

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON SEPTEMBER 8,
2016 AT THE DIVISIONAL OFFICE, PEACE RIVER, ALBERTA.

MEMBERSHIP		
✓	Lois Byers	• Official Trustee
x	Elmer Gullion	• Advisory Committee Member – Trout Lake
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	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
✓	Gord Atkinson	• 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

- INTRODUCTIONS Lois Byers, Official Trustee welcomed guests and introductions were made.
- CALL TO ORDER Lois Byers, Official Trustee called the meeting to order at 9:01 a.m.
- OPENING PRAYER Louis Cardinal, Advisory Committee Member gave the opening prayer.
- ADOPT AGENDA 24157/16 Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as amended, add items:
- 1.2.1 Student Counselling Services for Wabasca Schools – St. Theresa School, Mistassiniy School and OPK FN Band School.
- 1.2.2. Cenovus Grant Update
- CARRIED

MINUTES – JUNE
24/25, 2016

24158/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the June 24/25, 2016 minutes as presented.

Lois Byers, Official Trustee requests administration draft a procedure that fosters volunteer fire fighters and balances it with a safe & caring school environment and bring this information back to the October 2016 Regular Board meeting.

CARRIED

MINUTES – JULY
21, 2016

24159/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the July 21, 2016 special meeting minutes as presented.

CARRIED

MINUTES –
AUGUST 15,
2016

24160/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the August 15, 2016 special meeting minutes as presented.

CARRIED

MINUTES –
AUGUST 22,
2016

24161/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the August 22, 2016 special meeting minutes as presented.

CARRIED

EDUCATION
QUARTERLY
REPORT

Superintendent Atkinson presented the Education Quarterly Report to the Board. The plans and strategies included in the Superintendent's Report were discussed in depth.

24162/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.

CARRIED

COMMUNITY
LIAISON WORKERS

In depth discussion was had in response to the importance of having community liaison workers in the school. It was decided that a motion would be made, making this a divisional priority.

- 24163/16 Lois Byers, Official Trustee moved that the Board of Trustees directs Northland School Division make having school community liaison workers a divisional priority.

CARRIED

POLICY 11 – ROLE
OF THE
SUPERINTENDENT

Superintendent Atkinson presented Policy 11, Role of the Superintendent to the Board for first reading. This policy was reviewed and amended in consultation with Terry Gunderson, ASBA Educational Consultant. The additions include First Nations, Métis & Inuit quality indicators, and the policy will now include the assessment guide which will be used as evidence that the Superintendent is performing the duties that have been assigned to him by the Board and provincial legislation.

- 24164/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information Policy 11, Role of the Superintendent, as attached and requests that Policy 11, Role of the Superintendent be sent to all Local School Board Chairs and principals for review and feedback.

CARRIED

RECESS

The meeting recessed at 10:07 a.m.
The meeting reconvened at 10:16 a.m.

ATTENDANCE
DATA – APPLE
SCHOOLS

- 24165/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the request from APPLE Schools to look at non-specific attendance data over the next five years for the six APPLE Schools (St. Theresa, Athabasca Delta, Bill Woodward/Anzac, Conklin, Father R. Perin and Fort McKay).

CARRIED

LOCALLY
DEVELOPED
COURSES – FILM
STUDIES 15-25-35

24166/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the Locally Developed Courses – Film Studies 15-25-35 from Calgary School District No. 19 for the period of September 1, 2016 to August 31, 2017.

CARRIED

LOCALLY
DEVELOPED
COURSES –
READING 15-25

24167/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the Locally Developed Courses – Reading 15-25 from Calgary School District No. 19 for the period of September 1, 2016 to August 31, 2020.

CARRIED

PROCEDURE 404
RECRUITMENT
AND RE-
ASSIGNMENT OF
CERTIFICATED
STAFF

24168/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the attached changes to Procedure 404 – Recruitment and Re-assignment of Certificated Staff.

Lois Byers, Official Trustee requests administration to gather a legal opinion on Procedure 404, Recruitment and Re-Assignment of Certificated Staff to ensure that the amendments align with the Northland Act.

TABLED

PROCEDURE 431
EMPLOYEE
BENEFITS

24169/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information and implement the attached changes to Procedure 431 – Employee Benefits.

CARRIED

ASSISTANT
SUPERVISOR
ALLOWANCE

24170/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the Assistant Supervisor designation allowance and include the allowance in the Appendix 2 Schedule of Rates.

CARRIED

LEVEL 1
ASSISTANT COOK
WAGE

24171/16 Lois Byers, Official Trustee moved that the Board of Trustees approve changes to the Level 1 Assistant Cook wage to \$12.20 per hour plus holiday pay to meet Alberta minimum wage.

CARRIED

DISPOSAL OF
SCHOOL BUS
UNITS #514 &
#542

24172/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the disposal of school bus unit #514, 48 passenger, 2001 Thomas Freightliner and unit #542, 54 passenger 2001 Thomas Freightliner and request that these buses be put up for tender as per Procedure 516, Disposal of Divisional Property.

CARRIED

PROCEDURE 107,
SMOKE FREE
ENVIRONMENT

Secretary-Treasurer Rasmuson presented Procedure 107, Smoke Free Environment to the Board. The amendments include the inclusion of divisional housing. Concerns were raised by staff that the Residential Tenancies Act be cross referenced to this procedure and be linked to a Health & Wellness Policy to promote healthy habits, and to research the use of smudging and its side effects.

24173/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the attached changes to Procedure 107 Smoke Free Environment.

Lois Byers, Official Trustee requests that administration review Procedure 107, Smoke Free Environment to ensure the procedure aligns with the Residential Tenancies Act and review smudging as a safe practice.

TABLED

LSBC MEETING
MINUTES
RECEIVED

24174/16 Lois Byers, 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	June 2, 2016
	June 16, 2016
Bishop Routhier	March 8, 2016
	April 4, 2016
	May 2, 2016
Calling Lake	January 24, 2016
East Prairie	April 18, 2016
	May 11, 2016
Grouard	May 12, 2016
J.F. Dion	May 2, 2016
	June 7, 2016
Little Buffalo	June 22, 2016
Paddle Prairie	June 13, 2016
Peerless Lake	April 21, 2016

Pelican Mountain	May 2, 2016
Trout Lake	June 22, 2016
Wabasca	June 14, 2016

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

24175/16 Lois Byers, 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:

Lois Byers, Official Trustee requests administration to compile one Action Item list which is to include the status of the action and who it is directed to and bring this information to the October 2016 Board Meeting as a standing document.

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
ADCS	June 2, 2016 June 16, 2016	#773-30-06-16	Administration As Presented
Bishop Routhier	March 8, 2016 April 4, 2016 May 2, 2016		As Presented As Presented As Presented
Calling Lake	January 24, 2016	#240116-03 #240116-04	Administration Administration
East Prairie	April 18, 2016 May 11, 2016	Comment – Principals Report (5) n.	Administration Administration
Grouard	May 12, 2016	#05-12-201-004	Administration
J.F. Dion	May 2, 2016 June 7, 2016	#468-06/16	As Presented Administration
Little Buffalo	June 22, 2016		As Presented
Paddle Prairie	June 13, 2016		As Presented
Peerless Lake	April 21, 2016		As Presented
Pelican Mtn.	May 2, 2016		As Presented
Trout Lake	June 22, 2016	#895760	Administration
Wabasca	June 14, 2016	#3125/06/16 #3126/06/16 #3127/06/16	Exclude Exclude Exclude

CARRIED

COVERING
MOTION, ANNUAL
EDUCATION
RESULTS REPORT/
ANNUAL PLAN

Official Trustee Byers and administration discussed the Covering Motion, Annual Education Results Report/Annual Plan as a standing agenda item. Going forward, this practice will be reviewed.

24176/16 Lois Byers, 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 2015-2016 Annual Education Results Report, 2016–2017 Annual Plan.

Lois Byers, Official Trustee requests administration to review the current practice of including the Covering Motion, Organizational Plans as a standing Board agenda item.

CARRIED

COVERING
MOTION,
ORGANIZATIONAL
PLANS

Official Trustee Byers and administration discussed the Covering Motion Organizational Plans as a standing agenda item. Going forward, this practice will be reviewed.

24177/16 Lois Byers, 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.

Lois Byers, Official Trustee requests administration to review the current practice of including the Covering Motion, Organizational Plans as a standing Board agenda item.

CARRIED

SUPERINTENDENT'S
REPORT

Superintendent Atkinson presented his Superintendent's Report to the board as information.

24178/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

CARRIED

OFFICIAL
TRUSTEE'S
REPORT

Byers Official Trustee presented her Official Trustee Report to the Board as information.

24179/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached.

CARRIED

SECRETARY –
TREASURER'S
REPORT

Secretary-Treasurer Rasmuson presented her Secretary-Treasurer's Report to the Board as information.

24180/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Secretary-Treasurer's Report as presented and attached.

CARRIED

IN CAMERA

24181/16 Lois Byers, Official Trustee moved that the Board go in camera at 11:44 a.m.

CARRIED

REGULAR
SESSION

24182/16 Lois Byers, Official Trustee moved that the Board revert to regular session at 12:07 p.m.

CARRIED

RECESS

The meeting recessed for lunch at 12:07 p.m.
The meeting reconvened at 12:40 p.m.

REPORTS FOR
INFORMATION

24183/16 Lois Byers, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- Student Counselling Services for Wabasca Schools – St. Theresa School, Mistassiniy School and OPK FN Band School
- Cenovus Grant Update
- Paraprofessional Staff Education Leave Extension Request
- List of Acronyms
- Payment of Accounts

Lois Byers, Official Trustee requests administration follow up with the Cross Ministry Committee to review the 10 commitments developed with Northland School Division, to ensure that they are the right 10 commitments and bring this information back to the October 2016 Board Meeting.

Lois Byers, Official Trustee requests administration to review our current payment of accounts practice to ensure it aligns with FOIP.

CARRIED

ADJOURN

The meeting adjourned at 1:01 p.m.

CLOSING PRAYER

Louis Cardinal, Advisory Committee member gave the closing prayer.

Lois Byers, Official Trustee

Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance