

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON OCTOBER 2/3,
2015 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Kim Courtoreille	• Advisory Committee Member – Desmarais
✓	Robin Guild	• Advisory Committee Member – Wabasca
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
x	Margaret Quintal	• Advisory Committee Member – Conklin
x	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Donna Barrett	• Superintendent of Schools
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	David Cox	• Division Facility Manager
✓	Wes Oginski	• Director of Human Resources
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
x	Melanie Mantai	• Executive Secretary - Finance
GUESTS		
✓	Margot Simonot	• Father R. Perin, School Teacher
x	Dwight Gladue	• Little Buffalo, Board Chair
x	Roseanna Gladue	• Community Member
✓	Manny Chalifoux	• Contract Transportation Manager

CALL TO ORDER

Colin Kelly, Official Trustee called the meeting to order at 5:45 p.m.

OPENING PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

RECESS

The meeting recessed for dinner at 5:45 p.m.
The meeting reconvened at 6:32 p.m.

ADOPT AGENDA

23916/15 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended.

Move: Presentation Provincial Achievement Results to October 3, 2015

Move: Presentation Regional/Virtual High School Feasibility Study to 8:00 pm

CARRIED

MINUTES –
AUGUST 28/29,
2015 MEETING

23917/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the minutes as presented.

August 28/29, 2015 – Regular Meeting

CARRIED

STUDENT MENTAL
HEALTH AD HOC
COMMITTEE

23918/15 Colin Kelly, Official Trustee moved that the Board of Trustees recommend forming a Student Mental Health Ad Hoc Committee with funds coming from the revised November budget, as attached.

CARRIED

JOB DESCRIPTION
– DIVISIONAL
FACILITIES
MANAGER

23919/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the newly created job description for the position of Divisional Facilities Manager, as attached.

Colin Kelly, Official Trustee requests that administration review the wording in the Divisional Facilities Manager job description and bring it back to the November 20/21, 2015 Board meeting.

TABLED

JOB DESCRIPTION
– CONSTRUCTION
PROJECT
FOREMAN

23920/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the newly created job description for the position of Construction Project Foreman, as attached.

CARRIED

JOB DESCRIPTION
– EXECUTIVE
SECRETARY
FINANCE

23921/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve changes in the job description for the position of Executive Secretary Finance, as attached.

CARRIED

JOB DESCRIPTION – STUDENT DATA AND EDUCATION TECHNOLOGY COACH	23922/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the newly created job description for the position of Student Data and Education Technology Coach, as attached. CARRIED
JOB DESCRIPTION – HOUSING COORDINATOR	23923/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the revisions to the job description for the position of Housing Coordinator, as attached. CARRIED
JOB DESCRIPTION – SCHOOL CUSTODIAN	23924/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the revisions to the job description for the position of School Custodian, as attached. CARRIED
NORTHLAND TEACHER CAREER FAIR DATES & RECRUITMENT	23925/15	Colin Kelly, Official Trustee moved that the Board of Trustees adopt the attached recruitment strategy for the 2015/2016 school year. TABLED
ITINERANT TEACHER PROPOSAL	23926/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve hiring two part-time teachers at 0.50 FTE each to provide itinerant coverage for Northland School Division No. 61 more remote schools, funds to come from the approved June 2015 Supply Teacher Budget. CARRIED
RECESS		The meeting recessed at 7:39 p.m. The meeting reconvened at 7:58 p.m.
PRESENTATION REGIONAL/ VIRTUAL HIGH SCHOOL FEASIBILITY STUDY		Margot Simonot, Father R. Perin School Teacher presented information on the Regional/Virtual High School Feasibility Study to the Board.

RECESS		The meeting recessed at 8:53 p.m. on October 2, 2015. The meeting reconvened at 9:04 a.m. on October 3, 2015.
		Melanie Mantai, Executive Secretary Finance joined the meeting.
OPENING PRAYER		Louis Cardinal, Advisory Committee Member gave the opening prayer.
IN CAMERA	23927/15	Colin Kelly, Official Trustee, moved that the meeting go in-camera at 9:20 a.m.
		CARRIED
REGULAR FORMAT	23928/15	Colin Kelly, Official Trustee, moved that the meeting return to regular format at 10:51 a.m.
		CARRIED
RECESS		The meeting recessed at 10:51 a.m. The meeting reconvened at 11:10 a.m.
NORTHLAND TEACHER CAREER FAIR DATES & RECRUITMENT	23929/15	Colin Kelly, Official Trustee moved that the Board of Trustees adopt the attached recruitment strategy for the 2015/2016 school year.
		CARRIED
PROCEDURE 516 – DISPOSAL OF DIVISIONAL PROPERTY	23930/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the attached changes to Procedure 516, Disposal of Divisional Property.
		CARRIED
PROCEDURE 500 – BUDGET	23931/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the attached changes to Procedure 500, Budget
		CARRIED

PROCEDURE 504 –
UNCOLLECTIBLE
ACCOUNTS

23932/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 504, Uncollectible Accounts.

Colin Kelly, Official Trustee requests that administration draft a new title for Procedure 504.

CARRIED

2015 BY-ELECTION
DATE SET

23933/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve setting a by-election date of November 4, 2015 for the following communities: Chipewyan Lake, Conklin, Gift Lake and Grouard.

CARRIED

DISPOSAL OF
RECORDS

23934/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the disposal of records, as attached, in accordance with Procedure 110, System Records.

CARRIED

PADDLE PRAIRIE
PORTABLE
CLASSROOM
SALES TENDER

23935/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept the following bids for the two portable classrooms in Paddle Prairie and recommend transferring 2 units to the Paddle Prairie Metis Settlement with the condition that the units be removed from the current site as soon as possible.

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
89.2 square meters	Paddle Prairie Metis Settlement	\$0
81.6 square meters	Keith Price	\$4,200
72.00 square meters	Paddle Prairie Metis Settlement	\$0
80.00 square meters	Emma Willetts	\$100.00

CARRIED

WABASCA MOBILE
HOMES TENDER

23936/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept the following bids for the six mobile homes in Wabasca:

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
1. #198/298 Double Ender	Kenny Gladue	\$11,000.00
2. #215 – 1994 16x64	Gerald Monette	\$2,500.00
3. #222 – 1995 16x64	Kenny Gladue	\$10,000.00
4. #226 – 1997 16x60	Lawrence Oar	\$7,500.00
5. #227 – 1997 16x60	Lawrence Oar	\$10,000.00
6. #209 – 1997 16x66	Aaron Cardinal	\$20,100.00

CARRIED

CALLING LAKE
MOBILE HOMES
TENDER

23937/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept the following bids for the two mobile homes in Calling Lake:

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
1. #219 – 1994 Ridgewood 16x60	Reanna Courtorielle	\$6,500.00
2. #210 – 1995 16x60	Larry Derr	\$11,200.00

CARRIED

CALLING LAKE
PORTABLE
CLASSROOMS
SALES TENDER

23938/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept the following bids for the two portable classrooms in Calling Lake and recommend Northland School Division No. 61 keep unit #2 as a CTS Classroom:

<u>Unit</u>	<u>Name</u>	<u>Bid</u>
1. 26 x 46	Dan Geletta	\$5,700.00
3. 24 x 32	Bigstone Cree Nation	\$2,000.00

CARRIED

CLASSROOM USE
BY WILLOW LAKES
TINY TOTS IN
ANZAC

23939/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the use of a classroom for a daycare program run by Willow Lakes Tiny Tots at Anzac Community School.

Colin Kelly, Official Trustee requests that administration confirm if parents are paying for the daycare service provided by Willow Lakes Tiny Tots at Anzac Community School.

CARRIED

LITTLE BUFFALO WATER HAUL 23940/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve for tender the hauling of water to the MD water distribution plant in Little Buffalo.

CARRIED

PART-TIME JUNIOR ACCOUNTS PAYABLE CLERK 23941/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the hiring of a part-time junior accounts payable clerk with the funds coming from the June 2015-2016 Budget.

CARRIED

CTS PLAN FOR NORTHLAND SCHOOL DIVISION NO. 61 23942/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve a jurisdiction CTS Plan for Northland School Division No. 61.

CARRIED

SALE OF FORT FITZGERALD LAND 23943/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the sale of .88 acres of land located at Lot 5, Fort Fitzgerald Settlement, in the Regional Municipality of Wood Buffalo.

CARRIED

RECESS The meeting recessed at 12:23 p.m.
The meeting reconvened at 12:56 p.m.

LSBC MEETING MINUTES RECEIVED 23944/15 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	August 25, 2015
ADCS	August 31, 2015
Calling Lake	August 26, 2015
Conklin	August 28, 2015
	September 9, 2015
East Prairie	April 15, 2015
	June 10, 2015
Elizabeth	August 26, 2015
Fort McKay	August 27, 2015
Gift Lake	September 9, 2015
J.F. Dion	September 8, 2015

Janvier	September 2, 2015
Little Buffalo	September 14, 2015
Wabasca	June 16, 2015 September 8, 2015

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

23945/15 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	Aug 25, 2015		As presented
ADCS	Aug 31, 2015		As presented
Calling Lake	Aug 26, 2015		As presented
Conklin	Aug 28, 2015		As presented
	Sept 9, 2015		As presented
East Prairie	Apr 15, 2015		As presented
	Jun 10, 2015		As presented
Elizabeth	Aug 26, 2015		As presented
Fort McKay	Aug 27, 2015		As presented
Gift Lake	Sept 9, 2015	418.15	Administration
J.F. Dion	Sept 8, 2015		As presented
Janvier	Sept 2, 2015		As presented
Little Buffalo	Sept 14, 2015	03/15/16 Comment: Old Business B. Gym Use	Exclude Administration
Wabasca	Jun 16, 2015		As presented
	Sept 8, 2015		As presented

CARRIED

COVERING
MOTION, IN LIEU
DAYS FOR
ADMINISTRATION

23946/15 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 2015-2016 in-lieu days for administrators.

CARRIED

COVERING
MOTION, ANNUAL
EDUCATION
RESULTS REPORT/
ANNUAL REPORT

23947/15 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 2014-2015 Annual Education Results Report, 2015–2016 Annual Plan.

CARRIED

COVERING
MOTION,
ORGANIZATIONAL
PLANS

23948/15 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

23949/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

Colin Kelly, Official Trustee requests that a total with percentage be added to the Division Attendance by School graphs.

CARRIED

CHAIRMAN'S
REPORT

23950/15 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

Colin Kelly, Official Trustee requests that a copy of the LTA Agreement Implementation document be sent to all Metis Local School Board Members.

CARRIED

SECRETARY –
TREASURER'S
REPORT

23951/15 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

23952/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- Division Newsletter
- 2015 Summer School Subjects and Credits Earned
- 2015 Summer Reading Program
- 2014-2015 Staff Absenteeism Data
- Staffing Update
- 2014-2015 Support Staff Payouts
- St. Theresa Parking Lot Update
- Northern Lakes College Request
- List of Acronyms
- Payment of Account

Colin Kelly, Official Trustee requests that enrollment be added to the Staffing Update chart.

CARRIED

ADJOURN

The meeting adjourned at 3:22 p.m.

CLOSING PRAYER

Louis Cardinal, Advisory Committee Member gave the closing prayer.

Colin J. Kelly, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance