

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61  
BOARD OF TRUSTEES REGULAR MEETING ON OCTOBER 19,  
2016 AT MISTASSINIY SCHOOL IN WABASCA, AB.

<b>MEMBERSHIP</b>		
✓	Lois Byers	• Official Trustee
✓	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
✓	Fay Cardinal	• Advisory Committee Member - Desmarais
✓	Jason Yuck	• Advisory Committee Member - Chipewyan Lake
✓	Dwight Gladue	• Advisory Committee Member - Little Buffalo
✓	Violet Carlson	• Advisory Committee Member - Pelican Mountain
x	Cora Weber-Pillwax	• Advisory Committee Member - Calling Lake
✓	Gord Atkinson	• Superintendent of Schools
✓	Lorraine Roy-Cardinal	• Director of First Nation, Métis & Inuit Learner Success
✓	Don Tessier	• Associate Superintendent
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Wes Oginski	• Director of Human Resources
✓	Stephanie Sutherland	• Supervisor of Student Services
✓	David Cox	• Division Facility Manager
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance
<b>GUESTS</b>		
✓	Robert Gullion	• LSBC Member, Wabasca
✓	Ronald Beaver	• LSBC Member, Desmarais
✓	Kendra Gladue	• Little Buffalo, Community Member
✓	Silas Yellowknee	• LSBC Member, Desmarais
✓	Brian Dewar	• QWL ATA Representative

INTRODUCTIONS

Lois Byers, Official Trustee welcomed guests and introductions were made.

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 5:39 p.m.

OPENING PRAYER

Elmer Gullion, Advisory Committee Member gave the opening prayer.

ADOPT AGENDA                      24186/16    Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as amended, add items:  
1.9 School Closure Policy  
3.4 Filling Teacher Vacancies

CARRIED

MINUTES –                              24187/16    Lois Byers, Official Trustee moved that the Board of Trustees approve the September 7, 2016, Case #2016/001 Special Meeting minutes as presented.

CARRIED

MINUTES –                              24188/16    Lois Byers, Official Trustee moved that the Board of Trustees approve the September 7, 2016, Case #2016/002 Special Meeting minutes as presented.

CARRIED

MINUTES –                              24189/16    Lois Byers, Official Trustee moved that the Board of Trustees approve the September 8, 2016 Regular Board Meeting minutes with the following amendments:

Amend motion #24163/16 to read:

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

CARRIED

Amend motion #24169/16 to read:

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

CARRIED

Lois Byers, Official Trustee explained that going forward all administrative procedures will come to the Corporate Board meeting as information only as there is no requirement to approve them. The purpose of the Board reviewing an administrative procedure is a

monitoring function of governance, so the Board can monitor that the procedure is following the spirit and intent of the Board's direction.

MINUTES –  
SEPTEMBER 30,  
2016

24190/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the September 30, 2016 Special Meeting minutes as presented.

CARRIED

BUSINESS  
ARISING

Procedure 107, Smoke Free Environment – Administration is reviewing the legal opinion received and how to rewrite the procedure for compliancy. The procedure will be brought back to the November 24, 2016 Board meeting for review.

Firefighting NSD Staff Volunteer Liabilities - Administration is waiting for a legal opinion, this information will be brought back for review by the Board when that is received.

Wabasca Temporary Housing Contract – The motion made by Official Trustee, Byers at the August 22, 2016 Special Board meeting to ratify an administration action to award the Wabasca temporary housing contract was based on the special meeting approval motion #24113/16 made at the June 9, 2016 Special Board meeting by the previous Official Trustee, Colin Kelly.

AMEND MOTION  
24121/16  
PREVIOUSLY  
ADOPTED – 2016-  
2017 BOARD  
MEETING DATES

Official Trustee Byers discussed the importance of moving the Corporate Board meetings to different communities, thus allowing for local representation at each meeting and enabling easier accessibility for Local School Board Chairs to attend the meetings.

24191/16 Lois Byers, Official Trustee moved that the Board of Trustees amend motion 24121/16 previously adopted at the June 24/25, 2016 Regular Board meeting to read:

Lois Byers, Official Trustee moved that the Board of Trustees approve the following Board Meeting dates in the following communities for the 2016-2017 school year, as listed below.

Date of Meeting	Time	School/ Community
November 24, 2016	1:00 p.m. – 4:00 p.m.	Bill Woodward/ Anzac
January 26, 2017	1:00 p.m. – 4:00 p.m.	Bishop Routhier/ Peavine
February 23, 2017	1:00 p.m. – 4:00 p.m.	Kateri/ Trout Lake
April 20, 2017	1:00 p.m. – 4:00 p.m.	Elizabeth/ Cold Lake
May 25, 2017	1:00 p.m. – 4:00 p.m.	Susa Creek/ Grande Cache
June 22, 2017	1:00 p.m. – 4:00 p.m.	Divisional Office/ Peace River

CARRIED

ADVISORY  
COMMITTEE  
TERMS OF  
REFERENCE

Official Trustee Byers discussed the importance of having a Terms of Reference for the Advisory Committee this outlines the role of the Advisory Committee.

24192/16 Lois Byers, Official Trustee moved that the Board of Trustees approve the Terms of Reference for the Advisory Committee as attached with the following amendments:

Clause 4 should read as follows:

4. Membership: The Advisory Committee shall be made up of LSBC Chairs authorized by the Official Trustee to attend a Corporate Board Meeting.

And; the addition of clause 7:

7. When considering membership, continuity and capacity building shall be considered by the Official Trustee.

CARRIED

APPOINTMENT OF  
THE ADVISORY  
COMMITTEE

Official Trustee Byers discussed the importance of changing the format of the Advisory Committee. The changes moving forward would include inviting the Local School Board Chairs from the local community to sit as the Advisory Committee at the Corporate Board meeting, thus allowing for local representation at each meeting and enabling easier accessibility for the Local School Board Chair to attend the Corporate Board meeting.

24193/16 Lois Byers, Official Trustee moved that the Board of

Trustees receive as information changes to the format of the Advisory Committee to include the following: appoint the Local School Board Committee Chairs of the local area as per the list below, to sit as the Advisory Committee at the Corporate Board meeting thus allowing easier accessibility for the Local School Board Chair of the local community to attend the Corporate Board meeting; and with the additions of LSBC chairs as approved by the Official Trustee.

Date of Meeting	School/ Community	LSBC Chair
November 24, 2016	Bill Woodward/ Anzac	Claris Voyageur, ADCS David Czibere, Anzac Margaret Quintal, Conklin Janet McDonald, Fort McKay Alice Fontaine, Janvier Shelley Bartman, Elizabeth Joan Daniels, J.F. Dion
January 26, 2017	Bishop Routhier/ Peavine	Greg Gauchier, Bishop Routhier Shelly Auger, East Prairie Ken Shaw, Gift Lake Jesse Lamouche, Grouard, Candice Calliou, Paddle Prairie, Michael Fischer, Keg River LSBC Chair, Susa Creek
February 23, 2017	Kateri/ Trout Lake	Cora Weber-Pillwax, Calling Lake Jason Yuck, Chipewyan Lake Fay Cardinal, Desmarais Violet Carlson, Pelican Mountain Robin Guild, Wabasca Dwight Gladue, Little Buffalo Elmer Gullion, Trout Lake Louis Cardinal, Peerless Lake
April 20, 2017	Elizabeth/ Cold Lake	Claris Voyageur, ADCS David Czibere, Anzac Margaret Quintal, Conklin Janet McDonald, Fort McKay Alice Fontaine, Janvier Shelley Bartman, Elizabeth Joan Daniels, J.F. Dion
May 25, 2017	Susa Creek/ Grande Cache	Greg Gauchier, Bishop Routhier Shelly Auger, East Prairie Ken Shaw, Gift Lake Jesse Lamouche, Grouard, Candice Calliou, Paddle Prairie, Michael Fischer, Keg River LSBC Chair Susa Creek
June 22, 2017	Divisional Office/ Peace River	

CARRIED

POLICY 11 – ROLE  
OF THE  
SUPERINTENDENT

Superintendent Atkinson discussed what Northland School Division is doing to develop a pathway beyond the residential school legacy in regards to the questions raised with the addition of item 2.3 in Policy 11.

- 24194/16 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading, Policy 11, Role of the Superintendent, as attached; and requested that any feedback should be sent in to central office by November 14, 2016 in order to be received and included for Third Reading at the November 24, 2016 Board meeting.

CARRIED

POLICY 13 –  
APPEALS AND  
HEARINGS  
REGARDING  
STUDENT  
MATTERS

Official Trustee, Byers provided a handout of a synopsis of proposed changes for Policy 13 and discussed the background behind this new policy.

- 24195/16 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading, Policy 13, Appeals and Hearings Regarding Student Matters, as attached; and direct administration send to Local School Board Chairs and principals for feedback.

CARRIED

POLICY 19 –  
WELCOMING,  
CARING,  
RESPECTFUL, SAFE  
AND HEALTHY  
LEARNING AND  
WORKING  
ENVIRONMENTS

- 24196/16 Lois Byers, Official Trustee moved that the Board of Trustees approve first reading, Policy 19, Welcoming, Caring, Respectful, Safe and Healthy Learning and Working Environments, as attached; and direct administration send to Local School Board Chairs and principals for feedback.

CARRIED

LUBICON LAKE  
BAND SEWAGE  
LAGOON USE  
AGREEMENT

24197/16 Lois Byers, Official Trustee moved that the Board of Trustees approve Northland School Division No. 61 enter into an agreement with the Lubicon Lake Band to allow the Band to carry out testing and investigation to identify strategies for optimizing the sewage lagoon effluent quality and carry out the work and services to implement those strategies as agreed upon by the Band and the Division.

CARRIED

LUBICON LAKE  
BALL DIAMOND  
JOINT-USE  
AGREEMENT

24198/16 Lois Byers, Official Trustee moved that the Board of Trustees approve Northland School Division No. 61 to enter into an agreement with the Lubicon Lake Band for the construction of a ball diamond on the Division's land.

CARRIED

SCHOOL CLOSURE  
POLICY

The group discussed what will Northland's approach be if a tragedy happens in a community and how will the Local School Board Committee be involved.

Lois Byers, Official Trustee, directs administration to review current policy on how schools can close due to a community tragedy and bring this information back to the November 24, 2016 Board meeting.

RECESS

The meeting recessed at 6:45 p.m.  
The meeting reconvened at 6:59 p.m.

2015-2016  
PROVINCIAL  
ACHIEVEMENT  
TEST RESULTS

Don Tessier, Associate Superintendent presented the 2015-2016 Provincial Achievement Test Results to the Corporate Board. The four schools in the Fort McMurray area did not participate in the June Provincial Achievement Test Results due to the Fort McMurray fires.

24199/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the 2015-2016 Provincial Achievement Test Results analysis, as attached.

CARRIED

COMMITMENTS TO NORTHLAND SCHOOL DIVISION AND ITS COMMUNITIES                      24200/16    Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Commitments to Northland School Division and its Communities, as attached; and direct administration send to Local School Board Chairs and principals for feedback.

CARRIED

PROCEDURE 410 – SUPPORT STAFF CLASSIFICATIONS AND POSITIONS                      24201/16    Lois Byers, Official Trustee moved that the Board of Trustees receive as information the attached changes to Procedure 410, Support Staff Classifications and Positions.

CARRIED

PROCEDURE 425 – ANNUAL LEAVE DEFERRAL                      24202/16    Lois Byers, Official Trustee moved that the Board of Trustees receive as information the attached changes to Procedure 425, Annual Leave Deferral.

CARRIED

PROCEDURE 438 – ADMINISTRATIVE STAFF CLASSIFICATIONS AND POSITIONS                      24203/16    Lois Byers, Official Trustee moved that the Board of Trustees receive as information the attached changes to Procedure 438, Administrative Staff Classifications and Positions.

CARRIED

FILLING TEACHER VACANCIES                      Discussions were had with regard to the current teacher vacancies, concerns were raised in regards to the extended lengths that some schools have had teacher vacancies. Northland is experiencing a multimillion dollar deficit and because of this, administration has been asked by the Superintendent to draft a plan of action.

DRAFT 2015-2016 AUDITED FINANCIAL STATEMENTS                      Trudy Rasmuson, Secretary-Treasurer presented the Draft Audited Financial Statements.

24204/16    Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Draft 2015-2016 Audited Financial Statements, as attached.

CARRIED



DRAFT NOVEMBER  
REVISED BUDGET

Trudy Rasmuson, Secretary-Treasurer presented the Draft November Revised Budget to the Corporate Board.

24205/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Draft November Revised Budget, as presented and attached; the operating budget for Northland School Division for the period September 1, 2016 to August 31, 2017 is \$67,040,199.

CARRIED

2016-2017 CASH  
FLOW  
PROJECTIONS

24206/16 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the 2016-2017 Cash Flow Projections Analysis as attached.

CARRIED

LSBC MEETING  
MINUTES  
RECEIVED

24207/16 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
Anzac	August 31, 2016
	September 13, 2016
ADCS	August 29, 2016
	September 21, 2016
Calling Lake	June 7, 2016
Conklin	September 9, 2016
Elizabeth	June 14, 2016
Fort McKay	August 30, 2016
	October 5, 2016
Gift Lake	September 21, 2016
Grouard	June 13, 2016
J.F. Dion	September 6, 2016
Little Buffalo	September 13, 2016
Paddle Prairie	September 12, 2016
	October 3, 2016
Peerless Lake	September 13, 2016
Pelican Mountain	September 7, 2016
Susa Creek	September 19, 2016
Trout Lake	September 1, 2016
	September 19, 2016
Wabasca	Wabasca 13, 2016

CARRIED

ADMINISTRATIVE  
ACTION –  
CURRENT LSBC  
MEETING  
MINUTES  
RECEIVED

24208/16 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:

LSBC NAME	DATE OF MEETING	Motion No.	Action Taken
Anzac	August 31, 2016		As Presented
	September 13, 2016		As Presented
ADCS	August 29, 2016		As Presented
	September 21, 2016		As Presented
Calling Lake	June 7, 2016		As Presented
Conklin	September 9, 2016	#0385-16	Administration
Elizabeth	June 14, 2016		As Presented
Fort McKay	August 30, 2016		Administration
	October 5, 2016	#37-16	As Presented
Gift Lake	September 21, 2016	#488	Administration
Grouard	June 13, 2016	#06-13-2016-005	Administration
J.F. Dion	September 6, 2016	#476-09/16	Administration
Little Buffalo	September 13, 2016		As Presented
Paddle Prairie	September 12, 2016	#007:16/17 #012:16/17	Administration
	October 3, 2016		Administration
Peerless Lake	September 13, 2016		As Presented
Pelican Mtn.	September 7, 2016		As Presented
Susa Creek	September 19, 2016		As Presented
Trout Lake	September 1, 2016		As Presented
	September 19, 2016		As Presented
Wabasca	Wabasca 13, 2016		As Presented

CARRIED

SUPERINTENDENT'S  
REPORT

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

24209/16 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

Official Trustee Byers presented her Official Trustee Report to the Board as information. Byers discussed the importance of the LSBC and the role they each play in eliminating the education gap and healing the damage done by the Residential School Legacy. The members that were in attendance were asked the

question, "What is the role of the Local School Board Committee in eliminating the results gap?" Byers asked that each of the Local School Board Committee Chairs would ask this question of their members.

24210/16 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Chairman's Report as presented and attached

CARRIED

REPORTS FOR  
INFORMATION

24211/16 Lois Byers, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- Learning Technology Policy Framework
- Train the Facilitator
- 2015-2016 Staff Absenteeism Data
- Staffing Update
- 2016 Teacher Collective Bargaining Update
- List of Acronyms
- Payment of Accounts

CARRIED

ADJOURN

The meeting adjourned at 9:03 p.m.

CLOSING PRAYER

Elmer Gullion, Advisory Committee member gave the closing prayer.

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Lois Byers, Official Trustee

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance