

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON JUNE 24/25,  
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
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
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
✓	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		
✓	Janette Cavanaugh	• Literacy Coordinator
✓	Maureen Chernepeski	• Pedagogical Supervisor
✓	Dwight Gladue	• Little Buffalo, LSBC Chair

INTRODUCTIONS

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

CALL TO ORDER

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

OPENING PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

RECESS

The meeting recessed for dinner at 6:03 p.m.  
The meeting reconvened at 6:49 p.m.

ADOPT AGENDA

24114/16

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

3.5 Recruitment Update

CARRIED

MINUTES – MAY 27/28, 2016                      24115/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve the May 27/28, 2016 minutes as amended with the correction to motion 24100/16 change Ket River to Keg River.

CARRIED

MINUTES – JUNE 9, 2016                      24116/16    Colin Kelly, Official Trustee moved that the Board of Trustees approve the June 9, 2016 special meeting minutes as presented.

CARRIED

Dwight Gladue, Little Buffalo LSBC Chair joined the meeting at 7:14 p.m.

LITERACY PRESENTATION

Janette Cavanaugh, Literacy Coordinator and Maureen Chernepeski, Pedagogical Supervisor presented information to the Board on the year end literacy results for Northland School Division No. 61.

RECESS

The meeting recessed at 7:40 p.m.  
The meeting reconvened at 7:49 p.m.

COMMUNICATION PRESENTATION

Curtis Walty, Communications Coordinator presented information to the Board on the current communication initiatives that Northland School Division No. 61 is doing to keep student, staff, parents and community members informed.

RECESS

The meeting recessed at 8:48 p.m. on June 24, 2016.  
The meeting reconvened at 9:08 a.m. on June 25, 2016.

OPENING PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

2016-2017 BUDGET PRESENTATION

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

MAINTENANCE –  
WILDFIRE UPDATE  
AT SCHOOLS

David Cox, Division Facility Manager provided an update to the Board on the cleanup efforts of the insurance agencies in regards to the wildfires in the communities of Janvier, Fort McKay and Anzac.

RECESS

The meeting recessed at 10:17 a.m.  
The meeting reconvened at 10:28 a.m.

BURSARIES

24117/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the following application for bursaries with funds coming from the current year budget:

Melanie Lapp, Paddle Prairie, NSD Bursary up to \$20,000  
Victoria Marten, Fort Chipewyan, NSD Bursary \$20,000

CARRIED

SCHOLARSHIPS

24118/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the seven applications received for scholarships with funds coming from the current year budget, upon receiving all required documents.

CARRIED

CANADIAN  
ACHIEVEMENT  
TEST 4 PILOT

24119/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the purchase of the Canadian Achievement Test 4 (CAT 4) at a cost of \$25,183.14 with funds coming from the 2016-2017 budget.

CARRIED

OFFICIAL NAMING  
OF CAREER  
PATHWAYS  
SCHOOL

24120/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve Mistassiniy Outreach be officially named Career Pathways School effective immediately.

CARRIED

2016-2017 BOARD  
MEETING DATES

24121/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the following Board Meeting dates for the 2016-2017 school year:

October 21-22, 2016	Board Meeting
November 25-26, 2016	Board Meeting
January 27-28, 2017	Board Meeting
February 24-25, 2017	Board Meeting

March, 2017	Board PD In-Service
April 21-22, 2017	Board Meeting
May 26-27, 2017	Board Meeting
June 23-24, 2017	Board Meeting
August 25-26, 2017	Board Meeting

CARRIED

JOB DESCRIPTION  
DIRECTOR OF  
FIRST NATIONS,  
METIS AND INUIT  
LEARNER SUCCESS

24122/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve, the attached job description for the position of Director of First Nations, Metis and Inuit Learner Success.

CARRIED

PROCEDURE 404  
RECRUITMENT  
AND RE-  
ASSIGNMENT OF  
CERTIFICATED  
STAFF

24123/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle the attached changes to Procedure 404 – Recruitment and Re-assignment of Certificated Staff.

CARRIED

PROCEDURE 431  
EMPLOYEE  
BENEFITS

24124/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve in principle the attached changes to Procedure 431 – Employee Benefits.

CARRIED

SUPPORT STAFF  
RETIREMENT PLAN  
(RRSP)

24125/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve changing the Support Staff Retirement Plan (RRSP) from a mandatory contribution to a program of choice for employees who do not qualify to contribute to the Local Authorities Pension Plan.

CARRIED

RECRUITMENT  
UPDATE

Wes Oginiski, Director of Human Resources provided an update to the Board on the current instructional staff recruitment initiatives.

Candice Calliou, Advisory Committee Member left the meeting at 10:59 a.m. to attend a funeral.

2016-2017  
BUDGET 24126/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the 2016-2017 budget as attached and presented.

CARRIED

PROCEDURE 526  
FRAUD 24127/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 526 Fraud.

CARRIED

PROCEDURE 505  
DONATIONS 24128/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 505 Donations.

CARRIED

RATIFY  
ADIMINSTRATIVE  
ACTION TO  
ACCEPT WINNING  
BID FOR USED  
SCHOOL VEHICLE  
TENDER UNIT 626 24129/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve ratifying the administrative action to accept the following bid for Unit 626:

<u>Location</u>	<u>Vehicle</u>	<u>Name</u>	<u>Bid</u>
Grouard	2008 Ford Fusion	Kevin Auger	\$350.00

CARRIED

COPIER SALES  
TENDER 24130/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve the Ricoh Aficio MP 9000 and the Toshiba E-Studio 520 used copiers be sold by auction, as no bids were received at the close of the June 2, 2016 tender.

CARRIED

RENT  
FORGIVENESS FOR  
JANVIER AND  
ANZAC 24131/16 Colin Kelly, Official Trustee moved that the Board of Trustees approve forgiving rent payments for teachers living in the Janvier and Anzac teacherages for the months of May, June and July 2016; due to the wildfires in the these communities.

CARRIED

LSBC MEETING  
MINUTES  
RECEIVED

24132/16 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
ADCS	Apr. 18, 2016
Conklin	May 12, 2016 May 26, 2016
Elizabeth	April 21, 2016 April 27, 2016
Gift Lake	May 25, 2016
Grouard	March 7, 2016 April 11, 2016 April 19, 2016
J.F. Dion	May 2, 2016
Keg River	March 1, 2016 April 15, 2016
Little Buffalo	May 17, 2016
Peerless Lake	May 25, 2016

CARRIED

ADMINISTRATIVE  
ACTION –  
CURRENT LSBC  
MEETING  
MINUTES  
RECEIVED

24133/16 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
ADCS	Apr. 18, 2016		As Presented
Conklin	May 12, 2016 May 26, 2016	#0351-16	Administration As Presented
Elizabeth	April 21, 2016 April 27, 2016		As Presented As Presented
Gift Lake	May 25, 2016	474.16	Administration
Grouard	March 7, 2016 April 11, 2016 April 19, 2016	03-07-2016-002	Exclude As Presented As Presented
J.F. Dion	May 2, 2016		As Presented
Keg River	March 1, 2016 April 15, 2016		As Presented As Presented
Little Buffalo	May 17, 2016	14/16/16	Administration
Peerless Lake	May 25, 2016		As Presented

CARRIED

COVERING  
MOTION, IN LIEU  
DAYS FOR  
ADMINISTRATION

24134/16 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 PLAN

24135/16 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

24136/16 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

ROUND TABLE

Advisory Committee Members discussed issues at their local schools.

Colin Kelly, Official Trustee requests administration review information to draft a policy that deals with healthy eating in the schools, primarily with the choices included in vending machines.

Colin Kelly, Official Trustee requests administration contact the local fire departments to discuss protocols regarding school staff that are first responders and relay this information to the principals at the first Administration meeting in August 2016 to share with the staff at their schools.

Colin Kelly, Official Trustee requests administration to review the principal handbook at the Administrators meeting and discuss the reports that principals are required to bring to the monthly LSBC meetings.

Colin Kelly, Official Trustee requests administration design a pamphlet to share with parents and community members the importance of attendance and how it affects literacy.

Colin Kelly, Official Trustee requests administration review the regulations with the ATA for teachers that are both teachers and bus drivers.

RECESS

The meeting recessed for lunch at 12:27 p.m.

Dwight Gladue, Little Buffalo Chair left the meeting.

The meeting reconvened at 1:11 p.m.

SUPERINTENDENT'S  
REPORT

24137/16 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

24138/16 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

24139/16 Colin Kelly, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

Colin Kelly, Official Trustee requests administration to draft letters to all MP's and Government Officials to try and recoup the money owed to us by Mikisew Cree First Nation.

CARRIED

REPORTS FOR  
INFORMATION

24140/16 Colin Kelly, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- List of Acronyms
- Payment of Accounts

CARRIED



ADJOURN

The meeting adjourned at 2:10 p.m.

CLOSING PRAYER

Elmer Gullion, 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