

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON JANUARY
22/23, 2016 AT THE DIVISIONAL OFFICE, PEACE RIVER,
ALBERTA.

MEMBERSHIP		
✓	Colin Kelly	• Official Trustee
✓	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
✓	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
x	Wes Oginski	• Director of Human Resources
x	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary - Finance
GUESTS		
✓	Dwight Gladue	• Little Buffalo, Local School Board Chair
✓	Roseanna Gladue	• Community Member
✓	Rick Horon	• Principal, Elizabeth School

CALL TO ORDER

Colin Kelly, Official Trustee called the meeting to order at 5:59 p.m.

OPENING PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

RECESS

The meeting recessed for dinner at 6:04 p.m.
The meeting reconvened at 6:52 p.m.

ADOPT AGENDA

23988/16 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended:

Add:

Advisory Committee Membership Discussion (will be a discussion after minutes)

Presentations: CBC News School Hockey Program

Colin Kelly, Official Trustee requests that a copy of the Community Engagement Team Report be sent to all Local School Board Members and emailed to principals, requesting that principals put this as an agenda item for discussion at their February 2016 LSBC meeting to solicit a response.

CARRIED

MINUTES –
NOVEMBER
20/21, 2015
MEETING

23989/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the November 20/21, 2015 minutes as presented.

CARRIED

MINUTES – 23990/16 Colin Kelly, Official Trustee moved that the Board of
 NOVEMBER 25, Trustees approve the November 25, 2015 special
 2015 SPECIAL meeting minutes as presented.
 MEETING

CARRIED

ADVISORY A discussion was held in regards to attendance at the
 COMMITTEE board meetings by the Advisory Committee Members.
 MEMBERSHIP
 DISCUSSION

RECESS The meeting recessed at 7:09 p.m.
 The meeting reconvened at 7:22 p.m.

ST. THERESA Mandi McLennan, St. Theresa School Principal and
 SCHOOL Shelley Stevenson, Vice Principal presented information
 PRESENTATION to the Board on the Attendance and Achievement
 ATTENDANCE/ Results at St. Theresa School by Video Conference.
 ACHIEVEMENT
 RESULTS

ELIZABETH SCHOOL Rick Horon, Elizabeth School Principal presented
 PRESENTATION information to the Board on the Attendance/
 ATTENDANCE/ Achievement Results Elizabeth School.
 ACHIEVEMENT
 RESULTS

CBC SCHOOL The Board of Trustees, Advisory Committee Members
 HOCKEY SCHOOL and Executive staff watched a CBC news video about a
 PROGRAM hockey school program in Sioux Lookout, Ontario. The
 news clip was about keeping the kids in the class and
 out of trouble. To view please go to:
<http://www.cbc.ca/news/canada/hockey-school-sioux-lookout-1.3410464>.

RECESS The meeting recessed at 9:00 p.m. on January 22, 2016.
 The meeting reconvened at 9:09 a.m. on January 23,
 2016.

OPENING Louis Cardinal, Advisory Committee Member gave the
 PRAYER opening prayer.

YEAR-END Trudy, Rasmuson, Secretary-Treasurer presented the
 FINANCIAL RESULTS Year-end Financial Results to the Board.

NEW SCHOOL 23991/16 Colin Kelly, Official Trustee moved that the Board of
 BUSSES PURCHASE Trustees accept the tenders from The Bus Centre for
 TENDER the purchase of four new school busses, with funds
 ACCEPTANCES coming from the approved 2015-2016 Transportation
 Budget:

Company	Passenger Size	Number of Busses	Bid
The Bus Centre	54 passenger	1	\$95,870.00 +gst
The Bus Centre	66 passenger	2	\$104,235.00 +gst
The Bus Centre	70 passenger	1	\$105,927.00 +gst

CARRIED

POLICY ONE,
BOARD
PHILOSOPHY
MANDATE, CORE
PURPOSE, VISION
BELIEFS AND
VALUES

23992/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive Policy One, Board Philosophy Mandate, Core Purpose, Vision Beliefs and Values, as information.

Colin Kelly, Official Trustee requests the following:

- That a copy of Policy One, Board Philosophy Mandate, Core Purpose, Vision Beliefs and Values be sent to all Local School Board members and emailed to principals under Colin Kelly, Official Trustees' signature, requesting that principals put this as an agenda item at their February 2016 LSBC meeting to solicit a response; and
- Ensure this item is on the February 9/10, 2016 Administrator's Agenda; and
- Set up a process for administration to meet with LSBC communities to discuss Policy One to obtain feedback.

CARRIED

DRAFT POLICY –
SEXUAL
ORIENTATION
AND GENDER
IDENTITY

23993/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the draft policy, Sexual Orientation and Gender Identity, as attached.

Colin Kelly, Official Trustee requests that a copy of the Draft Policy, Sexual Orientation and Gender Identity be sent to all Local School Board Committee members and emailed to principals under Colin Kelly, Official Trustees' signature, requesting that principals put this as an agenda item at their February 2016 LSBC meeting to solicit a response.

CARRIED

2015-2016
GROUARD
NORTHLAND
SCHOOL JUNIOR
HIGH CLOSURE

23994/16 Colin Kelly, Official Trustee moved that the Board of Trustees recommends administration commence the process in accordance with the School Act to consider the closure of Grouard Northland School Junior High at the end of the 2015-16 school year.

CARRIED

CLASSROOM
CHAMPIONS
RESEARCH
PROPOSAL

23995/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the research request by Classroom Champions to collect data from Bill Woodward School with a copy of the research required to be sent to Central Office.

CARRIED

RECESS

The meeting recessed at 10:38 a.m.
The meeting reconvened at 10:55 a.m.

JOB DESCRIPTION
– HOUSING
COORDINATOR 23996/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the revisions to the job description for the position of Housing Coordinator, as attached and amended.

Colin Kelly, Official Trustee requests the following:

- Administration draft mandate letters to any staff members that have the authority to purchase, listing the expectations that the maintenance and housing department hire qualified local community members whenever and wherever as much as possible; and
- List of expectations on hiring qualified local community members be included in the Facilities Divisional Manager, Housing Coordinator job descriptions and the Purchasing Procedure; and
- That Trudy Rasmuson, Secretary-Treasurer and David Cox, Divisional Facilities Manager present information to the board at the February 2016 on the current percentages of local community members that have been hired to date.

CARRIED

JOB DESCRIPTION
– SCHOOL
CUSTODIAN 23997/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the revisions to the job description for the position of School Custodian, as attached and amended with the following change under Other Considerations:

Operational Health & Safety Training should read Occupational Health & Safety Training.

CARRIED

JOB DESCRIPTION
– FIELD SERVICE
TECHNICIAN 23998/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the newly created job description for the position of Field Service Technician, as attached.

CARRIED

PROCEDURE 415 –
TEACHER
GROWTH,
SUPERVISOR AND
EVALUATION 23999/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, revisions to Procedure 415 – Teacher Growth, Supervision and Evaluation, as attached.

CARRIED

PROCEDURE 504 –
UNCOLLECTIBLE
ACCOUNTS 24000/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached changes to Procedure 504, Uncollectible Accounts.

CARRIED

PROCEDURE 505 – DONATIONS	24001/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle, the attached changes to Procedure 505, Donations.
		CARRIED
PROCEDURE 501 – BUDGET TRANSFERS	24002/16	Colin Kelly, Official Trustee moved that the Board of Trustees, receive as information, the attached changes to Procedure 501, Budget Transfers as amended: - Take out notes on Reserve Plan Template.
		CARRIED
PROCEDURE 502 – SITE BASED BUDGETING	24003/16	Colin Kelly, Official Trustee moved that the Board of Trustees, receive as information, the attached changes to Procedure 502, Site Based Budgeting as amended: - Add in a collaboration piece with the LSBC.
		CARRIED
PROCEDURE 508 – REIMBURSEMENT OF EXPENSES	24004/16	Colin Kelly, Official Trustee moved that the Board of Trustees, receive as information, the attached changes to Procedure 508, Reimbursement of Expenses.
		CARRIED
PROCEDURE 511 – BUS RENTALS	24005/16	Colin Kelly, Official Trustee moved that the Board of Trustees, receive as information, the attached changes to Procedure 511, Bus Rentals.
		CARRIED
PROCEDURE 524 – INVESTMENT PROCEDURE	24006/16	Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 524, Investment Procedure.
		CARRIED
REQUEST FOR KITCHEN EQUIPMENT UPGRADE AT JOUSSARD	24007/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve School Food Services request to upgrade kitchen equipment at Jousard in the amount of \$41,000 + gst, with funds coming from the School Food Services Reserves.
		CARRIED
RECESS		The meeting recessed for lunch at 12:07 p.m. The meeting reconvened at 12:57 p.m. Candice Callilou, Advisory Committee Member left the meeting at 12:15 p.m, due to road conditions and travelling safety.
LSBC MEETING MINUTES RECEIVED	24008/16	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	November 17, 2015 December 15, 2015
ADCS	November 19, 2015
Calling Lake	September 24, 2015 October 26, 2015 November 30, 2015
Chipewyan Lake	December 1, 2015
East Prairie	November 18, 2015
Elizabeth	November 26, 2016
Fort McKay	November 19, 2015 December 9, 2015
Gift Lake	November 10, 2015 December 16, 2015
Grouard	October 14, 2015 November 15, 2015 December 14, 2015 December 21, 2015 December 26, 2016 January 4, 2016
J.F. Dion	December 1, 2015
Janvier	November 3, 2015 December 1, 2015
Little Buffalo	December 8, 2015
Paddle Prairie	October 19, 2015 November 9, 2015 November 10, 2015 December 14, 2015
Peerless Lake	November 19, 2015 November 25, 2015 December 1, 2015
Pelican Mountain	November 24, 2015 December 2, 2015
Susa Creek	October 8, 2015 November 30, 2015
Trout Lake	December 1, 2015
Wabasca	November 10, 2015 December 8, 2015

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

24009/16 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	Nov. 17, 2015 Dec. 15, 2015		As presented As presented
ADCS	Nov. 19, 2015		As presented
Calling Lake	Sep. 24, 2015 Oct. 26, 2015 Nov. 30, 2015	15.11.04 15.09.05	As presented As presented Exclude
Chipewyan Lake	Dec. 1, 2015	Comment: b) School Budget - Discussion	Administration Administration
East Prairie	Nov. 18, 2015		As presented
Elizabeth	Nov. 26, 2016		As presented
Fort McKay	Nov. 19, 2015 Dec. 9, 2015	46-15	As presented Exclude
Gift Lake	Nov. 10, 2015 Dec. 16, 2015		As presented As presented
Grouard	Oct. 14, 2015 Nov. 15, 2015 Dec. 14, 2015 Dec. 21, 2015 Dec. 26, 2016 Jan. 4, 2016		As presented As presented As presented As presented As presented As presented
J.F. Dion	Dec. 1, 2015	424-12/15 423-12/15	Administration Administration
Janvier	Nov. 3, 2015 Dec. 1, 2015		As presented As presented
Little Buffalo	Dec. 8, 2015	10/15/16	Administration
Paddle Prairie	Oct. 19, 2015 Nov. 9, 2015 Nov. 10, 2015		As presented As presented As presented

	Dec. 14, 2015	034:15/16	Administration
Peerless Lake	Nov. 19, 2015		As presented
	Nov. 25, 2015		As presented
Pelican Mountain	Dec. 1, 2015		As presented
	Nov. 24, 2015		As presented
	Dec. 2, 2015		As presented
Susa Creek	Oct. 8, 2015		As presented
	Nov. 30, 2015		As presented
Trout Lake	Dec. 1, 2015	895719	Exclude
Wabasca	Nov. 10, 2015		As presented
	Dec. 8, 2015		As presented

CARRIED

COVERING MOTION, IN LIEU DAYS FOR ADMINISTRATION 24010/16 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 24011/16 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 24012/16 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 24013/16 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 request that the standards from the Education Services Agreements be included in the Education section of the February Board package as a recommendation item.

CARRIED

CHAIRMAN’S REPORT 24014/16 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 Bill 8 Public Education Collective Bargaining Act be included in the February 2016 Chairman’s Report.

CARRIED

