

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES REGULAR MEETING ON OCTOBER 3, 2014 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
x	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Kim Courtoreille	• Advisory Committee Member – Desmarais
x	Rachelle McDonald	• Advisory Committee Member – Susa Creek
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louie Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Donna Barrett	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Delores Pruden	• Director of FNMI Education
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance
GUESTS		
✓	Terri-Lynne Cook	• PED Supervisor

- CALL TO ORDER** Official Trustee, Colin Kelly called the meeting to order at 12:13 p.m.
- OPENING PRAYER** Advisory Committee Member, Louie Cardinal gave the opening prayer.
- ADOPT AGENDA** 23673/14 Official Trustee, Colin Kelly moved that the Board of Trustees adopt the agenda as presented.
- CARRIED
- MINUTES – AUGUST 28, 2014 SEPTEMBER 9,, 2014** 23674/14 Official Trustee, Colin Kelly moved that the Board of Trustees approve the minutes as amended:
- August 28, 2014 – Regular Meeting
September 9, 2014 – Special Meeting

CARRIED

- IN CAMERA 23675/14 Official Trustee, Colin Kelly moved that the meeting go in camera at 12:24 p.m.
- CARRIED
- N CAMERA 23676/14 Official Trustee, Colin Kelly moved that the meeting revert to regular session at 1:21 p.m.
- Official Trustee, Colin Kelly requests that administration work with Leroy Sloan to develop a "Terms of Reference" for the Attendance Board Committee and to map out a plan for each community regarding attendance targeting Wabasca and Desmarais.
- CARRIED
- RECESS The meeting recessed at 1:22 p.m. and reconvened at 1:30 p.m.
- SUPERINTENDENT'S 23677/14 Official Trustee, Colin Kelly moved that the Board of REPORT Trustees accept as information the Superintendent's Report as presented and attached.
- Official Trustee, Colin Kelly requests administration draft a chart detailing individual school achievement trend results and bring this report to the October 31, 2014 Board Meeting, also, when the results are shared with the LSBC members, Official Trustee Kelly would like any comments shared with the Board.
- Associate Superintendent, Don Tessier joined the meeting at 2:16 p.m.
- Official Trustee, Colin Kelly requests administration to follow up with Intellimedia for a Scatter Diagram to be developed that includes PAT results per student versus attendance results per student, also, Official Trustee Kelly would like to see the attendance report to include an overall NSD student attendance breakdown.

Official Trustee, Colin Kelly, requests that the question be brought to the October 2014 Attendance Committee Meeting, "Should the newsletter include attendance messaging by community?" and bring the response back to the October 31, 2014 Regular Board Meeting.

Official Trustee Colin Kelly requests that administration put together a Literacy Focus Group, with the committee reporting to the Advisory Committee Members.

CARRIED

CHAIRMAN'S
REPORT

23678/14 Official Trustee, Colin Kelly moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

SECRETARY –
TREASURER'S
REPORT

23679/14 Official Trustee, Colin Kelly moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

RECESS

The meeting recessed at 2:35 p.m. and reconvened at 2:47 p.m.

SCHOOL BUS
DRIVER SALARY

23680/14 That the Board of Trustees approve grandfathering the km portion of school bus driver's salary for one year, in cases where routes have been reduced.

CARRIED

ESTABLISHMENT
OF LOCATIONS
FOR
NOMINATIONS

23681/14 That the Board of Trustees deem the Northland school office in each subdivision to be an office of the local jurisdiction for the purpose of receiving nominations for the Local School Board Committee vacancies as per Section 28(1) of the Local Authorities Election Act.

CARRIED

- LOCALLY DEVELOPED COURSES - LEARNING STRATEGIES 14-35-35 AND FORENSIC SCIENCE STUDIES 25-35 23682/14 That the Board of Trustees approve the Locally Developed Courses from the Calgary RCSSD, as the foundation courses of study at the high school level: Learning Strategies 15-25-35 for the period of September 1, 2014 to October 31, 2018 and Forensic Science Studies 25-35 for the period of February 1, 2014 to August 31, 2018.
- CARRIED
- RESEARCH ASSIGNMENT IN EDUCATIONAL STUDIES PROGRAM REQUEST 23683/14 That the Board of Trustees ratify the administrative action to permit Maureen Chernipeski to conduct research within Northland School Division for a Master of Education in Education Studies Program at the University of Alberta, as attached.
- CARRIED
- UNIVERSITY OF ALBERTA PUBLIC HEALTH RESEARCH REQUEST 23684/14 That the Board of Trustees ratify the administrative action to permit Kayla Atkey, of School of Public Health, University of Alberta, to conduct research in Northland School Division
- CARRIED
- PUBLIC INTEREST DISCLOSURE (WHISTLE-BLOWER PROTECTION ACT) 23685/14 That the Board of Trustees approve in principle, the draft Procedure – Public Interest Disclosure, as attached.
- Official Trustee, Colin Kelly requests that copy of the draft Procedure – Public Interest Disclosure be sent to all LSBC members requesting feedback.
- CARRIED
- JOB DESCRIPTIONS 23686/14 That the Board of Trustees approve in principle, the job descriptions for the positions of Transportation Manager, Transportation Coordinator and Facilities and Transportation Secretary, as attached.
- CARRIED

- PROCEDURE 410
– SUPPORT
STAFF
CLASSIFICATION
AND POSITIONS
- 23687/14 That the Board of Trustees approve the attached housekeeping change to Procedure 410 – Support Staff Classification and Positions.
- CARRIED
- PROCEDURE 426
– STAFF LEAVES
AND ABSENCES
- 23688/14 That the Board of Trustees receive the attached change to Procedure 426 – Staff Leaves and Absences, as information.
- CARRIED
- FIELD TRIP RATE
TO SCHOOLS
- 23689/14 That the Board of Trustees approve an increase in the kilometer rate from \$0.50/km to \$1.10/km charged to schools for busses on field trips and that the rate also incorporate the cost of the fuel for field trips.
- Official Trustee, Colin Kelly requests that the increase to field trip rates be tracked, to determine the impact this will have on schools and report back every 3 months starting with the January 2015 Regular Board Meeting.
- CARRIED
- PROPOSED
BOARD AGENDA
- 23690/14 That the Board of Trustees approve the adoption of the proposed board agenda format effective October 31, 2014, as attached.
- Official Trustee, Colin Kelly requests that a copy of the Regular Board Agenda package be sent electronically to all LSBC members, and that IT set up NSD emails for LSBC members that do not currently have an email address.
- CARRIED

DISPOSAL OF RECORDS 23691/14 That the Board of Trustees approve the disposal of records, as attached, in accordance with Procedure 110, System Records, excluding Transportation Field Trips 2008-2009.

Official Trustee, Colin Kelly requests that field trip records that contain students' names are never destroyed, and that policy will be updated to reflect this.

CARRIED

2014 BY-ELECTION DATE SET 23692/14 That the Board of Trustees approve setting a by-election date of November 12, 2014 for the following communities: Calling Lake, Conklin, Desmarais, Gift Lake, Grouard, J.F. Dion and Little Buffalo.

CARRIED

SIGNING AUTHORITY 23693/14 That the Board of Trustees direct administration to complete and submit as appropriate new signing documents, to ensure that Trudy Rasmuson, Secretary-Treasurer for Northland School Division No. 61 is the correct signatory on all banking and legal documents.

CARRIED

GROUARD HOUSING 23694/14 That the Board of Trustees approve the sale by public tender of the following five (5) housing units located in the community of Grouard in accordance with Section 200 of the School Act and Section 9 of the School Act's Disposal of Property Regulation, AR 181/2010.

CARRIED

DISPOSAL OF 18 HOUSING UNITS 23695/14 That the Board of Trustees approve the disposal of the following fifteen (15) assets located in various communities in accordance with Section 200 of the School Act, and Ministerial approval, as amended.

CARRIED

COMMITTEE
INFORMATION
ITEMS

- 23696/14 Colin Kelly moved that the Board of Trustees receive the following Committee information items:
- Procedure 306, Student Suspension and Expulsion
 - 2013/2014 Staff Absenteeism Data
 - Transportation Reports – 2012-2013/2013-April 2014
 - Grouard By-election – Judge Graesser Decision
 - Purchase of Land from M.D. of Opportunity Update
 - Salary Adjustment

Official Trustee, Colin Kelly requests that administration track NSD employee’s sick day usage.

CARRIED

LSBC MEETING
MINUTES
RECEIVED

- 23697/14 Colin Kelly moved that the Board of Trustees receives the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
Athabasca Delta	August 25, 2014
Bishop Routhier	January 6, 2014
	February 3, 2014
	May 5, 2014
	June 2, 2014
	June 26, 2014
Calling Lake	September 21, 2014
Conklin	June 26, 2014
	August 19, 2014
	August 25, 2014
	August 27, 2014
	September 9, 2014
	September 11, 2014
Fort McKay	August 26, 2014
Gift Lake	August 25, 2014
J.F. Dion	September 9, 2014
	September 12, 2014
Janvier	September 2, 2014
Paddle Prairie	June 10, 2014
	September 8, 2014
	September 10, 2014
Trout Lake	September 8, 2014
Wabasca	September 10, 2014

CARRIED

ADMINISTRATIVE
ACTION – LSBC
MEETING
MINUTES
RECEIVED

23698/14 Colin Kelly moved that the Board of Trustees approve the action taken by the Administration with respect to Local Board Minutes received, as listed below.

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Athabasca Delta	Aug 25, 2014	613-08-25-14	Exclude
		612-08-25-14	Exclude
		611-08-25-14	Exclude
		610-08-25-14	Exclude
		609-08-25-14	Exclude
Bishop Routhier	Jan 6, 2014 Feb 3, 2014 May 5, 2014 Jun 2, 2014 Jun 26, 2014	748/14 749/14	As presented
			As presented
			Administration
			Administration
			As presented
Calling Lake Conklin	Sep 21, 2014 Jun 26, 2014 Aug 19, 2014 Aug 25, 2014 Aug 27, 2014	0185-14 0193-14	As presented
			As presented
			As presented
			Administration
			Administration
Fort McKay Gift Lake J.F. Dion	Aug 26, 2014 Aug 25, 2014 Sep 9, 2014 Sep 12, 2014	380.14	As presented
			Administration
			As presented
			As presented
			As presented
Janvier Paddle Prairie	Sep 2, 2014 Jun 10, 2014 Sep 8, 2014		As presented
			As presented
			As presented
Trout Lake Wabasca	Sep 10, 2014 Sep 8, 2014	2968/09/14	As presented
			Administration

CARRIED

ADMINISTRATIVE
ACTION –
FOLLOW UP LSBC
MEETING
MINUTES
RECEIVED

23699/14 Colin Kelly moved that the Board of Trustees approve of the follow up action taken by Administration with respect to local board minutes received, as attached.

CARRIED

COVERING
MOTION ANNUAL
EDUCATION
RESULTS
REPORT/ANNUAL
PLAN

23700/14 That the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relates to the 2013-2014 Annual Education Results Report, 2013-2014 Annual Plan.

CARRIED

COVERING
MOTION IN- LIEU
DAYS FOR
ADMINISTRAT-
ORS /

23701/14 Colin Kelly moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to the 2014-2015 in-lieu for administrators.

CARRIED

COVERING
MOTION
ORGANIZATION-
AL PLANS

23702/14 That the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.

CARRIED

INFORMATION
ITEMS

23703/14 Colin Kelly moved that the Board of Trustees receive as information the following:

- a) List of Acronyms
- b) Payment of Accounts

CARRIED

ADJOURN

The meeting adjourned at 5:17 p.m.

CLOSING PRAYER

Advisory Committee Member, Louie Cardinal gave the closing prayer.

Colin J. Kelly, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance