

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON NOVEMBER
20/21, 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
x	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
✓	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Donna Barrett	• Superintendent of Schools
✓	Lorraine Roy-Cardinal	• Director of First Nation, Métis & Inuit Learner Success
✓	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
✓	Melanie Mantai	• Executive Secretary - Finance
GUESTS		
✓	Crystal Colville	• Little Buffalo Principal
✓	Jenica Cardinal	• Little Buffalo Student
✓	Dominic Laboucan	• Little Buffalo Student
✓	Dwight Gladue	• Little Buffalo, Board Chair
✓	Brian Dewar	• Community Member

CALL TO ORDER		Colin Kelly, Official Trustee called the meeting to order at 5:53 p.m.
OPENING PRAYER		Louis Cardinal, Advisory Committee Member gave the opening prayer.
INTRODUCTIONS		Colin Kelly, Official Trustee welcomed guests and introductions were made.
RECESS		The meeting recessed for dinner at 5:58 p.m. The meeting reconvened at 6:40 p.m.
ADOPT AGENDA	23953/15	Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended: Change title of Little Buffalo Attendance/Achievement Results Presentation to Little Buffalo School, Attendance/Achievement Results & Culture Camp Presentation. CARRIED
MINUTES – OCTOBER 2/3, 2015 MEETING	23954/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve the October 2/3, 2015 minutes as amended: Move: Presentation School Redesign to 8:00 p.m. to: Move: Regional/ Virtual High School Feasibility Study to 8:00 p.m. CARRIED

LITTLE BUFFALO
SCHOOL
PRESENTATION
ATTENDANCE/
ACHIEVEMENT
RESULTS AND
CULTURE CAMP

Crystal Colville, Little Buffalo School Principal along with students Jenica Cardinal and Dominic Laboucan presented information to the Board on the Attendance/Achievement Results and the Culture Camp that was held at Little Buffalo School.

RECESS

The meeting recessed at 8:05 p.m.

Crystal Colville, Little Buffalo School Principal, Brian Dewar and students Jenica Cardinal and Dominic Laboucan left the meeting.

The meeting reconvened at 8:23 p.m.

CALLING LAKE
SCHOOL
PRESENTATION
ATTENDANCE/
ACHIEVEMENT
RESULTS

Gloria Cardinal, Calling Lake School Principal presented information to the Board on the Attendance and Achievement Results at Calling Lake School by Video Conference.

COMMUNITY
ENGAGEMENT
TEAM REPORT

Colin Kelly, Official Trustee, Advisory Group Members and Administrative Staff viewed the Community Engagement Team Video.

RECESS

The meeting recessed at 9:25 p.m. on November 20, 2015.

The meeting reconvened at 9:05 a.m. on November 21, 2015.

Stephanie Sutherland, Supervisor of Student Services joined the meeting.

OPENING
PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

AGENDA
AMENDMENT

23955/15 Colin Kelly, Official Trustee moved that the Board of Trustees amend the agenda and move item 2.3 Draft Policy Sexual Orientation and Gender Identity to 1.1.

CARRIED

DRAFT POLICY –
SEXUAL
ORIENTATION
AND GENDER
IDENTITY

23956/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information the Draft Policy, Sexual Orientation and Gender Identity, as attached.

Colin Kelly Official Trustee requests administration to:

- Research First Nation, Métis & Inuit jurisdictions outside the province to see if there are any that have an established policy on sexual orientation and gender identity.
- Have legal review the Draft Sexual Orientation and Gender Identity Policy.
- Send a copy of the Draft Sexual Orientation and Gender Identity Policy to all LSBC members requesting feedback by January 15, 2016.

CARRIED

JOB DESCRIPTION – STUDENT DATA AND EDUCATION TECHNOLOGY COACH	23963/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve, the newly created job description for the position of Student Data and Education Technology Coach, as attached. CARRIED
JOB DESCRIPTION – HOUSING COORDINATOR	23964/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the revisions to the job description for the position of Housing Coordinator, as attached. CARRIED
JOB DESCRIPTION – SCHOOL CUSTODIAN	23965/15	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the revisions to the job description for the position of School Custodian, as attached with the following changes: Page 1 - #2 keep - in a, page 4 - Other Considerations – last point should be Occupational Health & Safety Training. CARRIED
RECESS		The meeting recessed for lunch at 12:05 p.m. The meeting reconvened at 12:52 p.m.
JOB DESCRIPTION – FIELD SERVICE TECHNICIAN	23966/15	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the newly created job description for the position of Field Service Technician, as attached. Colin Kelly, Official Trustee requests administration review the title for Job Description – Field Service Technician to ensure it is accurate for the position. CARRIED
PROCEDURE 415 – TEACHER GROWTH, SUPERVISOR AND EVALUATION	23967/15	Colin Kelly, Official Trustee moved that the Board of Trustees accept as information, revisions to Procedure 415 – Teacher Growth, Supervision and Evaluation, as attached. CARRIED
ACTING PRINCIPAL DESIGNATION	23968/15	Colin Kelly, Official Trustee moved that the Board of Trustees change to one year term designations for new principals and use the “Acting” designation for those principals who are appointed after the school year starts. CARRIED

PROCEDURE 516 – DISPOSAL OF DIVISIONAL PROPERTY 23969/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached changes to Procedure 516, Disposal of Divisional Property.

CARRIED

PROCEDURE 500 – BUDGET 23970/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached changes to Procedure 500, Budget.

CARRIED

PROCEDURE 504 – UNCOLLECTIBLE ACCOUNTS 23971/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the attached changes to Procedure 504, Uncollectible Accounts.

CARRIED

PROCEDURE 505 – DONATIONS 23972/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 505, Donations.

CARRIED

PROCEDURE 524 – INVESTMENT PROCEDURE 23973/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 524, Investment Procedure.

Colin Kelly, Official Trustee requests administration review Procedure 524 – Investment Procedure and bring a revised procedure back to the January 2016 Finance, Maintenance and Transportation Committee Meeting.

TABLED

USED SCHOOL VEHICLES TENDER 23974/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the following bids for the used vehicles that were put up for tender and recommend Northland School Division No. 61 keep the 2006 Chevrolet Silverado Half-Ton located in Fort Chipewyan and not accept Kevin Auger’s bid for \$500.00.

Location	Vehicle	Name	Bid
Ft. Chipewyan	06 Chevrolet Silverado Half-Ton	Kevin Auger	\$500.00
Peace River	09 GMC Envoy	Kevin Auger	\$400.00
Peace River	04 Trailblazer		\$0
Ft. McMurray	99 Chevrolet Giradian 20 Passenger Bus		\$0

CARRIED

RECESS The meeting recessed at 1:40 p.m.
The meeting reconvened at 1:45 p.m.

2015-2016 NOVEMBER REVISED BUDGET 23975/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2015-2016 November Revised Budget, as presented.

CARRIED

RESERVES PLAN 23976/15 Colin Kelly, Official Trustee moved that the Board of Trustees approve the Reserves Plan, as attached; and Colin Kelly, Official Trustee requests that follow up information be included in the Secretary-Treasurer’s Quarterly Reports.

CARRIED

LSBC MEETING MINUTES RECEIVED 23977/15 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	September 22, 2015 October 22, 2015
ADCS	October 19, 2015
Chipewyan Lake	November 3, 2015
Desmarais	October 14, 2015
East Prairie	September 9, 2015
Elizabeth	September 21, 2015 October 26, 2015
Fort McKay	October 22, 2015
Gift Lake	October 2, 2015
J.F. Dion	October 6, 2015
Janvier	October 5, 2015
Keg River	September 23, 2015
Little Buffalo	October 13, 2015 November 9, 2015
Paddle Prairie	June 17, 2015 September 16, 2015 October 19, 2015
Peerless Lake	September 17, 2015 October 22, 2015
Pelican Mountain	September 1, 2015 October 1, 2015
Susa Creek	September 22, 2015
Trout Lake	November 2, 2015
Wabasca	October 13, 2015

CARRIED

ADMINISTRATIVE ACTION – CURRENT LSBC MEETING MINUTES RECEIVED 23978/15 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	Sept. 22, 2015 Oct. 22, 2015	Old Business	Administration As Presented
ADCS	Oct. 19, 2015	Principal’s Report	Administration
Chipewyan Lake	Nov. 3, 2015	11.3.15.5	Administration
Desmarais	Oct. 14, 2015	4014/15	Exclude
East Prairie	Sept. 9, 2015	Principals Report (j)	Exclude
Elizabeth	Sept. 21, 2015 Oct. 26, 2015		As Presented
Fort McKay	Oct. 22, 2015		As Presented
Gift Lake	Oct. 2, 2015	420.15	Exclude
Grouard	08/16/2015 08/27/2016 08/20/2015 08/19/2015		Exclude Exclude Exclude Exclude
J.F. Dion	Oct. 6, 2015		As Presented
Janvier	Oct. 5, 2015		As Presented
Keg River	Sept. 23, 2015		As Presented
Little Buffalo	Oct. 13, 2015 Nov. 9, 2015		As Presented As Presented
Paddle Prairie	Jun. 17, 2015 Sept. 16, 2015	008:15/16	As Presented Administration

		006:15/16	Administration
		005:15/16	Administration
	Oct. 19, 2015		As Presented
Peerless Lake	Sept. 17, 2015		As Presented
	Oct. 22, 2015		As Presented
Pelican Mountain	Sept. 1, 2015		As Presented
	Oct. 1, 2015		As Presented
Susa Creek	Sept.22, 2015		As Presented
Trout Lake	Nov. 2, 2015	895708	Exclude
		895707	Exclude
		895706	Exclude
Wabasca	Oct. 13, 2015		As Presented

CARRIED

COVERING MOTION, IN LIEU DAYS FOR ADMINISTRATION 23979/15 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 23980/15 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 23981/15 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 23982/15 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 23983/15 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 23984/15 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 23985/15 Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:
 - C2 Update
 - Conklin community School Project Beaver Pilot

- By-election Update
- List of Acronyms
- Payment of Account

Colin Kelly, Official Trustee request administration ensure that Northland School Division No. 61 has adequate liability coverage on any outdoor rinks located on Northland School Division No. 61 property.

CARRIED

ADJOURN

The meeting adjourned at 3:57 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