camera at 1309 hours.

*Carried*

24-169 Trustee Poytress moved that the Board of Trustees revert the meeting back to the regular board meeting at 1403 hours.

*Carried*

**K. Adjournment**

24-170 Trustee Charchun moved that the Board of Trustees vote in favour of the meeting being adjourned at 1403 hours.

*Carried*

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*Chairperson*

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*Secretary-Treasurer*