

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON FEBRUARY  
19/20, 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
x	Julia Cardinal	• Advisory Committee Member – ADCS
✓	Donna Barrett	• Superintendent of Schools
✓	Lorraine Roy-Cardinal	• Director of First Nation, Métis & Inuit Learner Success
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
x	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, LSBC Chair
✓	Connie Molcak	• Principal, Peerless Lake School
✓	Robert Molcak	• Teacher, Peerless Lake School
✓	Kathy Vogel	• NSD Receptionist/ Administrative Assistant

CALL TO ORDER

Colin Kelly, Official Trustee called the meeting to order at 5:44 p.m.

OPENING PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

RECESS

The meeting recessed for dinner at 5:46 p.m.  
The meeting reconvened at 6:35 p.m.

During the recess Crystal Colville, Little Buffalo Principal and Brian Dewar, Little Buffalo past Principal, joined the meeting to share their experience at Marten Lake Camp.

ADOPT AGENDA

- 24017/16 Colin Kelly, Official Trustee moved that the Board of Trustees adopt the agenda as amended:
- Change order of presentations to:  
7:15 p.m. Peerless Lake School  
8:00 p.m. Father R. Perin School

CARRIED

MINUTES –  
JANUARY 22/23,  
2016

- 24018/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the January 22/23, 2016 minutes as presented.

CARRIED

INTRODUCTIONS

Colin Kelly, Official Trustee welcomed guests and introductions were made.

PEERLESS LAKE  
PRESENTATION  
ATTENDANCE/  
ACHIEVEMENT  
RESULTS

Connie Molcak, Peerless Lake School Principal presented information to the Board on the Attendance/Achievement Results at Peerless Lake School.

RECESS

The meeting recessed at 7:25 p.m.  
The meeting reconvened at 7:34 p.m.

Connie Molcak, Peerless Lake School Principal, Robert Molcak, Peerless Lake Teacher and Kathy Vogel, NSD Receptionist/Administrative Assistant left the meeting at 7:25 p.m.

FATHER PERIN  
SCHOOL  
PRESENTATION  
ATTENDANCE/  
ACHIEVEMENT  
RESULTS

Bernard Woodfine, Father Perin School Principal presented information to the Board on the Attendance and Achievement Results at Father R. Perin School by Video Conference.

RECESS

The meeting recessed at 8:51 p.m. on February 19, 2016.  
The meeting reconvened at 9:04 a.m. on February 20, 2016.

- OPENING PRAYER Louis Cardinal, Advisory Committee Member gave the opening prayer.
- EDUCATION QUARTERLY REPORT 24019/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached,  
CARRIED
- FINANCE QUARTERLY REPORT 24020/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the Finance Quarterly Report, as presented and attached,  
CARRIED
- RECESS The meeting recessed at 10:28 a.m.  
The meeting reconvened at 10:45 a.m.
- 2016-2017 NORTHLAND SCHOOL YEAR CALENDAR 24021/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the Northland School Division 2016-2017 School Year Calendar “A” and “B”, as presented and attached.  
CARRIED
- SCHOOL LIBRARY SYSTEM 24022/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve one common automated school library system throughout the division.  
CARRIED
- APPLICATION FOR AN OUTREACH SCHOOL - ADCS 24023/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the application for an Outreach School at Athabasca Delta Community School in Fort Chipewyan, as attached.  
Colin Kelly, Official Trustee request that administration move Career Pathways School presentation to April 22, 2016 from June 24, 2016.  
CARRIED

POLICY ONE, BOARD PHILOSOPHY MANDATE, CORE PURPOSE, VISION BELIEFS AND VALUES	24024/16	Colin Kelly, Official Trustee moved that the Board of Trustees, approve in principle, the attached changes to Policy One, Board Philosophy Mandate, Core Purpose, Vision Beliefs and Values.  CARRIED
DRAFT POLICY – SEXUAL ORIENTATION AND GENDER IDENTITY	24025/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve, the draft policy, Sexual Orientation and Gender Identity, as attached.  CARRIED
PROFESSIONAL IMPROVEMENT LEAVE	24026/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve the Professional Improvement Leave for Jennifer Tweedle, Teacher, Little Buffalo School and Taras Danco, Teacher, Little Buffalo School for the 2016-2017 school year, as per Clause 10.5 of the Collective Agreement, with Michel Salko, Teacher, Peerless Lake School, as an alternate candidate.  CARRIED
JOB DESCRIPTION – FIELD SERVICE TECHNICIAN	24027/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve, the newly created job description for the position of Field Service Technician, as attached.  CARRIED
PROCEDURE 415 – TEACHER GROWTH, SUPERVISOR AND EVALUATION	24028/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve, revisions to Procedure 415 – Teacher Growth, Supervision and Evaluation, as attached.  CARRIED
PROJECTED DRAFT RESERVES PLAN	24029/16	Colin Kelly, Official Trustee moved that the Board of Trustees approve, the Projected Draft Reserves Plan, as attached.  CARRIED

DISPOSAL OF SFS UNIT #626                      24030/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve disposal of SFS Unit #626, 2008 Ford Fusion, and request that the vehicle be put up for tender as per Procedure 516, Disposal of Divisional Property.

CARRIED

REPLACEMENT TILTING SKILLET FOR J.F. DION SCHOOL                      24031/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve School Food Services request to replace a tilting skillet for J.F. Dion School in the amount of \$14,000 + gst with funds coming from the School Food Services Reserves.

CARRIED

PROCEDURE 505 – DONATIONS                      24032/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached changes to Procedure 505, Donations.

Colin Kelly, Official Trustee request that administration review Procedure 505, Donations to ensure best practices in amounts accepted by Central Office.

TABLED

PROCEDURE 501 – BUDGET TRANSFERS                      24033/16    Colin Kelly, Official Trustee moved that the Board of Trustees, approve in principle, the attached changes to Procedure 501, Budget Transfers.

CARRIED

PROCEDURE 502 – SITE BASED BUDGETING                      24034/16    Colin Kelly, Official Trustee moved that the Board of Trustees, approve in principle, the attached changes to Procedure 502, Site Based Budgeting.

CARRIED

PROCEDURE 508 – REIMBURSEMENT OF EXPENSES                      24035/16    Colin Kelly, Official Trustee moved that the Board of Trustees, approves, the attached housekeeping changes to Procedure 508, Reimbursement of Expenses.

CARRIED

PROCEDURE 511 – 24036/16 Colin Kelly, Official Trustee moved that the Board of  
BUS RENTALS Trustees, approve in principle, the attached changes to Procedure 511, Bus Rentals.

CARRIED

PROCEDURE 524 – 24037/16 Colin Kelly, Official Trustee moved that the Board of  
INVESTMENT Trustees approve in principle, the attached changes to  
PROCEDURE Procedure 524, Investment Procedure.

CARRIED

RECESS

The meeting recessed for lunch at 12:03 p.m.  
The meeting reconvened at 12:52 p.m.

LSBC MEETING 24038/16 Colin Kelly, Official Trustee moved that the Board of  
MINUTES Trustees receive the Local School Board Committee  
RECEIVED meeting minutes as information, as listed below:

Colin Kelly, Official Trustee requests that administration follow up with the DARE Program as requested by Louis Cardinal, Advisory Committee member.

LSBC NAME	DATE OF MEETING
ADCS	January 25, 2016
Chipewyan Lake	January 6, 2016
Gift Lake	January 14, 2016
Keg River	December 2, 2015
Little Buffalo	January 13, 2016
Paddle Prairie	January 19, 2016
Peerless Lake	January 15, 2016
Trout Lake	January 21, 2016
	January 12, 2016
	February 2, 2016
Wabasca	January 12, 2016

CARRIED

ADMINISTRATIVE 24039/16 Colin Kelly, Official Trustee moved that the Board of  
ACTION – Trustees approve of the action taken by Administration  
CURRENT LSBC with respect to Local School Board Committee minutes  
MEETING received, as listed below:  
MINUTES  
RECEIVED

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
ADCS	Jan. 25, 2016	737-16-01-25	Administration
Chipewyan Lake	Jan. 6, 2016	Comment a) Supplemental T.A. assistance.	Administration
Gift Lake	Jan. 14, 2016	436-16	Administration
Keg River	Dec. 2, 2015 Jan. 13, 2016		As presented
Little Buffalo	Jan. 19, 2016		As presented
Paddle Prairie	Jan. 15, 2016	042:15/16	Administration
Peerless Lake	Jan. 21, 2016		As presented
Trout Lake	Jan. 12, 2016 Feb. 2, 2016		As presented As presented
Wabasca	Jan. 12, 2016		As presented

CARRIED

COVERING  
MOTION, IN LIEU  
DAYS FOR  
ADMINISTRATION

24040/16 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

24041/16 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

24042/16 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

24043/16 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

24044/16 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 administration bring back the Municipal Government Act information to the April 22, 2016 Regular Board Meeting.

CARRIED

SECRETARY –  
TREASURER'S  
REPORT

24045/16 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

24046/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- LSBC Community Meetings to Discuss Policy One
- Building Collaboration and Capacity in Education Grant Program
- Educational Assistant Conference – February 2016
- Recruitment and Staffing Update
- List of Acronyms
- Payment of Accounts

Colin Kelly, Official Trustee requests the following:

- That the LSBC Community Meetings process presented as information at the February 19/20, 2016 Regular Board meeting, be put on hold until administration has had time to discuss further;
- Administration follow up with Kateri School in regards to School Generated Funds and Field Trip Forms going home;
- Administration check with schools to ensure floor safes are in working order; and
- Administration to receive quotes on the NSD fishing lures and share this information with the Advisory Board members.

CARRIED



ADJOURN

The meeting adjourned at 2:57 p.m.

CLOSING PRAYER

Louis Cardinal, Advisory Committee member gave the closing prayer.

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Colin J. Kelly, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance