

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
✓	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 the recommendation.

CARRIED
- PEERLESS LAKE
TEACHERAGE
REQUEST
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

- 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
- 24418/17 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. 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

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

Recording Secretary: Trudy Rasmuson, Secretary-Treasurer