

MINUTES OF THE NORTHLAND SCHOOL DIVISION  
NO. 61 BOARD OF TRUSTEES REGULAR MEETING  
ON SEPTEMBER 14, 2017 AT THE DIVISION OFFICE  
IN PEACE RIVER, AB.

MEMBERSHIP		
✓	Lois Byers	• Official Trustee
✓	Gord Atkinson	• Superintendent of Schools
x	Shelley Willier	• Area Associate Superintendent
x	Tim Stensland	• Area Associate Superintendent
x	Nancy Spencer-Poitras	• Area Associate Superintendent
✓	Wes Oginski	• Associate Superintendent of Human Resources
✓	Lorraine Cardinal-Roy	• Director of First Nation, Métis & Inuit Learner Success
✓	Trudy Rasmuson	• Secretary-Treasurer
x	Stephanie Sutherland	• Director of Student Services
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance

- CALL TO ORDER** Lois Byers, Official Trustee called the meeting to order at 9:00 a.m.
- IN CAMERA SESSION** 24427/17 Lois Byers, Official Trustee moved that the meeting go in camera at 9:01 a.m.
- CARRIED
- REGULAR SESSION** 24428/17 Lois Byers, Official Trustee moved that the meeting revert to regular session at 9:58 a.m.
- CARRIED
- While in camera the Audit Plan and School Councils were discussed.
- OPENING CULTURAL REFLECTION**
- Lois Byers, Official Trustee acknowledged that the meeting is on Treaty 8 land and the contribution from the Metis people.
- Lorraine Cardinal-Roy, Director of First Nation, and Metis & Inuit Learner Success gave the opening cultural reflection.
- ADOPT AGENDA** 24429/17 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as amended:
- Add items: 13. Principal Advisory Committee, 14. Audit Plan; and change item 3.2 to Personnel.
- CARRIED
- MINUTES JUNE 22, 2017** 24430/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the June 22, 2017 Regular Board Meeting minutes as presented.
- CARRIED

MINUTES  
AUGUST 10,  
2017

24431/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the August 10, 2017 Special Board Meeting minutes as presented.

CARRIED

MINUTES  
AUGUST 31,  
2017

24432/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the August 31, 2017 Special Board Meeting minutes as presented.

CARRIED

OLD BUSINESS –  
BOARD ACTION  
ITEMS

24433/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.

CARRIED

EDUCATION  
QUARTERLY  
REPORT

Superintendent Atkinson, presented the Education Quarterly Report.

24434/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached; and directs administration going forward to include a data analysis for attendance.

CARRIED

LOCALLY  
DEVELOPED  
COURSES

Discussion was had on what Big History is. This curriculum talks about a huge spectrum of time in history and brings it all together to the present time.

24435/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the Locally Developed courses from Chinook’s Edge School Division No. 73: Big History 15-3, Big History 15-5 and History Through Film: Fact and Fiction 25-3; and going forward directs administration to attach the course outline so that the Board will know what they are approving.

CARRIED

TRANSFER OF  
NSD  
TEACHERAGES  
TO PADDLE  
PRAIRIE METIS  
SETTLEMENT

A request to transfer the three (3) housing units came from the Metis Settlement office. These units are surplus to the division and are located on the settlement land.

24436/17 Lois Byers, Official Trustee moved that the Board of Trustees transfer the three (3) houses, #127, #63 and #64 to the Paddle Prairie Metis Settlement.

CARRIED

POLICY 2 – APPENDIX A BOARD ANNUAL WORK PLAN	24437/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix A Board Annual Work Plan, as attached and amended, with changes: add the Audit Plan Entrance to August, Review of Draft Fall Budget to October and Audit Plan Exit to November.
		CARRIED
POLICY 2 – APPENDIX B FACILITATED BOARD SELF EVALUATION PROCESS	24438/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix B Facilitated Self Evaluation Process, as attached.
		CARRIED
POLICY 2 – APPENDIX C BOARD PERFORMANCE ASSESSMENT GUIDE	24439/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2 Appendix C Performance Assessment Guide, as attached.
		CARRIED
POLICY 3 – APPENDIX A SERVICES, MATERIALS & EQUIPMENT TO TRUSTEES	24440/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 3 Appendix A Services, Materials & Equipment to Trustees, as attached.
		CARRIED
POLICY 4 – APPENDIX A TRUSTEE CODE OF CONDUCT SANCTIONS	24441/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 4 Appendix A Trustee Code of Conduct, as attached.
		CARRIED
POLICY 7 – APPENDIX A SCHEDULE OF RATES	24442/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 7 Appendix A Schedule of Rates, as amended with the following changes: add in Compensation after Elder (only when the Elder has been invited to attend a School Council/ Council of School Council/ Ward Council and Board meeting) and add annually after (4) additional days in paragraph two under compensation.
		CARRIED
POLICY 16 – RECRUITMENT AND SELECTION OF PERSONNEL	24443/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 16 Recruitment and Selection of Personnel, as attached.
		CARRIED

POLICY 20 – TEACHER HOUSING                      24444/17      Lois Byers, Official Trustee moved that the Board of Trustees approve the housekeeping changes to Policy 20 Teacher Housing, as attached.

CARRIED

POLICY 4 – TRUSTEE CODE OF CONDUCT                      24445/17      Lois Byers, Official Trustee moved that the Board of Trustees first reading of Policy 4 Trustee Code of Conduct, as attached.

CARRIED

PRINCIPAL ADVISORY COMMITTEE (PAC)                      24446/17      Lois Byers, Official Trustee moved that the Board of Trustees direct the formation of the Principal Advisory Committee in the circumstance that a School Council is unable to form, or a Principal Advisory Committee is preferred; and the Principal Advisory Committee shall have all the same opportunities for involvement as a school council would as per the *School Act*; and the School Council Regulations; and that all meetings shall be opened to all parents and community members.

CARRIED

AUDIT PLAN                      24447/17      Lois Byers, Official Trustee moved that the Board of Trustees accept the Audit Plan as presented.

CARRIED

OFFICIAL TRUSTEE'S REPORT                      Official Trustee Byers presented her report to the Board as information. Byers thanked everyone involved in the Elections of the new board, and thanked the Division for her year.

24448/17      Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Official Trustee's Report as presented and attached.

CARRIED

SUPERINTENDENT'S REPORT                      Superintendent Atkinson presented his report to the Board as information. Atkinson discussed how the 5 outcome statements will shape the work of the Division and acknowledged Alberta Education's involvement. WE Day was discussed and NSD staff is looking forward to a great year. Atkinson, acknowledged partnerships with other school boards and particulary Edmonton Public for extending an opportunity for NSD to share resources.

24449/17      Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

RECESS                      The meeting recessed at 10:50 a.m.  
The meeting reconvened at 11:04 a.m.

Byers, Official Trustee acknowledged Chelsea Cattroll, who was awarded the ASBA Zone 1 Edwin Parr Award, and APPLE Schools as nominee for the Friends of Education Award at the banquet held on September 13, 2017.

MONITORING  
REPORTS

Monitoring Reports are required as per Policy 2, Appendix A Board Annual Work Plan and are intended to keep the Board informed on what is going on in the Division.

Curtis Walty, Communications Coordinator presented a Strategic Communication Plan for 2017-2018 to the Board.

Associate Superintendent of Human Resources presented a Personnel Department report to the Board.

24450/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Department Monitoring Reports as presented and attached and directs that the Family Wellness Workers be added to the staffing Update list.

CARRIED

ADJOURN

The meeting was declared adjourned at 11:31 a.m.

CLOSING  
CULTURAL  
REFLECTION

Lorraine Cardinal-Roy, Director of First Nation, Metis & Inuit Learner Success gave the closing cultural reflection.

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Lois Byers, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance