

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON APRIL 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
✓	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
✓	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		
✓	Dwight Gladue	• Little Buffalo, LSBC Chair
✓	Roseanna Gladue	• Community Member
✓	Wayne Turpin	• Construction Project Foreman
✓	Bob Daly	• HVAC Technician
✓	Tina Schierman	• Maintenance Secretary
✓	Christy Jellett	• Housing Coordinator

INTRODUCTIONS

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

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.

RECESS

The meeting recessed for dinner at 5:57 p.m.
The meeting reconvened at 6:38 p.m.

ADOPT AGENDA

24052/16

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

Add items

- 2.5 Minimum Attendance

- 3.4 Role of Supervisor of Student Services

CARRIED

MINUTES –
JANUARY
FEBRUARY
19/20, 2016

24053/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the February 19/20, 2016 minutes as presented.

CARRIED

SPECIAL
MEETING
MINUTES –
MARCH 31, 2016

24054/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the March 31, 2016 special meeting minutes as presented.

CARRIED

Dwight Gladue, Little Buffalo LSBC Chair, Roseanna Gladue, Community Member and Candice Calliou, Advisory Committee Member joined the meeting at 7:01 p.m.

CAREER PATHWAYS
SCHOOL
ATTENDANCE/
ACHIEVEMENT
RESULTS
PRESENTATION

Christoph Ruge, Career Pathways School Principal presented information to the Board on the Attendance/Achievement Results Career Pathways School by Video Conference.

RECESS

The meeting recessed at 7:24 p.m.
The meeting reconvened at 7:36 p.m.

FACILITIES &
MAINTENANCE
DEPARTMENT
PRESENTATION

David Cox, Division Facilities Manager, Wayne Turpin, Bob Daly, HVAC Technician and Tina Schierman presented information on the Facilities & Maintenance department to the Board.

Colin Kelly, Official Trustee requests the following:

- Provide Julia Cardinal, Advisory Committee Member with a list of all improvements done at ADCS;
- Advertise the cleaning supply tender in our communities as well as the government website.

RECESS

The meeting recessed at 9:13 p.m. on April 22, 2016.
The meeting reconvened at 9:10 a.m. on April 23, 2016.

Delores Pruden-Barrie, Community Member joined the meeting.

OPENING
PRAYER

Louis Cardinal, Advisory Committee Member gave the opening prayer.

2016-2017 BUDGET
PRESENTATION

Trudy Rasmuson, Secretary-Treasurer presented the draft 2016-2017 Budget to the Board.

RECESS

The meeting recessed at 9:46 a.m.
The meeting reconvened at 10:11 a.m.

REVISE MOTION
24021/16 – 2016-
2017 CALENDAR
A & B

24055/16 Colin Kelly, Official Trustee moved that the Board of Trustees revise motion 24021/16 to approve the Northland School Division 2016-2017 Calendar 'A' & 'B', with the following change:

- August 22, 2016 was added to the New Teacher Orientation and the New Principal meeting has been changed to August 21-22, 2016.

CARRIED

2016
ORIENTATION
SCHEDULE

24056/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2016 new teacher orientation schedule, as attached.

CARRIED

PROCEDURE 100
SAFE & CARING
SCHOOLS

24057/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve in principle, the attached changes to Procedure 100, Safe & Caring Schools.

Colin Kelly, Official Trustee requests a copy of Procedure 100, Safe and Caring Schools be sent to all LSBC members and principals requesting feedback.

CARRIED

DISPOSAL OF
HOUSING UNITS
#93, #217 & #225
IN WABASCA

24062/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve the disposal of housing units #93, #217 and #225 in Wabasca.

CARRIED

DISPOSAL OF
CENTRAL OFFICE
COPIERS

24063/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve the disposal of the following central office photocopiers:

Make	Model	Serial #
Ricoh	Aficio MP 9000	L5561000396
Toshiba	E-Studio 520	CZH725214

Colin Kelly, Official Trustee requests that administration bring back to the May 2016 Board meeting a cost saving comparison with the new copier contract.

CARRIED

PROCEDURE 501
BUDGET
TRANSFERS

24064/16 Colin Kelly, Official Trustee moved that the Board of Trustees, approve the attached changes to Procedure 501, Budget Transfers.

CARRIED

PROCEDURE 502
SITE BASED
BUDGETING

24065/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 502, Site Based Budgeting.

CARRIED

PROCEDURE 511
BUS RENTALS

24066/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 511, Bus Rentals.

CARRIED

PROCEDURE 524
INVESTMENT
PROCEDURE

24067/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 524 Investment Procedure.

CARRIED

PROCEDURE 520
PETTY CASH
ACCOUNTS 24068/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached housekeeping changes to Procedure 520 Petty Cash Accounts.

CARRIED

PROCEDURE 521
MANAGEMENT OF
SCHOOL BASED
FUNDS 24069/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached housekeeping changes to Procedure 521 Management of School Based Funds.

TABLED

PROCEDURE 528
SCHOOL
GENERATED
FUNDS 24070/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached housekeeping changes to Procedure 528 School Generated Funds.

TABLED

PROCEDURE 526
FRAUD 24071/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive as information, the attached changes to Procedure 526 Fraud.

Colin Kelly, Official Trustee, requests administration obtain legal advice on the use of will and may in Procedure 526.

CARRIED

LSBC MEETING
MINUTES
RECEIVED 24072/16 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	February 16, 2016
ADCS	February 15, 2016 March 23, 2016 September 28, 2015
Conklin	October 28, 2015 November 16, 2015 December 15, 2015
Desmarais	December 9, 2015 February 3, 2016 January 13, 2016
East Prairie	February 17, 2016 March 9, 2016
Elizabeth	January 18, 2016
Fort McKay	February 25, 2016 March 15, 2016
Gift Lake	February 22, 2016

J.F. Dion	January 5, 2016 February 2, 2016 March 1, 2016 April 5, 2016
Janvier	February 2, 2016
Keg River	February 2, 2016
Little Buffalo	February 16, 2016 March 15, 2016
Paddle Prairie	February 24, 2016 March 16, 2016
Peerless Lake	February 24, 2016 March 17, 2016 November 24, 2015
Pelican Mountain	December 2, 2015 January 13, 2016 March 3, 2016
Susa Creek	January 28, 2016 March 3, 2016
Trout Lake	March 8, 2016
Wabasca	February 17, 2016

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

24073/16 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	Feb 16, 2016		As presented
ADCS	Feb 15, 2016 Mar 23, 2016		As presented As presented
Conklin	Sept 28, 2015 Oct 28, 2015 Nov 16, 2015 Dec 15, 2015		As presented As presented As presented As presented
Desmarais	Dec 9, 2015 Feb 3, 2016	4028/16 4029/16	As presented Exclude Administration
East Prairie	Jan 13, 2016 Feb 17, 2016	Comment – 6. LSBC Concerns Boarding Allowance Comment – 6. LSBC Concerns - Fencing	As presented Administration
Elizabeth	Mar 9, 2016 Jan 18, 2016		As presented As presented
Fort McKay	Feb 25, 2016 Mar 15, 2016	11-6	As presented Administration
Gift Lake	Feb 22, 2016		As presented
J.F. Dion	Jan 5, 2016 Feb 2, 2016 Mar 1, 2016 Apr 5, 2016	Comment – Lunch program 446-03/16 Comment – Lunch Program	Administration As presented Administration Administration
Janvier	Feb 2, 2016		As presented
Keg River	Feb 2, 2016		As presented

Little Buffalo	Feb 16, 2016		As presented
	Mar 15, 2016		As presented
Paddle Prairie	Feb 24, 2016		As presented
	Mar 16, 2016	058:15/16	Administration
Peerless Lake	Feb 24, 2016		As presented
	Mar 17, 2016		As presented
Pelican	Nov 24, 2015		As presented
Mountain	Dec 2, 2015		As presented
	Jan 13, 2016		As presented
	Mar 3, 2016		As presented
Susa Creek	Jan 28, 2016	88/16	Administration
	Mar 3, 2016		As presented
Trout Lake	Mar 8, 2016		As presented
Wabasca	Feb 17, 2016		As presented

CARRIED

COVERING
MOTION, IN LIEU
DAYS FOR
ADMINISTRATION

24074/16 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

24075/16 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

24076/16 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

RECESS

The meeting recessed for lunch at 12:06 p.m.
The meeting reconvened at p.m. 12:58 p.m.

Dwight Gladue, Little Buffalo LSBC Chair, Roseanna Gladue, Community Member and Delores Pruden-Barrie, Community Member did not rejoin the meeting.

SUPERINTENDENT'S REPORT 24077/16 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 24078/16 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 24079/16 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 24080/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- 2016-2017 Proposed PAT Implementation Dates
- NSD-ATC Collaboration Grant Application
- NSD-BCN Collaboration Grant Application
- NSD-KTC Collaboration Grant Application
- C2 Update
- NSD Teacher Recruitment for 2016-2017
- 2017-2018 Capital Plan
- Monthly Reporting
- List of Acronyms
- Payment of Accounts

Colin Kelly, Official Trustee requests that administration draft letters of intent to Alberta Environment to transfer all land to Peerless/Trout First Nation for the purpose of land improvements.

CARRIED

ADJOURN The meeting adjourned at 2:37 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