

MINUTES OF THE NORTHLAND SCHOOL DIVISION NO. 61
BOARD OF TRUSTEES REGULAR MEETING ON JUNE 22, 2017
AT THE DIVISION OFFICE IN PEACE RIVER, AB.

MEMBERSHIP		
✓	Lois Byers	• Official Trustee
✓	Shelly Auger	• Advisory Committee Member – East Prairie
✓	Candice Calliou	• Advisory Committee Member – Paddle Prairie
✓	Louis Cardinal	• Advisory Committee Member – Peerless Lake
✓	Elmer Guillon	• Advisory Committee Member – Trout Lake
✓	Fay Cardinal	• Advisory Committee Member – Desmarais
✓	Ken Shaw	• Advisory Committee Member – Gift Lake
✓	Gord Atkinson	• Superintendent of Schools
x	Don Tessier	• Area Associate Superintendent
x	Tim Stensland	• Area Associate Superintendent
✓	Shelley Willier	• Area Associate Superintendent
✓	Wes Oginski	• Associate Superintendent of Human Resources
✓	Lorraine Cardinal-Roy	• Director of First Nation, Métis & Inuit Learner Success
x	Trudy Rasmuson	• Secretary-Treasurer (Annual Leave)
✓	Roxane Guindon	• Acting Secretary-Treasurer
x	Stephanie Sutherland	• Director of Student Services
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance
✓	Brian Dewar	• Guest

CALL TO ORDER

Lois Byers, Official Trustee called the meeting to order at 11:03 a.m.

IN CAMERA SESSION

24360/17

Lois Byers, Official Trustee moved that the meeting go in camera at 11:03 a.m.

CARRIED

REGULAR SESSION

24361/17

Lois Byers, Official Trustee moved that the meeting revert to regular session at 11:34 a.m.

CARRIED

Labour was discussed while in camera.

DELEGATIONS

Dr. Mary Jackson Band students, along with parents and central office staff joined the meeting. The students gave a very special band performance to the Official Trustee, Advisory Board Committee members and Division Office staff.

RECESS

The meeting recessed at 12:15 p.m.
The meeting reconvened at 1:23 p.m.

OPENING PRAYER

Louis Cardinal, Advisory Board Committee Member gave the opening prayer.

INTRODUCTIONS

Lois Byers, Official Trustee welcomed guests and introductions were made, the group was informed that the meeting would be broadcast live.

Lois Byers, Official Trustee acknowledged that the meeting was being held on Treaty 8 land and the contribution from the Metis people.

ADOPT AGENDA	24362/17	Lois Byers, Official Trustee moved that the Board of Trustees adopt the agenda as presented.
		CARRIED
MINUTES MAY 25, 2017	24363/17	Lois Byers, Official Trustee moved that the Board of Trustees approve the May 25, 2017 Regular Board Meeting minutes as presented.
		CARRIED
MINUTES MAY 31, 2017	24364/17	Lois Byers, Official Trustee moved that the Board of Trustees approve the May 31, 2017 Special Board Meeting minutes as presented.
		CARRIED
OLD BUSINESS – BOARD ACTION ITEMS	24365/17	Lois Byers, Official Trustee moved that the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.
		CARRIED
EDUCATION QUARTERLY REPORT		Superintendent Atkinson, presented the Education Quarterly Report. The group discussed the initiative for professional development for community based education and student attendance. There has been quite a bit of interest from other school divisions to be a part of Northlands’ Land Based Learning Camps and there is a need for this program to grow. Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Education Quarterly Report, as presented and attached.
	24366/17	Lois Byers, Official Trustee directs administration to submit “Growing the land based learning program”, as an agenda item to the next KTC Partnership meeting for discussion.
		CARRIED
THIRD QUARTER FINANCE REPORT		Acting Secretary-Treasurer, Roxane Guindon presented the Third Quarter Finance Report.
	24367/17	Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the Third Quarter Finance Report, as presented and attached.
		CARRIED
2017-2018 BUDGET		Roxane Guindon, Acting Secretary-Treasurer presented the 2017-2018 budget to the Board. Official Trustee, Byers discussed the verbal funding commitment made by the Minister on May 6, 2017. This commitment would give NSD an additional \$5 - \$6M per year. Byers has requested for the commitment to be in writing, and has received confirmation from the Minister’s office that NSD will receive written confirmation.

24368/17 Lois Byers, Official Trustee moved that the Board of Trustees accept the 2017-2018 budget as presented and attached.

CARRIED

2017 – 2018
BOARD
MEETING DATES

24369/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the following Board Meeting dates for the 2017-2019 school year:

September 21, 2017	Board Meeting (Official Trustee)
October 26, 2017	Board Meeting (Organization Mtg)
November 30, 2017	Board Meeting 1
January 25, 2018	Board Meeting 2
February 22, 2018	Board Meeting 3
March 22, 2018	Board Meeting 4
April 19, 2018	Board Meeting 5
May 24, 2018	Board Meeting 6
June 21, 2018	Board Meeting 7
August 30, 2018	Board Meeting 8

CARRIED

BY-LAW 136 FORM
OF NOMINATIONS

Official Trustee Byers reviewed By-law 136 in its entirety.

24370/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 136 its first reading.

CARRIED

BY-LAW 136 FORM
OF NOMINATIONS

24371/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 136 its second reading at this time.

CARRIED

BY-LAW 136 FORM
OF NOMINATIONS

24372/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 136 its third and final reading at this time.

CARRIED

BY-LAW 137
MODIFIED VOTING
PROCEDURE

Official Trustee Byers reviewed By-law 137 in its entirety.

24373/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 137 its first reading.

CARRIED

BY-LAW 137
MODIFIED VOTING
PROCEDURE

24374/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 137 its second reading at this time.

CARRIED

BY-LAW 137
MODIFIED VOTING
PROCEDURE

24375/17 Lois Byers, Official Trustee moved that the Board of Trustees give By-law 137 its third and final reading at this time.

CARRIED

RESCIND MOTION
#24336/17
SUPERVISOR
DESIGNATION

Associate Superintendent of Human Resources Oginski explained that the supervisor designation which was approved at the May 25, 2017 Corporate Board meeting is in contradiction of the Alberta Labor Relations Code for staff already under the existing designations and therefore the motion needs to be rescinded.

24376/17 Lois Byers, Official Trustee moved that the Board of Trustees rescind Board Motion #24336/17 previously adopted at the May 25, 2017 Corporate Board, in regards to changing the Supervisor Designation in in Appendix 2 Schedule of Rates.

CARRIED

BORROWING
RESOLUTION

24377/17 Lois Byers, Official Trustee moved that the Board of Trustees approve the Borrowing Resolution, if required, in the amount of \$3,000,000 to meet the current operating expenditures for the 2017-18 school year, as attached.

CARRIED

SCHOLARSHIPS

24378/17 Lois Byers, Official Trustee moved that the Board of Trustees approve eight applications for scholarships with funds coming from the 2016-2017 budget.

CARRIED

POLICY READING
TIMELINE

24379/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information the Policy Reading Timeline, as attached.

CARRIED

NEW
ADMINISTRATIVE
PROCEDURES
HANDBOOK FOR
IMPLEMENTATION

Superintendent Atkinson outlines the review process undertaken for the new set of administrative procedures. Atkinson thanked all stakeholders for taking time to leave feedback, which helped to form the changes that were made. Going forward polices and administrative procedures will be cross referenced.

24380/17 Lois Byers, Official Trustee moved that the Board of Trustees receive as information, the "New" Administrative Procedures Handbook as attached, for implementation August 1, 2017.

Lois Byers, Official Trustee directs administration to produce a list from the new administrative procedures that relate to school councils for principals.

CARRIED

RECESS

The meeting recessed at 2:47 p.m.
The meeting reconvened at 3:01 p.m.

POLICY 11 – BOARD DELEGATION OF AUTHORITY	24381/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 11, Board Delegation of Authority, as attached. CARRIED
POLICY 17 – STUDENT TRANSPORTATION SERVICES	24382/17	Feedback received was reviewed and discussed, changes were made accordingly. Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 17, Student Transportation Services, as amended with adding a statement referencing that the school bus is an extension of the classroom and all classroom rules apply on the bus and the bus driver is in charge on the bus and the students must listen to the bus driver. Lois Byers, Official Trustee directs administration to find out what happens when a student is suspended from a bus, but not from school – when is the school responsible for the student. CARRIED
POLICY 20 – TEACHER HOUSING	24383/17	Feedback was reviewed, the group discussed how a management company will handle complaints. Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 20, Teacher Housing, as amended, with the following addition: 4. Possibly entering into partnerships to have local entities to look after teacher housing. CARRIED
POLICY 2 – ROLE OF THE BOARD	24384/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 2, Role of the Board, as amended with the following amendments: Remove LSBC in 1.11 and change to School Councils and add in clause 3.8 School Facilities and grounds shall be kept to a high standard. CARRIED
	24385/17	Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 2, Role of the Board. CARRIED
POLICY 3 – ROLE OF A TRUSTEE	24386/17	Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 3, Role of a Trustee, as amended with the addition of clause 18 - be mindful of costs and help ensure the Board stays within its own budget; and additions/changes to clause 19. CARRIED

- 24387/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 3, Role of a Trustee.
- CARRIED
- POLICY 4 – TRUSTEE CODE OF CONDUCT
- 24388/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 4, Trustee Code of Conduct, as attached.
- CARRIED
- 24389/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 4, Trustee Code of Conduct, as attached.
- CARRIED
- POLICY 5 – ROLE OF THE BOARD CHAIR
- 24390/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 5, Role of the Board Chair, as attached.
- CARRIED
- 24391/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 5, Role of the Board Chair, as attached.
- CARRIED
- POLICY 6 – ROLE OF THE BOARD VICE-CHAIR
- 24392/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 6, Role of the Board Vice-Chair, as attached.
- CARRIED
- 24393/17 Lois Byers, Official Trustee moved that the Board of Trustees approve third and final reading of Policy 6, Role of the Board Vice-Chair, as attached.
- CARRIED
- POLICY 7 – BOARD GOVERNANCE & OPERATIONS
- 24394/17 Lois Byers, Official Trustee moved that the Board of Trustees approve second reading of Policy 7, Board Governance and Operations, as attached.
- Lois Byers, Official Trustee directs administration to bring back information on whether a school board trustee can hold more than one position (i.e. Trustee and MLA).
- CARRIED
- LSBC MEETING MINUTES RECEIVED
- 24395/17 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
Desmarais	Apr 5, 2017
	May 10, 2017
	June 7, 2017
Fort McKay	June 8, 2017
Grouard	June 7, 2017
J.F. Dion	June 14, 2017
Janvier	June 6, 2017
Paddle Prairie	May 24, 2017
	June 7, 2017
Susa Creek	November 30, 2016
	January 11, 2017
	February 8, 2017
	April 26, 2017
	May 17, 2017

CARRIED

ADMINISTRATIVE
ACTION –
CURRENT LSBC
MEETING
MINUTES
RECEIVED

24396/17 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
Desmarais	Apr 5, 2017		As presented
	May 10, 2017		As presented
	June 7, 2017		As presented
Fort McKay	June 8, 2017		As presented
Grouard	June 7, 2017		As presented
J.F. Dion	June 14, 2017		As presented
Janvier	June 6, 2017		As presented
Paddle Prairie	May 24, 2017		As presented
	June 7, 2017		As presented
Susa Creek	November 30, 2016		As presented
	January 11, 2017		As presented
	February 8, 2017		As presented
	April 26, 2017		As presented
	May 17, 2017		As presented

CARRIED

SUPERINTENDENT'S
REPORT

Superintendent Atkinson presented his report to the Board as information.

24397/17 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 report to the Board as information.

24398/17 Lois Byers, Official Trustee moved that the Board of Trustees accept as information the Official Trustee's Report as presented and attached.
Lois Byers, Official Trustee directs administration to resend the Northland electoral ward map with the correct map including the detail list stating the Northland Electoral wards to all stakeholders, with a letter of apology for sending the incorrect map.

CARRIED

REPORTS FOR
INFORMATION

Atkinson provided a verbal report from the meetings with the First Nations that have Education Service Agreements with Northland. A draft letter of intent has been sent and Atkinson has met with the other four Nations that hold an ESA, each would like bring to their communities for feedback. The Nations have been supplied with a model. Each Nation needs to be the owner of the ESA and the school division will be the partner. Fort McKay has a signed co-management agreement. Bigstone Cree Nation is reviewing the process. NSD is having a KTC meeting this week to review how the transition will move forward. NSD is a partner but the Nations are the lead on how the Division moves forward.

24399/17 Lois Byers, Official Trustee moved that the Board of Trustees receive the following Reports for Information items:

- By-Law No. 135 – Rearrangement of Electoral Wards.

CARRIED

ADJOURN

Lois Byers, Official Trustee extended on behalf of Northland a thank you to each of the LSBC members and all of their hard work, dedication to Northland and the students.

The meeting was declared adjourned at 4:15 p.m.

CLOSING PRAYER

Louis Cardinal, Advisory Committee Member, gave the closing prayer.

Lois Byers, Official Trustee

Roxane Guindon, Acting Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance