

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON JUNE 26/27,
2015 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

	MEMBERSHIP	
✓	Colin Kelly	• Official Trustee
✓	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	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
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
✓	Donna Barrett	• Superintendent of Schools
x	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
x	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance

	GUESTS	
✓	Gail Sajo	• Literacy Coordinator
✓	Randy Chernipeski	• CTS School/Industry Partnership Administrator
✓	Dwight Gladue	• Little Buffalo LSBC Board Chair
✓	Roseanna Sawan	• Little Buffalo Committee Member

CALL TO ORDER

Colin Kelly, Official Trustee called the meeting to order at 5:50 p.m.

OPENING
PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

RECESS

The meeting recessed for dinner at 6:00 p.m.
The meeting reconvened at 6:55 p.m.

ADOPT AGENDA

23854/15 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended with the following addition:

2.9 Early Childhood Services

CARRIED

MINUTES –
MAY 22, 2015
MAY 26, 2015
SPECIAL
MEETING

23855/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the minutes as presented:

May 22, 2015 – Regular Meeting
May 26, 2015 – Special Meeting

Colin Kelly, Official Trustee requests administration to draft a Tender/Auction Procedure and bring this to the August 2015 Regular Board Meeting.

CARRIED

PRESENTATION
LITERACY
BENCHMARKS

Gail Sajo, Literacy Coordinator presented the Literacy Benchmarking Outcomes across the division to the board.

RECESS

The meeting recessed at 8:10 p.m.
The meeting reconvened at 8:23 p.m.

PRESENTATION
CAREER AND
TECHNOLOGY
STUDIES AND
CAREER AND
TECHNOLOGY
FOUNDATIONS

Randy Chernipeski, School/Industry Partnership presented information to the board on the Career and Technology Studies and Career and Technology Foundation courses that students are participating in across the division.

Colin Kelly, Official Trustee requests administration draft a comparison chart on the number of credits earned in CTS compared to the number of students registered in CTS and bring this information to the August 2015 Regular Board Meeting.

RECESS

The meeting recessed at 9:22 p.m. on June 26, 2015
The meeting reconvened at 9:09 a.m. on June 27, 2015

BURSARIES AND
SCHOLARSHIPS

23856/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the three applications for bursaries and scholarships for students Louise Christensen, Tristan Durocher and Taylor Marie Calliou-Cardinal following administrative review.

CARRIED

TRANSFER OF GIFT LAKE SCHOOL HOME ECONOMICS PORTABLE	23857/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve the transfer of the Gift Lake School Home Economics Portable to the Gift Lake Community Church, effective immediately. CARRIED
PROCEDURE 206 – EARLY CHILDHOOD SERVICES PROGRAMS	23858/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve Procedure 206 – Early Childhood Services Programs, as attached, to align with changes to Alberta Early Childhood Regulations and to better align with forthcoming changes in the new Alberta Education Act. CARRIED
2015-2016 NORTHLAND SCHOOL YEAR CALENDAR	23859/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve the Northland School Division 2015-2016 School Year Calendar 'A' and 'B', as attached. CARRIED
NEW STAFF ORIENTATION AUGUST 2015	23860/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve the New Staff August Orientation 2015 proposed program agenda and budget, as attached. Colin Kelly, Official Trustee requests that Bigstone Cree First Nation be added to the New Staff Orientation Program and that a representative from the M.D. of Opportunity #17 be invited to bring welcome greetings. CARRIED
RANDOM ACT OF KINDNESS DAY	23861/15	Colin Kelly, Official Trustee moved that the Board of Trustees encourage the participation of NSD 61 schools in Random Act of Kindness Day on November 6, 2015, as attached. CARRIED

AUGUST 2015
BOARD
MEETING DATE

23862/15 Colin Kelly, Official Trustee moved that the Board of Trustees set August 28/29, 2015 as the August Regular Board Meeting date.

CARRIED

2015-2016
BOARD
MEETING DATES

23863/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the following Board Meeting dates for the 2015-2016 school year:

October 2-3, 2015	Board Meeting
November 20-21, 2015	Board Meeting
January 22-23, 2016	Board Meeting
February 19-20, 2016	Board Meeting
March, 2016	Board PD In-Service
April 22-23, 2016	Board Meeting
May 27-28, 2016	Board Meeting
June 24-25, 2016	Board Meeting
August 26-27, 2016	Board Meeting

CARRIED

SUMMER SCHOOL
JULY 2015

23864/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the following proposals for summer school with funds coming from the 2014-2015 budget:

ADCS School – High School Summer Education Program
Dates: July 2nd – July 31st
Times: 1-6 p.m.
Registered: 20 students
Courses: Social 20 and 30, Math 20, Work Experience, Science 24
Potential Credits: 80-120 credits
Delivery Method: Blended ADLC and face-to-face

CARRIED

PELICAN
MOUNTAIN
SCHOOL SURVEY

23865/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information the Pelican Mountain School Survey Summary, as attached.

Colin Kelly, Official Trustee requests that administration bring a school closure process to the October 2/3, 2015 Regular Board Meeting.

CARRIED

EARLY CHILDHOOD
SERVICES
CLASSROOM

A discussion was had regarding the air quality in the Early Childhood Services Classroom room in Peerless Lake School.

Colin Kelly, Official Trustee requests administration to address the air quality issues in the Early Childhood Services room at Peerless Lake School and will work with the new administrator and the LSBC to accommodate the ECS students.

Colin Kelly, Official Trustee requests administration to work with Northern Lakes College and see if space can be made available at the Trout Lake Campus to encourage student enrolment.

RECESS

The meeting recessed at 10:45 a.m.
The meeting reconvened at 11:02 a.m.

COLLECTION
MATTER

23866/15 Colin Kelly, Official Trustee moved that the Board of Trustees recommends entering into a repayment agreement in regards to a return of service for ATEP training.

CARRIED

SEVERANCE
PACKAGES

23867/15 Colin Kelly, Official Trustee moved that the Board of Trustees requests administration to put together severance packages for positions that have been eliminated due to budget constraints.

CARRIED

JOB DESCRIPTION
– DIVISIONAL
FACILITIES
MANAGER

23868/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the newly created job description for the position of Divisional Facilities Manager, as attached.

Colin Kelly, Official Trustee requests administration to bring the Maintenance Committee together and review the strategies that were put in place to ensure that the Maintenance Department is on the right track. The following members will sit on the Maintenance Committee: Robin Guild, St. Theresa LSBC Chair, Kim Courtoreille, Desmarais LSBC Chair, Elmer Gullion, Kateri

LSBC Chair, Ken Shaw, Gift Lake LSBC Chair and Trudy Rasmuson, Secretary-Treasurer.

CARRIED

JOB DESCRIPTION
– CONSTRUCTION
PROJECT
FOREMAN

23869/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the newly created job description for the position of Construction Project Foreman, as attached.

CARRIED

JOB DESCRIPTION
– EXECUTIVE
SECRETARY
FINANCE

23870/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive changes in the job description for the position of Executive Secretary Finance, as attached.

CARRIED

2015-2016
BUDGET

23871/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2015-2016 Budget, as attached.

TABLED

CURRENT
EXPENDITURES
BORROWING
RESOLUTION

23872/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve signing the Borrowing Resolution, if required in the amount of \$3,000,000 to meet the current operating expenditures for the years 2014-15 and 2015-16, as attached.

CARRIED

2015-2016
BUDGET

23873/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2015-2016 Budget, as attached.

CARRIED

RECESS

The meeting recessed for lunch at 11:55 a.m.
The meeting reconvened at 12:53 p.m.

2013-2014 AUDIT
FINDINGS

23874/15 Colin Kelly, Official Trustee moved that the Board of Trustees recommends that a letter be sent to the Auditor General in response to the Management Letter of 2013-2014 which states,

“While quarterly financial reporting has been prepared and provided to the official trustee, the division was unable to produce accurate financial statements within scheduled year end timelines. A number of subledgers were not reconciled to the general ledger on a timely basis,”

and includes the following response,

“In 2014-2015, the reconciliations are being completed in a timely manner, as staffing levels have been restored. Year-end statements will continue to be provided to the auditor as per previous audits. Due to the complex nature and the low materiality threshold of the ADCS financial statement, production of financial statements sooner than the second-last Friday of October will impact accuracy, which is critical for the tuition invoicing.

CARRIED

GIFT LAKE SCHOOL
LIBRARY
FURNITURE
PURCHASE

23875/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the purchase of library furniture in the amount of \$52,039.00 plus GST at Gift Lake School, with funds coming from the Gift lake School Furniture & Equipment Budget.

CARRIED

LITTLE BUFFALO
WATER HAUL

23876/15 Colin Kelly, Official Trustee moved that the Board of Trustees approves \$100,000 be added to the 2014-15 Maintenance Budget to pay for water hauling to Little Buffalo School.

CARRIED

WABASCA LOT – DEVELOPMENT COSTS 23877/15 Colin Kelly, Official Trustee moved that the Board of Trustees approves \$60,000 be spent to develop 2521 Mistassiniy Road in Wabasca, with funds coming from the Housing Budget.

CARRIED

ACCESS TO LOT 7 BY FIRST MCKAY FIRST NATION 23878/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve a request from the Fort McKay First Nation for an access road on the corner of Lot 7.

CARRIED

OLD PEAVINE SCHOOL DEMOLITION 23879/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the additional cost of \$30,000 so that Northland School Division can complete the demolition of the old Peavine School.

CARRIED

LSBC MEETING MINUTES RECEIVED 23880/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the Local School Board Committee meeting minutes as information, as listed below:

LSBC NAME	DATE OF MEETING
Anzac/Bill Woodward	Apr 21, 2015
ADCS	May 18, 2015
Bishop Routhier	Mar 2, 2015
	May 4, 2015
Calling Lake	May 3, 2015
	May 28, 2015
Chipewyan Lake	May 7, 2015
	Jun 11, 2015
Conklin	May 13, 2015
	Jun 18, 2015
Desmarais	May 20, 2015
Elizabeth	May 25, 2015
Fort McKay	Jun 4, 2015
	Jun 8, 2015
Keg River	Apr 14, 2015
	May 5, 2015
Little Buffalo	May 13, 2015
Paddle Prairie	Jun 8, 2015
Peerless Lake	Mar 26, 2015
	May 14, 2015
Pelican Mountain	May 13, 2015
Susa Creek	May 11, 2015
Trout Lake	Jun 15, 2015

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

23881/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve of the action taken by Administration with respect to Local School Board Committee minutes received, as listed below:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Anzac/Bill Woodward	Apr 21, 2015		As Presented
ADCS	May 18, 2015		As Presented
Bishop Routhier	Mar 2, 2015		As Presented
Calling Lake	May 4, 2015		
	May 3, 2015		
	May 28, 2015	All minutes	Administration
Chipewyan Lake	May 7, 2015		As Presented
	Jun 11, 2015		
Conklin	May 13, 2015		As Presented
	Jun 18, 2015		
Desmarais	May 20, 2015		As Presented
Elizabeth	May 25, 2015		As Presented
Fort McKay	Jun 4, 2015		As Presented
	Jun 8, 2015	18-15	Exclude
Keg River	Apr 14, 2015		As Presented
	May 5, 2015	4467	Exclude
Little Buffalo	May 13, 2015		As Presented
Paddle Prairie	Jun 8, 2015		As Presented
Peerless Lake	Mar 26, 2015		As Presented
	May 14, 2015		
Pelican Mountain	May 13, 2015		As Presented
Susa Creek	May 11, 2015		As Presented
Trout Lake	Jun 15, 2015		As Presented

CARRIED

ADMINISTRATIVE
ACTION – FOLLOW
UP LSBC MEETING
MINUTES
RECEIVED

23882/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve of the follow up action taken by Administration with respect to Local School Board Committee minutes received, as attached.

CARRIED

COVERING
MOTION, IN LIEU
DAYS FOR
ADMINISTRATION

23883/15 Colin Kelly, Official Trustee 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 days for administrators.

CARRIED

COVERING
MOTION, ANNUAL
EDUCATION
RESULTS REPORT/
ANNUAL REPORT

23884/15 Colin Kelly, Official Trustee moved 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, 2014–2015 Annual Plan.

CARRIED

COVERING
MOTION,
ORGANIZATIONAL
PLANS

23885/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information and refer to administration, all Local School Board Committee motions which relate to Organizational Plans.

CARRIED

SUPERINTENDENT'S
REPORT

23886/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

CHAIRMAN'S
REPORT

23887/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

SECRETARY –
TREASURER'S
REPORT

23888/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

REPORTS FOR
INFORMATION

23889/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- Alberta School Employee Benefit Plan Update
- Staff Absenteeism Data
- Teaching Staff by School
- Mobile Home Budget
- Additional 5 Mobile Home Units from AB Ed
- List of Acronyms
- Payment of Account

Colin Kelly, Official Trustee requests administration draft the following and bring to the August 28/29, 2015 Regular Board Meeting:

- A staffing statistic comparison chart which depicts the absenteeism for staff for May 2014 vs May 2015
- Include in the Superintendent's Report, absenteeism's that Northland has control over as well as absenteeism information from other jurisdictions
- A report that generates what should be going to the LSBC monthly meetings.

CARRIED

ADJOURN

The meeting adjourned at 3:10 p.m.

CLOSING PRAYER

Elmer Gullion, Advisory Committee Member gave the closing prayer.

Colin J. Kelly, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance