MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61 BOARD OF TRUSTEES SPECIAL MEETING ON AUGUST 31, 2017 AT DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

	ATTENDANCE		
✓	Lois Byers	•	Official Trustee
✓	Gord Atkinson	•	Superintendent of Schools
✓	Trudy Rasmuson	•	Secretary-Treasurer
\checkmark	Melanie Mantai	•	Executive Secretary – Finance

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 10:07 a.m.

ADOPT AGENDA/WAIVER

24403/17 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as provided and waive Special Meetings Section 67 (4) of the School Act.

CARRIED

SUPERINTENDENT OF **SCHOOLS EVALUATION** APPROVAL

24404/17

Lois Byers, Official Trustee moved that the Board of Trustees approve the Superintendent's Evaluation Report as developed in the evaluation workshop of July 14, 2017 as an accurate accounting of the Superintendent's performance for the period September 1, 2016 to June 30, 2017; and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf.

Lois Byers, Official Trustee directs administration to research board meeting evaluation tools that can be adopted by the Board.

CARRIED

REGULAR BOARD MEETING DATE CHANGE

24405/17

Lois Byers, Official Trustee moved that the Board of Trustees approve changing the date of the September 21, 2017 Regular Board meeting to September 14, 2017.

CARRIED

ZONE 1 2017 FRIENDS OF EDUCATION **AWARD**

24406/17

Lois Byers, Official Trustee moved that the Board of Trustees approve the nomination of APPLE Schools, for the 2017 Friends of Education Award and going forward Byers, Official Trustee asked that the nomination form be included with recommendation.

CARRIED

PEERLESS LAKE **TEACHERAGE REQUEST**

Lois Byers, Official Trustee moved that the Board of Trustees make an exception to Policy 20 and approve renewing the lease for housing units #110 and #59 in Peerless Lake to the Peerless/Trout First Nation for the employees that are working on the housing units in the community.

24407/17

Lois Byers, Official Trustee directs administration to make changes to Policy 20 - Teacher Housing which will allow administration to make decisions on renting teacherages to tenants that may not be

Northland staff, if needed.

CARRIED

PEAVINE PAVING

24408/17

Lois Byers, Official Trustee moved that the Board of Trustees ratify the administrative action to allow Amec Foster Wheeler, Environment & Infrastructure to proceed with the paving of the Peavine School parking lot in the amount of \$138,932.50 (gst not included).

CARRIED

POLICY 7 – BOARD GOVERNANCE & OPERATIONS A question that was asked during the June 22 Corporate Board meeting on whether a Trustee could also be an MLA prompted discussions. Results received back from Alberta Education stated that the Local Authorities Election Act had no stipulations on a person running for more than one office, but Section 82(g) of the School Act states that you cannot be a Trustee and an MLA. Byers, Official Trustee recommended that a clause be added to Policy 4 – Trustee Code of Conduct that if a Trustee decides to run for the position of MLA that they would need to take a leave of absence from their position as Trustee which would be the same as an employee of the division.

24409/17

Lois Byers, Official Trustee moved that the Board of Trustees approve third & final reading of Policy 7, Board Governance and Operations, as attached and add the Board Agenda template as a reference.

Lois Byers, Official Trustee directs administration to add a clause to Policy 4, Trustee Code of Conduct indicating measures to take if a Trustee decides to run as an MLA and bring to the September 14, 2017 Board meeting.

CARRIED

POLICY 2 – ROLE OF THE BOARD

24410/17

Lois Byers, Official Trustee moved that the Board of Trustees approve the housekeeping changes to Policy 2, Role of the Board, as amended:

- Remove clause 5.5 remove following an approval
- Change 8.2 to 8.1 and 8.2 should read: guide the overall operation of the division.
- Clause 3.7 to read Monitor Board processes and admin procedures to ensure they support Board Policy and are respectful of local culture, values and traditions.

Add to Clause 7.3: including results of the monthly meeting assessments.

CARRIED

POLICY 2, APPENDIX A **BOARD ANNUAL WORK PLAN**

24411/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 2, Board Annual Work Plan, as amended with the following changes; change date for 7.4 to Nov and add in a

legend at the bottom for SP/FP/CW.

CARRIED

24412/17

Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 2, Board Annual Work Plan, as attached.

CARRIED

POLICY 2, APPENDIX B **FACILITATED BOARD SELF EVALUATION PROCESS**

24413/17 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 2, Appendix B - Facilitated Board Self Evaluation Process, as amended with the following change; add evaluation tool after motions monthly board evaluation assessments to Part 6.

CARRIED

24414/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 2, Appendix B - Facilitated Board Self Evaluation Process, as attached.

CARRIED

POLICY 2, APPENDIX C **BOARD PERFORMANCE** ASSESSMENT GUIDE

24415/17

Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 2, Appendix C - Board Performance Assessment Guide, as amended ensuring the Role Expectation column Policy 2 Role of the Board.

CARRIED

24416/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 2, Appendix C - Board Performance Assessment Guide, as attached.

CARRIED

POLICY 3, APPENDIX A SERVICES, MATERIALS & EQUIPMENT TO **TRUSTEES**

24417/17

Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 3, Appendix A – Services, Materials & Equipment to Trustees, as amended with adding day timer and leather portfolio to the equipment list.

CARRIED

Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 3, Appendix A - Services, Materials & Equipment to Trustees, as attached.

CARRIED

POLICY 4, APPENDIX A TRUSTEE CODE OF CONDUCT SANCTIONS	24419/17	Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 4, Appendix A – Code of Conduct Sanctions, as attached.
		CARRIED
	24420/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 4, Appendix A – Trustee Code of Conduct Sanctions, as attached.
		CARRIED
POLICY 7, APPENDIX A SCHEDULE OF RATES	24421/17	Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 7, Appendix A – Schedule A, Schedule of Rates, as attached.
		Lois Byers, Official Trustee directed administration to research if Trustees can receive Health Spending Account benefits.
		CARRIED
	24422/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 7, Appendix A – Schedule A, Schedule of Rates, as attached.
		CARRIED
POLICY 16, RECRUITMENT AND SELECTION OF PERSONNEL	24423/17	Lois Byers, Official Trustee moved that the Board of Trustees approve first reading of Policy 16, Recruitment of Personnel, as attached.
PERSONNEL		CARRIED
	24424/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 16, Recruitment of Personnel, as attached.
		CARRIED
NSD OUTCOME STATEMENTS	24425/17	Lois Byers, Official Trustee moved that the Board of Trustees approve in principle, the Northland School Division Outcome Statements, as attached.
		CARRIED
ADMINISTRATIVE PROCEDURE 507 – SCHOOL FEES		Discussions were had on the Fee Schedule Submission Update received by email on August 31, 2017. The information was received the morning of the Special meeting and staff did not have time to prepare
	24426/17	Lois Byers, Official Trustee moved that the Board of Trustees receive the attached Administrative Procedure 507, School Fees, as information, as amended.

Lois Byers, Official Trustee directed administration to ensure Northland is in compliance with Alberta

Recording Secretary: Trudy Rasmuson, Secretary-Treasurer

	Education, regarding the information received the morning of August 31.
	CARRIED
ADJOURN	The meeting was declared adjourned at 12:33 p.m.
	Lois Byers, Official Trustee
	 Trudy Rasmuson, Secretary-Treasurer